

City of St. Helens City Council

Work Session Minutes

May 15, 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
Margaret Jeffries, Library Director
Sue Nelson, Interim Public Works Director
Brian Greenway, Police Chief
Sam Erskine, City Prosecutor
Amy Lindgren, Municipal Court Judge
Tina Curry, Event Coordinator

Others: Patrick Trapp Lety Juarez-Sisson
Amanda Heynemann Kimberly O'Hanlon
Nichole Thill

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

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

- ♦ Patrick Trapp, Port of Columbia County reported:
 - Airport Advisory Board meeting May 20.
 - Port of Columbia County Board meeting May 22.
 - Approved a rate increase at the marina.
 - Reviewing the lease for Devinaire charter service. They are relocating from Hillsboro airport to Scappoose airport.
 - Received a request from Northwest Innovation Works to be released from their current property lease-hold and to be considered for a 100-acre parcel in the area requested to be re-zoned.

3) **Discussion Topics**

3.A Arts & Cultural Commission Annual Report - Leticia Juarez-Sisson
Arts & Cultural Commission (ACC) Chair Juarez-Sisson reviewed a PowerPoint Presentation. A copy is included in the archive meeting packet.

ACC highlights over the last year:

- Trash Can Painting Competition
- Trunk-or-Treat at the Police Department

- “This Is Us” St. Helens
- Little Free Libraries
- Downtown Mural Project
- Arts, Culture, & Conversation Events
- Kindness Rocks
- Member seats are almost full again

3.B Library Board Annual Report - Heather Anderson-Bibler

Library Board Chair Amanda Heynemann reviewed a PowerPoint Presentation. A copy is included in the archive meeting packet.

Library Board highlights over the last year:

- The vice chair attended the joint Oregon/Washington Library Association Conference.
- Participated in STEM projects during a Board meeting.
- Community Partners working group - assessing the need for adult literacy services.
- Facilities working group - advocated for improved emergency egress
- Participated in the selection of Oregon Humanities Conversation Project topics.
- Communications working group - advocated for the creation of a library Facebook page.
- Library Book Club meets every other month.
- Writers Write meets twice a month at the Library.
- Secured a \$10,000 grant from the Oregon Community Foundation to support the Dolly Parton Imagination Library for Columbia County.
- Access working group - Recommended policy changes concerning fees and library card programs.
- St. Helens and Scappoose library catalogs have merged.
- Trunk-or-Treat at the Police Department
- MakerFest
- Encouraged people to apply for vacant Board positions.

3.E Street Fund Future Projects Presentation - Matt and Sue

Finance Director Brown and Interim Public Works Director Nelson reviewed their presentation. A copy is included in the archive meeting packet.

Street Fund revenue sources:

- Motor Vehicle Tax
- State Grants (aka STP Funds)
- Street Sidewalk Development
- Miscellaneous

Discussion ensued about paving gravel streets. It took 10 years to go from six miles of unpaved streets to less than two miles now. It included a lot of storm drainage extensions.

Street Fund expenses:

- Personnel Services
- Materials & Services
- Capital Outlay
- Debt Services

Reviewed a detailed list of projects and estimated costs. A majority of the near-term projects are pedestrian and bicycle-related.

3.D Prosecutor 3rd Quarter Report - Sam Erskine

City Prosecutor Erskine reviewed his report.

- Distributed copies of the new and old victim packet. He hopes to see victim restitution increase with the additional information requested.
- Improved jury system.
- Continuing to communicate with Circuit Court and the District Attorney in an effort to treat people similarly in Municipal Court.
- Using Circuit Court resources to help with some cases; particularly mental health cases.
- Code Enforcement meeting regarding nuisance abatements tomorrow.

3.C Municipal Judge 3rd Quarter Report - Judge Amy Lindgren

Judge Lindgren reviewed her report.

