



CITY COUNCIL WORK SESSION

Wednesday, September 04, 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. Update on Flying Eagle Canoe's 2019 Voyage
 - 3.B. Review Request from Shoestring Community Players
[ShoeString Community Players Request.pdf](#)
 - 3.C. Review Proposed Rates Increase for Waste Management Drop Box Services
[Waste Management 2019 Rate Inflation for Drop Box Services.pdf](#)
 - 3.D. Planning Division Report - Jacob
 - 3.E. Review Community Development Administrative Assistant Job Description
[DRAFT Community Development Admin Asst.pdf](#)
 - 3.F. Discussion Regarding City Hall Security - Matt
 - 3.G. Assignment of Voting Delegate & Alternate for LOC Conference
[LOC 2019 Voting Delegate Form - FINAL.pdf](#)

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. **Department Reports**

- 4.A. Administration/Community Development Department Report
[ADMIN-CD Dept Report.pdf](#)

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:*

- *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.

To: Mayor and City Council of St. Helens
265 Strand Street
St. Helens, OR 97051

From: Board of the ShoeString Community Players
231 S. 1st Street
St. Helens, OR 97051

August 16, 2019

Dear Mayor Scholl and City Council:

Thank you for permitting the ShoeString Community Players to petition for financial support. You had requested a statement of our current finances and planned expenditures, which we are here submitting.

Our checking account currently holds \$4,963.22. We have in addition received \$2,800.00 in sponsorship monies, and are awaiting the receipt of more. We recently won a grant from the Columbia County Cultural Coalition for \$500 to assist with producing the dinner theater show, *Girls' Night Out*. Our monthly expenses are \$2,700 per month. Should the City Council grants us funds, they will be applied to a specific production or to general expenses, as the Council sees fit. Like other sponsors, the Council will be acknowledged in programs, posters and announcements.

Halloweentown should be profitable for the ShoeString Community Players. And the Board and Players have done and will do their best to remain financially solvent. If we are to advance as a theatrical organization, we need a promising home. Yet having that home, like other community theaters, we will be dependent on sponsorships and grants. The ShoeString Community Players is a 501 (c) (3) non-profit organization. It is a public good, not a business. Acknowledging that, we are ramping up our solicitation of grant and sponsorship monies. Without external support, it is unlikely that we will be able to continue to offer live theater to the people of the county in this venue at a cost that they can afford.

Again we thank you, Mayor Scholl and City Councilors, for your cordial reception of our presentation on August 7th.

Sincerely,

Shannon Vaerewyck
Chair, Shoestring Community Players

Kathleen Grant
Treasurer, ShoeString Community Players

Margaret Trenchard-Smith
Public Relations, ShoeString Community Players

To: Mayor and City Council of St. Helens
265 Strand Street
St. Helens, OR 97051

From: Board of the ShoeString Community Players
231 S. 1st Street
St. Helens, OR 97051

August 11, 2019

Dear Mayor Scholl and City Council:

Thank you for permitting the ShoeString Players to petition for financial support during this difficult period of transition. You had requested a financial statement on our current finances and planned expenditures, which we are here submitting. Thank you so much for your cordial reception.

Kindest regards,

Shannon Vaerewyck
Chair, Shoestring Community Players

Kathleen Grant
Treasurer, ShoeString Community Players

Margaret Trenchard-Smith
Public Relations, ShoeString Community Players

Dear City Council Members,

Per request of the council following our presentation on August 7 for a summary of how monies would be spent, if granted. Upcoming productions is Frankenstein in October, The importance of Being Uncle Roscoe in November and The Ultimate Christmas Show in December. Each of these shows cost \$2,000.00-\$3000.00 to produce. In the summer of 2020 we plan to produce Bye Bye Birdie and the cost to produce this show is \$13,000.00-\$15,000.00. In the Fall and Spring we also have an SSCP volunteers working with students at St. Helens Middle School as part of their after school activities. By the end of the year we will have spring shows lined up to finish our 2019-2020 season. In addition to show costs is our monthly building costs.

Any Sponsors are place in every program, on the posters for each show, on our website and in the window of the ShoeBox Theater.



WASTE MANAGEMENT

720 4th Ave, Suite 400
Kirkland WA 98033

August 27, 2019

City of St. Helens

Attention: John Walsh, City Administrator

Re: 2019 Inflation Adjustment

Please find the enclosed 2019 rate schedule for Garbage Drop Box collection services provided by Waste Management to the residents of the City of St. Helens.

These rates are based upon the published Consumer Price Index, for All Urban Consumers for West-C, as prepared by The United States Department of Labor, Bureau of Labor Statistics from July of 2018 to July 2019. This year's CPI index was 157.465, up from 153.464 in July of 2018, which was an annual change of 1.304%. Per our contract, Waste Management is allowed 50% of this annual change not to exceed 1.5%, which results in a 1.304% increase.

Please review this schedule and let me know of any discrepancies, as Waste Management will adjust our billing system to reflect these changes. Implementation of these rates will take effect on October 1, 2019.

Waste Management looks forward to providing quality Garbage Drop Box collection services to the City of St. Helens in the years ahead.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kirk Duncan', written over a faint circular stamp.

Kirk Duncan
District Manager, Columbia County
Waste Management of Oregon, Inc.
1525 B Street
Forest Grove, OR 97116
503-992-3015

Waste Management - Columbia County Operations
St. Helens - Rates for Drop Box Services
As of October 1, 2019

	CPI	CPI
	1.500%	1.304%
	10/1/2018	10/1/2019
10 Yard Drop Box Haul	\$ 131.32	\$ 133.03
20 Yard Drop Box Haul	\$ 137.89	\$ 139.69
30 Yard Drop Box Haul	\$ 145.16	\$ 147.05
40 Yard Drop Box Haul	\$ 145.16	\$ 147.05
Compactor Haul	\$ 276.49	\$ 280.09
Rental Per Day - All sizes	\$ 4.42	\$ 4.48
Rental Per Month - All sizes	\$ 88.47	\$ 89.62
Mileage - All sizes	\$ 1.75	\$ 1.77
Disposal Rate/Ton	\$ 89.00	\$ 90.70

Plus 5% franchise fee added to total monthly charge

Section 6. Franchise Fee. In consideration of the rights, privileges and franchise herein granted, the Franchise Holder shall pay to the City of St. Helens an annual franchise fee equal to Five (5) percent of annual Gross Receipts of the Franchise Holder within the City of St. Helens. The payment of franchise fees will be on a quarterly basis, and is due and payable within thirty (30) days of the end of the quarter. No later than ninety (90) days following the close of the Franchise Holder's fiscal year, the Franchise Holder shall submit a written report to the City Administrator, which shall include:

- a) a summary of the previous year's customers, services provided, and new services, if any; and
- b) a calculation of Gross Receipts within the City of St. Helens and the franchise fee due for the previous year.

Section 7. Rates. The rates to be charged for collection of Solid Waste under this Franchise are set forth on **Exhibit A** attached hereto and shall be adjusted in a accordance with Sections * and 9 below.

Section 8. Annual Rate Adjustment. The rates shall be adjusted on October 1, 2011 and annually thereafter, by a percentage equal to one-half of the annual percent change in the Consumer Price Index ("CPI"), July to July, for All Urban Consumers for West-C, all Items (1982-84 = 100) as published by the Bureau of Labor Statistics not to exceed one and one-half percent (1.5%). (<http://www.bls.gov/cpi/home.htm>). Franchise Holder shall notify the City of any rate adjustments hereunder at least THIRTY (30) days in advance, provided however, that Franchise Holder's failure to notify City of such rate adjustments prior to the annual adjustment date shall not waive Franchise Holder's right to adjust rates at any time thereafter.

