

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

Councilors Present: Nemlowill, Jones, Price, Brownson, and Mayor LaMear.

Councilors Excused: None

Staff Present: Interim City Manager/Finance Director Brooks, Parks and Recreation Director Cosby, Fire Chief Ames, Police Chief Spalding, City Engineer Harrington, City Support Engineer Moore, Library Director Pearson, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

PRESENTATIONS

Item 3(a): Astoria Police Department – Swearing In of Two New Police Officers

Chief Spalding introduced Officers Nicole Riley, Bryan Aydt, Jair Macareno, and Deputy Chief Eric Halverson. He called new Officers Andrew Murray and Levi Winfrey up to the front of the room and introduced them, noting their backgrounds, qualifications, and career experiences.

Officers Murray and Winfrey introduced their family and friends, who attended.

Mayor LaMear conducted the swearing in of Officers Andrew L. Murray and Levi T. Winfrey. Badges were pinned on both officers and they received a round of applause.

Chief Spalding welcomed both officers to the Astoria Police Department family and said he looked forward to many years of service with them. He invited family and friends to join them in the next room for a reception.

Mayor LaMear noted that Finance Director Brooks would be serving as Interim City Manager during the meeting, as Brett Estes and Ken Cook were not able to attend.

Item 3(b): Astoria Downtown Historic District Association – Downtown Astoria Retail Cluster Analysis

Sarah Lu Heath, Executive Director, Astoria Downtown Historic District Association (ADHDA) gave a PowerPoint presentation on the first half of the year and the results of the Downtown Astoria Retail Cluster Analysis. Her presentation included details about ADHDA events, beautification efforts, and historic preservation projects. She handed out copies of the retail cluster analysis at the dais and to Staff. She explained that the analysis researched consumer spending habits that would inform decisions for the downtown business district. She shared details of the process used to complete the analysis and reviewed the data and recommendations in the analysis. The analysis provided information on market research, obstacles, opportunities, sales gaps, and entertainment. As a result of the report, the ADHDA set new goals to expand events, fund and implement the Wayfinding Plan with the Parks Department, create more residences in the downtown area, and recruit complementary businesses. The ADHDA's goal is to empower downtown businesses with the information in the analysis so they can grow. Market development, experience enhancement, and recruitment strategies are still being developed. She noted efforts to collect public feedback as the ADHDA develops these strategies.

Councilor Price stated the ADHDA's Business Development Committee reached out to other cities to learn how they conduct and recruit business. She asked if the Committee had provided any reports.

Ms. Heath said Hood River had a waiting list of businesses that want to relocate to their downtown. Hood River removed local services from their downtown area, so their downtown businesses cater to travelers and adventure seekers. The ADHDA plans to reach out to those local service businesses that are now looking for

space. Astoria's downtown needs a clothing store or department store, so the ADHDA will contact specific companies to recruit them to Astoria.

Councilor Price asked for an update on the community outreach officer position.

Ms. Heath stated she planned to make an offer to a candidate in the next week. She explained that the ADHDA has partnered with the City to manage parking enforcement on a part-time basis. It has been challenging to fill the position because the economy is good and the hiring market is competitive.

Councilor Jones said he listened to the presentation as a resident patron of the downtown businesses and as a City Councilor representing a ward that does not include downtown. He was interested in expanding business throughout Astoria, not just downtown. He asked if Ms. Heath believed the ADHDA's efforts were in competition with the rest of Astoria.

Ms. Heath said she believed ADHDA's goals would benefit all of Astoria. Downtown is a very walkable area with many available, renovated, and dry store buildings with occupancy permits. However, if a new business wanted to locate in another area of town, the ADHDA would be happy to assist.

Councilor Brownson stated he attended the ADHDA's NED Talk and he appreciated all of the work the association was putting into downtown. There were so many people at the Art Walk on Saturday and he hoped the event would continue to grow. He asked how the ADHDA planned to reach out to specific businesses.

Ms. Heath explained that they contact market development representatives and owners directly. The ADHDA has spoken to R.E.I. and Bealls Department Store. The association finds companies they want and asks those companies about their standards for opening new locations. If necessary, the ADHDA will show those companies Astoria's assets. Working one on one with these companies takes a lot of time.

Councilor Brownson asked how many businesses were members of the ADHDA.

Ms. Heath explained that the ADHDA is a Main Street America organization, so every resident and business physically located within the district is a member. However, they have about 60 paying business members and a handful of paying residents.

Councilor Nemlowill said she appreciated Ms. Heath's passion. She also appreciated the volunteers. There are many solutions to the parking problem, but Astoria has not had any parking enforcement for quite a long time. Since the City has turned parking enforcement over to the ADHDA, she hoped the community outreach officer worked out. If the officer does not work out, she hoped the ADHDA would be open to letting the City know because the community really needs parking enforcement in the downtown area.

Ms. Heath said the ADHDA agrees. Two weeks ago, the ADHDA Board President met with City Manager Estes and Police Chief Spalding to discuss how to move forward if the community outreach officer does not work out.

Mayor LaMear thanked Ms. Heath and said she looked forward to going through the analysis. Ms. Heath encouraged the Council to contact her with any questions.

REPORTS OF COUNCILORS

Item 4(a): Councilor Nemlowill had no reports.

Item 4(b): Councilor Brownson reported that he appreciated those who attended his Meet the Councilor event on Saturday. The event is held every third Saturday at 9:00 am at Three Cups of Coffee and everyone is welcome to attend. He loves hearing from people and does not hear enough.

Item 4(c): Councilor Price had no reports.

Item 4(d): Councilor Jones reported that about a month ago he began exercising and swimming at the pool. He has been very impressed with the facilities. Last week, he noticed a young lifeguard named Davis

being very attentive and he believed the lifeguard training program was good. He was impressed with Officers Murray and Winfrey, who have private sector, military, and community experience. He congratulated Chief Spalding and Deputy Chief Halverson on great recruitment. He was looking forward to hosting about 10 family members from out of town for Thanksgiving. Many people in the community do not have the same privilege. Riverfolk will be hosting a Thanksgiving meal for homeless and underprivileged on Thursday at noon at the Astoria Armory. Information about volunteering for the dinner is available on Riverfolk's social media pages.

Item 4(e): Mayor LaMear reported that she, Councilor Price, City Manager Estes, and Library Director Pearson delivered territorial journals to the Oregon Supreme Court in Salem. The journals were found in the library and the justice was delighted to receive them because they fill a gap in the court's records. The journals were from 1849, before Oregon was a state, and for this area. The justice read from the journals about the case of a young man who could not get a guardian. She reported that she has appointed the following people to a task force on homelessness: Kate Allen of Kate Allen Community Development Services, Amy Baker of Clatsop Behavioral Health, Elaine Bruce of Clatsop Community Action, Angela Cosby of Astoria Parks and Recreation, Alan Evans of Helping Hands, Sean Fitzpatrick who is a neighbor of the Astoria Warming Center, Mary Dougherty-Geil of Riverfolk, Sarah Lu Heath of ADHDA, Jennifer Holen of United Way, Jarrod Karnofski of Columbia Memorial Hospital, David Kroening of Buoy Beer, Tom Leiner of ADHDA, Annie Martin of the Astoria Warming Center, Mike McNickle of Clatsop County Public Health, Cindy Price of Astoria City Council, David Reid of Chamber of Commerce, Chief Spalding of Astoria Police Department, and Pastor Bill VanNostran. The first meeting has not been scheduled yet.

CHANGES TO AGENDA There were no changes.

CONSENT CALENDAR

The following items were presented on the Consent Calendar:

- 6(a) City Council Work Session Minutes of 10/17/17 and City Council Minutes of 11/6/17**
- 6(b) Boards and Commission Minutes
 - (1) Planning Commission Meeting Minutes of 7/25/17, 8/1/17, and 8/22/17
 - (2) Historic Landmark Commission Meeting Minutes of 7/18/17 and 8/15/17
 - (3) Design Review Committee Meeting Minutes of 1/5/17 and 8/3/17
 - (4) Traffic Safety Advisory Committee Meeting Minutes of 2/28/17, 4/25/17, and 7/25/17
- 6(c) Waiver of Fees for Holiday Downtown Parking
- 6(d) Columbia River Estuary Study Taskforce Intergovernmental Agreement for Planning Services (Community Development)

Councilor Price requested Item 6(a) be removed for further discussion.

