



City Council Members

Mayor Randy Peterson
Council President Doug Morten
Councilor Keith Locke
Councilor Pat Martyn
Councilor Susan Conn

City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, December 19, 2012, 1:00 p.m.
City Council Chambers, 265 Strand Street, St. Helens

1. Visitor Comments 1:00 p.m.
2. Government Finance Officers Assn. Distinguished Budget Presentation Award 1:05 p.m.
3. Temporary Staffing Extension for Public Works – Sue & Neal 1:15 p.m.
4. Discuss MOU for Community Garden Art Fence - John 1:20 p.m.
5. Auditor Interview Committee Selection – Keith & Susan 1:30 p.m.
6. Dog License Late Fee Policy Proposal - John 1:40 p.m.
7. Review of 2012 Concession Agreement Revenues - Kathy 1:50 p.m.
8. State Revenue Sharing - John 2:00 p.m.
9. Setting Schedule for Reports to Council - Kathy 2:10 p.m.
10. Department Reports 2:20 p.m.
11. Council Reports 2:45 p.m.
12. Executive Session: ORS 192.660(2)(e) Real Property Transactions 3:00 p.m.
13. Other Business
14. Next Work Session Items
15. Upcoming Dates to Remember
 - Parks Commission, December 17, 4 p.m., Council Chambers
 - **Council Work Session, December 19, 1 p.m., Council Chambers**
 - **Council Regular Session, December 19, 7 p.m., Council Chambers**
 - Arts & Cultural Commission, December 20, 6 p.m., Council Chambers
 - **Christmas Eve Holiday, December 24, City Offices Closed**
 - **Christmas Day Holiday, December 25, City Offices Closed**
 - Bicycle & Pedestrian Commission, December 27, 6:30 p.m., Council Chambers
 - **New Year's Day, January 1, City Offices Closed**
16. Future Public Hearing(s):
 - None scheduled.
17. Future Public Forum(s):
 - To be determined.



Note: Times are estimated and are subject to change at the meeting.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of St. Helens
Oregon**

For the Fiscal Year Beginning

July 1, 2012

Christopher P. Moirill

President

Jeffrey R. Egan

Executive Director



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

December 6, 2012

PRESS RELEASE

For Further Information Contact
Stephen J. Gauthier (312) 977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **City of St. Helens, Oregon** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Administrative Services- Finance**.

For budgets including fiscal period 2011, 1,328 entities received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a nonprofit professional association serving over 17,500 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.



Government Finance Officers Association

203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

December 6, 2012

John Walsh
City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Dear Mr. Walsh:

I am pleased to notify you that City of St. Helens, Oregon has received the Distinguished Budget Presentation Award for the current budget from the Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to:

Administrative Services- Finance

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program. Through your example, we hope that other entities will be encouraged to achieve excellence in budgeting.

Sincerely,

A handwritten signature in black ink, reading "Stephen J. Gauthier". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Stephen J. Gauthier, Director
Technical Services Center

Enclosure



Government Finance Officers Association

203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

December 6, 2012

Mr. Jonathan Ellis
Finance Director
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Dear Mr. Ellis:

A Panel of independent reviewers has completed its examination of your budget document. We are pleased to inform you that the panel has voted to award your budget document the Distinguished Budget Presentation Award for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Enclosed is an application form to facilitate a timely submission. This form should be submitted with four copies of your budget accompanied by the appropriate fee.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Administrative Services- Finance

Your award plaque will be mailed separately and should arrive within eight to ten weeks. Enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:

Mr. Jonathan Ellis

December 6, 2012

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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of St. Helens, Oregon** for its annual budget for the fiscal year beginning **July 1, 2012**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

The Government Finance Officers Association encourages you to make arrangements for a formal presentation of the award. If you would like the award presented by a member of your state or provincial finance officers association, we can provide the name of a contact person for that group.

We appreciate your participation in this program and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients (with hyperlinks) can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center.

Sincerely,

A handwritten signature in black ink, reading "Stephen J. Gauthier". The signature is fluid and cursive, with the first name "Stephen" and last name "Gauthier" clearly legible.

Stephen J. Gauthier, Director
Technical Services Center

Enclosure



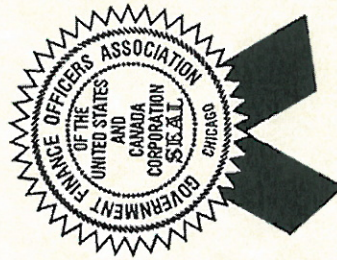
**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Administrative Services- Finance
City of St. Helens, Oregon**




The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Date

December 06, 2012

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	 St. Helens
From:	Sue Nelson, Neal Sheppard Interim Public Works Co-Directors	
Date:	19 December 2012	
Subject:	Temporary Staffing for Public Works	

Background:

In September 2012, Council approved a temporary position at Public Works at the Utility I level to assist with I & I warranty inspections. This position was to be a 3-month Term-Limited position and was internally advertised and filled. Shortly after this extension was approved, one of the long-time staff at Public Works retired, effectively leaving an open Utility I regular full-time position in the Public Works Department.

Before this open position is filled permanently, some additional analysis of existing staffing in all divisions of Public Works needs to be completed. However, until this analysis can be done and a permanent recommendation made, it is requested that the existing Term Limited position be extended for an additional three months so that current staffing levels can be maintained. This will ensure that there will not be any impact to services at this time.

Recommendation:

Authorize Public Work to extend the existing Term Limited position in Public Works Operations for an additional three months.



Memorandum

To: Mayor and City Council
From: John Walsh, City Administrator
Subject: **Dog License Late Fee Policy**
Date: December 7, 2012

Given the tough economic times in our community I would like to propose an alternative to those citizens having challenges paying the fees associated with dog licensing. Dog License fees are currently \$12 per year (\$1 per month) for altered dogs and \$30 per year for unaltered. If the license renewal is not paid in a timely manner the City assesses a \$5 per month late fee capped at a \$25 annual maximum. The \$5 late fee penalty encourages most dog owners to promptly renew their licenses when due and the policy has been largely effective. As with all City services there are those that struggle to pay on time and a multi-year, multi-dog license renewal can amount in the hundreds of dollars.

Citizen's discovery of the late fee during the license renewal process is often aggravating and the frustration sometimes gets elevated creating a negative experience at City Hall. I would like to propose an alternative to allow more flexibility for citizens to meet their late fee obligation and support animal shelter operations in our community. In the event citizens are unable to pay late fees they could volunteer at the shelter and/or make a donation of equal value food or other needed supplies. The Human Society staff would certify the value of the credit provided which would offset the late penalty.

In discussion with CC Humane Society representatives, the shelter has ongoing need for supplies and volunteer assistance. This policy would provide flexibility to struggling citizens and create a connection to the community.

I welcome your thoughts on the proposal.



City of St. Helens

P.O. Box 278 ♦ 265 Strand Street ♦ St. Helens, Oregon 97051
Phone: 503.397.6272 ♦ Fax: 503.397.4016
www.ci.st-helens.or.us

Memo

To: Mayor & Council Members

From: Kathy Payne, City Recorder

Date: December 10, 2012

Re: Concession Agreement Revenue

Attached is the summary of concession agreements that the City entered into during 2012 and the fee paid to the City:

• Columbia River BMX (15%)	\$ 97.17
• SHCF – 13 Nights Concerts (10%)	\$ 1,655.79
• Maritime Heritage Festival (10%)	\$ 94.50
• River Street Hot Dogs (15%)	\$ 594.69
• SHCF – 14th Night Concert (10%)	<u>\$ 98.90</u>

Total fees received: \$2,541.05

Total gross revenues \$23,104.20

City of St. Helens
REVOCABLE LICENSE AGREEMENTS (AKA: CONCESSIONAIRE'S AGREEMENT)

Updated **11/29/12** KP

Licensee	Event	Representative	Term of Agreement	Concession Description	Location of Concession	Document No.	Percent	Due by	Total Gross Revenue	Amount Due	Amount Paid	Date Paid	Receipt No.
Columbia River BMX	BMX Track Races	Paul Barlow (503)397-4900	5/5/12 - 9/29/12 - Added some time to permit	Sale of food/beverage	McCormick Park BMX Track	2012.26	15%	10/4/2012 Added some time to permit	\$647.80	\$97.17	\$97.17	11/15/12	1316855
St. Helens Community Foundation	13 Nights on the River Thursday Night Concert Series	Robert Salisbury (503)789-7389	6/7/12 - 8/30/12	Sale of alcohol	Mezzanine above Columbia View Park	2012.24	10%	9/30/2012	\$16,557.90	\$1,655.79	\$815.42 \$840.37	7/23/12 11/29/12	1308371 1318007
Maritime Heritage Coalition	Maritime Heritage Festival	Chris Finks (503)998-0231	7/13/12 - 7/15/12	Sale of alcohol	Mezzanine above Columbia View Park	2012.29	10%	7/20/2012	\$945.00	\$94.50	\$94.50	11/16/12	1317224
Roger & Sandra Campbell, dba River Street Hot Dogs	Fridays, Saturdays & Sunday's Concession Sales	Roger & Sandra Campbell (503)369-6154	6/1/12 - 9/3/12	Sale of food/beverage	City parking lot between 231 and 213 S. 1st Street	2012.32	15%	7/10/2012 8/10/2012 9/10/2012	\$1013.50 \$1792.50 \$1158.50	\$152.03 \$268.88 \$173.78	\$152.03 \$268.88 \$173.78	7/6/12 8/2/12 9/4/12	1306328 1309041 1310100
St. Helens Community Foundation	14th Night on the River Concert Event	Bob Salisbury (503)789-7389	9/29/12	Sale of alcohol	Mezzanine above Columbia View Park	2012.44	10%	10/5/2012	\$989.00	\$98.90	\$98.90	11/29/12	1318006

Total Concessions Agreements Revenue for 2012: \$2,541.05



Memorandum

To: Mayor and City Council
From: John Walsh, City Administrator
Subject: **2012 State Revenue Sharing**
Date: December 12, 2012

Following Council direction, I contacted the top recipients of State Revenue Sharing Funds from the previous 2011-12 budget. The top recipients were Columbia County Rider, Columbia Pacific Food Bank, the Senior Center SNAPP (Senior Nutrition and Pleasure Program) also including an award to the Saint Helens Community Foundation. Upon contact with each organization, I emphasized the City's desire to support these important community programs within the offsetting fiscal limitations. In 2011 the City funded \$29,523 of \$66,560 in requests. The 2012-13 budget includes \$25,000 for Revenue Sharing and although there is no specific requirement to share these revenues the City has traditionally supported at least some community programs with these resources.

