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**City of St. Helens**  
**COUNCIL WORK SESSION AGENDA**  
**Wednesday, April 6, 2016, 1:00 p.m.**  
 City Council Chambers, 265 Strand Street, St. Helens

**City Council Members**

Mayor Randy Peterson  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Susan Conn  
 Councilor Ginny Carlson

**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. Visitor Comments   | 1:00 p.m. |
| 2. Request from St. Helens Community Foundation   | 1:05 p.m. |
| 3. Request from St. Helens Kiwanis (waive fees and pay for security for River Festival)   | 1:15 p.m. |
| 4. Request to Consider Subordination of Kavanaugh LID for Holcomb – <i>Jon</i>  | 1:20 p.m. |
| 5. Discussion on Economic Development Fund - <i>Jon</i>   | 1:30 p.m. |
| 6. Review Legal Services Agreement with Jordan Ramis PC – <i>John</i>   | 1:40 p.m. |
| 7. Discuss Potential Funding for Parks Maintenance – <i>Councilor Carlson</i>   | 1:45 p.m. |
| 8. Update on Clean-up of Homeless Camps in Community - <i>Neal</i>  | 2:00 p.m. |
| 9. Review Proposed Update to Council Goals  | 2:10 p.m. |
| 10. Department Reports  | 2:25 p.m. |
| 11. Council Reports   | 2:45 p.m. |
| 12. Executive Session: ORS 192.660(2)(h) Potential Litigation   | 3:05 p.m. |
| 13. Other Business  |           |
| 14. Next Work Session Items   |           |
| 15. Upcoming Dates to Remember:   |           |
| <ul style="list-style-type: none"> <li>• <b>April 6, Council Work Session, 1:00 p.m., Council Chambers</b></li> <li>• <b>April 6, Council Regular Session, 7:00 p.m., Council Chambers</b></li> <li>• <b>April 7, Budget Committee Meeting, 6:00 p.m., Council Chambers</b></li> <li>• April 11, Parks Commission, 4:00 p.m., Council Chamber</li> <li>• April 12, Library Board, 6:30 p.m., Columbia Center Auditorium</li> <li>• April 12, Planning Commission, 7:00 p.m. Council Chambers</li> </ul> |           |
| 16. Future Public Hearing(s)/Forum(s):  |           |
| <ul style="list-style-type: none"> <li>• June 1, 6:30 p.m., PH: FY2016-17 State Revenue Sharing &amp; Budget</li> </ul>   |           |

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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.



## St. Helens Community Foundation

PO Box 1532

St. Helens, Oregon 97051

**Building a Dynamic Community**



March 15, 2016

Dear City Council,

I am writing on behalf of the St Helens Community Foundation to ask the City to waive the permit fees for 13 Nights on the River and also to donate the cost of annual insurance for The St Helens Community Foundation.

The Foundation continues to work with the City to provide non-profit status, banking services and insurance for City events like Halloweentown, 4<sup>th</sup> of July, Christmas Ships and others. This year we have added new partner groups such as the Foster Closet (clothing for foster kids); the Columbia Century Challenge (bicycle event on June 18); and the Ford Leadership Disaster Preparedness Fair on June 4. We also assist in vendor coordination and music for many events.

Sadly, the Foundation lost over \$6,100 in running the 2015 4<sup>th</sup> of July event. While this was a great financial burden which the Foundation had to bear on behalf of the City, we learned from the experience that we will now focus our efforts on what we do best – running 13 Nights on the River and helping local groups grow and prosper to make St Helens a better place to live.

This year will be the 12<sup>th</sup> Year for 13 Nights! With your help, we can keep this great 13 Nights tradition alive in our community and make Thursdays in the summer special for everyone in St. Helens.

Thank you very much for your leadership and we look forward to a great year.

Sincerely,

Robert Salisbury

President


St. Helens Community Foundation



## Memorandum

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To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director 

Subject: Request to Consider Subordination of Kavanaugh LID

Date: April 6, 2016

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### Request:

Holcomb Commercial Properties LLC has requested that the City subordinate the Kavanaugh LID lien to facilitate the refinancing of subject properties with Wauna Federal Credit Union.

### Background:

The original loan on these properties are a standard term-limited commercial financing that requires resubmitting for financing after the original term period. The property owner expectations are to renew the financing, hopefully at lower interest rates, and has no intention or desire to draw on existing equity in the property.

Based on initial information, staff believes that the refinancing should not erode the City's current equity position of the property. However, staff has not received final documentation at the time of issuing this report to quantify this assessment.

### Recommendation:


In order to meet the timely processing of the continued financing of the property owner, staff requests Council authorize the City Administrator to execute the Subordination Agreement upon the confirmation of staff's initial assessment of the City's equity position.



## Memorandum

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To: The Mayor and Members of the City Council

From: Jon Ellis, Finance Director 

Subject: Discussion on Economic Development Fund

Date: April 6, 2016

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As the natural evolution of the City's efforts associated with Economic Development and specifically related to the recent purchases of the Boise Veneer and White Paper Properties, staff has proposed in Fiscal Year 2016-17 an Economic Development Fund.

The magnitude of scale and diverse funding associated with current economic development clearly illustrates that the tracking of these activities have outgrown the intent of the Community Enhancement Fund which primary purpose is to track specialized designated reserves and specific grant projects. Now that the City has identified defined revenue streams and specific financing strategies, these activities are best tracked and maintained in a standalone special revenue fund. The individual fund will provide improved tracking of projects and enhanced transparency.

