

City of St. Helens CITY COUNCIL

Work Session Minutes

September 7, 2016

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

Members Absent: Randy Peterson, Mayor

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

Others: Chuck Daughtry Nicole Thill Cody Mann
Tina Curry Steve Topaz Garrett Lines

Council President Morten called the meeting to order at 1 p.m.



Visitor Comments

♦Steve Topaz. Last year, the Godfrey Park drainage project began. It's a \$2 million project that was supposed to be done by now. There is plastic blowing around that used to cover open ground. He heard a rumor that the project has been approved and paid in full. When is the project going to be done and how much has been paid to the contractor? There is a section that is still missing a 48" pipe.

Council President Morten directed Steve to speak with Public Works after the meeting.

Steve pointed out the request to purchase a vehicle from Emmert. Last year, there was a drainage problem that put a little bit of water into their showroom. The City dug a fairly long trench and put in a pump station. Now they're doing business. However, he had a fair amount of water in his facility and no one put in a pump station. Why do you receive better water handling when you conduct business with the City?

Review Proposed Enterprise Zone Policy from CCET

Chuck Daughtry, Executive Director of Columbia County Economic Team, was present. He reviewed his memo, which is included in the archive meeting packet for this meeting. He is visiting all of the area sponsors to talk about amending the enterprise zone policy:

- During the period of Enterprise Zone Benefits applicant companies agree to pay average wage rate of 150% of the County's most current average wage rate as approved by the State of Oregon.
- Companies agree to remit 10% of the abatement in betterment for economic development with Columbia County.
- Companies agree to enter into a First Source Hiring Agreement with local employment

agencies to hire qualified Columbia County residents.

He proposes the 10% betterment fund be designated for economic development. 50% would be retained by CCET for operations and 50% would be remitted back to the jurisdiction for economic development purposes. He used Teevin Bros. in Rainier as an example. With a hypothetical investment of \$1 million, their tax rate is \$19.48 per thousand of assessed value. That would produce an annual tax revenue of \$19,480. That's an additional \$60,000 in taxes over a three-year period. If a five-year extension is negotiated, that's when they can add the 10% betterment; which would bring in \$10,000 over a five-year period.

Councilor Conn commented that it seems logical to her that money derived from economic development be used for future economic development.

Council President Morten asked why the 10% betterment would not go back in full to the jurisdiction? Chuck said the 50% going back to CCET would essentially be for staffing. Right now it's just him but he would like to increase that.

Councilor Conn talked about the recent Economic Development Conference she attended. Most jurisdictions have multiple staff members. No other jurisdiction has only one person.

City Administrator Walsh is in favor of having a policy for betterment funds. Councilor Locke likes the concept but would like to look at the overall affect.

It was the consensus of the Council to continue this to the next work session for deliberation.

Councilor Carlson asked for an update on Scappoose development. Chuck reviewed the two large projects:

- Cascades expansion.
 - Secures new jobs in Scappoose and preserves existing jobs in St. Helens.
 - About \$5 million will be spent in St. Helens to update the equipment, so the rolls can easily be processed at the Scappoose converting facility.
 - The slab was poured several weeks ago.
 - The walls are being erected.
 - He meets with the City of Scappoose, Business Oregon and Cascades tomorrow to discuss accessing ODOT immediate opportunity funds for West Lane. It needs to be widened and utility work.
- Oregon Manufacturing Innovation Center.
 - Portland State University
 - Oregon Institute of Technology
 - Boeing
 - Research and development facility.
 - Jersey building improvements.

Discussion of working with small businesses. Chuck really needs another staff member to have time to work with small businesses, update the website, manage a RARE student, etc.

Councilor Carlson would like to move forward with Chuck's proposal. The future of the community's economic development is very bright.

Council will deliberate at the September 21 work session and follow-up with Chuck.

Discuss Request from Senior Center

Council President Morten asked Finance Director Brown to elaborate on where the \$10,000 grant would come from. Brown reviewed the request. It could come from Council discretionary funds or re-appropriated contingency funds.

Councilor Locke would love to award the grant. It’s a great program but is reluctant to do it this year.

Brown cautioned the Council about starting small and requests increasing every year. Other nonprofits could also come to the Council and ask why they’re not receiving assistance.

