



CITY COUNCIL WORK SESSION

Wednesday, February 06, 2019

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 Work Session to Order - 1:00 p.m.**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics**
 - 3.A. Employee Length of Service Award
[020619 Memo to Council re LOS Award.pdf](#)
 - 3.B. City Forester's Annual Report - Brent Keller from Mason, Bruce & Girard
[CityOfStHelens_REPORT_MBG_February2019.pdf](#)
 - 3.C. Review of Street Vacation - Jacob
[Memo-Ord No 3235 - Street Vaca - SchollSchlumpberger.pdf](#)
 - 3.D. Review Right-of-Way Dedication of City Properties - Jacob
[2019 ROW Dedication Memo.pdf](#)
 - 3.E. Review Proposed Updates to Council Operating Rules & Procedures - John
[City Council Operating Rules and Procedures DRAFT 01312019.pdf](#)
 - 3.F. Review Proposed Updates to Governing Policy - John
[Governing Policy 2019 DRAFT.pdf](#)
4. **Department Reports**

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.**

4.A. Administration/Community Development Department Report
[ADMIN Dept Report.pdf](#)

5. **Council Reports**

6. **Other Business**

7. **Adjourn**

Executive Session - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss Real Property Transactions, under ORS 192.660(2)(e) and Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h). Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

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For more information or for an application, stop by City Hall or call 503-366-8217.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: February 6, 2019

I am happy to announce that we have one employee who has reached a milestone in her employment with the City of St. Helens. The following individual will receive a certificate and pin at the February 6 Council work session.

15 Years

Malinda Duran came to work for the City as the **Municipal Court Clerk** in January of 2004. In approximately June of 2014, she began working closely with the Police Department to help them work towards getting the Department accredited. In October of 2014, former Police Chief Terry Moss created a new position of Police Support Specialist and after an internal recruitment was posted, Malinda applied and was eventually promoted to the position. Since being in her new position, Malinda worked hard to complete the accreditation. It is something she is very proud of.

Congratulations, Malinda, and **thank you** for your service!

Thank you.

City of St Helens
Milton Creek Watershed
Annual Forest Management Review
February 6, 2019

2018 REVIEW & 2019 ACTIVITIES

2018 Review

- **Pre-Commercial Thinning**
 - 100-acres (2-Units)
 - Age 20-years
 - Overstocked: 400+ Trees Per Acre
 - 200-250 Trees Per Acre following thinning
- **Slashing**
 - 55-acre Unit
 - Age 5-years
 - Vine Maple & Scotch Broom competing with seedlings
 - Hand cut brush to allow seedlings freedom to grow
- **‘Section-28’ Timber Sale (52-acres)**
 - In Progress
 - 1.3 million board feet
 - \$870,000 of income
 - \$681 per thousand board feet Douglas-fir bid price

2019 Activities

- **‘Section-28’ Timber Sale (52-acres)**
 - Complete harvest by end of February
 - Road Maintenance
 - Slash Piling
- **Slashing**
 - 60-acre Unit
 - Age 5-years
 - Vine Maple & Scotch Broom competing with seedlings
 - Hand cut brush to allow seedlings freedom to grow

City of St Helens

Milton Creek Watershed

Annual Forest Management Review

February 6, 2019

2019 Activities

➤ Old Mill Site Project

- Selective Harvest for Future Development
 - Preserve Historic Park Area
 - City Hires a Logger
 - Logs are marketed competitively

TIMBER MARKET ANALYSIS

Current Sawlog Market

Current Prices

In February 2019, *small Douglas-fir saw log* (5” to 14” diameter) delivered prices in the local area range from **\$600 to \$700** per MBF. This price range is lower than this time last year.

Current Trend

Small log inventories at local sawmills are currently at full capacity. Prices have come down dramatically since they reached 20-year highs last winter, but have held the last few months. The decline in prices is due in part to the export tariffs, and a decline in lumber prices. Logs continue to freely flow to market as the winter remains mild in the PNW.

The current inventory of City of St Helens timber features mostly small Douglas-fir saw logs. In the current market, Douglas-fir stumpage prices for City of St Helens timber would range from **\$400-\$500** per MBF.

City of St Helens Milton Creek Watershed Annual Forest Management Review February 6, 2019

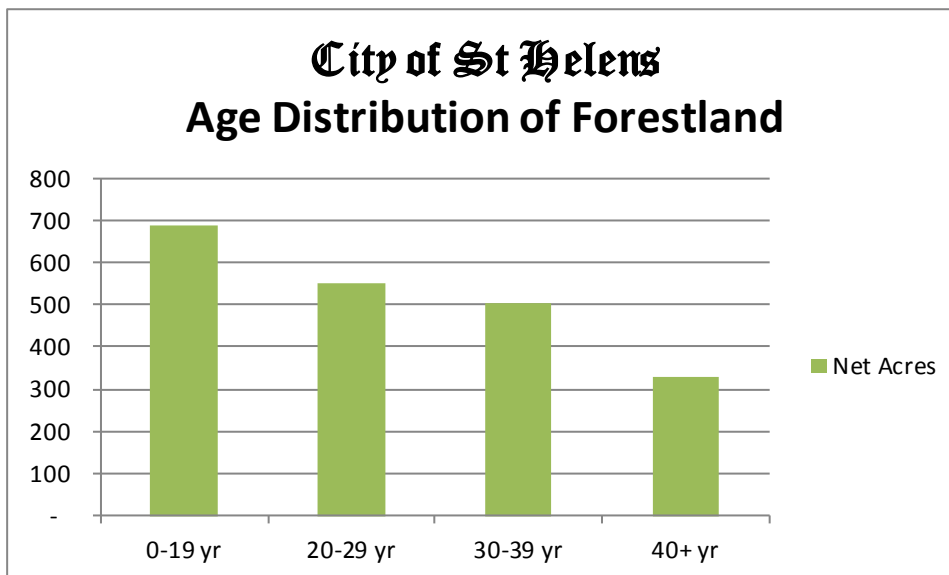
MANAGEMENT PLANNING

Future Outlook

City of St Helens Forest Composition

The Milton Creek Watershed contains 2,075-acres of Commercial Forestland. The oldest available stand of timber is now 50-years of age. There are roughly 330-acres of timber age 40 or greater. Within 10-years, over 400-acres will move into the 40+ year category. During that time, the City will have the option of a sustainable annual harvest program.

Age Distribution of City of St Helens Forestland



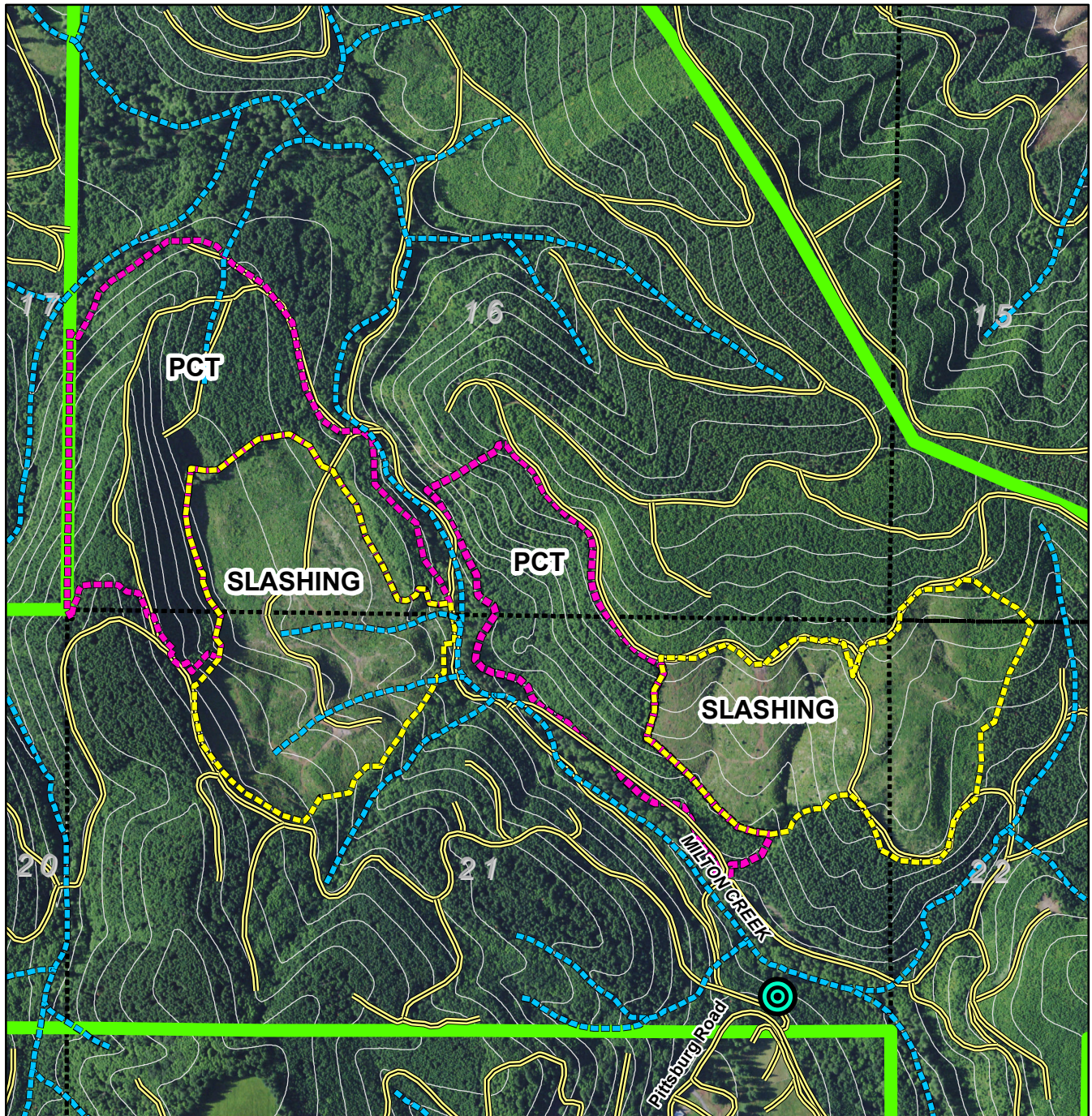
City of St Helens
Milton Creek Watershed
Annual Forest Management Review
February 6, 2019

Future Harvesting Options

The City has 180-acres of readily available merchantable timber, comprised of three separate stands. (See Map) These stands are in the middle of a period of peak growth, and growing vigorously. Selling the stands now would create a 5 to 10-year break in available timber, while the 30 to 39-year age class matures.

I recommend selling one of these stands in the near future, during a peak time in the log market.

City of St Helens
2018-2019 Silviculture Overview
Pre-Commercial Thinning (2-Units, 100-acres)
Slashing (2-Units, 115-acres)



Township 5 North - Range 2 West



1 inch = 1,000 feet

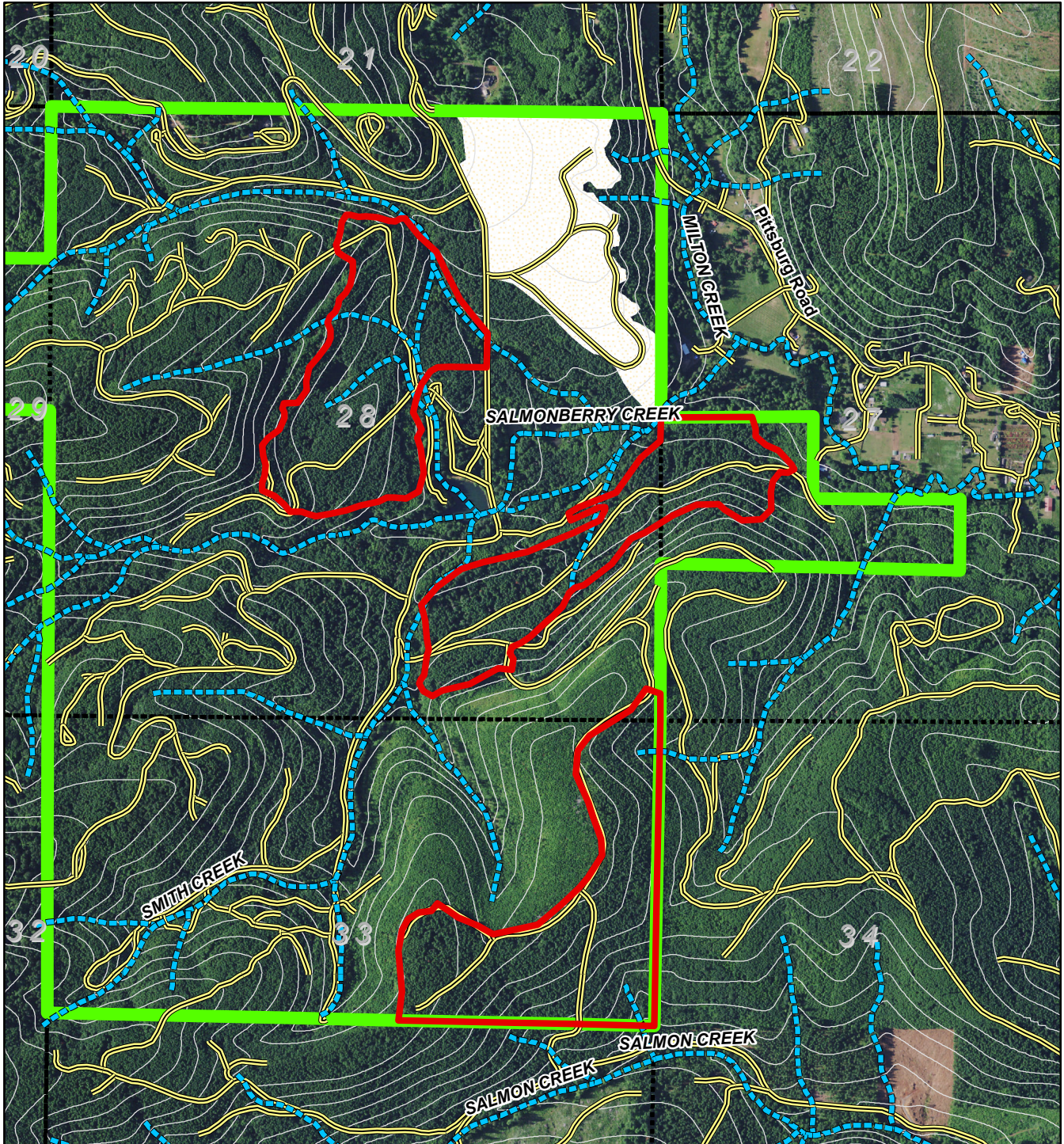
MB&G
Since 1921



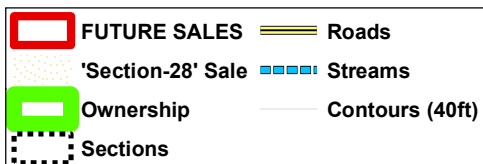
This product is for informational purposes only and may not be suitable for legal, engineering, or surveying purposes. Information is provided with the understanding that conclusions drawn are the responsibility of the user.

