



COUNCIL WORK SESSION

Wednesday, August 04, 2021 at 1:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Doug Morten
Councilor Patrick Birkle
Councilor Stephen R. Topaz
Councilor Jessica Chilton

LOCATION & CONTACT:

Council Chambers, 265 Strand Street, St. Helens
Website | www.sthelensoregon.gov
Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to five (5) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 3:00 p.m*

- [1.](#) Closure of Marshall Street at Highway 30 - *Jacob*
- [2.](#) Beekeeping Inside City Limits - *Jacob*
- [3.](#) Library Department Semi-Annual Report - *Library Director Margaret Jeffries*
- [4.](#) Review Proposed Updates to Municipal Code Title 2 Administration & Personnel - *Rachael/Matt*
- [5.](#) Review Community Grant Applications Received
6. Strategic Action Plan Updates
7. City Administrator Report

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- August 4, 1:00 p.m., Council Work Session, Council Chambers
- August 4, 6:00 p.m., Council Special Session, Council Chambers
- August 4, 7:00 p.m., Council Regular Session, Council Chambers
- August 9, 4:00 p.m., Parks & Trails Commission, Council Chambers
- August 9, 7:15 p.m., Library Board, Columbia Center Auditorium
- August 10, 7:00 p.m., Planning Commission, Council Chambers

Future Public Hearing(s)/Forum(s):

- None scheduled at this time.

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.



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Closure of Marshall Street/Columbia River Highway (US30) intersection discussion at August 4, 2021 work session
DATE: July 27, 2021

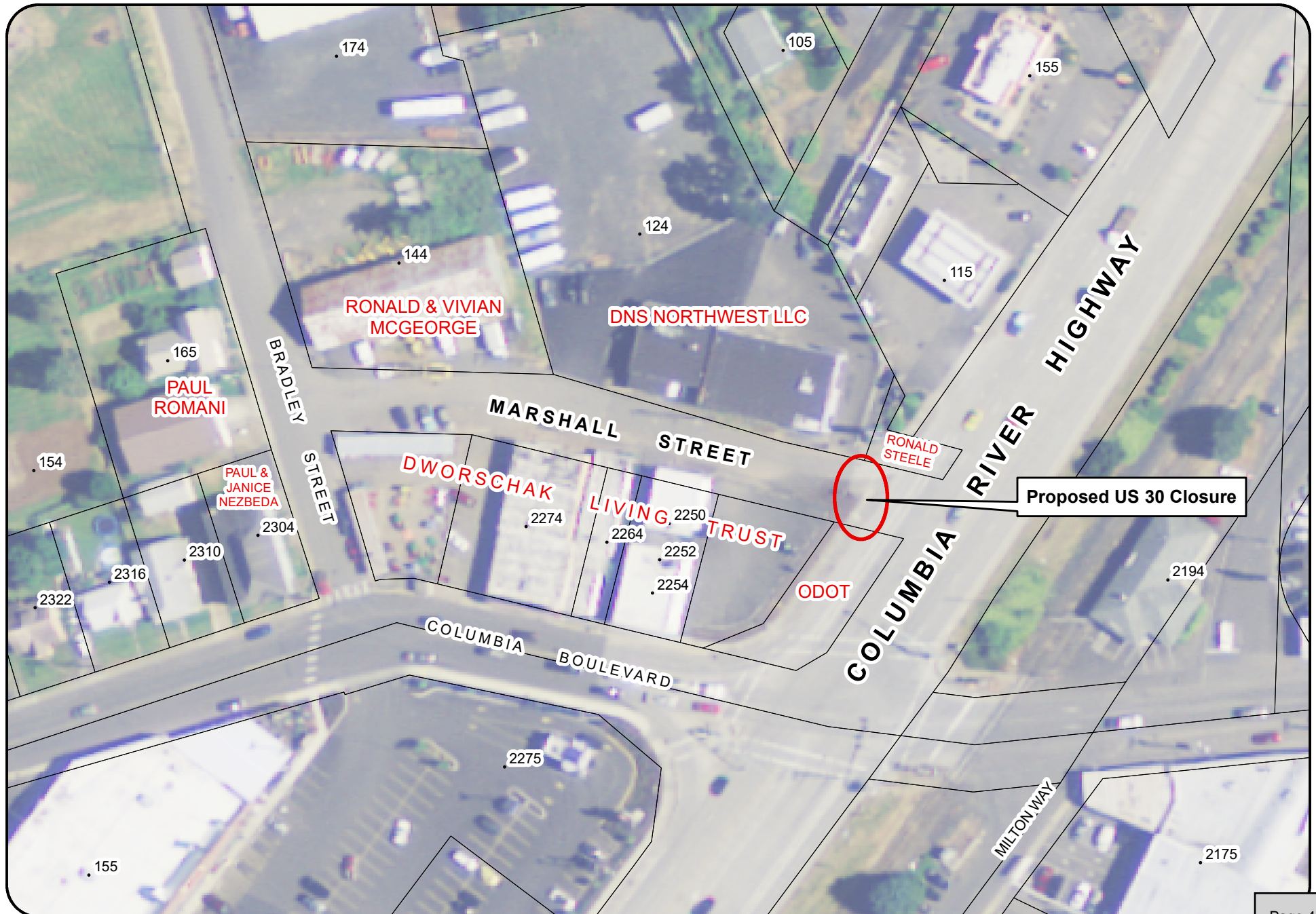
In May of this year, we received an inquiry from an owner of properties along Marshall Street about closing access to Marshall Street at the highway. The owner noted people driving the wrong way at elevated speeds and safety concerns.

The Marshall Street access at the highway is unusual as it is accessed from a right-hand turn lane (to turn onto Columbia Boulevard) with no egress onto the highway allowed. Despite this disallowance, people are doing it anyways (and at high speeds) according to the property owner.

Since May, staff has contacted ODOT and the Fire Marshall. We would be dealing with ODOT Access Management who has funds for closing state jurisdiction accesses. It is possible ODOT would bear the cost of all improvements within the highway right-of-way. There is a permit process.

Staff reached out to the Fire Marshall because eliminating the highway access will turn Marshall Street into a dead-end about 330 feet long without a turnaround area. The Fire Marshall noted the hydrant at the corner of Bradley Street and Columbia Boulevard and that the closure would not hinder fire operations. The Fire Marshall encouraged use of removal barrier for emergency vehicle access.

1. **At this point staff wants to ensure the Council has an appetite for this before pursuing this further.**
2. **See attached map and photos.**
3. **We hope to have property owner representation at the August 4, 2021 work session so you can hear their concern and reason for this request in their words.**



Marshall Street Looking South



Marshall Street Looking North



Marshall Street Looking East



Marshall Street Looking East



06.29.2021 10:57

BEEKEEPING ORDINANCE, SAINT HELENS, OR

Linda Zahl
60120 Barrick Lane
Saint Helens, OR 97051

The City of Saint Helens
City Council Members

I have lived at this address in Saint Helens since 1997 and have enjoyed living in Saint Helens and Columbia County. In 2010, a honeybee swarm landed on a bush in front of my house and a neighbor helped me shake it into a hive and taught me the basics of beekeeping. Soon I entered the Master Beekeeping program at Oregon State University and progressed to being a mentor to new beekeepers in the Oregon Master Beekeeping program. Each year I mentor one to three new beekeepers so that they can raise healthy bees in a nuisance-free manner. Several years ago, Chip Bubl, our Columbia County Extension Agent, asked me to give beekeeping lectures at the extension office. We had such good attendance, that we decided to start our own club. Currently, Columbia County Oregon Beekeepers CCOB is 2 ½ years old and we have a facebook presence of over 300 beekeepers countywide. Chip Bubl and the Master Gardening program continue to call upon me to help the public whenever they get bee related issues. The bee issues could be swarms, beekeepers worried about their honeybee colony's health, honeybees in the walls of residences and outbuildings, bumblebee nests, wasps nests, and all other native bee issues. I am happy to be of service to the public in these matters.

Although, I have a Saint Helens address, our property was in the county until two years ago when we petitioned to annex into the city. When I annexed into the city, I expected that I would be grandfathered in with beekeeping on my 6.6 acre parcel. Finally, I received a Code Violation warning. This Code Violation was from a neighbor's report who noticed that I keep bees. The officer explained to me that she drove up my driveway and could not find my bees (which shows my compliance with best nuisance free beekeeping practices) but sent me the Code Violation warning. She explained that the neighbor had no complaint about my bees. He just wanted to complain that I had bees. In fact, this neighbor would have had to come onto my property secretly in order to even know that I had bees since they are not visible to the public. Indeed, I do keep bees on my land and I am glad that I got the Code Violation so that I can help the city address the issue of backyard beekeeping within the City of Saint Helens.

I understand that Saint Helens is using the document from the League of Oregon Cities to develop beekeeping rules. This document follows the guidance in Residential Beekeeping, Best-Practice Guidelines for Nuisance-Free Beekeeping, an Oregon State University Extension document written in February 2018. Our club uses this document extensively so that our beekeepers learn how to keep bees that do not caused problems. First, I would like to point out that no other animal has a 17 page document which has been turned into city code. After perusing the League's beekeeping guidance, my main concern is how extensive it is which "solves" many imaginary issues which then can waste a lot of the city staff's time. Note that the original

document was written for beekeepers so that they can learn how to keep bees and not be a nuisance to their communities. Many items cannot be made into laws because laws must be enforced. For example, the following is an excerpt from the League of Oregon Cities Model Residential Beekeeping Ordinance which expects to control swarming by keeping space in the hive:

Section 5. Standard of Care.

- B. Colonies shall be maintained in hives with adequate space and management techniques to prevent overcrowding.

To enforce keeping “space” would require the city to have a dedicated beekeeper on staff who is paid to go and inspect colonies that have swarmed and see if the beekeeper violated the ordinance. If the inspector gets a complaint that a colony swarmed, he or she would then need to open the suspect colonies to determine if the beekeeper did not keep “space”. Unfortunately, once a colony has swarmed, there is a lot of room in the hive so every time the inspector looks into the hive of a “problem”, they will find a roomy hive. This is a well-meaning ordinance but unfortunately it is unenforceable and a waste of City resources.

Another recommended ordinance in the League of Oregon Cities is hive registration:

Section 3. Permit Required.

- A. Every person who owns or is in charge of one or more colonies within the City, shall register with the City and hold a permit for beekeeping.
- B. The registration runs from June 1 to May 31 and must be renewed each year.
- C. The registration fee for apiaries consisting of 5 or more colonies is \$10 per application plus \$.50 per colony. There is no registration fee for apiaries consisting of less than 5 colonies.

As other cities in Oregon have found, fees charged to institute a registration and inspection protocol will never be recouped in the fee structure. Currently, the Oregon Department of Agriculture has a Colony registration policy. For beekeepers with five or more full size colonies, \$10 is paid per year and fifty cents per colony. Undersized colonies called nucs are exempt. The **purpose** of the Registration fee charged by the Department of Agriculture is to be able to follow pesticide applications which might harm bees and to fund the research into honeybee disease and nutrition at Oregon State University. Every cent paid into this registration goes to The Honeybee Lab at OSU. Yet, the League of Oregon Cities recommends this same registration and fee structure for cities. But what is the purpose? The City of Saint Helens does not require people who keep chickens (which can carry diseases which are communicable to humans) to register their chickens and charge them a fee. Therefore, registering honeybee hives by the city is another administrative task that wastes city officials’ time with little reasoning behind it.

Similarly, notification of neighbors is in the League of Oregon Cities beekeeping ordinances. At first glance, it seems to be a good idea so that it protects neighbors but instead it does nothing “to protect neighbors” and often begins neighbor disputes. Once a neighbor knows there are bees nearby, even if they have never seen the hive, their fear may cause them to make accusations which draw city employees into frivolous complaints. For example, bees fly up to 5 miles to forage on flowers, resins (tree sap), and water. In fact, bees over in Washington come to St Helens gardens. Bees from up on Robinette Rd forage downtown. And Bees from near the Yankton Store can pollinate flowers by the Saint Helens City Hall. Once a person knows a neighbor has bees, he or she becomes sure that the bee sting their child got was from the neighbor and do not think about all the people who have bees right outside the city limits. People who are afraid of bees or who have a legitimate allergy need to be educated that they can protect themselves from bees by eliminating flowers from their yard and lawns (or have flowers that bees do not visit such as daffodils and forsythia). Also, people are much more likely to be stung by a yellow jacket than a honeybee but people do not know the difference (both are small, stripy and yellow). However, once they are stung by the yellow jacket, they are sure that it was from their neighbor’s bees and a feud ensues over which the city employees are drawn in. Honeybees are everywhere. They live in the walls of several city buildings, they live in the hollows of several city trees, they live outside the city where no ordinances control them, and they even live across the river. When a person is stung, one cannot determine from where that honeybee came. Knowing where a honeybee hive is located does not protect a person from bee stings but rather keeping one’s home garden free of flowers that honeybees visit protects a person. As one understands how bees forage over great distances, how an individual homeowner has power over whether bees visit their gardens through their choice of plants, and how fear can lead to neighbor blaming, one can understand why notification of neighbors should not be put into the City code.

Let me take a moment to explain why beekeeping is beneficial. First, there is a community garden near the Senior Center. Most of those vegetables that the community garden grows ends up at the food bank so that our citizens can have good nutrition. Those vegetables are mostly pollinated by honeybees. There are fruit trees in the city that are pollinated for the most part by honeybees. In fact, Big Leaf Maple trees are pollinated by bees. People have private vegetable gardens and depend upon the bees that we backyard beekeepers provide free of charge. If people want their fruit, vegetable and flower gardens, then they need the bees and we backyard beekeepers supply this wonderful service.

Finally, I want to talk about what good municipal code on beekeeping can look like. Let me explain that Columbia City, has a good system that works for them. They have no restrictions on beekeeping and have had no problems. Several beekeepers live in Columbia City and they follow the nuisance free beekeeping guidelines because it is best for them and their bees, not because it is mandated. However, not every city feels the same way and I do think that there are five issues that can be put into code which will help maintain nuisance free beekeeping and they are enforceable.

One, a useful and enforceable issue to have in the beekeeping ordinance is limiting the number of hives per city lot. For example, a seven acre parcel in the city limits can carry more hives than a 3000 square foot lot. I suggest Portland's policy of four hive per city lot under 10,000sq ft, and 6 hives per lot 10,000 sq ft and over, and 10 hives for parcels over one acre. Nucs which are nucleus colonies (very small colonies) should not be counted since nucs are tools in the beekeeping world. In recent years, colonies die, even with excellent practices at between 35-70% rate depending on the year due to pests, diseases, and pesticides. That means for every two colonies a beekeeper needs one nuc just to break even due to colony loss. Also, nucs are used as holding cells for queens. Due to pesticides and disease, queens need to be replaced every year which means that for every colony one nuc is needed just to replace its queen. In fact, the Oregon Department of Agriculture does not include nucs in their registration process.

Two, another good code which is easy to enforce is that bees should be hidden from public view, from the sidewalk and street and have a flyaway barrier. The Flyaway barrier causes the bees to exit their hive and fly upwards into the air above people's heads. It is not good to walk down a sidewalk and have bees flying at your face because they just haven't gotten into the air. Once bees get up above head height, they do not come down until they get to their forage location. The flyaway barrier also serves to hide the hives from public view. I like the Portland Oregon code:

Flyaway barrier

Establish and maintain a flyaway barrier at least 6 feet in height consisting of a solid wall, fence, dense vegetation or combination thereof that is parallel to the lot line and extends 10 feet beyond the apiary in each direction so that all bees are forced to fly at an elevation of at least 6 feet above ground level over the lot lines in the vicinity of the apiary. The flyaway barrier is not required if the hive is more than 10 ft. from a property line.

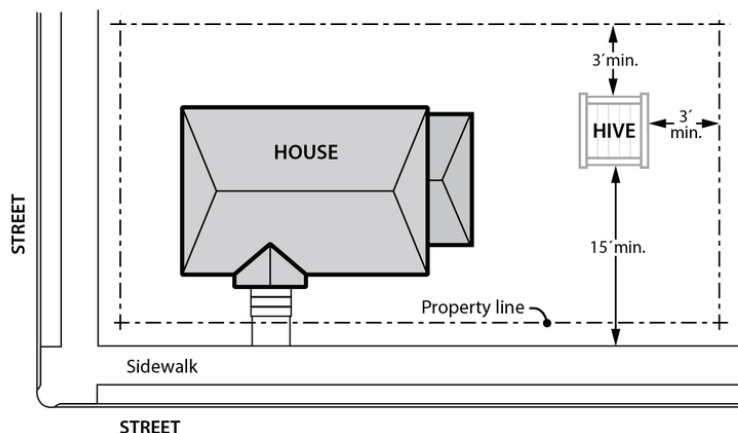
Three, having setbacks is also a good to have in the beekeeping ordinance. I like Portland's code:

Setbacks

Hives must be located at least 3 feet from all property lines.

Hives must be located at least 15 feet from public walkways and streets and any public outdoor spaces used for, but not limited to, seating, playgrounds, and recreational fields.

Diagram illustrating setback requirements



Four, water is another good requirement. All beekeepers need to keep a water source on their property so that bees get accustomed to it as a water source rather than a neighbor's pool. Again, Portland has a good ordinance:

Water

Each beekeeper shall ensure a convenient, on-site water source is always available to the bees during the months of March through October. Water source should be within fifteen feet of the base of the hive(s), located away from property lines and toward the interior of the property, where possible.

Five, and lastly, I suggest that the city **recommend** backyard beekeepers follow all the guidance in the OSU Extension document Residential Beekeeping Best-Practice Guidelines for Nuisance-Free Beekeeping in Oregon

<https://catalog.extension.oregonstate.edu/sites/catalog/files/project/pdf/em9186.pdf>

In conclusion, my above suggestions for the Saint Helens Beekeeping ordinance can be used to hold beekeepers accountable if they are causing a nuisance and a neighbor complains. They do not require that the city hire a beekeeper to inspect hives, and they conserve city resources. They are concrete so the officer in charge of code violations can easily determine if a citation should be given. They also prevent frivolous neighbor complaints and allow beekeepers to provide free pollination to all of our city's gardens and trees. Please let me know if I or Columbia County Oregon Beekeepers can help in any way.

On a personal note, I would like to have my beekeeping situation clarified. Am I grandfathered in to my beekeeping practices since I annexed into the city.

Thank you for your consideration on these topics.

Linda Zahl



MODEL

Model Residential Beekeeping Ordinance for

JUNE 2018

FOREWORD

Backyard beekeeping occurs throughout many local communities across the state. Municipal regulation of beekeeping practices ranges from outright bans to unrestricted allowance with a more recent trend towards the latter.

In 2015, the Oregon Legislature passed HB 2653 to address the growth of residential beekeeping. Oregon State University Extension Service was tasked to develop guidelines for residential beekeepers,¹ that “if followed, would ensure beekeeping activities do not develop into a nuisance.”² These guidelines were published in 2018 and are “designed to supplement beekeeping education by making people aware of specific management practices that greatly reduce the risk of residential beekeeping turning into either a private or public nuisance.”³ In addition, HB 2653 required all cities to review their regulation of residential beekeeping using the guidelines to help direct any policy changes. There was not a requirement that new regulations be adopted, only that cities best reflect the needs of their communities. Cities have either opted to not institute regulations or have relied on their current nuisance ordinances instead of a separate beekeeping ordinance. When a city is interested, the Oregon State Beekeeper Association is available to discuss the guidelines with the city and residents (www.orsba.org).

In response to requests from League members for guidance on developing ordinances to address the rise of residential beekeeping, this model ordinance is intended to balance the ability of residents to responsibly manage their backyard bee colonies with a city’s role in preventing and mitigating potential nuisance. Honeybees, while non-aggressive, are for the most part wild animals, and strict compliance with any model ordinance or best practices guidelines may not guarantee the prevention or elimination of all problematic situations. For this reason, cities should be aware that a “one size fits all” approach to beekeeping may not be appropriate, and are encouraged to work with their local beekeepers to maintain proper apiary management techniques and remediate community complaints and concerns.

DISCLAIMER

Any model document provided by the League is intended to be used as a starting point in an individual city’s development of its own documents. Each city is unique, and any adopted document or policy should be individually tailored to meet a city’s unique needs.

This model is not intended as a substitute for legal advice. Cities should consult with their city attorney before adopting a beekeeping ordinance to ensure that the ordinance submitted complies with all aspects of federal, state, and local law.

¹ Available at: <https://catalog.extension.oregonstate.edu/em9186/html>.

² Oregon State University Extension Service, *Residential Beekeeping: Best-Practice Guidelines for Nuisance-Free Beekeeping in Oregon 2*, (February 2018).

³ *Id.*

MODEL BEEKEEPING ORDINANCE

SECTIONS

1. Purpose
2. Definitions
3. Permit Required
4. Apiary Location and Size
5. Standard of Care
6. Approval, Denial, and Revocation
7. Violations and Penalties
8. Appeal
9. Severability Clause
10. Savings Clause
11. Effective Date

[Insert your City's Ordaining Clause, e.g., "*The People of the City of _____ ordain as follows*"]

Section 1. Purpose. The purpose of this ordinance is to establish certain requirements for beekeeping within the City and to avoid issues which might otherwise be associated with beekeeping in populated areas.

Section 2. Definitions.

- A. "Apiary" means the place where bee colonies are located.
- B. "Applicant" means the person applying for a residential beekeeping permit.
- C. "Bees" means honey-producing insects of the species *apis mellifera* commonly known as honeybees.
- D. "Beekeeper" means a person who owns or has charge of one or more colonies of bees.
- E. "Beekeeping equipment" means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards, and extractors.
- F. "Colony" or "colonies of bees" refers to any hive occupied by bees.
- G. "Flight path" means the route taken by bees to and from the colony to gather water, nectar, pollen, or propolis.
- H. "Hive" means a container or collection of boxes for housing honeybees.
- I. "Lot" means a contiguous parcel of land under common ownership.

- J. “Nucleus colony” means a small colony that only contains a few thousand honeybees and a queen that is used primarily to produce new queens or workers for the purpose of starting a new colony or adding to an existing colony.
- K. “Robbing” means the process by which bees collect honey from colonies other than their own, from frames of extracted honey, or from spills of sugar syrup or honey
- L. “Swarm” means a collection of bees from a colony that has divided and is seeking to start a new colony elsewhere.

Section 3. Permit Required.

- A. Every person who owns or is in charge of one or more colonies within the City, shall register with the City and hold a permit for beekeeping.
- B. The registration runs from June 1 to May 31 and must be renewed each year.
- C. The registration fee for apiaries consisting of 5 or more colonies is \$10 per application plus \$.50 per colony. There is no registration fee for apiaries consisting of less than 5 colonies.
- D. Each beekeeper shall comply with all Oregon Department of Agriculture registration requirements.
- E. Renters must provide written approval from the property owner.

Section 4. Apiary Location.

- A. Apiaries must be managed in the interests of ensuring that they do not become a nuisance to neighbors and the public.
- B. Flight paths shall be managed by:
 1. Establishing and maintaining a flyaway barrier at least 6 feet in height consisting of a solid wall, fence, dense vegetation or combination thereof that is parallel to the lot line and extends 10 feet beyond the apiary in each direction so that all bees are forced to fly at an elevation of at least 6 feet above ground level over the lot lines in the vicinity of the apiary;
 2. Elevating the apiary to a height of 10 feet or more above ground level;⁴ or
 3. Other means to prevent flight paths from interfering with neighbors and the public.

⁴ A city should verify that this 10-foot allowance complies with any applicable height standards in the city’s development codes.

- C. Apiaries must comply with all other City accessory structure standards and setback requirements that may apply.

Section 5. Standard of Care.

