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City of St. Helens COUNCIL AGENDA

Wednesday, June 17, 2015

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. **6:30PM – PUBLIC HEARING CONTINUED: FY2015-16 Budget Adoption**
2. **7:00PM – CALL REGULAR SESSION TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **INVITATION TO CITIZENS FOR PUBLIC COMMENT – *Limited to five (5) minutes per speaker.***
5. **CONTINUED DELIBERATIONS: FY2015-16 Budget Adoption**
6. **ORDINANCES – Final Reading**
 - A. **Ordinance No. 3187:** An Ordinance Amending St. Helens Municipal Code Section 6.04, Animal Control, Allowing Temporary Use of Goats for Targeted Grazing Purposes
 - B. **Ordinance No. 3188:** An Ordinance Amending St. Helens Municipal Code Chapter 8, Health and Safety, Regarding Prohibiting Smoking, Tobacco and Marijuana Use in City Parks and on Posted City-Owned Property
 - C. **Ordinance No. 3189:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.24, 17.84, and 17.108
7. **ORDINANCES – First Reading**
 - A. **Ordinance No. 3191:** An Ordinance Adopting a Parks & Trails Master Plan as an Addendum to the City of St. Helens Comprehensive Plan
8. **ORDINANCES – Emergency Reading**
 - A. **Ordinance No. 3190:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.32, and 17.100 and Declaring an Emergency
 - B. **Ordinance No. 3192:** An Ordinance Adopting Property Maintenance Requirements Providing for Registration of Vacant or Abandoned Buildings and Declaring an Emergency
9. **RESOLUTIONS**
 - A. **Resolution No. 1698:** A Resolution of the City of St. Helens Declaring the City's Election to Receive State Revenues
 - B. **Resolution No. 1700:** A Resolution Establishing Garbage & Recycling Rates and Superseding Resolution No. 1663
 - C. **Resolution No. 1701:** A Resolution of the Common Council of the City of St. Helens, Oregon Adopting a City Employee Compensation Plan for Fiscal Year Beginning July, 2015
 - D. **Resolution No. 1702:** A Resolution of the City of St. Helens Authorizing the City to Purchase Real Property

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For more information or for an application, stop by City Hall or call 503-366-8217.

- E. **Resolution No. 1703:** A Resolution of the Common Council of the City of St. Helens, Oregon, Transferring Appropriations within Funds
- F. **Resolution No. 1704:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting Budget, Making Appropriations, and Levying Taxes for the Fiscal Year Beginning July 1, 2015
- G. **Resolution No. 1705:** A Resolution to Appoint a Presiding Municipal Court Judge
- H. **Resolution No. 1706:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting a Vacation Accrual Payout Policy
- 10. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Extension of Concession Agreement with World Wide-ATM LLC for ATM in front of 277 Strand
 - B. Amendment No. 2 to Agreement with InTime Services Inc. for Police Department Scheduling
 - C. Amendment No. 6 to IGA with Columbia County for Community Corrections Work Crews
 - D. Lease with ODOT Rail & Public Transit Division for Property from Gable Road to Deer Island Road
 - E. Personal Services Agreement with Laurie Selden for Prosecutorial Services
 - F. Personal Services Agreement with Cindy Phillips for Judicial Services
 - G. Personal Services Agreement with Cindy Phillips for Legal Services
 - H. Contract Payments
- 11. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
- 12. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Planning Commission Minutes dated May 12, 2015
 - B. Accounts Payable Bill List
- 13. **CONSENT AGENDA FOR APPROVAL**
 - A. Public Works Engineering Director Job Description
 - B. Public Works Operations Director Job Description
 - C. Accounts Payable Bill List
- 14. **MAYOR PETERSON REPORTS**
- 15. **COUNCIL MEMBER REPORTS**
- 16. **DEPARTMENT REPORTS**
- 17. **ADJOURN**

City of St. Helens
ORDINANCE NO. 3187

**AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE
SECTION 6.04, ANIMAL CONTROL, ALLOWING TEMPORARY USE
OF GOATS FOR TARGETED GRAZING PURPOSES**

WHEREAS, the City Council recognizes that the use of goats to clear unwanted vegetation is an environmentally friendly alternative to using mechanical equipment or harmful chemicals, especially to clear invasive species such as Himalayan blackberry and English ivy.

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

Section 1. Section 6.04.010(27) of the St. Helens Municipal Code is amended to read as follows: (additions underlined; deletions ~~stricken~~)

“(27) “Targeted grazing” means the use of goats to accomplish a defined vegetation or landscape goal.”

Section 2. Former Section 6.04.010(27) of the St. Helens Municipal Code is renumbered as follows: (additions underlined; deletions ~~stricken~~)

(278) “Wildlife” means any undomesticated wild mammal or reptile that is wild by nature.

Section 3. Section 6.04.040(5) of the St. Helens Municipal Code is amended to read as follows: (additions underlined; deletions ~~stricken~~)

(5) Animal Restrictions and Prohibitions.

(a) The following are prohibited except as set forth in subsections (5)(b)~~and~~, (5)(c) and **(5)(d)** of this section:

(i) Beekeeping. No person shall possess, maintain or keep bees in the city limits.

(ii) Dogs. No single-family residence shall contain more than three adult dogs and one litter of puppies under six months of age.

(iii) Exotic Animals. No person shall possess, maintain or keep any exotic animal in the city limits.

(iv) Hens and Ducks. No ~~person~~ single-family residence shall possess, maintain or keep more than three adult hens or ducks, or any combination thereof, and six chicks or ducklings, or any combination thereof, under nine weeks of age.

(v) Livestock. No person shall possess, maintain or keep any livestock in the city limits.

(vi) Rabbits. No ~~person~~ single-family residence shall possess, maintain or keep more than three adult rabbits and one litter of rabbit kits (bunnies) under nine weeks of age.

(vii) Wildlife. No person shall possess, maintain or keep any wildlife **in the city limits**.

(b) Except for subsections (5)(a)(i), (5)(a)(v) and (5)(a)(vii) of this section, an owner may request an animal facility license for the keeping of such animals in the manner as set forth in SHMC 6.04.080.

(c) Persons owning and keeping roosters, dogs or rabbits in the city in numbers exceeding the provisions of subsection (5)(a) of this section on August 1, 2007, shall be allowed to continue the same without an animal facility license subject to the following:

(i) No such animal in excess of the otherwise allowed number shall be replaced or returned following death or dispossession of the animal.

(ii) Such person can provide documented evidence of such animals as of the above date.

(iii) This subsection (5)(c) shall apply only to roosters, dogs and/or rabbits not exceeding five in number.

(d) The temporary keeping of goats for the sole purpose of targeted grazing of vegetation is an accessory use to the primary use on a unit of land and requires a special use permit. The duration of targeted grazing on any one property one-half acre or less in area is limited to not more than 21 consecutive days. Properties more than one-half acre in area shall be divided into penned areas of one-half acre or less. The duration of targeted grazing is limited to not more than 21 consecutive days for each penned area. Goats may not return to a treated area for 30 days following a targeted grazing treatment. No more than three targeted grazing treatments per calendar year may occur on any one property one-half acre or less in size or on any one penned area in the case of properties greater than one-half acre in size.

Read the first time: June 3, 2015
Read the second time: June 17, 2015

APPROVED AND ADOPTED by the City Council this 17th day of June, 2015, by the following vote:

Ayes:
Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3188

**AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE
CHAPTER 8, HEALTH AND SAFETY, REGARDING PROHIBITING
SMOKING, TOBACCO AND MARIJUANA USE IN CITY PARKS
AND ON POSTED CITY-OWNED PROPERTY**

WHEREAS, the City currently prohibits smoking in city parks within 50 feet of the following areas when in use: children's playground areas; athletic fields and courts; special use areas (i.e. skate parks, BMX tracks); bleachers, grandstands, benches and spectator areas located adjacent to playgrounds, athletic fields and courts, and special use areas; covered picnic areas; restrooms; and concession areas. Smoking is also prohibited in all areas of any city park where a festival, concert, or similar public event is occurring; and

WHEREAS, a smoke, tobacco and marijuana free policy creates a healthy and safe environment for St. Helens residents, visitors, and especially youth. The City of St. Helens believes that tobacco use in the proximity of children and adults engaging in or watching outdoor recreational activities at city-owned or operated facilities is detrimental to their health; and

WHEREAS, a smoke and tobacco free policy sustains an environment that supports a non-tobacco norm through a tobacco free policy, rule enforcement, and adult-peer role modeling on city-owned outdoor recreational facilities; and

WHEREAS, a smoke and tobacco free policy reduces the exposure of children and youth to smoking and tobacco use and therefore protects their health and discourages them from starting a harmful habit that is difficult to ultimately quit; and

WHEREAS, a smoke and tobacco free policy protects parks and natural areas from environmental degradation caused by the littering of cigarette butts and other tobacco related waste requiring additional maintenance expenses, diminishing the beauty of the City's recreational facilities, and poses a risk to toddlers due to ingestion; and

WHEREAS, a smoke and tobacco free policy protects parks and natural areas from potential risk of fires; and

WHEREAS, a smoke and tobacco free policy supports individuals who are trying to quit smoking or tobacco use or have already quit; and

WHEREAS, a smoke and tobacco free policy contributes to cost savings: tobacco-related disease is still the leading cause of preventable deaths in Oregon and Columbia County; and

WHEREAS, prohibiting smoke and tobacco use in all city parks, natural areas, and recreational areas, and on all posted city-owned property aligns with the City of St. Helens desire to improve livability and community health.

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

Section 1. Section 8.24, Park Regulations, of the St. Helens Municipal Code is amended to read as follows: (additions underlined, deletions stricken)

8.24.065 Smoking in city parks. See SHMC 8.32.010.

~~(1) Smoking is prohibited in city parks within 50 feet of the following areas when they are in use: children's playground areas; athletic fields and courts; special use areas (i.e., skate parks, BMX tracks); bleachers, grandstands, benches and spectator areas located adjacent to playgrounds, athletic fields and courts, and special use areas; covered picnic areas; restrooms; and concession areas.~~

~~(2) Smoking is prohibited in all areas of any city park where a festival, concert, or similar public event is occurring. A limited smoking area may be designated by the sponsoring agency if said area is clearly identified by signs and borders and is located in a restricted area at the outside edge of said festival, concert, or event.~~

~~(3) "NO SMOKING" signs or signs with the international "no smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across the cigarette) shall be clearly, sufficiently, and conspicuously posted in every public place where smoking is prohibited by this section.~~

Section 2. Section 8.32, Smoking Pollution Control, of the St. Helens Municipal Code is amended to read as follows: (additions underlined, deletions stricken)

Section 8.32

Smoking, Pollution Tobacco and Marijuana Use Control

8.32.010 Smoking, tobacco and marijuana use prohibited.

(1) Smoking, tobacco and marijuana use is prohibited within all city parks, on any posted city-owned property, in any city-owned building, and at any city-sponsored event.

(2) Prohibited products include, but are not limited to bidis, cigarettes, cigarillos, cigars, clove cigarettes, electronic cigarettes, nicotine vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco, and marijuana, including edibles.

(3) "SMOKE-FREE/TOBACCO-FREE" signs or signs with the international "no smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across the cigarette) shall be clearly, sufficiently, and conspicuously posted in every public place where smoking and tobacco use is prohibited by this section.

8.32.100 Inspection and citation.

The following are listed "enforcement officers" and are hereby specifically authorized by law to make such investigations and inspections as are necessary to enforce the provisions of this chapter, and to issue violation citations to individuals or entities to appear in the St. Helens municipal court:

(1) Any city police officer, city code enforcement officer, city building official, city planning administrator, city administrator, city engineering manager, or supervisory employee of the city public works/parks department and such other employees of the city of St. Helens as are specifically identified in an order or resolution of the city council.

8.32.200 Penalties.

(1) Violation of section 8.32.010 is a class B violation.

Read the first time: June 3, 2015

Read the second time: June 17, 2015

APPROVED AND ADOPTED by the City Council this 17th day of June, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3189

**AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE CHAPTERS
17.24, 17.84, AND 17.108**

WHEREAS, pursuant to St. Helens Municipal Code 17.20.020(1)(c) the Planning Director initiated a legislative change to adopt text amendments to the Community Development Code (St. Helens Municipal Code Title 17); and

WHEREAS, pursuant to the St. Helens Municipal Code and Oregon Revised Statutes, the City has provided notice to: the Oregon Department of Land Conservation and Development on March 10, 2015, and the local newspaper of record on March 25, 2015; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing on April 14, 2015 (continued to May 12, 2015) and, following deliberation, made a recommendation of approval to the City Council; and

WHEREAS, the St. Helens City Council conducted a public hearing on May 20, 2015 and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated and found that based on the information in the record and the applicable criteria in the SHMC that the proposed addendum and related amendments be approved.

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

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

Section 2. The City of St. Helens Municipal Code (Development Code) is hereby amended, attached hereto as **Attachment "A"** and made part of this reference.

Section 3. In support of the plan addendum described herein, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "B"** and made part of this reference.

Section 4. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: June 3, 2015

Read the second time: June 17, 2015

APPROVED AND ADOPTED this 17th day of June, 2015 by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

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

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:

[...]

(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, home occupations – Type I, unlisted uses: abutting properties;

(B) Major site design reviews, home occupations – Type II, sensitive lands, temporary uses, accessory structures, ~~variances~~: 100 feet;

(C) Land partitions: 200 feet;

(D) Expedited land divisions: 300 feet

[...]

TABLE A LAND USE DECISION PROCESS

(Note: for all land use decisions there can only be one approval authority and one appeal authority in the city)

DIRECTOR Decision without hearing	PLANNING COMMISSION Public hearing	CITY COUNCIL Public hearing
ACCESSORY STRUCTURES pursuant to Chapter 17.124 SHMC	Appeal or referral*	
LOT LINE ADJUSTMENTS pursuant to Chapter 17.140 SHMC	Appeal or referral*	
PARTITIONS pursuant to Chapter 17.140 SHMC	Appeal or referral*	

	SUBDIVISIONS pursuant to Chapter 17.136 SHMC when not part of a planned development	Appeal or referral
	Recommendation on SUBDIVISIONS pursuant to Chapter 17.148 SHMC when requested as part of PLANNED DEVELOPMENT and/or in conjunction with a VARIANCE to the subdivisions standard	SUBDIVISIONS pursuant to Chapter 17.148 SHMC when requested as part of PLANNED DEVELOPMENT and/or in conjunction with a VARIANCE to the subdivisions standard
REVIEW OF USES in Willamette Greenway zone	Appeal or referral*	Ordinance required
EXPEDITED LAND DIVISION (partition, subdivision, or PUD meeting definition and requirements of ORS 197.360)	Appointed referee	Oregon Court of Appeals
SITE DEVELOPMENT pursuant to Chapter 17.96 SHMC	Referral	Appeal
VARIANCE pursuant to Chapter 17.108 SHMC	Appeal or referral* <u>VARIANCE pursuant to Chapter 17.108 SHMC</u>	<u>Appeal or referral</u>
HOME OCCUPATION pursuant to Chapter 17.120 SHMC	Appeal or referral*	
SOLAR ACCESS for new construction on lots not covered by SHMC 17.24.090(3)(a) pursuant to Chapter 17.48 SHMC	Appeal or referral*	
	SOLAR ACCESS requirements for new subdivisions pursuant to Chapter 17.48 SHMC	Appeal or referral
SIGN PERMITS	Appeal or referral*	
	SIGN CODE EXCEPTIONS and SIGN CODE <u>ADJUSTMENTS/VARIANCES</u>	Appeal or referral

	pursuant to Chapter 17.88 SHMC	
TEMPORARY USE pursuant to Chapter 17.116 SHMC	Appeal or referral*	
UNLISTED USES	Appeal or referral*	
SENSITIVE LAND PERMIT (By Director)	Appeal or referral*	
	SENSITIVE LAND PERMIT within the floodplain pursuant to Chapter 17.44 SHMC (By Commission)	Appeal or referral
	CONDITIONAL USE pursuant to Chapter 17.100 SHMC	Appeal or referral
	Appeal of revocation of director decision	Appeal of revocation of planning commission or historic sites and overlay district committee decisions
	Recommendation on a preliminary PLANNED DEVELOPMENT ZONE CHANGE proposal under Chapter 17.148 SHMC	A preliminary PLANNED DEVELOPMENT ZONE CHANGE proposal under Chapter 17.148 SHMC; ordinance required
	Preliminary plan/plat for PLANNED DEVELOPMENT proposal under Chapter 17.148 SHMC	Appeal or referral
Final land division plan/plat	Appeal	
	Recommendation on quasi-judicial ZONING MAP AMENDMENT without comprehensive plan change pursuant to SHMC 17.08.030	Quasi-judicial ZONING MAP AMENDMENT without comprehensive plan change pursuant to SHMC 17.08.030; ordinance required
	Recommendation on quasi-judicial REZONING concurrent with a quasi-judicial comprehensive plan amendment	Quasi-judicial REZONING concurrent with quasi-judicial comprehensive plan amendment; ordinance required
	Recommendation on quasi-judicial	Quasi-judicial

	COMPREHENSIVE PLAN MAP OR TEXT AMENDMENT	COMPREHENSIVE PLAN MAP OR TEXT AMENDMENTS; ordinance required
	Recommendation on ANNEXATION request	ANNEXATIONS as referred by the planning commission; ordinance required
	Recommendation on COMPREHENSIVE PLAN AND ZONING DESIGNATIONS made to lands ANNEXED to the city	The formal imposition of COMPREHENSIVE PLAN MAP AND ZONING DESIGNATIONS made to lands ANNEXED to the city
	Recommendation on DEVELOPMENT AGREEMENT	DEVELOPMENT AGREEMENT; ordinance required
	ANY OTHER LAND USE MATTER not specifically assigned to the director or the city council under this code	Appeal or referral
MINOR MODIFICATIONS TO CONDITIONAL USE PERMIT	Appeal or referral*	
ACCESS VARIANCE	Appeal or referral* <u>ACCESS VARIANCE</u>	<u>Appeal or referral</u>
NONCONFORMING STATUS	Appeal or referral*	
		Supplemental application per ORS 227.184
	HISTORIC LANDMARK COMMISSION Public hearing	CITY COUNCIL Public hearing
	Recommendation on historic sites pursuant to Chapter 17.36 SHMC	Final decisions
	Approval for alterations and demolitions to historic sites pursuant to Chapter 17.36 SHMC	Appeals only

* Referrals can be appealed to the city council.

[...]

CHAPTER 17.84 ACCESS, EGRESS, AND CIRCULATION

[...]

17.84.120 Variances to access standards.

In all zoning districts where access and egress drives cannot be readily designed to conform to code standards within a particular parcel, access with an adjoining property shall be considered. If access in conjunction with another parcel cannot reasonably be achieved, the ~~director~~ commission may grant a variance to the access requirements of this chapter based on the standards set forth in SHMC 17.84.150. This does not apply to highway access.

17.84.130 Administration and approval process.

[...]

(4) The ~~director~~ commission shall approve, approve with conditions, or deny any application for an access variance. The ~~director~~ commission shall apply the standards set forth in SHMC 17.84.150 when reviewing an application for an access variance.

(5) The decision of the ~~director~~ commission may be appealed in accordance with SHMC 17.24.310(1).

[...]

17.84.140 Expiration of approval – Standards for extension of time.

(1) An access variance approval by the ~~director~~ commission shall lapse if:

[...]

17.84.150 Approval Standards

The ~~director~~ commission may approve, approve with conditions, or deny a request for an access variance based on findings that:

[...]

CHAPTER 17.108 VARIANCES

[...]

17.108.010 Purpose.

The purpose of this chapter is to provide the following:

(1) Standards for the granting of variances from the applicable zoning requirements of this code where it can be shown that, owing to special and unusual circumstances related to a specific piece of the land, the literal interpretation of the provisions of the applicable zone would cause an undue or unnecessary hardship, except that no use variances shall be granted; and

(2) For the reduction of the yard setback areas where a reduction is necessary to enlarge an existing structure or for the increase in lot coverage where an increase is for these reasons or new accessory structures.

[...]

17.108.030 Administration and approval process.

[...]

(4) The ~~director~~ commission shall approve, approve with conditions, or deny any application for a variance. The ~~director~~ commission shall apply the standards set forth in SHMC 17.108.050 when reviewing an application for a variance.

(5) The decision of the ~~director~~ commission may be appealed in accordance with SHMC 17.24.310(1).

[...]

17.108.050 Criteria for granting a variance.

(1) The ~~director~~ commission shall approve, approve with conditions, or deny an application for a variance based on finding that the following criteria are satisfied:

[...]

(2) The ~~director~~ commission shall approve, approve with modifications, or deny an application for an access variance in accordance with the criteria set forth in SHMC 17.84.150.

(3) The planning commission shall approve, approve with modifications, or deny an application for a subdivision variance subject to the criteria set forth in SHMC 17.136.120.

(4) The setback requirements in the applicable zone may be reduced up to 20 percent (a reduction of 20% of the required setback) and/or the lot coverage standards increased up to 5 percent (maximum specified lot coverage plus 5%) without a variance, provided the following standards are satisfied:

(a) The reduction of the setback area or increase in lot coverage established by the applicable zoning district shall be necessary to allow for the enlargement or remodeling of an existing building or accessory structure;

(b) The increase in lot coverage established by the applicable zoning district may also

allow for new accessory structures;

~~(b)~~ (c) The garage setback to the front property line satisfies the requirements of the applicable zoning district;

~~(c)~~ (d) The standards of Chapter 17.76 SHMC, Visual Clearance Areas, shall be satisfied;

~~(d) The resulting lot coverage shall not exceed the maximum lot coverage of the base zone;~~

(e) The proposed building, accessory structure, or addition shall not encroach upon any existing easements;

(f) When the proposed building or addition is within the rear yard, the setback adjacent to the rear property line shall be landscaped with sight-obscuring plantings in accordance with the standards set forth in SHMC 17.72.080, Buffering and screening requirements; and

(g) Setback, buffering and screening requirements that apply when commercial and industrial zones abut a residential zone shall be satisfied.

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Development Code Amendments ZA.1.15 (part 1)**

APPLICANT: City of St. Helens

PROPOSAL: Amendments to the Development Code to address changes to lot coverage standards and to establish the Planning Commission as the approval authority for all variance applications, generally.

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: April 14, 2015 (continued to May 12, 2015) before the Planning Commission and May 20, 2015 before the City Council.

Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on March 25, 2015. Notice was sent to the Oregon Department of Land Conservation and Development on March 10, 2015. Notice as required by ORS 227.186 was sent to property owners on March 17, 2015.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.

(a) Discussion: This criterion requires analysis of the applicable statewide planning goals. The applicable goal in this case is Goal 1.

Finding: *Statewide Planning Goal 1: Citizen Involvement.*

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. The City has met these requirements and notified DLCD of the proposal. In addition, the City has sent notice to property owners potentially impacted by the proposed changes in land uses allowed on property as required by ORS 227.186. Information was also included on the city's website.

Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

(b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines.

Finding: There no known federal or state statutes that apply to the proposed amendments.

(c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices and maps.

Finding: Generally, the proposed code amendments are minor as far as the comprehensive plan is considered and further analysis is not warranted.

(d) Discussion: This criterion requires analysis of the applicable provisions of the implementing ordinances.

Finding: The proposal modifies the Development Code but findings as to other applicable implementing ordinances are not necessary.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves the text amendments to the St. Helens Municipal Code (Development Code).

Randy Peterson, Mayor

Date

City of St. Helens
ORDINANCE NO. 3191

**AN ORDINANCE ADOPTING A PARKS & TRAILS MASTER PLAN AS AN
ADDENDUM TO THE CITY OF ST. HELENS COMPREHENSIVE PLAN**

WHEREAS, pursuant to St. Helens Municipal Code 17.20.020(1)(c) the Planning Director initiated a legislative change to the St. Helens Comprehensive Plan (St. Helens Municipal Code Title 19) to adopt the Parks & Trails Master Plan as an addendum to the Comprehensive Plan; and

WHEREAS, the City's original Parks Master Plan was adopted as a supporting document to the Comprehensive Plan in August 1999 by Council vote and such time has passed that an update is needed; and

WHEREAS, staff has prepared the Parks & Trails Master Plan after extensive review of existing state and local plans and policies; inventorying; analysis; public involvement through an online survey and well-attended Public Forum; ongoing consultation with the Parks Commission, Planning Commission, Bicycle & Pedestrian Commission, City Council, and City staff; and

WHEREAS, pursuant to the St. Helens Municipal Code and Oregon Revised Statutes, the City has provided notice to: the Oregon Department of Land Conservation and Development on April 7, 2015, and the local newspaper of record on April 16, 2015; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing on May 12, 2015 and, following deliberation, made a recommendation of approval to the City Council; and

WHEREAS, the St. Helens City Council conducted a public hearing on June 3, 2015 and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated and found that based on the information in the record and the applicable criteria in the SHMC that the proposed addendum be approved.

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

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

Section 2. The City hereby adopts the Parks & Trails Master Plan, attached hereto as **Attachment "A"** and made part of this reference, as an addendum to the St. Helens Comprehensive Plan (St. Helens Municipal Code Title 19).

Section 3. The City of St. Helens Comprehensive Plan is hereby amended, attached hereto as **Attachment "B"** and made part of this reference.

Section 4. In support of the plan addendum described herein, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "C"** and made part of this reference.

Section 5. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable.

Section 6. Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

Section 7. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: June 17, 2015

Read the second time: July 8, 2015

APPROVED AND ADOPTED by the City Council this 8th day of July, 2015.

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder



CITY OF ST. HELENS

COLUMBIA COUNTY, OREGON

PARKS & TRAILS

MASTER PLAN

ADOPTED JULY 2015

ORDINANCE NO. 3191



ACKNOWLEDGEMENTS

The City of St. Helens appreciates the contributions and input of individuals involved in this project including: St. Helens staff, the Parks Commission, the Bicycle and Pedestrian Commission, the Planning Commission, and all of the engaged community members who provided valuable input for this planning process. Further thanks to City Council for their support of the planning effort needed to successfully complete the Parks & Trails Master Plan.

CITY STAFF

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Jacob Graichen, City Planner

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Thad Houk, Parks Field Supervisor

Crystal Farnsworth, Communications Officer



CITY COUNCILORS

Randy Peterson, Mayor

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Susan Conn

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This plan was prepared with support from the Resource Assistance to Rural Areas (RARE) Program, which is an AmeriCorps Program based out of the University of Oregon's Community Service Center.

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CHAPTER 1: INTRODUCTION

1.1 SUMMARY

1.2 PURPOSE

1.3 PLAN ORGANIZATION

1.4 RELATIONSHIP TO OTHER PLANS

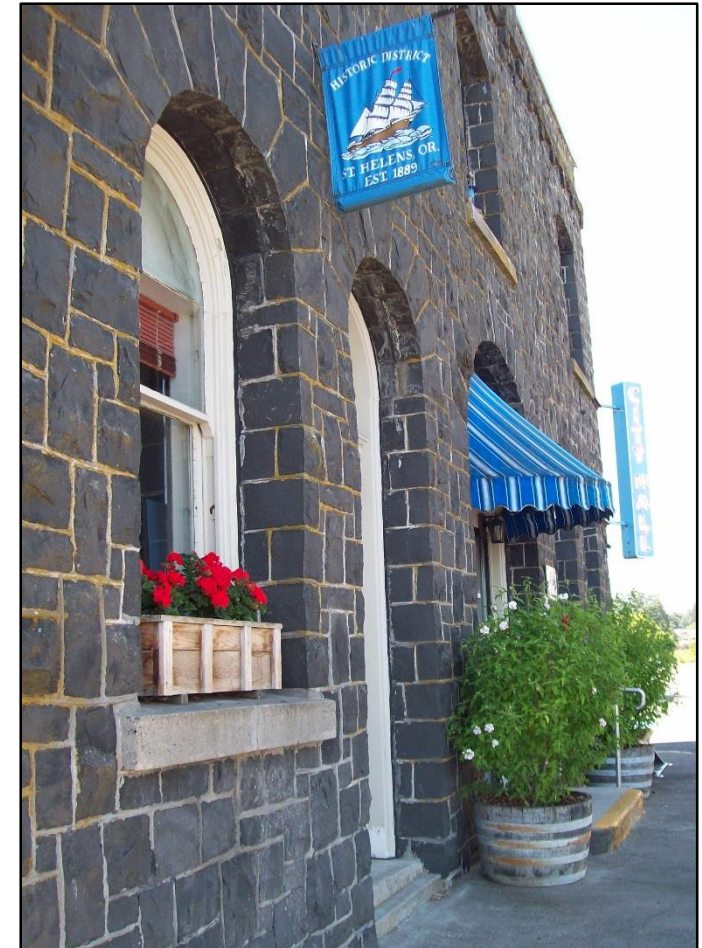
1.5 SOURCES OF INPUT

1.1 SUMMARY

The Parks and Trails Master Plan (the “Plan”) has been prepared to provide the City with a 10 to 15 year guide for continued improvement of city parks, trails, and their amenities. The City’s Comprehensive Plan (updated 2006) states it is the policy of the City of St. Helens to “develop a plan for walking trails”. St. Helens City Council, the Parks Commission and the Bicycle and Pedestrian Commission have all identified the need to update the outdated Parks Master Plan (1999) and to incorporate trails in the updated Master Plan. The Parks and Trails Master Plan is an update to the Parks Master Plan and also contains the first Trails Master Plan in the City’s history.

1.2 PURPOSE

This first purpose of this update is to identify the most current needs within the parks and trails system and to document the public and stakeholder engagement process of acquiring those needs. This Plan will also prioritize the identified needs based on the common themes from all forms of input, as well as develop possible funding strategies for addressing those needs. As funds become available, this Plan and the capital improvement component of the Plan can act as a well-calculated and publicly-endorsed guide for recreational development to help determine which projects and the order they should be funded. In addition, maintaining an updated Parks and Trails Master Plan allows the City to target specific funding methods (like State and Federal grants) and increases our eligibility of receiving those funds. Finally, an updated Parks and Trails Plan ensures that any future development will remain consistent with the stated vision for park and trail development.



1.3 PLAN ORGANIZATION

CHAPTER 1: INTRODUCTION

- Relationship to existing planning documents
- Community involvement summary

CHAPTER 2: COMMUNITY PROFILE

- Demographics and population trends
- Relationship to public health
- Existing land use conditions
- Waterfront relationship

CHAPTER 3: INVENTORY

- City park inventory, including parks not maintained by the City
- Inventory of parks outside city limits
- Trail system inventory
- Water trails
- Native and non-native plants
- Accessibility mandates

CHAPTER 4: LEVEL OF SERVICE

- Defines park classification system
- Defines parkland level of service guidelines
- Level of service analysis for park and trail systems

CHAPTER 5: NEEDS ASSESSMENT

- Parks and trails online survey report
- Public forum results
- Commissions and city staff involvement
- Oregon Parks and Recreation Department (OPRD)
2011 Trend Data



CHAPTER 6: RECOMMENDATIONS

- Park recommendations
- High priority park projects
- Trail recommendations
- Trail classification and design guidelines
- High priority trail proposals
- Bicycle and pedestrian fitness routes

CHAPTER 7: FUNDING STRATEGIES

- Parks department funding
- Public Works Operations Division: Parks and Grounds
- Capital improvement funds
- Funding strategies introduction
- Funding recommendations summarized

CHAPTER 8: CAPITAL IMPROVEMENT PLAN

- Introduction
- Park Projects
- Trail Projects

1.4 RELATIONSHIP TO OTHER PLANS

The Parks and Trails Master Plan is one of several documents that comprise the City of St Helens' long range planning and policy framework. The following adopted planning documents have been incorporated into the creation of this Plan as much as possible.

COMPREHENSIVE PLAN (UPDATED 2006)

The City's Comprehensive Plan includes goals and policies for general categories, such as transit, housing, and open space. Listed below are the general categories with goals and policies that relate to the Parks and Trails Master Plan update.

TRANSIT GOALS

- Encourage energy-sustaining modes of transit
- Increase appropriate walking and biking opportunities
- Create relatively traffic free residential areas

TRANSIT POLICIES

- Develop a plan for walking trails
- Maintain, implement and update the bikeway plan
- Plan and develop street routes to help alleviate Hwy 30's traffic load

NATURAL FACTORS AND LOCAL RESOURCE GOALS

- Encourage preservation of forest lands between Columbia City and St. Helens
- Direct development away from the Willamette River Greenway to the maximum extent possible; provided, however, lands committed to the urban uses within the Greenway shall be allowed to continue, and to intensify provided the activity is water-related or water-dependent. The City shall prohibit new non-water related or non-water dependent uses from within 150 feet of the Willamette River Greenway



- Encourage the preservation, restoration, and functionality of the open space corridors or rezone to open space zone the following lands: The canyon-area adjoining Godfrey Park, the unimproved gullies and creekbed systems, the lands along significant riparian corridors and connecting wetlands

HOUSING POLICIES

- Permit multifamily housing and mobile home park developments only if they have adequate open space

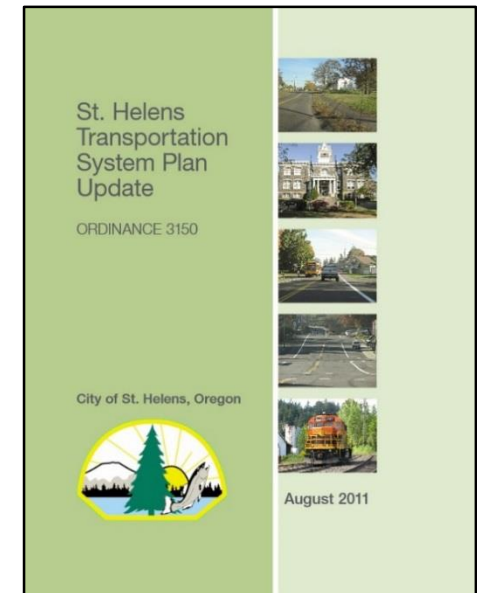
PUBLIC SERVICES AND FACILITIES POLICIES

- Develop a program whereby the city's park system can be maintained or expanded to serve the needs of anticipated growth
- Acquire sites for future parks as identified on the comprehensive plan map as far in advance as possible to have sites be within ½ mile of residential area

TRANSPORTATION SYSTEM PLAN (2011)

The City's Transportation System Plan (TSP) guides the management and implementation of the transportation facilities, policies, and programs, within St. Helens over the next 20 years. Because the TSP focuses on projects within existing right-of-ways, many of the trail projects within this Master Plan are not included in the 2011 TSP project list. Listed below are the general topics that the TSP addresses as they relate to the Parks and Trails Master Plan update.

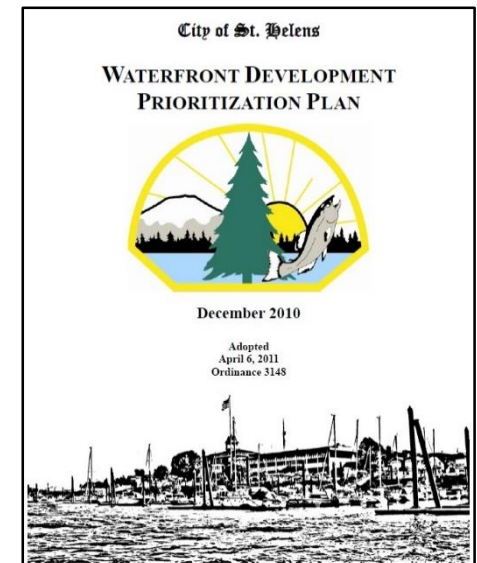
- Includes pedestrian improvements (sidewalks, crosswalks, and curbs), bike improvements (on-street bike lanes and bike facilities throughout the city) all of which should be considered in conjunction with any future trail proposals or park improvements
- Includes a 10 ft. multi-use trail proposal along the east side Old Portland Rd. south to city limits
- "Long term vision for the city's transportation system includes completion of a safe and efficient multimodal transportation system that can accommodate all travel modes along all major roadways."
- "This plan anticipates an off-street multi-use path and trail system that is integrated with the existing trail and street system throughout the city."



WATERFRONT DEVELOPMENT PRIORITIZATION PLAN (2011)

The Waterfront Development Prioritization Plan's goal was to identify projects that increase access to and public use of the waterfront from Scappoose Bay Marina to Dalton Lake, such as developing additional parks, boat ramps, and waterfront trails.

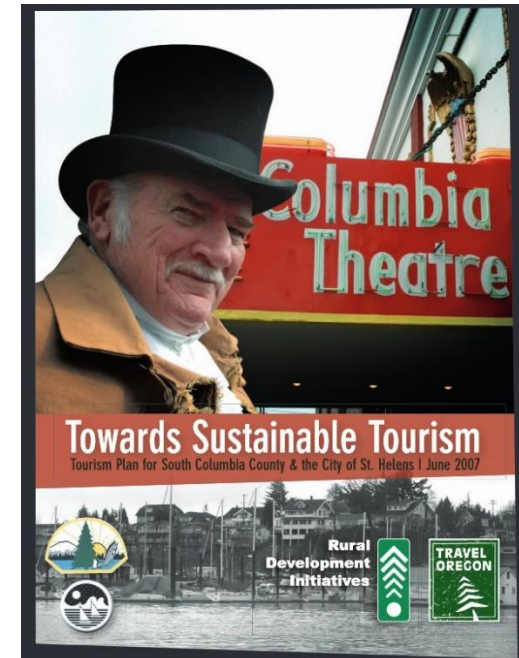
- Includes multiple off-street trail locations and current park improvements, which should be considered in conjunction with park projects and trail proposals that come out of this planning process
- Plan's top priority is the Dalton Lake Area Nature Trail which has potential to connect with existing trails and future trail proposals
- Promotes enhancing recreational activity for hikers, bikers, walkers, and for wildlife observation
- Encourages connectivity between current trails and parks
- Promotes more public access to the riverfront, through both trail and park proposals



TOWARDS SUSTAINABLE TOURISM –S. COLUMBIA COUNTY AND CITY OF ST. HELENS (2007)

The Towards Sustainable Tourism workshop and planning process was funded by a grant through Travel Oregon and by the City of St. Helens. The planning process and workshop generated a fifteen-year regional tourism vision and goals that would help fulfill that vision. A few quotes from the regional tourism vision as they related to the Parks and Trails Master Plan are listed below.

- “Create a highly visible network of interconnected trail systems for road cyclists, bikers, hikers, horseback riders, and birders.”
- “Create better connectivity to the Columbia River, one of the community’s most valued assets.”
- Boasts proximity to Portland’s biking community as a tourism asset, and suggests creating an inventory of potential cycling routes and trails



CORRIDOR MASTER PLAN (FEBRUARY 2015)

The city obtained a Transportation Growth Management Grant through the Oregon Department of Transportation and the Department of Land Conservation and Development for a corridor and gateway improvement plan for Highway 30 and the Houlton Business District to the Riverfront District (formally known as Olde Towne). The goal for this planning process was to create “streetscape” plans for the US 30 & Columbia Blvd/St. Helens St. corridors that reflect the community’s vision for appearance and function. The final plan was adopted February 2015.

- One of the project’s objectives, in addition to establishing a vision for the community’s desired image along the major corridors was to “include pedestrian and bicycle enhancements along the corridors that improve safety, reduce conflict, and provide an improved physical environment that encourages biking and walking.”
- Bicycle and pedestrian enhancements proposed in the Corridor Master Plan process should be considered in conjunction with trail and fitness route proposals

1.5 SOURCES OF INPUT

Broad and deep engagement with community members is a fundamental building block to any successful plan. Gathering input from a wide range of community members is essential to this planning effort for a few reasons.

- Local people have transformative insights simply because they know their town best. *Local knowledge* of the community deepens and gives context to your quantitative data, from wildlife to walkability.
- Interacting and gathering input from residents builds *community ownership*. They need to share in the decisions leading up to the results. Residents need to own the final recommendations of a planning process so that they can be upheld into the future.
- Many minds working on a project leads to better results. The greater the diversity of people contributing to solving a problem, the more creative and effective the solutions.

Listed below are the summarized methods used to gather input and engage the public throughout this planning process. A more in-depth description of the public process is in the Chapter 5 Needs Assessment.

1. **Community Outreach:** Online survey and a public forum
2. **Service Groups and Clubs:** St. Helens Road Runners Club, the Kiwanis Club, the Kiwanis Day Breakers, and the Foundation of Public Health for Columbia County
3. **City Commissions:** Monthly input gathering sessions open to the public
4. **City Staff Involvement:** One-on-one interviews

Listed below are the various research methods and analysis used to compare St. Helens to surrounding Oregon communities. A complete Level of Service analysis is included in Chapter 4. A complete analysis of Oregon Parks and Recreation Department's data is included in the Chapter 5 Needs Assessment.

1. **Level of Service Guidelines:** Statewide recommendations for parkland acreage and trail mileage per resident
2. **Oregon Parks and Recreation Department (OPRD) Data Collection:** Provider needs survey, resident demand survey, priorities for the future

CHAPTER 2: COMMUNITY PROFILE

2.1 POPULATION, GROWTH RATE, AND PROJECTIONS

2.2 ETHNICITY

2.3 AGE DISTRIBUTION AND HOUSEHOLD SIZE

2.4 EMPLOYMENT AND UNEMPLOYMENT

2.5 INCOME AND EDUCATION ATTAINMENT

2.6 PUBLIC HEALTH AND RELATED FACTORS

2.7 LAND USE

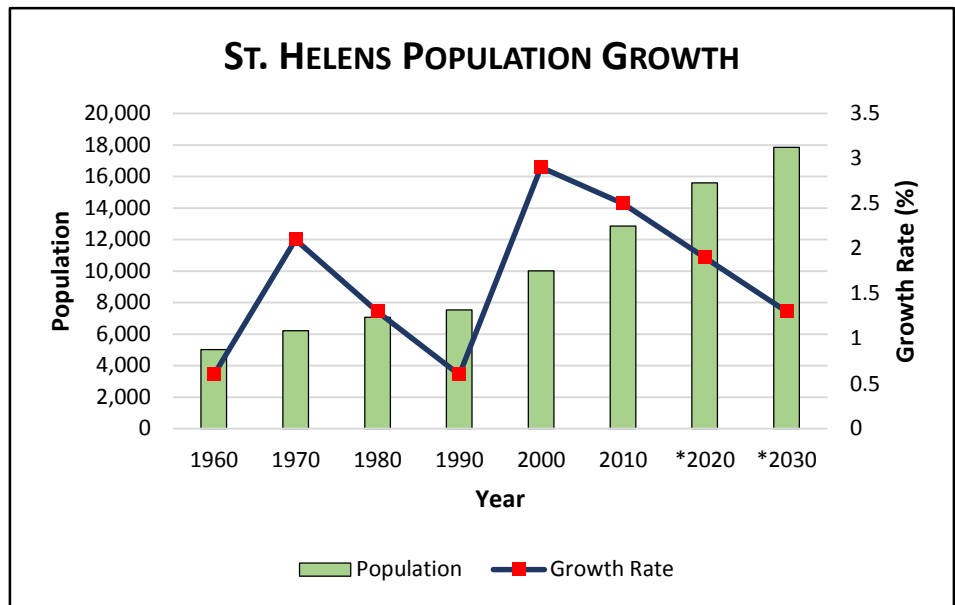
2.71 WATERFRONT DEVELOPMENT

2.8 SUMMARY

2.1 POPULATION, GROWTH RATE, AND PROJECTIONS

The total population of St. Helens as of July 2011 is 12,890. In 2000, the population was 10,100. From 2000 to 2011, the growth rate was averaged around 2.5% per year, which is more than Columbia County and the State of Oregon's growth rate of about 1-1.5% per year. According to the PSU Population Research Center, under a medium growth forecast of 1.9%, St. Helen's population will be around 15,591 in 2020. The graph below shows the population of St. Helens dating back to 1960 and projects the population out to 2030. The growth rate spiked from 1990 to 2000, and the population has been growing steadily since then.

The growth rate is an important factor for the Plan Update because as the population grows, the demand for parks and recreation amenities will follow. If the parks and trails system remains unimproved throughout years of population growth, it puts increasing pressure on the existing parks and trails system to meet those growing recreational needs. Although the growth rate has been decreasing each year since 2000 and is projected to decrease into 2030, the population still continues to rise. Therefore, improvements to the parks and trails system should be made to meet recreation demands as the population grows into 2020 and 2030.



*2020 and 2030 Projections from Center for Population and Research.
Portland State University.

“ If the parks and trails system remains unimproved throughout years of population growth, it puts increasing pressure on the existing parks and trails system to meet those growing recreational needs.”

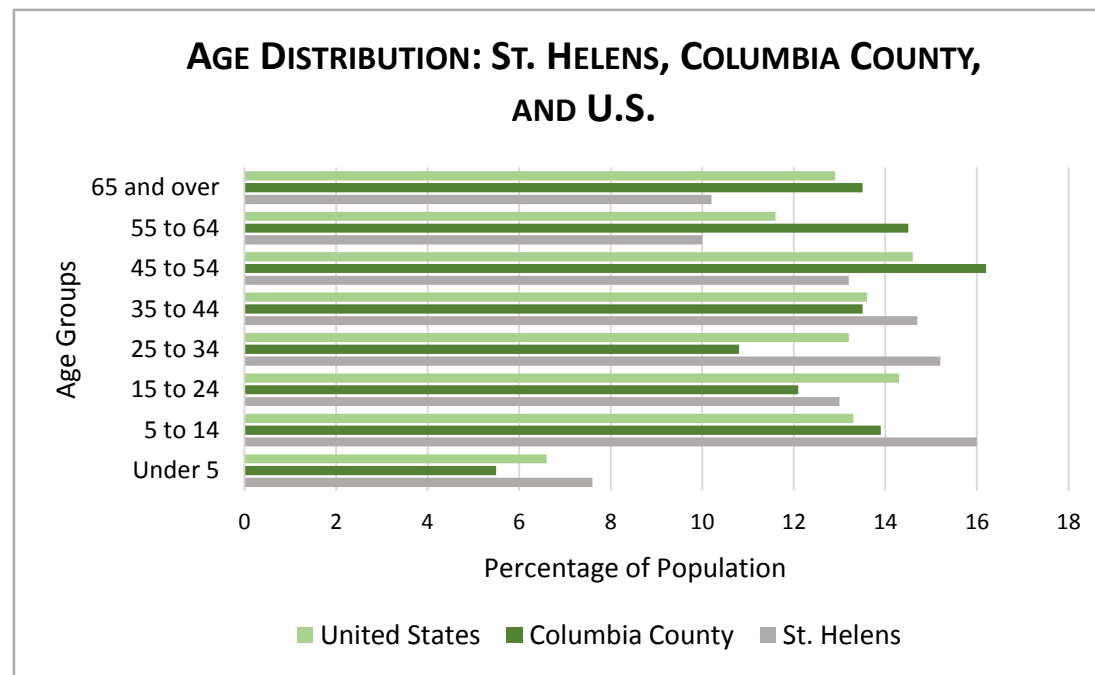
2.2 ETHNICITY

The population of St. Helens is largely white at 90.3%, followed by two or more races at 4.5%, American Indian and Alaska Native at 1.6%, 1.3% Asian, and less than 1% Black or African American and Native Hawaiian or other Pacific Islander. In addition, about 6.1% of the population is of Hispanic or Latino origin. This is an increase from 2000, when the Hispanic or Latino population only made up 4.1% of the population. Although it is a slow increase in minorities, St. Helen's demographic changes has implications for staffing, maintenance, and marketing of park and recreation facilities. The City will need to understand the unique ways in which different groups use services in order to meet their growing needs.

2.3 AGE DISTRIBUTION AND HOUSEHOLD SIZE

Age distribution is an important demographic characteristic because each age group demands different recreational amenities. It is important to meet the needs of all age groups and to know where the largest age groups lie. The figure below shows the age distribution for St. Helens, with comparisons to Columbia County and the United States. The chart shows, relative to the U.S. and Columbia County, St. Helens has a higher portion of children (under 14) and working-age adults (25 to 44). This is likely because St. Helens attracts parents who want to raise their children in a small-town environment, but still must commute into the Portland metro area for work. There is a relatively low portion of individuals over the age of 55, compared to the U.S. and Columbia County as a whole. The median age of St. Helens is 34, which is slightly lower than the median for Oregon, at 38 years old.

38.6% of all households in St. Helens have children under the age of 18 living with them, which is higher than both the County at 32% and the state at 30.1%. The average household size (2.59) is also larger than both the countywide (2.55) and statewide (2.47). This high number of families is important when evaluating key user groups, as families tend to have different recreational needs and facilities than adults or seniors, including toddler or elementary school age children's programs and family-oriented facilities such as playgrounds and multi-purpose fields that can accommodate various ages and sports.



U.S. Census. ACS 2007-2011 5 Year Estimates.

2.4 EMPLOYMENT AND UNEMPLOYMENT

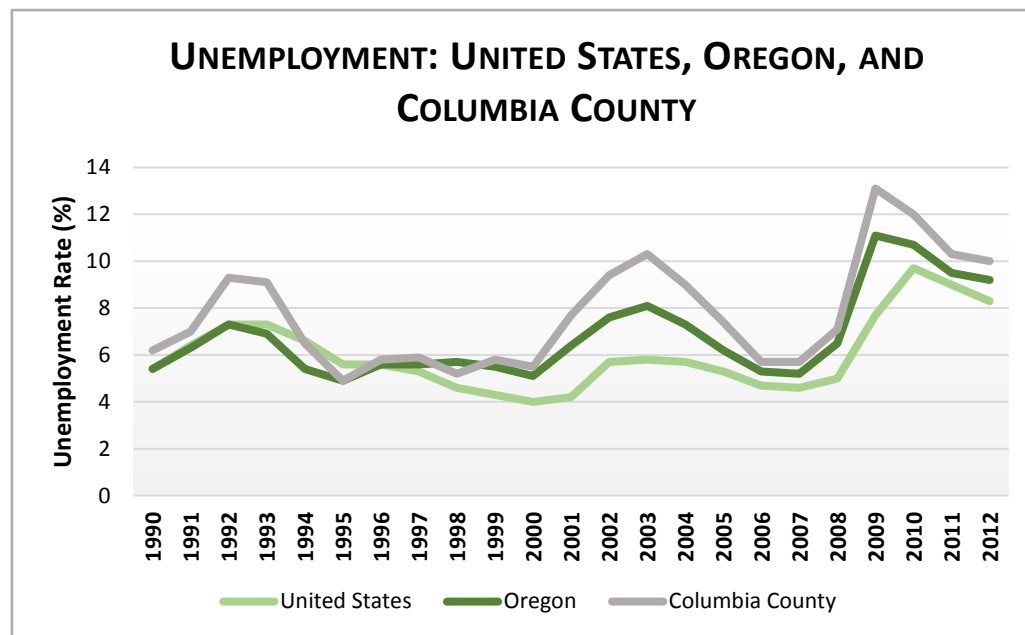
As seen in the table below, changes in Columbia County's unemployment situation follow the same general pattern as the state and the country, but the rate is consistently higher than the statewide and national average. The recession caused the unemployment rate in Columbia County to jump to 13.1%, the highest rate by far since 1990.

The most significant change in St. Helen's economy has been the transition from traditional wood processing and manufacturing to other sectors of the economy. The timber company Boise, who once employed over 900 people at the St. Helens mill, announced its final closure in December of 2012. However, the City's natural resource assets, including its location on the Columbia River, are now recognized and harnessed as a focus for recreation and tourism.

Today, major industries of employment include education, healthcare, and social services at 19.3%, manufacturing at 15.7%, retail trade at 13.4%, construction at 9.1%, finance, insurance and real estate at 7.4%, public administration at 6.4%, and the rest of the industries all under 5% of the workforce. In addition to these industries, St. Helens is the county seat, which means there is a significant portion of the workforce classified as government employees at 13.1%.

An analysis of commuting patterns for St. Helens shows that over 50% of residents commute out of the County for employment, but this is not a result of dying industries as much as it a phenomenon of lower land costs, small-town quality of life, and reasonable commute times. The average commute time for a resident of St. Helens is 32.2 minutes, which is about how long it takes to arrive in Portland.

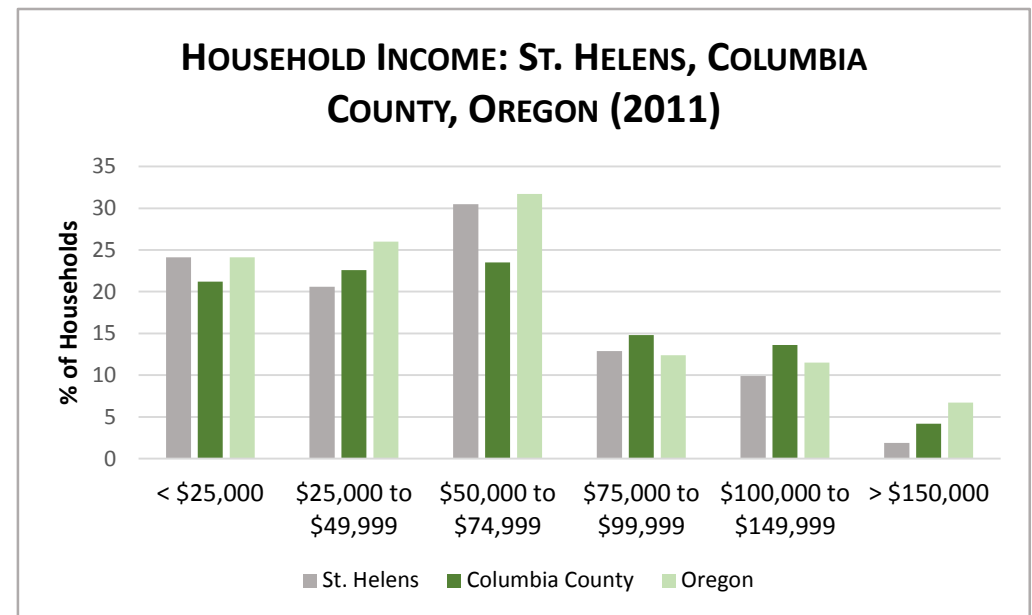
Having such a high proportion of commuters raises a number of issues. For example, since most of the City's population has traveled to areas outside the County during the day, they will likely spend their money outside of the County. But beyond the local economic implications, commuter populations are less likely to participate in community events and meetings, especially if they are during the day. Because of their daily vehicle use, commuters may have different transportation priorities when comparing multi-modal improvements to vehicular improvements, such as the construction of a non-vehicular trail versus improving the flow of an intersection to decrease travel times. In addition, daily round trips with destinations outside the County also greatly increase greenhouse emissions.



Bureau of Labor Statistics. 2012.

2.5 INCOME AND EDUCATION ATTAINMENT

As seen in the bar graph to the right, income levels in St. Helens reflect a community that is predominately low-middle income to low income. St. Helens has the highest percentage of income levels between \$50,000 and \$74,999, at 30.5% of households. In the income brackets above \$75,000, St. Helens falls below both the County and Oregon. Per capita income in St. Helens is actually lower than Columbia County and statewide at \$21,307, but the median household income is higher than the statewide at \$52,923 (See the table below). This is likely because, on average, households in St. Helens are larger the countywide and statewide figure, so the higher household income incorporates more people. Overall, this data indicates that households within St. Helens have relatively low levels of disposable income. Household income and per capita income levels can be a major factor in determining what recreation funding mechanisms are feasible in St. Helens.



US Census. 2007-2011 American Community Survey 5-Year Estimates.

MEDIAN HOUSEHOLD, PER CAPITA INCOME (2011)

	Median HH Income	Per Capita Income
Oregon	\$49,850	\$26,561
Columbia County	\$56,270	\$25,440
St. Helens	\$52,923	\$21,307

US Census. 2007-2011 American Community Survey 5-Year Estimates.

Level of educational attainment generally correlates with household and per capita income levels. St. Helens is a fairly educated community, with 87% of people 25 years or older with a high school diploma or higher, 30% with some college, and 17% with a bachelor's degree or higher. St. Helens is very similar to Columbia County, which has 88.4% of people with a high school diploma or higher, and 16.8% with a bachelor's degree or higher.

2.6 PUBLIC HEALTH AND RELATED FACTORS

According to the Public Health Division of the Department of Human Services in Oregon (2009), in Oregon, 36.1% of adults are overweight and 24.5% are obese. Columbia County lands slightly higher than the statewide rates at 36.1% overweight and 24.5% obese. Unfortunately, these high rates are not exclusive to adults. According to the 2013 Oregon Healthy Teens Survey conducted by the Oregon Health Authority, children and teenagers in Columbia County are also very likely to be overweight or obese (See table below). As many as 16% of Columbia County's 8th graders and 9.5% of 11th graders are considered obese. It is no surprise that 65% of 8th graders and 71% of 11th graders do not get the recommended physical activity each day. It is recommended that children do 60 minutes of moderate activity every day, with 3 of those days vigorous activity. Moderate physical activity is defined as at least 30 minutes that did not make you sweat or breathe hard (e.g. walking fast, slow biking). 38% of adults do not reach the recommended physical activity each day. For adults, it is recommended they take part in 150 min of moderate physical activity per week and muscle strengthening activities 2 days per week.

OVERWEIGHT, OBESITY RATES (2012-2013)

	Overweight	Obese
County Adults	40%	28.5%
Statewide Adults	36.1%	24.5%
County 8 th Graders	17.5%	16%
County 11 th Graders	18.9%	9.6%

Top: Oregon Overweight, Obesity, Physical Activity & Nutrition Facts, 2012

Bottom: Oregon Healthy Teens Survey, 2013

“Instead of focusing solely on the need to facilitate vehicular transportation in and out of the community, the built environment can altered in ways that provide people with greater opportunities to be physically active.”

There are a variety of factors that contribute to a person's overall health: individual genes, economic conditions, social factors, and personal behaviors. Another contributing factor that can be altered is the physical environment in which they live. Today's built environment has largely been shaped around society's dependence on motorized transportation. This is especially true for a city like St. Helens, where over half of residents are involved in a daily commute outside of the County. Instead of focusing solely on the need to facilitate vehicular transportation in and out of the community, the built environment can altered in ways that provide people with greater opportunities to be physically active. For instance, ready access to a park by way of a pedestrian-only trail may encourage greater physical activity. Walking or biking to the store becomes more practical when sidewalks or bike lanes do not end abruptly and the crosswalks at intersections make residents feel safe. Better pedestrian infrastructure allows people to begin to build routine physical activity into their daily lives, whether it is shifting a small percentage of short trips from cars to walking and biking or spending some free time walking on a nature trail within a park.

Research has also shown that the availability of opportunities to participate in physical activity is positively correlated with the amount of physical activity people engage in. In a 2013 Collection of Proven Community-based Prevention Programs by the New York Academy of Medicine, a case study in New Orleans proved that

installing a 6-block walking path and a school playground could increase rates of vigorous to moderate physical activity in residents from 24% in a comparable neighborhood without the path, to 41% in the neighborhood with the walking path. Changes to the built environment can directly affect the levels of physical activity and subsequently the long-term public health of a neighborhood. Therefore, the availability and access to parks and recreation services are vital to increasing physical activity across all age sectors and plays a key role in reducing obesity rates. When evaluating the availability of these opportunities, it is important to not only consider their mere existence, but their accessibility and close physical proximity to residents. Physical barriers, safety concerns, and distance to parks and facilities often prevent residents from using the facilities and programs. Further research has shown that larger sizes of parks and open spaces do not necessarily increase how often or how much people use them, but rather the distance to the park or open space is the greatest determining factor.

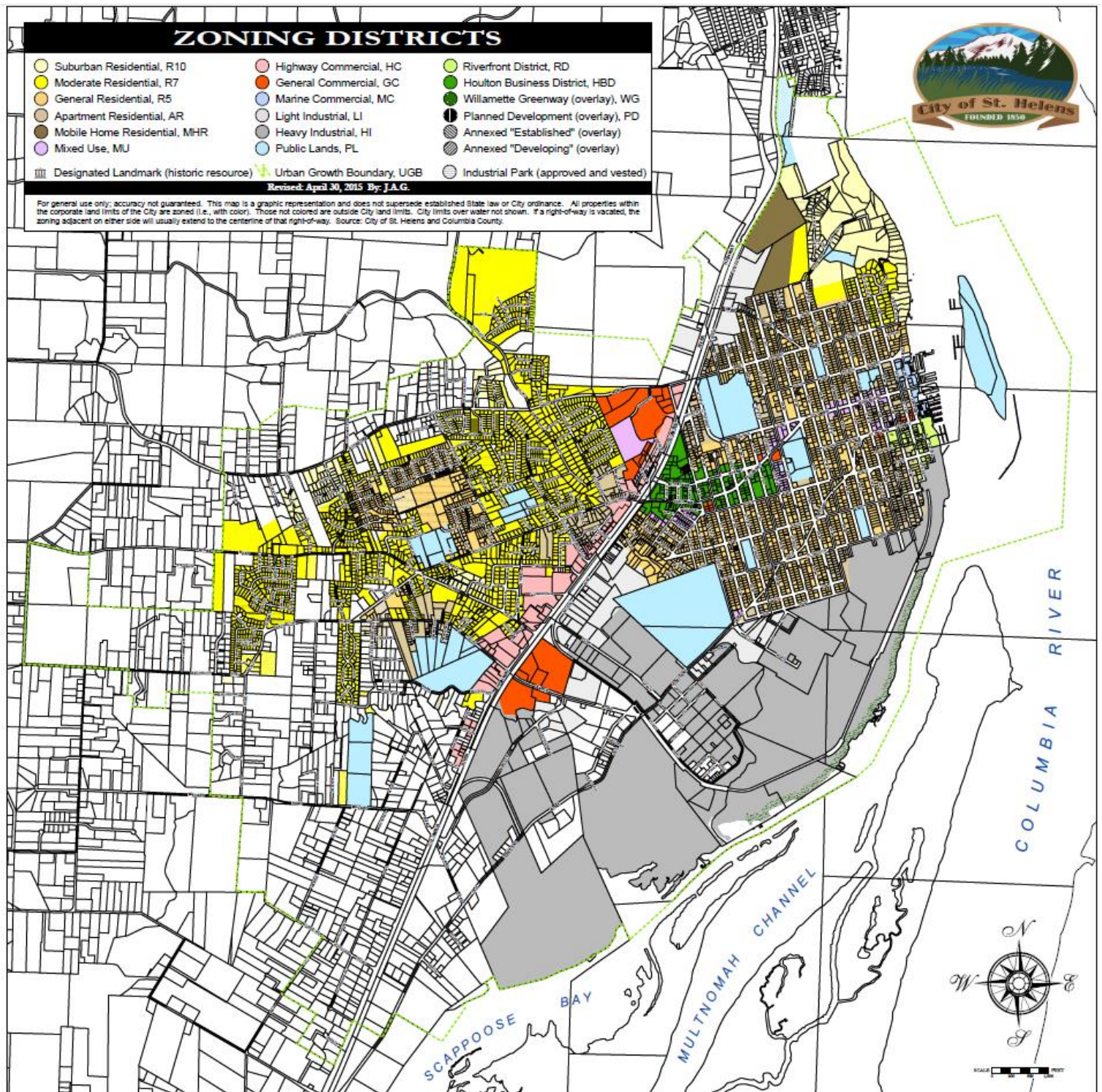
The City of St. Helens can help make a positive change in these local public health statistics by investing capital funds to help make pedestrians and bicyclists feel safe when walking and biking within the community. By prioritizing active transit development and improving the quality of the park system, the City can encourage greater physical activity within the community.

2.7 LAND USE

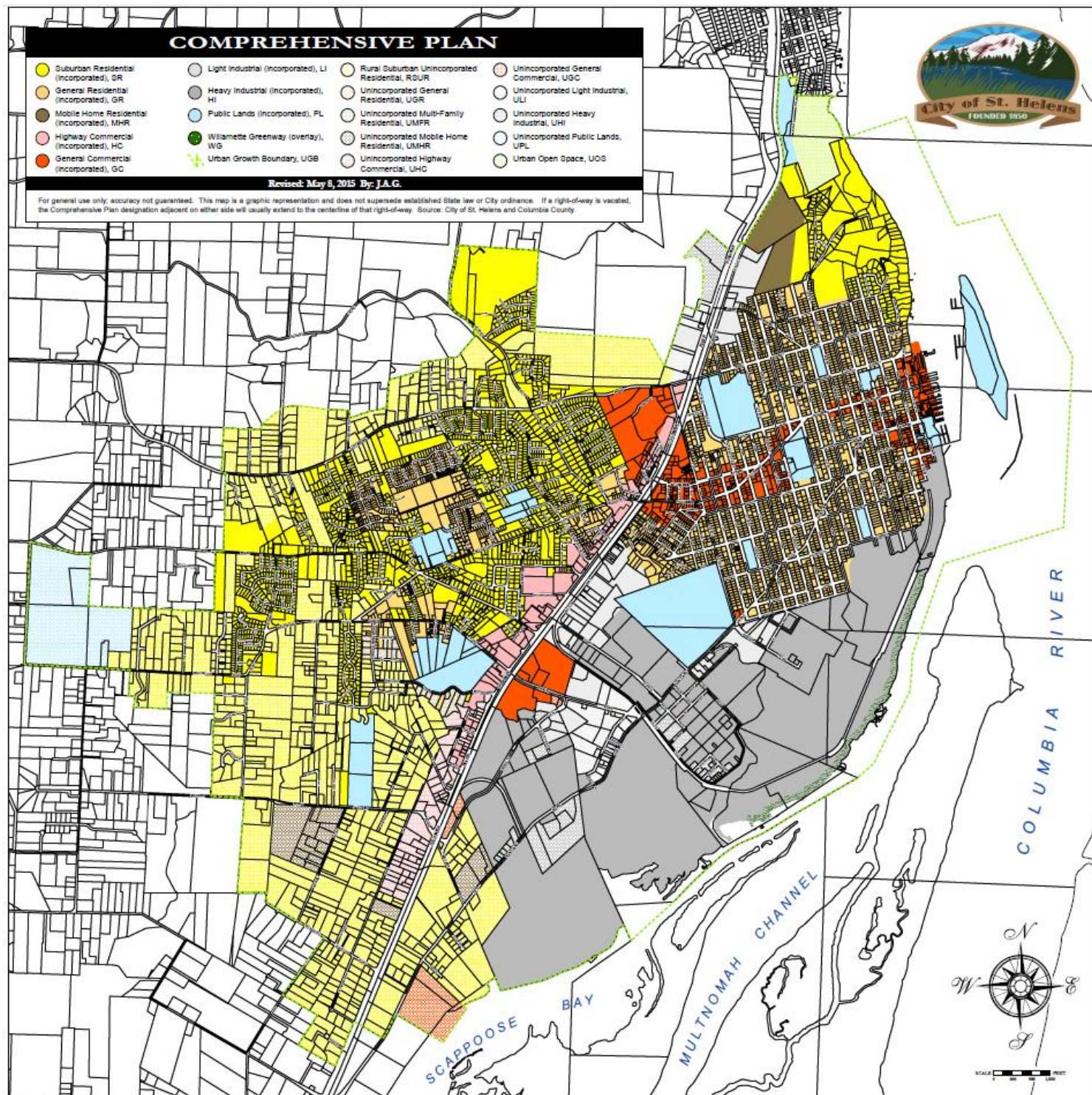
The City of St. Helens uses a two-map zoning system. One map represents the existing zoning and the other is the comprehensive plan zoning map, which reflects how the City is to be developed into the future. Both zoning maps should be referenced as trail routes are developed or when deciding where to located new parks. The zoning map, which is based on existing conditions, can be seen on the next page. Following the existing zoning map, there is the City's comprehensive zoning map, which reflects how the City will develop in the future.

Land use in St. Helens is predominantly residential at about 45% of existing land use, or up to 68% if you exclude the massive Heavy Industrial zoned properties along the waterfront and include the mixed use category where both residential and commercial uses are allowed. Residential zones have a higher demand for parks and recreation to be located nearby than other zones, so attention should be given to locate proposed park additions near residential zoned areas. For commercial activity, St. Helens does not have a singular, central downtown. Instead, it has three major zones of commercial activity: Highway Commercial along Hwy 30, The Houlton Business District which includes the Columbia Blvd and St. Helens St. couplet, and Riverfront District which is a part of a larger federally registered Historic District. These three areas are important to include when considering the location of trails, as they are ideal destinations for travel.

ST. HELENS EXISTING ZONING (APRIL 2015)



ST. HELENS COMPREHENSIVE ZONING MAP (MAY 2015)



2.71 WATERFRONT DEVELOPMENT

Another significant land use topic to address is the importance of the waterfront to this Master Plan update. The City's economic development strategy and virtually every planning document related to economic activity have recognized the importance of the waterfront to revitalizing the community and building a new, sustainable economy. The timber company Boise, who once employed over 900 people at the St. Helens mill, announced its final closure in December of 2012. They have expressed interest in selling the City two very large properties (Seen below), both of which offer a monumental opportunity to positively change the future of the St. Helens community.



Possible land transactions: St. Helens city limits (pink), the primary Veneer property (green), the secondary 200+acre Boise Property (yellow), and the City's wastewater treatment facility (red)

The primary area involves the property located adjacent to the City's downtown core and along the City's waterfront (Pictured right). The site was previously the location of a plywood veneer manufacturing facility, owned and operated by Boise Cascade. This premium waterfront property located adjacent to the heart of the Riverfront District downtown offers a convenient and logical extension of the commercial downtown district. The site is prepared for redevelopment and all above ground structures have been removed from the site.

In addition to the property adjacent to the Riverfront District, Boise is working closely with the City on a secondary transaction. The expansion would add up to 200 acres of land, which was previously used until 2009 for wood processing. Currently, Boise leases a portion of the property to Cascades Tissue for a tissue manufacturing operation leaving this large industrial site mostly underutilized. The secondary transaction of property even further the ability to create new physical connections that improve transportation linkages, as well as open space and trail opportunities. Both of these potential property transactions should be considered as much as possible when developing trail routes, parkland improvements, and projects that increase public waterfront access.



Aerial of primary property. Previous location of plywood veneer manufacturing facility owned and operated by Boise Cascade.

2.8 COMMUNITY PROFILE SUMMARY

Understanding the demographic composition and trends of St. Helens is important in determining proper recommendations for the Parks and Trail system. St. Helen's demographic makeup is shaped primarily by its vicinity to the metro area of Portland and its history of natural resource extraction and wood processing industries.

- **Families:** Because there is such a high proportion of working-age adults and children, planning the parks and trails system to meet the needs of family households with children will be an essential component of this Plan.
- **Growth Rate:** Monitoring the growth rate of St. Helens to be sure that the parks and trails system is meeting the demands of an increasing and a diversifying population will be important as the city progresses.
- **Commuters:** Since the average user is likely to commute out of the county every day, care must be taken to address and market recreational options with the priorities of a commuter in mind.
- **Funding Feasibility:** Household income, per capita income levels, and the level of unemployment should all be considered when determining what recreation funding mechanisms are feasible for St. Helens.
- **Public Health:** St. Helens needs to work on addressing the rates of overweight and obese adults and children. Investing capital improvement funds to make pedestrians and bicyclists feel safe, prioritizing trail development, and improving the quality of the park system will all encourage greater physical activity within the community.
- **Waterfront Expansion:** Finally, with the property transaction of the old plywood veneer manufacturing facility and the former paper mill site on the City's horizon, looking at possible trail proposals and open space additions should incorporate acquiring this catalytic waterfront property.



Veneer property
conceptual rendering.
Developed by the
Sustainability Design
Assessment Team (SDAT)
on May 14, 2014.

CHAPTER 3: INVENTORY

3.1 CITY OF ST. HELENS MAINTAINED PARKS

3.11 SUMMARY OF PARK AMENITIES

3.12 PARK SYSTEM INVENTORY MAP

3.2 OTHER ST. HELENS RECREATION FACILITIES

3.21 DALTON LAKE RECREATION AREA

3.3 TRAILS

3.31 TRAILS, PATHWAYS AND BIKEWAYS DEFINED

3.32 TRAIL INVENTORY

3.33 WATER TRAILS

3.4 NATIVE AND NON-NATIVE SPECIES

3.5 ACCESSIBILITY MANDATES

3.1 CITY OF ST. HELENS MAINTAINED PARKS

The Parks and Trails Master Plan is intended to identify short and long-term needs for the City's existing and future park and trail infrastructure. As such, an important part of this process is updating the inventory of parks and their amenities. The following section provides a detailed description of each park facility owned and maintained by the City of St. Helens. Each section includes total acreage, the location, a narrative description, a list of amenities, and parking limitations. Following the park-specific descriptions, there is a table on page 10 summarizing the amenities offered at each park. In addition, a map of the entire St. Helens park system is provided on page 11.

Since St. Helens residents may travel outside of St. Helens city limits to meet a recreational need, it is important to inventory recreational amenities beyond city-maintained facilities. In section 3.2, "greater" and "other" St. Helens recreational facilities are inventoried. These inventories will help determine current needs and help predict where future recreational needs will lie.



Columbia County Courthouse Plaza located between 1st St and Strand

ST. HELENS PARK SYSTEM ACREAGE

Name of Facility	Acreage
6 th Street Park	2.9
Godfrey Park	3.6
Grey Cliffs Park	1.6
Heinie Heumann Park	2.9
Columbia Botanical Gardens	3.2
Nob Hill Nature Park	6.6
Civic Pride Park	1.2
Walnut Tree Park	0.15
County Courthouse Plaza*	0.25
Columbia View Park	1.0
Campbell Park	9.1
Sand Island Marine Park**	31.7
McCormick Park	70.7
Total Acres	134.9

*Owned and maintained by County

**Island ranges in size. To be consistent, the smallest estimate is used.



Little league baseball field with concession stand in background

6TH STREET PARK

2.93 ACRES, N. 6TH AND 7TH AND WEST ST

Description: The land is mostly flat, with the southeast corner slightly dropping. The park land is mostly grass, with oak trees along 7th and West St.

Amenities: One handicap accessible restroom, two little league baseball fields with dugouts, seating, and a concession stand, two removable goal posts to convert to a soccer field, a landscaped park sign, a flagpole and a chain link fence around the whole park

Parking: Parallel parking is provided along 6th and West St, perpendicular parking along 7th St.



Park sign installed by seasonal help Summer 2014

CAMPBELL PARK

9.1 ACRES, WEST OF N. VERNONIA RD. AND MCMICHAEL ST. INTERSECTION

Description: The land is mostly flat and planted with grass. There are native trees in the picnic-playground area and around the border of one of the baseball fields. There is a pedestrian entrance (pictured below) near the playground that allows park entrance from Goodman Ln.

Amenities: Handicap accessible restrooms with wall drinking fountain, two covered picnic shelters, two lighted ball fields with bleacher seating and dugouts, a concession stand, an equipment storage shed, four tennis courts, playground equipment (installed in 2000), four half-court basketball courts enclosed with a fence (installed 2011), picnic tables, and park benches

Parking: Two paved parking lots, one near the ball fields and tennis courts and the other near the playground, both accessible from McMichael Ave



Top: play equipment (installed 2000)

Bottom(left to right): Fenced 4 half court basketball courts bridge to 4 tennis courts, and pedestrian access



CIVIC PRIDE PARK

1.7 ACRES, WEST OF LEWIS AND CLARK ELEMENTARY

Description: The land is slightly sloped from the edges to the center. It is planted with grass and has a few trees.

Amenities: Park benches, and a stone path that leads from one end of the park to the other

Parking: Lower graveled lot with access from S. 12th St and a paved upper lot with access from Columbia Blvd. and shared with the school district



Entrance to Gardens with commemorative plaque in lower right

COLUMBIA BOTANICAL GARDENS

3.2 ACRES, N. 6TH STREET, ADJACENT TO ELKS LODGE

Description: The gardens were constructed at the site of an old rock quarry. Within the site, there is very little soil. There is a low swampy area and a higher elevated area with large moss-covered boulders. Vegetation abounds throughout the park and includes evergreen and deciduous trees, many wild shrubs, and swamp plants.

Amenities: Gravel-covered nature trails through a very natural landscape, occasional directional signs throughout the trail

Parking: On-street gravel parking and at the nearby Elk's Lodge lot



View from one of the gravel nature trails



Top: Riverfront views from the park

Bottom: “Splash it Up” fountain fundraised and installed 2012 by volunteers



COLUMBIA VIEW PARK

.9 ACRES, BETWEEN STRAND ST. AND THE COLUMBIA RIVER

Description: The land is mostly flat, with a stone and grass-terraced hillside up to Strand St. It is planted with grass and has paved walkways, stairs and a ramp up to Strand St. The terraced hillside is used as amphitheater seating during special events, pictured below.

Amenities: Handicap accessible restrooms with showers, a gazebo with electricity (reconstructed and moved to a more central location around 2001) available for weddings, receptions, or community events, play equipment (installed 2011), “Splash It Up” fountain splash pad with commemorative plaques made possible by volunteer fundraising and installation, picnic tables, memorial and regular benches, chain link fence along the bank to prevent young children from getting near the river, a statue commissioned by the Historical Society of Columbia County in 2005 and donated to the city’s public art collection, a historic plaque, and a Life Jacket Loaner Station located near the city’s public dock entrance

Parking: Paved lot off Strand St. shared with City Hall



Amphitheater style seating at 13 Nights on the River Summer Series

GODFREY PARK

3.5 ACRES, N. 4TH ST. OFF COLUMBIA BLVD

Description: The park slopes downward from the private lots along Wyeth to a flat area that comprises the usable portion of the park. The land is then bordered on the south by a deep canyon. It is planted to grass and contains mature fir and deciduous trees.

