



# COUNCIL WORK SESSION

Wednesday, November 03, 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  
Sue Nelson, City Engineer

Jacob Graichen, City Planner  
Jenny Dimsho, Associate Planner  
Crystal King, Communications Officer  
Sharon Darroux, Engineering Project Manager I  
Tina Curry, Event Coordinator

### OTHERS

Lynne Pettit	Peter Olsen
Art Leskovich	Emily Flock
Stephanie Patterson	Steve Donovan
Malinda Jones	

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

Mayor Scholl read the Council Mantra.

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

- ◆ Stephanie Patterson, Spirit of Halloweentown Vendor Coordinator. It was an epic season. They were packed every weekend with happy people. They taught people the witch dance and cupid shuffle. The vendors did very well and made a lot of money. They all want to come back next year.
- ◆ Tina Curry. Spirit of Halloweentown update:
  - Stayed in the black and have funds leading into next year
  - Everyone seemed happy
  - No major incidents
  - Restaurants and merchants did very well
  - Everyone was busy
  - They only had bad weather issues one weekend
  - The weather the last weekend was perfect
  - Giving back to volunteer organizations, such as CERT, Kiwanis, Lions Club, and Rotary. The CERT team did a great job monitoring the parking lot and keeping things moving.
  - The pirates were so popular they came every weekend
  - People generally followed the rules

**DISCUSSION TOPICS** - *The Council will take a break around 3:00 p.m.***1. Waste Connections (Hudson Garbage) Request for Christmas Promise Contribution for Kids Bike Build Program - Malinda Jones**

Malinda Jones reviewed her request. This is their sixth annual bicycle build. They work with DHS and the Giving Tree. They fundraise and partner with Walmart to purchase the bikes. They build the bikes and then deliver them before Christmas. In 2019, they did 150 bikes. Last year was different because of COVID and they did 124 bikes. The need is big this year. She is requesting the City's assistance with the bikes. Last year, Waste Connections built the bikes at homes because of COVID. They hope to work together this year to build the bikes and invite the community.

Mayor Scholl reported that they have changed their process for grant requests, but he knows they have supported the program in the past. Malinda recently learned about that process and plans to follow that next year.

Councilor Birkle appreciates the cause. Pointing out the new donation request process, he suggested they partner to help promote the program.

Councilor Chilton asked how much was given to them in the past. Malinda said the City donated \$500 in the past. Walmart donates as well.

Councilor Topaz said we can't do it this year because of the new program but asked if the City can help promote the program. City Administrator Walsh explained that in the past the Council addressed the requests as they came up. The new process doesn't mean Council can't award funds as they come in. It would just take away from the next round.

Mayor Scholl talked about how they didn't know about the process. He recommends making the donation and allowing the use of the Recreation Center for the bike build.

**Motion:** Council President Morten moved, and Councilor Topaz seconded to donate \$500 to Waste Connections from Council funds.

Discussion.

Motion tabled until the regular session. Mayor Scholl recommended Malinda work with Parks & Recreation Manager Shanna Duggan to use the Recreation Center.

**2. Review of Sewer & Stormwater Master Plans - Peter Olsen & Emily Flock, Keller Associates**

Peter Olsen and Emily Flock reviewed the plans. A copy is included in the archive packet for this meeting.

Stormwater Master Plan review:

- Need and purpose
- Planning criteria
  - Target a 25-year storm event
- Existing system
- Model development
- Existing capacity evaluation
- Identified potential pipes under structures
  - Recommend moving them during the next repair cycle
- Current design standards do not include clear triggers and requirements for water quality
- Priority areas
- Operations and maintenance recommendations
  - Clean and CCTV every two years
  - Clean catch basins and manholes every two years

- Clean/inspect ditches and inlets annually
  - Sweep roadways twice per year
  - Perform detention facility maintenance annually
  - Continue in-house storm line replacement and repair
  - Complete construction inspection
  - Comply with new Mercury TMDL plan and reporting
- Annual cost estimate for replacement is \$900,000
- Recommendations
  - 4.25 - 4.5 FTE to meet operations and maintenance goals
  - Additional Engineering FTE for GIS and CIP projects
  - Implement Stormwater CCTV programs
  - Implement Mercury TMDL plan and annual report

Councilor Topaz said that between 1990-2000, the EPA wanted the City to change all of their combined sewer to sanitary sewer and decided to put in storm sewer. It was not done completely but a lot of work was done with the volumes of water in the basins. Engineering Project Manager I Sharon Darroux clarified that it was not a combined system. They were having overflows, so EPA mandated that they stop the overflows. That's why they started upgrading the sanitary lines and put in a storm sewer at the same time.

