

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, City Forester Hayes, Library Director Pearson, and Interim City Attorney Stellmon. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

## PROCLAMATION

### **Item 3(a): Historic Preservation Month**

Mayor Jones read the proclamation declaring May 2019 as National Historic Preservation Month.

John Goodenberger invited the public to the Preservation Workshop Open House at Clatsop Community College on Wednesday, May 15<sup>th</sup> at 7:00 pm. The workshop was funded by a grant from the Lower Columbia Preservation Society (LCPS) and John Herman refurbished the machinery. Following the open house, the LCPS membership meeting will begin at 8:00 pm.

### **Item 3(b): National Safe Boating Week [not on agenda]**

Mayor Jones read the proclamation declaring May 18–24, 2019 as National Safe Boating Week.

### **Item 3(c): Recognition of Captain Eric L. Bruner [not on agenda]**

Mayor Jones read the proclamation thanking Captain Eric L. Bruner for exemplary service and dedication to our great nation.

## REPORTS OF COUNCILORS

**Item 4(a):** Councilor Rocka reported that Director Brooks and the Finance Staff did great work on the budgets. Director Brooks' presentations were clear and she answered questions in a clear and concise manner. He also thanked the Staff and Department Heads for their input during the work session on homelessness, which provided an increased understanding of the scope of the problem. He attended his first meeting as Astoria's representative at the Columbia River Estuary Study Team (CREST) meeting. CREST does habitat restoration. He attended a presentation by the Navy on active sonar and explosives training on the West Coast, which will be primarily in the Seattle area, but will also extend down along the Oregon coast. The sonar has an effect on sea life, so the presentation was on the environmental impacts. He also attended the 100<sup>th</sup> birthday concert for Pete Seeger at the Performing Arts Center. Keith Clark, who conducts classical music, played the banjo at the concert. There was a strong sense of community at the concert.

**Item 4(b):** Councilor West reported the recent work session on homelessness was useful. She thanked all of the Department Heads for educating her on the impact of the multi-layered issue on Staff. She has heard over and over that this is a national issue that will not be solved overnight. Discussions with everyone involved are critical for the Council to know how to support the community. The Council will dedicate at least one more work session to homelessness. She noted she was a huge advocate for historic preservation and the Historic Preservation Program at the college has been instrumental in helping her repair her historic building downtown. The AAMC (Astoria Arts and Movement Center) requires at least one board member to take the preservation workshop every quarter. The program is incredible. She attended the Oswald West Beach clean up on April 27<sup>th</sup>. Oswald was her great, great, uncle and the clean up was wonderful. She attended the Future

Farmer's of America (FFA) Annual Banquet at the Clatsop County Fairgrounds. The banquet had an incredible turnout and there was a lot of excitement. She grew up in 4-H and was in FFA all through high school, so she was excited about the program. She thanked the Councilors for attending the AAMC benefit night at Fort George Brewery, where Mayor Jones helped with the raffle.

**Item 4(c):** **Councilor Brownson** reported that Staff did great work preparing the budget, which made it easy for the Budget Committee to work through and ask important questions. He went to the Cinco de Mayo event at the Liberty Theater thinking he could just drop in, but they were sold out, which was great. He was able to attend the concert, which included a great marimba band and traditional dances from Mexico. The event was part of how the community welcomes diversity. National Safe Boating Week is appropriate because this week, the Oregon Offshore International Yacht Race will start in Astoria and end in Victoria, B.C. Boat safety is important in this community.

**Item 4(d):** **Councilor Herman** reported that she attended a meeting on the Waterfront Bridge Construction Project with City officials and merchants, some of whom have been severely impacted by the project. She believed the meeting was positive and constructive. The merchants had the opportunity to ask questions of the Oregon Department of Transportation (ODOT) project manager, the City Manager, and Director Harrington. She thanked Assistant City Engineer Moore for organizing the meeting. She participated in her first budget process, which was very educational. There were some comical line items in the budget for a city with such diverse services. She also saw belly dancing at Fort George, attended the Cinco de Mayo festival with a fabulous Mariachi band, and the 100<sup>th</sup> birthday tribute to folk musician Pete Seeger. She looked forward to meeting the two finalists for the Community Development Director position on Wednesday, May 8<sup>th</sup> at 5:30 pm in Room 219 of Columbia Hall at Clatsop Community College. She congratulated Sarah Lu Heath, Executive Director of the Astoria Downtown Historic District Association (ADHDA) for securing a substantial grant to restore the back side of the old J.C. Penny's building on Duane Street. In five years, Duane Street will be hopping. She also congratulated Sean Fitzpatrick who owned the building.

**Item 4(e):** **Mayor Jones** introduced Josh Stellmon who was filling in while City Attorney Henningsgaard was absent. He attended Cinco de Mayo. The dinner sold out and the festivities after dinner were nice. He attended the Clatsop Community College annual fundraiser, which also sold out. A lot of people gave generously by donating or purchasing auction items. He heard a moving talk by a hospice nurse who suddenly became a single mother and needed to find a career. She took advantage of scholarships and earned a master's degree. The community college is an asset to the community. He also attended the bridge meeting with local business owners. He attended United Way of Clatsop County's Annual Day of Caring. He accompanied the Parks Department at Ocean View Cemetery to dig up the headstones that had sunk into the ground and make them visible again. He also attended the Homelessness Taskforce (HOST) meeting and he hoped to make a difference in the future and support homeless people in the area. He introduced Congresswoman Bonamici at her town hall meeting at Clatsop Community College. She was generous with her time and answered questions. He also spoke with Senator Johnson about the legislation to prohibit the use of single-use plastic bags. He hoped the State would pass the legislation because it would not be efficient to have 75 jurisdictions with their own ordinances. There is a strong likelihood that the legislation would pass.

## **CHANGES TO AGENDA**

No changes.

## **CONSENT CALENDAR**

The following items were presented on the Consent Calendar:

- 6(a) City Council Work Session Minutes of 3/13/19
- 6(b) City Council Work Session Minutes of 3/28/19
- 6(c) City Council Meeting Minutes of 4/1/19
- 6(d) City Council Meeting Minutes of 4/19/19
- 6(e) Boards and Commission Minutes
  - (1) Library Board Meeting of 3/26/19
  - (2) Parks Advisory Board Meeting of 3/27/19
- 6(f) Liquor License Application from Brut Wine Bar, LLC for a New Business as Brut Wine Bar, Located at 240 10th Street, Astoria for a New Outlet, Limited on-Premises and Off-Premises Commercial Sales License

- 6(g) Liquor License Application from Bar Pilots Liquid Catering, LLC for an Existing Business as Bar Pilots Liquid Catering, Located at 20 Basin Street, Suite F, Astoria for Full On- Premises Sales, Other Public Location License
- 6(h) Fire Department Status Update
- 6(i) Parks and Recreation Department Status Update
- 6(j) Police Department Status Update
- 6(k) Community Development Department Status Update
- 6(l) Library Department Status Update
- 6(m) Finance Department Status Update
- 6(n) Public Works Department Status Update

**City Council Action:** Motion made by Councilor Brownson, seconded by Councilor West, 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): Addition of Job Title for Schedule F-2 of the Salary Resolution**

Staff is requesting a new job title be added to accommodate hiring of part-time, temporary staffing with a greater technical ability than that of an intern. Projects such as utility improvement design and review of City utility as-built maps would be among tasks assigned to this position. A job description has been created listing the qualifications, expectations and a range of tasks. A variable range and steps based on a specific scope of work, experience and education of the candidate has been included. Funds are available in the current fiscal year and proposed in the upcoming 2019 – 2020 budget for the new Engineering Project Assistant.

It is recommended that City Council approve the addition of the Project Assistant job title and duties, and use of the Schedule F-2, Salary Resolution 18-14.

**City Council Action:** Motion made by Councilor Brownson, seconded by Councilor Rocka, to approve the addition of the Project Assistant job title and duties, and use of the Schedule F-2, Salary Resolution 18-14. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

### **Item 7(b): 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 Building Official / Code Enforcement Officer is a full-time position which was filled in October 2018.

During recruitment it was difficult to attract fully qualified candidates within the current salary range and allow for annual increases. The position requires several professional certifications in order to accomplish the prescribed duties of Building Official and Code Enforcement Officer. The City has supported this position by providing additional training to obtain necessary certifications. 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 beginning recruitment. As part of a larger review and in compliance with the Equal Pay Act requirements, the City analyzes positions for reasonable wage levels.

The job description was updated in August 2018 for the recruitment of current Building Official/Code enforcement posting, and additional adjustments are not necessary at this time. A copy of the job description is attached for reference.

The salary range for Building Official/Code Enforcement Officer is proposed to move from Range 38 to Range 40. This adjustment will allow for the City Manager to recruit a qualified candidate pool. Funding is available in the current budget and has been incorporated in the recently approved budget for FY 19-20 which will be brought before Council June 3, 2019 for adoption.



Approved additions and modification from prior Council meetings are incorporated in the attached resolution. It is recommended that the City Council approve the revised salary range contained in the attached resolution. With this action, recruitment will be initiated to fill the Building Official/Code Enforcement Officer position.

Councilor Herman asked if the updates would bring the City's wages and salaries in line with comparably sized municipalities. City Manager Estes said they would come closer to other jurisdictions, but Astoria would not be the highest. He confirmed for Councilor West that Astoria's wages were compared to other small rural communities, not metropolitan area salaries.

**City Council Action:** Motion made by Councilor Herman, seconded by Councilor Brownson, to approve the resolution updating the Wage and Salary Schedules for the Building Official/Code Enforcement Officer position. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

**Item 7(c): License to Occupy for 614 Jerome Avenue for Mr. David Tennant**

Mr. David Tennant has requested a License to Occupy a 25-foot-wide portion of the 6th Street Right of Way adjacent to his property located at 614 Jerome. He would like to demolish an existing garage located within the right of way and replace it with a newly constructed garage.

It is recommended that City Council approve a license to occupy, subject to conditions, a 25-foot-wide portion of the 6th Street Right of Way adjacent to 614 Jerome Avenue for the purpose of demolition and reconstruction of an existing garage.

Councilor Brownson said he believed the list of conditions were adequate and acceptable.

Director Harrington noted that the map in the Staff report was incorrect, but Staff would replace it with the correct map.

**City Council Action:** Motion made by Councilor Brownson, seconded by Councilor Rocka to approve a license to occupy, subject to conditions, a 25-foot-wide portion of the 6th Street Right of Way adjacent to 614 Jerome Avenue for the purpose of demolition and reconstruction of an existing garage. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

**Item 7(d): Childcare Tuition Discount Policy for City Employees**

In 2013, full and part-time Parks and Recreation employees were granted a 50 percent discount for childcare costs at Lil' Sprouts Academy, a city-run daycare, to increase the recruitment of individuals interested in working for the Parks and Recreation Department and reduce staff turnover. This policy has been reviewed in order to provide greater equity to benefits offered for all City employees. The City of Astoria recognizes the value of having consistent and available daycare and this policy establishes a City-Wide benefit available to all employees for daycare services, offering a 20 percent discount for employees who have not received the discount in the past and grandfathering in existing staffs' discounts of 50 percent.

A set number of spaces in each of the five classrooms at Lil' Sprouts will be allocated for City-supported discounted childcare to ensure that the mission of Lil' Sprouts (benefiting the community at large and operate in a financially sustainable way) is still being achieved. Employees will be able to apply for their children to be accepted in the daycare program and have a 20 percent discount applied to established daycare fees. Applications and acceptance will be at the discretion of Parks staff, using the same criteria applied to all other applicants to the program, and depend on availability of spots within the age appropriate classroom. City employees utilizing the discount will compromise no more than 10 percent of the total spaces for childcare at Lil' Sprouts. The discount will apply only to Lil' Sprouts tuition for full time care enrollment (no other programs or services offered by the Parks and Recreation Department will be eligible for discount). Employees who apply to receive the discount will be added to a wait-list on a first-come, first-served basis.

It is recommended that City Council adopt the attached Daycare Discount Policy.

Councilor Herman said a 50 percent discount sounded high. She asked how many employees were currently receiving the discount. City Manager Estes confirmed that six Parks Department employees, part time and full time, received the discount. Lil Sprouts had a total of seven spots for City employees.

Councilor Herman asked if the City was contractually obligated to continue the discount. She did not want to take anything away from Staff, but the discount seemed excessive. City Manager Estes stated there was not contractual obligation.

Councilor Herman confirmed with Staff that 50 percent did not cover the City's cost to provide the service. She asked if spaces reserved for City employees remained unused until an employee filled the spot.

City Manager Estes said no, the space would be filled by a member of the public.

Councilor Rocka believed the discount was an effective recruitment tool. Childcare is essential for young families. However, he was concerned that the demand for child care at Lil Sprouts far exceeds the supply. Private businesses should be encouraged to provide child care or the City's program should be expanded.

Mayor Jones agreed with Councilor Rocka and said he believed it was appropriate for the City to offer benefits to its employees. Good employers take care of their people and the discount will never take up more than 10 percent of the total spaces.

Councilor Brownson said 50 percent was very generous, but it would only apply to a small group who would age out. The City should make a commitment to its employees. He believed a 20 percent discount was be fair and reasonable.

Councilor West stated she was surprised that the discount was so high, but the City should not take something away from people who have been relying on that for years. Only six employees have been grandfathered in and the updated policy moves the City towards a more sustainable option.

Councilor Herman said she did not anyone to misunderstand her comments. She supported the discount program but believed bringing everyone down to the 20 percent discount was more fair. She took issue with the 50 percent discount.

**City Council Action:** Motion made by Mayor Jones, seconded by Councilor Rocka to adopt the Daycare Discount Policy for City Employees. The motion carried unanimously. Ayes: Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

#### **Item 7(e): Authorization to Issue Ocean View Cemetery Master Plan RFP**

An adopted goal of the Astoria City Council for Fiscal Year 2019-21 is to explore options to enhance long-term financial sustainability of the Parks Department, including but not limited to, a cemetery facilities master plan. Staff has researched the process of developing and enacting a cemetery master plan through outreach to municipalities who provide similar cemetery services and have determined that firms specializing in cemetery-related planning and implementation are the best resource to achieve this goal.

Parks staff has developed a Request for Proposals (RFP) for a facilities master plan for Ocean View Cemetery that mandates critical information gathering and facilitation to produce a plan.

RFP responses will be evaluated, and a contractor selected, during summer of 2019 and a final plan is desired by fall/winter. The project will be carried out with Capital Funds allocated to the Parks Department for FY19-20 and will be coordinated by Parks Staff. Preliminary estimates vary on the total cost for the plan to be completed, depending on the scope of the selected proposal, \$50,000 - \$100,000 is the anticipated amount.

It is recommended that Council review the scope of work and if in agreement authorize Staff to release the Request for Proposals for the development of Ocean View Cemetery facilities master plan.

Mayor Jones confirmed with Staff that the master plan would include the undeveloped portion of the cemetery.



Councilor West asked if the ultraviolet filtration system was in place and if the pool would be closed. Director Williams said currently, the filters were being replaced and the recreation pool was closed. All other amenities were open.

Councilor Rocka asked what the master plan would enable the City to do. Director Williams explained the plan would provide Staff with direction on appropriate practices, recommend uses for the undeveloped property, and assess fees.

City Manager Estes noted that individuals had expressed interest in purchasing the undeveloped land. Revenues from such a sale would most likely go into the cemetery's capital fund. However, past Council's and Staff had debated as to whether selling this land would be appropriate. The master plan will look at newer trends in cemetery management and recommend appropriate options for Astoria.

Councilor Brownson said he wanted the cemetery to be economically viable and maintainable. He looked forward to exploring new ways of using the property for more contemporary burials. He assumed the plan would include input from local mortuaries.

Councilor Herman believed a master plan was a great idea. She asked if the cemetery was self-supporting. City Manager Estes said no and explained that it would only be self-supporting if interest rates were higher because a portion of plot sale revenues go into an irreducible fund that generates the interest on which the cemetery operates. Currently, property taxes are subsidizing the costs of a cemetery located outside of city limits.

Councilor Herman believed estimated costs between \$50,000 and \$100,000 was a wide range. The County and cities paid \$100,000 for the housing study, which she believed was more complicated than a cemetery master plan. She asked why the cemetery plan might cost \$100,000. Director Williams confirmed Staff had spoken with other municipalities and agencies about costs and were given that range.

**City Council Action:** Motion made by Councilor Brownson, seconded by Councilor Rocka, to authorize Staff to release the Request for Proposals for the development of Ocean View Cemetery facilities master plan. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

**Item 7(f): Authorization to Award Contract – 2019 Timber Sale (Fat Buck Creek Combo Harvest)**

On April 1, 2019 Council authorized staff to receive bids for the 2019 timber harvest. Sealed bids were opened on April 19, 2019. Of the two responding bidders Hampton Tree Farms was the high bidder at an estimated total bid of \$335,164.22. City Forester Ben Hayes will be present to answer questions.

It is recommended that City Council authorize the award of the 2019 Fat Buck Creek Timber Harvest to Hampton Tree Farms, LLC.

Forester Hayes gave a PowerPoint presentation on the timber harvest in the watershed. He displayed maps and photos of the watershed on the screen, noting the location of the reservoirs and harvest area. He reviewed the details of the harvest, which would include planting and thinning. Helping the existing stands increase growth allows the City to sell timber and collect carbon credits. He provided details of the tree inventories conducted as part of the harvest.

Councilor Herman stated the trees affected by Swiss needle cast fungus were still valuable to mills. Additionally, increasing the understory through selective thinning would increase water filtration. Forester Hayes said the long-term objective is to improve resilience of the landscape and provide high quality water. Studies show that older forest structures increase base flows significantly. Diverse species provide resiliency to natural disturbances.

Councilor Herman added that herbicides and pesticides are not used in the watershed. Forester Hayes said additionally, the slash piles are not burned. The watershed is Forest Stewardship Council Certified and the most recent audit was passed with flying colors.

Councilor West asked if any species of trees were resistant to the fungus. Forester Hayes said hemlock and western red cedar do not get Swiss needle cast. The disease primarily affects Douglas fir and rarely affects

other species. Hemlock looper is the largest concern, but the bug has not been widespread in the area for about 40 years. Western red cedar is the most phenotypically plastic because it can live in a wide range of conditions. He confirmed for Councilor West that the watershed was currently about 50 percent hemlock.

**City Council Action:** Motion made by Councilor Rocka, seconded by Councilor West, to authorize the award of the 2019 Fat Buck Creek Timber Harvest to Hampton Tree Farms, LLC.

Mayor Jones called for public comments.

Chris Farrar, 3023 Harrison Avenue, Astoria, stated adequate monitoring was lacking in the watershed forest. He recommended the City get a year of stream flow and water quality measurements before harvesting and continue testing periodically after the harvest to see which methods work the best. Adaptive management is standard practice.

Forester Hayes agreed the City should do more monitoring. Currently, the forest inventory does measure and monitor the stock of wood and carbon. A year ago, the City worked with the United States Geological Survey (USGS) and local groups to figure out what it would take to put a stream gauge in Bear Creek for large scale modeling of stream flow and rain flow runoff. After the system was upgraded, the City had a better ability to know how much water was coming out of the watershed. The City continues to work with Sustainable Northwest to do the modeling and analysis.

Councilor Herman asked if the revenue was about \$100,000 more than expected. City Manager Estes confirmed the estimated revenue was higher. In this case, the bids came in higher than expected. Forester Hayes explained that over the last year the timber market had become very volatile due to many factors. When Staff put the initial proposal out, they anticipated the market would be more depressed. Additionally, the inventory came in higher than anticipated. Director Harrington added that the City must realize the additional revenue first and Staff has discussed holding it in reserve for the Capital Improvement Fund in case the market is worse next year or the City decides to do stewardship projects.

City Manager Estes said no changes to the budget would be proposed.

The motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

#### **NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)**

Craig Davidson 1443 14<sup>th</sup> Street, Astoria, said he was glad to hear about Mayor Jones's conversation with Senator Johnson regarding the plastic bag ban. The Council now assumes that the community will wait for the State to make its move. The Council could lend its weight to support the legislation through a petition or notification. He asked the Council to let Senator Johnson and Representative Mitchell know that Astoria strongly supports the ban. The problem is not limited to plastic bags. Maine just banned Styrofoam. Some of the most pristine and remote areas are experiencing micro-plastic rain. This issue is world-wide and goes far beyond plastic bags. Micro-plastics make their way into ground water, food, and our bloodstream. He asked the City to go beyond plastic bags and include single-use plastic straws and Styrofoam. He wanted to get rid of plastic in any way possible.

Jessica Jones, 733 Alameda, Astoria, said she supported a plastic bag ban at the City level. She had been communicating with Councilors for several years about this issue, which has not yet been taken up. The City can support what is happening at the State level by adopting a formal resolution or sending a letter of support to Senator Johnson. Several cities have recently passed bans and around the world, single-use plastic cutlery, cups, and straws are being banned. Astoria could be more active. She would support City Councilors speaking to this issue and let Senators know how they feel.

Laurie Caplan 766 Lexington Avenue, Astoria, said she enjoyed hearing Councilors ask detailed questions because it has not always been that way. She reminded that ballots for the special district election were due on May 21<sup>st</sup>. During the last odd year election, Clatsop County's turnout was only 22 percent. She encouraged everyone to vote and to call the election office at 325-8605 to request a ballot. She said municipalities were banning plastic bags to show the legislature that the issue is widespread and non-partisan. Since Astoria is right

on the water, the City has a special responsibility to ban single use plastic bags or pass a strong resolution to send to Senator Johnson.

Councilor Brownson stated he supported a plastic bag ban but believed a resolution should need to be countywide. He has let the State know of his support and encouraged the Council to pass a resolution of support.

Councilor West said she believed a City or County ordinance would not be enough and supported the State legislation. She believed the ban would pass because of the community's activism, research, and data. The issue would not be getting attention at the State level without pressure. She would voice her support to the Senator and Representative. She also supported a resolution or letter of support from Council.

Councilor Herman believed the Council should draft a letter of support for the ban.

Councilor Rocka agreed but said the Council should take time to consider the scope of the letter. Micro-plastics are coming from unsuspecting places like washing machines. Just banning plastic bags will not be enough to solve the problem.

Mayor Jones recommended the Council have a letter of support entered into the record so that the legislative committees can review it.

City Manager Estes said Staff could draft a letter, but he wanted to make sure it met the Council's intent. He requested that a couple of Councilors work with Staff to complete the letter.

The Council shared ideas for specific language to be included in the letter.

**City Council Action:** Motion by Mayor Jones, seconded by Councilor Brownson to direct Staff and Councilor Rocka to prepare a letter of support for House Bill 2509. Motion passed unanimously. Ayes: Mayor Jones, Councilors Brownson, Rocka, West, and Herman. Nays: None.

#### **ADJOURNMENT**

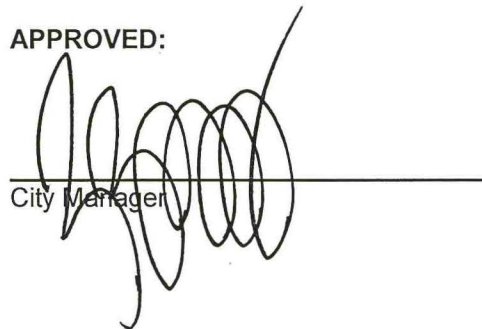
There being no further business, the meeting was adjourned at 8:27 pm.

**ATTEST:**



Finance Director

**APPROVED:**



City Manager