

City of St. Helens

CITY COUNCIL

Regular Session Minutes

December 16, 2015

Members Present: Randy Peterson, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Ginny Carlson, Councilor

Members Absent: Susan Conn, Councilor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Amanda Renner



7:00PM – Call Regular Session to Order – Mayor Peterson

Pledge of Allegiance – Mayor Peterson

Invitation to Citizens for Public Comment

No comments received.

Ordinances – First Readings

- A. **Ordinance No. 3194:** An Ordinance Amending St. Helens Municipal Code Section 10.04.150(1)(K) Regarding Parking on a Sidewalk on the East Side of South 1st Street

Mayor Peterson read Ordinance No. 3194 by title for the first time. The final reading will be held at the next regular session.

Resolutions

- A. **Resolution No. 1726:** A Resolution to Amend Resolution No. 1454, the Business License Fee Schedule, to Provide for a Marijuana Business License Fee

Mayor Peterson read Resolution No. 1726 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1726. [Ayes: Locke, Carlson, Peterson; Nays: None]

- B. **Resolution No. 1727:** A Resolution to Set 2016 City Public Meetings and Holiday Closures Schedule for City of St. Helens Council, Boards and Commissions

Mayor Peterson read Resolution No. 1727 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1727. [Ayes: Locke, Carlson, Peterson; Nays: None]

C. Resolution No. 1728: A Resolution Adopting a City of St. Helens Identity Theft Prevention Program Policy

Mayor Peterson read Resolution No. 1728 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1728. [Ayes: Locke, Carlson, Peterson; Nays: None]

Council President Morten arrived.

Award Purchase of Trailer for Public Works to Pape Machinery Inc.

Background

Public Works Operations Department has a need for a mid-size utility trailer for the purpose of hauling equipment to and from job sites. In the past, this has been done by using a much larger trailer than is needed. However, the long trailer is too big to bring to certain locations and getting the appropriate equipment to these jobsites has been problematic.

State contracting law allows utilization of interstate cooperative procurement processes for obtaining competitive bids to streamline the purchasing process and save costs. Competitive bids for a new Trail King 20-ft tilt utility trailer were received by the Houston-Galveston Area Council Buy program (HGAC Buy) from Pape Machinery, Inc., of Portland, Oregon. The City is a member of HGAC Buy and has previously purchased equipment through their program. The low bid was \$12,075.00. One other bid was obtained from Potter Webster Company for a similar trailer for a total of \$20,000.00. The trailer purchase is included in the 2015/2016 approved budget for \$30,000.00.

Public contracting rules require that the City advertise the intent to purchase through an interstate cooperative agreement for seven days. If any comments are received within that time they are to be reviewed by the City Attorney and a written determination will be made of whether it is in the City's best interest to enter such an agreement. If no comments are received within the comment period, the purchase may be finalized.

Recommendation

Council award bid for the Trail King TKT16U Tilt Utility Trailer purchase to Pape Machinery Inc. through the HGAC Buy purchasing program in the amount of \$12,075.00, subject to approval by City Attorney at the end of the specified comment period.

Motion: Upon Locke's motion and Carlson's second, the Council unanimously awarded the bid for the trailer to Pape Machinery, Inc.

Approve and/or Authorize for Signature

A. Contract Payments

Motion: Upon Locke's motion and Carlson's second, the Council unanimously approved 'A' above.

Appointments to City Boards/Commissions

No appointments.

Consent Agenda for Acceptance

A. Planning Commission Minutes dated November 10, 2015

B. Accounts Payable Bill List

Motion: Upon Locke's motion and Carlson's second, the Council unanimously accepted 'A' through 'B' above.

Consent Agenda for Approval

- A. Council Work Session and Regular Session Minutes dated November 18 and December 2, 2015
- B. Accounts Payable Bill List

Motion: Upon Locke's motion and Carlson's second, the Council unanimously approved 'A' through 'B' above.

Council Reports

Mayor Peterson reported...

- Cautioned everyone about another weather event coming up. We will see flooding again in certain areas.
- Happy Holidays!

Council President Morten reported...

- Thank you to Public Works for lending a hand to the County and working in collaboration with the County to loan their pump and sandbag machine to the City of Vernonia.
- He asked Library Director Jeffries to elaborate on what Nathan Jones will be doing in his new position. Jeffries explained that he will be working for the Kitsap Regional Library at their Port Orchard Branch. It is an exciting opportunity for him. He will be missed.

Councilor Carlson reported...

- Nothing to report.

Councilor Locke reported...

- Thanked the Christmas Ships for coming to St. Helens.

Department Reports

Public Works Engineering Director Nelson reported...

- Happy holidays!

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Ellis reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- The grant application discussed during the work session requires his signature. He requested Council authorization to allow him to sign.

Motion: Upon Locke's motion and Carlson's second, the Council unanimously authorized City Administrator Walsh to sign the application for the Mental Health Collaboration Grant Program through the Bureau of Justice Assistance.

- There are six months until fireworks and they don't have a plan yet. Council agreed to

discuss it next year.

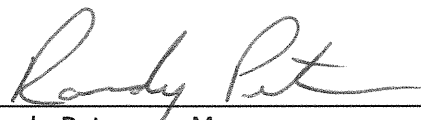
Adjourn - There being no further business, the meeting adjourned at 7:06 p.m.



ATTEST:



Kathy Payne, City Recorder



Randy Peterson, Mayor