



# COUNCIL WORK SESSION

Wednesday, April 21, 2021

## APPROVED MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Brian Greenway, Police Chief  
Mouhamad Zaher, Public Works Director  
Margaret Jeffries, Library Director  
Sue Nelson, City Engineer  
Rachael Barry, Government Affairs &  
Project Support Specialist

Crystal King, Communications Officer  
Shanna Duggan, Parks & Recreation Manager  
Jacob Graichen, City Planner  
Jenny Dimsho, Associate Planner  
Sharon Darroux, Engineering Project Manager I  
Gretchen Kolderup, Youth Librarian  
Adam Hartless, Police Officer  
Terry Massey, Jr., Police Officer  
Tina Curry, Event Coordinator  
Bill Monahan, City Attorney

### OTHERS

Anne Scholz	Robert Conrath
Richard Mason	Jennifer Motherway
Joel Medina	Erick Holsey

### CALL WORK SESSION TO ORDER – 1 p.m.

### VISITOR COMMENTS - *Limited to five (5) minutes per speaker*

- ◆ Anne Scholz, Manager of Eisenschmidt Pool. The pool is 82 years old this year. At the beginning of COVID, they found a significant water leak. It was fixed immediately and cost \$25,000. COVID forced her to lay-off 25 people, most of whom were young. They were down to nine staff members when they were able to reopen. They are still limited on programs and people in the building. In the meantime, the boiler began failing and needs to be replaced. Replacing it will save \$2,000/month in natural gas. However, the replacement costs \$105,000. Energy Trust will contribute \$42,000 towards that project. They also need to regrout and calk the pool shelf, which will cost \$78,000, in addition to completely draining and refilling the pool. She is requesting the Council please consider a leniency on the water bill the next couple years. They are looking at major expenses and have no idea where the money will come from. There is a strong desire to keep the pool open. She thanked the Council for their time.

Council President Morten said they have given leniency on huge water bills in the past. He suggested Anne submit her request in writing for Council to review at their next meeting.

Anne summarized for the Mayor who lost connection during her comments. Mayor Scholl agreed with Council President Morten. It will be added to the next agenda for discussion. Council President Morten suggested she be in attendance for that.

- ◆ Richard Mason. He is here to find out why the dock rules are not being enforced. There are three boats that have been there over three weeks. One boat is from Canada. It is plugged into power, but he cannot tell if anyone is on board. There is another boat where he has not seen activity. He does not understand why they are not being cited. The City is doing nothing.

Chief Brian Greenway met with Prosecuting Attorney Sam Erskine in March to discuss it. It is a challenge by not having 24-hour coverage at the docks. They are investigating two solutions. 1) City hires a harbor master, assigns an employee to oversee the docks, or contracts with Brad from the Marina to oversee the docks; 2) Install a meter system that would allow for boaters to check in and receive a permit with their time stamp of arrival. Erskine and Corporal King are investigating what other jurisdictions do. They are short four officers, so do not have the manpower to patrol the docks. They will respond if they are summoned there. It is not safe for the Code Enforcement Officer to be on a dangerous waterway without proper equipment or training when tensions are high.

Richard asked why an officer cannot go there every 72 hours and document the boats. Mayor Scholl responded that they have been documenting the boats there. Commercial vessels are not allowed to be there without permission from the City. Greenway added that they need a long-term solution if this is a priority. It cannot continue to fall on the Police Department when they have complex calls that are urgent. They need a permanent system in place.

Council President Morten asked about towing boats. Boats with State licenses are in a different situation. Derelict boats can be towed anywhere but cannot be set adrift. He supports having a harbor master. The harbor master at the marina is in total control there. He suggests looking for grants to cover the cost.

Richard is concerned about a harbor master's safety if Greenway is afraid of the Code Enforcement Officer's safety.

Mayor Scholl would like more research done. He asked for the Police Department to do a google search of harbors back east.

Councilor Topaz talked about the importance of moving forward with the Waterfront Development project.

## **DISCUSSION TOPICS**

### **1. Review "If I Were Mayor..." Student Contest Entries**

Two posters, two essays, and two digital presentations were received. A copy of the submittals is included in the archive packet for this meeting. Electronic ballots were distributed to the Council. The winners will be announced at tonight's meeting.

### **2. Employee Length of Service Recognition - *Kathy 20 years and Gretchen 5 years***

1:28 p.m.

Two employees have reached milestones in their employment with the City of St. Helens.

#### 20 Years

Kathy Payne began working for the City on April 9, 2001 as the Planning Secretary. In December of 2002, she was promoted to Executive Secretary. In January of 2008, she took over many of the recorder-type duties that were under the City Administrator, and her position was reclassified to City Recorder, where she has served ever since. In February of this year, her position was retitled to properly reflect the significant amount of Human Resources duties her position encompasses. Her current title is Human Resources Coordinator/City Recorder.

5 Years

In late 2015, the City started recruiting for a Youth Librarian to join the staff to enhance the children's programming at the Library. Gretchen Kolderup was the ideal candidate and was hired in April of 2016, where she has served ever since. She has created and encouraged some amazing children's programs at the Library since she was hired.

Congratulations, Kathy and Gretchen, and thank you for your service!

Mayor Scholl talked about how wonderful Payne is to be around. She is a friend and a joy. Kolderup is doing a fantastic job working with kids and the community.

Councilor Topaz talked about Kolderup bringing new, incredible programs with COVID. She is very creative.

Council President Morten compared Payne to an anchor on the evening news. She is solid and knowledgeable. She has been through several city managers, council members, and staff members. She remains reliable and trustworthy. She is a huge resource in terms of knowledge, can fix anything, and is an incredible asset to the City.

Payne expressed how she enjoys working here more than anywhere else. She appreciates the people.

Councilor Topaz once made a comment about her job description. It was miniscule compared to what she does. She touches so many areas. She is the foundation and rock of the place. Congratulations!

Councilor Chilton congratulated both. She appreciates how friendly and kind Payne has been to her.

Councilor Birkle talked about how Payne helped make the election process easier. He thanked her for the resources she provided. She always provides information in a timely manner. He enjoys her even keel and demeanor. She has even served on the Board of the Oregon Association of Municipal Recordors. Serving in that leadership position says a lot.

Councilor Birkle worked with Kolderup when he served on Library Board. He appreciates her work. She was always prepared and has great ideas. She had concerns for both the youth and the entire community. Her partnership with Parks & Recreation Manager Duggan has been excellent.

Kolderup expressed how lucky she feels to work here and with the community. She thanked Payne for her help.

Walsh talked about Payne being a great asset. He is very appreciative of her.

Library Director Jeffries thanked Payne. She always has the answers and is very helpful. Kolderup has been a sheer delight to have on staff at the Library. She creates initiatives and follows through, as well as attracts funds to the programs. She has been a boon to the Youth Program and a wonderful colleague.

### **3. Presentation of Columbia River Fire & Rescue Awards to Officer Hartless and Officer Massey**

1:39 p.m.

Columbia River Fire & Rescue Chief Joel Medina and Division Chief Erick Holsey were in attendance to present Officer Hartless and Officer Massey with the Lifesaver Award for their actions on the morning of February 7, 2020. Hartless and Massey responded quickly, provided high quality CPR, and quick defibrillation. The actions allowed fire personnel to continue providing care and support the return of spontaneous circulation. He thanked them for their commitment to the protection of the community and supporting its health and wellbeing. Medina added that public safety at the Fire Department is only one half. The partnership with the Police Department is essential. This is just one example of police and fire coming together. It is nice to see a well-oiled machine.

Mayor Scholl acknowledged their quick actions. It is well deserved, congratulations!

Councilor Chilton thanked them. It is amazing. She is thankful for them.

Officer Hartless thanked the Fire Department for their support. It is an honor to work with them.

#### **4. Review Proposed Updates to Building Code - *Mike***

1:44 p.m.

Building Official Mike De Roia reviewed his presentation. A copy is included in the archive packet for the meeting.

- Reviewed recommendations from the 2019 Oregon Structural Specialty Code (State Building Code) to adopt. It is not a prohibition; it is a matter of ensuring safety.
  - Protection of adjoining property
  - Retaining walls greater than four feet in height
  - Fences greater than seven feet in height
  - Tanks
  - Communication towers
  - Flagpoles greater than 25 feet in height
  - Ground mounted photovoltaic system greater than 10 feet in height
  - Sign not located in a public right-of-way
  - Fixed dock, piers, or wharves with no superstructure
  - Equipment shelters not intended for human occupancy with a building area of 250 feet or less
  - Unoccupied grain elevator and silos not exempted by Oregon Law
  - Rodent proofing
  - Inground swimming pools accessory to not more than four dwellings
- Reviewed recommended Codes to adopt (outside of State Building Code)
  - Portable fire extinguishers
  - Fire safety during construction
  - Buildings or structure encroachments into the public right-of-way
  - Demolition
  - Hydraulic flood control structures
  - Mechanical equipment not specifically regulated by the State Building Codes
  - Flood resistant construction
  - Transitional housing accommodations

The attorney will review the Codes and then they will come back to the Council for approval.

#### **5. Semi-Annual Report from Planning Division - *Jacob***

2:10 p.m.

City Planner Graichen and Associate Planner Dimsho reviewed their report. A copy is included in the archive packet for this meeting.

Strategic Plan update:

- 2021 Development Code Amendments will have a first reading tonight
- N. 10th/11th Street Bluff - Graichen will be working on
- Floodplain amendments complete
- Urban Renewal Major Amendment complete
- St. Helens Industrial Business Park Parcelization and Financing Plan complete
- Riverwalk Phase I Design/Construction - Dimsho will be working on with Walsh
- Bennett Building Front Facade Design - windows are being fabricated now
- Community Development Block Grant for Columbia Pacific Food Bank Relocation
- Millard Road Request for Proposals (RFP)

- Capital Project Funding Support - reviewed grants

Planning Department Projects:

- Reviewing a lot of building permits
- Eight-plex proposed by 6th Street park
- Interviewed for new Planning Commission member
- Proposed RV park near Les Schwab Tire Center
- Property ownership being cleaned up on N. 18th Street
- Control Solutions project on the corner of Industrial and McNulty Way
- Armstrong lot line adjustment
- Semlings Pharmacy building being turned into a market
- Selling lots adjacent to the new vet office
- Grocery Outlet at Violette's Villa
- Proposed drive-thru restaurant adjacent to Grocery Outlet
- New apartments on Matzen Street completed in the last six months
- Braden Way developed
- Proposed 238-unit apartment complex on Gable Road
- Dahlgren's Building Supply is proposing to expand
- St. Helens High School will be applying for their renovations soon
- Proposed commercial subdivision in front of old Legacy Clinic
- Public Safety Facility assistance
- County purchased the Old School building. There is a proposed ramp into the building.
- Dalton Lake
- Receiving complaints about the property on the corner of Highway 30 and Pittsburg Road. Notices were sent for it to be cleaned up.
- Assisted with Business License Code amendments
- Planning Department Goals
  - Continue development review/permit processing
  - City projects
  - Strategic Plan items
  - Continue staff training
  - S. River Street to N. 2nd Street - micro transportation plan
  - Cottage Cluster and Annexation Code Amendments
  - Food truck Code Amendments
  - State mandates

Discussion of the need for another Planner in the next five-years.

**6. Review Request for Proposal for Millard Road Property - *John***

2:47 p.m.

City Administrator Walsh reviewed the RFP. It is an opportunity for a public/private partnership with a public benefit. Applications are due June 11. It will be on tonight's agenda for approval to proceed.

**7. Legislative Update - *Rachael***

2:52 p.m.

Government Affairs & Project Support Specialist Rachael Barry reported that the American Rescue Plan passed, and funding is becoming available. Funding requests submitted:

- Improvements at Highway 30 and Gable Road. Based on the TSP, \$800,000 was requested for a west bound turning lane. Congresswoman Bonamici connected her with Northwest Oregon Department of Transportation lead, who urged caution and expressed that the entire intersection

needs improvements. The Riverfront Connector Plan has a full intersection upgrade at \$2.2 million. After speaking with ODOT, she learned how difficult it is to work with the Railroad. If they were not able to get the full amount, the City would be responsible for the remaining. Based on that information, that request was withdrawn. The next step is to get on ODOT's Crossing Safety Programs Grant and Request List. They recommend the money for the railroad come in first, prior to seeking funding elsewhere. Railroads do not pay for anything.

- Improvements for Highway 30 safety and streetscaping from Millard Road to Deer Island Road. There is a request for \$800,000 for design and construction.
- The roundabout at the intersection of Old Portland Road, Kaster Road, and S. 18<sup>th</sup> Street.
- Riverfront funds are being sought through Business Oregon, the Infrastructure Finance Authority.
- Looked at the Industrial Park redevelopment and submitted to the Oregon Legislature through the Ways and Means process. Shoutout to Council Present Morten for sitting through hours of Ways and Means Committee testimony to request funds. It is \$3.3 million for phase one. Those funds can be spent through 2024.
- Central Waterfront Project. There is a resolution on tonight's agenda authorizing application through the Oregon Office of Emergency Management.

Councilor Topaz talked about the proposed Public Safety Facility. Will the roundabout at the intersection alleviate the flood issue? Barry is not sure. She can keep it on the radar.

Council President Morten talked about the Riverfront project. There is an opportunity for federal grants in waterways for ferry boats, such as the Portland Spirit and Sternwheeler. There has been talk about the Portland Spirit obtaining dockage in the community. Barry did not see specific funding for that but can research it. Councilor Topaz suggested a passenger ferry for connection across the river. Discussion of coordination with other agencies.

Barry will send a revised funding request to the Council.

#### **8. Review Amendments to Associate Planner Job Description - John**

Walsh reviewed the amended job description. A copy is included in the archive packet for this meeting. It adds duties for Community Development Project Manager. It is on tonight's agenda for approval.

Councilor Topaz expressed concerns about wanting Dimsho to have more authority. Discussion ensued.

#### **9. Discuss 4th of July Event**

3:18 p.m.

Mayor Scholl clarified with the Council that the City will not be doing fireworks in 2022. It will be turned over to a volunteer committee. Council needs to be in consensus if that is the decision.

Councilor Chilton asked if the City has reached out to community organizations to hand it over. Mayor Scholl responded that he wants that decision soon, so the volunteers can start raising funds immediately.

Councilor Birkle heard clearly that the City is handing it off. It does not imply that the City will not support the process. The degree of involvement from the City is coming to an end. If a year from now there are no volunteers raising the funds, the City will not step in and rescue them.

Councilor Topaz asked if they could put out an RFP for organizations to take it over. Councilor Birkle said no, that would put it under the City's control. Council President Morten agreed that does not make sense. Communication needs to be made that the City is no longer organizing it. The City could help and possibly partner.

Councilor Topaz wants a way for people to submit a proposal to take it over. Mayor Scholl will facilitate that. He wants an action item at the regular session for Council to vote on.

**10. Strategic Action Plan Updates**

Continued to tonight's meeting.

**11. City Administrator Report**

Continued to tonight's meeting.

**OTHER BUSINESS**

None

**ADJOURN – 3:27 p.m.**

**EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

/s/ Kathy Payne  
Kathy Payne, City Recorder

/s/ Rick Scholl  
Rick Scholl, Mayor