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## City of St. Helens **UPDATED COUNCIL AGENDA**

**Wednesday, April 6, 2016**

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. **7:00PM - CALL REGULAR SESSION TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **INVITATION TO CITIZENS FOR PUBLIC COMMENT** – *Limited to five (5) minutes per speaker.*
4. **PROCLAMATION: National Public Safety Telecommunicators Week – April 10-16**
5. **ORDINANCES – Final Reading**
  - A. **Ordinance No. 3205:** An Ordinance Amending St. Helens Municipal Code Chapter 8.24 Regarding Rules and Regulations within the Off-Leash Area of McCormick Park
6. **RESOLUTIONS**
  - A. **Resolution No. 1736:** A Resolution of the Common Council of the City of St. Helens Establishing Council Goals for 2016
7. **AUTHORIZE CITY ADMINISTRATOR TO EXECUTE SUBORDINATION AGREEMENT FOR HOLCOMB COMMERCIAL PROPERTIES LLC (KAVANAGH LID)**
8. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
  - A. Legal Services Agreement Amendment with Jordan Ramis PC for Legal Services
  - B. Contract Payments
9. **CONSENT AGENDA FOR ACCEPTANCE**
  - A. Library Board Minutes dated February 9, 2016
  - B. Accounts Payable Bill List
10. **CONSENT AGENDA FOR APPROVAL**
  - A. Council Public Forum and Regular Session Minutes dated March 16, 2016
  - B. **Declare Surplus Property – All Departments**
  - C. OLCC Licenses
  - D. Accounts Payable Bill List
  - E. **Exclusive Use Permit: SH Little League, 6<sup>th</sup> & 7<sup>th</sup> Street Fields & McCormick Park Soccer Field, April 1 to June 18, 2016**
11. **MAYOR PETERSON REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **DEPARTMENT REPORTS**
14. **ADJOURN**



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.

**City of St. Helens**  
**RESOLUTION NO. 1736**

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY  
OF ST. HELENS ESTABLISHING COUNCIL GOALS FOR 2016**

**WHEREAS**, the City Council has developed Goals based on identifying those priorities and actions most important to be undertaken in 2016; and

**WHEREAS**, the 2016 Goals will guide the Council's work and leadership over the year; and

**WHEREAS**, the 2016 Goals will be the foundation of the City's budget formulation and the development of staff work programs.

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

The City Council hereby approves the 2016 Council Goals as set forth in Exhibit A attached hereto and incorporated herein.

**Approved and adopted** by the City Council on April 6, 2016, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

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



## 2016 CITY OF ST. HELENS - DRAFT CITY COUNCIL MISSION AND GOALS

- GOAL 1** Provide Effective Governance and Fiscal Management
- GOAL 2** Improve Service, Communication and Relationships
- GOAL 3** Foster a Safe and Healthy Community
- GOAL 4** Facilitate Economic Development Activities
- GOAL 5** Provide Sound Stewardship of Community Assets

***The City of St. Helens' mission is to provide quality, effective and efficient service to our citizens.***

By doing so we will:

- ***Develop and preserve the highest possible quality of life for our residents, businesses, and visitors.***
- ***Provide a safe and healthy environment within a sound economic framework.***
- ***Provide leadership which is open and responsive to the needs of the community and works for the benefit of all.***

### **GOAL 1 - Provide Effective Governance and Fiscal Management**

The operation of government is reflected in the organization structure and management of financial resources.

**DESIRED OUTCOME** – City government operates efficiently and effectively in carrying out its tasks and meeting its goals. The process of governance is transparent and accessible to the Citizens. Financial management is prudent and sound.

