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City of St. Helens COUNCIL AGENDA

Wednesday, February 17, 2016

City Council Chambers, 265 Strand Street, St. Helens

City Council Members

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

Welcome!

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

1. **6:00PM – SPECIAL MEETING: FY 2016-17 Budget Orientation**
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. **ORDINANCES – Final Reading**
 - A. **Ordinance No. 3203:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.24, 17.32, 17.88, 17.152, and 18.32
6. **ORDINANCES – First/Final Reading**
 - A. **Ordinance No. 3204:** An Ordinance to Annex and Designate the Zone of Certain Property at 35092 Pittsburg Road
7. **RESOLUTIONS**
 - A. **Resolution No. 1732:** A Resolution Determining that Additional Nuisances Exist Upon Property Located Within St. Helens and Directing that Notice to Abate the Additional Nuisances be Posted on Said Premises
 - B. **Resolution No. 1733:** A Resolution of the Common Council of the City of St. Helens, Oregon, Transferring Appropriations Within Funds
8. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Notice of Measure Election for Annexation of 35092 Pittsburg Road
9. **APPOINTMENTS TO CITY BOARDS & COMMISSIONS**
10. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Parks Commission Minutes dated December 14, 2015
 - B. Planning Commission Minutes dated January 12, 2016
 - C. Accounts Payable Bill List
11. **CONSENT AGENDA FOR APPROVAL**
 - A. Council Work Session, Public Hearing and Regular Session Minutes dated January 20 and February 3, 2016
 - B. Exclusive Use Permit: Girls Softball/SHHS JV Softball, Campbell Park Fields, March 28-June 30
 - C. OLCC Renewals
 - D. Accounts Payable Bill List
12. **MAYOR PETERSON REPORTS**
13. **COUNCIL MEMBER REPORTS**

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

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

14. **DEPARTMENT REPORTS**

15. **ADJOURN**

**City of St. Helens
Fiscal Year 2015-16
2nd Quarter Financial Report
For Period Ending December 31, 2015**

Explanation of report

The 2nd quarter financial report is the measurement of financial performance for the current fiscal year as of December 31. The report presents the current budget, actual financial activity, the percent (%) of budget utilized and compares current activity to same period last fiscal year.

Table 1 reflects a summary of financial activity by fund.

Table 1 - Fund Summaries for Period Ending December 31, 2015						
Funds	Beginning Fund Balances	Current Resources		Current Uses		Ending Fund Balance
		Revenues	Transfers In	Transfers Out	Expenditures	
001- General	1,720,785	2,370,534	-	68,970	2,178,106	1,844,243
008-Visitors & Tourism	164,831	69,658	-	-	69,652	164,837
009-Community Enhancement	3,313,646	268,692	75,980	26,500	2,992,904	638,913
010-Capital Improvement	7,258,669	369,541	846,500	-	1,873,332	6,601,377
011-Streets (Gas Tax)	552,844	393,541	-	5,500	347,251	593,634
012-Administrative Services	133,952	652,565	-	-	640,236	146,281
013-Public Works	-	191,700	-	-	191,431	269
015-Fleet	29,514	139,000	-	-	133,140	35,373
017-Water Operating	1,810,475	1,590,681	-	394,000	1,523,205	1,483,951
Forest reserve	287,290	-	-	-	17,337	269,953
018-Sewer Operating	2,780,623	2,142,749	-	355,500	1,911,072	2,656,801
033-Community Development	-	-	-	-	-	-
Total	18,052,629	8,188,661	922,480	850,470	11,877,667	14,435,632
		9,111,141		12,728,137		
Adopted Budget	16,491,797	18,491,020	1,946,740	1,946,740	22,108,730	12,874,087
Contingency					(4,026,520)	4,026,520
Adopted Budget net contingency	16,491,797	18,491,020	1,946,740	1,946,740	18,082,210	16,900,607
Percent of Budget		44.28%	47.39%	43.69%	65.69%	85.41%
Percent of Budget - Current Resources / Uses			45%		64%	

The beginning fund balances (working capital) as of July 1, 2015 for the City total \$18,052,629. These amounts are based on the final audited year-end financial reports (FY 14-15). The total beginning fund balances for FY 15-16 are \$1,560,834 greater than forecasted in the adopted budget due to FY 2014-15 expenditures being less than projected combined with revenues greater than expected. Table 2 illustrates by fund the FY 14-15 audited ending fund balance compared to the FY 15-16 budgeted beginning fund balance.

Table 2 - Comparison of Ending Fund Balances - Adopted FY 15-16 Budget vs Audited FY 14-15				
Funds	Fund Balances			Explanation
	Audited 6/30/15	Budgeted Beginning 7/01/15	Increase / (Decrease)	
001- General	1,720,785	1,641,827	78,958	Development revenues up and personnel services costs down
008-Visitors & Tourism	164,831	141,448	23,383	Reductions in scheduled programs
009-Community Enhancement	3,313,646	2,390,098	923,548	Carry forward Property Acquisition (bond proceeds)
010-Capital Improvement	7,258,668	7,030,580	228,088	Carry Forward of Capital Projects
011-Streets (Gas Tax)	552,847	542,919	9,928	Carry forward of maintenance projects
012-Administrative Services	133,952	133,691	261	
013-Public Works	-	-	-	
015-Fleet	29,514	16,753	12,761	Decrease in Materials and Services
017-Water Operating	1,810,475	1,765,393	45,082	Water Sales
517 - Timber reserves	287,290	289,092	(1,802)	Greater than expected operating costs (replanting)
				Overall lower than projected expenditures / greater than anticipated revenues
018-Sewer Operating	2,780,623	2,539,996	240,627	
Total	18,052,631	16,491,797	1,560,834	

* Net of Contingencies

Current resources collected as of December 31, 2015 total \$9,111,141 and reflect 45% of the budget. Current resources – revenues are 44.28% of total budget which reflect the timing of revenue collections. Based on the current analysis, the following are the highlighted impacts to revenues:

- Property Taxes – Certified Roll assessed value increased 2.88%. However, actual revenues are projected to be approximately \$10K greater than budget.
- Franchise Fees – are projected to be \$5K less than budget primarily due to anticipated utility rate increases less than anticipated.
- Hotel/Motel Taxes – are projected to be \$25K greater than budget.
- Charges for services – are projected to be \$60K greater than budget due to greater than anticipated growth in usage (primarily industrial users), partially offset by less than anticipated rate increases (.5% instead of 2%).
- Licenses and permits – are projected to be \$19K greater than budget due to trending of building permits greater than anticipated.
- Fines and forfeitures – are projected to be \$13K less than budget due to turnover in court and police staffing.
- Intergovernmental revenues – are projected to be on target at this time. However it is worth mentioning that recovery of the school resource officer has increased \$20K with the offset being a reduction in revenue sharing funds due to correction to prior year allocation error.
- System Development Charges – based on current trending, is projected to be \$57K less than budget. However, there are a number of plan reviews currently being processed that could reverse this trend.

- Miscellaneous revenues – are projected to be \$230K greater than budget primarily due to timing of lease revenues and reimbursements associated with the Boise Property (\$225K) and insurance refunds / credits (\$5K).

For further details on beginning fund balances, and actual revenues received through December 31, 2015 refer to Attachment A – Revenue Reports for Period Ending December 31, 2015.

Current uses as of December 31, 2015 total \$12,728,137 and reflect 64% of budget. Current uses – expenditures less transfers and contingencies - total \$11,877,667 and reflect 65.69% of total budget. Based on current analysis, the following are highlighted impacts to expenditures. Please note that some of these items require an Appropriation Transfer Resolution.

- Personnel service costs (PSC) are anticipated to be under budget by \$137,000 primarily due to:
 - \$93,910 – Police staffing turnover resulting in vacancies, and lower pay steps (step 1-3 instead of 5), partially offset by accrual payouts and increased overtime.
 - \$63,570 – timing of hiring of Building Official (10-30 instead of 7-1).

Impact by fund and department are illustrated in Table 3 below.

Fd	Dpt	Dept	Budget FY 15-16	Actual 12-31-15	Projected 6-30-16	Under / (Over) Budget	%	Notes
001		General Fund						
	002	Police	2,259,610	1,080,750	2,165,700	93,910	4.2%	Vacancies & change in employee mix, partially offset by OT
	004	Library	418,960	204,822	418,960	-	0.0%	Staffing turnover
	100	City Council	48,640	25,315	50,630	(1,990)	-4.1%	
	103	Courts	152,640	79,637	165,860	(13,220)	-8.7%	Change in employee mix
	104	Planning	184,580	88,511	180,360	4,220	2.3%	Overfill Assistant Planner
	105	Building	224,670	60,628	161,100	63,570	28.3%	Contract out Building Official
		001 Total	3,289,100	1,539,663	3,142,610	146,490	4.5%	
012		Admin Services						
	101	City Admin	247,560	122,803	247,031	529	0.2%	
	102	City Recorder	211,910	105,285	212,310	(400)	-0.2%	
	106	Finance	507,440	250,730	516,560	(9,120)	-1.8%	Term limited Support
		012 Total	966,910	478,817	975,901	(8,991)	-0.9%	
013		Public Works						
	402	Engineering	360,470	179,751	359,170	1,300	0.4%	Part-time Engineering Tech
	403	Operations	1,778,950	927,275	1,805,980	(27,030)	-1.5%	Timing of seasonals and change in employee mix
		013 Total	2,139,420	1,107,026	2,165,150	(25,730)	-1.2%	
015		Fleet						
	015	Fleet	201,200	99,881	201,440	(240)	-0.1%	Change in employee mix
		015 Total	201,200	99,881	201,440	(240)	-0.1%	
017		Water						
	417	Water Filtration	243,250	121,379	243,600	(350)	-0.1%	OT related with down tree
		017 Total	243,250	121,379	243,600	(350)	-0.1%	
018		Sewer / Storm						
	019	WWTP - Sec.	406,580	187,650	385,720	20,860	5.1%	Standby under budgeted
		018 Total	406,580	187,650	385,720	20,860	5.1%	
		Grand Total	7,246,460	3,534,417	7,114,421	132,039	1.8%	

- Administrative/Community Development Department:
 - Municipal Court – Personnel services costs increase of \$27K primarily due to: Turnover on Municipal Court Clerk (step 1 to step 5, \$19K), and adding .2 FTE Office Assistant (\$8K). Reappropriations required.
 - Planning – Attorney expenses may exceed budget due to opportunities associated with new recreational marijuana laws. No Reappropriations at this time.
 - Building – Personnel services costs decrease of \$59K partially offset by contract services for inspections with the County of \$18K. Reappropriations required.
 - Non-Departmental – Abatement program has run \$5,038 and resulted in recovery of \$1,476 with the remaining amounts in some process of collections / liens. The residual costs remaining at the end of the fiscal year is estimated to be \$5K. Reappropriations required.
 - Tourism – may require reappropriations and/or possibly a supplemental budget based on pending decisions associated with management of events and sponsoring of some type of Fourth of July event. No Reappropriations at this time.
 - Economic Development – Boise properties – staff is working up a separate report on activities that transpired over the past 18 months and will present at future Council meeting. No Reappropriations at this time.
 - Finance – Materials and services is anticipated to be \$5K less than budgeted due to equipment (\$4K) and postage expenses (\$5K) being less than anticipated, partially offset by increase of banking services (\$6K) . Staff is recommending transferring appropriations (\$3K) to City Hall (cost center 107) to cover cost for improved roof access.
 - City Hall – Equipment requires increase of \$3K in appropriations to cover the cost of a required improved roof access. Reappropriations required.
- Police Department:
 - Personnel Services - are projected to be \$83K under budget due to staffing turnover, partially offset by increased overtime costs and accrual payoffs. No Reappropriations at this time.
 - Attorney expenses - associated with personnel issues are projected to be \$15K over budget. No Reappropriations at this time.
- Library Department:
 - Personnel Services - are targeted to remain on budget, however, due to staffing turnover and change in employee benefits, the department is utilizing the extended vacancy of the Librarian I position to keep within budget. No Reappropriations at this time.
 - Materials and Services – contract costs associated with Ford Foundation Grant and recruitment costs associated with staffing turnover are recommended to be covered by the Library Grant Reserve (210) resulting in reappropriating funds totaling \$9.5K. Reappropriations required.

- Public Works Department:
 - Parks department – Materials and services have the following opportunities which they anticipate to cover within existing budget appropriations:
Trees down during winter storm events (\$2K), Halloweentown event depleting supplies (\$2K), and Marine Board Sand Island/Dockside Improvements costs not covered by grant (\$5K). No Reappropriations at this time.
 - Operations – Personnel services may require additional appropriation (\$27K) to cover accrual payouts for retired employees. However based on timing of seasonal and timing of hiring replacement staffing this amount may be sufficiently mitigated.
 - Water Filtration Facilities – Required emergency generator maintenance resulted in unanticipated expenditures (\$5K) which are anticipated to be absorbed in the current operating budget.
 - Waste Water Treatment Plant – Electrical is anticipated to run \$38K greater than budgeted due to increase suspended particles (TSS) being processed in the secondary treatment pond (Cascade clarifier down). Reappropriations required.
 - Capital Improvements – projects that do or may require additional reappropriations are:
 - Due to contractor schedule of projects - St. Helens Street Overlay and Eisenschmidt Overlay and Sidewalk projects did not carry forward sufficient funds to cover total project. Staff recommends transferring funds from the interfund loan appropriation line item accordingly. Reappropriations required.
 - Sewer Lift Station #7 – due to the final engineering assessment, the project has a potential of exceeding appropriation authority (approximately \$30k). Staff has subsequently made changes in scope that should absorb the additional costs.
 - Godfrey Park Outfall Storm Project – due to unanticipated impediments associated with the geological strata that the pipe must transverse to reach the Columbia River, the project methodology had to be revisited resulting in project delays. Staff is still assessing and optimistic in deriving a resolution that will keep the project within budget.

For further detail, refer to Attachment B – Expenditure Reports for Period Ending December 31, 2015 and Attachment C – Capital Projects.

Ending fund balances – Please note that the ending fund balances present in Table 1 reflect fund balances as of December 31, 2015. At this time it is too early to project year-end fund balances and should not be construed as predictive in nature at this time.

Attachment A- Revenues

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		Fiscal Year 2014-15					Fiscal Year 2015-16		
Fd	Clasification	Adopted Budget 2014-15	Actual 12/31/14	% of Budget	Audited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 12/31/15	% of Budget
001-General Fund									
	Beginning working capital	1,469,528	1,802,520	123%	1,802,520	100%	1,641,827	1,720,785	105%
	Property taxes	1,535,200	1,457,117	95%	1,592,949	91%	1,632,300	1,488,128	91%
	Franchise fees	1,469,500	401,625	27%	1,450,081	28%	1,513,620	422,691	28%
	Licenses and permits	334,290	205,458	61%	322,855	64%	303,810	154,333	51%
	Fines and forfeitures	207,000	101,818	49%	208,870	49%	221,000	99,484	45%
	Intergovernmental	406,520	146,477	36%	399,712	37%	437,020	103,168	24%
	Interest earnings	10,000	5,596	56%	12,608	44%	10,100	21,824	216%
	Miscellaneous	40,140	45,272	113%	89,282	51%	62,940	38,215	61%
	Indirect cost allocation - CC	64,410	30,593	47%	59,785	51%	81,710	42,692	52%
	Transfers	19,000	19,000	100%	19,000	100%	56,350	-	0%
001 Total		5,555,588	4,215,476	76%	5,957,662	71%	5,960,677	4,091,319	69%
008-Tourism									
	Beginning working capital	288,553	230,498	80%	230,498	100%	141,448	164,831	117%
	Motel/hotel	80,000	50,517	63%	110,671	46%	95,000	62,581	66%
	Intergovernmental	-	-	0%	-	0%	-	-	0%
	Miscellaneous	119,450	13,790	12%	18,773	73%	-	7,077	100%
008 Total		488,003	294,805	60%	359,942	82%	236,448	234,489	99%
009-Community Enhancement									
	Beginning working capital	464,440	463,343	100%	463,344	100%	2,390,098	3,313,646	139%
	Charges for services	800	595	74%	780	76%	800	380	48%
	Intergovernmental	62,810	20,118	32%	510,815	4%	352,130	44,070	13%
	Interest earnings	1,800	590	33%	1,141	52%	1,500	202	13%
	Other	1,000,000	-	0%	1,000,000	0%	1,000,000	-	0%
	Miscellaneous	13,380	15,847	118%	24,771	64%	94,000	224,040	238%
	Transfers	3,003,863	3,890	0%	2,070,340	0%	1,003,890	75,980	8%
009 Total		4,547,093	504,383	11%	4,071,191	12%	4,842,418	3,658,317	76%
010-Capital Improvement									
	Beginning working capital	5,765,708	6,330,602	110%	6,330,602	100%	7,030,580	7,258,669	103%
	Intergovernmental	341,000	36,223	11%	36,223	100%	218,300	251,920	115%
	Other	550,000	347,212	63%	347,212	100%	1,500,000	-	0%
	System devel. charge	180,000	176,170	98%	412,016	43%	254,000	109,839	43%
	Miscellaneous	-	-	0%	-	0%	20,000	7,781	39%
	Transfers	2,066,000	2,066,000	100%	2,073,421	100%	846,500	846,500	100%
010 Total		8,902,708	8,956,207	101%	9,199,474	97%	9,869,380	8,474,709	86%
011-Streets									
	Beginning working capital	538,502	630,179	117%	630,179	100%	542,919	552,844	102%
	Intergovernmental	784,000	371,638	47%	736,027	50%	804,400	390,517	49%
	Interest earnings	12,000	4,783	40%	9,841	49%	12,000	2,014	17%
	Miscellaneous	3,000	250	8%	1,821	14%	2,250	1,010	45%
011 Total		1,337,502	1,006,851	75%	1,377,868	73%	1,361,569	946,385	70%

Attachment A- Revenues
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		Fiscal Year 2014-15					Fiscal Year 2015-16		
Fd	Clasification	Adopted Budget 2014-15	Actual 12/31/14	% of Budget	Audited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 12/31/15	% of Budget
012-Administrative Services									
	Beginning working capital	97,354	95,204	98%	95,204	100%	133,691	133,952	100%
	Charges for services	25,140	13,312	53%	26,624	50%	30,270	15,545	51%
	Indirect cost allocation - CC	1,268,320	610,022	48%	1,203,690	51%	1,351,220	637,020	47%
	Transfers	31,400	-	0%	31,400	0%	-	-	0%
012 Total		1,422,214	718,538	51%	1,356,918	53%	1,515,181	786,517	52%
013-Public Works Fund									
	Beginning working capital	-	-	0%	1,524	100%	-	-	0%
	Charges for services	2,000	7,806	390%	7,806	100%	7,000	269	4%
	Indirect cost allocation - CC	270,300	146,647	54%	234,272	63%	274,690	191,431	70%
	Transfers	40,000	-	0%	-	0%	40,000	-	0%
013 Total		312,300	154,454	49%	243,602	63%	321,690	191,700	60%
015-Fleet Maintenance									
	Beginning working capital	34,301	56,269	164%	56,269	100%	16,753	29,514	176%
	Charges for services	250,000	125,000	50%	250,000	50%	278,000	139,000	50%
015 Total		284,301	181,269	64%	306,269	59%	294,753	168,514	57%
017-Water Fund									
	Beginning working capital	2,665,012	3,179,410	119%	3,179,410	100%	2,054,485	2,097,765	102%
	Charges for services	4,139,000	2,383,992	58%	3,970,407	60%	3,118,810	1,567,572	50%
	Interest earnings	18,000	12,880	72%	26,461	49%	20,000	3,833	19%
	Miscellaneous	20,000	12,237	61%	30,297	40%	23,820	19,276	81%
017 Total		6,842,012	5,588,518	82%	7,206,574	78%	5,217,115	3,688,446	71%
018-Sewer Fund									
	Beginning working capital	2,716,144	2,926,376	108%	2,926,376	100%	2,539,996	2,780,623	109%
	Charges for services	4,582,200	1,988,796	43%	4,685,495	42%	4,687,000	2,135,296	46%
	Interest earnings	25,000	13,647	55%	29,528	46%	25,000	6,520	26%
	Other	500	245	49%	515	48%	500	270	54%
	Miscellaneous	1,000	-	0%	391	0%	1,000	663	66%
018 Total		7,324,844	4,929,064	67%	7,642,305	64%	7,253,496	4,923,373	68%
033-CDBG									
	Intergovernmental	-	7,031	100%	7,031	100%	-	-	0%
	Miscellaneous	56,830	3,340	6%	15,355	22%	56,830	-	0%
033 Total		56,830	10,371	18%	22,386	46%	56,830	-	0%
Total Revenues		37,073,396	26,559,935	72%	37,744,190	70%	36,929,557	27,163,769	74%

Attachment B - Expenditures
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			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget 2014-15	Actual 12/31/14	% of Budget	Audited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 12/31/15	% of Budget
Fund	Dept	Clasification								
001-General Fund										
		002-Police								
		Personnel services	1,968,400	987,913	50%	1,921,162	51%	2,151,180	1,037,579	48%
		Materials and services	423,530	212,757	50%	402,330	53%	430,750	230,506	54%
		002 Total	2,391,930	1,200,670	50%	2,323,492	52%	2,581,930	1,268,084	49%
		004-Library								
		Personnel services	377,460	187,649	50%	373,854	50%	418,960	204,822	49%
		Materials and services	166,740	74,773	45%	164,250	46%	174,980	78,831	45%
		004 Total	544,200	262,422	48%	538,104	49%	593,940	283,653	48%
		005-Parks								
		Personnel services	103,600	50,629	49%	101,485	50%	136,300	66,937	49%
		Materials and services	129,650	46,854	36%	116,854	40%	133,950	66,631	50%
		005 Total	233,250	97,483	42%	218,339	45%	270,250	133,568	49%
		100-City Council								
		Personnel services	32,350	16,167	50%	32,335	50%	48,640	25,315	52%
		Materials and services	32,060	14,751	46%	27,450	54%	33,070	17,377	53%
		100 Total	64,410	30,918	48%	59,785	52%	81,710	42,692	52%
		103-Court								
		Personnel services	164,650	73,985	45%	146,987	50%	165,200	92,236	56%
		Materials and services	184,770	80,608	44%	170,756	47%	186,490	87,435	47%
		103 Total	349,420	154,593	44%	317,743	49%	351,690	179,671	51%
		104-Planning								
		PSC	99,990	67,386	67%	148,744	45%	116,920	56,614	48%
		M&S	78,560	50,104	64%	113,641	44%	87,260	24,958	29%
		104 Total	178,550	117,490	66%	262,385	45%	204,180	81,572	40%
		105-Building								
		Personnel services	150,610	23,205	15%	52,786	44%	205,610	54,943	27%
		Materials and services	49,810	43,141	87%	89,668	48%	46,880	40,018	85%
		105 Total	200,420	66,347	33%	142,454	47%	252,490	94,961	38%
		110-Non-Dept								
		Personnel services	26,520	12,277	46%	18,447	67%	19,950	10,013	50%
		Materials and services	43,250	62,979	146%	42,161	149%	13,300	83,890	631%
		Transfers	194,200	164,890	85%	267,740	62%	68,890	68,970	100%
		Contingency	805,700	-	0%	-	0%	851,800	-	0%
		110 Total	1,069,670	240,146	22%	328,348	73%	953,940	162,873	17%
001 Total			5,031,850	2,170,069	43%	4,190,651	52%	5,290,130	2,247,076	42%
008-Tourism										
		Materials and services	196,100	141,323	72%	176,111	80%	85,000	69,652	82%
		Transfers	19,000	19,000	100%	19,000	0%	-	-	0%
		Contingency	25,000	-	0%	-	0%	10,000	-	0%
008 Total			240,100	160,323	67%	195,111	82%	95,000	69,652	73%

