

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:00 pm.

Councilors Present: Brownson, Rocka, Herman, West, and Mayor Jones.

Councilors Excused: None

Staff Present: City Manager Estes, Parks and Recreation Director Williams, Finance Director Brooks, Fire Chief Crutchfield, Police Chief Spalding, Public Works Director Harrington, Library Director Pearson, and Interim City Attorney Josh Stellmon. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

## **PRESENTATIONS**

### **Item 3(a): ODOT ARTS Project Update**

Ken Shonkwiler from the local Oregon Department of Transportation (ODOT) office will be making a presentation on the US 30: 7th Street – Basin Street Roadway Reconfiguration/Safety Project which is identified in our Transportation System Plan (TSP). The project was initially presented to Council at a Work

Session on May 2, 2018. The project would be funded through ODOT's All Roads Transportation Safety (ARTS) Program.

Ken Shonkwiler, 1426 8th Street, Astoria, provided an update on the US 30: 7th Street – Basin Street Roadway Reconfiguration/Safety Project via PowerPoint. The presentation included a brief overview of ODOT's capital project list, an explanation of the ARTS Project, his work with City Staff to identify and develop the safety project in Astoria, details of the roadway reconfiguration and safety features that would be constructed, laws that impact the project, how the project fit in with the Uniontown Reborn project, direction provided by Council, funding and project costs, and next steps. He responded to questions from Councilors with the following comments:

- Bike lanes would be added to both sides of Highway 30, and they would be clearly striped and marked. The lanes would be dedicated bike lanes, not shared lanes, due to ODOT policies.
- The flashing beacons at pedestrian crossings would be installed on the corners of the ADA ramps so they are accessible. Councilor Herman said she preferred that the lights be installed in the pavement, so they are more visible. Mr. Shonkwiler explained that ODOT does not have standards for those types of crosswalks, so they are not being built on State highways.
- Planning for traffic during the worst peak season hours would result in an overbuilt system, so ODOT plans for the 30<sup>th</sup> highest hour below that. Analyses indicate average traffic in Astoria has remained the same since 2013, but traffic does increase during events like festivals. Additionally, multimodal infrastructure that provides access to Uniontown would allow the community to provide transportation options for everyone.
- The project planning used data from updated traffic counts done as part of the Uniontown Reborn Plan, which is more recent than the 2013 data in the Oregon Highway Plan.
- ODOT counts cars year-round and for Uniontown Reborn, 48-hour counts were used to calculate an average and determine the peak hour throughout the week. The counts indicated that when congestion exists, the delay is 20 seconds.

Councilor Rocka said he hoped the new configuration could extend all the way to the bridge because there are some curves that need turn lanes. People who live in Uniontown have expressed concerns about traffic speeds and clearance for parked cars. The three-lane proposal would alleviate those concerns and problems crossing the street. He believed the project would be a greater good for most people.



Mr. Shonkwiler stated he would send out a more detailed description of the scope of the project. The three-lane section is the same configuration as the east end of town from 2<sup>nd</sup> Street to about 7<sup>th</sup> or 8<sup>th</sup> Street on Highway 30. ODOT figured out how to provide two westbound lanes within the existing right-of-way from 2<sup>nd</sup> Street to the bridge while adding bike lanes and a center turn lane for vehicles. The three-lane cross section will not extend all the way through. The project focuses on crash mitigation and improving pedestrian and bike safety. Traffic will still be allowed to move within ODOT's guidelines.

Councilor Rocka said many people were concerned about the intersection where the new grocery store is going in. He asked if ODOT was going to mitigate the additional left turns.

Mr. Shonkwiler explained that he, City Staff, and ODOT's engineers reviewed the transportation impact analysis done for the grocery store. There are multiple ways to access the store and while much of the traffic will access it from 23<sup>rd</sup> Street, there was no ideal mitigation feasible for the turning movement. He offered to give his contact information so that Councilor Rocka could follow up in more detail.

