

# City of St. Helens

## CITY COUNCIL

Work Session Minutes

May 4, 2016

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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  
Terry Moss, Police Chief  
Sue Nelson, Public Works Engineering Director  
Jenny Dimsho, Assistant Planner

**Others:**

Matt Brown	Steve Topaz	Kannikar Petersen
Al Petersen	Ben Tiscareno	Kathleen Jenkins

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

**Visitor Comments**

No visitor comments received.

**Finance Director Update**

City Administrator Walsh reported that six Finance Director candidates were interviewed last week. One candidate rose to the top unanimously by all three interview panels. That was Matt Brown.

Matt Brown was in attendance and gave a brief summary of his background. He is currently a Senior Management Analysis at the City of Forest Grove and has been there over two and half years. Prior to that, he was a Finance Director at the City of Hubbard for two years. He also has served as an accountant for Northwest Regional Educational Services District and Pacific University. He graduated from Western Oregon University in 2005 with a Bachelor's of Science. While at Hubbard, he went back to school and received his MBA from Marylhurst University. He is in the process of obtaining his CPA. Outside of work, he is married and has a five year old daughter. They currently live in Cornelius but have sold their home and are exploring their options.

Council President Morten welcomed Matt to the community. He hopes they find it livable and welcoming.

Mayor Peterson asked what kind of time frame Matt is considering. Matt responded that it would depend on how long the process takes. He would like to give Forest Grove at least two weeks' notice. Peterson went on to ask Matt if he's familiar with the area. Matt is somewhat familiar. His sister's family lives just outside of St. Helens and another family member lives in

the Scappoose area. He grew up in Hillsboro.

The Council continued to talk to Matt about his work and budget experiences.

### **Ameresco Lighting Project Presentation**

Joe O'Donnell and Brian DuPont reviewed their presentation explaining the project. A copy is included in the archive packet for this meeting. They understand the need for lights to be unobtrusive. The next steps are approval of the project and financing options.

### **Annual Report from Bicycle & Pedestrian Commission**

Ben Tiscareno of the Bicycle & Pedestrian Commission was in attendance to give their annual report. A copy is included in the archive packet for this meeting.

### **Annual Report from Arts & Cultural Commission**

Kannikar Petersen of the Arts & Cultural Commission was in attendance to give their annual report. She presented a PowerPoint presentation, a copy of which is on file in the archive packet for this meeting.

The Arts & Cultural Commission requested the Council support the Gateway Sculpture Project Phase 2 by providing dollar-for-dollar match with all funds raised for this project. They would like to have all the money secured by January. They are planning a Kickstarter campaign that begins June 1, runs for 30 days with a goal of \$16,000.

Mayor Peterson asked staff where those funds would come from. City Administrator Walsh responded that it could come out of Tourism revenues. It is a multi-year project and the funds would be drawn on over time. He acknowledged the work done by the active Commission. Finance Director Ellis added that there is not capacity for additional appropriations in the Tourism fund for this fiscal year. He recommends appropriating the full amount next year. He also suggests placing a cap on the matching funds.

**Motion:** Upon Carlson's motion and Conn's second, the Council unanimously approved the Commission's request to match dollar-for-dollar the amount of money the Commission raises for the Gateway Sculpture Project Phase 2 project up to a maximum of \$20,000 and for Finance Director Ellis to figure out where the money will come from.

### **Request for Re-Appropriation of Funds**

Library Director Jeffries reviewed the request. A copy is included in the archive meeting packet. It was the consensus of the Council to add this to the resolution on tonight's agenda for approval.

### **3<sup>rd</sup> Quarter Financial Report**

Finance Director Ellis reviewed his PowerPoint Presentation. A copy is included in the archive meeting packet.

### **Review of "If I Were Mayor..." Student Contest Entries**

We received one poster and four essays. Mayor Peterson said that the Council members all have ballots before them. Please fill out your ballot and turn it into City Recorder Payne after the meeting.

### **Department Reports**

**Police Chief Moss** reported...

- Nothing to report.

**Public Works Engineering Director Nelson** reported...

- Parks Field Supervisor Thad Houk received a notification that the disc golf group wants to perform cleanup along the course this weekend. They have been told no motorized vehicles and no disturbance of native vegetation.
- The electrician will be working on the City dock power pedestals to see if they can be on separate GFI's. Last time a boat blew a fuse, it caused all the pedestals to go out. Councilor Locke has heard that there is no price listed on the main pedestal. Nelson will look into it.
- Tonight's agenda includes a Personal Services Contract for the 2MG Reservoir Rehabilitation project. There is not a cost listed. When you request professional services through a Request for Qualifications, it is a qualification based request. You cannot ask for costs until you receive authorization to negotiate with them. The \$300,000 is for the entire project, not just the engineering.