- ✓ **Promote Fiscal Sustainability**
  - **Maintain sufficient operating reserves in General Fund and Enterprise fund accounts**
  - **Update financial elements of capital improvement plans**
  - **Consider sustainability in purchasing decisions**
  - **Improve tax base and revenue sources**
  - **Explore options to reduce unfunded PERS liability**
- ✓ **Promote balanced revenue system that reflects service demands**
- ✓ **Support stable, effective and accountable management**
  - **Review/update stormwater fees/utility billing policies**
- ✓ **Improve efficiencies and effectiveness**
  - **Explore Monthly Utility Billing**
  - **Continue to explore, develop and implement cost saving efficiencies**



### **GOAL 2 - Improve Service, Communication and Relationships**

The channels of communication, service and partnership are embodied in the relationships between City government and the Citizens.

**DESIRED OUTCOME** – Effective leveraging of resources, respect, and good will mark the relationship between City government and its Citizens. Citizens feel valued and actively participate in their community and government.

- ✓ **Provide open and transparent government**
  - **Encourage citizen involvement**
  - **Promote separation of policy and administrative decision making processes**
  - **Participate in initiatives which further the City's goals**
  - **Explore community survey options to measure City governance performance**
- ✓ **Improve communication**
  - **Assure good communication between City departments**
  - **Utilize P.E.G. programming to improve community outreach efforts**
  - **Explore live camera feeds on City website**
  - **Continue social media engagement efforts: Gazette, Facebook, Twitter, E-blasts, YouTube channels**
- ✓ **Deliver excellent customer service**
  - **Promote positive workplace environment and good employee morale**
- ✓ **Improve community relationships**
  - **Promote estate/endowment donation to support services and improve sense of community**
  - **Develop plan for recruiting and sustaining volunteers**
  - **Improve civic relationships (schools, county, state, federal and community partners)**
- ✓ **Promote inclusive governance**



### GOAL 3 - Foster a Safe and Healthy Community

The City government facilitates access to available resources in order to ensure a healthy, safe and prosperous community.

**DESIRED OUTCOME** – The community is safe, attractive and inviting. Citizens have good access to public resources and take pride in their personal health and the overall health of their community.

- ✓ **Provide resources to support City services (ie. Police, Library, Parks, Public Works)**
  - Support Police reserve program
  - Support Police accreditation program
  - Support Library operations and programming
- ✓ **Support City infrastructure and facilities**
  - Maintain streets in safe/serviceable condition
  - Explore alternative funding for street maintenance
  - Provide clean drinking water and compliant waste water treatment
  - Adequately staff, equip and house police services
- ✓ **Promote access to social and health services**
- ✓ **Promote education, activities and programs to improve community health and welfare**
  - Improve personal/family preparedness
  - Exercise disaster/emergency preparedness plans
  - Support public art and beautification
- ✓ **Support parks, trails and recreation programs**
  - Explore alternative funding for parks maintenance



### GOAL 4 - Facilitate Economic Development Activities

The City's programs and leadership encourage sustainable economic development.

**DESIRED OUTCOME** – The City has a vibrant and durable local economy with job growth in both the commercial and industrial sectors. The three commercial districts are all prosperous with a variety of viable businesses and high occupancy rates.

- ✓ **Leverage assets to retain, support and attract local business**
  - Support Columbia County Economic Team (CCET)
  - Support tourism promotion activities
  - Support SHEDCO and the Main Street Program
- ✓ **Establish development policies and public improvements/standards that recognize economic trends and community “livability”**
- ✓ **Collaborate with community organizations to create a cohesive Economic Development effort**
  - Develop strategic partnerships to further the City’s mission and goals
  - Participate in regional economic development activities
- ✓ **Encourage business-friendly policies**
- ✓ **Encourage private investment in the City**



### GOAL 5 - Provide Sound Stewardship of Community Assets

The community's assets are maintained and operated in a manner demonstrating professionalism and community pride.

**DESIRED OUTCOME** – The City exercises wise stewardship of public infrastructure assuring facilities are built to meet growing needs, infrastructure is maintained to industry standards, and provisions are made to provide funding for needed future investments. Private spaces visible or usable by the public are well maintained.

- ✓ **Complete capital projects in a timely and cost effective manner**
  - Godfrey Park stormwater outfall
  - Continue meter replacement program
  - Continue I&I reduction program
- ✓ **Secure Infrastructure funding resources**
  - Evaluate urban renewal infrastructure funding options
  - Ensure capital facilities plans are up to date
  - Secure grants, loans and funding
  - Develop public/private partnerships and collaborations
  - Secure waterfront planning and design funds
  - Pursue street/highway safety project funding
- ✓ **Maintain compliance with local, state and federal regulations**
- ✓ **Complete community visioning and planning projects**
  - Update 2006 Economic Opportunities Analysis
  - Continue Waterfront Redevelopment Planning
  - Explore alternate Public Works shop site locations
  - Apply for DLCD TGM grant - Gable Rd./Old Portland/ 1<sup>st</sup> Street/ Plymouth Street Refinement Planning
  - Update 2006 Personnel Policies and Procedures
  - Transportation Analysis for EPA - AWP Waterfront Planning
  - EPA-CWA Community Wide Assessment Grant
  - Lagoon repurposing analysis
  - Sykes Road Land Fill Property
  - City Website

*City of St. Helens*  
**Declare Surplus Property**  
**City Council Meeting**  
**April 6, 2016**

If approved, the following items will be disposed of per St. Helens Municipal Code Chapter 2.04.

**All Departments**

City Hall

- 5 monitors
- 3 cameras
- 2 server
- 4 workstations
- 6 printers
- 2 switches
- 3 computers
- 1 laptop

Library

- 1 monitor
- 1 server
- 4 workstations
- 1 printer

Police

- 2 workstations
- 2 printers
- 1 switch
- 2 recording devices

Public works – according to Sheri some of this stuff has been declared surplus already but I figured I'd at least put it on the list.

- 4 workstations
- 5 monitors
- 6 printers
- 1 Ikon C7130 copier

All of these items are recyclable. Centerlogic, our IT consultant, will dispose of these via a recycler of computer equipment. If any of these items is not recyclable, it will either be put into a surplus property sale or will be disposed of via the garbage.





## City of St. Helens

265 Strand Street ♦ P.O. Box 278 ♦ St. Helens, Oregon 97051

Phone: (503)397-6272 ♦ Fax: (503)397-4016

www.ci.st-helens.or.us

# Exclusive Use Permit

Group/Organization Name St. Helens Little League Phone \_\_\_\_\_

Authorized Agent Name Bryan Hutton Phone 503-438-0507

Address PO Box 331 City, State, Zip St. Helens OR 97051

Mailing Address (if different) \_\_\_\_\_

Park/Field 6<sup>th</sup> & 7<sup>th</sup> St. Fields & McCormick Soccer Field

Activity Description Baseball

Term (Dates) April 1, 2016 to June 18, 2016

Days/Hours of Use: Monday 4pm – 8pm

Tuesday 4pm – 8pm

Wednesday 4pm – 8pm

Thursday 4pm – 8pm

Friday 4pm – 8pm

Saturday 8am – 8pm

Sunday \_\_\_\_\_



### AUTHORIZATION

Proof of Insurance Received ☒ Yes ☐ No

Commercial Use ☐ Authorized ☒ Not ☐ Concessions Authorized

Parks Commission ☒ Approved 3/15/16 ☐ Denied \_\_\_\_\_

Meeting Date

Meeting Date

City Council ☐ Approved \_\_\_\_\_ ☐ Denied \_\_\_\_\_

Meeting Date

Meeting Date

Notes \_\_\_\_\_



Approved \_\_\_\_\_

City of St. Helens Official

3-30-16

Date Signed

**This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the Agreements & Conditions (attached) and Rules & Regulations (attached) of this permit or for the preservation of the public peace, health, safety, or general welfare.**

### Fee Schedule

Fee Type	Check All That Apply	Amount Due
Athletic Fields (not more than 2 weeks)	<input checked="" type="checkbox"/> \$10.00 per day x <u>3</u> fields x <u>67</u> days	\$2010.00
Use of Field Lights (Add'l)	<input type="checkbox"/> \$10.00 per day x _____ fields x _____ days	
TOTAL AMOUNT DUE:		\$2010.00

Amount Paid \$ 2010.00 Date Paid 3-29-16 Receipt No. 102516 Initials SLI





# Athletic Fields

Please complete this application for periods of exclusive use over two weeks.



