

City of St. Helens

CITY COUNCIL

Work Session Minutes

April 1, 2015

Members Present: Randy Peterson, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Interim Public Works Co-Director
Sue Nelson, Interim Public Works Co-Director
Jacob Graichen, City Planner
Jenny Dimsho, Assistant Planner

Others: Mark Miller Amanda Frink Al Petersen
Several City employees in support of the employee length of service award

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



Visitor Comments

No comments received.

Employee Length of Service Award

We have one employee who has reached a HUGE milestone in his employment with the City of St. Helens. The following individual received a certificate and pin.

Neal Sheppard was hired on March 4, 1985, as a Utility Worker I. In February 1987, he was promoted to Utility Worker II. Then he became the Water Systems Operator/Field Supervisor in 1994. In April of 1998, he was promoted to Public Works Supervisor. Since January of 2012, he has been serving as Interim Public Works Co-Director where he wears many hats including his Public Works Supervisor role.

Prior to being hired in 1985, Neal worked for the City from August 1975 to June of 1978. He was laid off due to City-wide downsizing.

Congratulations to Neal, and **thank you** for your close to a total of 33 years of service!

Oregon Water/Wastewater Agency Response Network (ORWARN)

Interim Public Works Co-Director Sheppard requested permission to join ORWARN. It promotes statewide emergency preparedness, disaster response, and mutual assistance for public and private water/wastewater utilities. There is no fee involved. Tonight's agenda includes an agreement to join.

Right-of-Way Dedication of Tract A of the Green Tree Acres Subdivision

In October 2013 (2013 is not a typo), the County Assessor requested the City dedicate the above mentioned property as public right-of-way. This was a street plug for access control, which is no longer needed. Dedicating this is a form of "housekeeping."

Being related to past subdivision approvals, staff presented the issue to the Planning Commission at their March 2015 meeting and the Commission had no concerns and recommends the dedication.

There is some minimal recordation fees associated with recording the documents with the County Clerk.

Staff requests that at the regular meeting this evening, Council authorize the Mayor to sign the dedication deed.

Discussion of street vacations. City Planner Jacob Graichen will be consulting with legal counsel on whether they think street vacations should go before the Planning Commission for a recommendation before being reviewed by City Council.

Police Department Request for Building Needs

The exterior of the St. Helens Police Department was painted when the garage addition was built in 1989. Between eight and ten years ago the wood soffit that surrounds the office portion was re-painted. Other than some touch-up that occurred three or four years ago, there has not been any significant maintenance to the building's exterior. The result is some significant dry rot in the soffit along the southern exposure and delamination and dry rot in the plywood wall between the office and garage.

When the Police Department roof was recently replaced, a portion of that plywood wall was removed. This helped to facilitate the roof replacement and remove the rotted material. City crews recently replaced that plywood siding. City crews are now preparing to replace the rotted materials in the soffit.

Prepping the entire building for new paint, to include power washing and scraping the entire building is a task that current City staff is not prepared to do.

Three quotes from professional painting contractors were obtained. The lowest bid is \$8,788.

Chief Moss respectfully requests that the City Council consider a transfer of funds to the Police Department Building Expense line item to cover this expense.

Council was in concurrence.

Request to Change Administrative Assistant Title to Deputy City Recorder

Lisa Scholl has worked for the City since August of 2003. She began as the Planning Secretary and in November of 2010 she was promoted to Administrative Assistant where she became Kathy Payne's assistant in the City Recorder's Office.

Since becoming Administrative Assistant, Lisa has completed all the training/experience requirements to become designated as a Certified Municipal Clerk (CMC) through the International Institute of Municipal Clerks, and received her certification in August of 2014. The certification program is designed to enhance the job performance of City Recorder/Clerk staff in small and large municipalities. It prepares us to meet the challenges of the complex role the

City Recorder's Office plays in municipal government by providing us with quality educational programs in partnership with institutions of higher learning as well as State/Provincial/National associations.

Staff recommends that the job description for Administrative Assistant be amended to change the title to Deputy City Recorder and, in so doing, change Lisa's title to Deputy City Recorder, effective July 1, 2015.

Motion: Upon Locke's motion and Morten's second, the Council unanimously voted to change Lisa Scholl's job title from Administrative Assistant to Deputy City Recorder.

Department Reports

Police Chief Moss reported...

- The Sergeant Assessment was held last week. A top candidate was chosen from Nevada. Moss will meet with him on Friday to finalize the job offer and begin the background investigation.
- Written tests for the Police Officer positions were held last Saturday. He will review the results and begin scheduling interviews.

Interim Public Works Co-Director Nelson reported...

- Tonight's agenda includes two bid awards for overlay paving projects. Local contractor, TFT Construction, was low bidder on both.

Interim Public Works Co-Director Sheppard reported...

- Two water line crossings are being repaired on St. Helens Street prior to the paving project.
- Will be advertising for one Summer Labor position soon. That person will start early to help with the parks mowing.

Library Director Jeffries reported...

- Flyers were distributed to the Council advertising upcoming events.
- A Book Art Program will be held on Wednesday, April 8 at 7 p.m. The presentation features the repurposing of old books.
- The Friends of the Library book sale will be held on April 10 and 11. The St. Helens Garden Club will be selling plants on the steps during that time as well.
- National Library Week is the following week.
- The next Conversation Project: "What is Education for?" will be held on Thursday, April 23 at 7 p.m.
- The Ukulele group continues to meet on Saturdays.
- Another Mah Jongg class will begin April 30 and continue through May 28.
- The Oregon Coast Children's theater is in its 25th year. They received a grant to hold arts workshops at libraries. Two workshops will be held in April.

