



CITY COUNCIL REGULAR SESSION

Wednesday, March 21, 2018

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

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. **Call Regular Session to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Presentation of Plaque to Outgoing Arts & Cultural Commission Member**
4. **Presentation of Plaques to Outgoing Budget Committee Members**
5. **Visitor Comments - Limited to five (5) minutes per speaker**
6. **Ordinances - Final Reading**
 - 6.a. Ordinance No. 3223: An Ordinance Amending St. Helens Municipal Code Section 8.12.090 Regarding Weeds and Grass inside City Limits
[Ord No 3223 - Amend SHMC Re Height of Weeds & Grass PENDING 032118](#)
 - 6.b. Ordinance No. 3224: An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from the Highway Commercial (HC) Designation to the General Commercial (GC) Designation and the Zoning District Map from the Highway Commercial (HC) Zone to the General Commercial (GC) Zone
[Ord No 3224 - CPZA Zone Change \(Ivanov\) PENDING 032118](#)
 - 6.c. Ordinance No. 3225: An Ordinance Amending St. Helens Municipal Code Chapter 3.20 Regarding Transient Room Fees
[Ord No 3225 - Amend SHMC 3.20 re Transient Room Fees PENDING 032118](#)

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.**

7. Ordinances - First Reading

- 7.a. Ordinance No. 3226: An Ordinance to Annex and Designate the Zone of Certain Property at 2130 Gable Road
[Ord No 3226 - Annex 2130 Gable Road PENDING 040418](#)

8. Resolutions

- 8.a. Resolution No. 1810: A Resolution Adopting a Universal Fee Schedule and Superseding Resolution No. 1804
[Res No 1810 - Adopting a Universal Fee Schedule & Superseding Res No 1804 PENDING 032118](#)

9. Award Contract/Purchase

- 9.a. S. 7th Street & Columbia Blvd. Sewer Replacement Project to Turney Excavating, Inc. for \$274,450
[3-21-18AwardS7thColumbiaSewerProject](#)
- 9.b. 2018 Crack Sealing Project to CR Contracting LLC for \$72,474.48
[3-21-18Award2018CrackSealing](#)

10. Approve and/or Authorize for Signature

- 10.a. Low Income Water-Sewer-Storm Assistance Program Proposal with Community Action Team
[St. Helens Water Assistance - Proposal](#)

11. Appointments to Boards/Commissions

- 11.a. Appointment to Boards & Commissions
[032118 Appts to Boards and Commissions](#)

12. Consent Agenda for Acceptance

- 12.a. Arts & Cultural Commission Minutes dated January 23, 2018
[1-23-18 ACC MINUTES APPROVED 2-27-18.pdf](#)

13. Consent Agenda for Approval

- 13.a. Declare Surplus Property - Scrap Metal
[032118 Declare Surplus Property](#)

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- 13.b. Declare Surplus Property - Police Department iPads
[Council Action Request Surplus Property](#)
- 13.c. Cascades Reserve Allocation Annual Adjustment from 73% to 86.3%
[Annual TAC Adjustment](#)
- 13.d. OLCC Licenses
[OLCC 03-21-18 CC Mtg](#)
- 13.e. Animal Facility Licenses
[AFL - Leonie M. Schatz](#)
- 13.f. Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated February 7, 2018 and February 21, 2018
[032118 Council Minutes TO BE APPROVED.pdf](#)
- 13.g. Accounts Payable Bill List
[032118 AP Bill Lists](#)
- 13.h. Exclusive Use Permit - St. Helens Little League
[EUP - Little League](#)

14. **Mayor Scholl Reports**

15. **Council Member Reports**

16. **Department Reports**

17. **Other Business**

18. **Adjourn**

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City of St. Helens
ORDINANCE NO. 3223

AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE SECTION
8.12.090 REGARDING WEEDS AND GRASS INSIDE CITY LIMITS

WHEREAS, the City of St. Helens has a provision in the St. Helens Municipal Code (SHMC) Section 8.12.090 that does not allow weeds and grass to be in excess of 10 inches in height from June 1 to October 15 of each year; and

WHEREAS, the Council decided that weeds and grass in excess of 10 inches at any time in the year is not acceptable.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS...

Section 1. SHMC Section 8.12.090 Trees, Shrubs and Weeds, shall be amended as follows:

SHMC 8.12.090 Trees, shrubs and weeds.

(3) Except as provided in subsection (4) of this section, no owner or person in charge of property shall allow weeds or grasses to grow on his or her property or in adjacent streets or alleys in excess of 10 inches in height ~~between June 1st and October 15th of each year~~. If weeds or grasses are allowed to exceed 10 inches in height ~~during the time periods specified above~~, the city may cut the vegetation if the owner or person in charge of the property fails to do so or requests the city to do so and the cost shall be charged to the owner or person in charge of said property or assessed against the property.

Section 2. This Resolution is effective immediately.

Read the first time:	March 7, 2018
Read the second time:	March 21, 2018

APPROVED AND ADOPTED this 21st day of March, 2018, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3224

AN ORDINANCE TO AMEND THE CITY OF ST. HELENS COMPREHENSIVE PLAN
MAP FOR CERTAIN PROPERTY FROM THE HIGHWAY COMMERCIAL (HC)
DESIGNATION TO THE GENERAL COMMERCIAL (GC) DESIGNATION AND THE
ZONING DISTRICT MAP FROM THE HIGHWAY COMMERCIAL (HC) ZONE TO THE
GENERAL COMMERCIAL (GC) ZONE

WHEREAS, applicants have requested to amend the City of St. Helens Comprehensive Plan Map and Zoning District Map for property depicted in **Attachment "A"** attached hereto and made part of this reference, and identified as Columbia County Tax Assessor Map Number 4N1W-5DD-700 and 1900, from Highway Commercial (HC) to General Commercial (GC), and Highway Commercial (HC) to General Commercial (GC), respectively; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing and did conclude to recommend such a change to the City Council; and

WHEREAS, the City Council did hold a duly noticed public hearing and did find that after due consideration of all the evidence in the record compared to the criteria, that they agreed with the application; and

WHEREAS, the Council has considered the findings of compliance with criteria and law applicable to the proposal.

NOW, THEREFORE, THE CITY OF ST. HELENS DOES ORDAIN AS FOLLOWS:

Section 1. The above recitations are true and correct and are incorporated herein by reference.

Section 2. The City of St. Helens Comprehensive Plan Map is amended to change the plan designation boundaries of the Highway Commercial (HC) designation to the General Commercial (GC) designation for the property described herein.

Section 3. The City of St. Helens Zoning District Map is amended to change the zoning district boundaries of the Highway Commercial (HC) zone to the General Commercial (GC) zone for the property described herein.

Section 4. The boundary of the Zoning and Comprehensive Map Amendment shall apply to the whole of the subject property. The division between General Commercial (GC) and Highway Commercial (HC) may be per the plan, depicted in **Attachment "B"** attached hereto and made part of this reference, more-or-less, provided the property line is legally moved within one year from the effective date of the Ordinance.

Section 5. In support of the aforementioned Comprehensive Plan Map and Zone District Map Amendment, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "C"** and made part of this reference.

Section 5. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: March 7, 2018
Read the second time: March 21, 2018

APPROVED AND ADOPTED this 21st day of March, 2018 by the following vote:

Ayes:

Nays:










Rick Scholl, Mayor

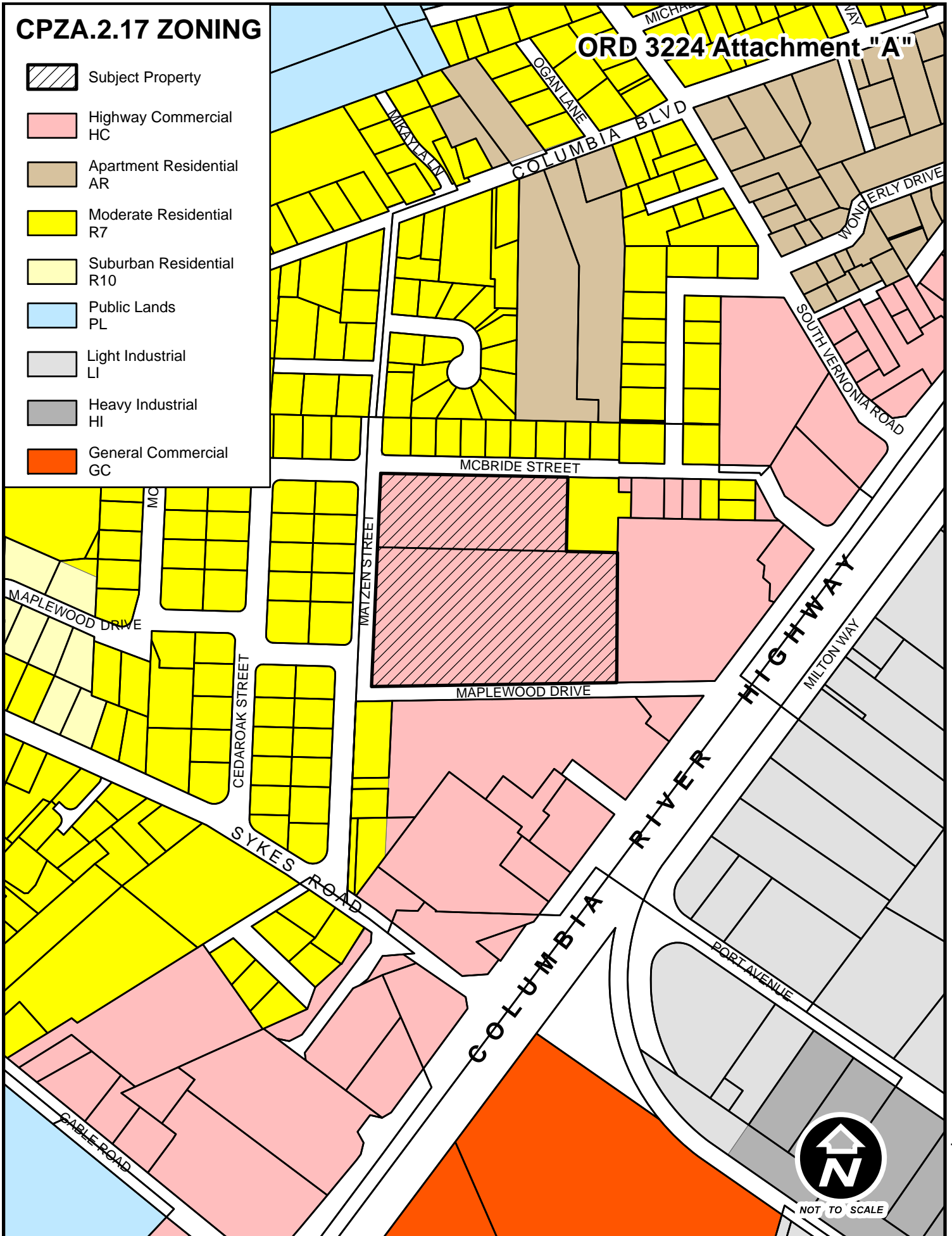
ATTEST:

Kathy Payne, City Recorder

CPZA.2.17 ZONING

ORD 3224 Attachment "A"

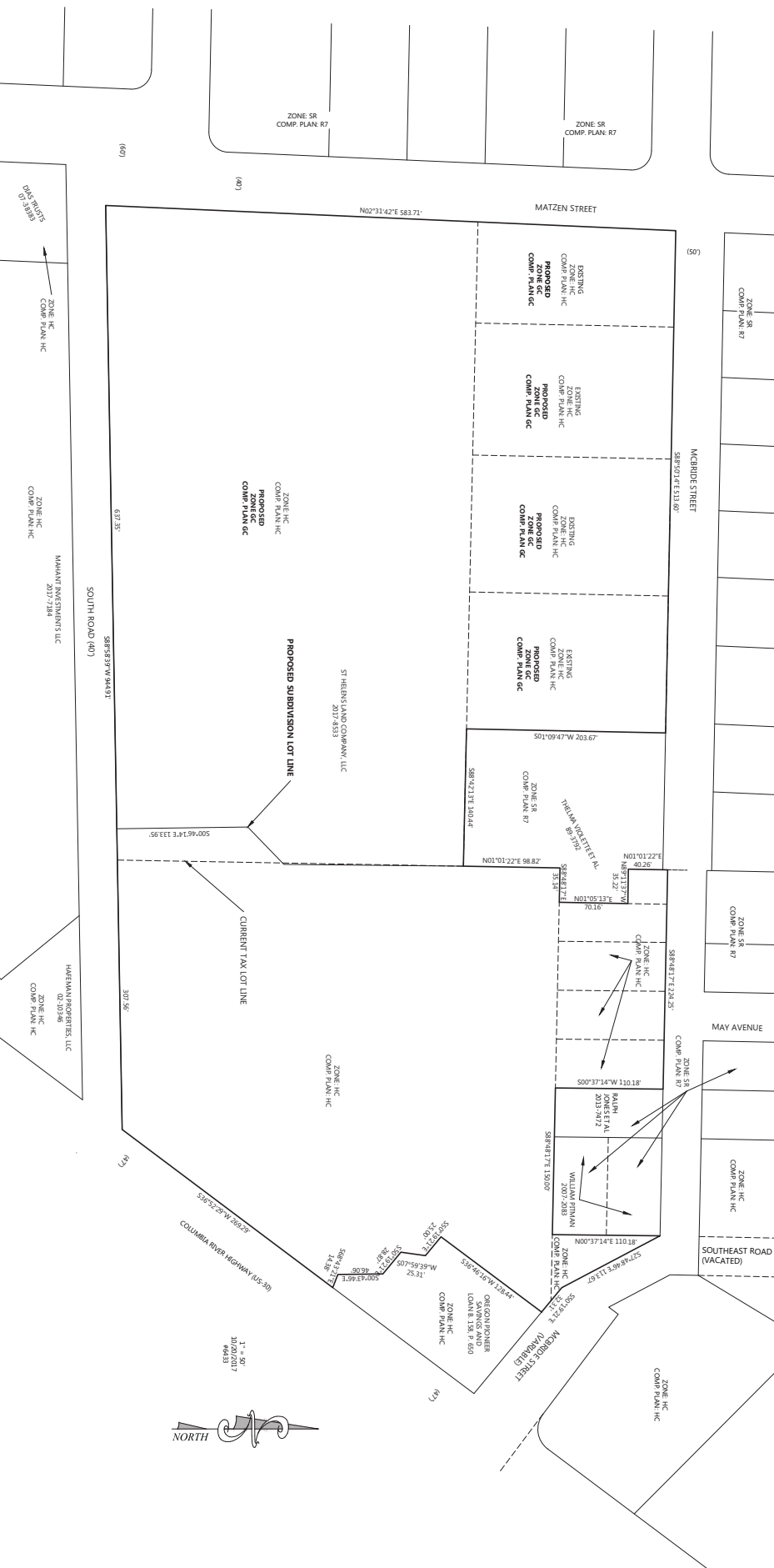
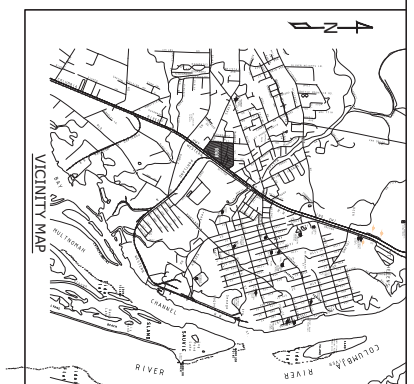
-  Subject Property
-  Highway Commercial
HC
-  Apartment Residential
AR
-  Moderate Residential
R7
-  Suburban Residential
R10
-  Public Lands
PL
-  Light Industrial
LI
-  Heavy Industrial
HI
-  General Commercial
GC



Owner/Developer:
**ST. HELENS LAND
 COMPANY, LLC**
 9550 SE CLACKAMAS RD.
 CLACKAMAS, OR 97015
 (503) 655-7933
 KARL@IECON.US

ORD No. 3224
 Attachment B

EXISTING CONDITIONS/
PROPOSED CONDITIONS



**ST. HELENS
 COMMERCIAL/
 MULTI-FAMILY**

**COMP PLAN
 ZONE CHANGE**



Design: J.R.B.
 Drawn: J.R.B.
 Checked: J.R.B.
 Date: SEPT 2017
 Scale: AS SHOWN
 As-Built:

NO CHANGES, MODIFICATIONS OR
 REPRODUCTIONS TO BE MADE TO THESE
 DRAWINGS WITHOUT WRITTEN
 AUTHORIZATION FROM DESIGN ENGINEER.
 DIMENSIONS & NOTES TAKE PRECEDENCE
 OVER GRAPHICAL REPRESENTATION.
 MULTI/TECH ENGINEERING EXEMPT FROM
 LIABILITY IF NOT STAMPED APPROVED

1 OF 1

JOB # 4033

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
CPZA.2.17**

APPLICANT: Karl Ivanov / Multi-Tech Engineering Services, Inc.

OWNER: St. Helens Land Company LLC

ZONING: Highway Commercial (HC)

LOCATION: 4N1W-5DD-700 & 1900

SE corner of the McBride and Matzen Street intersection

PROPOSAL: Zone Map Amendment from Highway Commercial (HC) to General Commercial (GC) and Comprehensive Plan Amendment from Highway Commercial (HC) to General Commercial (GC)

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable per ORS 227.178(7).

SITE INFORMATION / BACKGROUND

The subject properties are located in between McBride Street to the north, Matzen Street to the west, and an undeveloped right-of-way called South Road (Maplewood Drive) to the south. The properties are and generally vacant, except for sparse remnants of a former mobile home park (Violette's Villa) and vegetation, including a substantial canopy of large trees. The properties abut Highway Commercial (HC) zoning to the south and east and Moderate Residential (R7) to the north and west.

Surrounding uses to the north and west of McBride Street and Matzen Street are dominated by single-family dwellings. There are some existing residential uses on the south side of McBride Street, with only one (a detached single family dwelling at 165 McBride) actually abutting the subject property. To the south of Maplewood Drive (right-of-way), there is a hotel, some residential use, and other commercial uses.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: January 9, 2018 before the Planning Commission and February 21, 2018 before the City Council.

At their January 9, 2018 public hearing on this matter, the Planning Commission voted 5 to 1 to recommend approval of this proposal.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on December 18, 2017 via first class mail. Notice was sent to agencies by mail or e-mail on December 18, 2017. Notice was published in the The Chronicle on December 27, 2017. Notice was sent to the Oregon Department of Land Conservation and Development on December 5, 2017

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.
- (e) A proposed change to the St. Helens Zoning District Map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens Comprehensive Plan Map that facilitates a spot zoning is prohibited.

(a) Discussion: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, Goal 10, and Goal 12.

Statewide Planning Goal 1: Citizen Involvement.

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties. The City has met these requirements and notified DLCD of the proposal.

Finding: Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

Statewide Planning Goal 2: Land Use Planning.

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal. The City notified DLCD as required by state law prior to the public hearings to consider the proposal.

There are no known federal or regional documents that apply to this proposal. Comprehensive Plan consistency is addressed further below.

Finding: Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

Statewide Planning Goal 10: Housing

This goal is about meeting the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

The proposed zoning map amendment would allow for additional residential development because GC conditionally allows multi-family dwelling units, while HC does not allow any *exclusive* residential development. HC only allows dwelling units above permitted uses.

Finding: Given the demand for additional housing units in St. Helens and the region, Goal 10 is satisfied.

Statewide Planning Goal 12: Transportation

Goal 12 requires local governments to “provide and encourage a safe, convenient and economic transportation system.” Goal 12 is implemented through DLCD’s Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.

A TPR Analysis has been submitted, pursuant to Chapter 17.156 SHMC. See Section (d) for more details.

(b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines in regards to the residential zone change request.

Finding: There are no known applicable federal or state statutes or guidelines applicable to this zone change request.

(c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. The applicable Comprehensive Plan goals and policies are:

19.08.020 Economic goals and policies.

[...]

(3) Policies. It is the policy of the city of St. Helens to:

[...]

(j) Allocate adequate amounts of land for economic growth and support the creation of commercial and industrial focal points.

[...]

19.12.080 Highway commercial category goals and policies.

(1) Goals.

(a) To create opportunities for the orderly business development along selected portions of arterials.

(b) To establish conditions which will assure that arterial traffic flows are not disrupted and that access to and from these locations is designed for safety.

(c) To prevent highway frontage from becoming a strip of mixed commercial, residential and other unrelated uses.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Designate as highway commercial such areas along portions of US 30 where highway business has already become well established.

(b) Designate as highway commercial such areas at major road intersections where access to business sites does not conflict with safe traffic movement.

(c) Encourage enterprises which cater to the traveling public to locate in this designation.

(d) Encourage curbing along Highway 30 and limit the number of curb-cuts to minimize traffic hazards as a result of conflicts between through traffic and shopper traffic.

(e) Preserve areas for business use by limiting incompatible uses within them.

[...]

19.12.070 General commercial category goals and policies.

(1) Goals. To establish commercial areas which provide maximum service to the public and are properly integrated into the physical pattern of the city.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Encourage new commercial development in and adjacent to existing, well-established business areas taking into account the following considerations:

(i) Making shopping more convenient for patrons;

(ii) Cutting down on street traffic;

(iii) Maximizing land through the joint use of vehicular access and parking at commercial centers; and

(iv) Encouraging locations that enjoy good automobile access and still minimize traffic hazards.

(b) Designate sufficient space for business so that predictable commercial growth can be accommodated and so that an adequate choice of sites exists.

[...]

(e) Improve the general appearance, safety and convenience of commercial areas by encouraging greater attention to the design of buildings, parking, vehicle and pedestrian circulation, and landscaping through a site design review procedure.

(f) Preserve areas for business use by limiting incompatible uses within them.

[...]

(h) Encourage in-filling of vacant lands within commercial areas.

[...]

(c) Discussion: The proposal is to amend the Zoning Map from HC to GC, and the Comprehensive Plan Map from HC to GC. The purpose of the HC zone is to create a commercial strip along Highway 30 that caters to motorists. This zone change proposes to leave a strip of HC along the Highway to satisfy this purpose. The approximate width of the remaining HC zone is consistent with other areas along the Highway.

The GC zone and Comprehensive Plan designation are still commercial and thus can be viewed as not impacting the City's employment lands. Both the GC and HC zones predominantly allow commercial (employment) uses.

Finding (s): This proposal is not contrary to Comprehensive Plan goals and policies. The Planning Commission and City Council find that removing Highway Commercial zoning, as proposed will not have a negative impact on the development of lands catering to motorists.

(d) Discussion: This criterion requires that the proposal not conflict with the applicable provisions of the implementing ordinances.

Per SHMC Chapter 17.156, a Traffic Impact Analysis shall be required to be submitted to the City with a land use application when the proposed change in zoning or Comprehensive Plan designation will result in more vehicle trips based on permitted uses.

The applicant submitted a Transportation Planning Rule (TPR) Analysis, which is attached to this staff report. The Analysis found that the requested zone change from HC to GC will reduce the amount of traffic that can be generated by any reasonable combination of uses. Therefore, there will not be any significant effect on transportation facilities as a result of this zone change.

Finding: This proposal will not significantly affect an existing or planned transportation facility. A Traffic Impact Analysis will not be required for this proposal.

(e) Discussion: This criterion requires that the proposed change is not a spot zone. The definition of "spot zoning" per Chapter 17.16 SHMC:

Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

The proposal does place GC zoning in an area where such is lacking. However, the area to be rezoned is large and bounded by rights-of-way or HC zoning, except on the NE corner of the subject property where there is a R7 zoned residential property.

A key issue here is ensuring the zoning and comprehensive plan boundary follow a property line. The plans provided by the applicant include a jog in the boundary such that a small portion at the SE corner, not of a practical size or dimension for a principal use by itself, would have HC zoning remaining. As such a condition is necessary that the property line follow the zoning and comprehensive plan line as a condition of approval.

Finding: The proposed Zone Map and Comprehensive Plan Designation shall apply to the whole of the subject property (currently known as 4N1W-5DD-700 and 4N1W-5DD-1900) or amended property lines, more-or-less, per the applicant's submitted plan.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves the proposal with the following provision:

The boundary of the Zoning and Comprehensive Map Amendment shall apply to the whole of the subject property (currently known as 4N1W-5DD-700 and 4N1W-5DD-1900). The division between General Commercial and Highway Commercial may be per the plan, more-or-less, provided by the applicant provided the property line is legally moved within one year from the effective date of the Ordinance that makes this proposal effective.

Rick Scholl, Mayor

Date

City of St. Helens
ORDINANCE NO. 3225

**AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE
CHAPTER 3.20 REGARDING TRANSIENT ROOM FEES**

WHEREAS, St. Helens Municipal Code Chapter 3.20 governs transient lodging taxes and fees;
and

WHEREAS, there have been changes in state laws regarding additional taxes and fees assessed after 2003 under ORS Chapter 320; and

WHEREAS, additional taxes and fees assessed after July 1, 2003 must be utilized pursuant to the limitations of ORS Chapter 320; and

WHEREAS, the St. Helens' economy has benefited from tourism and promotion; and

WHEREAS, the St. Helens' economy will benefit from additional tourism funds to allocate; and

WHEREAS, Travel Oregon has estimated that every dollar spent on advertising generates \$237 in visitor spending.

NOW, THEREFORE, THE CITY OF ST. HELENS ORDAINS AS FOLLOWS:

Section 1. Recitations. The above recitations are true and correct and are incorporated herein by this reference.

Section 2. SHMC 3.20 is amended as set forth in Exhibit A to this Ordinance (additional language is underlined and deleted text is shown as ~~struckthrough~~).

Section 3. This Ordinance shall be effective 30 days after its passage.

