

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 6th day of December, 2023 are the following Council minutes:

2023

- Work Session, Executive Session, and Regular Session Minutes dated November 1, 2023

After Approval of Council Minutes:

- Scan as PDF Searchable
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COUNCIL WORK SESSION

Wednesday, November 01, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen - via Zoom

STAFF PRESENT

John Walsh, City Administrator	Brian Greenway, Police Chief
Kathy Payne, City Recorder	Joe Hogue, Police Lieutenant
Lisa Scholl, Deputy City Recorder	Matt Smith, Police Corporal Detective
Gloria Butsch, Finance Director	Bill Monohan, Contracted City Attorney
Suzanne Bishop, Library Director	Tina Curry, Contracted Event Coordinator

OTHERS

Steve Topaz	Brady Preheim
Autumn	JB
Ron Trommlitz	Steve Toschi
Drew Layda	Stephanie Patterson
Rachael Toschi	Jennifer Massey

CALL WORK SESSION TO ORDER – 2:00 pm

VISITOR COMMENTS - *Limited to three (3) minutes per speaker*

- ◆ Ron Trommlitz. Mr. Trommlitz spoke about filing a public records request regarding water loss of the 2-million-gallon reservoir, the June 2016 water report, Kennedy Jenks' rehabilitation plan for the reservoir, WPI's completed work increasing the leaking to 74,000 gallons a day, the City's hiring Bear Investigation to determine the source of the leakage, and the visual inspection results.
- ◆ Brady Preheim. Mr. Preheim talked about integrity and the Council approving of two people on the Planning Commission who have both publicly lied. Last week, Mayor Scholl and City Administrator Walsh tried to say the dirt that arrived was not there for the police station. The Police Chief attacked a citizen saying he did not know about the Halloween parade, which is not true. Emails show St. Helens Police were contacted about the parade as far back as June.
- ◆ Steve Topaz. Mr. Topaz commended the Recorder for the October 18 work session minutes accurately reflecting his comments. He asked when the Spirit of Halloweentown event report would be available. The placement of the police station did not follow federal guidelines. He asked if the violation would prevent the City from accessing federal monies. He spoke about the negative aspects and potential benefits of the proposal of a solar manufacturer development using St. Helens mill sites including that the sites were heavily contaminated which would make the building

of a cleanroom facility extremely difficult. The mill site was owned by the grow facility, and he addressed problems around the sale.

- ◆ Tina Curry. Ms. Curry thanked everybody involved in Spirit of Halloweentown including Public Works, the Kiwanis, volunteers, etc., and noted parking was a challenge. She announced Christmas Ships would be held on December 9, possibly with a community event in the tent on the waterfront. She asked if the Council would want to do so and leave the tent up until probably just after December 9, noting the Plaza is still muddy.
- ◆ Steve Toschi. He stated he applied to be on the Budget Committee which would soon have their quarterly report and spoke of one of his largest concerns about current budgeting which was the expectation of a lot of revenue for charges for services and grants when it comes to funding the police and the General Fund, suggesting the Council ask the Finance Director how realistic was it that the budget goal of \$7.6 million for charges for services and grants of \$811,000 would be reached by the end of quarter four.

DISCUSSION TOPICS

1. Police Department Semi-Annual Report - *Chief Brian Greenway & Lt. Joe Hogue*

Chief Brian Greenway and Lieutenant Joe Hogue presented via PowerPoint the Police Department semi-annual report, a copy of which was included in the archive packet for this meeting. Key items addressed were public safety, detective investigations data, new K9 officer Jax, a large quantity of fentanyl removed from the community, and community partnerships and events. They noted effective today, they were down to one detective. Detectives rewrote and sought co-sponsors for a stalking law to go to the February 2024 short legislative session which would update the language to include tracking devices.

Mayor Scholl congratulated Lieutenant Hogue for receiving the FBI award for his work with youth and acknowledged the hard work of the Police Department.

Councilor Sundeen thanked the Police Department for all they do.

2. Finance Division 2023/2024 1st Quarter Report - *Finance Director Gloria Butsch*

Finance Director Gloria Butsch reviewed the 2023/2024 1st Quarter report which was included in the archive packet for this meeting and mostly focused on the significant major operating funds of the General Fund, Water Fund, Sewer Fund, and Storm Fund. She addressed the beginning fund balance, the Police Department's materials and services being over the 25 percent mark in the General Fund, which would necessitate a budget revision, General Support Services, and how best practices were not to spend on grants until they were received.

