

City of St. Helens City Council

Regular Session Minutes

February 19, 2020

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Assistant City Administrator
Margaret Jeffries, Library Director
Jenny Dimsho, Associate Planner
Sue Nelson, Interim Public Works Director
Brian Greenway, Police Chief
Jamin Coy, Police Officer
Tina Curry, Event Coordinator

Others: F. Brandon
Stephanie Patterson
Nancy Girard
Ken Forcier

1) **7:00 P.M. - Call Regular Session to Order**

2) **Pledge of Allegiance**

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

- ◆ Stan Girard, Booster Club President. Their mission is to provide after-school, school-sponsored athletics at the middle school and high school. Their biggest fundraiser is the annual auction, which is March 7 this year. He is requesting a donation of an auction item from the City. In the past they have received free park rentals from the City. The funds this year will help improve the baseball and softball fields.

Motion: Upon Carlson's motion and Topaz's second, the Council unanimously approved the donation of two park reservations to St. Helens Boosters. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

4) **Deliberations - Annexation of Approximate 0.93 Acre Site at North End of Windy Ridge Drive (Cinnera)**

Motion: Upon Carlson's motion and Topaz's second, the Council unanimously approved the annexation as recommended by staff. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

5) **Ordinances - Final Reading**

- 5.a Ordinance No. 3248: An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from the Suburban Residential (SR) Designation to the General Commercial (GC) Designation and the Zoning District Map from the Moderate Residential (R7) Zone to the General Commercial (GC) Zone [SE Corner of Matzen and Brayden Streets Intersection]

Mayor Scholl read Ordinance No. 3248 by title for the final time. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Ordinance No. 3248. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

6) **Ordinances - First Reading**

- 6.a Ordinance No. 3249: An Ordinance to Annex and Designate the Zone of Certain Property at 58865 Firlok Park Street

Mayor Scholl read Ordinance No. 3249 by title for the first time. The final reading will be held at the next regular session.

7) **Award Bid/Contract**

- 7.a Award Contract for N. 7th, N. 9th, & N. 11th Streets Waterline Improvement Project to C & M Excavation & Utilities, LLC in the amount of \$337,104
7.b Award Purchase of Bobcat 5600 Toolcat Utility Work Machine to Bobcat of Portland in the amount of \$63,733.58

Question. Council President Morten asked Interim Public Works Director Nelson if we have a trade-in for the Bobcat. Nelson said no. The existing unit wasn't worth trading in. They will continue using it until it stops operating. After that, it will be added to the surplus and then auctioned.

Motion: Upon Carlson's motion and Topaz's second, the Council unanimously approved '7a' and '7b' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

8) **Approve and/or Authorize for Signature**

- 8.a Agreement with David Evans and Associates, Inc. for Columbia Blvd. Sidewalk and Safety Improvements Preliminary and Final Engineering
8.b Contract Payments

Motion: Upon Carlson's motion and Topaz's second, the Council unanimously approved '8a' and '8b' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

9) **Appointments to Boards/Commissions**

- 9.a Appointments to Boards and Commissions

Motion: Upon Morten's motion and Carlson's second, the Council unanimously appointed Walter Fowler to the Parks & Trails Commission. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

10) **Consent Agenda for Acceptance**

- 10.a Parks & Trails Commission Minutes dated January 13, 2020
10.b Planning Commission Minutes dated January 14, 2020

Motion: Upon Carlson's motion and Locke's second, the Council unanimously approved '10a' and '10b' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

11) **Consent Agenda for Approval**

- 11.a Declare Surplus Property - Public Works
- 11.b OLCC Licenses
- 11.c Amended Public Works Director Job Description
- 11.d Amended Police Support Specialist Job Description
- 11.e Stormwater Master Plan Update RFP
- 11.f Sanitary Sewer Master Plan Update RFP
- 11.g Accounts Payable Bill Lists

Question. Councilor Topaz reported that he has been looking at requirements other jurisdictions have for Public Works Director. Most of them require a Civil Engineering degree from an accredited university, as well as a PE. He wants to change the wording to require a degree from a university that is part of the Accreditation Bureau of Engineering and Technology (ABET) and have a PE. Discussion ensued.

Motion: Upon Carlson's motion and Locke's second, the Council approved '11a' through '11g' above. [Ayes: Scholl, Carlson, Locke, Morten; Nays: Topaz (only for item '11c')]

12) **Mayor Scholl Reports**

- Very good presentation by Dwight Unti at the work session. He would like the Finance Director to review our assets, including timber, to see what is available. Not receiving the BUILD Grant was disappointing but we should keep applying. In the meantime, we need to work as if we aren't getting the grant. He appreciated Dwight being straightforward.
- He read the 12 principles that the Council needs to live by into the record. He plans to read them at the beginning of each work session.
- The Council training was very good.

13) **Council Member Reports**

Council President Morten reported...

- He looks at the City's mission frequently when he comes into the room. It's a good thing to always keep in mind prior to making decisions.
- He read a letter into the record from the Samuel S. Johnson Foundation. They donated \$5,000 towards Phase II of the Veterans Memorial.
- Parks & Trails Commission had an interesting discussion about bees and beekeepers in the Botanical Garden park. Linda Zahl was directed to present her proposal to the Council.
- He skipped executive session today because he didn't trust where it was going without representation of an attorney to give them guidance. The attorney is here for the Council, not so much for staff. Moving forward, he requested an attorney be present at executive sessions. Mayor Scholl clarified that Walsh contacted the City attorney during the break and was advised that it was okay to go into executive session without an attorney present, except with consulting with an attorney, in which case you need one in attendance or on the phone.

Councilor Topaz reported...

- The Food Bank signs the first of the documents for the design of the new building.
- The High School robotics team is having a show and tell at the high school on Saturday.
- He had some problems with the presentation of the hotel. There were no indications that they have spoken with the Port or any other groups about developing the river.
- He has received some calls from people who dislike a four-way stop at the corner of St. Helens and S. 1st Street.

Councilor Carlson reported...

- Youth Council update:
 - St. Patrick's Day Bunco for youth
 - Earth Day clean-up in April
 - Youth friendly paint night at the Recreation Center in May
 - Day to spend with civics
 - Project for the Historic Landmarks Commission
- March and April are important. March 21st is Down Syndrome Awareness Day. April is Autism Awareness Month. She works with special needs adults. It's important to remember inclusion and patience.

Councilor Locke reported...

- He recommends holding a retreat or work session soon to talk about projects. Discussion of the upcoming meeting for goal setting.

14) **Department Reports**

City Administrator Walsh reported...

- Tokola Properties gave the City a list of things that should be accomplished to move forward on the Waterfront property. One is the need for an updated RFQ or RFP, another is a funding plan. Discussion ensued.

Police Chief Greenway reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Nothing to report.

Associate Planner Dimsho reported...

- There is a debrief scheduled next week to review the BUILD grant application and determine how they can make it better.

Library Director Jeffries reported...

- Nothing to report.

Assistant City Administrator Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

15) **Other Business**

- ◆ Frank Brandon. He watched part of the meeting this afternoon. He requested a copy of the Tokola presentation that was done on the Waterfront property earlier today.

16) **Adjourn – 8:02 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Kathy Payne, City Recorder



Rick Scholl, Mayor