

City of St. Helens

CITY COUNCIL

Work Session Minutes

May 18, 2016

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
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Anya Moucha, Mainstreet Program Coordinator

Others: Tina Curry Steve Ruege Larry Hinman

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



Visitor Comments

♦Tina Curry. Things are coming together for 4th of July. There will be two sets of raffle winners who will win a helicopter ride for four during the Touch the Trucks event. She asked if the Council is agreeable to SHEDCO being in charge of the raffle ticket sales and keeping the proceeds. Council concurred. Hudson Garbage and Sweet Relief have both agreed to \$5,000 sponsorships. She believes they will raise about \$50,000 in sponsorships this year. She is working with the Building Official to possibly have tiny homes placed on the Waterfront property during October. The additional accommodations are needed during Spirit of Halloweentown activities. Both Mayor Peterson and Councilor Conn voiced their hesitation with placing tiny homes on the property.

Employee Length of Service Awards

We have two employees who have reached big milestones in their employment with the City of St. Helens. The following individuals will receive a certificate and pin.

15 Years

Kathy Payne came to work for the City as a Planning Secretary in April of 2001. In December of 2002, she was promoted to Executive Secretary where she served until January 1, 2008 when she was promoted to City Recorder and still serves in that role.

10 Years

Keith Pendell began working for the City in May of 2006 as a Utility Worker I. In June of 2011, he was moved to Utility Worker II where he has served since. Keith is a great part of the City's Public Works team and his service is most appreciated!

Congratulations to Kathy and Keith, and thank you for your service!

Columbia Pacific Food Bank Request

Postponed to June 15, 2016

Main Street Program 3rd Quarter Report

Anya Moucha, Main Street Program Coordinator, was in attendance to give her 3rd quarter report.

- Spring Clean Up at the end of April.
 - Had approximately 50 volunteers.
 - Cleaned sidewalks.
 - Planted flowers.
 - Pulled weeds.
 - Best spring clean up to date!
- Dog Walk project is moving along.
 - Already have 15 artists lined up to paint the dogs.
 - We have a least 10 breeds of dogs.
 - Will have a float in the St. Helens Kiwanis parade on June 18 titled "Super Heroes of Main Street." All main street businesses are invited to walk.
- 4th of July
 - Will have a vendor booth.
 - Will be selling ice cream from a bicycle cart, made by Steve Topaz.
- Walk & Shop Maps
 - Have been updated.
 - Selling add space now.
 - Should be printed within the next couple months.
- Economic Vitality Committee
 - Updating the vacancy report.
- Working on the Google, "Let's put our cities on the map."
- Keep It Local Columbia County launched a free business directory. They have been helping promote the directory.
- Have also been helping promote the LeTip Better Business series.
- Working on the new website.
- Working on sustainable funding ideas.
- Started a board recruitment.
 - Would like more businesses on board.
- Fiscal partner with the Arts & Cultural Commission for the Gateway Sculpture project.
 - The Kickstarter campaign launches June 1.

Council President Morten asked Anya to join Tina Curry on the KOHI talk show Friday morning. Anya agreed to.

Composites Universal Presentation

Steve Ruege and Larry Hinman from Composites Universal were in attendance to introduce themselves and give a presentation. They distributed business cards and brochures. Composites Universal has been in business over 20 years. They have outgrown their Scappoose airpark location and are moving into the Multnomah Industrial Park in St. Helens, hopefully in June. Their main focus is creating, fabricating and manufacturing aircraft parts. They have between 55-60 employees, have added 10-12 temps in the last six to eight weeks and are looking for another 10-15 right now. There are some big contracts underway right now. This year their revenue was approximately \$5.5 million, they hope to hit \$7.5 million the following year and expect a 15-20% growth rate for the next two to four years. They went on to talk about their business and upcoming projects. Their mission statement is, "Committed to providing the highest quality products and services. Through dedicated team effort, good

communication, and continuous improvement, we seek to develop long-term respectful and mutually beneficial relationships with our employees, suppliers, customers and our surrounding community.”

The Council welcomed Composites Universal to St. Helens.

Department Reports

Public Works Engineering Director Nelson reported...

- She and Sheppard recently attended a Public Works conference that focused on disaster preparedness. Most of our community and staff are probably not very prepared for a disaster. This being National Public Works Week, the Public Works Department is providing emergency kits to City employees and Council. They are to be kept in personal vehicles, so it goes wherever you go.
- Everyone is invited to the Public Works breakfast at the City Shops on Friday.

Police Chief Moss reported...

- He just learned this morning that Sgt. Joe Hogue was selected to attend the FBI National Academy. It's an honor to be selected. The class will be held in October.

Public Works Operations Director Sheppard reported...

- He was asked to participate in a community awareness panel at Dyno Nobel. He has learned a lot about Dyno Nobel and will continue to attend quarterly.

Finance Director Ellis reported...

- The Utility Billing Specialist position will be posted soon. It will close June 15 and they plan to hold interviews the week of June 22 or 28. Depending on the recruitment process, they may need to request to extend the term limited position.
- There is a Budget Committee public hearing at 6 p.m. tonight.
- There are two sewer lateral abatement protests on tonight's regular session agenda.
- Tonight's agenda also includes a resolution on liens for the sewer lateral abatement program. It does not include the two protests.

City Recorder Payne reported...

- Tonight's agenda includes an ordinance to amend the off-leash area rules.
- Tonight's agenda also includes an agreement with the Oregon Cooperative Procurement program. We pay a fee every year to participate.
- Lisa Scholl will be sitting in at tonight's meeting.

Council Reports

Mayor Peterson reported...

- Councilor Conn is probably glad that the campaign is over for County Commissioner. He is happy that she is still here.

Councilor Conn reported...

- Nothing to report.

Council President Morten reported...

- Congratulated Councilor Conn for running a good campaign.
- In terms of emergency preparedness kits, he suggests having cash stashed away. Credit cards and checks won't work during an emergency. Nelson pointed out the checklist in the bag includes having cash.
- He would like someone from Public Works to attend CEPA meetings.

Councilor Carlson reported...

- The NAMI walk was Sunday. Judy's team from Legacy Eye Clinic raised almost \$5,000 this year. They were one of four Columbia County teams.
- They are struggling to get upper-class students involved in Youth Council. They are going to work with the school to offer a half or full credit for participants.
- She is excited to see the handicap swings installed at Campbell Park soon.

Councilor Locke reported...

- The mowers at the parks have been breaking down on an almost daily basis. He asked if we can use money from the Boise fund or Public Works to purchase new mowers.

Department Reports (continued...)

City Administrator Walsh reported...

- Last year, we agreed to participate in KOHI's sponsorship program, which includes the new City Talk program, one year at a time. It's time to renew the contract. The funds are included in the draft budget.
- Open.Gov lead a presentation at the last Budget Committee meeting. It is a good product but staff does not recommend moving forward on the program. Council concurred.
- Matt Brown is the prospective Finance Director. His background check was successful, references were good and a salary was agreed upon. His starting date would be June 20.

Motion: Upon Conn's motion and Locke's second, the Council unanimously hired Matt Brown as the Finance Director.

- He recently returned from the Oregon Brownfields conference. There were state and federal agencies represented, as well as specialized developers. It was very informational. St. Helens gave a presentation to a packed house on the opening day.
- He has a proposal from Walker Macy for the plaza/gazebo reconfiguration. That will be presented in the near future.

Other Business

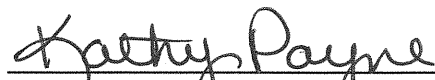
No other business.




There being no further business, the meeting was adjourned at 1:53 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Randy Peterson, Mayor