**Library Director Jeffries** reported...

- The Library Board is pursuing a strategic planning effort and involving the school district. They invited Scott Stockwell to meet with them. It was an extremely productive meeting. They will create a focus group with representatives from the Library and school district to meet with the consultant.

**Finance Director Ellis** reported...

- The new phone system is moving forward. Right now we have a centralized line unless direct lines are given out. He would like everyone to give out their direct numbers and have an option on voicemail to be transferred to the operator. During the peak utility billing time, staff is unable to keep up with the volume of incoming calls. How does the Council feel about having an automated attendant on the main line? Councilor Conn spoke as a user, she would prefer to have a directory that she could choose the department she needed to speak with. Councilor Carlson would prefer a directory as well.

**City Recorder Payne** reported...

- She likes the idea of having an automated phone attendant to easily choose which area you need but wants to make sure there is still an option to press zero and get a voice.
- Composites Universal contacted her on Monday. They will be at the May 18 work session to give a presentation to the Council about their plans to move to St. Helens.
- Jeffries' term on the Columbia Foundation expires May 31. She is willing to continue. Would the Council like to reappoint her at their May 18 meeting? Council concurred.

**City Administrator Walsh** reported...

- Pointed out that the Police Department has an automated phone attendant now. He believes the City of Scappoose has the same thing. It will be more efficient. Mayor Peterson is fine with it as long as we can tweak it later if we receive complaints. He personally knows the direct lines for who he needs to reach. It would be helpful for the public to have those direct lines as well. Payne will make sure they are on the website.
- The new website revisions are underway. It will be very nice and more user friendly.
- The Waterfront Open House was fantastic. It was well attended and streamed live. It meant a lot to see so much of the staff attend.
- He will be attending the Oregon Brownfields conference and presenting on behalf of the City next weekend.

## **Council Reports**

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

- Asked if we have a production company from New York filming a video for us. Walsh responded that CGI Communications filmed the video tours for us last year. The videos are on our Tourists webpage right now.

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

- The walls went up for the new Habitat for Humanity house on Saturday.
- She is working on the Keep it Local campaign right now. They recently conducted a survey of businesses and citizens to find out what people want and need. As a result, they are going to create a free community business directory to inform both businesses and citizens of what is available and hours of operation.
- She is also working on the Columbia River Communities Emergency Preparedness Fair to be held Saturday, June 4, 10 a.m. – 2 p.m. That is a Ford Community Foundation project. The community needs to know what to do in the case of an emergency, whether it's large or small. They are hoping to have presenters, first responders and demonstrations. It will be free to the public.

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

- Nelson and Sheppard recently returned from their weeklong American Public Works Association (APWA) conference. It focused on emergency preparedness. He asked Nelson to elaborate. Nelson learned that they are severely lacking in preparedness. The most imminent disaster is the Cascadia earthquake. It will happen at some point. The conference gave them ideas on how to prepare the City, infrastructure, community partnerships, staff, etc. Morten would like to make sure that Public Works is represented at the CEPA meetings.
- There is a new app for your phone that includes discounts at local businesses. It's called Go Local.
- On April 23, he had the privilege of dedicating John Warren Park at the 6<sup>th</sup> Street ballfields. The Warren family came from all parts of Oregon. The family was very touched. Warren was an umpire there for 35 years.
- City Talk aired on KOHI on Friday. Parks Commissioner Stan Chiotti spoke about the volunteers in our City parks. He and Parks Field Supervisor Thad Houk talked about parks and strategies to stay afloat.
- Do we have a cost estimate to install an RV park near FARA, along the creek? He envisions it as a revenue stream to maintain our parks. Walsh will work with Public Works investigating logistics and costs.
- There is an opening on Friday, May 20 to speak on KOHI. It was the consensus of the Council to have Tina Curry speak if she's available.

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

- She wants to be sure that we are maintaining the park space that we have. It's important to support what we have allocated.
- She and Locke are working to help the Youth Council earn credit for attending the meetings. The Youth Council is interested in having someone attend the meetings and offer various trainings to help them achieve meeting skills, personal skills, etc.

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

- The Waterfront meetings have gone great. However, we need to determine how much land needs to be designated as a trail. Walsh said they received 75 comment cards from the last Open House. They are going to review those on Friday morning. They will be discussing how much public versus private land needs to be retained.

**Other Business**

No other business.




There being no further business, the meeting was adjourned at 3:34 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

  
Kathy Payne, City Recorder

  
Randy Peterson, Mayor