

HERMISTON CITY COUNCIL

Work Session

April 27, 2020

Mayor Drotzmann called the work session meeting to order at 6:00pm. Present were Councilors Hardin, Gutierrez, Smith, Myers, Primmer, Davis, Kirwan, and Barron (arrived at 6:02pm). Staff members in attendance were City Manager Byron Smith, City Attorney Gary Luisi, Assistant City Manager Mark Morgan, Chief Edmiston, Finance Director Mark Krawczyk, City Planner Clint Spencer, Parks and Recreation Director Larry Fetter (arrived at 6:35pm), Court Manager Mollie Croisan (via phone), Zoning Clerk Heather La Beau, and City Recorder Lilly Alarcon-Strong.

Stepping Stones – Homeless Shelter Project

Stepping Stones President Cathy Lloyd, Vice President Jeff Snell, and Treasurer Mike Atkinson gave information (PowerPoint Presentation and handouts attached) to the Council regarding their non-profit organization hoping to develop a homeless shelter in Hermiston. The homeless shelter, called Stepping Stones, is being modeled after the homeless shelter in Walla Walla called the Walla Walla Alliance for the Homeless and would be located on property adjacent to the Agape House off Harper Road. The property would house 25 small Conestoga Huts that would provide shelter to individuals or couples.

Unlike Martha's House that is intended more for families, Stepping Stones would cater to individuals and couples; and, unlike the Warming Station that is only open a few months a year, Stepping Stones would provide shelter all year long. Although Stepping Stones would provide shelter throughout the year, it is not intended to be permanent housing; instead, it is intended to provide immediate housing, whether short-term or long-term, while the guest works to better themselves by: finding work if they aren't already working, attending counseling or rehab, furthering their education or other skills, or volunteering, and then is able to obtain permanent housing.

Stepping Stones would also have porta potty's and construct a common area for guests to eat, gather and be able to have access to computers. There would also be a community dinner calendar available if members of the community or business would like to sign up to bring guests dinner. Each potential guest would need to register for the program before being allowed to stay. The registration includes the guest's acknowledgement of the rules and expectations, as well as consequences if the rules are not followed. Once accepted, guests would check-in between 7:00pm-9:00pm each night and would need to check-out by 8:00am each morning.

Stepping Stones would hire a night time security guard and a part-time site manager who would also check in with guests to make sure they are following through with their self-improvement goals. The group is also looking to build a diverse board. The biggest challenges to make this all come to fruition is volunteers and funding, and is asking that the City contribute \$85,000 for start-up expenses with an annual contribution of \$40,000 for operating budget.

The Council expressed concerns they have heard from the community regarding safety, as the shelter would be next to a city park and a family neighborhood and Hermiston becoming a "magnet" for the homeless, as well as being able to keep the project financially afloat.

Stepping Stones Board stated they felt safety would be addressed by having a night security guard, not allowing guests to come and go once they've checked-in for the night, as well as being observant; if the guest tried to check-in with questionable items in their positions, they would address them accordingly. They would also not allow guests to loiter in the area. They do not believe Hermiston would become a "magnet" for the homeless as Stepping Stones would require guests to be proactive in improving themselves during their stay there. In their research, areas become hotspots or magnets when guests are not held accountable

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or have no expectations/requirements to improve themselves. As for the financial aspect of the project, Stepping Stones met with many area churches and other non-profit organizations, as well as private citizens and business who support the project and have either already donated to the project or are pledging funding. They also have a professional grant writer who has volunteered their services to help the project. The grant writer is waiting for approval from the City Council in order to move forward with this process.

Mayor Drotzmann stated this project is very important and more time is needed to continue to discuss the matter during the regular meeting as the work session has ran over the time allowed. Mayor Drotzmann adjourned the work session at 7:02pm and immediately convened the regular City Council meeting.

DRAFT



A Gateway to Self-Reliance

Stepping Stones is a non-profit organization striving to develop a center of small Conestoga huts that will provide temporary nighttime shelter for those in need. Unlike the current Hermiston Warming Station, Stepping Stones would be open 365 days a year from 7:00 pm until 7:30 am. It would open with 25 huts that could house individuals or couples and a portable building that would be used as a commons area.

Stepping Stones would lease slightly less than one acre of ground owned by the Eastern Oregon Mission that is located just north of Agape House. Stepping Stones would be manned by a part-time project manager, check-in and check-out volunteers, and a security officer (through the night). The site will be completely fenced with privacy fencing and no guests will be allowed on the site during the daytime hours.

The intent of Stepping Stones is to provide a safe, clean, and secure environment where those in need of temporary housing might sleep. This site is truly meant to be a stepping stone and not a permanent destination. The goal is to provide an immediate short-term place for the night for some as well as longer term arrangements for others willing to work, volunteer and/or improve themselves so they might gain the means by which they can obtain permanent housing of their own. Opportunities to receive work credit for nightly housing will become available.

Stepping Stones is being modeled after a successful one that is operational in Walla Walla (see Walla Walla Alliance for the Homeless). The educational/work portion of this project is being modeled after the award-winning project called Watered Garden in Joplin, Missouri.

Stepping Stone Board Officers:

Cathy Lloyd President
Jeff Snell Vice President
Mike Atkinson Treasurer



Mike Atkinson
541/313-0404

matkinson@atkinsonstaffing.com



Client ID: _____ Hut #: _____ Date: _____

Name: _____ Phone: _____

Other names you may have used: _____

(ID is required and a copy of ID is to be made)

Email: _____ Gender: _____ DoB: _____

Emergency Contact: _____ Phone: _____

Site Rules:

- A. the following rules apply to use of both the sleeping areas and the site storage area:
1. No one may commit any crime
 2. No one may willfully hinder, delay or obstruct a site employee/volunteer in the discharge of his/her official duties
 3. No one may unreasonably disturb others by engaging in loud or raucous behavior
 4. No one may, with intent to harass, intimidate, or torment any other person, use any lewd lascivious, indecent or obscene words or language, or suggest the commission of any lewd or lascivious act
 5. No one may possess or use illegal drugs
 6. No one may open, possess or consume any package containing alcohol
 7. No one other than City employees, contractors, public safety personnel and/or the designees of each, may enter or remain on site during closure hours.

- B. The following rules additionally apply to use of the sleeping area:
1. Guests may enter the Stepping Stone site only between 7:00p.m. and 9:00 p.m. daily except for emergencies
 2. Guests must, upon entry, meet with the city employee, a security contractor or a designated site supervisor and agree to abide by all rules.
 3. Guests who exit the site between the hours of 9:00 pm and 8:00 am may not reenter except for emergencies
 4. Guests must peaceably exit the site by 8:00 a.m.
 5. Guests must remove their personal property from the sleeping area each day. Any items left in the sleeping area after 8:00 am each day may be deemed abandoned and may be removed at the direction of the site manager.
 6. No Guest may do an act, omit to act, engage in a course of activity or create or maintain a condition which unreasonably:
 - a. Interferes with the comfort, solitude, health and/or safety of others
 - b. Offends common decency
 - c. Offends common sensibilities and senses by way of extreme notice, light or odor
 - d. Obstructs or renders hazardous for public passage any public way or place.
 7. No additional guests shall be allowed in the sleeping hut of a registered guest (the sleeping hut may be used only by the persons who have been registered to spend the night in that hut)
 8. No minor shall be allowed in the sleeping hut unless accompanied by his/her parent or legal guardian.
 9. No weapons may be possessed, displayed or used by any guests.
 10. No fires or open flames are allowed
 11. No marijuana may be possessed or used
 12. No alcohol may be possessed
 13. Guests shall not willfully hinder, delay or obstruct any security contractor or designated site supervisor in the discharge of their official powers or duties.
 14. Users shall keep and confine their personal property to the area assigned to them by a designated site supervisor. Walkways and paths shall be kept clear.
 15. Housing areas shall be kept clean and free of junk, litter and debris and users must deposit their trash and garbage in receptacles designated by the site management for waste disposal.
 16. Guests shall not take, use or possess the personal property of other guests without their express permission.
 17. Guests shall not take, use or possess property belonging to the site, its security contractor or any designated site superior without the express permission of the owner of the property.
 18. Pets shall not be allowed if they are dangerous, diseased or aggressive in any way towards persons or other animals.
 19. Pets must be kept on a leash or kept in a kennel and users must immediately clean up after their pets and dispose of any waste in receptacles designated for waste disposal.
 20. Guests may urinate and defecate only in bathrooms, portable restrooms, or porta-potties designated for that purpose.
 21. Guests shall not engage in any type of sexual activity.

