

City of St. Helens City Council

Regular Session Minutes

April 1, 2020

Meeting was held electronically via Zoom. Recording began late.

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

Members Absent: None

Staff Present: John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Brian Greenway, Police Chief
Margaret Jeffries, Library Director
Sue Nelson, Interim Public Works Director
Shanna Duggan, Recreation Manager

Others: Patrick Birkle
Carmin Dunn

- 1) **7:02 P.M. - Call Regular Session to Order**
- 2) **Pledge of Allegiance**
- 3) **Visitor Comments - Limited to five (5) minutes per speaker**
No visitor comments.

4) **Ordinances - Final Reading**

- 4.a Ordinance No. 3250: An Ordinance Adding a Historic Resource (Building) to the Designated Landmarks Register and Amending St. Helens Municipal Code Section 19.20.030

Mayor Scholl read Ordinance No. 3250 by title for the final time. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Ordinance No. 3250. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

- 4.b Ordinance No. 3251: An Ordinance to Annex and Designate the Zone of Certain Property Located at the End of Windy Ridge Drive, Also Described as Parcel 2 of Partition Plat No. 2002-13

Mayor Scholl read Ordinance No. 3251 by title for the final time. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Ordinance No. 3251. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

5) **Ordinances - First 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 first time. The final reading will be held at the next regular session.

6) **Resolutions**

- 6.a Resolution No. 1876: A Resolution of the City of St. Helens City Council Authorizing Application for Grant to the Oregon Parks and Recreation Department [2020 Local Government Grant Program]

Mayor Scholl read Resolution No. 1876 by title. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1876. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

- 6.b Resolution No. 1877: A Resolution of the City of St. Helens City Council Authorizing Application for Grant to Oregon Parks and Recreation Department [2019-2020 Land and Water Conservation Fund Grant]

Mayor Scholl read Resolution No. 1877 by title. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1877. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

- 6.c Resolution No. 1879: A Resolution Amending Resolution No. 1878, which Declared a Local State of Emergency in the City of St. Helens as a Result of COVID-19 Pandemic

Mayor Scholl read Resolution No. 1879 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1879. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

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

- 7.a Fourth Amendment to Sewer Service Agreement for 35262 Fir Street (McFeron)
7.b Dedication Deed to the Public from St. Helens Place Apartments, LLC
7.c ~~Agreement with Western Display Fireworks LTD for 4th of July Fireworks~~
7.d Quote from MuniCode for Meetings & Agenda Management System
7.e Work Order No. 2 with Alta Planning + Design, Inc. for BUILD Grant Assistance
7.f Agreement with Kittelson & Associates, Inc. for 2020 BUILD Grant Assistance
7.g Agreement with Tiberius Solutions, LLC for Services Related to the Update of the St. Helens Urban Renewal Financial Projections
7.h Agreement with City of Scappoose for Public Improvement Inspection Services
7.i Contract Payments

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

8) **Consent Agenda for Acceptance**

- 8.a Planning Commission Minutes dated February 11, 2020
8.b Library Board Minutes dated January 13, 2020

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

9) **Consent Agenda for Approval**

- 9.a Council Work Session, Executive Session, Public Hearing, Regular Session, and Special Session Minutes dated February 18 and 26 and March 4, 2020
- 9.b Administrative Billing Specialist Job Description
- 9.c Recreation Program Specialist Job Description
- 9.d OLCC Licenses
- 9.e Animal Facility Licenses
- 9.f Cascades Reserve Allocation Annual Adjustment from 79.8% to 79.2%
- 9.g Accounts Payable Bill Lists

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

10) **Mayor Scholl Reports**

- It was a good, productive meeting earlier in the day. He is proud of staff for taking on electronic meetings.
- Citizens are not alone. We're all in this together. Be grateful for what you can.

11) **Council Member Reports**

Council President Morten reported...

- Thanks to staff and everyone for implementing Zoom meetings. It seems to be working very effectively. He looks forward to the next time.

Councilor Carlson reported...

- She is finding good music, getting fresh air, and sharing the toilet paper.
- Encouraged staff to respond with new and creative ways to serve the community. She appreciates what's already been done and looks forward to more creative solutions.

Councilor Locke reported...

- He just heard on the news that hospitals in New York City will begin turning people away soon.
- Stay safe. Stay apart.

Councilor Topaz reported...

- He finds happiness or relief that we live in St. Helens and that we're so spread apart. We need to be a strong community to get through this.

12) **Department Reports**

Chief Greenway reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Assistant City Administrator Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- The crisis has brought the staff together, and he imagines Council as well.

13) **Other Business**

14) **Adjourn** – 7:15 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Rick Scholl, Mayor