

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 15th day of January, 2025 are the following Council minutes:

2024

- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated November 6, 2024
 - Work Session, Executive Session, and Regular Session Minutes dated November 20, 2024
 - Work Session, Public Hearing, and Regular Session Minutes dated December 4, 2024
 - Work Session and Regular Session Minutes dated December 18, 2024
-

2025

- Special Session Minutes dated January 2, 2025

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, November 06, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF

John Walsh, City Administrator	Joe Hogue, Acting Police Chief
Kathy Payne, City Recorder	Jose Castilleja, Police Sergeant
Lisa Scholl, Deputy City Recorder	Evin Eustice, Police Sergeant
Gloria Butsch, Finance Director	Jeremy Howell, Police Officer
Suzanne Bishop, Library Director	Ashley Wigod, Contracted City Attorney
Sharon Darroux, Engineering Manager	

OTHERS

Richard Leever	Stephen Topaz	Jason Morris
Howard Blumenthal	Brady Preheim	Jennifer Massey
Elliot Levin	Katie Dougherty	Adam St. Pierre
Gina Sisco	MM	Holcombe
Lacey Tolles	TC	Jenn
Sean Clark	Adam	Arthur

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

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

- ◆ Stephen Topaz. Spoke about the Port of Columbia County's Pope & Talbot property leaching high-grade pollution into the water supply and contamination at the St. Helens Waterfront.
- ◆ Richard Leever. Complained about log trucks using Jake brakes on Sykes Road and requested "No Exhaust Brakes" signs be posted inside city limits. The Code Enforcement Officer had told him that St. Helens does not have an ordinance against Jake brakes, but other cities do have them.
- ◆ Howard Blumenthal. Spirit of Halloweentown looked like a great success and described concerns about where event visitors had parked. More than two officers should be on duty during the event if it draws 2,000 to 6,000 visitors. He suggested traffic control at the S. 4th Street intersection during the event.
- ◆ Brady Preheim. Spirit of Halloweentown was a disaster this year and requested records for the final numbers on attendance, noting the idea of 12,000 attendees was ridiculous. Additionally, the speculation about involvement between the Mayor-Elect and Police Chief needed to be

addressed before the new Council was seated. The City did not enforce the Sign Ordinance for political signs, which was not okay.

- ◆ Holcombe. Reported that his business was economically damaged by the Friday 5:00 pm street closures during Spirit of Halloweentown. He hoped the City would look at the permit. The businesses were not informed of 5:00 pm closures, and there was no detour. He implored the City not to shut down the economic zone in the area on a Friday evening and hoped for a better strategy next year.

DISCUSSION TOPICS

1. Employee Length of Service Recognition: Matt Molden (25), Jeremy Howell (20), Sharon Darroux (15), Scott Harrington (10)

Mayor Scholl presented length of service awards to Matt Molden, Jeremy Howell, Sharon Darroux, and Scott Harrington.

2. Port of Columbia County Update on the Former Pope & Talbot Wood Treating Site Brownfield Cleanup and Reuse Plan - *Elliot Levin and Sean Clark*

Elliot Levin, Operations and Terminal Manager, Sean Clark, Executive Director, Port of Columbia County, updated via PowerPoint on the plan to clean up and reuse the former Pope & Talbot site. Key highlights included an overview of the site, the extent of the contamination, priority action areas, the estimated \$30 million cost to clean all the areas, the proposed St. Helens Milton Creek Trail Development Project they would like to include on the grant application as part of redevelopment, and clean-up funding.

Questions were addressed and comments from Council were as follows:

- If funding is secured, Upland Area 1 could be cleaned up within a year.
- Pope & Talbot cleaned the site and buildings in the 1970s, which took until 1974.
- Mayor Scholl and Councilor Sundeen described the beautiful piece of property, which the community could enjoy through the proposed trail.
- Council President Chilton commended the Port for its work on the site.
- The Department of Environmental Quality's (DEQ's) Record of Decision (ROD) was finalized about a year ago. DEQ started with preliminary work investigating the site in the late 1980s, which picked up in the 1990s and 2000s.

Katie Daugherty, DEQ's manager of the Pope & Talbot property, added DEQ and the Port were working collaboratively to fund the Pope & Talbot clean-up. DEQ was also involved in some in-water cleanup work at Armstrong World Industries and the Boise property.

3. Police Department Semi-Annual Report - *Acting Police Chief Joe Hogue*

Acting Police Chief Hogue explained the Police Department's three goals pertaining to staffing and hiring, which were to restore or change policies and partnerships, optimize coverage to achieve 24-hour coverage without compromising investigations or wellness, and to identify a targeted number of people to hire. Currently, the Department needed to fill four patrol positions to replace officers who had left. The current hiring process would only yield one hire, or in rare cases two, so more hiring would be needed throughout the year. The Department could build its own hiring process, potentially a full day to recruit candidates and utilize the high school's classrooms and the gym for the physical fitness tests.

Questions were addressed as follows with comments from Council as noted:

- The Department was working on a hiring plan and process for the vacant Records & Evidence Specialist position.
- The Department currently has 11 patrol officers, but having 15 was ideal for a sustainable schedule. The funding for the four officers currently needing to be hired was already in the budget. The goal was to concentrate on filling the vacancies, before hiring any additional officers.

- Mayor Scholl added the City had funded for more than four officers, noting the issue was difficulty in finding officers to hire.
- The City received approximately 40 completed officer applications, 14 of which would be interviewed.
- Having the funding to hire an officer when a current officer is retiring, essentially funding two officers simultaneously, was a problem, and the retiring officer changing their mind also presented challenges. Delays within the police academy made the lengthy hiring process even worse.
- Mayor Scholl noted the hiring process and the City's financial commitment to send new hires through the academy knowing they may not make it and may not meet the City's standard. Police officers could not just be hired.
 - Other movements, such as promotions, can incentivize senior officers to stay. The Department has a number of officers eligible to retire.
 - Perhaps senior officers did not want to commit to retiring until a good plan and timeline to replace them was in place.
- The Department's existing policy manual was Lexipol. When making changes to policy, best practices are used and police chiefs in the state are consulted. Only four or five in-house policies would be implemented, but nothing that would need to come before Council, such as job descriptions.

Mayor Scholl liked the Department's approach, noting that taking care of the physical and mental wellness of everyone was critical and could be attractive to other officers outside the area.

4. Discussion regarding 4th of July Fireworks Display

City Administrator Walsh reported the fireworks contract was in the packet for approval tonight. With last year's event being cancelled, the City had a \$5,000 rollover for the 2025 fireworks display. Previously, about \$20,000 had been spent on fireworks and discussions had occurred about a bigger and better event. He addressed clarifying questions about the display in prior years and clarified that the City did not specifically budget for the fireworks display but used the Tourism Revenue Fund for the event.

Key comments and suggestions were as follows:

- The Spirit of Halloweentown profits should be assessed before deciding how much to spend on the display.
- A \$30,000 show was suggested given inflation, as \$25,000 would equate to the \$20,000 show two years ago, especially since St. Helens skipped last year.
- Having a bigger show in 2026 to coincide with the United States' 250th birthday made more sense.
- Get input from the contractor, Western Display, requesting an estimate of what the City had typically done and what would constitute more or a bigger display, such as an extended duration, for example.
- Staff had not yet discussed the fireworks display with Treadway as Christmas was the current focus of the weekly meetings.
 - Mayor Scholl noted he personally talked with Treadway about the schedule with 13 Nights on the River on July 3 and July 4 being on Friday and people could celebrate the new waterfront park. He suggested a two-day festival, shutting down Strand Street along the waterfront.
 - The completion date for Columbia View Park is May 1, which gives them a two-month buffer.
 - Treadway would report on Spirit of Halloweentown at the December 14 meeting, including the finances.
- Community fundraising for the display made a large contribution in the past and could be used again with the possibility of a bigger display.
 - Fundraising had not been done with the vendors and beer garden with the Elks doing the vending for Tourism. The vendors make revenue. The idea could be discussed with Treadway, which was already contracted to get sponsors.
- Western Display was the biggest driver for a decision due to the long waiting line for getting fireworks and the need to ensure the City got the fireworks show it wanted.

Council consented to wait for a discussion with Treadway before making a decision on how much to spend on the fireworks display.

5. Report from City Administrator John Walsh

- Debriefing the election, he noted the failure of the Jail Levy could impact services to the community, and failure of the 911 C-Com Levy would cause a closer margin on its reserves, so it would likely be on the ballot again.
- A facilitated discussion on the community survey to update Council goals and strategic plans was in the works, which would also involve the newly elected.
- He reported on Trunk-or-Treat and Council's Spirit of Halloweentown debrief on December 4, noting next year, the City would look at a back way out of the event area to prevent traffic issues for residents.
- Treadway would decorate the Plaza for Christmas at the end of November and the Christmas Ships would be on December 14 with the usual accompanying events.
- Work continued on siting the police station at the Gable Road School District property with information being gathered on environmental impacts, geotech, the wetlands, a drainage survey, land use zoning components, etc.
- Like the City, the County was also working with Strategic Networks Group and recently issued a Request for Proposal (RFP) for a network operator and service provider to help with the Broadband Initiative investment. He reported on how the City's front work helped the County and established the business case to make the investment.
- He reviewed key agenda items for Council's regular session, addressing clarifying questions and confirming Agenda Item #9, the Display Agreement for purchasing fireworks would be removed from the agenda.

ADJOURN – 3:20 p.m.

EXECUTIVE SESSION

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

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens CITY COUNCIL

Executive Session Summary

November 6, 2024

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

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder

Others: Ashley Wigod, City Attorney with Jordan Ramis PC
Chris Dolan, City Attorney with Jordan Ramis PC



At 3:34 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 & Potential/Pending Litigation**, under **ORS 192.660(2)(h)**
 - Discussion regarding recent mediation with former contractor and provide direction to legal counsel.
- **Real Property Transactions**, under **ORS 192.660(2)(e)**
 - Update on the status of Project Arcadia.
 - Update on the sale of City-owned property on Millard Road.

The Executive Session was adjourned at 4:34 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, November 06, 2024

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

MEMBERS ABSENT

Council President Jessica Chilton

STAFF PRESENT

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

OTHERS

Hannah Tupper
Brady Preheim
Ashton Boser
Savannah Augustus
Makayla Heinz

OPEN PUBLIC HEARING – 6:30 p.m.

TOPIC

1. CPZA.1.24 - Amendments to the St. Helens Development Code and Comprehensive Plan in Response to Measure 109 (2020) regarding Psilocybin Land Uses, House Bill 3109 (2021) regarding Child Care Land Uses, and other "Housekeeping" Amendments; Validity Periods for Land Use Decisions, in Particular

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

Graichen reviewed the staff report and proposed amendments. A few highlights were:

- Psilocybin
 - Conditional Use in Mixed Use and General Commercial zones
 - Not allowed in Riverfront District
- Child Care
 - Lack of childcare providers
 - Allows childcare centers in Commercial and Light Industrial zones
 - Updating language to reflect State law
- Clean up validity periods for land use decisions

- Clean up overlay zones

PUBLIC COMMENTS – None

CLOSE PUBLIC HEARING – 6:52 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, November 06, 2024

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

MEMBERS ABSENT

Council President Jessica Chilton

STAFF

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Jacob Graichen, City Planner
Joe Hogue, Acting Police Chief
Suzanne Bishop, Library Director

OTHERS

Ashton Boser	Savannah Augustus	Makayla Heinz
Brady Preheim	Angela Wayman	Cindy Abbott
Steve LeSollen	Janet LeSollen	Mercedes Massey
Elora Barber	Arthur	HB
Jennifer Massey	Jason Morris	High School Students

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

PLEDGE OF ALLEGIANCE

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

- ◆ Nick Hellmich. Spirit of Halloweentown was a great success and thanked Treadway for donating approximately 1600 free tickets to veterans. Many visitors parked in front of the fire hydrant and stop sign in front of his house, and he asked that the curb be painted for no parking. He announced the Columbia County Mental Health (CCMH) Annual Thanksgiving Party. After a chaotic election season, he asked for calmness, unity, and maturity moving forward and appreciated what Mayor Scholl had done for the community.
- ◆ Cindy Abbott. Described issues experienced with her neighbor over the last year—having six chickens, three ducks, and especially a goose that consistently screamed, which resulted in many problems, including periods of insomnia and visitors who would no longer stay at her home. Code enforcement advised the neighbor to apply for a permit, but geese should not be allowed since roosters were not allowed. She asked Council to not approve her neighbor's Animal Facility License, additionally noting the goose's waste and the diseases it can carry.

- ◆ Adam St. Pierre. Congratulated the election winners and thanked Mayor Scholl for his eight years of service. He shared Spirit of Halloweentown feedback from locals about what was better and worse this year than previous years. Overall, people seemed pleased with the event, the signage, and its organization. The City should consider the feedback and recommendations. He looked forward to seeing the final event numbers.
- ◆ Angela Wayman, Community Connections of Oregon. Described the organization and asked that the City waive the \$100 fee for its Spirit of Christmas Parade entry.
- ◆ Brady Preheim. Stated the City should listen to businesses concerns about the lack of communication and refusal to communicate from Treadway about Sprit of Halloweentown, such as Holcombe's comment during today's work session. He spoke about the risks of Treadway not applying for a fire permit for the haunted house, noting City Administrator Walsh applied for and paid for the permit with his City card. The City had given Treadway money, so the permit fee should have come out of the Wauna account. The City should easily be able to tell the public how much Spirit of Halloweentown made, and there should be plenty of money to pay for fireworks. Council should postpone the agenda item on the Public Safety Building until the new mayor is seated. Finally, he understood Office Max was required to pay for mitigation or clean-up on the City property, formerly the Boise White Paper property, and the City should take advantage of that as soon as possible.

DELIBERATIONS

1. CPZA.1.24 - Amendments to the St. Helens Development Code and Comprehensive Plan in Response to Measure 109 (2020) regarding Psilocybin Land Uses, House Bill 3109 (2021) regarding Child Care Land Uses, and other "Housekeeping" Amendments; Validity Periods for Land Use Decisions, in Particular

City Planner Graichen described the reasons for the proposed amendments, which were not entirely mandated by the State, but more reactionary in nature. He addressed clarifying questions, noting the City's two-year moratorium provided the City time to figure out the zoning and process for allowing psilocybin facilities. He believed any opportunities the City had to say no to psilocybin land uses would have been identified already. Denial of a conditional use permit for a psilocybin land use would still be an option depending on the location; however, denial was not common as the City sought to find middle ground. Public comment would be solicited as with other land use hearings.

Discussion also included other cities voting down psilocybin facilities and the role psilocybin tourism played in the city.

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt the amendments as proposed. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

AWARD BID/CONTRACT

2. Accept High Bid and Award Timber Sale Contract to Interfor US Timber Inc. in the Amount of \$608.76 per thousand board feet for Douglas Fir

Councilor Hubbard stated he felt comfortable proceeding based on the response to Al Petersen's comment.

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '2' above. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. [RATIFY] Amendment No. 2 to Agreement with Otak CPM for Public Safety Building Construction Project Management
4. [RATIFY] Letter of Agreement with Miller Consulting Engineers, Inc. for Professional Structural Engineering Services
5. Extension to Exclusive Towing Agreement with Drake's Towing & Recovery to December 31, 2025
6. Extension to Agreement with St. Helens Marina LLC for Harbor Master Services to September 26, 2025
7. Extension to Agreement with Strategic Networks Group for Broadband Planning to October 30, 2025
8. Second Amendment to Contract with Landis and Landis Construction, LLC for S. 1st and St. Helens Street Intersection Joint Utility Trenching and Electrical Undergrounding Project No. R-685A
9. ~~Display Agreement and Purchase Order with Western Display Fireworks for 4th of July Fireworks Display~~
10. Agreement with Oregon State Marine Board for Maintenance Assistance Grant No. 2325-027 for Repair of Short-Term Tie-Up Docks and Replace Missing Debris Deflection Boom Segment
11. Waterway Sublease Agreement with St. Helens Marina LLC for Waterway Lease No. 42848-ML (end of Wyeth Street)

Mayor Scholl noted item '9' was removed because Council discussed during the Work Session that the matter would be discussed with Treadway on December 4, 2024.

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '3' through '8' and '10' through '11' above.

Councilor Hubbard pointed out item '3' and was not in favor of spending \$207,000 to investigate the Gable Road site. The Public Safety building should be on another site. Locating the police station near the Community Center did not bode well as a location. Mayor Scholl disagreed, noting the Gable Road site had room for expansion and with the Urban Growth Boundary, it made sense to have the building at the site and between two schools.

Amended Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to amend the motion to approve '4' through '8' and '10' through '11' above. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Mayor Scholl noted on item '3' that the other site's asking price was well over the appraisal, and the same discovery process would still be required. Council had discussed the matter before and should not continue to delay as costs would continue to increase. The price for the property was a good deal. Councilor Hubbard clarified he was referring to remodeling the new Community Center to become the police station, however, there were still issues coming out onto Gable Road, etc.

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

CONSENT AGENDA FOR ACCEPTANCE

12. Planning Commission Minutes dated September 10, 2024
13. Library Board Meeting Minutes dated September 9, 2024
14. Library Board Bylaws Subcommittee Meeting Minutes dated September 9, September 23, and October 8, 2024

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '12' through '14' above. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

15. City Council Minutes dated August 7, August 21, September 4, and September 25, 2024
16. Animal Facility Licenses – only for Stram
17. Accounts Payable Bill Lists

Mayor Scholl noted he could tell the neighbor of the Animal Facility License applicant was distressed, but the licenses were allowed and common within the city.

Councilors commented that the license related to the goose merited further discussion, as the application with the goose did not mention the condition of the yard or the noise complaints.

Mayor Scholl confirmed the Animal Facility Licenses for Johnston, which had the goose, would not be addressed and that the remaining license for approval was for Stram.

Code Enforcement would follow up on the license request for Johnston.

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '15' through '17' above, as amended. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

Christmas Parade Fee Waiver Request

Mayor Scholl noted there were no work session items, but he wanted to address the request to waive the Community Connections of Oregon's Christmas Parade \$100 fee, which would essentially help the food bank.

