



# COUNCIL WORK SESSION

Wednesday, July 21, 2021

## APPROVED MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
Matt Brown, Deputy City Administrator  
Kathy Payne, City Recorder  
Mouhamad Zaher, Public Works Director  
Brian Greenway, Police Chief  
Joe Hogue, Police Lieutenant  
Jose' Castijella, Police Sergeant  
Dustin King, Police Corporal  
Kolten Edwards, Police Officer

Jacob Graichen, City Planner  
Rachael Barry, Government Affairs Specialist  
Mike De Roia, Building Official  
Amy Lindgren, Municipal Court Judge  
Bill Monahan, City Attorney  
Tina Curry, Event Coordinator  
Jesse Templin, Utility Worker II  
Jamie Edwards, Administrative Billing Specialist

### OTHERS

Jennifer Anderson  
Carl Coffman  
Connor Delaney

### CALL WORK SESSION TO ORDER – 1:01 p.m.

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

Mayor Scholl introduced Carl Coffman and talked about the Conex box housing project on N. 7<sup>th</sup> Street.

- ◆ Carl Coffman. Distributed project information to the Council. A copy is in the archive packet for this meeting. They are on project number 40 right now and have learned ways to improve through those builds. They will be featured at the Street of Dreams in Portland. They have run into an issue of spray foam being unavailable, which is used to reduce sound between multi-family units. These are one-bedroom, 640 square foot units. He hopes to be done by September. Council is welcome to come look at them. Government has available land for affordable housing, and this is a way to use it. He was hoping to sell each unit for \$125,000-150,000. Unfortunately, due to the rise in costs, it will be closer to \$185,000-200,000.

### DISCUSSION TOPICS

#### 1. Employee Length of Service Recognition - Jesse Templin (15 years) & Jamie Edwards (5 years)

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

15 Years

Jesse Templin began working for the City on July 10, 2006, as a Utility Worker I. In 2012, he moved into the Utility Worker II position, where she still serves today.

5 Years

Jamie Edwards began working for the City on July 5, 2016, as a Utility Billing Specialist. In 2017, her title was changed, and duties added to include court payments. Then in 2020, her title was changed again to encompass all her duties as an Administrative Billing Specialist, where she still serves today.

Congratulations, Jesse and Jamie, and thank you for your service!

**2. Request from Habitat for Humanity - *Jennifer Anderson, Executive Director***

Jennifer Anderson reviewed her request and talked about the Habitat for Humanity organization. A copy is included in the archive packet for this meeting. Habitat for Humanity is preparing to build a house at the corner of S. 8<sup>th</sup> Street and Plymouth Street. The sidewalk fee in-lieu-of is \$22,541.25 and System Development Charges is \$15,412.48. She is requesting the City use ARPA funds to cover those costs.

Discussion of fees. Deputy City Administrator Brown explained that the Council cannot legally waive SDC fees. The funds would need to come from another source. Government Affairs Specialist Barry talked about the sources of funding she has been investigating. City Planner Graichen provided background information. The Code allows the City to require the sidewalk be installed or allow a fee in-lieu-of.

Council will discuss the request at the regular session.

**3. American Rescue Plan Act (ARPA) Spending Recommendations - *John/Rachael***

City Administrator Walsh & Government Affairs Specialist Barry presented the recommendations. A copy is included in the archive packet for this meeting. The recommendations align with the City's Strategic Plan and responds to the COVID pandemic and recovery. They have learned a lot about the impact on families, businesses, and the City team. Investing heavily in the Recreation Center and Library activities addresses educational disparities.

Councilor Topaz asked about the Industrial Business Park line item and if those funds can be used for the toxic dump cleanup. Barry has not seen that as an eligible or recommended use. They will be looking for funds to address that. Mayor Scholl clarified that Boise and OfficeMax is responsible for that cleanup. Council President Morten added that as long as they continue operating the industry on that property, there is no cleanup that can start. Walsh said there is an indemnification with OfficeMax, a parent of Boise, to clean it up to the desired standard. OfficeMax is in negotiations with DEQ about that property. The DEQ liaison has been in communication with Barry. They will be issuing a timeline by the end of this year. Discussion ensued about that property.

Councilor Chilton pointed out the Mainstreet line item and thought it was already being funded. Barry explained that it is an eligible use and directly related to recovery. Brown added that the funds will pay for a part-time staff person. That is money from the General Fund or Community Development Fund that will not have to be used. The ARPA funds were already added to the Budget in anticipation of them being received.

Councilor Chilton pointed out the \$80,000 line item for a Broadband study. Brown talked about the initial presentation and study done. The study listed is to move forward with the next study. They will report the study results back to Council to be directed whether or not to proceed.

Councilor Chilton asked about the funds for Parks & Recreation. What types of projects are they working on? Barry explained that it includes the renovation and upgrade for the new building, administrative assistant, and program specialist. The impact of the Parks & Recreation programs has been instrumental to the community during the pandemic. They were out in the community providing hotspots, take-home kits, outdoor activities, etc. It falls under addressing educational disparities.

Council President Morten expressed his appreciation of the Strategic Plan Goal for each line item being included.

Councilor Birkle requested the funds that were designated for Mainstreet be used to help support families with housing and nutrition. Council President Morten talked about Mainstreet being part of Economic Development. If you take away from Mainstreet to support families, it will change to Goal 3 Livable and Safe Community. Councilor Chilton suggested taking from Parks & Recreation instead of Mainstreet. Barry reminded them to consider these funds from a City role. They will be coordinating with other nonprofit partners who will be receiving funds as well, such as Community Action Team.

#### **6. Presentation on City Docks - *Lt. Hogue and Corporal King***

Lieutenant Joe Hogue and Corporal Dustin King reviewed their presentation. A copy is included in the archive packet for this meeting.

They met with the Port of Brookings who had issues in the past and were able to clean it up and offer recommendations. Hogue pointed out that the oversight is not handled by their Police Department.

Recommendations from City of Brookings:

- Increased oversight
- Update Ordinances to an enforceable level
- Kiosk for dock registration
- Camera installation

Options for the City:

- Create an oversight position
- Expand existing position
- Acquire City boat

King talked about the enforcement issue they have at Sand Island. The Police Department has no direct access to the Island. They have had to utilize transportation from citizens which is not acceptable. He equated it to handcuffing a violator and putting them in the back of someone's personal vehicle. Training for marine patrol is 40 hours. Without the proper equipment and training, the City can only respond if it's a life-or-death situation on the Island.

Council President Morten asked if they are requesting the purchase of a boat. Hogue responded that they do need the proper tools if they are responsible for enforcement. Chief Greenway talked about the difference between dock enforcement and Sand Island enforcement. He is in favor of a kiosk automated system at the docks to reduce staff time and recommends it be installed before Christmas Ships. He also recommends Parks & Recreation take over the dock oversight and call the Police Department when enforcement is needed. As far as Sand Island, the city is at an extreme risk by having a park that is not properly policed.

Councilor Birkle arrived in-person at 2:31 p.m.

Discussion ensued about enforcement of boats on the docks. The City cannot do anything with the boat for at least 10 days after a citation is issued.

Councilor Chilton agrees with the kiosk. She questioned the security the Sand Island lease holder provides. Mayor Scholl explained that the lease holder is responsible to transport officers to and from the Island. Discussion ensued on re-addressing that responsibility.

Discussion ensued about duties and liability. City Attorney Monahan recommended further investigation and discussion with the City's insurance, CIS. He also recommends beginning with a kiosk.

Greenway directed King to investigate Sand Island and CIS to discuss liability. He suggested City Hall staff investigate the kiosk.

**4. Annual Report from City Auditor - *Pauly, Rogers, PC***

Connor Delaney reviewed the audit process and report. A copy is included in the archive packet for this meeting.

Councilor Chilton referenced the negative balance in the visitor and tourism fund. Brown talked about the way tourism operates on an event basis versus the way the City operates on a fiscal year. The City has had to provide a loan in one part of the fiscal year and then get reimbursed in the next fiscal year. There is a plan to create a committee to help oversee E2C and staff on reporting revenues and expenses within the Visitor and Tourism Fund. They are going to meet regularly to discuss issues and what can be fixed. They hope it is not an issue in the future. Walsh added that improved communication and oversight will be valuable. Council President Morten appreciates the additional oversight. He suggests a Council member be involved in the oversight as well. Walsh pointed out that tourism is under Administration. Brown reported that meetings are going to be held on Thursdays at 1 p.m., so it may be difficult for Council participation.

Councilor Topaz requested an audit of Tourism several years ago. Would that have helped in this case? Brown explained that the oversight committee will be able to address some of the revenue and expenses. They are also planning to do an inventory review and document what they have.

Councilor Birkle did not think an audit was needed in the past. However, they are in a position that they need to increase oversight and control.

Council President Morten brought up the difference between tourism and community events. There needs to be accountability.

Brown said an audit was done of the Public Works hours spent on tourism activities and nothing was done with it at that time. It can be done again. He agreed that Council needs to determine what events are tourism and what events are considered City events.

Councilor Chilton wants to see tourism cleaned up and a motion on tonight's agenda to go out for an RFP for tourism production management. Mayor Scholl said she can bring that up during work session action items. Discussion ensued about the RFP. There is a current RFP that can be used as the base. Walsh will bring it back to the Council for review and amendments.

Mayor Scholl expressed that the return on tourism investments for our citizens have been phenomenal. The City is spending money but businesses are profiting. Council President Morten added that the Council needs to understand E2C's roll, both seen and unseen.

Conor talked about the negative tourism funds balance. It was likely affected by COVID and the loss of revenue.

Councilor Topaz asked about the rent money from the marijuana facility on the mill site. Does that show up on the audit? Conor referred to management with that question. There is a line item for marijuana fees. Walsh explained that about \$16,080 is received from the contract payment and community benefit fees. Brown added that it goes into the Community Development Fund. It will not likely be displayed as a line item in the report because the auditors categorize everything broadly.

**Break - 3:23 p.m.****5. Finance and Municipal Court Semi-Annual Report - *Matt***

Municipal Court Judge Lindgren reported that Court is going very smoothly.

- They are back in full operation.
- Two jury trials were scheduled, but neither one happened.

- The LEDS 2020 transition has been fully executed, which links to the Oregon State Police database system. That allows them to switch functions from mail to electronic submission. The City is also moving to E-tickets.
- Truancy Court has not moved forward. She hopes to see it move forward when school resumes. She oversees Truancy Court in Gladstone, which will help. It is more of an outreach with parents and kids.

Brown reviewed the revenue and expenses in his report. There is an increase in expenses to pay for the new E-ticket software.

Brown reviewed City Prosecutor Erskine's report. He requested distributing forms for feedback on his work. Council concurred.

#### **7. Building Division Semi-Annual Report - *Mike***

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

- 623 permits issued
- 241 plan reviews
- John Hicks was hired and has helped conduct 3,083 inspections
- 3.4 FTE
- Building, planning, and engineering collaborate regularly
- E-plan review project
- Code updates
- Training and continued education
- Reviewed current and upcoming projects

#### **8. Review Proposed Hazard Mitigation Plan Update - *Mike***

De Roia reviewed the plan. A copy is included in the archive packet for this meeting. It is a collaboration with Columbia County and all the cities within the County. It boosts available funding when a disaster happens. It is updated every five years.

#### **9. Review Proposed Job Description for Administrative Assistant - Parks & Recreation**

Continued to tonight's meeting.

#### **10. Strategic Action Plan Updates**

Continued to tonight's meeting.

#### **11. City Administrator Report**

Continued to tonight's meeting.

**ADJOURN – 4:01 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