



# COUNCIL WORK SESSION

Wednesday, June 15, 2022 at 1:00 PM

---

## COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Patrick Birkle  
Councilor Stephen R. Topaz  
Councilor Jessica Chilton

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below).  
Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)  
Phone | 503-397-6272  
Fax | 503-397-4016

---

## AGENDA

### CALL WORK SESSION TO ORDER

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

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

1. Annual Report from the City's Insurance Agent - *Chris Iverson, Hagan Hamilton Insurance*
2. Parks & Recreation Commission Annual Report - *Lynne Pettit, Chair and Brandon Sundeen, Vice Chair*
3. Review Proposed Changes to Code Enforcement Officer Job Description
4. Report from City Administrator John Walsh

### ADJOURN

### EXECUTIVE SESSION

*Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:*

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

*Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

**FOR YOUR INFORMATION**

## Upcoming Dates to Remember:

- June 13, 4:00PM, Parks and Recreation Commission, Council Chambers/Zoom
- June 13, 7:15PM, Library Board, Zoom
- June 14, 7:00PM, Planning Commission, Council Chambers/Zoom
- June 15, 1:00PM, Council Work Session, Council Chambers/Zoom
- June 15, 6:30PM, Council Public Hearing, Council Chambers/Zoom
- June 15, 6:45PM, Council Public Hearing, Council Chambers/Zoom
- June 15, 7:00PM, Council Regular Session, Council Chambers/Zoom

## Future Public Hearing(s)/Forum(s):

- PH: June 15, 6:30PM, Transferring Appropriations for FY21/22
- PH: June 15, 6:45PM, State Revenue Sharing & Budget for FY22/23
- PH: July 20, 5:30PM, Planned Development Overlay (Comstock Property)
- PH: July 20, 6:00PM, Street Vacation (Keith Locke, et. al.)

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/85325180688?pwd=Sk1oQVNyNkJqZUV0aUQxRW96TkR2QT09>

Meeting ID: 853 2518 0688

Passcode: 719499

Dial: 253-215-8782

---

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to [www.sthelensoregon.gov](http://www.sthelensoregon.gov) or call 503-366-8217.



**hagan hamilton**

**INSURANCE SOLUTIONS**

**PREMIUM SUMMARY**

**City of St Helens**

PRESENTED BY: CHRIS IVERSON, CIC, AIC

**hagan hamilton insurance services**

ACCOUNT MANAGER: ALEXIS COLE, CIC

# PREMIUM SUMMARY

**INSURANCE COMPANY:** City County Insurance Services

**POLICY TERM:** 7/1/2022 – 7/1/20223

<b>Commercial Package</b>	<b>Expiring 2021/2022</b>	<b>Renewal 2022/2023</b>
Property	\$ 117,978.02	\$ 142,235.40
General Liability	\$ 230,738.23	\$ 297,955.89
Auto	\$ 58,127.02	\$ 69,048.88
Excess Quake	\$ 15,000	\$ 15,000
Excess Flood	\$ 2,500	\$ 2,500
Excess Crime	\$ 1,048	\$ 1,083
*Optional Tier One \$50,000 Cyber Security	N/A	\$ 3,600
Pro-rated Endorsements	\$7,122.10	n/a
<b>Total Package</b>	<b>\$ 432,513.37</b>	<b>*Incl Optional Cyber \$ 531,432.16</b>

**Pro-rated Endorsements:**

EFF 7/1/21 Add playground equipment @ 475 S 18<sup>th</sup> St

EFF 7/15/21 Add 2625 Gable Rd Rec Center

EFF 10/7/21 Add 2021 Ford F150 #3473

EFF 11/15/21 Add contents to Rec Center

EFF 12/2/21 Add 2021 Cement Mixer Trailer

EFF 1/20/22 Add 1989 Dotto Tram

EFF 4/13/22 Delete '85 Stow Concrete Saw; Add 2020 Chevy #2880

**INSURANCE COMPANY: SAIF**

**POLICY TERM: 7/1/2022 – 7/1/2023**

<b>Workers Compensation</b>	<b>Expiring 2021/2022</b>	<b>Renewal 2022/2023</b>
Work Comp	\$ 65,589.50	\$ 102,758.15
Pro-rated Endorsements	n/a	n/a
<b>Total Policy</b>	<b>\$ 65,589.50</b>	<b>\$ 102,758.15</b>

