

City of St. Helens COUNCIL WORK SESSION AGENDA Wednesday, February 3, 2016, 1:00 p.m.

City Council Chambers, 265 Strand Street, St. Helens

City Council Members

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

Welcome!

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

1.	Visitor Comments	1:00 p.m.
2.	Semi-Annual Senior Center Report – Cheryl Young, Center Manager	1:05 p.m.
3.	Request from St. Helens Boosters – Kyle Boggs, Boosters President	1:15 p.m.
4.	Overview of Five-Year Financial Forecast – <i>Jon Ellis</i>	1:25 p.m.
5.	Update on New Phone System – John Walsh	1:45 p.m.
6.	Department Reports	2:00 p.m.
7.	Council Reports	2:20 p.m.
8.	Executive Session: ORS 192.660(2)(e) Real Property Transactions	2:40 p.m.
9.	Other Business	
10	Novt Work Sossian Itams	

- 10. Next Work Session Items
- 11. **Upcoming Dates to Remember:**
 - February 3, Council Work Session, 1:00 p.m., Council Chambers
 - February 3, Council Public Hearing, 5:30 p.m., Council Chambers
 - February 3, Council Public Hearing, 6:30 p.m., Council Chambers
 - February 3, Council Regular Session, 7:00 p.m., Council Chambers
 - February 8, Parks Commission, 4:00 p.m., Council Chambers
 - February 9, Planning Commission, 7:00 p.m., Council Chambers
 - February 15, Presidents' Day, All City Offices Closed
- Future Public Hearing(s)/Forum(s): 12.
 - February 3, 5:30 p.m., PH: Appeal of Denial of Conditional Use Permit
 - February 3, 6:30 p.m., PH: Annexation of 35092 Pittsburg Road



ST. HELENS SPORTS BOOSTER CLUB

P.O. Box 321 St. Helens OR 97051 WWW.STHELENSBOOSTERS.COM

Jan. 14, 2016

St. Helens City Council

To Council Members:

We are writing to request a donation for our annual St. Helens Sports Booster Auction. We have discussed some options and thought you might consider donating one of the following items: A month's worth of payment on a water bill (could be capped at a set dollar amount) or a one-time rental of one of the city parks.

We are a non-profit booster athletic club that supports St. Helens High School and Middle School sports. Our mission is to promote wholesome athletic activities for our young people. We are in the midst of raising money for the demolition of dilapidated tennis courts at St. Helens High School and the installation of new courts. Currently we have raised \$123,000 for the \$190,000 project. This is in addition to purchasing equipment and uniforms for teams, rewarding athletes with meals and scholarships, and other projects.

We would greatly appreciate any items that you can donate to our oral and/or silent auction held on May 7, 2016, with the expected attendance of more than 200 guests. We will gladly provide a tax receipt for any donation. Our tax ID number is 93-0911196.

Thank you for taking your time,

Kyle Boggs St. Helens Sports Booster Club President 541-609-8547

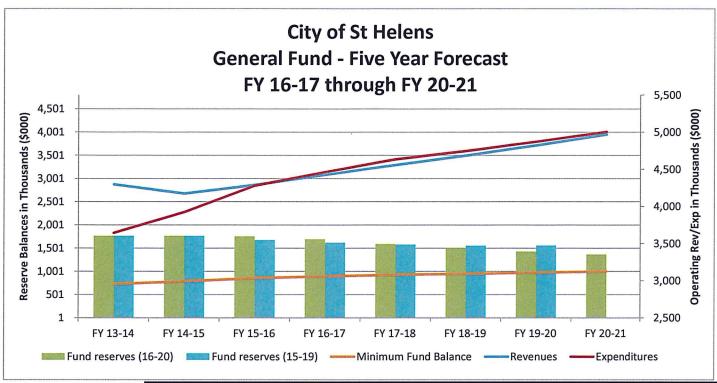
City of St. Helens General Fund – Five Year Forecast FY 16-17 through FY 20-21

Over the projected five year time horizons expenditures will start exceeding revenues in Fiscal Year 2017-18 primarily due to the PERS retirement rates increasing 20% on July 1, 2017.

• Resulting in overall increase of \$220,000 of which \$98,000 impacts the general fund.

Other changes that effected the model from last year are:

- Personnel costs are less than projected prior to FY 17-18 due to staff turnover resulting in few employees at the top step of their pay ranges. This is partially offset by current year payout of employees vest accruals.
- Property taxes and building permits forecast increases have been modified to reflect more conservative assumptions (reduced).



