



CITY COUNCIL WORK SESSION

Wednesday, August 07, 2019

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

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. **Visitor Comments - Limited to five (5) minutes per speaker**
 3. **Discussion Topics**
 - 3.A. Employee Length of Service Award
[03a. 080719 Memo to Council re LOS Award.pdf](#)
 - 3.B. Discussion Regarding Bing's Outstanding Debt Owed to City - Bud Hickey
 - 3.C. Request from Shoestring Community Players' - Margaret Trenchard-Smith
[03c. SSCP Statement to Mayor Scholl and City Council.pdf](#)
 - 3.D. Planning Division Report - Jenny
 - 3.E. Discussion Regarding Millard Road Property
 - 3.F. Discussion Regarding Recreation & Parks Fee
 4. **Department Reports**
 - 4.A. Administration/Community Development Department Report
-

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. **Council Reports**

6. **Other Business**

7. **Adjourn**

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

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

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

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: August 7, 2019

I am happy to announce that we have one employee who has reached a milestone in her employment with the City of St. Helens. The following individual will receive a certificate and pin at the August 7 Council work session.

10 Years

Margaret Jeffries came to work for the City in July of 2009 as a Part-time Library Technician. The following July, she was hired as a Full-time Librarian I and 21 days later was promoted to head the Library as the City's Library Director where she has served ever since. Margaret is credited with hiring exceptional staff who together have created some amazing programs at the Library that have engaged children and adults of all ages.

Congratulations, Margaret, and thank you for your service!



ShoeString Community Players' Appeal for Funds

Thank you, Mayor Scholl and members of the City Council.

The ShoeString Community Players has offered theatrical experiences to the people of Columbia County for almost four decades. Having started out in a chicken coop, a fairground stage, and the Old Condon School, the ShoeString Community Players performed its first musical, *Brigadoon*, in the summer of 1982. This was the first of the many musicals, comedies and dramas we have produced over the years. We soon found our first home at the old Episcopal Church on 1st Street and christened it the ShoeBox Theater, a name that has stuck. Despite later moves, operating out of storage units, and performing at a variety of venues, the Players never gave up offering live theater to the kids and grownups of Columbia County, as you can see from these images of just a few of our many productions.

It feels right to be back in downtown St. Helens in a somewhat bigger ShoeBox Theater, where we can offer a greater array of theatrical events, classes and workshops to the folks of our community than ever before. We got the keys to our new home in September of last year and since then, through countless hours of volunteer labor, have converted it into a theatrical space of which the county can be proud. And we didn't wait to put it to use, producing children's theater in *Scary Stories*, the radio show *War of the Worlds*, and *Haunted Tours* as our contributions to St. Helens' Halloweentown. During the holiday season we produced *The Seussified Christmas Carol*, and this spring break we offered a workshop to kids, capped off with a production of *Twelve Angry Pigs*. This was followed by *Joyful Noise* and *I Am Phoenix*, and by the radio/theater show, *Our Miss Brooks*. And we're about to offer a dinner theater experience, *Girls' Night Out*, and a talent show, *Columbia County's Got Talent*. And there's more planned than we have the time to mention today.

The ShoeString Community Players, especially the Vaerewyck Family, has given so much to the community and has much more to give. However, moving and operational costs have left us financially exposed. We've been working hard to overcome this difficulty, through holding an Open House, starting a Gofundme campaign, walking the Kiwanis Parade, planning a garage sale, obtaining a small grant, seeking sponsorships. And today we are turning to you for help. If the ShoeString Community Players goes under, it will take years for our community to rebuild a theatrical company. Almost forty years of tradition will be lost—several generations of local memories and experiences. In our new home, we're now positioned to be of greater use to St. Helens and Columbia County than ever before. Your grant of \$5,000 will be crucial in helping us through this difficult transitional period.

Where would our community be without this outlet for local talent—in comedy, fantasy, whimsy, and drama? And consider that our efforts are key to the success of Halloweentown, so important to the identity of St Helens and to its tourism and commerce.

Thank you, Mayor Scholl, and thank you, City Council, for giving us your time. Our Treasurer, Kathleen Grant, will answer any questions you might have about our finances.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 7, 2019

Planning Division Report attached

Business Licenses Reports attached.

Suggestion Box Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 07.29.2019

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

Prepared legal description and map for Oregon Dept. of Revenue preliminary review for annexation of property at 2185 and 2195 Gable Road.

Continue to update planning report and notice templates. Started this in 2017 and most are done, but we received our first Nonconforming Use Determination since 2010, which needed revisions based on the overall revision effort since 2017.

