

City of St. Helens

City Council

Work Session Minutes

July 17, 2019

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, Finance Director
Sue Nelson, Public Works Interim Director
Brian Greenway, Police Chief
Jacob Graichen, City Planner
Crystal Farnsworth, Communications Officer
Jenny Dimsho, Associate Planner
Tim Underwood, Construction Inspector
Tina Curry, Event Coordinator
Matthew Kahl, Attorney, Jordan Ramis

Others:

Patrick Birkle	Herb Bailey	Nicole Thill
James Fournier	Rich Bailey	Carmen Dunn
Bill Amos	Christine Menges	Jerry Belcher
Scot Stockwell	Lynn Pettit	Stephanie Patterson

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

2) **Swearing in of Newly Promoted Sergeant Jon Eggers**
Postponed until a later time.

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

- ♦ Patrick Birkle and Lynn Pettit. Patrick explained that he was contacted by Lynn with her idea for a Dalton Lake Nature Preserve. They distributed a handout with ideas for usage and signage. A copy is included in the archive meeting packet. Lynn has been in contact with City staff. This natural area is a great asset. If they have general approval on park signage today, they can start making plans to give to staff and ODOT for final approval.

Mayor Scholl pointed out the existing signage and trails, and making sure they don't cross private property. Lynn responded that she discussed the ODOT agreement and reviewed maps with the Planning Division. Patrick added that they are marking the trail with colored tape to delineate between public and private land. City Planner Graichen clarified that ODOT owns the property and used it for wetland mitigation with the highway widening. There is an agreement

with ODOT to use it for passive recreational use. The Dalton Lake Recreation Plan was developed for a potential grant opportunity about 10 years ago. ODOT was not privy to it.

Council President Morten reminded them of the need to present at the next PTC meeting. He will bring the PTC recommendation to Council.

- ♦ James Fournier. He moved to 315 Strand Street less than a year ago and has already received two parking tickets. He wants to know if residents can get an exemption from parking tickets. There are only three or four parking spaces on his side of the street.

Mayor Scholl pointed out the limited spaces for both businesses and residences. They hear from businesses as well that don't have enough parking.

James suggested opening some of the Waterfront Property for resident parking. Public Works Interim Director Nelson responded that there are requirements for improvements if they open it as permanent parking. Councilor Topaz suggested issuing resident parking stickers to park close-by. Mayor Scholl pointed out the public parking behind 2C's. Councilor Topaz does not agree that it would be convenient for the residents. Discussion ensued about the limited parking for both residents and businesses, and the landlord needing to enforce parking limitations. Consensus of Council to discuss this topic further at a meeting with a lighter agenda.

4) **Discussion Topics**

4.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.

20 Years

Tim Underwood came to work for the City in July of 1999 as an Engineering Technician I. After many years working as a Technician, the City realized it needed an inspector for its numerous construction projects. In January of 2011, Tim was designated as the City's Construction Inspector where he currently serves.

Congratulations, Tim, and thank you for your service!

4.B Proposed Rates Increase for Garbage & Recycling Services – Herb, Hudson Garbage

Herb Bailey from Hudson Garbage was in attendance to propose a rate increase of roughly 4%. A copy of his report is included in the archive meeting packet. It's a pretty conservative request based on their increases. It's approximately \$1 increase for residential and \$4 increase for commercial. It is on tonight's agenda for approval.

4.C Discuss Turf at St. Helens Middle School – Bill Amos & Scot Stockwell

Bill Amos and Scot Stockwell were in attendance to discuss an artificial turf field at the middle school. It would strengthen the partnership between the School District and Recreation Program, and open opportunities for year-round play. There is a narrow window opportunity to build a turf field that would be cost effective. Bill talked about the turf field at the high school being used more by the public than the school. Having more than one turf field can bring tournaments to the area.

Funding discussion ensued. Rich Bailey talked about discussions that were had prior to the high school turf. They discussed a parks and recreation district taking over all the fields. Everyone within that district would pay towards the maintenance of all the fields. Council President Morten agreed and would like to further discuss the formation of a parks and recreation district.