	Historic	Projected	Forecast					
[FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenues	4,295,110	4,172,090	4,288,550	4,425,370	4,557,390	4,684,940	4,822,080	4,968,750
Expenditures	3,644,912	3,922,916	4,280,600	4,462,530	4,634,300	4,745,990	4,872,710	5,004,770
Fund reserves (16-20)	1,766,848	1,766,641	1,754,404	1,692,244	1,590,334	1,504,284	1,428,654	1,367,634
Fund reserves (15-19)	1,766,848	1,766,641	1,676,141	1,620,581	1,580,881	1,557,361	1,558,841	
Minimum Fund Balance	728,982	784,583	856,120	892,506	926,860	949,198	974,542	1,000,954
Net Activity		249,174	7,950	(37,160)	(76,910)	(61,050)	(50,630)	(36,020)
Reserve / Operating Exp	48%	45%	41%	38%	34%	32%	29%	27%

	Historic	Historic	Historic			Forecast		
3	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenue Assumptions					Inputs	drive rev-exp	tabs	The County
Property taxes	2.69%	3.28%	3.16%	3.50%	3.50%	3.75%	4.00%	4.25%
Franchise fees	0.91%	1.36%	4.33%	2.00%	3.00%	3.00%	3.00%	3.00%
Franchise fees - In Lieu	5.95%	2.50%	3.92%	2.00%	2.00%	2.00%	2.00%	2.00%
Building permits	78.91%	-22.32%	-4.69%	3.00%	5.00%	5.00%	3.50%	3.50%
Licenses and permits	0.58%	2.83%	-13.85%	2.00%	2.00%	2.00%	2.00%	2.00%
Cigarette tax	-5.25%	-0.55%	-1.59%	-3.00%	-3.00%	-3.00%	-3.00%	-3.00%
Alcohol tax	5.10%	-1.64%	6.80%	5.00%	4.00%	3.00%	3.00%	3.00%
Fines and forfeitures	-7.23%	-7.02%	-0.24%	2.00%	0.00%	0.00%	0.00%	0.00%
Miscellaneous		1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Expenditure Assumptions								
Personnel Services								
Salaries & taxes				3.00%	2.00%	2.00%	2.00%	2.00%
Medical				6.00%	8.00%	6.00%	8.00%	8.00%
PERS				20.00%	2.00%	2.00%	2.00%	2.00%
Materials and supplies								
Insurances				4.00%	2.00%	2.00%	2.00%	2.00%
Operations M&S				2.00%	2.00%	2.00%	2.00%	2.00%
Professional services				3.00%	3.00%	3.00%	3.00%	3.00%



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: Administration & Community Development Dept. Report

Date: February 3, 2016

Planning Division Report attached.

Business License Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council Date: 1.26.2016

From: Jacob A. Graichen, AICP, City Planner

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION

Helped review the draft Existing Conditions report created by the City's Maul Foster & Alongi consultants for the waterfront area-wide plan effort.

DEVELOPMENT CODE ENFORCEMENT

After receiving some indirect complaints about a certain busing posting advertising on utility poles, I contacted the business owner who said they would have them removed.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

<u>January 12, 2016 meeting (outcome)</u>: The Commission had two public hearings. The Commission recommended adoption of the latest batch of code amendments to the Council. The Commission also recommended approval of an annexation at 35092 Pittsburg Road. The Council is the approval authority on these matters.

I also asked for feedback on how to address a land use permit (Site Design Review) issue for 1965 Old Portland Road. This was part of the Commission's acceptance agenda.

<u>February 9, 2016 meeting (upcoming)</u>: One public hearing is scheduled for a major modification of a Conditional Use Permit at 1809 Columbia Boulevard. This is required due to request for expansion of floor area for the proposed use.

The Commission will also address its annual chair and vice chair positions selection.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Starting to explore attaining new aerial imagery. The most recent imagery we personally possess as a city is from 2009.

Assisted EcoNorthwest, a consultant firm utilized by the City, with some GIS data for their work with us.

MAIN STREET PROGRAM

Worked with the Community Coordinator to finish the 1st quarterly assessment required by the RARE program.