Read the first time:	March 7, 2018
Read the second time:	March 21, 2018

APPROVED AND ADOPTED by the City Council this 21st day of March, 2018, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

Chapter 3.20
TRANSIENT ROOM FEE

Sections:

- [3.20.010](#) Title.
- [3.20.020](#) Definitions.
- [3.20.030](#) Imposition of fee.
- [3.20.040](#) Exemptions.
- [3.20.050](#) Disposition of revenue, adjustment.
- [3.20.060](#) Collection and use of revenues.
- [3.20.070](#) Administration of chapter.
- [3.20.080](#) Registration of operator – Form and contents – Execution – Certification of authority.
- [3.20.090](#) Collection of fee by operator.
- [3.20.100](#) Monthly reporting and payment – Extension.
- [3.20.110](#) Operator required to keep records.
- [3.20.120](#) Records exempt from disclosure.
- [3.20.130](#) Refunds.
- [3.20.140](#) Delinquency.
- [3.20.150](#) Sanctions.
- [3.20.160](#) Petition for redetermination.
- [3.20.170](#) Appeals to city council.
- [3.20.180](#) Amendments.

3.20.010 Title.

This chapter shall be known as the “transient room fee ordinance.” (Ord. 2843 § 1, 2001)

3.20.020 Definitions.

As used in this chapter the following terms and definitions shall apply unless the context requires otherwise:

“Accrual accounting” means a system whereby the Operator enters the Rent due from a transient on the records when the rent is earned whether or not it is paid.

“Administrator” means the person designated as such by the city.

“Booking Agent” means any person that provides a means through which a host may offer a Hotel for transient lodging occupancy. This service is usually, though not necessarily, provided through an online platform and generally allows a host to advertise the Hotel through a website provided by the Booking Agent’s hosting platform and provides a means for potential users to arrange transient lodging occupancy and payment, whether the transient pays rent directly to the host or to the Booking Agent. Booking Agent’s include, but are not limited to:

1. Online travel booking sites that are involved in the process of listing and booking Hotel occupancy and handling any aspect of the resulting financial transaction; or

2. Online travel booking sites for Transient lodging Occupancy where advertisements of Hotels are displayed; or

3. A hosting or other online site that provides a means through which an Operator, Host or Booking Agent may offer a Hotel for transient lodging occupancy; or

4. Any Person who directly or indirectly accepts, receives or facilitates payment, whether or not they are the ultimate recipient of the payment, including through Application Programming Interfaces (APIs) or other computerized devices where third party providers receive information about a transaction and collect funds for Transient lodging Occupancy from a Transient.

“Cash accounting” means a system whereby the operator does not enter the rent due from a transient on the records until rent is paid.

“City” means the city of St. Helens, Oregon, a municipal corporation.

“Fee” means either the fee payable by the transient, or the aggregate amount of fees due from an operator during the period for which collections must be reported. “Fee” includes the fees imposed by SHMC [3.20.030](#).

“Host” means the owner or individual who resides at a Short-Term Rental or has been designated by the owner or resident of the Short-Term Rental and who rents out the Short-Term Rental for transient lodging occupancy either directly or through the use of a Booking Agent.

“Hotel” means any structure, or any portion of any structure, which is occupied or intended or designed, in whole or in part, for transient occupancy for 30 consecutive calendar days or less, for dwelling, lodging, or sleeping purposes. “Hotel” includes any hotel, inn, tourist home or tourist house, motel, studio hotel, bachelor hotel, boutique hotel, lodging house, rooming house, Short-Term Rental, vacation home or vacation cabin, multi-dwelling structure, accessory dwelling unit, hostel, corporate housing or executive housing space or facility, public or private dormitory, fraternity, sorority, public or private

club, bed and breakfast, or similar structure or portions thereof so occupied, provided such occupancy is for 30 consecutive calendar days or less. Hotel specifically includes a structure or a portion of a structure that is rented out for Transient Occupancy in addition to being used by the owner as a personal residence or for other uses. All Hotels must comply with all local codes applicable to their location and use, including but not limited to zoning and building codes.

“Occupancy” means the use or possession, or the right to use or possession for lodging or sleeping purposes, of any room, or rooms in, or space all or a portion in of a hotel.

“Operator” means:

1. Any person who provides a hotel or any room or rooms for occupancy for periods of thirty (30) days or less to the general public for compensation. Furnishing accommodations can be done via employees, contractors, agents or any other person the hotel consents to allow to process reservations and accept payments from the transient on behalf of the hotel; or the person who is the proprietor of the hotel in any capacity. Where the operator performs functions through a managing agent of any type or character other than an employee, the managing agent shall also be deemed an operator for the purposes of this chapter and shall have the same duties and liabilities as his or her principal. Compliance with the provisions of this chapter by either the principal or the managing agent shall be considered to be compliance by both.
2. Any person that facilitates the reservation of an accommodation and collects the payment for the room reservation from the transient; or
3. Any Transient Lodging Provider, Transient Lodging Intermediary, or Transient Lodging Tax Collector as defined in ORS 320.300; or
4. A Booking Agent as defined in this chapter.

There may be more than one operator for a hotel and each operator is independently responsible for compliance with this chapter though the fee will only be collected once. Operators include, but are not limited to, the hotel owner and/or management, online travel companies, Booking Agents or other online travel facilitators, travel agents or companies, contracted management companies or any other person that secures the right to occupy a room on behalf of the transient and receives payment from the transient for that right whether or not the operator is the ultimate recipient of the payment.

“Person” means any individual, firm, partnership, joint venture, association, social club, fraternal organization, fraternity, sorority, public or private dormitory, joint stock company, corporation, limited liability company, limited liability partnership, host, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.

“Rent” means the full consideration charged to the Transient, whether or not received by the operator, for the occupancy of space in a hotel valued in money, goods, labor, credits, property or other consideration valued in money, without any deduction. Rent is considered to be the total amount represented to the Transient by an Operator as the consideration charged for the Occupancy, including any accommodation fees, commissions or similar amounts paid to or withheld by a person that

facilitates the reservation of a room. "Rent" excludes, however, the sale of any goods, services and commodities, other than the furnishing of rooms or room or space in a hotel.

"Rent package plan" means a plan where a single rate or charge is made for the total of food and rent. The amount applicable to rent for determination of a transient room fee under this chapter shall be the same charge made for rent when consideration is not a part of a package plan.

"Room" means each portion of a Hotel that may be rented or is intended to be rented to a separate transient lodger or lodging party, other than rooms containing no sleeping accommodations and intended to be used for purposes other than sleeping and living accommodations, such as meetings, recreation, education, business or other purposes. In rooms with multiple beds where each bed may be rented or is intended to be rented to a separate transient lodger such as bunk or dormitory style rooms, each bed is counted as a room.

"Short-Term Rental" means a house, duplex, multi-plex, apartment, condominium, houseboat, trailer or other residential dwelling where a Person rents Rooms for Transient lodging Occupancy. Generally, a Short-Term Rental is zoned residential or has building occupancy that only allows for residential use.

"Tourism" means the business of attracting and providing services and accommodations to those persons who are traveling for recreational or cultural purposes.

"Transient" means any individual who exercises occupancy or is entitled to occupancy in a hotel for a period of 30 consecutive calendar days or less, counting portions of calendar days as full days. The day a transient checks out of the hotel shall not be included in determining the 30-day period if the transient is not charged rent for that day by the operator. Any such individual so occupying space in a hotel shall be deemed to be a transient until the period of 30 days has expired, unless there is an agreement in writing between the operator and the occupant providing for a longer period of occupancy. In determining whether a person is a transient, uninterrupted periods of time extending both prior and subsequent to the effective date of the ordinance codified in this chapter may be considered. A person who pays for lodging on a monthly basis, irrespective of the number of days in such months, shall not be deemed a transient. (Ord. 3046 § 8, 2007; Ord. 2843 § 2, 2001)

3.20.030 Imposition of fee.

(1) Transient Room Fee. For the privilege of occupancy in any hotel, on and after the effective date of the ordinance codified in this chapter, each transient shall pay a fee in the amount of ~~seven~~ ten percent (10/100th) of the rent charged by the operator.

(2) Payment of Fee by ~~Transient~~ transient.

(a) The ~~Fees~~ fees imposed pursuant to this chapter constitute a debt owed by the transient to the city, which is extinguished only by payment to the operator or to the city.

(b) The transient shall pay the fees to the operator of the hotel at the time the rent is paid.

(c) If rent is paid in installments, the transient shall pay a proportionate share of the fee to the operator with each installment.

(d) If for any reason the fees due are not paid to the operator of the hotel, the administrator may require that the transient pay such fee(s) directly to the city.

(3) Payment of Fee by Operator. The fee collected or accrued by the operator constitutes a debt owing by the operator to the city. (Ord. 2843 § 3, 2001)

3.20.040 Exemptions.

No fee imposed under this chapter shall be imposed upon:

(1) Time Period. Any occupant who pays for lodging on a monthly basis, irrespective of the number of days in such months;

(2) Minimum Rent. Any occupant whose rent or cash equivalent thereof is less than \$5.00 per day;

~~(3) Private Facilities. Any person who rents a private home, vacation cabin, or like facility from any owner who rents such facilities in addition to such owner's use thereof;~~

~~(4)~~ Care Facilities. Any occupant whose rent is paid for a room or living space in a hospital, medical or mental health clinic, foster home, rehabilitation center, convalescent home, nursing home, or assisted living facility. (Ord. 3054 § 1, 2007; Ord. 2843 § 4, 2001)

(4) Government or Public Institutions. Any occupant in a government owned and operated public institution.

(5) Emergency Shelter. Any person housed through an emergency shelter or disaster program where the rent is paid with government assistance funds.

(6) Federal Government Employee. Any Federal Government employee traveling on official government business, who presents an official Government Exemption Certificate or official travel authorization. An exemption may also be granted for direct bills to a Federal Government department, agency or instrumentality. An exemption may not be granted for rents paid by contractors of the Federal Government, even if the occupancy was for a Federal Government employee on official business, and notwithstanding the fact that such rent may be reimbursed by the Federal Government or paid under the contract with the Federal Government.

3.20.050 Disposition of revenue, adjustment.

(1) Adjustment of Fees. Any adjustment of fees, penalties or interest that is necessary to correct a mistake or error in collection or distribution may be made by the administrator at a subsequent collection or disbursement or by the procedure set forth in SHMC [3.20.160](#). (Ord. 2843 § 5, 2001)

3.20.060 Collection and use of revenues.

(1) The transient room fee shall be ten percent (10/100th) of the Rent charged by the Operator. This amount must be remitted to the city as outlined in SHMC 3.20.090, except that the operator may retain ~~one five percent (1/20th) of the total fee collected seven percent fee to defray administration of the fee.~~ This (1/20th) of the total fee collected is intended to help the operator defray the costs associated with the administration of the fee. Records must adequately show that the retained portion is accurate.

(2) The remaining funds will be allocated as follows:

Ninety-one percent (91/100th) ~~six percent of the remaining funds~~ shall be placed in a reserve account in the St. Helens visitors and tourism bureau fund, which shall be called the transient room fee reserve account. Moneys collected may be invested to earn the highest amount of interest legally and reasonably possible from the moneys placed in the account. Moneys in this account can only be used to promote tourism in the city of St. Helens. No administrative fee shall be charged to this account by the city.

Nine percent (9/100th) will be placed in the city's general fund, to help defray administrative costs associated with the tourism bureau, and tourism bureau fund.

(3) *Repealed by Ord. 3046.*

~~(4) It is the intent of this chapter that the moneys collected during the year shall be used, in part, to pay the debt service on a convention center owned and operated by the city. Such convention center and associated land and other improvements would be financed through a low interest loan from the state of Oregon or other appropriate funding source. In addition, the moneys collected would be used to pay for a tourism director who would be hired by the city, either as an employee or through other contractual arrangements, to oversee the operation of the convention center and pay for the maintenance, operation, and upkeep of a convention center. (Ord. 3186 § 2, 2015; Ord. 3046 § 8, 2007; Ord. 2843 § 6, 2001)~~

3.20.070 Administration of chapter.

(1) Appoint Administrator. The city council appoints the city finance director or, in that person's absence, the city administrator, to administer the provisions of this chapter and may delegate to any person the powers, rights, duties, and authority with respect to collections, refunding, and administration of fees imposed under SHMC [3.20.030](#).

(2) Examination of Records, Investigations. The administrator or any person so authorized in writing by the city council may examine, during normal business hours, the books, papers, and accounting records relating to room rents of any operator after 24 hours' written notification to the operator liable for the tax and may investigate the business of the operator in order to verify the accuracy of any return made, or if no return is made by the operator, to ascertain and determine the amount required to be paid. (Ord. 2843 § 7, 2001)

3.20.080 Registration of operator – Form and contents – Execution – Certification of authority.

(1) Registration Required. Every person engaging in, or about to engage in, business as an operator of a hotel in the city limits shall register with the administrator on a form provided by the administrator. The failure to register does not relieve any person from the obligation of payment or collection of the fee.

(2) Period for Registration.

(a) Operators commencing business after the ordinance codified in this chapter is adopted must register within 15 calendar days after commencing business.

(b) The privilege of registering after the date of commencing business shall not relieve any person from the obligation of payment or collection of the transient room fee from the date of commencing business regardless of the date of registration.

(3) Information Required. The operator shall set forth on the registration form the name under which he or she transacts or intends to transact business, any affiliated companies or brands that are associated with the registration, the location of the place or places of business, and such other information to facilitate the collection of the fee as the administrator may require. The operator shall sign the registration.

(4) Fire/Safety/Health Inspection.

(a) At the time of initial application for registration of a Short-Term Rental, the applicant must schedule an inspection with the Building Official or designee, and pay an initial inspection fee of \$125.00. The purpose of this inspection is to assure conformance of the Short-Term Rental with the State of Oregon Residential Specialty Code, the Uniform Housing Code and the Uniform Fire Code regulations related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. The applicant is responsible for obtaining septic approval from DEQ and providing said documentation to the City. Applicants must correct any identified deficiencies within 180 days before a certificate will be issued. A follow-up inspection is included in the initial fee. Any further inspections will cost \$50.00 each.

(b) Every year, the City will conduct a re-inspection of Short-Term Rentals. A re-inspection fee of \$50.00 will be charged. Failure to correct any identified deficiencies within thirty (30) days of the Building Inspector's notification of required alterations may result in the revocation of the certificate.

(4)(5) Certification. The administrator shall use his or her best efforts to issue, within 10 days of receiving the registration form, a certificate of transient occupancy registration to the registrant to collect the fee from the occupant, together with a duplicate thereof for each additional place of business of each registrant.

(5)(6) Contents of Certificate. At a minimum, the certificate shall state the following information:

(a) The name of the operator;

(b) The address of the hotel;

(c) The date upon which the certificate was issued;

(d) The following statement:

This Transient Occupancy Registration Certificate signifies that the person named on the face hereof has fulfilled the requirements of the City of St. Helens Transient Room Fee Ordinance by registration with the Administrator for the purpose of collecting from transients the room fee imposed by the City of St. Helens and remitting said fee to the Administrator. This certificate does not authorize any person to conduct any unlawful business or to conduct any lawful business or to conduct any lawful business in an unlawful manner, or to operate a hotel without strictly complying with all local applicable laws. This certificate does not constitute a permit.

(6)(7) Display and Transfer of Certificate.

(a) Each certificate and duplicate shall be prominently displayed in the hotel to which it is applicable so as to be seen and come to the notice readily of all occupants and persons seeking occupancy.

(b) No operator may assign or transfer the hotel's certificate, but shall surrender it immediately to the administrator upon the cessation of business at the named location or upon its sale or transfer. (Ord. 3054 § 2, 2007; Ord. 2843 § 8, 2001)

3.20.090 Collection of fee by operator.

(1) Operator to Collect Fee From Transient. Unless otherwise exempted by this chapter, every operator shall collect the fee from the transient at the time the transient pays the rent.

(2) Incremental Fee Schedule. For rent collected on portions of a dollar, the fee shall be collected according to the schedule below:

Amount of Incremental Rent	Amount of Incremental Fee
\$0.05 through \$0.14	\$0.01
\$0.15 through \$0.29	\$0.02 <u>0.03</u>
\$0.30 through \$0.44	\$0.03 <u>0.04</u>
\$0.45 through \$0.59	\$0.04 <u>0.06</u>
\$0.60 through \$0.74	\$0.05 <u>0.07</u>
\$0.75 through \$0.89	\$0.06 <u>0.09</u>

Amount of Incremental Rent	Amount of Incremental Fee
---------------------------------------	--------------------------------------

\$0.90 through \$1.00	\$ 0.07 <u>0.10</u>
-----------------------	--------------------------------

(3) Waiving Fee Prohibited. Operators may not advertise or allow that any part of the fee will be assumed or absorbed by the operator, or that it will not be added to the rent or, if added, that any part of it will be refunded, except in the manner provided by this chapter. (Ord. 2843 § 9, 2001)

3.20.100 Monthly reporting and payment – Extension.

(1) Report and Payment. On or before the fifteenth day of the month following each calendar month, every operator shall report the rents paid to the operator during the preceding month and pay the amount of fees due on forms prescribed by the administrator.

(2) Returns to Be Signed. Returns shall be signed by the operator required to file the return or by his or her authorized agent.

(3) Information Required. Returns required under this section shall contain such information as the administrator deems necessary for the proper administration of this chapter.

(4) Remittance. The operator liable for filing the return required under this section shall deliver the return together with the fee due to the city of St. Helens. Delivery must be in person or by first class mail.

(5) Other Reporting and Payment Periods. For the purpose of the administration, payment, or collection of the fees imposed under this chapter, the administrator may, upon written request, permit or require returns or fee payments on other than a monthly basis; however, no operator may change the reporting system required under this section without the prior written authorization of the administrator.

(6) Extension.

(a) The administrator may, upon written request received on or before the due date of the return or fee, for good cause satisfactory to the administrator, extend the time for filing the return or paying the fee for a period not to exceed 30 days.

(b) Any operator to whom an extension is granted and who pays the fee within the period for which the extension is granted shall pay, in addition to the fee, simple interest at the rate of 10 percent per annum from the date on which the fee would otherwise have been due.

(7) No Exceptions. A report and a fee return are required for each reporting period even though there may be no rents due or payable to the hotel of the operator during the preceding month, nor any fees due.

(8) Failure to File Reports. If an operator fails to make a report of the information required by this section within the time and manner prescribed, the administrator may examine the books, records, and files of the operator to determine the fee due on the rents, as provided by this chapter.

(9) Special Determination and Collection – Operator Delay.

(a) The administrator may make a special determination of the fee amount and may make that amount due and payable immediately; provided, that:

(i) The administrator reasonably believes that delay may jeopardize either the collection of any amount of any fee, or the determination of that fee amount; and

(ii) The purpose of the collection is noted on the special determination.

(b) The administrator shall serve notice of the special determination to the operator in person or, if by first class mail, at the operator's last known address as shown on the administrator's records.

(c) The operator shall pay the determined amount to the administrator immediately upon receiving notice of the special determination.

(d) After making the required payment, but within 14 days of receiving notice of the special determination, the operator may appeal the decision by filing a petition for redetermination with the administrator, pursuant to SHMC [3.20.160](#). (Ord. 2843 § 10, 2001)

3.20.110 Operator required to keep records.

(1) Separate Accounting. Every operator shall state the fee imposed under this chapter separately on room receipts and shall account for such fees separately in the hotel's records.

(2) Recordkeeping. Every operator liable for the reporting or payment of the fee imposed under this chapter shall keep such records, receipts, and other pertinent documents in such form as the administrator may require.

(3) Three-Year Minimum – Exception. Every operator shall keep such records for not less than three years, unless the administrator issues written authorization to destroy them sooner. (Ord. 2843 § 11, 2001)

3.20.120 Records exempt from disclosure.

(1) Policy. Pursuant to ORS [192.502](#)(16) and except as provided by subsection (2) of this section, no city of St. Helens employee or agent, and no employee or agent of cities participating by ordinance or resolution under this chapter, may disclose the records, reports, and returns required by this chapter to be submitted to or inspected by the city to allow it to determine the amount of any transient fee payable or the amount of such fees paid, to the extent that such information is in a form that would permit identification of the individual concern or enterprise.

(2) Authorized Use.

(a) Nothing in this section shall limit the use which the city may make of such information for regulatory purposes, or the admissibility of such information in any enforcement proceedings.

(b) In the event that the payment or delivery of fees imposed under this chapter is delinquent by more than 60 days, the city shall disclose, upon the request of any person, the following information:

(i) The identity of the individual concern or enterprise that is delinquent more than 60 days in the payment or delivery of the fees;

(ii) The period for which the fees are delinquent; and

(iii) The actual or estimated amount of the delinquency. (Ord. 2843 § 12, 2001)

3.20.130 Refunds.

(1) Operator's Fee Refunds. Whenever an operator has paid the amount of any fee, penalty, or interest more than once, or the administrator has erroneously or illegally collected or received it under this chapter, it may be refunded; provided, that the operator first files a petition for redetermination and refund with the administrator, pursuant to SHMC [3.20.160](#). In addition to any other requirements imposed by this chapter, the petitioner shall state the specific reason upon which the claim is founded and file the petition within three years from the date of overpayment. All refunds shall be charged to the transient room fee reserve account.

(2) Transient Fee Refunds. Whenever the fee required by this chapter has been collected by the operator, and deposited by the operator with the administrator, and it is later determined that the fee was erroneously or illegally collected or received by the administrator, it may be refunded by the administrator to the transient; provided, that the transient, or the administrator or other person acting in the transient's behalf first files a petition for redetermination and refund with the administrator, pursuant to SHMC [3.20.160](#). In addition to any other requirements imposed by this chapter, the petitioner shall state the specific reason upon which the claim is founded and file the petition within three years from the date of the overpayment. All refunds shall be charged to the transient room fee reserve account. (Ord. 2843 § 13, 2001)

3.20.140 Delinquency.

Unless an operator obtains an extension pursuant to SHMC [3.20.100](#)(6), the operator becomes delinquent with respect to this chapter any time the operator fails:

(1) Improper Reporting. To submit his or her reports completely and accurately, on time or as otherwise required by this chapter; or

(2) Improper Payment. To remit his or her fee payment fully, on time, or as otherwise required by this chapter. (Ord. 2843 § 14, 2001)

3.20.150 Sanctions.

An operator who is delinquent may be subject to one or more of the following sanctions:

(1) Inadequate or Untimely Reporting. If an operator is delinquent in submitting reports, the administrator may take one or both of the following measures:

(a) Examine the operator's books, records, and files in order to compute the fee due on the rents, as provided for by this chapter.

(b) Assess the fee at no more than twice the amount estimated to be due and add a penalty of 10 percent of the amount of the fee assessed. This penalty shall be in addition to all other penalties. The additional fee and 10 percent penalty provided for in this subsection may be assessed if the operator in question has failed to report or make payments within the previous 12-month reporting period.

(c) The Administrator may also impose a civil penalty of up to \$500 for each violation of this chapter.

(2) Inadequate or Late Payments. If an operator is delinquent in making fee payments:

(a) The administrator may assess interest payments on the outstanding fee accounts at a rate of 10 percent per annum from the date due until the date of payment.

(b) These fees shall operate as a first lien and privilege on the hotel and its personal property, which lien and privilege shall follow the hotel into the hands of these persons whether in good or bad faith, and the city of St. Helens may place a lien upon the property.

(3) Notice and Payment. Once the administrator determines that an operator is delinquent and is subject to the sanction or sanctions imposed by subsections (1) and (2) of this section, the administrator shall give that operator a written notice of the delinquency.

(a) The notice may be served personally or by mail, and if by mail, the notice shall be sent by certified mail and addressed to the operator at the last known address as it appears in the records of the administrator. In case of service by mail of any notice required by this chapter, the service is complete when the city administrator, or his authorized agent or designee, signs a certificate of mailing, or three days after the mailing if mailed to an address within the state.

(b) Except in the case of fraud, or intent to evade the provisions of this chapter, every deficiency determination shall be made and notice thereof mailed within three years after the last day of the month following the close of the monthly period for which the amount is proposed to be determined or within three years after the return is filed, whichever period expires later.

(c) The amount stated in the determination shall become due and payable immediately upon receipt of notice. Such determination shall become final unless the operator files a petition for redetermination pursuant to SHMC [3.20.160](#).

(4) Court Action to Collect Delinquent Amounts. At any time within three years after any fee or any amount of fee required to be collected becomes due and payable or at any time within three years after any determination becomes final, the administrator may bring an action in the courts of this state, or any other state, or of the United States in the name of the city to collect the amount delinquent, together with penalties and interest. In the case of the filing of a false or fraudulent return with the intent to evade this chapter, or willful refusal to collect and remit the fee, a deficiency determination may be commenced, at any time and is not subject to the three year limitation. (Ord. 3054 § 3, 2007; Ord. 2843 § 15, 2001)

(5) Attorney Fees. Should the city prevail in any legal proceedings in any state or federal court to collect the taxes, penalties and interest assessed in accordance with this chapter, the City shall be entitled to its reasonable costs and attorney fees.

3.20.160 Petition for redetermination.

(1) Petition for Redetermination. Any operator who receives a notice of determination or delinquency may petition the administrator for redetermination. The petitioner may request an oral hearing on the matter by stating this request on the petition.

(2) Requirements for Filing. The petition for redetermination allowed under this section must be received by the administrator no more than 14 days after the administrator serves the notice of delinquency or determination. It must be on a form supplied by the administrator or it must state substantially the same information. However, no petition for redetermination shall be effective for any purpose unless the operator has first paid any and all fees and interest due and payable on the account.

(3) Hearing. In the event of an oral hearing, the administrator shall give the petitioner a 10-day written notice of the time and place of the hearing. The administrator may continue the hearing from time to time, as may be necessary.

(4) Redetermination. After reconsidering his or her determination, the administrator shall prepare a decision in writing and shall serve notice of this decision to the petitioner by first class mail. Service shall be complete when the city administrator, or his authorized agent or designee, signs a certificate of mailing, or three days after the mailing if mailed to an address within the state.