- A. Each beekeeper shall ensure that a convenient source of water is available to the bees at all times during the months of March through October.⁵
- B. Colonies shall be maintained in hives with adequate space and management techniques to prevent overcrowding.
- C. All hives shall be kept in sound and usable condition.
- D. Each beekeeper shall ensure that no bee comb, wax or other materials that might encourage robbing or predators are left upon the grounds of the apiary site. Upon their removal from the hive, all such materials shall properly be disposed of in a sealed container and relocated away from bee access.
- E. Beekeepers are encouraged to keep records of all colony management activities taken in accordance with any best-practice guidelines issued by Oregon State University Extension Service or recommendations by the Oregon State Beekeepers Association.
- F. Beekeepers are encouraged to speak with neighbors regarding their apiaries to address concerns and avoid misunderstandings.
- G. Beekeepers are required to respond immediately to remediate nuisance conditions including but not limited to hive placement or bee movement that interferes with pedestrian traffic or persons residing on or adjacent to the apiary premises.

Section 6. Approval, Denial, and Revocation.

- A. The city may grant a permit pursuant to this section only after the applicant has met all requirements provided in this ordinance.
- B. The city may deny or revoke a permit upon finding that:
 - 1. The applicant or permittee fails to comply with the standards of care provided in this ordinance and/or standards of care developed by the Oregon State Beekeepers Association and Oregon State University Extension Service.

⁵ March to October is intended to encompass the period of time where honeybees forage for sources of water. Foraging occurs in the spring and summer, when daytime temperatures increase. A city should determine, based on its geographic location and climate, when local honeybees are foraging and amend this time period as appropriate.

2. The applicant has provided false or misleading material information, or has omitted disclosure of a material fact on the application, related material or permit;
3. The permitted activity would endanger property or the public health or safety;
4. The permitted activity is determined to be a nuisance pursuant to law.

Section 7. Violations and Penalties.

A. **Inspection and Right of Entry.** Whenever they shall have cause to suspect a violation of any provision of this ordinance, or when necessary to investigate an application, or revocation of a permit under any of the procedures prescribed in this ordinance, officials for the enforcement or administration of this ordinance, or their duly authorized representatives, may enter on any site, or into any structure used for beekeeping, for the purpose of investigation providing they do so in a reasonable manner. If an owner or occupant denies access for an inspection, the city will seek a warrant. No secured building shall be entered without the consent of the owner or occupant unless under authority of a lawful warrant.

B. Violations.

1. **Failure to Hold a Valid Permit.** Any beekeeper who fails to hold a valid permit may be punished by a fine not to exceed \$100 per day.
2. **All Other Violations.** If after an investigation and officials for the enforcement of administration of this ordinance determine that provisions of this ordinance have been violated, the City Administrator may issue a citation, but only if a written warning has been issued to the beekeeper by the City within the previous 365 days. A warning shall be served upon the beekeeper responsible for the condition or violation by personal service or by first class mail, addressed to the beekeeper's last known address. If the address of the beekeeper is unknown and cannot be found after a reasonable search, the warning may be served by posting a copy at a conspicuous place on the property where the violation occurred. If a warning is directed to the beekeeper who is not the owner of the property where the violation is occurring, a copy of the warning may be sent to the owner of the property. The warning is effective on the earliest date of: the date of personal service, the date of posting, three days after mailing by the City, or the day the notice is actually received. Any person found in violation of any of the provisions of this ordinance may be punished by a fine not to exceed \$100 for any one offense, with each day constituting as separate offense.

C. Compliance with this ordinance may be offered in:

1. A proceeding alleging that a given colony constitutes a nuisance, as evidence of the beekeeper's efforts to abate any proven nuisance; or

2. A proceeding alleging that a given colony violates applicable ordinances regarding public health and safety, as evidence of the beekeeper's compliance with acceptable standards of practice among hobby beekeepers in the State of Oregon.
- D. Legal Proceedings by City Attorney. In addition to enforcement provisions of this ordinance, upon request by the City Council, the City Attorney may institute any additional proceedings, including, but not limited to, seeking injunctive relief to enforce the provisions of this ordinance.

Section 8. Appeal. In the event an application for a permit under this ordinance is denied or revoked, or in the event a fine is assessed, the applicant, permittee, or beekeeper shall have the right to appeal.

- A. The written notice of appeal to the City Council shall be filed with the City Administrator within 15 days after the permit denial or revocation.
- B. The City Council shall hear and make a determination in regard to the appeal at its next regular meeting immediately following the filing of the notice of appeal.
- C. The decision of the City Council on appeal shall be final and conclusive.

Section 9. Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section, or part of this ordinance shall not affect the validity of the remaining parts of this ordinance.

Sections 10. Savings Clause. A prosecution that is pending on the effective date of this ordinance and arose from a violation of an ordinance repealed by this ordinance, or a prosecution started within one year after the effective date of this ordinance arising from a violation of an ordinance repealed by this ordinance, shall be tried and determined as if the ordinance had not been repealed.

Section 11. Effective Date. This ordinance is effective on _____.

Enrolled House Bill 2653

Sponsored by Representative GORSEK; Representatives HELM, LIVELY, WITT (at the request of Raine Lee Ritalto) (Presession filed.)

CHAPTER

AN ACT

Relating to location of apiaries.

Whereas residential beekeepers contribute to the overall stability of pollinator populations within urban areas when using safe and sound beekeeping practices; and

Whereas education related to bees and beekeeping helps reduce conflicts, informs local decision makers of the means to minimize nuisance complaints related to backyard beekeeping, and increases the acceptance of residential beekeeping by neighbors; and

Whereas the creation of best practice documentation for residential beekeeping can provide a means for developing good local policies that facilitate healthy and safe apiary practices; now, therefore,

Be It Enacted by the People of the State of Oregon:

SECTION 1. Sections 2 and 3 of this 2015 Act are added to and made a part of ORS chapter 602.

SECTION 2. (1) The Oregon State University Extension Service, in consultation with the State Department of Agriculture and beekeeping organizations, shall establish by written policy best practices for beekeeping within residential areas.

(2) The policy set forth under subsection (1) of this section shall include recommendations to address:

(a) The application of local nuisance ordinances to manage conflicts that arise from beekeeping within residential areas;

(b) Methods for mitigating conflicts that arise from beekeeping within residential areas; and

(c) Local government oversight of beekeeping activities within residential areas.

(3) The Oregon State University Extension Service shall collaborate with the League of Oregon Cities and the Association of Oregon Counties to:

(a) Disseminate the best practices described in subsection (1) of this section to local governments; and

(b) Make information about the activity of beekeeping in residential areas available to the governing bodies of local governments and the general public.

SECTION 3. A local government may:

(1) Adopt ordinances consistent with the best practices described in section 2 of this 2015 Act; and

(2) Charge a reasonable fee for registering hives in residential areas in accordance with the rules established in ORS 602.090.

SECTION 4. A local government shall review existing ordinances and determine whether to adopt new ordinances relating to residential beekeeping within three years of the effective date of this 2015 Act.

Passed by House June 26, 2015

.....
Timothy G. Sekerak, Chief Clerk of House

.....
Tina Kotek, Speaker of House

Passed by Senate June 30, 2015

.....
Peter Courtney, President of Senate

Received by Governor:

.....M.,....., 2015

Approved:

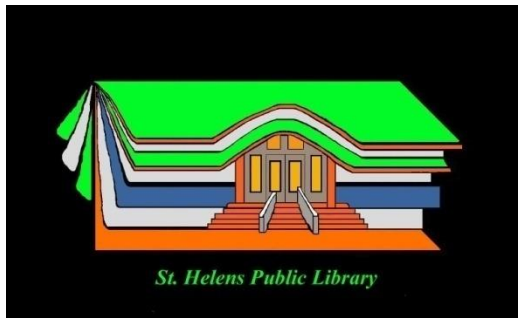
.....M.,....., 2015

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Kate Brown, Governor

Filed in Office of Secretary of State:

.....M.,....., 2015

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Jeanne P. Atkins, Secretary of State



July 28, 2021

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Semi-Annual Report

Genealogy Conference in September – Two years ago, the Library hosted a one-day genealogy conference. It was very well received and so we are back bigger and better! Our reference librarian, Brenda Herren-Kenaga, has planned a two-day, dual-track conference: "Connecting the Dots" to be held in-person and online on September 17-18. The conference features presenters from the Library of Congress and the Census Bureau, as well as professional genealogists. Registration is now open and information can be found on the Library's website. The Library also hosts a monthly genealogy group, Genial Genealogists, which has been meeting online but will resume their monthly meetings in-person on Monday, August 2.

Columbia County Reads 2021 – Columbia County Reads is a yearly collaboration between Columbia County libraries to bring reading to the forefront of public discourse. If everyone reads the same book or author at the same time, it is hoped that it will inspire discussions, connections, and a shared perspective among Columbia County residents. This year, our selection is *Hidden Figures: The American Dream and the Untold Story of the Black Women Mathematicians Who Helped Win the Space Race*. The book is available now for check out at all Columbia County libraries and is also available as a picture book and a middle grade reader. Community events are planned for mid to late September. This year's program was funded by an American Library Association Libraries Transforming Communities grant obtained by the Scappoose Public Library.

Makerspace News – Mark your calendars! The Library will host an all ages Makerspace Open House on Saturday, October 9th from 10am until noon to introduce this new resource to the community. Plan to engage in a variety of hands-on activities. A private ribbon-cutting event will occur the day before to acknowledge our funders and partners who have helped to make this space with equipment for adults and kids a reality.

Summer Programs – The Library is hosting a variety of programs for all ages - Outside Storytime, MakeIt!, Take and Makes, Youth Summer Library Challenge, and Adult Summer Reading. We are also a participant or partner in other programs with St. Helens Parks & Rec and the St. Helens School District - Let's Play, Camp Rec, Story Stroll, and Summer Academy. As of right now, we have 238 kids and teens signed up for the Summer Library Challenge. They have logged 94,162 minutes of reading and have completed 968 activities that got them reading, learning, making, and helping. So far, 44 adults have registered for Adult Summer Reading, completed 110 activities, 9 book reviews and earned 92 badges.

Interest Groups Meeting – Some of the Library's special interest groups – Columbia Arts Guild, St. Helens Writers' Guild, Genial Genealogists, and the St. Helens Public Library Ukulele Orchestra - have been meeting on Zoom or on the porch during the summer. Beginning in August, they will resume their meetings in the auditorium.

Library Book Club – Our bi-monthly book club, which is hosted by members of the Library Board, will resume meeting in-person on Tuesday, August 31 at 7pm. They are inviting everyone to come and share your "Favorite Pandemic Read". Of course, that's your favorite book from the last 18 months and not necessarily a book about pandemics unless your favorite book is dystopian fiction or a historical account of pandemics.

Grants Received

- ARPA Funds from the State Library of Oregon – We received \$5,390 to:
 - Bring the library's ADA station up to date and provide additional visual aids for viewing materials in the Library
 - Purchase software to facilitate conferences, webinars, and meetings online
 - Purchase picnic tables, including one with ADA features, to facilitate outside programming in the Library's courtyard
- Makerspace Mini Grant from the NW STEM Hub – We received \$2,500 to purchase STEM kits for outreach activities – sets of 3-D pens, circuitry kits, etc.
- Pilot Program funded by the NW STEM Hub – We received \$2,000 to develop a pilot program to amplify youth voice and choice via maker education.

Cooling Center – The Library opened its doors for extended hours on Saturday, Sunday, and Monday of the recent heat wave. Patrons were able to use computers, work puzzles, read, play games, use our new water bottle filling station, and stay cool. The willingness of the library staff to alter their plans on short notice to make this possible is very much appreciated.

Library Board – We have four new members on the Board, and this new beginning for so many of our members presented a great opportunity to engage in a review of City fundamentals - the municipal code, navigating the City website, etc. At our next meeting, we are going to review the Code of Ethics. Thank you to Rachael Barry for her assistance with this orientation.

Friends of the Library – The Friends are re-stocking their sale shelves in the lobby hallway from the boxes and boxes of donations that came in while the Library was closed. They are also planning a much larger sale from that inventory on Friday, August 27 – Saturday, August 28.

2.04.010 Short title. SHARE

The provisions of this chapter and all rules adopted under this chapter may be cited as the St. Helens public contracting code. (Ord. 2942 § 3, 2005)

2.04.020 Purpose. SHARE

The purpose of the St. Helens public contracting code is to utilize public contracting practices and methods that maximize the efficient use of public resources and the purchasing power of public funds by:

- (1) Promoting impartial and open competition;
- (2) Using solicitation materials that are complete and contain a clear statement of contract specifications and requirements; and
- (3) ~~Taking full advantage of evolving~~ Utilizing current procurement methods that suit the contracting needs of the city as they emerge within various industries. (Ord. 2942 § 4, 2005)

2.04.030 St. Helens public contracting code. SHARE

The following rules are adopted as the city's public contracting rules. As provided by ORS [279A.065](#)(5)(a), the Model Rules adopted by the Attorney General under ORS Chapters [279A](#), [279B](#), and [279C](#) ("the Model Rules") do not apply, unless otherwise provided for herein or as adopted by ordinance or resolution by the city of St. Helens local contract review board. (Ord. 2942 § 5, 2005)

2.04.040 Interpretation of public contracting code. SHARE

In furtherance of the purpose of the objectives set forth herein, it is the intent of the city of St. Helens that the St. Helens public contracting code be interpreted to authorize the full use of all contracting powers and authorities described in ORS Chapters [279A](#), [279B](#) and [279C](#). (Ord. 2942 § 6, 2005)

2.04.050 Code not applicable to the following public contracts.

 SHARE

In accordance with ORS [279A.025](#), the St. Helens public contracting code and the Oregon Public Contracting Code do not apply to the following classes of contracts:

- (1) Agreements between Governments. Intergovernmental agreements and contracts between the city of St. Helens and a public body or agency of the state of Oregon or its political subdivisions, or between the city of St. Helens and an agency of the federal government.
- (2) Grants. Except as provided below for public improvements and public works, a grant contract is an agreement under which the city of St. Helens is either a grantee or a grantor of moneys, property or other assistance, including loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other assets, for the purpose of supporting or stimulating a program or activity of the

grantee and in which no substantial involvement by the grantor is anticipated in the program or activity other than involvement associated with monitoring compliance with the grant conditions. While the making or receiving of a grant is not a public contract subject to the Oregon Public Contracting Code, any grant made by the city of St. Helens for the purpose of constructing a public improvement or public works project shall impose conditions on the grantee that ensure that expenditures of the grant to design or construct the public improvement or public works project are made in accordance with the Oregon Public Contracting Code and this code.

(3) Legal Witnesses and Consultants. Contracts for professional or expert witnesses or consultants to provide services or testimony relating to existing or potential litigation or legal matters in which the city of St. Helens is or may become interested.

(4) Real Property. Acquisitions or disposals of real property or interests in real property.

(5) Textbooks. Contracts for the procurement or distribution of textbooks.

(6) Oregon Corrections Enterprises. Procurements from an Oregon corrections enterprises program.

(7) Finance. Contracts, agreements or other documents entered into, issued or established in connection with:

(a) The incurring of debt by the city of St. Helens, including any associated contracts, agreements or other documents, regardless of whether the obligations that the contracts, agreements or other documents establish are general, special or limited;

(b) The making of program loans and similar extensions or advances of funds, aid or assistance by the city of St. Helens to a public or private person for the purpose of carrying out, promoting or sustaining activities or programs authorized by law, other than for the construction of public works or public improvements;

(c) The investment of funds by the city of St. Helens as authorized by law; or

(d) Banking, money management or other predominantly financial transactions of the city of St. Helens that, by their character, cannot practically be established under the competitive contractor selection procedures, based upon the findings of the finance director.

(8) Employee Benefits. Contracts for employee benefit plans as provided in ORS [243.105\(1\)](#), [243.125\(4\)](#), [243.221](#), [243.275](#), [243.291](#), [243.303](#) and [243.565](#).

(9) Exempt Under State Laws. Any other public contracting specifically exempted from the Oregon Public Contracting Code by another provision of law.

(10) Federal Law. Except as otherwise expressly provided in ORS [279C.800](#) through [279C.870](#), applicable federal statutes and regulations govern when federal funds are involved and the federal statutes or regulations conflict with any provision of the Oregon Public Contracting Code or this code, or require additional conditions in public contracts not authorized by the Oregon Public Contracting Code or this code. (Ord. 2942 § 7, 2005)

2.04.060 Model Rules. SHARE

Except as specifically provided herein, or by subsequent ordinance or resolution, the Model Rules, Divisions 46, 47, and 49, adopted by the Attorney General under ORS Chapters [279A](#), [279B](#), and [279C](#), as they now exist, and as they may be amended in the future, and in the adopted ordinances of the city of St. Helens, are hereby adopted as the city of St. Helens public contracting rules. Words and phrases used in these rules that are defined in ORS Chapter [279A](#), [279B](#) or [279C](#) and in the Model Rules shall have the same meaning as in those statutes and rules. In the event that the rules adopted by the local contract review board do not address a particular situation, the Model Rules apply. (Ord. 2942 § 8, 2005)

2.04.070 Local contract review board. SHARE

The city council of the city of St. Helens is designated as the local contract review board under the state of Oregon Public Contracting Code and this code. No special procedure shall be necessary for the city council, otherwise meeting properly at any regular or special meeting for the transaction of city business, to exercise the powers of the local contract review board. Except as expressly delegated under these regulations, the city council of the city of St. Helens reserves to itself the exercise of all of the duties and authority of a local contract review board under state and local law, including, but not limited to, the power and authority to:

- (1) Solicitation Methods Applicable to Contracts. Approve the use of contracting methods and exemptions from contracting methods for a specific contract or certain classes of contracts.
- (2) Brand Name Specifications. Exempt the use of brand name specifications for public improvement contracts.
- (3) Waiver of Performance and Payment Bonds. Approve the partial or complete waiver of the requirement for the delivery of a performance or payment bond for construction of a public improvement, other than in cases of emergencies.
- (4) Electronic Advertisement of Public Improvement Contracts. Authorize the use of electronic advertisements for public improvement contracts in lieu of publication in a newspaper of general circulation.
- (5) Appeals of Debarment and Prequalification Decisions. Hear properly filed appeals of the city administrator's determination of debarment or concerning prequalification.
- (6) Rulemaking. Adopt contracting rules under ORS [279A.065](#) and [279A.070](#) including, without limitation, rules for the procurement, management, disposal and control of goods, services, personal services, and public improvements.
- (7) Award. Award all contracts.
- (8) Delegation. Delegate to any employee or agent of the city of St. Helens any of the duties or authority of a contracting agency. (Ord. 2942 § 9, 2005)

2.04.080 Contracting agency. SHARE

The city council of the city of St. Helens is designated as the contracting agency under the state of Oregon Public Contracting Code and this code. Except as expressly delegated under these regulations, the city council of the city of St. Helens reserves to itself the exercise of all of the duties

and authority of a contracting agency under state and local law. The contracting agency may, from time to time, delegate its powers and responsibilities by board order, resolution or ordinance consistent with the Oregon Public Contracting Code, the Model Rules, and ordinances of the city of St. Helens. (Ord. 2942 § 10, 2005)

2.04.090 Delegation of authority to city administrator. SHARE

(1) General Authority. The city administrator shall be the purchasing manager for the city of St. Helens and is hereby authorized to issue all solicitations and to award all city of St. Helens contracts for which the contract price does not exceed ~~\$75,000~~**\$100,000**. Subject to the provisions of this chapter, the city administrator may adopt and amend all solicitation materials, contracts and forms required or permitted to be adopted by contracting agencies under the Oregon Public Contracting Code, this code or otherwise convenient for the city of St. Helens's contracting needs. The city administrator shall hear all solicitation and award protests.

(2) Solicitation Preferences. When possible, the city administrator shall use solicitation documents and evaluation criteria that:

(a) Give preference to goods that are fabricated or processed, or services that are performed entirely within the state of Oregon if the cost of the goods or services does not exceed 110 percent of the cost of the goods or services not fabricated or processed or performed entirely within the state of Oregon and, if more than one bidder or proposer qualifies for this preference, the city may give an additional five percent preference to a qualifying bidder or proposer that resides in or is headquartered in the state of Oregon; and

(b) Give preference to goods that are certified to be made from recycled products when such goods are available, can be substituted for nonrecycled products without a loss in quality, and the cost of goods made from recycled products is not significantly more than the cost of goods made from nonrecycled products.

(3) Delegation of City Administrator's Authority. The following delegations are authorized and approved by the contracting agency:

(a) Any of the responsibilities or authorities of the city administrator under this chapter may be delegated and subdelegated by written directive or order.

(b) Without such order, the city finance director, in the absence of the city administrator, shall serve as purchasing manager with all the powers, responsibilities and authorities of the administrator.

~~(c) Without such order, the city engineering manager, in the absence of the city administrator, shall serve as purchasing manager with all the powers, responsibilities and authorities of the administrator, as regards public improvements and public works contracts.~~

~~(d) Without such order, the following city department heads are delegated contract and purchasing authority, up to \$5,000: city attorney, finance director, engineering administrator, chief of police, planning administrator, building official, library director, and wastewater treatment superintendent. Amounts between \$5,000 and \$25,000 require approval of the designated department councilor.~~

~~(e) Without such order, each city department head is authorized to delegate contract and purchasing authority to another employee serving as "acting" in capacity in the department head's absence.~~

(f) Without such order, city department heads may enter into contracts authorized under the city ordinances or by the appropriate approval authority (e.g., planning commission) when such contracts do not expend city funds, on behalf of their respective departments and the city, provided the contract contains the concurrence and signatures of the city administrator ~~and city attorney~~ and provided the department head provides notice of such contract by placing it on the council's agenda for acceptance at the next available city council meeting.

~~(g) Without such order, the city attorney together with any applicable city department head may enter into compliance agreements and/or settlement agreements (e.g., nuisance abatement compliance agreements) in avoidance of administrative proceedings or litigation, when such agreements do not exceed \$25,000, on behalf of their respective departments and the city, provided the agreement contains the concurrence and signatures of the department head, city administrator and city attorney and provided the department head provides notice of such agreement by placing it on the council's agenda for acceptance at the next available city council meeting.~~

~~(h) Without such order the city finance director or his/her designee, with the concurrence of the city administrator and the applicable department head, are authorized to pay any bills not to exceed \$10,000 without action of the full city council provided the finance director provides notice of all such bills by placing them on the council's agenda for acceptance at the next available city council meeting.~~

(d) The following safeguards and requirements set forth below for contracts, purchases, payments, and approval of exemptions shall be observed by the city purchasing manager and all department heads:

(i) Whenever a contract officer is authorized to contract or purchase, the contract officer's authority is expressly contingent on documented compliance with public contracting regulations adopted by the city. Every contract officer is specifically authorized and required to take such actions and grant such orders and exemptions, with supporting documentation, as are necessary to achieve strict compliance with city contracting laws and procedures.

~~(ii) With approval of the designated department councilor, department heads are authorized to enter into contracts and make purchases and approve contract exemptions between \$5,000 and not to exceed \$25,000 in public funds, provided the contract or purchase is authorized in the current city budget, and available funds are verified by the signature of either the finance director or city administrator on the contract/purchase order and the exemption order. Said contract or purchase must be made on contract forms and exemption forms approved and executed by the city attorney.~~

~~(iii) Contracts and purchases not to exceed \$5,000 may be executed or made by the city department head, and no exemption record is required to be made; provided, however, the department head shall verify available budgeted funds. The city attorney's signature is not required if standard contract forms are used. The city administrator or city finance director's signatures are not required to verify budgeted funds. Department heads are~~

~~solely responsible to keep track of such purchases and contracts and are encouraged to make a record of such purchases consistent with city policy for larger contracts.~~

~~(iv) Notwithstanding the delegation in this chapter, department heads are encouraged to keep their city council liaison informally advised of the substance of any contract or purchase. The city council, acting at a regular or special meeting, reserves to itself the power and authority to approve any contract, purchase, exemption order or authorize payment.~~

(4) Mandatory Review of Rules. Whenever the Oregon State Legislative Assembly enacts laws that cause the Attorney General to modify its Model Rules, the city administrator shall review the public contracting regulations, other than the Model Rules, and recommend to the city council of the city of St. Helens any modifications required to ensure compliance with statutory changes. (Ord. 3158 § 1, 2012; Ord. 3066 §§ 1, 2, 2007; Ord. 2942 § 11, 2005)

2.04.100 Public contracts – Additional definitions. SHARE

The following terms used in these regulations shall have the meanings set forth below:

“Award” means the selection of a person to provide goods, services or public improvements under a public contract. The award of a contract is not binding on the city of St. Helens until the contract is executed and delivered by city of St. Helens.

“Bid” means a binding, sealed, written offer to provide goods, services or public improvements for a specified price or prices.

“Concession agreement” means a contract that authorizes and requires a private entity or individual to promote or sell, for its own business purposes, specified types of goods or services from real property owned or managed by the city of St. Helens, and under which the concessionaire makes payments to the city of St. Helens based, at least in part, on the concessionaire’s revenues or sales. The term “concession agreement” does not include a mere rental agreement, license or lease for the use of premises.

“Contract price” means the total amount paid or to be paid under a contract, including any approved alternates, and any fully executed change orders or amendments.

“Contract review board” or “local contract review board” means the city council of the city of St. Helens.

“Cooperative procurement” means a procurement conducted by or on behalf of one or more contracting agencies.

“Debarment” means a declaration by the city council or city administrator under ORS [279B.130](#) or [279C.440](#) that prohibits a potential contractor from competing for the city of St. Helens public contracts for a prescribed period of time.

“Disposal” means any arrangement for the transfer of property by the city of St. Helens under which the city of St. Helens relinquishes ownership.

"Emergency" means circumstances that create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and require prompt execution of a contract to remedy the condition.

"Energy savings performance contract" means a contract with a qualified energy service company for the identification, evaluation, recommendation, design and construction of energy conservation measures that guarantee energy savings or performance.

"Findings" are the statements of fact that provide justification for a determination. Findings may include, but are not limited to, information regarding operation, budget and financial data; public benefits; cost savings; competition in public contracts; quality and aesthetic considerations; value engineering; specialized expertise needed; public safety; market conditions; technical complexity; availability; performance and funding sources.

"Goods" means any item or combination of supplies, equipment, materials or other personal property, including any tangible, intangible and intellectual property and rights and licenses in relation thereto.

"Informal solicitation" means a solicitation made in accordance with the city of St. Helens public contracting code to a limited number of potential contractors, in which the solicitation agent attempts to obtain at least three written quotes or proposals.

"Invitation to bid" means a publicly advertised request for competitive sealed bids.

"Model Rules" means the public contracting rules adopted by the Attorney General under ORS [279A.065](#).

"Offeror" means a person who submits a bid, quote or proposal to enter into a public contract with the city of St. Helens.

"Oregon Public Contracting Code" means ORS Chapters [279A](#), [279B](#) and [279C](#).

"Person" means a natural person or any other private or city of St. Helens entity having the legal capacity to enter into a binding contract.

"Personal services contract" means a contract with an independent contractor predominantly for services that require special training or certification, skill, technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of architects, engineers, land surveyors, photogrammetrists, transportation planners, attorneys, auditors and other licensed professionals, artists, designers, computer programmers, performers, consultants and property managers. The city administrator shall have discretion to determine whether additional types of services not specifically mentioned in this paragraph fit within the definition of personal services.

"Proposal" means a binding offer to provide goods, services or public improvements with the understanding that acceptance will depend on the evaluation of factors other than, or in addition to, price. A proposal may be made in response to a request for proposals or under an informal solicitation.

"Public contract" means a sale or other disposal, or a purchase, lease, rental or other acquisition, by the city of St. Helens of personal property, services, including personal services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement.

"Public improvement" means a project for construction, reconstruction or major renovation on real property by or for the city of St. Helens. "Public improvement" does not include:

- (1) Projects for which no funds of the city of St. Helens are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
- (2) Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement.

"Purchasing manager" means the city administrator or designee.

"Qualified pool" means a pool of vendors who are prequalified to compete for the award of contracts for certain types of contracts or to provide certain types of services.

"Quote" means a price offer made in response to an informal or qualified pool solicitation to provide goods, services or public improvements.

"Request for proposals" means a publicly advertised request for sealed competitive proposals.

"Services" means and includes all types of services (including construction labor) other than personal services.

"Solicitation" means an invitation to one or more potential contractors to submit a bid, proposal, quote, statement of qualifications or letter of interest to the city of St. Helens with respect to a proposed project, procurement or other contracting opportunity. The word "solicitation" also refers to the process by which the city of St. Helens requests, receives and evaluates potential contractors and awards public contracts.

"Solicitation agent" means, with respect to a particular solicitation, the department head or person designated by the department head to conduct the solicitation and make an award.

"Solicitation documents" means all informational materials issued by the city of St. Helens for a solicitation, including, but not limited to, advertisements, instructions, submission requirements and schedules, award criteria, contract terms and specifications, and all laws, regulations and documents incorporated by reference.

"Standards of responsibility" means the qualifications of eligibility for award of a public contract. An offeror meets the standards of responsibility if the offeror has:

- (1) Available the appropriate financial, material, equipment, facility and personnel resources and expertise, or ability to obtain the resources and expertise, necessary to indicate the capability of the offeror to meet all contractual responsibilities;

(2) A satisfactory record of performance. The solicitation agent shall document the record of performance of an offeror if the solicitation agent finds the offeror to be not responsible under this definition;

(3) A satisfactory record of integrity. The solicitation agent shall document the record of integrity of an offeror if the solicitation agent finds the offeror to be not responsible under this definition;

(4) Qualified legally to contract with the city of St. Helens;

(5) Supplied all necessary information in connection with the inquiry concerning responsibility. If an offeror fails to promptly supply information requested by the solicitation agent concerning responsibility, the solicitation agent shall base the determination of responsibility upon any available information or may find the offeror nonresponsible; and

(6) Not been debarred by the city of St. Helens, and, in the case of public improvement contracts, has not been listed by the Construction Contractors Board as a contractor who is not qualified to hold a public improvement contract.

"Surplus property" means personal property owned by the city of St. Helens which is no longer needed for use by the department to which such property has been assigned. (Ord. 3158 § 2, 2012; Ord. 2942 § 12, 2005)

2.04.110 Public contracts – Process for approval of special solicitation methods and exemptions. SHARE

(1) Authority of City of St. Helens City Council. In its capacity as contract review board for the city of St. Helens, the city council, upon its own initiative or upon request of the city administrator, may create special selection, evaluation and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts as provided in this section.

(2) Basis for Approval. The approval of a special solicitation method or exemption from competition must be based upon a record before the local contract review board ~~that contains the following:~~

~~(a) The nature of the contract or class of contracts for which the special solicitation or exemption is requested;~~

~~(b) The estimated contract price or cost of the project, if relevant;~~

~~(c) Findings to support the substantial cost savings, enhancement in quality or performance or other public benefit anticipated by the proposed selection method or exemption from competitive solicitation;~~

~~(d) Findings to support the reason that approval of the request would be unlikely to encourage favoritism or diminish competition for the public contract or class of public contracts, or would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the solicitation requirements that would otherwise be applicable under these regulations; and~~

~~(e) A description of the proposed alternative contracting methods to be employed.~~

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In making a determination regarding a special selection method, the local contract review board may consider the type, cost, amount of the contract or class of contracts, number of persons available to make offers, and such other factors as it may deem appropriate.

(3)(a) The local contract review board may approve the special solicitation or exemption after having received a written request that describes the contracting procedure, the goods or services or the class of goods or services that are the subject of the special procurement and the circumstances that justify the use of a special procurement under the standards set forth in subsection (2) of this section.

(b) The local contract review board may approve a special procurement if the board finds that the request submitted under subsection (2) of this section demonstrates that the use of a special procurement as described in the request:

- (i) Is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
- (ii) Is reasonably expected to result in substantial cost savings to the city or the public or otherwise substantially promotes the public interest in a manner that could not be practicably realized by complying with the requirements of the local contract review board rules without using an exemption.

(4) Notification of the approval of an exemption to the local contract review board rules shall be published at least once in at least one newspaper of general circulation in the St. Helens area and in as many additional issues and publications as the city may determine.

(5) Any affected person may protest the approval of a special exemption in accordance with ORS [279B.400](#) and OAR [137-047-0700](#), by filing such protest within seven days from the date of publication of notice of the approval.

(6) Commencement of Solicitation Prior to Approval. A solicitation may be issued prior to the approval of a special exemption under this section; provided, that the closing of the solicitation may not be earlier than five days after the date of the hearing at which the LCRB approves the exemption. If the LCRB fails to approve a requested exemption or requires the use of a solicitation procedure other than the procedures described in the issued solicitation documents, the issued solicitation may either be modified by addendum, or cancelled. (Ord. 3201 § 1, 2015; Ord. 2942 § 13, 2005)

2.04.120 Approved solicitation methods for classes of contracts.

 SHARE

Having performed a public hearing in accordance with Oregon law, the following classes of public contracts and the method(s) that are approved for the award of each of the classes are hereby established by the city of St. Helens.

(1) Purchases from Nonprofit Agencies for Disabled Individuals. The city of St. Helens shall give a preference to goods, services and public improvements available from qualified nonprofit agencies for disabled individuals in accordance with the provisions of ORS [279.835](#) through [279.850](#).

(2) Public Improvement Contracts.

(a) Any Public Improvement. Unless otherwise provided in the code, or state law, or approved for a special exemption, public improvement contracts in any amount may be issued only under an invitation to bid.

(b) Nontransportation Public Improvements Up to \$100,000. Public improvement contracts other than contracts for a highway, bridge or other transportation project for which the estimated contract price does not exceed \$100,000 may be awarded using an informal solicitation for quotes.

(c) Transportation Public Improvements Up to \$50,000. Contracts for which the estimated contract price does not exceed \$50,000 for highways, bridges or other transportation projects may be awarded using an informal solicitation for quotes.

(d) Privately Constructed Public Improvements. The city of St. Helens may contribute funding to a privately constructed public improvement project without subjecting the project to competitive solicitation requirements if all of the following conditions are met with respect to the entire public improvement project:

~~(i) The city of St. Helens's contribution to the project may not exceed 25 percent of the total cost of the project;~~

(ii) The city of St. Helens must comply with all applicable laws concerning the reporting of the project to the Bureau of Labor and Industries ~~as a public works project;~~

(iii) The general contractor for the project must agree in writing to comply with all applicable laws concerning reporting and payment of prevailing wages for the project;

~~(iii)~~ (iv) The funds contributed to the project may not provide a pecuniary benefit to the owner of the development for which the project is being constructed, other than benefits that are shared by all members of the community;

(iv) The performance of the general contractor and the payment of labor for the project must be secured by performance and payment bonds or other cash-equivalent security that is acceptable to the city administrator to protect the city of St. Helens against defective performance and claims for payment; and

~~(v)~~ (v) The contract for construction of the project must be amended, as necessary, to require the general contractor to maintain adequate workers' compensation and liability insurance and to protect and provide indemnification to the city of St. Helens for all claims for payment, injury or property damage arising from or related to the construction of the project.

(3) Personal Services Contracts.

(a) Contracts for Architects, Engineers, Land Surveyors, Photogrammetrists, Transportation Planners, financing and Related Services.

(i) Personal services contracts with the above-enumerated professionals where the estimated cost of the contract does not exceed \$100,000, or in the case of an

emergency, may be awarded in any manner which the solicitation agent deems appropriate to the city of St. Helens' needs, including by direct appointment or purchase.

(ii) Personal services contracts with the above-enumerated professionals where the estimated cost of the contract is greater than \$100,000 but does not exceed \$250,000 shall be awarded following a qualifications based selection procedure outlined in subsection (3)(a)(iii) of this section, except that the city may adjust the procedure to accommodate the city's scope, schedule or objectives for the particular project.

(iii) Personal services contracts with the above-enumerated professionals where the estimated cost of the contract is greater than \$250,000 shall be awarded following a qualifications based selection procedure focusing on the consultant's qualifications for the type of professional service required, taking into account the candidate's specialized experience, capabilities and technical competence; resources; record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration; ownership status and employment practices regarding minority, women and emerging small businesses or historically under utilized businesses; availability to the project locale; familiarity with the project locale; and proposed project management techniques. The city may not solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation until after the city has selected a qualified professional. If the city and the professional are unable to negotiate a reasonable and fair amount of compensation, as determined solely by the city, the city shall, either orally or in writing, formally terminate negotiations with the selected candidate and may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the contracting agency terminates the consultant contracting process.

(b) Contracts for Services Other than Those with Architects, Engineers, Land Surveyors, Photogrammetrists, Transportation Planners, financing and Related Services. Personal services contracts for services other than those with architects, engineers, land surveyors, photogrammetrists, transportation planners, financing and related professionals in any amount may be awarded under a publicly advertised request for competitive sealed proposals.

(c) Personal Service Contracts for Other Services Not Exceeding ~~\$450~~100,000. Contracts for personal services other than those with architects, engineers, land surveyors, photogrammetrists, transportation planners, financing and related professionals for which the estimated contract price does not exceed ~~\$450~~100,000 may be awarded using an informal solicitation for proposals.

(d) Seventy-Five-Thousand-Dollar Award from Qualified Pool. Contracts for personal services other than those with architects, engineers, land surveyors, photogrammetrists, transportation planners, financing and related professionals for which the estimated contract price does not exceed \$75,000 may be awarded by direct appointment without competition from a qualified pool.

(e) Personal Service Contracts Not Exceeding ~~\$2050~~2050,000 per Year. Contracts other than those with architects, engineers, land surveyors, photogrammetrists, transportation planners, financing and related professionals for which the solicitation agent estimates that payments will not exceed ~~\$2050~~2050,000 in any fiscal year or \$150,000 over the full term, including optional

renewals, may be awarded under any method deemed in the city of St. Helens' best interest by the solicitation agent, including by direct appointment.

(f) Personal Service Contracts for Continuation of Work. Contracts other than those with architects, engineers, land surveyors, photogrammetrists, transportation planners, financing and related professionals of not more than \$150,000 for the continuation of work by a contractor who performed preliminary studies, analysis or planning for the work under a prior contract may be awarded without competition if the prior contract was awarded under a competitive process and the solicitation agent determines that use of the original contractor will significantly reduce the costs of, or risks associated with, the work.

(4) Hybrid Contracts. The following classes of contracts include elements of construction of public improvements as well as personal services and may be awarded under a request for proposals, unless exempt from competitive solicitation.

(a) Design/Build and CM/GC Contracts. Contracts for the construction of public improvements using a design/build or construction manager/general contractor construction method shall be awarded under a request for proposals. The determination to construct a project using a design/build or construction manager/general contractor construction method must be approved by the city council or designee, upon application of the solicitation agent, in which the solicitation agent submits facts that support a finding that the construction of the improvement under the proposed method is likely to result in cost savings, higher quality, reduced errors, or other benefits to the city of St. Helens.

(b) Energy Savings Performance Contracts. Unless the contract qualifies for award under another classification in this section, contractors for energy savings performance contracts shall be selected under a request for proposals in accordance with the city of St. Helens's public contracting regulations.

(5) Contracts for Goods and Services.

(a) Any Procurement. The procurement of goods or services, or goods and services, in any amount may be made under either an invitation to bid or a request for proposals.

(b) Procurements Up to \$150,000. The procurement of goods or services, or goods and services, for which the estimated contract price does not exceed \$150,000 may be made under an informal solicitation for either quotes or proposals.

(6) Contracts Subject to Award at Solicitation Agent's Discretion. The following classes of contracts may be awarded in any manner which the solicitation agent deems appropriate to the city of St. Helens's needs, including by direct appointment or purchase. Except where otherwise provided, the solicitation agent shall make a record of the method of award.

(a) Advertising. Contracts for the placing of notice or advertisements in any medium.

(b) Amendments. Contract amendments shall not be considered to be separate contracts if made in accordance with the public contracting regulations.

(c) Animals. Contracts for the purchase of animals (e.g., specifically to include police dogs).

(d) Contracts Up to \$5,000. Contracts of any type for which the contract price does not exceed \$5,000 without a record of the method of award.

(e) Copyrighted Materials – Library Materials. Contracts for the acquisition of materials entitled to copyright, including, but not limited to, works of art and design, literature and music, or materials even if not entitled to copyright, purchased for use as library lending materials.

(f) Equipment Repair. Contracts for equipment repair or overhauling, provided the service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing.

(g) Governmentally Regulated Items. Contracts for the purchase of items for which prices or selection of suppliers are regulated by a governmental authority.

(h) Insurance. Insurance and service contracts as provided for under ORS [414.115](#), [414.125](#), [414.135](#) and [414.145](#).

(i) Nonowned Property. Contracts or arrangements for the sale or other disposal of abandoned property or other personal property not owned by the city of St. Helens.

(j) Sole Source Contracts. Contracts for goods or services which are available from a single source may be awarded without competition.

(k) Specialty Goods for Resale. Contracts for the purchase of specialty goods by city of St. Helens for resale to consumers.

(l) Sponsor Agreements. Sponsorship agreements, under which the city of St. Helens receives a gift or donation in exchange for recognition of the donor.

(m) Structures. Contracts for the disposal of structures located on property owned by the city of St. Helens.

(n) Renewals. Contracts that are being renewed in accordance with their terms are not considered to be newly issued contracts and are not subject to competitive procurement procedures.

(o) Temporary Extensions or Renewals. Contracts for a single period of one year or less, for the temporary extension or renewal of an expiring and nonrenewable or recently expired contract, other than a contract for public improvements.

(p) Temporary Use of Property Owned by the City of St. Helens. The city of St. Helens may negotiate and enter into a license, permit or other contract for the temporary use of property owned by the city of St. Helens without using a competitive selection process if:

(i) The contract results from an unsolicited proposal to the city of St. Helens based on the unique attributes of the property or the unique needs of the proposer;

(ii) The proposed use of the property is consistent with the city of St. Helens's use of the property and the public interest; and

(iii) The city of St. Helens reserves the right to terminate the contract without penalty, in the event that the city of St. Helens determines that the contract is no longer consistent with the city of St. Helens's present or planned use of the property or the public interest.

(q) Used Property. A solicitation agent, for procurements up to \$2950,000, and the city administrator, for procurements in excess of \$2950,000, may contract for the purchase of used property by negotiation if such property is suitable for the city of St. Helens's needs and can be purchased for a lower cost than substantially similar new property. For this purpose the cost of used property shall be based upon the life-cycle cost of the property over the period for which the property will be used by the city of St. Helens. The city administrator shall record the findings that support the purchase over \$2950,000.

(r) Utilities. Contracts for the purchase of steam, power, heat, water, telecommunications services, and other utilities.

(7) Contracts Required by Emergency Circumstances.

(a) In General. When an official with authority to enter into a contract on behalf of the city of St. Helens determines that immediate execution of a contract within the official's authority is necessary to prevent substantial damage or injury to persons or property, the official may execute the contract without competitive selection and award or city council or city administrator approval, but, where time permits, the official shall attempt to use competitive price and quality evaluation before selecting an emergency contractor.

(b) Reporting. An official who enters into an emergency contract shall, as soon as possible, in light of the emergency circumstances, (i) document the nature of the emergency, the method used for selection of the particular contractor and the reason why the selection method was deemed in the best interest of the city of St. Helens and the public, and (ii) notify the city administrator and city council of the facts and circumstances surrounding the emergency execution of the contract.

(c) Emergency Public Improvement Contracts. A public improvement contract may only be awarded under emergency circumstances if the city, pursuant to city ordinance, has made a written declaration of emergency. Any public improvement contract awarded under emergency conditions must be awarded within 60 days following the declaration of an emergency unless the city council grants an extension of the emergency period. Where the time delay needed to obtain a payment or performance bond for the contract could result in injury or substantial property damage, the city administrator may waive the requirement for all or a portion of required performance and payment bonds.

(8) Federal Purchasing Programs. Goods and services may be purchased without competitive procedures under a local purchasing program administered by the United States General Services Administration ("GSA") as provided in this subsection.

(a) The procurement must be made in accordance with procedures established by GSA for procurements by local government, and under purchase orders or contracts submitted to and approved by the city administrator. The solicitation agent shall provide the city administrator with a copy of the letter, memorandum or other documentation from GSA establishing permission to the city of St. Helens to purchase under the federal program.

(b) The price of the goods or services must be established under price agreements between the federally approved vendor and GSA.

(c) The price of the goods or services must be less than the price at which such goods or services are available under state or local cooperative purchasing programs that are available to the city of St. Helens.

(d) If a single purchase of goods or services exceeds \$150,000, the solicitation agent must obtain informal written quotes or proposals from at least two additional vendors (if reasonably available) and find, in writing, that the goods or services offered by GSA represent the best value for the city of St. Helens. This subsection does not apply to the purchase of equipment manufactured or sold solely for military or law enforcement purposes.

(9) Cooperative Procurement Contracts. Cooperative procurements may be made without competitive solicitation as provided in the Oregon Public Contracting Code.

(10) Surplus Property.

(a) General Methods. Surplus property may be disposed of by any of the following methods upon a determination by the solicitation agent that the method of disposal is in the best interest of the city of St. Helens. Factors that may be considered by the solicitation agent include costs of sale, administrative costs, and public benefits to the city of St. Helens. The solicitation agent shall maintain a record of the reason for the disposal method selected and the manner of disposal, including the name of the person to whom the surplus property was transferred.

(i) Other Governments. Without competition, by transfer or sale to another governmental entity.

(ii) Auction. By publicly advertised auction to the highest bidder.

(iii) Bids. By publicly advertised invitation to bid.

(iv) Liquidation Sale. By liquidation sale using a commercially recognized third-party liquidator selected in accordance with rules for the award of personal services contracts.

(v) Fixed Price Sale. The solicitation agent may establish a selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.

(vi) Trade-In. By trade-in, in conjunction with acquisition of other price-based items under a competitive solicitation. The solicitation shall require the offer to state the total value assigned to the surplus property to be traded.

(vii) Donation. By donation to any organization operating within or providing a service to residents of the city of St. Helens which is recognized by the Internal Revenue Service as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

(b) Disposal of Property with Minimal Value. Surplus property which has a value of less than \$500.00, or for which the costs of sale are likely to exceed sale proceeds may be disposed of by any means determined to be cost-effective, including by disposal as waste. The official making the disposal shall make a record of the value of the item and the manner of disposal.

(c) Personal-Use Items. An item (or indivisible set) of specialized and personal use, other than police officer's handguns, with a current value of less than \$100.00 may be sold to the employee or retired or terminated employee for whose use it was purchased. These items may be sold for fair market value without bid and by a process deemed most efficient by the city administrator.

(d) Police Officers' Handguns. Upon honorable retirement from service with the city of St. Helens, a police officer may purchase the handgun that ~~she or he~~^{they} was/were using at the time of retirement. The purchase price shall be the fair market value of the handgun as determined by an independent appraisal performed by a qualified weapons appraiser. An officer electing to exercise this option shall notify the city of St. Helens at least 30 days prior to his or her expected retirement date and request an appraisal of the handgun. Upon receipt of the appraisal fee from the officer the city of St. Helens shall arrange for the appraisal. A copy of the completed appraisal shall be provided to the officer, who shall have up to 30 days from the date of retirement to purchase the handgun for the appraised fair market value.

(e) Restriction on Sale to City of St. Helens Employees. City of St. Helens employees shall not be restricted from competing, as members of the public, for the purchase of publicly sold surplus property, but shall not be permitted to offer to purchase property to be sold to the first qualifying bidder until at least three days after the first date on which notice of the sale is first publicly advertised.

(f) Conveyance to Purchaser. Upon the consummation of a sale of surplus personal property, the city of St. Helens shall make, execute and deliver a bill of sale signed on behalf of the city of St. Helens, conveying the property in question to the purchaser and delivering possession, or the right to take possession, of the property to the purchaser.

(11) Concession Agreements.

(a) General. No part of a concession agreement shall contain or constitute a waiver of any generally applicable rules, code provisions or requirements of the city of St. Helens concerning regulation, registration, licensing, inspection, or permit requirements for any construction, rental or business activity.

(b) Classes of Contracts Eligible for Award without Competition. The following concession agreements may be awarded by any method deemed appropriate by the solicitation agent, including, without limitation, by direct appointment, private negotiation, from a qualified pool, or using a competitive process.

(i) Contracts Under \$5,000. Contracts under which the solicitation agent estimates that receipts by the city of St. Helens will not exceed \$5,000 in any fiscal year and \$50,000 in the aggregate.

(ii) Single Event Concessions. Concessions to sell or promote food, beverages, merchandise or services at a single public event shall be awarded based on any method determined by the city administrator to provide a fair opportunity to all persons desiring to

operate a concession, but in which the promotion of the public interest and success of the event shall be of predominant importance.

(c) Competitive Award. Concession agreements solicited by the city of St. Helens for the use of designated public premises for a term greater than a single event shall be awarded as follows:

(i) Small Concessions. For concession agreements for which the concessionaire's projected annual gross revenues are estimated to be \$500,000 or less, the city administrator has discretion to use either an informal solicitation or formal request for proposals process applicable to contracts for personal services. If the proposals received indicate a probability that the concessionaire's annual gross revenues will exceed \$500,000, the solicitation agent may, but shall not be required to, reissue the solicitation as a request for proposals.

(ii) Major Concessions. Concession agreements for which the concessionaire's projected annual gross revenues under the contract are estimated to exceed \$500,000 annually shall be awarded using a request for proposals. (Ord. 3158 § 3, 2012; Ord. 2942 § 14, 2005)

2.04.130 Public contracts – Informal solicitation procedures.

 SHARE

The city of St. Helens may use the following procedure for informal solicitations in lieu of the procedures set forth in the Model Rules.

(1) Informally Solicited Quotes and Proposals.

(a) Solicitation of Offers. When authorized by these regulations, an informal solicitation may be made by general or limited advertisement to a certain group of vendors, by direct inquiry to persons selected by the solicitation agent, or in any other manner which the solicitation agent deems suitable for obtaining competitive quotes or proposals. The solicitation agent shall deliver or otherwise make available to potential offerors a written scope of work, a description of how quotes or proposals are to be submitted and description of the criteria for award.

(b) Award. The solicitation agent shall attempt to obtain a minimum of three written quotes or proposals before making an award. If the award is made solely on the basis of price, the solicitation agent shall award the contract to the responsible offeror that submits the lowest responsive quote. If the award is based on criteria other than, or in addition to, price, the solicitation agent shall award the contract to the responsible offeror that will best serve the interest of the city of St. Helens, based on the criteria for award.

(c) Records. A written record of all persons solicited and offers received shall be maintained. If three offers cannot be obtained, a lesser number will suffice, provided that a written record is made of the effort to obtain the quotes.

(2) Qualified Pools.

(a) General. To create a qualified pool, the city administrator shall invite prospective contractors to submit their qualifications to the city of St. Helens for inclusion as participants in

a pool of contractors qualified to provide certain types of goods, services, or projects including personal services, and public improvements.

(b) Advertisement. The invitation to participate in a qualified pool shall be advertised in the manner provided for advertisements of invitations to bid and requests for proposals by publication in at least one newspaper of general statewide circulation. If qualification will be for a term that exceeds one year or allows open entry on a continuous basis, the invitation to participate in the pool must be republished at least once per year and shall be posted at the city of St. Helens's main office and on its website.

(c) Contents of Solicitation. Requests for participation in a qualified pool shall describe the scope of goods or services or projects for which the pool will be maintained and the minimum qualifications for participation in the pool, which may include, but shall not be limited to, qualifications related to financial stability, contracts with manufacturers or distributors, certification as an emerging small business, insurance, licensure, education, training, experience and demonstrated skills of key personnel, access to equipment, and other relevant qualifications that are important to the contracting needs of the city of St. Helens.

(d) Contract. The operation of each qualified pool may be governed by the provisions of a pool contract to which the city of St. Helens and all pool participants are parties. The contract shall contain all terms required by the city of St. Helens, including, without limitation, terms related to price, performance, business registration or licensure, continuing education, insurance, and requirements for the submission, on an annual or other periodic basis, of evidence of continuing qualification. The qualified pool contract shall describe the selection procedures that the city of St. Helens may use to issue contract job orders. The selection procedures shall be objective and open to all pool participants and afford all participants the opportunity to compete for or receive job awards. Unless expressly provided in the contract, participation in a qualified pool will not entitle a participant to the award of any city of St. Helens contract.

(e) Use of Qualified Pools. Subject to the provisions of these regulations concerning methods of solicitation for classes of contracts, the solicitation agent shall award all contracts for goods or services of the type for which a qualified pool is created from among the pool's participants, unless the solicitation agent determines that the best interests of the city of St. Helens require solicitation by public advertisement, in which case, pool participants shall be notified of the solicitation and invited to submit competitive proposals.

(f) Amendment and Termination. The city administrator may discontinue a qualified pool at any time, or may change the requirements for eligibility as a participant in the pool at any time, by giving notice to all participants in the qualified pool.

(g) Protest of Failure to Qualify. The city administrator shall notify any applicant who fails to qualify for participation in a pool that it may appeal a qualified pool decision to the city council in the manner described in this code. (Ord. 2942 § 15, 2005)

2.04.140 Public contracts – Use of brand name specifications for public improvements. SHARE

(1) In General. Specifications for contracts shall not expressly or implicitly require any product by one brand name or mark, nor the product of one particular manufacturer or seller, except for the following reasons:

(a) It is unlikely that such exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; or

(b) The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the city of St. Helens; or

(c) There is only one manufacturer or seller of the product of the quality required; or

(d) Efficient utilization of existing equipment, systems or supplies requires the acquisition of compatible equipment or supplies.

(2) Authority of City Administrator. The city administrator shall have authority to determine whether an exemption for the use of a specific brand name specification should be granted by recording findings that support the exemption based on the provisions of subsection (1) of this section.

(3) Brand Name or Equivalent. Nothing in this section prohibits the city of St. Helens from using a "brand name or equivalent" specification, from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the city of St. Helens, or from establishing a qualified product list. (Ord. 2942 § 16, 2005)

2.04.150 Public contracts – Bid, performance and payment bonds. SHARE

(1) Solicitation Agent May Require Bonds. The solicitation agent may require bid security and a good and sufficient performance and payment bond even though the contract is of a class that is exempt from the requirement.

(2) Bid Security. Except as otherwise exempted, the solicitations for all contracts that include the construction of a public improvement and for which the estimated contract price will exceed \$75,000 shall require bid security. Bid security for a request for proposal may be based on the city of St. Helens's estimated contract price.

(3) Performance Bonds.

(a) General. Except as provided in these regulations, all public contracts are exempt from the requirement for the furnishing of a performance bond.

(b) Contracts Involving Public Improvements. Prior to executing a contract for more than \$50,000 that includes the construction of a public improvement, the contractor must deliver a performance bond in an amount equal to the full contract price conditioned on the faithful performance of the contract in accordance with the plans, specifications and conditions of the contract. The performance bond must be solely for the protection of the city of St. Helens and any public agency that is providing funding for the project for which the contract was awarded.

(c) Cash-in-Lieu. The city administrator may permit the successful offeror to submit a cashier's check or certified check in lieu of all or a portion of the required performance bond.

(4) Payment Bonds.

(a) General. Except as provided in these regulations, all public contracts are exempt from the requirement for the furnishing of a payment bond.

(b) Contracts Involving Public Improvements. Prior to executing a contract for more than \$50,000 that includes the construction of a public improvement, the contractor must deliver a payment bond equal to the full contract price, solely for the protection of claimants under ORS [279C.600](#).

(5) Design/Build Contracts. If the public improvement contract is with a single person to provide both design and construction of a public improvement, the obligation of the performance bond for the faithful performance of the contract must also be for the preparation and completion of the design and related services covered under the contract. Notwithstanding when a cause of action, claim or demand accrues or arises, the surety is not liable after final completion of the contract, or longer if provided for in the contract, for damages of any nature, economic or otherwise and including corrective work, attributable to the design aspect of a design-build project, or for the costs of design revisions needed to implement corrective work.

(6) Construction Manager/General Contractor Contracts. If the public improvement contract is with a single person to provide construction manager and general contractor services, in which a guaranteed maximum price may be established by an amendment authorizing construction period services following preconstruction period services, the contractor shall provide the bonds required by subsection (1) of this section upon execution of an amendment establishing the guaranteed maximum price. The city of St. Helens shall also require the contractor to provide bonds equal to the value of construction services authorized by any early work amendment in advance of the guaranteed maximum price amendment. Such bonds must be provided before construction starts.

(7) Surety – Obligation. Each performance bond and each payment bond must be executed solely by a surety company or companies holding a certificate of authority to transact surety business in Oregon. The bonds may not constitute the surety obligation of an individual or individuals. The performance and payment bonds must be payable to the city of St. Helens or to the public agency or agencies for whose benefit the bond is issued, as specified in the solicitation documents, and shall be in a form approved by the city administrator.

(8) Emergencies. In cases of emergency, or when the interest or property of the city of St. Helens probably would suffer material injury by delay or other cause, the requirement of furnishing a good and sufficient performance bond and a good and sufficient payment bond for the faithful performance of any public improvement contract may be excused, if a declaration of such emergency is made in accordance with the provisions of SHMC [2.04.120](#)(7), unless the city council requires otherwise. (Ord. 2942 § 17, 2005)

2.04.160 Public contracts – Electronic advertisement of public improvement contracts. SHARE

In lieu of publication in a newspaper of general circulation in the city of St. Helens metropolitan area, the advertisement for an invitation to bid or request for proposals for a contract involving a public improvement may be published electronically by posting on the city of St. Helens's website; provided, that the following conditions are met:

(1) The placement of the advertisement is on a location within the website that is maintained on a regular basis for the posting of information concerning solicitations for projects of the type for which the invitation to bid or request for proposals is issued; and

(2) The solicitation agent determines that the use of electronic publication will be at least as effective in encouraging meaningful competition as publication in a newspaper of general circulation in the city of St. Helens metropolitan area and will provide costs savings for the city of St. Helens, or that the use of electronic publication will be more effective than publication in a newspaper of general circulation in the city of St. Helens metropolitan area in encouraging meaningful competition. (Ord. 2942 § 18, 2005)

2.04.170 Appeal of debarment or prequalification decision.

 SHARE

(1) Right to Hearing. Any person who has been debarred from competing for city of St. Helens contracts or for whom prequalification has been denied, revoked or revised may appeal the decision to the city council as provided in this section.

(2) Filing of Appeal. The person must file a written notice of appeal with the city administrator within three business days after the prospective contractor's receipt of notice of the determination of debarment, or denial of prequalification.

(3) Notification. Immediately upon receipt of such notice of appeal, the city administrator shall notify the city council of the appeal.

(4) Hearing. The procedure for appeal from a debarment or denial, revocation or revision of prequalification shall be as follows:

(a) Promptly upon receipt of notice of appeal, the city administrator shall notify the appellant of the time and place of the hearing;

(b) The city council shall conduct the hearing and decide the appeal within 30 days after receiving notice of the appeal from the city administrator; and

(c) At the hearing, the city council shall consider de novo the notice of debarment, or the notice of denial, revocation or revision of prequalification, the standards of responsibility upon which the decision on prequalification was based, or the reasons listed for debarment, and any evidence provided by the parties.

(5) Decision. The city council shall set forth in writing the reasons for the decision.

(6) Costs. The city council may allocate the costs for the hearing between the appellant and the city of St. Helens. The allocation shall be based upon facts found by the council and stated in the decision that, in the council's opinion, warrant such allocation of costs. If the council does not allocate costs, the costs shall be paid as by the appellant, if the decision is upheld, or by the city of St. Helens, if the decision is overturned.

(7) Judicial Review. The decision of the city council may be reviewed only upon a petition in the circuit court of Columbia County filed within 15 days after the date of the decision. (Ord. 2942 § 19, 2005)

2.12.010 Position created. SHARE

There is hereby created and established for the city of St. Helens the office and position of “city administrator,” ~~and the person who fills such position shall be appointed in the manner and for such term as all other officers of the city of St. Helens are appointed in accordance with the City Charter. The position shall be held by the city recorder and administered by him/her in conjunction with his/her other duties.~~ (Ord. 3030 § 2, 2007)

2.12.020 Financial department head. SHARE

The city administrator shall report directly to the city council, shall be the administrative head of the ~~central business office and the financial department of the~~ city of St. Helens, and shall do all things with respect to management of the city and as ~~central business office and the financial department as are~~ permitted or directed by statute, charter, ordinance and the city council. (Ord. 3030 § 3, 2007)

2.12.030 Power and authority – Duties. SHARE

The city administrator shall exercise all authority and power herein delegated, or hereinafter delegated, to him/her/them by the city council, ~~and shall have the same responsibility with respect to the central business office and financial department as do other municipal officers with respect to the departments of which they are the department head.~~ The duties of the city administrator are listed in the job description that is approved by City Council. ~~shall include, but shall not be limited to, any one or all of the following: preparing, reviewing and approving all orders on the treasury; investing municipal funds; budgeting municipal funds; internal auditing of all municipal financial operations; managing and administering the central business office and finance department; and managing the cash inflow and outflow of the city of St. Helens.~~ The duties and responsibilities hereinabove listed shall not be interpreted as limiting the authority of the city administrator but shall be interpreted as merely a partial definition of his/her/their responsibilities. (Ord. 3030 § 4, 2007)

2.12.040 Salary. SHARE

The salary of the city administrator shall be fixed included in the yearly unrepresented salary schedule that is approved by City Council. ~~and determined by action of the city council.~~ (Ord. 3030 § 5, 2007)

2.20.010 Appointment resolution. SHARE

In order to appoint any municipal court judge as the judicial officer of the city under Chapter V, Section 21, of the Charter of the city of St. Helens, the council shall enact a resolution naming the appointee, the effective date of the appointee, and stating terms and conditions of employment. Municipal court judges shall have all the charter and statutory powers of judicial officers and city judges. (Ord. 2383 § 1, 1982)

2.20.020 Pro tempore judges. SHARE

There may be more than one municipal court judge appointed for the same term. One or more municipal judges pro tempore may be appointed by resolution to act in the absence of an appointed municipal court judge.

(1) Pro tempore judges shall have all the charter and statutory powers of judicial officers and city judges.

(2) Pro tempore judges shall be appointed for whatever term and at whatever compensation designated by the council. (Ord. 2383 § 2, 1982)

2.20.030 Administration. SHARE

The municipal court judge so designated shall conduct court for the transaction of judicial business and administer the court calendar. (Ord. 2383 § 3, 1982)

2.20.040 Salary. SHARE

The salary of the municipal court judge shall be established by contract terms agreed by the municipal court judge and city council, annually by resolution during the city budget process and said salary shall not be reduced during the judge's term of office. Compensation for municipal court judges pro tem shall be set in written order or resolution of the council. Municipal court judge and pro tem compensation is not determined based upon fluctuations in municipal court revenue. (Ord. 2947 § 2, 2005)

2.20.050 Term of office. SHARE

The municipal court judge term of office shall be determined by the agreed contract terms that are agreed between the municipal court judge and city council. The term of office of the St. Helens municipal court judge shall be stated in the resolution appointing the judge pursuant to this chapter. The term shall be two years from the date of initial appointment when the appointment is made in an odd-numbered year. Otherwise, the appointment is for one year or the unexpired term of the departing judge. The term for a pro tem shall be as set forth in the resolution appointing the judge pro tem. (Ord. 2947 § 3, 2005)

2.20.060 Standards of conduct and performance. SHARE

The city of St. Helens municipal court judge shall conduct himself or herself themselves in accordance with all of the applicable rules of the Government Standards and Practices Commission

and applicable rules in the Rules of Professional Conduct, ~~Revised Oregon Code of Judicial Conduct~~, including but not limited to the following:

~~(1) The judge shall have his or her performance and conduct shall be measured against the following standards:~~

~~(a) A judge shall observe high standards of conduct so that the integrity, impartiality and independence of the judiciary are preserved and shall act at all times in a manner that promotes public confidence in the judiciary and the judicial system.~~

~~(b) A judge shall not commit a criminal act.~~

~~(c) A judge shall not engage in conduct that reflects adversely on the judge's character, competence, temperament or fitness to serve as a judge.~~

~~(d) A judge shall not engage in conduct involving dishonesty, fraud, deceit or misrepresentation.~~

~~(e) A judge shall not allow family, social or other relationships to influence judicial conduct or judgment.~~

~~(f) A judge shall not use the position to advance the private interests of the judge or any person, nor shall a judge convey or permit anyone to convey the impression that anyone has a special influence with the judge, but a judge may provide a character or ability reference for a person about whom the judge has personal knowledge.~~

~~(g) A judge shall not testify as a character witness except pursuant to subpoena.~~

~~(h) A judge shall not hold membership in any organization that the judge knows is a discriminatory organization. For purposes of this rule, "discriminatory organization" means an organization that, as a policy or practice and contrary to applicable federal or state law, treats persons less favorably in granting membership privileges, allowing participation or providing services on the basis of sex, race, national origin, religion, sexual orientation, marital status, disability or age.~~

~~(2) The judge shall be impartial and diligent in the performance of his or her judicial duties:~~

~~(a) A judge's performance of judicial duties shall take precedence over all other activities, and a judge shall not neglect the business of the court.~~

~~(i) A judge shall provide to every person who has a legal interest in a proceeding, and to that person's lawyer, the right to be heard according to law.~~

~~(ii) A judge shall not communicate or permit or cause another to communicate with a lawyer or party about any matter in an adversary proceeding outside the course of the proceeding, except with the consent of the parties or as expressly authorized by law or permitted by this rule.~~

~~(iii) A judge may communicate ex parte when circumstances require for scheduling, administrative purposes or emergencies that do not deal with substantive matters or issues on the merits; provided, that:~~

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~~(A) The judge reasonably believes that no party will gain a procedural or tactical advantage as a result of the ex parte communication; and~~

~~(B) The judge makes provision by delegation or otherwise promptly to notify all other parties of the substance of the ex parte communication and allows an opportunity to respond.~~

~~(iv) Except as provided in subsection (2)(a)(v) of this section, a judge shall promptly disclose to the parties any communication not otherwise prohibited by this rule that will or reasonably may influence the outcome of any adversary proceeding. The disclosure shall identify the person with whom the communication occurred and the substance of the communication, and the judge shall give the parties a reasonable opportunity to respond to the information disclosed.~~

~~(v) Subsection (2)(a)(iv) of this section does not limit or require disclosure to a party of any discussions about legal or administrative matters or other matters in the record related to a case that occur between a judge and any of the following: another judge of the same level; employees of the court; or employees of the judicial branch of government.~~

~~(b) A judge shall not, while a proceeding is pending in any court within the judge's jurisdiction, make any public comment that might reasonably be expected to affect the outcome or impair the fairness of the proceeding. The judge shall require similar abstention on the part of court personnel who are subject to the judge's direction or control. This rule shall not prohibit a judge from making public statements in the course of official duties, from explaining for public information the procedures of the courts, from establishing a defense to a criminal charge or civil claim against the judge or from otherwise responding to allegations concerning the judge's conduct in the proceeding.~~

~~(c) A judge possessing knowledge that another judge or a lawyer has committed a violation of the rules of judicial or professional conduct or law that raises a substantial question as to that individual's honesty, trustworthiness or fitness as a judge or lawyer shall inform the Commission on Judicial Fitness and Disability or the Oregon State Bar Disciplinary Counsel.~~

~~(d) A judge possessing knowledge or evidence concerning another judge or lawyer shall reveal that knowledge or evidence on request by a tribunal or other authority empowered to investigate or act upon the conduct.~~

~~(e) A judge shall disqualify himself or herself in a proceeding in which the judge's impartiality reasonably may be questioned, including but not limited to instances when:~~

~~(i) The judge has a bias or prejudice concerning a party or has personal knowledge of disputed evidentiary facts concerning the proceeding;~~

~~(ii) The judge served as a lawyer in the matter in controversy, or a lawyer with whom the judge previously was associated served during the association as a lawyer in the matter, or the judge or the lawyer has been a material witness in the matter;~~

~~(iii) The judge knows that the judge, individually or as a fiduciary, or the judge's spouse, parent or child, wherever residing, or any other person residing in the judge's household has a financial interest in the subject matter in controversy, is a party to the proceeding or has any other interest that could be substantially affected by the outcome of the proceeding;~~

~~(iv) The judge, the judge's spouse, parent or child, wherever residing, or any other person residing in the judge's household:~~

~~(A) Is a party to the proceeding, or an officer, director, partner or trustee of a party;~~

~~(B) Is acting as a lawyer in the proceeding;~~

~~(C) Is known by the judge to have an interest that could be substantially affected by the outcome of the proceeding; or~~

~~(D) Is, to the judge's knowledge, likely to be a material witness in the proceeding.~~

~~(f) A judge shall be responsible for knowing about the judge's financial interests, including such interests relating to service as a fiduciary, and shall make reasonable efforts to be informed about the financial interests of the judge's spouse, domestic partner, parents and children, wherever residing.~~

~~(g) For purposes of this subsection:~~

~~(i) "Fiduciary" includes relationships such as personal representative, trustee, conservator and guardian;~~

~~(ii) "Financial interest" means more than de minimus ownership of a legal or equitable interest or a relationship as director, advisor or other active participant in the affairs of a party, except that:~~

~~(A) Ownership in a mutual or common investment fund that owns securities is not a "financial interest" unless the judge participates in the management of the fund;~~

~~(B) Holding an office in an educational, religious, charitable, fraternal or civic organization is not a "financial interest" in property of the organization;~~

~~(C) The proprietary interest of a policyholder in a mutual insurance company, a depositor in mutual savings association, or a similar proprietary interest, is a "financial interest" in the organization only if the outcome of the proceeding could substantially affect the value of the interest; and~~

~~(D) Ownership of government securities is a "financial interest" in the issuer only if the outcome of the proceeding could substantially affect the value of the securities.~~

~~(h) A judge who is disqualified under this subsection may, rather than withdraw from the proceeding, disclose on the record the basis of the disqualification. If, after such disclosure, the parties all agree in writing or on the record that the judge's relationship is immaterial or that the judge's financial interest is insubstantial, the judge may participate in the proceeding. Any writing, signed by or on behalf of all parties, shall be incorporated in the record of the proceeding.~~

~~(i) A judge shall be faithful to the law and shall decide matters on the basis of the facts and applicable law.~~

~~(j) A judge shall not be swayed by partisan interests, public clamor or fear of criticism.~~

~~(k) A judge shall maintain order and decorum in proceedings before the judge.~~

~~(l) A judge shall be patient, dignified and courteous to litigants, jurors, witnesses, lawyers, court personnel and members of the public.~~

~~(m) A judge shall not act in a way that the judge knows, or reasonably should know, would be perceived by a reasonable person as biased or prejudiced toward any of the litigants, jurors, witnesses, lawyers or members of the public.~~

~~(n) A judge shall require lawyers and court personnel who are subject to the judge's direction or control to act in accord with the principles embodied in subsections (1) and (2) of this section. (JR 2-101—JR 2-110)~~

~~(3) Conflict with Judicial Obligations.~~

~~(a) A judge shall not serve as an officer, director, trustee or advisor of a private or public corporation or of an educational, religious, charitable, fraternal, political or civic organization if the corporation or organization regularly engages in proceedings that would ordinarily come before the judge or in adversary proceedings in any court in Oregon.~~

~~(b)(i) A judge shall not personally solicit funds for any private or public entity or for any educational, religious, charitable, fraternal, political, or civic organization, or use or permit the use of the prestige of the judicial office, including a reference to the judge's official position, for that purpose.~~

~~(ii) Notwithstanding subsection (3)(b)(i) of this section, a judge may:~~

~~(A) Assist a private or public entity devoted to improvement of the law, legal education, the legal system, or the administration of justice in raising, managing, or investing funds;~~

~~(B) Personally solicit funds from or make recommendations to private and public granting agencies with respect to private or public entities devoted to the improvement of the law, legal education, the legal system, or the administration of justice;~~

~~(C) Permit the judge's name and position to be identified in stationery or other materials listing officers, directors, trustees, or committee members of a private or public entity devoted to the improvement of the law, legal education, the legal system, or the administration of justice;~~

~~(D) Appear at, participate in, or permit the judge's name or title to be used in connection with, fundraising events for private or public entities devoted to the improvement of the law, legal education, the legal system, or the administration of justice;~~