Attached for your further review and comments are:

- Attachment A – illustration of fund summary,
- Attachment B – illustration of fund detail (appropriation line items), and
- Attachment C – illustration of fund history – Past years tracking as a cost center in the Community Enhancement Fund.

The Fund is segregated into cost centers applicable to ongoing projects. The cost centers will track distinct efforts associated with the City's Economic Development.

- 400 – Economic Planning - will capture the costs applicable to Area Wide Planning, the assessment and potential formation of Urban Development Plan Areas and the Sediment Repository Review.
- 410 Boise White Paper Property (BWP) – will capture the costs associated with maintaining the 200-acre White Paper Property which currently has one industrial lessee (Cascade) with potential for expansion of additional operating lessees (commercial / industrial), trails, ballfields, etc.
- 411 – Boise Veneer Property (BV) – will capture the costs associated with planning specific site usage, park development, and other public/private amenities.
- 412 – Forestry Reserve – will track the cost for maintaining the water shed reserve.

A formal resolution enacting this Fund will be included with the string of resolutions applicable to the budget process (i.e. Budget Adoption, Setting Salaries, Revenue Sharing, etc.).

Navigate using Bookmarks or by clicking on an agenda item.

Attachment A  
Economic Development Fund Summary

**City of St. Helens  
Fiscal Year 2016-17 Budget  
Economic Development**

<b>Proposed 2016-17</b>
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**Resources**

Beginning working capital	-
Revenues	
Leases	450,000
Grants	400,000
Timber sales	-
Transfer in	549,850
Total Revenues	1,399,850
<b>Total resources</b>	1,399,850

**Uses**

**Economic Planning**

Materials and services	600,000
Contingency	50,000
<b>Total Economic Planning</b>	650,000

**Boise White Paper Properties (BWP)**

Materials and services	184,800
Capital outlay	-
Debt service	150,000
<b>Total BWP</b>	334,800

**Boise Veneer Property (BV)**

Materials and services	30,200
Capital outlay	-
Debt service	124,800
<b>Total BV</b>	155,000

**Forestry Reserve**

Materials and services	50,000
Contingency	187,290
<b>Total BV</b>	237,290

<b>Total uses</b>	1,377,090
Net change in fund balance	22,760
Ending fund balance	22,760

Attachment B  
Economic Development Fund Detail

Economic Development							
Fd	Dpt	Acct	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Projected 6-30-16	Proposed 2016-17
<b>Economic Development</b>							
<b>Resources</b>							
004	000	301000	-	-	-	-	-
004	000	333100	-	-	-	-	-
004	000	333200	-	-	-	-	450,000
004	000	334100	-	-	-	-	400,000
004	000	378000	-	-	-	-	-
004	000	392000	-	-	-	-	237,290
004	000	392000	-	-	-	-	112,560
004	000	392000	-	-	-	-	-
004	000	392000	-	-	-	-	90,000
004	000	392000	-	-	-	-	110,000
Total Revenues			-	-	-	-	1,399,850
<b>Uses</b>							
<b>Economic Planning</b>							
Materials and Services							
004	400	554120	-	-	-	-	110,000
004	400	554110	-	-	-	-	400,000
004	400	554200	-	-	-	-	90,000
Total Materials and Services			-	-	-	-	600,000
004	400	596000	-	-	-	-	50,000
Total Economic Planning			-	-	-	-	650,000
<b>Boise White Paper Property (BWP)</b>							
Materials and Services							
004	410	454000	-	-	-	-	10,000
004	410	473000	-	-	-	-	150,000
004	410	501000	-	-	-	-	5,000
004	410	501200	-	-	-	-	5,000
004	410	554100	-	-	-	-	14,800
Total Materials and Services			-	-	-	-	184,800
Debt Service							
004	410	563000	-	-	-	-	150,000
004	410	569000	-	-	-	-	-
Total Debt Service			-	-	-	-	150,000
Total BWP			-	-	-	-	334,800
<b>Boise Veneer Property (BV)</b>							
Materials and Services							
004	411	454000	-	-	-	-	-
004	411	473000	-	-	-	-	-
004	411	501000	-	-	-	-	5,000
004	411	501200	-	-	-	-	5,000
004	411	554100	-	-	-	-	20,200
Total Materials and Services			-	-	-	-	30,200
Debt Service							
004	411	563000	-	-	-	-	85,000
004	411	569000	-	-	-	-	39,800
Total Debt Service			-	-	-	-	124,800
Total BV			-	-	-	-	155,000
<b>Forestry Reserve</b>							
004	412	546000	-	-	-	-	-
004	412	554000	-	-	-	-	50,000
004	412	596000	-	-	-	-	187,290
Total Forestry Reserve			-	-	-	-	237,290
Total Uses			-	-	-	-	1,377,090
Ending fund balance			-	-	-	-	22,760

Attachment C  
Economic Development Fund History

Fd	Dpt	Acct	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Projected 6-30-16	Proposed 2016-17
<b>Economic Development</b>							
<b><u>Resources</u></b>							
009	209	301000		43,858	1,968,958	2,912,040	112,560
009	209	333100		1,000,000	1,000,000	-	-
009	209	333200			75,000	361,200	-
009	209	334100	54,911	-	350,000	230,090	-
009	209	392000		2,000,000	-	-	-
009	209	392000	350,000	-	1,000,000	-	-
Total Resources			404,911	3,043,858	4,393,958	3,503,330	112,560
<b><u>Uses</u></b>							
009	209	554110		9,947	500,000	247,390	-
009	209	554100	35,448	94,047	10,000	28,000	-
009	209	554120	17,203	15,593	55,000		-
009	209	575130	260,485	5,730	2,488,430	2,518,610	-
009	209	473000			11,250	279,230	-
009	209	554000			103,000	80,240	-
009	209	563000	-	6,500	134,000	237,300	-
009	209	692000	47,917			-	112,560
009	209	596000	-		1,000,000	-	-
Total Uses			361,053	131,817	4,301,680	3,390,770	112,560
Ending fund balance			43,858	2,912,041	92,278	112,560	0



## LEGAL SERVICES AGREEMENT AMENDMENT

**THIS LEGAL SERVICES AMENDMENT** (“Amendment”) is made and entered into by and between the CITY OF ST. HELENS, an Oregon municipal corporation (“City”) and JORDAN RAMIS PC, a professional corporation (“Firm”) as of \_\_\_\_\_, 2016.

### Recitals

A. The City and Firm are parties to a Legal Services Agreement dated January 2, 2007. The City and Firm wish to amend the rates charged by Firm for the services defined in the Legal Services Agreement.

### Agreement

**NOW, THEREFORE**, the City and Firm mutually agree as follows:

1. Section 1 of the Legal Services Agreement is hereby amended as follows (added language underlined, deleted language stricken):

1. APPOINTMENT OF CITY ATTORNEY. The City does hereby appoint the Firm as its City Attorney and the Firm accepts such appointment. ~~Andy Jordan, Jeff Bennett and Cindy Phillips~~ Shelby Rihala of the Firm shall be the lawyer primarily responsible for provision of services under this Agreement. However, other lawyers or paralegals in the Firm may be assigned certain matters depending on the need for specific skills and availability. The City Attorney shall be a public official and an agent of the City.

2. Section 3 of the Legal Services Agreement is hereby amended as follows (added language underlined, deleted language stricken):

3. COMPENSATION. The Firm shall be paid on an hourly basis for the above services at the following rates:

3.1 Lawyer services. ~~\$180.00~~ 200.00 per hour;

3.2 Paralegal services, ~~\$150.00~~ 170.00 per hour; and

3.3 Project Assistant Services, ~~\$50.00~~ 70.00 per hour.

3.4 The compensation rates described in Section 3 of this Agreement, and the Firm’s performance of duties under Section 2 of this Agreement, shall be reviewed between the parties annually at each anniversary of the Agreement.

3.5 The Firm and City Administrator will regularly review the level of expenditures on legal services and will prioritize projects in order to stay within budgeted amounts.

3.6 Notwithstanding this section, the Firm will charge higher rates for provision of services provided by attorneys with specialties other than municipal law, including but not limited to matters relating to environment, water, natural resources, litigation, bankruptcy, creditors’ rights, and construction. The Firm shall be compensated at \$230 per hour for attorney

time and \$190 per hour for paralegal time for these specialty services.

**3.** Except as modified hereby, the terms and conditions of the Agreement remain in full force and effect.

**AGREED** to this \_\_\_\_ day of \_\_\_\_\_, 2016.

**CITY OF ST.HELENS**

**JORDAN RAMIS PC**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

ITS: \_\_\_\_\_



2016 CITY OF ST. HELENS - DRAFT  
CITY COUNCIL MISSION AND GOALS

- GOAL 1 Provide Effective Governance and Fiscal Management
- GOAL 2 Improve Service, Communication and Relationships
- GOAL 3 Foster a Safe and Healthy Community
- GOAL 4 Facilitate Economic Development Activities
- GOAL 5 Provide Sound Stewardship of Community Assets

*The City of St. Helens’ mission is to provide quality, effective and efficient service to our citizens.*

By doing so we will:

- *Develop and preserve the highest possible quality of life for our residents, businesses, and visitors.*
- *Provide a safe and healthy environment within a sound economic framework.*
- *Provide leadership which is open and responsive to the needs of the community and works for the benefit of all.*

GOAL 1 - Provide Effective Governance and Fiscal Management

The operation of government is reflected in the organization structure and management of financial resources.

**DESIRED OUTCOME** – City government operates efficiently and effectively in carrying out its tasks and meeting its goals. The process of governance is transparent and accessible to the Citizens. Financial management is prudent and sound.

- ✓ **Promote Fiscal Sustainability**
  - Maintain sufficient operating reserves in General Fund and Enterprise fund accounts
  - Update financial elements of capital improvement plans
  - Consider sustainability in purchasing decisions
  - Improve tax base and revenue sources
  - Explore options to reduce unfunded PERS liability
- ✓ **Promote balanced revenue system that reflects service demands**
- ✓ **Support stable, effective and accountable management**
  - Implement Springbrook, Full Court and IVR telephone dialing software
  - Evaluate refinance of I&I project DEQ loan debt
  - Review/update stormwater fees/utility billing policies
- ✓ **Improve efficiencies and effectiveness**
  - Explore returning dog licensing to County
  - Conduct organizational assessment
  - Continue to explore, develop and implement cost saving efficiencies



GOAL 2 - Improve Service, Communication and Relationships

The channels of communication, service and partnership are embodied in the relationships between City government and the Citizens.