Council President Morten would like to meet with Cheryl Young to make sure this is a very worthwhile cause. If she is going to request this annually, it needs to come at the appropriate time during the budget review process. Brown will make a note of it for next budget cycle. Councilor Locke was concerned that we need to treat all nonprofits the same. Morten directed Brown to contact Cheryl and let her know that they don’t have the funds available for the grant this year. However, the Council recognizes the importance of their food program. Brown will do so.

Discuss Request from St. Helens Soccer Team

Councilor Carlson reviewed the request, which was heard at the previous work session. The donation shows support of St. Helens youth. It can come from Council discretionary funds, like the support of Baily Crawford when she was raising money to travel across the United States representing St. Helens and Oregon as the Rodeo Princess.

Motion: Upon Conn’s motion and Carlson’s second, the Council unanimously voted to donate \$200 to the soccer team.

Discuss Proposal to Place “Blessings Boxes” Around St. Helens

Councilor Carlson reviewed her concerns and would like to hear input from staff.

- Exposure to the elements. It will draw dampness.
- Leary about creating another thing to keep clean.

Discussion ensued about maintenance.

Council President Morten is concerned about getting people to resources. Putting the boxes in the park and next to bathrooms is not doing that, especially since we no longer allow camping in parks. Churches are a great resource. There are several that offer meals, food baskets, backpack programs, etc. Community Action Team (CAT) is also a great resource to put the boxes near.

Library Director Jeffries agreed with Morten’s suggestion of placing the boxes near existing resources. A concern she has about placing a box at the Library is that it sends a message of encouraging people to be on the Library steps 24/7. In recent years, they have taken steps to move people away from the Library after hours.

Council President Morten directed City Administrator Walsh to draft a letter to Portia and Glen Swenson. He recommends placing the boxes near the Food Bank, churches that offer food programs and CAT.

Discussion Regarding Bing’s Delinquent LID & Sewer Payments

Finance Director Brown reviewed his memos that are included in the archive meeting packet.

Bing's is behind on their LID and sewer payments. Paul Joe is in attendance and would like to talk to the Council about what's happening.

Paul said he received notice yesterday of this meeting, through a text. He is not prepared to make comments on this today. He would like to have representation and would like to have the City attorney's contact information to communicate directly with.

Council President Morten asked if he received prior notice about the past amounts due. Paul said he only received two letters, which did not indicate the past due amount. Morten directed Brown to set up a meeting soon with Paul and his representation.

Brown reviewed the letters mailed to Paul, which included amount due and deadline to pay. He believes they were given ample notice. City Administrator Walsh pointed out that if this was any other account they would have been shut off by now. However, Bing's is an institution and it's not something the City wants to do.

It was the consensus of Council to make payment arrangements with a deadline for final payment. If it cannot be arranged by September 21, staff should report back to Council.

Review Proposed Ordinance Regarding Secondhand Dealers Review Agreement with City of Portland for RAPID

Chief Moss explained that the Secondhand Dealers ordinance was written in the late 1980's. It required pawn businesses to document transactions on a pawn slip and submit to the Police Department every Monday. For years, they received those slips on a weekly basis. As the number of pawn businesses have decreased, they have lost focus and have not received pawn slips. A few weeks ago, City Communications Officer Crystal Farnsworth received a request to review the pawn slips. Crystal contacted him and they realized they haven't been doing it. This made him realize it's time to move forward with new technology.

The City of Portland has a program called Regional Automated Property Database (RAPID). It is currently shared by almost every agency in the Portland metro area, southwest Washington and beyond. Pawn businesses subscribe to a system and enter the data. Agencies are able to view the data and collect it electronically. It's beneficial for nearby agencies to view what is being pawned. Shelby at Jordan Ramis made proposed amendments to the ordinance to allow for the collection of electronic data. The program is \$654/year. It will be covered under the Police Department's budget.

Discussion Regarding Support of the Visitors Center

Councilor Carlson would like to talk about the City's roll in the partnership. She has been approached by a citizen with concerns that someone is leaving the Chamber and it will go dark.