In communication with these past recipients, I attempted to ascertain the leveraging benefits of each award. Many State and Federal Grants have a local match requirement and Revenue Sharing funds can be leveraged to provide a greater community benefit. For Example, the CC rider leverages revenue sharing funds at a ratio of \$1 local funds to \$5 - \$9 to Federal funds (depending on the grant program). The Food Bank similarly uses local funds to purchase food on special contracts at a beneficial ratio of \$1 local funds providing 5.5 pounds of food. The leveraging benefits with the Senior SNAPP program are less clear though there is a strong connection with the Food Bank. The SH Community Foundation uses the funds to assist in providing nonprofits event insurance which a less tangible metric but there are clearly community benefits.

Staff Recommendation

Not surprising, all these organizations expressed interest in receiving the funding award offered last year. The 2012 Budget allocated \$4,523 less than last years awards. In determining the 2012 distribution staff recommends placing emphasis on leveraging benefits and supporting programs where the City's local dollars develop maximum community benefit. It is evident that CC Rider and the Food Bank meet this standard. The SH Community Foundation award leverages resources to support important economic development and community building efforts. The SNAPP program is supported from Federal (\$.61 per meal), Food Bank, Community based programs (Thrift store, fundraisers...) and City Revenue Sharing Funds.

In order to keep within the City's \$25,000 staff recommends \$10,000 to CC Rider, \$10,500 to the Food Bank(which also supports SNAPP) and \$4,500 to the SH Community Foundation.

Council Action Sheet

To: Mayor & Council Members

From: Kathy Payne, City Recorder

Date: December 12, 2012

Subject: Setting Schedule for Reports to Council



I am going to pre-schedule quarterly, bi-annual and annual in-person reports to the Council. This will give me the ability to notify everyone when they are scheduled on the Council's agenda to give a report and give them time to prepare their materials.

I need guidance from the Council as to whom you would like to report to you and how often. Here are some ideas from past practice and some suggestions:

Quarterly (4 times per year)	Bi-Annual (2 times per year)	Annual (1 time per year)	Special (As needed)
Communications Officer Finance Director Judge Municipal Court Clerk Main Street Program	IT Consultant - Evosus Tourism Director Senior Center Columbia County Economic Team Boards & Commissions: Arts & Cultural Comm. Bicycle & Pedestrian Library Board Parks Comm. Planning Comm./Historic Landmarks Comm. Tourism Committee	City Forester – MB&G CAT for CDBG Revolving Loan Fund Program Auditor City Attorney St. Helens Community Foundation	13 Nights on the River Maritime Heritage Festival Portland Pirate Festival

Thank you.



Memorandum

To: Mayor and City Council
From: John Walsh, City Administrator
Subject: **City Administrator's Report**
Date: December 12, 2012

Dog License Late Fee Policy - Your workshop packet includes a Memo to address revisions to the City's policy regarding Dog Licenses.

Phone RFP – 5 vendors have submitted an intent to bid on our phone VoIP project. The notice of intent was not a requirement to bid on the project but allows opportunity to share vendor question responses and also gauges the level of interest. The RFP closes January 8, 2013 and more information will follow.

Planning Department Report attached

Building Department Report attached

City Recorder's Office Report attached

Business License Report attached

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 12.10.2012

PLANNING ADMINISTRATION

I attended the annual Legal Issues for Planners workshop in Portland earlier this month. Aside from ethics and law, food carts were discussed.

I attended and spoke on the City's behalf at a County land use hearing to site a RV park at the existing Scappoose Bay Marine Park, which is outside City limits, but inside our UGB. The main concern is proximity of the development to one of the City's wells. This was discussed on the November department report. The County honored the City's request that the City and Port of St. Helens (owner of the property) come to an agreement with regard to plans and lease area before the County issues any building permit. Columbia County file DR 13-01.

The City Building Official and I attended and presented at a SHHS shop class on December 6. We gave an overview of how our jobs relate to certain development. The City's Communications Officer also attended to document this for future media purposes.

CODE ENFORCEMENT

Earlier this month, charges against a tenant for alleged violations at the SW corner of Pittsburg Road/US 30 were dropped as the defendant has cleaned the property up as required by a settlement agreement. This issue was mentioned in the January, May, September, and October 2012 department reports and has been ongoing for several years (since 2007 or so). Hopefully, this will be the last mention of this issue.

PLANNING COMMISSION

November 13, 2012 meeting (outcome): This was discussed in last month's department report (usually these reports are completed before that month's PC meeting, but November 2012 was an exception).

December 11, 2012 meeting (upcoming): The Commission will conduct a public hearing to review and Conditional Use Permit and Variance for a proposed new location at 58577 McNulty Way (more-or-less) for the Columbia County Emergency Operations Center.

HISTORIC LANDMARKS COMMISSION

The City is eligible to apply for the next CLG grant cycle. Applications are due by February 22, 2013. The cycle runs from April 1, 2013 to August 31, 2014.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

I'm still working with the City's IT staff to upgrade to ArcServer 10.1 to update our internal GIS system, as mentioned in the September, October, and November 2012 department reports. Luckily progress is being made, albeit slowly.

MAIN STREET PROGRAM

I attended the SHEDCO Board of Directors meeting on November 29th at the Kozy Korner diner.

STREET VACATION MATERIALS REQUESTED

When someone desires to vacate a public right-of-way, they need to begin by getting certain applications materials/information furnished by myself. On November 27, 2012 Leann Chuinard picked up such materials to vacate some of the N. 1st Street ROW fronting 121 West Street.



City of St. Helens Building Department

Brian Don, Building Official

Activity Report

Submitted for December 19th, 2012, City Council Packet

- *Building Department revenue for the month of November was \$4,243.32*
- The building and planning departments did a public outreach on permit process and safety of building permits. The event was for the high school shop class.
- Working on the mitigation of two dangerous buildings that do not have water service and power to the homes.



Report to the Council from the City Recorder's Office

December 19, 2012 Council Meeting

Concession Agreements

Included in your work session packet is a summary of the concession agreements for 2012 and of the revenue we received per each concession agreement. The total revenue was \$2,541.05. When making the final payments for the Community Foundation, Councilor Locke suggested that the Council might be willing to use concessions revenue to pay the Foundation's annual insurance.

Charter

On November 6, 2012, the voters of the City of St. Helens voted in favor of amending the St. Helens Charter of 1968. Code Publishing is currently working to update our Code and will have the amended code posted by January 1, 2013, when it takes effect. Hard copy updates will come in January.

Records Management

We are moving forward with implementation of the HP-Trim records management program. The State Archives Division is continuing their preliminary work. We had some IT communication conflicts that needed to be ironed out between our servers and the servers in Baker City. Everything seems to be working but we will continue to make progress.

City Website

Typethink is in the process of changing our content management system from ThinkSpace, which was created especially for us by Typethink, to WordPress which is an open source software that is being tailored by Typethink to fit the City's needs and to make a seamless transition from ThinkSpace. The reason for this change is due to the needs of some City departments for more capability and ease of use. Typethink believes that WordPress will be more user-friendly and expand some capabilities. I received word today that I should get contacted by the new project manager this week to get an introduction to WordPress.

Communications

The City is continuing to be in the "spotlight" when it comes to news and in a positive light. Crystal has done a fabulous job getting information out to the public, via papers and social media. Facebook continues to be a useful resource and viable for two-way communication.

Human Resources

I developed a master employee list that will track employees' performance evaluations to assure that each employee is getting an annual evaluation. It appears that some employees quit getting evaluations once they hit their top pay step. The Personnel Policies say that employees are to receive annual evaluations.

Length of Service

I was able to formulate a field in the new master last that will automatically calculate an employee's length of service in years, months and days. Lisa, the Chair of the Excellence Committee, is speaking with her committee members today to let them know that at the January employee banquet, we plan to recognize those employees with 20+ years of service to the City of St. Helens.

Suggestion Boxes

Attached is the most recent comments received from the suggestion boxes.

It has been my pleasure to report these items to you.

Kathy Payne, CMC
City Recorder

Suggestion Boxes

City Hall – Municipal Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
10/26/12	We got good service	None	No	Kaleb Lee Hanson	Great	12/19/12	N/A	N/A	N/A

BUSINESS LICENSE REPORT

City Department Approval: December 3, 2012

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

Signature: [Signature]
Date: 12-5-12

RESIDENT BUSINESS NEW - 2012

- | | | |
|---|---|---------------------------|
| ❖ | Bon Elle
215 S 1 st Street | Sale of Used Items at 2Cs |
| ❖ | Jen's Dog House
114 N 4 th Street | Dog Grooming |

NON-RESIDENT BUSINESS NEW - 2012

- | | | |
|---|------------------------|------------------------------------|
| ❖ | Northwest Distribution | Selling Kirby Vacuums Door to Door |
|---|------------------------|------------------------------------|

NON-RESIDENT BUSINESS RENEWAL - 2012

- | | | |
|---|-------------------------------|----------------------|
| ❖ | Oregon City Heating & Cooling | HVAC |
| ❖ | Wayne Mayo Construction | Construction-Remodel |


*Denotes In-Home Business

Page 1 of 1



Memorandum

To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director 

Subject: Administrative Services - Finance Division Report
Review request to modify Kavanagh LID Loan Agreements

Date: December 19, 2012

Staff requests City Council review and provide further direction on the following Kavanagh LID loan agreements modifications.

1. Kenneth & Betty Hughes modification to the loan agreements on nine parcels (Columbia River Motors / KNR Rentals) to reflect ability to pay interest only on a monthly basis with a balloon payment of \$35,247 on December 18, 2019. Based on their cash flow, they do not have the ability to make both principal and interest payments at this time, but plan to partially pay down principal over the term of the loans.
2. Hyun and Shin Pack modification to the loan agreements on two parcels to reflect deferment of principal and interest with a balloon payment of \$86,902 on December 18, 2019. Based on their annual income, they are defined as low income. They do not have the ability to make payments without having to sell these properties. They have been actively marketing property, but to no avail. Properties are currently undeveloped.
3. Ira and Lorey Kelley modification to the loan agreement on their one parcel to reflect deferment of principal and interest with a balloon payment of \$12,816 on December 18, 2019. Based their annual income, they are defined as low income. They do not have the ability to make payments without having to sell the property. They currently live on the property and are not connected to the sewer system.

