

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 17th day of May, 2023 are the following Council minutes:

2023

- Work Session, Executive Session, and Regular Session Minutes dated February 15, 2023
- Work Session, Executive Session, and Regular Session Minutes dated March 1, 2023
- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated March 15, 2023
- Work Session, Executive Session, Public Hearings, and Regular Session Minutes dated April 5, 2023
- Special Session Minutes dated April 12, 2023

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, February 15, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator	Crystal King, Communications Officer
Kathy Payne, City Recorder	Jenny Dimsho, Associate Planner
Lisa Scholl, Deputy City Recorder	Tina Curry, Contracted Event Coordinator
Jacob Graichen, City Planner	

OTHERS

Steve Topaz	Lynne Pettit	Lacey Tolles
Steve Toschi	Jak Massey	Brian Trenchard-Smith
Art Leskovich	Kevin Lay	Margaret Trenchard-Smith
Paul Vogel	Amy Bynum	Marilyn Allen
Rob Marinai	Andy Gregg	Chris Edmonds
Michael Alberta		

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

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

- ◆ Margaret Trenchard-Smith, Brian Trenchard-Smith, Composer Kevin Lay. Ms. Trenchard-Smith read her written statement about the Columbia Chorale of Oregon's fostering of the work *The Wisdom of Columbia County* with music by Mr. Lay, premiering on June 16 at Scappoose High School. Senator Ron Wyden had expressed intention of attending the performance. The Kiwanis Club of St. Helens was making the work the theme of its parade on June 17. On May 27, 2024, the work will be performed at Carnegie Hall. They were raising funds to produce both concerts and sponsorship to send students to the concerts. They raised \$10,000. She requested funds from Council, adding obviously they would be cited as a sponsor. She wrote the libretto of the work and provided it to Council.

Mr. Lay presented a music score to the mayor and welcomed Council to join them for both productions.

Mr. Trenchard-Smith hoped singing about the joys and histories of a great rural area would be adopted by other choirs throughout Oregon and rural America in order to help unify a community.

Ms. Trenchard-Smith clarified that the core of the budget was about \$75,000. If they were able to do everything they would hope, the budget would be \$161,000. For the inaugural performance, they requested funds before May 1; for Carnegie Hall, they need most of the funds by the end of this year.

- ◆ Marilyn Allen. Ms. Allen added *The Wisdom of Columbia County* would have two performances, hoping the one in June would include a good number of local high school students. They would appreciate any amount Council would donate as a show of support for local art.
- ◆ Steve Toschi. After seeing today's newspaper article about the fireworks show, Mr. Toschi stated communication with the City about how to handle the Fourth of July needs to be more accurately stated to the public. Last year's fireworks show was seamless and done very well by the contractor E2C which makes it a miscommunication to say that the City was looking for another vendor to take over the fireworks show and fundraising for the event. He spoke about the past when the City had to take over the fireworks after citizen groups had failed to get the fireworks show going and untrue accusations of tourism losing money. Fundraising had been a failure for the event, and there was no need for fundraising since Spirit of Halloweentown pays completely for the event, which the public should know. The City's press release spoke of the sentiment that the funds used to host the fireworks displays would be better utilized elsewhere, and he had no idea where such a statement came from. He wanted to bring to Council's attention the messages sent by the article make no sense.
- ◆ Steve Topaz. Mr. Topaz reminded the Council of his statement from the last meeting session regarding his rough estimate on the income from Spirit of Halloweentown. The corrected estimate, including parking, was over \$4 million. He then commented that hopefully Council would get information today from the February 6th Appeals Court hearing of *St. Helens vs. Cascade*. He stated the deep cores in the middle of the lagoon would not be drilled, which is technically criminal oversight. He questioned the river level only going up or down by two feet. The data from the deep cores showed the lagoon's temperature and pH changes with the tide. He suggested Council get its own hydrologist and geologist to double-check the data. He asked about the consulting firm informing Council in Fall 2022 that they found large percentages of the sanitary system on the west side were at capacity. It was decided the developer would be held financially responsible for any mishaps of the overloaded system until the system was brought up to capacity. He had heard a rumor that the repair of the sanitary sewer on the west side was on hold. He asked if the property owners along the sewer line had been notified, was the developer still responsible for covering the damages, and had the developer been notified the improvements have been put on hold.
- ◆ Lynne Pettit. Ms. Pettit complimented staff on their accomplishments in the last couple of months, which were especially noticeable to the Parks Commission. She spoke specifically of Buck Tupper, who did an outstanding job with communication and working with Councilor Sundeen. They had already completed a project and had a lot of help with things, such as walking the area under Council discussion.

DISCUSSION TOPICS

1. Semi-Annual Report from South Columbia County Chamber of Commerce - *Jak Massey, Member Relations Manager*

Jak Massey reviewed her report. A copy is included in the archive meeting packet.

- The Chamber was growing, and numbers are up.
- Coffee & Commerce was booked out for months.

- Happy Hour was now available to any member who would like to host and was changed to 4:30 - 6:30 p.m.
- They had gone to just one newsletter at the beginning of the month, followed by weekly bulletins.
- She created a brochure of the Chamber's event packages and for prospective members.
- She was interested in the Chamber participating in Citizens Day in the Park.
- She planned for the Chamber to be involved in the Kiwanis Community Parade.
- She enjoyed the 2nd Annual Boardwalk Trick-or-Treat event.
- Their Black Friday sale was successful.
- Their community room would be more utilized this year with classes almost every month which are open to all, not just members.
- Two of her personal goals for this year included:
 - Creating a Chamber advertisement jingle at the library's Makerspace.
 - Getting the Chamber back on the radio.
- She reviewed member support and the Ambassador Program.
- Their building needed some improvements, perhaps through grants. She would be helping the Promise Church's work on landscaping by cleaning up the parking area. They would renew their two-year lease with SAFE of Columbia County
- She reviewed the Chamber's community involvement and hosting a Candidate Forum.
- The Annual Awards Banquet will return on May 5. Nominations were currently open. They would have a live auction representing Oregon's fun, food, and festivities and do a wine and whiskey wall.

Mayor Scholl confirmed Council would have a sponsorship table at the Banquet.

2. Discussion regarding Parking for Events - *Tina Curry, Event Coordinator*

Tina Curry reviewed her report. A copy is included in the archive packet for this meeting.

"Park It" t-shirts, which list all of St. Helens' parks with activities can be purchased online at the SpiritofHalloweentown.com shop.

Mayor Scholl will consider the request for permission to use tourism funds to purchase tables at the Chamber's Annual Awards Banquet for people in the community who cannot afford to go but are really good volunteers and possibly as well as for Council. There is not enough parking for events on the Cascade property. The only parking that could possibly cover the parking needed is the parking behind the Recreation Center, and also that available on the Cascade's property, behind the softball field and possibly the Cascade's parking lot itself.

Mayor Scholl explained that the Waterfront parking is not available because of construction and clarified that her numbers for Halloweentown do not align with Mr. Topaz's. The parking will be needed for 4th of July and Spirit of Halloweentown and perhaps permanently once buildings go in downtown. The only parking that could possibly cover the parking needed was the parking behind the Recreation Center, that available on the Cascade's property, behind the softball field and possibly the Cascade's parking lot itself, which was privately owned, but had an agreement with the City.

Mayor Scholl agreed it was necessary to communicate with nearby property owners that street parking will be used, and the City would need to mark off what was needed. The grid of the city would be reviewed to determine methods for this year, such as enticing prices for the lots, so that they do not interrupt homeowners parking on their own streets. For some streets, like Nightmare on 4th Street, the City may want to do signage "For Residents Only." A shuttle should also be used, which was how it used to be done, and could use school buses.

Ms. Curry reviewed the ParkMobile app option which would suit St. Helens' needs. The company would do 100 percent of the customer service. They provide the signs, but the City provides the posts and puts them up. The program costs the City nothing to operate. Customers pay 45 cents when they use the app. Community messaging could make it clear that street parking was no longer free, and they can price both to make parking in the lots more favorable. With ParkMobile, residents' license plate numbers could be input into the program so that they would never get a ticket.

Council President Chilton had concerns about the app and permanent signage. She did not want to waste money by putting in signage that later had to be ripped out. She wondered who would enforce the parking tickets, would it increase work for Court and Police staff, and would there even be enough parking spaces. Severe parking issues have only been seasonal.

Ms. Curry responded to Councilor Chilton's concern about the app being user-friendly by stating 90 percent of the people who come to St. Helens are from out of town and are more than likely engaging with such a parking solution. CERT would still be involved and able to assist people with the app.

City Planner Jacob Graichen clarified permitting would be required depending on where the installation happens. Street parking would be under Public Works. The Planning Commission might be concerned about the visuals of an installation in the Historic District. On private property, questions of whether it was temporary parking or permanent parking would open some issues.

Mr. Walsh clarified he was looking at possible procurement questions, if the City must put out an RFP before it can contract with ParkMobile.

Council agreed with Mayor Scholl to have a representative from ParkMobile come present to Council.

Mayor Scholl directed staff to get clarification about the boat as there had been a lot of inquiries about it. It had taken much longer than anticipated. It was supposed to be inspected tomorrow by the Coast Guard. The boat was purchased with tourism funds, not City money, and should be here soon.

Ms. Curry reviewed correspondence with updates about the status of the boat.

The boat would be in the water tomorrow, and the whole thing would be videotaped. Copies of the documentation will be given to Council.

3. Discussion of HB3115 Related Code Amendments - *Jacob Graichen, City Planner*

City Planner Graichen reviewed his memo, a copy of which is included in the archive packet for the meeting. No code amendments were proposed at this time. HB3115 made requirements for how cities manage their homeless population on public lands, camping, sheltering, etc., with a deadline of July 1. Planning Commission and staff have been looking at it for several months. After legal feedback, staff understood the Code needed to be amended, and they hoped to utilize the next Planning Commission/City Council joint meeting on March 8th to discuss some of the issues and achieve some consensus on the direction regarding potential amendments.

At the Mayor's request, Mr. Walsh would try to have the City's consulting attorney at the joint meeting.

Mr. Graichen spoke about the timeline for writing the ordinance and making it an emergency clause probably to be effective sooner than 30 days.

He addressed at length the camping regulations to be considered.

4. St. Helens and 1st Street Gateway Feature - *John Walsh, City Administrator*

City Administrator Walsh reviewed the St. Helens and First Street intersection's addition of a gateway feature which could be done by the contractor installing utilities nearby with upcoming construction. A copy is included in the archive packet for this meeting.

Associate Planner Jenny Dimsho reviewed what she had received after reaching out to two local companies. Staff hoped Pacific Stainless, another local firm, might be involved in the fabrication. AKAAN Architecture and Lower Columbia Engineering (LCE) both prepared proposals, which were placed in Council's boxes. AKAAN had experience doing some gateway features. LCE had done a lot of work in the community.

Mayor Scholl asked if it would be wise to align the design of all three gateways. Ms. Dimsho said the 2017 Branding and Wayfinding Master Plan contemplated a gateway arch near the Chamber building. The Corridor Plan recommended gateway features. Many background documents are available that the firms would have to look at to ensure consistency with the branding efforts that have already been done.

Mr. Walsh said turnarounds by the gateways were a nice place for public art which could be developed through the public process or a private partnership. Ms. Dimsho said the feature under discussion feels very much like an entry to the downtown, whereas the other feature feels like it could be incorporated into an art walk, along the river walk. She felt they were separate, but they could be inspired by each other. She confirmed they would absolutely want to involve the Main Street program team. Staff were looking for guidance between the two proposals. Council President Chilton was disappointed that LCE did not include visuals in their submission.

Council President Chilton wondered about the possibility of a four-way arch since there was more than one way to come through the intersection.

Ms. Curry shared a thought that had just occurred to her, that the buses would get stuck in traffic after the July Fourth fireworks event.

5. Review Community Grant Applications

City Recorder Kathy Payne confirmed 13 grant requests have been received. Mr. Walsh added that the community grant funds are also used for Citizens Day and other events. Coming into this year's budget season, community grants would be brought back in some capacity but at the expense of other things planned.

Mayor Scholl suggested putting \$5,000 for community grants in the budget for the year.

Council President Chilton noted Council had decided grants would only be awarded once a year. She wanted to look at previous recipients to help the decision process and let new people receive the grants.

Mr. Walsh clarified if Council would like to pull out funding for Arts & Cultural other than what they currently have, he would have to look at the budget and see if it were still there.

Councilor Sundeen agreed about not awarding to those who received last year, due to scarcity of funds.

The meeting packet included a list of the grant requests.

Mayor Scholl asked how much money was available. Mr. Walsh replied that the last time he looked, it was less than \$3000.

Council discussed the applicants and their requests.

Councilor Birkle asked if the Big Halloween parade could be funded through tourism. Council concurred. Councilor Birkle also talked about Letty's application for Dia de los Muertos and supporting a population that was underserved.

Mayor Scholl talked about the Alano Club and the need for security improvements.

Mayor Scholl said they would decide who would receive the grants during tonight's regular session. Each Councilor should be ready to bring their one choice to award.

6. Report from City Administrator John Walsh

- The position of Finance Director was offered, and the applicant was ecstatic about it. After the reference check concluded, they would begin negotiating on terms. She will be available to begin on March 15.
- The auditor had begun work.
- He was looking at the budget calendar.
- The Administrative Billing Specialist position received almost 150 applications.
- The Engineer Tech 1 position had been authorized, and there have been second interviews. An offer has been made but not yet confirmed.
- Construction of the Waterfront property was busy, and they hit rock. It was going nicely and building energy. Most of the whole lot was taken offline at this time. Hopefully, some parking could be opened back up.
- He had been working with Parks & Recreation Manager Shanna Duggan on Recreation. It was going very well, and they were growing partnerships with the School District. The Education Service District (ESD) had been very supportive of the programs and was offering some funding.
- Regarding fireworks, E2C's contract specifically stated they collaborate with a community organization; what was mentioned in the newspaper was factually correct. They have not done the contract for this year's fireworks display. Brad Hendrickson at St. Helens Marina had purchased a small barge and had offered it, which would more than likely be the solution for getting a show on the water. Mayor Scholl advised making sure the Fire Marshal approved it first.
- Wyden Town Hall was held on Saturday, and it had a good turnout. The senator was thanked for the senate's appropriations which was a fair amount to the St. Helen's community.
- Today was supposed to be the congressional-directed spending package announcement. Staff would see what programs and projects to potentially go after, for an appropriation from the federal legislation.

7. Semi-Annual Report from Columbia Economic Team - *Paul Vogel, Executive Director*

Paul Vogel reviewed his report. A copy is included in the archive packet for this meeting.

- He thanked the Council for their membership, initiative partnerships, and engagement.
- He reviewed the CET Board of Directors and members. City of Scappoose is a member, and Mayor Joe Backus was voted on the Board. Dr. Karen Sanders and former senator Betsy Johnson were significant additions.
- They have increased their membership by two and were looking for 15 more businesses for membership.
- He touched on stakeholder and initiative engagement.
- He talked about connection with tourism and how people were excited to hear about redevelopment going on in St. Helens. They received a capacity grant for branding. They would focus on destination development, and this year's focus is downtowns and main streets. They would inform folks of Travel Oregon's competitive grants and support writing them. They were an event sponsor of the Governor's Tourism Conference for nocturnal kayaking out of Scappoose Bay.
- He updated on the Small Business Development Center which was nearly one year old. The volume of clients was such that they would seek additional funding out of the state network for help with growth.

- He gave updates on the Keep it Local initiative.
- Growing Rural Oregon is an action item on Council's agenda. The City of St. Helens was selected for it by the Ford Family Foundation. It would create support and beneficial services for small businesses in the community. He encouraged Council to approve the Memorandum of Understanding.
- He touched on business recruitment, retention, and expansion.
- He advised they did not win the grant for Project Alfred, but learned many lessons and will be better prepared to compete next time.
- He reviewed CET's projects and those they helped on, noting some lessons learned and including an update on funding for the skate park through a direct career skills program.
- He addressed working toward changes about land use regulation and elevating awareness and perception around allied businesses that support the semiconductor and tech industry. He updated on some new developments on properties in Scappoose.
- He spoke about the St. Helens Industrial Site:
 - The amount of time needed to prepare the site for buildable development was the biggest concern.
 - It was fortunate the City owns the property, and he explained why.
 - He met with RestorCap, a company which looks for distressed properties and makes them buildable. They have a deep understanding of how to redevelop such sites to be leasable and purchasable, and their successful business model allows them to monetize credits and certain aspects of the remediation. He believed they were unique and self-financed with a good track record and a strong interest in working with the City. They were in attendance to address the Council.

Rob Marinai, President, RestorCap, and his partner Andy Gregg presented via PowerPoint an overview of their company and a review of projects they have done, clarifying they are not self-financed but could finance large-scale projects without going to banks. Their core business is restoration, remediation, and reuse to benefit the public. Virtually everybody in the company spent their entire careers doing environmental restoration, environmental clean-up, or environmental finance. They have worked with DEQ who recommended they pursue the St. Helens Industrial Site.

Mayor Scholl noted the site is envisioned as more for use than anything else such as credits. Mr. Marinai and Mr. Gregg agreed and described some of their past projects involving credits.

They clarified they had not yet looked at the entire St. Helens Industrial Business Park site in a systematic way, just on visits. Council and the representatives of RestorCap discussed the characteristics of the site as well as possibilities. Mayor Scholl noted the City is looking at mixed use for the site which RestorCap acknowledged was how they would look at the site in addition to natural preservation, public access, and whatever the industrial use could be. Mayor Scholl added the City is spending \$10 million on civil engineering and putting pipe in the ground on the property.

Councilor Sundeen thought RestorCap's presentation was timely because the site was something Council needed to revisit.

Council President Chilton loved the proposal and thanked Mr. Marinai and Mr. Gregg for coming and Mr. Vogel for bringing them in.

Chris Edmonds who handles public affairs and strategy consulting was also in attendance as was Michael Alberta, technical advisor on the real estate. Mr. Edmonds provided some of his professional background.

Mayor Scholl was interested to see their proposal.

ADJOURN – 4:45 p.m.

EXECUTIVE SESSION

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

February 15, 2023

Members Present: Rick Scholl, Mayor
Jessica Chilton, Council President
Patrick Birkle, Councilor
Mark Gundersen, Councilor
Brandon Sundeen, Councilor

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



At 4:52 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**, under **ORS 192.660(2)(h)**
 - Update on litigation with Cascades Tissue.
- **Real Property Transactions**, under **ORS 192.660(2)(e)**
 - Update on disposition of property at St. Helens Industrial Business Park.

The Executive Session was adjourned at 5:34 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, February 15, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Tina Curry, Event Coordinator

OTHERS

Brady Preheim Nick Hellmich
Jim Coleman Jane Garcia
Arthur Leskowich Shauna Stroup Harrison
Chris Osling

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

PLEDGE OF ALLEGIANCE

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

- ◆ Tina Curry. Fireworks was also sponsored by Comcast. It was a generous contribution.
- ◆ Brady Preheim. Responding to comments made by Howard Blumenthal last week. They need an anti-Karen law. It's ridiculous that you can't walk down the road minding your own business without being screamed at. People should be punished for making false reports to the police. The City does not have a leash law. His dog Mouse identifies as a mouse. His other dog identifies as a cat. They should enforce laws they have, such as that person cleaning up the big mess in his front yard.
- ◆ Nick Hellmich.
 - Did the developer of the apartments by Walmart pay taxes to the County?
 - Wants to see speed limit signs on his street. A kid almost got hit again.
 - Suggests putting in a roundabout at the S. 4th and Cowlitz Street intersection. It's a confusing intersection for people unfamiliar with the area and can cause accidents.
 - Suggests lowering the speed limit downtown. He was almost hit by a car last week.
 - He is a certified housing counselor and educator, and offers free classes in Columbia, Clatsop, and Tillamook Counties. They can contact Community Action Team (CAT) for details.

- St. Helens has a pro level disc golf course. He suggests doing a St. Helens invitational. They need something to bring in more revenue in the spring.

Mayor Scholl commented on the apartments. They do not pay taxes because they are nonprofit. It is a HUD project. They did pay SDCs.

Councilor Chilton suggested he contact Parks & Recreation Manager Shanna Duggan about the disc golf invitational.

◆ Shauna Stroup Harrison.

- Questioned why visitor comments are now three minutes instead of five.
- A tree council is supposed to be running parallel with the Parks & Recreation Commission. It is part of their ordinance and she would like to see it active again to preserve trees in the City.
- She has noticed theft and dumped derelict vehicles on streets. She was curious about a plan of action with the new Code Enforcement Officer.

Mayor Scholl said they have an arborist for trees in rights-of-ways. He will look into that further. Shauna will find out what ordinance addresses it and let them know. City Administrator Walsh added that a requirement of being a Tree City is having a tree committee. He will look into it as well.

ORDINANCES – Final Reading

1. **Ordinance No. 3289:** An Ordinance Amending All Sections of the St. Helens Municipal Code to Reflect a Change in the Name of the Parks and Recreation Commission and to Remove References to the Newly Named Parks and Trails Commission having Responsibility Over the Recreation Program

Mayor Scholl read Ordinance No. 3289 by title. **Motion:** Motion made by Councilor Birkle and seconded by Council President Chilton to adopt Ordinance No. 3289. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

RESOLUTIONS

2. **Resolution No. 1973:** A Resolution Adopting Findings to Utilize Design-Build as an Alternative Procurement Method for the 2.0 MG Reservoir Replacement Project and Exempting Project from Competitive Bidding Requirements

Mayor Scholl read Resolution No. 1973 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Resolution No. 1973. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. First Amendment to Agreement with Oregon Patrol Service for Bailiff Services
4. Fifth Amendment to Agreement with Otak, Inc. for Design Services for Undergrounding Electrical Services in the Riverfront District
5. Joint Memorandum of Understanding with Columbia Economic Team regarding Implementation of the Growing Rural Oregon Initiative (GRO)

Motion: Motion made by Councilor Birkle and seconded by Councilor Sundeen to approve '3' through '5' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

6. Council Work Session and Regular Session Minutes dated November 2, 2022
7. Council Work Session and Executive Session Minutes dated November 16, 2022
8. OLCC Licenses

9. Accounts Payable Bill Lists

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton to approve '6' through '9' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

WORK SESSION ACTION ITEMS**Community Grant Applications**

Council each selected their top choice to receive grants:

- Mayor Scholl – St. Helens Alano Club \$500
- Councilor Birkle – Dia de los Muertos Event \$500
- Councilor Sundeen – Elks Veterans Bunker \$500
- Councilor Chilton – The Playground Indoor Skatepark \$500
- Councilor Gundersen – CASA for Children, Inc. \$500

Mayor Scholl would like to transfer \$1,000 from the Community Grant Fund into the Arts & Cultural Commission (ACC) fund to donate to Columbia Choral of Oregon. Councilor Chilton was concerned that the ACC is not active, so would not have oversight. Discussion ensued.

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to donate \$1,000 from the Council fund to Columbia Choral of Oregon. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

Mayor Scholl explained the Wisdom of Columbia County music project.

Motion: Motion made by Councilor Birkle and seconded by Council President Chilton to use a total of \$2,500 of Council funds and donate \$500 to each of the following: St. Helens Alano Club, Dia De los Muertos Event, Elks Veterans Bunker, The Playground Indoor Skatepark, and CASA for Children, Inc. **Vote:** Voting Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

COUNCIL MEMBER REPORTS

Council President Chilton reported...

- Meeting with Library Director Bishop tomorrow to discuss partnerships and goals.
- Attending the Police Department awards dinner soon.

Councilor Sundeen reported...

