

City of St. Helens

City Council

Work Session Minutes

August 5, 2020

This meeting was held electronically via Zoom.

Members Present: Mayor Rick Scholl
Councilor Ginny Carlson
Councilor Keith Locke
Councilor Stephen R. Topaz

Members Absent: Council President Doug Morten

Staff Present: John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Gretchen Kolderup, Youth Librarian
Jenny Dimsho, Associate Planner
Jamin Coy, Police Officer
Lisa Scholl, Deputy City Recorder
Crystal King, Communications Officer
Rachael Barry, Government Affairs & Project Support Specialist
Margaret Jeffries, Library Director
Sue Nelson, Interim Public Works Director
Tina Curry, Event Coordinator
Tim Ramis, Attorney

Others: Patrick Birkle Claire Catt Wela Negelspach
Wendy Wells Derek Schimmel St. Helens Chronicle
Franklin Evans

1) **1:00 P.M. - Call Work Session to Order via Zoom**

2) **Visitor Comments - Limited to five (5) minutes per speaker**

- ◆ Steve Topaz. He read a letter into the record regarding Resolution No. 1872. A copy of the letter is included in the archive meeting packet. The letter indicated his opposition to marijuana and sale of City property for the use of marijuana purposes. The resolution indicated that the Council approved it unanimously but that is not true, and he would like it to be rendered null and void. The lease/sale was illegal. He went on to read the letter.

Mayor Scholl called for Councilor Topaz to cease reading the letter. That resolution was brought to the Council's attention and fixed. The sale of the property was not illegal. Visitor comments is not the time for Council to speak. That needs to be taken care of by contacting the Mayor or Administrator Walsh outside of the meeting.

- ◆ Franklin Evans. He is requesting Council either withdraw or delay the second reading of Ordinance No. 3254 FATBEAM, LLC for telecommunication services in the City. This is a

5G company, which is a super strong type of radiation that can cause severe health problems. He reviewed the potential health affects it can cause. He pleaded with the Council to conduct further research before approving the ordinance. He will email additional information to the Council.

- ◆ Patrick Birkle. He appreciates that Mayor Scholl interrupted Councilor Topaz. This is not a time for councilor members to make statements.

3) **Discussion Topics**

3.A Employee Length of Service Award

One employee has reached a milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin.

5 Years

Jamin Coy began working for the City in July of 2015 as a Patrol Officer. In October of 2016, the City re-established a Code Enforcement Program and Jamin was appointed to the Code Enforcement Officer role. Then in March of 2017 he was promoted to Patrol Officer, where he continues to serve.

Congratulations, Jamin, and thank you for your service!

3.B Presentation on Lewis & Clark National Historic Trail Partnership - Derek Schimmel

Derek Schimmel was in attendance to give a presentation regarding the Lewis & Clark National Historic Trail Program partnership. A copy is included in the archive meeting packet. Their mission is to preserve the history and remnants of the historic route. He went on to review the presentation. His consulting firm was hired by the National Park Service (NPS). Being included on the site is completely free. It is all funded by the NPS. He encouraged everyone to spread the idea and spread the love around St. Helens.

Councilor Carlson pointed out the role that York had in discovering this area, along with Lewis & Clark. She wants to be sure equity and inclusion is considered. Derek agreed. Councilor Carlson also suggested Derek reach out to the Oregon Historical Society and Travel Oregon for information sharing.

3.C Senior Center Semi-Annual Report - Kathy Innocenti, Manager

Senior Center Manager Kathy Innocenti was in attendance to give a report.

- Doing well and should be able to get through the year with the funding that they have received. The community has been phenomenal about giving donations.
- Continuing to provide home meals in St. Helens and Scappoose. A spreadsheet listing the amounts of congregate meals and home delivered meals is included in the archive meeting packet. Nearly 50,000 meals were distributed from the kitchen over the last year. Kudos to staff and volunteers.
- Will not be able to re-open the Center to in-house dining until phase three.
- Received funding from a couple sources specifically to purchase food. With the unknown shutdown of meat processing plants, they purchased a cow in partnership with the Rainier Senior Center.
- A ductless air conditioner was installed in the kitchen.
- The Center is open to a few small group activities where physical distancing and masks are required.

- The thrift store is open two days a week. Sales have been good and donations steady.

Council expressed their appreciation of Kathy.

3.D Request from United Way regarding Book-Giving Program - Claire Catt, Executive Director

United Way Executive Director Claire Catt was in attendance to review her request. A copy is included in the archive meeting packet. She is the Chair on the Board for the Dolly Parton's Imagination Library. It is an early literacy, book-giving program for kids ages 0-5 and facilitated by the Dollywood Foundation. The program has shown to increase kindergarten readiness assessment scores and graduation rates. She is requesting the Council donate a small portion of their discretionary funds to the program. There are 530 kids in St. Helens enrolled in the program. United Way allows her to use her time in-kind to run the program. The program costs about \$2.50/per book/per kid. There are quite a few local sponsors.

