



## COUNCIL WORK SESSION

Wednesday, September 02, 2020 at 1:00 PM

---

### COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Ginny Carlson  
Councilor Stephen R. Topaz

### LOCATION & CONTACT:

<https://zoom.us/j/96926257708?pwd=YWppci84dWtUQ2tvd1BnL1ZmL2grdz09>  
Website | [www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)  
Email | [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us)  
Phone | 503-397-6272  
Fax | 503-397-4016

---

## AGENDA

### CALL WORK SESSION TO ORDER VIA ZOOM

**VISITOR COMMENTS** - *Limited to five (5) minutes per speaker*

**DISCUSSION TOPICS** - *The Council will take a 10-minute break around 3:00 P.M.*

- [1.](#) Review Proposed Rates Increase for Waste Management Drop Box Services
- [2.](#) Public Works & Parks Department Semi-Annual Report - *Sue*
- [3.](#) Discussion on City-owned Property List - *Matt/Jacob/Sue*
- [4.](#) Discussion of Partition Related to St. Helens Place Apartments - *Jacob*
- [5.](#) Discussion regarding RFP for Tourism Coordination
6. Strategic Action Plan Updates
- [7.](#) City Administrator Report

### OTHER BUSINESS

### ADJOURNMENT

### 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.*

**FOR YOUR INFORMATION***Upcoming Dates to Remember:*

- September 2, 1:00 p.m., Council Work Session, Via Zoom
- September 2, 6:00 p.m., Urban Renewal Agency, Via Zoom
- September 2, 6:30 p.m., Council Public Hearing, Via Zoom
- September 2, 7:00 p.m., Council Regular Session, Via Zoom
- September 8, 7:00 p.m., Planning Commission, Via Zoom
- September 14, 4:00 p.m., Parks & Trails Commission, Via Zoom
- September 14, 7:15 p.m., Library Board, Via Zoom

*Future Public Hearing(s)/Forum(s):*

- PH: September 2, 6:30 p.m., Millard Road Property Rezone
- PH: September 16, 6:00 p.m., EPA Community-Wide Assessment Grant Update

**VIRTUAL MEETING DETAILS****Join Zoom Meeting:**

<https://zoom.us/j/96926257708?pwd=YWppci84dWtUQ2tvd1BnL1ZmL2grdz09>

**Meeting ID:** 969 2625 7708

**Passcode:** 791522

**Dial by your location:** 1 669 900 6833

---

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.

**WASTE MANAGEMENT**

720 4th Ave, Suite 400  
Kirkland WA 98033

August 24, 2020

City of St. Helens

Attention: John Walsh, City Administrator

Re: 2020 Inflation Adjustment

Please find the enclosed 2020 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 2019 to July 2020. This year's CPI index was 159.752, up from 157.465 in July of 2019, which was an annual change of 1.452%. Per our contract, Waste Management is allowed 50% of this annual change not to exceed 1.5%, which results in a 0.726% 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, 2020.

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 that reads 'Cory Caldwell'.

**CORY CALDWELL**  
**Supervisor, Contract Compliance**  
Public Sector, Pacific Northwest  
[corycaldwell@wm.com](mailto:corycaldwell@wm.com)

**Waste Management - Columbia County Operations**  
**St. Helens - Rates for Drop Box Services**  
**As of October 1, 2020**

	CPI	CPI
	1.304%	0.726%
	10/1/2019	10/1/2020
10 Yard Drop Box Haul	\$ 133.03	\$ 134.00
20 Yard Drop Box Haul	\$ 139.69	\$ 140.70
30 Yard Drop Box Haul	\$ 147.05	\$ 148.12
40 Yard Drop Box Haul	\$ 147.05	\$ 148.12
Compactor Haul	\$ 280.09	\$ 282.12
Rental Per Day - All sizes	\$ 4.48	\$ 4.51
Rental Per Month - All sizes	\$ 89.62	\$ 90.27
Mileage - All sizes	\$ 1.77	\$ 1.78
Disposal Rate/Ton	\$ 90.70	\$ 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	157.654	157.738	158.635	158.482	158.496	157.019	155.959	158.078	2.607%	1.304%	1.304%
2020	158.599	159.183	159.129	158.824	158.301	158.857	159.752							158.816		1.452%	0.726%	0.726%

# Public Works



## Mission Statement

The mission of the Public Works Department is to enhance and sustain the livability and quality of life for citizens in the community of St. Helens by working efficiently and effectively to fulfill the goals as set by the City Council and Public Works Director.



GOAL #3  
Create and  
Maintain a  
Safe  
Community



GOAL #4  
Develop  
Programs to  
Promote  
Economic  
Development



GOAL #5  
Long term  
planning

# Public Works

- Every day, an average of 1.5 million gallons of drinking water flow through over 82 miles of pipe
- Waste is removed from our citizen's homes and businesses through 60 miles of sanitary sewer line
- In our 5.51 square mile area, there are close to 60 miles of City-maintained streets
- We maintain 50 miles of storm drainage with 2,662 structures like manholes and catch basins





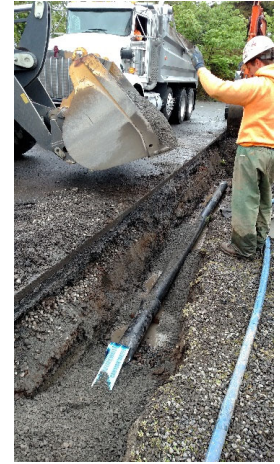


## Capital Improvement Projects Planned for 2020/2021

- 3,500 linear feet of sidewalks coming to N Vernonia Road connecting safely to Campbell Park
- Safe Routes to School sidewalk upgrades on Columbia Blvd between Gable and Sykes Roads
- Update master plans for storm and sanitary sewer
- Additional watermain replacements
- Paving overlay on Gable Road, east side of the highway
- Start update of water master plan

# Public Works 2020 Highlights, So Far...

- Completed Gable Road Improvement Project with County
- Completed waterline upgrades on N 7<sup>th</sup>, N 9<sup>th</sup>, and N 11<sup>th</sup> Streets (in-house design)
- Installed a large culvert through a section of open ditch on N 11<sup>th</sup> St (in-house design)
- Completed multiple point repairs to the sanitary sewer (in-house design)
- Started on the sanitary and storm drain master plan updates
- Finalized N Vernonia sidewalk plans and put project out to bid
- Prepared plans and specifications for storm drain improvements on S. 14<sup>th</sup> St (in-house design)
- Completed new 5<sup>th</sup> St trail, including a boardwalk over wetlands (City crews, Youth Corps)
- Completed several storm drain extensions (City crews)
- ADA improvement project design nearly complete (in-house design)
- Public Works crews working on demo of Campbell Park for new sport courts installation
- Completed annual street striping project





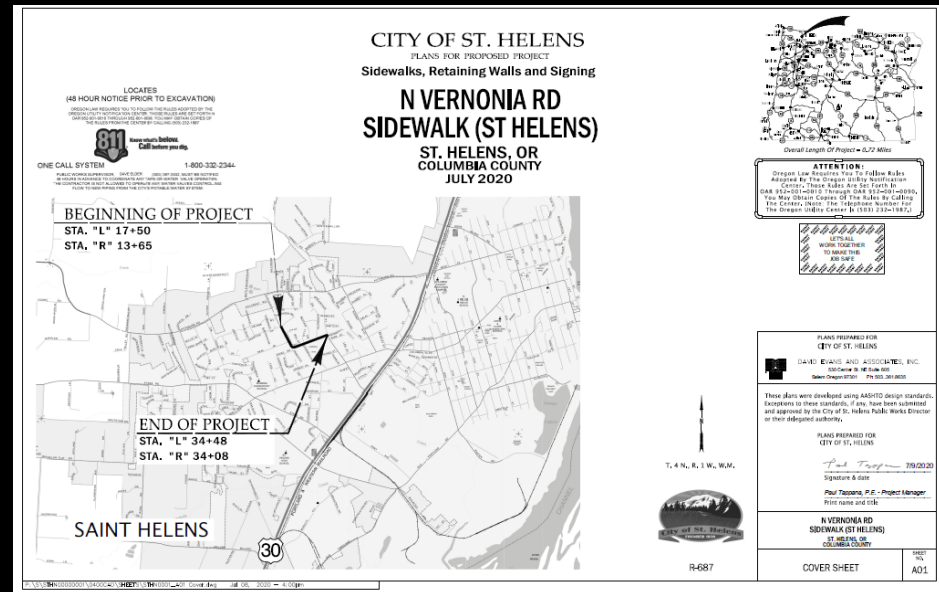
## Gable Road Improvements

- New sidewalks, bike lanes, storm drains, widening, and safety improvements from the highway to Columbia Blvd
- Grant application jointly submitted by Columbia County and City in 2012
- Approximately  $\frac{3}{4}$  mile
- Street trees to be planted in the Fall
- Total estimated project cost \$3.2M, with grant award of \$2.8M



# N Vernonia Road Sidewalks

- New sidewalks along both sides of N Vernonia Road between Oakwood Dr and MacArthur St
- Bid opening on August 25
- Includes traffic calming elements
- New flashing crosswalk beacon to be installed for a pedestrian crossing to Campbell Park





## Safe Routes to School Sidewalk Project

- New sidewalk to be constructed in 2021 on Columbia Blvd between Gable and Sykes Roads
- \$322,536 grant received for this project
- Will connect new Gable Road sidewalks to existing sidewalks and McBride School
- Includes crosswalk safety improvements
- Design is currently in process



# Parks Department

## Mission Statement:

Strengthen community by providing safe, well-maintained parks and public spaces, preserving open spaces, protecting environmental and historic resources, and enhancing the quality of life for residents and visitors of all ages.



City Council Goal 3: Continue to support and enhance a physical environment that promotes livability and safety for the community.





## 2020/2021 Park and Trail Projects

- Campbell Park court replacements (pickleball coming soon!), new picnic area, improved ADA access, and expanded parking
- New play equipment planned for McCormick Park including new all-abilities equipment provided with a grant awarded through the Blazers Moda Assist Program
- Godfrey Park upgrades to include new equipment including a nature playground
- Dalton Lake Nature Preserve; the majority of new features for Phase I work have been constructed and include a kiosk, signage, benches, and bike racks

**\*\*Most work done with grant funds\*\***





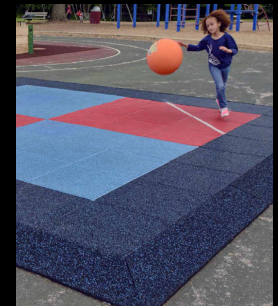
## Campbell Park Sport Courts Installation

- Grant funded improvements, replacing the deteriorated tennis courts and basketball court
- 2 new tennis & pickleball courts and a new basketball & volleyball court
- Part of City contribution towards grant includes demolition of existing courts, done by Public Works
- Engineering staff developed specifications for project and put it out for bidding



## McCormick Park Play Structure

- New play equipment is planned to replace the existing play structure in McCormick Park
- City has received a grant from the Blazers Moda Assist Program to include additional all-inclusive play equipment
- Final equipment selection will be based on input from the community
- New fall protection will be included





### PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community / Improve Safety Throughout the Community
<b>Project Summary:</b>	North Vernonia Road Sidewalk Installation
<b>Estimated Completion:</b>	July 2021
<b>ACTION PLAN</b>	
<b>1. Background of Project:</b> <ul style="list-style-type: none"> <li>Currently pedestrians walk along the side of the North Vernonia Road and generally cut through a vacant lot to access Campbell Park.</li> <li>The goal of the project is to improve safety for road users and pedestrians by adding sidewalks on both sides of North Vernonia Road from Oakwood Drive to MacArthur Street, providing a safe place to walk and access Campbell Park.</li> <li>The Work will include constructing over 18,200 square feet of sidewalk, adding an enhanced crosswalk for safer pedestrian access to the park, adding speed radar signs to slow traffic in advance of the curve at the Frantz Street intersection, and planting healthy new trees while minimizing the removal healthy mature trees.</li> </ul>	
<b>2. Current Status of Project:</b> <ul style="list-style-type: none"> <li>The engineering design phase of the project is COMPLETED as of July 2020</li> <li>The project was publicly advertised for bid in July 2020 with a bid opening date of August 25, 2020</li> <li>Estimated construction completion date of the project is July 2021</li> </ul>	
<b>3. Strategic Steps to Accomplish Project:</b> <ul style="list-style-type: none"> <li>Receive competitive bids on bid due date of August 25, 2020</li> <li>Selection and award of contract to the lowest, responsive bidder at August 2, 2020 Council Regular Session</li> <li>Construction work (September 2020 – July 2021)</li> </ul>	
<b>4. Estimated Cost of Project:</b> <ul style="list-style-type: none"> <li>The project is estimated to cost approximately \$600,000 and is funded through System Development Charges and the Oregon Surface Transportation Block Grant Fund Exchange Program.</li> </ul>	
<b>5. Barriers to Complete:</b> <ul style="list-style-type: none"> <li>None</li> </ul>	

### PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community / Improve Safety Throughout the Community
<b>Project Summary:</b>	Safe Routes to School – Columbia Boulevard, Gable to Sykes Sidewalk
<b>Estimated Completion:</b>	December 2021
<b>ACTION PLAN</b>	
<b>1. Background of Project:</b> <ul style="list-style-type: none"> <li>Construction of sidewalk on the southerly side of Columbia Boulevard between Gable Road and Sykes Road. The project includes a new pedestrian crossing flashing beacon in front of McBride Elementary School and safety improvements at the Columbia-Sykes intersection.</li> </ul>	
<b>2. Current Status of Project:</b> <ul style="list-style-type: none"> <li>Status is In Process as of August 2020</li> <li>The City was awarded a grant of \$322,536 through the Safe Routes to School Competitive Infrastructure Program for this project.</li> <li>A consulting firm was selected in February 2020 and has completed the survey work. They are currently working on the preliminary plans and potential wetland impacts.</li> <li>The project is scheduled to be out for bids in late 2020 or early 2021, and work to be completed in the spring/summer of 2021.</li> </ul>	
<b>3. Strategic Steps to Accomplish Project:</b> <ul style="list-style-type: none"> <li>Complete design and specifications</li> <li>Select contractor through competitive bidding process</li> <li>Perform construction</li> </ul>	
<b>4. Estimated Cost of Project:</b> <ul style="list-style-type: none"> <li>Estimated total cost is \$403,170. Grant funding of \$322,536 with a City contribution from Street SDC funds of \$80,634.</li> </ul>	
<b>5. Barriers to Complete:</b> <ul style="list-style-type: none"> <li>None</li> </ul>	

**PROJECT ACTION PLAN**

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community / Improve Public Services and Facilities
<b>Project Summary:</b>	Campbell Park Sport Courts Improvements
<b>Estimated Completion:</b>	December 2021
<b>ACTION PLAN</b>	
<b>1. Background of Project:</b> <ul style="list-style-type: none"> <li>Demolition of the existing tennis courts and basketball court at Campbell Park; construction of 2 new tennis/pickleball courts and basketball/volleyball court, extension of the storm culvert for future expansion of the parking lot to create additional parking, creation of a stormwater meadow.</li> </ul>	
<b>2. Current Status of Project:</b> <ul style="list-style-type: none"> <li>Status is In Process as of August 2020</li> <li>The City was awarded a grant of \$187,024 from the Oregon Parks and Recreation's 2019 Local Government Grant Program</li> <li>Engineering staff developed project specifications</li> <li>The project is currently out for bids. Bid opening is scheduled for September 3.</li> <li>Construction is required to be completed by August 2021</li> </ul>	
<b>3. Strategic Steps to Accomplish Project:</b> <ul style="list-style-type: none"> <li>Select contractor through competitive bidding process</li> <li>Perform construction</li> </ul>	
<b>4. Estimated Cost of Project:</b> <ul style="list-style-type: none"> <li>Estimated total cost is \$312,099. Grant funding of \$187,024 with a City contribution from Parks DC funds of \$125,075.</li> </ul>	
<b>5. Barriers to Complete:</b> <ul style="list-style-type: none"> <li>None</li> </ul>	



### PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community / Improve Public Services and Facilities
<b>Project Summary:</b>	Godfrey Park Improvements – New Installations
<b>Estimated Completion:</b>	July 2021

#### ACTION PLAN

##### 1. Background of Project:

- Installation of natural elements and manufactured play equipment to create play areas for children of all ages with a focus on younger children. Natural elements will include large rocks and logs to climb and balance. Manufactured equipment will include an all-abilities swing, a slide built into the hillside, and play equipment suitable for toddlers.

##### 2. Current Status of Project:

- Status is In Process as of August 2020
- Parks staff is designated to perform this work
- Layout of the improvements will generally follow the Master Plan for Godfrey Park
- The Parks & Trails Master Plan designated that a nature playground be installed at Godfrey Park

##### 3. Strategic Steps to Accomplish Project:

- Select the manufactured play equipment to be installed including, but not limited to, hillside slide, all-abilities swing, interactive equipment appropriate for young children
- Install selected manufactured play equipment and natural elements
- Find staff time to complete work

##### 4. Estimated Cost of Project:

- Estimated total cost is \$45,000, not including staff time or compliant fall protection which will \$2,000 - \$3,000 for all proposed areas.

##### 5. Barriers to Complete:

- Limited Parks Department staff. For several months, the Parks Department has been down one full-time employee and the Council has not approved backfilling this position. Temporary summer helpers were canceled due to COVID and the community service workers have not been able to assist as usual because of COVID restrictions. The three remaining Parks Dept. staff members have had difficulty keeping up with normal maintenance and have not been able to dedicate the time needed to complete this work.
- Consider bringing in a contractor to complete the project – this will significantly increase the cost.

### PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community / Improve Public Services and Facilities
<b>Project Summary:</b>	McCormick Park Improvements – New Installations
<b>Estimated Completion:</b>	December 2021

### ACTION PLAN

#### 1. Background of Project:

- The Parks & Trails Master Plan includes replacement of the aging play structure at McCormick Park. This was initially planned to happen this summer but the City was approached by the Blazers Moda Assist program at the beginning of March and invited to take place in a voting contest where 3 communities collect online votes and the winner receives a grant from the Moda Assist program based on the number of assists the Blazers make during the season. The grant funds are to be used to purchase all-abilities play equipment. When the season was interrupted by the COVID pandemic, the grant award was delayed. Until it has been awarded, we will not know the total grant award and, ultimately, the total funding available to purchase the new equipment.

#### 2. Current Status of Project:

- Status is In Process as of August 2020
- Funding is on hold until the Blazers Moda Assist Grant has been awarded
- The grant funds will be dedicated to all-abilities play equipment
- The existing play structure will still be replaced
- Once the grant has been awarded, we will be looking for community input to help select the final design

#### 3. Strategic Steps to Accomplish Project:

- Receive final award from the Blazers Moda Assist Grant Program
- Identify potential all-abilities play equipment
- Gather community input on the final equipment selection
- Obtain final approval of selected equipment from the Parks & Trails Commission
- Obtain final purchase authorization from the City Council
- Order equipment – typically a several month lead time
- Have equipment professionally installed

#### 4. Estimated Cost of Project:

- Estimated cost is \$150,000 not including grant funding for the all-abilities equipment. This includes the new play structure and all new fall protection.

#### 5. Barriers to Complete:

- Time- need grant award amount, equipment selection through a community input process, order equipment, obtain a professional installation contractor to install

### PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community / Improve Public Services and Facilities
<b>Project Summary:</b>	Gable Road Improvement Project – Sidewalks and Widening
<b>Estimated Completion:</b>	July 2020

#### ACTION PLAN

##### 1. Background of Project:

- Gable Road from the highway west to Bachelor Flat Road currently belongs to Columbia County
- In 2012 (yes, it was really that long ago) Columbia County and the City of St. Helens jointly applied for a grant through the ODOT Multimodal Transportation Program to widen and improve Gable Road.
- The first phase of the project was awarded to complete 0.67 miles of the total project, between Hwy 30 and the Columbia Blvd. intersection.
- The project included purchasing right-of-way, adding sidewalks and bike lanes to both sides, and improving the crossings locations.

##### 2. Current Status of Project:

- The project is COMPLETE as of June 2020
- Columbia County Public Works was the lead agency for the project

##### 3. Strategic Steps to Accomplish Project:

- The project has been completed

##### 4. Estimated Cost of Project:

- Estimated cost was \$3.2M, with a grant award amount of \$2,814,023. The remainder of the project is paid between Columbia County and the City. The project is eligible for Street SDC funding.

##### 5. Barriers to Complete:

- None

### PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community / Improve Public Services and Facilities
<b>Project Summary:</b>	Water Main Replacement – Tualatin, Little, and N. 11 <sup>th</sup> Streets
<b>Estimated Completion:</b>	July 2021
<b>ACTION PLAN</b>	
<b>1. Background of Project:</b> <ul style="list-style-type: none"> <li>Replacement of ageing and undersized water mains on N 7th St between West St and Wyeth St; on N 9th St between West St and Wyeth St; and on N 11th St between Deer Island Road and West St.</li> </ul>	
<b>2. Current Status of Project:</b> <ul style="list-style-type: none"> <li>The project is in the preliminary design phase</li> <li>The location of needed replacements has been identified based on the condition and sizes of the existing mains</li> <li>Plans will be developed in the next few months</li> <li>Anticipated to go to bid in early 2021 with a Spring 2021 construction window</li> </ul>	
<b>3. Strategic Steps to Accomplish Project:</b> <ul style="list-style-type: none"> <li>Finalize plans and specifications</li> <li>Select contractor through competitive bidding process</li> <li>Complete construction</li> <li>May have to phase construction based on total estimated project costs</li> </ul>	
<b>4. Estimated Cost of Project:</b> <ul style="list-style-type: none"> <li>Estimated cost for all anticipated work is \$450,000. The current budget includes \$200,000 for water main replacements. Project may have to be phased over multiple budget years to be fully complete.</li> </ul>	
<b>5. Barriers to Complete:</b> <ul style="list-style-type: none"> <li>Lack of funding for all improvements to be completed within current budget</li> </ul>	

**PROJECT ACTION PLAN**

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community / Improve Public Services and Facilities
<b>Project Summary:</b>	Water Main Replacement on N. 7th, N. 9th, and N. 11th Streets
<b>Estimated Completion:</b>	Completed July 2020
<b>ACTION PLAN</b>	
<b>1. Background of Project:</b> <ul style="list-style-type: none"> <li>Replacement of ageing and undersized water mains on N 7th St between West St and Wyeth St; on N 9th St between West St and Wyeth St; and on N 11th St between Deer Island Road and West St.</li> </ul>	
<b>2. Current Status of Project:</b> <ul style="list-style-type: none"> <li>Status is COMPLETED as of July 2020</li> <li>1,700 feet of new water main, 3 fire hydrants, and 6 new water valves have been installed.</li> <li>Because a portion of the existing water main on N 11th St was located above the ground over an open ditch, the project included constructing the new water main below the bed of the ditch and converting the open ditch to 130 feet of 58-inch x 36-inch arched storm drain culvert.</li> </ul>	
<b>3. Strategic Steps to Accomplish Project:</b> <ul style="list-style-type: none"> <li>Project Completed</li> </ul>	
<b>4. Estimated Cost of Project:</b> <ul style="list-style-type: none"> <li>The project was completed at the cost of \$299,131, which is less than the contracted amount of \$344,504.</li> </ul>	
<b>5. Barriers to Complete:</b> <ul style="list-style-type: none"> <li>None</li> </ul>	

### **PROJECT ACTION PLAN**

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 3 – Livable and Safe Community / Improve Public Services and Facilities
<b>Project Summary:</b>	Gable-Old Portland Road Paving; From Hwy 30 to Milton Creek Bridge
<b>Estimated Completion:</b>	August 2021
<b>ACTION PLAN</b>	
<b>1. Background of Project:</b> <ul style="list-style-type: none"> <li>Asphalt overlay or inlay of travel lanes on Gable Road and Old Portland Road between Highway 30 and the Milton Creek Bridge</li> </ul>	
<b>2. Current Status of Project:</b> <ul style="list-style-type: none"> <li>The project is In Process</li> <li>The extent of the paving will be determined as the project develops</li> <li>Once the scope is defined, plans and specifications will be developed</li> <li>Anticipated to go to bid in early 2021 with a Spring/Summer 2021 construction window</li> <li>Funding may hold the project back</li> </ul>	
<b>3. Strategic Steps to Accomplish Project:</b> <ul style="list-style-type: none"> <li>Finalize the extent of the needed repairs</li> <li>Develop plans and specifications</li> <li>Verify if funding will be available to complete the project</li> <li>Select contractor through competitive bidding process</li> <li>Complete construction</li> </ul>	
<b>4. Estimated Cost of Project:</b> <ul style="list-style-type: none"> <li>Estimated cost is \$250,000. The funding source is through the Oregon Surface Transportation Block Grant Fund Exchange Program. This source provides a limited amount of funding per year. Currently, the available funding will not cover the full estimated expense of this project.</li> </ul>	
<b>5. Barriers to Complete:</b> <ul style="list-style-type: none"> <li>Potential lack of funding to complete the work</li> </ul>	

### PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 4 – Economic Development / Review City Policies and Programs to Promote Economic Development
<b>Project Summary:</b>	Digitized Aerial Imaging
<b>Estimated Completion:</b>	July 2021
<b>ACTION PLAN</b>	
<b>1. Background of Project:</b>	
<ul style="list-style-type: none"> <li>Update the City's GIS mapping system with up-to-date digitized aerial imaging</li> </ul>	
<b>2. Current Status of Project:</b>	
<ul style="list-style-type: none"> <li>The project is In Process</li> <li>Expected to issue an RFP for professional services within the next 3-4 months</li> <li>Images are best if taken before the leaves come out in the Spring and there is no snow on the ground</li> <li>The GIS system is used extensively by Public Works, Engineering, Planning, Building, and the Police Department</li> </ul>	
<b>3. Strategic Steps to Accomplish Project:</b>	
<ul style="list-style-type: none"> <li>Work closely with the Planning Department to develop an RFP</li> <li>Issue RFP and receive proposals</li> <li>Select consulting firm, have Council approve</li> <li>Complete work</li> </ul>	
<b>4. Estimated Cost of Project:</b>	
<ul style="list-style-type: none"> <li>Estimated cost is \$100,000. The funding source from Public Works Engineering Operations (75%) and the Planning Department (25%)</li> </ul>	
<b>5. Barriers to Complete:</b>	
<ul style="list-style-type: none"> <li>None</li> </ul>	



**PROJECT ACTION PLAN**

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 4 – Economic Development / Create a Riverfront District for Development Plan
<b>Project Summary:</b>	Grey Cliffs Park In-Water Facility Planning
<b>Estimated Completion:</b>	December 2021
<b>ACTION PLAN</b>	
<b>1. Background of Project:</b> <ul style="list-style-type: none"> <li>Work with the Planning Department and Oregon Marine Board to secure OMB design and project scoping services to develop a project to install a dock/pier at Grey Cliffs Park. The dock would be all-accessible and function for fishing and/or non-motorized boat access. Depending on possible grant funding, it may be possible to expand the project to incorporate a larger dock that would accommodate motorized vessels.</li> </ul>	
<b>2. Current Status of Project:</b> <ul style="list-style-type: none"> <li>The project is In Process</li> <li>Planning Department has had discussions with the OMB regarding services that are available to the City at no charge</li> <li>The current window of availability for these services is late Fall and Winter</li> <li>Grant funding may also be available through various OMB grant programs</li> </ul>	
<b>3. Strategic Steps to Accomplish Project:</b> <ul style="list-style-type: none"> <li>Work closely with the Planning Department and the Oregon Marine Board</li> <li>Develop a project scope and determine what technical assistance will be needed</li> <li>Develop cost estimates</li> <li>Look for available grant opportunities for construction funding</li> </ul>	
<b>4. Estimated Cost of Project:</b> <ul style="list-style-type: none"> <li>Estimated cost for planning process is \$0, other than staff time</li> </ul>	
<b>5. Barriers to Complete:</b> <ul style="list-style-type: none"> <li>None</li> </ul>	



### PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 5 – Long Term Planning / Create and Maintain Enterprise Plans
<b>Project Summary:</b>	Update Sewer Master Plan
<b>Estimated Completion:</b>	December 2021

ACTION PLAN
<p><b>1. Background of Project:</b></p> <ul style="list-style-type: none"> <li>The City of St. Helens provides sanitary sewer collection services to businesses and residences within the City limits. The sanitary sewer collection system is a combination of 60 miles of gravity and force mains, 9 lift stations, and over 1,700 sanitary sewer manholes, vaults, and cleanouts. All sewage flows are conveyed to the City's wastewater treatment facility. The last complete update to the City's sanitary sewer master plan was 1989. Partial studies have been conducted since then, such as the McNulty Area Sewer Master Plan in 2001, and the Inflow &amp; Infiltration Flow Study in 2008.</li> <li>The update of the sanitary sewer master plan will perform an assessment of the existing sewer system; evaluate the sewer system for its capacity to convey existing and future waste discharges; identify deficiencies, capacity issues, areas for improvement and identify resiliency issues for critical facilities; develop a hydraulic simulation model for existing and future discharges; and determine and propose solutions. The update will also address the continued high flows at the wastewater treatment plant during wet weather despite the extensive sanitary sewer improvements completed under the I&amp;I Reduction Program.</li> <li>The updated sanitary sewer master plan will guide the management and implementation of the sanitary sewer facilities, policies, programs and projects within St. Helens over the next 20 years and shall accommodate the expected 20-year growth in population.</li> </ul>
<p><b>2. Current Status of Project:</b></p> <ul style="list-style-type: none"> <li>Work on the project has just begun and is in the kickoff and data gathering phase</li> <li>Estimated construction completion date of the project is December 2021</li> </ul>
<p><b>3. Strategic Steps to Accomplish Project:</b></p> <ul style="list-style-type: none"> <li>Collect, compile and evaluate existing data such as pump station data, base maps, record drawings, inspection reports, and planning and historical documents.</li> <li>Technical analysis of existing and future system, assessment of system resiliency, review of engineering standards and comprehensive plan</li> <li>Development of capital improvement plan</li> <li>Development of final master plan</li> </ul>
<p><b>4. Estimated Cost of Project:</b></p> <ul style="list-style-type: none"> <li>The project is estimated to cost approximately \$166,300.</li> </ul>
<p><b>5. Barriers to Complete:</b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>

### PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 5 – Long Term Planning / Create and Maintain Enterprise Master Plans
<b>Project Summary:</b>	Update Storm Master Plan
<b>Estimated Completion:</b>	December 2021

ACTION PLAN
<p><b>1. Background of Project:</b></p> <ul style="list-style-type: none"> <li>The City of St. Helens present stormwater infrastructure includes approximately 50 miles of pipe and open channel, over 2,600 manholes, catch basins, inlets, vaults, and outfalls which the City owns, operates, and manages. The last update to the City's stormwater master plan was in 1999.</li> <li>The City encompasses approximately 5.86 square miles and receives storm drainage runoff from over 28,000 acres of land in the Milton Creek and McNulty Creek watersheds.</li> <li>The update of the stormwater master plan will provide solutions to existing problems and inadequate storm sewer systems, including collection, conveyance, and detention facilities; guide expansion and extension of the storm sewer system to serve future growth, including potential treatment, and costs; review stormwater system resiliency and recommend upgrades for critical infrastructure; and provide an overview of the current funding for the stormwater program and define possible funding options</li> <li>The updated stormwater master plan will guide the management and implementation of the stormwater facilities, policies, programs and projects within St. Helens over the next 20 years, and shall accommodate the expected 20-year growth in population and projected future needs for serving build-out within the City's UGB.</li> </ul>
<p><b>2. Current Status of Project:</b></p> <ul style="list-style-type: none"> <li>Work on the project has just begun and is in the kickoff and data gathering phase</li> <li>Estimated construction completion date of the project is December 2021</li> </ul>
<p><b>3. Strategic Steps to Accomplish Project:</b></p> <ul style="list-style-type: none"> <li>Collect, compile and evaluate existing data such as historical rainfall data, land use, topographic contours, GIS base maps, record drawings, inspection reports, and planning and historical documents.</li> <li>Technical analysis of existing and future system, basin delineation, and review of engineering standards and comprehensive plan</li> <li>Development of capital improvement plan</li> <li>Development of final master plan</li> </ul>
<p><b>4. Estimated Cost of Project:</b></p> <ul style="list-style-type: none"> <li>The project is estimated to cost approximately \$155,000.</li> </ul>
<p><b>5. Barriers to Complete:</b></p> <ul style="list-style-type: none"> <li>Major data gaps and records on existing stormwater facilities.</li> </ul>

**PROJECT ACTION PLAN**

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

<b>Lead Department:</b>	Public Works
<b>City Council Goal / Tactic:</b>	Goal 5 – Long Term Planning / Create and Maintain Enterprise Master Plans
<b>Project Summary:</b>	Update Water Master Plan
<b>Estimated Completion:</b>	December 2022
<b>ACTION PLAN</b>	
<b>1. Background of Project:</b> <ul style="list-style-type: none"> <li>The current water master plan was completed in 2011. Several changes have occurred impacting the water system since this time. It is good practice to update these plans every 10-15 years to ensure that priority projects are being addressed and to accommodate growth.</li> <li>The updated water system master plan will guide the management and implementation of the water facilities, policies, programs and projects within St. Helens over the next 20 years and shall accommodate the expected 20-year growth in population.</li> </ul>	
<b>2. Current Status of Project:</b> <ul style="list-style-type: none"> <li>The project is In Process</li> <li>An RFQ/P will be developed and issued in early 2021</li> <li>Anticipate a consultant to be selected in the first half of 2021</li> <li>Master plans typically take 12-18 months to complete</li> </ul>	
<b>3. Strategic Steps to Accomplish Project:</b> <ul style="list-style-type: none"> <li>Develop a comprehensive scope of work</li> <li>Issue an RFQ/P</li> <li>Select qualified consultant</li> <li>Work with the consultant do refine the master plan, identify capital improvements, determine what projects are eligible for system development charges.</li> </ul>	
<b>4. Estimated Cost of Project:</b> <ul style="list-style-type: none"> <li>Estimated cost is \$150,000</li> </ul>	
<b>5. Barriers to Complete:</b> <ul style="list-style-type: none"> <li>None</li> </ul>	





## City Owned Properties

Item #3.

	Park		Road/Parking
	Sanitary Sewer		City Facility
	Water		Developable
	Storm/Riparian Area		May be developable/sellable
			Other use

Lot	Location	Size	Facility/Utility	Other Information
5128-D0-00200	1215 FOURTH ST COLUMBIA CITY	8.52 ac	Water Filtration Facility	Part of Dalton Lake Nature Preserve
5133-A0-00100	NORTH OF CRESTWOOD VILLAGE	0.95 ac	Rutherford Pathway	Part of Dalton Lake Nature Preserve
5133-AD-04400	ADJACENT TO DALTON LAKE	0.10 ac		Part of Dalton Lake Nature Preserve
5133-AD-04300	ADJACENT TO DALTON LAKE	1141.26 sq ft		Part of Dalton Lake Nature Preserve
5133-AD-04600	240 MADRONA CT	2653.92 sq ft	Sanitary Lift Station #5	
5133-DA-04400	ADJACENT TO N 6TH ST	0.11 ac	Botanical Gardens	Slope, not developable
5134-BC-01302	391 BELTON RD	3.18 ac	Botanical Gardens	
5133-DA-04300	ADJACENT TO N 6TH ST	909.55 sq ft	Part of roadway	
5133-DA-00201	ADJACENT TO N 6TH ST	2594.09 sq ft		Slope
5133-DB-00100	984 OREGON ST	4.19 ac	City Shops	
5134-00-00400	Sand Island	19.64 ac	City Park	
5133-DA-00106	N. 6th & Lemont Street	2051.61 sq ft	Part of N. 6th Street	
5134-CD-00300	200 N RIVER ST	1.59 ac	Grey Cliffs Park	
5133-DD-11000	255 N 6TH ST	2.93 ac	6th Street Park	
5132-DC-02600	35712 STEINKE DR	153.36 sq ft	Right-of-way strip	Access control to adjacent lot
5133-DD-10700	245 N 7TH ST	0.53 ac	Container Condo property	Leased to developer
5134-CC-11300	N 2ND ST	0.53 ac	Storm drain; sanitary	"Fill" area between River St & N 2nd
4105-BB-02100	Battle Mountain Rd	0.25 ac	0.2 MG water reservoir	
5134-CC-10200	160 N 4TH ST	3.36 ac	Godfrey Park	
4105-AB-04219	ISABELLA LN	1.40 ac	Protected riparian area	
4105-BB-00300	35259 PITTSBURG RD	2.43 ac	Water reservoirs	
4104-AB-02600	N 12TH ST	0.59 ac	N 12th & Wyeth	May be developable
4104-AA-09401	287 N 10TH ST	2.58 ac	Jacob's Bluff	Developable
4104-AB-02100	287 N 10TH ST	1.73 ac	Jacob's Bluff	Developable
4104-BA-01800	WYETH ST	1874.51 sq ft	Detention facility	
4104-BB-02400	68 RED CEDAR ST	0.63 ac	Protected riparian area	Carson Meadows Subdivision
4105-AA-09500	58 RED CEDAR ST	0.32 ac	Protected riparian area	Carson Meadows Subdivision
4103-BA-04000	Adjacent to Masonic Bldg	0.13 ac	Public parking lot	
4104-AB-04400	N 13TH & WILLAMETTE	1442.66 sq ft	Natural drainage	Steep slopes
4104-AB-04700	N 14TH & WILLAMETTE	0.29 ac	Sanitary sewer & storm	Steep slopes
4103-BA-07500	270 STRAND ST	1.11 ac	Columbia View Park	
4104-AA-03900	SOUTH OF 164 S 8TH ST	0.13 ac	Sanitary sewer	Steep slopes
4103-BA-04900	Adjacent to Masonic Bldg	0.36 ac	Public parking lot	
4103-BA-00700	265 STRAND ST	0.11 ac	City Hall	
4104-AC-06300	SOUTH OF MIDDLE SCHOOL	0.67 ac	Natural drainage; sanitary sewer; storm drain	Steep slopes

Lot	Location	Size	Facility/Utility	Other Inform	Item #3.
4103-BA-00800	275 STRAND ST	0.32 ac	Annex building and employee parking lot		
4105-AC-03100	FARMVIEW DR	361.94 sq ft	Detention facility	Farmview Acres	
4103-BB-12300	S 2ND ST	0.36 ac	Lots, Anya's Dreams	Developable	
4103-00-00100	WATERFRONT	23.54 ac	Veneer property	Developable	
4103-BD-08600	S 2ND ST	0.18 ac	Lots, Anya's Dreams	Developable	
4103-BC-05800	S 6TH & OPR	6319.65 sq ft	Sanitary sewer & storm	Steep slopes	
4104-AC-06400	N 15TH ST	0.13 ac	Protected riparian area		
4105-AC-03511	AVA CT	3.18 ac	Protected riparian area		
4103-BC-07800	NORTH OF 284 S 7TH	0.79 ac	Wetland, sanitary sewer, storm drain	Steep slopes	
4104-BC-00400	KELLY ST	0.22 ac	Storm drain; sanitary		
4104-AD-01300	S 8TH & ST HELENS ST	0.13 ac	Natural drainage; sanitary sewer	Steep slopes	
4105-BD-04000	HELENS WAY	0.18 ac	Detention facility		
4103-BC-06200	S 6TH ST	4687.06 sq ft	Adjacent to roadway	Steep slopes	
4103-BC-06200	S 6TH ST	1963.77 sq ft	Adjacent to roadway	Steep slopes	
4104-AD-05000	255 S 11TH ST	0.23 ac	Civic Pride Park		
4104-AC-00600	105 S 12TH ST	0.27 ac	St Helens Fire & Rescue	Fire Station	
4104-AD-00300	NORTH OF 285 S 7TH	0.13 ac	Natural drainage; sanitary sewer; storm drain	Steep slopes	
4103-BC-06200	S 6TH ST	2784.25 sq ft	Adjacent to roadway	Could be sold to adjacent property owner	
4104-AD-05200	225 S 11TH ST	0.39 ac	Civic Pride Park		
4104-AD-02900	NORTH OF 870 COWLITZ	0.52 ac	Natural drainage; sanitary sewer; storm drain; wetlands		
4104-AC-00900	150 S 13TH ST	0.79 ac	Police Department		
4104-BD-03400	1804 ST HELENS ST	863.88 sq ft	St Helens St roadway		
4103-BC-10699	S 7TH & OPR	311.99 sq ft	OPR roadway		
4103-BC-06800	NORTH OF 354 S 6TH	0.13 ac	Natural drainage; sanitary sewer	Steep slopes	
4103-BC-12200	S 8TH & OPR	286.65 sq ft	OPR roadway		
4105-AC-09200	150 MCMICHAEL ST	3.54 ac	Campbell Park		
4105-CB-11000	END OF TRUMAN LN	39.01 sq ft	Right-of-way strip	Access control to adjacent lot	
4103-BD-01100	TUALATIN ST	0.10 ac	Adjacent to Tualatin Stairwell	Part of Waterfront property	
4103-BD-01200	TUALATIN ST	1680.17 sq ft	Adjacent to Tualatin Stairwell	Part of Waterfront property	
4105-DA-00300	150 MCMICHAEL ST	0.94 ac	Campbell Park		
4104-AD-02400	S 9TH & OPR	1506.64 sq ft	OPR roadway; drainage		
4103-BD-00990	EAST OF 440 S 2ND ST	1333.99 sq ft	Veneer property	Steep slopes	
4105-DB-05900	150 MCMICHAEL ST	6.62 ac	Campbell Park		
4105-DA-08500	2396 COLUMBIA BLVD	0.15 ac	Walnut Tree Park		
4105-CB-00117	HA LANE	53.73 sq ft	Right-of-way strip	Access control to adjacent lot	
4105-CB-00115	HA LANE	0.31 ac	Detention facility; storm and sanitary sewer mains		
4105-CB-00136	OAK RIDGE ST	0.17 ac	Detention facility		
4105-CB-09000	BETWEEN BARR AVE & OAK RIDGE ST	0.31 ac	Detention facility		Page 34



Lot	Location	Size	Facility/Utility	Other Inform	Item #3.
4105-CB-05900	BARR AVE	2491.74 sq ft	Detention facility	Access to storm system	
4103-CB-01101	WEST OF 455 S 4TH	0.13 ac	Sanitary sewer	Steep slopes	
4105-CB-05800	BARR AVE	3534.99 sq ft	Detention facility		
4105-CB-00123	ROBERTS LN	0.15 ac	Detention facility		
4106-DA-05000	WESTBORO WAY	52.71 sq ft	Right-of-way strip	Access control to adjacent lot	
4105-CB-00148	JUNIPER LAN	49.99 sq ft	Right-of-way strip	Access control to adjacent lot	
4104-DA-01799	S 10TH & OPR	447.78 sq ft	OPR roadway	Could be sold to adjacent property owner	
4103-CA-02500	505 S 3RD ST	1.43 ac	Nob Hill Nature Park		
4103-CA-02600	505 S 3RD ST	1.85 ac	Nob Hill Nature Park		
4104-DA-02899	OPR BETWEEN S 9TH & S 10TH	411.28 sq ft	OPR roadway	Could be sold to adjacent property owner	
4103-00-00200	451 PLYMOUTH ST	48.15 ac	Sewer treatment lagoon		
4104-DA-01200	NORTH OF 484 S 10TH	0.27 ac	Storm drain	Developable, 2 lots	
4104-DB-16700	375 S 15TH ST	2.93 ac	Heine Heumann Park & Senior Center		
4104-DA-05400	391 S 12TH ST	0.13 ac	Triangle between OPR & Plymouth St.	Future intersection improvements	
4109-B0-01200	475 S 18TH ST	18.70 ac	McCormick Park		
4104-DD-08900	OPR & S 14TH ST	1803.18 sq ft	Triangle between OPR & S 14th St.	Future intersection improvements	
4103-00-00500	SOUTH WATERFRONT	6.96 ac	Between rail and Willamette Slough		
4104-DD-04305	554 S 12TH ST	0.13 ac	Sanitary sewer; storm drain	May be developable	
4104-DD-03800	SOUTH OF 575 S 11TH	0.40 ac	Natural drainage; sanitary sewer; storm drains	Wetland	
4104-DD-11300	KASTER RD	14.25 ac	St. Helens Industrial Business Park		
4106-DD-01600	STAG ST	50.06 sq ft	Right-of-way strip	Access control to adjacent lot	
4105-CD-01200	ELIZABETH LN	50.38 sq ft	Right-of-way strip	Access control to adjacent lot	
4107-AB-03102	SUMMIT VIEW DR	1.16 ac	Detention facility		
4104-DD-10800	KASTER RD	2.53 ac	St. Helens Industrial Business Park		
4104-DD-10800	KASTER RD	2.53 ac	St. Helens Industrial Business Park		
4109-AB-01500	KASTER RD	4.75 ac	St. Helens Industrial Business Park		
4109-AB-01400	KASTER RD	1.95 ac	St. Helens Industrial Business Park		
4108-BA-03600	ALEXANDRA LN	423.65 sq ft	Right-of-way strip	Access control to adjacent lot	
4109-AB-00100	1300 KASTER RD	7.31 ac	St. Helens Industrial Business Park		
4110-00-00300	KASTER RD	9.73 ac	St. Helens Industrial Business Park		
4108-BA-01602	GREENBRIER LOOP	1463.29 sq ft	Landscape strip		
4109-00-00101	1400 KASTER RD	19.79 ac	Cascade Tissue		
4109-AA-02300	36800 KASTER RD	0.45 ac	St. Helens Industrial Business Park		
4107-AC-00100	ROSS RD	8.72 ac	Dahlgren Park		

Lot	Location	Size	Facility/Utility	Other Inform	Item #3.
4108-BC-02600	CHILDS RD	6.86 ac	North end of Millard Rd property	Was originally designated for a future park	
4109-00-00201	KASTER RD	22.72 ac	St. Helens Industrial Business Park		
4107-DA-00800	ROSS RD	5.02 ac	Dahlgren Park		
4109-00-00100	KASTER RD	124.23 ac	St. Helens Industrial Business Park		
4116-00-00200	SAUVIE ISLAND	81.09 ac	Wetlands		
4105-BC-09300	HA LANE	1.66 ac	Protected riparian area		
4105-BC-08500	HELENS WAY	333.05 sq ft	Right-of-way strip	Access control to adjacent lot	
5133-DB-01012	N 8TH ST	80.74 sq ft	Right-of-way strip	Access control to adjacent lot	
5132-DB-00101	ELKRIDGE ESTATES	0.69 ac	0.5 MG water reservoir		
4104-C0-00100	475 S 18TH ST	52.02 ac	McCormick Park		
4108-CB-00400	MILLARD RD	16.30 ac	Millard road property	Developable	
5133-AD-01200	391 BELTON RD	0.62 ac	Botanical Gardens		
5133-DA-01406	N 7TH & N 8TH ST	1.70 ac	Eagle Lake	Designated wetland	
4108-BA-01603	GREENBRIER LOOP	2351.38 sq ft	Detention facility		
4105-CD-00991	59150 & 59160 COLUMBIA BLVD	131.48 sq ft	Right-of-way strip	Access control to adjacent lots	
4103-BC-05800	OPR & S 5TH, S 6TH	1434.03 sq ft	Adjacent to roadway, storm, sanitary sewer	Steep slopes	
4103-BC-05800	OPR & S 5TH, S 6TH	3026.24 sq ft	Adjacent to roadway, storm, sanitary sewer	Steep slopes	
5132-DC-02400	HANKEY RD	0.68 ac	Protected riparian area	Adjacent to Milton Creek	
4105-BC-05800	HELENS WAY	56.07 sq ft	Right-of-way strip	Access control to adjacent lot	
4105-BD-07500	OAKWOOD DR	0.27 ac	Detention facility		
4109-AB-00101	1810 OLD PORTLAND RD	0.54 ac	Rec Center		
4105-BD-09100	35410 EMERALD LOOP	0.10 ac	Detention facility		
4109-00-00100	KASTER RD	124.23 ac	St. Helens Industrial Business Park		





## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

---

**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Authorize Mayor to sign final plat for Partition PT.3.20  
**DATE:** August 24, 2020 (for the September 2, 2020 regular session)

---

The final plat is the formal document that is ultimately recorded with the County, making the partition official. In addition to meeting many substantive and technical requirements, the final plat also requires certain signatures.