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

Consumer Price Index - All Urban Consumers
Original Data Value

Series Id: CUURN400SA0, CUUSN400SA0
 Not Seasonally Adjusted
 Area: West - Size Class B/C
 Item: All items
 Base Period: DECEMBER 1996=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	% of Change	0.50% of change	Not to exceed 1.5%
2008	131.328	131.538	132.896	133.694	134.023	135.283	136.021	135.207	134.834	133.795	131.440	129.725	133.315	133.127	133.504			
2009	130.682	131.636	131.775	131.912	131.990	132.952	132.774	132.756	133.128	133.618	133.335	133.132	132.474	131.825	133.124	-2.387%	-1.194%	-1.194%
2010	133.366	133.513	133.863	134.133	133.889	133.635	133.685	133.704	133.544	133.745	133.930	134.328	133.778	133.733	133.823	0.686%	0.343%	0.343%
2011	134.917	135.826	137.200	138.174	138.598	138.269	138.128	138.171	138.564	138.696	138.411	138.017	137.748	137.164	138.331	3.323%	1.662%	1.500%
2012	138.465	138.997	140.235	140.619	140.834	140.375	139.645	139.971	140.600	140.847	140.287	139.768	140.054	139.921	140.186	1.098%	0.549%	0.549%
2013	139.865	141.072	141.573	141.788	141.838	141.805	141.940	142.228	142.277	141.954	141.736	141.751	141.652	141.324	141.981	1.643%	0.822%	0.822%
2014	141.998	142.120	142.813	143.077	144.253	144.522	144.435	144.317	144.506	144.214	143.398	142.669	143.527	143.130	143.923	1.758%	0.879%	0.879%
2015	142.022	143.005	143.887	144.426	145.346	145.198	144.917	144.752	144.507	144.379	143.595	143.398	144.119	143.981	144.258	0.334%	0.167%	0.167%
2016	143.932	144.128	144.264	145.128	145.942	145.866	145.850	145.829	146.130	146.328	146.004	145.918	145.443	144.877	146.010	0.644%	0.322%	0.322%
2017	146.469	147.451	147.880	148.496	148.789	148.792	148.691	149.255	149.954	150.336	150.003	149.920	148.836	147.980	149.693	1.948%	0.974%	0.974%
2018	150.564	151.200	151.702	152.350	153.201	153.546	153.464	153.797	154.158	154.729	154.625	154.228	153.130	152.094	154.167	3.210%	1.605%	1.500%
2019	154.328	154.671	155.178	156.523	157.488	157.564	157.465							155.959		2.607%	1.304%	1.304%

City of St. Helens

Job Title: Community Development Administrative Assistant
Department: Community Development
FLSA Status: Non-Exempt
Union: AFSCME
Created: September 4, 2019

GENERAL PURPOSE

Supports the Building, Planning, and Engineering Divisions by performing various clerical and administrative activities.

SUPERVISION RECEIVED

Works under the general direction of the Community Development Director.

SUPERVISION EXERCISED

No supervision exercised.

JOB DUTIES AND RESPONSIBILITIES

- Building Division
 - Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, and data processing.
 - Receives applications for various permits and licenses, routes to appropriate departments, and issues completed permits of building, mechanical, and plumbing.
 - Works with Building Official and Secretary in scheduling inspections daily.
 - Assists in management of official City records including filing, data entry, scanning, and creating new/additional files.
 - Assists in the procurement of materials and supplies for the Building Division.
 - Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
 - Obtains information from the City and County records, as assigned.
 - Routes and tracks permits through departments and follows up as needed with customers and departments to ensure permits are processed accordingly.
 - Covers front desk in absence of principle front desk personnel.
 - Calculates and performs manual entries of billings for City permits. Processes payments accordingly and as assigned.
- Planning Division
 - Composes, transcribes, types, and edits a variety of reports, correspondence, and other material requiring judgment as to content, accuracy, and completeness.
 - Attends evening Planning Commission and Historic Landmarks Commission meetings to take notes, record meetings, and ensure audio/video function for broadcasting.
 - Prepares mailings for land use actions and public hearing notices.
 - Sends legal and other notices for land use actions and other department matters.
 - Prepares packets, forms, agendas, correspondence, and minutes for Planning Commission and Historic Landmarks Commission.
 - Creates and maintains Planning Division hardcopy and digital files.
 - Assists Division staff with routine clerical duties, customer inquiries and overall Division organization and function.
 - Acts as custodian of Division documents and records. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment.

- Engineering Division
 - Manages Plan Holders List.
 - May assist Division staff with routine clerical duties, customer inquiries and overall Division organization and function.
 - Assists with mailings for public notifications.
- Administrative Functions
 - Receives the public and answers questions; responds to inquiries from visitors and when necessary, refers to appropriate persons.
 - Develops and maintains office forms, procedures, and assists with administrative tasks involving customer service and records management.
 - Creates and maintains brochures/general guidelines for customers to better understand processes, procedures, and general guidelines of Building and Planning Divisions.
 - Schedules and prepares appointments, pre-app meetings and performs other administrative and clerical duties as assigned.
 - Assists in coordination and facilitation of permit processing and other matters between Building, Planning and Engineering.

PERIPHERAL DUTIES

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma equivalent.
- 3+ years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Knowledge, Skills and Abilities:

- Ability to perform cashier duties accurately.
- Ability to effectively meet and deal with the public appropriately.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Ability to maintain a high level of organization.
- Ability to establish successful working relationships.

PREFERRED QUALIFICATIONS

- Knowledge of State of Oregon Accela online building software.
- General knowledge of government processes regarding Building and Planning.
- General knowledge of Oregon Building codes and Oregon Land Use Planning regulations.
- Previous experience with secretarial tasks, such as data entry, minutes, and mail merge documents.

SPECIAL REQUIREMENTS

- A valid state driver's license.
- Obtain or ability to obtain a Notary Public Commission within six months of hire date.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, Word, Excel, and City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Community Development Administrative Assistant** job description. I understand that it is my responsibility to adhere to the job duties and responsibilities outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____



TO: Oregon City Managers, Administrators and Records
FROM: Mike Cully, Executive Director, League of Oregon Cities
DATE: August 15, 2019
RE: City Voting Delegates for the LOC Annual Membership Meeting

Enclosed is the voting delegate form for the League's Annual Conference scheduled for September 26-28 at the Riverhouse on the Deschutes in Bend. Each city is entitled to cast one vote at the membership meeting. If you have officials attending this year's annual conference, please complete and return the attached form or complete the form online by clicking [here](#). Your completed form is due by **Friday, September 6**.

The voting delegate form tells us who will be voting on behalf of your city during the Annual Membership Meeting on Saturday morning, September 28. Please note that delegates may not vote without a voting card and voting cards will be issued only to the voting delegate or alternate listed on the enclosed form. Voting by proxy is not permitted.

The voting cards will be available the morning of the 28th just prior to the business meeting. Members will be asked to vote on the LOC Board of Directors for 2020.

Thank you, and please let me know if you have any questions. I look forward to seeing many of you in Bend.

Kind Regards,

A handwritten signature in black ink, appearing to read "Mike Cully", with a long horizontal line extending to the right.

Mike Cully, Executive Director
League of Oregon Cities



94th ANNUAL LOC CONFERENCE

September 26 – 28, 2019 | Riverhouse on the Deschutes in Bend

Designation of Voting Delegate at Annual Membership Meeting

The annual membership meeting will be held Saturday, September 28, at 8:00 a.m. Each city is entitled to cast one vote at the membership meeting; however, all city officials are encouraged to attend the meeting.

Use this form to indicate those persons who will represent your city as a voting delegate and alternate delegate. The voting delegate or alternate should pick up a voting card at the Conference Registration Desk on Saturday morning prior to entering the membership meeting.

NOTE: Delegates may not vote without a voting card and voting cards will be issued only to a person indicated on this form. Voting by proxy will not be permitted.

FOR THE CITY OF _____

VOTING DELEGATE:

Name _____ Title _____

ALTERNATE:

Name _____ Title _____

Return this form by **Sept. 6** to:

League of Oregon Cities

Attn. Jenna Jones

jjones@orcities.org

1201 Court St. NE, Suite 200

Salem, OR 97301

Submitted by _____
(Signature)

Name _____

Title _____

Phone _____

Email _____



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: September 4, 2019

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: 08.28.2019

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—NOTEWORTHY ADMINISTRATIVE DECISIONS

The Port and Mark Semling applied for a Lot Line Adjustment in May. Staff sent correspondence regarding some issues on June 6. Having not heard anything formal, we had to make a final decision this month. This was a denial based on work outside of approved areas from a County approved development in the 1990s and a condition of that County decision that no vegetation was to be removed within 50 feet of McNulty Creek. File LLA.7.19.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Conducted a pre-application meeting for a potential approximate 60 lot subdivision at the end of N. 8th and 9th Streets (North of Deer Island Road).

DEVELOPMENT CODE ENFORCEMENT

Unpermitted sign observed at 2696 Columbia Boulevard earlier this year has been removed. Associate Planner spoke to the day care provider; issue took awhile to resolve but it was done civilly. *See photo to right →*



Worked with the developers of the property at the end of North 8th and 9th Streets (off Deer Island Road) get on the right track of protecting wetlands on that property. Some protected trees were removed during logging that occurred earlier this year. They apply for a Temporary Use Permit for a temporary sales office at the site and staff is requiring better flagging at the site to prevent any further unapproved impacts. This is the same property we had the pre-application meeting for described above.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

August 21, 2019 meeting (outcome): The Commission approved 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. Note that the Lot Line Adjustment is a matter the Port discussed with the Council during visitor comments at the June 19th work session.

