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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, April 1, 2015, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Randy Peterson
 Council President Doug Morten
 Councilor Keith Locke
 Councilor Susan Conn
 Councilor Ginny Carlson

Welcome!

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

1. Visitor Comments 1:00 p.m.
2. Employee Length of Service Award 1:05 p.m.
3. Oregon Water/Wastewater Agency Response Network - *Neal* 1:10 p.m.
4. Right-of-Way Dedication of Tract A of the Green Tree Acres Subdivision – *Jacob* 1:20 p.m.
5. Police Department Request for Building Needs - *Terry* 1:25 p.m.
6. Request to Change Administrative Assistant Title to Deputy City Recorder - *Kathy* 1:35 p.m.
7. Department Reports 1:45 p.m.
8. Council Reports 2:05 p.m.
9. Executive Session: ORS 192.660(2)(e) Real Property Transactions 2:25 p.m.
10. Other Business
11. Next Work Session Items
12. Upcoming Dates to Remember:
 - **April 1, Council Work Session, 1:00 p.m., Council Chambers**
 - **April 1, Council Regular Session, 7:00 p.m., Council Chambers**
 - April 2, Arts & Cultural Commission, 6:00 p.m., Council Chambers
 - April 9, Tourism Committee, 3:00 p.m., Council Chambers
 - April 14, Planning Commission, 7:00 p.m., Council Chambers
13. Future Public Hearing(s)/Forum(s):
 - May 20, 6:00 p.m., PH: Development Code Amendments
 - June 3, 6:00 p.m., PH: Parks & Trails Master Plan
 - June 3, 6:30 p.m., PH: FY 2015-16 Budget Adoption

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.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: April 1, 2015

I am happy to announce that we have one employee who has reached a HUGE milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the April 1 Council work session.

30 Years

Neal Sheppeard was hired on March 4, 1985, as a Utility Worker I. In February 1987, he was promoted to Utility Worker II. Then he became the Water Systems Operator/Field Supervisor in 1994. In April of 1998, he was promoted to Public Works Supervisor. Since January of 2012, he has been serving as Interim Public Works Co-Director where he wears many hats including his Public Works Supervisor role.

Prior to being hired in 1985, Neal worked for the City from August 1975 to June of 1978. He was laid off due to City-wide downsizing.

Congratulations to Neal, and **thank you** for your close to a total of 33 years of service!

Thank you.

Join ORWARN

Joining ORWARN is free and there is never any obligation for utilities to provide aid. Members establish a contractual relationship under which they are able to share resources, at their discretion, during an emergency.

- No cost to participate
- Increased planning and coordination
- Enhanced access to specialized resources
- A single agreement provides access to all member utilities statewide
- Expedites arrival of aid
- Is consistent with the National Incident Management System (NIMS)
- Reduces administrative conflict
- Agreement contains indemnification and workers compensation provisions to protect participating utilities, and provisions for reimbursement of costs, as needed
- Provides list of emergency contacts and available resources
- Response to any incident is voluntary
- Increases hope that recovery comes quickly

Contacts

Ken Schlegel, Chair – Clean Water Services
503-681-5125; SchlegelK@CleanWaterServices.org

Chris Wanner, Vice Chair – Portland Water Bureau
503-823-4050; Chris.Wanner@portlandoregon.gov

Mary Ellen Collentine, Secretary – Portland Water Bureau
503-823-7474; MaryEllen.Collentine@portlandoregon.gov

Dustan Campbell, Board Member – City of Redmond
541-504-2005; dustan.campbell@ci.redmond.or.us

Jeremiah Hunt, Board Member – Eugene Water and Electric Board
541-685-7602; jeremiah.hunt@eweb.org

Gina Johnson, Board Member – City of Klamath Falls
541-883-5363; gmjohnson@ci.klamath-falls.or.us

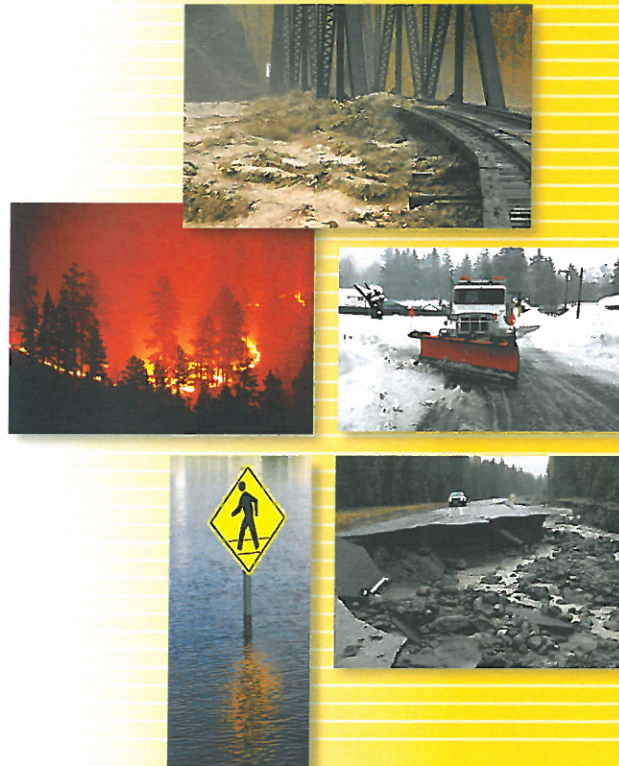
Brian Rigwood, Board Member – City of Beaverton
503-526-2646; brigwood@beavertonoregon.gov

Stephanie Penselin, Treasurer – Eugene Water and Electric Board
541-685-7595; Stephanie.penselin@eweb.org



Oregon Water/Wastewater Agency Response Network

Utilities Helping Utilities



*Promoting statewide emergency preparedness,
disaster response, and mutual assistance for
public and private water/wastewater utilities*

www.orwarn.org

Events such as the 1994 Northridge earthquake, the 1996 Oregon flood, and more recently Hurricane Katrina in 2005 identified a need for water and wastewater utilities to create intrastate mutual aid and assistance programs because:

- Utilities require specialized resources to sustain operations;
- Government response agencies and other critical infrastructure rely on water and wastewater services to recover from a disaster;
- Utilities must provide their own support until state and federal resources are available;
- Large events impact regional areas, making assistance from nearby utilities impractical;
- Disasters impact utility employees and their families, creating greater need for relief;
- Agreements must be established pre-event for federal reimbursement; and
- Mutual Aid Agreements meet Department of Homeland Security requirements for preparedness and speed federal reimbursements in a disaster.



The “Utilities Helping Utilities” concept is about creating an opportunity to enhance water and wastewater utility resiliency in response to disasters during the response and recovery phases.

ORWARN is designed to provide quick and professional assistance in any situation that overwhelms the capabilities of a water or wastewater utility.

No formal declaration of an emergency is needed, and assistance can take the form of personnel, equipment, materials, or services. Member utilities may request mutual-aid deployment of emergency support to restore critical operations at the affected water/wastewater utility. Member agencies are never obligated to respond.

Emergencies transcend political jurisdictional boundaries, and multi-utility coordination facilitates the efficient use of available assets, both public and private.

Benefits of Membership

- Joining ORWARN is free and there is never any obligation for utilities to provide aid. Members establish a contractual relationship under which they are able to share resources, at their discretion, during an emergency.
- Strengthening the network of mutual assistance resources.
- Membership strengthens the network of mutual assistance resources while meeting FEMA requirements for reimbursement consideration. It contains indemnification and workers compensation provisions to protect participating utilities, and provides for reimbursement of costs between utilities sharing resources.
- Finding emergency equipment and personnel.
- Members have access to the ORWARN website, allowing a member to locate the emergency equipment (pumps, generators, chlorinators, evacuators, etc.) and trained personnel (e.g. treatment plant operators) needed in an emergency.



Annual Conference Benefits

- Tabletop Training & Exercises
- Presentations
- Equipment Displays and Demonstrations
- Vendor Displays
- NIMS/ICS Training and Certification
- CEU Credits for Conference Attendance

www.orwarn.org



1 ORWARN member Eugene Water and Electric Board (EWEB) responds to Portland Water Bureau (PWB) in a field exercise, October 2008

2 Outgoing Chair Mike Gotterba opens the 2009 Annual Conference

3 PWB Damage Assessment Team responds to EWEB at the field exercise in Eugene, May 2008

4 Equipment display at the 2009 Annual Conference

5 PWB responders check in and stage equipment at EWEB for the May 2008 field exercise

6 Equipment display at the 2009 Annual Conference

7 EWEB repairs a PWB pipe for the October 2008 field exercise

8 Tabletop exercise at the 2008 Annual Conference in Florence



Current ORWARN Members as of January 2011

CITIES

City of Albany	City of Eugene	City of Lake Oswego	City of Medford
City of Ashland	City of Fairview	City of Manzanita	City of Milwaukie
City of Baker City	City of Florence	City of Mill City	City of Newberg
City of Bandon	City of Forest Grove	City of Molalla	City of North Plains
City of Banks	City of Garibaldi	City of Monmouth	City of Oregon City
City of Bay City	City of Gates	City of Newburg	City of Pendleton
City of Beaverton	City of Gladstone	City of North Plains	City of Philomath
City of Bend	City of Glendale	City of Oregon City	City of Port Orford
City of Central Point	City of Gold Beach	City of Pendleton	City of Portland – Bureau of Environmental Services
City of Coburg	City of Grants Pass	City of Philomath	City of Portland – Portland Water Bureau
City of Corvallis	City of Gresham	City of Port Orford	City of Redmond
City of Cottage Grove	City of Harrisburg	City of Portland – Bureau of Environmental Services	City of Salem
City of Dallas	City of Hillsboro	City of Portland – Portland Water Bureau	City of Sandy
City of Dayton	City of Idanha	City of Portland – Portland Water Bureau	
City of Detroit	City of Independence	City of Redmond	
City of Dundee	City of Keizer	City of Salem	
City of Estacada	City of Klamath Falls	City of Sandy	

UTILITIES

Boring Water District	Raleigh Water District
Canby Utility	Rivergrove Water District
Clackamas County Water Environment Services	Rockwood Water Peoples Utility
Clackamas River Water District	Rogue Valley Sewer Services
Clean Water Services	Roseburg Urban Sanitary Authority
Crescent Water Association	Row River Valley Water District
Eugene Water and Electric Board	Seal Rock Water District
Joint Water Commission	South Fork Water Board
LA Water Co-op	Southwood Park Water District
Lane County Environmental Health – Drinking Water Program	Springfield Utility Board
Langlois Water District	Suburban East Salem Water District
Lusted Water District	Sunrise Water Authority
Metropolitan Wastewater Management Commission	Tillamook County Creamery Association
Mulino Water District #1	Tillamook County Public Works
Multnomah County Drainage District #1	Tone Water District
North Clackamas County Water Commission	Tualatin Valley Water District
Oak Lodge Sanitary District	Valley View Water District
Oak Lodge Water District	Warren Water District Association
Rainbow Water District	Watseco-Barview Water District
	Westport Sewer Service District
	West Slope Water District
	Wolsborn Farms Water District

WARN Initiative supported by:

- Oregon Office of Emergency Management
- National Rural Water Association
- Water Environment Federation
- National Association of Clean Water Agencies
- American Water Works Association
- National Association of Water Pollution Control Administrators
- Association of Metropolitan Water Agencies
- U.S. Environmental Protection Agency
- Association of State Drinking Water Administrators
- Department of Homeland Security
- Association of State and Interstate Water Pollution Control Administrators
- FEMA



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Right-of-way dedication of Tract A of the Green Tree Acres Subdivision
DATE: March 24, 2015

In October 2013 (2013 is not a typo) the County Assessor requested the city dedicated the above mentioned property as public right-of-way. This was a street plug for access control, which is no longer needed.

Dedicating this is a form of “housekeeping.”

Being related to past subdivision approvals, staff presented the issue to the Planning Commission at their March 2015 meeting and the Commission had no concerns and recommends the dedication.