**DESIRED OUTCOME** – Effective leveraging of resources, respect, and good will mark the relationship between City government and its Citizens. Citizens feel valued and actively participate in their community and government.

- ✓ **Provide open and transparent government**
  - Encourage citizen involvement
  - Promote separation of policy and administrative decision making processes
  - Participate in initiatives which further the City’s goals
  - Explore community survey options to measure City governance performance
- ✓ **Improve communication**
  - Assure good communication between City departments
  - Utilize P.E.G. programming to improve community outreach efforts
  - Explore live camera feeds on City website
  - Continue social media engagement efforts: Gazette, Facebook, Twitter, E-blasts, YouTube channels
- ✓ **Deliver excellent customer service**
  - Promote positive workplace environment and good employee morale
- ✓ **Improve community relationships**
  - Explore youth council representative
  - Promote estate/endowment donation to support services and improve sense of community
  - Develop plan for recruiting and sustaining volunteers
  - Improve civic relationships (schools, county, state, federal and community partners)
- ✓ **Promote inclusive governance**

**Commented [JW1]:** After dramatic cuts to city operations the General Fund and Enterprise funds have stabilized to the point some limited services and deferred expenditures can now be restored.

**Commented [JW2]:** Tax base has improved with the economy and new construction.

**Commented [JW3]:** We explored borrowing funds to create a side account and potentially reduce unfunded liability. Given PERS strong investment earnings it was not clear the risk would offset reward.

**Commented [JW4]:** Springbrook financial software and the IVR phone dialing system have been successfully implemented. Full Court has been deferred

**Commented [JW5]:** Refinanced water Treatment Plant and I&I loan to lower interest rates resulting in \$XXX significant savings.

**Commented [JW6]:** Necessary changes identified

**Commented [JW7]:** Dog licensing has been successfully returned to the county creating administrative capacity and a more robust county program.

**Commented [JW8]:** Complete. Some recommendations implemented and others identified but deferred due to fiscal constraints.

**Commented [JW9]:** Building Official sharing resulted in substantial cost savings

**Commented [JW10]:** The City was recognized by the LOC for Good Governance related to our Public Involvement efforts.

**Commented [JW11]:** This is a good topic for Council retreat. Some progress but Council less unified on governance style.

**Commented [JW12]:** Staff works through the LOC to further the interests of Cities and community goals

**Commented [JW13]:** American Community Survey?

**Commented [JW14]:** Good communication at the department head and Intra-Department. Could improve on all staff communications

**Commented [JW15]:** Some improvement to PEG content but definitely room for improvement.

**Commented [JW16]:** We have not got to this one yet.

**Commented [JW17]:** St. Helens is recognized by its peers as a model for Social Media and community engagement efforts.

**Commented [JW18]:** Work place morale seems to be improved from last review

**Commented [JW19]:** Successfully formed Youth Council

**Commented [JW20]:** Some publicity but could use more attention.

**Commented [JW21]:** Volunteerism has been fairly stable on boards and commissions and

**Commented [JW22]:** This is an ongoing effort to build and maintain relationships with community partners.

**Commented [JW23]:** this item needs specific tasks identified Community involvement, transparency, opportunity to participate...



GOAL 3 - Foster a Safe and Healthy Community

The City government facilitates access to available resources in order to ensure a healthy, safe and prosperous community.

**DESIRED OUTCOME** – The community is safe, attractive and inviting. Citizens have good access to public resources and take pride in their personal health and the overall health of their community.

- ✓ **Provide resources to support City services (ie. Police, Library, Parks, Public Works)**
  - **Support Police reserve program**
  - **Support Police accreditation program**
  - **Support Library operations and programming**
- ✓ **Support City infrastructure and facilities**
  - **Maintain streets in safe/serviceable condition**
  - **Explore alternative funding for street maintenance**
  - **Provide clean drinking water and compliant waste water treatment**
  - **Adequately staff, equip and house police services**
  - **Evaluate alternatives to possible County jail closure**
- ✓ **Promote access to social and health services**
- ✓ **Promote education, activities and programs to improve community health and welfare**
  - **Improve personal/family preparedness**
  - **Exercise disaster/emergency preparedness plans**
  - **Support public art and beautification**
- ✓ **Support parks, trails and recreation programs**
  - **Explore alternative funding for parks maintenance**



GOAL 4 - Facilitate Economic Development Activities

The City's programs and leadership encourage sustainable economic development.

**DESIRED OUTCOME** – The City has a vibrant and durable local economy with job growth in both the commercial and industrial sectors. The three commercial districts are all prosperous with a variety of viable businesses and high occupancy rates.

- ✓ **Leverage assets to retain, support and attract local business**
  - **Support Columbia County Economic Team (CCET)**
  - **Support tourism promotion activities**
  - **Support SHEDCO and the Main Street Program**
- ✓ **Establish development policies and public improvements/standards that recognize economic trends and community “livability”**
- ✓ **Collaborate with community organizations to create a cohesive Economic Development effort**
  - **Develop strategic partnerships to further the City's mission and goals**
  - **Participate in regional economic development activities**
- ✓ **Encourage business-friendly policies**
- ✓ **Encourage private investment in the City**



GOAL 5 - Provide Sound Stewardship of Community Assets

The community's assets are maintained and operated in a manner demonstrating professionalism and community pride.

**DESIRED OUTCOME** – The City exercises wise stewardship of public infrastructure assuring facilities are built to meet growing needs, infrastructure is maintained to industry standards, and provisions are made to provide funding for needed future investments. Private spaces visible or usable by the public are well maintained.

- ✓ **Complete capital projects in a timely and cost effective manner**
  - **Sand Island restrooms replacement**
  - **Courthouse docks utility upgrades**
  - **Godfrey Park stormwater outfall**
  - **Continue meter replacement program**
  - **Continue I&I reduction program**
  - **Library roof replacement**
- ✓ **Secure Infrastructure funding resources**
  - **Evaluate urban renewal infrastructure funding options**
  - **Ensure capital facilities plans are up to date**
  - **Secure grants, loans and funding**
  - **Develop public/private partnerships and collaborations**
  - **Secure waterfront planning and design funds**
  - **Pursue street/highway safety project funding**
- ✓ **Maintain compliance with local, state and federal regulations**
- ✓ **Complete community visioning and planning projects**
  - **Consider STAR Sustainability Goals and Guiding Principles in the decision making process**
  - **Complete corridor planning project**
  - **Complete Parks and Trails Master Plan**
  - **Conduct SDAT (Sustainable Design Assessment Team) project**

- Commented [JW24]:** Enterprise Zone community benefit funds allocated to support program
- Commented [JW25]:** PD has made accreditation a priority
- Commented [JW26]:** Library cut 5 hours to public access due to budget constraints
- Commented [JW27]:** Paving, paint striping, sweeping, gas tax? Street fee?
- Commented [JW28]:** Street Funds continue to decline greater than maintenance and reconstruction costs. This is an ongoing issue not unique to St. Helens.
- Commented [JW29]:** City recognized by APWA for ongoing water treatment quality.
- Commented [JW30]:** Maintaining adequate staffing level in the Police Department has been an ongoing challenge. Issues related to budget, competitive market, retirements and employee transition,
- Commented [JW31]:** Thanks, to the work of many community advocates the Jail levy passed and did not close. Staff did extensively investigate closure options prior the ballot passage which proved expensive due to transportation and bed lease costs.
- Commented [JW32]:** 2015-16 Budget

- Commented [JW33]:** City continues to provide fiscal support including office space to ColPac and CCET at the Columbia Learning Center
- Commented [JW34]:** Tourism has been revamped with the dissolution of the Tourism Committee and Council assignment to Staff and contract services to coordinate events promotion and activities.
- Commented [JW35]:** City Budget and Staff have supported SHEDCO and the Main Street Program
- Commented [JW36]:** Parks and Trails Master Plans, Arts, Community Events, Land Use code changes, HEAL Cities

- Commented [JW37]:** Community Development Staff has strived to work proactively with existing and potential business community
- Commented [JW38]:**

- Commented [JW39]:** \$250K OASB Grant funded Project complete
- Commented [JW40]:** Dockside Water and Electric service with electronic pay station installed. Also upgraded sewage pump station.
- Commented [JW41]:** Substantial completion with project setbacks due to weather and underground conditions.
- Commented [JW42]:** Increased budget resources to install radio read meters in anticipation of monthly billing.
- Commented [JW43]:** Ongoing project
- Commented [JW44]:** Project Complete

- Commented [JW45]:** Received State and federal funding to continue planning and design work on the waterfront.
- Commented [JW46]:** The City is in good standing with local State and Federal Regulators with the possible exception of marijuana related business activity.

- Commented [JW47]:**
- Commented [JW48]:** Plan Complete Adopted
- Commented [JW49]:** Done/ Adopted
- Commented [JW50]:** Complete

- **Update 2006 Economic Development Strategy**
- **Update Waterfront Development Plan**
- **Explore alternate Public Works shop site locations**
- [Apply for DLCD TGM grant - Gable Rd./Old Portland/ 1<sup>st</sup> Street/ Plymouth Street Improvement](#)
- **Update 2006 Personnel Policies and Procedures**
- **Update Economic Opportunities Analysis**
- **Transportation Analysis for AWP waterfront**
- **EPA-CWA Community Wide Assessment Grant**
- **Lagoon repurposing analysis**
- **Sykes Road Land Fill Property**
- **Website**

**Commented [JW51]:** Partially complete

**Commented [JW52]:** In progress EPA-AWP

**Commented [JW53]:** This would become an increasing priority with Deer Island Rd. property assemblages and development



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: April 6, 2016

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*Planning Division Report* attached.

*Business License Reports* attached.

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



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

**Date:** 03.25.2016

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 n regards to potential development at the St. Helens Marina.

Had a preliminary Q&A meeting regarding building a single-family dwelling on a steep sloped property along Pittsburg Road.

Prepared departmental budget.

We submitted a pre-application for the 2016/2017 TGM grant for a stretch of road that would complement the previous corridor plan done as well as the City's recently acquired industrial properties. Thanks to the Assistant Planner for taking the lead in preparing! **See attached map.**

Per request from SHPD, the department has assigned addresses to all official city parks. This helps the PD to track offenses I their record system. And it can't hurt to have physical addresses assigned for all parks. Only a few of our parks has a physical addresses. **See attached.**

Conducted a pre application meeting with the St. Helens Marina for some near-future projects.

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

March 8, 2016 meeting (outcome): The Commission approved a Conditional Use Permit for 1809/1807 Columbia Boulevard. The Commission denied a Variance at 115 S. Vernonia Road.

The Commission discussed some matters in regards to the Muckle Building (31 Cowlitz Street) and some potential architectural features proposed by the owner. This building is subject to the Riverfront District's Architectural Design Guidelines. Some of the discussion was inconclusive based on insufficient information.

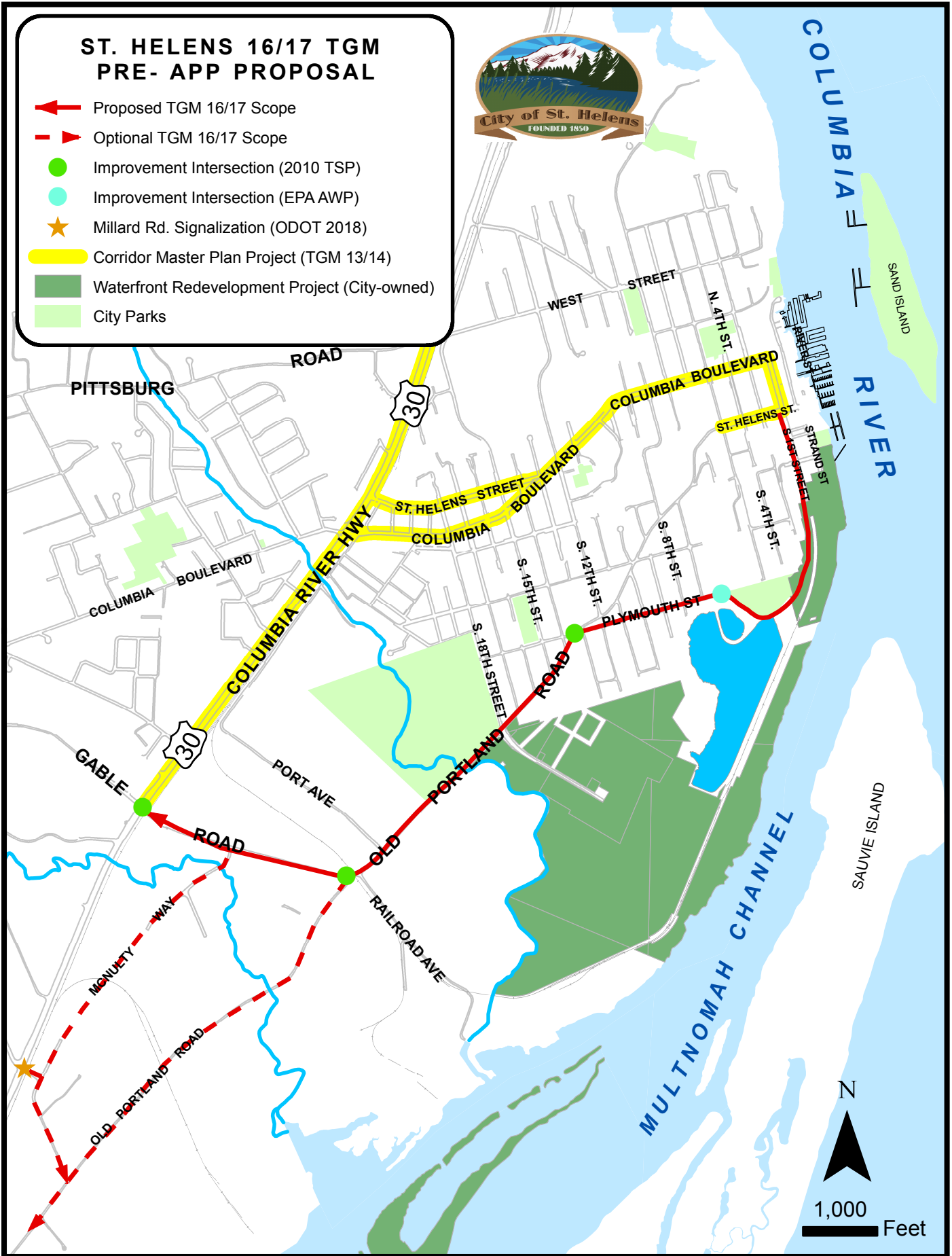
April 12, 2016 meeting (upcoming): The Commission will have three public hearings. 1) A Site Design Review for a multiple garage building at the St. Helens Marina (landward property), 2) a Conditional Use Permit for religious assembly in the Riverfront District along S. 1<sup>st</sup> Street, and 3) a setback and access Variance at 115 S. Vernonia. The Commission will also have an architectural review for a sign proposed on the Muckle Building in the Riverfront District.

### **MAIN STREET PROGRAM**

I attended the SHEDCO Board of Directors meeting on February 24, 2016 at the Chamber of Commerce building.

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







# City of St. Helens

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

March 17, 2016

RE: New addresses for City of St. Helens' public parks.