As the Historic Landmarks Commission, the commission recommended approval of a new sign on S. 1st Street as it pertains to the Riverfront District's architectural standards and scored 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>

September 10, 2019 meeting (upcoming): Two public hearings are scheduled. One is for a residential fence Variance (height) along DuBois Lane. The other is for a Conditional Use Permit for a 238 unit apartment complex along Gable Road close to US30.

ST. HELENS INDUSTRIAL PARK WETLAND DELINIATION EFFORTS

Reports sent to Army Corps of Engineers and Oregon Division of State Lands (DSL) in June for their review. Army Corps identified some clarifications needed for their review in July and staff is working with our wetland consultant on that. Still have heard nothing from DSL.

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

Bi-monthly cost match report (July / August) provided to ODOT for this grant. This should be the last one. This should also be the last time this project is in this report.

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

Jacob Graichen

From: Jennifer Dimsho
Sent: Tuesday, August 27, 2019 9:22 AM
To: Jacob Graichen
Subject: August Planning Department Report

Here are my additions to the August Planning Department Report.

GRANTS

1. **Travel Oregon - Medium Grants Program (100k)** – Pole signs in fabrication in Eugene, OR by Ramsay Signs. Delivery to Public Works Shop still to be determined.
2. **OPRD – Veterans Memorial Grant** – Coordinated placement of additional monuments and final concrete pour/stormwater infrastructure with PW/VFW/Park staff. Shipment for remainder of granite slabs planned for installation in September.
3. **EPA – CWA Grant Program** – Conference call with County (as property owner) and consultants to discuss results of a Phase I/next steps. Planned for County Commissioner de-brief on 9/11 to discuss results. Submitted final Phase II Report for Semling property to EPA. EPA approval of supplemental sampling analysis plan for Semling Property for additional Phase II work. Additional sampling work scheduled for 9/30.
4. **CDBG- Columbia Pacific Food Bank Project** – First draw requirements submitted, 2nd quarter report submitted, 1st request for reimbursement submitted.
5. **Certified Local Government** – Project selected at August 13 meeting. Worked with Columbia Theater to approve work plan with the SHPO. Went through City's grant contract with applicant, preservation agreement, etc. Waiting on SHPO for notice to proceed.
6. **Safe Routes to School** – Prepared for quarterly report due 9/4/19.
7. **Housing Needs Analysis** – Closed out project. Final HNA document given to DLCD and posted online. Offered DLCD feedback via a survey on this program and project results.

MISC

8. **Millard Road Park Property** – Worked with Mackenzie and staff to develop a Master Plan for the park. Worked to define Plan "A" and Plan "B" options which are bigger and smaller parks respectively.
9. **Parks & Trails Commission** – Reviewed and edited "Friends of" Group guidelines with staff. Reviewed and provided feedback on Dalton Lake presentation from sub-group, organized by Lynn.
10. **PSU Annual Housing Unit & Population Survey 2019** – Completed online survey for a deadline of August 15.
11. Began compiling planning-related data for **Police Station re-location** report for three potential sites
12. Registered for a Boardwalk Wetland Nature Park workshop in Milwaukie, OR on 9/18 to learn about wetland trail/boardwalk development
13. Union contract negotiations – Attended 2 meetings as a member of the bargaining team (outside of work hours)


Jenny Dimsho

Associate Planner
City of St. Helens
(503) 366-8207
jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: 08/26/2019

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

Signature: 
Date: 8-27-19

RESIDENT BUSINESS – RENEWAL 2019

RESIDENT BUSINESS – NEW 2019

NON-RESIDENT BUSINESS - 2019

<input type="checkbox"/>	COMMERCIAL REFRIGERATION INC	COMMERCIAL REFRIGERATION
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MISCELLANEOUS - 2019

<input type="checkbox"/>	METRO SAFETY * FIRE INC.	(7-DAY)	FIRE LIFE SAFETY PROVIDER
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*Denotes In-Home Business