Attached to this memo is the proposed dedication deed and background information.

There is some minimal recordation fees associated with recording the documents with the County Clerk.

Please authorize the Mayor to sign the attached dedication deed.

AFTER RECORDING RETURN TO:

**City of St. Helens
P.O. Box 278
St. Helens, OR 97051**

NO CHANGE IN TAX STATEMENT

This space is reserved for recorder's use.

DEDICATION DEED

City of St. Helens, an Oregon municipal corporation and owner of certain real property situated in the City of St. Helens, Columbia County, Oregon, does hereby forever dedicate to the public for public road and utility purposes the following described real property, for use of the public as a public way:

Tract A of the Green Tree Acres Subdivision, City of St. Helens, Columbia County, Oregon.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2009. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2009.

[Remainder of Page Intentionally Left Blank]

The true consideration for this conveyance is \$0.

To have and to hold, the above-described and granted real property for the purposes hereinbefore set forth unto the public forever.

Randy Peterson, Mayor
City of St. Helens

Date

STATE OF OREGON)
) ss.
County of Columbia)

This instrument was acknowledged before me on _____,
_____, by _____.

NOTARY PUBLIC FOR OREGON
My Commission Expires:_____

[Remainder of Page Intentionally Left Blank]



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: Planning Commission
FROM: Jennifer Dimsho, Assistant Planner
RE: Green Tree Acres Spite Strip Discussion
DATE: February 23, 2015

In October 2013, Joe Flori, from the Columbia County Assessor's Office, contacted Jacob about a one foot street plug, also known as a spite strip, along the entire west side of Oak Glenn Drive in the Green Tree Acres subdivision. The legal description for the tax lot is: Tract A, Green Tree Acres, Columbia County, Oregon (See Attachment A).

Reviewing the preliminary plat conditions (1996) for Green Tree Acres revealed there were concerns about further development occurring west of Oak Glenn Drive before necessary road improvements were made. The staff report states, "[Oak Glenn Drive] is to be brought up to City Street Ordinance standards for new subdivisions unless a written agreement with the property owner on the west side is made that will stipulate on the deed and run with the property that any future division of the west property will include the requirement to bring the road up to current City standards at the time of division."

Oak Glenn Drive was a private street when Green Tree Acres subdivision was approved. In order for the City to maintain control over further development on the west side, the one foot spite strip was required as a condition. The Green Tree Acres final plat approval occurred in 1998 (See Attachment B). In 1999, the development of the Firview subdivision on the west side of Oak Glenn Drive occurred (See Attachment C). As a condition of approval, Oak Glenn Drive was made a public street and the spite strip was no longer necessary.

The proposal is to recommend that Council dedicate Tract A as a public right-of-way. This would clean up the County Assessor records and minimize the number of parcels owned by the City that are being used as streets, but have not been formally dedicated as right-of-way.

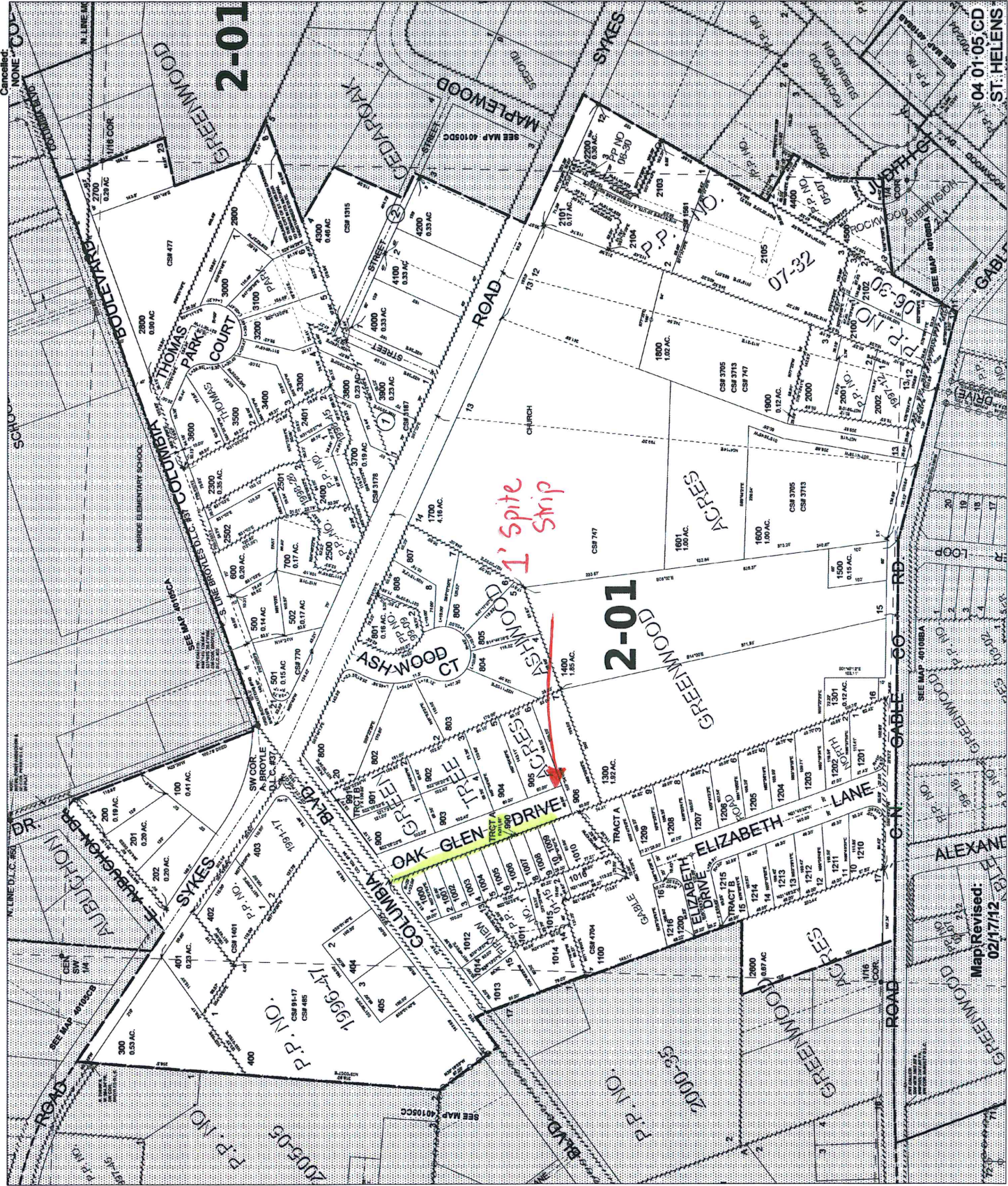
04 01 05 CD
ST. HELENS

S.E. 1/4 S.W. 1/4 SEC. 5 T.4N. R.1W. W.M.
COLUMBIA COUNTY

1" = 100'