History

Kavanagh LID was initiated in 2007 with the adoption of resolutions 1457, 1475 and 1476 and culminated with assessment of properties in 2009 with adoption of Ordinance 3120. At the time of initiating the assessment the City adopted a St. Helens Low Income Residential Assessment Deferral Plan to help mitigate impacts to low income residents in the local improvement district and one property owner qualified for deferment.

Analysis

The above listed property owners are delinquent and subject to foreclosure actions by the City. These property owners have requested modifications to their loan agreements in an effort to prevent further collection actions by the City. The loan modifications suggested above reflects staff's perspective of what may be reasonable but carry additional risk exposure to the City.

While foreclosure can reasonably recover a portion of the outstanding assessments' principal and interest, current market conditions will most likely have significant impact on these recoveries. If the City enters into modifying these loans accordingly, there is no guarantee that collections would be enhanced over the next seven years (dependent on market conditions improving over time).

Table 1 below reflects the Kavanagh LID activity as of December 12, 2012 and illustrates the potential loan modification on subject properties.

Table 1 - City of St. Helens - Kavanagh LID Assessments									
Improvement Addresses / Tax Lot	Original Principal	Semi-Annual Installments	Total Payments	Current Delinquent	RMV	Estimated net equity based on RMV	Accrued Interest 12-18-19	Principal Payment 12-18-19	Total Balloon Payment 12-18-19
Property Owner/Agent: Kenneth & Betty Hughes									
Total 9 Parcels	35,247	2,261	5,200	7,440	1,572,570	570,000	-	35,247	35,247
Hyun and Shin Pack									
Total 2 Parcels	59,242	3,800	500	19,108	142,150	reviewing	27,660	59,242	86,902
Ira & Lorey Kelley									
Total 1 Parcels	9,432	605	705	2,376	112,400	reviewing	3,813	9,003	12,816
Total Loan Modification Requested	103,921	6,666	6,405	28,923	1,827,120	reviewing	31,473	103,493	134,966
Other Property Owners Statistics									
2 Pending Bankruptcy Process - Negotiations	73,970	4,744.96	-	26,336					
1 Bankruptcy Completed (8% of value)	17,210	-	305	-					
1 Deferred Low Income	16,547	-	-	-			8,274	16,547	24,821
17 Actively Making Payments - relatively current	132,550	8,503	42,852	2,650					
1 Potential foreclosure - unable to contact estate	8,440	541.40	-	-					
16 Total LID's Paid off	204,867	-	204,897	-					
Total LID	557,505	20,455	254,459	57,909			39,747	120,040	159,786

Recommendation

Request City Council authorize staff to enter into loan modification or direct staff to continue pursuing further collection actions.

Attachments:

- A – Proposed drafts of amended agreements
- B – Ordinance No. 3120 – Levying Assessment
- C – Parameters of liens and Low Income Program
- D – Hyun Pack Request for Modification with historical documentation
- E – City and State Codes - Foreclosure

MODIFICATION OF INSTALLMENT PAYMENT PLAN FOR LOCAL IMPROVEMENT DISTRICT ASSESSMENTS

This modification ("modification") of prior installment payment plans is made this _____ day of December, 2012, between City of St. Helens, Oregon ("City") and Kenneth R. Hughes, Betty L. Hughes, by and for themselves and as principals of Columbia River Moto-Sports, Inc. and KRH Rentals, LLC ("Property Owners").

THE PARTIES AGREE:

1. On or about December 1, 2009, City and Property Owners entered into installment payment plans (the "original agreements") in which Property Owners agreed to pay 20 semi-annual installment payments on their portion of the costs of the Kavanagh Street Area Local Improvement District plus interest at the rate of 5% per year for nine (9) parcels which were benefitted by the local improvement and included in the District. Those parcels are:

Address:	Assessor's tax lot number:	Original Agreement recorded at:
35472 Division Rd	4N1W8CA1800	2011-007728 (Columbia Co.)
58245 Columbia River Hwy	4N1W8CA3300	2011-007729 (Columbia Co.)
58245 Columbia River Hwy	4N1W8CA3201	2011-007730 (Columbia Co.)
58245 Columbia River Hwy	4N1W8CA3400	2011-007731 (Columbia Co.)
35484 Division Rd	4N1W8CA3500	2011-007732 (Columbia Co.)
35484 Division Rd	4N1W8CA3200	2011-007733 (Columbia Co.)
58245 Columbia River Hwy	4N1W8CD0400	2011-007734 (Columbia Co.)
35472 Division Rd	4N1W8CA1801	2011-007735 (Columbia Co.)
Columbia River Hwy	4N1W8CA3800	2011-007736 (Columbia Co.)

2. Property Owners have requested and City has agreed to allow Property Owners to reduce their monthly payments to \$146.86, representing interest only, for all nine parcels. Property Owners understand and agree that the principal amounts shall not be reduced by this payment of interest only. Property Owners may pay more than \$146.86 in any given month, in which case the additional amounts shall be applied to principal. Property Owners may pay off the entire balance of principal and interest at any time on or before December 18, 2019, without incurring any pre-payment penalty. Property owners also agree that the entire amount, principal and accrued interest, shall be due and payable upon a transfer of ownership of the property or any change in ownership, operation or control of Columbia River Moto-Sports, Inc. or KHR Rentals, LLC. Unless previously paid, the entire amount of principal and interest shall be due on December 18, 2019.

3. Property Owners shall pay a one-time total processing fee of \$360 to City, which fee shall be added to the principal owing on the parcel (equally divided between parcels).

NOW, THEREFORE, the Original Agreements shall be modified as set forth in this modification. All other terms and conditions, except those specifically modified, shall remain in full force and effect.

PROPERTY OWNERS

Kenneth R. Hughes

Betty Hughes

Date: _____

Date: _____

COLUMBIA RIVER MOTO-SPORTS, INC.

KRH RENTALS, LLC

By: _____
Its _____
Date: _____

By: _____
Its _____
Date: _____

CITY OF ST. HELENS

By: _____
Its _____
Date: _____

STATE OF OREGON)
) ss.
County of Columbia)

Signed or attested before me on _____, 201__, by _____, on
his own behalf.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

STATE OF OREGON)
) ss.
County of Columbia)

Signed or attested before me on _____, 201__, by _____, on
her own behalf.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

STATE OF OREGON)
) ss.
County of Columbia)

Signed or attested before me on _____, 201__, by _____ as
_____ of Columbia River Moto-Sport, Inc.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

STATE OF OREGON)
) ss.
County of Columbia)

Signed or attested before me on _____, 201__, by _____ as
_____ of KRH RENTALS, LLC.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

MODIFICATION OF INSTALLMENT PAYMENT PLAN FOR LOCAL IMPROVEMENT DISTRICT ASSESSMENTS

This modification ("modification") of prior installment payment plans is made this _____ day of December, 2012, between City of St. Helens, Oregon ("City") and Hyun Pack and Shin Ja Pack, ("Property Owners").

THE PARTIES AGREE:

1. On or about December 8, 2009, City and Property Owners entered into installment payment plans (the "original agreements") in which Property Owners agreed to pay 20 semi-annual installment payments on their portion of the costs of the Kavanagh Street Area Local Improvement District plus interest at the rate of 5% per year for two (2) parcels which were benefitted by the local improvement and included in the District. Those parcels are:

Assessor's tax lot number:	Original Agreement recorded at:
4N1W8CA2900	2011-007578 (Columbia Co.)
4N1W8BD1800	2011-007579 (Columbia Co.)

2. Property Owners have requested and City has agreed to allow Property Owners to defer all payment on their portions of the costs and accrued interest for the two parcels noted above. Property Owners may pay off the entire balance of principal and interest at any time on or before December 18, 2019, without incurring any pre-payment penalty. Property owners also agree that the entire amount of principal and accrued interest shall be due and payable upon any transfer of ownership of the parcels. Notwithstanding, the entire amount of unpaid principal and interest shall be due on December 18, 2019.

3. Property Owners shall pay a one-time processing fee of \$200.00 to City, which fee shall be added to the principal owing on each of the parcels (equally divided between parcels).

NOW, THEREFORE, the Original Agreements shall be modified as set forth in this modification. All other terms and conditions, except those specifically modified, shall remain in full force and effect.

PROPERTY OWNERS

Hyun Pack

Shin Ja Pack

Date: _____

Date: _____

CITY OF ST. HELENS

By: _____

Its _____

Date: _____

STATE OF OREGON

)

) ss.

County of Columbia

)

Signed or attested before me on _____, 201__, by _____, on his own behalf.

NOTARY PUBLIC FOR OREGON

My Commission Expires: _____

STATE OF OREGON

)

) ss.

County of Columbia

)

Signed or attested before me on _____, 201__, by _____, on her own behalf.

NOTARY PUBLIC FOR OREGON

My Commission Expires: _____

MODIFICATION OF INSTALLMENT PAYMENT PLAN FOR LOCAL IMPROVEMENT DISTRICT ASSESSMENTS

This modification ("modification") of a prior installment payment plan is made this _____ day of December, 2012, between City of St. Helens, Oregon ("City") and Ira Kelley and Lorey Kelley, ("Property Owners").

THE PARTIES AGREE:

1. On or about December 14, 2009, City and Property Owners entered into an installment payment plan (the "original agreement") in which Property Owners agreed to pay 20 semi-annual installment payments on their portion of the costs of the Kavanagh Street Area Local Improvement District plus interest at the rate of 5% per year for their parcel which was benefitted by the local improvement and included in the District. That parcel is located at 35425 E Division Road, St. Helens, Oregon, its assessor's tax lot number is 4N1W8CA1100 and the original agreement is recorded at 2011-007724, Columbia County records.