2021 Experience Mod .85

2022 Experience Mod 1.2

Renewal quote is through new CIS group

**INSURANCE COMPANY: Griffin Underwriting Services / Coalition**

**POLICY TERM: 7/1/2022 – 7/1/2023**

<b>Cyber Liability</b>	<b>Expiring 2021/2022</b>	<b>Renewal 2022/2023</b>
\$1M Cyber Liability	\$ 18,110	\$ 18,509
Taxes & Fees	\$ 1,117.06	\$1,126.23
<b>Total Policy</b>	<b>\$ 19,227.06</b>	<b>\$ 19,635.23</b>

# YOUR PROFESSIONAL AGENTS



**Chris Iverson, CIC, AIC**

***Agent***

Phone: (971) 225-3252

Mobile: (503) 396-1199

chris.iverson@haganhamilton.com



**Alexis Cole, CIC**

***Account Manager***

Phone: (971) 225-3254

Fax: (503) 397-3944

alexis@haganhamilton.com

VISIT US ON THE ONLINE AT:

[WWW.HAGANHAMILTON.COM](http://WWW.HAGANHAMILTON.COM)

**hagan hamilton insurance services**

P.O. BOX 847

MCMINNVILLE, OR 97128





# ST HELENS PARKS AND RECREATION COMMISSION

2022 ANNUAL REPORT TO CITY COUNCIL

*PRESENTED June 15, 2022*



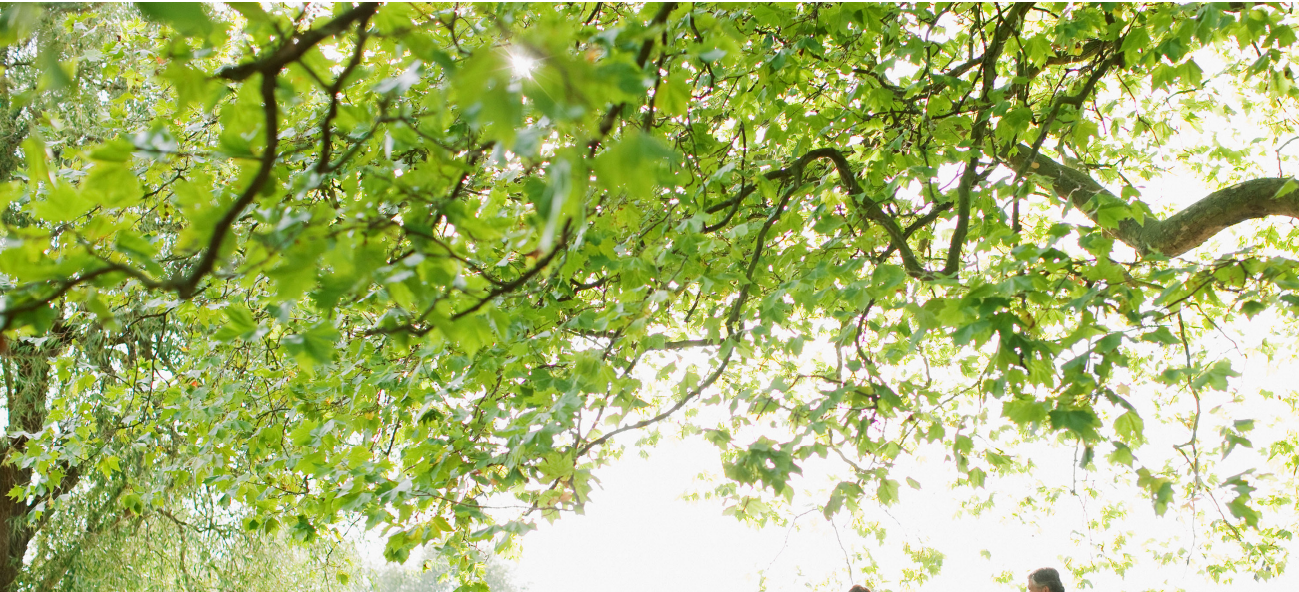
## 2022 COMMISSION MEMBERS AND PARKS ASSIGNED

- ▶ Lynne Pettit, Chair - Dalton Lake Nature Preserve, Walnut Tree Park
- ▶ Brandon Sundeen, Vice Chair - McCormick Park, Civic Pride, Heinie Heumann Park
- ▶ Carmin Dunn, Past Chair - Godfrey Park, Civic Pride Park
- ▶ Jerry Belcher - Grey Cliffs Park, Columbia Botanical Gardens
- ▶ Jacob Woodruff - McCormick Park, 6<sup>th</sup> Street Park, Sand Island
- ▶ Howard Blumenthal - Nob Hill Nature Park, Sand Island
- ▶ Paul Barlow - BMX and Skate Park
- ▶ Dana Lathrope - Campbell Park, Grey Cliffs Park

- ▶ NEW MEMBERS THIS YEAR:

DANA LATHROPE  
SCOTT JACOBSON





COLUMBIA VIEW PARK  
GREY CLIFFS PARK  
HEINIE HEUMANN PARK  
BMX AND SKATE PARK  
SAND ISLAND  
6<sup>th</sup> STREET PARK  
CIVIC PRIDE PARK



**NO NEW IMPROVEMENTS DURING THE LAST YEAR**





DISCUSSION  
ON  
CHANGES  
WANTED  
FOR THESE  
PARKS

- **SAND ISLAND:** Possible purchase of a boat large enough to carry equipment and citizens to the island.
- **6<sup>th</sup> STREET PARK:** The fields need to be smoothed out and redone.
- **GREY CLIFFS PARK:** Needed is a barrier of some type at the cliff for safety, and handrail at the steps. A proposal was given by Planning for a new dock designed for paddle craft launching and fishing at the Park.
- **COLUMBIA VIEW PARK:** On hold until Waterfront Development is finished in that area.
- **CIVIC PRIDE PARK:** Plant native trees and shrubs, install picnic table, historical kiosk, and sign at Columbia Blvd. saying where the park is located. Water is not available at the Park.



## McCORMICK PARK

All abilities Playground equipment, Disc Golf, Exercise trail, BMX track and Skate Park, Picnic tables, walking trails, the Veterans Memorial Wall, and Milton Creek meanders through the Park.

# PARK UPDATES



- ▶ New playground equipment installed in August 2021.
- ▶ New sign installed for the trail entrance of the Lion's Club exercise stations.
- ▶ Disc Golf group had a work party to clean the area.
- ▶ Scappoose Bay Watershed Council volunteers had a work party in May.
- ▶ Private family submitted an application for a memorial bench to be put in the Park.
- ▶ Veterans Memorial Wall entrance was weeded for Memorial Day and Wreath bought for the occasion by commission members.

# GODFREY PARK

## COLUMBIA BOTANICAL GARDENS

### ▶ GODFREY PARK:

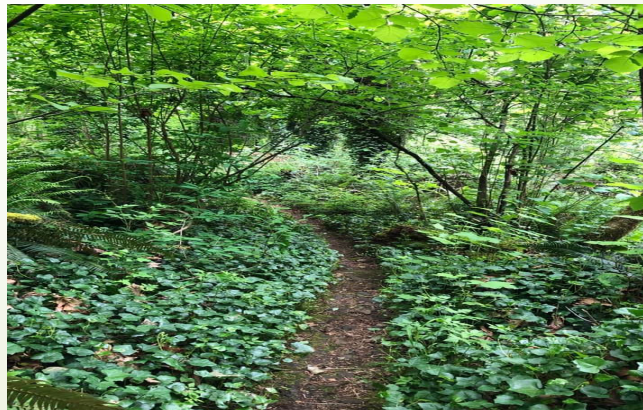
Work parties were scheduled for November and April.

A private donation of \$500.00 to remove invasive species or to plant native species will be used in the coming year for either purpose.

### ▶ COLUMBIA BOTANICAL GARDENS:

A name change is still in the process, considering history of the area and a final decision should be made soon.

November and June work parties were scheduled.





## NOB HILL NATURE PARK

- Three benches will be installed by this Summer.
- The Portland Community College (PCC) map-making program, made a single map of the trails that will be done in June.
- A project has been set-up in an app called iNaturalist, and it's already up to 100 observations in the Park.
- Nob Hill received a \$600.00 grant from the Portland Garden Club.

# CAMPBELL PARK WALNUT TREE PARK

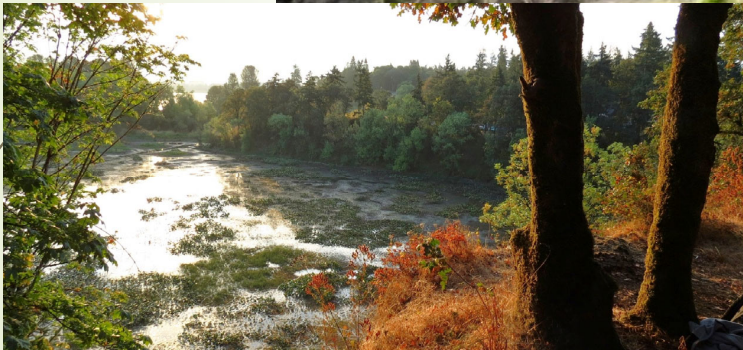
- ▶ **Walnut Tree Park:**

A concrete slab was poured to secure the picnic table in one area of the park. There has been no graffiti or damage. The weeding is maintained by other volunteers, and the Little Library is used extensively by members of the community.

- ▶ **Campbell Park:**

Concrete slabs were poured in October for new sport courts. Several new benches will be installed when the soil isn't so wet. Tennis nets were installed in December.





One of our local engineers at the Preserve.

# DALTON LAKE NATURE PRESERVE



## PRESERVE UPDATES

- ▶ Second kiosk and bike rack were installed at the South entrance, at the beginning of the Rutherford Parkway off Oregon Street.
- ▶ A private donation provided an opportunity to order signs. Some indicating private property and boundaries of the Preserve.
- ▶ The St Helens Police Department started patrols of the Preserve in July resulting in a significant absence of garbage, and homeless camps.
- ▶ Three benches have been installed at viewpoints overlooking the Columbia River and the Overlook.
- ▶ Two maps were created by the Planning Department for the kiosks. A QR code for both maps will be available to download on your phone.
- ▶ Specie signs were completed for plants and trees. QR codes were added to show the specie in bloom with a description, on your phone.
- ▶ Brochures were made and available on the kiosks of Bird species found in the Preserve and a list of plant species.
- ▶ Volunteer works days, in Summer months, were conducted for invasive specie removal.
- ▶ A private donation enabled an herbicide application for invasive blackberries.
- ▶ ODOT hired a contractor to apply an herbicide and cut Ivy in the Preserve.
- ▶ Columbia River Estuary Study Taskforce (CREST) will be starting work in July to create a resting place for Salmon smolts from their Columbia River migration to the ocean.



## ST HELENS URBAN TRAIL – MOVING FORWARD

The Trail was walked, marked and mapped by the Parks and Recreation Sub-Committee on April 21, 2022, and presented to the Parks and Recreation Commission on May 9, 2022. Sub-Committee team members are Carmin Dunn, Jerry Belcher, Dana Lathrope, Howard Blumenthal, and Lynne Pettit.



## THANK YOU AND ACKNOWLEDGMENTS

- Public Works staff and Director for being committed to their work, prepared, and professional always, with any of our requests.
- Members of the public who come forward with suggestions and improvements for our parks.
- City and Park staff who help keep us running and provide us with regular updates, are always prepared, and knowledgeable.
- All the volunteers, including the Garden Club, Kiwanis, and Lions Club who support and weed our City parks, and other public spaces. We couldn't do it without you!
- The Parks and Recreation Commissioners who donate their time to enhance the livability of this City, and for all who visit here.



THANK YOU FOR YOUR  
TIME!  
ANY QUESTIONS?

Items highlighted in yellow were added or updated.



## Code Enforcement Officer

**DEPARTMENT:** Police  
**DIVISION:** N/A  
**SUPERVISOR:** On-Duty Supervisor  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### POSITION SUMMARY

Performs routine and complex public safety work in the enforcement of animal control ordinances, parking enforcement ordinances, code enforcement ordinances, abandoned or discarded vehicle ordinances, and building and business codes, laws, and ordinances.

### SUPERVISION RECEIVED

Works under the general supervision of the on-duty supervisor.

### SUPERVISION EXERCISED

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- Patrols streets to locate stray animals and promptly capture animals and transport them to the County animal shelter.
- Responds to complaints concerning animal problems or violations of animal control ordinances, including but not limited to animals running at large, bites, property damage, or injuries.
- Conducts animal facility inspections and writes reports on findings.
- Removes dead animals from streets providing that they are not too large for one person to handle. Large dead animals requiring two or more people to handle will be referred to the City Public Works department.
- On request of a supervisor, compiles a variety of data, regarding animal control data; prepares reports of activities on Department authorized forms.
- Investigates violations of animal control ordinances and issues warnings or citations as required.
- Serves various criminal or civil notices or papers related to enforcement of animal control ordinances.
- Does routine patrol of City streets on foot or in a City vehicle for illegally parked vehicles and civil code violations such as illegal signs, garbage and debris, weeds and tall grass, City park ordinances, business, contractor or permit violations, dangerous building violations, abandoned or discarded vehicles, and works to rectify any violation located.
- Investigates Municipal Code complaints. Follows municipal civil infraction code procedures to compel resolution of complaints.

## Items highlighted in yellow were added or updated.

- Issues citations or warnings as necessary.
- ~~Maintains an accurate and up to date notebook, which is subject to inspection by a supervisor for clarity and completeness.~~
- Detailed notes are entered in Computer Aided Dispatch (CAD) software and reviewed by supervisor as required.
- Prepares reports on Department authorized report forms.
- Maintains up-to-date knowledge of applicable codes, regulations, and ordinances.
- Works an assigned shift using good judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- ~~Is subject to call out during all hours of the day to assist Officers with animal control problems.~~
- Maintains normal availability by radio or telephone for consultation.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- (ADD) Works in conjunction with City staff with the identification and process for Abatements with nuisance properties.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and provides general information about Department activities.
- ~~Works at the direction and discretion of the supervisor assigned to the Department evidence control system to assist with maintenance and operation of that system.~~
- Handles other tasks as assigned.

### **PERIPHERAL DUTIES**

- Maintains departmental equipment, supplies, and facilities.
- Serves as a member of various employee committees.
- Performs additional tasks as directed by supervisor.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

- a. High school diploma or GED equivalent.
- b. An equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Some knowledge of law enforcement principles, procedures, techniques, and equipment; working knowledge of animal restraint and care techniques.
- b. Basic computer skills and be able to type a minimum of twenty-five (25) words per minute.
- c. Some skill in operating the tools and equipment listed below.
- d. Ability to learn the applicable laws, ordinances, and department rules and regulations.
- e. Ability to communicate effectively orally and in writing.
- f. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public.

## Items highlighted in yellow were added or updated.

- g. Must possess excellent people skills.
- h. Ability to exercise sound judgment in evaluating situations and in making decisions.
- i. Ability to follow verbal and written instructions.
- j. Ability to meet the special requirements listed below.
- k. Ability to learn the City's geography.
- l. Ability to learn and apply laws and municipal codes pertaining to building codes, permit/license requirements, dangerous building codes, and other related material.

### **SPECIAL REQUIREMENTS**

- Must possess, or be able to obtain by time of hire, a valid State driver's license.
- Must have a working knowledge of computers.

### **TOOLS AND EQUIPMENT USED**

Patrol vehicle, animal capture equipment, police radio, pager, first aid equipment, **Mobile Data Terminal, computer, and various software products.**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, run, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

Items highlighted in yellow were added or updated.

**EMPLOYEE ACKNOWLEDGMENT**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Code Enforcement Officer** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

**Signatures:**

\_\_\_\_\_

Code Enforcement Officer

\_\_\_\_\_

Date

Print Name: \_\_\_\_\_

\_\_\_\_\_

On-Duty Supervisor

\_\_\_\_\_

Date