

# City of St. Helens

## CITY COUNCIL

Work Session Minutes

July 19, 2017

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**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  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director  
Crystal Farnsworth, Communications Officer  
Jasmine Jordan, Main Street Program Coordinator  
Bob Johnston, Building Official  
Jenny Dimsho, Associate Planner

<b>Others:</b>	Ashley Baggett	Wayne Weigandt	Howard Blumenthal
	Elisa Mann	Amanda Normine	Gretchen Williams
	Tina Curry	Don Patterson	Nicole Thill
	Ben Tiscareno	Steve Donovan	Leticia Juaret Sisson
	Ryan Laird	Kathleen Jenkins	Tess Fields
	Mary Kiblan	Mike Chapman	

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



### **Visitor Comments**

◆Wayne Weigandt. *Did not have his mic on the first couple minutes. Unable to hear the first part of the bike path discussion. The bike path is adjacent to property he is developing on N. 1<sup>st</sup> Street.* Now because of citizen input, some people are not interested in it. He is not for or against the bike path. It was only a condition of his permit. At the direction of Councilor Locke, he, City Planner Graichen, and Public Works Engineering Director Nelson worked through a cost analysis to complete the bike path. He believes the cost is higher than it should be, particularly because a 25% surcharge was added for not completing the public improvement. He is willing to do the improvement and it's not right for him to pay the surcharge. He called Councilor Locke last week and asked if he could meet him on the property after his meeting with Public Works Operations Director Sheppard. Councilor Locke showed up with his two dogs before he was done talking to Sheppard. Councilor Locke told him that it was very small potatoes for him to be complaining about the fees. And that if it were up to him, he would charge him a 200% surcharge. Councilor Locke told Wayne that he instructed Nelson to wipe off \$480 of the bill for grading and that should be enough. Before all of that was said, Councilor Locke told Weigandt that he could slice him up and feed him to his dogs. Wayne was hurt by that statement. That was very unprofessional and he deserves a letter of apology.

Councilor Locke thought he was smiling and joking when that was said. After that, they sat down and talked about the discount since part of the grading had already been done.

Wayne repeated that it was extremely unprofessional, unprovoked, and confrontational. The leadership qualities that Locke directed to him is almost unforgivable. Wayne has lived here for 75 years. How can Locke be a negotiator and represent the City in that way?

Councilor Locke apologized and is deeply sorry. He did not mean for it to come across that way. Wayne accepted the apology.

Wayne expressed his concerns about the marijuana grow facility on the old Boise property, now owned by the City. He hopes the City has a good attorney ensuring their interests are protected.

Mayor Scholl apologized for that happening to Wayne.

♦Ashley Baggett. She is here as a resident to support the sweetened beverage tax. She's also a wife and mother, who regularly runs with her double stroller. Sidewalks, paths, and park improvements are greatly needed. The proposed tax will fund those improvements.

♦Ryan Laird. He has some questions regarding the water department reports that are sent out on an annual basis.

Mayor Scholl clarified that his questions are about the mailing process. Finance Director Brown explained that they use a third party company. Metro Presort was selected through an RFP process.

Ryan asked why they go out as first class mail. Brown will review the RFP and follow up with Ryan.

### **Annual Report from Parks Commission**

Parks Commission members Elisa Mann and Howard Blumenthal were in attendance to give a report to the Council.

- New bridge in McCormick Park connecting the parking lot and disc golf course.
- New pavilion in McCormick Park.
- Thanked Associate Planner Dimsho for her work in acquiring grants.
- The Heinie Heumann fenced dog park will open tomorrow.
- Exploring options to create and maintain parks.
- Took a field trip on Monday to view a potential RV park area on the old Boise property.
- The Columbia View Park expansion proposal has been approved.
- Thanked Council for their support of parks.
- The amount of garbage left on Sand Island has decreased since the removal of garbage cans.
- The Parks Commission and Bicycle & Pedestrian Commission have been collaborating with the discussion of trails.
- Some of the parks have "Friends" groups and are always looking for volunteers.

