

City of St. Helens

CITY COUNCIL

Work Session Minutes

June 17, 2015

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

Members Absent: Doug Morten, Council President
Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
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
Dave Elder, Public Works Field Supervisor/Safety Coordinator

Others: Chris Iverson Mark Miller Amanda Frink
Kannikar Petersen Al Petersen

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



Employee Length of Service Award

Mayor Peterson presented Dave Elder an Employee Length of Service Award. Dave has worked for the City for 20 years. He began working for the City in May of 1995 as a Utility Worker I. Three years later he became the City's Water Operator. Then, in July of 1999, he became the Public Works Field Supervisor/Safety Coordinator and has fulfilled that roll the past 16 years. Congratulations, Dave, and thank you for your service!

Annual Report from Insurance Agent of Record

Chris Iverson with Hagan Hamilton Insurance Services (formerly Insurance Services Northwest) was in attendance to give a report. We are still with City County Insurance Services. There has been no reason to move insurance elsewhere. There's no one that can compete with CIS.

There have been some claims. Property liability has paid out about \$132,000 in claims over the last two years. SAIF claims paid out over \$113,000 last year. He does not see any trends in the claims that would cause him to think we need to make changes. Employment practice claims are the most common, just like the rest of Oregon. Police are the highest injury claims. He thinks everyone is doing a good job of training to prevent injuries.

We were able to get appraisals on most of the City buildings. It was done free through CIS. It saves us in appraisal fees.

He and Dave Elder have been working on bringing trainings to the area. They held a Driven to Distraction training in St. Helens recently. Other cities and the County attended as well. He is working on bringing a Hire to Retire and sexual harassment training to the area.

He will be here on Tuesday for the Executive Risk Management Team meeting and on Monday for the Police Officer interviews.

Iverson is starting to get concerned about data compromise coverage. He has asked CIS to give him a quote on a higher coverage. He is seeing more data compromise claims. He will report back to Council with quotes when they are received.

Visitor Comments

♦Terry Cole. He is from Hamer Electric and is working on the project down on the docks with the power pedestals. They have had the work done for quite a while now. The issue is getting the communication working between the card reader and the pedestal. They have an integration department that takes care of reading the manuals and making it work. Unfortunately, they have had numerous problems getting the card reader to communicate with the pedestals. Part of the problem is this equipment was provided from another company, based on a recommendation from the Marine Board. They have made numerous contacts with the supplier and have received very little assistance. It has been very frustrating. He has recommended the Marine Board never use this product again. He recommends the City Attorney write a letter to the supplier.

Interim Public Works Co-Director Sue Nelson said the programmer will be out next Monday or Tuesday to work with tech support.

Arts & Cultural Commission Recommendation for an Art Mural at St. Helens Post Office

The Arts & Cultural Commission recommends to the City Council that the mural designed by Antonia Doggett be approved.



Kannikar Petersen was in attendance. The Arts & Cultural Commission's focus area is the main street corridor. They want to beautify St. Helens and particularly a building that is commonly visited. The artist plans to work with the community to paint it. Their timeline is to install the mural in August which is the driest time. They would like to promote this product at the 4th of July event during the fifth annual trash can painting competition.

The artist, Antonia Doggett, is a resident of the City of St. Helens. She has a Bachelor's Degree in Fine Art and is a certified diesel mechanic. She's originally from England. She works at the Marina full-time. Her art often includes something unexpected. It causes people to stop and think.

Mayor Peterson asked if the Post Office has approved of the drawing. Petersen confirmed that the postmaster saw it and gave his okay.

Mayor Peterson is in favor of the project.

Motion: Upon Conn's motion and Locke's second, the Council unanimously approved the art mural.

New Job Descriptions

Public Works Interim Co-Director Nelson presented two new job descriptions for City Council consideration.