UPCOMING LAND USE ISSUES BEFORE COUNCIL

On Feb. 3rd, the Council will have two public hearings. One is an appeal of a denial of a Conditional Use Permit by the Planning Commission at 1771 Columbia Boulevard. Please avoid ex parte contacts on this matter; some controversy is possible. This will be followed by an annexation along Pittsburg Road, which shows no controversy thus far.

ASSISTANT PLANNER—In addition to routine tasks, the Assistant Planner has been working on: See attached.

Jacob Graichen

From: Jennifer Dimsho

Sent: Tuesday, January 26, 2016 11:37 AM

To: Jacob Graichen

Subject: January Planning Department Report

Here are my additions for the January Planning Department Report.

- 1. Arts & Cultural Commission (ACC): Gateway Sculpture Phase 2 Project Met with Ampersand Productions on 01/15 for Kickstarter video plan and worked on pre-production. Continued drafting content for Kickstarter campaign. Held Sub-Committee meeting and attended ACC meeting to update group.
- 2. Collaborated with Columbia Community Mental Health on a Mobile Crisis Services Grant Application (Potentially 750k for 3 years of programming) Met weekly at CCMH throughout January
- 3. Reviewed Draft Task #1 -Existing Conditions for AWP Scheduled AWP Meeting #1 with Advisory Committee and prepared invite
- 4. Met with EcoNW to discuss Port of St. Helens IPP scope of work. Followed up with Port of St. Helens for grant reporting requirements.
- 5. Met with Col-Pac to discuss Agora platform and how it could benefit the City for funding capital projects
- 6. Participated on the KOHI "City Talk" News Broadcast 1/22
- 7. Began work on OPRD's 2016 Local Government Grant Program for a parks picnic shelter Drafted cost estimates, letter of support, & application narrative
- 8. Helped prepare and submit application to Portland State University's Oregon Innovation Award (Potential for 1,000 hours of work from a student in the Center for Public Service program)
- 9. Researched OPRD's Oregon Heritage Commission Museum Grant Program Guidelines and met with CC Museum Curator to brainstorm potential projects
- 10. Attended Columbia Health Coalition at the Public Health Foundation of CC 1/26

Jennifer Dimsho

Assistant Planner City of St. Helens (503) 366-8207 jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: January 19, 2016

The following occupational business licenses are being presented for City approval:

Signature: July Date: 120 160

RESIDENT BUSINESS – RENEWAL 2016 A Better Way Massage LLC Massage Therapy Hair Stylist Ali's Hair Design Yard Maintenance *Alonzo Yard Maintenance П Dental Fabrication/Crown & Bridge *American Dental Labs Inc. П Art Instruction Art Frenzy Studio П Resale Marketplace Artifacts: A Tinker's Marketplace Selling Jewelry *Ashley's Jewels of Steel П Automotive Repair **Automotive Services** П Secondhand Vendor Badger's Bargains Thrift Store Bear's Den Printing Bemis Printing LLC П School Berry Bright Preschool Accounting/CPA Brackin CPA PC П CJ Eateries LLC DBA Lori's Lounge Restaurant/Deli П Art/Photo/Water Color Class *Camberg Studio Counseling Counseling and Wellness Credit Restoration & Consultation Credit Medic Inc. Legal Counsel, Judge Cynthia L. Phillips, Attorney at Law Fast Food Restaurant D & M Soltero LLC (change of owner) Restaurant Dari Delish, Inc. Teacher Deborah Houben П Formal Wear - Apparel Dianna's Formal Affair П Printing Digital Graphiti Printing LLC Secondhand Merchandise Donilu McGinnis Secondhand Sales Floyd Harrison Massage Therapy Gea Belle Barker, LMT П New/Used Handcrafted Items Glenda Edwards Insurance Heather Epperly Agency Inc. Manufacturer *Humble Pie Secondhand Items Janice Burdett П Retail Clothing Jilly's Again Mediation & Selling Web Sites Kalberer's Mediation & Arbitration Dental Office Keith Valachi, D.D.S. General Construction *Kneeland Brothers LLC П Attorney/Legal Services Law Office of Maurice W. Cassidy LLC П

	Liberty Bookkeeping & Tax	Bookkeeping/Tax Prep
	Lynda Craft	Teacher
	Mark A. Gordon, P.C.	Law Practice
	Mary Foster	Resale
	Mo's Art, Hook & Needle Inc.	Retail Sale – Yarn, Classes
	ORPET Inc.	Plastics Recycling
	Our Sister Company	Online & Retail Sale of Products
	*P.J.'s Lawn Care	Yard Maintenance
	Pastime Tavern	Tavern
	Penny's Custom Upholstery LLC	Resell
	*Protea Painting	Painting
	Pure Serenity Massage	Massage Therapy
	*Rick's Truck & Comm'l Painting	Painting – Auto
	*Ruben's Lawn Service	Yard Maintenance
	Safe Transitions Counseling	Counseling
	St. Helens Auto Parts	Auto Parts
	Sunset Equipment	Farm Machinery & Related Supplies
	Sunshine Pizza	Restaurant
	Susan Strong	Resale
	Syble Markus	Miscellaneous Collectables, Resale
	Ultimate Tan	Tanning, Hair, Tattoo
	Vital Health Center, Inc.	Acupuncture/Alternative Health Care
	Wal-Mart Store #2422	Retail Discount Merchandiser
	The Woodland Cottage	Resale
	RESIDENT BUS	SINESS – NEW 2016
	Cynthia Ferguson 215 S 1 st Street	Resale
	*Favorite Cleaning Services, LLC	Resale
tl	124 Park Street	
	*Lorraine Brinkerhoff	Mobile Pet Sitting
Lud	504 S 14 th Street	3
	Michael Bernstein	Secondhand
hond	215 S 1 st Street	
	Michele Strang	Retail – Secondhand
*****	215 S 1 st Street	
	Scruffy	Wood Working
	215 S 1 st Street	-
	Suzie Dahl Design	Interior Design, Drafting, Custom Furniture
	231 S. 1 st Street	
	Teresa Green	Secondhand

215 S. 1st Street

^{*}Denotes In-Home Business

V. David Hocraffer, Attorney at Law 251 St. Helens Street, Suite 16

Law Office

NON-RESIDENT BUSINESS - 2016				
	ABM Onsite Services – West Inc.	Janitorial Services		
	ADK Electric Inc.	Commercial Electrical Work		
	A-Line Concrete Cutting LLC	Concrete Cutting & Select. Demo		
	Applied Technical Systems Inc.	Low Voltage Electrical Contractor		
	Architectural Graphics, Inc.	Sign Manufacturing & Installation		
	Artisan Concrete Design & Construction	Concrete Design & Construction		
	Brittney Bean	Retail – Internet		
	Centerlogic	Computer Consulting		
	Complete Carpet Services	Carpet/Upholstery Cleaning & Fld/Fire Restor.		
	Dick Backlund	Trucking		
	Dunkin & Bush, Inc.	Painting Contractor		
	Gregg Welter Construction	Residential Contractor		
	J & E Meza Plastering Inc.	Stucco, EIFs, Stone Veneer Application		
	Jim Rensch Construction	General Contractor		
	K Restoration LLC	Construction		
	Miller Communications LLC	Communications Interconnect		
	North Point Technology LLC	Control System Integration		
	Northwest Fire Suppression Inc.	Design/Install/Maintain Special Hazard Systems		
	North West Handling Systems Inc.	Material Handling Sales/Service		
	Olson LLC	Contracting		
	Olson Construction & Development Inc.	-		
	Pacific Tech Construction Inc.	Construction		
	Passing Thoughts Productions	Video Production		
	Performance Contracting Inc.	Specialty Contracting		
	Robert B. Shults – Contractor	Drywall Contracting		
	Signs to Go	Install for Sale Signs		
	Stoner Electric	Electrical Contractor		
	Strawberry Hill Enterprises	Vending		
	TFT Construction Inc.	Trucking & Excavation		
	USI – JB Insulation	Insulation		
	Univar USA Inc.	Chemical Distributor		
	Vancouver Sign Co. Inc.	Sign Install/Service		
	Western Contracting Inc.	Framing Contractor		
	Windish Construction Co.	Construction		
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	RENTAI	_S - 2016		
	Paul F. Nezbeda	Residential Rentals		

City Approval: January 19, 2016

*Denotes In-Home Business

Robert Field	Residential Rentals	
Ryan & Chelsea Murphy	Residential Rentals	
Davis-Rich Properties	Commercial Rentals	
LB Land, Inc.	Commercial Rentals	
Leonard & Janet Mason	Commercial Rentals	
Todd Stansbury	Commercial Rentals	
 MISCEL	LANEOUS - 2016	
MISCEL Apple Foods Inc.	LANEOUS - 2016 Delivery	
Apple Foods Inc.	Delivery	
Apple Foods Inc. Industrial Tire Service, Inc.	Delivery Delivery	
Apple Foods Inc. Industrial Tire Service, Inc. UPS, Inc.	Delivery Delivery Delivery	
Apple Foods Inc. Industrial Tire Service, Inc. UPS, Inc. Unifirst Corp.	Delivery Delivery Delivery Delivery	

^{*}Denotes In-Home Business



January 27, 2016

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Soup Night with Award-winning Author Maggie Stuckey:

Imagine living on a block where everyone knows everyone else, people trust and watch out for each other, children thrive, seniors feel safe, and a genuine sense of community replaces isolation. This isn't a fantasy, and it isn't time travel back to the 1950s; it's happening right now, in communities all across the United States.

In Soup Night: Recipes for Creating Community Around A Pot of Soup, Maggie Stuckey shares mouth-watering recipes, stories from neighbors around the country who have found success with their own Soup Nights, and practical advice for starting your own stress-free gathering.

The St. Helens Public Library will host a Soup Night on February 18th, complete with soups made from recipes found in the book. Join us as Maggie shares practical tips about the writing life and how to build a genuine community through the simple act of sharing a meal.

Maggie Stuckey is a versatile author and editor with eleven books to her credit. Several of her books have been selections of Book of the Month Club, and two recent books are bestsellers: Soup Night: Recipes for Creating Community Around a Pot of Soup, and The Bountiful Container: Create Container Gardens of Vegetables, Herbs, Fruits, and Edible Flowers. In 2014, Soup Night won a Silver Nautilus Award, given to "well-written and -produced books with messages about caring for, understanding, and improving every aspect of our lives and relationships." In addition to writing, Maggie has appeared dozens of times on regional television magazine shows around the country, and is often invited back, has conducted 27 radio interviews, and was a guest on QVC's popular show "In the Kitchen with David". February 18th at 7:00 pm in the Library

Calling All Local Artists - The First Annual Recycled Book Art Show at the St. Helens Public Library: The Friends of the St. Helens Public Library are sponsoring the first annual Recycled Book Art Show which will be exhibited at the Library throughout the month of February 2016. Recycled art includes collage, assemblages, wall hangings, sculpture, and other 2 or 3-dimensional artwork. The Friends group is also accepting functional designs which include pieces that serve practical functions in the household, business or outdoor setting (for example, furniture, light fixtures, planters, birdhouses, et cetera). Keeping the showcase and wall space of the library in mind, we would like to suggest you submit a reasonably-sized art piece. Content should be geared toward an exhibition suitable for a public space.

There are numerous recyclable books at the St. Helens Public Library for use in this show. These books will be available at the library during normal business hours – please ask library staff to direct you to those books that are available for recycled art projects. <u>Deadline:</u> Artworks will be accepted at the St. Helens Public Library on Saturday, January 30th from 10:00 a.m. to 2:00 p.m. Submission forms will be available when you turn your work in. If you are in need of more information please contact Barbara Weaving Lines at 503-397-9978.

Teen Gaming Nights:

Hang out and play games with friends! The library owns Wii-U, PS4, and XBOX One consoles, as well as iPads. There are many games to choose from for each platform. Stay for the entire time or drop in as long as you are able. Parents will need to sign a permission slip before teens will be allowed to participate.

Wednesday, February 3, 5:00 – 6:30 p.m. - Auditorium Wednesday, February 17, 5:00 – 6:30 p.m. - Auditorium

Calendar

2/1-2/29	Recycled Book Art Show, during Library hours
2/3	Teen Game Night, 5-630pm, Auditorium
2/6	Ukulele Class, 10am – Beginners, 11am – Continuing, Auditorium
2/9	Library Board Meeting, 7:15pm, Auditorium
2/13	Ukulele Class, 10am – Beginners, 11am – Continuing, Auditorium
2/13	St. Helens Writers' Guild, Noon-2pm, Armstrong Room
2/17	Teen Game Night, 5-630pm, Auditorium
2/18	Soup Night, 7pm, In the Library
2/20	Ukulele Class, 10am – Beginners, 11am – Continuing, Auditorium
2/24	Friends of the St. Helens Public Library, 530pm, Armstrong Room
2/27	Ukulele Class, 10am – Beginners, 11am – Continuing, Auditorium