22. Guests shall not cause or create any sound or noise that unreasonably disturbs or interfere with the peace, comfort or repose of others.
23. Guests shall not use instruments or other devices that generate or make sound that can be heard beyond the guest's assigned sleeping area between the hours of 10:00 pm and 8:00 am
24. With the exception of perishable food, users may not possess or bring any of the items prohibited from the site storage area into the sleeping area.

C. The following rules additionally apply to use of the site storage area:

1. Guests must agree to abide by all applicable rules
2. Guests may enter and remain in the site storage area only while storing or retrieving property
3. Guests are allowed one lockable storage container per person. The lock will be provided by the site and only the site personnel and the guest will have access to the key.
4. Guests may not store the following items:
 - a. Illegal drugs
 - b. Marijuana
 - c. Alcohol
 - d. Flammable or combustible liquids or materials
 - e. Toxic liquids or materials
 - f. Corrosive liquids or materials
 - g. Weapons (including pocket knives; site supervisor may lock these up in designated office area until the guest leaves)
 - h. Stolen property
 - i. Perishable foods
 - j. Putrid materials
 - k. Garbage, litter or debris
5. Property of guests may be stored no longer than seventy-two (72) consecutive hours and any property left in the storage area longer than seventy-two consecutive hours shall be deemed abandoned and may be removed by the city, a security contractor or a designated site supervisor.
6. All property must be stored only in a container designated by the Site for that purpose and any property left outside of a designated container shall be deemed abandoned and may be removed by the Site, a security contractor or a designated site supervisor
7. Property may be stored in the designated container at the sole risk of its owner. The Site shall not be responsible for theft, loss, destruction or damage of stored guest property.

By signing below I understand and affirm that I have read and understand the site and storage area rules and agree to abide by all applicable rules. I also understand and affirm that if I violate the rules, I may be ordered to immediately leave and not return to the Stepping Stones of Hermiston side as provided by city ordinance _____.

I agree to have my picture taken:

Guest	Signature:	_____	Date:

I agree to allow myself to be videoed and audiotaped while on the site.

Guest	Signature:	_____	Date:

Guest	Signature:	_____	Date:

Site	Designee	Signature:	_____	Date:



SITE RULES SUMMARY

(Violations Get People Trespaced)

Keep it peaceful

No drama such as loud arguing, especially between the hours of 10:00 pm and 7:00 am

No weapons. Check with a volunteer if you have a knife, baton etc. If there is a fight, stay out of it.

Keep the Stepping Stones drug-free

Do not use or possess alcohol, pot or illegal drugs inside or near the Site. Empty cans, bottles, needles, etc. in huts will result in a trespass.

Take Care of your Hut

Store (and lock) everything but bedding in your rollie-bin when you are away. One storage bin per person.

Keep food and dirty dishes out of huts. (they attract mice and insects)

Keep the vents in the hut open to avoid moisture issues and mold.

Get Permission from Site supervisor before attaching anything to the walls.

Do not disturb the insulation.

No smoking in huts, tents, meeting room or volunteer reception area (there is a designated smoke area and designated smoke times).

Obey fire codes: no heaters, open flames, cooking or extension cords in the huts

Take care of the Stepping Stone Site Property

No more than one bicycle and trailer (or parts) per person

Dispose of trash, unwanted food and cigarette butts in garbage cans

Never throw garbage, other trash or needles into toilets or portajohns

Look After your Pet

Don't let your pet bother others

Clean up after your pet immediately and dispose of poop properly

Respect Staff and Follow their Directions

Stay out of the security/volunteer office

Only staff may assign someone a hut or tent

Consult staff when you have a question or concern

Consult staff if you feel it is necessary to call 911

Exit the Stepping Stone Site Property by 8:00 am

A Good Rule of Thumb: If people are complaining about your behavior, consider changing it.

GENERAL PROCEDURES

Communication

The Sleep Center phone and answering machine number is: _____

This number may be used as a contact number for jobs, housing, social workers etc.

Please check in with a volunteer upon your arrival. If you are going to be absent, tell the site volunteer or leave a message on the phone. Remember if you are gone for more than 48 hours, you will lose your hut.

If you work at night, you may request a pass to come in late. Work hours will need to be verified with your supervisor at work.

If you need to come in late for other reasons, talk to the site supervisor.

Behavior Issues:

1. Rules include activity outside the gate: If we can see it, it is inside the Site
2. If a couple must be separated, the male goes into an overflow tent until another hut becomes available
3. If a couple breaks hut rules or disturbs the peace of the Stepping Stone Site, both persons may be trespassed.
4. Unruly guests are usually trespassed for one night-repeat offenders for longer.

Huts

1. After two nights absence, huts are cleaned out and reassigned unless the assignee returns to the Stepping Stone site by 6:00 pm on the third night.
2. Unclaimed items in bins may be thrown away after ten days.
3. Hut inspections happen at least weekly and may be more often. A failed inspection may result in the loss of use of the hut. A failed inspection always requires improvement before the next inspection.

I have read and agree to comply with the Stepping Stone of Hermiston Site rules. I have also read about the general procedures and agree to work within those boundaries.

Signed: _____ Date: _____

Site Manager or Designee: _____



Stepping of Stones

HERMISTON

PROPOSED BUDGET

Initial Capital Expenditures:

1. 25 Conestoga huts (<i>\$1200/materials per hut</i>)	\$30,000
2. Commons building w/furnishings	\$5000
3. Ground preparation 8/10 acre: clearing, leveling, ground cover	\$15,000
4. Privacy fencing (<i>6'chain link with 3 strands barb wire</i>)	\$15,000
5. 4" gate and 20' rolling gate (<i>included in fencing</i>)	
6. Foundation of commons building and reconnecting to sewer System	\$10,000
7. Security system	\$12000
8. Initial set up of commons (<i>tables, chairs, files, computers</i>)	\$5000
Total	\$92,000

Yearly Expenditures

1. Land lease	\$9600
2. 4 porta pots including one time delivery fee and weekly Cleaning	\$3,360
3. Liability insurance	\$1200
4. Night time security guard	\$40,00 plus
5. Utilities	\$6,600 est.
6. Part time site manager	\$20,000
7. Security service	\$5000
8. Maintaining commons building	\$1000
9. Supplies (bedding, water bottles, cup/soup etc) (this would be dependent primarily upon donations)	\$2500
Total	\$69,260

Future Capital Expenditures

1. 5 station shower unit	\$45,000
2. Laundry unit	\$20,000



Stepping of Stones

H E R M I S T O N

A Potential Means of Addressing Homelessness



Two Phases

- Phase 1: The development of a sleep center that would provide temporary emergency shelter for those in need. This would consist of a number of Conestoga like huts, a commons building, and a portable shower and laundry unit.
- Phase 2: The development of an exit homelessness program where individuals wishing to stay longer would earn work credit by engaging in a variety of programs aimed towards greater self reliance i.e. continuing education, volunteer work, counseling, drug treatment etc.

