

City of St. Helens  
**RESOLUTION NO. 1937**

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND  
SUPERSEDING RESOLUTION NO. 1903

**WHEREAS**, the St. Helens Public Library has created a new Makerspace at the Columbia Center;  
and

**WHEREAS**, the Library finds it necessary from time to time to update their fees; and

**WHEREAS**, City Council recognizes a cost to having this facility used by community members,  
and the need to update fees from time to time, and presents the attached updated fee schedule.

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

**Section 1.** Exhibit A, Fee Schedule, is hereby adopted as amended.

**Section 2.** Exhibit A, Fee Schedule, is effective October 6, 2021.

**Section 3.** This Resolution supersedes Resolution No. 1903.

**Approved and adopted** by the City Council on October 6, 2021, by the following vote:

Ayes: Morten, Topaz, Chilton, Birkle, Scholl

Nays: None

  
\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

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



## St. Helens Universal Fee Schedule

| <u>POLICE DEPARTMENT</u>  |           |             |
|---|-----------|-------------|
| Vehicle Impound Fee   | \$ 100.00 | Per vehicle |
| Bicycle Impound Fee   | \$ 1.00   | Per bicycle |
| Parking Citation  | \$ 25.00  | per ticket  |
| Handicap Zone Violation   | \$ 250.00 | per ticket  |
| False Alarm Response Fee, if exceeds 2 within a 12-month period | \$ 50.00  |             |
| False Alarm Response Fee, if exceeds 4 within a 12-month period | \$ 125.00 |             |



## St. Helens Universal Fee Schedule

| <b>MISCELLANEOUS FEES</b>   |           |  |
|---|-----------|--|
| Appeals Fee - General   | \$ 175.00 | Per appeal   |
| Non-Sufficient Check Charge                                       | \$ 25.00  | Per check  |
| Permit - Parade   | \$ 50.00  | Per event  |
| Permit - Public Assembly  | \$ 50.00  | Per event  |
| Permit - To Amplify Sound   | \$ 50.00  | Per event  |
| Permit - Engage in Commercial Activity                            | \$ 50.00  | Per event  |
| Permit - To Use City Property During Hours of Closure             | \$ 50.00  | Per event  |
| Permit - To Use Electrical Connections Owned by City              | \$ 25.00  | Per day  |
| Permit - To Use Special Use Area                                  | \$ 50.00  | Per event  |
| Permit - To Use Sidewalk Area for Furniture                       | \$ 50.00  | Per 50 feet of street frontage used, rounded up.   |
| <b>Photocopies &amp; Printouts</b>                                |           |  |
| 8.5" x 11"  | \$ 0.50   |  |
| 8.5" x 14"  | \$ 0.75   |  |
| 11" x 17"   | \$ 1.00   |  |
| Up to 36" x 36"   | \$ 6.00   |  |
| Color Copies: 8.5" x 11"  | \$ 1.00   |  |
| Color Copies: 8.5" x 14"  | \$ 1.25   |  |
| Reproduction of Audio/Video from City Meetings                    | \$ 20.00  | Per Cassette/CD/DVD  |
| Police Reports  | \$ 20.00  | Per case (Up to 30 pages)  |
| Reproduction of Digital Photos/Audio/Video from Police Department | \$ 20.00  | Per Cassette/CD/DVD  |
| Public Records Request  | \$ 20.00  | Deposit. If staff time is less than 15 min, deposit is refunded. If staff time is more than 15, labor is charged to the 1/4 hour |
| Lien Search   | \$ 26.00  | Per Lien Search  |
| Declaration of Candidacy Fee                                      | \$ 50.00  |  |
| Advertising Bench - Annual Inspection Fee                         | \$ 5.00   | Per bench  |
| Reinspection Fee by CRFR for noncompliance with code provisions   | \$ 50.00  | Per reinspection   |
| CD/DVD request for information & video                            | \$ 20.00  |  |
| Special Abatement of Illegal Notices or Advertisements            | \$ 10.00  | Per notice or advertisement  |



