



COUNCIL WORK SESSION

Wednesday, November 01, 2023

APPROVED MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen - via Zoom

STAFF PRESENT

John Walsh, City Administrator	Brian Greenway, Police Chief
Kathy Payne, City Recorder	Joe Hogue, Police Lieutenant
Lisa Scholl, Deputy City Recorder	Matt Smith, Police Corporal Detective
Gloria Butsch, Finance Director	Bill Monohan, Contracted City Attorney
Suzanne Bishop, Library Director	Tina Curry, Contracted Event Coordinator

OTHERS

Steve Topaz	Brady Preheim
Autumn	JB
Ron Trommlitz	Steve Toschi
Drew Layda	Stephanie Patterson
Rachael Toschi	Jennifer Massey

CALL WORK SESSION TO ORDER – 2:00 pm

VISITOR COMMENTS - *Limited to three (3) minutes per speaker*

- ◆ Ron Trommlitz. Mr. Trommlitz spoke about filing a public records request regarding water loss of the 2-million-gallon reservoir, the June 2016 water report, Kennedy Jenks' rehabilitation plan for the reservoir, WPI's completed work increasing the leaking to 74,000 gallons a day, the City's hiring Bear Investigation to determine the source of the leakage, and the visual inspection results.
- ◆ Brady Preheim. Mr. Preheim talked about integrity and the Council approving of two people on the Planning Commission who have both publicly lied. Last week, Mayor Scholl and City Administrator Walsh tried to say the dirt that arrived was not there for the police station. The Police Chief attacked a citizen saying he did not know about the Halloween parade, which is not true. Emails show St. Helens Police were contacted about the parade as far back as June.
- ◆ Steve Topaz. Mr. Topaz commended the Recorder for the October 18 work session minutes accurately reflecting his comments. He asked when the Spirit of Halloweentown event report would be available. The placement of the police station did not follow federal guidelines. He asked if the violation would prevent the City from accessing federal monies. He spoke about the negative aspects and potential benefits of the proposal of a solar manufacturer development using St. Helens mill sites including that the sites were heavily contaminated which would make the building

of a cleanroom facility extremely difficult. The mill site was owned by the grow facility, and he addressed problems around the sale.

- ◆ Tina Curry. Ms. Curry thanked everybody involved in Spirit of Halloweentown including Public Works, the Kiwanis, volunteers, etc., and noted parking was a challenge. She announced Christmas Ships would be held on December 9, possibly with a community event in the tent on the waterfront. She asked if the Council would want to do so and leave the tent up until probably just after December 9, noting the Plaza is still muddy.
- ◆ Steve Toschi. He stated he applied to be on the Budget Committee which would soon have their quarterly report and spoke of one of his largest concerns about current budgeting which was the expectation of a lot of revenue for charges for services and grants when it comes to funding the police and the General Fund, suggesting the Council ask the Finance Director how realistic was it that the budget goal of \$7.6 million for charges for services and grants of \$811,000 would be reached by the end of quarter four.

DISCUSSION TOPICS

1. Police Department Semi-Annual Report - *Chief Brian Greenway & Lt. Joe Hogue*

Chief Brian Greenway and Lieutenant Joe Hogue presented via PowerPoint the Police Department semi-annual report, a copy of which was included in the archive packet for this meeting. Key items addressed were public safety, detective investigations data, new K9 officer Jax, a large quantity of fentanyl removed from the community, and community partnerships and events. They noted effective today, they were down to one detective. Detectives rewrote and sought co-sponsors for a stalking law to go to the February 2024 short legislative session which would update the language to include tracking devices.

Mayor Scholl congratulated Lieutenant Hogue for receiving the FBI award for his work with youth and acknowledged the hard work of the Police Department.

Councilor Sundeen thanked the Police Department for all they do.

2. Finance Division 2023/2024 1st Quarter Report - *Finance Director Gloria Butsch*

Finance Director Gloria Butsch reviewed the 2023/2024 1st Quarter report which was included in the archive packet for this meeting and mostly focused on the significant major operating funds of the General Fund, Water Fund, Sewer Fund, and Storm Fund. She addressed the beginning fund balance, the Police Department's materials and services being over the 25 percent mark in the General Fund, which would necessitate a budget revision, General Support Services, and how best practices were not to spend on grants until they were received.

Questions from the Council were addressed as follows:

- Contingencies were set aside for unexpected needs to appropriate additional monies which would require a budget revision in order to spend. Unappropriated funds could not be spent because the City had not budgeted them in any way.
- Other than what was discussed in the budget meeting, Ms. Butsch was not aware of any additional shortfalls that reduced any City departments, police included.

Mayor Scholl said this year's budget was still looking good, but next year's would be in flux with Cascades leaving. Ms. Butsch said staff was gathering information to know what the impacts would be, some of which would be felt in the second half of the current fiscal year.

3. Review Proposed Amendments to Custodian Job Description - *City Administrator John Walsh*

City Administrator John Walsh reviewed the proposed amendments to the Custodian job description, a copy of which was included in the archive packet for this meeting. Contract services had been unreliable, and not enough interest was shown when the City tried part-time services. Staff proposed creating a full-time custodial position that would report to Facilities Maintenance and be paid from General Support Services. Staff had negotiated the position and work conditions with the union, and everything was good to go.

Key discussion items regarding the Custodian position were as follows:

- Mayor Scholl believed with the security issues with some of the City's area, doing an internal background check was a good idea.
- Mr. Walsh added that it should be a neutral impact on the budget since the City was moving from contractor to full-time employee.
- Councilor Hubbard noted contractors need to be supervised. Mr. Walsh said the City was unable to get people to pass background checks or they start and then they quit.
- Mr. Walsh clarified that for some of the bigger components of annual maintenance, the City would bring somebody in additionally.
- City Recorder Kathy Payne noted that staff would allow for some flexibility with schedules and responsibilities if there was too much in the job description for them to do within a 40-hour timeframe. Council President Chilton replied if the Custodian would do less, their pay should probably change as well.
- Mayor Scholl noted contractors may not meet security standards and even if they do, if they fall ill, replacements may not be able to pass a background check or they would wait for the City to complete the background check.
- Ms. Payne clarified that the contract the City was paying was \$6,500 a month and Step 1 for the Custodian position was starting out at about \$3,500 per month. Ms. Butsch added that typically a full-time employee's benefits and taxes were about 75 to 80 percent of their salary which means the full-time employee cost would be relatively close to the contractor cost.
- Ms. Payne noted that for the proposed salary on the resolution tonight, she did an informal poll of other cities to see what they paid and presented them to John and to AFSCME. All three agreed on the scale in the resolution.

4. Report from City Administrator John Walsh

Mr. Walsh provided his report. Key highlights were as follows:

- Staff was very busy with the closure of Cascades, who provided their 60-day notice to terminate the lease, intending to be out by the end of the year. He elaborated on how the closure would impact the budget. Mayor Scholl pointed out the need for someone to maintain the site which would require leaving some power on, etc.
 - Project Sprint was encouraging with a lot of opportunities for jobs and investment and would more than make up for the loss of utility revenue from the Cascades closure.
 - The Urban Renewal Agency budget would also be significantly impacted by the Cascades closure, but the Agency was in a good place for streets and utilities.
- The stage for the Riverwalk project was projected at \$1 million in the bid received. The Riverwalk had about \$1.5 million of a grant to help offset the cost. He clarified staff and the Council would perhaps discuss deferring the playground but Urban Renewal would hold with the City's projected projects.
- In the next EPA assessment grant cycle, the City would probably put in for the Cascades mill site to help with clean-up and assessment work. Mayor Scholl noted the City was not liable for the site. Mr. Walsh confirmed the City had a pretty good base map for talking with potential

purchasers of the property, but the biggest concern was getting PGE to meet their timeline and needs.

- He and the Council discussed PGE's wanting to buy five acres for a substation and battery storage, but the City could not bring in any big power users currently.
- Staff had talked to legal about the Kelly Street property public hearing last month. Appraisers were currently difficult to get.
- Work on the Central Waterfront had been progressing. A check-in on the FEMA grant money spent would take place in early to mid-January.

ADJOURN – 3:25 pm**EXECUTIVE SESSION**

- Real Property Transactions, under ORS 192.660(2)(e); and
- Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

/s/ Rick Scholl

Rick Scholl, Mayor