



# COUNCIL WORK SESSION

Wednesday, April 20, 2022

## APPROVED MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Patrick Birkle (1:04 p.m.)  
Councilor Stephen R. Topaz  
Councilor Jessica Chilton

### STAFF PRESENT

Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Jacob Graichen, City Planner  
Jenny Dimsho, Associate Planner  
Mouhamad Zaher, Public Work Director  
Sharon Darroux, Engineering Manager

Dave Elder, Public Works Supervisor  
Buck Tupper, Facility Maintenance Supervisor  
Aaron Kunders, Water Quality Manager  
Crystal King, Communications Officer  
Bill Monahan, City Attorney  
Tina Curry, Event Coordinator

### OTHERS

|                        |                |
|------------------------|----------------|
| Paige Diaz, CASA       | Lynne Pettit   |
| Jazmin, CASA           | Robert Brawand |
| Jacqueline Curry, CASA | Amy Bynum      |
| Karin Miller, CASA     | Kevin Wick     |
| Paul Vogel             |                |

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

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

- ◆ Tina Curry, Event Coordinator. In attendance via Zoom to give a report.
  - She placed information in the Council's boxes regarding the proposed purchase of a boat. She will be attending tonight's meeting to answer any questions about it.
  - Congratulated Public Works Director Mouhamad Zaher on earning the Certificated Public Works Professional – Management (CPWP-M) designation from the American Public Works Association (APWA).
  - Getting the tram ready. It will be going to the City's Joint Maintenance Facility and Lively Automotive for an inspection. It has a great braking system on it. Anyone driving it will be trained properly.

Mayor Scholl thanked Curry for her report. They will discuss it tonight.

### DISCUSSION TOPICS

#### 1. Employee Length of Service Recognition - Officers Hartless & Boswell (5 Years)

Mayor Scholl congratulated Officers Hartless and Boswell and thanked them for their service. They were not able to attend in person.

**2. Presentation from CASA for Children - *Paige Diaz, CASA Supervisor***

CASA Supervisor Paige Diaz reviewed her presentation. A copy is included in the archive packet for this meeting.

- Court Appointed Special Advocate
- Trained volunteers representing foster care children in Court
- Doing a pilot project for Columbia County to appoint a CASA to every case
- Children generally do better with birth families, so they do everything they can to keep them together if it's a safe, stable home
- Reviewed expectations
- Trainings for new volunteers will take place in May and June

Council President Morten sat on the CASA Board years ago. It was a rewarding experience. How many volunteers do they have now? Paige said they have 50 right now with active cases. They will be training four in May. She was an advocate before becoming a supervisor.

Council President Morten asked if there are community fundraisers. Paige said there is a development team in Portland. They do not have any development opportunities in Columbia County right now.

Councilor Birkle is glad to hear the report. He was one of the first CASA volunteers 25 years ago. At that time, the Boys and Girls Aid Society in Portland ran it. Jan Kenna, at Columbia County Children and Family Commission, had a desire to bring an independent CASA program to Columbia County. Birkle wrote a grant and became the first director of an independent Columbia County CASA program. He later became a full-time teacher and passed that position on. Years later, he joined the CASA Board. There was a significant turnover of Board members. It was difficult to maintain an independent program. To hear they have 50 volunteers is incredible. It is a wonderful service provided. They will do everything possible to promote the program. He hopes they can also do something official with communications to promote awareness. It is exciting to see what they are doing.

Paige thanked Council for their support.

Councilor Chilton appreciates their work. She sees it through her job at CCMH.

Mayor Scholl referred to the County's pilot project to appoint a CASA to every case. What triggers CASA's involvement? Paige explained that CASAs were previously assigned to only more difficult cases. Mayor Scholl asked if DHS is also involved? Paige said DHS looks out for their best interest, but they do not have a legal statute like a CASA. Jacqueline Curry added that the CASA is dedicated to that one child. DHS has multiple kids. Paige said CASAs having a long-lasting impact on kids. These kids are the future of the community. It is very fulfilling work.

**3. Enterprise Zone Sponsor Request regarding Control Solutions Inc. - *Paul Vogel, CET Executive Director***

Paul Vogel introduced Kevin Wick, president of Control Solutions. Paul introduced Kevin and reviewed their request. A copy is included in the archive packet for this meeting. Control Solutions recently expanded and built a new building. They applied for and qualified for Enterprise Zone benefits. They met the wage threshold, increased employment by 30%, signed the WorkSource Hiring Agreement, and purchased equipment. They make data loggers for monitoring vaccines. A lot of competitors came out during the pandemic. Kevin diversified and is providing his product to museums, farm to table, and other temperature-controlled applications. Kevin is requesting a two-year Enterprise Zone extension to assist with cash-flow, marketing, and growth as he moves into the other sectors. CET supports the request.

Mayor Scholl is glad to see the business expand. It is a tough industry, but they found a way to overcome it.

Kevin explained that they are looking to grow the business more. Their facility is on Industrial Way. The data logger is a digital device that takes a date, time, and temperature recording and stores it in a format that is downloadable. If there are any temperature excursions or power outages, they have devices that will send an alert. The device can be used for anything that is temperature sensitive.

Councilor Chilton asked what problems cause the need for the extension. Kevin said they had huge supply chain issues and a lot of backlog. With more competitors now, they need to diversify.

Council President Morten is glad they found a place and are here. The founder had a lot of problems finding a facility to create these products six years ago.

Councilor Topaz asked what the life of the device is. Kevin said the devices last about two to five years. The batteries last about a year and a half. He talked about increased regulations for temperature monitoring.

Councilor Birkle is excited to see this business here and ready to expand.

This is on tonight's agenda for approval.

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

City Planner Jacob Graichen and Associate Planner & Community Development Project Manager Jenny Dimsho reviewed their report. A copy is included in the archive packet for this meeting.

Dimsho reviewed updates for the following:

- St. Helens Industrial Business Park
- Riverwalk Phase I update
- Bennet Building Front Façade Phase II
- Community Development Block Grant (CDBG) Columbia Pacific Food Bank Relocation

Councilor Topaz pointed out that water is getting into the Food Bank building. Dimsho said that JH Kelly is installing a private french drain to fix the problem with water getting into the building. However, it will not fix the water ponding in the right-of-way. That is a deficiency of public infrastructure.

Mayor Scholl has been talking to Dimsho about the Alano Club building adjacent to the 6th Street Ballfield. It meets a lot of the criteria for CDBG funding.

- Additional projects she provided support for
  - Business Oregon Special Public Works Loan Program
  - Oregon State Marine Board Technical Assistance
  - Oregon Parks & Recreation Local Government Grant
  - Oregon Watershed Enhancement Board
  - ODOT Safe Routes to School
  - Marshall Street/US 30 Closure
  - Riverfront Redevelopment Request for Qualifications
  - Urban Renewal Agency

Councilor Topaz asked how much of Dimsho's work could be done by a secretary. Dimsho said Community Development Administrative Assistant Christina Sullivan does all the Planning notices and minutes now. Councilor Topaz does not want to see her abused and overworked. Graichen pointed out that Dimsho is a represented employee and is not abused. Dimsho does anticipate another Planner as Urban Renewal grows. Mayor Scholl said she is doing both Community Development and Planning. Councilor Birkle said they are actively looking at the need for assistance.

Graichen gave a Planning update

- Beekeeping amendments

- Broadleaf Arbor event was occurring around the time of the last report. Construction is backed up about two months because of the basalt.
- Planning Commission recruitment
- Aerial photos are on schedule
- SDC assistance
- Discussion of additional parking near St. Helens Marina. Council President Morten suggested partnering with Brad Hendrickson to use the vacated area for parking. Would it be private or public parking? Mayor Scholl said it would remain public. There are already six parking spots in there that are open to the public.
- Reviewed code enforcement issues

#### Current Planning Update

- Kervin's Custom Ironworks on Old Portland Road
- Elk Ridge Subdivision
- Four lot commercial subdivision near Commons Drive
  - Received an application for Burger King
- Comstock property submitted their subdivision application
- N. 8th Street subdivision
- High School renovations
- Public Safety Facility planning
- Two more potential subdivisions
- GIS is a priority

Mayor Scholl asked about the Millard Road property. Dimsho said it is in Walsh's realm right now. They are in negotiations. It has taken a back burner with the Waterfront property.

Councilor Topaz said he was at a Port of Portland restoration project meeting, and it brought something to his attention about the St. Helens Industrial Business Park. It shows property outlines for industrial use. When do they go through the partition process? He knows they did not go through that process when they put in the marijuana facility. The judge said the sale of the marijuana place is null and void. DEQ is working with Boise to cap the in-water of the mill. That blocks off the whole mill, which would change the value of the property. There was a presentation about water and sewer lines at the last Council meeting. There were maps about earthquakes and landslides. The whole front of the mill is a liquification zone, which would also affect the DEQ capping the contaminated water. Has any of that been considered? Mayor Scholl said they already did the parcelization as a Council. They had surveyors out there, ODOT rail for an easement, and parcelization for ACSF. Office Max started the work with DEQ to cap the in-water part, but the City stopped it. Now it is being revisited. They have been awarded additional funding to further explore the in-water piece. A lot of what Councilor Topaz is saying is yet to be determined, but he makes it sound like the truth. Councilor Topaz asked if there was a public meeting for the parcelization? Mayor Scholl said yes. Councilor Topaz repeated the judge's ruling. Mayor Scholl pointed out that neither he nor Topaz are attorneys or engineers.

Graichen said the parcelization plan is a guide. Some of the parcels are legal lots of records. Some are conceptual and would have to be created by a land division process as part of that phase.

Mayor Scholl said Councilor Topaz is making Council look incompetent. Councilor Topaz pointed out that he is an Engineer and the State of Oregon had to admit that.

Councilor Birkle wants the citizens to know there is a conceptual framework. There is a process to follow State law and Municipal Code before they put a shovel in the ground. Councilor Topaz is correct, things have not been finalized, but they have not made final decisions on specific properties and development. Mayor Scholl agreed that they always follow their own rules.

Mayor Scholl acknowledged the great presentation. He does not know it all and relies on staff.

**5. Public Works Department Semi-Annual Report - *Mouhamad Zaher, Director***

Public Works Director Mouhamad Zaher presented the Public Works report. A copy is included in the archive packet for this meeting.

Mayor Scholl congratulated Zaher on earning the CPWP-M designation from APWA. Only 90 people in the US have received it.

Zaher and Water Quality Manager Aaron Kunders reviewed the Water Quality Division report.

- The benefits of having the Water Filtration Facility (WFF) and Wastewater Treatment Plant (WWTP) are already paying off
  - Both facilities use the same chemicals
  - Chemical pumps that work at both locations
- SCADA upgrade
- Membrane replacement
- Move disinfection system
- Headworks screen rebuild

Zaher reported that National Public Works Week is in May. They will do their best to share videos with the community about all the divisions.

Zaher and Facilities Maintenance Supervisor Buck Tupper reviewed the Facilities and Joint Maintenance report.

- Relocated to the Stimson building
- Maintains City facilities, vehicles, and equipment
- Over 300 work requests since the inception of the PW maintenance service request system. No injuries or accidents during that time.
- Add the tram to the maintenance schedule
- Reviewed completed projects
- Money is being saved by doing work in-house
- Reviewed Fleet maintenance vehicles

Zaher and Public Works Supervisor Dave Elder reviewed the Public Works Operations report.

- Reviewed staff members. Best crew Elder has worked with in the 28 years he has been here.
- Extensive training
- Infrastructure maintenance
- Partnerships with multiple local and State agencies
- Crews take pride in all projects
- Ashwood storm ditch improvements
- Work is often behind the scenes
- Received an award for Outstanding Performers in the State of Oregon
- Reviewed projects
- Assists with tourism and event set-up
- Reviewed upcoming projects that can be done in-house to save the City money

Council acknowledged the good leadership and service.

Zaher and Engineering Manager Sharon Darroux reviewed the Engineering Division report.

- Project design, management, and construction inspection
- Planning and improving the City infrastructure through master planning
- Right-of-way permits
- Private development plan review
- Public infrastructure permits

- Blasting permits
- As-Built Drawings and GIS map requests
- Utility Coordination Meetings
- Reporting (road mileage, etc.)
- Support other departments
- Three full-time employees
- Proposing a fee increase to cover costs. Fees were last updated in 2003.
- Reviewed goals accomplished over the last year
- Cross-training to increase efficiency and customer service
- Updated webpage to make it more user-friendly
- Reviewed project highlights
- Reviewed upcoming projects

#### City Water System

- Reviewed the current water system leakage and work being done to reduce leakage
  - Ultrasonic technology
  - Reviewed benefits to remote reading
  - Costs of new deployment
    - AMI System \$905,640 for half deployment
    - AMI system \$1,535,526 for full deployment

#### Department Promotions

- Engineering Division Manager Sharon Darroux
- Water Quality Manager Aaron Kunders
- Facilities & Joint Maintenance Supervisor Buck Tupper
- Field & Safety Supervisor Ethan Stirling

Thank you from all the Public Works family.

Council President Morten thanked Zaher for the good report.

Councilor Topaz thanked Zaher for keeping the roads and rights-of-way clean.

Councilor Chilton asked which divisions will implement internship programs. Zaher responded that the plan is to begin with Engineering and Water Quality.

Mayor Scholl acknowledged that it starts from top and filters down to the crews. It was a great presentation and good leaders. It makes a big difference. There has been a dramatic change in Public Works. They are appreciated. He requested Tupper prepare the 1929 truck for the parade.

#### **6. Discuss Appointing someone to Traffic Safety Committee - *Council President Morten***

Council President Morten received a request from Lynn Chiotti to replace Sue Nelson's position on the Traffic Safety Commission. It is a County advisory board of about 15 people. Zaher recommends appointing Engineer II Alex Bird, who has a PE in Transportation, and is up to date on every project.

#### **ADJOURN – 4:16 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

/s/ Rick Scholl

Rick Scholl, Mayor