

City of St. Helens

CITY COUNCIL

Work Session Minutes

March 4, 2015

Members Present: Randy Peterson, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Doug Morten, Council President

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Sue Nelson, Interim Public Works Co-Director
Nathan Jones, Librarian
Chris Finks, Tourism Director

Others: Kannikar Petersen Al Petersen Mark Miller
Cindy Vaeger

Mayor Randy Peterson called the meeting to order at 1:00 p.m.

This meeting is contained in audio file 030415CCWS.MP3 on file at City Hall.



Visitor Comments

♦Kannikar Petersen. She has organized a grant writing workshop for nonprofits in Columbia County. It will be held Tuesday, May 12, at Columbia Soil & Water Conservation District. It is \$45 if you register prior to April 30. The speaker is a professor at Oregon State University. He has been instructing grant writing since 1992. Kannikar distributed flyers for the workshop.

Early Literacy Parent Education Grant Review / Every Child Ready to Read

Library Director Margaret Jeffries introduced Youth Librarian Nathan Jones and County Education Coordinator Cindy Jaeger. Their collaboration satisfies two Council goals: Goal 2 - Improve Service, Communication and Relationships; Goal 3 – Foster a Safe and Healthy Community.

Cindy reported that early literacy programs offered at the Library have attracted families with young children. They have received great feedback. Studies show, if children are able to read and comprehend by the end of third grade, they will be much more likely to graduate high school and go on to college or a successful career. Only 35% of high school seniors are reading proficiently. Cindy expressed her gratitude for Nathan's work on the programs.

Nathan reviewed a PowerPoint Presentation, a copy of which is in the archive packet for this meeting. The number of students entering school who do not have essential early literacy skills has significantly increased. This affects the Library, community, and businesses. Mastering the

skill of reading has a positive, life-long impact.

Highway Directional Signage

Council reviewed the existing signs. It was the consensus of the Council to remove the "Olde Towne Cultural District" reference and add "Riverfront District" and "Houlton District."

Mayor Peterson directed City Planner Jacob Graichen to review the Riverfront District and Houlton District designations and propose sign placement for those areas.

Recommendations from Bicycle & Pedestrian Commission

City Administrator John Walsh reported on the Bicycle Friendly Business program. Additional information about the program is included in the archive meeting packet. The Bicycle & Pedestrian Commission recommended the City apply to list City Hall and the Library as a Bicycle Friendly Business. It is free to apply and has potential to attract bicycle tourists. Amenities, such as restrooms, water and Wi-Fi need to be available but can regulate hours. The Council was in favor of the recommendation.

The Bicycle & Pedestrian Commission also recommended that a flashing pedestrian crossing light at S. Vernonia Road and Highway 30 be installed. It is a blind spot and not safe for pedestrians. Interim Public Works Co-Director Sue Nelson will get additional information from the Bicycle & Pedestrian Commission and contact ODOT with the request.

FY2014-15 Tourism Activity Report

Tourism Director Chris Finks presented a tourism activity report for FY2014-15. He reviewed a list from Tina Curry of proposed events to organize or support.

- Geocache, CountryCon and Poker Run combined. This would be co-sponsored by the Chamber. Councilor Carlson suggested combining the events with the Kiwanis Community Parade. Events are building for the day of the parade.
- Combine the Maritime Heritage Festival and Buskers Circus. Not in favor of combining the Maritime Heritage Festival and 4th of July activities.
- Kite festival.
- Spirit of Halloweentown.
- Zombie Dash.
- Ghostcon.
- Christmas Tree lighting.

There is ongoing discussion about the Tourism reorganization. Chris suggests suspending further Tourism Committee meetings until it has been resolved.

The Council consensus was to stop Tourism Committee meetings for 60-90 days until the reorganization is done.

Department Reports

Police Chief Moss reported...

- Applications for the Sergeant and Police Officer positions closed last week. An assessment center process for the Sergeant position will be held March 19. Testing for the Police Officer position will be held March 24.

Interim Public Works Co-Director Nelson reported...

- Tonight's agenda includes a recommendation for the Godfrey Park Storm Drain bid award.
- The project at the City's docks is almost complete.

Library Director Jeffries reported...

