

City of St. Helens

City Council

Work Session Minutes

October 17, 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
Brian Greenway, Police Chief
Crystal Farnsworth, Communications Officer
Jose' Castijella, Police Sergeant
Joe Hogue, Police Lieutenant
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner
Tina Curry, Event Manager

Others: Steve Topaz Ryan Alford
Nicole Thill Morris Malakoff

- 1) **Call Work Session to Order - 1:00 p.m.**
- 2) **Visitor Comments - Limited to five (5) minutes per speaker**
No visitor comments.

3) **Discussion Topics**

3.A Presentation from Enterprise Fleet Management

Ryan Alford from Enterprise Fleet Management reviewed a PowerPoint presentation. A copy is included in the archive meeting packet. In response to questions from Council, Ryan said:

- Maintenance will be handled by local resources.
- The City will be assigned an account manager and account coordinator. They will meet at least three times a year.
- Reports will be available online.
- Will submit an initial recommendation. There is no minimum or maximum number of vehicles per year. It can be phased in.
- They will advocate for the City if they receive a vehicle that has continuous problems. It would need to go back to the dealer for warranty work.
- Will bring the best deals to the attention of the City, even though the make and models may vary.

- Enterprise won a national RFP for a national co-op called Sourcewell. The City is already a member of Sourcewell. It makes it easy for the City to step into the program.

Mayor Scholl pointed out the budgeted amount for purchasing new vehicles. He asked Finance Director Brown how this proposal would affect the budget. Brown explained that each department sets aside a certain amount of money for vehicle replacement, as well as paying their fair share of equipment maintenance and fuel. When he and Ryan initially met, it was specifically about the Police Department vehicles. He explained how the monthly payments would cover multiple vehicles rather than purchasing one outright. Ryan explained how they would help sell police vehicles as well.

Sgt. Castijella addressed how the program would benefit the police department. Much of the maintenance that's done is outsourced to Emmert Motors, Eaton's Tire, Les Schwab, or the transmission shop in Warren. It's not being done through the City's maintenance facility. They are already working with local businesses, like what Enterprise proposes. It will be kept local. The City's Joint Maintenance facility is limited to oil changes and tire repairs. Their vehicles need to be replaced at a shorter turnaround. They need to consider safety when they're operated at a high speed. This program makes sense. He researched the program and didn't find that anyone was losing money. The website allows you to download reports right away and can even be done during a meeting.

Councilor Carlson asked how antiquated vehicles play into retention of officers. Chief Greenway recognized the officers in attendance on their own time. They are passionate about this. They want the best equipment available. More officers are killed in vehicle accidents than gun fire. The program will help with longevity and attracting new officers. Carlson sees it as another way to take care of employees. Greenway said another benefit is the new technology changing in vehicles all the time. It will prevent them from going 10 years and spending an enormous amount of money.

Councilor Conn pointed out that it will have a positive effect on insurance cost. Brown believes it will likely even out since they're newer vehicles.

Finance Director Brown explained that it is a lease. They have the option at any time to end the program. They can either purchase those vehicles or go back to purchasing one vehicle a year.

Mayor Scholl asked how many they are considering at this time. Brown explained that there is \$100,000 a year in the Police Department equipment fund. That includes vehicles and maintenance. This program would allow them to start with 9-10 vehicles and still pay that same amount. It may be best to start with the patrol vehicles. If it's successful, they could choose to branch out to City Hall and Public Works.

Brown talked about the ability to track vehicle maintenance. It will help them determine when it needs to be replaced. Right now there is no tracking program.

Castijella talked about vehicles being better take care of when they're assigned to one officer. Everyone wants to drive the new car.

Mayor Scholl asked how big the police department fleet is. Castijella said there is nine. Brown proposes for this program to start in the police department. If other departments are interested they can join later. Council President Morten pointed out that this will affect the Joint

Maintenance Facility by lightening their load. It sounds very efficient for police. He would like to vet it more extensively before pursuing the program for Public Works.