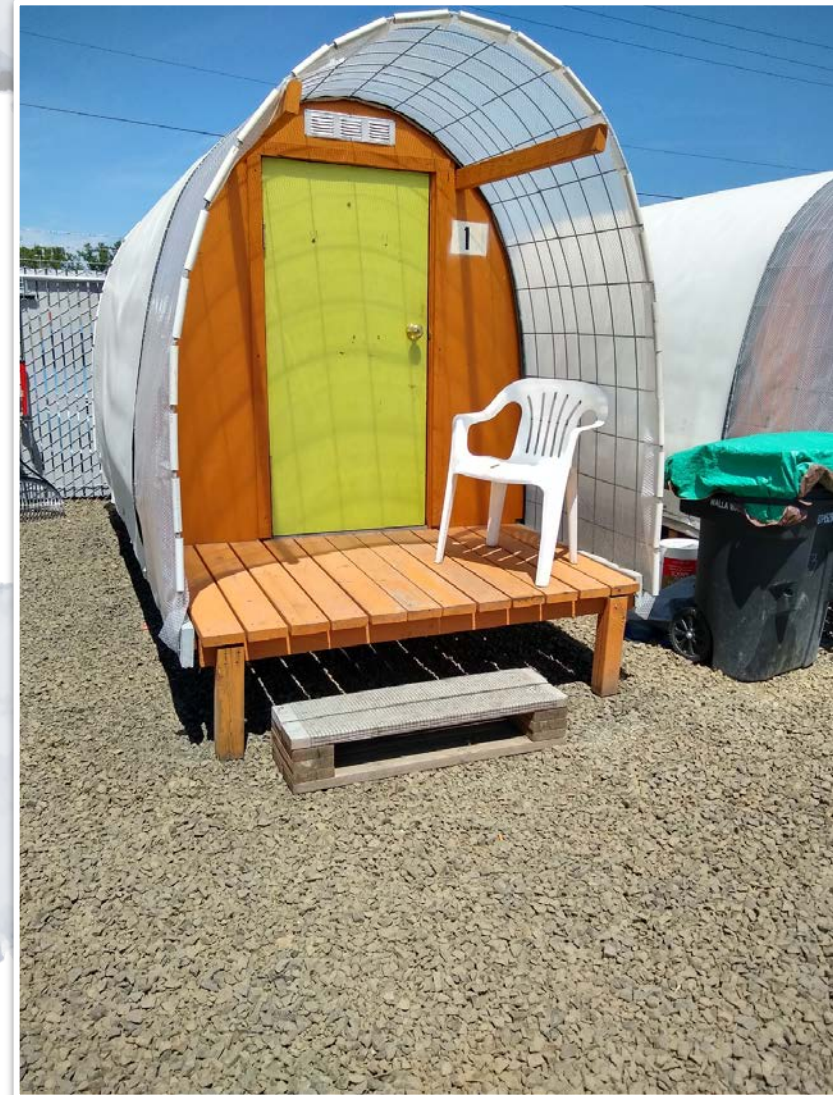
Salient Points

1. The site will sit on approximately 8/10 of an acre of land.
2. The site will be fully fenced.
3. The site will be open 365 days/year.
4. The site will open with 25 Conestoga huts and potentially some occupancy overflow tents as well as a commons building.



Conestoga Huts

1. The huts will be available for one resident, one couple or parent and child.
2. Once an individual has a hut, it will be theirs to use as long as all site regulations are observed.
3. The huts will have no power source, heating or water but will be triple insulated.
4. Each hut will have a door that locks from the inside (site manager will keep the key).
5. Each hut will have one locked wheeled cart and one unlocked tote available for guest use.



Conestoga Huts

1. Each hut will have one twin bed frame. Bedding will be provided by the site.
2. The site will launder bedding on a weekly basis
3. Each hut must be cleaned in the morning before the guest leaves.
4. Guests may eat food in their hut but no food may be left in the hut during the daytime.
5. Guests are responsible for the cleanliness of their huts and its surrounding area.



Conestoga Huts

1. The huts cost approximately \$1200 to construct.
2. The huts are built from scratch and they are constructed according to plans obtained from a Eugene shelter program.
3. The huts are made from easily obtainable items and therefore construction is rapid and repairs are simple and inexpensive.
4. The huts will be financed and constructed by a variety of individuals, organizations, and grants.



Overflow Tents

1. The tents would be for use of individuals needing shelter who are on the waiting list for a Conestoga Hut.
2. Overflow guests and hut guests follow the same sets of rules and sign the same agreement before obtaining a bed for the night.



General Information:

1. Rules of conduct will be posted and all guests will sign an agreement to abide by the site rules.
2. There will be specific procedures in place for those who go against site rules. These may range from loss of hut use for one night to permanent trespass from the grounds.



General Information

1. Porta pots will be available since there are no toileting facilities within the huts or tents.
2. Site grounds will be kept neat, tidy and sanitary at all times.
3. A security system will be in place to help provide for the safety of all guests.



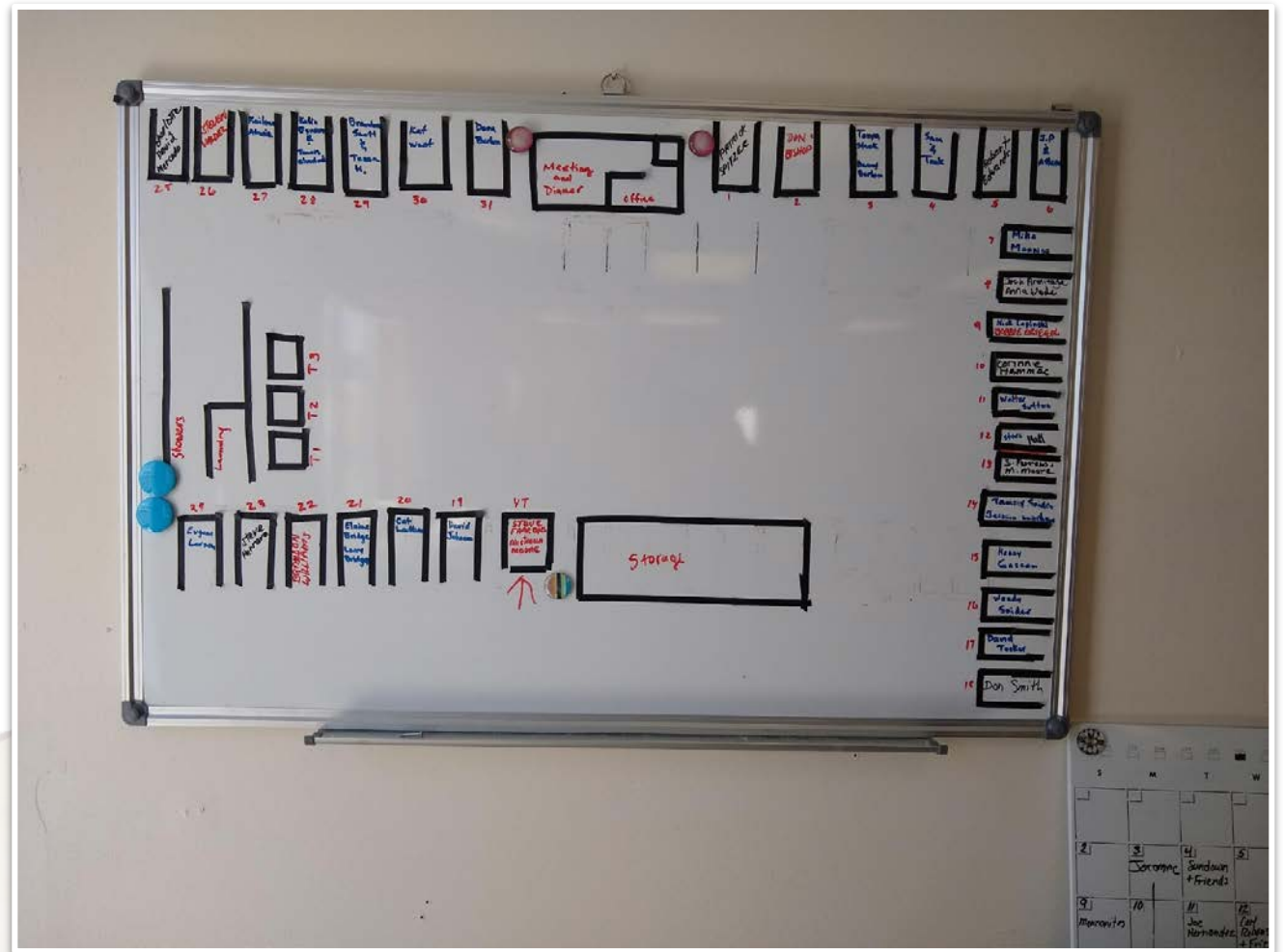
The Commons is a modular building already on site

1. The commons will be open for guests use throughout the night.
2. The commons area will be supervised at all times.
3. It has electricity, running water, heating and two regular restrooms.
4. There will be a large hot water pot available for guest use but no cooking facilities. Packets for hot drinks will be available.



Information

1. The site will keep a written and visual record of what guest has each hut.
2. The site will have a part-time site manager as well as a night-time security guard.
3. Evening check-in requires 2-3 volunteers.
4. Morning check-out requires 2-3 volunteers.



Further Information

A monthly calendar will be available so that individuals, families and community groups may sign up to bring food into the commons each night. All preparation for the food would be off site. The donors would be responsible for delivering and cleaning up for the food that they provide.



