

City of St. Helens City Council

Work Session Minutes

November 7, 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
Sue Nelson, Public Works Engineering Director
Joe Hogue, Police Lieutenant
Sam Erskine, City Prosecutor
Amy Lindgren, Municipal Court Judge
Tina Curry, Event Manager
Riki Thompson, Municipal Court Clerk
Jose' Castilleja, Police Sergeant
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner

Others:	Herb Bailey	Patrick Trapp	Stephanie Patterson
	Jay Tappan	Wayne Weigant	Simon Date
	Mitzi Ponce	Don Patterson	Morris Malakoff
	Nicole Thill		

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

2) **Swearing in of New Police Officer Kolten Edwards**

Municipal Court Judge Amy Lindgren swore in new Police Officer Kolten Edwards. Welcome, Officer Edwards!

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

- ♦ Mitzi Ponce, representing 2Cs Vendor Mall. She reported on the benefits her store received during the month of October.
 - About 12,000 visitors came to her business during October. That's an approximate 24% increase from last year.
 - Raised \$1,149 in change to benefit the Kiwanis Children's Fair.
 - Had a 23% increase in the number of sales transactions.
 - Had a 16% increase in the average amount of sales.
 - Having the crowd spread out over four weekends allowed for a smoother flow in their store.

- They heard visitors talk about their satisfaction with the event, this was their second and third year visiting, and that they would be coming back mid-week to visit.
 - Their experience was positive.
 - Heard very few negative comments. It was primarily from people who came the last couple days of the month but that was poor planning on their part because they didn't check the schedule.
 - Thanked Tina for arranging the events and spreading them throughout all four weekends.
 - Thanked Council for supporting Tina. They had a tremendous month.
- ◆ Don Patterson, representing St. Helens Kiwanis Club, Daybreakers Kiwanis, and St. Helens Lions Club. They had the opportunity to raise money for their clubs by driving the shuttle and running the museum during Spirit of Halloweentown. Generally speaking, the people that came through the museum were very happy with it. They had people from all over; including Germany, North Carolina, and all over the western United States. That brought in a lot of additional money to local businesses. They repeatedly recommended restaurants within walking distance of the museum. A recurring comment he heard from people talking in the shuttle was how beautiful St. Helens is. That's a good reminder for those of us who have lived here a long time.
 - ◆ Herb Bailey, representing Hudson Garbage Service. They are starting their third annual Build-a-Bike program. They partnered with Walmart last year to build 120 bikes for DHS foster care. Their goal this year is 300 bikes. He is seeking help for building and delivering bikes. It's a great cause and the impact it has on the community is phenomenal. Employees work 10-12 hour days and then volunteer to help with the bikes.

Mayor Scholl encouraged Council to consider donating funds to help purchase bikes. He would also like to help build and deliver bikes. Finance Director Brown reported that Council has \$8,100 available for this fiscal year in discretionary funds.

Motion: Carlson moved to donate \$500 to Hudson Garbage for the bike project. Conn seconded.

Discussion. Carlson encouraged Hudson Garbage to show their progression on social media. She would like the community to see how much more Hudson Garbage does than just collecting garbage. Scholl suggested they do it on a Friday afternoon when the Council can come help and bring Communications Officer Farnsworth to take photos.

Vote: All in favor; none opposed; motion carries.

- ◆ Patrick Trapp, representing Port of Columbia County and St. Helens Kiwanis.
 - The Port is in the rezoning process at Port Westward. Hope to have a decision by the end of the year.
 - The Port and City have been working well together on business opportunities.
 - St. Helens Kiwanis is seeking red kettle bell ringing volunteers for the holidays. The 100 spots are about 40% full. The money raised goes to Holiday Hope within our community. Additional information can be found on the Kiwanis website.