After discussion, it was the consensus of Council for Brown to finalize the contract. It will come back to the Council for approval.

3.B 1st Quarter Communications Report - Crystal
Communications Officer Farnsworth reviewed her report. A copy is included in the archive meeting packet.

Council President Morten is working on visiting every household in the City. He is hearing from people who depend on social media for the most up-to-day information. They're not getting completely accurate information from other sites. Farnsworth agreed that it's a national problem. The City can combat that by continuing to push information out, pay for advertising on social media, link to the website for more information, etc. She has been researching the possibility of starting regular mailings again. They would be included in the monthly utility bills.

There was discussion about the City getting information out as soon as possible, to help squelch the rumors and misinformation on social media sites. Council directed Farnsworth to come back with cost estimates for paid advertising and suggestions on getting information out quicker.

3.C 1st Quarter Financial Report - Matt
Finance Director Brown reviewed his report. A copy is included in the archive meeting packet.

3.D Review Request for Proposals for Wayfinding Signage - Jenny
Associate Planner Dimsho reviewed the RFP. A copy is included in the archive meeting packet. The project has been three years in the making.

Council President Morten asked if the Wayfinding Signage will remain in place when the Urban Renewal Plan is developed. Dimsho responded that Urban Renewal will be a funding source for future signage.

3.E Update on Riverfront Connector Plan - Jenny
Associate Planner Dimsho and City Planner Graichen presented the Draft Design Options & Evaluation Report for the Riverfront Connector Plan. A copy is included in the archive meeting packet.

Councilor Carlson emphasized the need for traffic safety calming on the Plymouth Street hill below Nob Hill Nature Park.

Discussion ensued about bike lanes. The consensus of the Council was to maintain bike lanes as much as possible.

Dimsho and Graichen presented a new plan for the triangle merging Old Portland Road and Plymouth Street. Council would like to hear what engineering staff and the consultants say after their meeting next week.

Council President Morten expressed safety concerns about backing out of diagonal parking spaces. He suggested making them back-in diagonal spaces. Graichen said that was

discussed. They could select an area and try it as a test run. He would need to consult engineering first.

4) **Department Reports**

Chief Greenway reported...

- Thanked you to Council for listening to the Enterprise Fleet Management proposal and thank you to Brown for spearheading it to save money for the City.
- The First Thursday topic for next time is active shooter scenarios.
- Trunk-or-Treat will be held at the Police Department on October 31.
- Attended a meeting yesterday with the Columbia County Sheriff's Office and other department heads to discuss collaborative training efforts for an active shooter program. It is spearheaded by the Columbia County Sheriff's Office and Hillsboro Police Department, who has a nationally known program. Greenway is working on incorporating the St. Helens School District into the program so they know their protocol in the event of an incident. There will be a training exercise at the school this Friday. His goal is to make this the safest school in the nation.
- Lt. Hogue spoke with the Council about transitioning from the Clatskanie firing range back to the Columbia County Sheriff's range. The insurance and contract attorney have both reviewed the agreement and given their approval. It is a cost savings by not traveling as far and paying additional overtime. He is requesting Council approval.
- Updating the Deadly Force Plan and Major Crime Teams Plan.
- Spirit of Halloweentown was a huge success from the First Responders point of view. There were no incidents, no arrests, and no medical calls. A debriefing will be held next week.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Brown reported...

- The deadline to submit towing RFP's is tomorrow. He asked if anyone from the Council would like to sit on the review panel. If not, he will have staff review.
- A lot of upgrades are being done at the FARA building. He and Recreation Coordinator Shanna Duggan have been over there almost every day for quite a while. He has had to call the police twice, because there have been RVs or cars that have tried to camp there. Public Works has also called them in when they've seen it. Is there an option to put up a fence to delineate the property? There was dog droppings in the same location of an outdoor kids program. Council President Morten would like to have time to think about it. Councilor Carlson likes the space open. How hard would it be to have a dog receptacle station? Councilor Locke pointed out that there's a dog park a quarter mile away. He suggested signage identifying it as private property. There needs to be a transition period. Councilor Conn agreed with a barrier between the traffic and children's activities. Consensus of Council for Brown to work with Public Works to install signage. Jeffries added that the Library is also having problems with overnight parking and dog feces. Mayor Scholl pointed out that it may be an issue for Code Enforcement to handle.

City Recorder Payne reported...

- Does the Council want to have a Trunk-or-Treat booth this year? It was the consensus of the Council to not have a booth this year.
- Significant cleanup had to be done after the last parade. There is nothing specified in the parade permit application about cleanup. Staff has been discussing the requirement of a

deposit. The deposit would be held until after the event. If the cleanup was done, they would get their check back. If not, the City would use the funds to offset the cost of Public Works cleaning up. Mayor Scholl wants to make sure that the deposit is affordable to not discourage parade organizers. Councilor Carlson suggested Hudson Garbage be the last entrant in the parade and push garbage cans for the spectators to throw their garbage away. Discussion of the parade organizer to clean at the end or pay for the street sweeper to come back and clean up after. Payne will come back with a proposal based on the discussion.

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

- The structure of the crowd has changed by holding four pumpkin lightings instead of one.
- The first weekend of the month had a fantastic turnout. The vendors reported significant revenue compared to the previous year. It's attributed to great weather, promotion, and advertising.
- Having celebrities every weekend is making a positive change.
- She estimates 15,000 visitors have attended so far this month.
- Thanked police and CERT team for their work last weekend.
- Received nine calls from the Health Department about not having the bathrooms open or running water. She followed up with pictures confirming the bathrooms were open and had running water.
- Bank of the West is a new sponsor.
- Vendors are all really happy.
- The upcoming Grimm weekend is going to be really fun and entertaining.
- Ten couples will be getting married by Kalabar, followed by the hellish wedding reception.
- It takes community involvement to keep visitors as happy as possibly.
- Instituting new signage to help visitors.
- Met with the parade organizers afterward. They did a great job. They discussed new ideas to help the parade grow. People are already in contact with them to find out how they can get involved next year. The number of people who came to the parade was staggering. They're planning to have Hit Machine play on the final float to keep people from following the front of the parade.

5) **Council Reports**

Councilor Locke reported...

- The tenants at Boise had a malfunction during an electrical shutdown at the Mill. It caused them to lose their cameras and backups. They are working on a solution.

Councilor Carlson reported...

- Wants Chief Greenway to put the Reindeer Run on his radar. The proceeds benefit the Reserve Academy.
- She wants to see follow-through on the signage to the industrial park. She appreciates the cleanup that was done around it.
- Received a few new applications for Youth Council.
- Youth Council will be using some of their funds to purchase sweatshirts to wear during outdoor events.
- Councilor Locke is working on the Christmas Ships dinner.

- The first Teen Night is this Friday at the FARA building. Youth Council will be there helping. Consensus of the Council to name that building the "St. Helens Recreation Center."

Councilor Conn reported...

- Attended the Northwest CIT conference in Kennewick, WA last week. She talked about the classes she participated in and incorporating them into our current programs.
- Will have appointments to the Library Board at tonight's meeting.

Council President Morten reported...

- It's been interesting walking around the entire city campaigning. It's a great opportunity to communicate and get ideas from the public. Most of what he has heard has been good.
- The Veterans Plaza Expansion Project at McCormick Park will not be 100% complete by Veterans Day. The celebration will be held on 11/11 at 11 a.m. Veterans day falls on a Sunday this year. It's sacred on the 11th and will not change to another day. He's looking forward to it. It's been a collaborative effort between the veterans, Andrew Niemi from Lower Columbia Engineering, and the City. Thank you to everyone involved.

Mayor Scholl reported...

- There is a burn ban in effect. He is requesting the City's burn period be adjusted to the first week of November through Thanksgiving. Council gave the Mayor authority to adjust the dates based on the burn ban schedule.

6) **Other Business**

7) **Adjourn** – 4 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Kathy Payne, City Recorder



Rick Scholl, Mayor