Normally, the only signature necessary is the City Planner's. But sometimes, we need the Mayor's as well, like in this case due to some right-of-way dedication.

Generally, by signing the final plat the City is saying that all requirements have been met.

**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 this partition.**





11.06.2018





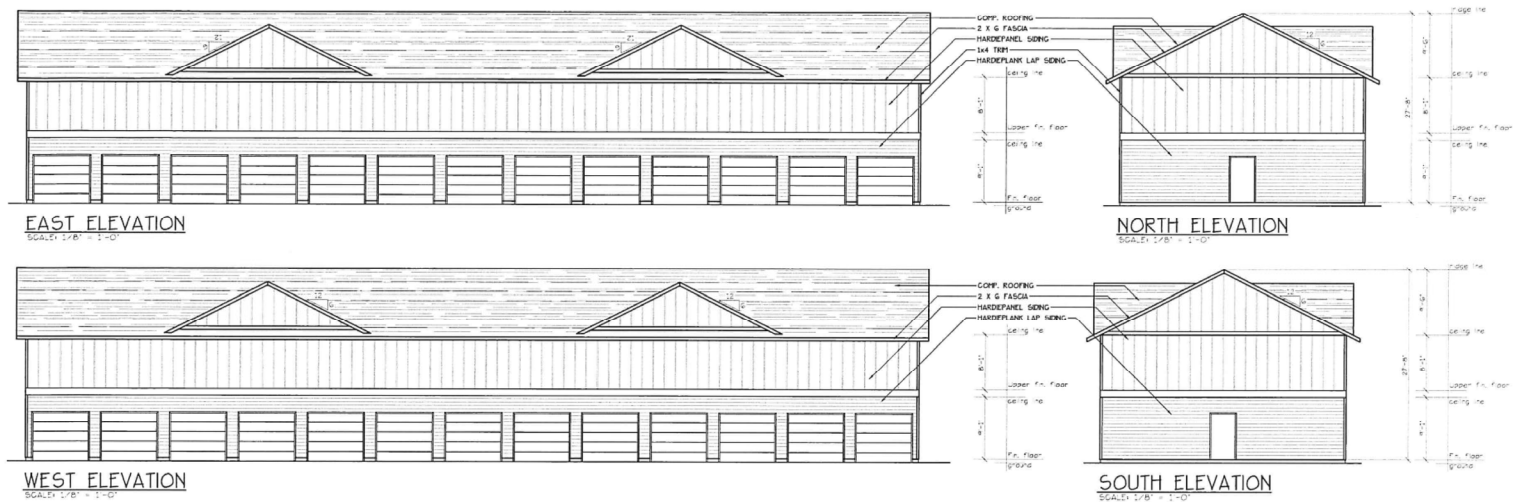
05.29.2020





05.29.2020





RECEIVED  
FEB 10 2020  
CITY OF ST. HELENS

<b>BUILDING ELEVATIONS</b>
<b>BRAYDEN STREET STORAGE</b>
NO CHANGES, MODIFICATIONS OR ADDITIONS TO THESE DRAWINGS WITHOUT WRITTEN PERMISSION FROM THE DESIGN ENGINEER. DIMENSIONS & NOTES TAKE PRECEDENCE OVER GRAPHICAL REPRESENTATION.
DESIGN: P.L.M. DRAWN: C.L.D. CHECKED: M.D.C. DATE: JUNE 2013 SCALE: AS SHOWN JOB # 5776
 Stamp Date: JAN 31, 2018
<b>A1.2</b>



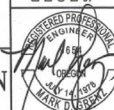
ENGINEERING SERVICES, INC.  
1100 S. 10th St., Suite 100  
St. Helena, NV 89448  
PH: (775) 781-1927 FAX: (775) 781-1928  
www.multitech-engineering.com

# SCHEMATIC LANDSCAPE PLAN

## BRAYDEN STREET STORAGE

NO CHANGES, MODIFICATIONS  
OR REVISIONS TO BE MADE  
WITHOUT WRITTEN APPROVAL  
FROM THE DESIGN ENGINEER.  
DIMENSIONS & NOTES TAKE  
PRECEDENCE OVER  
GRAPHICAL REPRESENTATION.

DESIGN: M.G.  
DRAWN: J.D.S.  
CHECKED: J.D.S.  
DATE: FEB. 2019  
SCALE: AS SHOWN



DESIGNED & PREPARED BY  
LANDSCAPE DESIGN  
&  
CONSULTANTS LLC  
DIPED: 06-30-2021  
JOB # 6778  
**L1.1**



MAPLEWOOD DR.

BRAYDEN ST.

LIGHT POLE

WATZEN ST.

BLD. 1

LIGHT POLE

## STORAGE BUILDING PLANT PALETTE

QTY.	SYM.	BOTANICAL NAME	COMMON NAME	SIZE	CONDITION	REMARKS
6	T-1	Carpinus betulus 'Columnaris'	Columnar European Hornbeam	1 1/2"-2" cal.	B & B	6' Standard
3	T-2	Cornus alba 'Autumn Gold'	Autumn Gold Ginko	1 1/2"-2" cal.	B & B	6' Standard
208	S-1	Arctostaphylos uva-ursi (Kinnikinnick)	Kinnikinnick	2 gal.	cont.	Planted 3' o/c
10	S-2	Euonymus alatus 'Compact'	Burning Bush Winged Euonymus	2 gal.	cont.	Full
47	S-3	Ligustrum japonicum 'Tendrum'	Texas Wax-Leaf Privet	5 gal.	cont.	Full
35	S-4	Pennisetum alopecuroides 'Hameln'	Dwarf Fountain Grass	2 gal.	cont.	Full
25	S-5	Pennisetum alopecuroides 'Chinese'	Chinese Fountain Grass	2 gal.	cont.	Full
56	S-6	Pennisetum setaceum 'Robur'	Purple Fountain Grass	2 gal.	cont.	Full
24	S-7	Spiraea japonica 'Double Pink'	Double Pink Spiraea	2 gal.	cont.	Full
30	S-8	Viburnum davidii	David's Viburnum	2 gal.	cont.	Full

CONTRACTOR TO VERIFY ALL QUANTITIES OF PLANT MATERIALS WITH LANDSCAPE DESIGN & CONSULTANTS PRIOR TO INSTALLATION  
PLANT MATERIAL SUBSTITUTIONS MAY BE MADE BY THE OWNER FOR PLANT MATERIALS OF SIMILAR HABIT, FLOWERING CHARACTERISTIC  
AND/OR STRUCTURE OF GROWTH DUE TO AVAILABILITY, WATER, SOIL, AND SUN REQUIREMENTS.

PERMANENT UNDERGROUND IRRIGATION SYSTEM TO BE INSTALLED

PRINTED

MAY 27 2020  
IF THIS STAMP IS NOT RED  
THESE PLANS ARE NOT  
AUTHORIZED BY MULTITECH  
ENGINEERING SERVICES

LANDSCAPE & IRRIGATION DESIGN BY:  
**LANDSCAPE DESIGN  
&  
CONSULTANTS LLC**  
Doing business since 1985  
8401 WILSONWOOD CT. S.E. SAULSBURY, OR 97130 PHONE: (503) 555-0000

# PARTITION PLAT 2020- INSTRUMENT NUMBER \_\_\_\_\_ IN THE SE 1/4 SEC. 05, T. 4 N., R. 1 W., W.M. CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON

BY:  
MULTI/TECH ENGINEERING SERVICES, INC.  
1155 13TH ST. S.E. SALEM, OREGON 97302  
503-363-9227

I HEREBY CERTIFY THIS TO BE A TRUE AND EXACT COPY OF THE  
ORIGINAL PLAT

ROBERT D. HAMMAN

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 13, 2004  
ROBERT D. HAMMAN  
64202LS

EXPIRES: 6-30-2021

REFERENCE SURVEYS  
1. CS 1768  
2. CS 4843  
3. CS 4930  
4. CS 6330  
5. BOOK 7, PAGES 104-107  
"MATZEN SUBDIVISION"

REFERENCE DOCUMENTS  
6. 2020-003139  
7. 2020-003140  
8. 2020-003141  
9. 2020-003142

## NOTES:

- ALL MONUMENTS FOUND IN GOOD CONDITION AND WITHIN 0.2' OF THE SURFACE OF THE GROUND UNLESS OTHERWISE NOTED.

