

**City of St. Helens**  
*Consent Agenda for Approval*

**CITY COUNCIL MINUTES**

Presented for approval on this 19<sup>th</sup> day of August, 2020 are the following Council minutes:

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2020

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- Special Session Minutes dated July 29, 2020
- Work Session, Executive Session, and Regular Session Minutes dated August 5, 2020

**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 signature block on Word document in Granicus & Publish
- Copy Word document into Council minutes folder on Administration drive
- Update file name & signature block of Word ES document & copy in Admin drive
- Email minutes link to distribution list
- Add minutes to ORMS
- Add packet and exhibits to ORMS
- File original in Vault
- Update minutes spreadsheet

# City of St. Helens City Council

Special Session Minutes

July 29, 2020

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*This meeting was held electronically via Zoom.*

**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Ginny Carlson  
Councilor Keith Locke  
Councilor Stephen R. Topaz

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Sharon Darroux, Engineering Project Manager I

**Others:** Tim Coppernoll

- 1) **5:28 p.m. - Call Special Meeting to Order via Zoom**
- 2) **Discussion Topics**  
2.A Consider the Employment of a Public Works Director  
Mayor Scholl explained the process.

**Motion:** Upon Topaz's motion and Carlson's second, the Council unanimously directed staff to make a conditional offer to the Council's top candidate. [Ayes: Scholl, Morten, Carlson, Locke, Topaz; Nays: None]

- 3) **Adjourn** – 5:30 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens City Council

Work Session Minutes

August 5, 2020

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*This meeting was held electronically via Zoom.*

**Members Present:** Mayor Rick Scholl  
Councilor Ginny Carlson  
Councilor Keith Locke  
Councilor Stephen R. Topaz

**Members Absent:** Council President Doug Morten

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Gretchen Kolderup, Youth Librarian  
Jenny Dimsho, Associate Planner  
Jamin Coy, Police Officer  
Lisa Scholl, Deputy City Recorder  
Crystal King, Communications Officer  
Rachael Barry, Government Affairs & Project Support Specialist  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Director  
Tina Curry, Event Coordinator  
Tim Ramis, Attorney

**Others:** Patrick Birkle                      Claire Catt                      Wela Negelspach  
Wendy Wells                      Derek Schimmel                      St. Helens Chronicle  
Franklin Evans

1) **1:00 P.M. - Call Work Session to Order via Zoom**

2) **Visitor Comments - Limited to five (5) minutes per speaker**

- ◆ Steve Topaz. He read a letter into the record regarding Resolution No. 1872. A copy of the letter is included in the archive meeting packet. The letter indicated his opposition to marijuana and sale of City property for the use of marijuana purposes. The resolution indicated that the Council approved it unanimously but that is not true, and he would like it to be rendered null and void. The lease/sale was illegal. He went on to read the letter.

Mayor Scholl called for Councilor Topaz to cease reading the letter. That resolution was brought to the Council's attention and fixed. The sale of the property was not illegal. Visitor comments is not the time for Council to speak. That needs to be taken care of by contacting the Mayor or Administrator Walsh outside of the meeting.

- ◆ Franklin Evans. He is requesting Council either withdraw or delay the second reading of Ordinance No. 3254 FATBEAM,LLC for telecommunication services in the City. This is a
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5G company, which is a super strong type of radiation that can cause severe health problems. He reviewed the potential health affects it can cause. He pleaded with the Council to conduct further research before approving the ordinance. He will email additional information to the Council.

- ◆ Patrick Birkle. He appreciates that Mayor Scholl interrupted Councilor Topaz. This is not a time for councilor members to make statements.

### 3) Discussion Topics

#### 3.A Employee Length of Service Award

One employee has reached a milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin.

##### 5 Years

Jamin Coy began working for the City in July of 2015 as a Patrol Officer. In October of 2016, the City re-established a Code Enforcement Program and Jamin was appointed to the Code Enforcement Officer role. Then in March of 2017 he was promoted to Patrol Officer, where he continues to serve.

Congratulations, Jamin, and thank you for your service!

#### 3.B Presentation on Lewis & Clark National Historic Trail Partnership - Derek Schimmel

Derek Schimmel was in attendance to give a presentation regarding the Lewis & Clark National Historic Trail Program partnership. A copy is included in the archive meeting packet. Their mission is to preserve the history and remnants of the historic route. He went on to review the presentation. His consulting firm was hired by the National Park Service (NPS). Being included on the site is completely free. It is all funded by the NPS. He encouraged everyone to spread the idea and spread the love around St. Helens.

