

City of St. Helens

CITY COUNCIL

Work Session Minutes

November 16, 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
Matt Brown, Finance Director
Lisa Scholl, Deputy City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Jacob Graichen, City Planner
Jenny Dimsho, Assistant Planner
Jasmine Jordan, Mainstreet Program Coordinator

Others: Merle Pence Jamie Edwards Rick Scholl
Tina Curry Nicole Thill

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



Visitor Comments

◆ Merle Pence, representing the 34th Annual Merchant's Toy 'N Joy event. He is requesting Council donate a \$200 utility bill gift certificate to their auction.

Council agreed and asked Merle to work with Deputy City Recorder Scholl.

Semi-Annual Update from IT Consultant Centerlogic

Centerlogic IT Consultant Max Stahl updated the Council on their recent projects:

- Phone project will go live in a couple weeks. They have verified that wiring can handle internet and phones for all the City buildings.
- Wastewater Treatment Plant finally has working Comcast on site.
- Received the first quote for the AV upgrade in the Council Chambers, which was \$90,000. He needs to thoroughly review it to see what can be eliminated.

Council President Morten is still getting reports that the broadcast volume is very low. Max agreed and explained that is one of the reasons for needing the upgrade. After getting a new device a couple weeks ago, he and staff worked on it and it is better.

Mainstreet Program 1st Quarter Report

Mainstreet Program Coordinator Jasmine Jordan reviewed her report and what she has been working on.

- Organization of documents.

- Updating website.
- Preparing SHEDCO for the future and the possibility of not having a main street program coordinator next year. It needs to become self-sustainable.
- Outreach.
- Community involvement.
- Simplifying administration tasks.
- Marketing for Christmas events.
- Communication improvement.
- Working with businesses to prepare for Christmas.
- Recruitment and retention.
- SHEDCO board meeting tomorrow.

Review Proposed Hankey Road Right of Way Dedication

City Planner Jacob Graichen reviewed the proposal. A copy is included in the archive meeting packet. He clarified the County road confusion.

Review Amended Job Description for Utility Billing Specialist and Proposed Job Description for Utility and Banking Specialist which replaces one of the Utility Billing Specialist positions

Finance Director Matt Brown reviewed the job descriptions. A copy is included in the archive meeting packet. This will help relieve some of the duties of the Accounting Assistant, so she can begin learning the payroll system.

Mayor Peterson agreed that it is along the lines of what Jon Ellis was moving toward.

Brown talked about PEG and IT funding. He wants to fix the AV problems in the Council Chambers and not keep putting a bandaid on it.

Sponsorship Request from Robotics & Engineering Club

City Administrator John Walsh reviewed the request. A copy is included in the archive meeting packet. Council President Morten would like to hear from the faculty representative before making a decision. Councilor Carlson agreed. In the past, requests were based on a specific need. This is open-ended. City Administrator Walsh will contact them and have a representative come in to talk about the specific needs.

Department Reports

Police Chief Moss reported...

- Kudos to the Council for being ahead of schedule.
- Tonight's agenda includes a declaration of surplus property, which is a result of a lot of work being done in their evidence room.
- Received around 30 applications for the police officer recruitment. They will interview 12 on December 5.
- Just opened the sergeant position for internal recruitment. Sgt. Hogue will be promoted to Lieutenant January 1.
- He is preparing a Spirit of Halloweentown report with details from first responders and will bring it back to the next work session.

Event Coordinator Tina Curry reported...

- Christmas Tree lighting on December 10.
 - David Lee will play the piano.
 - Christmas ships.
 - Approximates over 500 people.

- There will be a new sign at the front of the Plaza, between the pillars.
- If Council wants to keep the Elf on the Shelf going, they could do it with the stores who want to participate. Conn and Carlson agreed. Carlson suggested that Youth Council take it on.

Public Works Engineering Director Nelson reported...

- Godfrey Park stormwater project is almost complete. Councilor Locke mentioned that the sidewalk was put in yesterday and fresh dirt is already sluffing off. Nelson said the work is warranted for two years. They still have erosion work to do. She will look into it.
- The contractor has completed the work on the Sand Island docks.

Public Works Operations Director Sheppard reported...

- Restrooms at Sand Island are almost completely repaired. Some electrical work still needs to be done.
- Will be assisting Columbia County and City of Rainier with our flusher truck next week.

Library Director Jeffries reported...

- There is an article about the new microfilm machine in the Chronicle. The machine is now functional and is receiving a lot of use.
- Youth Librarian Gretchen Kolderup is published in this month's National Journal for Children's, Young Adult and School Librarians. She did a review of great math apps. Gretchen has a bachelor's degree in math.
- Held a strategic planning meeting with the community on Saturday, November 5. She was pleased with the diverse participation. Senator Betsy Johnson attended. Great input was received.
- Last night, the Library Board began working with the consultant on the five-year strategic plan.

Finance Director Brown reported...

- He has been reviewing McNulty Water residents who receive water from them and sewer from us. He found two more residents and Columbia Soil & Water Conservation District who have not been added to our billing system.

Deputy City Recorder Scholl reported...

- Nothing to report.

City Administrator Walsh reported...

- Acknowledged Mayor Elect Rick Scholl in the audience. Walsh looks forward to working with him and a smooth transition. Farewell to retiring Mayor Randy Peterson.
- The marijuana measure passed on the ballot. Council needs to decide how the tax will be collected. The state can collect it and enforce it for an administration cost of 4% of the 3% collected. They do not need to make a decision immediately.
- There has been a lot of talk about the City's "toxic waste dump" on social media. That is an exaggeration. They are looking at filling the lagoon with non-toxic sediment from the Portland Harbor and other sources.
- Attended the Veteran's Day service in McCormick Park. It was very nice.

Council Reports

Councilor Conn reported...

- Columbia Arts Guild submitted a request for a Columbia County Cultural Coalition 2017 grant for display cabinets and other exhibits in the hallway at the Columbia Center. She asked Council if she could sign a letter of support. There were no objections from Council.

- Attended a Safe Energy Leadership Alliance meeting in Vancouver, Washington. It included elected officials and utility staff from Oregon, Washington, California, British Columbia, Idaho, Montana and several tribes.

Council President Morten reported...

- Requested an update about the agreement with Greater St. Helens Parks & Recreation District. He will report back to the Parks Commission.
- Welcomed Rick Scholl to the Council. He requested Rick attend the executive session.
- Asked for an update on labor union negotiations during the executive session.
- Thank you to Public Works for winding up the Godfrey outfall project.

Councilor Carlson reported...

- Youth Council membership needs to be updated.
- She will talk to Youth Council about organizing Elf on the Shelf.
- McBride PTO is not doing the Christmas movie this year at the theater prior to the tree lighting. She suggested other nonprofits take it on.
- Council President Morten thanked Carlson for her suggestion of using SurveyMonkey for the Boards and Commissions questionnaire.

Councilor Locke reported...

- Thank you to Mayor Peterson for the last 16 years of serving together. It's been good even with disagreements. He will be missed.
- Welcomed Rick Scholl.
- He attended the Portland Harbor meeting with Walsh. There were good questions brought up and some still need answered. A brochure with the correct information needs to go out to the community soon.

Mayor Peterson reported...

- Nothing to report.

Executive Session

ORS 192.660(2)(d) Labor Negotiations

ORS 192.660(2)(e) Real Property Transactions

Motion: At 2:15 p.m., upon Locke's motion and Carlson's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(d) Labor Negotiations and (e) Real Property Transactions.

Motion: At 3:01 p.m., upon completion of the executive session, Conn moved to go back into work session, seconded by Carlson, and unanimously approved.

Other Business

Public hearings at 6 p.m. tonight.




There being no further business, the meeting was adjourned at 3:02 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Lisa Scholl, Deputy City Recorder



Randy Peterson, Mayor