- ◆ Simon Date, representing the South Columbia County Chamber of Commerce, reported on the month of October.
 - The Chamber received between 2,000-3,000 visitors. It was a really good experience. He thanked the Council for partnering with the Chamber.
 - The plan is to keep the Museum of Peculiarities and Oddities at the Chamber until they find someone else who needs the space. It will be open 11 a.m. – 3 p.m. on the weekends. It will allow the Chamber to remain open seven days a week.
 - There were 46 Booze Cruise participants on October 20. They learned a lot to improve for next year. He approximates 75% of the participants were from out of town, which is great for tourism.
 - The Chamber was recognized at the state level for Chamber Chats. He thanked the Council for being a part of it.
 - Releasing a new class schedule tomorrow. Classes are open to all members of the community.
 - Sexual Harassment
 - QuickBooks
 - Small Business Administration
 - Investigating a new digital billboard to announce upcoming events.
 - St. Helens High School Girls Soccer team sold 400 trees as a fundraiser. The trees will be planted along the Crown Zellerbach trail.

City Planner Graichen spoke regarding the Chamber's proposal to put up an electronic billboard sign. The Chamber building is largely within the Railroad right-of-way and abuts the City's right-of-way. The Council requested to view the proposal before a decision is made by Planning.

- ◆ Jay Tappan, representing the Merchant's Toy N Joy Committee. He requested a donation for the Toy N Joy auction. Last year the City donated a \$200 utility bill discount coupon.

Councilor Carlson talked with Luanne about donating a basket of items from our Spirit of Halloweentown gift shop. Jay agreed that baskets go well in the auction.

Motion: Upon Conn's motion and Carlson's second, the Council unanimously agreed to donate a \$200 utility bill discount coupon and a gift basket.

4) Discussion Topics

4.A 1st Quarter Municipal Judge's Report - Amy

Municipal Court Judge Lindgren presented her first quarter report.

- Reviewed the new procedure for in-custody cases.
- In the process of updating the supplemental local court rules. Had to make some changes to comply with laws.
- Met with Court staff to discuss timelines for obtaining and entering traffic citations. Next step is to meet with Police Department staff.
- Have been in contact with DMV and OSP to update systems for reporting dispositions.
- Would like to address the backlog of data entry. It's a two-person job being done by one person. It's important to work efficiently.
- Hoping the Police Department will convert to electronic citations. It will simplify work for Court staff. Lt. Hogue confirmed they are looking into it. They have spoken with agencies who are not happy with the systems.

- Excited about the new court reporting software that the City will be getting soon.

4.B 1st Quarter Prosecutor's Report - Sam

City Prosecutor Erskine presented his first quarter report. A copy is included in the archive meeting packet.

- Reviewed and addressed backlog of cases.
 - Cases were issued but court dates were not set.
 - Made case notes in each file.
- Changed processes to issue court dates immediately.
- Appointment of defense counsel.
- Court file management.
- Revise victim's notifications and services.
- Develop file management processes.
- Court and police staff have been very helpful through the transitions.

Councilor Conn expressed her appreciation of the changes that have occurred.

Councilor Carlson talked about the benefits of the CIT training for Court staff to recognize and be able to better assist individuals in a mental health crisis. Erskine responded that he has spoken with Sgt. Eustice about the training and is interested in participating. Lindgren added that they are able to recognize those situations, which is why it is very important to assign a defense attorney early on.

4.C 1st Quarter Municipal Court Report - Matt

Finance Director Brown presented his first quarter Municipal Court Report. A copy is included in the archive meeting packet. After reviewing the report, he addressed the need for additional court staff. He is requesting a temporary part-time employee to help with data entry. They are hoping to find someone who has court experience. Council concurred with moving forward on hiring temporary court assistance.

4.D Review Emerald Meadows Subdivision Final Plat & Conditions - Jacob

City Planner Graichen reviewed his memo with Council. A copy is included in the archive meeting packet. The final plat for Emerald Meadows Subdivision is ready to be signed with exception to a performance bond for sidewalks. Wayne Weigandt is requesting that instead of requiring the bond before the final plat is approved, that it be required prior to the City issuing building permits for the lots. Wayne is in attendance to answer questions.

