



# COUNCIL WORK SESSION

Wednesday, April 17, 2024

## APPROVED MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator	Suzanne Bishop, Library Director
Kathy Payne, City Recorder	Crystal King, Communications Officer
Lisa Scholl, Deputy City Recorder	Darin Cox, IT Specialist II
Jacob Graichen, City Planner	Bill Monahan, Contracted City Attorney
Jenny Dimsho, Associate Planner	Matthew Kahl, Contracted City Attorney

### OTHERS

Steve Topaz	Jane Garcia	Ron Trommlitz
Brady Preheim	Willow Bill	Howard Blumenthal
Marci Sanders	Lynne Pettit	Jenn
Mitz	Steve Toschi	Jill

### CALL WORK SESSION TO ORDER – 2:00 p.m.

**DUE TO TIME CONSTRAINTS, THE COUNCIL WILL NOT BE TAKING VISITOR COMMENTS AT THIS MEETING**

### DISCUSSION TOPICS

#### 1. Employee Length of Service Recognition - Darin Cox - 5 Years

Mayor Scholl presented IT Specialist Darin Cox with a certificate and thanked him for his service.

#### 2. Planning Division Semi-Annual Report - City Planner Jacob Graichen

City Planner Jacob Graichen and Associate Planner Jenny Dimsho reviewed their report.

Dimsho gave updates for the Riverwalk Project, St. Helens Scappoose Trail Plan, grants, Veterans Memorial, Economic Opportunities Analysis, various project management support, and Urban Renewal Agency (URA) support.

A few highlights from Graichen were filling two vacant Planning Commission positions, working with the County Assessor's office to update mapping data, RARE employee to help with the Engineering TMDL project and some Planning assistance, population forecasts, Development Code amendments, PGE parcel, current planning projects, food trucks, Broadleaf Arbor is complete, subdivision time extensions, Police Station update, annexations, project updates, and future projects.

**3. Review Request for Proposals (RFP) Document for Special Event Coordination and Management Services including Independent Contractor Agreement - *City Administrator John Walsh***

Contracted City Attorney Matthew Kahl reviewed the draft RFP, including the deadlines, process, and scope of work. Selection is based on qualifications and not necessarily the lowest bid.

Discussion of rating system and solicitation period.

Contracted City Attorney Bill Monahan pointed out the transition as the current contractor is working on events scheduled past the activation date of this RFP. They will need to clarify that when a decision is made.

Monahan and Kahl spoke about the delays in the RFP development.

**4. Discussion regarding Fourth of July**

Mayor Scholl does not see how it will work to have 4th of July events here during construction. The deposit for fireworks can be rolled into next year's event. He proposes to cancel this year's event and make it better next year.

Discussion of other 4th of July activities coordinated by Judy Thompson. She is still interested in organizing it this year. Council President Chilton suggested moving it to McCormick Park.

This will be discussed further at tonight's meeting.

**ADJOURNING EARLY TO ALLOW COUNCIL TO ATTEND THE JOHN GUMM MEDIA EVENT**

**ADJOURN – 2:48 p.m.**

**EXECUTIVE SESSION - None**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

/s/ Kathy Payne  
Kathy Payne, City Recorder

/s/ Rick Scholl  
Rick Scholl, Mayor