- Revised the trial process and jury summons.
- Caught up on the backlog of work. Acknowledged Court Clerk Melanie Payne for her dedication to her job and the City. She worked nonstop through the weekends to get caught up. Lindgren will be nominating her for Employee of the Year.
- Moving to a new computer system that will expedite the collections process.
- Partnering with Circuit Court and the District Attorney's office has been very beneficial.
- Municipal Court has a quicker turnaround with cases than Circuit Court. Kudos to staff!
- Performing Columbia Community Mental Health (CCMH) Assessments in house.
- Would like to have a defense attorney available during in-custody cases.
- Hoping to see the Police Department start using electronic citations soon. It will save time and money in Court. Chief Greenway agreed. However, they partner with the City of Portland on software and they are in the process of changing. The partnership saves St. Helens a significant amount of money.

4) Department Reports

Police Chief Greenway reported...

- Traffic & Bike Safety Fair is this Saturday. It is a partnership between local agencies.

Interim Public Works Director Nelson reported...

- Tonight's agenda includes an agreement with ODOT for the Exchange Funds.
- Work has started to repair the Plymouth Street storm drain.
- The S. 10th Street storm drain project is almost complete.
- The waterline project on N. 7th and S. 11th Street is almost complete.
- A pre-construction meeting is being held next Thursday for the Gable Road project.
- Overseeing private development projects that are being actively constructed now.

Library Director Jeffries reported...

- Pleased with the Library Board presentation.

Finance Director Brown reported...

- A quarterly Municipal Court report is included in the Administration Department report.
- Moving forward with the amended Code language for the Recreation fee. The first reading will be held at the next Council meeting. It's not an approval of the fee, just language giving them the ability and option to do it.

- One year contracts with the judge and prosecutor are expiring soon. They can be automatically renewed for an additional year. Council was in consensus to renew it automatically for a year.
- There was discussion about another public forum for the recreation fee. Does the Council want to do that? Discussion ensued. No decision was made of whether or not to hold a public forum.

City Recorder Payne reported...

- Staff approved a street closure for 13 Nights on the River for Thursdays beginning June 6 – August 29 on Strand Street from City Hall to Roy Thai.
- Asked if the Council wanted to cancel two meetings in the summer. Mayor Scholl said to only cancel the July 3 meeting.
- Asked for clarification on the Community Development Department liaison. Councilor Carlson was assigned.

Events Coordinator Curry reported...

- Working with the Sand Island campground. It should be open in June.
- Preparing for 4th of July. Activities, music, fireworks, vendors, etc.
- Every weekend the County parks a large truck and trailer in front of the Courthouse or in front of the Plaza on S. 1st Street. The truck obstructs visitors trying to take pictures. Can you provide them with an alternative place to park? Staff will contact the County.
- Asked Chief Greenway what happens with vehicles that are left on the side of the road when the driver is arrested. Greenway responded that it's left there if it's legally parked. He suggested Curry call the non-emergency phone number for the code enforcement officer to respond if it's something questionable. He pointed out that chalking tires will soon be illegal in Oregon.
- The Art & Wine Walk went really well. Earnings over 40% were reported from the previous year. Four businesses are participating with the addition of four more wanting to join.
- There are pieces from the Museum of Peculiarities and Oddities that are popping up around town. A walking tour of the museum begins on Columbia Blvd. and ends on S. 1st Street. There are more merchants wanting to be involved than items available.

City Administrator Walsh reported...

- Working with Alta Planning & Design on the BUILD Grant.
- Considering the idea of riverwalk rather than boardwalk.
- Municipal broadband feasibility study meeting next week.
- They are not logging Sand Island to make room for the campground. Maintenance is being done to the existing sites and dead trees are being removed.
- The Lagoon Feasibility project is underway. It's not a done deal.
- RV Park planning is coming along.
- The proposed 72-hour rule change for the docks will be on the next agenda for discussion.
- The proposed revisions to business license regulations regarding marijuana growing licenses will also be on the next agenda for discussion.
- Columbia County Economic Team (CCET) made a change to their bylaws to create a governing board. They are requesting a City representative on the board. Mayor Scholl recommended Walsh be appointed. Discussion ensued. No clear appointment was made.

5) Council Reports

Councilor Locke reported...

- Where are the fireworks being launched? Walsh responded that they will be on Sand Island. Discussion ensued.
- Does the Council want to purchase a table or two for the Black Tie & Blue Jeans event on August 3? It benefits the Columbia Learning Center.
- A meeting is being held next Tuesday at Maul Foster regarding the lagoon. He would like a brochure created highlighting the knowns and unknowns at this time. Walsh responded that there is some information about it on the website.

Councilor Carlson reported...

- Encouraged about the good things happening in the community. She saw complaints over the weekend about parking. Where are the compliments for the people doing great things? Everyone should have a story about how they're helping and giving back to their community.
- Running Dogs won a national grant award of \$10,000.
- The Chamber of Commerce was awarded \$5,500 from Columbia River PUD.
- NAMI Walk is on Sunday. Several Youth Council members are attending.
- The Chamber of Commerce Happy Hour is tomorrow evening at Scappoose Creek Inn.
- The last School District Listening Session is tomorrow at 6 p.m.
- Attended the Wrap Around Drop-In Open House. It serves young adults ages 14-25 who are homeless, at risk for homelessness, not getting a job, etc. There will be mentors to talk. She thanked Recreation Coordinator Shanna Duggan and Recreation Lead Ryan Ward who were there to help advocate for young adults suffering from mental health issues. They're showing up even after work hours.

Councilor Topaz reported...

- Concerned about the Plymouth Street cave-in. It's close to the lagoon. Running water is eroding the ground underneath the road at the end of the dam. The bedding around the conduit was not very good. He asked where all the water is coming from.

Nelson responded that it is groundwater and is very common because of the shallow bedrock. Discussion ensued about the conditions of the surrounding area. Topaz expressed his concern about a permanent hazard underground.

Council President Morten reported...

- He, Mayor Scholl, and City Administrator Walsh named Sue Nelson as Interim Public Works Director. She is assuming the responsibilities of both co-directors with the exception of Public Works Supervisor duties over operations, which Dave Elder was promoted to. Mayor Scholl added that Buck Tupper was promoted to Public Works Field Supervisor/Safety Coordinator. Another internal position will be announced.
- Parks Commission recommends initiating a sustaining budget strain for Parks. They would like to earmark funds for improvements and maintenance by keeping parks fees in a parks fund. Discussion of funds ensued. Walsh cautioned the Council on making a policy. Morten requested staff track funds that come in for park use.
- Annual Public Works Breakfast on Friday, May 24 at 7:30 a.m.
- League of Oregon Cities (LOC) Conference September 26-28 in Bend.
- City Recorder Payne researched ordinances and resolutions regarding storage of volatile and hazardous materials inside city limits. She did not find anything. Morten would like staff to research what other cities have in terms of hazardous material

storage. He suggested involving emergency management personnel. He's particularly concerned about the oil tankers stored on the tracks over the weekend. Discussion ensued.

Mayor Scholl reported...

- Emphasized the need for two better mics at the visitor table. Brown responded that he will try to find one better mic. They have already hit capacity for wireless mics, so would have to redo the entire system to get a second at the table.
- A Salmonberry meeting was held last night at the County. A few neighbors voiced their concerns about noise and guns. They seemed to leave with more understanding. The project is moving forward.
- Citizens Day in the Park on June 22:
 - 20 year collaboration with skate park
 - Highway 30 Cruisers
 - Barbecue lunch at 12:30 p.m.
 - Same vendors as previous years.
 - Requesting staff to help this year.
 - Requested ideas to add to it.
- Following up with Judge Lindgren's report, he suggested giving Melanie Payne a gift card to a restaurant for all of her hard work to get Court caught up. Council did not concur.
- 13 Nights on the River starting soon. St. Helens High School Jazz Band and Hit Machine to perform on opening night.

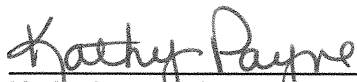
6) **Other Business**

7) **Adjourn** – 4 p.m.

Executive Session

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Rick Scholl, Mayor