0 25 50 100 Feet

THIS MAP WAS PREPARED FOR
ASSESSMENT PURPOSE ONLY



Map Revised:
02/17/12

04 01 05 CD
ST. HELENS

Attachment
A

R.D. 2, 1/4, 1/4, W/ GRASS
MARKER STAMPED "P" (JERSEY
LS 847, GEOMETRIC POINT,
NO. 27, NAME 13 CHAIN
CORNER

COLUMBIA BLVD.

FOUND COLUMBIA COUNTY
SURVEY MONUMENT BRASS
DISK STAMPED "S.W. COR."
A. BRIDGES PLAT 37
12-10-90 IN CONCRETE BOX

STYKES COUNTY ROAD
NO. P-214
S. SKUZA CO. ROAD NO. 194 (BACHELOR FLAT ROAD)

GREEN TREE ACRES

TRACT 19, GREENWOOD ACRES
SITUATED IN THE SE 1/4, SW 1/4, SECTION 5
TOWNSHIP 4 NORTH, RANGE 1 WEST, WILLAMETTE MERIDIAN
CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON

PLATBOOK 5 PAGE 47
B-31-B

SURVEYED BY:
BURTON ENGINEERING & SURVEYING
12319 NE GLISAN
PORTLAND, OREGON 97230
(503)251-2947
JANUARY, 1997

I HEREBY CERTIFY THIS COPY IS A TRUE
AND EXACT COPY OF THE ORIGINAL
Thomas H. Burton
THOMAS H. BURTON, P.L.S. NO. 590

LEGEND

- SET 5/8" X 30" IRON ROD
WITH PLASTIC YELLOW CAP
INSCRIBED "BURTON ENGR LS 590"
- FOUND MONUMENT AS SHOWN
- △ FOUND MONUMENT AS SHOWN
- ⊙ CENTERLINE OF STREET
- ⊙ SET BRASS SCREW WITH 3/4"
WASHER MARKED "BURTON ENG"

TRACT 20
GREENWOOD ACRES

SCALE 1"=30'
JANUARY, 1997
JOB NO. 96-123

REGISTERED
PROFESSIONAL
LAND SURVEYOR
Thomas H. Burton
OREGON
JANUARY 10, 1993
THOMAS H. BURTON
EXPIRES 12/31/97

City of St. Helens

Council Action Request

Date: 03/26/15

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

From: Terry Moss
Chief of Police

Re: Police Department Building Maintenance/Paint

The exterior of the St. Helens Police Department was painted when the garage addition was built in 1989. Between eight and ten years ago the wood soffit that surrounds the office portion was re-painted. Other than some touch up that occurred three or four years ago, there has not been any significant maintenance to the building's exterior. The result is some significant dry rot in the soffit along the southern exposure and delamination and dry rot in the plywood wall between the office and garage.

When the police department roof was recently replaced, a portion of that plywood wall was removed. This helped to facilitate the roof replacement and remove the rotted material. City crews recently replaced that plywood siding (see attached photograph). City crews are now preparing to replace the rotted materials in the soffit.

Prepping the entire building for new paint, to include power washing and scraping the entire building is a task that current city staff is not prepared to do.

Three quotes from professional painting contractors were obtained. The lowest bid is \$8,788.

I respectfully request that the City Council consider a transfer of funds to the police department Building Expense line item to cover this expense.



Example of dry rot along the southern exposure



New plywood siding between garage and office.



Example of peeling paint along southern exposure.

Pacific Coat Painting

JOB ESTIMATE

PO Box 30165
Portland, OR 97294
www.pacificcoatpainting.com
Fax: 360.326.4801

J. Kevin Egan- Sales and Estimating
j.kevin.egan@comcast.net
503.701.1795 c

TO: St Helens Police Department
150 South 13th Street St Helens OR 97051
terrym@ci.st-helens.or.us
503-397-3333 x 219

JOB DESCRIPTION
<p>Paint exterior of office building as per walk thru.</p> <p>Project includes painting exterior walls, gutters, downspouts, wood soffits, kennel frame, roll up doors and entrance doors. Specifically excluded are vinyl windows, metal windows, gas tank, gas pump, flagpoles and antennae.</p> <p>Project includes power washing all surfaces, scraping off loose and peeling paint on concrete and wood surfaces - removal done in accordance with all EPA safe paint handling protocols, applying primer to prepped and bare spots, and caulking areas of separation. PCP will then apply two coats of finish paint to all surfaces using a spray and back brush application technique to provide best coverage and hide. Paint used will be latex Super Paint from Sherwin Williams, with Loxon concrete additive for those surfaces. An enviro friendly algaecide will be added to the finish paint to retard moss build up. Colors and gloss are to be determined but PCP assumes a single color for the wood and concrete surfaces. Additional color placements or highlights may incur additional cost. Different paint products may incur additional cost. All work done in compliance with OSHA safety standards.</p> <p>PCP assumes unfettered access to work area with electrical power outlets and lighting available. PCP will clean up daily and upon completion conduct a comprehensive clean up. PCP will conduct a daily review with the customer to outline project status and next day's goals. All personnel dispatched to worksite are PCP employees, no subs or day laborers are used. U.S. citizenship is verified. All employees are covered by Workman's Comp. PCP is bonded and carries liability insurance in excess of minimum standards. PCP is licensed to do business in the State of Oregon. Journeyman painters are used and a crew chief is on site at all times. Pricing includes all labor, materials, supplies and equipment needed to complete project.</p>

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
PROJECT COST AS PER ABOVE SPECS	\$8,788.00
OPITON, ADDITIONAL COST - PCP TO DO REPLACEMENT/REPAIR CARPENTRY	\$1,350.00
Terms: 50% Anticipated Final Value As Deposit; Balance Payable Upon Completion	
TOTAL ESTIMATED JOB COST	

This estimate is for completing the job described above, based on our evaluation.
The written terms, provisions, plans and specs in this estimate is the entire agreement between the parties. Changes in this agreement shall be done by change order and only with approval of all parties. Changes will incur additional charges. All agreements contingent upon accidents, or delays beyond our control.

J. Kevin Egan
PREPARED BY

February 18, 2015
DATE



1925 5th. St.
Columbia City, Or. 97018
Email: askus@10pointpainting.com
Office # (855)241-1078

Estimate

Date	Estimate #
3/17/2015	1406

Exhibit:

Name / Address

St. Helens Police Dept.
150 South 13th street
St. Helens OR. 97051

Terms	Rep	Project
Due on receipt	JRA	

Description	Rate	Qty	Total
<p>Provide labor and material to paint exterior of St. Helens Police Department building</p> <p>Power rinse building to clean throughly Scrape all loose paint Inspect that all prep is done and adiquete to procede Prime all bare wood and preime and or condition all cinderblock to gaurentee proper topcoat bond Paint exterior with recomended paint system provided by Sherwin Williams and according to Sherwin Williams specs for sais paint</p> <p>All other items included in this paint project are:</p> <p>Yellow bullards All metal doors and roll up doors Gas tank and equipment in back of building and paint yellow safety curb around perimeter of equipment</p> <p>After investigating the exterior of this building 10 Point Painting has reason to believe that there is standing water on the roof and the water is draining down the sides of the building causing paint failure, Mildew and moss growth and pre mature dry rot on wood surfaces around the building. This could be because there is a blocked drain or possible low spots on roof surface. 10 Point Painting can have tour roof inspected by a roofing specialist to check for damages and if there is no damages we can fix low spots and recoat roof with our system that we are certified in https://www.youtube.com/watch?v=UPGUptOIBz8. If roof is causing water to drain down sides of building it will void all warranty's provided by 10 Point Painting.</p> <p>*This bid is based upon manufacturer's recommendations, all applicable standards as adopted by the Painting and Decorating Contractors of America, as well as a mutually acceptable contract. This proposal is good for a period of 30 days.</p>	17000.00		17,000.00
<p>*This bid is based upon manufacturer's recommendations, all applicable standards as adopted by the Painting and Decorating Contractors of America, as well as a mutually acceptable contract. This proposal is good for a period of 30 days.</p>		<p>Total \$17,000.00</p>	

Hayes Co. Painting

53099 NW 13th. St.

Scappoose, Or 97056-2909

503-680-9222

Estimate

Date

2/18/2015

Bill To

St. Helens Police Department
150 S.13th.st.
St. Helens, Oregon 97051

Service Address

Attn. Terry Moss

P.O. No.

Terms

Due Date

2/18/2015

Description

Amount

- Estimate for exterior painting of department building, services to include.
- Powerwash complete exterior to remove loose paint, dirt & mildew.
- Prep siding by removing loose paint, priming raw block, and any raw wood.
- Caulk doors and windows as needed.
- Apply 2 coats of Sherwin/ Williams super satin 25 year paint to all surfaces.
- Doors to receive 2 coats of Sherwin/Williams all surface enamel semi-gloss paint.

14,500.00

Bid includes all labor and material to complete job as specified,
Thanks Loren

Quality & Satisfaction Guaranteed

Total

\$14,500.00

Council Action Sheet



To: Mayor and City Council Members

From: Kathy Payne, City Recorder

Date: April 1, 2015

Subject: Request to Change Administrative Assistant Title to Deputy City Recorder

BACKGROUND

Lisa Scholl has worked for the City since August of 2003. She began as the Planning Secretary and in November of 2010 she was promoted to Administrative Assistant where she became my assistant in the City Recorder's Office.

Since becoming Administrative Assistant, Lisa has completed all the training/experience requirements to become designated as a Certified Municipal Clerk (CMC) through the International Institute of Municipal Clerks, and received her certification in August of 2014. The certification program is designed to enhance the job performance of City Recorder/Clerk staff in small and large municipalities. It prepares us to meet the challenges of the complex role the City Recorder's Office plays in municipal government by providing us with quality educational programs in partnership with institutions of higher learning as well as State/Provincial/National associations.

RECOMMENDATION

Staff recommends that the job description for Administrative Assistant be amended to change the title to Deputy City Recorder and, in so doing, change Lisa's title to Deputy City Recorder, effective July 1, 2015.

Note: I did an informal survey of salaries for Deputy City Recorder positions in Oregon and find that our salary range for this position is appropriate for our population. Therefore, there is no affect on the budget.

March 2015

City	Population	Range
Keizer	36,985	\$3,721 – 4,853
Canyonville	1,910	\$2,761 – 3,108
Salem	159,265	\$3,823 – 4,853
Sutherlin	7,945	\$3,512 – 4,066
Tigard	49,140	\$3,681 – 4,933
Nehalem	280	\$3,348
St. Helens (Lisa)	12,900	\$3,436 – 4,171

Average: \$3,499 – 4,363



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: April 1, 2015

Planning Division 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: 03.24.2015

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

The Building Official and I visited a St. Helens High School shop class on March 5, 2015 to discuss development in the City in general.

For the land use case, S. St. Helens LLC v. City of St. Helens, oral argument before the State of Oregon Court of Appeals will occur on April 14, 2015 in Salem. I've spent time this month assisting our legal counsel in preparations for this matter.

In preparation for and to meet legal notice obligation letters were sent to certain property owners regarding upcoming Development Code amendments. A copy of this letter and other information can be found on the City's website:

<http://www.ci.st-helens.or.us/landuseplanning/departments/marijuana/>

DEVELOPMENT CODE ENFORCEMENT

Issues at 1270 Columbia Boulevard (as mentioned in past activity reports) have been resolved.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

March 10, 2015 meeting (outcome): The commission reviewed a city owned tract from past development for recommendation to the Council to dedicate as public right-of-way. The commission recommends dedication of this. The commission also endorsed SB 565 via the **attached** letter which has since been sent to Senator Johnson and Representative Witt. A fact sheet about SB 565 is also **attached**.

April 14, 2015 meeting (upcoming): Two public hearings are anticipated: one for a Conditional Use Permit at 1771 Columbia Boulevard and the second for city proposed amendments to the Development Code. The amendments include land use provisions related to establishments where marijuana can be obtained and some other housekeeping amendments.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The utility data for the city's internal web based GIS has been updated. Other routine data updates done too.

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

City of St. Helens

265 Strand / PO Box 278
St. Helens, Oregon
97051

March 10, 2015

Via Email: Rep.BradWitt@state.or.us
Sen.BetsyJohnson@state.or.us

RE: Support Senate Bill 565 - the Revitalize Main Street Act (SB 565)

Dear Representative Brad Witt and Senator Betsy Johnson,

The St Helens Planning Commission and St Helens Historic Landmarks Commission urge you to support and advocate for Senate Bill 565 (SB 565), the Revitalize Main Street Act. This act is a modest, cost-effective investment that will help to continue to restore our community's historic commercial buildings. Passage of SB 565 can pay dividends to our community for decades to come in the form of new jobs, income and property taxes, cultural heritage and tourism, business incubation, seismic safety, and the reuse of existing infrastructure.

Like many municipalities in Oregon, the City of St. Helens has a rich history and a collection of historic buildings to remind us of the past. But these historic buildings are not just about the past, they are about the future and as such, their preservation is paramount.

St. Helens' historic buildings add character, a sense of place, and interest to our off-highway historic areas. Preserving these building helps give people a reason to visit (heritage tourism) and historic buildings are considered green since they are already built; a new building takes a lot of new energy and resources.

The City of St. Helens has been proactive in recent years in its efforts to support its historic buildings including offering a local grant for exterior improvements. Though this grant is relatively small (around \$3,000), this seed money has resulted in an overall improved appearance of the city's downtown. However, this is only a small amount and more can and should be done such as that proposed by SB 565.

The Revitalize Main Street Act creates a state Historic Rehabilitation Fund to provide a 25% rebate for the certified rehabilitation of historic commercial buildings. The money would stay here in Oregon and our entire state will end up with long-term tangible assets in the form of our most iconic historic places.

Historic rehabilitation incentives have been proven effective in 35 other states as a targeted means to **attract private investment and capture more federal tax credit dollars.** This is particularly important in smaller towns like St. Helens that today are in need of meaningful economic development support.

Please support, lobby for, and vote for Senate Bill 565 (SB 565), the Revitalize Main Street Act during the 2015 session.

Respectfully yours,


Al Petersen, Chairman, City of St. Helens Historic Landmarks Commission

Jobs & Economic Development on Main Street



Many of Oregon's historic downtowns are suffering from a downward spiral of disinvestment and neglect. It's time to turn that around. We can attract new investment to revitalize our Main Streets as desirable places to live, work, and shop.

SB 565: The Revitalize Main Street Act

- **A 25% rebate for certified rehabilitation of historic commercial buildings** – stores, hotels, theaters, apartments, fraternal lodges, factories, mills, etc. (Would not apply to single family homes.)
- Requires a minimum investment of \$10,000; targets the most important properties – those listed on the National Register of Historic Places; must retain historic character.
- Funded by the auction of state income tax credits at a capped amount. (Like the film production credit, and we end up with a tangible asset that lasts for decades.)

Why Do We Need It?

- The high cost of **restoration, code upgrades, and seismic reinforcement** often creates a funding gap, making rehabilitation financially out of reach.
- The state rehab rebate can be **paired with the federal Historic Tax Credit** (20%) to close the financial gap keeping many buildings from being restored.
- **Oregon's current financial toolkit falls short.** Federal and local incentives are available, but the state is the missing partner needed to attract more investment.
- **Investment in rural communities** is especially important. Approx. **2,600 buildings** in **77 towns** could use the credit. Two-thirds are outside of Portland.

How Would Our State Benefit?

- **Job creation.** Rehabilitation of old buildings creates more jobs dollar-for-dollar than new construction, manufacturing, mining, and most other industries.
- **Reactivated Main Streets.** Upper floors become occupied, new businesses move in, tourists pull off the highway to eat and shop.
- **More income tax revenues.** New jobs will be created through construction, suppliers, services, and the businesses that move into the refurbished buildings.
- **More local tax revenues** from improved property values to pay for local services.
- **Safer, seismically upgraded buildings** with ADA and fire code compliance.
- **Reuse of existing infrastructure.** Saves money and the environment.
- **Productive, tangible assets** that contribute to their community for decades.

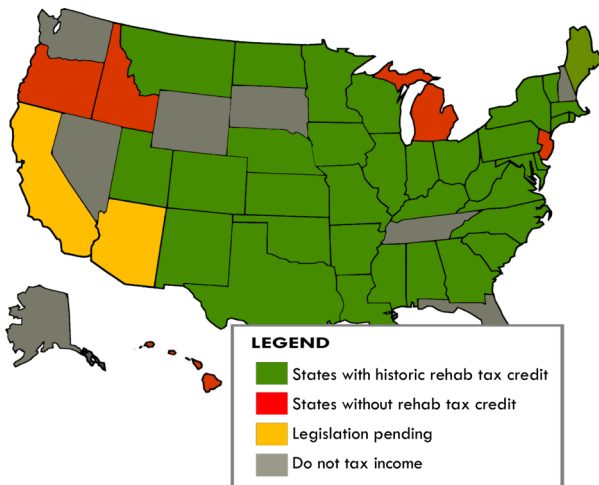
Our Main Streets Matter. Raise Your Voice!

Rehab incentives have a **proven track record for economic development in 35 states**. It's time Oregon had one, too!

- **Add your name** to the list of those endorsing the Historic Rehabilitation Incentive at www.restoreoregon.org/rehab-tax-incentive.
- **Join Restore Oregon and make a donation** to support our legislative effort.
- **Contact your state Representative and Senator**, tell them you need this, and ask them to support the Revitalize Main Street Act (SB 565).
- **Share examples** of historic buildings on your Main Street that can't be refurbished without the help of a state incentive.



Rehabilitation Incentives are Well-Tested in 35 States



- 35 states offer a rehabilitation incentive or tax credit. In 2013 Texas and Alabama added one, Wisconsin quadrupled their credit, and California passed a bill unanimously that takes effect in 2015.
- The Federal Historic Tax Credit (HTC) has generated a 26% return for the government's investment. \$21 billion in credits generated \$26.6 billion in federal tax revenues.
- State incentives create a ripple effect in local economies. In North Carolina, every dollar generates \$12.51 in economic benefit.
- According to a 2013 Rutgers University study, a \$1 million investment in historic rehabilitation yields markedly better effects on employment, income, Gross State Product, and state and local taxes than an equal investment in new construction, manufacturing, or services.

VIRGINIA: In 10 years, \$355M in state credits spurred:

- Rehabilitation of more than 1,200 landmark buildings.
- An economic impact of nearly \$1.6 billion in the state.
- More than 10,700 jobs.
- 93% of property owners indicated state tax credits were essential to their decision to undertake the project.

MINNESOTA: The first year after passage in 2010, an investment of \$49.1M in rehab credits generated:

- 14 rehabilitation projects totaling \$343M of expenditures.
- Every \$1 of state investment was matched by \$7 in private investment, and generated \$8.32 in economic activity.
- State economic output increased \$451M.
- 2,948 new jobs were created with income of \$152.4M.

MARYLAND: From 1996–2008, \$213M in tax credits resulted in:

- Commercial project expenditures over \$1B.
- Each \$1 tax credit yielded \$8.53 in total economic output
- 15,120 new jobs
- Over one-third of state's investment was paid back before construction was complete or the credits paid out.

OHIO: For the \$246.4M invested between 2007–2013:

- Every \$1 in rehab credits generated \$8.24 in construction spending
- Every \$1M in credits created 83 new construction jobs.
- 6,976 new jobs annually with wages totaling \$5.41B.

PROJECTED FOR OREGON:

– 2018 snapshot with a state investment of just \$10.6M –

- 4X more buildings rehabbed than without the state incentive.
- 1,369 jobs per year generating income of \$25.5M.
- \$2.3M net increase in property taxes per year to pay for schools and services.
- \$13.3M new federal Historic Tax Credit dollars spent in Oregon per year.
- \$35.8M net gain per year in direct development spending.

Source: EcoNorthwest Economic Impact Study



Brought to you by Restore Oregon and the Coalition to Revitalize Main Street
Contact : Peggy Moretti, Restore Oregon | 503 243-1923 | PeggyM@RestoreOregon.org

Sources: Economic Impact of Historic Preservation Tax Credits in Virginia; Virginia Commonwealth University Center of Urban & Regional Development, January 2014. An Analysis of Economic & Environmental Impacts of the Maryland Historic Tax Credit Program by Joseph Cronyn and Evans Paul, Abell Foundation, 2009. Maryland Dept. of Planning, Jan. 2014. Economic Impact of Projects Leveraged by Minnesota Historic Rehabilitation Tax Credit; University of Minnesota Extension Center for Economic Vitality, 2011. Estimates of the Economic Impact of the Ohio Historic Tax Credit Program on the State of Ohio; Great Lakes Environmental Finance Center, Cleveland State University, May 2011. Rutgers University, Annual Report on the Economic Impact of the Federal Historic Tax Credit for FY 2012 (Washington: National Park Service, 2013). Economic Impact of a Historic Rehabilitation Incentive in Oregon, 2014, EcoNorthwest; data cited is projection for 2018.

Jacob Graichen

From: Jennifer Dimsho
Sent: Monday, March 23, 2015 11:41 AM
To: Jacob Graichen
Subject: March Planning Department Report

Jacob,

Here are my additions for the March Planning Department Report.

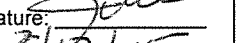
1. Contacted ODOT regional rep. about our 2018-2021 Statewide Transportation Improvement Plan (STIP) proposal
2. Attended the Health Impact Assessment (HIA) Project Scoping Meeting for bicycle and pedestrian improvements along Highway 30 in Rainier and Clatskanie hosted by the Public Health Foundation of Columbia County and the Oregon Health Authority
3. Worked on Parks and Trails Master Plan staff report. Prepped for adoption by setting dates for the Council and PC public hearings. Discussed CIP project list with Engineering Dept.
4. Researched guidelines and prepared an application outline for the Justice & Mental Health Collaboration Grant Program (JMHCP). Attended a grant project scoping meeting with the Columbia County Mental Health and the St. Helens Police Department. Worked on outlining project, gathering statistics, and preparing the 15 page application narrative.
5. Researched examples for new Parklet Application Form
6. Worked with Maul Foster & Alongi to host the IPG Meeting #1 with the newly formed Waterfront Advisory Committee on March 16
7. Helped coordinate SOLVE donations, volunteers, and supplies with SHEDCO for the County Courthouse Native Plant Heritage Garden and City Hall planter boxes. Printed materials for SHEDCO events and board meetings.
8. Measure 56 Marijuana & Land Use Notice and website update

Jennifer Dimsho
Assistant Planner
City of St. Helens
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jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: March 16, 2015

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

Signature: 
Date: 3/13/15

RESIDENT BUSINESS - 2015

*ADVANTAGE DATA SERVICE	WORD & DATA PROCESSING
*GARRETT CONTRACTING COMPANY	GENERAL CONTRACTING
*IMAGES THRU THE LENS LLC	DIGITAL CONSTRUCTION PHOTOGRAPHY
*JOAN YOUNGBERG @ GREENHOUSE YELLOWDOOR	GARDEN GOODS/PLANTS/ART/CLASSES
BAM ENTERPRISES	FAST FOOD RESTAURANT
BAM ENTERPRISES	FAST FOOD RESTAURANT
BETTY BOUDIETTE	COLORING & CUTTING
DOCKSIDE STEAK & PASTA	RESTAURANT
EARTHLY ANGEL HEAVENLY TOUCH	BEAUTY & HEALTH
FRITZ & SASSY	SECOND HAND RETAIL
MCMULLEN WATER SYSTEMS INC.	WELL WATER PUMPS & WATER CONDITIONING
SARAH CARMAN	ESTI/NAIL CARE/SKIN CARE
WILD CURRANT	CATERING

NON-RESIDENT BUSINESS - 2015

CHERYL BIGHAUS CONSTRUCTION LLC	CONSTRUCTION
COMCAST OF OREGON II INC	SOLICITATION; INTERNET; PHONE; HOME SECURITY
FIRE SERVICES PLUS	TEST/INSPECT/INSTALL FIRE SAFETY EQUIPMENT
OLSON CONSTRUCTION & DEVELOPMENT INC.	GENERAL CONTRACTING & SHEETROCK
SANTANA PAINTING CORP.	PAINTING

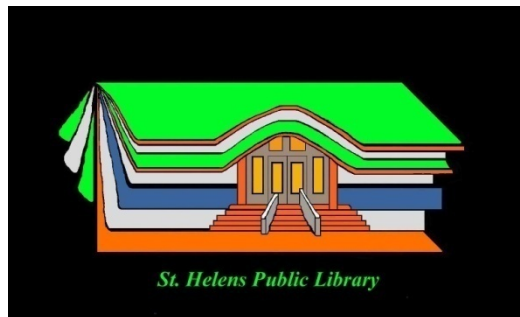
RENTALS - 2015

MM PROPERTIES	RESIDENTIAL RENTALS
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MISCELLANEOUS - 2015

MOUDELEZ GLOBAL INC.	COOKIE & CRACKER DELIVERY
NESTLE ICE CREAM COMPANY	DISTRIBUTORS - DELIVERY

*Denotes In-Home Business



March 25, 2015

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Lecture and “Dictionary Art” Exhibit: Bonnie Meltzer started her career as a weaver but soon switched to crochet which was a more flexible medium for her sculpture. She also thinks of herself as a very mixed-media artist who combines a wide variety of found objects with wire crochet. Maps and globes have long been of special interest to her and when she purchased a giant, very battered dictionary (with pictures, too) at the annual Friends of the St. Helens Public Library sale, pages of words were added to her toolbox. The idea of connections and intersections brought weaving back to her. Weaving together words and images, words and maps give a fractured yet more complete view of a subject. Come to the Library to hear Bonnie discuss her art and “repurposing” books. Maybe you’ll be inspired to create your own art with books that you buy at the upcoming Friends Book Sale.

Lecture: April 8, 7:00pm

Exhibit: April 8 through April 30

Don’t Forget! - Book Sale and Plant Sale: Mark your calendars!! The Friends of the St. Helens Public Library will host a two day sale in the Columbia Center lobby on **Friday, April 10 from 10:00am – 5:00pm** and on **Saturday, April 11 from 10:00 – 2:00pm**. The St Helens Garden Club will join them on the Columbia Center porch on **Saturday** with a plant sale from **9:30-2:00pm**.

What Is Education For? A Conversation Project Program of Oregon Humanities:

America faces a crisis in education. In the last fifteen years, the US government has spent billions of dollars financing reforms—such as test-based accountability, charter schools, and the Common Core—largely designed to ensure our schools produce competent workers. These policies do not address some basic philosophical questions about the nature and goals of education. How does education relate to citizenship? To freedom and the good life? To social justice? Or to a love of knowledge and beauty? By drawing on ideas about education from philosophy, Portland State University assistant professor Alex Sager will lead participants in a conversation about the role of education in American society. We hope you'll join the conversation at the Library on **Thursday, April 23, 7:00pm.**

Calendar of Events:

3/25	Friends of the Library Meeting, 5:30pm
3/27	Engineering Challenge, 3:30pm
3/28	Ukulele Instruction continues, 10:00am-Beginners, 11:00am-Continuing
4/1	April is National Poetry Month
4/1 & 7	Youth Librarian visits Early Childhood Special Education classes at ESD
4/4	Ukulele Instruction continues, 10:00am-Beginners, 11:00am-Continuing
4/8	Youth Librarian visits Head Start
4/8	Art Lecture, Bonnie Meltzer, 7:00pm
4/8-4/30	"Dictionary Art" Exhibit
4/10	Friends of the Library Book Sale, 10:00am -5:00pm
4/11	Friends of the Library Book Sale, 10:00am -2:00pm
4/11	St. Helens Garden Club Plant Sale, 9:30-2:00pm
4/11	<u>No Ukulele Instruction Today</u>
4/12-18	National Volunteer Week
4/13-19	National Library Week

Calendar of Events (continued):

- 4/14-15 Youth Librarian visits Berry Bright Preschool
- 4/16-17 Oregon Coast Children's Theatre-Broken Pots Mosaic Workshop
- 4/16 Library Board Meeting - Library Volunteer Recognition, 7:00pm
- 4/17 Li'l Learners Preschool visits the Library
- 4/17 Youth Librarian participates in Early Learning Fair
- 4/18 Ukulele Instruction continues, 10:00am-Beginners, 11:00am-Continuing
- 4/18 St. Helens Writers' Guild, noon – 2:00pm
- 4/21 Teen Book Club, 5:00pm
- 4/21 Library Budget Presentation, 6:00pm
- 4/22 Friends of the Library Meeting, 5:30pm
- 4/23-24 Oregon Coast Children's Theatre - Intro to Puppetry Workshop
- 4/23 What Is Education For? – A Conversation Project Program of Oregon Humanities, 7:00pm
- 4/29 Teen Advisory Board, 4:00pm
- 4/29 Teen Game Night, 4:30pm
- 4/30 American Mah Jongg Class – Five weeks beginning 4/30 through 5/28, 4:30-7:00pm