## LEGEND

[ ] = MEASURED AND RECORD DATA PER 5 UNLESS NOTED

OTHERWISE

( ) = RECORD DATA PER SURVEY OR DOCUMENT NOTED

CS = COUNTY SURVEY

W/YPC = WITH YELLOW PLASTIC CAP

L = LOT

B. = BOOK

P. = PAGE

V. = VOLUME

R. = REEL

PUE = PUBLIC UTILITY EASEMENT

ROW = RIGHT OF WAY

● = FOUND MONUMENT SEE TABLE

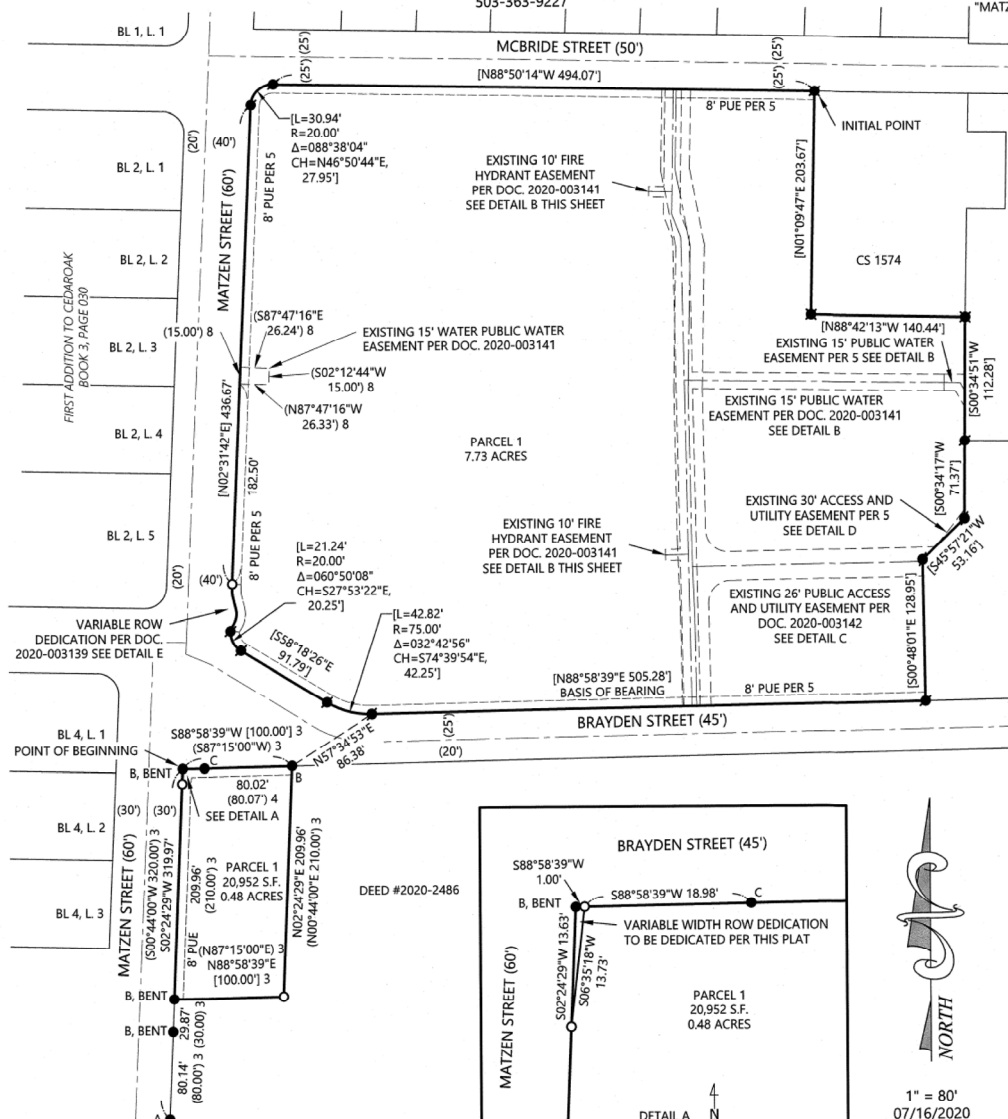
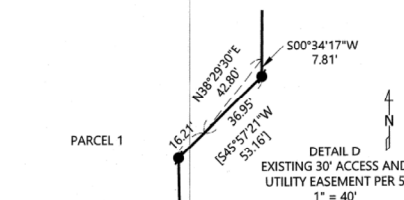
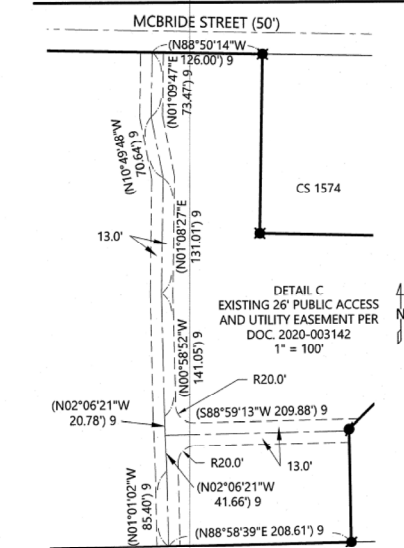
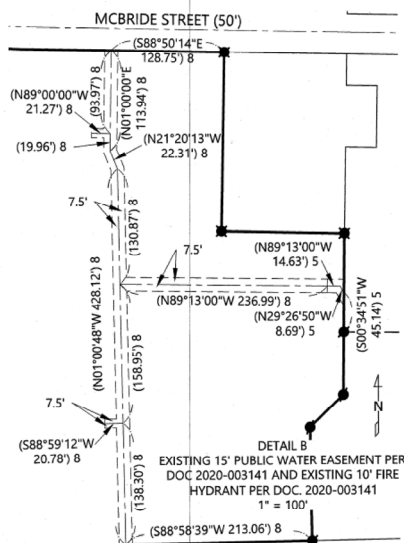
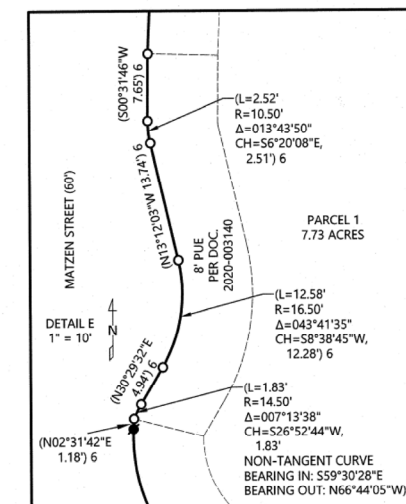
■ = 5/8" IRON ROD WITH YELLOW PLASTIC CAP SCRIBED "MULTI/TECH ENG." PER 5

■ = 5/8" IRON ROD WITH YELLOW PLASTIC CAP SCRIBED "MULTI/TECH ENG." PER 4

○ = SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP SCRIBED "MULTI/TECH ENG."

## MONUMENT TABLE

- 5/8" IRON ROD W/YPC SCRIBED "REYNOLDS LAND SURVEYING, INC." PER CS 4843
- 5/8" IRON ROD W/YPC SCRIBED "REYNOLDS LAND SURVEYING, INC." PER CS 4930, BENT
- 1" IRON PIPE PER CS 1768



# CITY OF ST. HELENS, OREGON

## REQUEST FOR PROPOSALS

### Special Event Coordination & Management

The City of St. Helens is requesting proposals from qualified professionals to coordinate and manage special events in St. Helens.

#### SUBMITTAL:

- All proposals shall be clearly marked with the following:  
"Special Events RFP for the City of St. Helens"
- All questions should be directed to City Administrator, John Walsh.
- RFP should also be mailed or emailed to the City Administrator.

#### Mailing Address:

City of St. Helens  
Attn: John Walsh, City Administrator  
P.O. Box 278  
265 Strand Street  
St. Helens, OR 97051  
Email Address: [jwalsh@ci.st-helens.or.us](mailto:jwalsh@ci.st-helens.or.us)

#### PROJECTED SCHEDULE: *(subject to change)*

April 14, 2017	:	RFP opens
May 5, 2017	:	Last day for written questions on RFP intent
May 15, 2017	:	RFP close date
May 19, 2017	:	Start applicant evaluations/Interviews
June 7, 2017	:	Award contract

#### JOB QUALIFICATIONS:

- Education: Bachelor's degree in Events Management preferred but not required
- Experience: Minimum 5-10 years' experience in event planning, including outdoor events
- Experience managing events budgets
- Excellent organizational and project management skills
- Innovative, creative, self-starter
- Problem solver, results oriented
- Able to work well under the pressure of event deadlines
- Able to prioritize tasks in a fast-paced environment
- Government event experience preferred



**CITY OF ST. HELENS, OREGON  
REQUEST FOR PROPOSALS  
Special Event Coordination & Management**

**Table of Contents**

- I. CONDITIONS AND STIPULATIONS
- II. CITY BACKGROUND INFORMATION
- III. EVENT DESCRIPTION PROGRAM BUDGET
- IV. SCOPE OF SERVICES
- V. APPLICANT INFORMATION
- VI. GENERAL TERMS AND CONDITIONS

## **SECTION I: CONDITIONS AND STIPULATIONS**

The City of St. Helens is seeking proposals from qualified professionals to work with the City in the coordination and management of the City's special events.

The City reserves the right to reject any or all proposals, or any parts thereof and to select the consultant and service options that best meet the needs of the City of St. Helens. The City's objective is to provide quality special events for the best value to the City. The successful applicant must ensure the welfare of the City's citizens, utilizing local resources where possible, while demonstrating fiscal responsibility for the City.

The City expects that all vendors will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this project. The City of St. Helens is not obligated to award the contract based on cost alone.

Within thirty (30) days of the approval by City Council of a successful candidate, the consultant awarded the business shall submit to the City of St. Helens an action plan and timetable for events in 2017. The City reserves the right to accept, reject, or modify the action plan.

## **SECTION II: BACKGROUND INFORMATION**

The City of St. Helens is located on the Columbia River approximately 30 miles north of Portland, in the northwest corner of Oregon. The County Seat of Columbia County, St. Helens has a population of just over 13,000. The City is currently engaged in a major waterfront redevelopment project of two recently acquired former mill site properties situated along the river. This waterfront redevelopment, along with other economic development initiatives, including tourism events and activities have drawn increased interest in the St. Helens community. St. Helens has received national media attention in recent years for our month long annual celebration "Spirit of Halloweentown."

For many years the City contracted with a Tourism Director to work with a now disbanded Tourism Committee and make recommendations to the City Council on the City's events, activities and other tourism based investments. For the past two years the City has contracted with a local event management firm to focus on community events and activities. Due to great success with contracting out this service the City has decided to continue working with a qualified event management firm to oversee the community's special events.

### SECTION III: EVENT DESCRIPTION PROGRAM BUDGET

For the past two years the City has focused its tourism investments into four major event programs. It is the City's desire to continue these four events at the current level of investment to sustain and improve the events. These events include the following:

- Spirit of Halloweentown** – This event has grown into a media sensation attracting 10 of thousands of visitors to see place where Disney's Halloweentown was filmed in the late 1990's. The event has expanded to a month long program (weekends) where the City transforms and embraces the Spirit of Halloweentown. Past activities have included celebrity visitors, character actors, music performances, meet and greet events, tractor rides, parking management, vendor management, haunted tours and more.

Total Budget (excluding management fee) is approximately \$100,000 with expectation of \$70,000 in sponsorships and event revenue.

- Christmas Tree Lighting**

The Christmas Tree Lighting Event occurs the evening the Christmas ships visit in December. This event oversees the decorating and take down of the Court House Plaza and activities the night of the event. Typically there is a Santa and Mrs. Claus, amplified or live music, free hot chocolate, warming barrels and a bon fire.

Total Budget (excluding management fee) is approximately \$4,000.

- 4th of July**

The St Helens community has hosted a 4<sup>th</sup> of July fireworks celebration on the waterfront for many years. In the past, various community organizations have sponsored the event and the City's role was limited to traffic control and other event support services. In recent years securing a willing community organization has become increasingly difficult and the City has stepped in to ensure the event success. It is the City's continued desire to partner with a community services organization or major sponsor to ensure the Fourth of July celebration continues. The successful applicant should expect to collaborate with community organizations in order to foster positive relationships and a good event minimizing the impact on City's financial resources.

Total Budget (excluding management fee) is approximately \$20,000 with expectation of \$15,000 in sponsorships and event revenue.

- **13 Nights on the River**

This season will be the 13<sup>th</sup> year of 13 Nights on the River. This popular summer concert series has been a collaboration between the City of St. Helens and the St. Helens Community Foundation. This season the City is anticipated to play an increased management role to coordinate events and ensure fiscal sustainability. Concerts have traditionally occurred Thursday nights in Columbia View Park June through Labor Day though an alternative schedule is currently being considered.

Total Budget (excluding management fee) is approximately \$60,000 of which there is an expectation of \$60,000 in sponsorships and event revenue.

## **SECTION IV: SCOPE OF SERVICES**

### **Event Coordination & Management**

The successful candidate will be responsible for coordinating all events from inception to completion. Duties will include, but are not limited to:

- developing, managing and executing master event logistical plan and timeline for each gathering;
- advertising, promoting and marketing events, including management of existing social media accounts and event website;
- creating, managing and reconciling event budgets, expenses and timelines;
- soliciting sponsorship for events;
- creating and/or coordinating informational brochures for visitors to events;
- administering and managing the events once event days arrive;
- coordinating all aspects of the events;
- recruiting musical talent when appropriate;
- coordinating with appropriately licensed vendors and Columbia River Fire & Rescue. (The cost of the fireworks is a separate expense and will be paid separately. Thus any cost of fireworks should not be included in any proposers bid);
- organizing and coordinating event clean-up before, during and after event with the City of St. Helens Department of Public Works;
- coordinating with other City departments, as necessary;
- utilizing community volunteers for events whenever possible;



- providing expertise and consult on various community run events, helping with planning and implementation, attending related community meetings;
- ensuring deliverables are on time, on budget and meet City expectations;
- reporting regularly to the City Council and staff.

During the event day the successful candidate will ensure they have an adequate number of representatives on site to manage all event preparation, address questions and issues along with managing the event set-up. Once the event begins the successful candidate will ensure continuity of the event and manage any issues that materialize during the event. Once the event is concluded for the day the selected firm will ensure the event site is secured (for multi-day events) and the event area is cleaned and garbage is picked up and placed in an appropriate location; daily for multi-day events, and at the conclusion of daily or evening events. The successful candidate is expected to work closely with City staff throughout the contract period, with all outgoing media information to be reviewed by the City's Communications Officer before release, to assure consistency with City policy.

The City's policy is for all events to obtain event insurance. The City procures its own special event insurance and proposers need not include such costs with their proposals.

## **SECTION V: APPLICANT INFORMATION**

Successful candidate will be offered a contract.

A cover letter must be submitted with the proposal. The letter must include:

1. A statement of interest and why the applicant is best qualified to be selected.
2. The name of the person or persons authorized to make representations on behalf of the firm.
3. A statement of agreement that the offer submitted is binding on the applicant for (90) calendar days following the RFP due date.

Proposal Title Page. The Title Page should include:

1. The RFP subject.
2. Name of the firm or individual responding, including mailing address, telephone number, email address, and contact person.

Proposal:

1. History:
  - a. Brief overview of history, primary line of business as well as specialty areas.
  - b. Principal business location that will service the City.
  - c. Length of time providing services as described herein.
2. Qualifications: Applicant is requested to provide a description of the number of proposed staff, qualifications, experience and credentials:

- a. Description of service philosophy and what sets your company apart from others.
  - b. Indicate current responsibilities of person designated to serve as lead contact.
  - c. Indicate backup support capability.
3. Scope of Services: Please include a detailed explanation of services offered, as they relate to the City's Scope of Services provided, and your recommended approach to addressing the City's needs. Include any services offered by you that may be above and beyond the Scope of Services indicated by the City including proposed compensation plan for the event services.
4. Customer and event references: A list of references and a resume should be provided with the RFP:
  - a. Provide the contact names and telephone numbers of three (3) references;
  - b. List similar events in scope and industry,
5. Provide a sample PowerPoint Festival/Event example, on a USB drive, that demonstrates Applicant's experience in all facets of an event.

#### **SECTION VI: GENERAL TERMS AND CONDITIONS:**

By responding to this RFP the applicant agrees to be fully responsible for understanding the requirements of the RFP and to ask any questions necessary. The City of St. Helens reserves the right to reject any or all responses to the RFP, to advertise for new responses or to accept any response deemed to be in the best interests of the City.

Acceptance of any RFP should not be construed as a contract nor shall indicate any commitment on the part of the City for any future action. The RFP does not commit the City of St. Helens to pay any costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract.



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: September 2, 2020

---

*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  
**cc:** Planning Commission

**Date:** 08.25.2020

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—MISC.

The **attached article** about health and land use is a rare instance I include an article with this report. Given the pandemic, it is of heightened interest.

Associate Planner Dimsho and I finished the application form and information sheet for parklets. We adopted the law way back in 2015. Due to COVID-19 and potential closure of indoor dining, we put this on the top of the list (actually, it elevated in importance a few months ago, but it was hard to find time for this until July). **See attached parklet information.**

Property on the north side of town (just south of the Crestwood Manufactured Home Park) was logged in recent history. It also resulted in some City regulated wetland protection zone impacts, mentioned in a previous report, and impacts to other wetlands. There is an enforcement case with Oregon DSL. The property owner has a civil penalty to pay and needs to submit a joint (Oregon DSL & US Army Corps of Engineers) permit for proposed development and the unauthorized impacts by September 30, 2020. I anticipate a Subdivision application for the Planning Commission sometime in the future.

The City is undertaking updates to its Sanitary and Stormwater Master Plans. The Engineering Department is the managing department. However, they still need Planning's help. In late July, we provide various information to help with growth assumptions and such. I **attached my memo** to Engineering about the data provided if you are curious.

We had a little bit of clean up to do for our Riverfront Connector Plan efforts. We adopted the plan last August in 2019. We received some positive comments from the ODOT TGM Grant Manager; **see attached email.**

Inspections at the St. Helens Place apartments continue. This is the complex along Matzen, McBride and Brayden Streets. I have ok'd 11 of the 18 buildings now. They are still behind on their bike parking due to supplier issues. We also had to work out some new street tree details along McBride. Many trees intended to be preserved ended up being removed due to poor health, so we need to make sure more new ones are planted in this area than shown on the approved plans. They anticipate completion by Thanksgiving.

Finals inspections for the new St. Helens Middle School and Plymouth High School (formerly known as the Columbia County Educational Campus or CCEC) occurred late this month. The land use permits were submitted for this in August of 2017, so it has been three years! They have a few loose ends to complete for Planning Department sign-off.



The property on the NW corner of the US30/Pittsburg Road intersection finally got final approval from ODOT for the frontage improvements along US30. This property is in the County. A proposal from many years ago required the improvements. Those were completed to allow a proposed property line adjustment. This has been going on for over two years now. The applicant has talked about a used car sales lot at that location. More to come in the future as we continue to work with the County on this.

## **DEVELOPMENT CODE ENFORCEMENT**

We received complaints from residents along McBride Street for slamming doors in the wind on apartment building in process. The issue was quiet for a while, but we received another complaint. We work with the site folks much on this one, so its easy to pass the word, and usually something is done (for a while at least). Luckily, project is forecast to be done by Thanksgiving.

We received fence/lean-to issue on the 200 block of S. 4<sup>th</sup> Street back in February. Associate Planner Dimsho primarily dealt with the person with the violation, while I dealt with the complainant. Took some time, but the issue has been resolved, with much thanks to the efforts of Dimsho.

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

August 11, 2020 meeting (upcoming): The Commission recommended approval of the Zoning and Comprehensive Plan Map change for the City's Millard Road property. The council will see this in early September.

*As the Historic Landmarks Commission*, they approved a Historic Resource Review for new entry doors to the old courthouse.

The Commission also made recommendations for a couple of disabled person ramps at intersections at S. 4<sup>th</sup> Street and St. Helens Street, and S. 1<sup>st</sup> Street and Plaza Square. This is a project our Engineering Department is doing. Basically, it is a question of whether bulb-outs for the sidewalk should be implemented now or later as part of a larger project. Commission found that not implementing the City's adopted street plans was acceptable for continuity and cost reasons. The Commission recommended moving storm and sewer outlets to where they would be in the future with the bulb-outs. Speaking with City Engineering after the Commission meeting, that would be a cost impact and moving storm inlets closer to the center of street puts them above the low point and thus, non-functional for proper storm water management.

September 8, 2020 meeting (upcoming): No public hearings scheduled. We will talk about term expirations for two commissioners and the City Council meeting policies adopted on August 19, 2020 and how that affects the Commission.

## **ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY**

Analysis for placement of the future police station, etc. on the property continues. We got some topography data to help with feasibility given the floodplain area in the vicinity of the police station site. Looks possible to avoid the 500-year floodplain, but another access will still be necessary since the Kaster Road (S. 8<sup>th</sup> Street) / Old Portland Road intersection is within the floodplain. The police station is a “critical facility” in floodplain management world and held to a higher regulatory standard. I am concerned about this second access as I fear it will result in development surprises and unanticipated costs. I hope I am wrong.

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

# TOOLS FOR THE TRADE

KNOWLEDGE YOU CAN PUT TO WORK

Legal Lessons | Engagement | COVID-19 Resources | Planners Library

During the Spanish Flu epidemic, New York City saw fewer deaths than other major cities, due in part to its groundbreaking land-use laws.

## LEGAL LESSONS

### MAXIMUM OCCUPANCY

From the first zoning code to the coronavirus outbreak, land-use regulations remain inextricably linked with public health. *By Chelsea Marx*

**L**AND-USE REGULATIONS have long been rooted in the resilience of cities, particularly when it comes to community health threats like pandemics. Starting with the first zoning ordinance in the U.S., which developed partly as a response to infectious disease, land-use regulations continue to influence public health—for both good and bad.



## TOOLS FOR THE TRADE

Legal Lessons | Engagement | COVID-19 Resources | Planners Library

### Managing infectious disease

In the 19th century, the Industrial Revolution led to explosive urban growth that transformed American life in nearly every way. With a surge of new jobs in cities, people moved from farms to urban areas in droves; New York City alone ballooned from 60,515 people in 1800 to 3,437,202 in 1900. Without land-use regulations, coal, steel, and manufacturing factories operated next to overcrowded residential areas, resulting in poor sanitation and heavy pollution—prime ingredients for the spread of disease. Cholera, tuberculosis, typhoid, and other infectious diseases became the leading causes of death in the U.S., leading to roughly one-third of all deaths.

By the turn of the 20th century, local and state governments were beginning to explore regulatory measures to improve public health, starting with construction and maintenance requirements on housing units. In 1916, New York City enacted the first zoning ordinance in the U.S. to segregate industrial and residential uses and establish design standards that ensured natural light and air could reach the sidewalk. During the Spanish Flu outbreak in 1918, New York experienced relatively low death rates compared to major cities like Boston and Philadelphia, which historians attribute in part to the city's strong public health infrastructure.

Soon after, the U.S. Department of Commerce promulgated the Standard State Zoning Enabling Act, a model law for U.S. states to enable local governments to adopt their own zoning regulations. In 1926, the Supreme Court determined in *Village of Euclid v. Ambler Realty Co.* that zoning was a reasonable exercise of the states' power to protect public welfare.

Subsequent deaths from infectious disease in America rapidly declined because of advancements in medicine and an assortment of public health improvements, including improved sanitation

infrastructure aided by land-use and building regulations. Post-*Euclid*, a variety of government policies, including zoning, promoted the rise of the suburbs and the continued segregation of metropolitan areas into distinct areas for residential, retail, office, and industrial uses.

COVID-19 further highlights the dire consequences of antiquated, discriminatory land-use regulations.

### Adverse impacts

According to the Centers for Disease Control, chronic heart and respiratory diseases are now among the primary causes of death in America, largely credited to factors like vehicle dependence and a lack of physical activity due to post-World War II planning and design practices

that promoted low-density development and land-use segregation.

Additionally, local land-use regulations and zoning codes have been used as tools to perpetuate classism and racial segregation, resulting in the disproportionate siting of locally undesirable land uses like landfills and polluting factories in low-income and minority neighborhoods. Systemic discrimination in the development and enforcement of zoning and environmental protection laws have contributed to a disproportionate number of food deserts, nearby noxious facilities, and little green space and few outdoor recreational opportunities.

Environmental justice scholars and advocates identify these neighborhood disparities as a major factor in inequitable health outcomes for minorities. Along with lending practices and inadequate health care and other municipal services, land-use regulations have left minority and low-income communities more vulnerable to asthma, obesity, diabetes, and other chronic health conditions. As the “father of environmental justice” Robert Bullard observes, “Zip code is the most potent predictor of an individual's health and well-being.”

Amid the COVID-19 pandemic, that fact has become all the more evident. By

mid-April, the CDC found that Black people accounted for 33 percent of those hospitalized with COVID-19—but only 13 percent of the U.S. population. At the same time, data from major metropolitan areas like New York City, Chicago, and Milwaukee showed that Black and Latinx residents were dying at double the rate of white people. Experts, including Surgeon General Jerome Adams, have attributed these outcomes to neighborhood and health inequities.

### A healthier future

While land-use regulations contribute to chronic health problems and inequities, they could also combat these ills. Planning's recent movement toward sustainable development and smart growth principles—mixed land uses, walkable neighborhoods, and transit-oriented development—has placed a renewed emphasis on public health, which could help communities become more resilient to sudden threats like pandemics.

COVID-19 further highlights the dire consequences of antiquated and discriminatory land-use regulations—and provides an opportunity for communities to evaluate the public health ramifications of their built environment. Many state and local governments have repurposed empty venues and hotels into makeshift hospitals and housing for vulnerable populations. And given that plans to “reopen the economy” rely heavily on widespread testing infrastructure and continued social distancing, local officials will need to identify any changes to land-use regulations that can address demands like restricted occupancy.

While the full impacts of the pandemic remain to be seen, land-use decisions will be central to the ways we begin to form our new “normal.”

*Chelsea Marx is an attorney in the Real Estate Practice Group at Otten Johnson Robinson Neff + Ragonetti PC in Denver. She received the 2019 Rocky Mountain Land Use Institute/Sturm College of Law Student Award for academic achievement and community service in the sustainable development field. This column was adapted with permission from an article that originally appeared on [ottenjohnson.com](http://ottenjohnson.com).*



A **temporary parklet** is use of a city street (street parking or curb extension excluding passageways areas) for a dedicated limited time use such as a public use, social interaction, and passive or active recreation. Typical use is for outdoor seating for a restaurant, but use is not limited to that. The City of St. Helens requires a Temporary Parklet Permit to use street parking or curb extension excluding passageways.

A **Temporary Parklet Permit** does not allow use of public passageways such as sidewalks. **Public Passageway Permits** may allow use of the sidewalk area, such as sidewalk seating, and are addressed separately from Temporary Parklet Permits. If you have questions about the Public Passageway Permit, please contact the city. Typically, Public Passageway Permits are simpler than Temporary Parklet Permits.



The Temporary Parklet Permit allows potential use of the public right-of-way. For most eligible businesses, this is the abutting street parking area.

The purpose of this illustration is to show the general area parklets may be allowed, not specific locations for parklets, which can only be determined through the Temporary Parklet Application process in compliance with city standards.

The main point is parklets are not allowed on sidewalks or in travel lanes.

To obtain a Temporary Parklet Permit please read the information in this document and contact the city. There is an application form, fee, and a variety of information the city needs to approve Temporary Parklet Permits.