~~(E) Assist a not-for-profit private or public educational, religious, charitable, fraternal, or civic organization in raising, managing or investing funds. Such assistance may not include making a direct request for financial support for the entity as part of the judge's involvement or permitting the judge's title to be used in connection with such a request.~~

~~(iii) "Personally solicit funds," as used in this subsection, means a direct request for financial support in person, by letter, by telephone, or by any other means of communication but does not include receiving and handling funds or goods donated or offered in exchange for goods or services sold to raise funds.~~

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~~(iv) "Assist ... in raising, managing or investing funds," as used in this subsection, means any fundraising activity other than personally soliciting funds.~~

~~(e) A judge shall not directly or indirectly accept gifts, bequests, favors or loans from anyone, except that a judge may accept:~~

~~(i) Gifts incident to a public testimonial to the judge, publications supplied by publishers on a complimentary basis for official use or invitations to the judge to attend law-related functions or activities related to the improvement of law, legal education, the legal system, or the administration of justice;~~

~~(ii) Ordinary social hospitality; gifts, bequests, favors or loans from relatives; gifts from friends for wedding, birthday or other personal occasions; loans from lending institutions in the regular course of business on terms generally available to persons who are not judges; or scholarships, fellowships or grants awarded on terms applied to other applicants;~~

~~(iii) Any other gift, bequest, favor or loan only if the donor is not a party or other person whose interests have come or are likely to come before the judge.~~

~~(d) Nonpublic information acquired by a judge in a judicial capacity shall not be used or disclosed for any purpose not related to judicial duties. (Ord. 2947 § 4, 2005)~~

2.20.070 Supervision – Removal. SHARE

Pursuant to City Charter no appointed official may supervise the judge's performance; accordingly, the city council alone may take action to remove a judge for misconduct in office or willful violation of applicable rules or standards of conduct; however, the council may refer said complaint or investigation to the Oregon State Bar for appropriate investigation or action, and the council may, in its sole discretion, appoint a hearing examiner, investigator or citizen board to conduct a hearing or investigation and make recommendations to the council regarding the judge's conduct or performance. A judge shall not be removed during ~~his or her~~their term of office except if the judge ceases to be qualified for office, e.g., no longer an active member of the Oregon State Bar, or except for misconduct or violation of applicable rules or standards of conduct. Notwithstanding the above, the council may, without cause, remove the sitting municipal court judge upon payment of a severance equal to the compensation due for the unexpired term of the judge. (Ord. 2947 § 5, 2005)

2.20.080 Complaints. SHARE

No complaint concerning the municipal court judge shall be accepted or considered by the council unless the complainant has submitted such complaint in writing and verified the truthfulness of the allegations and facts asserted in the complaint. The council may summarily dismiss the complaint if it is determined to be unfounded or refer the matter to the appropriate agency for a hearing. (Ord. 2947 § 6, 2005)

2.24.010 Master jury list. SHARE

At least once a year, upon order of the municipal judge, the court clerk shall prepare or obtain a master list of names and places of residence of persons selected by random means from electoral rolls. If the master list becomes exhausted or the presiding judge believes it soon will become so, additional jurors may be added to the master list from the electoral rolls in the same random manner as before, and these persons may be summoned in the same manner as those added to the term jury list. (Ord. 2544 § 1, 1988)

2.24.020 Jury term list. SHARE

Not less than 10 days from the beginning of the jury term ordered by the municipal judge, a term jury list of names and places of residence of persons randomly selected from the master jury list shall be prepared. The number of names on the list shall be determined, as needed, by the municipal judge. (Ord. 2544 § 2, 1988)

2.24.030 Disqualification of jurors. SHARE

When it appears to the municipal judge that the person whose name is drawn is dead, ~~or~~ resides out of the city, or is otherwise ineligible to serve, the ballot shall be destroyed. If it appears to the municipal judge, ~~or he has good reason to believe~~, that a person whose name is drawn is temporarily absent from the city, or is ill, or is so engaged as to be unable to attend at the time of the trial without great inconvenience, the ballot shall be laid aside, the name not placed on the jury list for the trial for which the jury is being selected, but such ballot shall be returned to the jury box after the drawing is completed. (Ord. 2544 § 3, 1988)

2.24.040 Juror summons. SHARE

Not less than ~~40~~ 21 days before the beginning of the jury term, the court clerk shall mail notice of summons, juror questionnaire, and information letter to each person on the term jury list. If the term jury list becomes exhausted or the presiding judge believes it may become so, additional jurors may be selected from the master list and added to the term jury list in the same random manner as before. These may be summoned either by written notice through the mail or by official personal delivery, at a reasonable period of time before attendance is required. (Ord. 2544 § 4, 1988)

2.24.050 Juror orientation. SHARE

At the time a person is summoned to serve as a juror, the municipal judge shall question the person to determine the eligibility of that person to serve as a juror. This may be accomplished by sending juror eligibility forms to each prospective juror by mail or official delivery along with the summons. Failure to complete and return the form with accurate information and by a specified date without a proper showing of just cause for such a failure can result in punishment for contempt. Review of the juror questionnaire shall usually be done ~~at the juror orientation for each jury term prior to the trial date~~. The municipal judge shall ~~explain the duties of jurors, discuss the questionnaire with prospective jurors and~~ determine the eligibility of a sufficient number of jurors for ~~two jury panels for the term trial~~. (Ord. 2544 § 5, 1988)

~~2.24.060 Trial schedule.~~ SHARE

~~An initial list of trials for each jury panel shall be distributed to eligible jurors that become members of a jury panel at the juror orientation. New or rescheduled trials may be added to the jury panel's trial schedule by mail or actual notice at any time during the term. (Ord. 2544 § 6, 1988)~~

2.24.070 Pretrial conference. SHARE

~~The municipal judge shall schedule pretrial conferences at least three working days prior to each scheduled trial. A written, pretrial summary prepared by the city and defense counsel may be approved by the judge prior to the scheduled date of pretrial. If a pretrial summary is not approved in advance, the city attorney, defense counsel, and the defendant shall appear at City Hall at the scheduled pretrial date and time. The municipal judge may establish by order such forms and procedures deemed necessary for the pretrial conference. (Ord. 2544 § 7, 1988)~~

2.24.080 Juror confirmation. SHARE

Each juror shall be instructed to contact the municipal court clerk prior to each scheduled jury trial assigned to that juror and to record confirmation of their availability. ~~After the pretrial conference, the municipal court clerk shall record the telephone message informing jurors of the final trial scheduled.~~ The municipal court clerk shall prepare the jury list from juror confirmations for the municipal judge. (Ord. 2544 § 8, 1988)

2.24.090 Final jury selection. SHARE

At the time of trial, all summoned jurors not previously excused ~~six confirmed eligible potential jurors~~ shall be called by the municipal judge for to the jury box for voir dire examination by the city attorney and defense counsel. Potential jurors may be excused by the municipal judge for cause as defined under state law. Each attorney may exercise up to three preemptory challenges in the manner directed by the municipal judge. (Ord. 2544 § 9, 1988)

2.24.100 Juror compensation. SHARE

Jurors who appear at the trial and serve as jurors shall receive as compensation for such services the sum of \$10.00 for each day of attendance upon the municipal court. (Ord. 2544 § 10, 1988)

2.24.110 Notice – Contempt of court. SHARE

When a jury is drawn, summons therefor shall be issued and mailed by the municipal judge. Any person notified to appear as a juror and disregarding such notice may be adjudged in contempt of court by the municipal judge. (Ord. 2544 § 11, 1988)

2.28.010 Public library established.

There is hereby established a public library to be known as the “city of St. Helens public library” pursuant to ORS [357.417\(1\)](#)(a). (Ord. 2627 § 1, 1991)

2.28.020 Financing.

The city proposes to finance the library out of the general fund of the budget, but does have authority and may finance the library by an annual serial levy, providing the same has been approved by the qualified voters of the city. (Ord. 2627 § 2, 1991)

2.28.030 Hearings.

The public library shall not be abolished, nor shall support be withdrawn therefrom, unless at least two public hearings are first held at least 90 days apart. Notice of the public hearings shall be given in a newspaper of general circulation within the city for two successive weeks at least 30 days prior to each hearing. (Ord. 2627 § 3, 1991)

~~2.28.040 Council responsibility.~~

~~The librarian library director is directly responsible to the city council city administrator, unless otherwise provided by city ordinance. ABi annually the mayor assigns to individual councilmembers councilors liaison responsibility for city departments. The mayor shall assign at least one city councilperson councilor liaison responsibility for the operation of the public library. The liaison councilor shall be responsible for reporting to the city council on the general operation of the library facility, including personnel matters and expenditures of all budgeted funds. The councilperson councilor shall seek the counsel of and consult with the library board and may take part in their deliberations, but the councilperson councilor shall not be a voting member of the library board. The councilperson councilor shall serve as a liaison between the library board and the city council. (Ord. 2943 § 1, 2005; Ord. 2627 § 4, 1991)~~

2.28.04~~05~~ Library rules and compliance therewith.

The ~~librarian~~ library director shall promulgate rules of conduct to be observed by patrons of the library. Failure to comply with the library rules shall constitute a violation and may be prosecuted as provided in SHMC [1.06.060](#) through [1.06.160](#). (Ord. 3152 § 1, 2011)

~~2.28.05~~90 Gifts and bequests.

The board may solicit gifts and bequests of real or personal property or funds (other than fees and fines) to benefit the library.

Acquisition of real or personal property by gift shall occur by a legal instrument of conveyance or other writing transferring title of the real or personal property to the city, and such instrument shall clearly define the rights and responsibilities of all parties. The city council shall decide whether to accept all such gifts of property on behalf of the city and the library that have a value in excess of \$250.00 or that impose financial obligations on the city.

All property or funds shall be administered by the city in accordance with its terms. Funds donated to the library shall be placed in a special account to be used exclusively for the improvement of the library or as designated by the donor. Funds in this account may only be expended after they have been properly budgeted or approved by the city.

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the city general fund.

2.28.050.30.010 Library board.

The library board shall consist of at least seven members and no more than nine members appointed by the mayor and confirmed by the city council. One of the members shall be the member of the city council annually designated as the council liaison to the Public Library by the mayor. The council member shall be an ex officio, nonvoting member of the commission who seeks counsel of and consults with the Library Board and may take part in their discussions. A majority of members shall be residents of the city. No member of the library board shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor shall any such member receive a salary or any payment for material or for any services rendered the board. Board members may be reimbursed for expenses incurred in the performance of their duties. (Ord. 3212 § 1, 2017; Ord. 2627 § 5, 1991)

2.30.020 28.060 Terms of office —~~Vacancies.~~

~~At their first meeting, two of the newly appointed members of the library board shall fill vacancies then existing. The other newly appointed members shall choose their term of office by lot as follows: one member shall hold office for a term expiring on June 30, 2018, and the other newly appointed member shall hold office for a term beginning July 1, 2017, and ending on June 30, 2021. Succeeding appointees shall hold office for a term of four years from July 1st in the year of their appointment. At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member for a term of four years with the confirmation of the city council.~~

The terms of office of each Library Board member shall be for a period of four years with no more than two full-term commissioners being replaced each year. Appointments are normally made in June with terms of office to commence on July 1st. The provisions of the ordinance amending this section do not alter the terms of office of current commissioners and said positions shall continue in accordance with their terms. At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member for a term of four years with the confirmation of the city council. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year.

2.30.030— Vacancies.

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If a vacancy occurs, the mayor shall appoint a new member to complete the unexpired term with the ~~consent~~ confirmation of the city council. ~~No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year.~~

2.30.040 Removal/resignation

~~A Library Board member may be removed from the commission, for cause, following a hearing before the city council. A commissioner may resign in lieu of removal following a hearing. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government standards and practices, conviction of a crime, including the crime of official misconduct, as well as any other actions or conduct by the commissioner which is detrimental to the reputation and good will of the city of St. Helens. Notwithstanding the above provisions for removal. Any board member failing to attend three consecutive board meetings without approval of the board shall be deemed to have resigned their position. In the event of such resignation, the council shall be notified, the position declared vacant and reappointment procedures commenced. Nothing herein prohibits a commissioner who has resigned by operation of this section from being reappointed to the commission.~~

~~Any board member failing to attend three consecutive board meetings without approval of the board may be removed by the city council and a new member appointed to complete the unexpired term. (Ord. 3212 § 2, 2017; Ord. 2627 § 6, 1991)~~

2.30.050 ~~28.070~~ Officers.

~~A M~~majority of the members of the board shall comprise a quorum. At the first meeting of each fiscal year, the board shall elect a chair~~man~~ and a vice-chair~~man~~. The past-chair, chair, and vice-chair who shall serve for a term of one year. At the end of the fiscal year, the vice-chair will assume the role of chair and the chair will assume the role of past chair for the coming fiscal year. The ~~librarian-library~~ director shall designate a library employee to serve as secretary to the board and keep a record of its action. The board shall have authority to make and alter rules, with approval of the city council, for its government and procedure.

2.30.060 Meetings. SHARE

The Library Board shall meet as often as deemed appropriate by the commission but not less than once every other calendar month or as otherwise directed by the city council. All meetings of the Library Board shall be open to the public and shall in all respects fully comply with Oregon public meetings law. Special meetings of the commission shall require not less than 24 hours' notice to local newspapers and posting of meeting notice in public places reasonably calculated to give notice to interested parties. The Library Board shall have the authority to make and alter written rules for the conduct of its business, including rules of procedure for conduct of public meetings and public hearings. The adoption of bylaws is expressly authorized, subject to the consent of the city council. For purposes of conducting business, a quorum shall require the attendance of a majority of the members that are currently appointed to the Board at the time of the meeting. Minutes of Library Board meetings and activities shall be regularly submitted to the city council for review and acceptance. (Ord. 3229 § 1, 2018)

2.3028.0780 Duties and powersResponsibilities.

The duties of the library board shall include:

- (1) Keeping informed about current trends in library services and administration;
- (2) Studying library growth and needs in the city and its vicinity;
- (3) Developing long-range plans for library service and facilities, consistent with city priorities and with state, regional, and national goals pertinent to libraries;
- (4) Recommending types of library service for the city and its vicinity;
- ~~(5) Investigating sources of funding for library services and facilities;~~
- ~~(6)~~(5) Recommending policies for the acceptance and use of gifts for library purposes;
- ~~(7)~~(6) Participation in the annual budgetary process of the city where the process pertains to the library;
- ~~(8)~~(7) Recommending policies and procedures conducive to efficient and effective operation of the library;
- ~~(9)~~(8) Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library services;
- ~~(10)~~(9) Encouraging widespread public support and use of the library;
- ~~(11)~~(10) Submitting an annual report to the city council; and
- ~~(12)~~(11) Performing other duties as authorized by the city council;
- ~~(13)~~(12) Serving on Ad-Hoc committees and work groups as determined necessary; including but not limited to, a material review panel when a request has been submitted to reconsider library materials; and
- ~~(14)~~(13) sServing on an appeal panel when an excluded patron requests reinstatement of library privileges.

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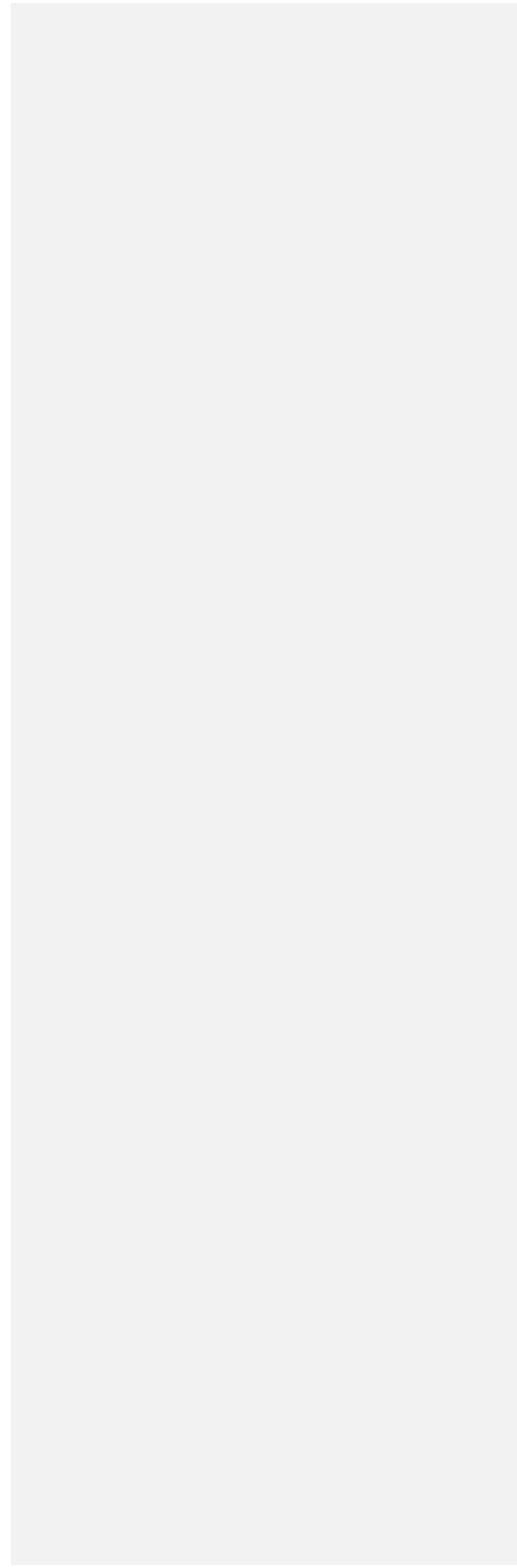
2-28-090 Gifts and bequests-

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~~Acquisition of real or personal property by gift shall occur by a legal instrument of conveyance or other writing transferring title of the real or personal property to the city, and such instrument shall clearly define the rights and responsibilities of all parties. The city council shall decide whether to accept all such gifts of property on behalf of the city and the library that have a value in excess of \$250.00 or that impose financial obligations on the city.~~

~~All property or funds shall be administered by the city in accordance with its terms. Funds donated to the library shall be placed in a special account to be used exclusively for the improvement of the library or as designated by the donor. Funds in this account may only be expended after they have been properly budgeted or approved by the city.~~

~~Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the city general fund.~~



2.32.010 Nominating procedures. SHARE

City officers shall be nominated by the same procedures as provided in state election laws for nominating candidates for nonpartisan offices except as provided in this chapter. (Ord. 2504 § 1, 1986)

2.32.020 Nominating petitions and declarations of candidacy.

 SHARE

Nomination petitions and declarations of candidacy for city council shall clearly indicate one position number for the candidacy that corresponds to a city council position that is to be filled in that general election. (Ord. 2515, 1986; Ord. 2504 § 2, 1986)

2.32.030 Declaration fee. SHARE

The fee for declarations of candidacy for city office shall be as set forth in the most recent universal fee schedule adopted by council. (Ord. 3219 § 1, 2017; Ord. 2504 § 3, 1986)

2.32.040 Signatures required. SHARE

Nominating petitions shall contain at least 30 signatures of qualified electors residing in the city that are registered to vote in at least two city precincts. (Ord. 2504 § 4, 1986)

2.32.050 Position number. SHARE

Effective upon the swearing in of the newly elected city councilors in January, 1987, each city councilmember shall be assigned a position number, 1 through 4, based on the alphabetical order of their last name. Hereafter, candidates for city council shall be nominated and elected by the city electors at-large by position number. (Ord. 2515, 1986; Ord. 2504 § 5, 1986)

2.32.060 List of candidates. SHARE

The city election officer shall include in the certified statement of city offices to be filled and candidates nominated in each general election the list of the city council candidates by the position number for which they have been nominated. (Ord. 2504 § 6, 1986)

2.40.010 Signing of checks and warrants. SHARE

All checks and warrants of the city of St. Helens must be signed by at least ~~two-one~~ representatives of the city who ~~are-is~~ legally authorized to sign said checks or warrants. (Ord. 2293 § 1, 1979)

2.40.020 Authorized signatures. SHARE

The persons authorized to sign checks or warrants on behalf of the city of St. Helens shall be as follows:

- (1) ~~The Finance Director of the city of St. Helens; and~~
- (2) ~~The City Administrator of the city of St. Helens; and~~
- (3) ~~The City Recorder of the city of St. Helens; and~~
- (4) ~~The Mayor or the President of the Common Council of the city of St. Helens.~~

~~(1) The mayor or the president of the common council of the city of St. Helens; and~~

~~(2) The recorder or the person specifically appointed as assistant recorder of the city of St. Helens. (Ord. 2293 § 2, 1979)~~

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2.40.030 Required signatures. SHARE

Any checks or warrants drawn on the city of St. Helens must be signed by one of the ~~two-four~~ individuals named in SHMC [2.40.020](#)(1). ~~and one of the two individuals named in SHMC [2.40.020](#)(2). (Ord. 2293 § 3, 1979)~~

2.72.010 Purpose. SHARE

The purpose of this chapter is to authorize the city of St. Helens police department to access Oregon State Police (OSP) criminal offender information through the Law Enforcement Data System (LEDS) to run background checks for prospective employees, city volunteers, liquor license applicants, social gaming license applicants, and any other applicant for whom the St. Helens Municipal Code requires a background check. (Ord. 3126 § 1, 2010)

2.72.020 Procedure. SHARE

All proceedings pursuant to this chapter shall be conducted in accordance with ORS [181.555](#) and OAR [257-010-0025](#), which establish procedures for access to criminal record information possessed by the Oregon State Police (OSP) through the Law Enforcement Data System (LEDS), and as supplemented below.

(1) Parties subjected to a background check under the provisions of this chapter will be required to authorize the city to conduct a criminal offender information check through the OSP LEDS system.

(2) The city administrator, human resources coordinator, or designee will maintain the criminal history authorization forms for those doing work on behalf of the city and request that a criminal history check be made if it is determined that this will be in the best interest of the city in filling the position.

(3) The city of St. Helens police department will conduct the check on the prospective employee, volunteer, or applicant, and report to the city administrator, human resources coordinator, or designee whether the person's record indicates "no criminal and/or traffic infraction record" or "criminal and/or traffic record does not meet the standards set for that position."

(4) If the person's record is reported as "criminal record and/or traffic record does not meet standards set for that position," the city ~~administrator~~ may, in accordance with OAR [247-010-0025](#)(1)(c), request a written criminal history report from the OSP Identification Services Section and pay the applicable fee for this service. The city ~~administrator~~ may make a written criminal and/or driving history record available to the selecting official for his/her/their consideration in determining whether the prospective employee meets the standards set for the position.

(5) The written criminal history record on persons who are not hired or appointed as a volunteer will be retained by the city ~~administrator~~ in accordance with the requirements of OAR [166-200-0090](#) and thereafter will be destroyed by shredding.

(6) The criminal history record of applicants and volunteers with a criminal history that are hired or appointed will become a part of the confidential personnel file of that employee or volunteer. Access to confidential personnel files is limited to authorized persons who have an official need to access such files as sanctioned by law or regulation.

(7) Applicants for employment or appointment as a volunteer who have a felony criminal history or a history of conviction of a misdemeanor will be closely examined to determine if the person possesses the required degree of public trust and confidence. Each selection will, however, be made on an individual case-by-case basis, taking into account the person's qualifications, the requirements of the particular job or volunteer post applied for and the results of the criminal history check. Factors

such as the age of the offender at the time of the offense, the type of offense and subsequent rehabilitation, and the public sensitivity of the position under consideration shall be taken into account in evaluating a criminal history report.

