

# City of St. Helens

## City Council

Work Session Minutes

March 4, 2020

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**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Ginny Carlson  
Councilor Stephen R. Topaz

**Members Absent:** Councilor Keith Locke

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Lisa Scholl, Deputy City Recorder  
Brian Greenway, Police Chief  
Sue Nelson, Interim Public Works Director  
Jacob Graichen, City Planner  
Margaret Jeffries, Library Director  
Crystal King, Communications Officer  
Terry Massey, Police Officer  
Tim Ramis, City Attorney  
Tina Curry, Event Coordinator

**Others:** B. Johnston Patrick Birkle Jennifer Anderson  
Chrissy Marquardt Shauna Stroup Bill Blank  
Nathan Smith Boyd Ruby

1) **Call Work Session to Order 1:00 p.m.**

Mayor Scholl read Council Principles to Live By into the record.

2) **Visitor Comments**

- ◆ Patrick Birkle. Addressed the Council on several topics.
  - Kudos to Associate Planner Dimsho and Public Works for their work on the new 5<sup>th</sup> Street Trail. Glad to see staff is being sensitive to surrounding property owners. Encouraged Council to visit the trail.
  - Likes the idea of multi-use buildings with businesses downstairs and residences upstairs on the Waterfront property. Cautioned the Council on how high they allow building and the potential impacts it could cause.
  - Saw the potential RV park by the Recreation Center. It appears that some of the RV spaces were right against the creek. He encouraged Council to retain public access to the trails with a buffer.
  - It would be useful to develop a plan to control obnoxious weeds in the City.

Mayor Scholl responded that staff has been working with Chip Bubl at the OSU Extension Office for the obnoxious weeds.

- ◆ Shauna Stroup-Harrison. She asked for an update on the lagoon.

Mayor Scholl explained that the City is waiting for the findings to be returned. City Administrator Walsh added that the report is at DEQ. It should be available within the next 60 days. Mayor Scholl talked about a report in the newspaper that was incorrect.

Shauna also expressed concerns about Waterfront buildings being built in a floodplain.

Mayor Scholl announced that David Schmoor passed away. Shauna is working on setting up a scholarship in his name.

### 3) **Discussion Topics**

3.A Semi-Annual Report from Chamber of Commerce - Chrissy Marquardt  
Chamber Director Chrissy Marquardt presented her report.

- 60 people attended the first Coffee & Commerce of the year.
- Reviewed the Chambers 2020 goals:
  - Membership value proposition
  - Continued financial stability and Chamber growth
  - Continued partnerships
- The City donated \$1,500 to the Chamber for the sink installation to operate the coffee cart. The inspector determined that a sink modification is not needed because the coffee cart is being operated by the St. Helens Lions Express, who has a special license for the coffee cart. They have not discussed how those funds will be reallocated.
- The coffee cart will open on Tuesday, April 7. They will be open on Tuesdays and Fridays, 9 a.m. – noon, when Erynn from Cakehouse will be there.
- Cakehouse is doing very well.

City Administrator Walsh pointed out that Council made the motion to donate funds for the sink. Discussion ensued about the sink. Mayor Scholl suggested the Chamber move forward with the sink. Chrissy received two bids for the sink work and the cost was over \$1,500. Mayor Scholl suggested she contact Pacific Stainless.

- Currently have 167 Chamber members. They have a goal to reach 200 by the end of the year.
- Launched a Chamber ambassador program. It includes active members being out in the community promoting the Chamber and helping run the Coffee & Commerce.
- Reviewed recent Board changes. New Board members were added.
- Upcoming events:
  - Ribbon cutting ceremony at Real Eye Zing Art next week.
  - Partnered with Wauna Federal Credit Union and Cascade Crest Insurance to offer business education classes for the community. There is an active survey for feedback on what people want to learn.
  - Coffee and Commerce at Warren Grange on March 13.
  - Job Fair on March 13.
  - Postponed the awards ceremony until the Fall. It gives them more time to prepare and stabilize funding.

3.B Habitat for Humanity Donation Request for Housing Public Forums - Jennifer Anderson

Jennifer Anderson and Bill Blank were in attendance to present their request. A copy is included in the archive meeting packet.

First, they reviewed upcoming events:

- Celebration of warehouse remodel on March 12. Received \$19,000 from the Oregon Community Foundation and \$7,500 from Columbia River PUD.
- Wall raising event on March 21 for the new home project on S. 7th Street.

Jennifer reviewed the proposed public forums for housing instability and homelessness in rural communities. Senator Betsy Johnson has agreed to attend. There's been a lot of enthusiasm in support of the proposal.

Council concurred there is a housing problem.

**Motion** – Upon Topaz's motion and Morten's second, the Council unanimously donated \$750 from Council funds to Habitat for Humanity.

3.C City Planner Report - Jacob

City Planner Graichen reviewed the January and February reports. Copies are included in the archive meeting packet.

January

- Enforcement of a hemp drying business.
- Enforcement of a large shop built next to a house on Gable Road.
- Enforcement of RV living on church property on Gable Road.

February

- Met with people looking at the Armstrong property.
- Had a pre-application conference at the old Violette's Villa property. The proposal is for a grocery store/retail development.
- Assisted staff and DSL with legal descriptions for the lease on the Multnomah Channel.
- Recent work done at the Vagt building should have gone through architectural review. They are working it out.
- There is a vacancy on the Planning Commission.
- Conducting GIS data updates.
- Assisted staff with software reinstalls after the cyber-attack.
- DSL has concurred with the wetland delineation for the St. Helens Industrial Park property. Army Corps of Engineers is working on their approval.
- Working on the Millard Road property zone change. Council consensus was to zone it Mixed Use. It's a priority with a two-year time limit based on the easement.
- Working with legal counsel for the two-year extension of Chase Road easement.
- The kick-off meeting for St. Helens Industrial Park was held this month.

