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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, November 18, 2015, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

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

Welcome!

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

1. Visitor Comments 1:00 p.m.
2. Employee Length of Service Award: Jon Ellis, Finance Director – 5 Years 1:05 p.m.
3. Annual Report from St. Helens Community Foundation and 13 Nights on the River –
Bob Salisbury and Christina Sullivan 1:07 p.m.
4. Main Street Program 1st Quarter Report – *Anya Moucha* 1:20 p.m.
5. Request from Kiwanis to Co-Sponsor 2015 Holiday Hope Program 1:30 p.m.
6. Review Concept for Development Code Amendments – *Jacob Graichen* 1:35 p.m.
7. Review Proposed Utility Rates Resolution 1:50 p.m.
8. Department Reports 2:00 p.m.
9. Council Reports 2:20 p.m.
10. Other Business
11. Next Work Session Items
12. Upcoming Dates to Remember:
 - **November 18, Council Work Session, 1:00 p.m., Council Chambers**
 - **November 18, Council Regular Session, 7:00 p.m., Council Chambers**
 - November 19, Library Board, 7:15 p.m., Columbia Center Auditorium
 - November 24, Arts & Cultural Commission, 6:00 p.m., Council Chambers
 - **November 26 & 27, Thanksgiving Holiday, All City Offices Closed**
13. Future Public Hearing(s)/Forum(s):
 - None scheduled at this time.

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
 For more information or for an application, stop by City Hall or call 503-366-8217.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne

Date: November 18, 2015

I am happy to announce that we have one employee who has reached a big milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the November 18 Council work session.

5 Years

Jon Ellis began working for the City in October 2010 as our Finance Director where he has served ever since.

Congratulations to Jon, and **thank you** for your service!

Thank you.

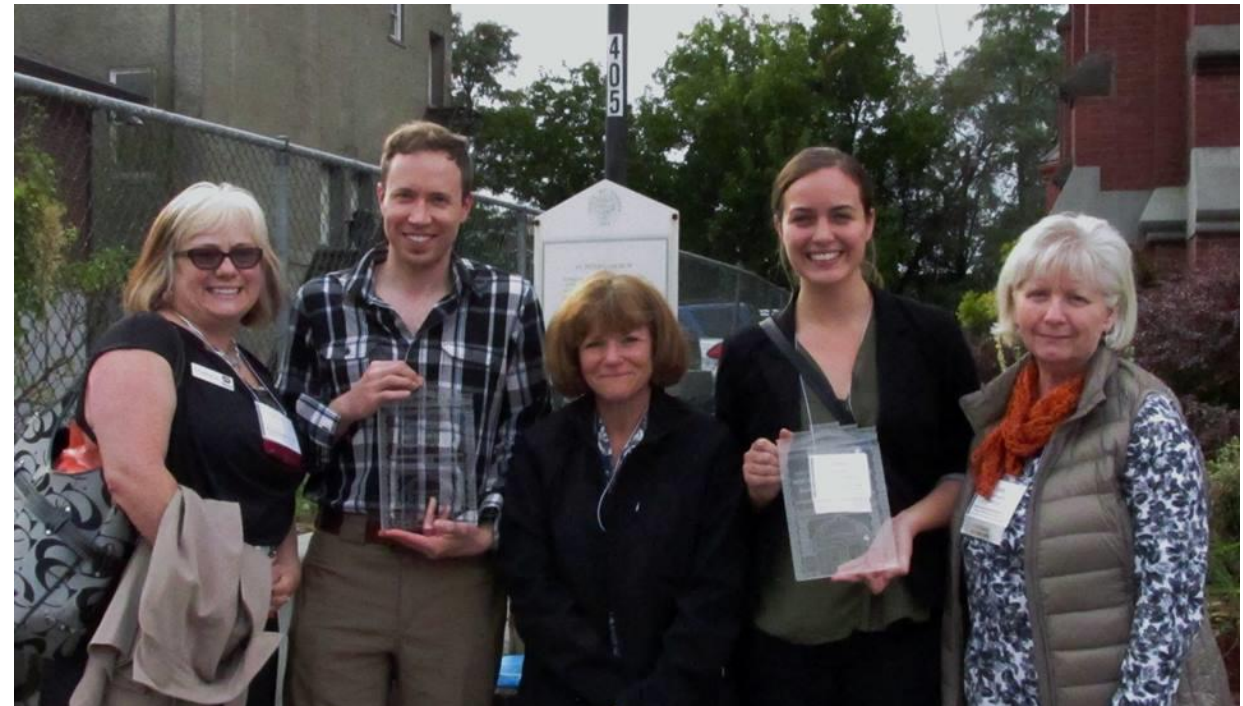
Navigate using Bookmarks or by clicking on an agenda item.

SHEDCO UPDATES

Anya Moucha

ACCOMPLISHMENTS

- Main Street Awards
 - Best Image Event – Elf on the Shelf
 - Best Business Recruitment – Business Plan Competition



ACCOMPLISHMENTS

- Walking Dead Halloween Tours
 - 371 people
 - 26 Sold Out Shows
 - Net profit of \$1,522.00



DESIGN COMMITTEE

- Let It Glow Holiday Lights Event
- Summer 2016 community art project



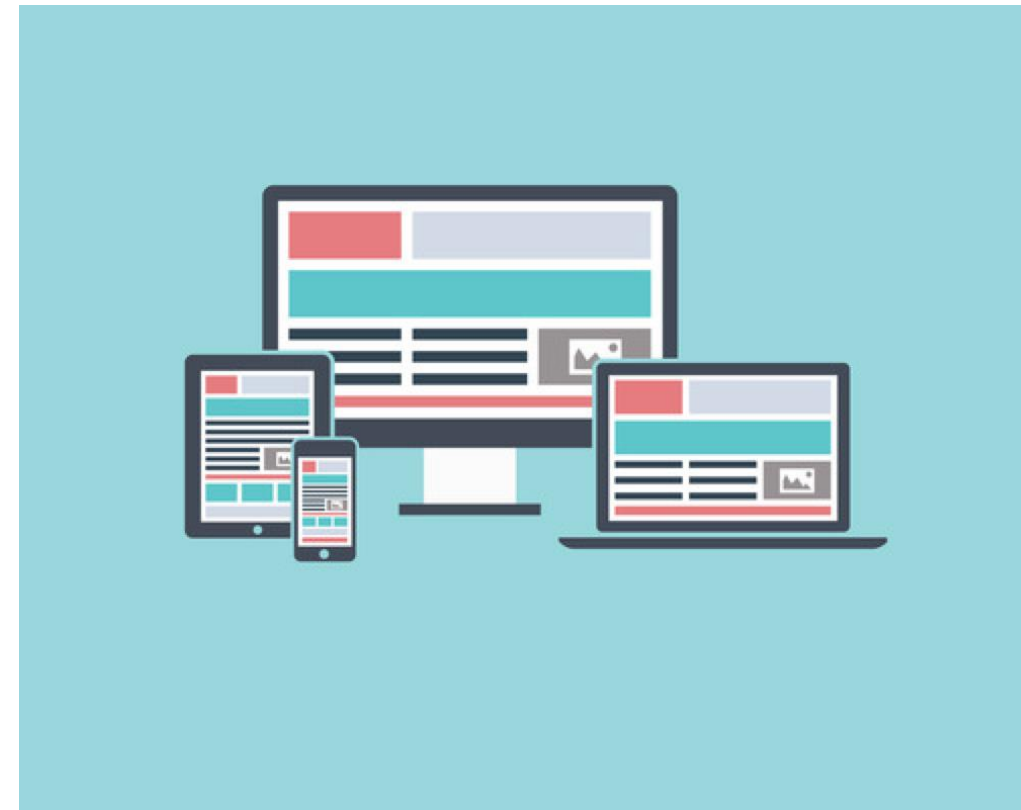
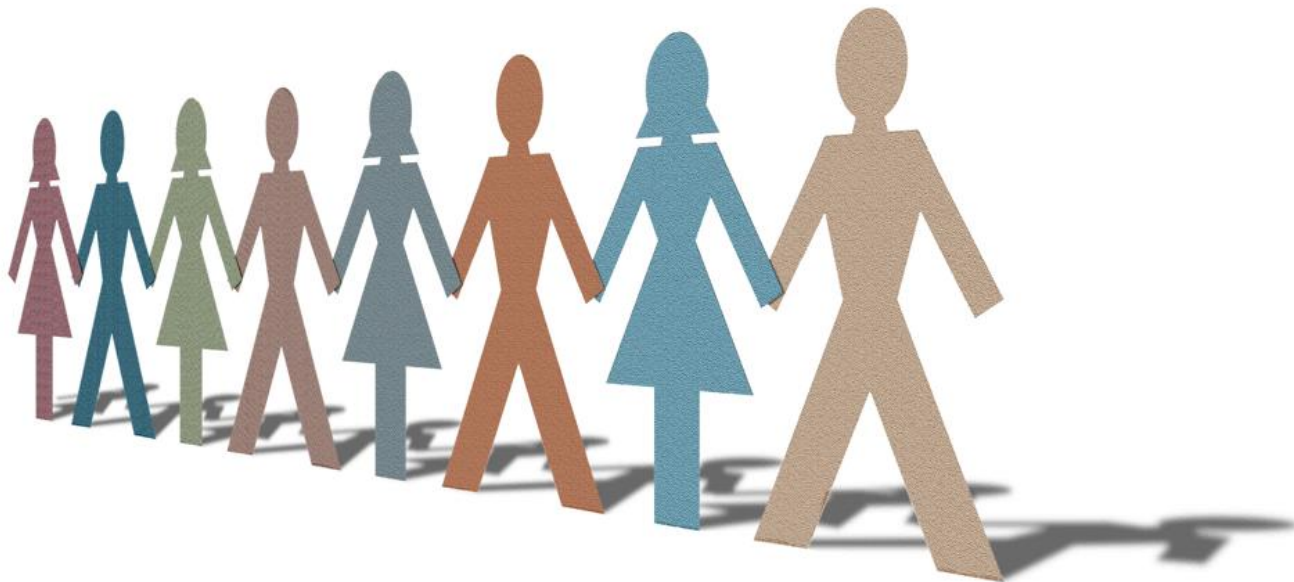
PROMOTION COMMITTEE

- Elf on the Shelf
 - Collaboration with Chamber of Commerce
 - Expanding for 2016
- Small Business Saturday
 - November 28th
 - Open House 10am -12pm



ORGANIZATION COMMITTEE

- Restarting SHEDCO Newsletter
- Updating Volunteer Management Plan
- Updating SHEDCO website



BUSINESS DEVELOPMENT COMMITTEE

- Hosting a Koffee Klatch in December





THANK YOU



Kiwanis®

Kiwanis Club of St. Helens • PO Box 295 • St. Helens, OR 97051

November 5, 2015

City of St. Helens
Strand Street
St. Helens, OR 97051

Mayor and City Council Members,

We want to thank you for your past support of the St. Helens Kiwanis Club's Holiday Hope Program. Last year, in partnership with Columbia River Fire and Rescue's Toy N Joy Program, we were able to assist more than 400 families in our community – including approximately 900 children.

We would like to take this opportunity to invite the City to again co-sponsor the 2015 Holiday Hope program. In the past, this included a city employee non-perishable canned food drive as well as use of your letter folder/envelope stuffer (Kiwanis provides the letters and the envelopes). For 2015, we have made a slight change in our program. Instead of a basic canned food drive, we are conducting a peanut butter and jelly food drive to hopefully provide a basic daily meal throughout the school holiday break. We are also partnering with St. Helens IGA Market to provide a full holiday meal (vs. a box of miscellaneous canned food items). We are asking for the City's continued support in the use of the letter folder/envelope stuffer (again, Kiwanis provides letters and envelopes) and allow us to inform your employees of the option to participate in the peanut butter and jelly drive or sponsor a family's holiday meal for \$20.

If approved for the peanut butter and jelly food drive, we would deliver decorated food boxes to designated city locations on November 16th and pick them up on December 4th. Our distribution day is scheduled for Friday, December 18th at the Columbia County Fairgrounds Pavilion Building. Any excess food donations will be re-donated to the Columbia Pacific Food Bank.

The use of the letter folder/envelope stuffer would be requested during the first week of December 2015.

Thank you for considering the opportunity to be a co-sponsor of our event and encouraging your employees to take part of the spirit of the season and gift of community service. We look forward to hearing from you.

Sincerely,

Vernae Attrash, Club President
Kiwanis Club of Saint Helens
503-396-0042



St. Helens Kiwanis Club

Holiday Hope Meal Program

Join us in our 87th year of providing holiday meals to families in need.

How to help:

Sponsor a family's meal for \$20

Meal includes: 4lb Ham, 5lb bag of potatoes, soup, vegetables, gravy mix, broth, olives, pumpkin pie and cool whip.

