



COUNCIL WORK SESSION

Wednesday, October 21, 2020

APPROVED MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Doug Morten
Councilor Keith Locke
Councilor Ginny Carlson
Councilor Stephen R. Topaz

STAFF PRESENT

John Walsh, City Administrator	Margaret Jeffries, Library Director
Matt Brown, Assistant City Administrator	Mike De Roia, Building Official
Kathy Payne, City Recorder	Jacob Graichen, City Planner
Sue Nelson, Interim Public Works Director	Jenny Dimsho, Associate Planner
Bill Monahan, City Attorney	Tina Curry, Event Coordinator
Rachael Barry, Government Affairs & Project Support Specialist	

OTHERS

Lynne Pettit
Jason Smith

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

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

No visitor comments were received.

DISCUSSION TOPICS

1. Planning Department Semi-Annual Report - *Jacob*

1:01 p.m.

City Planner Jacob Graichen and Associate Planner Jenny Dimsho were in attendance to give the semi-annual Planning report. A copy of the report is included in the archive packet for this meeting. They reviewed some of the current, past, and upcoming projects:

- St. Helens Industrial Business Park
- Flood plain and accessory structure Code amendments
- State mandated code amendments for duplexes
- Urban Renewal revenue projections update and major amendment
- Riverwalk Phase I design/construction
- Bennett Building front façade design
- Community Development Block Grant for Columbia Pacific Food Bank relocation
- Millard Road property
- Proposed RV park
- Proposed apartments
- Veterinarian building on Columbia Blvd.

- Partition on Belton Road has been appealed to LUBA
- Subdivision near middle school
- Middle school project is complete
- Commercial building at the corner of McNulty Way and Industrial Way
- Potential subdivision at the end of N. 8th Street
- Grey Stone Estates Subdivision adjacent to DMV
- Armstrong World Industries property line adjustments
- Grocery Outlet adjacent to Legacy Clinic
- Apartments on Matzen Street
- Apartments on Gable Road
- Three annexations
- Police station analysis
- Staff training
- Connection of S. River Street to N. 2nd Street
- Cottage cluster Code amendments
- Created temporary parklet applications
- Capital project grant funding
- Planning feasibility for trail from Scappoose to St. Helens
- Office remodel upstairs
- Building Division e-Permitting begins on Monday
- It has been a very busy October!

Mayor Scholl expressed excitement about upcoming projects.

Councilor Carlson thanked them for their hard work creating parklets.

Councilor Topaz has concerns about the boardwalk and conceptual plans of the Veneer plant. The boardwalk does not have handicap access. He asked the Engineering Division for a list of permits needed for a kayak launch at Grey Cliffs Park. Many of those same permits will be needed for the boardwalk. He has not received a list yet. His big concern is that the boardwalk will be closed off by the condos and there will be no easy access for handicap. Dimsho responded that the RFQ is asking for design services for the permit processes and expertise in water permitting. They are very aware of the permits needed for work in water. The grant requires that the boardwalks be completely ADA accessible. They are aware that people want access to the water, and it will be provided. Mayor Scholl assured Councilor Topaz that the Waterfront will have complete public access the entire length and will be ADA accessible.

Councilor Topaz talked about the partition on the St. Helens Industrial Park property, where the marijuana facility is located. The partition has not been approved by the Council. Will that interfere with the Urban Renewal process since some of the work began earlier? He went on to talk about the lack of rent being paid. Mayor Scholl responded that Councilor Topaz appears to be overreaching by requesting information from entities.

Council President Morten asked where Councilor Topaz is getting his information about condos. They are proposed to be apartments. Councilor Topaz said the proposed site plan looks like condos.

Mayor Scholl clarified that there will be complete ADA access to the river front. He has no idea what Councilor Topaz is talking about the mill, Urban Renewal, and agreements that he is trying to dig up without talking to the rest of the Council. Everything has been done through attorneys and Planning. Experts are used to move the City forward.

Discussion ensued. There was emphasis on the river being accessible to all abilities.

2. Presentation by Columbia River Estuary regarding Dalton Lake Restoration - *Jason Smith, CREST Project Manager*

1:44 p.m.

Jason Smith reviewed his presentation. A copy is included in the archive meeting packet. He reviewed background information and projects done by CREST.

Dalton Lake Nature Preserve:

Goals

- improve/restore/maintain ecosystem processes
- promote multi-species benefits
- maintain public access

Competitive bidding process

- Put out an RFP to hire an engineering and design consultant to investigate the feasibility of restoration at the Dalton Lake site

Received proposals from six highly qualified consulting forms

- Inter-Fluve Inc.
- Lower Columbia Engineering
- Otak
- Wolf Water Resources
- R2 Resource Constants Inc.
- Stillwater Sciences

Process/Timeline

- Proponent selection, NOA/contracting
- Data collection, background research
- Modeling
- Alternative analysis
- Bring selected alternative to the 30% design level

Councilor Carlson asked about the cost and how it will be covered. Jason explained that Bonneville Power is contributing all the feasibility funds. CREST will go back to them after that to score the project based on the benefits to salmon, which will determine what Bonneville funds. Bonneville could potentially fund it in full. CREST also has other resources for funding.

Councilor Carlson asked where the public can get more information and if there will be opportunity for public involvement. Jason said there will be information on the CREST website. They would appreciate any input from the community.

Council President Morten asked about the effectiveness of Dalton Lake as it sits with the Columbia River and salmon smolts. Jason responded that the area was focused on because it is critical for salmon and their migration. This provides an opportunity for off-channel habitats, which is lacking.

Mayor Scholl said that area was not accessible to fish prior to the pipeline being put in. Will it dry up the lake in the summer? Jason responded that this project is very similar to a project being done in Scappoose. There will be an extensive modeling review. They do not want to drain the wetlands. Discussion ensued.

Councilor Topaz asked if they plan to investigate logging that was done there in the late 1800s. There was nearby ship building that may have affected it. Jason said their data normally only includes information from 1930s and forward.

3. Review Proposed Technology & Telework Policies & Procedures Handbook - Matt

2:08 p.m.

Assistant City Administrator Brown reviewed the proposed policy. A copy is included in the archive packet for this meeting. It is on tonight's agenda for approval. It will need to be signed by all employees.

4. Review Proposed Athletic Field Rental Process - Matt

2:09 p.m.

Assistant City Administrator Brown reviewed the proposed changes. A copy is included the archive packet for this meeting. This is on tonight's agenda for approval. They are currently not accepting athletic field reservations due to COVID. This proposal changes who handles the athletic field reservations, which is proposed to be done by Recreation Program staff. It creates three tiers for reservations; 1) the City and School District; 2) returning tournaments and in-city organizations; 3) new tournaments and out-of-city organizations. If organizations have concerns or input, they can contact Recreation Manager Shanna Duggan. Parks and Trails Commission recommended approval. There were no concerns from the School District. Members from softball organizations were notified but they did not provide input.

5. Review Proposed Memorandum of Understanding with St. Helens Police Association Regarding Police Uniforms - Matt

2:17 p.m.

Assistant City Administrator Brown reviewed the proposal. A copy is included in the archive packet for this meeting. It is on tonight's agenda for approval.

6. Review Proposed Building Inspector Job Description - John

2:19 p.m.

City Administrator Walsh reviewed the draft job description. A copy is included in the archive packet for this meeting. Building has been very busy. This will really help the Building Official.

Mayor Scholl congratulated Building Official Mike De Roia on receiving the Silver Sparky Award!

7. Review Proposed RFQ for St. Helens Riverwalk Project - John

2:22 p.m.

City Administrator Walsh reviewed the proposed RFQ. A copy is included in the archive packet for this meeting. They plan to release as early as tomorrow. The deadline for submittals is December 8 and they hope to award the contract in February. The project is scheduled to last about a year. This is a design bid building; it is not for construction. The firm will be responsible for all permits.

Walsh talked about the improvements that will be made to the amphitheater and Columbia View Park. It is more than just the Riverwalk. He thanked Associate Planner Dimsho and Interim Public Works Director Nelson for their help with this project.

8. Review Proposed RFQ for S. 1st & Strand Streets, Road & Utility Extensions Project - Sue

2:28 p.m.

Interim Public Works Director Nelson reviewed the proposed RFQ. A copy is included in the archive packet for this meeting. She explained that this project works in concert with the Riverwalk RFP. It is the connection from S. 1st Street to Plymouth Street, through the Waterfront Property. There will be opportunities for community and staff input.

Councilor Topaz asked if rock will be removed on the Waterfront Property to straighten the street. Nelson responded that some may. Discussion ensued about straightening the road to allow for clear vision at the corner for safety of pedestrians and bicyclists.

9. Review Proposed Library Policies - Margaret

2:34 p.m.

Library Director Jeffries reviewed the proposed policies. A copy is included in the archive packet for this meeting. These are on tonight's agenda for approval. These will be made available on the Library webpage, which is required per State Legislation. The policies determine how they gather materials, protect confidentiality, and what is included in their collection.

10. Strategic Action Plan Updates

2:38 p.m.

Assistant City Administrator Brown reviewed the updates:

- The City is moving ahead with refinancing the bonds. They are planning to enter into an accelerated payment plan that should save the City over one million dollars and will pay off the debt services in 2029 instead of 2037. Walsh pointed out that the City's bond rating is very high.
- The Business License Code language has been revised and reviewed by the City's attorneys. A proposal has been sent to the Chamber of Commerce for their members to review.

11. City Administrator Report

2:41 p.m.

- The State Fire Marshal awarded Mike DeRoia and the other building officials in the County. The relationship among all of them is stronger than it has ever been. This is the first time this award was given to building officials. Congratulations to them!
- The Health Department visited Spirit of Halloweentown last weekend. They left very pleased and gave us a certificate of compliance. Most people who visit are very compliant. It has been a challenge to control the number of people who to come visit. People are encouraged to attend the virtual party on October 31. It is a COVID-friendly Halloween party.

OTHER BUSINESS

2:44 p.m.

Councilor Topaz acknowledged the school nurses who are working on how to keep students safe when they return.

Councilor Topaz reported that a filter system has been installed in the Library.

ADJOURNMENT – 2:55 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