Proposed Division of Financial Responsibilities

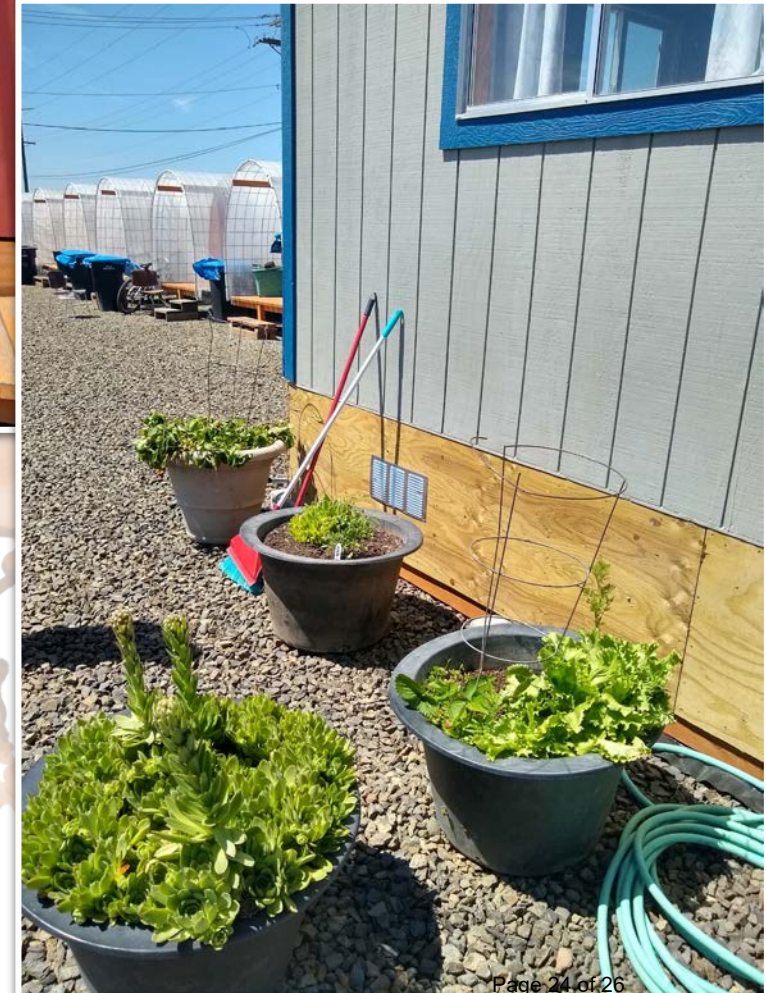
(see proposed budget for specifics)

City of Hermiston would pay for:

1. A portion of the initial expenditures
 - a. requesting \$85,000
2. A portion of the annual operating budget
 - a. requesting \$40,000

Stepping Stones Non-Profit would pay for:

1. A Portion of the initial expenditures
2. Secure the building of the Conestoga huts
3. A portion of the annual operating budget approximately \$30,000





Insights from the Walla Walla Alliance for the Homeless:

1. In terms of zoning, the “huts” are considered tents. They are rigid, insulated and durable but are unheated, movable and temporary. The zoning falls under the category of temporary emergency shelter. The Walla Walla City Council passed an ordinance allowing emergency shelters in light industrial zones.
2. These structures do not fit into HUD standards for housing but they are affordable and yet not so comfortable that individuals want to stay in them forever. This is a sleep center, not permanent housing.
3. The Exit Homelessness Program (the Stepping Stone phase two) is in its second year. They are proving to have great success. They have helped 40 individuals gain permanent housing out of an unsheltered homeless population of 150-200 individuals. As more people have been placed in permanent housing, they have seen a mental turn around in others who are now seeking to obtain permanent housing as well.

Stepping Stones of HERMISTON

The background of the slide features a series of smooth, grey stepping stones arranged in a path across a body of water. The water is depicted with soft, light blue and white ripples. Overlaid on this scene is a large, abstract watercolor wash in shades of light blue, yellow, and white, which creates a dreamy, ethereal atmosphere. The title 'Stepping Stones of HERMISTON' is positioned at the top left, with 'Stepping Stones' in a large, elegant cursive script and 'of HERMISTON' in a smaller, clean, all-caps sans-serif font.

The intent of Stepping Stones is to provide a safe, clean, and secure environment where those in need of temporary housing might sleep. This site is truly meant to be a stepping stone and not a permanent destination. The goal is to provide an immediate short-term place for the night for some as well as longer term arrangements for others willing to work, volunteer and/or improve themselves so they might gain the means by which they can obtain permanent housing of their own. Opportunities to receive work credit for nightly housing will become available.

Stepping Stones is being modeled after a successful one that is operational in Walla Walla (see Walla Walla Alliance for the Homeless). The educational/work portion of this project is being modeled after the award-winning project called Watered Garden in Joplin, Missouri.