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Brownson, to approve Items 6(b), (c), and (d) of the Consent Calendar. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 6(a): City Council Work Session Minutes of 10/17/17 and City Council Minutes of 11/6/17

Councilor Price stated a portion of Page 2 of the October 17, 2017 Work Session minutes should be rewritten. She had given copies of the rewrite to the Mayor and Councilors. The transcript indicated Councilor Price believed strategic planning should be done by Staff. However, this is not what she believes. She asked that the minutes be approved with her amendments.

City Council Action: Motion made by Councilor Brownson, seconded by Councilor Jones, to approve Item 6(a) of the Consent Calendar, as amended. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

REGULAR AGENDA ITEMS

Item 7(a): Second Reading and Adoption: Ordinance Modifying City Code 5.927 Adding Additional Exemption Related to Park Hours (Police)

Astoria High School is experiencing increased demands for student parking that has exceeded their current capacity on the school grounds. This concern is exacerbated by recent road work along West Marine Drive causing students to park farther from the school and in some cases crossing a major highway on foot to arrive at school.

Currently, the City ordinance prohibits persons between the ages of 7 and 18 to be in the park during school hours. Authorizing students to park in the Park during school hours would place them in violation of the City ordinance. Some students are currently parking at Tapiola Park, which presents challenges for our officers.

City Parks Department and Police Department staff met with the Astoria High School principal to explore options to increase student safety. A partial solution was discussed that included students being allowed to park on the lower parking lot of Tapiola Park during school hours. The impact to the Park would be minimal during these hours. An additional exemption added to the list of exemptions in City Code 5.927 would remedy this situation.

It is recommended that Council hold a second reading and adopt the ordinance amending City Code 5.927.

Director Cosby conducted the second reading of the ordinance.

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Brownson, to adopt the ordinance amending City Code 5.927 adding an additional exemption related to park hours. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 7(b): Waterfront Bridges: Private Easements and Right-of-Way Dedications (Public Works)

As part of the Waterfront Bridges Replacement Project, multiple easements are required from private property owners. Temporary construction easements are needed for eleven of the properties adjacent to the bridge construction. These temporary construction easements will only be used during construction and the property will be restored to as good or better condition as it was prior to the work. Permanent right-of-way dedication is necessary for six of the properties for the purpose of placing, installing, and maintaining small portions of the new bridge structures.

OBEC Consulting Engineers, the City, and ODOT have followed the Federal Highway Administration policy and the ODOT right-of-way manual to develop property easements and dedication deeds needed for the Project. Appropriate and fair compensation for the easements and right-of-way acquisitions was based on guidance documents and a full appraisal report.

At the September 5 Council meeting, three of the eleven temporary construction easements and one of the six dedication deeds were approved. Then at the October 16 Council meeting, one more temporary construction easement and dedication deed was approved.

Another four temporary construction easements and two dedication deeds have now been signed by owners. Upon Council approval of these easements and dedication deeds, the property owners will be paid the following:

WILCOX & FLEGEL OIL temporary construction easement	west side of 6 th St.	\$1,188.00
WILCOX & FLEGEL OIL dedication deed	west side of 6 th St.	\$2,112.00
STARLIGHT ONE temporary construction easement	west side of 7 th St.	\$350.00
RIVER BARREL temporary construction easement	west side of 8 th St.	\$12,967.00
RIVER BARREL dedication deed	west side of 8 th St.	\$733.00
RON HOXIE temporary construction easement	east side of 10 th St.	\$520.00
TOTAL		\$17,870.00

The project team is coordinating signatures on two remaining dedication deeds and three easements that have been verbally agreed upon. Finalized documents will be presented to Council when available.

The total cost for the easements and dedication deeds was estimated at up to \$90,000; however, the total cost is now expected to be less than \$35,000. The City Attorney has reviewed and approved as to form the easements and dedications.

It is recommended that City Council authorize the Mayor to sign the four private easements and two dedication deeds at a total cost of \$17,870.00 for construction of the Waterfront Bridges Replacement project.

Councilor Jones asked why the cost of the temporary construction easement at River Barrel was so much higher than the others. City Support Engineer Moore explained that the easement is the largest and includes half of the parking lot.

City Council Action: Motion made by Councilor Jones, seconded by Councilor Nemlowill, to authorize the Mayor to sign the four private easements and two dedication deeds at a total cost of \$17,870.00 for construction of the Waterfront Bridges Replacement project. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Mayor LaMear noted that the fees paid out for easements so far have been much lower than expected, so the City is saving a lot of money.

Item 7(c): Waterfront Bridges: Replacement 6th – 11th Streets ODOT IGA Amendments for Right-of-Way Services (Public Works)

The City has received funding from the Oregon Department of Transportation (ODOT) through the Local Highway Bridge Program to replace the six waterfront bridges with a 10.27 percent City match. In August 2016, the City entered into Intergovernmental Agreements (IGAs) for Right-of-Way Services with ODOT, which need to be amended to extend the deadline for completing these services from December 31, 2017 to December 31, 2018 and update the contact person for both ODOT and the City.

Right-of-Way Services are necessary for five of the six Waterfront Bridges, so five IGA amendments are required. The City Attorney has reviewed and approved all agreements as to form.

It is recommended that Council authorize the five amendments to the Intergovernmental Agreement for Right-of-Way Services with ODOT for the Waterfront Bridges Replacement Project.

Councilor Price stated Public Works Director Cook would be missed and it was a shame he could not attend his last meeting. She congratulated City Engineer Harrington on being promoted to Public Works Director on December 1, 2017.

City Council Action: Motion made by Councilor Price, seconded by Councilor Brownson to authorize five amendments to the Intergovernmental Agreement for Right-of-Way Services with ODOT for the Waterfront Bridges Replacement Project. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 7(d): Reservoir Tower Sublease Agreement (Police)

The City of Astoria has partnered with Verizon Wireless to build a suitable replacement communications site in order to vacate the current site at the Astor Column. The new site is known as Reservoir Ridge and as it nears completion, the City must enter into a sublease for the Tower, which is owned by Verizon.

As this is a shared site, the City and Verizon will both own and maintain separate 12'x20' communication shelters. The City is currently executing shelter lease agreements with our tenants currently occupying space at the Column in order to allow them legal occupancy at the new site. Our current tenants include the Astoria School District, Columbia Memorial Hospital, Northwest Natural Gas, SPOK paging, Medix Ambulance and several Public Safety Partners.

The Reservoir Ridge tower structure is owned by Verizon, which requires the City to sign a sublease to install our antennas and microwave dishes. The lease is for a period of five (5) years with four (4) automatic five (5) year extensions. The Emergency Communications Manager has worked to prepare the document, which has been subsequently reviewed as to form by the City Attorney.

It is recommended that Council authorize the Mayor to sign the sublease agreement.

Mayor LaMear asked how soon the tower would be completed. Chief Spaulding stated he would get back to Council with an answer.

City Council Action: Motion made by Councilor Brownson, seconded by Councilor Nemlowill to authorize the Mayor to sign a sublease agreement with Verizon for the Reservoir Ridge tower structure. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 7(e): Liquor License Application from Pam Fox and Dwayne Smallwood, dba Bridge and Tunnel Bottleshop & Taproom, located at 1390 Duane Street, for a New Outlet for a Limited On-Premises License and an Off-Premises Sales License (Finance)

A liquor license application has been filed by Pam Fox and Dwayne Small for Bridge and Tunnel Bottleshop & Taproom. This application is a New Outlet for a Limited On-Premises Sales License and an Off-Premises Sales License. The appropriate Departments have reviewed the application and it is recommended that Council consider approval of the application.

Councilor Nemlowill declared a potential conflict of interest as her husband's business, Cervecia Gratis dba Fort George Brewery, distributes alcohol. The Applicant is not a current client of the business, but they could be potentially.

City Council Action: Motion made by Councilor Jones, seconded by Councilor Price, to approve the liquor license application by Pam Fox and Dwayne Smallwood for a New Outlet for a Limited On-premises and an Off-Premises Sales License. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

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

Sarah Lu Heath, 854 Glasgow Ave., Astoria, announced the Downtown Lighting on Saturday, November 25th at the Liberty Theatre. Caroling will begin at 5:00 pm and the holiday lights will be turned on at 5:30 pm.

Dwayne Smallwood, thanked City Council for approving his Oregon Liquor Control Commission (OLCC) license and offered to answer any questions.

Mayor LaMear asked where Bridge & Tunnel would be located.

Mr. Smallwood said the address was 1390 Duane Street, which is the same building as the music store and insurance agent. His business is located right next to the new gallery that just opened.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:55 pm.

ATTEST:



Finance Director

APPROVED:



City Manager