2. Property Owners have requested and City has agreed to allow Property Owners to defer all payment on their portion of the costs and accrued interest for the parcel noted above. Property Owners may pay off the entire balance of principal and interest at any time on or before December 18, 2019, without incurring any pre-payment penalty. Property owners also agree that the entire amount of principal and accrued interest shall be due and payable upon any transfer of ownership of the parcel. Notwithstanding, the entire amount of unpaid principal and interest shall be due on December 18, 2019.

3. Property Owners shall pay a one-time processing fee of \$150.00 to City, which fee shall be added to the principal owing on the parcel.

NOW, THEREFORE, the Original Agreement shall be modified as set forth in this modification. All other terms and conditions, except those specifically modified, shall remain in full force and effect.

PROPERTY OWNERS

Ira Kelley

Lorey Kelley

Date: _____

Date: _____

CITY OF ST. HELENS

By: _____

Its _____

Date: _____

STATE OF OREGON

)

) ss.

County of Columbia

)

Signed or attested before me on _____, 201__, by _____, on his own behalf.

NOTARY PUBLIC FOR OREGON

My Commission Expires: _____

STATE OF OREGON

)

) ss.

County of Columbia

)

Signed or attested before me on _____, 201__, by _____, on her own behalf.

NOTARY PUBLIC FOR OREGON

My Commission Expires: _____

ORDINANCE NO. 3120

AN ORDINANCE APPORTIONING, LEVYING AND ASSESSING THE COST OF SANITARY SEWER GENERALLY ALONG KAVANAGH STREET FROM MCNULTY CREEK TO MILLARD ROAD, CITY OF ST. HELENS, AGAINST THE PROPERTY SPECIALLY BENEFITED; DIRECTING THE RECORDER TO ENTER A STATEMENT THEREOF IN THE DOCKET OF CITY LIENS; AND PUBLISHING A NOTICE THEREOF AS REQUIRED BY THE ORDINANCES AND CHARTER OF THE CITY OF ST. HELENS

WHEREAS, on October 17, 2007, the City of St. Helens declared its intent to construct sanitary sewer to serve the Kavanagh Street area; and

WHEREAS, on May 27, 2008, a notice of intent to create the Kavanagh Street Sewer Local Improvement District was mailed to all of the property owners within the proposed district; and

WHEREAS, on June 18, 2008, a public hearing was held after notice such public hearing was duly published on two separate occasions in the local newspaper and circulated within the City of St. Helens; and

WHEREAS, on August 9, 2009, a public meeting was held after notice was sent to the local newspaper and circulated within the City of St. Helens; and

WHEREAS, on October 7, 2009, a public meeting was held after notice was sent to the local newspaper and circulated within the City of St. Helens; and

WHEREAS, construction of sanitary sewer to serve Kavanagh Street has now been satisfactorily completed and has been approved by the City of St. Helens; and

WHEREAS, the total cost of the completed construction has been determined and established at \$557,505.00 as determined in **Exhibit A** attached and incorporated herein; and

WHEREAS, the City Council is desirous of apportioning, assessing and levying the cost of construction upon the property to be specifically benefited, either directly or indirectly, from said improvements; and

WHEREAS, notice of the proposed assessment was mailed to the owners of the respective lots and parcels within the assessment on September 9, 2009; and

WHEREAS, the City Council, after holding a public hearing on October 7, 2009, and having heard objections to the proposed assessments, and having duly and fully considered the proposed assessments, determined the most equitable and proper apportionment of the cost of such improvement to said premises, and having approved the findings and conclusions (**Exhibit D**).

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

Section 1. That the cost of constructing sanitary sewer to service the Kavanagh Street area, in the Kavanagh Sewer Local Improvement District, composed of the real property as described in **Exhibit B** attached and incorporated herein, is hereby established at the sum of \$557,505.00 as per **Exhibit A**.

Section 2. That the total cost of construction be, and the same is, now apportioned, assessed and levied upon and against the lots and parcels of land benefited by said improvement and hereinafter described with particularity, and such assessments as are so apportioned are hereby declared to be in just proportion to the special peculiar benefits accruing upon each lot and parcel of such real property benefited by said improvements. The lots, parcels and tracts and their respective assessments are described in **Exhibit B** which is attached and by this reference incorporated herein.

Section 3. **Exhibit C** is incorporated as the options for payment of the assessments and the due dates for payment or applications.

Section 4. **Exhibit D** is the Findings and Conclusions adopted by the Council.

Section 5. The City Recorder is hereby authorized and directed to enter a statement of said assessments in the docket of the City of St. Helens liens, send notice of said assessments by certified mail to the owners of the respective properties and publish notice of such assessments in a newspaper of general circulation within the City of St. Helens for at least two publications, the first of which shall be within ten days from the date of the enactment thereof.

Section 6. If a portion of this ordinance if, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

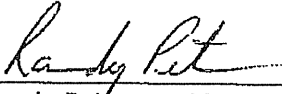
Read the first time:

November 4, 2009

Read the second time:

November 18, 2009

APPROVED AND ADOPTED this 18th day of November, 2009.



Randy Peterson, Mayor

ATTEST:



Kathy Payne, City Recorder

Exhibit A

Kavanagh Street Area LID Costs

Construction	\$498,395.00
Dahlgren Easement	20,190.00
City Engineering & Inspections 5%	24,920.00
Special Permits – Heritage, ODOT	9,000.00
Legal and Administrative Costs	<u>5,000.00</u>
Total LID Costs	\$557,505.00

EXHIBIT B

Owner	Tax Lot Number	Property Area	Assessment Total
BIRCH GREGORY A	4N1W 8AC 2600	0.26	
BIRCH GREGORY A	4N1W 8AC 2700	0.21	\$ 7,778
CALCAGNO AUGUSTINE L FAMILY LLC	4N1W 8CD 1100	0.75	\$ 12,411
COLUMBIA RIVER MOTO SPORT INC	4N1W 8CA 3300	0.11	
COLUMBIA RIVER MOTO SPORT INC	4N1W 8CA 3400	0.15	
COLUMBIA RIVER MOTO SPORT INC	4N1W 8CA 3500	0.18	
COLUMBIA RIVER MOTO-SPORTS INC	4N1W 8CA 1800	0.21	
COLUMBIA RIVER MOTO-SPORTS INC	4N1W 8CA 3200	0.21	
COLUMBIA RIVER MOTO-SPORTS INC	4N1W 8CD 400	0.6	
HUGHES KENNETH R & HUGHES BETTY L	4N1W 8CA 3800	0.06	
KRH RENTALS LLC	4N1W 8CA 1801	0.29	
KRH RENTALS LLC	4N1W 8CA 3201	0.32	\$ 35,247
DAHLGREN ERIC S & CHRISTINE	4N1W 8CA 1200	0.8	
DAHLGREN ERIC	4N1W 8CA 1300	1.15	
DAHLGREN ERIC SVEN & MARY ANN	4N1W 8CA 1500	0.73	
DAHLGREN ERIC SVEN & MARY ANN	4N1W 8CA 1600	0.17	
DAHLGREN ERIC SVEN & MARY ANN	4N1W 8CA 1700	0.16	\$ 49,810
FIYALK TERRI	4N1W 8AC 1200	0.24	\$ 3,972
GAMET BONNIE L	4N1W 8DB 900	0.55	
GAMET BONNIE L	4N1W 8DB 1000	0.21	\$ 12,577
GRABHORN A	4N1W 8DB 500	0.26	\$ 4,303
GRIMES GOLDA B	4N1W 8CA 1900	0	\$ -
HARPER DEAN B	4N1W 8CA 3000	0.51	\$ 8,440
HAWKINS GERALDINE C/O BARBARA WEBER	4N1W 8AC 1100	0.17	
HAWKINS GERALDINE REVOCABLE LIVING TRUST C/O BARBARA WEBER	4N1W 8AC 900	0.33	\$ 8,274
HENDERSON KEVIN B & ANGELA S	4N1W 8AC 1300	0.11	\$ 1,820
HOLCOMB COMMERCIAL PROPERTIES LLC	4N1W 8AC 1900	0.22	
HOLCOMB COMMERCIAL PROPERTIES LLC	4N1W 8AC 2000	0.26	
HOLCOMB COMMERCIAL PROPERTIES LLC	4N1W 8AC 2300	0.2	
HOLCOMB COMMERCIAL PROPERTIES LLC	4N1W 8AC 2400	0.21	
HOLCOMB MARCUS & ANGELA J	4N1W 8AC 1700	0.52	
HOLCOMB MARCUS & ANGELA J	4N1W 8AC 1800	0.48	\$ 31,276
HOWARTH GENEVIEVE L TRUSTEE OF THE	4N1W 8BD 1100	2.18	\$ 36,075
JOE PAUL B	4N1W 8CA 3700	2.42	
JOE PAUL B	4N1W 8CD 500	2.05	\$ 73,970
KELLEY IRA N & LOREY L	4N1W 8CA 1100	0.57	\$ 9,432
KESSI JOSEF & CARI	4N1W 8AC 1400	0.23	
KESSI JOSEF & CARI	4N1W 8AC 1600	0.48	\$ 11,749
LES SCHWAB TIRE CENTERS	4N1W 8DB 600	1.16	
LES SCHWAB TIRE CENTERS	4N1W 8DB 700	0.2	
LES SCHWAB TIRE CENTERS	4N1W 8DB 800	0.18	\$ 25,484
MASTERSON HARRY H & BONNIE L	4N1W 8BD 1600	1.4	\$ 23,167
MCDOWELL JANE N & DAVID A	4N1W 8AC 2100	1.04	\$ 17,210
ORGANIC ASSEMBLY OF THE TRINITY	4N1W 8CD 600	1	\$ 16,548
PACK HYUN & SHIN JA	4N1W 8BD 1800	2.16	
PACK HYUN AND SHIN JA	4N1W 8CA 2900	1.42	\$ 59,242
SELL MARK L & ELIZABETH M	4N1W 8AC 2200	0.52	\$ 8,605
SIGLER INVESTMENT INC ETAL	4N1W 8CD 700	4.53	\$ 74,963
SIMONS C E UND 1/2 & M UND 1/2	4N1W 8AC 2500	0.49	\$ 8,109
WEBER BARBARA	4N1W 8AC 800	0.77	
WEBER BARBARA	4N1W 8AC 1000	0.26	\$ 17,045
Total		33.69	\$ 557,605

