

# City of St. Helens City Council

Work Session Minutes

April 3, 2019

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**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  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director  
Brian Greenway, Police Chief  
Aaron Kunders, WWTP Superintendent  
Mike DeRoia, Building Official  
Tina Curry, Event Coordinator

**Others:** Todd Wood                      Christine Menges  
Nicole Thill                      David Rabbino  
Patrick Trapp

- 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.
    - Business Development/Deputy Executive Director Paula Miranda has accepted a position as the General Manager for the Port of Newport. Craig Allison will be Deputy Director.
    - The McNulty spec building is on schedule.
    - Commitments for the Rail Collaborative Safety Group are rolling in:
      - Columbia County committed \$10,000.
      - Scappoose committed \$7,500.
      - Port of Columbia County committed between \$7,500 – 10,000.
      - Private industries have also pledged to commit.
      - St. Helens committed \$7,500.
    - Next meeting is April 10.

Councilor Locke asked what the status is of installing sidewalks on Port Avenue. Public Works Operations Director Sheppard reported that it is done.

### 3) Discussion Topics

#### 3.A Presentation from Columbia County Rider - Todd Wood, Transit Program Administrator

Transit Program Administrator Todd Wood reviewed his report and PowerPoint presentation. A copy is included in the archive meeting packet. CC Rider is in a financial deficit. He believes public transportation is critical for this community. He is requesting a resolution consenting to inclusion in formation of the Columbia County Rider Service District.

Councilor Carlson encouraged Todd to increase public awareness of CC Rider's programs and needs. Todd agreed that is being worked on.

Council President Morten works at Mount Hood Meadows and Timberline Lodge. Both sites have very limited parking. They empowered their employees with an incentive to carpool. There's information on their website to assist with carpooling. Morten also delivered for Meals on Wheels and often goes to the VA Hospital. We would be happy to help with transportation to get to the hospital. He asked if there is a website to help connect users and drivers. There are people in service clubs who would be willing to help. Todd responded that CC Rider had a volunteer driver program in the past. They are looking into it again.

Mayor Scholl talked about teenagers waiting longer to get their licenses. There is a need for bus services. A ferry across the river would also help with transportation. Scholl pointed out that Portland is receiving the tax money for bus commuters when it's CC Rider providing the service.

Discussion ensued. The Council was in concurrence to add the requested resolution to a future Council agenda for approval.

#### 3.B Review Proposed WWTP Utility II Job Description - Sue

Public Works Engineering Director Nelson reported that the position was approved in this year's budget. However, it has taken awhile to determine the job duties. The position was added in order to meet Department of Environmental Quality (DEQ) requirements.

Council concurred with the job description.

#### 3.C Discussion Regarding Proposed Recreation Fee - Matt

Finance Director Brown reported that a public forum for a \$2 recreation fee was held last Monday. It was well attended with a majority in favor of the fee. He is seeking direction from Council to move forward.

Councilor Topaz expressed his objection to the \$2 fee being put on the utility bill when not everyone will be using the programs. Twenty people showing up for a public forum does not speak for the entire community. Brown pointed out that a community-wide survey was done last year. They received about 700 responses in favor of paying for a recreation program in the amount of \$5 or more. The \$2 fee goes directly to the recreation program. It does not fund any utility operations. Topaz argued that it is still connected to the utility bill. Brown explained that this would be a separate line item that could only be used for that program. Mayor Scholl reviewed the process up to this point. He repeated that a majority of responders to the survey and who attended the public forum were in favor of the fee. Extensive discussion ensued on the subject and the process.

It was the consensus of the Council to continue the discussion at the next meeting.

### 3.D Review 2019 Council Goals

City Administrator Walsh reported that the Council reviewed the Goals with a facilitator during their retreat. A copy is included in the archive meeting packet.

Council President emphasized the need for core values to be part of the goal process. Walsh responded that the City's Code of Ethics addresses those core values. Councilor Locke suggested the Mission, Goals, and Code of Ethics be posted on building walls for staff to see them all the time.

Council concurred with the Council Goals. A resolution is on tonight's agenda for approval.

#### 4) **Department Reports**

Police Chief Greenway reported...

- First Thursday is tomorrow night. The Amani Center, a child abuse assessment center, will be presenting with himself and Sgt. Castijella.
- Collaborating with the Columbia County Sheriff's Office for training.
- Working with the Portland Police Bureau to access free training for employees.
- The equipment for the new vehicles has arrived. They should see the first of the new police vehicles within two weeks.

Public Works Engineering Director Nelson reported...

- Equipment is staged at the corner of Columbia Blvd. and N. 7<sup>th</sup> Street. The contractor is preparing to work on the waterline replacement. Once they're done there, they'll move to S. 11<sup>th</sup> Street to replace another waterline.
- The County currently has the Gable Road project out to bid.

Councilor Topaz spoke of a hole on Plymouth Street. Nelson responded that the storm drain line collapsed under the road there. It created a sink hole. The storm drain backed up during the recent storm. It caused a washout under the road. They are waiting to hear back from DEQ of whether they need to maintain that same size and depth of pipe. It will have to be replaced.

Public Works Operations Director Sheppeard reported...

- Nothing to report.

Library Director Jeffries reported...

- This year's Summer Reading Program theme is the Universe of Stories. They would like to invite the Rose City Astronomers. She is requesting permission to use the Waterfront Property on the evening of August 5 to allow for an area that is relatively free of ambient light. Mayor Scholl suggested she visit the site to verify that it is adequate. Council President Morten suggested checking the lighting at Grey Cliffs Park.
- Another program they are exploring and may want to use the property for is how to safely operate drones. She will be working with the City's insurance agent as well. There was no objection from Council.
- The April Library Board meeting has been cancelled. It's a very busy month.
- At the last work session, Council President Morten expressed a desire to adopt an anti-hate resolution. She has done some research and distributed a proposal to Council and staff. Council concurred with adding it to tonight's agenda for approval.
- Communications Officer Farnsworth noticed that libraries around the state were posting initiatives on social media on April 1. Her post focused on the adoption of book lice.

Finance Director Brown reported...

- He suggested holding a surplus sale of City equipment in conjunction with a flea market at the Recreation Center. Council concurred with moving forward on the sale. One idea is to have food carts attend. He asked if they could pay a flat fee to be there, rather than a percentage as outlined in concession agreements. City Recorder compared concession agreements with vendors during 13 Nights on the River who pay a flat booth fee. Consensus of Council to charge a flat fee for food carts to keep it consistent.

City Recorder Payne reported...

- At the Council's March 6 meeting, they authorized staff to start approving street closures because it saves time. The caveat was that staff would always inform the Council at the next meeting. The Amani Center applied for and was approved to close Strand Street from 265 to 295 for the Race Against Child Abuse Run/Walk on Saturday, April 13.
- April 10 is the Annual Appreciation Reception for City Boards and Commissions at 5:30 p.m. at the Recreation Center.

City Administrator Walsh reported...

- The Salmonberry Trail Development in partnership with the County, received \$15,000 from the Travel Oregon Regional Tourism Co-Op Fund.
- Dan Davis spoke with the Council at the last meeting about broadband service. Walsh has been following up with him and researching an opportunities zone and feasibility study.
- Sand Island Campground public forum is tonight. It's still a City park with public access and day use at no fee.

#### 5) **Council Reports**

Postponed Council Reports until tonight.

Mayor Scholl reported that Council assignments will stay the same. Councilor Topaz will oversee the Library and Arts & Cultural Commission, which Councilor Conn formerly had. However, both he and Council President Morten will co-oversee Administration and Public Works.

#### 6) **Other Business**

#### 7) **Adjourn – 3:09 p.m.**

#### **Executive Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

  
Kathy Payne, City Recorder

  
Rick Scholl, Mayor