Councilor Brownson believed the left-hand turn lane would go a long way to stopping people from holding up traffic. He hoped that this project would help the flow of traffic, whether it was slow or fast. If the project is approved for funding, it could synchronize with the Uniontown Reborn project timeline.

Mr. Shonkwiler said planning and project delivery never end up going hand in hand like this. It was not planned, but just so happened that when the City did its Transportation System Plan (TSP) and asked for support for this project, the preferred cross section west of the bridge had not yet been determined. So, the Uniontown Reborn plan will tackle that area and ODOT will have a clear understanding of how to tie the two projects together.

Councilor Brownson stated he looked forward to talking more about the area around the grocery store. When the other buildings are sold and a business goes on to the island, he would worry about the impact.

Mr. Shonkwiler said Oregon has a unique land use system that prioritizes high speed flows outside of urban boundaries. Inside of cities, ODOT tries to accommodate infrastructure that connects the town. He would keep Staff updated about the project schedule.

## REPORTS OF COUNCILORS

**Item 4(a):**      **Councilor Herman** reported she attended the meet and greet with the two finalists for the Community Development Director position. Both candidates were excellent. She met with one of her constituents to get another perspective on the housing crisis. She attended a historic preservation presentation with Mayor Jones given by John Goodenberger and Lucien Swerdloff, who are involved with the college's Historic Preservation Program. She learned that when buildings are restored, they can be more ecologically friendly than modern buildings. The wood used to build old homes is much better quality than what is used today and restoring homes is a way of recycling. She attended the opening of the Sunday Market and was glad that the market was back every week. She reminded that the election was on May 21<sup>st</sup> and encouraged everyone to drop off their ballots.

**Item 4(b):**      **Councilor Brownson** reported that he planned to attend a meeting with the County and other cities to discuss common issues. He encouraged everyone to vote, noting that as of Friday, 17 percent of registered voters had voted.

**Item 4(c):**      **Councilor West** reported that ballots could be dropped off at the Clerk's Office at 820 Exchange Street until 8:00 pm on May 21<sup>st</sup>. Her next meet and greet would be at Alderbrook Hall on June 20<sup>th</sup> at 4:30 pm. Everyone is welcome, even those who do not live in her ward. She looked forward to Parks and Recreation's Splash into Summer on June 1<sup>st</sup>, and she planned to perform. She passed both Federal Emergency Management Association (FEMA) exams. She met with Jim Knight and toured the Port property. She got a better understanding of where the Port is at and Mr. Knight's vision for the Port.



**Item 4(d):** **Councilor Rocka** reported he spent the day with Jim Knight and toured Port property. Mr. Knight had talked about his hope for the area. He encouraged Mr. Knight to present his plans as they develop to City Council so the Council could consider all of the impacts.

**Item 4(e):** **Mayor Jones** reported that he attended a commemoration of the longest serving keeper of the Tillamook Rock Light at Ocean View Cemetery, hosted by the Lighthouse Commemoration Society. He commended Director Williams and Caretaker Ames for making the grounds look so nice. He also attended the Fire Department's awards banquet with City Manager Estes. He represented Astoria at the Columbia Pacific Economic Development meeting and the Area Committee on Transportation meeting. Astoria is always represented at these meetings, which occur every two months in various locations throughout a four-county area. Columbia Pacific Economic Development gives grants and loans to struggling businesses that cannot get traditional financing. He attended the Historic Preservation Energy Efficiency Lecture with Councilor Herman. He noted he is being as green as possible by restoring his old house and funneling lots of money to local electricians and plumbers. The Clatsop County Mayors will meet on May 21<sup>st</sup> to discuss several issues. Senator Merkley will be in Astoria on Saturday to host a public town hall meeting at 10:00 am at Patriot Hall. Prior to the public town hall, elected officials will meet with the Senator at 9:30 am.

#### **CHANGES TO AGENDA**

No changes.