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to waive the \$100 fee for the Christmas Parade. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

COUNCIL MEMBER REPORTS

Councilor Sundeen welcomed the high school students in attendance and congratulated the Length of Service recipients and Officer Matt Molden on his retirement. He reported on attending Trunk or Treat, the Makerspace Open House, and the League of Oregon Cities (LOC) Conference. He was glad to see Spirit of Halloweentown cleaned up and looked forward to how the event would go in the future. He would attend next week's Parks & Trails Commission meeting. He thanked all who ran for office, who served and would serve. He commended Mayor Scholl for his eight years of service and encouraged everyone to attend the Veterans Day Ceremony at McCormick Park.

Councilor Gundersen congratulated the Length of Service recipients. The Planning Commission would meet next week. He was glad the election was over. He had heard Spirit of Halloweentown was successful, given the short turnaround time. Treadway did a great job making up lost time. Everything was cleaned up, which in the past had still been an issue by this time of year.

Councilor Hubbard said the longevity of employment at the City reflected well on management and the City. He commended Mayor Scholl for his four terms and his accomplishments. The library's Makerspace was now in operation and could utilize the available space Columbia Economic Team (CET) had vacated. Renting the space should be a future agenda item.

MAYOR SCHOLL REPORTS

Mayor Scholl reported Treadway was willing to reimburse homeowners on S. 4th Street up to \$100 for Halloween decoration supplies, as long as they had receipts. He commended Judy Thompson for her volunteer work on the event. He only ran for mayor because he felt the previous mayor was not available to the community. He would still be involved in the community after his term ended. He congratulated the election's winners and hoped they would deliver on their promises. He reported on attending the LOC Conference. It was good to see the high school students in attendance, and he encouraged them to see City staff if they wanted to get involved.

OTHER BUSINESS

ADJOURN – 7:52 p.m.

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, November 20, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Joe Hogue, Acting Police Chief
Gloria Butsch, Finance Director
Suzanne Bishop, Library Director
Sharon Darroux, Engineering Manager

Everardo Medina, Code Enforcement Officer
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner
Crystal King, Communications Officer
Cameron Burkhart, Communications Support Specialist
Ashley Wigod, Contracted City Attorney

OTHER

Steve Topaz Paul Vogel
Brady Preheim Sierra Trass
Jane Garcia Mitz
MM

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

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

- ◆ Steve Topaz. Spoke about the importance of following procedures and reviewing unconstitutional procedures, noting instances in which procedures were less than adequate in previous meetings.
- ◆ Brady Preheim. Referred to Agenda Item 7: Discussion of 4th of July Fireworks, noting he understood the Council would not be discussing the fireworks until after the Halloweentown financial report had been published; and expressed concerns about the City sharing false information provided by the tourism contractor, the lack of Code enforcement of illegal signs, completion of the Police Chief's report, and the lack of response to his public records requests.

DISCUSSION TOPICS

1. Report from Columbia Economic Team (CET) - Executive Director Paul Vogel

Paul Vogel, Executive Director, Columbia Economic Team, reviewed his brief report, which highlighted recruitment and investment projects underway.

Sierra Trass, Small Business Specialist, CET, presented via PowerPoint an overview of the Columbia County Business Community Connection Project. Key highlights included understanding Columbia County's business landscape including data specific to St. Helens, which was the only community in the County that saw such a huge jump in businesses growing their employee base. Countywide business

insights and commentary specific to St. Helens was shared as well as the top five economic solution ideas in the County. She clarified what soft skills were and noted the opportunity to connect the great CET programming in St. Helens High School with the local business community. She also confirmed this is the first time CET had done such a project, its first big retention effort, and this process would be repeated every three to five years. The data will be used to create a countywide plan with partners and enact projects over the next three to five years as well.

Mayor Scholl commented on manufacturing and small businesses benefiting from the existing workforce, the similarities between CET's report and the most recent Economic Opportunities Analysis (EOA), and the City's role in assisting new businesses.

2. Communications Semi-Annual Report - *Communications Officer Crystal King*

Communications Officer King and Communications Support Specialist Burkhart presented via PowerPoint the Semi-Annual Report which covered May through October 2024. Key highlights included measurable numbers for the reporting period, tasks supporting communications, staff coverage, projects, Waterfront redevelopment numbers to date and communications on the project, the media side of Spirit of Halloweentown, winning the national City-County Communications & Marketing Association (3CMA) October Photo Contest, the library campaign, and what was up next.

City Administrator Walsh described working with Communications Officer King, Councilor Sundeen, and Library Director Bishop on a recent statement of commitment to youth safety in the community.

3. Discussion of Animal Facility License Request at 244 N. 2nd Street - *Code Enforcement Officer Everardo Medina*

Code Enforcement Officer Medina reviewed the Animal Facility License request, confirming he had visited the site two months ago and runoff was not a problem at that time. He also reviewed the noise ordinance, noting that one complaint had been submitted expressing concern about the sound of the goose. Upon further inspection and with no evidence provided from the neighbor, he determined the request met the qualifications. He recommended approval of the license, noting the license could be revoked if the restrictions were not being followed and the license could be approved only for the ducks and chickens.

Councilors expressed concerns about standing water and runoff on the property, the presence of bird flu in migrating geese, and the likelihood that other neighbors were opposed to the goose but had not submitted complaints. Mayor Scholl agreed with Staff that the application met the qualifications.

4. Planning Division Semi-Annual Report - *City Planner Jacob Graichen*

City Planner Graichen and Associate Planner Dimsho presented via PowerPoint the Planning Division report for the period of April to October 2024. Key highlights included project management, an update on current planning and permits, and essential projects in the next six months or so and how they relate to the strategic plan. Solving accessibility issues, election signs being more of an issue this year, and including the Endangered Species Act in flood plain decisions after December 1 were also highlighted.

Staff addressed questions and comments from Councilors about Federal Emergency Management Administration's (FEMA) endangered species rules, redevelopment of the Grace's Rivertown Antiques property, annexations in progress, the entry sign on Millard Road, and funding from Travel Oregon.

Mayor Scholl noted every city had to implement codes sent down by the State and the Housing Needs Analysis was mandated by the State as well.

5. Financial Report for First Quarter of Fiscal Year 2024-25 - *Finance Director Gloria Butsch*

Finance Director Butsch presented the First Quarter Financial Report, noting the City was on target with almost every department having 75 percent of their budget left. She noted the City receives 90 percent of property tax revenues in November and December and explained the estimated beginning fund

balance for the General Fund was much lower than anticipated. The balance was just an estimate since the audit had not yet been completed, but the General Fund would likely be about what was projected for the end of this fiscal year with the added interfund transfers, property sales, and timber revenues. Additionally, there will be another supplemental budget for the Street System Development Charge (SDC) Fund. She noted that the banking resolution on tonight's agenda would change back to the practice that the City Administrator and Finance Director are the signers on the checking account. When the last Finance Director left, the Mayor was made a signer.

6. Tourist-Oriented Directional Signage in Right-of-Way - *Engineering Manager Sharon Darroux*

Engineering Manager Darroux presented a follow-up to the October 2 meeting when Council directed staff to look into an ordinance for tourist-oriented directional (TOD) signage. Key highlights included what defined TOD signage, background on the TOD sign request from Crooked Creek Brewery, and key updates on draft ordinance results. The federal Manual on Uniform Traffic Control Devices limited TOD signs to rural highways and prohibited them in urban areas. Violating the manual ran the risk of losing federal funding. Next steps included a recommendation from the Sign Administrator at the Oregon Travel Information Council to establish a no TOD sign zone. Highway mile posts 25 to 30 incorporated the entire urban growth boundary (UGB), which would eliminate the need to create an ordinance.

Staff addressed questions and comments from Councilors about rural highways outside of the UGB, the new sign being planned to direct traffic to the Waterfront and downtown, and regulations on signage other than TOD signs.

Council President Chilton recommended implementing a policy right away and advised Darroux to reach out to Crooked Creek to inform the owner of the information she found and let him know the TOD sign will not work.

7. Discussion regarding 4th of July Fireworks

City Administrator Walsh reported that Treadway was committed to finding a sponsor to cover costs for the 4th of July Fireworks in the park and all events throughout the year. Western Display had explained the difference between a \$25,000 fireworks show and a \$30,000 show. Most of their shows were 20 minutes. People get fatigued by longer shows, which would probably be a waste of money. To go bigger, Western Display recommended a bigger finale and perhaps more boxes. Western Display wanted to look at the barge to make sure it had enough space. The price tag of \$25,000 would give a good, solid 20-minute show.

Council discussed having \$5,000 of credit with Western Display, going bigger and better in addition to the fireworks shows by having a festival celebration, and doing a two-day event of Thursday with 13 Nights on the River and holding over the vendors for Friday's July 4th celebration. Council will discuss how much to spend on fireworks at tonight's meeting.

City Administrator Walsh noted the City was still working with Treadway on next year's event schedule.

8. Report from City Administrator John Walsh

City Administrator Walsh reported on reviewing City policies and procedures impacting youth safety, City support for the Senior Center and its programs and services, efforts to improve broadband services, takeaways from the recent ethics training, strategic planning, and upcoming meetings with Treadway to get updates on holiday projects. He answered clarifying questions from Councilors about the Senior Center.