- It's been good getting to know people.
- It was a great Employee Banquet the other night meeting employees and celebrating Employee of the Year Ethan Stirling.
- Meeting weekly with City Administrator Walsh and Chief Greenway about the Police Station. They are going to get a station they can be proud of and will be functional.
- Parks & Trails Commission
 - Dana Lathrope is stepping in as a great Chair.
 - Lot of good stuff coming up.
 - Discussed the additions and improvements coming to the McCormick Park Veterans Plaza.

Councilor Gundersen reported...

- Planning Commission meeting tomorrow.
- He and Councilor Sundeen will meet with Columbia River PUD (CRPUD) on February 27.

Councilor Birkle reported...

- Had a great time at the Chamber of Commerce Happy Hour.

- Did a ride-along with Code Enforcement Officer Medina on a Saturday morning. He was very impressed with the work he does. The Police Department and Code Enforcement is not out to get people. The primary public safety objective is to work with individuals.
- Has had excellent meetings with Library Director Bishop.
- Impressed with the Library staff trying to reach out to all people to establish relationships.
- Visited the Makerspace when the GRO group was meeting. It's exciting to see it all come together.
- Attended the Senator Wyden Town Hall.
- Enjoyed the Employee Banquet. Congratulations to Stirling on being awarded Employee of the Year. There were 11 nominees.

MAYOR SCHOLL REPORTS

- He had a good time at the Employee Banquet. Stirling was very well deserving of the Employee of the Year award.
- Sees the need to move the switching yard. There are plenty of other areas along the highway to move it out of the city. It only takes one accident. It's time to start pushing the Railroad to move it. The location is detrimental to emergency services.
- Good to see the Waterfront project moving forward.
- Good report from Paul Vogel during the Work Session.
- He wants to visit the Makerspace again.
- The GRO program is very much needed.
- Thanked Curry for her Tourism report and boat update.
- Looking forward to it getting warmer.

Citizens Day in the Park donation assignments were distributed.

OTHER BUSINESS

- ◆ Chris Osling, musician. He would like to host a three-day music festival on Sand Island that would benefit the Columbia Pacific Food Bank, Columbia River Fire & Rescue, and the High School Band Program. He already has the okay from Brad Hendrickson at the Marina. There is enough local talent that will work for free. He will take care of everything. They need to know about permits and if they can have vendors over there. The goal is to make this an annual event, and eventually bring in professional acts.

Walsh informed Chris that a Special Use Permit would be needed. Contact information was given to Chris to begin the process with Parks & Recreation Administrative Assistant Melisa Gaelrun-Maggi. Chris will write a proposal. Their goal is the third weekend of June or July. They want to avoid the Portland Blues Festival. Mayor Scholl pointed out that the third weekend in June is the parade. City Recorder Payne will work with Chris on Concession Agreements for vendors.

ADJOURN – 7:49 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, March 01, 2023

DRAFT MINUTES

MEMBERS PRESENT

Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

MEMBERS ABSENT

Mayor Rick Scholl

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner

Rachael Barry, Government Affairs Specialist
Suzanne Bishop, Library Director
Jon Ellis, Contract Interim Finance Director
Bill Monahan, Contracted Attorney
Tina Curry, Contracted Event Coordinator

OTHERS

Lacey Tolles	Doug Morten
Arthur Leskowich	Les Watters
Amara Liebelt	Erin Salisbury
Jason Moon	

CALL WORK SESSION TO ORDER – 2:00 pm

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

- ◆ Doug Morten. Mr. Morten congratulated the new Council, noting they are congenial. He was interested to see how Council President Chilton would lead the meeting. He was excited to watch Council's progression on the Riverfront District, hoping they were open and flexible to developers which would allow creativity.

DISCUSSION TOPICS

1. Annual Report from Main Street Alliance - **Amara Liebelt, Executive Director**

Executive Director Amara Liebelt presented via PowerPoint the Main Street Alliance annual partnership report. A copy is included in the archive packet. Highlights included:

- The missions between national, state, and their Main Street.
- How Main Street works in four categories: economic vitality, design, organization, and promotion.
- An overview of recent program successes.
- She addressed their current activities.
- A review of where they are and where they want to be. One goal is to become accredited.
- Strengths, weaknesses, opportunities, and threats (SWOT) analysis conducted during their board retreat.

- She reviewed their four active committees and what they are doing. Highlights included:
 - They were working to create a street market which will be their testing market to what could be called a farmers' market. It will be held one day a month in Uptown, bridging the gap between Uptown and Downtown.
 - The Columbia County Cultural Coalition awarded them two grants for the 2023 Scarecrow Project and for the Dia de los muertos event.
 - Looking to the future, plans for each committee.
- The work with their important partnerships.

Questions from Council were addressed:

- Between three and five members serve on each committee with each Board member chairing a committee. They are always trying to grow the membership to prevent burnout.
- The benefits of accreditation include grants, recognition and awards, and a lot more guidance including free assessments. The process to become accredited will start in November and proceed until March.
- Ms. Liebelt will find out more about Scappoose being on the list of connected communities. Clatskanie would like to be added. St. Helens is the only community in the program thus far, to her knowledge.
- The SWOT threat about losing City partnership was not financially related but about forward momentum and being in good standing, which is important to the Main Street Alliance. Ms. Liebelt acknowledged they did not sense any threat from the City's side. Councilor Birkle firmly believed the City made a good investment in the Main Street Alliance and will continue to do so. Even though that source of funding may not continue from the City, he was confident the City will partner in many other ways. Ms. Liebelt emphasized communication and transparency are key.

City Administrator Walsh addressed why the City should invest in Main Street. Further, with Main Street wanting to be supportive of the gateway features, St. Helens has two. He invited her to stay for the gateway feature proposal agenda item.

Ms. Liebelt knows what she wants to see for the community's children in Downtown and Uptown. She believes people only leave the community for adventure, not because of unmet needs.

2. Update from Small Business Development Center (SBDC) - *Jason Moon, Director*

Jason Moon reviewed his report:

- They have about 90 clients and 300 advising hours.
- He thanked partner Main Street, Council, and City staff for referring businesses to him.
- He will be hiring an advisor and an admin soon.
- Seventy-five percent of businesses fail in the first five years. However, when a business seeks business advising and sets up a business plan, there is a 65 percent success rate of making it past the first five years.
- He refers to SBDC as a resource center as well.
- They are the 20th and newest center in Oregon and the only one not affiliated with the community college.
- They offer free one-on-one confidential business advising.
- Another major piece is getting business owners access to loan packaging and access to capital. Right now, not many grants are available.
- They offer marketing plan strategies.
- He addressed the end-of-year reporting with the SBA.
- Last year they launched a partnership with Keep It Local, a marketing for success series which was very successful.
- He appreciated the feedback Council provided through the SBDC's questionnaire.

- He was in the process of assembling an advisory committee.

Questions and feedback from Council were addressed:

- SBDC is currently in the Columbia Learning Center with plans to move to the John Gumm building when that is remodeled. He works in the office, his home, and mostly in the field which is where it works best for businesses.
- A business can get involved with SBDC by calling or emailing Mr. Moon. They have a website.
- Councilor Birkle liked that Mr. Moon is accessible in the community which creates synergy with Main Street, Keep It Local, and the Chamber. Mr. Moon hoped to do more of that sort of outreach.

Mr. Walsh pointed out that before the local SBDC, the closest office was Lloyd Center.

3. Fiscal Year 2022/23 2nd Quarter Budget Report - *Jon Ellis*

Contract Interim Finance Director Ellis reviewed his report via PowerPoint. A copy is included in the archive packet for this meeting. He noted the third line under Public Works, which was Engineering, was dropped from the table when copied, but the subtotals were correct. Supplement 3 was all the requested adjustments to the budget that will be rolled into the proposed public hearing for the March 15th meeting. The presentation of the budget analysis included:

- A mid-year budget review of revenues, expenditures, and exceptions by fund types: General Fund, Special Revenue Funds, SDC Funds, Enterprise Funds, and Internal Service Funds.
 - He noted \$32,000 was moved and recorded from the Opioid Settlement money into the General Fund to offset the additional expenditures in the police department for the K-9.
 - Street funds were on the tighter side. But the monies from Motor Vehicle are meeting the budget and will increase next year. Other projects will be delayed until the expenditures incurred for the Columbia Boulevard sidewalks are fully reimbursed.
- An overview of proposed budget adjustments including the overall impacts to the funds and the Supplemental Budget process.
- The status of the American Rescue Plan Act (ARPA) funds.
- The proposed Budget Calendar for 2023/24 with the first Budget Committee meeting on April 14 and the second on May 4 where hopefully they will approve the Budget.

Questions from Council were addressed:

- Regarding the projected budget for 23/24 looking significantly higher than where the City is right now, Mr. Ellis spoke about total system charges being projected at a seven percent increase, adding the proper calculation of the EDU and UUDs that go into Water, Sewer, and Storm was delayed and probably even a low estimate which was probably the reason 23/24 was in top shape on revenues. The Public Works reserves had dipped down to \$100,000, which is unacceptable. So, there was a need to reallocate some of those funds to shore up the reserves and still meet maintenance needs. In terms of funds, the City is secure in the current year. But projecting out based on the five-year CIP, they will know better. The City should not raise rates until absolutely necessary.
- Mr. Ellis started thinking about the biannual review for the Urban Renewal Agency Board budget, but he had not gotten a chance yet. One Councilor noted Urban Renewal is in an accumulation phase.
- Mr. Ellis can report back with his concerns and areas of focus and how Council can support him. He spoke about some matters on which he could not find a lot of documentation.

4. Discussion regarding Renaming Mill Street in the Riverfront District - *Jacob Graichen, City Planner*

City Planner Graichen addressed his memorandum on renaming "Mill Street." A copy is included in the archive packet. St. Helens already has a Mill Street in town. A unique name is wanted for each street

for emergency response purposes. The statute sets out a process which he described. The street under discussion is just past Grace's Antiques. Staff recommended using "Way" as the naming convention. He talked about how the street behind the bowling alley was renamed "Bowling Alley."

Les Watters from the Columbia County Museum Association spoke about the history of the area in order to help brainstorm what the street should be called. They would like Council to consider an historic name, and he highlighted some considerations. He recommended Wapama Way after the famous ship built in St. Helens and used for years to transport people between St. Helens and San Francisco. The *Wapama* was on exhibit for years at a museum in San Francisco before it fell into disrepair and was dismantled.

He addressed clarifying questions from Council on some of the historic names.

Mr. Graichen appreciated the partnership with the Museum Association; their information will give the City a lot to think about. The Engineering team recommended a cinematic history-inspired name such as Pumpkin Way. He spoke about what prompted the process to rename the street.

Councilor Chilton liked McCormick Way; others were concerned about that already being a street name.

Councilor Birkle liked the idea of a name that recognizes the Indigenous population, specifically Wapato Way.

The matter will go to the Planning Commission for recommendation, and then a public hearing will be scheduled with Council for public input.

5. Gateway Feature Proposals - *John Walsh, City Administrator*

Mr. Walsh addressed the two local proposals from AKAAN and Lower Columbia Engineering received for the gateway feature project. A copy is included in the archive packet. Staff was looking for Council input.

Associate Planner Dimsho pointed out the location at S. First Street and St. Helens Street. The City will guide the design process and work with partners such as Main Street Alliance and the Museum Association. The project will have to go before the Planning Commission for compliance with the Riverfront District architectural guidelines. AKAAN has a background in working on gateway features. Lower Columbia has been a staple in the community for architectural and design services.

After staff presented options including putting a selection committee together or deciding by Council consensus, the Council discussed the two candidates.

Questions from Council were addressed:

- Stakeholders, including Council, will provide feedback throughout the whole process. The project will be done at the same time as the street intersection construction.
- The City is under contract to do the intersection, which is moving forward, but staff would not feel comfortable giving an estimate of a timeline for the gateway project. The two-year contract started in November.
- The gateway in the Houlton District would not happen at the same time because it currently has no funding source and needs separate funding.
- Staff agreed the purpose of the signage is not to welcome people to St. Helens because it is not an appropriate spot at all. It will be determined by the stakeholder group whether it highlights a welcome to, for example, the Riverfront District or Historic District.
- The fees proposed were for the firms involved in construction and for the same scope of services.

Council President Chilton stated with Lower Columbia showing community involvement in working on the Veterans Plaza she would like to move forward with them, noting both candidates are great.

Councilor Sundeen felt good about both.

Councilor Birkle recommended the decision be made by staff. Council President Chilton thought Council should make the decision.

Councilor Birkle recommended AKAAN since Lower Columbia is doing a current project.

Councilor Gundersen noticed a lot of the work AKAAN has done is similar to what the City wants and therefore recommended them.

Council's consensus was to use Lower Columbia Engineering. Staff will bring a personal services agreement to the March 15 meeting.

6. 3:40 pm - Report from City Administrator John Walsh

- Mr. Walsh provided an update on the Columbia View Park improvements including the stage layout. Community members have expressed concern to the Parks Commission and Planning Commission that the City will get the stage correct. He suggested making a 3-D model of what it will look like when one is in the space, adding the cost to do so is incidental and there will be a bit of a delay but enough contingency in the schedule to pause to do the rendering. Staff clarified they have not heard much feedback about moving the playground except when it was first brought to the Parks Commission, such as ensuring visibility for parents to see their children. The playground will be moved towards Cowlitz Street.
- Heading into the budget season, the first Budget Committee meeting will be held April 15.
- The auditors are currently working at the City.
- The new Finance Director is looking to relocate to St. Helens.
- Staff would like to kick off a new program, Take Your Child to Work Day on April 27th. In the past, they had not planned many activities. Communications Officer Crystal King and Deputy City Recorder Lisa Scholl, and others have put together a full program that could make it happen. Council was supportive of the idea.
- He reviewed the purpose of the Central Waterfront Open House being held tomorrow and April 6.
- The Joint Council/Planning Commission meeting will be held March 8 in order to discuss HB3115 on camping and houselessness. Attorney Aaron Hisel, who was involved in the Grants Pass case, will come talk to Council.
- He and Tina have been discussing tourism parking and looking for space to have a portable building for a parking/shuttle outpost, trying to be mindful and prevent negative impacts when people do not want to park at a distance, risking angry neighbors whose driveways are blocked.
- He thanked Councilor Sundeen for doing the weekly calls with him on the Public Facility. The building space had been cut in half but will still be a nice, useable building. The officers seemed very supportive of it. He confirmed they do not have to worry about the flood plain in part because the building will be farther away from the wetlands.
- Government Affairs Specialist Rachael Barry met with Senator Weber pitching the City's interest in infrastructure and early learning which helps with recreation programs and funding workforce space. Senator Weber intends to champion the St. Helens infrastructure project which would go a long way toward replacing the reservoir on Pittsburg Road
- The Chamber of Commerce requested the Council sponsor table(s) at their banquet. Council has purchased a table/sponsorship package in the past, the Champion at \$1,000 and a second table for \$400. Staff believed the purchase came from Council funds in the past and confirmed all the seats were filled. After grants Council put out, around \$4000 remained in Council funds. They discussed who would attend. Council's consensus was to do the same \$1000 table and additional \$400 table this year.
- March 28 will be the City-County meeting, which is the first one since COVID.
- The "If I Were Mayor..." Student Contest will close on Friday. St. Helens has been very successful with state winners.

- The American Public Works Association magazine featured an article that painted the City in a positive, proactive, and forward-looking light about the Wastewater Treatment Plan, highlighting Water Quality Manager Aaron Kunder's pumps project.
- Engineering Manager Sharon Darroux and Public Works Supervisor Dave Elder gave a presentation at a recent conference on the master planning process with their Water and Wastewater Master Plans. Construction Inspector Tim Underwood got additional certifications for infrastructure.

ADJOURN – 4:46 pm**EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Jessica Chilton, Council President

City of St. Helens

CITY COUNCIL

Executive Session Summary

March 1, 2023

Members Present: Jessica Chilton, Council President
Patrick Birkle, Councilor
Mark Gundersen, Councilor
Brandon Sundeen, Councilor

Members Absent: Rick Scholl, Mayor

Staff Present: John Walsh, City Administrator (left the Council Chambers at 5pm)
Kathy Payne, City Recorder
William Monahan, City Attorney with Jordan Ramis PC



At 4:40 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.

- **Real Property Transactions**, under **ORS 192.660(2)(e)**
 - Proposal of developing an RV Park on City property.
- **Consult with Legal Counsel**, under **ORS 192.660(2)(h)**
 - Potential litigation with regards to allegations made against City employee.

The Executive Session was adjourned at 5:18 p.m.



ATTEST:

Kathy Payne, City Recorder

Jessica Chilton, Council President

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



COUNCIL REGULAR SESSION

Wednesday, March 01, 2023

DRAFT MINUTES

MEMBERS PRESENT

Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

MEMBERS ABSENT

Mayor Rick Scholl

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Sharon Darroux, Engineering Manager
Jenny Dimsho, Associate Planner/Community Development Project Manager
Tina Curry, Event Coordinator

OTHERS

Arthur Leskowich	Nick Hellmich	Jennifer Pugsley
Brady Preheim	Briana Koch	Howard Blumenthal
Steve Topaz	Jane Garcia	

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

PLEDGE OF ALLEGIANCE

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

- ◆ Nicholas Hellmich. He spoke with some employees about the recent departure of former City Finance Director Matt Brown. From his understanding, Brown miscalculated the amount of money needed to prepare and build a new police station, which cost taxpayers between \$1-2 million. Due to the shortfall of funds, water rates were significantly increased. In his line of work, he has seen a significant increase of seniors and low-income individuals not able to afford their water bill. What policies and procedures were put in place to make sure these types of miscalculations will not occur again? Has the City implemented a policy for expenditures over a certain amount to be reviewed by two or more people? He hopes policies are put in place so citizens don't suffer for one person's mistake.
- ◆ Brady Preheim. Reviewed his complaints.
 1. The Waterfront property is not accessible from the Wastewater Treatment Plant (WWTP), but is possible to add a path. Pedestrians currently must walk through neighborhoods to access it.
 2. He is unhappy about the errors made for the new police station. It needs to be a vote of the people. It should not just be added to the water bill.

3. Matt Brown asked for the Assistant City Administrator position, which he received, but then he kept his salary when he requested to move back to Finance Director. The same goes for the Parks & Recreation Manager that was moved back to her old position but continues to keep her salary. It is not acceptable. It's a promotion to keep giving them the same money when they're no longer in that position.

◆ Steve Topaz. Reviewed his questions and observations.

1. The City's new boat was supposed to be tested on February 16. Did it pass?
2. Could the training center on the Mill property be used for a police station?
3. There is a Waterfront postcard in the lobby that shows buildings with 250 living units. Looking at the project across from Walmart with a similar number of units, they get a preview of what it will look like. If you're handicap and at the front gate of Walmart, it's the same as getting out of your car and walking to a view center on the Waterfront.
4. The three-minute visitor comment time eliminates freedom of speech. The ability to communicate is a two-way street. It was announced at the last meeting, but then the Mayor set a precedent by allowing someone to speak longer last time. That is controlled speech and they are violating the Constitution.
5. They have a new Finance Director. He strongly suggests a forensic audit be done so she is aware of everything.

RESOLUTIONS

1. Resolution No. 1974: A Resolution Appointing the Budget Officer for Fiscal Year 2023-24
Council President Chilton read Resolution No. 1974 by title. **Motion:** Motion made by Councilor Gundersen and seconded by Councilor Birkle to adopt Resolution No. 1974. **Vote:** Yea: Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

2. Resolution No. 1975: A Resolution Adopting Findings to Utilize Construction Manager/General Contractor (CM/GC) as an Alternative Procurement Method for the Police Station Project and Exempting Project from Competitive Bidding Requirements
Council President Chilton read Resolution No. 1975 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 1975. **Vote:** Yea: Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Fifth Amendment to Agreement with David Evans & Associates, Inc. for Columbia Blvd. Sidewalk and Safety Improvements Project
4. First Amendment to Agreement with Mackenzie for Public Safety Facility Design

Motion: Motion made by Councilor Birkle and seconded by Councilor Sundeen to approve '3' and '4' above. **Vote:** Yea: Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

5. Library Board Minutes dated January 9, 2023
6. Parks and Recreation Commission Minutes dated January 9, 2023
7. Planning Commission Minutes dated January 10, 2023

Motion: Motion made by Councilor Birkle and seconded by Councilor Gundersen to approve '5' through '7' above. **Vote:** Yea: Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

8. Declare Surplus Property - Police Vehicles
9. Animal Facility Licenses

10. OLCC Licenses
11. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '8' through '11' above. **Vote:** Yea: Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

WORK SESSION ACTION ITEMS

None

COUNCIL MEMBER REPORTS

Councilor Birkle reported...

- It has been crazy weather. Elementary students only attended half a day of school last week.
- Continues to meet with Library Director Bishop. He is impressed with her work and the staff.
- Responding to questions from visitor comments:
 - The boat/shuttle did pass the test. They are wrapping up the details now.
 - The Waterfront postcard is several years old and is conceptual. No decisions have been made.
 - There is no violation of the United States or Oregon Constitution to limit visitor comments to three-minutes. All that's required of them is to conduct their business and make decisions in public. There is no requirement to even take public comment. Three minutes is adequate. They can receive input in other ways that does not prevent citizens of providing information. He mentioned that retreats and special meetings do not even allow for public comments.

Council Gundersen reported...

- He met with Columbia River PUD staff on Monday. They have programs and grants available for the new amphitheater.
- Planning Commission wants more direction from Council if they should be looking at something. They can talk about it more at next week's joint meeting.

Councilor Sundeen reported...

- Plans are moving forward on the McCormick Park Veterans Memorial Plaza expansion.
- There was damage in McCormick Park. He thanked Police for their quick response, and Public Works and Parks for assessing the damage and ready to clean up when the weather improves.
- He saw the new Police Station designs and was very pleased with the functionality. The scaled-back version is what they need to be successful and keep the community safe.
- He attended the Police Awards Banquet on Sunday. It was a great experience and good to celebrate with them. K-9 Max even stopped by. He is proud of them and expressed his gratitude for all they do.
- He thanked citizens for being engaged. It's appreciated.

COUNCIL PRESIDENT REPORT

Council President Chilton reported...

- Met with Library Director Bishop about senior outreach. She is amazed by her partnerships and advocacy for reading.
- Attended the Police Awards Banquet as well. She is encouraged by and proud of the Police.
- Last night, she met with a group of gentlemen to discuss re-opening the St. Helens Golf Course. She enjoyed learning about its history and their passion to re-open it. She will be sharing the information with Mayor Scholl to continue those discussions.

OTHER BUSINESS

Steve Topaz asked if the demonstration at the lagoon is still taking place tomorrow. City Administrator Walsh confirmed that it is tomorrow, 4:00 – 6:00 p.m.

ADJOURN – 7:25 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Jessica Chilton, Council President



COUNCIL WORK SESSION

Wednesday, March 15, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator	Crystal King, Communications Officer
Kathy Payne, City Recorder	Suzanne Bishop, Library Director
Lisa Scholl, Deputy City Recorder	Bill Monahan, Contracted Attorney

OTHERS

Steve Topaz
Justin Watson
Amy Pritchett

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

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

- ◆ Steven Topaz. Mr. Topaz responded to questions presented at previous meetings. Regarding progress on the vessel being tested by the Coast Guard, that has been completed, and everything is okay. Regarding why the building down at McCormick Parks was not used for the police station, that was also looked into and there are a number of physical reasons why that was not handled. The questions regarding the sewer lines on the west side were answered by Engineering Manager Sharon Darroux, which were given to City Recorder Payne. Last time, the agenda did not include notification of the sewer plant tour. The newspaper described the sewer plant tour as definition and explanation for repurposing the lagoon, which it was not. Communications Officer King should be asked to have the newspaper correct the fact that the meeting was not publicly noted in the agenda and the fact that it was how the sewer plant worked. He has asked questions previously about the status of the litigation of the mill problem. It has been delayed again another 30 days. He provided a list of all the delays, which started in 2021. The litigation of Boise Cascade is still ongoing. The Coast Guard reports the boat has been tested. The stabilization test data has not been reviewed, and there are a number of other questions that have to be answered before it's given approval to be moved. That hasn't been done yet. When he was on the Council in 2022, he had been told that the vessel is in Portland. It is still in Florida. He believed that the City has not gotten the truth about the location, condition, and destination of the vessel. There should be a public statement/public information on the litigation and conditions of the legal problems with Boise Cascade and the City of St. Helens about the property. There were no questions from Council.

