

# City of St. Helens City Council

Work Session Minutes

September 19, 2018

---

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

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Crystal Farnsworth, Communications Officer  
Neal Sheppard, Public Works Operations Director  
Brian Greenway, Police Chief  
Margaret Jeffries, Library Director  
Sue Nelson, Public Works Engineering Director  
Adam Hartless, Police Officer  
Tina Curry, Event Manager

**Others:**

Debbie Millar	Tom Millar	Steve Harrison
John Millar	Nancy Whitney	Kevin Mahn
Colton Sharman	Kaitlyn Sharman	Kayla Sharman

1) **Call Work Session to Order - 1:00 p.m.**

3) **Visitor Comments - Limited to five (5) minutes per speaker**

- ♦ Nancy Whitney. She read her Letter to the Editor that was published in the Spotlight last week. She addressed what she believes are issues with waterfront property development, lack of event parking and access/egress, tourism, and event manager Tina Cannard.

Council President Morten gave Nancy a written response. Mayor Scholl responded to her parking comments letting her know where parking will be available. Spirit of Halloweentown events bring in over 40,000 tourists to the community. Businesses had record sales last October.

4) **Discussion Topics**

4.A Employee Length of Service Awards

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

### **30 Years**

**Diane Barbee** began working for the City on August 1, 1988 as a part-time Library Assistant. In 1994, she became a full-time Library Assistant. In 1997, she was transferred into a Library

Technician position and was promoted to a Library Technician II in 2009. Diane retired in 2016 but still works part-time for us as a Library Technician II.

### **20 Years**

In 1998, **Sheri Ingram** began as the Receptionist/Dispatcher for the Public Works Department. In 2007, she was reclassified to the Public Works Office Assistant.

### **10 Years**

**Nicole Woodruff** began working for the City in 2008 as a part-time Library Assistant. She was laid-off for a few months in 2009 but was rehired in October of 2009. In 2016, Nicole became a full-time Library Technician I.

**Congratulations, Diane, Sheri and Nicole, and thank you for your service!**

### **5) Department Reports**

Police Chief Greenway reported...

- He is putting together a presentation on the Mandalay Bay Mass Shooting. He will review what happened there and how we can learn from that incident to prepare for something that may happen here.
- Mayor Scholl asked Greenway to address parking and traffic for Spirit of Halloweentown. Greenway said emergency services have already started meeting as of last month to address response and emergency issues. Contingency plans will be put in place if traffic gets too backed up. September 27 is the next meeting. Greenway will be the incident commander for the event.

Public Works Engineering Director Nelson reported...

- Construction is anticipated to begin on Gable Road next summer. Adjacent to that is a section of Columbia Blvd. between Gable Road and Sykes Road. All the properties on east side are annexed. About half of west side properties are annexed in. The County asked if the City would accept that section of road once they are done with additional paving. The Gable Road right-of-way will be turned over to the City once the major improvements with this project are completed. Council President Morten had concerns about the cost and the improvement timeline since it has taken so long in the past. Nelson and Sheppard discussed concerns. There was no objection from Council to consider accepting the section of Columbia Blvd. between Gable Road and Sykes Road.

Public Works Operations Director Sheppard reported...

- The Grey Cliffs Park restrooms has been delayed while they wait for electrical service.
- The Veterans Memorial groundwork should be done by the end of the week. They had to move projects around due to the weather.

Library Director Jeffries reported...

- Tonight's packet includes an IGA for approval between St. Helens and Scappoose libraries.
- Reviewed upcoming Library programs.

Finance Director Brown reported..

- Tonight's agenda includes a bid for the FARA building roof replacement.
- The Towing RFP is also on tonight's agenda for approval. He is seeking a Council representative to be involved in the review process.

- Moving forward on the FARA building remodel. Replacing a heating unit and the flooring will be more expensive than anticipated. The high school construction class will be doing the floor installation.

## 2) **Swearing In of New Police Officer Adam Hartless**

Mayor Scholl swore in new Police Officer Adam Hartless. Congratulations on your promotion from Code Enforcement Officer to Police Officer, Adam!

## **Department Reports Continued**

Event Manager Tina Curry reported on Spirit of Halloweentown activities...

- Anticipates spending between \$5,000 – 6,000 on porta potties. Parks Field Supervisor Thad Houk suggested purchasing some for the City. They could be used elsewhere during City events and recreation program activities. Does the Council want to buy some or continue renting them? Councilor Conn asked if we would be responsible for maintenance. Tina said no, we would contract with Hudson Garbage for maintenance. Mayor Scholl said he's been in contact with the owner of Hudson about working on a price for the porta potties. Tina said that bathrooms are no longer in parking lots. There will be a bank set up in one central location. Councilor Conn asked if there is storage space if we buy them? Sheppard said yes. They can be stored on the Boise property. Council President Morten sees a need for more in the parks. He would like to see costs. Finance Director Brown pointed out that costs could be shared between the Parks and Tourism budgets. Tina will report back with cost.
- There is a record number of vendors participating year, which is good since Klondike closed.
- T-Mobile is a new City-wide sponsor.
- Marnie will be returning on October 13. They are expecting almost the entire cast. It will be a very busy weekend. Council President Morten asked Tina to clarify how Marnie is coming back again without the City spending a lot of money. Mayor Scholl said he would speak on that since he is able to and isn't under contract. The City was contacted by Craig Marquardo about what he read in the newspapers surrounding Marnie not returning. They worked on a contract with Marnie and her agent and worked out a deal that is almost the same as what the City paid last year. Tina saved the City a lot of money by advising the Council to not pay what was originally being asked for Kimberly's return.
- The parade is coming back as well, thanks to American Family Insurance and Heather Epperly.
- The Chamber is stepping up and doing three new activities.
- Shoestring now has a brick and mortar next to 2Cs and will also have a variety of activities that are Halloween related.
- Top Notch is going to be doing activities inside their store for more of the local families to bridge gaps on weekends that aren't as busy.
- Lots of other annual activities are coming back as well.
- Mayor Scholl said any business that thinks they are going to be negatively impacted by Spirit of Halloweentown or it hasn't benefitted them should contact him directly to discuss.

Communications Officer Farnsworth reported...

- Encouraged Council to attend First Thursday on October 4 in the Columbia Center Auditorium at 7 p.m.

City Administrator Walsh reported...

- Passed around a letter of thanks from the Lions Club.
- Tentatively scheduled a Waterfront Redevelopment Public Forum on October 17 to update the community on the project.
- Talked about the priorities the League of Oregon Cities (LOC) will be advocating for, based on City responses.
- Working on an updated IGA with the Fire District for Fire Life Safety plan review.
- Spirit of Halloweentown is good for the City, County, and region.

6) **Council Reports**

Councilor Locke reported...

- Nothing to report.

Councilor Carlson reported...

- Youth Council is moving forward with selling reflectors. There are a lot of Halloween and Christmas themes. They will be selling them at the Fall Festival at St. Frederic's Church.
- Looking at going to open houses and club rush at schools to recruit for Youth Council. There has been talk about hosting an open house but it never gained traction. The students were interested in going to the school to recruit, rather than trying to bring them here. Council concurred.
- Saturday is the suicide prevention walk. She spoke with the CIT Program Coordinator Brianne Mares. She is looking into modifying it for Court and other needs.
- There has been a lot of discussion on social media about expanding the waterfront property. People seem to think it will be a parking lot. Council has already made the decision that it will be an expansion of Columbia View Park.

Councilor Conn reported...

- The Out of the Darkness walk is Saturday, 8 – 11 a.m. at Scappoose Middle School.
- There is a Senior Center open house on Saturday, 11 a.m. – 3 p.m.
- The Suzanne Bonamici Town Hall meeting is at Scappoose Middle School on Saturday.
- There are four vacant position on the Library Board. Interviews will be conducted followed by appointment recommendations.
- She and Walsh attended the Columbia County Tourism Steering Committee yesterday. They are looking at the opportunities and future of tourism county-wide.
- She would like to see more activities that highlight the river.

Council President Morten reported...

- Congratulated everyone at the swearing in and length of service awards.
- Talked about the LOC voting. Committees are formed to lobby the legislature for each of those priorities. He has sat on several of those committees and they are productive through the legislative process. It's a very worthwhile endeavor.
- He was called by Nancy Whitney. He told her to come to Council and air her opinions. He couldn't answer all her questions on the phone. She had a problem with the street closure process. Morten would like to see the process streamlined so residents can come forward if they have a problem. We need to make sure police and fire have to sign off. Nancy said stuff wasn't documented properly. The process needs to be cleaned up. Tina clarified the street closure process for Halloween.
- Asked for the area around the Cascade Tissue sign to be cleaned up. The cedar trees are dying and need to be pulled. Council directed Public Works to clean the area up.

Sheppeard asked for clarification that they were just talking about the trees there. Council concurred.

- Kudos to Public Works for their accountability. The Council packet includes reports from all five divisions in Public Works. It sets a good precedence.

Mayor Scholl reported...

- Getting ready to go to the LOC conference. He met the new LOC director recently at the Mayors Association conference.
- Hwy 30 Cruisers Cruisin' the Gut is happening this Friday. They are trying to set a new record for participants.
- Have a very good administration here. There is a lot of stuff that has been happening with the media and around the election. He's been trying to stay humble. The Council has the community's best interest in mind. He enjoys his job and helping the City. What he says is not always clearly reported.

7) **Other Business**

8) **Adjourn** – 2:32 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

  
Crystal Farnsworth, Communications Officer

  
Rick Scholl, Mayor