

City of St. Helens City Council

Regular Session Minutes

April 15, 2020

This meeting was held electronically via Zoom.

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

Staff Present: John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Brian Greenway, Police Chief
Sue Nelson, Interim Public Works Director
Lisa Scholl, Deputy City Recorder
Margaret Jeffries, Library Director
Jacob Graichen, City Planner
Tina Curry, Event Coordinator

Others: Trina Romero-Hash
Brady Preheim

- 1) **7:00 P.M. - Call Regular Session to Order via Zoom**
- 2) **Pledge of Allegiance**
- 4) **Deliberations - Amendments to the City of St. Helens Floodplain Regulations. Also, a change to the size (increase) of accessory structures allowed without permitting.**

Motion: Upon Carlson's motion and Topaz's second, the Council unanimously approved the amendments as recommended.

- 3) **Visitor Comments - Limited to five (5) minutes per speaker**
 - ◆ Trina Romero-Hash. She is here to talk about her building on Columbia Blvd. in the Houlton District. She has five tenants. Burrito USA wanted to open a business in her building by April 1. However, the City told them that the back parking area would have to be paved. Neither she, nor Burrito USA, have money to pave that area. Not all her tenants are even paying rent because they're not open. She does not want to lose a good tenant because of this requirement. It's hard times right now. Is there a grant available for the City to help pay for it? She can't afford the \$6,000 quote.

Council President Morten suggested adding a condition for that. Councilor Carlson pointed out that the two previous businesses in that location did not have to pave. She asked City Planner Graichen to explain.

Graichen asked Trina if all the building permits have been done. Trina said yes. Planning added a stipulation that they can't open until the paving is done. This will put them out three months. No one has the money to pay for it. Graichen pointed out that the applicant has not spoken to him. This is the first he is hearing about it. He reviewed the Site Design Review process and conditions.

Discussion of adding a condition with a timeline to pave. Due to COVID-19, it was the consensus of the Council to allow Trina one year to complete the paving. Council also encouraged Trina to get more quotes for paving. Her quote seemed very high.

5) **Ordinances - Final Reading**

5.a Ordinance No. 3252: An Ordinance Vacating a Portion of Umatilla Street Right of Way

Mayor Scholl read Ordinance No. 3252 by title for the final time. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3252. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

6) **Resolutions**

6.a Resolution No. 1880: A Resolution of the City of St. Helens City Council Adopting a Strategic Workplan for 2020-2021

Mayor Scholl read Resolution No. 1880 by title. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Resolution No. 1880. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

6.b Resolution No. 1881: A Resolution of the City of St. Helens City Council Adopting a Council Team Agreement

Mayor Scholl read Resolution No. 1881 by title. Discussion ensued about the agreement. **Motion:** Upon Carlson's motion and Morten's second, the Council unanimously adopted Resolution No. 1881. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

7) **Award Bid/Contract**

7.a 2020 Sanitary Sewer Rehabilitation Project No S-667 to Black Rock Underground LLC in the amount of \$143,610

Motion: Upon Carlson's motion and Topaz's second, the Council unanimously approved '7a' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

8) **Approve and/or Authorize for Signature**

8.a Contract with Arete Advisors, LLC for SentinelOne Virus/Ransomware Software

8.b [RATIFY] Agreement with Enterprise Fleet Management to Sell Vehicles

8.c Agreement with Trotter & Morton for HVAC Maintenance at the Police Station

8.d [RATIFY] Agreement with USDA for Animal & Plant Health Inspection Services

8.e Amended Memorandum of Understanding with AFSCME to Continue Temporary Reassignment of April Messenger to the Municipal Court Clerk Job Classification

Motion: Upon Locke's motion and Carlson's second, the Council unanimously approved '8a' through '8e' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

9) **Consent Agenda for Approval**

- 9.a Request for Proposals for Janitorial Services
- 9.b Council Special Session, Work Session, Executive Session, and Regular Session Minutes dated March 11, 18, and April 1, 2020
- 9.c Accounts Payable Bill Lists

Motion: Upon Carlson's motion and Topaz's second, the Council unanimously approved '9a' through '9c' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

10) **Mayor Scholl Reports**

- Today is his 47th Birthday!
- He is noticing that open businesses are working hard to protect each other. They've had to adapt and adjust. He's hoping to have more clear direction from the State at the May 6 Council meeting. He's praying for the safety of our citizens.
- The City mailed a letter to businesses with programs that are available to help right now.

11) **Council Member Reports**

Council President Morten reported...

- Council did not deliberate about the CCMH proposal to use McCormick Park. He would like to hold deliberations at the May 6 Council work session. Staff members and community members testified in opposition. He does not want to see the public use of McCormick Park compromised. He read a letter into the record from a citizen opposed to the proposal.
- Requested to hold the May Parks & Trails Commission meeting. Brown acknowledged that staff should be trained to begin holding Board and Commission meetings in May.

Councilor Carlson reported...

- Happy Birthday to Mayor Scholl!
- Not knowing how long this will last, it's important to support small businesses, seniors, and the vulnerable population.

Councilor Locke reported...

- Glad to see everyone wants to get on the same page with governing policies.

Councilor Topaz reported...

- The Food Bank needs drivers.
- This is the beginning of the year. We need to help farmers get into their fields.
- The use of the Masonic building as a warehouse has been brought to his attention. Something needs to be done to make it look presentable.

12) **Department Reports**

Chief Greenway reported...

- Still seeing an increase in domestic violence calls. It's directly correlated to everyone being cooped up. They're working closely with the Sheriff's Office to handle calls. Protocols are in place to limit contact. Officers are wearing N95 masks.
- There are a lot of police departments across the country that are faced with laying off officers due to budgetary concerns. Kudos to the City! He is proud of how everyone at the City is doing their best to manage the budget.

Interim Public Works Director Nelson reported...

- Happy Birthday to Mayor Scholl!

Councilor Carlson asked about the road work being done on N. 7th Street. Nelson responded that it's a water line project.

Councilor Carlson asked for an update on the Gable Road project. Nelson explained that they are moving forward. She will be attending a progress meeting tomorrow.

Library Director Jeffries reported...

- Thrilled that the Library will be able to move forward with interior upgrades. Thank you!

Assistant City Administrator Brown reported...

- Happy Birthday to Mayor Scholl!
- Budget Committee meeting tomorrow at 7 p.m.

Councilor Carlson talked about the need for students to access free WiFi. Brown will verify that it is not being turned off. Jeffries added that the Library WiFi is on between 6 a.m. and 10 p.m.

City Recorder Payne reported...

- The first meeting in July is normally cancelled. She recommends not cancelling it. Consensus of Council to wait to make the decision until it gets closer.

City Administrator Walsh reported...

- Happy Birthday to Mayor Scholl!
- Earlier in the work session, he talked about working with agencies to react to COVID-19. Now, they're working on being proactive to prepare for re-opening. He thanked Council for their support of staff during this time. A lot of city's don't have a contingency fund to help during these times. St. Helens has prepared well for this.

Mayor Scholl asked about the Comcast program that offers free WiFi to families who receive free lunches. He asked Walsh to get more information about it. Councilor Carlson reported that Comcast offers WiFi to low income families for \$10/month.

13) **Other Business**

14) **Adjourn – 7:56 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Rick Scholl, Mayor