

City of St. Helens

City Council

Work Session

March 21, 2018

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Margaret Jeffries, Library Director
Neal Sheppeard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Terry Moss, Police Chief
Aaron Kunders, WWTP Superintendent
Jacob Graichen, City Planner

Others:

Teresa Knight	Julie Thompson
Steve Topaz	Stephanie Patterson
Nicole Thill	Tina Curry
Leah Tillotson	Mitzi Ponce

- 1) **Call Work Session to Order - 1:00 p.m.**
- 2) **Visitor Comments - Limited to five (5) minutes per speaker**
 - ♦ Teresa Knight, Columbia Art Guild President. Requested Concession Agreement fees be waived for their upcoming art event at the Columbia Center. They are a nonprofit organization and funds raised pay for next year's event and to save for a location to gather art in the community.

After discussion, it was the consensus of the Council to collect the Concession Agreement fee based on booth sales. Columbia Art Guild can then request the fee be donated back to them.

Teresa proposed the Columbia Art Guild and the St. Helens Arts & Cultural Commission work together to frame the 1958 storefront paintings. After they're framed, she proposes having an art show and with a car show displaying "Then and Now." She has received bids from:

Michaels: \$4,607

I've Been Framed: \$1,723

Mayor Scholl suggested that be displayed at Citizens Day in the Park on August 18. Teresa will see if they can get it together that quickly. It still needs to go to the Arts & Cultural Commission for review.

- ◆ Steve Topaz. He submitted his ideas in favor of a St. Helens ferry prior to the Council meeting. A copy is included in the archive meeting packet. He spoke to the environmental impact, economic impact, and long-term social effects.

3) **Discussion Topics**

3.A Discuss Possibility of Ferry To/From Washington - Mayor Scholl
After hearing Steve's ideas, the Council voiced their own.

Mayor Scholl

- Important for natural disaster relief.
 - The National Guard Armory would have direct access to the ferry.
 - Transportation for residents and employees to get home during an emergency.
- Reduction of emissions.
- Increase in good-paying jobs.

Councilor Locke

- This has been discussed many times and he has spent hours researching it.
- It's a great idea. Suggested Mayor Scholl begin looking at it again and bring the effected agencies together.
- Ship captains were not in favor of it.

Councilor Conn

- The Port of St. Helens expressed barriers.
- Legislators were not interested in pursuing it.
- Funding.
- It's necessary and it's the future.
- Economic development takes place along I-5. It can affect our:
 - Transportation
 - Employment
 - Disaster relief

Council President Morten

- It's all there and makes sense. Getting agencies on board is the issue.
- No support from State legislators and ODOT.
- Approached City of Woodland several years ago and did not receive a response.
- Suggested the City form a resolution in support of a feasibility study for a ferry.

City Administrator Walsh

- Complex project. Suggested it be elevated through the Waterfront Redevelopment project, since the State is part of it.

Councilor Carlson

- Expressed that some of our community members would be opposed to inviting I-5 into our backyard. They don't want to live in Jantzen Beach and connect to I-5. We saw what happened when I-5 was closed and traffic was routed through our community.
- Encouraged more citizen outreach.

The Council was 4:1 in favor of a resolution in support of a feasibility study for a ferry.

3.B Request to Donate Audio Cassettes to Columbia County Museum Association - Margaret

Library Director Jeffries reviewed the request. A copy is included in the archive meeting packet. The Council was in support of the request.

3.C Request Authority to Spend up to \$16,000 for Painting Exterior of Columbia Center - Margaret

Library Director Jeffries reviewed the request. A copy is included in the archive meeting packet. Council was in consensus to allow Jeffries to spend up to \$16,000 for painting the exterior of the Columbia Center.

Councilor Locke pointed out areas on the steps that are a safety hazard. Someone distracted could fall off the ledge. Jeffries will look into it.

3.D Review Annual Recommendation to Adjust Cascades Reserve Allocation - Sue

Public Works Engineering Director Nelson reviewed the report. A copy is included in the archive meeting packet.

Councilor Locke asked what the increase was for solids being added to the lagoon since the clarifier broke down. He will recuse from further discussion because his wife works for Cascades.

WWTP Superintendent Kunders explained that the clarifier has been down since August 2015. He does not have an exact number on the solids. He will be reviewing his report with more details. Nelson added Cascades's allocation was 52.9% in 2015. This year, it's being adjusted to 86.3%. That's how much more loading they are responsible for.

Department Report - Aaron Kunders, WWTP

- Cascades pre-treatment permit was issued in February. It was effective March 1. The compliance schedule gives the City more control over the amount and types of waste.
- In early 2016, the State Pre-Treatment Coordinator performed an audit.
 - The biggest issue that needs to be addressed is a local limits, which is a study of what is in our waste stream that comes from the domestic side. It shows what our system can handle. Steve Anderson was hired to help with that. He has compiled the report and is waiting for final approval.
 - Procedural and documentation inadequacies were found. They have all been corrected and approved.
 - There is a lack of adequate resources. They recommend additional staffing.
- Improvements have been made to lift stations.

Council President Morten thanked Kunders for being here. He asked Kunders what the City's liability would be if Cascade left. Kunders responded that he is not familiar enough with the lease to answer that completely. If they are responsible for taking out all of the sludge, we have

a very large lagoon for a very small town. If they don't have to take care of the sludge, the City would be liable.

Mayor Scholl wants to put our most aggressive attorney on this. Cascades needs to repair the clarifier.

3.E Review Low Income Water-Sewer-Storm Assistance Program Proposal - Matt Finance Director Brown reviewed the program proposal. A copy is included in the archive meeting packet. It is included on tonight's agenda for approval. He does propose one change. The agreement says that CAT will issue vouchers to Utility Billing as payment. He requests it be simplified. The City will send CAT a check for the annual amount and CAT would cut an actual check for the user to pay Utility Billing. That makes it easier and faster to process.

4) **Department Reports**

4.A Public Works Department Report

4.B Administration/Community Development Department Report

Event Manager Tina Curry reported...

- 13 Nights on the River
 - Bands have been selected.
 - Postcards have been ordered.
 - Have assigned almost all the vendor carts.
- Spirit of Halloweentown
 - Museum of Peculiarities and Gift Shop has been busy.
 - Easter photos available.
 - Rock painting has been successful drawing people from out of town.
 - Received a letter from a little girl in Brandon, Texas. She loves Halloween, especially Sally, who lives in Halloweentown. Tina would like to send a reply. That gave her the idea of encouraging people to send their favorite character a letter and when they come visit, there will be a coin available for them to pick up.
 - Receiving several emails a week asking when they should come visit.
 - Attended the CCEC meeting in Portland. Will work on applying for grants with other cities in the County.
 - Thank you to Cascadia Home Loans for sponsoring the museum for three months.
 - Have assigned almost all of the vendor carts.
- 4th of July
 - Cascadia Home Loans proposed an idea of a singing contest to raise money for fireworks.
 - Walsh proposed a fundraiser idea of making a donation in memory or honor of a person who makes 4th of July special for them.
 - Some of the funds raised will go to veterans services.
- Sponsorships have raised about \$15,000.
- Festival of the Fairies
 - Set-up has begun.
 - Community members are contributing props.
 - Hopes to have it open by the end of April.
- Thanked Public Works crew and Administration staff for all of their assistance.

- The first merchants meeting was very successful. The next meeting is Tuesday. There should be over 20 people in attendance. Much of the concerns from the first meeting have already been addressed.

Mayor Scholl said that everyone is welcome to be part of the events. However, you have to play by the rules and SHEDCO has not been. The Council is in support of Tina and what she is doing. Councilor Carlson appreciates what Tina has done to protect the City.

Walsh talked about the rekindled relationship with Travel Oregon and Travel Portland. Their support has been positive. They are seeing the results of our social media presence. In one month's time, the Spirit of Halloweentown page received 29 million views.

City Recorder Payne acknowledged how well Tina has worked with the merchants. Tina expressed that Stephanie Patterson has helped with that.

Police Chief Moss reported...

- The Police Department recently changed from iPads to a Windows based computer system in the vehicles to allow better access to databases. Tonight's agenda includes a declaration of surplus for those iPads to be donated to the School District.

Public Works Engineering Director Nelson reported...

- Thanked the Council for allowing Kunders to report today. One thing he mentioned was the pre-treatment program and needing additional staffing. Nelson and Brown have been in discussions about funding to address those concerns.
- Tonight's agenda includes two bids to award.

Public Works Operations Director Sheppard reported...

- The UTC Code changed for street signs about a year ago. The City has a surplus of spare signs. The City of Newberg recently implemented a program to sell the signs to citizens for \$5/each and received great response. He requested to do the same. Council concurred.

Library Director Jeffries reported...

- The Library's Book Club is being combined with Columbia County Reads this year. It will include all the County's libraries hosting Columbia County Author Willy Vlautin. He has written four books. St. Helens will host on Thursday, April 26 at 7 p.m.
- She and the Scappoose Library Director submitted a proposal to the State Library to pursue a union catalog. They have returned comments with how to strengthen the proposal. However, they felt that it was a strong proposal and grant funds are available. They are looking at hosting the data in the Cloud.
- Excited to have new Library Assistant Cameron Burkhart on board. He is a free-lance writer.

Finance Director Brown reported...

- The informational Budget Committee meeting was held last week. It included an opportunities list to generate discussion. One item on the list was a Facilities Maintenance Manager position. He apologized for not being clear as to what the opportunity is trying to accomplish. The position would manage properties and projects. He never intended to take staff away from Public Works and apologized to Sheppard and Nelson for the misunderstanding.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Received a request to pay half of the directors and officers insurance for the Columbia Tech Center. We have never received that request before and Council was not aware of it. Walsh will look into it further.
- Approached by a group of students who want to raise money to purchase cameras at the high school. They are proposing a walk around the Waterfront property. Typically, it is done with a Special Use Permit. They are proposing a weekend day in late May or early June. Councilor Locke suggested they bring the proposal to Youth Council.
- Met with Hudson Garbage earlier today about the recycling market. The recycling supply to China has been cut off. They are having to pay triple the amount to recycle. Hudson Garbage is proposing to either increase the cost to users or change what can be recycled. Hudson will bring a proposal back to the next meeting.

5) **Council Reports**

Councilor Locke reported...

- OR Grow Tech is moving forward on occupying the St. Helens Industrial site. He can take the Council on a tour in the next couple weeks if they're interested.
- Clarified the confusion of the disruption during the school walkout. It was the past Youth Council Chair and former member who was being rude during the event, not the current Chair.

Councilor Carlson reported...

- Excited about upcoming development.
- Diane Dillard is unable to attend tonight's meeting to receive her appreciation plaque. Carlson wants to take the time to deliver the plaque and flowers to Diane. Council concurred. Carlson and Conn will go together.

Councilor Conn reported...

- Groundbreaking tonight for the Columbia County Education Campus (CCEC).

Council President Morten reported...

- Interesting tour of the grow facility at Cascades. He was impressed by the clearing that Public Works has done. He hopes to continue clearing it to encourage new industries. He would like to see it included in the Budget opportunities.
- There were many things missing from the Budget opportunity list. He asked for the restructuring to be removed but apparently it's staying. If we restructure our government, it needs to be done right. The department leadership is equipped with the ability to make economic decisions. He looks forward to hearing from department heads.

Mayor Scholl reported...

- The Garden Club attended the Budget Committee meeting. He requested we reimburse them \$1,000 for the materials they have put into the triangle on Columbia Blvd. and around the Veterans Memorial. Carlson and Conn agreed with recognizing them for their time and funds spent on City property. Morten abstained from comment because he is a Garden Club member. Locke is concerned about the precedent it would set. There are a lot of people who do the same and do not get compensated. Scholl, Carlson, and Conn were all in favor of donating \$1,000 to the Garden Club with a Thank You card.

- Rezoning the Millard Road property needs to happen soon. There is an easement on Chase Road. He directed Walsh to move forward on rezoning it to a residential use.
- Would like to move forward on a Request for Proposals (RFP) position for the St. Helens Industrial Park. He talked about the need for a Grade and Fill Permit. Nelson explained that plans would need to be submitted with the permit application. A surveyor would need to map the area. Graichen pointed out some of the Planning regulations with moving rock. Walsh added that the first process would be the RFP for a contractor. Discussion of logging and rock removal on the property.

6) **Other Business**

7) **Adjourn – 3:29 p.m.**

Executive Session

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Rick Scholl, Mayor