Wayne distributed a memo to the Council. A copy is included in the archive meeting packet. He is in the process of selling the property to Richmond Homes but doesn't close until November 15. The Board of Directors of Richmond Homes will not sign a performance bond until they have the title in hand. Richmond Homes has agreed to sign the bond after the transaction closes.

Council President Morten asked Wayne what potentially could go wrong by not having a bond. Wayne responded that he does not envision any concerns. Certificate of Occupancy's will not be issued until sidewalks are complete. Discussion ensued.

Motion: Upon Carlson's motion and Morten's second, the Council allowed the Mayor and Planning Commission Chair to sign the final plat and allow the performance bond to be issued after the sale of the property. Carlson, Conn, Morten, and Scholl in favor; Locke abstained; none opposed.

Councilor Locke abstained because he believes there is a conflict of interest. Last time Wayne was in here he called Locke a liar.

Graichen explained that this will change the wording of one of the items on tonight's agenda. It should now state, "...pending receipt of a performance bond before the issuance of building permits for lots within the subdivision."

4.E Update on New Fleet Management Program at Police Department - Joe
Sgt. Castilleja updated the Council on the patrol cars. Copies of the photos he distributed are included in the archive meeting packet. He has not heard any negative impacts from agencies currently leasing vehicles with this program. The new vehicles also provide advanced technology. They will be working with Brown on a phased approach to replace the existing fleet with new vehicles.

Castilleja talked about visitors wanting to be safe. The current white gets lost in the crowd. They are proposing more black with the current white. They take pride in what they do and this showcases that. They are mentors to youth and serve in the community.

Mayor Scholl talked about the importance of publicizing what they're doing. It's not costing more to purchase cars. Leasing them is the same expense.

Discussion ensued about tinted windows. It's a safety feature for both the officer and their occupants. It's important to have clearly marked vehicles that are approachable.

4.F Discussion Regarding National Fitness Campaign
Finance Director Brown presented a National Fitness Campaign video to the Council. The City was approached by the company to see if we would be interested in bringing a fitness court to the city. It is not on our master plan or project list. Does the Council want to see this in St. Helens? Brown explained that they have already been approved to receive a \$30,000 grant from them. With that comes an obligation from the City of \$60,000 in addition to the City obtaining an additional \$30,000 from other sources. The company proposes for it to be located on the Waterfront. If the Council is unsure, he can report to the company that they're not interested at this time but may be in the future. Council response:

- Council President Morten pointed that they already have fitness stations along the trail in McCormick Park. The Lions Club provides maintenance to it. He does not think the proposal is one of their priorities as this time.
- Councilor Carlson has been to multiple locations with that type of design. They seem to be the least used. The ones most used are simple pieces, near playgrounds and trails.
- Councilor Conn likes the idea but wants to upgrade what we already have instead of bringing this in.
- Mayor Scholl is not in favor of it right now.

4.G FY 2019/20 Budget Process Review - Matt
Finance Director Brown reviewed last year's budget process. He is trying to streamline the process for next year. The Council requested to see:

- Straight to the point requests from department heads to the Budget Committee with 10-15 minutes time limitations.
- Staff to review Council goals and tie requests to them.
- Additional full-time employee requests need to address what's missed.

- Review hybrid of the goals during the December 19 Council work session.
- Give the Budget Committee a structure to work within.
- Be very precise about where we end up with our reserves at the end of 2019, 2022, and 2025.

City Administrator Walsh talked about the goals of the Budget Committee. There is a tendency for the Committee to be more than what the ORS defines. We need to keep it simple. The Council is the policy makers and should have some of those discussions before going to the Budget Committee.

4.H Request to Waive Building Permit Fees for Recreation Center Roof - Matt Finance Director Brown requested a waiver of building permit fees for the new roof on the Recreation Center. A copy of the request is included in the archive meeting packet.

Councilor Carlson pointed out that when they approve building permit and Systems Development Charge (SDC) waiver requests, the money still has to come from somewhere. She asked Brown to elaborate. Brown explained that those fees are backfilled from another source. It cannot just be taken from utility bills.

Motion: Upon Conn's motion and Carlson's second, the Council unanimously waived the building permit fee of \$491.49.

5) **Department Reports**

Lt. Hogue reported...

- Thanked the Council for allowing them to use the Columbia County shooting range again.
- Sgt. Castilleja is going to coordinate a Reserve Academy next year. Applications will be accepted soon.
- Donut Day is December 8.
- Hoping for increased attendance at the First Thursday events. The next one will be the CIT program with Brianne Mares. They have three employees who need go through the program.

Public Works Engineering Director Nelson reported...

- They have had a busy month. As development comes in they have plans to review and contractors to observe in the field.
- She and the primary engineer for the I&I reduction program were interviewed for an article in the I&I Magazine last month. There has been a lot of interest nationally in the City's I&I reduction program because it has been successful over the years.
- Gave a presentation of the Godfrey Park Storm Drain Project at the Pacific Northwest Cleanwater Agency Conference (PNWCA). They were invited to do that same presentation at a water environmental school in the spring.

Finance Director Brown reported...

- Only received one application in response to the towing request for proposals (RFP). They reached out to two other vendors in the County but still did not receive interest. He would like to move forward with contract negotiations with Drake's Towing. Council concurred.
- Have had ongoing concerns with our IT services; such as the customer service and repairs in a timely manner. The yearly contract with Centerlogic expires in February.

They are having difficulty with not having someone here on a regular basis who could go from one building to another in a timely manner. Staff would like to explore hiring a full-time IT employee and keeping a modified contract with Centerlogic for bigger projects. They have the funds in the budget based on what departments are charged for the Centerlogic contract. Discussion ensued. Councilor Locke encouraged staff to contact St. Helens Computer Center to see what they can offer. Councilor Carlson agreed with investigating a local service. City Recorder Payne added that she would like to have a designated person in that position and if they had big projects, they would work with Centerlogic for services. Brown will report back with options.

City Recorder Payne reported...

- The Council needs to set a date and time for the street vacation public hearing that was continued. Councilor Locke suggested sending it back to the Planning Commission (PC). Councilor Carlson responded that they have already seen the street vacation twice and made a recommendation. Council President Morten would like them to make one recommendation rather than two. He has a perceived ethical concern if the Council makes the decision. Mayor Scholl announced that they are talking about his street vacation hearing. He has been completely transparent through the whole thing. He recommended it go through the PC because of his position and it did. He was looking at this property before he was mayor. He is a citizen of St. Helens trying to build his second home.
- The resolution on tonight's agenda is for adding the parade cleanup deposit.
- A few weekends ago, a group of employees from Letica cleaned up McCormick Park. It would be good for the Council to recognize them at a Council meeting. She'll put it on a future agenda to give them a certificate of appreciation.

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

- Thank you to:
 - JJ Duehren for giving one of the character actors a place to live free of charge for an entire month.
 - Katherine Morrel for her help.
 - Rotary and Elks for their participation.
 - The merchants for staying open late and changing their hours.
 - City work crew for their help.
 - CERT, Kiwanis, OPAS Dance, Columbia Humane Society, and South Columbia County Chamber of Commerce for their staffing help.
 - Hudson Garbage.
 - The citizens who gave time and effort.
 - A great AV team.
 - All the sponsors and the groups who gave their time and energy to make enhance the experience; such as the big parade, Harvest Festival, library activities, Shoestring Community Players, Windermere Ball, Haunted Mansion, Boot Scootin' Barn Dance, quilters, Police Department, Running Dogs Brewery, and other people who hosted activities throughout the month.
 - Stephanie and Don for all of their help.
 - The Council for the opportunity.
- They exceeded their financial goals by 55%.
- Merchants had record sales this year.

- Each weekend brought people from across the country and region. 80% of the people who completed surveys said that they planned on returning every year. The challenge now is to keep it interesting and fun.
- Holding a post-Halloween meeting within the next two weeks.
- Spreading out the pumpkin lightings across four weekends helped.
- Parking was improved.
- The traffic scenario was adequate.
- Working with the South Columbia County Chamber of Commerce will provide year round tourism efforts. It will be beneficial to bring people into town year round not just October.