(8) Hiring an applicant or appointing a volunteer with a criminal history record will require a positive recommendation by the police department official conducting the background investigation and the approval of the city administrator, after full disclosure and consideration of the criminal history of the applicant. (Ord. 3126 § 2, 2010)

Chapter 2.74 PARKS AND ~~TRAILS~~ RECREATION COMMISSION

Sections:

- [2.74.010 Creation of commission.](#)
- [2.74.020 Membership.](#)
- [2.74.030 Terms of office.](#)
- [2.74.040 Vacancies.](#)
- [2.74.050 Removal/resignation.](#)
- [2.74.060 Officers.](#)
- ~~[2.74.070 Secretary.](#)~~
- [2.74.080 Meetings.](#)
- [2.74.090 Responsibilities, powers and duties.](#)

2.74.010 Creation of commission. SHARE

There is hereby created within the city of St. Helens a parks and ~~trails~~ recreation commission. (Ord. 3229 § 1, 2018)

2.74.020 Membership. SHARE

The parks and ~~trails~~ recreation commission shall consist of 10 members, including one council member and nine at-large members. One of the 10 members shall be the member of the city council annually designated as parks and trails ~~commissioner and~~ council liaison to the public works (including parks) department by the mayor. The council member shall be an ex officio, nonvoting member of the commission who seeks counsel of and consults with the parks and recreation commission and may take part in their discussions. No less than six of the at-large members shall be residents of the city of St. Helens. At-large members are appointed by the mayor with the consent of the city council. Parks and ~~recreation trails~~ recreation commission membership is an unpaid voluntary appointed position and members shall receive no compensation for their service except for expenses specifically budgeted and authorized by the city council. (Ord. 3229 § 1, 2018)

2.74.030 Terms of office. SHARE

The terms of office of each at-large parks and ~~recreation trails~~ recreation-commissioner shall be for a period of four years with no more than two full-term commissioners being replaced each year. Appointments are normally made in December with terms of office to commence on January 1st. The provisions of the ordinance amending this section do not alter the terms of office of current commissioners and said positions shall continue in accordance with their terms. (Ord. 3229 § 1, 2018)

2.74.040 Vacancies. SHARE

Any vacancies on the parks and ~~recreation trails~~ recreation commission shall be filled by appointment of the mayor at any time, with the consent of the council. Said appointment shall be for the remainder of the unexpired term of the vacated commissioner position. (Ord. 3229 § 1, 2018)

2.74.050 Removal/resignation. SHARE

An at-large parks and ~~recreation~~ trails commissioner may be removed from the commission, for cause, following a hearing before the city council. A commissioner may resign in lieu of removal following a hearing. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government standards and practices, conviction of a crime, including the crime of official misconduct, as well as any other actions or conduct by the commissioner which is detrimental to the reputation and good will of the city of St. Helens. Notwithstanding the above provisions for removal, a parks and ~~recreation~~ trails commissioner who is absent from three consecutive regular parks and ~~recreation~~ trails commission meetings without an excused absence as approved by the commission shall be deemed to have resigned his/her position on the commission. In the event of such resignation, the council shall be notified, the position declared vacant and reappointment procedures commenced. Nothing herein prohibits a commissioner who has resigned by operation of this section from being reappointed to the commission. (Ord. 3229 § 1, 2018)

2.74.060 Officers. SHARE

At the first meeting of each calendar year, the parks and trails commission shall elect a chair~~man~~ and a vice-chair~~man~~ to serve a one-year term. (Ord. 3229 § 1, 2018)

The city council may provide a secretary to the parks and ~~recreation~~ trails commission and assign such other staff and consultant services as may be appropriate. In the event that the city staff cannot be provided, the parks and ~~recreation~~ trails commission may designate one of its members or a volunteer as secretary to keep an accurate record of meetings of the parks and ~~recreation~~ trails commission. The designated secretary need not be a member of the parks and trails commission. (Ord. 3229 § 1, 2018)

~~2.74.070 Secretary.~~ SHARE

~~The city council may provide a secretary to the parks and trails commission and assign such other staff and consultant services as may be appropriate. In the event that the city staff cannot be provided, the parks and trails commission may designate one of its members or a volunteer as secretary to keep an accurate record of meetings of the parks and trails commission. The designated secretary need not be a member of the parks and trails commission. (Ord. 3229 § 1, 2018)~~

2.74.080 Meetings. SHARE

The parks and ~~recreation~~ trails commission shall meet as often as deemed appropriate by the commission but not less than once every other calendar month or as otherwise directed by the city council. All meetings of the parks and ~~recreation~~ trails commission shall be open to the public and shall in all respects fully comply with Oregon public meetings law. Special meetings of the commission shall require not less than 24 hours' notice to local newspapers and posting of meeting notice in public places reasonably calculated to give notice to interested parties. The parks and ~~recreation~~ trails commission shall have the authority to make and alter written rules for the conduct of its business, including rules of procedure for conduct of public meetings and public hearings. The adoption of bylaws is expressly authorized, subject to the consent of the city council. For purposes of conducting business, a quorum shall require the attendance of a majority of the at-large commissioners that are currently appointed to the parks and ~~recreation~~ trails commission at the time

of the meeting. Minutes of parks and ~~recreation~~ trails commission meetings and activities shall be regularly submitted to the city council for review and acceptance. (Ord. 3229 § 1, 2018)

2.74.090 Responsibilities, powers and duties. SHARE

The parks and ~~recreation~~ trails commissioners shall have the responsibilities, obligations and duties of appointed public officers and the parks and ~~recreation~~ trails commission shall have the responsibilities, obligations and duties of an advisory public body as provided for in laws of the state of Oregon and the laws of the city of St. Helens. The parks and ~~recreation~~ trails commission shall have the power to act in an advisory capacity to the city council in all matters pertaining to the operation, planning, development, improvement, beautification, equipment and maintenance of public parks, trails, public bicycle and/or pedestrian ways, vacant park properties, public squares, public recreational facilities and publicly accessible buildings and associated grounds. The parks and ~~recreation~~ trails commission shall have authority:

- (1) To review and call to the attention of the city council any deteriorating condition of city public parks, trails, bicycle and/or pedestrian ways, vacant park properties, public squares and publicly accessible buildings and associated grounds, public recreational facilities, and their associated infrastructure improvements including but not limited to access roads, equipment, athletic fields, gardens, landscape areas, open spaces, natural areas, playgrounds, and parking areas.
- (2) To review and call to the attention of the city council the effectiveness, or lack thereof, of parks, trails, public bicycle and/or pedestrian ways, and recreation programs conducted by or for the city of St. Helens.
- (3) To review and make recommendations to the city council on the operation, administration, maintenance and equipment needs of the public works department relative to parks, trails, public bicycle and/or pedestrian ways and recreation and the other public facilities identified in this section.
- (4) To review and make recommendations to the city council on the annual budget of the public works department relative to parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.
- (5) To review and make recommendations to the city council on master plans and capital improvement plans for parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.
- (6) To review and make recommendations to the city council on public park, public bicycle and/or pedestrian ways and recreation facility development plans, construction plans, recreation use or development proposals, and such other park related activities as deemed advisable by the city council.
- (7) To make periodic site visits and inspections, in accordance with public meetings law, and with the approval of the city engineering director, of city park and recreation facilities, public bicycle and/or pedestrian ways and other public facilities identified herein, as are necessary for the parks and trails commission to carry out its assigned duties.
- (8) To request that the city council assign or direct staff to prepare reports and compile information necessary for the parks and ~~recreation~~ trails commission to carry out its assigned duties. (Ord. 3229 § 1, 2018)

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Community Grant Requests Spreadsheet

Item #5.

Applicant	Type of Organization	Project Name	Total Budget for this Project	Amount of Request	Qualified Y/N	Amount Awarded
Amani Center (Columbia County Child Abuse Assessment Center)	Non-Profit 501C(3)	Medical provider for forensic medical exams	\$119,953.00	\$1,000.00		
Boy Scouts of America Unit 106	Other Non-Profit	Halloweentown Vending	\$2,300.00	\$1,800.00		
Connect St. Helens	Non-Profit 501C(3)	Soup Night Community Event	\$1,000.00	?		
Elks Veterans Bunker	Non-Profit 501C(3)	Compassionate Warrior and Veterans Retreat Program	\$8,750.00	?		
Kiwanis Club of St. Helens	Other Non-Profit	First Book Program	\$1,300.00	\$600.00		
KOHI Radio	For Profit	KOHI New Antenna	\$38,000.00	\$25,000.00		
My Next Step	Non-Profit 501C(3)	Job Readiness Training	\$93,080.00	\$5,000.00		
Running Dogs Brewery	For Profit	New Production Facility	\$422,000.00	?		
South Columbia County Chamber of Commerce	Other Non-Profit	Replace HVAC System	\$14,598.00	\$14,598.00		
South Columbia County Chamber of Commerce	Other Non-Profit	Railway Station Centennial Celebration	\$3,000.00	\$500.00		
St. Helens Band Patrons	Non-Profit 501C(3)	Replace stolen Band Patrons trailer and contents	\$10,000.00	\$1,000.00		
St. Helens Saints Baseball	Non-Profit 501C(3)	Baseball Program Development	\$2,500.00	?		
Total Amount Requested:				\$49,498.00		
FINAL Amount Awarded:						\$0.00



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PM

Applicant/Organization Name: Amani Center (Columbia County Child Abuse Assessment Center)

Project Title: Medical Provider for Forensic Medical Exams

Organization Information

Organization Type: Non-Profit	Federal Tax ID No: 93-129-5272
<input checked="" type="checkbox"/> Non-Profit 501C(3) <input type="checkbox"/> Other Non-Profit <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Other	Brief description of organization: The Amani Center provides forensic medical exams and interviews, as well as support for children and families who may have been impacted by abuse, neglect and/or witness to violence.

Authorized Signer	Phone: 503-318-0400
Print Name: Amelia Kercher	Fax:
Title: Interim Executive Director	Email: info@amanicenter.org
Street Address: 1621 Columbia Blvd St. Helens, OR 97051	Mailing Address: PO Box 1001 St. Helens, OR 97051
Contact Person	Phone: 503-318-0568
Print Name: Beth Pulito	Fax: 503-366-0314
Title: Development Coordinator	Email: info@amanicenter.org
Street Address: 1621 Columbia Blvd St. Helens, OR 97051	Mailing Address: PO Box 1001 St. Helens, OR 97051

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. (This is not project-specific; this is specific to your organization.)

The Amani Center has provided trauma-informed, compassionate investigative services for children age birth to 18 in Columbia County since 2003. Our agency supports the investigative process by providing unbiased medical exams and forensic interviews in a neutral, child-friendly environment to aid in establishing a child's safety and whether a crime has been committed that local law enforcement and the district attorney's office should follow up on. We are part of a multi-disciplinary team approach to address and intervene in cases of child abuse and neglect in Columbia County. Last fiscal year (July 2020-June 2021), 26% of the children served were from within the city limits of St. Helens, numbering 70 out of the total 265 children who visited the Amani Center.

Detailed Proposed Project Budget*Including money leveraged from other sources for this project*

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
Medical Provider for Child Abuse Exams	\$1000	\$78,153	\$40,800	\$119,953
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$1000	\$78,153	\$40,800	\$119,953

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
CAMI Funds	\$ 78,153.00	Committed (estimate)
	\$	
Total	\$ 78,153.00	

Detailed Project Description*Include the problem, the need for the request, and how many persons will be served by this project*

The Amani Center has provided trauma-informed, compassionate investigative services for children age birth to 18 in Columbia County since 2003. Our agency supports the investigative process by providing unbiased, developmentally appropriate medical exams and forensic interviews in a neutral, child-friendly environment to aid in establishing a child's safety and whether a crime has been committed that local law enforcement and the district attorney's office should follow up on. We are part of a state mandated multi-disciplinary team approach to address and intervene in cases of child abuse and neglect in Columbia County. Last fiscal year (July 2020-June 2021), 26% of the children served were from within the city limits of St. Helens, numbering 70 out of the total 265 children who visited the Amani Center.

Detailed Proposed Solution*Include project design, readiness to proceed, and financial need*

Our project is very simple. Our entire agency program is based on forensic child abuse assessments that include a developmentally appropriate interview and medical exam. Our goal is to provide both to each child that comes through our doors as long as they are developmentally able and willing to participate. We are a trauma-informed agency, seeking to reduce redundancy in the investigative process by collecting all of the evidence that may be needed by child protective services and law enforcement in a single, child-friendly, trauma-informed setting so that a child can move on to healing and recovery.

We have a full time medical provider on staff to provide medical exams and are ready to continue offering exams to children in need. Partial funding for this position comes from the state through the Child Abuse Multidisciplinary Initiative (CAMI) grant process, however, it covers less than 50% of the cost of providing these services. . We continue to seek additional grant funding opportunities for this position, as well as utilize precious unrestricted revenue sources that are obtained through fundraising events, individual donors and corporate giving. The City of St. Helens support will allow us to provide additional services for the child victims of the City of St. Helens.

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.

Amelia Kercher (electronic)

Signature

(must be Board Chair, President or other authorized official)

Interim Executive Director

Title

July 23, 2021

Date

Description of Assessment Program and Positions

The purpose of this project is to ensure that alleged child abuse victims in Columbia County are provided with quality medical and forensic evaluations and support services in a timely manner while in a secure and child-friendly environment. The number of requests for evaluation services has continued to increase each year since the opening of the center in 2003. Increasing the capacity of our Assessment Program is a vital step in the strategic development of our agency. It will enable us to assist child abuse victims with a timely, specialized and comprehensive child abuse medical and forensic assessment in a child friendly environment.

The demand for our services is staggering because child abuse is now at epidemic levels. Studies show that every 36 seconds one child in the United States is neglected/abused—and that one in every four girls and one in every six boys will be sexually abused by the time they are 18 years of age.

Since our incorporation in 2000, we have provided Child Abuse Forensic Assessment services to over 2780 children/adolescents in Columbia County, and supported children and families with over 10,350 individual services in navigating the investigative process, crime victims' services and follow up care for healing and recovery associated with the trauma from abuse and neglect. The Forensic Assessment is conducted by a team, which includes a highly trained Child Forensic Interviewer, a Board-Certified Registered Nurse Practitioner or Medical Doctor, and a Family Support Specialist. The process includes a digitally recorded interview using Oregon Interviewing Guidelines, a full medical examination using Oregon Medical Guidelines, a determination of abuse, the identification of appropriate treatment, the creation of a safety plan and a referral(s) for follow-up care. In 2020, the Amani Center provided 267 assessment services to children and 4257 individual services to child victims and their caregivers such as referrals, crisis intervention, safety planning, advocacy, crime victims assistance, and follow up & service coordination with community partners.

Forensic Interviewer:

The purpose of the Forensic Interviewer program is to provide children with a skilled child abuse forensic interview by a certified Child Forensic Interviewer. The forensic interview is partnered with a medical assessment, which includes a complete physical examination, digitally recorded interview (using Oregon Interviewing Guidelines), determination of abuse, identification of appropriate treatment, and referral for follow-up care.

The child victim will benefit from the Forensic Interview assessment program, as services are provided in a sensitive manner in a child friendly setting. Based on the child's examination, referrals will be made to a therapist and/or specialist, as needed, as well as recommendations for developmental and/or mental health evaluations. Moreover, caregivers will benefit from this service, as they will be able to consult with the professionals to discuss the child's needs and ways to facilitate the child's healing process. The child further benefits from the Forensic Interview assessment program because the videotape as well as the Forensic Interviewer's assessment and treatment recommendations can be used in investigative and legal proceedings on behalf of the child, minimizing and often eliminating the need for a child to have to testify directly. This allows the child to heal further without having to re-tell their disclosure to more strangers or in the public venue of a court room. We anticipate that over 350 referrals for suspected child abuse victim Forensic Interview assessments will be received during a one-year period.

Child Abuse Medical Provider:

The Medical Examiner provides highly skilled and specialized head-to-toe medical evaluations to alleged victims of child abuse and/or domestic violence. A specialized piece of machinery, a CortexFlo (which provides good light and magnification), is used to assess physical and sexual abuse, capturing quality photographs of physical injury. The Medical Provider is the designated child abuse medical provider for all of Columbia County. As such, the Medical Provider may serve as a trainer/consultant regarding child abuse cases within Columbia County. The Medical Provider provides quality and professional care guided by Amani Center practice protocols and standards established by the Oregon Medical Child Abuse Guidelines.

Intake Coordinator (IC) / Family Support Services Specialist (FSSS):

The IC/FSSS position enables the Amani Center to provide intake and support services for child victims of abuse and/or domestic violence and support & follow-up services for non-offending caregivers. Additional services offered by the FSSS have included information and referral, advocacy, and Crime Victims Compensation assistance. The FSSS provides support to the child and family pre, post and during the assessment process.



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PM

Applicant/Organization Name: **BSA Scouts Unit 106**

Project Title: **Halloween Town Vending**

Organization Information

Organization Type: **Scouting**

Federal Tax ID No: **23-7026053**

- ☐ Non-Profit 501C(3)
☒ Other Non-Profit
☐ For Profit Organization
☐ Other

Brief description of organization:
Help local scouts how to be good citizens and future leaders

Authorized Signer

Phone: **503-750-7200**

Print Name: **Nicole Battista**

Fax:

Title: **Fundraising and Activities Chair**

Email: **shbsa106@gmail.com**

Street Address: **736 Judith Court
Saint Helens OR 97051**

Mailing Address: **736 Judith Court
Saint Helens OR 97051**

Contact Person

Phone: **503-750-7200**

Print Name: **Nicole Battista**

Fax:

Title: **Fundraising and Activities Chair**

Email: **shbsa106@gmail.com**

Street Address: **736 Judith Court
Saint Helens OR 97051**

Mailing Address: **736 Judith Court
Saint Helens OR 97051**

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. (This is not project-specific; this is specific to your organization.)

Our scouts participate in local service projects that not only serve our community people but help keep our parks looking beautiful. Every December our scouts go door to door collecting food for the food bank. We also participated in the first annual Christmas parade collecting for the food bank as well. Each Christmas eve our scouts prepare and deliver on average 600 hot meals to families as well as donated gifts for the children of those families in our community in need of help. Every memorial day our scouts set out flags for veterans who have passed so that their families can see our respect and gratitude for their loved ones. When participating in community events as a vending, we are showing visitors that our city supports our local scouts which in turn makes Saint Helens appear in a brighter light. Our scouts learn many beneficial aspects of customer service. I have seen many of our scouts develop skills in math and speech due to their abilities to make change, talk with customers, learn about the value of cost vs. profit, being responsible, being leaders, and working with one another.

Detailed Proposed Project Budget*Including money leveraged from other sources for this project*

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
Vending	\$1800	\$500	\$	\$2300
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$	\$	\$	\$

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
Budgeted based on previous year expense	\$ 500	Application Submitted
	\$	
Total	\$	

Detailed Project Description*Include the problem, the need for the request, and how many persons will be served by this project*

Our scouts have been participating in this event for the past few years. The first year we were not fully prepared for the volume of projected sales and were not in correct placement to gain substantial earnings. Our second year (last year) we were just a little over our cost in earnings due to very low volume of visitors. This year we believe that we will be able to make back the total costs as it is anticipated that we should see larger crowd. Our scouts have worked very hard to earn enough funds to purchase a new trailer for this year. This trailer was bought as a shell and the kids have created a nice full size trailer with a window and lights as well as electricity so that we no longer have to be hit by the cold winds and wet rains and losing our tarps.

Detailed Proposed Solution*Include project design, readiness to proceed, and financial need*

If we are able to receive assistance we will be able to put that money in our budget for the following year negating the need for future assistance.

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.

Nicole Battista

Signature

(must be Board Chair, President or other authorized official)

Fundraising and Activities Chair

Title

7/2/21

Date



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PM

Applicant/Organization Name: Connect St. Helens

Project Title: Soup Night Community Event

Organization Information

Organization Type: Public Benefit

Federal Tax ID No: 85-2465310

- ☒ Non-Profit 501C(3)
☐ Other Non-Profit
☐ For Profit Organization
☐ Other

Brief description of organization:

Connect St. Helens is a Connect Coalition modeled after the successful Connect BG coalition in Battleground, Wa. Our leadership team was identified and the coalition work launched in Spring 2018. Initially partnered with members of local suicide prevention coalition, CSH adopted the coalition model in order to facilitate the work of organizations and initiatives from multiple sectors in the community (education, faith, business, health, arts, government, non-profits, media and neighborhood groups). Organizations and citizens within these sectors came together and formed the foundation of ConnectSH. Foundational members participated in an intensive two-day training to establish the initial standing teams that are moving the ConnectSH mission forward. There are six teams including: marketing, presentations, events & activities, art/media, technical and data collection. Additional adults are being recruited and trained to participate in a connect community as Caring Adults in existing youth-focused programs. These programs are designed to provide trauma-informed academic and college/career-oriented relational mentoring for all ages of students.

Authorized Signer

Phone: 503.369.7434

Print Name: Kellie Smith

Fax: none

Title: Incorporator

Email: kjosmith.ks@gmail.com

Street Address: 59902 Tamarack Drive
St. Helens, OR 97051

Mailing Address: PO Box 711
St. Helens, OR 97051

Contact Person

Phone: 360.798.9989

Print Name: Curtis Miller

Fax: none

Title: Interim President

Email: curtis@connected.buzz

Street Address: 603 NW 74th Street
Vancouver, WA 98665

Mailing Address: 603 NW 74th Street
Vancouver, WA 98665

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. (This is not project-specific; this is specific to your organization.)

Some of the programs that will be scaled up as a result of our trained and supported volunteers who serve as the Caring Adult Network (CAN):

1. SHSD Family Resource Center
2. After school programs at the City of St. Helens community recreation center.
3. After school programs at the middle school
4. Teen Support Program - a collaborative effort by Kiwanas Daybreakers, Columbia River Fire & Rescue and the St. Helens Senior Center's RSVP team to provide resources for unaccompanied and under-resourced students such as food, school supplies, and toiletries; relational interactions in areas of need such as math and reading support, and mentoring.
5. Educational Youth Programs at the City Library supported by the city and NW Regional Educational Service District.
6. STEP Program through DHS office of self-sufficiency that provides job skills and resources.
7. The ASPIRE program that connects students with adult mentors to assist in college/career readiness.
8. Sources of Strength: an evidence-based, peer-led, school-based suicide prevention effort in the high school and middle school supported by school staff and community adult advisors.
9. The Making Readers in St. Helens Program, a faith community-supported, third-grade readiness reading support program using the Team Read curriculum / BookNook with Grades K-2
10. Community Events that promote storytelling and relationship building for all ages, multi-intergenerational, youth, diverse-inclusive people groups (Nature Journaling, movie nights, volunteer opportunities, ukulele music program, youth leadership programs, etc.)

Connect St. Helens serves to enhance belonging and connectedness in our community through various events where storytelling and sharing bring people together to create a shared narrative and a healthy community. We work collaboratively with as many community organizations as possible and believe we are stronger as a community when we join efforts with one another.

Detailed Proposed Project Budget

Including money leveraged from other sources for this project

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
Author Maggie Stuckey event	\$	\$	\$	\$500.00
Soup Catering (Blackcurrant Catering)	\$	\$	\$	\$400.00
Location / Venue	\$	\$	\$	\$100.00
Totals	\$	\$	\$	\$1000.00

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
	\$	
	\$	
Total	\$	

Detailed Project Description

Include the problem, the need for the request, and how many persons will be served by this project

ConnectSH has hosted a monthly breakfast gathering for the past year (even during the pandemic thanks to zoom). We are offering gatherings at different times to accommodate more people. We hope "soup night" will bring friends and families alike together to build community through sharing stories, and food. Our first soup night will be held in August 2021, where we will advertise for the soup night in November. We want to invite Portland Author Maggie Stuckey, author of the book "Soup Night," to speak at the event, have soup catered by local Blackcurrant Catering Co., and host at a location where a kitchen is available, if needed.

Detailed Proposed Solution

Include project design, readiness to proceed, and financial need

This event will piggy-back on our ongoing gathering model and invite people of our community to come together for a shared meal, conversation, and storytelling, resulting in the feeling of increased belonging. For hundreds of years, belonging is the core to human health. In the last few generations, we have seen an increase in mental, emotional and behavioral health problems related to loneliness and isolation. This is true of all ages. Post-pandemic, we plan to create and provide events that foster healthy interconnected relationships to increase the overall health and well-being of St. Helens.

The design includes a place to gather, a speaker to bring awareness to the shared narrative that happens when people eat together and inspire this to continue on a smaller scale in their own neighborhoods. The soup meal will be catered. ConnectSH Core Team will support this event, and the program will last about 1.5 hours. We are grant-funded but can easily find sponsors to match funds if the event exceeds the \$1,000 proposed budget. Thank you for your consideration for this event.

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.

Sandra Salisbury

Signature

(must be Board Chair, President or other authorized official)

Executive Assistant

Title

July 23, 2021

Date



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PM

Applicant/Organization Name: Elks Veterans Bunker

Project Title: Compassionate Warrior and Veterans Retreat Program

Organization Information

Organization Type: <input checked="" type="checkbox"/> Non-Profit 501C(3) <input type="checkbox"/> Other Non-Profit <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Other	Federal Tax ID No: 47-4930582 Brief description of organization: Our mission is to provide education and assistance to veterans, their families and survivors to obtain the benefits they have earned by utilizing our highly trained advocates and network of resources.
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Authorized Signer	Phone: 503-410-5225
Print Name: Alta Lynch	Fax: 503-410-5492
Title: Executive Director	Email: Info@elksveteransbunker.org
Street Address: 125 S 13th Street St Helens, OR 97051	Mailing Address: PO Box 1061 St Helens, OR 97051

Contact Person	Phone: Same
Print Name: Alta Lynch	Fax:
Title: Executive Director	Email:
Street Address: Same	Mailing Address:

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. (This is not project-specific; this is specific to your organization.)

See attached document

Detailed Proposed Project Budget <i>Including money leveraged from other sources for this project</i>				
Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
Compassionate Warrior and Veterans Retreat	\$0	\$875.00	\$1100.00	\$3250.00
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$	\$	\$	\$

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
Community Donations	\$	
Fundraising Projects	\$ 875.00	July 4th Fundraiser
Total	\$ 875.00	

Detailed Project Description <i>Include the problem, the need for the request, and how many persons will be served by this project</i>
<p>In addition to our existing Veteran mental health services, the Elks Veterans Bunker is working to launch a local St. Helens chapter of the Veteran Administration 's Compassionate Warriors Training Reintegration Program. Our target start-up date is October 1, 2021.</p> <p>The Portland Veterans Center currently partners with the Elks Veterans Bunker by providing onsite, weekly counseling appointments. This program will augment our mental health resources in St. Helens.</p> <p>While the Portland VA provides this well-received Compassionate Warrior program, we believe that offering a local chapter in St. Helens will save our Veterans time and travel expenses.</p> <p>Most importantly, having a local Compassionate Warrior program will attract even more Veterans to this very positive experience. The Elks Veterans Bunker currently services approximately 5,200 local veterans in St. Helens and surrounding communities.</p>

Detailed Proposed Solution <i>Include project design, readiness to proceed, and financial need</i>
<p>Project design: See attached Compassionate Warrior program overview</p> <p>Readiness to proceed: We have taken the following steps for implementation...</p> <ol style="list-style-type: none"> 1) Received EVB Board approval 2) Formed an start up committee 3) Began fundraising efforts 4) Developed budget 5) Identified initial start up equipment and costs <p>Financial need:</p> <p>Total start up costs \$8,750</p> <p>Funds raised to date: \$3,230</p> <p>Total Funds needed: \$5,520</p>

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

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- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.

Alta M. Lynick
Signature
(must be Board Chair, President or other authorized official)

Elks Veterans Bunker, Executive Director

Title

July 23, 2021

Date

Elks Veterans Bunker Program Description

Our Mission Statement

Our mission is to provide education and assistance to veterans, their families and survivors to obtain the benefits they have earned by utilizing our highly trained advocates and network of resources.

About Our Cause and Services

- Act as a liaison for veterans with accessing their benefits through the Department of Veterans Affairs and other agencies of government.
- Clothing and essentials when needed
- Assistance finding emergency housing
- A food pantry and a hot meal
- Provide rides to medical appointments
- Friendly, supportive volunteers, and much more
- Veteran outreach and a gathering place where veterans can come and have a friendly face to welcome them. All services are free of charge.
- Provide confidential space for VA counselors to meet with our veterans and families so they do not have the frustrating commute into the larger metro area, saving them both time and money in commuting.
- We also provide space for our Veterans Court Mentors to meet with those veterans going through Veterans Court.

Farming For Freedom Program

We sponsor the Farming for Freedom program which is a veteran –led program that seeks to provide outreach, education and community to veterans of our rural county through the unique platform of small-scale sustainable agriculture. It also offers them a peaceful retreat where they can listen to nature and have a serene and pleasant experience, to get away and enjoy the outdoors and have comradery with other veterans.

Did You Know . . .

- We serve over 5000 known military veterans in Columbia County
- We annually reach out to and assists over 500 local veterans and families
- We support veterans of all races, ethnicities and genders
- We will experience a loss of 75% of donation (revenue) income this year due to COVID-19 and our inability to conduct our annual Valentines for Vets fundraiser event in 2021
- This community program was the vision of three women who founded the Elks Veterans Bunker and it is primarily women who continue to provide the strong leadership that makes it the successful out each it is today

The Compassionate Warrior Training program was birthed out of an identified need to help Veterans move from continuing to utilize acute and crisis mental health services, to greater engagement in their lives and communities. After listening to our outpatient mental health Veteran's trauma stories as they have unfolded in the clinical-pastoral relationship, we analyzed using the interpretative framework of assessment.

Our analysis revealed an ongoing need for reintegration programs. This pilot is in response to meet this reintegration programming need for reintegration emotional spiritual programming and aligns with the [VA ACCESS initiative](#) by creating more space in the VA system.

The program is designed for Veterans who have experienced the interpersonal impact of combat trauma, PTSD, and Moral Injury, and is committed to Preventive Ethics—breaking the cycle of shame, violent communication, and hurtful actions that continue to impact individuals, families, and communities.

The goal is to help Veterans rediscover their compassionate hearts, and find ways to embody what she calls is the medicine of these devastating invisible wounds so that they can safely and meaningfully integrate into their communities, post military service.

Compassionate Warrior Training is a 6-month program helping Veterans begin to realize that their “wound can become a gift,” and that they can engage in community and give back in service.

There are three phases with five areas of focus:

- Phase 1 — revisiting grief & assessment. In this Phase, Veterans are consolidating the work they have done in mental health services, revisiting all that they have lost, grieving, and making room for new beginnings.
- Phase 2 — progression from grief into whole-health coaching.
- Phase 3 — Self-designed ceremony & welcome home ritual with community support. In this phase, through ceremony, and committed actions, Veterans are intentionally reintegrating into communities, and offering their gifts to others.

Growth Areas Addressed Throughout the Program:

- Area 1 — Learning various types of meditation and their application to mind states and emotions.
- Area 2 — Cultivating hope, willingness & confidence to engage in the spectrum of emotions from grief to joy, as a necessary factor for creating a sustainable mission, based on the gifts resulting from integration of invisible wounds.
- Area 3 — Finding Mission and Purpose; recognizing one's own potential because of the integration of the wounds and the confidence that results from that integration process.
- Area 4 — Developing self-confidence, & confidence in one's ability to use volition appropriately, leading to actions that align with the mission. These actions are marshaled and directed by creating a sustainable action plan via whole-health coaching.
- Area 5 — Performing ceremony & ritual that aligns with the individual's spiritual identity to support each phase as initiation and ordination.



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051

City Contact: Kathy Payne 503.366.8217

JUL 13 2021

CITY OF ST. HELENS

DEADLINE: Friday, July 23, 2021, 5PM

Applicant/Organization Name: Kiwanis Club of St. Helens

Project Title: First Book Program

Organization Information

Organization Type:

Federal Tax ID No: 93-0571513

- ☐ Non-Profit 501C(3)
☒ Other Non-Profit
☐ For Profit Organization
☐ Other

Brief description of organization:
 Not for profit 501C(4) Community service organization

Authorized Signer

Phone: 503 397-6503

Print Name: William Eagle

Fax:

Title: Club Secretary

Email: eaglew@opusnet.com

Street Address: 151 Allendale Drive, St. Helens,
 OR 97051

Mailing Address: Kiwanis Club of St. Helens P.O.
 Box 295, St. Helens, OR 97051

Contact Person

Phone: 503 397-6503

Print Name: William Eagle

Fax:

Title: Club Secretary

Email: eaglew@opusnet.com

Street Address: 151 Allendale Drive, St. Helens,
 OR 97051

Mailing Address: Kiwanis Club of St. Helens,
 P.O. Box 295, St. Helens, OR
 97051

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. *(This is not project-specific; this is specific to your organization.)*

Our club is a community service organization with an emphasis on small children. Our thought is that we would like to help make our community a better place and would like to do so by helping children. One of our Mottos are: "to change the world, one child, one community at a time." We also have projects to help old people and teens as well and have participated with Habitat, CCMH, Medicine Wheel Recovery, SAFE, Columbia Pacific Food Bank as well as other community service groups and organizations. We have two Key Clubs in our High Schools and a Builder's club in our Middle school. These teen and middle school clubs are there to provide service to both school and to the community. The numbers of children and adults that we have benefitted are in the thousands.

Detailed Proposed Project Budget*Including money leveraged from other sources for this project*

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
First Book Program	\$600	\$700	\$	\$1300
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$600	\$700	\$	\$1300

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
Fair Parking, Halloween Town ..etc	\$ 700	In savings
	\$	
Total	\$ 700	

Detailed Project Description*Include the problem, the need for the request, and how many persons will be served by this project*

Each year, (with the exception of this last year) , the Kiwanis Club of St. Helens purchase good quality, age appropriate, hard cover books for every Kindergarten student in the St. Helens School District. This will be their own book. For many children, it may be the very first book that they will have received, that they can call their own.

There are about 250 to 300 Kindergarten students in the St. Helens School District.

Detailed Proposed Solution*Include project design, readiness to proceed, and financial need*

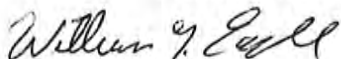
The Kiwanis Club of St. Helens, partners with Powells books in Portland. They help us select books and have provided us with great discounts and excellent quality books that we can afford within our budget. Because of Covid, our club has not been able to participate in fund raising for over a year. Any help that the City can provide would be appreciated.

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.



William Y. Eagle

Signature

(must be Board Chair, President or other authorized official)

Secretary

Title

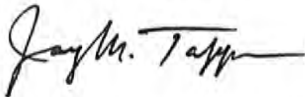
July 13, 2021

Date

KIWANIS CLUB OF ST. HELENS

To: City of St. Helens Grant OPR
From: Jay Tappan, President
Subject: City Grant Application
Date: July 15, 2021

I am forwarding this note to affirm that Bill Eagle, currently serving as our Secretary, is authorized to process and sign the aforementioned grant application. Thank you for considering our request and please call if you have any questions (503-369-0189).
Thanks!

A handwritten signature in black ink that reads "Jay M. Tappan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jay Tappan, President

JUL 06 2021

CITY RECORDER



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051

City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PMApplicant/Organization Name: KOHI RadioProject Title: KOHI New Antenna

Organization Information

Organization Type:	Federal Tax ID No:
<input type="checkbox"/> Non-Profit 501C(3) <input type="checkbox"/> Other Non-Profit <input checked="" type="checkbox"/> For Profit Organization <input type="checkbox"/> Other	Brief description of organization: Local community radio station providing local news, traffic, weather and broadcasting local events and meetings 24 hours a day

Authorized Signer	Phone: 503-397-1600
Print Name: Marty Rowe	Fax:
Title: Owner-Manager	Email: marty@am1600kohi.com
Street Address: 36200 Pittsburg Road Suite C St Helens, OR 97051	Mailing Address: same
Contact Person	Phone: same
Print Name:	Fax:
Title:	Email:
Street Address:	Mailing Address:

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. *(This is not project-specific; this is specific to your organization.)*

KOHI Broadcasts on am-1600 24 hours a day and provides emergency service information to all residents of St Helens as well as local news, weather reports, traffic reports and coverage of local meetings and events as well as local business interviews for St Helens businesses...KOHI's signal will cover all residents of St Helens when completed

Detailed Proposed Project Budget
Including money leveraged from other sources for this project

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
New Antenna tower	\$25,000	\$ 8,000 (Marty)	\$ 5,000	\$ 38,000
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$25,000	\$	\$	\$

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
Marty personal funds	\$ 8,000	Marty has paid already
KOHI funds	\$ 5,000	line of credit established
Total	\$ 13,000	

Detailed Project Description

Include the problem, the need for the request, and how many persons will be served by this project

KOHI lost its old antenna site in 2018 greatly reducing signal coverage area. In 2019 KOHI applied for and received a special temporary authority to broadcast from a new location with 50 watts. We are working on getting funds for a new antenna so we can return to 1000 watts and serve the almost 14,000 St Helens residents with their community radio station. The funds will be used to purchase and install an FCC approved Valcom antenna at our new permanent site.

Detailed Proposed Solution

Include project design, readiness to proceed, and financial need

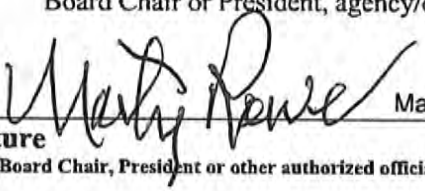
The Valcom antenna will be installed at 36320 Pittsburg Road in St Helens and attached to our transmitter. The antenna is 75 feet and is self supporting. It will be fenced off for safety and approved by the FCC. We are ready to proceed as soon as we get funds to order the antenna. Cost of the Antenna is \$25,000 plus \$8,000 for installation and \$5,000 for engineering fees.

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.


Signature

(must be Board Chair, President or other authorized official)

Marty Rowe

Owner/Manager

Title

July 1, 2021

Date



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PM

Applicant/Organization Name: My Next Step

Project Title: Job Readiness Training

Organization Information	
Organization Type:	Federal Tax ID No: 35-2448580
<input checked="" type="checkbox"/> Non-Profit 501C(3) <input type="checkbox"/> Other Non-Profit <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Other	Brief description of organization: My Next Step is a Job Readiness organization. We help low income adults one on one on site or off site with their specific needs to help them become job ready and self-sufficient

Authorized Signer	Phone: 971 813-9675
Print Name: Julie Beehler	Fax: NA
Title: Executive Director	Email: dbeehler@centurytel.net
Street Address: 1271 Columbia Blvd Saint Helens, OR 97051	Mailing Address: 1271 Columbia Blvd. Saint Helen, OR 97051
Contact Person	Phone: 971 813-9675
Print Name: Julie Beehler	Fax: NA
Title: Executive Director	Email: dbeehler@centurytel.net
Street Address: 271 Columbia Blvd Saint Helens, OR 97051	Mailing Address: 271 Columbia Blvd Saint Helens, OR 97051

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. (This is not project-specific; this is specific to your organization.)

See attached

Detailed Proposed Project Budget <i>Including money leveraged from other sources for this project</i>				
Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
Program - Job Readiness	\$5000.00	\$	\$ 88,080.00	\$ 93,080.00
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$	\$	\$	\$

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
	\$	
	\$	
Total	\$	

Detailed Project Description <i>Include the problem, the need for the request, and how many persons will be served by this project</i>	
See attached	

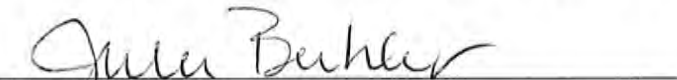
Detailed Proposed Solution <i>Include project design, readiness to proceed, and financial need</i>	
See attached	

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

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Signature

(must be Board Chair, President or other authorized official)

Executive Director

Title

7/23/21

Date

My Next Step
1271 Columbia Blvd.
Saint Helens, OR 97051
(971) 813-9675

RE: Grant Request

Project Title: Job Readiness Training

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. (This is not project-specific; this is specific to your organization.

My Next Step is a Job Readiness Training Center for low income adults who face barriers in obtaining employment to support themselves. Low income adults encounter problems when trying to find employment. Some obstacles are:

- Criminal records
- Domestic Violence/Sexual assault
- Economic displacement
- Impaired learning
- Injury/Illness
- Mental Illness
- Lack of actual work experience
- Substance abuse

Each of these barriers presents a different set of challenges to overcome. Some adults will have more than one barrier to deal with and because of this, they often feel overwhelmed and don't know how to address their situation. Most suffer from lack of self-esteem or self-worth. We believe that to break the cycle of poverty adults need help identifying and creating a viable action plan to overcome the barriers that prevent them from being successful in the workforce.

Our program is set up to provide individual mentoring, job readiness training in a retail setting and classroom education. We use our retail resale store, Accumulation, located in Saint Helens as the on-site job training facility to help adults become acquainted with what an employer expects of their employee.

Work-readiness programs are designed to address the barriers adults face, so that they are better prepared to meet the needs of an employer. Workplace dependability is best taught through actual experiences and exposure to real-time workplaces. Our work site is a "safe zone" for learning and offers support and mentoring to prepare for successful employment.

The participants learn to process, stage and sell donated merchandise. They will learn cashiering and cash counting skills. They will use customer service principles to provide a pleasant shopping experience for the customer and help them become accustomed to interacting with the public and co-workers.

Most adults that come to us have had poor work experiences and are uncertain about their future. Mentoring is designed to help build confidence and self-awareness. Adults entering

this program have a varying range of skills and capabilities. Some have had full or part time jobs, or even owned their own business. Others have volunteered or never experienced employment. All adults are offered soft skills building classes. The purpose of soft skill education is to inform and brush up on work-related skills that are essential for successful employment. Information is presented in an interesting and non-threatening platform.

This program is open to any adult in Saint Helens that wishes to make a difference in their own life. Due to COVID our on-site program has been limited. However, we were and are still able to provide services to 10 adults each month either by phone or in person. We hope to increase our services this year as the Pandemic allows.

Detailed Project Description

Include the problem, the need for the request, and how many persons will be served by this project

Low income adults often have little or no understanding of job readiness skills and how the lack of them affects their job performance. They can get stuck when they can't identify the problem(s) holding them back. Even if they are able to identify the issues, they don't always know how to change the script or how to get the help they need. Job readiness and soft skills training provide information to understand why they are here and what's needed to get to a more stable life.

My Next Step partners with the State of Oregon DHS and other community organizations to help low income adults address the barriers that have prevented them from becoming self-sufficient. By using a retail store as the training site we are able to mentor adults one on one to expand knowledge and guide them through barriers that have prevented them from being successful. This training helps fill the gaps between the skills workers currently possess and the skills needed to be successful. Adults can gain self-confidence, real time experience and become proficient in Job Readiness Skills. Job readiness helps adults display the aptitude needed to perform the necessary skills of the job.

Successful workers know that having a job is more than a paycheck. They know that investing in knowledge and continuing to increase knowledge makes life more enjoyable and creates self-worth that they can pass onto their children.

We have been serving residents in Saint Helens since 2012. We have helped over 240 adults with Job Readiness resources, training and other support. Funds received from this grant will go to provide mentorship for up to 10 persons per month, including educational tools and supplies needed to provide our services.

Detailed Proposed Solution: Include project design, readiness to proceed, and financial need

Due to COVID the operational hours of our store have been reduced. This has caused a reduction of income for our nonprofit. Grants like yours will help us bridge gaps in funding that will allow us to continue to provide services to Saint Helens residents.

Our program assists adults in evaluating and identifying individual barriers to employment, creating an individual roadmap and providing job skills training through educational workshops on:

- Job Readiness skills – including resume and interview skills
- Identifying goals and goal setting
- Building self-esteem and a positive attitude
- Access to budgeting tools and information to create a more stable lifestyle

Provide Job site skills training that will help the client:

- Acquire skills in communication
- Establish current work history
- Learn teamwork behaviors

This program is the entire scope of the nonprofit. All proceeds go to operating the program. The job readiness program is operational and ongoing.



Item #5.

APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PM

Applicant/Organization Name: Running Dogs Brewery

Project Title: New Production Facility

Organization Information	
Organization Type: Brewery	Federal Tax ID No: 85-2026326
<input type="checkbox"/> Non-Profit 501C(3) <input type="checkbox"/> Other Non-Profit <input checked="" type="checkbox"/> For Profit Organization <input type="checkbox"/> Other	Brief description of organization: Beer and Cider producer/Restaurant

Authorized Signer: [Redacted]	Phone: 360-710-1256
Print Name: Jaron Clayton	Fax: n/a
Title: Owner	Email: jclayton@runningdogsbrewery.com
Street Address: 291 S 1st St. St. Helens, OR 97051	Mailing Address: 34966 Roberts Ln. St. Helens, OR 97051
Contact Person: [Redacted]	Phone: 360-710-1256
Print Name: Jaron Clayton	Fax: n/a
Title: Owner	Email: jclayton@runningdogsbrewery.com
Street Address: 291 S 1st St. St. Helens, OR 97051	Mailing Address: 34966 Roberts Ln. St. Helens, OR 97051

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. (This is not project-specific; this is specific to your organization.)

We have provided food/beverages and a place to meet or have a night out with community events such as trivia, comedy nights, bingo, non-profit funding days and free concerts. We've been a staple in bringing craft beer seekers to the downtown area both in and out of peak tourism season. During Halloweentown we have had the honor of serving the large amount tourists food and beverages. Roughly 60% of our population have benefited from what we have provided.

Detailed Proposed Project Budget*Including money leveraged from other sources for this project*

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
Land	\$	\$115,000.00	\$	\$
Building	\$	\$127,000.00	\$	\$
Equipment and Utilities	\$	\$180,000.00	\$	\$
Totals	\$	\$422,000.00	\$	\$422,000.00

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
Jaron and Maggie Clayton (Owner) Business and personal funds	\$ 422,000.00	Application Submitted
	\$	
Total	\$	

Detailed Project Description*Include the problem, the need for the request, and how many persons will be served by this project*

Due to the demand for our beer, cider and soda product and our lack of ability to produce enough for that demand, in order to still be considered a craft brewery we needed to build a bigger production facility. We do not currently have enough funds to complete the project. With the completion of this project, our hope is that we will not only reach the population we have already but new customers as we'll also be the Houlton Business District. This will also provide the advantage of reaching more tourists passing through as they will see us right off of the highway and hopefully they will not only provide us business but other local businesses as they stop here.

Detailed Proposed Solution*Include project design, readiness to proceed, and financial need*


The land has been purchased (200 Running Dogs Ln., St. Helens, OR 97051) and the building application has been submitted to the city and is attached. We are fully ready to complete the project as soon as approved and we are able to get the funds needed. Any financial help would be greatly appreciated. We've had to use all profits from the business and personal funds towards this project and it has been a struggle with being forced to close during Covid-19. We are in need of \$45,000 still to pay off the building and may need another \$20,000.00-\$30,000 in City SDC and permitting charges. We would like to open a brewpub within the production facility to allow another place for tourists and locals to go to dine and drink closer to the highway. The requirement for that is notated as future build in the plans. We would need roughly another \$80,000 to complete that project. Thank you for your consideration.

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.



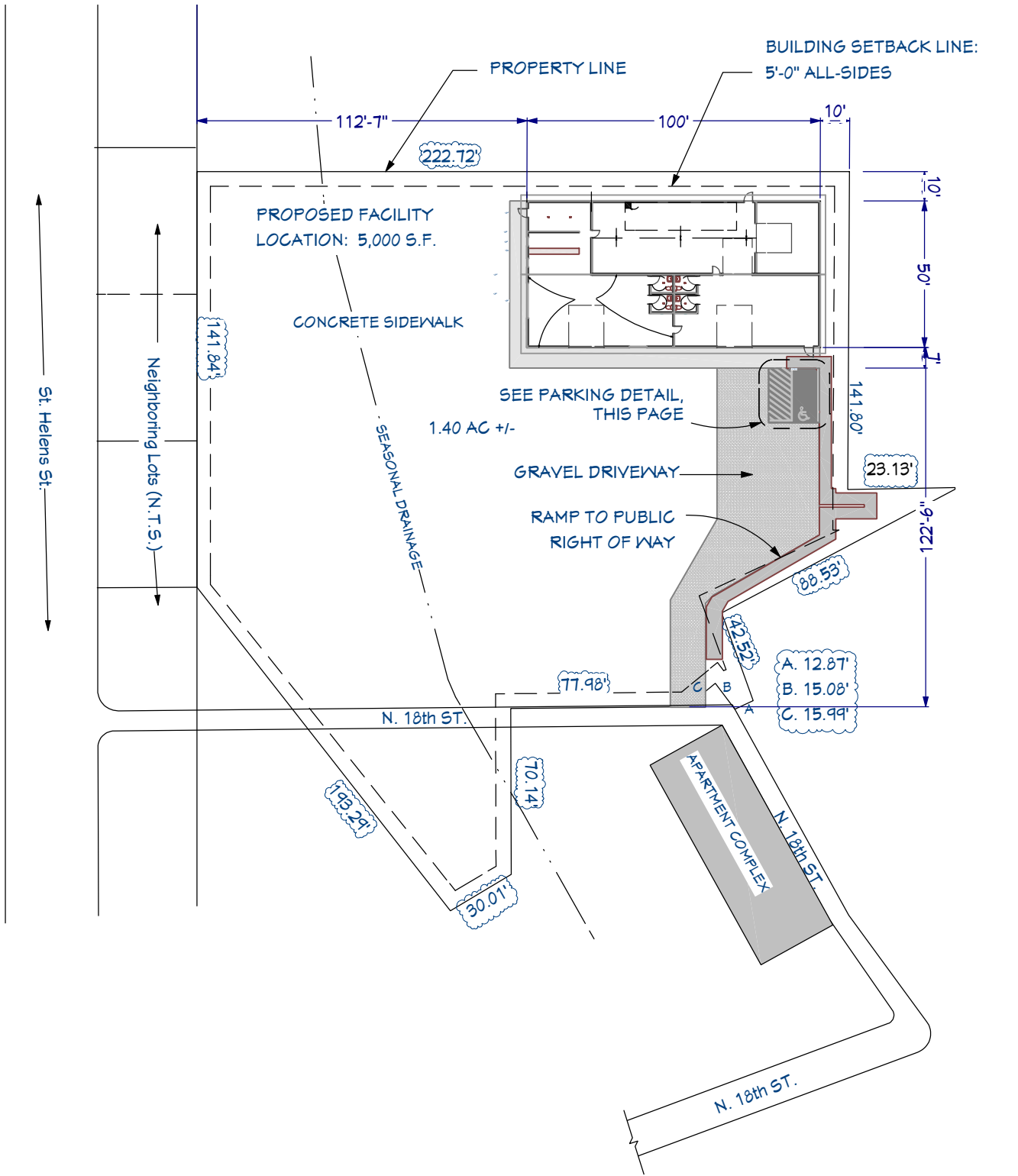
Signature

(must be Board Chair, President or other authorized official)

Title

Date

RUNNING DOGS BREWERY
PRODUCTION FACILITY

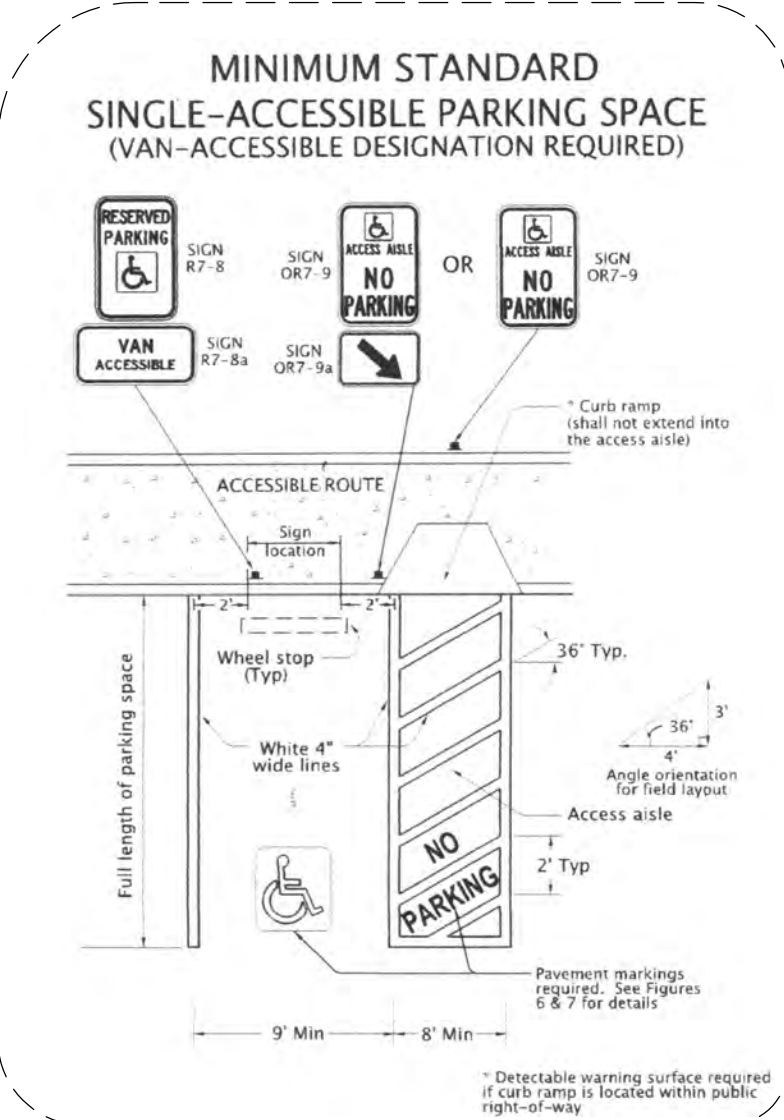


1 PLOT PLAN

SCALE: 1" = 50'-0"



2 PARKING DETAIL
NO SCALE



3 EXTERIOR PERSPECTIVE VIEW
NO SCALE

PROJECT DESCRIPTION:
50' x 100' Production Facility
SITE LOCATION:
200 Running Dogs Lane
St. Helens OR 97051
DESIGN DESCRIPTION:
A Pole Building Structure with
Metal Siding and Metal Roof.
LEGAL DESCRIPTION:
Property Acct. No.: 10430
Map No.: 4N1W04BD01403
County: Columbia
ZONING INFORMATION:
Total Land Area: 1.39 acres
(60514.92 sq ft)
Zoning: Houlton Business District, HBD
Allowable Building Area @ 90% = 54,463 S.F.
Proposed Lot Coverage Total = 5,891 S.F.
(Building: 5,000 S.F., Paved Parking: 306 S.F.,
Covered Parking: N/A, Sidewalk: 585 S.F.)
Setbacks:
FRONT= 0
SIDE= New buildings containing any
nonresidential use abutting residential districts req.
one foot of setback for each foot of building wall ht.
on the side abutting the residential zone, with a min.
setback of 10 feet. For yards abutting other non-
residential districts, no setback is required subject
to building code requirements.
REAR= 0
HEIGHT= 45'
BUILDING PLANNING:
Elevation = ~ 100'
Wind = 80 mph is the fastest wind w/ a
100 mph 3-sec gust.
Seismic Zone= D1
Soil = 1500 lbs. SQ. FT.
Exposure Class = B
CODE UTILIZER: ORSC 2017
OCCUPANCY TYPE: Low Hazard Industrial Group F-2
BUILDING USE: Private Production Shop
Owner/Employee access only
OCCUPANCY LOAD: Warehouse 500 Gross

CONTRACTOR:
Colin
Custom
Builds
503-951-9543
Item #5.

ALL DIMENSIONS AND SIZE
DESIGNATIONS GIVEN ARE
SUBJECT TO VERIFICATION ON
JOB SITE ADJUSTMENT TO FIT
JOB CONDITIONS.
DESIGN PLANS ARE PROVIDED
FOR THE FAIR TRADE USE BY
THE CLIENT OR THEIR AGENT
IN COMPLETING THE PROJECT
AS LISTED WITHIN THIS CON-
TRACT. DESIGN PLANS REMAIN
THE PROPERTY OF PLANS NW
AND CAN NOT BE USED OR RE-
USED WITHOUT PERMISSION.

DESIGNER:
PLANS NW
PLANSNW@gmail.com
971-813-9392

DRAWING TITLE:
PLOT PLAN

DRAWN FOR:
RUNNING DOGS BREWERY
200 Running Dogs Lane
St. Helens OR 97051

DRAWN BY: T.D.M.
DATE: 1/24/21
REVISED: 6/18/2021
SCALE: AS NOTED
PAGE NO.:



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PM

Applicant/Organization Name: South Columbia County Chamber of Commerce

Project Title: Replace Hvac system

Organization Information

Organization Type: Not for profit community organization **Federal Tax ID No:** 93-0359007

- ☐ Non-Profit 501C(3)
☒ Other Non-Profit
☐ For Profit Organization
☐ Other

Brief description of organization:
 Chamber of Commerce. Facilitating networking and business growth in the community.

Authorized Signer	Phone: 503-397-0685
Print Name: Alex Tardif	Fax:
Title: Board President	Email: mgr@sccchamber.org
Street Address:	Mailing Address: 2194 Columbia Blvd St Helens, OR 97051
Contact Person	Phone: 971-506-3916
Print Name: Alex Tardif	Fax:
Title: Board President	Email: Alex.m.tardif@gmail.com
Street Address:	Mailing Address:

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. *(This is not project-specific; this is specific to your organization.)*

The South Columbia County Chamber of Commerce impacts many businesses and individuals in St Helens. The Chamber building is a meeting place for business owners and stake holders, we engage the community with events and advocacy, and we help bring residents together via regular networking sessions. We partner with other agencies in the county with like missions to help new businesses get started, to educate business owners on things like marketing, insurance, and risk management, and promote businesses within the City to individuals in the region via our social media reach. Through these activities nearly every resident in the city benefits from the chamber's activities

Detailed Proposed Project Budget
Including money leveraged from other sources for this project

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
HVAC - Heating and Cooling System	\$14,598	\$	\$	\$ 14,598
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$ 14,598	\$	\$	\$ 14,598

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
	\$	
	\$	
Total	\$	

Detailed Project Description

Include the problem, the need for the request, and how many persons will be served by this project

We need to replace the heating and cooling system in the chamber building. The replacement of this system would benefit the business community. Our space at the chamber is utilized to facilitate and accomidate business. The cost is \$14,598. We have asked the city to provide funding to replace this. We are looking for a partnership, so if the total amount is out of reach we would be happy with whatever you can assist us with.

Detailed Proposed Solution

Include project design, readiness to proceed, and financial need

please see the attached quote.

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.



Signature
(must be Board Chair, President or other authorized official)

Board President

Title

7/23/2021

Date

Western

Heating & Cooling, Inc.

50618 Columbia River Hwy.

Scappoose, OR 97056

P: 503-543-5599 | F: 503-543-3693 | CCB 76978

Email: djnelson@WesternHeating.com

Proposal and Agreement

Customer: St Helens Chamber of Commerce

Customer:

Address: 2194 Columbia Blvd

City, State, Zip St Helens OR 97051

Consultant: Randy Phelps

Proposal Date: 07/20/2021

Phone: 503-957-3523

Phone:

E-Mail Address

Proposal #: 12393

We will furnish and install the equipment listed below at the price, terms and conditions outlined on this proposal.

System 1 ~

Remove and recycle existing Natural Gas Furnace and Outdoor Unit.

American Standard 80% AFUE Silver, Single Stage, Natural Gas Furnace:

American Standard 13 SEER Silver, Single-Stage, R410, All Aluminum Spine Fin Coil, Air Conditioner:

American Standard Aluminum, high efficiency, indoor comfort coil:

American Standard Touchscreen, black & white, 724 series comfort control:

Thermostat low voltage wiring.

Outdoor unit low voltage wiring.

220 volt weather tight whip kit from disconnect to outdoor unit.

Resin/fiberglass outdoor HP / AC equipment pad

High velocity insulated copper refrigerant line set.

Flue venting double wall B-Vent.

Condensate drain to exterior of home.

Reconnect new furnace to existing high & low voltage wiring.

Reconnect to existing natural gas service, add new gas safety shut off valve and drip leg.

All added duct work in non conditioned areas will be insulated to current code of R8 value.

Perform triple evacuation and charge system to manufacture's specification.

Refrigerant access port to be fitted with tamper resistant cap per code M1411.6.

Carbon monoxide alarm with Nighthawk technology and battery backup, per State Fire Marshall Code.

Mechanical permit & inspection as required per City / County code.

First year annual Precision Tune-up on System performed 1 year from date of install.

20-year heat exchanger warranty, 10-year parts warranty, and 1-year labor warranty.

All sheet metal work & labor to install a complete & working comfort system - B

~ 100% Satisfaction guarantee on all work performed by Western Heating & Cooling Inc. ~

System 1 Investment

Sub Total:

Sub Total:	\$15,397.92
------------	--------------------

Rebates:

W.H.A.C. instant rebate (ends 08-20-2021):	-\$800.00
Total System Investment After Instant Rebates:	\$14,597.92

System 1 Enhancements:

	Amount:	Accept:
Air Scrubber plus with activepure technology. Kills viruses, bacteria, and odors	\$1,444.40	

Consultant: Randy Phelps

Terms and Conditions:

All material listed above is guaranteed as specified, All work will be completed in a professional manner. Any deviation from the above specifications involving extra cost will be executed only upon written change order.

Heat Pump Commissioning test is required and performed by PTCS qualified technician. If test fails due to lack of air flow or any other reason, cost to make required repairs will be provided. After necessary repairs are made the system will be retested one time at no cost. If additional test is required there will be an additional \$275.00.

Western Heating & Cooling is not responsible for the following; sheetrock repair, painting, holes created by electricians or other, trim/carpentry work that may occur during installation.

100% Satisfaction Guarantee, All Labor Guaranteed for 1 Year unless otherwise stated, Meet All City/County Codes, Complete System Checkout by Trained Technicians, Clean Work Area Upon Completion.

We hereby propose to furnish labor and material in accordance with the above specifications if accepted within thirty (30) days from the Proposal date.

Terms: 50% down payment at the signing of this agreement, balance due upon completion, if not using financing option. If for any reason the install is cancelled, there will be a 3% re-stocking charge based off the total sales price.

Note: This proposal may be withdrawn if not accepted within 30 days.


 Authorized Company Representative

I (we) accept this proposal as specified above

Date accepted

Signature



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PM**Applicant/Organization Name:** South County Chamber of Commerce**Project Title:** Railway Station Centennial Celebration**Organization Information****Organization Type:** 501 (c)6**Federal Tax ID No:** 93-0359007

- ☐ Non-Profit 501C(3)
☒ Other Non-Profit
☐ For Profit Organization
☐ Other

Brief description of organization:

The South Columbia County Chamber of Commerce is a membership-based organization. It is a partnership between businesses, professionals, and organizations who work together to build a healthy local economy and improve the quality of life in a local community.

Authorized Signer**Phone:** 503-397-0685**Print Name:** Alex Tardif**Fax:****Title:** Board President**Email:** mgr@scchamber.org**Street Address:** 2194 Columbia Blvd.
St. Helens, OR 97051**Mailing Address:** 2194 Columbia Blvd.
St. Helens, OR 97051**Contact Person****Phone:** 503.410.0479**Print Name:** Judy Thompson**Fax:****Title:** Event Lead**Email:** judyann2@q.com**Street Address:** 2194 Columbia Blvd.
St. Helens, OR 97051**Mailing Address:**

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. *(This is not project-specific; this is specific to your organization.)*

The South County Chamber of Commerce is a not-for-profit 501c6 organization with over 150 businesses, non-profits, and individuals in the area.

Our Core Values

- Membership-based - Being a chamber member means more than a business directory listing. It shows you support economic development and growth in the community
- Partnership-Driven

The chamber is a collaboration of businesses, professionals and organizations working together

Economic Development

Chamber members join together because they stand a better chance of getting things done when speaking with a collective voice. They work together towards building a healthy economy and improving the quality of life

Networking

Word of mouth is the most powerful marketing. Chamber members are offered numerous opportunities to network, create intimate connections and be involved in the community.

Detailed Proposed Project Budget
Including money leveraged from other sources for this project

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
Trolley rental	\$500	\$375	\$	\$875
promotional	\$	\$650	\$	\$650
Entertainment, equipment, etc.	\$	\$1005	\$470	\$1475
Totals	\$500	\$2030	\$470	\$3000

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
Local sponsorships	\$ 1,300	committed
Local sopnsorships	\$ 1,200	in process
Total	\$ 3,000	

Detailed Project Description

Include the problem, the need for the request, and how many persons will be served by this project

This is a request for event sponsorship

Join The S. Columbia County Chamber of Commerce For A Family Friendly Event
 Grayline Pink Trolley Rides Uptown to Downtown
 Chamber Merchant's Gift Shop & Bazaar
 2194 Columbia Blvd., St. Helens

Talk of the Town

Roaring 20s' Inspired Gala Event

The St. Helens Railway Station has been bringing people into our community since it first opened in October of 1921. That hustle and bustle are evident in the above photo from the CCMA's Sentinel-Mist/Brownlow Family Collection. That tradition has continued for nearly a century, most recently by serving as the South Columbia County Chamber of Commerce where it helps to build a healthy economy and improve life in our community. We invite you to celebrate this historic building as this historic building turns 100!

Detailed Proposed Solution

Include project design, readiness to proceed, and financial need

The request is for event sponsorship

General Certification

Item #5.

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.



Signature

(must be Board Chair, President or other authorized official)

Board President

Title

7/23/2021

Date



APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PM

Applicant/Organization Name: St. Helens Saints Baseball

Project Title: Baseball Program Development

Organization Information

Organization Type: Non-Profit

Federal Tax ID No: 57-1205305

- ☒ Non-Profit 501C(3)
☐ Other Non-Profit
☐ For Profit Organization
☐ Other

Brief description of organization:

Our organization supports youth and high school baseball in the community. We provide summer high school teams and are working on future youth programs at the 14u, 12u and 10u levels.

Authorized Signer

Phone: 971-297-2939

Print Name: Matt Lokken

Fax:

Title: President

Email: Matt.Lokken24@gmail.com

Street Address: 35131 Burt Rd. St. Helens, OR
97051

Mailing Address: 35131 Burt Rd. St. Helens, OR
97051

Contact Person

Phone: 971-297-2939

Print Name: Matt Lokken

Fax:

Title: President

Email: Matt.Lokken24@gmail.com

Street Address: 35131 Burt Rd. St. Helens, OR
97051

Mailing Address: 35131 Burt Rd. St. Helens, OR
97051

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. (This is not project-specific; this is specific to your organization.)

Our program has traditionally provided summer baseball teams at the high school level, but are looking to expand into the youth levels. We believe our program can positively benefit the St. Helens community by providing all the opportunity to develop their social and emotional health through physical activity and team activities. Playing baseball at a competitive level and with the right coaching will provide many the opportunity to play baseball after high school if they would like to. It will open up opportunities for college scholarships and success later in life. Our mission is to provide the youth of our community high level coaching in combination with high level competition, so they can enjoy the game of baseball but also reach their full potential. If we do this we believe many kids of our community will benefit and this organization will also aid them in developing into a responsible, happy and productive member of our community.

Detailed Proposed Project Budget

Including money leveraged from other sources for this project

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
Uniforms	\$2,500	\$	\$	\$2,500
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$	\$	\$	\$

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
	\$	
	\$	
Total	\$	

Detailed Project Description

Include the problem, the need for the request, and how many persons will be served by this project

Our organization likes to keep player fees low. We charge \$150 in the summer and this only funds our league fees, umpires, balls and tournament fees, it does not provide enough funding for uniforms. Our team is in need of uniforms that can be used for many seasons to come. We are looking to suite two full teams (28 players) with this equipment. We anticipate being able to use the equipment for 3 full seasons which will provide the opportunity to benefit 85 or so participants in different years.

Detailed Proposed Solution

Include project design, readiness to proceed, and financial need

The specific needs are listed below:
28 uniform tops: \$2,500

We can have these items ordered immediately and ready for use. If not fully funded we will seek additional support to fund these items, so even a portion will help us tremendously. Thank you.

General Certification

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I further certify that, to the best of my knowledge:

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- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.

Matt Lokken

Signature

(must be Board Chair, President or other authorized official)

President

Title

07/21/21

Date



RECEIVED
JUL 22 2021
Item #5.
CITY RECORDER

APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne 503.366.8217

DEADLINE: Friday, July 23, 2021, 5PM

Applicant/Organization Name: St. Helens Band Patrons

Project Title: Replace Stolen Band Patrons Trailer and Contents

Organization Information	
Organization Type: <u>School</u>	Federal Tax ID No: <u>930999814</u>
<input checked="" type="checkbox"/> Non-Profit 501C(3) <input type="checkbox"/> Other Non-Profit <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Other	Brief description of organization: St. Helens Band Patrons supports the St. Helens Band Program. The Program has a rich tradition of excellence in music making. We are a 6-12th grade program that features Middle School Beginning, Intermediate, and Advanced Bands, and a high school program with a Jazz Band, Concert Band, Wind Ensemble, Marching Band and Color Guard, Pep Bands, and Winter Guard and Winter Percussion Programs.

Authorized Signer	Phone: <u>360-980-3801</u>
Print Name: <u>Josh Fully</u>	Fax:
Title: <u>St. Helens Band Patrons Vice Chair</u>	Email: <u>shbp.vchair@gmail.com</u>
Street Address: <u>2375 Gable road</u> <u>St. Helens, OR 97051</u>	Mailing Address: <u>Same</u>
Contact Person	Phone:
Print Name: <u>Same</u>	Fax:
Title:	Email:
Street Address:	Mailing Address:

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. (This is not project-specific; this is specific to your organization.)

The St. Helens Band Patrons supports the St. Helens School District Band and Guard Program by:

- Communicating the needs of the School District Band & Guard Program to the students, parent(s), guardian(s), and the community, as desired by the Director(s).
- St. Helens Band Patrons supplement the financial needs of the School District Band & Guard Programs.
- St. Helens Band Patrons support Director(s) in their role as the head of the School District Band & Guard Programs.

The community benefits from the program by attending concerts, sporting events, etc. Most importantly, it gives students an opportunity to be involved in a program where they learn teamwork, work ethic, and get to have fun.

Detailed Proposed Project Budget
Including money leveraged from other sources for this project

Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
Replace Band Patrons Trailer & Contents	\$1,000	\$9,000	\$TBD	\$10,000
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$	\$	\$	\$

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
Fundraising & Sponsorships	\$ 9,000	Potential Source
	\$	
Total	\$ 9,000	

Detailed Project Description

Include the problem, the need for the request, and how many persons will be served by this project

On Tuesday, July 13, 2021 one of the St. Helens Band Patrons trailers and its contents was stolen. The contents included three large event tents, shelves, buckets, and kitchen supplies that are used during Marching Band & Guard competitions. It also included all the supplies used during bottle and can fundraising events. Due to COVID, the main source of the Program's fundraising has been bottle and can drives. The trailer is used during fundraising events and transporting equipment for Marching competitions. All of these items will need to be replaced in order to continue to support the students and the Program. Over time, thousands of students will be served by supporting the replacement of these items.

Detailed Proposed Solution

Include project design, readiness to proceed, and financial need

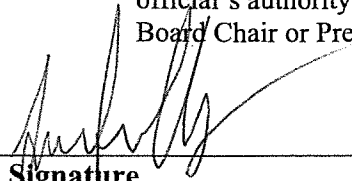
As finances are available, the St. Helens Band Patrons will prioritize the replacement of the items stolen. Due to COVID and the reduction in this year's competition season, we may be able to delay the purchase of a trailer until sufficient funds are raised. The tents are a priority as they are used to keep students and their equipment dry during the fall rainy Marching competition season. We are in the process of organizing fundraiser events to raise funds as quickly as possible to cover expenses.

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

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Signature

(must be Board Chair, President or other authorized official)

St. Helens Band Patrons Vice Chair

Title

7/21/21

Date



SHHS Band Patrons
Tax ID#930999814
2375 Gable Road
St Helens, OR 97051

Mrs. Noelle Freshner, Director of Bands
503-366-7418
noellef@sthelens.k12.or.us

Dear City Council,

Please accept this letter as authorization for Vice Chair Josh Fully to sign on behalf of the St. Helens Band Patrons. The Vice Chair position coordinates all aspects of fundraising.

Thank you for your consideration and continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Scholl", written over a horizontal line.

Ryan Scholl
SHBPCHAIR@gmail.com
Board Chair

SHHS Band Patrons
Tax ID#930999814