

City of St. Helens

CITY COUNCIL

Work Session Minutes

November 18, 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
Lisa Scholl, Deputy City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director (left early)
Sue Nelson, Public Works Engineering Director
Jenny Dimsho, Assistant City Planner
Bob Johnston, Building Official
Anya Moucha, Main Street Program Coordinator

Others: Christina Sullivan Bob Salisbury Diane Dillard

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

This meeting is contained in audio file 111815CCWS.MP3 on file at City Hall.



Visitor Comments

No comments received.

Employee Length of Service Award

We have one employee who has reached a big milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the November 18 Council work session.

5 Years

Jon Ellis began working for the City in October 2010 as our Finance Director where he has served ever since.

Congratulations to Jon, and **thank you** for your service!

Annual Report from St. Helens Community Foundation and 13 Nights on the River

Bob Salisbury, President of the Foundation, and Christina Sullivan, 13 Nights on the River Managing Director, were in attendance to give their reports.

Bob thanked the Council for their support and covering the cost of the insurance. He reviewed the events the Foundation has supported.

The Foundation was hit with a \$6,100 loss for the 4th of July events. Sponsorships were down and it was really hot that day, resulting in less concession sales. They will be requesting the City waive the last concession fee to help cover the loss. Fourth of July was a good learning experience. They learned that the Foundation does not have the volunteer base needed to organize and manage a large event.

Mayor Peterson congratulated Christina on a successful 13 Nights on the River. Christina reported that 13 Nights has eight actively involved volunteers. They are giving more than 30 hours a week of their time to help with the event. The 2016 concert series is gearing up. Band contacts began in October. January will become busier as they begin recruiting sponsorships. Council President Morten thanked Christina for her great work.

Main Street Program First Quarter Report

Anya Moucha, Main Street Program Coordinator, was in attendance to give her report, which a copy of is available in the archive packet for this meeting.

Request from Kiwanis to Co-Sponsor 2015 Holiday Hope Program

The Kiwanis is requesting that we partner with them for the Holiday Hope food drive again this year. They would also like to use our folder/sorter for some of their mailings. A letter of request is included in the archive packet for this meeting. Council was in concurrence with supporting the event.

Review Concept for Development Code Amendments

Assistant City Planner Jenny Dimsho was in attendance to review the amendments. A copy is included in the archive packet for this meeting.

Review Proposed Utility Rates Resolution

Finance Director Jon Ellis reviewed the proposed utility rates resolution. A copy of the resolution is included in the archive packet for this meeting. There were no concerns from the Council.

Department Reports

Police Chief Moss reported...

- Sadly, canine officer Lycos passed away yesterday.
- He will be presenting a lifesaving award to an officer at tonight's meeting.

Public Works Engineering Director Nelson reported...

- A meeting was held on November 9th with all the staff involved in the sewer lateral abatement repair at 184 N. Vernonia Road. Nelson distributed a memo and photos, which includes details of what has occurred to date. A copy is included in the archive meeting packet. The pipe was identified incorrectly during the first video. Either way, the pipe needs to be repaired because it was found to be offset and fractured. The lateral to be repaired is 16 feet in length.

Motion: Upon Carlson motion and Conn's second, the Council unanimously agreed to require the property owner to repair the sewer lateral located at 184 N. Vernonia Road and credit the permit fee for what was already paid.

Library Director Jeffries reported...

- She is attending a school district forum today at 5 p.m. for their strategic planning process.
- A late night write will be held at the Library on Friday.
- The Friends of the Library is holding quarterly art shows in the Library.

Finance Director Ellis reported...

- He will not be here tonight.
- Tonight's agenda includes a resolution to set the water, sewer and storm drainage utility fees and two resolutions creating liens on property related to weed abatement.
- He will be out of the office until December 14.

Deputy City Recorder Scholl reported...

- Nothing to report.

City Administrator Walsh reported...

- We are in the process of getting the lights and decorations for the Plaza for the Christmas holiday. There will be photo opportunities available.
- The Foundation talked about their desire to step away from organizing events. He has asked Tina Curry to reach out to community organizations to see if there is interest in someone taking on 4th of July. If not, we need to look at what it would take for the City to organize it.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- Congratulations to Youth Council member John Chabala. He received an award as the Elks Teen of the Month.
- She is also attending the school district meeting tonight.

Council President Morten reported...

- Thanks to the hard working Public Works staff.
- Kudos to the Water Filtration Facility for their award. We have a phenomenal system.

Councilor Carlson reported...

- Nothing to report.

Councilor Locke reported...

- We receive a lot of negative comments about the taste of our water. He lives in the third oldest house in the city. He has replaced all of his lines and his water tastes good.
- Youth Council is going well. Thank you to Morten for attending the meeting during his absence.
- He would like to begin thinking about a retreat after the first of the year.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

ORS 192.660(2)(h) Consult with Legal Counsel

Motion: At 2 p.m., upon Morten's motion and Conn's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions and ORS 192.660(2)(h) Consult with Legal Counsel.

Motion: At 3:26 p.m., upon completion of the executive session, Carlson moved to go back into work session, seconded by Morten, and unanimously approved.




There being no further business, the meeting was adjourned at 3:26 p.m.

ATTEST:



Lisa Scholl, Deputy City Recorder



Randy Peterson, Mayor