Conducted a pre-application meeting for a potential development on a vacant parcel on the corner of McNulty Way and Industrial Way.

DEVELOPMENT CODE ENFORCEMENT

Last month's report mentioned a violation letter sent to property owner along West Street (by Deer Island Road intersection) for a couple of conex boxes placed on a vacant residential lot. Permits have been submitted and issued. Now, just need the owners to comply with the provisions of the permit.

Confirmed that trees within a wetland protection zone were logged as part of clearing property at the northern terminus of N. 8th Street. Applicants started to bring in film material for a temporary office related to the eventual subdivision, prior to any final permits being issued. Staff discussed this with the property owners/developers the week of July 22-26. This tree issue, commensurate with this stage of development, needed to be resolved before permits were issued and work commenced. Applicant's consultants provided materials to confirm the impacts.

PLANNING COMMISSION (& acting [HISTORIC LANDMARKS COMMISSION](#))

July 9, 2019 meeting (outcome): The Commission approved the City's Housing Needs Analysis. They also approved a Conditional Use Permit for religious assembly at 1771 Columbia Boulevard.

August 13, 2019 meeting (upcoming): The Commission has two public hearings: A Variance along N. 17th Street for a reduced front yard (setback) for a home and a Lot Line Adjustment at the Port of Columbia County's Multnomah Industrial Park.

[As the Historic Landmarks Commission](#), the commission will review a new projection sign on S. 1st Street as it pertains to the Riverfront District's architectural standards. The Commission

will also score the batch of grant applications for the city's next CLG grant funded Historic Preservation Rehabilitation Grant.

<https://www.ci.st-helens.or.us/planning/page/historic-preservation-rehabilitation-grant>

COUNCIL ACTIONS RELATED TO LAND USE

Council approved a resolution to increase planning fees.

Council approved the Housing Needs Analysis.

Council authorized the Mayor's signature for the Elk Ridge Estates, Phase 6 final plat.

The Development Agreement for the Forest Trails (Bailey) Subdivision has been completed (for ordinance – still subject to appeal).

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Software updates. Also routine data and wide use GIS platform updates.

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

Jacob Graichen

From: Jennifer Dimsho
Sent: Thursday, July 25, 2019 3:44 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)** – Submitted mid-year project report and budget update due on 7/23. Basalt veneer around the bases installation completed. Remainder of pole signs in fabrication. Delivery & installation TBD.
2. **OPRD – Veterans Memorial Grant** – Shipment for remainder of granite slabs expected in August for installation in September. Final grant report and reimbursement request submitted. Planned for landscaping of remaining monument area. Coordinated placement of additional monuments.
3. **EPA – CWA Grant Program** – Submitted quarterly report (Due July 31). Phase II work on Columbia Blvd. property complete. Conference call with property owners/consultants to discuss follow up sample/reporting. Prepared work plan/budget for follow up sampling and reporting on the Columbia Blvd. property. Conference call with County (as property owner) and consultants to discuss results of a Phase I/next steps.
4. **Housing Needs Analysis** – Adoption hearing 7/9 with Planning Commission. Adoption hearing 7/17 with City Council. Prepared ordinance and all required attachments
5. **OPRD – RTP – Grey Cliffs Park** – \$90,050 check received and project closed out 1 year ahead of grant deadline!
6. **CDBG- Columbia Pacific Food Bank Project** – Architectural & Engineering contract for authorization at 7/17 City Council meeting. Submitted first draw requirements. Regular check-in call. Kicked off project with Lower Columbia Engineering, site visit, and next steps.
7. **BUILD Grant Round 2 Grant Application** – Submitted application (Deadline 7/15) for 11.1 million request for street extensions and riverwalk through US DOT. Coordinated 30 page narrative with Alta, all required attachments, and 21 letters of support.
8. **Ford Family Foundation** – Recreation Center programming grant for 25k – Submitted final report and closeout (due 7/31).
9. **Certified Local Government** – Received 3 applicants for our pass-through grant program. Prepared Historic Landmarks Commission packets for project selection at their August 13 meeting.

MISC

10. **Millard Road Park Property** – Worked with Mackenzie and staff to develop a Master Plan for the park.
11. **Parks & Trails Commission** – Attended July 8 meeting to discuss BUILD grant support. Met with member to discuss Dalton Lake details. Provided a map of Columbia Botanical Gardens for tour and discussion with a volunteer interested in starting a “Friends of” Group
12. **Lagoon Repurposing Project** – Attended a meeting to discuss public engagement strategy
13. **Wellness Committee** – Received \$750 grant from CIS to kick start our worksite wellness activities

Jenny Dimsho

Associate Planner

City of St. Helens

(503) 366-8207

jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: 07/17/2019

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

Signature: [Signature]
Date: 7/18/19

RESIDENT BUSINESS – RENEWAL 2019

- | | | |
|--------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | *BRIDGES TO LEARNING LLC | EDUCATION SERVICES |
|--------------------------|--------------------------|--------------------|

RESIDENT BUSINESS – NEW 2019

- | | | |
|--------------------------|------------------------|---------------------------------|
| <input type="checkbox"/> | *BUYSALLWORLD.COM | INTERNET WEBSITE – RETAIL |
| <input type="checkbox"/> | WILD HANDS HAIR STUDIO | HAIR SERVICES & RELEVANT RETAIL |

NON-RESIDENT BUSINESS - 2019

- | | | |
|--------------------------|-----------------------------------|--|
| <input type="checkbox"/> | ALPHA ENVIRONMENTAL SERVICES INC. | ENVIRONMENTAL CONSULTING & REMEDIATION |
| <input type="checkbox"/> | ARAMARK UNIFORM SERVICES INC. | UNIFORM RENTAL |
| <input type="checkbox"/> | GASPRO INC. | CONSTRUCTION |
| <input type="checkbox"/> | GREEN MEADOWS LANDCARE LLC | LANDSCAPING IRRIGATION INSTALL |
| <input type="checkbox"/> | PRO'S CUSTOM CABINETS INC. | CABINETRY |

MISCELLANEOUS - 2019

- | | | |
|--------------------------|----------|---------------------|
| <input type="checkbox"/> | OEG INC. | ADDRESS CHANGE ONLY |
|--------------------------|----------|---------------------|

*Denotes In-Home Business

Page 1 of 1

BUSINESS LICENSE REPORT

City Department Approval: 07/29/2019

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

Signature: [Signature]
Date: 7/26/19

RESIDENT BUSINESS – RENEWAL 2019

RESIDENT BUSINESS – NEW 2019

- | | |
|---|--|
| <input type="checkbox"/> DANG'S LITTLE DRAGON | FOOD CART |
| <input type="checkbox"/> MOLLY'S MARKET | RETAIL |
| <input type="checkbox"/> PAWSITIVE CRITTER CARE LLC | MOBILE PETSITTING, DOGWALKING & GROOMING |
| <input type="checkbox"/> SUPER JOE'S EXPRESSO LLC | MOBILE COFFEE |

NON-RESIDENT BUSINESS - 2019

- | | |
|---|----------------------|
| <input type="checkbox"/> AS CRAFTED LLC | GENERAL CONTRACTING |
| <input type="checkbox"/> C.R. CONTRACTING LLC | PAVEMENT MAINTENANCE |
| <input type="checkbox"/> LAYS HEATING & COOLING | HVAC |
| <input type="checkbox"/> LOVETT INC. | CONSTRUCTION |
| <input type="checkbox"/> WILLAMETTE HEATING | HVAC |
| <input type="checkbox"/> WILLAMETTE HVAC | HVAC SERVICE |

MISCELLANEOUS - 2019

*Denotes In-Home Business

Suggestion Boxes

City Hall – 1st 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
07/16/19	I have to say that as a contractor, I am very pleased to be working with Mike DeRoia instead of the old inspector (Bob), night and day	Give him a raise, plus all the ladies up front	No	N/A	Great (X in front of Great)	08/07/19			

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
July 2019 (no date)	My ex killed 14 of my pet rats but your police can't be bothered to even do their job.	Do your job and POLICE this town maybe, animal abuse matters too	Yes	Quinn 503.366.3732		08/07/19			

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
7/10/19	Your front "yard" looks great! I hope it can stay nice!	Maybe volunteers to keep weeded	No	Trish Bauer	Great	08/07/19			
7/16/19	Thank you so much to children's librarian Miss Gretchen for making every storytime so wonderful – and particularly the stuffed animal sleepover!!!	Give Miss Gretchen a raise! My kids loved the stuffed animal sleep-over and the printed keepsake photos handout she made.	No	Natalie Broders	Great	08/07/19			

Suggestion Boxes

City Hall –Water Department 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
July 1, 2019	Hi.	No.	No.	Chloe Boe.	?				

City Hall – 2nd 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
---------------	---------	------------	---------------------	------------------------------	---------------------------------	----------------------------	----------------	-------------------------	-------------

None received.

City Hall –Council Chambers Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
---------------	---------	------------	---------------------	------------------------------	---------------------------------	----------------------------	----------------	-------------------------	-------------

None received.