Questions from the Council were addressed as follows:

- Contingencies were set aside for unexpected needs to appropriate additional monies which would require a budget revision in order to spend. Unappropriated funds could not be spent because the City had not budgeted them in any way.
- Other than what was discussed in the budget meeting, Ms. Butsch was not aware of any additional shortfalls that reduced any City departments, police included.

Mayor Scholl said this year's budget was still looking good, but next year's would be in flux with Cascades leaving. Ms. Butsch said staff was gathering information to know what the impacts would be, some of which would be felt in the second half of the current fiscal year.

3. Review Proposed Amendments to Custodian Job Description - *City Administrator John Walsh*

City Administrator John Walsh reviewed the proposed amendments to the Custodian job description, a copy of which was included in the archive packet for this meeting. Contract services had been unreliable, and not enough interest was shown when the City tried part-time services. Staff proposed creating a full-time custodial position that would report to Facilities Maintenance and be paid from General Support Services. Staff had negotiated the position and work conditions with the union, and everything was good to go.

Key discussion items regarding the Custodian position were as follows:

- Mayor Scholl believed with the security issues with some of the City's area, doing an internal background check was a good idea.
- Mr. Walsh added that it should be a neutral impact on the budget since the City was moving from contractor to full-time employee.
- Councilor Hubbard noted contractors need to be supervised. Mr. Walsh said the City was unable to get people to pass background checks or they start and then they quit.
- Mr. Walsh clarified that for some of the bigger components of annual maintenance, the City would bring somebody in additionally.
- City Recorder Kathy Payne noted that staff would allow for some flexibility with schedules and responsibilities if there was too much in the job description for them to do within a 40-hour timeframe. Council President Chilton replied if the Custodian would do less, their pay should probably change as well.
- Mayor Scholl noted contractors may not meet security standards and even if they do, if they fall ill, replacements may not be able to pass a background check or they would wait for the City to complete the background check.
- Ms. Payne clarified that the contract the City was paying was \$6,500 a month and Step 1 for the Custodian position was starting out at about \$3,500 per month. Ms. Butsch added that typically a full-time employee's benefits and taxes were about 75 to 80 percent of their salary which means the full-time employee cost would be relatively close to the contractor cost.
- Ms. Payne noted that for the proposed salary on the resolution tonight, she did an informal poll of other cities to see what they paid and presented them to John and to AFSCME. All three agreed on the scale in the resolution.

4. Report from City Administrator John Walsh

Mr. Walsh provided his report. Key highlights were as follows:

- Staff was very busy with the closure of Cascades, who provided their 60-day notice to terminate the lease, intending to be out by the end of the year. He elaborated on how the closure would impact the budget. Mayor Scholl pointed out the need for someone to maintain the site which would require leaving some power on, etc.
 - Project Sprint was encouraging with a lot of opportunities for jobs and investment and would more than make up for the loss of utility revenue from the Cascades closure.
 - The Urban Renewal Agency budget would also be significantly impacted by the Cascades closure, but the Agency was in a good place for streets and utilities.
- The stage for the Riverwalk project was projected at \$1 million in the bid received. The Riverwalk had about \$1.5 million of a grant to help offset the cost. He clarified staff and the Council would perhaps discuss deferring the playground but Urban Renewal would hold with the City's projected projects.
- In the next EPA assessment grant cycle, the City would probably put in for the Cascades mill site to help with clean-up and assessment work. Mayor Scholl noted the City was not liable for the site. Mr. Walsh confirmed the City had a pretty good base map for talking with potential

purchasers of the property, but the biggest concern was getting PGE to meet their timeline and needs.

- He and the Council discussed PGE's wanting to buy five acres for a substation and battery storage, but the City could not bring in any big power users currently.
- Staff had talked to legal about the Kelly Street property public hearing last month. Appraisers were currently difficult to get.
- Work on the Central Waterfront had been progressing. A check-in on the FEMA grant money spent would take place in early to mid-January.

ADJOURN – 3:25 pm

EXECUTIVE SESSION

- Real Property Transactions, under ORS 192.660(2)(e); and
- Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens CITY COUNCIL

Executive Session Summary

November 1, 2023

Members Present: Rick Scholl, Mayor
Jessica Chilton, Council President
Mark Gundersen, Councilor
Brandon Sundeen, Councilor (via Zoom)
Russell Hubbard, Councilor

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
William Monahan, City Attorney with Jordan Ramis PC

Others: None



At 3:27 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Legal Counsel/Litigation, under ORS 192.660(2)(h)**
 - Update on litigation brought by James Huffman against Municipal Judge Amy Lindgren.
 - Update on litigation with Cascades Tissue.
- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Nothing was discussed under this ORS.

The Executive Session was adjourned at 3:48 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

An audio recording of this meeting is archived at City Hall.



COUNCIL REGULAR SESSION

Wednesday, November 01, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen – via Zoom

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Suzanne Bishop, Library Director
Tina Curry, Contracted Event Coordinator

OTHERS

Abbie Anderson	Logan	Ethan Flock
River Lee	Adam St. Pierre	Ava Eib
Nicholas Hellmich	Tyler	Jenni Gilbert
Tammy Maygra	Carter Meisch	Wyatt Littleton
Jen Massey	Brady Preheim	B. Gaston

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

PLEDGE OF ALLEGIANCE

VISITOR COMMENTS – *Limited to three (3) minutes per speaker*

◆ Jen Massey.

- Listened to today's Work Session. Effective today, they are down a detective. She was very concerned to hear about the high number of child abuse cases. With all the investigations, she hopes they are working on a plan to re-fill that detective position.
- Encouraged Council to investigate a four-year police levy and thinks citizens would be supportive of it.
- Compiling a report of municipalities who charge excess use fees for police departments responding to calls that are non-person crimes, such as noise complaints. In these cases, the landlord would be fined for repeat callers.
- Disappointed to see how the Police Department was portrayed with the Halloween parade. She read the emails and watched the videos. They said repeatedly that they were not the lead entity and couldn't do the plan. The applicant mentioned in their emails that they were working with a security company. She urged Council to look at the process for issuing permits. The Police Department did everything they could, including providing more bodies even when they were not the lead agency. This is a good opportunity to make improvements for next year.

◆ Brady Preheim.

- Disagreed with Jen Massey. The parade organizers did reach out to the Police Department and they were not interested in helping. At no point was a plan developed and nothing was said about why. The parade is followed by the pumpkin lighting, which is a City event and the responsibility of the Police Chief to participate. There are permitting issues and communication needs to be resolved.
- Budgeting is a huge problem. He agrees with Jen Massey's suggestion for a policy levy and pointed out that the Budget Committee unanimously agreed to that months ago. They also voted to increase the fee to fund the police position, but neither of those things happened.

Council President Chilton clarified that the parade is not a Spirit of Halloweentown event. The City does not organize it nor are they affiliated with it. Brady understands, but it does end with a City event.

◆ Tammy Maygra.

- Also read the emails. The parade dialog began in June and the Police Department finally said no on September 27. Instead of arguing, she suggested everyone discuss the needs and start fresh for next year.
- The money that the City will spend on the new police station would be better spent on hiring police officers. It takes at least two years to train them.
- Have they been contacted by Columbia County about the depletion fee not paid for the dirt hauled to the St. Helens Industrial property? City Administrator Walsh said no.

◆ Jenni Gilbert. The parade is a private event and the pumpkin lighting is a City event. The parade was up to the parade organizers. The Police Department does not have staffing for that, but still did what they could to help. It's unfair and frustrating to hear the Police Department being blamed. The organizer needs to apologize. She encouraged the Council to staff the Police Department and fill the detective position.◆ Tina Curry. She asked about doing a community event during the Christmas Ships.

Mayor Scholl said they will discuss it during the work session action items.

◆ Nicholas Hellmich.

- Agreed with their decision to approve the police station application.
- Big shout out to Tina Curry for her efforts during Spirit of Halloweentown. It benefits the community.
- Concerned about the full-time custodian position. A contractor just started recently. They need to speak with the contractor before proceeding.

◆ Adam St. Pierre. Spirit of Halloweentown and tourism is great. However, he is concerned about permitting. There was mention of people walking the streets drinking alcohol with no oversight, trailers taking up parking spaces, etc. There was also mention of the Police Chief not signing the permit. It's a liability if he signs it. The permit issues need to be addressed.**ORDINANCES – First Reading**

- 1. Ordinance No. 3297:** An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from Light Industrial (LI) Designation to the General Commercial (GC) Designation and the Zoning District Map from the Light Industrial (LI) Zone to the General Commercial (GC) Zone

Mayor Scholl read Ordinance No. 3297 by title. The final reading will be held at the next meeting.

RESOLUTIONS

- 2. Resolution No. 1994:** A Resolution Amending the AFSCME Employee Compensation Plan for Fiscal Year 2023-2024 to Add the Custodian Pay Scale

Mayor Scholl read Resolution No. 1994 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Resolution No. 1994.

Discussion. Mayor Scholl said there have been continuing problems with cleaning services. This would provide an employee who is responsible for all the cleaning. Council President Chilton pointed out that they just hired a new contractor and asked Walsh to elaborate. Walsh explained that the contractor has been unable to hire people who can pass background checks. The ones they have hired have left and don't stay. They currently have two people temporarily doing the work, one is a contractor and the other is through a temporary service. Public Works Facilities Maintenance will supervise the position.

Vote: Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Request for Full Reconveyance for CAT Loan Payoff for Olmstead Property at 296 N. 4th Street

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '3' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

4. Council Minutes dated September 14, September 20, and October 20, 2023
5. Amended Custodian Job Description
6. Accounts Payable Bill Lists

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '4' through '6' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS**Tent for Christmas Ships**

Mayor Scholl thought it was a great idea. However, he is concerned about limited parking and blocking the view from the street to the river. He would prefer to take it down.

Council President Chilton agreed that it is a great idea. She would like to look at it for the future.

Mayor Scholl suggested the whole front row above Columbia View Park be designated handicap parking for the event. He will also talk to the County about the possibility of them moving some of their cars for more access.

Councilor Gundersen asked if there was another place that could be used for pictures. Council President Chilton said other groups offer free pictures as well.

Mayor Scholl thanked Tina for the idea. He asked City Recorder Payne to remind him to ask the County about the parking lot and to put cones out for Christmas Ship handicap parking above the park.

COUNCIL MEMBER REPORTS

Council President Chilton reported...

- She toured the Boise Cascade property for the first time and didn't realize how big it was. She appreciates hearing from community members with questions about the property.
- Shoutout to Public Works. The sidewalks are complete on Columbia Blvd. between Sykes Road and Gable Road. They look great and are safe.

- Congratulations to Lt. Joe Hogue on being honored with a prestigious FBI award.

Councilor Sundeen reported...

- Enjoyed the League of Oregon Cities (LOC) Conference in Eugene. It's nice to know they're not alone in their challenges and opportunities.
- Thanked everyone involved in welcoming thousands of guests here for Spirit of Halloweentown.
- Enjoyed the Columbia County Sheriff's Office (CCSO) Trunk or Treat and spending time with staff.
- Congratulations to Lt. Hogue on his award. He always goes above and beyond for the community.
- Congratulations to Officer Cutright and K9 Officer Jax for their first partnered arrest.
- There is a work party on Saturday at Nob Hill Nature Park.
- Encouraged people to get involved by joining a City Board or Commission.

Councilor Gundersen reported...

- Congratulations to Lt. Hogue.
- Congratulations to Officer Cutright and K9 Officer Jax.
- Enjoyed the LOC Conference.
- He is going to pursue the police levy.

Councilor Hubbard reported...

- He is still learning.
- Excited about the process of getting the solar business here. It's a huge opportunity and project. The City needs to keep the public informed as much as possible.

MAYOR SCHOLL REPORTS

- Welcomed Councilor Hubbard. He's doing a good job listening and learning.
- The letter of intent with the solar company is to see if it's feasible for them to build here. He talked about all the agencies collaborating to make it possible. They will continue to inform the public as they are able. Hopefully, they can get someone from Newberg here to speak about what they had to do. Industry feeds small businesses and the ability to buy locally. He encouraged everyone to shop local as much as possible
- The parade is beneficial to the whole community and a lot of people want to see it continue. They need to work together and not pass blame. The City can help facilitate it if needed.
- The Waterfront Development is moving forward. He understands money is tight with losing Cascades, but that project is funded with Urban Renewal funds.
- Finance Director Butsch is moving in a good direction. He encouraged Council members to make an appointment to talk with her about finances.
- Congratulations to Lt. Hogue for receiving the FBI award.
- Congratulations to Officer Cutright and K9 Officer Jax.
- Thank you to all the men and women at the St. Helens Police Department.
- Talked to the students here from Mr. Meeuwsen's Civic's class about the City Council meeting process.

OTHER BUSINESS

ADJOURN – 7:42 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor