



COUNCIL WORK SESSION

Wednesday, September 07, 2022 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:

HYBRID: Council Chambers & Zoom (details below)

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.](#) Semi-Annual Senior Center Report - *Justin Watson, Executive Director*
- [2.](#) Review Proposed Rates Increases for Waste Management Drop Box Services
- [3.](#) Review Proposed Amendments to Council Operating Rules & Procedures
4. Assignment of Voting Delegate and Alternate for LOC Business Meeting
- [5.](#) Report from City Administrator John Walsh

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 Legal Counsel, under ORS 192.660(2)(h); and
- Labor Negotiator Consultations, under ORS 192.660(2)(d)

Other than Labor Negotiator Consultations, 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:

- September 5, LABOR DAY - City Offices Closed
- September 7, 1:00PM, Council Work Session, Council Chambers/Zoom
- September 7, 5:30PM, Council Public Hearing, Council Chambers/Zoom
- September 7, 7:00PM, Council Regular Session, Council Chambers/Zoom
- September 12, 4:00PM, Parks & Recreation Commission, Council Chambers/Zoom
- September 12, 7:15PM, Library Board, Zoom
- September 13, 7:00PM, Planning Commission, Council Chambers/Zoom

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

- PH: September 7, 5:30PM, Continued Hearing for Street Vacation of Sections of Right-of-Way along N. River Street, N. 1st Street, Columbia Blvd. and S. River Street (Keith Locke, et. al.)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/88548794227?pwd=N3k5VmErM1lzU3pWcXBibG5MdHdRZz09>

Meeting ID: 885 4879 4227

Passcode: 594973

Dial: 669-900-9128

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

REPORT TO ST. HELENS CITY COUNCIL September 7th, 2022

Center

- Kathy retirement – settling in well
- Fully open
- Working with the Chamber, Grocery outlet and a number of partners
- Over 150 members and attempting to bridge the gap to have families take part in the center I.E. Homework, study, or project hours, ultimately increasing memberships- looking into lifetime membership concepts
- Over 80 volunteers, - working with United Way CC
- Number of activities from - Yoga, to exercise, to pinochle and Tai Chi courses
- Block party for further exposure – Good turnout, lots learned
- Lunches are being served in building
 - Reservations

SNAPP

- We serve over 180 seniors in throughout St. Helens and Scappoose
 - There is a need for more volunteer drivers
 - Program is building strong and we are making steps to further fortify it all around it

Kitchen

- Head cook is hanging in there well
- Hired a new Dietary assistant cook/ kitchen aid – total 2 – currently a stable crew
- New Ghost kitchen concept to further the use of the asset – St. Helens Eats

Thrift Store

- New management
- Slight sales increase, currently being consumed by management build out
- 2 Scarecrow's, TN and SHSC – Main street Alliance collaboration
- Solid crew of staff and volunteers

Use of Building & Care

- AARP Safe driving courses
- Evergreen Dance Center holding classes Thursday evenings
- Red Cross holds reoccurring blood drives
- VFW Ladies Auxiliary
- Business Leaders Networking
- Medicare representatives meeting clients
- Block Party
- Car Show – Chili Bake off
- Cooling and Warming Shelter
- Building maintenance is going well. – maintenance inclined

- Property boarder will be cleaned up and better landscaping is installed to provide and ease to maintain - Great thanks to Public work & to Roger at public works for all they do.
- As we continue to grow, building will be used in more unique and consistent ways

Financials

- \$25,000 Congregate infrastructure grant
- Investment strategies – Full stake Owners of WVV preferred stock
- Ghost kitchen
- Online Auction
- Building rentals & activities
- Continuing to source other sources of income remembering we are a nonprofit – benevolent service, primarily run on donations in the past- then grants were furthered, and now we are building out a self-sustaining model to continue to protect our most vulnerable seniors with hot cooked meals.



Waste Management
720 4th Ave, Suite 400
Kirkland, WA 98033

August 30, 2022

John Walsh
City Administrator
City of St. Helens
265 Strand Street
St Helens, OR 97051
jwalsh@ci.st-helens.or.us

Re: 2022 Inflation Adjustment

Please find the enclosed 2022 rate schedule for garbage drop box collection services provided by WM to the City of St. Helens.

These rates are based upon the published Consumer Price Index for All Urban Consumers: Water and Sewer and Trash Collection Services, or successor index ("CPI"), July to July, as published by the Bureau of Labor Statistics of the United States Department of Labor. This year's index changes are described on the attached page. The annual change is an increase of 4.353%. Per our contract, WM is allowed 50% of this annual change not to exceed 1.5% which results in a 1.5% increase.

Please review this schedule and let me know of any discrepancies as WM will adjust our billing system to reflect these changes effective October 1, 2022.

WM looks forward to providing quality garbage drop box collection services to the City of St. Helens in the years ahead.

Sincerely,

A handwritten signature in black ink that reads 'Kelly Emerson'.

KELLY EMERSON
Contract Compliance Administrator
Public Sector, Pacific Northwest
kemerson@wm.com

Waste Management - Columbia County Operations
St. Helens - Rates for Drop Box Services
As of October 1, 2022

	CPI 1.50% 10/1/2021	CPI 1.50% 10/1/2022
10 Yard Drop Box Haul	\$ 136.01	\$ 138.05
20 Yard Drop Box Haul	\$ 142.81	\$ 144.95
30 Yard Drop Box Haul	\$ 150.34	\$ 152.59
40 Yard Drop Box Haul	\$ 150.34	\$ 152.59
Compactor Haul	\$ 286.35	\$ 290.64
Rental Per Day - All sizes	\$ 4.57	\$ 4.63
Rental Per Month - All sizes	\$ 91.62	\$ 92.99
Mileage - All sizes	\$ 1.80	\$ 1.82
Disposal Rate/Ton	\$ 93.06	\$ 100.97
Plus franchise fee added to total monthly charge:	7%	7%

Effective 11/19/2020

Section 6. Franchise Fee. In consideration of the rights, privileges and franchise herein granted, Franchise Holder shall pay an annual franchise fee to the City equal to Seven percent (7%) of Franchise Holder's annual Gross Receipts. Franchise fees shall be paid on a quarterly basis and are due and payable within thirty (30) days of the end of each quarter. Annually, and no later than ninety (90) days following the close of Franchise Holder's fiscal year, Franchise Holder shall submit a written report to the City Administrator, that includes:

- a) a summary of Franchise Holder's previous year's customers, services provided, and new services, if any; and
- b) a calculation of Franchise Holder's Gross Receipts and the amount of franchise fees paid to the City during Franchise Holder's previous fiscal year.

Section 7. Rates. The rates to be charged for collection of Solid Waste under this Franchise are set forth at **Exhibit A** attached hereto, as the same shall be adjusted, during the term of this Franchise, in accordance with Sections 8 and 9 below.

Section 8. Annual Rate Adjustments. The rates shall be adjusted on October 1, 2021 and annually thereafter, by a percentage equal to one-half of the annual percent change in the average *Consumer Price Index for All Urban Consumers: Water and Sewer and Trash Collection Services*, or successor index ("CPI"), July to July, for West-C, all items (1982-84 = 100), (Series CUUR0000SEHG, CUUS0000SEHG), as published by the Bureau of Labor Statistics, not seasonally adjusted, and not to exceed one and one-half percent (1.5%) (<http://www.bls.gov/cpi/home.htm>) for the 12-month period ending nearest, but at least SIXTY (60) days prior to, each annual adjustment date. Franchise Holder shall notify the City of any rate adjustments hereunder at least THIRTY (30) days in advance, provided however, that Franchise Holder's failure to notify the City of such rate adjustments prior to the annual adjustment date shall not waive Franchise Holder's right to adjust rates at any time thereafter. Adjustments to the rates shall be made in units of one cent (\$0.01). Fractions less than one cent (\$0.01) will not be considered in calculating adjustments. Annual CPI adjustments shall not be negative. If the CPI index series decreases year-on-year, no CPI adjustment will occur.

Section 9. Other Rate Adjustments. Franchise Holder may at any time request a rate revision whenever a significant change in revenue or expenses occurs or is anticipated, or in the event of Uncontrollable Circumstances (see Section 15). In the event Franchise Holder requests a rate revision, the City shall consider such request in good faith and shall act upon the request without undue delay, but in no case later than SIXTY (60) days from the date the request was made. In determining reasonable rates, the City Council shall consider all relevant factors, and the City and Franchise Holder shall work in good faith to develop and adjust the rates, as necessary, to allow Franchise Holder to earn a reasonable rate of return. The City agrees that it shall not unreasonably withhold its consent or unreasonably delay a rate review request submitted by Franchise Holder.

Consumer Price Index - All Urban Consumers
Original Data Value

Series Id: CUUR0000SEHG,CUUS0000SEHG

Not Seasonally

Series Title: Water and sewer and trash collection services in U.S. city average, all urban consumers, not seasonally adjusted

Area: U.S. city average

Item: Water and sewer and trash collection services

Base Period: DECEMBER 1997=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2	% of Change	0.50% of change	Not to exceed 1.5% !
2011	175.754	177.194	177.694	178.033	178.521	178.640	179.820	180.762	181.569	181.916	182.254	182.758					
2012	183.984	185.499	186.280	187.473	187.788	188.489	189.750	191.927	191.833	192.370	192.921	193.237					
2013	194.553	195.505	195.981	196.319	196.727	196.989	198.173	198.736	198.804	199.759	200.004	200.203					
2014	201.169	202.149	202.657	203.084	203.124	203.396	205.022	206.171	206.363	207.633	208.562	209.414					
2015	210.243	211.397	211.738	212.153	212.542	212.863	213.873	215.844	216.173	216.380	217.004	217.386					
2016	218.370	219.036	219.649	220.506	221.360	221.396	221.358	222.554	223.111	223.420	224.399	224.745					
2017	226.411	227.277	227.553	228.133	228.396	228.599	229.008	229.772	230.142	230.614	231.522	231.842					
2018	232.977	233.858	234.215	235.141	235.878	236.493	237.186	238.439	238.512	238.936	241.774	242.204	234.760	239.509			
2019	241.606	242.011	242.611	243.49	243.774	244.322	244.943	245.549	245.903	246.741	247.364	247.567	242.969	246.345			
2020	248.846	249.751	250.359	250.673	250.921	251.435	252.401	253.974	254.266	254.781	255.65	256.456	250.331	254.588	3.045%	1.522%	1.500%
2021	257.722	258.763	259.204	259.581	259.542	260.4	261.706	262.81	263.747	264.278	264.58	265.365	259.202	263.748	3.687%	1.843%	1.500%
2022	268.128	269.521	269.621	270.419	270.844	271.925	273.097						270.076		4.353%	2.176%	1.500%

PROPOSED AMENDMENTS

Item #3.

City of St. Helens CITY COUNCIL OPERATING RULES AND PROCEDURES

SECTION I – AUTHORITY

These operating procedures and policies are adopted under the authority granted in the St. Helens Charter, Chapter III, Section 13.

SECTION II – OFFICERS OF THE CITY COUNCIL

1. **Mayor** – The Mayor shall be chair of the Council and preside over its deliberations. The Mayor shall have a vote on all questions before the Council. The Mayor shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council. With the consent of the Council, and following the procedures of the Council, appoints members of commissions and committees established by ordinance or resolution. The Mayor must sign all records of Council decisions.
2. **Council President** – At its first meeting of each odd-numbered year, the Council by written ballot shall elect a President from its membership. The President of the Council shall perform the duties of the Mayor in the Mayor's absence.

SECTION III – MEETINGS OF THE CITY COUNCIL

1. Meetings

All meetings of the Council or the boards, committees, and commissions of the City shall be in conformance with Chapter 192, Oregon Revised Statutes, Public Meetings.

A. Regular Meetings

The regular meetings of the Council shall be on the first and third Wednesdays of each month, except when that day falls on a legal holiday in which event the Council shall meet on the next following regular business day. Unless otherwise noticed, regular meetings shall be held on the days appointed at 7:00 p.m.

At its first regular meeting of each new year, the Council shall adopt a resolution stating the dates, times, and locations of its regular meetings for the year.

B. Special Meetings

A special meeting may be called either by the Mayor or two (2) members of the Council. Written notice of the time and place of such special meeting and the subjects to be acted upon shall be delivered in writing to interested persons, the media, and all members of the Council at least 24 hours in advance of the time of said meeting, and the Council may consider and act only upon such matters as contained in the written notice.

C. Work Session Meetings

Regular work sessions of the Council shall be on the first and third Wednesdays of each month, unless otherwise noticed, and shall be held on the days appointed at 12:00 p.m. At such work sessions no final decisions may be made or action taken. Work sessions shall begin with visitor comments to provide the public with an opportunity to address the City Council.

At its first regular meeting of each new year, the Council shall adopt a resolution stating the dates, times, and locations of its work session meetings for the year.

D. Adjourned Meetings

At any regular or adjourned meeting, the meeting may be adjourned to a later date by a majority vote of the Council. In the event any regular meeting is adjourned, the Mayor may call an adjourned meeting at such time as the Mayor may designate upon giving appropriate legal notice and having each councilor notified personally, or in writing, at least 24 hours in advance of the time and place of such adjourned meeting.

E. Public Hearings

The regular public hearings of the Council shall be on the first and third Wednesdays of each month, unless otherwise arranged, and shall be held on the days appointed between 6:00 p.m. and 7:00 p.m. depending on the purpose. Staff may, at its discretion, schedule such time as needed per topic and considering the start of the Council's regular meeting at 7:00 p.m. At public hearings, no final decisions may be made or action taken by the Council.

F. Public Forums

Public forums are to provide the public an opportunity to receive topic specific information and provide input and testimony. Public forums will be held in City Hall or such other locations as may be determined by the Council.

G. Emergency Meetings

Emergency meetings are special meetings called on less than twenty-four (24) hours' notice. The Council will declare the emergency and the minutes of the meeting will describe the emergency justifying less than twenty-four (24) hours' notice. The City will take appropriate steps to notify the media and other interested persons to inform them of the meeting. Notice will be by electronic mail.

H. Executive Sessions

All executive sessions of the Council shall be called and conducted in accordance with the Oregon Public Meetings Law. No executive session may be held for the purpose of taking any final action or making any final decision. Final actions and final decisions must be done in open regular meetings of the Council. Executive session attendance shall be determined by the Mayor (as the presiding officer) or the Council.

2. Meeting Place

All Council meetings shall be held in the City Hall or such other location as may be determined by the Council.

3. Quorum

A majority of members of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance or these rules.

4. Attendance

The Mayor and Councilors are expected to attend all Council meetings and work sessions. The City Charter provides that the position of Mayor or a Council member becomes vacant upon an incumbent's unexcused absence from the City for 30 days without the consent of the Council or upon ~~his/her~~their absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the vacancy. Excused absences from Council meetings and work sessions may be granted on a ~~case-by-case~~case-by-case basis.

A Councilor who is unavailable in person may participate in work sessions, ~~and~~ regular meetings, and any other Council meeting by Zoom or conference phone ~~if approved by the Mayor and two members of the Council. If telephonic participation is approved, the Councilor would be considered in attendance.~~

5. Ordinances

Every ordinance shall be enacted in accord with Chapter IV of the St. Helens City Charter. The enacting clause of all ordinances shall be “The City of St. Helens ordains as follows:”. Except as the following paragraphs provide to the contrary, every ordinance title shall, before being put upon its final passage, be read fully and distinctly in open Council meeting on two different days.

Except as the following paragraph provides to the contrary, an ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council members present, upon being read first in full and then by title.

Any of the readings may be by title only if no Council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each Council member and a copy is provided for public inspection in the office of the City Recorder not later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at City Hall, on the City’s website, and two other public places in the City or by advertisement in a newspaper of general circulation in the City. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in an open Council meeting as finally amended prior to being approved by the Council.

Upon final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.

Upon the enactment of an ordinance the City Recorder shall sign it with the date of its passage and his/her/their name and title of office, and within three (3) days thereafter the Mayor shall sign it with the date of his/her/their signature, name, and title of office.

An ordinance enacted by the Council shall take effect on the thirtieth (30th) day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

6. Resolutions

Every resolution shall be enacted in accord with Chapter V of the St. Helens City Charter. The enacting clause of all resolutions shall be “The City of St. Helens resolves as follows:”.

A resolution or any other Council administrative decision requires approval of the Council. Any substantive amendment must be read aloud or made available in writing to the public prior to adoption. After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.

A resolution enacted by the Council shall take effect immediately upon enactment unless otherwise noted in the resolution.

7. Procedures

The conduct of all meetings of the Council or of any committee appointed by it shall be governed by the City charter, City code, and these operating rules and procedures.

8. Voting

Except as the Charter otherwise provides, the affirmative vote of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council. The voting on all ordinances or resolutions shall be by roll call vote and recorded in the minutes showing those members voting for and those voting against.

9. Decorum

The presiding officer of the Council shall be responsible for ensuring that order and decorum are maintained during all meetings of the ~~Council, and Council and~~ shall be responsible for assigning to the Sergeant-at-Arms ~~his or her-their~~ duties and station. The Chief of Police, or such member of the Police Department as ~~he/she-they~~ shall designate, shall be Sergeant-at-Arms of the Council. ~~He/she-They~~ shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order, decorum and to enforce the rules of conduct as directed by the presiding officer.

10. Presiding Officer

Mayor – The Mayor shall preside over Council deliberations and will serve as the political head of the government. ~~He/she-They~~ shall have a vote on all questions before the Council. ~~He/she-They~~ shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council. With the consent of the Council, and following the procedures of the Council, the Mayor appoints members of the committees, boards, and commissions established by ordinance or resolution.

Council President – At its first meeting of each odd-numbered year, the Council by written ballot shall elect a president from its membership. In the Mayor's absence from a Council meeting, the President shall preside over it. Whenever the Mayor is unable to perform the functions of ~~his-their~~ office, the President shall act as Mayor.

In the absence of the Mayor and the President, if a quorum of the Council is present, the senior member of the Council shall preside over the meeting as President Pro-Tem. If there is no one senior member of the Council, Council shall choose, by vote, a President Pro-Tem to preside at that meeting.

The Council President or the Council President Pro-Tem, while serving as presiding officer, may propose motions and debate from the chair, subject only to the limitations of debate as are imposed on all members and shall not be deprived of any of the rights and privileges of a councilor by reason of acting as presiding officer.

11. Record of Proceedings

The Council shall cause a record of its proceedings to be kept. Upon the request of any of its members, the ayes and nays upon any question before it shall be taken and entered in the record.

No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

12. Order of Business

Matters to be considered by the Council at its meetings shall be placed on an agenda to be prepared by the City Administrator and/or ~~his/her-their~~ designee, typically the City Recorder, for the following materials:

- All items considered by the Council from work sessions that require official action of the Council. Work session agenda items will normally be considered at the next regular meeting.
- All items directed by the Mayor or a member of the Council to be listed on the agenda. The Mayor or presiding officer will be notified of agenda items requested by a Council member.
- All items deemed appropriate by the City Administrator.
- All items which are required by law to be presented to the Council.
- The Council may also consider any other item, proposed by the Mayor, a member of the Council, or the City Administrator, not included on the written agenda.
- Items appearing on the Council agenda may be assigned a time limit by the Mayor or presiding officer. The Mayor or Council may extend the time limit until an issue or item is discussed and resolved.
- Correspondence, petitions, or other written material that concerns items that are or may be on the agenda may be submitted to the City Administrator's Office at any ~~time, but~~ time but may only appear on the agenda if received by 12:00 p.m. the Wednesday preceding the intended Council meeting. The City

Administrator may hold agenda items to have an appropriate study made of the issue, question, or request. Any material submitted without the author's name and address will not be put on the Council agenda. Substantive matters arising under "Visitor Comments" will be referred to the City Administrator for study.

13. Agendas and Supportive Material

The City Administrator, typically through the City Recorder, shall provide copies of public records to any person so requesting that material, in compliance with the Oregon Revised Statutes, Public Records Law. A fee for copies may be charged based upon the cost of copying plus a reasonable administrative fee based on actual cost, which fees shall be adopted by Council resolution.

Copies of the supportive agenda material will be available to the media, and upon request, to members of the public at the time distributed to the Council, except for those items exempt from disclosure under the Public Records Law.

14. Appointing Committees

All committees, boards, and commissions shall be created by the Council through the adoption of an ordinance or resolution. After the committees have been formally announced they cannot be changed except at a regular meeting of the Council. Appointments to committees shall be made as an agenda item at a regular meeting of the Council.

15. Council Liaisons

The Mayor, or the presiding officer in the Mayor's absence, will appoint Council members liaison appointments to City departments, programs, or boards and commissions. Liaisons will act as a communication link to the Council and will keep the Council informed of their department's activities.

SECTION IV – CONDUCT AT MEETINGS

1. The Council will be clear and simple in its procedures and consideration of matters coming before it.
2. Any Council member or the Mayor may present main motions on business to come before the Council.
3. It is the policy of the Council to ensure an informed public, aware of the deliberations and decisions of the body and of the information upon which decisions were made. It is the policy of the Council that those decisions be arrived at openly. The Mayor and Council are encouraged to explain their rationale for votes during Council meetings.
4. Public Debate and Testimony:
 - Members of the public have no right to speak or address the Council at a Council meeting unless recognized by the presiding officer.
 - Time for testimony by members of the audience at public hearings or any Council meeting at which the public is invited or allowed to address the Council may be limited for each speaker and for each subject by the presiding officer or by majority vote of the Council.
 - Unless otherwise directed, persons addressing the Council shall limit their remarks to three (3) ~~to five (5)~~ minutes.
 - A person may request additional time subject to approval of the presiding officer.
 - Questions and discussions by audience members shall be directed to the presiding officer.
 - Directed discussion between members of the audience and Council members or City employees shall be permitted only at the discretion of the presiding officer.

- Public testimony at regular sessions and work sessions, except at public hearings, shall be under the agenda item, “Visitor Comments” unless specifically permitted by the presiding officer.
- All persons addressing the Council shall do so from the designated location after first having clearly stated their name for the record. When speaking at public hearings, persons shall confine their comments to the issue under consideration.

5. Identification of Fiscal Impact of Policy Decisions

At such time as the Council adopts a new program or policy with significant revenue implications, it shall offer clear direction to City staff and to the Budget Committee as to how the program or policy is to be funded. When the City Council adopts such a new program or policy or significantly modifies an existing program or policy, it shall indicate how it expects that program or policy to be funded; e.g., which existing taxes or fees the Council expects to increase and by how much, or which current City programs or department expenditures the Council expects to reduce to fund the new program or policy. However, if the Council cannot reasonably identify a potential funding source, it shall so indicate.

6. Reconsidering a Vote

A motion to reconsider a vote can be made only once and at the session at which the motion or matter was adopted, or at the next meeting of the Council, provided that no vote to reconsider shall be made after the ordinance, resolution, or act has taken effect.

7. Miscellaneous Provisions

- Members of the Council requesting a legal opinion of the City Attorney may do so directly during a meeting or if the Mayor is aware of the inquiry. A Council member desiring to contact the City Attorney will normally contact the City Administrator to ascertain if the question has previously been posed to the Attorney and/or if staff has researched and can address the issue.
- Authorization is needed from the presiding officer or majority of Council to take a reimbursable trip and incur expenses on City-related business. The following expenditure categories qualify for reimbursement under the above procedure:
 - Reasonable out-of-town travel expenses including mileage, meals, and lodging.
 - Additional cellular phone costs related to calls made regarding City business.

Expense reimbursement forms for expenses incurred for authorized purposes are available through the City Recorder. Receipts or other types of documentation are required for all items. The Mayor will review and approve expense claims submitted by Council members. The Council President will review and approve expenditures made by the Mayor.

- The Mayor or Council member shall also clarify what, if any, official capacity they are representing when speaking to the press.
- Normally, the City Administrator or ~~his/her~~their designee shall act as the City ombudsman for City business and affairs.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: September 7, 2022

Planning Division Report attached.

Business Licenses Report(s) attached.

Suggestion Box Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner
cc: Planning Commission

Date: 8.24.2022

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

ASSOCIATE PLANNER/PROJECT MANAGER—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

PLANNING ADMINISTRATION—NOTEWORTHY ADMINISTRATIVE DECISIONS

Issued decision for a Site Development Review for the Port of Columbia County for approximately 100K square feet of industrial floorspace divided into four separate buildings. This is along McNulty Way across from Pacific Stainless. This is significant as the Port has been talking with us about this property off and on for several years. They don't have any specific tenants yet, but their objective is to get as close to "shove ready" as possible. This is the purpose of this land use permit. Per a later discussion with the Port (this month) they intend to build the first of four buildings within a year or so

The other significant about this Port of CC file is it the last batch of the "Spring pile" that I finally got through, not in mid-summer. As is typical, much gets submitted in the Spring, which creates a log jam that slowly gets unjammed into the summer.

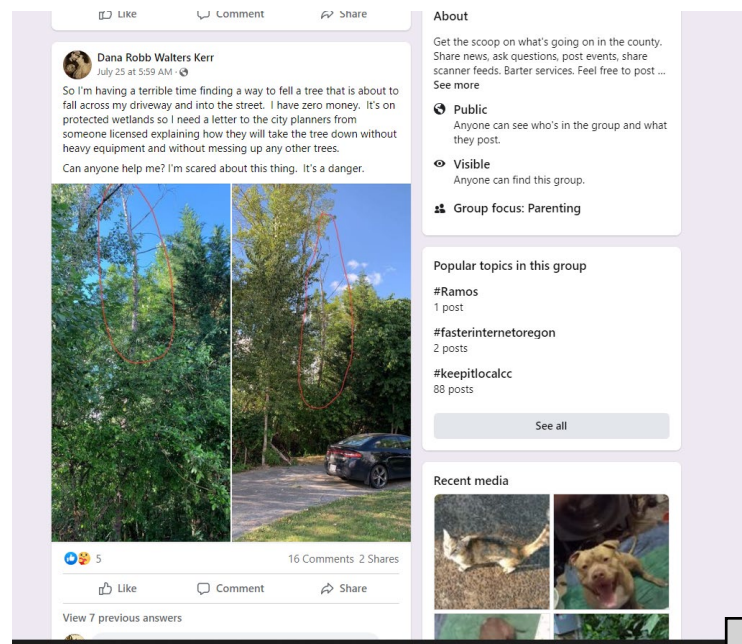
PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Conducted an early assistance meeting for a potential residential subdivision of the remainder of the former mill site that was not used by the County's Transit Center along Oregon Street and Deer Island Road.

PLANNING ADMINISTRATION—MISC.

Allowed removal of some dead trees within a significant wetland area at 88 Red Cedar Street.

There was a Facebook post about this actually (see right).



I was able to deliver the final plat and associated documents for the Columbia Commons Subdivision on Aug. 3, 2022 as all requirements met in that day. This is the four commercial lot development where Burger King is proposed. I expect another driveway through restaurant application for one of the other lots soon.

Review the draft Mercury TMDL Implementation plan that city engineering is working on. This is another state mandate without the state providing resources. Planning's role will be to support review and implementation of ordinances and land development code updates. This will inevitably conflict with other code updates we hoped to do in the near to somewhat near future.

☺ The objective is to reduce Mercury in the waters of the Willamette Basin.

DEVELOPMENT CODE ENFORCEMENT

Some work close to a significant wetland was discovered within the Meadowbrook Subdivision, after a complaint about a separate but related matter. This is a wetland that would have a 75' upland protection zone today, however Meadowbrook predates those rules that took effect December 2003. The separate matter (concrete chunks placed in the wetland area) has been resolved. The other issue, construction of a retaining wall immediately adjacent to the wetland (with apparent wetland impacts) is in process of being resolved.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

August 9, 2022 meeting (outcome): The Commission discussed the order/conduct of public hearings (i.e., incorporating a testimony time limit) and decided to implement such by adding to its written procedures. They also discussed moving the time meetings/hearings start to 6pm beginning in January. The Commission also had a general discussion about Oregon's measure 109 related to Psilocybin.

As the Historic Landmarks Commission, they reviewed and recommended approval of minor exterior changes to the non-historic portion of the county's courthouse annex at 230 Strand.

September 13, 2022 meeting (upcoming): At a minimum we will talk about upcoming term expirations for two Planning Commissioners, both who has stated they will not seek new terms.

A Commission has submitted a proactive item for Commissioner consideration regarding Oregon HB 3115.

COUNCIL ACTIONS RELATED TO LAND USE

The Council adopted the Planned Development (overlay zone) for the Comstock property with the same modifications as recommended by the Planning Commission.

The Council held the public hearing for the Comstock subdivision and started deliberations. Deliberations were continued to the September 21st due to late additions to the record. The full staff report and record can be found by:

- Go to <https://www.sthelensoregon.gov/citycouncil/page/council-public-hearing-55>
- Click on the Details tab
- Scroll down to 'Agenda Packet Supplement – Uploaded 8/18/2022'

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The Engineering and Planning Departments have started to reorganize our data now that we have a fresh new batch of updates. Some of this organization is long overdue, so I am happy about this in-process milestone. Time consuming though. Some of the utility confirmation, such as confirming catch basins (old v. new and attribute data) has to be done at a per feature basis and there are more than a thousand catch basins. This is engineering's burden that may take months if not years. Thinking final organization as it pertains to Planning will be concluded by end of year.

Data update related to adoption of Comstock Planned Development.

Routine data updates.

MILLARD ROAD PROPERTY

Chase road easement agreement originated in 2009 with an 11-year window for development. We extended this for two years in 2020. Still no development. The extended two-year window ended in March. A little behind (but since on my mind), I finally created a revised agreement extension for the grantor's consideration. I mentioned this previously in May's report.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: August Planning Department Report
Date: Wednesday, August 24, 2022 2:22:06 PM

Here are my additions to the August Planning Department Report.

GRANTS

1. **CDBG- Columbia Pacific Food Bank Project** – Final project closeout letter received from the state! Will pay retainage invoice once all certified payroll information confirmed and final occupancy is granted by the Building Official.
2. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Culvert project (County) will be a separate project than the sidewalks project, but the City's IGA still stands. 95% design received and reviewed with a followup meeting on 9/1. Bidding is anticipated late Fall 2022 with construction in Spring/Summer 2023. Amendment approved to push completion deadline from November 2022 to February 2024.
3. **Business Oregon – Infrastructure Finance Authority** – Contract documents finalized. Will submit first reimbursement once design work is complete for Riverwalk project.
4. **Technical Assistance Grant with the Oregon State Marine Board** - To assist with design and permitting of an in-water fishing dock and paddlecraft launch facility at Grey Cliffs Park. Feedback summarized submitted to OSMB to move forward. They would like to hire their environmental permit specialist before starting moving this project forward. Hiring is anticipated in August 2022.

PROJECTS & MISC

5. **Riverwalk Project (OPRD Grants x2)** – Moving into 90% design, continued regular PM meetings and TAC meetings. For permitting, stage and structure will require architectural review before the PC (anticipated in the early fall with the building permit). LWCF grant contract will be subject to the America/Build America requirements. We are likely going to apply for a waiver for our project, as this could have significant cost increases for our project. Working with County/NOAA for potential impacts near Tide Gauge Station.
6. **Riverfront Streets/Utilities Design/Engineering** –Streets/Utilities Project went to bid on 6/30. Attended mandatory pre-bid meeting/project walkthrough on 7/19. Bid opening extended to 8/18. Received 3 bids, with notice of intent to award granted to Moore Excavation.
7. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design**– Work Order 1 approved - 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Preparing for a pre-application meeting with Mackenzie and PGE to prepare for land use applications. Goal is for PGE to be able to buy the parcel from the City. Met with Paper Union president to discuss PUE needs for their property.
8. Planned/Registered for **OAPA conference** in Pendleton, OR on 10/26-10/28
9. **PSU 2022 Annual Housing Unit and Population Survey** – Worked with the Building Department and all group housing (like senior housing, jail, treatment facilities, etc) within city limits to fill out the 2022 AHUPS.
10. **Business Oregon/DLCD/DEQ Discussion** – About 15 state employees from different agencies (DLCD, Business Oregon, DEQ) came to St. Helens on 8/8 for a tour and

- discussion of the waterfront-related projects and the community as a whole
11. **Met with new Mainstreet Alliance coordinator** – Met monthly with Amara to discuss City projects/Mainstreet projects
 12. Issued **parklet renewal** at CCB/BRB on Strand Street for 6 months. Beyond 6 months will not be approved given construction impacts for the streets/utilities extension project underway

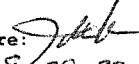
Jenny Dimsho, AICP
Associate Planner / Community Development Project Manager
City of St. Helens
(503) 366-8207
jdimsho@sthelensoregon.gov

8-29-2022 10:51 AM

F O R M S R E G I S T E R

Item #5.

PACKET: 00423 08/29/22 Business License Appr 8/29/22 Business Approvals

Signature: 

SEQUENCE: Contact

Date: 8-29-22

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
01119	8/03/22- 8/03/23	*TRADE SHOW DISPLAY SOLUTIONS	GRAPHDES GRAPHIC DESIGN	0.00
01124	8/19/22- 8/19/23	*TUGBOAT DESIGNS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00079	9/20/22- 9/20/23	A & J CUSTOM CABINETS INC	CABINETS CABINETS	0.00
00044	8/06/22- 8/06/23	ALL FUEL INSTALLATION & SERVIC	CONTMECH CONTRACTOR-MECHANICA	0.00
00967	8/10/22- 8/10/23	ATI PHYSICAL THERAPY	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00175	9/01/22- 9/01/23	BERRY BRIGHT PRESCHOOL	CHILDCAR CHILD CARE	0.00
00047	8/12/22- 8/12/23	BIGFOOD CART & BREW LLC	RESTAURA RESTAURANT	0.00
00892	5/01/22- 5/01/23	BOBBIE'S CUTS+ LLC	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00565	2/10/22- 2/10/23	BOND PLAZA LLC	RENTCOMM RENTAL - COMMERICAL	0.00
00048	8/13/22- 8/13/23	CC POD LLC	RENTCOMM RENTAL - COMMERICAL	0.00
00507	2/02/22- 2/02/23	COMCAST BUSINESS CLASS SECURIT	SECURITY SECURITY	0.00
00878	3/26/22- 3/26/23	DARK MOON CURIOSITIES	2NDHAND 2ND HAND DEALER/PAWN	0.00
01123	8/15/22- 8/15/23	DUKE'S ROOT CONTROL INC	MISC MISCELLANEOUS	0.00
00947	6/19/22- 6/19/23	EDISON & IVES	2NDHAND 2ND HAND DEALER/PAWN	0.00
01125	8/19/22- 8/19/23	ELLIOTT'S CHERI	HOUSECLE HOUSECLEANING	0.00
00081	10/09/22-10/09/23	Edward Jones	ACCOUNT ACCOUNTING	0.00
00975	9/04/22- 9/04/23	HOOD TO COAST HEATING & COOL	CONTHVAC CONTRACTOR-HVAC	0.00
00167	9/01/22- 9/01/23	HOUBEN DEBORAH	CHILDCAR CHILD CARE	0.00
01122	8/15/22- 8/15/23	HURLIMAN CPA INC	ACCOUNT ACCOUNTING	0.00
01120	8/09/22- 8/09/23	JOHNSON RESOURCES, LLC	EXCAV EXCAVATION	0.00
00073	9/17/22- 9/17/23	MAKANA TRUCKING & EXCAVATION	EXCAV EXCAVATION	0.00
01130	8/26/22- 8/26/23	MAUL FOSTER & ALONGI, INC	ENG ENGINEERING	0.00
00050	8/13/22- 8/13/23	MOTEL 6 RV & STUDIOS	HOTEL HOTEL/MOTEL/B&B	0.00
00591	2/18/22- 2/18/23	OVERHEAD DOOR CO OF PORTLAND	DOORS DOORS	0.00
00938	7/01/22- 7/01/23	REDSIDE PLUMBING LLC	CONTPLUM CONTRACTOR-PLUMBING	0.00
00075	9/16/22- 9/16/23	RENNER TRUCKING & EXCAVATING	EXCAV EXCAVATION	0.00
00115	1/01/22- 1/01/23	SUNSET EQUIPMENT	RETFARM RETAIL - FARM&GARDEN	0.00
00304	2/01/22- 2/01/23	TRANE U.S. INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00051	8/13/22- 8/13/23	VILLAGE INN RESTAURANT	RESTAURA RESTAURANT	0.00

PACKET: 00423 08/29/22 Business License Appr 8/29/22 Business Approvals

SEQUENCE: Contact

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	2	0.00
ACCOUNT ACCOUNTING	2	0.00
BEAUTYSH BEAUTY/BARBER SHOP	1	0.00
CABINETS CABINETS	1	0.00
CHILDCAR CHILD CARE	2	0.00
CONTHVAC CONTRACTOR-HVAC	1	0.00
CONTMECH CONTRACTOR-MECHANICA	2	0.00
CONTMISC CONTRACTOR-MISC.	1	0.00
CONTPLUM CONTRACTOR-PLUMBING	1	0.00
DOORS DOORS	1	0.00
ENG ENGINEERING	1	0.00
EXCAV EXCAVATION	3	0.00
GRAPHDES GRAPHIC DESIGN	1	0.00
HOTEL HOTEL/MOTEL/B&B	1	0.00
HOUSECLE HOUSECLEANING	1	0.00
MISC MISCELLANEOUS	1	0.00
PHYSICIA PHYSICIAN/HEALTH CAR	1	0.00
RENTCOMM RENTAL - COMMERICAL	2	0.00
RESTAURA RESTAURANT	2	0.00
RETFARM RETAIL - FARM&GARDEN	1	0.00
SECURITY SECURITY	1	0.00
 TOTAL ALL CODES:	 29	 0.00

PACKET: 00423 08/29/22 Business License Appr 8/29/22 Business Approvals

SEQUENCE: Contact

*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ
License Codes: All
Balance: 9999999999R thru 9999999999
Fee Codes: All
Fee Paid Status: Paid and Unpaid
Origination Dates: 0/00/0000 thru 99/99/9999
Effective Dates: 0/00/0000 thru 99/99/9999
Expiration Dates: 0/00/0000 thru 99/99/9999
Renewal Dates: 0/00/0000 thru 99/99/9999
Payment Dates: 0/00/0000 thru 99/99/9999
Print Dates: 0/00/0000 thru 99/99/9999
License Status: Active
Termination Code:
Paid Status: Paid
City Limits: Inside and Outside
Printed: No
Comment Code:

** END OF REPORT **

Suggestion Boxes

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
7/10/22	Allen and Makerspace is awesome. I just had an hour appointment that was super informative. Thanks for a super technical public library. Great staff.	None	No	Paul Hughes	Great	9/7/22	Suzanne Bishop	N/A	8/30/22

City Hall – 1st Floor Lobby/ Municipal Court Lobby/ Water Department Lobby/2nd Floor Lobby/ Council Chambers Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None received.