

# City of St. Helens

## CITY COUNCIL

Work Session Minutes

April 15, 2015

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**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  
Neal Sheppard, Interim Public Works Co-Director  
Sue Nelson, Interim Public Works Co-Director  
Crystal Farnsworth, Communications Officer  
Max Stahl, IT Network Consultant  
Gabe Henton, IT Network Consultant

**Others:** Julie Knapp                      Scott Anders  
Meredith D'Andrea                      Ted Wall

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



### **Visitor Comments**

♦ Julie Knapp. She works for Columbia Community Mental Health. May 20 is the three-year anniversary of the murder of one of their staff member's. CCMH is requesting to plant a tree in her honor on the waterfront.

Council President Morten spoke of the waterfront redevelopment. He asked if they can wait until the fall or spring to make a decision of where to plant it. He would not want to see it planted and then to dig it up later. He appreciates the tribute.

After discussion, it was determined the tree would be planted in McCormick Park. Julie will work with the Parks Department on a location and tree type. The tree will be planted and dedicated on Friday, May 22.

### **Semi-Annual Report from Centerlogic**

*Max Stahl from Centerlogic was in attendance to give a report.*

He reviewed recent and upcoming projects.

- Springbrook upgrade.
- Water meters reading program.
- Police Department reporting software.
- Police Department terminal server.
- Police Department computer audit to review vulnerabilities.
- Will be issuing another RFP for City Hall and Library phones.

- Library server replacement to occur in August.
- Water Filtration Facility SCADA machine project to take place over the new months.

### **Communications 3rd Quarter Report**

*Communications Officer Crystal Farnsworth gave her report which is also included in the archive packet for this meeting.*

Councilor Carlson asked how Crystal felt about the City joining Instagram. Crystal said Instagram is the next Social Media she would use, if the City was looking for another platform. That would be one more site to consistently push information into. Carlson suggested that the Youth Council use that site to highlight "cool spots" in town. Crystal would want to talk among department heads to strategize how that would work. We need to be sure messages reflect the goals of the City.

Council President Morten recalled Don Patterson, from the Chronicle, speaking to the Council about having regular articles in the paper. Morten asked if we could highlight what departments are working on, on a monthly basis. Crystal noticed that the Spotlight published Mayor Peterson's Gazette article in the paper recently. That's easy to do from now on. She appreciates that newspapers print her Press Releases on a regular basis.

Councilors Carlson and Conn expressed their appreciation of the City's daily Facebook posts.

### **Request to Extend Term-Limited Office Assistant Position**

Finance Director Jon Ellis requests the continued utilization of a term-limited Office Assistant position through June 30, 2015.

Currently, with working through the transition of Court and the increase in case loads, balancing an employee request to work part-time (24 hours per week versus 40), working through software migration opportunities, and catching up on backlog projects, staff is requesting the continued support of a term-limited Office Assistant. This is the second request for extension of the term-limited position and will assist in maintaining current workloads, coverage to allow additional staff training required for Springbrook, and provide further time to assess alternatives required to meet workload demands in FY 2015-16 (assuming the part-time .6 FTE position does not pass the litmus test at the Budget Committee's meeting on May 5).

#### **Background:**

City Council at their Work Session on November 19 approved the Finance Division's request to hire a term-limited Office Assistant position to fill in for required office coverage from December 1, 2014 through February 28, 2015. At the February 18 City Council meeting, staff requested extension of the position through April 30, 2015. Since this last request, further assessment has substantiated the need for continued additional support in Municipal Court, Utility Billing Services, and Accounts Payable/Accounting that cannot adequately be supported by the one full time position currently assigned (ergo some of the additional support received from the term-limited assignment).

The position is being funded from existing appropriations in personnel services (savings) and the Springbrook Migration Project budget. This request will most likely require transfer of appropriation authority between Materials and Services and Personnel Services, but should not result in a draw on contingency funds.

The Council was in concurrence to allow the extension.

### **LOC-TV – How To Do Executive Sessions Right**

The City Council watched a 19-minute video on executive sessions put on by the League of Oregon Cities.

City Recorder Payne asked that the Council conduct a roll call at the beginning of any executive session. Mayor Peterson agreed.

### **Department Reports**

#### **Interim Public Works Co-Director Nelson** reported...

- She requested the utilization of goats to clear out the brush and ivy at Godfrey Park. That will help prepare for the storm drain project. There were no objections to the goats.
- The contractor for the electrical project on the docks is there today working on programming the pedestals. They are having problems with the internet service provider.

#### **Interim Public Works Co-Director Sheppard** reported...

- The waterline project on N. 14<sup>th</sup> and N. 16<sup>th</sup> at St. Helens Street is almost done. The project on 17<sup>th</sup> is going slower because of rock.
- The contractor and engineer went over to the island on Monday to view the needed repairs.