Attachment B - Expenditures
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			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget 2014-15	Actual 12/31/14	% of Budget	Audited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 12/31/15	% of Budget
Fund	Dept	Clasification								
009-Community Enhancement										
		201-Arts Reserve								
		Materials and services	15,000	7,892	53%	9,562	83%	17,000	1,226	7%
		Capital Outlay	48,550	15,953	33%	18,653	86%	2,000	74	4%
		Contingency	5,000	-	0%	-	0%	3,000	-	0%
		201 Total	68,550	23,845	35%	28,215	85%	22,000	1,300	6%
202-Library Building Reserve										
		Materials and services	4,620	2,310	50%	4,620	50%	11,060	2,380	22%
		Capital Outlay	75,000	48,816	65%	48,816	100%	-	-	0%
		Contingency	10,000	-	0%	-	0%	10,000	-	0%
		202 Total	89,620	51,126	57%	53,436	96%	21,060	2,380	11%
203-Library Equipment Reserve										
		Materials and services	2,000	-	0%	1,150	0%	10,000	6,649	66%
		Contingency	5,000	-	0%	-	0%	6,100	-	0%
		203 Total	7,000	-	0%	1,150	0%	16,100	6,649	41%
204-Parks Property Reserve										
		Capital Outlay	79,800	-	0%	-	0%	50,100	-	0%
		Transfers	-	-	0%	2,421	100%	26,500	26,500	100%
		Contingency	-	-	0%	-	0%	-	-	0%
		204 Total	79,800	-	0%	2,421	0%	76,600	26,500	35%
206-PEG Access										
		Materials and services	21,250	3,440	16%	5,540	62%	9,350	1,500	16%
		Contingency	-	-	0%	-	0%	1,430	-	0%
		206 Total	21,250	3,440	16%	5,540	62%	10,780	1,500	14%
207-Grants										
		Materials and services	20,150	84,130	418%	462,479	18%	19,432	21,845	112%
		207 Total	20,150	84,130	418%	462,479	18%	19,432	21,845	112%
208-LSTA Library Grant										
		Personnel services	31,140	16,484	53%	31,165	53%	-	-	0%
		Materials and services	28,750	12,017	42%	26,126	46%	-	-	0%
		208 Total	59,890	28,501	48%	57,291	50%	-	-	0%
209-Economic Development										
		Materials and services	300,000	45,331	15%	119,587	38%	679,250	336,196	49%
		Capital Outlay	3,700,000	-	0%	5,730	0%	2,488,430	2,506,618	101%
		Transfers	-	-	0%	6,500	0%	134,000	112,375	0%
		Contingency	-	-	0%	-	0%	1,000,000	-	0%
		209 Total	4,000,000	45,331	1%	131,817	34%	4,301,680	2,955,189	69%
210-Library Grant Reserve										
		Personnel services	3,600	-	0%	-	0%	-	-	0%
		Contingency	-	-	0%	-	0%	9,580	-	0%
		210 Total	3,600	-	0%	-	0%	9,580	-	0%
211-Police Reserve Officers Reserve										
		Materials and services	6,500	2,004	31%	5,785	35%	8,358	120	1%
		211 Total	6,500	2,004	31%	5,785	35%	8,358	120	1%
212-Police Contributions										
		Materials and services	-	6,729	0%	9,411	100%	11,000	3,922	36%
		212 Total	-	6,729	0%	9,411	72%	11,000	3,922	36%
213-Building Reserve										
		Transfers	-	-	0%	-	0%	56,350	-	0%
		Contingency	-	-	0%	-	0%	25,650	-	0%
		213 Total	-	-	0%	-	0%	82,000	-	0%
009 Total			4,356,360	245,106	6%	757,544	32%	4,578,590	3,019,404	66%

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			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget 2014-15	Actual 12/31/14	% of Budget	Audited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 12/31/15	% of Budget
Fund	Dept	Clasification								
010-Capital Improvements										
	300-Parks									
		Capital Outlay	50,000	-	0%	2,422	0%	144,800	53,485	37%
		Contingency	-	-	0%	-	0%	50,000	-	0%
	300 Total		50,000	-	0%	2,422	0%	194,800	53,485	0%
301-Streets										
		Capital Outlay	366,000	26,464	7%	34,354	77%	890,000	245,533	28%
		Transfers	500,000	-	0%	-	0%	500,000	-	0%
		Contingency	100,000	-	0%	-	0%	100,000	-	0%
	301 Total		966,000	26,464	3%	34,354	77%	1,490,000	245,533	0%
302-Water										
		Capital Outlay	1,190,000	284,683	24%	571,576	50%	940,000	184,875	20%
		Contingency	100,000	-	0%	-	0%	100,000	-	0%
	302 Total		1,290,000	284,683	22%	571,576	50%	1,040,000	184,875	0%
303-Sewer										
		Capital Outlay	765,000	329,408	43%	433,179	76%	430,000	122,757	29%
		Transfers	500,000	-	0%	-	0%	500,000	-	0%
		Contingency	100,000	-	0%	-	0%	200,000	-	0%
	303 Total		1,365,000	329,408	24%	433,179	76%	1,130,000	122,757	0%
304-Storm										
		Capital Outlay	2,200,000	168,100	8%	586,306	29%	2,000,000	1,157,316	58%
		Contingency	200,000	-	0%	-	0%	300,000	-	0%
	304 Total		2,400,000	168,100	7%	586,306	29%	2,300,000	1,157,316	0%
305-Equipment										
		Capital Outlay	441,000	107,621	24%	312,969	34%	245,000	109,366	45%
		Contingency	40,000	-	0%	-	0%	20,000	-	0%
	305 Total		481,000	107,621	22%	312,969	34%	265,000	109,366	0%
010 Total			6,552,000	916,276	14%	1,940,805	47%	6,419,800	1,873,332	29%
011-Streets										
		Personnel services	319,740	154,374	48%	311,689	50%	316,550	160,594	51%
		Materials and services	461,510	171,659	37%	326,809	53%	449,530	186,658	42%
		Capital Outlay	-	262	0%	-	0%	-	-	0%
		Transfers	137,500	137,500	100%	137,500	0%	5,500	5,500	100%
		Contingency	100,000	-	0%	-	0%	100,000	-	0%
011 Total			1,018,750	463,795	46%	775,998	60%	871,580	352,751	40%

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			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget 2014-15	Actual 12/31/14	% of Budget	Audited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 12/31/15	% of Budget
Fund	Dept	Classification								
012-Administrative Services										
	101	City Administrator								
		Personnel services	164,620	81,593	50%	163,806	50%	222,850	108,094	49%
		Materials and services	75,460	14,352	19%	30,376	47%	56,390	24,587	44%
		Capital Outlay	5,000	-	0%	-	0%	5,000	-	0%
	101	Total	245,080	95,944	39%	194,182	49%	284,240	132,681	0%
	102	City Recorder								
		Personnel services	222,900	109,107	49%	220,174	50%	227,910	113,176	50%
		Materials and services	50,850	25,300	50%	46,058	55%	48,140	26,950	56%
		Capital Outlay	4,100	-	0%	-	0%	4,000	-	0%
	102	Total	277,850	134,407	48%	266,232	50%	280,050	140,125	0%
	106	Finance								
		Personnel services	493,690	243,015	49%	496,509	49%	518,760	250,265	48%
		Materials and services	157,150	92,365	59%	151,110	61%	169,700	65,439	39%
		Capital Outlay	2,000	-	0%	422	0%	2,500	2,107	84%
	106	Total	652,840	335,380	51%	648,041	52%	690,960	317,811	0%
	107	City Hall								
		Materials and services	92,550	46,511	50%	89,969	52%	95,970	46,402	48%
	107	Total	92,550	46,511	50%	89,969	52%	95,970	46,402	0%
	108	IT & Self Insurance								
		Materials and services	25,000	-	0%	-	0%	25,000	-	0%
		Capital Outlay	69,300	13,446	19%	24,543	55%	96,500	3,216	3%
		Transfers	2,063	-	0%	-	0%	-	-	0%
		Contingency	57,531	-	0%	-	0%	42,460	-	0%
	108	Total	153,894	13,446	9%	24,543	55%	163,960	3,216	0%
012 Total			1,422,214	625,689	44%	1,222,966	51%	1,515,180	640,236	42%
013-Public Works										
	402	Engineering								
		Personnel services	26,240	13,193	50%	26,450	50%	27,460	13,645	50%
		Materials and services	24,170	7,106	29%	17,997	39%	21,650	7,004	32%
		Capital Outlay	6,500	(70)	-1%	4,681	-2%	6,500	1,003	15%
	402	Total	56,910	20,229	36%	49,128	41%	55,610	21,653	0%
	403	Operations								
		Personnel services	-	(0)	0%	1,047	0%	-	35,000	0%
		Materials and services	215,390	135,102	63%	193,427	70%	226,080	134,778	60%
		Contingency	40,000	-	0%	-	0%	40,000	-	0%
	403	Total	255,390	135,102	53%	194,474	69%	266,080	169,779	0%
013 Total			312,300	155,332	50%	243,602	64%	321,690	191,431	60%
015-Fleet Maintenance										
	015	Personnel services	195,460	96,426	49%	193,724	50%	202,770	100,665	50%
		Materials and services	76,600	42,188	55%	73,843	57%	82,580	32,476	39%
		Contingency	12,241	-	0%	-	0%	9,400	-	0%
015 Total			284,301	138,614	49%	267,567	52%	294,750	133,140	45%

Attachment B - Expenditures
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			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget 2014-15	Actual 12/31/14	% of Budget	Audited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 12/31/15	% of Budget
Fund	Dept	Clasification								
017-Water										
	017-Production & Distribution									
		Personnel services	695,080	350,641	50%	689,182	51%	731,020	358,848	49%
		Materials and services	1,084,020	524,674	48%	1,003,226	52%	1,101,160	525,975	48%
		Transfers	465,000	465,000	100%	465,000	100%	394,000	394,000	100%
		Contingency	214,610	-	0%	-	0%	445,900	-	0%
	017 Total		2,458,710	1,340,315	55%	2,157,408	62%	2,672,080	1,278,823	0%
	417-Water Filtration Plant									
		Personnel services	235,320	120,018	51%	236,326	51%	244,820	122,163	50%
		Materials and services	131,680	68,778	52%	141,771	49%	154,200	74,125	48%
		Capital Outlay	-	-	0%	-	0%	-	-	0%
		Debt Service	503,000	436,407	87%	501,502	87%	502,760	442,095	88%
	417 Total		870,000	625,203	72%	879,599	71%	901,780	638,382	0%
	517-Forest Reserve									
		Materials and services	75,000	33,860	45%	71,802	0%	50,000	17,337	35%
		Transfers	2,000,000	-	0%	2,000,000	0%	-	-	0%
	517 Total		2,075,000	33,860	2%	2,071,802	0%	50,000	17,337	0%
017 Total			5,403,710	1,999,378	37%	5,108,809	39%	3,623,860	1,934,542	53%
018-Sewer & Storm										
	018-Sewer Collections									
		Personnel services	710,160	352,158	50%	696,355	51%	708,880	349,191	49%
		Materials and services	964,410	404,882	42%	844,379	48%	928,950	403,490	43%
		Capital Outlay	-	-	0%	-	0%	-	-	0%
		Debt Service	676,494	266,817	39%	396,005	67%	401,200	273,438	68%
		Transfers	305,000	265,000	87%	265,000	100%	395,500	355,500	90%
		Contingency	334,910	-	0%	-	0%	328,900	-	0%
	018 Total		2,990,974	1,288,856	43%	2,201,739	0%	2,763,430	1,381,619	0%
	019-Secondary Treatment									
		Personnel services	178,360	91,195	51%	181,932	50%	193,440	90,183	47%
		Materials and services	422,660	206,368	49%	414,541	50%	355,330	174,818	49%
		Contingency	192,590	-	0%	-	0%	184,300	-	0%
	019 Total		793,610	297,563	37%	596,473	0%	733,070	265,002	0%
	020-Primary Treatment									
		Personnel services	137,340	70,484	51%	140,508	50%	149,160	69,619	47%
		Materials and services	226,410	97,837	43%	185,717	53%	231,340	105,701	46%
	020 Total		363,750	168,321	46%	326,225	0%	380,500	175,320	0%

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			Fiscal Year 2014-15					Fiscal Year 2015-16		
			Adopted Budget 2014-15	Actual 12/31/14	% of Budget	Audited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 12/31/15	% of Budget
Fund	Dept	Clasification								
018-Sewer & Storm										
		021-Storm								
		Personnel services	261,950	129,998	50%	259,540	50%	312,470	155,321	50%
		Materials and services	287,670	135,009	47%	279,403	48%	440,410	211,256	48%
		Transfers	1,037,500	1,037,500	100%	1,037,500	100%	-	-	0%
		Contingency	109,920	-	0%	-	0%	149,200	-	0%
		021 Total	1,697,040	1,302,507	77%	1,576,443	83%	902,080	366,576	0%
		022-Pumps								
		Personnel services	118,580	59,469	50%	119,128	50%	127,610	59,195	46%
		Materials and services	66,440	17,878	27%	41,673	43%	69,090	18,860	27%
		Contingency	37,000	-	0%	-	0%	38,800	-	0%
		022 Total	222,020	77,347	35%	160,801	48%	235,500	78,055	0%
018 Total			6,067,394	3,134,595	52%	4,861,681	64%	5,014,580	2,266,572	45%
033-CDBG										
		Materials and services	56,830	-	0%	6,680	0%	56,830	-	0%
		Capital Outlay	-	7,030	100%	15,705	45%	-	-	0%
033 Total			56,830	7,030	12%	22,385	31%	56,830	-	0%
Total Expenditures			30,745,809	10,016,205	33%	19,587,120	51%	28,081,990	12,728,137	45%

				Fiscal Year 2014-15					Fiscal Year 2015-16		
Fd	Dpt	Acct	Account Description	Adopted Budget 2014-15	Actual 12/31/14	% of Budget	Audited 2014-15	% of Actual	Adopted Budget 2015-16	Actual 12/31/15	% of Budget
010 - Capital Improvement Fund											
		300 - Parks SDC									
		583000	Land purchase	50,000	-	0%	-	0%	-	-	0%
		652970	McCormick Park Ped Bridge	-	-	0%	2,422	0%	69,800	53,485	77%
		652980	Dock Repairs	-	-	0%	-	0%	75,000	-	0%
		692000	Transfer out - debt service	-	-	0%	-	0%	-	-	0%
		Total 300		50,000	-	0%	2,422	0%	144,800	53,485	37%
		301 - Streets									
		653100	Unimproved paving	30,000	25,839	86%	25,839	100%	25,000	-	0%
		653101	Sidewalk	25,000	-	0%	-	0%	25,000	878	4%
		653107	St Helens Street Overlay	230,000	625	0%	6,177	10%	100,000	195,580	196%
		653108	Eisenschmidt Sidewalk-Overlay	31,000	-	0%	2,338	0%	40,000	49,075	123%
		653109	1st street Reconstruction	50,000	-	0%	-	0%	-	-	0%
		653110	Gable Road	-	-	0%	-	0%	200,000	-	0%
		653120	Street Lighting	-	-	0%	-	0%	500,000	-	0%
		692000	Interfund - loan property	500,000	-	0%	-	0%	500,000	-	0%
		Total 301		866,000	26,464	3%	34,354	0%	1,390,000	245,533	18%
		302 - Water									
		653200	Telemetry System Upgrade	250,000	87,284	35%	224,801	39%	-	3,055	0%
		653201	Water main replacement	200,000	4,807	2%	142,773	3%	200,000	7,246	4%
		653202	Water meter replacement	200,000	192,593	96%	204,002	94%	200,000	174,573	87%
		653205	Purchase land for reservoir	240,000	-	0%	-	0%	240,000	-	0%
		653207	2 MG Reservoir Rehab	300,000	-	0%	-	0%	300,000	-	0%
		Total 302		1,190,000	284,683	24%	571,576	0%	940,000	184,875	20%
		303 - Sewer									
		653301	Sewer main replacement	300,000	8,931	3%	39,874	22%	300,000	82,043	27%
		653302	I&I Reduction	350,000	315,537	90%	336,908	94%	-	-	0%
		653305	Meter station	65,000	67	0%	43,570	0%	-	-	0%
		653306	Lift Station	50,000	-	0%	12,826	0%	130,000	40,714	31%
		692000	Interfund - loan property	500,000	-	0%	-	0%	500,000	-	0%
		Total 303		1,265,000	324,535	26%	433,179	0%	930,000	122,757	13%
		304 - Storm									
		653302	I&I Reduction	200,000	33,393	17%	33,393	100%	-	-	0%
		653400	Storm drains	200,000	22,929	11%	68,389	34%	100,000	22,736	23%
		653409	Godfrey Outfall	1,800,000	111,778	6%	484,523	23%	1,900,000	1,134,580	60%
		Total 304		2,200,000	168,100	8%	586,306	0%	2,000,000	1,157,316	58%
		305 - Equipment									
		653501	Heavy equipment	-	-	0%	7,415	0%	195,000	9,665	0%
		653506	Street Sweeper	275,000	-	0%	176,713	0%	-	-	0%
		653551	Police Vehcles	94,000	55,895	59%	87,857	0%	-	-	0%
		653552	Lawn Mower	22,000	11,230	51%	19,880	0%	-	-	0%
		653553	Phone System	50,000	-	0%	-	0%	50,000	-	0%
		653554	PD Roof Replacement	-	-	0%	11,262	0%	-	-	0%
		653555	PD Building Repairs	-	-	0%	9,842	0%	-	-	0%
		Total 305		441,000	67,125	15%	312,969	0%	245,000	9,665	4%
010 Total				6,012,000	870,908	14%	1,940,805	45%	5,649,800	1,773,631	31%

City of St. Helens
ORDINANCE NO. 3203

**AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE CHAPTERS
17.16, 17.24, 17.32, 17.88, 17.152, AND 18.32**

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 the Engineering Standards Manual (St. Helens Municipal Code Title 18); 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 December 2, 2015 and the local newspaper of record on December 30, 2015; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing on January 12, 2016, and following deliberation, made a recommendation of approval to the City Council; and

WHEREAS, the St. Helens City Council conducted a public hearing on January 20, 2016 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 code 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 code amendments 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. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

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. 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: February 3, 2016
Read the second time: February 17, 2016

APPROVED AND ADOPTED this 17th day of February, 2016 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 AND LAND USE DEFINITIONS

17.16.010 General and land use definitions.

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

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

[...]

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

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

[...]

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

[...]

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

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

[...]

CHAPTER 17.24 PROCEDURES FOR DECISION-MAKING – QUASI-JUDICIAL

[...]

17.24.120 Notice of decision by the director.

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

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

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

- (A) Minor modifications to site design reviews ~~or conditional use permits~~;
- (B) Nonconforming status;
- (C) Sign permits;

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

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

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

(C) Land partitions: 200 feet;

(D) Expedited land divisions: 300 feet.

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

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

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

[...]

CHAPTER 17.32 ZONES AND USES

[...]

17.32.140 Heavy Industrial – HI.

[...]

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

[...]

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

~~(j)~~ (i) Nursery/greenhouse operation and sales.

~~(k)~~ (j) Public facility, minor.

(k) (k) Transmitting and/or receiving towers with or without broadcasting facilities.

~~(m)~~ (l) Trucking yards/terminals, including warehousing.

~~(n)~~ (m) Utility distribution plants and service yards.

~~(o)~~ (n) Wholesaling, warehousing and storing of automobiles, trucks, buses, consumer goods, contractors' equipment, building materials, food products, liquid fuel, household goods, ice, lumber (except log storage or ponding), and such.

[...]

(3) Conditional Uses. In the HI zone, in addition to the buildings and uses permitted outright, a conditional use permit can be granted for the following buildings and uses:

[...]

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

~~(f)~~ (f) On-site retailing of product manufactured, processed, etc., on site.

(f) (g) Permitted uses which require special permits from the Oregon Department of Environmental Quality.

~~(g)~~ (h) Public parks.

~~(h)~~ (i) Public facilities, major.

(i) (j) Public safety and support facilities.

(j) (k) Recycling collection center.

~~(k)~~ (l) Solid waste disposal site or transfer station.

(k) (m) Special hazardous uses such as:

(i) Two thousand gallons or more of flammable (Class I or II) materials.

- (ii) Fifty gallons or more of unstable liquids, fireworks, blasting agents or explosives.
- (iii) Magazines, Class II (Class I magazines are not permitted).
- (iv) Five hundred pounds or more or 200 gallons or more of hazardous chemicals, including corrosive liquids, flammable solids, highly toxic materials, oxidizing materials, poisonous gases and any amount of radioactive materials.
- (v) Unstable (reactive) chemicals, including organic peroxides and nitromethane.
- (vi) Fifty pounds or more of ammonium nitrate.
- (vii) Two thousand or more gallons of liquefied petroleum gases.
- ~~(m)~~ (n) Storage facilities such as personal lockers/garages and for recreational-type vehicles.
- ~~(n)~~ (o) Temporary asphalt batching (six months maximum).
- ~~(o)~~ (p) Travel trailer parks.
- ~~(p)~~ (q) Wrecking and junkyards.

CHAPTER 17.88 SIGNS

[...]

17.88.060 Commercial/industrial sign district.

[...]

(2) Maximum Sign Height.

[...]

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

[...]

CHAPTER 17.152 STREET AND UTILITY IMPROVEMENT STANDARDS

[...]

17.152.175 Bikeways and off-street trails

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

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

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

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

[...]

CHAPTER 18.32 BICYCLE/PEDESTRIAN FACILITIES

18.32.010 General requirements

[...]

(2) Bicycle facilities shall be constructed along routes identified ~~on~~ in the adopted ~~pedestrian/bikeway plan~~ Comprehensive Plan and all addendums thereof.

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Development Code Amendments ZA.3.15**

APPLICANT: City of St. Helens
LOCATION: City-wide
PROPOSAL: Amendments to the development code regarding clarifying uses in the HI zone, general housekeeping amendments, and amendments to help facilitate off-street trail development in accordance with the recently adopted Parks & Trails Master Plan.

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

BACKGROUND

These code amendments can be broken down into three parts.

One aspect clarifies definitions and use in the HI zone as it applies to excavation, mining and natural mineral resources development. It also addresses dated Oregon Revised Statue reference.

Another aspect will help facilitate the development of the trail proposals identified in Chapter 6 of the Parks and Trails Master Plan (“the Plan”). The Plan was adopted in January 2015 and updated the 1999 Parks Master Plan. It was the first Master Plan in St. Helens to examine the existing trail inventory and propose trail route recommendations.

The other aspect are general “housekeeping” amendments.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: January 12, 2016 before the Planning Commission and January 20, 2016 before the City Council.