Q:\Planning\Kavanaugh LID\Ex B Kavanaugh Assessment Totals.xls

Blue = Proposed Assessment Amounts

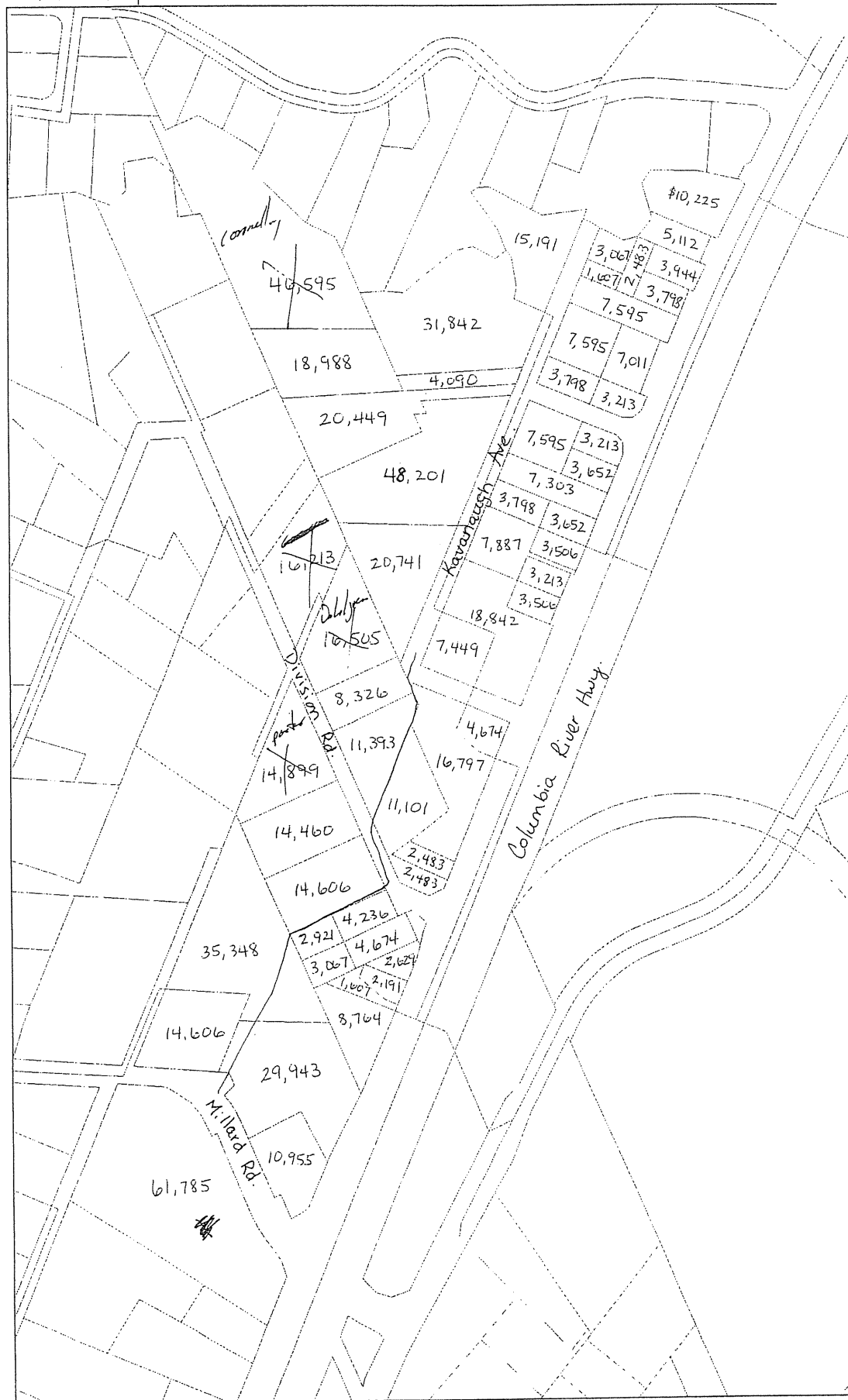


EXHIBIT C

KAVANAGH STREET AREA SANITARY SEWER LOCAL IMPROVEMENT DISTRICT PAYMENT OPTIONS

The City of St. Helens is willing to finance sewer assessments as follows:

Finance for a period up to 10 years or December 18, 2019.

Interest rate will be simple at 5% and applied daily whenever retired early.

Payments will be due semi-annually due June 18th and December 18th of each year.

First payment will be due six months after effective date of the final assessment ordinance which should be November 18, 2009 and thus payment in full will be due December 18, 2009. Applications for installment plan or deferment plan shall be due December 12, 2009 and interest will begin December 18, 2009.

Options:

1. Pay the full assessment no later than December 18, 2009 without interest or penalty; or
2. Apply for installment plan no later than December 12, 2009 with interest starting on December 18, 2009; or
3. Apply for St. Helens deferment plan no later than December 12, 2009; or
4. Apply for the Senior Plan paid by State of Oregon.

Note: Interest will begin December 18, 2009 regardless of the payment plan applied for by the owner and if you are denied a deferment plan then you must apply for the installment plan or pay the assessment amount in full plus interest to that date.

Attachment A

ST. HELENS LOW INCOME RESIDENTIAL ASSESSMENT DEFERRAL PLAN

The St. Helens City Council has approved a Kavanagh LID Assessment Deferral Plan for property owners living on properties within the Kavanagh LID and who are qualified as low income households and for a total accumulated assessment amount not to exceed \$150,000.

Any property owner(s) who resides on their property that is located within the Kavanagh Local Improvement District and which property is listed in Exhibit B of St. Helens Ordinance No. 3120 approved by the Council November 18, 2009 can apply for this deferment. The following criteria are applicable in qualifying for this deferment:

1. Owner(s) of the property as shown on a deed recorded in Columbia County Clerk's records in Columbia County Courthouse as of November 18, 2009.
2. Owner(s) live on the property listed in the Kavanagh LID and to which this deferment may be applicable.
3. Household income is less than \$39,000 for the income tax year of 2008. This includes taxable and nontaxable income, including Social Security and pensions. This is not the federal adjusted income (FAGI) amount. A copy of the applicable Federal 2008 tax return with all schedules that are required with the tax return are required to accompany the application for deferral.
4. Manufactured structures will require a \$55 fee to pay for extra costs to the City to become a security interest holder, payable on December 18, 2009 if application approved.
5. Owner(s)' signature must be notarized on the application.

The deferral application is due by close of business on December 14, 2009. If the application is denied due to non-qualified or improperly submitted application, then a properly completed installment application will be due by close of business December 18, 2009 or full payment will be due by then.



2009 -- Income Limits for HOME Projects Columbia County, Oregon



For more detailed HOME income limit and rent information, please visit HUD's website:
<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/income/>
<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/rent/>

% MFI	HOME Income Limits 2009							
	1 Pers	2 Pers	3 Pers	4 Pers	5 Pers	6 Pers	7 Pers	8 Pers
30% Limits	\$14,700	\$16,800	\$18,900	\$21,000	\$22,700	\$24,350	\$26,050	\$27,700
Very Low Income	\$24,500	\$28,000	\$31,500	\$35,000	\$37,800	\$40,600	\$43,400	\$46,200
60% Limits	\$29,400	\$33,600	\$37,800	\$42,000	\$45,360	\$48,720	\$52,080	\$55,440
Low Income	\$39,200	\$44,800	\$50,400	\$56,000	\$60,500	\$64,950	\$69,450	\$73,900

	HOME Rent Limits 2009						
	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm	6 Bdrm
Fair Market Rent	\$604	\$700	\$809	\$1,178	\$1,415	\$1,627	\$1,840
Low HOME Rent Limit	\$604	\$656	\$787	\$910	\$1,015	\$1,120	\$1,225
High HOME Rent Limit	\$604	\$700	\$809	\$1,149	\$1,263	\$1,374	\$1,487

Notes:

The incomes listed above are based on HUD's published HOME income limits effective April 27, 2009. Further clarification of these limits is possible and may lead to additional changes.

*HUD Home Program Limits
based on cts of max low income
+ Family size*

Jon Ellis

From: hyun pack <hyunpack@yahoo.com>
Sent: Monday, December 10, 2012 11:53 AM
To: Jon Ellis
Cc: hyunpack@yahoo.com
Subject: Kavanagh LID payment
Attachments: 20121210100351041.pdf

Dear Jon Ellis:

After review the letter and proposed loan agreement amendment dated on Nov. 29th 2012,
I am requesting again for reducing of the original principal amount due to wet land portion of my vacant land property.
And also, eliminate interest charge till on December 15, 2019.

When City of St. Helens proposed for Kavanagh sewer line installment, I didn't know that you are going to charge the

installation cost on area base as per square feet. It was not fair for me.

I gave listing for sell this vacant land to Jeff Yarbor, Century 21 Elite, since Oct.17, 2006 at listing price \$169,900.00.

He could not sell because of the WET LAND matter. I am attaching the WET LAND REPORT for your information.

It is still on the market for sell as active listing, reduced selling price to \$120,000.00 and changed broker.

During all these years,

I kept paying property tax according to property assessment value that is much higher than current market value I think.

I am 70 years old and I do not have income to make any payment for this burden.

All I can do is to wait till someone buy this property so I can pay off this burden.

Thank you for your considerations.

Hyun Pack

City of St. Helens
PO Box 278
St. Helens, Oregon 97051

May 11, 2012

CC: Jonathan J. Ellis, Finance Director

Re: Kavanagh Local Improvement District

Dear Sir:

I am writing this letter to request the postponement of my installment payments till the subject property is sold. This property has been in the market for sale several years and currently it is listed with Doug Bean & Associates, Inc., commercial Real Estate Broker, in the city of Portland. We look forward to selling this property in the near future.

We are truly not capable to make payment for this assessment. We are retired couple and our income is not enough even for our normal living cost. This is supported by our income tax return I enclosed. With our worst financial situation, only choice is selling the property. Please defer payment until property is sold without incurring further cost, such as interest and any penalty.

We deeply appreciate your help and understanding in this matter.

Sincerely yours,



Hyun & Shin J. Pack

City of St. Helens
P.O. Box 278
St. Helens, Oregon 97051

July 29, 2009

C: Mr. Skip Baker, Sue Nelson, Project Eng.
Dale Goodman, PW Director
Marilyn Peterson, Finance Director
Patrick Martin, Councilman
City Attorney

Re: Kavanagh Sanitary Sewer Local Improvements

Dear Sir,

After reviewing the assessment of Kavanagh sanitary sewer local improvement that you have provided me, I am submitting here both objection and problem as follow to get help from City of St. Helens.

1. My property is vacant land, and also over 50% of my property is undevelopable due to wet land designation and 25 feet of buffer from future development. I am attaching wet land report for your considerations. Therefor I believe there should be an adjustment made to reflect true assessed value of my property especially since less than half of my property is available to developed, due to these facts.
2. This assessment would be a true hardship for my wife and I. I have been retired over 3 years and have no income! Also my wife is unemployed. This is supported by our income tax returns. We are truly not capable to pay this assessment.
Currently, this property is listed for sale with 21st Century Real Estate Office in St. Helens.
Could we defer payment until property is sold without incurring further cost, such as interest and any penalty. Or, could we get for Senior Plan paid by State of Oregon.

Thank you for your considerations,

Sincerely yours,


Hyun Pack


Shin Ja Pack

BUILDABLE AREA AND REGULATORY ISSUES

Based on the site visit, the areas of buildable acreage on site are located on the eastern half of the site fronting Kavanagh Street and Fir Lane and extend west to the linear rise in the center of the site (Photo 4). The area of buildable land extends approximately 100 to 150 feet from the edge of Kavanagh Street. A rough estimate of the buildable acreage on site, assuming 125 feet depth by 600 feet length (north to south) is 76,000 square feet (1.70 acres). A survey of the flagged wetland boundary would be necessary to determine the exact amount of buildable area on site.

The small pockets of wetland in the northern corner of the site may be small enough that permitting for the fill will not be required. The maximum amount of wetland fill allowed without requiring a state and federal removal-fill permit is 50 cubic yards. Beyond this fill volume, a permit would be required to fill and mitigate the wetland impacts. Mitigation, if required, could be accomplished easily in the western portion of the site by enhancing existing wetland or restoring degraded meadow to wetland.

The western half of the site does not contain enough non-wetland area to provide make development practical and wetland fill within this portion of the site would require additional mitigation. Wetland mitigation to offset the wetland fill in this portion of the site is not available on site and would likely be cost prohibitive off-site.

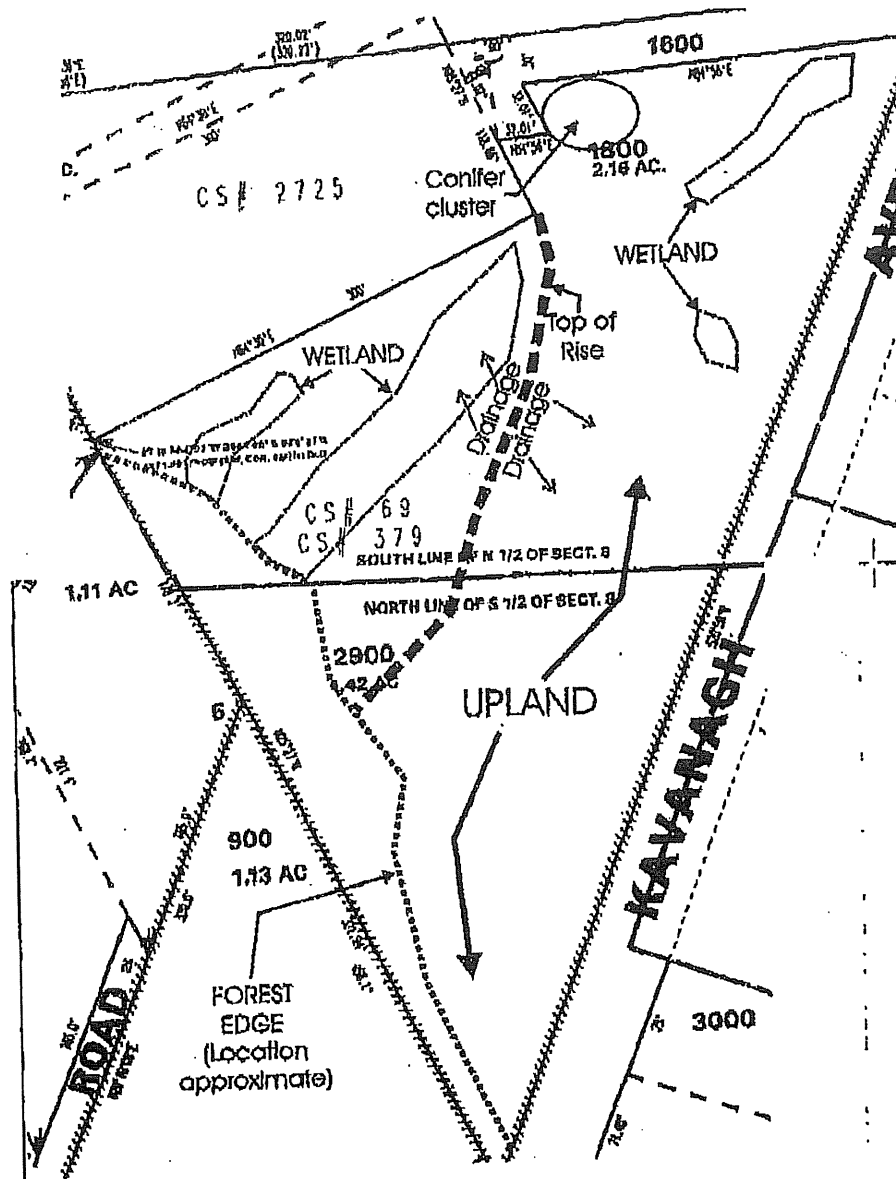
Additionally, local and state regulations will require a twenty-five (25) foot buffer along the wetlands in the western portion of the site. This buffer area should be incorporated into the site planning.

RECOMMENDATIONS

Conduct a wetland delineation to flag and survey the wetland boundaries on site. This will be required to demonstrate the exact amount of wetland on site, regardless of whether site development will require wetland mitigation and permitting. ES&A can flag the wetland boundaries and collect the data required for a wetland delineation report, which then can be submitted to DSL for review and concurrence. The DSL concurrence is required prior to obtaining local grading and building permits for the site. If mitigation is determined to be necessary after the site plan is completed, ES&A can also prepare the permit documents and mitigation plan.

08/22/2005 09:04 FAX

N



NOTE: All locations are approximate based on preliminary site investigations. Wetland boundaries must be flagged and surveyed in field prior to any site development.

SOURCE: AE Associates Incorporated from Tax Maps #4108-031 and 4108-024.

Environmental
Science &
Assessment, LLC



Preliminary Wetland Boundary Map
Kavanaugh Street Property
Saint Helens, Oregon

Figure 2

Approx. Scale:
1 in. = 100 ft.

City of St. Helens
P.O. Box 278
St. Helens, Oregon 97051

City of St. Helens

C: Mr. Skip Baker, Sue Nelson, Project Eng.
Dale Goodman, PW Director
Marilyn Peterson, Finance Director
Patrick Martin, Councilman
City Attorney

Re: Kavanagh Sanitary Sewer Local Improvements

Dear Sir,

After reviewing the assessment of Kavanagh sanitary sewer local improvement that you have provided me, I am submitting here both objection and problem as follow to get help from City of St. Helens.

1. My property is vacant land, and also over 50% of my property is undevelopable due to wet land designation and 25 feet of buffer from future development. I am attaching wet land report for your considerations. Therefor I believe there should be an adjustment made to reflect true assessed value of my property especially since less than half of my property is available to developed, due to these facts.
2. This assessment would be a true hardship for my wife and I. I have been retired over 3 years and have no income! Also my wife is unemployed. This is supported by our income tax returns. We are truly not capable to pay this assessment. Currently, this property is listed for sale with 21st Century Real Estate Office in St. Helens. Could we defer payment until property is sold without incurring further cost, such as interest and any penalty. Or, could we get for Senior Plan paid by State of Oregon.

Thank you for your considerations,

Sincerely yours,



Hyun Pack



Shin Ja Pack

Skip Baker

From: mbutts@grpmack.com
Sent: Monday, August 17, 2009 8:48 AM
To: Skip Baker
Cc: Chad Olsen; Dale Goodman
Subject: Re: Kavanagh LID Property Benefits

Skip-

We went with square footage based on maximum potential from a sewer standpoint. If the property can connect and can develop (or redevelop), then square footage is an equal comparison. While we knew some properties were encumbered by various issues - grade, wetland, etc - those parcels could fill or mitigate. In short, having these issues makes it more difficult and expensive to develop, but save for a actual deed or Code restriction, the potential is still there. In the assessment, we decided with the City not to get into shades of grey in determining how property could work in the future.

I'm away right now, but travelling back at present - will be in the office tomorrow AM and can check my notes if you can send over the specific parcels/owners who objected.

Sent from my Verizon Wireless BlackBerry

From: "Skip Baker"
Date: Mon, 17 Aug 2009 07:58:36 -0700
To: Matt Butts<MButts@grpmack.com>
Subject: Kavanagh LID Property Benefits

Dear Matt:

Recently we held a public meeting to help the Council receive any objections to the proposed Assessment Ordinance. One person has objected to the district and the assessment based upon a claim of lack of any real benefit to her or her property.

Can you help identify some of the reasons for using proximity and square footage of a property to a sewer line as a benefit and as a method for distribution of costs? Another property owner has stated that some or much of their property is not useable due to wetlands/riparian constraints. Care to comment on this claim?

Any thoughts may be of help.

Thanks

Skip Baker
Community Development Director

City of St. Helens
P.O. BOX 278 PHONE (503) 397-6272
St. Helens, Oregon
97051

Attachment D
8 of 8

December 17, 2009

Hyun Pack
3060 Wilderness Drive
Corona, CA. 92882

RE: Application for Deferral of Kav. LID Assessment Payments

Dear Mrs. & Mrs Pack:

The Council met December 16, 2009 and did not approve any changes to the criteria for City of St. Helens Deferment Plan.

Your application for Installment Plan is received and approved. You should plan to pay the City the first installment no later than June 18, 2010 in accordance with the worksheet that was sent to you. Tax Lot 1800 is \$2,292.87 and Tax Lot 2900 is \$1,507.33.

If you have questions, please contact Marilyn Petersen at 503-366-8227 or Chad Olsen at 503-366-8211.

All correspondence and questions should reference Tax Lots 4N1W8BD 1800 and 4N1W8CA 2900 and Kavanagh Local Improvement District in order to be best handled by us.

Sincerely,



Skip Baker,
Community Development Director

c: Marilyn Petersen, Finance Director
Chad Olsen, City Administrator

Attachment A

Collection Actions

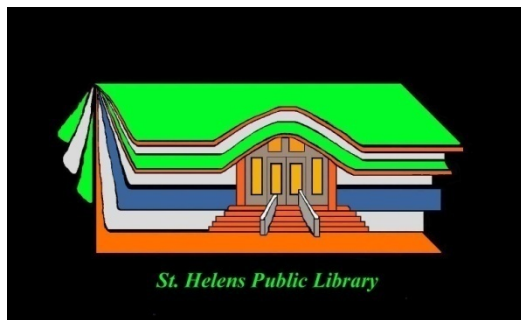
City and State Codes

City of St. Helens Municipal Code – Section 12.16.110 Lien record and foreclosure proceedings.

- (2) Assessment liens of the city shall be superior and prior to all other liens or encumbrances on property insofar as state law permits.
- (3) Thirty days after the date of the assessment ordinance, interest shall be charged at the rate determined by the council in the assessment ordinance, and the city may foreclose or enforce collection of assessment liens in the manner provided by state law.

Oregon Revised Statue - 223.510 Authority to sell property for delinquent liens and assessments. In addition to the method provided by law, ordinance or the charter of any local government for the sale of real property for delinquent liens or final assessments, every local government may cause the real property to be sold as provided in ORS 223.510 to 223.590 for any final assessment, lien or installment thereof at any time after one year from the date such lien, final assessment or installment becomes due and payable, if bonded; otherwise, at any time after 60 days from the time it is entered in the lien docket of the local government.
[Amended by 1991 c.902 §55; 2003 c.802 §37]

Oregon Revised Statue - 697.105 Fee for collection of debt owed public body; notice to debtor; amount. (1) Except as provided in ORS 1.202 and 293.231, if a public body, as defined in ORS 174.109, uses a private collection agency to collect a debt owed to the public body, the public body may add a reasonable fee to the amount of the debt, payable by the debtor, to compensate the public body, in whole or in part, for the collection agency fee incurred or to be incurred.



December 12, 2012

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Toy n' Joy Book Donations: The community generously donated books for the Holiday Hope baskets at the Library's special book drop collection point. Because of their thoughtfulness, more families – children and parents – will have books of their very own.

New Online Public Access Catalog (OPAC): During the week of January 7th, the Library will introduce a new version of the library catalog software. The current, or "classic", version will still be available which will enable a more relaxed transition for our patrons. The software for the children's catalog station will also be updated. Staff training is underway now.

Our Community Reads: St. Helens has had community-wide reading events for several years now with "The Maltese Falcon," "Stubborn Twig," "The City of Ember," "The Hunger Games" and "The Hearts of Horses." Librarians from around the county are getting ready for this year's theme – The Holocaust. Though the reading selections have not yet been chosen, they will be announced in late January. A series of events and speakers are now being scheduled for March and April of 2013. This will be a rare opportunity to hear from some of the remaining World War II Holocaust survivors. Stay tuned for more information at your local library about the books and events to come.

City Councilor Morten to Conduct Classic Film Study in February: For all you movie-goers that enjoy the Golden Globes and the Oscars – here is an opportunity right here in St. Helens to see another side of film-making! Why is a film considered great? Why do all directors study this particular film? Join us at the St. Helens Public Library auditorium in February as our own City Councilor, Doug Morten guides us through a two evening

examination of the most studied of all classic films. Doug will share his knowledge and insights gained from his 30 years of teaching film-making and film studies in the Portland Public Schools.

- **Thursday, February 21 – 6:30-9:00pm** Introduction by Doug and a showing of the complete film with limited analysis. Popcorn will be provided.
- **Thursday, February 28 – 6:30-9:00pm** In-depth examination of the film by revisiting important scenes as well as various aspects of acting, directing and scripting.

You are probably saying to yourself – ok, ok, what’s the name of the film? Unfortunately, one of the restrictions of the Library’s movie performance license is that the film can’t be named on TV, radio, in the press or websites. But, if you call (503-397-4544) or come to the Library, we will tell you. Or better yet, see if you know the answer. First tell us your guess when you call!


Monthly Library Statistics for November 2012:

- 8,668 items circulated in November 2012 (8,105 in November 2011)
- 3,676 patrons at the Library November 2012 (4,319 in November 2011)
- 321 Library2Go check-outs in November 2012 (290 in November 2011)
- Additional Program Attendance: 174

Dates for Upcoming Events:

12/15	Gingerbread, Juice and Jubilations <ul style="list-style-type: none">• Penny’s Puppets, 11:00am• Wrap It Up!, 2:00pm
12/18	Adult Paper Crafts, 7:00pm (rescheduled from 12/11)
12/24-25	Library is closed
12/31	Library closes at 5:00pm
1/1/2013	Library is closed
1/14/2013	Library Board meeting, 7:00pm

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	 St. Helens
From:	Sue Nelson, Neal Sheppard Interim Public Works Co-Directors	
Date:	19 December 2012	
Subject:	November Status Summary	

Engineering

1. Continued construction on the 2012/13 I&I Reduction Project.
2. Submitted final drafts of Water Master Plan and Water Management & Conservation Plan to the state for approval.
3. Met with Marine Board to discuss existing and future projects for public docks.
4. Developing next lateral inspection project for release in early 2013.
5. See complete report.

Parks

1. Removed leaves from streets, parks, and Rutherford Parkway.
2. Removed fallen tree branches from sidewalks and parks.
3. Put up the Christmas decorations on light poles with CRPUD.
4. Repaired lights at the McCormick Park restrooms.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 55 meters with new radio read meters.
2. Cleaned ditches and catch basins throughout the city.
3. Performed maintenance/repairs to 20 Public Works, Parks, and police vehicles.
4. Responded to 7 after-hours call outs.
5. See complete report.

Water Filtration Plant

1. Treated 37 million gallons of water, a 17% reduction from the previous month.
2. Investigating upgrade options to the security system.
3. Cleaned a plugged chlorine injection quill.
4. See complete report.

Waste Water Treatment Plant

1. Responded to two high level alarms at PS #7 and at PS#5.
2. Auger on headworks screen #2 failed due to large volume of rock in auger and channel.
3. Replaced pumps and internal components at PS#4.
4. See complete report.

Engineering Department Status Report

11 December 2012

DEVELOPMENT PROJECTS

County RV Park

The Port of St. Helens has proposed different site configurations for fencing around the Bayport Well so that they can develop an RV camping park at that location. Staff has been working with them to determine the best design to ensure that the well remains safe and has 24/7 access.

Les Schwab Remodel

This project is now on hold until the developer re-assesses their project.

Violette's Villa

Information on potential methods to offset SDC fees for this potentially large development has been received and reviewed. The reduction theory is sound but the methodology needs to be refined.

SANITARY SEWER AND STORM DRAIN PROJECTS

Lateral Replacement

Project documents are being reviewed for a third round of lateral inspections. Once this has been completed, approximately 90% of all laterals constructed before 1980 will have been inspected. The newer laterals are mostly constructed of stronger materials that are less prone to I&I issues.

Continuing I&I Sanitary Sewer Rehabilitation Project

The Contractor is nearing completion of Phase I of a 2-year, 2-phase I&I reduction project. The current project is a continuation of the work that was started in 2008 as part of a mandate by DEQ to eliminate sanitary sewer overflows that occur during rain events.

North 4th Street Storm Drain Project

The Contractor has changed strategy for rock removal and has been making much fast progress, but the work is still slow and it looks doubtful that the project will wrap up before the end of the year.

WATER SYSTEM PROJECTS

Telemetry System Upgrade

The Consultant is finalizing the scope of work that will include a software and computer upgrade at the Water Filtration Facility and a complete upgrade of the water system telemetry.

Water Master Plan and Water Management and Conservation Plan

The final versions of both master plans have been provided to the State for approval. On December 10, we received notice from the Oregon Drinking Water Services that the Water Master Plan has been approved. The Conservation Plan review has not yet been finalized.

STREET AND TRANSPORTATION PROJECTS

2011 Columbia Boulevard Overlay Project

The equipment has been delivered with the exception of the signal control box and that will replace the existing signal heads and control box at the intersection of Columbia Boulevard and 18th Street. The control box was delivered to the ODOT testing lab where it will undergo a required testing procedure before it is delivered to the City for installation.

Asphalt Patching Project

All patching has been completed and this project is now closed out.

ROW PERMITS

Three new Right-of-Way permits were issued in November. Two for NW Natural to install or repair services, one to Comcast for a service extension on McNulty Way to serve the new Emergency Operations Center.

Parks Department November 2012

Daily duties were performed; which includes cleaning restrooms, mowing, garbage pickup and weekly Island maintenance.

Picked up leaves at McCormick Park
Swept leaves at all the Parks and around town with the sweeper
Blew off leaves from Columbia View Park
We went on a Christmas tree search
Blew leaves off the path on OPR
Pressured washed the memorial for Veterans Day
Moved tables for the Vets Day at McCormick
Picked up limbs at Campbell Park
Pushed the sweeper dump
Open the power box at the docks
Pressure washed the play structure at McCormick Park
Trapped moles in the Library Courtyard
Took heater to the Courtroom
Picked up leaves at Campbell Park
Pushed the leaf pile at McCormick
Attended Marine board meeting
Found Christmas tree possibilities
Cleaned gutters at Columbia View Park
Raised and lowered the flag several times
Repaired the lights at the McCormick Park restrooms
Repaired a bay door at the parks shop
Swept the bike path to Columbia City
Leaves at Heinie Heumann
Selected Christmas Tree
Cleaned gutters at McCormick restrooms
Put up street decorations with the PUD
Blew off leaves from OPR and West Street sidewalks
Pushed the Sweeper dump
Trimmed at tree at #3 well
Removed a fallen tree from the walking path at McCormick park
Sprayed the caretakers deck
Repaired the deck at the caretakers house
Purchased shrubs for the corner of 6th and West

Public Works Work Report

November 2012

Navigate with Bookmarks or by clicking on an item on the agenda.

Water Dept:

Replaced 4 meters
Replaced 55 meters with radio read meters
Worked on meter reader's list
Exposed service line at 65 Dubois and replaced angle stop
Repaired service line on S. 17th St.
Replaced angle stop on 100 blk S. 17th St.
Winterized McCormick & Campbell ballfields
Assisted in yard cleanup
Replaced 1" angle stop at 497 S. 13th St.
Insulated meters and winterized splash park
Replaced cap on 16" main by Walmart, installed blow off and poured thrust block
Poured concrete for sidewalks on Dubois Ln. and Gable by Walmart
Read heavy users
Dealt with flooding issues after heavy rain
Replaced angel stop & meter box at 301 S. 4th St.
Investigated possible leak by City Hall

Sewer Dept:

Cleaned ditches and catch basins
Cleaned up yard
Watered cows until they went away in the middle of the month
Service call at 465 - 485 S. 8th St – jetted our line
Worked on roof drains at shop
Vacced pump station #4 on Hwy.
Graded and graveled streets
Flooding issues from heavy rain
Worked on drains on lot on Eilertson (Old B&M Tavern)
Worked on drains at lower reservoir
Looked at high flow with Neal on MP sewer line

Call-Outs:

Water leak at 2380 Gable Rd. – was Avamere's sump pump
Broken glass at Railroad Ave. & Old Portland Rd.
Water main break at 2275 Gable Rd.
Water off for repair at 255 Crouse Way
Tree branch in road on Belton rd.
Plugged drain flooding garage at 124 Eilertson St.
Sewer plugged at 250 Mayfair – was on homeowner's side

Miscellaneous:

Swept streets
Marked 99 locates
Checked wells & reservoirs daily

To: Neal and Sue
From Brett
Re: Monthly Report JMF
Date: November 1st to 30th

Nov 1st

Brett Sick leave
PW Helped Clean up the yard
PW #34 Installed a new mirror

Nov 2nd

Brett Vacation day
PW Helped clean up the yard

Nov 5th

Office Computer work
PW #34 Finished service installed new fuel filters
Parks #9 Welded up the rear doors and side panels
PW #76 Repaired a rear light
PW Started working on the plate compactor

Nov 6th

Office Computer work
PW #55 Checked lights and opened the rear door to swell the seal recommended by the manufacture
PW #60 Decommissioned the truck very bad shape, removed the radio and other items
Shop cleaned up the parts carts threw away old items of no use.

Nov 7th

Office Computer work
PW #55 Installed new gutter broom light
PW Helped clean up the Public Works shop the rest of the day

Nov. 8th

Office Computer work
PW #2 Replaced rear sliding glass and full service
PW #80 put air into the front left hand tire took the forklift to Eaton's for repair

Nov. 10th

Office Computer work
PW Helped on the clean up project at the shop
PW #55 Installed new gutter brooms
Parks #54 Removed the tail gate latch and ordered a new one

Nov 13th

Office Computer work Filled paper work

City Hall #28 Full service

PW #34 Installed new hydraulic switch and tested

Parks #54 Installed new tailgate latch

Parks #8 Pressure washed and removed passenger side seat

Nov 14th

Office Computer work

Parks #8 Started taking apart the exhaust manifold

Police Full Service Chev Tahoe

PW Took Dave's pickup to Eaton's for tires and an alignment

Nov 15th

Office Computer work

Parks Removed the bell housing bolts and the flywheel spread the bell housing away from the block and removed the last nut on the exhaust manifold

PW #31 Picked up Dave's pickup from Eaton's brought to the shop for repairs

Nov 16th

Office Computer work

Parks #8 Continue work on the Engine

Shop Cleaned the restroom and the shop sink

PW #31 Removed the third light on the light bar and checked connections, turned the light back on and it works, called code three and they are sending a new light to us under Warranty.

Keith Sick

Nov 19th

Office Computer work

Parks #8 Finished the exhaust manifold and did a full service

PW Helped put out the six inch pump on 14th street

Nov 20th

Office Computer work Filled paper Work

Parks #8 Finished up working on the bobcat

PW Cleaned and painted an old tool box for Buck

PW Went to Portland and picked up a new hose for the six inch pump

PW #51 Full service

Nov 21st

Brett Vacation

PW #54 Repaired the inside of the tool box

PW #51 Took the pump back to the shop

Nov 26th

Office Computer work

PW #21 Picked up the truck at Public works and pressure washed it

Parks #8 Repaired the turn signals installed a new flasher

Police #4 Full service

PW #54 Installed the tool box and also a new serpentine belt

Nov 27th

Office Computer work

PW #21 Full service

PW #71 Installed new trailer plug

Police #4 Finished full service and repaired the charger for the I cop

PW Went to the Tree Farm and shut the gates

Nov 28th

Office Computer work Filled paper work

PW #33 Pressure washed

PW #13 Installed new batteries

PW #33 Charged batteries

Parks #8 Looked at the broken 4 in one bucket

Police S-10 Repaired exhaust

Nov 29th

Office Computer work

PW #33 Full service

PW #32 Started truck to get ready for winter

PW #13 Started truck to get ready for winter

PW #55 Installed a new two way radio antenna

Nov 30th

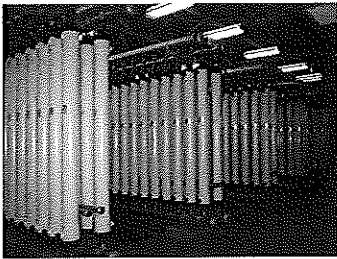
Office Computer work

Shop Clean up Cleaned bathroom and sink in the shop area Cleaned out the sand blaster
Installed a new dust bag and screens filled with sand

PW #31 Installed a new code three light in the light bar

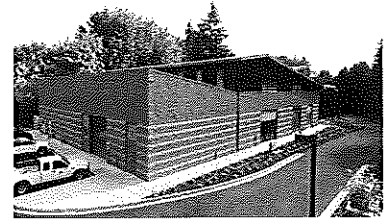
PW Fabricated a manhole hook for Neal

PW Cut a manhole hook off for Jack



City of St. Helens – Public Works Water Filtration Plant

PWS 00724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Monthly Filtration Plant Journal

November 2012

November has also started off being quite dry; however, the wind and rains have arrived. We produced 1.3 million gallons of fresh water per day or 37 million gallons for the month of November

Week 1 Monthly check on fire extinguishers completed. Produced and sent November OHA reports. Monthly replacement of chlorine analyzer reagents. Rogers machine on site following up on possible oil leak on new compressor. Seems to be oil that had leaked out from the filter and seeped under the motor mounting blocks. Vibration from the unit running caused the oil to migrate out onto the cabinet floor. Cleaned chlorine injection quill in raw water vault, very badly plugged with calcium and construction fines in the line causing irregular feeding of chlorine into the system and extremely high chemical feed pump pressures, normally 40 psi and getting as high as 90 psi.

Week 2 Had a site visit from Honeywell security systems and Northwest Controls looking at the security system to provide a price for upgrading our program. We are searching for wiring schematics for the system and cannot locate anything concerning the HVAC, security and fire alarm system. HDR looking for blueprints and they cannot locate anything. HDR said that the schematics should be here in the water plant in the O&M manuals, so far there is NOTHING in the manuals showing any hint of these wiring schematics. Northwest Controls has provided a bid that they can trace and create schematics, it will take 2-8 hour days and bags of money to accomplish. We are still trying to find the schematics. Replaced colorimeter in Cl17 chlorine monitor, sample cell developed a pinhole leak.

Week 3 Providing detailed answers to OHA explaining the mathematics used to determine the acceptable decay rate of the Direct Integrity Test. They wanted to know how the decay rate was determined and if our calculation met the membrane industry standard because it appeared to them that we were exceeding the maximum value and wanted to know why. We conclusively answered their question and they are now completely satisfied knowing that we are well within the accepted limits and are not in violation, in fact, the sensitivity calculations show that the membranes installed at St. Helens effectively provides a 4 log removal of contaminants in the water, not the 2.5 log removal that the State allows. The upper control limit standard we operate within is a conservative number and the St. Helens membranes filter to a higher quality of product than we are given recognition for.

Week 4 Annual smoke alarm testing done. Submitted a work order to have the heating control system control panel and relays replaced. Received chlorine delivery. OLIN representatives on site to see our facility that they are delivering chlorine to, delivery connections, eye wash stations, semi turnaround, customer satisfaction of drivers, dispatcher, quality of product.

Respectfully submitted,

Howie Burton City of St. Helens – Public Works, Filtration Plant Operator

WWTP Monthly Operations and Maintenance Report

November 2012

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 11/13-Boise called to let us know they would be bypassing their clarifier for a week.
- 11/18-Aerator #3 in alarm. Reset and running fine.

Primary System Report

- 11/9-Aerator #6 faulted. All wires look good and propeller spins free. Will call Rob.
- 11/14-Cleaned SolarBees.

Pump Stations

- 11/5-PS #7-Replaced solenoid valve and rebuilt vacuum pump.
- 11/6-9-PS #4-Triad here to replace internal components of lift station.
- 11/15-PS #7-High level alarm. When we got to the lift station everything was working and the level was dropping.
- 11/19-PS #5-High level alarm due to all the rain.
- 11/21-Got information off of DataGators from the storm. M-1 unit not working. Will have to send in to be fixed.

Sodium Hypochlorite System

- 4033 gallons used this month.
- 3846 gallons used last month.

Call-outs

- No after hour call-outs this month.

Plant

- 11/19-Flow was 20 mg at 0600. Opened all gates. 2.54" of rain in 24 hours.
- 11/19-Screen #2 auger failure. Unit full of rock. Vacuumed out channel and auger.
- 11/26-29-Jason with JWC here to work on headworks screens. Screen #1 back on line on 11/29.
- 11/26, 27-Cleaning contact tanks.

Next Month

- Install new flow meter.