&/or

Peanut Butter and Jelly Drive

We are collecting peanut butter and jelly to supplement each holiday meal to provide a very basic meal during school's holiday break.

We would need all sponsorships and/or PB&J donations collected by December 4th

Tax Deductible! Tax ID 93-0909740.

Please Issue Checks to Toy N Joy/Holiday Hope

Mail to: Kiwanis Club of St. Helens PO Box 295 St. Helens, OR 97051

Call Vernae Attrash, Club President (503) 396-0042 for questions or donation pick up.





CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Council approval of concept for next batch of Development Code amendments
DATE: November 9, 2015

Attached is the first draft of the next batch of proposed amendments to the Development Code and an excerpt from the recently adopted Parks and Trails Master Plan.

Per SHMC 17.20.020(2)(b), the city council must approve the concept of a legislative change in order to accept the application. In this case the City is the applicant.

Basically, staff needs the Council's blessing to continue.

Staff intends to explain the changes at the November 18, 2015 work session.

underline words are added
~~words stricken~~ are deleted

CHAPTER 17.16 GENERAL AND LAND USE DEFINITIONS

17.16.010 General and land use definitions.

Words used in this Development Code have their normal dictionary meaning unless they are listed below. Words listed below have the specific meaning stated, unless the context clearly indicates another meaning.

The definition of words with specific meaning in the Development Code are as follows:

[...]

~~“Excavation” means removal or recovery by any means whatsoever of soil, rock, minerals, mineral substances, or organic substances other than vegetation, from water or land on or beneath the surface thereof, or beneath the land surface, whether exposed or submerged.~~

Excavation. The removal, placement, or replacement of earth or manmade materials as necessary to facilitate development of buildings and/or infrastructure, not including natural mineral resources development.

[...]

~~“Mining and/or quarrying” means the~~ The extraction of minerals including: solids, such as sand, gravel, rock, coal and ores; liquids, such as crude petroleum; and gases, such as natural gases. The term also includes quarrying; well operation; milling, such as crushing, screening, washing and flotation; and other preparation customarily done at the mine site or as part of a mining activity. See ~~“surface mining.”~~

[...]

~~Surface Mining. As per ORS [517.755](#)(14)(a):~~

~~Surface Mining includes all or any part of the process of mining minerals by the removal of overburden and the extraction of natural mineral deposits thereby exposed by any method by which more than 5,000 cubic yards of minerals are extracted or by which at least one acre of land is affected within a period of 12 consecutive calendar months, including open-pit mining operations, auger mining operations, processing, surface impacts of underground mining, production of surface mining refuse and the construction of adjacent or off-site borrow pits (except those constructed for use as access roads).~~

[...]

CHAPTER 17.24 PROCEDURES FOR DECISION-MAKING – QUASI-JUDICIAL

[...]

17.24.120 Notice of decision by the director.

(1) Notice of the director's decision on an application pursuant to SHMC 17.24.090 shall be given by the director in the following manner:

(a) Within 10 working days of signing the proposed decision, notice shall be sent by mail to:

(i) The applicant and all owners or contract purchasers of record of the property which is the subject of the application for the following types of director decisions:

(A) Minor modifications to site design reviews ~~or conditional use permits~~;

(B) Nonconforming status;

(C) Sign permits;

(ii) All surrounding property owners of record of property within the applicable notice area of the property for the following types of director decisions:

(A) ~~Lot line adjustments, h~~Home occupations – Type I, unlisted uses: abutting properties;

(B) Lot line adjustments, Mmajor site design reviews, minor modifications to conditional use permits, home occupations – Type II, sensitive lands, temporary uses, accessory structures: 100 feet;

(C) Land partitions: 200 feet;

(D) Expedited land divisions: 300 feet.

(iii) For home occupations – Type II, see SHMC 17.120.060.

~~(iii)~~ (iv) Any governmental agency which is entitled to notice under an intergovernmental agreement entered into with the city which includes provision for such notice. For subject sites located adjacent to a state roadway or where proposals may have an impact on a state facility, notice of the decision shall be sent to ODOT; and

~~(iv)~~ (v) Any person who requests, in writing, and pays the required fee established by the council.

[...]

CHAPTER 17.32 ZONES AND USES

[...]

17.32.140 Heavy Industrial – HI.

[...]

(2) Uses Permitted Outright. In the HI zone the following buildings and uses are permitted after compliance with the provisions of this section and others of this code:

[...]

(i) Natural mineral resources development including necessary building, apparatus and appurtenances for rock, sand, gravel and mineral extraction and dredging, processing and stockpiling and all types of mineral recovery or mining, excluding smelters and ore reduction.

[...]

CHAPTER 17.88 SIGNS

[...]

17.88.060 Commercial/industrial sign district.

[...]

(2) Maximum Sign Height.

[...]

(c) Pole signs permitted in the commercial/industrial sign district shall not exceed 24 feet in height ~~on the west side of Columbia River Highway (Highway 30) and, except such signs shall not exceed~~ 45 feet in height on the east side of Columbia River Highway (Highway 30) between Gable Road and Milton Creek Bridge ~~on~~ along Milton Way.

[...]

CHAPTER 17.152 STREET AND UTILITY IMPROVEMENT STANDARDS

[...]

17.152.175 Bikeways and off-street trails

(1) Developments adjoining or containing proposed bikeways and off-street trails identified ~~on the adopted pedestrian/bikeway plan~~ within adopted City plans which include but are not limited to the Transportation Systems Plan (2011) and the Parks and Trails Master Plan (2015) shall include provisions for the future extension of such bikeways and off-street trails through the dedication of easements or rights-of-way (subject to constitutional limitations).

(2) Development permits issued for planned unit developments, conditional use permits, subdivisions, and other developments which will principally benefit from such bikeways and/or off-street trails shall be conditioned to include the cost or construction of bikeway and/or off-street trail improvements (subject to constitutional limitations).

(3) Minimum width for bikeways within the roadway is six feet per bicycle travel lane. Minimum width for two-way bikeways separated from the road is eight feet.

(4) Minimum off-street trail width is determined by the trail function and classification from Chapter 6 of the Parks and Trails Master Plan attached to Ordinance No. 3191 as Attachment A.

6.3 TRAIL RECOMMENDATIONS

The trail recommendations are divided into four sections. First, a trail classification system is defined in order to categorize the 10.7 miles trail route proposals. The classification system is followed by the design guidelines for each classification. Then, the trail proposals are represented through a table and corresponding map. Then, recommendations for the various trail features, including signage, striping, benches, crosswalks, drinking fountains, etc. are discussed briefly. Finally, a select few high priority trail proposals are extracted from the larger, all-inclusive table of trail proposals.

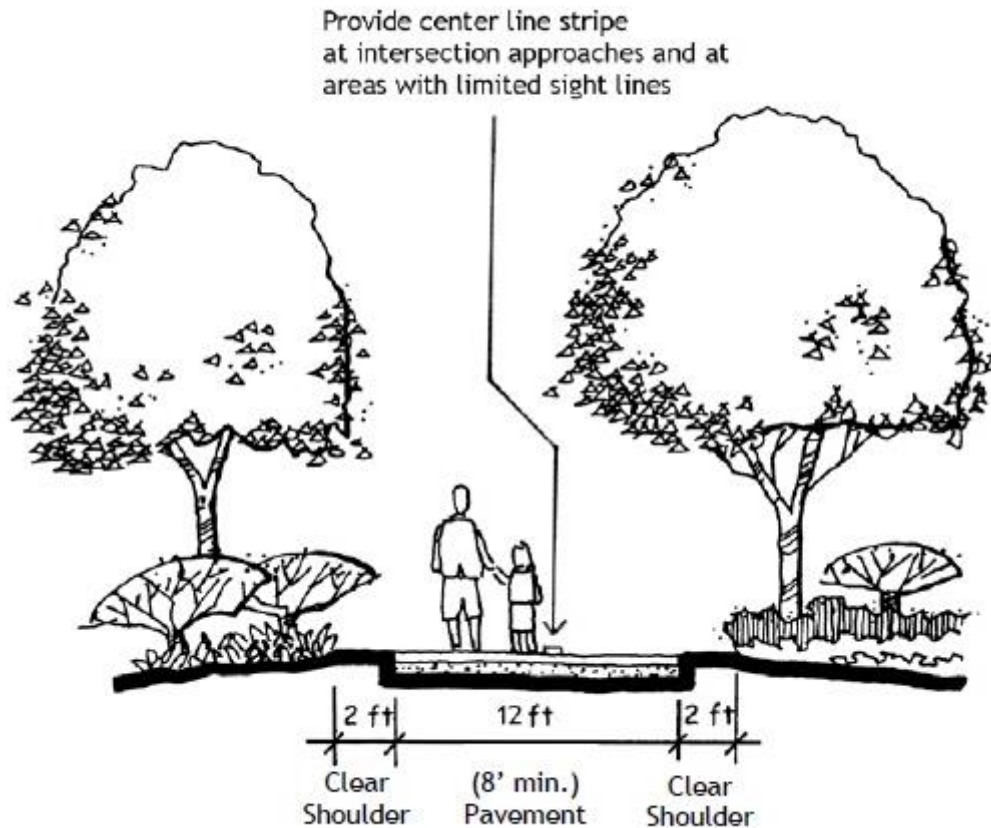
6.31 TRAIL CLASSIFICATION SYSTEM

Since the Parks Master Plan (1999) did not address the existing or future trail network, there has never been a defined trail classification system. Just like the parks classification system, classifying the trail network by function helps to assess what facilities are available for current use and what types of trails will be needed to serve the community in the future. A trail classification system also determines the trails' design guidelines and can help minimize conflicts between various user groups.

Each trail classification has specific design guidelines, which are pictured as cross-sections in the following pages. Trail classification is determined by the function and the user of the trail. These trail classifications determine their minimum width, their relationship with the road network, and in some cases, the material used to create the trail. Because this Master Plan is a conceptual document, this section should be supplemented with other trail design documents, including ODOT's *Bicycle and Pedestrian Master Plan*, Metro's *Green Trails: Guidelines for Building Environmentally Friendly Trails*, and both of AASHTO's Guides (*Guide for the Development of Bicycle Facilities* and *Guide for the Planning, Design, and Operation of Pedestrian Facilities*).

TRAIL CLASSIFICATION SYSTEM

Classification	Width	Surface	Function
Regional trail	8' - 14'	Asphalt, concrete or other smooth hard surface	Designed for 2-way bicycle and pedestrian traffic. Can sometimes function as a local access trail connecting parks, schools, and neighborhoods. Minimizes potential trail crossing conflicts with autos.
Local access trail alongside roadway Type 1: Bike Lane Type 2: No Bike Lane	5' - 12'	Asphalt, concrete or other smooth hard surface	Separated from roadway with planted buffer. Minimizes potential trail crossing conflicts with autos.
Hiking trail	1' - 12'	Earthen or gravel material	Primarily used within parks or non-circulation trails. Provides a walk through a natural environment for pedestrians. Can be designed for bicycle or equestrian use.

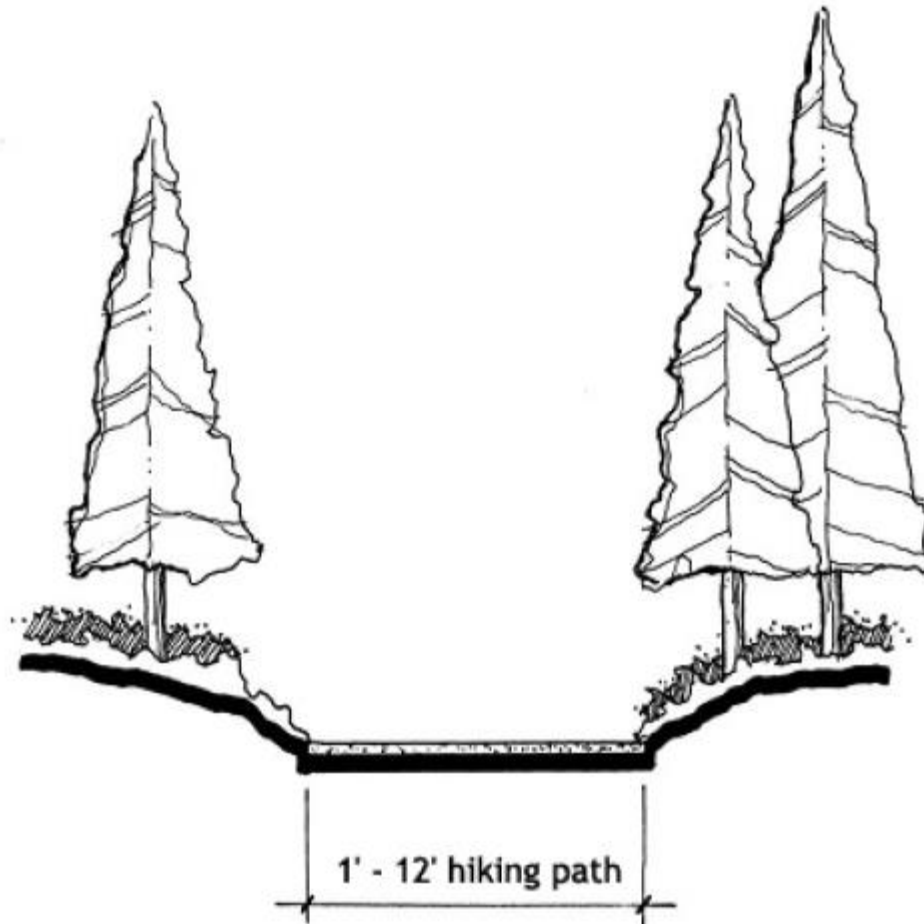


REGIONAL TRAIL

This figure illustrates a typical shared use path design that is appropriate for regional trails and for some local access trails and community connections to schools, parks, or neighborhood connections. This path is designed for 2-way bicycle and pedestrian traffic, typically has its own right-of-way, and is designed to accommodate maintenance and emergency vehicles.

Regional trails are a minimum of 8' wide and are made of asphalt, concrete or other smooth hard surface.

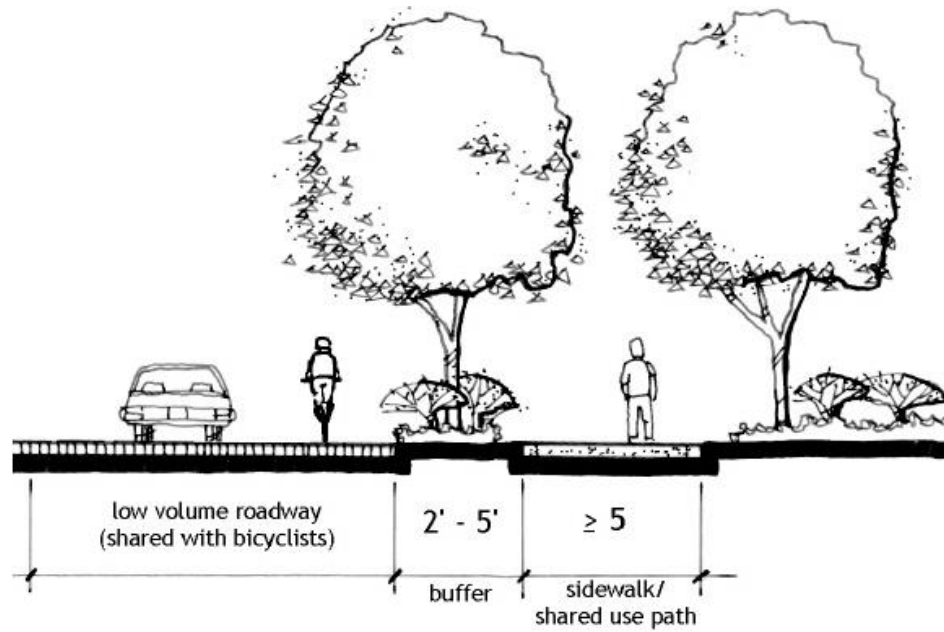
An example of a proposed trail route with the regional trail classification is the St. Helens Riverfront Trail that connects Columbia View Park to Nob Hill Nature Park along the riverfront (See Chapter 6.32).



HIKING TRAIL

Hiking trails can vary in width depending on the existing topographic and environmental constraints. Hiking paths should take into consideration issues like drainage, slope, erosion, presence of waterways, vegetation, riparian and habitat areas, environmental requirements and regulations, and many other environmental considerations. Areas with hiking trails (parks and natural areas) should have a complimentary accessible routes that meet or exceed ADA standards.

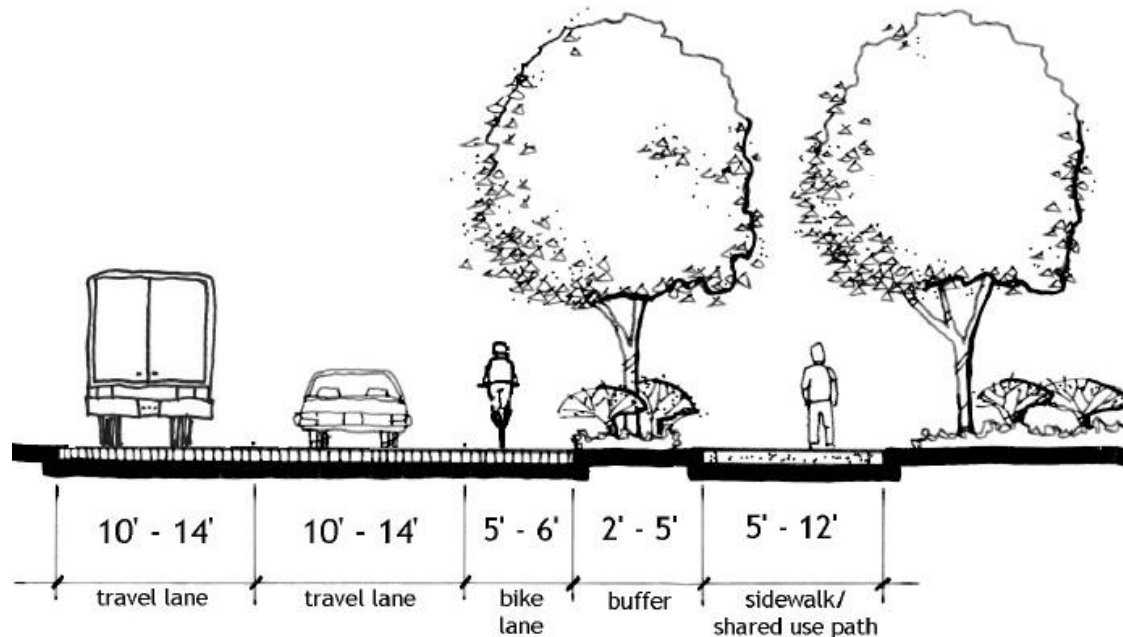
Trail widths will depend on intended users. For example, narrower widths will be used in environmentally constrained areas with only hiking uses intended. Wider widths are desirable for shared bicycle or equestrian use.



LOCAL ACCESS TRAILS ALONG ROADWAYS

Type 1: No Bike Lane

On low volume, low speed roadways (ex. residential or neighborhood streets), many cyclists can safely share the road with vehicles. Pedestrians should be separated from the roadway with a buffer or curb and a shared use path/sidewalk.



LOCAL ACCESS TRAILS ALONG ROADWAYS

Type 2: Bike Lane

On roadways with 3,000 average daily traffic (ADT) or higher, bike lanes should be used to improve bicyclist safety and comfort. A buffer or curb must separate the shared use path/sidewalk from the roadway for pedestrian safety. The width of the bike lane, buffer, and shared use path/sidewalk should appropriately reflect the volume and speed of the vehicles using the roadway. Roadways with higher traffic volumes and speeds should have wider bicycle and pedestrian facilities.

6.32 TRAIL FEATURES

There are many features that must be considered in the design of a trail route. There are *aesthetic* decisions to make about things like signage, benches, striping, trash cans, drinking fountains, and crossings. There are also *engineering standards* to meet and site-specific logistical decisions to make about crossings, striping, trail widths, surface materials, grading, etc. Since the purpose of this Master Plan is to develop conceptual projects, it does not contain engineering-level standards or site-specific trail design guidelines. However, this section of the Master Plan will attempt to cover some of the desired aesthetic options for some of the basic trail features. Below are some common trail amenities that make trail routes stand out. When possible, it is advisable to use vandal resistant construction and materials.

INTERPRETIVE INSTALLATIONS AND INFORMATIONAL KIOSKS: Interpretive installations and signs can enhance the users experience by providing information about the history of the trail or park and the area. Interpretive installations can also discuss local ecology, environmental concerns, and other educational information. Informational kiosks with maps at trailheads and other pedestrian generators can provide enough information for someone to use the network with little introduction – perfect for areas with high out-of-area visitation rates as well as the local citizens. It is recommended to install an information kiosk at every trailhead, major access point, and other logical locations.



Interpretive Installation at Noble Woods Park - Hillsboro, OR



Informational kiosk with covered benches in Roeliff Jasen Park - Hillsdale, NY



Informational kiosk located at landscaped trailhead

WATER FOUNTAINS: Water fountains can provide water to people and to pets and if they are built next to benches, they can provide a valuable place to rest and refresh along a trail.

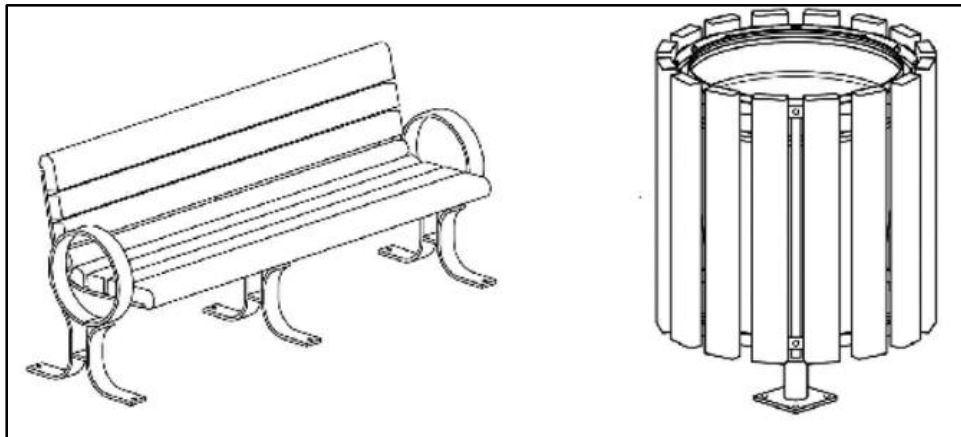


Grouping of trail features. A water fountain, a mile marker bollard, and a bench offer a valuable place to rest along a trail route.

BICYCLE PARKING: Bicycle parking allows trail users to safely park their bikes if they wish to stop, especially at notable destinations like other parks, businesses, or bathrooms along the trail. The Arts and Cultural Commission has sponsored, funded and worked with the St. Helens High School metal fabrications class to create artistic bike parking for various locations around town. If possible, the commission should be consulted for input when installing future bike parking along trails, particularly the St. Helens Riverfront Trail.

BENCHES: Providing benches at key rest areas and viewpoints encourages people of all ages to use the trail by ensuring that they have a place to rest along the way. Benches can be simple (e.g., wood slates) or more ornate (e.g., stone, wrought iron, concrete).

TRASH CANS: Trash receptacles help keep the trail clean and discourage littering. They should be provided alongside other pedestrian amenities, like benches, water fountains, picnic tables, or kiosks.



Trail bench and trash can design from the Trails Plan for the Tualitan Hills Parks & Recreation District



Frost-proof drinking fountain with dog water fountain at base. Located along trail in Overton Park - Memphis, TN

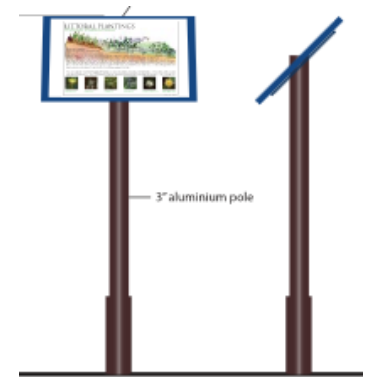


Artistic bike rack at Grey Cliffs Park. Funded by the St. Helens Arts and Cultural Commission.

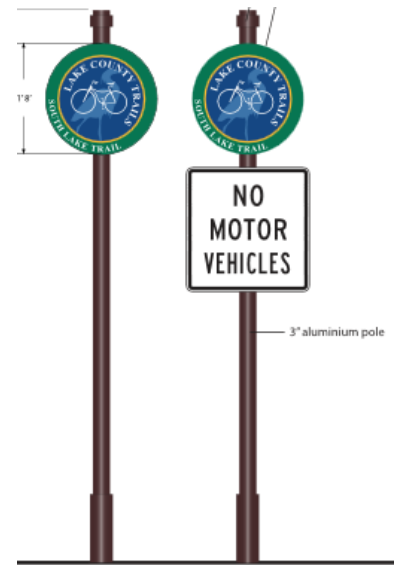
SIGNAGE: Trail signs must be uniform and consistent for them to command the respect of trail users and should follow established sign design principles for ease of reading and comprehension. Trail signs shall be standard in material, shape, legend, color and font. All signs shall be retroreflective and pictorial symbols should always be used in place of verbal warnings where possible. The directional signing should impart a unique theme so trail users know which trail they are following and where it goes. The theme can be conveyed in a variety of ways: engraved stone, medallions, bollards, and mile markers. A central information installation at trailheads and major crossroads also helps users find their way and acknowledge the rules of the trail. They are also useful for interpretive education about plant and animal life, ecosystems, and local history. The placement and design of signs should be discussed and reviewed during the trail design review phase.