In January, 2012, the previous Public Works Director (PWD) left the City to take another job. Because of budget restrictions at that time, the Council made the decision to divide the duties of the PWD between his immediate subordinates, the Engineering Supervisor and the Public Works Operations Supervisor. At the time, this was designated to be an interim situation. Each Supervisor has dual job titles which include their original title, plus the Interim Public Works Co-Director title.

Over the past 2.5 years, the divided job duties of the Public Works Director have become more defined and each supervisor has taken ownership of various specific tasks, with some logical overlapping such as the development of the Public Works Department annual budget. As proposed in the 2015-2016 Budget presentation, two new job descriptions have been developed which include the original job duties of the respective supervisors, and the added essential duties and responsibilities of the Public Works Director position as performed by each supervisor. The shift in job descriptions and titles will eliminate the sometimes confusing "interim" title. The new job titles will be Public Works Operations Director and Public Works Engineering Director.

Staff recommends approval of the new job descriptions for the Public Works Operations Director and Public Works Engineering Director. They are on the regular session agenda for Council approval.

Councilor Locke instigated combining the jobs on a temporary basis. He feels a Public Works Director is still needed and would like to keep things as they are for now.

Mayor Peterson believes that can be changed again later on. He spoke to Council President Morten in the past about this and he feels very strongly this needs to occur. Mayor Peterson and Councilor Conn are in favor of the job title changes.

Discussion of Property Maintenance Requirements & Vacant Buildings Ordinance

City Administrator Walsh reported that this ordinance is on tonight's agenda for an emergency reading. This has been in the works for quite a while now. The ordinance does two things: 1) assist with code enforcement and; 2) compliance with a house bill about registering vacant buildings.

♦Al Petersen. He believes that some of the language is a little mixed up. Section 18.14.040 Unsafe Structures and Equipment refers to the enforcement official. But if you read the definition of enforcement official, it refers to six or seven people. It really should refer to the Building Official. There needs to be one person making the decision about something being unsafe, not several.

City Administrator Walsh acknowledged that discussion was had with the attorney about that.

Mayor Peterson said they will look at that and determine if a change is needed prior to tonight's meeting.

Amendment to FY 2015-16 Budget

Staff has been assessing the feasibility of a City Street Light LED conversion project that could reduce street lights utility and maintenance costs. The savings would in turn fund the project. Unfortunately, due to timing of the project development with development of the budget, the project was inadvertently left out of the Approved Budget.

Further review of the Oregon Budget Law and discussion with City Auditors, concludes that amending the budget and incorporating in the final FY 2015-16 Adopted Budget would be the most conservative of actions.

Staff recommends City Council amend the Fiscal Year 2015-16 budget accordingly to reflect the additional appropriation for the Street Lighting Project.

Approved to Adopted Budget FY 2015-16					
Budget Items	Uses				Sources
	Appropriations	Contingency	Ending FB	Total	Revenues
Proposed Budget	20,788,100	4,017,550	9,018,240	33,823,890	33,823,890
Total Adjustments	2,767,360	8,970	(170,662)	2,605,668	2,605,668
Final Approved Budget 5/19/15	23,555,460	4,026,520	8,847,578	36,429,558	36,429,558
Staff Recommended Amendment					
Street Lighting Project	500,000	-	-	500,000	500,000
Proposed Adopted Budget 6/17/15	24,055,460	4,026,520	8,847,578	36,929,558	36,929,558

Review Resolution Authorizing Purchase of Real Property

Resolution No. 1702 is on the agenda for tonight. This authorizes purchase of the Boise Veneer property. They anticipate the purchase to close by June 30.

Review Proposed Resolution Regarding Vacation Accrual Payout Policy

City Administrator Walsh reported that this resolution is an attempt to provide equity to department heads who are short on staff, work a lot of extra hours and are not compensated for it. It allows an employee to be paid accumulated vacation accruals, not to exceed 96 hours in a given fiscal year. This is for employees not eligible for overtime pay or unable to take an extended vacation due to being understaffed.