Councilor Topaz said one of the original systems from 1914 was a combined system that dumped into the river. They had to stop dumping into the river in the 1960's. They put a pump station in and closed off a number of catch basins because a rainstorm would overwhelm the system. After that, there was a mandate that they had to have separate sanitary and storm systems. They've been changing the road levels, so the water distribution is different. When they were doing the systems, they found out people had installed pipes prior to the 1900's. He talked about Dillard Lake that once was a quarry. There were private neighborhood drains dumping water there. That was redone in 1913. When the pump system came in the 1960's, a lot of the lines were severed. Unfortunately, with the basalt the water flow fills in the basalt ditch. Because of the road changes, there are some places that just flood. In one location, they added four catch basins where there were none. One of the catch basins stays dry because it's higher than the water level. The water goes into the sewer. He doesn't see any effort in the process to highlight those problems areas. There are people with water in their basements on Pittsburg Road below where there used to be a swamp. How is their project...are they going to look at the local...? It can rain all over but ends up in one place with the basalt. Mayor Scholl pointed out that he doesn't see the same problems Councilor Topaz sees. The consultants are here to talk about the current infrastructure and not the system from 1913, 1920, 1960, or 1990. He doesn't appreciate that they are being sent down a rabbit hole. These are professionals here.

Councilor Topaz declared that he is an engineer. He has been watching the water. A lot of the original systems are incorporated in this system. It's not gone. Have they indexed the 1990 study for how much water is in the basins? Mayor Scholl said that is what they are here for. It's up to the developer to take care of issues on private property. Darroux informed Councilor Topaz that they referenced all the previous historical data and the old master plans in this process.

Councilor Chilton talked about the new Public Safety Facility. One of the issues is that it's in the 100-year flood plain. Do they have any comments about the location? Peter responded that he would have to look at the map and get back to her. The flood plain will be considered with the development.

Councilor Topaz asked what the federal government is going to mandate in the next 20 years about dumping into natural streams. Peter said that will likely change over the next 20 years with lawsuits. It will become more stringent.

Councilor Topaz asked about properties on basalt. Peter responded that is part of the process with soils and absorption. They will use flow monitoring equipment to predict and model the system. Councilor Birkle pointed out that basalt is not impermeable. There's a lot of water that soaks in there. Just because it's on basalt, does not mean it will accumulate, run off the surface, and flood. Soil types are taken into consideration. Peter agreed that basalt is very conducive to transmitting water.

Wastewater Master Plan review:

- Need and purpose
- Planning criteria
- Inflow and infiltration (I&I) - definitely a bigger issue in western Oregon; not specific to just St. Helens
- Existing system
- Model development
- Existing capacity evaluation
- Inadequate slopes and identified pipes under structures
- Pump stations - risk of failure analysis
- 20-year growth areas
- Priorities
- Operations and maintenance recommendations
  - Clean the collection system every three years
  - CCTV every six years
  - Coordinate manhole inspections and cleaning with pipeline cleaning and CCTV
  - Prioritize I&I projects and sump pump efforts as part of the annual replacement program
- Recommendations
  - \$500,000 annually in 20-year CIP. City should aim to increase to \$790,000 over the 20-year period.
  - 3.5 - 4 FTE to meet operations and maintenance and level of service goals
  - Additional engineering FTE for GIS and CIP projects
  - Implement wastewater CCTV program

Councilor Topaz asked where they would move the sewer treatment plan to if they wanted to combine with Scappoose. Peter responded that it would take an entire study on its own. They would need to start with a feasibility study. He suggested inviting Scappoose to partner. Mayor Scholl added that they have spoken with Scappoose, and it was not feasible for them at the time. He agreed with Councilor Topaz that it's a good idea. Councilor Topaz went on to talk about his experience in the past with sewer lines. What would it take to do it if they were forced? Peter said it's typically driven by violations. It would be a big project.

Brown asked how often the plans should be updated? When you rate priorities 1-3, what is the timeline? Emily responded that master plans are typically updated every 5-10 years. Depending on how active they are with I&I, it would benefit the City to update the Wastewater Master Plan sooner rather than later. The Stormwater Master Plan is not as urgent.

Mayor Scholl asked about the FTE's. They would be able to get a lot more projects done in-house rather than hiring out. They need to review the budget and determine what is the most feasible.

In response to the question about the timeline, Emily explained that priority one for sewer is typically looked at within the first six years. All three would be completed within the 20-year planning period. A lot of it depends on how they have addressed I&I.

Councilor Chilton asked what they have been budgeting for stormwater. Brown said they have held off on projects so it would not be accurate. To get to their suggested numbers, it needs to go into the rate

model. Mayor Scholl asked if they could bring the numbers down if they do the work in-house. Emily said the cost estimates are for a contractor to do open trench.

Councilor Topaz talked about the history of St. Helens. There's a lot of strange groundwater here.

Brown reviewed the current Public Works budget for staffing.

- Storm 3.45 FTEs
- Sewer 3.25 FTEs
- Water is 5.1 FTEs
- Those numbers do not include all Public Works staff.

### **3. Review Proposed Equivalent Dwelling Unit (EDU) Code Changes – *Matt Brown & Steve Donovan***

Steve Donovan reviewed his report. A copy is included in the archive packet for this meeting. He is here to talk about how they bill for services. What is the \$3 Public Safety Facility (PSF) fee based on? They will barely be able to build the new PSF at \$3 fee per EDU. A method needs to be created to bill users who are not a single-family dwelling. An EDU is a measure of demand based on the service you are receiving. 85-90% of users are residential. Brown reported that the biggest users of police are Walmart, an apartment complex, and a hotel/motel on Highway 30. Steve talked about ordinance amendments needing to be made before the fee is added.

Next steps:

- Make modifications to the Incode utility billing system to accept EDU assignments to active utility accounts
- Prepare draft ordinances to modify the Municipal Code Section 13.02.010 to define EDUs for water and sewer
- Prepare draft resolutions to establish and implement the PSF fee on January 1, 2022
- Report back to Council with progress/status at the next Council meeting

The \$2 Recreation fee will be removed at the same time the \$3 PSF will be added. The fee is only added to in-City customer accounts.

Councilor Topaz asked if other cities do this. Steve said a lot do. Gresham charges \$15/month for public safety.

Councilor Chilton pointed out that financial assistance is available for families in need.

### **4. Strategic Action Plan Updates**

No updates.

### **5. City Administrator Report - *John Walsh***

- Tonight's agenda includes the Infrastructure Design Work Order #1 with Mackenzie for St. Helens Industrial Business Park. Some of it includes stormwater issues, as discussed earlier.
- The November 17<sup>th</sup> Urban Renewal Plan and Funding Overview meeting has been switched to January 5<sup>th</sup> to accommodate staff schedules.
- Council will hold a retreat November 17<sup>th</sup>.
- Christmas decorations will be going up soon.
- Spirit of Halloweentown is over. They will have a debrief.
- The Dock Use Committee is coordinating meeting dates. The kiosk is already here, and the vendor is ready to program it.
- Displayed drawings of the proposed signage for the Recreation Center and Community Center.
  - A former local student designed the logo.
  - The Recreation Center will be a leasable space.
  - The Community Center will be used for staff and programs.

- The last Mainstreet meeting went very well.
- The Community Survey is still taking place.
- The Riverwalk design is progressing. The technical advisory committee will be meeting on November 10<sup>th</sup>, 10 a.m. – 3 p.m.
- 1<sup>st</sup> Street and Strand Street project is progressing.
- Central Waterfront project is progressing.
- City Engineer Sue Nelson retiring tomorrow. There is a card in the Copy Room to sign.
- Library Director Margaret Jeffries announced her retirement. They will need to coordinate the process to fill her position.

**ADJOURN – 3:02 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