



COUNCIL WORK SESSION

Wednesday, October 06, 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, Deputy City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Mouhamad Zaher, Public Works Director
Brian Greenway, Police Chief
Joe Hogue, Police Lieutenant

Margaret Jeffries, Library Director
Gretchen Kolderup, Youth Librarian
Crystal King, Communications Officer
Dylan Gaston, Police Officer
Matt Smith, Police Corporal
Tina Curry, Event Coordinator
Bill Monahan, City Attorney

OTHERS

Richard Mason
Claire Catt
Howard

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

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

No visitor comments.

DISCUSSION TOPICS - *The Council will take a break around 3:00 p.m.*

1. Police Department Semi-Annual Report - *Chief Brian Greenway*

Chief Brian Greenway and Lieutenant Joe Hogue reviewed their PowerPoint presentation. A copy is included in the archive packet for this meeting.

- Sand Island and Dock Enforcement
 - Discontinue law enforcement response over water until training and equipment is in place.

Mayor Scholl suggested hiring a part-time retired officer to be on-call for water enforcement. Hogue pointed out that they still need backup officers trained. Council President Morten suggested a partnership with Columbia River Fire & Rescue for rescues.

Mayor Scholl talked about Columbia County being responsible to respond. Residents pay for that service in taxes. Can they communicate with Columbia 911 for the County to respond? Greenway responded that they have already communicated that, but they can't control whether or not the County responds. Corporal Dustin King is a certified State Marine Board Water Rescue Instructor. He will be training the officers. This is at the direction of the City's insurance provider, CIS. The river is dangerous, and training is vital.

Councilor Chilton suggested they ask the County for assistance until they are trained. Greenway requested Council ask for that assistance. Mayor Scholl will talk to the County Commissioners and Sheriff Pixley.

Greenway pointed out that their goal is to protect the community. They have to take the time to train properly to keep officers safe.

- Reviewed the cost of equipment
- K9 Officer Ryder will retire in summer 2022. Approximately \$25,000 for replacement.
- Detective investigations have increased
- Patrol calls have increased
- No longer providing Student Resource Officers (SROs). Officers still attend events and are available for calls.
- Public Safety Facility estimated completion is December 2023
- Six sworn officers are eligible to retire 2023
- Recommended staffing level of 27 sworn officers. Current is 20 sworn officers.
- Requesting to immediately hire one officer now to begin the training process. Walsh, Brown, and Greenway will discuss funding and bring a recommendation back to Council.

Mayor Scholl congratulated Hogue for his appointment to the FBI Board of Directors.

3. Discussion regarding status of Docks Kiosks - *City Administrator John Walsh*

City Administrator Walsh talked about the problems occurring at the docks and waterways.

- Boaters overstaying the 72-hour limit
- Living in boats tied to pilings
- Commercial equipment tied to the docks

Walsh has been talking to other communities and researching solutions. Recognizing the problem, the State Marine Board now allows the City to create a reservation system and charge a rate. He is requesting Council authorization to:

1. Move forward with the cost of a kiosk. It takes 10-12 weeks to build and is approximately \$10,000.
2. Create an ad-hoc committee to investigate if there should be a fee, what is the rate, etc. He suggests a couple council members, Marine Board staff, Richard Mason, Toni Doggett, etc. Greenway suggested Attorney Sam Erskine be involved in the ad-hoc committee.

Walsh spoke with Tyee Yacht Club when they were here last week, and they were in favor paying if it takes away the problem boats.

Mayor Scholl, Council President Morten, and Councilor Topaz all volunteered to serve on the ad-hoc committee. They will rotate attendance to avoid a quorum.

2. Review Scope of Services & Fee Proposal from Mackenzie for New Public Safety Facility - *Assistant City Administrator Matt Brown*

Brown reviewed the proposal. A copy is included in the archive packet for this meeting. Mackenzie proposes 13 weeks to do the following:

- Schematic design
- Design development
- Construction documents
- Permitting
- Bid assistance
- Construction contract administration

Councilor Topaz expressed a concern that a member of Council does not appear to be overseeing the process. Councilor Chilton pointed out that she has been attending meetings. Brown added that Walsh

and Mayor Scholl have also been in attendance. Councilor Topaz wants to see a formal designation for a Council liaison in the contract. Brown said that would be Councilor Chilton as the Police liaison.

Councilor Chilton said she did not see anything about public engagement in the contract. Brown responded that it will be included throughout the process leading up to the build.

Councilor Birkle asked who is included in the client stake-holder group. Brown said it's typically the City. That would normally include Councilor Chilton, Greenway, Walsh, himself, and whoever else is designated by the City. Councilor Birkle would like it to be more specific in the contract. It could even include people who were originally involved in the review. Brown said they do need to be cautious with discussing parts of the building.

Brown talked about the proposed Public Safety Facility being largely modeled by the new Oregon City facility. He would like to coordinate a time for the Council to view their facility and talk to their police chief.

Brown reviewed the items on tonight's agenda related to the Public Safety Facility.

4. Review Items for New Library Makerspace - *Library Director Margaret Jeffries*

Library Director Margaret Jeffries reviewed her report. A copy is included in the archive packet for this meeting. She is requesting approval of:

- Library Technician I (Makerspace Specialist) Job Description
- Makerspace Policy
- Makerspace Liability Waiver
- Library Fee Schedule with reference to Makerspace fees added

Councilor Topaz pointed out that this is the most progressive Makerspace in the State. He gave kudos to the Library staff.

An open house for the Makerspace will be held on Saturday, 10 a.m. – noon.

5. Strategic Action Plan Updates

No updates.

6. City Administrator Report - *John Walsh*

- Reviewed items on tonight's agenda
- Consensus of Council to move forward on the dock pay kiosk
- Public hearings for the sale of two properties tonight
- Attending the ICMA conference this week virtually. Good discussion about community values and the importance of creating a good, functional culture. St. Helens has done a lot of good things.
- Main Street is doing well. Will be hiring a support person that will work off-site.
- Community survey available on website. Please share and encourage people to complete.
- Industrial Park moving along
- Geotech work in Columbia View Park
- Riverwalk design moving along nicely. The advisory group is meeting regularly.
- First Street moving along well
- Central Waterfront project conversations with agencies. Looking at opportunities to advance that project.
- Spirit of Halloweentown has been well attended

Councilor Chilton asked about the timber sale. Walsh responded that they are harvesting now and have up to two years to complete it.

Mayor Scholl agreed that they have a great culture. He thanked Walsh for all of his work. Walsh appreciates it and added that it is a team effort.

ADJOURN – 2:42 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