#### **Library Director Jeffries** reported...

- May marks the Library's 100<sup>th</sup> birthday. A number of activities have been planned. One of which, was selecting a best-seller from 1915 for the Our Community Reads program. It is titled, *The 39 Steps* by John Buchan.
- The Library and Arts & Cultural Commission will host the Oregon Coast Children's Theater tomorrow and Friday.
- The next conversation project will be held April 23. The program is titled, "What is Education For?," led by Alex Sager, PSU professor.
- During the month of May when we celebrate our history, we are going to host Robert Hamm. He is a collector of historic newspapers. The program will be held May 12 in the auditorium.
- The Library's birthday celebration will be held May 18 in the Library. There will be cake.
- The Library will host a birthday party for children on May 21. There will be games and BJ the Clown.

#### **Finance Director Ellis** reported...

- The City received the GFOA award for the third year in a row.
- Tonight's agenda includes an ordinance to amend the general abatement procedures. It will reduce the time frame of weed abatement from 147 days to 67 days.
- Tonight's agenda includes a resolution to authorize debt for the property acquisition of Boise Veneer.
- Tonight's agenda includes a contract for utility bill printing and mailing services. It will allow us to include inserts in the bills.

#### **City Recorder Payne** reported...

- Nothing to report.

#### **City Administrator Walsh** reported...

- Expressed appreciation to Assistant Planner Jenny Dimsho for her work in applying for a HUD application grant to pay for mental health services training. She did a good job with an unfamiliar subject.
- His time has been consumed with EPA grants and documents.
- The spring clean-up is this Saturday.

- The executive session video they watched today was part of a CIS risk management program.

### **Council Reports**

#### **Mayor Peterson** reported...

- He and Walsh met with Tina Curry the other day and came to the conclusion that there is about \$7,000 in sponsorship money not collected yet. There is a commitment to those sponsors for the Geocaching and CountryCon event in June. They instructed Tina to keep working on that event and continue to collect those sponsorship dollars. He just wanted to let the Council know about it.

Councilor Carlson heard that the Maritime Heritage Festival would not take place this year. Mayor Peterson confirmed that the new group did not want to take it on. They handed it back to the Maritime Heritage group and they chose not to hold the event this year.

#### **Councilor Conn** reported...

- The Fireworks Committee has been fundraising. They approached the Arts & Cultural Commission with a proposal to raise money by selling paper firecrackers for \$5 and hang them along the fence. They would also like to paint them on the pavement in front of the fence to give the illusion of an explosion. The Arts & Cultural Commission is busy that day with trash can painting and suggested that might be an activity for the Youth Council. Councilor Locke and Councilor Carlson will get more information from Conn and talk to the Youth Council about it.
- The CIT Training begins Monday. It is a collaboration between Greater Oregon Behavioral Health; NAMI; CCMH; City, County and State law enforcement; corrections; and judicial representatives. Thank you to Jenny for working on the grant request.

#### **Council President Morten** reported...

- He and Councilor Locke visited Junction City to tour the organic recycling facility. They came back with a fairly good understanding of what they are doing down there. It is clean. There is minimal odor. It's a very effective operation.
- Thanked Public Works for using goats to clear Godfrey Park...it's not a baaaaad idea!

#### **Councilor Carlson** reported...

- Youth Council is excited about the community and their future. There have been anywhere between 16-30 kids attending each meeting, ranging in age from 14-18. She appreciates Locke and the Council for supporting the Youth Council.

#### **Councilor Locke** reported...

- Requested the Mayor attend the next Youth Council meeting on April 20 at 6:30 p.m. Mayor Peterson said that he should be able to attend.
- The Youth Council has been talking about t-shirts, bringing teen court back, bringing DARE back, youth entrepreneurship, helping with teens at 13 Nights on the River, the future of the riverfront, and fundraising.
- There are certain times the cross fit gym drags concrete blocks down the sidewalk. He is concerned about damage to the sidewalk. Public Works will take a look.
- The sergeant position is going to be re-advertised. The first round was not successful.

### **Executive Session**

#### **ORS 192.660(2)(e) Real Property Transactions**

**Motion:** At 2:14 p.m., upon Morten's motion and Locke's second, the Council unanimously

voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

**Motion:** At 4:09 p.m., upon completion of the executive session, Carlson moved to go back into work session, seconded by Conn, and unanimously approved.

**Other Business**

No other business.



There being no further business, the meeting was adjourned at 4:09 p.m.

ATTEST:

  
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Kathy Payne, City Recorder

  
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Randy Peterson, Mayor