



## **CITY COUNCIL WORK SESSION**

**Wednesday, August 15, 2018**

265 Strand Street, St. Helens, OR 97051

[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

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### **Welcome!**

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

1. **Call Work Session to Order - 1:00 p.m.**
  2. **Swearing In of New Police Chief Brian Greenway**
  3. **Visitor Comments - Limited to five (5) minutes per speaker**
  4. **Discussion Topics**
    - 4.A. Visit from South Columbia County Chamber of Commerce Director Simon Date
    - 4.B. Request from Willow Bill Regarding a Plaque in Columbia View Park  
[Request from Willow Bill 073018.pdf](#)
    - 4.C. 4th Quarter Communications Report - Crystal  
[April to June 2018 Communications Report.pdf](#)
    - 4.D. Review Parks Capital Improvement Projects List - Matt  
[Parks Master Plan Projects.pdf](#)
    - 4.E. Request from Library for Columbia Learning Center Building Improvements - Margaret  
[Council Action Request - Building Improvements](#)
  5. **Department Reports**
- 

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

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

5.A. Public Works Department Report  
[7-2018 PW Dept Summary](#)

5.B. Administration/Community Development Department Report  
[ADMIN Dept. Report.pdf](#)

6. **Council Reports**

7. **Other Business**

8. **Adjourn**

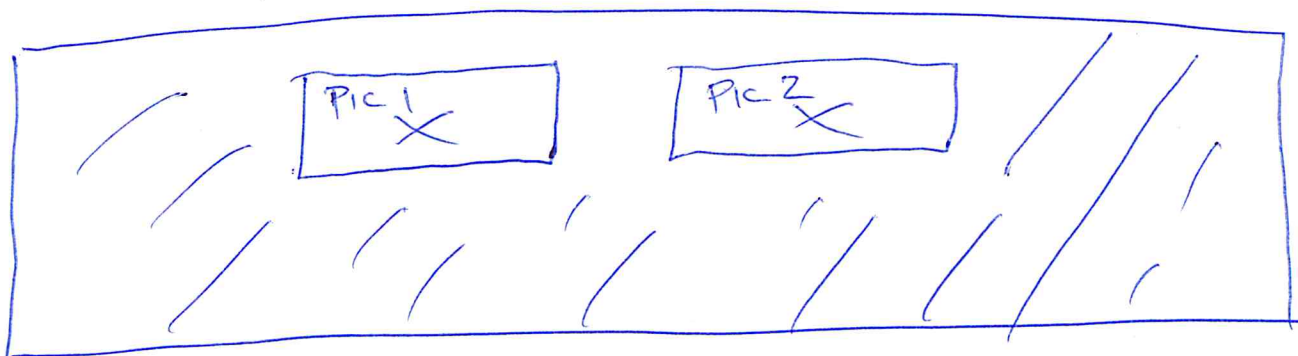
**Executive Session** - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss Real Property Transactions and to Consult with Counsel/Potential Litigation, under ORS 192.660(2)(e) and (h). Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

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Q. CAN WE PUT PLACQUE ON  
WALL, ACROSS FROM PLAYGROUND, AT  
COLUMBIA VIEW PARK...?



PIC 1 PHOTOGRAPH OF EAGLE

PIC 2 DRAWING BY THE KIDS

SHADED AREA - NAMES OF KIDS

MCBRIDE, LEWIS & CLARK, COLUMBIA  
CITY  
GRADE SCHOOL

**RECEIVED**

JUL 30 2018

OFFICE OF ST. HELENS  
CITY RECORDER

Received from  
Willow Bill

# Communications Report

April to June 2018  
Fourth Quarter – FY 2017-18

Prepared by Crystal Farnsworth  
August 7, 2018



# Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	Gazette	e-Newsletter	Radio Spot	Media Advisory
April 2018	4	39	39		1			
May 2018	5	67	69			2		
June 2018	2	54	53			2	1	1
Totals	11	160	161	0	1	4	1	1

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	Gazette	e-Newsletter	Radio Spot	Media Advisory
2011-2012	49	111	93		4	12		2
2012-2013	43	296	171		4	13		1
2013-2014	27	215	135		2	12		
2014-2015	32	254	197		5	12		1
2015-2016	30	235	205		4	12		1
2016-2017	35	281	249	13	4	13	9	
2017-2018	38	474	493	35	2	15	6	2

# Facebook Stats: City's Page



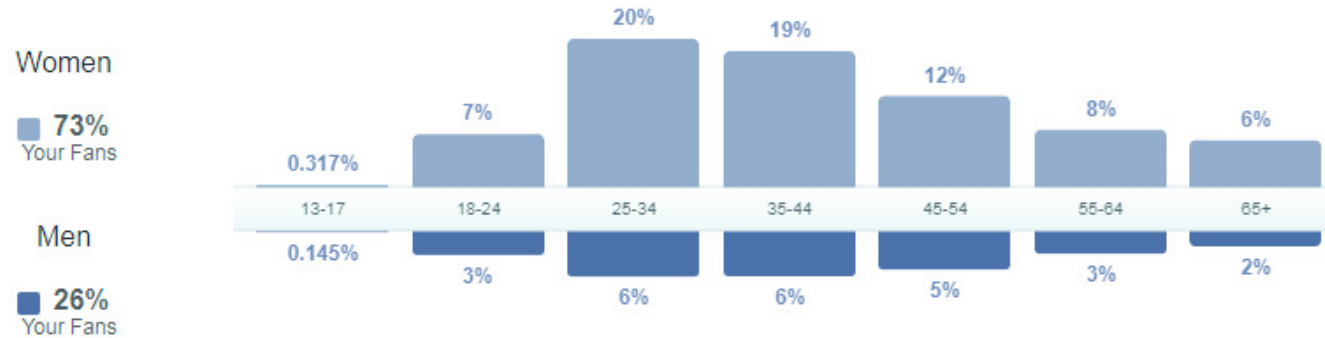
Followers as of June 30, 2014: 2,769  
Followers as of September 24, 2014: 2,862  
Followers as of December 30, 2014: 3,042  
Followers as of March 31, 2015: 2,991\*  
Followers as of June 30, 2015: 3,146  
Followers as of September 30, 2015: 3,491  
Followers as of December 31, 2015: 5,178  
Followers as of March 31, 2016: 5,486  
Followers as of June 30, 2016: 5,740  
Followers as of September 30, 2016: 6,270  
Followers as of December 31, 2016: 6,747

Followers as of March 31, 2017: 7,045  
Followers as of June 30, 2017: 7,123  
Followers as of September 30, 2017: 7,298  
Followers as of December 31, 2017: 7,458  
Followers as of March 30, 2018: 7,460  
Followers as of June 30, 2018: 7,511

\*On March 5, 2015, Facebook notified business pages that they were changing a page's like counts which resulted in a dip in total page likes

# Facebook Stats: Insights

Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	7,243	Saint Helens, OR	1,837	English (US)	7,152
United Kingdom	55	Portland, OR	760	English (UK)	260
Canada	37	Scappoose, OR	414	Spanish	42
Germany	16	Vancouver, WA	152	Arabic	13
India	13	Columbia City, OR	147	French (France)	13
Mexico	13	Rainier, OR	133	Thai	9
Brazil	11	Warren, OR	128	Vietnamese	7
Australia	9	Salem, OR	101	Portuguese (Brazil)	7
Thailand	8	Beaverton, OR	85	German	7
Italy	8	Longview, WA	85	Japanese	6

# Facebook Stats: Police's Page



Followers as of June 30, 2017: 4,201

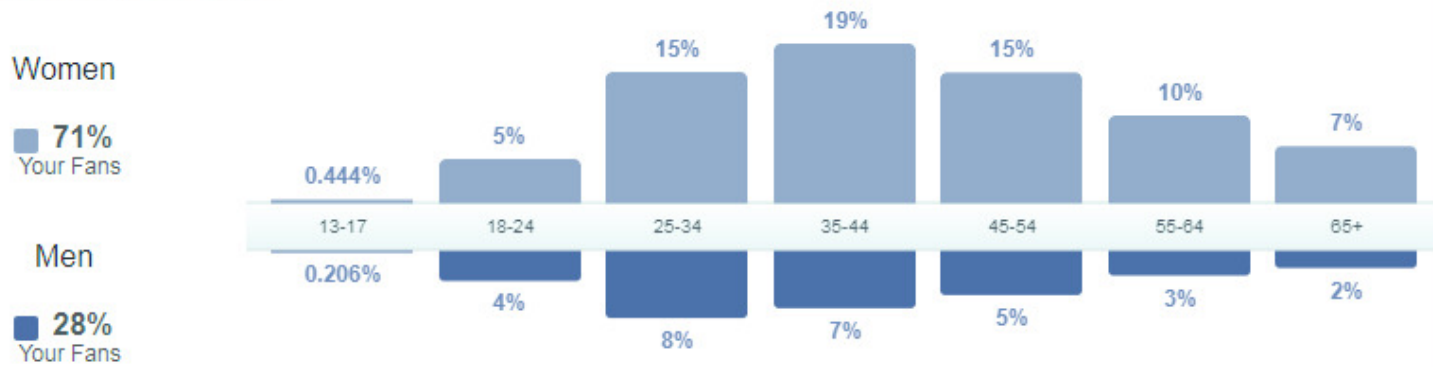
Followers as of September 30, 2017: 4,311

Followers as of December 31, 2017: 4,490

Followers as of March 30, 2018: 4,588

Followers as of June 30, 2018: 4,752

Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	6,076	Saint Helens, OR	1,774	English (US)	6,010
United Kingdom	99	Portland, OR	595	English (UK)	238
Canada	27	Scappoose, OR	462	Spanish	27
Australia	21	Rainier, OR	148	French (France)	7
Mexico	11	Warren, OR	119	German	7
Germany	9	Columbia City, OR	115	English (Pirate)	4
Puerto Rico	4	Vancouver, WA	92	Spanish (Spain)	3
South Africa	3	Longview, WA	90	Thai	2
Turkey	3	Clatskanie, OR	86	Arabic	2
Ireland	3	Hillsboro, OR	76	Czech	2

# Facebook Stats: Library's Page



Page launched May 16, 2018

Followers as of June 30, 2018: 209

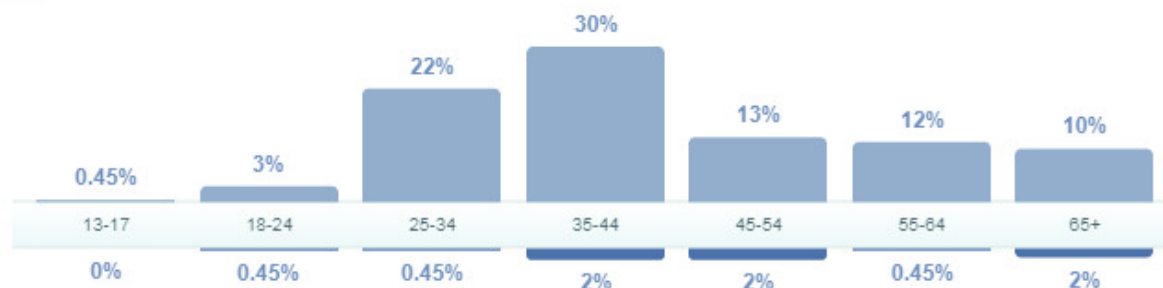
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.

Women

91%  
Your Fans

Men

8%  
Your Fans



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	222	Saint Helens, OR	121	English (US)	211
		Portland, OR	29	English (UK)	7
		Scappoose, OR	15	Spanish	2
		Columbia City, OR	5	English (Pirate)	1
		Longview, WA	5	Portuguese (Brazil)	1
		Beaverton, OR	4		
		Warren, OR	4		
		Deer Island, OR	3		
		Gresham, OR	3		
		Vancouver, WA	2		

Chat (Off)

# Twitter: City's Account



## Followers

As of March 31, 2014: 431  
As of June 30, 2014: 463  
As of Sept. 24, 2014: 482  
As of Dec. 30, 2014: 506  
As of March 31, 2015: 537  
As of June 30, 2015: 540  
As of Sept. 30, 2015: 670  
As of Dec. 31, 2015: 756  
As of March 31, 2016: 820  
As of June 30, 2016: 883  
As of September 30, 2016: 974

As of December 31, 2016: 1,055  
As of March 31, 2017: 1,113  
As of June 30, 2017: 1,157  
As of Sept. 30, 2017: 1,220  
As of Dec. 31, 2017: 1,280  
As of March 31, 2018: 1,302  
As of June 30, 2018: 1,363



# Twitter: SHPD's Account

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## Followers

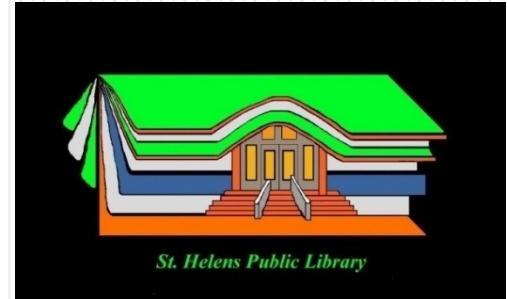
As of Sept. 30, 2017: 546

As of Dec. 31, 2017: 618

As of March 31, 2018: 659

As of June 30, 2018: 761

# Twitter: Library's Account



Page launched May 16, 2018

As of June 30, 2018: 209

# Activity Highlights

- St. Helens Recreation Program launch



# Activity Highlights

- Police Reserve Academy



# Activity Highlights

- **CERT Training**
- **Library's Columbia County Reads 2018**
- **SHPD University of Oregon social media competition**
- **Chief Moss OACP Youth Engagement Award**



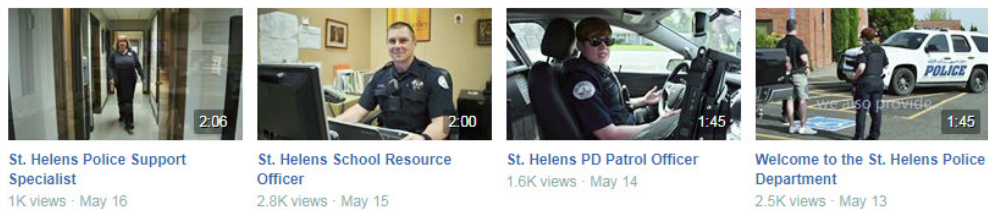
# Activity Highlights

- **Columbia Boulevard Sewer Replacement Project**
- **Adobe Premiere Pro CC Software**
- **ACC Blues & Folk Music Workshop**
- **CGI community promotional videos**
- **Chief Moss retirement video**



# Activity Highlights

- Police Week Videos
- Launch Library's Facebook and Twitter accounts



# Activity Highlights

- National Public Works Week Video
- This is Us/ACC community art project partnership
- Police website updates (CERT, SRO, Code Enforcement, Accreditation, Statistic updates
- Summer Library Challenge advertisements
- 13 Nights on the River
- Video/social media webinar



# Activity Highlights

- Countywide PIO stakeholder meeting
- 4<sup>th</sup> of July promotion
- Job postings



EST. COST	DESCRIPTION	LEVEL	SDC ELIGIBLE	CITY AMT	FUTURE	FY 18/19	FY 19/20
<b>6TH STREET</b>							
75,000	Restrooms (2 stalls) with drinking fountains	1	-	75,000	-		X
35,000	Replace Dugouts (x2) (lay concrete, fencing, benches, roofs)	1	-	35,000	-	X	
24,000	Re-level Baseball Fields (x2)	REMOVED	-	-	-		
<b>CAMPBELL</b>							
30,000	Upgrade restroom amenities & fixtures	1	-	30,000	-	X	
200,000	Rehabilitate tennis courts (x4) with flex court	1	-	200,000	-		X
55,000	Playground Equipment	2	-	55,000	-		X
20,000	Upgrade existing picnic shelters with utilities (2 shelters)	3	-	20,000	-	X	
50,000	Covered picnic shelter (with utilities)	REMOVED	-	-	-		
11,000	Create a fenced pet off-leash area	REMOVED	-	-	-		
<b>CIVIC PRIDE</b>							
200,000	Full size splash garden	FUTURE	-	-	200,000		
40,000	Restrooms (x2)	FUTURE	-	-	40,000		
4,000	Sprinkler System	FUTURE	-	-	4,000		
30,000	Playground Equipment	FUTURE	-	-	30,000		
<b>COLUMBIA BOTANICAL GARDENS</b>							
2,000	Informational kiosk at entrance with brochures	FUTURE	-	-	2,000		
5,000	Interpretive garden signage	FUTURE	-	-	5,000		
<b>COLUMBIA VIEW</b>							
75,000	Covered picnic shelter with kitchen/grill/sink in expansion area	FUTURE	-	-	75,000		
30,000	Playground Equipment	FUTURE	-	-	30,000		
1,000,000	Band shell installation	FUTURE	-	-	1,000,000		
<b>GODFREY</b>							
30,000	Natural playground installation & Swingset	1	-	30,000	-	X	
75,000	Restrooms (2 stalls) with drinking fountains	FUTURE	-	-	75,000		
5,000	Sprinkler System materials	REMOVED	-	-	-		
3,000	Adaptive ADA Swing	REMOVED	-	-	-		
<b>GREY CLIFFS</b>							
75,000	Fishing pier	FUTURE	-	-	75,000		
50,000	covered picnic shelters with utilities	FUTURE	-	-	50,000		
15,000	Parking lot paving	1	-	15,000	-	X	
300	Non-motorized boat launch	DONE	-	-	-		
1,500	Sprinkler System	DONE	-	-	-		
<b>HEINIE HEUMANN</b>							
50,000	Covered picnic shelters	FUTURE	-	-	50,000		
30,000	playground equipment	FUTURE	-	-	30,000		
2,000	picnic table	FUTURE	-	-	2,000		
13,000	sidewalk from senior center to picnic shelter	FUTURE	-	-	13,000		

<u>MCCORMICK</u>								
35,000	Flex Court - Basketball/Tennis/Volleyball	1	50,000	-	-		X	
1,000	New landscaped flowerbeds and park sign	1	1,000	-	-		X	
28,000	Expansion of War Memorial	DONE	-	-	-			
80,000	Playground Equipment updates	2	80,000	-	-			X
15,000	Paving along new Flex Court	1	-	15,000	-		X	
5,000	Walking Trail Improvements	1	-	5,000	-		X	
500	Regional Destination Signage	REMOVED	-	-	-			
3,000	Adaptive ADA Swing	DONE	-	-	-			
20,000	Skatepark rehab	2	20,000	-	-			X
50,000	Additional picnic shelter	FUTURE	-	-	50,000			
100,000	Rehabilitate baseball infields (x2)	2	100,000	-	-			X
<u>MILLARD ROAD PROPERTY</u>								
20,000	Park Master Plan	FUTURE	-	-	20,000			
50,000	Restrooms (4 stalls)	FUTURE	-	-	50,000			
50,000	Playground equipment	FUTURE	-	-	50,000			
50,000	Covered picnic shelter	FUTURE	-	-	50,000			
40,000	Flex Court	FUTURE	-	-	40,000			
<u>NOB HILL</u>								
2,000	Benches (2)	1	-	2,000	-		X	
<u>SAND ISLAND</u>								
40,000	Feasibility Study	1	40,000	-	-		X	
9,125	Designate Campsites with fire rings	REMOVED	-	-	-			
50,000	Dock rehab	DONE	-	-	-			
<u>WALNUT TREE PARK</u>								
150	Concrete Pad for Picnic Table	1	-	150	-		X	
<u>TRAILS</u>								
10,000	Staircase River St. to River St. Right of Way	1	-	10,000	-			X
1,145,942	Riverfront Trail	FUTURE	-	-	1,145,942			
199,800	5th Street Hiking Trail	FUTURE	-	-	199,800			
289,697	4th Street Gardens Trail	FUTURE	-	-	289,697			
198,180	Dalton Lake Trail	FUTURE	-	-	198,180			
118,125	West Columbia Blvd	FUTURE	-	-	118,125			
<u>Other</u>								
5,000	Updated Parks & Trails Maps/Brochures	1	-	5,000	-		X	
<b>TOTAL AMOUNT = (not including Future items)</b>			<b>291,000</b>	<b>497,150</b>	<b>3,892,744</b>			
			<b>SDC</b>	<b>CITY</b>	<b>FUTURE</b>			

**FY 2018-19 PROJECT DESCRIPTION**[illegible]

**FY 2019-20 PROJECT DESCRIPTION**
**6TH STREET**

Restrooms (2 stalls) with drinking fountains

**CAMPBELL**

Rehabilitate tennis courts (x4) with flex court

Playground Equipment

**MCCORMICK**

Playground Equipment updates

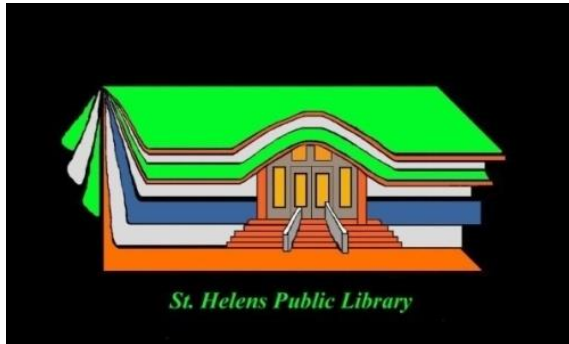
Skatepark rehab

Rehabilitate baseball infields (x2)

**TRAILS**

Staircase River St. to River St. Right of Way

JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	X										
											X
											X
											X
											X
											X
											X
											X
											X



## Request for Council Action

**August 8, 2018**

**To:** The Mayor and Members of the City Council

**From:** Margaret Jeffries, Library Director

**Subject:** Request Library Building Funds for Work Associated with Exterior Painting, Lighting, Security Cameras, Sidewalk, and Sprinkler Test & Remediation

### Recommendation:


Authorization is requested to charge \$15,580 to the Library Building Fund for the following projects.

### Background:

All of the projects described below are one-time improvements/infrequent needs for the building and are distinct from routine maintenance.

- Additional work associated with the painting of the Columbia Center - \$3,605
  - sanding, priming, and painting six wooden doors in the courtyard,
  - painting the new exterior door
  - cleaning, masking, and staining five sets of concrete entry stairs
- Replacement of interior light fixtures - \$5,235
  - new LED fixtures would replace canister fixtures that don't work, require frequent bulb replacement or provide insufficient light
- Security cameras - \$2,750
  - cameras added to our existing system for the dock, lobby and porch
- Sidewalk – \$2,000 (estimate from Public Works)
  - concrete, rock, and wood forms
- Woodwork repairs - \$250 (estimate from Public Works)
- Five year sprinkler test and remediation - \$1,740
  - internal pipe inspection for obstructions
  - replace outdated gauges
  - fire department connection check valve inspection, hydrotest, and backflush

# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	15 August 2018	
<b>Subject:</b>	July Public Works Status Summary	

## Engineering

1. Completed review of 30% complete plans for the Gable Road Improvement Project.
2. Working with developers of 2 subdivisions to finalize public improvements.
3. Completed sewer line de-rooting annual maintenance contract.
4. Developing project to install and/or replace deficient ADA ramps in limited key locations.
5. See complete report.

## Parks

1. Helped with 4<sup>th</sup> of July preparation; also delivered Gator to Sand Island for Police Dept. use.
2. Moved picnic tables for trash can painting contest and again for Recreation program.
3. Provided additional trash cans for Columbia View Park, then retrieved trash cans thrown in river.
4. Top dressed ballfields, improved flower beds, and aerated areas of McCormick Park.
5. See complete report.

## Public Works Operations & Maintenance

1. Replaced 11 standard water meters with new radio read meters.
2. Finished setting up for 4<sup>th</sup> of July then cleaned up after event in downtown area.
3. Worked on clearing, cleaning, and grading the White Paper site.
4. Started foundation for new restroom at Grey Cliffs Park.
5. Serviced and/or made repairs on 42 vehicles and/or equipment.
6. Responded to eleven after-hours call-outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 64.2 million gallons of filtered drinking water, an average of 2.07 million gal/day.
2. Had air compressors serviced.
3. Temporary loss of remote access to SCADA system when provider reset all client's passwords.
4. New phone line was installed to activate the phone at the front gate to allow visitor access.
5. See complete report.

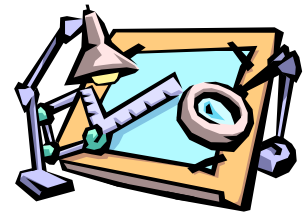
## Waste Water Treatment Plant

1. Cascades performed sludge depth survey of entire secondary lagoon.
2. Working on summer maintenance at pump stations and plant, cleaning and painting.
3. Troubleshooting some high pump running times at two of the pump stations.
4. See complete report.



## Engineering Department Status Report

2 August 2018



### DEVELOPMENT PROJECTS

#### Emerald Meadows Subdivision Construction Permit

Only a few minor items remain to be completed for this new 77-lot subdivision and a final walk-thru inspection of the improvements should be scheduled in August. After the improvements are accepted, the subdivision plat can be finalized. The owner has indicated that the future lots have been sold to a builder and they anticipate building permits applications for homes to be submitted shortly after the final plat is recorded.

#### Elk Ridge Estates Phase VI

The Contractor has called for a walk thru for a final inspection of the public infrastructure. This phase of the development has been under construction for approximately four years and it looks like the end is finally near. It's a race to see which subdivision can be completed first – the 58-lot subdivision that has been under construction for four years, or the 77 lot subdivision that has been under construction for about 1 year.

#### Proposed New Medical Building

The building for a new medical office facility is expected to be under construction very soon. The public sanitary sewer and waterlines are now complete. Additional public improvements associated with the medical office will include a storm drain extension and street frontage improvements. Construction of these is expected to begin in August.

#### Columbia County Education Campus

No change since last month. Construction of the new CCEC building continues, including construction of a new public water main on the school district campus. They are having to remove a lot of rock for the project.

### SANITARY SEWER AND STORM DRAIN PROJECTS

#### Annual De-Rooting Project

This project is now complete.

#### S. 2<sup>nd</sup> Street Sanitary Sewer Extension

Work has started on this short sanitary sewer main extension from St. Helens Street north, to provide sanitary sewer service to new townhomes being constructed. The project should be complete in a few weeks.

#### Relocate Storm Main on Private Property

Met with property owner about relocating an existing storm drain that appeared to be located partially under the home. After further, more specific, investigation it was determined that the pipe does not go towards the house. However, this means that the pipe turns at some point without a structure to access the lines so a new catch basin or manhole will have to be installed. This will likely be a project completed by City Public Works crews.

### STREET AND TRANSPORTATION PROJECTS

#### Gable Road Improvement Project

The 30% drawings have been reviewed by the County and the City and returned to the consultant for revisions. The Consultant is currently working on the 90% complete drawings. These will be submitted to the City and the County to review but should be pretty close to the final design. Once the last of the revisions have been made, the project can go out for bid. The target time period to bid is at the beginning of 2019 and have a contractor ready to get started in mid-2019.

### 2018 Street Striping Project

This work has not been scheduled yet but the Contractor is required to have it completed before the end of August. The project consists of painting the long lines (center lines, fog lines, bike lane lines) on all City streets. This typically takes about 2 days.

### Future ADA Ramp Project

Engineering staff has been compiling a list of locations that lack ADA ramps to allow access the adjacent crosswalk and/or to continue travel along the sidewalk. A small project will be put together to obtain bids to correct several of these locations, including some in front of the County Courthouse that the County will help to fund.

## **MISCELLANEOUS PROJECTS AND ACTIVITIES**

### Right-of-Way and Construction Permits

There was one Right-of-Way/Construction permit issued in July 2018, to KCL, Inc. to review plans to construct a new sanitary sewer main on a vacant property located west of the old hospital (DMV, Urgent Care).

### Miscellaneous Projects

Prepared and submitted the annual expense report to the Marine Board for maintenance costs associated with the operation of the Courthouse docks and restrooms and the Sand Island docks and restrooms.

Worked with Planning and Public Works staff to determine location and extent of improvements to be done associated with the new restroom to be built at Grey Cliffs Park.

### Training Workshops and Committee Meetings

Attended a seminar on ethics for government employees and officials held at the high school, sponsored by Columbia County.

Attended the quarterly Local Emergency Planning Committee meeting at the 911 call center.

Attended the “Lunch with the Mayor” for the winners of the “If I Were Mayor” contest.

Engineering and Public Works staff facilitated and attended the monthly Utility Coordinating Meeting. Representatives of all the local franchise utilities meet to discuss current and upcoming projects, which ensures that all agencies are aware of ongoing activities and helps to avoid conflicts.



## Parks Department for July 2018



Daily duties were performed which include: cleaning restrooms, garbage pickup, and general parks maintenance.

Moved the dirt and fill debris stored at McCormick Park to paper mill property in prep for the sport court

Sprayed weeds along the highway sidewalks

Trimmed a tree and brush around the Milton Creek OPR Bridge

Aerated some areas of McCormick Park

Moved tables to Columbia View Park for the trash can painting contest for ACC

Assisted with the removal of the concrete platform at the Library

Repaired and repainted the bleachers at Campbell Park

Watered street trees

Prepared for the 4<sup>th</sup> of July celebration

Took the Gator to the Island for Police Department use over the 4<sup>th</sup> of July

Moved more trash cans to the waterfront and Columbia View Park

Cleaned up after the 4<sup>th</sup> of July

Sprayed blackberries and brush at the paper mill property

Received perlite from Armstrong for top dressing

Hosted the annual employee picnic at McCormick Park

Trimmed trees on S. 3<sup>rd</sup> Street and Columbia Blvd.

Top dressed the ballfields at McCormick Park

Moved tables for the recreation program

Retrieved trash cans from the river bank at Columbia View Park

Removed a downed tree from Heinie Heumann Park

Trimmed trees on West Street

Disposed of several wasp hives at the Parks Department

Trimmed the trail at the Botanical Gardens

Worked on the flower beds at the Library and at McCormick Park

Repaired and painted picnic tables

Trimmed trees and removed debris along Columbia Blvd. at Spain's hill

Sprinkler repair at Campbell, Grey Cliffs and McCormick Parks

## **Public Works Work Report**

### **July 2018**

#### **Water Dept:**

Installed 11 radio read meters  
Read heavy users & regular meters  
Find valve box on N. 11<sup>th</sup> St. & install riser  
Dig out meters at Franklin Manor in prep for replacement  
Set up and tear down for Fourth of July  
Fixed two leaks on 100 blk. of N. 7<sup>th</sup> St.  
Filled scrap bins for Schnitzer Steel  
Fixed leak on 300 blk. of S. 4<sup>th</sup> St.  
Fixed two leaks on 400 blk. of S. 11<sup>th</sup> St.  
Fixed sewer problem on N. 7<sup>th</sup> St.  
Helped Roger build new sidewalk at the library  
TVed sewer main on 200 blk. of N. 9<sup>th</sup> St.  
Helped Roger with other concrete projects

#### **Sewer Dept:**

Graded Veneer property for 4<sup>th</sup> of July  
Hauled dirt for McCormick Sports Complex  
Started dig-out for new restroom at Grey Cliffs Park  
Took casting to Sunset Church to reset broken storm lid  
Put down shoulder rock  
Push cammed storm line at 55 Dubois Ln.

#### **Call-Outs:**

Pick up deer at N. 11<sup>th</sup> St. & West St.  
Telemetry alarm on 200,000 gal. reservoir  
Branch in road on OPR  
Water leak at 564 S. 11<sup>th</sup> St.  
Low PSI at 444 Grey Cliffs Dr.  
Emergency locate for Columbia City  
Broken hose in yard flooding neighbor at 35040 Whitetail Ave.  
Pressure sewer problem at 314 N. 18<sup>th</sup> - owner's line got disconnected  
Water off for plumbing repair at 397 N. 10<sup>th</sup>. – three call-outs because owner decided to wait, then called back next morning to have it shut off because it got worse, then called back because shut-off was leaking by so we had to go pull the meter and cap the line so he could do his repair.

#### **Miscellaneous:**

Swept streets  
Mowed ROWs  
Marked 70 locates  
Checked wells & reservoirs daily

## Monthly Report July 1<sup>st</sup> to 31<sup>st</sup> 2018

July 2<sup>nd</sup>

Police S-4 Replaced both fan belts  
PW #21 Installed a new lynch pin on the tailgate  
PW #33 Installed a mud flap  
PW #34 Repaired the cover for the function shutdown on the excavator

July 3<sup>rd</sup>

Office Computer work  
Police S-4 Replaced both serpentine belts  
Parks Worked on a weed eater  
PW #28 Took the vehicle to Emmert for repairs

July 5<sup>th</sup> and 6<sup>th</sup>

Brett Vacation

July 9<sup>th</sup>

Office Computer work  
PW #28 Picked up the vehicle from Emmert Mts.  
Parks #19 Loosened up the brakes and changed the air filter and oil  
Police #5 Put car up on the lift

July 10<sup>th</sup>

Police S-5 Replaced the rear pads and rotors  
Police S-4 Car has a vibration at an idle and it is worse in reverse test drove the car the transmission has a problem, made a appointment with Emmert for Friday  
Parks #19 Full service and pressure washed

July 11<sup>th</sup>

PW #55 Picked up the truck from Brattain international in Portland  
PW #28 Installed the radio speaker back into the vehicle  
PW Went to #3 Well to see if the electrician needed a bracket build, he did not

July 12<sup>th</sup>

Office Computer work filled paper work  
PW Picked up the excavator at Boise paper mill and brought it back to public work  
Police S-5 Delivered car to Emmert Mts for repairs  
PW #18 Tested the alternator and battery  
PW Charged a battery for the Speed signs for Tim U. need a new battery

July 13<sup>th</sup>

PW #8 Replaced the fuel filters and test drove  
PW #55 Checked a circuit breaker found that it was getting hot ordered a new one  
PW #23 Tightened the fan belt and charged the ac unit  
Keith Vacation

July 16<sup>th</sup>

PW #8 Test ran the truck checked for fuel leaks found nothing called TEC equipment  
And made an appointment  
Police S-8 Full service repaired a left front tire  
PW #55 Tested the water system on the sweeper checked all relays and circuit breakers

July 17<sup>th</sup>

PW #8 Took the truck to Portland for repairs  
PW Helped with picking up the Earth Bind totes from Blueline Transportation in Portland  
Police S-10 Replaced rear brakes

July 18<sup>th</sup>

Office Computer work  
Shop Cleaned up the shop and cleaned out the tire dunk tank  
PW Checked on the equipment

July 19<sup>th</sup>

Police S-10 Topped off the engine with oil checked coolant  
Parks #20 Repaired a flat tire

July 20<sup>th</sup>

Office Computer work  
Shop Cleaned up, hauled scrap iron away, cleaned the restroom and shop sink

July 23<sup>rd</sup>

Office Filled paper work  
Parks Checked on the equipment  
Shop Continued cleaning up

July 24<sup>th</sup>

Office Computer work  
Shop Clean up  
PW #16 Broke the hydraulic cylinder for the boom and twisted it we were able to put it back in the  
cradle but it need a lot more work

July 25

PW Repaired a weed eater

PW #40 Tested the 4-wheel drive

PW Cut a lock of the gate at the reservoir on Pittsburg Rd

July 26<sup>th</sup> & 27<sup>th</sup>

Brett Vacation

July 30<sup>th</sup>

PW Went to TEC Equipment to pick up the Mack truck and found it had the same issues

PW #76 Test drove the truck and scanned the computer

July 31<sup>st</sup>

Office Computer work

PW #76 Scanned the truck again looked up new codes and checked all fuses and connections to the transmission found everything to be ok test drove the truck and it still will not shift out of second gear more testing is needed

PW #5 Installed new teeth on the bucket

PW we to a walk around on the new excavator



**City of St. Helens, Oregon**  
Public Works  
Water Filtration Facility  
PWS 4100724  
P.O. Box 278  
St. Helens, OR 97051  
PH: (503) 397-1311 FAX: (503) 397-3351



## Water Filtration Facility Journal July 2018

Water Production: 64.2 million gallons, which averages 2.07 million gallons per day

**Week 1** Produced and sent June OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Changed out Chlorine monitor reagents. Received new C117 monitor reagents from HACH. Guy performed quarterly calibration on Turbidimeters. Guy mowing campus grounds. We are keeping the front gate closed so we do not have to deal with the public walking their dogs up into our property. Still waiting on Century Link to show up and assign us a new phone line for the front gate so visitors can ring our office, or City Shops, and ask for permission to enter and we can remotely open the gate for them.

**Week 2** Gathered and sent out the July 2018 LT2 (Giardia/Cryptosporidium) sample. Rogers Machine on site to service our air compressors. Received a chlorine delivery. Had to reboot our SCADA system and phone callout system, getting some very bizarre alarm calls and WFF behavior. Perhaps the warmer weather is affecting the phone and communication lines?

**Week 3** Ordered new components for our on-line chlorine monitor, seems the LED photo cell has become intermittent in providing a reliable DPD sample for quality control. TAG integrator technician working on resolving some issues with our Ignition SCADA program, working out some operational and reporting issues we have been experiencing. This week we experienced a total failure of our TeamViewer remote access program for the WFF. We lost all access to all 4 SCADA computers and rebooting and restarting our system did not correct the problem. Turns out that TeamViewer issued new login codes to their clients during the morning of July 24<sup>th</sup> without a warning. After doing our own troubleshooting at the WFF, Guy called TeamViewer technical group and learned about the worldwide breach and this emergency update to their clients. After rebooting our SCADA systems and restarting TeamViewer we successfully connected with our machines and had to update our computer ID tags using the new 10 digit code and abandon the old 9 digit login ID. Hate to of had this happen while over in Longview and being on call with no way to access SCADA unless we physically come in to the WFF! This was a first for us, always something new happening in the worldwide web of the internet. TeamViewer issued the 10 digit code to protect their clients from being breached, but we too had no idea it happened and could not log in either until our phone call to them. We had control of the WFF, just not remotely, we had to be at the WFF to access the SCADA system. Experienced the failure of the CIP device net system. Came in and reset the Device Net system to bring the CIP system back from critical shutdown alarm. Century Link on site providing a new phone line for the front gate, and it works! Guy adjusted chlorine feed valve macro switches for better sensitivity in opening and closing.

**Week 4** Ordered caustic and chlorine for early next week.

# **WWTP Monthly Operations and Maintenance Report**

**July 2018**

To: Sue Nelson

From: Aaron Kunders

## **Secondary System Report**

- 7/9-Pressured washed Secondary building in preparation for painting.
- 7/13-Sludge depth survey of entire lagoon.
- 7/24-Painted building and decking.

## **Primary System Report**

- All normal monthly routines complete.

## **Pump Stations**

- 7/2, 3-Cleaned and sprayed bed liner on bottom of control panels at PS #4, 5, and 7.
- 7/2-PS#5-Cleared overgrown brush.
- 7/3-PS#2-Painted inside and out.
- 7/5-PS#4-Pump #1 excessively high run time. Pulled pumps and reset. Cleaned check valves and everything looked fine. Still not seated tight.
- 7/17-PS#11-Cleaned and waxed cover over controls.
- 7/18-PS#1-Cleaned wetwell.
- 7/20-PS#4, & 5-Cleaned and painted control cabinets.
- 7/27-PS#7-Pump #1 pumped most of yesterday. Not running when checked, but will need to trouble shoot.

## **Sodium Hypochlorite System**

- 1212 gallons used this month (through 7/26).
- 1385 gallons used last month.

## **Call-outs**

- 7/10-2030-PS#3-Pump fail alarm. Aaron in. Reset, pumped wetwell down and everything appears normal.

## **Plant**

- 7/2-Spread bark dust around plant in preparation for Fourth of July traffic.
- 7/3-Stan's Refrigeration out to work on sample fridge in garage.
- 7/11-TCMS here for quarterly HVAC maintenance. Found the drain pan and attached piping needs replaced.
- 7/12-Painted man doors and roll up garage doors on main building and shop.
- 7/16-Replaced air conditioner filters on headworks MCCs.
- 7/25-Cleaned gravel out of both headworks channels.
- 7/25-Vacuumed out diversion box after contact tank.

- 7/26-Headworks screen #1 running continuously. Alarm light on and won't reset. Tried resetting the main breaker and still runs nonstop. Turned unit off and opened channel #2.
- 7/27-Painted South chlorine tank base.

#### **Pretreatment**

- 7/11-TAC meeting with Cascades.

#### **Other**

- 7/10-16-Quarterly sampling.
- 7/17-Received and reported sanitary sewer spill information from Columbia City.

#### **Next Month**

- Finish painting
- Pour concrete pad next to headworks



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 15, 2018

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*Planning Division Report attached.*

*Business License Reports attached.*

# **CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT**



**To:** City Council  
**From:** Jacob A. Graichen, AICP, City Planner

**Date:** 07.25.2018

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

## **PLANNING ADMINISTRATION**

Applicants continue to anxiously wait to start physical work as staff busily tries to keep up. Also, applicants are submitting new development proposals with anxiety to start given the time of year.

The City has been selected by DLCD as a potential recipient of the 2018-2019 Housing Needs Planning Project. I helped the Associate Planner complete some information DLCD needs to continue on this project, which was due in the first half of July.

Cascade Tissue's Temporary Use Permit for a temporary fence for cardboard bale storage within the employee parking lot of the mill site expired as of the 1<sup>st</sup> of this month. The mill site is required to be cleaned up and restored. Reference TUP.6.17.

Conducted a pre-application meeting for a potential new use at the SE corner of St. Helens Street / N. 15<sup>th</sup> Street in the "Houlton hole."

Responded to a Columbia County referral notice for a project outside City limits but inside the City's UGM for a Non-Conforming Land Use/Structure Application for a residential parcel on N. Morse Road (County File NCU 18-05). **See attached.**

## **DEVELOPMENT CODE ENFORCEMENT**

Associate Planner responded to some shed complaints.

## **PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)**

July 10, 2018 meeting (outcome): The Commission reviewed the latest batch text amendments as part of a public hearing (ADUs, HOIs, and wetland/riparian buffers). We had some good testimony, which helped to shape their recommendation to the Council. The Commission also denied a Conditional Use Permit at 100 St. Helens Street to establish a marijuana retail business there. An appeal has been filed, so the Council will see this.

August 14, 2018 meeting (upcoming): The Commission has two public hearings, one for an access variance for Pittsburg Road and the other for a Conditional Use Permit for a 204 unit multidwelling complex along Matzen Street. The Commission will also review a street right-of-way vacation request from Rick Scholl, for recommendation to the Council. Staff will also inquire with the Commission about some size requirements for ADUs in advance of the Council public hearing on August 15<sup>th</sup>. Finally, time permitting, staff will discuss the City's Millard Road property zoning options for their input.

**ST. HELENS RIVERFRONT CONNECTOR PLAN (TGM FILE NO. 2D-16)**

The Project Management Team met this month per our project schedule. The focus is on design option criteria and next meeting dates. Next advisory committee and public meetings are anticipated to take place in September.

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Data updates this month. Also the annual software updates.

**ASSOCIATE PLANNER**—*In addition to routine tasks, the Associate Planner has been working on:*

**See attached.**

RECEIVED

JUL 26 2018

CITY OF ST. HELENS

July 24, 2018

REFERRAL AND ACKNOWLEDGMENT

To: City of St Helens

NOTICE IS HEREBY given that Aaron & Debbrah Prettyman have submitted an application for a Non-Conforming Use Expansion of the house that has a non-conforming side yard setback. The house will be expanded using the same building line, without encroaching further into the non-conforming side setback. The subject property is zoned Single Family Residential (R-10), and is identified as Tax Map No. 4118-A0-04200. The site is located at 55830 N. Morse Road in Warren. NCU 18-05

57830

THIS APPLICATION IS FOR: (X) Administrative Review; ( ) Planning Commission, Hearing Date:

PLEASE RETURN BY: 08/02/2018

Planner: Hayden Richardson

The enclosed application is being referred to you for your information and comment. Your recommendation and suggestions will be used by the County Planning Department and/or the Columbia County Planning Commission in arriving at a decision. Your prompt reply will help us to process this application and will ensure the inclusion of your recommendations in the staff report. Please comment below.

- ☒ We have reviewed the enclosed application and have no objection to its approval as submitted.
- ☐ Please see attached letter or notes below for our comments.
- ☐ We are considering the proposal further, and will have comments to you by \_\_\_\_\_.
- ☐ Our board must meet to consider this; we will return their comments to you by \_\_\_\_\_.
- ☐ Please contact our office so we may discuss this.
- ☐ We recommend denial of the application, for the reasons below:

COMMENTS: OUR COMPREHENSIVE PLAN IDENTIFIES THIS PROPERTY AS RESIDENTIAL,  
SO NO ISSUE WITH LAND USE. IT APPEARS RIGHT-OF-WAY DEDICATION TO MORSE  
ROAD IS NOT COMPROMISED BY THIS PROPOSAL, SO NO OBJECTION.

Signed:  Printed Name: JACOB GRATCHEN

Title: CITY PLANNER Date: JULY 27, 2018

★ NOTE: ASSESSOR RECORDS IDENTIFY PROPERTY  
AS 57830 N. MORSE RD.

COURTHOUSE  
230 STRAND  
ST. HELENS, OREGON 97051  
(503) 397-1501

### Non-Conforming Land Use/Structure Application

File No.    ηυ 18-05

## NON-CONFORMING USE-Rebuild; Change; Move; Expand

APPLICANT: Name: Aaron & Deborah Prettyman

Mailing address: 57830 N Morse Rd Warren, OR 97053

Phone No.: Office 503-519-7305 Home 503-519-7305

Are you the X property owner? \_\_\_\_\_ owner's agent?

PROPERTY OWNER: X same as above, OR:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**PROPERTY ADDRESS** (if assigned): \_\_\_\_\_

TAX ACCOUNT NO.: 4118-A0-4200 Acres: .59 Zoning: R10

Acres:                      Zoning:

Acres:                      Zoning:

**PRESENT USES:** (farm, forest, bush, residential, etc.)

Use:

Approx. Acres

Residential 59

Total acres (must agree with above): \_\_\_\_\_

## PROPOSED USES:

Residential (addition) *Off*WATER SUPPLY:        Private well X Community systemName of community water system: MCNULTY waterSEWAGE DISPOSAL SYSTEM: X Subsurface Septic        Community

Is the property approved for a subsurface sewage disposal system?

X Yes        No        Not Applicable

CONTIGUOUS PROPERTY: List all other properties you own which have boundary lines touching this property:

<u>Tax Account No.</u>	<u>Acres</u>	<u>Co-owners (if any)</u>
<u>4201</u>	<u>.30</u>	<u>NONE</u>
<u>4000</u>	<u>.15</u>	<u>NONE</u>

## CERTIFICATION:

I hereby certify that all of the above statements, and all other documents submitted, are accurate and true to the best of my knowledge and belief.

Date: 6-26-18 Signature: *[Signature]*NOTE: Please attach an accurate and detailed plot plan, including property lines, existing and proposed structures, location of septic tank and drainfield, farm - forest areas, large natural features (cliffs, streams, etc.).+++++  
Planning Department Use OnlyDate Rec'd. 6/28/18Hearing Date:                     Receipt No.: 385641Administrative:                     Check #: 7258 Cash ☐ Credit ☐Zoning: R-10Staff Member: HR

## NON-CONFORMING USE FACT SHEET

1. Current use of property of buildings: Residential  
(add on to dwelling using (continuing) the same south side  
setback of 8 ft. vs. required 10 foot side setback) 9/18/18
  
2. If you are enlarging a non-conforming building, please supply the following:  
 Land area occupied by the existing building: 1195 square feet.  
 Land area to be occupied by addition(s): 368 square feet.  
(Note: this may not be more than 40% of the land area of the existing building)
  
3. Describe the practical difficulties or public need your proposal will alleviate:  
Larger Bedroom
  
4. Describe how your proposal will be no more than is necessary to overcome the practical difficulties or to meet the public need: IT will make it large enough  
for my wife to walk around the Bed. And a  
larger closet and bathroom
  
5. Describe how your proposal will not interfere with the use and enjoyment of other properties in the area, nor reduce their property values: This will NOT Block any views  
By Increasing The Square Footage of This house will  
Increase The Value which will also Increase The value in The area.

6. Describe how your proposal will not endanger the public health, safety and general welfare:

It is a simple room addition that will  
not endanger the public health or safety and general  
welfare of anybody.

Please Provide:

1. An accurate plot plan, showing property lines, existing and proposed structures, roads and driveways, the location of your septic tank and drainfield, large natural features (e.g. streams, cliffs), etc.
2. A vicinity map.
3. The application fee.
4. Adequate documentation (with pictures and/or utility bills) that the lawfully established non-conforming residence has the following:
  - a. Intact exterior walls and roof structure;
  - b. Interior plumbing, including kitchen sink, toilet and bathing facilities connected to a sanitary waste disposal system;
  - c. Interior wiring for interior lights: and
  - d. A heating system.

**1506 NON-CONFORMING USES:**

- .1 Continuation of Non-Conforming Uses or Structures: Except as provided in this section, a Non-Conforming Use or structure may be continued, even though it is not in conformity with the use, height, area, and all other regulations for the district in which it is located.
- .2 Normal Maintenance and Repairs: Normal maintenance of a Non-Conforming Use is permitted, including structural alterations to the bearing walls, foundation, columns, beams, or girders, provided that:
  - A. No change in the basic use of the building occurs that would make the use less conforming to the district.
- .3 A Non-Conforming Use may be changed to a use allowable under the underlying district. After a Non-Conforming Use changes to a conforming use, it shall not thereafter be changed back to a Non-Conforming Use.
- .4 Reinstatement of a Discontinued Use: A Non-Conforming Use may be resumed if the discontinuation is for a period less than 1 year. If the discontinuance is for a period greater than 1 year, the building or land shall thereafter be occupied and used only for a conforming use.
- .5 Rebuilding, Change, Moving, or Use Expansion: A Non-Conforming building or use may be rebuilt, moved, or changed in use to a use of the same restrictive classification or expanded, subject to the provisions outlined herein, if upon review in accordance with Section 1601 the Director finds all the following to exist:
  - A. That such modifications are necessary because of practical difficulties or public need;
  - B. That such modifications are not greater than are necessary to overcome the practical difficulties or meet the public need;
  - C. That such modifications will not significantly interfere with the use and enjoyment of other land in the vicinity, nor detract from the property value thereof; and
  - D. That such modifications will not endanger the public health, safety, and general welfare.
- .6 Rebuilding: When a building or structure is damaged by fire or any other cause beyond the control of the owner, it may be rebuilt.
- .7 Change of Use: A Non-Conforming Use may be changed to a use of the same or a more restrictive classification but not to a use of a less restrictive classification, pursuant to subsection 1506.5.
- .8 Moving: A Non-Conforming Use may be moved to another location on its lot or parcel provided the height and yard requirements of the district in which it is located are met, pursuant to Section 1506.5.

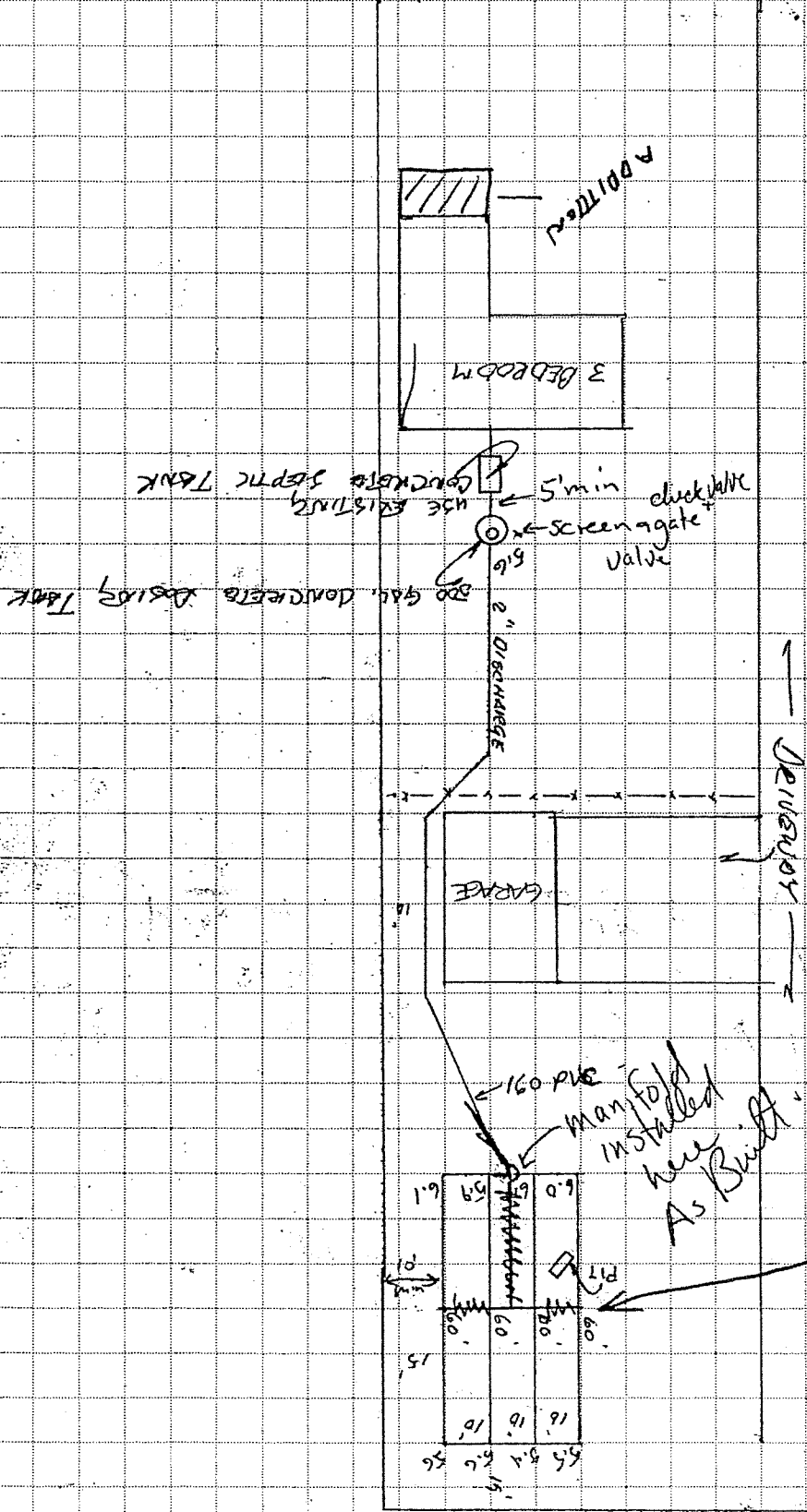
.9

Expansion: A Non-Conforming Use may be expanded one time only. This expansion shall not exceed 40% of the square footage on the ground level of the existing structure, pursuant to Section 1506.5.

**KIRSCH CONST.**  
 Route 2, Box 243B  
 SCAPPOOSE, OREGON 97056  
 Phone 543-2160

JOB R1984 OF 48  
 SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_  
 CALCULATED BY [Signature] DATE \_\_\_\_\_  
 CHECKED BY [Signature] DATE 8-23-85  
 SCALE 1" = 40'

N. MORSE ROAD



300' OF LOW PRESSURE  
 36" CENTER PIPE w/ 1/8" HOLES  
 (100 holes)  
 700 GAL DOSING TANK  
 (CONCRETE)

on 3' centers  
 40 gpm at ~15-20 TDH (est.)

Uncover + open septic tank  
 access so that tank and  
 outlet baffles can be  
 inspected.

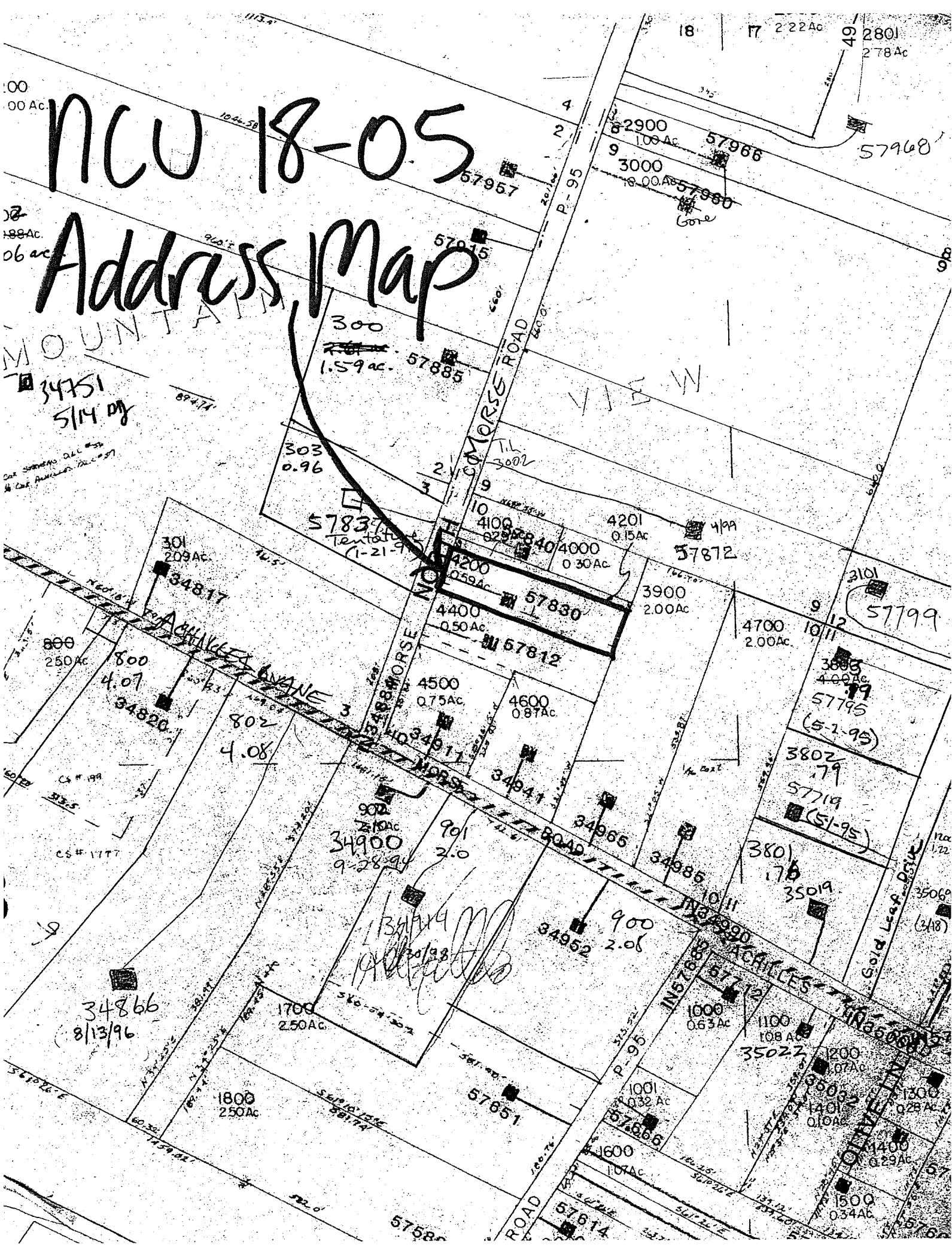
Chris Cox  
 R.S. 8/26/85

Manifold to be in the  
 middle to more  
 equally distribute the flow

05-2755

# Address Map

Car Systems. All  
to Car. American. Inc. 1000

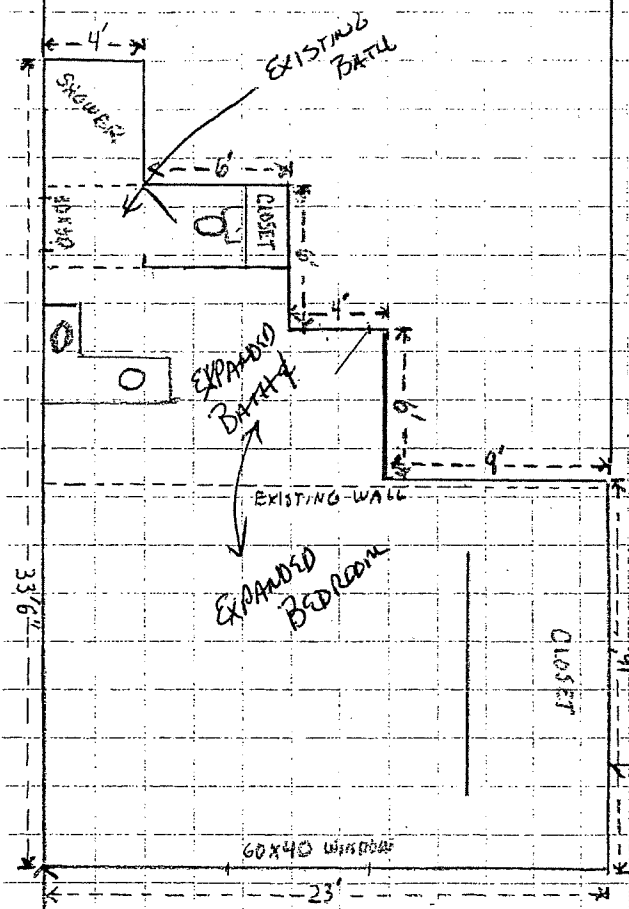


GARAGE

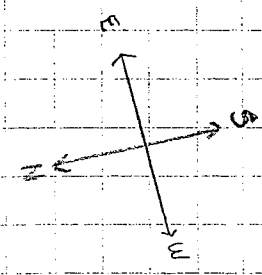
EXISTING HOUSE

SEVEN OAKS DEVELOPMENT 50  
P.O. BOX 1021  
ST. HELENS, OR 97051  
OCB # 61475

DRIVEWAY



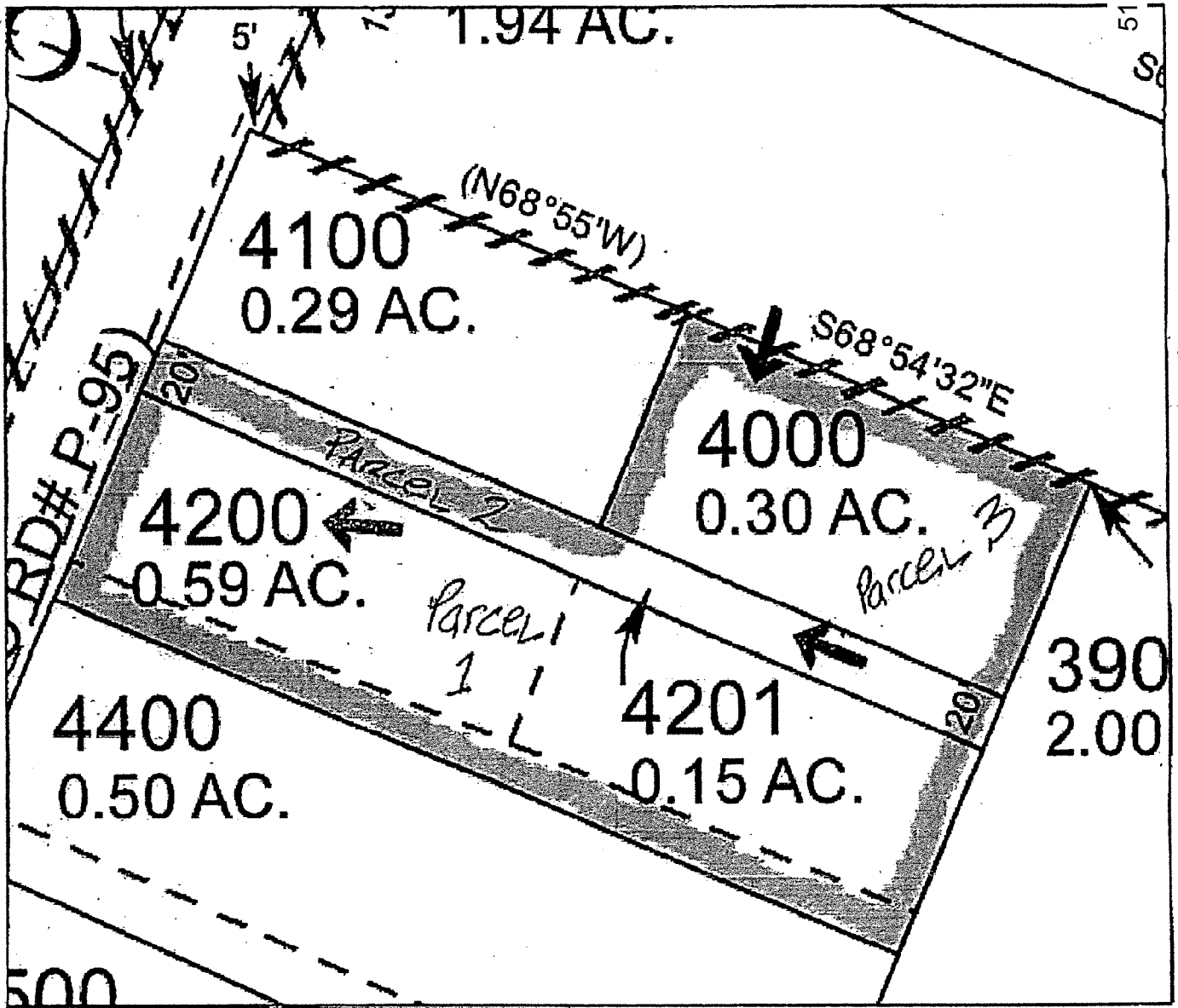
FOOTINGS 7"X16"  
STEM WALL 6"X24"  
WALLS 2X6 16" ON CENTER  
ENGINEERED TRUSSES 24" O.C. 4 1/2 PITCH  
W/ DUTCH HIP  
SIDING 1"X10" BOULED RED CEDAR SIDING



ARROW & DEBBRAH PRETYMAN  
57830 N. MORSE RD.  
WARREN, OR 97053

N. MORSE RD.

SCALE 1/8" = 1'



7 6574

EVENS D.L.C. #56  
ANGEL 1/4 COR.  
L.C. #57

199  
199B  
777

R.05-65

# 57830 N Morse Rd Map



Geoinfo

Columbia County



## Columbia County Web Maps

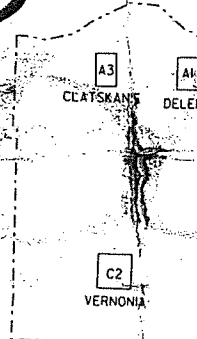
Disclaimer: This map was produced using Columbia County GIS data. The GIS data is maintained by the County to support its governmental activities and is subject to change without notice. This map should not be used for survey or engineering purposes. Columbia County assumes no responsibility with regard to the selection, performance or use of information on this map.



- 54
- FROM MOUNTAIN, BUTTE, OR PEAK
- MARSH
- INTERMITTENT STREAM
- STREAM WITH FALLS
- SPRING-WELL
- RIVER WITH RAPIDS
- LAKE, POND, OR RESERVOIR
- LAKE, POND, OR RESERVOIR WITH DAM
- INTERMITTENT LAKE OR POND
- IRRIGATION OR DRAINAGE DITCH

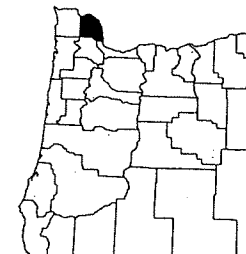
NCU 18-05  
Vicinity  
Map

ARRANGEMENT OF SHEETS FOR



Population of Columbia Cou

KEY TO COL



ROAD IND  
COLUMBIA  
OPEC

## Jacob Graichen

---

**From:** Jennifer Dimsho  
**Sent:** Tuesday, July 24, 2018 12:09 PM  
**To:** Jacob Graichen  
**Subject:** July Planning Department Report

Here are my additions to the July Planning Department Report.

### GRANTS

1. **Travel Oregon - Medium Grants Program (100k) – Implementation Phase One of the Wayfinding Master Plan for community-wide signage– Received notice of award! \$75k award for a \$145k project. To be completed by July 2020.**
2. OPRD – Recreational Trails Program – Grey Cliffs Park Restrooms - Worked on delivery details and site preparation with Public Works staff. Worked through land use (Minor Site Design Review) building, electrical, and plumbing permitting. Added engineered foundation drawings to contract for restroom. Scheduled delivery and worked with Roger to coordinate City work, electrician, and plumber.
3. OPRD – Veterans Memorial Grant – Construction work window to be Sept 4 – Oct 31. Worked through land use permitting (Minor Site Design Review). Publicized bid request for concrete slab work to close on August 8. Received quote for covered shelter/stage pre-fab structure.
4. TGM – Riverfront Connector Plan – Project Management Meeting to discuss planning for upcoming PC Work Session, COOLPPL Meeting, and Public Meeting to be held in September. Specific times/info TBD.
5. Community Development Block Grant (CDBG) Program – Submitted grant application for 1.5 million to renovate the new location for the Columbia Pacific Food Bank at 1421 Columbia Blvd. Application included narrative, budget, environmental review, and about 20 other attachments.
6. US DOT - BUILD Application - Submitted a 15 million request for public access (boardwalk/trail) and street extensions for phase one of the Waterfront Redevelopment Project. Application included 30-page narratives, graphics, preliminary design, over 20 letters of support. Due July 19. Announcement mid-December 2018.
7. Researched Ford Family Foundation grant for renovations to the old FARA building.
8. EPA – CWA Grant Program – Prepared Quarterly Report & reimbursement request through federal ASAP system (Due July 31).
9. Safe Routes to School Research for grant funding for bike/pedestrian infrastructure near schools.

### MISC

11. Discussed Boise White Paper site strategy scope of work with EcoNW and staff. Integrated Planning Grant through Business Oregon may fund planning work.
12. Submitted US Census LUCA Response for the 2020 census address update
13. Completed Annual 2018 PSU Housing Unit & Population Questionnaire
14. Registered for Annual OAPA conference in Bend in October

### Jenny Dimsho

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# BUSINESS LICENSE REPORT

City Department Approval: 07/25/18

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

Signature:   
Date: 7/25/18

## RESIDENT BUSINESS – RENEWAL 2018

- |                          |                       |               |
|--------------------------|-----------------------|---------------|
| <input type="checkbox"/> | COLUMBIA RIVER DENTAL | DENTAL OFFICE |
|--------------------------|-----------------------|---------------|

## RESIDENT BUSINESS – NEW 2018

- |                          |                      |                                   |
|--------------------------|----------------------|-----------------------------------|
| <input type="checkbox"/> | AGING ANGELS         | HOME CARE ASSISTANCE              |
| <input type="checkbox"/> | HOMMATI 117          | REAL ESTATE MARKETING PHOTOGRAPHY |
| <input type="checkbox"/> | SCHARELL J. ANDERSON | SECONDHAND GOODS                  |

## NON-RESIDENT BUSINESS - 2018

- |                          |  |                              |
|--------------------------|--|------------------------------|
| <input type="checkbox"/> | HEINZ MECHANICAL INDUSTRIES, INC                     | COMMERCIAL PLUMBING/HVAC     |
| <input type="checkbox"/> | HIT HOLDING INC. (DBA HUSER INTEGRATED TECHNOLOGIES) | SYSTEM INTEGRATOR            |
| <input type="checkbox"/> | K&C LANDSCAPE LLC                                    | LANDSCAPING                  |
| <input type="checkbox"/> | M&H PROPERTY PRESERVATION, INC                       | HANDYMAN                     |
| <input type="checkbox"/> | SOUTHWESTERN ADVANTAGE                               | SOLICITATION – SELLING BOOKS |

## RENTALS - 2018

## MISCELLANEOUS - 2018

- |                          |                     |                           |
|--------------------------|---------------------|---------------------------|
| <input type="checkbox"/> | UNDER PRESSURE INC. | EXTERIOR CLEANING SERVICE |
|--------------------------|---------------------|---------------------------|

\*Denotes In-Home Business