## St. Helens Universal Fee Schedule

| <b>LIBRARY FEES</b>  |                    |   |
|--|--------------------|---|
| Fines for overdue adult books, magazines, audio recordings and CDs   | \$ 0.15            | Per item per day. Max fine \$10 per item  |
| Fines for overdue juvenile/children's and young adult/teen books, magazines, audio recordings, CDs, and DVDs | \$ -               | Overdue fines are not assessed for items in the youth collections. If youth materials have not been returned 21 days after their due date, the item will be assumed lost and the appropriate fees will be charged. If the item is returned in good condition and there are no outstanding issues with the patron's account, the lost item fee will be waived. |
| Fines for overdue DVDs and other video recordings  | \$ 0.50            | Per item per day. Max fine \$10 per item  |
| Fines for overdue Cultural Pass  | \$ 1.50            | Per pass per day. Max fine of \$10 per pass.  |
| Nonresident Borrower Card Fee  | \$ 35.00           | Per year  |
|  | \$ 10.00           | Per three (3) months  |
| Resident Business Borrower Card Fee  | \$ -               | No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.                     |
| Oregon Library Passport Program Card   | \$ -               | No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.  |
| Interlibrary Loan  | \$ 3.00            | Per item  |
| Fees for Lost or Destroyed Materials   |                    | As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.  |
| Books, magazines, recordings, DVDs, CDs, or any other material   | ->                 | Original list price   |
| Cultural Pass  | \$ 30.00           |   |
| Replacing a borrower's lost card   | \$ 2.00            |   |
| Missing bar code label   | \$ 2.00            |   |
| Lost or damaged case for CDs and DVDs  | \$ 5.00            |   |
| Lost or damaged insert for CDs and DVDs  | \$ 7.00            |   |
| <del>Covers damaged or missing—DVD, CD or any other digital or electronic material/media</del>               | <del>\$ 7.00</del> |   |
| Meeting Room Fees  |                    | Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.   |
| Auditorium   | \$25.00            | Per hour  |
|  | \$75.00            | Per half day (up to 4 hours)  |
|  | \$150.00           | All day (Open hours)  |



## St. Helens Universal Fee Schedule

|   |   |                              |
|---|---|------------------------------|
| Armstrong   | \$20.00   | Per hour                     |
|   | \$50.00   | Per half day (up to 4 hours) |
|   | \$95.00   | All day (Open hours)         |
| Both Rooms  | \$40.00   | Per hour                     |
|   | \$110.00  | Per half day (up to 4 hours) |
|   | \$210.00  | All day (Open hours)         |
| Use of one or both meeting rooms outside normal Library hours | \$ 45.00  | Per hour                     |
| Makespace consumable materials                                | -> Current market price, as listed in the Makespace |                              |



## St. Helens Universal Fee Schedule

| <b>COURT FEES</b>                                      |  |
|--|--|
| Civil Compromise Costs                                 | \$ 300.00  |
| Collection Fee per ORS 137.118 (3) (Maximum \$250)     | 25%  |
| Community Service Fee                                  | \$ 2.00 Per hour   |
| Default Judgment                                       | \$ 20.00   |
| Discovery  | \$ 20.00 Per case number (up to 30 pages)                                |
| Driver's License Reinstatement/Offense (City Portion)  | \$ 20.00   |
| Driving Record - Traffic Offenses Only (non-certified) | \$ 1.00  |
| Failure to Appear for Bench Trial                      | \$ 150.00  |
| Failure to Appear for Jury Trial                       | \$ 300.00  |
| Installment Fee - for 6 month plan                     | \$ 25.00   |
| Installment Fee - for 12 month plan                    | \$ 50.00   |
| Warrant Issued   | \$ 100.00  |
| Withholding on County Assessment                       | 10% at monthly distribution  |
| Expungements   | \$ 252.00  |
| Probation Violation                                    | \$ 50.00   |
| Court Appointed Attorney Rates - Misdemeanor           | \$ 200.00 per misdemeanor with maximum of \$400 unless approved by court |
| Court Appointed Attorney Rates - Probation Violation   | \$ 125.00 per case with maximum of \$250 unless approved by court        |
| Court Appointed Attorney Rates - Bench Trial           | \$ 400.00  |
| Court Appointed Attorney Rates - Jury Trial            | \$ 600.00  |



