

City of St. Helens City Council

Work Session Minutes

October 3, 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
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Brian Greenway, Police Chief
Lisa Scholl, Deputy City Recorder

Others: Casey Wheeler Morris Malakoff
Leah Tillotson Nicole Thill
Steve Topaz

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

2) **Presentation of Plaque to Resigning Library Board Member Barbara Lines**
This item was cancelled due to the unavailability of Ms. Lines.

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

Mayor Scholl reported that they received a \$1.5 million Community Block Grant (CDBG) for the restoration of the new Columbia Pacific Food Bank building. Congratulations to Casey!

- ♦ Casey Wheeler. Gave kudos to Associate Planner Jenny Dimsho for her work writing the grant application. They are very appreciative of the partnership with the City. Their biggest challenge has been capacity. The new facility will allow them to offer more services. They will be raising additional money through fundraising and grants. The new location will be at the old Columbia Feed and Seed store.

4) **Discussion Topics**

4.A Employee Length of Service Awards

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

15 Years

In August of 2003, **Lisa Scholl** became the City Planning Secretary where she served until November of 2010 when she became the City's Administrative Assistant. In 2015, her position was reclassified into the Deputy City Recorder position where she currently serves.

10 Years

Stewart Hartley came to work for the City in August of 2008 as a Wastewater Treatment Plant Operator III. In 2012, he received his certifications to become an Operator IV where he continues to serve.

Congratulations, Lisa and Stewart, and thank you for your service!

5) Department Reports

Chief Greenway reported...

- Tomorrow is the first First Thursday community meeting at the St. Helens Public Library. The topic will be Halloween safety.
- Elijah Merkwon is graduating from the Academy on Friday.
- The new code enforcement officer begins October 16.
- The annual Trunk-or-Treat will be October 31, 5 – 8 p.m. at the police station.

Public Works Engineering Director Nelson reported...

- Neither she nor Sheppard will be at the October 17 Council meeting. They will be attending the American Public Works Association (APWA) conference in southern Oregon.
- Still waiting for the electrical service at the Grey Cliffs Park restroom.
- Columbia County Traffic Safety Commission is seeking a youth member interested in traffic safety and education. They meet the first Wednesday of each month at 7 a.m. The meetings typically last an hour to an hour and a half.

Public Works Operations Director Sheppard reported...

- Logging operations will begin at the tree farm next week.

Library Director Jeffries reported...

- Last night, a speaker gave a presentation on her time trekking and teaching in the Himalayas. It was well attended.
- Next Tuesday, October 9, at 7 p.m., there will be a presentation and exhibit titled: Architecture of Internment, the Build up to War Time Incarceration. It examines how Oregonians participated in the decision to incarcerate Japanese Americans and Japanese immigrants during WWII.
- October 13 will be Indie Author Day. It will help people prepare for National Novel Writing Month (NaNoWriMo).
- The Garden Club is holding a fall plant sale on the Library's porch on October 13.

Finance Director Brown reported...

- FARA building update:
 - Currently being painted.
 - The roof will be replaced within the next few weeks, after work is done to one of the air conditioner units.
 - Bill Amos is helping with restroom renovations.
 - Hoping to open the gym to have seating for parents to watch their kids play.
- Associate Planner Jenny Dimsho and Recreation Coordinator Shanna Duggan applied for a recreation program grant. The City has received the \$20,000 grant from COLPAC Health to continue their build and program. They are working with COLPAC Health for an additional grant of \$15,000 for building renovations.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Thanked Casey Wheeler from the Columbia Pacific Food Bank for reporting on their project. It will be good for the community.
- The League of Oregon Cities (LOC) Conference was great this year. There was new leadership and a fresh newness.
- He was nominated and appointed to serve on the Oregon City Managers Association Board of Directors.
- A Waterfront Redevelopment update will be held on October 17. It's an opportunity to see the work that has been done and for the developer to report on his vision.
- We received a notice of award from Business Oregon through their Brownfield program to conduct feasibility work for repurposing all or part of the City's wastewater lagoon. It's \$100,000.

6) **Council Reports**

Councilor Locke reported...

- ACSP is within one week of getting their OLCC License.
- Asked what the schedule is for getting the Council notebooks replaced. Brown responded that they are due to be replaced any time. Locke suggested donating the current ones to the Community Action Team (CAT) Board when they are replaced.

Councilor Carlson reported...

- Youth Council will be selling reflectors once a month as a fundraiser.
- Youth Council will be teaming up with the Recreation Program to help at the November teen nights.
- Asked who is responsible for notifying residents when there are shrubs that need to be cut back for clear vision when turning. Sheppard responded that it's code enforcement. Greenway added that it would be a good opportunity for the new code enforcement officer to learn their way around the City. Nelson pointed out that some areas may be in the County's jurisdiction.
- She has seen people driving the Spirit of Halloweentown bus on the weekends. Is that something Kiwanis is doing or can people volunteer. Council President Morten responded that Kiwanis is doing it.
- Has received comments about the increased law enforcement presence in our community. People are noticing and are pleased. Greenway confirmed that they are focusing on proactivity to ensure the safety of the City.

Councilor Conn reported...

- The Library Board conducted interviews last Saturday for three vacant positions. They should be making a recommendation at the next meeting.
- Advertising for vacancies on the Arts & Cultural Commission.
- Attended a Chamber meeting on October 27. They are looking into the possibility of having a local leadership training.
- Attended a Disaster Preparedness meeting that talked about bridges and emergency routes. It focused on how we will get around after a disaster.
- Attending the CIT Conference in Kennewick, WA next week.

Council President Morten reported...

- Hats off to the Chief for seeing the need for a code enforcement officer. Greenway confirmed that the new code enforcement officer will begin on October 16. Morten said that position is a priority of the Council's.
- Asked for an update on the Veteran's Plaza. Sheppard reported that they have poured 75% of the main floor. There was a slight change with the existing memorial. They decided to move it out and make it a flower garden. The cannon has temporarily been moved to the Parks office.
- Casey mentioned cooking classes at the new Food Bank. He asked where that funding will come from. He has received calls from veteran services asking to use facilities for different types of therapy, including art therapy.
- Attended the LOC Conference. He spent a lot of time with our senators, pushing our \$15 million Build grant. They are very positive about that grant. They have been in contact to make sure our application rises to the top. It's one of the top three in the state.

Mayor Scholl reported...

- Happy belated birthday to Morten.
- Attended the LOC Conference. It was good to network. They talked about affordable housing, PERS, carbons and emissions, and training police and losing them to larger jurisdictions.
- Reminded everyone about the October 17, 6 p.m. Waterfront Redevelopment public forum.
- Toured Autzen Stadium in Eugene. They talked about security at large events.

7) **Other Business**

8) **Adjourn** – 1:46 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Rick Scholl, Mayor