Finance Director Ellis reported...

- He finished reviewing all of the RFP responses for the utility billing program. Bids came in lower than he had proposed in the budget. He hopes to have a contract to the Council for approval at the next meeting. Metro in Portland had the lowest bid.
- He plans to review draft amendments for nuisance abatement at the next meeting.

City Recorder Payne reported...

- Reminded everyone that the Volunteer Appreciation Reception for our City boards and committee members is scheduled for Thursday, April 23 at 5:30 p.m. Please mark your calendars and RSVP to me by April 17.

- The next City/County Quarterly Dinner is scheduled for Tuesday, May 26 at 6 p.m. Again, please mark your calendars and RSVP to me by May 19.
- Crystal asked that I remind the Council that she needs your Gazette articles as soon as possible.

City Administrator Walsh reported...

- The Budget Committee meeting went really well last night.
- The City received the EPA Brownfields grant for \$200,000 to do planning.
- The Planning Department is helping Chief Moss apply for a mental health needs grant.
- There has been an ongoing issue of vacant homes and the need for code enforcement. He is working with Judge Phillips to amend the code to protect the City and neighboring property owners. A couple resources are House Bill 2662 Vacant Building Registry and the International Property Maintenance Code.

Council Reports

Mayor Peterson reported...

- Update: He and Council President Morten have been attending the meetings for the reorganization of groups such as SHEDCO, Tourism Committee, the Chamber and the Community Foundation. They are getting close to an agreement. The proposal is that the Chamber will be the umbrella organization. The Community Foundation will oversee events and work with the Chamber. SHEDCO will remain with the Main Street Program and also work with the Chamber. The Chamber will continue to operate their business services and open a full-time visitor center. We will continue to fund the Main Street Program Coordinator position through the RARE program, which is about \$23,000 per year. We proposed to use about \$40,000 of motel/hotel tax revenue towards the project. We would also continue to fund the insurance annually at about \$5,000 per year. The remaining amount would go into reserves to build a conference center or whatever is decided. The group has a good grasp of what it takes to organize events and intends to scale back on the number. They want to focus on quality rather than quantity.

Councilor Conn expressed appreciation with the collaboration of groups.

Council President Morten expressed one of the most important issues is to put those groups under one roof. That would enable collaboration. They are trying to focus on the local population instead of spending so much money to draw people from Portland here. It makes sense to us to reel it in and go back to basics.

Sheppard asked if the same group will coordinate all the events or if it will vary depending on event. Mayor Peterson said the proposal includes one event coordinator.

Councilor Locke thinks it's a good plan and hopes it works.

Councilor Carlson had heard there would be a board representing each of the organizations. Is that still the plan? Mayor Peterson confirmed there would be. They're working out the details.

Payne asked what will happen to the Tourism Committee. Mayor Peterson said they still need to discuss that. At some point, they will have the Tourism Committee give input.

Councilor Conn reported...

- In addition to the Friends of the Library book sale on April 10, the annual Empty Bowls event is also that evening. Tickets are \$10. Proceeds benefit the Columbia Pacific Food Bank.

Council President Morten reported...

- We have been working diligently to acquire the Boise Veneer property. In preparation for that, the Council has attended several workshops. Most of us have been involved with the RDI or Ford Foundation Leadership programs. Now is the time for the Council to establish a mission for that waterfront development and establish our goals and core values. He would like to see a plan on paper. We need to work diligently to move forward as a team. He is proposing to invite the consultant here for a session.

Discussion. Mayor Peterson suggested waiting for a recommendation from the planning group reviewing it now. Walsh that they are at the beginning of a series of meetings. They plan to conclude them with an open house held at the waterfront. Morten requested whoever is attending the meetings to report back to Council after each meeting. He suggested inviting Maul Foster to a Council meeting to answer questions. Walsh will organize a meeting.

Councilor Carlson reported...

- Flyers have been distributed for the SHEDCO clean-up day on April 18. Volunteers will be working on clean-up projects the week prior. She is excited to see the collaboration.
- Ford Leadership is recruiting for a fall class. It is very beneficial to have a government representative participate.

Councilor Locke reported...

- He suggested to the Kiwanis Parade Committee that the parade end on the Boise Veneer property. It would solve a lot of the traffic problems. Walsh will work with Boise on an agreement and insurance, in case they don't have the property by then.
- Youth Council attendance was way up again. He found out that students are attending to fulfill their class requirement. Council President Morten helped him brainstorm incentives for students to attend. Instead of class credit, we could issue a certificate as government credit. Then they have that to add to their resume and college application. Council concurred.
- He plans to hold weekly Youth Council meetings in April. This is a trial run and is hoping to have Council step in when he's unable to attend if it goes long term. Youth Council has also mentioned that they would like to see more of the Council attend these meetings as well.
- He and Morten met with Tory Hughes about new phone system technology. This may be something to look at since we need to replace our phone systems. Tory will report back with more information.
- He received an email from Chuck Daughtry about the golf tournament on May 5.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

No executive session needed.

Other Business

No other business.




There being no further business, the meeting was adjourned at 2:00 p.m.

ATTEST:



Kathy Payne, City Recorder



Randy Peterson, Mayor