Projection: NAD83, State Plane Oregon North
Aerial Photo: 2016 NAIP

City of St Helens Future Timber Sales



Township 5 North - Range 2 West



1 inch = 1,320 feet

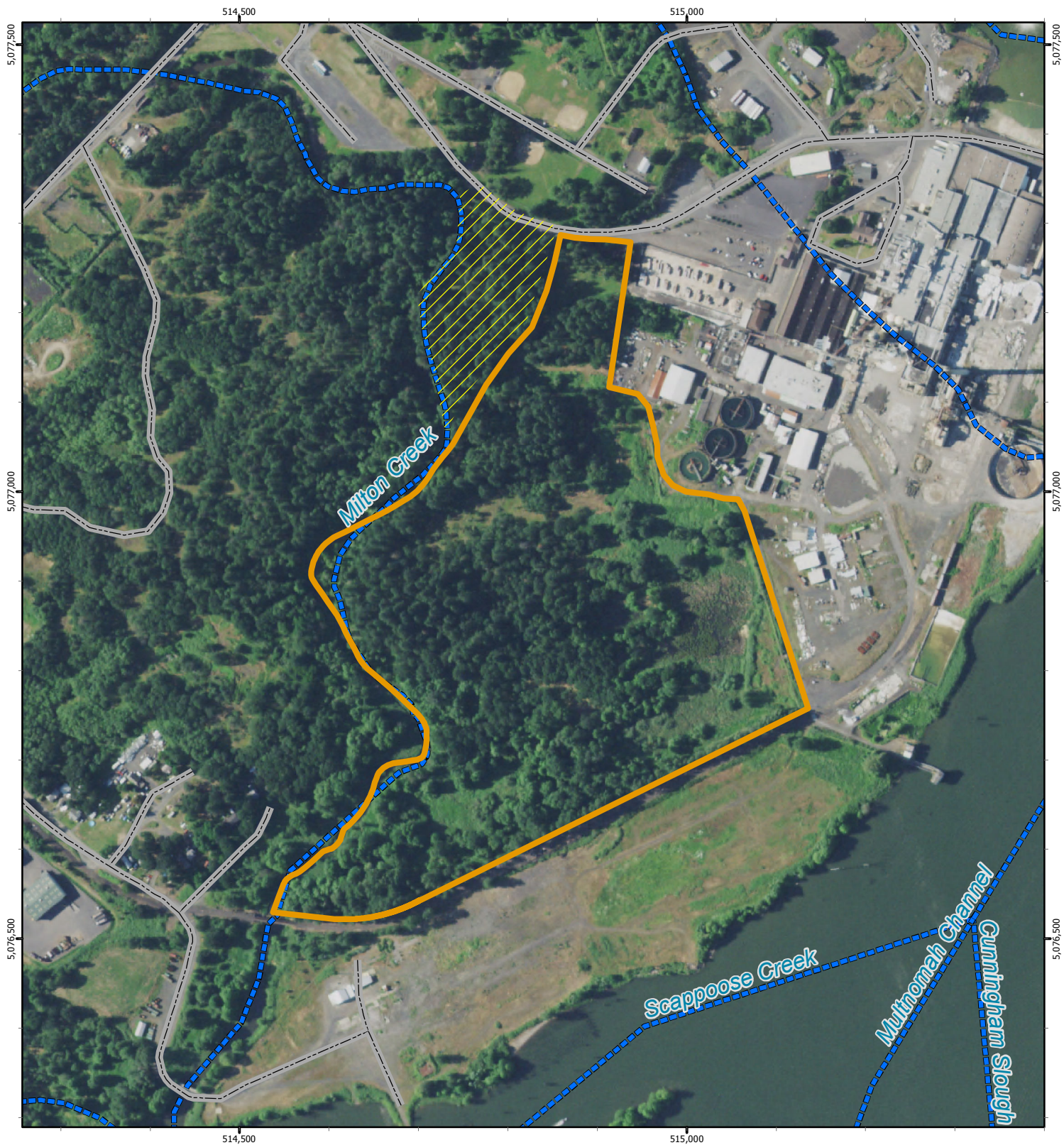
MB&G
Since 1921



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Projection: NAD83, State Plane Oregon North
Aerial Photo: 2016 NAIP

City of St. Helens 2019 Mill Site Project



- | | |
|--------------|------------|
| Project Area | Paved Road |
| Park Area | Rocky Road |
| Stream | Other Road |



1 inch = 500 feet

MB&G
Since 1921



This product is for informational purposes only and may not be suitable for legal, engineering, or surveying purposes. Information is provided with the understanding that conclusions drawn are the responsibility of the user.
 Basemap: NAIP 2016
 Coordinate System: NAD83, UTM zone 10N.
 StHelens_MillSiteProject_20190130.mxd 1/31/2019



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: ORD³²³⁵ for right-of-way vacation VAC.1.18
DATE: January 25, 2019

At their December 5, 2018 regular session, the Council deliberated on this matter and unanimously approved this vacation request with some requirements.

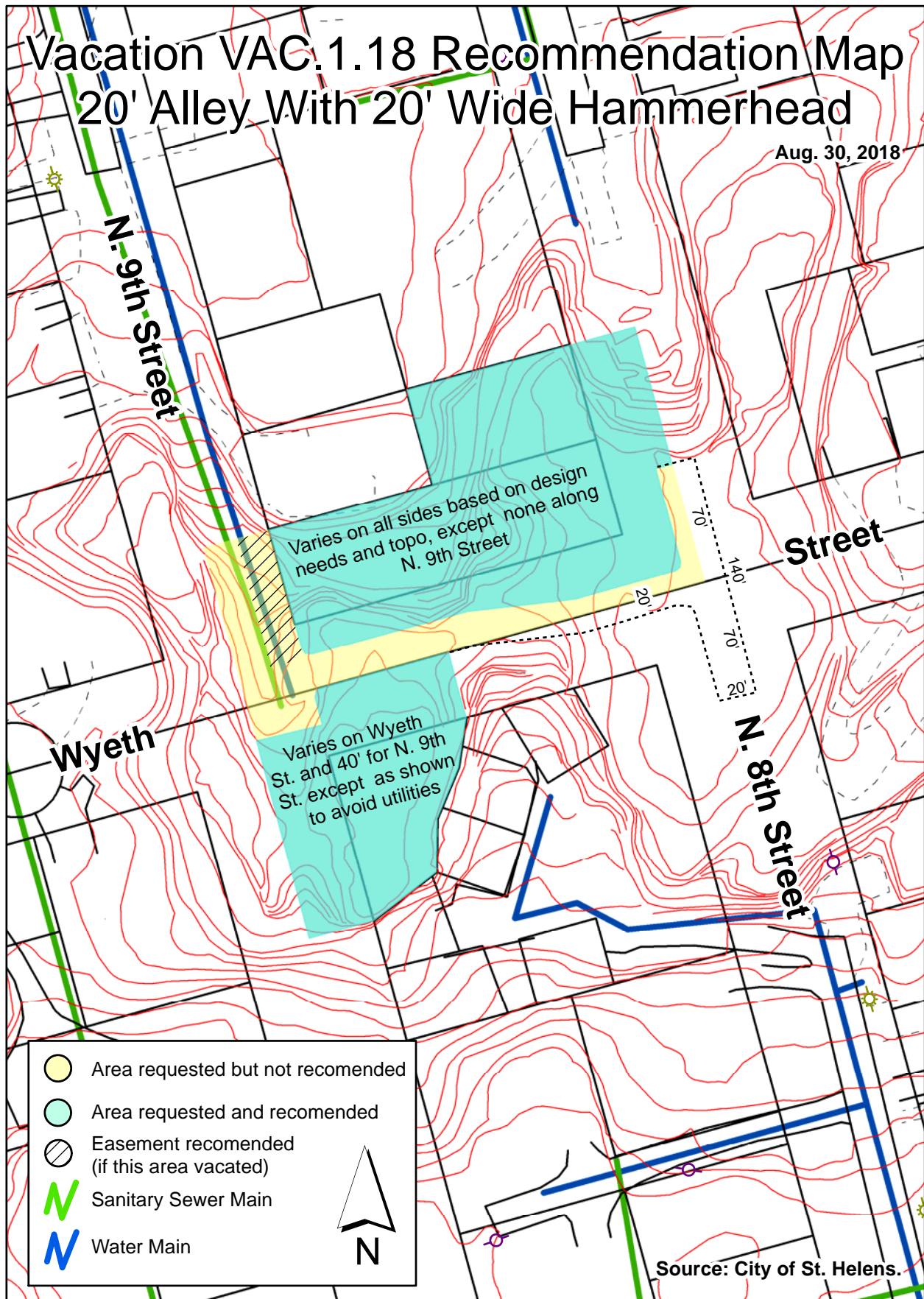
You approved “option 3” with some things that needed to happen before we proceed with an ordinance, as follows:

1. The applicant shall work with a private surveyor and city staff to ensure the alley and hammerhead are located on usable ground (no topo constraints). We need a surveyor to confirm our assumptions.
2. The private surveyor shall develop the legal description and exhibit of the area based on usable ground and to meet the specifications (radius, widths, etc.) for the alley and hammerhead. The legal description and exhibit would be used for the adoption ordinance.
3. For the portion of the Wyeth Street right-of-way where only half of it is being requested for vacation, that the “alley” be on the centerline or the portion requested to be vacated, unless topography dictates otherwise.
4. That the legal description and exhibit from a private surveyor (per #2) be provided within one year from the date Council approves the vacation request.
5. The City reserves the right to revisit this decision if actual topographic or other information shows something different, which the Council based its decision on.

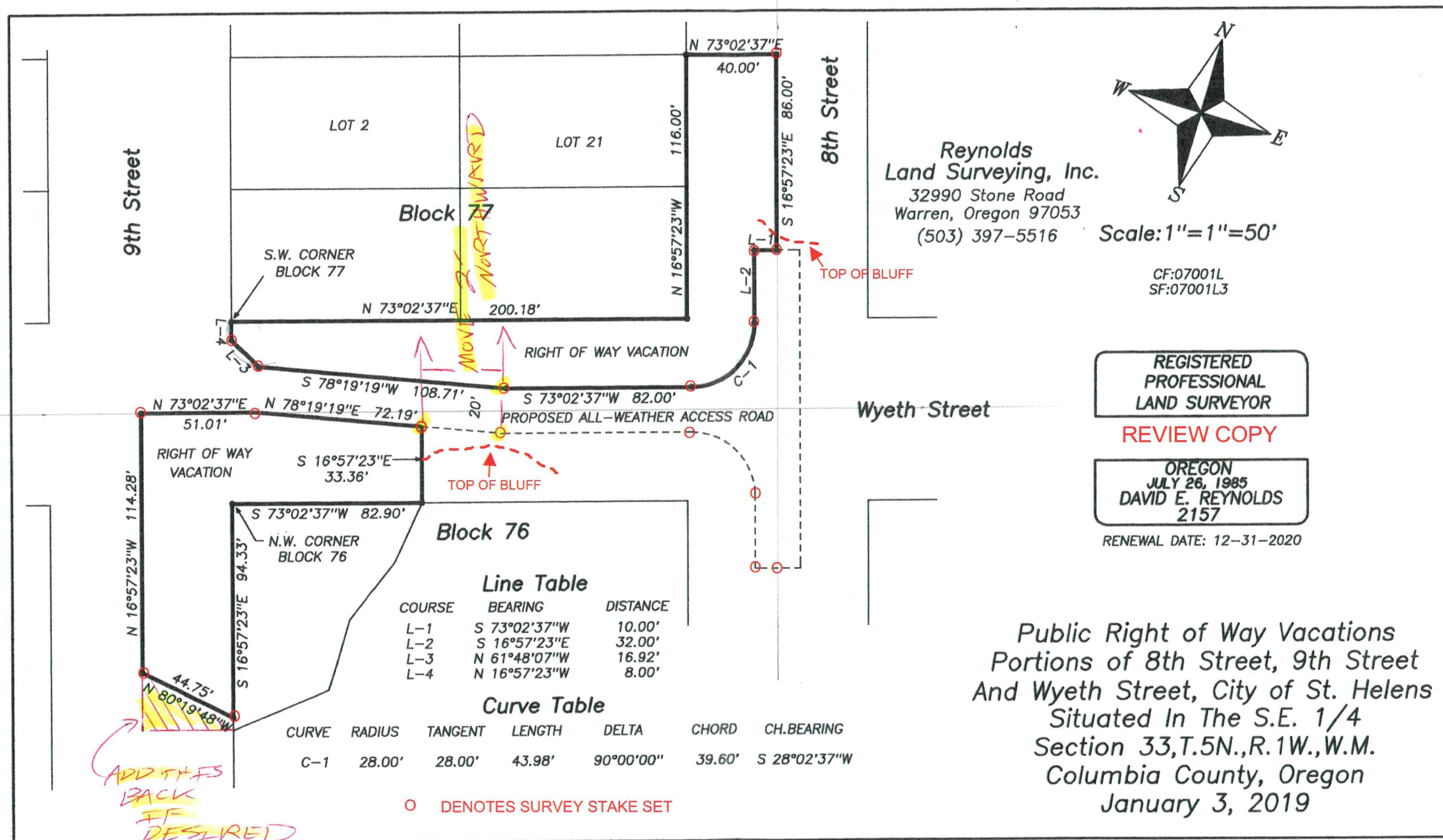
With the ordinance proposed for first reading at the February 6 regular session, I wanted to provide an overview of what has occurred since December 5th. I will discuss that along with the following attachments at the February 6 work session.

Vacation VAC.1.18 Recommendation Map 20' Alley With 20' Wide Hammerhead

Aug. 30, 2018



DRAFT #1





01.24.2019



01.24.2019



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: “Housekeeping” right-of-way dedications
DATE: January 25, 2019

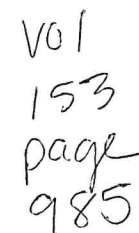
Every so often, we need to look at lands we own and dedicate them a right-of-way when appropriate.

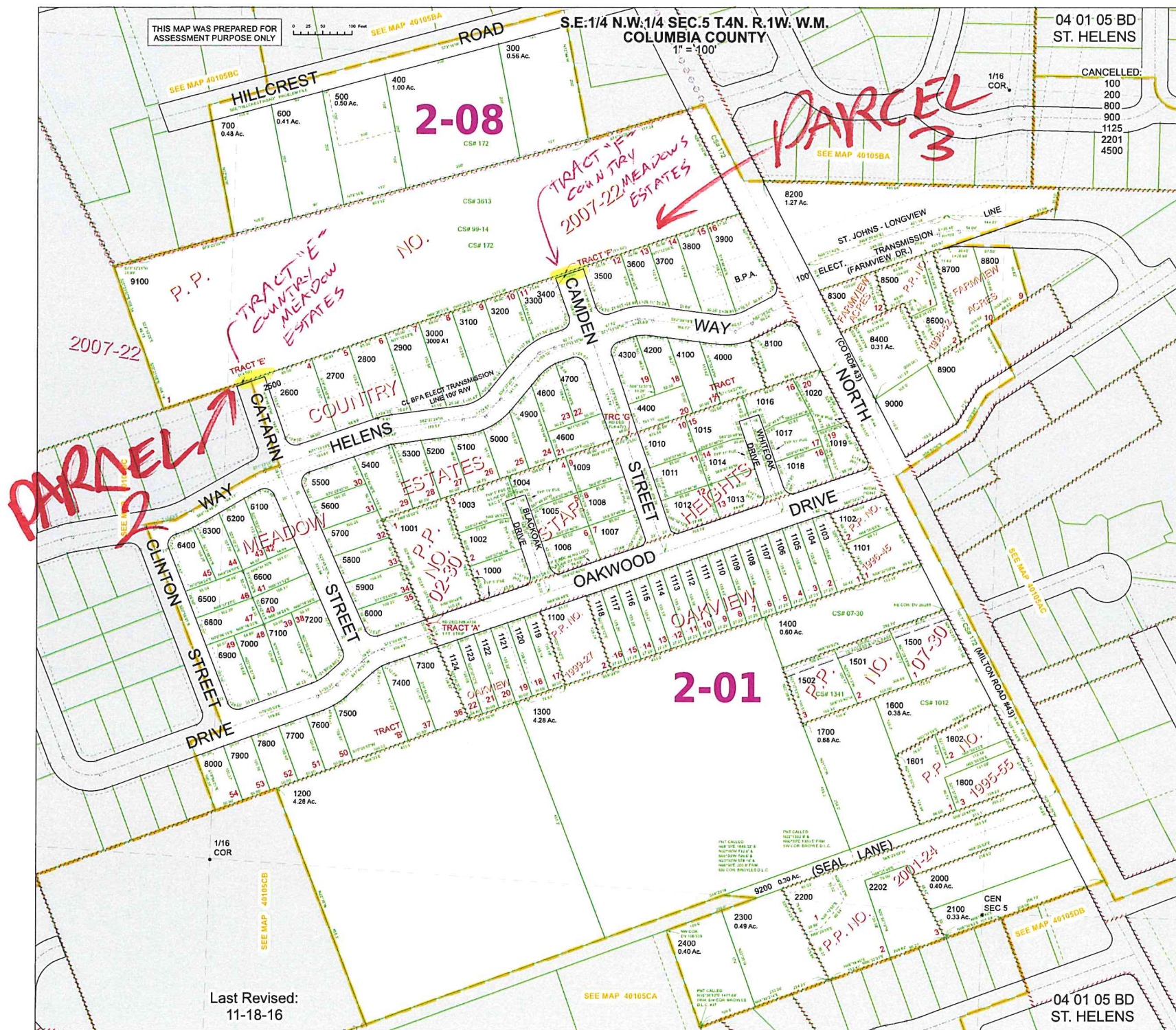
The last time we did a batch of housekeeping dedications of city-owned properties was in 2012. Once again, looking at various parcels we own, some are appropriate to dedicate now. The County Assessor appreciates this as it helps clean up their records.

I'll discuss these properties with the Council at your February 6th work session; this memo is a precursor to that.