Amenities: Drinking fountain, gravel trail that leads through to 2nd street, a covered picnic shelter, playground equipment (installed 1965), four horseshoe courts, horse statue bike rack, volleyball polls and net, picnic tables, and park benches

Parking: On-street gravel parking along N. 4th street



Four horseshoe courts with covered picnic shelter and swingset in background



Play equipment (swingset and monkey bars not pictured) installed in 1965



Gravel parking lot pictured on left with artistic bike rack

GREY CLIFFS PARK

1.6 ACRES, NORTH OF RIVER ST, COLUMBIA RIVER

Description: The site is located where River Street dead-ends into a two-level cliff area. The lower level of the park contains the parking lot, and a flat, grassy viewing area with a path that leads to the beachfront access. The upper level is a flat, grassy pet off-leash area situated on a bluff, next to a cliff of basalt.

Amenities: Picnic tables, benches, beachfront access, pet off-leash area, fishing, overlook viewing areas, a historic plaque, a fish statue, and an artistic bike rack

Parking: Gravel lot



Informational plaque on left and park benches with views of the marina. Fish statue seen in background.

McCormick Park

70.33 ACRES, BETWEEN OLD PORTLAND RD., SOUTH 18TH, AND DuBOIS LN.

Description: McCormick Park is St. Helens most valued park and attracts people from all over the region because of the numerous sporting and unique recreational amenities. Milton Creek cuts through the western third of the park. This area is relatively flat and contains many never-been-cleared evergreens and deciduous trees, shrubs and brush. The eastern portion of the park, where most amenities are located, is relatively flat with a few rock outcroppings. The Parks Department's shop (built 1981-1982) is located near the baseball field parking lots. The caretaker's manufactured home, which was constructed around 1998, is also located within the park. There are two vehicular entrances to the park, both along S. 18th. The northern entrance is located near the library and the southern entrance leads to campsites and a covered picnic area.

Amenities: Large covered picnic gazebo with water and power, sand volleyball court, a skateboard park, a BMX track, 1.5 mile fitness trail that leads from the shower restroom area to the skate park, 1 mile of nature trails, two lighted (as of 2009) softball fields, handicap accessible restrooms including outside-wall drinking fountains, concession stands, two smaller ball fields that double as junior soccer or football fields, playground with an assortment of play toys including a swing set (installed 2000), 11 campsites with picnic tables, charcoal cookers and running water, Veteran's memorial with stone in memory of City's Korean and Vietnam veterans, including a flag, howitzer, roses, and a cement walkway, two horseshoe courts, 18-hole disc golf course (Winter 2014), pets off-leash picnic area equipped with picnic tables, charcoal cookers, and benches

Parking: Large paved lot near restrooms which extends to the playground as of June 2014, paved parking near the baseball fields, and paved parking near the pets off-leash picnic area



Top: A hand-walk exercise station along the 1.5 mile gravel fitness trail

Bottom: Pet off-leash and picnic area



BMX track



Veteran's memorial with covered picnic shelter in background



Boardwalk with disc golf basket in background



Skatepark



Boardwalk along the nature trail

NOB HILL NATURE PARK

5 ACRES, WEST OF PLYMOUTH ST, NORTH OF WASTEWATER TREATMENT PLANT

Description: Nob Hill Nature Park is an oak woodland habitat perched on a basalt bluff with views of where the Columbia River and the Multnomah Channel collide. It is filled with native white oak trees, as well as shrubs, wildflowers, and lilies. It makes a great place for bird-watching and flower study. The Friends of Nob Hill Nature Park, in conjunction with Scappoose Bay Watershed Council, hold volunteer work parties twice yearly where they work on removal of invasive plants, including English ivy, holly and blackberries.

Amenities: 1/3 mile nature trail loop with three different entrances: one by the wastewater treatment plant and the other two leading from the nearby neighborhoods on 3rd and 4th street

Parking: Parking is allowed at the city's wastewater treatment plant, and at the 3rd street cul-de-sac access point



April 2014 Nob Hill Work Party where volunteers replant native species and remove non-native species with the goal of returning the park to a more natural state



Aging park sign

HEINIE HEUMANN PARK

2.9 ACRES, BETWEEN S. 15TH AND 16TH ST. AND TUALATIN

Description: The site is fairly flat with a sharp rise towards the edge bordering Tualatin. A small wastewater drainage ditch cuts through the middle of the park. The park is considered a water retention area, flooding fairly frequently. The site is planted with grass and there are mature native trees throughout the park.

Amenities: A picnic table, park sign, two see-saws, and a community garden on the border of senior center and park

Parking: No official parking, but there is a narrow gravel strip on S. 15th which could be used and the senior center parking lot adjacent to the park usually has ample parking



Two see-saws with small crossing over wastewater drainage ditch on the left



Top: Dock and access ramp on island
Bottom: Sand Island campsite



SAND ISLAND MARINE PARK

31.7 ACRES [VARIES], COLUMBIA RIVER EAST OF ST. HELENS

Description: Sand Island is a manmade island from spoils and dredgings composed primarily of sand and silt. It is mostly rolling and sloping, though there are a few flat spots. The camp and picnic sites are planted with grass, while the rest of the park is left to its natural state. There are many native deciduous trees and shrubs, as well as non-native blackberries. The Parks Department planted 2,000 small fir and 1,000 maple trees in 1979, but the deer population destroyed almost all of the plantings.

Amenities: No access to running water on the island, but there are 2 brand new composting restrooms installed Spring 2014 and 1 originally installed around 1980, concrete docks with an access ramp, between 25-35 informal (not designated) campsites, picnic tables, charcoal cookers, park benches, and trash containers in the picnic area, swimming/sunbathing beachfront, nature trails throughout the island, volleyball anchor posts, and 1 covered picnic shelter (installed by the Portland Yacht Club)

Parking: Free of charge concrete dock with an access ramp installed in collaboration with the Oregon State Marine Board



View of shoreline from dock access ramp



Standing in the center of the park looking up at the massive 100+ year old Walnut Tree

WALNUT TREE PARK

1 ACRE, COLUMBIA BLVD AND WHITE WAY

Description: Walnut Tree Park is a pocket park located inside residential areas. It is planted with grass and contains a massive 100+ year-old walnut tree as its focal point. This park was adopted and is maintained by the Kiwanis Day Breakers Club of St. Helens.

Amenities: An artistic bench created by welding students at the High School, one picnic table, and a park sign

Parking: None



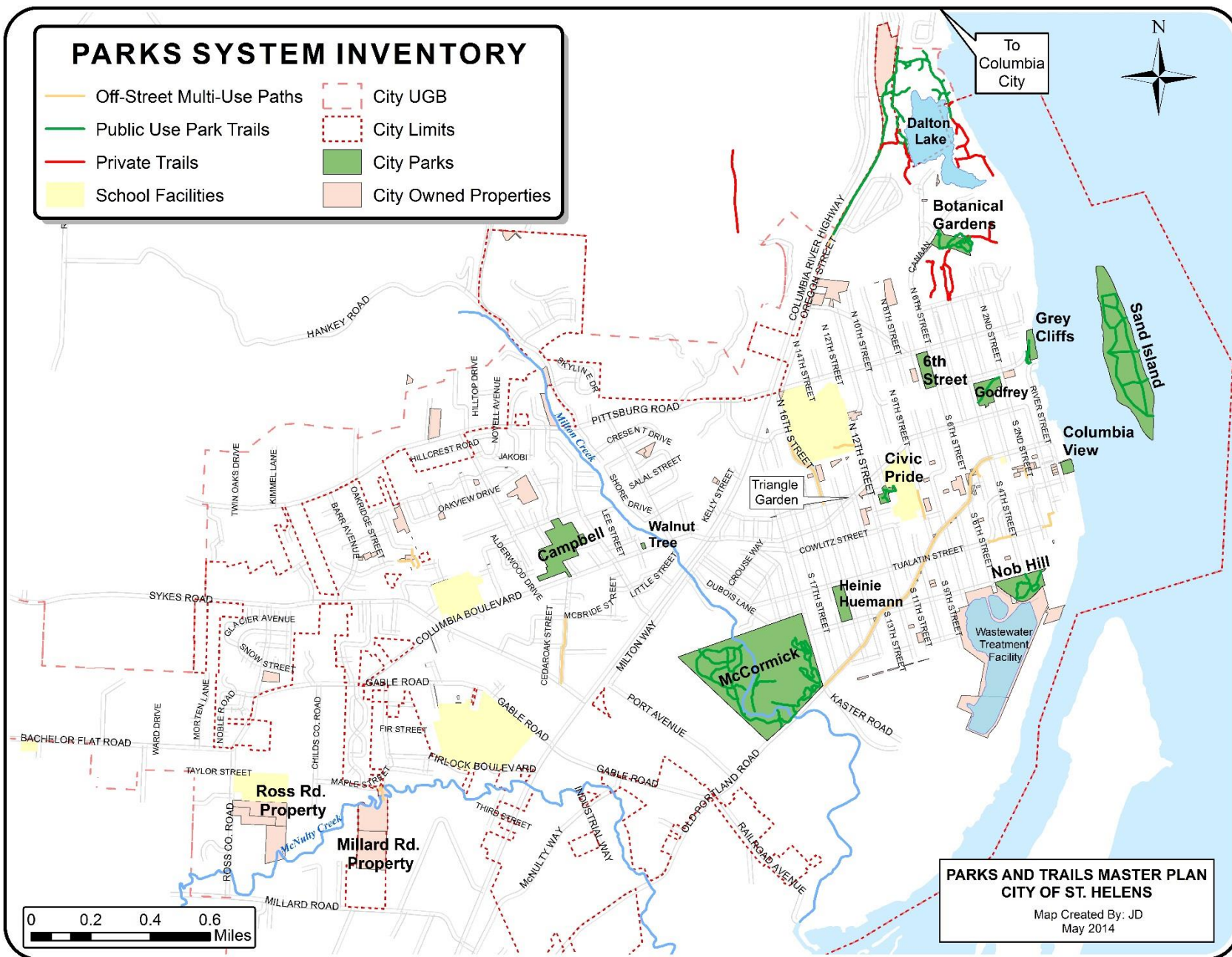
Walnut Tree Park Bench with newly planted flowers in foreground

3.11 SUMMARY OF PARK AMENITIES

	Facility Amenities												Sport Amenities										
	Gazebo	Picnic Shelter	Picnic Table(s)	Charcoal Grill(s)	Drinking Fountain(s)	Bench(es)	Playground Equipment	Trails	Restrooms	Showers	Campsites	Concession Stand(s)	Pets Off-Leash Area	Sand Volleyball	Horseshoe Court(s)	Soccer Field(s)	Football Field(s)	Softball Field(s)	Baseball Field(s)	Tennis Court(s)	Basketball Court	Skate Park	BMX Track
6th Street Park																x			2*				
Campbell Park		2	x		x	x	x		x			x						2		4	x		
Civic Pride Park				x		x																	
Columbia Bot. Garden								x															
Columbia View Park	x		x		x	x	x		x	x													
Dalton Lake Area								x															
Godfrey Park		1	x		x	x	x	x							4								
Grey Cliffs Park			x			x							x										
Heinie Heumann Park			x				x																
McCormick Park		1	x	x	x	x	x	x	x	x	11	x	x	x	2	x	x	2*	2			x	x
Nob Hill Nature Park								x															
Sand Island Marine Park			x	x		x			x		35**												
Walnut Tree Park			x			x																	

*Little League sized-fields

**Estimation, not formally designated campsites



3.2 OTHER ST. HELENS RECREATION FACILITIES

In addition to identifying city-owned and city-maintained park properties, it is important to note the facilities that may be just outside of the community's boundaries (Greater St. Helens Facilities) or are not maintained by the city, but that residents commonly use (Other St. Helens Facilities). Addressing these facilities and the services they provide to residents is important when determining where current needs exist and where future needs will lie. These facilities were generated from input from the Parks Board, the Bicycle and Pedestrian Commission, and city staff. The table to the right lists facilities within St. Helens, but not owned or maintained by St. Helens. The list includes a year-round public pool funded by the Greater St. Helens Parks and Recreation District, school district facilities, and other properties within city limits that serve as recreation areas or greenspace for residents.



Inside Eisenschmidt Pool building during a public swim

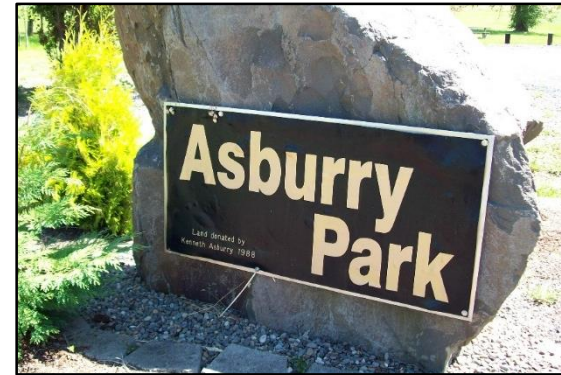
The table on the following page lists the facilities that are outside of St. Helens city boundaries, but that residents commonly use. It includes private properties like the St. Helens Golf Course and properties owned by the Port of St. Helens like the Scappoose Bay Marine Park and the Bayport RV Park. It also includes properties owned by St. Helens like the Salmonberry Tree Farm and Reservoir. Following the Greater St. Helens Recreation Facilities Table, there is a more in-depth description and history of the Dalton Lake Recreation Area.

OTHER ST. HELENS RECREATION FACILITIES

Name of Facility	Owner	Amenities
Dalton Lake Recreation Area	ODOT	Dirt and gravel trails around lake that connect to paved 8' multi-use Rutherford Parkway
Eisenschmidt Pool	Greater St. Helens Parks & Recreation District	Year-round public pool, swimming lessons, fitness classes, public swim sessions, home of St. Helens Sea Lions Swim Team
Millard Rd. Property	City	Greenspace owned by the city, but not an official designated park
Boise Property Baseball Fields off Kaster Rd.	Private	3 baseball fields with concession stands and bleachers, agreement with Boise for allowed use
St. Helens Middle School	St. Helens School District	Baseball field, football field, track
St. Helens High School	St. Helens School District	Tennis courts, track, football field, soccer field, baseball and softball field
Lewis and Clark Elementary	St. Helens School District	Playground
McBride Elementary	St. Helens School District	Playground

GREATER ST. HELENS RECREATION FACILITIES

Name of Facility	Owner	Amenities
Scappoose Bay Marine Park	Port of St. Helens	Nature trails, picnic area, public restrooms, kayaking rentals
Bayport RV Park	Port of St. Helens	23 campsites, fire rings, power/water hookups, restrooms with showers, gazebo
Asbury Park	Columbia County	Portable restrooms, picnic tables
Grace Baptist Church Field	Private	Use agreements for field use
St. Helens Moose Lodge	Private	Minor league baseball field
Ross Rd. field south of Grace Baptist Church	City of St. Helens	Purchased with park funds with the intent it would develop into a park in the future. Currently used as a driving range for SHS
St. Helens Golf Course	Private	18 hole, pro shop, cart rental, chipping/putting practice, warm-up cage, tournaments
Salmonberry Reservoir/Tree Farm	City of St. Helens	Day-use area, fishing, trails



Columbia County owned and maintained park



Salmonberry Reservoir stocked with fish



St. Helens
Moose Lodge
minor league
baseball field

3.21 DALTON LAKE RECREATION AREA

Located east of Hwy 30 and just south of Columbia City, the Dalton Lake area was used by ODOT as a wetlands mitigation site. It contains gravel and dirt trails surrounding the pond that connect to the paved 8' multi-use Rutherford Parkway. In 2009, an agreement between ODOT and the City was made to allow residents to use the area as a "passive recreation site." The Dalton Lake Site is entirely within the Urban Growth Boundary of the City, while only the southern quarter of the lake is within the City limits (See map on page 29). There are existing non-motorized access gravel and dirt trails surrounding the lake, with trailhead access from four locations: near the St. Helens water treatment facility at the northernmost part of Rutherford Parkway, Oregon Street at the start of the Rutherford Parkway, a private footpath from Spinnaker Way in Columbia City, and another private footpath off of Madrona Court in St. Helens.

The maintenance of the non-motorized access trails surrounding Dalton Lake is currently done by the Columbia Drainage Vector Control District. After verifying with a field technician in March 2014, they maintain the trail starting from the gate until the private property sign on the southeastern side of the lake. They maintain the trail from the months of April to September, with maintenance visits more often July through August. They trim back any fallen limbs, blackberries, grass, and brush growth.

There are a number of native species, some more rare than others in the Dalton Lake Recreation Area, such as the Wapato seen to the right. Non-natives, such as English Ivy, blackberries, and Canary Grass are very prevalent throughout the area. A "Friends of Dalton Lake" community group has been formed to help remove some of the more invasive non-natives, but regular work parties have not yet been planned.

A complete inventory of the native and non-native species surrounding Dalton Lake can be seen in Appendix D.

Native Wapato thriving in the part sun marshy lands, amidst the invasive Canary Grass



View from trail that wanders up the cliff west of lake. Trail is accessible from the Rutherford Parkway



View from lower trail on the west of lake



Gate at beginning of trail that heads east around the lake. Arrow points to Rutherford Parkway

3.3 TRAILS

Before a trail inventory can be conducted, there must be a clear definition of what a trail is. The definition for a trail listed below is pulled from the 2013 Statewide Comprehensive Outdoor Recreation Plan (SCORP) and it dictates which trails and paths can be included in the trail system inventory. As the St. Helens trail system expands, it will need a trail classification system to distinguish the different functions of the types of trails. In Chapter 6.3, a classification system is developed to define the function and design of each trail route proposal.

3.31 TRAILS, PATHWAYS AND BIKEWAYS DEFINED

Trails, pathways, and bikeways include a number of trail types including multi-use, pedestrian, and soft surface trails to accommodate a variety of activities such as walking, running, biking, dog walking, rollerblading, skateboarding, and horseback riding. Such trails may be located within parks or along existing streets and roadways as part of the citywide transportation system. Multi-use trails are designed for use by pedestrians, bicyclists, skateboarders, wheelchairs, and other non-motorized vehicle users. These trails are hard surfaced to accommodate bicycles and provide accessibility for people with disabilities. Hard surfaced pedestrian trails are generally found within smaller parks and as secondary trails within larger parks. Soft surfaced trails are composed of soft-surface materials, such as soil, crushed rock, hog fuel, and wood chips. Most soft surfaces do not provide accessibility for people with disabilities but are preferable for some recreation activities, such as running and hiking. Trails, pathways, and bikeways may include amenities such as directional and control signage, gates, benches, overlooks, drinking fountains, lighting, trailhead kiosks, and interpretive signs.

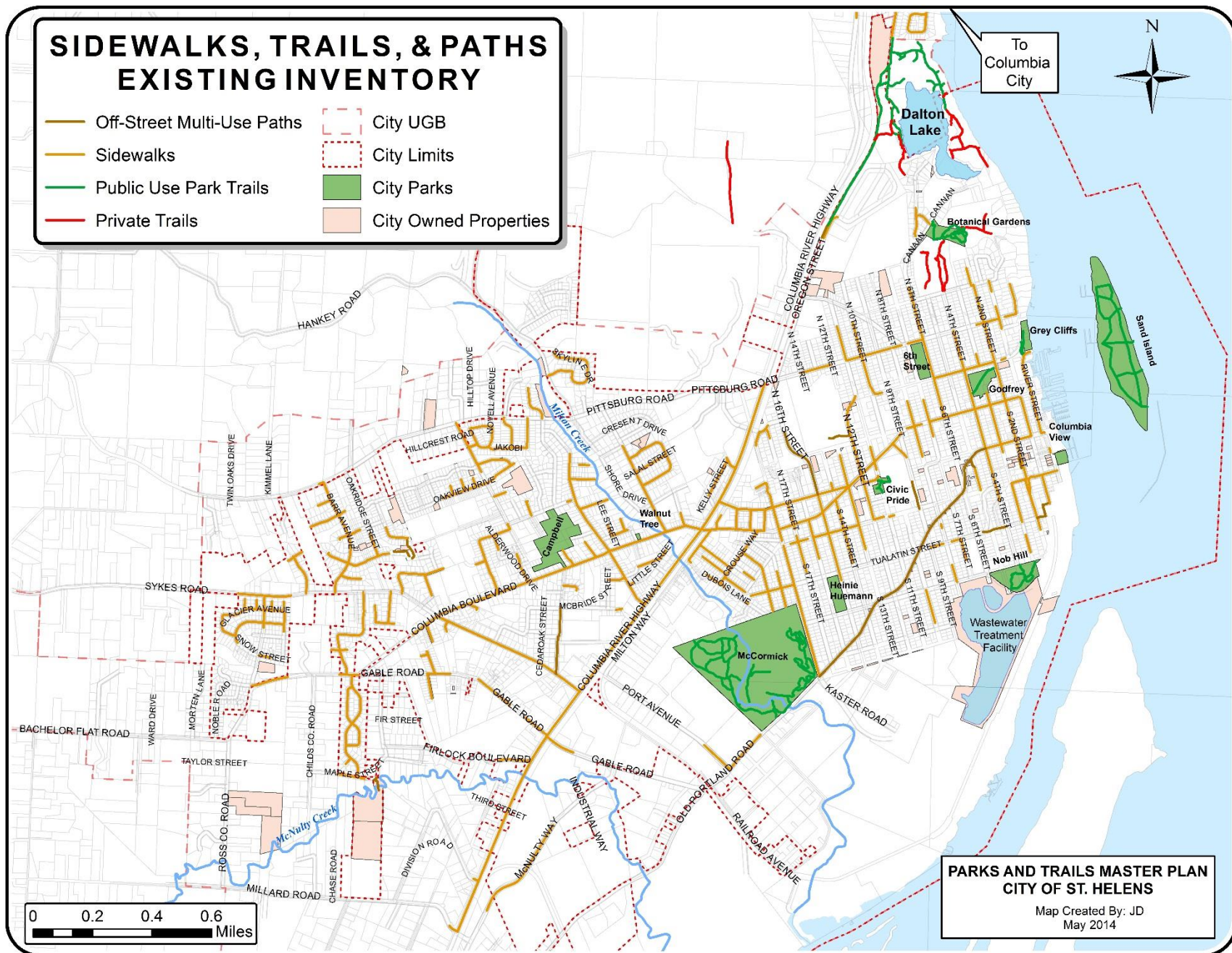
3.32 TRAIL INVENTORY

The definition of a trail dictates what can be included in the total trail inventory. It is important to note that the definition includes walking trails within the park system. This is important because, as seen in the table on the right, more than half of the trails within St. Helens are within the park system at 3.76 miles (See map on next page) of a total of 6.45 miles of trails.

ST. HELENS TRAIL INVENTORY

Category	Comment	Mileage
Park Trails	Nature trails within parks	3.76
Trails	Multi-use, off-street trails and paths. Includes pedestrian access points and stairs	2.69
Total		6.45

This leaves only 2.69 miles of trails outside of the park system mostly in the form of multi-use, off-street trails and pedestrian access points and stairs. There are examples and pictures of trails within the community that are categorized as off-street trails on page 16. These trails also include various pedestrian access points and staircases throughout the Riverfront District area, also pictured on page 16. These pedestrian access points, although scattered and fragmented, are very helpful to include in our inventory as the City works to fill in the gaps and develop a more comprehensive trail network that utilizes existing infrastructure as much as possible.



OFF-STREET TRAIL EXAMPLES: MULTI-USE PATHS

There are 2.58 miles of trails outside of the Park System in the form of multi-use, off-road trails (See table on page 33). Below are two examples of these off-street, multi-use paths in St. Helens.

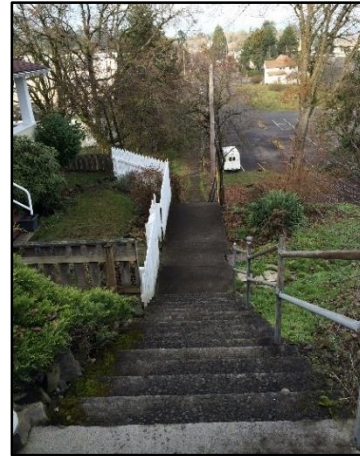


Top: Off-road, multi-use path separated by fence on 15th St. near Middle School
Bottom: Off-road path separated by narrow strip of grass on Old Portland Rd.

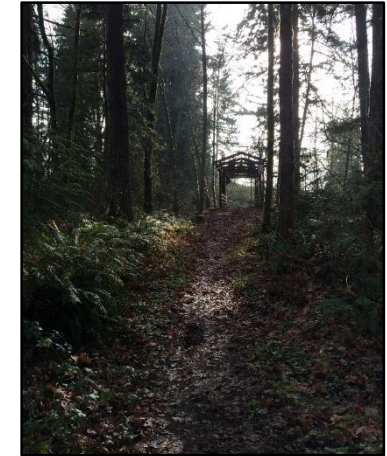


OFF-STREET TRAIL EXAMPLES: PEDESTRIAN ACCESS POINTS

These pedestrian access points, although scattered and fragmented, are helpful to include in our off-street trail inventory as the City works to fill in the gaps to develop a more comprehensive trail network.

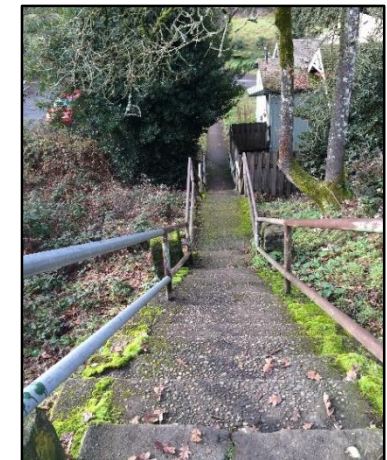


Top Left: 2nd St. stairs, just south of St. Helens St.



Top Right: Footbridge and path over McNulty Creek, south of Marle St.

Bottom Left and Right: Tualitan St. between 4th and 6th St.



3.33 WATER TRAILS

The City of St. Helens' location on the Columbia River permeates nearly every aspect of the small town, from tourism to economic development to transportation. Since 2000, The Lower Columbia Estuary Partnership has been working to protect and restore the nationally significant lower Columbia River estuary with on-the-ground improvements, information, and education programs. See <http://www.estuarypartnership.org/> for details about the programs and habitat rehabilitation projects that they fund. The City of St. Helens should familiarize itself with the Lower Columbia Estuary Partnership's projects and how they will affect non-motorized boat traffic along the river. As the popularity of recreation along the lower Columbia River increases, the City of St. Helens may act as a land refuge for many members of the non-motorized boating community looking for a place to rest, eat, or sleep.



Kayaking tour group on the Columbia River



Sand Island Docks viewed from the Columbia River

According to the Statewide Water Trails Plan (2005-2014) prepared by the Oregon Parks and Recreation Department, non-motorized boating has grown in popularity in recent years in the state of Oregon. This increase in participation translates into financial benefits for communities that provide access to water trails. Water trails as a recreation destination provide rural communities with income to local boat liveries and outfitters, motels and bed and breakfasts, restaurants, grocery stores, gas stations and shops.

Capitalizing on the boat traffic that the Columbia River generates is important as the City of St. Helens expands their local economy to include more tourism-focused amenities and events. As Sand Island Marine Park and the two waterfront parks, Grey Cliffs Park and Columbia View Waterfront Park develop and improve, priority should be given to improvements that advance our ability to accommodate water trail visitors, such as official non-motorized boat ramp designations and proper way finding signage for amenities like showers, restrooms, campsites, and food.



Example of a non-motorized boat launch.
Beaver Boat Ramp and Park located in Clatskanie,

3.4 NATIVE AND NON-NATIVE SPECIES

There are many different interpretations about the benefits and purposes of parkland, the most common of which is active play and recreation. Another important purpose of parkland is natural habitat conservation and in some cases, rehabilitation. This section is a result of numerous community members requesting that the Parks and Trails Master Plan consider the opportunity areas where native species are thriving and problem areas where non-natives are taking over in our park system. Natural areas, including those that exist within our park system, provide essential habitat for wildlife. For this reason, when new development occurs inside a park, it is important to consult with a volunteer naturalist or interested community member to identify any native plants that may be disturbed. If there will be disturbance and no other location is suitable for the development, native plants can be harvested and saved by interested community members.



Wapato thriving amidst the invasive Canary Grass in the part sun, marshy lands around Dalton Lake

The known opportunity areas where native plants are thriving inside parks (aside from Nob Hill Nature Park) include:

1. Heinie Heumann has patches of Camas, Chocolate Lilies, and Fawn Lilies
2. McCormick Park has patches of Camas
3. Dalton Lake has thriving Wapato around the northeast and northwest edges of the lake (See upper right)

As much as possible, development should stay clear of these sensitive areas.

The known problem areas where non-natives are spreading and disrupting the natural landscape significantly include:

1. Sand Island - Scotch Broom and Canary Grass
2. McCormick Park - Scotch Broom and English Ivy
3. Dalton Lake - English Ivy, Blackberries, and Canary Grass

As much as possible, these areas need non-native species removal during regular maintenance.



Camas at Nob Hill Nature Park

3.5 ACCESSIBILITY MANDATES

The Americans with Disabilities Act (ADA) is a comprehensive law that took effect in 1992, making access to recreation and play settings a guaranteed civil right to all Americans. Facilities constructed with federal or state assistance or located on land acquired with federal or state assistance must be designed and constructed in conformance with ADA. The City of St. Helens has not acquired state or federal funding for its park or trail facilities. However, with the aging demographics of the nation, St. Helens too, will see a rise in elderly populations as the baby boom generation grows older. The City should monitor its aging demographics to see if meeting ADA guidelines for park amenities becomes a priority as the demand for ADA accessible facilities grows.

Further, if the City were to receive state or federal funds to acquire more parkland, expand trail access, or improve park facilities in the future, a transitional plan would have to be prepared that includes all modifications to comply with the ADA guidelines. The state of Oregon and the Oregon Parks and Recreation Department created an Accessibility Checklist that contains self-evaluation questions that must be answered and acted on, specifically if federal or state funds support any aspect of the project.

Accessibility Checklist

1. Is parking in compliance with the ADA Act?
2. Does a path of travel from parking, street, or sidewalk to the recreation area or facility exist and meet ADA requirements?
3. Are conveniences (e.g. water fountains) along the path of travel accessible?
4. Is the entrance signed appropriately? Does it meet ADA requirements?
5. Are use areas (e.g. ball fields, spectator areas, concessions, passive areas) able to be used by a person with a disability?
6. Are use areas designed to encourage and maximize interaction among people with and without disabilities?
7. Can existing facilities and experiences be modified for use by persons with a disability? Have such modifications been made?
8. Does the surfacing allow unassisted, unimpeded travel by a person in a wheelchair?
9. When an area and facility is not readily accessible to and usable by a person with a disability is another area or facilities providing similar experiences nearby and accessible?
10. When an area is not readily accessible to and usable by a person with a disability, is this area scheduled to be made accessible and included in the transition plan?



ADA compliant swing installed in Cornona, CA enable both young children and children with special needs to feel the thrill of a ride on a swing and allow their parents to easily and safely take them in and out of the swing via the rubberized surfacing

CHAPTER 4: LEVEL OF SERVICE

4.1 PARK CLASSIFICATION SYSTEM

4.2 PARKLAND LEVEL OF SERVICE ANALYSIS

4.21 LEVEL OF SERVICE DEFINED

4.22 RECOMMENDED PARK LEVEL OF SERVICE

4.23 LEVEL OF SERVICE BY PARK

4.24 LEVEL OF SERVICE BY PARK CLASSIFICATION: 2010 POPULATION

4.25 LEVEL OF SERVICE BY PARK CLASSIFICATION: 2020 POPULATION PROJECTION

4.3 PARKLAND SERVICE AREA

4.4 TRAILS LEVEL OF SERVICE ANALYSIS

4.41 TRAIL LEVEL OF SERVICE DEFINED

4.42 TRAIL LEVEL OF SERVICE: 2010 POPULATION

4.43 TRAIL LEVEL OF SERVICE: 2020 POPULATION

4.1 PARK CLASSIFICATION SYSTEM

“The most effective park system to develop and manage is one made up of a variety of different types of parks, open space areas, and recreational venues, each designed to provide a specific type of recreation experience or opportunity. A park system that is classified and used properly is easier to maintain, creates fewer conflicts between user groups, and minimizes negative impacts on adjoining neighbors. A good park classification system also helps assess what facilities are available for current use and what types of parks will be needed to serve the community in the future” (SCORP - Statewide Comprehensive Outdoor Recreation Plan 2013-2017).

St. Helens has a wide variety of parks, all with different characteristics that meet different the different recreational needs of the community. In order to better understand where the gaps in the park system lie, this plan will work to categorize them according to a few basic classifications discussed below.

A wide variety of parkland classifications can be found throughout the state. Generally, jurisdictions decide which classification system best suits their existing park infrastructure. Because the Parks Master Plan (1999) does not incorporate a classification system into its analysis, this Plan will use the recommended guidelines from the Oregon Parks and Recreation Department published in the SCORP (2013-2017). This classification system applies to all local parks, including city, county, regional, and state park systems in Oregon. Each classification includes an approximate acreage, which may not correspond exactly to the size of the existing park, but all other criteria match up. Each classification also includes the time it takes a typical adult to walk to the park, an approximate service area, and the amenities offered.

POCKET PARKS

A pocket park is the smallest park classification. Pocket parks provide basic recreation opportunities on small lots, within recreation areas serving an area within approximately 5-10 minutes walking time (approximately ¼ mile). Typically less than two acres in size (1/4-2 acres), these parks are designed to serve residents in immediately adjacent neighborhoods. Pocket parks provide limited recreation amenities, such as small playgrounds, benches, and picnic tables. Pocket parks do not normally provide off-street parking.

URBAN PLAZA PARKS

Urban plaza parks are public gathering spaces in urban spaces that foster community interaction and civic pride. They are small in size (¼ to 3 acres) and intensely developed. Visitors will tend to be those who are already in the neighborhood for other purposes, such as shopping, work, dining and/ or those who live in or near densely developed urban areas. Urban plaza parks typically include amenities such as drinking fountains, benches, litter receptacles, trees and shrubs, paved walkways and plazas.

NEIGHBORHOOD PARKS

Neighborhood parks provide close-to-home recreation opportunities primarily for non-supervised, non-organized recreation activities. They are located within approximately 5-10 minute walking time (approximately $\frac{1}{4}$ - $\frac{1}{2}$ mile) without crossing major thoroughfares and/or other structures and easy bicycling distance of residents. They serve up to a one-half-mile radius, and are generally 2-20 acres in size (Service area is also influenced by neighborhood configuration and various geographical and transportation barriers). Neighborhood parks typically include amenities such as playgrounds, outdoor sports courts, sports fields, picnic tables, pathways, and multi-use open grass areas. They may or may not provide off-street parking. Neighborhood parks can, when practical, be located next to elementary schools in order to provide more efficient use of public resources.

COMMUNITY PARKS

Community parks are typically larger in size and serve a broader purpose than neighborhood parks. Their focus is on meeting the recreation needs of several neighborhoods or large sections of the community, as well as preserving unique landscapes and open spaces. Community parks are typically 15-100 acres, depending on the spatial requirements of the facilities provided and the amount of land dedicated to natural resource protection. Community parks provide both active and passive recreation opportunities that appeal to the entire community serving an area within approximately 15 minutes driving time. While a community park may be proximate to a neighborhood and can provide typical neighborhood park amenities, they are normally designed as a “drive-to sites.” Community parks typically accommodate large numbers of people, and offer a wide variety of facilities, such as group picnic areas and large shelters, sports fields and courts, children’s play areas, swimming pools and splash pads, community gardens, extensive pathway systems, community festival or event space, and green space or natural areas. Community parks require additional support facilities, such as off-street parking and restrooms and as such can also serve as regional trailheads.

REGIONAL PARKS

Regional parks are large parks that provide access to unique natural or cultural features and regional-scale recreation facilities. Typically 100 acres or more in size, regional parks serve areas within a 45 minute driving time. These parks often include significant green space to preserve unique natural areas, riverfront corridors, wetlands, and agricultural or forested areas. Regional parks may include properties for which there are no immediate development plans and are situated in such a way as to primarily serve the surrounding neighborhood (land banked properties). Regional parks also may accommodate large group activities and often have infrastructure to support sporting events, festivals, and other revenue-generating events to enhance the City’s economic vitality and identity. Activities available in regional parks may include picnicking, boating, fishing, swimming, camping, trail use, etc. Regional parks include supporting facilities, such as restrooms and parking.

NATURE PARKS

Nature parks are lands set aside for preservation of significant natural resources, remnant landscapes, open space, and visual aesthetics/buffering. They may preserve or protect environmentally sensitive areas, such as wildlife habitats, stream and creek corridors, or unique and/or endangered plant species.

Nature parks may vary in size from small parcels (less than 10 acres) to large properties of more than 200 acres. Nature parks typically serve a community-wide population and include greenways, natural areas, and preserves. Public access to natural areas may be limited at these sites, which often include wetlands, steep hillsides, or other similar spaces. Some nature parks may be managed secondarily to provide passive recreation opportunities. These sites may contain trails, interpretive displays, viewpoints, and seating areas.

SPECIAL USE PARKS

The Special Use classification covers a broad range of park and recreation lands that are specialized or single-purpose in nature. Parks in this category include waterfront or ocean access parks, boat ramps, memorials, historic sites, waysides, swimming areas, single purpose sites used for a particular field sport, dog parks, skate parks, display gardens, sites occupied by buildings, or protect some significant geologic or scenic feature. Special use parks that have a community or regional draw may require supporting facilities such as parking or restrooms. Park size is dependent on the special use and can vary from very small to many acres.

ST. HELENS FACILITY CLASSIFICATION

As summarized in the table on the right, each park in the St. Helens parks system was classified by closely matching the park characteristics listed in the definitions above. The Parks Board was given a list of these classification definitions and approved of the park classifications listed in the table on the right. It is important that the classifications of each park most closely match reality because the Level of Service calculations that work to identify gaps in the park system in the following section rely on accurate park classifications.

ST. HELENS FACILITY CLASSIFICATION

Name of Facility	Classification	Acreage
6 th Street Park	Neighborhood Park	2.9
Godfrey Park	Neighborhood Park	3.6
Grey Cliffs Park	Neighborhood Park	1.6
Heinie Heumann Park	Neighborhood Park	2.9
Columbia Botanical Gardens	Nature Park	3.2
Nob Hill Nature Park	Nature Park	6.6
Civic Pride Park	Pocket Park	1.2
Walnut Tree Park	Pocket Park	0.15
County Courthouse Plaza*	Urban Plaza Park	0.25
Columbia View Park	Urban Plaza Park	1.0
Campbell Park	Community Park	9.1
Sand Island Marine Park**	Regional Park	31.7
McCormick Park	Regional Park	70.7
Total		134.9

*Owned and maintained by County, but included in calculations because it is within City.

**Island ranges in size. To be consistent, smallest estimate will be used for calculations.

4.2 PARK LEVEL OF SERVICE ANALYSIS

4.21 LEVEL OF SERVICE (LOS) DEFINED

To determine adequacy, park and recreation providers typically measure existing parklands and facilities and compare them against established standards, typically Level of Service (LOS) Standards. LOS standards are measures of the amount of public recreation parklands and facilities being provided to meet that jurisdiction's basic needs and expectations. For example, the amount of parkland currently needed in a particular jurisdiction may be determined by comparing the ratio of existing developed park acres per 1,000 residents (by all providers within the jurisdiction) to the jurisdiction's desired level of parks relative to population. The gap between the two ratios is the currently needed park acreage. As the population grows, the objective is to provide enough additional acreage to maintain the jurisdiction's desired ratio of park acres to 1,000 residents. As it functions primarily as a target, adopting a LOS standard does not obligate a City to provide all necessary funding to implement the standard. Instead, the LOS simply provides a basis for leveraging funds. These ratios can provide insight and act as tools to determine the amount of parkland or trails needed to meet current and future recreation needs.

4.22 RECOMMENDED PARK LOS

In the graph on the right, each park classification is listed with LOS guideline examples provided by three different sources. The first column entitled "Average Planning LOS Guidelines in OR" is a statewide calculated average Level of Service for Oregon. The sample for the calculation included municipal, special park district, port district, county, and tribal recreation providers. The survey was conducted by the Oregon Parks and Recreation Department on the Survey Monkey website. Of the 268 parkland providers contacted, 89 completed the survey for a 33% response rate. The next column is the National Recreation and

RECOMMENDED OREGON LEVEL OF SERVICE GUIDELINES

Parkland Type	Average Planning LOS Guidelines in Oregon (Acres /1,000 population)	NRPA Standard LOS Guidelines (Acres /1,000 population)	Recommended Oregon LOS Guidelines (Acres /1,000 population)
Pocket Parks	0.16	0.25 to 0.5	0.25 to 0.5
Urban Plaza Parks	0.18	None	0.1 to 0.2
Neighborhood Parks	1.27	1.0 to 2.0	1.0 to 2.0
Community Parks	2.76	5.0 to 8.0	2.0 to 6.0
Regional Parks	8.99	5.0 to 10.0	5.0 to 10.0
Nature Parks	2.74	None	2.0 to 6.0
Special Use Parks	0.38	None	None
Totals	-	6.25 to 10.5 developed	6.25 to 12.5

Parks Association's (NRPA) recommended LOS guidelines, which do not provide guidelines for Urban Plazas, Nature Parks, or Special Use Parks. The last column includes the recommended Oregon guidelines this Plan Update will be using for its LOS comparisons. Just like the Park Classification System used

in the previous section, these guidelines are also from the 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (SCORP). The SCORP recommended Oregon LOS guidelines were developed after reviewing the NRPA guidelines and the results from the statewide average guidelines survey. It is recognized that while these guidelines provide a useful framework for evaluating jurisdiction resources, individual jurisdictions ultimately need to develop their own guidelines that are reflective of our unique conditions, resources, and needs.

4.23 LEVEL OF SERVICE BY PARK

On the table to the right, the level of service provided by each park is calculated. St. Helen's largest park, McCormick Park and second largest park, Sand Island Marine Park, provide the majority of St. Helen's total level of service, at just under 8 acres per 1,000 residents combined. The total level of service St. Helens provides, as seen in the table on the next page, is 10.54 acres per 1,000 residents. Compared to the SCORP recommended level of 10.35 acres per 1,000 residents, this is an overage of 0.19. Although this calculation is positive news, there are other aspects beyond the total level of service to consider. On the following page, the level of service provided broken down by each park classification is compared to the SCORP recommended level. In addition, the same comparison is made using a 2020 projected population.

LEVEL OF SERVICE BY PARK 2010 CENSUS POPULATION: 12,847

Name of Facility	Classification	Acreage	LOS Provided (Acres / 1,000 population)
6th Street Park	Neighborhood Park	2.9	.22
Godfrey Park		3.6	0.28
Grey Cliffs Park		1.6	0.12
Heinie Heumann Park		2.9	0.23
Columbia Botanical Gardens	Nature Park	3.2	0.25
Nob Hill Nature Park		6.6	0.51
Civic Pride Park	Pocket Park	1.2	.09
Walnut Tree Park		0.15	.01
Columbia View Park	Urban Plaza Park	1.0	0.08
County Courthouse Plaza*		0.25	.02
Campbell Park	Community Park	9.1	0.71
Sand Island Marine Park	Regional Park	31.7	2.47
McCormick Park		70.7	5.5

*Owned and maintained by the County, but included in calculations because it is within the city.

4.24 LEVEL OF SERVICE BY PARK CLASSIFICATION: 2010 POPULATION

The table below looks at the level of service provided by each park classification compared to the SCORP recommended level of service. A discussion of how the SCORP calculated the recommended levels of service for each park classification is on page 5.

For the first classification, pocket parks, St. Helens is under the recommended level by 0.14 acres per 1,000 residents, which means 1.8 acres are needed to meet the guideline. For urban plaza parks, St. Helens meets the standard without any overage acreage. It is recommended to have 1 acre per 1,000 population for neighborhood parks and St. Helens provides just under that guideline at 0.86 acres. The community park classification is where St. Helens falls the furthest from the guideline, with a recommendation to add 16.6 acres of parkland to meet the minimum. This is largely because McCormick Park, which provides a huge 5.5 acres per 1,000 residents alone, fit the criteria for the classification of a regional park, rather a community park. Therefore, the City is significantly higher than the guideline for regional parks at an excess of 3 acres per 1,000 population. Nature parks are the second highest priority by park classification, falling short of the minimum guideline by 1.24 acres per 1,000 population. Similar to the community parks classification, it is recommended that 15.9 acres of nature parks be added to the St. Helens park system. According to these level of service calculations, the two park additions that would have the greatest effect in meeting the recreational needs of the community are the addition of a community park and a nature park.

LEVEL OF SERVICE BY CLASSIFICATION

2010 CENSUS POPULATION: 12,847

Classification	Acreage Provided	LOS Provided Acres / 1,000 pop.	Recommended OR LOS Acres / 1,000 pop.	Deficiencies or Overages Acres / 1,000 pop.	Deficiencies or Overages
Pocket Parks	1.35	0.11	0.25 to 0.5	(-0.14)	Needs 1.8 acres
Urban Plaza Parks	1.25	0.10	0.1 to 0.2	0	Meets standard
Neighborhood Parks	11.0	0.86	1.0 to 2.0	(-0.14)	Needs 1.8 acres
Community Parks	9.1	0.71	2.0 to 6.0	(-1.29)	Needs 16.6 acres
Regional Parks	102.4	8.00	5.0 to 10.0	+3.0	Exceeds by 38.5 acres
Nature Parks	9.8	0.76	2.0 to 6.0	(-1.24)	Needs 15.9 acres
Totals	134.9	10.54	10.35	+0.19	Exceeds by 2.4 acres

4.25 LEVEL OF SERVICE BY PARK CLASSIFICATION: 2020 POPULATION PROJECTION

The level of service table below contains the same calculations as the table on the previous page, except the population has been projected for the year 2020. As expected, as the population grows and assuming the park system remains the same level of acreage, the park system falls short of the recommended level of service for nearly every park classification. The only classification that meets the recommended level of service are the regional parks, likely because of the size of Sand Island Marine Park and McCormick Park. Still, the two park additions that would have the greatest effect in meeting the recommended level of service for Oregon are the addition of a community park and a nature park.

“The two park additions that would have the greatest effect in meeting the recreational needs of the community are the addition of a community park and a nature park.”

LEVEL OF SERVICE BY CLASSIFICATION

2020 POPULATION PROJECTION: 15,591*

Classification	Acreage Provided	LOS Provided Acres / 1,000 pop.	Recommended OR LOS Acres / 1,000 pop.	Deficiencies or Overages Acres / 1,000 pop.	Deficiencies or Overages
Pocket Parks	1.35	0.09	0.25 to 0.5	(-0.16)	Needs 2.5 acres
Urban Plaza Parks	1.25	0.08	0.1 to 0.2	(-0.02)	Needs 0.3 acres
Neighborhood Parks	11.0	0.71	1.0 to 2.0	(-0.29)	Needs 4.5 acres
Community Parks	9.1	0.58	2.0 to 6.0	(-1.42)	Needs 22.1 acres
Regional Parks	102.4	6.57	5.0 to 10.0	+1.57	Exceeds by 24.5 acres
Nature Parks	9.8	0.63	2.0 to 6.0	(-1.37)	Needs 21.4 acres
Totals	134.9	8.66	10.35	(-1.69)	Needs 26.3 acres

*Population Projection from Portland State University Population Research Center (2010)

4.3 PARKLAND SERVICE AREA

In addition to guidelines for how *much* parkland should be provided per capita, there are also guidelines for *where* new parkland should be developed. Specifically, the St. Helens Comprehensive Plan states that the City should, “acquire sites for future parks as identified on the comprehensive plan map as far in advance as possible to have sites be within 1/2 mile of residential areas”. The map on the following page shows the residential areas that do not have parkland within a 1/2 mile radius. Notice the map also assumes that the Millard Rd. Property will be developed into a park in the future. If this property is not developed as a park, there would be even more residential areas not served by a park within a 1/2 mile radius.

There a number of variables that can change residential accessibility to a park, such as the presence of pedestrian infrastructure (sidewalks, off-street trails, crosswalks) or even the size of the park. Many jurisdictions maintain a larger radius service area for their regional parks and community parks (1-3 miles), and lower service areas for pocket parks (1/4 mile) and neighborhood parks (1/2 mile). As discussed in the Park Classification System (Section 4.1), the service radius is calculated based on the classification of the park. Each park classification includes approximate parkland acreage, the time it takes a typical adult to walk or drive to the park, an approximate service area, and the recreational amenities offered. For example, a typical regional parks contains ample recreational amenities and subsequently people are willing to walk or drive further to get to the park, ultimately resulting a larger service area.

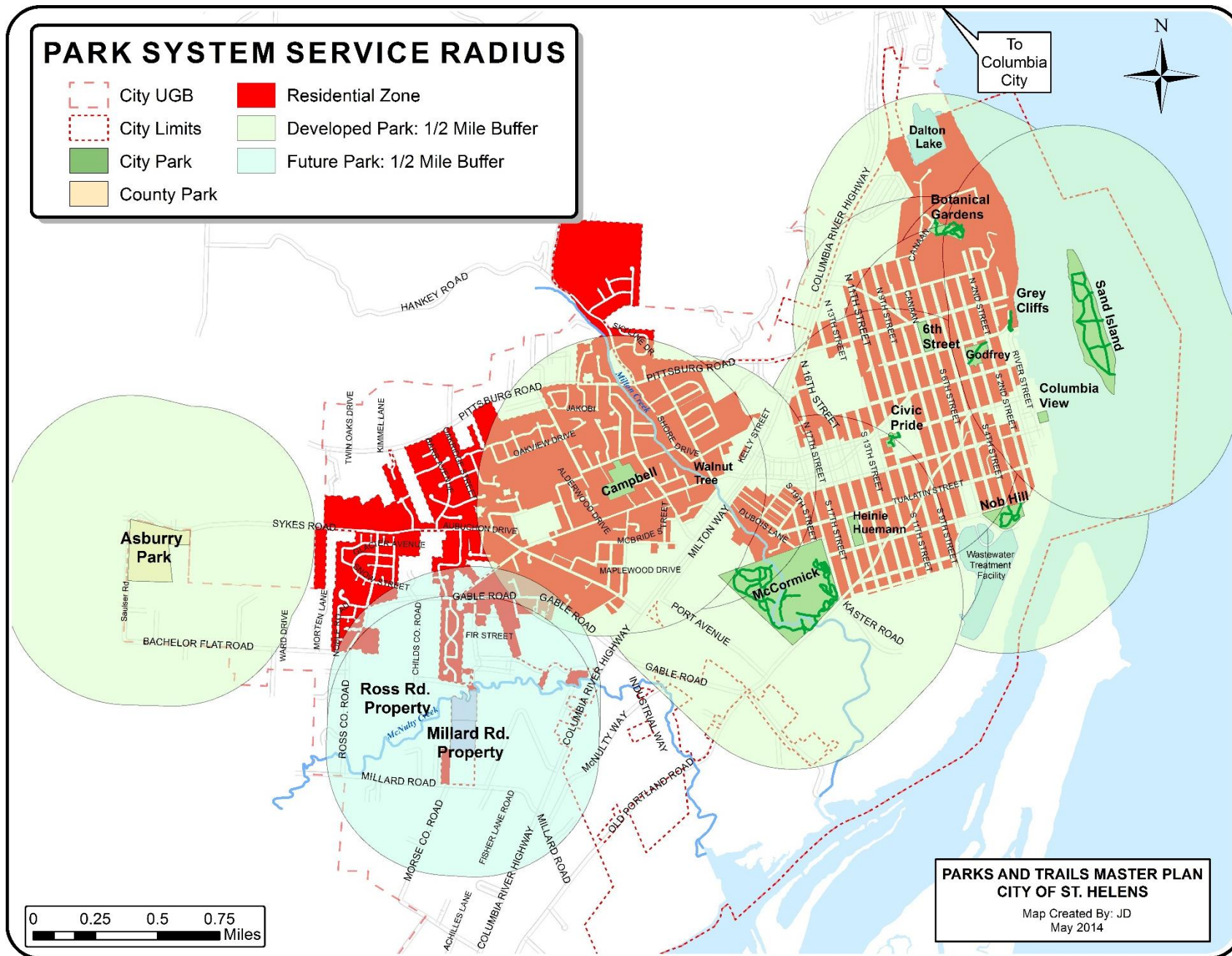
To conclude, although there are areas that are not served by a park within a 1/2 mile radius, the City’s Comprehensive Plan rule for a 1/2 mile service area does not take into consideration alternative variables, such as pedestrian accessibility and park classification, that dictate service radiuses for parkland. After all, people are willing to travel further than a 1/2 mile to reach a park, especially if they are traveling on comfortable pedestrian infrastructure or if they are traveling to park with contains outstanding recreational amenities and a parking lot (like a regional park).



Multi-use, off-street paths like this one on 15th St can help extend park service areas by providing a comfortable off-street experience



Family walking their dog around Dalton Lake



4.4 TRAILS LEVEL OF SERVICE ANALYSIS

As stated in Chapter 3, a “trail” includes multi-use, pedestrian, and soft surface trails that accommodate a variety of activities such as walking, running, biking, dog walking, rollerblading, skateboarding, and horseback riding. Multi-use trails are designed for use by pedestrians, bicyclists, skateboarders, wheelchairs, and other non-motorized vehicle users. Such trails may be located within parks or along existing streets and roadways as part of the citywide transportation system. This has ramifications for a city like St. Helens, where almost half of its trail system is within parks (See table below).

4.41 TRAIL LEVEL OF SERVICE DEFINED

To determine adequacy of any trail system, a level of service (LOS) can be calculated and used as a comparison to the statewide recommended guideline. As is the case for parkland LOS, as the population grows, the objective is to provide enough additional mileage to maintain the jurisdiction’s desired ratio of trail mileage per 1,000 residents. As it functions primarily as a target, adopting a LOS standard does not obligate a City to provide all necessary funding to implement the standard. Instead, the LOS simply provides a basis for leveraging funds. These ratios can provide insight and act as tools to determine the amount of trails needed to meet current and future recreation needs. The table below lists the average planning LOS Guidelines across the state as well as the recommended Oregon LOS Guidelines. The National Recreation and Parks Association (NRPA) does not provide a Trail LOS Guideline.

The statewide average was calculated by the Oregon Parks and Recreation Department by conducting a survey on the Survey Monkey website. Of the 268 parks and recreation providers contacted, 89 completed the survey for a 33% response rate. The statewide average planning LOS Guidelines are at 0.62 miles per 1,000 residents and the SCORP recommended LOS for Oregon is anywhere between 0.5 to 1.5 miles of trails per resident. In the tables on the following pages, comparisons are made between the existing trail level of service to the minimum guideline of 0.5 miles per 1,000 residents with both the current population and a population projection for 2020.

TRAIL LEVEL OF SERVICE GUIDELINES

Statewide Average Planning LOS Guidelines Mileage / 1,000 population	NRPA Standard LOS Guidelines Mileage / 1,000 population	Recommended Oregon LOS Guidelines Mileage / 1,000 population
0.62 miles	None	0.5 to 1.5 miles

4.42 TRAIL LEVEL OF SERVICE: 2010 POPULATION

The table below states that the level of service provided by the existing trail network meets the minimum state recommended guideline of 0.5 miles of trail / 1,000 residents. It is important to note that although the calculations indicate that the St. Helens trail system just under the minimum level of service, this minimum level of service guideline is being met on a trail network that is almost entirely within the park system. About 60% of the 6.45 miles of trails provided are within the park system. Further, the trails within St. Helen's McCormick Park make up 2.5 miles of the park trails, which is over half of the total park trails at 3.76 miles.

Since most trails are located within a select few parks, most residents do not consider St. Helens trail system to be a comprehensive network, despite meeting the minimum guideline. Further, the areas with off-street trails are fragmented and do not connect residents to desirable destinations, like the waterfront, other parks, and surrounding neighborhoods or businesses (See map on next page). Looking beyond the just the overall trail level of service guideline, it is clear that the St. Helens trail system is lacking off-street, multi-use trails. This trail level of service analysis confirms that new trail proposals would have the most impact if they are off-street, multi-use trails located in areas that incorporate the existing park trails into a larger, more comprehensive trail network.

“...New trail proposals would have the most impact if they are off-street, multi-use trails located in areas that incorporate the existing park trails into a larger, more comprehensive trail network.”

TRAIL LEVEL OF SERVICE
2010 CENSUS POPULATION: 12,847*

Category	Comment	Mileage	LOS Provided Miles / 1,000 pop.	Recommended OR LOS Miles / 1,000 pop.	Deficiencies or Overages Miles / 1,000 pop.	Deficiencies or Overages
Park Trails	Trails within parks	3.76	0.29	No standard	0	No standard
Trails	Multi-use, off-street paths & pedestrian access points	2.69	0.21	No standard	0	No standard
Totals		6.45	0.5	0.5 to 1.5 miles	0	Meets minimum guideline



4.43 TRAIL LEVEL OF SERVICE: 2020 POPULATION

Although the City currently has enough mileage of trails to meet the minimum guidelines for 2010, the projected 2020 population does not fare so well. If the inventory of trails were not expanded and the population in St. Helens grows at predicted rates, it would put even more strain on the existing trail network to meet the recreational needs of the residents. According to the minimum recommendation of 0.5 miles per 1,000 residents, the City would need to add 1.4 miles of trails to the trail inventory by 2020. Further, these calculations make the assumption that the City would like to meet only the minimum recommended level of service. If the City would like to reach the maximum recommended level of service at 1.5 miles per 1,000 people, it would need to develop 17 miles of trails by the year 2020.

“If the City would like to meet the maximum recommended level of service at 1.5 miles per 1,000 people, it would need to develop 17 miles of trails by the year 2020.”

TRAIL LEVEL OF SERVICE 2020 POPULATION PROJECTION: 15,591*

Category	Comment	Mileage	LOS Provided Miles / 1,000 pop.	Recommended OR LOS Miles / 1,000 pop.	Deficiencies or Overages Miles / 1,000 pop.	Deficiencies or Overages
Park Trails	Trails within parks	3.76	0.24	No standard	No standard	No standard
Trails	Multi-use, off-street paths and pedestrian access points	2.69	0.17	No standard	No standard	No standard
Totals		6.45	0.41	0.5 to 1.5 miles	(-0.09)	Need 1.4 miles to meet minimum guideline

*Population Projection from Portland State University Population Research Center (2010)

CHAPTER 5: NEEDS ASSESSMENT

5.1 COMMUNITY OUTREACH

5.11 PARKS AND TRAILS ONLINE SURVEY REPORT

5.12 PUBLIC FORUM

5.13 SERVICE GROUPS AND CLUBS

5.2 COMMISSION AND CITY STAFF INVOLVEMENT

5.21 PARKS COMMISSION

5.22 BICYCLE AND PEDESTRIAN COMMISSION

5.23 PLANNING COMMISSION

2.24 CITY COUNCIL INVOLVEMENT

2.25 CITY STAFF INVOLVEMENT

5.3 OREGON PARKS AND RECREATION DEPARTMENT RECREATION DATA (2011)

5.31 PROVIDER NEEDS SURVEY

5.32 RESIDENT DEMAND SURVEY

5.4 NEEDS ASSESSMENT CONCLUSION

5.41 IDENTIFIED PARK NEEDS

5.42 OTHER RECREATION AREAS NEEDS

5.1 COMMUNITY OUTREACH

Broad and deep engagement with community members is a fundamental building block to any successful plan. Gathering input from a wide range of community members is essential to this planning effort for a few reasons.

- Local people have transformative insights simply because they know their town best. *Local knowledge* of the community deepens and gives context to your quantitative data, from wildlife to walkability.
- Interacting and gathering input from residents builds *community ownership*. They need to share in the decisions leading up to the results. Residents need to own the final recommendations of a planning process so that they can be upheld into the future.
- Many minds working on a project leads to better results. The greater the diversity of people contributing to solving a problem, the more creative and effective the solutions.

Listed below are the methods used to engage the public in this planning process. First is the description of the community survey, followed by results and analysis. Then, the follow-up public forum is discussed.

5.11 PARKS AND TRAILS ONLINE SURVEY REPORT

An online community survey was conducted in order to gather feedback on how the City could improve the parks and trails system. It was created using the sophisticated survey platform Qualtrics. Results were gathered for one month, from February 3rd - March 3rd. **We received a total of 211 started surveys with a 77% completion rate, leaving a total of 163 completed survey responses.** A summary and analysis of results for each question can be found in the survey report in the following section. With the goal of reaching a wide spectrum of St. Helens residents, the survey was publicized through the following mediums:

Newspapers: St. Helens Chronicle online and an article in the hardcopy paper on Feb. 5th, Scappoose Spotlight hardcopy paper on Jan. 31st

Newsletters: City of St. Helens Feb. e-Newsletter, St. Helens High School Feb. Newsletter (See next page), St. Helens Middle School Feb. Newsletter

Fliers Distributed to: Kiwanis Day Breakers, St. Helens Public Library, and many of the local businesses were handed fliers to display
(See next page for promotional flier)

Other: City of St. Helens Facebook, SHEDCO's Facebook, South Columbia County Chamber of Commerce Facebook, City of St. Helens Press Release, Public Health Foundation of Columbia County distributed survey to agency staff, promoted at the bi-monthly Chamber of Commerce Coffee Klatsch

HAS YOUR VOICE BEEN HEARD?



If you have ever thought of the ways a specific park could be improved or if you wish St. Helens had a more comprehensive trail network, this is the time to let us know **your** ideas!

The City of St. Helens is in the process updating the Parks and Trails Master Plan. As a part of this update, the City is conducting an online Parks and Trails Survey. The results will be used to help guide future recreational development by identifying the various recreational needs of the community.

ACCESS THE ONLINE SURVEY: www.tinyurl.com/parkandtrail

- ✓ The survey only takes about 15 minutes
- ✓ The City will continue collecting responses until March 3rd.

The Parks and Trails Master Plan Survey covers topics like:

- ✓ How frequently does your household use park facilities?
- ✓ Which sports facilities are important to you?
- ✓ How much money should City should budget to improve parks and trails?
- ✓ Which recreational activities does your household enjoy?
- ✓ How important are parking lots, security lighting, pedestrian access and informative signage?

QUESTIONS? WANT TO KNOW MORE?

The Parks and Trails Master Plan Survey is just one way the City is working to gather public input for this Plan Update. We are also conducting a follow-up Public Workshop in late March/early April and all St. Helens residents are invited to participate. You can follow the City's Facebook page at: www.facebook.com/cityofsthelens to watch for updates or you can email Jenny Dimsho at: jdimsho@ci.st-helens.or.us to request updates for the Public Workshop or with any questions about the Parks and Trails Master Plan Update.

Community News

Page 3

City of St. Helens Parks and Trails Master Plan Survey Goes Live

Local residents now have the opportunity to shape the future of the St. Helens Parks and Trails System!



The City of St. Helens has launched the Parks and Trails Master Plan Survey to gather public perception about the existing condition of the parks and trails system in St. Helens. To take the survey go to www.tinyurl.com/parkandtrail.

It will remain open collecting responses for 3 weeks or until we reach our target level of respondents. The survey only takes about 15 minutes and the results will be used to help guide future recreational development by identifying the recreational needs of the community. In order to capture the community vision for the parks and trails system, we hope to receive feedback from a wide audience of park users; that is why this article is in the school newsletter. Please take part in this opportunity to say what is on your mind about our local parks and trails.



If you have ever thought of the different ways a specific park could be improved or if you wish St. Helens had a more comprehensive trail network, this is the time to let us know your ideas.

Left: The Parks and Trails Survey promotional flier distributed to businesses, clubs, and community groups

Right: The Parks and Trails Survey notice in the February St. Helens High School Newsletter. A similar notice went in the February Middle School Newsletter.

1. Do you live within St. Helens city limits? If no, where do you live?

The majority of the households who took the survey currently live within the St. Helens city limits, at around 72% of respondents.







The majority of households that do not live in St. Helens city limits live in the surrounding cities of Portland, Warren, Columbia City and Scappoose. A complete list of where respondents outside St. Helens city limits are located can be seen on the right.

Answer	Response	Percent
Yes	151	71.6%
No	60	28.4%
Total	211	100.0%

If no, where do you live?







2 miles from 30	Hillsboro x 3
Bend	Newberg
Chapman x 2	Portland x 16
Clatskanie	Salem
Columbia City x 6	Sandy
Columbia County x4	Scappoose x 7
Deer Island x 2	Tigard x 2
Federal Way, WA	Warren x 11

2. How many members (including you) do you have in your household?

# of People in Household		Response	Percent
1		19	9.0%
2		61	28.9%
3		44	20.9%
4		52	24.6%
5		17	8.1%
6 or more		18	8.5%
Total		211	100.0%

Around 75% of the households that took this survey had between two and four people households. This seems in line with the St. Helens average household size of 2.59 (2010 U.S. Census).

3. How many children under 18 live in your household?



# of Children in Household	Response	Percent
0		97 46.0%
1		38 18.0%
2		47 22.3%
3		21 10.0%
4		5 2.4%
5		0 0.0%
6 or more		3 1.4%
Total		211 100.0%

46% of respondents reported having no children in their household. The next two largest groups were two children households at 22.3% and one child households at 18%.

It is important to note how many respondents have children in their households because families tend to have different recreational needs and facilities than adults or seniors, including toddler or elementary school age children's programs and family-oriented facilities such as playgrounds and multi-purpose fields that can accommodate various ages and sports.

4a. Have you visited any of the parks within the St. Helens Park system in the last year?







If no, respondents were directed to Question 4b.

	Response	Percent
Yes		203 96.2%
No		8 3.8%
Total		211 100.0%

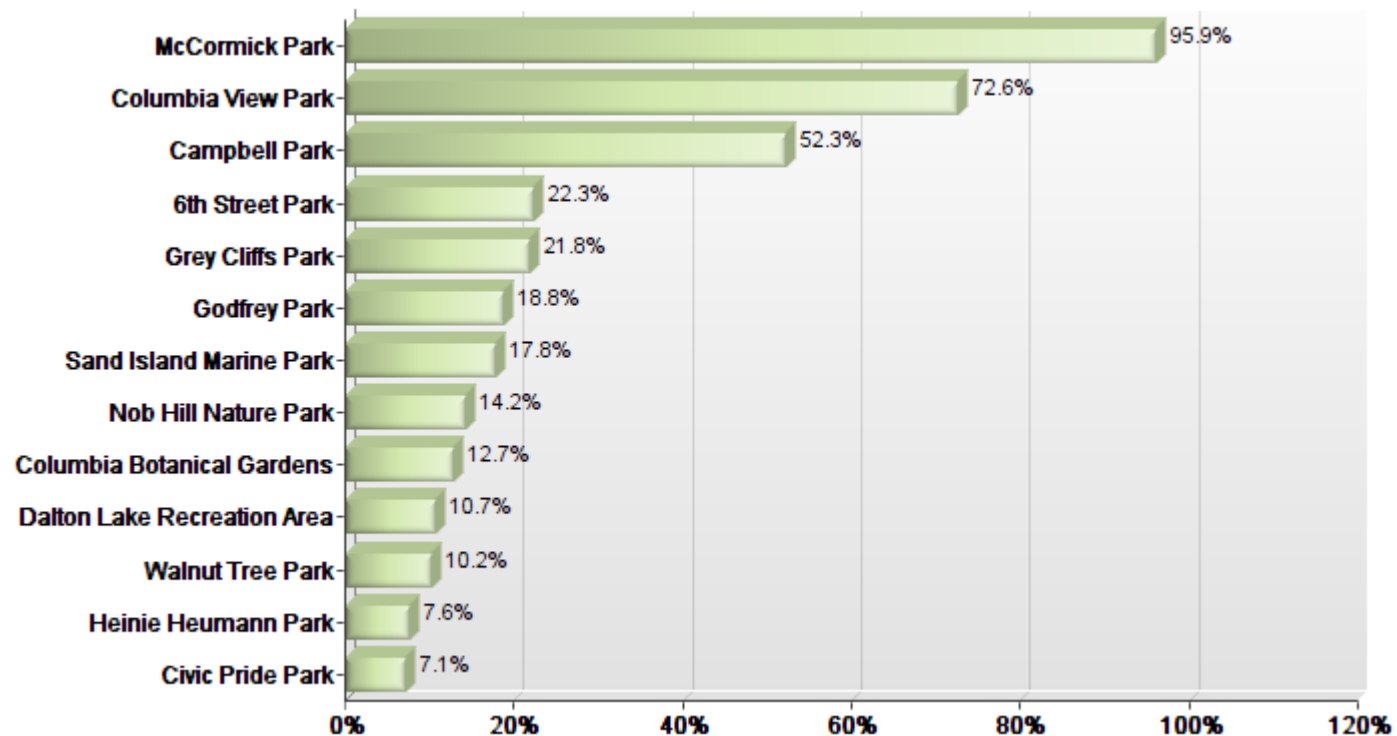
96% of respondents had visited at least one of the parks in St. Helens in the last year. For the 4% of respondents who responded no, they were directed to Question 4b.

Not knowing where the parks are located was the most selected reason for households not utilizing the park system (See right table).

4b. What are the main reasons your household does not utilize the St. Helens park system?

Reason	Response
Inadequate facilities	 2
Condition of facilities	 2
Feel unsafe	0
Don't know where parks are	 5
Too far away	 1
Too crowded	0
Not handicap accessible	0
Limited parking	0
Bad weather	 3
Don't have enough time	0
Would rather do something else	0
Other. Please specify why: Just moved here winter of 13. :)	 1

6. Please select each park or recreation area within St. Helens that you or members of your household have visited in the last year.



The three most popular parks are McCormick Park, Columbia View Park, and Campbell Park. These three parks also have the most amenities available, which partly explains the higher attendance rates. McCormick Park has an astounding 96% attendance rate, which means only 4% of households reported not having been to McCormick in the last year. Columbia View Park, although only 1 acre in size, has the 2nd highest attendance at 72%, which is partly because this park is the home to many community-wide events, like the 13 Nights on the River Summer Series.

The three parks with the least attendance are Walnut Tree Park, Heinie Heumann Park, and Civic Pride Park, two of which are classified as pocket parks in Chapter 4. This means that by definition, these parks are designed to serve the immediately adjacent neighborhoods and do not offer many amenities.

The Dalton Lake Recreation area, despite its beautifully tranquil atmosphere has a surprisingly low attendance, just above Walnut Tree Park at 10.7% of respondents.

The next 5 questions (7 - 11) allowed respondents to rate only the parks they selected from Question #6. This was to ensure residents could not rate parks they had not attended in the last year. The last column indicates how many respondents ranked that park.

7. How do you rank the level of maintenance for the following parks?

	Well Maintained	Somewhat Maintained	Somewhat Unmaintained	Not Maintained	Total Responses
McCormick Park	56.3%	35.5%	7.7%	0.5%	183
Campbell Park	28.0%	48.0%	17.0%	7.0%	100
6th Street Park	27.3%	50.0%	18.2%	4.5%	44
Columbia View Park	71.0%	24.6%	2.9%	1.4%	138
Sand Island Marine Park	20.6%	41.2%	26.5%	11.8%	34
Godfrey Park	26.5%	52.9%	20.6%	0.0%	34
Civic Pride Park	35.7%	50.0%	14.3%	0.0%	14
Heinie Heumann Park	20.0%	40.0%	40.0%	0.0%	15
Columbia Botanical Gardens	9.1%	54.5%	13.6%	22.7%	22
Nob Hill Nature Park	36.0%	36.0%	20.0%	8.0%	25
Grey Cliffs Park	55.0%	35.0%	7.5%	2.5%	40
Walnut Tree Park	68.4%	21.1%	5.3%	5.3%	19
Dalton Lake Recreation Area	10.5%	47.4%	36.8%	5.3%	19

Columbia View Park was ranked with the highest level of maintenance, at around 96% of respondents stating it is “well maintained” or “somewhat maintained”. McCormick Park, Walnut Tree Park, and Grey Cliffs Park are all also ranked very highly, with around 90% of households stating they are either “well maintained” or “somewhat maintained”.

Dalton Lake Recreation area is ranked as the least maintained, with over 40% of the 19 respondents who had visited in the last year ranking it either “somewhat unmaintained” or “not maintained” at all. This is likely due to how this recreation area was originally formed, which is discussed more in depth in Chapter 3’s Inventory. Heinie Heumann Park has the second place for least maintained, with 40% of respondents reporting it “somewhat unmaintained”. The Columbia Botanical Gardens has the highest percentage of households selecting “not maintained” (22.7%). Sand Island Marine Park takes third place for least maintained park, with 38.3% of households selecting “somewhat unmaintained” or “not maintained”.

8. How do you rank the # of amenities for the following parks?

Columbia View Park was ranked with the highest level of satisfaction with the # of amenities, at around 95% of respondents stating they are “satisfied” or “somewhat satisfied”. McCormick had the second highest level of satisfaction with amenities offered, at 93% satisfied or somewhat satisfied. Nob Hill Nature Park was ranked with 44% for both satisfied and somewhat satisfied, leaving it with an overall satisfaction of 88%, the third highest.

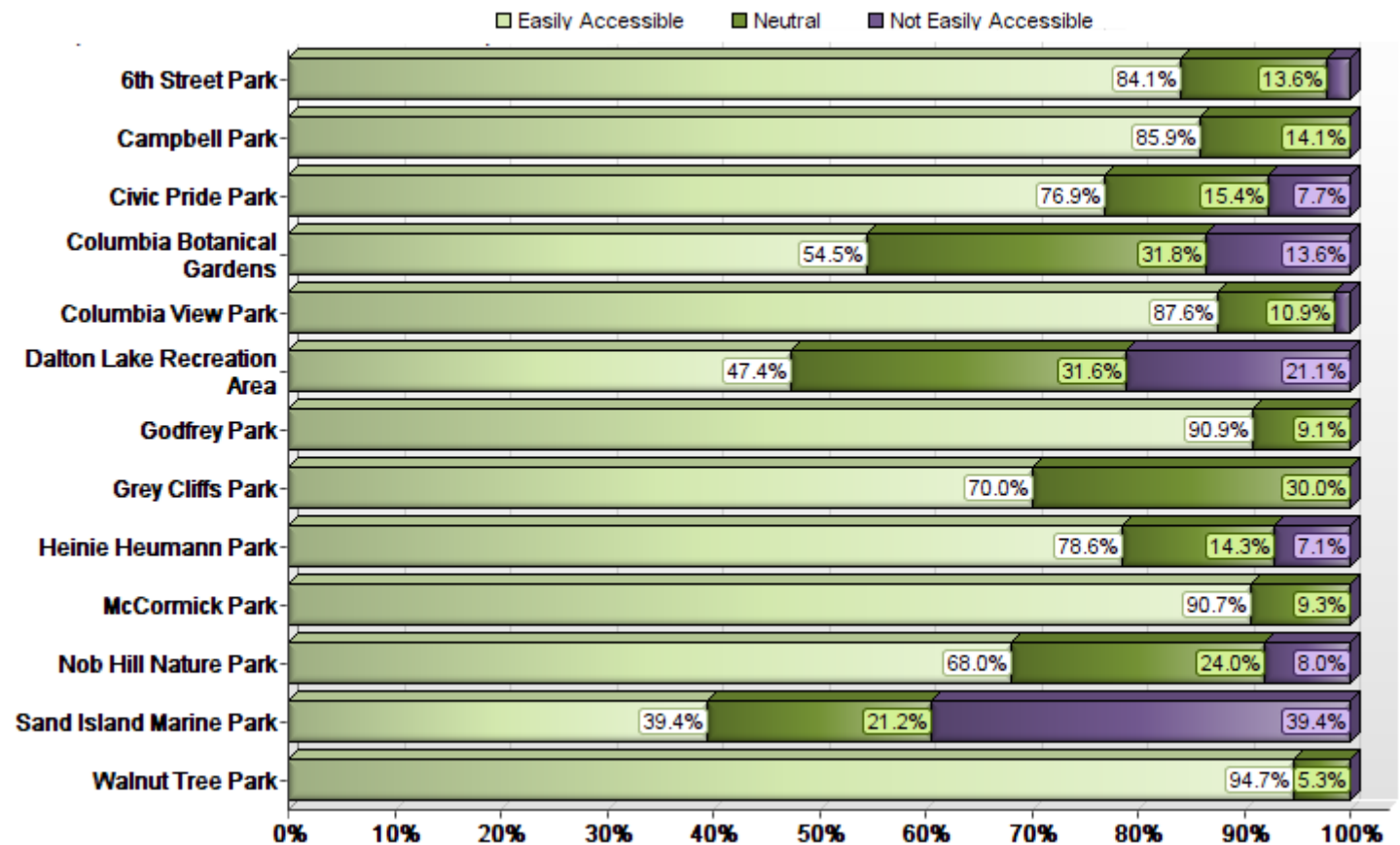
Heinie Heumman Park had the least amount of satisfied respondents, with only 13.3% of respondents feeling “satisfied” with the number of amenities and over 53% of households reporting dissatisfaction. Walnut Tree Park had the second least number of satisfied respondents with around 42% of households reporting dissatisfaction with the number of amenities offered. 6th Street Park also had a high number of respondents feeling dissatisfied with the number of amenities, at around 31% reporting “somewhat dissatisfied” or “not satisfied” at all.

	Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Not Satisfied	Total Responses
Columbia View Park	67.4%	27.5%	3.6%	1.4%	138
McCormick Park	59.0%	33.9%	6.0%	1.1%	183
Nob Hill Nature Park	44.0%	44.0%	4.0%	8.0%	25
Civic Pride Park	42.9%	35.7%	7.1%	14.3%	14
Walnut Tree Park	42.1%	15.8%	21.1%	21.1%	19
Grey Cliffs Park	40.0%	45.0%	10.0%	5.0%	40
Godfrey Park	38.2%	35.3%	23.5%	2.9%	34
Dalton Lake Recreation Area	36.8%	47.4%	15.8%	0.0%	19
Campbell Park	32.0%	46.0%	15.0%	7.0%	100
Columbia Botanical Gardens	31.8%	40.9%	18.2%	9.1%	22
6th Street Park	31.8%	34.1%	27.3%	6.8%	44
Sand Island Marine Park	29.4%	44.1%	20.6%	5.9%	34
Heinie Heumann Park	13.3%	33.3%	26.7%	26.7%	15

9. How do you rank the accessibility of the following parks?

Walnut Tree Park has the highest ranked level of accessibility with 95% of respondents claiming it is easily accessible, which is likely due to the nature of the pocket park classification. Walnut Tree Park is conveniently located in the center of a large residential area and is designed to serve the surrounding neighborhoods. Godfrey and McCormick Park both have just over 90% of households agreeing that they are easily accessible. McCormick Park has many entry points for pedestrians or vehicles, a large parking lot, and is located in the center of the City. Godfrey Park is also located amidst residentially zoned areas, has on-street parking, and has two entrances for pedestrians.

The park with the rated with the least accessibility at 39.4% of households claiming it is not easily accessible is Sand Island Marine Park, which can only be accessed by boat. Dalton Lake Recreation area is also rated poorly, with 21.1% of households claiming it is not easily accessible. This is likely because there is no designated place to park up by the trail that leads around Dalton Lake. The only way to reach the trail is to park somewhere near the northern city limits and take the Rutherford Parkway (bicycle/pedestrian use only) up to the beginning of the trail.

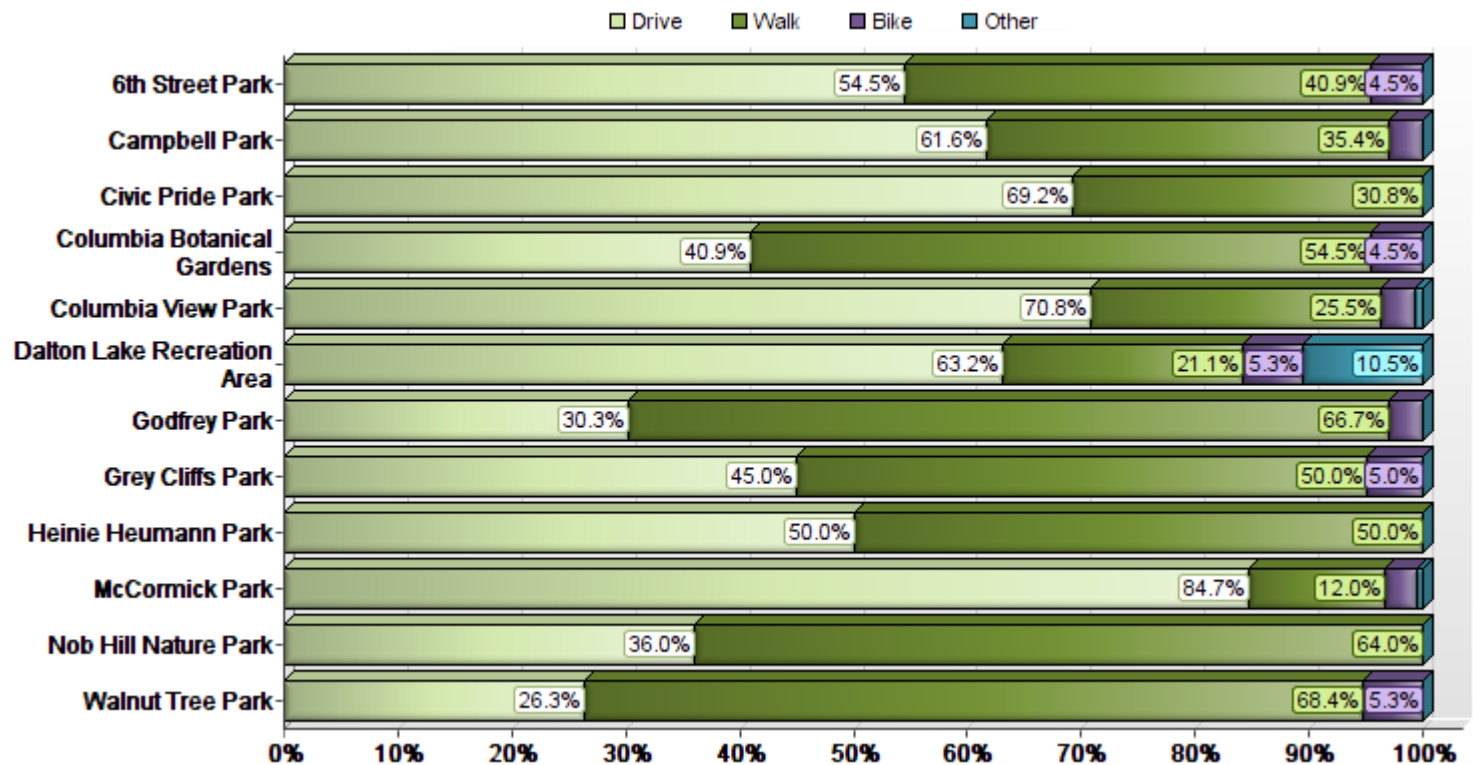


10. How do you or members of your household most frequently get to the following parks?

Knowing how users of a park get to the park can help determine how far people are traveling to get to the park, which also helps distinguish the classification of a park. For example, the service area for a neighborhood park is around a ½ mile in radius, which also means neighborhood parks are usually located within a 5 to 10 minute walking or biking trip from the surrounding users. Pocket parks are also located within 5-10 minutes walking distance from their users.

With this knowledge, it is easy to determine that Walnut Tree Park with the highest percentage of users walking to it at 68%, is a pocket park. Godfrey Park and Nob Hill Nature Park have the next highest percentages of users walking to them at around 67% and 64% respectively. Godfrey Park has two different pedestrian entrances and is considered a neighborhood park, so many of its users live in the surrounding neighborhoods, resulting in a higher percentage of walkers attending the park. For Nob Hill Nature Park, the high percentage of walkers may be partly because there is no officially designated parking lot, but there are three different pedestrian access points to the park.

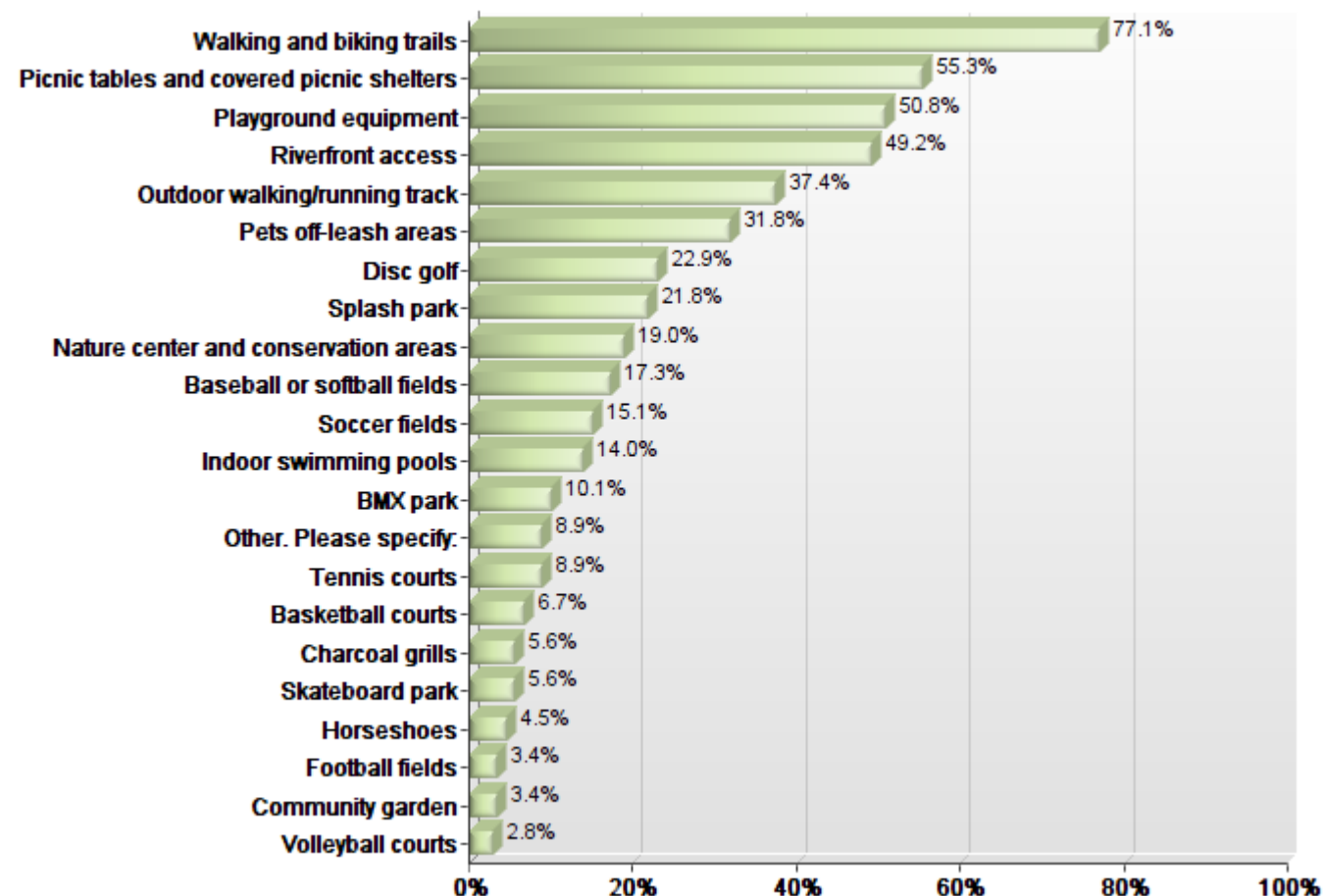
McCormick is classified as a regional park, which means it attracts residents from all over the community and outside the community with a service area of 45 minutes of driving time. This explains why it has the highest percentage of drivers attending the park, at almost 85% of users. Columbia View Park, although not classified as a regional park, still attracts residents from across the entire community, resulting in the second highest percentage of drivers (71%).



11. Which amenities does your household use at a park? You may select up to eight (8) amenities.

The top four park amenities with the highest percentage of use by households are walking and biking trails (77.1%), picnic tables and covered picnic shelters (55.3%), playground equipment (50.8%), and riverfront access (49.2%). Respondents were also given the option to specify their own park amenity (see table on right) and 3 of the fill-in responses were about the riverfront concerts.

The four least selected park amenities were horseshoes (4.5%), football fields (3.4%), community garden (3.4%), and volleyball courts (2.8%).



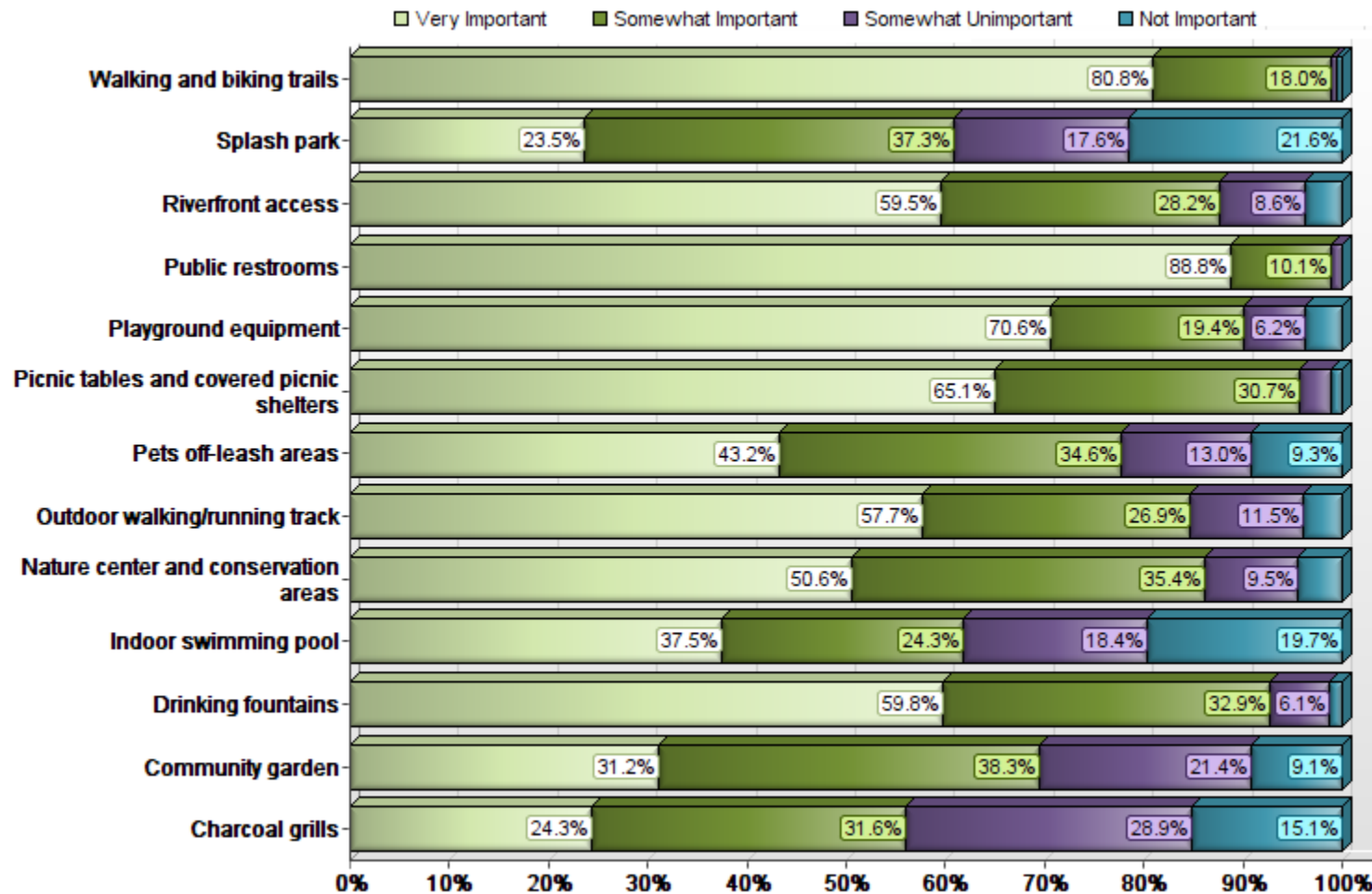
Other. Please specify:

River Concerts
Bathrooms
General use fields
Beaches and playing in the creek
Any place to throw a Frisbee
Running Location
I cannot find the community gardens
Amphitheater
RESTROOMS have a daughter with medical condition had to stop frequenting Campbell Park because of no bathroom access
Walk our dog
Swing set
Bird watching and nature and botany study
Nature trails
Wildlife viewing
Outdoor swimming and all sport fields as they do not allow more than eight answers
Thirteen Nights on the River

12a. Rank the importance of having the following amenities within the St. Helens park system.

12b. Then, select how often your household uses the amenity.

Complete frequency tables for Question 12b can be found in the Appendix.



Public restrooms were the most important amenity, with 88.8% of households ranking them as very important and a total of 99% of households ranking them as either very important or somewhat important. Walking and biking trails also had around 99% of households ranking them as either very important or somewhat important. Playground equipment, picnic tables and covered picnic shelters, and drinking fountains were all ranked with over 90% of households ranking them as either very important or somewhat important.

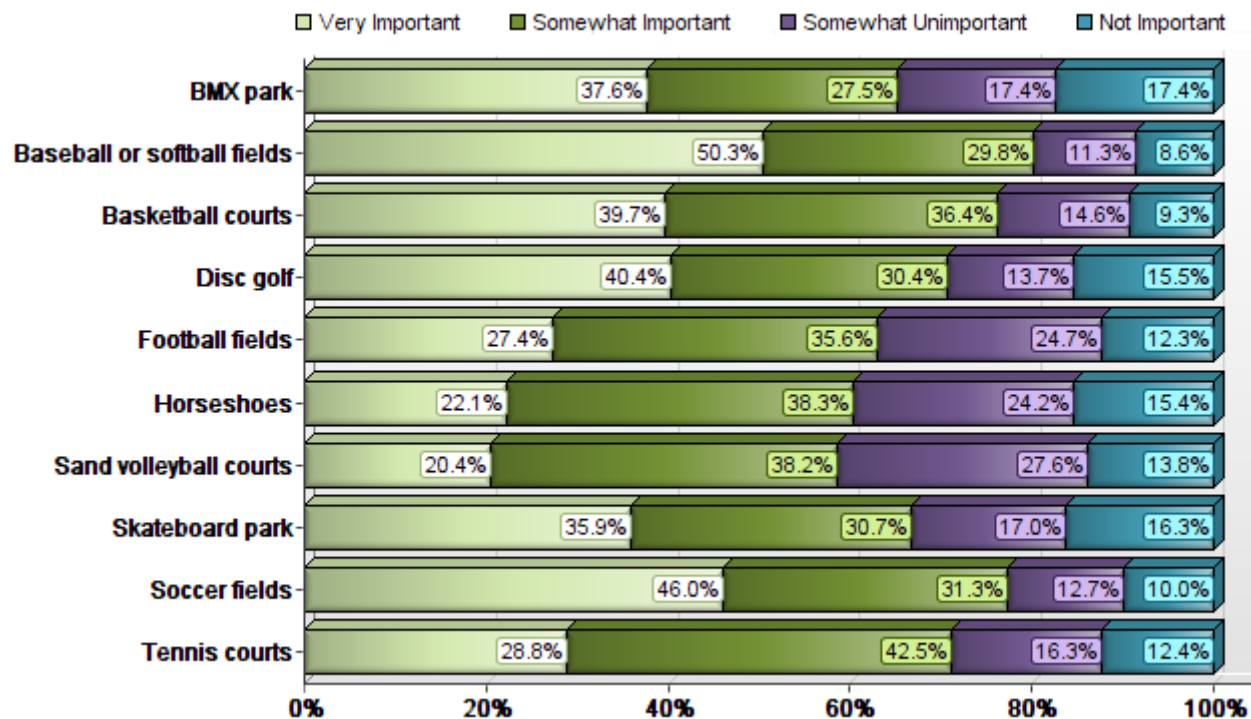
13a. Rank the importance of having the following **sport facilities** within the St. Helens park system.

13b. Then, select how often your household uses the amenity.

Complete frequency tables for Question 13b can be found in the Appendix.

Baseball and softball fields are ranked as the most important sport facility, with 80.1% of households ranking them as very important or somewhat important. Soccer fields are ranked as a close second, with 77.3% of households ranking them as very important or somewhat important. Basketball courts come in at third most important, with 76.1% of residents selecting very important or somewhat important.

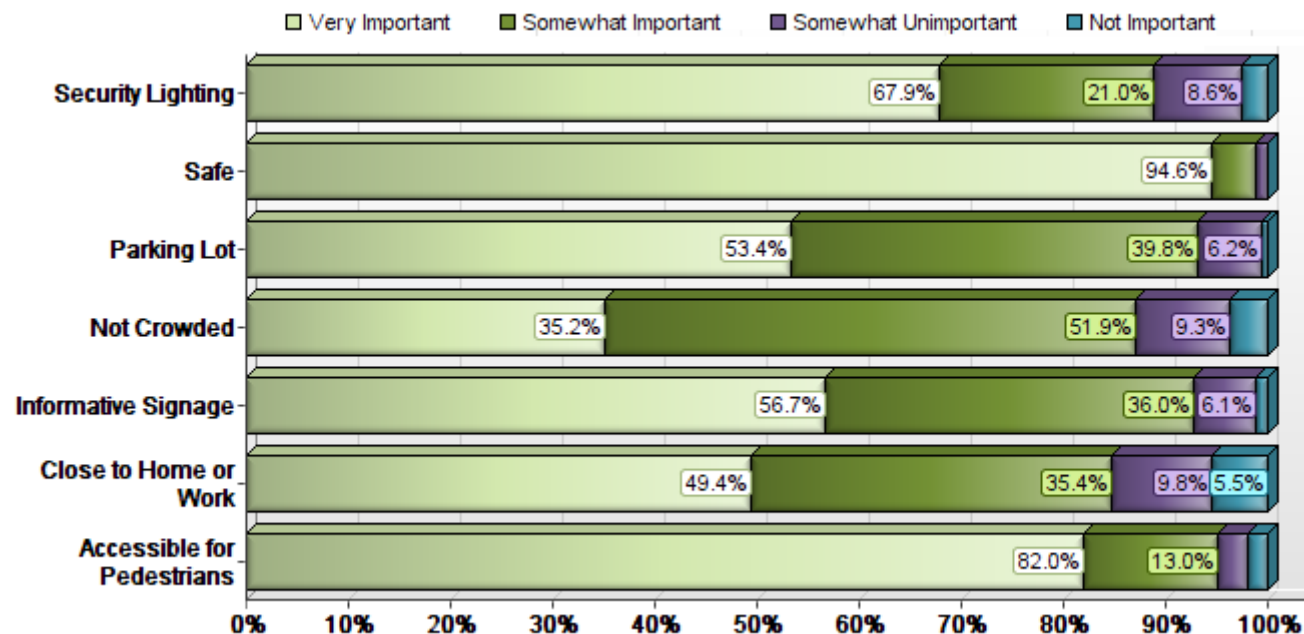
The sport facilities with the highest percentage of households selecting somewhat unimportant or not important at all are sand volleyball courts (41.4%), horseshoe courts (39.6%), and a BMX park (34.8%). Most of the sport facilities, with the exception of the three most popular, have between 10% - 15% of households ranking them as not important at all.



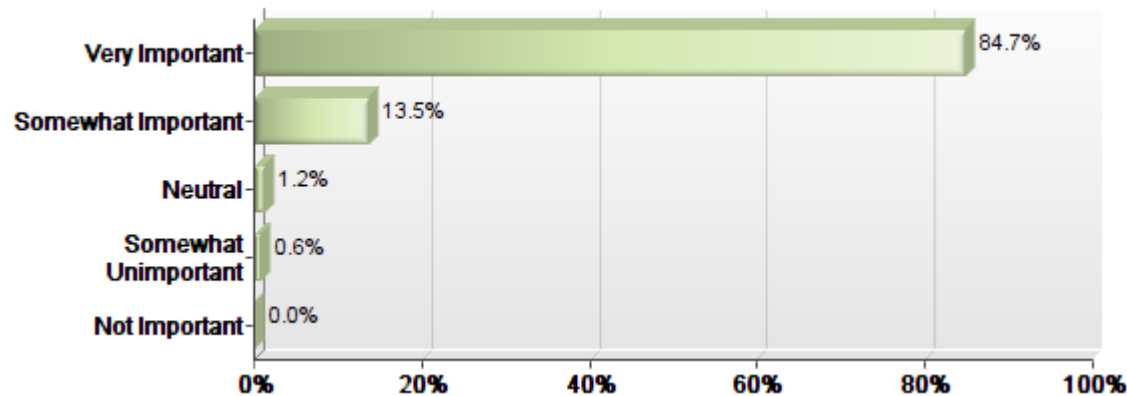
14. Please rank importance of the following parks and trails features.

Households responded that safety was the most important park and trail feature, with around 95% of households ranking it as a very important feature. Making sure a park or trail is accessible for pedestrians was the 2nd most important park and trail feature, with 82% ranking it as very important and 13% ranking it as somewhat important.

Being close to home or work and park overcrowding and were two the least important characteristics for parks and trails, with 15.3% and 13% of households ranking them as somewhat unimportant or not important. This information is important when making park or trail development decisions because St. Helens park users may be willing to drive or walk a little further to get to a park or trail entrance, as long the park or trail is safe and the route to get there was easily accessible for pedestrians. Households in St. Helens also seem to have a higher tolerance for crowded parks or trails, as long as their other recreational expectations are being met.



15. Overall, how important are parks and trails to improving the quality of life in St. Helens?



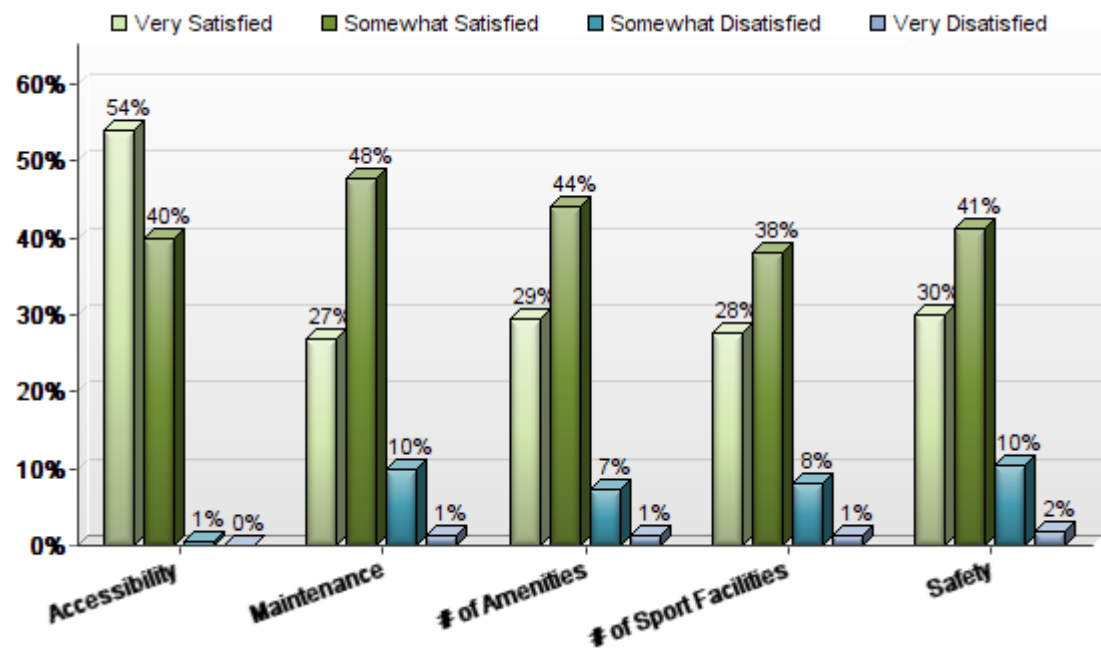
This question clearly indicates St. Helens residents feel that parks and trails are an important aspect to the livability of the community. 98.2% of households feel that parks and trails are “very important” or “somewhat important” to improving the quality of life in St. Helens. Not a single respondent felt that parks were “not important” to improving the quality of life. Residents feel a great deal of pride in their park and trail system and enjoy utilizing the amenities offered.

16. Overall, how do you rate your satisfaction with the parks system for the following categories?

Residents were given the option to select “neutral” if they did not have an opinion about the category. These neutral responses are omitted from the graph.

The level of accessibility in the park system was the highest rated category, with 94% of households selecting “very satisfied” or “somewhat satisfied”. The level of maintenance and the # of amenities in the park system had the next two highest levels of satisfaction, with 75% and 73% of households selecting “very satisfied” or “somewhat satisfied” respectively.

25.2% of households ranked their satisfaction with the # of sport facilities as neutral, which is why both the satisfaction and dissatisfaction rates are lower than the other categories. The level of safety in the park system had 71% of households either “very satisfied” or “somewhat satisfied”, but also had 12% of households “somewhat dissatisfied” or “very dissatisfied”.

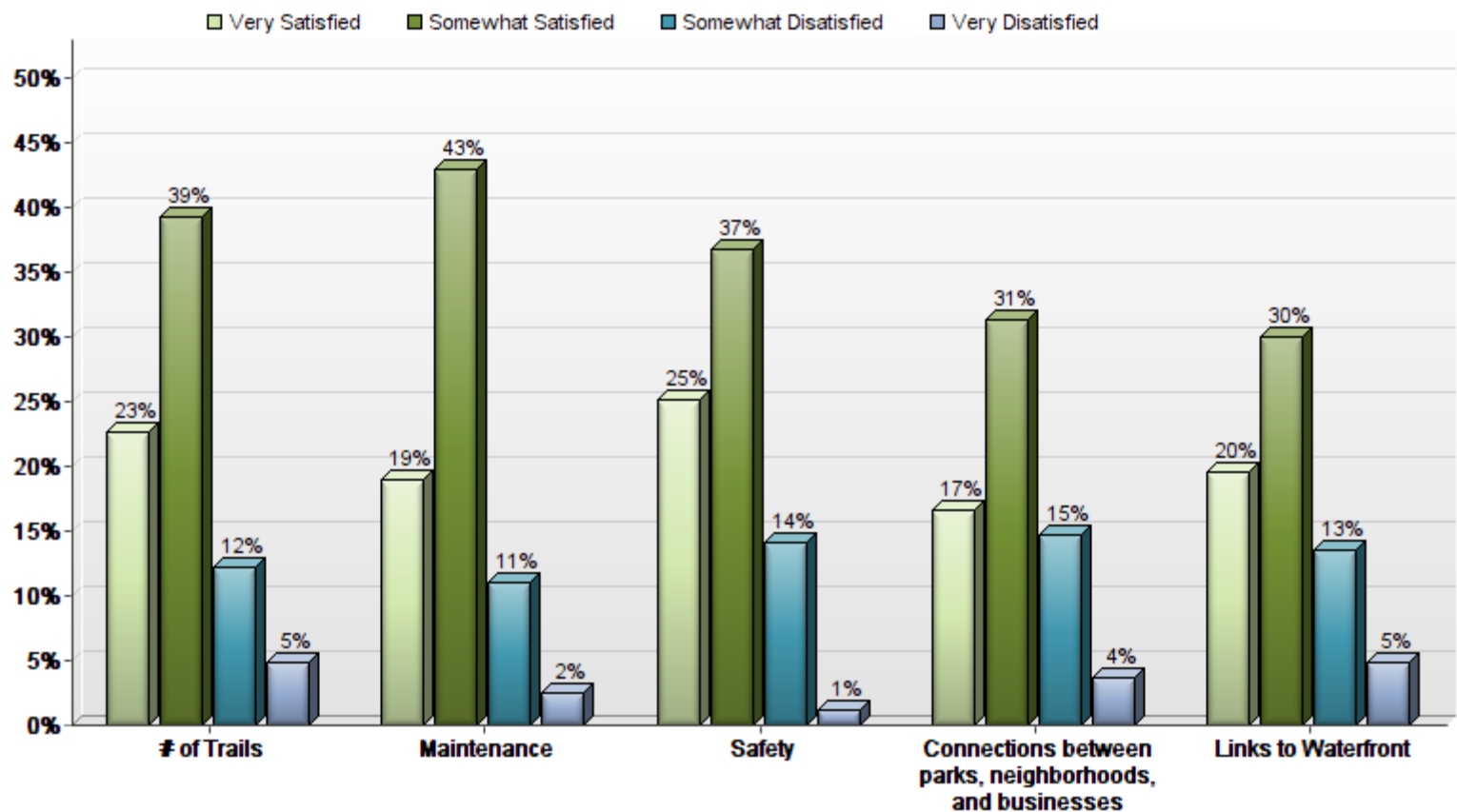


17. Overall, how do you rate your satisfaction with the trail network (within and outside of parks) for the following categories?

Respondents were given the option to select “neutral” if they did not have an opinion about the various trail network categories. These neutral responses are omitted from the graph below.

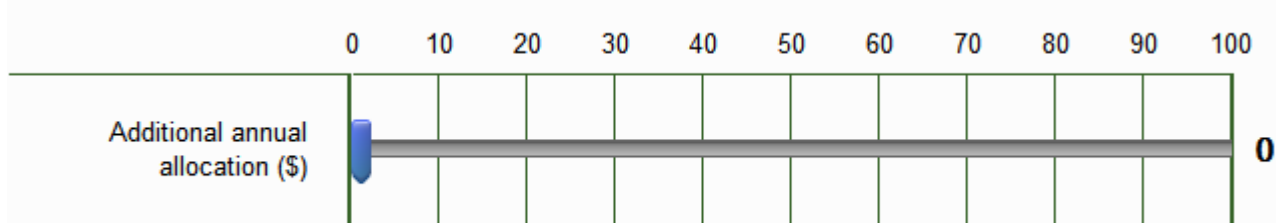
The level of satisfaction for the trail network (inside and outside of parks) was low for all of the categories, ranging from only 48% to 63% of households selecting either “very satisfied” or “somewhat satisfied” for each category. The category with the highest level of satisfaction was the # of trails, yet it still had 17% of households claim they are “somewhat dissatisfied” or “very dissatisfied” with the # of trails.

The categories with the most households selecting “somewhat dissatisfied” or “very dissatisfied” were the connections between parks, neighborhoods, and businesses (19%) and links to the waterfront (18%). From these responses, it is clear that residents would like to see the off-street trail network expand beyond the park system and start connecting destinations like the waterfront, businesses, and neighborhoods.



18. Based on the 2013/2014 City Budget, the average St. Helens household pays around \$51 annually to fund parks and recreation. How much more, if any, should the City allocate annually to improve our parks and trails system?

Respondents were given a sliding scale (see below) to select any dollar amount between zero and one-hundred dollars. Note the standard deviation of 27. This means responses varied widely, resulting in a fairly inaccurate average value.



This question was attempting to gauge the level of importance residents place on funding park and trail improvements in St. Helens. The average dollar figure for the 163 respondents was \$24.70. This means that on average, residents would like to increase annual funding to the parks and recreation budget by about 50% of what the average household paid in the 2013/2014 City Budget, from \$51 to \$75.70 annually. However, note the standard deviation is very large. This means responses varied widely, resulting in a fairly inaccurate average value.

# of Responses	Min Value	Max Value
163	0.0	100.0

Average Value	Standard Deviation
24.7	27.0

19. If you have any further input for the update of our Parks and Trails Master Plan, please let us know your comments or concerns below.

76 of the 163 households who took the survey provided a response for this question.

A complete list of comments can be seen in the Appendix.

5.12 PUBLIC FORUM

A public forum was held on April 16th, 2014 in the City of St. Helens Council Chambers from 6 PM to 7 PM, right before a regularly scheduled City Council meeting. The Public Forum was publicized through the following mediums:

Newspapers: The Chronicle

Newsletters: City of St. Helens April Newsletter, SHEDCO's April Newsletter, Chamber of Commerce Newsletter

Fliers Distributed to: St. Helens Public Library, the Senior Center, local businesses and public community boards, Public Health Foundation of Columbia County, South Columbia County Chamber of Commerce's bi-monthly Coffee Klatsch (See promotional flier on right)

Other: E-mail distribution list generated from online survey, City of St. Helens Facebook, SHEDCO's Facebook, City of St. Helens Press Release



Join us in developing our
Parks & Trails Master Plan

When? April 16, 2014, 6 PM - 7 PM
Where? City of St. Helens Council Chambers, 265 Strand Street
Who should attend? Anyone who utilizes the park or trail system. Previous knowledge of this project is not needed. A project overview will be provided.
What? Presentation about the project, survey results, specific park improvement recommendations, and various trail route proposals. There will be ample opportunity for questions and comments throughout. Public input will directly shape the Master Plan, so this is the perfect time to participate if you want to influence future development of the parks and trails system.

Promotional flier created to promote the Parks and Trails Public Forum



April 16th Public Forum Presentation in Council Chambers

Attendance for the Public Forum was very high, which is indicative of the public's interest in park and trail development. There were 20 people who signed in, but unfortunately, many of the attendees did not sign in. A quick headcount midway through the presentation indicated there were about 40 residents who attended.

The Public Forum began with a presentation of the project overview and a brief report of the online survey results. All residents received a packet when they walked in that contained multiple items for discussion: the identified park improvement needs, the trail route proposals, and the fitness routes in consideration for the Plan's update. The public was encouraged to ask questions or comment on all of the items in the packet, as well as make their own recommendations for recreational improvements. These public comments can be referenced in the Public Forum Minutes located in the Appendix.

5.13 SERVICE GROUPS AND CLUBS

Kiwanis Day Breakers - February 18, 2014 - Guest Speaker - Gave a presentation about the Parks and Trails Master Plan project and allowed time for questions and provide input on paper or in discussion.

St. Helens Road Runners Club - April 7, 2014 - The St. Helens Road Runners Club is a group of runners that meet weekly use Facebook to encourage and support those committed to maintaining a Healthy and Active Lifestyle through running. The co-founders (Woody Davis and Hyla Ridenour) were unable to attend the Public Forum, so a meeting was scheduled separately to discuss their group's fitness routes and to share the fitness routes and trail proposals that have been developed through this planning process. They were incredibly excited and supportive of the routes presented, especially the off-street waterfront trail proposals. They also made a few comments about trash along pedestrian routes, the placement of the cement planters in the Houlton area, offered to do trail work parties once in a while to clean up a specific route, and asked how to report existing degraded sidewalks. They formed their group in December 2013 and now have an online group of about 70 people. They lead weekly group runs every Saturday with about 6-8 people that start at the High School. Woody Davis also leads a group called Run Girl Run, which is in its 3rd year. They have 15 girls sign up per session and they run twice a week, meeting at either McBride or Lewis and Clark Elementary.



Runners gather at a recent St. Helens Road Runners Club Saturday run in April 2014. (<http://runoregonblog.com>)

St. Helens Kiwanis Club - May 8, 2014 - Guest Speaker - Gave presentation about the Parks and Trails Master Plan project and allowed opportunity to answer questions and provide input, either on paper or in discussion.



5.2 COMMISSION AND CITY STAFF INVOLVEMENT

The need to update the Parks Master Plan was driven in part by the Parks Commission, who wanted to see new parks and recreation needs addressed in the form of an official city planning document. The importance of involving the related commissions and various city staff was understood from the very beginning of this planning process. City commission involvement, including when, what kind of information, and who was involved, is documented in the following sections.

5.21 PARKS COMMISSION

- **November 18, 2012:** Discussed park classifications, park inventory, and parkland level of service overview
- **December 16, 2012:** : Discussed amenity level of service, corrections to amenity inventory, input gathering for park by park needs
- **January 13, 2013:** Vacant lots and city-owned property near various parks, Dalton Lake Recreation Area, and Millard Rd. city-owned property
- **March 17, 2014:** Discussed possible Joint Public Workshop, survey results, trail and fitness route proposals, and summarized park improvements
- **April 21, 2014:** Discussed public forum results
- **May 19, 2014:** Discussed which park improvements are high priority park projects and ballfield user fee research from other Oregon communities
- **June 16, 2014:** Draft Plan reading and discussed Parks Annual Report to Council presentation

Staff Included: Thad Houk - *Parks Field Supervisor*, Neal Sheppard and Sue Nelson - *Co-Interim Public Works Directors*, Doug Morten - *Council Liaison*



November 18th Parks Board Meeting

5.22 BICYCLE AND PEDESTRIAN COMMISSION

- **October 24, 2013:** Introduction to the process of updating the Master Plan and a brainstorm about “What a Good Trail Should Accomplish”
- **November 21, 2013:** Discussion about trail system gaps and locations of trail proposals
- **January 23, 2014:** Deadline and final discussion about potential trail routes
- **February 21, 2014:** Presented six fitness routes for discussion
- **March 27, 2014:** Invitation to public forum, discussed trail proposal map
- **April 24, 2014:** Discussed public forum results and additions to trail proposal map
- **June 26, 2014:** Draft plan reading. Discussed recommendations in Chapter 6.

Staff Included: Keith Locke - *Council Liaison*



October 24 Bicycle and Pedestrian Meeting

5.23 PLANNING COMMISSION

- **December 10, 2013:** Update on Master Plan’s progress and the involvement with other commissions, overview of park classification system, inventory and level of service guidelines, and discussion of park improvements and location of potential trail proposals
- **May 13, 2014:** Was tentatively on agenda to discuss high priority park and trail projects, but time was exhausted with a public hearing regarding a sensitive lands permit. Members were encouraged to review the materials (list of identified park needs, trail proposal map, and fitness routes) provided in the packet and offer input via email.
- **June 10, 2014:** Members were encouraged to review materials from last meeting and provide any input. Members told that the draft plan will be available for comment next meeting

Staff Included: Jacob Graichen - *Land Use Planner*, Ginny Carlson - *Council Liaison*

Special thanks to Planning Commission member Dan Cary, who spent lunch breaks and free time developing trail routes, using LiDAR data for route feasibility, and exploring potential trail routes on the ground. His insight and trail proposal contributions have added significant value to the final Master Plan.



Dan Cary and Jennifer Dimsho exploring 5th Street right-of-way and trail feasibility in March 2014

5.24 CITY COUNCIL INVOLVEMENT

- **December 18, 2013:** Update on the Plan's progress and my involvement with the commissions up to this point, handed out a Survey Options Matrix and received input regarding the survey methodology this plan update should undertake
- **March 19, 2014:** Request and received approval to host a Public Forum before the regularly scheduled Council Meeting on April 16, 2014 at 6PM
- **June 4, 2014:** Annual Report to Council from Parks Commission. Council was informed of all the Parks Commission has done to support the Parks and Trails Master Plan update.

5.25 CITY STAFF INVOLVEMENT

The planning process was further aided by input and direction from city staff outside of Commission Meetings listed above, including City Administrator John Walsh, Land Use Planner Jacob Graichen, Co-Interim Public Works Directors Neal Sheppard and Sue Nelson, Parks Field Supervisor Thad Houk, and Financial Director Jon Ellis.

In addition to existing City staff involvement, an interview with Jim Davis, the St. Helens Parks Director from 1973-1998 who is now a retired resident of St. Helens, was also conducted. The historical context of the park system's expansion, insights about the importance of park maintenance, and a discussion about expanding the use of the Columbia County Fairgrounds were among the major topics discussed during the interview.

5.3 OREGON PARKS AND RECREATION DEPARTMENT RECREATION DATA

The Oregon Parks and Recreation Department (ORPD) conducted a two surveys, one targeting the Oregon public recreation providers to identify recreational needs and the other targeting Oregon residents to identify the various trends and demand of various recreational activities. Both of these surveys were a part of the Statewide Comprehensive Outdoor Recreation Plan (SCORP 2013-2017) planning effort. They also provide valuable county-level recreational needs and demand data that can be used in conjunction with our own public outreach to help the City of St. Helens compile publicly endorsed recommendations.

5.31 PROVIDER NEEDS SURVEY

During a period from February 1, 2011 to March 7, 2011, ORPD conducted a survey of the Oregon public recreation providers to identify statewide and countywide recreation needs. The sample included municipal, special park district, port district, county, state, federal, and tribal recreation providers. The survey was conducted on the Survey Monkey website. Of the 432 providers contacted, 219 completed the survey for a 51% response rate. Survey respondents included 152 providers with the majority of their managed parklands located within an urban growth boundary and 67 respondents with the majority of their parkland outside of an urban growth boundary. Respondents were asked to rate the importance of county-level needs for a variety of recreation projects in the next 5 years. The summarized recreation needs for Columbia County and the combined statewide needs are on the following page.

STATEWIDE NEEDS

Close-to-Home Priorities

- Community trail systems
- Children’s playgrounds
- Acquisition of trail corridors & right-of-ways
- Trails connected to public lands
- Public restroom facilities
- Picnicking/ day-use facilities

STATEWIDE NEEDS (CONT.)

Dispersed-Area Priorities

- Group campgrounds & facilities
- RV/trailer campgrounds & facilities
- Public restroom facilities
- Tent campgrounds & facilities
- Group day-use & facilities
- Acquisition of trail corridors & right-of-ways

COLUMBIA COUNTY NEEDS

Close-to-Home Priorities

- Nature study/wildlife watching sites
- Picnicking/day-use facilities
- Trails connecting communities/parks

Dispersed-Area Priorities

- RV/trailer campgrounds & facilities
- Trails connecting communities/parks
- Mountain biking (single track) trails/areas

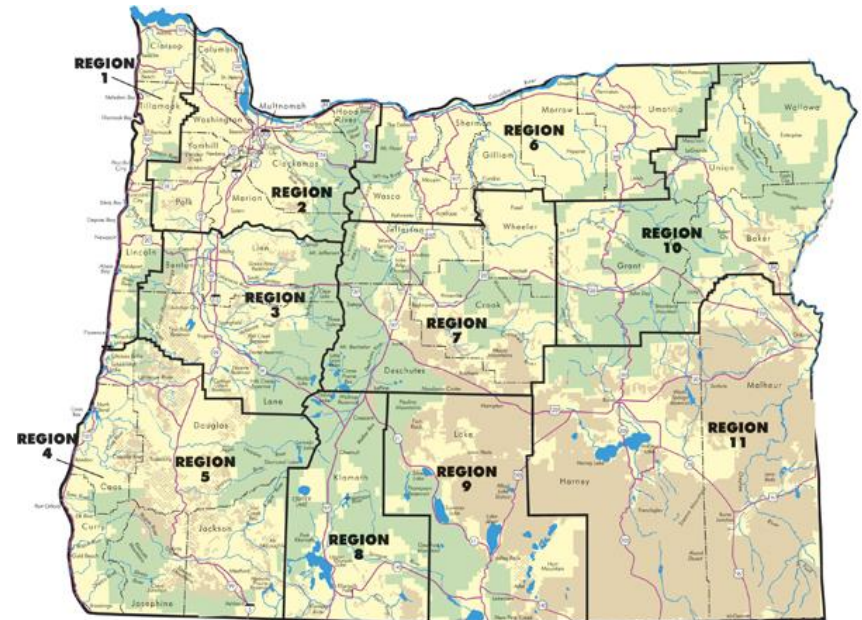
5.32 RESIDENT DEMAND SURVEY

The ORPD contracted with Oregon State University to conduct a statewide survey of Oregon residents regarding their 2011 outdoor recreation participation for Oregon, as well as their opinions about parks and recreation management. The analysis for this survey divided the state into regions, which are represented in the figure on the right. Region 2 includes Columbia, Washington, Multnomah, Hood River, Yamhill, Clackamas, Polk, and Marion Counties. In order to generate sufficient responses for each county, separate random samples of Oregon households were drawn from each county. 50,150 surveys were mailed out, with 46,348 of the surveys deliverable (92%). Of those delivered, 8,860 completed surveys were obtained for an overall response rate of 19%. This response rate is typical of statewide, general population surveys that are long and include no token financial incentives. Sample data were weighted to represent county-level population proportions and statewide age-related proportions. For a detailed description of the survey methodology and for results outside our region or county, please view the full survey description and results online at:

http://www.oregon.gov/oprd/PLANS/docs/scorp/2013-2018_SCORP/Demand_Analysis.pdf

Based on previous SCORP outdoor recreation activity lists and input from the SCORP steering committee comprised of parks and recreation managers across Oregon, seventy (70) recreation activities were identified as important recreation activity types. To summarize the results of this survey, the top ten recreation activities by percentage of population participation for both the SCORP Planning Region 2 and Columbia County are listed in the table on the following page. These participation rates give some insight into what residents enjoy participating in, but it is important to keep in mind that the local availability of each recreational activity directly affects how many people will participate. For example, residents may rate picnicking as their favorite recreational activity, but the county may have an extreme shortage of picnic tables, so it would not appear in the top ten list because residents don't have much of an opportunity to participate in that activity.

It is interesting to note that sightseeing by driving or motorcycling is the top recreation activity, with 64.7% of the population participating in Columbia County. The second place activity is walking on local streets or sidewalks, with 62.9% of the population participating in Columbia County, and 68.9% in Region 2 making it the top recreation activity for the region. Walking on local trails is the second top activity for the region at 62.1%, but is eighth place for Columbia County with only 49%, likely because of a shortage of comprehensive trail networks.



SCORP Planning Regions. Region 2 includes Columbia, Washington, Multnomah, Hood River, Yamhill, Clackamas, Polk, and Marion Counties.

SCORP 2011 TOP TEN RECREATION ACTIVITIES BY % PARTICIPATING

Activity	SCORP Region 2 % Participating	Activity	Columbia County % Participating
1. Walking on local streets/sidewalks	68.9	1. Sightseeing/driving or motorcycling for pleasure	64.7
2. Walking on local trails	62.1	2. Walking on local streets/sidewalks	62.9
3. Beach activities- ocean	56.3	3. Visiting historical sites, history-oriented museums, visitor centers	61.8
4. Sightseeing/driving or motorcycling for pleasure	55.2	4. Beach activities - lakes, reservoirs, rivers	56.9
5. Relaxing, hanging out, escaping heat/noise/etc.	52.6	5. Relaxing, hanging out, escaping heat/noise/etc.	56.2
6. Attending outdoor concerts, fairs, festivals	52.3	6. Picnicking	51.6
7. General play at neighborhood park/playground	50.2	7. Attending outdoor concerts, fairs, festivals	51.4
8. Walking/day hiking on non-local trails and paths	50.2	8. Walking on local trails/paths	49.0
9. Picnicking	47.6	9. General play at a neighborhood park/playground	48.6
10. Visiting historical sites, history-oriented museums, visitor centers	43.3	10. Car camping with a tent	36.1

In addition to asking survey respondents about what recreation activities they take part in, respondents were asked their opinion on priorities for the future in and near their community. Respondents were asked to rate several items for investment by park and forest agencies using a 5-point Likert scale (1 = lowest priority need to 5 = highest priority need). The following table reports these results, with items listed in descending order by the mean priority rating for Columbia County. For Columbia County, the top ranked priority needs are public access sites to waterways, soft surface walking trails and paths, and children's playgrounds or play areas made of natural materials (log, water, sand, boulders, hills, and trees). The three lowest ranked priorities are baseball/softball fields, basketball courts, and outdoor tennis courts.

“For Columbia County, the top ranked needs for the future are public access sites to waterways, soft surface walking trails and paths, and children’s playgrounds made of natural materials.”

SCORP 2011 PRIORITIES FOR THE FUTURE

Item	Columbia County	SCORP Region 2
Public access sites to waterways	3.8	3.5
Dirt/other soft surface walking trails and paths	3.7	3.8
Children’s playgrounds and play areas made of natural materials (logs, water, sand, boulders, hills, trees)	3.4	3.4
Nature and wildlife viewing areas	3.4	3.4
Off-street bicycle trails and pathways	3.1	3.2
Picnic areas and shelters for <u>small</u> visitor groups	3.3	3.3
Off-leash dog areas	3.1	3.1
Community gardens	3.1	3.1
Children’s playgrounds and play areas built of manufactured structures like swing sets, slides, and climbing apparatuses	2.9	3.4
Picnic areas and shelters for <u>large</u> visitor groups	2.9	2.8
Paved/hard surface walking trails and paths	2.9	2.9
Designated paddling routes for canoes, kayaks, rafts, and driftboats	2.8	2.9
Off-highway vehicle trails/areas	2.7	2.3
Multi-use fields for soccer, football, and lacrosse, etc.	2.6	2.8
Baseball/softball fields	2.3	2.5
Basketball courts	2.2	2.4
Outdoor tennis courts	2.1	2.3

5-Point Likert Scale: 1 = lowest priority need, 5 = highest priority need

5.4 NEEDS ASSESSMENT CONCLUSION

The following identified park needs combine input gathered from all of the sources of community outreach and statewide recreation research, which is discussed in detail throughout this chapter. To summarize, the various sources of input that have contributed to the following identified park needs include:

- **Community Involvement:** Online survey and a public forum
- **City Commissions and City Staff Involvement:** Input gathering sessions and one-on-one interviews with staff and the public
- **Service Groups/Clubs:** St. Helens Road Runners Club, Kiwanis Club, Kiwanis Day Breakers, and the Foundation of Public Health for Columbia County
- **Level of Service Analysis:** Using statewide level of service recommendations for parkland acreage
- **Past Planning Documents:** St. Helens Parks Master Plan (1999), St. Helens Waterfront Development Prioritization Plan (2011), and others
- **OPRD's 2011 Statewide Comprehensive Outdoor Recreation Plan (SCORP):** Provider needs survey, resident demand survey, priorities for the future

5.41 IDENTIFIED PARK NEEDS

The following is a list of the identified park improvement needs for each park, with each park in alphabetical order. The identified park needs list is meant to be all-inclusive and does not yet consider funding, feasibility, or priorities stage.

This list will act as the “Wish List” of desired park projects for each park within the parks system. This list is intended to be the starting point for determining where to spend limited park capital improvement funds. A collection of identified *high priority* park improvement projects is discussed in Chapter 6 Recommendations. A Parks and Trails Capital Improvement Plan in Chapter 8 prioritizes these identified park needs into 3 categories: Priority I, II, and III.

6TH STREET PARK

1. Permanent, handicap accessible restrooms with a drinking fountain
 - a. Temporary ones are brought in for soccer and baseball games, but permanent ones would make this park more appealing year-round
2. Improve both little league baseball fields
 - a. Need re-leveling of the fields because of use
 - b. Dugouts need replaced
3. Parking during games can be very limited. Right-of-way on 6th St. has room to increase parking along 6th St. across from the existing parallel parking



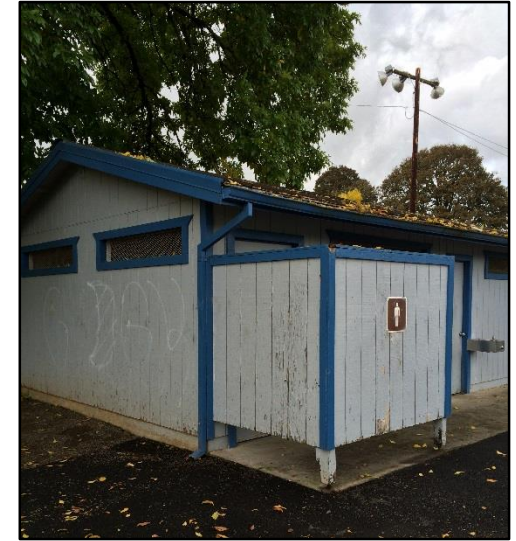
6th Street dugout



6th Street bleachers

CAMPBELL PARK

1. Update restrooms
 - a. Very outdated and are heavily abused during the busy season
2. Add two covered picnic shelters
 - a. Campbell Park often acts as overflow from McCormick Park shelter reservations. There is a shortage of shelters, so many reservation requests are not filled during the busy season.
 - b. Upgrade all picnic shelters with utilities
3. Tennis courts require complete reconstruction with base material. Huge cracks have formed since original construction. A multi-sport/flex court installation is recommended so that other sports like pickleball, hockey, volleyball, badminton, basketball can be played on the same court.
4. Designate a pets off-leash area
 - a. No off-leash area west of Hwy 30 and there are reports of residents allowing their pets off leash in this area already
5. Installation of a swing set with ADA features



Aging Campbell Park restrooms



Tennis court cracks and previous attempts to repair cracks

CIVIC PRIDE PARK - This is a park is a blank slate as far as amenities, and has great potential because of its central location next to Lewis and Clark Elementary School and the Eisenschmidt Public Pool.

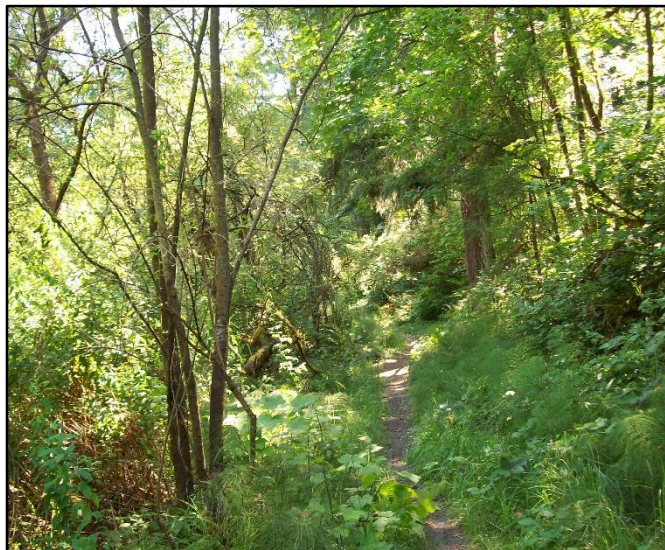
1. Great location for a full-size Splash Garden because it could hook up to the pool's water system
 - a. Potential for a partnership with the Greater St. Helens Parks and Recreation District (operates Eisenschmidt Public Pool). Encourage Greater St. Helens Parks and Recreation District to acquire and maintain the greenspace as an expansion of the pool's amenities
2. Permanent, handicap accessible restrooms with a drinking fountain
3. Sprinkler system
4. Covered picnic area
5. Play equipment with ADA accessible features



Civic Pride Park is a blank slate, centrally located, and adjacent to an elementary school and public pool

COLUMBIA BOTANICAL GARDENS

1. Better maintenance of invasive species
2. Trails within garden should connect with larger, city-wide trail system. There is a connector trail that already exists from where 4th Street dead ends at Lemont St. to the Botanical Garden trail network, but it is on private property. Acquire access rights to allow more access to the gardens for the entire community.
3. Interpretive garden signage with an informational kiosk with brochures at entrance
 - a. Encourage collaboration with school district to do a class project identifying plant species, removing non-native species, and making a plant identification brochure for the kiosk
4. Woodchip or boardwalk trails preferred over gravel trails



Columbia Botanical Garden trail becoming covered with grasses and weeds in July

Connector trail on private property that begins where 4th St. dead ends at Lemont St.



COLUMBIA VIEW PARK - With the possibility of a 22-acre land acquisition by the City just south of this park, all improvements are suggested with this land acquisition in mind.

1. The park is often overcrowded during events like 13 Nights on the River. Expand the park onto newly acquired property, by adding some portion of the acquired property to the parks inventory.
2. Improve the sound quality of the stage/gazebo by constructing an amphitheater-style stage meant for live music. This would also expand the seating, which is often too overcrowded during events (see pictures). Use the existing gazebo for events like weddings and receptions.
3. Install large covered picnic area with outdoor kitchen/grill area and utilities in newly acquired land (large enough for wedding receptions)
4. Incorporate a waterfront trail through the park along the riverfront
5. Historically, this park used to be home to free “Movies in the Park” nights. There is interest in bringing this event back once a month during spring/fall or once a week during the summer. Developing a permanent location/projection screen would increase the longevity of this event.



Crowds from the 2014 13 Nights on the River
Summer Series

GODFREY PARK

1. Permanent, handicap accessible restrooms
2. Upgrade playground equipment. Original play equipment was installed in 1965.
 - a. Great location to install the City’s first “natural” play area.
 - b. ADA adapted swing seat for the existing swing set structure and related fall protection rubber platform/path improvements
3. A new covered picnic shelter
4. Sprinkler system



ADA compliant swing installed in Cornona, CA enable both young children and children with special needs to feel the thrill of a ride on a swing and allow their parents to easily and safely take them in and out of the swing via the rubberized surfacing

GREY CLIFFS PARK

1. Permanent, handicap accessible restrooms with a drinking fountain
2. Handicap-accessible fishing pier
3. Residents are allowed to bring non-motorized boats to launch from the north end of this park (See top right), but it is not an official boat launch area. Add signage and make this area an official boat launch for canoes, kayaks, etc.
4. The staircase to Wyeth St. needs some rehabilitation and additional steps to make it easier to use (See bottom right)
5. Add a covered picnic shelter with utilities
 - a. Utilities already exist in the upper level pets off-leash area
6. Sprinkler system



Top: Potential non-motorized boat launch area for canoes, kayaks, etc.

Bottom: Staircase to Wyeth St. needs rehabilitation

HEINE HEUMANN - This Park is identified as a water-retention area, so any future development should be planned with the potential for flooding in mind. It is also adjacent to the St. Helens Senior Center, so it is important to keep all improvements handicap accessible.

1. Permanent, handicap accessible restrooms with a drinking fountain. Installation should be consistent with the natural landscape.
2. Playground equipment (All that remains in this park for kids are 2 outdated see-saws)
3. Improve shoulder on 15th street to allow for street parking that doesn't interfere with the existing bike lane
4. Covered picnic shelter with handicap accessible picnic tables. Installation should be consistent with the natural landscape.
5. A 6' wide handicap accessible pathway through the park leading to future park amenities
6. Possible location for a rain garden or other water retention demonstration installation



MCCORMICK PARK - Some of the following improvements involve the possibility of the City acquiring the Boise Cascade property (includes 3 ball fields) southeast of the park this property. As more sporting amenities are added to this park, there is potential for this park to become a full sports complex with an even stronger regional draw.

1. Multi-sport basketball court - ideally covered
2. 3 more covered picnic shelters with utilities - by the dog park, by the pavilion, and by the playground
 - a. Existing covered picnic shelters fill up quickly and is reserved for summer slots as early as the first of the year
3. Expansion of the War Memorial to include other wars
4. Improvements to the pets off-leash area (obstacle course for dogs)
5. Repair and update the skate park (Many skaters have reported leaving St. Helens to go to the newer and more equipped Scappoose Skate Park)
 - b. Smaller steps up and down the park
 - c. Drinking fountain
6. Infields hold water, needs rehabilitation
7. RV Parking and hookups (possibly located on the Boise property, if acquired)
8. Complete the gaps in sidewalk around entire park
9. New flower beds and new McCormick Park sign on 18th St. and Old Portland Rd (See bottom right)
10. The installation of a regional destination way finding sign in a central location, similar to the directional signs found in Pioneer Square in downtown Portland (See top right) could promote McCormick Park as a regional draw, with ample sport facilities
11. More parking (by adjusting the orientation of existing parking or locating another parking lot on the Boise property if acquired and added to the Parks Inventory)
12. ADA adapted swing seat for the existing swing set structure and related fall protection rubber platform/path improvements



Top: Fun way-finding sign in Pioneer Square, Portland. Signs point to places like Washington Park, The Great Wall of China, and Mt. Hood

Bottom: McCormick Park sign and flowerbed on Old Portland Rd. and 18th St.



NOB HILL NATURE PARK - Friends of Nob Hill maintain this park, so they were contacted for input.

1. Covered Kiosk with informational brochures by entrance near the Wastewater Treatment Facility
2. Benches throughout the park
 - a. Encourage collaboration with the Arts and Cultural Commission for a design
3. Interpretive signs throughout the park, highlighting the different native species
4. Ongoing removal of invasive species, especially near the Boise bluff
 - a. Restoration of original habitat (Camas and native grasses)
 - b. Better weed maintenance
5. City should look into acquiring and adding to the park inventory the two vacant lots by 3rd Street
6. Connect this park's existing trails to the waterfront trail



A covered kiosk provides information to visitors and creates a meeting spot for work parties

SAND ISLAND MARINE PARK - Potential collaboration with the Marine Board for improvements

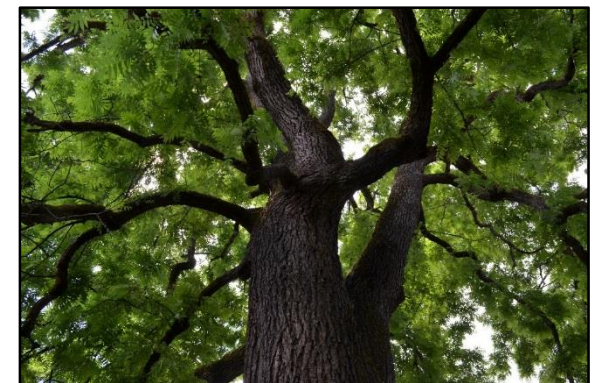


Existing Sand Island campsite

1. Electricity and water to the island
2. Defined campsites with fire rings and trees for privacy
3. Ideally, living quarters for a caretaker would be located on island
4. If campsites are defined and a caretaker facility were developed, nightly and daily fees for use could be implemented to help recapture cost of campsite and restroom maintenance and dock improvements
5. Dock needs rehabilitation
6. Large covered picnic shelter

WALNUT TREE PARK - The local Kiwanis Day Breakers maintain this park, so they were contacted for input.

1. Concrete pad and a secured down picnic table
 - a. People drag the picnic table and sometimes flip it. It is difficult when mowing the property to have to constantly move the re-move the table. Installing a concrete pad and securing the picnic table down would solve this.

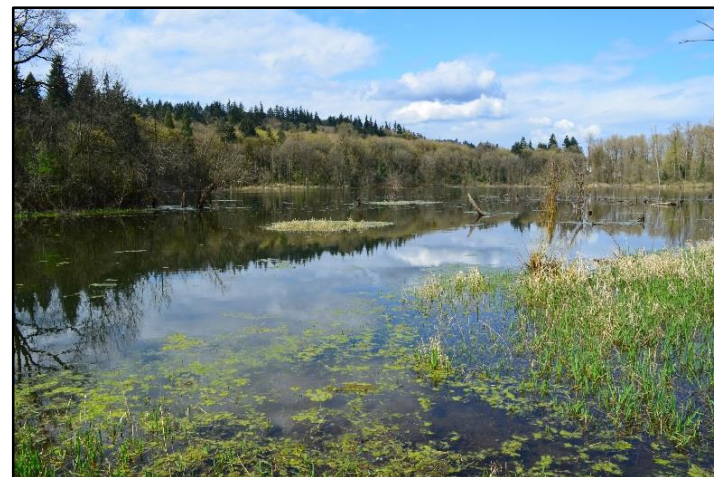


100+ year old Walnut Tree at Walnut Tree Park

5.42 OTHER RECREATION AREAS NEEDS

DALTON LAKE RECREATION AREA

There is potential for the Dalton Lake Recreation Area to become a full nature park with annual work parties that work to rehabilitate the area to its most natural state by replanting natives and removing non-natives. The City of St. Helens needs to add 15.9 acres of nature parks to meet the state of Oregon recommended level of service guidelines, according to the 2010 population level of service analysis in Chapter 4. By 2020, the City would need to add 22.4 acres of nature parks. Dalton Lake Recreation area is a total of 56 acres, 27 acres of wetlands and 29 acres of buffer surrounding the wetlands. The Parks Commission would like this area to be owned by the City (current owner is ODOT), annexed into the City, and then added to the parks inventory. Once added to the parks inventory, further development and the improvements listed below can occur. The Parks Commission would like to increase collaboration with the Friends of Dalton Lake group to cut down on maintenance costs for the City. There is also a potential for collaboration with the school district to do a class project identifying native plant species, removing non-native species, and possibly creating a plant identification brochure for an informational kiosk installation.



Overlooking Dalton Lake from trail network



Cyclist heading north on the Rutherford Parkway, which is the multi-use, off-street path that leads to the Dalton Lake trail network.

Once this area is added to the parks inventory, the property can be developed to improve access to the trail network surrounding the lake. In the High Priority Trail Proposals on page 106, there is a connector trail proposed from Madrona Court to the large trail system on private property. Acquiring access rights to the portions of the trail network that are located on private property will be necessary for the trail system to be successful and accessible to the entire community. Survey results indicated that Dalton Lake had the 2nd lowest levels of accessibility, with many additional comments about how difficult and confusing it is for newcomers to access the trails. A full overview of the Dalton Lake trail recommendations is discussed in more detail on page 106.

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.

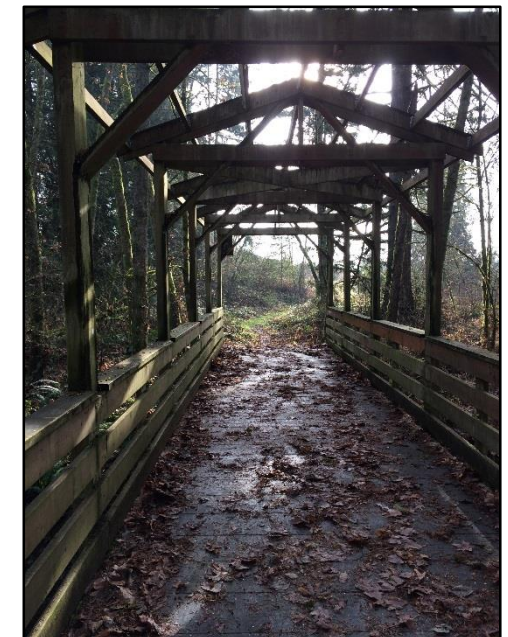
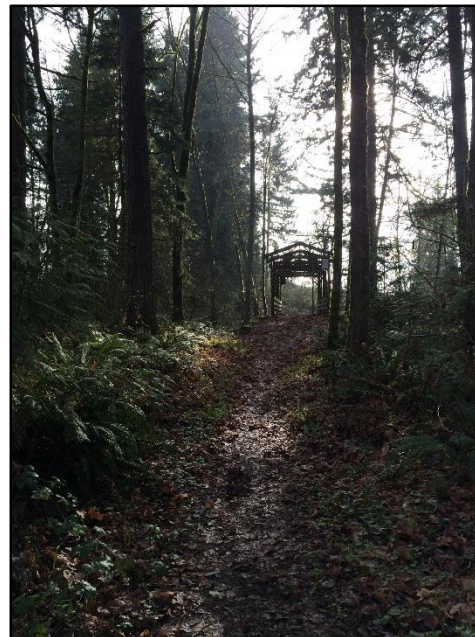
MILLARD ROAD PROPERTY - There are three lots located just south of Maple St. and north of Millard Rd. The City owns the two northern lots and may possibly acquire the southernmost lot. The Parks Commission would like to see this area added to the parks inventory. If the southern third of the property is also obtained by the City, the commission would like this to be added to the parks inventory as well.

The location of this property on the west side of St. Helens is ideal because of the lack of parkland on the west side of Hwy 30. There were numerous write-in comments in the survey and speakers during the public forum that all discussed the shortage of parkland on the west side of Hwy 30. The west side of Hwy 30 is also where most new development and residential population increases are occurring, making it this property an even more ideal location for a new park. The parkland level of service analysis in Chapter 4, based on the 2010 total population, stated that the City would have to add 16.6 acres of community parks in order to meet the recommended state of Oregon guidelines. The two lots already owned by the City total 15 acres and the southernmost lot is 8.23 acres, for a total of 23.23 acres.

The Parks Commission feels this park is in an ideal location and the right size to become the new west side community park, with all of the basic amenities, including restrooms, drinking fountains, picnic shelters, and a few sport facilities. A multi-use trail is also proposed through the property to provide pedestrian access from Maple St. to Millard Rd, utilizing the existing wooden footbridge and small footpath that crosses McNulty Creek (See bottom right). As the funding for developing this property is available, it is recommended that the city undergo a public process to determine what kind of sport facilities would have the most benefit for the entire community.



Millard Rd. Property looking north to Maple St. and the footbridge over McNulty Creek



Wooden footbridge over McNulty Creek with access from Maple St. and a trail through the Millard Rd. property to Millard Rd.

CHAPTER 6: RECOMMENDATIONS

6.1 INTRODUCTION

6.2 PARK RECOMMENDATIONS

6.3 TRAIL RECOMMENDATIONS

6.31 TRAIL CLASSIFICATION SYSTEM

6.32 TRAIL FEATURES

6.33 TRAIL PROPOSALS

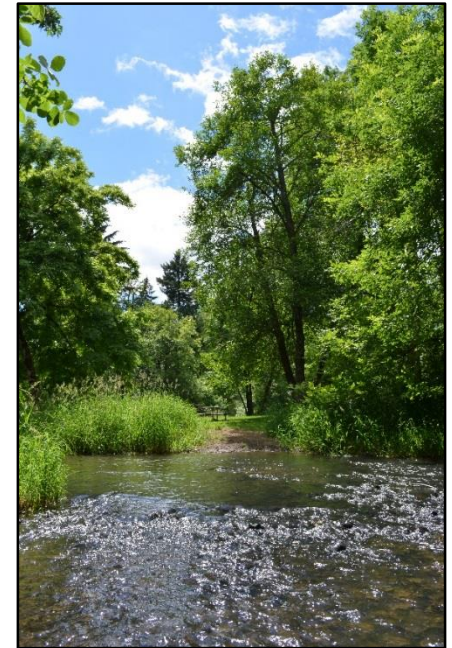
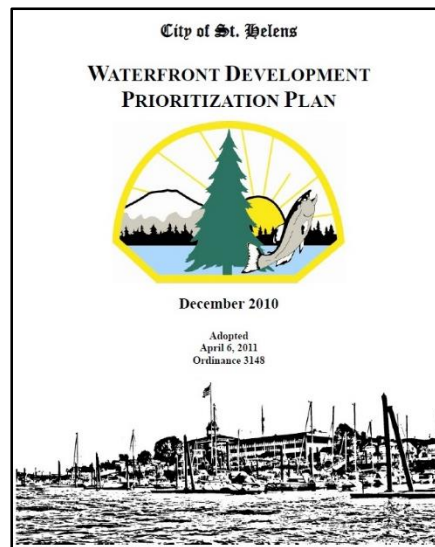
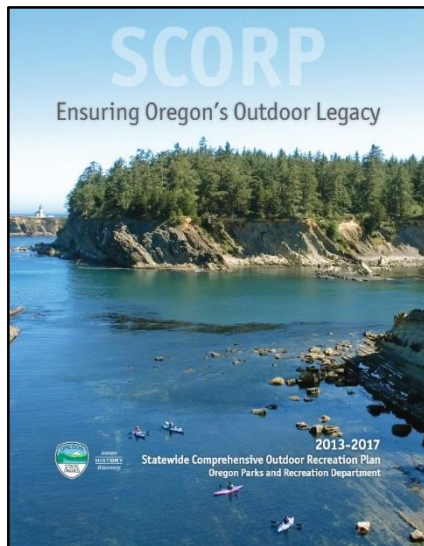
6.34 HIGH PRIORITY TRAIL PROPOSALS

6.4 BICYCLE AND PEDESTRIAN FITNESS ROUTES

6.1 INTRODUCTION

The following park and trail recommendations combine input gathered from all of the sources of community outreach and statewide recreation research, which is discussed more in depth in the Chapter 5 Needs Assessment. To summarize, the various sources of input that have contributed to the following park and trail recommendations include:

- **Community Involvement:** Online survey and a public forum
- **City Commissions and City Staff Involvement:** Input gathering sessions and one-on-one interviews
- **Service Groups/Clubs:** St. Helens Road Runners Club, Kiwanis Club, Kiwanis Day Breakers, and the Public Health Foundation of Columbia County
- **Level of Service Analysis:** Statewide recommendations for parkland acreage and trail mileage per resident
- **Past Planning Documents:** St. Helens Parks Master Plan (1999), St. Helens Waterfront Development Prioritization Plan (2011), and others
- **OPRD's 2011 Statewide Comprehensive Outdoor Recreation Plan (SCORP):** Provider needs survey, resident demand survey, priorities for the future



Milton Creek taken from McCormick Park

6.2 PARK RECOMMENDATIONS

The following section contains a list of high priority park needs which has been extracted the identified park needs list in the Chapter 5 Needs Assessment. These high priority park projects have been developed by identifying shared themes throughout the level of service analysis in Chapter 4, research on statewide parks and recreation trends, and all sources of input provided by city staff and city commissions discussed further in the Chapter 5 Needs Assessment.

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

- Which projects are absolutely essential for the park system?
- Which projects provide the most benefit for the investment?
- What evidence is there that the public supports the project?

The high priority park projects are listed on the following pages in no particular order. Some parks did not receive a project with the high priority designation, but this does not mean the need does not exist. Not all projects can be listed as a high priority, and these priorities were developed by identifying shared themes throughout community input, discussions with commissions and city staff, and parks research and analysis.

1. **6th Street:** Permanent handicap-accessible restrooms with a drinking fountain.
2. **McCormick Park:** Expand the Veterans War Memorial to include recent conflicts.
Install a flex/multi-sport basketball court
3. **Godfrey Park:** Enhance playground with a natural play area and install an ADA adapted swing seat to the existing swing set.
4. **Civic Pride Park:** Create partnership with the Greater St. Helens Parks & Recreation District.
Install a splash park, playground equipment with ADA accessible features, and restrooms.
5. **Nob Hill Nature Park:** Install a covered kiosk.
6. **Columbia View Park:** Expand and further develop park onto future purchase of ex-industrial land.
Create a stage meant for live music and improve the existing gazebo to better accommodate events.
7. **Campbell Park:** Bring utilities to the covered picnic shelters.
Rehabilitate the cracked and aging tennis courts with the installation of a flex/multi-sport court.

6TH STREET PARK: Install permanent handicap-accessible restrooms with a drinking fountain.

According to the Parks and Trails Community Survey (see Chapter 5.11), public restrooms were the most important park amenity, with 88.8% of households ranking them as *very* important and a total of 99% of households ranking restrooms as either *very* or *somewhat* important. There were also multiple comments about 6th Street Park lacking a permanent restroom during the public forum and in the open-ended comments section in the survey. The survey also found that 6th Street Park is the 4th most popular park and during large sporting events, there is a huge demand for permanent restrooms here. Installing a public restroom with a drinking fountain would also increase the use of this park year-round, beyond just sporting events.



2-stall restroom installation with wall-mounted drinking fountains



Bleachers and concession stand



Existing Veterans War Memorial

McCORMICK PARK: Expand the Veterans War Memorial to include recent conflicts.

The Parks Commission and City Council has recognized the need to expand the Veterans War Memorial in McCormick Park to include other conflicts. While some communities erect new memorials to new conflicts, some communities choose to make additions to existing memorials, thereby ensuring the relevance of those memorials for local remembrance. Memorials represent a focal point for individual and collective remembrance, particularly on occasions such as anniversary events like Memorial Day. War memorials play a vital role in ensuring that the sacrifices made by so many continue to be remembered.



Multi-sport basketball court installation

Install a multi-sport basketball court.

McCormick Park has become a park that attracts people all over the region with its unique and ample sporting and recreational amenities. It is centrally located and is very accessible by all modes of transit. Despite this, it lacks a full-size basketball court. In order to continue to attract people from all over the region and to strengthen the assets of McCormick Park, the city of St. Helens should continue expanding the sporting amenities offered at this park, beginning with the installation of a multi-sport basketball court. The only other basket court within the park system is across Hwy 30 in Campbell Park. According to the Parks and Trails Community Survey (see Chapter 5.11), basketball courts were ranked as the 3rd most important sport amenity. Ideally, this basketball court would be covered to allow for play in the rain, but if funding only allows for the development of the court, covering the court is optional. The multi-sport court could also allow for other sports like pickleball, hockey, volleyball, badminton, basketball to be played.

GODFREY PARK: Enhance playground with a natural play area and install an ADA adapted swing seat to the existing swing set.

Create a play area using natural materials like logs, water, sand, boulders, hills, and trees for children to explore and use their imagination. Creating a play area using natural materials was the 3rd highest ranked priority for Columbia County, according to the SCORP 2011 Survey (See Chapter 5.3). Further, play equipment was the 3rd most popular park amenity according to the Parks and Trails Community Survey (see Chapter 5.11). The tall trees and shady natural environment of Godfrey Park would provide the ideal environment for the installation of a natural play area. The play equipment currently in the park includes a swing set, a slide, two see-saws, and four horseshoe pits, all from the 1960's (see below). Installation of an ADA swing seat on the existing swing structure would enable young children and children with special needs to feel the thrill of a ride on a swing for a fairly low capital cost.



Top: Existing play equipment in Godfrey Park, installed in 1965



Left: Adaptive ADA swing seat with rubberized fall protection platform



Top and Bottom: Example of new natural play area located in Silver Falls State Park, OR that opened spring 2014.



CIVIC PRIDE PARK: Create partnership with the Greater St. Helens Parks & Recreation District. Install a splash park, playground equipment with ADA accessible features, and restrooms.

Encourage the Greater St. Helens Parks & Recreation District to utilize the adjacent greenspace that Civic Pride Park provides. With a partnership, the pool facility, which attracts many families with children, could be expanded to be a part of a larger splash park and play area. In addition, a small playground and restrooms should be installed. These improvements could be phased as funding allows for installation. The pool-park collaboration would allow for an entire day's worth of activities and fun for children in one convenient location. The Greater St. Helens Park & Recreation District's steady source of funding through a taxing district and fees for pool entry is ideal for the needed capital improvements in the currently underutilized, vacant Civic Pride Park.



Example of interactive water features and a splash park
Max Patterson Park - Gladstone, OR.

NOB HILL NATURE PARK: Install a covered kiosk.

The installation of a covered kiosk at the main entrance on Plymouth (near the Wastewater Treatment Facility) would help the Friends of Nob Hill manage the ongoing maintenance of this park. A covered kiosk would act a central gathering place for work parties and plant walk-throughs, provide shelter for rainy work parties, and provide a place to post updated information about park activities. It could also educate residents about native and non-native plants within the park and help to identify harmful plants, like poison ivy. Many of the proposed trail routes connect with Nob Hill trails and may increase foot traffic to the Park. As the foot traffic of the park increases, a kiosk with seating (See far right) for frequent visitors may be more suitable.



Covered kiosk in Roeliff Jansen Park - Hillsdale, NY.



Kiosk with covered benches in East Fallowfield Community Park, PA.

COLUMBIA VIEW PARK: Expansion and further development of the park onto future purchase of ex-industrial land, including a waterfront trail system allowing for public access to the riverfront, the creation of a stage meant for live music, and improvements to the existing gazebo to better accommodate events.



Richland Riverfront Trail in Richland, WA. Example of a paved Riverfront Trail with benches



Riverwalk Amphitheater located in Montgomery, AL Riverfront Park. Beautiful views of the river, a state-of-art surround sound system, stage lighting, and grassy seating for around 6,000.

Develop a waterfront trail system through the expanded park. Of all trail system categories, residents are most dissatisfied with the trail linkages to the waterfront. Past planning documents like the Waterfront Prioritization Plan (adopted 2011) state the importance of increasing access to the waterfront. Riverfront access was ranked as the 4th most popular amenity in the Parks and Trails Community Survey (See Chapter 5.11) and public access sites to waterways was ranked as the top priority for Columbia County in the SCORP 2011 Survey (See Chapter 5.3). For these reasons, expanding Columbia View Park and incorporating a trail system that follows the waterfront will be an absolutely essential project for the parks and trails system in St. Helens in the next 15 years.

In addition to incorporating a waterfront trail in Columbia View Park, improvements to the sound quality of the stage/gazebo by creating a separate stage that is meant for live music will improve the quality of one of the most popular annual events in St Helens, the 13 Nights on the River Summer Series. Expansion of the park onto the vacant ex-industrial land would help accommodate the crowds that this regionally popular summer event attracts. Columbia View Park is less than acre in size, yet it accommodates thousands of people for this expanding event annually (See picture below).

Further, if a stage was created for live music, adapting the use of the gazebo to better accommodate events like weddings and receptions would be a highly valued improvement to the 2nd most popular park in St. Helens (See Chapter 5.11).



Right: Kickoff of 13 Nights on the River concert in Columbia View Park on June 5, 2014

CAMPBELL PARK: Bring utilities to the covered picnic shelters.

Campbell Park is the only large community park west of Hwy 30. It has numerous sporting facilities with two heavily used covered picnic shelters. However, these picnic shelters do not have water or electric utility outlets for residents to use during gatherings. The McCormick Park Pavilion and the Columbia View Park Gazebo (which both have utilities) are almost always being utilized during spring and summer. Often, residents looking to make a shelter reservation are turned away from the McCormick Park Pavilion or the Columbia View Park Gazebo because they have already been booked. Bringing utilities to the two shelters at Campbell would relieve some of the demand the other two shelters with utilities draw. The fee for using the Campbell Park shelters could also increase to match the fee collected for use of the two shelters with utilities. Installing a water outlet to both of the Campbell Park shelters would also help the park maintenance crews keep the sheltered area clean.

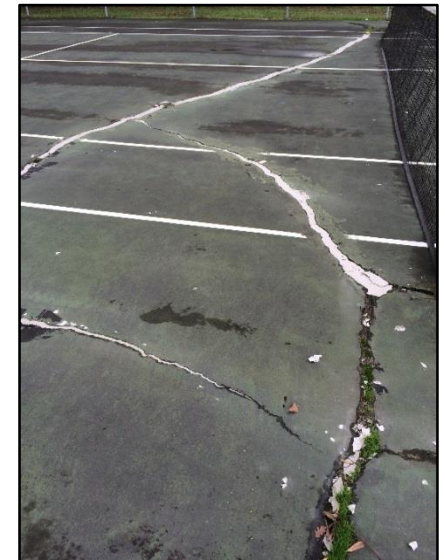
Rehabilitate the cracked and aging tennis courts with the installation of a flex/multi-sport court.

Huge cracks (see right) have formed at all four of the Campbell Park tennis courts since original construction. The cracks are getting larger with each year. The larger the cracks, the more water intrusion occurs, promoting further deterioration. These cracks are safety hazard for residents who want to play tennis. Attempts to fill the cracks have been made, but the cracks spread over time with weeds and moss growing in. In order to fully repair all four courts, complete reconstruction with new base material will be required. A flex/multi-sport court installation is recommended so that other sports like pickleball, hockey, volleyball, badminton, basketball can be played on the same court. See page 93 for an example of a multi-sport court installation.



Top: Lunch gathering at Picnic Shelter 1

Bottom: Picnic Shelter 2 with Picnic Shelter 1 seen in background



Tennis court cracks and previous attempts to fill them in

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.

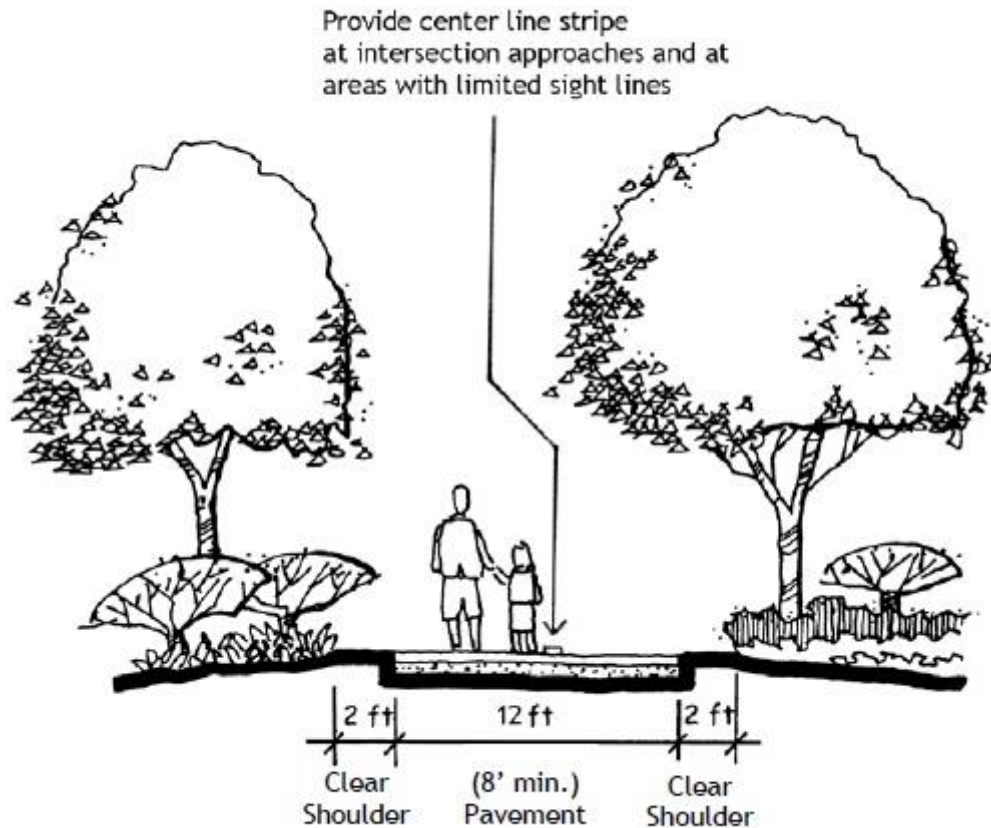
6.31 TRAIL CLASSIFICATION SYSTEM

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.

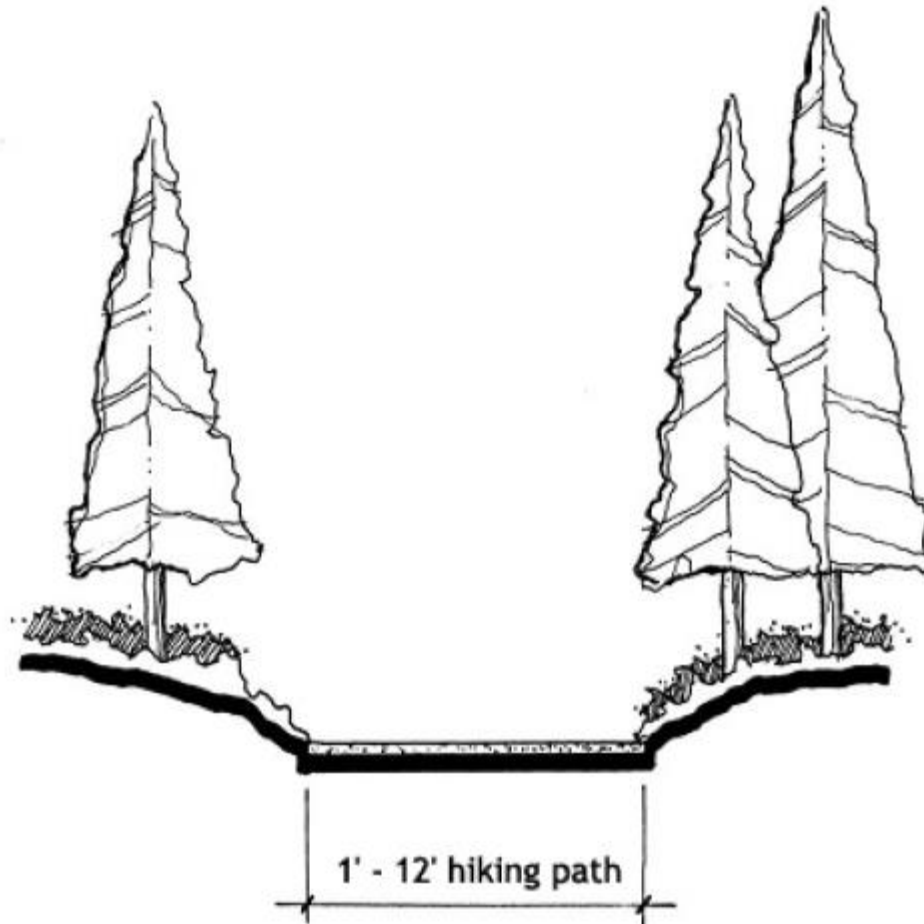


REGIONAL TRAIL

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.

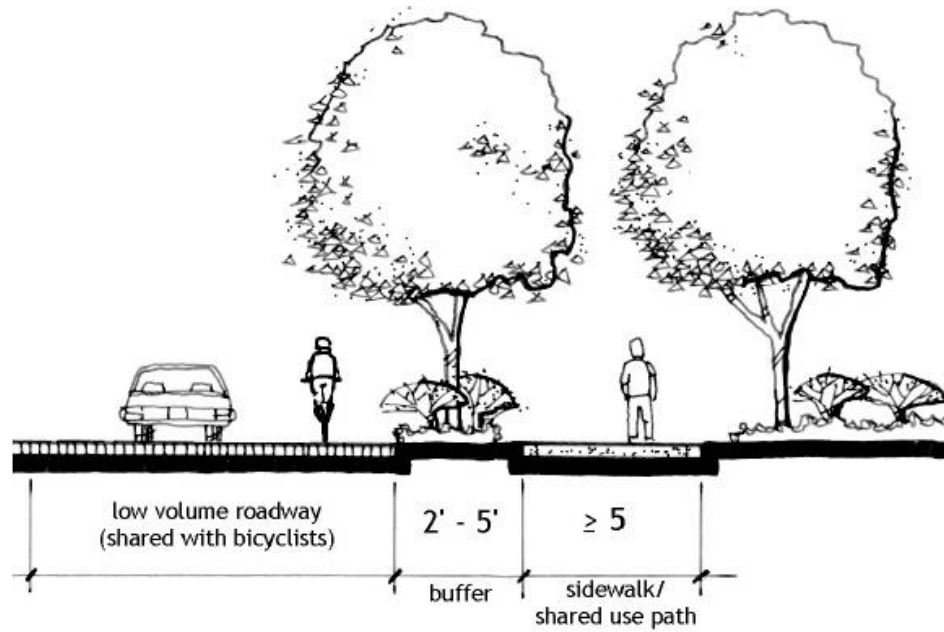
An example of a proposed trail route with the regional trail classification is the St. Helens Riverfront Trail that connects Columbia View Park to Nob Hill Nature Park along the riverfront (See Chapter 6.32).



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.

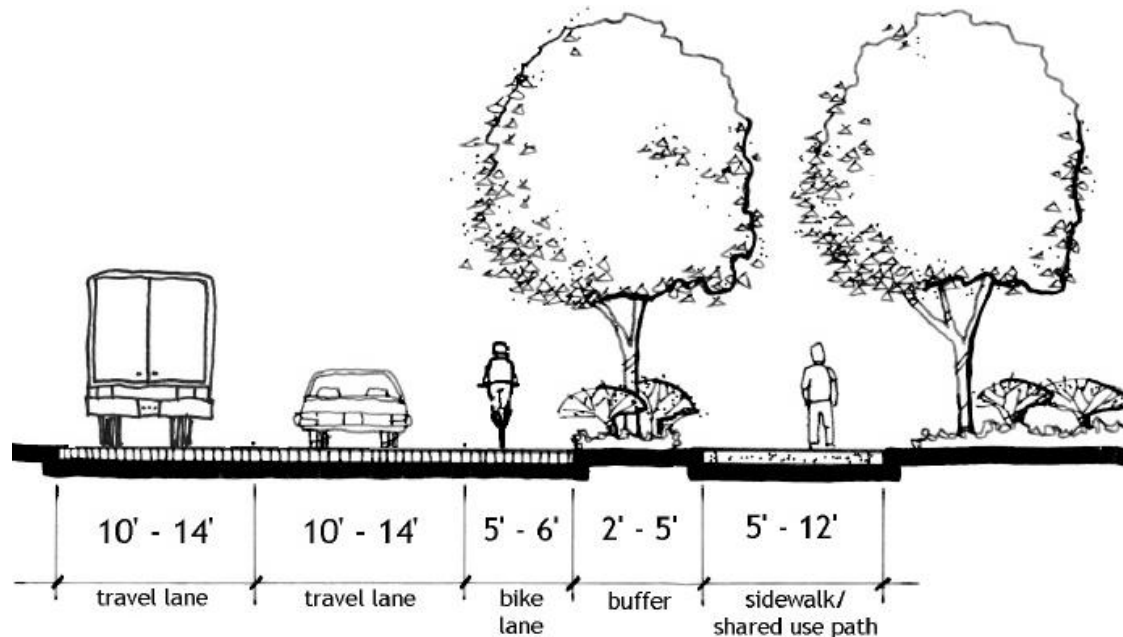
Trail widths will depend on intended users. For example, narrower widths will be used in environmentally constrained areas with only hiking uses intended. Wider widths are desirable for shared bicycle or equestrian use.



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.

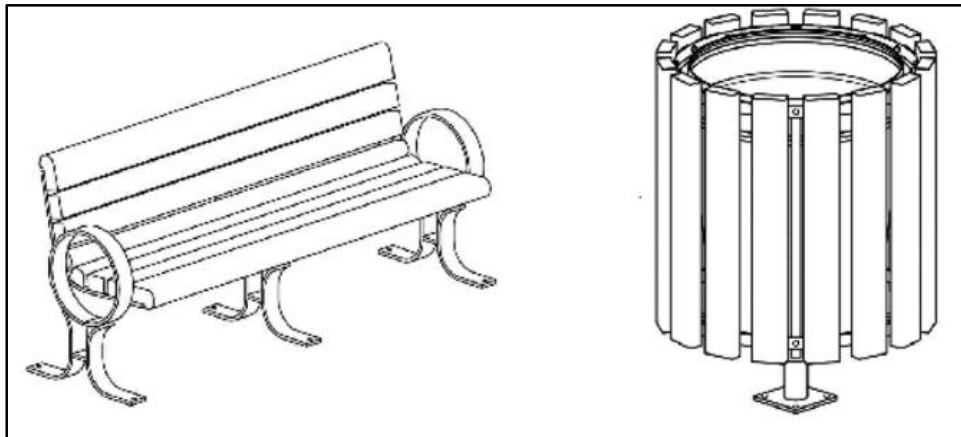
BICYCLE PARKING: Bicycle parking allows trail users to safely park their bikes if they wish to stop, especially at notable destinations like other parks, businesses, or bathrooms along the trail. The Arts and Cultural Commission has sponsored, funded and worked with the St. Helens High School metal fabrications 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).



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

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

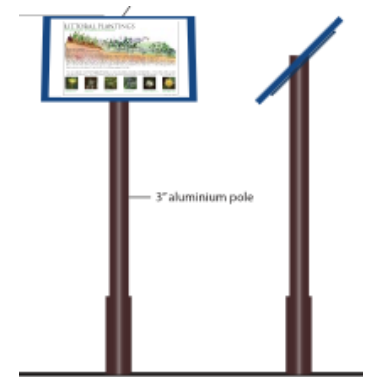


Artistic bike rack at Grey Cliffs Park. Funded by the St. Helens Arts and Cultural Commission.

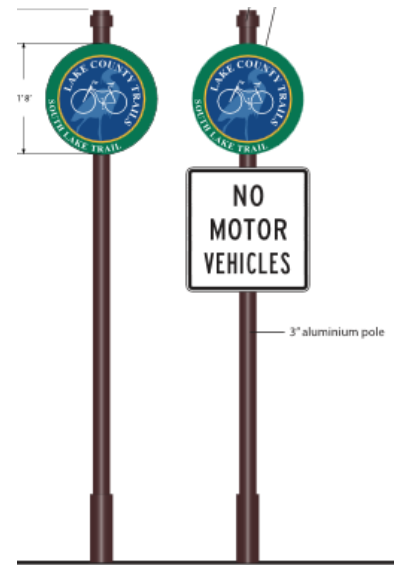
SIGNAGE: Trail signs must be uniform and consistent for them to command the respect of trail users and should follow established sign design principles for ease of reading and comprehension. Trail signs shall be standard in material, shape, legend, color and font. All signs shall be retroreflective and 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.

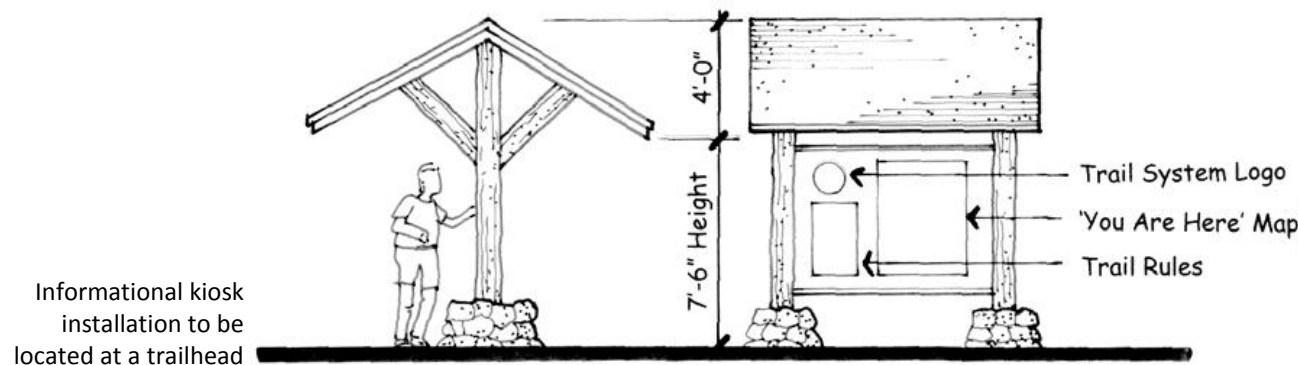
1. **Interpretive** signs are used to offer educational information on the trail environment. They can include educational information regarding the natural, cultural, and historical resources of the area. They are often placed at interpretive kiosks with other trail information (See examples on page 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.



Informational kiosk installation to be located at a trailhead

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.

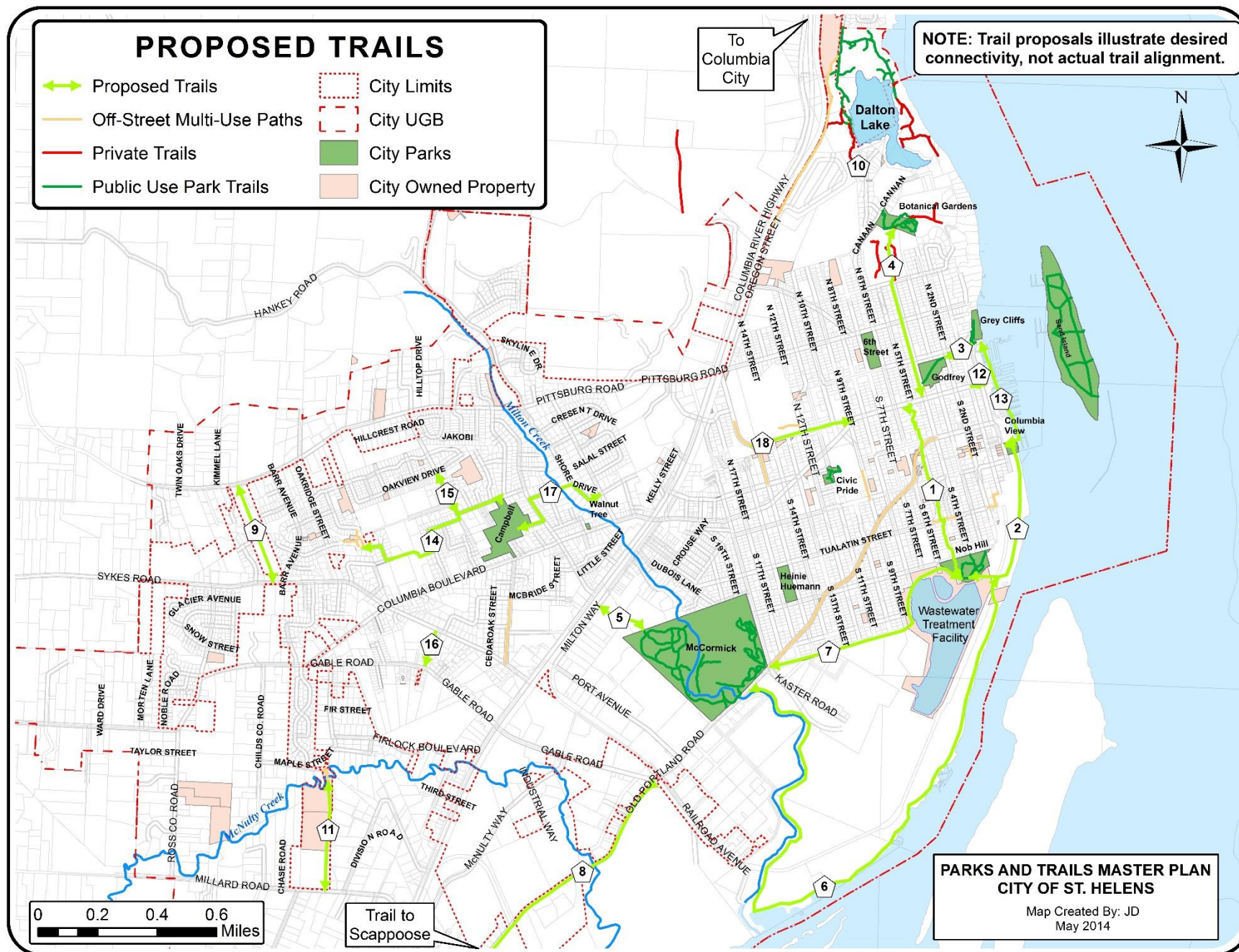
TRAIL ROUTE PROPOSALS

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

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.



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.

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.

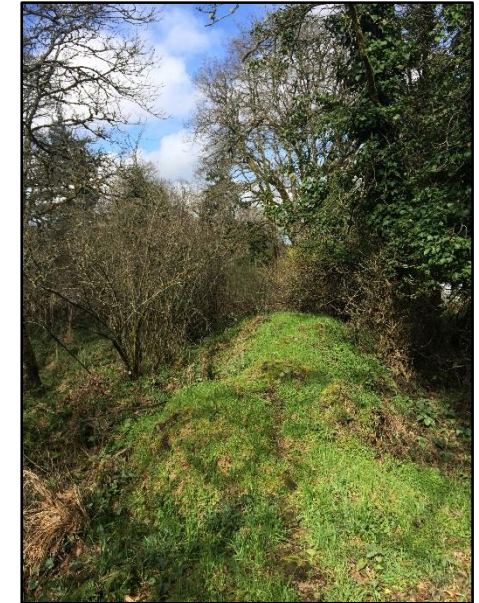
This hiking trail would provide St. Helens residents a calming, off-street pedestrian experience that allows a quick escape from urban city life, all within city limits. It would also connect the Main Street corridor to Nob Hill Nature Park, all on an off-street nature trail.



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.

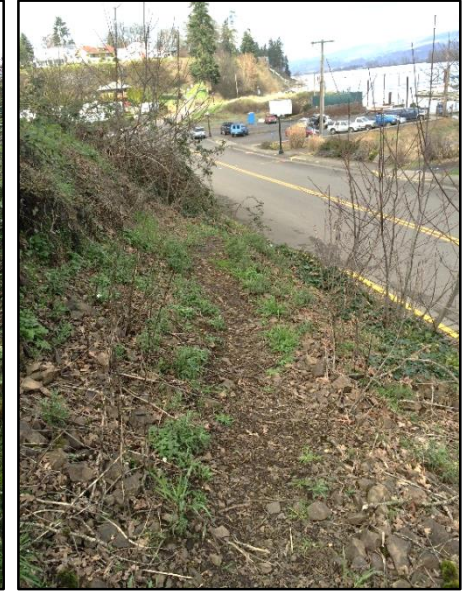
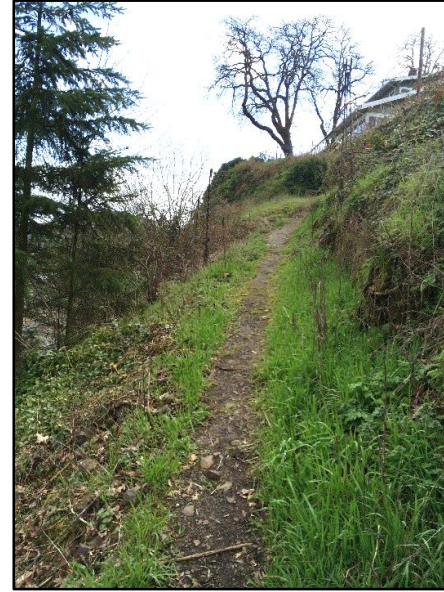


Existing conditions along the 5th Street right-of-way

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

6.4 BICYCLE AND PEDESTRIAN FITNESS ROUTES

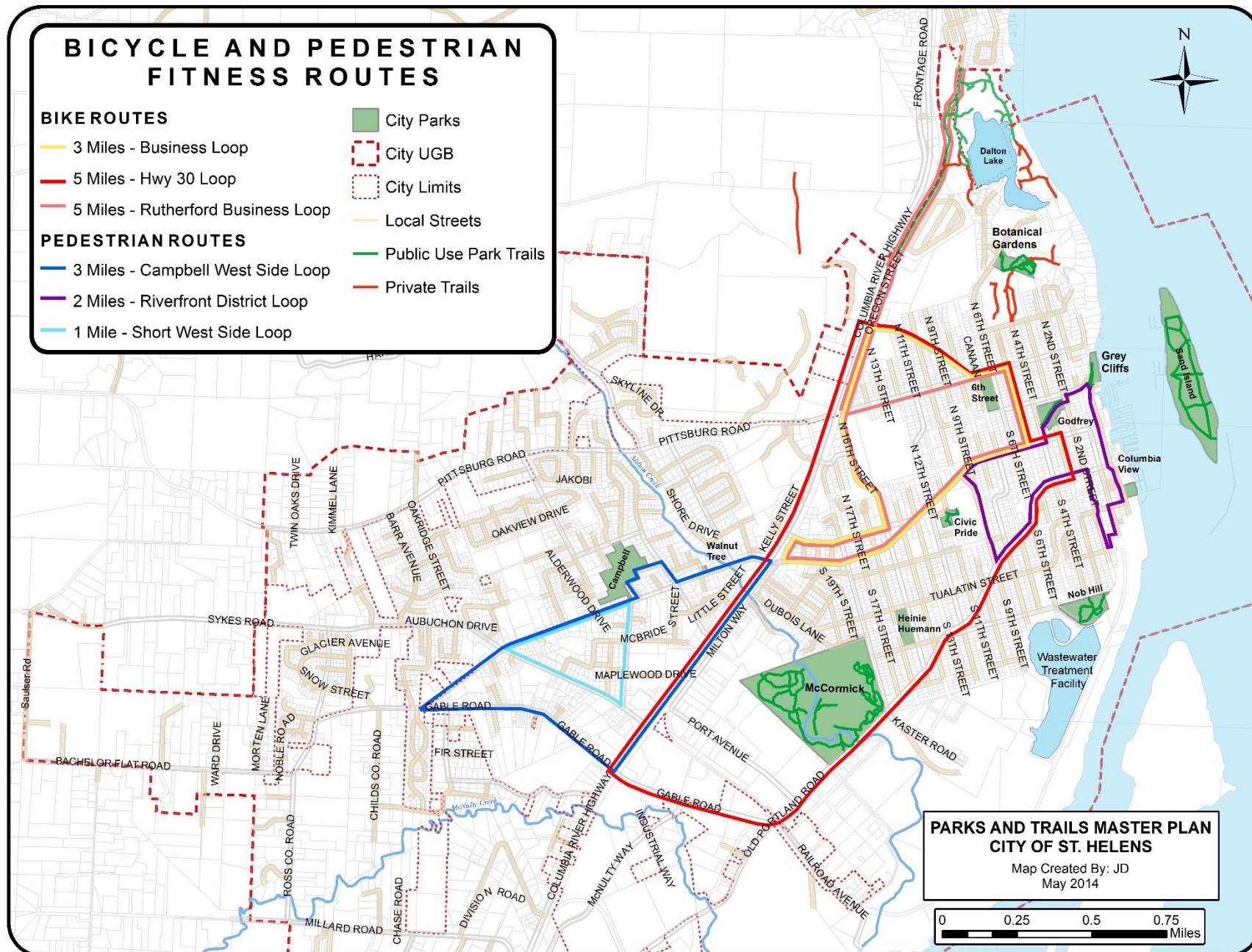
In addition to proposing new, off-street trail route proposals, this planning process also included developing fitness biking and walking routes that can be implemented in the short-term, using mostly already existing pedestrian and bicycle infrastructure. It was decided to develop these routes for two reasons. First, there was substantial public desire to have a greater number of safe walking trails, biking routes, and paths through both comments during the public forum and through results of the Parks and Trails Community Survey (See Chapter 5.11). However, despite the local demand for these routes, the City is still faced with the realities of a shrinking budget, which translates to an even a smaller proportion of public funding dedicated to new recreation infrastructure.

The full implementation of these six walking and biking fitness routes is part of a low-cost solution to the unmet recreational need for safe places to walk, jog, and bike, and as funding becomes available, the more costly solutions like off-street trails, can be developed. The Foundation of Columbia County Public Health also encouraged the full implementation of these fitness routes, as it has been proven that the more access to safe, inviting walking, jogging, and biking routes, the more physically active a community is likely to be.

Six fitness routes were chosen, three pedestrian-only and three bicycle-only. Each route is listed in table format following the map and includes a color for the route, the length, notable features, and desired improvements to the route. Local residential streets, regardless if they have sidewalks or bike lanes, are also included on the Bicycle and Pedestrian Fitness Routes Map on the next page. This is because the primary function of local streets are to provide access to residential and other properties within neighborhoods. This means that local streets are generally slower speeds and may be appropriate for walking and biking safely, despite the lack of sidewalks or bike lane infrastructure. Local streets can also work effectively as a way to get residents from their starting point to the actual fitness route, especially if sidewalks or bike lanes do not exist. However, residents should exercise caution and have an increased awareness of oncoming traffic when walking or biking on local streets that do not have the proper pedestrian infrastructure. The six routes were chosen using these criteria:

- The route uses sidewalks, bike lanes, and off-street walking paths when possible.
- Crosswalks exist. If they do not exist, they are recommended for improvement as a short-term priority in the 2011 TSP Update.
- They include parks, businesses districts, and great views of the river or the city.
- Each route is a complete loop and ranges in intensity from 1 mile - 5 miles.

Since part of the criteria is utilizing the existing bicycle and pedestrian infrastructure, it was much more difficult to propose routes on the west side of Hwy 30 because the infrastructure is not as comprehensive as the east side of Hwy 30. Incorporating rarely traveled local residential streets into the fitness routes on the west side of Hwy 30, especially if they are used to get to a route with proper pedestrian infrastructure, may work well for residents who feel safe using local streets for biking or walking.



FITNESS BIKING AND WALKING ROUTE DESCRIPTIONS

Pedestrian Route Campbell Loop, 3 Miles
<p>Notable Features:</p> <ul style="list-style-type: none"> Route is located in the heart of residentially zoned areas, offering many residents a close-to-home fitness route Complete bicycle and pedestrian improvements on Gable Road planned for 2015 Route goes through two parks Campbell and Walnut Tree Route goes by St. Helens High School and Hwy 30 commercial businesses
<p>Issues:</p> <ul style="list-style-type: none"> Uses the sidewalk on Hwy 30, which can feel unsafe to pedestrians
<p>Desired Improvements:</p> <ul style="list-style-type: none"> The Corridor Master Plan identifies the Hwy 30 area as auto-dominated and is recommending a mix of pedestrian improvements, like wider sidewalks, improved crosswalks, traffic calming features, and planted medians that work to create a safer pedestrian space. Any of these pedestrian-focused improvements to the Hwy 30 area would be desired.
Pedestrian Route Riverfront District Loop, 2 Miles
<p>Notable Features:</p> <ul style="list-style-type: none"> Route goes through and near three different parks, Grey Cliffs, Columbia View, and Godfrey Route passes City Hall, the historic and current County Courthouse Beautiful views of the river from above the steps near Grey Cliffs Park and on top of the steps near 2nd Street by Nob Hill Bed and Breakfast Much of the route remains on off-street paths Offers opportunities to shop at the businesses in the Riverfront District
<p>Issues:</p> <ul style="list-style-type: none"> Route contains three sets of stairs and fairly steep inclines, which presents accessibility issues
<p>Desired Improvements:</p> <ul style="list-style-type: none"> Needs a more noticeable crosswalk to alert drivers on Old Portland Road when pedestrians are crossing from 9th Street
Pedestrian Route Short West Side Loop, 1 Mile
<p>Notable Features:</p> <ul style="list-style-type: none"> Route is located in the heart of residentially zoned areas, offering many residents a close-to-home fitness route Matzen Street has an off-street path, adjacent to vacant commercial lot
<p>Issues:</p> <ul style="list-style-type: none"> Segments of Columbia Blvd only have sidewalks on one side Matzen Street's off-street path does not go all the way from Sykes to Columbia Blvd, but there are still sidewalks on at least one side throughout the route There is no crosswalk from Sykes Rd. to Matzen St.
<p>Desired Improvements:</p> <ul style="list-style-type: none"> Add a small-scale crosswalk from Sykes Rd. to Matzen St.

<p>Biking Route Business Loop, 3 Miles</p> <p>Notable Features:</p> <ul style="list-style-type: none"> • Route goes by two parks, Civic Pride Park and 6th Street Park • Route goes by Houlton Businesses, the Post Office, and the Fire Station • Route can easily be lengthened to 5 miles, by adding the Rutherford Parkway to the loop <p>Issues:</p> <ul style="list-style-type: none"> • Route remains on bike lanes on entire route for all but a small segment on Milton Way <p>Desired Improvements:</p> <ul style="list-style-type: none"> • Additional bike lanes on Milton Way • Columbia Blvd. and St. Helens St. are within the Corridor Master Plan’s boundary for recommended pedestrian and bicycle improvements, including traffic calming, crosswalk enhancements, intersection safety improvements, and green landscaping. Any of these improvements are desired.
<p>Biking Route Rutherford Business Loop, 5 Miles</p> <p>Notable Features:</p> <ul style="list-style-type: none"> • Route goes by two parks, Civic Pride Park and 6th Street Park • Route goes by Houlton Businesses, the Post Office, and the Fire Station • Route is longer than the Business Loop and more hilly for advanced bikers • Includes 8ft paved multi-use Rutherford Parkway, which has beautiful views of Dalton Lake <p>Issues:</p> <ul style="list-style-type: none"> • Route remains on bike lanes on entire route for all but a small segment on Milton Way • Rutherford Parkway is not well-lit at night <p>Desired Improvements:</p> <ul style="list-style-type: none"> • Additional bike lanes on Milton Way • Security lighting on Rutherford Parkway • Columbia Blvd. and St. Helens St. are within the Corridor Master Plan’s boundary for recommended pedestrian and bicycle improvements, including traffic calming, crosswalk enhancements, intersection safety improvements, and green landscaping. Any of these improvements are desired.
<p>Biking Route Hwy 30 Loop, 5 Miles</p> <p>Notable Features:</p> <ul style="list-style-type: none"> • Route contains Hwy 30 commercial businesses • Route includes the new pedestrian overpasses at Old Portland Rd and Milton Creek • Route passes by McCormick Park and 6th Street Park <p>Issues:</p> <ul style="list-style-type: none"> • Old Portland Road’s off-street path not wide enough to accommodate cyclists and pedestrians • Route contains all bike lanes, except for Old Portland Road’s shared-use, off-street path <p>Desired Improvements:</p> <ul style="list-style-type: none"> • Expand the width of Old Portland Rd’s off-street, multi-use path from 4ft to 8ft in order to accommodate both cyclists and pedestrians and reduce conflict • The Corridor Master Plan identifies the Hwy 30 stretch as auto-dominated and recommends bicycle and pedestrian improvements like planted medians, traffic calming features, improved intersections and crosswalks, all of which if implemented, would increase the safety of cyclists on this route.

CHAPTER 7: FUNDING STRATEGIES

7.1 PARKS DEPARTMENT FUNDING

7.2 PUBLIC WORKS OPERATIONS DIVISION: PARKS AND GROUNDS

7.3 CAPITAL IMPROVEMENT FUNDS

7.4 FUNDING STRATEGIES INTRODUCTION

7.41 LOCAL TAX OPTIONS

7.411 BONDS

7.412 LOCAL OPTION LEVY

7.413 SYSTEM DEVELOPMENT CHARGES (SDCs)

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7.415 UTILITY FEES

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7.43 OTHER FUNDING OPTIONS

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7.1 PARKS DEPARTMENT FUNDING

Currently, the City of St. Helens park system receives dedicated funds from the City's General Fund for maintenance and operations. The Parks Department falls under the umbrella of the Public Works Department, although the funding for the Parks Department comes from the General Fund. Since 2007, the Parks Department has received between 5% and 9.7% of the City's General Fund for maintenance and operations (See table below). This does not include funds for maintenance that come from the Public Works Operations Division discussed in the following section.

At the peak of the housing bubble in FY 07-08, the Parks Department employed a total of 2.5 full-time employees (FTEs). By FY 13-14, the number of FTEs had dropped to 0.80 or a 70% reduction in the staff employed from the Parks Department. The Parks Department was hit hard by major budget cuts to the General Fund due to a significant decline in discretionary funds (property taxes, franchise fees, etc.). These revenues are used to fund parks, the public library, the police department, the planning department, and the courts. This decline in funds is reflected in the slow decrease of funding seen over the past seven years in the Parks Department budget history table below.

GENERAL FUND: PARKS DEPARTMENT

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14 Adopted	FY 14-15 Adopted
% of General Fund to Parks	5.6%	4.3%	6.0%	9.7%*	5.0%	7.3%	5.9%	5.6%
*Grey Cliffs Park land purchase, 7th St. land purchases, and Columbia View Park Picnic area construction contribute increase in funds for FY 10-11.								

PARKS DEPARTMENT BUDGET HISTORY

	FY 07-08	FY 08-09	FY 09-10	FY 10-11	FY 11-12*	FY 12-13	FY 13-14 Adopted	FY 14-15 Adopted
Personnel Services	195,375	110,093	85,714	90,066	109,029	115,248	101,440	103,600
Materials and Services	125,038	185,011	232,005	97,919	140,992	118,216	128,890	129,650
Capital Outlay	30,743	22,192	17,572	356,016	-	-	-	-
Debt Service	51,839	51,839	51,839	51,839	51,839	36,604	-	-
Parks Department Total	402,995	369,135	387,130	595,840**	301,860	270,068	230,330	233,250
*There are no Capital Outlay funds after FY 11-12 because the Capital Improvement Fund and the Community Enhancement Fund were created FY 11-12.								
**Grey Cliffs Park land purchase, 7th St. land purchases, and Columbia View Park Picnic area construction contribute to the jump in funds.								

In addition to the Public Works Operations Division discussed in the next section, the Parks Department also utilizes seasonal employees to maintain the parks system. Seasonal employees are hired for June through September, depending on when school starts. Their job responsibilities remain mostly within the park system, but they also maintain the Police Department grounds, the Public Library grounds, and the grounds surrounding the St. Helens Reservoir. Following the same trend for the Parks Department employees, the number of seasonal employees has also dropped from 10 employees in FY 07-08 to 6 employees budgeted for FY 14-15. However, the seasonal employees have historically been funded and continue to be funded entirely by the Public Works Operations Water and Sewer Funds, not from the Parks Fund.

Another way the Parks Department has leveraged funds for grounds maintenance has been to utilize the local Columbia County Community Corrections Crew. The Corrections Crew is utilized year round, usually one day a week, but sometimes more. Their job responsibilities include a large variety of highly visible projects, such as mowing and weed eating the Hwy 30 strip, mowing the parks, and maintaining the grounds around the Water Treatment Plant. They also plant and maintain the flower beds at McCormick Park, the Police Department, and the Public Library. They pick up litter on the right-of-ways, cut up and chip up downed trees in and outside of parks, and trim back brush along the trail networks. The tasks completed by the Corrections Crew are very crucial because of their high visibility to the public. Without their contributions to the ongoing maintenance within and outside of the park system, the level of maintenance the Parks Department has been able to provide would drop substantially. Depending on their job duties for that week, they are funded by either the Parks Department or the Public Works Operations Fund, which is further divided between the Water, Sewer, Streets, and Park Funds.



7.2 PUBLIC WORKS OPERATIONS DIVISION: PARKS AND GROUNDS

In addition to the seasonal workers the Corrections Crew discussed above, the park system is maintained by a division of the Public Works Department called the Operations Division. The Operations Division is further divided into units: Parks and Grounds, Water, Streets, Sanitary Sewer, Storm, Fleet, and Facilities. The two units related to parks maintenance are the Parks and Grounds Division and the Facilities Division.

The Parks and Grounds Division maintains the City's park lands and right-of-ways. There are over 170 acres of parks, green spaces, grounds, and docks that the Parks and Grounds unit maintains. The Facilities unit maintains nine primary public buildings, which includes the Parks Shop building and all restrooms and accessory buildings located in the various parks. In addition to ongoing maintenance, a few projects the Operations Division helped with during 2013-2014 include: assisting the Garden Club with construction of the landscaping in the Triangle Garden at Columbia Blvd. and 13th St, providing labor and materials to assist in the completion of the Splash Pad in Columbia View Park, and providing assistance with the development of the disc golf course in McCormick Park.

The Parks and Grounds Division currently employs 3.5 full-time employees (FTE). At the height of the housing bubble in FY 07-08, the cost of maintaining parks was mostly covered by the Parks Department, supplemented slightly from the Public Works Operations Water and Sewer Funds. However, the recession resulted in major cuts to the General Fund which resulted in further cuts to the Parks Department, ultimately triggering the formation of the Parks and Grounds Division. Currently, the Parks and Grounds Division is supported by the Sewer, Streets, Water and General Funds. **Although the creation of the Parks and Grounds Division was an attempt to provide the same level of maintenance for the parks system, it is an unsustainable fix to the cuts in the Parks Department.** The sooner the Parks Department can fully cover the costs of maintaining parks without indirect subsidies from the Public Works Streets, Water, and Sewer Funds, the more accurate and sustainable the City's Public Works and Parks Department budgets will be.

The National Recreation and Park Association's (NRPA) *Parks and Recreation National Database Report (2014)* includes benchmark ratios for operating expenditures, FTEs, park acreage, etc. averaged across parks and recreation agencies throughout the United States. The top table indicates that for the lower quartile (the lowest 25%) of agencies who maintain 250 acres or less had an average of 2.7 FTEs. The median (middle 50%) had 5.0 FTEs for agencies who maintain 250 acres or less.

It is difficult to compare St. Helens directly to these benchmark FTE levels because the Parks and Grounds Operations unit is currently at 3.5 FTEs, but they are not strictly park maintenance. The Parks and Grounds Operations Division has duties that extend beyond just park maintenance, like mowing and trimming trees within the street rights-of-way. Further, the Parks Department utilizes seasonal workers for June - September and the Columbia County Corrections Crew year round, but these are not included in the number of FTEs maintaining parks. Even with these factors in mind, the number of FTEs working in the park system falls short of the median 5.0 FTEs from NRPA's 2014 Report and City staff recommendations. **City staff recommends a minimum**

Number of Acres	2013 Operating Expenditures per Acre of Land Managed or Maintained			2013 Acres of Parkland Maintained Per FTE		
	Lower Quartile	Median	Upper Quartile	Lower Quartile	Median	Upper Quartile
250 or less	6,454	16,523	34,000	2.7	5	9.8
251 to 1,000	3,487	8,974	18,747	6	8.7	19.6
1,001 to 3,500	1,855	4,808	6,904	9	21.6	54.7
More than 3,500	1,213	3,001	3,846	18.4	32.8	66.3

Top and Bottom: FTE Benchmark ratios for Parks and Recreation agencies across the U.S.

Source: The NRPA National Database Report (2014)

	2010 Median	2011 Median	2012 Median	2013 Median
Operating expenditures per capita	\$82	\$74	\$85	\$77
Operating expenditures per FTE	\$94,797	\$95,851	\$95,237	\$84,859
Operating expenditures per acre of land managed or maintained	\$6,397	\$6,539	\$6,538	\$7,357
Acreage of parkland per 1,000 population	14.9	10.5	11.1	9.1
Acres of parkland maintained per FTE	15.6	15.2	13.5	9.1
Revenue per capita	\$27.56	\$19.22	\$24.92	\$17.04
Revenue as a percent of total operating expense	32.0%	28.2%	30.1%	26.9%
Revenue per visitor	\$4.52	\$3.76	\$4.60	\$5.11
Total operating expenditures per visitor	\$14.47	\$12.27	\$14.17	\$16.25
Total capital plus total operating expenditures per capita	\$101.14	\$85.58	\$105.27	\$90.46
Tax cost per capita	\$47.66	\$29.55	\$48.30	\$54.95
Program attendance per program staffing (FTE)	2,576.7	2,376.9	2,202.8	2,717.0
Program fees and charges per program participant	\$25.74	\$31.33	\$24.67	\$8.84

5.0 FTEs for the Parks Department alone, with a total of 10.0 FTEs as seasonal help during the spring and summer months. Ultimately, the Parks Department requires an alternative funding source in order to hire FTEs for maintenance using their own funds because it is an unsustainable practice to rely on subsidies from other Public Works Operational Funds.

7.3 CAPITAL IMPROVEMENT FUNDS

For capital projects, there are two funds related to the Parks Department: the Capital Improvement Fund (See below) and the Community Enhancement Fund (See next page). These two funds were created in FY 11-12.

The Capital Improvement Fund includes accounts for the construction of all capital improvement projects such as streets, water, sewer and parks and covers the gambit of funding sources from loans, System Development Charges (SDC), and rate payers' pay-as-you-go projects. The Capital Improvement Fund for parks can be seen on the right with starting balance of \$30,000 with a projected SDC fee collection of \$20,000, for \$50,000 of total resources, set aside for a potential land purchase. A discussion of the City's methodology for park SDC collection begins on page 129.

Capital Improvements Fund – Line Item Budget								
SDC Parks								
Fd	Dpt	Acct	Actual 2011-12	Actual 2012-13	Adopted 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Parks Projects - SDC								
<u>Resources</u>								
010	300	301000		-	-	30,000		
010	300	392000	41,186	-	-	-		
010	300	365000	6,810	-	8,000	20,000		
Total Resources			47,996	-	8,000	50,000	-	-
<u>Uses</u>								
010	300	583000				50,000		
010	300	692000						
010	300	596000						
Total Uses								
010	300	Ending fund balance	-	-	-	-	-	-

Top: Capital Improvements Fund - Park Project SDCs
Source: City of St. Helens Proposed City Budget FY 14-15

The Community Enhancement Fund accounts for reserves that have been set aside for Library, Parks, Police and the Arts and Cultural Commission. Over the years the City sold and traded properties that resulted in one-time revenues. City Council designated that these one-time revenue sources be utilized for one-time park acquisitions and/or improvements. The Community Enhancement Fund for parks is seen on the bottom right with a starting balance of \$79,805, all of which is set aside for a potential land purchase.

Funding strategies for how to increase the revenues for park and trail capital improvement projects are discussed throughout the rest of the chapter.

Community Enhancement Fund – Line Item Budget								
Fd	Dpt	Acct	Actual 2011-12	Actual 2012-13	Adopted 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Parks Property Reserve								
Resources								
009	204	301000		78,605	80,605	79,805		
009	204	392000	90,048	-				
009	204	334400	-	1,200	12,860	-		
009	204	335100	-	-				
Total Resources			90,048	79,805	93,465	79,805	-	-
Uses								
009	204	652400	11,442	-	-			
009	204	652401	-	-	-			
009	204	652405	-	-	14,860	-		
009	204	652406	-	-	-	79,800		
009	204	596000	-	-	78,000	-		
Total Uses			11,442	-	92,860	79,800	-	-
Ending fund balance			78,605	79,805	605	5	-	-

Community Enhancement Fund - Parks Property Reserve
Source: City of St. Helens Proposed City Budget FY 14-15

7.4 FUNDING STRATEGIES INTRODUCTION

Funding sources can be broadly divided into two categories: those that can be used for operations and maintenance and those that can be used for capital improvement projects. It is often more difficult to secure funding for the maintenance and operations of the Parks Department. However, some funding sources are flexible in that they can be used for both ongoing maintenance and capital improvement projects.

The following section includes a detailed description of the various funding sources that the City of St. Helens can utilize in order to implement the park and trail projects recommended in Chapter 6 and 8. It is rare when a single funding source alone covers the cost of a capital improvement project. More often, funding sources are used in combination to cover the cost of new development. For example, most state and federal grant programs require a certain percentage of matching funds.

The following sources can be used for operations and maintenance as well as capital projects: general funds, local option levy, various park fees and charges, and some state grant programs. The following funding sources can only be used for capital projects: system development charges (SDCs), donations, general obligation bonds, most federal, state and private grant programs, and land trusts.

7.41 LOCAL TAX OPTIONS

The City of St. Helens can pursue many various local taxing options for parks funding including: bonds, local option levies, SDCs, and various park user/utility fees. Some taxing options can only fund capital improvement projects, while others are more flexible and can fund ongoing maintenance and operation costs. Because of the slow decrease in the General Fund for the Parks Department over the past decade (discussed further in section 7.1), it is recommended that the City analyze these various local tax options to determine which combination of taxing strategies would work best to increase the funding level of the Parks Department for ongoing maintenance and for the capital improvement projects recommended in this Plan.

7.411 BONDS

To issue long-term debt instruments, a municipality obtains legal authorization from either the voters or its legislative body to borrow money from a qualified lender. Issuing debt is justified based on several factors:

- Borrowing distributes costs and payments for a project or improvement to those who will benefit from it over its useful life, rather than requiring today's taxpayers or ratepayers to pay for a future use
- During times of inflation, debt allows future repayment of borrowed money in cheaper dollars
- Borrowing may improve a municipality's liquidity to purchase needed equipment or for project construction and improvements. Debt issuance also does not exhaust current cash-on-hand, allowing such general fund revenues to be used for operating expenses
- Interest rates rise as the maturity term of a bond increases, as borrows have to compensate investors for locking up their resources for a longer period of time

Oregon Law requires that all Unlimited-Tax General Obligation (G.O.) bonds to be authorized by a vote of the people. *The Oregon Bond Manual - 4th Edition* recommends hiring a bond counsel prior to the bond election to ensure that all requirements are met. The Bond Manual also notes that approval of G.O. bonds require considerable time and effort. Some examples of methods for gaining public support include: attitude polls, forming a bond issue citizens' committee, holding public meetings, leaflets, and door-to-door canvassing. Note that under Oregon law, no public resources may be used to advocate a pro or con position regarding a ballot measure. Accordingly, any materials printed must be purely explanatory in nature.

A fundamental rule associated with issuing long-term debt instruments is not to issue them for a maturity longer than the project's useful life. People should not be paying for a major park or recreation facility after it is no longer in use. Working with the community is a key aspect of a successful bond measure, as the City will be asking residents to pay for a park or trail acquisition/project. The key benefit of a bond measure is the City can generate a substantial amount of capital for a major park or trail project that will serve the community far into the future.

Revenue bonds are a special type of municipal bond distinguished by their guarantee of repayment solely from revenues generated by a specified revenue-generating entity associated with the purpose of the bonds, rather than from a tax. Unlike G.O. bonds, only the revenues specified in the legal contract between the bond holder and bond issuer are required to be used for repayment of the principal and interest of the bonds. Because the pledge of security

is not as great as that of G.O. bonds, revenue bonds may carry a slightly higher interest rate than G.O. bonds. Revenue bonds can only be used to construct or expand a revenue-generating park or recreation project, because it is the revenues that pay back the debt owed. Revenue bonds are a popular financing mechanism for high use specialty facilities like golf courses, ice rinks, fitness facilities, and athletic complexes.

7.412 LOCAL OPTION LEVY

A local option levy for capital improvements provides for a separate property tax levy outside the City's permanent rate limit, subject to the \$10 combined rate limit imposed under Measure #5. This levy may be used to fund a capital project or a group of projects over a specified period of time, up to ten years. Revenues from these levies may be used to secure bonds for projects, or to complete one or more projects on a "pay as you go" basis.

Local option levies require voter approval and are subject to the double majority requirement of Measure 50, which means that greater than 50% of registered voters must participate and greater than 50% of voters must approve the local option levy. Local option levies are not considered to be a good alternative to the use of general obligation bonds for large projects or groups of projects. Property tax levies can be used for land acquisition and capital improvements, but they are more frequently used for facility operations and maintenance.

The advantages of levies include reduced interest, increased flexibility, enhanced debt capacity, improved borrowing terms, and increased fiscal responsibility. The major disadvantages of the approach are insufficient funding, intergenerational inequity (for example, long term facilities are paid for disproportionately by current users), inconsistency of funding requirements, and use of accumulated reserves.

7.413 SYSTEM DEVELOPMENT CHARGES (SDCs)

A system development charge is a one-time fee imposed on new development to equitably cover the cost of facility capacity needed to serve new customers. The purpose of the SDC is to impose a portion of the costs of capital improvements for water, wastewater drainage, streets, flood control, and parks upon the developments and redevelopment that create the need for or increase the demand on the specific capital improvement for which the SDC is being enacted.

Oregon Revised Statute (ORS) 223.297 - 223.314 defines SDCs and specifies how they shall be calculated, applied, and accounted for. By statute, a SDC is the sum of two components:

- Reimbursement Fee: Designed to recover the costs associated with capital improvements *already constructed or under construction*
- Improvement Fee: Designed to recover the costs associated with capital improvements *to be constructed in the future*

The reimbursement fee methodology must be based on “the value of unused capacity available to future system users or the cost of the existing facilities” and must further account for prior contributions by existing users and gifted or grant-funded facilities. Reimbursement fee proceeds may be spent on any capital improvements related to the system which the SDC was applied (water SDCs may be spent on water improvements, sewer SDCs may be spent on sewer improvements, etc.)

The improvement fee methodology must include only the cost of project capital improvements or portions of improvements needed to increase system capacity for future uses. In other words, the cost(s) of the planning projects or portions of projects that correct existing deficiencies, or do not otherwise increase capacity for future users, may not be included in the improvement fee calculation. SDCs utilized for parks and recreation facilities are generally improvement fee SDCs.

Currently, revenues generated by the improvement fee park SDCs can only be used for capital improvements identified in the required Capital Improvement Plan. For St. Helens, the *Report for Water, Wastewater, Stormwater, Transportation, and Parks System Development Charges* was completed in April 2008. City Council adopted the recommended park SDC rates from this report (See table above) and any SDCs can only be used on the capital improvement projects identified in this study. **It is recommended that City Council update the Capital Improvement Plan to be sure that future park SDCs can be used for the capital improvement projects identified in Chapter 8 of this Plan.**

Development	Housing Density	SDC
Single-Family Residential	2.6	\$ 1,362
Multi-Family Residential Unit	2.1	\$ 1,100
Mobile Homes	2.1	\$ 1,100

Source: Water, Wastewater, Stormwater, Transportation, and Parks System Development Charge Study (2008)

The Water, Wastewater, Stormwater, Transportation, and Parks System Development Charges Study (2008) also looked at whether or not it was appropriate to impose the parks SDC on not just residential development, but commercial too. The study recommended to “calculate a commercial parks SDC as warranted by the next parks plan. Planning standards should indicate some level of parks facilities needed to support commercial users.” Many local communities impose a commercial development SDC based on number of parking spaces or number of employees. Employee numbers are estimated based on number of square feet per employee and standardized by business type. The City of St. Helens may want to consider imposing a commercial SDC during an upcoming park SDC methodology update. Implementing a commercial system development charge does not increase the total revenue generated, but apportions a small share of growth-related park development costs to new commercial development, to cover park use by non-resident employees, resulting in a lower residential park SDC. The table to the left compares St. Helens’ park SDCs to surrounding communities. Notice that a number of communities even have park SDCs for accessory dwelling units, group housing, motel/hotels, in addition to commercial development. **City Council should consider expanding the park SDCs beyond residential development because of the costs associated with the park capital improvements needs identified in Chapter 8. SDCs play a very important role in leveraging capital improvement funds for state and federal grants, and greater leveraging capability means greater grant opportunities.**

SYSTEM DEVELOPMENT CHARGE (SDC) COMPARISON

City	Single Family	Multi Family	Manufact. Home	Accessory Dwelling Unit	Group Housing ^A	Motel /Hotel	Commercial ^B
St. Helens	\$1,362	\$1,100	\$1,100	-	-	-	-
Keizer	\$1,630	\$1,591	-	-	\$705	-	-
Willamalane ^C	\$2,499	\$1,839	-	-	-	-	-
Medford	\$3,433	\$2,533	\$2,273	\$1,716	\$2,533	-	\$85
Hillsboro	\$3,910	-	-	-	-	-	\$741
Eugene	\$4,679	\$2,960	-	\$3,793	-	\$3,421	\$337- 2,286
Canby	\$4,725	\$3,869	\$3,847				\$129
Corvallis	\$4,993	\$3,701	-	-	\$1,958 ^D	-	-
Bend	\$5,050	\$4,712	-	-	-	\$2,030	-
Beaverton	\$5,299	\$3,963	-	-	-	-	\$137
Tigard	\$5,696	\$4,552	\$3,451	-	-	-	\$394
Portland ^E	\$7,752-8,086	\$5,081-5,201	\$7,219-7,871	\$4,224-4,557	-	-	\$49-1076
West Linn	\$9,245	\$6,537	-	-	-	-	-

^A Includes assisted living and dormitories
^B Per employee or per Thousand Gross Square Feet (TGSF) depending on business type
^C Rates reduced by \$1,000 per unit April - Dec 2012 to spur growth, up to 40 units receiving the discount
^D Rate per occupant
^E Rates vary by area within the city

7.414 USER FEES AND FACILITY CHARGES

User fees and facility charges generate revenue for parks and recreation by charging users for some or all of the costs of providing services. The amount of such fees is balanced against the fiscal need versus program affordability and accessibility. Park and recreation user fees include park entrance fees, park reservation fees, recreation and aquatic center fees or memberships, boat launch and marina fees, tennis and golf fees, and the sale of goods. Park user fees generally increase as the quality and number of amenities increase.

St. Helens currently uses park use reservation fees for nine different areas, the most popular being the Columbia View Park Gazebo and the McCormick Park Pavilion (\$30/half day, \$40/full day). Additional use fees include athletic field use with (\$10/day) or without lights (\$5/day), parade/walk/run (\$25), engaging in commercial activity (\$25), use of electrical connections (\$20), etc. See the park use fee schedule to the right for all other park user fees.

Half day = 4 hours/Full day = 5+ hours Fee Schedule <i>As per Resolution Nos. 1329, 1346 and 1421</i>		
Fee type	Check all that apply	# of days
Park Use/Reservation	<input type="checkbox"/> \$20 per half day	
McCormick Park areas *2, 3, 4, & soccer field Campbell Park areas 1, 2 • Godfrey Park	<input type="checkbox"/> \$35 per full day	
Columbia View Park Gazebo/Amphitheater	<input type="checkbox"/> \$30 per half day	
*McCormick Park Veterans Pavilion (area 1) Includes electrical connection	<input type="checkbox"/> \$40 per full day	
Athletic Fields <i>Not more than 2 weeks use</i>	<input type="checkbox"/> \$5 per day x _____ fields x _____ days	
ADDITIONAL FEES	Use of field lights	<input type="checkbox"/> \$5 per day x _____ fields x _____ days
	Public assembly	<input type="checkbox"/> \$25
	Parade/Run/Walk	<input type="checkbox"/> \$25
	Engage in commercial activity	<input type="checkbox"/> \$25
	Amplify sound	<input type="checkbox"/> \$25
	Use during hours of closure	<input type="checkbox"/> \$25
	Use of special use area	<input type="checkbox"/> \$25
	Use of electrical connections	<input type="checkbox"/> \$20 per day

Source: St. Helens Park Use Permit Application

St. Helens also collects a \$10/night camping fee for the ten tent campsites in McCormick Park. Unlike McCormick Park, fees are not collected for camping on Sand Island. A goal established by the Parks Commission during the Annual Report to Council for FY 14-15 included officially designating the Sand Island campsites so there would be more leverage to collect a nightly fee for camping. Since user fees generally increase as the quality and number of amenities increase, the timing for officially designating Sand Island campsites and implementing fee collection is ideal, as the installation of two brand new restrooms is planned for summer 2014.

User fees generally do not generate sufficient revenue to cover operation and maintenance costs and usually are intended to supplement general revenues, although golf course and tennis user fees often generate enough revenue to support other park operations. For instance, the Glendoveer Golf Course operated by Metro contributes more than \$700,000 a year in positive cash flow that is used to offset the operating costs of parks in Metro. Portland, Lake Oswego, and Clackamas County also operate golf courses and/or tennis facilities that generate positive cash flows. **Although user fees represent a small amount of total revenue for the St. Helens Parks Department, reviewing the established user fees regularly to confirm they are competitive with similar communities is very important in ensuring that the Parks Department is recouping as much of the maintenance and operations cost as other communities are.**

7.415 UTILITY FEE

Utility fees are fees charged to residents on a recurring basis via utility billing. The fee usually takes the form of a small lump sum added to a utility bill and is one method of generating funds for long-term maintenance and upkeep of facilities. The most common utility fees are for storm water, sewer, or streets. If this form of revenue were enacted by City Council, this monthly fee would provide the Parks Department a stable stream of funding for the needed ongoing maintenance and operations costs. A benefit of the utility fee method of funding is its flexibility. Local jurisdictions can increase the fee to reflect increased costs of providing park facilities and revenue will grow as the population (and subsequent demand for parks) grows. A few examples of jurisdictions who have implemented a parks utility fee to help pay for ongoing park maintenance include:

Medford, OR: *Parks Utility Fee. \$0.31 per residential dwelling unit, business unit or tenant space per month (Adopted June 2005).*

West Linn, OR: *Parks Maintenance Fee. \$11.80 per residential utility customer per month (Updated Sept 2013).*

Gresham, OR: *The Police, Fire and Parks Fee. \$7.50 per single-family households, multifamily property owners and businesses per month. 95% of the fee proceeds are used to for Public Safety services. **The remaining 5%, or \$0.375, goes toward Parks** (Adopted 2012).*

Talent, OR: *Parks Utility Fee for Operation and Maintenance. \$1.00 per residential unit and non-residential unit with an employee component on existing developed properties per month (Adopted January 2006).*

It is recommended that the City analyze the potential outcomes of enacting a parks utility fee to help fund the ongoing maintenance and operations of the park system. With a stable stream of funding for parks maintenance and operations costs, the cost of park maintenance can be separated from the Public Works Operations Division so that the Public Works Street, Water and Sewer Funds will remain a sustainable source of capital for their own needed improvements.

7.42 GRANTS

Grants are a great funding strategy in order to supplement park acquisition and development funds. Many grant organizations fund park acquisition and improvements, but few provide funds for ongoing maintenance. Three factors make grants a challenging funding strategy. (1) Most grant organizations have a lengthy process that will require significant staff time and effort. (2) Grants usually have very specific guidelines and only fund projects that specifically address their overall goals. Grant agencies look for collaborative projects that foster partnerships between agencies, organizations, and the City. (3) Grants are usually highly competitive. For these reasons, grants should not be considered a sustainable, long-term funding source.

Grants come in many different forms and from many different sources, including federal, state, and private. Listed below are a few of the various grant opportunities that may be a good fit for the capital projects outlined in Chapter 8, the Capital Improvement Plan. Since grant programs change year to year, this list does not capture every single grant opportunity available. Similarly, grant program guidelines and project specifications may also change as availability of funding changes. Overall, this list is meant to act as a starting point for grant opportunity research.

FEDERAL

U.S. Department of Transportation (USDOT) Congestion Mitigation and Air Quality (CMAQ) Funds: (CMAQ) was created under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, and reauthorized under the Transportation Equity Act for the 21st Century (TEA-21), the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), and, most recently, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Through FY 2012, the CMAQ program has supported nearly 28,000 transportation projects across the country, accounting for nearly \$30 billion in transportation investments since its inception in 1992. The CMAQ program supports two important goals USDOT: improving air quality and relieving congestion. Eligible bicycle and pedestrian projects include:

- Bicycle and pedestrian facilities (paths, bike racks, support facilities, etc.) that are not exclusively recreational and reduce vehicle trips
- Non-construction outreach related to safe bicycle use
- Establishing and funding state bicycle/pedestrian coordinator positions for promoting and facilitating non-motorized transportation modes through public education, safety programs, etc. (Limited to one full-time position per State)

For more information, see: http://www.fhwa.dot.gov/environment/air_quality/cmaq/

USDOT Transportation Alternatives Program (TAP): The Moving Ahead for Progress in the 21st Century Act (MAP-21), which was signed into law in July 2012, funded surface transportation programs at over \$105 billion for fiscal years 2013 and 2014. MAP-21 created a new formula program called Transportation Alternatives (TA), which includes many activities previously funded under Transportation Enhancements (TE), Recreational Trails, and Safe Routes to Schools under the previous authorization bill—SAFETEA-LU. The TAP provides funding for programs and projects defined as transportation alternatives, including:

- On- and off-road pedestrian and bicycle facilities
- Infrastructure projects for improving non-driver access to public transportation and enhanced mobility
- Community improvement activities, and environmental mitigation
- Recreational trail program projects
- Safe routes to school projects
- Projects for planning, designing, or constructing boulevards largely in the right-of-way of former interstate system routes or other divided highways

For more information, see: <http://www.fhwa.dot.gov/map21/guidance/quidetap.cfm>

The Rails-to-Trails Conservancy hosts an informational TAP site in conjunction with the FHWA: <http://trade.railstotrails.org/index>

Center for Disease Control (CDC) Community Transformation Grants (CTG): CTG is funded by the Affordable Care Act's Prevention and Public Health Fund. CTG is working to create healthier communities by making healthy living easier and more affordable where people work, live, learn, and play. Awardees are improving health and wellness with strategies that focus on areas such as tobacco-free living, active living and healthy eating, clinical and community preventive services to prevent and control high blood pressure and high cholesterol. Awardees may also focus on disease prevention and health promotion, including social and emotional wellness (i.e., facilitating the early identification of mental health needs and access to quality services) and healthy and safe physical environments. Examples of community interventions include:

- Increasing access to physical activity through quality physical education instruction in schools
- Increasing access to healthy foods by supporting local farmers and developing neighborhood grocery stores
- Protecting people from secondhand smoke exposure
- Promoting improvements in sidewalks and street lighting to make it safe and easy for people to walk and ride bikes

For more information, see: <http://www.cdc.gov/nccdphp/dch/programs/communitytransformation/index.htm>

U.S. Fish and Wildlife North American Wetlands Conservation Act Grant Program: The North American Wetlands Conservation Act of 1989 provides matching grants to organizations and individuals who have developed partnerships to carry out wetlands conservation projects in the United States, Canada, and Mexico for the benefit of wetlands-associated migratory birds and other wildlife. There is a **Standard Grants Program** and a **Small Grants Program**. Both are competitive grants programs and require that grant requests be matched by partner contributions at no less than a 1-to-1 ratio.

Standard Grants Program is a matching grants program that supports public-private partnerships carrying out projects in Canada, the United States, and Mexico. These projects must involve long-term protection, restoration, and/or enhancement of wetlands and associated uplands habitats.

Small Grants Program supports the same type of projects and adheres to the same selection criteria as the Standard Grants Program. However, project activities are usually smaller in scope and involve fewer project dollars. Grant requests may not exceed \$75,000, and funding priority is given to grantees or partners new to the Act's Grants Program.

For more information, see: <http://www.fws.gov/birdhabitat/Grants/NAWCA/index.shtm>

National Park Service Rivers, Trails, and Conservation Assistance Program: The National Park Service Rivers, Trails, and Conservation Assistance Program helps connect all Americans to their parks, trails, rivers, and other special places through technical assistance with a community-led national resource conservation and outdoor recreation initiative. National Park Service staff provide free, on-location facilitation and planning expertise for the following:

- Define project vision and goals
- Inventory and map community resources
- Identify and analyze key issues and opportunities
- Engage collaborative partners and stakeholders
- Design community outreach and participation strategies
- Develop concept plans for trails, parks, and natural areas
- Set priorities and build consensus
- Identify funding sources
- Develop a sustainable organizational framework to support the project

For more information on the technical assistance grants, see: <http://www.nps.gov/orgs/rtca/apply.htm>

STATE

Oregon Parks and Recreation Department (ORPD): ORPD currently administers five recreation grant programs and six heritage grant programs. The recreation grant programs are intended to help acquire, develop, rehabilitate, and maintain local parks. They also help advance the development of recreational trails and provide supplementary funding for hiking, biking, equestrian use and for all-terrain vehicle (ATV) recreational projects. Each recreational grant program utilizes the help of an Advisory Committee that reviews grant applications and then prioritizes them based upon particular evaluation criteria. The Advisory Committee then recommends proposed projects for funding to the Director who submits them to the Oregon Parks and Recreation Commission for their review and approval. Below is a brief overview of the grant programs ORPD administers related to parks and recreation:



Land and Water Conservation Fund (LWCF) assists city and county park and recreation departments, park and recreation districts, METRO, port districts, Indian tribes, and Oregon state agencies in acquisition of lands and waters or for the development of public outdoor recreation facilities that are consistent with the outdoor recreation goals and objectives contained in the Statewide Comprehensive Outdoor Recreation Plan (SCORP). LWCF provides funding assistance up to 50% of approved project costs.

Local Government Grant Program assists cities, counties, METRO, park and recreation districts and port districts with funding for the acquisition, development major rehabilitation of, and planning for park and recreation areas and facilities. Grants from cities and districts over 25,000 population and counties over 50,000 population will require a 50% local match; cities and districts with a population between 5,000 and 25,000, and counties with a population between 30,000 and 50,000 a 40% local match; and cities and districts under 5,000 population a 20% local match.

County Opportunity Grants Program provides funding for the acquisition, development, rehabilitation and planning for county park and recreation sites that provide, or will provide, overnight camping facilities including new or additions to existing parks. Grants from counties with a population of 30,000 and under will require a 25% local match and counties over 30,000 require a 50% match.

Recreational Trails Program (RTP) provides up to 80% federal funding assistance for land acquisition, development, restoration and rehabilitation of both motorized and non-motorized recreation trails (including water trails) to federal, state and local government agencies and not-for-profit organizations.

All-Terrain Vehicle Grants Program provides up to 80% reimbursement to public agencies, local government, private land managers who provide and maintain public OHV recreation, and registered non-profit OHV clubs land acquisition, planning, development, emergency medical and law enforcement, operation and maintenance, and safety education.

For more information on any of ORPD's grants, see: <http://cms.oregon.gov/OPRD/GRANTS/pages/index.aspx>

Oregon Marine Board: Funds for the Marine Board come from boat registration and titling fees, marine fuel tax, federal Clean Vessel Act and Boating Infrastructure paid by boaters. Because the Marine Board is funded from fees and taxes paid by owners of registered boats, projects that meet the needs of those boats are a high priority. The Oregon Marine Board currently administers six grant programs:

Facility Grant Program provides competitive grants to public agencies (local, state and a pass-through option to federal entities) for the acquisition, development, expansion, and rehabilitation of public boating facilities located on all waters of the state. Projects may be submitted by cities, counties, park and recreation districts, port districts and state agencies.



Small Grant Program is a non-competitive grant with the maximum project value not to exceed \$20,000 with the Marine Board's contribution up to \$10,000. The Program is for minor public boating facility improvements. Projects cannot be fragmented or phased to fit within the Program. A limited amount of funding is available each biennium for Small Grants.

Maintenance Assistance Program provides funding assistance to augment existing levels of routine maintenance at improved marine facilities throughout the state provided by eligible participants. Eligible participants are encouraged to use MAP funds to enhance their existing level of funding and to improve the quality of maintenance provided. Eligible facilities include boat ramps, boarding floats, restrooms, parking areas, access roads, transient tie-up floats, vessel waste collection and related facilities.

Boating Infrastructure Grant Program provides funding for the development and rehabilitation of transient tie-up facilities at public and private facilities used principally by non-trailer recreational boats. Facilities must provide way-point linkage to other transient tie-up facilities. Typically these facilities are located on major rivers and the coastline.

Clean Vessel Grant Program provides funding for new, replacement or upgrades to vessel waste collection facilities to include: pumpouts, potty dump stations, floating restrooms and directly related support structures, utilities or other improvements necessary for proper operation. Eligible participants include local and state government and any privately owned marina/moorage facility that have or will have the capability to provide an area available for a vessel waste collection system open and available for general public use.

Let's Go Boating Assistance Grant Program provides funds to local community organizations for creative and innovative local projects that promote safe boating. The funds will allow groups to address safety concerns on their local waterways. Past projects have included life jacket loaner kiosks, maps, and on-water youth boating safety training.

