

City of St. Helens

City Council

Work Session Minutes

November 15, 2017

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Sue Nelson, Public Works Engineering Director
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner
Tina Curry, Event Manager

Others: Jay Tappan
Mark Comfort

- 1) **Call Work Session to Order**
- 2) **Visitor Comments**

- ♦ Jay Tappan. He is representing Toy 'n Joy and is requesting a donation from the City for the silent auction. Last year, the City donated a \$200 utility bill credit. Consensus of Council is to do the same donation as last year.
- ♦ Tina Curry. She asked for confirmation if the Council wants to keep the museum and gift shop open during the year. There is also an opportunity to sublease to artists and new businesses. There was no objection from the Council. City Administrator Walsh will prepare a lease agreement for Council approval.

Councilor Conn asked Tina when the remaining Halloween decorations will be taken down from the building. After discussion, Mayor Scholl directed staff to take it down.

Tina went on to report:

- The Christmas tree lighting will be held on December 9. Councilor Conn requested candy canes to hand out.
- The rocks will be moved closer to City Hall. She proposes to have a place for people to sit around a fire and roast s'mores on the weekends. Cameras were purchased to monitor the area. Mayor Scholl suggested incorporating Christmas lights with the Stonehenge.

- She will begin meeting with Spirit of Halloweentown participants the beginning of February.
- She met with CERT team members this morning. Changes are proposed for next year.

3) **Discussion Topics**

3.A Employee Length of Service Awards

Two employees have reached a milestone in their employment with the City of St. Helens. The following individuals will receive a certificate and pin.

10 Years

Guy Davis came to work for the City on October 22, 2007, as our Water System/Filtration Operator. Guy has been an integral part of providing clean water to the population of St. Helens.

Scott Williams began working for the City as a Patrol Officer. Then in 2007, he became one of our Code Enforcement Officers. In May of 2009, he took a term limited position as a Utility Worker I working on the City's Inflow & Infiltration project. He was hired permanently as a Utility Worker I in February of 2010 and has moved up to Utility Worker II where he currently works on many projects around the City.

Congratulations, Guy and Scott, and thank you for your service!

3.B Semi-Annual Report from IT Consultant Centerlogic

Max Stahl was in attendance to give his report.

- The front of the building will be re-wired at the beginning of next month.
- Need to migrate user folders over to a new storage.
- Having problems with the Library's people counters. Hoping to have it resolved tomorrow.

3.C Street Vacation Planning Commission Review

City Planner Graichen reviewed his memo with the Council. Does the Council want the St. Helens Marina street vacation to be reviewed by the Planning Commission for a recommendation before coming to City Council for a decision? After discussion, it was the consensus of the Council for the review to go directly to the Council.

3.D Schedule First Meeting for 2018 Spirit of Halloweentown

Tina distributed notes from the emergency management meeting earlier in the day. After discussion, it was the consensus of the Council to meet on February 15 at 7 p.m. Tina will announce the meeting and create an event. If there's not much of a response, the meeting will be held in the Council Chambers.

3.E Review Proposed Front Office Specialist Job Description

Finance Director Brown reviewed the job description. It is included on tonight's agenda for approval. Staff recommends:

- ♦ posting the job in-house, instead of through a temp agency
- ♦ forming group interviews
- ♦ testing the interviewees

Council was in concurrence to start the hiring process as recommended. Brown will bring back a timeline at the next Council meeting.

3.F Discussion Regarding Parks Funding

Finance Director Brown clarified that the item was added to the agenda to begin discussions on the next steps to fund parks.

Council President Morten referred to the map of the Ross Road property that was distributed to the Council. Dave Lawrence from Grace Baptist Church maintains the soccer field for youth sports and the golf driving range. The school district owns the adjacent property and the City owns two pieces on the other side for future park development. He asked what would need to be done to put driveways in to access the property for summer activities, such as baseball. Public Works Engineering Director Nelson responded that they would need to obtain permits and meet County road standards. Morten would like the Parks Commission to take a field trip to view the site. A long term member is very much in favor of using the site for parks activities.

Associate Planner Dimsho referred to the Parks Master Plan. The Ross Road property was identified as City property with a potential for park use. It would serve a number of properties that are currently not being served.

City Planner Graichen will work this in to future Code amendments. Mayor Scholl asked Graichen to see if there is an easement that runs through the property.

Discussion of parks maintenance. Walsh pointed out that one of the most important things is having a dedicated funding source for parks. Council President Morten talked about creating "Friends" groups for each of the parks. It has been very successful for Nob Hill and the various areas that the Garden Club has taken on. Mayor Scholl asked Morten to talk to the Parks Commission and find out how they feel about going out for a parks levy.