♦Scott Burge, Scappoose Mayor and Chamber Board Member. Natasha Parvey is leaving. She was hired with the knowledge that it was an 18-24 month job. The lights will stay on. The Visitors Center will continue. The Board made a decision that all proceeds from the Wings and Wheels 16K run will be put into the Visitors Center budget. Right now, we're about \$1600. There especially need to be bodies in there during the October events. They received a \$10,000 grant from Travel Oregon for a consultant to do a bicycle tourism studio. Existing bicycle trails will be marketed to day-trippers. Gretchen has been a tremendous asset to the Visitors Center and plans to stay, at least through October.

Councilor Carlson suggested making the Visitors Center building available for nonprofits to rent and hold fundraisers. Scott agreed that was a good idea.

Review Agreement with Wauna Credit Union for Sponsorship of Waterfront Stage

City Administrator John Walsh reviewed the proposed agreement. Wauna Credit Union would like to sponsor the permanent stage and have naming rights. Understanding that it is still premature for a permanent stage, they want to begin the sponsorship now by purchasing a 30x50 tent to be used for events. And also display flags with their name. It is a three-year renewable sponsorship in the amount of \$22,750.

Council President Morten talked about the expansion and development of the waterfront property. He is in favor of the proposal but does want to consider seating and what the stage will look like.

Councilor Conn appreciates the offer from Wauna Credit Union. She is hesitant about changing the name based on who the sponsor is, but understands the relevancy.

Councilor Carlson likes the idea of a temporary venue. Wauna Credit Union is not new to being a community partner. She has no problem giving them first right on a permanent structure.

Councilor Locke clarified that this gives Wauna Credit Union first rights to continue the contract. Council agreed. He was concerned that we may need to open this to other sponsors as well. Walsh explained that the agreement ends December 31, 2019. It does not include an auto-renew option. However, it does include a good-faith sponsor right to a first refusal option.

Tina Curry was in attendance to talk about the sponsorship. She secured the sponsor and urged Council to move forward with the agreement.

Council agreed to move forward.

Department Reports

Police Chief Moss reported...

- Tonight's agenda includes a surplus property declaration for three police cars and a pickup. Public Works will take the pickup to use for snow plowing, so that can be removed.
- Canine Officer Ryder is a 17 month old German Shepherd new to the department. He and Officer Thompson will begin their training in October.
- The top candidate for the Code Enforcement Officer position declined the position. They are reviewing the list and are a few weeks away from having that position filled.
- The reserve application process closed on Friday. Testing will be held Saturday.
- A Crisis Intervention Team Coordinator has been hired. She will begin the last week of September.

Public Works Engineering Director Nelson reported...

- The Council has expressed concerns about parking and site distance at the corner of S. First Street and St. Helens Street, in front of Wild Currant. Nothing will completely eliminate the issue. She reviewed some options:
 - Eliminate a couple parking spots. She does not recommend doing that because it won't completely solve the issue and parking is already at a minimum.
 - Designate the first two spots as compact. It will not prevent someone with a large vehicle parking there.
 - Post signs for a shorter parking duration, such as 15 minute parking.

Councilor Carlson expressed her concerns about the lack of clear vision when pedestrians are crossing the road during events. Nelson agreed with the concern and pointed out that none of

the options will prevent a pedestrian from being struck by a vehicle. Councilor Conn suggested stop signs at all four ways. Nelson explained that they are not warranted, based on the rules they have to follow. They don't have an accident report to warrant spending a lot of money to fix that intersection. After much discussion, no resolution was agreed upon.

