



COUNCIL WORK SESSION

Wednesday, September 15, 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
Shanna Duggan, Parks & Recreation Manager

Aaron Kunders, WWTP Supervisor
Sharon Darroux, Engineering Project Manager I
Crystal King, Communications Officer
Kolten Edwards, Police Officer
Matt Kahl, City Attorney
Tina Curry, Event Coordinator

OTHERS

Adam Olsen, Mackenzie Engineering
Brian Varrichione, Mackenzie Engineering
Jeff Humphreys, Mackenzie Engineering

Thomas Peck, Mackenzie Engineering
Richard Mason
Lynne Pettit

CALL WORK SESSION TO ORDER - 1 p.m.

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

- ◆ Richard Mason. He sent an email a week ago requesting an update about the registration kiosk on the City docks. He has not received a response. What is the best way to request an update?

Mayor Scholl explained said that staff is working on it and there will be an update at the next work session. Council President Morten added that he did respond to the email. Richard did not receive it.

DISCUSSION TOPICS - *The Council will take a break around 3:00 p.m*

1. Presentation by Mackenzie Engineering on New Public Safety Facility

Jeff Humphreys, Licensed Architect; Thomas Peck, Architect and Design Director; Brian Varrichione, Land Use Planner; and Adam Olsen, Project Manager from Mackenzie Engineering introduced themselves and talked about their company. A copy of their presentation is included in the archive packet for this meeting. They reviewed the following:

- Similar projects
- Community involvement
- Building façade tied into the St. Helens culture
- Positioned outside of the 100-year floodplain. The building is three feet above the 100-year floodplain.
- Public and police parking are separate
- Secondary access for emergency vehicles if the intersection floods

Councilor Chilton appreciates them taking the St. Helens culture into consideration with the design.

Councilor Birkle encouraged them to repurpose the wood back into the building somehow from the trees that are removed. He would also like to see opportunities for public input of the design.

Mackenzie reviewed the proposed schedule.

Councilor Topaz talked about the adjacent industrial park possibly bringing a lot of traffic. Council President Morten pointed out that the ingress and egress for the industrial park has not been designed yet. That will be taken into consideration. Discussion of ingress and egress ensued.

Councilor Topaz talked about the stream not being in its natural location. It moved a different direction before industry changed it in the early 1900s. Is it possible to dig it five feet lower to help the 100-year floodplain? Mayor Scholl does not believe they would be allowed to dig in sensitive creeks. Councilor Topaz would agree if it was a natural stream. The stream is higher than the land around it. Councilor Birkle thinks that is a separate issue from the safety building. Councilor Topaz argued that it is time to consider it. Mayor Scholl agreed that it does need to be addressed when the time is appropriate. There are multiple ingress and egress methods for the officers.

The next step is to give direction to City Administrator Walsh and Deputy City Administrator Brown to work through a scope for Mackenzie to bring back to the Council. That will be on tonight's agenda.

2. Public Works Department Semi-Annual Report - *Mouhamad Zaher, Director*

Public Works Director Mouhamad Zaher reviewed his report. A copy is included in the archive packet for this meeting.

Mission Statement: The City of St. Helens Public Works Department Strives to Provide a World Class Service to our Citizens and Community.

He reviewed the following:

- Organizational chart
- Aging infrastructure
- Selecting, assigning, and delegating projects
- Master Plan updates
- Strategic Plan accomplished goals

Engineering Project Manager I Sharon Darroux reviewed the Engineering Division projects:

- Curb ramp improvements to increase safety and accessibility
 - Strand Street at the old Courthouse
 - S. 4th Street and St. Helens Street
 - Plaza Square at the Courthouse
- New sidewalks on N. Vernonia Road

Wastewater Treatment Plant Supervisor Aaron Kunders reviewed the new Water/Wastewater Treatment Division:

- The Water Filtration Facility and Wastewater Treatment Plant divisions have been combined. There will be a supervisor, three cross-trained operators, and one pretreatment coordinator/operator.
- Maintain both treatment plants, sewer lift stations, and pretreatment program. Can now collaborate with staffing, equipment, and inventory.

Parks & Recreation Manager Shanna Duggan reviewed the Parks & Recreation Division:

- Parks and Recreation was combined to improve efficiencies and work collaboratively
- Reviewed parks and facilities maintained
- Increased public outreach

- Received \$226,250 in grants in 2020/2021
- Reviewed successes over the last few months
- Reviewed goals for 2021/2022
- New playground at McCormick Park
- 5th Street Trail improvements

Councilor Topaz mentioned the collaboration with the Library and School District. Duggan agreed that they have been working collaboratively with a lot of agencies and organizations.

Council President Morten was impressed with the Public Works master plans. The federal government is focusing on upgrading public infrastructure. The Council has been told not to think about an overpass over the railroad but he's not sure he agrees with that. He asked if an overpass could be included in the Transportation System Master Plan. Zaher responded that nothing is impossible. There are a lot of opportunities. He is willing to go to Washington D.C. to request funding. Without a master plan in place, it is hard to ask for support from the federal government. As far as planning, he reviewed the continuous improvement cycle: discover → determine → develop → implement.

Councilor Chilton applauded the work of Public Works.

Councilor Birkle appreciates the new curb ramps. Public Works has a good crew.

Councilor Topaz talked about a curb at St. Helens Street and 4th Street. There is a lot of traffic that comes down Old Portland Road, in addition to the number of pedestrians. There will be something in the newspaper about an overpass of a railroad train going over another railroad train near Burgerville. Mayor Scholl likes the idea of an underpass.

Mayor Scholl told Zaher they are doing a great job and working well as a team. They are saving money and being more efficient.

3. Strategic Action Plan Updates

Brown distributed the results from the elections survey. A copy is included in the archive packet for this meeting.

The attorney's office is working on the Code Amendments to change to a majority vote rule. Based on the survey, he requested Council approve moving forward.

Council President Morten has served during the time that two council members passed away. There was discussion about how to replace them. Looking at the popular vote, it would be automatic to appoint the next person. This provides a better accountability. Councilor Topaz disagreed with appointing the next person on the ballot. The situation may change over time. Having someone who was interested in the past be automatically appointed would be detrimental. Walsh clarified that they would still have to go through the process. It would not be automatic.

Council reviewed the comments on the survey.

Mayor Scholl suggested everyone review the results and discuss it at the next meeting.

4. City Administrator Report

- The Public Works report was great. The City has a lot of great staff.
- Reviewed items on tonight's agenda:
 - PUD agreement
 - Two resolutions declaring City-owned property surplus
 - Agreement with ODOT
 - Contract amendment with OTAK to extend Scope of Work for S. 1st and Strand Streets utility and streets extensions
- Joint Council/Planning Commission meeting on September 22.

- The LOC Conference was cancelled.
- He has been taking pictures of the docks every morning. Staff is investigating a kiosk. There are four or five boats that have been there for quite some time. St. Helens has the only docks that are not enforced by someone else, such as a Port or Sheriff's Office. They are working on solutions.
- The Chamber Centennial event is on Saturday.
- Spirit of Halloweentown kicks off this weekend.
- He and Government Affairs Specialist Rachael Barry are working on goal setting.

ADJOURN – 3:07 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