



## COUNCIL WORK SESSION

Wednesday, February 02, 2022

### APPROVED MINUTES

#### MEMBERS PRESENT

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Patrick Birkle – 1:07 p.m.  
Councilor Stephen R. Topaz  
Councilor Jessica Chilton

#### STAFF PRESENT

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Matt Brown, Finance Director  
Mouhamad Zaher, Public Works Director  
Margaret Jeffries, Library Director

Crystal King, Communications Officer  
Cameron Burkhart, Communications Support Spec.  
Gretchen Kolderup, Youth Librarian  
Tina Curry, Event Coordinator  
Bill Monahan, City Attorney  
David Rabino, City Attorney

#### OTHERS

Ben Tiscareno	Doug
Steve Toschi	Scott
Bob Salisbury	Howard

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

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

- ◆ Tina Curry. Event management update:
  - First Halloween meeting held last night
    - 17 people attended
    - Desire for more community activities. A committee will work on coordinating events with more opportunities for nonprofits to fundraise.
    - The tram is on its way. They are working on insurance.
    - The new totem pole at the Waterfront has a base and can be moved. A lot of people are getting their picture with it. She suggests moving it to a more accessible location.
    - Making improvements to the haunted house
  - Sandcastle competition meeting next week
  - Working on ideas now to use the tram during the summer

Mayor Scholl asked if Curry has talked to the County about the Rose Garden. The County is planning to have a memorial honoring Betty Huser there. Curry responded that she has met with Public Works Director Mouhamad Zaher and Columbia County General Services Director Riley Baker. They are hoping to have it done by summer. Curry has also met with Judy Thompson about 4<sup>th</sup> of July activities in the Plaza.

◆ Ben Tiscareno.

- He thanked Library Director Margaret Jeffries for her service. All his interactions with her have been pleasant. She is an exceptional human being and will be missed.
- He appreciates that the City is having an audit done of event management. The trust it will create will be worth the cost.
- Thanked Council for their mantra. Bringing values is desired. He trusts Council.
- The tradition of fireworks is important. St. Helens plays a role in celebrating the value of independence.

◆ Steve Toschi. He urged Council to reestablish control over the fireworks show. St. Helens is a can-do town on the verge of moving forward. The 4th of July celebration is a patriotic community event. It brings people together and binds the community. As they grow and the Riverfront developments, the fireworks show will continue to be a centerpiece of community pride and a good time for all. The City is making more than enough money from Halloweentown to offset the cost of the show. Halloweentown will continue to grow. It has become a local, national, and international draw. He thanked the community members who tried to keep the show alive. He has been to many fireworks shows and St. Helens has always been one of the best. The venue is perfect. They can make the show bigger and better every year. The City has the resources, know-how, funds, and a vested interest to keep the 4<sup>th</sup> of July celebration and fireworks going for years to come. He urged the Council to do it this year and continue to build upon the event moving forward.

**DISCUSSION TOPICS** - *The Council will take a break around 3:00 p.m.***1. Recognition of Library Director Margaret Jeffries**

Mayor Scholl recognized retiring Library Director Margaret Jeffries. He is very encouraged by her work including the Makerspace, fiscal responsibility, calmness, and ability to adapt to Covid changes. She will be greatly missed.

Jeffries read her words of thanks.

- It's been a pleasure and privilege to be a part of providing library services. There has been a lot of community support and collaborations. She thanked everyone for their partnership.
- Thanked Marion Christenson and the Columbia Learning Center Board for the opportunity to provide Chance to Become scholarships to high school students in the community. Marion has expressed her deep appreciation of the library's accomplishments and believes that it fulfills her mother's vision.
- Thanked the Friends of the Library for their generosity.
- Thanked the Library Board for their guidance.
- Thanked City departments for their support, including the Police Department oversight, Public Works maintenance and projects, Parks & Recreation activity partnerships, and City Hall staff.
- A special thanks to Human Resources Coordinator/City Recorder Kathy Payne and Accountant Carol Green for their wealth of knowledge and gracious assistance.
- Thank you to City Administrator John Walsh and Council members for their support. A lot of what they have now would not have happened without their endorsement.
- Thanked past and present co-workers for creating an environment where the community feels welcomed and served. They have established a work environment where people enjoy coming every day. They are clever, creative, innovative, fun, and committed.
- Thanked everyone for the generous retirement gifts.

Youth Librarian Gretchen Kolderup thanked Jeffries for her service. She is a talented leader and is very sad to see her go. She accomplished so much and built a solid foundation. Kolderup is proud to go out into the community and say she works for the library.

Council President Morten acknowledged Jeffries' work. She took the library to a different dimension. It's a cultural center in the community because of her. She has done amazing things. Best wishes.

Councilor Topaz repeated the words of the British, "hear, hear."

Councilor Chilton thanked Jeffries for her leadership.

Councilor Birkle acknowledged the legacy Jeffries is leaving. She has empowered her staff and challenges the community with different thought. She stepped up during the heat wave and provided a cooling shelter at the library. Her care and commitment to the community is appreciated.

Walsh echoed the sentiments. When you work in public service, it's not about the money, it's about the good you can do and leaving an impression. Jeffries has done that. She cares about the community.

Mayor Scholl presented a plaque and flowers to Jeffries.

## **2. Annual Report from City Forester - *Brent Keller with Mason, Bruce & Girard***

Brent Keller reviewed his report. A copy is included in the archive packet for this meeting.

### **2021 Review**

- Smith Timber Sale
- Pre-commercial thinning

### **2022 Activities**

- Reforestation of 2020 Salmon sale
- Potential timber sale
- Pre-commercial thinning
- Culvert replacement
- Development of management plan

Councilor Chilton asked Brent why he only recommends selling one stand if two are eligible. Brent recommends selling at least one. Last year they sold two. It's hard to predict the market. Right now, the market is high.

Council President Morten asked what is driving the market. Brent responded that it's a lack of supply. They're not getting lumber from Canada like in the past.

Councilor Birkle asked if they use insecticides or herbicides for control. Brent said no. They don't spray at all. Birkle asked about slash piles. Is there any economic value to that? Is it left there to naturally decompose? Brent said the slash was sold during the last three sales. The City gets the pulp cost. Birkle received a suggestion to let the trees reach 100 years before harvesting. What is Brent's opinion? Brent said they need to consider the economic value. In terms of economics, younger is better. Birkle thanked Brent for his work. Council President Morten talked about age of product. He understands that larger logs are not as marketable because mills are not set up for it. The 50-60 year old stands are more economical. Brent agreed.

Mayor Scholl would like to direct Brent to investigate the market for both cuts. Councilor Chilton agreed. No objection from Council. Brent will return with a proposal.

Council expressed interest of visiting the site with Brent.

## **3. Discussion regarding Parks & Trails Commission Recommendation (Repairs & reimbursement for damages done in parks during tourism events) - *Council President Morten***

Council President Morten talked about the impact Halloweentown has on parks. He suggests adding language like a car rental agreement. They need to make certain that damages incurred are paid for and

repairs are made. The Parks & Trails Commission is saying that parks are being used for tourism events and maintenance and repairs need to be covered. Curry agreed with tourism covering it.

Finance Director Matt Brown was in attendance to talk about permits and costs. A Special Use Permit is required for the event. The permit fees are currently waived. If they start charging fees for tourism, they should do it for everyone. Walsh added that the Kiwanis Parade is a nonprofit. They get a permit and the City waives the fees. A deposit is required and not refunded if the streets are not cleaned up after the parade.

Mayor Scholl would like staff to draft a proposal. Brown suggested a report be provided after each event. Council President Morten agreed that it would be the responsibility of Park's staff to see if the parks were cleaned and if any damages were done.

Discussion ensued about policies and fees. There are contractual obligations to repair what is damaged. The contractor/permit holder has the first chance to clean it up or make it right. Walsh will work with the attorney to incorporate that language into the process.

#### **4. Review New Accountant I, II, & III and IT Specialist I, II, & III Job Descriptions - Matt**

Brown reported that he has two Accountants and two IT Specialists. He is not requesting additional positions. The current Accountants would transfer to an Accountant II position, no change in benefits or pay. The same would happen for the IT Specialists. It affords the opportunity for staff to develop themselves and consider working for the City longer. Take care of employees and they will stay. It also gives them more flexibility when hiring.

#### **5. Discussion regarding Appointment to Columbia Learning Center Board to Replace Margaret Jeffries**

Councilor Birkle reported that it was brought up at the last Board meeting. The City appointment doesn't have to be an employee or councilor. The City can appoint anyone, and the Board accepts. The Board recommends appointing Chris Iverson to the St. Helens position.

**Motion:** Mayor Scholl moved to appoint Chris Iverson to the Columbia Learning Center Board. Councilor Topaz seconded.

Discussion.

Council President Morten asked if there are any other candidate recommendations. He recommended Ben Tiscareno. Ben thanked Council President Morten for the honor but declined.

**Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **6. Review Audit Proposal for Events Management - John**

Walsh reviewed the audit proposal. A copy is included in the archive packet for this meeting. It can be added to the work session items on tonight's agenda for a vote. Council concurred.

#### **7. Review Masonic Building Lease Renewal - John**

Walsh reviewed the lease renewal. A copy is included in the archive packet for this meeting. It is on tonight's agenda for approval.

#### **8. Discussion on Fireworks**

Mayor Scholl has been contacted by Western Fireworks several times recently. Council received an email proposal from Angela Wayman. Fireworks are very important to the community. He suggests adding the event to the tourism contract. Tina has the ability to get it done. Tina added that it would cost an individual person about \$35,000 to do the event, which would include fireworks, a band, bathrooms, cleanup, etc.

Councilor Chilton is concerned that the City has been asking for community members to step up. Someone did step up and now the City says that person is not good enough. She suggests that Angela be allowed to help with 4<sup>th</sup> of July. Mayor Scholl responded that he doesn't want to set her up for failure. She can help by volunteering. Councilor Chilton doesn't see why they can't give her a chance. She has spoken with the person and knows she does a lot in Scappoose.

Mayor Scholl said they need to respond to Western Fireworks if they are going to commit to a \$20,000 show. Councilor Chilton is fine with taking the funds from tourism to pay for fireworks. She would like to further discuss event coordination for that day.

Councilor Topaz talked about the rules with fireworks. That is only one piece of all the activities happening on 4<sup>th</sup> of July. Curry is also working with Judy Thompson on events.

Mayor Scholl would like more details if they consider allowing Angela to do it. Curry talked about other groups involved. She's concerned about someone from out of town taking it on. Angela is acting as a for-profit group making money from it. The nonprofits would be responsible for any shortfall. Councilor Chilton talked to Steve Toschi, and he had a lot of ideas to make it profitable. Councilor Birkle doesn't have a problem with people making a profit. But that shouldn't exclude other nonprofits. Perhaps this isn't the year for someone else to take it on. But they can work together this year and work towards the other person taking it over. He was insistent on not paying, but he talked to Steve Toschi and sees it differently now. He is comfortable with the City paying for the fireworks and looking at a long-term plan to hand it off.

Mayor Scholl is frustrated that it came to us so late. Angela could have proposed something sooner and more professional. Council President Morten suggested that she intern with Tina for a year. Tina added that her current contract says she will help operationally. It's the most challenging event she does all year because of all the moving pieces. She agreed with helping them with the operations. However, mentoring someone is not part of her contract.

Councilor Topaz said fireworks are intense with government regulations. This person is a volunteer with no connections to the City. Tina has a certain amount of authority with the City. They need a plan and authority. Mayor Scholl agreed. He received a call from a Board member at the Elks. Angela is already requesting donations for fireworks. Has anyone given her that authority? Councilor Chilton would like to invite her to come and talk to the Council about it.

There were no objections from Council for tourism to fund \$20,000 for fireworks.

Mayor Scholl will contact Angela.

### **Break - 3:04 p.m.**

#### **9. Library Director Recruitment Summary - Public Comments Welcome**

City Recorder Kathy Payne reviewed the report. A copy is included in the archive packet for this meeting.

Public Comment - None

City Attorney Bill Monahan spoke to the Council about the process. Comments from the public should be added to considerations being made during the interviews.

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

- Tonight's agenda includes an agreement with Gabriel Shepherd for Council meeting transcription. It will provide relief to the City Recorder's office. Every hour of meeting time translates to about three hours of transcription time.
- Riverwalk project update
  - Met with Business Oregon today about financing for the Riverwalk project
    - There is flexibility to request additional funding

- Urban Renewal is doing well and can pay for additional funding
    - He will be bringing an RFQ to the next meeting for review
    - Discussion of a joint meeting with the Planning Commission to review proposals
- Responsible Boating Committee met last week
  - They are very dedicated to making it work
  - Code revisions will be proposed
  - Another meeting next week
  - Kiosk and cameras are coming. They will help ensure safety.
  - The Police Department recommends the City coordinate with the Sheriff's Office Marine Patrol for water enforcement
- It's budget season. He and Brown are meeting with every department to review their needs.
- Collective bargaining is coming up soon
- Working on the Broadband Advisory Committee
  - Reviewing broadband solutions for all
  - House Bills being pushed right now that would add capacity to the State's broadband office, which is currently one person
- Received a request from the Judge that Habitat for Humanity would like to enter into an agreement for community service workers
- Library Director second interviews are being held on February 11
- Met with the School District to discuss partnerships and opportunities for public safety and parks
- There is an All-Cities Regional Meeting in Warrenton on Friday, 11 a.m. – 1 p.m.
- Working with Steve Donovan to review System Development Charges (SDCs) and utility rates for capital projects. SDCs are paid for by new development and the impact on the system. Mayor Scholl pointed out that it's the developer's responsibility to put in water, power, and sewer, and then the City receives SDCs on top of that. House SDCs are about \$14,000, plus permit fees. He talked about half-price SDCs that were offered in 2007-08. Council President Morten pointed out that contractors pay the fee in advance and then pass it on to the buyer. There doesn't seem to be a problem selling homes right now. Mayor Scholl urged Walsh to be cautious.
- Public Safety Facility update
  - Consulting with internal users of the building right now, including court, officers, etc.
  - Looking at site prep and sources of fill
  - "Coming Soon" sign
  - Mayor Scholl asked if they could blast the rock and move it over. It would address the floodplain issue.

**ADJOURN – 3:49 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