

City of St. Helens

City Council

Work Session Minutes

February 7, 2018

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

Members Absent: Councilor Susan Conn

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Matt Brown, Finance Director
Neal Sheppeard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Terry Moss, Police Chief
Cindy Phillips, Municipal Court Judge

Others:

Gretchen Williams	Spud Sandberg
Cheryl Young	Leona Sandberg
Heather Epperly	Brent Keller
Kenny Allen	Julie Thompson
Nicole Thill	

1) **Call Work Session to Order** – 1 p.m.

2) **Visitor Comments**

- ◆ Gretchen Williams. She will be coordinating the Spirit of Halloweentown parade again this year for the Chamber of Commerce. It will be held on Saturday, October 6 at 3 p.m. She is seeking a grand marshal and sponsors. She will also be taking over the part of the Scarecrow contest that SHEDCO did last year, so will be working with the City. She proposes to change the voting process.
- ◆ Heather Epperly, American Family Insurance (AmFam). Requesting to move forward on a project. She distributed documents to the Council. A copy is included in the archive meeting packet. They are proposing a family scavenger hunt in the community. Families would take a photo with their logo and tag AmFam in the post. They would then be entered into a drawing to win a prize from a local business.

Council concurred with the request for scavenger hunt items to be placed on City property.

3) **Swearing In of New Police Officer Bryan Cutright Jr.**

Municipal Court Judge Cindy Phillips swore in our new Police Officer Bryan Cutright Jr. Congratulations, Bryan, and welcome aboard!

4) **Discussion Topics**

4.A Recognition of Spud & Leona Sandberg, Retiring from Ace Hardware

Mayor Scholl presented Spud and Leona with a certificate of appreciation for their contribution to the community.

4.B Semi-Annual Report from Senior Center - Cheryl Young, Center Manager

Cheryl Young reviewed her report. A copy is included in the archive meeting packet. If the cities and community members do not step up and do their part, St. Helens will lose their meal program like Scappoose did. The St. Helens program delivers 80-100 meals a day and they'll be adding about 40 meals to help Scappoose. The thrift store continues to do well and financially supports the meal program.

Council President Morten suggested that Cheryl approach the County for funding assistance as well. Cheryl confirmed that they have reached out to the County and State officials.

Councilor Carlson asked for an update on the HVAC system. Cheryl confirmed that is all working now.

4.C Annual Report from City Forester - Brent Keller of Mason, Bruce & Girard

Brent Keller reviewed his report. A copy is included in the archive meeting packet.

4.D Annual Report from City Auditor for FY 17/18 - Kenny Allen of Pauly, Rogers & Co. PC

Kenny Allen reviewed his report. A copy is included in the archive meeting packet.

4.E 2nd Quarter Financial Report for FY 18/19 - Matt

Finance Director Brown reviewed his report. A copy is included in the archive meeting packet.

4.F 2nd Quarter Municipal Court Report for FY 18/19 - Matt

Finance Director Brown reviewed his report. A copy is included in the archive meeting packet. Municipal Court is currently operating at a net loss of \$67,000. Last year at this time, it was a loss of \$115,000 and the year prior was about \$88,000. Huge improvements have been made.

4.G Discuss Possible Sharing Agreement with Scappoose Public Library District - Margaret

Library Director Jeffries explained that the Scappoose Public Library District presented a proposal to share catalog software. It would allow for a slight reduction in cost of software maintenance and give them the opportunity to display resources for both libraries in their catalog. They both participate in the Passport program.

Jeffries is also requesting permission to apply for an LSTA Grant and continue the Passport program longterm.

Consensus of Council to share resources with Scappoose, apply for the LSTA Grant, and continue the Passport program longterm. The Council is very much in favor of collaboration to benefit the public.

4.H Continue Discussion on Parking at End of Strand Street - Sue
Public Works Engineering Director Nelson reviewed her report. A copy is included the archive meeting packet. Council discussed the options.

It was the consensus of the Council to mark the parking spaces on the west side of Strand Street as two-hour parking all the way to the end and stripe additional spaces when the weather allows.

4.I Review Request from Kellogg Supply for Preliminary Certification through Oregon Investment Advantage (Business Development Income Tax Exemption)
City Administrator Walsh reviewed the request. A copy is included in the archive meeting packet. There was no objection from Council.

4.J Discuss Agreement for Fourth of July 2018 Fireworks - John
City Administrator Walsh reviewed the fireworks display proposal. A copy is included in the archive meeting packet. The proposal does plan for the fireworks to be on the mainland and not the island.

Councilor Locke talked about SHEDCO wanting to take over Fourth of July activities. Consensus of Council to get more details of what they propose.

Councilor Carlson talked about the improved traffic flow by routing vehicles up Plymouth Street from the Waterfront property. She suggested having an officer at the intersection onto Old Portland Road this year.

4.K Discuss Un-billed Utility Billing Accounts - Matt
Finance Director Brown reviewed the list. A copy is included in the archive meeting packet.

- Senior Center – does not recommend billing them because they do not receive tax revenue.
- Rural Fire District – recommends billing them \$100/month, based on use, because they do receive tax revenue.
- Eisenschmidt Pool – recommends billing them \$1,000/month, based on use, because they do receive tax revenue.

Brown clarified that the school district does pay for water use, so he does not see a reason the other districts should not pay.

Council President Morten suggested notifying the Eisenschmidt Board to ease them into it.

Council talked about the Senior Center and quantifying the contributions the City makes.

5) Department Reports

Chief Moss reported...

- The 16th position was filled today. He's happy to have him on board.
- The candidate for the 17th position was in a car accident and broke his arm. He is about a month from being able to start.
- An officer is on leave for health reasons and will probably be out for two or three months.

- Distributed the annual report this week. Crime has decreased over the last year. The officers are doing a great job in the community.
- The Reserve Academy is taking place on Tuesday and Thursday nights in the upstairs conference room.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- The Library recently held a program about genealogy. There was so much interest, that a monthly genealogy group is being formed.
- The next Civics for Adults workshop will be held February 15.
- The Youth Librarian is teaming up with the St. Helens High School to offer a session on 3-D printing and vinyl cutting in April. It will be for kids aged 12-15.

Finance Director Brown reported...

- The City Prosecutor and Judge both have contracts that expire at the end of June. He will bring discussion back to the next meeting of whether the Council wants to continue those contracts or do something different.

City Recorder Payne reported...

- City Hall Clean-Up Day was held last Thursday. It was a successful day and she appreciates the time Council allowed staff. She anticipates one more session in six months and then maintain it by closing one day a year after that.
- Attended an active shooter training last week. Homeland Security recommends that we create an active shooter plan for our buildings. She'll be working on a plan.
- She and Building Official Bob Johnston are attending a training in Astoria tomorrow for Agility (disaster) Recovery.
- The Employee Banquet is Friday at 5:30 p.m. Twenty-six employee of the year nominations were received for 11 employees. The judge panel all said that we have a great group of employees working for the City and she agrees.

City Administrator Walsh reported...

- The cannonball safe was uncovered and brought into the Council Chambers on the cleanup day. A locksmith will be coming to get it open. It fits well with the historic pictures in the room.
- He had concerns about the proposal from American Family Insurance to come into the parks as part of their business. Does the Council want to make that a sponsorship opportunity? He'll look into that further.
- Gretchen Williams made a proposal to help with the Spirit of Halloweentown parade and scarecrow contest. He is concerned that she is taking both of these on individually and not as an organization. He would like more time to confirm the parade date. The scarecrow contest has typically been handled by the City.

6) **Council Reports**

Councilor Locke reported...

- Community Action Team has lost funding over the years, which included funding for Meals on Wheels. Unfortunately, other programs are suffering as well. How do you determine which one is the greatest need?

Councilor Carlson reported...

- Deputy City Recorder Lisa Scholl sent a message asking for volunteers to take over the Relay for Life Captain position. She didn't receive any response. There will not be a City team this year. Is Council okay with that or do we need to make it a priority? She suggested dividing the duties between several people and not just one. Fundraising can be minimal effort. Columbia County Relay for Life is really just looking for involvement from the City to show their support. Council President Morten talked about the amount of work involved. He agreed with continuing participation but simplify the participation. Carlson will talk to Scholl and Payne about what can be done to simplify it.
- There was discussion about benches, picnic tables, and garbage cans being added to the Waterfront property. She suggested putting benches we already own on the property.
- There was discussion about naming the St. Helens Industrial Park and posting a sign. What is the status of that? Walsh updated the Council on the status. He has been working with the consultants, Columbia County Economic Team (CCET), and researching funding.
- Youth Council met with Judge Grove to talk about Teen Court on Monday night.

Council President Morten reported...

- The next Parks Commission will include discussion about an improved facility at Sand Island.

Mayor Scholl reported...

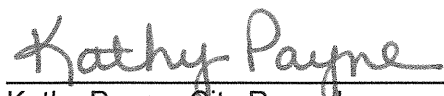
- He's been excited about the upcoming development and sharing it when people ask. He understands that it appears to move slow to the public but it's moving quite quickly by government standards. He encouraged Council not to get caught up in the drama.
- Thanked Public Works for the cleanup work they have done on the St. Helens Industrial site property.

7) **Other Business**

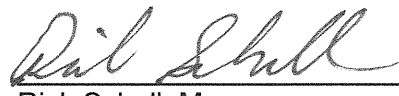
8) **Adjourn – 3:45 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Kathy Payne, City Recorder



Rick Scholl, Mayor