

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 3rd day of August, 2022 are the following Council minutes:

2022

- Work Session, Public Hearings, and Regular Session Minutes dated June 15, 2022

After Approval of Council Minutes:

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name & signature block on Word document & copy Word document into Council minutes folder in Shared Drive
- ☐ Upload & publish in MuniCode
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HPRMS
- ☐ Add packet and exhibits to HPRMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet



COUNCIL WORK SESSION

Wednesday, June 15, 2022

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Doug Morten
Councilor Stephen R. Topaz
Councilor Jessica Chilton

MEMBERS ABSENT

Councilor Patrick Birkle

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Suzanne Bishop, Library Director

Crystal King, Communications Officer
Bill Monahan, City Attorney
Tina Curry, Event Coordinator

OTHERS

Lynne Pettit
Chris Iverson
Greg Pettit
David W.

Brandon Sundeen
Steve Toschi
Robin Fulton

CALL WORK SESSION TO ORDER – 1 p.m.

VISITOR COMMENTS - *Limited to five (5) minutes per speaker*

- ◆ Robin Fulton. She lives in the new housing development, off Kindre Street. She requested Council review their construction noise hours in the Code. The adjacent construction project begins work early in the morning and does not stop until sometime between 6-10 p.m. They need peace and quiet in the evening. The trenching machine is particularly stressful because it pounds for hours. They stop for lunch and breaks, and then start again. She would like permits to have restricted hours. She heard they are behind schedule, but sometimes they don't even begin working until the evening. They do not seem to care about the neighbors. It is loud, constant, and stress inducing. The machine and crew need limits.

City Recorder Payne forwarded the written complaint to the Police Department, Planning Division, and Building Division. They are complying with the Code. City Planner Graichen confirmed that it is the trenching machine making all the noise. They had the option of blasting the rock but chose to do it with the machine. Mayor Scholl sympathizes with the neighbors. That is the only machine that will go through the rock here. Council President Morten asked what the duration is of the project. Robin said she heard it will go through the summer. Councilor Chilton suggested the Planning Commission review the Code. Mayor Scholl sympathizes but also understands the need to complete the project. He suggested Robin speak with the General Contractor. Councilor Topaz agreed with the Planning Commission reviewing the Noise Ordinance. Mayor Scholl said he will stop by and talk to the General Contractor.

◆ Tina Curry.

- 4th of July report:
 - Have been in contact with the Police Department and CERT.
 - Selling tickets for Waterfront tailgating. They will not control people as much as the past because there is no fencing.
- The truck and dragon are registered for the Kiwanis Community Parade.

Mayor Scholl introduced new Library Director Suzanne Bishop. She is happy to be here. Library staff is capable and smart, and got her settled right away. The Library Board has also been very welcoming. She will be working on recruitment for a Youth Librarian.

Council welcomed Suzanne.

DISCUSSION TOPICS**1. Annual Report from the City's Insurance Agent - *Chris Iverson, Hagan Hamilton Insurance***

Chris Iverson reviewed his report. A copy is included in the archive packet for this meeting.

- Introduced new agent David Wasylenko
- St. Helens is part of the CIS insurance pool
- Some increases this year were substantial
 - General liability loss ratio 132%
 - Property values have increased
 - CIS rate increase
 - City is growing and everything is going up
- Reviewed premium summary
- Still working on insurance for the new boat

2. Parks & Recreation Commission Annual Report - *Lynne Pettit, Chair and Brandon Sundeen, Vice Chair*

Lynne Pettit and Brandon Sundeen reviewed their presentation. A copy is included in the archive packet for this meeting.

- Reviewed upgrades desired for parks
- Reviewed park projects and updates
- Reviewed urban trail progress

Councilor Topaz asked if there were plans to add trails in the Godfrey Park canyon. Lynne and Brandon were not aware of any.

Councilor Topaz talked about the Connector Plan and the advantage if they were able to take out a corner of the cliff in Nob Hill Park. Lynne said that Howard Blumenthal oversees that park. Mayor Scholl and Council President Morten agreed that it is a safety factor to remove that portion. That corridor is part of the Riverfront design.

Councilor Chilton asked if there are any updates about benches around the playground at McCormick Park. Brandon said they are working on those now.

Councilor Chilton talked about the vandalism at Campbell Park. There has been discussion about installing cameras but Wi-Fi there is a problem. Parks & Recreation Manager Duggan is investigating options. Brandon said they have discussed moving the playground equipment. They have also discussed motion sensor lights. Councilor Topaz asked why that one is a target. Council talked about it being a pass-through park.

3. Review Proposed Changes to Code Enforcement Officer Job Description

City Administrator Walsh reported that they are reviewing the job description because Code Enforcement Officer Moreno has left, and they will be recruiting to fill that position.

Councilor Topaz does not want to see strikeouts when they approve it at the regular session.

Councilor Chilton feels it is important to keep that position.

Councilor Topaz asked about catching small wild animals. Where do they release them? Payne suggested contacting Oregon Department of Fish & Wildlife.

4. Report from City Administrator John Walsh

- Growing Rural Oregon Initiative, which is a partnership with the Ford Family Foundation, has a mission to bring support to local entrepreneurs. He has attended several meetings with them. He is hoping to bring them here to provide resources to the community.
- He will be participating in the Mainstreet Program interviews for Executive Director tomorrow and Friday. They received 10-12 applications.
- Library Director Suzanne Bishop began today. She is excited to be here and will be a great fit.
- St. Helens Street and 1st Street project are transitioning from a design phase into a construction phase. They are almost ready for bid. The Riverwalk and Columbia View Park improvements are a little bit delayed but will be ready for bid soon. They are being mindful about the disruptions it will cause to local businesses and events. Council President Morten talked about the First and St. Helens Street intersection. Walsh said that is a project included. There may be some construction overlap with projects. Councilor Topaz asked about the waterlines on 1st Street of the Waterfront property. Are they considering fire hydrants for the area? Mayor Scholl said they will be spaced per Code. Councilor Topaz asked if they are going to put them in while the ditch is open. Walsh confirmed that the plans show hydrant lines. Councilor Topaz is worried about hydrant lines near the Riverwalk. Mayor Scholl said it will be done to Code. Will the power lines be underground? Walsh said the plan is for underground power services.
- Kiwanis Community Parade is Saturday.
- Citizens Day in the Park is the following Saturday.
- 4th of July is the Saturday of that.
- Thanked Council for their support of him serving on the League of Oregon Cities (LOC) Board. He'll be attending a meeting on Friday.
- The timber sale has been advertised. Council will review bids on July 20. In the future, Brent Keller will bring back a final plan before going out to bid.
- Councilor Topaz said that Government Affairs Specialist Barry gave a presentation about Portland Harbor. Walsh confirmed that Barry participated in a Portland Harbor Citizens Advisory Group meeting. There was good participation. More information is needed to know if it can be permitted.
- Issued a press release for the reservoir settlement. They are working with a consultant on a remedy. The success was based on the great work done by Public Works Director Zaher, Engineering Manager Darroux, and legal counsel.

ADJOURN – 2:30 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL PUBLIC HEARING

Wednesday, June 15, 2022

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Councilor Stephen R. Topaz
Councilor Jessica Chilton

MEMBERS ABSENT

Council President Doug Morten
Councilor Patrick Birkle

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Matt Brown, Finance Director

OTHERS

Emily Martin

OPEN PUBLIC HEARING – 6:31 p.m.

TOPIC

1. Fiscal Year 2021-22 Budget Appropriations

Finance Director Matt Brown pointed out the changes in the packet. A copy is included in the archive packet for this meeting.

PUBLIC COMMENTS - None

CLOSE PUBLIC HEARING – 6:32 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL PUBLIC HEARING

Wednesday, June 15, 2022

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Councilor Stephen R. Topaz
Councilor Jessica Chilton

MEMBERS ABSENT

Council President Doug Morten
Councilor Patrick Birkle

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Matt Brown, Finance Director

OTHERS

Emily Martin

OPEN PUBLIC HEARING – 6:45 p.m.

TOPIC

1. Fiscal Year 2022-23 State Revenue Sharing and Budget

Finance Director Brown presented the State Revenue Sharing and Budget documents. A copy is included in the archive packet for this meeting. The State Revenue Sharing funds go into the General Fund. Those funds come from State cigarette tax, alcohol tax, general revenue sharing, and marijuana tax.

PUBLIC COMMENTS - None

CLOSE PUBLIC HEARING – 6:46 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, June 15, 2022

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Doug Morten
Councilor Stephen R. Topaz
Councilor Jessica Chilton

MEMBERS ABSENT

Councilor Patrick Birkle

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director

OTHERS

None

CALL REGULAR SESSION TO ORDER – 7:00 p.m.

PLEDGE OF ALLEGIANCE

VISITOR COMMENTS – *Limited to five (5) minutes per speaker*

None

ORDINANCES – *Final Reading*

- 1. Ordinance No. 3285:** An Ordinance Amending St. Helens Municipal Code Section 8.28 regarding Use of the City Docks

Mayor Scholl read Ordinance No. 3285 by title. **Motion:** Motion made by Councilor Chilton and seconded by Councilor Topaz to adopt Ordinance No. 3285. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Topaz, Councilor Chilton

RESOLUTIONS

- 2. Resolution No. 1958:** A Resolution Authorizing a Transfer of Appropriations within a Fund for Fiscal Year 2021-2022

Mayor Scholl read Resolution No. 1958 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1958. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Topaz, Councilor Chilton

- 3. Resolution No. 1959:** A Resolution of the City of St. Helens Declaring the City's Election to Receive State Revenues

Mayor Scholl read Resolution No. 1959 by title. **Motion:** Motion made by Councilor Chilton and seconded by Council President Morten to adopt Resolution No. 1959. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Topaz, Councilor Chilton

- 4. Resolution No. 1960:** A Resolution of the Common Council of the City of St. Helens, Oregon Adopting Budget, Making Appropriations, and Levying Taxes for the Fiscal Year Beginning July 1, 2022

Mayor Scholl read Resolution No. 1960 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1960. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Topaz, Councilor Chilton

AWARD BID/CONTRACT

5. Award Bid for 2022 Paving Overlay and Patching Project to TFT Construction, Inc. in the Amount of \$369,846.14

Motion: Motion made by Councilor Chilton and seconded by Council President Morten to approve '5' above.

Discussion. Council President Morten asked where the bulk of the overlay and patching is taking place. Walsh responded that the paving overlay is planned for Old Portland Road from Port Avenue to 100-feet west of the Old Portland Road Bridge, Milton Way from Columbia Blvd. to Dubois Lane, McBride Street from Matzen Street to Maplewood Drive, the first 350 feet of N. 7th Street at Columbia Blvd., and Ogan Lane at Columbia Blvd.

Vote: Yea: Mayor Scholl, Council President Morten, Councilor Topaz, Councilor Chilton

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. Extension of Agreement with Mason, Bruce & Girard for Forestry Management Services
7. Extension of Agreement with Brown and Caldwell for Consulting Services to Help Facilitate the New NPDES Permit Renewal Negotiations and Implementation
8. Maintenance Assistance Grant Agreement with Oregon State Marine Board to Receive Federal and State Grant Funds

Motion: Motion made by Council President Morten and seconded by Councilor Topaz to approve '6' through '8' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR APPROVAL

9. Amended Code Enforcement Officer Job Description
10. OLCC Licenses
11. Accounts Payable Bill Lists

Motion: Motion made by Councilor Chilton and seconded by Council President Morten to approve '9' through '11' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Topaz, Councilor Chilton

WORK SESSION ACTION ITEMS

None

COUNCIL MEMBER REPORTS

Council President Morten reported...

- Parks & Recreation Commission
 - He is proud of the report they gave today. They were very thorough and transparent. They mentioned a donation for the wreath put at the Veterans Memorial Plaza. That was paid for by those two members presenting. They set a good example of respect.
 - Howard Blumenthal has concerns that he will bring to a Council meeting.
 - Councilor Topaz noted their concerns with the vandalism in Campbell Park and that they are working on it.

Councilor Topaz reported...

- New Library Director started.
- There was a dock meeting on Tuesday. Signs have been ordered. Some of them will go up before 4th of July. The new water rules are more than just the dock.

Councilor Chilton reported...

- She watched the new Top Gun movie at the Columbia Theater. It's beautiful and spacious, with downstairs bathrooms. It's nice having it open again.
- She attended the Betsy Johnson rally. She is excited to support her and her endeavors.
- The Kiwanis Community Parade is on Saturday.
- She will be participating in Police Officer interviews next week. They are hoping to hire two positions.

MAYOR SCHOLL REPORTS

- Kiwanis Community Parade on Saturday.
- Citizens Day in the Park is Saturday, June 25. There will be a free barbecue and lots of vendors.
- He will probably be involved with 4th of July activities.

OTHER BUSINESS

ADJOURN – 7:13 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor