



COUNCIL WORK SESSION

Wednesday, December 7, 2022

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Shanna Duggan, Parks & Recreation Manager
Tory Shelby, Parks & Field Supervisor
Suzanne Bishop, Library Director
Aryn Keeney, Youth Librarian
Crystal King, Communications Officer

Everardo Medina, Code Enforcement Officer
Jamin Coy, Police Officer
Brandon Haflich, Police Officer
Cameron Burkhart, Library Assistant/
Communications Support Specialist
Tina Curry, Event Coordinator
Bill Monahan, City Attorney

OTHERS

Deb Parsons Scott Stockwell
Lynne Pettit Linda
Ben Tiscareno

CALL WORK SESSION TO ORDER – 2:00 p.m.

Moment of Silence in Honor of National Pearl Harbor Remembrance Day

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

None

DISCUSSION TOPICS - *The Council will take a break around 4:00 p.m.*

1. Employee Length of Service Recognition - Cameron Page (5 years)

Council recognized and thanked Parks Specialist Cameron Page, an accomplished and exemplary leader, for five years of service.

2. Introduction of New Youth Librarian Aryn Keeney

Library Director Suzanne Bishop introduced new Youth Librarian Aryn Keeney, thanking Council and the hiring committee for making the hire possible. She highlighted Keeney's experience working with youth, noting work on kids' programming already underway. Story Times would begin a week before Christmas, with regular Story Times commencing right after January 1st on Tuesday, Wednesday and Thursday.

Council welcomed Aryn expressing excitement on their appointment and the work they would be undertaking.

Youth Librarian Keeney appreciated the community's support, having received a warm welcome from everyone, and was also eager to get started on the work.

3. Parks and Recreation Semi-Annual Report - *Shanna and Tory*

Parks & Recreation Manager Shanna Duggan introduced St. Helens School District Superintendent Scott Stockwell, thanked the City for its partnership with the School District, highlighting the benefits to youth and taxpayers, and goals to expand collaborations with the Parks and Recreation Program, particularly with after-school programs.

Duggan clarified Columbia City Schools were part of the St. Helens School District, and the District bused all students from St. Helens and Columbia City to the after-school programs at Lewis and Clark, which was currently at max capacity. Creating additional after-school programs at each of the other elementary schools depended on staffing. Columbia City school gym will be getting a lot of use for basketball. The Community Center building behind the high school had been purchased partly to foster the relationship between the school and the City.

Council President Morten noted the City of Sandy's programs were taught by volunteers and that parks department had a huge list of volunteers that noted their expertise in certain crafts, skills, or a specific program area. The key to a healthy city was having a large number of community stakeholders to share their expertise in certain activities and he noted several examples. The Recreation Program may be able to facilitate this in the future. Stockwell noted that model had been used and he expected to do more now that COVID limitations were decreasing.

Mayor Scholl talked about applying for summer grants to capitalize on the Community Center space, noting the robust programs the City had with the School District and Parks and Recreation.

Duggan and Parks Field Supervisor Tory Shelby presented the Parks and Recreation Semi-Annual Report via PowerPoint. A copy is included in the archive packet for this meeting. The extensive report highlighted several key items, including Parks' facilities, staffing, volunteers, and programs; grant funding and how grants impacted St. Helens; 2022 successes and Parks' 2022-2023 Goals; and describing several completed projects.

Councilor Topaz inquired about the City's plans to protect parks from unwanted use by the homeless. Duggan explained Parks & Recreation was developing plans and meeting with Rachael Barry and other City stakeholders to discuss guidelines and ordinances to put in place; however, a clear understanding of the laws regarding homeless camps was needed, and Council would be updated. Parks staff will stay within the guidelines, follow the ordinances in place, and provide the best customer service possible. So far, staff has been able to handle the situations without issue.

Council President Morten stated a City ordinance prohibited camping in parks with no exception so families could enjoy the parks, adding other areas were available.

City Administrator Walsh stated a strategy would be discussed at next week's joint meeting with the Planning Commission on creating a framework for addressing this complex issue. Duggan confirmed the code of conduct used by the Library on how to handle people not following the rules had been adopted for the Community and Recreational Centers and one was being drafted for the parks.

Councilor Chilton advocated for more free programs in the community so more people could participate.

4. Review of Denial of an Animal Facility License - *Code Enforcement Officer Everardo Medina*

Code Enforcement Officer Everardo Medina referred to the report, a copy of which is included in the archive packet for this meeting. He reviewed the reasons he recommended denial of an Animal Facility License, noting an inspection had been conducted after the application was received, and the residence was found unsuitable. He believed the health of the dogs was at risk.

- He confirmed the animals belonged to the applicant, and neighbors reported being scared by them. Though the exterior of the house looked fine, the inside was unsanitary, smelling of feces and urine, which were observed throughout the interior.

Council agreed with the recommendation for denial.

Discussion included next steps for addressing the issue. Council would make a motion at tonight's meeting and staff would send a letter to the owner about coming into compliance by the next inspection, which would be done in two weeks.

5. Review Proposed Updates to Universal Fee Schedule – *Kathy*

City Recorder Payne reviewed the proposed changes to the Universal Fee Schedule, noting some fees were moved within the schedule to be more logical. The Community Service Fee was removed as it was no longer administered. A copy is included in the archive packet for this meeting.

6. Report from City Administrator John Walsh

City Administrator Walsh presented his report, updating Council on the weekend's Christmas events, House Bill 3115, upcoming meetings, noting he would participate in the League of Oregon Cities (LOC) Board recruitment in Salem tomorrow and Friday. Additional key items were reported as follows:

- The dock repair project related to the ships was ongoing. The City was working with the Marine Board to get funding for some emergency dock repairs, which he described, addressing clarifying questions about the project and materials. The estimated cost was less than \$10,000.
 - He clarified the City owns the docks and the Marine Board provides support for the City to maintain them. The contract with St. Helens Marina was technically for enforcement, not to do projects; however, they had a vested interest in the success of the docks and were willing to do the work.
 - A comprehensive report was received from the Marine Board on all the defects and repairs needed for the docks. A digital copy of the report would be sent to interested Councilors.
 - Council discussed that a long-term maintenance plan was needed to handle future dock repairs because the City wanted to increase its use and have more people on Sand Island, which meant more maintenance would be needed. Better clarification was needed on the marina's maintenance responsibilities and the custodial work responsibilities of the City. Language should be drafted on the responsibilities and which entity paid the bills. Revenues from renting dock slips which should pay for repairs.
- Public Works Director Zaher and the Engineering crew were doing a great job managing the project on the Waterfront property with weekly coordination meetings. It was nice to see progress after all the years of planning.
- Work on the reservoir replacement and sewer main projects were all moving forward.
 - Regarding the people who complained and wanted information about the reservoir, he explained the understanding was the City was going to do another repair, but had decided to replace the reservoir, which was well received.
 - Council discussed the history regarding the reservoir and the earlier repair, which had made the reservoir worse.
- Municipal Broadband brought in some private equity partners which provide the City with a viable internet option.
- The Mainstreet project is going well; a year-end/quarterly check-in meeting on the MOU would be held in the coming weeks.
- He confirmed he had not heard anything about the pellet factory anticipated to come to St. Helens.
- He recommended extending the Finance Director recruitment to January 1, 2023, with no objection from Council. Jon Ellis was doing an excellent job in the interim. Staff addressed clarifying questions.

ADJOURN – 3:15 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor