



# COUNCIL WORK SESSION

Wednesday, September 02, 2020

## APPROVED MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
Council President Doug Morten (arrived at 1:16 p.m.)  
Councilor Keith Locke  
Councilor Ginny Carlson  
Councilor Stephen R. Topaz

### STAFF PRESENT

John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Sue Nelson, Interim Public Works Director  
Shanna Duggan, Recreation Manager  
Rachael Barry, Government Affairs & Project Support

Crystal King, Communications Officer  
Mike DeRoia, Building Official  
Jacob Graichen, City Planner  
Jenny Dimsho, Associate Planner  
Tina Curry, Event Coordinator  
Tim Ramis, City Attorney

### OTHERS

Bill Amos  
Patrick Birkle  
Scot Stockwell

### CALL WORK SESSION TO ORDER VIA ZOOM – 1:00 p.m.

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

- ◆ Patrick Birkle. Complimented Recreation Manager Shanna Duggan and Librarian Gretchen Kolderup for hosting and coordinating family support with partnering agencies. He addressed Spirit of Halloweentown plans. He met with Tina Curry. Tina's plans for ticketed events takes into consideration public health and safety. However, he is concerned about public health and safety outside of the ticketed event times. He encouraged the City to coordinate with Columbia County Commissioners, Public Health, and other related agencies. The City needs to announce locally, regionally, state-wide, and nationally that Spirit of Halloweentown will not be what it has been in previous years. There needs to be very clear guidelines of expectations. The City needs a plan in place to respond to potential violations of public health and safety procedures. The City has an obligation to be more proactive to ensure citizens are kept healthy and safe.

City Administrator Walsh expressed that the City has taken health and safety very seriously. They are not going to have concentrations of people gathered. Handwashing stations will be available. Visitors are encouraged to park in designated parking areas. Guidelines set by the Governor will be followed and events will be cancelled if necessary.

**DISCUSSION TOPICS****1. Review Proposed Rates Increase for Waste Management Drop Box Services**

City Administrator Walsh reviewed the proposed rate increase. A copy is included in the archive packet for this meeting. There is a public hearing scheduled for tonight's Council regular session.

**2. Discussion on City-owned Property List - *Matt/Jacob/Sue***

City Council requested staff present this discussion as part of the strategic plan. The map and list of properties was displayed. A copy is included in the archive packet for this meeting.

Discussion included:

- Kaster Road properties
- Purchased property for future right-of-way development
- The Comprehensive Plan addresses obtaining property for future parks
- Wetlands
- City-owned lot adjacent to the developing Greystone Estates Subdivision. Need to negotiate a deal with Ken Leahy for sale of the lot. Further discussion will be had after reviewing the appraisal.

**3. Discussion of Partition Related to St. Helens Place Apartments - *Jacob***

City Planner Graichen reviewed the request. A copy is included in the archive packet for this meeting. The partition is related to the proposed storage buildings that will be connected to the new St. Helens Place Apartments. The signature is needed for the City to accept the right-of-way.

**4. Public Works & Parks Department Semi-Annual Report - *Sue***

Interim Public Works Director Nelson reviewed her presentation. A copy is included in the archive packet for this meeting.

Discussion ensued about completed and upcoming projects.

Mayor Scholl directed Nelson to begin working with the Parks & Trails Commission to plan the all-abilities play structure at McCormick Park. The funding will come from the MODA Assist Program and SDC funds.

Councilor Carlson requested a sign be posted by the cannon in McCormick Park. She has seen kids climbing and playing on it. Council President Morten agreed. He would like to include the history of the cannon on the sign as well.

Councilor Locke pointed out the need to collect SDC's. Those funds help pay for sidewalks, crosswalks, streets, playgrounds, etc.

**5. Discussion regarding RFP for Tourism Coordination**

City Administrator Walsh reported that the packet includes the most recent RFP for Special Event Coordination and Management. The City began its tourism program in 2002. Funding during most of those years was limited to fees received through hotel taxes. Just in the last few years, additional funding has been collected through event fees and sponsorships. Both revenues and expenditures have increased. The events help support local businesses and economic development. E2C has been doing a good job with tourism coordination.

Councilor Topaz requested the RFP include an audit of tourism for the last three years. Council President Morten suggested the annual audit review tourism. Assistant City Administrator Brown reported that the auditors do look at revenues and expenses for every fund, including tourism. In his opinion, it is already audited. If the City Council wants to do a separate audit, it could potentially cost the City thousands of dollars. He does not think that it is going to show or prove anything to Councilor Topaz or community members.

Discussion ensued of tourism spending.

It was the consensus of the Council for staff to revise the RFP based on discussions for increased transparency and bring it back to Council for review.

#### **6. Strategic Action Plan Updates**

Assistant City Administrator Brown reported that Sheri from the Oregon Main Street Program will be here to talk to the Council at the next work session.

#### **7. City Administrator Report**

- Urban Renewal Agency meeting tonight at 6 p.m.
- Public Hearing for Millard Road property tonight at 6:30 p.m.
- Working on securing funding for the Waterfront Property.
- Working on the engineering, landscaping, roadway, and utilities for the Waterfront Property.
- About 90% through the mill project parcelization. There have been cuts to the Grant funding. However, there should be enough in other funds to complete the project.
- Recruitment for the Public Works Director is open. He will have an update after the deadline.
- Working with the Building Official for the Building Inspector position. He hopes to have an update at the next meeting.
- Working with CCET and Columbia County on the COVID response.
- Working with South County Collaborative, which is comprised of all the administrators in the County. He will have a report at the next meeting.
- Michael Sykes is leaving his City Manager position at the City of Scappoose. He is now the Executive Director for Columbia River PUD.
- He met with Maul Foster Alongi to review the status of all projects. They would like to present an update at the September 16 Council meeting.
- The LOC Conference is virtual. Council President Morten has been nominated as the voting delegate.
- Representatives from the Oregon Brownfields Conference were on site last week filming on the Veneer property. They will be featured at the conference October 5 and 6 as part of a series of meaningful Brownfields development.
- A media blast with safety protocols is scheduled to go out for Spirit of Halloweentown.

Mayor Scholl reported that the City is moving forward with the boardwalk development. The Waterfront is becoming a reality. He looks forward to helping it along.

**OTHER BUSINESS** – None

**ADJOURNMENT** – 2:56 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

/s/ Rick Scholl

Rick Scholl, Mayor