Visitor Comment from Mark Comfort

Mark is here to talk about a piece of property on Firway Lane that has an LID. It's owned by Shin Pack and is in foreclosure. Mark has made an offer on the property, subject to taking over the debt to the City. As of December, he owes \$82,723. Mark is willing to take that debt on if the City will extend the same deadline to him of 2019. As soon as he is able to sell his property and invest in this one, he will be able to pay the debt.

After discussion, Council concurred.

4) Department Reports

Police Chief Moss reported...

- Tina talked about a meeting held this morning. It only included emergency services, public works, and CERT volunteers. It focused on the areas those groups have control over. Areas for improvement include:
 - Have a liaison between emergency services and event staff.
 - Start planning for next year sooner.
- Interviews were held over the last couple weeks. Background checks are being conducted on the top three candidates to fill two positions. It would likely be mid-January before anyone is hired.

Public Works Engineering Director Nelson reported...

- She attended a Board of County Commissioners meeting last week with Columbia County Road Department Engineering Project Manager Tristan Wood. The Commissioners approved a contract with David Evans Associates to begin working on

the Gable Road Improvement project. Construction is proposed to begin in 2019. Council President Morten asked if there is opportunity with this project to fix the access into the businesses along Gable Road. Nelson said the consultant will be looking at that. It would require cooperation and financial obligation from property owners. The major issue they are asking for improvements is to the crosswalk at the high school and the entrances into the high school. Morten wants to be sure the adjacent property owners are alerted that it is being reviewed and request their input.

Library Director Jeffries reported...

- The Extension Service is holding a mushroom identification program at the Library tonight at 7 p.m.
- They may be opening a few minutes late on Monday, December 4, following an all-staff customer service training.

Finance Director Brown reported...

- All of the extensions for the auditor's contract have been exhausted. He proposes continuing with them for three years, based on their quote, with two one-year extensions. The quote is comparable with what they currently provide. Council concurred. Brown will return with a contract.

City Recorder Payne reported...

- Emphasized the importance of speaking into the microphones.

City Administrator Walsh reported...

- Tonight's agenda includes an extension of the agreement with EcoNorthwest for site development consulting services. Dedicated funds are still available but the agreement time is expiring.
- The agreement with Comcast is due by the end of the year.
- He's working with Council to update the Transient Room Fee Ordinance.
 - Prioritization of uses.
 - Updates to the electronic age; i.e., Expedia, Air B&B's, etc.
- Moving forward with the direct access franchise agreement to include industrial users who use energy throughout the City and don't pay the privilege tax.
- Working on the master planning efforts.

5) **Council Reports**

Councilor Locke reported...

- Requested an update on the dock electricity. Nelson reported that the contractor has ordered the parts. The new breaker is scheduled to be installed before the end of November.
- Requested assistance from the Council and permission to use the Council Chambers to feed the Christmas Ship captains. Council concurred.
- Working through issues with the new tenant of the Boise property. OLCC has multiple permits that take several months to complete.
- Working on Cascade issues as well.
- Gazette articles are due to Communications Officer Farnsworth the first week of December.

Councilor Carlson reported...

- Organizing the Elf on the Shelf scavenger hunt. It is scheduled to begin after Thanksgiving.
- A senior at St. Helens High School took their own life yesterday. Be aware of the kids silently seeking help.

Councilor Conn reported...

- Last night's Library Board meeting was cancelled. Committees continue to meet reviewing the Strategic Plan.
- The Library Board and Arts & Cultural Commission participated in the Trunk or Treat at the Police station. It was a great turnout.
- Scarecrow contest awards will be given at tonight's meeting.

Council President Morten reported...

- Talked to Bob Salisbury about the St. Helens Community Foundation. There are three components to the Foundation: 1) community development director; 2) finance person; and 3) insurance person. It's simple and not time extensive. He would like to see the City take it on. Walsh agreed with the need for the Foundation. Councilor Carlson suggested talking to the School District to see how they handle it.
- Reminded the Council that it's time to hold department head pre-conferences and complete evaluations.
- The Lions Club donated \$1,000 for trees. Parks seem to be successful when they have a theme. He suggested planting shade trees in Civic Pride Park.

Mayor Scholl reported...

- Reminded everyone to make sure storm drains in front of their houses are clear.
- Asked if Code Enforcement Officer Hartless is still working Saturdays. The homeless boater was back last weekend. Moss responded that he's working Monday – Friday now. He will likely work Saturdays during the busy boat season.
- Stay dry, warm, and safe.

6) **Executive Session**

6.A ORS 192.660(2)(e) Real Property Transactions
The executive session was cancelled.

7) **Other Business**

8) **Adjourn**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Rick Scholl, Mayor