



## Harrisburg City Council Work Session Minutes March 28, 2018

The Harrisburg City Council met on this date for a regularly scheduled Work Session, at City Hall, located at 120 Smith St., at the hour of 6:30pm. Presiding was Mayor Robert Duncan. Also present were as follows:

- Kimberly Downey
- Mike Caughey
- Robert Boese
- Sarah Puls
- Adam Keaton
- Youth Advisor Sarah Isom
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge

Absent this evening was Councilor John Loshbaugh.

Concerned Citizens: Everyone present was here for items already on the agenda.

### The matter of Discussing the City's System Development Charges (SDC) Program

**Staff Report:** Latta summarized the information from the Council agenda; about what Portland, Ashland, and Silverton were doing, in relation to lower SDC's or waivers for low income housing.

City Council expressed some concerns about some of the programs offered, particularly in consideration of more work required by staff, as well as citizens who have the burden of increased fees if they fall out of the low income status. The letter that the Junction City/Harrisburg/Monroe Habitat for Humanity Executive Director, Cindy Decker had brought (Please see Addendum No. 1) is for the City of St. Helens. Latta noted that it appears to be something decided on a case by case basis, and is not a local long term waiver. He had also discussed this issue with other city members at the CWCOC (Cascade West Council of Governments) meeting he recently attended. None of them were allowing waivers, or reduced fees.

Latta related his concerns about administratively burdensome programs, and added that when we don't collect SDC's, that it delays our capital expansions and projects. Habitat for Humanity homes impact the infrastructure the same as any other home, so it can't be counted differently from other homes. While Staff and the Council are very supportive of the Habitat's programs and mission, we haven't had a lot of growth. Over the last five years, 25% of the homes built in Harrisburg have been Habitat Homes. He added that we discussed this in 2012;

the director at that time, Jon Silvermoon, had submitted the same programs that he pointed out in the agenda bill tonight. Council decided then to not allow waivers or exemptions. During that time, there really haven't been any changes to note, that would change any of this. He did feel during his review of the SDC Program, that we need to modify our CIP (Capital Improvement Plan). If we enter into a formal review of the program, we could take a look at writing something into policy at that time that might address low income housing.

Mayor Duncan asked Decker about the timelines for Habitat homeowners, and whether they had some owners who paid off the mortgages, and then sold their homes. Decker said that they typically carry the mortgages for homeowners, and don't collect on their funds until the home is sold. Mayor Duncan asked if the home is sold, does it have to be to another home owner who is low income. Decker told him that it depends upon the funding used to construct the home. For example, a home that is funded by federal money would be absorbed back to Habitat. Mayor Duncan thought that the mission that they have, is fantastic. Typically, the Habitat is buying the lots that are typically blighted, or aren't as enticing to a standard contractor. Some of them are near railroads, etc. He felt that there was something positive about that for the City.

Decker relayed information about what the Habitat for Humanity State organization was working on, for advocacy across the state. They are working on deferrals, or waiver of development charges all over the state. There are 13 cities with waivers, deferrals, or some other function that lowers their development costs. St. Helen's was the only one she could find before this meeting. Decker and her board are looking seriously at applying for a CDBG (Community Development Block Grant) which will allow entire subdivisions of homes for low income families. She's also looking for a smaller grant, so they can build two homes a year. That requires additional staff. There are plenty of families in our area who qualify for their program, but they can only presently build one home a year.

Discussion ensued between Decker and Council members, about different ways to try to cut costs for Habitat. Mentioned was property tax breaks, but those would benefit only the homeowner, and not Habitat for their continuing mission. Decker talked to them about how they tried to help the homeowner out with exemptions of certain fees, etc. There are deed restrictions as well, that help to protect what the Habitat has invested in a home. Also discussed were liens on the homes for SDC's. George Anderson, a Habitat board member, said that right now, the cost of SDC's and connections are representative of 8% of the initial cost of construction. If they could get it to 5%, then that would assist them. He suggested the percentage rate as a method for the City to use. Mayor Duncan noted that really, we are trying to bolster our street fund (for \$250,000 a year), and trying to get there is really hard. He was surprised by 25% of our homes being Habitat homes.

Latta talked about how we could structure SDC's in the future. Parks & streets are roughly the same for all homes, but the disparity comes in the storm, water and sewer SDC's. He spoke about some methods, such as storm charges based on the size of a home, or changing to PFU's, (plumbing fixture units) rather than a set amount of sewer SDC's. There are ways to structure the SDC's to be more fair between the costs for something like a mansion as opposed to much smaller low income housing. However, he has a hard time, with exempting private home building, and not other homes. We do provide exemptions for public entities, which includes the fire department, and the school district, and that's because our citizens are

paying for those with their tax dollars. He felt that because it's a smaller home, that they have a smaller impact on the infrastructure, and that there was a possible way to use that as a method of lessening the impact on their construction dollars. Keaton wanted a way to simplify things, that didn't take a lot of staff time. He liked the PFU's model. Eldridge added that we actually charged PFU's in the past, but changed that model in 2012. The difference between a two bath home, as opposed to a one bath home, was somewhere close to \$1,000.

Latta added to the discussion that we are just about average for the fee's we charge for SDC's, compared to those cities around us. Downey stated that we are struggling right now to find money for our infrastructure. 25% of the homes being built are those for low income, but we have other citizens in town, that are also low-income. She was open to methodology that wouldn't impact staff too much. *Consensus from the Council was to have staff revisit our SDC's Methodology, and CIP Program, and to discuss the possibility of something that could benefit low income housing in the future.*

The matter of Reviewing a Draft Ordinance Regarding the City's Cross-Connection Program that would amend Chapter 13.20 of the Harrisburg Municipal Code.

**Staff Report:** Latta noted that there is nothing we are really changing in this, other than making sure that our code matches the state statutes. They updated a few of the tables, for the most part. He added that cross connection programs protect water supplies, by requiring the installation of back flow devices wherever they are needed.

City Council asked a few questions about why we have this program. Latta commented that we inspect devices and require annual testing. Eldridge added that for the most part, anyone who has sprinklers, or a well, that are also on City water, are required to get a backflow device. Caughey was happy with the code being the same as the state. But he hoped that we could just say that we follow the state code, so we don't have to update them every time. However, Puls pointed out that we are required to have an ordinance for this; we aren't allowed to just say that we follow the state regulations. Downey had formally been in the landscaping business, and she said some cities really go crazy with their programs. Latta said this would come back in April.

**Others:**

Water Bond & Infrastructure Improvements

- Latta informed City Council that Chuck and Damien were working on the time line for all the higher and lower level details for the water infrastructure project. We've been working with our bond company, making sure that we are following all the regulations and laws. Tim is working with the auditor, to make sure that the loan we are making between funds is done correctly. That will finance the first year's projects. Interest rates for short term lending went up slightly, but long term interest remains relatively flat. Our bond company is keeping track of that, making sure that if it approaches a certain percentage that we can't exceed it because we wouldn't be able to have enough money to re-pay. We are definitely not close to that, and it's looked at every day. Survey crews should be starting this summer. He added too, that the taxes will not go

up this year. We haven't sold any bonds, so property owners won't see anything until the fall of 2019.

- Latta added that Burton St. is getting built, and he is almost finished with the Priceboro Park Fence Encroachment issue.
- Puls thought that was done.
- Latta said that it's almost complete, but one property owner has not signed the land use application. He explained the steps that he had taken so far, in attempting to have them sign the application. He keeps explaining the City is paying for everything. If they don't sign it, then we will proceed. It means that we would file a deed restriction. They would then need to pay for a property line adjustment and a survey if they don't take care of it now. He hoped that they would take advantage of our offer.

**With no further business to discuss, the City Council work session adjourned at the hour of 7:37pm.**

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**Mayor**

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**City Recorder**

## 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 Sheppeard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director  
Bob Johnston, Building Official  
Jacob Graichen, City Planner  
Jenny Dimsho, Associate Planner

<b>Others:</b>	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.

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August 1, 2017

St. Helens City Council  
265 Strand Street  
St. Helens, OR 97051

Dear Councilors,

The purpose of this letter is to request your assistance with our effort to provide affordable housing to low income families in our community. Columbia County Habitat for Humanity operates with existing mortgage income, our ReStore income, and donations of time, materials and monies from individuals, groups, businesses and governments to build affordable housing in Columbia County. Families that qualify for these homes must earn below 60 percent of the median income, demonstrate financial responsibility and a willingness to help build their own home. We place importance on building affordable homes that fit into the existing neighborhoods. To date the City of St. Helens has supported our efforts by generously forgiving the System Development Charges for our homes. In addition, we have been invited to return for the same consideration when we were ready to build again. We are now poised to begin building another affordable home on North 12<sup>th</sup> Street.

The homes we have built in the last three years have been appraised at \$162,000 to \$232,000. As the price of homes has skyrocketed in St. Helens, we have been able to continue offering mortgage payments to our partner families of \$600 to \$700 per month. This is due in large part to the support we have received from the local government and businesses.

Columbia County Habitat for Humanity would be grateful for any help in reducing our costs of providing these affordable homes for responsible families in need of a hand up, not a handout. Any reduction or waiver of these fees will enhance our ability to complete other homes thereby offering more affordable home ownership opportunities. The fee waivers we are requesting are for the General SDC \$9,993.93 plus the Storm SDCs to be determined. Please let us know at your earliest convenience if it will be possible to extend the waiver of SDCs to our 12<sup>th</sup> street project.

Sincerely,

Jennifer Anderson  
Executive Director  
Columbia County Habitat for Humanity

PO Box 921, St. Helens, Oregon 97051  
Phone: (503) 366-1400

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. 12<sup>th</sup> 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.

