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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, November 1, 2017, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
 Council President Doug Morten
 Councilor Keith Locke
 Councilor Susan Conn
 Councilor Ginny Carlson

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

- | | |
|--|-----------|
| 1. Visitor Comments | 1:00 p.m. |
| 2. Report from SHEDCO | 1:05 p.m. |
| 3. 1 st Quarter Municipal Court Report – <i>Matt, Cindy and Clayton</i> | 1:20 p.m. |
| 4. Update on New City Hall Office Assistant Position – <i>Matt</i> | 1:40 p.m. |
| 5. Discussion Regarding Parks – <i>Matt</i> | 1:50 p.m. |
| 6. Update on Council Chambers A/V System and Comcast – <i>Matt</i> | 2:10 p.m. |
| 7. Review of Financial Policies – <i>Matt</i> | 2:20 p.m. |
| 8. Department Reports | 2:40 p.m. |
| 9. Council Reports | 3:10 p.m. |
| 10. Executive Session: ORS 192.660(2)(e) Real Property Transactions | 3:30 p.m. |
| 11. Other Business | |
| 12. Adjourn | |

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- November 1, Council Work Session, 1:00 p.m., Council Chambers
- November 1, Council Regular Session, 7:00 p.m., Council Chambers
- November 6, Youth Council, 7:00 p.m., Council Chamber
- **November 10, Veterans Day Observed, All City Offices Closed**

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

- None scheduled



The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
 For more information or for an application, stop by City Hall or call 503-366-8217.

CITY OF ST. HELENS

DATE: October 19, 2017

TO: City Councilors & John Walsh

FROM: Matt Brown – Finance Director

RE: Municipal Court Report - FY 17/18 – Qtr1 – July 2017 through Sept 2017

July 2017 begun a transformation of the Court Department from prior discussions starting at the Budget Committee and having additional meetings with staff, Council and County in regards to the service and sustainability of the Court Department for the City of St. Helens.

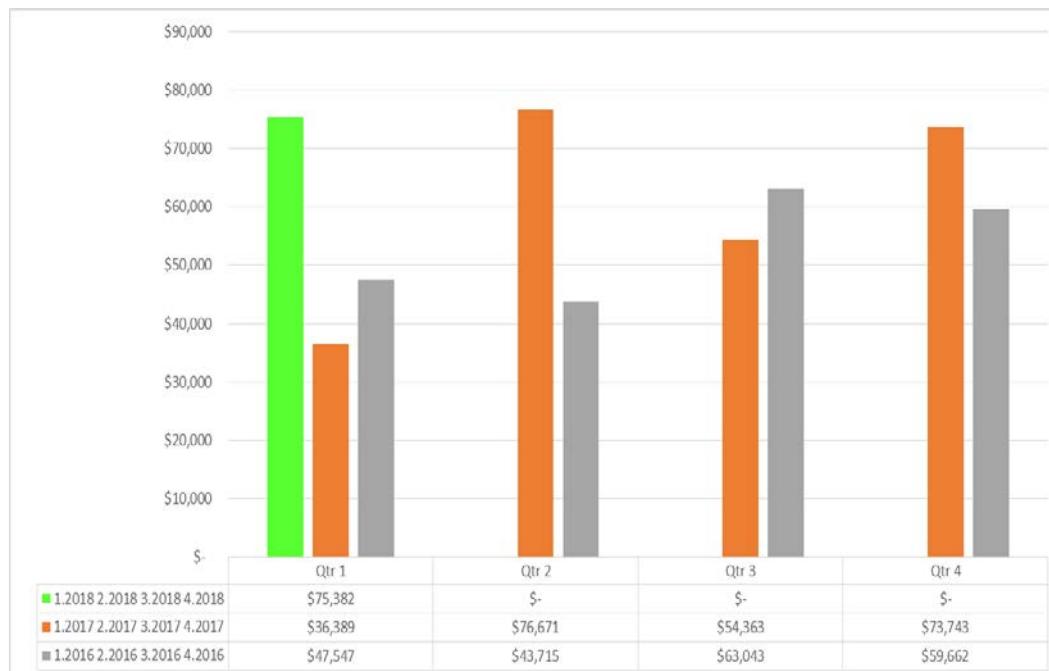
Facing a projected \$165,000 deficit, Council agreed to look at alternatives which included as a first step, a new RFP process for Prosecutor and Judge Services for the City. A separate committee interview several candidates for positions, and ultimately forwarded recommendations for the hiring of Clayton Lance as the City's new Prosecutor and retaining the services of Judge Cindy Phillips.

Mr. Lance began his work in June 2016 while filling in for the past prosecutor that left. Mr. Lance, as instructed and hired to do, has been constantly reviewing the processes and procedures of the Court Department as well as the general "culture" of the department in regards to customer service and sustainability for the City. Over the course of the prior quarter, Mr. Lance and Judge Phillips have worked with staff to update and change some of the philosophies of the Court Department to improve aspects of the department. Those changes began seeing results right away in July and are shown in the following charts and information in this report.

As overseeing the Court Department, I can directly say that the results are outstanding for the first quarter in regards to both revenue and expenses, as well as the clients that leave our court room generally in a happier mood then seen in the past. There are some potential changes that Mr. Lance and Ms. Phillips would like to discuss moving forward with you in regards to the days of court and other potential changes that the department would like to review with the Council and get feedback.

Please also note there are a couple "actual" changes from what you see in the report graphs that I will discuss specifically at each section. What you see reported this first quarter may not include all of what is happening because of data entry to be completed by court staff when time is permitted.

GENERAL COURT REVENUE:

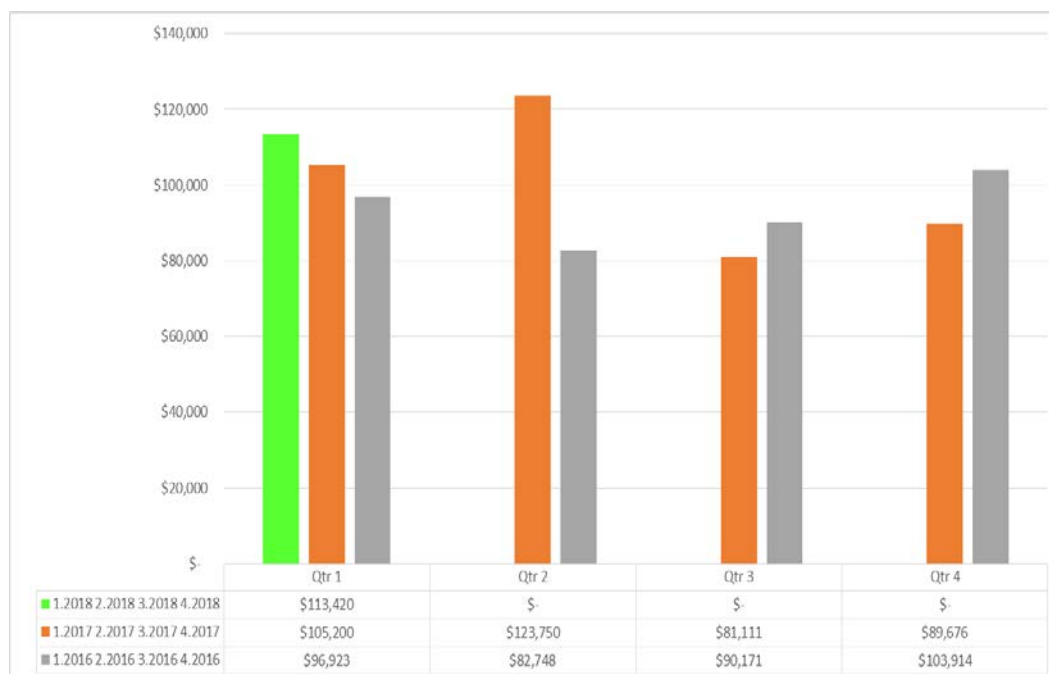


At the end of the quarter, the Court department has brought in \$75k in revenue. This is a drastic increase over previous years. Most of the increase can be attributed to two main factors: 1. When appropriate, reducing Misdemeanors to Violations with financial penalties attached, 2. Reviewing and closing out old cases and probations that have been outstanding in prior years.

were to remain on this current trend of \$75k per quarter, it would mean a yearly revenue amount of \$300,000. The budgeted revenue for FY 1718 is \$205,000.

If the Court Department

GENERAL COURT EXPENSES:



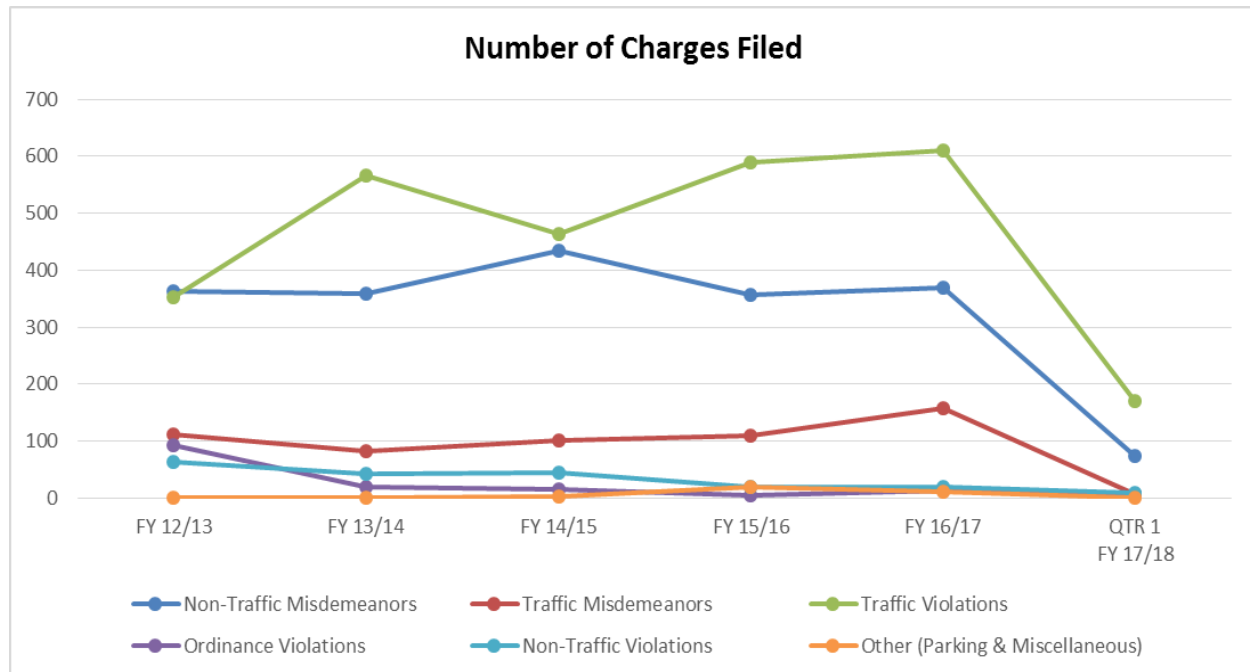
At the end of this first quarter, Expenses for the Court department were at \$113k. This is higher (BUT EXPECTED) in the first quarter of the fiscal year.