## SECTION 1 Applicant Information

Group/Organization Name St Helens Little League Phone \_\_\_\_\_  
 Authorized Agent Name BRYAN HUTTON Phone 503-438-0507  
 Address PO Box 331 City, State, Zip St. Helens, OR 97051  
 Mailing Address (if different) \_\_\_\_\_

## SECTION 2 Permit Information

Park/Field 6th - 7th Street Fields : McCormick Tball  
 Activity Description (i.e. softball, soccer, etc.) BASEBALL  
 Dates 4/1/16 to 6/18/16

Days/Hours of Use:

Monday 4pm - 8pm  
 Tuesday 4pm - 8pm  
 Wednesday 4pm - 8pm  
 Thursday 4pm - 8pm  
 Friday 4pm - 8pm  
 Saturday 8am - 8pm  
 Sunday \_\_\_\_\_

Do you intend to sell any merchandise or service? ☒ No ☐ Yes

If "yes", describe \_\_\_\_\_

Will you require use of the concessions stand? ☒ No ☐ Yes

Other Comments/Information \_\_\_\_\_

### FOR OFFICE USE

Application date 3-7-16

☒ Insurance

☒ Summary Report

☒ Fee paid

Receipt # 102516

☒ Calendar

☒ Parks → ☐ Council

### Approval dates

☒ Parks 3-15-16

☐ Council \_\_\_\_\_

☐ Permit issued \_\_\_\_\_

## DECLARATION

By signing this application, you declare that you have read and agree to the attached "Agreements and Conditions" and "Rules and Regulations" for use of City-owned properties including public right-of-ways.

Signature of Authorized Agent \_\_\_\_\_

Date signed 2/29/16

## FEE SCHEDULE

ATHLETIC FIELDS = \$10 PER FIELD, PER DAY

USE OF FIELD LIGHTS, additional = \$10 PER FIELD, PER DAY

Athletic Fields	<input checked="" type="checkbox"/> \$10.00 per day X <u>3</u> fields X <u>67</u> days =	\$ <u>2680-</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$10.00 per day X _____ fields X _____ days =	\$ _____
TOTAL AMOUNT DUE		\$ <u>2680-</u>

2016.00

# City of St. Helens

## Annual Summary Report

**Exclusive Use Permit Financial Activities for** 2015  
Year

Organization name St. Helens Little League  
 Authorized agent Bryan Hutton  
 Contact # 503/438-0507  
 Fields/Facilities used 10<sup>th</sup> & 7<sup>th</sup> St Fields and McCormick T-Ball  
 Dates of usage 4/1/15 to 6/15/15

Concession Stand gross sales	\$ <u>0</u>
Concession Stand expenditures	<u>0</u>
Concession Stand net receipts	<u>0</u>
Permit Holder park improvement expenditures*	<u>\$ 13,000-</u>
Permit Holder maintenance activities expenditures**	<u>\$ 1500-</u>
Permit Holder use fees (City)	<u>\$ 2500-</u>
Permit Holder lighting fees	<u>0</u>
Other	

\*Permit Holder park improvements (please describe): NEW BACKSTOP, DUGOUTS  
BENCHES & BLEACHERS FOR T-BALL #1 @ MCCORMICK. ADDITIONAL NEW  
INFIELD

\*\*Permit Holder maintenance activities expenditures (please describe):  
RESURFACE 10<sup>th</sup> ST FIELD, IMPROVED GROUNDS AT 7<sup>th</sup> ST

TOTAL EXPENDITURES \$ 17,000-  
TOTAL INCOME \$ 0  
TOTAL AMOUNT FORWARD TO NEXT SEASON \$ \_\_\_\_\_

*Please return this form to the City of St. Helens with your application for and Exclusive Use Permit.*



**CERTIFICATE OF LIABILITY INSURANCE**

DATE 12/15/15

Keystone Risk Managers, LLC  
1995 Point Township Drive  
Northumberland, PA 17867

CERTIFICATE # 4370102-1

4 37 01

ADDITIONAL NAMED INSURED:

SAINT HELENS LL  
BRYAN HUTTON  
35101 BURT RD

ST HELENS

OR 97051

**INSURERS AFFORDING COVERAGE:**

INSURER A: LEXINGTON INSURANCE COMPANY

INSURER B: NATIONAL UNION FIRE INSURANCE  
(Non-Liability) COMPANY OF PITTSBURGH, PAINSURER C: AIG SPECIALTY  
INSURANCE COMPANY**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

IR R	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE MM/DD/YYYY	POLICY EXPIRATION DATE MM/DD/YYYY	LIMITS
A	X	GENERAL LIABILITY				EACH OCCURRENCE \$1,000,000
		X OCCURRENCE	011225814	1/01/2016	1/01/2017	GENERAL AGGREGATE \$2,000,000
		X INCL. PARTICIPANTS	Property Damage Deductible: \$250			PRODUCTS/COMP OPS AGGREGATE \$1,000,000
		X SEXUAL ABUSE				SEXUAL ABUSE OCCURRENCE \$1,000,000
						SEXUAL ABUSE AGGREGATE \$2,000,000
		MEDICAL PAYMENTS				ANY ONE PERSON
A	X	DIRECTORS & OFFICERS	19330955	1/01/2016	1/01/2017	EACH LOSS \$1,000,000
						AGGREGATE \$1,000,000
A	X	CRIME COVERAGE	011408717	1/01/2016	1/01/2017	EACH LOSS \$35,000
			Crime Deductible: \$250 Property/\$1,000 Money			AGGREGATE NONE
3	X	SPORTS EXCESS ACCIDENT	SR09105434	1/01/2016	1/01/2017	As in Master Policy Med. Max. \$100,000 Ded. \$50

**"X" INDICATES COVERAGE SELECTED FOR ADDITIONAL NAMED INSURED****ADDITIONAL INSURED**

Who is an Insured (SECTION II) of the General Liability policy is amended to include as an insured the person or organization shown in the schedule, but only with respect to liability arising out of the above named Little League's maintenance or use of ball fields, or other premises loaned, donated, or rented to that Little League by such person or organizations and subject to the following additional exclusions:

1. Structural alterations, new construction, maintenance, repair or demolition operations performed by or on behalf of the person or organization designated in the Schedule unless performed by the above named Little League and
2. That part of the ball field or other premises not being used by the above named Little League

NAME AND ADDRESS OF PERSON OR ORGANIZATION:

1. ST HELENS SCHOOL DISTRICT 2. MOOSE LODGE #591 OF WARREN 3. CITY OF  
ST HELENS 4. COLUMBIA COUNTY FAIRGROUNDS 5. ALPENROSE DAIRY 6. GRACE BAPTIST  
CHURCH 7. COLUMBIA RIVER PEOPLE'S UTILITY DISTRICT

**INSURED**

Little League Baseball Risk Purchasing Group, Inc.  
539 U.S. RT. 15 HIGHWAY  
South Williamsport, PA 17702

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES TO THE ABOVE NAMED LITTLE LEAGUE BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER OR THEIR REPRESENTATIVE WILL MAIL 30 DAYS WRITTEN NOTICE TO THE DESIGNATED PERSON OR ORGANIZATION AT THEIR LAST KNOWN ADDRESS TO US.

AUTHORIZED REPRESENTATIVE