DISCUSSION TOPICS

1. Senior Center Semi-Annual Report - *Justin Watson, Executive Director*

Mr. Watson presented the report, starting with a video about Senior Center resources and activities. A copy is included in the archive packet.

- Specific organizations that use the Center were enumerated, including the VFW Auxiliary and Columbia County Business Leaders Network, and Parkinson's Resource of Oregon. The Red Cross holds several blood drives throughout the year. Schultz Financial Services are holding recurring classes related to Medicare and Social Security at the Center as well. They were also the first Platinum level sponsors for 2022.
- The Center will host this year's Living Well with Diabetes course, a six-week course provided through the State and the Community Action Team. The dates are March 23 - April 27.
- AARP has been a very strong partner. They are currently preparing taxes for free for residents of St. Helens. They are fully booked, but the Scappoose Senior Center is taking appointments. They also do safe driving courses so seniors can get insurance discounts.
- Activities held at the Center include billiards, exercise classes, computer classes, yoga, pinochle, Tai Chi, square dancing, line dancing, craft hour. They need help from more crafters because they have recently entered into a partnership with the Sheriff's office to repair jumpsuits for resident inmates.
- The Center received a donation of 20 tablets from InRoads, which can be checked out and taken home by seniors who have completed instruction on connecting and using the tablets.
- The Center acts as a daytime cooling shelter and/or warming shelter, depending on the weather.
- Building maintenance was addressed. The Center would like to have the basement completed, even if just basic, so they would have more storage space in it. The finished basement was included in the 2010 community block grant, but it ran out of funds before it was completed.
- Public Works has cleaned up the property border. It is starting to look good as grass is growing in.
- There have been issues with the houseless loitering, so the Center will install cameras in the back of the property and continue to protect the Center's assets.
- The Center would like to expand the Food Bank's garden by having a garden in the back. They would also like to have outdoor seating with a canopy available off the back entrance of the dining room.
- The Shoestring Players Actors Guild performed a show for five nights and also used the Center for practice.
- The Center is ramping up advertising of activities. They are considering changing the agreement to avoid raising the hourly cost, which is currently \$75 an hour with a \$150 deposit. There are no fees to cover the costs of administration, water or electricity use, or staff who have to be on hand. They are considering a \$300 deposit, with 70% refundable, to help with administrative costs.
- Other partners throughout the community included South Columbia Chamber of Commerce, InRoads Credit Union, Grocery Outlets of St. Helens and Scappoose, Food Bank, Broadleaf Arbor, the Recreation Program, Avamere, and Meadow Park Living.
- The Center currently has over 200 members. They are still trying to bridge the gap with the families. They believe working with the Recreation Program and Broadleaf Arbor will help bridge that gap. That will ultimately raise memberships at the Senior Center, but it will also get the Center involved at the senior level so we can promote intergenerational communities.
- The Center is considering a lifetime membership option.
- The event calendar has been finalized. The block party will be July 1. Micro-fundraisers on the schedule include the St. Patrick's Day Luncheon, bazaars, a Mother's Day tea party, a Father's Day breakfast, and other events. The micro-events will lead up to the big fundraiser at the end of the year, a black tie dinner and auction.

- Lunches are served from 11:00 a.m. to 12:30 p.m., with the exception of Fridays, when they serve at 12:00 p.m. Reservations are not needed but are appreciated so the proper amount of food can be served without waste.
- The Center has been serving 180 seniors throughout South Columbia County. More volunteer drivers are needed. Mileage is reimbursed for the complete route from home, the route, and back home. SNAP is strong. The Center is working towards digitizing the program so that deliveries are logged immediately, which will help with reports to Community Action and the State.
- Amy Pritchett, the new Activities Coordinator, was introduced. She is a local resident and has lived in the area her entire life.
- The Columbia County Search and Rescue was recognized for their help when four routes could not be covered due to unexpected snow. Everyone was fed that day thanks to their help.
- The kitchen is in good repair.
- The Center was awarded the congregate infrastructure upgrade grant. They have installed new sprayers on sinks and new pot handles. The new generator will power just the kitchen and dining room, not the entire building. They have received quotes for the generator work, but they were not acceptable. Public Works understands what they are trying to do and will work with the Center to install it.
- The new virtual café, St. Helens Eats, is going well. To find it on the website, go to shseniorcenter.org and click on the St. Helens Eats tab. They would like to add a salad bar. The Community Action Team has told them they can serve breakfast and/or dinner as well, so they are looking at whether they can expand their programming into those areas.
- The Thrift Store, under the management of Melissa and Joe, is doing very well. The store has been remodeled, which has helped increase sales, which supports the Senior Center.
- Financially, the Center has launched the sponsorships membership program. This allows both for-profit and non-profit organizations that work with the Center to contribute financially. They would like 34 platinum-level sponsors. They hope to raise \$50,000 through an online auction at the end of the year.
- The Center is finishing up the grant project. The State would like a tentative report, but he prefers to wait and put in a final report so the actual budget used can be reported.
- Council President Chilton requested an update about the partnership with Broadleaf Arbor
 - The Center will work with Engage, the program management company at Broadleaf.
 - The cohort includes the Community Action Team, CCM Age, the Latino Network, the Food Bank, and CCOPC. They meet monthly to see where they can support the program.
 - The first 24 families should move in March 29, including about 38 children. The School District is ready for the families. There will be grants for organizations that want to hold after-school or summer programs.
 - The Center may bring their meals program there twice a week to serve the seniors where they are at, which should lower some of their routes.
 - Of the 24 homes, only three are from out of town. The remainder are from St. Helens.
- Mayor Scholl requested an update on what needs to be completed in the basement.
 - It has been framed.
 - The dirt still needs to be removed before sheet rock, walls, floors, and lighting can be installed.
 - When finished, the basement will provide dry storage.
- Council President Chilton was very impressed by her last visit to the Center. She took Avamere there recently, and they plan to return. She appreciated how well it is managed.

2. Review Supplemental Fiscal Year 2022/23 Budget Report Changes - Jon Ellis

Contract Interim Finance Director Jon Ellis reminded everyone that there will be a public hearing tonight for budget adjustments. A copy is included in the archive packet.

- On the Community Development project side, all the loan money from Business Oregon will not be reflected in this budget, nor will the capital be increased.
 - It will be reflected in next year's budget since it isn't being spent this fiscal year.
 - This reduced the budget by about \$11 million.
- The Police Department has identified facility improvements needed.
 - The furniture and equipment are now coming from the State site, which is inexpensive and/or free.
 - This should also reduce the budget.
 - A memo describing the project is included in the packet.
- The budget for the tech division was increased by \$40,000 after finding the multi-year contract for security of the infrastructure, which is due for renewal, was not included.
- The impacts of the changes, included in the attachment, were reviewed.
- Last-minute changes can still be made before the resolution is adopted. Mayor Scholl clarified that after the budget is adopted, proposed changes would have to go through the appropriations process again.
- Councilor Birkle asked for clarification that the purpose of the new tourism vendor contract was to streamline revenue to come to City for recording and then returned to the contractor to create a single stream to track. That was why he voted for the contract in the past. Was that the correct understanding?
 - Council President Chilton replied that this was her understanding. The preference is for more online payments, which would go through City bank accounts.
 - Mr. Ellis reported that if payments came through the City, they would be reflected in the budget. The budget was built the year before with everything flowing through. This year's budget did not reflect the activity that really occurred. In next year's budget, if the City collects the revenue, it would be turned over to the contractor covering events.
 - Next year's budget should be built with three lines of revenues: TOT tax, gate funds for events, and reimbursement for the Masonic Building. On the expenditure side, payments line items would be for the contractor, the Masonic Building, fireworks for the 4th of July, and another line for reimbursement to the General Fund or Public Works or another event done by City.
 - Money collected next year will not show up as revenue. It would be recorded in a liability account since it needs to be paid to the contractor. The contractor should be audited annually to make sure everything shores up.
- Councilor Birkle asked, in response to an e-mail request, if anyone recalled the date the contract was signed and if it was after the budget was adopted.
 - Mr. Ellis did not know the date without looking at the folder in his office.
- Council President Chilton asked that changes resulting from the signed contract are implemented in the City moving forward.

3. Review "If I Were Mayor..." Student Contest Entries

- Mayor Scholl reported that 12 posters (5th grade), 2 essays (6th-8th grade), 23 digital presentations (9th-12th grade) were received for the contest, for a total 42 participants.
 - One of the high school teachers used the contest as a lesson for the entire class to submit.
- The winners will be announced at tonight's meeting.
- Council discussed potholes, which were brought up by multiple students.

- It was suggested that they make a presentation with students' comments to show them how the process works and ask the County to think about budgeting to fix the roads.
 - Students did their homework and correctly estimated the cost of filling in the potholes near the high school, which is inexpensive.
 - It would be better if the County put asphalt down on the back streets.
- The top six videos, as selected by Council members, were presented. It was agreed by Council to watch them at the end of the session.

4. Report from City Administrator John Walsh

City Administrator Walsh presented his report, updating Council on key items as follows.

- It was positive to see the community pride spoken about in student contest entries.
- Auditors are still finishing up the audit. He has been meeting with department heads to start next year's budget process. The new Finance Director will start tomorrow.
- The Statement of Economic Interest (SEI) forms are out, and all Councilors should have received them. Councilors need to track spending and disclose relationships.
 - Mayor Scholl reminded everyone that failure to meet the deadline results in a fine.
- The Urban Renewal Budget process is woven with the regular budget process. Historically, their budget has been done with the City budget because it is a very simple budget.
- Budget Committee appointments need to be filled before budget season starts. There are three applicants. Mayor Scholl, Councilor Gundersen, and Budget Committee Chair Claire Catt will sit on the interview subcommittee, who will make recommendations to the Budget Committee. Interviews can be conducted via Zoom if that is better for all involved.
 - Both open seats are appointments, but one is an unfulfilled term. Normally, the top choice would fill the seat open for a full term. The second choice would be appointed to the short-term seat.
 - The subcommittee should make their recommendations within the next two weeks to be included in the packet for appointments to be made on April 5.
 - There is not a set slate of interview questions. The panel may ask what they would like, He received a criticism that the open house at the Wastewater Treatment Plant was not advertised on the agenda at the last City Council meeting. However, it was not a public meeting. There will be another on April 6. He suggested extensively advertising it on social media.
- Council discussed the location of the boat. The Coast Guard wants their final payment, but Mr. Walsh is not willing to make that payment until the City receives the certificates. The Coast Guard will let him know when it is ready.
- The Chamber dinner and the Black Tie and Blue Jean events are coming up. The budget would allow for Council to have tables at both.
- The League of Oregon Cities (LOC) spring conference is in Seaside in April, if any Council members would like to attend. The Fall conference is bigger, but several hundred elected officials attend the spring conference.
- A follow-up from the joint City Council and Planning Commission (CC/PC) meeting, the City is working with an attorney on HB 3115.
 - Council did not want to have sanctioned sleeping areas.
 - House bills would address the state-created danger of liability that would give indemnities to cities that did create sanctioned sleeping areas.
- The rendering of the new Columbia View Park amphitheater has been approved. The consultant staked out the new stage and theater, which had been moved a little bit. The new rendering should be ready for release soon.

- Mr. Walsh and Councilor Sundeen have been working on the public safety project, with a lot of conversation around flood plain issues.
 - Mayor Scholl confirmed it will go before the Planning Commission.
 - The project timeline is delayed but still looks good.
- An update for Fireworks 2023 was provided.
 - Brad Hendrickson of St. Helen's Marina is donating his barge and tug to use for fireworks.
 - He is working on the budget. Last year, the City spent about \$20,000 the fireworks.
 - Contracts for the show will be forthcoming.

ADJOURN – 3:26 p.m.

EXECUTIVE SESSION

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

March 15, 2023

Members Present: Rick Scholl, Mayor
Jessica Chilton, Council President
Patrick Birkle, Councilor
Mark Gundersen, Councilor
Brandon Sundeen, Councilor

Staff Present: John Walsh, City Administrator (left the Chambers at 3:40 p.m.)
Kathy Payne, City Recorder
William Monahan, City Attorney with Jordan Ramis PC
Peter Hicks, City Attorney with Jordan Ramis PC



At 3:36 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.

- **Real Property Transactions**, under **ORS 192.660(2)(e)**
 - No discussion under this ORS.
- **Consult with Legal Counsel**, under **ORS 192.660(2)(h)**
 - 3:37 p.m. Update on the litigation concerning Cascades Tissue.
 - 3:40 p.m. Potential litigation with regards to allegations made against City employee.

The Executive Session was adjourned at 4:05 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

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



COUNCIL PUBLIC HEARING

Wednesday, March 15, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Crystal King, Communications Officer
Jon Ellis, Contract Interim Finance Director

OTHERS

None

OPEN PUBLIC HEARING – 6:30 p.m.

TOPIC

1. Fiscal Year 2022-23 Supplemental Budget

Contract Interim Finance Director Jon Ellis reviewed a PowerPoint presentation, a copy of which is included in the archive packet for this meeting. The supplemental budget for funds in excess of 10% requiring the hearing are tourism, community enhancement fund, streets fund, water fund, and technology and major maintenance funds.

PUBLIC COMMENTS

No public testimony received.

CLOSE PUBLIC HEARING – 6:37 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, March 15, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Crystal King, Communications Officer
Jon Ellis, Interim Contract Finance Director
Tina Curry, Event Coordinator

OTHERS

Arthur Leskowich	Nick Hellmich	Sarah Landels
Brady Preheim	Briana Koch	Kandace McMartin
Steve Topaz	J. Kreaflle	Japhy McMartin
Brook Van Arsdall	Kaitlyn Johnson	Lucas & Lillian De Roia and family
Kristy Van Arsdall	Maddie Grabinger	Kali Ann Dovel and family
Madison Blackburn	Jared Stram	Sara Smith
Valerie Donald	Landon Stonelake	Debbie
Graham McCallum	Russell	Lyndie
Emelia Watkins	Elliette	Landon Engelen
Colton Freeman	Caleb Griffin	

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

PLEDGE OF ALLEGIANCE

ANNOUNCE & AWARD PRIZES TO "IF I WERE MAYOR..." STUDENT CONTEST WINNERS

Mayor Scholl announced and awarded the prizes to the "If I Were Mayor..." Student Contest winners. First place winners won \$150. Their entries will compete for a prize at the State level. Second place winners won \$50. All participants received a certificate and were invited to join him for a pizza lunch this summer.

Grades 4-5 Poster Category:

First Place Winner – Japhy McMartin
Second Place Winner – Kali Ann Dovel

Grades 6-8 Essay Category:

First Place Winner – Brooke Van Arsdall
Second Place Winner – Lucas De Roia

Grades 9-12 Digital Presentation Category:

First Place Winner – Montan Reading

Second Place Winner – Cinobia Arceneaux

PROCLAMATIONS**1. Save Soil Day - March 21**

Mayor Scholl read the proclamation into the record.

*Save Soil Day**March 21st*

Whereas, "Save Soil" is a global movement, launched by Sadhguru, uniting world leaders, visionaries, influencers, and citizens of all nations behind a common purpose - to restore and safeguard the world's soil; and

Whereas, Save Soil aims to address the global soil crisis, recognizing that 52% of the world's agricultural soils are already degraded, and by 2050, 90% of Earth's soil could be degraded; and

Whereas, addressing soil degradation issues would bring solutions for the loss of biodiversity, nutritional deficiencies, food security, water scarcity, climate change, and mass migration; and

Whereas, the proposed solution is to advocate for policies across all nations towards soil restoration and aim to increase organic content in agricultural soil to a minimum of 3-6%; and

Whereas, in an effort to raise awareness and activate support from leaders and citizens alike, Sadhguru was on a 30,000 km journey as a lone motorcyclist covering 27 nations over 100 days since March 21st, 2022; and

Whereas, this movement is supported by 81 nations globally.

Now, therefore, I, Mayor Rick Scholl of the City of St. Helens do hereby proclaim **March 21 as Save Soil Day** in St. Helens, Oregon, as soil is vital to all life and urge all citizens to be a part of the Save Soil movement to support national policies towards soil restoration and aim to raise the organic content of soil to a minimum of 3% - 6%.

Be it further proclaimed that I urge all citizens to participate in creating bright futures for our children and the future of our planet.

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

- ◆ Steve Topaz. He agreed with the student video addressing the need for improvements to the St. Helens and S. 4th Street intersection. There is an article in today's Chronicle about the High School bond. He encouraged Council to invite School Superintendent Scott Stockwell to speak at a meeting about the need for the bond and the fact that it will not increase taxes.
- ◆ Nick Hellmich. Also agreed that S. 4th Street needs attention. The stop sign going down the S. 4th Street hill near his house was recently taken down. Now it's worse with vehicles traveling down the hill faster without having to stop. He talked about Code Enforcement's increase in chalking tires for issues. It's putting a tracking device on people's private property without a warrant and is a constitutional violation. The Sixth District Court of Appeals ruled it unconstitutional and fined the State of Michigan one dollar per citation. He suggested installing kiosks and charging for parking than exceeds two hours.

- ◆ Hillary Dovel. She has lived on Firlok Park Street for three years. There is a lot of traffic traveling through there to bypass the lights, plus the high schoolers are using that road more. It is very congested and has a lot of really bad potholes.

Mayor Scholl informed Hillary that it is a County road. A lot of the high school videos submitted were about the poor condition of that road. He was going to suggest they go to a County Commissioners meeting to request it be fixed.

- ◆ Brady Preheim. He is sad that they wasted \$1.5 million in the design of the first police station, but is happy that they are redesigning it. He has concerns about the Waterfront Development and it being paid for with Urban Renewal money. If people don't come, they will be in serious financial trouble. He is fully supportive of the Waterfront but is concerned about the financing. He gets lots of complaints from people, including from City employees, about City employees getting demoted and no action being taken with their salary. He suggests they take action on it.

RESOLUTIONS

2. **Resolution No. 1976:** A Resolution Adopting the City of St. Helens Health and Safety Manual, Superseding Any Prior Versions

Mayor Scholl read Resolution No. 1976 by title. **Motion:** Motion made by Councilor Birkle and seconded by Council President Chilton to adopt Resolution No. 1976. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

3. **Resolution No. 1977:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting a Supplemental Budget and Authorizing a Transfer of Appropriations within a Fund for Fiscal Year 2022-2023

Mayor Scholl read Resolution No. 1977 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Resolution No. 1977. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

4. **Resolution No. 1978:** A Resolution Authorizing a Transfer of Appropriations within a Fund for Fiscal Year 2022-2023

Mayor Scholl read Resolution No. 1978 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Council President Chilton to adopt Resolution No. 1978. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

5. **Resolution No. 1979:** A Resolution Determining that a Nuisance Exists Upon Property Located at 155 N. Columbia River Hwy within the City of St. Helens and Directing the Nuisance to be Removed or Abated

Mayor Scholl read Resolution No. 1979 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Birkle to adopt Resolution No. 1979. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. Amendment No. 7 to Agreement with Mayer/Reed for Riverwalk Phase I Project Design, Construction, & Permits
7. Agreement with Lower Columbia Engineering, LLC for Design and Engineering Services related to the Gateway Project at South 1st and St. Helens Streets
8. Amendment No. 1 to Agreement with Columbia County for Columbia Blvd. Sidewalk and Safety Improvements Project

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '6' through '8' above.

Discussion. Councilor Birkle questioned the gateway project design. Are they expecting the project to be consistent with Branding and Wayfinding that already exists?

City Administrator Walsh said the gateway is already in the Wayfinding Plan. There will be a public process with public involvement on the design. Councilor Birkle wants to keep the Branding and Wayfinding design in mind when creating the gateway design. Mayor Scholl agreed.

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

CONSENT AGENDA FOR ACCEPTANCE

9. Amended Parks & Trails Commission Bylaws (fka: Parks & Recreation Commission)

Motion: Motion made by Councilor Birkle and seconded by Councilor Sundeen to approve '9' above.

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

CONSENT AGENDA FOR APPROVAL

10. Council Public Hearing Minutes dated March 1, 2023
11. OLCC Licenses
12. Declare Surplus Property - Police Department Expired Evidence and Unclaimed Found/Safekeeping Items
13. Accounts Payable Bill Lists

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton to approve '10' through '13' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

WORK SESSION ACTION ITEMS

None

COUNCIL MEMBER REPORTS

Council President Chilton reported...

- Attended the Council and Planning Commission joint meeting last week. It was good to have clarifications made.
- Attended a recent candidate forum. It was a great opportunity to network with surrounding agencies.
 - Sheriff Pixley talked about a levy that would increase staffing to 24-hours.
 - Heard from Port candidates with ideas on utilizing deep water ports and bringing industry to the County.
 - Heard from School Board candidates.

Councilor Sundeen reported...

- Thanked the "If I Were Mayor..." Student Contest participants. They all did a great job.
- Park updates
 - Lots of good work happening behind the scenes.
 - Vandalism continues to be a big problem, especially in Campbell Park.
 - Thanked Little League and Softball groups for the work they do to improve fields.
 - The Parks Commission is forming a subcommittee to apply for grants.
 - There are several Parks Commission members with concerns about the stage location in Columbia View Park. Renderings will be available soon to help alleviate the concerns.
- Police updates
 - New Police Station is progressing. They have been meeting with the design team weekly.
 - They are conducting background checks for two potential new hires.

- New K-9 Officer Max is about halfway through training.
- Policing the docks and Sand Island will become a bigger problem with summer weather. Partnership with the Sheriff's Office will be important.

Councilor Gundersen reported...

- The Planning Commission meeting was postponed until next week. They also have a retreat coming up. Most discussion will likely be about HB 3115.

Councilor Birkle reported...

- Helped direct runners during the Columbia Pacific Food Bank Hunger Run. It was cold and rainy.
- Helped at the 5th Street Trail Work Party.
- The Library Board meeting was rescheduled due to lack of quorum.
- Has had good meetings with Library Director Bishop.
- Working on partnerships with OMIC and PCC for Makerspace staff funding once ARPA funds expire.

MAYOR SCHOLL REPORTS

- The City is going through growing pains.
 - Building a Police Station
 - Waterfront Development
 - Parking will be an issue as summer events start happening.
 - Encouraged Council to refer citizens to staff when they don't know the answer.
 - Broadleaf Apartments
 - He has heard a lot of concerns from community members about the Broadleaf intersection. He explained that it meets all the traffic studies.
 - They can't deny something if it meets all criteria.
 - It will house a lot of local families.
- Thanked Council President Chilton for filling in while he was on vacation during the last meeting.

OTHER BUSINESS

ADJOURN – 7:50 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, April 05, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen – via Zoom

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Crystal King, Communications Officer
Brian Greenway, Police Chief
Joe Hogue, Police Lieutenant
Suzanne Bishop, Library Director

Gloria Butsch, Finance Director
Cameron Burkhart, Library Assistant/Communications Support Specialist
Jenny Dimsho, Associate Planner/Community Develop. Project Manager
Tina Curry, Contracted Event Coordinator
Bill Monahan, Contracted Attorney

OTHERS

Steve Topaz	Robert Salisbury
Erin Salisbury	Lynne Pettit
Steve Toschi	Scott Jacobson

CALL WORK SESSION TO ORDER – 2:00 pm

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

- ◆ Erin Salisbury. Ms. Salisbury spoke strictly as a 1st Street property owner about the community's concerns regarding parking affected by construction projects. She asked how to keep the 46 two-hour spaces in front of operating businesses between the end of 1st Street down to the corner available to customers but also have spaces for residents and employees to park for a full workday. She added it was frustrating the City event space did not seem to have construction currently happening but was gated off and not accessible. The immediate problem needed a solution.
- ◆ Steve Topaz. Mr. Topaz spoke about the sale of the City-owned portion of the Boise property to ACSP being null and void, submitting his comments as a Councilor at the time to City Recorder Kathy Payne into the record and noting the courts also said the sale was null and void. He posed several questions about how to find out how much money was made or lost with the sale of the City property; the difference in the publicly announced \$3.5 million offer for the property and the sold price for \$1.55 million; the total costs for title fees, lawyers, etc., to sell the property; the transfer of funds; if any physical changes were needed to complete the sale of the property and any associated costs; and the legal costs beyond the sales agreement. He stated the Oregon Government Ethics Commission ruled that Mayor Scholl and Councilor Chilton violated ORS 192.6602 and the Commission entered final default orders on Rick Scholl and Jessica Chilton regarding the sales pitch of the WWTP property. He addressed the 163-page

DEQ report describing the contaminated area of the Boise Inc paper mill where four possible measures for protecting the environment were outlined. The City has not had anything to do with it, knowing Boise and DEQ are involved. It was a mess. He advised paying attention to Laura Shirah's public comments.

- ◆ Tina Curry. Ms. Curry reported talking to Casey at the County about possibly using the County Courthouse parking lot for additional traffic from 5:00 p.m. until 8:00 p.m. during the busiest time for restaurants.

DISCUSSION TOPICS

1. Employee Length of Service Recognition - Cameron Burkhart (5 Years)

The Council recognized Cameron Burkhart for his five years of service with the library, with the Mayor and Councilors Birkle and Chilton expressing their appreciation for his service, professionalism, and passion for St. Helens.

2. Semi-Annual Report from the Police Department - *Chief Brian Greenway and Lt. Joe Hogue*

Chief Brian Greenway and Lieutenant Joe Hogue presented their six-month report. Key highlights included a staffing update; drawing candidates to St. Helens in competition with other metropolitan agencies; proactive policing and Officer McClure's training leading to increased DUII arrests which saves lives; the work of their detectives especially to ensure child safety when handling child abuse referrals; removing the school resource officer (SRO) due to cuts but still maintaining a partnership with the School District, especially to conduct threat assessments, with the hope of one day reinstating an SRO; an increase in search warrants; plans for a crisis stabilization center through a committee with CCMH; training other law enforcement agencies; the Cocoa and Crafts and Cops event with the Rec Center; new K-9 Max was still in training; K-9 Ryder will be retired after Max is ready; and active shooter training to stay prepared.

Questions from Council were addressed as follows:

- Their current software cannot extrapolate data about specific locations and types of calls for service such as car crashes, but they are working to get a new report management system on board which would give them the ability to look at data about the top five intersections, crime hotspots, etc. Not all traffic crashes are reportable to the police, and many people involved in crashes do not report them.
- The department's approach to interacting with the homeless population starts with hiring the right people who have a mindset of helping, including by offering services. Whatever would be decided with HB 3115, the police just need clear direction of what they need to do. It was noted that St. Helens unhoused population is self-sufficient.
- Potentially seven officer retirements would be coming up and all seven would be eligible to retire by summer 2024. Two officers would definitely be retiring. The department is competitive now with hiring pools.
- The department had a reserve program for a long time, with their own reserve academy. The last time it was opened, only one person applied because people did not want to do the work for free.
- In a community partnership, the department gets bulletins from the other jurisdictions about car prowlers. Chief Greenway advised citizens to Lock, Take, Hide: lock their car, take their keys, and hide their valuables. Car prowls are a crime of opportunity. Officers will be out patrolling the communities. The department will put out a reminder come summertime, working with Communications Officer Crystal King.

Councilor Birkle recalled doing a ride-along with Officer Coy where he was impressed with another officer's assessment of an individual by making use of a translation service for non-English speakers. As a teacher, he supports the police and is confident in their response should anything like the school shooting in Uvalde happen in St. Helens.

Councilor Sundeen thanked Chief Greenway and Lieutenant Hogue and their whole department for their work, adding it has been great working with Chief Greenway and getting to know the needs of the department and their officers.

3. Recommendations from Parks and Trails Commission

Mayor Scholl referenced the Parks and Trails Commission recommendation to the Council (memo included in the meeting packet) to amend the St. Helens Municipal Code to establish a six-foot leash law in all City parks and that Heinie Heumann Park and Grey Cliffs Waterfront Park be off-leash dog parks in addition to McCormick Park.

Councilor Sundeen explained the Parks and Trails Commission discovered discrepancies in the Code regarding dogs and leash rules and would like to make the Code consistent.

The Council was in agreement with the proposed updates.

4. Discussion regarding Proposing Rules for Boards and Commissions Members Regarding Communications and Use of City Logo

Mayor Scholl said due to recent events, all members of City Boards and Commissions need to take care when they speak whether it appears their message is from the City or their personal opinion. If stating their own opinion, they need to make sure no City logos are used. A policy needs to be put in place. No individual speaks for the City itself without going through Communications.

City Administrator John Walsh confirmed rules are already in place for Council communications but none that apply directly to boards.

Ms. Payne clarified that the Council can implement the rules and direct the boards to follow the policy.

Mayor Scholl stated the citizens are better served by the City having a unified message.

Ms. Payne clarified she would work with Mr. Walsh to draft a policy and bring it back to Council for approval.

The Council was in agreement that a policy was needed.

5. Update on Columbia View Park Improvements

Mr. Walsh and Associate Planner Jenny Dimsho presented via PowerPoint an update on the progress of the Columbia View Park and Riverwalk Project, starting with the schedule and its goal of awarding the project for construction to begin in September after 13 Nights on the River. With the time it will take to get building permits and bid the project and an estimated year of construction, it is urgent to complete the final design in order to parallel the duration of the streets project to minimize impacts to Downtown and to businesses. They reviewed the design process so far, addressed the main elements in the Columbia View Park Improvements Project, provided details on changes staff requested the consultants make moving into final documents of removing the skylights and having no design on the stage panels that face the audience, and gave an overview of the Riverwalk side of the site plan, noting coming out of the 30 percent design, the top of the gangway will also go right and connect to the County's trail. The last main portion of the project is the playground and adjacent picnic shelter/pavilion. The playground will have three main mounds, one colored like land and the other two like water. The mounds will use the surfacing material poured in place (PIP) which is bouncy material. They described how the design for the shelter has evolved over time and staff requested the Council's notice to proceed to move into final design. The next time the Council will see the item is when the City is

bidding it and selecting the contractor who will build it. Staff also clarified that if the color of the playground mounds fade, the PIP is replaced. However, PIP lasts a long time. It was further clarified the playground would not be any structural playground like McCormick but more of a natural playground which is a trend right now for parks such as Kenton Park in Portland.

Councilors discussed the natural playground concept with staff, noting pros and cons and suggesting color schemes. They also discussed the stage's infrastructure and design, noting the need for shaded areas and consulting with sound and music professionals on where to place speakers. Ms. Dimsho replied the relocation of the stage did not seem to warrant additional sound study, adding the same equipment will be used. When the orientation of the stage was selected, the speaker angle was discussed. The sound is projected either way. It was noted that different groups that play have different needs and staff responded that some bands bring their own equipment. It was also noted that the site had never had a berm before and no study has been made on how it could affect the sound. However, Councilors Birkle and Gundersen believed the site is designed well enough to ensure enough electrical capacity to combat any noise issues caused by wind and waves.

Ms. Salisbury asked if a place has been incorporated to put the sound people because performers' crews have complained about it. Ms. Curry replied most sound technicians are walking around the shows with their computers as it is all automated. Hardly anybody has a soundboard they are setting up. Sound equipment will be right next to the stage which the plan accommodates. The floor of the stage has a lot of power outlets which most stages do not have, adding she believed the stage is well-powered.

Mayor Scholl stated everything else in the update looked great.

6. Report from City Administrator John Walsh

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

- Finance Director Gloria Butsch was introduced.
- Ms. Butsch will send out the agenda tomorrow for the first Budget Committee meeting of the fiscal year.
- Carol Green will retire next week.
- Mr. Walsh has been meeting with all department heads on their goals for the budget. The budget will be a challenge.
- Ms. Butsch spoke about the audit which is still ongoing but has been put on the backburner as the budget cycle starts with the goal of wrapping it up before the next fiscal year end.
- No expenditures are being proposed for the biennial Urban Renewal budget. Expenditures would require the budget being done every two years. The budget may be revisited as deeper discussions happen about levels of services.
- On May 4, the League of Oregon Cities is putting on an Urban Renewal virtual training which will also be recorded. Staff hoped the Council would participate.
- He described the continued work with the consultants and Councilor Sundeen on the redesign effort for the Public Safety Facility/police station. At the next meeting, the Council will probably get a contract to go out to bid.
- At the next meeting, the City Forester will come back with the prospectus on the last timber sale that Council requested. New recommendations will come in next year with increased cost that would reduce City revenues, requiring the Council to make choices.
- Upcoming events include another Central Waterfront Open House tomorrow, the Boards and Commissions Appreciation Dinner on April 20, and Take Your Child to Work Day on April 27.
- Work continues with attorney Aaron Hisel on House Bill 3115. The Planning Commission will meet next week to discuss the matter further. Staff will have more of a draft proposal after that for the Council's next meeting.

- Calls to action from Senate Weber's office included a request for funding for the water reservoir. He has also talked to Business Oregon about funding and grant options for the reservoir. The project looked good.
- Meetings have been held to work on the fireworks show. No contract was in place yet with Western Display, but their people have been out there cleaning the barge, been to the launch site, etc. Mayor Scholl noted an increase in costs was to be expected. Mr. Walsh pointed out some size limitations on the barge which could mean smaller shows but more of them. The funding for the fireworks show will be around \$20,000. The Council will be seeing the contract soon.
- A stakeholder group will be put together for the Gateway Feature Project. Ms. Dimsho briefly reviewed the process for the project which will kick off internally on Friday.

Councilors Chilton and Sundeen volunteered to serve on the Gateway stakeholder group as Council representatives.

Communications Officer King clarified Engineering Manager Sharon Darroux has scheduled a meeting tomorrow to discuss parking and they will report back to Ms. Salisbury afterward.

Mayor Scholl said the City should be sure to make parking available in Columbia Park itself before construction begins after 13 Nights.

ADJOURN - 4:20 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

April 5, 2023

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

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



At 4:32 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.

- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on interest from developers on riverfront property development.
 - Update on proposed acquisition/development of portion of St. Helens Industrial Business Park.
 - Update on interest from developers on potential sale of Millard Road property.
- **Consult with Legal Counsel, under ORS 192.660(2)(h)**
 - With the Budget Committee convening very soon, Counsel reminded Council members to refrain from disparaging former Finance Director.
 - Update on litigation with Cascades Tissue.
 - Update on property ownership discrepancy with CRFR.

The Executive Session was adjourned at 5:11 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

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



COUNCIL PUBLIC HEARING

Wednesday, April 05, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Crystal King, Communications Officer
Jacob Graichen, City Planner
Tina Curry, Contracted Event Coordinator

OTHERS

Erin Salisbury	Jim Coleman
Les Watters	Art Leskowich
Ginny Carlson	Andrea Cullen
Brady Preheim	Colton Freeman

OPEN PUBLIC HEARING – 6:15 p.m.

TOPIC

1. Consider Renaming "Mill Street" in the Riverfront District

City Planner Jacob Graichen reviewed the Mill Street renaming information. A copy of his report is included in the archive packet for this meeting. The Planning Commission recommended Nellie Way, Wapama Way, Keel Way, and Kaleva Way. Based on those recommendations, Columbia 911 recommends Keel or Wapama.

Columbia County Museum Association Curator Les Watters reviewed the street name possibilities, history of street, historical context, and historical names in the area.

Councilor Sundeen proposed considering Lope Way. The house adjacent to the street, and currently owned by the Salisbury's, was once owned by the Lope's.

PUBLIC TESTIMONY

- ◆ Ginny Carlson. She was not fond of any of the names proposed. She suggests a street name that looks forward and not backward, such as Twilight or a movie connection, but not Pumpkin Way. Names won't mean anything to people in the future. They should consider modern, inclusive, and equitable names. She did agree with a woman's name being used for inclusivity but understands the concerns about Nellie Way.

- ◆ Brady Preheim. He likes the idea of naming the street after a woman and suggests naming it Tina Way. She has brought a lot of activity to the community. It's about the future, and Spirit of Halloweentown is what it is today because of Tina Curry. Swan Way is another suggestion.
- ◆ Erin Salisbury. She and her husband are the property owners of the only standing building on that street. She agreed with it being a woman's name, but also wants it easy to pronounce. Lots of Twilight fans come to take pictures of her house which is directly adjacent to the street under consideration. She suggests they ask more people before making a decision.

Discussion of the urgency to make a decision. Graichen said the name needs to be decided to order the street sign.

It was the consensus of the Council to poll the public to find out what they want to see it named.

CLOSE PUBLIC HEARING - 6:48 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL PUBLIC HEARING

Wednesday, April 05, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Crystal King, Communications Officer
Jacob Graichen, City Planner
Gloria Butsch, Finance Director
Tina Curry, Contracted Event Coordinator

OTHERS

Erin Salisbury	Jim Coleman
Art Leskowich	Andrea Cullen
Ginny Carlson	Colton Freeman
Brady Preheim	Bob
Steve Toschi	

OPEN PUBLIC HEARING – 6:50 p.m.

TOPIC

- 1. Right-of-Way Vacation at Blocks 92 & 95 of St. Helens Subdivision which includes portions of the N. 11th Street Right-of-Way and Wyeth Street Right-of-Way between the 200 and 300 series of addresses of 12th and 11th Streets generally, lying east of the Middle School Property (City of St. Helens)**

City Planner Jacob Graichen reviewed preliminary matters. There were no conflicts of interest or bias in this matter. There was no objection from the audience for Council to make a fair decision.

Graichen reviewed the staff report. A copy is included in the archive meeting packet. The vacation was based on Council motion and not petition, so signatures were not gathered. Planning Commission recommends approval of the street vacation and right-of-way dedication.

PUBLIC TESTIMONY

- ◆ Andrea Cullen. She asked for clarification of the area to be vacated. She wanted to make sure that they were not removing rock.

Graichen pointed out the subject area on a map. He also confirmed they are not removing rock as part of this application.

CLOSE PUBLIC HEARING – 7:04 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, April 05, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Crystal King, Communications Officer
Jacob Graichen, City Planner
Gloria Butsch, Finance Director
Tina Curry, Contracted Event Coordinator

OTHERS

Jim Coleman	Andrea Cullen
Art Leskovich	Colton Freeman
Ginny Carlson	Steve Toschi
Brady Preheim	Bob

CALL REGULAR SESSION TO ORDER - 7:06 p.m.

PLEDGE OF ALLEGIANCE

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

- ◆ Ginny Carlson. She has been noticing more abandoned and derelict buildings. One of those buildings is at the corner of N. 5th Street and Wyeth Street. She would like it cleaned up or taken care of.
- ◆ Brady Preheim. He is opposed to new leash laws. There are a lot of people on the Waterfront property without dogs on leashes. He thinks there should be more deliberations and public comments.
- ◆ Steve Toschi. He is commenting on the article in the paper about HB 3115 and communications. He agreed that any communications from the City, or on behalf of the City, should be authorized by the City and then only released from authorized personnel. He believes the comments expressed in the article are clearly stated as his own. He was not speaking on behalf of the City. He looks forward to working collaboratively.

DELIBERATIONS**1. Consider Renaming "Mill Street" in the Riverfront District**

Councilor Birkle likes the idea of a historical name. It doesn't mean they are stuck in the past or aren't forward thinking. His preferences are Nellie and Wapama.

Councilor Gundersen likes the reference to historical ship building. His preferences are Wapama and Twilight. Although, naming it after a prominent female from the past would be nice.

City Administrator Walsh explained that street naming is usually done by the developer. It's rarely a decision of the Council. A name may be important to a future developer who builds something on the property.

Council President Chilton prefers Nellie Way or Nell Way. She wants to do an online survey with names selected to get public feedback.

Councilor Sundeen likes the idea of community feedback. He appreciates the reference to history because it's a historical area. Just because they look back and appreciate the past doesn't mean they aren't planning for the future.

Mayor Scholl prefers Wapama.

Council wants to see a survey go out to public that includes Nell, Wapama, Twilight, Kaleva, and Lope.

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to continue the hearing to a date and time certain which is May 3, 2023, at 6:30 p.m. to hear more public testimony. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

2. Right-of-Way Vacation at Blocks 92 & 95 of St. Helens Subdivision

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton to approve the right-of-way vacation and dedicate the right-of-way back. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

AWARD BID AND/OR CONTRACT

3. Award Purchase of New Vehicle for Engineering Division to Bud Clary Auto Group for \$38,225.18

Motion: Motion made by Councilor Birkle and seconded by Councilor Gundersen to approve '3' above.

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

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. Amendment No. 1 to Agreement with Otak CPM for Project Management of Police Station
5. Request for Full Reconveyance for Community Action Team (CAT) Loan Payoff at 2686 Columbia Blvd. (Osborn)
6. Extension of Contract with Hasa, Inc. for Sodium Hypochlorite for the Wastewater Treatment Plant

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 Birkle, Councilor Gundersen, Councilor Sundeen

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

7. Appoint Eddie Dunton and Brady Preheim to the Budget Committee

Motion: Motion made by Councilor Birkle and seconded by Councilor Gundersen to appoint Eddie Dunton and Brady Preheim to the Budget Committee. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

8. Parks and Recreation Commission Minutes dated February 13, 2023
9. Planning Commission Minutes dated February 16, 2023

Motion: Motion made by Councilor Gundersen and seconded by Councilor Birkle to approve '8' and '9' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

10. Council Special Session Minutes dated February 8, 2023
11. Joint City Council & Planning Commission Minutes dated March 8, 2023
12. Animal Facility Licenses
13. Seasonal Public Works Maintenance Worker Job Description
14. Seasonal Parks Maintenance Worker Job Description
15. OLCC Licenses
16. Accounts Payable Bill Lists

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '10' through '16' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

WORK SESSION ACTION ITEMS

Mayor Scholl would like something brought back to Council regarding leashes.

City Recorder Payne said it will come back as an Ordinance.

COUNCIL MEMBER REPORTS

Council President Chilton reported...

- Happy with the attendance at the City County dinner. It was nice sitting by Betsy Johnson. Many other jurisdictions are dealing with the same infrastructure issues as them.
- Emailed Facilities Maintenance Supervisor Buck Tupper about softball field maintenance. He is on it.
- Invited to join Columbia County Childcare Task Force by Parks & Recreation Manager Shanna Duggan. Childcare is an issue in the nation.

Councilor Sundeen reported...

- Also enjoyed the City County dinner and meeting new people.
- Met with Columbia River PUD board members. They discussed common goals and projects.
- Met with Chief Greenway and Facilities Maintenance Supervisor Tupper to get staff updates on the Police Department and Parks Division.
- He and Tupper walked around McCormick Park. That property was the country estate of the McCormick family. They lived downtown but would go to their 70+ acre estate to get out of town. Nellie maintained a Japanese garden in that area. It's been neglected for about 20 years. Parks & Trails Commission members have been working to clean up that area. They would like to be able to give tours during Citizens Day in the Park. Tupper is going to have the work crew remove blackberry bushes in that area.
- Working with Associate Planner/Community Development Project Manager Jenny Dimsho about the restoration of Warrior Rock Lighthouse Replica.
- Has heard complaints about parking downtown and what is planned during construction. He would like to see a temporary solution.

Councilor Gundersen reported...

- Planning Commission meets next week.
- He has been in touch with community partners regarding HB 3115 solutions.

Councilor Birkle reported...

- Suggested Council President Chilton reach out to Representative Suzanne Bonamici about childcare.
- The Library Board is mainly focusing on the strategic plan update.
- Helped at Nob Hill Nature Park work party.
- Met with Public Works Supervisor Dave Elder to review Public Works facilities.
- Walked the Streets and Utilities Extension Project worksite with Engineer Alex Bird.
- Enjoyed the City County dinner. It was nice networking.

MAYOR SCHOLL REPORT

- Met with Habitat for Humanity about a new house to be moved into soon. Habitat thanked the City for waiving the in lieu of sidewalk fee.
- It was a great City County dinner. St. Helens will host the next one. He would like Senator Weber to be their guest speaker.
- Met with Governor Kotek. They talked about the Waterfront redevelopment, reservoir project, housing needs analysis, and Main Street. It was an honor to meet her and talk about the City.
- Directed staff to add temporary parking on the Waterfront.

OTHER BUSINESS

ADJOURN – 8:01 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL SPECIAL SESSION

Wednesday, April 12, 2023

DRAFT MINUTES

CITY COUNCIL MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

OTHERS

John Walsh	Adam Raethke	Alex Bird	April
Kathy Payne	Aryn Keeney	Brenda	Brian Greenway
Lisa Scholl	Buck Tupper	Cameron	Charles Kimball
Crystal	C. Sullivan	Dana	Darin
Dave Elder	Dawn	Dan Dieter	Doris Allphin
Dylan Gaston	Eddie Dunton	Eilene	E. Stirling
Everardo Medina	Frank Knight III	GIS	Heidi Davis
Jamie	Jamie Edwards	J. Eggers	Jennifer Johnson
J. Howell	Judy Marsh	Matt F.	Matt Molden
Melanie Payne	M. Gaelrun-Maggi	Michele	Mindy Holliday
M. Smith	Nick Ford	N. Woodruff	P. Ruiz
Robert Salisbury	Shanna Duggan	Sharon Darroux	Sheri Ingram
Stephanie Heffner	Suzanne Bishop	Tari	Tory Flory
Joe Backus	Scott Jacobson	Victoria Dohr	Racheal Barry
Mouhamad Zaher	Jenny Dimsho	Kim Karber	Michael De Roia
Charles Castner	Tim Underwood	S. Masuo	Tyler Hills
Aaron Kunders	Sam Ortiz	Steve Toschi	Lynne Pettit
Howard Blumenthal			

CALL SPECIAL SESSION TO ORDER – 1:00 p.m.

OREGON GOVERNMENT ETHICS COMMISSION TRAINING TOPICS

1. 1:00 - Oregon Government Ethics Law

Oregon Government Ethics Commission Trainer/Program Analyst Stephanie Heffner led an Ethics Law presentation based on [ORS Chapter 244](#) and [OAR Chapter 199](#). Topics included use of office, conflicts of interest, nepotism, and gifts.

2. 3:30 - BREAK

3. 4:00 - Executive Sessions Law

Oregon Government Ethics Commission Trainer/Program Analyst Stephanie Heffner led an Executive Sessions Law presentation based on [ORS Chapter 192.660 and 192.685](#). Topics included individual responsibilities, process to convene an executive session, and allowable reasons to enter an executive session.

ADJOURN – 5:34 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor