

City of St. Helens City Council

Work Session Minutes

November 6, 2019

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Jacob Graichen, City Planner
Sue Nelson, Interim Public Works Director
Brian Greenway, Police Chief
Jenny Dimsho, Associate Planner
Sharon Darroux, Engineering Project Manager I
Tina Curry, Event Coordinator

Others: Bill Reese
Christine Menges
Lyle King

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

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

- ◆ Bill Reese, Boy Scout Troop #106. He spoke about what they do in the community. They perform 10-12 service projects per year.
 - Have been delivering hot meals for Christmas to homes for the last 33 years. The last three years there were 680 meals delivered. It also includes two toys and a stocking for each child 12 and under. They are able to do this by donations from Kiwanis, Moose Lodge, and other civic organizations. They are expanding into Clatskanie this year and plan to increase to 800 meals.
 - Have built five wheel chair ramps in the last two years.
 - Worked with the County to put roofs on shelters at Prescott Beach.
 - Cleaned trails at Camp Wilkerson.
 - Collect Christmas Trees to recycle after Christmas.
 - Moving a wheel chair lift to Vernonia.
 - Put the holes along the Highway to hold flags.
- ◆ Lyle King, Vice Commander of American Legion. They have sponsored Bill for the last six or seven years. The ramps have been done for veterans in our area. The money collected stays in this community.

Council President Morten asked where they meet and how often. Bill responded that they meet once a week. They are temporarily meeting at Sunset Park Church until they can move back into the middle school.

Mayor Scholl would like to donate \$500 to help with building the wheel chair ramps.

Councilor Carlson asked if they could partner with the Recreation Center if they need space. Finance Director Brown responded that they could definitely work them into the calendar to hold their meetings there. Council President Morten agreed with using the Recreation Center.

Council was in concurrence to give them \$500 for wheel chair ramps.

3) **Discussion Topics**

3.A Employee Length of Service Awards

Four employees have reached milestones in their employment with the City. The following individuals received a certificate and pin.

20 Years

Matt Molden came to work for the City as a Patrol Officer in October of 1999. In January of 2017, he was promoted to Sergeant where he currently serves the citizens of St. Helens.

15 Years

In October of 2004, the City welcomed Jeremy Howell as a Patrol Officer. He has worked as a Detective and as a School Resource Officer, where he currently serves.

10 Years

Sharon Darroux was hired as a part-time term-limited Lateral Rehab Program Coordinator. We liked her so much that we hired her full-time in 2012 as an Engineering Technician II.

5 Years

In October of 2014, the City hired Scott Harrington as a Utility Worker I. Upon successful completion of his 5th year, Scott is being moved into the Utility Worker II position.

Congratulations, Matt, Jeremy, Sharon, and Scott, and thank you for your service!

3.B Millard Road Park Property Update - Jenny & Sue

Associate Planner Dimsho and Interim Public Works Director Nelson presented two different options for the property. A copy is included in the archive meeting packet. They are up against a deadline for the easement. Today, they are asking for a motion to move forward with submitting a plan to City Planner Graichen for review for a portion of this park. The most logical would be a trail development.

Motion: Upon Morten's motion and Topaz's second, the Council unanimously approved moving forward with submitting a plan to City Planner Graichen for review for a portion of this park.

- ♦ Lyle King. He lives in that area. How do they find out what's going on if they're not within city limits?

Mayor Scholl explained the process they have gone through for the subject property. Councilor Carlson added that adjacent property owners will be notified. Dimsho further explained that

there is a notice area for re-zoning. Notice is also published in the newspaper. Nelson added that Public Works will be working on the street, road, and trail improvements.

3.C Planning Division Report - Jacob

City Planner Graichen presented the Planning Division Report. A copy is included in the archive meeting packet. Discussion ensued about current Planning activities.

3.D Review Request for Proposals for IT Services - Matt

Finance Director Brown reviewed the RFP. A copy is included in the archive meeting packet.

3.E Discussion Regarding PERS - Matt

Finance Director Brown reviewed his memo. A copy is included in the archive meeting packet. The Council was in concurrence to not proceed with the contribution option.

3.F Update on Potential Police Station Sites Assessment

Finance Director Brown presented the update. A copy of the summary is included in the archive meeting packet.

There was extensive discussion about the report from Mackenzie. Chief Greenway emphasized that the Police Department will have to temporarily move if they remain at their current location, which comes with a high price tag. He prefers sites one and three.

The Council was in concurrence to look into sites one and three. Councilor Topaz would like more public outreach and more studies done.

4) Department Reports

Chief Greenway reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- The fence at the end of South 1st Street has been taken down. They made a nice path.
- The wayfinding signage is starting to go up. They are intended for bicycles and pedestrians.
- Crews are cleaning out ditches along Sykes Road to address rain and flooding issues.
- A water main broke in the middle of the night last week.
- Received the water filtration trailer at the end of October. It was from a Grant with the Regional Disaster Organization in Portland. It belongs to the region, so could be deployed to Tillamook, Vernonia, or anywhere that has a water emergency.
- There was a power outage about 10 days ago. It knocked power out to a lot of facilities, including pump stations and the Water Filtration Facility. The generators came on and everything worked well.
- Complimented Parks and Public Works crews for the great work they did at the Veterans Plaza. There was a wonderful turnout for the dedication. She is proud of the facility and the crews.

Councilor Topaz commented on the wayfinding signage at South 4th and St. Helens Street. He asked if the arrows could be moved to point away from the pole. Nelson agreed that it was printed odd. The blades can be swapped.

Finance Director Brown reported...

- Tonight's agenda includes an updated agreement for Erskine Law Practice, which is the City Prosecutor. This follows the same standards that were included in the judge's contract.

Councilor Carlson questioned the resolution on tonight's agenda for the universal fee schedule. Nelson explained that it is updating Public Works fees to cover actual costs.

City Recorder Payne reported...

- Encouraged Council to attend the Municipal Fundamentals training. The closest one is in Forest Grove on December 5.

Event Coordinator Curry reported...

- Spirit of Halloweentown update:
 - There were a lot of people in town this last weekend. Glad everything was left up.
 - Will propose changes to address the parking situation for residents/businesses.
 - Vendors, restaurants, and shops had record sales.
- Getting ready for Christmas Ships.

Council President Morten spoke about comments he heard from Kiwanis. He would like to debrief with Tina, staff, volunteers, vendors, businesses, etc. Tina agreed.

City Administrator Walsh reported...

- Spirit of Halloweentown is about recovering cost to keep the event viable and relevant. Businesses are still seeing double-digit growth every year. There's a lot of opportunity.
- The Planning report talked about the odor being emitted from a hemp drying and storage business on Port Avenue. Walsh lived in Chehalis and worked in Centralia for a number of years. There was a chocolate mint factory. Some people were appalled and some were delighted by the smell. He also talked about an experience he had with odor from a cattery when he worked for another city. Smells are subjective.
- Council approved the Assistant City Administrator job description at the last meeting. Typically, jobs are open for recruitment. This position is an extension of the Finance Director's duties. He recommends appointing Brown to the position. Discussion ensued.

Motion: Carlson moved and Morten seconded to appoint Brown to Assistant City Administrator.

Question. Council President Morten commented on how they did something similar when the former Public Works Director resigned. They delegated parts of that position to the Public Works Supervisor and Engineering Manager to create the Public Works Operations Director and Public Works Engineering Director. Walsh commented that this is not about Brown specifically. This was discussed with the previous Finance Director as well because of the duties that position has taken on.

Vote: Scholl, Morten, Carlson, Locke in favor; Topaz opposed; motion carries.

5) Council Reports

Councilor Topaz reported...

- Library Director Jeffries is recovering well from surgery.
- A broken line caused a large amount of sewage to run into the Willamette River in Portland.

Councilor Locke reported...

- There's a 30 foot embankment at the top of Wyeth Street where it turns into River Street. He's concerned about someone falling off there onto the pavement. He suggests putting in a barricade.

Councilor Carlson reported...

- Talked about the pedestrian who was hit by Burgerville. She would like someone to look at the crosswalk and bushes in that area to see if they can be improved. Chief Greenway pointed out that this is under investigation and should not be discussed.

Council President Morten reported...

- On 11/11 at 11 a.m., there will be a one minute moment of silence in acknowledgement of Veterans Day. Prior to that, Graichen will be playing Taps.
- He's excited and motivated about what happened during the Veterans Memorial Plaza Dedication last Friday. It was a collaboration of our business community, our veterans, individual contributors, and the City. Big kudos to staff who worked on the project.
- A clean-up day was held at Nob Hill Nature Park on Saturday. The Parks & Trails Commission continues to work on trail development.
- It's exciting to see Dalton Lake Nature Preserve be developed.

Mayor Scholl reported...

- There are quite a few new hires. These are going to be a huge asset with development.
 - Rachael Barry, Government Affairs & Project Support Specialist
 - Christina Sullivan, Community Development Administrative Assistant
 - Matt Brown, promoted to Assistant City Administrator

6) **Other Business**

7) **Adjourn** – 3:37 p.m.

Executive Session

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Kathy Payne, City Recorder



Rick Scholl, Mayor