The Council expressed support for the City's work to help the Senior Center and discussed takeaways from the recent League of Oregon Cities meeting and the need to review the City's charter, bylaws, and other guiding documents.

ADJOURN – 4:10 p.m.

EXECUTIVE SESSION

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

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens
CITY COUNCIL

Executive Session Summary

November 20, 2024

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

Staff Present: John Walsh, City Administrator
Lisa Scholl, Deputy City Recorder

Others: Ashley Wigod, City Attorney with Jordan Ramis PC



At 4:20 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 the status of Project Arcadia.

- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
 - Discussion regarding recent mediation with former contractor.

The Executive Session was adjourned at 4:33 p.m.



ATTEST:

Lisa Scholl, Deputy City Recorder

Rick Scholl, Mayor

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



COUNCIL REGULAR SESSION

Wednesday, November 20, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Joe Hogue, Acting Police Chief
Crystal King, Communications Officer
Suzanne Bishop, Library Director

OTHERS

Linda McMann	Mary Wheeler
Cris McMann	Jennifer Massey
Dr. Matthew Perry	Kimberly Morris
Debbie Perry	Roger
Brady Preheim	

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

PLEDGE OF ALLEGIANCE

PROCLAMATION

1. Proclamation and Presentation in Memory of the 100-Year Anniversary of Fallen Officer Marshal Dale A. Perry

Councilor Sundeen presented a slide show presentation in memory of Marshal Dale Alfred Perry. A single-shot pistol believed to have been owned by Marshal Perry was displayed. The family of Marshal Perry in attendance were recognized, as well as others who had contributed to the presentation, and a moment of silence was held in honor of Marshal Perry.

Mayor Scholl read the proclamation in memory of the 100-Year Anniversary of fallen Officer Marshal Dale A. Perry.

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

- ◆ Brady Preheim. Advised against reappointing David B. Rosengard to the Planning Commission citing concerns about dishonesty and requested that Halloweentown profits be published prior to discussing the fireworks display, as it was currently unknown whether enough money was made to pay for the fireworks.

ORDINANCES – First Reading

2. **Ordinance No. 3305:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.24, 17.32, 17.36, 17.40, 17.44, 17.80, 17.88, 17.96, 17.100, 17.108, 17.120, 17.124, 17.132, 17.136, 17.140, 17.148, and 19.20, Pertaining to Oregon Measure 109 (2020) Regarding Psilocybin Land Uses, Oregon House Bill 3109 (2021) Regarding Child Care Land Uses and Other Housekeeping Amendments, Validity Periods for Land Use Decisions in Particular

Mayor Scholl read Ordinance No. 3305 by title. The final reading will be held at the next meeting.

RESOLUTIONS

3. **Resolution No. 2033:** A Resolution Establishing Bank Signators and Designating City Administrator John Walsh and Finance Director Gloria Butsch as Signators

Motion: Motion made by Councilor Gundersen and seconded by Councilor Hubbard to adopt Resolution No. 2033. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. Display Agreement and Purchase Order with Western Display Fireworks for 4th of July Fireworks Display
5. Amendment No. 1 to the Financing Contract with Oregon Business Development Department for the Riverfront Redevelopment Project

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '4' and '5' above.

Councilors discussed Item 4, the Display Agreement and Purchase Order for the fireworks display. Revenue from tailgating and Spirit of Halloweentown would likely be enough to cover the cost of the fireworks. It was agreed that the focus should be on a bigger and better celebration event overall rather than spending more money on a longer fireworks display. The consensus was to spend \$25,000 on the fireworks display.

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

APPOINTMENT TO CITY BOARDS AND COMMISSIONS

6. Reappoint David B. Rosengard to Planning Commission

Motion: Motion made by Councilor Sundeen and seconded by Council President Chilton to reappoint David B. Rosengard to the Planning Commission. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

7. Planning Commission Minutes dated October 8, 2024

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to approve '7' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

8. City Council Minutes dated October 2 and October 30, 2024
9. OLCC Licenses
10. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '8' through '10' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

Animal Facility License - Kathleen Johnstun

The Council discussed whether a goose was permitted under the Animal Facility License requested by Kathleen Johnstun. Councilors reviewed and discussed comments received from the applicant's neighbor, feedback from staff, and the Animal Control chapter of the St. Helens Municipal Code. Mayor Scholl and Councilor Sundeen believed the applicant met the qualifications and supported Code Enforcement's recommendation to approve the license. However, Councilor Hubbard expressed concerns about flooding on the property, the unfriendly nature of geese, and the number of animals on the property.

There was also discussion on the noises made by animals, and it was noted that constant animal noises which created a nuisance could be reported to Code Enforcement.

Motion: Motion made by Councilor Sundeen and seconded by Mayor Scholl to approve Kathleen Johnstun's Animal Facility License application for multiple chickens, ducks, and one goose. **Vote:** Yea: Mayor Scholl, Councilor Sundeen; Nay: Council President Chilton, Councilor Gundersen, Councilor Hubbard

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard to approve Kathleen Johnstun's Animal Facility License application for the chickens and ducks without the goose. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen; Nay: Mayor Scholl

COUNCIL MEMBER REPORTS

Council President Chilton reported on what she learned at a recent League of Oregon Cities event, which led her to propose that the Council review guiding documents and address several topics over the next year. She also commented on efforts to address concerns about the Senior Center, commendation to the Public Works Department by an Avamere resident, and the safety situation at the high school.

Councilor Sundeen reported on the Parks and Trails Commission meeting, which included several reports and presentations, including a presentation by the Port of Columbia County about its cleanup plans and desire to collaborate with the City on recreation along Milton Creek. He also reported on police candidate interviews, safety issues within the school district, the City's relationship with the school district, and the City's efforts to ensure the safety of children in Library and Recreation programs.

Councilor Gundersen appreciated the City's response to the safety issues within the school district and reported on the Library's desire to expand the Makerspace and the need to increase training opportunities for high school graduates.

Councilor Hubbard advocated for expanding the Makerspace and thanked the agencies who gave informative reports.

MAYOR SCHOLL REPORTS

Mayor Scholl reported on the Police Department's work on the situation that occurred within the school district and a meeting that was held to discuss solutions to the school district's issues.

OTHER BUSINESS

ADJOURN – 7:58 p.m.

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, December 04, 2024

DRAFT MINUTES

MEMBERS PRESENT

Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

MEMBERS ABSENT

Mayor Rick Scholl

STAFF PRESENT

John Walsh, City Administrator	Crystal King, Communications Officer
Kathy Payne, City Recorder	Jenny Dimsho, Associate Planner/Comm. Dev. Project Manager
Lisa Scholl, Deputy City Recorder	Christina Sullivan, Community Development Admin. Assistant
Joe Hogue, Acting Police Chief	Ashley Wigod, Contracted City Attorney
Suzanne Bishop, Library Director	

OTHERS

Jennifer Massey	Michelle Millar	Arthur
Steve Topaz	Stephanie Patterson	Mitz
Brandon Treadway	Adam St. Pierre	Richard Mason
Brittany Hummel	Jen Dougherty	Brady Preheim
Diana Wiener	Dana Lathrope	Marci Sanders
Mary Hubbard	E. Dunton	Jane Garcia
Amy Bynum	Erin Salisbury	

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

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

- ◆ Brady Preheim. Asked that the Chief of Police report be completed and if the Mayor-elect had been involved. He shared concerns about a lawsuit given many items at Spirit of Halloweentown did not work, Tourism's lack of transparency, City Administrator Walsh getting the permits, and Councilor Hubbard complaining about Tourism not having permits previously, but saying nothing now. He supported leasing the Columbia Center for Makerspace expansion.
- ◆ Steve Topaz. Complained about delays and mishaps in various projects going on in St. Helens. He was concerned about Department of Environmental Quality (DEQ) reports on various industrial sites indicating the need to contain toxic waste, making the sites less usable. He noted no explanation had been given for putting the Police Chief on administrative leave.
- ◆ Diana Wiener. Congratulated Associate Planner/Community Development Project Manager Jenny Dimsho and thanked her for the work she had done. She stated Spirit of Halloweentown was well organized with local and mobile businesses integrated into the event, noting many signs directing

visitors away from parking in front of resident's homes. Treadway did an amazing job. She also supported more funding for the Makerspace. She noted construction had unique challenges in the area, but she liked the work the City was doing with historic touches on the planters. She asked if the stage in the park was cut from the current building phase, or if it had been cut entirely.

- ◆ Dana Lathrope. Thanked the Council for choosing Treadway Events to run Spirit of Halloweentown. As a business owner on S. 1st Street, she noted happy patrons had been abundant at businesses and there had been more opportunity to give Tourism input and volunteer at events. She recognized the impacts of prolonged construction, noting Treadway had been able to hold the event anyway, even with the short timeframe. She hoped Treadway would continue to do events, based on the phenomenally positive feedback she received about Spirit of Halloweentown this year.
- ◆ Adam St. Pierre. Noted a meeting had been held with local vendors about improving Spirit of Halloweentown and the businesses were ecstatic about how the event operated this year. Business owners were impressed by Treadway's follow-up to get feedback and address issues.

DISCUSSION TOPICS

1. Employee Length of Service Recognition: Jenny Dimsho (10) and Christina Sullivan (5)

Council President Chilton recognized Associate Planner/Community Development Project Manager Jenny Dimsho and Community Development Administrative Assistant Christina Sullivan and those present thanked them for their service.

2. Tourism Report from Treadway Events & Entertainment - *Brandon Treadway*

Brandon Treadway and Brittany Hummel presented the Tourism Post Event Report on Spirit of Halloweentown, including information on attendance, key attractions, and celebrity guests. Details were provided on vendor, local business, and consumer feedback; marketing campaigns; Google analytics and social media impressions; tourism data highlights; opportunities for improvement; the financial summary; and recommendations for Spirit of Halloweentown in 2025. In addition, they announced Holiday in the Plaza would be held on December 14, 2024, and all were encouraged to attend.

Councilors expressed appreciation for the work done on Spirit of Halloweentown.

3. Review Proposed Changes to Records & Evidence Specialist Job Description

City Administrator Walsh noted the minor changes proposed to modernize the job description.

4. Discussion regarding Leasing Vacant Space at Columbia Learning Center for the Makerspace - *Councilor Gundersen & Councilor Hubbard*

Councilor Gundersen talked about potentially expanding the Makerspace program in the vacancy at the Columbia Learning Center and possibly allowing the Main Street Alliance to use one room as an office. The Makerspace program taught skills like 3-D printing and soldering that kids could use later in the work force, adding the expansion would not cost much.

Councilor Hubbard stated it seemed natural for the Main Street Alliance to share the space as the Makerspace would not need the front office.

Erin Salisbury, Main Street Alliance, noted the Main Street Alliance Board had not discussed the issue yet and they were looking for new space, but not urgently. Though the office was a great size, she believed it would be great to use the office for something else as it was not adjacent to the Main Street Corridor.

Council discussion on the Makerspace expansion was as follows with comments and responses from staff as noted:

- Makerspace was not stable enough for expansion, and funding was still uncertain. It was not the right time to expand the program without having a plan for funding and sustaining the expansion.
- The location and cost of the vacant space could be a good opportunity for a new business.
 - Some business owners had expressed they did not feel the library situation would be conducive to starting a business, though it was possible someone would like the idea.
- Support was expressed for expanding the Makerspace, noting Youth and Makerspace Librarian Jana Wiersma had brought more stability to the Makerspace program.
- Library Director Bishop noted expanding would allow the program to spread out equipment Makerspace already owned, and not much new equipment or infrastructure would be required. Some equipment took up a lot of space, like the long arm quilting equipment, but there was a lot of community interest in using it.
 - She could return with foot-traffic data for the Makerspace program, and explained the Library Budget did not currently have money for program expansion.
- The City was getting ready for a new budget cycle, and having a discussion with the Budget Committee about including Makerspace expansion in the Library Budget would be good.
- Library Director Bishop clarified the maximum rent cost would be \$8,892 if both vacant spaces were rented. The Columbia Foundation Board had given Councilor Gundersen the go-ahead to reduce the rent cost by as much as half.
- City Administrator Walsh noted \$8,892 was not much money considering the City's \$84 million budget.
- Considering the upcoming Council changes, it may be better to gather more information and data about the Makerspace and not take the opportunity from a business who could use that space to start up.
- Jason Moon or the Main Street Alliance could be asked to publish information about leasing the space to a small business.
- Library Director Bishop stated the vacant space had some parameters for use, which would not be good for retail. The Columbia Economic Team and Small Business Development Center's use of the space had been ideal for that building.
 - She had talked with Library Board members about fundraising and finding funding for programs. Charging for programs was not a practice of the Public Library, which had talked about finding funding to pay presenters, but not charging individuals for participating.
- Perhaps the Library could partner with the Recreation Center, which did charge for programs, and collaborate to find funding.
- Expanding the Makerspace was a good idea, and a good use of the space.
- City Administrator Walsh noted the convenience of not having to leave the building to go between the Library and Makerspace areas, adding that the low-cost lease included utilities and use of restrooms.
- Library Director Bishop explained the Columbia Foundation Board would make the decision whether to reduce the rent cost by up to half, which they had offered as a possible option.

The Council consented to revisit the matter at a future meeting after staff and Councilor Gundersen gathered more information.

5. Agreement with Port of Columbia County for Access to Industrial Properties - *City Administrator John Walsh*

City Administrator Walsh reviewed the intergovernmental agreement (IGA) with the Port of Columbia County securing access to the Port from the north end of the site for five years to repair the bridge on

the Pope and Talbot site. He confirmed this would not interfere with Project Arcadia. The IGA would be on the agenda for the regular session tonight.

6. Report from City Administrator John Walsh

City Manager Walsh presented his report with updates on the following items:

- He had visited the Senior Center and met Joanne, who was on the Senior Center Board. He would attend the upcoming Senior Center Board meeting on Monday.
- He attended the League of Oregon Cities (LOC) Elected Essentials workshop yesterday and was impressed with the Oregon Government's Ethics Commission's (OGEC) expanded role around public meetings and public records oversight and plans to provide a call line where callers could ask questions about public records and ethics.
- Toy 'n Joy would be this weekend. The City contributed two utility bill credit certificates to the raffle.
- Christmas Ships decorations would be put up tomorrow.
- The City was supporting Project Arcadia's efforts to restart the mill, including keeping permits open. The permitting agency was excited about the opportunity for the mill to come back.
- The Millard Road sale was moving forward. Escrow had released the non-refundable portion of the earnest money to the City.
- The timber sale paperwork was moving forward.
- Confirmation had been received from FEMA on the City's choice regarding flood plain management on a case-by-case basis, rather than making extensive changes to the City's flood plain regulations. He believed litigation at the federal level may change the outcomes.
- He reviewed items on tonight's agenda for approval including:
- Talking to Rachel Barry about coming back to do some community surveys, Council Goal setting, and doing a retreat.
- A Council retreat by SSW scheduled for January 31, 2025.
- Mayor Elect Massey had been invited and was able to attend the retreat on that date.
- He looked forward to team building and reviewing goals for the new year.
- Christina Sullivan would be leaving. There was a lot of transition in the City with people coming and going.
- No Executive Session would be held today.

ADJOURN – 3:06 p.m.

EXECUTIVE SESSION – None

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Jessica Chilton, Council President



COUNCIL PUBLIC HEARING

Wednesday, December 04, 2024

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Russell Hubbard
Councilor Brandon Sundeen

MEMBERS ABSENT

Councilor Mark Gundersen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Jacob Graichen, City Planner
Joe Hogue, Acting Police Chief

OTHERS

Roger
Catherine Ross

OPEN PUBLIC HEARING – 6:15 p.m.

TOPIC

- 1. ZA.1.24 - Amendments to the St. Helens Development Code in response to the City's 2019 Housing Needs Analysis to allow "cottage clusters," which are essentially multiple detached homes on a single property. These amendments are also in response to House Bill 4064 (2022) changing how cities can regulate manufactured homes and prefabricated structures, and House Bill 3395 (2023) adding single room occupancies (SROs) to the list of "needed housing" in the ORS and requiring local governments to allow them. Plus, some other related amendments.**

City Planner Jacob Graichen covered preliminary matters. There were no potential or actual conflicts of interest or bias in this matter. There were no objections from the audience for the Council to make a fair decision. Graichen went on to review the staff report, a copy of which is included in the archive packet for this meeting. A few highlights were:

- Explanation of multi-family dwelling units.
- State requires local governments to allow single-room occupancies.
- State requires local governments to allow single-wide manufactured homes and RVs, however they can be regulated to only manufactured home parks.
- State requires local governments to allow prefabricated homes on residential property.
- Reviewed zoning allowances for housing.

Staff and Planning Commission recommend approval.

PUBLIC COMMENT

- ◆ Catherine Ross. Addressed parking concerns for narrow streets. The apartments near her have very little parking, which already causes problems with vehicles parking on the street.

Graichen explained parking associated with multi-family dwelling units.

CLOSE PUBLIC HEARING – 6:47 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, December 04, 2024

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Russell Hubbard

MEMBERS ABSENT

Councilor Mark Gundersen
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Jacob Graichen, City Planner
Joe Hogue, Acting Police Chief
Suzanne Bishop, Library Director

OTHERS

Steve LeSollen	Arthur Leskowich	Betsy Johnson
Brady Preheim	Jennifer Massey	Jason Morris
Angie C.	Mercedes Massey	Brittany
Patrick Cleary	Adam St. Pierre	

CALL REGULAR SESSION TO ORDER – 7:10 p.m.

PLEDGE OF ALLEGIANCE

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

- ◆ Brady Preheim. Discussed paying for Makerspace rather than Raechel Barry, noting information could be obtained from the recent local business surveys done by Columbia Economic Team (CET). He expressed concerns regarding Spirit of Halloweentown, including parking issues, items purchased by E2C, and the decrease in business revenues, noting his request for the event's financial information, which should have been posted on the City website prior to the meeting.

Mayor Scholl explained parking spaces were blocked off for delivery services to restaurants.

- ◆ Adam St. Pierre. Noted the Twilight truck in Mr. Preheim's driveway had not been used this year for Spirit of Halloweentown.
- ◆ Betsy Johnson, former State Senator. Requested that the City add paved access and curb cuts around North Lake Physical Therapy and the Muckle apartment building to make the corner handicap accessible, which would add value to the downtown area and the elderly and disabled community.

Mayor Scholl confirmed Americans with Disabilities Act (ADA) grants were coming to help add curb cuts and another ADA ramp, noting the Engineering Division had already assessed the scope of the project.

- ◆ **Arthur Leskowich.** Asked why the public notice containing the Dredge Material Management Plan (DMMP) was not discussed during the work session, and why none of the attached maps and drawings were of the St. Helens area. He asked about the status of the plan to fill the lagoon with contaminated dredge materials from the Portland Harbor superfund, noting Council had previously voted to earmark the \$380,000 in grant money for permitting with the Department of Environmental Quality (DEQ) to turn the lagoon into a landfill. He wanted to hear how each Councilor would vote on whether to move forward with the permitting to turn the lagoon into a landfill.

DELIBERATIONS

1. ZA.1.24 - Amendments to the St. Helens Development Code in response to the City's 2019 Housing Needs Analysis to allow "cottage clusters," which are essentially multiple detached homes on a single property. These amendments are also in response to House Bill 4064 (2022) changing how cities can regulate manufactured homes and prefabricated structures, and House Bill 3395 (2023) adding single room occupancies (SROs) to the list of "needed housing" in the ORS and requiring local governments to allow them. Plus, some other related amendments.

Mayor Scholl noted he had gotten phone calls from people whose properties were affected, and he had explained the proposed amendments were in response to State mandates and provided more housing flexibility.

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard to approve ZA.1.24 Amendments to the St. Helens Development Code as read. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

ORDINANCES – Final Reading

2. **Ordinance No. 3305:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.24, 17.32, 17.36, 17.40, 17.44, 17.80, 17.88, 17.96, 17.100, 17.108, 17.120, 17.124, 17.132, 17.136, 17.140, 17.148, and 19.20, Pertaining to Oregon Measure 109 (2020) Regarding Psilocybin Land Uses, Oregon House Bill 3109 (2021) Regarding Child Care Land Uses and Other Housekeeping Amendments, Validity Periods for Land Use Decisions in Particular

Mayor Scholl read Ordinance No. 3305 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to adopt Ordinance No. 3305. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

RESOLUTIONS

3. **Resolution No. 2031:** A Resolution Determining that a Nuisance Exists Upon Property Located at 203 S. Columbia River Hwy. within the City of St. Helens and Ordering the Nuisance Removed

Mayor Scholl read Resolution No. 2031 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to adopt Resolution No. 2031. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

4. **Resolution No. 2032:** A Resolution Determining that a Nuisance Exists Upon Property Located at 325 The Strand within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises

Mayor Scholl read Resolution No. 2032 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to adopt Resolution No. 2032. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

5. Resolution No. 2034: A Resolution to Set 2025 City Public Meetings and Holiday Closures Schedule for City of St. Helens Council, Boards, and Commissions

Mayor Scholl read Resolution No. 2034 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to adopt Resolution No. 2034. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. Agreement with Port of Columbia County for Access to Industrial Properties
7. Agreement with RA Barry Consulting for Strategic Planning Consulting Services

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard to approve '6' and '7' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

CONSENT AGENDA FOR ACCEPTANCE

8. Library Board Minutes dated October 14, 2024
9. Parks & Trails Commission Minutes dated August 27 and September 9, 2024

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

CONSENT AGENDA FOR APPROVAL

10. Proposed Amendments to Records & Evidence Specialist Job Description
11. Accounts Payable Bill Lists

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard to approve '10' and '11' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

WORK SESSION ACTION ITEMS

Request for ADA Improvements

Mayor Scholl noted the request for ADA improvements raised in public comments, noting the goal was to get staff working on curb cuts.

City Administrator Walsh noted Engineering was working on a proposal to bring back to Council.

Council and staff discussed the curb transition improvements needed near the physical therapy building, using a handicap parking spot for the improvements, and Engineering's considerations for the project, including drainage and meeting ADA standards.

COUNCIL MEMBER REPORTS

Council President Chilton thanked Treadway for their work and professional presentation, adding she looked forward to working with them in the future. She will try to attend the Senior Center Board meeting as it was important to get the Senior Center fixed soon. She had witnessed a firetruck and ambulance struggling to get through the poles on Strand Street and asked if about any plans to put lights on the poles so vehicles could navigate easier in an emergency. She stated she had not made up her mind about the lagoon and the landfill, and that she was open to looking at other solutions.

Councilor Hubbard reported it had been great to hear Treadway's presentation, and he was impressed with what the company had pulled off in a short time. He emphasized the Makerspace was important for the Library. He stated he was not in favor of filling the lagoon, unless the City could come up with \$50 million for a new sewer system.

MAYOR SCHOLL REPORT

Mayor Scholl congratulated Christina Sullivan for five years of service and Jenny Dimsho for 10 years of service. He loved seeing the report by Treadway and looked forward to reading it further. Christmas Ships was coming up on December 14, 2024, and there should be adequate room for pedestrians to

watch from the courthouse or River Street, and he invited all to attend. He stated he was waiting to see a feasibility study on the makeup of the lagoon to see if a landfill was possible.

OTHER BUSINESS

City Administrator Walsh noted in addition to grant funding received for the lagoon project, a \$980,000 appropriation was received from the State, as well as Federal Emergency Management Agency (FEMA) money to evaluate the integrity of the berm. The project was presumed to be easy if the berm was of high integrity. The City was still evaluating all the options. The market analysis paid for the \$50 million wastewater treatment plant, but with updated information, the City was only interested in the project if it could be done safely by allocating enough resources toward resiliency efforts to ensure the lagoon would make it through an earthquake, but the funding did not align with that.

Discussion continued about potential uses for the lagoon, including redevelopment scenarios such as making the lagoon a ball field or parking for a boat launch; Frogmore Slough being 180 feet deep while another shelf near the edge was not as deep; testing done to determine whether the lagoon was safe or toxic and whether the berm was vulnerable, and the possible consequences if the berm was not stable in an earthquake.

ADJOURN – 7:44 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, December 18, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator	Crystal King, Communications Officer
Kathy Payne, City Recorder	Joe Hogue, Acting Police Chief
Lisa Scholl, Deputy City Recorder	Jeremy Howell, Police Officer
Gloria Butsch, Finance Director	Mark Kletke, Police Officer
Suzanne Bishop, Library Director	Jose Castilleja, Police Sergeant
Sharon Darroux, Engineering Manager	Ashley Wigod, Contracted City Attorney
Jacob Graichen, City Planner	

OTHERS

Jennifer Massey	Brady Preheim	Adam
Jenn Dougherty	Steve Topaz	Jerry Belcher
Arthur	Lucas Green	Howard Blumenthal
Scott Jacobson	Susan Tolleshaug	Richard Mason
Nick Hellmich	Dana Lathrope	Bob Salisbury
Elliot Levin	Greg	Jason Morris
Steve Webb	Dave Lauridsen	Jenni Gilbert

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

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

- ◆ Steve Webb, Acting Superintendent, St. Helens School District, described what he had learned about the community in the past three weeks and made a commitment to help resolve the current school safety crisis.
- ◆ Dave Lauridsen, downtown business owner. Spoke about the construction impact, his frustration that parking would remain closed for an undetermined time, the City's lack of responsiveness to his inquiries, and the online petition encouraging Council to do anything possible to open the street.
- ◆ Steve Topaz. Pointed out the recorded minutes for the last three months of Council meetings were not available so they could not be approved, and that the Department of Environmental Quality's (DEQ) actions in closing the waterfront and covering toxic soil contradicted the 88-page report about the bright future of St. Helens' industrial property. He wanted the City to start being honest and report accurately what is said in this room.

- ◆ Brady Preheim. Stated the investigation of the Chief of Police and Mayor-Elect's involvement needs to be completed with the results released to the public. He was frustrated by the construction road closures, how long the closures lasted, and that the cost to alleviate the parking issues by extending the road would exceed the benefit.
- ◆ Jenny Gilbert. Agreed the Police Chief investigation needs to be completed with a transparent report about what happened.

DISCUSSION TOPICS

1. Introduction of New Police Officer Mark Kletke and Newly Promoted Sergeant Jeremy Howell

Acting Police Chief Hogue introduced new Officer Kletke and promoted Sergeant Howell, sharing some of their backgrounds.

Mayor Scholl thanked Chief Hogue for building some culture at the police department, getting the City back to 24-hour service, and continuing to prioritize public safety.

2. Presentation by Parks & Trails Commission on Milton Creek Woodland Reserve Project - *Chair Scott Jacobson*

Parks & Trails Commission Chair Scott Jacobson; Vice Chair Dana Lathrope; Commissioners Jerry Belcher, Howard Blumenthal, Nick Hellmich; and contributor Lucas Green presented the proposed Milton Creek Woodland Reserve Project, highlighting the background, potential reserve area, project components and phases, benefits of creating reserve on City property, and next steps. The Commission requested the preservation of land for future park/trail space and support to work with City Planner Graichen to determine more specific details about the zoning and acreage of the proposed area.

Planning Commissioners and staff addressed questions and comments from Councilors regarding the salmon run; the importance of knowing the acreage of the proposed project; wetland and riparian buffers; an easement for publicly owned parks; the difference between a reserve and a park, as well as the associated costs for maintaining parks; and the opportunity for the reserve to work together with the industrial property.

Commissioner Belcher and Vice Chair Lathrope spoke about how the project would not be done at once, but the Commission would like to see the zoning addressed and the area secured now for the proposed purpose, so the City could start securing the needed funding to ensure the area is developed as proposed, and to give the City more time to take next steps.

Further discussion from Council included the City's potential plans for the property and the associated revenue to keep the park going; suggesting the Planning Commission ask Council to list the project as a Council goal; wanting to see how the acreages would connect and recommending the Commission work with City Planner Graichen to gather additional details about the zoning and acreage; the differences between parks and reserves and comparing the proposed reserve to other parks with minimal maintenance; and noting the camas fields within city limits and the historical Native American aspects of the Milton community. Overall, Council liked the project and wanted to know more about it.

City Planner Graichen confirmed he could estimate the area from City maps and spoke about ownership of the industrial park in the long term.

3. Update on Waterfront Redevelopment Project

City Administrator Walsh reviewed the Public Works Department Waterfront Report, highlighting construction impacts, misconceptions about the project, the possibility of a third-party construction manager, and opening S. 1st Street, which would cost \$224,000.

Engineering Manager Darroux reviewed the proposal and additional cost from contractor MEI to open the road from Cowlitz Street to the Tualatin Street intersection. The City would risk liability if it opened the rest of the street without putting in additional lighting. The cost was for the concrete repair and would require a change order for the additional cost.

Staff addressed questions and comments from Councilors regarding the S. 1st Street and St. Helens Street intersection, the road extending past Crooked Creek Brewery's property line, contractor work still to be done, the new project completion date, staff's management of the project outside of their usual scope of work, unforeseen circumstances causing project delays, the complexity of the project, and that a project manager should have been used from the beginning.

Council discussed simple ways to open the road, the construction manager needing to finish the project, concerns about making decisions that would result in losing the valuable asset of Public Works Director Zaher, the use of taxpayers' dollars, and how the public has reacted to project impacts. Communication should be improved to explain why things were happening the way they were. It was noted that Public Works Director Zaher wanted to be at this meeting but was absent because he had an appointment that was set five months ago.

City Administrator Walsh suggested a compromise to move the fence back 20 or 30 feet to open up three or four parking spaces.

Engineering Manager Darroux addressed Council's question about wriggle room to open up maybe two to four parking spaces, offering to look at the area this evening and explaining what Engineering takes into consideration when deciding to close roads.

4. Consideration of Application from Kaelyn Cassidy of the Columbia County Spotlight to Qualify as a Representative of the News Media to Attend Council Executive Sessions

Council briefly discussed the application, noting it was bound by ORS to allow a media representative at Executive Sessions, the required documentation was provided, and that media representatives should only be allowed to attend in person, not via Zoom.

City Recorder Payne noted the only time Ms. Cassidy would be allowed on Zoom is if the meeting is only via Zoom and confirmed *The Spotlight* was now the paper of record.

5. Discussion regarding Leasing Vacant Space at Columbia Learning Center for the Makerspace - Councilor Gundersen & Councilor Hubbard

Councilors Gundersen and Hubbard reviewed the proposal to expand the Makerspace, which they supported. An expanded Makerspace would be a good place to start with hard and soft skills for the area's need for more skilled employees in the future. They addressed questions about possible uses for the office space and whether the office space would be subleased.

Library Director Bishop confirmed the office space could be used to house the library's local history collection materials that cannot be lent out and reviewed data on the Makerspace use, emphasizing the need for the extra space to accommodate all users and clarifying what a certified user was.

Key comments from Council explained that ownership of the building will transfer to the City in 2035 and why the City would pay rent in the meantime, noted the Columbia Learning Center's Chance To Become scholarships, and highlighted how the expanded Makerspace would be more accessible and user-friendly.

Council consented to making this an action item for tonight's regular session.

6. Review Proposed Revisions to Job Descriptions - City Administrator John Walsh

City Administrator Walsh reviewed the proposed amendments to the job descriptions for Communications Officer, Deputy City Recorder, Administrative Billing Specialist, Building Permit Technician, and

Community Development Administrative Assistant. Some small tweaks were made to the Building Permit Technician description, and some administrative duties with special use permits were added to the Community Development Administrative Assistant description.

7. Review Request for Proposals Document for Forest Management Services - *City Administrator John Walsh*

City Administrator Walsh reviewed the Request for Proposal (RFP) process for forest management services. Although the City had no issues with current, longtime consultant Mason Bruce & Gerard's service, it was a best practice to periodically do an RFP. The RFP would open December 27 and close January 27 and was in many ways identical to the recently completed tourism contractor RFP process. It was Council's prerogative on how to assign the valuation committee. He confirmed in the past, the valuation would be internal, and perhaps the Council liaison over the department would be involved. It was yet to be determined which Councilor would be the Council liaison.

8. Review Draft Amended Library Board Bylaws - *Library Director Suzanne Bishop*

Library Director Bishop reviewed the proposed amendments to the Library Board bylaws, which were last adopted in 2001. Updating library policies and practices was part of the library's project. The bylaws had been updated to reflect some newer City policy.

9. Report from City Administrator John Walsh

City Administrator Walsh described upcoming City Day at the capital on January 28. He reported on supportive efforts to solve the Senior Center's issues and attending several meetings, including the Joint City Council and Planning Commission meeting to discuss the Economic Opportunity Analysis. He also reported on the Christmas Ships and Santa events, Project Arcadia and the Millard Road property sale, Representative Bonamici's aide reaching out about the Federal Emergency Management Agency's (FEMA) flood plain regulations, working with Rachael Barry on the community survey, and meeting with Mayor-Elect Massey. He described the possibility of revisiting the project management services component to OTAK's existing contract; discussions in January to talk about school resource officers (SROs) and the City's partnership with the Recreation Program and the police station property; Engineering's analysis of putting extra parking spaces in front of physical therapy to comply with ADA Code, and Contracted City Attorney Matthew Kahl leaving Jordan Ramis.

Council emphasized the City had no plans to shut down the Senior Center or discontinue any services for seniors in the community. The City was trying to help and fix the problem. The new program had increased the outreach of meals that Community Action had taken on by approximately 40 percent, a stressor that informed the Senior Center Board's decision and ultimately led to current litigation that could not be discussed.

ADJOURN – 4:09 p.m.

EXECUTIVE SESSION - None

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, December 18, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Joe Hogue, Acting Police Chief
Suzanne Bishop, Library Director
Gloria Butsch, Finance Director

OTHERS

Brady Preheim	Mitzi Ponce	Jenni Gilbert
Jennifer Massey	Adam St. Pierre	Arthur
Marci Sanders	Aaron Kunders	Shauna Stroup-Harrison
James	Jenn Dougherty	Tauni Osterman
Kate Freitag	Matt Freitag	David Nelson
David Lauridsen		

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

PLEDGE OF ALLEGIANCE

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

- ◆ Brady Preheim. Spoke about the election results, complained that his public records request for tourism bills had not been completed after 60 days, and wanted to see the results of the investigation of the police chief, noting the improvement of having the acting chief in town.
- ◆ Jennifer Massey. Commended Mayor Scholl and looked forward to continuing to collaborate with him, as he cares deeply about the city.
- ◆ David Lauridsen, Crooked Creek Brewery owner. Spoke about the effect of the lack of parking on businesses in the Riverfront District and read the petition to reduce impacts of the delay in completing Phase 1A of the Riverfront project, noting the significance of non-resident signatures and urging Council to come up with a solution to open the street.
- ◆ Tauni Osterman. Reported speaking with people who are staying away from downtown because it is a mess.

- ◆ David Nelson. Spoke about losing parking because people do not know how to park without the stripes, how one additional apron on one manhole adds about 80 ft of parking, how many people are avoiding downtown and its events because of the construction, and the easy temporary solution to allow at least another 30 parking spots.
- ◆ Matt Freitag. Requested the contractor for downtown prioritize pedestrian access, especially ADA access, and parking spaces.
- ◆ Dana Lathrope. On behalf of the Parks & Trails Commission, asked Council to make the Milton Creek project a Council goal. As a business owner in downtown, she commented on the impacts of the construction projects, thanking Mayor Scholl and City Administrator Walsh for listening and noting frustration with the Public Works Director's inappropriate communication.
- ◆ Adam St. Pierre. Commended Mayor Scholl for his eight years of service and estimated the loss of revenue due to lack of parking for downtown business owners as well as what it would cost to provide temporary parking.
- ◆ Jenni Gilbert. Explained why putting up light poles and fixing the bumpers around the sewers is a simple solution for the parking by Crooked Creek, noted the oddness of Interim School Superintendent Steve Webb's bringing up putting school resource officers (SROs) back in schools and that the City lacks resources for SROs. She requested that Council focus on the issues at the schools, and thanked Mayor Scholl for his service to the community.
- ◆ Shauna Stroup-Harrison. Asked why the curb extensions downtown were designed the way they were and if the bollards between City Hall and the courthouse would continue to be one-way.

Mayor Scholl explained the curb expansions downtown were designed to slow traffic, make pedestrians easier to see, and allow safer crossings for pedestrians. Strand Street from Cowlitz Street to the courthouse will continue as a one-way road.

PROCLAMATION AND ACCEPTANCE OF ABSTRACT OF VOTES FROM NOVEMBER 5, 2024, GENERAL ELECTION

1. November 5, 2024, General Election Results for City of St. Helens

Mayor Scholl read the proclamation title and noted a typographical error in the date.

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to accept the abstract of votes from November 5, 2024, General Election. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

REQUEST FOR APPROVAL TO ATTEND EXECUTIVE SESSIONS

2. Consideration of the Application of Kaelyn Cassidy of Columbia County Spotlight to Qualify as a Representative of the News Media to Attend Council Executive Sessions

Mayor Scholl noted Ms. Cassidy met all requirements and submitted everything needed.

Motion: Motion made by Councilor Gundersen and seconded by Councilor Hubbard to approve the request for attending executive sessions with consideration of the application of Kaelyn Cassidy of the Columbia County Spotlight to qualify as a representative of the news media. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

ORDINANCES – First Reading

- 3. Ordinance No. 3306:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.32, 17.60, 17.80, and 179.96 Pertaining to Multifamily Development, Oregon House Bill 4064 (2022) Regarding Manufactured and Prefabricated Dwellings, Oregon House Bill 3395 (2023) Regarding Single Room Occupancies, and Other Housekeeping Amendments

Mayor Scholl read Ordinance No. 3306 by title. The final reading will be at the next meeting.

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. Agreement with Keller Williams Sunset Corridor Lower Columbia Group for Realtor Services
5. Third Amendment of Agreement with Oregon Patrol Service for Bailiff Services
6. Extension of Agreement with Wetland Solutions NW, LLC for Wetland Services
7. Extension of Agreement with Moore Site Services LLC for Consulting and Mechanical Support at the St. Helens Industrial Business Park
8. Extension of Agreement with Professional Mariner Services, LLC for Consulting to Meet Requirements for City Vessel
9. Eighth Amendment to Agreement with OTAK for the S. 1st Street & Strand Streets Road & Utility Extensions Project No. P-525
10. Amendment No. 1 to Agreement with Columbia County for SAFE Boat Sharing
11. Extension of Agreement with Advantage JC Excavating LLC for Services related to Clean-up of Various Properties
12. Second Amendment to Contract with Moore Excavation for the S. 1st Street and Strand Streets Road and Utility Extensions Project P-525
13. Third Amendment to Contract with Moore Excavation, Inc. for the S. 1st Street - St. Helens Street Intersection Improvements Project R-685

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton to approve '4' through '13' above.

Councilor Hubbard questioned Item '8.' City Administrator Walsh confirmed Item '8' is a time extension to the agreement the City just signed in October. The City does not have to pay Professional Mariner Services for another year. It is a time and materials basis and a very low amount. The work is related to getting a certificate of inspection from the Coast Guard, which is important to the boat's value.

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

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

14. Reappoint Lew Mason to the Budget Committee

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to reappoint Lew Mason to the Budget Committee. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

15. Reappoint Jerry Belcher to the Parks & Trails Commission

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to reappoint Jerry Belcher to the Parks & Trails Commission. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

16. Appoint Reid Herman to the Planning Commission

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to appoint Reid Herman to the Planning Commission. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

17. Planning Commission Minutes dated November 12, 2024

18. Library Board Minutes dated November 18, 2024

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '17' and '18' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

19. Amended Library Board Bylaws

20. Purchase of New Water Filtration Facility Replacement Modules from Trojan Technologies Corp. in the amount of \$250,802.41 as Budgeted in the 2024/25 Capital Improvement Plan

21. Proposed Revisions to Communications Officer Job Description

22. Proposed Revisions to Deputy City Recorder Job Description

23. Proposed Revisions to Administrative Billing Specialist Job Description

24. Proposed Revisions to Building Permit Technician Job Description

25. Proposed Revisions to Community Development Administrative Assistant Job Description

26. Request for Proposals (RFP) Document for Forestry Management Services

27. Contract with Hamer Electric for Repair of Electrical Service to the River Pumps at the Industrial Business Park in the Amount of \$67,850

28. Contract with Clear Trail CPAS for Audit Services in the Amount of \$53,500 for FY24/25, \$54,600 for FY25/26, and \$55,700 for FY26/27

29. Accounts Payable Bill Lists

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to approve '19' through '29' above.

Mayor Scholl asked about Item '28' and paying for future years. Finance Director Butsch confirmed the contract for audit services was for future years, but the City does not pay upfront.

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

WORK SESSION ACTION ITEMS

Should the City reserve area in the St. Helens Industrial Business Park for a Woodland Reserve?

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to direct City staff to work with the Parks & Trails Commission to finalize the proposed land and process for zoning.

Key comments from Council noted its support of the Parks Commission's idea to build a new park or reserve at Milton Creek. Some places might be designated City parks, and the rest of the area could be a nature reserve not necessarily maintained by the Parks Division but on a volunteer basis. Further discussion about zoning is needed with the City Planner and the Planning Commission. Such a park or reserve would be a great asset for nearby industrial employees.

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

Should the City hire a contracted Project Manager to finish the street utilities project?

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to direct staff to add on to a current contract with OTAK for hiring a Project Manager to finish the streets and utility project. Councilor Gundersen seconded the motion.

Mayor Scholl thanked Public Works staff for managing the project, which was outside their scope of work, explaining how their involvement cost taxpayers zero dollars and saved approximately \$2 million, and reflected how much they care about the city and quality of work. He described numerous project setbacks, noting that the project had been in process for two years.

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

Should the City open S. 1st Street further past Crooked Creek Brewery?

Motion: Motion made by Councilor Sundeen and seconded by Council President Chilton to direct staff to work with the contractor to open S. 1st Street farther south to allow three more parking spaces on each side for a total of six as determined by Engineering.

Key comments from Council included how the project was only running five months longer than expected, how six parking spots were immediately opened up after the earlier meeting, how Council relies on staff to make the best decisions based on information provided, the less expensive option of rubber to put around manholes, looking into opening up the street more, and how Council was supported by the public in its decision to do the project all at once rather than over 10 years.

Mayor Scholl noted serving on Council was not an easy job, but he did sign up for it. He sometimes felt bullied online for tough decisions. He looks forward to exercising his First Amendment right as a citizen come January 1.

The motion was taken off the table, as the action was already completed.

Should the City lease the vacant space at the Columbia Center adjacent to the Makerspace?

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton to approve leasing the vacant space at the Columbia Learning Center to expand the Makerspace.

Council President Chilton stated one of the City's goals is to expand learning opportunities that could potentially bring job creation, which is the intention of the Makerspace. An expanded Makerspace will be a great asset.

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

COUNCIL MEMBER REPORTS

Council President Chilton stated she tries to keep her eye on the Senior Center and the School District. She commended Mayor Scholl, noting his great love for St. Helens.

Councilor Sundeen reported on the Christmas Ships event. He commended Public Works and Engineering. He thanked Mayor Scholl for his service and encouragement to stay on Council.

Councilor Gundersen commended Mayor Scholl, also thanking him for encouragement to stay on Council. Additionally, he commended Public Works and Engineering staff for their work.

Councilor Hubbard suggested everyone visit the new Makerspace, urged Mayor Scholl to enjoy his retirement, and wished all a Merry Christmas.

MAYOR SCHOLL REPORTS

Mayor Scholl thanked all the Councilors he had served with. He felt he had remained true to himself. He commended City Administrator Walsh. He spoke about "Pantygate" and how he and City Administrator Walsh were never cleared of the allegations. He hoped whatever comes from the investigation, a clear and non-redacted report would be released to the public. As a regular citizen on January 1, 2025, he will no longer be bound by executive session. He was not upset about losing the mayoral election. He would continue to be vocal and transparent to defend himself, his name, and anybody else in the process.

OTHER BUSINESS

ADJOURN – 8:12 p.m.

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL SPECIAL SESSION

Thursday, January 02, 2025

DRAFT MINUTES

MEMBERS PRESENT

Mayor Jennifer Massey
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Joe Hogue, Acting Police Chief
Mouhamad Zaher, Public Works Director
Crystal King, Communications Officer
Ashley Wigod, Contracted City Attorney

OTHERS

Hawley Hubbard Terry Massey
Jillian Hubbard Mary L.
Kenna Olson R.Z.
Paisley Hubbard Jeffrey

CALL SPECIAL SESSION TO ORDER BY COUNCIL PRESIDENT CHILTON – 9:30 a.m.

OATHS OF OFFICE

1. Mayor-Elect Jennifer Massey

Circuit Court Judge Michael T. Clarke conducted the oath of office for Mayor-Elect Jennifer Massey.

2. City Councilor-Elect Jessica Chilton

Circuit Court Judge Michael T. Clarke conducted the oath of office for Councilor-Elect Jessica Chilton.

3. City Councilor-Elect Russell Hubbard

Circuit Court Judge Michael T. Clarke conducted the oath of office for Councilor-Elect Russell Hubbard.

OTHER BUSINESS

Ballots were distributed for City Council members to vote for Council President for the term January 2025 – December 2026. The votes were tallied and Council President Chilton was unanimously selected as Council President.

ADJOURN – 9:35 a.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Jessica Chilton, Council President