To Whom It May Concern:

Of the official city parks in St. Helens, only a few have actual physical addresses. The City is assigning addresses to those parks that lack them. The table below lists all official city parks and the corresponding address and current Map and Taxlot Number(s) related to the specific park. **Note that the addresses marked with an asterisk (\*) are new.**

Park Name	Address (* indicates a new addr)	Map & Tax Lot No.(s)
6 <sup>th</sup> Street Park	*255 North 6 <sup>th</sup> Street	5N1W 33DD 11000
Godfrey Park	*160 North 4 <sup>th</sup> Street	5N1W 34CC 13400 5N1W 34CC 10200
Grey Cliffs Park	*200 North River Street	5N1W 34CD 800 5N1W 34CD 700 5N1W 34CD 600 5N1W 34CD 500 5N1W 34CD 400 5N1W 34CD 300
Heinie Heumann Park	375 South 15 <sup>th</sup> Street	4N1W 4DB 16700
Columbia Botanical Gardens	*391 Belton Road	5N1W 33AD 1200 5N1W 34BC 1302 5N1W 33DA 4400
Nob Hill Nature Park	*505 South 3 <sup>rd</sup> Street	4N1W 3CA 2500 4N1W 3CA 2600
Civic Pride Park	*225 South 11 <sup>th</sup> Street	4N1W 4AD 5200 4N1W 4AD 5000
Walnut Tree Park	2396 Columbia Boulevard	4N1W 5DA 8500
Columbia View Park	270 Strand Street (The Strand)	4N1W 3BA 7500
Campbell Park	*150 McMichael Street	4N1W 5DA 300 4N1W 5AC 4900 4N1W 5AC 5000 4N1W 5AC 9200 4N1W 5DB 5900 4N1W 5DB 6000 4N1W 5DB 2700
Sand Island Marine Park	Sand Island	5N1W 3400 400
McCormick Park	475 South 18 <sup>th</sup> Street	4N1W 4C0 100 4N1W 9B0 1200

If you have any questions, please contact this office

Respectfully yours,

Jacob A. Graichen, AICP, City Planner

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Monday, March 21, 2016 1:18 PM  
**To:** Jacob Graichen  
**Subject:** March Planning Department Report

Here are my additions to the March Planning Department Report.

### GRANTS

1. OPRD Local Government Grant – Received additional picnic shelter kit quotes. Discussed in-kind match estimates with Public Works/Parks Dept. Prepared application materials.
2. TGM 2016 Pre-application – Created map, filled out pre-application packet and submitted on March 9.
3. OPRD's Oregon Heritage Commission Museum Grant Program – Partnership with Columbia County Museum Association – Historic Walking Tour brochure and Google Map project – Worked on application narrative and budget
4. Travel Oregon's Tourism Matching Grants Program – Discussed Wayfinding Master Plan project
5. Prepared letter of support for Chamber of Commerce's Rural Tourism Studio Travel Oregon Grant Application
6. Reached out to SH School District regarding a mini-grant for a Safe Routes to School Action Plan update

### EPA AWP

7. Scheduled and attended Advisory Committee Meeting #2 – March 29
8. Scheduled April 19 Open House
9. Uploaded Waterfront Project website materials

### IPP

10. Helped prepare close-out documents to finish project. Discussed updating St. Helens Economic Opportunities Analysis with remaining funds.

### MISC

11. Attended Oregon Active Transportation Conference and Travel Oregon Bicycle Tourism Summit in Portland, OR (March 14 & 15)
12. Attended 2nd meeting for the Columbia County Taskforce for the 2016 Year of Wellness on March 17
13. Kiwanis Community Parade 2016 – Created parade route map in GIS
14. Project P.2's Kickstarter Sub-Comm meeting on March 7 - Continued work on rewards and Kickstarter page. Attended ACC meeting. Scheduled and attended final video filming day with production team.

### Jennifer Dimsho

Assistant 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: March 21, 2016

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

Signature: K. Payne  
Date: 3/22/16

### RESIDENT BUSINESS – RENEWAL 2016

<input type="checkbox"/>	Carol Christensen Design	Secondhand Dealer
<input type="checkbox"/>	Columbia River Mandrel Bending LLC	Automotive Repair/Muffler
<input type="checkbox"/>	Columbia Theatre	Theater
<input type="checkbox"/>	HRB Tax Group Inc.	Tax Preparation
<input type="checkbox"/>	Lady J's Boutique	Women's Clothing Resale
<input type="checkbox"/>	Mischka Preheim	Selling Secondhand
<input type="checkbox"/>	*Naturalist Carpet Cleaning Co.	Carpet/Tile Cleaning
<input type="checkbox"/>	Ojeda Auto Detail	Mobile Auto Detailing
<input type="checkbox"/>	Outlaw Automotive LLC	Auto Repair
<input type="checkbox"/>	Robert L. Salisbury, Attorney at Law PC	Attorney's Office
<input type="checkbox"/>	Route 30 Liquidators	Secondhand Store
<input type="checkbox"/>	*Thurmond's Marine Maint. & Repair	Marine Repair & Maintenance
<input type="checkbox"/>	*Timmons Janitorial	Janitorial