At their Jan. 12, 2016 meeting, the Planning Commission unanimously (w/ two absent members) recommended approval of the proposed amendments (attached).

Notice was published in the The Chronicle on December 30, 2015. Notice was sent to the Oregon Department of Land Conservation and Development (DLCD) on December 2, 2015. Notice was sent to agencies by mail or e-mail on December 23, 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, 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 the Parks and Trails Master Plan was very comprehensive. There were 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 of the Parks and Trails Master Plan.

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 Parks and Trails Master 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 Parks and Trail Master 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 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.

In regards to the Parks and Trails Master Plan, 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.

In regards to other aspects of the proposed code amendments the definition of "surface mining," which references and outdated ORS citation is being eliminated as unnecessary.

Finding: County-wide data and priorities from the 2013-2017 SCORP were addressed in Chapter 5 of the Parks and Trails Master 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 Parks and Trails Master Plan (an adopted addendum to the Comprehensive 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.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves the proposed text amendments to the Development Code related to clarifying uses in the HI zone, general housekeeping amendments, and amendments to help facilitate off-street trail development in accordance with the recently adopted Parks & Trails Master Plan.

Randy Peterson, Mayor

Date

City of St. Helens
ORDINANCE NO. 3204

**AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN
PROPERTY AT 35092 PITTSBURG ROAD**

WHEREAS, applicant James Julian has requested to annex to the City of St. Helens certain property at 35092 Pittsburg Road. This property is also described per **Exhibit A** and depicted per **Exhibit B**; and

WHEREAS, the applicant has consented in writing to the proposed annexation; and

WHEREAS, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

WHEREAS, the City Council must recommend the property for annexation to the voters; and

WHEREAS, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

WHEREAS, appropriate notice has been given and a public hearing was held February 3, 2016 on the annexation proposal; and

WHEREAS, the Council has considered findings of compliance with criteria and law applicable to the proposal.

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 this reference.

Section 2. The property described **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

Section 3. The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Moderate Residential, R7.

Section 4. The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Suburban Residential, SR.

Section 5. The land is classified as "Developing" in accordance with Chapter 17.112 of the St. Helens Community Development Code (SHMC Title 17) and OAR 660-08-0005.

Section 6. In support of the above annexation and zoning, the Council hereby adopts the A.1.14 Annexation and Zone Map Amendment Findings of Fact and Conclusions of Law dated February 17, 2016.

Section 7. The City Council does hereby refer the final decision to annex this property to the voters of the City of St. Helens.

Section 8. The effective date of this Ordinance shall be the date of the successful approval by the voters of the City of St. Helens, in accordance with the City Charter and other applicable laws.

Read the first time: February 17, 2016

APPROVED AND ADOPTED UNANIMOUSLY this 17th day of February, 2016 by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

ORD No. 3204 Exhibit A

Legal Description

Beginning at the Northwest corner of Partition Plat No. 1991-14, Columbia County, Oregon;

Thence South $22^{\circ}38'00''$ E 10.27 feet to the **True Point of Beginning**;

Thence South $22^{\circ}38'00''$ E 799.51 feet;

Thence South $67^{\circ}22'00''$ W 106.6 feet;

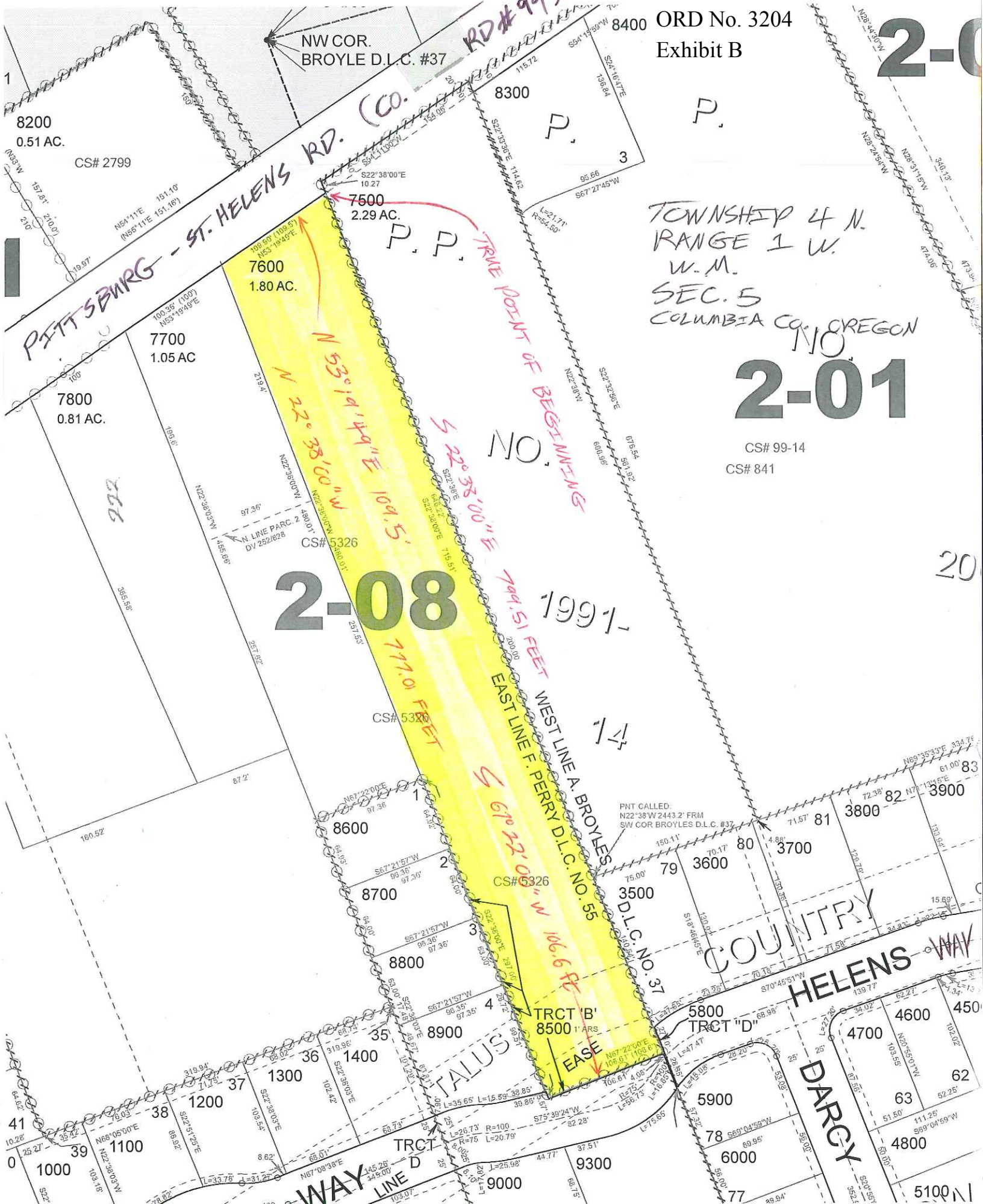
Thence North $22^{\circ}38'00''$ W 777.01 feet to the south side of the Pittsburg—St. Helens Road (County Road No. 94) right-of-way;

Thence North $53^{\circ}19'49''$ E along said Southerly right-of-way line 109.5 feet to the **True Point of Beginning**.

TOWNSHIP 4 N.
RANGE 1 W.
W.M.
SEC. 5
COLUMBIA CO. OREGON

2-01

20



**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Annexation A.1.14**

APPLICANT: James Julian

OWNER: James Julian & Sandra Horan

ZONING: Columbia County's Single-Family Residential, R-10

LOCATION: 4N1W-5BC-7600; 35092 Pittsburg Rd.

PROPOSAL: The property owner filed consent to annex to allow connection to the City's sanitary sewer system

The 120-day rule (ORS 227.178) for final action for this land use decision is n/a [Clark v. City of Albany, 142 Or App 207, 921 P2d 406 (1996)].

SITE INFORMATION / BACKGROUND

The subject property lies on the south side of Pittsburg Rd. between N. Vernonia Rd. and Oak Ridge St. The site is about 1.8 acres, developed with a detached single family dwelling and a detached garage built around 1935. It has street access to Pittsburg Rd. on the north and frontage along Helens Way to the south.

On Pittsburg Rd, the property lacks right-of-way frontage improvements such as sidewalk, curb and streetscape. On Helens Way, both the street and the street frontage are only partially developed, with about 25 to 30 feet of undeveloped Helens Way right-of-way and only a curb along part of the subject property. There is also a Bonneville Power Administration easement for a transmission line through the southern portion of the property.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: January 12, 2016 before the Planning Commission and February 3, 2016 before the City Council.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on December 23, 2015 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on December 30, 2015. Notice was sent to the Oregon Department of Land Conservation and Development on December 8, 2015 via e-mail.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
 - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and

- (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
- (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Rural Suburban Unincorporated Residential, RSUR. Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), and the Parks & Trails Master Plan (Ord. No. 3191).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) Other provisions applicable to this proposal are discussed elsewhere herein. In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate."

(b) There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

Finding: The quasi-judicial amendment and standards criteria are met.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")). "Significant" means the proposal would:
 - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
 - (b) Change standards implementing a functional classification system; or
 - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
 - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter [17.156](#) SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. *Current zoning of the property is Columbia County's R-10 and the City zoning options given annexation is R7 or R10. Both zoning districts are residential and allow some non residential uses (e.g., churches/religious assembly).*

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County; the City's zoning is comparable with the County's with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

Finding: No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Discussion: (a) Currently, the site is not connected to either City water or McNulty PUD water. The City's water system is within the Pittsburg Road right-of-way, adjacent to the subject property. City law states "all water users in the city whose closest property line is within 160 feet of a city water main shall be connected to the city water system." In this case, the property is well within 160 feet of a water main.

The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

Connection to the City's sanitary sewer is the catalyst for this annexation. In early February 2014, the applicant paid all necessary connection fees to connect to the City's sewer system. By late February 2014, Columbia County certified that the property had decommissioned the existing septic tank.

With regards to capacity, the City's waste water treatment plant currently has the capacity (physically and as permitted by DEQ) to handle 50,000 pounds of Biochemical Oxygen Demand (BOD), which is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded and there is substantial capacity available.

As described above, this proposal poses no significant affect on a transportation facility. Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) The existing land use of the subject property is a detached single-family dwelling. This land use would be permitted in the city zoning district (R10 or R7) that takes effect once annexation is completed.

There is no known conflict with the Comprehensive Plan and implementing ordinances.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on three sides of the subject property.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owners.

Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals. The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***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 also required. The City has met these requirements and notified DLCD of the proposal.

- ***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.

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties 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. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

City water and sewer capacities are adequate to serve the subject property. This is explained above. Moreover, there is no evidence that adequate infrastructure cannot be made available to serve the annexed area if redeveloped. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

(d) The subject property abuts two streets: Pittsburg Road and St. Helens Way. Pittsburg Road is improved (asphalt) but lacks frontage improvements such as sidewalk and curb along the subject property's frontage. City standards require such improvements.

The Helens Way right-of-way adjacent to the subject property is only partially improved. There is about 25 to 30 feet of unimproved right-of-way with a vehicle blockade between the two developed portions of Helens Way. The Helens Way street frontage is also only partially developed, with only a curb along part of the property. City standards require such improvements.

However, this property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements. As such, the only option is for the property owner to be required to sign and record an irrevocable consent to local improvement district, though, the applicant could improve the frontages if desired.

The City's Transportation Systems Plan designates Pittsburg Road as a Minor Arterial and if improved, would be subject to Minor Arterial standards. The existing right-of-way width is about 30 feet from centerline and is sufficient for this classification of street, thus, if the property is improved or divided, right-of-way dedication would not be necessary for Pittsburg Road. Helens Way is designated as a Local Street and is subject to Local Street standards. The existing right-of-way width varies, with the narrowest width at only approximately 32 feet wide. Thus, if the property is improved or divided, right-of-way dedication would likely be required to meet the 50 foot minimum width standard for Local Streets.

(e) The subject property is designated residential but is only approximately 1.8 acres in size. Thus a needs analysis is not necessary.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

Discussion: The Comprehensive Plan designation is currently Rural Suburban Unincorporated Residential, RSUR. Upon annexation, the Comprehensive Plan designation would thus be (incorporated) Suburban Residential, SR. Given the subject property's size (<2 ac.), there are two zoning options:

- 1) Suburban Residential, R10
- 2) Moderate Residential, R7

Finding: The subject property shall be designated Suburban Residential, SR and zoned Suburban Residential, R10 or Moderate Residential, R7 upon annexation depending on the determinations of the Commission and Council.

The Planning Commission recommends R7. At the Commission's public hearing the applicant stated that they would prefer R7. The Council agrees with the R7 choice.

SHMC 17.112.020 – Established & Developed Area Classification criteria

- (1) Established Area.
 - (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
 - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
 - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. There are no inventoried or known natural hazards on the subject property. It is also privately owned and underdeveloped (i.e., a greater density is possible). As such, the subject property can be classified as a “developing area.”

Finding: The subject property should be designated as “developing” in accordance with SHMC 17.112.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves of this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Suburban Residential, SR, and be zoned Moderate Residential (R7) and designated as “developing.”

****This annexation will also be subject to voter approval subsequent to this land use process pursuant to the City’s Charter.****

Randy Peterson, Mayor

Date

City of St. Helens
RESOLUTION NO. 1732

**A RESOLUTION DETERMINING THAT ADDITIONAL NUISANCES EXIST UPON
PROPERTY LOCATED WITHIN ST. HELENS AND DIRECTING THAT NOTICE TO
ABATE THE ADDITIONAL NUISANCES BE POSTED ON SAID PREMISES**

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.12.250 provides that “[u]pon determination by the common council that a nuisance as defined in this chapter or any other ordinance of the city exists, or can reasonably be expected to come into existence within the next 30 days, the common council shall forthwith cause a notice to be posted on the premises liable for the abatement, directing the removal of such nuisance.” SHMC Section 8.14.040(4) provides that “[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.” Finally, SHMC 8.14.040(1) provides that “[w]hen 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 . . .”; and

WHEREAS, the structures identified in Exhibit A have been previously determined by the City Council to be nuisance properties because they were in violation of SHMC Chapter 13.12, Sewer Use Regulations; and

WHEREAS, as a part of the City's efforts to comply with the Oregon State Department of Environmental Quality's Inflow and Infiltration rules, City has been upgrading the sewer lines and identifying sewer laterals which are broken, leaking or otherwise in violation of the sewer use regulations and requiring those defective laterals to be repaired or replaced prior to connecting to the new sewer lines; and

WHEREAS, the structures in Exhibit A have defective laterals which have not been repaired or replaced and therefore, will not be allowed to connect to the new sewer lines and will therefore be cut and capped during the month of February, 2016, making the structures in Exhibit A unfit for human occupancy in addition to the other violations of St. Helens Municipal Code; and

WHEREAS, Council wishes to abate these additional nuisances pursuant to SHMC 8.12.250.

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

Section 1. Council hereby finds that each of the structures listed in Exhibit A can reasonably be expected to become unfit for human occupancy and therefore a nuisance within the next 30 days and directs a notice to be posted on structures identified in Exhibit A which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that, unless a permanent abatement of the nuisance is performed within 30 days of the notice, the City will permanently remove the nuisance and that the costs shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

Section 2. The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of each of the structures at the last known address of such person. That notice shall contain all the elements listed in paragraph 2., supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

Approved and adopted by the City Council on February 17, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Exhibit A

Identified properties with deficient laterals which will be cut and capped in February of 2016

STREET NO	DIR	STREET	MAP NO.
224	S.	20 th Street	4N1W 4CA 5500
344	N.	3 rd Street	5N1W 34CB 4500
475	S.	14 th Street	4N1W 4DD 9400
515	N.	10 TH Street	5N1W 33DC 2200

City of St. Helens
RESOLUTION NO. 1733

**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 2015-16.

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 2015-16.

Approved and adopted by the City Council on February 17, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

Exhibit A
Resolution No. 1733

Resolution:						No. 1704	No. 1733	
Fd	Dpt	Dept/Program	Classification	Acct	Account Description	Adopted 2015-16	Amended FY 2015-16 Budget	Appropriation Amendment 02-17-16
001 General Fund								
	103	Municipal Court	Personnel Services	4xxxxx	Salaries and benefits	165,200	192,200	27,000
	105	Building Services	Personnel Services	4xxxxx	Salaries and benefits	205,610	187,610	(18,000)
	105	Building Services	Materials & Services	554000	Contract Services	10,000	28,000	18,000
	110	Non-Departmental	Materials & Services	554000	Contract Services	-	5,000	5,000
	110	Non-Departmental	Contingency	596000	Contingency	851,800	819,800	(32,000)
001 General Fund Total								-
009 - Community Enhancement Fund								
	210	Library Grants	Materials and Services	473100	Recruitment expense	-	2,000	2,000
	210	Library Grants	Materials and Services	473100	Recruitment expense	-	7,500	7,500
	210	Library Grants	Contingency	596000	Contingency	9,580	80	(9,500)
009 Community Enhance Fund total								-
010 Capital Improvement Fund								
	302	Streets	Capital Outlay	653107	St Helens Street Overlay	100,000	196,000	96,000
	302	Streets	Capital Outlay	653108	Eisenschmidt Sidewalk-Overlay	40,000	50,000	10,000
	302	Streets	Capital Outlay	692000	Interfund Loan	500,000	394,000	(106,000)
010 Capital Improvement Fund Total								-
012 Administrative Services								
	106	Finance	Materials & Services	480000	Postage	20,000	17,000	(3,000)
	107	City Hall	Materials & Services	575000	Equipment	-	3,000	3,000
012 Administrative Services Fund Total								-
018 Sewer and Storm Fund								
	019	Secondary Treatment	Materials & Services	534000	Electrical energy	112,200	150,200	38,000
	019	Secondary Treatment	Contingency	596000	Contingency	184,300	146,300	(38,000)
018 Sewer and Storm Fund Total								-

Re-Appropriation Resolution No. 1733 - Summary Narrative

- Administrative/Community Development Department:
 - Municipal Court – Personnel services costs increase of \$27K primarily due to:
Turn-over on Municipal Court Clerk (Step 1 to step 5, \$19K), and adding .2 FTE Office Assistant (8K). Reappropriations required.
 - Building – Personnel services costs decrease of \$59K partially offset by contract services for inspections with the County of \$18K. Reappropriations required.
 - Non-Departmental – Abatement Program has run \$5,038 and resulted in recovery of \$1,476 with the remaining amounts in some process of collections / liens. The residual costs remaining at the end of the fiscal year is estimated to be \$5K.
 - City Hall – Equipment requires increase of \$3K in appropriations to cover the cost of a required improved roof access. Staff recommends moving budget savings from Finance to cover appropriations.
- Library Department:
 - Materials and Services – contract costs associated with Ford Foundation Grant and recruitment costs associated with staffing turnover are recommended to be covered by the Library Grant Reserve (210) resulting in re-appropriating funds totaling \$9.5K.
- Public Works Department:
 - Waste Water Treatment Plant – Electrical is anticipated to run \$38K greater than budgeted due to increase suspended particles (TSS) being processed in the secondary treatment pond (Cascade clarifier down). .
 - Capital Improvements – Due to contractor schedule of projects - St. Helens Street Overlay and Eisenschmidt Overlay and Sidewalk projects did not carryforward sufficient funds to cover total project. Staff recommends transferring funds from the interfund loan appropriation line item accordingly.

Notice of Measure Election

SEL 802rev 01/16 ORS 250.035, 250.041,
250.275, 250.285, 254.095, 254.465**City****Notice****Date of Notice****Name of City or Cities****Date of Election****Final Ballot Title** The following is the final ballot title of the measure to be submitted to the city's voters. The ballot title notice has been published and the ballot title challenge process has been completed.**Caption** 10 words which reasonably identifies the subject of the measure.**Question** 20 words which plainly phrases the chief purpose of the measure.**Summary** 175 words which concisely and impartially summarizes the measure and its major effect.**Explanatory Statement** 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the city governing body; **or**

→ any initiative or referendum, if required by local ordinance.

Explanatory Statement Attached?☐ Yes☐ No**Authorized City Official** Not required to be notarized.**Name****Title****Mailing Address****Contact Phone***By signing this document:*→ I hereby state that I am authorized by the city to submit this Notice of Measure Election; **and**

→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature**Date Signed**

ST. HELENS PARKS COMMISSION

Minutes for Meeting of December 14, 2015

Council Chambers, City Hall

MEMBERS PRESENT

Jacob Woodruff, Chair
Howard Blumenthal, Vice Chair
Elisa Mann, Commissioner
Stan Chiotti, Commissioner
John Brewington, Commissioner

MEMBERS ABSENT

Phillip Roddy, Commissioner
Jerry Belcher, Commissioner

COUNCILORS IN ATTENDANCE

Ginny Carlson

STAFF PRESENT

Neal Sheppeard, PW Supervisor
Jenny Dimsho, Assistant Planner
Sheri Ingram, Secretary

GUESTS

Nicole Thill
Mike Howard

■ ■ ■

CALL TO ORDER

The meeting was called to order by Chair Woodruff at 4:00 p.m.

APPROVAL OF MINUTES

Chiotti made a **motion** to approve the minutes of the October 19, 2015 meeting. Motion was seconded by Blumenthal and approved unanimously.

TOPICS FROM THE FLOOR

NEW BUSINESS

Nob Hill Trail: Blumenthal said there is area people use for a trail and water does flow down and it eroded almost a foot last week with the heavy rain and there are exposed tree roots. He was wondering if we could put a walk through gate down by the treatment plant to the Boise property. Sheppeard said it is a natural drainage and mostly kids use it so how do we stop them? Dimsho said that isn't in the Master Plan but there is a proposed trail on the other end by the gate near the entrance of the park. There is also a staircase pedestrian access point further down outside the park. At this point we are just waiting to see what gets planned. Sheppeard also thought it wasn't a good idea because we are trying to discourage kids from being down at that end because there are dangers. Blumenthal said we are also getting graffiti down there. He was also concerned about the old log lift area on the Boise property. There is a waist-deep hole in there that should be filled in. Sheppeard said he would take a look at it. Blumenthal said people have also been digging at the base of the cliff for artifacts.

Park Reports: 6th Street Park - Woodruff said he talked to people at 6th Street to see what they would like and most said a play structure. Dimsho said the highest recommendation in the Master Plan was for a restroom. Brewington said there used to be one there but it got vandalized so much, we took it out. Carlson said her son plays soccer there and she has seen small structures that can be in a small area. Maybe they could put something along the side where the Alano Club is and the Alano Club might be willing to partner on something as a shared use.

Grey Cliffs Dog Park - Mann said she would recommend putting some sort of short visual barrier on the edge of the cliffs. The drop-off is covered in brambles so it can't be seen. She was thinking we should put up something short for a visual barrier that doesn't block the view. Sheppard said we are planning on taking out some wild cherries and a cottonwood tree which will open up the view up there too. There are a couple of homeowners above there and the trees are starting to interfere with their view so they are going to pay for the tree removal.

Dimsho asked Sheppard about building a kiosk for Nob Hill on the Wastewater side. Just something simple like a two post message board and it doesn't need to have a concrete base. Woodruff said he thought the Eagle Scout had talked about doing that for a project.

McCormick Dog Park - Mann said everyone she talked to said they didn't want fencing at McCormick because they felt it would detract from the park and they like the creek access for the dogs. She got an e-mail from someone suggesting fencing Heinie Heumann park and leaving McCormick the way it is. She looked at and thought it would be a good place for a fenced dog park too and there is plenty of parking. Howard didn't want to see it fenced as he thought it would detract from some of the attributes like creek access and the open spaces there. The dogs socialize together so they don't have problems with dogs running away.

Chiotti thought Heinie Heumann would be the best place for a fenced one too because the back side is already fenced because that is where the community garden is and the access on 16th Street is a dead end with a lot of parking and very few people use it. Dimsho said that park is a water retention area that is a storm drainage ditch so it could not be fenced in and she would be worried about the grass getting torn up and it becoming a muddy mess because it's so sloshy. It may cause some long-term issues with the grass and erosion. Sheppard said Civic Pride was talked about before and part of that is already fenced. Blumenthal is concerned about the dogs in the creek causing loss of riparian areas and thought it would be better to find someplace with a sandy access. Mann said there are two points of access to the creek from the dog park at McCormick and it is all rock. Howard said Fish & Wildlife walks the creek once a week to monitor flow and habitat and they have never expressed any concerns. Because of the basalt rock, it didn't even get muddy this summer when it was just a trickle.

At the next meeting, they would like reports on Campbell, Walnut Tree and Godfrey parks.

COUNCILOR'S REPORT

OTHER MATTERS

Blumenthal said a couple of years ago they sprayed for blackberries at Nob Hill and the City contributed some money and he is hoping they can do that again this summer. He is hoping the City would throw in \$100 to \$150 to put towards it. Sheppard asked why we just don't have Paul do it and Blumenthal said it's up to him but last time they had several people come in with sprayers and they did it fast but he would like Paul to spray for poison oak this year.

Chiotti said they had about 150 people at the Veterans Day ceremony and they had beautiful weather. He wanted to thank the Council for waiving the fees.

Woodruff asked about the pedestrian bridge at McCormick and Dimsho said they are working on buying abutments. Sheppard said we may have to rethink it after seeing the floodwaters last week.

ADJOURNMENT

The meeting was adjourned at 4:55 p.m. The next meeting is scheduled for Monday, February 8, 2016, at 4:00 p.m., in the Council Chambers at City Hall.

Respectfully Submitted,

Sheri Ingram
Secretary

2015 ATTENDANCE RECORD							
P = PRESENT / E = EXCUSED ABSENCE/U = UNEXCUSED ABSENCE							
Meeting Date	John Brewington	VACANT	Jacob Woodruff	VACANT	Stan Chiotti	Howard Blumenthal	Phillip Roddy
2/09	P		P		P	P	P
4/20	P	Elisa Mann	P	Jerry Belcher	P	P	P
6/15	E	P	P	E	E	P	P
8/17	P	P	P	P	P	P	P
10/19	P	P	P	P	P	P	E
12/14	P	P	P	A	P	P	E

City of St. Helens

Planning Commission Meeting

January 12, 2016

Minutes

Members Present: Al Petersen, Chair
Sheila Semling, Commissioner
Audrey Webster, Commissioner
Kathryn Lawrence, Commissioner
Russell Hubbard, Commissioner

Members Absent: Greg Cohen, Commissioner
Dan Cary, Vice Chair

Staff Present: Jacob Graichen, City Planner
Jennifer Dimsho, Assistant Planner & Planning Secretary

Councilors Present: Ginny Carlson, City Council Liaison

Others Present: James Julian

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 Semling moved to approve the minutes of the December 8, 2015 Planning Commission meeting as presented. Commissioner Webster seconded the motion. Motion carried 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

James Julian

Annexation / A.1.14

35092 Pittsburg Rd.

It is now 7:02 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 Jacob Graichen entered the following items into the record:

- Staff report packet dated December 15, 2015 with attachments

Graichen acquainted the Commission with the location and description of the property proposed for annexation. He reminded the Commission that the decision tonight is a recommendation to City Council. Graichen discussed the two zoning alternatives for the property (R7 or R10) as included in the staff report. Commissioner Semling asked if there was enough lot frontage for R10. Graichen said yes. R7 is higher density than R10, so it is easier to divide and develop later. Commissioner Hubbard said R7 would allow the applicant greater flexibility for development. He noted the property is also surrounded by R7.

IN FAVOR

Julian, James. Applicant. Julian explained that when they bought the property, they had a three foot sewer line that had to be dug up and re-built (septic system problem). The only option was to hook up to city sewer, so they requested a consent to annex back in 2014. They ran 800 feet of private sewer line (lateral) through their property to reach the southern city sewer main line. Julian said his mother lives on the property and wants nothing to do with development. He will not develop the property until his mother passes away. Chair Petersen asked if Julian has a preference about the zoning. Julian said R7 is preferable. When it comes time to develop the property, he will probably sell it to a developer who knows what they are doing.

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 Webster felt this annexation was fairly straightforward and that R7 zoning seemed appropriate for the property. The commission agreed.

MOTION

Commissioner Webster moved to recommend that City Council approve of the annexation with R7 zoning. Commissioner Semling seconded. All in favor; none opposed; motion carries.



Public Hearing

City of St. Helens

Text Amendments / ZA.3.15

City-wide

It is now 7:20 p.m. and Chair Petersen opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Graichen entered the following items into the record:

- Staff report packet dated December 22, 2015 with attachments

Graichen summarized the proposed text amendments for the Commission, as written in the staff report. Chair Petersen clarified the notice area change for minor modifications to conditional use permits. Graichen said this change is codifying how minor modifications to conditional use permits are already treated.

Chair Petersen recommended in 17.152.175 "Bikeways and off-street trails" to change the phrase "which include" to "including but not limited to" to make the sentence more clear. Commissioner Webster agreed and also recommended adding commas. Graichen noted that 18.32.010 "General requirements" should actually say "addendums" not "amendments." He explained that when city plans are adopted into the Comprehensive Plan, they are considered addendums.

IN FAVOR

No one spoke in favor.

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

The Commission felt the text amendments should be approved with changes as discussed.

MOTION

Commissioner Webster moved to recommend City Council approve the text amendments with changes as discussed. Commissioner Semling seconded. All in favor; none opposed; motion carries.



Acceptance Agenda: Planning Administrator Site Design Review

- a. Site Design Review at 1965 Old Portland Road – Indoor nursery, greenhouse

Chair Petersen felt that the landscaping plan that was proposed with this development and approved by Graichen was lacking, especially since they are a nursery.

Commissioner Semling asked if processing of marijuana would be done on site. Graichen said they intend to be registered with OLCC as a “producer” not a “processor,” which means they are growing, not processing. They recently asked for an OLCC Land Use Compatibility Statement as a producer from the City. Graichen asked the Commission if they would interpret this proposal as an indoor nursery/greenhouse. The Commission agreed with the interpretation of the use as an indoor nursery/greenhouse because this proposal is in a Heavy Industrial zoning district. Chair Petersen clarified that the Columbia Boulevard proposal was denied because of its location in a commercially zoned district intended for retail uses and therefore the proposed use did not meet the Comprehensive Plan criteria for a commercial zone.

Commissioner Webster moved to approve the acceptance agenda. Commissioner Lawrence seconded. All in favor; none opposed; motion carries.

□

End of Year Summary Report

Graichen said this End of Year Summary Report dates back to 2007, which is when he started with the City. It provides an interesting snapshot of his career thus far at the City of St. Helens.

□

Planning Director Decisions

- a. Partition at Lot 17, Block 5, N. 13th Street - LaGrand Townhomes, LLC
- b. Home Occupation (Type I) at 324 N 11th St. Unit C – Home office for lawn service
- c. Home Occupation (Type I) at 2545 Columbia Blvd #5 – Home office for cleaning service

There were no comments.

□

For Your Information Items

Graichen said the upcoming Waterfront Advisory Committee is scheduled for February. It will be open to the public, but will be listen only. They hope to have a framework plan adopted by the end of 2016.

□

There being no further business before the Planning Commission, the meeting was adjourned at 7:55 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
01/12/16	P	P	P	A	A	P	P
02/09/16							
03/08/16							
04/12/16							
05/10/16							
06/14/16							
07/12/16							
08/09/16							
09/13/16							
10/11/16							
11/08/16							
12/13/16							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 01/28/2016 - 2:06PM
 Batch: 00015.01.2016 - 01/29 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
AMERICAN PUBLIC WORKS ASSOCIATION P.O. BOX 802296 KANSAS CITY,, MO 64180 001377									
JAN 2016	1/26/2016	310.00	0.00	01/29/2016				False	0
013-403-490000	Professional development			RENEWAL APWA FOR NEAL SHEPPEARD	4/1/16-3/31,				
JAN 2016	1/26/2016	310.00	0.00	01/29/2016				False	0
013-402-490000	Professional development			RENEWAL APWA FOR NEAL SHEPPEARD	4/1/16-3/31,				
JAN 2016 Total:		620.00							
AMERICAN PUBLIC WO		620.00							
CASCADE CONCRETE PRODUCTS,INC. P O BOX 1245 SCAPPOOSE, OR, 97056 005925									
64268	12/29/2015	150.00	0.00	01/29/2016				False	0
018-021-501000	Operating Materials & Supplies			CONCRETE					
64268 Total:		150.00							
64289	1/5/2016	411.00	0.00	01/29/2016				False	0
018-021-501000	Operating Materials & Supplies			CONCRETE					
64289 Total:		411.00							
CASCADE CONCRETE P		561.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
CENTURY LINK									
PO BOX 91155									
SEATTLE, WA 98111-9255									
034002									
JAN 2016	1/17/2016	40.71	0.00	01/29/2016				False	0
017-017-458000 Telephone Expense				369B					
JAN 2016	1/17/2016	20.36	0.00	01/29/2016				False	0
018-019-458000 Telecommunication Expense				025B					
JAN 2016	1/17/2016	20.36	0.00	01/29/2016				False	0
018-020-458000 Telecommunication Expense				025B					
JAN 2016 Total:		81.43							
CENTURY LINK Total:		81.43							
CENTURY LINK									
P O BOX 29080									
PHOENIX, AZ 85038-9080									
034004									
B11166428016011	1/11/2016	88.40	0.00	01/29/2016				False	0
001-002-458000 Telephone Expense				1664					
B11166428016011 Total:		88.40							
B11166583916015	1/25/2016	88.40	0.00	01/29/2016				False	0
017-417-458000 Telephone expense				1665					
B11166583916015 Total:		88.40							
CENTURY LINK Total:		176.80							
CINTAS CORPORATION									
CINTAS FIRST AID & SAFETY									
PO BOX 631025									
CINCINNATI, OH 45263-1025									
037620									
5004393102	1/25/2016	131.53	0.00	01/29/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
012-107-457000 Office supplies					CABINET REFILL				
5004393102 Total:		131.53							
5004393103	1/25/2016	29.02	0.00	01/29/2016				False	0
018-019-501000 Operating Materials					CABINET REFILL				
5004393103	1/25/2016	29.02	0.00	01/29/2016				False	0
018-020-501000 Operating Materials & Supplies					CABINET REFILL				
5004393103 Total:		58.04							
CINTAS CORPORATION		189.57							
CINTAS CORPORATION-463									
PO BOX 650838									
DALLAS, TX 75265-0838									
006830									
463606790	1/25/2016	44.12	0.00	01/29/2016				False	0
018-019-470000 Building Expense					MATS				
463606790	1/25/2016	44.11	0.00	01/29/2016				False	0
018-020-470000 Building Expense					MATS				
463606790 Total:		88.23							
CINTAS CORPORATION		88.23							
COASTWIDE LABORATORIES									
39554 TREASURE CENTER									
CHICAGO, IL 60694-9500									
007159									
2844990	1/20/2016	189.95	0.00	01/29/2016				False	0
012-107-457000 Office supplies					PAPER TOWELS TP				
2844990 Total:		189.95							
COASTWIDE LABORATO		189.95							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
COMCAST									
PO BOX 34744									
SEATTLE, WA 98124-1744									
COMCAST									
JAN 2016	1/14/2016	119.10	0.00	01/29/2016				False	0
001-005-458000 Telephone Expense				PARKS 9228					
JAN 2016 Total:		<hr/>							
		119.10							
COMCAST Total:		<hr/>							
		119.10							
DAHLGREN BUILDERS SUPPLY									
58351 COLUMBIA RIVER HWY.									
P.O. BOX 1021									
ST. HELENS, OR, 97051									
009800									
A20139020	1/16/2016	29.95	0.00	01/29/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
A20139020 Total:		<hr/>							
		29.95							
DAHLGREN BUILDERS		<hr/>							
		29.95							
DEQ, OREGON									
BUSINESS OFFICE									
811 SW 6TH AVE									
PORTLAND,, OR 97204-1390									
010137									
JAN 2016	1/25/2016	135.00	0.00	01/29/2016				False	0
018-019-490000 Schools & Conventions				CERTIFICATION JOHNNY LEAVY					
JAN 2016	1/25/2016	135.00	0.00	01/29/2016				False	0
018-020-490000 Schools & Conventions				CERTIFICATION JOHNNY LEAVY					
JAN 2016 Total:		<hr/>							
		270.00							
DEQ, OREGON Total:		<hr/>							
		270.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
E2C CORPORATION 2316 NE MINNEHAHA STREET VANCOUVER, WA 98665 E2C									
3856	1/26/2016	1,743.40	0.00	01/29/2016				False	0
008-008-558104 Events				CHRISTMAS CLEAN UP , PROP PICK UP, MILEAGE A					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
JAN 2016	1/26/2016	49.95	0.00	01/29/2016				False	0
001-004-512000 Periodicals				MAGAZINE					
JAN 2016 Total:		49.95							
FINE GARDENING Total:		49.95							
GRAICHEN, JACOB A. 21716 LINDBERG ROAD CLATSKANIE, OR 97016 014039									
JAN 2016	1/27/2016	40.24	0.00	01/29/2016				False	0
001-104-490000 Professional development				VISIT WITH CITY CONSULTANTS MAUL FOSTER AN					
JAN 2016 Total:		40.24							
GRAICHEN, JACOB A. T		40.24							
HACH COMPANY 2207 COLLECTIONS CENTER DRIV CHICAGO,, IL 60693 014200									
9740151	1/7/2016	244.89	0.00	01/29/2016				False	0
017-017-501000 Operating Materials & Sup.				KIT CL17 PRE ASSY MAINT					
9740151 Total:		244.89							
9740681	1/7/2016	270.37	0.00	01/29/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
9740681	1/7/2016	270.37	0.00	01/29/2016				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
9740681 Total:		540.74							
HACH COMPANY Total:		785.63							

HEALTH

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
PO BOX 62120									
TAMPA, FL 33663-1203									
014819									
JAN 2016	1/26/2016	12.97	0.00	01/29/2016				False	0
001-004-512000 Periodicals				MAGAZINE					
JAN 2016 Total:		<hr/>							
		12.97							
HEALTH Total:		<hr/>							
		12.97							
HELMETS R US									
2705 PACIFIC AVENUE									
TACOMA, WA 98402									
015070									
45701	11/23/2015	197.50	0.00	01/29/2016				False	0
011-011-521000 Bicycle Safety Grant Exp				HELMETS					
45701 Total:		<hr/>							
		197.50							
HELMETS R US Total:		<hr/>							
		197.50							
KNIFE RIVER									
32260 OLD HWY 34									
TANGENT, OR 97389									
017628									
1537887	1/5/2016	1,581.14	0.00	01/29/2016				False	0
011-011-501000 Operating Materials & Supp				ROCK -					
1537887 Total:		<hr/>							
		1,581.14							
KNIFE RIVER Total:		<hr/>							
		1,581.14							
MARTIN, LAW OFFICE, AARON B.D.									
P.O. BOX 1533									
ST. HELENS, OR 97051									
019405									
JAN 2016	1/15/2016	312.00	0.00	01/29/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-103-554000 Contractual/consulting serv					LEGAL SERVICES KAYLA DELASHMIT				
JAN 2016 Total:		312.00							
JAN 2016 (10)	1/15/2016	104.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv					LEGAL SERVICES DIANA WHITE				
JAN 2016 (10) Total:		104.00							
JAN 2016 (11)	1/15/2016	100.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv					LEGAL SERVICES ANGELA YOUNGER				
JAN 2016 (11) Total:		100.00							
JAN 2016 (2)	1/15/2016	176.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv					LEGAL SERVICES ROSIE LARIMORE				
JAN 2016 (2) Total:		176.00							
JAN 2016 (3)	1/15/2016	72.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv					LEGAL SERVICES STEPHEN PEFLEY				
JAN 2016 (3) Total:		72.00							
JAN 2016 (4)	1/15/2016	236.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv					LEGAL SERVICES JUAN ROSALES EMANUEL				
JAN 2016 (4) Total:		236.00							
JAN 2016 (5)	1/15/2016	228.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv					LEGAL SERVICES ALISHA M THACKERAY				
JAN 2016 (5) Total:		228.00							
JAN 2016 (6)	1/15/2016	80.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv					LEGAL SERVICES YVONNE WALLIN				
JAN 2016 (6) Total:		80.00							
JAN 2016 (7)	1/15/2016	328.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv					LEGAL SERVICES BRENDA WARDEN				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
JAN 2016 (7) Total:		328.00							
JAN 2016 (8)	1/15/2016	40.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv	LEGAL SERVICES BRENDA WARDEN								
JAN 2016 (8) Total:		40.00							
JAN 2016 (9)	1/15/2016	332.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv	LEGAL SERVICES BRENDA WARDEN								
JAN 2016 (9) Total:		332.00							
MARTIN, LAW OFFICE,		2,008.00							
MCCOY ELECTRIC CO., INC. 2014 SE 9TH AVENUE P.O. BOX 42428 PORTLAND, OR 97242 019713									
213578	12/30/2015	691.15	0.00	01/29/2016				False	0
018-022-501000 Materials and supplies	WWTP REPAIR								
213578 Total:		691.15							
MCCOY ELECTRIC CO.,		691.15							
MIDWEST TAPE P.O. BOX 820 HOLLAND, OH 43528 020427									
93593739	1/13/2016	99.98	0.00	01/29/2016				False	0
001-004-481000 Visual Materials	DVD								
93593739 Total:		99.98							
MIDWEST TAPE Total:		99.98							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
NATIONAL MAIN STREET CENTER C/O SITE SOLUTIONS WORLDWIDI PO BOX 113 CLIFTON PARK, NY 12065 02199									
JAN 2016	1/27/2016	175.00	0.00	01/29/2016				False	0
001-104-558321 Main street				MAIN STREET NOW CONFERENCE ANYA MOUCHA					
JAN 2016 Total:		175.00							
NATIONAL MAIN STREE		175.00							
NORTHWEST DELI DISTRIBUTION INC PO BOX 2303 LONGVIEW, WA 98632 021184									
254893	9/4/2015	183.92	0.00	01/29/2016				False	0
001-005-501000 Operating Materials & Supp				GRAFFITI REMOVER					
254893 Total:		183.92							
CM255975	9/9/2015	-131.99	0.00	01/29/2016				False	0
001-005-501000 Operating Materials & Supp				GRAFFITI REMOVER CREDIT					
CM255975 Total:		-131.99							
NORTHWEST DELI DIST		51.93							
NORTHWEST NATURAL GAS P.O. BOX 6017 PORTLAND,, OR 97228-6017 021400									
JAN 2016	1/15/2016	266.58	0.00	01/29/2016				False	0
001-002-459000 Utilities				563-8					
JAN 2016	1/15/2016	160.77	0.00	01/29/2016				False	0
018-019-459000 Utilites				575-0					
JAN 2016	1/15/2016	160.77	0.00	01/29/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
018-020-459000 Utilities				575-0					
JAN 2016	1/15/2016	1,171.78	0.00	01/29/2016				False	0
001-004-459000 Utilities				767-3					
JAN 2016	1/15/2016	64.28	0.00	01/29/2016				False	0
001-005-459000 Utilities				856-3					
JAN 2016	1/15/2016	137.77	0.00	01/29/2016				False	0
012-107-459000 Utilitites				284-8					
JAN 2016	1/15/2016	194.56	0.00	01/29/2016				False	0
012-107-459000 Utilitites				528-5					
JAN 2016	1/15/2016	1,797.26	0.00	01/29/2016				False	0
017-417-459000 Utilities				294-2					
JAN 2016	1/15/2016	7.86	0.00	01/29/2016				False	0
018-018-459000 Utilites				772-0					
JAN 2016	1/15/2016	7.86	0.00	01/29/2016				False	0
017-017-459000 Utilities				772-0					
JAN 2016	1/15/2016	136.42	0.00	01/29/2016				False	0
013-403-459000 Utilities				867-5					
JAN 2016	1/15/2016	158.70	0.00	01/29/2016				False	0
001-005-459000 Utilities				304-7					
JAN 2016 Total:		4,264.61							
NORTHWEST NATURAL		4,264.61							
NURNBERG SCIENTIFIC									
PO BOX 408									
LAKE OSWEGO, OR 97034									
021703									
0152185-IN	1/19/2016	517.99	0.00	01/29/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
0152185-IN	1/19/2016	517.99	0.00	01/29/2016				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
0152185-IN Total:		1,035.98							
NURNBERG SCIENTIFIC		1,035.98							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
OAWU									
935 N MAIN STREET									
INDEPENDENCE, OR 97351									
021691									
JAN 2016	1/26/2016	152.50	0.00	01/29/2016				False	0
018-019-490000 Schools & Conventions				AARON KUNDERS CONFERENCE					
JAN 2016	1/26/2016	152.50	0.00	01/29/2016				False	0
018-020-490000 Schools & Conventions				AARON KUNDERS CONFERENCE					
JAN 2016 Total:		305.00							
OAWU Total:		305.00							
<hr/>									
OMJA									
ATTN: HON. PHIL WILLIAMS									
PO BOX 1860									
SPRINGFIELD, OR 97477									
022700									
JAN 2016	1/26/2016	150.00	0.00	01/29/2016				False	0
001-103-490000 Professional development				OMJA CONFERENCE CINDY PHILLIPS 2016 JUDICIAL					
JAN 2016 Total:		150.00							
OMJA Total:		150.00							
<hr/>									
OREGON GOVERNMENT FINANCE									
OFFICERS ASSOCIATION									
6745 SW HAMPTON ST.,STE.101									
PORTLAND, OR 97223									
022600									
JAN 2016	1/22/2016	325.00	0.00	01/29/2016				False	0
012-106-490000 Professional development				REGISTRATION FOR OMFOA SPRING CONF. JON ELI					
JAN 2016	1/22/2016	325.00	0.00	01/29/2016				False	0
012-106-490000 Professional development				REGISTRATION FOR OMFOA SPRING CONF. JENNIFI					
JAN 2016 Total:		650.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
OREGON GOVERNMENT		650.00							
PEAK ELECTRIC GROUP, LLC 57096 S MORSE ROAD WARREN, OR 97053 PEAK.ELE									
160002	1/14/2016	838.00	0.00	01/29/2016				False	0
001-004-470000 Building Expense				REPLACE BALLAST LIBRARY					
160002 Total:		838.00							
PEAK ELECTRIC GROU		838.00							
PUBLIC WORKS SUPPLY, INC. P.O. BOX 702 DONALD,, OR 97020 026427									
74445	1/14/2016	245.00	0.00	01/29/2016				False	0
017-017-501000 Operating Materials & Sup.				TEST GAS 29 LITERS					
74445 Total:		245.00							
PUBLIC WORKS SUPPLY		245.00							
SECRETARY OF STATE DIVISION OF AUDITS SALEM, OR 97310 030600									
JAN 2016	1/28/2016	350.00	0.00	01/29/2016				False	0
012-106-554000 Contractual/consulting serv				REVENUE FEE 7/17/14-6/30/15					
JAN 2016 Total:		350.00							
SECRETARY OF STATE T		350.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
SNYDER, THE LAW OFFICE OF NOEL 4415 NE SANDY BLVD. SUITE 204 PORTLAND, OR 97213 018045									
111915	11/19/2015	80.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv				LEGAL SERVICES ANDREW JONES					
111915 Total:		80.00							
11416	1/14/2016	40.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv				LEGAL SERVICES GEORGIANNA CALDWELL-MEEK					
11416 Total:		40.00							
120915	12/9/2015	80.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv				LEGAL SERVICES PAMELA WRIGHT					
120915 Total:		80.00							
SNYDER, THE LAW OFF		200.00							
SOLUTIONS YES 7409 SW TECH CENTER DRIVE SUITE 100 PORTLAND, OR 97223 013581									
CM13012	10/20/2015	-125.00	0.00	01/29/2016				False	0
012-107-502000 Equipment expense				CREDIT BLACK TONER 24K					
CM13012 Total:		-125.00							
INV60497	1/19/2016	178.03	0.00	01/29/2016				False	0
012-107-502000 Equipment expense				CONTRACT C10184-01 COPIES					
INV60497 Total:		178.03							
SOLUTIONS YES Total:		53.03							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
STAPLES BUSINESS ADVANTAGE									
DEPT LA									
PO BOX 83689									
CHICAGO, IL 60696									
031983									
3257380460	2/14/2015	198.00	0.00	01/29/2016				False	0
012-107-457000 Office supplies				COPY PAPER CUSTOMER AL1037057					
3257380460 Total:		198.00							
STAPLES BUSINESS AD		198.00							
SUNRIVER RESORT									
P.O. BOX 3609									
SUNRIVER,, OR 97707-0609									
032650									
JAN 2016	1/22/2016	465.57	0.00	01/29/2016				False	0
012-106-490000 Professional development				JON ELLIS HOTEL OMFOA SPRING CONFERENCE					
JAN 2016	1/22/2016	465.57	0.00	01/29/2016				False	0
012-106-490000 Professional development				JENNIFER JOHNSON HOTEL OMFOA SPRING CONF					
JAN 2016 Total:		931.14							
SUNRIVER RESORT Tota		931.14	/						
TAYLOR, DIANA M. SHERA									
P.O. BOX 232									
ST. HELENS, OR, 97051									
033010									
JAN 2016	1/27/2016	170.00	0.00	01/29/2016				False	0
001-103-554000 Contractual/consulting serv				MARGARITO GUADALUPE CRUZ-PEREZ 2015-CR-00					
JAN 2016 Total:		170.00							
TAYLOR, DIANA M. SHE		170.00							


TIME

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
PO BOX 62120									
TAMPA, FL 33662-2120									
033230									
JAN 2016	1/26/2016	72.20	0.00	01/29/2016				False	0
001-004-512000 Periodicals				MAGAZINE					
JAN 2016 Total:		<hr/> 72.20							
TIME Total:		<hr/> 72.20							
UNITED RENTALS, INC.									
FILE 51122									
LOS ANGELES, CA 90074-1122									
034813									
134219622-001	1/6/2016	1,255.75	0.00	01/29/2016				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
134219622-001	1/6/2016	1,255.75	0.00	01/29/2016				False	0
018-018-501000 Operating Materials & Supplies				MATERIALS					
134219622-001 Total:		<hr/> 2,511.50							
UNITED RENTALS, INC.		<hr/> 2,511.50							
WESTCO TOOLS INC.									
379 MONITOR ROAD									
SILVERTON, OR 97381									
036229									
155858	1/7/2016	1,200.00	0.00	01/29/2016				False	0
011-011-501000 Operating Materials & Supp				17x27 SANDBAG					
155858 Total:		<hr/> 1,200.00							
WESTCO TOOLS INC. To		<hr/> 1,200.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			

Report Total:

23,212.80



Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 02/04/2016 - 3:55PM
 Batch: 00019.01.2016 - 02/05 FY 15-16



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ACE HARDWARE 155 S COLUMBIA RIVER HWY ST HELENS, OR 97051 000500									
1213	1/31/2016	198.16	0.00	02/05/2016				False	0
001-005-501000 Operating Materials & Supp				MATERIALS					
1213 Total:		198.16							
1217	1/31/2016	120.56	0.00	02/05/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
1217	1/31/2016	120.57	0.00	02/05/2016				False	0
018-020-501000 Operating Materials & Supplies				MATERIALS					
1217	1/31/2016	26.14	0.00	02/05/2016				False	0
018-018-501000 Operating Materials & Supplies				MATERIALS					
1217	1/31/2016	45.41	0.00	02/05/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
1217 Total:		312.68							
1218	1/31/2016	50.81	0.00	02/05/2016				False	0
001-005-501000 Operating Materials & Supp				MATERIALS					
1218	1/31/2016	25.17	0.00	02/05/2016				False	0
011-011-501000 Operating Materials & Supp				MATERIALS					
1218	1/31/2016	6.74	0.00	02/05/2016				False	0
013-403-470000 Building				MATERIALS					
1218	1/31/2016	172.13	0.00	02/05/2016				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
1218	1/31/2016	103.55	0.00	02/05/2016				False	0
017-417-501000 Operating materials and suppli				MATERIALS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
1218 Total:		358.40							
ACE HARDWARE Total:		869.24							
AIRGAS USA, LLC									
P O BOX 7423									
PASADENA, CA 91109-7423									
AIRGAS									
9047623690	1/25/2016	73.42	0.00	02/05/2016				False	0
017-017-501000 Operating Materials & Sup.				CO2					
9047623690 Total:		73.42							
AIRGAS USA, LLC Total:		73.42							
ALEXIN ANALYTICAL LABS, INC.									
LABORATORIES, INC.									
13035 S.W. PACIFIC HWY.									
TIGARD, OR, 97223-									
001650									
25068	1/28/2016	375.00	0.00	02/05/2016				False	0
017-017-472000 Lab Testing				ROUTINE E COLI TESTING					
25068 Total:		375.00							
ALEXIN ANALYTICAL L		375.00							
CANON SOLUTIONS AMERICA, INC									
15004 COLLECTIONS CENTER DRIV									
CHICAGO, IL 60693									
021694									
4018156894	1/28/2016	124.69	0.00	02/05/2016				False	0
001-002-502000 Equipment Expense				POLICE COPIER					
4018156894 Total:		124.69							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
CANON SOLUTIONS AM		124.69							
CHAVES CONSULTING, INC.-CRMS									
CLOUD RECORDS MGMT.SOLUTIC									
P. O. BOX 886									
BAKER CITY, OR 9814									
006630									
160030	2/1/2016	259.14	0.00	02/05/2016				False	0
012-102-554000 Contractual/consulting serv				MONTHLY USER FEE OR 0486					
160030 Total:		259.14							
CHAVES CONSULTING,		259.14							
CINTAS CORPORATION									
CINTAS FIRST AID & SAFETY									
PO BOX 631025									
CINCINNATI, OH 45263-1025									
037620									
5004288700	1/25/2016	159.99	0.00	02/05/2016				False	0
001-005-501000 Operating Materials & Supp				CABINET REFILL PARKS					
5004288700 Total:		159.99							
5004393101	1/25/2016	58.46	0.00	02/05/2016				False	0
001-002-473000 Miscellaneous Expense				CABINET REFILL POLICE					
5004393101 Total:		58.46							
5004393105	1/25/2016	117.39	0.00	02/05/2016				False	0
013-403-470000 Building				CABINET REFILL PUBLIC WORKS					
5004393105 Total:		117.39							
CINTAS CORPORATION		335.84							

CINTAS CORPORATION-463

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
PO BOX 650838									
DALLAS, TX 75265-0838									
006830									
463603370	1/18/2016	49.29	0.00	02/05/2016				False	0
001-002-473000 Miscellaneous Expense				MATS/ MATERIALS POLICE					
463603370 Total:		49.29							
463606794	1/25/2016	38.84	0.00	02/05/2016				False	0
013-403-470000 Building				MATS					
463606794 Total:		38.84							
CINTAS CORPORATION		88.13							
<hr/>									
CITY OF COLUMBIA CITY									
P.O. BOX 189									
COLUMBIA CITY,, OR 97018									
007370									
JAN 2016	1/26/2016	71.14	0.00	02/05/2016				False	0
017-417-459000 Utilities				001754-001 WTP					
JAN 2016 Total:		71.14							
CITY OF COLUMBIA CIT		71.14							
<hr/>									
CITY OF ST. HELENS									
PO BOX 278									
ST. HELENS, OR 97051									
ST.HELEN									
FEB 2016	2/1/2016	604.80	0.00	02/05/2016				False	0
010-303-653301 Sewer main replacement				PLUMBING PERMITS FOR SEWER LATERAL REPAIR					
FEB 2016 Total:		604.80							
CITY OF ST. HELENS To		604.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
COLUMBIA COUNTY CLERK 230 STRAND STREET ST. HELENS, OR 97051 007500									
FEB 2016	2/1/2016	112.00	0.00	02/05/2016				False	0
001-104-494000 Recording fees				COUNTY RECORDING FEES DEC OF COVENANT W/					
FEB 2016 Total:		112.00							
COLUMBIA COUNTY CL		112.00							
COLUMBIA RIVER P.U.D. P. O. BOX 1193 ST. HELENS, OR, 97051 008325									
FEB 2016	2/1/2016	17,067.80	0.00	02/05/2016				False	0
018-019-534000 Electrical Energy				ACT 38633					
FEB 2016 Total:		17,067.80							
COLUMBIA RIVER P.U.D		17,067.80							
COMCAST PO BOX 34744 SEATTLE, WA 98124-1744 COMCAST									
FEB 2016	1/21/2016	107.85	0.00	02/05/2016				False	0
001-002-458000 Telephone Expense				4855					
FEB 2016	1/21/2016	186.97	0.00	02/05/2016				False	0
012-107-458000 Telecommunication expense				9110					
FEB 2016	1/21/2016	99.59	0.00	02/05/2016				False	0
001-004-500000 Computer Maintenance				8631					
FEB 2016	1/21/2016	94.85	0.00	02/05/2016				False	0
012-107-458000 Telecommunication expense				8453					
FEB 2016	1/21/2016	94.85	0.00	02/05/2016				False	0
001-004-500000 Computer Maintenance				3388					
FEB 2016	1/25/2016	102.85	0.00	02/05/2016				False	0
001-005-509000 Marine board expense				3930 2/5-3/4					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
<hr/>									
	FEB 2016 Total:	686.96							
	COMCAST Total:	686.96							
<hr/>									
DEQ, OREGON ATTN: ACCOUNTING OFFICE 811 SW 6TH AVE PORTLAND,, OR 97204-1390 010137									
HSRAF16-1646	1/25/2016	943.47	0.00	02/05/2016				False	0
009-209-554100 Environmental review				BOISE VENEER PLAN- CITY OF ST. HELENS PPA PRC					
	HSRAF16-1646 Total:	943.47							
	DEQ, OREGON Total:	943.47							
<hr/>									
E2C CORPORATION 2316 NE MINNEHAHA STREET VANCOUVER, WA 98665 E2C									
3857	1/28/2016	350.00	0.00	02/05/2016				False	0
008-008-451000 Media Expense				MONTHLY MANAGEMENT FEB 2016					
	3857 Total:	350.00							
	E2C CORPORATION Total:	350.00							
<hr/>									
EAGLE STAR ROCK PRODUCTS, INC. P.O. BOX 750 ST. HELENS, OR 97051 010970									
30403	1/27/2016	380.89	0.00	02/05/2016				False	0
011-011-501000 Operating Materials & Supp				ROCK VARIOUS JOBS					
	30403 Total:	380.89							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
30409	1/28/2016	267.11	0.00	02/05/2016				False	0
011-011-501000 Operating Materials & Supp				ROCK ROAD GRATING					
30409 Total:		267.11							
EAGLE STAR ROCK PRO		648.00							
ECONORTHWEST									
SUITE 1600									
222 SW COLUMBIA STREET									
PORTLAND, OR 97201									
011130									
16310	10/31/2015	6,452.50	0.00	02/05/2016				False	0
009-209-554110 Economic and Market assessmen				ST. HELENS WATERFRONT ECONOMIC ANALYSIS 1					
16310 Total:		6,452.50							
16643	1/31/2016	5,250.00	0.00	02/05/2016				False	0
009-209-554110 Economic and Market assessmen				ST. HELENS WATERFRONT ECONOMIC ANALYSIS 1					
16643 Total:		5,250.00							
ECONORTHWEST Total:		11,702.50							
EMMERT MOTORS, INC.									
2175 COLUMBIA BLVD.									
ST. HELENS, OREGON, 97051									
020693									
97671	1/27/2016	624.01	0.00	02/05/2016				False	0
001-002-510000 Automobile Expense				CH. TAHOE WHITE MAINT. POLICE					
97671 Total:		624.01							
98011	1/25/2016	449.00	0.00	02/05/2016				False	0
001-002-510000 Automobile Expense				CH. TAHOE WHITE MAINT. POLICE					
98011 Total:		449.00							
98043	1/22/2016	105.91	0.00	02/05/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
012-107-457000 Office supplies					CT 15506 MAINT.				
98043 Total:		105.91							
EMMERT MOTORS, INC		1,178.92							
FDG - FIRWOOD DESIGN GROUP, LLC 39065 PIONEER BLVD., STE. #104 SANDY, OR 97055 FDG									
11079	1/14/2016	2,703.75	0.00	02/05/2016				False	0
010-303-653306 Lift station					S-636 PUMP STATION #7 UPGRADE				
11079 Total:		2,703.75							
FDG - FIRWOOD DESIGN		2,703.75							
FLEUR, CELINE 58947 FIRLOCK PARK ST. ST. HELENS, OR 97051 054235									
JAN 2016	1/29/2016	8.00	0.00	02/05/2016				False	0
001-000-354000 Misc Revenue					REFUND BALANCE OF PUBLIC RECORDS DEP 49645				
JAN 2016 Total:		8.00							
FLEUR, CELINE Total:		8.00							
FRANKLIN MANOR APTS. C/O C&R REAL ESTATE SERVICE C 1440 SW TAYLOR PORTLAND, OR 97205 FRANKMNR									
FEB 2016	2/3/2016	20.00	0.00	02/05/2016				False	0
001-000-311000 Business License					REFUND OVERPAYMENT OF BUSINESS LICENSE 002				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	FEB 2016 Total:	20.00							
	FRANKLIN MANOR APT	20.00							
GALLS, LLC - D.B.A BLUEMENTHAL UNIFORM P.O BOX 71628 CHICAGO, IL 60694-1628 013074									
004757715	1/19/2016	715.00	0.00	02/05/2016				False	0
001-002-501000 Operating Materials & Supp				VESTS ACCT 1001093945 POLICE					
	004757715 Total:	715.00							
	GALLS, LLC - D.B.A BLU	715.00							
GRUNDFOS CBS INC. PO BOX 676875 DALLAS, TX 75267-6875 014173									
1900129330	1/29/2016	1,800.00	0.00	02/05/2016				False	0
018-022-501000 Materials and supplies				ONSITE SERVICE CALL ABS PUMP					
	1900129330 Total:	1,800.00							
	GRUNDFOS CBS INC. To	1,800.00							
HAEBE, HOLLY ST. HELENS CERT 323154 CHURCH RD WARREN, OR 97053 014301									
FEB 2016	2/4/2016	342.57	0.00	02/05/2016				False	0
001-002-473000 Miscellaneous Expense				2015 CERT CONTRIBUTIONS REIMBURSEMENT					
	FEB 2016 Total:	342.57							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
HAEBE, HOLLY Total:		342.57							
IN STYLE									
PO BOX 62120									
TAMPA, FL 33662-2120									
016060									
FEB 2016	2/4/2016	33.67	0.00	02/05/2016				False	0
001-004-512000 Periodicals				MAGAZINE SUB					
FEB 2016 Total:		33.67							
IN STYLE Total:		33.67							
INGRAM LIBRARY SERVICES, INC.									
INGRAM BOOK COMPANY									
P.O. BOX 502779									
ST. LOUIS, MO 63150									
016240									
91265553	1/11/2016	-8.24	0.00	02/05/2016				False	0
001-004-483000 Audio Materials				BOOKS CREDIT					
91265553 Total:		-8.24							
91377971	1/15/2016	-7.79	0.00	02/05/2016				False	0
001-004-511000 Printed Materials				BOOKS CREDIT					
91377971 Total:		-7.79							
91449462	1/19/2016	48.61	0.00	02/05/2016				False	0
001-004-511000 Printed Materials				BOOKS					
91449462 Total:		48.61							
91449463	1/19/2016	588.29	0.00	02/05/2016				False	0
001-004-511000 Printed Materials				BOOKS					
91449463 Total:		588.29							
91449464	1/19/2016	145.10	0.00	02/05/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
001-004-511000 Printed Materials					BOOKS				
91449464 Total:		145.10							
91482257	1/20/2016	114.57	0.00	02/05/2016				False	0
001-004-511000 Printed Materials					BOOKS				
91482257 Total:		114.57							
91482258	1/20/2016	101.83	0.00	02/05/2016				False	0
001-004-511000 Printed Materials					BOOKS				
91482258 Total:		101.83							
91506167	1/21/2016	659.70	0.00	02/05/2016				False	0
001-004-511000 Printed Materials					BOOKS				
91506167 Total:		659.70							
INGRAM LIBRARY SERV		1,642.07							
INTEGRA TELECOM, INC.									
PO BOX 2966									
MILWAUKEE, WI 53201									
016479									
13604569	1/21/2016	405.63	0.00	02/05/2016				False	0
001-002-458000 Telephone Expense					PHONE LINES				
13604569	1/21/2016	58.37	0.00	02/05/2016				False	0
012-106-480000 Postage					PHONE LINES				
13604569	1/21/2016	1,196.94	0.00	02/05/2016				False	0
012-107-458000 Telecommunication expense					PHONE LINES				
13604569	1/21/2016	294.31	0.00	02/05/2016				False	0
001-004-459000 Utilities					PHONE LINES				
13604569	1/21/2016	48.80	0.00	02/05/2016				False	0
017-017-458000 Telephone Expense					PHONE LINES				
13604569	1/21/2016	557.08	0.00	02/05/2016				False	0
017-417-458000 Telephone expense					PHONE LINES				
13604569	1/21/2016	200.22	0.00	02/05/2016				False	0
013-403-458000 Telecommunication expense					PHONE LINES				
13604569	1/21/2016	178.45	0.00	02/05/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
018-019-458000 Telecommunication Expense					PHONE LINES				
13604569	1/21/2016	178.45	0.00	02/05/2016				False	0
018-020-458000 Telecommunication Expense					PHONE LINES				
13604569	1/21/2016	746.30	0.00	02/05/2016				False	0
018-022-458000 Telecommunication expense					PHONE LINES				
13604569 Total:		3,864.55							
INTEGRA TELECOM, IN		3,864.55							
INTERSTATE BATTERY OF COLUMBIA RIVER 3421 NE 109TH AVE VANCOUVER, WA 98682-7723									
016626									
40032283	1/25/2016	364.50	0.00	02/05/2016				False	0
015-015-501000 Operating Materials & Supp					BATTERIES				
40032283 Total:		364.50							
INTERSTATE BATTERY		364.50							
JAYNE, JOHN THOMAS VIRTUS GROUP INVESTIGATIONS P O BOX 4282 WILSONVILLE, OR 97070									
016915									
DEC 2015	12/1/2015	369.66	0.00	02/05/2016				False	0
001-103-554000 Contractual/consulting serv					CITY OF ST. HELENS VS ROSIE RAMIREZ-LARIMOR				
DEC 2015 Total:		369.66							
JAYNE, JOHN THOMAS		369.66							
JOHNSON, BUTCH 114 FOREST PARK DR. ST. HELENS, OR 97051									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
017045									
3337	2/3/2016	600.00	0.00	02/05/2016				False	0
001-110-554000	Contractual/consulting serv			REMOVE MOTOR HOME DEER ISLAND RD.					
		<hr/>							
	3337 Total:	600.00							
		<hr/>							
	JOHNSON, BUTCH Total	600.00							
JORDAN RAMIS PC									
ATTORNEYS AT LAW									
PO BOX 230669									
PORTLAND, OR 97281									
030274									
JAN 2016	1/31/2016	240.00	0.00	02/05/2016				False	0
012-101-454000	Attorney			GENERAL CITY ADMIN LEGAL SERVICES					
JAN 2016	1/31/2016	5,061.00	0.00	02/05/2016				False	0
009-209-554120	Urban renewal review			BOISE CASCADE AGREEMENT LEGAL SERVICES					
		<hr/>							
	JAN 2016 Total:	5,301.00							
		<hr/>							
	JORDAN RAMIS PC Tota	5,301.00							
LEAF									
PO BOX 742647									
CINCINNATI, OH 45274-2647									
018101									
6246246	2/25/2016	170.00	0.00	02/05/2016				False	0
012-107-502000	Equipment expense			OCE VL2822C COPIER 100-1411067-001					
		<hr/>							
	6246246 Total:	170.00							
		<hr/>							
	LEAF Total:	170.00							
MAILBOXES NORTHWEST									
2034 COLUMBIA BLVD.									
ST. HELENS, OR 97051									
019366									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
JAN 2016	1/6/2016	203.69	0.00	02/05/2016				False	0
018-019-470000 Building Expense					NEXT DAY AIR TRE ENVIROMENTAL				
JAN 2016 Total:		203.69							
MAILBOXES NORTHWE		203.69							
MAKE TECHNOLOGY ON YOUR TIME PO BOX 17046 NORTH HOLLYWOOD, CA 91615-70									
FEB 2016	2/4/2016	29.95	0.00	02/05/2016				False	0
001-004-512000 Periodicals					MAGAZINE SUB				
FEB 2016 Total:		29.95							
MAKE Total:		29.95							
MCALEER, LAW OFFICE OF ERIN BRADLEY 2418 MAIN STREET VANCOUVER, WA 98660									
MCALEER 154	1/24/2016	188.00	0.00	02/05/2016				False	0
001-103-554000 Contractual/consulting serv					NICHOLAS ULCH THEFT III ESCAPE & FTA				
154 Total:		188.00							
MCALEER, LAW OFFICE		188.00							
MIDWEST TAPE P.O. BOX 820 HOLLAND, OH 43528									
020427 93610610	1/20/2016	9.44	0.00	02/05/2016				False	0
001-004-481000 Visual Materials					DVDS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
93610610 Total:		9.44							
93610612	1/20/2016	38.83	0.00	02/05/2016				False	0
001-004-481000 Visual Materials			DVDS						
93610612 Total:		38.83							
MIDWEST TAPE Total:		48.27							
MILTICH, ANTHONY P.O. BOX 1476 SCAPPOOSE, OR 97056 020530									
FEB 2016	2/4/2016	80.59	0.00	02/05/2016				False	0
001-002-490000 Police Training/Supplies			2016 POLICE TRAFFIC SAFETY CONFERENCE MEAL						
FEB 2016 Total:		80.59							
MILTICH, ANTHONY To		80.59							
MURRAY, SMITH & ASSOC., INC. 121 S.W. SALMON SUITE 900 PORTLAND, OR, 90204-2919 020762									
09-1078-71	1/19/2016	1,408.00	0.00	02/05/2016				False	0
010-304-653409 Godfrey Outfall			SD- 146 GODFREY PARK STORM						
09-1078-71 Total:		1,408.00							
MURRAY, SMITH & ASS		1,408.00							
OMJA ATTN: HON. PHIL WILLIAMS PO BOX 1860 SPRINGFIELD, OR 97477									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
022700									
FEB 2016	2/4/2016	100.00	0.00	02/05/2016				False	0
001-103-490000	Professional development			ANNUAL MEMBERSHIP DUES 2016					
	FEB 2016 Total:	100.00							
	OMJA Total:	100.00							
OREGON ASSOC. OF MUNICIPAL RECORDERS									
C/O MARY DIBBLE, CMC									
P.O. BOX 490									
ALBANY, OR 97321									
OAMR									
FEB 2016	2/3/2016	150.00	0.00	02/05/2016				False	0
012-102-490000	Professional development			2016 OAMR MID-YEAR ACADEMY KATHY PAYNE					
	FEB 2016 Total:	150.00							
	OREGON ASSOC. OF MU	150.00							
OREGON JOINT USE ASSOCIATION									
1286 COURT STREET									
SALEM, OR 97301									
010138									
16-015	1/28/2016	575.00	0.00	02/05/2016				False	0
001-100-490000	Professional development			2016 MEMBER DUES					
	16-015 Total:	575.00							
	OREGON JOINT USE AS	575.00							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/									
PO BOX 22109									
PORTLAND, OR 97269-2109									
031685									
15820313	1/29/2016	243.00	0.00	02/05/2016				False	0
012-102-526000	Advertisements			OFFICE ASSISTANT POSITION -HELP WANTED ADD					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
15820313 Total:		243.00							
15820315	1/22/2016	315.00	0.00	02/05/2016				False	0
012-102-526000 Advertisements					UTILITY WORKER POSITION -HELP WANTED ADD				
15820315 Total:		315.00							
PAMPLIN MEDIA GROU		558.00							
PETTY CASH LIBRARY- SHANNA DUGGAN									
,									
018754									
FEB 2016	1/13/2016	39.99	0.00	02/05/2016				False	0
001-000-318000 Fines- Library					REFUND LOST AND PAID FEE CREDIT REC 652026				
FEB 2016	1/29/2016	48.45	0.00	02/05/2016				False	0
001-004-473000 Misc Expense					SUNSHINE PIZZA LUNCH INTERVIEW PANEL FOR LI				
FEB 2016	11/20/2015	38.19	0.00	02/05/2016				False	0
001-004-517000 Library Program					PIZZA NANOWRIMO LATE NITE WRITE				
FEB 2016 Total:		126.63							
PETTY CASH LIBRARY-		126.63							
PETTY CASH- SHANNA DUGGAN									
,									
018757									
JAN 2016	1/29/2016	92.00	0.00	02/05/2016				False	0
001-110-554000 Contractual/consulting serv					RECORD LIEN DOCS				
JAN 2016	1/29/2016	12.10	0.00	02/05/2016				False	0
001-100-473000 Miscellaneous					COUNCIL SNACKS				
JAN 2016	1/7/2016	10.95	0.00	02/05/2016				False	0
018-019-472000 Lab Testing					LUNCH WHILE DELIVERING SAMPLE				
JAN 2016	1/11/2016	15.00	0.00	02/05/2016				False	0
018-019-472000 Lab Testing					LUNCH WHILE DELIVERING SAMPLE STEWART, H/				
JAN 2016	1/11/2016	6.00	0.00	02/05/2016				False	0
001-100-473000 Miscellaneous					YOUTH COUNCIL SNACKS				
JAN 2016	1/11/2016	13.00	0.00	02/05/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
018-019-472000 Lab Testing				LUNCH WHILE DELIVERING SAMPL J.L					
JAN 2016	1/15/2016	10.00	0.00	02/05/2016				False	0
009-209-554110 Economic and Market assessmen				PARKING ECONW MTG J.L					
JAN 2016	1/19/2016	66.00	0.00	02/05/2016				False	0
009-209-575130 Potential development ops				RECORD QUITCLAIM DEED BOISE VEN. RAIL					
JAN 2016	1/20/2016	24.00	0.00	02/05/2016				False	0
012-107-457000 Office supplies				COFFEE MEETINGS AND BREAKROOM					
JAN 2016	1/20/2016	12.83	0.00	02/05/2016				False	0
001-100-473000 Miscellaneous				COUNCIL SNACKS					
JAN 2016	1/25/2016	44.46	0.00	02/05/2016				False	0
012-107-457000 Office supplies				BREAKROOM SUPPLIES					
JAN 2016	1/25/2016	6.00	0.00	02/05/2016				False	0
001-100-473000 Miscellaneous				YOUTH COUNCIL SNACKS					
JAN 2016	1/27/2016	46.00	0.00	02/05/2016				False	0
012-102-524000 Special projects				PRIZE FOR CASINO NIGHT					
JAN 2016	1/27/2016	125.86	0.00	02/05/2016				False	0
012-102-524000 Special projects				EMP BANQUET SUPPLIES					
JAN 2016	1/27/2016	5.28	0.00	02/05/2016				False	0
012-102-524000 Special projects				EMP BANQUET SUPPLIES					
JAN 2016	1/28/2016	20.00	0.00	02/05/2016				False	0
012-102-524000 Special projects				EMPL BANQUET SUPPLIES BALLOONS					
JAN 2016 Total:		509.48							
PETTY CASH- SHANNA		509.48							
PHILLIPS, CYNTHIA 11220 SW APALACHEE STREET TUALATIN, OR 97062 025515									
021516	2/4/2016	1,592.00	0.00	02/05/2016				False	0
001-103-554000 Contractual/consulting serv				MUNICIPAL COURT JUDGE 2/1-2/15					
021516 Total:		1,592.00							
PHILLIPS, CYNTHIA Tot		1,592.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number				Description	Reference					
REID INVESTIGATIONS, LLC										
10840 SE CLAIR LANE										
DAYTON, OR 97114										
027134										
122-16	1/26/2016	782.52	0.00	02/05/2016					False	0
001-002-473000 Miscellaneous Expense				BRYAN CUTRIGHT, CHRIS WARD INVESTIGATIONS						
122-16 Total:		782.52								
REID INVESTIGATIONS		782.52								
SELDEN, LAURIE										
9765 SW IMPERIAL DRIVE										
PORTLAND, OR 97225										
030715										
FEB 2016	2/1/2016	2,948.00	0.00	02/05/2016					False	0
001-103-554000 Contractual/consulting serv				2/1-2/15 CRIMINAL PROSECUTORIAL SERVICES						
FEB 2016 Total:		2,948.00								
SELDEN, LAURIE Total:		2,948.00								
ST. HELENS AUTO CENTER										
PO BOX 367										
ST. HELENS, OR, 97051-										
028473										
57604	12/31/2015	82.97	0.00	02/05/2016					False	0
015-015-501000 Operating Materials & Supp				CABLE ASY						
57604 Total:		82.97								
57826	12/31/2015	28.30	0.00	02/05/2016					False	0
015-015-501000 Operating Materials & Supp				HANDLE AS						
57826 Total:		28.30								
ST. HELENS AUTO CEN		111.27								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
STAPLES BUSINESS ADVANTAGE									
DEPT LA									
PO BOX 83689									
CHICAGO, IL 60696									
031983									
3257380461	2/14/2015	107.45	0.00	02/05/2016				False	0
001-105-457000 Office supplies				OLD UNPAID INVOICE - OFFICE SUPPLIES					
3257380461 Total:		107.45							
3290160472	1/16/2016	9.39	0.00	02/05/2016				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3290160472 Total:		9.39							
3290160473	1/16/2016	455.24	0.00	02/05/2016				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3290160473 Total:		455.24							
3290160474	1/16/2016	11.55	0.00	02/05/2016				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3290160474 Total:		11.55							
3290716492	1/23/2016	112.38	0.00	02/05/2016				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3290716492	1/23/2016	18.96	0.00	02/05/2016				False	0
018-019-501000 Operating Materials				OFFICE SUPPLIES					
3290716492	1/23/2016	18.96	0.00	02/05/2016				False	0
018-020-501000 Operating Materials & Supplies				OFFICE SUPPLIES					
3290716492 Total:		150.30							
STAPLES BUSINESS AD		733.93							
SUNSET AUTO PARTS, INC.									
NAPA AUTO PARTS									
P.O. BOX 669									
SCAPPOOSE,, OR 97056									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
020815									
932-23253	1/5/2016	7.27	0.00	02/05/2016				False	0
017-017-501000	Operating Materials & Sup.				PARTS				
	932-23253 Total:	7.27							
932-23311	1/5/2016	19.76	0.00	02/05/2016				False	0
015-015-501000	Operating Materials & Supp				PARTS				
	932-23311 Total:	19.76							
932-23439	1/6/2016	24.20	0.00	02/05/2016				False	0
015-015-501000	Operating Materials & Supp				PARTS				
	932-23439 Total:	24.20							
	SUNSET AUTO PARTS, I	51.23							
SUPERIOR TIRE SERVICES									
PO BOX 13759									
SALEM, OR 97309									
032774									
0006408447	2/1/2016	231.00	0.00	02/05/2016				False	0
015-015-501000	Operating Materials & Supp				TIRES PW				
	0006408447 Total:	231.00							
	SUPERIOR TIRE SERVIC	231.00							
TYPETHINK, LLC									
224 SW FIRST AVENUE									
PORTLAND, OR 97204									
034599									
5617	1/1/2016	300.00	0.00	02/05/2016				False	0
009-206-458100	PEG Access				MONTHLY WEBSITE HOSTING MAINT, LIC, AND SU				
	5617 Total:	300.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
TYPETHINK, LLC Total:		300.00							
VERIZON WIRELESS									
PO BOX 660108									
DALLAS, TX 75266-0108									
000720									
9759153426	1/20/2016	2,186.06	0.00	02/05/2016				False	0
001-002-458000 Telephone Expense			PHONE SERVICE						
9759153426 Total:		2,186.06							
9759202942	1/20/2016	130.35	0.00	02/05/2016				False	0
013-402-458000 Telecommunication expense			PHONE SERVICE						
9759202942	1/20/2016	51.73	0.00	02/05/2016				False	0
001-105-458000 Telephone expense			PHONE SERVICE						
9759202942	1/20/2016	333.11	0.00	02/05/2016				False	0
013-403-458000 Telecommunication expense			PHONE SERVICE						
9759202942	1/20/2016	173.16	0.00	02/05/2016				False	0
017-417-458000 Telephone expense			PHONE SERVICE						
9759202942	1/20/2016	35.72	0.00	02/05/2016				False	0
018-019-458000 Telecommunication Expense			PHONE SERVICE						
9759202942	1/20/2016	26.79	0.00	02/05/2016				False	0
018-020-458000 Telecommunication Expense			PHONE SERVICE						
9759202942	1/20/2016	40.01	0.00	02/05/2016				False	0
017-017-458000 Telephone Expense			PHONE SERVICE						
9759202942	1/20/2016	26.79	0.00	02/05/2016				False	0
018-022-458000 Telecommunication expense			PHONE SERVICE						
9759202942 Total:		817.66							
VERIZON WIRELESS To		3,003.72							
WILCOX & FLEGEL									
P O BOX 69									
LONGVIEW, WA, 98632									
037003									
C000836-IN	1/25/2016	723.89	0.00	02/05/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-002-531000 Gasoline Expense					GAS POLICE				
C000836-IN Total:		723.89							
C000877-IN	1/26/2016	2,143.60	0.00	02/05/2016				False	0
013-403-531000 Gasoline					GAS / DIESEL - SHOP				
C000877-IN Total:		2,143.60							
CL02077	1/31/2016	36.02	0.00	02/05/2016				False	0
001-005-531000 Gasoline Expense					OIL PARKS				
CL02077 Total:		36.02							
WILCOX & FLEGEL Total:		2,903.51							
Report Total:		70,060.61							

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 17th day of February, 2016 are the following Council minutes:

2016

- Work Session, Public Hearing and Regular Session Minutes dated January 20, 2016
- Work Session, Public Hearing and Regular Session Minutes dated February 3, 2016

After Approval of Council Minutes:

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name of Word document
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Post PDFs to website
- ☐ Email minutes to distribution list
- ☐ Add minutes to HP Trim
- ☐ File Original in Vault

City of St. Helens

CITY COUNCIL

Work Session Minutes

January 20, 2016

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 Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Bob Johnston, Building Official
Crystal Farnsworth, Communications Officer
Melanie Payne, Municipal Court Assistant to the Prosecutor
Jennifer Johnson, Utility Billing Specialist
Shanna Duggan, Utility Billing Specialist
Anya Moucha, Main Street Program Coordinator
Jenny Dimsho, Assistant Planner

Others: Tina Curry Steve Topaz Joel Haugen
Nicole Thille Amanda Renner

Mayor Randy Peterson called the meeting to order at 1:00 p.m.

Visitor Comments

♦ Joel Haugen. He is from Scappoose City Council. On behalf of the City Council, Mayor and Manager, he would like to pursue a collaborative approach to issues they have in common. He is enthusiastic about developing a stronger relationship between the communities.

Council agreed.

♦ Steve Topaz. He reviewed some of his concerns with the Council:

- 1) Terrorism and gun control. Terrorism comes from poverty and a corrupt government. We're having a problem in Bend with people taking over a national park. The news media is showing people saying that we don't want outsiders here and to get out. That will lead to a negative perception of Oregon. Some say that these people are breaking federal law and should be arrested. Marijuana is illegal through federal laws but it's legal in Oregon. The outside world sees that we pick and choose the laws we want to follow.
- 2) Corruption. The government is working for itself and the people they govern do not matter. We have a water problem here with rain running onto some properties. The City has been very good about making sure drainage is correct for some properties. The

local perception is that the City takes care of the in-group but not the outsiders. He is an outsider. He recently read an article in the civil engineering journal. It describes St. Helens and his water problems. Law says if you find a problem and report it, it must be taken care of. In his case, he reported a problem to the professional engineering board about his property. They said they do not have the ability to correct it. Then the appeals court said since it affects other properties, it's against the law. He brings this up because the waterfront business will have to be financed by outside developers. However, the outside press shows that we don't want outsiders and we don't follow the law.

- 3) If we want new businesses here, business owners will want their kids to have a good school. Oregon is at the bottom of the list. Kids in St. Helens are finding ways to get their kids in Scappoose schools.
- 4) Working together. He was involved with the 4th of July fireworks for a couple years. He missed a meeting where the fireworks were voted out by SHEDCO because it was a waste of money. In one way it's true. This shows that if you miss one meeting you'll be voted out and that they're not patriotic. Unless we come together as community, we will not be able to entice anyone to help develop the waterfront. It's well known that if you're not a St. Helens insider, we will try to hurt you. We should be worried about what the outside world thinks of us.

Employee Length of Service Awards

We have three employees who have reached big milestones in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the January 20 Council work session.

10 Years

Melanie Payne came to work for the City as a part-time Deputy Court Clerk in December of 2005. In December of 2010, she was hired full-time as our Legal Assistant to the Prosecuting Attorney. In July of 2013, her job was reclassified and she is now the Municipal Court Assistant to the City Prosecutor. Melanie is an instrumental employee in keeping the City's Municipal Court running smoothly!

5 Years

Jennifer Johnson began working for the City in December of 2010 as a Utility Billing Specialist.

Shanna Duggan began working for the City in December of 2010 as a Utility Billing Specialist.

Both Jennifer and Shanna have worked diligently to learn the Utility Billing system and both are valuable employees!

Congratulations to Melanie, Jennifer and Shanna, and thank you for your service!

4th of July Fireworks and Activities

Tina Curry was in attendance to talk about the events. She has spoken with City Administrator Walsh. She has also spoken with everyone she can think of who may be willing to coordinate 4th of July. They have all declined because of other projects during that time. There's a mix of people who want to have 4th of July fireworks and people who think it's a waste of money. We are at a crossroads of whether the City would like to fund 4th of July. It would cost approximately \$5,000 for 4th of July activities and \$20,000 if it included fireworks. They can still raise money through sponsorships. Last year it was a huge effort of three people fundraising last year and they are not available this year.

Mayor Peterson would like to discuss this during their retreat before responding.

Steve Topaz pointed out the need to make a decision soon. The time to acquire a permit through the Coast Guard is quickly approaching. Last year, businesses allowed canisters to be placed on their counters for firework donations.

Council President Morten does not think that fireworks means you are patriotic.

Tina would like to have direction from the Council within the next 30 days. The other factor to consider is bundling sponsorships for 4th of July, Spirit of Halloweentown and Christmas. She's working on Halloween now. It would be fantastic to have a full size stage in the park to replace the gazebo. It would cost about \$7,000 and could be used for concerts throughout the year. Councilor Locke agreed that it is part of the Parks Master Plan. Tina added that there's potential for business sponsors to have the stage named after them for a year. It would save money by not having to rent stages during events. Locke pointed out that the current gazebo has terrible acoustics and is too close to the amphitheater.

Tina suggested they perform an online survey to find out if people would prefer spending the money on fireworks this year or build a stage. The stage will be long-term and should be a fairly easy project.

Council President Morten requested this be discussed at the next Parks Commission meeting. Tina will provide a sketch of the proposal for the meeting.

Steve Topaz thinks the gazebo should stay exactly where it is now. He suggested using the Boise Veneer property as a venue site. Columbia View Park should stay as it is.

2nd Quarter Communications Report

Crystal Farnsworth, Communications Officer, presented her 2nd Quarter Communications report via a PowerPoint presentation which is included in the archive packet for this meeting.

Local Improvement District Assessment Status

Finance Director Ellis handed out a memo titled Discussion on Liens and Loans dated January 20, 2015, a copy of which is available in the archive packet for this meeting. He reviewed the outstanding receivables.

Nuisance Properties Needing to be Posted

Bob Johnston, Building Official, has prepared resolutions on two properties in town for the Council to declare nuisances and to initiate the abatement process. The properties are 515 N. 10th Street and 496 S. 13th Street. No questions from the Council.

Review Final Budget Calendar for FY16-17

Finance Director Ellis reviewed the FY16-17 budget calendar. Council President Morten has a conflict with the February 17 meeting. There were no other concerns from the Council.

Library Board Recommendation

Library Director Jeffries reported that the Library Board met last night. They are recommending the pursuit of a technical assistance grant through the Ford Family Foundation. She is requesting approval to work with Penny Hummel to develop and apply for the grant. The City would use funds up front to pay for her involvement as well as the cash match. Penny is currently involved with strategic planning processes for Tillamook, Hood River and recently

completed a project with Coos Bay Public Library.

Councilor Locke asked how much is in the Library Reserve right now. Jeffries responded that it is around \$9,000. This project should cost less than \$10,000.

No objections from the Council.

Review Proposed Amendments to Library Assistant Job Description

Library Director Jeffries reported that the job description has not been updated since 2007. They would like to employ additional staff to fill the gap between training a youth librarian and having a library assistant on leave.

No objections from the Council.

Submit Nomination for Oregon Innovation Award

The Oregon Innovation (OI) Award recognizes and honors the active pursuit of organizational breakthrough innovation through collaborative partnerships between one or more public service organization(s) and the Portland State University's Center for Public Service. The OI award is designed to enable forward-thinking organizations to further identify, co-produce and scale-up breakthrough innovations in their organizations and communities.

City Administrator Walsh attended the orientation. He was able to tell the St. Helens innovation story. He is looking for Council's input on this potential grant program. The project he has in mind is the Chamber, SHEDCO, Mainstreet, and Community Foundation cooperation. The proposal is to have someone focus on economic development in the County for the next six to eight months.

No objections from the Council.

Department Reports

Police Chief Moss reported...

- Interviews were conducted a couple weeks ago for the open Police Officer positions. They have offered employment to two very qualified applicants. One is currently a Reserve Officer with the City and the other is a Columbia 911 Dispatcher. They are in the background phase right now. He hopes they can begin around the first of March.
- They have identified three candidates for Reserve Police Officer. They are in the background phase right now as well. The Reserve Academy will begin next month. The Columbia River Foursquare Church donated \$3,000 from the Reindeer Run for the reserve program.

Public Works Engineering Director Nelson reported...

- There was an inquiry about installing flashing crosswalk signs by Lewis & Clark Elementary School. They received an equipment quote of \$13,000. The installation and maintenance would be additional.

Council President Morten asked if it was solar powered. Nelson explained that it would be hard-wired.

Councilor Carlson suggested approaching the school district to help with funding. Nelson agreed. Councilor Locke suggested looking for grants as well. Mayor Peterson directed staff to work with the school and find out what they are willing to contribute.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Youth Librarian interviews will be conducted late next week. They have five solid applicants.

Finance Director Ellis reported...

- We have received quite a few applications for the part time Office Assistant position. That closes next week.
- He completed the payroll model. It will be used as they begin working on scenarios with AFSCME. Their contract expires June 30. The biggest impact will be the increase in PERS. It's an approximate \$300,000 increase to our budget.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- They are working on the formation of a Waterfront Advisory Committee. The tentative date is the same as the Council retreat. There were no objections from Council.
- Boise property update:
 - The ODOT rail property has been recorded and finalized.
 - Working with DSL on the waterfront easements.
 - Working on the property tax issues.
 - Working with DEQ on their cleaning program.
- Labor negotiations will begin soon.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- The consensus from the recent meetings she has attended is how well community members pulled together during the rain and wind events. She's very proud of our community.
- Alta Lynch was in here a while ago talking about the Elks Veterans Bunker. She went there last week and stumbled upon a volunteer training on how to help veterans. It was taught by the County Veterans Services Agent Russ Clark. They are very well prepared.
- Scappoose is having a town hall at 9 a.m. on Saturday at Scappoose Middle School. She encouraged the Council to attend.

Council President Morten reported...

- He is very encouraged to hear about the veteran's services available.
- He received a call from two people, who are business owners in the community. One of the owners has a substantial number of rentals in the area. They were giving kudos to the public works crew who were out immediately taking care of fallen trees. It is very much appreciated.
- It's good to see the length of service awards for Melanie, Shanna and Jennifer.
- The KOHI broadcast that Crystal is spearheading is really noteworthy. It's a great communication tool. He asked Library Director Jeffries to attend the next broadcast to do an update on Library activities. The next airing will be the third Friday of February at 9 a.m.
- It was good to see Joel Haugen here. He would like to make the same effort to attend

Scappoose City Council meetings.

Councilor Carlson reported...

- Law Enforcement Appreciation day was January 9. Community members delivered donuts to the local law enforcement agencies.
- The Rotary Club is working with the Parks Department to add swings for special needs individuals in the parks this summer.
- She had a hard time making a decision for the Employee of the Year program. We have a great team. She appreciates everyone who was nominated.

Councilor Locke reported...

- Will report tonight.

Other Business

City Recorder Payne reminded those who have not submitted the department head evaluations to get those in.



There being no further business, the meeting was adjourned at 2:20 p.m.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Public Hearing Minutes

January 20, 2016

Members Present: Randy Peterson, Mayor
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Doug Morten, Council President

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Jacob Graichen, City Planner

Others: None



Public Hearing

Applicant: City of St. Helens

Proposal: Amendments to the Development Code regarding clarifying uses in the HI zone, general housekeeping amendments, and amendments to help facilitate off-street trail development in accordance with the recently adopted Parks & Trails Master Plan.

At 6:30 p.m., Mayor Randy Peterson opened the public hearing.

Ex-Parte Contact/Conflict of Interest – None.

Staff Report

City Planner Jacob Graichen presented his staff report dated January 13, 2016.

Based upon the facts and findings, the Planning Commission recommends approval of the proposed amendments.

Mayor Peterson clarified that mining would be permitted in the Heavy Industrial zones, even within city limits. Graichen explained that it's called Natural Mineral Resources Development. That does include extraction, dredging, gravel pits, etc.

Mayor Peterson asked if it precludes someone excavating to construct a building. Graichen said no. It actually makes it clearer. Peterson asked if it is a permitted use or conditional use. Graichen responded that it is permitted. Discussion ensued about the Boise Veneer property being zoned Heavy Industrial. The Council could change it to a conditional use if they desired.

Testimony

No testimony received.

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

Close Public Hearing and Record – 6:42 p.m.

Deliberations will be held during the regular session following this hearing.



ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

DRAFT

City of St. Helens CITY COUNCIL

Regular Session Minutes

January 20, 2016

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 Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Jacob Graichen, City Planner

Others: Steve Topaz Nicole Thille

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

Pledge of Allegiance – Mayor Peterson

Invitation to Citizens for Public Comment

♦Steve Topaz. Earlier today, Tina Curry mentioned that she spoke to several organizations about taking on the 4th of July activities and they all refused. It's very difficult to get people to volunteer. Diane Dillard said that Boise used to donate about \$18,000 for fireworks. We don't have anyone who has taken that on. Steve used to go to the bank branches located here, with offices out of state, asking for donations. They told him they only had \$25 per year to put into the community. Burgerville no longer contributes much anymore either. The evening news talked about what's happening at the wildlife refuge in Bend. That shows that we don't want outsiders here. He criticized Council President Morten for saying that fireworks is a waste of money. Comments have been made about the "old boys' network." Morten's family has been here forever. For a long time in Oregon you could not vote unless you owned property. One-third of the people in St. Helens who are not registered voters, could register but have given up. When Morten says he doesn't like fireworks, the historic pattern shows that he's running the town and no one would say anything. Steve does not think we have a community spirit. How do we change that?

Council President Morten voiced his concerns that there is no room for name calling or labeling. He denied ever saying that he didn't like fireworks and they were a waste. He, however did say, that fireworks do not make you patriotic. He was drafted during the war and served this community. That is patriotic.

Steve pointed out that Morten's family has been here for a number of generations. The perception is that the old families in town are the "good ole boys." Morten expressed his disagreement.

Councilor Conn spoke of Steve's criticism for some of the local businesses not helping with fundraising efforts. She pointed out that Wauna Federal Credit Union, St. Helens Community Federal Credit and Burgerville have all been very helpful to nonprofits.

Deliberations

Applicant: City of St. Helens

Proposal: Amendments to the Development Code regarding clarifying uses in the HI zone, general housekeeping amendments, and amendments to help facilitate off-street trail development in accordance with the recently adopted Parks & Trails Master Plan.

Motion: Upon Carlson's motion and Conn's second, the Council unanimously approved the amendments to the Development Code as presented by staff and approved by the Planning Commission, with the addition of changing the permitted use of mining to a conditional use in Heavy Industrial zones.

Resolutions

A. **Resolution No. 1730:** A Resolution Determining that a Nuisance Exists Upon Property Located at 515 North 10th Street within the City of St. Helens and Directing that a Notice to Abate the Nuisance be Posted on Said Premises

Mayor Peterson read Resolution No. 1730 by title. **Motion:** Upon Locke's motion and Morten's second, the Council unanimously adopted Resolution No. 1730. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

B. **Resolution No. 1731:** A Resolution Determining that a Nuisance Exists Upon Property Located at 496 South 13th Street within the City of St. Helens and Directing that a Notice to Abate the Nuisance be Posted on Said Premises

Mayor Peterson read Resolution No. 1731 by title. **Motion:** Upon Conn's motion and Carlson's second, the Council unanimously adopted Resolution No. 1731. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

Award Bid for Sewer Lateral Abatements Project

Motion: Upon Locke's motion and Carlson's second, the Council unanimously awarded the bid for the sewer lateral abatements project to Inland Company in the amount of \$26,935.

Approve and/or Authorize for Signature

A. Contract Payments

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

Appointments to City Boards/Commissions

Budget Committee (3-year terms)

- Bill Eagle's term expires 12/31/2015. He is interested in being reappointed.

Status: A press release to recruit members was sent out on November 6 with a deadline to apply of December 4. One application was received. On January 11, Councilor Conn and Mayor Peterson interviewed Gretchen Williams and found that there was a conflict of interest.

Recommendation: Councilor Conn will recommend reappointment of Bill Eagle to the Committee.

Motion: Upon Conn's motion and Locke's second, the Council unanimously reappointed Bill Eagle to the Budget Committee. His term will expire on 12/31/18.

Consent Agenda for Acceptance

- A. Planning Commission Minutes dated December 8, 2015
- B. Memorandum of Agreement with Building Codes Division Relating to Delegated Building Inspection Program
- C. Accounts Payable Bill List

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

Consent Agenda for Approval

- A. Council Work Session, Public Hearing and Regular Session Minutes dated January 6, 2016
- B. Amended Library Assistant Job Description
- C. Accounts Payable Bill List

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

Council Reports

Mayor Peterson reported...

- He may not be here on February 3. He is having knee surgery on February 2.

Councilor Conn reported...

- Nothing to report.

Council President Morten reported...

- Nothing to report.

Councilor Carlson reported...

- Nothing to report.

Councilor Locke reported...

- Nothing to report.

Department Reports

Police Chief Moss reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Roll Tide!

Finance Director Ellis reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- The Chamber has hired Gretchen Williams to run the visitor's center.

Adjourn - There being no further business, the meeting adjourned at 7:17 p.m.



ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

DRAFT

City of St. Helens CITY COUNCIL

Work Session Minutes

February 3, 2016

Members Present: Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Randy Peterson, Mayor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Aaron Kunders, WWTP Superintendent

Others: Jim Huffman
Amanda Renner
Ed Burgmans
Larry VanDolah
Cheryl Young
John Alder
Nicole Thill
Kyle Boggs

Council President Morten called the meeting to order at 1:00 p.m.

Audio recording did not work the first five minutes of the meeting.

Visitor Comments

♦Larry Vandolah. The Police Department building is looking very delapidated. The City should consider going out for a levy.

Audio recorder working now.

♦Jim Huffman. He would like a special prosecutor appointed in one of his cases because he believes there is a conflict of interest.

Employee of the Year Award

The City of St. Helens is pleased to announce that Wastewater Treatment Plant Superintendent Aaron Kunders has been named the 2015 Employee of the Year. The award was announced at the City's annual employee banquet on January 29, 2016.

Kunders was one of nine employees nominated by his peers for the award. In his nomination, Kunders was described as consistently providing a positive attitude despite work load demands and extensive working hours, displaying professionalism in his internal and external customer service skills, creating high morale among staff due to his leadership, and finding ways to reduce expenses and increase revenue, thereby benefiting the City's finances and the community as a whole.

Kunders was hired by the City of St. Helens in September 2000 as a Wastewater Treatment Plant Operator II. Since that time, he has been promoted several times as he acquired certifications. In June 2009, he was appointed as the Wastewater Treatment Plant Superintendent.

Congratulations, Aaron!

Semi-Annual Senior Center Report

Cheryl Young, Center Manager, was in attendance to give the report which is included in the archive packet for this meeting.

Cheryl talked about their financial needs. They have not had to cut back services this year but don't know if they can continue as they are next year.

This coming Saturday at 1 p.m. there will be a memorial for members and people served by the Senior Center who passed away in 2015. Anyone is welcome to attend.

Council President Morten asked if Cheryl needs more advertising. Cheryl responded that they could use more. They are unable to afford newspaper advertising. Morten spoke of the KOHL City Talk segment on the third Friday of each month. He suggested she guest speak in March or April.

Cheryl added that they have a piece of property they need to sell in St. Helens. They will also hold a fundraiser for a diamond ring.

Request from St. Helens Boosters

Kyle Boggs, Boosters President, was in attendance to make the request to the Council.

Each year they hold an auction and fundraiser dance at the fairgrounds. This year, it's on May 7. He is requesting a donation for their auction fundraiser. A couple ideas they have are 1) reduction to a utility bill or 2) the cost to rent a park.

Their main fundraising goal right now is to replace the tennis courts at the high school. They hope to break ground on that project this summer.

Overview of Five-Year Financial Forecast

Finance Director Ellis reviewed his overview of the five-year financial forecast. The biggest impact will be the PERS increase in FY17-18. He will not be recommending any staffing additions to the budget this year.

Councilor Locke asked if there will be additional funds available for the police department. Ellis responded that there will not be unless they find an additional funding source, such as a levy.

Presentation of City Employee Raffle Fundraiser Money to Rotary Club of Columbia County

The City of St. Helens held their annual employee appreciation/banquet on January 29. The City Management Team each donated \$25 toward raffle prizes with the proceeds from the raffle ticket sales going to the Rotary Club of Columbia County. Rotary plans to use the money for a special needs playground project in St. Helens. The raffle, along with other donations, raised \$695. Rotary President and St. Helens Police Chief Terry Moss accepted the money.

Update on New Phone System

City Administrator Walsh reviewed the results of the phone evaluation. Inflow submitted a bid outside of the RFP process and they came in with the lowest quote. Centerlogic has had good experiences with them in the past. Demonstrations were held for staff and they were pleased with the product. It is within the budget.

No objections from the Council to move forward.

Update from Event Coordinator Tina Curry

Tina reported that she has been focused on gathering information for the proposed stage that was discussed at the last work session. She gave a proposed rendering to Walsh. Naming and renting the stage would help fund it, as well bring in additional tourism.

After talking to local business owners and residents about 4th of July, Tina thinks it's possible to have fireworks and entertainment. Funding will come from fundraising and City sponsorship. Do we want to do a 4th of July celebration on Saturday or Monday? It was the consensus of the Council to celebrate on Monday. Tina proposes to perform the fireworks on the Boise Veneer property. It would be more convenient and reduce expenses. Councilor Conn expressed her reluctance to change too many traditions.

Tina would like to use available funds to coordinate events and a modest fireworks show. Any additional funds raised will allow them to add to it.

Council President Morten feels that if you can raise the funds for fireworks then proceed but if the funds cannot be raised then it should not happen. Tax payer dollars should not pay for fireworks. Councilors Conn and Carlson agreed that it needs to be supported by the community. It is not a function of government.

Tina said there are businesses that will help with fundraising. Does the Council want her to begin that process? Council agreed to proceed. At a minimum, activities can be organized in the park and depending on how much money is raised, there will be fireworks as well.

Tina talked about the Spirit of Halloweentown carts they will be manufacturing to look similar to the ones from the movie. They will be placed around the square. Those carts could be used on 4th of July as well.

Councilor Locke suggested marking space on the Boise Veneer property for people to park and watch the fireworks. Council agreed that was a good idea.

Department Reports

Police Chief Moss reported...

- Two candidates have successfully completed their background investigations. They are taking care of their psychological and medical evaluations this week. He hopes to have start dates for them by next week.
- The Reserve Academy began last night. Sergeant Joe Hogue is leading it for the third year in a row. It will continue through spring.
- Putting on his Rotary hat, thank you to the Council and all the City employees who participated in the banquet Friday night. It was a lot of fun. They made a lot of money for the playground project.

Public Works Engineering Director Nelson reported...

- Update on the sewer lateral abatement project. The contractor began working this week.

There are 11 properties that need to be either capped or have the sewer line repaired. Two property owners have come to us saying they already did the work or are in the process of doing it, after the City already pulled the permits and began the work. However, we have to follow through with the legal process.

Public Works Operations Director Sheppard reported...

- A person has been selected for the Utility Worker I position. They are in the background process now.
- They are in the process of reviewing the Building Maintenance Utility Worker applications now.
- The crew is putting in two new catch basins for the storm system to alleviate water runoff on N. Vernonia Road.

Library Director Jeffries reported...

- The Friends of the St. Helens Public Library have their first annual recycled book art show on display at the Library. There are 16 pieces from 13 different artists.
- We are hosting author Maggie Stucke on February 18 at 7 p.m. She has written a book called Soup Night. It is a combination of soup recipes and a prescription to build a community around neighbors having soup nights.

Finance Director Ellis reported...

- There were two recent internal recruitment positions. Jennifer Johnson was selected for the Accounting Assistant position and Riki Frappier was selected for the Municipal Court Clerk position.
- The part-time Office Assistant position closed on Friday. They are reviewing 140 applications.
- We will be conducting an RFP for IT. He hopes to have it ready this month.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- There was a request earlier in the meeting for a pro-tem prosecutor. There is a process in place for a pro-tem judge but not a prosecutor. It was the consensus of the Council to allow the use of a pro-tem prosecutor in this case and create a process for the future.
- The Boosters Club requested a donation for their auction. There is Council funds available at their discretion. It was the consensus of the Council to donate up to \$200 on a water bill and \$40 on a park rental, coming out of Council discretionary funds.
- The first Waterfront Advisory Committee meeting is on February 10.
- The area-wide planning is moving forward.
- The Oregon Innovation application was submitted.

Visitor Comment

♦**Ed Burgmans**, Alternative Medical Consulting. He thanked the Council for moving forward with the cannabis industry. That shows the City is saying no to the black market. He has spoken with his business partners and would like to match dollar for dollar the first \$6,000 raised for fireworks.

Council Reports

Council President Morten reported...

- Nationwide, we are seeing the effects of decisions that have been made economically on behalf of city councils to try to save money but at the expense of their citizenship. As an

example, Flint, Michigan, has put their community at risk by trying to cut corners on their water supply. Our infrastructure is something that you can't see. We have a very effective sewer system with new laterals and a new trunk line in place. We are a healthy city with our waste disposal. Aaron obtaining Employee of the Year is very noteworthy. Our quarterly reports show that we have some of the best water in the nation. He understands that it's costly. However, we live in a very safe city in terms of infrastructure. Kudos to Public Works.

- He distributed a list of topics to discuss at the retreat. He would like Council to review and rank them in order today.

Councilor Conn reported...

- We started the process of interviewing for our Youth Librarian position. It's exhausting when there are several good candidates and you have to compare them.
- Arts & Cultural Commission is working hard on putting together a kick starter campaign to help fund the Gateway project phase II.

Councilor Carlson reported...

- Had a great time at the banquet on Friday night. She is impressed with how much money employees donated.
- Congratulations to Aaron Kunders!
- The City sponsored Bailee Crawford in Miss Teen Rodeo Oregon. Part of that package was two tickets to attend her dinner and benefit. Those tickets are available for anyone who wants to attend.

Councilor Locke reported...

- Thanked Chief Moss and staff for their hard work on the annual banquet. It was a good time.
- He serves on the Community Action Team board. Senator Wyden awarded the past two CEO's, Rocky Johnson and Jim Tierney, with US flags flown over the Capital in recognition of their accomplishments.
- Requested clarification on the City's cell phone policy. Do they use their own or the City's cell phones while working? City Recorder Payne explained that cell phones are not specifically addressed in the current personnel policies. They are working on it as part of the new personnel policies. Locke would like to see rules implemented.
- He received a recommendation from a couple staff members to put some RV parking along the creek on the new Boise property.
- We need to put some thought into the Columbia View Park stage. It has been received negatively by some of the public. He spoke about past concerts held in the park. The sound is terrible when there is a large band.

Council President Morten thanked the new marijuana coalition of business owners for stepping forward and donating matching funds up to \$6,000 for fireworks. It is extremely noteworthy.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 2:34 p.m., upon Locke's motion and Carlson's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 3:03 p.m., upon completion of the executive session, Locke moved to go back into work session, seconded by Carlson, and unanimously approved.

Other Business

No other business.



There being no further business, the meeting was adjourned at 3:03 p.m.

ATTEST:

Kathy Payne, City Recorder

Doug Morten, Council President

DRAFT

City of St. Helens CITY COUNCIL

Public Hearing Minutes

February 3, 2016

Members Present: Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Randy Peterson, Mayor

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Jacob Graichen, City Planner
Jenny Dimsho, Assistant Planner
Anyia Moucha, Mainstreet Program Coordinator

Others: Amanda Renner
Larry Vandolah
Darrold Sandberg
Kara Cora
Nicole Thill
Andrew Stamp
Jennifer Plahn
Shelby Rihala, Jordan Ramis Attorneys at Law
Wayne Weigandt
Ed Burgmans
Michael West

Public Hearing

Appellant: Jennifer Plahn, who was the original applicant of CUP.6.15

Proposal: Establish an indoor nursery (plants) and office/industry resource center in an existing building (on developed property). The intent is to produce marijuana.

Location: 1771 Columbia Blvd.

At 5:30 p.m., Council President Morten opened the public hearing.

Ex-Parte Contact/Conflict of Interest – None. There were no objections in the audience for the Council to make a fair decision.

Staff Report

City Planner Jacob Graichen presented his staff report dated January 26, 2016. He reviewed a presentation demonstrating the location, zoning and options. A copy is included in the archive meeting packet.

Options:

- 1) Approve with conditions. This was the staff's original recommendation to the Planning Commission.
- 2) Affirm the Planning Commission's decision of denial.
- 3) Modify the decision.

Based upon the facts and findings, the Planning Commission recommends denial.

Council President Morten asked if marijuana retail is an option at this location. Graichen

responded that it will not be allowed as part of this permit. Given nearby conditional use permits, probably not anytime soon.

Councilor Carlson asked if someone would be allowed to have a nursery in the back and a different form of retail in the front. Graichen confirmed they can.

Applicant's Presentation

◆Andrew Stamp. He is an attorney representing the applicant. He reviewed his letter, which he submitted for the record to Jacob Graichen, by email after 5 p.m. on February 2. A copy is included in the archive meeting packet. They are a nursery and not manufacturing.

Councilor Carlson asked if anything will be dried or packaged on site. Andrew said no. They will only be growing at this location. Once the plant is matured, it is sold to a processor and they take it away.

Andrew believes the Planning Commission was wrong to look at the Comprehensive Plan as grounds for denial. The word "encourage" cannot be perceived as mandatory approval language. However, if it says "shall," then it can be mandatory. Another reason for denial was insufficient evidence to conclude that the building has adequate capacity to serve the proposal. He will have an electrician speak to the fact that it has more than enough power needed; and if it did not, more could easily be added.

Andrew continued reviewing his letter. He spoke to the characteristics of the site being suitable for the proposed use and the odor being manageable.

◆Ed Burgmans. He has been an electrical contractor for over 30 years. His partner is also an electrical contractor and successful businessman. They propose a 40,000 lot fixture load, which adds up to 200 amps. There are 400 amps available on site. This is an emerging business, and they want to draw people in, not necessarily to the grow site but to the front retail. They have discussed selling supplies that cater to their business. They're open to suggestions from Council as well.

◆Larry Vandolah. He was a licensed general contractor in the State of Oregon. He knows how to build grow rooms and prevent odor. They don't like the smell either. They are going to great lengths to be good neighbors. There will be charcoal filters vented through the roof.

Councilor Locke asked how many lights and filters will be used. Larry said about 40. They range from 600 – 1000 watts. There will be three rooms. The two smaller rooms will have one filter each. The main room will have five – ten filters. We are surrounded by registered medical grows, which you can smell.

Council President Morten asked how they plan to respond to smell complaints. Larry's goal is to not receive any complaints. A good filter system will last five years. He will fix any odor issues immediately. Morten would like to make sure that years down the line, if Larry is no longer involved, that odor will still not be a problem. Andrew said the easiest way to do that is through a condition of approval. Ed explained that he has built almost 200 of these facilities. He explained the venting areas.

Councilor Conn asked what the hours of operation will be. Larry plans to begin at 4 a.m. There will be very minimal traffic.

Councilor Locke asked why they chose to grow inside city limits rather than outside city limits.

Larry said it's based on proximity. He wants to keep a close eye on it. Andrew added that it is safer in the City. ADT will install a full security system with at least 12 cameras.

Testimony in Support of the Application - NONE

Neutral Testimony – NONE

Testimony in Opposition

◆Darold Sandberg. He owns the building directly east of the subject property. It was originally built as a bowling alley, then was a hardware store and is now a secondhand store/rehabilitation center. He is morally against what they are doing, period. He has a family member who works for the Federal Department of Justice and the comment he's made to him a number of times is, "marijuana is the worst drug of all." He believes that his property will go down in value if this goes in. There is a natural attraction with this type of business for people who don't care about themselves. Notice how the windows are covered at marijuana establishments. What are they trying to hide? It's like a tavern, what are they hiding from? He doesn't know how Oregon can allow this. The feds don't even allow it. He used to see kids walking past his property before and after school. He was disappointed to see fewer kids going by. What he noticed was more kids riding the bus. What are we trying to tell those kids? He understands they may be able to meet all the conditions but what are we teaching everyone?

Rebuttal

◆Andrew Stamp. It is heartening to see there is not much opposition. He addressed the testimony in opposition.

- 1) There are a lot of people who disagree with the legalization of marijuana. He has never personally used marijuana but has learned a lot from his clients. Some of them think it's a miracle drug that will cure anything. This is not the time to debate whether it's good or bad. We are here to make a quasijudicial decision based on criteria. In 10-20 years, he thinks it will be thought of in a similar way as a liquor store.
- 2) In terms of property values going down, there is no evidence to support that. You won't know it's there unless you attended this hearing.
- 3) Regarding the windows and what are we trying to hide. The front of the building will have open windows and will be used as some form of business. They will come back for approvals. Right now Oregon law requires grow operations be hidden. It would be a theft target.
- 4) Under federal law, marijuana is still illegal. The Department of Justice released a letter in 2013 stating that we can give legal advice to clients and we can advocate for marijuana businesses. They will not enforce federal law against legitimate marijuana businesses that are operating within the confines of state law.
- 5) In terms of buses going by and what we're going to tell our kids. The kids will not know anything because it won't be any different than right now. There will not be a big sign advertising "pot growers."

Council President Morten commented on the civil demeanor. It is much appreciated. He thanked the participants.

Councilor Locke asked if the staff recommendation is the same. Graichen responded that he took a neutral standpoint. He did not want to put a preconceived notion in the Council's mind. He wanted them to hear the first thought process, the Planning Commission's thought process, all the testimony and then make a decision themselves.

City Attorney Shelby Rihala reminded the Council that this is a quasijudicial hearing. Their

consideration is narrowed to the criteria before them.

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

Close Public Hearing and Record – 6:53 p.m.

Deliberations will be held during the regular session following this hearing.

###

Public Hearing

Applicant: James Julian

Owner: James Julian & Sandra Horan

Proposal: The property owner filed a consent to annex to allow connection to the City's sanitary sewer system.

Location: 35092 Pittsburg Road

At 6:53 p.m., Council President Morten opened the public hearing.

Ex-Parte Contact/Conflict of Interest – None. There were no objections in the audience for the Council to make a fair decision.

Staff Report

City Planner Jacob Graichen presented his staff report dated January 26, 2016.

Based upon the facts and findings, the Planning Commission recommends approval of this annexation and the upon annexation, the subject property have a Comprehensive Plan designation of Suburban Residential, SR, and be zoned Suburban Residential, R10, or Moderate Residential, R7, and be designated as "developing."

No questions of staff.

Testimony in Favor

◆ Wayne Weigandt. He is an adjacent property owner to the east. It is a good thing if they annex and fix their sewer problem.

Testimony in Opposition – None

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

Close Public Hearing and Record – 7:00 p.m.

Deliberations will be held during the regular session following this hearing.



ATTEST:

Kathy Payne, City Recorder

Doug Morten, Council President

City of St. Helens

CITY COUNCIL

Regular Session Minutes

February 3, 2016

Members Present: Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Randy Peterson, Mayor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Jenny Dimsho, Assistant Planner
Anyia Moucha, Mainstreet Program Coordinator

Others: Amanda Renner
Larry Vandolah
Darrold Sandberg
Kara Cora
Nicole Thill
Andrew Stamp
Jennifer Plahn
Shelby Rihala, Jordan Ramis Attorneys at Law
Wayne Weigandt
Ed Burgmans
Michael West

7:00PM – Call Regular Session to Order – Council President Morten

Pledge of Allegiance – Council President Morten

Invitation to Citizens for Public Comment

♦**Michael West.** His neighborhood has been declining for quite a while now. He and his wife have lived there for 15 years. They've seen good and bad changes but it's gotten worse lately. They completed a complaint form and submitted it to the Code Enforcement Officer. He spoke to Officer Scott Williams. He was very kind and walked him through the process. Michael was amazed at how much Officer Williams is able to get done by working only one day a week. He would like to see code enforcement become proactive rather than complaint driven. Another point he wants to make is in regards to the recreational fire pit burning in the city. It creates a hazard in the air. He recommends a full-time Code Enforcement Officer.

Deliberations

Appellant: Jennifer Plahn, who was the original applicant of CUP.6.15

Proposal: Establish an indoor nursery (plants) and office/industry resource center in an existing building (on developed property). The intent is to produce marijuana.

Location: 1771 Columbia Blvd.

A public hearing was held earlier this evening.

Councilor Locke pointed out that there conditions related to odor. He is in favor of approval with further review of the conditions.

Councilor Conn believes they meet the criteria to base their decision.

Councilor Carlson noticed that some of the landscaping has been cleaned up. She hopes they can be an involved main street partner. She did notice that the sidewalks are in disrepair in front of their business. She suggested that be added as a condition.

Council President Morten is hearing favorable comments with conditions. This is an interesting process, it's lengthy and it's fair. He would like to support the staff recommendation, as well as the Planning Commission's recommendation. He is in favor of granting in favor of the applicant. He would also like to remand this back to the Planning Commission to iron out any of the conditions.

City Planner Graichen clarified that Council would approve it but remand the conditions to the Planning Commission. Council President Morten confirmed that is correct. He would like to hear their concerns. Graichen explained that they would need to address the 120-day rule. State law requires that city government make a final decision on a land use application within 120 days of the date it was deemed complete. The potential of not meeting that deadline is that the applicant can file a writ of mandamus. It would take the application to Circuit Court for a decision.

Council President Morten believes this is only to define the conditions. This would allow the Commission to weigh in and recommend conditions to the staff.

Councilor Conn does not believe it makes sense to send it back to the denial body. It was appealed and brought to us for a decision. We determined that all the criteria has been met. Councilors Locke and Carlson agreed.

Graichen explained that the Council could adopt the findings and conditions as originally recommended by staff with the additional condition that the applicant improve the landscape and building façade in such a fashion to improve its appearance, in accordance with development code. The basis of that condition is because this particular use is masked from the public per OLCC rules. You want to counteract that by improving the aesthetics of the building.

MOTION: Upon Carlson's motion and Conn's second, the Council unanimously approved the Conditional Use Permit with the original staff recommendations and the additional condition that the applicant improve the landscape and building façade in such a fashion to improve its appearance, in accordance with development code.

Deliberations

Applicant: James Julian

Owner: James Julian & Sandra Horan

Proposal: The property owner filed a consent to annex to allow connection to the City's sanitary sewer system.

Location: 35092 Pittsburg Road

A public hearing was held earlier this evening.

MOTION: Upon Carlson's motion and Conn's second, the Council unanimously approved the annexation of 35092 Pittsburg Road, with a zoning of R-7 and designated as "developing."

Ordinances – First Readings

- A. **Ordinance No. 3203:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.24, 17.32, 17.88, 17.152, and 18.32

Council President Morten read Ordinance No. 3203 by title for the first time. The final reading will be held at the next regular session.

Approve and/or Authorize for Signature

- A. Extension of Personal Services Agreement with ECONorthwest for Economic Analysis Services
B. Contract Payments

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

Appointments to City Boards/Commissions

Arts & Cultural Commission (3-year terms)

- Kannikar Petersen's term expired 9/30/2015. She would like to be reappointed.

Status: At their January 26 regular meeting, the Commission unanimously recommended reappointment of Kannikar Petersen.

Next Meeting: February 23, 2016

Recommendation: Reappoint Kannikar Petersen.

Motion: Upon Conn's motion and Carlson's second, the Council unanimously reappointed Kannikar Petersen to the Arts & Cultural Commission. Her term will expire September 30, 2018.

Consent Agenda for Acceptance

- A. Library Board Minutes dated November 17, 2015
B. Arts & Cultural Commission Minutes dated October 27, 2015
C. Accounts Payable Bill List

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

Consent Agenda for Approval

- A. Accounts Payable Bill List

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

Council Reports

Council President Morten reported...

- Thanked Council and staff for all that was accomplished today.

Councilor Conn reported...

- Nothing to report.

Councilor Carlson reported...

- Extra thanks to Graichen for leading us through a complicated process. We are lucky to have his talents.
- The coronation for Bailee Crawford is Saturday. It will be catered by Sunshine Pizza. Statewide and national representatives will be in attendance.

Councilor Locke reported...

- Congratulations to Bailee Crawford! He will be there Saturday and hopes others will attend as well.
- He would like to make it a top priority to have trees planted all the way down the highway. Public Works Operations Director Sheppard can look into it again. There were some problems with minimal irrigation and rocks, causing some trees not to survive.

Department Reports

Police Chief Moss reported...

- He echoed what the gentleman said at the beginning of the meeting regarding Officer Williams. He works one day a week in a job that is very difficult. It was nice to hear feedback. Moss encouraged Council to find a way to bring him over full-time next budget year.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- He has also received a lot out of the code enforcement program. It's hard to lose Williams in Public Works but there's a benefit in having code enforcement again.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Ellis reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- The HEAL cities campaign has invited him to attend a lunch to represent and talk about what St. Helens has done as far as healthy eating and active living; such as the Parks and Trails Master Plan and smoking policies. He will be in Portland next Friday for that. Carlson suggested taking Shanna Duggan with him as well, as part of the work she has done with Sole Sisters. She is an inspiration to many.

Council President Morten said another example of staff making a difference is Relay for Life. They have taken the bull by the horns and created a City team.

Adjourn - There being no further business, the meeting adjourned at 7:30 p.m.



ATTEST:

Kathy Payne, City Recorder

Doug Morten, Council President



City of St. Helens

265 Strand Street ♦ P.O. Box 278 ♦ St. Helens, Oregon 97051
Phone: (503)397-6272 ♦ Fax: (503)397-4016
www.ci.st-helens.or.us

Exclusive Use Permit

Group/Organization Name St. Helens Girls Softball/SHHS JV Softball Phone 503-438-9517 Tricia
Authorized Agent Name Tricia Stockwell/Jennifer Griffith Phone 503-819-9517 Jennifer
Address PO Box 160 City, State, Zip St. Helens, OR 97051
Mailing Address (if different) _____

Park/Field Campbell Park Fields 1 & 2

Activity Description Softball Practice & Games

Term (Dates) March 28, 2016 to June 30, 2016

Days/Hours of Use: Monday 2pm - 10pm
Tuesday 2pm - 10pm
Wednesday 2pm - 10pm
Thursday 2pm - 10pm
Friday 2pm - 10pm
Saturday 7am - 10 pm
Sunday _____



AUTHORIZATION

Proof of Insurance Received ☒ Yes ☐ No
Commercial Use ☐ Authorized ☒ Not ☒ Concessions Authorized
Parks Commission ☒ Approved 2-8-16 ☐ Denied _____ Meeting Date _____
City Council ☐ Approved _____ ☐ Denied _____ Meeting Date _____
Notes Will pay for light usage at end of season



Approved Neal Sheppard Neal Sheppard, Public Works Supervisor 2-10-16 Date Signed

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

Fee Schedule

Fee Type	Check All That Apply	Amount Due
Athletic Fields (not more than 2 weeks)	<input checked="" type="checkbox"/> \$10.00 per day x <u>2</u> fields x <u>82</u> days	\$1640.00
Use of Field Lights (Add'l)	<input type="checkbox"/> \$10.00 per day x _____ fields x _____ days	
TOTAL AMOUNT DUE:		\$1640.00

Amount Paid \$ 1640.00 Date Paid 1/6/16 Receipt No. 102514 Initials SLI

City of St. Helens

Exclusive Use Application

As per Ordinance Nos. 2003 and 2250 and all amending ordinances.



Athletic Fields

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



SECTION 1 Applicant Information

Group/Organization Name St. Helens Girls Softball Association / SHHS JV Teams Phone 503-438-4106 - Tricia
 Authorized Agent Name Tricia Stockwell & Jennifer Griffith Phone 503-819-9517 - Jennifer
 Address P.O. Box 160 City, State, Zip St. Helens, OR 97051
 Mailing Address (if different) _____

SECTION 2 Permit Information

Park/Field Campbell Park Softball Fields 1 & 2
 Activity Description (i.e. softball, soccer, etc.) Softball Practice and Games
 Dates March 28 2016 to June 30, 2016
 Days/Hours of Use:
 Monday 2:00PM - 10:00PM
 Tuesday 2:00PM - 10:00PM
 Wednesday 2:00PM - 10:00PM
 Thursday 2:00PM - 10:00PM
 Friday 2:00PM - 10:00PM
 Saturday 7:00AM - 10:00PM
 Sunday _____

Do you intend to sell any merchandise or service? ☐ No ☒ Yes
 If "yes", describe Softball league related merchandise

FOR OFFICE USE

Application date 1-6-16
☐ Insurance
☒ Summary Report
☒ Fee paid
 Receipt # 102514
☒ Calendar
☒ Parks → ☐ Council
Approval dates
☐ Parks _____
☐ Council _____
☐ Permit issued _____

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

Other Comments/Information We will have amplified sound for opening day, end of season day and possibly at a couple other functions.

DECLARATION

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

Tricia Stockwell, Treasurer
 Signature of Authorized Agent

1/4/16
 Date signed

FEE SCHEDULE

ATHLETIC FIELDS = \$10 PER FIELD, PER DAY

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

Athletic Fields	<input checked="" type="checkbox"/> \$10.00 per day X <u>82</u> fields X <u>2</u> days =	\$ <u>1640.00</u>
Use of field lights (add'l fee)	<input type="checkbox"/> \$10.00 per day X _____ fields X _____ days =	\$ _____
TOTAL AMOUNT DUE		\$ <u>1640.00</u>

AGREEMENTS AND CONDITIONS

1. Applicant, its agents, and employees shall comply with all applicable federal, state, county, and municipal laws while engaged in the above activity.
2. Applicant agrees to clean up all garbage, refuse, and other debris resulting from applicant's use of the designated park or parks. You must carry out garbage exceeding capacity of available trash cans in park/area. **Groups of 100 or more will be required to rent a dumpster.**
3. The applicant agrees to hold harmless, indemnify, and defend the City of St. Helens, its officers, agents, and employees from any and all liability, actions, claims, losses, damages, or other costs including attorney fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity arising from, during, or in connection with the Applicant's activities, except liability arising out of the sole negligence of the City and its employees. Such indemnification shall also cover claims brought against City under state or federal workers' compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.
4. It is understood that the organization, group, or individual is adequately insured for the nature and duration of the activity to be undertaken, and that proof of insurance will be provided to the City Administrator, when required.
5. Any and all structural changes to City buildings or City property by applicant shall be approved in advance by the City Administrator.
6. This permit may be revoked at any time, upon notice to applicant, its agent, or employees, for noncompliance with the terms or conditions of this permit or for the preservation of the public peace, health, safety, or general welfare.
7. The City is not able to provide assistance in moving picnic tables to accommodate your event. If you choose to move tables or your guest(s) choose to move tables, they do so at their own risk.
8. Do not drive on or park vehicles on park grounds except in designated parking areas.
9. Remove and dispose of any signs (e.g. directional) used for your event, including any materials used to secure signs.
10. Fields cannot be "loaned out" to other organizations during the times you have the fields reserved. The Group/Organization named on the permit is the only one authorized for use during the permit period. If you are sharing the field with another organization, both names need to be on the permit.
11. There will not be refunds for cancellations within 30 days of the date of your event.

By my initials, I declare that I
understand the terms listed above:


initials

RULES AND REGULATIONS

The Mayor and Council have established and will enforce the following rules and regulations:

1. General.

- 1.1 The park is open for public recreation from Sunrise to Sunset. (Except by permit)
- 1.2 No peddling, soliciting or commercial enterprise is permitted in the park without a permit.
- 1.3 Disorderly conduct, abusive language, noisy disturbances or disregard of these rules and regulations will be grounds for your immediate removal from the park by police or authorized city officials.
- 1.4 Park participants will be held responsible for the conduct of and any damage to the park or its equipment caused by their children.
- 1.5 Children under 10 years of age shall not be left unattended in the park.
- 1.6 No person shall consume or have in their possession any intoxicating beverage or narcotics while in or upon the property of the park.
- 1.7 Air rifles, BB guns, bow and arrow or other guns and dangerous objects may not be used in the park.
- 1.8 No swimming is allowed on park property because lifeguards and a suitable designated swimming area is not provided.
- 1.9 No overnight camping is allowed on park property without a permit.
- 1.10 The mayor, council and their employees are not responsible for accidents, injuries or loss of property by fire, theft, wind, flood, or other natural acts which are beyond their control. Equipment furnished on the grounds is solely for your convenience and shall be used at your own risk.
- 1.11 The mayor, council and their employees are not responsible for any personal injury to children or adults using playground equipment. Participants use the equipment at their own risk.
- 1.12 You should immediately notify the Parks Department (503-397-9585) or the Police Department (503-397-1521) of hazardous conditions in the park or of conditions that are in violation of these rules and regulations.

2. Automobiles and Motorized Vehicles

- 2.1 Motor vehicles shall be parked only in the designated areas. Motor vehicles parked elsewhere or on the grass will be towed at the owner's expense. Auto repairs are not allowed anywhere at any time on park property.
- 2.2 The speed limit in the park is 10 MPH and must be observed at all times and drivers must be alert for children and pedestrians.
- 2.3 Bicycles, roller skates, skateboards and other types of non-motorized vehicles must be used properly, safely and without the possibility of injury to others.
- 2.4 Disturbing or careless operation of motorcycles, automobiles or other types of motor vehicles will be grounds for removal from the park and/or citation by City Police.

By my initials, I declare that I
understand the terms listed above:


initials

3. Park Buildings and Facilities

- 2.5 Park buildings and facilities are provided for your convenience or pleasure. You have a responsibility to use the facilities with respect for others and to keep them neat and clean. Any irregularities should be reported immediately to park management.
- 2.6 No pets are allowed in the park buildings at any time.

4. Animals

- a. No person shall ride or lead any horse or pony in the park, except upon roadway or designated parking area or designated bridal path.
- b. Pets are permitted in most City parks only if they are on a leash that is five (5) feet or less in length. Pets shall be kept under supervision at all times and not allowed to run at large or to commit any nuisance in the limits of the park. (Animals are not permitted in Columbia View Park.)
- c. All fecal material left by the pet or animal, in the park, must be picked up, placed in a container and removed from the park.
- d. Violation of these regulations will lead to the removal of both animal and owner.

5. Solid Waste Disposal and Fire Protection

- a. Your garbage and trash must be placed in the proper receptacles.
- b. No person shall bring any non-park generated garbage into the park for the purpose of discarding or disposing of such garbage or other refuse.
- c. Fires are permitted only in designated fire rings or cookers. No open fires are permitted elsewhere on park property.

6. Vegetative Protection

- a. No person other than a duly authorized City employee in the performance of his or her duty or persons participating in City approved activities shall dig, remove, destroy, injure, mutilate, or cut any trees, plants, shrubs, blooms, flowers, or any portion thereof growing in the park.
- b. Trees and shrubs are not to be climbed, hung-on, or used as poles for game nets or swings.
- c. No signs shall be posted on the trees or shrubs, nor can any nails, screws, or other foreign objects be driven into the plants.
- d. Activities that will damage the grass or flowers such as open fires or unauthorized digging are strictly prohibited.

By my initials, I declare that I understand the terms listed above:


initials

City of St. Helens

Annual Summary Report

Exclusive Use Permit Financial Activities for 2015

Year

Organization name St. Helens Girls Softball Association

Authorized agent Tricia Stockwell

Contact # 503-438-4106

Fields/Facilities used Campbell Park Softball Fields 1 & 2

Dates of usage April 25, 2015 to June 27, 2015

Concession Stand gross sales	\$ 10,670.33
Concession Stand expenditures	5,747.40
Concession Stand net receipts	4,922.93
Permit Holder park improvement expenditures*	4,712.00
Permit Holder maintenance activities expenditures**	233.09
Permit Holder use fees (City)	1,600.00
Permit Holder lighting fees	-----
Other	

*Permit Holder park improvements (please describe): Paid TFT Construction to level field 2 and lay new sod.
Fixed concession stand counter surfaces, removed years old out of date equipment that no longer worked.

**Permit Holder maintenance activities expenditures (please describe): Tractor & mower fuel, up keep on
equipment, chalk, weed killer. Field maintenance: Cut and bagged grass on both fields weekly to improve the
appearance and safety, drug and groomed fields weekly. Sprayed weeds, leaf removal,

<u>TOTAL EXPENDITURES</u>	\$ <u>12,292.49</u>
<u>TOTAL INCOME</u>	\$ <u>10,670.33</u>
<u>TOTAL AMOUNT FORWARD TO NEXT SEASON</u>	\$ <u>-1,622.16</u>

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



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
02/02/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
BOLLINGER, Inc.
150 JFK PARKWAY, 4TH FLOOR
PO Box 390
SHORT HILLS, NJ 07078
PHONE: 1-800-446-5311 FAX: 973-921-2876

CONTACT
NAME:
PHONE
(A/C, No. Ext): 800-446-5311 FAX
(A/C, No.): 973-921-2876
E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Markel Insurance Company	38970

INSURED
Amateur Softball Association and Members of Oregon ASA Indiv
Reg Program
Mike Wells
7412 SW Beaverton-Hillsdale Hwy
Suite 112
Portland, OR 97225

INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Participants Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	X		3602AH230069-15 *Non-participants only	1/1/2016	1/1/2017	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000* PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMPROP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUS- TORY LIMITS <input type="checkbox"/> OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	OTHER Accident Medical Full Access			4102AH220317-16	1/1/2016	1/1/2017	Med Max: \$250,000 52-week Benefit Period. Deductible applies.

DESCRIPTION OF OPERATION\$ / LOCATION\$ / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

COVERAGE UNDER THIS POLICY SHALL APPLY TO LIABILITY OF THE INSURED ARISING OUT OF THE ADMINISTRATION, PLAY OR PRACTICE OF AMATEUR SOFTBALL/BASEBALL, BUT ONLY FOR INCIDENTS INVOLVING BODILY INJURY, PERSONAL INJURY OR PROPERTY DAMAGE. CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED. THIS CERTIFICATE IS ISSUED ON BEHALF OF: St. Helen's Girls Softball Association

CERTIFICATE HOLDER

CANCELLATION

City of St. Helen's
Risk Management
PO Box 278
265 Strand Street
St. Helen's, Oregon 97051

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

The following businesses submitted a processing fee to the City for a Liquor License:

2016 RENEWALS


<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Chubb's Shell	S&L Enterprises LLC	745 S. Columbia River Hwy.	Renewal
• Happy Garden Chinese Restr.	Zhen's Family Inc.	2296 Gable Road, Ste. 230	Renewal
• Pastime Tavern	Hook Line & Sinker LLC	2019 Columbia Blvd.	Renewal
• Rite Aid #5333	Thrifty Payless Inc.	785 S. Columbia River Hwy.	Renewal
• St. Helens Marina	St. Helens Marina LLC	134 N. River Street	Renewal
• Skinny's Texaco	Columbia Fast Serv Inc.	373 S. Columbia River Hwy.	Renewal
• Skinny's Texaco	Columbia Fast Serv Inc.	373 S. Columbia River Hwy.	Renewal
• Tobacco World	Nishar, Vishal	335 S. Columbia River Hwy.	Renewal
• Village Motel & Restaurant	Village Motel & Restr. Inc.	535 S. Columbia River Hwy.	Renewal

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 01/28/2016 - 1:33PM
 Batch: 00017.01.2016 - 01/29 FY 15-16 OVER 10K

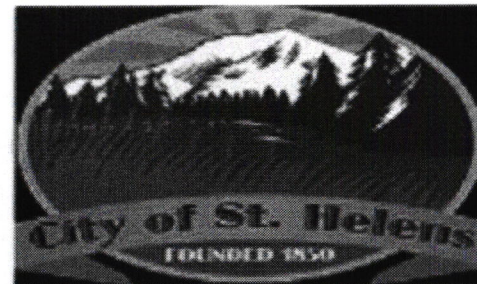


Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description					Reference			
Boise White Paper, LLC									
Attn: Steve Grant, Suite 100									
1111 W. Jefferson Street									
Boise, ID 83703									
003720									
JAN 2016	1/26/2016	12,500.00	0.00	01/29/2016				False	0
009-209-563000 Debt service - Principal					FEBRUARY 2016 NOTE PAYMENT				
JAN 2016 Total:		12,500.00							
Boise White Paper, LLC To		12,500.00							
Report Total:		12,500.00							

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 02/04/2016 - 1:35PM
 Batch: 00001.02.2016 - 02/05 FY 15-16 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number	Description				Reference					
PAULY, ROGERS and CO., P.C.										
12700 SW 72ND AVENUE										
TIGARD, OR 97223										
025320										
7837	1/27/2016	24,900.00	0.00	02/05/2016					False	0
012-106-554000 Contractual/consulting serv				AUDIT JUNE 30 2015						
7837 Total:		24,900.00								
PAULY, ROGERS and CO		24,900.00								
Report Total:		24,900.00	