There are many types of trail signage: **interpretive**, **informational**, **directional**, **regulatory**, and **warning**. Descriptions and examples of the various types of signage are provided below.

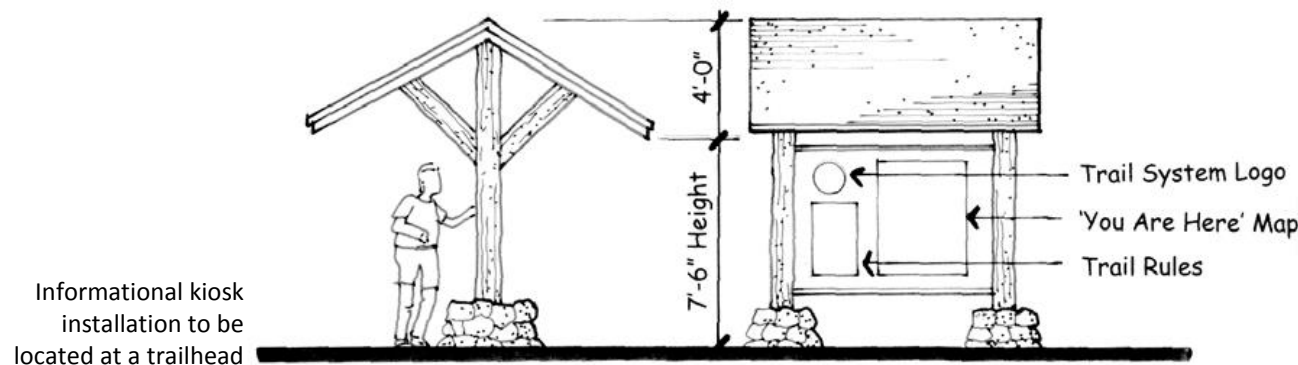
1. **Interpretive** signs are used to offer educational information on the trail environment. They can include educational information regarding the natural, cultural, and historical resources of the area. They are often placed at interpretive kiosks with other trail information (See examples on page 95), but can also be located throughout the trail (See example top right).
2. **Informational** signs are used to direct and guide users along trails in the most simple and direct manner possible. Signs include, but are not limited to, the following: identification of trailheads and access points (See example bottom right), identification of cross streets, trail maps, descriptions of surface type, grade, cross-slope and other trail features. Like interpretive signs, informational signs are usually always placed at the trailhead, but can continue throughout the trail.



Interpretive sign design for Lake County, FL.



Trail identification sign with and without a regulatory sign for Lake County, FL.



3. **Directional** signs are used to inform trail users where they are along the trail and the distance to destinations and points of interest. They include street names, trail names, direction arrows, mile markers every mile, and mileage to points of interest. Often, directional signs for trails take the shape of a simple mile marker bollard (See examples below). They may also take the form of engraved stone or medallions (See right).



Mile markers bollards placed throughout length of the trail



Medallion mile marker



Directional signage informing users where the trail is located and what uses are allowed

4. **Regulatory** signs are used to inform trail users of the “Rules of the Trail”, as well as selected traffic laws and regulations. They include appropriate user modes for each trail (may change depending on season), yield signs for multi-use trails, bike speeds, travel direction, stop and yield signs.



Regulatory sign examples

5. **Warning** signs are used to alert trail users to potentially hazardous or unexpected conditions. Crossing features for all roadways include warning signs both for vehicles and trail users. This Plan will not go into detail about crossing signage, but the type, location, and other criteria are identified in the Manual for Uniform Traffic Control Devices (MUTCD). Consideration must be given for adequate warning distance based on vehicle speeds and line of sight, with visibility of any signing absolutely critical. Catching the attention of motorists unresponsive to roadway signs may require additional alerting devices such as a flashing light, roadway striping or changes in pavement texture. Signing for trail users must include a standard stop sign and pavement marking, sometimes combined with other features such as bollards or a kink in the trail to slow bicyclists. Care must be taken not to place too many signs at crossings lest they begin to lose their impact. These signs should be used in advance of the condition. They include, but are not limited to, the following: upcoming roadway, railroad or trail intersections, height or width constraints, blind curves, and steep grade.

Signalized crossing for a roadway with ADT over 15,000



“Rules of the Trail” sign examples



Warning sign examples

ART INSTALLATIONS: The St. Helens Arts and Cultural Commission or local artists can be commissioned to provide art along the trail system, which can help to make the trail route uniquely distinct. Many trail art installations are functional as well as aesthetic, as they may provide signage, places to sit, and things to play on. An example of a city-funded annual program that provides contests for local artists to create and install art along their trail system.



Top: Artistic gateway arch at the Trout Run Trailhead in NE Iowa

Bottom: Artistic Trout Run Trail stone sign and bench



Art Along the Trail entry in Clive, IA -

Art Along the Trail is a temporary outdoor exhibit, displayed along Clive's trail system from May through October.

Works are selected by an Art Along the Trail Selection Panel comprised of 2 members of the City's Park Board, 2 members of the Arts Commission, 1 councilor, 1 resident, and 1 member of the local art community. Each artist that is selected to be a part of the program receives a \$1,000 stipend for loaning their art work to the exhibit and has a chance to win the People's Choice award.

As part of the City's commitment to enhance the 'Distinct by Nature' character of Clive with the addition of art in public places, the City Council adopted direct appropriation funding for public art. Since approval of the Master Plan, the City has awarded three commissions to artists to create artwork. The *Art Along the Trail* exhibition will continue the City's efforts to promote aesthetic excellence and enhance the artistic vitality of Clive, IA.

6.33 TRAIL ROUTE PROPOSALS

A total of 10.17 miles of off-street trail routes that work to connect neighborhoods to the waterfront, parks, and local businesses are listed below. To help visualize the complete network of trail route proposals, a table of the proposals is below, followed by a map of the proposals on the next page. The Trail # corresponds to the # on the Trail Proposal Map found on the page following the table. The Trail Name is strictly for reference purposes and can be changed as the routes are developed further. The trail classifications and corresponding design guidelines are discussed in the previous section.

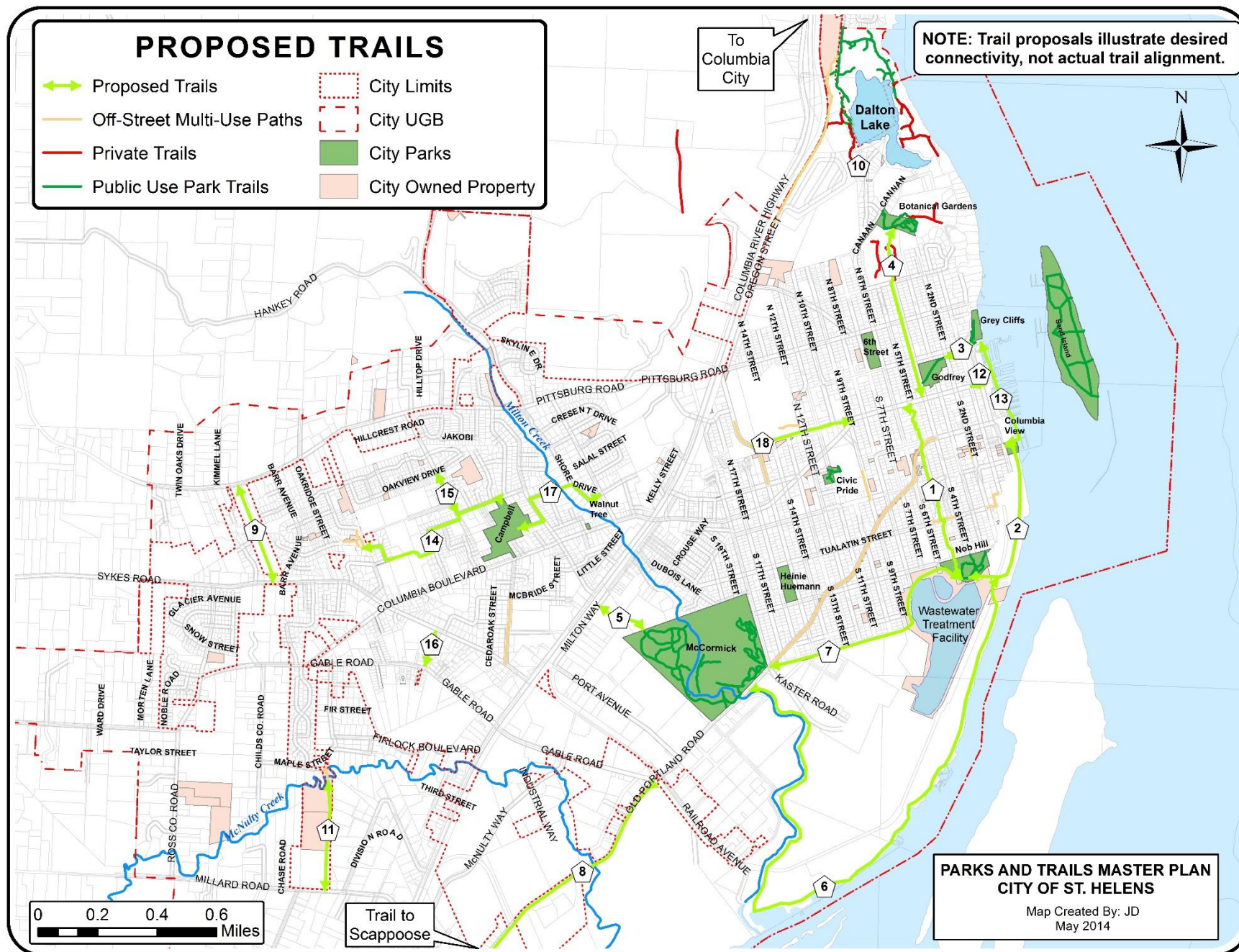
TRAIL ROUTE PROPOSALS

Trail #	Trail Name	Trail Classification	Comment	Length (Miles)
1	5th St. Trail	Hiking trail	Connects Columbia Blvd to trails in Nob Hill Nature Park	0.69
2	St. Helens Riverfront Trail	Regional trail	Connects Nob Hill Nature Park trails to Columbia View Park along waterfront	0.6
3	Wyeth St. Alternative	Local access trail	Small pedestrian connection from 2nd St. to stairs at Grey Cliffs Park	0.11
4	4th St. Gardens Trail	Local access trail	Connects Columbia Blvd. to the Botanical Gardens, passes by Godfrey Park	0.59
5	McCormick Trail Extension	Local access trail	Connects McCormick Park trails to Milton Way	0.18
6	Milton Creek Trail	Regional trail	Follows Milton Creek from McCormick Park to the riverfront	2.58
7	East St. Trail	Local access trail	Connects McCormick Park trails to Nob Hill Nature Park trails	0.83
8	Old Portland Rd. Scappoose Trail	Regional trail	Connects City of St. Helens to City of Scappoose and the Crown Zellerbach Trail	1.6
9	Pittsburg Rd. to Sykes Rd.	Local access trail	Connects Pittsburg Rd. to Sykes Rd.	0.35
10	Dalton Lake Trail Connection	Local access trail	Connects neighborhood on Madrona Ct. to Dalton Lake trails	0.04
11	Millard Rd. Trail	Local access trail	Connects Millard Rd. to a footbridge over McNulty Creek to Marle St.	0.37

TRAIL ROUTE PROPOSALS

Trail #	Trail Name	Trail Classification	Comment	Length (Miles)
12	West Columbia Blvd. Extension	Local access trail	Small pedestrian connection from Columbia Blvd. to River St.	0.06
13	Columbia Riverfront Boardwalk	Boardwalk*	Boardwalk over river from Grey Cliffs Park to Columbia View Park	0.4
14	West Campbell Park Connection	Local access trail	Connects Oak Ridge Estates Neighborhood to Campbell Park	0.67
15	North Vernonia Trail	Local access trail	Connects neighborhood to Campbell Park. No sidewalks on N. Vernonia	0.16
16	Gable Rd. to Sykes Rd.	Local access trail	Connects Gable Rd. to Sykes Rd. HS Students walk through private property here frequently	0.13
17	East Campbell Park Connection	Local access trail	Crosses Milton Creek and connects neighborhood to Campbell Park	.46
18	West Columbia Blvd. Extension	Hiking trail	Extends Columbia Blvd. through canyon and right-of-way to N. 15 th St. Route may be difficult topography/wetlands	.35
Total Miles				10.17

*Boardwalk is not an actual trail classification, but because the route is over water, it stands alone in its design requirements.



6.34 HIGH PRIORITY TRAIL PROPOSALS

A list of high priority trail routes has been extracted from the all-inclusive trail proposal map (See previous page). These high priority trail routes were chosen using the same process as the high priority park projects. The high priority trail proposals have been developed by identifying shared themes throughout all sources of community outreach discussed further in the Chapter 5 Needs Assessment, statewide and countywide recreation trends also discussed in the Chapter 5 Needs Assessment, the level of service analysis in Chapter 4, and input provided by city staff and city commissions.

To help determine high priority proposals, a few key questions were asked of the public and stakeholders:

- Which proposals are absolutely essential for the trail system?
- Which proposals provide the most benefit for the investment?
- What evidence is there that the public supports the proposal?

The following five high priority trail proposals are listed below in no specific order. The name of the trail is subject to change. The number provided next to the name of the trail corresponds to the Trail # in the Trail Route Proposals map and table on the previous pages.

- 1. St Helens Riverfront Trail:** Regional trail along riverfront that would connect Columbia View Park to Nob Hill Nature Park trail network.
- 2. Dalton Lake Access:** Develop public access from Madrona Ct. to the trail around Dalton Lake. Acquire access to trails on northeast section of the trail. Install a boardwalk to cross lake and finish the southern trail to complete the loop around the lake.
- 3. 5th Street Trail:** Hiking trail along the 5th St. right-of-way that connects Columbia Blvd. to Nob Hill Nature Park trail network.
- 4. West Columbia Blvd. Extension:** Enhance the safety and appearance of pedestrian connection from Columbia Blvd. to River St.
- 5. 4th Street Gardens Trail:** Connect Columbia Blvd to Godfrey Park to the Columbia Botanical Gardens along 4th Street right-of-way.

ST. HELENS RIVERFRONT TRAIL: Regional trail along riverfront that would connect Columbia View Park to Nob Hill Nature Park trail network. (#2)

Public access to the riverfront has been a priority for both the residents and the elected officials of the St. Helens community. For example, the Waterfront Development Prioritization Plan (2011) was created with the sole purpose of identifying projects that would increase access to and public use of the waterfront, such as developing additional parks, boat ramps, and waterfront trails. Waterfront development has also been the focus of other planning processes, like the American Institute of Architecture Sustainability Design Assessment Team's (SDAT) "What's your Waterfront?" visioning workshops conducted in May 2014. Public access to the waterfront was a theme among the input received during these visioning workshops and the SDAT's final recommendations included bicycle and pedestrian trails and boardwalks along the river. According to the SCORP 2011 Survey (see Chapter 5.3), public access sites to waterways were the highest ranked priority for Columbia County. Further, linkages to the waterfront were ranked with one of the lowest levels of satisfaction among the trail categories according to the Park and Trails Community Survey (see Chapter 5.11).

The demand for riverfront access is among the most heavily documented and discussed need for the community and for the parks and trails system. Therefore, the development of the St. Helens Riverfront Trail is among one of the keystone recommendations from this Master Plan. The St. Helens Riverfront Trail is classified as a regional trail, which means it would be a minimum of 8' wide and made of asphalt, concrete or other smooth hard surface. The trail route would begin at Columbia View Park and extend through the vacant industrial Veneer property along the riverfront, eventually connecting with the nature trails within Nob Hill Nature Park. With the joint development of the 5th Street Trail, these two routes connect two popular parks and



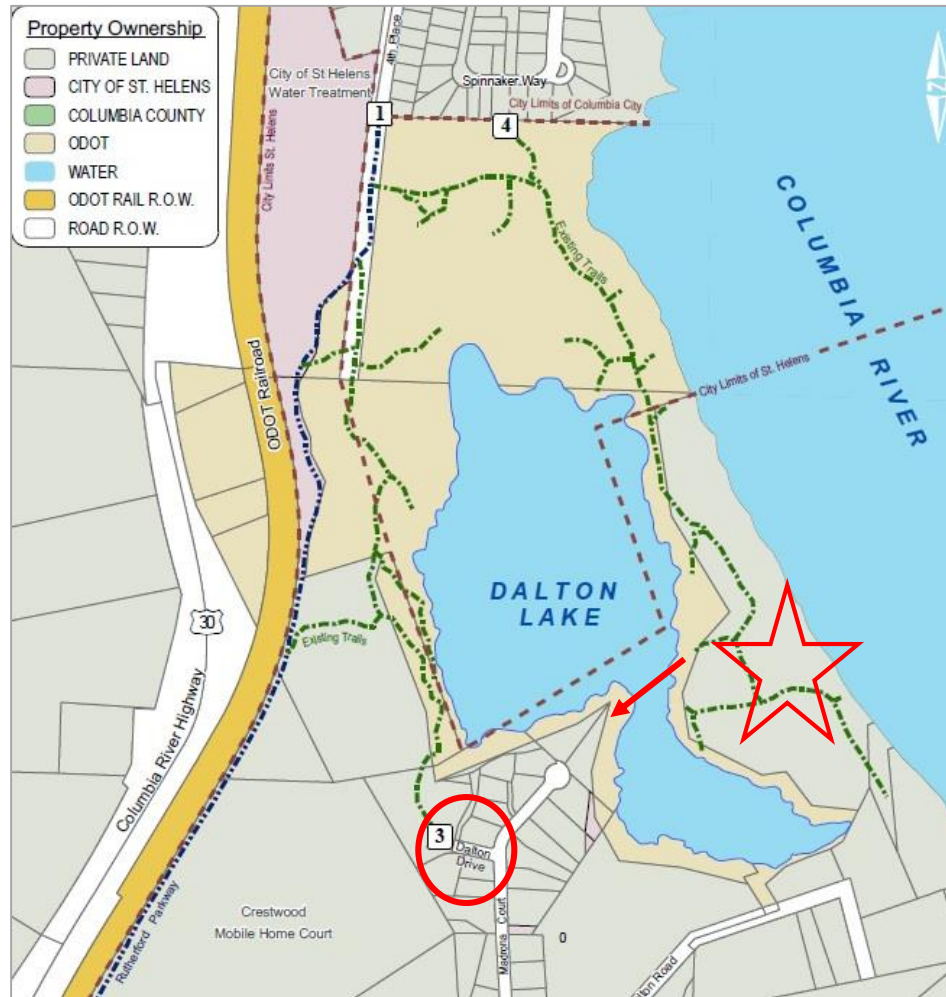
McLoughlin Promenade above Willamette Falls located in Oregon City. Benches throughout the promenade and a stone fence add to the character of the route.



The Dalles Riverfront Trail, OR - Paved trail that traces the Columbia River at the historic "bend in the river" where the Columbia takes a dramatic 90-degree turn from its east-west flow to north-south. When completed, the trail will be 10 miles of river frontage between The Discovery Center and The Dalles Dam Visitor Center.

provide an off-street loop through the riverfront. With the potential for future development on the Veneer property, it is important to maintain the vision for a riverfront trail along the waterfront. The St. Helens Riverfront Trail has potential to improve not only *local* access to the waterfront, but to improve *regional* access, welcoming surrounding communities to connect with the St. Helens waterfront.

DALTON LAKE TRAIL ACCESS: Develop public access from Madrona Ct. to the trail around Dalton Lake (See circle). Acquire access to trails on northeast section of the trail (See star). Install a boardwalk to cross lake (see arrow) and finish the southern trail to complete the loop around the lake. (#10)



Developing a public access point from Madrona Ct. (See circle) would add another way for residents to utilize the trail around Dalton Lake. Many of the trails around the lake located on private land (Lots represented as gray).

Second to Sand Island Marine Park, Dalton Lake Recreation Area was rated the least accessible park, with over 21% of survey respondents ranking it as “not easily accessible”, with many additional comments about how difficult and confusing it is for newcomers to access the trails according to the Parks and Trails Community Survey (See Chapter 5.11). Developing a public access point from Madrona Ct. (See circle) would add another way for residents to utilize the trail around the lake. The property where this access point should be developed is under private ownership, but undeveloped.

In addition, there are trails on both sides of the lake that are under private ownership (See trails located on gray lots). Expanding public access to all of the trails that are currently on private property would allow for better utilization of the trail network by the entire community. Specifically, the trail network on the east side of the lake is located on a single owner’s private property (See star). This portion of the trail is located on the only “beach like” access to the Columbia River in St. Helens. It would make for an ideal picnic, river overlook, and day use area. Ultimately, if a public access point is developed at Madrona Ct. and access rights are acquired for the trails on private property, the trail system would almost make an entire loop. The construction of a small boardwalk to cross at the most narrow point of the lake (see arrow) would be the final missing piece for a full trail loop around Dalton Lake.

The City of St. Helens has recognized the importance of developing this area further and making it more accessible to the community. In July of 2010, the City applied for a Local Governments grant to implement trailheads, parking facilities, picnic areas, and defined trails with lookout points. The project was ultimately not funded, but the complete plans for this project are included in the Appendix.

5TH ST. TRAIL: Hiking trail along the 5th St. right-of-way that connects Columbia Blvd. to Nob Hill Nature Park trail network. (#1)

The 5th Street trail is one of the few trail routes located entirely within an already existing right-of-way. It begins at Columbia Blvd. near a few businesses and then travels through dense trees and shrubs through a canyon that acts as a corridor for much of the local wildlife. The soft surface trail emerges from the canyon to cross Old Portland Road and follows the staircase up to arrive at a developed local residential street. The route continues beyond the local street, still following the right-of-way, ultimately entering Nob Hill Nature Park. The entire route is about $\frac{3}{4}$ of a mile and is classified as a hiking trail because of its topography and subsequent width constraints.

This hiking trail would provide St. Helens residents a calming, off-street pedestrian experience that allows a quick escape from urban city life, all within city limits. It would also connect the Main Street corridor to Nob Hill Nature Park, all on an off-street nature trail.



Maricara Natural Area Trail - Located in middle of a residential neighborhood in Portland, OR. Nearly a mile of soft surface trails meander through forested and wetland areas

According to the SCORP 2011 Survey (See Chapter 5.3), public access sites to waterways were the highest ranked priority for Columbia County and dirt or other soft surface walking trails were the 2nd highest. As the St. Helens Riverfront Trail is developed, the 5th Street Trail works well to provide the other half of the route needed to make a full loop around the riverfront. Further, according to the Parks and Trails Community Survey (see Chapter 5.11), the trail categories with the most dissatisfaction were the trail connections between parks, neighborhoods, and businesses (19%) and trail linkages to the waterfront (18%). If the St. Helens Riverfront Trail (See previous priority) is also developed, the development of the 5th Street Trail would satisfy the two highest priorities from the SCORP 2011 Survey and the two categories from the Parks and Trails Community Survey.

The development of the 5th Street Trail would also extend the 4th Street Gardens proposal, which also begins at Columbia Blvd, 1 block east. Together, these two routes would provide off-street north to south safe passage from the Columbia Botanical Gardens all the way south to Nob Hill Nature Park for both cyclists and pedestrians.

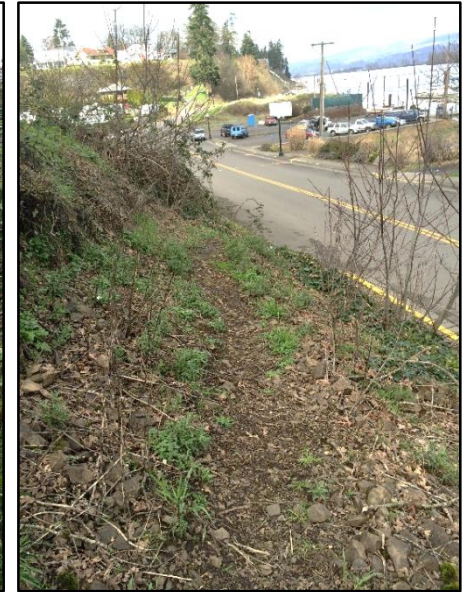
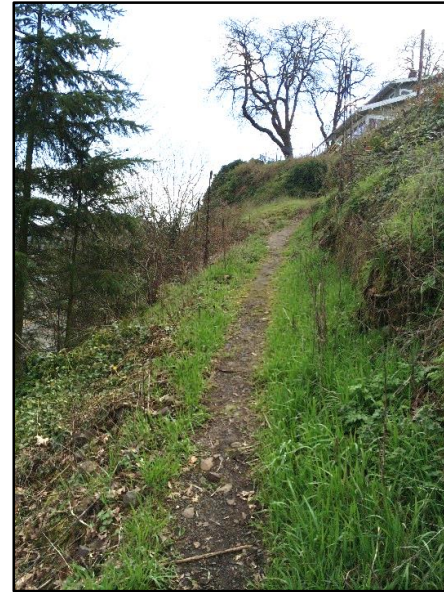


Existing conditions along the 5th Street right-of-way

WEST COLUMBIA BLVD. EXTENSION: Enhance the safety and appearance of pedestrian connection from Columbia Blvd. to River St. (#18)

The Corridor Master Plan (Jan 2015 adoption) has identified the dead end of Columbia Blvd. as a special opportunity area. It recommends this location for a Columbia River Overlook area, which would add to the sense of place and character of the corridor on the way to the Riverfront District (See concept pictures below). A makeshift pedestrian trail to River St. currently exists at this location, but it is heavily sloped and not recommended for safe use (See upper right). This location is also within the Columbia Blvd. right-of-way.

If this right-of-way area is developed as a Columbia River Overlook as suggested in the Corridor Master Plan, it would be an ideal time to also enhance the safety and appearance of the pedestrian connection to River St. In the concept rendering below, there is a proposed set of stairs, as well as landscaping enhancements and pedestrian safety improvements on Columbia Blvd. A striped crosswalk on River Street would also need to be provided for the user to safely reach the sidewalk on the other side.



Existing local access trail looking up at adjacent houses and to Columbia Blvd. Existing local access trail looking down to River St. below. Grey Cliffs Park can be seen in the background.



Left: Concept illustrates potential enhancements to the 1st Street/Columbia Blvd. intersection and the overlook area east of the intersection. A bike access trail utilizing existing right-of-way can be seen in the lower right corner.

Right: Concept view of an overlook feature integrated with pedestrian walkways, on-street parking, planting areas and a vehicular turn around. Existing access to adjacent residences are preserved.



Source: Draft Corridor Master Plan (2014)

4TH STREET GARDENS TRAIL: Connect Columbia Blvd to Godfrey Park to the Columbia Botanical Gardens along 4th Street right-of-way.

This proposal is for an off-street trail alongside the street, beginning at Columbia Blvd. and extending into the Columbia Botanical Gardens trail system. This trail proposal capitalizes on the extra wide right-of-way that 4th Street provides (See bottom right). This route is separated from the roadway by a landscaped buffer and possibly low fence, similar to the one that exists on N 16th Street near St. Helens Middle School (See top right).

Currently, 4th Street has fragmented sidewalks, sometimes on both sides of the street. This off-street trail would replace the need to upgrade the street with sidewalks and bike lanes on both sides because it would provide a route separated from the road network for bikes and pedestrians to safely travel from Columbia Blvd. to the Columbia Botanical Gardens. In addition, this route would extend the 5th Street Trail proposal which also begins at Columbia Blvd, 1 block west. Together, these two routes would provide off-street north to south safe passage from the Columbia Botanical Gardens all the way to Nob Hill Nature Park for both cyclists and pedestrians.

For the section of this proposal that would provide access to the Columbia Botanical Gardens (See below left), there is already an informal trail that leads there, but it is located on undeveloped private property (See below right).



Off-street trail example separated by a low fence on N. 16th Street near St. Helens Middle School



Large right-of-way along 4th Street with Godfrey Park shown left



Left: 4th Street dead end into undeveloped private property

Right: Informal trail on undeveloped private property

Red line Version

City of St. Helens

RESOLUTION NO. 1725

A RESOLUTION TO ESTABLISH WATER, SEWER AND STORM DRAINAGE UTILITY RATES

WHEREAS, pursuant to St. Helens Municipal Code Title 13, Water, Sewer and Storm Drainage Utility rates and charges are to be established by resolution; and

WHEREAS, on November 4, 2015, a public forum was held by the City Council to provide information about the proposed schedule for utility rate increases; and

WHEREAS, the Council deliberated on November 4, 2015.

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

Section 1. The water, sewer and storm drainage utility rates and charges set forth in Exhibits 1, 2, 3 and 4, attached hereto and made a part thereof by this reference, are hereby adopted.

Section 2. This Resolution implements increases effective for the first full billing cycle on or after December 1, 2015.

Section 3. This Resolution supersedes Resolution No. 1647 and any previous resolution setting forth water, sewer and storm drainage utility rates and charges.

Approved and adopted by the City Council on November 18, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
Water, Sewer and Storm Drainage Utilities Administrative Rules

1 Deposits

A deposit of \$90 will be required of customers within the City limits, and a deposit of \$120 will be required of customers outside the City limits of the City of St. Helens before water, sewer, and/or storm drainage service will be provided. A customer may request a deposit refund after 12 consecutive months of not incurring any late fees on their account.

2 Utility Assistance Program

The Utility Assistance Program, formerly known as the Senior Citizen Discount, was permanently discontinued on December 4, 2013. Those customers who previously qualified and were receiving assistance prior to December 4, 2013, shall receive a fixed discount of \$20 per bi-monthly billing (\$10 per month) so long as they continue to meet the criteria of: age 65 or older and either own or rent and currently reside in a residence within the city limits.

3 Restoration Charge

A customer shall pay for restoration of water service when service has been discontinued under the provisions of this resolution. The customer shall pay the following service fee for restoration:

Between Hours of:	The Greater of:	
8 AM to 4 PM	\$ 20.00	or actual cost of labor and materials
4 PM to 8 AM or Weekends/City holidays	\$ 100.00	or actual cost of labor and materials

These charges shall not apply to new water service applications.

4 Delinquent Accounts

Upon failure to pay water charges due within the first ten days of a month, by the 15th day of the month the account shall be delinquent and a late charge of \$5 shall be added, and by the 25th day of the month the account shall be assessed an additional \$20 delinquent fee and water service to the customer may be turned off (dates subject to change if they fall on weekends or holidays).

5 Billing Adjustments**a Leak Adjustments**

- i The request must be in writing (include completed City's Water Leak Adjustment Form), completed within 30 days of billing date to which the customer wishes the adjustment to apply, and include receipts and/or 3rd party statement that leak was repaired. Due to timing of detection versus billing, adjustments may be allowed to be applied to the current billing and the immediate previous billing as well.
- ii For consideration of leak adjustments, the leak must be repaired within five days of detection and/or when physical access is available, and the customer can demonstrate that they took other mitigation measures to prevent/lessen water loss until repairs were completed.
- iii Measurement of water lost due to a leak - the City will use the customer's average seasonal usage for the previous 3 years as a base consumption. If the customer does not have a complete history, then the City will utilize the average consumption for a like customer (i.e. Residential 600 cf per month) when calculating any adjustments.
- iv Customers will be responsible for half of the calculated water loss due to a leak.
- v The City may not consider leak adjustment requests from customers who have already received a leak adjustment in the past 18 month period.
- vi Payment of excess water consumption (leak portion) may be made through a payment plan at the discretion of the utility billing specialist (based on payment/credit history). Payments can be no less than \$25 per month or \$50 bi-monthly.

- vii Additional adjustment may be made by the City Administrator and/or their delegate if a hardship of payment can be determined.

- c Meter reading errors

- i Misread meter - If meter is misread during the monthly or bi-monthly reading cycle, upon detection the City will suspend any/all late fees and immediately re-read the meter and bill accordingly.
- ii If testing a customer's meter results in detection of under/over billing, then that ratio of discrepancy may be applied on bills retroactively for a 12 month period. The City Administrator has the discretion to modify as they may deem reasonable.
- iii If an account is discovered to be billed incorrectly due to setup error on the City's part, then no retroactivity of billing will be applied unless a credit is due to the customer. If incorrectly billed and/or failure to bill is due to incorrect or falsified information provided by the customer and/or failure to notify the City based on Municipal Code, then the City may retroactively apply the billing corrections for up to a 36 month period.

- d Unexplained usage

It may be determined that a customer has experienced an unexplained increase in usage and is eligible for a one time adjustment at the discretion of the City Administrator.

- e If a customer wishes to dispute a billing adjustment made by the City, they have 30 days from the initial determination of request to provide their dispute in writing which will be further considered by the City Administrator and/or City Council.

6 Temporary Services for new construction

The City may allow temporary service during construction of a new structure needing Water, Sewer and/or Storm drainage. The contractor will be required to complete an application for services, pay a one time fixed charge of \$25, a deposit as stipulated in section 1 of this exhibit, and will be billed based on defined customer classifications derived at time of application.

City of St. Helens
Water Utility Rates and Charges

Billings for customers include two components: Fixed rate and a volume charge for the amount consumed. The two components are added together to compute an invoice for each customer. Fixed rates are based on costs associated with maintaining/reading meters and the costs associated with billing and are charged per connection to the water system. Volume rates are based on the customer class for each 100 cubic feet (ccf) of water. The following table lists rates for customers within the City of St. Helens, retail customers outside the City of St. Helens, and wholesale customers.

City of St. Helens rates and charges are effective for billing cycles starting on or after dates shown below. Rates and charges shall be applied to all accounts on a monthly or bi-monthly basis. Certain designated accounts that may be deemed "Large Volume" accounts are billed monthly.

	Inside City of St. Helens		Outside City of St. Helens	
	Current	12/1/2015	Current	12/1/2015
Effective Date:				
<u>Water Utility Rate Components</u>				
1 Fixed Rate				
Monthly billings	\$ 10.40	\$ 10.4800	\$ 20.80	\$ 20.9600
Bi-monthly billings	20.80	20.9600	41.60	41.9200
2 Volume Rate (by Customer Class per 100 Cu.ft.)				
Residential	5.18	5.2190	10.36	10.4380
Multifamily:				
Duplex	5.00	5.0380	10.00	10.0750
Apartments	4.90	4.9370	9.80	9.8735
Commercial/Industrial	4.20	4.2320	8.40	8.4630
Wholesale				
Columbia City			3.13	3.1540

3 Outside the City limits of the City of St. Helens

- a Except as indicated in the Enterprise Zone Ordinance No. 2500, all properties outside the city limits shall be charged rates identified above.
- b Application for new service connection outside the city limits for surplus city water shall be reviewed by the Public Works Director and the City Council for facilities planning. Such application shall not be approved by the City Council unless the necessary size of main is extended to serve anticipated growth in the relevant area of the City's Urban Growth Boundary.
- c No Connection for new service outside the city limits for City water shall be installed unless a consent to annex is submitted to the Planning Department and an outside City water user agreement is signed and received by the City Administrator.

4 Hydrant Meter

Any customer who receives a permit for a hydrant meter shall pay a deposit of \$200, and shall pay Commercial/Industrial rates for such water usage. Such customer shall also pay a monthly rental fee for the meter of \$25 per month, or portion thereof. Meters must be returned every 12 months for assessment of condition, meter reading and billing of usage.

5 Water Testing Charges

Upon request by a City water customer, the City will provide testing for total coliform and fecal coliform. The City shall charge the customer \$45 for such test. This charge also applies to construction requests for the same test on new pipelines.

6 Meter testing

A customer may request the meter providing water service to their property be tested for accuracy. The test will require the following deposits to be collected before testing:

Meter sizes	Deposits
One inch or less	\$ 100
Greater than one inch and less than one and a half inches	\$ 150
Greater than one and a half inches	Set by Public Works Director of Operations

If testing results show the meter was faulty, the deposits will be refunded; if not, then no refund will be given. Adjustments will be governed by exhibit 1 section 5 of this resolution.

City of St. Helens
Sewer Utility Rates and Charges

Billings for customers include two components: Fixed rate and a volume charge for the amount consumed. The two components are added together to compute an invoice for each customer. Fixed rates are based on costs associated with maintaining/reading meters and the costs associated with billing and are charged per connection to the sewer system. Volume rates are based on the customer class for each 100 cubic feet (ccf) of water or a fixed amount if no measurable consumption is available. The following table lists rates for customers within the City of St. Helens, retail customers outside the City of St. Helens, and wholesale customers.

City of St. Helens rates and charges are effective for billing cycles starting on or after dates shown below. Rates and charges shall be applied to all accounts on a monthly or bi-monthly basis. Certain designated accounts that may be deemed "Large Volume" accounts are billed monthly.