Like many departments/funds in this year's budget you will see an increase in the first quarter expenses due to "one-time" yearly expenses. For the Court Department, this includes an IT Services charge of \$23,000 that is a paid to the IT Fund.

If I did this charge "quarterly" the expenses for this quarter would have been \$107k, which is just about the same as last year.

Overall, this means that the Court Department has seen a 207% increase in revenue this quarter with only increasing expenses 2%. So the department is headed in the right direction and it will likely take a full year to see the impacts of the changes we are making currently

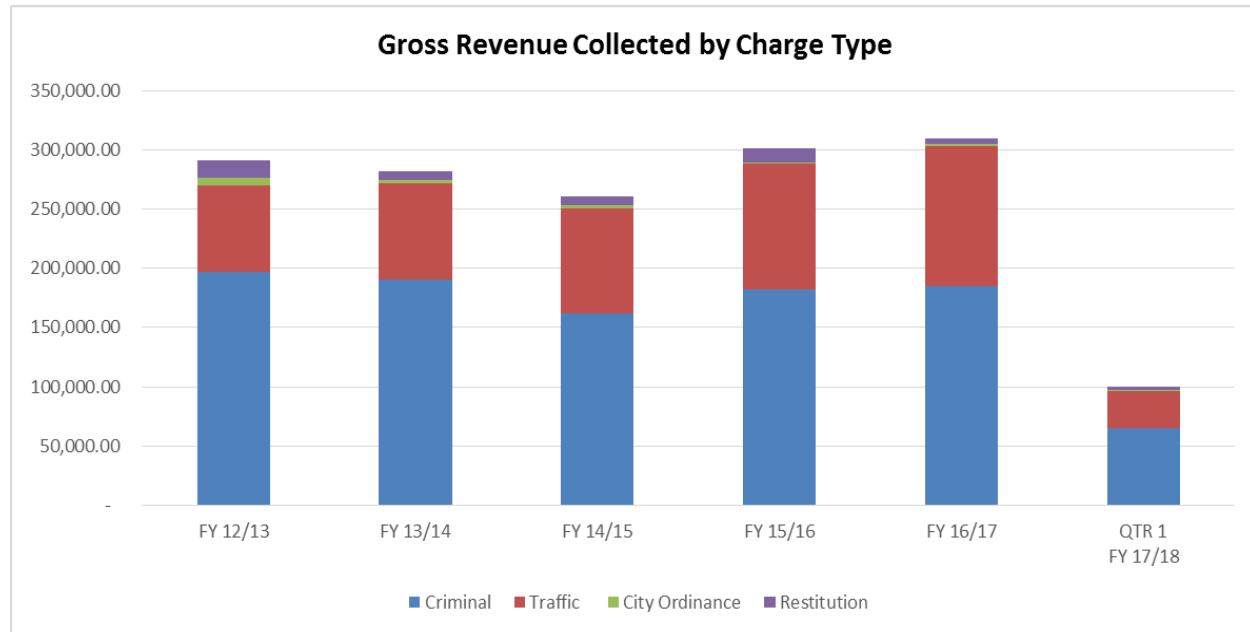
CHART 1: NUMBER OF CHARGES FILED



Charges Filed	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	QTR 1 FY 17/18	Projected FY End
Non-Traffic Misdemeanors	362	358	434	357	369	75	300
Non-Traffic Violations	64	43	45	19	19	10	40
Traffic Misdemeanors	111	82	101	109	158	7	28
Traffic Violations	353	565	464	589	610	171	684
Municipal Code Misdemeanors	0	3	-	-	-	-	-
Ordinance Violations	92	19	16	5	14	7	28
Other (Parking & Miscellaneous)	0	0	3	19	11	1	4
Sub Totals:							
Misdemeanors	473	443	535	466	527	82	328
Violations	509	627	528	632	654	189	756
Total Cases Filed	982	1,070	1,063	1,098	1,181	271	1,084

Through the first quarter of 2017/18, charges that have been filed in our computer system show 271. There are about 30 additional that (as of 10/4) have not been entered into our computer system yet. Quarterly speaking, we are almost on track with 2016/17 as far as charges filed.

CHART 2: GROSS REVENUE COLLECTED BY TYPE

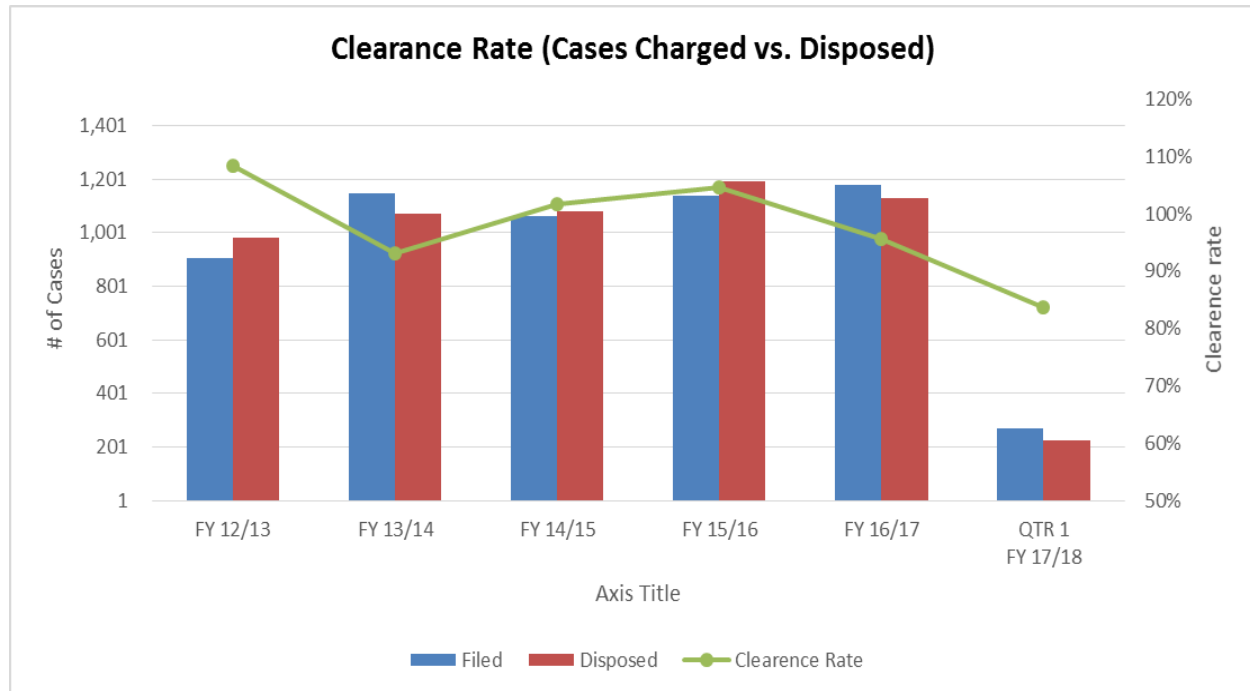


Charge Type	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	QTR 1 FY 17/18
Criminal	196,776.72	190,807.00	161,841.00	182,613.14	185,258.03	64,769.00
Traffic	73,037.90	80,710.00	88,563.62	105,509.21	118,374.82	31,801.77
City Ordinance	6,504.65	3,144.00	2,506.56	1,349.07	1,683.87	778.75
Restitution	15,197.95	7,775.00	7,836.77	12,048.77	4,522.00	2,372.24
Total collected	\$291,517	\$282,436	\$260,748	\$301,520	\$309,839	\$99,722

The chart above shows the Revenue categorized by “Charge Type” for your reference. For the first quarter of 2017/18, we show about \$100,000 in gross revenue. This is BEFORE the collected amounts are split and paid out to the state and other agencies that receive a %/\$ of each charge.

With the addition of a new prosecutor, the Court Department has been working hard at clearing old cases that have been sitting for many years. So some of that additional money is shown in this \$100k brought in so far. I do not expect the court department to bring in this amount of money each quarter, but it should be higher than previous years with all of the changes we have made.

CHART 3: CLEARANCE RATE



	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	QTR 1 FY 17/18
Filed	907	1,149	1,063	1,139	1,181	271
Disposed	982	1,070	1,081	1,192	1,129	227
Clearance Rate	108%	93%	102%	105%	96%	84%

The chart above shows the Clearance Rate of cases. Do not be alarmed at the 84% Clearance Rate as of this quarter. This is due to cases not being “disposed” of in our computer system. Court staff is working through about 12 boxes of files that have been closed from current and past years. Over the course of the next quarter, you can expect to see a much higher percentage in the Clearance Rate which will indicate that those files have been electronically disposed of.