#### **CONSENT CALENDAR**

The following items were presented on the Consent Calendar:

- 6(a) Boards and Commission Minutes
  - (1) Planning Commission Meeting of February 5, 2019
  - (2) Planning Commission Meeting of February 26, 2019
  - (3) Planning Commission Meeting of March 26, 2019
  - (4) Design Review Committee Meeting of March 7, 2019
- 6(b) Transportation Growth Management (TGM) Grant for Uniontown Reborn Project – IGA Amendment
- 6(c) Liquor License Application from Major Triangle LLC for an Existing Business as Triangle Tavern, located at 222 W Marine, for a Full On-Premises Sales Commercial License
- 6(d) Resolution to Transfer Appropriations within Building Inspection Fund #128 Budget for FY2019-2020
- 6(e) Resolution to Change the Name of the Trails Reserve Fund #174

**City Council Action:** Motion made by Councilor Brownson, seconded by Councilor Herman, to approve the Consent Calendar. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

#### **REGULAR AGENDA ITEMS**

##### **Item 7(a): Resolution to Update Wage and Salary Schedules**

The Community Development Department has five Full Time Equivalent (FTE) split between the planning and building divisions. The Community Development Director is a full-time position which has been vacant since October 31, 2017. There have been three extensive recruitment processes with the last effort being led by The Prothman Company. It has been difficult to attract fully qualified candidates who meet the unique requirements of the City of Astoria within the current salary range and to allow for increases. The position requires a unique set of professional abilities including management, historic and design review, urban and comprehensive planning (both long range and code amendments) and development review in order to successfully accomplish the prescribed duties of the position. In order to assist with successful recruitment and provide a competitive wage it is necessary to implement a change in the position range prior to ensure we are competitive in the salary offering. As part of our



listing with Prothman, we understand our current salary range is low and are aware of other openings in the immediate area which would indicate an adjustment is necessary.

The salary range for Community Development Director is proposed to move from Range 51 to Range 53, effective June 1, 2019 to facilitate recruitment and retention. Funding is available in the current budget due to vacancies and has been incorporated in the recently approved budget for FY 19-20 which will be brought before Council June 3, 2019 for adoption.

Additionally, the following adjustments to titles have been incorporated to align with the changes in the job description updates which did not require wage and salary changes:

<u>Current Position</u>	<u>Title Updated Position</u>	<u>Title Schedule/Range</u>
Senior Records Specialist	Senior Records & Evidence Specialist	C / 14
Engineering Secretary	Engineering Administrative Assistant	A / 18

It is recommended that the City Council approve the revised salary range and titles contained in the attached resolution.

Councilor Herman stated the updates make a lot of sense. Astoria needs to pay its employees competitive wages. She has been impressed with the department heads and all Staff and would hate to lose someone because they are being paid a little less than another jurisdiction.

Councilor West said she supported the resolution. She understood that this would make the Community Development Director the City's highest paid department head.

City Manager Estes explained that several variables factor into the salaries for the Fire and Police Chief positions. The City Council has made agreements that result in their cost of living adjustments being commensurate with any negotiated cost of living adjustments for their respective bargaining units. He added that in the next fiscal year, additional adjustments are anticipated for other positions.

Councilor Rocka agreed with Councilor Herman. This resolution is moving in the right direction.

**City Council Action:** Motion made by Councilor Brownson, seconded by Councilor West, to adopt the resolution updating the wage and salary schedules. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

**Item 7(b): Resolution Amending the Fee Schedule for Ocean View Cemetery and the Aquatic Center**

The mission of the Astoria Parks and Recreation Department is to provide lifelong learning, wellness, and well-being through recreational opportunities and is dedicated to the preservation of natural resources, open spaces and facilities that inspire and bring neighbors together. To assist in achieving this goal the Parks and Recreation Department charges fees to assist in the cost recovery of the Department operations. The Department's budgeted cost recovery for the 2018-2019 fiscal year is 44%, resulting in a cost recovery rate of nearly double the national average and top quartile standing for revenue generation per capita. The Parks and Recreation Department is able to achieve this high cost recovery and revenue generation due to revenue generation, business practices, and innovations.

Section F of the adopted Fee Schedule includes for Parks and Recreation services. Other fees charged by the Parks and Recreation Department for program-based activities are not included in the Fee Schedule to allow flexibility for maximum cost recovery as programs ebb and flow.

It is recommended that City Council authorize this fee schedule edit in order to meet the budgeted cost recovery for the 2019 – 2020 fiscal year and to offset maintenance costs at Ocean View Cemetery.



Councilor Brownson said he supported the fee schedule since the changes were incremental. City Manager Estes confirmed for Councilor Brownson that the cemetery's funding sources include purchases of new plots, fees for services, interest on the Irreducible Fund, and the General Fund.

Councilor Brownson stated the cemetery expenses are a burden for the City. The master plan will identify ways to make it more manageable. He planned to bring this up at the County meeting because the cemetery is a County cemetery, not a City cemetery. He wanted to discuss cost sharing with the other jurisdictions.

Councilor Herman asked how the cemetery rates compared to other cemeteries around the nation. Director Williams explained the master planning process has opened Staff's eyes to where Astoria stands compared to other agencies across the country. Astoria is very competitive and still lower than other cemeteries in the region.

Councilor Herman said 44 percent recovery was double the national average. She was concerned that families who could not afford the Aquatic Center did not know that the Parks Department had a scholarship program. She asked if the program had enough funds to provide access for everyone who needs it. City Manager Estes clarified that the Parks Foundation, not the City, offered the scholarship program. The City used to budget money for scholarships, but several years ago, the scholarships began to be funded by the Parks Foundation. Director Williams added that the Run on the River was a fundraiser hosted by the Foundation to raise money for scholarships. This year's event raised about \$30,000. Ninety percent of the scholarships are given to families who use the swimming pool.

Councilor Herman asked if scholarships were available for every family that qualifies or requests assistance. Director Williams stated the Foundation has been successful in funding all who qualify.

**City Council Action:** Motion made by Councilor Herman, seconded by Councilor Rocka, to adopt the resolution amending the fee schedule for Ocean View Cemetery and the Aquatic Center. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

#### **Item 7(c): Public Hearing for Three Community Development Contractor Contracts**

The Community Development Department has been utilizing the services of planning consultants over the past year(s) to assist in maintaining service delivery as well as to assist in completion of special planning projects. Robin Scholetzky of UrbanLens Planning has been working on a number of planning permits and land division applications. Mike Morgan of Holland Morgan has been working to assist on day-to-day planning activities, assisting in development of the Uniontown Reborn project, and expansion of the Maritime Memorial. Rosemary Johnson has been working on a number of code amendments currently in process. Their contracts need to be extended with updated not to exceed dollar amounts. Staff strongly believes that it is in the best interest of the City to process a contract amendment for these three planning consultants. In order to directly appoint Robin Scholetzky of UrbanLens Planning, Mike Morgan of Holland Morgan, and Rosemary Johnson, the City Council will need to approve an exemption from the Competitive Solicitation Requirements after holding a public hearing to take comments on the exemptions per City code.

City Attorney Josh Stellman has reviewed and approved the findings as well as contract amendments as to form.

It is recommended that City Council conduct a public hearing for the purpose of taking public comment on the findings for exemption from the competitive solicitation requirements and adopt findings that authorize direct appointment of contract amendments for city planning services.

City Manager Estes explained that the City's applicable Codes are more restrictive than State Statutes. Staff has been discussing possible revisions to Astoria's purchasing Code to bring it more in line with State processes. He added that additional funds for contract services were available in the next fiscal year's budget.



Mayor Jones opened the public hearing at 8:03 pm and called for comments on the direct appointments of contractors.

Karen Niemi 909 Florence, Astoria, stated her comments were about Item 7(a): Resolution to Update Wage and Salary Schedules. As a taxpayer, she was concerned about increasing the salary for the Community Development Director position because it may lead to salary increases for other City positions and because one of the candidates for the position had already agreed to the current salary. She believed this candidate was more qualified, had more experience in strategic planning, visioning, economic development and community consensus building. This is a critical time in Astoria's future and this is a critical position. She wanted to make sure that the Council had considered both candidates and their qualifications for the position.

Mayor Jones called for comments on Item 7(c) Three Community Development Contractor Contracts. Hearing none, he closed the public hearing at 8:05 pm and called for Council discussion and deliberation.

Councilor Herman said she believed if the salary is raised for one department head, the same should be done for all department heads. This was planned for and budgeted. She explained that Council is not involved in the hiring process and hiring Staff is the City Manager's responsibility. It would be foolish not to pay the Community Development Director a competitive wage. The position has a lot of responsibility and this is a critical time in Astoria's history. The increase is modest and Astoria wants the best Staff possible.

Mayor Jones asked Council to comment on Item 7(c) Three Community Development Contractor Contracts.

Councilor Rocka stated the consultants had done a lot for the City and it seems appropriate to approve the exemption, allowing them to stay on. The contractors have great local knowledge and experience.

Councilor Brownson confirmed with Staff that funding for the contracts would be managed by the future Community Development Director based on need over time.

City Manager Estes added that several of the contractors are multi-disciplinary and have done work for other departments.

Councilor Herman said she was grateful for the services provided by the contractors. They are all competent and professional planners.

**City Council Action:** Motion made by Mayor Jones, seconded by Councilor Brownson to approve an exemption from the competitive solicitation requirements, and adopt findings that authorize direct appointment of contract amendments for city planning services. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

#### **Item 7(d): Building Inspection IGA**

At the time of City Council packet preparation an IGA with the City of Cannon Beach was in the process of being finalized. This memo will be brought to the City Council meeting on Monday.

City Manager Estes said the current Building Official and Code Enforcement Officer has taken a job elsewhere but would work remotely as a contractor to provide some continuity in services during the City's transition to receiving services through the IGA. The IGA would provide for building inspection services required by the State as well as plan review services. Astoria currently has an IGA with Clatsop County for other services. However, the County does not have the capacity to take on additional work at this time. So, this would be a new IGA with Cannon Beach. Printed copies of the IGA were available at the dais.

Councilor Rocka stated the IGA seemed like a sound idea. Building inspections are consistent between cities and assisting each other just makes sense.

Councilor Herman asked how long the hiring process would take. City Manager Estes said the first review of applicants would be on Wednesday, at which time Staff would decide whether to continue the posting and do marketing. He hoped to fill the position in the next four to six weeks. However, building officials are in short supply.

Councilor Brownson explained that if the legislation on third-party contracting for inspectors had been upheld, Astoria would not be able to enter into the IGA. City Manager Estes clarified that because the City is working with another governmental entity, Astoria is covered under the legislation. When he received notice that the Building Official would be leaving, he contacted the State Building Codes Division to ask if third-party contractors could be used. The State provided a legal brief which was reviewed by Interim City Attorney Josh Stellmon. As there was no clear interpretation, Staff pursued an IGA instead of a third-party contractor.

**City Council Action:** Motion made by Councilor Rocka, seconded by Councilor West to approve the intergovernmental agreement with the City of Cannon Beach for Building Inspection Services. Motion carried unanimously. Ayes: Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

**NEW BUSINESS, MISCELLANEOUS, AND PUBLIC COMMENTS:**

Kris Haefker 687 12<sup>th</sup> Street, Astoria, thanked the City for making certain changes behind the American Legion building. Those changes mitigate a lot of the noise that travels up the hill and provides those who live on the hill with a calm evening.

**ADJOURNMENT**

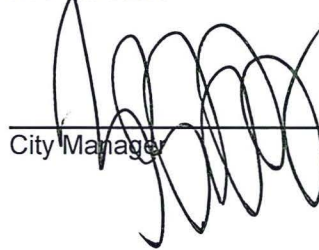
There being no further business, the meeting was adjourned at 8:18 pm.

**ATTEST:**



\_\_\_\_\_  
Finance Director

**APPROVED:**



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City Manager