(5) Amount of Fee Determination Subject to Change. As a result of the redetermination, the administrator may increase or decrease the amount of the delinquency of determination. If an increase is established, it shall be due and payable immediately after the decision is made. If a decrease is established, the administrator shall refund the amount or credit it to the operator, or the hotel's assignees or executors.

(6) Redetermination is Final – Appeal. The decision of the administrator upon a petition for redetermination becomes final, unless within 14 days following the service of such notice the petitioner files an appeal of the redetermination with the city council pursuant to SHMC [3.20.170](#). (Ord. 3054 § 4, 2007; Ord. 2843 § 16, 2001)

3.20.170 Appeals to city council.

A petitioner affected by the redetermination of the administrator may appeal to the city council by filing a notice of appeal with the administrator within 14 days of the service of the redetermination. The administrator shall transmit the notice of appeal, together with the file of the appealed matter, to the city council which shall fix a time and place for hearing such appeal. The city council shall give the appellant not less than 14 days' written notice of the time and place of hearing. The city council shall consider the matter de novo and may approve, revise, or remand the administrator's redetermination. The city council's decision shall be by written order and shall be subject to writ of review proceedings pursuant to ORS [34.010](#) et seq. (Ord. 2843 § 17, 2001)

3.20.180 Amendments.

Amendments to this chapter shall only be made by a four-fifths majority vote of the city council. (Ord. 2843 § 18, 2001)

City of St. Helens
ORDINANCE NO. 3226

**AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE
OF CERTAIN PROPERTY AT 2130 GABLE ROAD**

WHEREAS, applicant JLJ Earthmovers, LLC has requested to annex to the City of St. Helens certain property at 2130 Gable Road. This property is also described per **Exhibit A** and depicted per **Exhibit B**; and

WHEREAS, the applicant has consented in writing to the proposed annexation; and

WHEREAS, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

WHEREAS, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

WHEREAS, appropriate notice has been given and a public hearing was held March 7, 2018 on the annexation proposal; and

WHEREAS, the Council has considered findings of compliance with criteria and law applicable to the proposal.

NOW, THEREFORE, THE CITY OF ST. HELENS ORDAINS AS FOLLOWS:

Section 1. The above recitations are true and correct and are incorporated herein by this reference.

Section 2. The property described in **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

Section 3. The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Light Industrial, LI.

Section 4. The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Light Industrial, LI.

Section 5. Minor arterial frontage improvements (e.g., curb, landscape strip, sidewalk) shall be constructed and completed per City standards and approved engineering/construction plans along the subject property's entire Gable Road frontage. Completion hasn't occurred until final approval by the City.

Section 6. In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.2.17 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

Section 7. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: March 21, 2018

Read the second time: April 4, 2018

APPROVED AND ADOPTED this 4th day of April, 2018 by the following vote:

Ayes:

Nays:

Rick, Scholl

ATTEST:

Kathy Payne, City Recorder

EXHIBIT A
LEGAL DESCRIPTION

A parcel of land located in the SW ¼ of the NW ¼ of Section 9, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, most specifically described as follows:

Beginning at a point, the **True Point of Beginning**, where the Northerly right-of-way line of Gable Road and the Northwesternly right-of-way line of 9th Street as depicted on the Plat of South St. Helens intersect;

Thence North 77°18'49" West, along the Northerly right-of-way line of Gable Road, a distance of 358.42 feet;

Thence North 36°12'25" East a distance of 364.24 feet to a point on the Southerly right-of-way line of the Portland and Southwestern Railroad Spur;

Thence Southeasterly, along said Southerly right-of-way line, to a point on the Northwesternly right-of-way line of 9th Street as depicted on the Plat of South St. Helens;

Thence South 42°05'03" West, along said Northwesternly right-of-way, a distance of 203.80' to the **True Point of Beginning**.

N.W.1/4 N.W.1/4 SEC.9 T.4N. R.1W. W.M.
COLUMBIA COUNTY

04 01 09 BB
ST. HELENS

CANCELLED:
400

CEN
NW 1/4

0 25 50 100 Feet

100
3.91 Ac.

SEE MAP 40109B0

P. & SW RAILROAD SPUR

200
2.22 Ac.

2-01



PT IS: S25°15'55"E 851.7' &
S83°52'55"E 143.0' &
S39°11'55"E 52.1' &
S75°31'55"E 100.00' &
S76°40'55"E 51.95' &
S76°48'55"E 753.47' &
N13°00'55"E 15.21' FROM
INTERSEC E LINE BNSF RR RW
& S LINE T H SMITH DLC.

ROAD

(McCORMACK CUTOFF CO. RD. NO. P-189)

GABLE

(C.N. GABLE CO. RD. NO. 40)

ROAD

500
0.14 Ac.

600
0.18 Ac.

700
0.36 Ac.

800
2.12 Ac.

POINT
OF TRUE
BEGINNING

ST. HELENS
RAILROAD AVE.
P & SW RAILROAD
CHESTER AVE.

9TH

ORD. 3226 Exhibit B

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Annexation A.2.17**

APPLICANT: JLJ Earthmovers LLC
OWNERS: Ronald & Tamara Schlumpberger
James & Laura Ives
JLJ Earthmovers, LLC
ZONING: Columbia County's Light Manufacturing, M-2 zoning
LOCATION: 4N1W-9BB-200
PROPOSAL: The property owner filed consent to annex to connect to City water services

The 120-day rule (ORS 227.178) for final action for this land use decision is n/a [Clark v. City of Albany, 142 Or App 207, 921 P2d 406 (1996)].

SITE INFORMATION / BACKGROUND

The subject property is about 2.25 acres located off Gable Road. It is accessed from Gable Road. Gable Road lacks right-of-way frontage improvements (sidewalk, landscape strip, curb) in front of the subject property. Through Columbia County's Land Development Services, the site was approved for equipment storage and an office (DR 17-05). During review of this annexation, another Site Design Review application (DR 18-04) was submitted to the County for review and as of the date of this report, has been approved with conditions. The proposal includes the development of an approximately 8,000 square foot truck maintenance building and administrative offices.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: February 13, 2018 before the Planning Commission and March 7, 2018 before the City Council.

At their Feb. 13th meeting, the Planning Commission unanimously recommended approval of this proposal per staff recommendation.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on January 8, 2018 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on January 31, 2018. Notice was sent to the Oregon Department of Land Conservation and Development on December 19, 2017 via e-mail.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:

- (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
 - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
- (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Unincorporated Light Industrial (ULI). Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), and the Parks & Trails Master Plan (Ord. No. 3191).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will not be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

(b) There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

Finding: The quasi-judicial amendment and standards criteria are met.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule (“TPR”)).
“Significant” means the proposal would:
 - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
 - (b) Change standards implementing a functional classification system; or
 - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
 - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified

function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's Light Manufacturing, M-2 and the City zoning option given annexation is Light Industrial, LI.**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

Finding: No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Discussion: (a) Since filing this consent to annex on December 6, 2017, the property has connected to City water. The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

The closest City sewer line is approximately 940 feet away in the Old Portland Rd. right-of-way, just north of Port Ave. Through the land use application process with Columbia County (DR 17-05), a 3,000 gallon holding tank with contracted pumping services was approved for the proposed uses on the site.

However, should the property owner wish to connect the property to City sewer in the future, the City's waste water treatment plant currently has the capacity (physically and as permitted by DEQ) to handle 50,000 pounds of Biochemical Oxygen Demand (BOD), which is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded and there is substantial capacity available.

As described above, this proposal poses no significant affect on a transportation facility.

Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) Per DR 17-05, under the County's approval process, the site has been approved to be developed as an outdoor storage facility with an office use. The City provided recommended conditions of approval to ensure it met the City's standards. During review of this annexation request, an additional land use application (DR 18-04) has been reviewed and approved by the County. This includes conditions that predominately address the City's requirements for street improvements.

There are no known conflicts with the Comprehensive Plan and implementing ordinances.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on two sides of the subject property.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owners. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.

The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

City water and sewer capacities are adequate to serve the subject property. This is explained above. Moreover, there is no evidence that adequate infrastructure cannot be made available to serve the annexed area if redeveloped. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

(d) The subject property abuts Gable Road, which is a City road at this location.

The City's Transportation Systems Plan designates Gable Road as a Minor Arterial and is subject to Minor Arterial standards. The existing right-of-way widths for Gable Road is sufficient for this classification of street. Therefore, right-of-way dedication is not necessary.

Along the subject property, Gable Road is improved (asphalt) but lacks frontage improvements such as sidewalk and curb, along the subject property's frontage. City standards require such improvements. Development land use review provides the legal nexus and proportionality to require such improvements. During review of this annexation, an application was submitted and is under review with the County (County file DR 18-04). The City is recommending that frontage improvements be completed as a condition of that proposal, given its cost and scale. This shall also be a condition of this annexation.

(e) The subject property is not designated residential. Thus a needs analysis is not necessary.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

Discussion: The Comprehensive Plan designation is currently Unincorporated Light Industrial (ULI). Upon annexation, the Comprehensive Plan designation would thus be Light Industrial (Incorporated). The zoning would be Light Industrial, LI.

Finding: The subject property shall be designated Light Industrial (Incorporated), LI and zoned Light Industrial, LI upon annexation.

SHMC 17.112.020 – Established & Developed Area Classification criteria

- (1) Established Area.
 - (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
 - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
 - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 generally defines "Buildable Land" as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is not zoned residential. This provision does not apply.

Finding: This provision is not applicable.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Light Industrial (incorporated), LI, and be zoned Light Industrial, LI, with the following condition:

Given the proposal addressed in County file DR 18-04, Gable Road frontage improvements shall be completed along the entire subject property's street frontage per City standards and City approved engineering/construction plans. *The improvements are not completed until they have been approved by the City.*

Rick Scholl, Mayor

Date

City of St. Helens
RESOLUTION NO. 1810

**A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE
AND SUPERSEDING RESOLUTION NO. 1804**

WHEREAS, the City wishes to clarify a fee schedule that is updated as a more universal fee schedule for the City of St. Helens; and

WHEREAS, this fee schedule will not pertain to the Building and Planning Departments of the City of St. Helens because there is a more in-depth and state-approved process for Building and Planning Fees. All other fees for other departments are represented on this resolution; and

WHEREAS, the intention of this resolution is to add new fees for utility billing inserts.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. Exhibit A, Fee Schedule, is hereby adopted as amended.

Section 2. Exhibit A, Fee Schedule, is effective March 21, 2018

Section 3. This Resolution supersedes Resolution No. 1804.

Approved and adopted by the City Council on March 21, 2018, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



St. Helens Universal Fee Schedule

POLICE DEPARTMENT

Vehicle Impound Fee	\$ 100.00	Per vehicle
Bicycle Impound Fee	\$ 1.00	Per bicycle
Parking Citation	\$ 25.00	per ticket
Handicap Zone Violation	\$ 250.00	per ticket
False Alarm Response Fee, if exceeds 2 within a 12-month period	\$ 50.00	
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$ 125.00	



St. Helens Universal Fee Schedule

MISCELLANEOUS FEES

Appeals Fee - General	\$ 175.00	Per appeal
Non-Sufficient Check Charge	\$ 25.00	Per check
Permit - Parade	\$ 50.00	Per event
Permit - Public Assembly	\$ 50.00	Per event
Permit - To Amplify Sound	\$ 50.00	Per event
Permit - Engage in Commercial Activity	\$ 50.00	Per event
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day
Permit - To Use Special Use Area	\$ 50.00	Per event
Permit - To Use Sidewalk Area for Furniture	\$ 50.00	Per 50 feet of street frontage used, rounded up.
Photocopies & Printouts		
8.5" x 11"	\$ 0.50	
8.5" x 14"	\$ 0.75	
11" x 17"	\$ 1.00	
Up to 36" x 36"	\$ 6.00	
Color Copies: 8.5" x 11"	\$ 1.00	
Color Copies: 8.5" x 14"	\$ 1.25	
Reproduction of Audio/Video from City Meetings	\$ 20.00	Per Cassette/CD/DVD
Police Reports	\$ 20.00	Per case (Up to 30 pages)
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD
Public Records Request	\$ 20.00	Deposit. If staff time is less than 15 min, deposit is refunded. If staff time is more than 15, labor is charged to the 1/4 hour
Lien Search	\$ 26.00	Per Lien Search
Declaration of Candidacy Fee	\$ 50.00	
Advertising Bench - Annual Inspection Fee	\$ 5.00	Per bench
Reinspection Fee by CRFR for noncompliance with code provisions	\$ 50.00	Per reinspection
Special Abatement of Illegal Notices or Advertisements	\$ 10.00	Per notice or advertisement



St. Helens Universal Fee Schedule

LIBRARY FEES

Fines for overdue adult books, magazines, audio recordings and CDs	\$ 0.15	Per item per day. Max fine \$10 per item
Fines for overdue DVDs and other video recordings	\$ 0.50	Per item per day. Max fine \$10 per item
Fines for overdue Cultural Pass	\$ 1.50	Per pass per day. Max fine of \$10 per pass.
Nonresident Borrower Card Fee	\$ 35.00	Per year
	\$ 10.00	Per three (3) months
Interlibrary Loan	\$ 3.00	Per item
Fees for Lost or Destroyed Materials		
Books, magazines, recordings, DVDs, CDs, or any other material	-> Original list price	
Cultural Pass	\$ 30.00	
Replacing a borrower's lost card	\$ 2.00	
Missing bar code label	\$ 2.00	
Covers damaged or missing - DVD, CD or any other digital or electronic material/media	\$ 7.00	
Meeting Room Fees		
Auditorium	\$25.00	Per hour
	\$75.00	Per half day (up to 4 hours)
	\$150.00	All day (Open hours)
Armstrong	\$20.00	Per hour
	\$50.00	Per half day (up to 4 hours)
	\$95.00	All day (Open hours)
Both Rooms	\$40.00	Per hour
	\$110.00	Per half day (up to 4 hours)
	\$210.00	All day (Open hours)
Use of one or both meeting rooms outside normal Library hours	\$ 45.00	Per hour



St. Helens Universal Fee Schedule

COURT FEES

Civil Compromise Costs	\$ 300.00
Collection Fee per ORS 137.118 (3) (Maximum \$250)	25%
Community Service Fee	\$ 2.00 Per hour
Default Judgment	\$ 20.00
Discovery	\$ 20.00 Per case number (up to 30 pages)
Driver's License Reinstatement/Offense (City Portion)	\$ 20.00
Driving Record - Traffic Offenses Only (non-certified)	\$ 1.00
Failure to Appear for Bench Trial	\$ 150.00
Failure to Appear for Jury Trial	\$ 300.00
Installment Fee - for 6 month plan	\$ 25.00
Installment Fee - for 12 month plan	\$ 50.00
Warrant Issued	\$ 100.00
Withholding on County Assessment	10% at monthly distribution
Expungements	\$ 252.00
Probation Violation	\$ 50.00



St. Helens Universal Fee Schedule

BUSINESS LICENSE FEES

Resident Business	\$ 65.00	cap of \$1,000
Per Employee	\$ 5.00	If business location is inside City limits
Non-Resident Business	\$ 120.00	
Residential Rentals	\$ 15.00	Per unit
Commercial Rentals	\$ 45.00	Per unit
7-Day License (non-residents only)	\$ 40.00	
Taxicab Company Permit - Initial Fee	\$ 65.00	
Taxicab Driver Permit - Initial Fee	\$ 65.00	
Taxicab Driver Permit - Renewal Fee	\$ 65.00	
Taxicab Driver Permit - Replacement Fee	\$ 10.00	Per event
Late Renewal Fee	\$ 40.00	
Transfer of License / Change of Business Ownership / Location Change	\$ 25.00	
Non-Refundable Appeals Fee	\$ 150.00	
OLCC Original Application Processing Fee	\$ 100.00	
OLCC Change in Ownership, Location, or Privilege Processing Fee	\$ 75.00	
OLCC Renewal or Temporary Applciaiton Processing Fee	\$ 35.00	
Sidewalk Vendor Application Fee	\$ 65.00	
Sidewalk Vendor Permit Fee	\$ 65.00	
Sidewalk Vendor Appeal Fee	\$ 150.00	
Marijuana Business License Fee	\$ 2,500.00	
Cap on Business License Charges Other then Marijuana Business	\$ 1,000.00	



St. Helens Universal Fee Schedule

PARKS FEES

Park Use / Reservation		
McCormick Park Areas 2, 3, 4 & Soccer Field	\$20 / \$35	Half Day / Full Day
Campell Park Areas 1, 2	\$20 / \$35	Half Day / Full Day
Godfrey Park	\$20 / \$35	Half Day / Full Day
Park Use / Reservation		
Columbia View Park Gazebo / Amphitheater	\$30 / \$40	Half Day / Full Day
McCormick Park Veterans Pavillion (area 1)	\$30 / \$40	Half Day / Full Day
Athletic Fields	\$ 10.00	Per day Per Field
Use of Field Lights	\$ 10.00	Per day Per Field
Late Fees		
General Park Use (7 business days)	\$ 10.00	Currently no late fee
Public Assembly (30 business days)	\$ 25.00	Currently no late fee
Parade & Walks (45 business days)	\$ 50.00	Currently no late fee
Tournament Fee	\$ 10.00	Per team



St. Helens Universal Fee Schedule

SOCIAL GAMES FEES		
Non-refundable Application Fee	\$ 50.00	per 12 month lease
License Fee for 1-10 Tables	\$ 50.00	per 12 month lease
License Fee for each additional table over 10	\$ 10.00	per table per 12 month lease



St. Helens Universal Fee Schedule

ENGINEERING FEES

Design Review Fee		1% Based on Engineer's Estimate
Permit for Construction of Public Improvements & Project Inspection		2% Based on Revised Engineer's Estimate
Right-Of-Way Permit	\$ 50.00	
Pavement Disturbance Fee	\$ 50.00	Fee waived for projects < \$1,000 or if part of Construction Permit
Erosion Control Permit & Inspection		> Included with Construction Permit
Other Special Services	\$ 30.00	Per hour labor, if in excess of 15 minutes



St. Helens Universal Fee Schedule

UTILITY BILLING FEES

Water Service Shut off/on: Mon-Fri 830 AM - 430 PM	\$	-	No Charge
Water Service Shut off/on: During off business hours	\$	150.00	Per request
Failed Payment Arrangement	\$	50.00	
Late Fee	\$	25.00	Fee waived if bill is < \$25
Reconnection Fee (if Shutoff due to non-payment)	\$	75.00	Fee applied on Shut-off Day
Temporary Service for New Construction	\$	25.00	
Tampering with Meter Fees			
Tampering: Turning water on/off without City Personnel	\$	50.00	Up to and possibly including cost of meter replacement & Labor
Tampering: Turning water on while on the current shut-off list	\$	100.00	Up to and possibly including cost of meter replacement & Labor
Tampering: Breaking installed Lock to turn on meter	\$	200.00	Up to and possibly including cost of meter replacement & Labor & Ticket from Police
Utility Billing Insert - B&W, 1-Sided, 8.5x11	\$	500.00	Available to Non-Profits Only
Utility Billing Insert - B&W, 2-Sided, 8.5x11	\$	650.00	Available to Non-Profits Only
Utility Billing Insert - Color, 1-Sided, 8.5x11	\$	1,100.00	Available to Non-Profits Only
Utility Billing Insert - Color, 2-Sided, 8.5x11	\$	1,550.00	Available to Non-Profits Only




St. Helens Universal Fee Schedule

PUBLIC WORKS - WWTP

Pretreatment Program Administrative Fee (Choose Option)		
Annual	\$ 1,500.00	New Fee
Monthly	\$ 125.00	New Fee
Annual DEQ Fees Assessed to the City	\$ -	Actual cost of DEQ
New Industrial Discharge Permit Issuance	\$ 500.00	New Fee
Renewal Industrial Discharge Permit Issuance	\$ 300.00	New Fee
Demand Inspection Fee	\$ 100.00	New Fee
Demand Sampling and Monitoring Fee	\$ -	Actual cost of service
Enforcement Activities	\$ -	Actual cost of service

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	21 March 2018	
Subject:	Award Contract for the S. 7 th & Columbia Blvd. Sewer Replacement Project, S-658	

Background:

In late 2017, the Public Works crews responded to a sewer backup at the intersection of S. 7th & Columbia Boulevard. When investigating the problem it was found that a section of sewer main was out of grade, creating a backup. The sewer main in this location is part of the early public sanitary system, likely constructed in the 1920's or 1930's. It was not installed to meet current requirements and a survey of the existing manholes showed that the slope of the pipe was insufficient to convey flows through the pipe. Over the many years the pipe has settled, creating a low spot where solids collect and then create a dam, blocking additional flow in the pipe. This is what created the backup.

After examining several options, it was determined that the most cost effective way to correct the issue is to dig up the pipe and install new pipe that will meet the current design requirements. Project plans and specifications were developed by the Engineering staff and the project was put out to bid on February 16, 2018 with bids due on Tuesday March 20, 2018 at 2:00 PM. The results are as follows:


FIRM	LOCATION	BID
Turney Excavating, Inc.	Keizer, OR	\$274,450.00
TFT Construction, Inc.	Scappoose, OR	\$334,900.00
Landis & Landis Construction	Marylhurst, OR	\$339,700.00
3 Kings Environmental	Battle Ground, WA	\$365,106.44
Every & Sons Construction Group	Salem, OR	\$370,520.00

The estimate for the project is \$250,000 to \$300,000. This project is identified in the current 2017/18 Budget in Capital Projects as Sewer Main Replacement.

Recommendation:

Award the contract for the S. 7th & Columbia Blvd. Sewer Replacement Project No. S-658 to Turney Excavating, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Capital Improvement Contract for the S. 7th & Columbia Blvd. Sewer Replacement Project. Contract will be at the rate prescribed in that firm's submitted bid plus standard contingency.

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
Date:	21 March 2018	
Subject:	Award 2018 Crack Sealing Project, R-659	

Background:

Crack sealing is a preventive treatment for paved streets that are experiencing a moderate amount of linear cracking. Crack sealing can extend the life of the existing pavement at a relatively low cost if applied before the surface wear and cracking become too extensive.

Seven streets were selected as candidates for a crack sealing project with a combined total of approximately 110,000 linear feet of cracks on 3.4 miles of roadway. An Invitation to Bid, including plans and specifications, was issued on February 23, 2018 with a submittal deadline of March 20, 2018. The following bids were received:

FIRM	LOCATION	BID
CR Contracting LLC	Bend, Oregon	\$72,474.48
Roger Langeliers Construction	Hillsboro, Oregon	\$100,557.44

The estimate for the project is \$60,000 to \$80,000. This project is identified in the current 2017/18 Budget in Capital Projects as Crack Sealing. The funding source is from the State Surface Transportation Program.

Recommendation:

Award the contract for the 2018 Crack Sealing Project, R-659, to CR Contracting LLC as the lowest responsive bidder and authorize the Mayor to execute a Public Improvement Contract for the 2018 Crack Sealing Project. Contract will be at the rate prescribed in that firm's submitted bid, plus standard contingency.

Low Income Water-Sewer-Storm Assistance Program City of St. Helens, Oregon

2017-18 Program

Program Proposal:

Community Action Team Inc. (CAT) is pleased to partner with the City of St. Helens (City) to provide a Low Income Water-Sewer-Storm Assistance Program to qualified residents. To that purpose the City agrees to provide \$5,000 for this program between the start of this agreement and December 31, 2018. These amounts are subject to flexibility based on the City's budget.

CAT proposes to use the same eligibility guidelines and procedures that are currently used with our state and federal energy assistance programs: Low Income Home Energy Assistance Program (LIHEAP), Oregon Low-Income Gas Assistance (OLGA), and Oregon Energy Assistance Program (OEAP). LIHEAP's measure of poverty is 60% of Median Income, this is the qualifying threshold that will be used to determine eligibility. The fund developed by the City of St. Helens will be distributed on a first-come, first-serve basis until depleted.

In performing work under this agreement CAT agrees to do the following:

- Conduct intakes with clients seeking assistance from the program.
- Determine client eligibility for the program.
- Determine amount to be received by the eligible client.
- Issue financial assistance voucher by assigned number.
 - Print-out to the client.
 - Email to the City
- Offer CAT conducted Energy/Utility Education (20% attendance target)
- Collect applicable client data.
- Report to the City when requested.

To facilitate and complete CAT's work the City agrees to do the following:

- Receive numbered vouchers by email.
- Credit client's account as indicated by voucher.
- City retains the right to deny voucher requests for extenuating circumstances.

Additional Attachments Include:

Attachment A - Energy/Utility Assistance Application

Attachment B - Income Eligibility Guidelines

Attachment C - Crisis Form

Attachment D - Policy Checklist

Acceptance of Proposal:

Community Action Team, Inc.

Signature

Name

Title

Date

City of St. Helens

Signature

Name

Title

Date

DRAFT





Energy Assistance Program Application


The enclosed Energy Assistance Program Authorization form, and submission of your required documents, will be the basis used to determine your eligibility for various services offered through this program. These services may include Energy Assistance, Weatherization, and/or direct client assistance funds. The eligibility and selection process may vary from service to service. For specific guidelines please contact your local Energy Assistance Agency. A completed application packet does not guarantee that you will receive assistance. Your local agency may request additional information from you in order to complete the application process.


It is strongly advised that you continue making payments on your energy bill. Contact your utility company to make payment arrangements in the event a disconnection is scheduled.


Important Information


 **All members of the household must be included on the application.** Income must be listed for all adults and for any children who receive Social Security. All verification must be attached to the application. No Exceptions!


 **Social Security Cards are required for everyone listed on application.** Exceptions must be explained with a note attached to the application. Some exceptions may apply.

 Identification is required for all adults 18 years of age or older, even if they are still attending High School.

 Personal ID along with a Declaration of Personal Income form (enclosed with this application) must be included for each adult claiming informal or zero income. A DHS proof of income form is required if the whole household is zero income.

 Crisis payments will not be made solely on a shut-off or disconnect notice.

 If assistance is needed for multiple services, i.e. Electric, Natural Gas, or water, please complete an additional signature page for each service.

 **Do you need assistance filling out the application? Please call for an appointment:**

Columbia: 503-397-3511 or 1-800-404-3511
Tillamook: 503-842-5261
Clatsop: 503-325-1400

SOCIAL SECURITY RECIPIENTS:

Bank statements are no longer accepted as proof of Social Security Income. To receive your award letter by mail call 1-800-772-1213 and allow 7-10 days for delivery. To receive the information in one day you must go online at <http://www.ssa.gov/myaccount/> or you can visit your local Social Security Administration office.

SERVICES FOR CUSTOMERS FOR DEAF AND/OR HEARING IMPAIRED CUSTOMERS:

Oregon Telecommunication Relay Service is a service that links Deaf and/or Hearing impaired persons via telephone.

TTY/Voice 1-800-735-2900
Contact number for TTY/Voice: 1-800-223-3131
Hours: 9 A.M. to noon, 1 P.M. to 5 P.M.

To use this service, dial the number listed above. Give the agent the number you would like to call and he or she will stay on the line to relay the conversation. You can communicate directly with the person you contacted. All calls and information are confidential.

MAILING ADDRESS:

Our agency will treat all your personal information as confidential.

Application Instructions

These instructions are included to assist you in completing this application. If your application is not accurate and complete, your assistance will be delayed or denied. Please print all responses legibly. Please mail your completed application, including all required documentation, as soon as possible.

Remember, all household members must be included in the household information. If additional space is needed, please provide information on a separate piece of paper and attach to the application.

☐ Please refer to the Acronym Code List for all needed codes.

☐ This application and additional forms you may need are also available to be downloaded at www.cat-team.org

- 1 Household Type: Circle the appropriate code that applies to your situation. USE CODE
- 2 Name: On separate lines, please print the **First Name, Full Middle Name, and Last Name** of each individual who resides in your household (if no middle name use code: NMN).
- 3 Birthdates: List each household member's birthdates using this format, MM/DD/YEAR.
- 4 Social Security Number: List each household member's Social Security Number, if none please explain.
- 5 Social Security Code: **Agency use only, please do not fill out.**
- 6 Language: Identify the primary language used by each household member. USE CODE
- 7 Gender: Identify the gender of each household member. USE CODE
- 8 Ethnicity: Identify the ethnic background of each household member. USE CODE
- 9 Race: Identify the race of each household member. USE CODE (Multiple codes may be used)
- 10 Oregon Tribes: Identify each Oregon Tribal Member in the household. USE CODE
- 11 Education: Identify the highest level of education attained by each household member. USE CODE
- 12 Disability: Identify the disability status for each household member. USE CODE
- 13 Veteran: If a household member has served in the military, they are considered a veteran. USE CODE
- 14 Homebound: Identify the status of household members who require assistance completing this application and are physically unable to leave the house. USE CODE
- 15 Non Cash Benefits: Identify each benefit received by each household member, i.e. SNAP, Medicaid, Medicare, OHP, etc. USE CODE
- 16 Home Phone: A home phone number or message phone for the household must be listed. The processing of your application will be delayed if this is not included. "Blocked", "Unavailable", "Magic Jack" customers, or those who can not be contacted by phone must provide additional alternate contact information.
- 17 Reference and other Phone numbers: Use the letter next to the names listed to add phone numbers that may be used for contact.
- 18 Mailing Address: Check the box if this address is used by all household members. Please fill it out completely, including Street Address, Apartment Number, P.O. Box, City, State, Zip Code and County. **If this address is different than your utility bill please explain the difference.**
- 19 Physical address: Check and fill this out only if your Street Address is different from your Mailing Address.
- 20 Type of Dwelling: Circle the building type that best applies to your dwelling.
- 21 Residence Status: Circle the status of your household (Subsidized Housing is Income Based Housing Assistance).
- 22 Type of Heat: Circle all the types of heat present in your dwelling. Enter the code for the primary heat source.
- 23 Employment: Use the reference letters next to the names in the Client Information section.
- 24 Income Source: Using the reference letter from the Client Information section, identify all income sources for all adults 18 years of age, not attending high school, and for children receiving SS income. If zero income, please indicate.
- 25 Income Type: Identify all income types for all household members. USE CODE
- 26 Amount: List the total GROSS amount (amount received before taxes) in the last 30 days prior to this application being submitted.
- 27 Signature of Account Holder: Your application will not be processed until it has been signed. The account holder must be over 18 years of age. The account must be in the name of a household member. If other individuals are listed on the bill that are not in the household, please explain or have them removed from the utility bill.

Please Note: Subsidized Housing Applicants (Section 8 or other) must provide a copy of their Rental Adjustment Letter (RAL) or a copy of their rental agreement only if they do not receive a utility allowance.

Acronym Code List

HOUSEHOLD TYPE

M Married
S Single
SPM Single Parent Male
SPF Single Parent Female
EXF Extended Family
2P Two Parent
COH Co-Habitants

SOCIAL SECURITY NUMBER CODE

N No
Y Yes
E Exception

LANGUAGE

AM American Sign
AR Arabic
C Chinese
E English
F Farsi
H Hmong
J Japanese
K Khmer
KO Korean
LA Laotian
M Mien
MA Mayan Group
O Other
R Russian
RU Romanian
S Spanish
V Vietnamese
DK Don't Know
RF Refused

GENDER

F Female
M Male
O Other
RF Refused

ETHNICITY

NH Non-Hispanic/Non-Latino
H Hispanic/Latino
DK Don't Know
RF Refused

RACE

AA African-American
AS Asian
AI American Indian/Alaska Native
NH/PI Native Hawaiian/Pacific Islander
WH White
DK Don't Know
RF Refused

VETERAN

N No
Y Yes
DK Don't Know
RF Refused

OREGON TRIBES

BP Burns Paiute Tribe
CO Coquille Tribe
CC Cow Creek Band of Umpqua Indians
 Confed. tribes of the Coos, Umpqua
CTC Confederated Tribes of the Coos,
 Lower Umpqua and Siuslaw Indians
CTU Confederated Tribes of the
 Umatilla Indians
GR Confed. Tribes of Grand Ronde
KT Klamath Tribes
S Confederated Tribes of Siletz
WS Confed. Tribes of Warm Springs
OT Other Oregon Tribes
MT Multiple Oregon Tribes
DK Don't Know
RF Refused

EDUCATION

NO No Schooling Completed
PK Preschool
K Kindergarten
1 1st Grade
2 2nd Grade
3 3rd Grade
4 4th Grade
5 5th Grade
6 6th Grade
7 7th Grade
8 8th Grade
9 9th Grade
10 10th Grade
11 11th Grade
12 12th Grade
GED General Educational Development
HSD High School Diploma
PS Post Secondary - No Degree
AA Associates Degree
BA Bachelors Degree
MA Masters Degree
PHD Doctorate Degree
OPD Other Grad/Professional Degree
ATC Advanced Training Certificate
SAC Skilled Artisan Certificate
DK Don't Know
RF Refused

DISABILITY

N No
Y Yes
DK Don't Know
RF Refused

INCOME FREQUENCY

E Every other Week
M Monthly
O One Time
Q Quarterly
T Twice-A-Month
W Weekly
Y Yearly

NON-CASH BENEFITS

SNAP Supplemental Nutritional Assist. Prog.
OHP Oregon Health Plan
MCARE Medicare Health Insurance Prog.
WIC Special Supplemental Nutrition Prog.
 for Women, Infants & Children
VAMS Veteran's Admin. Medical Services
TNFC TTANF Child Care Services
TNFT TANF Transportation Services
TNFO Other TANF Funded Services
PRA Section 8, Public Housing, or
 Other Ongoing Rental Assistance
OHI Other Health Insurance
OS Other Source
TRA Temporary Rental Assistance
DK Don't Know
RF Refused
N None

INCOME REPORTED

N No
Y Yes
ZIS Zero Income Statement
DK Don't Know
RF Refused

INCOME TYPE

AD Adoption
AL Alimony or other Spousal Support
AN Annuities
CG Cash Grant
CS Child Support
DB Death Benefit
E Education
FC Foster Care
GA General Assistance
GT General Assistance Tribal
IN Private Disability Insurance
I Interest
OS Other Source
PP Private Pension
PS Property Sale
SS Social Security Income
SSI Supplemental Security Income
SSDI Social Security Disability Income
SE Self-Employment
TANF Temp. Assistance for Needy Families
TF Trust Fund
U Unemployment Insurance
VDP Veteran's Disability Payment
VP Veteran's Pension
W Wages
WC Worker's Compensation

HOMEBOUND

N No
Y Yes
DK Don't Know
RF Refused

OREGON HOUSING AND COMMUNITY SERVICES
ENERGY ASSISTANCE PROGRAM AUTHORIZATION FORM

Acronym Code List - See Reverse Side of Form

Total Number in Household:				Race (see codes on reverse side)				OR Tribe				Education				Disabled				Veteran				Homebound				Non-Cash Benefits			
Ref.		Legal Name		Birthdate		SSN/SYSID		SSN Code		Admit ID Verified		Language		Gender		Ethnicity		Race		OR Tribe		Education		Disabled		Veteran		Homebound		Non-Cash Benefits	
A																															
B																															
C																															
D																															
E																															
F																															
G																															
H																															

PHONE

☐ HOME Phone is the SAME for entire Household (except as ref at right side)

HOME Phone: _____

MAILING ADDRESS: ☐ Mailing Address is the same for all Clients in Household

☐ Mailing is SAME AS Physical Address (Except where noted below)

Street Address: _____

City: _____ State: _____ Zip: _____

PO Box#: _____ Apt. or Space#: _____

PHYSICAL ADDRESS: ☐ Only if different than Mailing Address (written below)

Street Address: _____

City: _____ State: _____ Zip: _____

Apt. or Space #: _____

HH Comments: _____

Residence Status (Circle below):

Type of Dwelling (Circle below):

H Single Family House

M Multi-Unit (2-4)

U Multi-Unit (Over 4)

A MFD/Mobile Home

E Hotel / Motel

T Travel Trailer

R Other

R Rent (Heat not included)

E Rent (Heat included)

O Own

S Subsidized Rent with Utility Allowance (Heat not included)

U Subsidized Rent (Heat included)

W Subsidized Rent without Utility Allowance

Energy Sources (Circle below):

E Electric

N Natural Gas

O Oil

L Propane/Liquid Gas

W Wood

P Pellet

S Solar

O Other (list)

Enter Primary Energy Source: _____

Authorization #: _____
Applicant Legal Name: _____
Agency: _____

(Last, First)

Ref.	Income Source / Income Reported	Type	Income Verification	Comments	Amount	FREQ	Annual Amount

Circle Type(s):		Account Status:		Energy Education:		Intake Date:		Matrix Energy Type:	
1. Regular		1. Current		<input type="checkbox"/> 1. Intake	<input type="checkbox"/> 2. In-Home	<input type="checkbox"/> 3. Workshop			
2. Rmr/Bdr		2. Past Due		<input type="checkbox"/> Referral for Weatherization <input type="checkbox"/> Non-Energy Service <input type="checkbox"/> Energy Advocacy					
3. Fuel		3. Shutoff		Account No:		Name on Account:			
4. Crisis		1-5 days							
5. Combo		4. Shutoff							Authorized Amount:
6. Furnace		0-24 hours							Vendor Amount:
7. Subsidized		5. Disconnected							Vendor Amount:
8. Supplemental		6. Bulk Fuel							
9. Other		7. Bulk Fuel Out		Comments:					
10. H & S				<input type="checkbox"/> Life Threatening Crisis <input type="checkbox"/> 18 Hour <input type="checkbox"/> 48 Hours					

APPLICANT DISCLAIMER AND RELEASE:

I understand that these programs are voluntary; if I choose to apply for assistance I must provide all required information. During application processing I may be asked for more information in order to determine my eligibility.

I understand that the information I provide to complete this application will be used to determine and verify my eligibility for energy services and for the purposes of referral, research, evaluation, and analysis. I understand that if I feel my application was unjustly denied or not processed in a timely manner, I may be entitled to a fair hearing if requested within 30 days of the completion date of the application or date of denial. Any such request for a hearing must be in writing and delivered or mailed to the service provider. In addition to any appeal rights from such hearing granted by the service provider, I may contact the Oregon Housing and Community Services Department (OHCS) within 30 days of the hearing decision to request that OHCS review the hearing decision for material deficiencies. The request for OHCS review must be in writing and delivered by email to energyservices@oregon.gov or mailed to 725 Summer St NE Suite B, Salem OR 97301. Review by OHCS, and the manner thereof, is at the sole discretion of OHCS.

I declare, under penalty of perjury, that the information I provided to complete this application is true and correct and that any funds received by me will be used solely for the purpose of paying my energy costs.

My signature gives consent for other offices of the state and federal governments, their designated subcontractors, and the utility(ies) or home energy supplier(s) identified in this application to share information related to my application including information about my account(s) including, but not limited to, account number, account name, service address, annual usage or consumption, and annual costs. I agree to hold harmless and/or release such organizations from and against any claims, losses, demands, damages, or liability of any kind caused by or allegedly caused by such disclosure.

I authorize my utilities and/or my fuel suppliers/vendors to release my account information to OHCS and to the service provider for the purposes of providing energy services for the current program year (10/1 to 9/30). I am the account holder or the customer's authorized agent for the utility, fuel supplier, and/or fuel vendor service accounts(s) identified in this application.

Signature of applicant or authorized representative

Date

FOR OFFICE USE

Agency Certification: The above named applicant has met the income eligibility requirements for the State of Oregon low-income energy assistance programs and is authorized to receive assistance in the amount above.

Intake Worker Signature

Date _____

Authorizing Agency Signature

Date _____

Data Entry

Date _____

☐ LIHEAP ☐ OEAP ☐ Other☐ Approved☐ Denied

Declaration of Personal Income

USE THIS FORM ONLY IF YOU ARE DECLARING ZERO OR IRREGULAR INCOME. All of the following must be completed for the application to be accepted. Do not leave blank lines, if an item does not pertain to you then mark "NA". If additional space is needed, please provide the information on a separate piece of paper and attach it to the application. PLEASE CHECK ALL THE BOXES THAT APPLY:

- ☐ My income is lower than my rent or mortgage.
- ☐ I have zero income.
- ☐ I receive regular **informal** payments (such as from an informal child support agreement, family contributions, etc.).
- ☐ I have other income (for business owners a self-employment worksheet must be attached).
- ☐ I am a full-time high school student.

Name of person claiming zero/irregular income: _____

Applicant name (if different): _____

Please answer YES or NO regarding income that the person listed above DIRECTLY RECEIVES:

Y or N TANF (Cash Grant)	Y or N Alimony	Y or N Pension
Y or N Child Support	Y or N Workman's Comp	Y or N Veteran's Benefits
Y or N Social Security/SSI	Y or N Unemployment Benefits	Y or N Work Study

HOUSEHOLD SUPPORT:

RENT

How much do you pay for your rent or mortgage? \$ _____

Source of funds used for rent or mortgage? ☐ NOHA/Section 8 ☐ Other household members income

☐ Family and/or Friends ☐ Work Exchange ☐ Faith-based or CAT assistance

☐ Savings ☐ No Rent or Mortgage ☐ Behind, facing eviction or foreclosure

☐ Other, please describe _____

If your rent or mortgage is paid by a rental assistance program, agency, or someone outside of the household, how many months have they been helping you? _____

If your rent or mortgage is paid by family and/or friends, is it paid to you directly or does it go directly to the Landlord or Mortgage company? _____

FOOD & UTILITIES

How do you pay for food? (food stamps, food boxes, etc.) _____

Have you made a payment to your utility company in the last 90 days? **Y or N** How much? \$ _____

If you are claiming zero income, what funding source was used to make the utility payment? _____

INCOME

If you have zero income, how long have you had zero income? _____

What was your last source of income? _____

Do you receive unemployment: **Y or N** If not, why? _____ If yes, how much? \$ _____

If you have lost your employment in the last 30 days, what was the date of your last check? _____

What is the source of your informal/self-declared income?
Please include items like odd jobs, pop bottle returns, giving blood, selling items, etc. _____

How long have you received your informal/self-declared income? _____

How much money have you received in the last 30 days? \$ _____

By signing this form I certify that the information stated is true and accurate. I am under penalty of criminal prosecution if false information results in assistance for which I am not eligible.

Signature: _____ Date: _____

Application Requirements

VERIFICATION OF IDENTIFICATION

All household members (18 and older) must provide proof of identity to receive assistance. Proof of identity can be established by providing a copy of any of the following forms of identification for each adult member of the household.

PLEASE DO NOT SEND ORIGINAL DOCUMENTS, ONLY SEND COPIES.

Verification of identification will be required each program year.

Social Security Card	State Identification	Tax Records	DHS Printout
Birth Certificate	Social Security Records	Court Records	Court Documents
Drivers License	Pay Stubs with Name	Social Service Records	Utility bills
Passport	Other Identification Cards	Military Identification	Bank Statements

This is not inclusive and other official documents identifying household members may be approved on a case by case basis.

SUBSIDIZED HOUSING/RENT APPLICANTS

Many residents of subsidized housing receive a utility allowance that is intended to cover a portion of their utility costs. This utility allowance provides the basis for a reduced energy assistance payment. For this application, it will be assumed that all applicants residing in reduced and/or subsidized housing programs have this allowance in their rental contracts unless proven otherwise.

Income Document Requirement List

All adult household members, for the previous 30 days (minimum). This includes any items for which you or any other adult household members receive payment and must show gross amount (before any deductions).

Social Security payments received by minors are also considered household income.

See the list below for acceptable documentation to prove household income.

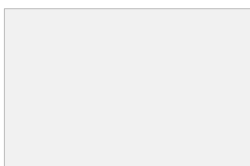
- ☐ **No Income:** Any adult household members with no income must complete a Declaration of Personal Income and provide ID. If you have declared zero income for the entire household must also supply reports from DHS regarding SNAP, TANF or other assistance received.
- ☐ **Informal Income:** Any adult household members with income that cannot be documented by formal means, i.e. odd jobs, bottle returns, babysitting, etc. must complete a Declaration of Personal Income.
- ☐ **Earned Income:** Pay stubs that show current gross amounts for the last 30 days prior to this application. Paystubs must include your name and employer information, including address. **If any paystubs are missing, please explain.**
- ☐ **Self-Employment Income:** Records to show income; please complete the Self-Employment form. This form can be downloaded and printed from online at www.cat-team.org.
- ☐ **Social Security Benefits:** (SS/SSI/SSD): Your most recent SS award letter for each individual in the household receiving SS benefits. The letter must show the gross benefit amount awarded. A bank statement is NOT sufficient.
- ☐ **Veterans Benefits:** Your most recent VA award letter showing the awarded benefit amount. A bank statement is NOT sufficient.
- ☐ **TANF:** This is considered income and must be declared. We need the award letter or other DHS documentation that shows your name and the benefit amount awarded.
- ☐ **Child Support/Alimony:** Court documents showing the amount you received, not the amount ordered (a printout from state agency may be used). If none of these options work, please use attached Declaration of Personal Income form.
- ☐ **Unemployment Benefits:** Print-out from the unemployment office showing the amount and the weeks paid. It must contain the printed name and SSN of the recipient, hand written names and SSN are NOT acceptable.
- ☐ **Worker's Compensation Benefit:** Provide an award letter that shows the gross amount received and the dates received.
- ☐ **Private Pension/Retirement Benefits:** Award letter (not SS) or statement that shows the amount (a recent bank statement may be used if the amount is consistent and there are no deductions).
- ☐ **Assistance From Family/Friends:** Include amount, dates received, from whom, and if it is paid directly to you.
- ☐ **Any Income Not Listed Above:** Please use the attached Declaration of Personal Income form.

APPLICATION CHECKLIST

Review your application prior to mailing to make sure that it is complete.

- ☐ I have completed all sections.
- ☐ I have listed all the people residing in my household, even if they do not contribute to my budget.
- ☐ I have included copies of the following as appropriate:
 - ☐ Copies of identification for **ALL** household members over 18 years old (Collected each program year).
 - ☐ Copies of Social Security cards for everyone in the household.
 - ☐ If you do not receive a utility allowance while on Subsidized Housing, please provide a copy of your recent Rental Adjustment Letter or a copy of your rental agreement. NOTE: Most NOHA clients have utility allowances.
 - ☐ Documentation of gross income for all household members older than 18 years for the past 30 days. (Paycheck stubs, unemployment printout, child support printout, TANF, etc.)
 - ☐ Current Social Security Benefit Statement or most recent Annual Statement from the Social Security Administration. **Bank Statements are NO longer accepted.**
 - ☐ Most recent heating or utility bill with the account number, service address, and account holder name. You must provide **both** an electric bill and a heating bill if your heat is supplied from a source other than electricity. If your heat is in your Landlord's name then a **Landlord Letter** will be required, please call or come in to request the form.
 - ☐ Recent purchase receipts for wood, oil, propane and/or pellets. Receipt must show the date, amount, vendor name, address and phone number. **Receipts must be no more than 3 months old.**
- ☐ I have signed and dated my application.

**Please do not assume we have, or can get, a copy of prior documents.
It is your responsibility to provide all required documentation.**



Community Action Team, Inc.
125 N 17th Street
St. Helens, OR 97051



Gross Income Guidelines for Oregon
Program Year 2018 (Effective October 1, 2017)
 Estimated 60% of state median income by household size

Size of Family Unit	60% of Median Annual Gross Income	60% of Median Monthly Gross Income
1	\$23,095	\$1,924.58
2	\$30,201	\$2,516.75
3	\$37,308	\$3,109.00
4	\$44,414	\$3,701.16
5	\$51,520	\$4,293.33
6	\$58,626	\$4,885.50
7	\$59,958	\$4,996.50
8	\$61,291	\$5,107.58
9	\$62,623	\$5,218.58
10	\$63,956	\$5,329.66
11	\$65,288	\$5,440.66
12	\$66,620	\$5,551.66
Each additional member	\$1,265	\$105.41

*Gross income means all household income before any deductions.

Life Threatening/Unexpected event Energy Assistance Request

Just because you have been disconnected or have a shut off notice does not guarantee we can help.

- **Note: It could take as long as 72 hours for us to process a payment application before notifying you or the utility of the decision to help.**

Please check all that apply:

- ☐ A life threatening event has occurred in the last 90 days.
- ☐ An unexpected event has occurred in the last 90 days.
- ☐ Documentation is required to support this event based assistance.
- ☐ A payment has been made to the utility company in the last 90 days.

Name: _____ Date: _____

- ☐ My application is attached.
- ☐ Energy Type: ☐ Electric ☐ Northwest Natural Gas ☐ Water
- ☐ My Shut off date is: _____ Amount to Prevent shut off \$ _____
- ☐ A person in my household has a Life Threatening Medical condition that will be an issue if my utility is turned off. Explain: _____

- ☐ An unexpected event has occurred in my household that will prevent me from making a payment on my utility bill. Explain: _____

By signing this form I agree that the above information is true.

Client name

Community Action Team, Inc.
Energy Assistance
Phone: (503) 397-3511 ext. 2023

Signature

125 N. 17th Street
St. Helens, Oregon 97051
Fax: 503-397-1079

Attachment D

Low Income Water-Sewer-Storm Assistance Program

City of St. Helens – Policy Checklist

Use of these funds must meet the following criteria:

- _____ At or below 60% state median poverty guidelines.
- _____ One time City of St. Helens Water Assistance per program year.
- _____ The need must meet the department's crisis definition (attach crisis form).
- _____ Water /Utility Assistance- Maximum amount is 50% of the bill up to \$100, anything above this amount must be staffed. The request must include the Utility Bill.

Exceptions to the above criteria must be staffed with one Energy Authorizer, one Energy staff, and at least one appropriate staff from Housing, Seniors, or Veterans.

Written assistance disbursement vouchers will include the signature of a manager. All awards will be logged into the appropriate database, OPUS and/or ServicePoint.

\$_____ City of St. Helens Funds used

\$_____ Client paid

Verification completed by: _____

Program Manager approval: _____

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ March 21, 2018

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Lori Adsitt	Bicycle & Pedestrian Commission	9/22/17	9/26/17
• Brian Vaerewyck	Arts & Cultural Commission	2/12/18	2/13/18
• Rosemary Clement	Arts & Cultural Commission	2/20/18	2/20/18
• Jeff Vitale	Arts, Bikes & Parks Commissions	2/26/18	2/26/18

Arts & Cultural Commission (3-year terms)

- Diane Dillard resigned. Her term expires 9/30/2019.

Status: There is currently one vacancy. A press release and display ad went out on February 20 with a deadline of March 13. We've received three applications so far.

Next Meeting: March 27, 2018

Recommendation: None at this time.

Bicycle & Pedestrian Commission (3-year terms)

- Cynthia Sweet resigned. Her term expired 12/31/2016.
- Paul Barlow and Sean Cearley have terms that expired 12/31/2017 and both wish to be reappointed.
- Cindy Sutliff resigned. Her term expired 12/31/2017.

Status: Currently, the Commission has 3 members and 1-8 vacancies. The St. Helens Municipal Code requires 5-11 members. A display ad and another press release were sent out mid-August. We have received two applications.

Next Meeting: April 26, 2018

Recommendation: At their March 8 meeting, the Commission recommended to the City Council that Paul and Sean be reappointed. Their terms would expire 12/31/2020.

Library Board (4-year terms)

- The Board added positions.

Status: Currently, there is one vacancy. The Board is going to consider filling the 9th vacancy in 2018.

Next Meeting: March 20, 2018

Recommendation: None at this time.

City of St. Helens
RESOLUTION NO. 1648

A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT
OF ST. HELENS BOARD, COMMITTEE AND COMMISSION MEMBERS,
SUPERSEDING RESOLUTION NO. 1521

WHEREAS, the City Council wishes ~~to~~ establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions, and adopted Resolution No. 1521 on August 12, 2009; and

WHEREAS, ~~this policy Resolution No. 1521 is to~~ established ed general recruitment, selection and appointment guidelines for appointments to the City of St. Helens ~~B~~boards, ~~C~~committees and ~~C~~commissions; and

WHEREAS, the Council wishes to update the guidelines adopted in Resolution No. 1521 to better meet the needs of the City.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

1. The City Recorder shall ~~advertise~~ send a press release to ~~in~~ the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application ~~on file with to~~ the City Recorder's Office.
- 3.4. Appointees-Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
- 4.5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
- 5.6. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
- 6.7. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.
- 7.8. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a ~~vacancy~~ position. The number of applicants to be

interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

~~8.9.~~ Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee, or commission and his/her stated willingness to continue.

~~9. No person may serve more than two successive terms on any board or commission unless there is an interval of at least one term prior to the reappointment; provided, that the Council may waive this limitation if it is in the public interest to do so.~~

10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.

11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.

12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.

13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

PASSED AND ADOPTED by the City Council on this 18th day of December, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

~~Approved by the Mayor:~~

/s/ Randy Peterson
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

City of St. Helens

Arts & Cultural Commission

January 23, 2018

Members Present: Lisa Brooke
Kannikar Petersen
Kimberly O'Hanlon, Vice Chair
Leticia Juarez-Sisson
Janet Anderson
Jennifer Farrington, Chair

Members Absent: None

Staff Present: Jennifer Johnson, Secretary
Margaret Jeffries, Library Director
Matt Brown, Finance Director
Lisa School, Deputy City Recorder

Others: Jan Zuccarini
Joan Youngberg
William Webb
Kendra Vanvercook
Jurgen Hawkins

1) Call Meeting to Order

The meeting was called to order at 6:01 p.m. by Commissioner Kannikar Petersen.

2) Visitors Address the Commission

- ♦ Jan Zuccarini, would like to help the Commission in any way that she can.

3) Revisions to the Agenda

- Item two changed to bike racks
- Added maintenance of public art
- Added annual report
- Added approval of resignation of Diane Dillard

4) Approval of Minutes

4.A Approval of November 28, 2017 Meeting Minutes.

Motion: Commissioner Juarez-Sisson moved to approve the minutes for November 28, 2017 with the correction to Leticia's last name and a correction of ran to run. Vice Chair O'Hanlon seconded. All in favor; none opposed; motion carries.

5) Review Fiscal Report

- Finance Director Brown asked if the Gateway Project was completed and if any more expenses would be coming through. Commissioner Petersen said Phase II is complete. Phase I still needs an interpretive sign.
- He has been restructuring and simplifying departments. ACC was comingled with so many other things he has one account balance. He is still working through with the auditors to figure out how much specifically the ACC has.
- He said the Gateway Project is overspent and over budgeted. He will need to transfer money from other places.
- Commissioner Petersen suggested reviewing the spreadsheet that shows a running tab. She said fundraisers and donations were allocated directly for the Gateway Project.
- Boise's \$1000 contribution ends next year 2019.
- Finance Director Brown would like next year's ACC budget numbers by the end of February.
- Finance Director Brown is showing an ending balance for this fiscal year to be zero.
- Commissioner Petersen sees a problem with the total expenses on the Gateway Project. She is certain the expenses were not over eighty thousand dollars. Finance Director Brown suggested he pull all the detailed records and at the next meeting review it again in greater detail.

6) Discussion Items

6.A This is Us Project Proposal

- Joan Youngberg would like create a community art piece. The goal is to create 5000 little houses and assemble them in one piece of art. She has already talked to lots of businesses, groups, and schools to schedule paint events. There is a kick off at Running Dogs Brewery this Friday, January 26th from 6-8 p.m. It is open to any age.
- Would like to display the art in the plaza for the month of October. The Arts Commission strongly suggested another month as October is full of Spirit of Halloweentown events and decorations.
- Joan would like the Arts and Cultural Commissions support and a possible donation.
- Only one house per person will be painted.

6.B Bike Rack

Vice Chair O'Hanlon reported...

- She spoke with the owner of IGA and he is still willing to let the Commission install a bike rack at that location.
- She is still working with the City on an agreement. It is public art placed on private property.
- Library Director Jeffries spoke with City Administrator John Walsh who has committed the city attorney to work on the agreement.

6.C Music Program for Children and Adults

Kannikar Petersen reported...

- Commissioner Petersen wrote a grant for the Columbia County Cultural Coalition in the amount of \$2000. The grant was approved. It is a reimbursement grant.
- Total budget for this project is \$4770. This budget is not all out of pocket costs.
- The event would be held at the Columbia Center. The cost of the room rental would be donated.
- Three workshops per day for three days.
- June 26th, 27th and 28th.
- Children ages 12-18, the last class is for adults.
- The Library will have instruments available for check out for class use only.
- Workshop fee is \$10 per class.
- Sponsorships are a possibility.

6.D Arts, Coffee, and Conversation: Update

Commissioner Leticia Juarez-Sisson and Chair Jennifer Farrington reported...

- Commissioner Juarez-Sisson reached out to lots of restaurants. Three have said yes so far.
- Online questionnaire currently in progress.
- Would like to space out dates and times. Fridays are out.
- Finger foods and light refreshments will be donated.

6.E Mural Project Update

Commissioner Lisa Brooke reported...

- She has begun a mural art club with 4-H. Two leaders are committed.
- No dates set yet.
- Brainstorming meeting on February 18th at the Extension office.
- Focused on 6th -12th graders.
- Would like \$250 seed money donation of support. After the Budget is cleared up the decision to fund can be made.
- This is not an Arts & Cultural Commission project just a supporting role.

6.F Kindness Rocks Project Idea

Chair Jennifer Farrington reported...

- She showed some kindness rocks to the group.
- No location yet.
- The idea is to paint them and hide them around town. The goal is to bring a smile to someone else as well as get people together to paint rocks.
- Councilor Conn mentioned a website.
- ACC Hashtag on the Rocks could be added.
- Commissioner Petersen suggested painting rocks at a coffee and conversation event.
- Project cost would be under \$200
- Setting up a table for painting rocks at an event is another idea.

6.G Free Libraries 2-3

Vice Chair Kim O'Hanlon reported...

- She contacted the St. Helens High School Woodshop department about building three little libraries.

- They would be registered at a cost of \$40 per library.
- The budget is \$80 per library for wood and materials. Total project cost just under \$400.
- Locations would be city parks. One location would be Walnut Tree Park. Commissioner Petersen suggested Columbia County Rider.
- There was discussion on having kids paint the libraries.
- There was discussion on sponsorships for this project.

6.H Reschedule April ACC Meeting

Library Director Jeffries reported...

- The Budget Committee meetings have been scheduled. There is a conflict with the April Arts & Cultural Commission meeting.
- The Commission approved moving the April meeting to April 23rd.

Maintenance of Public Art

Commissioner Kannikar Petersen reported...

- The wood bear statue needs to be relocated. An ideal spot would be undercover. The Chamber of Commerce was suggested. The Dog Park was also mentioned.
- Trash cans need to be graffiti coated. Commissioner Brooke volunteered to help locate the cans that need to be coated.

Annual Report

- Needs to be to Kathy by April 20th.

Approve Resignation Letter

Chair Jennifer Farrington reported...

- Commissioner Diane Dillard has resigned.
- She will be recognized by City Council with a plaque.

7) Community News

- Commissioner Petersen announced SHEDCO's annual meeting.

8) Adjournment

- The meeting was adjourned at 8:05 p.m.

City of St. Helens
Declare Surplus Property
City Council Meeting
March 21, 2018

If approved, the following items will be disposed of per St. Helens Municipal Code Chapter 2.04.

All Departments

- Miscellaneous scrap metal including hundreds of old water meters

City of St. Helens

Council Action Request

Date: 03/16/18

To: Mayor Scholl
Councilor Locke
Councilor Carlson
Councilor Morten
Councilor Conn

From: Terry Moss
Chief of Police

Re: Declaration of Surplus Property


For at least five years the police department has been using Apple I-Pad tablets to connect with the Columbia 911 Communications District (CCOM) and their dispatch system (CAD).

CCOM recently performed a significant upgrade to their dispatch systems. To keep up with the changes, the police department upgraded all of the mobile computers to a Windows based tablet. The I-Pads are no longer of any use to the department.

The St. Helens School District has requested the old I-Pads.

I ask that the council declare twelve (12) Apple I-Pad tablets as surplus property so they can be donated to the St. Helens School District.

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	21 March 2018	
Subject:	Cascades Reserve Allocation Annual Adjustment	

Background:

Each March, the Biochemical Oxygen Demand (BOD) loading rate from Cascades is reviewed and compared with the reserve allocation from the previous year per the terms of the Operation and Use Agreement. As anticipated, the loading from the mill has increased from the 2016-2017 figures because of the maintenance issues with Cascades' clarifier. Last year the reserve was set at 73%. Data for the past year shows that the actual loading increased to an average of 86.3% (see table).

	2017-18				
	BE BOD	PE BOD	Total		
	Ave lbs/day	Ave lbs/day	Ave lbs/day	BE %	PE %
Mar-17	7604	2306	9910	76.73	23.27
Apr-17	5264	2901	8165	64.47	35.53
May-17	11828	2322	14150	83.59	16.41
Jun-17	10830	1898	12728	85.09	14.91
Jul-17	7376	1697	9073	81.30	18.70
Aug-17	8252	1568	9820	84.03	15.97
Sep-17	8724	945	9669	90.23	9.77
Oct-17	15244	1444	16688	91.35	8.65
Nov-17	16482	1804	18286	90.13	9.87
Dec-17	20732	2194	22926	90.43	9.57
Jan-18	17746	2535	20281	87.50	12.50
Feb-18	18295	1940	20235	90.41	9.59
Totals	148,377.00	23,554.00	171,931.00		
Averages	12,364.75	1,962.83	14,327.58	86.30	13.70

Recommendation:

Adjust Cascades' reserve to 86.3% per the terms of the Operation and Use Agreement. This number is based on the average loading from Cascades compared to the loading from the City's Primary lagoon as outlined in section 9.2.3 in the Agreement. Per the agreement, Cascades pays either the reserve minimum or for actual loading, whichever is higher.

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

The following businesses submitted a processing fee to the City for a Liquor License:

2018 RENEWALS

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Big River Bistro	CDR Baking Incorporated	305 Strand Street	Renewal
• Big River Bistro	CDR Baking Incorporated	305 Strand Street	Renewal
• Columbia Tavern	TD Montoya Inc.	467 Columbia Blvd.	Renewal
• Dockside Steak & Pasta	In-Time Inc.	343 S. 1 st Street	Renewal
• Johnny's Bar & Grill	Jimikat Inc.	1750 Old Portland Road	Renewal
• Klondike Restaurant & Bar	Klondike Restaurant Group LLC	71 Cowlitz Street	Renewal
• Lori's Lounge	CJ Eateries LLC	2296 Gable Road #210	Renewal
• Miyako Restaurant	Miyako Inc.	1835 Columbia Blvd.	Renewal
• Oregon Trail Lanes	Oregon Trail Lanes Inc.	735 S. Columbia River Hwy.	Renewal
• Rite Aid #5333	Thrifty Payless Inc.	785 S. Columbia River Hwy.	Renewal
• Roythai	Thongsima, Thaneenath	295 Strand Street	Renewal
• Valentinas	Brown, Valentina M	555 S. Columbia River Hwy.	Renewal
• Valentinas	Brown, Valentina M	555 S. Columbia River Hwy.	Renewal
• Village Inn Restaurant/Motel 6	Mahant Investments LLC	535 S. Columbia River Hwy.	Renewal
• Walmart Store #2422	Wal-Mart Stores Inc.	2295 Gable Road	Renewal
• Wild Currant	Currant LLC	201 S. 1 st Street	Renewal
• Zatterbergs Market	Kim, Justin	770 West Street	Renewal
• Zhen's Chinese Restaurant	Zhen's Chinese Restr. Inc.	1671 Columbia Blvd.	Renewal

City of St. Helens

Consent Agenda for Approval

ANIMAL FACILITIES

The following facilities have been inspected by City of St. Helens Police Department and are recommended for approval of an Animal Facility License:

Owner Name

♦ Leonie M. Schatz

Location

89 S. 22nd Street

Purpose

Multiple Dogs

City of St. Helens

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

Renewable

Application Fee: \$40.00

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance:

1. You meet the requirements for an animal facility license; or
2. You have only allowed animals on your property.

Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept: 89 S. 22nd

Applicant Information

Name: Leenie M. Schatz

Mailing address: 89 S. 22nd Street

City/State/Zip: St Helens Or 97051

Cell phone:

Home phone:

Email:

Alternate Contact/In Case of Emergency

Name: Mackenzie N. Jenkins

Mailing address: 89 S. 22nd Street

City/State/Zip: St Helens Or 97051

Cell phone:

Home phone:

Day/time of week that works best for you:

List each animal to be kept at the above address (attach additional paper if more than 6 animals)

Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Dog / Pointer	Ava	F	3	34425 / 1-28-2019
2. Dog / Stage Pointer	Stage	F Spayed	9	SH 0441 / 1-28-2019
3. Dog / Beagle	Nick	M Neutered	11	34706 / 1-28-2019
4. Dog / Beagle	Ally	F Spayed	13	SH 05049 / 1-29-2019
5. Dog / Beagle	Bonny	F Spayed	15	SH 04438 / 1-29-2019
6.				

Veterinarian Information

Name: Midway Vet / Bethany Vet

Phone:

Address:

City/State/Zip: Warren, Or / Bethany Or

Liability Insurance Information

Agent's Name:

Phone:

Insurance Company:

Policy No.

Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.

AUTHORIZATION

I, Leenie M. Schatz, understand that I am applying for an animal facility license to keep the above listed animal(s) at 89 S. 22nd Street, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Leenie M. Schatz
Applicant Signature

01-30-2018
Date Signed

FOR OFFICE USE ONLY

Date received: <u>1-30-18</u>	Officer assigned:	Date forwarded to City Recorder:
Received by: <u>[Signature]</u>	Date/Time of inspection:	Council meeting date:
Receipt No.: <u>01472216</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>1-30-18</u>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>[Signature]</u>		Expiration date:

RECEIVED

JAN 29 REC'D

Columbia County
Sheriff's Office**Owner Detail**

Owner 11186

Name:	SCHATZ, LEONIE		
Senior Citizen:	FALSE		
Kennel: <input type="checkbox"/>	Inspection Date:	Expiration Date:	Limit:
Street Address:		Mailing Address:	
89 S 22ND		89 S 22ND ST	
ST. HELENS, OR 97051		ST HELENS, OR 97051	
Phone:			

Notes:

12/26/2016 SEE CONTACT NOTES

Adoption Notes:**Disallow Adoption:** ☐**Animals:**

ID	Name	Breed	Color	License	Issue Date	Exp. Date
18672	ALLY	BEAGLE	TRI-COLOR	SH05649	1/29/2018	3/26/2019
18919	BONNY	BEAGLE	TRI-COLOR	SH04439	1/29/2018	2/7/2019
21025	SKYE	ENGLISH POINTER	ORANGE	SH04441	1/22/2018	11/22/2018
23337	AVA	ENGLISH POINTER	ORANGE	34425	1/22/2018	11/22/2018
23813	NICK	BEAGLE	TRI-COLOR	34706	1/22/2018	1/10/2021

Complaints:

2 dogs - 1 yr
\$30.00
cash

Columbia County Sheriff's Office
 901 Port Ave.
 St Helens, OR 97051
 www.co.columbia.or.us/sheriff
 503-356-4611

Printed: 01/29/2018 at: 11:04
 User: jirkad

Receipt No: 09377117
 Total Receipt: 30.00

SD_DogSpay/Neu	
ter 1 yr	15.00
SD_DogSpay/Neu	
ter 1 yr	15.00

Cash:	30.00
Checks:	0.00
Credit Cards:	0.00

Name: LEONIE SCHATZ

*ALLY
BONNY*

ALLY & BONNY

1 YR LICENSE

Columbia County Sheriff's Office
 901 Port Ave.
 St Helens, OR 97051
 www.co.columbia.or.us/sheriff
 503-356-4611

Printed: 01/22/2018 at: 13:07
 User: jirkad

Receipt No: 09376714
 Total Receipt: 60.00

SD_DogSpay/Neu	
ter 1 yr	15.00
SD_DogSpay/Neu	
ter 1 yr	15.00
SD_DogUnfixed	
1 yr	30.00

Cash:	60.00
Checks:	0.00
Credit Cards:	0.00

Name: LEONIE SCHATZ

*Ava
Nick
Skye*

LICENSE 1 YEAR FOR SKYE, AVA & NICK

1 DOG UNFIXED

CITY OF ST. HELENS
265 Strand
St. Helens, OR 97051

84

01/30/2018 2:38 PM
Receipt No. 01472216

2 YR AFL	40.00
----------	-------

----- Total	40.00
----------------	-------

Cash	40.00
CASH	40.00

LEONIE SCHATZ
Customer #000000
89 S 22ND ST

ST HELENS , OR 97051-

Cashier: heidi
Station: CH-FRONTDESKW7

St. Helens Police Department
COMMUNITY PARTNER RELEASE

85
CASE NUMBER
GO 33 2018-18014503

This is a copy of a St. Helens Police Department report released pursuant to the Freedom of Information Act. Sensitive or personal information may have been redacted prior to the release of this report.

COMMUNITY PARTNER RELEASE	
DATE RELEASED 03/07/2018	
AUTHORIZED BY 33AHAR-HARTLESS, ADAM J	RELEASED BY 33MDUR-DURAN, MALINDA R
BUSINESS NAME CITY COUNCIL	
NAME	
RELEASE INSTRUCTIONS	



St. Helens Police Department
COMMUNITY PARTNER RELEASE

GO 33 2018-18014503

CASE NUMBER

GENERAL OFFENSE									
REPORTED DATE/TIME 02/26/2018 1051		OCCURRED DATE/TIME 02/26/2018 1051		REPORTING OFFICER/DEPUTY NAME & # HARTLESS, ADAM J (33AHAR)					
LOCATION OF INCIDENT 89 S 22ND ST, ST HELENS				PLACE					
COUNTY COLUMBIA		DISTRICT SH		BEAT SH		GRID 05109			
SEVERITY		FAMILY VIOLENCE NO		GANG INVOLVEMENT		SPECIAL STUDY			
RELATED INCIDENT NUMBERS CP 33 2018-18014503									
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL		DRUG TOTAL			
INTERNAL STATUS NOT AN OFFENSE		APPROVED BY CASTILLEJA, JOSE (44420)		APPROVED ON 03/07/2018					
OFFENSES [1]									
OFFENSE ANIMAL VIOLATION/ORD		STATUTE		PREMISE TYPE Residence/Home					
PERSON - OWNER #1									
NAME (LAST, FIRST MIDDLE) SCHATZ, LEONIE M		SEX		RACE WHITE					
HOME ADDRESS - STREET, CITY ZIP 89 S 22ND ST, ST. HELENS OR 97051		HEIGHT		WEIGHT		HAIR COLOR		EYES	
		WORK PHONE							
DRIVERS LICENSE (STATE)		SOCIAL SECURITY NUMBER		POB					

St. Helens Police Department
COMMUNITY PARTNER RELEASE87
CASE NUMBER
GO 33 2018-18014503

CASE SUMMARY

AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 03/05/2018 1256
-------------------------------------	------------------------------

SUBJECT CASE SUMMARY

On 2/26/18, 89 S 22nd St. was inspected for an animal facility license renewal.

NARRATIVE

AUTHOR HARTLESS, ADAM J (33AHAR)	DATE/TIME 03/05/2018 1258
-------------------------------------	------------------------------

SUBJECT NARRATIVE

On Monday, 2/26/18 at approximately 1051 hours, I met with Leonie Schatz at her residence at 89 S 22nd St., St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance rider information from USAA Insurance Company _____, and information regarding where they seek veterinary care for their animals; Midway Veterinary Clinic at 34453 McGary Ln. Warren, OR.

I noticed her home is a single family, wood framed residence in a residential neighborhood. Ms. Schatz explained that the facility license is to allow her to have a larger number of family pets, not to run a shelter or boarding service. Ms. Schatz has a total of five family dogs, all of whom appeared to be well groomed and in good health.

I saw the residence had a spacious back yard encircled with a sturdy wooden fence. The fence was in good condition and was adequate to keep the animals on their property and to keep other animals from entering her yard. This space has adequate runoff to prevent water pooling. During inclement weather or days of excessive heat, the dogs have access to a "doggy door" to allow them into the home. Ms. Schatz said the dogs are primarily indoor dogs.

Ms. Schatz invited me into the home. The home was clean and orderly. The dogs were well-mannered and did not appear to be aggressive. They all had Columbia County Issued dog licenses. The home has working electricity, potable water and wash facilities to keep clean. The home was a comfortable 70 degrees (approximately) with both natural and artificial lighting illuminating the interior. The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls that are up off of the floor. The dog's bedding was clean and dry, being located on the main floor of the house.

The house and yard were clean. Ms. Schatz said she cleans up regularly. While Ms. Schatz does not have a quarantine area for possible diseased animals, she stressed they do not run a shelter or "rescue facility" and they do take their animals for veterinary care when needed.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Ms. Schatz

St. Helens Police Department
COMMUNITY PARTNER RELEASE88
CASE NUMBER
GO 33 2018-18014503

residence.

From everything I gathered during this inspection I believe Ms. Schatz residence is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit.

ACTION RECOMMENDED**AUTHOR**

HARTLESS, ADAM J (33AHAR)

DATE/TIME

03/05/2018 1312

SUBJECT

ACTION RECOMMENDED ACTION

Send report to city hall with recommendation to issue animal facility license.

St. Helens Police Department

COMMUNITY PARTNER RELEASE

88
CASE NUMBER
GO 33 2018-18014503

IMAGE ATTACHMENT (2150249) ANIMAL FACILITY LICENSE APPLICATION

City of St. Helens

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

Renewal

Application Fee: \$40.00

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance:

1. You meet the requirements for an animal facility license; or
2. You have only allowed animals on your property.

Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept: <u>89 S. 22nd</u>					
Applicant Information			Alternate Contact/In Case of Emergency		
Name: <u>Leanne M. Schatz</u>			Name: <u>Mackenzie W. Jenkins</u>		
Mailing address: <u>89 S. 22nd Street</u>			Mailing address: <u>89 S. 22nd Street</u>		
City/State/Zip: <u>St Helens Or 97051</u>			City/State/Zip: <u>St Helens Or 97051</u>		
Cell phone: _____			Cell phone: _____		
Home phone: _____			Home phone: _____		
Email: _____			Day/time of week that works best for you: _____		
List each animal to be kept at the above address (attach additional paper if more than 6 animals)					
Species/Breed	Name	Sex	Age	County Dog License	Expiration Date
1. Dog / Pointer	Ava	F	3	34425	1-22-2019
2. Dog / Stone Pointe	Skyla	F Spayed	9	SH 0344	1-22-2019
3. Dog / Beagle	Nick	M Intact	11	34706	1-22-2019
4. Dog / Beagle	Ally	F Spayed	13	SH 05649	1-22-2019
5. Dog / Beagle	Benny	F Spayed	15	SH 04431	1-22-2019
6.					
Veterinarian Information					
Name: <u>Melanie Vet / Bethany Vet</u>			Phone: _____		
Address: _____			City/State/Zip: <u>Warren, Or / Bethany Or</u>		
Liability Insurance Information					
Agent's Name: _____			Phone: _____		
Insurance Company: _____			Policy No.: _____		
Attach a copy of _____ applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.					

AUTHORIZATION

I, Leanne M. Schatz, understand that I am applying for an animal facility license to keep the above listed animal(s) at 89 S. 22nd Street, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Leanne M. Schatz
Applicant Signature

01-30-2018
Date Signed

FOR OFFICE USE ONLY		
Date received: <u>1-30-18</u>	Officer assigned: _____	Date forwarded to City Recorder: _____
Received by: <u>[Signature]</u>	Date/Time of Inspection: _____	Council meeting date: _____
Receipt No.: <u>01472216</u>	Officer recommendation: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>1-30-18</u>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: _____
Forwarded by: <u>[Signature]</u>		Expiration date: _____

Updated 3/31/2015

St. Helens Police Department

COMMUNITY PARTNER RELEASE

00
CASE NUMBER
GO 33 2018-18014503

Owner Detail

Owner 11186

RECEIVED

JAN 30 REC'D
Columbia County
Sheriff's Office

Name: SCHATZ, LEONIE**Senior Citizen:** FALSE**Kennel:** ☐**Inspection Date:****Expiration Date:****Limit:****Street Address:**89 S 22ND
ST. HELENS, OR 97051**Mailing Address:**89 S 22ND ST
ST HELENS, OR 97051**Phone:**

971-312-9419 (HOME)

Notes:

12/26/2016 SEE CONTACT NOTES

Adoption Notes:**Disallow Adoption:** ☐**Animals:**

ID	Name	Breed	Color	License	Issue Date	Exp. Date
18672	ALLY	BEAGLE	TRI-COLOR	SH05649	1/29/2018	3/26/2019
18919	BONNY	BEAGLE	TRI-COLOR	SH04439	1/29/2018	2/7/2019
21025	SKYE	ENGLISH POINTER	ORANGE	SH04441	1/22/2018	11/22/2018
23337	AVA	ENGLISH POINTER	ORANGE	34425	1/22/2018	11/22/2018
23813	NICK	BEAGLE	TRI-COLOR	34705	1/22/2018	1/10/2021

Complaints:

2 dogs - 1 yr
\$30.00
cash

01/29/2018

Page 1 of 1

St. Helens Police Department
COMMUNITY PARTNER RELEASE92
CASE NUMBER
GO 33 2018-18014503Columbia County Sheriff's Office
901 Port Ave.
St Helens, OR 97051
www.co.columbia.or.us/sheriff
503-356-4611Printed: 01/23/2018 at: 11:04
User: jirkadReceipt No: 09377117
Total Receipt: 30.00

SO_DogSpay/Neu	
ter 1 yr	15.00
SO_DogSpay/Neu	
ter 1 yr	15.00

Cash:	30.00
Checks:	0.00
Credit Cards:	0.00

Name: LEONIE SCHATZ

*ALLY
BENNY*

ALLY & BENNY

1 YR LICENSE

Columbia County Sheriff's Office
901 Port Ave.
St Helens, OR 97051
www.co.columbia.or.us/sheriff
503-356-4611Printed: 01/22/2018 at: 13:07
User: jirkadReceipt No: 09376714
Total Receipt: 60.00

SO_DogSpay/Neu	
ter 1 yr	15.00
SO_DogSpay/Neu	
ter 1 yr	15.00
SO_DogUnfixed	
1 yr	30.00

Cash:	60.00
Checks:	0.00
Credit Cards:	0.00

Name: LEONIE SCHATZ

*AVA
NICK
SKYE*

LICENSE 1 YEAR FOR SKYE, AVA & NICK

1 DOG UNFIXED

St. Helens Police Department
COMMUNITY PARTNER RELEASE3
CASE NUMBER
GO 33 2018-18014503CITY OF ST. HELENS
265 Strand
St. Helens, OR 9705101/30/2018 2:38 PM
Receipt No. 01472216

2 YR AFL 40.00

Total 40.00Cash 40.00
CASH 40.00LEONIE SCHATZ
Customer #000000
89 S 22ND ST

ST HELENS , OR 97051-

Cashier: heidi
Station: CH-FRONTDESKW7

St. Helens Police Department
COMMUNITY PARTNER RELEASE

94
CASE NUMBER
GO 33 2018-18014503

*** END OF HARDCOPY ***

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 21st day of March, 2018 are the following Council minutes:

2018

- Work Session, Executive Session, and Regular Session Minutes dated February 7, 2018
- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated February 21, 2018

After Approval of Council Minutes:

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name of Word document in Granicus & Publish
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Post link to minutes on website
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HP Trim
- ☐ File Original in Vault

City of St. Helens City Council

Work Session Minutes

February 7, 2018

Members Present: Mayor Rick Scholl
Council President Doug Morten
Councilor Ginny Carlson
Councilor Keith Locke

Members Absent: Councilor Susan Conn

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Matt Brown, Finance Director
Neal Sheppeard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Terry Moss, Police Chief
Cindy Phillips, Municipal Court Judge

Others:

Gretchen Williams	Spud Sandberg
Cheryl Young	Leona Sandberg
Heather Epperly	Brent Keller
Kenny Allen	Julie Thompson
Nicole Thill	

1) **Call Work Session to Order** – 1 p.m.

2) **Visitor Comments**

- ◆ Gretchen Williams. She will be coordinating the Spirit of Halloweentown parade again this year for the Chamber of Commerce. It will be held on Saturday, October 6 at 3 p.m. She is seeking a grand marshal and sponsors. She will also be taking over the part of the Scarecrow contest that SHEDCO did last year, so will be working with the City. She proposes to change the voting process.
- ◆ Heather Epperly, American Family Insurance (AmFam). Requesting to move forward on a project. She distributed documents to the Council. A copy is included in the archive meeting packet. They are proposing a family scavenger hunt in the community. Families would take a photo with their logo and tag AmFam in the post. They would then be entered into a drawing to win a prize from a local business.

Council concurred with the request for scavenger hunt items to be placed on City property.

3) Swearing In of New Police Officer Bryan Cutright Jr.

Municipal Court Judge Cindy Phillips swore in our new Police Officer Bryan Cutright Jr. Congratulations, Bryan, and welcome aboard!

4) Discussion Topics

4.A Recognition of Spud & Leona Sandberg, Retiring from Ace Hardware

Mayor Scholl presented Spud and Leona with a certificate of appreciation for their contribution to the community.

4.B Semi-Annual Report from Senior Center - Cheryl Young, Center Manager

Cheryl Young reviewed her report. A copy is included in the archive meeting packet. If the cities and community members do not step up and do their part, St. Helens will lose their meal program like Scappoose did. The St. Helens program delivers 80-100 meals a day and they'll be adding about 40 meals to help Scappoose. The thrift store continues to do well and financially supports the meal program.

Council President Morten suggested that Cheryl approach the County for funding assistance as well. Cheryl confirmed that they have reached out to the County and State officials.

Councilor Carlson asked for an update on the HVAC system. Cheryl confirmed that is all working now.

4.C Annual Report from City Forester - Brent Keller of Mason, Bruce & Girard

Brent Keller reviewed his report. A copy is included in the archive meeting packet.

4.D Annual Report from City Auditor for FY 17/18 - Kenny Allen of Pauly, Rogers & Co. PC

Kenny Allen reviewed his report. A copy is included in the archive meeting packet.

4.E 2nd Quarter Financial Report for FY 18/19 - Matt

Finance Director Brown reviewed his report. A copy is included in the archive meeting packet.

4.F 2nd Quarter Municipal Court Report for FY 18/19 - Matt

Finance Director Brown reviewed his report. A copy is included in the archive meeting packet. Municipal Court is currently operating at a net loss of \$67,000. Last year at this time, it was a loss of \$115,000 and the year prior was about \$88,000. Huge improvements have been made.

4.G Discuss Possible Sharing Agreement with Scappoose Public Library District - Margaret

Library Director Jeffries explained that the Scappoose Public Library District presented a proposal to share catalog software. It would allow for a slight reduction in cost of software maintenance and give them the opportunity to display resources for both libraries in their catalog. They both participate in the Passport program.

Jeffries is also requesting permission to apply for an LSTA Grant and continue the Passport program longterm.

Consensus of Council to share resources with Scappoose, apply for the LSTA Grant, and continue the Passport program longterm. The Council is very much in favor of collaboration to benefit the public.

4.H Continue Discussion on Parking at End of Strand Street - Sue

Public Works Engineering Director Nelson reviewed her report. A copy is included the archive meeting packet. Council discussed the options.

It was the consensus of the Council to mark the parking spaces on the west side of Strand Street as two-hour parking all the way to the end and stripe additional spaces when the weather allows.

4.I Review Request from Kellogg Supply for Preliminary Certification through Oregon Investment Advantage (Business Development Income Tax Exemption)

City Administrator Walsh reviewed the request. A copy is included in the archive meeting packet. There was no objection from Council.

4.J Discuss Agreement for Fourth of July 2018 Fireworks - John

City Administrator Walsh reviewed the fireworks display proposal. A copy is included in the archive meeting packet. The proposal does plan for the fireworks to be on the mainland and not the island.

Councilor Locke talked about SHEDCO wanting to take over Fourth of July activities. Consensus of Council to get more details of what they propose.

Councilor Carlson talked about the improved traffic flow by routing vehicles up Plymouth Street from the Waterfront property. She suggested having an officer at the intersection onto Old Portland Road this year.

4.K Discuss Un-billed Utility Billing Accounts - Matt

Finance Director Brown reviewed the list. A copy is included in the archive meeting packet.

- Senior Center – does not recommend billing them because they do not receive tax revenue.
- Rural Fire District – recommends billing them \$100/month, based on use, because they do receive tax revenue.
- Eisenschmidt Pool – recommends billing them \$1,000/month, based on use, because they do receive tax revenue.

Brown clarified that the school district does pay for water use, so he does not see a reason the other districts should not pay.

Council President Morten suggested notifying the Eisenschmidt Board to ease them into it.

Council talked about the Senior Center and quantifying the contributions the City makes.

5) Department Reports

Chief Moss reported...

- The 16th position was filled today. He's happy to have him on board.
- The candidate for the 17th position was in a car accident and broke his arm. He is about a month from being able to start.
- An officer is on leave for health reasons and will probably be out for two or three months.

- Distributed the annual report this week. Crime has decreased over the last year. The officers are doing a great job in the community.
- The Reserve Academy is taking place on Tuesday and Thursday nights in the upstairs conference room.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppeard reported...

- Nothing to report.

Library Director Jeffries reported...

- The Library recently held a program about genealogy. There was so much interest, that a monthly genealogy group is being formed.
- The next Civics for Adults workshop will be held February 15.
- The Youth Librarian is teaming up with the St. Helens High School to offer a session on 3-D printing and vinyl cutting in April. It will be for kids aged 12-15.

Finance Director Brown reported...

- The City Prosecutor and Judge both have contracts that expire at the end of June. He will bring discussion back to the next meeting of whether the Council wants to continue those contracts or do something different.

City Recorder Payne reported...

- City Hall Clean-Up Day was held last Thursday. It was a successful day and she appreciates the time Council allowed staff. She anticipates one more session in six months and then maintain it by closing one day a year after that.
- Attended an active shooter training last week. Homeland Security recommends that we create an active shooter plan for our buildings. She'll be working on a plan.
- She and Building Official Bob Johnston are attending a training in Astoria tomorrow for Agility (disaster) Recovery.
- The Employee Banquet is Friday at 5:30 p.m. Twenty-six employee of the year nominations were received for 11 employees. The judge panel all said that we have a great group of employees working for the City and she agrees.

City Administrator Walsh reported...

- The cannonball safe was uncovered and brought into the Council Chambers on the cleanup day. A locksmith will be coming to get it open. It fits well with the historic pictures in the room.
- He had concerns about the proposal from American Family Insurance to come into the parks as part of their business. Does the Council want to make that a sponsorship opportunity? He'll look into that further.
- Gretchen Williams made a proposal to help with the Spirit of Halloweentown parade and scarecrow contest. He is concerned that she is taking both of these on individually and not as an organization. He would like more time to confirm the parade date. The scarecrow contest has typically been handled by the City.

6) **Council Reports**

Councilor Locke reported...

- Community Action Team has lost funding over the years, which included funding for Meals on Wheels. Unfortunately, other programs are suffering as well. How do you determine which one is the greatest need?

Councilor Carlson reported...

- Deputy City Recorder Lisa Scholl sent a message asking for volunteers to take over the Relay for Life Captain position. She didn't receive any response. There will not be a City team this year. Is Council okay with that or do we need to make it a priority? She suggested dividing the duties between several people and not just one. Fundraising can be minimal effort. Columbia County Relay for Life is really just looking for involvement from the City to show their support. Council President Morten talked about the amount of work involved. He agreed with continuing participation but simplify the participation. Carlson will talk to Scholl and Payne about what can be done to simplify it.
- There was discussion about benches, picnic tables, and garbage cans being added to the Waterfront property. She suggested putting benches we already own on the property.
- There was discussion about naming the St. Helens Industrial Park and posting a sign. What is the status of that? Walsh updated the Council on the status. He has been working with the consultants, Columbia County Economic Team (CCET), and researching funding.
- Youth Council met with Judge Grove to talk about Teen Court on Monday night.

Council President Morten reported...

- The next Parks Commission will include discussion about an improved facility at Sand Island.

Mayor Scholl reported...

- He's been excited about the upcoming development and sharing it when people ask. He understands that it appears to move slow to the public but it's moving quite quickly by government standards. He encouraged Council not to get caught up in the drama.
- Thanked Public Works for the cleanup work they have done on the St. Helens Industrial site property.

7) **Other Business**

8) **Adjourn** – 3:45 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

February 7, 2018

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

Members Absent: Susan Conn, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Nicole Thill, Spotlight
Julie Thompson, Chronicle



Mayor Scholl opened the Executive Session at 3:52 p.m. and gave Council roll call.

The Council met in Executive Session pursuant to ORS 192.660(2)(e) Real Property Transactions and (h) Potential Litigation to discuss various topics concerning City-owned properties and potential litigation.

The Executive Session was adjourned at 4:24 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Regular Session Minutes

February 7, 2018

Members Present: Mayor Rick Scholl
Council President Doug Morten
Councilor Ginny Carlson
Councilor Keith Locke

Members Absent: Councilor Susan Conn

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Matt Brown, Finance Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Jeanne Crawford Steve Topaz
Baylee Crawford

1) **Call Regular Session to Order** – 7 p.m.

2) **Pledge of Allegiance**

3) **Visitor Comments**

◆ Steve Topaz. Three questions about the City property:

1. A group in Portland is working on an Aqua Center near OMSI to store kayaks, class room space, store Dragon boats, and be a connection to the river. Has the City reached out to them?

Council President Morten responded that no one has come to the City with a proposal. He suggested that Steve direct them to the City. City Administrator Walsh added that there has been discussions for a vocational school on the site.

2. What are the categories of industries to be built on the property?
3. What's the opening bid for someone to put something on our property.

Council discussed the idea of a ferry. The City is not opposed. The City of Woodland acknowledged that they would entertain the idea.

- ◆ Baylee Crawford. She has served as a Rodeo Queen promoting Columbia County and St. Helens for several years. In 2014 and 2015 she was on the Columbia County Fair & Rodeo Court. In 2016, she represented the State of Oregon as Miss Teen Rodeo Oregon. This year, she has the honor and privilege to represent the Northwest Professional Rodeo Association. The City has sponsored her in the past and she is requesting continued support. A donation of \$500 will keep the City's logo on her trailer.

She invited the Council to her Coronation Fundraiser Dinner at the Columbia County Fairgrounds on March 3rd at 5 p.m. Tickets are \$20 in advance and \$25 at the door.

Councilor Carlson asked Baylee if she would be willing to be a spokesperson to the youth of the community. Baylee responded that she would. She served on the Youth Council and is happy to see that it is still active. She will be participating in the St. Helens Kiwanis Community Parade and will use the City's sponsorship to add the Spirit of Halloweentown logo to her trailer.

It was the consensus of the Council to sponsor Baylee with a \$500 donation.

- ♦ Jeanne Crawford. She is Baylee's mom. Baylee is very proud of the City and the County. During her tryouts she mentioned Halloweentown and the businesses and City Council who have supported her. It's not just about the money, it's about watching her succeed. Jeanne has seen her grow over the last four years. She is very proud of her and what she does. Jeanne appreciates the Council's support.

4) **Award Bid/Contract**

- 4.a Award Purchase of Small Dump Truck to General Equipment, Inc. in the Amount of \$44,221

Motion: Upon Carlson's motion and Locke's second, the Council unanimously approved '4a' above.

- 4.b Award Work for Suction Line Replacement at Sanitary Sewer Lift Station #2 to Semling Construction, Inc. in the Amount of \$9,950

Motion: Upon Carlson's motion and Locke's second, the Council unanimously approved '4b' above.

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

- 5.a Accept St. Helens Community Foundation Assets Agreement
- 5.b Display Agreement and Purchase Order with Western Display Fireworks

Motion: Upon Morten's motion and Carlson's second, the Council unanimously approved '5a' and '5b' above.

6) **Appointments to Boards/Commissions**

- 6.a Appointments to City Boards & Commissions
- No appointments were made.

7) **Consent Agenda for Acceptance**

- 7.a Library Board Minutes dated August 22, September 18, October 17 and December 12, 2017

Motion: Upon Morten's motion and Carlson's second, the Council unanimously approved '7a' above.

8) **Consent Agenda for Approval**

- 8.a Council Work Session, Public Hearing and Regular Session Minutes dated December 6 and 20, 2017 and January 3, 2018
- 8.b OLCC Licenses
- 8.c Accounts Payable Bill Lists

Motion: Upon Carlson's motion and Locke's second, the Council unanimously approved '8a' through '8c' above.

9) **Mayor Scholl Reports**

- St. Helens High School construction students put together a video. They will be receiving national attention for their work this Friday.
- Senator Jeff Merkley will be at the St. Helens Senior Center for a Town Hall on February 22.

10) **Council Member Reports**

Council President Morten reported...

- He spent 15 months in Vietnam during the war. Before he left, he buried most of his belongings under a rock. He and his wife returned to Vietnam in 2013 to visit. The Vietnamese Army had taken over that land and he was unable to access it. He was reminded of this story when City staff uncovered the old cannonball safe. He looks forward to seeing what it contains.

Councilor Carlson reported...

- She encouraged Mayor Scholl to share the link to the High School with the community.
- She heard about the recent tragedy. Sadly, that's the third friend of her daughter who has taken their life in the last four years. This is another kid who was left behind. She encouraged everyone to reach out to kids who are quiet and alone.

Councilor Locke reported...

- Congratulated Baylee on her accomplishments.
- Several years ago he was working on forming a Teen Center. He approached the Senior Center about sharing the facility. The Senior Center was adamantly opposed to it. He pointed out that allowing other uses in the facility would help financially.
- The Kiwanis had their first Community Parade meeting a couple days ago. One idea was to have it centered around WWII veterans, since there are very few remaining. Kiwanis had some concerns about protests. Councilor Carlson thinks it's important to honor their service and not worry about the possibility of protests.

Youth Councilor Ryder reported...

- Judge Grove gave the Youth Council a tour of the former Teen Court area during the last meeting. They learned things that will help them move forward. First, they need to actively recruit additional members. At least 20 members are needed.

11) **Department Reports**

Public Works Engineering Director Nelson reported...

- Received a nice letter from a citizen complementing our parks and parks staff. Nelson agreed, for such a small crew they do an exceptional job.

Public Works Operations Director Sheppard reported...

- Congratulated Baylee. She went through a lot to get where she's at.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Comcast was not working tonight.

City Administrator Walsh reported...

- Nothing to report.

12) **Other Business**

13) **Adjourn** – 7:40 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Work Session Minutes

February 21, 2018

Members Present: Mayor Rick Scholl
Councilor Susan Conn
Councilor Ginny Carlson
Councilor Keith Locke

Members Absent: Council President Morten

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Neal Sheppeard, Public Works Operations Director
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director

Others: Joan Youngberg Al Petersen
Evelyn Hudson Tina Curry
Julie Thompson Nicole Thill

1) **Call Work Session to Order - 1:00 p.m.**

2) **Visitor Comments - Limited to five (5) minutes per speaker**

- ◆ Evelyn Hudson. This will be the 18th year of the Megga Easter Egg Hunt at the Fairgrounds. The St. Helens School District no longer distributes paper flyers. It is all done electronically. That does not work for students who do not have printers at home. She handed out copies of the coloring contest flyer and informational flyer. She is requesting the City distribute the flyers in their utility bills. Communications Officer Crystal Farnsworth has agreed to include them in the City newsletter. They are a nonprofit under the Warren Community Foundation.

Discussion of locations to distribute the flyers. Council directed Finance Director Matt Brown to research the cost to include the flyers in the utility bill. They were in agreement to include the flyers if it does not increase the mailing cost.

- ◆ Joan Youngberg. She is leading a project with the Columbia Art Guild called, "This is Us St. Helens." She has brought this idea to the Arts & Cultural Commission as well. It is a community art project. Groups come together to paint a house. They are returned to her and will be on display in one outdoor location. The goal is to have 5,000 houses.

Council concurred with the project.

- ◆ Al Petersen. In 2014, he was approached by a developer proposing a 20-room hotel in St. Helens. Al explained System Development Charges (SDC) to the developer, which would have cost \$139,000. The developer backed out. SDC's are hindering small

business owners who want to develop. He recommends lowering the SDC's in areas of town that the Council wants to encourage development, such as downtown and uptown.

He brings this up because of a proposal in the packet to rent a 5,780 sq. ft. City-owned building for \$315/month. The rental rates in 2015 were between .50/sq. ft. and \$1.05/sq. ft. That is approximately \$3,641/month. Is the City subsidizing large industrial clients?

3) Discussion Topics

3.A Employee Length of Service Award - Brett Long for 25 Years

Brett Long began working for the City as a Utility Worker I in January of 1993. Just two years later, he became the City's Mechanic in December of 1994 where he has served ever since.

Congratulations, Brett, and thank you for your service!

3.B Discuss Court Contracts: Judge & Prosecutor

Finance Director Brown reported that the judge and prosecutor were on 90-day contracts that continued for a year. March 1st is the deadline to notify them if the City's going to go out for another RFP.

Councilor Conn would like to extend the prosecutor's contract for six months based on the changes he has been making. She would like to go out for an RFP for the judge. Only one person applied last year and she would like to see if there is more interest.

Councilor Carlson expressed concern about keeping them on a short time-frame. Is that normal? Brown said it depends on the situation. It's normally yearly contracts that can be extended up to three years. Both the judge and the prosecutor have expressed that they do not want to do another 90-day contract because of the unknown. Carlson is also concerned about the staff and the impact it has on them.

Mayor Scholl is in favor of a one-year contract for both of them. Councilor Locke would be willing to do a one-year contract with quarterly reviews.

Brown will continue with a monthly and quarterly report, return with a new contract for the prosecutor, and start the process for the judge RFP. Council concurred.

3.C Discuss Lease for FARA Building/Lot

City Administrator Walsh explained that when the City acquired the Boise property, there was an existing mill operation and two other tenants leasing. One was the softball association for \$10/year and the other was FARA, which is a fitness center. Boise and Cascades paid for FARA as a benefit to their employees. The ballfields are not being assessed by the County but FARA is, which means property taxes are now assessed to the property where FARA is located. The Cascades manager at the time agreed to pay for the property taxes but the new manager is not going to pay it. If the Council wants to allow FARA to continue the use, they need to look at modifying the lease.

After discussion, it was the consensus of the Council to investigate the value of the building/lot and invite FARA representatives to the next meeting to review.

3.D Review Draft Community Recognition Award Form

City Recorder Payne reviewed the draft nomination application. A copy is included in the archive meeting packet. She asked the Council if nominations are submitted by the Council or the community? Council Carlson envisioned that anyone could submit a nomination and awards would not be given on a regular basis but when it fits with the Council's goals and mission. Payne and Carlson will talk about it and return with a plan.

3.E Review Grass Height Regulation

City Recorder Payne reviewed the memo. A copy is included in the archive meeting packet.

It was the consensus of the Council to remove the dates. Payne will return with an ordinance amendment for approval.

4) Department Reports

4.A Public Works Department Report

Police Chief Moss reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- A recent problem was discovered with a sewer main. The project to replace about 620 feet of sewer pipe was put out to bid. Unfortunately, it's across Columbia Blvd. on 6th and 7th Streets and will be an inconvenience. She acknowledged Engineering Project Manager I Sharon Darroux for working over the weekend to move this project quickly. Her work is appreciated.
- Public Works crews worked overnight to keep our roads safe during the snow.

Public Works Operations Director Sheppard reported...

- Be careful. More snow is expected tonight.

Finance Director Brown reported...

- Does the Council want to discuss a policy for businesses and nonprofits to obtain a cost estimate on utility bills? Council concurred. Brown will return with more information.

City Recorder Payne reported...

- Every year a recognition banquet is held for volunteer board and commission members. Does the Council have something particular they would like to do for food this year? It was the consensus of the Council to not hold the event in the Council Chambers. Mayor Scholl suggested holding it at The Roof. It ties in well with the Waterfront property development.
- Code Publishing quoted \$2,500 to do a legal review of our Municipal Code. She suggested it be done every few years. It hasn't been done in probably eight or ten years. Council concurred with the legal review.
- The next City County Quarterly Dinner is at the Elks Lodge on March 6th.

Event Manager Tina Curry reported...

- She thanked Public Works, Parks, and Administration staff for all of their help.
- The first merchants meeting was held. Feedback was good and they have already acted on some of what was discussed. The next meeting will be held in March.
- The Spirit of Halloweentown museum and gift shop has been open for a couple weekends. People are amazed at the building. They will have rocks for people to paint in

a Halloween theme. The rocks will be placed around the community to use in a scavenger hunt. If you find a rock, you bring it to the museum and get to paint another rock.

- She had an idea for the Easter Bunny to come to the gift shop for photos and an experience leading up to the Megga Egg Hunt. That will also allow them to promote the event. She already has props that can be used. She suggests charging a minimal fee to cover costs for cupcakes and a beverage bar.
- The museum could also be a location for people to paint a “This is Us St. Helens” house and possibly a long-term location for the houses.
- Anyone can post upcoming local events on the Columbia County Events website.
- The Monster Dash will not be held this year. The Chamber is trying to decide what they will take on.
- Almost completed the 13 Nights on the River line-up. It will end with Curtis Salgado.
- 4th of July
 - The fireworks contract is nearly complete.
 - Fireworks and tailgating will be on the Waterfront property.
 - Hit Machine will perform in the evening.
 - May have music during the day during the trash can painting.
 - Councilor Carlson suggested Tina contact the St. Helens High School band director work to have them perform.
- Planning a Festival of the Fairies that will take place on weekends beginning the end of March or early April.
- Escape rooms in the Haunted Mansion will be held on the weekends.
- Communications Officer Crystal Farnsworth will be creating a flyer listing the ongoing events in St. Helens.

Mayor Scholl thanked Tina for her work.

City Administrator Walsh reported...

- He and Tina talked to Travel Oregon about their ability to help with St. Helens tourism. They have resources that can help with website and social media campaigns.

5) **Council Reports**

Councilor Locke reported...

- Nothing to report.

Councilor Carlson reported...

- Attended the business meeting with Mayor Scholl. We often get compared to Scappoose. Something that was being done in Scappoose took two weeks and the same thing here took four months. We need to remember that we are the customer. We need to help everyone who comes in the front door. If we don't know the answer, we need to find out who can help them.

Councilor Conn reported...

- The Library closed at 5:30 p.m. yesterday to allow staff to get home safely.
- Library Director Jeffries is not here today because she's working at the Library due to staff shortage.
- She served on the St. Helens School Board for seven years quite a while ago. During that time, she also attended City Council meetings. She would like to see the City and

School District collaborate for the good of the community. Ways to do that are currently being researched.

Mayor Scholl reported...

- Hosted Senator Jeff Merkley's Town Hall meeting last night. He was impressed with how many people attended due to the weather.

6) **Other Business**

7) **Adjourn** – 2:38 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

February 21, 2018

Members Present: Rick Scholl, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Doug Morten, Council President

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Nicole Thill, Spotlight
Julie Thompson, Chronicle



Mayor Scholl opened the Executive Session at 2:42 p.m. and gave Council roll call.

The Council met in Executive Session pursuant to ORS 192.660(2)(e) Real Property Transactions to discuss various topics concerning City-owned properties.

The Executive Session was adjourned at 3:09 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Public Hearing Minutes

February 21, 2018

Members Present: Mayor Rick Scholl
Councilor Ginny Carlson
Councilor Susan Conn
Councilor Keith Locke

Members Absent: Council President Doug Morten

Staff Present: John Walsh, City Administrator
Jacob Graichen, City Planner
Kathy Payne, City Recorder
Matt Brown, Finance Director
Sue Nelson, Public Works Engineering Director

Others: Mark Grenz Roger Toth
Kathleen Sines Andrew Niemi
Anne Scholz Karl Ivanov
Nicole Thill

1) **Open Public Hearing - 6:00 p.m.**

2) **Topic**
2.A Zone Map Amendment from Highway Commercial (HC) to General Commercial (GC) and Comprehensive Plan Amendment from Highway Commercial (HC) to General Commercial (GC) (Ivanov/Multi-Tech Engineering LLC)

City Planner Graichen presented the staff report dated February 13, 2018. There were no ex-parte contacts, conflicts of interest, or bias in this matter.

Based upon the facts and findings, staff and the Planning Commission recommended approval of the proposal with the condition listed below if the Council finds that the proposal will remain compatible with the surrounding area and is not contrary to the Comprehensive goals and policies.

The boundary of the Zoning and Comprehensive Map Amendment shall apply to the whole of the subject property (currently known as 4N1W-5DD-700 and 4N1W-5DD-1900). The division between General Commercial and Highway Commercial may be per the plan, more-or-less, provided by the applicant provided the property line is legally moved within one year from the effective date of the Ordinance that makes this proposal effective.

Applicant Testimony

- ♦ Mark Grenz, Multi-Tech Engineering Services, Inc. He is representing applicant Karl Ivanov. Karl has been trying to develop this property for five years. He finally has users

interested in the front part of the property. The zone change gives them more options. There is a significant deficiency in housing opportunities and they are seriously considering multi-family housing along the back. The housing brings significantly fewer vehicles than a commercial use, which is a less impact on the neighborhood. Street improvements will be made to Matzen Street. They have no objection to the recommended condition.

Councilor Locke asked how many apartments are proposed. Mark responded that 204 are proposed. They would be three-story units.

Testimony In Favor

None spoke in favor.

Testimony in Neutral

None spoke in neutral.

Testimony in Opposition

None spoke in opposition.

Testimony in General

- ♦ Kathleen Sines. She lives on McBride Street. Since the new bank was built, she has seen more people racing up and down her street and she's been almost hit multiple times at the corner. She doesn't want three-story apartments looking down at her one-story home. She bought her home with green space across the street. She understands residential development is needed. There should be a compromise of height. She wants her privacy. That's why she works 30 miles from her job. She wants the community to grow but still wants her getaway. She's lived here for three years and doesn't want to move. It's peaceful and quiet here. When the trees come down she will lose that buffer. She would like to know what the impact on the neighborhood will be. The neighborhood's concerns need to be considered.

Rebuttal

- ♦ Mark Grenz. He appreciates what was said. There will be another public process for the multi-family project. More details will be available at that time and those concerns addressed. There will be a setback from McBride to the buildings and the right-of-way will be adjusted. The traffic consultant confirmed that Highway Commercial uses for this site could generate an average daily trip count of 20,968 vehicles. General Commercial uses could generate an average of 13,135 trips. If the maximum number of apartments are developed, he estimates 6,974 trips. That's a big difference between uses. The neighborhood would benefit from the direction they are moving.

3) Close Public Hearing – 6:48 p.m.

Deliberations will be held during the regular session following this meeting.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Regular Session Minutes

February 21, 2018

Members Present: Mayor Rick Scholl
Councilor Susan Conn
Councilor Ginny Carlson
Councilor Keith Locke

Members Absent: Council President Doug Morten

Staff Present: John Walsh, City Administrator
Jacob Graichen, City Planner
Kathy Payne, City Recorder
Matt Brown, Finance Director
Sue Nelson, Public Works Engineering Director
Terry Moss, Police Chief

Others: Mark Grenz Roger Toth
Kathleen Sines Andrew Niemi
Anne Scholz Karl Ivanov
Nicole Thill

1) **Call Regular Session to Order - 7:00 p.m.**

2) **Pledge of Allegiance**

4) **Visitor Comments - Limited to five (5) minutes per speaker**

- ◆ Andrew Neimi. He is here on behalf of Eisenschmidt Pool. The pool received a letter that they would be billed for water. They had not been in the past. Did something change or was it a realization that an error had been made?

Finance Director Brown explained that he has been reviewing utility accounts that were not being billed. There were City-owned properties, under construction properties, the pool, the senior center, and a joint maintenance facility. The list was presented to the Council. Their consensus was to begin billing the pool because they are receiving tax revenue and they should be able to pay their utility bill like any other customer.

Councilor Locke said that years ago when water was cheap, it was given away to public entities. That has since changed. Mayor Scholl added that the pool district serves more than just St. Helens residents. It's not fair to our residents who pay a high water bill. The City does not give water to the Fire District or the School District.

5) **DELIBERATIONS: Zone Map Amendment and Comprehensive Plan Amendment at SE Corner of McBride & Matzen Street Intersection (Karl Ivanov / Multi-Tech Engineering Services, Inc.)**

Motion: Upon Conn's motion and Locke's second, the Council unanimously approved the Zone Map Amendment and Comprehensive Plan Amendment at the SE Corner of McBride and Matzen Street as recommended.

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

- 6.a Extension of Contract with HASA, Inc. for Sodium Hypochlorite for WWTP
- 6.b Satisfaction of Mortgage for CAT Loan Payoff of 197 N. 5th Street (McBride)
- 6.c Contract Payments

Motion: Upon Carlson's motion and Conn's second, the Council unanimously approved '6a' through '6c' above.

7) **Appointments to Boards/Commissions**

- 7.a Appointments to Boards and Commissions

Motion: Upon Locke's motion and Carlson's second, Brian Vaerewyck was unanimously appointed to the Budget Committee.

8) **Consent Agenda for Acceptance**

- 8.a Arts & Cultural Commission Minutes dated November 28, 2017
- 8.b Planning Commission Minutes dated January 9, 2018

Motion: Upon Conn's motion and Carlson's second, the Council unanimously approved '8a' and '8b' above.

9) **Consent Agenda for Approval**

- 9.a Animal Facility Licenses
- 9.b OLCC Licenses
- 9.c Exclusive Use Permit: Girls Softball/SHHS JV Softball, Campbell Park
- 9.d Accounts Payable Bill Lists

Motion: Upon Carlson's motion and Conn's second, the Council unanimously approved '9a' through '9d' above.

10) **Mayor Scholl Reports**

- Drive safely. More snow is coming tonight.
- Senator Jeff Merkley held a Town Hall last night. It was a good meeting.

11) **Council Member Reports**

Councilor Locke reported...

- Nothing to report.

Councilor Carlson reported...

- Thanked City Planner Graichen for his hard work and making Planning Codes understandable.
- Thanked everyone who donated to the Middle School Backpack Program. Over \$100 in gift cards and treats filled the socks that went to children in need.

Councilor Conn reported...

- Nothing to report.

12) **Department Reports**

City Planner Graichen reported...

- A lot of development activity is happening.
- Associate Planner Jenny Dimsho is an immense help.
- The TGM Grant continues to progress. The next meeting is in early March.

Police Chief Moss reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- The Spirit of Halloweentown museum is open on Saturdays and Sundays from 11 a.m. to 4 p.m. It will be a draw for people to come downtown.

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

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 03/01/2018 - 1:51PM
 Batch: 00011.02.2018 - AP 3-1-18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ALLSTREAM									
016479									
15186450	2/21/2018	48.75	0.00	03/01/2018				False	0
702-000-052010 Telephone				754802					
15186450	2/21/2018	24.38	0.00	03/01/2018				False	0
603-736-052010 Telephone				754802					
15186450	2/21/2018	24.37	0.00	03/01/2018				False	0
603-737-052010 Telephone				754802					
15186450 Total:		97.50							
ALLSTREAM Total:		97.50							
AMERICAN EXTERMINATION									
AMERICAN									
128423	2/19/2018	116.00	0.00	03/01/2018				False	0
100-715-052023 Facility Maintenance				SR. CENTER PEST CONTROL 108565					
128423 Total:		116.00							
AMERICAN EXTERMIN		116.00							
BOBCAT OF PORTLAND									
003749									
2410361	1/31/2018	43.72	0.00	03/01/2018				False	0
701-000-052001 Operating Supplies				COUPLER					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
2410361 Total:		43.72							
BOBCAT OF PORTLAND		43.72							
CENTERLOGIC, INC.									
011595									
44721	2/20/2018	642.50	0.00	03/01/2018				False	0
702-000-052019 Professional Services				IT SUPPORT					
44721 Total:		642.50							
CENTERLOGIC, INC. To		642.50							
CENTURY LINK									
034002									
02172018	2/17/2018	20.35	0.00	03/01/2018				False	0
603-736-052010 Telephone				025B WWTP					
02172018	2/17/2018	20.36	0.00	03/01/2018				False	0
603-737-052010 Telephone				025B WWTP					
02172018	2/17/2018	40.71	0.00	03/01/2018				False	0
702-000-052010 Telephone				369B					
02172018 Total:		81.42							
CENTURY LINK Total:		81.42							
CENTURY LINK- ACCESS BILLING									
034004									
32623XLS18045	2/11/2018	82.22	0.00	03/01/2018				False	0
702-000-052010 Telephone				01S3					
32623XLS18045 Total:		82.22							
3263X204S18842	2/11/2018	82.22	0.00	03/01/2018				False	0
702-000-052010 Telephone				04S3 POLICE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	3263X204S18842 Total:	82.22							
	CENTURY LINK- ACCES	164.44							
CINTAS CORPORATION 037620									
8403540269	2/16/2018	13.44	0.00	03/01/2018				False	0
100-708-052001 Operating Supplies				CABINET REFILL PARKS					
8403540269 Total:		13.44							
8403540270	2/16/2018	36.66	0.00	03/01/2018				False	0
100-715-052004 Office Supplies				CABINET REFILL CITY HALL					
8403540270 Total:		36.66							
8403547405	2/16/2018	43.34	0.00	03/01/2018				False	0
100-708-052001 Operating Supplies				CABINET REFILL PARKS					
8403547405 Total:		43.34							
CINTAS CORPORATION		93.44							
CINTAS CORPORATION-463 006830									
463229898	2/5/2018	53.28	0.00	03/01/2018				False	0
603-737-052023 Facility Maintenance				MATS					
463229898	2/5/2018	53.28	0.00	03/01/2018				False	0
603-736-052023 Facility Maintenance				MATS					
463229898 Total:		106.56							
463237129	2/19/2018	53.28	0.00	03/01/2018				False	0
603-736-052023 Facility Maintenance				MATS					
463237129	2/19/2018	53.28	0.00	03/01/2018				False	0
603-737-052023 Facility Maintenance				MATS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
463237129 Total:		106.56							
CINTAS CORPORATION		213.12							
CODE PUBLISHING, INC.									
007162									
59204	2/23/2018	280.70	0.00	03/01/2018				False	0
100-702-052019 Professional Services				MUNICIPAL CODE					
59204 Total:		280.70							
CODE PUBLISHING, INC		280.70							
COLUMBIA SWCD									
42186									
483	2/15/2018	399.00	0.00	03/01/2018				False	0
201-000-052011 Public Information				2019 CALENDAR SONSORSHIP FULL MONTH OCT					
483 Total:		399.00							
COLUMBIA SWCD Total:		399.00							
COMCAST									
COMCAST									
02092018	2/9/2018	62.45	0.00	03/01/2018				False	0
603-736-052003 Utilities				0082					
02092018	2/9/2018	62.45	0.00	03/01/2018				False	0
603-737-052003 Utilities				0082					
02092018 Total:		124.90							
02142018	2/14/2018	90.13	0.00	03/01/2018				False	0
702-000-052003 Utilities				9228					
02142018	2/14/2018	130.07	0.00	03/01/2018				False	0
702-000-052003 Utilities				3238					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number	Description				Reference					
02142018 Total:		220.20								
COMCAST Total:		345.10								
DAILY JOURNAL OF COMMERCE, INC										
009900										
743649796	2/16/2018	540.50	0.00	03/01/2018					False	0
603-000-053010 Sewer Main Replacement				7TH ST COL BLVD SEWER REPLACEMENT S-658						
743649796 Total:		540.50								
DAILY JOURNAL OF CO		540.50								
EAGLE STAR ROCK PRODUCTS, INC.										
010970										
33681	2/13/2018	116.42	0.00	03/01/2018					False	0
605-000-052001 Operating Supplies				ROCK S 1ST ST						
33681 Total:		116.42								
EAGLE STAR ROCK PRO		116.42								
ELECTRONIC BUSINESS SYSTEMS, INC.										
011175										
AR4316	1/15/2018	230.00	0.00	03/01/2018					False	0
100-702-052019 Professional Services				COURT RECORDING SYSTEM						
AR4316 Total:		230.00								
ELECTRONIC BUSINESS		230.00								
ETTER, TERRI R.										
ETTER.T										
02262018	2/26/2018	1,125.00	0.00	03/01/2018					False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-705-052019 Professional Services				FEB 45 HOURS					
02262018 Total:		1,125.00							
ETTER, TERRI R. Total:		1,125.00							
EVERBANK COMMERCIAL FINANCE INC									
03522									
5068817	2/21/2018	170.00	0.00	03/01/2018				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT 41452028					
5068817 Total:		170.00							
EVERBANK COMMERC		170.00							
HAMER ELECTRIC, INC.									
014475									
40489	2/8/2018	4,212.79	0.00	03/01/2018				False	0
100-708-052047 Marine Board				REPLACE BOAT DOCK BREAKERS					
40489 Total:		4,212.79							
40520	2/16/2018	607.94	0.00	03/01/2018				False	0
601-731-052019 Professional Services				WELL #3 LIGHTING					
40520 Total:		607.94							
HAMER ELECTRIC, INC		4,820.73							
HASA									
014771									
537652	2/23/2018	4,350.96	0.00	03/01/2018				False	0
603-736-052083 Chemicals				MULTI-CHLOR					
537652 Total:		4,350.96							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
HASA Total:		4,350.96							
KELLY, TODD W. KEL55 0002831	2/20/2018	125.00	0.00	03/01/2018				False	0
100-000-020200 Bail Deposit				T. KELLY BOND TRANSFER					
0002831 Total:		125.00							
KELLY, TODD W. Total:		125.00							
KINDLEY LAW PC 48741 3184	2/26/2018	1,050.00	0.00	03/01/2018				False	0
202-722-052019 Professional Services				LEGAL SERVICES UTILITY TO ST. HELENS PROP					
3184 Total:		1,050.00							
KINDLEY LAW PC Total:		1,050.00							
KLONDIKE KLONDIKE 12082017	3/1/2018	100.00	0.00	03/01/2018				False	0
201-000-052059 Events - General				CIPPPINO 3 GALLONS CHRITMAS SHIPS CAPTAINS I					
12082017 Total:		100.00							
KLONDIKE Total:		100.00							
KOLDERUP, GRETCHEN 007249 01162018	1/16/2018	40.44	0.00	03/01/2018				False	0
100-706-052018 Professional Development				SOUTH SELECTORS MEETING MILES REIMB G.K					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	01162018 Total:	40.44							
01262018	1/26/2018	128.62	0.00	03/01/2018	OYAN MEETING MILES REIMB G.K			False	0
100-706-052018 Professional Development									
	01262018 Total:	128.62							
02262018	2/26/2018	251.00	0.00	03/01/2018	MEMBERSHIP ALA ALSC YALSA REIMB. G,K			False	0
100-706-052018 Professional Development									
	02262018 Total:	251.00							
07212017	7/21/2017	74.37	0.00	03/01/2018	OYAN MEETING MILES REIMB G.K			False	0
100-706-052018 Professional Development									
	07212017 Total:	74.37							
09192017	9/19/2017	22.74	0.00	03/01/2018	YOUTH SELECTORS MEETING MILES REIMB G.K			False	0
100-706-052018 Professional Development									
	09192017 Total:	22.74							
10202017	10/20/2017	21.94	0.00	03/01/2018	OYAN S MEETING MILES REIMB G.K			False	0
100-706-052018 Professional Development									
	10202017 Total:	21.94							
	KOLDERUP, GRETCHEN	539.11							
LABCONCO CORP.									
017988									
601420	11/1/2016	180.35	0.00	03/01/2018	BEARING DIST ARM SERVICE			False	0
603-736-052001 Operating Supplies									
601420	11/1/2016	180.35	0.00	03/01/2018	BEARING DIST ARM SERVICE			False	0
603-737-052001 Operating Supplies									
	601420 Total:	360.70							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
LABCONCO CORP. Total		360.70							
LAKESIDE INDUSTRIES									
018000									
39666	2/17/2018	964.32	0.00	03/01/2018				False	0
205-000-052001 Operating Supplies				EZ STREET ASPHALT					
39666 Total:		964.32							
LAKESIDE INDUSTRIES		964.32							
LANCE, CLAYTON J.									
007544									
03012018	3/1/2018	1,147.50	0.00	03/01/2018				False	0
100-704-052019 Professional Services				CITY PROSECUTOR 2/22-3/1					
03012018 Total:		1,147.50							
LANCE, CLAYTON J. Tot		1,147.50							
MASONIC BUILDING LLC, C/O ELLIOT MICHAEL									
012950									
02152018	2/15/2018	1,000.00	0.00	03/01/2018				False	0
201-000-052059 Events - General				MARCH 2018 LEASE PAYMENT					
02152018 Total:		1,000.00							
MASONIC BUILDING LL		1,000.00							
NORTHSTAR CHEMICAL, INC.									
021556									
118910	2/21/2018	6,412.99	0.00	03/01/2018				False	0
601-732-052083 Chemicals				SODIUM HYDROXIDE 25%					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
118910 Total:		6,412.99							
NORTHSTAR CHEMICAL		6,412.99							
NORTHWEST NATURAL GAS									
021400									
02132018	2/13/2018	1,605.68	0.00	03/01/2018				False	0
601-732-052003 Utilities				2942					
02132018	4/13/2018	7.96	0.00	03/01/2018				False	0
601-731-052003 Utilities				7720 HALF					
02132018	2/13/2018	110.80	0.00	03/01/2018				False	0
100-715-052003 Utilities				2848					
02132018	2/13/2018	125.60	0.00	03/01/2018				False	0
703-734-052003 Utilities				8675					
02132018	2/13/2018	178.56	0.00	03/01/2018				False	0
100-705-052003 Utilities				5638					
02132018	2/13/2018	118.53	0.00	03/01/2018				False	0
100-715-052003 Utilities				5285					
02132018	2/13/2018	632.04	0.00	03/01/2018				False	0
100-706-052003 Utilities				7673					
02132018	2/13/2018	7.96	0.00	03/01/2018				False	0
603-735-052003 Utilities				7720 HALF					
02132018	2/13/2018	107.43	0.00	03/01/2018				False	0
603-737-052003 Utilities				5750 HALF					
02132018	2/13/2018	23.86	0.00	03/01/2018				False	0
100-708-052003 Utilities				8563					
02132018	2/13/2018	107.44	0.00	03/01/2018				False	0
603-736-052003 Utilities				5750 HALF					
02132018	2/13/2018	95.35	0.00	03/01/2018				False	0
100-708-052003 Utilities				3047					
02132018 Total:		3,121.21							
NORTHWEST NATURAL		3,121.21							

OPUS:INTERACTIVE, INC.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
021979									
290089	2/12/2018	5.00	0.00	03/01/2018				False	0
702-000-052006 Computer Maintenance				4775					
290089 Total:		5.00							
OPUS:INTERACTIVE, IN		5.00							
PETTY CASH - SHANNA DUGGAN									
018759									
02152018	2/15/2018	20.00	0.00	03/01/2018				False	0
100-702-052028 Projects & Programs				PETTY CASH PRIZE FOR EMP BANQUET					
02152018	2/15/2018	4.31	0.00	03/01/2018				False	0
601-732-052001 Operating Supplies				PETTY CASH PART FOR CHLORIMETER N. SHEPPEA					
02152018	2/15/2018	10.87	0.00	03/01/2018				False	0
100-715-052004 Office Supplies				PETTY CASH BREAK ROOM SUPPLIES LIGHT UPSTA					
02152018 Total:		35.18							
PETTY CASH - SHANNA		35.18							
PORT OF ST. HELENS, ATTN: SYDELL COTTON									
74511									
02272018	2/27/2018	95.00	0.00	03/01/2018				False	0
100-703-052018 Professional Development				CITY COUNTY MEETING DINNERS COUNCIL (5)					
02272018	2/27/2018	19.00	0.00	03/01/2018				False	0
100-701-052018 Professional Development				CITY COUNTY MEETING DINNERS (1) JOHN WALSH					
02272018 Total:		114.00							
PORT OF ST. HELENS, A		114.00							
RUBENS LAWN SERVICE, JENNIFER MEABE									
028033									
0001415	2/18/2018	70.00	0.00	03/01/2018				False	0
100-705-052023 Facility Maintenance				JAN FEB LAWN SERVICE PD					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
0001415 Total:		70.00							
RUBENS LAWN SERVIC		70.00							
U.S. BANK EQUIPMENT FINANCE 033955									
350808572	2/12/2018	150.00	0.00	03/01/2018				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT KYOCERA					
350808572 Total:		150.00							
351389051	2/16/2018	99.00	0.00	03/01/2018				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT KYOCERA					
351389051 Total:		99.00							
U.S. BANK EQUIPMENT		249.00							
VERNON, VICKI R. 034920									
02122018	2/12/2018	340.00	0.00	03/01/2018				False	0
100-704-052019 Professional Services				DONOVAN G MAURY					
02122018 Total:		340.00							
VERNON, VICKI R. Total		340.00							
WALLACE, DARRYL D. 744411									
0002832	2/20/2018	232.50	0.00	03/01/2018				False	0
100-000-020200 Bail Deposit				D WALLACE BOND TRANSFER					
0002832 Total:		232.50							
WALLACE, DARRYL D.		232.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
WILCOX & FLEGEL									
037003									
0229897-IN	2/15/2018	103.79	0.00	03/01/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
	0229897-IN Total:	103.79							
0231439-IN	2/20/2018	2,027.55	0.00	03/01/2018				False	0
100-705-052022 Fuel / Oil				POLICE FUEL					
	0231439-IN Total:	2,027.55							
0231846-IN	2/21/2018	142.35	0.00	03/01/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
	0231846-IN Total:	142.35							
0232175-IN	2/21/2018	1,790.24	0.00	03/01/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
	0232175-IN Total:	1,790.24							
0233739-IN	2/26/2018	1,819.62	0.00	03/01/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
	0233739-IN Total:	1,819.62							
CL15701	2/15/2018	36.58	0.00	03/01/2018				False	0
100-705-052022 Fuel / Oil				POLICE 10 ETH UN					
	CL15701 Total:	36.58							
	WILCOX & FLEGEL Total:	5,920.13							
WOODRUFF, NICOLE									
N-Wood									
03012018	3/1/2018	459.14	0.00	03/01/2018				False	0
100-706-052018 Professional Development				PACIFIC NW BOOKSELLERS ASSOC. TRADE SHOW					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			

03012018 Total:	459.14
WOODRUFF, NICOLE To	459.14
Report Total:	36,076.33

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 03/08/2018 - 2:13PM
 Batch: 00001.03.2018 - AP 3-8-18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACCELA, INC. #774375									
000496									
INV-ACC38199	2/28/2018	128.00	0.00	03/08/2018				False	0
100-707-052020 Bank Service Fees				WEB PAYMENTS TRANS FEE					
INV-ACC38199 Total:		128.00							
INV-ACC38430	2/28/2018	10,635.68	0.00	03/08/2018				False	0
100-707-052019 Professional Services				IVR SUBSCRIPTION REV					
INV-ACC38430 Total:		10,635.68							
ACCELA, INC. #774375 T		10,763.68							
ACE HARDWARE									
000500									
1211	2/28/2018	31.73	0.00	03/08/2018				False	0
100-715-052023 Facility Maintenance				MATERIALS					
1211	2/28/2018	-3.18	0.00	03/08/2018				False	0
100-715-052023 Facility Maintenance				MATERIALS DISCOUNT					
1211 Total:		28.55							
1213	2/28/2018	4.99	0.00	03/08/2018				False	0
100-708-052047 Marine Board				MATERIALS					
1213	2/28/2018	161.39	0.00	03/08/2018				False	0
100-708-052001 Operating Supplies				MATERIALS					
1213	2/28/2018	-16.56	0.00	03/08/2018				False	0
100-708-052001 Operating Supplies				MATERIALS DISCOUNT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
1213 Total:		149.82							
1216	2/28/2018	34.54	0.00	03/08/2018				False	0
100-708-052001 Operating Supplies				MATERIALS					
1216	2/28/2018	-2.76	0.00	03/08/2018				False	0
100-708-052001 Operating Supplies				MATERIALS DISCOUNT					
1216 Total:		31.78							
ACE HARDWARE Total:		210.15							
ALEXIN ANALYTICAL LABS, INC.									
001650									
32756	2/28/2018	375.00	0.00	03/08/2018				False	0
601-731-052064 Lab Testing				TESTING					
32756 Total:		375.00							
ALEXIN ANALYTICAL L		375.00							
BATESON ENTERPRISES LLC									
002333									
02122018	2/12/2018	42,905.00	0.00	03/08/2018				False	0
603-000-053001 Capital Outlay				S-648 PS 9 UPGRADE					
02122018 Total:		42,905.00							
BATESON ENTERPRISE		42,905.00							
BEMIS PRINTING									
002701									
7967	2/20/2018	49.90	0.00	03/08/2018				False	0
100-711-052004 Office Supplies				RUBBER STAMP					
7967 Total:		49.90							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
BEMIS PRINTING Total:		49.90							
CENTERLOGIC, INC.									
011595									
44880	3/5/2018	5,727.00	0.00	03/08/2018				False	0
702-000-052006	Computer Maintenance			MSP AGREEMENT					
44880 Total:		5,727.00							
44934	3/5/2018	1,299.97	0.00	03/08/2018				False	0
702-000-052019	Professional Services			IT SUPPORT					
44934 Total:		1,299.97							
44946	3/5/2018	325.00	0.00	03/08/2018				False	0
702-000-052006	Computer Maintenance			SECURE BACKUP					
44946 Total:		325.00							
CENTERLOGIC, INC. To		7,351.97							
CENTURY LINK									
034002									
02252018	2/25/2018	346.12	0.00	03/08/2018				False	0
702-000-052010	Telephone			966B CITY HALL					
02252018 Total:		346.12							
CENTURY LINK Total:		346.12							
CITY OF COLUMBIA CITY									
007370									
02262018	2/26/2018	75.47	0.00	03/08/2018				False	0
601-732-052003	Utilities			001754-001					
02262018 Total:		75.47							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
CITY OF COLUMBIA CIT		75.47							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES 006630									
180112	3/1/2018	259.14	0.00	03/08/2018				False	0
100-702-052019 Professional Services				MONTHLY USER FEE					
180112 Total:		259.14							
CLOUD RECORDS MAN		259.14							
COLUMBIA COUNTY CLERK 0075112									
03082018	3/8/2018	81.00	0.00	03/08/2018				False	0
100-710-052011 Public Information				RECORD EASEMENT AGREEMENT RONALD SUMMI					
03082018 Total:		81.00							
COLUMBIA COUNTY CL		81.00							
COLUMBIA RIVER P.U.D. 008325									
03012018	3/1/2018	37,590.90	0.00	03/08/2018				False	0
603-737-052003 Utilities				38633					
03012018 Total:		37,590.90							
COLUMBIA RIVER P.U.D		37,590.90							
COMCAST COMCAST									
02212018	2/21/2018	1,046.86	0.00	03/08/2018				False	0
702-000-052003 Utilities				4669 LIB/ CH/ POLICE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	02212018 Total:	1,046.86							
02252018	2/25/2018	102.85	0.00	03/08/2018				False	0
100-708-052046 Dock Services					3930 MARINE DOCKS				
02252018 Total:		102.85							
COMCAST Total:		1,149.71							
DTS SYSTEMS, INC.									
DTS									
25459	3/2/2018	4,500.00	0.00	03/08/2018				False	0
601-732-052023 Facility Maintenance					REPLACE THE EXISTING BAD FIRE ALAREM CONTF				
25459 Total:		4,500.00							
DTS SYSTEMS, INC. Tot		4,500.00							
E2C CORPORATION									
E2C									
4197	3/6/2018	10,000.00	0.00	03/08/2018				False	0
201-000-052019 Professional Services					TINA CURRY CONSULTING MARKETING MONTHLY				
4197 Total:		10,000.00							
E2C CORPORATION Tota		10,000.00							
EGGERS, JONATHAN M.									
011171									
03072018	3/7/2018	44.06	0.00	03/08/2018				False	0
100-705-052044 K9					K-9 KENNEL REPAIR EXP REIMB J. EGGERS				
03072018 Total:		44.06							
EGGERS, JONATHAN M		44.06							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
GOVERNMENT FINANCE OFFICERS ASSOCIATION									
014015									
0152001	2/15/2018	190.00	0.00	03/08/2018				False	0
100-707-052018 Professional Development				MEMBERSHIP RENEWAL M BROWN					
	0152001 Total:	190.00							
	GOVERNMENT FINANC	190.00							
GRAICHEN, JACOB A.									
014039									
02232018	2/23/2018	104.64	0.00	03/08/2018				False	0
100-710-052018 Professional Development				J. GRAICHEN MILEAGE REIMB. OCPDA CONF					
	02232018 Total:	104.64							
	GRAICHEN, JACOB A. T	104.64							
GRANTS PASS WATER LAB									
01414									
19347	2/15/2018	42.00	0.00	03/08/2018				False	0
601-732-052064 Lab Testing				TESTING					
	19347 Total:	42.00							
301298	3/1/2018	350.00	0.00	03/08/2018				False	0
601-732-052064 Lab Testing				TESTING					
	301298 Total:	350.00							
	GRANTS PASS WATER L	392.00							
GREEN, CAROL L.									
014160									
03022018	3/2/2018	275.55	0.00	03/08/2018				False	0
100-707-052018 Professional Development				C. GREEN CIS CONF REIMB / MILEAGE / FOOD / ROC					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
03022018 Total:		275.55							
GREEN, CAROL L. Total:		275.55							
HACH COMPANY									
014200									
10859170	3/1/2018	124.97	0.00	03/08/2018				False	0
601-732-052023 Facility Maintenance				REG SET CHLORINE FREE					
10859170	3/1/2018	62.49	0.00	03/08/2018				False	0
601-731-052001 Operating Supplies				REG SET CHLORINE FREE					
10859170 Total:		187.46							
10859181	3/1/2018	64.30	0.00	03/08/2018				False	0
601-731-052001 Operating Supplies				REG SET CHLORINE FREE					
10859181	3/1/2018	128.59	0.00	03/08/2018				False	0
601-732-052023 Facility Maintenance				REG SET CHLORINE FREE					
10859181 Total:		192.89							
HACH COMPANY Total:		380.35							
HUDSON GARBAGE SERVICE									
015875									
9714050	3/1/2018	54.03	0.00	03/08/2018				False	0
100-706-052023 Facility Maintenance				1554					
9714050 Total:		54.03							
9714317	3/1/2018	87.07	0.00	03/08/2018				False	0
100-715-052023 Facility Maintenance				7539					
9714317 Total:		87.07							
9714318	3/1/2018	102.15	0.00	03/08/2018				False	0
100-705-052023 Facility Maintenance				7547					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
9714318 Total:		102.15							
9714793	3/1/2018	121.38	0.00	03/08/2018				False	0
202-722-052023 Facility Maintenance				1026					
9714793 Total:		121.38							
HUDSON GARBAGE SER		364.63							
HURLEY ENGINEERING									
0159									
43237	2/8/2018	810.00	0.00	03/08/2018				False	0
603-000-053001 Capital Outlay				START UP BARNES SUB PUMPS S-648 PROJECT					
43237 Total:		810.00							
HURLEY ENGINEERING		810.00							
INDUCTIVE AUTOMATION									
016068									
1107244	3/2/2018	4,948.50	0.00	03/08/2018				False	0
601-732-052001 Operating Supplies				BASIC CARE ANNUAL CONTRACT RENEWAL					
1107244 Total:		4,948.50							
INDUCTIVE AUTOMATI		4,948.50							
INGRAM LIBRARY SERVICES, INC.									
016240									
33097443	2/8/2018	10.51	0.00	03/08/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
33097443 Total:		10.51							
33097444	2/8/2018	38.70	0.00	03/08/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	33097444 Total:	38.70							
33097445	2/8/2018	604.29	0.00	03/08/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	33097445 Total:	604.29							
33097446	2/8/2018	17.49	0.00	03/08/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	33097446 Total:	17.49							
33226459	2/16/2018	16.70	0.00	03/08/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	33226459 Total:	16.70							
33226460	2/16/2018	292.26	0.00	03/08/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	33226460 Total:	292.26							
33276144	2/20/2018	15.08	0.00	03/08/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	33276144 Total:	15.08							
33276145	2/20/2018	9.97	0.00	03/08/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	33276145 Total:	9.97							
33276146	2/20/2018	182.82	0.00	03/08/2018				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	33276146 Total:	182.82							
33276147	2/20/2018	31.75	0.00	03/08/2018				False	0
100-706-052028	Projects & Programs			BOOKS 20C7921					
	33276147 Total:	31.75							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
33288038	2/21/2018	23.17	0.00	03/08/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
33288038 Total:		23.17							
33288039	2/21/2018	120.77	0.00	03/08/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
33288039 Total:		120.77							
33288040	2/21/2018	54.96	0.00	03/08/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
33288040 Total:		54.96							
33288041	2/21/2018	21.55	0.00	03/08/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
33288041 Total:		21.55							
INGRAM LIBRARY SERV		1,440.02							
JORDAN RAMIS PC									
030274									
144234	2/27/2018	2,354.00	0.00	03/08/2018				False	0
603-735-052019 Professional Services				PAUL JOE BINGS RESTAURANT LEGAL SERVICES					
144234 Total:		2,354.00							
144235	2/27/2018	425.00	0.00	03/08/2018				False	0
202-721-052019 Professional Services				FARA LEASE LEGAL SERVICES					
144235 Total:		425.00							
144900	2/28/2018	51.00	0.00	03/08/2018				False	0
205-000-052019 Professional Services				GENERAL LEGAL SERVICES					
144900	2/28/2018	4,739.00	0.00	03/08/2018				False	0
603-735-052019 Professional Services				GENERAL LEGAL SERVICES					
144900	2/28/2018	296.00	0.00	03/08/2018				False	0
100-705-052019 Professional Services				GENERAL LEGAL SERVICES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
144900	2/28/2018	3,732.00	0.00	03/08/2018				False	0
100-701-052019 Professional Services				GENERAL LEGAL SERVICES					
144900	2/28/2018	1,050.00	0.00	03/08/2018				False	0
202-721-052019 Professional Services				GENERAL LEGAL SERVICES					
144900	2/28/2018	120.00	0.00	03/08/2018				False	0
202-722-052019 Professional Services				GENERAL LEGAL SERVICES					
144900	2/28/2018	544.00	0.00	03/08/2018				False	0
100-710-052019 Professional Services				GENERAL LEGAL SERVICES					
144900 Total:		10,532.00							
JORDAN RAMIS PC Tota		13,311.00							
KINNEAR SPECIALTIES INC.									
017537									
5024702	2/26/2018	238.78	0.00	03/08/2018				False	0
701-000-052001 Operating Supplies				KSI LABOR AND MATERIALS					
5024702 Total:		238.78							
KINNEAR SPECIALTIES		238.78							
KNIFE RIVER									
017628									
1860495	2/22/2018	1,118.40	0.00	03/08/2018				False	0
205-000-052001 Operating Supplies				ROCK					
1860495 Total:		1,118.40							
KNIFE RIVER Total:		1,118.40							
METRO PLANNING INC.									
020291									
4622	3/5/2018	112.50	0.00	03/08/2018				False	0
100-710-052027 IT Fund Charges				GIS HOSTING					
4622	3/5/2018	37.50	0.00	03/08/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
703-733-052026 Equipment Fund Charges				GIS HOSTING					
4622 Total:		150.00							
METRO PLANNING INC		150.00							
MIDWEST TAPE									
020427									
95810920	2/9/2018	42.59	0.00	03/08/2018				False	0
100-706-052035 Audio Materials				ADBS					
95810920 Total:		42.59							
95833890	2/16/2018	183.91	0.00	03/08/2018				False	0
100-706-052034 Visual Materials				DVDS					
95833890 Total:		183.91							
95833892	2/16/2018	62.98	0.00	03/08/2018				False	0
100-706-052035 Audio Materials				ADBS					
95833892 Total:		62.98							
95850079	2/22/2018	258.88	0.00	03/08/2018				False	0
100-706-052034 Visual Materials				DVDS					
95850079 Total:		258.88							
95850701	2/22/2018	52.49	0.00	03/08/2018				False	0
100-706-052035 Audio Materials				ADBS					
95850701 Total:		52.49							
95873704	3/1/2018	132.93	0.00	03/08/2018				False	0
100-706-052034 Visual Materials				DVD					
95873704 Total:		132.93							
MIDWEST TAPE Total:		733.78							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
NET ASSETS									
020888									
95-201802	3/1/2018	184.00	0.00	03/08/2018				False	0
100-707-052019 Professional Services				COL CO TITLE AND ESCROW SERVICES					
	95-201802 Total:	184.00							
	NET ASSETS Total:	184.00							
OWEN EQUIPMENT COMPANY									
024119									
00180953	11/17/2017	304.66	0.00	03/08/2018				False	0
701-000-052001 Operating Supplies				ELEMENT FILTER					
	00180953 Total:	304.66							
	OWEN EQUIPMENT COM	304.66							
PAYNE, KATHY									
025401									
03022018	3/2/2018	83.17	0.00	03/08/2018				False	0
100-702-052018 Professional Development				K. PAYNE TRAVEL EXP MILEAGE REIMB CIS CONF.					
	03022018 Total:	83.17							
	PAYNE, KATHY Total:	83.17							
PEGASUS PRESS, INC									
025413									
20180202	2/2/2018	143.60	0.00	03/08/2018				False	0
100-706-052033 Printed Materials				BOOKS					
	20180202 Total:	143.60							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	PEGASUS PRESS, INC To	143.60							
PERMA-BOUND 025410									
1765702-00	2/5/2018	41.90	0.00	03/08/2018				False	0
100-706-052033 Printed Materials				BOOKS					
	1765702-00 Total:	41.90							
	PERMA-BOUND Total:	41.90							
PHILLIPS, CYNTHIA 025515									
03042018	3/4/2018	2,188.75	0.00	03/08/2018				False	0
100-704-052019 Professional Services				2/22-3/4 JUDICIAL SERVICES					
	03042018 Total:	2,188.75							
	PHILLIPS, CYNTHIA Tot	2,188.75							
RICOH USA, INC. 027294									
100221984	3/2/2018	297.17	0.00	03/08/2018				False	0
100-705-052023 Facility Maintenance				CONTRACT PAYMENT 1496666-3356313					
	100221984 Total:	297.17							
	RICOH USA, INC. Total:	297.17							
STAFFORD, DAVID UB*01240									
03072018	3/7/2018	5.94	0.00	03/08/2018				False	0
601-000-020100 Accounts Payable				RE ISSUE CK 119578 REFUND CK UB					
03072018	3/7/2018	5.99	0.00	03/08/2018				False	0
603-000-020100 Accounts Payable				RE ISSUE CK 119578 REFUND CK UB					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
03072018	3/7/2018	1.62	0.00	03/08/2018				False	0
605-000-020100 Accounts Payable				RE ISSUE CK 119578 REFUND CK UB					
03072018 Total:		13.55							
STAFFORD, DAVID Total		13.55							
SUMMER SEARS CPA, LLC									
SEARS.S									
14-2018	2/28/2018	460.00	0.00	03/08/2018				False	0
100-707-052019 Professional Services				FINANCE AND ACCOUNTING SUPPORT					
14-2018 Total:		460.00							
SUMMER SEARS CPA, L		460.00							
SUPERIOR TIRE SERVICES									
032774									
6466550	2/28/2018	523.25	0.00	03/08/2018				False	0
701-000-052001 Operating Supplies				TIRES					
6466550 Total:		523.25							
SUPERIOR TIRE SERVIC		523.25							
TCMS, TEMP CONTROL MECHANICAL SERVICE CORP									
033013									
017558	2/13/2018	1,117.75	0.00	03/08/2018				False	0
100-715-052023 Facility Maintenance				C10625 PERIOD 2/1-4/30 SR CENTER					
017558 Total:		1,117.75							
TCMS, TEMP CONTROL		1,117.75							

THE LIBRARY CORPORATION

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
018420									
2018050084	2/15/2018	6,895.00	0.00	03/08/2018				False	0
100-706-052006 Computer Maintenance				LIBRARY SOLUTION SOFTWARE JUNE 2018-MAY 201					
2018050084 Total:		6,895.00							
THE LIBRARY CORPOR		6,895.00							
U.S. BANK EQUIPMENT FINANCE									
033955									
352042980	2/28/2018	83.50	0.00	03/08/2018				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT M13286					
352042980 Total:		83.50							
U.S. BANK EQUIPMENT		83.50							
VERIZON WIRELESS									
000720									
9802018513	2/20/2018	1,571.09	0.00	03/08/2018				False	0
100-705-052010 Telephone				271826771-0001 POLICE					
9802018513 Total:		1,571.09							
9802071587	2/20/2018	36.20	0.00	03/08/2018				False	0
100-701-052010 Telephone				871458396-00001					
9802071587	2/20/2018	51.91	0.00	03/08/2018				False	0
100-705-052010 Telephone				871458396-00001					
9802071587	2/20/2018	88.11	0.00	03/08/2018				False	0
100-711-052010 Telephone				871458396-00001					
9802071587	2/20/2018	133.19	0.00	03/08/2018				False	0
601-732-052010 Telephone				871458396-00001					
9802071587	2/20/2018	43.51	0.00	03/08/2018				False	0
603-736-052010 Telephone				871458396-00001					
9802071587	2/20/2018	43.51	0.00	03/08/2018				False	0
603-737-052010 Telephone				871458396-00001					
9802071587	2/20/2018	37.29	0.00	03/08/2018				False	0
603-738-052010 Telephone				871458396-00001					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
9802071587	2/20/2018	80.02	0.00	03/08/2018				False	0
601-731-052010 Telephone				871458396-00001					
9802071587	2/20/2018	130.79	0.00	03/08/2018				False	0
703-733-052010 Telephone				871458396-00001					
9802071587	2/20/2018	51.91	0.00	03/08/2018				False	0
701-000-052010 Telephone				871458396-00001					
9802071587	2/20/2018	282.20	0.00	03/08/2018				False	0
703-734-052010 Telephone				871458396-00001					
9802071587 Total:		978.64							
9802071588	2/20/2018	52.52	0.00	03/08/2018				False	0
702-000-052010 Telephone				871458396-00005 CLAYTON LANCE					
9802071588 Total:		52.52							
VERIZON WIRELESS To		2,602.25							
WHELESS CONSTRUCTION									
036120									
335941	3/7/2018	225.00	0.00	03/08/2018				False	0
704-000-052028 Projects & Programs				INSTALL PVC PIPE BOOT					
335941 Total:		225.00							
WHELESS CONSTRUCT		225.00							
WILCOX & FLEGEL									
037003									
0234528-IN	3/1/2018	115.08	0.00	03/08/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
0234528-IN Total:		115.08							
WILCOX & FLEGEL Tota		115.08							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:	155,438.38
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City of St. Helens
 265 Strand Street ♦ P.O. Box 278 ♦ St. Helens, Oregon 97051
 Phone: (503)397-6272 ♦ Fax: (503)397-4016
 www.ci.st-helens.or.us

Exclusive Use Permit

Group/Organization Name St. Helens Little League Phone 503-438-0507
 Authorized Agent Name Melissa Dueck Phone 503-397-0004
 Address 57872 N Morse Rd. City, State, Zip Warren, OR 97053
 Mailing Address (if different) PO Box 331, St. Helens, OR 97051

Park/Field 6th & 7th St. Fields & McCormick Soccer Field

Activity Description Baseball

Term (Dates) March 7, 2018 to June 15, 2018

Days/Hours of Use: Monday 4pm – 9pm
 Tuesday 4pm – 9pm
 Wednesday 4pm – 9pm
 Thursday 4pm – 9pm
 Friday 4pm – 9pm
 Saturday 7am – 9pm
 Sunday _____



AUTHORIZATION

Proof of Insurance Received ☒ Yes ☐ No
 Commercial Use ☐ Authorized ☒ Not ☐ Concessions Authorized
 Parks Commission ☒ Approved 3/14/18 ☐ Denied _____ Meeting Date _____
 City Council ☐ Approved _____ ☐ Denied _____ Meeting Date _____
 Notes _____



Approved [Signature] 3-15-18
 City of St. Helens Official Date Signed

This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.

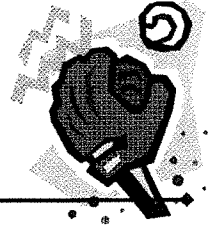
Fee Schedule

Fee Type	Check All That Apply	Amount Due
Athletic Fields (not more than 2 weeks)	<input checked="" type="checkbox"/> \$10.00 per day x <u>4</u> fields x <u>87</u> days	\$3480.00
Use of Field Lights (Add'l)	<input type="checkbox"/> \$10.00 per day x _____ fields x _____ days	
TOTAL AMOUNT DUE:		\$3480.00

Amount Paid \$ 3480.00 Date Paid 3-07-18 Receipt No. 102527 Initials SLI

City of St. Helens**Exclusive Use Application***As per Ordinance Nos. 2003 and 2250 and all amending ordinances.***Athletic Fields**

Please complete this application for periods
of exclusive use over two weeks.

**SECTION 1 Applicant Information**

Group/Organization Name St Helens Little League Phone 503-438-0507
 Authorized Agent Name Melissa Dueck Phone 503-397-0004
 Address 57872 N Morse Rd City, State, Zip Warren OR 97053
 Mailing Address (if different) PO Box 331 St Helens OR 97051

SECTION 2 Permit Information

Park/Field McCormick T Ball Fields, 6th & 7th Street
 Activity Description (i.e. softball, soccer, etc.) Baseball
 Dates March 7 to June 15

Days/Hours of Use:

Monday 4pm - 9pm
 Tuesday 4pm - 9pm
 Wednesday 4pm - 9pm
 Thursday 4pm - 9pm
 Friday 4pm - 9pm
 Saturday 7am - 9pm
 Sunday _____

Do you intend to sell any merchandise or service? ☒ No ☐ Yes

If "yes", describe _____

Will you require use of the concessions stand? ☒ No ☐ Yes

Other Comments/Information _____

FOR OFFICE USE

Application date 3-7-18

☒ Insurance

☐ Summary Report

☒ Fee paid

Receipt # 102527

☒ Calendar

☒ Parks → ☐ Council

Approval dates

☒ Parks 3-14-18

☐ Council _____

☐ Permit issued _____

DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Melissa Dueck
 Signature of Authorized Agent

3-6-18
 Date signed

FEE SCHEDULE

ATHLETIC FIELDS = \$10 PER FIELD, PER DAY

USE OF FIELD LIGHTS, additional = \$10 PER FIELD, PER DAY

Athletic Fields	<input checked="" type="checkbox"/> \$10.00 per day X <u>4</u> fields X <u>87</u> days =	\$ <u>3480</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$10.00 per day X _____ fields X _____ days =	\$ _____
TOTAL AMOUNT DUE		\$ <u>3480</u>

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 02/07/18
PRODUCER Keystone Risk Managers, LLC 1995 Point Township Drive Northumberland, PA 17867		CERTIFICATE #: 4370102-2018-1 4 37 01
ADDITIONAL NAMED INSURED: SAINT HELENS LL Bryan Hutton 2305 6TH ST COLUMBIA, OR 97018		INSURERS AFFORDING COVERAGE: INSURER A: Lexington Insurance Company INSURER B: National Union Fire Insurance Company of Pittsburgh, PA INSURER C: AIG Specialty Insurance Company

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L NAMED INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	X	GENERAL LIABILITY	011225822	01/01/2018	01/01/2019	EACH OCCURRENCE	\$2,000,000
		<input checked="" type="checkbox"/> OCCURRENCE				GENERAL AGGREGATE	\$2,000,000
		<input checked="" type="checkbox"/> INCL PARTICIPANTS				PRODUCTS/COMP OPS AGGREGATE	\$2,000,000
		<input checked="" type="checkbox"/> SEXUAL ABUSE				Sexual Abuse OCCURRENCE	\$2,000,000
	X	MEDICAL PAYMENTS				Sexual Abuse AGGREGATE	\$2,000,000
A	X	DIRECTORS & OFFICERS	019130066	01/01/2018	01/01/2019	Any One Person	\$10,000
						EACH LOSS	\$1,000,000
C	X	CYBER LIABILITY COVERAGE	018254546	01/01/2018	01/01/2019	AGGREGATE	\$1,000,000
	S&P	SECURITY AND PRIVACY LIABILITY INSURANCE	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			LIMIT OF LIABILITY CLAIMS MADE	\$100,000 PER LEAGUE AGGREGATE
		REGULATORY ACTION SUBLIMIT OF LIABILITY	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			RETROACTIVE DATE	CONTINUITY DATE
	EM	EVENT MANAGEMENT INSURANCE	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			POLICY INCEPTION	POLICY INCEPTION
A	X	CRIME COVERAGE	011408723	01/01/2018	01/01/2019	NOT APPLICABLE	POLICY INCEPTION
			Crime Deductible: \$250 Property/\$1,000 Money			EACH LOSS	\$35,000
B	X	SPORTS EXCESS ACCIDENT	SRG9105434	01/01/2018	01/01/2019	AGGREGATE	NONE
						As in Master Policy: Med. Max. \$100,000 Deductible \$50	As in Master Policy Excess

"X" INDICATES COVERAGE(S) SELECTED FOR ADDITIONAL NAMED INSURED

ADDITIONAL INSURED

Who is an Insured (SECTION II) of the General Liability policy is amended to include as an insured the person or organization shown in the schedule, but only with respect to liability arising out of the above named Little League's maintenance or use of ball fields, or other premises loaned, donated, or rented to that Little League by such person or organizations and subject to the following additional exclusions:

1. Structural alterations, new construction, maintenance, repair or demolition operations performed by or on behalf of the person or organization designated in the Schedule and/or performed by the above named Little League; and
2. That part of the ball field or other premises not being used by the above named Little League.

NAME AND ADDRESS OF PERSON OR ORGANIZATION:

City of St. Helens
 265 Strand Street
 P.O. Box 278
 St. Helens, OR 97051

INSURED

Little League Baseball Risk Purchasing Group, Inc.
 539 U.S. RT. 15 Highway
 South Williamsport, PA 17702

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.



AUTHORIZED REPRESENTATIVE