### RESIDENT BUSINESS – NEW 2016

<input type="checkbox"/>	*Distinctive Renovations LLC 364 S 4 <sup>th</sup> Street	Woodworking
<input type="checkbox"/>	Edward Jones 58563 Columbia River Hwy	Stockbroker/Dealer
<input type="checkbox"/>	Patty Bailey 231 S 1 <sup>st</sup> Street	Sale of Used Furniture
<input type="checkbox"/>	RJR Land & Sea Transport 755 N. Columbia River Hwy	Transport

### NON-RESIDENT BUSINESS - 2016

<input type="checkbox"/>	Affordable Stick Built Homes LLC	New Residential Construction
<input type="checkbox"/>	American Pride Construction Svs LLC	Remodeling
<input type="checkbox"/>	Asplundh Tree Expert Co.	Tree Trimming & Line Clearance
<input type="checkbox"/>	Caliber Plumbing & Mechanical	Plumbing & Mechanical Contractor
<input type="checkbox"/>	Gallow & Smith Plumbing & Heat	Plumbing Contractor
<input type="checkbox"/>	Jolley Construction LLC	Residential General Contractor
<input type="checkbox"/>	Patio Inovations	Patio & Awning Company

\*Denotes In-Home Business

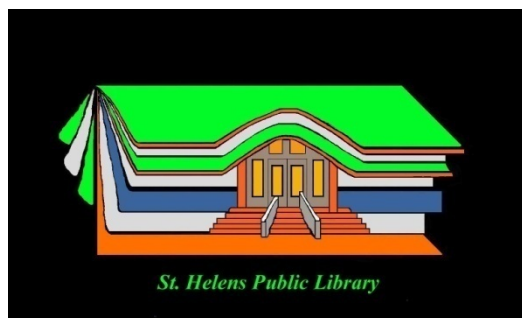
- |                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | Paul's Tree Care                       | Tree Service                                 |
| <input type="checkbox"/> | Southwest Walboard Co.                 | Drywall Contractor                           |
| <input type="checkbox"/> | Statewide Restoration                  | Construction Restoration                     |
| <input type="checkbox"/> | Swersy Construction                    | Residential General Contractor               |
| <input type="checkbox"/> | Velocity the Greatest Phone Comp. Ever | Resell Telecommunications, Managed Data Svs. |
| <input type="checkbox"/> | WC Construction Inc.                   | General Contractor                           |

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### **MISCELLANEOUS - 2016**

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- |                          |                        |                            |
|--------------------------|------------------------|----------------------------|
| <input type="checkbox"/> | Fine Line Concrete LLC | 7-Day, Commercial Concrete |
|--------------------------|------------------------|----------------------------|



**March 29, 2016**

**From:** Margaret Jeffries, Library Director

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

**Subject:** Library Department Report

**Spring into Art 2016:** Visit three local artists, Barbara Lines, Lindsey King and Chuck Ramsdell, with artwork on display at the Library. This event is in conjunction with Spring Into Art 2016, a Last Thursday Art Walk in St. Helens being sponsored by the Columbia Arts Guild, SHEDCO, the Chamber of Commerce Visitors Center and the Main Street Program. **Thursday, March 31, 4-6pm, Columbia Center**

**Beverly Cleary Day:** Beverly Cleary, the creator of Ramona Quimby, Henry Huggins, and Ralph S. Mouse, is turning 100! To honor this beloved children's book author, we will be making birthday cards to send to Ms. Cleary, enjoying cake, playing games, and listening to excerpts from her books. Join us for an afternoon of fun!

**Wednesday, April 13, 2-3pm, Auditorium**

**Book Sale:** It's time for the semi-annual book sale held by the Friends of the St. Helens Public Library which is the major fundraising group for the St. Helens Public Library. Come see the books currently on sale in the hallway – PLUS, a room full of books that you have not yet seen...

**Friday, April 15, 10–5pm, Columbia Center Lobby**

**Saturday, April 16, 10–3pm, Columbia Center Lobby**

**Annual Plant Sale:** The St. Helens Garden Club presents their annual plant sale.

**Saturday, April 16, 9–3pm, Columbia Center Front Porch**

**Good Food, Bad Food: Agriculture, Ethics, and Personal Choice:** Oregon boasts a multibillion-dollar agricultural economy that includes both industrial agriculture and small-scale efforts such as community supported agriculture memberships, farmers markets, and community gardens. These smaller, community-based efforts are on the rise as a means to nurture community and create local and autonomous food systems. Are these choices as consequential as consumers would like them to be? Does “voting with your dollars” significantly shape our agricultural systems? This program is hosted by the St. Helens Public Library and sponsored by Oregon Humanities.

**Thursday, April 21, 7pm, In the Library**

## **Calendar**

3/31	Spring into Art, 4-6pm, Columbia Center – Three featured artists
4/2	Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium
4/9	Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium
4/9	St. Helens Writers’ Guild, 12-2pm, Armstrong Room
4/12	Library Board Meeting, 6:30pm, Auditorium
4/13	Celebration of the 100 <sup>th</sup> Birthday of Beverly Cleary, 2pm, Auditorium
4/15-16	Friends of the St. Helens Public Library Book Sale, Friday 10-5pm and Saturday 10-3pm, in the Columbia Center Lobby
4/16	St. Helens Garden Club Plant Sale, 9-3pm, Columbia Center Porch
4/16	Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium
4/21	Conversation Project Program: Good Food, Bad Food, 7pm, In the Library
4/23	Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium
4/25	Volunteer Recognition – more details to come
4/30	Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium