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**City of St. Helens**  
**COUNCIL REGULAR SESSION AGENDA**  
**Wednesday, December 18, 2019**  
 City Council Chambers, 265 Strand Street, St. Helens

**City Council Members**

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz

**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 table in the front of the room, 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. **7:00 P.M. – CALL REGULAR SESSION TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **VISITOR COMMENTS** – *Limited to five (5) minutes per speaker*
4. **REQUEST FROM WILDFLOWER PLAY COLLECTIVE**
5. **ORDINANCES – Final Reading**
  - A. **Ordinance No. 3246:** An Ordinance Amending Chapter 13.20 of the St. Helens Municipal Code Regarding Storm Drainage
6. **RESOLUTIONS**
  - A. **Resolution No. 1871:** A Resolution Determining that a Nuisance Exists Upon Property Located at 375 South 13<sup>th</sup> Street within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises
  - B. **Resolution No. 1872:** A Joint Resolution of the City Council and Urban Renewal Agency of the City of St. Helens Making Certain Determinations and Findings Relating to and Authorizing the Sale of an Approximately 8.35 Acre Parcel Located at 1400 Kaster Road within the City of St. Helens and Located Within the St. Helens Urban Renewal Area
7. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
  - A. Amendment No. 1 to IGA with Columbia County for Gable Road Improvement Project
8. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
9. **CONSENT AGENDA FOR ACCEPTANCE**
  - A. Planning Commission Minutes dated October 8, 2019
10. **CONSENT AGENDA FOR APPROVAL**
  - A. Council Work Session, Executive Session, Public Hearing, Public Forum, and Regular Session Minutes dated October 16, November 6, November 20, and December 4, 2019
  - B. Accounts Payable Bill Lists
11. **MAYOR SCHOLL REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **DEPARTMENT REPORTS**
14. **OTHER BUSINESS**
15. **ADJOURN**



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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.



## Kathy Payne

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**From:** Wild Flower <wildflowerplaycollective@gmail.com>  
**Sent:** Wednesday, December 11, 2019 11:59 AM  
**To:** Kathy Payne  
**Subject:** request to be added to the December 18th agenda  
**Attachments:** WFPC - St Helens (2).pdf

City of St Helens Council,

WildFlower Play Collective is a new nonprofit in St Helens with an aim to support our local families with young children (0-6) by providing a safe indoor space to play, grow, and thrive alongside their caregivers. Our greatest intent is to build community resilience and connection among our local families. WildFlower Play Collective has identified a need in this community for an indoor play space that is open all day, inclusive, and affordable. We are modeled off the Swapnplays of Portland. These are membership based community centers embedded in neighborhoods and business districts to provide support to families as they raise their young children, and they become an organic peer support network that prevents isolation, and is available all day to fit every family schedule.

We hope to be added to your agenda for the City Council meeting on December 18th, 2019 to share our vision for partnership and collaboration. WildFlower Play Collective seeks a formal partnership with the city of St Helens and the Rec Center for the purpose of working together to increase overall health and resilience in our community. Our biggest hurdle has been finding the right location. We are asking that the city help us find a location that meets our needs and fits the potential of our mission.

As a partner of the City of St Helens, we will help you further your goals to enhance community civic engagement and promote and support public well-being by fostering a safe and inviting environment that promotes community health. Through a partnership we will promote the programs, resources and events available in our community through both the Rec Center and other community health organizations.

Please see our attached pdf for more information about our organization and our desire to work alongside the city. We look forward to meeting you all.

Warmly,

Rachel Krager and Emilia Ponti  
Co-directors of WildFlower Play Collective

OUR VISION IS TO BE A COMMUNITY CORNERSTONE OF WHOLE FAMILY SUPPORT, FACILITATING THE MISSING "VILLAGE" LOCAL PARENTS YEARN FOR.

# WILDFLOWER PLAY COLLECTIVE

The St Helens Swapnplay



**OUR MISSION IS TO PROVIDE AN INCLUSIVE ENVIRONMENT THAT FOSTERS IMAGINATIVE PLAY, RESPECTFUL PARENTING, COMMUNITY BUILDING, AND THE SHARING OF RESOURCES.**

WildFlower Play Collective is a nonprofit, play-focused Family Resource Center, launching in South Columbia County. Modeled on the successful, and beloved St. Johns SwapnPlay in Portland OR, we are a sliding-scale, membership based, indoor-play and community space with a swap closet for trading gently used kids' gear and clothing - a combination of childrens' museum and family resource center.

Wildflower Play Collective formed in December 2018 to connect young children, ages 0-6, and their families to local resources through a variety of supports and activities in a dedicated indoor play space.

Our aim is to support families by supporting parents, increasing child-wellbeing, and helping to prevent toxic stress, childhood maltreatment and Adverse Childhood Experiences (ACE's) in our county. We are working to help build a thriving and resilient community from the smallest members up!

*Our Family Resource Center will include an inviting and safe play space designed to foster young children's motor skills as well as social and emotional competence. We will also offer a variety of programs to engage families through self care, financial literacy, and evidence based parenting classes centered on child development, resilience and parent-child connection.*

*We will also promote and direct our members to existing resources in the county as needed. WildFlower will be open to members any time during our business hours with public hours offered on weekends.*

Contact Co-Directors,  
Emilia Ponti and Rachel Krager at  
[WildFlowerPlayCollective@gmail.com](mailto:WildFlowerPlayCollective@gmail.com)

[wildflowerplay.org](http://wildflowerplay.org) (website coming soon!)



# *Creating Connections, Building Resilience*

## WORKING TOGETHER WITH THE CITY OF ST HELENS

WildFlower Play Collective will be a family resource hub for parents with newborns through preschool and beyond.

We will post information in an accessible brochure display and community board, send newsletters to our members, and post to social media for city and countywide events, programs, and services. We will not duplicate efforts of the existing programs in our community, we will be an access point for them.

In addition to offering our own programming designed specifically for children 0-6 and their families, we will promote activities and sport programs hosted at the Rec Center, we will help bridge our families from home into preschools and kindergarten, and we will support parents finding valuable organizations like the cub scouts, girl scouts, 4-H, and others. We will be a place to find the local social services that go underutilized, and find events that are family friendly and community oriented.

In this partnership, we hope the City of St Helens will support us in these important efforts to build resilience and create connections in our community.

Our biggest hurdle has been finding the right location. We need a space that fits the potential of our mission. It needs to be a fully accessible indoor space of 2,000-5,000 sqft. Being in an area that is pedestrian friendly like the Riverfront District will be mutually beneficial for our organization (with increased visibility) and local businesses (with increased traffic and demand for services).

We also ask for assistance in getting the word out once our location is set. We request to be mentioned in the applicable City of St Helens publications.

Together, we can show the families of St Helens just how much we value our very young children and their caregivers, and give them the support they need.



**"There is no power for change greater than a community discovering what it cares about."**

**Margaret J. Wheatly**



**City of St. Helens**  
**ORDINANCE NO. 3246**

**AN ORDINANCE AMENDING CHAPTER 13.20 OF THE  
ST. HELENS MUNICIPAL CODE REGARDING STORM DRAINAGE**

**WHEREAS**, the City provides a valuable public service by providing storm drainage facilities for the collection and disposal of storm water discharged from properties and public rights-of-way within the City; and

**WHEREAS**, the public stormwater system constitutes a public utility owned and operated by the City and exists to provide a municipal service that is essential to public safety and the environments; and

**WHEREAS**, the public stormwater system must be managed in a manner that protects the public health and safety; pets and wildlife; and the environment; and

**WHEREAS**, all persons and businesses that live and or operate within the City have an obligation to contribute to the cost of management, maintenance, extension, and construction of the public stormwater system; and

**WHEREAS**, the City Council adopted a stormwater utility ordinance on August 5, 2003 (Ordinance No. 2887) and the ordinance now requires updating to better reflect current policies and practices.

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

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

**Section 2.** The St. Helens Municipal Code Chapter 13.20 is hereby amended as per Exhibit A attached and incorporated herein by reference.

**Section 3.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time:	December 4, 2019
Read the second time:	December 18, 2019

**APPROVED AND ADOPTED** by the City Council this 18<sup>th</sup> day of December, 2019, by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder

## Chapter 13.20 STORMWATER UTILITY

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**13.20.010 Purpose.**

The purpose of St. Helens Municipal Code (SHMC) Chapter 13.20 is to provide for the effective management of stormwater and drainage, and to maintain and improve water quality in the public stormwater system and to protect beneficial uses of groundwater and waters of the state or the United States.

(1) Chapter 13.20 provides the rules and regulations for the development and maintenance of the public and private storm and surface water system(s), a comprehensive enforcement program, and a process for appeals, in order to protect surface water and groundwater.

(2) The City of St. Helens seeks to comply with the Endangered Species Act (ESA) and associated Section 4(d) Protective Regulations.

(3) The City of St. Helens seeks to comply with all provisions of the Safe Drinking Water Act and Divisions 40 and 44 of Chapter 340 of the Oregon Administrative Rules pertaining to Underground Injection Control facilities.

**13.20.020 Definitions.**

In addition to the definitions set forth in SHMC, unless the context requires otherwise, for purposes of SHMC Chapter 13.20, the following mean:

Approved Drainage System. A system approved by the manager that adequately infiltrates, collects, conveys, treats and/or disposes of stormwater runoff. Approved drainage systems shall meet all requirements and specifications of SHMC Chapter 13.20 and any design documents adopted by the city.

Best Management Practices (BMPs). Procedures, practices, prohibition of practices, activities, educational activities used to prevent or reduce the discharge of pollutants directly or indirectly to groundwater or waters of the state or the United States. BMPs include but are not limited to treatment requirements, operating and maintenance procedures, practices to control site runoff, spillage or leaks, waste disposal, and drainage of materials from storage; and the prohibition of specific activities, practices, and procedures.

Building Footprint. The area enclosed by the perimeter walls of the house and other covered structures (e.g., garage, carport, patio) for residential, or the perimeter walls of all structures for commercial/industrial.

Clean Water Act (CWA). Federal Water Pollution Control Act enacted by Public Law 92-500 as amended by Public Laws 95-217, 95-576, 96-483, and 97-117 (33 USC § 1251 et seq.).

Customer/User. The owner, renter, or lessee of property served directly or indirectly by the public stormwater system.

Development. Physical improvement to real property, including the construction of structures or the placement of pavement or other impervious surfaces that result in an increase in the area of impervious surface on the property.

Discharge. Any direct or indirect release into or that ultimately reaches the public stormwater system, surface water or groundwater.

Drainage Residential Unit (DRU). One drainage residential unit is the impervious surface area which is estimated to place approximately equal demand on the public stormwater system as that placed by an average residential dwelling unit. One DRU equals 2,500 square feet of impervious surface.

Duplex. Two dwelling units placed so that some structural parts are in common and are located on a



single lot or development site. No more than two units may be joined by a common wall.

Dwelling Unit. One or more rooms designed for occupancy by one or more persons for living purposes providing complete, independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Four Plex. Four dwelling units placed so that some structural parts are in common and are located on a single lot or development site. No more than four units may be joined by common walls.

Groundwater. Water located below the ground surface or surface water which has infiltrated into the ground.

Hazardous Materials. Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to: a) public health and safety, b) pets and wildlife, or c) the environment, when improperly treated, stored, transported, disposed of, or otherwise managed.

Illicit Connection. An illicit connection is defined as either of the following:

(1) Any physical connection to the public stormwater system, which has not been approved by the public entity responsible for the operation and maintenance of the system.

(2) Any drain or conveyance, whether on the surface or subsurface, which allows an illicit discharge to enter the public stormwater system including but not limited to any conveyances which allow sewage, process wastewater, wash water, or non-stormwater pollutants to enter the public stormwater system and any connections to the public stormwater system from indoor drains and sinks with potential to introduce pollutants to the public stormwater system.

Illicit Discharge. Any discharge to the public stormwater system that is not entirely stormwater, not covered under a Municipal or Industrial NPDES permit, or not exempted in this chapter.

Impervious Area. The calculated or measured area of impervious surfaces on a site, including sidewalks located in the public right-of-way adjacent to the site.

Impervious Surface. Any structures or surface improvements that prevent or retard infiltration of water into the surface of the soil. Common impervious surfaces include, but are not limited to rooftops, sidewalks, streets, walkways, patio areas, driveways, parking lots or storage areas, or other surfaces that similarly impede the natural infiltration or increase runoff patterns.

Improved Property. Any property, public or private, which the manager determines has been altered such that the net stormwater runoff from the site is greater than that which could be expected without the alteration. Improved property shall not include highways and roads within the State of Oregon or City of St. Helens rights-of-way.

Industrial Discharger. Discharger of stormwater associated with industrial activity as defined by 40 CFR 122.26.

Industrial NPDES Stormwater Discharge Permits. General, group, or individual permits issued by Oregon DEQ regulating facilities defined in 40 CFR 122.26 which engage in industrial activity pursuant to the Clean Water Act.

Major Storm Event. A rain or snow storm, or combined rainfall and snow melt event which produces stormwater runoff equivalent to that produced by a 10-year or larger rainfall event.

Manager. Means the public works director, engineering manager, city engineer or other person

designated by the city administrator.

Municipal Separate Storm Sewer System (MS4). MS4 means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is: 1) owned or operated by a state, city, town, borough, county, parish, district, association, or other public body having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a wastewater district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the CWA that discharges to waters of the state or the United States; 2) designed or used for collecting or conveying stormwater; 3) which is not a combined wastewater; or 4) which is not a part of a publicly owned treatment works as defined at 40 CFR 122.2.

Municipal NPDES Stormwater Discharge Permits. Permits issued by EPA or its state delegate as defined by CWA Section 402 (b) and 40 CFR Part 123 regulating stormwater discharge to the waters of the state or the United States from MS4.

Net Stormwater Runoff. The increment of stormwater runoff from a property that is attributable to development on that property.

Non-Stormwater Discharge. Any discharge to the public stormwater system that is not entirely stormwater.

On-Site Stormwater Management. The management of stormwater as close to the impervious source as possible. For public streets, on-site stormwater management is defined as management within the public right-of-way. For commercial and industrial buildings, on-site stormwater management is defined as management within the individual tax lot. For single-family and multi-family development, on-site stormwater management is defined as management on the individual tax lot or the collective boundary of all tax lots of a multi-family development.

Open Drainageway. A natural or human-made path, swale, ditch, or channel which has the specific function of conveying natural stream water or stormwater runoff.

Pollutant. Anything which causes or contributes to pollution.

Pollution. The degradation of the physical, thermal, chemical, biological or radioactive properties of the public stormwater system or the waters of the state or the United States. Pollution also means the discharge of any pollutant into the public stormwater system or the waters of the state or the United States, which will or is likely to create a nuisance or to render such waters harmful, detrimental or injurious to: a) public health and safety, b) the environment, or c) both; or to domestic, commercial, industrial, recreational, aesthetic, or other beneficial uses.

Premises. Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

Public Stormwater System. All public facilities or improvements that infiltrate, collect, convey or control the flow of stormwater or that improve or control the water quality of stormwater. The public stormwater system includes the municipal separate storm system; the waters of the state; the waters of the United States; all creeks; natural drainageways; inlets; culverts; dams; levees; desilting, detention, retention, and recharging basins or structures; stormwater management facilities located on public property or within dedicated easements on private property; outfall structures; underground injection controls; wetlands; and equipment and appurtenances necessary to operate any of the above.

Residential Unit. As defined in Ordinance No. 2875, community development code, or its successor,

"dwelling, attached: single unit," or "dwelling, detached: single unit (one family)". A residential unit is presumed to have 2,500 square feet of impervious surface area for purposes of this chapter. The term "residential unit" shall be inclusive of those units identified as detached single-family residences, and attached single-family residences.

Stormwater. Surface runoff and drainage associated with rain storm events and snow melt.

Stormwater Customer. The person responsible for the improved property receiving stormwater services. The State of Oregon shall not be considered stormwater customers for any highway or road improvements within its rights-of-way. The State shall be stormwater customers for all other property they own within St. Helens.

Stormwater Management Facilities. Facilities that the manager has determined reduce net stormwater runoff from an improved property and/or reduce pollution into the surface water and groundwater. These facilities shall include stormwater detention, retention, and water quality treatment systems to mitigate additional runoff and associated pollutants produced from increased impervious areas, including public facilities that were constructed without public resources. On-site stormwater management using low impact development or green infrastructure shall be utilized wherever feasible. Private on-site stormwater facilities are designed and constructed to City Standards and the Oregon Plumbing Specialty Code, as applicable.

Stormwater Service. The operation of the city's stormwater utility in providing programs and facilities for maintaining, improving, regulating, collecting, and managing stormwater quantity and quality within the city's service area. This includes meeting regulatory requirements for protecting, monitoring, and reporting on water quality and on species listed under the Endangered Species Act.

Stormwater User Charge. A charge paid by the stormwater customer for the use of the public stormwater system or for the provision of stormwater service by the city.

Surface Water. Water which travels over the ground surface to the public stormwater system, a private stormwater facility, or to any waters of the state or United States.

Total Maximum Daily Load (TMDL). A calculation of the allowable pollutant loading that a body of water can receive from all contributing point and non-point sources. The calculation includes a measure of safety to ensure that the body of water complies with Section 303 of the Clean Water Act which is established by the DEQ or EPA.

Toxic Chemicals. A toxic chemical is any chemical or waste that when ingested or absorbed is harmful or fatal to living organisms as recognized by any state or federal agency.

Triplex. Three dwelling units placed so that some structural parts are in common and are located on a single lot or development site. No more than three units may be joined by common walls.

Underground Injection Control (UIC). A drywell, soakage trench, infiltration vault or chamber, improved sinkhole, sewage drain hole, subsurface fluid distribution system or other system of groundwater point source used for the subsurface emplacement or discharge of fluids.

Water Pollution Control Facility (WPCF) Permit. A permit issued by Oregon DEQ to regulate discharges to groundwater.

Waters of the United States. Surface watercourses and water bodies as defined in 20 CFR Section 122.2.

### **13.20.030 Findings.**

#### Effects of Stormwater Runoff

(1) All real property within St. Helens drains into either surface waters or the groundwater. The flow volumes of surface water and the amount of nonpoint source pollution are directly related to development of property and the creation of impervious surface.

(2) The city's growth and development have and will continue to increase the volume of stormwater runoff and the amount of stormwater pollution into the public stormwater system, except where sufficient on-site stormwater management, green infrastructure, and/or low impact development practices are used.

(3) Stormwater runoff may cause property damage and erosion. It can carry concentrations of nutrients, sediments, heavy metals, oils and toxic materials, and other pollutants into receiving waters and groundwater.

(4) Poorly maintained conveyance systems contribute to flooding hazards and property damage. Stormwater discharged into public rights-of-way, if not properly managed, will cause damage to the public rights-of-ways and will create hazards for the travelling public. Therefore, the proper disposal of stormwater is an obligation of the occupants of the property or those who engage in activity upon real property that directly or indirectly discharges stormwater into the public stormwater system, groundwater, or waters of the state or the United States.

#### Benefits of Public Stormwater System

(5) The stormwater runoff must be managed in a manner that protects the: a) public health and safety, b) pets and wildlife, and c) the environment.

(6) The city provides a valuable public service by improving the quality of stormwater discharges and maintaining a public stormwater system that collects and disposes stormwater discharged from impervious surfaces and public rights-of-way within the city. The services provided are necessary to ensure compliance with state and federal laws pertaining to stormwater discharges. Effective management of stormwater infiltration and flow helps to keep public rights- of-way free of flooding, thereby improving personal and emergency access for all users of the city's transportation system and helps to protect property, groundwater, and waters of the state and United States.

#### Private Responsibilities

(7) Every person that uses property has an obligation to minimize or eliminate detrimental impacts on other persons or property that result from such use. If a user of property alters the property in any way that increases the flow or pollutant load of water from the property, the user must provide on-site mitigation facilities to control the flow and quality of stormwater runoff and must maintain such facilities in accordance with SHMC Chapter 13.20.

#### Stormwater Utility

(8) The existing public stormwater system cannot adequately address stormwater runoff quantity and quality issues. There is a need for additional funding to provide for adequate construction, operation, and maintenance of the public stormwater system.

(9) The public stormwater system constitutes a public utility owned and operated by the city. The utility exists to provide a municipal service that is essential to: a) public health and safety, b) the environment, or c) both.

#### **13.20.040 Policy.**

(1) The council declares its intention to acquire, own, construct, reconstruct, equip, operate, regulate, and maintain within the city limits, and outside the city limits when consistent with the

council's adopted policies or intergovernmental agreements, a public stormwater system, and to require persons responsible to construct, reconstruct, maintain, and extend the public stormwater system.

(2) The construction of both the public stormwater system and private stormwater treatment facilities through or adjacent to a new development shall be provided by the person responsible for the development. Improvements shall comply with all applicable city ordinances, policies, and standards, including but not limited to the Engineering Standards Manual, the Oregon Standard Specifications for Construction, and the Oregon Plumbing Specialty Code as applicable, and the guidelines implementing Best Management Practices designed to meet the objectives and requirements of SHMC Chapter 13.20. Except as permitted by the manager, required on-site stormwater management facilities for stormwater detention, retention, and water quality treatment shall be located on private properties and shall be owned and maintained by the benefited property.

(3) No portion of this chapter, subsequent interpretations of this chapter, or policies adopted to implement this chapter shall relieve any property owner of assessments levied against real property for a local improvement project or for abating conditions on the property that violate any provision of this code.

(4) Stormwater shall be managed as close as is practicable to development, and shall mimic the natural hydrologic cycle by prioritizing infiltration techniques as much as practical. Stormwater management shall avoid a negative impact on adjoining properties, nearby streams, wetlands, groundwater, and other water bodies. All local, state, and federal permit requirements related to implementation of stormwater management facilities must be met prior to facility use. Surface water discharge from on-site stormwater management facilities shall be conveyed via an approved drainage system.

#### **13.20.050 City Responsibilities.**

The city shall manage the public facilities and improvements that are part of the public stormwater system. These facilities and improvements include but are not limited to:

- (1) Open drainageways on public property or within a public right-of-way.
- (2) Piped drainage systems and their related appurtenances which have been designed and constructed expressly for use by the general public and accepted by the city, including all drainage sumps located in the public rights-of-way or designed and located to serve the streets and public facilities.
- (3) Roadside drainage ditches along unimproved city streets, but not access drive culverts.
- (4) Flood control and water quality treatment facilities such as levees, dikes, overflow channels, detention systems, retention systems, dams, pump stations, groundwater recharging basins, water quality facilities such as ponds, swales, and filters, that have been designed and constructed expressly for use by the general public and accepted by the city, unless such facility is managed by a private entity as approved by the city.

#### **13.20.060 Private Responsibilities.**

- (1) Stormwater facilities to be managed by the persons responsible for property include but are not limited to:
  - (a) Stormwater facilities which are not part of the public stormwater system.
  - (b) Private parking lot storm drains.
  - (c) Roofs, footings, or area drains.

(d) All Underground Injection Control facilities (UICs) and associated water quality appurtenances located on private property and designed to serve the specific property.

(e) Public open drainageways located on private property, whether within a public drainage easement or not.

(f) Non-public open drainageways and culverts.

(g) Access drive culverts and roof drains in the public right-of-way.

(h) On-site private stormwater management facilities constructed as a condition of development without public resources including any detention, retention, and water quality treatment systems.

(2) Persons responsible for property shall keep public and non-public open drainageways which cross and/or enter their property cleared of debris and vegetation which impede the drainage function. If removal of vegetation would result in open soils that may erode, adequate vegetation to prevent erosion shall be maintained. Large woody debris that has fallen naturally or was anchored for habitat pursuant to a permit shall not be removed from a stream, natural pond, natural or constructed wetland. If naturally fallen large woody debris is deemed to pose public safety concerns, the responsible persons shall seek approval from the manager prior to removal.

(3) Persons responsible for property shall maintain public and non-public stormwater facilities on any property which they possess or control so as

(a) to prevent flooding or damage to other property,

(b) to prevent injury to any person or property,

(c) to prevent erosion of the watercourse, sedimentation, pollution or contamination of surface water or groundwater, and

(d) to continue to provide the stormwater detention, retention, and water quality treatment that was required at the time of project approval.

(4) The failure of persons responsible for property to comply with the obligations stated in SHMC 13.20.060(1), (2), or (3) is a violation of this chapter.

(5) The conditions on private property which may result in situations proscribed by SHMC 13.20.060(2) or (3) are declared to be a danger to: a) public health and safety, b) the environment, or both, and therefore are a nuisance to be abated as provided in SHMC Chapter 8.12.

### **13.20.070 Discharge of Pollutants.**

The commencement, conduct, or continuance of any non-stormwater discharge to the public stormwater system is prohibited and is a violation of this Chapter, except as described below.

(1) The prohibition shall not apply to any non-stormwater discharge permitted or approved under an Industrial or Municipal NPDES permit, waiver, or discharge order issued to the discharger and administered by the DEQ, provided that the discharger is in full compliance with all requirements of the permit, waiver, or discharge order and other applicable laws or regulations and provided that written approval has been granted by the city for any discharge to the municipal separate storm wastewater system (MS4).

(2)

(a) Except as provided in subsection (3), the prohibition shall not apply to the following



non-stormwater discharges to the public stormwater system, as long as best management practices are utilized to control or remove pollutants, as applicable: water line/reservoir flushing, fire hydrant flushing, dye testing in accordance with manufacturers recommendations, landscape irrigation, diverted stream flows, rising groundwater, uncontaminated groundwater infiltration (as defined in 40 CFR 35.2005(20)) to the municipal separate storm sewer system (MS4), uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, street and pavement wash water, flows from fire-fighting, and treated water from investigation, removal, and remedial actions selected or approved by DEQ pursuant to Oregon Revised Statute (ORS) Chapter 465.

(b) “Street wash water” is defined for purposes of this section to be water that originates from publicly-financed street cleaning activities.

(c) Discharge of flows to the public or private stormwater system from private washing of sidewalks, streets and parking lots are discouraged to the maximum extent practicable.

(3) The manager may require best management practices to reduce pollutants, or may prohibit a specific discharger from engaging in a specific activity identified in subsection (2) if at any time the manager determines that the discharge is, was, or will be a significant source of pollution.

#### **13.20.080 Discharge in Violation of Permit.**

Any discharge that would result in or contribute to a violation of an existing or future Municipal NPDES Permit and any amendments, revisions, or reissuance thereof, either separately considered or when combined with other discharges, is a violation of this chapter and is prohibited. Liability for any such discharge shall be the responsibility of the persons causing or responsible for the discharge, and such persons shall defend, indemnify, and hold harmless the city in any administrative or judicial enforcement action against the permit holder relating to such discharge.

#### **13.20.090 Illicit Connections and Illicit Discharges.**

It is prohibited to establish, use, maintain, or continue illicit connections to the public stormwater system, or to commence or continue any illicit discharges to the public stormwater system.

#### **13.20.100 Waste Disposal Prohibitions.**

(1) No person or business shall throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, left, or maintained, in or upon any public or private property, driveway, parking area, street, alley, sidewalk, catch basin, inlet, or other component of the public stormwater system, materials that may cause or contribute to pollution or polluted runoff, including but not limited to: waste/wash waters, process by-products or waste, hazardous or toxic materials leaks, drips and spills, refuse, rubbish, garbage, litter, recycling materials, yard debris, landscape materials, compost, topsoil, bark, gravel, sand, dirt, sod, sediment or sediment-laden runoff from construction or landscaping activities, hazardous or toxic materials, or other discarded or abandoned objects, articles, and accumulations.

(2) Runoff from commercial or industrial operations or businesses related to washing of equipment, vehicles, retail products, or waste & recycling storage areas or containers shall not discharge directly to a private or public stormwater system or waters of the state or United States. Runoff from these activities shall be collected and/or diverted into the sanitary wastewater collection system, unless adequate BMPs can be used for the manager to approve an alternate discharge location.

#### **13.20.110 General Discharge Prohibitions.**

No person or person in charge of property shall discharge or cause to be discharged into a private or public stormwater system any non-stormwater discharge not expressly allowed under SHMC 13.20.070, including, but not limited to:

- (1) Any discharge having a visible sheen, or containing floating solids or discoloration (except dye testing as permitted in SHMC 13.20.070(2)(a));
- (2) Any discharge having a pH of less than 6.5 or greater than 8.5;
- (3) Any discharge which causes or may cause damage, interference, nuisance or hazard to the public stormwater system or the city personnel; or
- (4) Any discharge containing human sanitary waste or animal feces.

#### **13.20.120 Compliance with Industrial NPDES Stormwater and WPCF Permits.**

Any industrial discharger, discharger associated with construction activity, or other discharger subject to any NPDES or WPCF permit issued by the Oregon DEQ, from which pollutants may enter the public or private stormwater system, shall obtain and comply with all provisions of such permits, including notification to and cooperation with local entities as required by state and federal regulations. Proof of compliance with said permits may be required in a form acceptable to the manager prior to issuance of any grading, building, occupancy permits or business license. At the manager's request, the discharger shall submit a copy of Discharge Monitoring Reports required by NPDES or WPCF permits to the city.

#### **13.20.130 Compliance with State, Local, and Federal Regulations.**

All users of the public stormwater system and any person or entity whose actions may affect the system shall comply with all applicable federal, state, and local laws. Compliance with the requirements of this chapter shall in no way substitute for or eliminate the necessity for compliance with applicable federal, state, and local laws.

#### **13.20.140 Conflicts with Existing and Future Regulatory Requirements of Other Agencies.**

Any provisions or limitations of this chapter and any rules adopted pursuant hereto are superseded and supplemented by any applicable federal, state, or local requirements existing or adopted subsequent hereto, which are more stringent than the provisions and limitations contained herein. Any provision of this chapter and rules adopted pursuant hereto which are more stringent than any such applicable federal, state, or local requirement shall prevail and shall be the standard for compliance by the connectors to and the discharges to the public stormwater system.

#### **13.20.150 Accidental Spill Prevention and Control.**

Industrial or commercial operations who as part of their primary business function handle, store, use, dispose or recycle chemicals or materials that have the potential to cause or contribute to stormwater pollution, especially as defined in SHMC 13.20.100, are required to:

- (1) Keep a spill containment and cleanup kit within the chemical handling or usage area;
- (2) Store materials onsite in a manner that prevents or limits contact with precipitation on anything but clean, non-leaking disposal, recycling, or product containers;
- (3) Prepare, submit, and maintain an Accidental Spill Prevention Plan, upon written request by the manager.

If other laws or regulations require an Accidental Spill Prevention and Control Plan, a plan that meets the requirement of those other laws and regulations will satisfy the requirement of this section.

**13.20.160 Notification of Spills.**

As soon as any person in charge of a facility or responsible for emergency response for a facility becomes aware of any suspected, confirmed, or unconfirmed release of material, pollutants, or waste creating a risk of discharge to the public stormwater system, such persons shall:

- (1) begin containment and cleanup procedures;
- (2) notify emergency personnel in case of an emergency;
- (3) notify appropriate city officials if a spill enters the public stormwater system;
- (4) notify Oregon Emergency Response System if a spill enters a water body; and
- (5) follow-up with the city regarding compliance and modified practices to minimize future spills, as appropriate.

The notification requirements of this section are in addition to any other notification requirements set forth in Federal, state, or local regulations and laws. The notification requirements do not relieve the person of necessary remediation.

**13.20.170 Requirement to Eliminate Illicit Connections.**

(1) The manager may require by written notice that a person responsible for an illicit connection to the public stormwater system comply with the requirements of this chapter to eliminate the illicit connection or secure approval for the connection by a specified date.

(2) If, subsequent to eliminating a connection found to be in violation of the chapter, the responsible person can demonstrate that an illicit discharge will no longer occur, that person may request approval to reconnect. The reconnection or reinstallation of the connection shall be at the responsible person's expense.

**13.20.180 Requirement to Remediate.**

Whenever the manager finds that a discharge of pollutants is taking place or has taken place which will result in or has resulted in pollution of stormwater or the public stormwater system, the manager may require by written notice to the responsible person that the pollution be remediated and the affected property restored, to the standards established by the manager, within a specified time.

**13.20.190 Requirement to Monitor and Analyze.**

Whenever the manager determines that any person engaged in any activity and/or owning or operating any facility which may cause or contribute to stormwater pollution or illicit discharges to the public stormwater system, the manager may, by written notice, order that such person undertake such monitoring activities and/or analyses and furnish such reports as the manager may deem necessary to demonstrate compliance with this chapter. The written notice shall be served either in person or by certified or registered mail, return receipt requested, and shall set forth the basis for such order and shall particularly describe the monitoring activities and/or analyses and reports required. The burden to be borne by the owner or operator, including costs of these activities, analyses and reports, shall bear a reasonable relationship to the need for the monitoring, analyses and reports and the benefits to be obtained. The recipient of such order shall undertake and provide the monitoring, analyses and reports within the time frames set forth in the order.

**13.20.200 Stormwater Treatment.**

The quality of stormwater leaving the site after development shall be equal to or better than the quality of stormwater leaving the site before development, based on the following criteria:

(1) On-site stormwater management facilities required for development shall be designed, installed and maintained in accordance with the Engineering Standards Manual, the Oregon Standard Specifications for Construction, and the Oregon Plumbing Specialty Code, as applicable.

(2) Land use activities of particular concern as pollution sources shall implement additional Best Management Practices for pollution control, including but not limited to, those management practices specified in the Engineering Standards Manual.

(3) Development in a watershed that drains to streams with established Total Maximum Daily Load limitations, as provided under the Federal Clean Water Act, Oregon Law, Administrative Rules and other legal mechanisms shall assure that on-site mitigation facilities for water quality control meet the requirements for pollutants of concern.

#### **13.20.210 Stormwater User Charge.**

Stormwater customers who use the public stormwater system or who cause or permit the discharge of net stormwater runoff directly or indirectly into the public stormwater system shall pay a stormwater user charge. It is presumed that stormwater services are used whenever the stormwater customer's property is an improved property. The State of Oregon is exempt from the stormwater user charge for all highway and road improvements within its rights-of-way. The State shall pay stormwater user charges for all other property it owns within St. Helens.

(1) Stormwater user charges shall be established by council resolution.

(2) User charges shall reflect actual costs of operation, maintenance, replacement, and capital improvements needed to serve existing development.

#### **13.20.220 Basis of Charge.**

Stormwater user charges shall be based on the average amount of impervious area for residential dwelling units including single, duplex, triplex, and/or four plex, or the amount of the impervious surface on the stormwater customer's property. The council may take into consideration water quality as well as water quantity when establishing the charge.

(1) The city will assume that the impervious area for single, duplex, triplex, and/or four plex dwelling units existing prior to or after August 5, 2003, is the average impervious area established for a single dwelling unit for each residential unit.

(a) A single family home shall be charged one DRU

(b) A duplex shall be charged two DRUs

(c) A triplex shall be charged three DRUs

(d) A four plex shall be charged four DRUs

(2) The city will assume that the impervious area for all other development, other than new single, duplex, triplex, and/or four plex dwelling units, is the actual measured impervious area.

(3) The city will assume that the impervious area for new single family, duplex, triplex, and/or four plex dwelling units is the average impervious area established for a single dwelling unit for each residential unit.

(a) A single family home shall be charged one DRU

(b) A duplex shall be charged two DRUs

(c) A triplex shall be charged three DRUs

- (d) A four plex shall be charged four DRUs

### **13.20.230 Calculation of Charge.**

(1) New Development and Existing Improved Properties Other than Single, Duplex, Triplex, and/or Four Plex Dwelling Units. Stormwater user charges for all new development and for existing improved properties other than single family, duplex, triplex, and/or four plex dwelling units shall be calculated by dividing the impervious area on the stormwater customer's property by 2,500 square feet and multiplying that number by the rate set for one drainage residential unit.

(a) The impervious areas for improved properties, other than for single, duplex, triplex, and/or four plex dwelling units, existing on the effective date of the adoption of this ordinance, have been individually measured through the use of any combination of the following: aerial photographs and computer analysis, actual measurement of impervious area, and calculations from city approved site plans.

(b) For all new development, other than new single, duplex, triplex, and/or four plex dwelling units, the applicant shall calculate the impervious area from city- approved site plans. The city shall review and approve the calculations.

(c) For new single, duplex, triplex, and/or four plex dwelling units, stormwater user charges shall be based on the established average of impervious area for a single dwelling unit which shall be one drainage residential unit for each residential unit. For ease of administration, the monthly user charge for each single, duplex, triplex, and/or four plex dwelling unit shall be the rate established for one drainage residential unit (DRU) per residential unit (single = 1 DRU, duplex = 2 DRU, triplex = 3 DRU, four plex = 4 DRU).

(d) For auxiliary dwelling units located on the same property as an existing single dwelling unit, the stormwater user charges shall be based on one half of the charge for a single dwelling unit (0.5 DRU per auxiliary dwelling unit).

(2) Existing Single, Duplex, Triplex, and/or Four Plex Dwelling Units. Stormwater user charges for single, duplex, triplex, and/or four plex dwelling units existing prior to or after August 5, 2003, shall be based on the assumed average impervious area for a single dwelling unit which shall be one drainage residential unit charged for each residential unit. For ease of administration, the monthly user charge for each single, duplex, triplex, and/or four plex dwelling unit shall be the rate established for one drainage residential unit (DRU) per residential unit (single = 1 DRU, duplex = 2 DRU, triplex = 3 DRU, four plex = 4 DRU).

(a) The city may choose to base a customer's stormwater user charge on actual measured impervious area.

### **13.20.240 Reducing Stormwater Charges.**

(1) Reducing Stormwater Charges. Stormwater customers may reduce their stormwater charges by:

(a) Eliminating the impervious area on their property. The city will reduce a stormwater customer's user charges if the customer is able to demonstrate to the manager's satisfaction that effective impervious area of a site has been decreased through the removal of impervious area and/or impervious area has been replaced with an approved impervious area reduction technique (i.e., installation of pervious pavement).

(b) Installing city-approved on-site stormwater management facilities. The on-site portion

of the stormwater fee will be reduced if the stormwater customer can demonstrate to the manager's satisfaction:

- (i) that their property retains all of the net stormwater runoff on-site and discharges no net stormwater runoff to the public stormwater system, even during major storm events, and
- (ii) that they do not adversely affect groundwater, surface water, or stormwater quality directly or indirectly as a result of on-site activities or the improper use of on-site stormwater management facilities.

(2) **Application to Reduce Stormwater Charges.** Stormwater customers interested in reducing their stormwater charges shall submit to the manager appropriate evidence as to why their stormwater charges should be reduced. The customer shall pay an application fee established by council resolution.

(a) Commercial, industrial, community service, and multi-family (five or more units) customers are eligible for a fee adjustment if they have on-site mitigation facilities which exceed design requirements which provide:

- (i) On-site mitigation facilities that meet all City, State, and Federal water quality requirements;
- (ii) The on-site mitigation facilities are built to City standards or approved equivalent;
- (iii) The customer establishes a maintenance program with a dedicated funding source that will maintain the on-site mitigation facility to its operational capacity;
- (iv) A civil engineer registered in Oregon certifies that the on-site mitigation facility will function to its design capacity.

(b) Reductions are not provided for systems which meet only the basic requirements for development approval.

(c) Stormwater management facilities required for the development of a residential subdivision are not eligible to be used as the mitigation facility for individual property stormwater charge reductions.

(d) Any reductions shall continue until the condition on the property is changed or until the city determines the property no longer qualifies for the reduction.

(e) All on-site stormwater management facilities eligible for discount must be designed, constructed, and maintained to standards contained in the Engineering Standards Manual, the Oregon Standard Specifications for Construction, and the Oregon Plumbing Specialty Code, as applicable.

#### **13.20.250 Stormwater Utility Fund.**

(1) There shall be a stormwater utility fund. Except for system development charges, all charges imposed and collected under this chapter shall be deposited in the stormwater utility fund.

(2) Money in the stormwater utility fund shall be used for planning, designing, and constructing the public stormwater system; for the regulation, maintenance, and administration of the public stormwater system; for providing all stormwater services, including the repayment of any indebtedness incurred before or after the effective date of this ordinance; and for all expenses related to the operation and management of the stormwater utility.

#### **13.20.260 Billing.**



(1) The city shall bill user charges on a schedule approved by the manager.

(2) Stormwater user charges may be billed on the same bill with water user charges and wastewater user charges, but shall not be combined.

#### **13.20.270 Payment.**

(1) Initial stormwater user charges begin when a building permit is issued or impervious surface is constructed, whichever is first. Charges shall be based on the planned or constructed impervious area for all new development that is not a single dwelling unit, duplex, triplex, or four plex, (i.e. commercial, industrial, apartments/multi-family, etc.) or on the DRUs established for single dwelling units, duplexes, triplexes, and four plexes. The manager may delay the commencement of these charges if the customer demonstrates hardship or special circumstances that warrant a delay.

(2) For existing development annexed into the city, stormwater user charges begin concurrently with the obligation to connect to sanitary sewerage and/or water system as provided in SHMC or when the annexation is recorded, whichever is first. The manager may phase in the amount of the user charge based on the level of service provided. The stormwater user charges shall be established pursuant to SHMC 13.20.220 and 13.20.230.

(3) When the customer changes, user charges for the new customer begins when new customer information is received by the city. If notification of the change was not received by the city prior to the change in customer, the user charge shall begin with the next billing and the new customer may be billed retroactively, not to exceed one year.

(4) If two or more persons are billed for service, they shall be jointly and individually liable and sent a single bill.

(5) Payments shall be applied as provided by SHMC Chapter 13.02.

(6) Final/closing billings are calculated as of the day the customer designates as being their last day of service or when the City receives an account closing notification, whichever is the later. The full amount of the invoice is due and payable in full after 15 days of account closing, minus any applicable deposit.

#### **13.20.280 Property Liens.**

(1) If the stormwater customer is also the owner of the property, user charges plus billing service charges, late payment charge, charge for collecting delinquent bills, damages, charges for costs incurred by the city for cleaning, repair, or replacement work caused by violation of this chapter, and any other stormwater charges incurred related to the property, shall be a lien against the property served from the date of delinquency. In the case of a closing bill where the property is being sold or transferred, the lien for the closing bill shall attach as of the day preceding the sale or transfer.

(2) When a bill for stormwater service remains unpaid for 60 days after it has been entered in the customers billing record or other city stormwater record, and recorded in the city's lien docket, the lien may be foreclosed in any manner provided by ORS 223.505 to ORS 223.650, or as otherwise provided by law.

#### **13.20.290 Adjustment of Accounts.**

Stormwater customers may request in writing a review of their user charge if they feel they are being incorrectly charged. The manager may initiate the review of a customer's stormwater user charge.

(1) If a customer's charge is reduced as a result of this review, the corrected stormwater user charge shall begin with the next billing and a credit or refund may be made retroactively, not to exceed

one year from the last billing.

(2) If a customer's charge is increased as a result of this review, the corrected stormwater user charge shall begin with the next billing and the customer may be billed for the increase retroactively, not to exceed one year from the last billing.

(3) If a customer receives other than the normal number of days of storm water services, the city shall prorate the storm water user charge. The normal number of days for stormwater services is considered the typical number of days in the month that the service is provided.

(4) The manager may write off closed accounts and retroactive bills if in the best interest of the city and may write off refunds, unless the customer requested otherwise, if the cost of making the refund would exceed the amount of the refund.

(5) If a customer has not been billed for stormwater service, the stormwater user charge shall begin with the next billing and the customer may be billed, retroactively, not to exceed one year.

### **13.20.300 Delinquency.**

(1) Stormwater user charges are mailed no later than the twenty-eighth of the month, due upon receipt, and considered late if payment in full is not received on or before the fifteenth day of the subsequent month. Accounts are delinquent if not paid in full on or before the twenty-fifth of the subsequent month.

(2) If a customer account for stormwater user charges is delinquent, the city may discontinue any city provided water service billed to that customer. The city will follow the procedures identified in SHMC Title 13.

(3) The council may establish by resolution fees for extra services required in collecting delinquent customer accounts for user charges.

(4) The city may refuse to restore water service to the premises until the delinquent charges and other costs incurred are paid.

### **13.20.310 Tenant Accounts.**

(1) The city's claim against a tenant is transferred to the owner of the property when the city provides notice of the delinquent status to the tenant and mails a copy of the notice of delinquency by first class mail to the last address of the owner or owner's agent that is on file with the city, within 30 days from the time the payment is due on the account. The transferred claim shall be a lien against the property served from the date of the notice of delinquency is mailed to the owner of the property. The transfer does not relieve the tenant of the obligation to pay the claim.

(2) The city may refuse to provide water service to a tenant if the tenant has a previous unpaid utility bill with the city unless the city and the tenant agree to a plan for repayment of unpaid utility bills.

(3) The city will provide information to the owner or owner's agent regarding the status of a tenant's account upon request, within a reasonable amount of time. If a request is made verbally, the city shall provide the information verbally. If the city discloses information under this subsection, the city shall not be held responsible for the disclosure of information to a person who is not an owner or owner's agent.

### **13.20.320 Administrative Regulations.**

The manager may adopt such rules and regulations as are necessary for the administration of the duties required by this chapter and for the: a) public health and safety, b) the environment, or c) both; and

welfare.

#### **13.20.330 Recovery of Delinquent Charges.**

For those accounts where the city does not have the ability to collect stormwater charges in connection with or as part of the charge for another service or utility that can be curtailed to secure collection, the city may certify to the tax assessor of Columbia County the amount of any delinquent user charges, fees for collecting delinquent user charges, and billing service charges. When so certified, they shall be assessed against the premises served in the same manner as other taxes are certified, assessed, collected, and paid.

#### **13.20.340 Violation.**

A violation shall have occurred when any requirement or provision of SHMC Chapter 13.20 has not been complied with. Violation of any provision of SHMC Chapter 13.20 may be subject to enforcement action by the manager.

#### **13.20.350 Authority to Inspect.**

(1) The manager may enter any property, building or premises to perform an inspection to ensure compliance with any provision of SHMC Chapter 13.20.

(2) As used in this section, inspection includes, but is not limited to, physical inspection, sampling, metering or recording on site activities, or reviewing and copying records, all as necessary to ensure compliance with SHMC Chapter 13.20.

#### **13.20.360 Acts Resulting in Violation of Federal Law.**

Any person who violates any provision of SHMC Chapter 13.20 or the Engineering Standards Manual, or any provision of any stormwater-related permit issued by DEQ, or who discharges waste or wastewater which causes pollution, or who violates any cease and desist order, prohibition, or effluent limitation, also may be in violation of the federal Clean Water Act, Safe Drinking Water Act or the Endangered Species Act and may be subject to the sanctions of these Acts including civil and criminal penalties.

#### **13.20.370 Fines, Penalties and Other Enforcement Tools.**

(1) Any condition caused or permitted to exist in violation of any provision of SHMC Chapter 13.20 is a threat to: a) public health and safety, b) the environment, or c) both. Any such condition is unlawful and constitutes a nuisance.

(2) In addition to any other remedies provided herein, violation of any section of SHMC Chapter 13.20 may be enforced as set forth in SHMC Chapter 8.12, or as otherwise authorized by law.

(3) Unless otherwise specified, violation of any provision of SHMC Chapter 13.20 may be subject to a fine or penalty of \$250 for one day to a maximum amount of \$5,000 for a continuing violation.

(4) Each day on which a violation occurs or continues is a separate offense and may be subject to a separate fine or penalty.

#### **13.20.380 Disclaimer of Liability.**

The degree of protection required by SHMC Chapter 13.20 is considered reasonable for regulatory purposes and is based on scientific, engineering, and other relevant technical considerations. The standards set forth herein are minimum standards and compliance does not ensure that there will be no unauthorized discharge of pollutants into the public stormwater system. SHMC Chapter 13.20 shall not create liability on the part of the city, any agent or employee thereof for any damages that result from

reliance on SHMC Chapter 13.20 or any administrative decision lawfully made thereunder.

**City of St. Helens**  
**RESOLUTION NO. 1871**

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY  
LOCATED AT 375 SOUTH 13<sup>TH</sup> STREET WITHIN THE CITY OF ST. HELENS AND  
DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID  
PREMISES**

**WHEREAS**, St. Helens Municipal Code (SHMC) Section 8.12.070(1)(a) provides that "No person in charge of any premises shall permit: (a) To remain unguarded upon said premises any machinery, automobile bodies or parts thereof, equipment, structures, buildings or other devices having the characteristic of an attractive nuisance or which is liable to attract children;" and

**WHEREAS**, SHMC Section 8.12.150(2) provides that "Keeping of Junk Prohibited. It is hereby determined and declared that the keeping of or allowing of junk to be on or remain out of doors on any public or private premises within the city, unless the same is completely enclosed within a building, is a nuisance and is unlawful;" and

**WHEREAS**, the property located at 375 South 13<sup>th</sup> Street, St. Helens, Oregon, has been determined by the Code Enforcement Officer to be in violation of one or more provisions of Chapter 8.12 of the St. Helens Municipal Code as described above and therefore a nuisance pursuant to the Code.

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

**Section 1.** The property located at 375 South 13<sup>th</sup> Street, St. Helens, Oregon, constitutes a nuisance under SHMC Chapter 8.12.070(1)(a) and 8.12.150(2), based on the photographs of the premises, attached hereto and incorporated herein by reference as Exhibit A, and information from the Code Enforcement Officer. Council finds that the photographs show trash, rubbish, debris, and junk. Council hereby directs that the person(s) in charge of the premises located as 375 South 13<sup>th</sup> Street, shall, within 30 days after such Council determination, remove or abate such nuisance.

**Section 2.** Pursuant to SHMC 8.12.250(10), Council hereby delegates, "If within the time fixed, as provided in this chapter, the nuisance has not been abated by the person in charge of the property, the common Council shall cause the nuisance to be abated." Council further directs that this nuisance be permanently abated within 30 days from the date of this Resolution.

**Section 3.** Council hereby directs a notice to be posted on property located at 375 South 13<sup>th</sup> Street, St. Helens, Oregon, which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless a permanent abatement of the nuisance is performed within 30 days of this Resolution, the City will permanently remove the nuisance and that the costs shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

**Section 4.** The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in Section 3, supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

**Approved and adopted** by the City Council on December 18, 2019, by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder

























**City of St. Helens**  
**RESOLUTION NO. 1872**

A JOINT RESOLUTION OF THE CITY COUNCIL AND URBAN  
RENEWAL AGENCY OF THE CITY OF ST. HELENS MAKING  
CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND  
AUTHORIZING THE SALE OF AN APPROXIMATELY 8.35 ACRE  
PARCEL LOCATED AT 1400 KASTER ROAD WITHIN THE CITY OF  
ST. HELENS AND LOCATED WITHIN THE ST. HELENS URBAN  
RENEWAL AREA

**WHEREAS**, on July 8, 2015, the City Council of the City of St. Helens (the "City Council") adopted Resolution No. 1707 authorizing the purchase of real property from Boise White Paper, LLC (the "Boise Cascade property") in an amount not to exceed Three Million Dollars (\$3,000,000) in order to foster the City's economic development, environmental and public use goals; and

**WHEREAS**, the Boise Cascade property consisted of approximately 204 acres of industrial property; and

**WHEREAS**, on June 21, 2017, the City Council ratified a Ground Lease Agreement with Option for Purchase entered into as of June 6, 2017 between the City of St. Helens (the "City") and ACSP LLC (the "Lessee") for 9.5 acres of the Boise Cascade property for an industrial agricultural facility in order to bring jobs back to the City and revitalize the Boise Cascade property; and

**WHEREAS**, on August 16, 2017, by Ordinance No. 3217, the City Council adopted the St. Helens Urban Renewal Plan (the "Plan"); and

**WHEREAS**, the Boise Cascade property is located within the St. Helens Urban Renewal Area and is subject to the St. Helens Urban Renewal Plan; and

**WHEREAS**, the approved Plan calls for the sale of properties not used for public improvements to private project developers to carry out the Plan's purposes; and

**WHEREAS**, the effect of the Plan is to declare city-owned land in the Urban Renewal Area as surplus if the property is not needed for public improvements; and

**WHEREAS**, the City Council is authorized by the Plan to act as the governing body of the St. Helens Urban Renewal Agency (the "Agency"); and

**WHEREAS**, ACSP LLC is interested in terminating the Ground Lease Agreement and purchasing an 8.35 acre parcel of the Boise Cascade property (the "Parcel") for industrial agricultural purposes; and

**WHEREAS**, the City has commenced a partition of the Parcel from the Boise Cascade property to enable a lawful sale of the Parcel; and

**WHEREAS**, ACSP LLC has commenced use of the Parcel and begun improving the Parcel, which is within a time deemed reasonable by the City Council; and

**WHEREAS**, the offered price is not less than the fair market value of the property and is its fair reuse value; and

**WHEREAS**, because the Parcel is adjacent to a railroad right of way and pursuant to the requirements of ORS 271.310(3)(a), the City notified the Department of Transportation of the proposed sale on October 9, 2018; and

**WHEREAS**, pursuant to ORS 221.725(2), the City published notice of the proposed sale and public hearing on November 7, 2018; and

**WHEREAS**, pursuant to ORS 221.725(3), on November 15, 2018, not earlier than five days after publication of the notice, the City Council acting as both the City Council and the Urban Renewal Agency held a public hearing on the proposed sale of the Parcel; and

**WHEREAS**, pursuant to ORS 221.725(4), information was provided at the public hearing which fully disclosed the nature of the sale and which included an appraisal reflecting the market value of the property; and

**WHEREAS**, there was an opportunity to present both written and oral testimony at the public hearing; and

**WHEREAS**, after further consideration of the public testimony brought forth at the November 15, 2018 hearing and subsequent negotiations with ACSP the City desires to liquidate the property at fair market value; and

**WHEREAS**, the City commissioned an independent appraisal to determine the fair market value; and

**WHEREAS**, the independent appraisal determined a fair market value of one million five hundred and fifty thousand dollars (\$1,550,000.00); and

**WHEREAS**, the City desires to sell the property at fair market value; and

**WHEREAS**, pursuant to ORS 221.725(2), the City republished notice of the proposed sale and public hearing on December 11, 2019; and

**WHEREAS**, pursuant to ORS 221.725(3), on December 18, 2019, not earlier than five days after publication of the notice, the City Council acting as both the City Council and the Urban Renewal Agency held a public hearing on the proposed sale of the Parcel; and

**WHEREAS**, there was an opportunity to present both written and oral testimony at the public hearing; and



**WHEREAS**, pursuant to the authority found in ORS 457.230 and Section 5 of the Plan, the Agency is authorized to dispose of property within the Urban Renewal Area; and

**WHEREAS**, the City has met the requirements of ORS 221.725 and ORS 271.310(3) and may sell real property when it finds it necessary or convenient, and in compliance with the Plan.

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

**Section 1.** The foregoing Recitals are incorporated herein as findings.

**Section 2.** The City Council finds it convenient and in the public interest to sell the Parcel to ACSP LLC for use as an industrial agricultural facility.

**Section 3.** The Agency finds that the Parcel was acquired not for public improvements but to support private redevelopment and that sale of the Parcel to ACSP will promote the expansion of employment opportunities and industrial development in accordance with the adopted goals of the Plan.

**Section 4.** The City Council acting as both the governing body for the City and the board for the Urban Renewal Agency hereby authorizes the sale of an 8.35 acre parcel located at 1400 Kaster Road within the City of St. Helens and located within the St. Helens Urban Renewal area. A map of the Parcel subject to the sale is attached as Exhibit A.

**Section 5.** The City Administrator and Mayor, or either of them, is authorized to negotiate the termination of the Ground Lease Agreement and the sale of the Parcel with seller financing in an amount not less than \$1,550,000.00, and to sign all agreements and documents necessary to complete the sale.

**Section 6.** This Resolution supersedes all previous actions taken by the City Council to approve the sale of the 8.35 acre parcel of the former Boise Cascade property and all such previous actions are of no further effect.

**Approved and adopted** by the City Council on December 18, 2019, by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

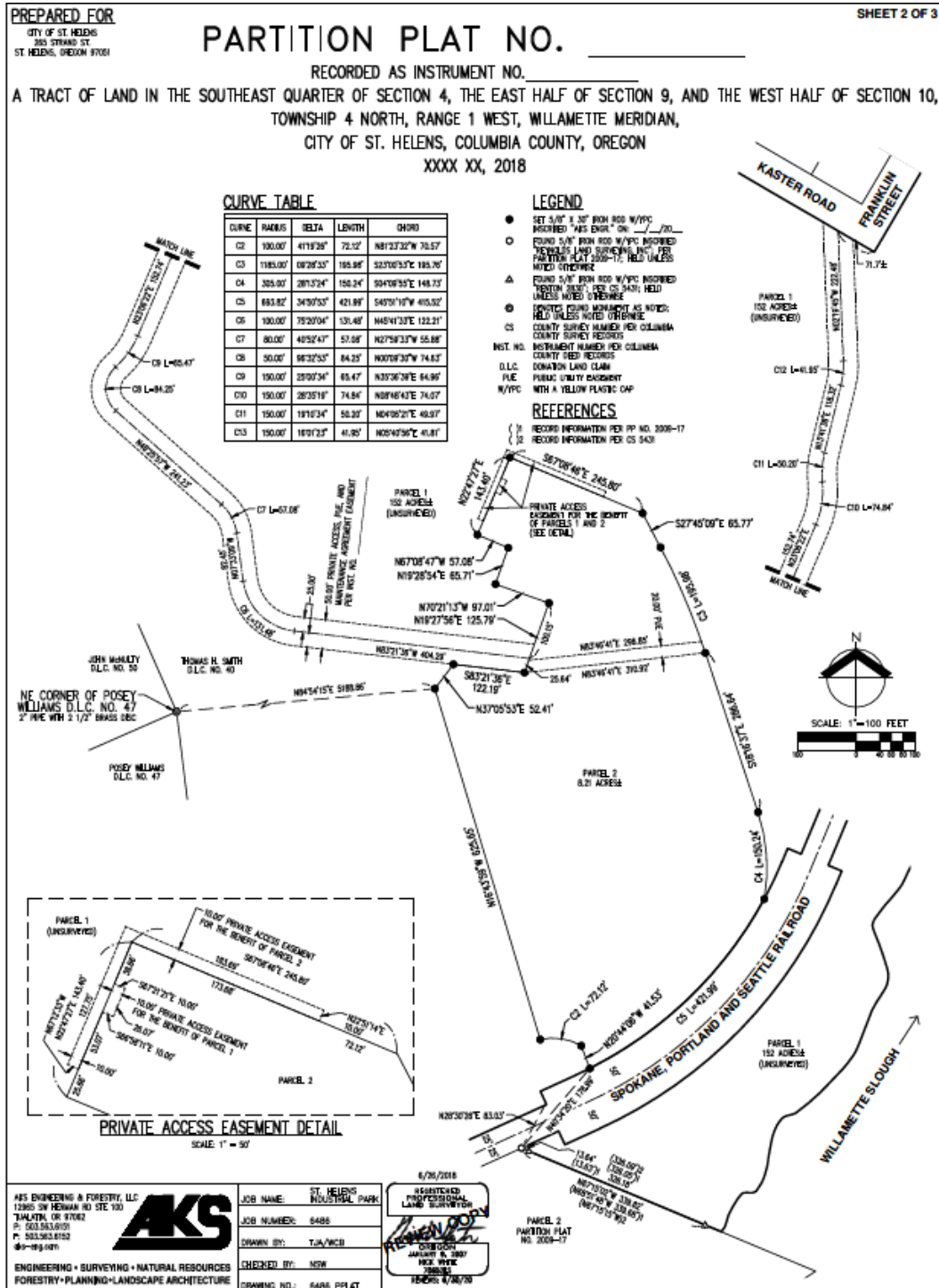
ATTEST:

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Kathy Payne, City Recorder

# EXHIBIT "A"

## THE PARCEL



**AMENDMENT NO. 1 TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN  
COLUMBIA COUNTY AND THE CITY OF ST. HELENS**

WHEREAS, on March 8, 2017, Columbia County (hereinafter, "County") and the City of St. Helens (hereinafter, "City") entered into an Intergovernmental Agreement (hereinafter, "Agreement") for the completion of the Gable Road bicycle and pedestrian improvement project; and

WHEREAS, because the Agreement expires on December 31, 2019, and the project is not yet complete, the parties wish to extend the Agreement for an additional year;

NOW, THEREFORE, in consideration of the benefits that will accrue to the County and the City, and the covenants set forth herein, the parties agree to the following:

- A. Section 2, Term, of the Agreement shall be deleted in its entirety and replaced with the following:
  - "2. **Term.** This Agreement shall become effective on the date last signed, below, and shall terminate on December 31, 2020."
- B. All other terms and conditions of the Agreement shall remain in full force and effect.
- C. This Amendment shall become effective on the last date signed by the parties.
- D. This Amendment may be executed in several counterparts, all of which when taken together shall constitute an original and shall be considered the same agreement.

CITY OF ST. HELENS:

By: \_\_\_\_\_  
Rick Scholl, Mayor

Attest:

By: \_\_\_\_\_  
Kathy Payne, City Recorder

Date: \_\_\_\_\_

Approved as to form

By: \_\_\_\_\_  
City Attorney

COLUMBIA COUNTY BOARD OF COUNTY  
COMMISSIONERS:

By: \_\_\_\_\_  
Henry Heimuller, Chair

By: \_\_\_\_\_  
Margaret Magruder, Commissioner

By: \_\_\_\_\_  
Alex Tardif, Commissioner

Date: \_\_\_\_\_

Approved as to form

By: \_\_\_\_\_  
Office of County Counsel



# **APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS**

City Council Meeting ~ December 18, 2019

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**Pending applications received:**

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Joshua Hughes	Arts & Cultural Commission	7/30/19	8/4/19
• Andrea Luttrell	Arts & Cultural Commission	9/27/19	9/30/19
• Walter Fowler	Various	10/28/19	10/29/19

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## **Budget Committee (3-year terms)**

- Garret Lines' term expires 12/31/2019. He is eligible for reappointment.

**Status:** Council President Morten has been notified that her appointee's term expires at the end of the year.

**Next Meeting:** TBD

**Recommendation:** None at this time.

## **Library Board (4-year terms)**

- The Board added positions.
- Heather Anderson-Bibler resigned. Her term expired 6/30/2021.

**Status:** Currently, there are two vacancies.

**Next Meeting:** January 13, 2020

**Recommendation:** None at this time.

## **Parks & Trails Commission (4-year terms)**

- Ben Tiscareno resigned. His term expires 12/31/2022.

**Status:** Currently, there is one vacancy. A press release was sent out on July 18, 2019 with a deadline of August 15, 2019. To date, we have not received any applications.

**Next Meeting:** January 13, 2020

**Recommendation:** None at this time.

## **Planning Commission (4-year terms)**

- Kathryn Lawrence's term expires on 12/31/2019. She is eligible for reappointment.

**Status:** It is on the Commission's December 10 meeting to discuss.

**Next Meeting:** January 14, 2020

**Recommendation:** At their December 10 meeting, the Planning Commission recommended reappointing Kathryn Lawrence to an additional four year term. Her new term expires 12/31/23.

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**City of St. Helens**  
**RESOLUTION NO. 1648**

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

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

**WHEREAS**, Resolution No. 1521 established general recruitment, selection and appointment guidelines for appointments to the City of St. Helens boards, committees and commissions; and

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

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

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

all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

9. Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee or commission and his/her stated willingness to continue.
10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.
11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson  
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne  
Kathy Payne, City Recorder





# City of St. Helens Planning Commission

Approved Minutes

October 8, 2019

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**Members Present:** Chair Hubbard  
Commissioner Cohen  
Commissioner Semling  
Commissioner Stenberg  
Commissioner Webster

**Members Absent:** Commissioner Lawrence  
Vice Chair Cary

**Staff Present:** Councilor Carlson  
Associate Planner Dimsho  
City Planner Graichen

**Others:** Julie Jackson

- 1) **7:00 p.m. - Call to Order and Flag Salute**
- 2) **Consent Agenda: Approval of Minutes**  
2.A Planning Commission Minutes dated September 10, 2019

**Motion:** Upon Commissioner Webster's motion and Commissioner Stenberg's second, the Planning Commission unanimously approved the Planning Commission Minutes dated September 10, 2019. Commissioner Cohen did not vote due to his absence during that meeting. [Ayes: Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

- 3) **Topics from the Floor: Limited to 5 minutes per topic (not on public hearing agenda)**

There were no topics from the floor.

- 4) **Public Hearings (times reflect earliest start time)**  
4.A 7:00 p.m. - Annexation at 2185 & 2195 Gable Road - Columbia Community Mental Health

Chair Hubbard opened the Public Hearing at 7:03 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter. City Planner Jacob Graichen entered the staff report dated October 8, 2019 into the record.

Graichen described the proposal and recommended conditions of approval, as presented in the staff report. He went through the attachment that detailed the timeline of work at the Columbia Community Mental Health (CCMH) campus from 2015 to present. They were expanding their office facilities and parking. The main reason for this annexation is connection to City water for the buildings on property not within city limits. Commissioner Cohen asked if there was anything

else outstanding for CCMH to be in compliance with the City's rules. Graichen said the landscaping strip has not yet been installed on McNulty Way, but they have plans for completing this work. Graichen also said CCMH may still have outstanding items with the County. Commissioner Semling asked if the newer buildings on the site are already hooked to City water. Graichen said yes (at least some), but he does not believe they have received occupancy for them yet. Chair Hubbard asked if this annexation would trigger any improvements on Gable Road. Graichen said no.

### **In Favor**

**Jackson, Julie. Applicant.** Jackson is the Executive Director of CCMH. She said completing the landscaping is important to them too. They are working with Key Club or Kiwanis volunteers to install the landscaping. Jackson said they have been working to make the property look nice to help reduce the stigma of mental health. She is looking forward to demolition of the eyesore building on the property. They now have their own internally-hired, licensed and bonded contractor who will do the work. They may install a gravel path along Gable Road to connect to their existing path. Jackson said there were a lot of things done in 2015 that surprised them. Jackson confirmed that they have not received occupancy from the county for the three new buildings. She said they are bursting at the seams. Commissioner Cohen asked about their long term plans for building the site out. Jackson said Greater Oregon Behavioral Health (GOBHI) is pulling out of Columbia County, which means CCMH will be getting a new contract to offer those services. Their current facility is not large enough, so they are looking at the Mark's Custom Exteriors building off of Highway 30. Commissioner Cohen suggested putting in lighting on the path between the parking lot and the family services building (the green building). Jackson agreed. She said they have been looking into hanging lights from the trees or poles because in-ground lighting gets taken.

### **In Opposition**

No one spoke in opposition.

### **End of Oral Testimony**

There were no requests to continue the hearing or leave the record open.

### **Close of Public Hearing & Record**

The applicant waived the opportunity to submit final written argument after the close of the record.

### **Deliberations**

Graichen said this is a recommendation to City Council for next week's meeting.

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission recommended approval to City Council of the Annexation as presented in the staff report. [Ayes: Commissioner Cohen, Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

## 5) Discussion Items

### 5.A Riverfront District Architectural Guidelines Recommendation - Modification at 251 St. Helens Street

Graichen said the requested modifications are not to the main school building (which is a designated landmark). The request is for modifications to a former covered playground area behind the old John Gumm School. It used to be a play structure, and later (after the school was repurposed), a batting cage. The owner of the John Gumm School uses it for storage, but it is difficult to get stuff in and out of it because of the small door. He would like to install five garage-style overhead doors and relocate the main door. Commissioner Cohen asked if the change from wooden siding to metal doors was an issue. Chair Hubbard said the building probably used to be an unenclosed bus barn with no sides anyways. Commissioner Cohen agreed.

Commissioner Stenberg asked about turning radius if the applicant uses the doors to bring in vehicles. Graichen said turning radius did not appear to be an issue since the applicant is going to use the doors mainly to get stuff in and out. Graichen said this is a recommendation to staff for compliance with the Riverfront District's Architectural Design Standards.

**Motion:** Upon Commissioner Semling's motion and Commissioner Stenberg's second, the Planning Commission recommended approval of the modification at 251 St. Helens Street as presented. [Ayes: Commissioner Cohen, Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

## 6) Acceptance Agenda: Planning Administrator Site Design Review

Commissioner Cohen asked about the Running Dogs Brewery expansion. There was a discussion of their funding for the project.

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Acceptance Agenda: Planning Administrator Site Design Review. [Ayes: Commissioner Cohen, Commissioner Semling, Commissioner Stenberg, Commissioner Webster; Nays: None]

## 7) Planning Director Decisions

Graichen provided an update on the timeline of the Forest Trail Subdivision (formerly Bailey Subdivision). Commissioner Cohen asked if that was the subdivision where they felled trees inside the wetland protection area. Graichen said yes. They had to revise the Protection Area Management Plan (PAMP) and mitigate accordingly. Commissioner Cohen believes they should have been fined.

## 8) Planning Department Activity Report

### 8.A Planning Department Report dated September 24, 2019

Commissioner Cohen asked about the apartment complex near Highway 30 and Matzen Street. Graichen said a potential wetland issue may require changes to the approved site plan. He said it may impact the driveway access off of McBride Street and one building, which is 12 units.

Chair Hubbard asked about the Graystone Estates subdivision. Graichen said they resolved a lot of their issues with DEQ. He also said last week the civil plans were approved, so they will start on those public improvements soon.

Councilor Carlson asked about the anticipated traffic increases at Gable Road and Highway 30 with the apartment complex that received land use approval last meeting. Graichen described the proportional fee that will be charged to the applicant based on the increase in traffic.

**9) For Your Information Items**

Chair Hubbard would like to add Planning Commission Goals & Priorities for City Council to the upcoming April and May agendas in preparation for the Annual Report to Council in June.

Commissioner Stenberg asked Associate Planner Dimsho how the wetland boardwalk workshop went. Dimsho said it was very insightful. The hosts of the workshop shared many lessons learned regarding boardwalk materials, the design process, and budget overruns.

Graichen said for the past two years, we have not had a meeting in November. The Commission was fine to cancel the upcoming November meeting if there is nothing on the agenda.

**10) Next Regular Meeting - November 12, 2019**

**11) Adjournment**

*There being no further business before the Planning Commission, the meeting was adjourned at 8:03 p.m.*

*Respectfully submitted,*

*Jennifer Dimsho  
Associate Planner*

**City of St. Helens**  
*Consent Agenda for Approval*

**CITY COUNCIL MINUTES**

Presented for approval on this 18<sup>th</sup> day of December, 2019 are the following Council minutes:

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2019

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- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated October 16, 2019
- Work Session, Executive Session, and Regular Session Minutes dated November 6, 2019
- Work Session, Executive Session, Public Forum, and Regular Session Minutes dated November 20, 2019
- Work Session, Executive Session, and Regular Session Minutes dated December 4, 2019

**After Approval of Council Minutes:**

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update signature block on Word document in Granicus & Publish
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Update file name & signature block of Word ES document & copy in Admin drive
- ☐ Email minutes link to distribution list
- ☐ Add minutes to ORMS
- ☐ Add packet and exhibits to ORMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet

# City of St. Helens City Council

Work Session Minutes

October 16, 2019

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**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Keith Locke (arrived at 2:04 p.m.)  
Councilor Stephen R. Topaz

**Members Absent:** Councilor Ginny Carlson

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Matt Brown, Finance Director  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Director  
Brian Greenway, Police Chief  
Crystal Farnsworth, Communications Officer  
Jacob Graichen, City Planner  
Rachael Barry, Government Affairs & Project Support Specialist  
Jenny Dimsho, Associate Planner  
Mike De Roia, Building Official  
Tina Curry, Event Coordinator

**Others:**

Joe Kessi	Lynne Pettit	Chip Bubl
Debra Brimacombe	Nicole Thill	Christine Menges
Shannon Vaerewyck	Kathleen Grant	Margaret Trenchard-Smith
Joel Haugen	Melisa Beasley	Grace Beilfuss
Brooke Allen	Zu'Anna Stansbury	Savannah Hoffman
Blake Gohlman		

1) **1:00 P.M. - Call Work Session to Order**

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

- ◆ Joel Haugen. He would like the Scappoose and St. Helens City Councils to hold a joint meeting in early 2020 to talk about how they can collaborate. He would eventually like to develop a trail connecting the two cities.

Council President Morten asked which City he would like to have it at. Joel suggested leaving that to the City Administrators to decide.

- ◆ Zu'Anna Stansbury, Brooke Allen, and Grace Beilfuss. They are on the Safe and Sober Committee for the high school. Their goal is to have an amazing party at a safe venue for the graduating class of 2020. All money raised goes towards food, activities, and prizes. Hours of volunteer time is spent preparing. There are 199 seniors graduating. Each senior has to volunteer 10 hours throughout the year. She talked about the fundraising that is done. They are requesting a donation from the City.

Mayor Scholl said they have typically donated \$500. Council President Morten suggested the City consider asking students to give back if the City makes the donation, such as volunteering in a park. Zu'Anna thinks they would be able to do that.

Councilor Topaz suggested the City partner with a fundraiser. Public relations between the City and students is important.

Mayor Scholl likes that each student is required to volunteer at least 10 hours. He proposes they donate \$500 from Council funds. Council concurred.

### 3) Discussion Topics

#### 3.A Presentation on Dalton Lake Project Proposal - Lynne Pettit, Parks & Trails Commission

Lynne Pettit, Chip Bubl, and Debra Brimacombe were in attendance to speak about the Dalton Lake Project. A PowerPoint presentation is in the archive meeting packet. Current priorities are:

1. bike rack
2. kiosk
3. post for doggie waste bags
4. signage
5. metal signs for kiosk
6. concrete bench
7. social media page for Friends of Dalton Lake Nature Preserve
8. educational Saturday walks
9. press release
10. Columbia City City Council presentation

Lynne went on to review future plans for the property.

Council President Morten would like to see two entrances with parking at each. He appreciates everything they have done.

Councilor Topaz asked if they have considered using the high school for their building projects. Lynne said yes, for the swallow and bat houses. Topaz suggested having tours at night to see the different wildlife that comes out in the dark. He asked them to consider having bird blinds in the woods rather than on the water's edge.

Mayor Scholl loves the enthusiasm around this. It's a beautiful area in the city. Their proposal will preserve it.

#### 3.B Request to Connect 58865 Firlock Park Blvd. to City Sewer – Joe Kessi

Joe Kessi reviewed the property at 58865 Firlock Park Blvd. He submitted a letter to the Council from the Columbia County Sanitarian. A copy is included in the archive meeting packet. The septic system has failed and there is no room for repair. He is requesting to connect to the City sewer system, which is about 200 feet away. Discussion ensued.

The Council was in concurrence to allow the connection.

### 3.C Communications 1st Quarter Report - Crystal

Communications Officer Farnsworth was in attendance to give her report. A copy is included in the archive meeting packet.

### 3.D Discuss Request from ShoeString Community Players

ShoeString Community Players President Shannon Vaerewyck, Public Relations Margaret Trenchard-Smith, and Treasurer Kathleen Grant were in attendance to answer any questions. Shannon submitted and reviewed the budget report for the Ultimate Christmas Show. A copy is included in the archive meeting packet.

Councilor Locke arrived at 2:04 p.m.

In response to questions from Council:

- They want to stay in that location.
- Ticket prices recently increased. They could increase them more but fear it would prevent some people from attending.
- Sponsorship packages range from \$100 to \$1,000.
- Have applied for and received grant funding.
- They are 100% volunteers, which helps them remain sustainable.

Mayor Scholl said the City would be in contact with them.

### 3.E Review Assistant City Administrator Job Description

City Administrator Walsh explained the motivation behind this position. A copy of the job description is included in the archive meeting packet.

Councilor Topaz was concerned about conflicts of interest with the finance oversight. Mayor Scholl pointed out the audit that is done annually. He and Morten disagreed with it be a conflict. Discussion ensued.

### 3.F Review Final Plat for Forest Trail Subdivision - Jacob

City Planner Graichen was in attendance to review the status of the final plat for Forest Trail Subdivision. A copy of his memo is included in the archive meeting packet. He said that Rich Bailey is concerned about his daily interest, given the loans he has to develop the property. The next time the Council meets is in three weeks. Graichen requested that the Council conditionally approve the Mayor's signature when the final plat is ready. He does not think that this is setting a precedence.

Discussion ensued. The Council was in concurrence with the request.

### 3.G Request from Arts & Cultural Commission to Decommission Art Bench and Relocate Another - Margaret

Library Director Jeffries reviewed the request. A copy is included in the archive meeting packet. The Council was in concurrence to allow the wooden bench next to the fire station to be decommissioned. They were also in concurrence with relocating the stone bench from in front of the Columbia Center to the Columbia Center courtyard.



#### 4) **Department Reports**

Police Chief Greenway reported...

- Thanked everyone for their support of the Police Department. The last couple weeks have been challenging.

Interim Public Works Director Nelson reported...

- The purchase of a boom lift is included on tonight's agenda for approval.
- They have been busy with many projects over the summer and into the fall. Some of the highlights are:
  - Installing new Wayfinding signage.
  - Finishing touches at Veterans Plaza.
  - Private developments that require staff to be on site.
  - New veterinarian office on Columbia Blvd.
  - CCMH frontage improvements on McNulty Way.
  - Apartments at Matzen and McBride Streets.
  - Middle school project.
  - Gable Road project.
  - Rich Bailey's subdivision on Sykes Road.
  - Crack sealing project.
  - Culvert project on N. Vernonia Road.
  - Highway 30 landscape strip.
  - Spirit of Halloweentown set-up.
- Encouraged Council to contact her if they have any questions.

Library Director Jeffries reported...

- Author Amy Stewart will be at the Library on Tuesday night. She has a series of books about the Kopp sisters, who were historical figures.
- She was contacted by the Census Bureau to be a place for people to come and respond to the census. Staff will be trained on how to assist. They will learn more in December.
- November is National Novel Writing Month (NaNoWriMo). The municipal liaison for the program is Becky Bean, who is a freelance writer. She has been running the program for five or six years. There will be a kick-off event soon.
- Met with Teresa Knight of the Columbia Arts Guild and Les Watters of the Columbia County Museum Association. They have planned some collaborative events next year.

Finance Director Brown reported...

- The AV equipment is scheduled to be upgraded the last week of November.
- The Bike Build organizers have requested to rent the Recreation Center for the build event. The City normally charges a fee to rent the facility. He is requesting the fee be waived. Council concurred.
- Tonight's agenda includes a new contract with Judge Lindgren. There is a change to automatically renew the contract annually unless she is notified in February otherwise. There is also a change for her fee to follow the CPI.
- An RFP for IT Services will be included in the next Council packet.
- The quarterly Municipal Court report is included in the packet. He pointed out the chart showing the clearance rate. The rate was up to 181% this last quarter. They are transitioning from one software to another and discovered a lot of cases that could be cleared.
- Distributed a Friends of Parks and Trails handout for Council to review. A copy is included in the archive meeting packet.

- A community member has requested permission to set up a non-profit, similar to the 'Friends of' program. They would like to be able to accept donations and do work at the Botanical Gardens. Part of the funds would be used to purchase additional land to expand the park. Brown has some hesitation as a Finance Director. He would not have knowledge of what money was donated and what was spent. Discussion of 'Friends of' programs.
- Working with Government Affairs and Project Specialist Barry to set up a steering committee for Parks & Recreation. Looking for interested persons to participate.

City Recorder Payne reported...

- Lynne Pettit emailed her with a follow-up to her presentation on the proposed Dalton Lake project. She asked when she would hear back from the Council. Mayor Scholl responded that he will discuss it during his report.

Event Coordinator Curry reported...

- 650,000 people have visited [www.discovercolumbiacounty.com](http://www.discovercolumbiacounty.com).
- Spirit of Halloweentown
  - Thanked Public Works, Parks, and Police staff for making Halloween a real success this year.
  - Exceptional sales reports are coming from merchants.
  - Peter Facinelli from Twilight lighting the pumpkin was successful.
  - Rino Romano "Benny" will be lighting the pumpkin this weekend.
  - Haunted Hearse and Hot Rod Rally this weekend.
  - Street entertainers this weekend.
  - No issues with the bathrooms, except that people do not like using port-a-potties.
  - About 8,000 people at the parade.
- Asked if there is a way to make the concrete circle in the Plaza flat instead of concave.
- Associate Planner Dimsho is working on a new stage design for the waterfront. Wauna Credit Union is excited that we are moving forward on this.
- Working on new Christmas lights. They have a team that is going to redo all of our Christmas lights.
- Merchants have been asking how to designate First Street as only retail.

Council President Morten requested a debriefing following Spirit of Halloweentown.

Associate Planner Dimsho reported...

- Excited about the ribbon cutting ceremony for the Veteran's Plaza.

Government Affairs and Project Specialist Barry reported...

- Reviewed the Good News section of the packet. This will help Council stay updated and be consistent as they're sharing information with community members.

City Administrator Walsh reported...

- Appreciates the community engagement piece that Barry has brought to the City.
- The economic impacts from Spirit of Halloweentown is phenomenal.
- Would like to have a State of the City address in January and something similar to Scappoose's annual community meeting.

## 5) Council Reports

Councilor Locke reported...

- He was late today because he was invited to the High School Cancer awareness ceremony. They talked about how their life's and their families life's have been effected by cancer.
- Keith Meeuwsen asked him if the City would consider having a work session at the high school.

Councilor Topaz reported...

- Submitted a reimbursement request to Council President Morten for mileage attending the Portland Harbor Cleanup meetings in downtown. He reported on the meetings.
  - Final design report was due to the EPA in June. It's still not done.
  - The City of Portland has a granting mechanism. They created a method for interested parties to be informed of the status. The grant was funded by a fee on the water bill. That lead to confusion. It's very important that fees added on water bills are very clear about what they're funding.
  - Some of the remedial techniques to keep the toxic waste in the river have made it so that some people along the waterfront cannot use that area now. Some of the EPA techniques are good for lakes but not the river.
  - The cleanup is expected to occur between 5-15 years after they begin digging dirt.
- He put information in the Council's boxes about how the cannabis business is slowly going down the tube. The City could end up with a bankrupt company and in financial trouble. He recommends getting financial advice on how good the business will be in the next three to 10 years.

Council President Morten reported...

- The Parks & Trails Commission endorsed the recommendation of the Dalton Lake Nature Preserve Project. Next steps recommended by Dimsho:
  - Work with ODOT on a signage placement plan.
  - Apply for grants.
- Asked Dimsho to talk about trails. Dimsho pointed out the undeveloped right-of-way from Nob Hill to Columbia Blvd. A grant was received to develop that trail route.
- Encouraged staff to attend the Veteran's Memorial Plaza dedication on November 1 at 12 p.m. It has been a big project for staff in partnership with the VFW and veterans. Requested Council purchase a cake and beverages for the ceremony. Council concurred.

Mayor Scholl reported...

- Met with the Community Access group of freshmen at the high school. They talked about ways to get involved in the community.
- The ceremony for the National Guard deployment was well attended.
- He recommends donating \$1,500 to the Shoestring Community Players to keep them out of the red. Discussion ensued. Mayor Scholl talked about the link between Shoestring Community Players and Brian Vaerewyck not releasing the rights to the Spirit of Halloweentown domain. Building Official Mike De Roia updated the Council on the status of the building. They do have a temporary occupancy and they are aware of the improvements needed to meet Code and acquire full occupancy. Directed staff to contact Shoestring Community Players Chair Shannon Vaerewyck.

- He doesn't agree with paying mileage for Councilor Topaz to attend Portland Harbor meetings. If they are that important and the dredgings come here, he would prefer staff to attend. Councilor Locke pointed out that past practice is to ask before attending the meetings. Council President Morten added that it's also important to report on the meeting when you attend, including written and verbal information. Mayor Scholl talked about the confusion it can lead. If someone only listened to part of his report, it would sound like we are adding a fee to our water bill. It wasn't very clear. It leads to misinformation. He repeated that it should come from staff in a report if it's that important to attend these meetings. Walsh reported that he has attended some of the Portland Harbor Community Advisory meetings. It's a good platform for community engagement. It's been occurring for about 20 years. There a technical and non-technical side. Mayor Scholl requested a written report to not lead to confusion.

6) **Other Business**

7) **Adjourn – 3:55 p.m.**

**Executive Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

October 16, 2019

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Stephen R. Topaz, Councilor

**Members Absent:** Ginny Carlson, Councilor

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Matt Brown, Finance Director  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Director

**Others:** Nicole Thill, The Spotlight  
Christine Henges, The Chronicle



At 4:09 p.m., Mayor Scholl opened the Executive Session pursuant to

- **Labor Negotiations**, under **ORS 192.660(2)(d)**;
- **Real Property Transactions**, under **ORS 192.660(2)(e)**; and
- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**.

and then gave Council roll call.

The Executive Session was adjourned at 4:39 p.m.



ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

\_\_\_\_\_  
Rick Scholl, Mayor

# City of St. Helens City Council

Public Hearing Minutes

October 16, 2019

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**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Ginny Carlson  
Councilor Keith Locke  
Councilor Stephen R. Topaz

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Matt Brown, Finance Director  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Director  
Brian Greenway, Police Chief

**Others:**

Mindy Sass	F. Brandon	Howard Blumenthal
Luanne Kreutzer	Paula Sheeley	Shauna Harrison
Brady Preheim	Izabelle Wallace	Arianna Santini
Brynn Austin		

1) **6:45 P.M. - Open Public Hearing**

2) **Topic**  
**2.A** [Annexation of 2185 & 2195 Gable Road \(CCMH\)](#)

City Planner Graichen presented the staff report. A copy is included in the archive meeting packet.

Council members had no conflict of interest or bias in this matter. There were no objections from the audience for the Council to make a fair decision.

Based upon the facts and findings listed in the staff report, staff recommends approval of this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Light Industrial (incorporated), LI, and be zoned Light Industrial, LI, with the condition that:

Gable Road frontage abutting the subject property shall be brought into compliance with City street standards (or) property owner(s) shall sign and record an irrevocable consent to a local improvement district.

Planning Commission voted unanimously to approve the annexation.

No testimony received.

Discussion of water and sewer service. Their buildings are on a combination of City water and sewer, and well and septic.

3) **Close Public Hearing** – 7:10 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens City Council

Regular Session Minutes

October 16, 2019

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**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Ginny Carlson  
Councilor Keith Locke  
Councilor Stephen R. Topaz

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Matt Brown, Finance Director  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Directors  
Brian Greenway, Police Chief  
Jacob Graichen, City Planner

**Others:**

Luanne Kreutzer	Mindy Sass	Howard Blumenthal
Frank Brandon	Brady Preheim	Shauna Harrison
Paula Sheeley	Izabelle Wallace	Arianna Santini
Brynn Austin		

1) **7:13 P.M. - Call Regular Session to Order**

2) **Pledge of Allegiance**

3) **Visitor Comments**

- ◆ Luanne Kreutzer, Merchant's Toy N Joy Auction President. She is requesting a donation for the Toy N Joy Auction.

**Motion:** Upon Carlson's motion and Topaz's second, the Council approved the donation to Merchant's Toy N Joy to be the same as last year. [AYES: Scholl, Carlson, Topaz; Nays: None; Abstained: Locke, Morten]

- ◆ Mindy Sass. She requested the Council approve the stop signs at St. Helens and First Street. It would reduce the probability of an accident.
- ◆ Howard Blumenthal, representing Friends of Nob Hill Nature Park. A work party will be held November 2<sup>nd</sup>, 1-4 p.m. A new app called "Daycation" now lists the Nob Hill Nature Park. It's a new app for destinations within an hour of Portland to visit natural areas. He talked about the work planned to be done at the work party. He also talked about reducing the speed around the park and at the intersection of St. Helens and Fourth Street, which is very dangerous because you can't see around the corner.



4) **Deliberations - Annexation of 2185 & 2195 Gable Road (CCMH)**

**Motion:** Upon Carlson's motion and Locke's second, the Council unanimously approved the Annexation of 2185 & 2195 Gable Road as recommended in the staff report. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

5) **Award Bid/Contract**

- 5.a Articulating Boom Lift Purchase to Pape Machinery in the Amount of \$67,056.25

**Motion:** Locke moved and Topaz seconded to approve '5a' above.

Question. Council President Morten asked if this will be available in time to decorate for Christmas? Interim Public Works Director Nelson responded that it will not be available until after the first of the year. They will not be keeping the lift truck once this is received.

**Vote:** AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None

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

- 6.a Scope of Work from Kittelson & Associates for S. 1st Street and St. Helens Street Intersection Improvements  
6.b Agreement with Amy Lindgren for Judicial Services as Municipal Court Judge  
6.c Final Plat for Forest Trail Subdivision  
6.d Contract Payments

Mayor Scholl amended '6b' to change the year ending on item three to read July 31, 2020.

**Motion:** Carlson moved and Locke seconded to approve '6a' through '6d' as amended.

Question. Councilor Topaz disagrees with the scope of work and prices for item '6a.' With the evidence given today, can they not approve it and do an RFP for other companies? Mayor Scholl is not in favor of that. They explained their scope of work thoroughly.

Council President Morten pointed out that they heard Councilor Topaz's question. They do not need to deliberate.

Discussion ensued about the selection process and scope of work.

**Vote:** Ayes: Scholl, Carlson, Morten; Nays: Locke, Topaz

7) **Consent Agenda for Acceptance**

- 7.a Arts & Cultural Commission Minutes dated July 23, 2019  
7.b Planning Commission Minutes dated September 10, 2019

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '7a' and '7b' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

8) **Consent Agenda for Approval**

- 8.a Assistant City Administrator Job Description  
8.b Council Work Session, Executive Session and Regular Session Minutes dated September 4, 2019  
8.c OLCC Licenses  
8.d Accounts Payable Bill Lists

**Motion:** Upon Carlson's motion and Locke's second, the Council unanimously approved '8a' through '8d' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

9) **Mayor Scholl Reports**

- Howard Blumenthal brought up a parking issue. There has been very good signage but they can't control everything.
- Spirit of Halloweentown will feature the taxi driver 'Benny' on October 19.
- Little Spooks Parade on October 26.
- Attended the National Guard Deployment Ceremony. It was very nice.
- Howard suggested hats for park volunteers. He's okay with Duck hats.

10) **Council Member Reports**

Council President Morten reported...

- He agreed with the concerns about speed at Old Portland Road and Fourth Street. He suggests reducing the speed to 25 as you approach the curves.

Nelson will look at where the speed changes. The City does not have the authority to change speed limits. ODOT would have to do a speed study and change it. Mayor Scholl agreed with moving the reduced speed sign to be visible prior to the curves.

Councilor Topaz reported...

- He agrees with the concerns about that intersection. Speed does need to be reduced.

Councilor Carlson reported...

- She apologized for missing the earlier meeting due to work commitments.
- She agreed with concerns about the Old Portland Road and Fourth Street intersection. Her dog and kids have nearly been hit there.
- She suggested having safety vests available for volunteers working in the parks.
- Most cities are expanding the exposure of their parks by posting videos on their website. She suggested we do the same.
- She has been asked to speak at Boy Scout meeting about youth and leadership.
- She suggested posting 'Local Access Only' signs for event road closures.
- She saw several complaints about the Fifth Street trail. People are concerned about their abutting property.
- She rode in the old truck for the parade. It was fun to see so many happy faces.

Councilor Locke reported...

- The rain and cold weather is here. He has talked about fixing up the training center at the St. Helens Industrial Park. It's the newest and nicest building there and it's going to be ruined if they don't fix it up.

11) **Department Reports**

Chief Greenway reported...

- Will continue to monitor the Fourth and Old Portland Road intersection.
- Will also continue to work on the parking issues during Spirit of Halloweentown.

Interim Public Works Director Nelson reported...

- Nothing to report.

Library Director Jeffries reported...

- The Friends of the St. Helens Public Library are having their semi-annual book sale on Friday and Saturday.
- The St. Helens Garden Club is having their plant sale on Saturday.
- Author Amy Stewart will be speaking at the Library on Tuesday night.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Halloween is having a positive impact on most of the local merchants. There is also a benefit to community groups fundraising.
- The Waterfront is an ongoing project. There will be community engagement opportunities in the coming months.

12) **Other Business**

13) **Adjourn** – 8:09 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## City Council

Work Session Minutes

November 6, 2019

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**Members Present:** Mayor Rick Scholl  
Councilor Stephen R. Topaz  
Councilor Ginny Carlson  
Councilor Keith Locke  
Council President Doug Morten

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Matt Brown, Finance Director  
Jacob Graichen, City Planner  
Sue Nelson, Interim Public Works Director  
Brian Greenway, Police Chief  
Jenny Dimsho, Associate Planner  
Sharon Darroux, Engineering Project Manager I  
Tina Curry, Event Coordinator

**Others:** Bill Reese  
Christine Menges  
Lyle King

1) **1:00 P.M. - Call Work Session to Order**

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

- ◆ Bill Reese, Boy Scout Troop #106. He spoke about what they do in the community. They perform 10-12 service projects per year.
  - Have been delivering hot meals for Christmas to homes for the last 33 years. The last three years there were 680 meals delivered. It also includes two toys and a stocking for each child 12 and under. They are able to do this by donations from Kiwanis, Moose Lodge, and other civic organizations. They are expanding into Clatskanie this year and plan to increase to 800 meals.
  - Have built five wheel chair ramps in the last two years.
  - Worked with the County to put roofs on shelters at Prescott Beach.
  - Cleaned trails at Camp Wilkerson.
  - Collect Christmas Trees to recycle after Christmas.
  - Moving a wheel chair lift to Vernonia.
  - Put the holes along the Highway to hold flags.
- ◆ Lyle King, Vice Commander of American Legion. They have sponsored Bill for the last six or seven years. The ramps have been done for veterans in our area. The money collected stays in this community.

Council President Morten asked where they meet and how often. Bill responded that they meet once a week. They are temporarily meeting at Sunset Park Church until they can move back into the middle school.

Mayor Scholl would like to donate \$500 to help with building the wheel chair ramps.

Councilor Carlson asked if they could partner with the Recreation Center if they need space. Finance Director Brown responded that they could definitely work them into the calendar to hold their meetings there. Council President Morten agreed with using the Recreation Center.

Council was in concurrence to give them \$500 for wheel chair ramps.

### 3) Discussion Topics

#### 3.A Employee Length of Service Awards

Four employees have reached milestones in their employment with the City. The following individuals received a certificate and pin.

##### 20 Years

Matt Molden came to work for the City as a Patrol Officer in October of 1999. In January of 2017, he was promoted to Sergeant where he currently serves the citizens of St. Helens.

##### 15 Years

In October of 2004, the City welcomed Jeremy Howell as a Patrol Officer. He has worked as a Detective and as a School Resource Officer, where he currently serves.

##### 10 Years

Sharon Darroux was hired as a part-time term-limited Lateral Rehab Program Coordinator. We liked her so much that we hired her full-time in 2012 as an Engineering Technician II.

##### 5 Years

In October of 2014, the City hired Scott Harrington as a Utility Worker I. Upon successful completion of his 5<sup>th</sup> year, Scott is being moved into the Utility Worker II position.

Congratulations, Matt, Jeremy, Sharon, and Scott, and thank you for your service!

#### 3.B Millard Road Park Property Update - Jenny & Sue

Associate Planner Dimsho and Interim Public Works Director Nelson presented two different options for the property. A copy is included in the archive meeting packet. They are up against a deadline for the easement. Today, they are asking for a motion to move forward with submitting a plan to City Planner Graichen for review for a portion of this park. The most logical would be a trail development.

**Motion:** Upon Morten's motion and Topaz's second, the Council unanimously approved moving forward with submitting a plan to City Planner Graichen for review for a portion of this park.

- ♦ Lyle King. He lives in that area. How do they find out what's going on if they're not within city limits?

Mayor Scholl explained the process they have gone through for the subject property. Councilor Carlson added that adjacent property owners will be notified. Dimsho further explained that

there is a notice area for re-zoning. Notice is also published in the newspaper. Nelson added that Public Works will be working on the street, road, and trail improvements.

### **3.C Planning Division Report - Jacob**

City Planner Graichen presented the Planning Division Report. A copy is included in the archive meeting packet. Discussion ensued about current Planning activities.

### **3.D Review Request for Proposals for IT Services - Matt**

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

### **3.E Discussion Regarding PERS - Matt**

Finance Director Brown reviewed his memo. A copy is included in the archive meeting packet. The Council was in concurrence to not proceed with the contribution option.

### **3.F Update on Potential Police Station Sites Assessment**

Finance Director Brown presented the update. A copy of the summary is included in the archive meeting packet.

There was extensive discussion about the report from Mackenzie. Chief Greenway emphasized that the Police Department will have to temporarily move if they remain at their current location, which comes with a high price tag. He prefers sites one and three.

The Council was in concurrence to look into sites one and three. Councilor Topaz would like more public outreach and more studies done.

## **4) Department Reports**

Chief Greenway reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- The fence at the end of South 1<sup>st</sup> Street has been taken down. They made a nice path.
- The wayfinding signage is starting to go up. They are intended for bicycles and pedestrians.
- Crews are cleaning out ditches along Sykes Road to address rain and flooding issues.
- A water main broke in the middle of the night last week.
- Received the water filtration trailer at the end of October. It was from a Grant with the Regional Disaster Organization in Portland. It belongs to the region, so could be deployed to Tillamook, Vernonia, or anywhere that has a water emergency.
- There was a power outage about 10 days ago. It knocked power out to a lot of facilities, including pump stations and the Water Filtration Facility. The generators came on and everything worked well.
- Complimented Parks and Public Works crews for the great work they did at the Veterans Plaza. There was a wonderful turnout for the dedication. She is proud of the facility and the crews.

Councilor Topaz commented on the wayfinding signage at South 4<sup>th</sup> and St. Helens Street. He asked if the arrows could be moved to point away from the pole. Nelson agreed that it was printed odd. The blades can be swapped.



Finance Director Brown reported...

- Tonight's agenda includes an updated agreement for Erskine Law Practice, which is the City Prosecutor. This follows the same standards that were included in the judge's contract.

Councilor Carlson questioned the resolution on tonight's agenda for the universal fee schedule. Nelson explained that it is updating Public Works fees to cover actual costs.

City Recorder Payne reported...

- Encouraged Council to attend the Municipal Fundamentals training. The closest one is in Forest Grove on December 5.

Event Coordinator Curry reported...

- Spirit of Halloweentown update:
  - There were a lot of people in town this last weekend. Glad everything was left up.
  - Will propose changes to address the parking situation for residents/businesses.
  - Vendors, restaurants, and shops had record sales.
- Getting ready for Christmas Ships.

Council President Morten spoke about comments he heard from Kiwanis. He would like to debrief with Tina, staff, volunteers, vendors, businesses, etc. Tina agreed.

City Administrator Walsh reported...

- Spirit of Halloweentown is about recovering cost to keep the event viable and relevant. Businesses are still seeing double-digit growth every year. There's a lot of opportunity.
- The Planning report talked about the odor being emitted from a hemp drying and storage business on Port Avenue. Walsh lived in Chehalis and worked in Centralia for a number of years. There was a chocolate mint factory. Some people were appalled and some were delighted by the smell. He also talked about an experience he had with odor from a cattery when he worked for another city. Smells are subjective.
- Council approved the Assistant City Administrator job description at the last meeting. Typically, jobs are open for recruitment. This position is an extension of the Finance Director's duties. He recommends appointing Brown to the position. Discussion ensued.

**Motion:** Carlson moved and Morten seconded to appoint Brown to Assistant City Administrator.

Question. Council President Morten commented on how they did something similar when the former Public Works Director resigned. They delegated parts of that position to the Public Works Supervisor and Engineering Manager to create the Public Works Operations Director and Public Works Engineering Director. Walsh commented that this is not about Brown specifically. This was discussed with the previous Finance Director as well because of the duties that position has taken on.

**Vote:** Scholl, Morten, Carlson, Locke in favor; Topaz opposed; motion carries.

## 5) **Council Reports**

Councilor Topaz reported...

- Library Director Jeffries is recovering well from surgery.
- A broken line caused a large amount of sewage to run into the Willamette River in Portland.

Councilor Locke reported...

- There's a 30 foot embankment at the top of Wyeth Street where it turns into River Street. He's concerned about someone falling off there onto the pavement. He suggests putting in a barricade.

Councilor Carlson reported...

- Talked about the pedestrian who was hit by Burgerville. She would like someone to look at the crosswalk and bushes in that area to see if they can be improved. Chief Greenway pointed out that this is under investigation and should not be discussed.

Council President Morten reported...

- On 11/11 at 11 a.m., there will be a one minute moment of silence in acknowledgement of Veterans Day. Prior to that, Graichen will be playing Taps.
- He's excited and motivated about what happened during the Veterans Memorial Plaza Dedication last Friday. It was a collaboration of our business community, our veterans, individual contributors, and the City. Big kudos to staff who worked on the project.
- A clean-up day was held at Nob Hill Nature Park on Saturday. The Parks & Trails Commission continues to work on trail development.
- It's exciting to see Dalton Lake Nature Preserve be developed.

Mayor Scholl reported...

- There are quite a few new hires. These are going to be a huge asset with development.
  - Rachael Barry, Government Affairs & Project Support Specialist
  - Christina Sullivan, Community Development Administrative Assistant
  - Matt Brown, promoted to Assistant City Administrator

6) **Other Business**

7) **Adjourn** – 3:37 p.m.

**Executive Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

November 6, 2019

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Ginny Carlson, Councilor  
Stephen R. Topaz, Councilor

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Matt Brown, Finance Director  
Brian Greenway, Police Chief  
Sue Nelson, Interim Public Works Director

**Others:** Christine Menges, The Chronicle



At 3:46 p.m., Mayor Scholl opened the Executive Session pursuant to

- **Labor Negotiations**, under **ORS 192.660(2)(d)**;
- **Real Property Transactions**, under **ORS 192.660(2)(e)**; and
- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**.

and then gave Council roll call.

The Executive Session was adjourned at 5:11 p.m.



ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

\_\_\_\_\_  
Rick Scholl, Mayor

# City of St. Helens City Council

Regular Session Minutes

November 6, 2019

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**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Ginny Carlson  
Councilor Keith Locke  
Councilor Stephen R. Topaz

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Matt Brown, Finance Director  
Sue Nelson, Interim Public Works Director  
Brian Greenway, Police Chief  
Tina Curry, Event Coordinator

**Others:** Frank Brandon  
Shauna Harrison  
S. Verdoor

1) **7:00 P.M. - Call Regular Session to Order**

2) **Pledge of Allegiance**

3) **Visitor Comments - Limited to five (5) minutes per speaker** – None

4) **Ordinances - First Reading**

4.a Ordinance No. 3245: An Ordinance to Annex and Designate the Zone of  
Certain Property at 58646 McNulty Way

Mayor Scholl read Ordinance No. 3245 by title for the first time. The final reading will be held at the next regular session.

5) **Resolutions**

5.a Resolution No. 1865: A Resolution Determining that a Nuisance Exists Upon  
Property Located at 264 S. 20th Street within the City of St. Helens and  
Directing that Notice to Abate the Nuisance be Posted on Said Premises

Mayor Scholl read Resolution No. 1865 by title. **Motion:** Upon Carlson's motion and Morten's second, the Council unanimously adopted Resolution No. 1865. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

5.b            **Resolution No. 1866: A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 1862**

Mayor Scholl read Resolution No. 1866 by title. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1866. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

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

- 6.a            Request for Proposals for IT Services
- 6.b            Agreement with Erskine Law Practice, LLC for Prosecutorial Services
- 6.c            Contract Payments

Council President Morten requested a report of how much has been spent on all legal services. Finance Director Brown responded that he will bring a report to the next meeting.

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '6a' through '6c' above. [AYES: Scholl, Carlson, Councilor Locke, Councilor Morten, Councilor Topaz; Nays: None]

7)            **Appointments to Boards/Commissions**

7.a            **Appointments to City Boards & Commissions**

**Motion:** Upon Morten's motion and Topaz's second, the Council unanimously reappointed Howard Blumenthal to the Parks & Trails Commission. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

8)            **Consent Agenda for Acceptance**

- 8.a            Parks & Trails Commission Minutes dated August 12, 2019
- 8.b            Library Board Minutes dated September 9, 2019

**Motion:** Upon Locke's motion and Carlson's second, the Council unanimously approved '8a' and '8b' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

9)            **Consent Agenda for Approval**

- 9.a            Council Work Session, Executive Session, and Regular Session Minutes dated September 18, 2019
- 9.b            Declare Surplus Property - Public Works Department
- 9.c            Accounts Payable Bill Lists

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '9a' through '9c' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

10)          **Mayor Scholl Reports**

Mayor Scholl reported...

- Need to make a motion for the purchase agreement that was discussed earlier.

**Motion:** Upon Carlson's motion and Morten's second, the Council authorized City Administrator Walsh to sign the amended purchase agreement for the parcel. [AYES: Scholl, Carlson, Morten, Nay: Topaz; Abstain: Locke]

- Fences are coming down to open up the Waterfront property.
- Business is booming.
- Housing is unbelievably good.
- December 14 is Christmas Ships.

- Received a letter from Community Action Team (CAT). They are recruiting members for their Area Agency on Aging Board. It brings awareness to the elderly and disabled.

#### 11) **Council Member Reports**

Council President Morten reported...

- Parks is busy with a lot going on.
- Excited about the dedication of McCormick Park Veterans Plaza. You need to see it in the dark. It's lit up.
- Asked for Councilor Topaz to report on the Arts & Cultural Commission.

Councilor Topaz reported...

- Arts & Cultural Commission has not met since the last time he gave a report.
- Library Director Jeffries came through surgery well and is healing well.

Councilor Carlson reported...

- Thanked the "young" men who spoke at the work session earlier today. Volunteer service is essential even when you're retired. Now she knows who does the holiday meals. She appreciates their service.
- Youth Council participated in Trunk-or-Treat. She was able to talk to police staff during the event. Our officers give a lot of time outside their paid hours. We're a team trying to make this a better community for families.

Councilor Locke reported...

- Met with PGE at the mill site. They discussed the poor condition of the main substation. They have proposed a new line but will have to make do with what they have now.

#### 12) **Department Reports**

Chief Greenway reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Nothing to report.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- The Veterans Memorial dedication was really nice. What began with the cannon being stolen has ended well.
- Work on the Waterfront property is continuing. The results from the BUILD Grant will be announced in a few weeks. They have a contingency plan if they don't receive the grant. They're meeting with the developer at the end of the month.
- Work on the lagoon repurposing is continuing. Results from the survey and sampling should be available soon.

#### 13) **Other Business**



14) **Adjourn** – 7:17 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens City Council

Work Session Minutes

November 20, 2019

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**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Ginny Carlson  
Councilor Stephen R. Topaz

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Lisa Scholl, Deputy City Recorder  
Sue Nelson, Interim Public Works Director  
Joe Hogue, Police Lieutenant  
Jacob Graichen, City Planner  
Tina Curry, Event Coordinator

**Others:** Terri Clark Marcy Klug  
Herb Bailey Christine Menges  
Mark Kirchmeier

1) **1:00 P.M. - Call Work Session to Order**

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

- ◆ Herb Bailey, Hudson Garbage. He is requesting a donation to help purchase bikes again from Walmart for the Bike Build. The Council donated \$500 last year.

Council concurred with donating \$500 again this year.

- ◆ Terri Clark, 314 S. 14th Street. Flooding is still occurring on her property. She purchased flood insurance this year. It scares her every time it rains. She invited Council to come look at her property.

Mayor Scholl will have Public Works look at it again.

Council President Morten asked Terri if the neighbors have the same problem. Terri said that one has flooding in their basement and one has some problems. She is concerned about the building in town making it worse for her. Nothing helps make it better for her.

Interim Public Works Director Nelson asked when it flooded last. Terri responded that it was this time last year. Mayor Scholl said he will send volunteers to her house next time this happens.

3) **Discussion Topics**

**3.A Discuss Exclusive Towing Contract - John**

City Administrator Walsh talked about the potential of an ongoing lawsuit regarding the towing contract. He distributed and read the Motion to Approve Settlement. A copy is included in the archive meeting packet.

**Motion:** Upon Topaz's motion and Morten's second, the Council unanimously approved the Motion to Approve Settlement as read by City Administrator Walsh. [AYES: Carlson, Topaz, Locke, Morten, Scholl; Nays: None]

**3.B Discuss Right-of-Way Dedication - Jacob**

City Planner Graichen reviewed the drawing. A copy is included in the archive meeting packet. It gets rid of the small strip. This is on tonight's agenda for approval.

**3.C Discuss Amendment to Wetland Solutions Northwest, LLC Agreement - Jacob**

City Planner Graichen reviewed the need for the amendment. A copy is included in the archive meeting packet. The process has taken longer than they expected, which has resulted in increased costs. This is included on tonight's agenda for approval.

**3.D Utilities Discussion - Matt**

Finance Director Brown reviewed the PowerPoint presentation. A copy is included in the archive meeting packet. He pointed out the decreasing sewer and storm funds. He reviewed options:

1. Combine the sewer and storm funds
2. Adjust cost allocation model
3. Master Plan updates
4. Continue through next year
5. Deferring Capital projects

Brown explained that not doing anything this year, means they have to do more next year.

Councilor Carlson suggested using the index rate. Brown said that would not help the bottom line. St. Helens is built on industrial businesses and they don't have them anymore.

Mayor Scholl emphasized the need to work with the County to bring in industrial businesses. They have a great Wastewater Treatment Plant that is now way too big.

Council President Morten talked about the huge bill that big businesses have left us with. Smaller business tracks could help make up for it. He agreed with working with the County. He favors option three.

Brown said one idea is a sewer rate that costs \$3/cf. He would come back each year with an index increase. That \$3 could be broken out to determine the operations costs. You could take that \$3 and set it aside to use for projects and then add an additional utility fee, such as \$1.50, for a particular project. Council would approve annually which project it would fund and what the fee needs to be. It appears to be more transparent.

Council President Morten said there will be push-back about raising fees and claims that it will never go away. Brown understands. The fee would go away when the project is complete.

Councilor Carlson asked if other cities are doing this. Brown said he hasn't seen other cities doing it.

Councilor Topaz asked if he looked at other states. Brown said no. Councilor Topaz said it is being done in other states. If they do nothing and a company takes over the Armstrong building, how long will it be before the City is impacted? Brown said it could be the next month if they begin operations immediately.

Mayor Scholl asked if Council would consider a private headhunter to recruit businesses. They would be paid based on what they bring to St. Helens. Councilor Topaz said that almost every state does that except for Oregon. Council President Morten talked about Columbia County Economic Team (CCET) that is tasked with doing that. Mayor Scholl is thinking above and beyond that, including the Waterfront property. CCET is supposed to be doing that. They pay a fee annually for those services.

Brown will do more research and bring back a model to the Council for review.

Discussion ensued. Council President Morten suggested the storm rate be based on the size of the property. Scholl disagreed. He wants to see more businesses to help pay for it.

Nelson added that they are waiting to release the Master Plan updates until the beginning of the year because laws are changing.

Council President Morten pointed out that water and sewer rates are based on how much water we use. He emphasized the need to base storm on square footage. Nelson agreed that they do that on all non-residential properties. They looked at all the factors for residential and averaged it for everyone.

#### **4) Department Reports**

Lieutenant Hogue reported...

- Donut Day is December 14 and will be held at the Recreation Center.
- New vehicles are doing great.
- They will plan a Cocoa with a Cop when their staffing levels are back to normal.

Interim Public Works Director Nelson reported...

- Columbia River PUD will start putting up Christmas decorations on the poles on November 25.
- The Christmas tree is scheduled to arrive December 2.
- Fences have been taken down on the Waterfront property.

Finance Director Brown reported...

- Held the first Parks & Recreation Steering Committee meeting. It is open to the public.
- Basketball signups are over. Over 350 kids signed up. They far exceeded signups in the past. Practice starts in January.
- Received the budget award for 2019. A press release will go out soon.
- Utility Billing offices are torn out and being re-done. They are going to raise the ceiling. It will look nice when it's done. It's expected to be completed in late December or January.

Deputy City Recorder Scholl reported...

- Nothing to report.

Event Coordinator Curry reported...

- Christmas celebration December 14.
- A group of people are going to be testing the lights that go on the poles and in the Plaza to make sure they work. She has heard comments that the lights are not bright enough. She is hoping to improve that. Some of the transformers on the poles have burned out. Does the Council want lights on those poles? Nelson said she will contact Columbia River PUD to repair them. After discussion, it was decided not to hang the lights on dark poles this year.
- She suggested replacing the Spirit of Halloweentown banners with winter banners around the Plaza. Council concurred.
- They have been renting the upstairs of the Masonic building. ShoeString is moving out of the downstairs. She would like to take over the downstairs for tourism activities. It would be paid for through tourism funds. Councilor Carlson emphasized the need to work with the Building Official about what it would take to move in, and also talk to the building owner about getting a better rate for the whole building. Mayor Scholl agreed with finding out the cost first. Walsh pointed out the revenue the building would generate as well.
- Going to survey homeowners between here and Seventh Street to find out how their parking was impacted by Spirit of Halloweentown. Council President Morten suggested going all the way to West Street.
- Working with a global company to potentially bring a family experience to town in July, August, and September of 2020. It could bring 60,000-80,000 people over the three months. She will report more later. Mayor Scholl wants more information before it is finalized.
- Working with Brenna, who recently moved to town, on new projects to make the merchant community stronger. Brenna came from Humboldt County where she was doing economic development, chamber, and tourism activities.
- Have distributed contracts for 13 Nights on the River and Spirit of Halloweentown. They are already receiving returned signed contracts.
- She asked for an update on the stage. It needs to be a spring project to be complete before 13 Nights on the River begins. Walsh reported that staff has been directed to work on a design.
- Will distribute 'Fast Facts' flyers to businesses. It will include contact and event information.

City Administrator Walsh reported...

- Welcomed Mark Kirchmeier from the Spotlight.
- Both newspapers have reported that the BUILD grant was unsuccessful. The funding was cut in half. Many of the projects don't succeed. It is disappointing but they will review for changes and try again.
- They are continuing to make improvements on the Waterfront property as they're able.
- The City is responsible for managing a stormwater system. It's better to think about it as a system and not your own property. Mayor Scholl asked if a fuel tax could be used to fund storm. Brown doesn't think St. Helens would get nearly as much as Scappoose because we don't have Fred Meyer. Discussion ensued.
- There's a written report in the Council mailboxes about Sand Island.

## 5) Council Reports

Councilor Topaz reported...

- He attended the COG meeting last Wednesday in Portland. The report was about a piece of property on the Columbia Slough, inside Hayden Island. A group of chemical plants contaminated some of the area. They reported on the cleanup process, which involved about 30-40 agencies. It showed how many agencies can get in the way of stopping things. The worst part was that the piece of ground covered was unusable. Be careful when you remediate property. As you drive down Highway 30 near Linton there's an old mill that's surrounded by fencing. You cannot go on that property. It was not particularly contaminated but that property cannot be used for anything now. It's important to get everyone involved in the same room at the same time.

Mayor Scholl asked Councilor Topaz to bring back a written report of why you can't use that property. It could be still in probate because it was owned by the mill workers. He wants to see documentation showing that you can never walk on that property. Councilor Topaz said there was no discussion about the ownership of the property.

Councilor Topaz talked about property next to it, which was the old PGE, also has red legged frogs. A good portion of that property can never be used by anyone but wildlife people. They're re-doing the transformer on the other half of the property for the substation. Topaz added that there's another piece of property on Sauvie Island that can't be used as well. He will try to bring back the documentation of limitations.

Walsh searched the Linton Mill project online. It's an environmental bank.

Councilor Locke reported...

- The towing contract was reviewed earlier. He has heard rumors that he didn't care what happened. That was taken out of context. It's not that he doesn't care about St. Helens, because he does. He owns property here, votes here, and lives here half the time.
- Attended a tourism meeting last week. They are starting to wind down their grants and help. CCET is going to continue leading the project. Locke suggested they reach out to each community to get representatives to join a board and share in a governance. They need to make everyone feel part of it. The problem right now is funding. They discussed a County-wide hotel tax.
- OLCC has assigned an investigator for the ACSP processor permit. They were given 45 days to complete the buildings or their permit would go back to the end of the line and they would start over. Locke has been there trying to help them. Boise tore the water out, electricity out, and fire water out. They have to have their occupancy by December 5 or they will lose the permit again.

Councilor Carlson reported...

- The Columbia County Museum Association is rotating historic photos in our building. She would like to thank them for their service with a card.
- Working with Youth Council and Councilor Locke for the Christmas Ships dinner. Mayor Scholl thanked them for doing that.
- Youth Council discussed having an "If I Were Mayor..." contest event, possibly at the Library. Rachael Barry could give a presentation about government. They can help them with their submittals.



- Asbury Acres is a County park. There are doggy bags but no garbage receptacle to put them. The County needs to be contacted but she wanted to make sure we don't do the same thing at our parks.
- Cakehouse is representing Columbia County at a State Conference. She'll move on to Nationals if she wins. She's gone from a home-based business and now operates in the Chamber building.
- Shoutout to the Library as they are holding it together while Library Director Jeffries is gone. She misses hearing reports from the Library and Arts & Cultural Commission. Councilor Topaz reported they continue to work well while she is out.
- The Library has been doing cultural passes for several years. She was able to visit the Evergreen Aviation Museum yesterday by using them.

Council President Morten reported...

- Made a point at last night's training that you need to report to Council with updates on departments, boards, and commissions you oversee.
- Parks & Trails Commission did not meet this month.
- Parks & Trails Commission would like Brad Hendrickson to report to them about Sand Island at their meeting.
- Nob Hill Nature Park hosted a clean-up day. It was very successful.
- Thanked George Dunkel for leading the Council training session. It was about good governance, responsibilities, and teamwork. One idea for more transparency and citizen involvement is to reduce visitor comment time at the beginning of the meeting and then allow them to comment at the end, based on what was discussed.

Mayor Scholl reported...

- Agreed that it was a good Council training last night. He would prefer to keep visitor comments at the beginning but can add a section for final comments at the end.
- Council will be more professional and implement the training learned. They will try to be more clear and direct to staff. We have a great staff.
- Have a Happy Holidays!

## 6) **Other Business**

## 7) **Adjourn** – 3:07 p.m.

## **Executive Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Lisa Scholl, Deputy City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

November 20, 2019

**Members Present:** Rick Scholl, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Ginny Carlson, Councilor  
Stephen R. Topaz, Councilor

**Staff Present:** John Walsh, City Administrator  
Lisa Scholl, Deputy City Recorder  
Sue Nelson, Interim Public Works Director

**Others:** Mark Kirchmeier, Spotlight



At 3:12 p.m., Mayor Scholl opened the Executive Session pursuant to

- **Labor Negotiations**, under **ORS 192.660(2)(d)**;
- **Real Property Transactions**, under **ORS 192.660(2)(e)**; and
- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**.

and then gave Council roll call.

The Executive Session was adjourned at 3:18 p.m.



ATTEST:

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Lisa Scholl, Deputy City Recorder

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Rick Scholl, Mayor

# City of St. Helens City Council

Public Forum Minutes

November 20, 2019

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**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Ginny Carlson  
Councilor Stephen R. Topaz

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Lisa Scholl, Deputy City Recorder  
Matt Brown, Finance Director  
Rachael Barry, Government Affairs & Project Support Specialist  
Tina Curry, Event Coordinator

**Others:** Jennifer Pugsley      Christine Menges  
Greg Pettit      Shauna Harrison  
Seth Otto, Maul Foster Alongi

1) **6:00 P.M. - Open Public Forum**

2) **Topic**

**2.A** [EPA Brownfield Community-Wide Assessment Grant Program Update](#)

Seth Otto, Maul Foster Alongi updated the Council and attendees about the program. He reviewed a PowerPoint presentation. A copy is included in the archive meeting packet.

Councilor Topaz pointed out a few locations to be investigated:

1. The fuel tanks on the County property by the County Courthouse. Seth responded that it would be included if it's part of the DEQ inventory. He will look into it.
2. The livery stable under the School District maintenance facility on St. Helens Street. Seth pointed out that animal waste is not part of this grant.
3. The property referred to as Dillard Lake, off of Old Portland Road, between S. 4<sup>th</sup> and S. 7<sup>th</sup> Street. Seth said it hasn't been flagged but could be eligible. He will follow-up with Associate Planner Dimsho about that property.

Seth reported that the grant will be wrapped up in 2020. There are still funds available for cleanup.

Mayor Scholl spoke of the Semling property. Does a DEQ permit need to be obtained to remove soil? Seth said yes, it could be removed to an approved site. Remedial actions could be part of a purchase and sale agreement.

Discussion of properties that need to be cleaned. They cannot force a property to clean up unless it's affecting adjacent properties or the occupants. You do have to disclose the contamination if you're away of it when you sell it.

Councilor Topaz asked if there is a master map of fuel tanks under sidewalks? Seth is not aware of one. Historic insurance maps are a great resource.

In response to questions from Dimsho, Council concurred that the grant funding was a useful resource for the community. They would like to further investigate the sites discussed. They were in agreement to re-apply for the next funding cycle.

City Administrator Walsh talked about how successful this has been. Other cities have struggled when there is no funding.

## **PUBLIC COMMENTS**

- ◆ Jennifer Pugsley, owner of 50 Plaza Square. She is thankful for this program. She's happy to see that it will be continued. What happens if you're in the middle of an assessment and the year runs out?

Seth said they will get the work done before then. Jennifer said she has spent over \$10,000 on testing and decommissioning the tank under the sidewalk in front of her building. Dimsho came to her and said there may be help. With the consolidation of all the buildings down here, how do you know what tank it came from? She was told that the molecules look different. Seth agreed that each one is unique and can be identified in labs.

Jennifer encouraged the Council to spread the word about the program. Councilor Carlson asked what the best way is to get the word out to real estate agents. Jennifer suggested that Dimsho speak at a Real Estate Board meeting.

Council President Morten talked about the fire of 1904. That contaminated soils as well. He agrees with continuing this assessment.

Jennifer talked about the importance of doing the right thing, even when it's expensive, to stop the contamination.

Councilor Topaz asked about tanks when properties are sold. Jennifer said they always have a tank locate done. You can usually see where the copper lines were as well.

### **3) Close Public Forum – 6:56 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Lisa Scholl, Deputy City Recorder

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Rick Scholl, Mayor

# City of St. Helens City Council

Regular Session Minutes

November 20, 2019

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**Members Present:** Mayor Rick Scholl  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Ginny Carlson  
Councilor Stephen R. Topaz

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Lisa Scholl, Deputy City Recorder  
Sue Nelson, Interim Public Works Director  
Joe Hogue, Police Lieutenant  
Tina Curry, Event Coordinator

**Others:** Jennifer Pugsley  
Greg Pettit  
Christine Menges  
Shauna Harrison

1) **7:00 P.M. - Call Regular Session to Order**

2) **Pledge of Allegiance**

3) **Visitor Comments - Limited to five (5) minutes per speaker** - None

4) **Ordinances - Final Reading**

4.a Ordinance No. 3245: An Ordinance to Annex and Designate the Zone of  
Certain Property at 58646 McNulty Way

Mayor Scholl read Ordinance No. 3245 by title for the final time. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3245. [AYES: Scholl, Morten, Locke, Carlson, Topaz; Nays: None]

5) **Resolutions**

5.a Resolution No. 1867: A Resolution of the Common Council of the City of St.  
Helens Adopting a Collective Bargaining Agreement with AFSCME Local  
1789

Mayor Scholl read Resolution No. 1867 by title. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1867. [AYES: Scholl, Morten, Locke, Carlson, Topaz; Nays: None]

5.b            **Resolution No. 1868: A Resolution of the Common Council of the City of St. Helens Adopting Benefit Changes for Full-Time Unrepresented Personnel**

Mayor Scholl read Resolution No. 1868 by title. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1868. [AYES: Scholl, Morten, Locke, Carlson, Topaz; Nays: None]

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

- 6.a            Amendment to Agreement with David Evans and Associates, Inc. for N. Vernonia Road Sidewalks Project
- 6.b            Amendment to Agreement with Wetland Solutions Northwest, LLC for Wetland Consulting Services
- 6.c            Public Right-of-Way Dedication for Tract B of the Brookfield Subdivision
- 6.d            Contract Payments

**Motion:** Carlson moved and Topaz seconded to approve '6a' through '6d' above.

Question. Councilor Carlson requested an update on the sidewalks. Interim Public Works Director Nelson explained that this amendment reconfigures the area to save as many trees as possible.

**Vote:** AYES: Scholl, Morten, Locke, Carlson, Topaz; Nays: None

7)            **Consent Agenda for Approval**

- 7.a            Council Work Session and Regular Session Minutes dated October 2, 2019
- 7.b            Exclusive Towing Contract
- 7.c            Accounts Payable Bill Lists

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '7a' through '7c' above. [AYES: Scholl, Morten, Locke, Carlson, Topaz; Nays: None]

8)            **Mayor Scholl Reports**

- Good work session earlier.
- Asked how the Council feels about hiring a headhunting firm to bring in business to the urban renewal area.

Councilor Carlson would like City Administrator Walsh to bring ideas back to the Council. She does not want to wait for economic development. Councilor Locke suggested conducting an inventory of what's available first. Councilor Topaz pointed out companies that help with siting industrial businesses. Discussion ensued. Councilor Locke pointed how the new apartments going in. They will be taxing on the Police Department. Mayor Scholl added that St. Helens is the only 24 hour police available, other than State, in the entire County.

9)            **Council Member Reports**

Council President Morten reported...

- Kudos to staff.
  - Public Works - He is impressed with how clean the City looks from the highway. He appreciates the cleanup work they are doing. Even stop signs are being replaced when they tilt.
  - Police Department - Always hear good things about our police force.

Councilor Topaz reported...

- Library Director Jeffries is doing much better.



Councilor Carlson reported...

- Have a great holiday and be safe!
- Volunteered to serve on the CAT Board.

Councilor Locke reported...

- Talked about landscaping at the St. Helens and S. 1<sup>st</sup> Street intersection recently. Landscaping was done around the big pipe that was installed a couple years ago. Now it is just surrounded by weeds. Should they pay for landscaping there?

Nelson explained that is wetland mitigation. There wasn't any actual beautification landscaping. It was required per the DEQ permit. A lot of that by the boat launch was developed after the storm project. They did some of their own planting and had some severe erosion problems. The weeds take over in that area.

Mayor Scholl reported...

- The City has a steep embankment where the stairs from Tualatin and S. 3<sup>rd</sup> Street go down to S. 2<sup>nd</sup> Street. The embankment was covered in ivy and blackberry bushes. They brought goats in to clean up the area.

#### 10) **Department Reports**

Lieutenant Hogue reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Happy Thanksgiving!

Finance Director Brown reported...

- Nothing to report.

Deputy City Recorder Scholl reported...

- Nothing to report.

City Administrator Walsh reported...

- The Brownfield Assessment presentation was very good.
- Christmas Ships and Tree Lighting December 14.
- Curry added that the lights have been fixed.

#### 11) **Other Business**

#### 12) **Adjourn** – 7:27 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Lisa Scholl, Deputy City Recorder

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Rick Scholl, Mayor

# City of St. Helens City Council

Work Session Minutes

December 4, 2019

**Members Present:** Mayor Rick Scholl  
Councilor Ginny Carlson  
Councilor Keith Locke  
Councilor Stephen R. Topaz

**Members Absent:** Council President Doug Morten

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Matt Brown, Assistant City Administrator  
Margaret Jeffries, Library Director  
Jenny Dimsho, Associate Planner  
Sue Nelson, Interim Public Works Director  
Brian Greenway, Police Chief  
Jenny Dimsho, Associate Planner  
Rachael Barry, Government Affairs & Project Support Specialist  
Tina Curry, Event Coordinator

**Others:** William Goulardt      Mark Kirchmeier      Chuck Daughtry  
Chrissy Marquardt      Christine Menges      Willow Bill  
CJ Marquardt

1) **1:00 P.M. - Call Work Session to Order**

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

◆ Willow Bill.

1. Next month, he would like to take the Flying Eagle Canoe on an educational tour through Oregon, California, and Nevada. He would like to end in Idaho, where they would retrace the journey of the Flying Eagle and put in a new canoe, known as New Medicine. A copy of the schedule is included in the archive meeting packet.
2. He just returned to St. Helens after stage four colon cancer surgery yesterday. He parked in front of his house and was asked by a City employee the next day to move his truck so they could access what they needed. He is in the RV section of the marina district. He got a \$25 ticket and doesn't feel he deserved it.

Council directed Willow to talk to whomever issued the ticket and appear before the Court.

Audio malfunctioned between approximately 1:05 – 1:09 p.m.

3) **Discussion Topics**

3.A **Employee Length of Service Award**

One employee has reached a milestone in her employment with the City. The following individual received a certificate and pin.

### 5 Years

Jenny Dimsho came to the City as a RARE student in September of 2013. In July of 2014, she was hired on as a Temporary Term-Limited Assistant Planner. In July of 2015, she was hired as a Regular Assistant Planner. Then in April of 2017, her position was reclassified as an Associate Planner. The great news that we received last month was that Jenny passed the American Institute of Certified Planners (AICP) exam and is now a certified planner!

Congratulations, Jenny, and thank you for your service!

### **3.B      Semi-Annual Report from Columbia County Economic Team (CCET) - Chuck Daughtry**

CCET Executive Director Chuck Daughtry reviewed his report. A copy is included in the archive meeting packet.

- Tourism Committee – ambitious plan for recruitment
- Business Recruitment
  - Armstrong site in St. Helens
  - Project Bathurst – large batteries
    - looking at Hillsboro, Hermiston, and Scappoose
  - OSG – tool maker
    - Scappoose
- OMIC – Scappoose
- Portland Community College – Scappoose
- Reviewed projects in Rainier, Clatskanie, Vernonia, and Columbia City

### **3.C      Presentation and Request from Chamber of Commerce - Chrissy Marquardt**

Chamber Executive Director Chrissy Marquardt reported. Since she has been there, there has been an increase in membership. Coffee and Commerce has been going really well with an increase in the number of attendees. Cakehouse has gained exposure and business opportunities with her location in the Chamber. There has been some success with booking the small business space at the Chamber.

Her vision is to continue to get out into the community and help people understand what the Chamber offers. She reviewed a new website plan she is working on to help people understand the benefits better.

She is requesting from the City:

- Renew early at the \$1000 Columbia level membership.
- \$500 monthly contribution to help support the visitor center.
- Assist to complete the three-part sink needed for the coffee cart. She will get a quote.
- Put lighting around the outside of the building to make it more usable at night.

Mayor Scholl understands the need to be out in the community and also keep the Chamber open. Councilor Carlson added that Erynn Peau from Cakehouse has been helpful to keep the doors open when Chrissy is out in the community.

Councilor Carlson declared that she serves on the Chamber Board. She also pointed out that Chrissy will be reaching out to City of Scappoose, City of Columbia, Port of St. Helens, and County Commissioners for funding assistance. They all need to work together. The goal is to

have the Chamber active seven days a week. It helps businesses uptown when the building looks open.

Councilor Topaz has a problem with tourism. They're the only tourism connection with people on the street. He thinks that other jurisdictions should recognize that and contribute.

Discussion of the Chamber history and future ensued.

Mayor Scholl is in favor of renewing as the \$1,000 Columbia level membership and helping with the sink but he doesn't know about the \$500 contribution per month. Councilor Topaz pointed out that the Chamber is the gateway and should remain open 12 hours a day. Having the sink done will make the conference room more useable. Councilor Carlson agreed that it will make the Chamber building more marketable. Councilor Locke talked about the need for a written Vision to stay on track as the Board and Director changes over time.

The Council was in consensus to renew at the \$1,000 Columbia level membership and pay for the sink.

### 3.D Millard Road Property Site Development Review Proposal - Jacob

City Planner Graichen updated the Council on the proposal. A copy is included in the archive meeting packet. He wanted to make sure that the Council was informed on this and understands what they are doing. They are going to punch the road through for a turnaround. Discussion ensued. Graichen said the urgent need is to vest the easement. Council was in agreement for Graichen to bring back a more detailed proposal to the next meeting and hold off on contacting Pam Rensch about an extension.

### 3.E Planning Division Report - Jenny

Associate Planner Dimsho was in attendance to give a report. A copy is included in the archive meeting packet. She focused on a few items from her report.

- Received the \$50,000 DLCD 2019-2021 Technical Assistance Grant from DLCD. It will be used to prepare a Boise White Paper Industrial Site Master Plan.
- Will be flagging the 5<sup>th</sup> Street Trail Project route.
- Columbia Theater marquee/signage project is moving forward.
- Passed her American Institute of Certified Planners (AICP) exam in November!
- Will compile options and contractors for Columbia View Park stage expansion.
- Have been training Community Development Administrative Assistant Christina Sullivan on Planning secretarial duties. She will be shadowing the Planning Commission meeting in December and then taking over in January.

Council congratulated Dimsho on her certification!

## 4) Department Reports

Police Chief Greenway reported...

- First Thursday is tomorrow night. CERT will be giving a presentation. They are going to do these quarterly instead of monthly in 2020 to see if they get more attendees.
- Starting to plan next year's Cocoa with a Cop. They will invite all the area law enforcement agencies and hold it the night of the cookie decorating at Burgerville.
- Diligently preparing for Donut Day. Moving the location to the Recreation Center. They have outgrown the Police Department.
- Sent everyone an email yesterday.

Interim Public Works Director Nelson reported...

- Congratulated Dimsho on her certification!
- The Christmas tree is here.
- Columbia River PUD volunteered to replace or repair all but two of the faulty outlets for the Christmas decoration. They also took down some of the banners in order to put the decorations up.

Library Director Jeffries reported...

- Thanked the Library staff for pulling together and doing a fabulous job running the library while she was gone.
- They have added a new Library of Things program that is very popular.
- Added Cultural Passes to the Evergreen Aviation Museum.
- Thanked everyone for their well wishes. She is very glad to be back to work.

Councilor Topaz noted that Jeffries talked about how well the Library ran while she was gone. If it wasn't for Jeffries' leadership, training, and spreading the knowledge on how to run the library, it would not have ran as well.

Assistant City Administrator Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

Event Coordinator Curry reported...

- Ordered new banners to go around the Plaza. The lights are going up by the Parks Department. Walsh is helping coordinate the decorations on the Christmas Ship side.
- Christmas Tree Lighting
  - Will purchase candy canes based on last year's count.
  - Will have Santa and two elves at the Christmas Tree lighting.
  - Fences are down around the Waterfront property.
  - Jim Fischer will play piano.
- Asked if the Council wants to play music in the Plaza. Consensus of Council to play it between 4:30 – 9 p.m.
- Christmas Ships December 14.

City Administrator Walsh reported...

- Asked Council members to let him know if they are interested in attending the Oregon Leadership Summit on December 16. Mayor Scholl wants to attend.
- Met with the hotel developers yesterday, Tokola Development. They definitely want to reignite the St. Helens project on the Waterfront.
- Received the DLCD Grant for the St. Helens Industrial Business Park.
- Currently working on a site readiness project.
- Government Affairs and Project Support Specialist Rachael Barry has been working on community engagement events. They have been talking about community benchmarking to find out how the community feels.
- Development interest at the mill.

Mayor Scholl pointed out that the Tokola agreement expired. He would like to see if there would be interest from other developers. Discussion ensued. Consensus of Council for Tokola to make a presentation at a Council meeting.

## 5) Council Reports

Councilor Locke reported...

- Cascades did some clean up but there is still more to do. Mayor Scholl directed Barry to contact Cascades about cleaning it up.
- Public Works has been dumping dirt and materials to be burned on the industrial property. There needs to be a plan of where it can be placed permanently.
- The Christmas tree is very nice looking but the first one they had was 35 feet tall. This one isn't very tall but is very full.
- Gave kudos to Greenway and his crew. They have done a fantastic job working a lot of overtime but are getting tired.

Councilor Carlson reported...

- Receiving positive responses from businesses wanting to participate in the Christmas Ship Captain's dinner. Youth Council will be making homemade treats to hand out.
- Shout out to the Parks and Public Works crews working along the highway the day before Thanksgiving. She sees them doing a great job.
- She has noticed a lot of communities have lights over their Mainstreet during the holidays. She would like to see one over our downtown entrance.

Councilor Topaz reported...

- Thanks to Jeffries for coming back and the job well done she did training her crew!

Mayor Scholl reported...

- Hopefully everybody had a good Thanksgiving.
- Riverfront looks great with the fence being down. Thankful for the DLCD grant to start the first part of the planning phase.
- The Riverfront Development is going to be bigger than any of us. He's passionate about it and wants to see it advertised for development.
- Sorry to hear that Willow Bill got a ticket. It's important to pay attention to street signs. Councilor Locke pointed out that there are no signs where he was ticketed. Scholl's glad to hear that Willow Bill is recovering well from surgery. He's not sure about letting the Flying Eagle Canoe and trailer go that far. Last he heard that trailer is not in very good shape. Mayor Scholl directed Councilor Locke to talk to him about the canoe, trailer, and being more respectful when he approaches the Council. Chief Greenway heard back from the sergeant that issued the ticket. A complaint was received. You can see in the recording from the body-worn camera that there are 'no parking' signs. It does need to be taken to Court.
- Saw Officer Cutright recently and he should be able to return soon.

Walsh received a call from Eric Dahlgren regarding Dalton Lake project. He is donating \$1,000 towards that project.

Councilor Carlson asked Dimsho if there are grants available for bird platforms. Dimsho said that Parks & Trails Commission Member Lynne Pettit is working with the high school construction program to build those type of things. If it was a grant, it would be part of a larger project.



6) **Other Business**

7) **Adjourn** – 3 p.m.

**Executive Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

December 4, 2019

**Members Present:** Rick Scholl, Mayor  
Keith Locke, Councilor  
Ginny Carlson, Councilor  
Stephen R. Topaz, Councilor

**Members Absent:** Doug Morten, Council President

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Sue Nelson, Interim Public Works Director  
Rachael Barry, Government Affairs & Special Projects Specialist  
Matt Brown, Assistant City Administrator  
Margaret Jeffries, Library Director  
Brian Greenway, Police Chief

**Others:** Mark Kirchmeier, Spotlight  
Christine Menges, Chronicle



At 3:06 p.m., Mayor Scholl opened the Executive Session pursuant to

- **Labor Negotiations**, under **ORS 192.660(2)(d)**;
- **Real Property Transactions**, under **ORS 192.660(2)(e)**; and
- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**.

and then gave Council roll call.

The Executive Session was adjourned at 3:48 p.m.



ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

\_\_\_\_\_  
Rick Scholl, Mayor

# City of St. Helens City Council

Regular Session Minutes

December 4, 2019

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**Members Present:** Mayor Rick Scholl  
Councilor Keith Locke  
Councilor Ginny Carlson  
Councilor Stephen R. Topaz

**Members Absent:** Council President Doug Morten

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Matt Brown, Assistant City Administrator  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Director  
Brian Greenway, Police Chief

**Others:** F. Brandon

1) **7:00 P.M. - Call Regular Session to Order**

2) **Pledge of Allegiance**

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

- ◆ Frank Brandon. Thanked Interim Public Works Director Nelson and her staff for installing the 25 mph sign before the curve on St. Helens Street.

4) **Ordinances - First Reading**

4.a Ordinance No. 3246: An Ordinance Amending Chapter 13.20 of the St. Helens Municipal Code Regarding Storm Drainage

Mayor Scholl read Ordinance No. 3246 by title for the first time. The final reading will be held at the next regular session.

5) **Resolutions**

5.a Resolution No. 1869: A Resolution Appointing the Budget Officer for Fiscal Year 2020-21

Mayor Scholl read Resolution No. 1869 by title. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1869. [Ayes: Scholl, Carlson, Locke, Topaz; Nays: None]

5.b Resolution No. 1870: A Resolution to Set 2020 City Public Meetings and Holiday Closures Schedule for City of St. Helens Council, Boards and Commissions

Mayor Scholl read Resolution No. 1870 by title. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1870. [Ayes: Scholl, Carlson, Locke, Topaz; Nays: None]

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

**6.a Contract Payments**

**Motion:** Upon Carlson's motion and Locke's second, the Council unanimously approved '6a' above. [Ayes: Scholl, Carlson, Locke, Topaz; Nays: None]

**7) Consent Agenda for Approval**

**7.a Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated October 16, 2019**

**7.b Accounts Payable Bill Lists**

Councilor Topaz pointed out the October 16 Council work session minutes. He would like it to include more discussion on page six in regards to the reimbursement for attending meetings and reporting back to Council.

City Recorder Payne will bring the minutes back to the next Council meeting for approval.

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '7b' above. [Ayes: Scholl, Carlson, Locke, Topaz; Nays: None]

**8) Mayor Scholl Reports**

- Donut Day is December 14, as well as the Christmas Tree lighting ceremony and Christmas Ships.

**9) Council Member Reports**

Councilor Locke reported...

- There will be a record number of Christmas ships this year.

Councilor Carlson reported...

- Reindeer Run is Saturday morning. A portion of the proceeds benefit the Reserve Officer program. She will be volunteering as part of CERT.
- Toy & Joy dinner and auction is Saturday night.
- Bazaars at the schools on Saturday that benefit school programs.

Councilor Topaz reported...

- Nothing to report.

**10) Department Reports**

Nothing to report from department heads.

**11) Other Business**

**12) Adjourn – 7:08 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 12/05/2019 - 1:10PM  
 Batch: 00001.12.2019 - AP 12.5.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ADVANCED ELECTRICAL TECHNOLOGIES									
000693									
210380	11/14/2019	22.61	0.00	12/05/2019				False	0
603-737-052001	Operating Supplies			WWTP MAINT					
	210380 Total:	22.61							
	ADVANCED ELECTRICA	22.61							
ADVANCED LOCKING SOLUTIONS, INC.									
000668									
17484	11/26/2019	120.45	0.00	12/05/2019				False	0
100-708-052001	Operating Supplies			DEADBOLT					
17484	11/26/2019	136.80	0.00	12/05/2019				False	0
703-734-052001	Operating Supplies			PADLOCK SHACKLE					
	17484 Total:	257.25							
	ADVANCED LOCKING S	257.25							
ALLSTREAM									
016479									
11212019	11/21/2019	49.80	0.00	12/05/2019				False	0
702-000-052010	Telephone			754802					
11212019	11/21/2019	24.87	0.00	12/05/2019				False	0
603-736-052010	Telephone			754802					
11212019	11/21/2019	24.87	0.00	12/05/2019				False	0
603-737-052010	Telephone			754802					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	11212019 Total:	99.54							
	ALLSTREAM Total:	99.54							
AMERESCO INC 001376									
M&V	11/20/2019	1,750.00	0.00	12/05/2019				False	0
205-000-052019 Professional Services				LED STREET LIGHTING					
	M&V Total:	1,750.00							
	AMERESCO INC Total:	1,750.00							
BOY SCOUTS TROOP 106 874511									
1	12/5/2019	500.00	0.00	12/05/2019				False	0
100-703-052041 Council Discrenary				COUNCIL APPROVED PAYMENT					
	1 Total:	500.00							
	BOY SCOUTS TROOP 10	500.00							
BULLARD LAW 004880									
41232	11/15/2019	6,718.60	0.00	12/05/2019				False	0
100-701-052019 Professional Services				2019 AFSCME BARGAINING					
	41232 Total:	6,718.60							
	BULLARD LAW Total:	6,718.60							
CENTERLOGIC, INC. 011595									
55885	11/18/2019	297.50	0.00	12/05/2019				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
702-000-052019 Professional Services				IT SUPPORT					
55885 Total:		297.50							
CENTERLOGIC, INC. To		297.50							
CENTURY LINK 034002									
11172019	11/17/2019	40.71	0.00	12/05/2019				False	0
702-000-052010 Telephone				369 PW					
11172019 Total:		40.71							
11252019	11/25/2019	346.12	0.00	12/05/2019				False	0
702-000-052010 Telephone				966B					
11252019 Total:		346.12							
CENTURY LINK Total:		386.83							
CITY OF COLUMBIA CITY 007370									
11262019	11/26/2019	80.06	0.00	12/05/2019				False	0
601-732-052003 Utilities				001754-001					
11262019 Total:		80.06							
CITY OF COLUMBIA CIT		80.06							
CLOUD RECORDS MANAGEMENT SOLUTION, CHAVES 006630									
190800	12/3/2019	296.16	0.00	12/05/2019				False	0
100-702-052019 Professional Services				MONTHLY USER FEE					
190800 Total:		296.16							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CLOUD RECORDS MAN		296.16							
COLUMBIA COUNTY CLERK 007500									
1222019	12/2/2019	96.00	0.00	12/05/2019				False	0
100-710-052011 Public Information				RECORDING FEES WINDY RIDGE RD					
1222019 Total:		96.00							
COLUMBIA COUNTY CL		96.00							
COLUMBIA RIVER P.U.D. 008325									
11132019	11/13/2019	605.05	0.00	12/05/2019				False	0
100-705-052003 Utilities				7493					
11132019	11/13/2019	761.69	0.00	12/05/2019				False	0
100-706-052003 Utilities				7493					
11132019	11/13/2019	1,014.25	0.00	12/05/2019				False	0
100-708-052003 Utilities				7493					
11132019	11/13/2019	65.54	0.00	12/05/2019				False	0
100-708-052047 Marine Board				7493					
11132019	11/13/2019	430.49	0.00	12/05/2019				False	0
100-708-052046 Dock Services				7493					
11132019	11/13/2019	4,017.08	0.00	12/05/2019				False	0
205-000-052003 Utilities				7493					
11132019	11/13/2019	1,142.70	0.00	12/05/2019				False	0
100-715-052003 Utilities				7493					
11132019	11/13/2019	642.20	0.00	12/05/2019				False	0
703-734-052003 Utilities				7493					
11132019	11/13/2019	3,030.62	0.00	12/05/2019				False	0
601-731-052003 Utilities				7493					
11132019	11/13/2019	4,884.54	0.00	12/05/2019				False	0
601-732-052003 Utilities				7493					
11132019	11/13/2019	844.93	0.00	12/05/2019				False	0
603-737-052003 Utilities				7493					
11132019	11/13/2019	2,534.78	0.00	12/05/2019				False	0
603-736-052003 Utilities				7493					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
11132019	11/13/2019	883.72	0.00	12/05/2019				False	0
603-738-052003 Utilities				7493					
11132019 Total:		20,857.59							
1222019	12/2/2019	6,311.50	0.00	12/05/2019				False	0
603-737-052003 Utilities				38633					
1222019 Total:		6,311.50							
COLUMBIA RIVER P.U.D		27,169.09							
COMCAST									
COMCAST									
11212019	11/21/2019	1,052.22	0.00	12/05/2019				False	0
702-000-052003 Utilities				4669					
11212019 Total:		1,052.22							
11252019	11/25/2019	106.85	0.00	12/05/2019				False	0
702-000-052003 Utilities				3930					
11252019 Total:		106.85							
COMCAST Total:		1,159.07							
DENFELD, KAY									
DEN44									
12022019	12/2/2019	98.20	0.00	12/05/2019				False	0
203-706-052092 Ukulele Expenses				REIMB. UKULELE					
12022019 Total:		98.20							
DENFELD, KAY Total:		98.20							
DONOVAN ENTERPRISES INC									
010744									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
1302	12/2/2019	1,085.00	0.00	12/05/2019				False	0
604-000-052019 Professional Services				UB RATES CHARTS / STORMWATER CODE /					
1302 Total:		1,085.00							
DONOVAN ENTERPRISE		1,085.00							
ENVIRO-CLEAN EQUIPMENT									
011455									
S19-091301	9/13/2019	478.66	0.00	12/05/2019				False	0
701-000-052001 Operating Supplies				FLAP BLAST ORIFICE FLAP SET					
S19-091301 Total:		478.66							
S19-091302	9/13/2019	46.47	0.00	12/05/2019				False	0
701-000-052001 Operating Supplies				SWITCH DP SWITCH ACTUATOR					
S19-091302 Total:		46.47							
S19-092302	9/23/2019	35.21	0.00	12/05/2019				False	0
701-000-052001 Operating Supplies				SWITCH CARLING					
S19-092302 Total:		35.21							
S19-100205	10/2/2019	177.37	0.00	12/05/2019				False	0
701-000-052001 Operating Supplies				CARL MOM OFF ON RAISE BKT					
S19-100205 Total:		177.37							
S19-100309	10/3/2019	176.78	0.00	12/05/2019				False	0
701-000-052001 Operating Supplies				WATER SOLENOID REPLACEMENT					
S19-100309 Total:		176.78							
ENVIRO-CLEAN EQUIPM		914.49							
ERSKINE LAW PRACTICE LLC									
011522									
12012019	12/1/2019	825.00	0.00	12/05/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-704-052019 Professional Services				11/18-11/25					
12012019 Total:		825.00							
ERSKINE LAW PRACTIC		825.00							
HACH COMPANY									
014200									
11742906	12/2/2019	68.07	0.00	12/05/2019				False	0
601-731-052001 Operating Supplies				REAGENT SET CHLORINE FREE					
11742906	12/2/2019	136.15	0.00	12/05/2019				False	0
601-732-052023 Facility Maintenance				REAGENT SET CHLORINE FREE					
11742906 Total:		204.22							
HACH COMPANY Total:		204.22							
HUDSON GARBAGE SERVICE									
015875									
12052019	12/5/2019	500.00	0.00	12/05/2019				False	0
100-703-052041 Council Discrenary				ANNUAL BIKE BUILDING FUNDRAISER					
12052019 Total:		500.00							
HUDSON GARBAGE SER		500.00							
JORDAN RAMIS PC									
030274									
164500	11/27/2019	3,177.00	0.00	12/05/2019				False	0
100-701-052019 Professional Services				GENERAL					
164500 Total:		3,177.00							
164501	11/27/2019	2,559.00	0.00	12/05/2019				False	0
703-733-052019 Professional Services				PUBIC WORKS ENGINEERING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	164501 Total:	2,559.00							
164502	11/27/2019	288.00	0.00	12/05/2019				False	0
100-701-052019 Professional Services				FINANCE FRANCHISE					
	164502 Total:	288.00							
164503	11/27/2019	3,633.50	0.00	12/05/2019				False	0
100-715-052049 Litigation Settlement				GRUMPYS TOWING LLC					
	164503 Total:	3,633.50							
164504	11/27/2019	1,147.50	0.00	12/05/2019				False	0
100-715-052049 Litigation Settlement				TOPA ETHICS COMPLAINT					
	164504 Total:	1,147.50							
	JORDAN RAMIS PC Tota	10,805.00							
KLS SURVEYING INC 017622									
19330	11/27/2019	700.00	0.00	12/05/2019				False	0
704-000-053012 Capital Outlay - Parks				GODFREY PARK SURVEYING SERVICES					
	19330 Total:	700.00							
	KLS SURVEYING INC To	700.00							
LAWSON PRODUCTS, INC. 018040									
9307187040	11/20/2019	186.05	0.00	12/05/2019				False	0
701-000-052001 Operating Supplies				MATERIALS					
	9307187040 Total:	186.05							
	LAWSON PRODUCTS, IN	186.05							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
LEAGUE OF OREGON CITIES									
018100									
7,446	11/18/2019	25.00	0.00	12/05/2019				False	0
100-703-052018 Professional Development				MUNI FUNDAMENTALS TRAINING STEPHEN TOPAZ					
7,446 Total:		25.00							
LEAGUE OF OREGON C		25.00							
LOWER COLUMBIA ENGINEERING									
019150									
5791	11/20/2019	1,632.50	0.00	12/05/2019				False	0
100-709-052019 Professional Services				REC CENTER ENGINEERING SERVICES					
5791 Total:		1,632.50							
5798	11/20/2019	10,512.23	0.00	12/05/2019				False	0
202-721-052096 CDBG Grant Expenses				COLUMBIA PACIFIC FOOD BANK ENGINEERING SEI					
5798 Total:		10,512.23							
LOWER COLUMBIA ENG		12,144.73							
MACKENZIE									
3114									
1063443	10/9/2019	3,901.89	0.00	12/05/2019				False	0
607-000-052019 Professional Services				MILLARD ROAD PARK MASTER PLAN 2190242.00					
1063443 Total:		3,901.89							
MACKENZIE Total:		3,901.89							
MASON, BRUCE, & GIRARD, INC.									
019413									
26530	11/18/2019	2,667.48	0.00	12/05/2019				False	0
202-724-052019 Professional Services				0100308 ST. HELENS FOREST MANAGEMENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	26530 Total:	2,667.48							
	MASON, BRUCE, & GIR	2,667.48							
MIDWEST TAPE 020427									
98237591	11/21/2019	15.74	0.00	12/05/2019				False	0
100-706-052034 Visual Materials				DVD					
	98237591 Total:	15.74							
98240050	11/22/2019	44.99	0.00	12/05/2019				False	0
100-706-052034 Visual Materials				DVD					
	98240050 Total:	44.99							
98261829	11/26/2019	23.24	0.00	12/05/2019				False	0
100-706-052034 Visual Materials				DVD					
	98261829 Total:	23.24							
98265870	11/26/2019	52.49	0.00	12/05/2019				False	0
100-706-052035 Audio Materials				DVD					
98265870	11/26/2019	35.68	0.00	12/05/2019				False	0
100-706-052034 Visual Materials				DVD					
	98265870 Total:	88.17							
	MIDWEST TAPE Total:	172.14							
OREGON DEPT. OF ENVIRONMENTAL QUALITY, ATTN: ACCOU 010137									
HSRAF20-1027	11/26/2019	275.59	0.00	12/05/2019				False	0
202-721-052050 Community Wide Assessment				BOISE WHITE PAPER SOUTH 80 LANDFILL 163875-00					
	HSRAF20-1027 Total:	275.59							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
<hr/>									
	OREGON DEPT. OF ENV	275.59							
ORKIN									
ORKIN									
191849067	12/4/2019	85.00	0.00	12/05/2019				False	0
100-715-052023	Facility Maintenance			PEST CONTROL					
	191849067 Total:	85.00							
	ORKIN Total:	85.00							
<hr/>									
SOUTH COLUMBIA COUNTY									
028700									
1	12/5/2019	1,000.00	0.00	12/05/2019				False	0
100-703-052041	Council Discrenary			MEMBERSHIP RENEWAL					
	1 Total:	1,000.00							
	SOUTH COLUMBIA COU	1,000.00							
<hr/>									
SOUTH COLUMBIA COUNTY									
028701									
2	12/5/2019	1,500.00	0.00	12/05/2019				False	0
100-703-052041	Council Discrenary			SINK SPONSORSHIP					
	2 Total:	1,500.00							
	SOUTH COLUMBIA COU	1,500.00							
<hr/>									
ST. HELENS AUTO CENTER									
028473									
OCT 2019	12/4/2019	2,353.29	0.00	12/05/2019				False	0
701-000-052001	Operating Supplies			32657 , 33442, 33442	AUTO REPAIR SERVICES				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	OCT 2019 Total:	2,353.29							
	ST. HELENS AUTO CEN	2,353.29							
SUPERIOR TIRE SERVICES 032774									
6516359	12/4/2019	66.88	0.00	12/05/2019				False	0
701-000-052001 Operating Supplies				DELIVERY OF TIRES TO SHOP					
	6516359 Total:	66.88							
	SUPERIOR TIRE SERVIC	66.88							
TIAA COMMERCIAL FINANCE INC 03521									
41452028	11/21/2019	150.00	0.00	12/05/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT 41452028					
	41452028 Total:	150.00							
	TIAA COMMERCIAL FIN	150.00							
TRENHOLM TREE FARM 452144									
12052019	12/5/2019	150.00	0.00	12/05/2019				False	0
201-000-052059 Events - General				CHRISTMAS TREE FOR PLAZA					
	12052019 Total:	150.00							
	TRENHOLM TREE FARM	150.00							
U.S. BANK EQUIPMENT FINANCE 033955									
399959444	12/5/2019	235.86	0.00	12/05/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT					
399959444 Total:		235.86							
U.S. BANK EQUIPMENT		235.86							
WEX BANK 5112 62429244	11/23/2019	2,646.61	0.00	12/05/2019				False	0
100-705-052022 Fuel / Oil				FUEL PURCHASES					
62429244 Total:		2,646.61							
WEX BANK Total:		2,646.61							
WILCOX & FLEGEL 037003 0447363-IN	11/26/2019	569.93	0.00	12/05/2019				False	0
603-738-052001 Operating Supplies				BIO DYED ULTRA DIESEL					
0447363-IN Total:		569.93							
WILCOX & FLEGEL Tota		569.93							
Report Total:		82,095.07							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 12/12/2019 - 1:10PM  
 Batch: 00002.12.2019 - AP 12.12.19 FY 19-20



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
A+ ENGRAVING LLC									
45875									
1100	12/6/2019	48.00	0.00	12/12/2019				False	0
100-715-052004 Office Supplies				NAME PLATE					
1100 Total:		48.00							
A+ ENGRAVING LLC To		48.00							
ACE HARDWARE									
000500									
NOV 2019	11/30/2019	81.98	0.00	12/12/2019				False	0
703-734-052001 Operating Supplies				60181 ACE MATERIALS					
NOV 2019	11/30/2019	2.79	0.00	12/12/2019				False	0
703-734-052001 Operating Supplies				60181 ACE MATERIALS					
NOV 2019	11/30/2019	31.98	0.00	12/12/2019				False	0
703-734-052001 Operating Supplies				60181 ACE MATERIALS					
NOV 2019	11/30/2019	65.00	0.00	12/12/2019				False	0
601-731-052001 Operating Supplies				60181 ACE MATERIALS					
NOV 2019	11/30/2019	32.60	0.00	12/12/2019				False	0
601-731-052001 Operating Supplies				60181 ACE MATERIALS					
NOV 2019	11/30/2019	49.99	0.00	12/12/2019				False	0
601-731-052001 Operating Supplies				60181 ACE MATERIALS					
NOV 2019	11/30/2019	31.98	0.00	12/12/2019				False	0
601-731-052001 Operating Supplies				60181 ACE MATERIALS					
NOV 2019 Total:		296.32							
NOV 2019 60176	11/30/2019	170.52	0.00	12/12/2019				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-708-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60176 Total:		170.52							
NOV 2019 60179	11/30/2019	11.29	0.00	12/12/2019				False	0
605-000-053016 Street Sweeping Cleanup				60179 ACE MATERIALS					
NOV 2019 60179 Total:		11.29							
NOV 2019 60180	11/30/2019	20.72	0.00	12/12/2019				False	0
603-735-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	33.57	0.00	12/12/2019				False	0
100-708-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	13.58	0.00	12/12/2019				False	0
100-708-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	34.75	0.00	12/12/2019				False	0
603-736-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	34.74	0.00	12/12/2019				False	0
603-737-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	25.86	0.00	12/12/2019				False	0
603-737-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	25.87	0.00	12/12/2019				False	0
603-736-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	19.18	0.00	12/12/2019				False	0
603-735-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	10.51	0.00	12/12/2019				False	0
601-731-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	8.59	0.00	12/12/2019				False	0
601-731-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	12.99	0.00	12/12/2019				False	0
603-735-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180	11/30/2019	-14.99	0.00	12/12/2019				False	0
603-736-052001 Operating Supplies				ACE MATERIALS					
NOV 2019 60180 Total:		225.37							
ACE HARDWARE Total:		703.50							

ALEXIN ANALYTICAL LABS, INC.



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
001650									
38266	11/21/2019	375.00	0.00	12/12/2019				False	0
601-731-052064 Lab Testing				ROUTINE COLIFORM AND E COLI TESTING					
38266 Total:		375.00							
ALEXIN ANALYTICAL L		375.00							
AMY LINDGREN LAW LLC									
34899									
396	12/9/2019	10,372.50	0.00	12/12/2019				False	0
100-704-052019 Professional Services				OCTOBER / NOV JUDICIAL SERVICES					
396 Total:		10,372.50							
AMY LINDGREN LAW L		10,372.50							
BIO-MED TESTING SERVICE, INC.									
003505									
74310	12/6/2019	100.00	0.00	12/12/2019				False	0
100-702-052019 Professional Services				SAMUEL ORTIZ PRE EMPLOYMENT TEST					
74310 Total:		100.00							
BIO-MED TESTING SERV		100.00							
BOISE WIITE PAPER LLC									
003720									
11152019	11/15/2019	12,500.00	0.00	12/12/2019				False	0
202-722-055001 Principal				DECEMBER 2019 NOTE PAYEMENT					
11152019 Total:		12,500.00							
BOISE WIITE PAPER LL		12,500.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
CC RIDER									
42111									
16-3220	11/12/2019	8.00	0.00	12/12/2019				False	0
100-705-052001 Operating Supplies				VOUCHERS					
		<hr/>							
16-3220 Total:		8.00							
		<hr/>							
CC RIDER Total:		8.00							
		<hr/>							
CENTURY LINK									
034002									
11172019	11/17/2019	40.71	0.00	12/12/2019				False	0
702-000-052010 Telephone				025B					
		<hr/>							
11172019 Total:		40.71							
		<hr/>							
CENTURY LINK Total:		40.71							
		<hr/>							
CITY OF PORTLAND, ATTN: GENERAL AR									
025638									
10332096	11/7/2019	654.00	0.00	12/12/2019				False	0
100-705-052019 Professional Services				RAPID BILLING 7/31/19					
		<hr/>							
10332096 Total:		654.00							
		<hr/>							
CITY OF PORTLAND, AT		654.00							
		<hr/>							
CITY OF SCAPPOOSE									
SCAPPOOS									
0004495	11/22/2019	330.00	0.00	12/12/2019				False	0
100-711-052019 Professional Services				INSPECTION SERVICES					
		<hr/>							
0004495 Total:		330.00							
		<hr/>							
CITY OF SCAPPOOSE To		330.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CITY OF ST. HELENS									
018744									
12112019	12/11/2019	200.00	0.00	12/12/2019				False	0
100-703-052041 Council Discrenary				TOY N JOY COUPON KIMKARBER 22-00542-000					
	12112019 Total:	200.00							
	CITY OF ST. HELENS To	200.00							
CNA SURETY									
007157									
02012021	12/10/2019	175.00	0.00	12/12/2019				False	0
100-707-052019 Professional Services				BOND 71871157					
	02012021 Total:	175.00							
	CNA SURETY Total:	175.00							
COLUMBIA BANK									
007350									
12012019	12/1/2019	47,817.26	0.00	12/12/2019				False	0
202-723-055001 Principal				PRINCIPAL PAYMENT					
12012019	12/1/2019	14,557.42	0.00	12/12/2019				False	0
202-723-055002 Interest				INTEREST PAYMENT					
	12012019 Total:	62,374.68							
	COLUMBIA BANK Total:	62,374.68							
COLUMBIA RIVER P.U.D.									
008325									
2430476	12/3/2019	73.72	0.00	12/12/2019				False	0
205-000-052003 Utilities				73638					
	2430476 Total:	73.72							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	COLUMBIA RIVER P.U.D	73.72							
COMCAST									
COMCAST									
12012019	12/1/2019	166.90	0.00	12/12/2019				False	0
702-000-052003	Utilities			4924					
	12012019 Total:	166.90							
	COMCAST Total:	166.90							
DAHLGRENS DO IT BEST BUILDERS SUPPLY									
009800									
11252019	11/25/2019	86.96	0.00	12/12/2019				False	0
603-735-052001	Operating Supplies			MATERIALS ACCT 10026					
11252019	11/25/2019	250.45	0.00	12/12/2019				False	0
704-000-053018	Capital Outlay - City Hall			MATERIALS ACCT 10026					
11252019	11/25/2019	35.15	0.00	12/12/2019				False	0
704-000-053018	Capital Outlay - City Hall			MATERIALS ACCT 10026					
11252019	11/25/2019	58.88	0.00	12/12/2019				False	0
601-731-052001	Operating Supplies			MATERIALS ACCT 10026					
11252019	11/25/2019	53.85	0.00	12/12/2019				False	0
601-731-052001	Operating Supplies			MATERIALS ACCT 10026					
11252019	11/25/2019	4.14	0.00	12/12/2019				False	0
601-731-052001	Operating Supplies			MATERIALS ACCT 10026					
	11252019 Total:	489.43							
	DAHLGRENS DO IT BES	489.43							
DEPARTMENT OF TRANSPORTATION, DMV SERVICES									
023151									
L0008641414	12/11/2019	11.50	0.00	12/12/2019				False	0
100-704-052024	Miscellaneous			FEE RECORD INQUIRY					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
L0008641414 Total:		11.50							
DEPARTMENT OF TRAN		11.50							
DIGITAL GRAPHITI PRINTING									
010556									
1551	12/5/2019	75.00	0.00	12/12/2019				False	0
100-711-052019 Professional Services				NEW TRUCK DECALS					
1551 Total:		75.00							
DIGITAL GRAPHITI PRIN		75.00							
DON'S RENTAL									
010700									
535988	11/26/2019	10.35	0.00	12/12/2019				False	0
603-736-052001 Operating Supplies				PROPANE					
535988 Total:		10.35							
536158	11/26/2019	18.86	0.00	12/12/2019				False	0
603-737-052001 Operating Supplies				PROPANE					
536158 Total:		18.86							
DON'S RENTAL Total:		29.21							
E2C CORPORATION									
E2C									
4371	12/9/2019	14,946.11	0.00	12/12/2019				False	0
201-000-052058 Events - Holloween				ENTERTAINMENT EQUIP PROJECCCT PROPS STAFF A					
4371 Total:		14,946.11							
4372	12/9/2019	4,201.68	0.00	12/12/2019				False	0
201-000-052058 Events - Holloween				PROPS ENTERTAINMENT / RENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	4372 Total:	4,201.68							
	E2C CORPORATION Tota	19,147.79							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
37092	11/19/2019	274.38	0.00	12/12/2019				False	0
601-731-052001 Operating Supplies				ROCK 17TH ST WATER					
	37092 Total:	274.38							
37112	11/22/2019	413.90	0.00	12/12/2019				False	0
202-723-052023 Facility Maintenance				ROCK VENEER PROPERTY					
	37112 Total:	413.90							
37119	11/25/2019	582.09	0.00	12/12/2019				False	0
605-000-052001 Operating Supplies				MISC JOBS					
	37119 Total:	582.09							
37128	11/26/2019	287.01	0.00	12/12/2019				False	0
202-723-052023 Facility Maintenance				ROCK VENEER PROPERTY					
	37128 Total:	287.01							
	EAGLE STAR ROCK PRO	1,557.38							
GRAICHEN, JACOB A.									
014039									
1262019	12/6/2019	66.99	0.00	12/12/2019				False	0
100-710-052018 Professional Development				MILEAGE / MEALS / PARKING REIMB. J. G LEGAL IS					
	1262019 Total:	66.99							
	GRAICHEN, JACOB A. T	66.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
<hr/>									
HARDEN PSYCHOLOGICAL ASSOCIATES P.C 87421									
780	11/11/2019	390.00	0.00	12/12/2019				False	0
100-705-052019 Professional Services				POST INCIDENT INTERVENTION E MERKWAN					
		<hr/>							
780 Total:		390.00							
		<hr/>							
HARDEN PSYCHOLOGI		390.00							
HART 2 HART INVESTIGATIONS, TROY HARTWELL 014667									
10272019	10/27/2019	306.00	0.00	12/12/2019				False	0
100-704-052019 Professional Services				STARLA M EHRENFELD					
		<hr/>							
10272019 Total:		306.00							
		<hr/>							
HART 2 HART INVESTIG		306.00							
HUDSON GARBAGE SERVICE 015875									
10556867	12/1/2019	59.80	0.00	12/12/2019				False	0
100-706-052003 Utilities				1554					
		<hr/>							
10556867 Total:		59.80							
10557317	12/1/2019	2,446.97	0.00	12/12/2019				False	0
201-000-052058 Events - Halloween				2046-71836169 HALLOWEENTOWN					
		<hr/>							
10557317 Total:		2,446.97							
10557492	12/1/2019	57.57	0.00	12/12/2019				False	0
201-000-052058 Events - Halloween				0036					
		<hr/>							
10557492 Total:		57.57							
10557528	12/1/2019	96.59	0.00	12/12/2019				False	0
100-709-052023 Facility Maintenance				2046-71887056					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
10557528 Total:		96.59							
10557591	12/1/2019	123.42	0.00	12/12/2019				False	0
202-722-052023 Facility Maintenance				204631026					
10557591 Total:		123.42							
HUDSON GARBAGE SER		2,784.35							
INGRAM LIBRARY SERVICES, INC.									
016240									
41250267	8/6/2019	-10.19	0.00	12/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41250267 Total:		-10.19							
41252086	8/6/2019	46.77	0.00	12/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41252086 Total:		46.77							
41252087	8/6/2019	351.63	0.00	12/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41252087 Total:		351.63							
41311695	8/9/2019	17.34	0.00	12/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
41311695 Total:		17.34							
41311696	8/9/2019	25.41	0.00	12/12/2019				False	0
100-706-052035 Audio Materials				BOOKS 20C7921					
41311696 Total:		25.41							
41311697	8/9/2019	19.44	0.00	12/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	41311697 Total:	19.44							
41311698	8/9/2019	845.00	0.00	12/12/2019				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	41311698 Total:	845.00							
42703459	11/12/2019	13.34	0.00	12/12/2019				False	0
100-706-052028	Projects & Programs			BOOKS 20C7921					
	42703459 Total:	13.34							
42710356	11/12/2019	-16.80	0.00	12/12/2019				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	42710356 Total:	-16.80							
42731523	11/13/2019	22.87	0.00	12/12/2019				False	0
100-706-052028	Projects & Programs			BOOKS 20C7921					
	42731523 Total:	22.87							
42856972	11/22/2019	143.62	0.00	12/12/2019				False	0
100-000-021300	Library Replacement Fines			BOOKS 20C7921					
	42856972 Total:	143.62							
42856973	11/12/2019	9.98	0.00	12/12/2019				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	42856973 Total:	9.98							
42856974	11/12/2019	19.22	0.00	12/12/2019				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	42856974 Total:	19.22							
42856975	11/12/2019	16.83	0.00	12/12/2019				False	0
100-706-052033	Printed Materials			BOOKS 20C7921					
	42856975 Total:	16.83							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
42856976	11/12/2019	193.42	0.00	12/12/2019				False	0
100-706-052035 Audio Materials				BOOKS 20C7921					
42856976 Total:		193.42							
42877434	11/25/2019	-11.99	0.00	12/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
42877434 Total:		-11.99							
42939311	11/30/2019	9.25	0.00	12/12/2019				False	0
100-000-021300 Library Replacement Fines				BOOKS 20C7921					
42939311 Total:		9.25							
42939312	11/30/2019	642.93	0.00	12/12/2019				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
42939312 Total:		642.93							
INGRAM LIBRARY SERV		2,338.07							
KRP DATA SYSTEMS, KEVIN RAY POTTER									
KRP.DATA									
SHPD-011	12/2/2019	5,280.00	0.00	12/12/2019				False	0
100-705-052019 Professional Services				WEBLEDS 12 MONTH SUBSCRIPTION					
SHPD-011 Total:		5,280.00							
KRP DATA SYSTEMS, KE		5,280.00							
L.N. CURTIS AND SONS									
854111									
INV337728	11/21/2019	750.00	0.00	12/12/2019				False	0
100-705-052002 Personnel Uniforms Equipment				UNIFORMS					
INV337728 Total:		750.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
L.N. CURTIS AND SONS		750.00							
<hr/>									
LAWRENCE OIL CO.									
018030									
1933401	11/30/2019	53.55	0.00	12/12/2019				False	0
703-734-052022 Fuel / Oil				247750					
1933401	11/30/2019	968.45	0.00	12/12/2019				False	0
703-734-052022 Fuel / Oil				247780					
1933401	11/30/2019	18.41	0.00	12/12/2019				False	0
100-715-052022 Fuel/Oil				24779					
1933401	11/30/2019	63.41	0.00	12/12/2019				False	0
601-732-052022 Fuel / Oil				2247752					
<hr/>									
1933401 Total:		1,103.82							
<hr/>									
LAWRENCE OIL CO. Tot		1,103.82							
<hr/>									
MAILBOXES NORTHWEST									
019366									
12022019	12/11/2019	30.61	0.00	12/12/2019				False	0
100-705-052009 Postage				OSP FORENSICS LAB ID 2801 ACCT 1					
12022019	12/2/2019	41.43	0.00	12/12/2019				False	0
603-737-052064 Lab Testing				ALS SHIPPING					
<hr/>									
12022019 Total:		72.04							
<hr/>									
MAILBOXES NORTHWE		72.04							
<hr/>									
MAUL FOSTER ALONGI, INC.									
019555									
37210	12/9/2019	547.50	0.00	12/12/2019				False	0
202-722-052019 Professional Services				BWP ON CALL SERVICES					
37210	12/9/2019	38,401.76	0.00	12/12/2019				False	0
202-722-052019 Professional Services				IGA PHASE 1 LAGOON REPURPOSING					
37210	12/9/2019	471.25	0.00	12/12/2019				False	0
202-721-052019 Professional Services				IGA PHASE 1 LAGOON REPURPOSING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
37210	12/9/2019	3,083.15	0.00	12/12/2019				False	0
202-721-052050 Community Wide Assessment				IGA PHASE 1 LAGOON REPURPOSING					
37210 Total:		42,503.66							
MAUL FOSTER ALONGI		42,503.66							
METROPRESORT 020292									
IN617766	12/9/2019	681.65	0.00	12/12/2019				False	0
100-707-052019 Professional Services				DELINQUENT NOTICES UB					
IN617766 Total:		681.65							
METROPRESORT Total:		681.65							
NET ASSETS 020888									
95-201911	12/2/2019	353.00	0.00	12/12/2019				False	0
100-707-052019 Professional Services				TITLE AND ESCROW SERVICES					
95-201911 Total:		353.00							
NET ASSETS Total:		353.00							
NORTHSTAR CHEMICAL, INC. 021556									
157885	11/26/2019	467.70	0.00	12/12/2019				False	0
601-732-052083 Chemicals				SODIUM HYPOCHLORITE 12.5					
157885 Total:		467.70							
157886	11/27/2019	5,747.08	0.00	12/12/2019				False	0
601-732-052083 Chemicals				SODIUM HYDROXIDE 25%					
157886 Total:		5,747.08							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
NORTHSTAR CHEMICAL		6,214.78							
<hr/>									
NORTHWEST DELI DISTRIBUTION INC 021184									
371035	12/6/2019	1,805.55	0.00	12/12/2019				False	0
100-708-052001 Operating Supplies				CLEANING AND BATHROOM SUPPLIES PARKS DEPT					
<hr/>									
371035 Total:		1,805.55							
<hr/>									
NORTHWEST DELI DIST		1,805.55							
<hr/>									
OREGON DEPT. OF REVENUE 023201									
L0828400960	11/15/2019	143.00	0.00	12/12/2019				False	0
100-705-052001 Operating Supplies				HAZARDOUS SUBSTANCE 607154246					
<hr/>									
L0828400960 Total:		143.00							
<hr/>									
OREGON DEPT. OF REV		143.00							
<hr/>									
PAULSON PRINTING 025300									
D3640	11/30/2019	55.00	0.00	12/12/2019				False	0
100-701-052004 Office Supplies				BUS CARDS R. BARRY					
<hr/>									
D3640 Total:		55.00							
<hr/>									
PAULSON PRINTING To		55.00							
<hr/>									
PETTY CASH - MATT BROWN 027959									
12112019	12/11/2019	200.00	0.00	12/12/2019				False	0
100-705-052028 Projects & Programs				DONUT DAY CASH FOR CHANGE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
12112019 Total:		200.00							
PETTY CASH - MATT BR		200.00							
PETTY CASH LIBRARY JAMIE EDWARDS									
018754									
112019	11/13/2019	3.59	0.00	12/12/2019				False	0
100-706-052024 Miscellaneous				PETTY CASH					
112019	11/13/2019	28.65	0.00	12/12/2019				False	0
100-000-021300 Library Replacement Fines				PETTY CASH					
112019	11/13/2019	24.99	0.00	12/12/2019				False	0
100-000-021300 Library Replacement Fines				PETTY CASH					
112019	11/13/2019	3.00	0.00	12/12/2019				False	0
100-000-036001 Fines - Library				PETTY CASH					
112019 Total:		60.23							
PETTY CASH LIBRARY		60.23							
PORTLAND GENERAL ELECTRIC									
025702									
12122019	12/12/2019	223.64	0.00	12/12/2019				False	0
100-709-052003 Utilities				0153585940					
12122019 Total:		223.64							
PORTLAND GENERAL E		223.64							
POSTMASTER, U.S. POSTAL SERVICES									
026000									
12202019	12/12/2019	235.00	0.00	12/12/2019				False	0
100-707-052009 Postage				FIRST CLASS PRE SORT #58					
12202019 Total:		235.00							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	POSTMASTER, U.S. POS	235.00							
RAMSAY SIGNS INC 421117									
005.24566-0	11/30/2019	734.00	0.00	12/12/2019				False	0
201-000-052056 Branding and Way Finding				MFG AND DELIVERED PANELS					
005.24566-0 Total:		734.00							
RAMSAY SIGNS INC Tot		734.00							
RICOH USA, INC. 027294									
103022619	12/4/2019	177.96	0.00	12/12/2019				False	0
100-705-052023 Facility Maintenance				1496666-3356313					
103022619 Total:		177.96							
RICOH USA, INC. Total:		177.96							
SAN DIEGO POLICE EQUIPMENT CO. 029630									
640190	11/20/2019	1,466.64	0.00	12/12/2019				False	0
100-705-052001 Operating Supplies				9MM					
640190 Total:		1,466.64							
SAN DIEGO POLICE EQ		1,466.64							
SECURE PACIFIC CORPORATION 001384									
240947	12/5/2019	71.25	0.00	12/12/2019				False	0
603-736-052023 Facility Maintenance				SERVICE WWTP					
240947	12/5/2019	71.25	0.00	12/12/2019				False	0
603-737-052023 Facility Maintenance				SERVICE WWTP					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
240947 Total:		142.50							
SECURE PACIFIC CORP		142.50							
SHRED-IT USA, LLC									
SHRED-IT									
8128682332	11/30/2019	144.09	0.00	12/12/2019					
100-705-052019 Professional Services				POLICE SHRED					
8128682332 Total:		144.09							
SHRED-IT USA, LLC Tot		144.09							
SLK GLOBAL SOULUTIONS AMERICA									
SLK									
1	12/12/2019	20.00	0.00	12/12/2019					
100-000-037004 Miscellaneous - General				REFUND PRR NO RECORDS FOUND					
1 Total:		20.00							
SLK GLOBAL SOULUTIO		20.00							
SOUTH COLUMBIA COUNTY									
028700									
2	12/11/2019	200.00	0.00	12/12/2019					
100-703-052041 Council Discrenary				CHAMBER REGISTRATION \$800 PAID ONLINE \$1000					
2 Total:		200.00							
SOUTH COLUMBIA COU		200.00							
ST. HELENS POLICE ASSOCIATION									
029216									
1	12/12/2019	300.00	0.00	12/12/2019					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-705-052019 Professional Services				REIMBURSEMENT SHPA FEES					
1 Total:		300.00							
ST. HELENS POLICE AS		300.00							
STAROPOLI, MICHAEL W. 87511									
MWSDEC19	12/7/2019	5,857.50	0.00	12/12/2019				False	0
100-705-052019 Professional Services				REP OFFICER JOSHUA MEERKWAN					
MWSDEC19 Total:		5,857.50							
STAROPOLI, MICHAEL W		5,857.50							
SUNSET AUTO PARTS, INC. 020815									
11252019	11/25/2019	37.39	0.00	12/12/2019				False	0
703-734-052001 Operating Supplies				AUTO PARTS ACCT 6355					
11252019	11/25/2019	15.00	0.00	12/12/2019				False	0
603-736-052001 Operating Supplies				AUTO PARTS ACCT 6355					
11252019	11/25/2019	19.99	0.00	12/12/2019				False	0
603-737-052001 Operating Supplies				AUTO PARTS ACCT 6355					
11252019	11/25/2019	99.98	0.00	12/12/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS ACCT 6355					
11252019	11/25/2019	457.40	0.00	12/12/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS ACCT 6355					
11252019	11/25/2019	79.92	0.00	12/12/2019				False	0
703-734-052001 Operating Supplies				AUTO PARTS ACCT 6355					
11252019	11/25/2019	-18.00	0.00	12/12/2019				False	0
701-000-052001 Operating Supplies				AUTO PARTS ACCT 6355					
11252019 Total:		691.68							
SUNSET AUTO PARTS, I		691.68							


Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
SUNSET EQUIPMENT CO. 032700									
66999	12/3/2019	12.34	0.00	12/12/2019				False	0
603-735-052001 Operating Supplies				SPLIT COUPLER					
66999 Total:		12.34							
SUNSET EQUIPMENT C		12.34							
THE RADAR SHOP INC 026810									
12628	11/25/2019	706.00	0.00	12/12/2019				False	0
100-705-052021 Equipment Maintenance				ON SITE LIDAR RE CERT					
12628 Total:		706.00							
THE RADAR SHOP INC T		706.00							
TYLER TECHNOLOGIES INC 452112									
025-277362	11/13/2019	2,160.00	0.00	12/12/2019				False	0
702-000-052006 Computer Maintenance				UB ONLINE COMPONENT ANNUAL FEE					
025-277362 Total:		2,160.00							
025-278632	12/1/2019	20,596.00	0.00	12/12/2019				False	0
702-000-052006 Computer Maintenance				CORE FINANCIALS					
025-278632 Total:		20,596.00							
025-279684	11/13/2019	6,203.14	0.00	12/12/2019				False	0
702-000-052006 Computer Maintenance				CRM MANAGEMENT					
025-279684 Total:		6,203.14							
TYLER TECHNOLOGIES		28,959.14							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
U.S. BANK EQUIPMENT FINANCE									
033955									
401283353	11/30/2019	172.55	0.00	12/12/2019				False	0
100-715-052021 Equipment Maintenance				CONTRACT PAYMENT					
401283353 Total:		172.55							
U.S. BANK EQUIPMENT		172.55							
VERIZON WIRELESS									
000720									
9842538404	11/20/2019	1,531.03	0.00	12/12/2019				False	0
100-705-052010 Telephone				271826771-00001					
9842538404 Total:		1,531.03							
9842598018	11/20/2019	36.14	0.00	12/12/2019				False	0
100-701-052010 Telephone				871458396-00001					
9842598018	11/20/2019	52.52	0.00	12/12/2019				False	0
100-711-052010 Telephone				871458396-00001					
9842598018	11/20/2019	133.37	0.00	12/12/2019				False	0
601-732-052010 Telephone				871458396-00001					
9842598018	11/20/2019	41.60	0.00	12/12/2019				False	0
603-736-052010 Telephone				871458396-00001					
9842598018	11/20/2019	41.60	0.00	12/12/2019				False	0
603-737-052010 Telephone				871458396-00001					
9842598018	11/20/2019	41.60	0.00	12/12/2019				False	0
603-738-052010 Telephone				871458396-00001					
9842598018	11/20/2019	80.02	0.00	12/12/2019				False	0
601-731-052010 Telephone				871458396-00001					
9842598018	11/20/2019	179.46	0.00	12/12/2019				False	0
703-733-052010 Telephone				871458396-00001					
9842598018	11/20/2019	52.52	0.00	12/12/2019				False	0
701-000-052010 Telephone				871458396-00001					
9842598018	11/20/2019	301.05	0.00	12/12/2019				False	0
703-734-052010 Telephone				871458396-00001					
9842598018	11/20/2019	88.66	0.00	12/12/2019				False	0
100-709-052010 Telephone				871458396-00001					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
9842598018 Total:		1,048.54							
9843225015	12/1/2019	171.54	0.00	12/12/2019				False	0
702-000-052010 Telephone				271826771-00001					
9843225015 Total:		171.54							
VERIZON WIRELESS To		2,751.11							
WOODRUFF, NICOLE									
N-Wood									
NOV 2019	11/27/2019	20.88	0.00	12/12/2019				False	0
100-706-052024 Miscellaneous				DAILY DEPOSIT MILEAGE REIMB. NOVEMBER					
NOV 2019 Total:		20.88							
WOODRUFF, NICOLE To		20.88							
Report Total:		217,355.49							



# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Interim Public Works Director	
<b>Date:</b>	18 December 2019	
<b>Subject:</b>	November Public Works Department Activity Summary	

## Engineering

1. Providing general oversight and inspection for four active construction projects.
2. Finalizing plans for replacement of three watermain and construction of a new storm pipe.
3. Held a walk through to inspect and finalize street and storm improvements for CCMH.
4. Worked with Public Works to install the bike and pedestrian wayfinding signage.
5. See complete report.

## Parks

In addition to mowing, watering street trees, cleaning restrooms, and collecting garbage:

1. Assisted to de-Halloween the Plaza and store the various props and decorations.
2. Removed graffiti, repaired vandalized TP dispenser, and cleaned gutters at Columbia View Park.
3. Removed leaves from all the parks grounds.
4. Assisted the Columbia River PUD in installing the lighted Christmas street decorations.
5. See complete report.

## Public Works Operations & Maintenance

1. Took down Halloweentown and Fairyland decorations and props, moved to storage.
2. Repaired the street light at Columbia Boulevard and 18<sup>th</sup> Street.
3. Installed new bicycle and pedestrian wayfinding signs in multiple locations.
4. Removed more fencing around the waterfront property at the end of S. 1<sup>st</sup> Street.
5. Serviced and/or made repairs on 43 vehicles and/or equipment.
6. Responded to three after-hours call-outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 38 million gallons of filtered drinking water, an average of 1.27 million gal/day.
2. Working on replacing or repairing the uninterrupted power supply for the SCADA system.
3. Worked with Joint Maintenance mechanics to load test the generator.

## Waste Water Treatment Plant

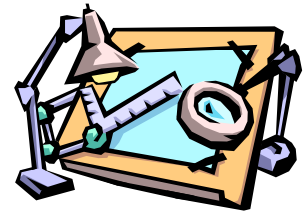
1. Replaced faulty lagoon level controller.
2. Cleaned rags from pump impeller at Pump Station No. 4.
3. Completed repairs of headworks screen 2 auger.
4. Initiated repairs of the phone line used for the alarm system.
5. See complete report.





## Engineering Department Status Report

9 December 2019



### DEVELOPMENT PROJECTS

#### Greystone Estates Subdivision

Construction is ongoing for the 80-lot subdivision located between Kelly Streets and Commons Drive. The Developer has been constructing new sanitary sewer, storm drain, water, and streets for this development, expected to be completed mid-2020.

#### St. Helens Place Apartment Project

Construction continues to progress on the frontage improvements, including widening the streets and installing new sidewalks and lighting on McBride and Matzen Streets, and constructing a new half-street on the south side of the development. The approved public improvements include new storm drainage, extension of the water and sanitary sewer systems, and street trees around the entire site. The new apartment buildings are being constructed concurrently with the public improvements.

#### Columbia Vet Clinic

Lots of activity on this site, the majority of the work is the office construction but they have started on the new storm drainage system. The new system will intercept the existing pipes that have historically drained on to the site and redirect the flows to new pipes to be located within the surrounding streets and continue to discharge to the same location which flows west away from the property.

#### Hanna's Place Development

No new activity on this project since the pre-construction meeting was held for the public improvements. This project will be a 10-lot subdivision on N. 15<sup>th</sup> Street, north of St. Helens Street

#### N. 9<sup>th</sup> & Wyeth Street Development

The sanitary sewer main has been installed and the water main extension is expected to be completed within the next couple of months.

#### Control Solutions Development at McNulty & Industrial Way

Plans for the public improvements have been submitted but they have not completed the Plan Review application or paid the required review fee. Staff is coordinating with their design engineer to complete this process.

#### New Middle School Project

Construction is underway on the frontage improvements, which include widening the street, storm drain improvements, and sidewalks around the perimeter of the site on N. 16<sup>th</sup> and West Streets.

### STREET AND TRANSPORTATION PROJECTS

#### Gable Road Improvement Project

The storm drainage system has been completed for this joint Columbia County – City of St. Helens project. The next step will be to complete the sidewalk along one side of the road, then move to the other side, and finally pave the full length, install the flashing crossing beacon at the High School, and stripe the new bike lanes.

#### N. Vernonia Road Sidewalk Project

The revised scope of work was approved by the Council on Nov. 20.

#### McNulty Way Frontage Improvements

Held a walk-thru with the project engineer, contractor, city staff, and the Owner (CCMH) to inspect the final project construction and close out the project. The improvements were completed on McNulty Way adjacent to

the CCMH property from Gable Road to the bridge across McNulty Creek and included new storm drainage, widening the road, curbs, sidewalk, and landscaping.

#### Wayfinding Installation Project

The majority of the signs have now been installed with the exception of a few that were printed incorrectly. These are being reprinted and will be installed upon receipt of the corrected product.

#### S. 1<sup>st</sup> Street and St. Helens Street Improvement Project

Engineering staff will meet with the consultants to review the preliminary drawings and hopefully have some design concepts to bring to the City Council for review.

### **WATER SYSTEM PROJECTS**

#### 2MG Reservoir Rehabilitation Project

The Contractor has completed testing of portions of the deficient liner. They are currently reviewing the results before sharing the information with the City. Based on the results of the tests, they will propose a final solution to resolve the issues.

#### Various Waterline Improvements Project

Staff is finalizing the design and specifications of waterline replacements on N. 7<sup>th</sup>, N. 9<sup>th</sup>, and N. 11<sup>th</sup> Streets. These locations have undersized mains as identified in the most current Water Master Plan and should be upsized to provide better water service and allow for compliant fire hydrants in those areas. The project should go out for bids in December with an anticipated award date of February 5, 2020.

### **MISCELLANEOUS PROJECTS AND ACTIVITIES**

#### Millard Road Property Easement

Visited the Millard Road property with Planning and Public Works staff to determine the best way to proceed with initial development plans that would be sufficient to vest the undeveloped access easement.

#### Pretreatment Coordinator Interviews

Participated in interviews for the open Pretreatment Coordinator position at the Wastewater Treatment Plant.

#### Right-of-Way and Construction Permits

There was one Right-of-Way permit issued in November to Century Link for system extensions and upgrades.

#### Miscellaneous Projects

Continuing to work with Planning, Parks, and Public Works staff to implement various improvements in the Parks and improve the Highway strip landscaping.

Held close-out conference call with Ameresco consultant to finalize the LED street light conversion project.

Met with consultants interested in the sanitary and storm water master plans.

#### Training Workshops and Committee Meetings

Participated in the monthly Columbia County Traffic Safety Commission meeting.

All Engineering staff attended CPR training to become recertified.

Facilitated the monthly Joint Utility Coordinating meeting with representatives of the major franchise utilities.



## Parks Department for November 2019



Daily duties were performed which include: cleaning restrooms, garbage pickup, and general parks maintenance.

Planted the flower bed at the Veterans Memorial  
Pressure washed the entire Memorial area for Veterans Day

Removed leaves from 6<sup>th</sup> Street Park

Returned the porta-potties to the storage yard

Cleaned the warehouse for the event stuff

Transported Halloweentown stuff to the warehouse

Assembled new restroom doors for installation

Cleaned the Stimson building to make room for the Christmas lights

Repaired the sewer pump at the Parks Shop

Attended CPR training

Removed a fallen tree from the walking trail at McCormick Park

Removed leaves from 6<sup>th</sup> Street Park

Graffiti removal at Columbia View Park restrooms

Replaced a toilet paper dispenser at Columbia View Park due to vandalism

Cleaned the gutters at Columbia View Park restrooms

Removed the leaves from Columbia View Park

Moved the OLD MAC parade truck to the Stimson building from Boise warehouse

Sorted Christmas street lights

Replaced the light bulbs in the "Noel" sign

Moved the Christmas decorations to the Plaza

Put up the Christmas street lights with the PUD

Used the street sweeper to remove leaves around 6<sup>th</sup> Street Park

Cleaned the gutters on the restrooms at Campbell Park

Removed leaves from Campbell Park

Removed graffiti from the shelters at Campbell Park

Replaced the maintenance room lock at Columbia View Park restrooms

Checked on trees for Public Works to use by the high elevation reservoir

Removed the leaves from the Plaza

Blew off the sidewalks around 6<sup>th</sup> Street Park

Checked the drainage ditch at Burt Court

Transported the Christmas tree to the Plaza from Trenholm tree farm

Put up the Christmas tree

Moved our backhoe to the warehouse at Boise for storage

Ordered supplies

Repaired the railing at Columbia View Park

Researched playground equipment

Presented playground options to Parks Commission

## **Public Works Work Report**

### **November 2019**

#### **Water Dept:**

Read meters and heavy users  
Installed one new meter & replaced two meters  
Set up for Veterans Memorial dedication  
Moved boulders at Boise property  
Took down Halloweentown  
Put level indicator on high elevation reservoir  
Fixed light at 18<sup>th</sup> St. & Columbia Blvd.  
Fixed leak on main at Pittsburg Rd. & N. Vernonia Rd.  
Dug ditch on Pittsburg Rd. & N. Vernonia Rd.  
Took down Fairyland  
Repaired leak on main on N. 7<sup>th</sup> St.  
Replaced service line at Gable Rd & Firlok Park Blvd.  
Removed meter on N. 9<sup>th</sup> St.  
Took down fencing at veneer property  
Cleaned out brush and trees across from Gracie's  
Repaired leak 500 blk. S. 11<sup>th</sup> St.  
Installed Storz adapter on hydrant at 475 S. Columbia River Hwy.  
Jettted and TVed line at 4<sup>th</sup> St. & St. Helens St.  
Moved water service at Gable Rd. & Alexandra Ln.  
Worked on highway strip

#### **Sewer Dept:**

Helped install wayfinding signs  
Located storm line on St. Helens St.  
Cleaned Sykes Rd. ditch between Barr Ave. & Aubuchon Dr.  
Made 6" tap on Firway Ln.  
Fixed sewer pump at Parks Dept.  
Took down Halloweentown  
Helped WWTP at Dollar Tree pump station  
Made sewer tap at 1869 Old Portland Rd.  
Rocked ditch on Sykes Rd.  
Cleared veneer property  
TVed storm line for Topaz  
Cleaned and TVed line for TFT on Gable Rd.  
Worked on storm pipe at McCormick Park

#### **Call-Outs**

Power out in Columbia City – Wells 2 & 3 & Water Plant  
Water off for repair at 57515 Old Portland Rd.  
Water off for repair at fire station

#### **Miscellaneous:**

Swept streets  
Marked 85 locates  
Checked wells & reservoirs daily

## November 1<sup>st</sup> to 30<sup>th</sup>

### Nov 1<sup>st</sup>

Shop Cleaned the restroom and shop sink  
PW #7 Checked the right rear tire and delivered the truck to Public work  
PW #69 Brought the generator to the shop and cleaned the battery terminals  
Also changed the fuel filters  
Keith Sick

### Nov 4<sup>nd</sup>

PW #69 Primed fuel system  
WWTP Checked coolant connection on the generator by the Elks club

### Nov 5<sup>th</sup>

Office Computer work  
PW #23 Checked oil in the transmission and found a leak tightened the transmission case bolts  
Filled with oil  
PW #69 Checked the block heater and found that it has power going to it and the heating element is burnt out ordered a new one.

### Nov 6<sup>th</sup>

PW #17 Full service  
PW #23 Checked the transmission fluid again and checked for leaks

### Nov 7<sup>th</sup>

PW Repaired a catch basin on 1<sup>st</sup> street  
PW Cut a hole in the top of a ductile iron cap for a drain

### Nov 8<sup>th</sup>

Office Computer work  
Shop Cleaned the floor, restroom and shop sink  
PW #4 Charged the batteries  
PW #13 & 32 Started both the sanders  
PW Cleaned up the yard

### Nov 12<sup>th</sup>

PW #4 Charged the batteries some more  
PW Checked on prices for a rack for a truck  
PW #23 Checked the transmission oil

### Nov 13<sup>th</sup>

PW Checked on the equipment  
PW #7 Looked at the tires on the truck needs new ones  
Shop Cleaned upstairs

### Nov 14<sup>th</sup>

City Hall CPR Training  
PW #69 Installed and replumbed a new block heater into the generator  
PW #58 Brought to the shop for testing

Nov 15<sup>th</sup>

Shop Cleaned the restroom and shop sink  
PW #4 Checked the batteries and charged some more  
PW #55 Replaced the right-hand gutter broom  
PW Sharpened a chain saw

Nov 18<sup>th</sup>

PW Load testing for the generators here at the maintenance facility and then delivered them back to public works  
PW #55 Sweeper stuck in the ditch pulled the truck out  
PW #4 Started the small sander and brought it to the shop for repairs

Nov 19<sup>th</sup>

WWTP Took the generator guys to the plant so they could test the generators  
PW #4 Installed a new battery also replaced the fuel line going to the pony motor

Nov 20<sup>th</sup>

PW #4 Removed the alternators and took them to Napa for testing then sent them in to be rebuilt  
WWTP Took Pacific power group to the pump station on river street and then down to the Elks club pump station to load test the generators  
Parks Checked on the equipment

Nov 21<sup>st</sup>

PW #10 Met Pape Machinery at the public works shop for warranty work to be done on a backhoe  
PW Took Pacific Power group to some different locations for load testing the generators  
PW Moved the chipper back into a covered building  
PW #4 Installed one of the alternators back on the truck

Nov 22<sup>nd</sup>

PW #4 Replaced the other alternator and tested works fine  
PW #13, #32, #4 cleaned and tested the sanders showed a couple guys how to run them

Nov 25<sup>th</sup>

PW #10 Brought the backhoe to the shop for repairs  
PW #71 Took apart the tailgate and repaired the latch

Nov 26<sup>th</sup>

PW Repaired a plate compactor

Nov 27<sup>th</sup>

Shop Cleaned the floor restroom and shop sink  
PW Moved trucks around brought the sweeper to the shop and put the small sander in the sweeper shed  
PW #13, #4, #32 Started all the sanders and ran them for a while to warm up checked all fluids before  
And after  
Keith Vacation day



**City of St. Helens, Oregon**  
Public Works  
Water Filtration Facility  
PWS 4100724  
P.O. Box 278  
St. Helens, OR 97051  
PH: (503) 397-1311 FAX: (503) 397-3351



## Water Filtration Facility Journal November 2019

Water Production: 38 million gallons, which averages 1.27 million gallons per day

**Week 1** Produced and sent October OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works.

**Week 2** working with technicians to resolve replacing or repairing our uninterrupted power supply unit. The UPS is 6 years old, the batteries are only good for 5 years, and the Illinois based company is not providing the type of service we need to get our unit back into service, so we have contracted the work to Advance Electric and they are looking into the task of repairing or replacing our existing UPS unit. We learned that the unit is not working during the 3 hour power outage we had 3 weeks ago and the SCADA system and PLC lost power during the transfer of power over to generator power.

**Week 3.** Ordered new UPS component for WFF, Advanced Electric will install the device for us. Coordinated with Brett to schedule our emergency standby generator load tested by CAT. Ordered Chlorine and Caustic to be delivered in 2 weeks.

**Week 4.** CAT on site performing load test on emergency standby generator.

**Week 5.** Chlorine and Caustic delivered to WFF. Short week, Thanksgiving holiday.

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator

# **WWTP Monthly Operations and Maintenance Report**

**November 2019**

To: Sue Nelson

From: Aaron Kunders

## **Secondary System Report**

- 11/7-Ken Buell here replacing failed lagoon level controller.
- 11/14-Painted patch of wall that Roger replaced.

## **Primary System Report**

- All normal monthly routines complete.

## **Pump Stations**

- 11/10-PS#3-Pump #2 failure. Reset and pumped wetwell down. Everything running normal.
- 11/15-PS#4-Pulled pump #2 and found impeller bound with rags. Cleared out and running good.
- 11/26-Fueled all emergency generators.

## **Sodium Hypochlorite System**

- 1875 gallons used this month.
- 2313 gallons used last month.

## **Call-outs**

- No after hour call outs for November.

## **Plant**

- 11/1-Jenkins Painting here to paint roof, gutters and eaves. Finished on the 13<sup>th</sup>.
- 11/1-Worked on headworks screen 2 auger. Finished on 11/5.
- 11/4-Alarm system has "Comm Error". Called American Security. After a week of going back and forth with them and the phone company, they found the phone line was damaged and the alarm system needed reprogrammed.
- 11/7-13-AKS surveying here working above lagoon and along dyke.
- 11/21-Cleaned North contact tank.
- 11/25-Changed MilliPore filters and disinfected tank.
- 11/27-Prepped plant for freezing temperatures.

## **Pretreatment**

- 11/19-Quarterly meeting with Cascades.

## **Other**

- 11/5-Interviews for the Pretreatment position.
- 11/7-Dissolved copper testing.
- 11/19-21-Had our generators load tested. Found a few minor problems.

## **Next Month**

- Inspect Cascades.