An ordinance on tonight's agenda includes the house behind the City parking lot. He showed a map from 1980's and a more recent one showing designated landmarks.

Council President Morten asked if construction dates qualify a building as historic. Graichen explained that historic properties are generally over 50 years old. If it's less than 50 years, it may be included for significant reasons. Council President Morten talked about a world-famous architect that built his first residential design here in the 1950s. It's at 474 Grey Cliffs Drive. Graichen agreed that it would be a good candidate for a secondary list. He wasn't aware of it.

Graichen reviewed a list of goals/projects to work on as time allows. He asked if Council wants Planning staff to continue attending to give reports once a month. Council agreed that they do. Mayor Scholl urged Graichen to notify the Council if staff needs direction.

Mayor Scholl asked if a private engineer will be following projects for final approval. Interim Public Works Director Nelson concurred that they are the final approval. However, they can designate the City to oversee a project.

### 3.D Update on FY 2020-2021 Budget Planning

Finance Director Brown reviewed a PowerPoint presentation. A copy is included in the archive meeting packet.

#### Budget Process:

- Staff requests
- Council direction
- Budget preparation
- Budget Committee review
- Council adoption

#### Discussion ensued:

- Restrictions for new playground chips.
- Brown to investigate other cities that have good cyber security.
- Communications Officer King to bring back a proposal to the next meeting on costs to publish a quarterly newsletter to include in utility bills. It's approximately \$5,000 – 8,000/year or \$1,500 for one double-sided document to be added to the utility bill.
- The need for increased cleaning services provided by the janitorial contractor. Councilor Carlson declared that she works with many of the people who are currently contracted.
- A ribbon cutting ceremony for the Utility Billing office when the work is complete.
- Forecasts for the water, sewer, storm, and general funds.
- Staff is working together to balance the budget.

#### 4) Department Reports

Communications Officer Crystal Farnsworth reported...

- Update on coronavirus. Columbia County Public Health has taken the lead. They are working with Emergency Management and CDC. They are distributing messages to employers to send to employees. The School District has sent messages to employees and families. Regional information sharing conference calls are being held weekly. There is a very low risk to most people at this point. Handwashing, covering your mouth, and disinfecting surfaces often is important.

### 3.E Update on Citizens Day in the Park Planning

Mayor Scholl reported that the event will be held on the third or fourth Saturday of June. He expressed concerns about lack of volunteers. Council President Morten invited Mayor Scholl to attend the next Kiwanis meeting. Councilor Carlson suggested tapping into local groups to get

volunteers. Mayor Scholl directed staff to advertise the need for volunteers and space for nonprofits to setup vendor booths and to help. Brown reported that the Recreation Program can help but need clear directions of what is needed. Deputy City Recorder Scholl said it would be helpful to have a date. Mayor Scholl suggested it be advertised as one the last few weeks of June.

#### 4) **Department Reports...**continued

Chief Greenway reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- All the projects Graichen listed come through the Public Works Department as well. They are just as busy with their own projects.
- The waterline project begins in March. A preconstruction meeting will be held next week.
- Working on a small project to replace manhole covers.
- Parks is already mowing grass.

Library Director Jeffries reported...

- Requested permission to close the Library at 5 p.m. on Monday, June 8 to celebrate Diane Barbee's retirement after 32 years with the City.

**Motion:** Upon Topaz's motion and Morten's second, the Council unanimously approved closing the Library at 5 p.m. on Monday, June 8, 2020.

- Requested permission to close the Library on Friday, July 3 and Saturday, July 4.

**Motion:** Upon Topaz's motion and Morten's second, the Council unanimously approved closing the Library on Friday, July 3, 2020 and Saturday, July 4, 2020.

- "Wake Up for United Way" fundraisers are being held tomorrow at coffee shops in Clatskanie, Rainier, and Scappoose in support of the Dolly Parton Imagination Library.
- Attending the statewide semi-annual Library Director's meeting on Friday.
- Columbia County Reads 2020 has been published in the Spotlight and hopefully soon in the Chronicle.

Assistant City Administrator Brown reported...

- Nothing to report.

Deputy City Recorder Scholl reported...

- Nothing to report.

Event Coordinator Curry reported...

- Thanked Public Works Supervisor Dave Elder for taking the lead with coordinating the trailers that came in.
- Thanked Parks Field Supervisor Thad Houk for clearing a location that is amiable for everyone.
- No one has stolen our cigarette containers. She is seeing fewer cigarette butts on the streets.
- Received a Flat Stanley in the mail. She is taking pictures with it and posting them online.
- Molly's Market is selling St. Helens postcards.
- The Police Department did a great job helping with crowd control at last year's Spirit of Halloweentown parade.

- Asked if the 4<sup>th</sup> of July fireworks will be shot from Sand Island or the Waterfront property this year. It costs about \$4,000 more to do it at the Island, which gives you less of a show. Discussion ensued. Consensus of Council to increase fundraising and shoot the fireworks from the Island.
- Spoke at the Kiwanis luncheon last week. They were very appreciative of tourism and the City supporting them.

City Administrator Walsh reported...

- There is a trip to Independence tomorrow for training and education about their waterfront property.
- The first Goal setting meeting was held last week. Step two is next Wednesday.
- Continuing to work on the Waterfront development project.
- Applying for the BUILD grant again.
- Inventorying City assets and pursuing grants to capitalize on development projects.

5) **Council Reports**

Postponed until tonight's meeting.

7) **Other Business**

8) **Adjourn – 3:30 p.m.**

**Executive Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

  
 Lisa Scholl, Deputy City Recorder

  
 Rick Scholl, Mayor