For more information, see: <http://www.oregon.gov/OSMB/BoatFac/Pages/index.aspx>

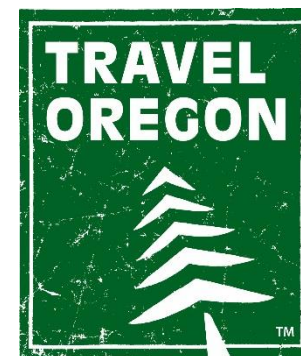
Oregon Department of Agriculture Weed Board Grant Program: It is a priority of the Oregon State Weed Board (OSWB) to fund projects that restore, enhance or protect fish and wildlife habitat, watershed function, and native salmonid or water quality. The implementation of a comprehensive watershed approach to integrated control of noxious weeds is the most effective strategy to minimize impacts and protect natural resources in Oregon from invasive noxious weeds. Grant applications are encouraged to be for on-the-ground weed control projects and must be OSWB listed noxious weeds. Applications may include research, survey, outreach or project design if required to complete the control portion of the project. However, the OSWB prefers the majority of the funds go toward the control element of the project. Project requirements are as follows:

- The project must be for the management of state listed noxious weeds.
- The project must demonstrate sound principles of integrated weed management to both protect and enhance watershed health.

- Projects will demonstrate specific site management objectives. Projects supported by or identified in Weed Management Plans, Site Assessments, Action Plans, Watershed Plans and Federal Management Plans are desired.
- Projects must have on-the-ground control as a focus, although projects may include research, survey, outreach, or project design.

For more information, see: <http://www.oregon.gov/ODA/PLANT/WEEDS/Pages/grantindex.aspx>

Travel Oregon Matching Grants Program: For the 14/15 cycle, the Travel Oregon Matching Grants Program has \$120,000 available for awards of \$2,500 - \$20,000 to applicants that contribute to the development and improvement of communities throughout Oregon by means of the enhancement, expansion, and promotion of the visitor industry. Partnerships with local, regional and statewide tourism organizations, economic development and/or government organizations and tourism-related businesses are looked upon favorably. Though it is not a requirement, ideally, your project will lead to an increase of room nights to local lodging facilities. Eligible projects range from tourism infrastructure development such as new trail development or implementation of a way-finding signage plan to implementing technology to capture visitor feedback to developing new tangible agri-tourism experiences. Program initiatives include:



- Maximize the economic return on public and private investments in Oregon
- Drive year-round destination-oriented travel from Oregon's key domestic and international markets by optimizing local opportunities
- Develop destination-based products that are in concert with Oregon's natural environment and support the stewardship of the state's resources
- Provide strategic industry professional development and training opportunities
- Realize strategic statewide integration of technology
- Preference will be given to projects focused on at least one of the three niches of Travel Oregon's development priorities: nature based outdoor recreation, cycling tourism, or culinary & agri-tourism development.

For more information, see: <http://industry.traveloregon.com/industry-resources/matching-grants-program/oregon-tourism-commission-matching-grants-program/>

Oregon Watershed Enhancement Board (OWEB) - OWEB administers various grants for watershed restoration, monitoring, watershed assessment and action planning, watershed council support, watershed outreach, land and water acquisition, and small grants. Grant applicants may be any person, tribe, watershed council, soil and water conservation district, not-for-profit institution, school, community college, state institution of higher education, independent not-for-profit institution of higher education, or political subdivision of this state that is not a state agency. All applicants must demonstrate at least a 25% match.

For more information, see: http://www.oregon.gov/OWEB/GRANTS/pages/grant_applications_main.aspx

PRIVATE

Oregon Community Foundation Grants: Community Grant Program awards about 220-240 grants each year, mostly to small- and moderate-size nonprofits. The average grant is \$20,000. Oregon Community Foundation (OCF) typically receives 300 to 350 proposals per grant cycle and funds 110 to 120 of these. OCF Community Grants related to parks and trails include projects that work towards the following objectives:

Health & Wellbeing of Vulnerable Populations (30 to 40 percent of grants)

- Improve community-based health and wellness, including oral and mental/behavioral health
- Address basic human needs, such as food, housing, and related services
- Improve the quality of life, safety and self-sufficiency of at-risk populations

Community Livability, Environment & Citizen Engagement (10 to 20 percent of grants)

- Promote leadership development, volunteerism, immigrant integration, and civic participation
- Support stewardship and appreciation of Oregon's outdoor spaces and scenic beauty
- Address social, economic and environmental challenges or opportunities by bringing together disparate stakeholders
- Preserve places essential to communities' civic and historic identities

For more information on the Community Foundation Grants, see: <https://www.oregoncf.org/grants-scholarships/grants/community-grants>

The OCF also has a **Nike Employee Grant Fund (NEGF)** which empowers a team of 10 to 12 Nike employees to serve on a committee that reviews funding proposals and develops recommendations. Grants are awarded in where Nike employees live, work and play: Clackamas, Columbia, Multnomah, Washington and Yamhill counties in Oregon, and Clark County in Washington. Grants are one-year awards totaling between \$5,000 and \$20,000 each, with the following focus:

- 80 percent of grant awards support organizations and projects that are creating a world where physical activity, play and sports are highly valued (about 40 grants per year).
- 20 percent of grant awards support organizations and projects that address community challenges through innovative community-based solutions (about 10 grants per year).

For more information about the NEGF, see: <https://www.oregoncf.org/grants-scholarships/grants/ocf-funds/nike>

The OCF also has an **Oregon Parks Foundation Fund (OPF)** which supports the acquisition, preservation and restoration of Oregon's native landscape, as well as environmental, recreational and educational improvements to public parks throughout the state of Oregon. OPF invites proposals for support from nonprofit organizations and public agencies at the community, district, county or regional level. Grants disbursed by the OPF Fund generally range from

\$1,500 to \$5,000. The OPF Fund does not make grants for recreational support facilities, such as fencing; swimming pool construction; ball field lighting; sewer and water systems; landscaping; or maintenance. Grants for annual operating budgets are also not favored. OPF will support the following types of expenses within the context of providing for natural park settings, and outdoor recreation and educational opportunities:

- Land protection and habitat restoration
- Community outdoor recreation enhancement
- Environmental education programs
- Administrative expenses
- Publications
- Internships

For more information about OPF's grant, see: <https://www.oregoncf.org/grants-scholarships/grants/ocf-funds/oregon-parks-foundation>

The Collins Foundation: The Foundation exists to improve, enrich, and give greater expression to humanitarian endeavors in the state of Oregon and to assist in improving the quality of life in the state. As a general-purpose, responsive grant maker, the Foundation serves people in urban and rural communities across Oregon through its grants to nonprofit organizations working for the common good. The Foundation's broad areas of interest include arts & humanities, children & youth, community welfare, education, environment, health & science, and religion.

For more information, see: <http://www.collinsfoundation.org/>

PeopleForBikes Community Grants: The PeopleForBikes Community Grant Program supports bicycle infrastructure projects and targeted advocacy initiatives that make it easier and safer for people of all ages and abilities to ride. PeopleForBikes accepts grant applications from non-profit organizations with a focus on bicycling, active transportation, or community development, from city or county agencies or departments, and from state or federal agencies working locally. PeopleForBikes only funds projects in the United States. Requests must support a specific project or program, not for ongoing maintenance costs. PeopleForBikes focuses most grant funds on bicycle infrastructure projects such as:

- Bike paths, lanes, trails, and bridges
- Mountain bike facilities
- Bike parks and pump tracks
- BMX facilities
- End-of-trip facilities such as bike racks, bike parking, and bike storage

They also fund some advocacy projects, such as:

- Programs that transform city streets, such as Ciclovías or Open Streets Days

- Initiatives designed to increase ridership or the investment in bicycle infrastructure

For more information, see: <http://www.peopleforbikes.org/pages/grant-guidelines>

Charlotte Martine Foundation Grants: The Charlotte Martin Foundation is a private, independent foundation dedicated to enriching the lives of youth in the areas of athletics, culture, and education and also to preserving and protecting wildlife and habitat. The Charlotte Martin Foundation focuses grant making in two areas and in support of the following goals:

- Youth: To ensure opportunities for all youth, particularly the underserved and economically disadvantaged, to develop their skills in education, creative and cultural expression and athletics in ways that ultimately promote their habits of lifelong learning and their ability to make strong and lasting contributions to their respective communities.
- Wildlife & Habitat: To protect and restore vital ecosystems and their resident wildlife for the long-term with the aim of preserving biodiversity in the region.

For more information, see: <http://www.charlottesmartin.org/programs.htm>

KaBOOM! Community-Built Playground Grants: The Build It with KaBOOM! Playground Grant provides eligible communities with the majority of funds, tools and resources they need to build a custom-made playground – all in one day. Selected groups, referred to as Community Partners, work closely with a KaBOOM! Project Manager who will lead Design Day and Build Day activities as well as coordinate the equipment and material purchases for the project. Community members will take the lead in recruiting volunteers, securing food and tool donations and completing any necessary site preparation. Ideal Community Partner candidates:

- Serve children from low-income or disadvantaged backgrounds
- Provide land for the playground (at least a 50-foot by 50-foot space is ideal)
- Recruit 15 parent, community and staff volunteers to participate in planning committees
- Recruit 100 to 150 parents and community volunteers to help build the playground in one day
- Are able to raise and contribute \$8,500 to \$10,000 cash towards the cost of equipment

For more information, see: http://kaboom.org/build_playground/build_it_kaboom_playground_grant

Major League Baseball (MLB) Baseball Tomorrow Fund: The Baseball Tomorrow Fund (BTF) is a joint initiative between Major League Baseball (MLB) and the Major League Baseball Players Association (MLBPA). The Baseball Tomorrow Fund (BTF) awards grants to non-profit and tax-exempt organizations involved in the operation of youth baseball and/or softball programs and facilities. Organizations operating in the U.S. and international locations are eligible to apply. Approximately 400 requests are received annually; approximately 10 percent are awarded grants on a quarterly basis.

- Grants are intended to provide funding for incremental programming and facilities for youth baseball and softball programs, not for normal operating expenses or as a substitute for existing funding or fundraising activities.
- The funds may be used to finance a new program, expand or improve an existing program, undertake a new collaborative effort, or obtain facilities or equipment necessary for youth baseball or softball programs.
- Grants are designed to be flexible to enable applicants to address needs unique to their communities.

For more information, see: http://web.mlbcommunity.org/programs/baseball_tomorrow_fund.jsp?content=overview

Meyer Memorial Trust Responsive Grants: Meyer Memorial Trust responsive grants are awarded for a wide array of activities in the areas of human services, health, affordable housing, community development, conservation and environment, public affairs, arts and culture and education. Responsive Grants are often substantial and multi-year; therefore, proposals should be strategic and reflect an organization's top priority at the time. MMT is known for extensive due diligence performed during the grant review process. Responsive grants help to support the following:

- Projects – Awards generally up to \$300,000 for large-scale, multi-year projects (generally two to three years) as appropriate for request, and generally with declining annual amounts.
- Innovation – Continued high interest in supporting innovation, community and economic advancements; responding to the needs and realities of the current economic environment; strengthening internal operations; and developing solutions for organizational financial sustainability.
- Core Support – Awards generally up to \$100,000 over two years, with amounts right-sized to the organization's reach and operating budget. Up to \$150,000 may be considered for larger organizations presenting especially compelling cases. Requests from prior core support grantees for subsequent core support will be considered.
- Large Capital Projects – Awards generally will be in the range of \$300,000 to \$400,000; up to \$500,000 will be considered for critical projects in which a more sizable award would be particularly meaningful.

For more information, see: <http://www.mmt.org/what-we-look-for>

Nutro Corporation Room to Run Dog Appreciation Project: The Room-to-Run Project is the The Nutro Company's community program designed to enhance public, nonprofit dog parks serving local communities in the U.S. Dog parks run by the township, government or a nonprofit charity are eligible for grant support. Thirty grants at \$2,000 each will be awarded on a rolling basis based on dog park need, as documented by applicant. Criteria include:

- Demonstrate the enhancement needs of the dog park and the resulting benefit to community (via explanation in application and photos).
- Confirm dog park officials are willing to make park enhancements and that they can be executed in a six-month time period (weather permitting).
- Applicant and/or recipient dog park will provide photo updates of dog park enhancements.
- Recipient dog park is willing to place a sign provided by The Nutro Company in the park for at least one year, commemorating the grant.

For more information, see: <https://www.easymatch.com/NutroRoomToRun/applications/Agency>

SOLVE Project Oregon: SOLVE's Project Oregon helps individuals, groups, students, and teachers organize volunteer projects throughout Oregon that engage volunteers in restoration and cleanup efforts. Projects begin with your vision and take place in your community. SOLVE provides active staff assistance, help with planning, organizing, recruiting volunteers and recognition. SOLVE provides free litter bags, promotional stickers, signage for projects, vinyl gloves, safety vests, first aid kits and hazardous waste containers. When available, SOLVE provides small grants (up to \$100) for on-the-ground project expenses such as disposal fees, supplies, equipment rental, work gloves, plants and planting supplies and recycling and trash receptacles.

For more information, see: <http://www.solv.org/our-programs/project-oregon>

Ford Family Foundation Public Convening Spaces: Ford Family Foundation awards grants of \$50K - \$100K to Rural communities with less than 30,000 in population not adjacent to or part of an urban or metropolitan area. There's an emphasis on those areas with high rates of abuse and low access to services. Projects must encourage civic participation and collaboration through the development of places that bring the community together, have substantial and broad multi uses, are open to the public, and serve multiple populations. Eligible projects include:

- Convening aspects of libraries, community and resource centers, amphitheaters, fairgrounds, arenas, pavilions, and auditoriums
- Both indoor and outdoor spaces that do not duplicate an existing space for similar purposes
- Renovations or new construction

For more information, see: <http://www.tfff.org/Grants/PublicConveningSpaces/tabid/194/Default.aspx>

7.43 OTHER FUNDING OPTIONS

There are a few other funding strategies that don't involve local taxing strategies or applying for grants. Partnering with federal, state, and local agencies, involving land trusts, and incorporating public and private donations are all other funding strategies for implementing park and trail projects.

7.431 PARTNERSHIPS

Partnerships with federal, state, and local agencies, and not-for-profit groups play an important role in the acquisition and development of park and recreation facilities. Partnerships can also provide one-time or ongoing maintenance support. The specific partnering process used depends on who is involved. Potential partner include federal agencies like the U.S. Fish and Wildlife Service, especially for land acquisition with habitat protection potential, state agencies like the Department of State Lands, and local organizations. Developing projects by involving partners requires considerable time and energy from both parties. Although partnerships may not yield monetary benefits, there are other important benefits including:

- Efficiencies involving the removal of service duplication or use of complementary assets to deliver services
- Enhanced stability because future service is more probable when multiple parties make a commitment to it
- Ability to pursue projects that the City may not have the resources otherwise
- Identification of opportunities through partner organization

Listed below are potential federal, state, and local partnerships the City may be able to pursue in order to implement larger parks and recreation projects.

FEDERAL

The **Bureau of Land Management (BLM)** manages a wide variety of public land uses in Oregon. Public land uses include land for wildlife, recreation, timber harvest, livestock grazing, mineral resource extraction, and others. The BLM offers grants and cooperative agreements for land acquisition related to public and recreational purposes.

For more information, see: <http://www.blm.gov/or/procurement/agreements.php>

The **U.S. Fish and Wildlife Service (USFWS)** provides assistance through the **Partners for Fish and Wildlife Program**. Since 1987, the program promotes conservation and habitat protection by offering technical and financial assistance to land-owners (not state or federally owned) to voluntarily restore wetlands and other fish and wildlife habitats on their land. The Partners Program can assist with projects in all habitat types which conserve or restore native vegetation, hydrology, and soils associated with imperiled ecosystems such as longleaf pine, bottomland hardwoods, tropical forests, native prairies, marshes, rivers and streams, or otherwise provide an important habitat requisite for a rare, declining or protected species. Locally-based field biologists work one-on-one with private landowners and other partners to plan, implement, and monitor their projects. Partners Program field staff help landowners find other sources of funding and help them through the permitting process, as necessary. This level of personal attention and follow-through is a significant strength of the Program that has led to national recognition and wide support.

For more information, see: <http://www.fws.gov/partners/>

The **Conservation Fund** partners with governments, business, and community members to fulfill top notch conservation priorities. They have provided over 200 loans to land trusts to finance projects in more than 30 states. The Conservation Fund specializes supplying the capital and resources needed to protect lands and waters, provide a full suite of resources key to successful conservation today, and support small business and sustainable forestry efforts with economic, environmental and social returns.

For more information, see: <http://www.conservationfund.org/>

STATE

Oregon Department of State Lands (DSL) grants **easements** for the use of state-owned land managed by the agency. Uses of state-owned land that may be subject to an easement include, but are not limited to:

- Gas, electric and communication lines (including fiber optic cables)
- Water supply pipelines for other than domestic or irrigation purposes, ditches, canal, and flumes
- Sewer, storm and cooling water lines
- Bridges, skylines and logging lines
- Roads and **trails**
- Railroad and light rail track

For more information, see: <http://www.oregon.gov/dsl/LW/Pages/easements.aspx>

Oregon Department of State Lands (DSL) also has a **Wetlands Program** where DSL and DLCDC staff work directly with local governments, private consultants and citizens on wetland planning tasks. Local governments must include protection for "significant" wetlands as required by statewide land use planning Goals 5 (Natural Resources), 16 (Estuaries) and 17 (Coastal Shorelands). The Department provides both technical and planning assistance to local governments for wetland inventories and planning. Elements of the program include wetland inventory, identification, delineation, and function assessments as well as wetland mitigation, public information, and education.

For more information, see: <http://www.oregon.gov/dsl/WETLAND/Pages/wetlandplan.aspx>

Oregon Youth Conservation Corps (OYCC) provides funding, training and resources to youth serving agencies across Oregon through 4 different programs:

- **Summer Conservation Corps (SCC)** is OYCC's largest state funded program, with the goal of having a local program in each of Oregon's 36 counties. The OYCC provides funding for work youth crews throughout Oregon to complete projects such as trail construction and maintenance, landscaping, planting, wetlands/bank/stream restoration, invasive species (weed) removal, construction, gardening and greenhouse projects. Crews typically consist of five youth and run for six to eight weeks.
- **Oregon State Marine Board** provides funding to OYCC for grants during the summer, which is to be used for projects that enhance motorized public boating related areas. Projects include dock/ramp maintenance and repair, invasive species removal, parking lot maintenance, signage improvement, etc.
- **Community Stewardship Corps (CSC)** is comprised of innovative, community-focused alternative education programs. OYCC partners with alternative education programs statewide. Youth gain valuable education, employment and leadership skills while learning work ethic and environmental knowledge through integrated classroom and field-based learning projects. Crew activities include natural resource projects such

as: trail construction and maintenance, invasive species and noxious weed removal, riparian and wetlands restoration, construction and cultivation of native plant stock. Students also participate in projects such as GIS and GPS mapping and surveying, water/soil sampling and monitoring. Other community-based activities include volunteering in programs such as SMART (Start Making a Reader Today), Meals on Wheels, providing firewood for the elderly, SOLVE (Stop Oregon Litter and Vandalism), local food banks, community gardens, recycling and renovation projects.

- **Youth River Stewards Program** is a collaborative effort between OYCC and Oregon Parks and Recreation Department. It introduces Community Stewardship Corps students to the needs of Oregon’s rivers with three-day/two-night canoe trips on the Willamette River. The goal of the program is to provide insight and education and to instill a sense of ownership and a lifetime commitment to Oregon’s rivers. Program participants also gain exposure to natural resource career opportunities.

For more information, see: <http://www.oystweb.com/>

LOCAL

There are a number of public, private, and non-profit organizations that may be willing to fund, volunteer, or partner with the City to provide additional parks and recreation facilities and services. This method may be a great way to build cooperation and communication among public and private partners within St. Helens. A list of potential partners, aside from utility districts, the school district, and the fire department include:

- The Port of St. Helens
- Columbia County, OR
- The Public Health Foundation of Columbia County
- The Greater St. Helens Parks and Recreation District (Eisenschmidt Pool)
- Scappoose Bay Watershed Council
- St. Helens Economic Development Corporation (SHEDCO)
- The South Columbia County Chamber of Commerce
- The St. Helens Garden Club
- The St. Helens Kiwanis Club
- The St. Helens Kiwanis Daybreakers Club
- Columbia County Soil & Water Conservation District
- “Friends of” Groups
- The Benevolent & Protective Order of Elks (St. Helens Elks Lodge)
- The Rotary Club of Columbia County
- The St. Helens Lions Club
- The Oregon Moose Association (St. Helens Moose Lodge)
- Columbia Drainage Vector Control District (Dalton Lake)
- The St. Helens Sports Booster Club
- The St. Helens Road Runners Club
- St. Helens church groups
- Boy Scouts and Girl Scouts
- 4H
- St. Helens Girls Softball

7.432 LAND TRUSTS

Land trusts use many tools to help landowners protect their land's natural or historic qualities. Land held in land trusts may provide open space for aesthetic, visual, or recreation purposes. Tools used by land trusts include: conservation easements (which allow land to be protected, while a landowner still maintains ownership), outright land acquisition by gift or will, purchases at reduced costs (bargain sales), and land and/or property exchanges.

The **Trust for Public Land** creates parks and protects land for people, ensuring healthy, livable communities for generations to come. They help communities raise funds for conservation, conduct conservation research and planning, acquire and protect land, and design and renovate parks, gardens, and playgrounds. The Trust for Public Land helps state and local governments design, pass, and implement legislation and ballot measures that create new public funds for parks and land conservation. They've helped pass more than 450 ballot measures—an 81 percent success—creating \$34 billion in voter approved funding for parks and open space. Conservation finance services include:

- Technical assistance: creating legislative and ballot measures that reflect public priorities
- Campaign services: offering a suite of campaign services from planning to get-out-the-vote programs
- Program design and evaluation: providing models and recommendations for conservation programs
- Conservation economics: delivering research on the fiscal and economic benefits of land conservation

For more information, see: <http://www.tpl.org/>

The **Wetlands Conservancy (TWC)** is the only organization in Oregon dedicated to promoting community and private partnerships to permanently protect and conserve Oregon's greatest wetlands – our most biologically rich and diverse lands. For more than 30 years, The Wetlands Conservancy has educated and assisted landowners, neighborhood groups, land trusts, and watershed councils on local stewardship.

For more information, see: <http://oregonwetlands.net/index.php>

The **Land Trust Alliance** is a national conservation organization that works in three ways to save the places people love. They increase the pace of conservation, enhance the quality of conservation, and ensure the permanence of conservation by creating the laws and resources needed to defend protected land over time. The Land Trust Alliance assists organizations that protect land through donation and purchase by working with landowners interested in donating or selling conservation easements, or by acquiring land outright to maintain as open space. Membership of the alliance is one of the qualifications for assistance from this organization. They are based out of Washington D.C., but have offices regionally across the U.S.

For more information, see: <http://www.landtrustalliance.org/>

7.433 DONATIONS

Donations of labor, land, or cash by service agencies, private groups or individuals are a popular way to raise small amounts of money for specific projects. Two key motives for donation are philanthropy and tax incentives. These benefits should be emphasized when collaborating with landowners. Most organizations implement capital campaigns focused on specific projects for cash donations. The typical strategy for land donations is to identify target parcels (such as park projects or trail access rights identified in the Plan) and then work directly with landowners.

Soliciting donations, similar to partnering, takes time and effort on the part of City staff, but can be mutually rewarding. Establishing a nonprofit parks foundation to implement a capital campaign and to accept and manage donations may be necessary. If receiving donations becomes a major funding source for the park system, the City will need to work on setting up such a group or recruit volunteers to provide the services. Generally, donations are not stable sources of land or finances and should not be relied upon as a major portion of funding. Pursuing donations through partnerships can provide advantages to all parties involved. For example, working a land transaction through a non-profit organization may provide tax benefits for the donor, provide flexibility to the City, and reap financial benefits for the non-profit.

Donations of labor for the St. Helens parks system often takes the form of “Friends of” Groups. During the Parks Commission Annual Report to Council in June 2014, a stated goal of the Parks Commission for the FY 14-15 was to determine guidelines and expectations for “Friends of” Groups. Often “Friends of” Groups are able to fully adopt and maintain parks, which allow the Parks Department to provide better service with little to no additional cost. Once these guidelines for “Friends of” Groups are established, a campaign led by the Parks Commission to highlight the positive impact “Friends of” Groups have on the parks system is recommended in order to increase volunteerism within these groups.

7.5 FUNDING RECOMMENDATIONS

It is rare when a single funding source alone covers the cost of a capital improvement project. More often, funding sources are used in combination to cover the cost of new development. Below is a summarized list of funding strategies for park and trail capital project implementation. Following these recommendations will also improve the long-term sustainability of the Parks Department budget for operations and maintenance.

1. Link projects listed in the Chapter 8: Capital Improvement Plan to the various funding strategies in this chapter.
2. Consider expanding the park SDCs beyond residential development. SDCs play a very important role in leveraging capital improvement funds for state and federal grants, and greater leveraging capability means greater grant opportunities.
3. Analyze potential outcomes implementing a local taxing strategy (bond, levy, utility fee, expansion of park SDCs to include commercial, expansion of user fees, or combination of strategies) for the needed park capital improvements identified in Chapter 6 and 8.
4. Pursue federal, state, and private grants, some of which will require a certain percentage of matching funds. Set aside funds from other sources for necessary grant matches.
5. Separate park operations costs from public works operation costs so that the street, water and sewer funds will remain a sustainable source of capital for their own needed improvements.
6. Park user fees generally increase as the quality and number of amenities increase. Despite the fact that user fees represent a small amount of total revenue for the St. Helens Parks Department, reviewing the established user fees regularly to confirm they are competitive with similar communities is very important in ensuring that the Parks Department is recouping as much of the maintenance and operations cost as other communities are.
7. Build partnerships with any of the local public, private, and non-profit organizations who may be willing to help fund or volunteer labor to provide additional parks and recreation facilities and services.
8. The Parks Commission should work with City Council to establish guidelines for “Friends of” Groups. Then, lead a promotional campaign (through Facebook, the St. Helens Gazette, etc.) to support and highlight the positive impact “Friends of” Groups have on the park system and encourage volunteerism in these groups.

CHAPTER 8: CAPITAL IMPROVEMENT PLAN

8.1 INTRODUCTION

8.2 PARK PROJECTS

8.3 TRAIL PROJECTS

8.1 INTRODUCTION

This Capital Improvement Plan (CIP) is a component of the St. Helens Parks and Trails Master Plan intended to be used as an internal planning tool for the City to prioritize future development of the parks and trails system. These cost estimates should be regarded as planning level and preliminary in nature. Variations from actual project costs will result from additional factors such as permitting, topographical conditions, environmental impacts. As projects move forward in the project development process, emerging details will support the refinement of these costs. Not all of the identified park needs and proposed trail projects are included in the CIP. For a complete list of identified park needs, see Chapter 5.41.

Each project in the CIP aligns with the community outreach and input provided by staff throughout the master planning process. Specifically, for each park and trail project, the CIP includes: a short description of each project, an estimated cost based on 2015 dollars, a recommended source of funds, and a timeline based on the project's priority level. The CIP reflects input from the following sources:

1. Inventory and assessment of existing park facilities and their condition in Chapters 3 and 5
2. Recommendations from St. Helens staff
3. Community outreach (forum, survey, interviews) as documented in Chapter 5
4. Input-gathering sessions with the Parks, Bicycle & Pedestrian, and Planning Commission as documented in Chapter 5
5. Level of service levels in Chapter 4
6. Statewide Comprehensive Outdoor Recreation Plan (SCORP 2013-2017) County-level surveys

8.2 PARK CAPITAL PROJECTS

Each project on the following page contains a short description, an estimated planning-level cost, a recommended source of funds, and a priority level. Three prioritization levels were created to guide the development of the parks system. For more information about how parks are currently funded and for more detail about the recommended source of funds, see Chapter 7: Funding Strategies. A summary of all CIP park projects follows the table on the following page.

- Priority I:** These are minor projects that will improve the safety and use of existing parks. These projects will also provide additional amenities to existing parks. Priority I projects should be completed within 1-5 years.
- Priority II:** These are projects that will improve use and access of existing parks. Priority II projects should be completed in 5 - 10 years.
- Priority III:** These are projects that will include upgrades to existing parks, but are not of immediate concern. Priority III projects should be completed within 10-15 years or as funding becomes available.

PARKS CAPITAL IMPROVEMENT PLAN		
Project	Cost	Priority Level
6th Street Park		
Restrooms (2 stalls) with drinking fountain	\$40,000	I
Re-level baseball fields x 2	\$24,000	III
Replace dugouts x 4 (lay concrete, fencing, benches, roofs)	\$53,000	I
Campbell Park		
Upgrade restroom amenities/fixtures (installation by staff)	\$20,000	I
Covered picnic shelter (with utilities)	\$50,000	II
Rehabilitate tennis courts x 4 - Flex Court/Multi-Sport Court for basketball, volleyball, hockey, pickleball, and badminton	\$100,000	I
Upgrade existing picnic shelters with utilities	\$10,000	I
Create a fenced pet off-leash area (fencing, sign, trash can, waste bags)	\$11,000	III
Civic Pride Park		
Full-size splash garden	200,000	III
Restrooms (2 stalls)	\$40,000	III
Sprinkler system materials (includes parts and installation)	\$3,500	III
Playground equipment (with ADA accessible features)	\$30,000	III
Columbia View Park		
Band shell installation	\$1,000,000	III
Covered picnic shelter installation with outdoor kitchen, grill area, sink	\$75,000	II
Columbia Botanical Gardens		
Informational kiosk at entrance with brochures	\$1,500	III
Interpretive garden signage	\$5,000	III

Godfrey Park		
Natural playground installation using existing natural materials (logs, stumps, wood chips, etc.)	\$8,000	I
Sprinkler system materials (includes parts and installation)	\$5,000	III
Restrooms (2 stalls) with drinking fountain	\$40,000	III
Adaptive ADA swing seat and any necessary structural supports for existing swing set and possible rubberized platform	\$3,000	I
Grey Cliffs Park		
Fishing pier (handicap accessible)	\$75,000	III
Non-motorized boat launch signage at river access area	\$300	I
Covered picnic shelter (with utilities on 2 nd level)	\$50,000	III
Sprinkler system materials (includes parts and installation)	\$1,500	I
Heinie Heumann Park		
Covered picnic shelter	\$50,000	III
Playground equipment (with ADA accessible features)	\$30,000	III
Handicap accessible picnic table	\$1,200	III
340' long, 6' wide sidewalk from Senior Center to picnic shelter (\$6/sqft)	\$12,240	III
McCormick Park		
Flex Court/Multi-Sport Court installation for basketball, tennis, volleyball, hockey, pickleball, and badminton	\$35,000	I
Covered picnic shelters with utilities x3 (by the dog park, by the pavilion, and by the playground)	\$150,000	II
Expansion of war memorial to include recent conflicts	\$28,000	II
Regional destination signage installation near Veteran's Memorial	\$500	III
Repair and update skate park (Concrete work with smaller steps, repair cracks, add new rail features and a drinking fountain)	\$20,100	III
Rehabilitate baseball infields x2	\$20,000	II
New landscaped flowerbeds and park sign on Old Portland Rd and 18th	\$500	I

Adaptive ADA swing seat and any necessary structural supports for existing swing set and possible rubberized platform	\$3,000	I
Nob Hill Nature Park		
Covered kiosk with brochure slots	\$1,750	I
Benches x2	\$1,500	II
Sand Island Marine Park		
Sand Island Improvement Feasibility Study (Report would study bringing utilities to the island, the cost of a caretaker, and the capability to recapture revenue with camp and day use fees)	\$40,000	I
Designate campsites with fire rings (fire rings -\$175 each x 35 sites + \$3,000 for landscaping)	\$9,125	II
Dock rehabilitation	\$50,000	I
Walnut Tree Park		
Concrete pad for secure picnic table (\$6/sqft, 24 sqft pad)	\$150	II
Park Projects Total	\$2,298,865	

Millard Rd. Property		
Park Master Plan	\$20,000	II
Restrooms (4 stall)	\$50,000	III
Playground equipment (with ADA accessible features)	\$50,000	III
Covered picnic shelter	\$50,000	III
Flex Court/Multi-Sport Court for basketball, volleyball, hockey, pickleball, and badminton	\$40,000	III
Millard Rd. Total	\$200,000	
All Park Projects Total	\$2,498,865	

SUMMARY OF CAPITAL IMPROVEMENTS BY PARK		
Park	Cost	# of Projects
6 th Street Park	\$117,000	3
Campbell Park	\$191,000	5
Civic Pride Park	\$273,500	4
Columbia View Park	\$1,075,000	2
Columbia Botanical Gardens	\$6,500	2
Godfrey Park	\$56,000	4
Grey Cliffs Park	\$126,800	4
Heine Heumann Park	\$93,440	4
McCormick Park	\$257,100	8
Nob Hill Nature Park	\$3,250	2
Sand Island Marine Park	\$99,125	3
Walnut Tree Park	\$150	1
Millard Rd. Property	\$200,000	5
Total	\$2,498,865	46

8.2 TRAIL CAPITAL PROJECTS

Five (5) out of eighteen (18) trail projects were selected as high priority projects (see Chapter 6.34 for a complete list of trail proposals). These five trail projects align with community development goals, staff recommendations, and local and regional recreation research and surveys. For each project, there is a description, an estimated cost for each item of work, and an estimated total cost based on the trail surface construction costs below. Cost considerations that may significantly increase the total project cost include: crossing a wetland or riparian area, crossing a major arterial, development triggers mitigation, development requires retaining walls or bridges, or the project requires extensive permitting and public approval. Each trail project estimate also includes 15% of the total cost for design & construction management and 20% for contingency. A summary of the trail projects cost estimates can be seen below.

Estimated Trail Construction Costs (2015)		
Trail	Per foot*	Per mile*
12' wide - compacted gravel	\$88	\$464,640
6' wide - compacted gravel	\$44	\$232,320
12' wide - asphalt	\$75	\$396,000
8' wide - asphalt	\$50	\$264,000
6' wide - asphalt	\$37.50	\$198,000
12' wide - concrete	\$100	\$528,000
8' wide - concrete	\$67	\$353,760
6' wide - concrete	\$50	\$264,000
8' wide - woodchip	\$16	\$84,480
6' wide - bare, natural hiking trail	\$10	\$50,280
12' wide wood-deck boardwalk	\$440	\$2,323,000
On-street bike lane restriping	\$1.75	\$9,240

*Costs include grading, base rock, and drainage

Design & Construction Management	15% of trail cost
Contingency	20% of trail cost

Trail Project Cost Summary	
Project	Cost
St. Helens Riverfront Trail	\$1,145,942
5 th St. Hiking Trail	\$199,800
4 th St. Gardens Trail	\$289,697*
Dalton Lake Trail Improvements	\$198,180*
West Columbia Blvd Extension	\$118,125
Trail Projects Total	\$1,463,867

*Does not include cost of acquiring public access to private trails



A complete list and map of all proposed trails routes can be seen in Chapter 6.34.

St. Helens Riverfront Trail				
Item of Work	Quantity	Unit Cost	Cost	Comment
Boardwalk, 12' wide	1,116 ft.	\$440/ft.	\$491,040	From Columbia View Park to the slight curve in Veneer property
Railing	1,116 ft.	\$50/ft.	\$55,800	Length of boardwalk
Bank Stabilization	1,116 ft.	N/A	\$150,000	Actual bank stabilization cost may be much higher
Asphalt Trail Surface, 12' wide	1,934 ft.	\$75/ft.	\$145,050	Begins at end of boardwalk to Nob Hill Nature Park trails
Signs, each	6	\$300	\$1,800	
Benches, each	6	\$750	\$4,500	
Striping	375'	\$1.75	\$656	S. 6 th St. striping to Nob Hill park trails
Preliminary Cost	\$848,846			
Design & Construction Mgmt. (15% of Preliminary Cost)	\$127,327			
Contingency (20% of Preliminary Cost)	\$169,769			
Project Total	\$1,145,942			

The St. Helens Riverfront Trail is classified as a regional trail that begins at Columbia View Park and extends through the vacant industrial Veneer property along the riverfront, eventually connecting with the Nob Hill Nature Park trails. With the joint development of the 5th Street Hiking Trail, these two routes connect two popular parks and provide an entirely off-street loop through the riverfront.

The total trail is just under 0.6 miles, around 3,050 feet. Just under half of the trail is proposed as a boardwalk constructed at the water's edge, with the remainder a 12' wide asphalt trail leading to Nob Hill Nature Park. 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.



Top: Olympia, WA Percival
Landing Boardwalk
Bottom: Oregon City McLoughlin
Promenade



5 th Street Hiking Trail				
Item of Work	Quantity	Unit Cost	Cost	Comment
Bare Natural Hiking Trail, 6' wide	2,600 ft.	\$10/ft.	\$26,000	Width may vary throughout trail with topography constraints
Elevated Boardwalk, 6' wide	250 ft.	\$440/ft.	\$110,000	For areas with unavoidable wetlands/floodplain and/or rises in elevation along route
Clearing and Grubbing	1	\$10,000	\$10,000	
Striping and Signage	1	2,000	\$2,000	Signage and crosswalk across Old Portland Rd.
Preliminary Cost	\$148,000			
Design and Construction Management (15% of Preliminary Cost)	\$22,200			
Contingency (20% of Preliminary Cost)	\$29,600			
Project Total	\$199,800			

The 5th Street trail is one of the few routes located entirely within an already existing, undeveloped right-of-way. It begins at Columbia Blvd. where 5th Street dead-ends and 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 ¾ 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.



Right: Existing conditions along 5th Street right-of-way
Left: Portland Maricara Natural Area Trail

4 th Street Gardens Trail				
Item of Work	Quantity	Unit Cost	Cost	Comment
Concrete, 8' wide	1,770 ft.	\$67/ft.	\$118,590	Utilizes new existing sidewalks at First Lutheran Church
Landscape Buffer Strip, 2' wide	1,770 ft.	\$20/ft.	\$35,400	
Railing/Fencing (optional)	1,770 ft.	\$30/ft.	\$53,100	
Striping and Signage	3	\$2,500	\$7,500	Striping and signage for 3 crosswalks and numerous driveways
Preliminary Cost	\$214,590			
Design and Construction Management (15% of Preliminary Cost)	\$32,189			
Contingency (20% of Preliminary Cost)	\$42,918			
Project Total	\$289,697*			

*Cost does not include access rights to the Botanical Gardens trails

This proposal is for an 8' wide concrete off-street trail alongside 4th Street, which begins at Columbia Blvd. and offers an off-street route into the Columbia Botanical Gardens trail system. This route capitalizes on the extra wide right-of-way that 4th Street provides. This route is separated from the roadway by a landscaped buffer and possibly a low fence, similar to the one that exists on N. 16th St. near St. Helens Middle School (See top right).

Currently, 4th Street has fragmented sidewalks. 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 north to south off-street safe passage from the Columbia Botanical Gardens all the way to Nob Hill Nature Park for both cyclists and pedestrians.



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



Example of a landscaped buffer strip between roadway and sidewalk

Dalton Lake Trail Improvements

Item of Work	Quantity	Unit Cost	Cost	Comment
Compacted gravel, 6' wide	800 ft.	\$44/ft.	\$35,200	Trail surface to match existing
Elevated Trail/Boardwalk	180 ft.	\$440/ft.	\$79,200	Short boardwalk to cross lake
Survey and Feasibility Study	1	\$20,000	\$20,000	Survey topography to see if trail is feasible along the lake's edge
Permitting	1	\$10,000	\$10,000	Various state agency permitting
Signs, each	8	\$300	\$2,400	
Preliminary Cost	\$146,800			
Design and Construction Management (15% of Preliminary Cost)	\$22,020			
Contingency (20% of Preliminary Cost)	\$29,360			
Project Total	\$198,180*			

*Does not include cost for acquiring access to private trails

Recommendations for Dalton Lake trail improvements include acquiring public access through Madrona Ct. and the trail network on the east side of the lake (See Chapter 6.34). Although, the CIP does not estimate a cost to acquire access in these two locations, acquiring public access will be essential for the following Dalton Lake trail improvements to be utilized.

The Dalton Lake trail improvements focus on completing the trail loop around Dalton Lake. This requires the construction of a small boardwalk to cross at the most narrow point on the lake. Then, the construction of a narrow hiking trail to connect to the existing trail network would complete the loop. Signage would be installed at the entrance of Dalton Lake and throughout the trail loop. Due to the topographical challenges in the project area, a feasibility study and a permitting line item is included in the cost of the project.



Top: Dalton Lake, near the potential boardwalk crossing location
Bottom: Boardwalk in the South Slough National Estuarine Research Reserve in Charleston, OR



West Columbia Blvd. Extension

Item of Work	Quantity	Unit Cost	Cost	Comment
Asphalt Bike Path, 8' wide	300 ft.	\$50/ft.	\$15,000	Bike path to River St. on existing right-of-way. Sloped area will require extra care grading
Overlook Feature	1	\$10,000	\$10,000	1,000 sq. ft. of wooden decking, 40 ft. of railing, 2 benches
Staircase	1	\$50,000	\$50,000	Staircase to River St. from overlook feature
Striping and Signage	3	\$2,500	\$7,500	Striping and signage for 3 crosswalks: Columbia Blvd, 1 st St., and River St. from staircase to sidewalk
Raised Crosswalk	1	\$5,000	\$5,000	Raised crosswalk and 2 sidewalk extensions at end of Columbia Blvd.
Preliminary Cost	\$87,500			
Design & Construction Management (15% of Preliminary Cost)	\$13,125			
Contingency (20% of Preliminary Cost)	\$17,500			
Project Total	\$118,125			

This proposal is for the intersection of 1st Street and Columbia Blvd. At this intersection, the Corridor Master Plan (Jan. 2015 adoption) recommends: (1) a stairway from the end of Columbia Blvd. to River St. below, (2) a raised crossing area between the two sidewalk extensions at the end of Columbia Blvd., (3) a pedestrian overlook feature, and (4) a bicycle connection to River St. using existing right of way north and east of the intersection. This estimation does not include a cost for the pedestrian bulb-out feature, landscaping, or the bike sharrows seen in the bottom right picture.

These Columbia Blvd. bicycle and pedestrian improvements would improve an existing but unsafe pedestrian path, and combine well with the 5th Street Hiking Trail project and the St. Helens Riverfront Trail proposal to create an off-street loop through the St. Helens riverfront.



Top: Concept view of overlook feature integrated with pedestrian walkways, on-street parking, planting areas and a vehicular turn around
Source: Corridor Master Plan (2015)

Bottom: Potential enhancements to 1st St./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



APPENDICES

APPENDIX A: DETAILED PARKS AND TRAILS SURVEY RESULTS

APPENDIX B: PUBLIC FORUM MINUTES

APPENDIX C: DALTON LAKE RECREATION PLAN

APPENDIX D: NATIVE PLANT SURVEYS

APPENDIX A: DETAILED PARKS AND TRAILS SURVEY RESULTS

Chapter 5 Needs Assessment, specifically section 5.2, contains the complete Parks and Trails Survey Report. However, frequency tables for park amenities and sport facilities were not included in the report. They are included below. After the frequency tables, a list of the general fill-in comments about the Parks and Trails Master Plan update are also shown in a table.

12a. Rank the importance of having the following amenities within the St. Helens park system.

12b. Then, select how often your household uses the amenity.

Amenitiy	Never	Once a Month	2-3 Times a Month	Once a Week	2-3 Times a Week	Daily	Total Responses
Community garden	83.7%	9.3%	4.7%	2.3%	0.0%	0.0%	86
Charcoal grills	82.6%	12.8%	2.3%	2.3%	0.0%	0.0%	86
Splash park	60.7%	22.5%	9.0%	3.4%	4.5%	0.0%	89
Indoor swimming pool	59.5%	25.0%	4.8%	4.8%	3.6%	2.4%	84
Pets off-leash areas	49.5%	11.0%	15.4%	5.5%	8.8%	9.9%	91
Nature center and conservation areas	40.9%	26.1%	18.2%	4.5%	6.8%	3.4%	88
Playground equipment	35.6%	17.8%	22.2%	7.8%	12.2%	4.4%	90
Outdoor walking/running track	25.8%	23.6%	24.7%	5.6%	14.6%	5.6%	89
Drinking fountains	23.3%	32.2%	21.1%	14.4%	5.6%	3.3%	90
Riverfront access	14.1%	37.0%	23.9%	7.6%	13.0%	4.3%	92
Picnic tables and covered picnic shelters	12.9%	54.8%	23.7%	6.5%	2.2%	0.0%	93
Public restrooms	9.4%	30.2%	33.3%	12.5%	10.4%	4.2%	96
Walking and biking trails	5.1%	27.3%	28.3%	9.1%	21.2%	9.1%	99

13a. Rank the importance of having the following [sport facilities](#) within the St. Helens park system.

13b. Then, select how often your household uses the amenity.

Sport Facility	Never	Less than Once a Month	Once a Month	2 - 3 Times a Month	Once a Week	2 - 3 Times a Week	Daily	Total Responses
Sand volleyball courts	75.8%	17.6%	4.4%	2.2%	0.0%	0.0%	0.0%	91
Skateboard park	72.2%	15.6%	5.6%	2.2%	3.3%	1.1%	0.0%	90
Football fields	72.2%	16.7%	5.6%	3.3%	1.1%	1.1%	0.0%	90
Horseshoes	71.1%	20.0%	8.9%	0.0%	0.0%	0.0%	0.0%	90
BMX park	70.0%	12.2%	8.9%	3.3%	3.3%	0.0%	2.2%	90
Tennis courts	68.9%	18.9%	7.8%	3.3%	1.1%	0.0%	0.0%	90
Basketball courts	62.6%	18.7%	11.0%	4.4%	1.1%	2.2%	0.0%	91
Baseball or softball fields	60.9%	17.4%	5.4%	8.7%	4.3%	3.3%	0.0%	92
Disc golf	59.2%	14.3%	8.2%	9.2%	3.1%	4.1%	2.0%	98
Soccer fields	52.7%	20.9%	8.8%	9.9%	4.4%	2.2%	1.1%	91

19. If you have any further input for the update of our Parks and Trails Master Plan, please let us know your comments or concerns below.

76 of the 163 households who took the survey provided a response for this question. Responses can be seen below.

The survey is useful, but keep in mind in conducting such surveys people are responding to real time activities. We age. Our children grow up. Our activities vary over time. When we are younger, or our children are younger, our responses would change. This doesn't mean because we do not participate as much now, that the other things aren't as important to us because we know others are using the same facilities. The map you provided should be shared with more people with a broader distribution because I wasn't familiar with all of the parks and trails available. If I knew, maybe my experiences would be difference and I would respond differently.
Parks and rec seem to take the first cuts in budget reduction times but yet they are the most used and visual sites in the city. When they are not maintained, people do not care and more vandalism occurs, aand more litter, which looks like an unkept city and no pride for our parks.
More trails and dog parks please! I bet volunteers could be gathered to help support our parks
Stop hacking up the nature trail. You need to plant new trees. Leave it more natural so the wild animal habitats will bring back the animals. Stop painting garbage cans and use that money to put fresh gravel and small plants in the park.
Better playground structures for kids is really needed.
I like the amout of parks in St helens and I go often because my youngest daughter goes to preschool in the town. However I can never locate the parks I want to visit. It would be nice to have more signs to point the way to the parks and or parking for trails as I like to run while she is in school.
I would like to see more trails for biking and running on in St. Helens and ones that I would feel safe to be on alone.
Looking forward to inter-linking trail system. I am a runner. I do not like running in town, awkward, weird and not scenic. I would use the heck out of an interlinking trail system. Also, I can never seem to figure out how to get to Dalton Park, much less use it...
Members of the general public should not continue to be pushed out of the parks by organized groups and special interests (dog owners). Tree removal should be done less.
We love Nob Hill Nature Park and appreciate the city's support for it over the years. It's been great being able to have help from city to share info about NH volunteer work parties. We think Botanical Park and Dalton Lake could also benefit from Corrections crew as well, if they could be trained to only remove invasive plants, like blackberry, reed canary grassy, ivy and holly, and leave alone native plants. We think the SH natural areas including McCormick, Gray Cliffs & Sand Island are fantastic places for recreation, enjoyment and nature study. Thanks for keeping nature parks as part of the mix. There is a new invasive plant starting to spread called lesser celandine. Please help eradicate it. Same goes for lunaria & arum, spread by yard debris waste-hard to knock out once started. Lastly, we'd like to see a "riverwalk" like Portland's Esplanade along the Boise property @ river's edge.

The dog park at McCormick is wonderful! I'm there everyday at least once. I would love to see more off-leash areas for dogs in the other parks.
Would love to see Columbia view park expanded to the south along the waterfront.
Would like to see turf fields so people could play field sports year round and not tear up the grass fields. Right now kids tend to stay indoors because there is no where to play. A large indoor field would be a nice alternative. Thanks
I love the Botanical garden, but there are two problems with it. The steep path into it is not safe nor is the blackberries overgrowing the path at times. I would love to see rhododendrons and other NW hardy bushes planted in there like it was in it's heyday. A handrail on the steepest parts of the path would be good and a clue to how to get out on the other side for people who are not local. In fact I would like to see a complete walking loop of the park that was graveled and well marked. The Nob Hill park is perfect and accessible. We need some kind of barrier in the McCormick dog park, so dogs know where to stop when new cars drive up. So many of them run out to the parking lot to greet new dogs who might be protective of their cars. Also, don't let the cross country kids run through the dog park. It is unsafe as even the nicest dog can get over-excited about a pack of fast running. teens. The Dog park at Grey Eagle is fine as we have to walk the dogs on the leash to get there. Thank you.
I believe that the development and promotion of our parks are the best investments that can be made to attract tourism and business to St. Helens.
Saint Helens needs more pedestrian and bike trails around town.
An increase in multi-use trails/paths would be an important added benefit to the parks
Run water and power out to Sand Island.
I live locally but not within the city limits. I believe people who use the facilities would be happy to help fund them such as donation boxes... Self pay stations. But the facilities need to be up to date, clean, safe and a place a family or individual want to go hang out before anyone is going to want to give money to support it. And big enough that there is enough room.
I am more concerned with the ability of side walks and walk ways to and from parks and around the community. Including cross walks. Many areas that connect to schools and parks do not have safe access meaning runners and walkers must use the shoulder of main roads. There also is no coherent path to run in St. Helens. Many other cities I have lived in made sure to have a series of trails/paths for Runner's, Rollerbladers, and Bikers to recreate on . St. Helens safest place for these individuals is no existent. (This maybe more of a public safety/police concern though)
I am very familiar with all the parks within St Helens. Several of the parks are better maintained than others. It is sad to see over the years many parks such as Civic Pride and Heineie Heumann have deteriorated because there is no money to fix them or replace play equipment. I see regularly that the well maintained parks such as McCormick, Campebell, and 6th Street are well used by the community for variety of sports and amenities. I am unfamiliar with the trails system. I do enjoy running and it is difficult to find safe areas to run because sidewalks tend to start and end. I am very interested in hearing more about the local trails.

There needs to be more amenities for adults on bicycles. They aren't just for kids. There also needs to be maps of all parks and trails available to the public. I suggest a parks & trails map page in the phone book.
columbia view park is a great park, but like during large events parking for those of us that have bad legs really have no preferred parking areas where we wouldn't have to walk so far, it would help if there was more nearby parking
Would love a fenced dog park. Trail off of south 9th up to swimming pool / Lewis and Clark school needs improvement always trash and glass.
We have been impacted the most by the lack of restroom access at Campbell Park. Our daughter has a medical condition that requires a restroom to be nearby because of urgency and accidents. I have heard the same complaint from numerous families at the park which end up with kids, and adults, using the bushes neighboring the homes around the park causing a mess of unsanitary conditions around the park. The other issue we have is the sheer number of people who don't know that the playground is a non smoking area. It is frustrating when I take my child to a playground that is supposed to be a safe place that was made for kids and adults are hanging around, even playing on, the playground smoking. Looking toward the future I would like to see signs in place at the playgrounds in plain view that states no smoking within a certain area. It would also be great to see reminders of this in the Gazette or the Spotlight.
I love the trails in McCormick park and use them almost daily. They are well maintained, to a point. I would like to see more gravel on them, especially in the winter. I think the park department does a great job of maintaining the parks, but with more money, they would be able to do more. I think we have great parks and they need enough money to keep them that way.
McCormick park is a great park, most of the other parks do not seem to get as much attention, and I feel they are dirtier and bring about unsafe conditions. I feel Campbell park needs to be opened up better, the type of people I've seen there disturbs me. I believe it needs some work as far as safety and cleanliness goes.
Thank you for providing this map, I'm new to the area & were unaware of some of the parks.
I am elderly (71) and I would like to be able to take my recumbant trike to the park trails to ride...While feeling safe! and that the trails are wide enough for passing walkers, and other trail traffic. I would also want to have security places next to bathrooms that I could safely leave my trike while I use the restrooms.
More restrooms available for festivals and special events
So far my husband and I love it here. I may not be the best person for this survey because I haven't explored the area very much yet. Fiscal responsibility should be upheld when reviewing plans. But I see us buying a home and staying in this area in the next year or so. Thank you very much!
We could use a new or updated indoor pool and swing sets at the parks that don't currently have them
No

Bathrooms at Campbell park that are open and closer to the playgrounds. Also, addition of baby changing stations would be WONDERFUL. Bathrooms at 6th St park would be great too.

1. Please do not allow vehicles to park along edge of McCormick Park; it does not look good. 2. Please do not give total freedom to disc golfers at McCormick. Please have them respect the natural aspects and stream bank zones. 3. We like the city's existing trails but would like to see more. 4. We'd like to see more use of native plants in all park areas when possible. 5. We'd also like to see Boise Property with walking trail including riverwalk around entire perimeter and new boat ramp at end of Plymouth St. 6. Please make Dalton Lake more usable in terms of trails and signs and parking. 7. We'd like to see interpretive kiosks at city's nature parks including Nob Hill, Dalton and Botanical parks. Do more to remove invasive plants perhaps with Corrections Crew.

I would love for there to be more pet off leash areas. It would also be great to have more walking trails- dirt trails or trails with bark would be much better than trails covered in gravel.

Would really like a railing put by the cliff at godfrey park. The slide is right next to a big drop off and it makes it so you cannot bring little kids to this park. Also the people from the rehab are always there smoking and cursing around the kids this makes the park less attractive to the public.

We would love to use Columbia Botanical Gardens and Nob Hill Nature Park but cannot figure out how to enter them. We can see where they are and have gone to the area, but have no idea how to access them.

We NEED a FENCED off leash area!! Look how much bigger St Helens is compared to Scappoose and they have a lovely fenced dog park!! Good for residents, our dogs and another draw for people, traveling through the area with dogs, to venture off Hwy 30! McCormick Park -Considering paving the trails -A pedestrian bridge over the creek, to connect to the disc park. -Making a paved trail that leads to the creek and along the creek -A better placement of park benches (and let's consider another color other than blue). Maybe even upgrading park benches and tables. -Scattering some native wildflower mix throughout to add to the beauty throughout the nature area -An additional 2 or 3 garbage cans and doggie bag stations along the trail path -A water feature and additional floral plantings over by the Rhodies. -Solar lighting for the campsites Waterfront -Hope to see improvements and the expansion of the waterfront (a promenade, beach area, more docks, etc--maybe even a waterpark??) -An upgrade to the stage and amphitheater area. Sand Island -Making it accessible to people w/o boats-reintroducing a shuttle service for a ultra low fee. -Improving the restrooms and camping spots -Considering, with improvements, putting in place a daily fee for camping and possibly having a park host on the island. A snack shack during busier times of the year. Dalton Lake Rec Area -water fountains along the walking path -garbage cans and doogie bag stations -additional benches and lighting -handrail

I don't live here but have friends who use McCormik Park and River Front...mostly like it...River Front a great place to take a break and have lunch

The more free activities for citizens, the better. All age groups benefit from a good parks & trails system.

I love our parks! The dogs and I visit regularly. Your hard work is valued and appreciated.

I think the city does a great job at maintaining McCormick Park and it is a great place for our family to go. Even Columbia View Park is well kept, and our family loves the new splash park! Campbell Park has a great play structure and softball fields as well as covered picnic areas. However, when you are there with toddlers and young kids and no bathroom access is concerning. We have not gone there many of times due to this. Other then those parks, I feel like the city has let the other parks slowly go to waste. They are all well maintenance as far as grass/garbage etc. but nothing to offer families. I grew up next to Heinie Heumann Park and it is sad to drive by there now and only see one lonely ti-tor totter. As a child there was several different playground equipment things and my siblings and I would spend hours in that park. I would love to see something go into this park for children, nothing big, but something. It does however have a wonderful garden (not sure if it is a community garden or belongs to the senior center).

way finding, event coordination, trash collection, better access to dalton lake

We tried to use the splash park many times in summer but was either shut off or broken

I work for a Parks and Rec Department in another city, so I understand the challenges you face with providing quality parks, maintaining the parks, etc. with a limited budget and constantly doing "more with less". I think focusing on the core needs...ball fields, playgrounds, places for walking/running on paths safely, should be the main focus verses those that look cool but serve a very small part of the community, such as disc golf and the BMX track. Safety needs to be #1 priority. I coach T-ball and last season, it was sad to lose one field due to safety reasons. That was sad and frustrating as a parent/coach but more so as someone who works in the field and had questions about priorities and where money being allocated as I witnessed the new BMX track unfold while we lost a field due to Safety.

Miss the animal rocking horse on springs and merry go rounds

What has happened to McCormick Park is an example of poor planning. The Boise Cascade property should be a park of diversity - some sports areas if appropriate such as volleyball (even though I don't use them), trails, open spaces for dogs, area for safe swimming, picnic facilities. The entire purchase should be for recreations, not for condos. It should, however, be balanced on the side of the environment. Leave trees, don't blacktop. Thank you for the survey - you need to do what the citizens need and want.

Work level of the park employees very poor

Provide soap dispensers for hygiene

We need parks for our youth.....we need softball and soccer fields. We need recreational areas where kids can fly kites, race electrick cars, canoe, kayak, swim. Our youth have nothing to do in this community --- if we had fields where kids can play, eat, run, walk,...plus one or two parks need handicapped facilities. A swimming pool with handicap ramps etc.

I have concerns about any more development at dalton lake. I live at the columbia city end of the walking trail and the road and parking area do not support current vehicle traffic. There is no parking area on the columbia city end yet that is where the lake access is. Further development without a access plan that does NOT include 4th st in Columbia City would be a mistake in my oppinion.

we need more trash cans between Houlton area to Olde towne, behind the Courthouse more doggie waste bags also along the route. The gazebo at Columbia View Park is in need of repair and when the area is mowed it is left all messy with the mowed grass. McCormick Park seems like garbage cans are not emptied enough during high use times.

The disc golf is the main reason i use the St Helens park system, if I had not been to the course at McCormick park, I would have never been able to find the trails and rec areas that I frequently use now.

The disc course needs benches, hole signs, and bag hangers. This is one of the best courses around and will bring money to your town. I drive 1 hour to play the course because it is that good. Keep it up!

You made a big mistake putting the frisbee golf in. I've been hit with one walking the trails ..the people the golf park attracts are scary. They drink alcohol and do other drugs in the park..urinate wherever they please and Have dogs running loose. Where is the security?? You will have law suits on your hands soon.

Love the new disc golf course at McCormick park. Had been a great way for my family and I to spend more time outside together.

Get the tweekers out of the park.. Meth is the problem !!!

I would love to have knowledge of the parks and trails to be more accessable... especially trails. A map of the parks and trails on the cities web page would be useful. I also would like to stress that our parks system has lost a lot of its appeal by removing older and "more dangerous" equipment from the parks and replacing it with newer and more younger child friendly play structures. For example removing the old metal twirl slide, teeter-toters, climbing cage and merry-go-round from McCormick and installing one plastic play structure. In effect replacing exciting and fun toys with average and boring toys. I take my 5 year old to the park and he goes down the slide 4 or 5 times when prompted and then wants to go. I have to start up a game of tag or an imaginary play game completely lead by an adult to keep him entertained. And I know this is a common occurance as whenever we are there with other families and I start playing with my nephew all, and I mean ALL, of the children come over to try to join our game, even if it is an inactive game of pretending to cook imaginary food and serve it to each other. The kids are bored, they are longing for some excitement or what we as young children called Fun!

The disc golf course is wonderful addition to both the park and St Helens community. I hope to see continued support from at johns in the development of the McCormick park course.

More disc golf please!

there could be more benches and tee's at disc golf course

We love the disc golf at McCormick!!

Very happy with new disc golf course. I use to drive to Portland to play. Great course and use of space.

The disc golf course has the potential to be amazing. It also seems be bringing in a lot of outside (Portland) traffic which is great for the surrounding businesses.
Add more disc golf courses
Benches for the disc golf course.
Disc golf is going to be huge in the coming years, more courses like McCormick would be great.
I may not use all the facilities at the moment, I have 2 1/2 yo boy that loves to go to the Park and play on the playground. Safety at these places are my #1 concern at the moment. As he grows older, the sport areas will be important as he starts to play sports. Part of our problem, is that there seems to be several parks with things to do, but I only knew of a few of them. Also, I saw about an indoor pool, the only one I know of is Eisenschmidt. Is there another that is unknown? As we live in Deer Island, and St. Helens is the closest town near us and the school district we belong to, it would be nice to be able to utilize everything as we are town residents too.
Civic Pride Park kind of neglected. Lovely rock trail not well-maintained. Needs some TLC and maybe a few trees planted. Would LOVE to go to Sand Island if City could provide a way to get there! Need to have garbage cans at both ends of Nob Hill Nature Park. Heinie H. Park so cool, but kind of underused. Formerly talk of dog park there. Good idea! McCormick Pak dog park (IF it remains there) needs to be enclosed by fence. Trails between Parks in old part of City (18th St. to River) need to be developed to link all together. Also, can Municipal Court get Community Service Workers to REGULARLY clean up non-park trails (like between Nob Hill & the Armory and at the bottom of the stairs between St. Helens Apts. & the Dockside and the hilly trail between the swim pool and Old Portland Road area)? Much of the heavily used walking system in this town (so convenient & very lovely) is full of trash & grafitti and even drug paraphenalia. Sad there is so little pride in our charming town. Use Community Service workers to better the community. One more 'trail' issue is that the Old Town/Nob Hill area needs to have the staircases (by St. Helens Apt., by John Gumm and the one on the way to the Armory) regularly pressure washed. They are mossy and slick when rainy, plus moss eats cement, eventually. Also needing regular pressure washing and clean up are the the other sidewalks (with bumps for traction) on way to the Plaza (alleyway) and to John Gumm. It is all very neglected and they are well-used and quaint but it looks as if no one cares. Can the city also fix the sidewalk next to empty lot on South 2nd street just across from John Gumm? It's a hazard and has been this way for over a decade? Love the parks system and am glad you are asking about it. Appreciate the readily available dog poop bags, too! Overall, doing a really good job with the Parks. Can you tell I'm a walker?!
There are no covered playground areas for young children, so the playground equipment is slippery and dangerous when it is wet. It would be wonderful if this is on the list of stuff to fix (I understand that running these parks is probably harder than it looks.) I also think that updating Godfrey Park should be high on the list - it has a higher than average amount of children that go to it, compared to other parks (visiting family members for the halfway house across the street, situated in the middle of a residential area), and the only playground equipment is the somewhat broken teeter totters and what we jokingly call "the slide of death" (seriously, it's pretty tall!) I have some ideas for lower-cost (comparatively), safe, fairly popular playground ideas for kids. Is there anywhere to submit them?

Turn McCormick parks baseball field next to playground into a playable soccer field. Ground needs to be softer. Campbell park playground needs more regular cleaning. It's always really gross when I go there so we stopped going.

I wish we had a Parks and Rec community center with a nice, heated children's pool and more organized activities and programs for kids.

Although I live alone and use the parks to walk my dog or just sit and enjoy. I use them much more with my grandchildren who also live here. I think we need to keep parks safe and fun for kids. Softball & baseball is an important activity for our kids and fields need to be maintained for the safety of our kids. My grandkids don't play soccer but many do and this is also an important feature to have for our kids.

The BMX track really needs to be sprayed so there isn't a lot of grass. It also needs a better drainage system when it rains. Both would make it safer for mine and the community's children.

APPENDIX B: PUBLIC FORUM MINUTES

City of St. Helens CITY COUNCIL

Public Forum Minutes

April 16, 2014

Members Present:

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

Staff Present:

John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppeard, Interim Public Works Co-Director
Sue Nelson, Interim Public Works Co-Director
Jenny Dimsho, RARE Student

Others:

Janet Abbott	Larry Preston	Howard Blumenthal
Bert Mueller	Don Patterson	Elisa Mann
Ruth Little	Jim Vogland	John Brewington
Drew Barbier	Lona Pierce	Patrick Birkle
Nancy Herron	Janine Salisbury	Brady Preheim
Dan Cary	Jim Steward	

**Public Forum****Parks & Trails Master Plan**

Jenny Dimsho, RARE Student and project manager, presented her PowerPoint presentation which is included in the packet for this meeting.

Public Comment

◆Patrick Birkle. This is great! He did the survey and there has been a lot of talk about it. He pointed out a few things to keep in mind. 1) Consider the effect on native species. 2) Provide water trails for canoeing and kayaking. 3) Provide an evening work session to review the plan and discuss ideas with the public.

◆Bert Mueller. The master plan is fantastic! Great job! It's nice to see some planning go into this and not just hit or miss. He is with the St. Helens Sports Booster Club. Kids are more occupied with organized sports these days. The master plan particularly addresses individualized activities for adults. The tennis courts at Campbell Park are mentioned in the plan. However, the tennis courts at the high school are used even more often by students and adults. There are cracks that are causing hazards and maintenance issues. The high school tennis courts need to be completely renovated. There are grants that require a 50% match, which will be about \$100,000. The high school is also in need of artificial turf on the fields. The cost for the turf is over \$1 million. This would impact the community by attracting tournaments and sporting events.

♦Lona Pierce. She was gone during the whole survey period. She is particularly interested in the wild natural areas still remaining in a lot of the parks. As mentioned by Birkle, she would also like to participate in a work session to discuss the master plan and create an outline of natural areas and native species. Pierce agreed that organized sports areas in Campbell Park and McCormick park are important. There is also area on school property. She does not want to see all of our green space turned into sports fields.

♦Allen King. He found the presentation interesting. He never thought himself as being normal. He likes to walk and that seems to be the majority of responses in the survey. However, what people value the most does not seem to be included in the improvement plan. He loves the trail at McCormick Park but would like to occasionally walk on a different trail that includes parking, a restroom and a reasonably well drained gravel path. Outside of McCormick Park, the playground amenities are lacking. Not all open space should be dedicated to team sports. He would like space left for families to be creative.

♦Steve Topaz. He is following up on a comment that parks make cities better. There is no excuse not to have parks. The problem is that we don't have a lot of parks west of Highway 30. People coming out here from Portland say our City feels safe. He would like to see more access to the waterfront. He would also like to see a pedestrian trail over the top of the railroad on Highway 30. It would be nice to have a path leading down to the big ditch in Godfrey Park. We have deer and wildlife wandering through this town. We ought to capitalize on that. Connecting us to the waterfront and kayaking brings people out here. There are a lot of walkers and bikers in St. Helens. He would also like to see plans for the Boise veneer property area included in the master plan; such as a splash park and wading pool. Waterfronts draw people.

♦Howard Blumenthal. He likes the idea of all the nature parks. We need to look at protecting our native plants.

♦John Brewington. He is on the Parks Commission. He thanked Jenny for all her hard work. This is a big job that the Parks Commission could not do on its own. St. Helens has a really good parks system and we can continue to add to it.

♦Janet Abbot. Thank you, Jenny. She came with her wish list and almost everything was addressed during Jenny's presentation. There is a walkway that comes down from River Street to Grey Cliffs Park. Those stairs are becoming more difficult to use as she gets older. She would like to see those included in the plan to be repaired.

♦Ashley Baggett. She works for the Public Health Foundation and lives in this community. She also coaches rugby and is an avid runner. She has worked with Jenny on statistics for obesity and physical inactivity. This is hugely important. When we have an environment that leads towards healthy lives then we'll have a healthy vitality as well. We are on the right path. Thank you, Jenny.

♦Janine Salisbury. She is a resident of St. Helens and the Business Manager for the St. Helens School District. She is here on behalf of our students. They are building the foundation for a lifetime of healthy bodies and healthy habits and we don't have the facilities that will accommodate all of their needs for activity. She frequently receives phone calls asking to use facilities and she has to tell them they're already booked. We don't have room. She would be grateful for the City's partnership with athletic fields and basketball courts.

♦Patrick Birkle. He is Chair of the City's Budget Committee. We have to keep in mind that to


make this work it takes volunteer time and working together. He encouraged everyone to come to the next Budget Committee meeting.

Council President Morten acknowledged the Parks Commission members who are here tonight, John Brewington and Howard Blumenthal. He encouraged everyone to come to the next Parks Commission meeting.



ATTEST:


Kathy Payne, City Recorder


Randy Peterson, Mayor









APPENDIX C: DALTON LAKE RECREATION PLAN

In July 2010, the City conducted an analysis of the Dalton Lake Recreation Area because of a potential grant opportunity. The work presented in these documents has not been presented to the public, but still represents significant time and effort researching the private property owners, potential trailhead locations, and possible recreational improvements for the area, most of which are still very relevant for the area. They are included as an Appendix of this Plan so that the information compiled during their creation does not get lost and can possibly be incorporated into the Dalton Lake Recreation Area recommendations included in Chapter 6 of this Plan.



Existing Trails & Potential Improvements



-  Rutherford Parkway: existing paved approximate 8' wide multi-use pathway. Light to moderately sloped. Motor vehicles prohibited. Connects City of St. Helens to Columbia City.
-  Dalton Lake west path: dirt road along electricity lines/wide dirt trail curves up and over cliffs. Moderately sloped path, no erosion problems.
-  Dalton Lake east path: gated gravel road first approx 500 ft., level dirt road thereafter with erosion issues. May need raised walkway improvements to protect habitat and traverse muddy areas with poor drainage.
-  Side Trails to potential Observation or Picnic areas: generally narrow foot paths. Light to moderate slope on north and west sides of lake, level on east side.
-  Private Property: road continues into clearing becoming wide and level sandy path. Need to acquire right of access for public use.
-  Madrona Court Trail: potential site for trailhead and parking. Narrow trail to Westside path with light slope. Need to acquire right of access for public use.
-  Lower Cliff footpath: dangerous and steep path at base of cliffs. This narrow trail may not be recommended for development.
-  Neighborhood Access: footpath through Spinnaker Way open space. No apparent public access.

DALTON LAKE RECREATIONAL PLAN



City of St. Helens

July 2010
Map 1 of 3

Sources: 2009 Orthophoto courtesy of Oregon Department of Transportation.
Trails and path conditions recorded via GPS June 18, 2010 by City of St. Helens. Created by JG/ST.





Land Ownership & Potential Trailheads

The Dalton Lake area is entirely within the City of St. Helens Urban Growth Boundary. The lower portion is within St. Helens city limits, with the majority outside. The city limits of Columbia City abuts the north side of the Dalton Lake site.

The City of St. Helens owns property to the northwest of Dalton Lake where its water filtration plant is located, though this does not abut the lake itself. Otherwise, Dalton Lake and the surrounding area is either in private ownership amongst multiple parties or owned by the Oregon Department of Transportation (ODOT). ODOT has used the property as a wetland mitigation site, thus any improvements would require coordination with at least the Oregon Division of State Lands. The City and ODOT have an agreement that allows the City to use the Dalton Lake area as a "passive recreation site" area for public benefit and enjoyment. This agreement has been in place since 2009. Acquisition and annexation of this property may be necessary for the City to achieve all goals for the area. With annexation the City would have to create a new Open Space zoning district in accordance with its Comprehensive Plan.

Trailhead #1, Columbia City off 4th Place. This is the northernmost extent of the Rutherford Parkway non-motorized multiuse path. Vehicle parking is very limited. On street parking along 4th Place is complicated by a no-parking emergency vehicle turn around area and competition with existing residential uses. The City of St. Helens water treatment facility is in this area with approximately one-half dozen parking spaces. This is a gated facility however with constrained public access. Parking and other improvements are generally constrained by land ownership and topography.

Trailhead #2, Oregon Street. This is the southernmost extent of the Rutherford Parkway non-motorized multiuse path. Some parking is currently available informally along the west side of Oregon Street on a wide gravel shoulder. There is a manufactured home park in the immediate area as well as City Shops, and County Road Department and Animal Control offices further south and on the east side of Oregon Street. Formal parking and improvements are constrained by a lack of vacant land and railroad right-of-way where much, if not most, of the aforementioned on-street parking takes place.

Trailhead #3, Madrona Court. This is a potential trailhead off of the Dalton Drive right-of-way, currently an approximate 130' long right-of-way off Madrona Court. This property is in private ownership, though undeveloped. Because of its vacant state, there is more developable potential at this location for trailhead improvements, parking, public restrooms, etc.

Trailhead #4, Columbia City off Spinnaker Way. This is a trailhead for private residential development within Columbia City. As such, any improvement here is unlikely.

Dalton Lake Recreational Plan

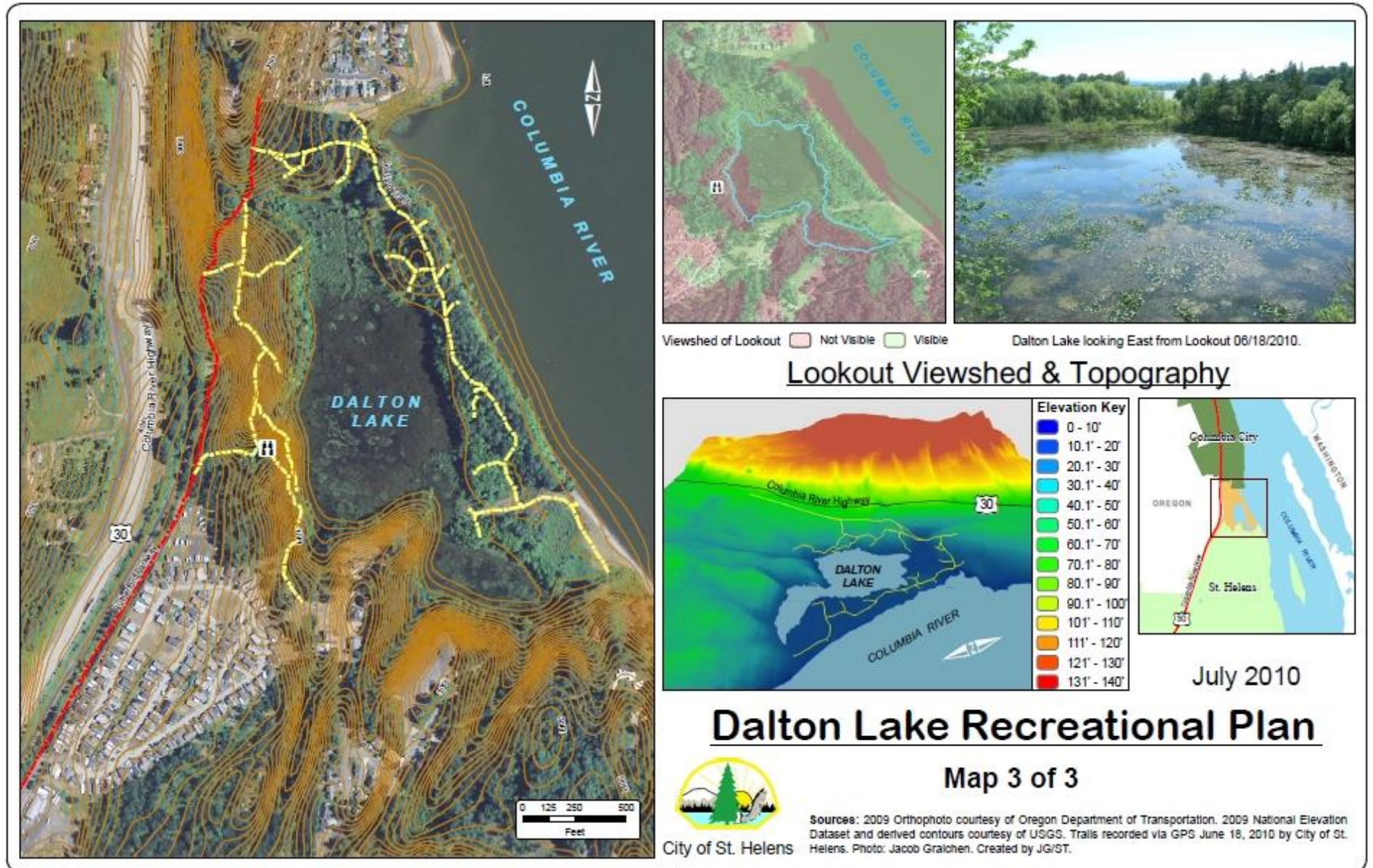


City of St. Helens

Sources: 2009 Taxlots courtesy of Columbia County Assessor. Trails and path conditions recorded via GPS June 18, 2010 by City of St. Helens. Created by JG/ST.

July 2010
Map 2 of 3





APPENDIX D: NATIVE PLANT SURVEYS

Dalton Lake Plant Survey I July 10, 2013 Columbia County, Oregon

Contributors: Chas McCoy, Jane Hartline, Dan Cary, Lona Pierce

Survey includes eastside riverfront trail and lake edge, trail to west lake edge, forest trail up to bluff overlooking lake, and paved trail to Columbia City.

Trees

Bigleaf maple	Acer macrophyllum
Western red cedar	Thuja plicata
Douglas fir	Pseudotsuga menziesii
Western hemlock	Tsuga heterophylla
Grand fir	Abies grandis
Sitka spruce (1-below bluff)	Picea sitchensis
Cottonwood	Populus balsamifera
Oregon ash	Fraxinus latifolia
Sitka willow	Salix sitchensis
Scouler's willow	Salix lucida
Pacific willow	Salix lucida
White oak	Quercus garryana
Red alder	alnus rubra
Cascara	Rhamnus purshiana
Beaked hazelnut	Corylus cornuta

Shrubs

Snowberry	Symphoricarpos albus
Thimbleberry	Rubus pariflorus
Red elderberry	Sumbucus racemosa

Dull Oregon grape
Tall Oregon grape
Black hawthorn
Nootka rose
Western wahoo
Oceanspray
Oval-leaf viburnum
Baneberry
Serviceberry
Poison oak
Red-osier dogwood
Indian plum
Hardhack
Salmonberry
Vine maple

Mahonia nervosa
Mahonia aquifolium
Cretaegus douglasii
Rosa nutkana
Euonymus occidentallis
Holodiscus discolor
Viburnum ellipticum
Actaea rubra
Amelanchier alnifolia
Rhus diversiloba
Cornus stolonifera
Oemleria cerasiformis
Spirea douglasii
Rubus spectabilis
Acer circinatum

Upland wildflowers/sedges/grass

Woodlands & edges

Pacific waterleaf	Hydrophyllum tenuipes
Hooker's fairybells	Disporum hookeri
Columbian tiger lily	Lillium columbianum

False lily of the valley
False Solomon's seal
Western trillium
Great camas
Large-leaf avens
Dewberry
Small-flowered forget-me-not
Bedstraw
Candy flower
Miner's lettuce
Vanilla leaf
Stinging nettle
Sweet cicely
Licorice fern
Bracken fern
Lady fern
Sword fern
Fireweed
Piggyback plant
Mitrewort spp.
Fringecups
Inside-out flower
Wild cucumber
Pearly everlasting
Fleabane spp.
Common beggarticks
Jewelweed
Western wood violet
Hemp dogbane
Upland sedges (3 species)
Vetch spp.

Maianthemum dilatatum
Smilacina racemosa
Trillium ovatum
Camassia leichtlinii
Geum macrophyllum
Rubus ursinus
Myosotis laxa
Galium aparine
Claytonia perfoliata
Claytonia sibirica
Achlys triphylla
Urtica dioica
Osmorhiza chilensis
Polypodium glycyrrhiza
Pteridium aquilinum
Athyrium filix-femina
Polystichum munitum
Epilobium angustifolium
Tolmiea menziesii
Mitella
Tellima grandiflora
Vancouveria hexandra
Marah oreganus
Anaphalis margaritacea
Erigeron
Bindens frondosa
Impatiens noli-tangere
Viola glabella
Acopynum cannabinum
Carex
Vicia

Bluff area

Broadleaf stonecrop
Wild hyacinth
Nuttall's larkspur

Wetlands/aquatics

Soft-stem bulrush
Coontail
Scouring rush
Slough sedge
Bladderwort spp.
Pond lily
Wapato
Common duckweed
Giant duckweed
Dewey's sedge
Water smartweed
Skunk cabbage
Pondweed spp.
Burreed spp.
Common mare's-tail

Sedum spathulifolium
Brodiaea hyacinthina
Delphinium nuttallii

Scirpus lacustris
Ceratophyllum demersum
Equisetum hyemale
Carex obnupta
Utricularia
Nuphar polysepalum
Sagittaria latifolia
Lemna minor
Spirodela polyrrhiza
Carex deweyana
Polygonum amphibium
Lysichiton americanum
Potamogeton
Sparganium
Hippuris vulgaris

Nonnative/invasive species

English holly
English hawthorn hybrid
English ivy
Bindweed
Nipplewort
Reed canarygrass
Orchard grass
Himalyan blackberry
Herb Robert

Ilex aquifolium
Crataegus
Hedera helix
Convolvulus
Lapsana communis
Phalaris arundinacea
Dactylis glomerata
Rubus discolor
Geranium robertianum

Birdsfoot trefoil
Canada thistle
Creeping buttercup
Black plaintain
Broadleaf plaintain
Curly dock
Cats' ear spp.
Bittersweet nightshade
Chickweed spp.
California myrtle

Lotus corniculatus
Cirsium arvense
Ranunculus repens
Plantago lanceolata
Plantago major
Rumex crispus
Hypochaeris
Solanum dulcamara
Cerastium
Umbellularia californica

Bird cherry
Queen Anne's lace
St. John's wort
Water purslane
Pennywort
Tanacetum vulgare
Prunella
Trifolium repens
Trifolium pretense
Leucanthemum vulga

Prunus padus
Daucus carota
Hypericum perforatum
Lugwigia palustris
Tansy ragwort
Self-heal spp.
White clover
Red clover
Oxeye daisy

Flora of Nob Hill Nature Park

St. Helens, Columbia County, Oregon

Prepared by Wilbur L. Bluhm, Willamette Valley Chapter, Native Plant Society of Oregon. August 2010.

Organization and Nomenclature are by Oregon Flora Project and Oregon Plant Atlas, Herbarium, Department of Botany and Plant Pathology, Oregon State University, 2010. Nob Hill Nature Park, approximately 6 acres in size, is at southern end of South 3rd Street in St. Helens, Oregon, in Township 4N, Range 1W, Section 3. Elevation is about 55 feet, varying with the lower and higher areas within the Park.

Key:

* = introduced species

[?] = uncertain identification, nomenclature, or presence

[name] = synonym; often now an obsolete name

I. Pteridophytes (Ferns & Their Relatives)

***Dryopteridaceae*,**

Polystichum munitum, Western Sword Fern

***Woodsiaceae*, Cliff Fern Family**

Athyrium filix-femina var. *cyclosorum*, Northwestern Lady Fern

II. Gymnosperms (Conifers)

***Pinaceae*, Pine Family**

Pseudotsuga menziesii var. *menziesii*, Douglas Fir - tree

III. Dicotyledons (Broadleaved Plants With 2 Seed Leaves)

***Aceraceae*, Maple Family**

Acer circinatum, Vine Maple - shrub, tree

***Anacardiaceae*, Sumac Family**

Toxicodendron [Rhus] *diversilobum*, Poison Oak - shrub, vine

***Apiaceae*, Parsley Family**

* *Daucus carota*, Queen Anne's Lace, Wild Carrot - herb

***Araliaceae*, Ginseng Family**

* *Hedera helix*, English Ivy - vine

***Asteraceae*, Aster, Daisy, or Sunflower Family**

* *Cirsium arvense*, Canada Thistle - herb

* *C. vulgare*, Bull Thistle, Common Thistle - herb

Gnaphalium stramineum [chilense], Cotton Batting Cudweed

* *Hypochaeris radicata*, False Dandelion, Hairy Cat's Ear - herb

* *Lapsana communis*, Nipplewort - herb

* *Mycelis* [Lactuca] *muralis*, Wall Lettuce - herb

* *Sonchus asper*, Prickly Sow Thistle - herb

* *Tragopogon dubius*, Yellow Salsify - herb

***Berberidaceae*, Barberry Family**

Mahonia [Berberis] *aquifolium*, Tall Oregon Grape - shrub

***Brassicaceae*, Mustard Family**

Cardamine nuttallii var. *nuttallii* [pulcherrima var. *tenella*],

Slender Toothwort, Spring Beauty - herb

* *Lunaria annua*, Honesty, Silver Dollar Plant - herb

***Caprifoliaceae*, Honeysuckle Family**

Symphoricarpos albus var. *laevigatus*, Common Snowberry - shrub

Viburnum ellipticum, Oregon Viburnum, Oval Leaved Viburnum - shrub

***Caryophyllaceae*, Pink Family**

* *Dianthus armeria* ssp. *armeria*, Grass Pink, Deptford Pink - herb

* *Lychnis coronaria*, Rose Campion - herb

[?*] *Silene conica*, Striated Catchfly - herb

***Convolvulaceae*, Morning Glory Family**

* *Convolvulus arvensis*, Field Bindweed, Wild Morning Glory - vine

Cornaceae, Dogwood Family

Cornus sericea, Creek Dogwood, Red Osier Dogwood - shrub

Fabaceae, Pea Family

Lupinus polyphyllus var. *polyphyllus*, Bigleaf Lupine - herb

* *Trifolium pratense*, Red Clover - herb

* *Vicia cracca*, Bird Vetch - herb

Fagaceae, Beech Family

Quercus garryana var. *garryana*, Oregon White Oak - tree

Hydrophyllaceae, Waterleaf Family

Phacelia nemoralis ssp. *oregonensis*, Oregon Phacelia - herb

Hypericaceae, St.Johnswort Family

* *Hypericum perforatum*, Goatweed, Klamathweed - herb

Lamiaceae, Mint Family

* *Lamium* [?] *galeobdolon*, Yellow Archangel] - herb

* *L.* [?] *purpureum*, Red Dead Nettle] - herb

Oleaceae, Olive Family

Fraxinus latifolia, Oregon Ash - tree

* *Syringa vulgaris*, Common Lilac - shrub

Plantaginaceae, Plantain Family

* *Plantago lanceolata*, Buckhorn Plantain, English Plantain - herb

Polygonaceae, Buckwheat Family

* *Persicaria maculosa* [Polygonum persicaria],
Spotted Ladysthumb, Heartweed - herb

Portulacaceae, Purslane Family

Claytonia sibirica, Candyflower, Siberian Montia - annual herb

Ranunculaceae, Buttercup Family

Delphinium [?] *trolliifolium*, Poison Larkspur] - herb

Rosaceae, Rose Family

Amelanchier alnifolia var. *semiintegrifolia*, Western Serviceberry - shrub

Fragaria vesca ssp. *bracteata*, Woodland Strawberry - herb

Holodiscus discolor, Creambush Oceanspray - shrub

Oemleria cerasiformis, Indian Plum - shrub

* *Prunus avium*, Sweet Cherry - tree

* *P. Xdomestica*, Common Plum - tree

Rosa sp., Rose - shrub

* *Rubus armeniacus*, Himalayan Blackberry - vine, shrub

* *Sorbus* [?] *aucuparia*, European Mountain Ash] - tree

Rubiaceae, Madder Family

Galium aparine, Common Bedstraw, Stickywilly - vine, herb

Salicaceae, Willow Family

Populus trichocarpa, Black Cottonwood - tree

Saxifragaceae, Saxifrage Family

Tellima grandiflora, Fringecup - herb

Scrophulariaceae, Figwort Family

* *Palentucellia viscosa*, Bright Eyes, Yellow Parentucellia - herb

* *Verbascum thapsus*, Common Mullein, Flannel Mullein - herb

Veronica serpyllifolia [?] var. * *serpyllifolia*], Thyme Leaved Speedwell - herb

IV. Monocotyledons (Plants with Parallel Veined Leaves, With One Seed Leaf At Germination)

Araceae, Arum Family

* *Dracunculus vulgaris*, Dragon Arum, Voodoo Lily - herb

Cyperaceae, Sedge Family

Carex sp., Sedge - grass-like herb

Iridaceae, Iris Family

Iris tenax var. *tenax*, Oregon Iris - herb

Juncaceae, Rush Family

Juncus bufonius, Toad Rush - grass-like herb

***Liliaceae*, Lily Family**

Camassia [? *quamash* var., Common Camas] - bulb

Erythronium oregonum, Giant Fawn Lily - bulb

Fritillaria affinis, Checker Lily - bulb

Trillium ovatum ssp. *ovatum*, Western White Trillium - bulb

***Poaceae*, Grass Family**

[*] *Agrostis* sp., Bentgrass

* *Cynosurus echinatus*, Hedgehog Dogtail

* *Dactylis glomerata*, Orchard Grass

* *Holcus lanatus*, Common Velvet Grass, Yorkshire Fog

* *Lolium perenne*, Perennial Ryegrass, English Ryegrass

* *Phalaris arundinacea* var. *arundinacea*, Reed Canarygrass

* *Poa pratensis* ssp. *pratensis*, Kentucky Blue Grass

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

Chapter 19.34
PARKS AND TRAILS MASTER PLAN

Sections:

19.34.010 Parks and Trails Master Plan adoption by reference.

19.34.010 Parks and Trails Master Plan adoption by reference.

The city hereby adopts the Parks and Trails Master Plan, attached to the ordinance codified in this chapter as Attachment “A” and made part of this reference, as an addendum to the St. Helens Comprehensive Plan (this title).

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Comprehensive Plan Amendment CP.1.15**

APPLICANT: City of St. Helens

LOCATION: N/A

PROPOSAL: Adopt the Parks and Trails Master Plan as an addendum to the Comprehensive Plan (Title 19 SHMC).

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable.

BACKGROUND

The Parks and Trails Master Plan (“the Plan”) is an update to the 1999 Parks Master Plan. It is the first Master Plan in St. Helens to examine the existing trail inventory and trail route recommendations. Chapters 1-7 of the Plan were prepared by a placement from the 2013- 2014 Resource Assistance to Rural Areas (RARE) AmeriCorps Program, based out of the University of Oregon’s Community Service Center. The final chapter, the Parks and Trails Capital Improvement Plan, was completed by staff.

PUBLIC HEARING & NOTICE

Hearing dates are as follows:

May 12, 2015 before the Planning Commission

June 3, 2015 before the City Council

Notice was published in the The Chronicle on April 29, 2015. Notice was sent to the Oregon Department of Land Conservation and Development (DLCD) on April 8, 2015.

AGENCY REFERRALS & COMMENTS

As of the date of this staff report, the following agency referrals/comments have been received that are pertinent to the analysis of this proposal:

DLCD: Many of the proposed park trails, paths and bike facilities in the Plan involve streets. The city should amend the Transportation System Plan as well so there is agreement on project timing, funding and recommendations for improvement. This is of particular importance for the trails that appear to be adjacent to roads and streets and serve the bicycle-pedestrian use function for not only recreation, but for actually getting from point A to point B in the city like a sidewalk system and bike lanes would.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197, including compliance with the Transportation Planning Rule, as described in SHMC 17.08.060;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.

(a) Discussion:

The statewide planning goals that technically apply or are related to this proposal are Goal 1, Goal 2, Goal 5, Goal 8, and Goal 11.

Finding: Statewide Planning Goal 1: Citizen Involvement.

This goal requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. The City has met these requirements and notified DLCD of the proposal.

The public engagement process for this plan has been very comprehensive. There have been over 15 input gathering sessions that began in October 2013 with the Parks Commission, the Bicycle and Pedestrian Commission, and the Planning Commission, all of which were open to the public. Current park and trail levels of satisfaction were collected through a month-long, online survey, the results of which are memorialized in the Needs Assessment in Chapter 5. A well-attended Parks and Trails Public Forum was held on April 16, 2014 where residents were given a presentation of draft park and trail proposals and had the option to record their feedback publicly or complete a hardcopy comment worksheet. Additional park and trail feedback was gathered from various service groups, clubs, and one-on-one interviews throughout the planning process. More details about the public engagement process is listed in the Needs Assessment of Chapter 5.

Given the substantial amount of public vetting for the Plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

Finding: Statewide Planning Goal 2: Land Use Planning.

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

The City and State (i.e. DLCD) coordinated with regard to the adoption of this proposal.

County-wide data and priorities from the Statewide Comprehensive Outdoor Recreation Plan (SCORP) 2013-2017 created by the Oregon Parks and Recreation Department (OPRD) were addressed in Chapter 5 of the Plan. City of St. Helens Comprehensive Plan consistency is addressed further below. There are no other known federal or regional documents that apply to this proposal.

Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

Finding: Statewide Planning Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces.

It is the purpose of this goal to protect natural resources and conserve scenic and historic areas and open spaces.

Natural resource areas play an important role in the balance of an active and passive parks and recreation system. Many city parks contain natural areas that afford a passive recreational experience. There are also natural areas, such as Dalton Lake Recreation Area that play a critical role in the overall park system. The plan addresses these areas and identifies future projects that will enhance the overall natural resource system, supporting the intent of Goal 5. Therefore, Goal 5 is satisfied.

Finding: Statewide Planning Goal 8: Recreational Needs

It is the purpose of this goal to satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of the necessary recreational facilities including destination resorts.

The plan's purpose is to establish the long-term framework for enhancing the livability of the community for residents, employees, and visitors for the next 10-15 years. The provision of parks, trails, and recreation facilities and amenities is a crucial aspect of the plan. Given that the development and implementation of the Parks and Trails Master Plan plays a keystone role in satisfying the recreational needs of citizens of the state, and visitors to the community, Goal 8 is satisfied.

Finding: Statewide Planning Goal 11: Public Facilities and Services

It is the purpose of this goal to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Ensuring proposals for parks and recreation amenities are located at equal intervals and are easily accessible for all residents throughout the community has been an important consideration throughout the planning process. Namely, an identified need for parkland on the west side of US Highway 30 has been addressed through park project recommendations. Further, incorporating a Trails Master Plan into the Parks Master Plan has ensured the trail network proposals are efficiently arranged, taking into consideration the location of existing parks and future park projects. For these reasons, Goal 11 is satisfied.

The proposed amendments to the St. Helens Comprehensive Plan are either consistent with the intent of the Statewide Goals, or the Goals are not applicable because the plan does not affect issues addressed by the Goal.

(b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines. There are no applicable federal statutes. The applicable state guideline is the 2013-2017 Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP). The SCORP is Oregon's five-year plan for outdoor recreation. It also provides guidance for Oregon Parks and Recreation Department (OPRD) grant programs. The OPRD supports the implementation of key statewide and local planning recommendations through partnerships and OPRD-administered grant programs.

Finding: County-wide data and priorities from the 2013-2017 SCORP were addressed in Chapter 5 of the Plan. Specifically, Columbia County's top ranked recreation needs for the future as assessed by the SCORP's public involvement process, are public access sites to waterways, soft surface walking trails and paths, and children's playgrounds made of natural materials. All these priorities are incorporated in the Plan's list of high priority park and trail projects.

(c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. Organized by section, applicable Comprehensive Plan policies include:

Finding: SHMC 19.08.040 Transit Policies

(3)(g) *Plan and develop street routes to help alleviate Hwy 30's traffic load*

(3)(j) *Develop a plan for walking trails*

(3)(k) *Maintain, implement and update the bikeway plan*

The plan includes 18 mostly off-street trail route proposals totaling 10.17 miles, 3 bicycle and 3 pedestrian fitness routes that utilize existing pedestrian infrastructure, and a trail classification system with design trail feature examples. Full implementation of the on-

street and off-street trail proposals may help to reduce US Highway 30's traffic load, by reducing the number of local trips that require a car. The Plan satisfies these criteria.

Finding: SHMC 19.08.060 Natural Factors and Local Resources Policies

- (3)(a) *Participate in resource management planning through participation in collective federal, State, and regional agency planning programs.*
- (3)(b) *Consider airshed and water resources capacities in reviewing all plans, ordinance and permits for land development actions.*
- (3)(e) *Encourage the preservation of those forest lands between Columbia City and St. Helens.*
- (3)(f) *Encourage the preservation, restoration, and functionality of the open space corridors or rezone to open space zone the following lands:*
 - (i) *The canyon-area adjoining Godfrey Park.*
 - (ii) *The unimproved gullies and creekbed systems.*
 - (iii) *The lands along significant riparian corridors and connecting wetlands.*
- (3)(g) *Direct development away from the Willamette River Greenway to the maximum extent possible; provided, however, lands committed to the urban uses within the Greenway shall be allowed to continue, and to intensify provided the activity is water-related or water-dependent. The City shall prohibit new non-water related or non-water dependent uses from within 150 feet of the Willamette River Greenway.*

Parks, open space designations, and hiking trails offer a way to preserve and restore the functionality of natural areas, while also offering substantial public benefit. Open space and natural areas provide opportunities for passive recreation and a place to gain a deeper appreciation for nature. The construction of low-impact hiking trails can guarantee that an open space corridor, like the unimproved gullies and valleys on the east side of Hwy 30 remain natural and will not be lost to future development. Likewise, developing Dalton Lake Recreation Area as a nature park as the plan suggests, will “encourage the preservation of the forested lands between Columbia City and St. Helens” and will encourage further restoration because of its nature park designation. The Plan satisfies these criteria.

Finding: SHMC 19.12.120 Open Space Policies

- (2)(a) *Attempt to acquire, where feasible, such identified lands for open spaces. Possible mechanisms include outright purchase, the acquisition of developmental rights or easements, the attainment of Bureau of Outdoor Recreation and HUD grants or loans, property exchanges, donations, and the acquisition of tax-foreclosed lands.*
- (2)(b) *Subject private development on such identified land to a Site Design Review procedure.*
- (2)(c) *Upon annexation to the City, zone Dalton Lake as Open Space.*
- (2)(d) *Encourage the development and redevelopment of lands which include or border all riparian corridors such as Scappoose Bay north to Willamette Greenway and west to Gable Road along Milton Creek through the use of development agreements and/or planned developments with flexible and innovative design techniques, transferable development rights, density transfer, including residential density bonuses and authorized mixed use development.*

The plan recommends obtaining Dalton Lake Recreation Area from the Oregon Department of Transportation, annexing it into the City, and adding it to the parks inventory. The requirement to zone Dalton Lake Recreation Area as open space remains consistent with the Plan's recommendations. The Plan recommends a trail route along Milton Creek from McCormick Park to the Columbia River and another route along Old Portland Road south to Scappoose. Both of these proposals involve developing the riparian corridors discussed in (2)(d). The Plan does not conflict with these criteria.

Finding: SHMC 19.08.030 Public Services and Facilities Policies

- (3)(o) *Develop a program whereby the city's park system can be maintained or expanded to serve the needs of anticipated growth*
- (3)(p) *Acquire sites for future parks as identified on the comprehensive plan map as far in advance as possible to have sites be within ½ mile of residential areas*

The parkland level of service analysis in Chapter 4 addresses future population growth and makes recommendations about how many acres and of what type of parks will be needed to meet the statewide recommended level of service. Chapter 7 suggests funding strategies for the park improvements needed to meet the recreational needs of anticipated population growth. Chapter 7 also recommends changes to improve the financial solvency of the Parks Department and Public Works Operations Division budget.

Chapter 4 also analyzes ½ mile radius to residential areas suggested in (3)(p) and recommends development of the Millard Rd. city-owned property into a community park to help meet this guideline. Even with the development of this property, there are still residential areas not served by a park within a ½ mile radius. The plan discusses the variety of variables that can change residential accessibility to a park, such as the presence of pedestrian infrastructure (sidewalks, off-street trails, crosswalks) or even the size of the park. Many jurisdictions have a larger radius service area (1 mile) for their regional parks and community parks, and lower service areas for pocket parks (1/4 mile) and neighborhood parks (1/2 mile). This criteria is met because the plan addresses anticipated growth and the recommended ½ mile service area for all residential areas.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves of this Comprehensive Plan Addendum.

Randy Peterson, Mayor

Date

City of St. Helens
ORDINANCE NO. 3190

**AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE CHAPTERS
17.16, 17.32, AND 17.100 AND DECLARING AN EMERGENCY**

WHEREAS, pursuant to St. Helens Municipal Code 17.20.020(1)(c) the Planning Director initiated a legislative change to adopt text amendments to the Community Development Code (St. Helens Municipal Code Title 17); and

WHEREAS, pursuant to the St. Helens Municipal Code and Oregon Revised Statutes, the City has provided notice to: the Oregon Department of Land Conservation and Development on March 10, 2015, and the local newspaper of record on March 25, 2015; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing on April 14, 2015 (continued to May 12, 2015) and, following deliberation, made a recommendation of approval to the City Council; and

WHEREAS, the St. Helens City Council conducted a public hearing on May 20, 2015 and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated (on May 20, 2015 and June 3, 2015) and found that based on the information in the record and the applicable criteria in the SHMC that the proposed addendum and related amendments be approved.

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

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

Section 2. The City of St. Helens Municipal Code (Development Code) is hereby amended, attached hereto as **Attachment "A"** and made part of this reference.

Section 3. In support of the plan addendum described herein, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "B"** and made part of this reference.

Section 4. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable.

Section 5. Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

Section 6. Emergency. Conditions in the City of St. Helens are such that this Ordinance is necessary for the immediate preservation of the public health, peace, and safety. An emergency is hereby declared to exist by unanimous vote of the Council, and this Ordinance shall be in full force and effect after its passage and approval by the Mayor.

Read the first time: June 17, 2015

Read the second time: June 17, 2015

APPROVED AND ADOPTED this 17th day of June, 2015 by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

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

CHAPTER 17.16 GENERAL 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:

“Abandonment” means the relinquishment of property, or a cessation of the use of property, by the owner with the intention neither of transferring rights to the property to another owner nor of resuming the use of the property.

[...]

“Manufacturing” means an establishment engaged in the mechanical or chemical transformation of materials or substances into new products including the assembling of component parts, the manufacturing of products, and the blending of materials such as lubricating oils, plastics, resins or liquors. The term “manufacturing” covers all mechanical or chemical transformations, whether the new product is finished or semifinished as raw material in some other process. Manufacturing production usually is carried on for the wholesale market rather than for direct sales. (Processing on farms is not classified as manufacturing if the raw material is grown on the farm. The manufacturing is accessory to the major use of farming.)

“Marijuana” means all parts of a plant species of the genus Cannabis, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin. It does not include: the mature stalks of the plant; fiber produced from the stalks; oil or cake made from the seeds of the plant; any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil or cake; or the sterilized seed of the plant which is incapable of germination.

“Marijuana extract” means a product obtained by separating resins from marijuana.

“Marijuana items” means marijuana, marijuana products, and marijuana extracts.

“Marijuana products” means products that contain marijuana or marijuana extracts and are intended for human consumption.

“Marijuana retailer” means a facility that sells marijuana items to a consumer in this state as licensed by the Oregon Liquor Control Commission.

“Marina” means a facility providing moorage for boats and related repair and supply services.

“Medical marijuana dispensary” means a facility that is registered with the Oregon Health Authority and that sells, distributes, transmits, gives, dispenses or otherwise provides marijuana items to a person with a registry identification card.

“Mini Mall.” See “shopping center” and “shopping plaza.”

[...]

CHAPTER 17.32 ZONES AND USES

[...]

17.32.095 Mixed Use – MU.

[...]

(3) Conditional Uses. In the MU zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

[...]

- (p) Lodging facilities or rooming house.
- (q) Marijuana retailer and/or medical marijuana dispensary.
- ~~(q)~~ (r) Multidwelling units.
- ~~(r)~~ (s) Nurseries and greenhouses.
- ~~(s)~~ (t) Parking lots.
- ~~(t)~~ (u) Parks, public and private.
- ~~(u)~~ (v) Pawn shops.
- ~~(v)~~ (w) Public and private schools.
- ~~(w)~~ (x) Public facilities, major.
- ~~(x)~~ (y) Public safety facilities.
- ~~(y)~~ (z) Recreation facilities (public or private).
- ~~(z)~~ (aa) Religious assembly, including cemeteries.
- ~~(aa)~~ (bb) Shopping centers.
- ~~(bb)~~ (cc) Travel trailer parks.
- ~~(cc)~~ (dd) Vehicle repair, service, and sales.

[...]

17.32.100 Highway Commercial – HC.

[...]

(3) Conditional Uses. In the HC zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

[...]

- (g) Hospitals.
- (h) Marijuana retailer and/or medical marijuana dispensary.
- ~~(h)~~ (i) Parks.
- ~~(j)~~ (j) Public facilities, major.
- ~~(j)~~ (k) Recreation facilities.
- ~~(k)~~ (l) Religious assembly.
- ~~(m)~~ (m) Retail establishments not directly catering to motorists.
- ~~(n)~~ (n) Schools.
- ~~(o)~~ (o) Shopping centers (can include all retail, personal services, professional services, medical, and dental offices).
- ~~(p)~~ (p) Travel trailer parks.

[...]

17.32.110 General Commercial – GC.

[...]

(3) Conditional Uses. In the GC zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

[...]

- (o) Lodging facilities or rooming house.
- (p) Marijuana retailer and/or medical marijuana dispensary.
- ~~(q)~~ (q) Multidwelling units.
- ~~(r)~~ (r) Nurseries and greenhouses.
- ~~(s)~~ (s) Parking lots.
- ~~(t)~~ (t) Parks, public and private.
- ~~(u)~~ (u) Pawn shops.
- ~~(v)~~ (v) Public and private schools.
- ~~(w)~~ (w) Public facilities, major.
- ~~(x)~~ (x) Recreation facilities.
- ~~(y)~~ (y) Religious assembly, including cemeteries.
- ~~(z)~~ (z) Residential facility.
- ~~(aa)~~ (aa) Shopping centers and plazas.
- ~~(bb)~~ (bb) Travel trailer parks.

~~(bb)~~ (cc) Vehicle repair, service, and sales.

[...]

17.32.170 Riverfront District – RD.

[...]

(3) Conditional Uses. In the RD zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

[...]

- (i) Laundromats and dry cleaners.
- (j) Marijuana retailer and/or medical marijuana dispensary.
- ~~(j)~~ (k) Religious assembly excluding cemeteries.
- ~~(k)~~ (l) Parking lots/facilities, private.

[...]

17.32.175 Houlton Business District – HBD.

[...]

(3) Conditional Uses. In the HBD zone, the following conditional uses may be permitted upon application, subject to provisions of Chapter 17.100 SHMC and other relevant sections of this code.

[...]

- (i) Laundromats and dry cleaners.
- (j) Marijuana retailer and/or medical marijuana dispensary
- ~~(j)~~ (k) Religious assembly, excluding cemeteries.
- ~~(k)~~ (l) Parking lots/facilities, private.
- ~~(l)~~ (m) Nurseries and greenhouses.
- ~~(m)~~ (n) Vehicle repair, service, and sales.

[...]

CHAPTER 17.100 CONDITIONAL USE

Sections:

[...]

17.100.150 ~~Standard dimensional~~ Additional requirements for conditional use types.

[...]

17.100.150 ~~Standard dimensional~~ Additional requirements for conditional use types.

(1) A conditional use proposal shall comply with the standards of the zoning district in which it is located and the applicable provisions of this code, or as otherwise provided in standards that follow.

(2) A conditional use permit shall not grant variances to the regulations otherwise prescribed by this code. A variance application may be filed in conjunction with the conditional use application and both applications may be heard at the same hearing.

(3) The additional dimensional requirements and approval standards for conditional use are as follows:

[...]

(p) Marijuana retailer and/or medical marijuana dispensary.

(i) No marijuana retailer and/or medical marijuana dispensary shall be permitted to locate within 1,000 feet of any public or private: child care facility; preschool; elementary school; or junior, middle, or high school that lawfully exists at the time the Conditional Use Permit application is deemed complete.

(A) Distance shall be measured in a straight line, without regard to intervening structures, objects or roads, from the closest point of the structure or portion of structure containing the proposed marijuana retailer and/or medical marijuana dispensary, to the closest property line of the property upon which the other uses specified in subsection (3)(p)(i) of this section is listed.

(ii) No marijuana retailer and/or medical marijuana dispensary shall be permitted to locate within 2,000 feet of any other marijuana retailer and/or medical marijuana dispensary that lawfully exists at the time the Conditional Use Permit application is deemed complete.

(A) Distance shall be measured in a straight line, without regard to intervening structures, objects or roads, from the closest point of the structure or portion of structure containing the proposed marijuana retailer and/or medical marijuana dispensary, to the closest point of the structure or portion of structure containing the existing marijuana retailer and/or medical marijuana dispensary.

(B) If multiple Conditional Use Permit applications are submitted for locations within the distance specified in subsection (3)(p)(ii) of this section but are not yet legally established, the valid Conditional Use Permit submitted first shall take precedence for the purpose of this subsection.

(iii) No marijuana retailer and/or medical marijuana dispensary shall be allowed as a temporary use and shall be located in a permanent building.

(iv) Any marijuana retailer and/or medical marijuana dispensary shall have refuse containers or refuse collection areas that are secure from entry outside the facility.

(v) Any marijuana retailer and/or medical marijuana dispensary shall comply with all applicable state and local laws.

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Development Code Amendments ZA.1.15 (part 2)**

APPLICANT: City of St. Helens

PROPOSAL: Amendments to the development code to address certain marijuana related land uses.

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: April 14, 2015 (continued to May 12, 2015) before the Planning Commission and May 20, 2015 before the City Council (who continued deliberations to June 3, 2015).

Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on March 25, 2015. Notice was sent to the Oregon Department of Land Conservation and Development on March 10, 2015. Notice as required by ORS 227.186 was sent to property owners on March 17, 2015.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.

(a) Discussion: This criterion requires analysis of the applicable statewide planning goals. The applicable goal in this case is Goal 1.

Finding: Statewide Planning Goal 1: Citizen Involvement.

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. The City has met these requirements and notified DLCD of the proposal. In addition, the City has sent notice to property owners potentially impacted by the proposed changes in land uses allowed on property as required by ORS 227.186. Information was also included on the city's website.

Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

(b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines. The findings below focus on the marijuana aspects of this proposal. This proposal looks at establishments that provide marijuana medically (dispensary) and that provide it to the general public (recreation/retail).

Findings: Medical Marijuana dispensaries are addressed in ORS 457. In 2014 the Legislature adopted SB 1531 which reaffirms a city's authority to adopt reasonable time, place and manner restrictions on medical marijuana activities. In addition, applying home rule principles, cities have the authority to regulate dispensaries through business licenses, zoning laws and development permits.

State law already includes some place, time and manner restrictions for medical marijuana dispensaries such as:

- Needs to be in a commercial, industrial or mixed use zone (or agricultural land) (and cannot have more than one establishment)
- Must not be located within 1,000 feet of the real property comprising a public or private elementary, secondary or career school attended primarily by minors
- Must not be located within 1,000 feet of another medical marijuana facility

The City proposes to impose additional time, place and manner restrictions.

In November 2014, voters approved Measure 91 to allow recreation marijuana in the state. Establishments will be subject to OLCC licensing. In addition, the measure states that:

Cities and counties may adopt reasonable time, place and manner regulations of the nuisance aspects of establishments that sell marijuana to consumers if the city or county makes specific findings that the establishment would cause adverse effects to occur.

The City proposes to treat marijuana dispensaries and retail establishments the same in regards to time, place and manner regulations. State law currently looks at them differently and it is yet unknown whether or not the state will allow recreation and medical establishments to be located jointly. Such establishments would be subject to both local and state law, in any case.

The City's proposal is largely to help protect children. Accessibility is considered one of the key reasons children are exposed to marijuana and though land use law cannot address all circumstances impacting marijuana accessibility to children, it is one aspect. The city wants to allow something approved by the voters (e.g., Measure 91) via its Development Code, as long as it doesn't *facilitate* access to children. Things like separation from day care and schools, and a required distance between marijuana businesses helps minimize key geographic location of marijuana business that may act as a catalyst to children obtainment.

A key reason to help protect children is to help prevent children who turn into adults who are disadvantaged from their childhood use of marijuana. Marijuana use by teens has shown to have a negative effect on development.¹ The adolescent brain is especially susceptible to marijuana use. That means that when kids use, they have a greater chance of addiction since their brains are being primed. If marijuana is used regularly before age 18, research shows that IQ drops by 8 points at age 38, even when that person has stopped.²

This city also considered the distance between such establishments which will help prevent the density and clustering of marijuana business. This will help prevent excessive businesses, increasing the likelihood of success (and less temptation to conduct unethical practices to financially survive such as selling to minors) and potential blight from multiple business failure.

The intent of the time, place, and manner restrictions proposed for marijuana medical and retail establishments is to help prevent adverse effects to children, which as research notes, can be long lasting into adulthood. It is also intended for the general health, safety and welfare of the City.

¹-Volkow, H. Research Report. *Marijuana Abuse*. National Institute on Drug Abuse <http://www.drugabuse.gov/publications/research-reports/marijuana-abuse>

²-Meier et al. (2012). Persistent cannabis users show neuropsychological decline from childhood to midlife. *Proceedings of the National Academy of Sciences*. <http://www.pnas.org/content/early/2012/08/22/1206820109.abstract>

(c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices and maps.

Finding: Generally, the proposed code amendments are minor as far as the comprehensive plan is considered and further analysis is not warranted.

(d) Discussion: This criterion requires analysis of the applicable provisions of the implementing ordinances.

Finding: The proposal modifies the Development Code but findings as to other applicable implementing ordinances are not necessary.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves the text amendments to the St. Helens Municipal Code (Development Code).

Randy Peterson, Mayor

Date

City of St. Helens
ORDINANCE NO. 3192

**AN ORDINANCE ADOPTING PROPERTY MAINTENANCE REQUIREMENTS AND
PROVIDING FOR REGISTRATION OF VACANT OR ABANDONED BUILDINGS
AND DECLARING AN EMERGENCY**

WHEREAS, the economic downturn experienced by the State of Oregon and the residents of St. Helens has led to an increase in the number of properties which do not meet minimum maintenance standards resulting in buildings and structures that are unsafe, unfit for human occupancy, or otherwise unlawful; and

WHEREAS, some owners and persons in charge of buildings and structures which have become unsafe, unfit for human occupancy or otherwise unlawful have abandoned the buildings and structures, leaving them vacant or abandoned as well as unsafe; and

WHEREAS, vagrants, trespassers and persons engaging in unlawful activities have broken into such vacant or abandoned buildings and structures, occupying them even though they are unsafe and unfit for human occupancy; and

WHEREAS, even though it is the property owners' responsibility to maintain the property or, if it cannot be maintained, then to securely close such premises to vagrants, trespassers and persons engaging in unlawful activity, the property owners do not always do so and their names and addresses are not always easy to ascertain, especially if the property is the subject of a foreclosure; and

WHEREAS, the City, acting in its health, safety and welfare capacity, desires to enact a mechanism to ensure that proper maintenance of buildings and structures within the City takes place or, in lieu thereof, a securing of the building or structure to ensure that people cannot occupy the same, while, at the same time, ensuring that the cost of such maintenance or securing falls squarely on the shoulders of the property owner; and

WHEREAS, experience has shown that the most likely time for vagrants, trespassers and persons engaging in unlawful activities to break into buildings and structures and use them for their own purposes is when the weather is mild or hot, as it is in the months of June through September, making the need for the immediate enforcement of these regulations necessary for the public health, safety and welfare.

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

Section 1. A new Chapter 8.14, Property Maintenance, Abandoned Buildings, providing maintenance standards and vacant or abandoned building registration requirements is hereby enacted and shall read as follows:

Chapter 8.14

8.14.010 PROPERTY MAINTENANCE, ABANDONED BUILDINGS.

(1) This chapter shall be known as "the City of St. Helens Property Maintenance and Abandoned Buildings Chapter" may be so pleaded, shall be referred to herein as "this chapter,"

and shall apply to all existing residential and nonresidential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities, the responsibility of owners, persons in charge of premises and occupants, and for administration, enforcement and penalties. Where differences occur between provisions of this chapter, other provisions of the St. Helens Municipal Code (hereinafter “Code” or “the Code”) and applicable state law, the more restrictive provision shall govern.

(2) Existing remedies. The provisions in this chapter shall not be construed to repeal, abolish or impair existing remedies of the City of St. Helens or its officers or agencies relating to the removal or demolition of any structure which is dangerous, unsafe or unsanitary.

(3) Historic buildings. The provisions of this chapter shall not be mandatory for existing buildings or structures designated as historic buildings when such buildings or structures are judged by the building official to be safe and in the public interest of health, safety and welfare.

8.14.020 GENERAL DEFINITIONS

ABANDONED BUILDING. (1) A building that is no longer used by its owner or other legally permitted occupant for a period of 90 days or more; or

(2) A building that has been damaged to the extent that it is no longer habitable or is unsafe to occupy as determined by an enforcement officer per SHMC 8.14.030(2), and repairs and restoration are not started within 90 days of the date the building was damaged, or are not diligently pursued once started.

ANCHORED. Secured in a manner that provides positive connection.

APPROVED. Approved by the building official.

BASEMENT. That portion of a building which is partly or completely below grade.

BATHROOM. A room containing a toilet or a bathtub or a shower.

BEDROOM. Any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit.

BUILDING OFFICIAL. The official who is charged with the administration and enforcement of this chapter, or any duly authorized representative.

DETACHED. When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection.

DETERIORATION. To weaken, disintegrate, corrode, rust or decay and lose effectiveness.

DWELLING UNIT. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

EASEMENT. That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement shall be permitted to be for use under, on or above a said lot or lots.

EQUIPMENT SUPPORT. Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers or saddles, that transmit gravity load, lateral load and operating load between the equipment and the structure.

EXTERIOR PROPERTY. The open space on the premises and on adjoining property under the control of owners or operators of such premises.

GARBAGE. The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

GUARD. A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

HABITABLE SPACE. Space in a structure for living, sleeping, eating or cooking.

Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

HOUSEKEEPING UNIT. A room or group of rooms forming a single habitable space equipped and intended to be used for living, sleeping, cooking and eating which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

IMMINENT DANGER. A condition which could cause serious or life-threatening injury or death at any time.

INFESTATION. The presence, within or contiguous to, a structure or premises of insects, rats, vermin or other pests.

INOPERABLE MOTOR VEHICLE. A vehicle which cannot be driven upon the public streets for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

LABELED. Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specified purpose.

LET FOR OCCUPANCY or LET. To permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premise or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

NEGLECT. The lack of proper maintenance for a building or structure.

OCCUPANCY. The purpose for which a building or portion thereof is utilized or occupied.

OCCUPANT. Any individual living or sleeping in a building, or having possession of a space within a building.

OPERATOR. Any person who has charge, care or control of a structure or premises which is let or offered for occupancy.

OWNER. Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding chapter to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

PERSON. An individual, corporation, partnership or any other group acting as a unit.

PERSON IN CHARGE OF PREMISES. Any owner, agent, lessee, contract purchaser, or other person having the possession or control of premises or property.

PREMISES. A lot, plot or parcel of land, easement or public way, including any structures thereon.

PUBLIC WAY. Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

ROOMING UNIT. Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

STRUCTURE. That which is built or constructed or a portion thereof.

TENANT. A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

TOILET ROOM. A room containing a toilet or urinal but not a bathtub or shower.

VACANT BUILDING OR STRUCTURE. A building or structure, or a substantial portion thereof, which has not been occupied by persons with a legal right to occupy for a period of 15 days or more. The term "Vacant Building" does not include buildings designed for storage or other intermittent uses. Evidence of a building being vacant includes two or more of the following: overgrown or dead vegetation; accumulation of newspapers, circulars, flyers or mail; non-payment or disconnection of utilities; accumulation of trash, junk or debris; absence of furnishings; evidence of criminal mischief or criminal trespass; statements of neighbors that the building is vacant.

YARD. An open space on the same lot with a structure.

8.14.030 VIOLATIONS.

(1) It shall be unlawful for a person, firm or corporation to be in conflict with or in violation of any of the provisions of this chapter.

(a) Violating any of the provisions of this chapter is a nuisance and shall, upon conviction thereof, be punished by a fine not to exceed \$500.00.

(b) Subsequent violation of the same provision of this chapter involving the same building by the same owner or person in charge of the premises, shall, upon conviction thereof, be punished by a fine not to exceed \$1,000.00.

(b) Each day's violation of a provision of this chapter constitutes a separate offense and may be separately cited.

(c) Violation of this chapter may be abated by summary abatement (Code section 8.12.230), by general abatement (Code section 8.12.250), or by citation (Code section 8.12.260). These procedures are not exclusive, but in addition to any other remedy as provided in this code, or by law.

(2) Enforcement Officers. Any city police officer, the city code enforcement officer, planner, building official, public works administrator, or city administrator (hereinafter "enforcement officer") is hereby authorized to take such actions as may be required to enforce the provisions of this chapter. The abatement of a nuisance is not a penalty for violating the terms of this chapter, but is an additional remedy. The imposition of a penalty does not relieve a person of the duty to abate a nuisance.

(3) Right of entry. Whenever it may be necessary to inspect to enforce the provisions of this code, any enforcement officer having reasonable cause to believe that there exists, in a building or upon a premises, a condition which is contrary to or in violation of this code, or which otherwise makes the building or premises unsafe, dangerous or hazardous, the enforcement officer may enter the building or premises at reasonable times to inspect or to perform the duties imposed by this code; provided, that if such building or premises be occupied, credentials be presented to the occupant and entry requested. If such building or premises be unoccupied, the enforcement officer shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If entry is refused, the enforcement officer shall have recourse to the remedies provided by law to secure entry.

(4) Closing of vacant structures. If a structure is vacant and in violation of one of more of the provisions of this chapter, the building official may order the structure closed up so as not to be an attractive nuisance. Notification of the owner or person in charge of the property shall be as set forth in Code sections 8.12.250(1) through (3). Upon failure of the owner to close up the premises within the time specified in the order, the building official shall cause the premises to be closed and secured and the cost thereof shall constitute a lien upon the premises.

(5) Occupation of closed structures. Any occupied structure closed by order of the building official shall be vacated not later than the effective date of the order. Any person who shall occupy such premises after such effective date and any owner or person in charge of the premises who allows another to occupy such premises after the effective date of the order is in violation of this chapter.

(6) Authority to disconnect utilities. The building official shall have the authority to authorize disconnection of utility service to a building, structure or system when necessary to eliminate an immediate hazard to life or property or when such utility connection has been made without approval. The building official shall notify the serving utility and, whenever possible, the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the owner or occupant of the building structure or service system shall be notified in writing as soon as practical thereafter.

(7) Transfer of ownership. It shall be unlawful for the owner of any dwelling unit or structure who has received a citation or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of this chapter have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any citation or notice of violation issued by the enforcement officer and shall furnish to the enforcement officer a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

(8) Registration of vacant or abandoned buildings or structures. A building owner or person in charge of the premises shall register the building with the city recorder in the event:

(a) Of an anticipated judicial foreclosure of the property, no earlier than the commencement of any of the actions described by ORS 18.904, 18.906, 18.908 and not later than the date first set for the execution sale described in ORS 18.930;

(b) Of an anticipated nonjudicial foreclosure of the property under ORS 86.735 et seq. not later than the date of service or mailing of the notice of sale described in ORS 86.740; or

(c) The owner or person in charge of the premises receives written notice that the building has been deemed to be either a vacant building or an abandoned building.

(d) Each registration shall be made on a form approved by the city recorder and shall contain, at a minimum, the name and address of the owner and the person in charge of the premises, the name, address and contact information (including direct contact name and telephone number) of the lender in the case of a judicial or non-judicial foreclosure affecting the property, and the name, mailing address, telephone number, and email address of a local individual or entity charged with responsibility for ensuring compliance with the obligations imposed by this chapter and payment of a registration fee set by

Council resolution. The registrant shall send notice of any change to registration information to the city recorder within 30 days of the change.

8.14.040 UNSAFE STRUCTURES AND EQUIPMENT

(1) General. When a structure or equipment is found by an enforcement official to be unsafe, unfit for human occupancy, or otherwise unlawful, such structure or equipment is in violation of this chapter and a nuisance which shall be abated as set forth in Code sections 8.12.220-8.12.290, Code Chapter 15.20, or such other methods of code compliance or nuisance abatement as are provided by law or the Code.

(2) Unsafe structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation, that partial or complete collapse is possible. Any structure or premise that has one or more of the conditions or defects described below shall be considered dangerous:

(a) Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the approved building code or fire code as related to the requirements for existing buildings;

(b) The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress;

(c) Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind, flood, deterioration, neglect, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or to become detached or dislodged;

(d) Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof that is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value;

(e) The building or structure, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way;

(f) The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals or trespassers, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act;

(g) Any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the approved building or fire code of the jurisdiction, or of any law or ordinance to such an extent as to present either a substantial risk of fire, building collapse or any other threat to life and safety;

(h) A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise,

is determined by the building official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease;

(i) Any building or structure, because of a lack of sufficient or proper fire-resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the building official to be a threat to life or health; or

(j) Any portion of a building remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned so as to constitute such building or portion thereof as an attractive nuisance or hazard to the public.

(3) Unsafe equipment. Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure.

(4) Structure unfit for human occupancy. A structure is unfit for human occupancy whenever the building official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this chapter, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

(5) Unlawful structure. An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this chapter, or was erected or altered in violation of law.

8.14.050 EMERGENCY MEASURES

(1) Imminent danger. When, in the opinion of the building official, there is imminent danger of failure or collapse of a building or structure which endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or operation of defective or dangerous equipment, the building official is hereby authorized and empowered to order and require the occupants to vacate the premises forthwith. The building official shall cause to be posted at each entrance to such structure a notice reading as follows: "This Structure Is Unsafe and Its Occupancy Has Been Prohibited." It shall be unlawful for any person to enter such structure except for the purpose of securing the structure, making the required repairs, removing the hazardous condition or of demolishing the same.

(2) Temporary safeguards. Notwithstanding other provisions of this chapter, whenever, in the opinion of the building official, there is imminent danger due to an unsafe condition, the building official shall order the necessary work to be done, including the boarding up of openings, to render such structure temporarily safe whether or not the legal procedure herein described has been instituted; and shall cause such other action to be taken as the building official deems necessary to meet such emergency.

(3) Emergency repairs. For the purposes of this section, the building official shall employ the necessary labor and materials to perform the required work as expeditiously as possible.

(4) Cost of emergency repairs. Notice of the costs incurred in the performance of emergency work shall be forwarded by registered mail, postage prepaid, to the person in charge of the property by the city recorder. The notice shall contain: (a) the total cost, including the administrative overhead, of the abatement; (b) a statement that the cost as indicated, if not paid within 30 days, will result in the city bringing legal action under ORS 30.315(1)(a) in small claims court for collection and/or will become a lien against the property; (c) a statement that if the person in charge of the property objects to the cost of the abatement as indicated, a notice of objection may be filed with the city recorder within 15 days from the date of the notice, after which objection to the proposed assessment shall be heard and determined by the council in its regular course of business.

(5) An assessment for the cost of abatement as determined by the council shall be made by resolution of the council and shall thereupon be entered in the docket of city liens; and upon such entry being made, it shall constitute a lien upon the property from which the nuisance was removed or abated. The lien shall be collected in the same manner as liens for street improvements are collected and shall bear interest at the rate of 9 percent per annum. Such interest shall commence to run 30 days after the entry of the lien in the lien docket. An error in the name of the person in charge of the property shall not void the assessment, nor will a failure to receive the notice of the assessment render the assessment void but it shall remain a valid lien against the property.

8.14.060 DEMOLITION. The building official shall order the owner of any premises upon which is located any structure which is unsafe, unfit for occupancy or unlawful and it is unreasonable to repair the structure, to demolish and remove such structure or to board it up and hold for future repair or to demolition at the owner's option. However, boarding the building up for future repair shall only be allowed for the period of one year, unless a written extension is issued by the building official. Permission to board up such structure under this section shall be revoked if vagrants or other trespassers breach the barrier and occupy the structure.

8.14.070 MINIMUM REQUIREMENTS AND STANDARDS FOR PREMISES, STRUCTURES, AND FACILITIES. The owner and the person in charge of premises, whether those premises are currently occupied or not currently occupied, are equally responsible to maintain structures and exterior property in compliance with these requirements, except as otherwise provided. A person shall not occupy as owner-occupant nor permit another person to occupy premises which do not comply with the requirements of this chapter. Persons in charge of a portion of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control.

(1) EXTERIOR PROPERTY AREAS

(a) All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

(b) All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon. Approved retention areas and reservoirs shall be considered to be in compliance with this section if the premise is kept in compliance with current approvals.

(c) All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions as further set forth in Title 12 and such other applicable sections of the Code.

(d) All premises and exterior property shall be maintained free from weeds or plant growth as set forth in Code section 8.12.090.

(e) All structures and exterior property shall be kept free from rodent harborage and infestation as set forth in Code sections 8.12.100 and 8.40.020.

(f) Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.

(g) All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair. In addition, they shall be constructed in compliance with all applicable building codes referred to in Title 15 of the Code and situated in compliance with all applicable regulations set forth in Title 17 of the Code.

(h) Except as otherwise provided in the Code, all motor vehicles, operable or inoperable, shall be parked or stored in compliance with Chapters 8.40, 10.12, 10.15, and Sections 10.04.140 – 10.04.220 of the Code.

(i) No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the owner or person in charge of the premises to restore said surface to an approved state of maintenance and repair.

(j) Swimming pools, hot tubs and spas shall be located in compliance with Title 17 and maintained in compliance with Chapter 8.12 of the Code.

(2) EXTERIOR STRUCTURE

(a) All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

(b) Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

(c) All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

(d) All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

(e) All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

(f) All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

(g) The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

(h) All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

(i) All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

(j) Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

(k) All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

(l) Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

(m) Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a window sash locking device.

(n) All glazing materials shall be maintained free from cracks and holes.

(o) Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

(p) During the period from May 1 to October 1, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition, except that screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

(q) All exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be readily openable from the side from which egress is to be made without the need for

keys, special knowledge or effort, except where the door hardware conforms to that permitted by the Building Code.

(r) Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

(s) Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water. Basement hatchways that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

(t) Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents.

(u) Doors, windows or hatchways for dwelling units, room units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

(v) All exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.

(3) INTERIOR REQUIREMENTS.

(a) All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

(b) Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

(c) Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

(d) Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

(4) PLUMBING SYSTEMS, FACILITIES AND FIXTURES

(a) All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

(b) Plumbing systems in a structure found to constitute a hazard to the occupants or the structure by reason of inadequate service, inadequate venting, cross connection, backsiphonage, improper installation, deterioration or damage or for similar reasons, are in violation of this Chapter and are a nuisance and may be abated as provided herein.

(c) All dwelling units shall contain a bathtub or shower, lavatory, toilet and kitchen sink which shall be maintained in a sanitary, safe and working condition.

(d) Every sink, lavatory, bathtub or shower, drinking fountain, toilet or other plumbing fixture shall be properly connected to either the city public water system or to an approved private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code. The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.

(e) Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a minimum temperature of 110°F (43°C). A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure-relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

(f) All plumbing fixtures shall be properly connected to either the city public sewer system or to an approved private sewage disposal system.

(g) Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

(h) Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance.

Section 2. Severability. Each Section of this ordinance, and any part thereof, is severable. If any part of this ordinance is held to be invalid by a court of competent jurisdiction, the remainder of this ordinance remains in full force and effect.

Section 3. This ordinance is necessary to ensure the immediate public health, safety and welfare, and takes effect immediately upon adoption.

Read the first time: June 17, 2015
Read the second time: June 17, 2015

APPROVED AND ADOPTED by the City Council this 17th day of June, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1698

**A RESOLUTION OF THE CITY OF ST. HELENS DECLARING THE
CITY'S ELECTION TO RECEIVE STATE REVENUES**

The City of St. Helens resolves as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2015-16.

Approved and adopted by the City Council on June 17, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1700

**A RESOLUTION ESTABLISHING GARBAGE & RECYCLING
RATES AND SUPERSEDING RESOLUTION NO. 1663**

WHEREAS, the Columbia County Board of Commissioners approved a 1.1% disposal rate increase in the County Transfer Station tipping fees, effective July 1, 2015; and

WHEREAS, it is essential that this expense to the City's franchise holder, Waste Connections of Oregon, Inc., dba: Hudson Garbage Service, be passed on to their customers with the same effective date.

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

Section 1. Effective July 1, 2015, garbage and recycling rates for the City of St. Helens are hereby adopted as set forth in **Exhibit A**, attached hereto and made a part hereof by this reference.

Section 2. This Resolution supersedes Resolution No. 1663.

Approved and adopted by the City Council on June 17, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

**HUDSON GARBAGE SERVICE
RATES EFFECTIVE JULY 1, 2015
CITY OF ST. HELENS**

		<u>ST. HELENS CITY</u>	
Service Description	FREQUENCY	Current Rate	New Rate
<u>RESIDENTIAL</u>			
<u>WEEKLY SERVICE</u>			
1 35 Gallon Cart Weekly	PER MONTH	\$ 24.35	\$ 24.45
2 35 Gallon Carts Weekly	PER MONTH	\$ 37.19	\$ 37.38
3 35 Gallon Carts Weekly	PER MONTH	\$ 50.02	\$ 50.31
4 35 Gallon Carts Weekly	PER MONTH	\$ 59.86	\$ 60.24
5 35 Gallon Carts Weekly	PER MONTH	\$ 75.68	\$ 76.16
6 35 Gallon Carts Weekly	PER MONTH	\$ 90.08	\$ 90.65
1 65 Gallon Cart Weekly	PER MONTH	\$ 37.19	\$ 37.38
2 65 Gallon Carts Weekly	PER MONTH	\$ 59.86	\$ 60.24
1 95 Gallon Cart Weekly	PER MONTH	\$ 50.02	\$ 50.31
2 95 Gallon Carts Weekly	PER MONTH	\$ 90.79	\$ 91.36
1 32 Gallon Cart Weekly - No Recycle	PER MONTH	\$ 16.49	\$ 16.59
2 32 Gallon Cart Weekly - No Recycle	PER MONTH	\$ 27.68	\$ 27.87
4 32 Gallon Carts Weekly	PER MONTH	\$ 49.83	\$ 50.21
<u>EVERY-OTHER-WEEK SERVICE</u>			
1 35 Gallon Cart Every Other Week	PER MONTH	\$ 17.70	\$ 17.75
2 35 Gallon Cart Every Other Week	PER MONTH	\$ 27.07	\$ 27.17
3 35 Gallon Cart Every Other Week	PER MONTH	\$ 36.22	\$ 36.36
1 65 Gallon Cart Every Other Week	PER MONTH	\$ 27.07	\$ 27.17
1 95 Gallon Cart Every Other Week	PER MONTH	\$ 36.22	\$ 36.36
1 32 Gallon Cart Every Other Week	PER MONTH	\$ 17.70	\$ 17.75
1 32 Gallon Cart Every Other Week - No Recycle	PER MONTH	\$ 9.76	\$ 9.81
<u>MONTHLY SERVICE</u>			
35 gallon 1x Monthly	PER MONTH	\$ 5.32	\$ 5.34
2 35 gallon 1x Monthly - No New Customers	PER MONTH	\$ 8.67	\$ 8.71
3 35 gallon 1x Monthly - No New Customers	PER MONTH	\$ 12.05	\$ 12.12
35 gallon 1x Monthly - with Recycle	PER MONTH	\$ 9.82	\$ 9.84
65 gallon 1x Monthly	PER MONTH	\$ 8.67	\$ 8.71
95 gallon 1x Monthly	PER MONTH	\$ 12.05	\$ 12.12
32 gallon 1x Monthly	PER MONTH	\$ 4.94	\$ 4.96
<u>ON-CALL SERVICE</u>			
35 Gallon On Call Pickup	PER PICKUP	\$ 4.86	\$ 4.88
65 Gallon On Call Pickup (2 35 Gal) No New Customers	PER PICKUP	\$ 8.29	\$ 8.33
95 Gallon On Call Pickup (3 35 Gal) No New Customers	PER PICKUP	\$ 11.70	\$ 11.77
32 Gallon On Call Pickup	PER PICKUP	\$ 4.86	\$ 4.88
4 35 Gallon On Call Pickup - No New Customers	PER PICKUP	\$ 15.14	\$ 15.23
<u>RECYCLE/GREENWASTE RATES</u>			
RECYCLE SERVICE ONLY	PER MONTH	\$ 8.00	\$ 8.00
RESI RECYCLE WITH GARBAGE	PER MONTH	\$ 4.50	\$ 4.50
GREENWASTE ONLY - RES	PER MONTH	\$ 8.00	\$ 8.00
GREENWASTE SERVICE - RES	PER MONTH	\$ 3.70	\$ 3.70
RECYCLE WITH GREENWASTE	PER MONTH	\$ 11.70	\$ 11.70

**HUDSON GARBAGE SERVICE
RATES EFFECTIVE JULY 1, 2015
CITY OF ST. HELENS**

<u>ST. HELENS CITY</u>			
Service Description	FREQUENCY	Current Rate	New Rate
<u>COMMERCIAL</u>			
TEMP 2YD CONT	PER PICKUP	\$ 60.48	\$ 60.77
XTRA PER DAY	PER DAY	\$ 2.00	\$ 2.00
CONTAINER OVERLOAD	PER YARD	\$ 14.10	\$ 14.25
CONTAINER PER/EXTRA YD	PER YARD	\$ 14.10	\$ 14.25
LABOR FEE FOR CLEAN-UP (PER 10 MINS)	PER PICKUP	\$ 10.00	\$ 10.00
LOCK BAR FOR CONTAINER	PER PICKUP	\$ 25.00	\$ 25.00
Walk-In - Business	PER PICKUP	\$ 4.00	\$ 4.00
<u>OTHER CAN SERVICES</u>			
EXTRA CAN (32 OR 35 GAL)	PER PICKUP	\$ 3.71	\$ 3.73
EOW OFF WEEK	PER PICKUP	\$ 4.82	\$ 4.84
EXTRA BAG OR BOX	PER PICKUP	\$ 2.61	\$ 2.63
OVERWEIGHT CAN	PER PICKUP	\$ 2.12	\$ 2.14
OVERLOADED CAN	PER PICKUP	\$ 2.12	\$ 2.14
OVERSIZE CAN	PER PICKUP	\$ 2.12	\$ 2.14
SHARPS CONTAINER (Not Offered to New Customers)	PER PICKUP	\$ 20.00	\$ 20.00
SPECIAL TRIP-ON SERVICE DAY	PER PICKUP	\$ 5.00	\$ 5.00
SPECIAL TRIP-OFF DAY	PER PICKUP	\$ 20.00	\$ 20.00
ROLL CAN WALK/DRIVE-IN	PER MONTH	\$ 4.00	\$ 4.00
DRIVE-IN ADD'L 100 FT. INCREMENTS	PER MONTH	\$ 2.00	\$ 2.00
SERVICE RESUME/CART REDELIVERY	ONE TIME	\$ 25.00	\$ 25.00
COLLECTION FEES PAID TO 3RD PARTY COLLECTORS			
PASSED THROUGH IN FULL	ONE TIME		
RETURNED CHECK FEE		\$ 20.00	\$ 20.00
<u>OTHER RATES</u>			
TIRE under 16" no/rim	PER PICKUP	\$ 5.10	\$ 5.11
TIRE under 16" w/rim	PER PICKUP	\$ 12.00	\$ 12.01
BATTERY	PER PICKUP	\$ 5.00	\$ 5.01
HOT WATER HEATER	PER PICKUP	\$ 26.77	\$ 26.82
SM MATTRESS	PER PICKUP	\$ 8.75	\$ 8.79
M/LG MATTRESS	PER PICKUP	\$ 13.07	\$ 13.12
SM FURNITURE	PER PICKUP	\$ 12.73	\$ 12.74
M/LG FURNITURE	PER PICKUP	\$ 26.55	\$ 26.57
SM APPLIANCE*	PER PICKUP	\$ 12.97	\$ 13.01
M/LG APPLIANCE*	PER PICKUP	\$ 26.77	\$ 26.82

HUDSON GARBAGE SERVICE
RATES EFFECTIVE JULY 1, 2015
CITY OF ST. HELENS

		<u>ST. HELENS CITY</u>	
Service Description	FREQUENCY	Current Rate	New Rate
<u>WEEKLY COMMERCIAL CAN SERVICE</u>			
1 32 Gallon Can Weekly Business	PER MONTH	\$ 16.49	\$ 16.59
2 32 Gallon Can Weekly Business	PER MONTH	\$ 27.68	\$ 27.87
3 32 Gallon Can Weekly Business	PER MONTH	\$ 38.75	\$ 39.04
4 32 Gallon Can Weekly Business	PER MONTH	\$ 49.83	\$ 50.21
13 32 Gallon Can Weekly Business	PER MONTH	\$ 149.36	\$ 150.60
1 32 Gallon Can 2x Weekly Business	PER MONTH	\$ 27.68	\$ 27.87
1 35 Gallon Can Weekly Business	PER MONTH	\$ 16.49	\$ 16.59
2 35 Gallon Can Weekly Business	PER MONTH	\$ 27.68	\$ 27.87
3 35 Gallon Can Weekly Business	PER MONTH	\$ 38.75	\$ 39.04
4 35 Gallon Can Weekly Business	PER MONTH	\$ 49.83	\$ 50.21
5 35 Gallon Can Weekly Business	PER MONTH	\$ 60.88	\$ 61.36
6 35 Gallon Can Weekly Business	PER MONTH	\$ 71.94	\$ 72.51
1 35 Gallon Can 2x Weekly Business	PER MONTH	\$ 27.68	\$ 27.87
2 35 Gallon Can 2x Weekly Business	PER MONTH	\$ 49.71	\$ 50.09
3 35 Gallon Can 2x Weekly Business	PER MONTH	\$ 68.79	\$ 69.36
4 35 Gallon Can 2x Weekly Business	PER MONTH	\$ 90.21	\$ 90.98
5 35 Gallon Can 2x Weekly Business	PER MONTH	\$ 110.47	\$ 111.43
1 35 Gallon Can 3x Weekly Business	PER MONTH	\$ 41.84	\$ 42.13
2 35 Gallon Can 3x Weekly Business	PER MONTH	\$ 75.26	\$ 75.83
3 35 Gallon Can 3x Weekly Business	PER MONTH	\$ 104.14	\$ 105.00
4 35 Gallon Can 3x Weekly Business	PER MONTH	\$ 133.02	\$ 134.17
5 35 Gallon Can 3x Weekly Business	PER MONTH	\$ 161.86	\$ 163.30
1 65 Gallon Can Weekly Business	PER MONTH	\$ 27.68	\$ 27.87
2 65 Gallon Can Weekly Business	PER MONTH	\$ 49.83	\$ 50.21
3 65 Gallon Can Weekly Business	PER MONTH	\$ 67.51	\$ 68.08
1 95 Gallon Can Weekly Business	PER MONTH	\$ 38.75	\$ 39.04
2 95 Gallon Can Weekly Business	PER MONTH	\$ 77.50	\$ 78.07
3 95 Gallon Can Weekly Business	PER MONTH	\$ 116.26	\$ 117.12
4 95 Gallon Can Weekly Business	PER MONTH	\$ 155.01	\$ 156.16
Business recycle:			
Office paper weekly			
Cardboard weekly			
Newspaper/Mag weekly			
Glass weekly	PER MONTH	\$ 16.50	\$ 16.50
Tin weekly	PER MONTH	\$ 16.50	\$ 16.50
Milk Jugs weekly	PER MONTH	\$ 16.50	\$ 16.50
Multi-family unit recycle: (5 or more units)			
Office paper weekly			
Cardboard weekly			
Newspaper/Mag weekly			
Glass weekly			
Tin weekly			
Milk Jugs weekly			

HUDSON GARBAGE SERVICE
 RATES EFFECTIVE JULY 1, 2015
 CITY OF ST. HELENS

				ST. HELENS CITY	
Service Description	FREQUENCY	Current Rate	New Rate		
<u>EVERY-OTHER-WEEK COMMERCIAL CAN SERVICE</u>					
1 Can Every Other Week--Business	PER MONTH	\$ 9.92	\$ 9.97		
35 Gallon Every Other Week Business	PER MONTH	\$ 9.92	\$ 9.97		
2 35 Gallon Every Other Week Business	PER MONTH	\$ 16.91	\$ 17.01		
65 Gallon Every Other Week Business	PER MONTH	\$ 18.45	\$ 18.55		
<u>OTHER COMMERCIAL CAN SERVICE</u>					
32 gallon 1x Monthly Business	PER MONTH	\$ 5.32	\$ 5.34		
32 Gallon On Call Pickup Business	PER PICKUP	\$ 4.86	\$ 4.88		
Overfill/Overweight Can Business	PER PICKUP	\$ 2.12	\$ 2.14		
Oversize Can Business					
<u>CONTAINER SERVICE</u>					
1 Yard Container Weekly Service = 6.3 32 gal cans	PER MONTH	\$ 82.36	\$ 83.00		
*Each additional	PER MONTH	\$ 75.72	\$ 76.36		
1 Yard Container 2 x Weekly Service	PER MONTH	\$ 152.63	\$ 153.91		
*Each additional	PER MONTH	\$ 139.96	\$ 141.24		
1.5 Yard Container 3 x Weekly Service	PER MONTH	\$ 226.13	\$ 228.04		
*Each additional	PER MONTH	\$ 196.61	\$ 198.52		
1.5 Yard Container 4 x Weekly Service	PER MONTH	\$ 290.84	\$ 293.39		
*Each additional	PER MONTH	\$ 247.64	\$ 250.19		
1.5 Yard Container 5 x Weekly Service	PER MONTH	\$ 365.07	\$ 368.26		
*Each additional	PER MONTH	\$ 313.04	\$ 316.23		
1 Yard Every Other Week Service	PER MONTH	\$ 51.43	\$ 51.75		
1YD OAM (not offered to new customers)	PER MONTH	\$ 25.55	\$ 25.70		
1Yard On Call Pickup (not offered to new customers)	PER PICKUP	\$ 24.96	\$ 25.11		
1.5 Yard Container Weekly Service = 9.5 32 gal cans	PER MONTH	\$ 115.99	\$ 116.95		
*Each additional	PER MONTH	\$ 107.22	\$ 108.18		
1.5 Yard Container 2 x Weekly Service	PER MONTH	\$ 220.26	\$ 222.17		
*Each additional	PER MONTH	\$ 204.65	\$ 206.56		
1.5 Yard Container 3 x Weekly Service	PER MONTH	\$ 324.52	\$ 327.39		
*Each additional	PER MONTH	\$ 298.77	\$ 301.64		
1.5 Yard Container 4 x Weekly Service	PER MONTH	\$ 411.68	\$ 415.51		
*Each additional	PER MONTH	\$ 378.50	\$ 382.33		
1.5 Yard Container 5 x Weekly Service	PER MONTH	\$ 521.33	\$ 526.12		
*Each additional	PER MONTH	\$ 469.63	\$ 474.42		
1.5 Yard Every Other Week Service	PER MONTH	\$ 73.33	\$ 73.81		
1.5YD OAM (not offered to new customers)	PER MONTH	\$ 36.92	\$ 37.14		
1.5YD OPU (not offered to new customers)	PER PICKUP	\$ 32.66	\$ 32.88		
2 Yard Container Weekly Service = 12.6 32 gal cans	PER MONTH	\$ 153.68	\$ 154.96		
*Each additional	PER MONTH	\$ 141.95	\$ 143.23		
2 Yard Container 2x Weekly Service	PER MONTH	\$ 289.75	\$ 292.30		
*Each additional	PER MONTH	\$ 267.06	\$ 269.61		
2 Yard Container 3x Weekly Service	PER MONTH	\$ 434.69	\$ 438.52		
*Each additional	PER MONTH	\$ 376.83	\$ 380.66		
2 Yard Container 4x Weekly Service	PER MONTH	\$ 550.05	\$ 555.15		
*Each additional	PER MONTH	\$ 475.54	\$ 480.64		
2 Yard Container 5x Weekly Service	PER MONTH	\$ 686.40	\$ 692.78		
*Each additional	PER MONTH	\$ 585.30	\$ 591.68		
2 Yard Every Other Week Service	PER MONTH	\$ 80.07	\$ 80.71		
2YD OAM (not offered to new customers)	PER MONTH	\$ 45.62	\$ 45.91		
2 Yard On Call (not offered to new customers)	PER PICKUP	\$ 39.05	\$ 39.34		

**HUDSON GARBAGE SERVICE
RATES EFFECTIVE JULY 1, 2015
CITY OF ST. HELENS**

<u>ST. HELENS CITY</u>			
Service Description	FREQUENCY	Current Rate	New Rate
3 Yard Container 1x Weekly Service	PER MONTH	\$ 199.90	\$ 201.81
3 Yard Container 2x Weekly Service	PER MONTH	\$ 371.98	\$ 375.81
3 Yard Container 3x Weekly Service	PER MONTH	\$ 544.07	\$ 549.81
3 Yard Container 4x Weekly Service	PER MONTH	\$ 716.14	\$ 723.80
3 Yard Container 5x Weekly Service	PER MONTH	\$ 888.13	\$ 897.70
3 Yard On Call (not offered to new customers)	PER PICKUP	\$ 49.57	\$ 50.01
4 Yard Container 1x Weekly Service	PER MONTH	\$ 243.49	\$ 246.04
4 Yard Container 2x Weekly Service	PER MONTH	\$ 472.93	\$ 478.03
4 Yard Container 3x Weekly Service	PER MONTH	\$ 702.34	\$ 710.00
4 Yard Container 4x Weekly Service	PER MONTH	\$ 931.79	\$ 942.00
4 Yard Container 5x Weekly Service	PER MONTH	\$ 1,161.23	\$ 1,173.99
4 Yard Every Other Week Service	PER MONTH	\$ 152.22	\$ 153.50
5 Yard Container 1x Weekly Service	PER MONTH	\$ 337.79	\$ 340.98
5 Yard Container 2x Weekly Service	PER MONTH	\$ 660.50	\$ 666.88
5 Yard Container 3x Weekly Service	PER MONTH	\$ 983.25	\$ 992.82
5 Yard Container 4x Weekly Service	PER MONTH	\$ 1,305.97	\$ 1,318.73
5 Yard Container 5x Weekly Service	PER MONTH	\$ 1,589.32	\$ 1,605.27
6 Yard Container 1x Weekly Service	PER MONTH	\$ 390.04	\$ 393.87
6 Yard Container 2x Weekly Service	PER MONTH	\$ 780.08	\$ 787.74
6 Yard Every Other Week Service	PER MONTH	\$ 195.04	\$ 196.96
6 Yard On Call (not offered to new customers)	PER PICKUP	\$ 96.83	\$ 97.71
7 Yard Container 1x Weekly Service	PER MONTH	\$ 511.63	\$ 512.27
7 Yard Container 2x Weekly Service	PER MONTH	\$ 837.50	\$ 838.78
7 Yard Container 3x Weekly Service	PER MONTH	\$ 1,226.26	\$ 1,228.17
7 Yard Container 4x Weekly Service	PER MONTH	\$ 1,583.56	\$ 1,586.11
7 Yard Container 5x Weekly Service	PER MONTH	\$ 1,940.87	\$ 1,944.06

City of St. Helens
RESOLUTION NO. 1701

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
OREGON ADOPTING A CITY EMPLOYEE COMPENSATION PLAN FOR FISCAL
YEAR BEGINNING JULY, 2015

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of St. Helens,
Oregon, that the City employees are to be paid salaries in monthly installments effective July 1, 2015,
as respectfully set out after their positions, as per Attachment A.

Approved and adopted by the City Council on June 17, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
Compensation Plan FY 2015-16

Position	BU	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		Monthly Salary Range					
Summer Labor	** NA	\$0	\$0	\$1,647	\$1,733	\$1,820	
Library Assistant	** AFSCME	\$2,106	\$2,211	\$2,322	\$2,438	\$2,560	
Secretarial/Clerical	** AFSCME	\$2,540	\$2,667	\$2,800	\$2,940	\$3,087	
Library Tech. I	AFSCME	\$2,930	\$3,076	\$3,230	\$3,390	\$3,559	
Parks Utility I	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Utility Billing Specialist	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Office Assistant	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Utility Worker I	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Library Tech. II	AFSCME	\$3,089	\$3,243	\$3,405	\$3,577	\$3,753	
Police Support Specialist	SHPA	\$3,126	\$3,282	\$3,447	\$3,619	\$3,800	\$3,990
Bldg/Admin Secretary	AFSCME	\$3,259	\$3,422	\$3,596	\$3,836	\$3,963	
Municipal Court Assistant to City Prosecutor	AFSCME	\$3,259	\$3,422	\$3,596	\$3,836	\$3,963	
Municipal Court Clerk	AFSCME	\$3,259	\$3,422	\$3,596	\$3,836	\$3,963	
Public Works Office Assistant	AFSCME	\$3,259	\$3,422	\$3,596	\$3,836	\$3,963	
Code Enforcement Officer	SHPA	\$3,085	\$3,307	\$3,530	\$3,750	\$3,969	\$4,193
Accounting Assistant	Non-Rep	\$3,532	\$3,706	\$3,890	\$4,086	\$4,288	
Deputy City Recorder	Non-Rep	\$3,532	\$3,706	\$3,890	\$4,086	\$4,288	
Assistant Planner	AFSCME	\$3,517	\$3,693	\$3,878	\$4,072	\$4,275	
Parks Utility II	AFSCME	\$3,627	\$3,808	\$4,001	\$4,200	\$4,409	
Utility Worker II	AFSCME	\$3,627	\$3,808	\$4,001	\$4,200	\$4,409	
Librarian I	** AFSCME	\$3,809	\$4,119	\$4,243	\$4,371	\$4,501	
Communications Officer	AFSCME	\$3,705	\$3,888	\$4,081	\$4,286	\$4,501	
Parks Specialist	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Collections System Operator	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Mechanic II	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Utility Craftsman	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Utility Plumber	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Water Systems Operator	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Water System Filtration Operator	AFSCME	\$3,830	\$4,019	\$4,220	\$4,431	\$4,652	
Accounting Tech.	Non-Rep	\$4,131	\$4,334	\$4,551	\$4,778	\$5,016	
Patrolmen	SHPA	\$3,826	\$4,104	\$4,340	\$4,646	\$4,985	\$5,148
WWTP Operator III	AFSCME	\$4,317	\$4,535	\$4,760	\$5,000	\$5,248	
Detective	SHPA	\$0	\$0	\$0	\$0	\$5,405	
Engineering Tech. II	AFSCME	\$4,554	\$4,781	\$5,019	\$5,272	\$5,536	
PW Construction Inspector	AFSCME	\$4,554	\$4,781	\$5,019	\$5,272	\$5,536	
Field Supervisor/Safety Coordinator	Non-Rep	\$4,706	\$4,927	\$5,159	\$5,406	\$5,659	
Water Filtration Facility Supervisor	Non-Rep	\$4,706	\$4,927	\$5,159	\$5,406	\$5,659	
WWTP Operator IV	Non-Rep	\$4,745	\$4,983	\$5,231	\$5,494	\$5,768	
Engineering Tech - Project Manager	AFSCME	\$5,019	\$5,272	\$5,536	\$5,815	\$6,106	
City Recorder	Non-Rep Mgmt	\$5,225	\$5,486	\$5,758	\$6,040	\$6,341	
City Planner	Non-Rep Mgmt	\$5,225	\$5,486	\$5,758	\$6,040	\$6,341	
Sergeant	Non-Rep Mgmt	\$0	\$0	\$0	\$0	\$6,552	
WWTP Superintendent	Non-Rep Mgmt	\$5,551	\$5,834	\$6,127	\$6,431	\$6,757	
Building Official	Non-Rep Mgmt	\$6,102	\$6,407	\$6,728	\$7,064	\$7,417	
Library Director	Non-Rep Mgmt	\$6,110	\$6,416	\$6,704	\$7,056	\$7,425	
Public Works Engineering Director	Non-Rep Mgmt	\$6,164	\$6,472	\$6,796	\$7,135	\$7,492	
Public Works Operations Director	Non-Rep Mgmt	\$6,164	\$6,472	\$6,796	\$7,135	\$7,492	
Lieutenant	Non-Rep Mgmt	\$6,294	\$6,608	\$6,938	\$7,284	\$7,650	
Finance Director	Non-Rep Mgmt	\$6,801	\$7,140	\$7,496	\$7,873	\$8,264	
Chief of Police	Non-Rep Mgmt	\$7,005	\$7,354	\$7,722	\$8,109	\$8,514	
Public Works Director	Non-Rep Mgmt	\$7,179	\$7,534	\$7,913	\$8,308	\$8,721	
City Administrator	Non-Rep Mgmt	\$7,896	\$8,181	\$8,703	\$9,136	\$9,594	

** Part-time positions in excess of 24 hours per week are represented by AFSCME, while Summer Labor and Part-time staff working less than 24 hours a week are not.

City of St. Helens
RESOLUTION NO. 1702

**A RESOLUTION OF THE CITY OF ST. HELENS AUTHORIZING
THE CITY TO PURCHASE REAL PROPERTY**

WHEREAS, the City of St. Helens ("City") desires to purchase the real property described in **Exhibit A** attached hereto (the "Property"), from Boise Cascade Wood Products, L.L.C. ("Seller"), subject to certain terms and conditions; and

WHEREAS, Seller desires to sell the Property to the City; and

WHEREAS, the St. Helens City Council finds it in the public interest of the City to purchase the Property from Seller; and

WHEREAS, the City and Seller have entered into a Real Estate Purchase and Sale Agreement dated February 5, 2014 and a First Amendment to Real Estate Purchase and Sale Agreement dated on March 6, 2015 (collectively, the "Agreement"); and

WHEREAS, the City and Seller have agreed that the purchase price for the Property shall be Two Million Six Hundred Thirty Eight Thousand Four Hundred Twenty Nine Dollars (\$2,638,429.00); and

WHEREAS, the St. Helens City Council desires to authorize the City Administrator or his designee to undertake all tasks necessary in connection with completing the purchase of the Property, including, without limitation, executing all documents associated with closing the Property purchase, executing an acceptance of the Deed, paying the purchase price for the Property and executing any other agreements and documents necessary to carry out the intent of this Resolution.

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

Section 1. The City Administrator or his designee is authorized to undertake all tasks necessary in connection with completing the purchase of the Property, including, without limitation, executing any other agreements and documents necessary to close the Property purchase, and executing and accepting a deed, in connection with the purchase of the Property.

Approved and adopted by the City Council on June 17, 2015, by the following vote:

Ayes:
Abstain:
Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Exhibit A

Large Parcel

PARCEL 1:

That portion of Lot 11, Block 20, CITY OF ST HELENS, Columbia County, Oregon, described as follows:
BEGINNING at the Northwest corner of said Lot 11; Thence Easterly, along the Northerly line of said lot, 35 feet; Thence Southerly and parallel with the Westerly boundary of said lot a distance of 40 feet; Thence Westerly and parallel with the Northerly boundary of said lot a distance of 35 feet to a point on the Westerly line of said lot and thence to the POINT OF BEGINNING;

TOGETHER WITH that portion of Second Street vacated by Ordinance No. 1136 of the City of St Helens as recorded July 22, 1949 in Book 104, Page 485, Deed Records of Columbia County, Oregon, described as follows:

BEGINNING at the Northwest corner of Lot 11, Block 20, CITY OF ST HELENS; Thence South 73° 02' 37" West a distance of 7.0 feet; Thence parallel to the Westerly line of said Block 20, South 16° 57' 23" East a distance of 40.0 feet; Thence North 73° 02' 37" East a distance of 7.0 feet; Thence, along the Westerly line of said Block 20, North 16° 57' 23" West a distance of 40.0 feet to the POINT OF BEGINNING.

PARCEL 2:

Lot 11, Block 20, CITY OF ST HELENS, Columbia County, Oregon;
EXCEPT that portion thereof described in deed to Charles R. McCormick as recorded July 31, 1909, in Deed Book 12, Page 524, records of Columbia County, Oregon;

EXCEPT ALSO that portion thereof described in deed to W.A. Kumpula, et ux, as recorded March 3, 1978 in Deed Book 216, Page 536, records of Columbia County, Oregon;

TOGETHER WITH that portion of Lot 10, Block 20, CITY OF ST HELENS, Columbia County, Oregon, more particularly described as follows:

BEGINNING at the Northeast corner of Lot 10, Block 20, CITY OF ST HELENS; Thence South 16° 57' 23" East, along the East line of said lot, a distance of 25 feet; Thence South 73° 02' 37" West, parallel with the North line of said lot, a distance of 50 feet; Thence North 16° 57' 23" West, parallel with the East line of said lot, a distance of 25 feet to the North line of said lot; Thence North 73° 02' 37" East, along the North line of said lot, a distance of 50 feet to the POINT OF BEGINNING.

PARCEL 3:

The following property in the CITY OF ST HELENS, according to the recorded plat thereof, records of Columbia County, Oregon:

Lots 1 through 14, inclusive, Block 6;

Lots 1 through 11, inclusive, Block 7;

Lots 1 through 7, inclusive, Block 9;

Lots 1 through 6, inclusive, Block 10;
the South 18 feet of Lot 7, Block 10; and
Lots 15 through 22, inclusive, Block 10;

The East 85 feet of the South 8 feet of Lot 20, Block 19;
the East 85 feet of Lots 21 and 22, Block 19;

Lots 1 through 6, inclusive, Block 20;

That part of Lot 7, Block 20, described as follows:

BEGINNING at the Southeast corner of said Lot 7; Thence, along the East line of Lot 7, North 16° 57' 30" West 58.0 feet to the Northeast corner of Lot 7; Thence, along the North line of Lot 7, South 73° 02' 30" West 10.0 feet; Thence South 02° 03' 30" West 61.35 feet to the South line of Lot 7; Thence North 73° 02' 30" East 30.0 feet to the POINT OF BEGINNING.

Lots 12 through 22, inclusive, Block 20;

EXCEPT the railroad right of way as conveyed to Spokane, Portland, and Seattle Railway Company by deed recorded May 7, 1932 in Deed Book 54, Page 265, records of Columbia County, Oregon;

Lots 1, 2, 3 and 4, Block 21;

EXCEPT the railroad right of way as conveyed to Spokane, Portland, and Seattle Railway Company by deed recorded May 7, 1932 in Deed Book 54, Page 265, records of Columbia County, Oregon.

Lots 1, through 22, inclusive, Block 23;

EXCEPT the railroad right of way as conveyed to Spokane, Portland, and Seattle Railway Company by deed recorded May 7, 1932 in Deed Book 54, Page 265, records of Columbia County, Oregon.

That part of Lot 22, Block 24, described as follows:

BEGINNING at the Southeast corner of said Lot 22; Thence North 16° 57' 30" West 40 feet; Thence South 28° 02' 30" West 56.57 feet to the South line of Lot 22; Thence North 73° 02' 30" East 40 feet on the South line of Lot 22 to the POINT OF BEGINNING.

The following described property, lying within vacated streets in the CITY OF ST HELENS, according to the recorded Plat thereof:

That part of Strand Street vacated by Ordinance No. 707 of the City of St Helens, recorded July 7, 1941 in Deed Book 68, Page 438, records of Columbia County, Oregon, described as follows:

BEGINNING at the Northeast corner of Lot 15, Block 10, CITY OF ST HELENS;

Thence, going in a Southerly direction along the Easterly line of said Lot 15 and an extension thereof, which is also the Westerly line of the Strand Street, for a distance of 98 feet; Thence, in an Easterly direction along a line parallel to the South line of said Lot 15 and 40 feet distant in a Southerly direction therefrom to the intersection of such line with the East line of the Strand Street; Thence in a Northerly direction along the East line of the Strand Street to a point where the extension of the North line of said Lot 15 intersects the East line of the Strand Street; Thence Westerly to the POINT OF BEGINNING.

That part of Strand Street vacated by Ordinance No. 155 of the City of St Helens, recorded in Deed Book 2 Page 6, records of Columbia County, Oregon, described as follows:

All that portion of the Strand in said City, described as beginning at a point in the Easterly boundary line of Lot 16, Block 10, CITY OF ST HELENS, which is South 16° 57' East 40 feet from the Northeast corner of said Lot 16;

Thence South 16° 57' East 124 feet; Thence North 73° 03' East 80 feet; Thence North 16° 57' West 124 feet; Thence South 73° 03' West 80 feet to the POINT OF BEGINNING.

Those portions of Strand Street, River Street, Columbia Street (now First Street), Tualatin Street, Plymouth Street and Casenau Street (now Second Street) vacated by Ordinance No. 77 and prior ordinances of the City of St. Helens, a plat of vacation of which was recorded in Plat Book 1, Page 7, records of Plats of Columbia County, Oregon, described as follows:

That portion of The Strand and River Street' from a line situated 48 feet Southerly from an extension Easterly of the Northerly line of Lot 18, Block 10 and parallel thereto, to a line which is an extension Westerly of the Northerly line of Lot 1, Block 7;
Also all that portion of Tualatin Street Easterly, to its Eastern terminus from the Easterly side of Columbia Street (now First Street);
Also all that portion of Columbia Street (now First Street), Southerly to its Southerly terminus, from the Southerly side of Tualatin Street therein;
Also that portion of Plymouth Street, Easterly to its Easterly terminus from the Easterly side of Casenau Street (now Second Street) therein;
Also all that portion of Casenau Street (now Second Street) Southerly to its Southerly terminus from the Southerly side of Plymouth Street therein;
EXCEPT those portions of Columbia Street, Plymouth Street and Casenau Street included in the railroad right of way as conveyed to Spokane, Portland and Seattle Railway Company by deed recorded May 7, 1932 in Deed Book 54, Page 265, records of Columbia County, Oregon.

Those portions of Tualatin Street and First Street vacated by Ordinance No.737 of the City of St. Helens, recorded May 6, 1942 in Deed Book 70, Page 180, records of Columbia County, Oregon, described as follows:

BEGINNING at a point which is the intersection of the South boundary line of Tualatin Street and the East boundary line of First Street; Thence North $16^{\circ} 57' 23''$ West along said East boundary line of First Street for a distance of 355 feet; Thence South $73^{\circ} 02' 37''$ West for a distance of 13 feet; Thence South $16^{\circ} 57' 23''$ East for a distance of 151 feet; Thence South $73^{\circ} 02' 37''$ West for a distance of 67 feet; Thence South $16^{\circ} 57' 23''$ East for a distance of 124 feet; Thence South $73^{\circ} 02' 37''$ West for a distance of 60 feet; Thence South $24^{\circ} 08' 23''$ East 80.8 feet to the South boundary line of Tualatin Street; Thence North $73^{\circ} 02' 37''$ East, along the South line of Tualatin Street, a distance of 130 feet to the PLACE OF BEGINNING;
EXCEPT that portion which inured to the benefit of the owner of the railroad right of way as conveyed to Spokane, Portland, and Seattle Railway Company by deed recorded May 7, 1932 in Deed Book 54, Page 265, records of Columbia County, Oregon.

That portion of Tualatin Street vacated by Ordinance No. 1526 of the City of St. Helens, recorded December 21, 1959 in Deed Book 141, Page 211, records of Columbia County, Oregon, described as follows:

BEGINNING at a point on the South line of Block 19, which is North $73^{\circ} 02' 30''$ East 115.0 feet from the Southwest corner of Block 19; Thence continuing on said South line 25 feet; Thence South $16^{\circ} 57' 30''$ East 80 feet to the South line of Tualatin Street; Thence South $73^{\circ} 02' 30''$ West 25 feet; Thence North $16^{\circ} 57' 30''$ West 80 feet to the POINT OF BEGINNING.

That portion of Second Street vacated by Ordinance No. 1526 of the City of St. Helens, recorded December 21, 1959 in Deed Book 141, Page 211, records of Columbia County, Oregon, described as follows:

BEGINNING at a point which is South $16^{\circ} 57' 30''$ East 474.0 feet from the Northwest corner of Block 20, which point is on the West line of said Block 20, CITY OF ST HELENS; Thence continuing South $16^{\circ} 57' 30''$ East a distance of 177.0 feet; Thence South $19^{\circ} 46' 30''$ West a distance of 83.6 feet; Thence South $73^{\circ} 02' 30''$ West a distance of 30.0 feet; Thence North $16^{\circ} 57' 30''$ West a distance of 120.0 feet; Thence North $49^{\circ} 47' 30''$ East a distance of 147.57 feet to the POINT OF BEGINNING;
EXCEPT that portion of the West half of Second Street which did not inure to the benefit of the portion of Lot 22, Block 24, CITY OF ST HELENS as described hereinabove, (being a triangular shaped tract of land 40 feet by 56.57 feet by 40 feet)
AND ALSO EXCEPT that part in the West half of Second Avenue adjoining Lot 21, Block 24.

That portion of Plymouth Street vacated by Ordinance No. 1526, of the City of St. Helens, recorded December 21, 1959 in Deed Book 141, Page 211, records of Columbia County, Oregon, described as

follows:

BEGINNING at the Southeast corner of Block 24; Thence, along the South line of said Block 24, South 73° 02' 30" West a distance of 40.0 feet; Thence South 39° 20' 30" West a distance of 144.24 feet to the North line of Block 23, CITY OF ST HELENS; Thence, along said North line of Block 23, North 73° 02' 30" East a distance of 160.0 feet; Thence North 16° 57' 30" West a distance of 80.0 feet to the POINT OF BEGINNING; EXCEPT that portion of the North half of Plymouth Street which did not inure to the benefit of Lot 22, Block 24, CITY OF ST HELENS as described hereinabove, (being a triangular shaped tract of land 40 feet by 56.57 feet by 40 feet)

The following described property including Tidelands and Overflow Lands in Columbia County, Oregon, described as follows:

All the tidelands and overflow lands lying East of and in front of Lots 1 to 14, inclusive, of Block 6 and in front of Lots 2 to 11, inclusive, Block 7, and in front of the street lying between Blocks 6 and 7, CITY OF ST HELENS, as granted by the State of Oregon by deed recorded July 6, 1909 in Deed Book 12, Page 495, records of Columbia County, Oregon.

All the tide and submerged lands bounded and described by commencing at a point which bears North 74° 30' East 169 links from the Northeast corner of Lot 12 in Block 10 of the CITY OF ST HELENS, Columbia County, Oregon, and in a right line with the South boundary of Cowlitz Street and running thence North 74° 30' East 169 links to low water mark; Thence South 33° 30' East with low water mark 93 links; Thence South 74° 30' West 97 links; Thence to the PLACE OF BEGINNING; all being in front of Section 3, Township 4 North, Range 1 West, Willamette Meridian, as granted by the State of Oregon by deed recorded March 22, 1982 in Deed Book G, Page 270, records of Columbia County, Oregon.

That certain tract commencing at a point on the prolongation of the division line between Lots 12 and 13 of Block 10 of the CITY OF ST HELENS, Oregon, North 74° 30' East 60 feet from the Northeast corner of said Lot 13, and thence running North 74° 30' East 183.54 feet to the mean low water mark of the Columbia River; Thence South 14° 15' East along the mean low water line of said river 116.82 feet to the intersection with the Easterly extension of the boundary line between Lots 14 and 15 of said Block 10; Thence South 74° 30' West along the course of the last mentioned boundary line prolonged to a point 60 feet from the Northeast corner of said Lot 15; Thence to the place of beginning and containing a portion of the Strand and all the tidelands in front of Lots 13 and 14 of Block 10, CITY OF ST HELENS, Columbia County, Oregon, the tidelands included therein as granted by the State of Oregon by deed recorded September 7, 1882 in Deed Book G, Page 383, records of Columbia County, Oregon.

All of the tidelands and overflow lands lying East of and in front of Lot 15, Block 10, CITY OF ST. HELENS:

All of the tidelands and overflow lands lying East of and in front of Lots 16, 17, 18, 19 and 20 of Block 10, CITY OF ST HELENS, as granted by the State of Oregon by deed recorded August 22, 1907 in Deed Book 10, Page 62 in front of Lot 16; by deed recorded May 7, 1883 in Deed Book H, Page 79 in front of Lot 17; by deed recorded May 7, 1883 in Deed Book H, Page 80 in front of Lots 18, 19 and 20, records of Columbia County, Oregon.

All that tract or parcel of land commencing at a point North 74° 30' East 80 feet from the Southeast corner of Lot 22, Block 11, CITY OF ST HELENS, Columbia County, Oregon, said point being in the line of the Northerly boundary of Cowlitz Street of said City of St. Helens, if extended; Thence, running at right angles to the line of said street, South 15° 30' East 11 feet; Thence North 74° 30' East following the course of said Cowlitz Street to the line of low water mark of the Columbia River; Thence following the meander line of low water mark of said river in a Northerly direction to its intersection with the Easterly prolongation of the line dividing Lots 21 and 22 of Block 11, CITY OF ST HELENS; Thence following the said prolonged division line South 74° 30' West to a point 80 feet from the Northeast corner of said Lot 22, Block 11, and thence South 15° 30' East 57 feet to the place of beginning, together with all tidelands, tideflats, and submerged lands

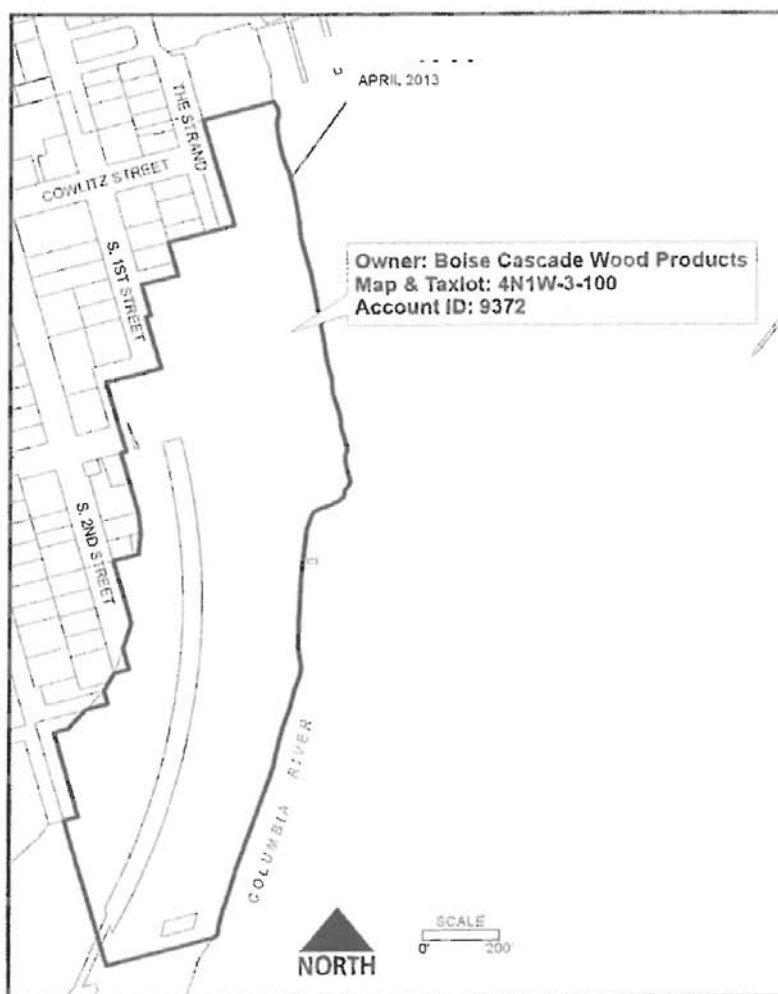
adjacent to the above described property, the Tidelands included therein as granted by the State of Oregon, in deed recorded May 20, 1882 in Deed Book G, Page 298, records of Columbia County, Oregon.

A tract of land fronting on Section 3, Township 4 North, Range 1 West, Willamette Meridian, bounded and described as commencing at a point North 74° 30' East 80 feet from the Northeast corner of Lot 12, Block 10, CITY OF ST HELENS, Columbia County, Oregon, said point being in the line of the Easterly prolongation of the Southerly boundary line of Cowlitz Street; Thence North 15° 30' West and at right angles to the Southerly line of Cowlitz Street 69 feet to a point; Thence North 74° 30' East to the meander line of low water mark; Thence Southerly along the meander line of low water mark to the intersection of the Easterly extension of the Southerly boundary line of said Cowlitz Street; Thence running South 74° 30' West and on the said prolonged Southerly line of said Cowlitz Street to the point of beginning, the Tidelands included therein as granted by the State of Oregon in Deed recorded May 20, 1882 in Deed Book G, Page 298, records of Columbia County, Oregon.

A parcel of filled land located in Section 3, Township 4 North, Range 1 West, Willamette Meridian, Columbia County, Oregon, more particularly described as follows:

COMMENCING at a 5/8 inch iron rod which bears North 73° 02' 30" East 80.00 feet from the Southeasterly corner of Lot 21, Block 11, CITY OF ST HELENS, Columbia County, Oregon Thence North 73° 02' 30" East 125 feet, more or less, to a point on the original, undisturbed line of Ordinary Low Water of the Columbia River, said Ordinary Low Water line being more particularly described in State Land Board Deed J-696, dated 18 May 1882; said point being the TRUE POINT OF BEGINNING; Thence North 73° 02' 30" East, 64 feet, more or less, to the line of Ordinary High Water of the Columbia River, as it exists February 29, 1984 and as it may exist in the future due to the natural processes of accretion and erosion; Thence in a Southerly direction, upriver, along said Ordinary High Water line, 1150 feet, more or less, to a point that intersects said Ordinary High Water line along the Southerly edge of the filled parcel; Thence in a Southwesterly direction along said Ordinary High Water Line, along the South edge of the fill, 100 feet, more or less, to a point on the said original, undisturbed line of Ordinary Low Water; Thence in a Northerly direction along the said original, undisturbed line of Ordinary Low Water, 1210 feet, more or less, to the TRUE POINT OF BEGINNING.

Aerial of Premises



City of St. Helens
RESOLUTION NO. 1703

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
OREGON, TRANSFERRING APPROPRIATIONS WITHIN FUNDS**

WHEREAS, the Common Council of the City of St. Helens finds it necessary to revise previous appropriations for the purpose of providing category balances which will be adequate to cover unexpressed liabilities and additional accruals relating to the fiscal year 2014-15.

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

Section 1. The following transfers of appropriations incorporated in Exhibit A are hereby authorized and by virtue of this Resolution are hereby transferred for fiscal year 2014-15.

Approved and adopted by the City Council on June 17, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Exhibit A
Resolution No.1703

Resolution:						xxxx	xxxx
Fd	Dpt	Dept/Program	Classification	Acct	Account Description	Amended FY 2014-15 Budget	Appropriation Amendment 6-17-15
001 General Fund							
		110 Non-Departmental	Transfers	692000	Transfer Out	267,740	5,000
		110 Non-Departmental	Contingency	596000	Contingency	565,480	(5,000)
001 General Fund Total							-
010 Capital Improvement Fund							
		300 Parks	Revenues	392000	City Contribution	33,500	5,000
		300 Parks	Revenues	33xxxx	Insurance proceeds	20,000	20,000
		300 Parks	Capital Outlay	65297x	Dock Repair - Storm Damage	25,000	25,000
010 Capital Improvement Fund Total							-

Re-Appropriation
Resolution No. 1703 - Summary Narrative

1. Public Works:

- a. Parks Capital Projects – Dock Repair
 - i. Capital \$25,000 – repair storm damage to Sand Island Docks

Funding projected to be \$5,000 transfer from the General Fund and \$20,000 from insurance reimbursement. Still pending final cost estimates and claim processing.

GO City of St. Helens

RESOLUTION NO. 1704

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS, OREGON ADOPTING BUDGET, MAKING APPROPRIATIONS, AND LEVYING TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2015

BE IT RESOLVED that the Common Council of the City of St. Helens, Oregon, hereby adopts the budget for fiscal year 2015-16 in the total of \$36,429,558 now on file in the office of the City Recorder of said City.

BE IT RESOLVED that the Common Council of the City of St. Helens, Oregon, hereby imposes taxes provided for in the adopted budget at the rate of \$1.9078 per \$1,000 of assessed value for tax year 2015-16 upon the assessed value of all taxable property within the district.

	<u>Subject to the General Government Limitation</u>	<u>Excluded from the General Governmental Limitation</u>
General Fund	\$1.9078/\$1,000	N/A

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below are hereby appropriated as follows:

Fund / Department / Program	Appropriation
<u>General Fund</u>	
Mayor and City Council	81,710.00
Municipal Court	351,690.00
Planning	204,180.00
Building	252,490.00
Police	2,581,930.00
Library	593,940.00
Parks	270,250.00
Non-Departmental	
Personnel services	19,950.00
Materials and services	13,300.00
Transfers	68,890.00
Contingency	851,800.00
Total General Fund	5,290,130.00
<u>Visitor and Tourism Fund</u>	
Visitor and Tourism	85,000.00
Contingency	10,000.00
Total Visitor and Tourism	95,000.00

Fund / Department / Program	Appropriation
<u>Community Enhancement Fund</u>	
Public Art	19,000.00
Library Improvements - Building	11,060.00
Library Improvements - Equipment	10,000.00
Parks Improvements	76,600.00
PEG Access	9,350.00
Grants	19,432.00
Economic Development	3,167,680.00
Economic Development - Debt Service	134,000.00
Library Grant Reserve	9,580.00
Police Reserve Officers Reserve	8,358.00
Police Contributions	11,000.00
Building Reserve	56,350.00
Contingency	1,046,180.00
Total Community Enhancement	4,578,590.00
<u>Capital Improvement Fund</u>	
Parks Projects	144,800.00
Streets Projects	1,390,000.00
Water Projects	940,000.00
Sewer Projects	930,000.00
Storm Projects	2,000,000.00
Equipment	245,000.00
Contingency	770,000.00
Total Capital Improvement	6,419,800.00
<u>Street (Gas Tax) Fund</u>	
Streets	771,580.00
Contingency	100,000.00
Total Street (Gas Tax)	871,580.00
<u>Community Block Grant Fund</u>	
Community Block Grant	56,830.00
Total Community Block Grant	56,830.00
<u>Administrative Services Fund</u>	
City Administrator	284,240.00
City Recorder	280,050.00
Finance	690,960.00
City Hall	95,970.00
IT/Self Ins	121,500.00
Contingency	42,460.00
Total Administrative Services	1,515,180.00
<u>Public Works Fund</u>	
Engineering	55,610.00
Operations	226,080.00
Contingency	40,000.00
Total Public Works	321,690.00

Fund / Department / Program	Appropriation
<u>Fleet Fund</u>	
Fleet	285,350.00
Contingency	9,400.00
Total Fleet	294,750.00
<u>Water Operating Fund</u>	
Distribution	2,226,180.00
Water Filtration Facility	399,020.00
Debt Service	502,760.00
Water Shed Reserve (Forestry)	
Materials and services	50,000.00
Contingency	445,900.00
Total Water Operating	3,623,860.00
<u>Sewer / Storm Operating Fund</u>	
Collections	2,033,330.00
Debt Service	401,200.00
Secondary	548,770.00
Primary	380,500.00
Storm	752,880.00
Pumps	196,700.00
Contingency	701,200.00
Total Sewer / Storm Operating	5,014,580.00
Total Appropriated Budget	<u>\$ 28,081,990.00</u>
Unappropriated Fund Balance/Reserves	
General Fund	670,548.00
Visitor and Tourism Fund	141,448.00
Community Enhancement Fund	263,830.00
Capital Improvement Fund	3,449,579.00
Street (Gas Tax) Fund	489,989.00
Administrative Services Fund	1.00
Fleet Fund	3.00
Water Operating Fund	1,593,254.00
Sewer / Storm Operating Fund	2,238,916.00
Total Unappropriated	8,847,568.00
Total Budget	<u>\$ 36,929,558.00</u>

APPROVED AND ADOPTED by the City Council on this 17th day of June, 2015 by the following vote:

Ayes:

Nays:

Approved by the Mayor: June 17, 2015

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1705

**A RESOLUTION TO APPOINT A
PRESIDING MUNICIPAL COURT JUDGE**

WHEREAS, the City of St. Helens desires to provide the services of a Municipal Court Judge to perform the duties of a City judicial officer for its citizens; and

WHEREAS, Section 2.20.050 of the St. Helens Municipal Code, states that "*The term of office of the St. Helens municipal court judge shall be stated in the resolution appointing the judge pursuant to this chapter. The term shall be two years from the date of initial appointment when the appointment is made in an odd numbered year. Otherwise, the appointment is for one year or the unexpired term of the departing judge.*"

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

Section 1. Cindy Phillips shall be appointed presiding Municipal Court Judge of the Municipal Court of the City of St. Helens until June 30, 2017, with all the authority, responsibility, and duties of that office under state law, municipal charter and ordinances.

Section 2. All prior resolutions regarding appointment of a municipal court judge or judges pro tem are hereby repealed.

Section 3. This resolution becomes effective on July 1, 2015.

Approved and adopted by the City Council on June 17, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1706

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
OREGON, ADOPTING A VACATION ACCRUAL PAYOUT POLICY**

WHEREAS, Resolution No. 1420, passed on March 1, 2006, adopted the current Personnel Policies and Procedures; and

WHEREAS, the Personnel Policies and Procedures contains an Employee Benefits section describing the benefits received by City employees, which are further defined in respective Collective Bargaining Agreements, for represented employees; and

WHEREAS, the Personnel Policies and Procedures provide vacation benefits based on time and service with the City, and establish maximum accumulated vacation accruals; and

WHEREAS, there may be extenuating circumstances due to staffing levels and project workload demands, that result in an employee exceeding vacation accrual limits.

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

Section 1. An employee may be eligible to be paid accumulated vacation accruals not to exceed 96 hours in a given fiscal year, contingent upon the City Administrator and designated Council Department Liaison findings that:

- a. The employee is not currently eligible to receive overtime pay; and
- b. The employee could not reasonably take an extended vacation leave due to the Department and/or Division being understaffed (as defined by unfilled authorized budgeted/appropriated positions) or from excessive workload demands; and
- c. That the payment is found to be in the best interest of the City instead of carrying forward excess accruals; and
- d. That the amount of vacation accrual paid out reflects additional work effort.

Approved and adopted by the City Council on June 17, 2015, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

EXTENSION OF CONCESSION AGREEMENT

This Extension is made on _____, 2015, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **World Wide-ATM LLC** (“World Wide”).

RECITALS

A. WHEREAS, on or about July 2, 2013, St. Helens and World Wide entered into an agreement (“Agreement”) in which World Wide would place an ATM machine at 277 Strand Street, St. Helens, and the City would receive \$0.50 per transaction; and

B. WHEREAS, Paragraph 5 of the Agreement provides that the agreement terminates on June 30, 2014, unless extended by mutual consent in writing signed by both parties; and

C. WHEREAS, on May 1, 2014, Agreement was extended to June 30, 2015; and

D. WHEREAS, St. Helens and World Wide mutually desire to extend the term of the agreement for an additional year.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the agreement signed on or about July 2, 2013, shall be amended to reflect a **termination date of June 30, 2016**, unless earlier terminated according to the terms of the Agreement.

2. All other terms and conditions of the Agreement shall remain in full force and effect other than as specifically amended herein.

ST. HELENS:

WORLD WIDE:

CITY OF ST. HELENS, an Oregon
municipal corporation

WORLD WIDE-ATM LLC

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

AMENDMENT NO. 2 TO PERSONAL SERVICES AGREEMENT

This Amendment is made on June 17, 2015, between City of St. Helens, an Oregon municipal corporation ("City"), and **InTime Services Inc.** ("Contractor"), an Oregon corporation.

RECITALS

A. **WHEREAS**, on or about January 17, 2013, City and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to scheduling and tracking shift time for Police Department; and

B. **WHEREAS**, the contract is set to expire on June 30, 2015, and City wishes and Contractor agrees to extend the contract an additional year, as per the original agreement conditions.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The term of the Agreement is extended to June 30, 2016.
2. All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

CITY:

CITY OF ST. HELENS, an Oregon
municipal corporation


By: _____

Name: _____

Its: _____

CONTRACTOR:

INTIME SERVICES INC.

By:  _____

Name: SEAN EIKERMAN

Its: ACCOUNT EXECUTIVE

**AMENDMENT NUMBER SIX TO INTERGOVERNMENTAL AGREEMENT
BETWEEN COLUMBIA COUNTY, OREGON AND
CITY OF ST. HELENS, OREGON**

This Amendment Number Six is to the Intergovernmental Agreement by and between Columbia County, Oregon ("County") and the City of St. Helens, Oregon ("City") for the provision of supervised Community Corrections work crews effective May 16, 2007, (the "IGA") .

WHEREAS, on May 16, 2007, the County and City entered into the IGA for the provision of supervised Community Corrections work crews; and

WHEREAS, on June 25, 2009 the parties approved Amendment 1 to the IGA; and

WHEREAS, on December 17, 2009, the parties approved Amendment 2 to the IGA; and

WHEREAS, on February 2, 2011, the parties approved Amendment 3 to the IGA, renewing the IGA for a term of two years, beginning July 1, 2010, and ending June 30, 2012; and

WHEREAS, on September 19, 2012, the parties approved Amendment 4 to the IGA, renewing the IGA for a term of two years, beginning July 1, 2012 and ending June 30, 2014; and

WHEREAS, on June 18, 2014, the parties approved Amendment 5 to the IGA, renewing the IGA for a term of one year, beginning July 1, 2014 and ending June 30, 2015; and

WHEREAS, the parties desire to renew the IGA for an additional one year period, beginning July 1, 2015, and ending June 30, 2016;

NOW, THEREFORE, the parties agree as follows:

A. Section VII, Term of Agreement, is hereby amended to read,

"This agreement becomes effective on the date it is signed by the Board of Commissioners, and shall continue until June 30, 2016, unless otherwise extended upon written approval of the parties."

B. Section IV, Liaison Responsibility, is hereby amended to read,

"Thad Houk (503) 260-5093, or his designee will act as liaison from City for this project. Janet Evans, (503) 366-4660, will act as liaison from the County. For crew scheduling, contact Thomas Blum, Community Services Program Coordinator, (503) 397-6253, Ext. 1481."

C. This Amendment Six is effective on the date last signed below.

D. Except as specifically amended above, the IGA remains in full force and effect.

CITY OF ST. HELENS

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Randy Peterson
Mayor
By: _____
John Walsh
City Administrator
Date: _____

By: _____
Henry Heimuller, Chair
By: _____
Anthony Hyde, Commissioner
By: _____
Earl Fisher, Commissioner
Date: _____

Approved as to form

Approved as to form

By: _____
City Attorney

By: _____
Office of County Counsel



**OREGON DEPARTMENT OF TRANSPORTATION
RAIL & PUBLIC TRANSIT DIVISION
LEASE**

THIS LEASE, made and entered into by and between the **STATE OF OREGON**, acting by and through its **Department of Transportation**, Rail & Public Transit Division ("ODOT-Rail") and the City of St. Helens ("Lessee").

That ODOT-Rail, for and in consideration of the covenants and conditions of Lessee contained in this Lease, does Lease unto Lessee, and Lessee does Lease from ODOT-Rail, on the property of ODOT-Rail located at or near St. Helens, in Columbia County, Oregon (the "Premises"), from the Gable Road crossing (railroad milepost 26.70) to the Deer Island Road crossing (railroad milepost 28.40), illustrated on the drawing attached as "Exhibit A." Nothing herein is intended to allow interference with, or reduce effectiveness of, highway easements and facilities.

1. DEFINITIONS

The term "ODOT-Rail," as used in this Lease, includes the successors and assigns of ODOT-Rail. The term "Railroad," as used in this Lease, means the Portland & Western Railroad, Inc. The term "roadway beautification," as used in this Lease, means construction and maintenance of a pedestrian/bicycle path and related fencing, and landscape maintenance, none of which shall be conducted within 25 feet laterally of the center line or within 24 feet vertically from the top of the rail or any railroad track.

2. RECITALS

2.1 The following is a chronology of the original (2000) Lease:

2.1.1 The 2000 Lease. ODOT-Rail and Lessee entered into a lease dated April 27, 2000, covering highway beautification between Gable Road and Deer Island Road. The lease term was from April 27, 2000, through April 27, 2015.

2.1.2 Memorandum of Understanding (MOU). ODOT-Rail, Railroad, and Lessee signed an MOU on March 11, 2002, to address the Lessee's desire to construct an eight (8) feet wide pedestrian/bicycle path immediately next to the curb of U.S. Highway 30. It was agreed that the City would construct a fence at least six (6) feet high immediately next to the path between the path and the railroad tracks.

2.1.3 MOU Amendment. An amendment to the MOU was prepared in July 2003 to acknowledge that the pedestrian/bicycle path would only be constructed between St. Helens Street and Deer Island Road (due to funding constraints); that the path width was reduced to six (6) feet wide; and that the fence would be constructed along the east side of the railroad right of way.

2.2 For the area between St. Helens Street and Gable Road, the parties agree to determine the best place for the fence at the time the Lessee receives additional funding to continue the project. The Lessee must preserve the existing drainage between the highway and railway.

2.3 Prior to commencement of construction, the Lessee will submit engineering plans to ODOT Rail and Railroad for review and approval. Approved plans will be attached as an exhibit to the Lease.

2.4 Prior to commencement of construction, Railroad requires that Lessee enter into Railroad's maintenance agreement as a condition of Railroad's consent for Lessee placement of facilities upon the rail line corridor.

2.5 City Police Department will actively enforce no trespassing laws on the rail line corridor.

2.6 Prior to commencement of construction, Lessee, its agents, employees, or contractors shall comply with Railroad's customary safety and right of entry requirements.

2.7 If at any time in the future, Railroad needs to expand its track capacity or operations (i.e. second main track, and/or additional yard or passing tracks), the Lessee shall remove the path at Lessee's expense.

- 2.8 Lessee shall, at its sole cost and expense, procure and maintain during the life of Railroad's maintenance agreement railroad protective liability insurance naming Railroad as insured with a combined single limit of \$2,000,000 per occurrence with a \$6,000,000 aggregate.
- 2.9 Lessee's rights and use of Premises shall at all times be subject and subordinate to the prior and continuing rights and interests of the Railroad, its successors, and assigns, as described above.

3. USE AND OCCUPANCY

3.1 Lessee shall use and occupy said Premises for the sole and exclusive purpose of roadway beautification between the above-noted railroad mileposts. Lessee shall respond to ODOT-Rail's reasonable inquiries regarding the use or condition of the Premises, and ODOT-Rail or the Railroad may enter the Premises at reasonable times to check on same. This Lease is subject to an exclusive easement upon the Rail Line Corridor, as more particularly described in that certain Rail Service Easement dated July 8, 1997 between Burlington Northern and Santa Fe Railway Company and the Portland & Western Railroad, Inc., and on file with ODOT-Rail (the "Easement"). Railroad's Easement upon the Rail Line Corridor is prior to and superior to Lessee's interest in the Premises, and includes the rail facilities, tracks, bridges, culverts, road crossings and signal systems. Lessee's use of the Premises shall not materially interfere with the rights of the Railroad to operate or develop rail service on the Premises, and Lessee shall not interfere with the reconstruction, maintenance, repair, or use of any Railroad facility, drainage ditch, or related facilities which may be located upon, over, or beneath the Premises, including the free flow of water therethrough.

3.2 If Railroad shall at any time or from time to time find it necessary to make any changes in its grade, alignment, tracks or other property, or to construct any buildings or other structures upon the Rail Line Corridor, Lessee shall, upon notice by Railroad, and at Lessee's cost and expense, make such changes in the location or installation of Lessee's improvements upon the Premises, as may be necessary per Railroad's determination, to conform to the changes or new construction made or to be made by Railroad.

4. HAZARDOUS SUBSTANCES

Lessee shall not cause, permit or suffer any "Hazardous Substances," as defined in ORS 453.005 (7), to be brought upon, treated, kept, stored, disposed of, discharged, released, produced, manufactured, generated or used upon, about or underneath the Premises or any portion thereof by Lessee, its agents, employees, contractors, or invitees, or any other person. Provided, however, Lessee shall have the right to use Hazardous Substances in accordance with all applicable laws to the extent necessary for Lessee's operations.

5. NEW IMPROVEMENTS

All improvements performed by Lessee within the Premises shall be done at the sole expense of Lessee. The general contour of the Premises shall not be changed. No excavation work, or any new, permanent-type improvements or facilities of any nature, other than those applied for under this Lease, shall be installed or constructed thereon without prior written consent of ODOT-Rail. Lessee shall fully pay for all materials joined or affixed to the Premises, shall pay in full all persons who perform labor thereon, and shall not permit or suffer any mechanics, liens or materialmen's liens of any kind or nature to be enforced against the Premises for any work done or materials furnished thereon at Lessee's request.

6. TERM OF LEASE

This Lease shall begin on April 28, 2015, and end fifteen years from the last date of signature. Upon termination, Lessee remains responsible for taxes and other fees as described below.

7. LEASE RATE

Effective annually on July 1 of each year, the rental fee shall be \$262 per annum hereafter until Lease expiration, or a prorated sum thereof in the event of termination without default, payable in advance. The Lease rate may be adjusted annually on July 1 to reflect the change in **the Consumer Price Index (CPI-U), "U.S. City Average."** Rents shall be paid in advance and sent to ODOT Rail Division, 555 13th Street NE, Ste 3, Salem, Oregon 97301-4179, on or before July 1 of each year.

8. FEES, TAXES AND ASSESSMENTS

Lessee will obtain all necessary permits and pay all license fees required for Lessee's use of the Premises and Lessee also agrees to pay, before they become delinquent all taxes, assessments, penalties, liens or fines which may be levied or assessed upon or against the Premises to the extent that they become applicable to improvements constructed by Lessee, or by reason of the existence thereof, or by any reason of Lessee's operations.

9. SUBSURFACE INSTALLATIONS

Absence of markers does not constitute a warranty by ODOT-Rail of no subsurface installations. Lessee shall be liable for any damage caused to subsurface installations.

10. PROPERTY MAINTENANCE

Lessee, at Lessee's own expense, shall remove and keep removed, any vegetation on the Premises which may interfere with the view of trains approaching in either direction. Lessee shall not place, or permit to be placed, any material, structure, pole, vegetation or temporary obstruction within 25 feet laterally of the center line or within 24 feet vertically from the top of the rail or any track, or such greater clearances as may be required by ODOT-Rail or Federal Railroad Administration requirements. Should the right-of-way be now or hereafter fenced at the location described, Lessee shall, at his own cost and expense, construct, maintain and keep repaired the required fencing.

11. ADVERTISING SIGNS

No advertising signs, displays or devices may be erected on Premises except for markings or signs that Lessee is required to install in order to comply with legal requirements.

12. LIABILITY

Lessee shall fully release, indemnify and hold harmless and defend ODOT, its Commissioners, officers, agents, employees and contractors (all referred to collectively as "ODOT"), and the Railroad, its officers, agents, employees and contractors (all referred to collectively as "Railroad"), from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, arising out of, or relating to the intentional misconduct, reckless, or negligent acts or omissions of Lessee, or its officers, employees, subcontractors, or agents under this Lease.

13. INSURANCE

Lessee shall obtain at its sole expense the insurance specified below prior to performing under this Lease and shall maintain it in full force and at its own expense throughout the duration of this Lease. Lessee shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in State and that are acceptable to ODOT-Rail.

a. WORKERS' COMPENSATION. All employers, including Lessee, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Lessee shall require and ensure that each of its contractors complies with these requirements.

b. COMMERCIAL GENERAL LIABILITY. Commercial General Liability Insurance covering bodily injury, death and property damage in a form and with coverages that are satisfactory to the State. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence basis. Lessee shall provide proof of insurance of not less than the following amounts as determined by ODOT-Rail:

Bodily Injury/Death and Property Damage: \$2,000,000 per occurrence and \$4,000,000 aggregate.

c. AUTOMOBILE LIABILITY INSURANCE: AUTOMOBILE LIABILITY. Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Lessee shall provide proof of insurance of not less than the following amounts as determined by ODOT-Rail:

Bodily Injury/Death and Property Damage: \$2,000,000 per accident and \$4,000,000 aggregate.

d. POLLUTION LIABILITY. The Commercial General Liability and Automobile Liability policy **shall** be endorsed to include Pollution Liability Insurance covering Lessee's liability for bodily injury, property damage and environmental damage resulting from either sudden or gradual accidental pollution and related cleanup costs incurred by Lessee, all arising out of Lessee's entry and use of the Property under this Agreement, including against bodily injury, property damage, or environmental damage arising out of the use (including, but not limited to, loading, transporting and unloading) by or on behalf of Lessee, its agents and employees of owned, non-owned or hired vehicles.

e. EXCESS/UMBRELLA INSURANCE. A combination of primary and excess/umbrella insurance is acceptable. If you are using excess/umbrella insurance to meet the minimum insurance requirement, your certificate must include a list of the policies that fall under the excess/umbrella insurance. Sample wording is "The Excess/Umbrella policy is excess over General Liability, Auto Liability, etc."

f. ADDITIONAL INSURED. The Commercial General Liability insurance and Automobile Liability insurance required under this Agreement shall include the State of Oregon, Portland & Western Railroad, Inc., and their divisions, officers, employees and agents as Additional Insureds but only with respect to Lessee's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

g. CERTIFICATE(S) OF INSURANCE. Lessee shall provide to ODOT-Rail Certificate(s) of Insurance for all required insurance before performing the Work and entering the Property. The Certificate(s) must specify the State of Oregon and ODOT as Additional Insured as required in paragraph 6 above. Lessee shall pay for all deductibles, self-insured retention and self-insurance, if any. **The Lessee shall immediately notify ODOT of any change in insurance coverage.**

h. INSURANCE LIMITS. The insurance limits set out above may be changed or increased by ODOT after giving Lessee 60 days notice to submit proof of revised insurance coverage to ODOT.

14. REMOVAL OF IMPROVEMENTS

Upon the expiration or termination of this Lease, unless ODOT and Lessee mutually agree to an abandonment in place, Lessee shall remove all improvements (other than those owned by ODOT) from and off the Leased Premises and restore the same to condition satisfactory to ODOT; failing in which, ODOT may perform such work at Lessee's expense. Until such improvements are removed and Premises restored, this Lease, including the payment of rental, shall, at ODOT's option, remain in full force and effect. However, if the parties mutually agree that Lessee's improvements are to be abandoned in place, legal responsibility for the abandoned facility shall be clearly defined and agreed to in writing. Consequent to abandonment, this Lease shall cease to be effective upon expiration or termination of this Lease.

15. ASSIGNMENT

Lessee shall not assign any of its rights or obligations under this Agreement without first obtaining the written consent of ODOT. ODOT's consent to any assignment shall be within ODOT's sole discretion and shall not relieve Lessee of its duties or obligations under this Agreement. This Agreement is binding upon and shall inure to the benefit of each of the parties, and, except as otherwise provided, their permitted legal successors and assigns. Lessee shall not enter into any sub-lease of the Property.

16. DEFAULT

It shall be an event of default for Lessee to fail to pay any rent or other charge within 15 days after it is due; or for Lessee to fail to comply with any other term or condition of the Lease within 10 days after written notice by ODOT specifying the nature of the default.

17. REMEDIES FOR DEFAULT

17.1 In the event of a default the Lease may be terminated. In the event of termination, regardless of how effected, Lessee shall, by the date of said termination, peaceably and quietly leave, vacate and surrender the Premises in a good, clean and sightly condition. If Premises are not voluntarily surrendered, ODOT may, without notice, re-enter and take possession of Premises and may, with the use of reasonable force, and with or without legal process, evict and dispossess Lessee from Premises.

17.2 In the event of termination or retaking of possession following default, ODOT shall be entitled to recover immediately without waiting until the due date of any future rent or until the date fixed for expiration of the Lease term, the following amounts as damages: (1) the loss of rental from the date of default until the termination date of the Lease; and, (2) the reasonable costs of reentry and reletting including without limitation the cost of any cleanup, refurbishing, removal of Lessee's property, or any other expense occasioned by Lessee's default including but not limited to, any repair costs, attorney fees and court costs.

18. TERMINATION

Either Party may terminate this Lease at-will upon first providing the other Party not less than 180 days prior written notice of such intent to terminate.

19. AVAILABLE FUNDING/CONTINUING AUTHORITY

The State of Oregon's obligations under this Lease are conditioned upon ODOT receiving funding, appropriations, limitations, allotments, other expenditure authority, and continued programmatic authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to meet its obligations under this Lease. Nothing in this Lease is to be construed as permitting any violation of Article XI, Section 7 of the Oregon Constitution or any other law regulating liabilities or monetary obligations of the State of Oregon.

20. NOTICES

20.1 The State (for notice is):

Rail & Public Transit Division Administrator
ODOT Rail Division
555 13th Street NE Ste 3
Salem, OR 97301-4179

The Lessee (for notice is):

City Administrator
City of St. Helens
PO Box 278
St. Helens, OR 97051

20.2 Any notice required or permitted to be given under this Lease shall be delivered to the address shown above by registered or certified mail (postage prepaid) or by overnight courier. Either party has the right to change the above address, or to add additional addressees, by delivery of written notice to the other party.

20.3 Any notice delivered by one party to the other is effective, and deemed to be delivered, upon receipt by the addressee.

21. COMPLETE AGREEMENT

This Lease constitutes the entire agreement between the parties. No waiver, consent, modification or change, or terms of this Lease will bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Lease. Lessee, by the signature below, hereby acknowledges reading this Lease, understanding it, and agreeing to be bound by its terms and conditions.

22. COUNTERPARTS

This Lease may be executed in any number of counterparts, and it shall not be necessary that the signatures of the parties hereto be contained on any one counterpart hereof. Additionally: (i) the signature pages taken from separate individually executed counterparts of this Lease may be combined to form multiple fully executed counterparts; and (ii) electronic delivery of signature (i.e., transmission by any party of his, her or its signature on an original or any copy of this Lease by facsimile or by electronic mail over the internet in electronic format (e.g., so-called "PDF" or "portable document format") shall be deemed to be the delivery by such party of his, her or its original signature hereon. All executed counterparts of this Lease shall be deemed to be originals, but all such counterparts, taken together or collectively, as the case may be, shall constitute one and the same instrument. Notwithstanding any statutory or decisional law to the contrary, notices and documents delivered by electronic delivery (i.e., transmission by facsimile or by electronic mail over the internet in electronic format (e.g., so-called "PDF" or "portable document format")) shall be deemed to be "written" and a "writing" for all purposes of this Lease.

23. APPROVALS

State of Oregon, by and through its
DEPARTMENT OF TRANSPORTATION

City of St. Helens

By _____
Joseph Gray, State Right of Way Manager
Date _____

By _____
Randy Peterson, Mayor
Date _____

By: _____
H.A. (Hal) Gard, Rail & Public Transit Division Administrator
Date _____

Navigate using Bookmarks or by clicking on an agenda item.

City of St. Helens Lease -- Exhibit "A"



Legend

—+— Rail Network

Rail Segment to be leased (outer edges only) to City of St. Helens

City of St. Helens
PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the City of St. Helens (the “City”), an Oregon municipal corporation, and Laurie Selden (“Contractor”).

RECITALS

A. The City is in need of prosecutorial services, and Contractor is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to prosecutorial services, and Contractor accepts such engagement. The principal contact for Contractor shall be Laurie Selden.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on **June 30, 2017**. Any increase in compensation during the term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment A.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment A. Reimbursable expenses shall be billed at cost without markup and may include travel and related expenses in compliance with the City’s travel and expense policy and reproduction of documents or reports, with prior written approval..

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide monthly billings to the City. Following approval by the City Administrator or his delegate, the flat fee billings shall be paid bi-monthly each month in equal installments (50% of monthly flat fee). Based on Contractor’s preference,

payment will be by check which will be either picked up by the contractor at the City or mailed to the Contractors designated address. Electronic payments will be offered when the City's technology is successfully modified. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. Document Ownership. Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery, by mail or by e-mail. Notices, bills and payments sent by mail/e-mail should be addressed as follows:

CITY: City Administrator
City of St. Helens
PO Box 278
St. Helens OR 97051
jellis@ci.st-helens.or.us

CONTRACTOR: Laurie Selden
9765 SW Imperial Drive
Portland, OR 97225
503-502-5028
lauries@ci.st-helens.or.us
pinkmoss@hotmail.com

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. Standard of Care. Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor work shall be in accordance with generally accepted standards of professional practice.

9. Consequential Damages. Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

10. Insurance.

10.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

10.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

10.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

10.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

10.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

11. Termination. Either party may terminate this Agreement upon sixty (60) days' written notice. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination. An annual review by December 31 of each year will be conducted by the City Administrator or his delegate to provide constructive feedback to the contractor on quality of services being provided.

12. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

13. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

14. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

15. Indemnification. Contractor and the officers, employees, agents and subcontractors of Contractor are agents of the City, as those terms are used in ORS 30.265, when providing services under this agreement. Contractor shall defend, indemnify and hold harmless the City and its officers, employees and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor if such action arises from incidents which occur when not providing services under this Agreement. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

16. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

17. Compliance with Law.

17.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

17.2 Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

17.3 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

17.4 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

18. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

19. Publicity. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

20. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

21. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

22. Default.

22.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

22.2 Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

22.3 Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

22.4 If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

23. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

24. Inspection and Audit by the City.

24.1 All Contractor's files shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

24.2 The City shall have the right to inspect and audit all Contractor's files pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

24.3 This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

CITY:

CONTRACTOR:

CITY OF ST. HELENS

Laurie Selden

By: _____

By: _____

Name: _____

Name: Laurie Selden

Its: _____

Its: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

ATTACHMENT A

SCOPE OF WORK AND PERFORMANCE EXPECTATIONS

For the term of this contract or otherwise provided in the contract Documents, Ms. Laurie Selden will provide criminal prosecutorial services to the City of St. Helens consisting of the following:

SCOPE OF WORK

- Attend and perform prosecutorial services during court sessions two days per week as legal representative of City.
- Review all police reports, related documents and evidence in all cases submitted for municipal prosecution.
- Screen all cases and prepare all legal documents, including criminal complaints in preparation for prosecution.
- Ensure a timely response to discovery requests and requests for information.
- Draft reasoned memoranda in support of motions.
- Develop reasoned persuasive arguments and orally present same in court.
- Analyze and apply legal precedent.
- Negotiate cases on terms in the public interest.
- Prepare and present all necessary pre-trial motions and post-trial motions and other documents to ensure enforcement of court orders.
- Document additional billings associated with hourly rate.
- Consult with City Administrator and Court Clerk to discuss statistical information, such as number of cases handled, and outcomes. Coordinate with Court Clerk to provide information for the court's quarterly status report for Council.
- Answer case questions from client (usually from court staff and police department) and answer questions about criminal law or procedure to St Helens Police Officers.

PERFORMANCE EXPECTATIONS NOT IDENTIFIED ELSEWHERE IN THIS SCOPE OF WORK

- **Attendance and dependability:** Attend City of St. Helens Municipal Court two days per week, initially contemplated to be every Monday and Tuesday, generally from the hours of 8:30 a.m. to 5:00 p.m (excluding City Recognized Holidays that fall on designated court days and the week Christmas; the calendar of court dates may be modified at the discretion of the City's Municipal Judge); Will return phone calls and emails within a reasonable time; Will work conscientiously, accurately, and thoroughly.
- **Proper attire:** Contractor will wear court-appropriate attire during all appearances in Municipal Court and any non-appearance work task that may take place on City of St. Helens government premises.
- **Preparation:** Will be prepared consistent with professional standards.
- **Communication:** A copy of any written professional correspondence will be kept in the courts file or a separate binder with all professional correspondence.
- **Professional Relationships:** Establish and maintain professional working relationships with defense attorneys, city employees, police department personnel, city officials, and the public

- **Confidentiality:** Maintain strict confidentiality of oral and written communications, including confidentiality of Law Enforcement Data System (LEDS) printouts
- **Availability:** Be generally available to communicate with and answer questions of defense attorneys, city officials and employees, police department personnel, and the public, even on non-holiday work days when Court is not in session.

COMPENSATION

Ms. Selden will provide such services as an independent contractor and not as an employee. She shall be entitled to receive a flat fee of \$5,896.00 per month as payment for services. The calendar of court dates may be modified at the discretion of the City's Municipal Judge. In addition, the City prosecutor will be allowed two (2) days during which her presence is not required; however, those two (2) days will need to be scheduled in advanced and mutually agreeable with the City. If the schedule is reduced or increased associated with scheduled court days, the fee shall be reduced or increased on a pro rata basis.

Court days and trials beyond the regularly scheduled of court will be compensated at a rate of \$85/hour. Any hours compensated beyond the flat fee amount will required prior City Administrator's approval. Contractor will be required to communicate with others as provided in the "Availability" paragraph, on days other than the 2 days/week noted above. This communication shall be part of the flat fee.

As an independent contractor, Ms. Selden will not be entitled to any benefits generally provided to employees of St. Helens, nor will she be entitled to any reimbursement for mileage or long distance calls but may be entitled to reimbursement for such costs for events such as continuing legal education for city prosecutors, upon requesting permission for such reimbursement in writing before the event and providing documentation of expense related to such reimbursement after the event, but only as agreed upon by the City Administrator in advance of the event.

Any business licenses requirements associated with contract's services provided specifically and limited thereof to this contract will be paid by the City.

ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advert. Inj.	\$1,000,000 \$2,000,000 \$2,000,000 \$2,000,000	NO
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	NO
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		NO
Professional Liability	Per occurrence	\$500,000	Exempt
	Annual Aggregate	\$500,000	

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

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

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

City of St. Helens

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Cindy Phillips** (“Contractor”).

RECITALS

A. The City is in need of **judicial services**, and Contractor is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to **Municipal Court Judge**, and Contractor accepts such engagement. The principal contact for Contractor shall be **Cindy Phillips**.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on **June 30, 2017**. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment A.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment A.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Manager or their delegate, the flat fee billings shall be paid bi-monthly each month in equal installments (50% of monthly flat fee). The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the

objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. Document Ownership. Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

CITY: City Administrator
City of St. Helens
PO Box 278
St. Helens OR 97051

CONTRACTOR: Cindy Phillips
11220 SW Appalachee Street
Tualatin, OR 97062
(503) 927-5725

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. Standard of Care. Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Consequential Damages. Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused

by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

10. Insurance.

10.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

10.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

10.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

10.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

10.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

11. Termination. Either party may terminate this Agreement upon sixty (60) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

12. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

13. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

14. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

15. Indemnification. Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees,

elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

16. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

17. Compliance with Law.

17.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

17.2 Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

17.3 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

17.4 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

18. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

19. Publicity. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

20. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

21. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

22. Default.

22.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

22.2 Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

22.3 Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

22.4 If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

23. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

24. Inspection and Audit by the City.

24.1 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

24.2 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

24.3 This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

CITY:

CONTRACTOR:

CITY OF ST. HELENS

Cindy Phillips

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

Date: _____

Date: _____

Attested:

By: _____

City Recorder

ATTACHMENT A - SCOPE OF WORK

For the term of this contract and any subsequent extensions, Ms. Phillips will provide judicial services to the City of St. Helens consisting of the following:

- Preside in court at all times court is scheduled unless excused by prior written or oral permission from the City Administrator or designee (hereinafter “City Administrator”) for that particular court day;
- Make her best efforts to be available by telephone to “C-Com” within 10 minutes of their placing the call to answer questions relating to release status and orders pertaining to release for individuals who are subject to arrest either because an arrest warrant is outstanding or under circumstances leading a reasonable person to believe that a contempt of court charge or a probation violation charge may be initiated by the court;
- Be generally available, subject to reasonable notice, for meetings with the City Administrator, the Mayor and/or Council pertaining to the conduct of the Court’s business, budget, performance evaluations, etc., as required by the City Administrator;
- Submit all requested reports pertaining to the functioning of the Courts as required by the City Administrator, the Mayor and/or the City Council, as requested; and
- Such other judicial functions as may be necessary or advisable under the circumstances.

EXPECTATIONS:

It is expected that Ms. Phillips will provide judicial services to the City of St. Helens two days per week, initially contemplated to be every Monday and Tuesday, generally from the hours of 8:30 a.m. to 5:00 p.m (excluding City Recognized Holidays that fall on designated court days and the week Christmas). Based on mutual consent, Court days and hours may be change to meet the Community needs and the efficient/effective operations of the Municipal Court. In addition, the Municipal Court Judge may close court and/or request the judge protem to preside in her absence for two (2) days during a given calendar year; however, those two (2) days will need to be scheduled in advanced and mutually agreeable with the City.

COMPENSATION:

Ms. Phillips will provide such services as an independent contractor and not as an employee. She shall be entitled to receive a flat fee of \$3,184.00 per month as payment for her services to St. Helens so long as she is providing services as set forth above. If the schedule is reduced or increased, the fee shall be reduced or increased on a pro rata basis of \$360 per day.

As an independent contractor, Ms. Phillips will not be entitled to any benefits generally provided to employees of St. Helens, nor will she be entitled to any reimbursement for mileage or long distance calls but may be entitled to reimbursement for such costs for events such as continuing legal education for judges, upon requesting permission for such reimbursement in writing before the event and providing documentation of expense related to such reimbursement after the event, but only as agreed upon by the City Administrator in advance of the event (i.e. Oregon

Municipal Judge Association (OMJA) conferences, Spring and Fall). If such event falls on a judicial day or days or if such event requires travel on a judicial day or days, Ms. Phillips will be excused from presiding over the court on that day or days. The City will also pay for an annual membership to OMJA.

Any business licenses requirements associated with contract's services provided specifically and limited thereof to this contract will be paid by the City.

This contract shall not be deemed to prevent Ms. Phillips from entering into other or additional contracts not inconsistent with providing judicial services to City of St. Helens.

- INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence	\$1,000,000	NO
	General Aggregate	\$2,000,000	
	Products/Comp Ops Aggregate	\$2,000,000	
	Personal and Advert. Inj.	\$2,000,000	
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	NO
Workers’ Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		NO
Professional Liability	Per occurrence	\$500,000	NO, unless determined not exempt by court of competent jurisdiction
	Annual Aggregate	\$500,000	

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insured's and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

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

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

City of St. Helens

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Cindy Phillips** (“Contractor”).

RECITALS

A. The City is in need of **legal services**, and Contractor is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to **legal review of City contracts and public contracting law**, and Contractor accepts such engagement. The principal contact for Contractor shall be **Cindy Phillips**.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on **June 30, 2017**. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1)-year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment A.

5. Payment.

5.1 The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment A, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and

long-distance telephone expenses. Contractor's cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Manager, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

5.4 Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

5.5 Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

6. Document Ownership. Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

CITY: City Administrator
City of St. Helens
PO Box 278
St. Helens OR 97051

CONTRACTOR: Cindy Phillips
11220 SW Apalache Street
Tualatin, OR 97062
(503) 927-5725

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. Standard of Care. Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Consequential Damages. Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

10. Insurance.

10.1 At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

10.2 All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

10.3 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

10.4 At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

10.5 The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

11. Termination. Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

12. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

13. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

14. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

15. Indemnification. Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

16. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

17. Compliance with Law.

17.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

17.2 Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

17.3 Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

17.4 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

18. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

19. Publicity. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

20. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

21. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

22. Default.

22.1 A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

22.2 Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

22.3 Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

22.4 If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

23. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

24. Inspection and Audit by the City.

24.1 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may

pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

24.2 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

24.3 This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

25. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

26. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

CITY:

CONTRACTOR:

CITY OF ST. HELENS

Cindy Phillips

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____

City Attorney

ATTACHMENT A

SCOPE OF WORK

Beginning on the date recited in the contract to which this Attachment is attached, Ms. Phillips will provide legal services to the City of St. Helens mainly consisting of but not limited to:

- advice regarding compliance with local public contracting rules, suggesting changes thereto as required by law;
- reviewing and updating public procurement forms, bidding documents and requests for proposals, reviewing partially executed documents.

Each task requested of Ms. Phillips shall be initiated by the client. If Ms. Phillips believes that the City needs certain legal work to be performed, she shall, without charge to the client, present a recommendation to the City but shall not begin work on any task unless and until approved by the City Recorder, the Finance Director or the City Administrator, or the designee of any of them.

Ms. Phillips will keep accurate and complete records of the time spent providing such legal services and will bill the client in increments of .2 of an hour at the rate of \$100.00 per hour, prorated for any partial hour billed.

Ms. Phillips shall not be entitled to travel expenses, copying costs or telephone charges unless such expense is pre-authorized in writing and then only for actual out of pocket expenses incurred by Ms. Phillips.

As an independent contractor, Ms. Phillips shall not be entitled to any benefits generally provided to employees of the City of St. Helens.

This contract shall not be deemed to prevent Ms. Phillips from entering into other or additional contracts either with the City of St. Helens or with other clients that are not inconsistent with this Scope of Work.

ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence	\$1,000,000	YES
	General Aggregate	\$2,000,000	
	Products/Comp Ops Aggregate	\$2,000,000	
	Personal and Advert. Inj.	\$2,000,000	
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	YES
Workers’ Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		NO
Professional Liability	Per occurrence	\$500,000	YES
	Annual Aggregate	\$500,000	

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

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

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

CONTRACT PAYMENTS

City Council Meeting
June 17, 2015

James W. Fowler Co.

Project: SD-146 Godfrey Park Storm (PR#2)

\$ 164,445.00

James W. Fowler Co.
12775 Westview Drive
Dallas, OR 97338

Godfrey Park Storm Sewer Replacement Project

Date 6/1/2015
Pay Estimate 2

Invoice: May 1 to May 31, 2015 Pay Estimate #2 to City of St. Helens

Bid Item No.	Description	Bid Quantity	UM	Unit Price	Contract Amount	Current Billing Quantity	Current Billing Amount	Previous Billing Quantity	Previous Billing Amount	Total To Date Quantity	Total To Date Amount	% Complete To Date
1	Mobilization, Bonds, Insurance and Demobilization	1.00	LS	\$170,000.00	\$170,000.00							
	Initial Mobilization	1.00	LS	\$90,950.00	\$ 90,950.00	100%	\$ 90,950.00	0%	\$ -	100%	\$ 90,950.00	100%
	Bonds	1.00	LS	\$4,250.00	\$ 4,250.00	0%	\$ -	100%	\$ 4,250.00	100%	\$ 4,250.00	100%
	Insurance	1.00	LS	\$4,250.00	\$ 4,250.00	0%	\$ -	100%	\$ 4,250.00	100%	\$ 4,250.00	100%
	Demobilization	1.00	LS	\$70,550.00	\$ 70,550.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
2	Traffic Control	1.00	LS	\$5,500.00	\$ 5,500.00		0		0			
	Materials	1.00	LS	\$5,000.00	\$ 5,000.00	0%	\$ -	100%	\$ 5,000.00	100%	\$ 5,000.00	100%
	Installation	1.00	LS	\$500.00	\$ 500.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
3	Erosion Control	1.00	LS	\$3,000.00	\$ 3,000.00		0		0			
	Engineering / Submittals	1.00	LS	\$1,000.00	\$ 1,000.00	0%	\$ -	100%	\$ 1,000.00	100%	\$ 1,000.00	100%
	Materials	1.00	LS	\$1,000.00	\$ 1,000.00	0%	\$ -	100%	\$ 1,000.00	100%	\$ 1,000.00	100%
	Installation	1.00	LS	\$1,000.00	\$ 1,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
4	Pollution Control Plan	1.00	LS	\$3,000.00	\$ 3,000.00		0		0			
	Engineering / Submittals	1.00	LS	\$3,000.00	\$ 3,000.00	0%	\$ -	100%	\$ 3,000.00	100%	\$ 3,000.00	100%
5	Clearing	1.00	LS	\$25,000.00	\$ 25,000.00		0		0			
	Clear West of 2nd	1.00	LS	\$15,000.00	\$ 15,000.00	25%	\$ 3,750.00	75%	\$ 11,250.00	100%	\$ 15,000.00	100%
	Clear East of 2nd	1.00	LS	\$10,000.00	\$ 10,000.00	25%	\$ 2,500.00	75%	\$ 7,500.00	100%	\$ 10,000.00	100%
6	Tree Removal	9.00	EA	\$1,100.00	\$ 9,900.00	15.00	\$ 16,500.00	0.00	\$ -	15.00	\$ 16,500.00	167%
7	Rock Excavation	50.00	CY	\$100.00	\$ 5,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
8	Outlet Protection	1.00	EA	\$25,000.00	\$ 25,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
9	Riprap Basins	2.00	EA	\$3,200.00	\$ 6,400.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
10	Gabion Check Dams	240.00	LF	\$137.00	\$ 32,880.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
11	Trench Foundation Stabilization	5.00	CY	\$95.00	\$ 475.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
12	Trenchless Pipe Installation, 66 Inch Pipe Ramming	400.00	LF	\$3,150.00	\$ 1,260,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
13	Open Trench Pipe Installation, 66 Inch	237.00	LF	\$500.00	\$ 118,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
14	Open Trench Pipe Installation, 24 Inch	50.00	LF	\$75.00	\$ 3,750.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
15	Open Trench Pipe Installation, 12 Inch	125.00	LF	\$75.00	\$ 9,375.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
16	Open Trench Pipe Installation, 6 Inch	44.00	LF	\$40.00	\$ 1,760.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
17	Water Pipe Deflection	73.00	LF	\$100.00	\$ 7,300.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
18	New Catch Basin	1.00	EA	\$1,700.00	\$ 1,700.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
19	Concrete Manholes, 96 Inch						0%		0%			
	a. 8.1 - 12 Feet Depth	2.00	EA	\$15,000.00	\$ 30,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
20	Connection to Existing Structures	2.00	EA	\$550.00	\$ 1,100.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
21	Filling Abandoned Structures	2.00	EA	\$900.00	\$ 1,800.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
22	Existing Pipe Abandonment	1.00	LS	\$50,000.00	\$ 50,000.00		0		0			
	Materials	1.00	LS	\$25,000.00	\$ 25,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Install Bulkheads	1.00	LS	\$12,500.00	\$ 12,500.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Remove Ravine Pipe	1.00	LS	\$12,500.00	\$ 12,500.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
23	Outfall Structure, Columbia River	1.00	LS	\$60,000.00	\$ 60,000.00		0		0			
	Excavation	1.00	LS	\$10,000.00	\$ 10,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Rock	1.00	LS	\$5,000.00	\$ 5,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Rebar	1.00	LS	\$15,000.00	\$ 15,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Concrete	1.00	LS	\$27,000.00	\$ 27,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Misc Steel	1.00	LS	\$3,000.00	\$ 3,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
24	Inlet Structure, Godfrey Park Ravine	1.00	LS	\$35,000.00	\$ 35,000.00		0		0			
	Excavation	1.00	LS	\$10,500.00	\$ 10,500.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Rock	1.00	LS	\$6,000.00	\$ 6,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Rebar	1.00	LS	\$8,000.00	\$ 8,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Concrete	1.00	LS	\$8,000.00	\$ 8,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Misc Steel	1.00	LS	\$2,500.00	\$ 2,500.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
25	Removal and Replace Concrete Curb and Gutter	35.00	LF	\$60.00	\$ 2,100.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
26	Asphalt Berm	15.00	LF	\$22.00	\$ 330.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
27	Removal and Disposal of Contaminated Soils	10.00	CY	\$150.00	\$ 1,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
28	Native Seeding	0.50	AC	\$15,000.00	\$ 7,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
29	Native Shrub Planting, #1 Container	349.00	EA	\$14.00	\$ 4,886.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
30	Native Shrub Planting, #5 Container	29.00	EA	\$80.00	\$ 2,320.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
31	Habitat Mitigation - Plant Establishment	1.00	LS	\$21,000.00	\$ 21,000.00		0		0			
	Materials	1.00	LS	\$15,000.00	\$ 15,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Installation	1.00	LS	\$6,000.00	\$ 6,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
32	Erosion Control Matting	3419.00	SY	\$5.00	\$ 17,095.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
33	Construction Staking and As-Built	1.00	LS	\$14,000.00	\$ 14,000.00		0		0			
	Construction Staking	1.00	LS	\$13,000.00	\$ 13,000.00	80%	\$ 10,400.00	0%	\$ -	80%	\$ 10,400.00	80%
	As-Built	1.00	LS	\$1,000.00	\$ 1,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
34	Ravine Access	1.00	LS	\$40,000.00	\$ 40,000.00		0		0			
	Materials	1.00	LS	\$10,000.00	\$ 10,000.00	100%	\$ 10,000.00	0%	\$ -	100%	\$ 10,000.00	100%
	Installation	1.00	LS	\$30,000.00	\$ 30,000.00	100%	\$ 30,000.00	0%	\$ -	100%	\$ 30,000.00	100%
35	Standpipe Decommissioning	1.00	LS	\$1,100.00	\$ 1,100.00		0		0			
36	Standpipe Decommissioning	1.00	LS	\$1,100.00	\$ 1,100.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
37	Post Construction CCTV	856.00	LF	\$2.50	\$ 2,140.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
37	Private Property Condition Documentation & Owner Approval	3.00	EA	\$3,000.00	\$ 9,000.00	3.00	\$ 9,000.00	0.00	\$ -	3.00	\$ 9,000.00	100%

Contract Totals:	\$1,989,411.00		\$ 173,100.00		\$ 37,250.00		\$ 210,350.00	10.57%
Retainage (5%):			\$ 8,655.00		\$ 1,862.50		\$ 10,517.50	
Amount Due:			\$ 164,445.00		\$ 35,387.50		\$ 199,832.50	

010-304-653409
Godfrey Park Storm Drain
SD-146

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

6-10-15
6-10-15

James W. Fowler Co.



General Contractors

June 3, 2015

Sue Nelson, PE
Engineering Supervisor
City of St. Helens
265 Strand Street
St. Helens, OR 97051

e-mail: Suen@ci.st-helens.or.us
Phone: 503.397.6272

Subject: Progress Payment Request #2 for May 2015

Dear Sue,

Please see the attached progress payment request for the month of May. During this month the following items were complete.

Partial Bid Item 1: Initial Mobilization

Remaining Bid Item 5: Clearing

Complete Bid Item 6: Tree Removal

Partial Bid Item 33: Construction Staking and As-Built

Complete Bid Item 34: Ravine Access

Complete Bid Item 37: Private Property Condition Documentation & Owner Approval

The Progress Payment Invoice totals \$173,100.00, less 5% retainage of \$8,655.00, for an amount due of \$164,445.00.

Attached is a calculation sheet with the all of the bid items and details.

Please feel free to contact me at (503) 623-5373 with any questions.

Regards,

Scott Thibert

Project Manager

James W. Fowler Co.

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ June 17, 2015

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Nancy Herron	Library Board	5/8/15	5/8/15

Arts & Cultural Commission (3-year terms)

- XK Austin resigned. Her term expires 9/30/17.

Status: A press release was sent out on May 15. The deadline is June 15.

Next Meeting: June 30, 2015

Recommendation: None at this time.

Bicycle & Pedestrian Commission (3-year terms)

- Dave Ehrenkranz resigned. His term expires 12/31/2015.
- Matt Freeman resigned. His term expires 12/31/2015.
- Ray Scholl resigned. His term expires 12/31/2015.
- Dave Woullet resigned. His term expired 12/31/2014.
- Angela Barlow resigned. Her term expires 12/31/2016.
- Simon Date resigned. His term expires 12/31/2016.
- Martin Kennedy resigned. His term expires 12/31/2016.

Status: Currently, the Commission has 5 members and 5 vacancies.

Next Meeting: June 25, 2015

Recommendation: None at this time.

Library Board (4-year terms)

- Alex Mann will be resigning 6/30/2015. His term expires 6/30/2016.

Status: A press release was sent out on April 8 to recruit applicants. We have received three applications.

Next Meeting: June 16, 2015

Recommendation: The Library Board recommends appointing Nancy Herron. Her term will expire 6/30/2016.

City of St. Helens
RESOLUTION NO. ~~1521~~1648

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

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

WHEREAS, ~~this policy~~ Resolution No. 1521 ~~is to~~ is established ed general recruitment, selection and appointment guidelines for appointments to the City of St. Helens ~~B~~boards, ~~C~~committees and ~~C~~commissions; and

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

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

1. The City Recorder shall ~~advertise~~ send a press release to ~~in~~ the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application ~~on file with~~ to the City Recorder's Office.
- ~~3.4.~~ Appointees-Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
- ~~4.5.~~ The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
- ~~5.6.~~ The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
- ~~6.7.~~ Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.
- ~~7.8.~~ In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a ~~vacaney~~ position. The number of applicants to be

interviewed is at the [interview](#) committee's discretion. The interview committee also has the discretion to reject all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

8.9. Reappointments to a [City](#) board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee, or commission and his/her stated willingness to continue.

~~9. No person may serve more than two successive terms on any board or commission unless there is an interval of at least one term prior to the reappointment; provided, that the Council may waive this limitation if it is in the public interest to do so.~~

10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.

11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.

12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.

13. Individuals appointed to one [City](#) board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

~~Approved by the Mayor:~~

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

City of St. Helens

Planning Commission Meeting

May 12, 2015

Minutes

Members Present: Al Petersen, Chair
Dan Cary, Vice Chair
Greg Cohen, Commissioner
Sheila Semling, Commissioner
Audrey Webster, Commissioner
Kathryn Lawrence, Commissioner
Russell Hubbard, Commissioner

Members Absent: None

Staff Present: Jacob Graichen, City Planner
Jennifer Dimsho, Assistant Planner & Planning Secretary

Councilors Present: Ginny Carlson, City Council Liaison

Others Present: Kathy Sanchez
Michael Sanchez
Lauren Terry
Karl Coffman

The Planning Commission meeting was called to order by Chair Al Petersen at 7:00 p.m. Chair Petersen led the flag salute.

□

Consent Agenda

Approval of Minutes

Commissioner Cohen moved to approve the minutes of the March 10, 2015 Planning Commission meeting. Commissioner Webster seconded the motion. Motion carries with all in favor. Commissioner Lawrence recused herself from voting due to her absence from that meeting. And Chair Petersen did not vote as per operating rules.

□

Topics From The Floor

There were no topics from the floor.

□

Public Hearing

Sanchez, Kathy

Conditional Use Permit / CUP.1.15

1771 Columbia Blvd

It is now 7:04 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

City Planner Graichen entered the following items into the record:

- Staff report packet dated March 7, 2015 with attachments

Graichen discussed the approval standards and the recommended conditions as discussed in the staff report. He noted that a number of the conditions, particularly about outdoor storage, were included because of past uses of the property. His goal is to make sure the use of the property does not evolve into something different than what is proposed tonight. Graichen said the leaning fence pictured in the staff report has been repaired, but the slats in disrepair pictured on Cowlitz Street have not. He also pointed out that the fence gate along 17th Street does not have slats.

Commissioner Webster asked if the vehicles being stored on the property had been removed. Graichen said no. The Commission agreed removing the vehicles in violation of land use should be the property owner's responsibility, not the proposed tenant's responsibility.

Commissioner Cohen asked if the applicant's proposed operations would occur only in the outdoor parking area by Cowlitz Street or if the outdoor parking area next to 17th Street would be used too. Graichen said that they are proposing a canopy by 17th Street where they would remove and install upholstery and the area by Cowlitz Street would be the storage for vehicles waiting to be serviced. Graichen said it is good the existing fenced area is larger because if their business is successful, they will need a place to store all of the vehicles waiting for upholstery service. He pointed out the condition that states vehicles waiting to be serviced must be parked completely within the enclosed area. Commissioner Cohen asked if the installation of the upholstery would be better suited in the area adjacent to Cowlitz Street rather than Columbia Boulevard. Graichen said the mature tree landscaping along Columbia Boulevard acts as a buffer and with all the conditions, the proposal is unlikely to have a negative impact to neighbors.

Commissioner Lawrence asked about the process of installing the upholstery into the vehicle. The applicant will answer these questions.

IN FAVOR

γ**Sanchez, Kathy. Applicant.** The canopy location for installation of the upholstery near Columbia Boulevard was chosen because there is a man gate that provides access near to that location. Near Cowlitz Street, there is no access except where the other tenant is located. Chair Petersen asked if she meant a man door into the building. Sanchez said yes, a man door, but not into the building. The man door provides access to the sidewalk where they can bring the upholstery through the front because there are no doors into the building, except for the side of the building where the other tenant is located.

Chair Petersen asked the applicant to describe the upholstery process and use of the parking lot. Sanchez said they plan on taking the parts needing re-upholstered out of the vehicle and into the building for the upholstery work. Then, they are re-installed into the vehicle within the enclosed outdoor area. The only thing that will be done completely outside is installation of new carpeting in a vehicle. No other work is performed outside.

Chair Petersen verified there are no doors on the parking lot side, so they will have to take the repaired upholstered furniture on the Columbia Boulevard sidewalk in order to walk into the front door of the building. Sanchez said yes because the other tenant is currently occupying the portion of the building that has access to the fenced area. Sanchez hopes as their business grows, they will be able to occupy the entire building and utilize the direct access to the fenced area. Commissioner Cohen asked what the other tenant does. Sanchez said they make low temperature wax candles.

Commissioner Lawrence asked how they access their property. Mr. Sanchez came up to the podium to answer this question.

γ **Sanchez, Michael. Applicant.** Sanchez said there are two access points into the building, the front door on Columbia Boulevard and the door for delivery of supplies on the west side of the building. He described the location of all access points while referring to the site map on the overhead projector. He walked through the process of serving customers while referring to the overhead site map.

Commissioner Cohen asked if working on vehicles would occur on 18th Street. Sanchez said no. That area is only parking for customers and deliveries. Vice Chair Cary clarified that all upholstery work will be done behind the fenced area. Sanchez said yes.

IN OPPOSITION

No one spoke in opposition.

END OF ORAL TESTIMONY

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

CLOSE PUBLIC HEARING & RECORD

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

DELIBERATIONS

Commissioner Cohen has no problems with the proposal. He asked if we had enough authority to guarantee that no junk will be stored outside. Graichen said yes because if the storage of junk reached a certain point, the land use could be considered a wrecking yard, which is only allowed in an industrial zone.

Commissioner Cohen requested that the existing vehicles located on the property be removed by the property owner and that the damaged fence on Cowlitz Street be repaired. Vice Chair Cary asked about the portion of fence on 17th Street that is not slatted. Commissioner Cohen pointed out that it would be difficult to put slats on that portion because that section is the gate. The Commission agreed that the fencing in that location is sufficient, but that the section on Cowlitz Street with missing slats should be repaired. Chair Petersen asked if the Commission should alter condition nine about the fencing, or if they should add a new condition about repairing the damaged fence. The Commission agreed that because the applicant seemed very willing to repair the missing slats in the fence, condition nine is sufficient as written.

Commissioner Webster asked if condition seven would conflict with the existing candle-maker's business. Chair Petersen said the condition, as written, seems to be overreaching. Graichen said the problem with the candle-maker's operation is they are in the portion of the property zoned General Commercial and artisan workshops are not an allowed use. They also do not have a business license and the water service has been

shut off for months. [Secretary Note: After further investigation, the candle-making business is not in violation of zoning. They are allowed in General Commercial zones as a 'studio' classification]. Chair Petersen said the condition should be rewritten to say current or future additional tenants shall require appropriate City approval prior to occupancy. Commissioner Cohen agreed.

Commissioner Cohen wanted the Commission to know that the property owner was present at the last meeting, but there was no quorum, so the public hearing was delayed.

MOTION

Commissioner Cohen moved to approve the Conditional Use Permit as written with the exception that condition seven be rewritten to say current or future additional tenants shall require appropriate City approval and an additional condition that will require the removal of vehicles on the property in violation of zoning. Commissioner Webster seconded. All in favor; none opposed; motion carries. [Secretary Note: Graichen provided a letter to property owner to address the storage of vehicles.]

Commissioner Lawrence moved for Chair Petersen to sign the Findings and Conclusions once prepared. Vice Chair Cary seconded. All in favor; none opposed; motion carries.

□

Public Hearing

The City of St. Helens

Zoning Text Amendments / ZA.1.15

Various

It is now 8:03 p.m. and Chair Petersen opened the public hearing. There were no conflicts of interest or bias in this matter.

Graichen entered the following items into the record:

- Staff report packet dated April 7, 2015 with attachments

Graichen said the proposed zoning text amendments address three things: the location of marijuana establishments, variance review authority, and residential lot coverage increases for building additions.

Graichen discussed the background state legislation related to both medical and retail marijuana establishments. He said a lot of the locational regulations related to marijuana establishments are associated with the adverse effects to children.

Graichen presented a map for the Commission to visualize the areas where current zoning and the light industrial proposal would allow marijuana establishments to locate. The current zoning would allow establishments to locate in all Commercial and Mixed Use zones, minus Marine Commercial. Both scenarios include a 1,000 foot buffer from schools and a 200 foot buffer from parks and residential zones as discussed in previous meetings. If the Commission decides to segregate this form of commerce to Light Industrial zones and in ten years the concerns about marijuana have diminished, it may be more difficult to go back and allow marijuana establishments in commercial areas again. Graichen said the Commission is deciding tonight if they want to locate this aspect of commerce (marijuana sales) in Light Industrial zones only or treat it like all other general retail. Both scenarios would require marijuana establishments (medical and recreational) to go through the conditional use permit process.

Graichen went through the changes in the staff report since the last discussion of the development code changes. The Commission did not like the last sentence that was added to the purpose statement for light industrial uses on page six. Graichen will remove the sentence. It will not have an impact on either marijuana proposal the Commission decides to go with.

Commissioner Cohen asked if this proposal makes a distinction between medical and retail establishments. Graichen said the proposal treats both uses the same. Any place where marijuana is sold is subject to the proposal. Commissioner Cohen asked if what is occurring in the legislature will impact the City's proposal. Graichen said the City is trying to establish legislation that represents the wishes of the community *before* OLCC's regulations for recreational marijuana sale are released. If the legislature or OLCC decide in the future to combine the medical and recreational marijuana programs, the City may have to re-look at our own regulations. For now, the City is trying to establish community-supported regulations that will function in addition to OLCC's regulations.

Commissioner Cohen asked how Scappoose is handling marijuana establishments. He is wondering why the Commission has not discussed hours of operation, accessory products for sale at marijuana establishments, and the issue of drive-up windows. Graichen said Scappoose is not (or does not appear to be) regulating marijuana establishments through their development code, but through business licensing. When he went to the OLCC information session, he asked if general retail products would be co-mingled with marijuana products. OLCC stated that was not the direction they were headed with their regulations at that time. Even the proponents of the marijuana program did not want other retail to be sold at marijuana establishments. Commissioner Cohen asked if that means marijuana retailers would be allowed to sell pipes and other items. Graichen recalled that the OLCC said marijuana retailers would be principally engaged in the sale of marijuana products.

Commissioner Cohen asked about hours of operation and drive-up windows. Graichen said the Commission can establish guidelines regarding those topics now, but all marijuana establishments will be conditionally allowed. This means there will be a public hearing and the Commission will have the opportunity to review each proposal (including hours and drive-up windows) on a case-by-case basis. However, if the City wants to prohibit drive-up windows for marijuana establishments, it could be added to the code amendments. Commissioner Cohen feels this should be addressed in the proposal. Graichen said the regulation would depend on which zones the Commission decides marijuana establishments should be located. In General Commercial, the Houlton Business District, and the Riverfront District, drive-up windows are conditionally allowed. Only in Highway Commercial, drive-up windows are permitted outright. In Light Industrial, drive-up windows are not allowed. Chair Petersen clarified that OLCC will probably address this in their regulations, but if the Commission doesn't have faith they will address it, we should address it just in case.

Commissioner Hubbard asked about marijuana grow operations. Graichen said currently they are allowed anywhere a greenhouse/nursery is allowed. In some zones, greenhouses/nurseries are a permitted use and in others, they are conditionally permitted. Chair Petersen said he has heard of investors wanting to construct huge warehouses for growing, drying and processing marijuana on the same property. Commissioner Lawrence said she read that prospective growers were scouting the Portland metro area for warehouse locations with electricity and water. Commissioner Hubbard said he owns commercial industrial property in Multnomah County and he has been contacted by multiple growers who want to pay him six months of rent up front, even though it is legally not allowed yet. Graichen said he knows the OLCC will be issuing four types of licenses: growing, production, retail, and wholesale. He does not know if the uses will be required to be separate or not. Graichen reminded the Commission that tonight, we are only focused on retail and medical marijuana establishments. The growing and manufacturing issue could be addressed at a later date.

Commissioner Cohen asked if the definition of manufacturing on page 1 of 9 in the proposed code

amendments would open the City up to unintended uses. Graichen explained that surrounding code is included to help give context to the development code changes. Nothing in the manufacturing definition is changing. Commissioner Semling would like to add the word “marijuana” to the first sentence on page 3 of 4 of the staff report for clarity.

The Commission had no concerns with the development code changes regarding the increase in residential lot coverage for building additions on page 9 of the proposed code changes.

IN FAVOR

There was no testimony in favor.

IN OPPOSITION

γ **Coffman, Karl.** Coffman lives on Hayden Island in Portland. He is the owner of the Muckle Building. He is here to push back against the Commission’s proposal. He has his argument broken into three main points: the childhood safety conversation, the societal argument, and a downtown business perspective.

He thinks the issue of youth safety has become a battle cry and that people grab onto the issue of child safety for just about anything. He is a single father of two children, and there is nothing that he cares more about than kids. But if we look at the CDC and the dangers of marijuana, children are way more affected by obesity, drowning, alcohol, tobacco, traffic deaths, etc. On Halloween, children are four times more likely to be injured than any other day of the year, but we don’t ban Halloween. He would just like the dangers of marijuana to children to be kept in perspective. His societal arguments are along these lines as well.

He sees Planning Commissioners as the “seers” of society, the people who look to the future and make recommendations based on the community and trends. Over half of Columbia County constituents voted for the recreational marijuana law. Gay rights initiatives are another societal change in the news every day. We see sweeping societal changes and he views the sale of marijuana as one of those societal changes. Marijuana is legal in Washington. They are not scary places with people loitering out front. They look like any other business, a florist or a coffee shop. But if the proposal tonight banishes them across the train tracks, he feels we will be on the wrong side of history.

As a business owner, four to five years ago, he had a discussion with City staff about what to do with the Muckle building. St. Helens, by most measures, is almost a ghost town downtown. We want residents and activity downtown. He has been afraid to work on the Muckle building and if it hadn’t been for a few windstorms [resulting in falling brick], he probably wouldn’t have started to work on it when he did. He knows the process has been slow, but it is in much better shape now than when it was built. He is still putting money into it and is still scared because the conditions downtown have not changed. He has only received a few phone calls on the 700 square foot space. He has interviewed potential merchants and asked if they would be okay being next door to a marijuana retailer. They have said, if they bring more activity, then sure. He would like to see a marijuana retailer located in the Muckle building because it will bring people down there. It is a destination that will increase foot traffic downtown and increase sales to surrounding businesses. We have a charming downtown and having a small marijuana retailer or dispensary won’t change that one bit. It will actually make St. Helens look cutting edge.

Coffman said everyone has a bias against something. He is asking that the Commission look at this issue with open eyes. The marijuana retail industry is just another industry. Since legalization in Washington, the price of marijuana has decreased by half, taxes are being paid, and the product goes through testing. He went to a recreational marijuana retailer in Vancouver and it could have been Mayberry, USA. Marijuana retailers blend into the surrounding downtown environment. The doorman inside the shop said nearly

everyone in the waiting area was from Oregon. Populations have embraced marijuana, but there is still a lot fear by people trying to protect their communities. He is here to suggest that this change should not be scary.

γ Terry, Lauren. Terry is a business partner of Mr. Koffman's and is a potential tenant at the Muckle Building. She was born and raised in a small community outside of Roseburg, Oregon. She values the wholesome childhood she had there. Terry recognizes the magic that a small community has when people are tight-knit and care about their neighbors as much as they care about their own kids. That is something that they are putting forward with every intention they have for the Muckle Building. She showed pictures of the Vancouver marijuana retailer located on Main Street that Koffman referred to in his testimony. She pointed out how it blends into the surrounding businesses, does not have excessive signage, and has no marijuana scent. There is no scent because all retailers must follow state law, which has specific requirements for how product is packaged and delivered to the facility. Customers must also bring the product home before consuming. She pointed out the foot traffic. The pictures she provided were taken on Monday at 10 a.m. and there are cars filling the on-street spaces with multiple people entering and leaving the marijuana retailer.

Terry discussed the state laws, both in Washington and in Oregon, that require the shops to obstruct the front window so that passersby will not see any marijuana products at street view. The protection of children and the maintenance of neighborhoods as they are is the number one priority for the state. The state has a priority to establish regulations about marijuana edibles that resemble toys or are attractive to a child.

Another photo in Vancouver showed a marijuana retailer in a shopping center shared with Safeway. There is no marijuana signage out front. State law requires that someone check licenses at the door to verify their age before entering. Growing up in Roseburg in the early 2000s, it looked very similar to St. Helens downtown. There were small law offices and antique shops. Then a particular wine bar came in and some alternative, upscale shops followed. Today, Roseburg has three brewpubs, which is enough to attract children to come home for the holidays. Terry has enjoyed watching Roseburg look to the future and be open to change. Timber was all Roseburg had and now they have a Cost Co. They have their first dispensary going in soon. President Obama spoke there during his campaign. She wants to go back and raise her own kids there. She feels marijuana retailers are part of economic recovery.

She showed more examples of medicinal marijuana dispensaries in higher end areas of Portland to show there are no nuisances at these locations. Terry said this particular example has an art gallery in the lobby. She pointed out that the statistics in the staff report to justify the proposal tonight are all related to youth. Protecting children from marijuana is their number one concern at the Muckle building as well. However, she noted that the references cited in the staff report were well over five years old and that some of the sources have since updated their information. The National Institute of Drug Abuse, which was referenced a few times, updated their marijuana facts in 2015. They reported in their annual study of middle and high school students, marijuana use has steadied in the past few years after years of consistent increases. Considering the legislation changes in the past few years, this is pretty hard proof that brick and mortar marijuana shops do not necessarily lead to an increase in marijuana use and availability among youth.

To close, Terry wants to express the value in having a marijuana retailer in a commercial zone. She showed an example of a marijuana dispensary located in the heart of a commercial district (the Pearl) in Portland. Five years ago, the current mayor of Portland would have laughed at the idea of locating a marijuana dispensary in the heart of the most booming commercial district in Portland, but today they are a proud member of the first Thursday Art Walk and the lobby is used as an art gallery. The surrounding area is very family oriented and the adjacent bar has more signage than the dispensary.

The adverse effects of marijuana have been a bit overestimated in the legislature so far. She has experience with multiple dispensaries in Portland and has written for periodicals and the Willamette Week for about a year covering marijuana and the changes in legislation. It's good to be talking about these issues now because if Senate Bill 844 passes, then medical dispensaries will be allowed to sell marijuana recreationally before 2016. She offered to answer any questions the Commission may have.

DELIBERATIONS

Chair Petersen is enlightened by the photographs provided by Terry. He has not been following the issue closely and was going to leave the regulations to OLCC and the state. Months ago, he was fearful of St. Helens Main Street becoming "dispensary row", but now he is not opposed to having an unobtrusive dispensary in the commercial zones. Commissioner Lawrence agrees. She feels that marijuana establishments should be allowed anywhere a liquor store can be located.

Commissioner Webster asked if Portland was regulating the number of marijuana dispensaries. Coffman said they are only regulating the distance between each dispensary, not setting a maximum number based on population.

Commissioner Cohen brought up the concerns by the mental health representative and local law enforcement. In order to protect the community, he thinks starting out with tougher regulations in the light industrial zones would act as a good test run. The City could see how it goes and then once the industry establishes itself, some of the regulations could be relaxed.

Chair Petersen asked if there could be an OLCC regulation that would limit the number of retail establishments based on population, similar to liquor stores. Graichen said at this point we do not know, but OLCC expects to publish their rules in November. Chair Petersen asked if there was a rule establishing a distance restriction between marijuana establishments. Graichen said there is a rule that medical marijuana dispensaries must be 1,000 feet apart from one another, but OLCC has not released the rules for recreational retailers yet.

Vice Chair Cary said that the pictures Terry provided have the look and feel of a main street, but he noted that Vancouver and the Pearl District in Portland do not have the same character as St. Helens. For a small town like St. Helens, having any marijuana establishment would be pretty cutting edge. He cannot see the community embracing a marijuana establishment in the heart of our historic downtown, especially in light of testimony from the fire department, the police department, the school district, and the health department when there was a marijuana grow operation looking to locate here. He noted past dispensaries that tried to establish themselves in Columbia County and failed because the community spoke out against them.

Graichen requested that the Commission make two separate motions, one for marijuana related items and the other for lot coverage and variance review authority.

MOTION_A

Commissioner Cohen moved to recommend approval of the zoning code amendments regarding lot coverage and variance review authority. Commissioner Webster seconded. All in favor; none opposed; motion carries.

MOTION_B

Commissioner Lawrence moved to recommend that Council conditionally allow marijuana establishments to locate in any zones where liquor stores are allowed and the additional condition that there is a 1,000 foot

buffer between all marijuana establishments. There was no second. Motion fails.

MOTION_c

Commissioner Cohen moved to recommend that Council approve the marijuana code amendments as written for light industrial zones with the additional condition that there is a 1,000 foot buffer between all marijuana establishments. Vice Chair Cary seconded. Commissioner Cohen, Commissioner Hubbard, and Vice Chair Cary voted in favor; Commissioner Webster, Commissioner Lawrence, and Commissioner Semling opposed; motion ties. Chair Petersen voted in favor; motion carries.

□

Public Hearing

The City of St. Helens

Comprehensive Plan Amendments / CP.1.15

Various

It is now 9:50 p.m. and Chair Petersen opened the public hearing. There were no conflicts of interest or bias in this matter.

Assistant Planner Dimsho entered the following items into the record:

- Staff report packet dated April 16, 2015 with attachments

Dimsho presented the staff report and noted a few minor changes in the Draft Master Plan that had been made since the Commission's packet was prepared. Based on feedback from Councilor Carlson, language was added to Chapter 8's Capital Improvement Plan pertaining to inclusion of ADA play equipment features for all new playground installations. Installation of ADA adaptive swing seats was also added to the two existing swing sets in McCormick Park and Godfrey Park.

IN FAVOR

There was no testimony in favor.

IN OPPOSITION

There was no testimony in opposition.

DELIBERATIONS

Commissioner Cohen said it is a great plan. Chair Petersen said he has a few technical things to point out, but overall the plan is excellent. The Commission discussed the question in the online survey that included an average funding dollar amount with a standard deviation. Due to the very high standard deviation, Dimsho will add a disclaimer about the validity of the average value. Chair Petersen noted confusion over level of service tables. Vice Chair Cary pointed out the overages that may even out the numbers. Dimsho will edit this section for clarity.

Chair Petersen had an issue with the high priority recommendation in Chapter 6 for Civic Pride Park about collaborating with the Greater St. Helens Parks & Recreation District. He thinks the desired park amenities should be included, not just a statement about encouraging collaboration. Dimsho will add the desired amenities and if a full-blown splash park is desired, collaboration for funding will be required.

Chair Petersen asked about the recommendation to put basketball courts in McCormick Park. He thinks there is too much emphasis on McCormick Park at the expense of other parks, like Civic Pride Park for example. Commissioner Webster agrees that we should spread amenities among parks. Dimsho said the focus by the Parks Department has been on McCormick Park, particularly for sport amenities, because the long term vision has been to create a regional sports complex-type park. It is centrally located with restrooms and ample parking. Chair Petersen reiterated that there has been too much focus on a park that already has ample amenities and trails. He recommended changing the priority for basketball courts at McCormick Park from first priority to last.

Chair Petersen asked about the City-owned property off Ross Rd. near the high school driving range. Dimsho said this property is outside City limits and that we would have to annex a bunch of adjacent property before being able to annex it to include it in our parks inventory. For this reason, it was not included in the Capital Improvement Plan for future amenities. However, Dimsho noted the site was inventoried in the Greater St. Helens facilities section for potential development in the future.

MOTION

Commissioner Cohen moved to recommend the City Council adopt the Parks & Trails Master Plan with edits as discussed. Commissioner Webster seconded. All in favor; none opposed; motion carries.

□

Discussion of Annual Report to City Council

The annual report to City Council is scheduled for June 3, 2015 at 1:30 p.m. It will cover activities from June 2014 to May 2015. Graichen offered to do the presentation and provide the information contained in the memo, since no commissioner was interested in doing so. In response to the question for what City Council can do to support the Commission, Chair Petersen requested another locally held League of Oregon Cities Planning Commission training. The previous one in St. Helens had attendees from all over Columbia County and was very informative. The Commission agreed.

Vice Chair Cary asked if there is anything the Commission can do to help City Council. Councilor Carlson said it is City Council's role to help the commissions. It is up to City Council and each commission's Council liaison to make the process efficient. It is not up to the commission, who are volunteering their time, to help City Council.

Commissioner Lawrence asked if there are ever joint meetings with the City Council to discuss mission, goals, etc. Chair Petersen suggested having a joint waterfront visioning meeting with the Planning Commission and City Council. Commissioner Cohen agreed. He said it will have to be open to the public and notice must be given, but the intent of the meeting would not be for public input gathering. It would be for the City Council and Planning Commission to jointly discuss a vision. Graichen will include these requests in the annual report to City Council on June 3.

□

Planning Director Decisions

- a. Extension of Time at Elk Ridge Estates (SUB.1.13) - St. Helens Assets, LLC
- b. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - St. Helens Booster Club
- c. Sign Permit (Banner) at 2100 Block of Columbia Blvd. – SHHS Celebrating Success Parents Committee
- d. Home Occupation (Type I) at 2764 Sykes Road – Photo editing home office
- e. Temporary Use Permit Renewal at 745 S. Columbia River Hwy – Food service trailer
- f. Home Occupation (Type I) at 725 Maplewood Dr. – Interior design home office
- g. Sign Permit (Wall x2) at 305-309 S. Columbia River Hwy – Dale Clark
- h. Sign Permit (Wall) at 35853 Industrial Way – Rogue Multi-Sport, LLC
- i. Home Occupation (Type 1) at 2690 Gable Rd – Home office for handyman work
- j. Site Design Review (Minor) at 164 Little Street – Commercial fence and storage area

There were no comments.

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Planning Department Activity Reports

There was no discussion.

□

There being no further business before the Planning Commission, the meeting was adjourned at 10:43 p.m.

Respectfully submitted,

Jennifer Dimsho
Planning Secretary

2015 Planning Commission Attendance Record

P=Present A=Absent Can=Cancelled

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/13/15	P	P	P	P	P	P	P
02/10/15	P	P	P	P	P	P	P
03/10/15	P	P	A	P	P	P	P
04/14/15	CAN	CAN	CAN	CAN	CAN	CAN	CAN
05/12/15	P	P	P	P	P	P	P
06/09/15							
07/14/15							
08/11/15							
09/08/15							
10/13/15							
11/10/15							
12/08/15							

Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 06/01/2015 - 9:19AM
 Batch: 00001.06.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
BJ THE CLOWN & COMPANY									
BJ CLOWN									
MAY21 2015	6/1/2015	225.00	0.00	06/01/2015					
009-208-457000 Supplies					CLOWN PERFORMANCE 5/21 AT LIBRARY			False	0
	MAY21 2015 Total:	225.00							
	BJ THE CLOWN & COM	225.00							
	Report Total:	225.00							

Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 06/04/2015 - 4:46PM
 Batch: 00002.06.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ALEXIN ANALYTICAL LABS, INC.									
001650									
22284	5/28/2015	447.00	0.00	06/05/2015				False	0
017-017-472000 Lab Testing				WATER TESTING					
	22284 Total:	447.00							
	ALEXIN ANALYTICAL L	447.00							
AMAZON.COM									
001145									
MAY10 2015	5/10/2015	142.83	0.00	06/05/2015				False	0
001-004-511000 Printed Materials				BOOKS					
	MAY10 2015 Total:	142.83							
	AMAZON.COM Total:	142.83							
CHAVES CONSULTING, INC.-CRMS									
006630									
150081	6/1/2015	259.14	0.00	06/05/2015				False	0
012-102-554000 Contractual/consulting serv				MONTHLY USER FEE					
	150081 Total:	259.14							
	CHAVES CONSULTING,	259.14							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
CINTAS CORPORATION									
037620									
5003012358	5/15/2015	58.66	0.00	06/05/2015				False	0
001-005-501000 Operating Materials & Supp				FIRST AID CABINET PARKS					
		<hr/>							
5003012358 Total:		58.66							
		<hr/>							
CINTAS CORPORATION		58.66							
CITY OF COLUMBIA CITY									
007370									
MAY26 2015	5/26/2015	69.07	0.00	06/05/2015				False	0
017-417-459000 Utilities				ACCT 001754-001 1215 4TH ST					
		<hr/>							
MAY26 2015 Total:		69.07							
		<hr/>							
CITY OF COLUMBIA CIT		69.07							
COLUMBIA CO. TREASURER									
007701									
MAY22 2015	5/22/2015	296.10	0.00	06/05/2015				False	0
001-000-235000 State Assessments				JAIL ASSESSMENTS FOR APRIL 2015					
		<hr/>							
MAY22 2015 Total:		296.10							
		<hr/>							
COLUMBIA CO. TREASU		296.10							
COLUMBIA ELECTRIC FEED & SEED									
008000									
9459	6/1/2015	97.99	0.00	06/05/2015				False	0
001-005-501000 Operating Materials & Supp				TORO BAG FOR LAWN MOWER					
		<hr/>							
9459 Total:		97.99							
		<hr/>							
COLUMBIA ELECTRIC F		97.99							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
COLUMBIA RIVER P.U.D.									
008325									
1435028	6/2/2015	909.91	0.00	06/05/2015				False	0
011-011-501000 Operating Materials & Supp					STREET LIGHT REPAIRS ACCT 73638				
1435028 Total:		909.91							
1435032	6/2/2015	576.82	0.00	06/05/2015				False	0
011-011-501000 Operating Materials & Supp					STREET LIGHT REPAIRS ACCT 73638				
1435032 Total:		576.82							
JUNE1 2015	6/1/2015	8,496.69	0.00	06/05/2015				False	0
018-019-534000 Electrical Energy					ACCT 38633 STREET LIGHTING				
JUNE1 2015 Total:		8,496.69							
COLUMBIA RIVER P.U.D		9,983.42							
COMCAST									
COMCAST									
MAY21 2015	5/21/2015	107.85	0.00	06/05/2015				False	0
001-002-458000 Telephone Expense					ACCT 4669 INTERNET				
MAY21 2015	5/21/2015	187.72	0.00	06/05/2015				False	0
001-004-458000 Telephone Expense					ACCT 4669 INTERNET				
MAY21 2015	5/21/2015	190.70	0.00	06/05/2015				False	0
012-107-458000 Telecommunication expense					ACCT 4669 INTERNET				
MAY21 2015 Total:		486.27							
may25 2015	5/25/2015	82.90	0.00	06/05/2015				False	0
001-005-509000 Marine board expense					ACCT 0873930 INTERNET MARINE BOARD				
may25 2015 Total:		82.90							
COMCAST Total:		569.17							

COMMUNITY NEWSPAPERS

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
031685									
15780809	5/29/2015	288.00	0.00	06/05/2015				False	0
012-102-526000 Advertisements					HELP WANTED AD				
15780809	5/29/2015	80.62	0.00	06/05/2015				False	0
009-201-558108 Administration & marketing					ARTS AND CULTURAL COMMISSION PUBLICATION				
15780809 Total:		368.62							
COMMUNITY NEWSPAP		368.62							
CONSOLIDATED SUPPLY									
009000									
s7310900.001	5/18/2015	156.34	0.00	06/05/2015				False	0
001-005-501000 Operating Materials & Supp					FAUCET				
s7310900.001 Total:		156.34							
S7317755.001	5/19/2015	91.23	0.00	06/05/2015				False	0
017-017-501000 Operating Materials & Sup.					MATERIALS				
S7317755.001 Total:		91.23							
CONSOLIDATED SUPPL		247.57							
COUNTRY MEDIA INC.									
006800									
180082	5/27/2015	128.44	0.00	06/05/2015				False	0
001-104-493000 Legal notices					CUST 22483 PUBLIC NOTICE				
180082 Total:		128.44							
180083	5/27/2015	121.44	0.00	06/05/2015				False	0
001-104-493000 Legal notices					CUST 22483 PUBLIC NOTICE				
180083 Total:		121.44							
180084	5/27/2015	80.16	0.00	06/05/2015				False	0
009-201-558108 Administration & marketing					CUST 22483 PUBLIC NOTICE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
180084 Total:		80.16							
COUNTRY MEDIA INC. T		330.04							
DAVIS, CLAUD E. DAVIS.CE JUNE2 2015	6/2/2015	400.00	0.00	06/05/2015				False	0
001-000-315000 Plan Check Fee					REFUND OVERAGE ON BUILDING PERMIT PLAN RE				
JUNE2 2015 Total:		400.00							
DAVIS, CLAUD E. Total:		400.00							
DEQ, OREGON 010137 HSRAF15-2647	5/21/2015	8,659.08	0.00	06/05/2015				False	0
009-209-554000 Contract Services					BOISE VENEER PLANT SERVICES				
HSRAF15-2647 Total:		8,659.08							
DEQ, OREGON Total:		8,659.08							
DON'S RENTAL 010700 471685	5/18/2015	29.20	0.00	06/05/2015				False	0
001-004-473000 Misc Expense					BALLOONS				
471685 Total:		29.20							
DON'S RENTAL Total:		29.20							
EAGLE STAR ROCK PRODUCTS, INC. 010970 29329	5/18/2015	118.50	0.00	06/05/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
010-302-653201	Water main replacement				ROCK 2ND ST				
	29329 Total:	118.50							
29365	5/27/2015	242.60	0.00	06/05/2015				False	0
010-302-653201	Water main replacement				ROCK 2ND ST				
	29365 Total:	242.60							
29379	5/29/2015	132.31	0.00	06/05/2015				False	0
010-302-653201	Water main replacement				ROCK 2ND ST				
	29379 Total:	132.31							
29387	6/1/2015	127.77	0.00	06/05/2015				False	0
010-302-653201	Water main replacement				ROCK 2ND ST				
	29387 Total:	127.77							
	EAGLE STAR ROCK PRO	621.18							
EMMERT MOTORS, INC.									
020693									
94073	5/28/2015	234.88	0.00	06/05/2015				False	0
001-002-510000	Automobile Expense				A/C CHECK 2012 CHEVY TAHOE				
	94073 Total:	234.88							
	EMMERT MOTORS, INC	234.88							
GREENLEAF TREE RELIEF LLC									
014167									
1621	5/22/2015	1,600.00	0.00	06/05/2015				False	0
011-011-554000	Contractual/Consult Serv.				REMOVE OAK TREES AT 471 COWLITZ				
	1621 Total:	1,600.00							
	GREENLEAF TREE RELI	1,600.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
HELLER ENTERPRISES									
015064									
22592	5/29/2015	48.00	0.00	06/05/2015				False	0
001-005-501000	Operating Materials & Supp			V BELT					
	22592 Total:	48.00							
	HELLER ENTERPRISES	48.00							
HITECH SYSTEMS, INC.									
015382									
6764	10/30/2014	891.24	0.00	06/05/2015				False	0
001-002-500000	Computer System Maint.			SAFETYNET SOFTWARE MAINTENANCE 7/1/14-6/13/					
	6764 Total:	891.24							
	HITECH SYSTEMS, INC.	891.24							
HUDSON GARBAGE SERVICE									
015875									
8385705	6/1/2015	65.53	0.00	06/05/2015				False	0
001-004-459000	Utilities			GARBAGE LIBRARY					
	8385705 Total:	65.53							
8385830	6/1/2015	107.95	0.00	06/05/2015				False	0
018-019-459000	Utilites			GARBAGE 451 PLYMOUTH					
8385830	6/1/2015	107.95	0.00	06/05/2015				False	0
018-020-459000	Utilities			GARBAGE 451 PLYMOUTH					
	8385830 Total:	215.90							
8385990	6/1/2015	82.36	0.00	06/05/2015				False	0
012-107-459000	Utilitites			GARBAGE 265 STRAND					
	8385990 Total:	82.36							
8385991	6/1/2015	82.36	0.00	06/05/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-002-459000 Utilities					GARBAGE POLICE				
8385991 Total:		82.36							
8385992	6/1/2015	77.83	0.00	06/05/2015				False	0
013-403-459000 Utilities					GARBAGE 984 OREGON ST SHOP				
8385992 Total:		77.83							
8385993	6/1/2015	505.47	0.00	06/05/2015				False	0
001-005-459000 Utilities					GARBAGE MCCORMICK PARK				
8385993 Total:		505.47							
8385994	6/1/2015	304.48	0.00	06/05/2015				False	0
001-110-459000 Utilities					GARBAGE DOWNTOWN ST HELENS				
8385994 Total:		304.48							
HUDSON GARBAGE SER		1,333.93							
INGRAM LIBRARY SERVICES, INC.									
016240									
85127969	5/12/2015	29.23	0.00	06/05/2015				False	0
001-004-511000 Printed Materials					BOOKS				
85127969 Total:		29.23							
85151274	5/13/2015	19.18	0.00	06/05/2015				False	0
001-004-511000 Printed Materials					BOOKS				
85151274 Total:		19.18							
85151275	5/13/2015	183.54	0.00	06/05/2015				False	0
001-004-511000 Printed Materials					BOOKS				
85151275 Total:		183.54							
85151276	5/13/2015	44.88	0.00	06/05/2015				False	0
001-004-483000 Audio Materials					AUDIO BOOKS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
85151276 Total:		44.88							
85185840	5/14/2015	26.43	0.00	06/05/2015				False	0
001-004-511000 Printed Materials				BOOKS					
85185840 Total:		26.43							
DP0009260	3/7/2015	19.50	0.00	06/05/2015				False	0
001-004-511000 Printed Materials				REIMBURSEMENT FOR A DUP CREDIT POSTED ON C					
DP0009260 Total:		19.50							
INGRAM LIBRARY SERV		322.76							
KJ SECURITY SOLUTIONS & LOCKSMITH, LLC									
KJSECUR									
0000192	5/26/2015	95.00	0.00	06/05/2015				False	0
001-004-470000 Building Expense				REPAIR DOORS					
0000192 Total:		95.00							
KJ SECURITY SOLUTIO		95.00							
LANDRETH, KENNY L.									
LANDRE.K									
0002525	5/28/2015	150.00	0.00	06/05/2015				False	0
001-000-341000 Fines				RESTITUTION AHSLEY GRAY					
0002525 Total:		150.00							
LANDRETH, KENNY L. T		150.00							
LEAF									
018101									
1001411067-001	6/25/2015	170.00	0.00	06/05/2015				False	0
012-107-502000 Equipment expense				COPIER CONTRACT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
1001411067-001 Total:		170.00							
LEAF Total:		170.00							
NELSON, SUSAN 020935									
JUNE1 2015	6/1/2015	108.18	0.00	06/05/2015				False	0
013-403-501000 Operating materials/supplies				REIMBURSEMENT FOR EMPLOYEE BREAKFAST AN					
JUNE1 2015 Total:		108.18							
NELSON, SUSAN Total:		108.18							
NORTHWEST APPAREL									
021558									
0010310	5/18/2015	88.00	0.00	06/05/2015				False	0
013-402-457000 Office supplies				APPAREL					
0010310	5/18/2015	403.00	0.00	06/05/2015				False	0
013-403-457000 Office supplies				APPAREL					
0010310	5/18/2015	75.00	0.00	06/05/2015				False	0
001-005-457000 Office Supplies				APPAREL					
0010310	5/18/2015	47.00	0.00	06/05/2015				False	0
017-417-457000 Office supplies				APPAREL					
0010310	5/18/2015	75.00	0.00	06/05/2015				False	0
018-020-457000 Office Supplies				APPAREL					
0010310 Total:		688.00							
NORTHWEST APPAREL		688.00							
OLDCASTLE PRECAST, INC.									
021742									
020162150	5/26/2015	392.00	0.00	06/05/2015				False	0
011-011-501000 Operating Materials & Supp				ECOLOGY BLOCKS					

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
020162150 Total:		392.00							
OLDCASTLE PRECAST,		392.00							
OREGON DEPT. OF REVENUE 023202 MAY22 2015 001-000-235000 State Assessments	5/22/2015	1,865.77	0.00	06/05/2015	CRIMINAL ASSESSMENTS FOR APRIL 2015			False	0
MAY22 2015 Total:		1,865.77							
OREGON DEPT. OF REV		1,865.77							
POSTMASTER 026000 JUNE2 2015 012-106-502000 Equipment expense	6/2/2015	310.00	0.00	06/05/2015	POST OFFICE BOX, 12 MONTHS			False	0
JUNE2 2015 Total:		310.00							
POSTMASTER Total:		310.00							
QUILL CORP. 026700 4483634 001-004-457000 Office Supplies	5/22/2015	17.57	0.00	06/05/2015	SUPPLIES			False	0
4483634 Total:		17.57							
QUILL CORP. Total:		17.57							
ROTHWILSON, BLAIR MIKAL ROTHWILS 0002516	5/28/2015	25.00	0.00	06/05/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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001-000-341000 Fines				RESTITUTION, REBECCA STOTTS					
	0002516 Total:	25.00							
	ROTHWILSON, BLAIR M	25.00							
SAFEWAY									
SAFEWAY									
0002513	5/28/2015	10.29	0.00	06/05/2015				False	0
001-000-341000 Fines				RESTITUTION FOR ROBERT WHITE					
	0002513 Total:	10.29							
0002514	5/28/2015	138.90	0.00	06/05/2015				False	0
001-000-341000 Fines				RESTITUTION FOR JARED SMITH					
	0002514 Total:	138.90							
0002517	5/28/2015	2.51	0.00	06/05/2015				False	0
001-000-341000 Fines				RESTITUTION FOR JEANNE RICHMOND					
	0002517 Total:	2.51							
0002518	5/28/2015	9.93	0.00	06/05/2015				False	0
001-000-341000 Fines				RESTITUTION FOR ROBERT SEASTONE					
	0002518 Total:	9.93							
0002524	5/28/2015	29.34	0.00	06/05/2015				False	0
001-000-341000 Fines				RESTITUTION FOR JEREMY BUCKMASTER					
	0002524 Total:	29.34							
	SAFEWAY Total:	190.97							
<hr/>									
SHADLEY, JR., ROBERT									
R.SHAD									
MAY27 2015	5/27/2015	8.00	0.00	06/05/2015				False	0
001-000-354000 Misc Revenue				REFUND PUBLIC RECORDS DEPOSIT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	MAY27 2015 Total:	8.00							
	SHADLEY, JR., ROBERT	8.00							
SHERWIN-WILLIAMS 031345 8528-9	5/28/2015	36.84	0.00	06/05/2015				False	0
001-005-501000 Operating Materials & Supp				PAINT FOR GAZEBO IN COL VIEW PARK					
	8528-9 Total:	36.84							
	SHERWIN-WILLIAMS To	36.84							
SIMPSON, DUANE D.SIMPSON 0002522	5/28/2015	360.63	0.00	06/05/2015				False	0
001-000-341000 Fines				RESTITUTION CORY CROCKER					
	0002522 Total:	360.63							
	SIMPSON, DUANE Total:	360.63							
SKINNY'S TEXACO SKINNY 0002520	5/28/2015	260.00	0.00	06/05/2015				False	0
001-000-341000 Fines				RESTITUTION SOPHIE OSTRANDER					
	0002520 Total:	260.00							
	SKINNY'S TEXACO Tota	260.00							
ST. HELENS MARKET FRESH IGA 029225 0002523	5/28/2015	297.50	0.00	06/05/2015				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-000-341000 Fines					RESTITUTION BRANDY BEEHLER				
0002523 Total:		297.50							
ST. HELENS MARKET F		297.50							
STAPLES BUSINESS ADVANTAGE 031983									
8034467029	5/16/2015	30.55	0.00	06/05/2015				False	0
001-103-457000 Office supplies					OFFICE SUPPLIES				
8034467029	5/16/2015	143.54	0.00	06/05/2015				False	0
012-102-457000 Office supplies					OFFICE SUPPLIES				
8034467029 Total:		174.09							
STAPLES BUSINESS AD		174.09							
SUNSET AUTO PARTS, INC. 020815									
932-991776	5/15/2015	6.93	0.00	06/05/2015				False	0
018-018-501000 Operating Materials & Supplies					MATERIALS				
932-991776 Total:		6.93							
SUNSET AUTO PARTS, I		6.93							
SUPERIOR TIRE SERVICES 032774									
6391146	6/1/2015	1,226.00	0.00	06/05/2015				False	0
015-015-501000 Operating Materials & Supp					TIRES				
6391146 Total:		1,226.00							
SUPERIOR TIRE SERVIC		1,226.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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SUPRY, AMANDA SUPRY.A 00002519	5/28/2015	25.00	0.00	06/05/2015				False	0
001-000-341000 Fines				RESTITUTION GEORGETTE SCHILLER					
		<hr/>							
00002519 Total:		25.00							
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SUPRY, AMANDA Total:		25.00							
THACKERAY, ALISHA THACK.AL 0002511	5/18/2015	193.00	0.00	06/05/2015				False	0
001-000-204000 Bail Deposit				BOND TRANSFER					
		<hr/>							
0002511 Total:		193.00							
		<hr/>							
THACKERAY, ALISHA T		193.00							
TUALATIN VALLEY WORKSHOP INC 033827 0015344-IN	5/29/2015	1,334.25	0.00	06/05/2015				False	0
012-107-554000 Contractual/consulting serv				JANITORIAL CITY HALL					
		<hr/>							
0015344-IN Total:		1,334.25							
0015345-IN	5/29/2015	1,241.14	0.00	06/05/2015				False	0
001-004-508000 Janitorial Services				JANITORIAL LIBRARY					
		<hr/>							
0015345-IN Total:		1,241.14							
0015346-IN	5/29/2015	424.22	0.00	06/05/2015				False	0
001-002-508000 Janitorial Services				JANITORIAL POLICE					
		<hr/>							
0015346-IN Total:		424.22							
0015347-IN	5/29/2015	147.56	0.00	06/05/2015				False	0
018-019-501000 Operating Materials				JANITORIAL WWTP					
0015347-IN	5/29/2015	147.56	0.00	06/05/2015				False	0
018-020-501000 Operating Materials & Supplies				JANITORIAL WWTP					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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	VERIZON WIRELESS To	2,021.78							
VILARDI ELECTRIC 034990									
4996	4/23/2015	699.00	0.00	06/05/2015				False	0
001-005-501000 Operating Materials & Supp					LIGHTING REPAIR MCCORMIVK				
4996 Total:		699.00							
5015	5/19/2015	419.50	0.00	06/05/2015				False	0
001-005-501000 Operating Materials & Supp					LIGHTING REPAIR PARKS				
5015 Total:		419.50							
5017	5/19/2015	119.00	0.00	06/05/2015				False	0
001-004-470000 Building Expense					LIGHTING REPAIR LIBRARY				
5017 Total:		119.00							
5018	5/19/2015	124.00	0.00	06/05/2015				False	0
001-005-501000 Operating Materials & Supp					LIGHTING REPAIR PARKS				
5018 Total:		124.00							
VILARDI ELECTRIC Tota		1,361.50							
WAL-MART 035394									
0002521	5/28/2015	107.43	0.00	06/05/2015				False	0
001-000-341000 Fines					RESTUTUTION CLAYTON HILL				
0002521 Total:		107.43							
WAL-MART Total:		107.43							
WILD CURRANT RESTAURANT 037008									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
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0015347-IN Total:		295.12							
TUALATIN VALLEY WO		3,294.73							
TYPETHINK, LLC									
034599									
3981	6/1/2015	300.00	0.00	06/05/2015				False	0
009-206-458100 PEG Access				WEBSITE HOSTING AND MAINT					
3981 Total:		300.00							
TYPETHINK, LLC Total:		300.00							
VERIZON WIRELESS									
000720									
9745946750	5/20/2015	1,402.44	0.00	06/05/2015				False	0
001-002-458000 Telephone Expense				CELL PHONES POLICE					
9745946750 Total:		1,402.44							
9745998634	5/20/2015	95.66	0.00	06/05/2015				False	0
013-402-458000 Telecommunication expense				CELL PHONES CITY					
9745998634	5/20/2015	320.33	0.00	06/05/2015				False	0
013-403-458000 Telecommunication expense				CELL PHONES CITY					
9745998634	5/20/2015	133.22	0.00	06/05/2015				False	0
017-417-458000 Telephone expense				CELL PHONES CITY					
9745998634	5/20/2015	28.05	0.00	06/05/2015				False	0
018-019-458000 Telecommunication Expense				CELL PHONES CITY					
9745998634	5/20/2015	21.04	0.00	06/05/2015				False	0
018-020-458000 Telecommunication Expense				CELL PHONES CITY					
9745998634	5/20/2015	21.04	0.00	06/05/2015				False	0
018-022-458000 Telecommunication expense				CELL PHONES CITY					
9745998634 Total:		619.34							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					

3390	5/26/2015	900.00	0.00	06/05/2015				False	0
001-000-115000 General Accounts Rec.				CITY/COUNTY DINNER					

3390 Total: 900.00

WILD CURRANT RESTA 900.00

Report Total: 41,595.80

Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 06/08/2015 - 10:55AM
 Batch: 00005.06.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACE HARDWARE									
000500									
ACCT 1213	5/31/2015	380.25	0.00	06/08/2015				False	0
001-005-501000 Operating Materials & Supp				MATERIALS PARKS					
ACCT 1213 Total:		380.25							
ACCT 1217	5/31/2015	35.19	0.00	06/08/2015				False	0
018-019-501000 Operating Materials				MATERIALS WWTP					
ACCT 1217	5/31/2015	35.18	0.00	06/08/2015				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS WWTP					
ACCT 1217 Total:		70.37							
ACCT 1218	5/31/2015	68.69	0.00	06/08/2015				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
ACCT 1218	5/31/2015	9.99	0.00	06/08/2015				False	0
011-011-501000 Operating Materials & Supp				MATERIALS					
ACCT 1218	5/31/2015	92.48	0.00	06/08/2015				False	0
017-417-501000 Operating materials and suppli				MATERIALS					
ACCT 1218	5/31/2015	33.07	0.00	06/08/2015				False	0
001-005-509000 Marine board expense				MATERIALS					
ACCT 1218	5/31/2015	43.22	0.00	06/08/2015				False	0
001-004-470000 Building Expense				MATERIALS					
ACCT 1218 Total:		247.45							
ACE HARDWARE Total:		698.07							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			

Report Total:	698.07
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Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 06/10/2015 - 4:14PM
 Batch: 00006.06.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
AIRGAS USA, LLC									
AIRGAS									
9927682910	6/30/2015	58.28	0.00	06/11/2015				False	0
017-017-501000 Operating Materials & Sup.				CO2 CYL RENTAL					
9927682910 Total:		58.28							
AIRGAS USA, LLC Total:		58.28							
AKS ENGINEERING & FORESTRY									
001128									
4401-02	5/29/2015	1,750.00	0.00	06/11/2015				False	0
010-301-653108 Eisenschmidt Sidewalk-Overlay				EISENSCHMIDT LANE SURVEYING SERVICES					
4401-02 Total:		1,750.00							
AKS ENGINEERING & F		1,750.00							
CANON SOLUTIONS AMERICA, INC									
021694									
4016093236	5/31/2015	76.97	0.00	06/11/2015				False	0
001-004-473000 Misc Expense				COPIER USAGE					
4016093236 Total:		76.97							
CANON SOLUTIONS AM		76.97							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
CARY, DAN									
CARYD									
JUNE10 2015	6/10/2015	30.00	0.00	06/11/2015				False	0
001-104-461000	Public meetings			PLANNING COMM STIPEND					
	JUNE10 2015 Total:	30.00							
	CARY, DAN Total:	30.00							
<hr/>									
CENTERLOGIC, INC.									
011595									
29587	6/2/2015	63.19	0.00	06/11/2015				False	0
001-100-500000	Information services			it services					
29587	6/2/2015	126.49	0.00	06/11/2015				False	0
001-103-500000	Information services			IT SERVICES					
29587	6/2/2015	63.19	0.00	06/11/2015				False	0
001-104-500000	Information services			IT SERVICES					
29587	6/2/2015	242.50	0.00	06/11/2015				False	0
001-002-500000	Computer System Maint.			IT SERVICES					
29587	6/2/2015	63.19	0.00	06/11/2015				False	0
001-105-500000	Information services			IT SERVICES					
29587	6/2/2015	63.19	0.00	06/11/2015				False	0
012-102-500000	Information services			IT SERVICES					
29587	6/2/2015	252.86	0.00	06/11/2015				False	0
012-106-500000	Information services			IT SERVICES					
29587	6/2/2015	316.17	0.00	06/11/2015				False	0
013-402-500000	Information services			IT SERVICES					
29587	6/2/2015	252.97	0.00	06/11/2015				False	0
013-403-500000	Information services			IT SERVICES					
29587	6/2/2015	281.25	0.00	06/11/2015				False	0
018-019-500000	Computer System Maint.			IT SERVICES					
29587	6/2/2015	281.25	0.00	06/11/2015				False	0
018-020-500000	Computer System Maint.			IT SERVICES					
	29587 Total:	2,006.25							
	CENTERLOGIC, INC. To	2,006.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CENTRO PRINTING SOLUTIONS									
006282									
206714	6/4/2015	294.20 ✓	0.00	06/11/2015				False	0
012-106-457000	Office supplies			PAYROLL CHECKS					
	206714 Total:	294.20							
	CENTRO PRINTING SOL	294.20							
CHINOOK SALES & RENTALS, INC.									
006763									
76027	5/29/2015	303.74 ✓	0.00	06/11/2015				False	0
001-005-501000	Operating Materials & Supp			WHEELS					
	76027 Total:	303.74							
	CHINOOK SALES & REN	303.74							
CINTAS CORPORATION-463									
006830									
463492609	6/3/2015	44.12	0.00	06/11/2015				False	0
018-019-470000	Building Expense			MATERIALS					
463492609	6/3/2015	44.11	0.00	06/11/2015				False	0
018-020-470000	Building Expense			MATERIALS					
	463492609 Total:	88.23 ✓							
463492611	6/3/2015	38.84	0.00	06/11/2015				False	0
013-403-470000	Building			MATERIALS					
	463492611 Total:	38.84 ✓							
	CINTAS CORPORATION	127.07							
COHEN, GREG									
COHEN									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
JUNE10 2015	6/10/2015	30.00 ✓	0.00	06/11/2015				False	0
001-104-461000	Public meetings				PLANNING COMM STIPEND				
JUNE10 2015 Total:		30.00							
COHEN, GREG Total:		30.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201505	5/9/2015	975.00 ✓	0.00	06/11/2015				False	0
001-005-554000	Contractual Services				WORK CREW LABOR PARKS				
201505	5/9/2015	1,300.00 ✓	0.00	06/11/2015				False	0
013-403-554000	Contractual/consulting serv				WORK CREW LABOR PARKS				
201505 Total:		2,275.00							
COLUMBIA CO. DEPT. O		2,275.00							
COLUMBIA FEED & SUPPLY									
008120									
21515	5/31/2015	3.50 ✓	0.00	06/11/2015				False	0
015-015-501000	Operating Materials & Supp				KNOB				
21515 Total:		3.50							
COLUMBIA FEED & SUP		3.50							
COLUMBIA RIVER FIRE & RESCUE									
029270									
15-04 APR	6/3/2015	3,121.84 ✓	0.00	06/11/2015				False	0
015-015-470000	Building Expense				COST SHARE OF CHARGES INCURRED AT SHARED I				
15-04 APR Total:		3,121.84							
COLUMBIA RIVER FIRE		3,121.84							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
CONSOLIDATED SUPPLY									
009000									
S305009.002	6/2/2015	544.41	0.00	06/11/2015				False	0
017-017-501000	Operating Materials & Sup.			MATERIALS					
	S305009.002 Total:	544.41							
	CONSOLIDATED SUPPL	544.41							
COUNTRY MEDIA INC.									
006800									
170449	3/25/2015	-119.76	0.00	06/11/2015				False	0
001-104-493000	Legal notices			DUPLICATE PAYMENT					
	170449 Total:	-119.76							
170450	3/25/2015	-131.40	0.00	06/11/2015				False	0
001-104-493000	Legal notices			DUPLICATE PAYMENT					
	170450 Total:	-131.40							
174568	4/22/2015	134.73	0.00	06/11/2015				False	0
001-002-526000	Publicity			UNDERPAYMENT OF INVOICE 174568					
	174568 Total:	134.73							
177527	5/13/2015	87.50	0.00	06/11/2015				False	0
001-002-526000	Publicity			ADVERTISING ACCT 22481					
	177527 Total:	87.50							
179312	5/20/2015	87.50	0.00	06/11/2015				False	0
001-002-526000	Publicity			ADVERTISING ACCT 22481					
	179312 Total:	87.50							
180080	5/27/2015	87.50	0.00	06/11/2015				False	0
001-002-526000	Publicity			ADVERTISING ACCT 22481					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
180080 Total:		87.50							
180081	5/27/2015	349.56	0.00	06/11/2015				False	0
012-106-526000 Advertisements					ADVERTISING BUDGET ACCT 22483				
180081 Total:		349.56							
COUNTRY MEDIA INC. T		495.63							
DR. OZ THE GOOD LIFE									
010790									
JUNE5 2015	6/5/2015	24.00	0.00	06/11/2015				False	0
001-004-512000 Periodicals					1 YEAR SUBSCRIPTION				
JUNE5 2015 Total:		24.00							
DR. OZ THE GOOD LIFE		24.00							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
29394	6/2/2015	273.87	0.00	06/11/2015				False	0
010-302-653201 Water main replacement					ROCK S 2ND ST				
29394 Total:		273.87							
29398	6/2/2015	139.54	0.00	06/11/2015				False	0
010-302-653201 Water main replacement					ROCK S 2ND ST				
29398	6/2/2015	236.23	0.00	06/11/2015				False	0
011-011-501000 Operating Materials & Supp					ROCK WYETH ST				
29398 Total:		375.77							
EAGLE STAR ROCK PRO		649.64							
HACH COMPANY									
014200									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
9403432	1/1/1850	171.24	0.00	06/11/2015				False	0
017-017-501000 Operating Materials & Sup.				REAGENT SET					
9403432 Total:		171.24							
HACH COMPANY Total:		171.24							
HUBBARD, RUSSELL HUBBAR.R JUNE10 2015	6/10/2015	20.00	0.00	06/11/2015				False	0
001-104-461000 Public meetings				PLANNING COMMISSION STIPEND APRIL-JUNE 2015					
JUNE10 2015 Total:		20.00							
HUBBARD, RUSSELL To		20.00							
INDUCTIVE AUTOMATION 016068 1059588	5/12/2015	4,830.00	0.00	06/11/2015				False	0
010-302-653200 Telemmetry System Upgrade				PER QUOTE- TOTAL CARE RENEWAL FOR TELEMET					
1059588 Total:		4,830.00							
INDUCTIVE AUTOMATI		4,830.00							
INGRAM LIBRARY SERVICES, INC. 016240 85504544	6/2/2015	24.14	0.00	06/11/2015				False	0
001-004-511000 Printed Materials				BOOKS					
85504544 Total:		24.14							
85504546	6/2/2015	839.82	0.00	06/11/2015				False	0
001-004-511000 Printed Materials				BOOKS					
85504546 Total:		839.82							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
85504547	6/2/2015	9.44 ✓	0.00	06/11/2015				False	0
001-004-511000 Printed Materials				BOOKS					
85504547 Total:		9.44							
85515582	6/2/2015	14.92 ✓	0.00	06/11/2015				False	0
001-004-511000 Printed Materials				BOOKS					
85515582 Total:		14.92							
85515583	6/2/2015	286.26 ✓	0.00	06/11/2015				False	0
001-004-511000 Printed Materials				BOOKS					
85515583 Total:		286.26							
INGRAM LIBRARY SERV		1,174.58							
KJ SECURITY SOLUTIONS & LOCKSMITH, LLC									
KJSECUR									
JUNE5 2015	6/5/2015	251.00 ✓	0.00	06/11/2015				False	0
001-004-470000 Building Expense				DOG KITS					
JUNE5 2015 Total:		251.00							
KJ SECURITY SOLUTIO		251.00							
LAWRENCE, KATHRYN									
LAWREN.K									
JUNE10 2015	6/10/2015	20.00 ✓	0.00	06/11/2015				False	0
001-104-461000 Public meetings				PLANNING COMM STIPEND					
JUNE10 2015 Total:		20.00							
LAWRENCE, KATHRYN		20.00							
MAILBOXES NORTHWEST									
019366									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
MAY29 2015	5/29/2015	39.70 ✓	0.00	06/11/2015				False	0
001-100-473000 Miscellaneous				SHIPPING, IF I WERE MAYOR CONTEST					
MAY29 2015 Total:		39.70							
MAILBOXES NORTHWE		39.70							
MIDWEST TAPE									
020427									
92894281	6/2/2015	32.98 ✓	0.00	06/11/2015				False	0
001-004-483000 Audio Materials				MATERIALS					
92894281 Total:		32.98 ✓							
92904315	6/4/2015	14.99 ✓	0.00	06/11/2015				False	0
001-004-483000 Audio Materials				MATERIALS					
92904315 Total:		14.99							
92904316	6/4/2015	212.89 ✓	0.00	06/11/2015				False	0
001-004-481000 Visual Materials				MATERIALS					
92904316 Total:		212.89							
92906628	6/5/2015	61.98 ✓	0.00	06/11/2015				False	0
001-004-483000 Audio Materials				MATERIALS					
92906628 Total:		61.98							
MIDWEST TAPE Total:		322.84							
NORTHSTAR CHEMICAL, INC.									
021556									
62214	6/3/2015	3,914.15 ✓	0.00	06/11/2015				False	0
017-417-527000 Chlorine				CHLORINE					
62214 Total:		3,914.15							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type Reference	PO #	Close PO	Line #
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NORTHSTAR CHEMICAL		3,914.15							
ONE CALL CONCEPTS, INC. 021950									
5030475	3/31/2015	36.30	0.00	06/11/2015				False	0
017-017-554000 Contractual/Consult Serv.					MODEM DELIVERY TICKETS				
5030475	3/31/2015	36.30	0.00	06/11/2015				False	0
018-018-554000 Contractual/Consulting Serv					MODEM DELIVERY TICKETS				
5030475 Total:		72.60							
ONE CALL CONCEPTS,		72.60							
PAULSON PRINTING 025300									
C8022	5/31/2015	299.00	0.00	06/11/2015				False	0
001-004-490000 Schools & Conventions					BUSINESS CARDS, NATHAN, BRENDA, BECKY, DIAN				
C8022 Total:		299.00							
PAULSON PRINTING To		299.00							
PETERSEN, WILLIAM AL PETER.WA									
JUNE10 2015	6/10/2015	20.00	0.00	06/11/2015				False	0
001-104-461000 Public meetings					PLANNING COMM STIPEND				
JUNE10 2015 Total:		20.00							
PETERSEN, WILLIAM A		20.00							
PHILLIPS, CYNTHIA 025515									
061515	6/8/2015	1,592.00	0.00	06/11/2015				False	0
001-103-554000 Contractual/consulting serv					JUDICIAL SERVICES BEGIN JUNE 2015				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
061515 Total:		1,592.00							
PHILLIPS, CYNTHIA Tot		1,592.00							
POSTMASTER 026000 JUNE9 2015	6/9/2015	2,100.19	0.00	06/11/2015					
017-017-554000 Contractual/Consult Serv.					POSTAGE FOR ANNUAL WATER QUALITY REPORTS			False	0
JUNE9 2015 Total:		2,100.19							
POSTMASTER Total:		2,100.19							
QUALITY CONTROL SERVICES, INC. 026553 41150	5/22/2015	70.00	0.00	06/11/2015					
018-019-501000 Operating Materials					CALIBRATION AT WWTP			False	0
41150	5/22/2015	70.00	0.00	06/11/2015					
018-020-501000 Operating Materials & Supplies					CALIBRATION AT WWTP			False	0
41150 Total:		140.00							
QUALITY CONTROL SE		140.00							
QUILL CORP. 026700 4529132	5/21/2015	29.58	0.00	06/11/2015					
001-004-457000 Office Supplies					VELLUM			False	0
4529132 Total:		29.58							
4529915	5/22/2015	5.39	0.00	06/11/2015					
001-004-457000 Office Supplies					\$0.60 REDUCTION PER QUILL DUE TO DAMAGED M.			False	0
4529915 Total:		5.39							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
QUILL CORP. Total:		34.97							
RICOH USA, INC. 027294 94823997	6/3/2015	137.94	0.00	06/11/2015	POLICE COPIER CONTRACT			False	0
001-002-502000 Equipment Expense									
94823997 Total:		137.94							
94842479	6/4/2015	137.94	0.00	06/11/2015	POLICE COPIER CONTRACT			False	0
001-002-502000 Equipment Expense									
94842479 Total:		137.94							
RICOH USA, INC. Total:		275.88							
SELDEN, LAURIE 030715 083114	6/9/2015	2,948.00	0.00	06/11/2015	PROSECUTOREAL SERVICES BEGIN JUNE 2015			False	0
001-103-554000 Contractual/consulting serv									
083114 Total:		2,948.00							
SELDEN, LAURIE Total:		2,948.00							
SEMLING, SHIELA SMLNG.SH JUNE10 2015	6/10/2015	20.00	0.00	06/11/2015	PLANNING COMM STIPEND			False	0
001-104-461000 Public meetings									
JUNE10 2015 Total:		20.00							
SEMLING, SHIELA Total		20.00							

ST. HELENS COMPUTER CENTER

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
028496									
5858	5/21/2015	66.70	0.00	06/11/2015				False	0
018-020-501000 Operating Materials & Supplies				INK CARTRIDGES					
5858	5/21/2015	66.70	0.00	06/11/2015				False	0
018-019-501000 Operating Materials				INK CARTRIDGES					
5858 Total:		133.40							
ST. HELENS COMPUTER		133.40							
ST. HELENS MARINA									
029000									
007293	4/30/2015	12.95	0.00	06/11/2015				False	0
001-005-509000 Marine board expense				GAS					
007293 Total:		12.95							
ST. HELENS MARINA To		12.95							
STAPLES BUSINESS ADVANTAGE									
031983									
8034644002	5/30/2015	3.37	0.00	06/11/2015				False	0
001-103-457000 Office supplies				OFFICE SUPPLIES					
8034644002	5/30/2015	324.39	0.00	06/11/2015				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
8034644002 Total:		327.76							
STAPLES BUSINESS AD		327.76							
SUNSET EQUIPMENT CO.									
032700									
080016	5/7/2015	6.16	0.00	06/11/2015				False	0
015-015-501000 Operating Materials & Supp				MATERIALS					
080016 Total:		6.16							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
080203	5/18/2015	300.00	0.00	06/11/2015				False	0
001-005-501000 Operating Materials & Supp				SHOVEL					
080203 Total:		300.00							
SUNSET EQUIPMENT C		306.16							
TCMS CORPORATION									
033013									
012627	6/2/2015	1,343.00	0.00	06/11/2015				False	0
012-107-554000 Contractual/consulting serv				CITY HALL MAINT CONTRACT					
012627 Total:		1,343.00							
012628	6/2/2015	363.00	0.00	06/11/2015				False	0
001-110-470000 Building expense				ANNEX- CITY HALL MAINT CONTRACT					
012628 Total:		363.00							
012645	6/2/2015	235.00	0.00	06/11/2015				False	0
018-019-501000 Operating Materials				WWTP MAINT CONTRACT					
012645	6/2/2015	235.00	0.00	06/11/2015				False	0
018-020-501000 Operating Materials & Supplies				WWTP MAINT CONTRACT					
012645 Total:		470.00							
012696	6/4/2015	4,773.00	0.00	06/11/2015				False	0
001-110-470000 Building expense				REPAIRS AT SENIOR CENTER					
012696 Total:		4,773.00							
TCMS CORPORATION T		6,949.00							
VERSA PRODUCTS, INC.									
034925									
103834	5/8/2015	169.20	0.00	06/11/2015				False	0
001-004-519000 Furnishing/Shelving Exp				WHEEL KIT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
103834 Total:		169.20							
VERSA PRODUCTS, INC		169.20							
VILARDI ELECTRIC 034990									
5016	5/19/2015	137.00	0.00	06/11/2015				False	0
013-403-470000 Building				REPAIR BALLASTS IN OR ST SHOP					
5016 Total:		137.00							
VILARDI ELECTRIC Tota		137.00							
WEBSTER, AUDREY WEBSTERA JUNE10 2015	6/10/2015	30.00	0.00	06/11/2015				False	0
001-104-461000 Public meetings				PLANNING COMM STIPEND					
JUNE10 2015 Total:		30.00							
WEBSTER, AUDREY Tot		30.00							
WILCOX & FLEGEL 037003									
C161821-IN	5/19/2015	3,851.66	0.00	06/11/2015				False	0
013-403-531000 Gasoline				GAS OR ST SHOP					
C161821-IN Total:		3,851.66							
C162502-IN	6/2/2015	121.67	0.00	06/11/2015				False	0
013-403-531000 Gasoline				GAS BACKHOE					
C162502-IN Total:		121.67							
WILCOX & FLEGEL Tota		3,973.33							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total: 42,075.48

City of St. Helens

Job Title: PUBLIC WORKS ENGINEERING DIRECTOR
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: July 1, 2015

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work as manager of the City Engineering and Waste Water Treatment Departments. Serves in the development, review, and management of engineering projects, ensuring technical competence and compliance with applicable codes and criteria. Performs complex and professional engineering work for various environmental, water, sanitary sewer, street, storm drainage, parks facilities, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; Performs as a Project Manager for various City projects.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Council and Councilor in Charge of Public Works as assigned by the Mayor. Coordinates activities with the Public Works Operations Director and the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to the Engineering Department and Waste Water Treatment Plant Superintendent. Exercises general supervision over all permanent and temporary technical staff assigned to the Engineering Department and general supervision over other personnel as needed. Provides direct supervision over the Public Works Department, Parks Department Supervisor, and Water Filtration Facility Supervisor in absence of the Public Works Operations Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Supervises and manages personnel assigned to the Engineering Department and the Waste Water Treatment Plant, including short and long term work assignments, either directly or through the supervisor of each department and their subsequent supporting staff.
- Reviews work procedures, coordinates work schedules, and expedites work as necessary.
- Prepares and recommends the preparation of the Public Works Department budgets. Reviews and recommends approval of expenditures of project budgets.
- Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility.
- Attends City Council meetings and other meetings as assigned.
- Standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Adjusts errors, complaints, and grievances.
- Prepares composite reports from individual reports of subordinates.

- Develops and transmits written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Advises Public Works Operations Director, City Administrator, City Attorney, and other City officials in matters relating to department activities.
- Coordinates departmental reviews of private project development proposals and plans for compliance with codes, regulations and standards, adequacy of permits, and compliance with approved plans.
- Coordinates the preparation of public improvement engineering plans and specifications, coordinates all required bid solicitations and reviews all construction bids. Makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Performs simple to complex civil engineering design work, calculates construction quantities, and prepares engineering and construction estimates.
- Coordinates the preparation of, or develops engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Performs, oversees or assists in project management for the construction of municipal public works projects. Oversees public works and engineering projects to ensure contractor compliance with time and budget parameters for the project.
- Coordinates and/or assists in the procurement and contracting process for purchasing large equipment and other items for the Public Works Department as authorized by the Council.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Assures as-built records of projects, and documents necessary changes for the operation and maintenance programs.
- Oversees preparation and maintenance of the sanitary sewer, water, storm drainage, and street system maps, GIS systems, data bases, infrastructure management systems, and comprehensive plans.
- Oversees the Lateral Replacement Program.
- Responds to public or other inquiries relative to procedures on specific projects and other information.
- Coordinates, prepares and/or assists in the evaluation and preparation of studies and reports on impacts of public improvement proposals, development proposals, permits, rezoning, comprehensive plan amendments, plats, etc. on public infrastructure.
- Coordinate or write agenda, reviews minutes, and prepares status reports for various Boards and Commissions of the City.
- Responds or coordinates the response to inquiries relative to parks, streets, traffic, parking, utilities, and/or storm drainage.
- Reviews or oversees reviews of building permits, utility permits, street use permits, franchise utility permits, etc.
- Maintains regular contact with consulting engineers, construction project engineers, any City, County, State and Federal agencies, professional and technical groups, and the general public regarding department activities and services.
- Prepares or assists in the development and maintenance of public facility management systems.

- Review reports prepared by the Wastewater Treatment Plant Superintendent.
- Review and sign building permits; special use permits; right-of-way permits.
- Assist in the preparation of grant/funding applications for projects.

PERIPHERAL DUTIES

- Coordinates sidewalk inspection, maintenance and enforcement programs.
- Monitors intergovernmental actions affecting engineering and public works operations.
- Assists in the training of other city personnel in public works design and construction techniques.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in civil engineering or a closely related field; and
- (B) Minimum of six years previous public works civil engineering experience (local government setting preferred) with at least 3 years in supervisory positions; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Considerable knowledge of applicable City policies, laws, and regulations affecting Department activities;
- (B) Considerable skill in arriving at cost estimates on complex projects; Skill in operating the listed tools and equipment.
- (C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- (A) Must possess a valid State driver's license or have the ability to obtain one prior to employment.
- (B) Must possess a current Professional Engineer license from the State of Oregon.
- (C) Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; GIS; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is moderate to loud in the field and quiet in the office.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Public Works Engineering Director job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

City of St. Helens

Job Title: PUBLIC WORKS OPERATIONS DIRECTOR
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: July 1, 2015

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work as manager of the City Public Works and Parks Departments. Serves in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Council and Councilor in Charge of Public Works as assigned by the Mayor. Coordinates activities with the Public Works Engineering Director and the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to the Public Works Department, Parks Supervisor, and Water Filtration Facility Supervisor. Exercises general supervision over all permanent and temporary technical staff assigned to the Public Works Department and general supervision over other personnel as needed. Provides direct supervision over the Engineering Department and Wastewater Treatment Plant Superintendent in absence of the Public Works Engineering Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following, but not limited to:

- Supervises the Public Works Department, Parks Department, Joint Maintenance Facility, and Water Filtration Facility either directly or through the supervisor of each department and their subsequent supporting staff.
- Reviews work procedures, coordinates work schedules, and expedites work as necessary.
- Prepares and recommends the preparation of the Public Works Department budgets. Reviews and recommends approval of expenditures of project budgets.
- Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility.
- Attends City Council meetings and other meetings as assigned.
- Standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Responds or coordinates the response to inquiries relative to parks, streets, traffic, parking, utilities, and/or storm drainage.
- Adjusts errors, complaints, and grievances.

- Develops and transmits written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality water, sewer, street and drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of parks, water, sewer, street, and storm drainage facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
- Inspects and supervises the repair of chlorine machine, booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Oversees and requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption, and misc. reports.
- Advises Public Works Engineering Director, City Administrator, City Attorney, and other City officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding street, water, sewer and drainage problems and services.
- Supervises, instructs and assists assigned crews in construction, installation, and maintenance of the water supply and distribution system, sewer collection system, transportation system, and storm drainage system.
- Ensures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room.
- Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crews of such locations.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations, determines if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- Supervises the contacting of residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Supervises the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Supervises the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to ensure that all equipment is in proper working order.

- Analyzes and projects the needs of the City for equipment, bridges, roads, sidewalk and materials for completion of the same.
- Approves the purchases of heavy equipment and requisitions all supplies and materials needed for effective department operation.
- Supervise maintenance of marina facilities.
- Review reports done by the Parks supervisor.
- Review and sign building permits; special use permits; review and sign off monthly AP bills at city hall.

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.
- Assists in the training of other City personnel.
- Coordinate events and special use permits for city parks.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, and
- (b) Minimum of ten (10) years of experience in public works positions including the operation of related maintenance equipment with at least four years in supervisory positions, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe installation, connection and repair; thorough knowledge of road construction and maintenance.
- (b) Skill in operation of the listed tools and equipment.
- (c) Ability to guide, direct and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks and sewer cleaners; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid state driver's license and CDL certification

Certification as a Water Distribution Operator II

Competent Person Certificate

First Aid and CPR Certificate

Water Treatment I license

Management Supervisor Certificate (or equivalent)

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machines, SCADA systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Public Works Supervisor job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Accounts Payable

To Be Paid Proof List

User: Shellym
 Printed: 06/04/2015 - 4:07PM
 Batch: 00004.06.2015



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
BULLARD LAW									
004880									
18626	5/20/2015	5,372.50	0.00	06/05/2015				False	0
001-002-454000 Attorney				LEGAL SERVICES					
18626	5/20/2015	6,555.50	0.00	06/05/2015				False	0
018-018-454000 Attorney Expense				LEGAL SERVICES					
18626 Total:		11,928.00							
BULLARD LAW Total:		11,928.00							
HDR ENGINEERING, INC.									
014187									
00444127-H	5/13/2015	1,825.06	0.00	06/05/2015				False	0
010-302-653200 Telemetry System Upgrade				W-429 TELEMETRY UPGRADE					
00444127-H Total:		1,825.06							
HDR ENGINEERING, INC		1,825.06							
JAMES W. FOWLER CO.									
012675									
PR#1	6/1/2015	35,387.50	0.00	06/05/2015				False	0
010-304-653409 Godfrey Outfall				GODFREY PARK STORM SD-146					
PR#1 Total:		35,387.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
JAMES W. FOWLER CO.		35,387.50							
<hr/>									
MURRAY, SMITH & ASSOC., INC.									
020762									
09-1078-63	5/18/2015	704.50	0.00	06/05/2015				False	0
010-303-653302 I&I Reduction					I & I REDUCTION PROJ S-618C				
09-1078-63	5/18/2015	2,449.50	0.00	06/05/2015				False	0
010-304-653409 Godfrey Outfall					I & I REDUCTION PROJ SD-146				
<hr/>									
09-1078-63 Total:		3,154.00							
<hr/>									
MURRAY, SMITH & ASS		3,154.00							
<hr/>									
Report Total:		52,294.56							
<hr/>									