Councilor Carlson pointed out the role that York had in discovering this area, along with Lewis & Clark. She wants to be sure equity and inclusion is considered. Derek agreed. Councilor Carlson also suggested Derek reach out to the Oregon Historical Society and Travel Oregon for information sharing.

#### 3.C Senior Center Semi-Annual Report - Kathy Innocenti, Manager

Senior Center Manager Kathy Innocenti was in attendance to give a report.

- Doing well and should be able to get through the year with the funding that they have received. The community has been phenomenal about giving donations.
- Continuing to provide home meals in St. Helens and Scappoose. A spreadsheet listing the amounts of congregate meals and home delivered meals is included in the archive meeting packet. Nearly 50,000 meals were distributed from the kitchen over the last year. Kudos to staff and volunteers.
- Will not be able to re-open the Center to in-house dining until phase three.
- Received funding from a couple sources specifically to purchase food. With the unknown shutdown of meat processing plants, they purchased a cow in partnership with the Rainier Senior Center.
- A ductless air conditioner was installed in the kitchen.
- The Center is open to a few small group activities where physical distancing and masks are required.

- The thrift store is open two days a week. Sales have been good and donations steady.

Council expressed their appreciation of Kathy.

### 3.D Request from United Way regarding Book-Giving Program - Claire Catt, Executive Director

United Way Executive Director Claire Catt was in attendance to review her request. A copy is included in the archive meeting packet. She is the Chair on the Board for the Dolly Parton's Imagination Library. It is an early literacy, book-giving program for kids ages 0-5 and facilitated by the Dollywood Foundation. The program has shown to increase kindergarten readiness assessment scores and graduation rates. She is requesting the Council donate a small portion of their discretionary funds to the program. There are 530 kids in St. Helens enrolled in the program. United Way allows her to use her time in-kind to run the program. The program costs about \$2.50/per book/per kid. There are quite a few local sponsors.

Council will make a decision at tonight's meeting.

### 3.E Library Semi-Annual Report - Margaret

Library Director Margaret Jeffries and Librarian Gretchen Kolderup were in attendance to give their semi-annual report. A copy of the presentation and action plans are included in the archive meeting packet.

Kolderup presented an update on the Library Makerspace. She reviewed the projects that have occurred with the Library's Make IT! Program. They are in the process of renovating the Library Makerspace to have a designated area for the program.

Library services being offered during the pandemic:

- Partnered with the Recreation Program and community partners to distribute free activity kits to kids.
- Partnered with the Recreation Program, Public Works, and Parks to create the McCormick Park Story Stroll.
- Outdoor story time and art projects in McCormick Park on Tuesdays in August.
- Virtual story time on the Library's Facebook page.
- Online summer library challenge.
- Curbside pickup for Library materials.
- Digital-only library card available to everyone, at no cost to both residents and non-residents.
- Increased social media activity.

### 3.F Review Distribution of Coronavirus Relief Funds - Rachael

Government Affairs & Project Support Specialist Rachael Barry was in attendance to review the recommended distribution of Coronavirus Relief Funds. A copy is included in the archive meeting packet. The City of St. Helens was allocated almost \$400,000 to be spent by December 30, 2020.

Councilor Carlson noticed that there are a lot of social services recommended to receive funds but the School District is not listed. Barry agreed with the need for technology assistance with schools. She plans to follow-up with Superintendent Stockwell to find out how they can partner.

Mayor Scholl would like to consider funding in partnership with the County for use of a larger facility to hold in-person meetings.

Discussion ensued about partnership with the School District. Recreation Manager Shanna Duggan has been working partnering with the School District as well.

Council will make a decision at tonight's meeting.

### 3.G Request for Relief of Water Leak Charges from Citizen - Matt

Assistant City Administrator Matt Brown reported that the request is included in the archive meeting packet. The Finance Director and City Administrator can reduce a leak adjustment up to 50% if proof is shown that the leak has been fixed. The request exceeds the amount that can be approved by staff. Staff's recommendation is to approve the additional requested reduction of \$1,300.

Council will make a decision at tonight's meeting.

### 3.H Appoint Voting Delegates for LOC Annual Membership Meeting (October 15)

Consensus of the Council for Council President Morten to be the primary, if he accepts, and Mayor Scholl to be the alternate. The roles will be reversed if Council President Morten does not accept.

### 3.I Strategic Action Plan Updates

Assistant City Administrator Brown reported that planning for the police station feasibility is underway. A memo is included in the archive meeting packet. The recommended members for an ad-hoc committee is listed in the memo.

It will be presented tonight for Council approval.

### 3.J City Administrator Report

City Administrator Walsh reported...

- Drafting a resolution for diversity, equity, and inclusion with assistance from Barry and Payne. Councilor Carlson requested that it be an open dialogue with the community.
- The top candidate for Public Works Director has verbally accepted. He is currently in the background check phase. He is excited to become a member of the community and plans to begin August 31.
- Working on the RFQ for the boardwalk and stage.
- The BUILD Grant application is still pending.
- Sand Island camping has been very successful. They need more shuttles to keep up with the demand.
- Urban Renewal Agency meeting tonight.
- The Council's Discretionary Fund has been earmarked as a Community Support Fund.
- Campbell Park improvements are currently happening.

Assistant City Administrator Brown reported...

- Utility Billing is still not adding late fees or conducting shut-offs. On the last billing cycle, 327 accounts were over \$200; 190 were over \$300; 118 were over \$400; and 75 were over \$500. He would like to review a late fee process but not institute a late fee. Legally, the City must inform the property owners of a late fee if it needs to be collected in the future. There is an eviction ban through October 1 with back rent due on March 31.

There is financial support through Community Action Team. He would like to give customers time to start paying now if they decide to institute the March 31 deadline as well.

Councilor Topaz requested a report listing what grace periods have been extended for various utility payments, rent, etc.

There was no objection to instituting a late fee process to inform property owners and give tenants ample time to begin making payments.

4) **Other Business** - None

5) **Adjourn** – 3:08 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

**City of St. Helens**  
**CITY COUNCIL**

**Executive Session Summary**

**August 5, 2020**

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*This meeting was held electronically via Zoom.*

**Members Present:** Rick Scholl, Mayor  
Keith Locke, Councilor  
Ginny Carlson, Councilor  
Stephen R. Topaz, Councilor

**Members Absent:** Doug Morten, Council President

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Tim Ramis, City Attorney with Jordan Ramis PC  
Jenny Dimsho, Associate Planner (arriving at 3:27 p.m.)

**Others:** None



At 3:19 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Real Property Transactions**, under **ORS 192.660(2)(e)**
  - Offer to purchase a City-owned lot
  
- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**
  - Counsel guidance on adoption of ordinance for telecommunication services
  - Counsel guidance on sale of City-owned property

The Executive Session was adjourned at 4:09 p.m.



ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens City Council

Regular Session Minutes

August 5, 2020

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*This meeting was held electronically via Zoom.*

**Members Present:** Mayor Rick Scholl  
Councilor Ginny Carlson  
Councilor Keith Locke  
Councilor Stephen R. Topaz

**Members Absent:** Council President Doug Morten

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Rachael Barry, Government Affairs & Project Support Specialist  
Sue Nelson, Interim Public Works Director  
Margaret Jeffries, Library Director  
Tina Curry, Event Coordinator

**Others:** Lynne Pettit  
Patrick Birkle  
Art Leskowich

1) **7:00 P.M. - Call Regular Session to Order via Zoom**

2) **Pledge of Allegiance**

Following the Pledge of Allegiance, Mayor Scholl read the City Council Mantra.

3) **Visitor Comments - Limited to five (5) minutes per speaker**

◆ Patrick Birkle. Reviewed several items:

1. He was glad to hear Mayor Scholl read the City Council Mantra. It shows how serious the Mayor and Council members take their positions.
2. Gives full support for United Way book-giving donation request.
3. Supports the agreement with the National Park Service and the inclusion in the Lewis & Clark Trail Program. It is important to keep in mind the impact on indigenous residents and everyone else who contributed to its history. He suggested including the canoe with the program.
4. Suggested Council look at ways to support the School District with the additional COVID funds, such as providing broadband access, wireless hotspots, childcare, etc. Good quality childcare is essential.

4) **Ordinances - Final Reading**

- 4.a **Ordinance No. 3254: An Ordinance Granting to Fatbeam, LLC the Right to Construct, Operate, and Maintain Telecommunication Services in the City of St. Helens, Oregon**
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Mayor Scholl read Ordinance No. 3254 by title for the final time. **Motion:** Upon Locke's motion and Topaz's second, the Council unanimously adopted Ordinance No. 3254. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

4.b [Ordinance No. 3255: An Ordinance Vacating a Portion of S. River Street Right of Way](#)

Mayor Scholl read Ordinance No. 3255 by title for the final time. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Ordinance No. 3255. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

5) **Resolutions**

5.a [Resolution No. 1897: A Resolution in Support of the City of St. Helens, Oregon's Participation in a Partnership Program with the Lewis and Clark National Historic Trail](#)

Mayor Scholl read Resolution No. 1897 by title. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1897. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

6) **Approve and/or Authorize for Signature**

- 6.a Maul Foster Alongi Work Order Authorization for Professional Services Related to Industrial Park Grading and Drainage Plan
- 6.b Extension of Agreement with TimmiSue Hald for Police Department Administrative Assistance
- 6.c Contract with Antonia Doggett for Artwork on Library Drop Boxes as Recommended by the Arts & Cultural Commission
- 6.d Contract Payments

Councilor Topaz commented on '6a.' Maul Foster was supposed to hold public meetings. City Administrator Walsh responded that the public engagement piece has not been done yet. They are organizing a virtual open house.

**Motion:** Upon Carlson's motion and Locke's second, the Council unanimously approved '6a' through '6d' above. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

7) **Appointments to Boards/Commissions**

- 7.a Appointments to Boards and Commissions

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously appointed Michelle Damis to the Budget Committee. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

8) **Consent Agenda for Acceptance**

- 8.a Parks & Trails Commission Minutes dated June 8, 2020
- 8.b Planning Commission Minutes dated June 9 and July 1, 2020

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '8a' and '8b' above. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

9) **Consent Agenda for Approval**

- 9.a Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated July 7, 8, 15, and 24, 2020
- 9.b Accounts Payable Bill Lists

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '9a' and '9b' above. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

## 10) Mayor Scholl Reports

Items for follow-up from the work session:

- Request for Funds from United Way for the Book-Giving Program

Councilor Carlson asked why they are asking for money this year but did not request funds in the past. Library Director Jeffries explained that grants were received the first year from Oregon Community Foundation and Ford Family Foundation. Those grants helped get them started but she does not think they can reapply for them. Over time, they have extended their requests into the community. It is an effort to gradually build their base.

Mayor Scholl recommends donating \$1,000 from the Community Support Fund. Assistant City Administrator Brown cautioned Council that only \$10,000 was budgeted in that Fund this fiscal year. Last year, over \$26,000 was spent from the Council Discretionary Fund.

**Motion:** Upon Scholl's motion and Topaz's second, Council unanimously donated \$500 to the Book-Giving Program. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

- Police Ad-Hoc Committee

**Motion:** Upon Carlson's motion and Topaz's second, Council unanimously directed staff to move forward with ad-hoc committee. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

- Utility Adjustment for Leak

**Motion:** Upon Carlson's motion and Topaz's second, Council unanimously approved adjusting the bill to the average amount prior to the leak. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

- Coronavirus Relief Funds

**Motion:** Upon Carlson's motion and Topaz's second, Council unanimously approved staff recommendations, provided there is an update given in late September or early October. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

Mayor Scholl reported...

- He read Resolution No. 1842 that was adopted on April 3, 2019. The resolution was to reaffirm the innate dignity of all people in the City of St. Helens. He also read a statement into the record regarding diversity, equity, and inclusion. The City Council and staff know they have work to do and are committed to it.
- There is a lot going on in the City.
- An Urban Renewal Agency meeting was held prior to this meeting.
- There is strategic planning on the Waterfront property. They are not going to let COVID slow them down. They are reviewing finance options when grants are not available.
- Staff is doing a phenomenal job.
- Council President Morten could not be here but expressed his agreement with the resolution and statement read.

## 11) Council Member Reports

Councilor Locke reported...

- Thanked the community for their support of the new police station. He cannot wait to get it built.

Councilor Carlson reported...

- Thanks to Officer Coy for five years of service.
- Youth Council has been doing service projects this summer. It is allowing them to keep connected despite all the summer cancellations. Their next project is to make bird houses for the parks.
- Glad to be moving forward on the inclusion and equity plan. It will set a good example to businesses and community members about inviting people to participate.
- One of the Youth Council members who is mobility impaired was planning to speak with the Council tonight about sidewalk maintenance. He was unable to use the sidewalk from McBride to Dutch Bros. The sidewalks are bad throughout that area. She requested Public Works check that section of sidewalk.

Councilor Topaz reported...

- He received questions about a street closure that occurred last week. People did not seem to know in advance, and they were irritated.
- The Food Bank is feeding 500 students a day.
- The marijuana place took possession and began repairs in June 2017. Based on their pay schedule, they owe us \$515,000. How much has been collected? Does that affect the Urban Renewal project if they have not been paying their rent? Do they have liability insurance? Do they have workers' compensation?

12) **Other Business** - None

13) **Adjourn**- 7:36 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor