



## **CITY COUNCIL WORK SESSION**

**Wednesday, July 17, 2019**

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. **1:00 P.M. - Call Work Session to Order**
2. **Swearing in of Newly Promoted Sergeant Jon Eggers**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Discussion Topics**
  - 4.A. Employee Length of Service Award  
[071719 Memo to Council re LOS Award.pdf](#)
  - 4.B. Proposed Rates Increase for Garbage & Recycling Services – Herb, Hudson  
Garbage  
[Hudson Garbage\\_2018\\_St Helen's City.pdf](#)
  - 4.C. Discuss Turf at St. Helens Middle School – Bill Amos & Scot Stockwell
  - 4.D. Parks & Trails Commission Annual Report – Jerry Belcher & Carmen Dunn
  - 4.E. Communications 4th Quarter Report – Crystal  
[April - June 2019 Communications Report.pdf](#)
  - 4.F. Forest Trails (Bailey) Subdivision Development Agreement Discussion – Jacob

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**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.**

- 4.G. Review Final Plat for Elk Ridge Estates Subdivision Phase 6 – Jacob  
[CC Memo - Sign Sub Mylar Elk Ridge 6.pdf](#)
- 4.H. Review Revised Planning Department Fees – Jacob  
[2019 Planning Fee Schedule Update Memo.pdf](#)
- 4.I. Planning Division Report – Jacob

5. **Department Reports**

- 5.A. Administration/Community Development Department Report  
[ADMIN-CD Dept Report.pdf](#)
- 5.B. Public Works Department Report  
[PW 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:*

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

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

## LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council  
From: Kathy Payne, City Recorder  
Date: July 17, 2019

I am happy to announce that we have one employee who has reached a milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the July 17 Council work session.

### **20 Years**

**Tim Underwood** came to work for the City in July of 1999 as an Engineering Technician I. After many years working as a Technician, the City realized it needed an inspector for its numerous construction projects. In January of 2011, Tim was designated as the City's Construction Inspector where he currently serves.

**Congratulations, Tim,** and **thank you** for your service!



ST. HELEN'S CITY	2018	2017	2016
CUSTOMERS	4,118	4,125	4,016
CUST % CHANGE	-0.2%	2.7%	

**Notes:**

Due to a growing community, St. Helens has gone many years without a general increase. Last year, we received a significant increase that was dedicated solely to the recycling market crisis that affected the entire US recycling industry. Beyond that, population growth and efficient operations have allowed us to proceed without general cost of living rate adjustments since 2010. With customer growth flattening and continuing wage and cost pressures, we are request a modest increase to reduce the need for a large one-time request in the next 1-2 years.

City rates are relatively low compared to surrounding communities when both residential and commercial rates are considered together. Hudson Garbage is requesting a 3.0% rate adjustment plus the flow-through of disposal fee changes at the Columbia County transfer station. The effective increase of about 4% varies depending on the disposal component of each rate. After the adjustment, rates will remain competitive.

**City of St. Helen's Historical Rates**

	<u>2014-07</u>	<u>2015-07</u>	<u>2016-07</u>	<u>2017-07</u>	<u>2018-05</u>
	24.35 \$	24.45 \$	24.56 \$	25.34 \$	26.96
	82.36 \$	83.00 \$	83.76 \$	87.07 \$	92.64
Residential %		0.41%	0.45%	3.18%	6.39%
Commercial %		0.78%	0.92%	3.95%	6.40%
Reason		Disposal	Disposal	Disposal+FF Increase	Recycling
Relative CPI		2.40%	1.20%	2.10%	4.20%

City of St. Helen's**			
Current		Proposed	
32 Gal Wkly	\$ 26.96	\$ 27.94	
1 Yard Wkly	\$ 92.64	\$ 96.59	

**Proposed Rates as of July 1, 2019**

	<u>Clatskanie City</u>	<u>Rainier City</u>	<u>Columbia City**</u>	<u>City of Vernonia</u>
32 Gal Wkly	\$ 24.25	\$ 25.57	\$ 24.41	\$ 27.78
1 Yard Wkly	\$ 141.34	\$ 108.98	\$ 104.81	\$ 110.06

	<u>Rainier County</u>	<u>Clatskanie County</u>	<u>St Helen's County</u>	<u>Scappoose County</u>
32 Gal Wkly	\$ 33.00	\$ 37.53	\$ 32.67	\$ 29.79
1 Yard Wkly	\$ 126.06	\$ 211.91	\$ 145.67	\$ 123.04

\*May 2018 rate adjustment of 6.4% was a "recycle market adjustment" rate that excluded all other costs of doing business.

\*\*Rate includes biweekly yard/green waste collection (all customers in St. Helens; subscription in Columbia City)



# Communications Report

April to June 2019  
Fourth Quarter – FY 2018-19

Prepared by Crystal Farnsworth  
July 9, 2019



# Communication Umbrella



## Who do we communicate for?

(The Big Four)



- City of St. Helens
- St. Helens Police Department
- St. Helens Public Library
- St. Helens Public Works

## What does that cover?

- Administration
- Community Development
- Emergency Management
- Police Services
- Boards and Commissions
- City Council
- Recreation Program
- Library Services
- Engineering Division
- Finance Division
- Utility Billing
- Tourism & Events
- Parks
- Public Works
- Operations and Maintenance
- Partner agencies

# Communication Channels

- **Press Releases**

- Local newspapers, Radio, Portland TV, Mass distribution email lists

- **Radio**

- KOHI, regional stations

- **Monthly e-Newsletter**

- **Print newsletter**

- Quarterly UB insert

- **Website**

- **Posters, postcards, and print materials**

- **Social Media**

- City: Facebook, Twitter, YouTube
- Police: Facebook, Twitter
- Library: Facebook, Twitter
- Spirit of Halloweentown: Facebook (2), Twitter, Instagram

- **TV slideshows/Boards**

- Library lobby, Police station, Recreation Building

# Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	e-Newsletter	Radio Spot	Print Newsletter
April 2019	5	71	73		1	1	
May 2019	7	82	80		1	1	1
June 2019	5	95	90		1	1	
Totals	17	248	243	0	3	3	1

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	e-Newsletter	Radio Spot
<b>FY 2018/19 Totals</b>	81	733	734	12	13	6
2017-2018	38	474	493	35	15	6
2016-2017	35	281	249	13	13	9
2015-2016	30	235	205	0	4	12
2014-2015	32	254	197	0	12	0

# Communication Distributions

Total Hours Worked by Category	
e-Newsletter	15.5
Press Release	25.25
Social Media	87
Photography/Video	60.25
Graphic Design/Ads	29.25
Radio	4.5
Print Newsletter	6.5
Website	12.5
Media Request	0.75
Community Collaboration	0.5
Meeting	7.5
Event	12
Project	2.75
Miscellaneous	9.5
Editing	17.75
<b>Total Hours</b>	<b>291.5</b>

Total Hours Worked by Department / Fund	
Administration	10.5
Boards and Commissions	8.5
City Council	34.25
Communications	43.25
Community Development	2.75
Emergency Management	0.5
Engineering	7.75
Finance	5.25
Library	51.25
Parks	5
Planning	2.5
Police	63.75
Public Works	5
Recreation	32.25
Tourism	17
WWTP	2
<b>Total Hours</b>	<b>291.5</b>

# Activity Highlights

- Recreation Program Activities
- Regular KOHI radio shows
- PD National Distracted Driver Awareness Campaign
- First Thursday Community Meetings
- Conversion of social media archiving to new vendor
- PD cases: mail theft, stolen vehicle





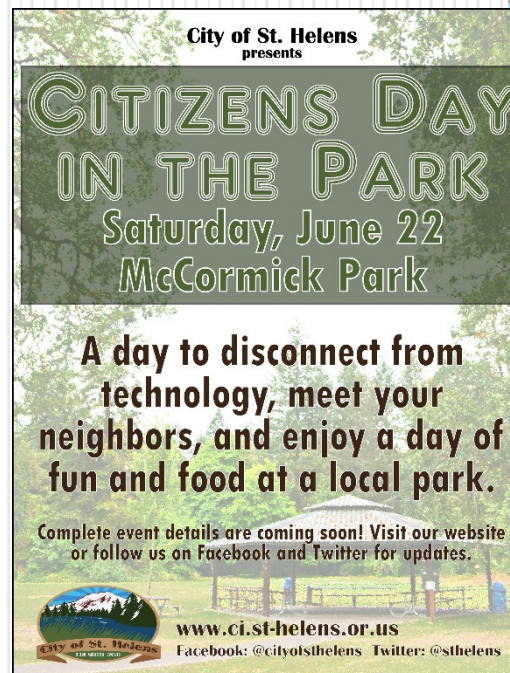
# Activity Highlights

- National Library Week puppet mascot campaign
- UB stuffer printed City newsletter
- Government Social Media (GSMO) membership
- Boards and Commissions Appreciation Banquet
- Library spring STEM grant events
- Housing Needs Analysis public meeting
- City job openings and boards/commission openings
- Summer Recreation Guide



# Activity Highlights

- Library Bookmark Design Voting
- Citizens Day in the Park advertising
- Columbia County Reads
- If I Were Mayor Student Contest
- Monthly Electronic City Newsletter
- New Police Fleet
- Photography for tourism video project





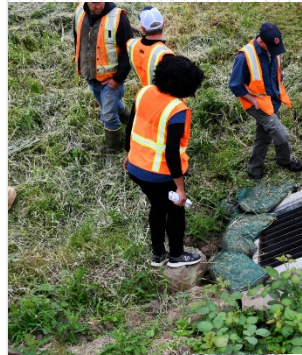
# Activity Highlights

- Bike and Rodeo Fair
- Council Meeting Recaps to social media
- Splash pad updates
- Campbell Park Little Free Library
- Branding & Wayfinding Signage Installation
- Grey Cliffs Grant Improvements



# Activity Highlights

- **Engineering Project Highlights**
  - Plymouth Street Bypass
  - South 10<sup>th</sup> Street Storm
  - Water Line Replacement
- **Newspaper ads**
  - SHPD Don't Drink & Drive Holiday campaign
  - Memorial Day ad
  - Rec Program Business Guide
  - Tourism Freshwater News
  - Citizens Day





# Activity Highlights

- WWTP What's Flushable Info
- PD Memorial Day Safety Blitz
- Library LSTA combined catalog survey
- Community Events
  - 13 Nights on the River
  - Citizens Day in the Park
  - Kiwanis Community Parade



# Activity Highlights

- Library Summer Reading Program
- PD Youth Academy promo
- Public Forum for Rec Program and Park Funding
- Veterans Memorial Expansion Update
- Public Works Railroad Right of Way Cleanup
- Social media groundwork for dedicated Rec Program accounts





# Activity Highlights

- Sand Island Camping Improvement Photos
- New Employee Photos
- Summer Reading Program Videos for Recap Project
- Summer Movies in the Park Survey
- Reserve Academy Graduation
- Updated Photos of City to Jenny for Major Grant Submittals
- Legacy Ribbon Cutting



# Future Projects

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- **Set up Recreation Program social media accounts**
  - Audience growth game plan
  - Regular content schedule
- **Fall/Winter Recreation Guide**
- **13 Nights on the River**
- **Spirit of Halloweentown media**
- **Library Summer Reading Program events recap**
- **SHPD Youth Academy**
- **Build Recreation Program photo/video archive**
- **First Thursday meetings**
- **Engineering project highlights**

# 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  
Followers as of September 30, 2018: 7,657  
Followers as of December 31, 2018: 7,793  
Followers as of March 31, 2019: 7,888  
Followers as of June 30, 2019: 8,086

\*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

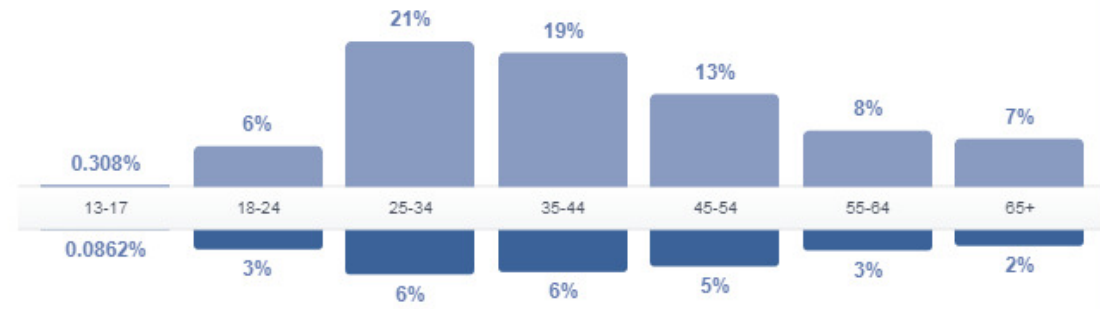
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles. This number is an estimate.

Women

■ 74%  
Your Fans

Men

■ 25%  
Your Fans



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	7,783	Saint Helens, OR	2,153	English (US)	7,670
United Kingdom	60	Portland, OR	732	English (UK)	280
Canada	35	Scappoose, OR	464	Spanish	49
Germany	15	Vancouver, WA	162	Arabic	14
India	14	Rainier, OR	138	French (France)	14
Italy	12	Columbia City, OR	135	Italian	10
Mexico	12	Warren, OR	120	German	9
Brazil	11	Longview, WA	120	Portuguese (Brazil)	9
Pakistan	10	Salem, OR	114	Thai	9
Thailand	10	Beaverton, OR	98	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

Followers as of September 30, 2018: 6,430

Followers as of December 31, 2018: 6,524

Followers as of March 31, 2019: 6,587

Followers as of June 30, 2019: 6,760

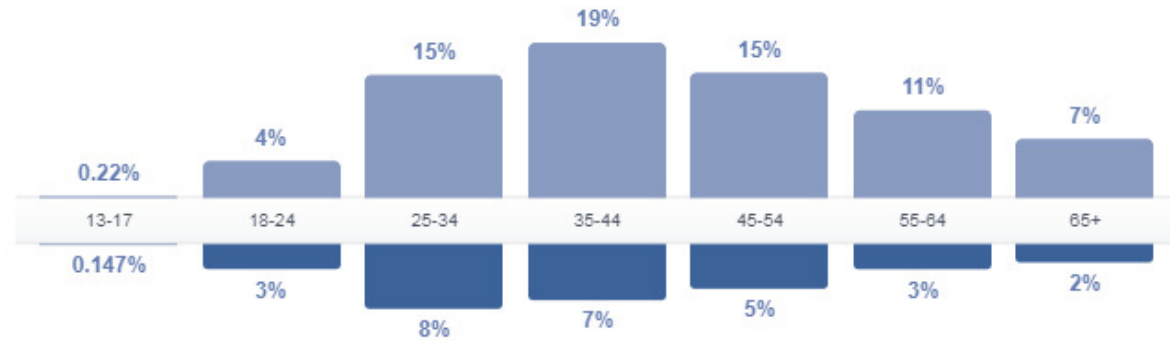
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles. This number is an estimate.

#### Women

■ **71%**  
Your Fans

#### Men

■ **28%**  
Your Fans



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	6,569	Saint Helens, OR	1,994	English (US)	6,476
United Kingdom	100	Portland, OR	571	English (UK)	254
Canada	29	Scappoose, OR	498	Spanish	39
Australia	23	Rainier, OR	173	German	6
Mexico	12	Longview, WA	117	French (France)	6
Germany	9	Warren, OR	113	Spanish (Spain)	5
Brazil	4	Vancouver, WA	107	Portuguese (Brazil)	4
Italy	4	Columbia City, OR	101	Thai	4
New Zealand	4	Clatskanie, OR	97	English (Pirate)	3
Puerto Rico	4	Hillsboro, OR	82	Arabic	2

# Facebook Stats: Library's Page



Page launched May 16, 2018

Followers as of June 30, 2018: 209

Followers as of September 30, 2018: 253

Followers as of December 31, 2018: 289

Followers as of March 31, 2019: 529

Followers as of June 30, 2019: 595

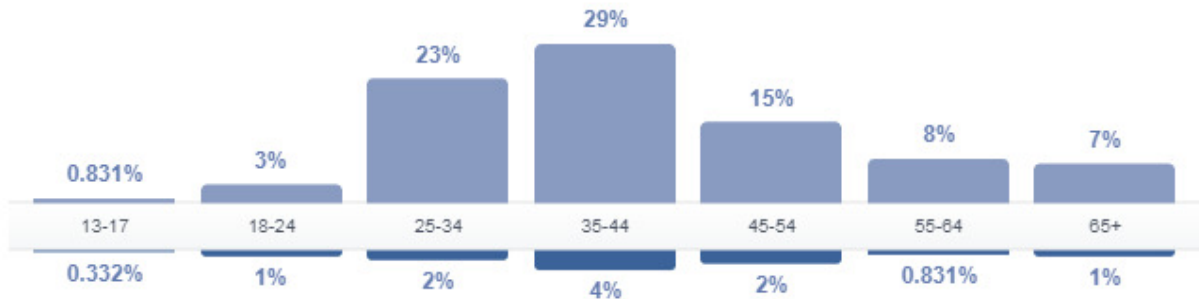
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles. This number is an estimate.

### Women

87%  
Your Fans

### Men

11%  
Your Fans



Country	Your Fans
United States of America	600
Argentina	1
Australia	1

City	Your Fans
Saint Helens, OR	333
Portland, OR	66
Scappoose, OR	49
Columbia City, OR	16
Longview, WA	16
Warren, OR	13
Rainier, OR	12
Beaverton, OR	9
Vancouver, WA	8
Hillsboro, OR	6

Language	Your Fans
English (US)	570
English (UK)	25
Spanish	5
French (France)	1
Portuguese (Brazil)	1

# 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  
As of Sept. 30, 2018: 1,391  
As of Dec. 31, 2018: 1,424  
As of March 31, 2019: 1,490  
As of June 30, 2019: 1,514



# Twitter: SHPD's Account

## 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

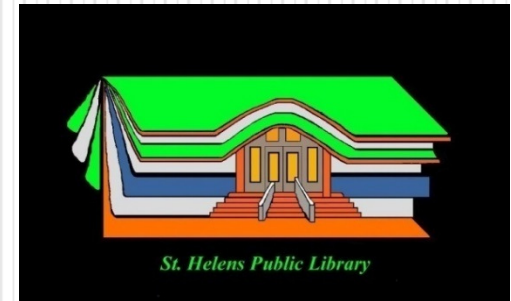
As of Sept. 30, 2018: 818

As of Dec. 31, 2018: 855

As of March 31, 2019: 885

As of June 30, 2019: 928

# Twitter: Library's Account



Page launched May 16, 2018

As of June 30, 2018: 19

As of Sept. 30, 2018: 25

As of Dec. 31, 2018: 35

As of March 31, 2019: 44

As of June 30, 2019: 57



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

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**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Authorize Mayor to sign final plat for the Elk Ridge Estates, Phase 6 Subdivision  
**DATE:** July 8, 2019

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The final plat is the formal document that is ultimately recorded with the County, making the subdivision official. In addition to meeting many substantive and technical requirements, the final plat also requires several signatures. The City's approval of the final plat is signified by two signatures: the Mayor's and Planning Commission Chair's. Generally, by signing the final plat the City is saying that all requirements have been met, that all applicable improvements are in place (e.g. utilities, streets, etc.) or assured by a financial instrument, and that all improvements, rights-of-way and common areas proposed to be dedicated to the City are accepted by the City.

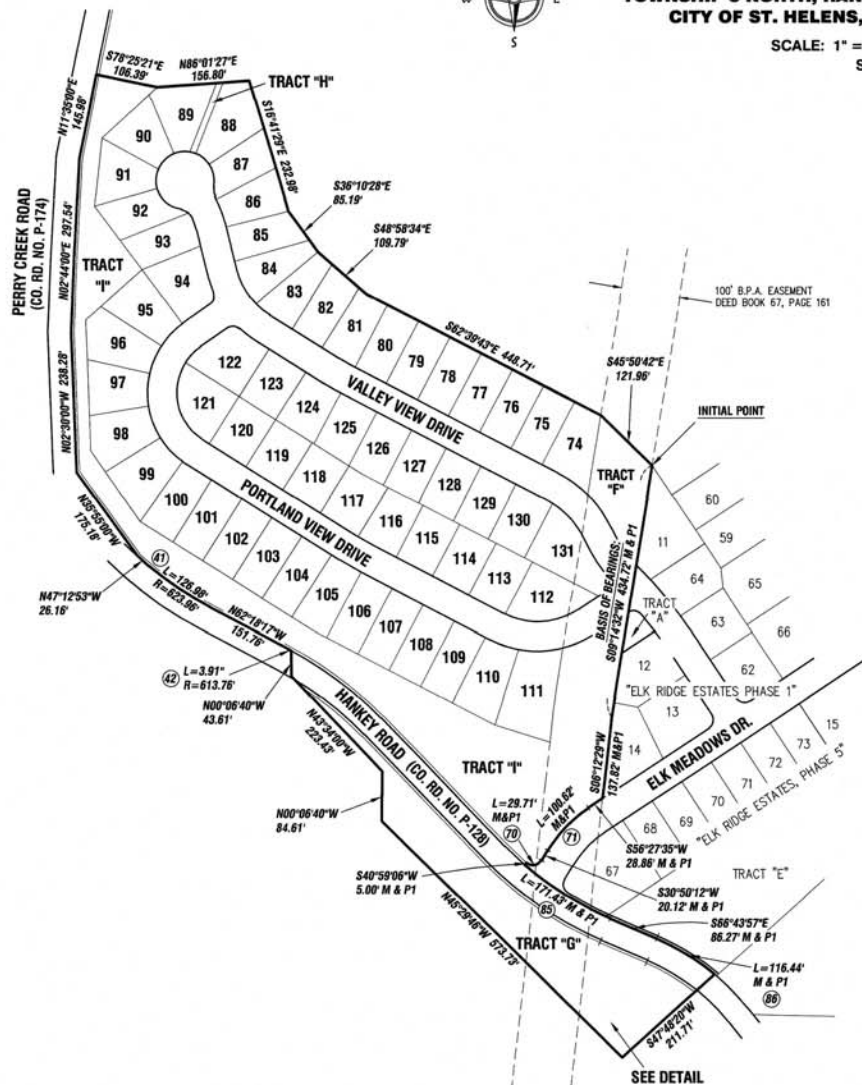
**Staff has determined that all necessary requirements have been met for the purpose of signing the final plat.**

**Please authorize the Mayor to sign the final plat for the Elk Ridge Estates, Phase 6 Subdivision.**



**IN THE S.W. 1/4 AND THE S.E. 1/4 OF SECTION 32  
TOWNSHIP 5 NORTH, RANGE 1 WEST, WILLAMETTE MERIDIAN  
CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON**

PLAT BOOK \_\_\_\_\_, PAGE \_\_\_\_\_  
INSTRUMENT NO. \_\_\_\_\_



SHEET 1	SITE MAP, NARRATIVE
SHEET 2	LOTS 78-97, TRACT "C"
SHEET 3	LOTS 98-107, 115-128, TRACT "C"
SHEET 4	LOTS 74-77, 112-114, 129-131, TRACT "C", TRACT "E"
SHEET 5	LOTS 108-111, TRACT "E"
SHEET 6	SURVEYOR'S CERTIFICATE, INTERIOR CORNER MONUMENTATION, DECLARATION, ACKNOWLEDGMENT, CONSENT AFFIDAVITS, PLAT RESTRICTIONS, APPROVALS

● DENOTES FOUND 5/8" IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "COMPASS ENGINEERING" PER R4, UNLESS NOTED OTHERWISE

○ DENOTES 5/8" IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "COMPASS LAND SURVEYORS" SET ON MARCH 16, 2016

☒ DENOTES 5/8" IRON ROD WITH A YELLOW PLASTIC CAP STAMPED "COMPASS LAND SURVEYING" IN A MONUMENT BOX SET ON MAY 16, 2016

M DENOTES MEASURED DATA

R DENOTES RECORD DATA, SEE REFERENCE SURVEYS

P.U.E. PUBLIC UTILITY EASEMENT

S.D.E. PUBLIC STORM DRAINAGE EASEMENT

S.S.E. PUBLIC SANITARY SEWER EASEMENT

S.D.E. PRIVATE STORM DRAINAGE EASEMENT

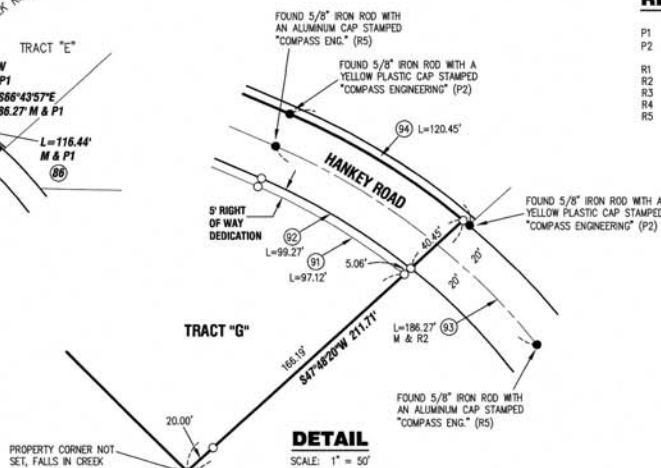
S.F. SQUARE FEET

N.R. NON RADIAL

1. CLIENT: MARK ZOLLER  
ST. HELENS ASSETS, LLC  
PO BOX 288  
WASHOUGAL, WASHINGTON 98671
2. THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE A PORTION OF THOSE TRACTS OF LAND DESCRIBED IN DEED TO ST HELENS ASSETS, LLC, RECORDED FEBRUARY 15, 2012, IN DOCUMENT NO. 201101023, COLUMBIA COUNTY DEED RECORDS, PER THE CITY OF ST. HELENS FINDINGS OF FACT AND CONCLUSIONS OF LAW.
3. BASIS OF BEARINGS: THE NORTHWESTERLY LINE OF "TLK RIDE PHASE 1", RECORDED IN BOOK 5, PAGES 1-12 AND 35, COLUMBIA COUNTY PLAT RECORDS, BEING THE WEST LINE OF LOTS 11, 12 AND TRACT "A" THEREOF, MONUMENTED AND SHOWN AS "S.091°43'32"W", WAS HELD AS THE BASIS OF BEARINGS FOR THIS MAP.
4. THE SUBJECT TRACT IS DESCRIBED AS TRACTS OF LAND IN SECTION 32, TOWNSHIP 5 NORTH, RANGE 1 WEST, 11W, COLUMBIA COUNTY, OREGON. THIS PHASE OF THE DEVELOPMENT IS PHASE 6 OF THE DEVELOPMENT AGREEMENT. THE BOUNDARY OF THE ENTIRE TRACT, OWNED BY THE DEVELOPER, WAS HELD AS SURVEYED BY BRADY LAND SURVEYING IN SURVEY NO. 4337, FILED IN 1997.  
  
HANKEY ROAD WAS HELD AS MONUMENTED, IN ITS RELOCATED POSITION AS SURVEYED BY REYNOLDS LAND SURVEYING IN SURVEY NO. 4423, RECORDED IN 1998.
5. A RANDOM CLOSED TRAVERSE WAS RAN, LOCATING MONUMENTS FROM SURVEY NO. 4337 AND SURVEY NO. 4423. AFTER REVIEW OF THE DEED DOCUMENTS, SURVEY RECORDS AND FIELD DATA, THE CORRECT RIGHT OF WAY MONUMENTS SET IN SURVEY NO. 4423 WERE HELD TO LOCATE HANKEY ROAD. THE EAST RIGHT OF WAY LINE OF PERRY CREEK ROAD WAS HELD AS MONUMENTED BY SURVEY NO. 4337 AS SHOWN.
6. THE ALIGNMENT OF THE B.P.A. EASEMENT WAS HELD TO THE RIGHT OF WAY AS NOTED BY THE PLAT OF "TLK RIDE ESTATES, PHASE 1" AS MONUMENTED, PRIOR TO SITE DEVELOPMENT.

NO.	LENGTH	RADIUS	DELTA	CHORD
41	126.93	623.96	11.3937	N56°28'29" 126.76
39	131.76	613.76	007°17'54"	N62°17'31" 131.91
85	171.43	554.95	174.159°	S57°52'58" 170.75
86	216.44	476.00	162°42'58"	S58°31'28"E 116.04
70	29.71	10.00	100°07'53"	S80°54'11"N 25.07
71	100.62	225.00	25.3728	S43°38'54"N 99.78
91	97.12	361.40	152.7427	S49°02'03"W 96.82
92	99.27	366.40	153°16'45"	S50°16'15" 96.98
93	186.27	386.40	27.3712	S2°55'22"E 184.47
94	120.45	406.40	16.5853	N58°14'31"N 120.01

P1	*ELK RIDGE ESTATES, PHASE 1*
P2	*ELK RIDGE ESTATES, PHASE 5*
R1	C.S. 4337
R2	C.S. 4423
R3	C.S. L-368
R4	C.S. 5522
R5	C.S. 5496



OREGON  
JULY 16, 1987  
MICHAEL A. RADEMACHER  
2303

**Survey prepared by:**  
**Compass Land Surveyors**  
**4107 International Way, Suite 705**  
**Milwaukie, Oregon 97222**  
**Phone: 503-653-9093**  
**4389.6 Plat Phase 6.dwg**

DATE OF SIGNATURE: 2-27-19  
EXPIRES 12/31/2020



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

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**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Planning Department Fee Schedule Update – Resolution No. 1857  
**DATE:** July 3, 2019

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The Planning Department Fee Schedule was updated extensively in 2011 with increases and some revisions in 2013, 2014, 2015, 2016 and 2017.

The current revision increases most fees by approximately 1.8%, which reflects the Consumer Price Index between May of 2018 to May of 2019. Other changes include:

- Eliminating Type I Home Occupations as they no longer exist.
- Listing the rare Nonconforming Use Determination application type in the appropriate place.

Note, this is intended to be effective August 1<sup>st</sup>, 2019.

**If the Council concurs with these changes, please approve Resolution 1857 at the regular session.**



## PLANNING DEPARTMENT FEE SCHEDULE

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Accessory Structure (detached)	\$54
Amended decision (post amendment of proposed decision)	\$269
Amendment	
Quasi-judicial or Legislative	\$1,075
+Deposit for special notice (covers mailing expense); and/or	\$3,187 (D)
+Deposit for proposed text amendments	\$3,187 (D)
Annexation	
Annexation application (consent to annex)	\$1,075 + \$54/acre
+Election deposit (to cover election costs if applicable)	\$3,187 (D)
Appeal	
Administrative decision	\$250 <sup>1</sup>
Non-administrative decision (excludes cost of transcript, see below)	\$538
Expedited Land Partition or Subdivision	\$300 <sup>1</sup> (D)
Home Occupation	60% / applicable fee <sup>2</sup>
+Transcript deposit (for non-administrative appeal)	\$500 <sup>1</sup> (D)
Building Permit Planning Release (fee associated with building permits)	\$56
Conditional Use Permit	
Minor Modification of Major CUP	\$269
Minor Modification of existing use (value of project <\$10,000)	\$269
Minor Modification of existing use (value of project >\$10,000)	\$323
Major (value of project is <\$250,000)	\$538
Major (value of project is \$250,000 to \$500,000)	\$699
Major (value of project \$500,000 to \$1,000,000)	\$860
Major (value of project >\$1,000,000)	Project Value x \$0.000793 + \$269 <sup>3</sup>
Development Agreement or Contract (in add. to other application fees)	\$3,187
Easement Extinguishment (per ORS 221.725)	\$538
Expedited Land Division	Application fees same as Partition or Subdivision <sup>2</sup>

Historic Resource Review	\$54
Home Occupation	\$161
Land Use Letter / Planning Director Signature	\$14
Lot Line Adjustment	\$269 + \$54/adj. acres
Measure 49	\$3,187
Notice (not as required, but requested—must be renewed annually)	\$24/calendar year
Partition	
Preliminary Plat	\$538 + \$29/parcel
Final Plat	\$54 + \$15/parcel
Planned Development (fee is same as use—e.g., SUB, SDR, CUP)	n/a
Recordation fee	Same as County Clerk
Referral of administrative decision to Planning Commission	+\$161 to base fee(s)
Revocation	\$269
Sensitive Lands Permit	
Administrative (except Tree Removal Permit—see below)	\$269
With public hearing	\$538
Sign Code Adjustment	\$484
Sign Permit	
Permanent [wall painted or adhered (i.e. sticks out less than 1”)]	\$54
Permanent (all except as above)	\$108
Temporary	\$29
Temporary (nonprofit organization)	\$0
Permit issued after sign has begun to be constructed	X2 base fee(s) <sup>2</sup>
Sign Plan, Comprehensive	\$161 + \$29/sign
Site Development Review	
Minor Modification of Major SDR	\$135
Minor Modification of existing use (value of project <\$10,000)	\$135
Minor Modification of existing use (value of project >\$10,000)	\$269

Major (value of project is <\$250,000)	\$323
Major (value of project is \$250,000 to \$500,000)	\$484
Major (value of project \$500,000 to \$1,000,000)	\$644
Major (value of project >\$1,000,000)	Project Value x \$0.000793 <sup>3</sup>
Auxiliary Dwelling Unit	\$269
Scenic Resource	\$269
Street Vacation	
Application materials (provided by staff—optional)	\$34
Application fee	\$753
Subdivision	
Preliminary Plat	\$753 + \$29/lot
Final Plat	\$269 + \$15/lot
Supplemental application pursuant to ORS 227.184	\$3,187
Temporary Use Permit	
One year	\$161
One month (within a 30 consecutive day time period)	\$54
One week (within a 7 consecutive day time period)	\$29
Time Extension	\$108
Tree Removal Permit (sensitive lands)	\$161
Unlisted Use / Parking Use / Nonconforming Use Determination	\$161
Variance	\$484
<hr/>	
Document fees:	
Development Code, etc.	Per Photocopy / Printout Fee (see Universal Fee Schedule)
Zoning District or Comprehensive Plan Map	\$24 each

\* \* \* \* \*

Notes:

(D) = Deposit to cover staff time and materials. Any portion not used is refundable.

<sup>1</sup> Indicates maximum per Oregon Revised Statutes.

<sup>2</sup> Indicates per St. Helens Municipal Code.

<sup>3</sup> Project value requires an estimate from a qualified professional. If value is determined to be greater at time of Building Permit issuance, the difference shall be paid prior to issuance. **Max project value fee is \$5,090** (addition CUP fee still applies).



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: July 17, 2019

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*Planning Division Report attached*

*Business Licenses Reports attached.*

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



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

**Date:** 06.27.2019

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**

Conducted a pre-application meeting for a large apartment complex along Gable Road near the highway. Though preliminary, current proposal is for 240 units. As a comparison, a similar project behind the new Legacy building is 204 units.

Responded to a Columbia County referral notice for a project outside City limits but inside the City's Urban Growth Boundary (UGB) for continuing CCMH projects (County File: DR 18-07). **See attached.** This is unique as we provided comments originally last year in May of 2018 and February of this year. Hope to be reaching finality on some issues that have brewing since 2015.

Building Official and myself met with PNW Metal Recycling. They are planning to purchase the 777 Port Avenue property currently occupied by Calaway (the hay folks). PNW intends on assembling machinery inside the concrete building for their recycle business. No outdoor storage of materials is proposed and about 7-10 trucks are anticipated per day. They intend on hiring new positions and will have as many as 10 employees on the largest shift. PNW already has other facilities in the region. <http://www.pnwmetal.com/> Thankfully, this property will not sit idle upon Callaway's departure.

## **DEVELOPMENT CODE ENFORCEMENT**

One of our Temporary Use Permits (TUP.6.18) for a number of food carts at a specific location may have some problems. Hoping to avoid and hopefully the owner will address some issues so the Temporary Use Permit doesn't need to be revoked. **See attached.**

Sent a notice of violation letter for a property along West Street (by Deer Island Road intersection) for a couple of conex boxes placed on a vacant residential lot. Made first contact with the family just before Memorial Day. But no action from them, thus the letter. Have had some follow up from them since sending the letter.

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

June 11, 2019 meeting (outcome): The Commission approved a Conditional Use Permit at Columbia Commons for a CCMH managed regional drug and alcohol residential and medical detox program.

July 9, 2019 meeting (upcoming): Two public hearing are scheduled. One for the Housing Needs Analysis/Buildable Lands Inventory and the other for a Conditional Use Permit to establish a religious assembly use at 1771 Columbia Boulevard.

## **COUNCIL ACTIONS RELATED TO LAND USE**

At their June 5, 2019 regular session, the Council unanimously (with all present) approved the Riverfront Connector Plan. Next step is to prepare and present an adoption ordinance.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Routine data updates.

## **ST. HELENS INDUSTRIAL PARK WETLAND DELINIATION EFFORTS**

Consultant has submitted delineation report to both the Army Corps of Engineers and Oregon Division of State Lands (DSL). We paid the review fee for DSL; Army Corps does charge for this.

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

Bi-monthly cost match report (May / June) provided to ODOT for this grant, though it needs to be revised as of the date of this department report. Last month's report talked about being behind in our match. Speaking with our ODOT TGM grant representative, we were able to include "volunteer hours." At the time of this monthly department report, I don't know how much of a dent in the match this will be, as we were notified that Planning Commissioners and City Councilors don't count towards this.

Started to prepare ordinance and related adoption documents.

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



COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES

*Planning Division*

COURTHOUSE  
ST. HELENS, OREGON 97051  
Phone: (503) 397-1501 Fax: (503) 366-3902

January 24, 2019

**REFERRAL AND ACKNOWLEDGMENT**

To: City of St Helens

**NOTICE IS HEREBY GIVEN** that AKAAN Architecture & Design has submitted an application on behalf of Columbia County Mental Health for a Site Design Review for the siting of two modular office structures totaling an additional 2,000 sq ft of office space and additional parking for increasing mental health delivery services. The subject property is an adjoining lot to the north of the present Columbia County Mental Health facility at 58646 McNulty Way. The subject property is zoned Light Industrial (M-2) and is the City of St, Helens' Urban Growth Boundary. The site also has frontage on Gable Road, contains 5.37 acres and is identified as Tax Map No. 4N1W09-BB-00300. Revised DR 18-07

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

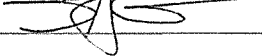
**PLEASE RETURN BY:** 02/04/19

**Planner:** Deborah Jacob

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.

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

COMMENTS: PLEASE SEE ATTACHED MEMO DATED JUNE 18, 2019.

Signed:  Printed Name: JACOB GRAICHEN  
Title: CITY PLANNER Date: JUNE 18, 2019



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

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**TO:** Deborah Jacob, Planner, Columbia County  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Columbia County file DR 18-07  
**DATE:** June 18, 2019

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This is an updated memo for DR 18-07 from the previous two dated February 4, 2019 and May 22, 2018.

Since the February 2019 memo, the City and CCMH have worked out issues in regards to development of CCMH property.

Please include the following conditions the County decision for DR 18-07:

- **Prior to commencement of use/certificate of occupancy/final inspection** properties currently identified as 4N1W-8AD-200 and 4N1W-9BB-300 shall be consolidated as one in a manner that prevents disparate ownership. This may be via a one-parcel land partition or appropriate documentation recorded on the deeds.
- McNulty Way street frontage improvements between the bridge and Gable Road as approved by the City shall be completed by December 31, 2019.
- Additional sensitive lands impacts to McNulty Creek beyond City file Site Development Review SDRm.5.16 / Sensitive Lands Permit SL.3.16 are not allowed.
- During construction of street frontage improvements, CCMH is responsible to ensure tree protection of any tree with a 6" dbh or greater diameter within 50' of McNulty Creek's riparian area. CCMH is also responsible to protect mitigation plantings already in place per City file Site Development Review SDRm.5.16 / Sensitive Lands Permit SL.3.16.

-----basis for conditions and other comments/considerations below-----

Contrary to the application to the County, the 2,500 s.f. modular office structure (approved by County file DR 17-03) was connected to City water and not a well per the application. CCMH has filed a consent to annex with the City. The annexation process is likely to begin sometime this year, but actual inclusion in City limits is months away. In any case, as the consent to annex has been filed, it does not need to be a condition of approval.

Previously the City had noted that McNulty Way street frontage improvements are warranted. The City has approved civil plans for this now. CCHM also has a contractor—TFT Construction

Inc.—on board to do some of the work. CCHM intends on finishing portions that TFT is not contracted to do. CCMH gave of a timeline of street frontage project completion by October. Given all of this, the City is willing to allow the McNulty Way street frontage improvements completion by the end of 2019. Occupancy may occur before that.

One thing the TFT contract doesn't address is tree protection (it was excluded from the bid that was used for the contract). Given proximity to the creek, trees may be protected under City law. CCMH thus needs to be responsible for tree protection. Some sensitive land impacts were addressed by City file DRm.5.16/SL.3.16. Additional sensitive land permits are not allowed under any current permitting.

Due to zoning (as discussed in the City's comments for DR 17-03) and the assemblage of properties that utilizes both shared access and utilities (e.g. septic systems), the properties (4N1W-8AD-200 and 4N1W-9BB-300) should be consolidated such that they cannot be sold Separately.

Please see attached supplemental information:

- May 24, 2019 letter of intent from the CCMH Executive Director regarding McNulty Way street frontage improvements (TFT contract not attached)
- June 3, 2019 timeline regarding McNulty Way street frontage improvements.



58646 McNulty Way  
P.O. Box 1234 • St. Helens, Oregon 97051  
503-397-5211 • FAX 503-397-5373  
1-800-294-5211

A NON-PROFIT  
COMMUNITY BEHAVIORAL  
HEALTH PROGRAM

OUR SERVICES ...

ADULT PROGRAM

assessments  
counseling services  
crisis intervention  
educational classes  
involuntary commitments  
abuse counseling  
satellite offices

PSYCHIATRIC REHAB.

assessments  
day treatment  
residential care  
case management  
skill training  
supported housing  
respite care  
vocational rehabilitation

CHILDREN'S PROGRAM

assessments  
individual counseling  
family counseling  
teen family intervention  
crisis intervention  
abuse treatment  
skills training  
school based programs  
satellite offices

CHEMICAL DEPENDENCY

assessments  
intensive outpatient  
after-care groups  
adolescent treatment  
DUII diversion  
educational classes  
adult residential treatment  
smoking cessation  
gambling treatment

A & D PREVENTION

school based prevention  
screening and referral  
drug free activities  
teen violence programs

DD SERVICES

youth & adults  
case management  
crisis diversion  
early intervention  
employment transition  
respite care

MEDICAL SERVICES

psychiatric evaluations  
medication management  
nurse medication  
monitoring  
children's psychiatric care  
patient education

May 24, 2019

Subject: Letter of Intent for CCMH Property Development

To Whom It May Concern:

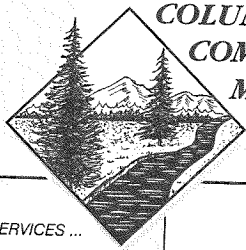
Columbia Community Mental Health intends to further develop the property and meet the requirements of the city through a contract with TFT Construction (attached).

As outlined in the plans, CCMH intends to complete the sidewalk and associated landscaping needs according to the projected timeline. CCMH has received Board of Director approval for the contract, has met funding terms, and is committed to the contract terms. If any major financial or project changes occur, CCMH will first seek approval from the city and Board of Directors prior to amending course.

If you have any questions or concerns, please contact me at the main office or via email [JuliaJ@ccmh1.com](mailto:JuliaJ@ccmh1.com).

Sincerely,

Julia Jackson,  
Executive Director



OUR SERVICES ...

**ADULT PROGRAM**

assessments  
counseling services  
crisis intervention  
educational classes  
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abuse counseling  
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**PSYCHIATRIC REHAB.**

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psychiatric evaluations  
medication management  
nurse medication  
monitoring  
children's psychiatric care  
patient education

June 3, 2019

**Subject: CCMH McNulty Way street improvement project timeline.**

**June, July: Obtain City and County permits.**

**August 1<sup>st</sup>: Survey**

**August 5<sup>th</sup>-August 9<sup>th</sup>: Install silt fence, mass excavation, demo, clearing and grubbing.**

**August 12<sup>th</sup>-August 30<sup>th</sup>: Prep for asphalt, excavate for curbs, pour curbs, paving, pour sidewalks/ramps/driveways, pour concrete around existing fire hydrant, adjust existing meter box, striping and signage. Install storm sewer pipe, nyloplast drains, and rip rap outfalls.**

**September, October: Landscape, install light.**



265 Strand / PO Box 278  
St. Helens, Oregon  
97051

June 13, 2019

Columbia County Pod, LLC  
c/o Nicholas Hurliman  
51915 Columbia River Highway  
Scappoose, OR 97056

**RE: Temporary Use Permit (TUP.6.18) Violations at 175 Bowling Alley**

Dear Mr. Hurliman,

Your 1-year Temporary Use Permit (TUP.6.18) was approved in October 2018 with conditions to maintain protection of public health, safety, and welfare. Your TUP may be revoked if these conditions are not met. Additionally, the City can deny to renew your TUP when expiration occurs if the following issues are not corrected immediately. Photo documentation of violations from June 11, 2019 are included on page 2.

The violations observed include, but are not limited to, the following items:

1. **Garbage cannot be stored outside of trash receptacles.** Trash and cardboard is being stored behind the existing walk-up business and one of the food trucks.
2. **All trash receptacles must remain within the trash enclosure.** The trash enclosure intended to screen trash is not being utilized for its intended purpose. A new enclosure may be necessary (subject to City review) if additional room is needed to screen the trash receptacles from public view.
3. **NO refuse liquids or other non-stormwater material or substance shall be dumped into the storm drain. This includes leaks onto the ground. If grease and oils are not properly disposed of, the City will order that food preparation operations cease immediately.** There are a number of locations on site where grease and oils have been noted on the ground.
4. **No trip hazards (e.g. cords or cables) shall be allowed within any area traversed by pedestrians or vehicles.** Any cords and the like must include an over cord cover/protector.

Please contact this office with any questions.

Respectfully,

Jennifer Dimsho  
Associate Planner

cc: Ginny Carlson, Mike DeRoia, Johnny Leavy, Jacob Graichen





## Jacob Graichen

---

**From:** Jennifer Dimsho  
**Sent:** Wednesday, June 19, 2019 1:26 PM  
**To:** Jacob Graichen  
**Subject:** June Planning Department Report

Here are my additions to the June Planning Department Report.

### GRANTS

1. **ODOT's Safe Routes to School** – Worked with Sue to submit first quarterly report on 6/5.
2. **Travel Oregon - Medium Grants Program (100k)** – Basalt veneer around the bases installation TBD. Remainder of pole signs in fabrication. Delivery & installation TBD.
3. **OPRD – Veterans Memorial Grant** – Wall constructed, veneer installed, granite slabs installed. Final project report, photos, budget, and reimbursement request. Remainder of slabs to be installed when fabricator receives shipment. Should be by September.
4. **OPRD – Local Government Grant Program** – Prepared presentation before the OPRD board for the Campbell Park Improvement Project for May's grant submission. Our request is approx. 188k for flex courts, stormwater improvements, pedestrian improvements, and a parking lot expansion at Campbell Park. Presentation to the board 6/20 in Salem.
5. **TGM – Riverfront Connector Plan** – Assisted with final reporting documentation for our matching requirements.
6. **EPA – CWA Grant Program** –Phase II work on Columbia Blvd. property still in progress. Responded regarding DEQ feedback on South 80 work.
7. **Housing Needs Analysis** – Prepared for adoption hearings on 7/9 before PC and 7/17 before City Council.
8. **OPRD – RTP – Grey Cliffs Park** – Submitted final progress report, photos, budget, and reimbursement request for total grant amount (\$90,050). Should be approved, reimbursed, and finalized soon!
9. **CDBG- Columbia Pacific Food Bank Project** – Selected Architect/Engineer through RFP process. Prepared contract for authorization 7/17. Submitted first draw requirements. Toured facility. Regular check-in call.
10. **BUILD Grant Round 2 Grant Application** – Reviewed scope of work, cost estimates, preliminary project design, began preparing letters of support requests. Application Deadline is 7/15. Site visit with state legislators (Merkley & Bonamici) to solicit letters of support.
11. **OPRD – RTP – St. Helens Recreation Area** – Reviewed Columbia County's application to the Recreation Trails Program to develop trails on the Salmonberry site. Provided feedback and suggestions to make the narrative stronger.
12. **Ford Family Foundation** – Recreation Center programming grant for 25k – Submitted final report due 7/31.
13. **Certified Local Government** – Local pass-through grant applications due 6/21. Reviewed applications for completeness and prepared for project selection, likely at the August PC/HLC meeting.

### MISC

14. **Millard Road Park Property** – Worked with Mackenzie and staff to develop a Master Plan for the park.
15. Enforcement Issue at the 175 Bowling Alley – Food truck pod enforcement letter, email, and phone call
16. Attended a Worksite Wellness 1-day conference in Wilsonville on 6/18
17. Attended mandatory harassment training on 6/20
18. **Parks & Trails Commission** – Attended meeting on June 10 to discuss the 5th Street Trail project and the Nike grant submitted last month. Met with member to discuss Dalton Lake details. Provided a map of Columbia Botanical Gardens for tour and discussion at their next month meeting.
19. Supported Restore Oregon's application to the Oregon Community Foundation to create a toolkit to survey and inventory historic places by partnering with rural Oregon communities who have historic theaters



**Jenny Dimsho**

Associate Planner

City of St. Helens

(503) 366-8207

[jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)

# BUSINESS LICENSE REPORT

City Department Approval: 06/03/19

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

Signature: [Signature]  
Date: 6/3/19

## RESIDENT BUSINESS – RENEWAL 2019

## RESIDENT BUSINESS – NEW 2019

☐ ART D FAE LLC STUDIO, SHOP, CLASSROOM

## NON-RESIDENT BUSINESS - 2019

<input type="checkbox"/> AMERICA 1 <sup>ST</sup> ROOFING & BUILDERS INC	ROOFING & SIDING CO.
<input type="checkbox"/> BATES CONSTRUCTION LLC	GENERAL CONTRACTOR
<input type="checkbox"/> CAM INC.	CONSTRUCTION
<input type="checkbox"/> FOUNDATIONS FIRST NORTHWEST LLC	CONSTRUCTION
<input type="checkbox"/> T & K MECHANICAL	MECHANICAL CONTRACTOR
<input type="checkbox"/> TRICOUNTY TEMP CONTROL	HVAC

## RENTALS - 2019

☐ ROBERT E. ELLINWOOD III TESTAMENTARY TRUST RESIDENTIAL RENTALS

## 7-DAYS - 2019

☐ DEVELOPMENT NORTHWEST DBA WOLCOTT PLUMBING PLUMBING/HEATING/ELECTRICAL

\*Denotes In-Home Business

Page 1 of 1

# BUSINESS LICENSE REPORT

City Department Approval: 06/17/2019

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

Signature: [Signature]  
Date: 6/14

## RESIDENT BUSINESS – RENEWAL 2019

☐ BIG RIVER BISTRO RESTAURANT

## RESIDENT BUSINESS – NEW 2019

☐ NICE-N-CLEAN BY JACQUELINE CLEANING SERVICE  
☐ ORIENTAL CAFÉ (DBA OF THAI JASMINE LLC) FOOD SERVICE AND LOTTERY  
☐ \*PACIFIC NORTHWEST COMPUTER-AIDED MACHINING COMPUTER AIDED CUTTING/ENGRAVING  
☐ \*WILLIE V'S RETAIL DISTRIBUTION SAUCE

## NON-RESIDENT BUSINESS - 2019

☐ AGODA INTERNATIONAL USA INC. ONLINE RESERVATION FACILITATION SERVICES  
☐ AIR COMFORT OREGON LLC MECHANICAL CONTRACTOR  
☐ PEAK LANDSCAPE INC. LANDSCAPE  
☐ PUREHM US, INC PIPELINE INSPECTION  
☐ START TO FINISH CONTRACTOR INC. ROOFING  
☐ SUNLIGHT SOLAR ENERGY INC. SOLAR INSTALLATION CONTRACTOR  
☐ WORLD FAMOUS ST. HELENS FARMER MARKET FARMERS MARKET

## MISCELLANEOUS - 2019

☐ SPECIALTY HEATING & COOLING LLC (NAME CHANGE) HVAC

\*Denotes In-Home Business

# BUSINESS LICENSE REPORT

City Department Approval: 07/01/2019

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

Signature: [Signature]  
Date: 6-27-19

## RESIDENT BUSINESS – NEW 2019

- |                          |                              |                      |
|--------------------------|------------------------------|----------------------|
| <input type="checkbox"/> | 2 <sup>ND</sup> MOUSE STUDIO | RETAIL CUSTOM FRAMES |
|--------------------------|------------------------------|----------------------|

## NON-RESIDENT BUSINESS - 2019

- |                          |                               |                       |
|--------------------------|-------------------------------|-----------------------|
| <input type="checkbox"/> | RAWHIDE ELECTRIC SERVICES LLC | ELECTRICAL CONTRACTOR |
| <input type="checkbox"/> | STRATUS CORP                  | EXCAVATION            |

## MISCELLANEOUS – 2019

- |                          |                     |                                 |
|--------------------------|---------------------|---------------------------------|
| <input type="checkbox"/> | THE OLDE SCHOOL LLC | RENTAL COMMERCIAL – ADD 2 UNITS |
|--------------------------|---------------------|---------------------------------|

\*Denotes In-Home Business

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
04/27/19	Had a library help make Xerox copies – great job!	No	No			07/17/19			

City Hall – 1<sup>st</sup> Floor 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
07/08/19	1 <sup>st</sup> time to your public dock and had a great experience – very nice and clean and loved the power available – Thank you!	Install a \$5/pay walkway entry gate which gives random codes to user for the days paid to prevent theft – saw one boat have generator attempted stolen – called P.D. & subject was arrested on 7/6/19 10pmish			Great	07/17/19			

City Hall – 2<sup>nd</sup> Floor Lobby/ Council Chambers Lobby/ Municipal Court Lobby / Water Dept. Lobby / City Hall – Municipal Court 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.

# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Interim Public Works Director	
<b>Date:</b>	17 July 2019	
<b>Subject:</b>	June Public Works Department Activity Summary	

## Engineering

1. Acquired contractor to pave Plymouth Street after repair of storm drain was complete.
2. Working with County and Contractor on Gable Road construction.
3. Lots of inspection and oversight of multiple private development construction.
4. Met with School District to review temporary occupancy permit requirements for new middle school.
5. See complete report.

## Parks

In addition to mowing:

1. Repaired, painted, and constructed new picnic tables.
2. Prepared gazebo areas, equipment, and park for Citizens Day in the Park.
3. Cleaned up debris from fallen trees in various locations.
4. Once temporary summer workers started, able to start more aggressive weed-eating.
5. See complete report

## Public Works Operations & Maintenance

1. Had to manually read over 200 meters due to defective registers; being replaced under warranty.
2. Worked on storm drain repairs on Plymouth Street.
3. Helped prepare for and assist at Citizens Day in the Park.
4. Boarded up a house on Cowlitz Street that had been declared a nuisance.
5. Working on highway landscape strip as time allows.
6. Serviced and/or made repairs on 54 vehicles and/or equipment.
7. Responded to four after-hours call-outs.
8. See complete reports.

## Water Filtration Facility

1. Produced 43.1 million gallons of filtered drinking water, an average of 1.44 million gal/day.
2. Successfully dealt with issues resulting from a power outage in the area.
3. Had a tree fall on the fence, Public Works helped to remove.
4. See complete report.

## Waste Water Treatment Plant

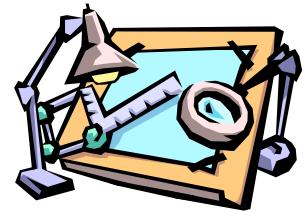
1. Starting a trial of a process to help with reducing grease in the lift station wetwells.
2. Stared decommissioning of abandoned storm water pump station on S. 10<sup>th</sup> Street.
3. Issued a Notice of Violation to Cascades regarding terms of bypass permitting.
4. Participated in energy audit of plant performed by the Energy Smart Industrial Program.
5. See complete report.





## Engineering Department Status Report

9 July 2019



### DEVELOPMENT PROJECTS

#### St. Helens Place Apartment Project

Status unchanged: Work is continuing on the public improvements for the new apartment complex near Matzen and McBride Streets. It is concurrent with the onsite construction of the buildings and private improvements.

#### Bailey Subdivision

Despite some setbacks, construction is nearly complete for this 18-lot subdivision. Public utilities are now installed and paving should be completed so soon.

#### Columbia Vet Clinic

Construction has been delayed by the owner but is expected to begin in July. Clearing of vegetation has just got underway and it is expected that the building permit will be issued soon. Private and public construction will be constructed concurrently.

#### Elk Ridge Estates Phase VI

Still no change in status: Final details are still being worked out with the Planning Department before the plat can be recorded.

#### Hanna's Place Development

No change in status: The project Engineer has made a few inquiries on some minor details pertaining to the frontage improvements, but no plans have been presented for review.

#### Potential Gable Road Apartment Project

A Planning application has been submitted for this project. More information to come.

#### New Middle School Project

A meeting was held with the Contractor, School District, and various City representatives to work out critical items to be completed before a temporary occupancy for the new Middle School can be issued.

### SANITARY SEWER AND STORM DRAIN PROJECTS

#### Plymouth Street Storm Drain Repair

The roadway has been repaved and some shoulder work will be completed by Public Works as time allows. The road is fully open, although it dead-ends at the locked gate to the former Boise veneer plant site.

#### Greystone Estates Sanitary Sewer Relocation

Construction is still continuing on the sanitary sewer construction and relocation for this future subdivision. Plans for the public improvements for the full development have still not been submitted, but the project engineer has indicated they should be completed soon.

### STREET AND TRANSPORTATION PROJECTS

#### Gable Road Improvement Project

Construction is well under way for this long-awaited project. Traffic is open one-way westbound, and detoured down Sykes Road for the eastbound traffic. Work will progress from the east end of the project, closest to the Highway 30 intersection, and continue towards the west end of the project at the Columbia Boulevard intersection. Gable Road on the west side of Highway 30 is currently under the jurisdiction of Columbia County and the project is being done through a grant with the Columbia County Public Works Department as the lead agency.

#### Wayfinding Installation Project

The stone veneer on the vehicular signs has recently been installed and the directional blades for the bicycle and pedestrian signage has just started production. The smaller single post-mounted blades will be installed by City staff as part of the City's matching grant contribution.

#### Annual Street Striping Project

The Contractor has tentatively scheduled this work for the end of July. Work is required to be complete before the end of August.

#### Riverfront Connector Project

The Consultants have finalized the documents and the conceptual plan is scheduled to be adopted by ordinance by the City Council on July 17.

#### Habitat for Humanity Sidewalk

No update for this small project: Staff is working with the management of the Habitat for Humanity ReStore to replace a portion of their sidewalk and make it ADA compliant.

### **WATER SYSTEM PROJECTS**

#### 2MG Reservoir Rehabilitation Project

The Contractor is making preparations to verify the locations that are still causing the leaking. The City will work with them as they continue to work through the repair and/or replacement of the deficient liner.

### **MISCELLANEOUS PROJECTS AND ACTIVITIES**

#### Right-of-Way and Construction Permits

There were six Right-of-Way and/or plan review permits issued in June 2019: NW Natural had 4 permits, 2 for new services, one for work to extend service to a new subdivision, and one for a city-wide inspection of their pipes; one to Comcast for line improvements, and one plan check permit for a small development on N. 9<sup>th</sup> & Wyeth Streets.

#### Miscellaneous Projects

Continuing to work with Planning, Parks, and Public Works staff to implement various improvements in the Parks and improve the Highway strip landscaping.

Continue to work with Planning Dept. and Consultant on development of a master plan for a future park on the Millard Road property

#### Training Workshops and Committee Meetings

Engineering 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

Attended the monthly Columbia County Traffic Safety Commission meeting, involving representatives from multiple organizations focusing on roadway safety for all modes of transportation, mostly around Highway 30.

Attended monthly Parks Commission meeting.

Participated in the quarterly Executive Risk Management meeting with various staff members.





## Parks Department for June 2019



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

Piled up dirt that was brought in for BMX track upgrade

Pick up debris from a cleanup that was held at the Chamber of Commerce

Made a new bumper board for PW's 5yd dump truck

Watered street trees twice a week

Cut up a downed tree that blocked the trail to the bridge on Maple Street

Removed the free library from Campbell Park due to vandalism

Moved tables for 13 nights

Mowed along the rights-of-way

Mower maintenance

Mowed the lot between Isabella Lane and the creek

Dealt with a tree on N. 1<sup>st</sup> and West Streets

Repaired tables

Fertilized Columbia View Park

Dealt with a tree on 2<sup>nd</sup>

Removed graffiti at Columbia View Park

Painted more tables

Mower repair

Fixed the sign for 13 Nights

Repaired the lock on the McCormick Park restrooms

Fertilized the ballfields at McCormick Park

Removed the dugout roofs at 6<sup>th</sup> Street Park

Weed-eated at most of the parks

Fertilized Campbell Park

Moved boulders at McCormick Park

Replaced the shop door at Parks shop

Painted the restrooms at Campbell Park

Pulled the backstop posts at 6<sup>th</sup> Street Park

Fertilized Grey Cliffs Park

Mowed the bike path (Rutherford Parkway)

Cleaned up the backhoe for the Citizens Day

Built new picnic tables

Repaired a stall door at Columbia View Park restrooms

Repaired broken TP dispensers at Columbia View Park restrooms

Cleaned off areas 1 & 2 for Citizens Day

Straightened up the Parks shop yard

Mowed along N. 11<sup>th</sup> Street

Put bark dust in the Plaza

## **Public Works Work Report June 2019**

### **Water Dept:**

Replaced 45 radio read registers  
Read meters and heavy users  
Read 200+ dead meters manually  
Finished installing waterline at Veterans Memorial  
Replaced shut-off at 1905 Tualatin  
Poured concrete at 59280 Alderwood Dr.  
Cleaned pipe shop  
Weedeated highway strip & S. 9<sup>th</sup> St.  
Charged new water line on Sykes Rd.  
Took inventory  
Repaired leak on Firlok Park Blvd.  
Excavated holes for signs & bike racks  
Blew off new water line on Sykes Rd.  
Prepared for Citizen's Day in the Park  
Helped board up house at 922 Cowlitz St.  
Reset meter box at the Plaza  
Installed two new services at 355/357 S. 8<sup>th</sup> St.  
Replaced meter box and shut-off at 365 S. 1<sup>st</sup> St.

### **Sewer Dept:**

Worked on Plymouth St. storm project  
Cleaned pump stations  
Checked sewer lateral contractor drilled through on Kelley St. – contractor repaired  
Sewer plug on S. 20<sup>th</sup> St. – on owner's side  
Repaired service at 135 Lee St.  
Locate and raise cleanout at 464 S. 18<sup>th</sup> St.  
Worked on Park strip on Hwy. – brush removal

### **Call-Outs**

Water leak at 1905 Tualatin St.  
Lost power at wells from downed tree  
Tires thrown in road at 8<sup>th</sup> St. & Columbia Blvd.  
Yard alarm – sewer shed door open

### **Miscellaneous:**

Swept streets  
Mowed ROWs  
Marked 106 locates  
Checked wells & reservoirs daily

## June 1<sup>st</sup> to 30<sup>th</sup>

June 3<sup>rd</sup>

Shop Cleaned up the floor

Parks #8 Checked the hydraulic belt called on problems with the gauges needs some testing

City Hall Negotiation meeting

June 4<sup>th</sup>

Parks Cut welded fabricated the fence and welded it to the post and welded the post to the gazebo at McCormick Park

Parks #8 Looked at the tool cat again this time it ran very good no problems

PW Hauled a piece of 4ft diameter pipe from the Boise property to the public works shop

June 5<sup>th</sup>

PW Well #1 Removed the fuel lines from the tank to the generator so that the tank could be hauled away

City Hall Negotiation meeting

PW #78 Filled the DEF tank

June 6<sup>th</sup>

PW Took the road side mower to Portland for repairs

PW #34 Picked up the excavator from Cascade Tissue and brought it to the shop for repairs

Keith Sick day

June 7<sup>th</sup>

Office Computer work Filled paper work

PW Picked up a new pickup from Emmert Mts and brought it to the shop to be outfitted with Tool boxes and a two-way radio

PW #34 Checked some fuel lines and some of the wiring

June 10<sup>th</sup>

PW #34 Checked the wiring going from the batteries to the frame and to the parallel switch. Checked the fuel lines coming from the fuel tank also drained off some fuel from the bottom of the tank, changed oil, tried to straighten out the blade as best as we could welded it back together.

June 11<sup>th</sup>

PW #34 Greased the machine tested more circuits found everything to be ok

Parks #8 Tested the battery and checked the cooling system removed the seat and ordered a new temp sensor

June 12<sup>th</sup>

Office Computer work

PW #34 Took the right-hand side mirror apart and added some washers and put back on the excavator test ran the machine again to see if we had any fault codes

PW Hauled some junk tires from public work to the shop for disposal

June 13<sup>th</sup>

Shop Clean up

Parks #12 removed and installed the right rear tire back onto the rim

PW #20 Removed a screw in the right front tire and plugged the tire

June 14<sup>th</sup>

PW #22 Picked up the Mack for the Parade

Parks #8 Installed anew coolant sender

Parks #10 Checked out the shifter won't go into park

Brett Vacation day

June 17<sup>th</sup>

Parks #10 Repaired the steering column shifter

PW #52 Pulled the rear end cover and cleaned the housing, ring and pinion  
Filled with oil

PW #34 Found a fuel leak repaired the line

June 18<sup>th</sup>

PW #16 Removed the broken roll pins from the hose reel and replaced them with bolts

PW #52 Finished up the rear-end and test drove the truck

PW #9 Picked up the broken mirror from the truck

Parks Sharpen a chain saw

June 19<sup>th</sup>

Police Fabricated the stands for the balance beam

PW #9 Replaced a driver side mirror

Parks Repaired a chain saw

June 20<sup>th</sup>

PW #54 Put stickers and a license plate and took the truck to Columbia audio to put a radio in it

PW #85 Started the Taxi cab and filled the transmission with fluid test drove the car

June 21<sup>st</sup>

Parks #18 Lubricated the linkage for the hydrostatic drive, also repaired the emergency brake

PW Loaded scrap iron into the drop box

Shop Cleaned the restroom and shop sink

PW #54 Picked up the truck from Columbia audio from having the radio installed

Keith Sick

June 24<sup>th</sup>

(Senior Center) fabricated and welded up the broken hinge on the gate going to the garbage dumpsters

PW Checked on the equipment

June 25<sup>th</sup>

Parks Repaired three chain saws and sharpened them

PW #21 Found an air leak and ordered parts

PW Looked at the roadside mower that the county dropped off and moved it around to see how to  
shift the transmission so the information could be passed onto the operator

June 26<sup>th</sup>

PW #21 Installed a new diaphragm in the left rear air can adjusted the brakes  
Checked for other air leaks found a drain valve leaking on the air tank replaced the valve  
PW #19 made the truck run again put fuel in it and test drove the truck around the yard  
Parks Sharpened two chain saws  
PW Picked up fire hose from the fire dept. and took it to the public work shop  
Parks #8 Tightened a hydraulic fitting  
PW #16 Put together a new pressure washer wand for the flusher truck and installed new fittings on the truck  
Keith Sick

June 27<sup>th</sup>

JMF Hauled equipment and tires to Boise for a future auction also started cleaning up the yard  
Keith Gone

June 28<sup>th</sup>

Office Computer work filled paper work  
PW #54 Received a tool box from Carquest and started to install it and found that the box was warped and dented returned it to Carquest for a refund ordered a new tool box from Nelson Equipment  
WWTP Went to Pump station 7 to check the generator it has an overtemp alarm when run on automatic, test ran the generator and found nothing ran great need to have Peterson Cat come out and scan the computer  
Parks #8 Tightened the main drive belt  
Shop Cleaned up more of the yard  
Keith Gone



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Water Filtration Facility  
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St. Helens, OR 97051  
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## Water Filtration Facility Journal June 2019

Water Production: 43.1 million gallons, which averages 1.44 million gallons per day

**Week 1** Produced and sent May OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Ordered chlorine for next week. Power outage in Columbia City, tree down over power lines across from L street bridge. WFF lost power, but was still had line power coming in when arriving on site. Uninterrupted Power Supply has a fault and will not clear and has tripped off line, switched to Line power and restored electricity to PLC panel, rebooting PLC, compressors, VFD's, computers and fire alarm panel. WFF in pause mode, will check plant later this evening for normal operation. Plant ran as programmed. Guy successfully cleared the fault on the UPS unit Monday morning, switched operation back over to the UPS being part of the loop. During this outage the generator did not engage, must have gotten power from different source than the line at L street bridge crossing.

**Week 2** Chlorine delivery. Needed to call Inductive Automation for technical assistance to get our SCADA HMI machines back up and running. They lost their IP addresses and assigned themselves random IP addresses and one of the machines would not reboot and run the program. Fortunately our complete care plan came to our rescue and we received full phone support and got the machines both up and running as they are programmed to do. This is an issue that the City's IT technician is not able to resolve at this time, it would take specialized training to service our HMI machines with Inductive Automation.

**Week 3.** Caustic Delivery. Big thank you for the City Shops coming over and removing the tree that fell across our border cyclone fence. Sheri is contacting the City's "fence" guy to come out and provide us an estimate to repair the kinked linkage. Thank you Sheri and the City crew for your most appreciated assistance in resolving this unexpected event.

**Week 4.** Changed out C117 chlorine monitoring reagents. Chlorine delivery.

**Week 5.** Very calm week here at the WFF, felt good!

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator



# **WWTP Monthly Operations and Maintenance Report**

**June 2019**

To: Sue Nelson

From: Aaron Kunders

## **Secondary System Report**

- 6/5-Dissolved copper testing on Secondary sample and Columbia River.
- 6/10-Tried to install new motor on aerator 13 but bolt patterns don't match. Called vendor and they fixed issue.
- 6/17-Councilor Topaz and engineers from Maul Foster here to tour the Secondary lagoon.
- 6/25-Arne here to fix receptacle on secondary building and rewire aerator #13.

## **Primary System Report**

- All normal monthly routines completed.

## **Pump Stations**

- 6/3-Installed Biolyneous injector pumps above pump stations #1 and #11 in hopes it prevents grease issues in the wetwells and the collection system.
- 6/6-PS#9-Painted bollards that Roger installed.
- 6/14-PS#3-Installed new battery in Mission.
- 6/19-PS#7-Generator failure alarm. High coolant temp.
- 6/20-PS#2-Cleaned both check valves. Lots of rags in both.
- 6/27-PS#6-Pulled pumps and hoses out of wetwell. Ready for demolition.
- 6/28-PS#7-Test ran lift station under generator power and could not duplicate failure alarm.

## **Sodium Hypochlorite System**

- 1509 (estimated) gallons used this month.
- 1440 gallons used last month.

## **Call-outs**

- 6/2-1715-PS#3 pump 2 overtemp alarm. Aaron in. Reset pump, pumped wetwell down and no issues found.
- 6/19-2230-PS#2 pump failure alarm. Stewart in.

## **Plant**

- 6/3-Chlorine flash mixer tripped. Checked for rags and reset.
- 6/4-Energy audit with Energy Smart Industrial Program cohort.
- 6/11-Changed out deionized water cartridges.
- 6/18-Contact tank south pump not working. Called Hamer and found the pump was no good.
- 6/19-Cleaned South contact tank.
- 6/26-Maul Foster and drilling contractors here to look over drilling areas.
- 6/28-Peak Electric here to start retro fitting light fixtures.

**Pretreatment**

- 6/10-Mill shut down. Started bypassing clarifier, with approval.
- 6/11-Collected 24 hour composite split sample with Cascades and found they violated the terms of their bypass approval. Will issue a Notice of Violation.
- 6/27-Split sample with mill and followed up on issues found during inspection.

**Other**

- 6/13-Annual required DMRQA testing today.

**Next Month**

- John Savage, the new WWTP Utility II starts.
- Finish implementing the energy audit findings.
- Quarterly sampling.