Department Reports

Police Chief Moss reported...

- Nothing to report.

Interim Public Works Co-Director Nelson reported...

- She distributed copies of a Right of Entry request for CH2Mhill, on behalf of Oregon Pipeline. They are the proposed LNG contractor who will potentially be doing a natural gas pipeline through the watershed property. They are requesting to go on the property to do a visual survey of the creek. The Council had no objections to them entering the property to do the survey, pointing out that they are not in favor or opposed to the project.
- Yesterday, she received a quote from Advanced American Construction to do the preliminary repairs on the Sand Island dock. The quote is lower than anticipated. They will need to do a further assessment of the bridge hinge, which will be an additional expense. This will be added to tonight's agenda for approval.

Interim Public Works Co-Director Sheppard reported...

- A request was received to use the disc golf course for a fundraiser. He would like to have a policy to know how to handle requests for exclusive use of the course. The Parks Commission will make a recommendation. The Council was okay with allowing use for this event as long as they verify the association does not need it during the same time.

Library Director Jeffries reported...

- School let out on Thursday and they started summer reading sign-ups on Monday. In four hours, they had over 200 people come through their doors.
- There will be children, teen and adult summer reading programs. One of the adult programs will be a visit from Moonstruck Chocolate. That program will be open to 25 participants.
- The summer reading theme for children is "Every Hero has a Story," for teens it's "Unmask," and for adults it's "Escape the Ordinary." Superheroes will be marching in the parade on Saturday with the Library.
- Last night, the Columbia County Museum Association and the author Tricia Brown had a book launch for the St. Helens History book. It was really well attended. It was a very interesting presentation with pictures that did not make it into the book.

City Recorder Payne reported...

- There is a lease on tonight's agenda for ODOT Rail. It's for the property between Deer Island Road and Gable Road, adjacent to the railroad. The lease formerly included the Chamber building. ODOT has removed the Chamber and will go through them directly.
- Tonight's agenda also includes a surplus item from the Library. The Bicycle & Pedestrian Commission is holding a sale on June 27 and this is a last minute addition.
- Communications Officer Farnsworth needs Gazette articles as soon as possible. She will be printing next week.
- Tonight's agenda includes a resolution to adopt the budget. Finance Director Ellis noticed that the first paragraph did not have the correct budget number. The original is being changed.

City Administrator Walsh reported...

- Three proposals were received for the street lighting RFQ. A notice of intent to award should be available at the next meeting.
- The Kiwanis Community Parade is Saturday, June 20 at noon.
- The Waterfront Open House will be held at the Muckle building on Tuesday, June 23.

Council Reports

Mayor Peterson reported...

- Our local poster award winner for the "If I Were Mayor..." contest won the state competition. She will be receiving an iPad Air at the Mayor's conference in August.

Councilor Conn reported...

- For the last couple days, she has been involved in the county-wide Buy Local program.
- She's been participating more in Chamber activities to show interest.
- She has been attending lots of meetings lately; SHECO, Library Board, Arts & Cultural public hearing, etc.
- The Fair Housing presentation at the Library was very interesting.
- The St. Helens history book launch had a really big crowd last night.
- She attended the business plan competition. Vault Elite won. They will be expanding their program. It provides afterschool programs for children.
- Friends of the Library have been very successful with their "little library" program. They have been working on keeping it supplied.
- They still have openings on the Arts & Cultural Commission.

Councilor Locke reported...

- Nothing to report.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 2:12 p.m., upon Conn'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 2:21 p.m., upon completion of the executive session, Conn moved to go back into work session, seconded by Locke, and unanimously approved.

Other Business

Mayor Peterson will be gone the whole month of August.



There being no further business, the meeting was adjourned at 2:22 p.m.

ATTEST:

Handwritten signature of Kathy Payne in cursive script.

Kathy Payne, City Recorder

Handwritten signature of Randy Peterson in cursive script.

Randy Peterson, Mayor