## St. Helens Universal Fee Schedule

| <b><u>BUSINESS LICENSE FEES - CURRENT</u></b> |                                     |
|---|-------------------------------------|
| Residential Business License                  |                                     |
| 00 - 9.99 full-time equivalents               | \$ 65.00                            |
| 10 - 24.99 full-time equivalents              | \$ 85.00                            |
| 25 - 49.99 full-time equivalents              | \$ 105.00                           |
| 50 - 99.99 full-time equivalents              | \$ 125.00                           |
| 100+ full-time equivalents                    | \$ 145.00                           |
| Non-Resident Business License                 | \$ 150.00                           |
| Residential Rentals                           | \$ 20.00 Per Unit                   |
| Commercial Rentals                            | \$ 50.00 Per Unit                   |
| Non-Resident Temporary Business License       | \$ 75.00 6 Month Business License   |
| Late Renewal Fee                              | \$ 50.00 After 60 Days Late Renewal |
| Appeals Processing Fee                        | \$ 150.00                           |
| OLCC New Application                          | \$ 100.00                           |
| OLCC Application Change Fee                   | \$ 75.00                            |
| OLCC Application Renewal Fee                  | \$ 35.00                            |
| Sidewalk Vendor Application Fee               | \$ 65.00                            |
| Sidewalk Vendor Permit Fee                    | \$ 65.00                            |
| Sidewalk Vendor Appeal Fee                    | \$ 150.00                           |



## St. Helens Universal Fee Schedule

|                              |             |   |
|------------------------------|-------------|---|
| Marijuana Business Licenses: |             | <u>According to OAR 845-025-2040</u>                |
| Producers:                   |             | <u>Indoor / Outdoor Production Size Limitations</u> |
| Micro Tier I                 | \$ 250.00   | Up to 625 sf / Up to 2,500 sf                       |
| Micro Tier II                | \$ 500.00   | 626 to 1,250 sf / 2,501 to 5,000 sf                 |
| Tier 1                       | \$ 1,000.00 | 1,251 to 5,000 sf / 5,001 to 20,000 sf              |
| Tier II                      | \$ 1,500.00 | 5,001 to 10,000 sf / 20,001 to 40,000 sf            |
| Medical Canopy               | \$ 65.00    |   |
| Processors                   | \$ 1,000.00 |   |
| Wholesalers                  | \$ 1,000.00 |   |
| Retailers                    | \$ 1,000.00 |   |





## St. Helens Universal Fee Schedule

| <u>SOCIAL GAMES FEES</u>                      |                                       |
|---|---------------------------------------|
| Non-refundable Application Fee                | \$ 50.00 per 12 month lease           |
| License Fee for 1-10 Tables                   | \$ 50.00 per 12 month lease           |
| License Fee for each additional table over 10 | \$ 10.00 per table per 12 month lease |



## St. Helens Universal Fee Schedule

| <b>ENGINEERING FEES</b>   |  |
|---|--|
| Design Review Fee   | 1% Based on Engineer's Estimate  |
| Permit for Construction of Public Improvements & Project Inspection | 2% Based on Revised Engineer's Estimate                                      |
| Right-Of-Way Permit   | \$ 50.00   |
| Pavement Disturbance Fee  | \$ 50.00 Fee waived for projects < \$1,000 or if part of Construction Permit |
| Erosion Control Permit & Inspection                                 | > Included with Construction Permit  |
| Other Special Services  | \$ 30.00 Per hour labor, if in excess of 15 minutes                          |