- A previous ordinance allowed for parking along the first block of S. First Street. That code was amended and eliminated the ability to park on the sidewalk. After a review of options, it was the consensus of the Council to paint the curb yellow. Council directed Nelson to notify the property owners that the curbs will be painted.
- There was a question regarding a possible roadway connection between N. River Street and N. 2nd Street. That project has been on the back burner for a very long time. She hopes to begin working on it, once the storm drain project is complete.
- The contractor of the Godfrey Park Storm Drain project needs to find another location to store their equipment and materials. They asked to use the Grey Cliffs Park parking lot for approximately three months. Council asked them to consider some other nearby areas for storage and only use the park as a last resort.
- Concerns from citizens have been raised about speeding on S. 15th Street by the Senior Center and park. They placed speed radar signs along that route. The average speed of southbound lanes was 20.5 mph. The 85th percentile was 27 mph. The speed limit is 25 mph. The average speed of northbound lanes was 19.7 mph. We average 300-500 vehicles per day. They are not heavily used streets. The intersection does not warrant further markings. The radar signs do have a slight impact on the speed of the cars. They will continue to rotate the signs in that area.
- The contracts for the Gable Road project are still being revised by ODOT. Once they are received, the County and City will move forward on planning.
- There was a question regarding the posting of the time limitations at the docks. She reviewed the ordinance and the sign verbiage. The two are worded identical. Vessels are limited to five calendar days on any City dock.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- A stakeholders meeting for the strategic planning process has been scheduled for November 5. She is requesting to close the Library on that day. There will also be a focus group with school district employees in late October. She is requesting to close on a Wednesday morning in late October for that. Council concurred.
- Earlier this year, the Oregon Historical Society contacted libraries across the state about holding speaker programs. It was to be in conjunction with two displays that they had. We applied for two of those speakers to come and were given one. They really wanted the other one as well, so reached out to the other speaker and used Library program money to bring that person in. The first one is a story teller named Rebecca Hom. She will be presenting a writer's workshop prior to her program. That will be held Tuesday, September 13. The other one is called Re-imagining Historic Chinese Mining Landscapes and will be held September 22.
- A teen babysitting training will be held again this month. It is very popular.

Finance Director Brown reported...

- The deadline to submit RFPs for IT Services was September 1. Two submittals were received. He, City Recorder Payne, Police Chief Moss, Public Works Engineering Director Nelson and Librarian Herren-Kenaga will be reviewing them.
- The new utility admin rules have been released.

- The audit is scheduled for November. He is going to have the auditors take a more in-depth look into some of the liability accounts.
- He will set up a meeting with Bings and come back with a resolution.

City Recorder Payne reported...

- Nothing to report.

Event Coordinator Tina Curry reported...

- 4th of July recap.
 - Thanked staff and volunteers for making it a success. We received positive feedback.
 - Tailgating went well.
 - The family of Ed Lokken was very thankful for the award he received.
 - Nonprofits raised over \$6,000 as a group.
 - Over \$20,000 was raised, covering all the costs of fireworks.
- Update on Halloweentown activities.
 - A lot more activities are planned this year.
 - Purchases are being made this year that will be continued to be used for future events.
 - The waterfront property will be used for parking this year. Designated handicap and vendor parking will be located across from Dockside.
 - There will be 24 bathrooms available.
 - The vendor carts have been sold out.
 - Information continues to be posted and shared on social media.
 - Another celebrity may be arriving at the end of the month. She should know for sure by the end of next week.
 - Go to www.discovercolumbiacounty.com for an updated agenda and event tickets.
 - Activities will happen in the Wauna Credit Union tent on the waterfront property.
 - Public Works will be helping with set up.
 - The taxi cab will be in the Spirit of Halloweentown parade on October 1.
 - A community pumpkin lighting will take place on October 1.
 - The pumpkin lighting with Marnie will take place on October 8.
 - An old beverage truck will be permanently placed, facing the wrong direction, next to City Hall during October.
 - A self-guided tour will take place downtown during the evenings.
 - Visitors are expected to come from all across the world.

City Administrator Walsh reported...

- The area-wide planning for the waterfront is starting to wrap up. The final meeting will be held on September 12, followed by a final event on October 12.
- Review of successful grants.
 - Transportation Growth Management Plan addresses connectivity of the waterfront property.
 - McCormick Park picnic shelter.
 - Tourism branding and wayfinding.

Council Reports

Moved to the evening meeting.

Executive Session

ORS 192.660(2)(d) Labor Negotiations

ORS 192.660(2)(e) Real Property Transactions

Motion: At 4:03 p.m., upon Locke’s motion and Carlson’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 4:36 p.m., upon completion of the executive session, Conn moved to go back into work session, seconded by Locke, and unanimously approved.

Other Business

No other business.



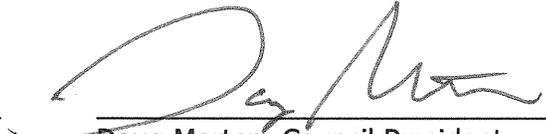
There being no further business, the meeting was adjourned at 4:37 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Kathy Payne, City Recorder



Doug Morten, Council President