There are some minimal recordation fees associated with recording the documents with the County Clerk, but all the parcels identified this time around are on one document to simplify things.

Please authorize the Mayor to sign the dedication deed at the regular session.

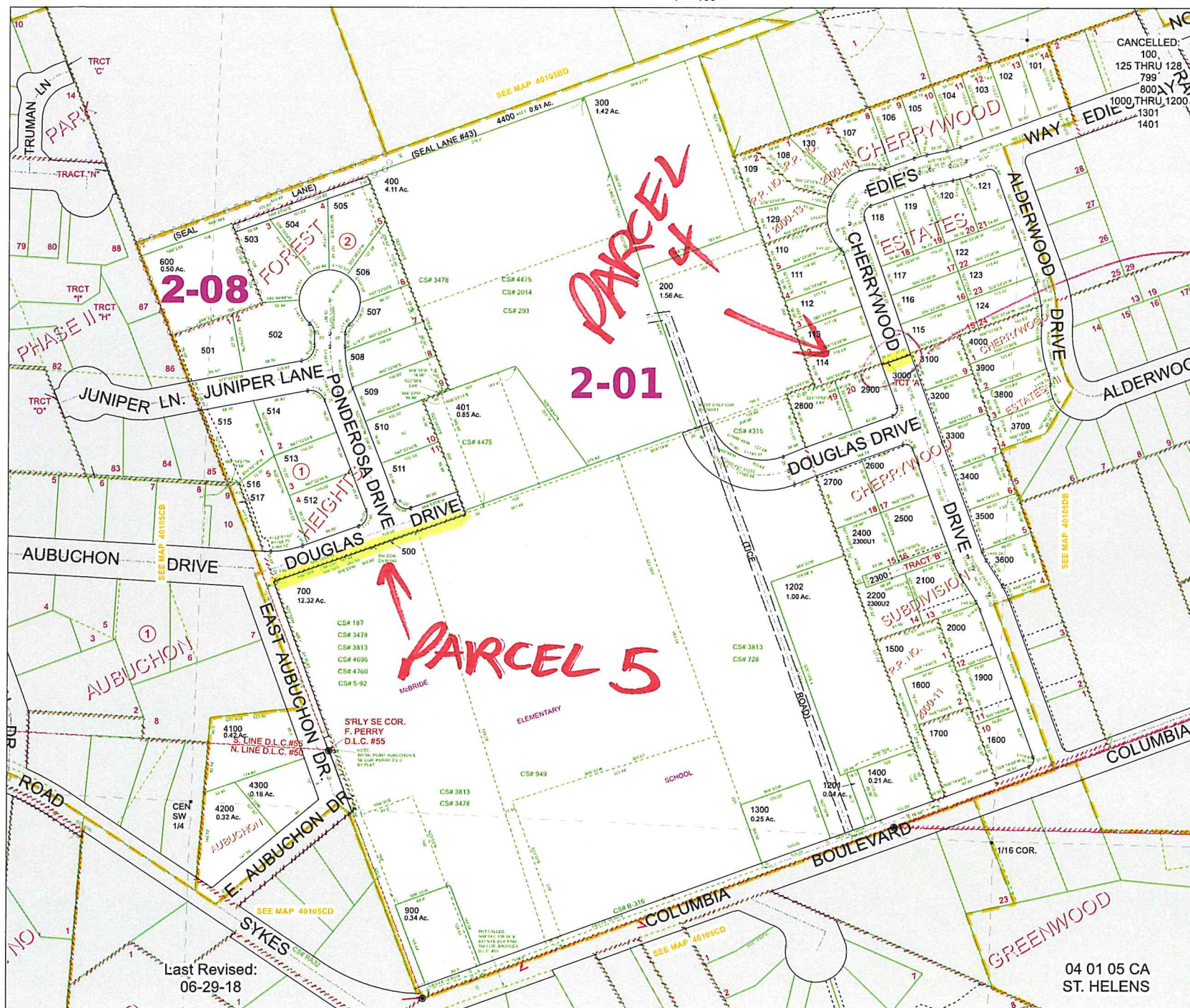




COLUMBIA COUNTY

$$1'' = 100'$$

19



City of St. Helens
CITY COUNCIL
OPERATING RULES AND PROCEDURES

Revised DRAFT last updated January 31, 2019

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SECTION I – AUTHORITY

These operating procedures and policies are adopted under the authority granted in the St. Helens Charter, Chapter ~~III IV~~, Section 13.

SECTION II – OFFICERS OF THE CITY COUNCIL

1. **Mayor** – The Mayor shall be chair of the Council and preside over its deliberations. The Mayor shall have a vote on all questions before the Council. The Mayor shall have authority to preserve order, enforce the rules of the Council and determine the order of business under the rules of the Council. With the consent of the council, and following the procedures of the council, appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of council decisions. The mayor serves as the political head of the government.
2. ~~President of the Council~~ **President** – At its first meeting of each odd-numbered year, the Council by written ballot shall elect a President from its membership. The President of the Council shall perform the duties of the Mayor in the Mayor's absence.

SECTION III –MEETINGS OF THE CITY COUNCIL

1. Meetings

All meetings of the council or the boards, committees, and commissions of the city shall be in conformance with Chapter 192, Oregon Revised Statutes, Public Meetings.

A. Regular Meetings

The regular meetings of the Council shall be on the first and third Wednesdays of each month, except when that day falls on a legal holiday in which event the council shall meet on the next following regular business day. Unless otherwise noticed, regular meetings shall be held on the days appointed at 7:~~30~~00 p.m.

At its first regular meeting of each new-year, the Council shall adopt a resolution stating the dates, times, and locations of its regular meetings for the year.

B. Special Meetings

A special meeting may be called either by the Mayor or two (2) members of the Council. Written notice of the time and place of such special meeting and the subjects to be acted upon shall be delivered in writing to interested persons, the media and all members of the council at least 24 hours in advance of the time of said meeting, and the council may consider and act only upon such matters as contained in the written notice.

C. Work Session Meetings

Regular work sessions of the council shall be on the first and third Wednesdays of each month, unless otherwise noticed, and shall be held on the days appointed at ~~4~~1:00 p.m. ~~Meetings shall end not later than 4:00 p.m. unless the council by a two thirds vote of those present extends the meeting a time certain.~~
At such work sessions no final decisions may be made or action taken. Work Sessions shall begin with visitor's comments to provide the public with an opportunity to address the City Council.

Commented [JW1]: We currently do not have a time cap on meeting length nor take specific action to extend meetings past 4pm. Consider removing

At its first regular meeting of each new-year, the Council shall adopt a resolution stating the dates, times, and locations of its work session meetings for the year.

D. Adjourned Meetings

At any regular or adjourned meeting, the meeting may be adjourned to a later date by a majority vote of the Council. In the event any regular meeting is adjourned, the Mayor may call an adjourned meeting at such time as the Mayor may designate upon giving appropriate legal notice and having each councilor notified personally, or in writing, at least 24 hours in advance of the time and place of such adjourned meeting.

E. Public Hearings

The regular public hearings of the council shall be on the first and third Wednesdays of each month, unless otherwise arranged, and shall be held on the days appointed between 6:00 p.m. and 7:~~30-00~~ p.m. depending on the purpose. Staff may, at its discretion, schedule such time as needed per topic and considering the start of the council's regular meeting at 7:~~30-00~~ p.m. At public hearings, no final decisions may be made or action by the Council.

F. Public Forums

~~Monthly public forums will normally be scheduled the first Wednesday of each month beginning at 6:00 p.m.~~ Public forums are ~~topic specific~~ to provide the public an opportunity to receive topic specific information and provide input and testimony. Public forums will be held in City Hall or such other locations as may be determined by the Council

Commented [JW2]: This change removes the first Wednesday and provides forums to be located outside City Hall should such occasion necessitate.

G. Emergency Meetings

Emergency meetings are special meetings called on less than twenty-four (24) hours' notice. The Council will declare the emergency and the minutes of the meeting will describe the emergency justifying less than twenty-four (24) hours notice. The City will take appropriate steps to notify the media and other interested persons to inform them of the meeting. Notice will be by telephone or facsimile.

H. Executive Sessions

All executive sessions of the Council shall be called and conducted in accordance with the Oregon Open Meetings Law. No executive session may be held for the purpose of taking any final action or making any final decision. Final actions and final decisions must be done in open regular meetings of the council. Executive session attendance shall be determined by the Mayor (as the presiding officer) or the Council.

2. Meeting Place

All Council meetings shall be held in the City Hall or such other location as may be determined by the Council.

3. Quorum

A majority of members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance or these rules.

4. Attendance

The Mayor and Councilors are expected to attend all Council meetings and work sessions. The City Charter provides that the position of Mayor or a Council member becomes vacant upon an incumbent's unexcused absence from the City for 30 days without the consent of the Council or upon his/her absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the vacancy. Excused absences from Council meetings and work sessions may be granted on a case by case basis.

A Councilor who is unavailable in person may participate in work sessions and regular meetings by conference phone if approved by the Mayor and two members of the Council. If telephonic participation is approved, the Councilor would be considered in attendance.

5. Ordinances

Every ordinance shall be enacted in accord with Chapter ~~VIII-IV~~ of the St. Helens City Charter. The enacting clause of all ordinances shall be "The City of St. Helens ~~does~~ ordains as follows:". Except as the following paragraphs provide to the contrary, every ordinance title shall, before being put upon its final passage, be read fully and distinctly in open Council meeting on two different days.

Except as the following paragraph provides to the contrary, an ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council members present, upon being read first in full and then by title.

Any of the readings may be by title only if no Council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each Council member and three copies are provided for public inspection in the office of the City Recorder not later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at City Hall and two other public places in the City or by advertisement in a newspaper of general circulation in the City. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in open Council meeting as finally amended prior to being approved by the Council.

Upon final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.

Upon the enactment of an ordinance the Recorder shall sign it with the date of its passage and his/her name and title of office, and within three (3) days thereafter the Mayor shall sign it with the date of his/her signature, name and title of office.

An ordinance enacted by the Council shall take effect on the thirtieth (30th) day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

6. Resolutions

Every resolution shall be enacted in accord with Chapter V of the St. Helens City Charter. The enacting clause of all resolutions shall be "The City of St. Helens resolves as follows:".

A resolution or any other council administrative decision requires approval of the council. Any substantive amendment must be read aloud or made available in writing to the public prior to adoption. After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.

Commented [JW3]: Current council rules do not specifically address Resolutions. Charter language added.

6.7. Procedures

The conduct of all meetings of the Council or of any committee appointed by it shall be governed by the City charter, city code and these operating rules and procedures.

7.8. Voting

Except as the Charter otherwise provides, the affirmative vote of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council. The voting on all ordinances or resolutions shall be by roll call vote and recorded in the minutes showing those members voting for and those voting against.

8.9. Decorum

The presiding officer of the council shall be responsible for ensuring that order and decorum are maintained during all meetings of the Council, and shall be responsible for assigning to the Sergeant-at-Arms his or her duties and station. The Chief of Police, or such member of the Police Department as he/she shall designate, shall be Sergeant-at-Arms of the Council. He/she shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order, decorum and to enforce the rules of conduct as directed by the presiding officer. ~~Sergeant at Arms shall be present at all scheduled meetings and where a quorum exists.~~

Commented [JW4]: All meeting may not require a sergeant at arms and the presiding officer can make that determination. Consider deleting.

Presiding Officer

Mayor – The Mayor shall preside over Council deliberations and serves as the political head of the government. He/she shall have a vote on all questions before the Council. He/she shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council. With the consent of the council, and following the procedures of the council, the mayor appoints members of commissions and committees established by ordinance or resolution.

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Council President – At its first meeting of each odd-numbered year, the Council by written ballot shall elect a president from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of his office, the President shall act as Mayor.

In the absence of the Mayor and the President, if a quorum of the council is present, the senior member of the council shall preside over the meeting as President Pro-Tem. If there is no one senior member of the council, council shall choose, by vote, a President Pro-Tem to preside at that meeting.

The Council President or the Council President Pro-Tem, while serving as presiding officer, may propose motions and debate from the chair, subject only to the limitations of debate as are imposed on all members and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.

9.10. Record of Proceedings

The Council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

10.11. Order of Business

Matters to be considered by the Council at its meetings shall be placed on an agenda to be prepared by the City ~~Recorder-Administrator~~ and/or his/her designee, typically City Recorder, ~~from-for~~ the following materials:

- All items considered by the Council from work sessions that require official action of the Council. Work session agenda items will normally be considered at the next regular meeting.
- All items directed by the Mayor or a member of the Council to be listed on the agenda. The Mayor or presiding officer will be notified of agenda items requested by a Council member.
- All items deemed appropriate by the City ~~Recorder~~Administrator.
- All items which are required by law to be presented to the Council.
- The Council may also consider any other item, proposed by the Mayor, a member of the Council or the City ~~Recorder~~Administrator, not included on the written agenda.
- Items appearing on the Council agenda may be assigned a time limit by the Mayor or presiding officer. The Mayor or Council may extend the time limit until an issue or item is discussed and resolved.

Commented [JW5]: In 2007 the council created the position of City Administrator Chapter 2.12. In this section there is a reference to the City Administrator position being held by the City Recorder which creates something of a circular reference. The City has both positions and the adopted organizational chart clearly shows the Recorder position within the Administration department. Purpose change is to align with org chart.

~~11.~~ Correspondence, petitions or other written material that concerns items that are or may be on the agenda may be submitted to the City ~~Recorder's-Administrator's~~ Office at any time, but may only appear on the agenda if received by 12:00 p.m. the Wednesday preceding the intended Council meeting. The City ~~Recorder~~ Administrator may hold agenda items to have an appropriate study made of the issue, question or request.

Any material submitted without the author's name and address will not be put on the Council agenda. Substantive matters arising under "~~Topics From The Floor~~Visitor Comments" will be referred to the City Recorder Administrator for study.

Commented [JW6]: Topic from the floor is replaced with Visitor Comments to reflect current practices.

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12. Agendas and Supportive Material

The City Administrator or his/her designee, typically City Recorder, shall provide copies of public records to any person so requesting that material, in compliance with the Oregon Revised Statutes, Public Records Law. A fee for copies may be charged based upon the cost of copying plus a reasonable administrative fee based on actual cost, which fees shall be adopted by Council resolution.

Copies of the supportive agenda material will be available to the media, and upon request, to members of the public at the time distributed to the Council, except for those items exempt from disclosure under the Public Records Law.

17. Appointing Committees

All committees, boards and commissions not required by State law to be appointed by the Council shall be appointed by the Mayor. After the committees have been formally announced they cannot be changed except at a regular meeting of the Council. Appointments shall be made to as an agenda item for the meeting at which the appointment is to be made.

18. Council Liaisons

The Mayor, or the presiding officer in the Mayor's absence, will appoint council members liaison appointments to City departments, programs or boards and commissions. Liaisons will act as a communication link to the council and kept the council informed of their department's activities. Council members will not substitute appointments or attendance at meetings without approval of the Mayor or presiding officer.

Commented [JW7]: Council rule create Council “Liaisons” while the Governing Policy creates Council “oversight” Is this intentional or oversight? Needs clarification. Charter prescribes all Powers held by the Council not individual members. Need clarification of oversight purpose.

SECTION IV – CONDUCT AT MEETINGS

1. The Council will be clear and simple in its procedures and consideration of matters coming before it.
2. Any Council member or the Mayor may present main motions on business to come before the Council.
3. It is the policy of the Council to ensure an informed public, aware of the deliberations and decisions of the body and of the information upon which decisions were made. It is the policy of the Council that those decisions be arrived at openly. The Mayor and council are encouraged to explain their rationale for votes during council meetings.
4. Public Debate and Testimony:
 - Members of the public have no right to speak or address the Council at a Council meeting unless recognized by the presiding officer.
 - Time for testimony by members of the audience at public hearings or any Council meeting at which the public is invited or allowed to address the Council may be limited for each speaker and for each subject by the presiding officer or by majority vote of the Council.
 - Unless otherwise directed, persons addressing the Council shall limit their remarks to 5 minutes.
 - A person may request additional time subject to approval of the presiding officer.
 - Questions and discussions by audience members shall be directed to the presiding officer.
 - Directed discussion between members of the audience and Council members or City employees shall be permitted only at the discretion of the presiding officer.
 - Public testimony at regular sessions and work sessions, except at public hearings, shall be under the agenda item, “Visitors Comments” unless specifically permitted by the presiding officer.

- All persons addressing the Council shall do so from the podium after first having clearly stated their name and address for the record. When speaking at public hearings, persons shall confine their comments to the issue under consideration.

5. Identification of Fiscal Impact of Policy Decisions

At such time as the Council adopts a new program or policy with significant revenue implications, it shall offer clear direction to City staff and to the budget committee as to how the program or policy is to be funded. When the City council adopts such a new program or policy or significantly modifies an existing program or policy, it shall indicate how it expects that program or policy to be funded; e.g., which existing taxes or fees the Council expects to increase and by how much, or which current City programs or department expenditures the Council expects to reduce to fund the new program or policy. However, if the Council cannot reasonably identify a potential funding source, it shall so indicate.

~~As used in this section, the term "program or policy with significant revenue implications" includes an ordinance or a resolution in which implementation may entail expenditures in any budget year in excess of one and one-half percent (1.5%) of the City's annual General Fund budget, and which may require increasing existing taxes or fees or imposition of new taxes or fees.~~

7.6. Reconsidering a Vote

A motion to reconsider a vote can be made only once and at the session at which the motion or matter was adopted, or at the next meeting of the council, provided that no vote to reconsider shall be made after the ordinance, resolution, or act has taken effect.

8.7. Miscellaneous Provisions

- Members of the Council requesting a legal opinion of the City Attorney may do so directly during a meeting or if the Mayor is aware of the inquiry. A Council member desiring to contact the City Attorney will normally contact the City Administrator to ascertain if the question has previously been posed to the Attorney and/or if staff has researched and can address the issue.
- Authorization is needed from the presiding officer or majority of Council to take a reimbursable trip and incur expenses on city-related business. The following expenditure categories qualify for reimbursement under the above procedure:
 - Reasonable Out of town travel expenses including mileage, meals, and lodging.
 - ~~Long distance telephone costs.~~
 - Additional cellular phone costs related to calls made regarding City business.

Expense reimbursement forms for expenses incurred for authorized purposes are available through the City Recorder. Receipts or other types of documentation are required for all items. The Mayor will review and approve expense claims submitted by council members. The Council President will review and approve expenditures made by the Mayor.

- The Mayor or Council member shall also clarify what, if any, official capacity they are representing when speaking to the press.
- Normally, the City Administrator or his/her designee shall act as the City ombudsman for City business and affairs.

Commented [JW8]: Fiscal impacts to Council decision making are typically brought with justification from the City Administrator, Finance Director or Department Heads as part of the Staff recommendation. As written the 1.5% GF metric may not be applicable to the city's enterprise or special revenue fund. Consider revising

Commented [JW9]: The City has not provided reimbursement to Councilors for additional cellular costs and a stipend for phone use may result undesired public disclosure matters.

CITY OF ST. HELENS

GOVERNING POLICY

DRAFT - Revised January 31, 2019

1. **Purpose:** The purpose of this policy is to establish guidelines for collaborative administrative decision-making and a governing structure to be used by City Councilors and staff, and to delegate responsibilities and authority to implement the guidelines.
2. **Governing Structure:** The City ~~Council shall operate based on a combination of forms of government, s~~ Subject to the allocation and delegation of authorities herein, ~~the City Council shall act as a commission with each Councilor, acting as a commissioner, assigned to oversee the activities of one or more City departments. The shall delegate the~~ City Administrator ~~shall coordinate the~~ supervise and coordinate the activities of all departments, ~~supervisor the Administrative Department,~~ and coordinate the collaborative process described below.
3. **Collaborative Decision-Making:** This process applied to administrative decision-making regarding department-level matters. Routine and emergency decisions applying adopted City policies shall be made by Department Heads. Decisions requiring policy interpretation or development shall be made in a collaborative process involving discussion and resolution between the Councilor liaison assigned to the department, the City Administrator, and the Department Head. Issues that cannot be resolved by consensus in the collaborative process shall be referred to the Council.
4. **Personnel Supervision and Discipline:** Subject to the City's adopted personnel rules, supervisory authority shall be as follows:
 - a. Employees of departments shall be supervised by the Department Head, including discipline not involving termination.
 - ~~a.b. Department heads shall be supervised by the City Administrator, including discipline not involving termination.~~
 - ~~b.c. Department Heads and the City Administrator shall be supervised by the Councilor or Mayor charged with department oversight of each department. Decisions regarding hiring and termination of Department Heads and the City Administrator shall be the responsibility of the Council.~~
 - ~~c.d. Decisions regarding hiring and termination of department employees shall be made using the collaborative process. Such decisions that lack concurrence of the collaborative group shall be referred to the Council.~~
5. **Personnel Evaluations:** Subject to the City's adopted personnel rules, responsibility for personnel evaluations shall be as follows:
 - a. Department employees shall be evaluated by their supervisors subject to review and approval by each Department Head.
 - b. Department Heads shall be evaluated by the assigned Councilor liaison and the City Administrator.
 - c. The City Administrator shall be evaluated by the City Council Mayor, each Councilor and each Department Head.
 - ~~d. The Municipal Judge and the City Attorney shall be evaluated by the Mayor, each Councilor and the City Administrator.~~
 - e. Evaluations shall be written in a form approved by the Council.
 - f. Upon completion, evaluations ~~of department employees~~ shall be communicated with the employee and referred to the City Administrator for retention in secured personnel files.

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Commented [JW1]:

One of the tenants of effective City Management separates Governing Policy from Administrative decision making processes. St. Helens, primarily through its Governing Policy, blends the Council's Policy role with a hand in the administration and daily operation of the City. This goes against the conventional wisdom and best governing practices.

The Charter provides that all powers are held by the Council. The Council rules (18.) set forth the Mayor's appointment of Council liaisons to serve as a communication link between departments, programs and commissions. The current Governing policy changes the Governing rules Liaison responsibility to "oversee" these functions. The web definition of "oversee" is to supervise, manage, organize and direct. The current practice has generally been to let the City Administrator and Department Heads manage the City's administrative affairs with regular communication between the Council and individual Department "liaisons". Having multiple persons "in charge" is problematic though the collaborative decision making process does provide a dispute resolution process. Consider revising.

Commented [JW2]: Most City Councils evaluate the Manager/Administrator collectively rather than individually which can be done in executive session.

Commented [JW3]: Department Heads have not been evaluating the City Administrator nor has the City Administrator formally evaluated Department Heads. This practice is termed 360 evaluation and there are pros and cons to implementing this review process. Review the 360 factors and implement or revise if appropriate.

Commented [JW4]: In most organizational charts the City Attorney and Municipal Judge report directly to the Council. It may be inappropriate to have City Administrator formally evaluate Judge

~~g. Evaluations of Department Heads, City Administrator, Municipal Judge and City Attorney shall be submitted to the Council President, and the Council President shall compile evaluations for submission of consolidated evaluations to the Council for approval.~~

~~h.g. Approved evaluations shall be communicated to each employee, judge or attorney in a manner determined by the Council, and retained by the City Administrator.~~

Commented [JW5]: The Judge, Prosecutor, and several City Attorneys are contract positions. Evaluations may better tied to contract renewals or extensions rather than through this policy document.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: February 6, 2019

Planning Division Report attached.

2nd Quarter Financial Report attached.

Business License Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 1.28.2019

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

PLANNING ADMINISTRATION

Helped the Fire Marshall with an address issue related to an arson fire at the Lutheran Church on the corner of N. 4th Street and Wyeth Street.

An approximate 24 acres vacant property beyond the northern terminus of N. 8th, N.9th and N. 10th Streets is being logged this month. The property owner doesn't anticipate to make money on this venture, but is clearing the land for review of a potential subdivision. Nothing has been submitted but we've had discussions. Note that there are significant wetlands on the east side of the property which include City regulated upland protection zones, which we are told are being avoided. I have visually inspected from nearby developed areas, but haven't walked the site since logging began.

Assisted with Personnel Policies and Procedures updates with other management staff.

The Building Official and I inspected the former long time restaurant location on the corner of S. 2st Street and Cowlitz Street (298 S. 1st Street). The most recent restaurant of significance there was the Plantation Pizza. Community Access Services (CAS) moved into that and two other adjacent suites around 2014. Before CAS, some expansion activity created some issues in the City's parking lot, as shown in the photo below. I wanted to make sure this won't happen again, especially given the efforts to abate the issue at that time. None of the trash in the photo is the City's.



Conducted a pre-application meeting for potential Variances for the Emerald Meadows subdivision.

Conducted pre-application meeting for potential annexation and temporary use permit for food carts at 2225 Gable Road. This is related to a County Referral mentioned in last month's report. Conducted a pre-application meeting for potential additional development to 71 Cowlitz Street (the former Klondike restaurant building).

Had a preliminary Q&A meeting with a representative with Weyerhaeuser Co. about property they own within and adjacent to the St. Helens Urban Growth Boundary. General information at this time; no proposals.

Prepared right-of-way dedication documentation from some city-owned properties. These are "housekeeping dedications." The County Assessor asks us about these kind of properties every-so-often to help clean up their records. The last time we did a batch of these was in 2012. Most are street plugs.

Both the Associate Planner and I attended a meeting at Columbia 9-1-1 regarding addresses and agency coordination.

DEVELOPMENT CODE ENFORCEMENT

It's been awhile since we've had to do some unlawful right of way sign enforcement, but several larger than normal temporary signs showed up along Pittsburg Road, in some cases very close to the shoulder. With the help of Public Works, it was abated.



PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

January 8, 2019 meeting (outcome): The Commission approved a Conditional Use Permit for a childcare facility at 2353 and 2355 Columbia Boulevard. The Commission also considered Chair and Vice Chair with no changes from last year. The Commission considered the sole application for two Commissioner expirations and determined that the two incumbents should remain for another term; motion of recommendation made to the Council on both counts.

February 12, 2019 meeting (upcoming): The Commission will have a meeting (meeting #2) at 6pm for the latest on the Housing Needs Analysis effort.

As the Historic Landmarks Commission, the commission will hold a public hearing for alteration of the Courthouse Plaza. They will also discuss the next CLG grant.

HISTORIC PRESERVATION

Another CLG grant cycle approaches. We are considering doing another pass-through grant to provide the funds (about \$11,500) to a historic preservation project. The last cycle we used for re-grouting City Hall's basalt stones. Staff will discuss this with the Planning Commission (acting as the Historic Landmarks Commission) at their February meeting.

ST. HELENS INDUSTRIAL PARK WETLAND DELINIATION EFFORTS

Our wetlands consultant has done a lot of work since the Concil approved the contract in December. Some of the wetlands are larger then our wetland inventory suggested. This is common, so no surprise; please be prepared for that. The consultant still has some additional field work to do; she wants to wait a couple weeks for the remaining areas for drier weather and to allow for some vegetation growth.

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

Jacob Graichen

From: Jennifer Dimsho
Sent: Monday, January 28, 2019 8:58 AM
To: Jacob Graichen
Subject: January Planning Department Report

Here are my additions to the January Planning Department Report.

GRANTS

1. **Received Notice of Award for ODOT's Safe Routes to School Project! – \$322,536, \$80,634 match.** To construct 1,100 feet of sidewalk along Columbia Blvd. between Sykes and Gable Road. Improve pedestrian visibility at the crosswalks of Columbia Blvd. & Sykes Rd. in front of McBride Elementary and at Gable/Columbia by 2023. Helped with press to announce this award locally and within ODOT.
2. Travel Oregon - Medium Grants Program (100k) – Contract authorized. Kickoff meeting and project start. Coordinated locations for installation of 3 vehicular signs and 1 kiosk during site visit with sign fabricator/installer/Columbia County/City PW. Finalized kiosk map/narrative content. Applied for a Historic Resource Review with the Historic Landmarks Commission for the 2/12 meeting. Prepared application, notice mailing, and staff report. Reviewed initial shop drawings, submitted revisions.
3. OPRD – Veterans Memorial Grant – Prepared revised budget for project to include monuments that were taken out. Continued to work through insurance claim details and budget needs.
4. TGM – Riverfront Connector Plan – City Council/PC Joint Work Session scheduled for February 20 at 6 p.m.
5. EPA – CWA Grant Program – Public Meeting #1 scheduled for 2/6. Prepared press release and outreach materials. Updated project website. Delivered brochures to commercial lenders and real estate agencies. Discussed eligibility and prepared materials for a Phase II on a site on Columbia Blvd.
6. Housing Needs Analysis – Finalized Housing projections. Planned for HNA Advisory Committee meeting 2/12. Prepared press release and reviewed materials. Updated website.
7. CDBG Contract Finalized on January 16 with Council authorization. Issued RFQ for grant administration services.
8. Researched National Parks Service Historic Revitalization Sub-grant Program (HRSP) – Due 3/1/19. Potential for 100k-750k for use in 2-3 years. No match required. Property must be eligible for listing in the National Register of Historic Places. Reached out to County for courthouse project.
9. Researched DLCD's Technical Assistance (TA) Program within their Community Grants program – Award TA funds for infrastructure planning and financing plans. Next 2019-2021 program anticipated to be available August/September 2019 for project completion by May 30, 2021.
10. Discussion with County about Travel Oregon's RCTP guidelines for potential recreational trails application planning for the City's tree farm property (Salmonberry Lake). Met with County & tourism consultant to discuss application process. Helped complete application on behalf of our County RCTP – CCET.
11. Researched next cycle deadlines for OPRD's Local Government Grant Program for potential Campbell Park improvement package. Looked at new priorities for this cycle. Attended Parks Commission 1/14 to discuss Campbell Park improvement package.
12. Completed Certified Local Government (CLG) Grant application (non-competitive) for \$11,500 to use as a pass-through Historic Preservation Grant for eligible properties within our nationally designated historic district. Deadline is 2/22 for complete application. Prepared memo for Historic Landmarks Commission to review proposed grant program plan.
13. Researched grant opportunities for skate park renovations in McCormick Park. Reviewed estimates and proposed scope of work.
14. Met with Police Department to review and discuss grant funding opportunities for equipment needs

MISC

15. Continued coordination with ODOT/ODOT Rail/P&W about entrance sign location at Millard Road intersection.
Received application, timeline estimate, and worked on preparing accurate site plan of location to submit.
16. Helped prepare information for DLCD's severely rent-burdened reporting requirements
17. Godfrey Park nature playground site visit with contractor to discuss project/budget/timeline
18. Kicked off project to contract out for site plan creation for Godfrey Park and Campbell Park
19. Met with CRFR at CCOM about addressing procedures and best practices

Jenny Dimsho

Associate Planner

City of St. Helens

(503) 366-8207

jdimsho@ci.st-helens.or.us

COUNCIL MEETING – 02/06/19

TO: CITY COUNCIL & CITY ADMINISTER
FROM: MATT BROWN
SUBJECT: 2ND QUARTER FINANCIAL REPORT
DATED: FEBRUARY 6, 2019

Greetings Council,

Attached is a written report of the 2nd quarter financial report. The following pages are similar to what you have seen presented in prior council meetings. For time management, staff agreed to try this in a written report style however I am always open to any questions or concerns you might have regarding this process as well as any questions you have when reviewing the material attached. Below are some summary points that I would like to bring to your attention.

General Fund

Revenue	Overall, revenue received is on track and shown at 84%. The reason for 84% is mainly additional revenue from building permits of the school district as well as a majority of property taxes received during the last few months.
Court Dept	Court Department is currently at 65% of budget. This is due to overtime as well as additional professional services over what was originally anticipated for the year because of ongoing changes and updates to processes and staffing in the court dept.
Rec Program	Currently sits at 76% because many expenses were earlier in the year. I do not anticipate any expenses over what is budgeted.
Building Dept	Currently sits at 83% due to additional professional services needed when the City did not have a building official and additional contract work was needed for the school district.
City Hall Dept	Currently at 163%. This is due to VEBA Retirement payments as well as the Police Incentive Program (3 officers have taken advantage of the program now).

Special Revenue Funds

Nothing special to report here. Items are tracking as anticipated.

Enterprise Funds

Nothing special to report here. Items are tracking as anticipated.

Internal Service Funds

Nothing special to report here. Items are tracking as anticipated.

SDC Funds

With some larger projects currently in process, SDC fee revenues will be higher than originally budgeted.

Single Family Permits Issued

Currently at 9 through end of December, which at this time is lower than the last year (17/18), but higher than previous years (14/15 – 16/17).

Thank you,
Matt Brown
Finance Director

CITY OF ST. HELENS

Financial Report For The 2nd Quarter Ending JUNE 30, 2019

This is the 2nd quarter of the City's fiscal year ending June 30, 2018. If revenues and expenditures were received and spent evenly throughout the year, they would be at 50% received or spent.

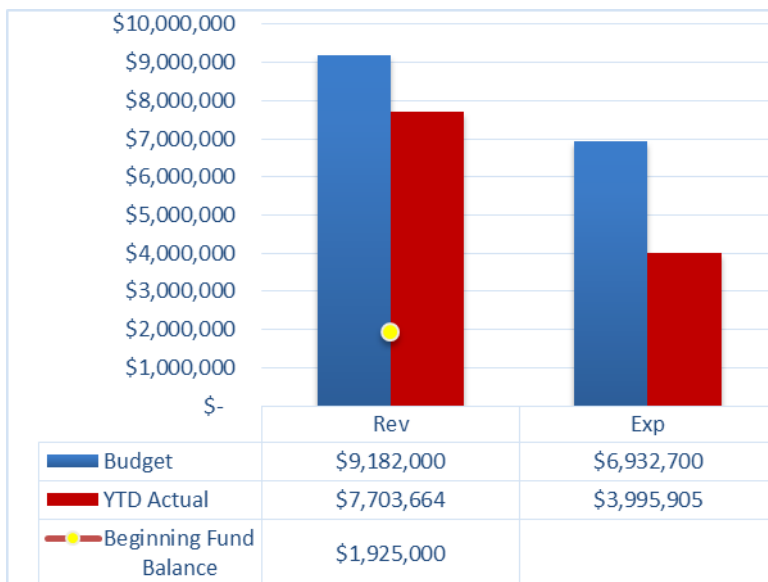
The quarterly report compares the budget to the year-to-date revenues and expenditures.

For the expenditures, the Contingency and Unappropriated Fund Balances have been removed to show a "true cost" outlook on each fund/department. When you look at the charts, the total revenues and the total expenditures will not balance; that difference is Contingency and Unappropriated Fund Balance which are not included with the expenditures.

For all graph representations; **BLUE** = Budget and **RED** = Actuals

For all funds/departments, the Revenue Graphs portion will show a **YELLOW** dot; this line represents the Beginning Fund Balance for that Fund. Stated in another way, if a fund received zero revenue, the yellow dot represents where the fund would be as far as a balance of available funds.



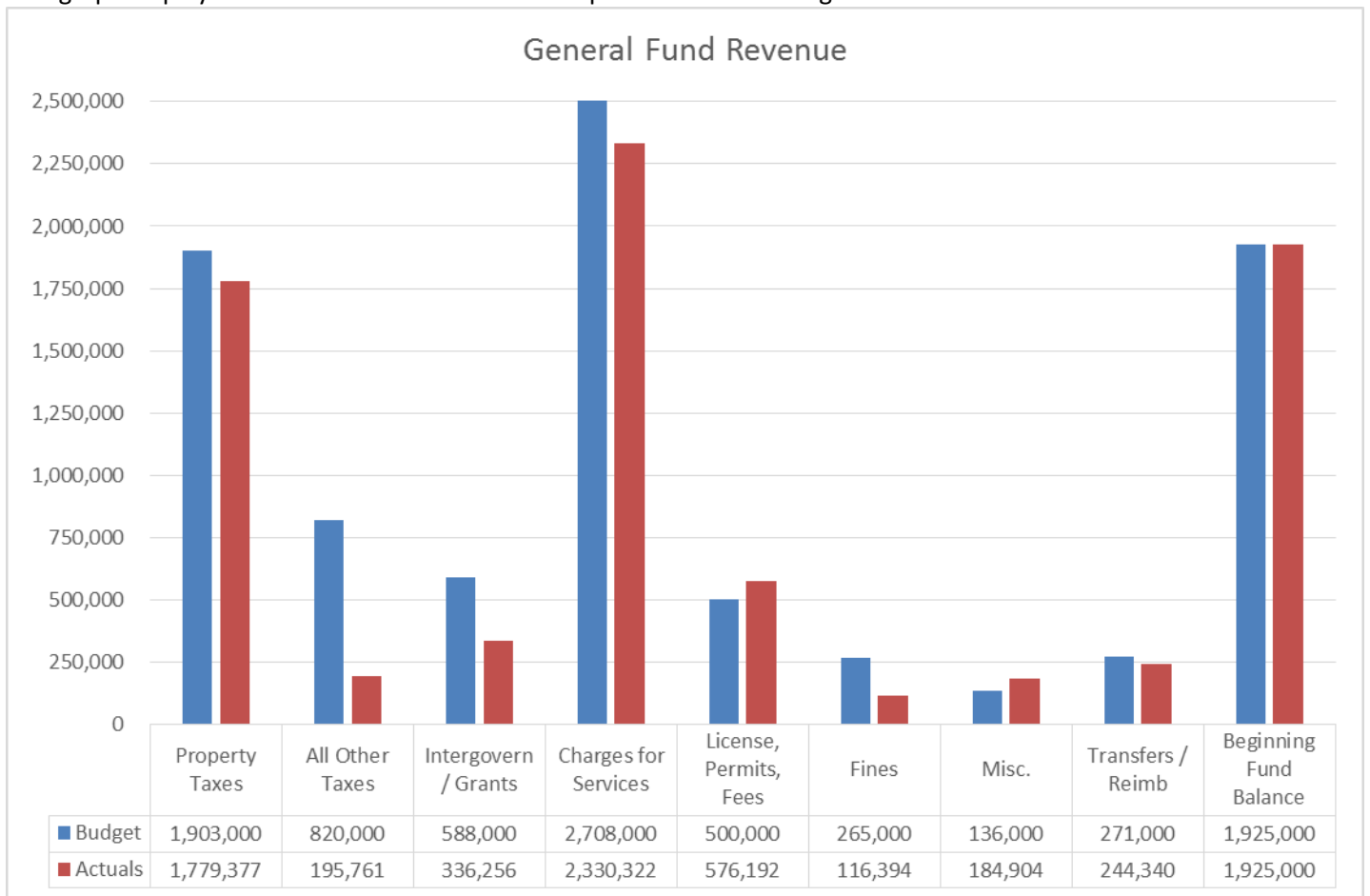


General Fund – Overview

The City has received 84% of the budgeted revenues for 2018/19. This large percentage is mainly due to receiving fees for the school district permits and the majority of property taxes have been received.

General Fund – Revenue by Category

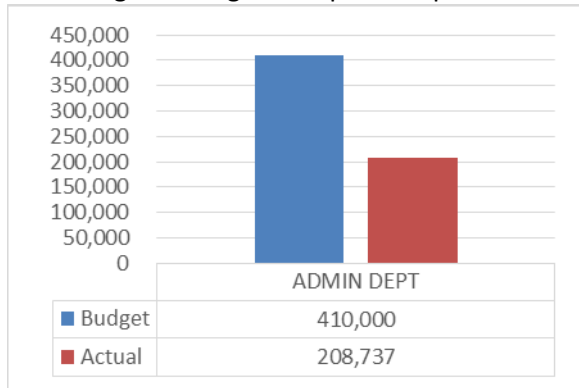
This graph displays the General Fund Revenue in separate revenue categories.



General Fund Expenditures

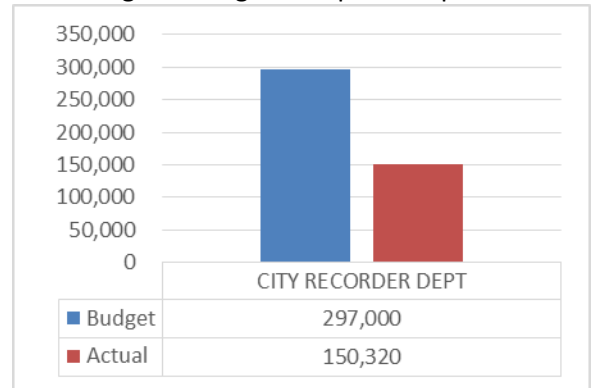
Admin Department

Percentage of Budgeted Expenses Spent: 50%



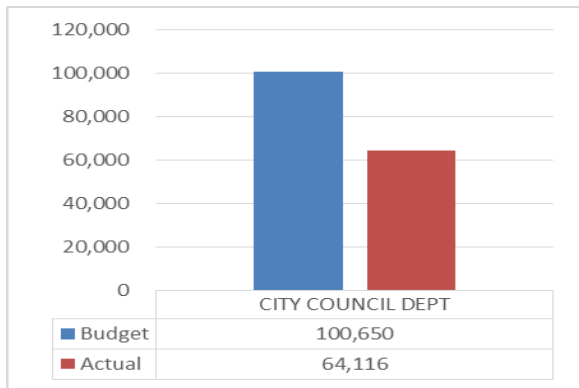
City Recorder Department

Percentage of Budgeted Expenses Spent: 50%



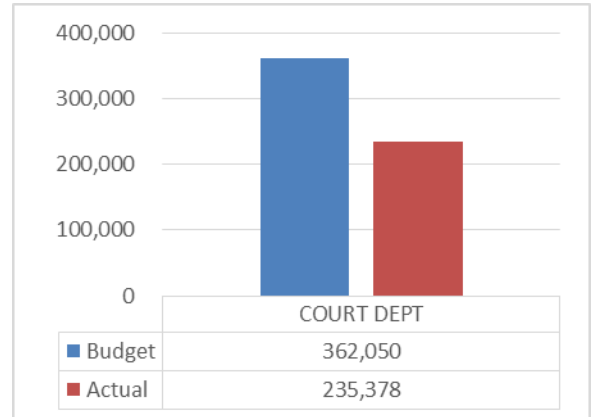
City Council Department

Percentage of Budgeted Expenses Spent: 63%



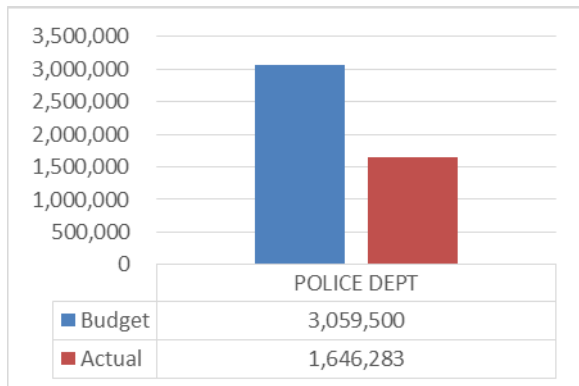
Court Department

Percentage of Budgeted Expenses Spent: 65%



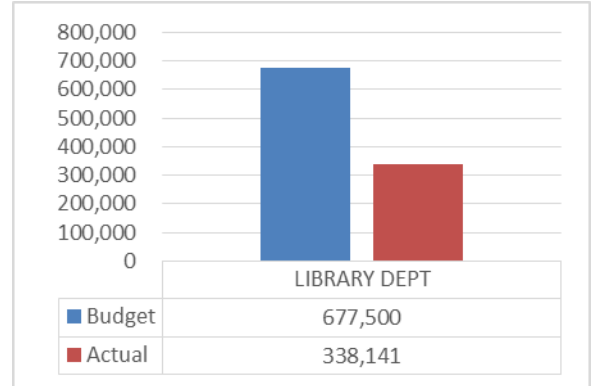
Police Department

Percentage of Budgeted Expenses Spent: 53%



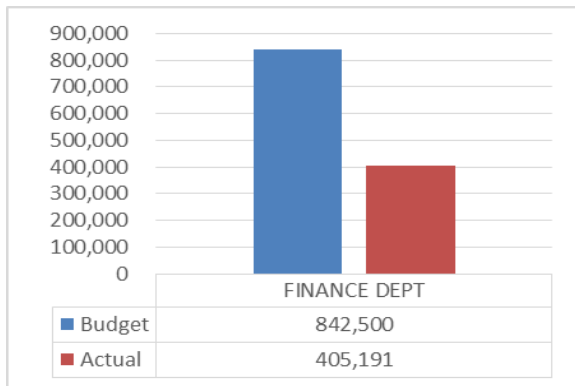
Library Department

Percentage of Budgeted Expenses Spent: 49%



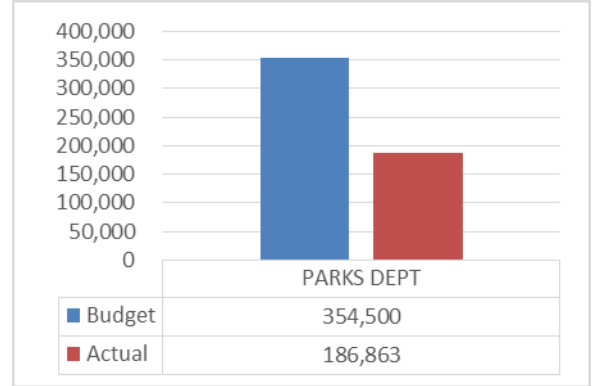
Finance Department

Percentage of Budgeted Expenses Spent: 48%



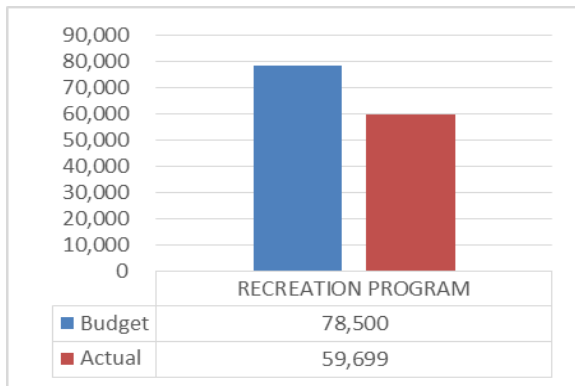
Parks Department

Percentage of Budgeted Expenses Spent: 52%



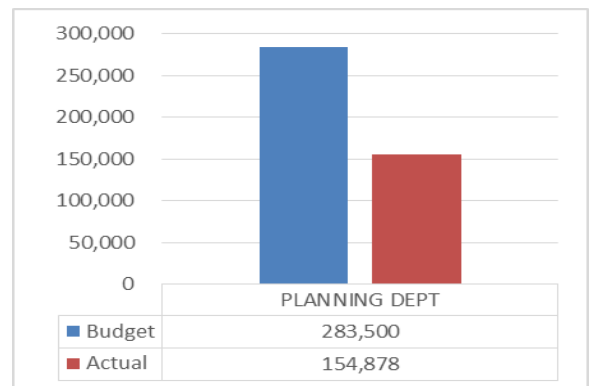
Recreation Program

Percentage of Budgeted Expenses Spent: 76%



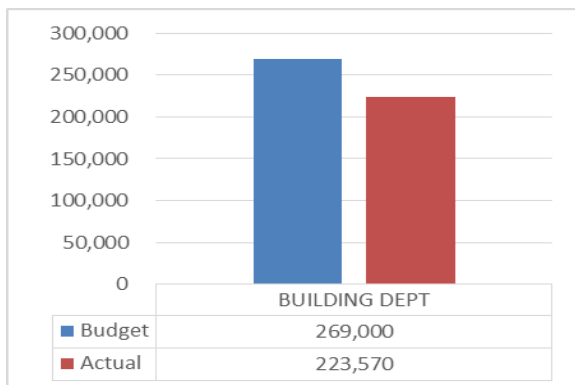
Planning Department

Percentage of Budgeted Expenses Spent: 54%



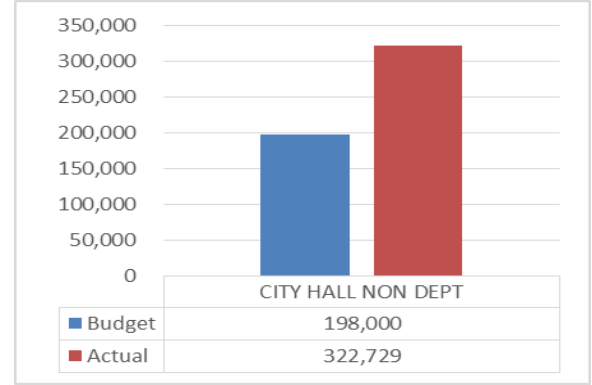
Building Department

Percentage of Budgeted Expenses Spent: 83%



City Hall Non-Department

Percentage of Budgeted Expenses Spent: 163%

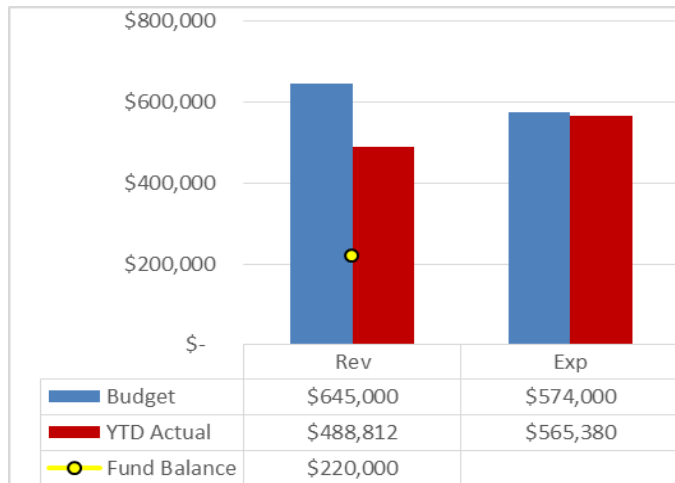


SPECIAL REVENUE FUNDS

Visitor Tourism Fund

Revenues: 76%

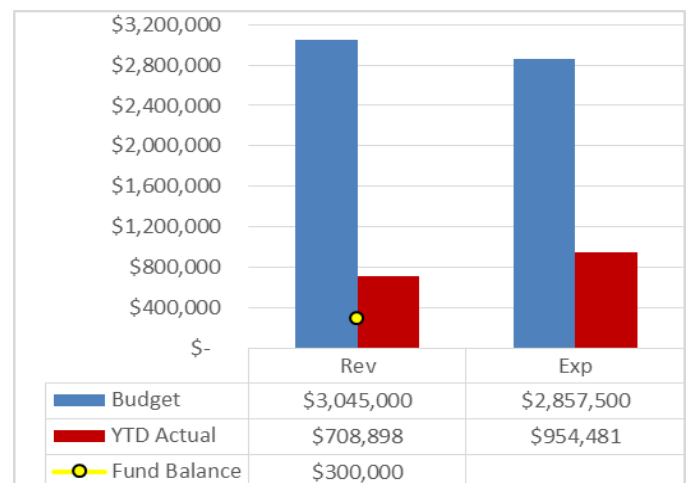
Expenses: 98%



Community Development

Revenues: 23%

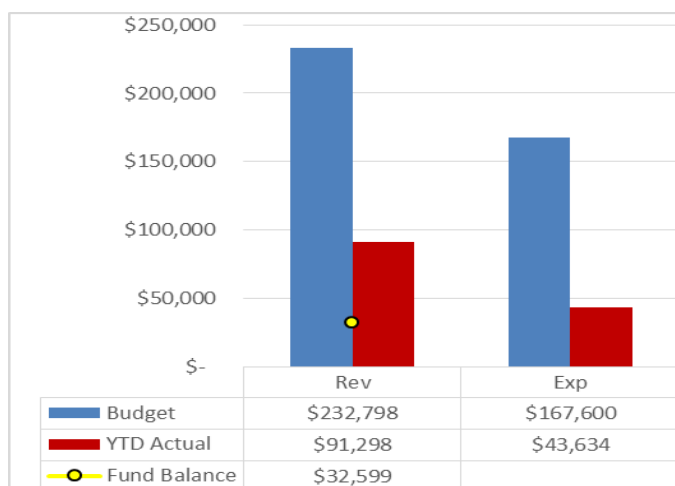
Expenses: 33%



Community Enhance Fund

Revenues: 39%

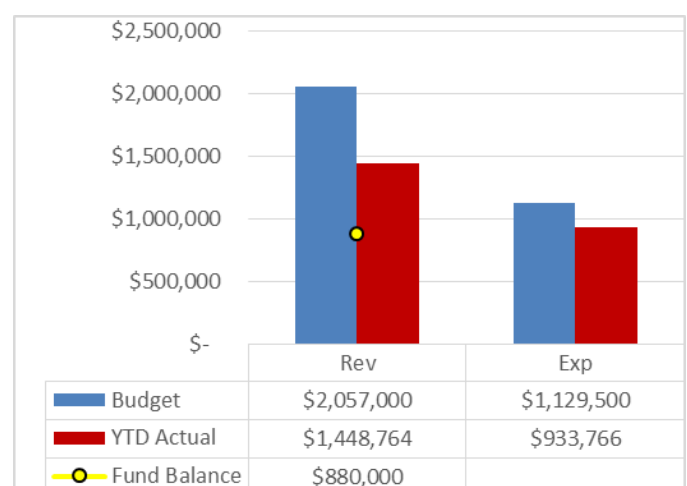
Expenses: 26%



Street Fund

Revenues: 70%

Expenses: 83%

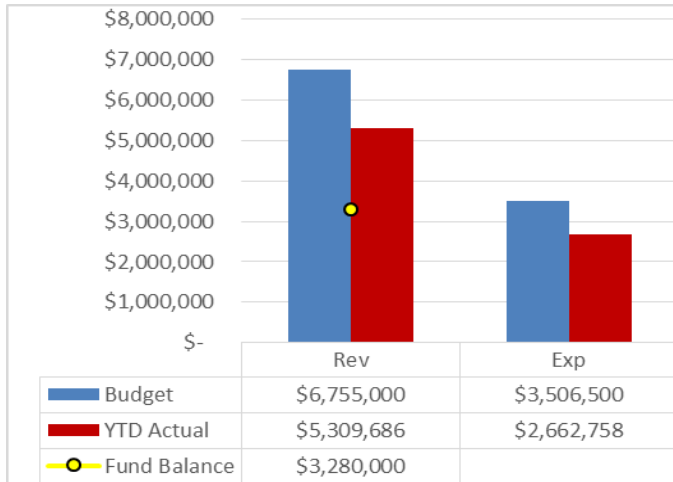


ENTERPRISE FUNDS

Water Fund

Revenues: 79%

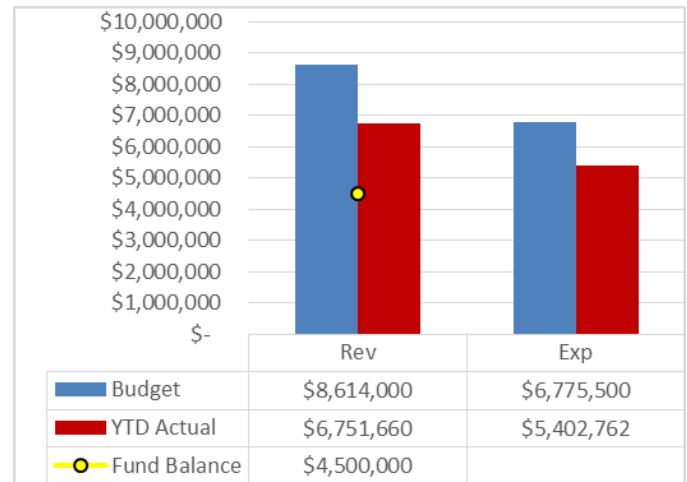
Expenses: 76%



Sewer Fund

Revenues: 78%

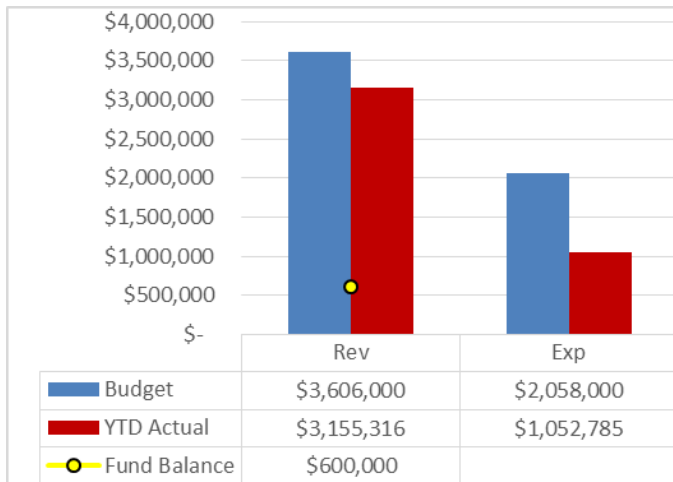
Expenses: 80%



Storm Fund

Revenues: 88%

Expenses: 51%

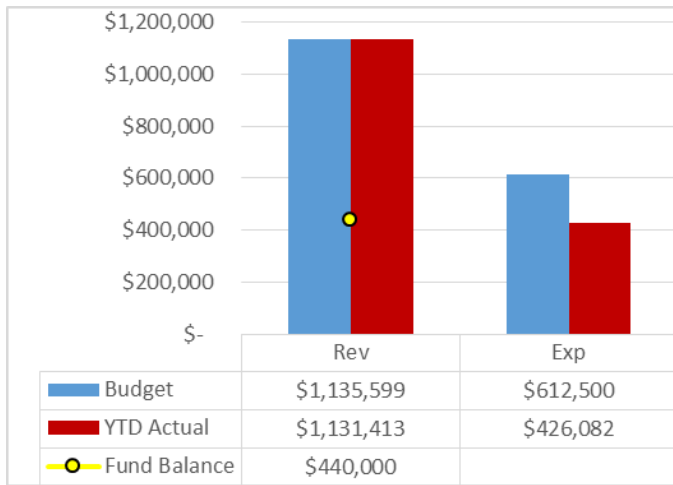


INTERNAL SERVICE FUNDS

Equipment Fund

Revenues: 100%

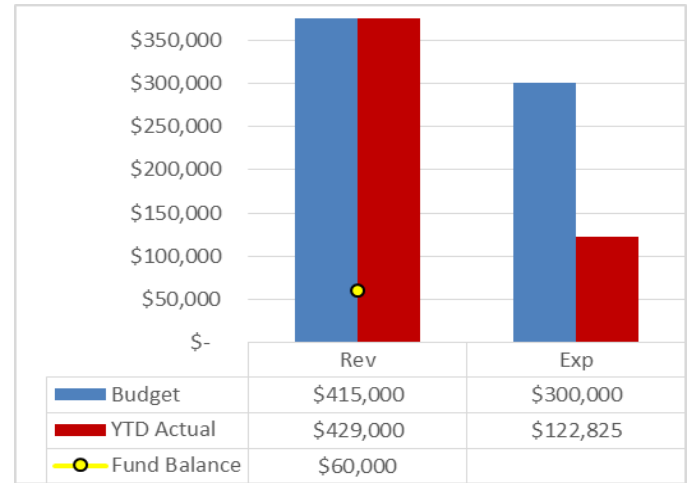
Expenses: 70%



IT Fund

Revenues: 103%

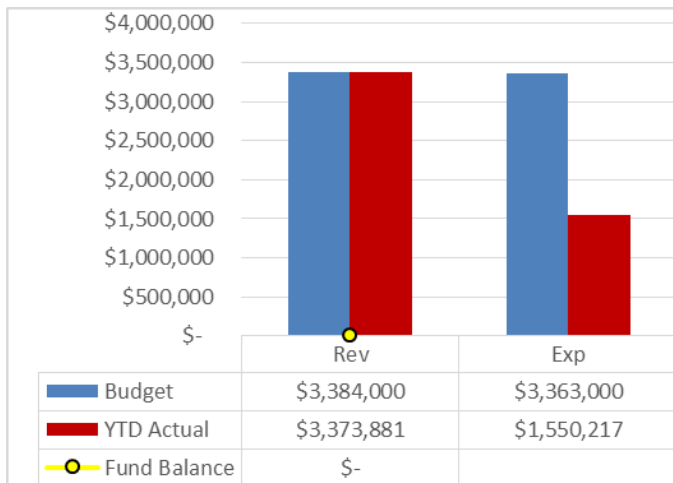
Expenses: 41%



PW Operations Fund

Revenues: 100%

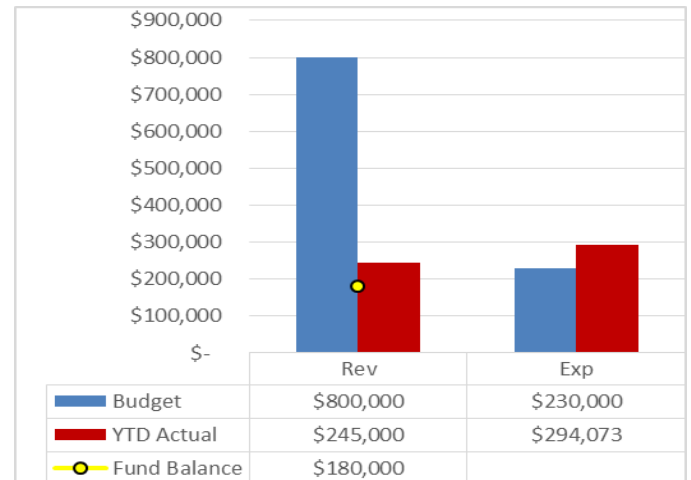
Expenses: 46%



Facility Major Maintenance Fund

Revenues: 31%

Expenses: 128%

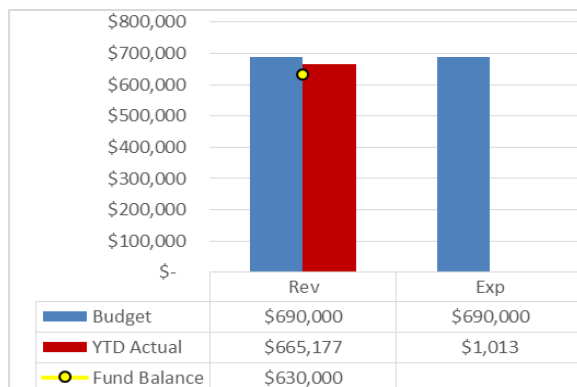


SDC FUNDS

Water SDC Fund

Revenues: 96%

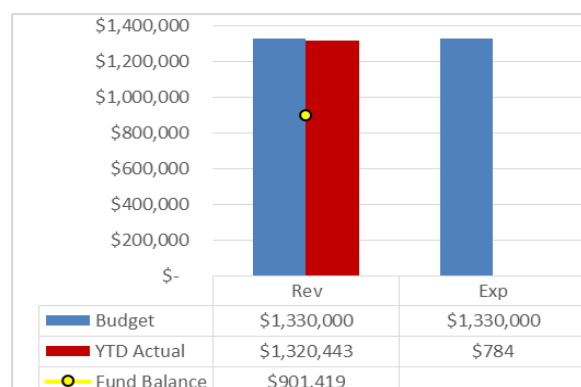
Expenses: 0%



Sewer SDC Fund

Revenues: 99%

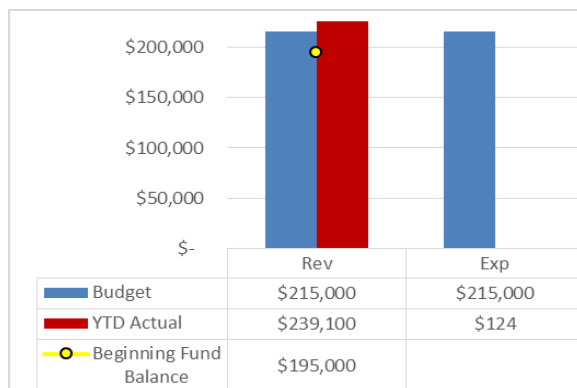
Expenses: 0%



Storm SDC Fund

Revenues: 110%

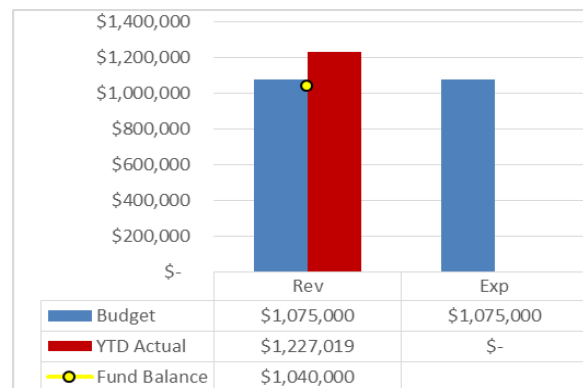
Expenses: 0%



Street SDC Fund

Revenues: 114%

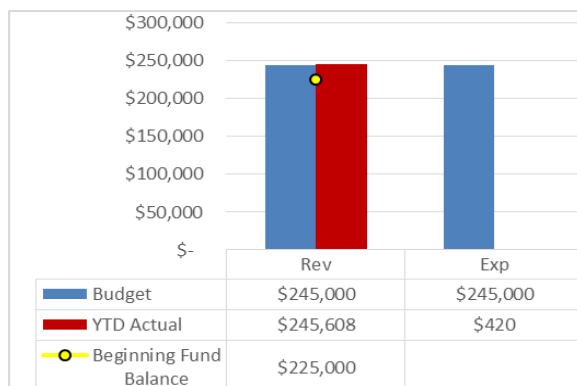
Expenses: 0%



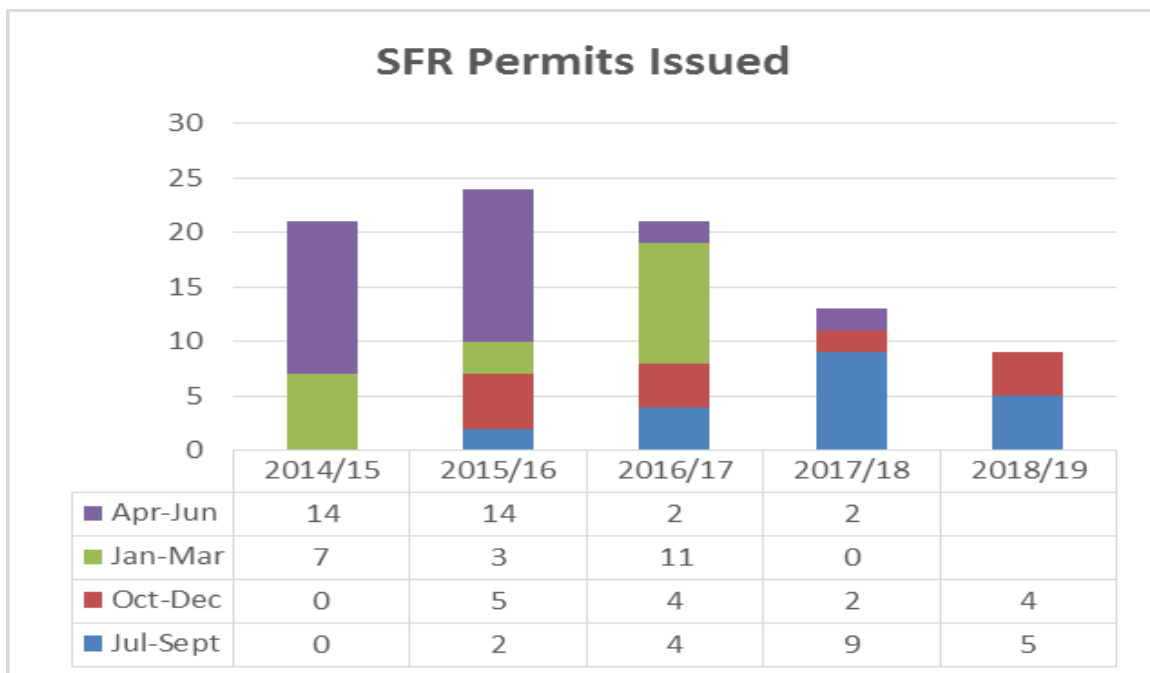
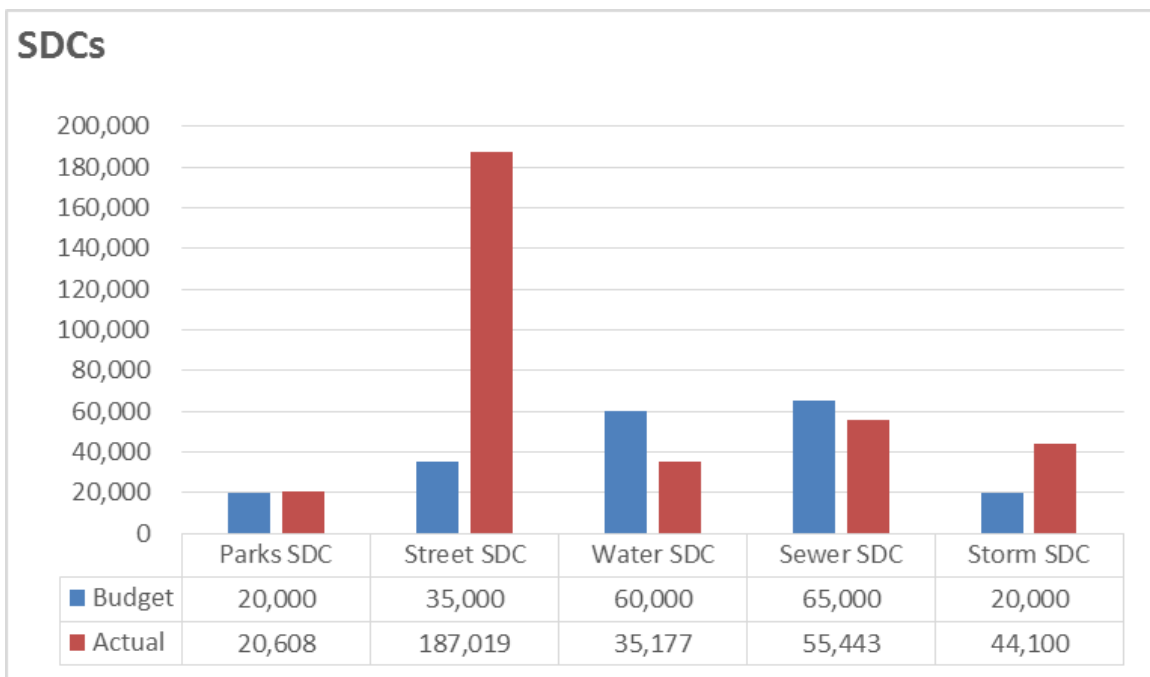
Parks SDC Fund

Revenues: 100%

Expenses: 0%



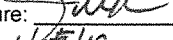
SDC & DEVELOPMENT OVERVIEW



BUSINESS LICENSE REPORT

City Department Approval: 01/14/2019

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

Signature: 
Date: 1/15/19

RESIDENT BUSINESS – NEW 2019

- | | | |
|----|--------------------|-------------------------------|
| 1. | *PACIFIC POST PROS | REAL ESTATE SIGN POST INSTALL |
| 2. | PLYMOUTH PUB | RESTAURANT |

RESIDENT BUSINESS – RENEWAL 2019

- | | | |
|-----|---|-------------------------------------|
| 1. | *A+ ENGRAVING LLC | ENGRAVING |
| 2. | ABBY'S BUSINESS CENTER INC | CONSULTING |
| 3. | ADEO IN HOME CARE | IN-HOME ASSISTANCE FOR SENIORS |
| 4. | *ADVANTAGE DATA SERVICE | WORD & DATA PROCESSING |
| 5. | AKAAN ARCHITECT. & DESIGN LLC | PROFESSIONAL ARCHITECTURAL SERVICES |
| 6. | *ALLEN GUTTERS L.L.C | GUTTER INSTALLATION |
| 7. | ANYTIME FITNESS | ATHLETIC CLUB |
| 8. | *ASCENDING OPTICS LLC | DRONE DATA |
| 9. | *ASHLEY'S JEWELS OF STEEL | SELLING JEWELRY |
| 10. | *AUTOMOTIVE SERVICES | AUTOMOTIVE REPAIR |
| 11. | *BEARDED INNOVATIONS LLC | FIREARMS SALES |
| 12. | *BELOW ZERO | ICE CREAM TRUCK |
| 13. | BERRY BRIGHT PRESCHOOL | SCHOOL |
| 14. | BERTUCCI'S | ESPRESSO CANDY & GIFTS |
| 15. | BJK MURPHY ENTERPRISES LLC (DBA Dutch Bros) | COFFEE STAND |
| 16. | *BLUE HERON SEPTIC & DRAIN SERVICE INC | SEWER & DRAIN CLEANING |
| 17. | BOB'S BARBER SHOP | HAIR CUTTING |
| 18. | BOBBIE'S CUTS + | BEAUTY SALON |
| 19. | BRACKIN CPA PC | ACCOUNTING/CPA |
| 20. | BURGERVILLE LLC | RESTAURANT |
| 21. | C'S THE MOMENT DBA PAPA MURPHY | TAKE & BAKE PIZZA |
| 22. | CALAWAY TRADING INC. – OREGON | HAY PRODUCTS |
| 23. | *CAMARENA HOUSECLEANING | HOUSE CLEANING |
| 24. | CARDINAL SERVICES INC | EMPLOYMENT SERVICES |
| 25. | CASCADE TISSUE GROUP – OREGON | PAPER MANUFACTURING |
| 26. | THE CELLULAR CONNECTION LLC | RETAIL |

*Denotes In-Home Business

27.	CHEVRON ST. HELENS	GAS STATION/RETAIL STORE
28.	CINDY WOOHOO'S	SECONDHAND RESALE
29.	CITIZEN STORAGE	STORAGE UNITS
30.	CJ EATERIES LLC DBA LORI'S LOUNGE	RESTAURANT/DELI
31.	COLUMBIA RIVER DENTAL	DENTAL OFFICE
32.	COUNSELING AND WELLNESS	COUNSELING
33.	*CREATIVE STITCHES	QUILTING & NEEDLEWORK
34.	CREEKSIDE JUNIOR ACADEMY LLC	PRESCHOOL
35.	*CUTTING EDGE TREE SERVICE	LLC
36.	D & M SOLTERO LLC	FAST FOOD RESTAURANT
37.	D& M SOLTERO LLC	FAST FOOD RESTAURANT
38.	DARI DELISH INC.	RESTAURANT
39.	DEBORAH HOUBEN	TEACHER
40.	DIANA M SHERA TAYLOR PC	ALTERNATIVE DISPUTE RESOLUTION & LAW PRACTICE
41.	E@T GEORGE'S	FOOD TRUCK
42.	ECONO WASH	COIN-OP LAUNDROMAT
43.	EMMERT AUTO GLASS	AUTOMOBILE GLASS INSTALLATION
44.	EMMERT CHEV BUICK PONTIAC INC.	AUTO SALES & SERVICE
45.	EXCEPTIONAL SMILES	DENTIST
46.	EXPLORE AND DISCOVER LEARNING	SMALL CLASSES AND TUTORING
47.	FASTBOYZ AUTOMOTIVE DETAILING	AUTOMOTIVE DETAILING
48.	FAT DOG FARMS	REPURPOSED ITEMS/PLANTS/CRAFTS
49.	*FAVORITE CLEANING SERVICES LLC	COMMERCIAL CLEANING
50.	*FLOWERS 4-U	FLORIST & ANTIQUE & COLLECTIBLE RETAIL SHOP
51.	FOREST PARK ADULT CARE HOME	ADULT FOSTER HOME
52.	GEA BELLE BARKER LMT	MASSAGE THERAPY
53.	GORDON FAMILY PLUMBING LLC	PLUMBING CONTRACTOR
54.	GREAT CLIPS	HAIR SALON
55.	HACIENDA LAS JUANITAS MEXICAN FOOD	FOOD TRUCK
56.	HANDS OF REDEMPTION	HEALTH
57.	HAPPY GARDEN CHINESE RESTAURANT	RESTAURANT
58.	*HAPPY TAILS TRANSPORT LLC	PET TRANSPORT, PET SITTING AND DOG WALKING
59.	HARRINGTON'S CLOTHING INC.	RETAIL CLOTHING
60.	HEALTHY NAILS	NAILS
61.	HOB NOB BREW LLC	RESTAURANT/TAPROOM
62.	*HOB NOB BREWERY	NANO BREWERY
63.	HOCRAFFER LAW P.C.	LAW OFFICE
64.	HOMMATI 117	REAL ESTATE MARKETING PHOTOGRAPHY
65.	*ISLAND IMPORTS	IMPORT/MAIL ORDER/SALES
66.	JAVALATION	COFFEE DRIVE THRU
67.	*JEFF SMITH CONSTRUCTION	RESIDENTIAL CONSTRUCTION
68.	JEFF'S CUSTOM DETAILING	AUTO DETAILING
69.	JIM BOTHWELL	SECONDHAND SALES

*Denotes In-Home Business

70.	JIMIKAT INC.	RESTAURANT & BAR
71.	JLJ EARTHMOVERS LLC	GRADING FOR CONSTRUCTION
72.	JOHNSTUN INJURY LAW LLC	LAW OFFICE
73.	JO'S GRUB SHACK & BAKERY	FOOD TRAILER (CONCESSION)
74.	*J.S. HOME IMPROVEMENTS	GENERAL CONTRACTOR
75.	KATHLEEN CEARLEY	RESALE
76.	KATHY BLACKBURN	RESALE ANTIQUES
77.	*KELL-CLEAN	CARPET & WINDOW CLEANING
78.	KOZY KORNER RESTAURANT/LOUNGE	RESTAURANT
79.	KINNEAR SPECIALTIES INC.	HYDRAULIC SALES & MFG
80.	KIRBY CO	GROCERY STORE
81.	L. OLSON TRUCKING	TRUCKING
82.	*LADY ORACLE TAROT	ENTERTAINMENT & RETAIL SALES
83.	*LEAN CLEANING SERVICES LLC	RESIDENTIAL AND COMMERCIAL SERVICES
84.	LES SCHWAB TIRE CENTERS OF PORTLAND INC #229	RETAIL TIRE SALES
85.	LETICA CORPORATION	MANUFACTURING
86.	*LINA'S COMPLETE CLEANING SERVICES LLC	HOME OFFICE CLEANING SERVICE
87.	LOWER COLUMBIA ENGINEERING	ENGINEERING CONSULTING
88.	LYNDA CRAFT	TEACHER
89.	MARK'S CUSTOM EXTERIORS INC.	GENERAL CONTRACTOR
90.	MASSAGE BY ELIZABETH ANNA	MASSAGE THERAPY
91.	MC FARLAND CASCADE HOLDINGS INC.	UTILITY POLE MANUFACTURING
92.	MELISSA BEISLEY	HAIR STYLING
93.	MIYAKO	JAPANESE CUISINE
94.	MORE POWER COMPUTERS INC	COMPUTER SALES & REPAIR
95.	NESSY'S NICK NACKS	ANTIQUE SALES
96.	*NW ALL IN ONE CONSTRUCTION LLC	GENERAL CONTRACTOR
97.	ORE.HEALTHCARE CTR/MEADOW PARK	NURSING HOME SKILLED CARE
98.	PK	SELL COLLECTABLES & ANTIQUES
99.	THE POUR HOUSE	BAR & GRILL
100.	*PROGRESSIVE MOVEMENT PRODUCTIONS	VIDEOGRAPHY
101.	*PROTEA PAINTING	PAINTING
102.	PURE SERENITY MASSAGE	MASSAGE THERAPY
103.	RICHARDSON'S FURNITURE	RETAIL FURNITURE
104.	THE ROOF	EATERY
105.	ROYAL QUICK CLEAN	LAUNDROMAT
106.	*R.L. OUTDOORS GUIDE SERVICE	RECREATIONAL FISHING GUIDE SERVICE
107.	ROYTHAI	RESTAURANT
108.	RUBY RHINO VINTAGE	SECONDHAND RESALE/VINTAGE
109.	*RUSSELL S. MORRONE	HOUSE CLEANING
110.	RUSTY FINDS	VINTAGE COLLECTIBLES – 2NDHAND
111.	RUTHIE'S	RESALE
112.	SAFE TRANSITIONS COUNSELING	COUNSELING

*Denotes In-Home Business

113.	SAFEWAY INC. #424	RETAIL GROCERY
114.	SANDY'S BARBER SHOP	BARBER SHOP
115.	SARAH'S CLIPS AND CURLS	HAIR SALON
116.	SCANDALOUS HAIR DESIGN	BEAUTY SALON
117.	SCAPPOOSE BUS. & TAX SERV. INC	TAX & BOOKKEEPING SERVICES
118.	SHARP'S PLUMBING CO. INC.	PLUMBING CONTRACTOR
119.	SHEAR PERFECTION	HAIR SALON
120.	*SIMPLY THE BEST CLEANING SERVICE	HOUSE CLEANING SERVICE
121.	THE SOOT BUSTERS	CHIMNEY SVC/FIREPLACE INSTALL
122.	SHERLOCK'S GROCERY	CONVENIENCE STORE
123.	ST HELENS AUTO BODY/CUST.PAINT	BODY SHOP
124.	ST. HELENS LIQUOR STORE	LIQUOR STORE
125.	ST. HELENS REAL ESTATE INC.	REAL ESTATE
126.	*ST.HLNS-SCAP.SEPTIC TANK SVC.	SEPTIC PUMPING/DRAIN CLEANING
127.	STA PHASE II	SECOND HAND SALES
128.	STAN'S REFRIGERATION & A/C INC	APPLIANCE SALES & SERVICE
129.	STAR COMPUTER & COMM. INC.	HOME THEATER
130.	SUNSHINE PIZZA	RESTAURANT
131.	*SUSIE'S BUSINESS	LIGHT HOUSEKEEPING & MAINTENANCE
132.	TAP INTO WINE LLC	RETAIL WINE STORE
133.	*TCS NORTHWEST LLC	CONSTRUCTION-GENERAL
134.	TEN-IN-TEN INC.	PIZZA DELIVERY
135.	*TINY PAWS DOG WALKING	DOG WALKING
136.	*TONY MANDELLA'S FIN CARPENTRY	CONTRACTOR
137.	U-STORE STORAGE ST. HELENS	OFFICE/EQUIPMENT/STORAGE
138.	VALENTINAS	DELI & BEVERAGES & OR LOTTERY
139.	*VICTORIA'S CLEANING	CLEANING
140.	VONNIE'S DOGHOUSE & SUPPLIES	DOG GROOMING
141.	WELL WITHIN ACUPUNCTURE & CHINESE MEDICINE	ACUPUNCTURE & CHINESE MEDICINE
142.	WEST STREET GROCERY	RETAIL GROCERY
143.	WILCOX&FLEGEL(DIV./WILSON OIL)	OIL DISTRIBUTION
144.	*WRONGSIDE AUDIO PRODUCTION	CD RECORDING AND SALES
145.	YOGA YOUNION	YOGA CLASSES
146.	ZHEN'S CHINESE RESTAURANT INC.	RESTAURANT

NON-RESIDENT BUSINESS - 2019

1.	A&E BUILDERS	CONTRACTOR
2.	ADAIR HOMES, INC.	CONSTRUCTION
3.	ADK ELECTRIC INC	COMMERCIAL ELECTRICAL WORK

*Denotes In-Home Business

4.	ADVANCED AMERICAN CONSTRUCTION INC.	CONSTRUCTION
5.	ALL IN THE FAMILY	LANDSCAPE MAINTENANCE
6.	ALL SERVICE CONSTRUCTION INC.	GENERAL CONTRACTOR
7.	AMERICAN CARPORTS INC	METAL CARPORTS/GARAGES INSTALLATION
8.	APOLLO MECHANICAL CONTRACTORS	MECHANICAL CONTRACTOR/HVAC/ENVIRONMENTAL SVS
9.	APPLIED TECHNICAL SYSTEMS INC.	LOW VOLTAGE ELECTRICAL CONTRACTOR
10.	APPLY-A-LINE LLC	TRAFFIC PAVEMENT MARKINGS
11.	ASSURED AIR COMFORT INC.	MECHANICAL CONTRACTOR
12.	AUSLAND BUILDERS INC	GENERAL CONTRACTOR & ENGINEERING & ARCHITECTURE
13.	B&B AIR COND. & HEATING, INC	HVAC SALES/SERVICE
14.	BALZER PAINTING INC.	PAINTING CONTRACTOR
15.	BDL PLUMBING LLC	PLUMBING & EXCAVATIONS
16.	BELL'S DRAFTING & CONST., INC.	RESIDENTIAL CONSTRUCTION
17.	BREAKING GROUND EXCAVATION INC.	EXCAVATION
18.	CASCADE CASEWORK CORP	COMMERCIAL CABINETRY MFG
19.	CH MURPHY/CLARK-ULLMAN, INC	PRESSURE VESSEL FAB/REPAIR
20.	CHRISTENSON ELECTRIC INC.	ELECTRICAL CONTRACTOR
21.	CLEANING PANES LLC	WINDOW CLEANING
22.	COHO DISTRIBUTING LLC	BEVERAGE DISTRIBUTION
23.	COLES APPLIANCE REPAIR INC.	RESIDENTIAL & COMMERCIAL REPAIR
24.	COLUMBIA HEATING AND COOLING	HVAC
25.	COLUMBIA N.W. HEATING INC.	HVAC SERVICE & INSTALL
26.	COMFORT CONSTRUCTION	GENERAL CONSTRUCTION
27.	COMPASS LAND SURVEYORS	LAND SURVEYING
28.	C-2 UTILITY CONTRACTORS, LLC	UNDERGROUND UTILITIES
29.	D&F PLUMBING CO.	PLUMBING CONTRACTOR
30.	DAHLGREN'S BUILDERS SUPPLY	BLDNG MATERIALS/DELIVERY
31.	THE DOORWORKS COMPANY	DOOR INSTALL/REPAIR
32.	DTS SYSTEMS INC.	FIRE LIFE SAFETY
33.	EAGLE STAR ROCK PRODUCTS LLC	ROCK QUARRY
34.	EC COMPANY	ELECTRICAL COMPANY
35.	ECONOMIC CONSULTANTS OREGON	ECONOMIC CONSULTING
36.	EMPIRE RUBBER & SUPPLY CO.	INDUSTRIAL RUBBER PROD. DISTR
37.	EOFF ELECTRIC CO.	WHOLESALE ELECTRICAL DISTR.
38.	ERIC SWANSON OUTDOOR LLC	FISHING GUIDE SERVICE
39.	E2C CORP.	EVENT COORDINATION
40.	FAITH HVAC INC	HVAC REPAIR/SERVICE/INSTALL
41.	FARWEST STEEL REINFORCING COMPANY	SUPPLIER OF REINFORCING STEEL
42.	FIBER TECH CARPET/UPHOL CLNG	CARPET/UPHOLSTERY CLNG
43.	FIRE SYSTEMS WEST INC.	FIRE PROTECTION CONTRACTOR
44.	FIRESIDE CONTRACTING SERVICES LLC	DISTRIBUTOR OF FIREPLACES, STOVES, GARAGE DOORS
45.	FLORI CONSTRUCTION INC	CONCRETE CONSTRUCTION
46.	FRONTIER ROOFING & CONSTRUCTION	ROOFING

*Denotes In-Home Business

47.	GARNER ELECTRIC	ELECTRICAL CONTRACTOR
48.	GOOD BOYS CONSTRUCTION LLC	CONSTRUCTION
49.	GREAT FLOORS LLC	FLOORING & COUNTERTOPS & BLINDS
50.	HVAC INC.	MECHANICAL CONTRACTOR
51.	HYDRO TECH FIRE PROTECTION INC	INSTALL FIRE SPRINKLERS
52.	I & E CONSTRUCTION LLC	SIDING APPLICATION & PAINTING
53.	INDUSTRIAL TIRE SERVICE INC	TIRE SALES & REPAIR DELIVERY
54.	INTEGRITY AIR LLC	HVAC
55.	IRON MOUNTAIN INFO MGMT LLC	DOCUMENT STORAGE
56.	IRON MOUNTAIN INFORMATION MANAGEMENT SERVICES	DOCUMENT SERVICES
57.	IRON MOUNTAIN SECURE SHREDDING INC #53106	DOCUMENT SHREDDING/DESTRUCTION
58.	JEFF KING CONTRACTOR INC	GENERAL CONTRACTOR
59.	JIM FISHER ROOFING & CONSTRUCTION INC.	ROOFING
60.	JOHN BURGER HEATING & A/C	HEATING CONTRACTOR
61.	KARM SAFETY SOLUTIONS	SAFETY CONSULTANT
62.	KEN LEAHY CONSTRUCTION INC	LAND IMPROVEMENT/GRADING
63.	KENDALL CONSTRUCTION INC	GENERAL CONTRACTOR - COMMERCIAL
64.	KNEZ INSULATION COMPANY LLC	INSULATION INSTALLATION
65.	L.C. HALL'S TRUCK LINE	LTL TRUCKING – FREIGHT
66.	LAKESIDE INDUSTRIES INC	ASPHALT PAVING CONTRACTOR
67.	LAWRENCE OIL COMPANY	OIL DISTRIBUTORSHIP/CARDLOCK
68.	LEWIS LANDSCAPE SERVICES INC	LANDSCAPE & IRRIGATION INSTALL
69.	THE LIBRARY CORPORATION	INTEGRATED LIBRARY AUTOMATION
70.	LOVELL CONSTRUCTION INC.	RESIDENTIAL CONSTRUCTION/CONTRACTOR
71.	M.E. MOORE CONSTRUCTION	CONSTRUCTION
72.	MAUL FOSTER AND ALONGI INC	ENVIRONMENTAL CONSULTING
73.	METRO PRESORT INC.	MAILING SERVICES
74.	MHI SERVICES INC.	HOME INSPECTIONS
75.	MODERN PLUMBING	PLUMBING CONTRACTOR
76.	MUHLY'S GARAGE DOORS	GARAGE DOOR INSTALL, SERVICES & REPAIR
77.	MURPHY'S HEATING & COOLING	HVAC
78.	NATIONAL CONST. RENTALS INC	CHAIN LINK FENCE RENTAL
79.	NORTH WEST HANDLING SYSTEMS INC	MATERIAL HANDLING SALES/SERVICE
80.	NORTHWEST MECHANICAL CONTRACTS LLC	MECHANICAL CONTRACTOR
81.	NWESTCO LLC	PETROLEUM & CARWASH PARTS, EQUIPMENT SALES, SERVICE & INSTALLATION
82.	OEG, INC	ELECTRICAL CONTRACTOR
83.	OLSON LLC	CONTRACTING
84.	OREGON INSULATION & REMODELING	CONTRACTOR
85.	OVERFORK CO.	COURIER/DELIVERY
86.	ORKIN EXTERMINATING CO. INC.	PEST MANAGEMENT SRVC
87.	PACE EQUIPMENT CO.	MATERIAL HANDLING EQUIPMENT
88.	PATRIOT FIRE PROTECTION INC	INSTALL FIRE PROTECTION
89.	PDX PLUMBING SPECIALIST & GENERAL CONTRACTOR	CONTRACTOR PLUMBING & GENERAL

*Denotes In-Home Business

90.	PERFORMANCE INSULATION & ENERGY SERVICES INC.	WEATHERIZATION
91.	PETROCHEM INSULATION INC.	INSULATION
92.	PHI CONSTRUCTION INC	GENERAL CONTRACTOR
93.	POINT MONITOR CORPORATION	LOW VOLTAGE SYSTEMS INSTALLATION & SERVICE
94.	POINTE PEST CONTROL-OR LLC	PEST CONTROL SERVICES
95.	PORTRAIT HOMES NORTHWEST	GENERAL CONTRACTOR
96.	PRICELINE.COM LLC	TRAVEL RESERVATION FACILITATION SERVICES
97.	RAM JACK WEST	FOUNDATION REPAIR – CONSTRUCTION
98.	RAMSAY SIGNS, INC	SERVICE ELECTRICAL SIGNS
99.	RENTOKIL NORTH AMERICA INC	PEST CNTRL/AIRDUCT CLNG/MNT SVCS
100.	RICHARD P. SMITH CONCRETE INC.	RESIDENTIAL CONCRETE FLATWORK
101.	RICHMOND AMERICAN HOMES OF OREGON INC	GENERAL CONSTRUCTION/REAL ESTATE
102.	ROLLING FRITO-LAY SALES, LP	WHLSL DISTR & SNACK FOOD
103.	ROOF TOPPERS INC.	ROOFING CONTRACTOR
104.	ROSE HEATING	HVAC
105.	ROSS DIESEL & AUTO REPAIR	DIESEL PICKUP/AUTO REPAIR
106.	S-2 CONTRACTORS	ASPHALT PAVING
107.	SANTANA PAINTING CORP.	PAINTING
108.	SCAPPOOSE SAND AND GRAVEL CO.	LANDSCAPE PRODUCTS
109.	SCHWAN'S HOME SERVICE INC.	FROZEN FOOD DELIVERY
110.	SEFNCO COMMUNICATIONS INC	INSTALL COAX CABLE
111.	SELIX CABINETS, INC	CUSTOM CABINETRY
112.	SEVEN OAKS DEVELOPMENT	GENERAL CONTRACTOR
113.	SHIELDS PAINTING CORP	PAINTING
114.	SPECIALTY HEATING&COOLING INC	HVAC
115.	STANLEY CONVERGENT SEC. SOL. INC	FIRE & BURGLAR ALARM SYSTEMS
116.	STONER ELECTRIC	ELECTRICAL CONTRACTOR
117.	SWERSY CONSTRUCTION	RESIDENTIAL GENERAL CONTRACTOR
118.	SWIRE PACIFIC HOLDINGS INC	WHOLESALE DIST. OF SOFT DRINK BEVERAGE/VENDING/SOLICITATION
119.	SYSCO PORTLAND INC.	FOOD DISTRIBUTOR
120.	TCD INTERIORS INC.	DRYWALL INSTALLERS/INSULATION
121.	TAURUS POWER & CONTROLS INC.	ELECTRICAL TSTNG/CNSLTNG
122.	TEMP CONTROL MECHANICAL SVC.	GENERAL CONTRACTOR
123.	TIDE CREEK AGGREGATES LLC	ROCK CRUSHING & MINING
124.	TRITON LAWN & YARD MAINTENANCE	EXCAVATION CONTRACTOR
125.	UNIVERSAL DRYWALL INC.	DRYWALL APPLICATION/FINISH
126.	UNIVERSAL PROTECTION SERVICE LP	SECURITY GUARD SERVICES
127.	VILARDI ELECTRIC	ELECTRICAL CONTRACTOR
128.	WESTERN HTNG & COOLING INC.	HVAC
129.	WESTERN STATES FIRE PROTECTION CO.	FIRE PROTECTION CONTRACTOR
130.	WILLAMETTE CONSTRUCTION SERVICES INC.	CONSTRUCTION AND DECONSTRUCTION SERVICES
131.	WOLFERS INC	HVAC
132.	WOOD FAMILY HEATING LLC	HEATING

*Denotes In-Home Business

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| 133. | WOODBURN PLUMBING INC | PLUMBING |
| 134. | WORLD WIDE ATM LLC | ATM PLACEMENT |
| 135. | YOUR OWN BACKYARD CONSTRUCTION LLC | REMODEL/REPAIR CONSTRUCTION |

RENTALS - 2019

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| 1. | BELL'S DRAFTING & CONST. | RESIDENTIAL RENTALS |
| 2. | DON DWORSCHAK (APT) | APARTMENT RENTALS |
| 3. | DON WOSHNAK | DUPLEX RENTALS |
| 4. | EIB ENTERPRISES | RESIDENTIAL RENTALS |
| 5. | FRANKLIN MANOR APTS. | APARTMENT COMMUNITY |
| 6. | HAFEMAN RENTALS – RES. | RESIDENTIAL RENTALS |
| 7. | JEFF & KAREN REINAN (RENTALS) | RESIDENTIAL RENTALS |
| 8. | K & B VENTURES LLC | RESIDENTIAL RENTALS |
| 9. | LAUTT RENTALS | RESIDENTIAL RENTALS |
| 10. | OGAN INC (RES. RENTALS) | RESIDENTIAL RENTALS |
| 11. | PARKSIDE APTS/HICKEY | APARTMENT RENTALS |
| 12. | PAUL F. NEZBEDA (RESIDENTIAL RENTALS) | RESIDENTIAL RENTALS |
| 13. | PAUL KRENZ | DUPLEX |
| 14. | PAUL THAYER SUNSET MANOR APTS. | APARTMENT RENTALS |
| 15. | R & D PROPERTIES | HOME RENTALS |
| 16. | ST. HELENS RIVERFRONT LLC | APT RENTAL |
| 17. | TANGLEWOOD ON COLUMBIA/LOCKE | APARTMENT RENTALS |
| 18. | TWO RIVERS APTS – ST. HELENS | APARTMENT RENTALS |
| 19. | VANDEHEY PROPERTY MANAGEMENT | RESIDENTIAL RENTAL |
| 20. | WAYNE WEIGANDT RENTALS | RIVERCITY RENTALS |
| 21. | WINDHAM LLC | COMMERCIAL RENTALS |
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| 1. | AMERICAN PROPERTY MANAGEMENT | COMMERCIAL RENTALS |
| 2. | C & M INVESTMENTS LLC | COMMERCIAL RENTALS |
| 3. | DON DWORSCHAK (COMM'L) | COMMERCIAL RENTALS |
| 4. | FIRST STUDENT INC (COMM'L RENT) | COMMERCIAL RENTAL |
| 5. | HAFEMAN RENTALS – COMMERCIAL | COMMERCIAL RENTALS |
| 6. | JESSE JOHNSTUN RENTALS | COMMERCIAL RENTALS |
| 7. | OGAN INC. (COMM. RENTALS) | COMMERCIAL RENTAL |
| 8. | VANNATTA & PETERSEN (COM'L REN) | COMMERCIAL RENTALS |

*Denotes In-Home Business

MISCELLANEOUS – 2019

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| 1. | ORGROTECH | MARIJUANA PRODUCTION & PRODUCTS |
| 2. | SWEET RELIEF ST. HELENS | CANNABIS RETAIL |