## St. Helens Universal Fee Schedule

| <b>UTILITY BILLING FEES</b>                                    |             |   |
|--|-------------|---|
| Water Service Shut off/on: Mon-Fri 830 AM - 430 PM             | \$ -        | No Charge   |
| Water Service Shut off/on: During off business hours           | \$ 150.00   | Per request   |
| Failed Payment Arrangement                                     | \$ 50.00    |   |
| Late Fee   | \$ 25.00    | Fee waived if bill is < \$25  |
| Reconnection Fee (if Shutoff due to non-payment)               | \$ 75.00    | Fee applied on Shut-off Day   |
| Temporary Service for New Construction                         | \$ 25.00    |   |
| <b>Tampering with Meter Fees</b>                               |             |   |
| Tampering: Turning water on/off without City Personnel         | \$ 50.00    | Up to and possibly including cost of meter replacement & Labor                      |
| Tampering: Turning water on while on the current shut-off list | \$ 100.00   | Up to and possibly including cost of meter replacement & Labor                      |
| Tampering: Breaking installed Lock to turn on meter            | \$ 200.00   | Up to and possibly including cost of meter replacement & Labor & Ticket from Police |
| Utility Billing Insert - B&W, 1-Sided, 8.5x11                  | \$ 500.00   | Available to Non-Profits Only   |
| Utility Billing Insert - B&W, 2-Sided, 8.5x11                  | \$ 650.00   | Available to Non-Profits Only   |
| Utility Billing Insert - Color, 1-Sided, 8.5x11                | \$ 1,100.00 | Available to Non-Profits Only   |
| Utility Billing Insert - Color, 2-Sided, 8.5x11                | \$ 1,550.00 | Available to Non-Profits Only   |



## St. Helens Universal Fee Schedule

| <b>PUBLIC WORKS - WWTP</b>                              |             |                        |
|---|-------------|------------------------|
| Pretreatment Program Administrative Fee (Choose Option) |             |                        |
| Annual  | \$ 1,500.00 | New Fee                |
| Monthly   | \$ 125.00   | New Fee                |
| Annual DEQ Fees Assessed to the City                    | \$ -        | Actual cost of DEQ     |
| New Industrial Discharge Permit Issuance                | \$ 500.00   | New Fee                |
| Renewal Industrial Discharge Permit Issuance            | \$ 300.00   | New Fee                |
| Demand Inspection Fee                                   | \$ 100.00   | New Fee                |
| Demand Sampling and Monitoring Fee                      | \$ -        | Actual cost of service |
| Enforcement Activities                                  | \$ -        | Actual cost of service |



## St. Helens Universal Fee Schedule

| <b>PARKS AND RECREATION FEES</b>          |          |                             |
|---|----------|-----------------------------|
| <b>Park Areas for Reservation</b>         |          |                             |
| McCormick Park                            |          |                             |
| Area 1 - Veterans Pavillion               | \$ 25.00 | Per Session                 |
| Areas 2-4                                 | \$ 15.00 | Per Session                 |
| Campbell Park                             |          |                             |
| Areas 1-2                                 | \$ 15.00 | Per Session                 |
| Columbia View Park                        |          |                             |
| Area 1 - Gazebo Amphitheater              | \$ 25.00 | Per Session                 |
| <b>Field Areas for Reservation</b>        |          |                             |
| McCormick Park                            |          |                             |
| Softball Fields 1-2                       | \$ 10.00 |                             |
| Tball Fields 1-2                          | \$ 5.00  | Per Session                 |
| Soccer Field (Combines both Tball Fields) | \$ 10.00 | Per Session                 |
| 6th Street Park                           |          |                             |
| Baseball Fields 1-2                       | \$ 5.00  | Per Session                 |
| Campbell Park                             |          |                             |
| Softball Fields 1-2                       | \$ 10.00 | Per Session                 |
| Recreation Center                         |          |                             |
| Softball Fields 1-3                       | \$ 5.00  | Per Session                 |
| <b>Recreation Center</b>                  |          |                             |
| Recreation Center Rental                  | \$ 30.00 | Per Hour                    |
| Security Deposit (refundable)             | \$ 50.00 | Refundable security deposit |
| Rental Addition - Project/Screen          | \$ 10.00 | Flat one-time fee           |
| Rental Addition - Microphone/Sound        | \$ 10.00 | Flat one-time fee           |
| <b>Late Fees</b>                          |          |                             |
| General Park Use (7 business days)        | \$ 10.00 |                             |
| Public Assembly (45 business days)        | \$ 25.00 |                             |
| Parade & Walks (45 business days)         | \$ 50.00 |                             |
| Tournament Fee                            | \$ 10.00 | Per Team                    |
| Use of Field Lights                       | \$ 25.00 |                             |