Patrick Birkle stated the he was on the St. Helens School Board about 20 years ago when the Boosters were raising funds to cover the grand stand. The money from entering into a contract with Coca-Cola was used for the cover. Without that contract, they'd likely still be fundraising.

After further discussion, Mayor Scholl directed Walsh to discuss funding options with the School District and bring back their ideas to a future Council work session.

4.D Parks & Trails Commission Annual Report – Jerry Belcher & Carmen Dunn
Parks & Trails Commission (PTC) Chair Jerry Belcher and PTC Vice Chair Carmen Dunn were in attendance to give the Parks and Trails Commission annual report. They reviewed current and upcoming projects. They requested to receive reports showing incoming park fees. Discussion ensued about much less revenue being received than expenses. They emphasized that they are not requesting money to be moved, they just want to see revenue to help with budget recommendations. Thank you to the Columbia Soil & Water Conservation District, Scappoose Bay Watershed, Garden Club, Kiwanis, Parks employees, City staff, and the public.

4.E Communications 4th Quarter Report – Crystal
Communications Officer Farnsworth reviewed her extensive report. A copy is included in the archive meeting packet.

Chief Greenway expressed how important Farnsworth is to the City. She is doing so much and never hesitates to be available at all hours. Council expressed their appreciation for her work.

4.F Forest Trails (Bailey) Subdivision Development Agreement Discussion – Jacob
City Planner Graichen reviewed the development agreement with the Council. A copy is included in the regular session meeting packet. A big portion of it is a Protection Area Management Plan for the natural areas. This is on tonight's agenda for approval.

Council President Morten asked what the status is of the wetland mitigation. Graichen explained that the wetland has a 50 foot upland protection zone. The Code says some of it can be used for lots with a development agreement. Some of the outer 25 feet will be roadway along Sykes Road. A lot of it will be used for the site's stormwater infrastructure. They will be required to install a fence. A lot of the restoration will occur in the fall, which is built into the agreement. There is a two-year contract to ensure plant survival and an annual report.

4.G Review Final Plat for Elk Ridge Estates Subdivision Phase 6 – Jacob
City Planner Graichen reviewed his report. A copy is included in the archive meeting packet. This is on tonight's agenda for approval.

4.H Review Revised Planning Department Fees – Jacob
City Planner Graichen reviewed the proposed fee revisions. A copy is included in the archive meeting packet. This is on tonight's agenda for approval.

4.I Planning Division Report – Jacob

City Planner Graichen reviewed the May and June Planning Division activity reports. Copies are included in the archive meeting packet.

5) Department Reports

Chief Greenway reported...

- Collaborated with the St. Helens School District to acquire a modular building. Finance Director connected him with Portland Community College (PCC) and he was able to secure between \$8,000-10,000 in free tables and chairs. He would like to give back by donating an old police vehicle to the PCC automotive program. Vehicles are normally marked as surplus and sent to auction. Mayor Scholl suggested Greenway see if St. Helens High School would like one. If not, then give two to PCC.
- Youth Academy will be held next Saturday.
- First Thursday is August 1. It will highlight the Reserve Academy. They historically gain one or two officers to come on full-time.
- He shared some information about the recent violent crime in the community. The employees of the St. Helens Police Department, and the surrounding jurisdictions who helped, were phenomenal. Some of the officers will be publicly recognized for saving the life of one of the victims. There's still a lot of work to do but the suspect is in custody. He thanked Council for their support. Mayor Scholl complimented Greenway on his leadership skills.

Public Works Interim Director Nelson reported...

- Public Works staff has been out at the middle school site helping with utilities.
- Public Works staff worked to track down a significant water leak in the "Houlton Hole." It's on the private side of the Fire District's water meter. It has been repaired.
- The BMX track is being redone. Working with them to make it a successful project.
- Ordered new dock signs to include the new rules. She proposes posting laminated signs in the interim.
- Reviewing plans for a subdivision on N. 15th Street, north of St. Helens Street.
- Had a pre-construction meeting for the frontage improvements in front of the Columbia Community Mental Health (CCMH) facilities on McNulty Way. They anticipate starting in mid-August.
- Spoke with the engineer last week about the N. Vernonia Road sidewalk project. They are 60% draft plans. They should be ready any day now.
- Gable Road is moving along. As they were trying to reconnect storm facilities, they discovered the existing catch basin that's at the entrance into Safeway, is very non-standard. They're not able to reconnect it with the new piping. Both the pipe and catch basin will have to be replaced. It will help improve the entrance into Safeway.

City Planner Graichen reported...

- It's good to see the CCMH frontage improvements finally happening.

Finance Director Brown reported...

- Distributed the Recreation Program Annual report that Farnsworth helped create. Does the Council want to distribute it and how? Councilor Carlson would like to see it released more often than annually. Suggestions to release it through social media and the School District.
- Tonight's agenda includes a resolution to update the universal fee schedule.

- Tonight's agenda also includes a resolution to appoint a municipal court judge. It's the same judge but has to be renewed annually. A resolution for a pro-tem judge will be on next month's agenda.
- Have displayed the same historic photos in City Hall for years. He approached the Historical Society about offering space to display items and information, changing them on a rotating basis. Council President Morten added that a mission of the Columbia Learning Center (CLC). is to be a cultural center and include an art gallery. He could be using both the Council Chambers and the CLC. Councilor concurred with Brown's proposal.
- Tyler Technologies and InCode will be replacing Springbrook. Staff will likely begin using the new software in October. There will be an option to add donations on utility bills.

City Recorder Payne reported...

- Nothing to report.

Event Coordinator Curry reported...

- Spirit of Halloweentown
 - Working on a new map project. One side will be a map of downtown and the other side will have haunted places. Advertising space can be purchased around the outside.
 - Created a new fan club. People will receive a patch with years of attendance. Each quarter they will receive a photo from the filming. Other benefits will be available when they visit.
 - Working with Chief Greenway about busy times.
 - Parade planning is going great.
 - They are receiving tens of phone calls every day asking questions.
 - It's imperative to get the schedule done sooner than normal.
 - Sold more vendor spaces already this year than all of last year.
 - Spirit of Halloweentown and Twilight gift shop and art gallery in a hair salon is making great use of space.
 - Woodland Cottage has St. Helens apparel and accessories.
 - Molly's Market will be open by August.
- Almost done with a commercial for St. Helens and Discover Columbia County.
- Sand Island website is complete. The shuttle is running daily. The campsites look a lot better.
- Mardi Gras in July party was really good. The merchants did very well. People liked being able to walk on the streets without worrying about vehicle traffic.

Mayor Scholl reported that Scandalous Hair Salon loses business during Spirit of Halloweentown due to parking. He was asked to bring it forward to the Council because they can't be here. People moved designated cones in the back that were meant for her business. Curry pointed out that she was given 16 spaces this past year in front of her store. They took photos. Scholl argued her concerns and that she's losing a lot of money. He would like them all to meet and talk about it.

Councilor Locke requested that Curry send them a monthly email of her schedule so they know what's happening. Curry encouraged them to check www.discovercolumbiacounty.com for current and upcoming events as well.

City Administrator Walsh reported...

- Matt Kahl with Jordan Ramis is here today as legal counsel.
- Spoke with Comcast representatives yesterday about the City's peg programming. He asked if the Council would be interested in investigating making channel 29 a County-wide station; which would include meetings for the County, cities, Port, etc. Council concurred.
- Tonight's agenda includes amendments to the fee schedule. The tiered marijuana business license is included in that. It mirrors the OLCC's fee schedule.
- Submitted the BUILD grant application earlier this week. It's the second time applying for the transportation grant. The funding will extend the streets, build the riverwalk portion, and get the platform of infrastructure to attract private development. Associate Planner Dimsho has done a fantastic job working on the application.

6) **Council Reports**

Postponed until later.

7) **Other Business**


8) **Adjourn – 4:17 p.m.**

Executive Session

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Rick Scholl, Mayor