Mayor Scholl thanked the Parks Commission for their work. Citizens Day in the Park is August 12<sup>th</sup> in McCormick Park.

### **Review Final Report of Cost of Services Analysis**

Steve Donovan was in attendance and presented a PowerPoint presentation, a copy of which is included in the archive packet for this meeting.

He reviewed:

- Summary of monthly rates & SDC recommendations
- Detailed rates analysis: water, sewer, and storm
- Detailed SDCs analysis: water, sewer, storm, and parks

Recommendations:

- No rate increases required for water or wastewater at all; no rate increase for stormwater until fiscal 2020-21.
- Over the five year forecast horizon, fund all stormwater capital improvement costs with cash in the wastewater fund. This total is estimated to be \$1.9 million.
- Eliminate the current stormwater fee exemption policy. There are 316 exempt accounts.
  - Consensus of Council for staff to further investigate.
- Enact by resolution a policy of adjusting all utility rates for inflation on January 1 of each year.
- Engage with Columbia City to update the 1982 water sales agreement.
- Implement the SDC increases that have been proposed in this 2017 utilities rates and SDC study.
- Establish by resolution a City policy of formally reviewing all SDCs charged by the City every five years.
- Between formal SDC review periods, annually adjust all SDCs for inflation.
- Commission a new wastewater master plan.
- Commission a new stormwater master plan.

Council President Morten anticipates local developers expressing their opposition to the proposed SDC fee increases. Is it possible to not charge those fees until it's sold and paid for by the buyer? Steve recommends against that. The City should not be the banker.

### **4<sup>th</sup> Quarter Main Street Program Report**

Main Street Program Coordinator Jasmine Jordan was in attendance to go over her final report for Main Street. She thanked the Council for the opportunity to serve. Next week is her last week.

Some of the projects she worked on this year:

- Grant for the El Tapatio Restaurant expansion.
- Helped with the grant for the salmon tree project.
- Maestro data and volunteer recruitment.
  - Improves Mainstreet programs.
- SHEDCO website and newsletter.
- Wayfinding Plan and public meetings.
- Reaching out to business owners.
- Various events.

Focus areas for the future:

- Social media management.
- Oversee El Tapatio's reports for the grant received.
- Still unsure about a RARE student for next year.

Council thanked Jasmine for her work.

## **Spirit of Halloweentown Events Update**

Tina Curry was in attendance to give an update. She began by thanking Mayor Scholl, and Councilors Locke and Carlson for all their work on the 4<sup>th</sup> of July celebration. It was a great success with record-breaking crowds. They made four times as much from parking this year.

### Spirit of Halloweentown

- The Chronicle and Shoestring Players are working on events.
- Four major new events being added.
- Evening and weekday activities added for visitors.
- The Chamber will host the parade again this year. It is the same day as the pumpkin lighting.
- More vendors this year. All the carts have been reserved.
- Performance groups will be coming from Florida. She encouraged Council to build a stage. Stages are \$20,000 – 30,000 to rent.
  - Mayor Scholl suggested a temporary stage in front of the old Courthouse. Tina said the challenge with that is that they are paid events and you would have to close the Plaza.
- She's only able to announce one of the celebrity's coming. Diane Franklin, who was in Bill & Ted's Excellent Adventure, Better Off Dead, and other movies and TV shows.

Council thanked Tina for her work on 4<sup>th</sup> of July.

Amanda Normine, SHEDCO Vice Chair and Gretchen Williams, SHEDCO Treasurer were in attendance to talk about SHEDCO's involvement in events. Their priorities are:

- 1) Community buy-in.
- 2) Business inclusion.
- 3) Making sure that no one leaves with money in their pockets.

Amanda talked about the communication being important between the City, SHEDCO, and businesses. Business owners feel like they are being left out if they're not located downtown. She has been in contact with Tina about opportunities for businesses to get involved with Spirit of Halloweentown and was told there are no such opportunities. The vendor carts are full and many of the local businesses did not know they were even available. She has requested to meet with Tina and received a response that there was nothing to meet about.

