

# City of St. Helens

## CITY COUNCIL

Work Session Minutes

March 1, 2017

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor (*arriving at 2:20 p.m.*)  
Ginny Carlson, Councilor

**Members Absent:** Susan Conn, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Terry Moss, Police Chief  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director  
Bob Johnston, Building Official  
Cindy Phillips, Municipal Judge  
Tim Davis, New Police Officer  
Jacob Graichen, City Planner  
Jenny Dimsho, Assistant Planner  
Riki Frappier, Municipal Court Clerk

**Others:** Tina Curry                      Brent Keller                      Max Stahl  
Sean Winfree                      Agnes Petersen                      Nicole Thill  
Brent Violette                      Cody Mann                      Christina Sullivan  
Linda Demaray                      John Tull  
Lots of people in attendance for Tim's swearing in.

Mayor Rick Scholl called the meeting to order at 1:03 p.m.



### **Oath of Office**

Municipal Court Judge Cindy Phillips swore in our new Police Officer Tim Davis. Congratulations, Tim, and welcome aboard!

### **Visitor Comments**

♦ **Bob Johnston**, Building Official. A nuisance abatement program came before the Council in December. Council granted an additional 30 days to the already 30 days given for cleanup. Thanks to the diligence of Code Enforcement Officer Coy, several of the properties were cleaned up. He recommends the Council grant some leniency if they can prove they have been working on it. He has received a lot of complaints from people about City officials coming on their property and violating their personal rights. He firmly believes that people's rights are there to allow certain freedoms but when they're expressions interfere with other people's rights is where the line should be drawn. Junk is a breeding ground for mosquitos, rodents and other health issues.

♦ **John Tull**. His property at 285 N. 8<sup>th</sup> Street is included in the list that needs to be cleaned up. He has made efforts to do so but is very sick. He's been in and out of the hospital. He is

requesting is a few more weeks to clean up his property.

Building Official Johnston confirmed that property has been progressing. He's come a very long way and made a diligent effort.

After discussion, it was the consensus of the Council to extend John's deadline until the next Council work session, March 15<sup>th</sup>.

♦Linda Demaray. She lives at 951 Plymouth Street, which is kiddy corner from one of the nuisance abatement properties. She's fed up with the disgusting garbage everywhere. Officer Coy has been wonderful. This place has been ordered to be cleaned up twice. She and the neighbors are tired of picking up their garbage when it blows away. There are illegal activities happening in the house and both the neighbors and police know it.

Building Official Johnston explained that this property is first on the list to be cleaned up when the deadline passes. Councilor Carlson understands Linda's concerns. They have to wait for the legal process to cycle before the City can take action to begin the cleanup itself.

Linda was very concerned that it's not being cleaned up sooner. Someone is going to get hurt. Mayor Scholl reassured Linda that they are taking care of it.

♦Agnes Petersen. She represents Brent Violette, who received a nuisance violation. Her client is disabled, elderly and broke. She is asking for an extension until June 24. He hopes to have the financial issue resolved by then.

Building Official Johnston presented photos of the property. There are issues in addition to the cleanup. The front porch and structure will require attention from a dangerous building standpoint.

After discussion, it was the consensus of the Council to extend Brent's deadline to April 22 but come to the April 19 work session with a progress report. They want to see some progress. Agnes agreed to return on April 19.

♦Cindy Phillips. She is here on behalf of the Caples House in Columbia City. She gave City Recorder Payne a flyer with upcoming events and fundraisers at Caples House. They are trying to preserve and improve the house, which does not have a foundation. They have to raise the house, put a foundation underneath and then put it together again so the walls aren't bowing out. A St. Patrick's Day fundraiser dinner will be held at the house on Friday, March 17 at 6:30 p.m.

#### **Annual Report from City Forester Mason, Bruce & Girard**

Brent Keller from MB&G was in attendance to review his report which is included in the archive packet for this meeting. He recommends doing some pre-commercial thinning. That will prevent the stand from becoming stagnant. The City has 100 acres of readily available merchantable timber, which includes two separate stands. One of the stands is 40 acres. He recommends selling that stand within the next three years.

Mayor Scholl asked how many acres the City owns. Brent responded that it's about 2,500 acres.

Council was in concurrence with Mason, Bruce & Girard's assessment and recommendation.

### **Update on Community Events Planning**

Tina Curry was in attendance to talk to the Council. She distributed a handout to the Council, a copy of which is included in the archive meeting packet.

**4<sup>th</sup> of July fireworks** – Tina needs to know if the City is going to risk the \$3,500 deposit in the event not enough money is raised. Councilor Carlson is in favor of it as long as the fireworks are done on the 4<sup>th</sup>. Mayor Scholl pointed out that no one from the community stepped up to help organize it. He and Councilor Locke have been discussing fundraising. He is comfortable with committing to the deposit and working together to fundraise the remaining amount. It was the consensus of the Council to enter into an agreement and pay the deposit to Western Display Fireworks for fireworks.

**13 Nights on the River** – There is a proposal for Tourism to take over 13 Nights with a huge effort still put in by Christina Sullivan and her volunteers, changing the dates and selecting groups that are more profitable. The plan is to cover all costs through sponsorships, onsite sales of beer and alcohol, adding parking on the waterfront property for a suggested donation and a soft ask at the entrances. They are also proposing open containers be allowed between the corner of City Hall, to the Courthouse, down by the boat launch and to Roy Thai. They would also like to have more supervised activities for teenagers in the park. Tina hopes the new stage will be completed by June 2017. The 13 Nights schedule will not be weekly concerts. Five of them will focus around 4<sup>th</sup> of July. She suggested Kiwanis hold their carnival during that time as well.

Councilor Carlson would like to hear how this will affect Public Works and the Police Department. Chief Moss is just hearing about this for the first time. He would like to see a plan before commenting.

Mayor Scholl recommends a stage being placed in The Plaza and have a Z100 DJ perform for the teens.

**Spirit of Halloweentown** – Is it the opinion of the Council that it is the City's job to market for businesses during Spirit of Halloweentown? If so, she proposes creating a museum of peculiarities and oddities in the Chamber building. For a small fee, a shuttle would transport people from downtown to uptown. That would give visitors the opportunity to walk along the storefronts. If not, then the business owners need to know it's their responsibility to promote their own business. Of course, any organized events they create can be included in the agenda and promoted.

Council President Morten suggested that we partner with the Chamber for that. The City owns the property but not the Chamber building.

Councilor Carlson believes that the businesses will be very interested in participating. It's just a matter of getting the information to them. Mayor Scholl suggested opening the Council Chambers to meet with businesses about getting involved. Tina has tried to get businesses to attend planning meetings in the past and she receives very little response. Now she just meets with interested people individually. Mayor Scholl believes there was a lack of communication in the past. We need to become proactive from now on. Scholl expressed that Tina is very good at what she does but the community wants to be involved as well. He wants to help all groups work together.

Tina talked about the new props that were procured for the waterfront property. They were donated to the City and are valued at about \$100,000. Thanks to Public Works for transporting them. She went on to talk about some of the ideas to re-create the Halloweentown theme. There are only four weekends in October this week. They need to determine when the community

pumpkin lighting will be held.

### **Centerlogic/Azimuth Discussion on Council Chambers A/V Equipment**

Staff from Centerlogic and Azimuth were in attendance to talk about the audio/visual equipment proposal.

- Replace the control system. The AMX control system is outdated.
- Install new microphone lines.
- Replace the flag with a 75 or 85 inch TV monitor for the audience to see.
- Install six new monitors around the room.
- Integrate the system to be more user friendly.
- Suggests meetings be streamed online with an easy-to-use program.

Council President Morten would like improved monitors and better sound quality for home viewers.

Councilor Carlson has not had a monitor in several years. She is fine with having large monitors on the walls that she can view. The monitors on the dais are a barrier between the Council and audience.

Discussion ensued about A/V needs. It was the consensus of the Council to no longer have monitors on the dais and place large monitors on the wall.

### **2<sup>nd</sup> Quarter Report from Municipal Court**

Municipal Court Judge Cindy Phillips was in attendance to give the 2<sup>nd</sup> Quarter Municipal Court report. The report is in the archive packet for this meeting. Finance Director Brown reviewed the revenues. He noted that the number of criminal cases is increasing year by year about 5%. Judge Phillips said it has been wonderful to swear in new officers and for the police force to be filling positions. Police Chief Moss reviewed the number of officers that have left and the positions that have been filled recently.

### **5-Year Forecast for Water, Sewer, Street & Storm Rates**

Finance Director Brown reviewed his report which he handed out to the Council at the meeting. A copy is included in the archive packet for this meeting. There were no concerns from Council.

### **Discuss Council Direction Regarding Revenues/Expenditures**

Finance Director Brown suggested Council table this for March 15 since one councilor is not here. Council concurred.

### **Review Public Access Easement Agreement**

City Planner Jacob Graichen reviewed the proposed agreement. A copy is included in the archive meeting packet. The agreement is on tonight's agenda for signature.

### **Review Agreement for Use of Portland Police Bureau Training Complex**

Chief Terry Moss reviewed the proposed agreement. A copy is included in the archive meeting packet. The agreement is on tonight's agenda for signature.

### **Department Reports**

**Police Chief Moss** reported...

- Officer Seann Luedke has started working.
- Tim Davis was sworn in today. He will be a great asset.
- They are in the background phase right now for another candidate. He hopes to have him on board by April 1.

- Jamin Coy was a fantastic Code Enforcement Officer. He has been moved back to Police Officer and began swing shift at 2 p.m.
- Lieutenant Joe Hogue is conducting the background check for the Code Enforcement Officer candidate. He hopes to have him on board by April 1 as well.

**Public Works Engineering Director Nelson** reported...

- Tonight's agenda includes an Intergovernmental Agreement with Columbia County for the Gable Road grant project. ODOT changed the funding structure, so the agreement was updated and needs to be re-signed. They hope to have a design engineer on board this summer. At the earliest, construction would begin in late 2018.

**Public Works Operations Director Sheppard** reported...

- They finally have all the holes plugged in the sides of the reservoir.

**Library Director Jeffries** reported...

- Formed work groups at the last Library Board meeting to address strategic plan work items.

**Finance Director Brown** reported...

- He has noticed a number of homes being sold without finalizing their water account. The new owner comes in to start service and he does not want them to be responsible for the previous customer. They're not always able to locate the previous customer and/or get final payment from them. There is a company called Net Assets that you can upload all water bills to the system and it places a lien on the property until they pay. That forces title companies to contact us to get the lien payout information. The City is charged by Net Assets but in turn cities typically charge title companies the equivalent of what Net Assets charges plus staff time. He has used the program at the City of Hubbard and City of Forest Grove. Mayor Scholl was apprehensive of the fee, which appeared to be an additional tax. After further discussion, Brown agreed to consult with staff and return with more information.
- Contacted Columbia County and Columbia River PUD about their car purchasing process.
  - Columbia County leaves it up to department managers. They do lean towards local purchases.
  - Columbia River PUD leaves it up to the individual who will be using the vehicle.
- Staff favored purchasing a Ford Escape from a local dealer. Council concurred.
- The packet includes a letter received from the OGFOA. It recognizes the budget award received.
- He discussed the low income program with his staff this morning. The idea was that savings from the senior program would go towards the low income program through CAT. Unfortunately, no money has been set aside yet. One suggestion was made to give customers the option of donating towards the low income program, much like Columbia River PUD allows. After discussion, Brown agreed to return with more information about the program.

**City Recorder Payne** reported...

- Added to tonight's agenda:
  - A contract payment.
  - A loan pay-off for CAT.
  - Authority to sign documents related to 391 S. 12<sup>th</sup> Street.
- Jay Tappan's term on the Columbia Learning Center Board expires May 31. He is no longer the Fire Chief. Does the City want to reappoint him or look for someone else? Councilor Locke will ask if he wants to continue.
- The 2017/2018 Oregon Blue Books are available for ordering. There will be one in the Council Chambers and one in her office.
- The annual Boards and Commission reception is April 20 at 5:30 p.m.

- She attended the City County Insurance Services Conference last week. The City received a plaque for 20 years with CIS.
- The Risk Management Coordinator has recommended we have a City Council member on the Executive Risk Management Team. They meet four times a year to discuss the risks in the City.

**City Administrator Walsh** reported...

- The Council had previously authorized him to enter into agreement for the 391 S. 12<sup>th</sup> Street property. Some of the construction documents require the Mayor's signature, which is why it's back on the agenda.
- In light of today's discussion of events, he will add the Western Display Fireworks contract to the agenda.

### **Council Reports**

Council reports were postponed until this evening's meeting.

### **Executive Session**

#### **ORS 192.660(2)(e) Real Property Transactions**

**Motion:** At 3:34 p.m., upon Morten's motion and Locke's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

**Motion:** At 4:30 p.m., upon completion of the executive session, Morten's moved to go back into work session, seconded by Locke, and unanimously approved.

### **Other Business**

No other business.



There being no further business, the meeting was adjourned at 4:31 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

  
Kathy Payne, City Recorder

  
Rick Scholl, Mayor