OVERALL COURT DEPARTMENT

I am very pleased with the results and teamwork of this department over the course of the last quarter and they are continuing to show hard work and determination to fix issues that have plagued the past several years. Our new Prosecutor and Judge are continually working to become more efficient in their positions and openly looking at every opportunity they see to improve the overall culture and outlook of the Court Department.

Staff has been AWESOME at working through all of these changes and learning different ways of processing and working with our new prosecutor. Many of the changes taking place are a change in procedures that have not been done for 20+ years. It can be very overwhelming for staff to take on these efforts and really re-look and re-evaluate how things are done along with being open enough to trying new options to see if they work more effectively and efficiently.

The city has great staff and contractors working in this department now and I believe it shows in the changes that you are seeing throughout the department. I look forward to the next quarterly report and showing the continued progress.

Thank you, Matt Brown – Finance Director @ City of St. Helens

MEMORANDUM

CITY OF ST. HELENS

DATE: NOVEMBER 1st 2017

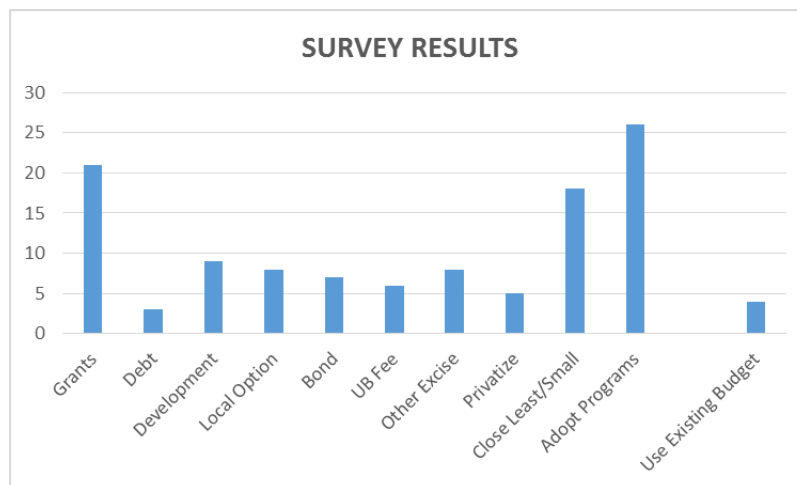
TO: City Councilors
FROM: Matt Brown – Finance Director
RE: Parks Department Discussion – Survey Results – Next Steps



Greetings Council,

On 10/4, we held a public forum to discuss the Sugar Sweetened Beverage Tax. The City Council made a decision to not move forward with the Sugar Sweetened Beverage Tax and look at other alternatives to fund the Parks Department.

During the Public Forum we asked attendees to “vote” unofficially on what options they would like to see happen to hopefully give City Council more direction on what was acceptable by the public (that was in attendance) to research more and move forward for the future. Those results are shown below. Please keep in mind that the “voting” is very unofficial in that many individuals voted for multiple options on the card (usually circling 2 or 3). It is also VERY important to understand that the “make-up” of these voters were people against soda tax... so the demographics of this survey may be skewed in some regards.



One thing that is important to remember in this discussion is that there is no “single” answer for this question and discussion. I do not believe there is one option that solves everything, but that a combination, in some fashion, of the options above will likely lead the City to a more sustainable path for the Parks Department. With that said, here is my initial opinion/review of these options.

2015 PARKS MASTER PLAN

Another great source of information comes from our 2015 Parks Master Plan, in which 163 respondents noted the average dollar figure acceptable for increasing Parks funding was \$24.70 annually (roughly \$2 per month).

It is also worth noting among many other survey results that the Top 5 amenities for the Parks were:

- 1) Walking and Biking Trails
- 2) Picnic Tables & Covered Picnic Shelters
- 3) Playground Equipment
- 4) Riverfront Access

On October 16th, staff met internally to discuss the survey results from the Soda-Tax forum as well as the multiple options discussed earlier to see what recommendations we could present to the Council to consider as we continue to move forward and build a better but sustainable community.

GRANTS

Obviously there is no opportunity to fund all improvements at once. The City general receives at least one grant per year for the Parks Department that heavily relies on one employee to search for, apply, interview, and be accepted. Grants should and will always be an option for improvements.

Staff Recommendation:

Continue ongoing efforts for grants to help improve parks. With the 2015 Master Plan, we have a great list of projects and ideas that we can use grant funding to complete projects throughout the years. Grants, however, do not support ongoing maintenance issues and staffing needs.

DEBT

Debt is one-time money that is received but has to be paid back. With upcoming development improvements needed on the water front and another separate discussion that needs to happen regarding a new Police Station. Similar to grants, this can help with some improvements that are needed, but will likely not help or be sustainable in the long term for daily maintenance and staffing needs.

Staff Recommendation:

Do not seek out additional debt for park improvements or ongoing maintenance. Debt should be reserved for larger and more pressing City matters above capital projects in the Parks Department.

DEVELOPMENT / SDC

Out of the \$3.9 Million in projects listed in the Master Plan, \$3.3 Million could be paid by SDCs. As of right now, the City has about \$100k in Parks SDC funds. Generally speaking, for the City to receive \$3.3 Million in SDCs that would mean an additional 1,100 Residential homes in the City.

With potential commercial and industrial opportunities, those developments would obviously pay more than residential homes for SDCs. If the City were to review a large industrial or commercial opportunity, it is likely that a large development will request reduced or eliminated SDCs. This is usually done by a Council decision to help bridge the gap between the financial benefit of building some type of development in the City. There are also a number of developments that are in the planning phase along with potential Waterfront development that could aide in additional SDC revenue for the Parks Department.

Staff Recommendation:

Continue to make park improvements with SDC funds available. The City recently updated their SDC methodology which saw an increase in Parks SDC charges. The Parks SDC increased from \$1,362 to \$2,944 (per SFR). These funds, as development occurs, will help pay for many of the improvements needed/listed at each park.

Emerald Meadows (70ish lots) for example could potentially bring in \$206k in Parks SDC funding.

Elk Ridge Phase 6 is also coming close (58 new lots) could potentially bring \$170k in Parks SDC Funding.

LOCAL OPTION LEVY & BOND

A \$4 Million 5-Year Local Option Levy would mean \$0.8827 per \$1,000 of assessed value. On a \$200,000 house that would mean a \$176 per year (\$14/month).

A local option levy would need to be passed by the voters. The Local Option would be spent on improvements mainly and could also supplement some staffing needs during the 5-year option. From the survey results at the Soda-Tax forum, a Levy (and Bond) were not highly favored as an option in comparison to others.

Staff Recommendation:

Acceptable arguments can be made on both sides whether you believe citizens would pass a local option levy. If the City Council wanted to look at doing this, it would need to happen in May or November. Filing deadlines are generally 2-3 months before that.

If the City Council wanted to look at a local option levy, staff would recommend better refining the specific goals/projects/desired outcomes of the levy (i.e. capital projects vs staffing). A more clear vision would be required and the City would benefit greatly from hiring a third party to take over out-reach at a certain point.

The Police Department went out for a Local Option Levy in 2012 for \$1.00 for general Police Services. It failed (58% No, 42% Yes) (failed by 731 votes). Columbia County Jail and the St. Helens School District also failed at initial attempts but went out additional times and eventually passed.

UTILITY BILLING FEES

Utility Billing fees are often used in other communities. City Council could consider a Utility Billing fee as a “dedicated” revenue source. It is not uncommon to see a “Parks Service” or “Police Service” fee on utility bills nowadays. When I was with the City of Hubbard, I instituted a “General Fund Service Fee” of \$10 per month. This fee went directly into the General Fund to help pay for all of the services the General Fund offers.

The City of St. Helens has about 4,800 accounts. A flat monthly fee could have a real impact on the Parks Department:

\$1 Monthly Fee would mean about \$57,600 annually

\$2 Monthly Fee would mean about \$115,200 annually

Staff Recommendation:

Although the Soda-Tax survey results shown this option as unfavorable, a small service fee is acceptable in some respect. This fee could contribute to directly impacting the staffing levels of the Parks Department. The \$1 fee could likely pay for 1 full-time staff member and the \$2 fee could likely pay for 2 full-time staff members.

If the City Council wanted to begin a utility service fee, Staff would recommend that when Utility Bills are changed to monthly, a fee could be added at that time to lessen the impact to customers. As an example, a \$2 fee could be directed into the General Fund specifically for Parks Department use of hiring 1 additional FTE along with easing off the support of the City’s Enterprise accounts for Parks Department salaries.

OTHER EXCISE TAXES

I am not sure there is much of a discussion on this item. It was voted as one of the less favorable options, but like I addressed at the forum meeting, a different type of excise tax usually means a different set of individuals that are upset and the City would end up at the same result as the soda-tax.

Staff Recommendation:

Staff does not recommend moving or creating another excise tax.

CLOSE LEAST USED & ADOPT PROGRAMS

The potential to close least used parks or proactively seek adopt-a-park programs is an option for the Council to consider in consideration of some of the City-owned park facilities.

Staff Recommendation:

Staff discussed this topic for quite a while and came to a general consensus of these potential options to research further:

1) CIVIC PRIDE PARK

This is generally the “least” used park that is located near the pool. Past discussions and negotiations have been attempted with the Greater St. Helens Park and Recreation District to “lease” this property from the City. Those negotiations fell through at the time for a couple different reasons depending on who you talk to. Staff recommends reaching back out to the organization to re-kindle those discussions in hopes of creating either a long-term lease agreement for Civic Park or the possibility of “selling” the land to the Greater St. Helens Park and Rec. Staff feels there still could be a mutual and agreeable result that could relieve ongoing maintenance for this specific park. If the last is “sold”, those funds should be earmarked for capital improvements in the remaining parks. If the land is “leased”, it would likely be a low-cost long-term lease, so it would not be able to help supplement any cost of salaries.

2) SAND ISLAND

There are a couple different options staff would like to throw out as options. The first is to re-kindle discussions with the Marine Board and the State of Oregon on the desire to “gift” the land back to the State of Oregon. The Marine Board assisted with payment of the Docks and Bathroom facilities, so “gifting” the island back to the State resolves the ongoing maintenance issues that the City currently deals with.

The second option is to complete a Feasibility Study for Sand Island that would involve looking at the island as a more sustainable asset for the City. This may involve charging for camping along with housing a caretaker for the island during the “regular season”. The Feasibility study could potentially look at other viable options for what the City could do with this asset if it remained with the City.

3) COLUMBIA VIEW PARK

The restrooms near the park recently installed pay-showers, which has dramatically decreased the number of transient individuals and maintenance issues we have seen in the past. These restrooms, however, are still open 24 hours. Staff would recommend looking into auto-lock and closing doors on the restroom to help lower maintenance costs and staff time required to service these restrooms.

4) FRIENDS OF GROUPS – ADOPT PROGRAMS

Staff would like to recommend bring back to council a more specific and well defined “Friends of...” programs that helps clearly define the expectations the City has for volunteer groups that take on

“adopt-a-park” programs or other “friends of”. This process would help the City in the future as staff recommends looking at adopt programs throughout the City for various parks and projects that come up.

Currently Nob Hill Nature Park and Walnut Tree Park are the only 2 parks that have “Adopt” groups regularly maintaining them. McCormick Park has a couple small groups for specific areas/projects, but the City still maintains a majority of that park.

Currently, there is also a group known as Friends of Dalton Lake that some maintenance there as well, although this is not an “official” park.

There are two parks in our current system that staff recommends COULD benefit from a Friends of group. The first park is the Columbia Botanical Gardens. This is generally a lower-maintenance park, but could be maintenance by a group of individuals with general assistance from parks staff. The second park is Heinie Heumann Park. This park is generally very low maintenance with not much more than mowing and leaf gathering.

Staff does not see any of the other City parks as a very good choice for “friends of” groups because of the amount or type of maintenance required for them and accessibility issues of some as well.

- 5) Along with “friends of” programs, the City could reach out to other organizations like the County and School District to discuss working together more in furthering the development and maintenance of parks within our shared community.
- 6) **HOSPITAL PROPERTY**
The old “hospital” property is a potential source for development. This land was deeded/returned to the City after the failed hospital plans by a separate group. This land has been left undeveloped for a while. One idea would be to start an RFP/RFQ process for developers to come in and look at some type of development (likely mixed use of Commercial/Residential, or just residential in some fashion). “Giving/Selling” this property in a public/private partnership deal or development deal is a great opportunity the City may have to increase development/interest. Funds that are potentially received from this property in whatever fashion, could be used for the Parks department in the way of capital improvements.
- 7) **ZONING ISSUES – From Jacob**
The City Council needs to be aware of zoning when it comes to selling/giving away parks lands. For example, Civic Pride Park, Sand Island, and the old Hospital property are now zoned Public Lands, PL. This zone is very limited in uses allowed; especially from a residential and commercial standpoint. Rezoning the properties would force us to look at our plans, like the Parks Master Plan. This in of itself may create complexity and controversy. Unless the Council wants to amend its Comprehensive Plan to make that more possibly (an amendment for a later amendment).



City of St. Helens - Comcast Broadcasting
Integration - Preliminary
Rev# 0
265 Strand St
St. Helens, OR 97051

TV Channel Broadcast Equipment

Labor: \$2,450.00

Parts: \$13,853.09

Location Total: \$16,303.09



1 EACH Lewis Audio Video Misc-Part

Leightronix UltraNexus-HD X2 with 2TB internal drive and one year Total Info.

\$11,115.00



1 EACH Episode EP-400-UPS-8HTR-1000

5 Amp, 8-Outlets, 2U UPS AVR (1000VA - 700W - 1874J)

\$699.95



1 EACH Digital Video Equipment Decimator MD-HX

Mini HDMI/SDI Converter w/Scaling & Frame Rate Conversion

\$470.00



2 EACH BTX Technologies YV-BBD603BK-Black

3' Digital Video BNC Assembly RG6

\$39.20



1 TECH LABOR Programming

Configuring Leightronix box on the local network for access to content programing.

\$500.00



1 EACH Lewis Audio Video Customer Training

Customer training on installed equipment.

\$700.00

Preview Monitor Above Equipment Rack



1 EACH SAMSUNG UN-24H4500

24" LED 720P Display 60Hz

\$199.99



1 EACH POWER BRIDGE ONE-CK

In-Wall Single Gang Cold Power Kit

\$89.95



1 EACH STRONG MOUNTS SM-FLAT-M

Low Profile Flat Mounts for 22-42" TV's

\$39.00

Comcast Channel Preview Monitor

Labor: \$480.53

Parts: \$467.96

Location Total: \$948.49



1 STRUCTURED WIRING RETRO-COAX

Wiring for TV Outlet Location

\$24.07



1 EACH SAMSUNG UN-24H4500

24" LED 720P Display 60Hz

\$199.99



1 EACH WattBox WB-200-2

Mounted Power Conditioner, 2 Outlets

\$59.95

Reference #: 8247
Created: 10/25/2017

Lewis Audio Video, Inc.
2112 Portland Rd
Newberg, OR 97132

(503) 538-1190
www.LewisAV.com

Initials: _____

Page: 1



City of St. Helens - Comcast Broadcasting
Integration - Preliminary
Rev# 0
265 Strand St
St. Helens, OR 97051



1 EACH **WATTBOX WB-PWR-360-1.5FT-BLK** **\$19.95**
360 Rotating Male Power Cord - 90 Degree Angle - 3 Prong IEC Socket 1.5 Foot



1 EACH **STRONG MOUNTS SM-ART1-M-Black** **\$119.00**
Medium Single-arm Articulating Mount for 22-40 in. Displays



1 EACH **OSE OSE CABLE/SAT BOX**
Owner Supplied Cable/Satellite Box



1 EACH **Tributaries UHD-2** **\$45.00**
2M HDMI Cable

Travel/Delivery

Labor: \$0.00

Parts: \$80.00

Location Total: \$80.00

Preview Monitor Above Equipment Rack



1 EACH **Lewis Audio Video Trip-21** **\$80.00**
Trip charge: 21 - 50 miles

Misc Parts	\$144.01
Parts	\$14,401.05
Labor	\$2,930.53
Sales Tax	
Total	\$17,475.59

City of St. Helens

Erik Elsey

Date:

Date:



Fiscal Policies

The City of St. Helens is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and transparency. The purpose of the Fiscal Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by Council as the basic framework for overall financial management of the City, to guide day-to-day and long range fiscal planning and decision making.

The City of St. Helens' financial goals seek to:

- Ensure the financial integrity of the City.
- Improve financial information for decision makers at all levels.
- Assist policy makers as they contemplate long-term City decisions.
- Guide department managers as they implement policy on a day-to-day basis.
- Demonstrate accountability in the financial operation of the City.
- Provide the financial stability needed to navigate through economic downturns.
- Fully comply with financial related legal mandates, laws and regulations.

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting financial planning and forecasting, investments and asset management, debt management, accounting and financial reporting, reserves and internal controls.

Fiscal Objectives

- I. **Revenue Policies** - Design, maintain and administer a revenue system that will assure reliability, equitability, diversity and sufficient revenue stream to support desired City services.

Fiscal Policies

- a. The City will actively identify and administer funding sources that create a reliable, equitable and diverse revenue stream to shelter the City from short-term fluctuations in any single revenue source and to maintain desired levels of services.
- b. The City will estimate its annual revenues by an objective, analytical process. Revenues will be conservatively estimated in the budget process.
- c. The City will maximize the use of service users' charges in lieu of taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
- d. The City will consider full costs (operating, direct, indirect and capital) for providing the services, and comparable rates charged by other municipalities of similar size in establishing users' charges (charges, rates, and fees).

- e. The cost for providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated,
- f. The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary, discontinuing service, small claims court, collections agencies, foreclosure, liens and other methods of collections, such as imposing penalties, collections and late charges, may be used.

II. Expenditure Policies - Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

- a. The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior years.
- b. The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources to balance the budget shall be avoided.
- c. Expenditures will be regulated through appropriate internal controls and procedures administrated by the City Administrator. The City Administrator must ensure expenditures comply with the legally adopted budget. Each Department Head will be accountable for the administration of his/her department budget to include accomplishing the goals and objectives incorporated into the budget and monitoring his/her department budget for compliance with spending limitations.
- d. All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations. Staff shall use competitive bidding to attain the best possible price on goods and services.
- e. The City Administrator shall undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.

Fiscal Policies

- III. **Reserves / Contingencies Policies** – Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City’s financial position from emergencies.
- a. The City shall strive to maintain the combination of appropriated contingencies and unappropriated reserves in each of the Operating Funds to equal a minimum of 20% of the operating expenditures or expenses of that fund (excluding debt service, capital outlay, equity transfers, and other reserves).
 - b. The City shall establish contingency appropriations for unanticipated expenditures of a nonrecurring nature, unexpected increases in service delivery cost, and/or unexpected reduction to revenue streams. Contingencies should be appropriated within a range of 10% to 20% of operating expenditures.
- IV. **Capital Improvement Plan Policies** – Annually review and monitor the state of the City’s capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.
- a. The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.
 - b. The City will maintain its physical assets at a level adequate to protect the City’s capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
 - c. Capital projects will conform to the following criteria:
 - i. Will be part of an approved City plan;
 - ii. Will be part of an adopted maintenance and/or replacement schedule;
 - iii. Will minimize operating costs; and
 - iv. Will be selected according to the established Capital Improvement Plan.
 - d. The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.
- V. **Capital Asset Management Policies** – The capital assets of the City of St. Helens are property owned in-common by the citizens of our community.
- a. These community assets will not be degraded, given away, or allowed to deteriorate except by action of the City Council.
 - b. Funding new long-term capital assets will be the responsibility of the community as a whole and should be funded through general obligation bonds, System Development Charges (SDC) proportionate equity asset share, grants and gifts, or volunteer contributions when appropriate.
 - c. The Capitalization threshold used in determining if a given asset qualifies for capitalization are non-consumable assets with a purchase price of \$5,000 or greater and a useful life of more than one year.

Fiscal Policies

- d. The Administrative Services – Finance Division will oversee a physical count/inspection of all capital assets at least on a biennial basis. All additions, deletions, and depreciations of infrastructure will be reported consistent with the requirements of the Government Accounting Standards Board (GASB) Statement Number 34.
- e. Adequate insurance will be maintained on all capital assets.

VI. Debt Policy – Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

- a. The City will confine long-term borrowing to capital improvements too large to be financed from current revenues and to avoid depleting the capital reserve funds.
- b. The City will follow a policy of full disclosure on every financial report and bond prospectus.
- c. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.
- d. The City shall ensure that its debt margins are within the 3% true cash value limitation as set forth in ORS 287.004.
- e. No debt shall be issued for which the City is not confident that a sufficient specifically identified revenue source is available for repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.

VII. Accounting, Auditing and Financial Reporting Policies – Comply with prevailing federal, state, and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

- a. The City shall establish and maintain its accounting system according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards. Promulgated by the Government Finance Officers Association (GFOA), Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
- b. An annual audit shall be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.
- c. Full disclosure shall be provided in the financial statements and bond representations.
- d. A system of internal controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions and compliance with applicable laws and regulations.
- e. Quarterly financial reports showing the current status of revenues and expenditures shall be prepared and distributed to the Council in a timely manner and made available for public inspection.

Fiscal Policies

- VIII. **Investment Policies** – Invest the City’s operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.
- a. The administration of the City’s funds and the investment of those funds shall be handled as the City’s highest public trust.
 - b. Investments shall be made in a manner that will provide the maximum security of principal invested, employing limitations on maturities and diversification of the portfolio while meeting the daily cash flow needs of the City and conforming to all applicable state and City statutes governing investment of public funds
 - c. Receipt of a market rate of return will be secondary to safety and liquidity requirements.
 - d. Earnings from investments will be used in a manner that best serves the public trust and interest of the local government.
- IX. **Management of Fiscal Policies** – Monitoring compliance and assuring timely updates to fiscal policies.
- a. Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution.
 - b. The Finance Director shall recommend fiscal changes in policy to the City Council. Recommendations shall be accompanied by a report explaining the substantive impact of all recommendations and their impact on the City’s operations, service levels and/or finances.
 - c. The Budget Committee shall review the City’s fiscal policies annually.
 - d. The City Administrator shall implement fiscal policies and monitor compliance.

Financial Goals

The City of St Helen's financial goals seek to:

- Ensure the financial integrity of the City
- Maintain accountability into the financial operation of the City
- Improve financial information for decision makers at all levels:
 - Policy makers as they contemplate long-term City decisions
 - Managers as they implement policy on a day-to-day basis

Financial Objectives

St. Helen's fiscal policies address the following major areas:

Revenue policy

Addresses property taxes, user charges and other sources to adequately fund desired services

Operating budget policy

Relating to budgeting guidelines.

Capital improvement policy

Relating to capital improvement planning and implementation.

Accounting policy

Relating to reporting financial transactions and preparing financial reports.

Debt policy

Dealing with long-term financing of the city's capital needs and its bond rating.

Reserve policy

For establishing reserves and contingency funding as needed for the various activities of the City.

Management of finance policy

Dealing with approval, recommendation, review and implementation of policies – including monitoring compliance.

Financial Policies

St. Helen's long-term financial policies are as follows:

1. Revenue Policy

- 1.1. System development charges shall be established to fund the costs of improvements to service additional increments to growth, such as street, storm, water, sewer, and parks and recreation facilities.
- 1.2. The City will maximize the use of service users' charges in lieu of ad valorem taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
 - 1.2.1 Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds, including operating contingency and reserve requirements.
 - 1.2.2 User charges shall fund 100% of the direct cost of development review and building activities. User charges include land use, engineering inspection, building permit and building inspection fees.
 - 1.2.3 Other reimbursable work performed by the City (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
 - 1.2.4 Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, showing when the fees were last reviewed and/or recalculated.
- 1.3 The City shall pursue collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

2. Operating Budget Policy

- 2.1 The City shall prepare, present, adopt and amend its annual operating budget(s) in accordance with Oregon Budget Law.
 - 2.1.1 The City shall maintain a budget system to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment (if required) at least at mid-year and/or year-end.

- 2.2 The City shall not adopt an operating budget that is greater than the amount of resources available to fund it. Current operating resources will be sufficient to support current operating expenditures, reimbursement transfers, reserves, unappropriated balances and contingencies.
- 2.3 Annual recurring revenues of the General and Enterprise Funds' shall not be less than annual recurring operating expenditures (total annual budget, minus capital outlay, equity transfers, reserves, appropriated balances and contingencies).
- 2.4 Unless otherwise authorized by City Council, General Fund and other unrestricted revenues shall not be earmarked for specific programs, activities or services.
- 2.5 Long-term debt or bond financing shall only be used for the acquisition of capital facilities or specialized equipment. Long-term debt or bond financing shall not be used to finance current operating expenditures.

3. Capital Improvement Policy

- 3.1. Annually, the City shall adopt a 5-year Capital Improvement Plan (CIP). Prior to adopting a Capital Improvement Plan, the City shall hold public meetings and a public hearing on the contents of the CIP document. The document shall provide details on each capital project plan: its estimated costs, sources of financing and a description.

4. Accounting Policy

- 4.1. The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the Government Finance Officers Association (GFOA) and Government Accounting Standards Board (GASB).
- 4.2. An annual audit shall be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.
- 4.3. Full disclosure shall be provided in the financial statements and bond representations.
- 4.4. Quarterly budget reports showing the current status of revenues and expenditures shall be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.

5. Debt Policy

- 5.1. Capital projects financed through the issuance of bonds shall not be financed for a period which exceeds the expected useful life of the project.
- 5.2. The City shall use the most prudent methods of acquiring capital outlay items, including the use of lease purchase agreements.
- 5.3. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

6. Reserve Policy

- 6.1. The City shall maintain an unappropriated working capital reserve in all Enterprise Funds that is at least 5% of their operating budget (excluding debt service, capital outlay, equity transfers, reserves and interfund transfer reimbursement revenues).
- 6.2. The City shall establish an operating contingency budget to provide for unanticipated expenditures of a nonrecurring nature to meet unexpected increases in service delivery costs. This budget shall be at least 10% of a fund's revenue estimate for the fiscal year for the Street and all enterprise funds. For Funds relying primarily on property tax revenues as a resource, a contingency of not less than 20% shall be maintained. This policy does not apply to debt service, trust and agency, capital projects, serial levy, temporary or certain special purpose funds.
- 6.3. The City shall adhere to GASB Statement #54, in which the objective is to enhance the usefulness of fund balance information by providing clear fund balance classifications including but not limited to: non-spendable, which is fund balance associated with inventories. Restricted, which includes amounts that can be spent only for specific purposes stipulated by legislation, Committed, which includes amounts that can be used only for specific purposes determined by a formal action of the decision-making authority. Assigned, which are intended to be used for specific purposes but do not meet the criteria to be restricted or committed. Unassigned, which include all spendable amounts not contained in other classifications.

7. Management of Fiscal Policy

- 7.1. The Government Body will review and accept the audit report and review a report from management about the disposition of any findings. The Governing Body will ensure that management has been proactive in implementing the internal control and financial recommendations of the independent auditor.
- 7.2. The Governing Body will receive and review a formal risk assessment document from management that includes all identifiable financial risk areas, along with reasons for those risks

(lack of funding, size of staff, etc.). The Governing Body will inquire of management about what is being done to mitigate the identified risks.

- 7.3 The Governing Body will review the organization's fidelity insurance coverage to determine if it adequately protects the organization against losses as a result of fraudulent activity by management or other employees.
- 7.4 Throughout the year, the Governing Body will review the following reports:
 - 1. Budget to Actual performance data. Management should provide explanations for any major variations against the budget
 - 2. Investment reports which show where the organization's monies are located/invested, along with current rates of return and a list of alternatives for where the organization can invest their monies.

8. Management of Fiscal Policy

- 8.1 Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution at a public hearing.
 - 8.1.1 The City Administrator and Finance Director shall recommend fiscal policy and changes in policy to the City Council. The City Administrator and Finance Director shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.
 - 8.2.2 The Finance Director shall implement fiscal policies and monitor compliance.
 - 8.2.2.1 If the Finance Director discovers a deviation from policy, he/she shall report it in writing to the City Council within thirty days.
 - 8.2.2.2 As a part of the City's annual budget document, the City's budget message shall identify: (a) all major changes in policy since the previous budget year and (b) any material variations from policy in the ensuing year's budget.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: November 1, 2017

Planning Division Report attached.

Business License Report attached.

Suggestion Box Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner

Date: 10.24.2017

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION

Conducted a pre-application meeting for a potential land partition at 1160 and 1170 Deer Island Road.

Conducted a pre-application meeting for a potential subdivision of an approx. 23 acre vacant property located beyond the northern terminus of N. 7th, N. 8th, and N. 9th Streets (all north of Deer Island Road).

Participated in a County pre-application meeting for potential division of approximately 10 acres of property developed with about 5 homes the south side of Bachelor Flat Road just to the SW of Morten Lane. Half of this property is outside the St. Helens Urban Growth Boundary.

Associate Planner and myself met with the County Assessor's GIS Programmer-Cartographer early this month to discuss potential tweaks to the Urban Renewal boundary. This issue is where the UR boundary crosses individual properties, since those properties will get multiple tax bills; one for the portion within and another for the portion out of the Urban Renewal area. This isn't a problem for the validity of the UR area, but if the line crosses a principal building, it could be an assessment challenge. The Assessor is going to evaluate which properties are most impacted by this, to help us determine the proper course of action.

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGM for a small marijuana processing facility at 2010 S. 1st Street (County File: MO 18-01 and DR 18-01). **See attached.**

We received notice from the County about a proposal adjacent to the City's Salmonberry Lake property. This is well outside City limits and thus is not a Urban Growth Area land use issue. Rather, a notice to the City as a property owner. **See attached** for Marijuana Operation file MO 18-08.

ST. HELENS RIVERFRONT CONNECTOR PLAN (TGM FILE NO. 2D-16)

We had our first project management team for this project this month with the consultants involved. First meetings will not occur till January; we'll do committee forming, scope refinement and other "behind the scenes" stuff in the meantime. Project website should be live soon too.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

Oct. 10, 2017 meeting (outcome): The Commission approved an Access Variance at 34540 Bachelor Flat Road. The Commission also reviewed and approved an amended decision

regarding the St. Helens School District's CCEC and Middle School project (RE timing of street frontage improvements).

Nov. 14, 2017 meeting (upcoming): This meeting has been cancelled.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Sent a lot of data to our GIS contractor for our online system this month. Probably the largest update since we started using

ASSOCIATE PLANNER—*In addition to routine tasks, the Associate Planner has been working on:*

See attached.



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Hayden Richardson, Planner, Columbia County
FROM: Jacob A. Graichen, AICP, City Planner
Jennifer Dimsho, Associate Planner
RE: Columbia County File DR 18-01
DATE: October 11, 2017

Zoning

The subject property of DR 18-01 is located outside City limits. The City's Comprehensive Plan map designates the subject property as Unincorporated Heavy Industrial. If annexed, it would likely be zoned Heavy Industrial.

The marijuana processing facility can be considered as a permitted use in the City's Heavy Industrial zone, provided the use does not have any off-site impacts (such as odor, dust, smoke, gas, or chemical contaminants). With off-site impacts, this proposed use would require a Conditional Use Permit per City code.

City Utilities

The subject property is not located near any City sanitary sewer main line. There is a City water main line located within the S. 1st Street right-of-way. **However, should the applicant wish to use City Water (or any other City utility), a consent to annexation shall be required prior to connection or use.**

Access

S. 1st Street is classified as a Local Street according to the City's Transportation Systems Plan. The subject property is not anticipated to have a high Average Daily Trips (ADT) because of its location on a dead-end unimproved right-of-way and lack of a City sewer. Therefore, the City will yield to the County's access standards for driveway width, location, and quantity.

Paving

Generally, the City requires that any area used for parking/maneuvering of vehicles or non-motorized passageways be paved. Gravel may be allowed for nonresidential areas for nonpublic uses such as employee parking and business vehicles if it is not adjacent to a residential zoned area, within 25 feet of an improved public right-of-way, or within 50 feet of any significant wetland or riparian corridor. The City would not object to gravel parking in this case.

Parking Spaces

The City's parking requirements for a processing facility are one space per one employee on the largest shift. This appears to be met.

Landscaping

The City does not have any additional buffering/screening requirements to reduce impacts to adjacent properties because they are all zoned for Heavy Industrial uses.

The City typically requires screening for parking areas larger than three spaces. Given the surrounding Heavy Industrial zoning and that the property is located at the end of a street which is not anticipated to increase in ADT in the near future, the City will yield to the County's standards for parking lot landscaping in this case.

Please include the following conditions:

- **Should the applicant wish to use City Water (or any other City utility), a consent to annexation shall be required prior to connection or use.**
- **If annexed, a St. Helens Business License and a St. Helens Marijuana Business License will be required for marijuana business operations within City limits.**
- **No off site impacts from odor, dust, smoke, gas, or chemical contaminants shall exceed the local, state, or federal standards.**
- **No right-of-way encroachment by fence or other improvement shall be allowed. Applicant/owner bears the burden of proof for locating property lines.**

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES
Planning Division
COURTHOUSE
ST. HELENS, OREGON 97051
(503) 397-1501

RECEIVED
SEP 22 2017
CITY OF ST. HELENS

September 28, 2017

NOTICE OF PUBLIC HEARING
Marijuana Operating Permit & Design Review MO 18-01 &
DR 18-01
Tax Account Number: 4109-024-02000

NOTICE IS HEREBY GIVEN that the Columbia County Planning Commission will conduct a public hearing regarding a request from **Zack Watson & Ross Farland** who have submitted applications for a Marijuana Operating Permit for a Processing Facility, and a Site Design Review to Build a 1844 sq ft Structure in an Industrial Area, for processing cannabis derivatives for sale. The subject property is zoned Heavy Industrial (M-1) and is identified as Tax Map No. 4109-BD-02000, an approximate 5,000 sq ft plated lot in South St. Helens, and is addressed at 2010 S. 1st Street, St. Helens, OR..

SAID PUBLIC HEARING will be held before the Columbia County Planning Commission on **Monday, November 6, 2017** in Room 351, Circuit Courtroom, on the Third Floor of the Columbia County Courthouse Annex, 230 Strand Street, St. Helens, Oregon, starting at or after **6:30 p.m.**, at which time proponents and opponents of the proposed Conditional Use Permit will be heard.

The criteria to be used in deciding the request will be found in the following, but not limited to these documents and laws, as revised from time to time; Oregon Revised Statutes Chapter ORS 197.763 (2,3); Columbia County Zoning Ordinance Sections 1803, 1603 and 1608. The specific criteria applicable to this request are listed and evaluated in the staff report.

A copy of the application, all documents and evidence provided by the applicant, and the staff report are available for inspection at a reasonable cost at least seven days prior to the Commission hearing from Land Development Services, County Courthouse Annex, St. Helens, OR 97051.

If additional documents or evidence are provided at the hearing, any party shall be entitled to a continuance of the hearing. Unless there is a continuance, and if a participant so requests before the conclusion of the evidentiary hearing, the record shall remain open for at least seven days after the hearing.

The failure to raise an issue at the hearing, in person or by letter, or the failure to provide

sufficient specificity to afford the Commission an opportunity to respond to the issue, precludes appeal to the Board of County Commissioners based on that issue.

At the hearing, the applicant has the burden of presenting substantial evidence showing that the application meets all of the applicable criteria. Following presentation of the staff report, the applicant and other persons in favor of the application will be allowed to address the Commission, explaining how the evidence submitted meets the applicable criteria. Following the applicant's presentation, any person in opposition to the application may present evidence and argument against the application. The applicant will then have the opportunity to rebut any evidence or arguments presented in opposition.

After the presentation of evidence and arguments, the public hearing record will be closed. The Commission will then make a tentative decision to be followed by approval of a written order and a statement of findings and conclusions supporting the decision, which will be mailed to all parties at a later date.

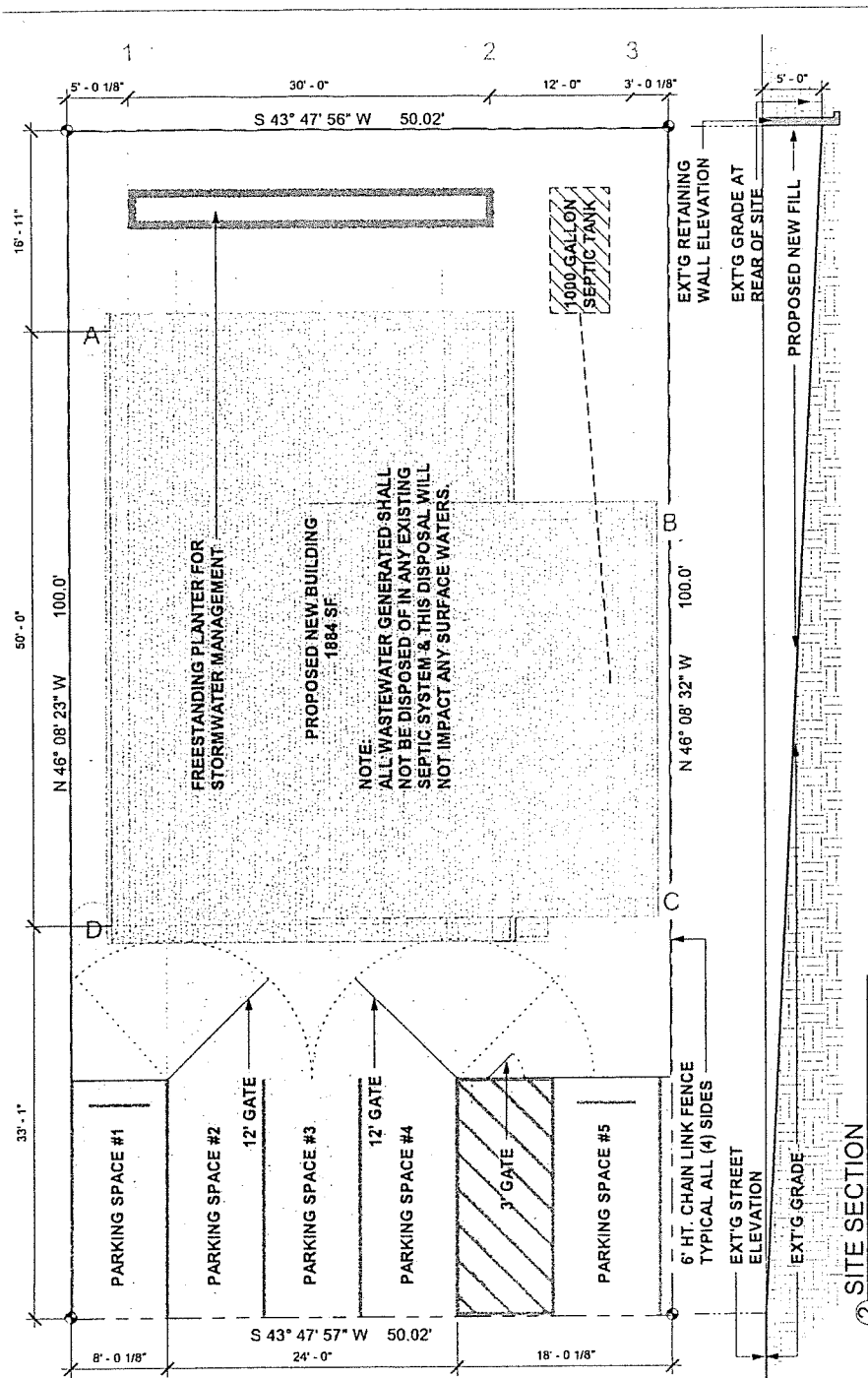
The Commission may, at its discretion, continue the hearing from time to time at the request of the parties or on its own motion as necessary to afford substantial justice and to comply with the law. Additional information about this application may be obtained by calling 503-397-1501.

The Planning Commission
Jeff Van Natta - Chair

cc: Zack Watson & Ross Farland

Contact for this project:

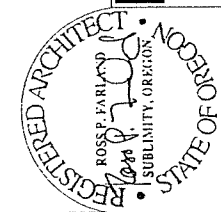
Project planner: Hayden Richardson
Telephone: 503.397.7216
Email: Hayden.Richardson@Co.Columbia.or.us

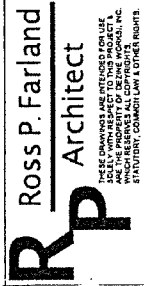
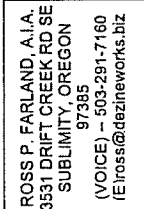
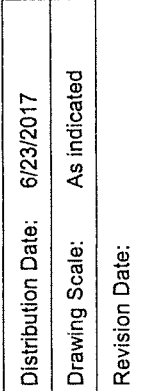
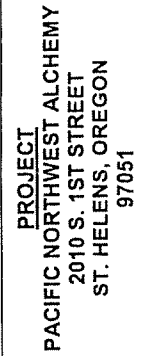
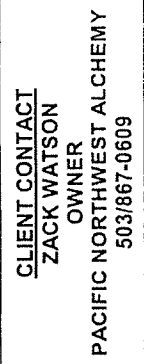


Sheet No. SD 3	
CLIENT CONTACT ZACK WATSON OWNER PACIFIC NORTHWEST ALCHEMY 503/867-0609	
PROJECT PACIFIC NORTHWEST ALCHEMY 2010 S. 1ST STREET ST. HELENS, OREGON 97051	
ROSS P. FARLAND AIA 3331 DRIFF CREEK RD SE SUBUMITY, OREGON 97385 (VOICE) - 503-291-7180 (EMAIL) - rpf@rpfworks.biz	Distribution Date: 6/23/2017
	Drawing Scale: 1/8" = 1'-0"
	Revision Date:
Ross P. Farland Architect	



1 SITE PLAN
1/8" = 1'-0"





**COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES**

Planning Division
COURTHOUSE
ST. HELENS, OREGON 97051
(503) 397-1501

10/13/17
1:00 PM
NOTICE

October 13, 2017

**ADMINISTRATIVE NOTICE
Marijuana Operation/MO 18-08
Tax Account Number: 5229-00-01400**

NOTICE IS HEREBY GIVEN that Christopher Ponti has submitted an application for a Marijuana Operating Permit for Growing/Producing. The applicant is seeking to grow cannabis inside an existing pole barn and convert the existing OMMP growing operation to a licensed Oregon recreational marijuana market. The 40-acre subject property is zoned Primary Forest (PF-80) and is identified by Tax Map No. 5229-000-01400, and is addressed at 29756 Pittsburg Road.

Those notified have 10 calendar days in which to either submit comments and objections to the Columbia County Planning Department or to request a public hearing on the matter before the Planning Commission. A fee of \$277.00 is required to refer this item to the Planning Commission.

If no one requests a review within 10 days, by the Planning Commission and submits the \$271.00 fee, the Director will determine if the application meets the necessary criteria in the Columbia County Zoning Ordinance, and if so may approve the request.

If you have any concerns or questions please contact the project planner.

Project planner: Deborah Jacob
Telephone: 503.397.7260
Email: Deborah.Jacob@co.columbia.or.us

cc: Christopher Ponti
Rodney Gunther

PLOT PLANS

PITTSBURG RD.

29756 PITTSBURG RD.
SAINT HELENS, OR 97051


RECEIVED

SEP 21 2017

Land Development Services

SCALE: 1/4" = 60 FT.

1 INCH = 240 FT.

 = DRAINAGE FIELD

NEIGHBORING EASEMENT RD.

EXST. EASEMENT RD.

1337'

EXST. POWER POLE & TRANSFORMER

EXST. SEPTIC

EXST. HOUSE

EXST. WELL HOUSE

PROP. COMPOST PILE

EXST. BURIED ELEC. LINE (APPROX. 300 FT.)

EXST. PAD MOUNT TRANSFORMER

1193'

PROPOSED RAINWATER STORAGE TANKS (2 x 5K GALLON)

EXST. POLE BARN - Indoor Grow - 102 ft. from property line

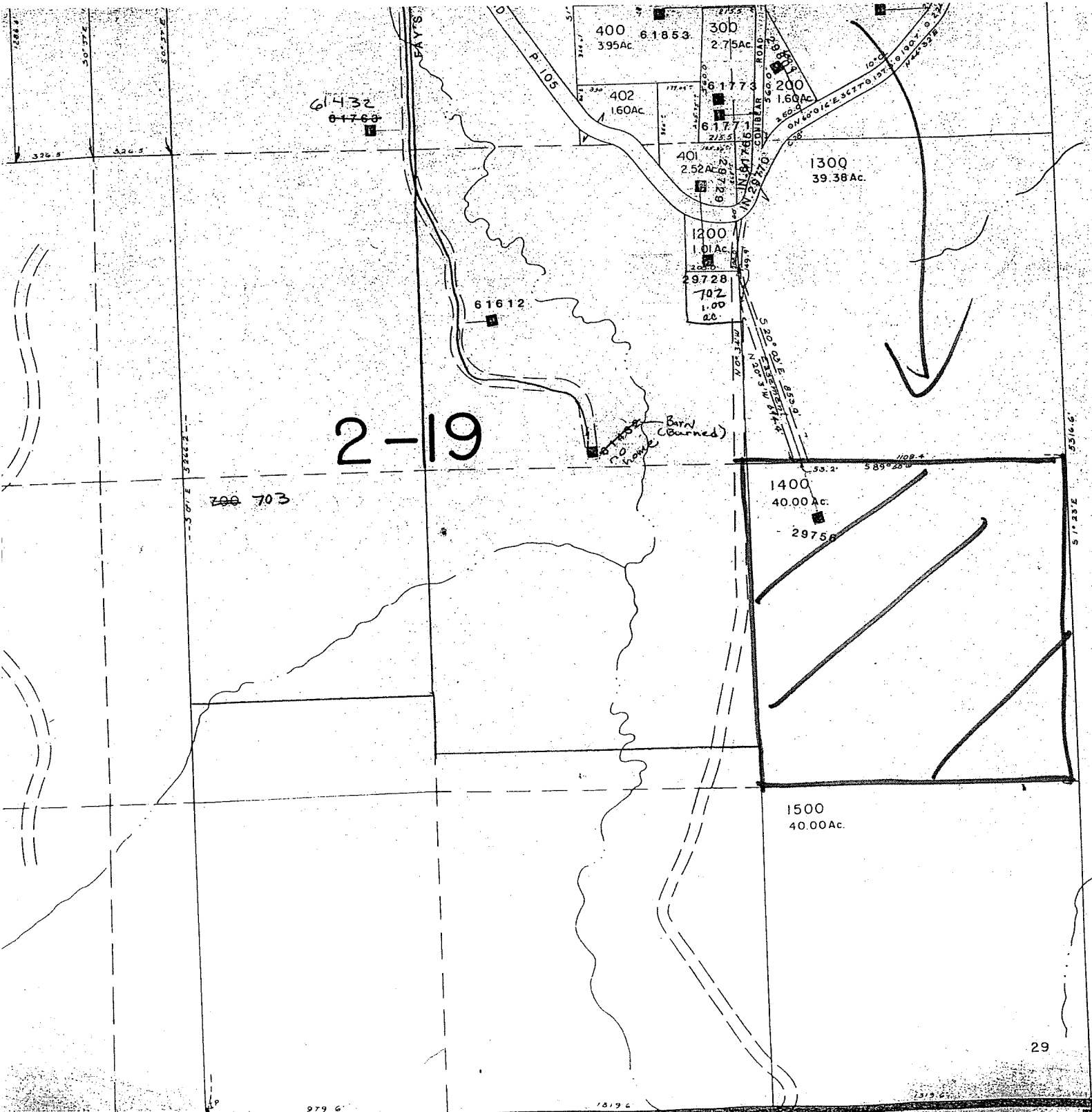
LAND APPLIED WASTEWATER & RAINWATER OVERFLOW DRAINAGE FIELD

NORTH

992'

1337'

ADDRESS MAP
MD 18-08



Jacob Graichen

From: Jennifer Dimsho
Sent: Tuesday, October 24, 2017 10:56 AM
To: Jacob Graichen
Subject: October Planning Department Report

Here are my additions to the October Planning Department Report.

GRANTS

1. EPA for Lagoon Repurposing Project- 30k Technical Assistance kickoff scoping phone call with EPA and contractors. Prepared for site visit with EPA and project team on Oct. 24. Strategic Plan to be completed by ICF by February 2018.
2. Travel Oregon Grant –Branding & Wayfinding Master Plan: of. Review and revisions to Sign Location Plan and US 30 Demo/Relocation Plan. Incorporated ODOT feedback into final version. Adoption scheduled for Oct. 18. Attended Work Session & Regular Session for adoption. Updated project website. Finalized grant & submitted invoice for final reimbursement with Travel Oregon.
3. Oregon Community Foundation – Small Arts & Culture grants \$5k for the ACC’s mural project – Should receive notice of award by November 1.
4. Submitted Columbia County Cultural Coalition (CC) final grant reimbursement report for Salmon Tree Cycle Interpretive Signage (2k grant award) (Due Oct. 13).
5. Submitted Oregon Community Foundation’s final grant report for Salmon Tree Cycle sculptures. (Due 12 months from completion of project)
6. OPRD – Veterans Memorial Grant – Lower Columbia Engineering worked on site survey.
7. TGM – Riverfront Connector Plan – Prepared for and attended kickoff meeting (October 13). Sent GIS layers to consultants for planning work and resources for Project Website.
8. Researched and discussed potential project for Travel Oregon Competitive Large Grants Program (2017-2019). Met with staff to discuss project budget/scope of work/timeline. Prepared application for November 13 deadline. Contacted Regional DMO for input. Drafted Letter of Support.
9. Kicked off EPA CWA grant project by meeting with our EPA Program Coordinator (Oct 24). Discussed contractor procurement process. Planned for contractor meeting early Nov.

URBAN RENEWAL

10. Discussed UR boundary legal description with County Assessor GIS technician
11. Planned for next URA meeting December 6 at 6 p.m. Started research to prepare agenda packet materials (UR bylaws, minor amendments, draft resolutions)

MISC

12. Reviewed and uploaded a series of PSU created St. Helens Promotional videos to the We are St. Helens Youtube channel
13. Formatted Nob Hill Nature Park kiosk information for posting on the new kiosk. Prepared staircase/kiosk/parking improvements press release
14. Attended Oregon American Planning Association Conference (OAPA) in Portland October 25-27
15. Worked on drafting and revising the Exclusive Negotiating Agreement for Waterfront Redevelopment Project
16. Prepared a list of potential projects for a St. Helens resident interested in interning for the Planning Department. Moved forward with a work plan to help an intern update the Parks Department Brochure.
17. Met with staff to discuss ongoing funding strategies for the Parks Department as it relates to the Master Plan/Comp Plan

Jenny Dimsho

Associate Planner
City of St. Helens
(503) 366-8207
jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: October 16, 2017

The following occupational business licenses are being presented for City approval:

Signature: [Signature]
Date: 10/19/17

RESIDENT BUSINESS – RENEWAL 2017

☐

RESIDENT BUSINESS – NEW 2017

☐ Valentinas Deli, Beverages & OR Lottery

NON-RESIDENT BUSINESS - 2017

<input type="checkbox"/> Gregory Glenn Lynn	Under Water Seal Tech
<input type="checkbox"/> Miller Exteriors LLC	Remodeling
<input type="checkbox"/> New Exteriors LLC	General Contractor
<input type="checkbox"/> Northeast General Contractor LLC	General Contractor
<input type="checkbox"/> Security First Alarm	Fire & Security Systems
<input type="checkbox"/> Tabun Construction LLC	Flooring

RENTALS - 2017

☐ R & D Properties Home Rentals

*Denotes In-Home Business

Suggestion Boxes

City Hall – 1st Floor Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
9/8/17	See attached.	Improve communications.	No	Tammy Beeler	N/A	11/01/17	All		

City Hall – 2nd Floor Lobby/ Council Chambers Lobby/ Water Department Lobby/ Municipal Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None received.

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None received.

Heidi Davis

From: Tammy Beeler <TammyB@tubeforgings.com>
Sent: Friday, September 08, 2017 9:10 AM
To: Heidi Davis
Subject: RE: Driveway inspection

Thank you.

I didn't call that line because we weren't sure if we needed someone to look at it first or not. We weren't sure if the Temp Occupancy Permit meant that they already looked at it and approved it for paving. I called Tuesday just to double check because I just wanted to make sure. The people I talked to were not sure either and then someone stated that Tim was going to go out and look and let me know – well they never let me know the results so I panicked. Thanks for letting me know the outcome.

Honestly, you are the only person who gets back to people consistently. Once in a while someone will call me back but it is rare. I feel like I have to keep calling and bugging people. I come from a very professional industry and this has been hard for me to understand the lack of responses. I work for the oil industry and we are very busy with specs, pipelines and approvals as well, and honestly, if it wasn't for you I would have gone postal a few times ☺. Thank you for that. Maybe you could pass on at a business meeting how things need to improve. Communication with customers is key and I will tell you that I am not the only one who feels this way....all the departments down there have a "not so positive" reputation in town and it would be nice to see a positive change. I know people say they do their best, but there is room for improvement. I manage a team and we always strive to improve for our customers (they are the reason we receive a paycheck).

Yes, I will call the hot-line for the final-final.
As always, I appreciate your help Heidi!

Tammy

Tammy has been building a new house on N. 11th St.

From: Heidi Davis [<mailto:Heidi@ci.st-helens.or.us>]
Sent: Friday, September 08, 2017 8:52 AM
To: Tammy Beeler
Subject: [Possible SPAM] Driveway inspection

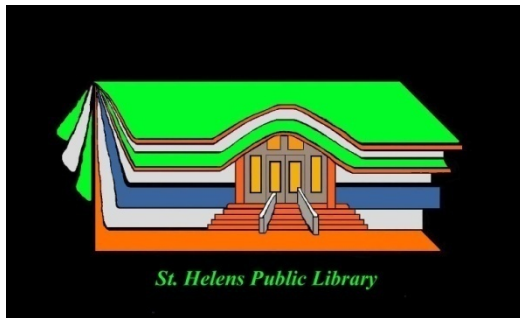
Hi Tammy,

I got your voicemail from yesterday. I spoke with Tim, our Engineering Inspector this morning and he said he did go out yesterday and it was good to go.

Please call your inspections directly into our inspection line (number on your building permit card, 503-366-8234) to ensure they are done when requested. When you're all done with everything you'll need that "final – final" as they call it, so call the inspection line for that as well.

Thanks,

Heidi Davis
City of St. Helens



October 25, 2017

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Pumpkin Painting - Make the mess at our place! You bring the pumpkin and we provide the paints, brushes, and stencils for you to make a spooky, funny, or beautiful creation. This event is for children and teens of all ages.

Friday, October 27th, 3:00 – 4:00 pm, On the Porch

International Games Week - International Games Week aims to connect communities through their libraries around the educational, recreation, and social value of all types of games. Stop by the library each day to sample a new game!

Monday, October 30th – Saturday, November 4th

Make It! LEGO® - Visit the Library for unstructured, drop-in LEGO® play time with our growing collection of donated LEGO® sets. Duplo® sets are available for younger children. Come create with us! All ages.

Wednesday, November 1st and 29th, 3:30 – 5:00 pm, Auditorium

November Artist Talk and Show with Linda Sprau - After her retirement in 2014 from a 42-year career with the railroad, artist Linda Sprau jumped into the local art scene through the Columbia Arts Guild. Subsequent to her late-in-life beginning as an artist, one of her paintings was accepted for a traveling exhibit by Oregon State University for their Wetlands Conservancy celebration. Titled "Cheese Cake", the piece will be on display at the forthcoming St. Helens Library exhibit. Her work can also be found in local businesses and forums. Describing her art as "an exploration into my desire to recreate scenes and subjects in which I find beauty", Linda's November show, "You CAN be an

Artist" will feature some of her acrylic works as well as a discussion on how she got started in art and "How you, too, may express yourself artistically."

Thursday, November 2nd, 7:00 pm, In the Library

Owyhee River Journals - Join writer Bonnie Olin for a richly-illustrated journey into the canyonlands of the Owyhee River in Nevada, Idaho and Oregon. This talk, slideshow, reading and 20-minute movie is based on her book, *The Owyhee River Journals*. The book includes 125 color photos of rarely seen landscapes by photographer Mike Quigley, created over many years of their travels together. The movie features a 2006 expedition into Deep Creek and the East Fork of the Owyhee. The slideshow features the entire river corridor from Nevada to the Owyhee Reservoir. The presentation will be followed by a question and answer period and book signing.

Tuesday, November 7th, 7:00 pm, Auditorium

Family Dance Party - Back by popular demand! Children ages 2-5 and their families are invited to wiggle, shimmy, and shake with us at this library dance party! Learn some cool new moves and try out our scarves and shakers to take your dancing to the next level. This event is free and you do not need a library card to attend.

Thursday, November 9th, 11:15am, Auditorium

Mushroom Identification - Dane Osis from Oregon Parks and Recreation and Chip Bubl from Oregon State University Extension Service will be giving a workshop on mushroom identification.

Wednesday, November 15th, 7:00 pm, Auditorium

Teen Babysitting Training - Once you've finished the computerized BLAST training on a library computer, you'll get training and certification in CPR and a crash course in the early literacy ideas you'll need to best care for children. Space is limited and registration

is required. Please call the Library at 503.397.4544 to sign up for one of the 16 available spots. *Ages 12-18*

Thursday, November 30th, 4:00-6:30 pm, Auditorium