Stephanie Patterson reported on Spirit of Halloweentown...

- Operated the vendor court and participated as a vendor this year.
- You don't appreciate Spirit of Halloweentown unless you're actually on the festival grounds. You pick up the crowd excitement when you're here.
- Stayed focus during the midst of distractions.
- Her daughter spoke with someone in San Francisco who has been to 2C's Vendor Mall and raved about it.
- Help from the City was phenomenal.
- They had 18 vendors; 13 of those local and five of them were brand new. Some ran out of food the first weekend. She had to scramble for new merchandise every weekend. Visitors were looking for stuff to spend money on. We need to keep expanding and moving forward.

City Administrator Walsh reported...

- Glad to see that the elections are now over. Congratulations and condolences. He has been reaching out to the League of Oregon Cities (LOC) and Portland State University (PSU) for newly elected officials training.
- Halloween was great. Success would not be possible without Tina's leadership and all the help.
- The Christmas Tree Lighting and Christmas Ships visit is December 8. It grows every year.
- Promoting the Ed Lokken Fireworks Memorial through social media.
- Investigating additional ways to increase communications.
- Sand Island discussions have been delayed. They will have a presentation for the Council soon.

Discussion ensued about Mayor Scholl's street vacation. Mayor Scholl removed himself from the room. Council President Morten stepped in to Chair the meeting. City Planner Graichen explained that the Planning Commission has reviewed the street vacation twice and made a recommendation. It's a legislative decision that has to be made by the Council with an ordinance.

Councilor Locke voiced his concerns about a street vacation decision pertaining to a piece of property for a councilor in the past. He still hears about it. Council President Morten spoke with an attorney about this at the LOC Conference. She said it's legally fine to make the decision but the perception is that there is an ethics violation. That perception comes from the public.

It was the consensus of the Council to continue the hearing in December after re-notification. Council will individually contact staff to arrange for a site visit.

Mayor Scholl returned at 4:14 p.m.

6) **Council Reports**

Councilor Locke reported...

- Requested staff look at a piece of property, come up with a development plan, and to make it more sellable.

Nelson agreed that it makes sense but there's a hundred different options for use. Mayor Scholl pointed out that the property is being appraised. He said it will be a planned development. Locke would like to make it more marketable.

Councilor Carlson reported...

- Have three new members on the Youth Council.
- The wall raising for the 10th Habitat for Humanity house is Saturday.

Councilor Conn reported...

- Congratulations to the winners of the 2018 Spirit of Halloweentown Scarecrow Contest.
 - 1st place with the grand prize trophy and \$150 – residence at 32671 Pittsburg Road
 - 2nd place honorable mention trophy – residence at 131 Crouse Way
 - 3rd place honorable mention trophy – Drake's Towing & Recovery

Council President Morten reported...

- Request from the Parks Commission to review the Grey Cliffs Waterfront Park plans.
- Asked what the status is of the City's emergency preparedness. Who's in charge and what's everyone's role in case of an emergency? He would like some guidance when he is questioned by the public. Nelson explained that the Columbia County Emergency Management is the incident commander if it's an area-wide event. Morten requested a presentation at a future meeting.
- The Chronicle hosted an election forum that was very appropriate and effective. He appreciates the candidates being respectful. It was a good process.

Mayor Scholl reported...

- Received a request from community members to host a fireworks display in Ed Lokken's memory. They have established an account fund for people to make donations and already have \$1,270. The fireworks will coincide with the Christmas Tree Lighting and Christmas Ships on December 8. He is requesting Council donate approximately \$700 to cover the cost that is due to Western Fireworks Display prior to all the donations being received.
- Very humbled through the whole election process. It does get goofy with the negative campaigns. He is honored that the community has that much faith in him/us to push the City forward. He's happy with the way he ran his campaign and he's still himself.

7) **Other Business**


No other business.

8) **Adjourn – 4:35 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Rick Scholl, Mayor