	Effective Date:	Inside City of St. Helens		Outside City of St. Helens	
		Current	12/1/2015	Current	12/1/2015
<u>Sewer Utility Rate Components</u>					
1 Fixed Rate					
Monthly billings	\$	15.23	15.2700	\$	19.04 19.0900
Bi-monthly billings		30.45	30.5300		38.05 38.1500
Residential without measurable consumption ³					
Monthly billings		47.43	47.5500		59.29 59.4400
Bi-monthly billings		94.84	95.0800		118.55 118.8500
2 Volume Rate (by Customer Class per 100 Cu.ft.)					
Residential (Single Family)					
With measurable water consumption ⁴		5.85	5.8647		7.31 7.3283
Multifamily					
Two residential sewers		6.47	6.4862		8.09 8.1103
Duplex		4.67	4.6817		5.83 5.8446
Apartments		4.49	4.5013		5.62 5.6341
Commercial ⁵					
Low Strength		5.25	5.2632		6.56 6.5764
Medium Strength		6.64	6.6566		8.30 8.3208
High Strength		9.24	9.2631		11.54 11.5689
Special Strength ¹⁰		Varies	Varies		
Wholesale					
Columbia City					1.78 1.7845

3 Without Measurable Water Consumption

- a **Residential customer** accounts are considered to be "without measurable water consumption" when potable water is obtained from a well or where the customer has no personal water consumption history established during the winter averaging period within the service area. New customer accounts without history are set based on 5.50 ccf (monthly) until measurable consumption is recorded and used to establish a new rate. Customers receiving only sewer service who obtain potable water from a well or another water provider are set based on 5.50 ccf (monthly). Adjustments may be made based on actual usage during the winter averaging months of January through April if the customer can provide sufficient documentation.
- b **Multifamily customer** accounts are considered to be "without measurable water consumption" when potable water is obtained from a well or where the customer has no personal water consumption history established during the winter averaging period within the service area. New customer accounts without history are set based on 5.50 ccf (monthly) per unit until measurable consumption is recorded and used to establish a new rate. Customers receiving only sewer service who obtain potable water from a well or another water provider are set based on 5.50 ccf (monthly) per unit. Adjustments may be made based on actual usage during the winter averaging months of January through April if the customer can provide sufficient documentation.
- c **Commercial customer** accounts are considered to be "without measurable water consumption" when potable water is obtained from a well or where the customer has no personal water consumption history established during the winter averaging period within the service area. The sewer volume charge for new customer accounts will be calculated as follows:
 - i Strengths will be defined by Standard Industrial Classification (SIC) code (i.e. restaurants defined as high) or the customer may elect to have a qualified laboratory regularly monitor and provide measurements of Biological Oxygen Demand (BOD), Total Suspended Solids (TSS) and other particulates (i.e. fats, oils, and grease) to the City.
 - ii Volumes will be from certification of meter readings provided at the source (well or 3rd party provider). It will be the customer's responsibility to obtain and forward meter readings to the City on a regular bases. In absence of actual meter readings, the City will utilize average usage patterns from similar commercial customers with measurable usage. This method is to be an interim step until such time as a system to measure water usage can be implemented and/or received.

4 Residential Sewer Accounts - Winter Averaging

- a Volume will be based on 4-month winter averaging of water consumption. The winter average period will be defined as the 4-month period starting with the first full billing cycle starting on or after December 15th of each year.
- b Accounts with an average usage of less than 1 ccf of water consumption are automatically assessed at the 5.50 ccf average.
- c Customers may request in writing to have the sewer based on actual usage if the property is vacant (transition between tenants, foreclosure, etc.) or consistently averages below 1 ccf per billing cycle over a 12-month period.
- d The assigned average for water consumption may be appealed to the City Administrator, or his/her designee, and could be modified pending a review of the account and findings thereof.

5 Table utilized to define commercial strengths

Strength Classification	BOD (mg/l)	TSS (mg/l)
Low	0-250	0-300
Medium	251-500	301-600
High	501-1,000	601-1,200
Special ¹⁰	1,001+	1,201+

The responsible person for paying the sewer charge may appeal the strength classification made by the City. Such appeal shall be made in writing to the City Administrator. The person appealing must provide sufficient information as to the strength of the sewer discharge created by their use so that the City Administrator or designee may evaluate the evidence and determine the proper strength of the waste generated.

6 Outside the city limits of the City of St. Helens

- a Except as indicated in the Enterprise Zone Ordinance No. 2500, all properties outside the city limits shall be charged rates identified above.
- b Application for new service connection outside the city limits for City sewer shall be reviewed by the Public Works Director and the City Council for facilities planning. Such application shall not be approved by the City Council unless the necessary size of main is extended to serve anticipated growth in the relevant area of the City's Urban Growth Boundary.
- c No Connection for new service outside the city limits for City sewer shall be installed unless a consent to annex is submitted to the Planning Department and an outside City sewer user agreement are signed and received by the Water Department.

8 Dormant Sewer Lines

Testing of a dormant existing sewer line connected to an old building or to be reused for a new building will be at a cost of time and materials.

9 Sewage Dumping Charges

- a The rates to be charged all persons, firms or corporations for septic or sewage materials derived from the pumping out or cleaning of on-site sewage disposal systems shall be ~~\$0.1050~~ 0.110 per gallon effective 12/1/15. This rate shall be determined from the signed source and quantity record to be provided by all sewage disposal service providers.
- b The rate for domestic sewage from sources other than septic tanks and chemical toilets that is not concentrated by such pretreatment shall be ~~\$0.085~~ .090 per gallon effective 12/1/15, with a minimum fee of one month residential sewer rate (with monthly winter average of 5.5 ccf). To qualify for this rate, sewage disposal service providers shall request a review of the sources proposed for delivery as domestic sewage by the Wastewater Treatment Plant Superintendent. Only material from sources approved as domestic sewage by the Wastewater Treatment Plant Superintendent shall receive a domestic sewage rate. Sources and quantity records must demonstrate that only material from approved domestic sewage sources are contained in sewage disposal vehicles dumped at this rate.
- c A surcharge of \$0.01 per gallon shall be charged for any waste generated and accepted from outside of Columbia County.
- d Wastewater discharge permit rates may be modified at the discretion of the Wastewater Treatment Plant Superintendent based on loading and/or available plant capacity.
- e The septage disposal facility will be open and readily available during normal operating hours of 8 AM and 4:30 PM, Monday through Friday. Hours of operation for weekends and City Holidays (which will be posted accordingly) will be 7 AM to 11 AM.

10 Surcharges - Special Strength

- a All surcharges shall be based on total metered water supply into the premises for flow and customers will provide to the City regular testing results of samples. A sewer flow meter and alternative sampling or re-sampling at customer expense may be approved by the Wastewater Treatment Plant Superintendent. The concentration of each pollutant in excess of the above limits shall be used to determine the monthly surcharge for the period throughout the time interval between sample periods. The concentration shall be the average value of five consecutive daily tests taken over a period of five days, except when another period is specified by the Wastewater Treatment Plant Superintendent. Samples shall be taken at an approved manhole or other location determined by the Wastewater Treatment Plant Superintendent to be suitable so that samples will be representative.
- b Surcharges - Special Strength charges are highlighted in the following table

		Current	Effective 12/1/15
BOD (mg/l)	TSS (mg/l)	Rate per ccf of usage	Rate per ccf of usage
1,001-2,000	1,201-2,400	\$ 12.81	\$ 12.8421
2,001-4,000	2,401-4,800	19.85	19.8997
4,001-8,000	4,801-9,600	32.76	32.8419
8,001-16,000	9,601-19,200	57.30	57.4433
16,001-32,000	19,201-38,400	105.96	106.2249

Acceptance and pricing for loads in excess of table will be at the discretion of the Wastewater Treatment Plant Superintendent.

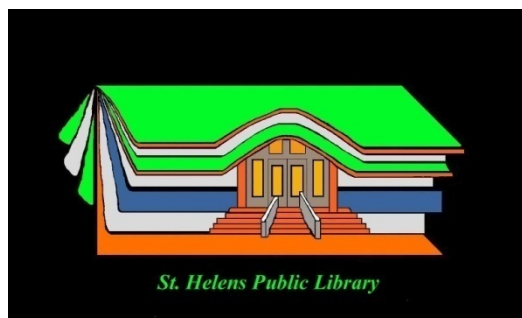
The responsible person for paying the sewer charge may appeal the strength classification made by the City. Such appeal shall be made in writing to the City Administrator. The person appealing must provide sufficient information as to the strength of the sewer discharge created by their use so that the City Administrator or designee may evaluate the evidence and determine the proper strength of the waste generated.

City of St Helens
Storm Drainage Utility Rates and Charges

Billings for customers are based on amount of impervious surface for a property. The measurements are broken down into components of single family units or equivalent residential units.

City of St. Helens rates and charges are effective for billing cycles starting on or after dates shown below. Rates and charges shall be applied to all accounts on a monthly or bi-monthly basis. Certain designated accounts that may be deemed "Large Volume" accounts are billed monthly.

	Effective Date:	Monthly		Bi-monthly	
		Current	12/1/2015	Current	12/1/2015
<u>Storm Drainage Utility Rates</u>					
1 Residential		\$ 10.95	10.98	\$ 21.90	21.96
2 Commercial		10.95	10.98	21.90	21.96
3 Industrial		10.95	10.98	21.90	21.96
4 All other uses		10.95	10.98	21.90	21.96
As defined					



November 10, 2015

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Early Literacy Outreach: Our Youth Librarian, Nathan Jones, makes monthly outreach visits to Head Start classes, the ESD's Early Childhood Special Education classes, St. Helens High School Teen Parent Program and area preschools. He also attends the monthly meetings of the Columbia County Early Childhood team – a group of area agencies serving children ages birth to five.

Calendar


- | | |
|----------|---|
| 11/11 | No Toddler Story Time |
| 11/11 | Library is Closed – Veteran's Day Holiday |
| 11/14 | Ukulele – Beginners 10am, Continuing Students 11am |
| 11/14 | No Writers' Guild due to National Novel Writing Month Activities |
| 11/14 | St. Helens Writers' Guild, 12-2pm, Armstrong Room |
| 11/17 | Library Board Meeting, 715-815pm |
| 11/18 | Teen Advisory Board Meeting will be held during the Teen Game Night |
| 11/18 | Teen Game Night, 5-630pm, Auditorium |
| 11/18 | Friends of the Library Meeting, 530-630pm, Armstrong Room |
| 11/21 | Ukulele – Beginners 10am, Continuing Students 11am, Auditorium |
| 11/26 | No Preschool Story Time |
| 11/26-29 | Library is Closed – Thanksgiving Holiday |
| 11/28 | No Ukulele Class |

National Novel Writing Month (NaNoWriMo) Write-Ins - Share the writing experience with other local writers. The Library serves coffee, teas, and light snacks during these collaborative dedicated writing times. All Write-Ins will be held in the Armstrong Room.

- Thursday, November 12, 2 – 7 pm
- Friday, November 13, 1 – 5 pm
- Wednesday, November 18, 12 – 4 pm
- Thursday, November 19, 2 – 7 pm
- Friday, November 20, 5pm – 12 am – LATE NIGHT WRITE
- Saturday, November 21, 10 – 2 pm
- Wednesday, November 25, 12 – 4 pm
- Friday, December 4, 5-7pm – Thank Goodness It's Over Party (T.G.I.O.)

The Library will be hosting a private party for all those who participated in this year's NaNoWriMo program. Details will be given to all participants.

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	18 November 2015	
Subject:	October Status Summary	

Engineering

1. Awarded contract and held pre-construction meeting for the S. 4th Street Storm Drain Extension.
2. Held pre-construction meeting for the Pump Station #7 Upgrade project.
3. Awarded contract and held pre-construction meeting for the Trench Patching project.
4. Finalized documents and specifications for the sewer lateral abatement work.
5. See complete report.

Parks

1. No report available this month.

Public Works Operations & Maintenance

1. Water system received certificate of *Outstanding Performance* from the Oregon Health Authority.
2. Replaced 69 standard water meters with new radio read meters.
3. Completed storm drain extension on N. 19th Street.
4. Responded to fourteen after-hours call-outs, mostly related to Halloweentown activities.
5. Started new storm drain extension project on S. 1st Street.
6. Responded to sewer problem; contractor installed fence posts through City sewer line.
7. Performed maintenance and/or service on 44 various vehicles and equipment.
8. See complete reports.

Water Filtration Facility

1. Produced 40.5 million gallons of filtered drinking water, an average of over 1.3 million gal/day.
2. Determined issue with HVAC system and initiated repairs. Was far less serious than first thought.
3. Changed out rack control valve on Rack 5 to resolve integrity test failure issues.
4. See complete report.

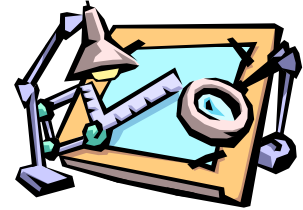
Waste Water Treatment Plant

1. Completed interviews for open Operator III position. Hired new operator
2. Alarm at PS#5 due to equipment failure. Developed alternate function until equipment can be replaced.
3. Accepted hauler waste from Dyno Nobel.
4. See complete report.



Engineering Department Status Report

10 November 2015



DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

The contractor has made some progress on completing the sidewalk along Hankey Road.

Sykes Road Development

No changes in status of this project. This is a small land partition and development project which has been reviewed and can be approved at this time. The owner/developer is unsure of when they want to start the work – late fall or wait until spring – and the issuance of the construction permit will depend on when they anticipate the work to begin.

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

The outfall structure near the boat ramp at the marina is substantially complete, with the exception of installing a railing and grate. The new structure is designed to slow the velocity of the flow as it enters the waterway and trap sediment that may be carried that far. The inlet structure at the east end of Godfrey Park is almost finished, with just a little more concrete to pour and also installing the inlet grate. New storm lines have been installed along River Street, connecting to the completed manhole. Pavement restoration of River Street and inside the RV park is also complete. The Contractor is working to move the fill material between N. 2nd Street and the RV park so that the connecting section of storm pipe can be installed by open excavation methods. There is approximately 200 feet of pipe remaining to be installed.

Sanitary Lift Station No. 7 Upgrade Project

The contractor has provided the critical submittals for review and approval so that they can be ordered as quickly as possible. Construction is anticipated to begin in mid-December, once all of the electrical components for the new control panel have been received.

North 19th Street Storm Drain Extension

The Public Works crew are working on a storm drain extension on N. 19th Street between Columbia Boulevard and St. Helens Street.

S. 4th and Park Way Storm Extension

Semling Construction, Inc. was awarded the contract for this project. They started work in the first week of November and expect to have the project complete in approximately four weeks.

Sanitary Sewer Lateral Abatement

Engineering staff has prepared a Request for Quotes to obtain a contractor to complete the remaining lateral repairs. There are a total of 12 properties that have been non-responsive to repair notices, or have otherwise indicated that they do not plan to make the repairs. Once a contractor has been selected, the repairs will be completed and the cost will be billed back to the property owner per the nuisance abatement procedures outlines in the Municipal Code. If the property owner does not reimburse the City for the work done, a lien will be placed against the property.

STREET AND TRANSPORTATION PROJECTS

Asphalt Trench Patching Project

S-2 Contractors, Inc. was awarded the Trench Patching Project. They started work on November 3 and will continue to work through the list of patching over the next couple of weeks, as weather allows. The contract will remain open

through next spring so that additional patching can be done for repair and maintenance projects that will be completed over the winter months.

Crack Sealing Street Maintenance and Preservation Project

Through years of wear and tear, asphalt surfacing can start to crack, allowing water to penetrate in to the subsurface and between lifts, or layers, of asphalt. Over time, this can cause further damage to the driving surface of the roadway. If the cracking is not substantial, one cost-effective way of extending the life without repaving the entire street is to do crack sealing. The final draft of specifications for this project are substantially complete however, this project may be delayed until the spring when there will be more favorable weather conditions for construction.

Right of Way and Construction Permits

There was one Right-of-Way permit issued by the Engineering Department during the month of October for a new ADA ramp to be installed at 31 Cowlitz Street.

MISCELLANEOUS PROJECTS

McCormick Park Pedestrian Bridge

The new bridge has been delivered and is being stored in the back of the parking lot in McCormick Park. To save costs, pre-manufactured concrete abutments will be purchased, and a contractor with experience setting these structures will be hired to help place them properly. Much of the work will be done by City crews, helping the total of the City's in-kind grant match total.

Public Works Work Report October 2015

Water Dept:

Replaced 69 meters with radio reads
Cleaned sewer lines
Assisted sewer crew with 19th St. storm project
Read meters
Read heavy users
Cleaned up sidewalk concrete projects
Poured concrete on 200 blk. of S. 16th St.
Replaced shut-off at 114 Macarthur St.
Replaced meter box at 334 S. 12th St.
Replaced meter box at 125 N. 2nd St.
Replaced shut-off at 81 Dubois Ln.
Replaced shut-off at 201 Cowlitz St.
Poured concrete at 81 Dubois Ln. & 114 Macarthur St.
Hauled wood and pallets for bonfire

Sewer Dept:

Worked on N. 19th St. storm project
Cleaned lines in Basin 1 & 2
Checked for plug at 2045 Tualatin St. – on owner's side
Contractor put fence posts through sewer line at 1324 Old Portland Rd.
Clean out dump site at WWTP
Raised cleanout on main at 1325 Old Portland Rd.
Checked for plug at 34679 Alpine Ave.
Locate cleanout on DF-3 main on Little St.

Call-Outs:

Hay bales in road at Gable Rd. & OPR
Telemetry alarm
Set up barricades for Halloweentown
Water off for leak at 35159 Sykes Rd.
Empty trash and fill TP for Halloweentown
Breaker popped at gazebo, replaced TP & ran light tower for Halloweentown
Picked up light stand, turned off reader boards & cleaned up for Halloweentown
Restocked restrooms and emptied trash for Halloweentown
Water off for leak at 2595 Gable Rd.
Sewer plug at 174 Sunset Blvd. – on owner's side
Water off for leak at 1804 Columbia Blvd.
Turned on delinquent at 2843 Columbia Blvd.
Fence contractor broke sewer at 1324 Old Portland Rd
Cleaned feces off restroom walls at Columbia View during Halloweentown

Miscellaneous:

Swept streets
Marked 39 locates
Checked wells & reservoirs daily

To: Neal and Sue

From Brett

Re: Monthly report October 1st to 31st

Oct 1st

Office Computer work

PW Cut a tree down at the tree farm for Jim

PW #55 Cleaned off the engine of the sweeper

Oct 2nd

PW Straightened out a bike rack for Marc

PW #76 Jump started truck

Oct 5th

PW #81 Installed the new 3" hose on the exercise machine

PW Hauled a load of junk to the Dump

Keith sick

Oct. 6th

PW Picked up the Halloween tractor and the pumpkin from the Stimson building and took it to the public works shop

PW #1 Replaced the shift cable and started a service

Oct. 7th

PW Hauled the pumpkin and the tractor down to the plaza for Halloween Town celebration
Also installed a new ball hitch on the tractor for the hay ride

PW #1 Finished service

Police S-7 Topped off the oil

Oct. 8th

Office Computer work

PW Checked on equipment

PW Helped with the Halloween Stuff

Oct. 9th

Brett Vac day

Picked up and delivered straw for the Halloween town rides

Oct. 12th

Police S-18 Checked battery and test ran the car ran fine

PW Found the Dipstick for the Halloween town tractor and reinstalled it

PW #48 Checked all fluids and topped them off

Oct. 13th

Fire Dept. Welded up a trailer hitch for them

PW Looked at some things to fabricate for the water department

Oct. 14

Parks #10 Checked the two way radio

Oct. 15th

Parks Unloaded a truck at the park

PW #80 Reconnected the positive battery terminal back on

Oct. 16th

Parks Helped build the Bon Fire at the Boise Property with the guys moved picnic tables and
Delivered the tractor to the trailer hooked up a draw bar to the tractor

Keith Vac day

Oct 19th

Parks #5 Checked all fluids and tested battery

Oct 20th

PW #81 Checked belts and found to be tight and checked oil in the blower

Parks #3 Removed natural gas tank from the truck

City hall #12 Installed new wiper blades

Oct 21st

PW #81 Test ran the water valve exercise machine and found nothing saying that it had a
problem

PW #20 Put air in the front tires

Oct 22nd

Office Computer work

PW #20 Checked the tires on the backhoe

PW #20 Signed all the paper work for the new backhoe

PW Repaired some threads for marc

Oct 23rd

Office Computer work

Shop Cleaned restroom and shop floor

Parks #5 Replaced a head light bulb

Oct. 24th

PW #13 Replaced batteries

Parks Repaired some threads in a seat

Oct. 27th

Parks Helped unload the walking Bridge for McCormick parks

PW Went to the Paper Mill and did their safety training

PW Unloaded a bucket for the new backhoe

Oct. 28th

PW Took the bucket for the 410 to public works

PW #16 Installed the radio antenna and a new boom light

Parks #10 Installed new wiper blades

PW #11 Cleaned the vehicle and took it to City Hall so they could use it

Oct. 29th

PW #16 Full service and went to Portland for parts installed a new Slack adjuster on the brakes

PW #33 Installed a new speaker mount

PW #18 Started service

Oct. 30th

PW #16 Finished service

PW Installed a new battery on the Asphalt cutter

Keith Sick



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 October 2015

Water Production: 40.5 million gallons 1.3 million gallons per day

Week 1 Produced and sent September OHA reports to the State, still using the original data collecting program XLReporter because the new HMI program is still not configured to collect and publish our information. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Performed the monthly change out of the reagents on the chlorine monitoring instruments.

Week 2 Corresponding with the SCADA programming integrators in New York as we continue to resolve and fine tune our new and upgraded HMI, (Human to Machine Interface) program that controls and monitors the WFF process. Neal provided us with another HVAC service contractor, *tcms* corp, which I am looking into to ask for assistance in researching, repairing or replacing the existing, obsolete system we have in place. Had a site visit from TCMS and after touring and looking at our system, they have some questions that I need to answer for them after doing some research to assist them in making a suggestion of how to improve or repair the existing HVAC system for the electrical vault here at the WFF. Ordered a new monitor for the security system.

Week 3 Rack 5 is consistently beginning to fail IT tests, changed out one of the rack control valves, the rack is now passing with flying colors again. The first troubleshooting procedure we performed is pinning one of the fibers in a module, but that did not even make a dent in the IT test. Guy experienced a complete computer failure in the SCADA HMI system. He had to come in, reboot the 4 HMI computers, the PLC and the router and Linksys and Comcast communication modems. The HMI system came back to life. Out of frustration we have made contact with an integrator systems consultant to assist us to resolve our Ignition HMI system that Northpoint seems to of dropped the ball in helping us bring the system up and making it fully PLC compatible. Russell automation will be on site next week to begin troubleshooting and assessing what still needs to be done to make our system ready to control the water filtration facility. One of the first items on the punch list is to configure how to generate reports from the new HMI system, our original program is going on 11 years old. The new integrator shared with us that they will also provide us some training as to how to edit and use our new program efficiently and help us with answering our many questions about our “links” with in the program that are not configured yet. Continuing the compilation of improving and updating our WFF maintenance logbook spreadsheets. Received delivery of both Chlorine and Caustic. Received our new monitor and replacement rack control valves. Requesting a third set of eyes to look at our HVAC system.

Week 4. Requesting telemetry funds for integrator technician work to be done on our SCADA HMI system. Had a site visit from NCC, northwest controls, to investigate our needs as regards the HVAC unit supplying air for the electrical room. He found that the refrigerant lines DO NOT leak as the previous contractor had diagnosed and we are going to move forward with bringing the units back on line very soon. Ordered chlorine for early next week.

Respectfully submitted,

Howie Burton and Guy Davis, City of St. Helens – Public Works Filtration Facility Operators

WWTP Monthly Operations and Maintenance Report October 2015

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 10/5-Trouble shot SolarBee D and F. D needs a new battery.
- 10/5-Aerator #22 not running. Won't restart. Pete came out and found wire burned up in the bucket on the 6th.
- 10/15-Removed rags from aerator #3 and grass from SolarBees.
- 10/15-SolarBee F battery is no good. Will need to order a new one.
- 10/22-Pete here to fix bucket on aerator #22. He also replaced fuse in aerator #21.

Primary System Report

- All normal monthly routines complete.

Pump Stations

- PS#1-Low level alarm. Pressure washed 6" of grease off walls.
- PS#5-Neighbors called complaining the generator was in alarm. Checked it out and alarm had cleared.
- 10/10-PS#7-1050-Power failure alarm. Stewart went and found generator not running. After resetting, generator ran until power was restored at 1330.
- 10/17-PS#5-Channel 2 in alarm. Cleared before Stewart could get there. Cycled power on the HydroRanger.
- 10/19-PS#7-Pump #2 cycling on and off every 30 seconds. The off set point on the HydroRanger and the low level float were too close. Raised HydroRanger off set point.
- 10/28-Preconstruction meeting for PS#7.

Sodium Hypochlorite System

- 2156 gallons used this month.
- 2480 gallons used last month.
- 10/1-Hypo delivery

Call-outs

- 10/31-1720 and 2220-PS #5 Low level alarm. HydroRanger failed and the pumps continued to run until low level float turned them off. Disabled dialer channel and will add float.

Plant

- 10/13-10/21-Quarterly sampling.
- 10/14-TCMS here to do semi-annual routine maintenance on HVAC system.
- 10/18-Mill informed us that they are bypassing the clarifier until they can get parts-two weeks.
- 10/20-Tour for Dale Graff and school kids.

- 10/23-Cleaned headworks channel 2.
- 10/27-Cleaned North contact tank.
- 10/28-Cleaned South contact tank.
- 10/30-Johnny Leavy started as Op III.
- 10-31-Opened 2nd headworks channel due to higher flows. Adjusted screen #2 start differential back to 1.7'. Also opened South contact tank.

Pretreatment

- 10/15-Letica inspection.
- 10/21, 22-Wastewater from Dyno Nobel discharged here through WasteXpress.
- 10/21-Met with Jon Ellis regarding evaporation credit for Letica.
- 10/23-ORPET inspection.

Other

- 10/2-Changed DI water filters.
- 10/2-Trouble shot problems with the receiving station software.
- 10/8-Interviews for Operator III position.
- 10/20-Took vacuum trailer out to Joint Maintenance. They were unable to fix it so we cleaned it and took it back to public works.

Next Month

- Start construction on PS#7.
- Eat turkey.