Council will make a decision at tonight's meeting.

3.E Library Semi-Annual Report - Margaret

Library Director Margaret Jeffries and Librarian Gretchen Kolderup were in attendance to give their semi-annual report. A copy of the presentation and action plans are included in the archive meeting packet.

Kolderup presented an update on the Library Makerspace. She reviewed the projects that have occurred with the Library's Make IT! Program. They are in the process of renovating the Library Makerspace to have a designated area for the program.

Library services being offered during the pandemic:

- Partnered with the Recreation Program and community partners to distribute free activity kits to kids.
- Partnered with the Recreation Program, Public Works, and Parks to create the McCormick Park Story Stroll.
- Outdoor story time and art projects in McCormick Park on Tuesdays in August.
- Virtual story time on the Library's Facebook page.
- Online summer library challenge.
- Curbside pickup for Library materials.
- Digital-only library card available to everyone, at no cost to both residents and non-residents.
- Increased social media activity.

3.F Review Distribution of Coronavirus Relief Funds - Rachael

Government Affairs & Project Support Specialist Rachael Barry was in attendance to review the recommended distribution of Coronavirus Relief Funds. A copy is included in the archive meeting packet. The City of St. Helens was allocated almost \$400,000 to be spent by December 30, 2020.

Councilor Carlson noticed that there are a lot of social services recommended to receive funds but the School District is not listed. Barry agreed with the need for technology assistance with schools. She plans to follow-up with Superintendent Stockwell to find out how they can partner.

Mayor Scholl would like to consider funding in partnership with the County for use of a larger facility to hold in-person meetings.

Discussion ensued about partnership with the School District. Recreation Manager Shanna Duggan has been working partnering with the School District as well.

Council will make a decision at tonight's meeting.

3.G Request for Relief of Water Leak Charges from Citizen - Matt

Assistant City Administrator Matt Brown reported that the request is included in the archive meeting packet. The Finance Director and City Administrator can reduce a leak adjustment up to 50% if proof is shown that the leak has been fixed. The request exceeds the amount that can be approved by staff. Staff's recommendation is to approve the additional requested reduction of \$1,300.

Council will make a decision at tonight's meeting.

3.H Appoint Voting Delegates for LOC Annual Membership Meeting (October 15)

Consensus of the Council for Council President Morten to be the primary, if he accepts, and Mayor Scholl to be the alternate. The roles will be reversed if Council President Morten does not accept.

3.I Strategic Action Plan Updates

Assistant City Administrator Brown reported that planning for the police station feasibility is underway. A memo is included in the archive meeting packet. The recommended members for an ad-hoc committee is listed in the memo.

It will be presented tonight for Council approval.

3.J City Administrator Report

City Administrator Walsh reported...

- Drafting a resolution for diversity, equity, and inclusion with assistance from Barry and Payne. Councilor Carlson requested that it be an open dialogue with the community.
- The top candidate for Public Works Director has verbally accepted. He is currently in the background check phase. He is excited to become a member of the community and plans to begin August 31.
- Working on the RFQ for the boardwalk and stage.
- The BUILD Grant application is still pending.
- Sand Island camping has been very successful. They need more shuttles to keep up with the demand.
- Urban Renewal Agency meeting tonight.
- The Council's Discretionary Fund has been earmarked as a Community Support Fund.
- Campbell Park improvements are currently happening.

Assistant City Administrator Brown reported...

- Utility Billing is still not adding late fees or conducting shut-offs. On the last billing cycle, 327 accounts were over \$200; 190 were over \$300; 118 were over \$400; and 75 were over \$500. He would like to review a late fee process but not institute a late fee. Legally, the City must inform the property owners of a late fee if it needs to be collected in the future. There is an eviction ban through October 1 with back rent due on March 31.

There is financial support through Community Action Team. He would like to give customers time to start paying now if they decide to institute the March 31 deadline as well.

Councilor Topaz requested a report listing what grace periods have been extended for various utility payments, rent, etc.

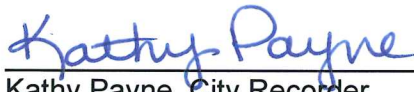
There was no objection to instituting a late fee process to inform property owners and give tenants ample time to begin making payments.

4) **Other Business** - None

5) **Adjourn** – 3:08 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Kathy Payne, City Recorder



Rick Scholl, Mayor