- The usual line-up of Library events is scheduled.
- Another fire alarm system malfunction has occurred. The repairs are complete.

Finance Director Ellis reported...

- In June and July of last year, several properties were in violation of weed and grass abatement. There are two properties who have yet to pay for the cost of abatement. They have a deadline to pay the fee or we lien the property. This has been a good learning lesson to shorten the time of the abatement and lien process.
- An RFP for utility bill printing and mailing services was released on Friday. It will close March 20 and come to Council in April for award.
- We are receiving \$25-30,000 less in delinquent fines. That is good because people are either paying on time or they're arranging payment plans. The bad news is that we are receiving less money to assist with a low income program. Locke will report on this further.
- He is working on the budget.

City Recorder Payne reported...

- It is time for her to plan for the Annual Volunteer Appreciation Reception for City boards and commissions and their support staff. Would April 23 be ok with all of you? Council was in concurrence.

City Administrator Walsh reported...

- The Waterfront Steering Committee kicks off on March 16.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- Attended the LOC City Days at the Capital. She had the opportunity to review the legislative priorities and talk to representatives. She was most interested in the discussion in Senator Betsy Johnson's office about mental health. They discussed the creation of a crisis drop-in facility to be located next to the CCMH campus. They are currently transported out of the area or lodged in jail.
- Attended the Crisis Intervention Team (CIT) meeting yesterday. She was pleased with the collaborations between mental health agencies, law enforcement, emergency services and judicial. It was a good time of information sharing. The first CIT training will be held in April. Mental health has been listed as a priority with cities, counties and the state. She requested funds to provide snacks during the training event.
- The report on a location for PCC will be going to the PCC board this month. They expect to make a decision within the next 60 days.
- Her and Councilor Carlson met with Senior Center Director Cheryl Young to discuss their request to take ownership of the building.
- The Library Board is considering changing their meeting dates to the third Tuesday of the month during the summer to not conflict with 13 Nights. The Arts & Cultural Commission meeting is tomorrow at 6 p.m.
- The SHEDCO Design Committee meeting is Saturday, March 14 at Good Things to plan the clean-up day.
- All of our public meetings are listed on the website.

Councilor Carlson reported...

- Took Riverside clients to the Parks Department to paint picnic tables. Thad and his crew

were very welcoming.

- She appreciates the time Chief Moss and Sergeant Graham spent with the clients as well.
- Attending a Ford Leadership training in Roseburg this weekend.
- Has been attending the Youth Council meetings with Councilor Locke. Her daughter has been participating as well. She is encouraged by the number of attendees and their excitement.
- Cheryl Young really appreciated Carlson and Conn taking the time to hear the seniors' viewpoint. Communication will continue.

Councilor Locke reported...

- He and Finance Director Ellis met with the Community Action Team (CAT). CAT was disappointed the amount is lower than expected. They talked about the program to assist low income families. CAT offers money management classes for people who request the assistance. Ellis will be working on an IGA with CAT.
- Two Youth Council meetings have been held. They had 10 students attend the first meeting and 22 attended the second meeting. The students are excited and look forward to working on projects. They are going to allow seniors to remain involved one more year to help lead it. Meetings will be held twice a month and continue throughout the summer. One idea they came up with is the Youth Court program. Jean Lewis worked on that before she passed away. The students felt it was a great program. Mayor Peterson recalls former Judge Taylor being involved in the program. Locke will follow-up with her and Judge Grove.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 2:27 p.m., upon Locke's motion and Carlson's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 2:48 p.m., upon completion of the executive session, Locke moved to go back into work session, seconded by Conn, and unanimously approved.

Other Business

Councilor Conn requested funds to provide refreshments for the CIT training. It is a week-long training.

Motion: Upon, Locke's motion and Carlson's second, the Council unanimously approved a donation of \$250 from Council expense for CIT training refreshments.


Finance Director Ellis mentioned that we received a quote of \$4,773 from TCMS for the Senior Center HVAC system. It may result in additional re-appropriations.


Ellis also reported that he hopes to send out an RFP by the end of this month for consultant services to update our water, sewer and storm utility rates.



There being no further business, the meeting was adjourned at 2:54 p.m.

ATTEST:


Kathy Payne, City Recorder


Randy Peterson, Mayor