

City of St. Helens

CITY COUNCIL

Work Session Minutes

June 21, 2017

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor

Members Absent: Ginny Carlson, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Aaron Kunders, WWTP Superintendent
Bob Johnston, Building Official

Others: Ken Gates Chuck Daughtry Casey Wheeler
Cody Mann Chris Iverson Nicole Thill
Ernie Martin

Mayor Rick Scholl called the meeting to order at 1:00 p.m.



Visitor Comments

♦ Ken Gates, Board Chair of Columbia Pacific Food Bank. Their annual fundraising golf tournament will be September 11. He invites St. Helens to defend their title.

♦ Bob Johnston. He comes here as a citizen and a representative of the Homeland Security Incident Management Commission. He asks that the Spirit of Halloweentown event coordinator work with the Commission to help things run more smooth than the past.

City Administrator Walsh reported that Building Official Johnston has offered to step in and fill the role of the City's Emergency Management Coordinator. The Council was in concurrence.

Annual Report from Columbia County Economic Team (CCET)

CCET Executive Director Chuck Daughtry was in attendance to give a report to the Council. He distributed a handout to the Council members. A copy is included in the archive meeting packet.

- Oregon Manufacturing Innovation Center (OMIC)
 - R&D Facility
 - Old John Jersey building has been purchased by Oregon Tech and Business Oregon.
 - Temporary access road through West Lane Road.
 - Annexing the old Scappoose Sand & Gravel site into the City. That will allow it to connect to city services.
 - Applying for grants for infrastructure improvements.
 - Formed the OMIC R&D Board. He is an advisory member.

- Anticipating tremendous growth and economic improvement.
- Training Facility
 - Advanced manufacturing.
 - Registered apprenticeship programs, associate degrees, and certification programs.
 - Construction is pending site development approvals.
 - Funding is secured.
- Keep It Local Columbia County
 - Distributed buttons.
 - The CCET Executive Committee will act as the board of directors.
 - Working on grant applications and soliciting funds.
 - Inspire, support, and promote local businesses through education, campaigns, networking, and outreach.
 - 289 businesses are listed on the website.
- Waterfront Project
 - Potential investor at the Chinese consulate.
- Next Board meeting is Tuesday, August 22, 10 a.m. at Columbia River PUD.
- Annual breakfast is Tuesday, October 24, 8 a.m. at the Clatskanie Cultural Center.

Annual Report from City's Insurance Broker Hagan Hamilton

Agent Chris Iverson was in attendance to give an annual report to the Council.

- In an insurance pool with City County Insurance Services.
- This year brought some larger claims than normal that have been discussed at the Risk Management meetings.
 - A parks claim around \$100,000.
 - Sewer backups totaling around \$60,000.
- Distributed and reviewed a premium summary to the Council.
 - Currently carry \$20 million of liability insurance.
 - The top \$10 million layer will not be offered next year.
 - Substantial reduction in workers comp costs.
- Overall, it was a good insurance year.

Request from Hudson Garbage to Increase Garbage & Recycling Rates

Ernie Martin from Hudson thanked the Council for renewing their contract. The County has increased the transfer station tipping fee by 2.1%. Ernie is asking to pass the increase to the consumer.

The Council was in concurrence.

Request from City Slickers Relay for Life Team

The City of St. Helens is participating in Relay for Life, July 29, at the St. Helens High School track. Our team has already raised \$629! We are close to meeting our goal of \$1,000.

We are requesting City Council authorize up to \$200 from Council's discretionary fund for team supplies and luminarias. The luminarias will be placed around the track and lit in honor of cancer survivors and in memory of employees and Council we have lost to cancer.

A silent auction will be held on July 29. We are also asking the Council to donate three gift certificates in the amount of \$100 each to be used towards a City utility bill. All proceeds from the auction go towards Relay for Life and are credited to our team. Your generous donation of three \$100 gift certificates to the March kick-off carnival helped raise over \$250 in the fight

against cancer.

Be sure to join our team by going to www.relayforlife.org. There is no fee to register. See you at the St. Helens High School track on July 29!

Council President Morten expressed that the event is great for recognizing cancer survivors and victims. Three members of the Council are survivors. He encouraged everyone to get involved.

The Council was in concurrence to allow the team to spend \$200 on supplies and luminarias and \$300 on utility bill gift certificates.

Review Proposed Fees Schedule

Finance Director Brown reviewed the proposed fee schedule. A copy is included in the archive meeting packet.

Amendments to the proposed Parks fee schedule:

- List both McCormick Park pavilions (areas 1 and 4) as \$30 for a half day and \$40 for a full day.
- Existing McCormick Park pavilion should be "McCormick Park Veterans Plaza Pavilion."

Wastewater Treatment Plant Superintendent Aaron Kunders reviewed his division's proposed fees.

Discuss Potential Full-time Building Inspector in 2017/18 Budget

Finance Director Brown explained that this was discussed at the last meeting and Mayor Scholl asked what the effect would be of increasing the inspector to full-time. It would be a \$67,000 increase, not including professional development costs. He would make appropriations for this by decreasing the unappropriated fund balance.

Mayor Scholl notices a lot of dirt being moved around the City. OMIC will bring more people our way also. He wants to be proactive and give local builders the opportunity to build relationships.

City Administrator Walsh agreed. As long as there are revenues to provide for it, he sees a need. Building Official Johnston talked about the need for assistance with anticipated new development.

Discussion ensued about the cost to fund a full-time building inspector. Every department has a need for additional staff. Brown recommends recruiting a part-time inspector with the potential to increase full-time. Mayor Scholl disagreed and emphasized the need for a full-time inspector. He requested Brown come back to the next work session with a breakdown of numbers.

Discuss Citizens Day in the Park

- Saturday, August 12, at McCormick Park.
- The Z100 DJ can broadcast a public announcement but are not available to attend that day. However, they are willing to do a live broadcast during Spirit of Halloweentown if we provide a hotel room.
- IGA will provide and serve hamburgers and hotdogs.
- Submitted donation requests to:
 - Don's Rental
 - Safeway
- Highway 30 Cruisers will host a car show.
- Dutch Brothers will sell drinks at cost.
- Requested \$1,000 to purchase discs for disc golf, footballs, and other items for games; as

well as a DJ.

The Council was in concurrence with spending \$1,000.

Discuss 4th of July Festivities

- The Elks will be providing all the food; including, hamburgers, hotdogs, nachos, pulled pork, and more. They did not want to participate if there were competing vendors. Proceeds benefit local veterans programs.
- CERT is coordinating the parking. Tailgate parking is \$20/vehicle. They will retain half of the proceeds. Parking areas will be marked. No fires allowed.
- Alcohol sales are not proposed and will only be allowed on the Waterfront property.
- Balloon animals.
- Face painting.
- Rock wall.

Department Reports

Postponed until this evening's regular session.

Council Reports

Postponed until this evening's regular session.

Executive Session

ORS 192.660(2)(d) Labor Negotiations

ORS 192.660(2)(e) Real Property Transactions

ORS 192.660(2)(h) Potential Litigation

Motion: At 3:02 p.m., upon Locke's motion and Conn's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions, (d) Labor Negotiations, and (h) Potential Litigation.

Motion: At 4:08 p.m., upon completion of the executive session, Locke moved to go back into work session, seconded by Morten, and unanimously approved.

Other Business

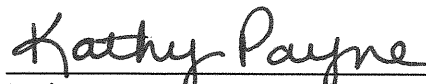
City Recorder Payne reviewed three items added to tonight's agenda.



There being no further business, the meeting was adjourned at 4:10 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Kathy Payne, City Recorder



Rick Scholl, Mayor