What changes were made this year to make sure local businesses get preference? Mayor Scholl recalled the meeting at the high school when Tina said they need to notify her soon if they want to use a vendor cart. Amanda understands but is concerned that we're bringing in visitors but our businesses are not benefitting.

Councilor Conn suggests that it's the responsibility of businesses to capitalize on the events being brought. Mayor Scholl added that a bus will transport visitors from downtown to uptown, encouraging shopping. Council concurred that the businesses need to create events and it will be showcased in the Spirit of Halloweentown schedule. Council encouraged SHEDCO to submit a proposal for review at their next meeting.

Gretchen reported that the parade is scheduled for October 7<sup>th</sup> at 3 p.m., followed by the community pumpkin lighting.

#### **4<sup>th</sup> Quarter Communications Report**

Communications Officer Farnsworth was in attendance to go over her report which is included in the archive packet for this meeting.

- Due to workload shifts, she has been able to focus more of her time on communications.
- With additional social media blitz, the Branding and Wayfinding survey responses nearly tripled.
- Police Department
  - Accredited through the Oregon accreditation alliance.
  - Thanked The Chronicle and Spotlight for attending the CERT graduation ceremony.
  - Lemonade with the Law held at Burgerville.
  - New reporting App.
- Public Works
  - Nelson reported on KATU in response to a feature on street signs.
- Our Facebook name changed due to a Facebook requirement.
- Social Media policy being reviewed by staff. Will come to Council for adoption.
- Library
  - Summer reading programs have been well attended.
- Launched a new social media campaign called Fact Friday.
- A St. Helens promotional video is being created.
- Citizens Day in the Park is Saturday, August 12<sup>th</sup>.
- Emergency Management planning meeting for Spirit of Halloweentown next week.

#### **4<sup>th</sup> Quarter Municipal Court Report**

Finance Director Brown presented the Court report which is included in the archive packet for this meeting.

- FY 16/17
  - 1,182 cases filed.
  - Revenue of \$250,847.
  - Expenses of \$399,209.
- Working to close old cases.
- The Prosecutor will report in December with an update.

#### **4<sup>th</sup> Quarter Financial Report**

Finance Director Brown presented the financial report which is included in the archive packet for this meeting.

- FY 16/17
  - Collected more revenue than budgeted.
  - Spent less than adopted.
  - Reviewed department budget verses actual expenditures.

#### **Discuss Making 0.5 FTE Building Inspector to 1.0 FTE**

Mayor Scholl said that he asked for this to be on the agenda. Finance Director Brown reported that it would cost an additional \$67,000 to increase the position to full-time. That money would come from contingency funds in the general fund. Usually, you hire a Building Inspector in the hopes of revenue increasing to cover that position. He is not 100% sure that they're at that point.

Councilor Carlson is concerned that they may not be able to retain the position if the economy worsens. Mayor Scholl understands but does not want to continue to be stuck in recession staffing.

Building Official Johnston reported that they are seeing an upturn in permits. He understands Carlson's concerns as well. In addition to the increase; they also have an IGA with Columbia City.

He is running about 20 days on planning review.

Council President Morten is in favor of hiring a part-time position with the ability to increase to full-time as demands increase. Councilor Carlson agreed. Consensus of Council to move forward to hire a 0.5 FTE Building Inspector.

### **Update on Potential Sweetened Beverage Tax**

Finance Director Brown presented a PowerPoint presentation which is included in the archive packet for this meeting. The idea was first presented at the Budget Committee meeting as a possible revenue source for parks, sidewalks, and streets.

- By increasing the price of a product you can help reduce product demand.
- Encouragement for people to make healthier choices.
- City Council would adopt an excise tax on the distribution of sweetened beverages.
  - Not included: milk, 100% juices, medical beverages, and alcohol.
  - Required to have a 30 day notice before ordinance goes into effect.
- Paid by the distributor and not the business.
- Most recently adopted in Seattle.
- Reviewed economic studies.
- Recommends a \$0.02 tax per fluid ounce.
- The Public Health Foundation has been supportive. He proposes an 80/20 split with them.
- Discussion of public education.

Consensus of Council to hold a public forum in September to hear from the public, business owners, industry providers, etc.

### **Update on Council Chambers Renovations/Cable Access**

Finance Director Brown reviewed the Council Chamber's needs:

- Comcast Channel 29. Does the Council want to continue broadcasting? He was under the impression that it would discontinue when they upgraded the AV equipment to broadcast live on the City's website. However, City Recorder Payne recalled that the Council wanted to keep it. It was the consensus of the Council for Brown to return with a quote to add Comcast.
- Paint samples. It was the consensus of the Council to paint the wall behind them a darker color of beige and a lighter color for the rest of the room.
- Carpet samples. It was the consensus of the Council to use the shade that does not include blue.
- Audience chairs. Consensus of Council to purchase black chairs, similar to the current style.

### **Department Reports**

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

- Would like to recognize Holly Haebe for her volunteer services.

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

- Reviewed the fee in lieu of the bicycle ramp improvements, as mentioned by Wayne Weigandt earlier in the meeting. She recalculated the fee and it came out to almost \$1,700. The 25% markup increases it to \$2,100. In this case, he was willing to build the improvement. It was the City's decision to not do the improvement. She asked if the Council would consider waiving the 25% markup?

**Motion:** Morten moved to waive the 25% markup fee. Conn seconded.

Discussion.

**Vote:** All in favor; none opposed; motion carries.

**Library Director Jeffries** reported...

- The Library has been busy. Lots of families taking advantage of the reading programs.
- A stuffed animal sleepover was held earlier this week. Photos were taken of the adventures and a scrapbook was created. It went really well.
- Keep an eye on the events calendar.

**Finance Director Brown** reported...

- There are about 300 water meters to install before beginning monthly billing. He anticipates monthly billing will begin in January.

**City Recorder Payne** reported...

- Items added to tonight's agenda:
  - Mower for Parks Department.
  - Contract payment to be paid from the 2016-17 budget before it's closed.
  - Resolution for the Police Association Collective Bargaining Agreement.

**City Administrator Walsh** reported...

- *First part of report was inaudible until mic turned on.*
- Tina Curry has done a good job coordinating Spirit of Halloweentown. She has been very responsive to fitting in events scheduled by community and business members.
- He attended the City Manager's conference in Bend last week.
- He thanked Wauna Credit Union for sponsoring the stage in Columbia View Park. He would like to re-engage with Walker Macy to design a stage.
- In the process of reviewing the Personnel Policies.
- Urban Renewal public hearing tonight.
- He was very impressed with Steve Donovan's presentation today. It was very informative.
- Conducted interviews for the Special Events Coordinator position. A majority of the committee recommended retaining Tina Curry. There was another applicant who interviewed very well. They were just concerned about making a big change with Spirit of Halloweentown approaching.

Councilor Conn would like to give the other applicant an opportunity to coordinate an event. Walsh will contact her to gauge her interest and price she has in mind.

Council President Morten recommended retaining Tina Curry and instructed Walsh to negotiate price and events.

## **Council Reports**

**Mayor Scholl** reported...

- Have property owners been notified that they are responsible to pay for utility bills when the tenant takes off without paying? His relative recently experienced this and was surprised. He suggested sending an updated notice to all property owners. Brown responded that a property owner signs consent that they are responsible if tenants do not pay. Brown can mail a notification if Council desires.
- He suggests that all rentals have a business license, even if you own only one.

The remaining Council reports were continued until tonight's meeting.

**Executive Session**

**ORS 192.660(2)(d) Labor Negotiations**

**ORS 192.660(2)(e) Real Property Transactions**

**ORS 192.660(2)(h) Potential Litigation**

**Motion:** At 4:51 p.m., upon Morten's motion and Locke's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(d) Labor Negotiations, (e) Real Property Transactions, and (h) Potential Litigation.

**Motion:** At 5:09 p.m., upon completion of the executive session, Morten moved to go back into work session, seconded by Conn, and unanimously approved.

**Other Business**

No other business.



There being no further business, the meeting was adjourned at 5:09 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Kathy Payne, City Recorder



Rick Scholl, Mayor