The parklet to the left is for a public use.



The parklets to the right and below are outdoor seating examples for businesses.

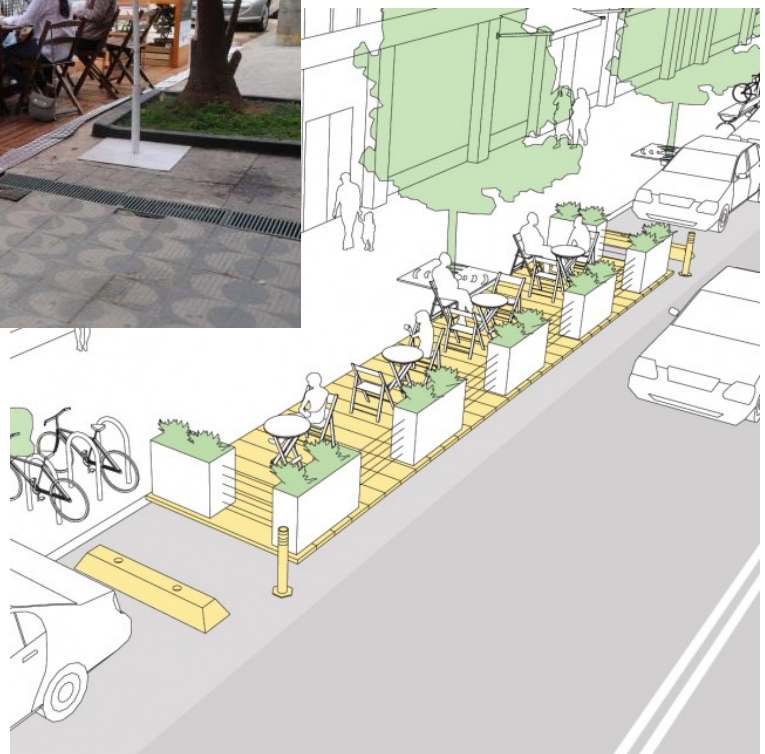


Illustration of typical parklet.



In the City of St. Helens parklet standards can be found in Section 18.12.190 of the St. Helens Municipal Code. The code can be found online: <https://www.codepublishing.com/OR/StHelens/>

Once an application is submitted to the city, various city departments review it to see if it complies with the standards. If approved, Temporary Parklet Permits are good for six months and can be renewed.

**Your first step?** You need to make sure the location for your proposed parklet meets the *location criteria*:

1. Temporary parklets shall only be allowed along nonresidential uses. Temporary parklets along and/or associated with residential uses are prohibited.
2. Temporary parklets are not permitted on streets where parking lanes become tow-away zones during morning or afternoon hours, in front of fire hydrants, in active bus zones, across driveways, or over manholes or public utility valves or covers.
3. The proposed site should be located at least one standard-size parking space in from a corner. Otherwise, a protected bollard, curb extension, or other similar feature as approved by the city must be present if located at the corner.
4. The proposed site should be located on a street with a speed limit of 25 MPH or less. Locations on streets with higher speeds will be considered on a case-by-case basis.
5. The street grade shall be less than five percent.

**Step two.** If the location meets the *location criteria* you can consider preparing a *detailed design document and plans packet*. This packet must include:

1. Parklet location and context plan
2. Detailed site plan
3. Elevations
4. Sections (profile drawings)
5. Renderings and perspectives (optional)
6. A completed right-of-way encroachment permit application form (additional fee may apply)
8. Community support documentation. **The applicant shall provide written support of the proposed temporary parklet from adjacent businesses and/or property owners.** Preferably, you can get written support from both, but only one is required for the application.
9. Temporary Parklet Permit form
10. Temporary Parklet Permit fee

Please note these drawings are conceptual. If the application is approved, final construction drawings, as applicable, will be required.

You are recommended to use a design professional for assistance. There are many standards that apply to the design of the proposed parklet that the city needs to review to approve a permit. A design professional may help you navigate these standards more easily. **The standards can be found in Section 18.12.190(3) of the St. Helens Municipal Code.**

**Step three.** Once your application is complete, submit it to the city. If there is something missing, the city will contact you. An incomplete application will delay processing.

**Step four.** City processes and reviews the permit. In addition to reviewing the plans and other materials provided, business and property owners within the immediate vicinity of the proposed temporary parklet will be notified and will have the opportunity to submit comments within 14 days.

These comments will be considered in the city's evaluation of the application. City recommends reaching out to potentially affected business and property owners before submitting an application to the city to help avoid surprises.

**Step five.** If the application is approved, you will need to provide finalized construction drawings for city review. Once those plans are reviewed and approved, the city will schedule a preconstruction site visit.

**Step six.** You need to provide at least \$2,000,000 in liability insurance naming the city as additional insured and any final permits or authorizations are provided to the city.

**Step seven.** You construct and enjoy your parklet. You must notify the city within 48 hours of completing construction to schedule a post-construction site inspection.

### Things to remember:

- The parklet must be installed within 90-days of permit issuance, otherwise, the permit becomes void.
- The parklet facility must be swept daily and debris removed from under and around the platform, as applicable, a minimum of once a week.
- Temporary Parklet Permits can be revoked if being conducted contrary to city standards or are unsafe.
- Temporary Parklet Permits are valid for up to six months. Extensions are possible in increments not to exceed six months.
- If a temporary parklet permit becomes void due to revocation, expiration or otherwise, the related improvement shall be immediately removed, and the location restored to its original condition.





## CITY OF ST. HELENS PLANNING DEPARTMENT

**M E M O R A N D U M**

**TO:** Sharon Darroux, Engineering Project Manager  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Planning data and information for the City's Sanitary and Stormwater Master Plan update efforts  
**DATE:** July 29, 2020

I have included the following based on the general categories listed, as requested by Keller Associates:

**City's current population growth projections**

- 2019 PSU Prelim Population Estimate. PDF format. This is the most recent annual report we get from PSU.

This website, <https://www.pdx.edu/prc/population-reports-estimates>, has information too.

- PSU Columbia\_Report\_2017\_Final (2017-2067 forecast). PDF format. This is the most recent completed Countywide forecast and includes St. Helens.

**Existing/future land use**

- Housing Needs Analysis (Attachment A). PDF format. This is attachment A to adoption Ordinance No. 3244 (August 2019). It includes residential buildable lands inventory and other information that may be useful, especially since it is only a year old.
- BLI-HNA (2019) Data. File. Shapfile and related GIS data from the Housing Needs Analysis effort. May be useful.

**Anticipated development densities**

- CSH Zoning. GIS shapefile. Any property within city limits is zoned as shown by this shapefile.

Zoning is a key factor for density as it controls maximum densities. Density allowed and other zoning standards can be found in the City's municipal code, which is available online:

<https://www.codepublishing.com/OR/StHelens/>

Zoning can be found in Chapter 17.32.

- CSH Cmpln (in). GIS shapefile. This is the Comprehensive Plan designation of the properties within city limits. The City has a separate zoning and comprehensive plan map. Comprehensive Plan designations determine zoning. Since the zoning shapefile is also provided, this may not be as relevant.

Comprehensive Plan designations can be found in Chapter 19.12 of the St. Helens Municipal Code.

- CSH Cmpln (out). GIS shapefile. This is the Comprehensive Plan designation of the properties within St. Helens urban growth boundary, but outside city limits. This is important for density assumptions as when annexed, the city determines the zoning based on the designation.

Zoning determined density. Note in some cases, there are multiple zoning options, which makes assumptions tougher.

Comprehensive Plan designations can be found in Chapter 19.12 of the St. Helens Municipal Code.

- Cmp Pln Qik Rfr (notes as of 07292020). PDF format. This is a reference table I created back in 2008 with notes based on changes since then. It is a quick reference for what zonings are possible based on the underlying Comprehensive Plan designation. This may help with density calculations for properties outside of city limits but within the urban growth boundary.

### Anticipated growth areas

- Fig7-07 Roadway Plan. PDF format. Figure 7-7 is from the City's Transportation Systems Plan (adopted in 2011) and shows proposed collectors. These are substantial road connections that do not exist but are planned to, generally.
- SHIBP Parcelization Report-2020-07-22. PDF format. This is less than a month old at the time of this memo. It is the parcelation plan for the Boise mill site that the City purchased. Sanitary sewer infrastructure is needed in this area and is lacking due to the Mill's unique direct connection to the municipal treatment lagoon, something DEQ will not allow for new uses. This is a targeted industrial growth area for the city.
- 20591-ST HELENS-PARCELIZATION PLAN-2020-07-22. PDF format. This is a better version of the parcel plan page itself within the SHIBP Parcelization Report-2020-07-22 noted above.
- City Limits (area). GIS shapefile. Self-explanatory.
- CSH UGB. GIS shapefile. This is the City of St. Helens Urban Growth Boundary. It hasn't changed much since originally adopted. I think it was only expanded once since its original adoption. It's the only one I've found in the last 13 years. That expansion was around 1990 and this shapefile includes that.

If the consultants need the finding from the UGB expansion report, we could provide what we have, but being from 1990, I don't know how valuable it would be.

- Final Framework Plan (no appendices). PDF format. The is the adopted in 2016 for industrial (former will) property the city purchased and has since rezoned. This is a targeted non-industrial growth area for the city.
- 6019 20180815 Graystone Land Use Plans. PDF format. This is a subdivision (78 residential lots and 2 commercial lots) that is in process but not platted yet.
- 2019.11.05 – TwinberryGrovePreappMaps. PDF format. This is a potential subdivision. City staff had met and discussed development with the property owners, though, we do not have any application to divide the property to date.
- Clark NE 8th - PreApp Plan Submitted 7-26-19. PDF format. This is a potential subdivision. They have done some land clearing which turned into a wetlands impact violation with the State. City staff had met and discussed development with the property owners, though, we do not have any application to divide the property to date.

## Jacob Graichen

---

**From:** DUNCAN Michael W <Michael.W.DUNCAN@odot.state.or.us>  
**Sent:** Thursday, August 13, 2020 11:21 AM  
**To:** Jacob Graichen; Jennifer Dimsho  
**Subject:** RE: [Email from external sender] St. Helens TGM Closeout Requirement; Riverfront Connector Plan Closeout Letter

Thanks Jacob!

It was a pleasure working with you, Jenny, and all the other city staff on this. It was one of those projects where both local staff and the consultant team were top notch. That and the community and local leadership were highly engaged. Really a great project. Glad the TGM program could help!

Stay well.

Best,  
 Michael

Michael W. Duncan | Senior Region Planner, TGM Grant Manager  
 Transportation and Growth Management Program  
 Oregon Department of Transportation, Region 2  
 350 W. Marine Drive | Astoria, OR 97103  
 C: 503.710.1781 O: 503.325.7224  
[michael.w.duncan@odot.state.or.us](mailto:michael.w.duncan@odot.state.or.us) | <http://www.oregon.gov/lcd/tgm>

---

**From:** Jacob Graichen <jacob@ci.st-helens.or.us>  
**Sent:** Thursday, August 13, 2020 10:05 AM  
**To:** DUNCAN Michael W <Michael.W.DUNCAN@odot.state.or.us>; Jennifer Dimsho <jdimsho@ci.st-helens.or.us>  
**Subject:** RE: [Email from external sender] St. Helens TGM Closeout Requirement; Riverfront Connector Plan Closeout Letter

Michael,

Yeah, I thought I did a final letter too. Honestly, with all the development in town, it was a terrible time for long range planning. But we got through it.

See attached final letter. Thank you for your help with this. This plan is very important for this City.

jacob

---

**From:** DUNCAN Michael W <[Michael.W.DUNCAN@odot.state.or.us](mailto:Michael.W.DUNCAN@odot.state.or.us)>  
**Sent:** Tuesday, July 7, 2020 1:44 PM  
**To:** Jennifer Dimsho <[jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)>  
**Cc:** Jacob Graichen <[jacob@ci.st-helens.or.us](mailto:jacob@ci.st-helens.or.us)>  
**Subject:** [Email from external sender] St. Helens TGM Closeout Requirement; Riverfront Connector Plan Closeout Letter

Hi Jenny

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** August Planning Department Report  
**Date:** Tuesday, August 25, 2020 8:55:48 AM

---

Here are my additions to the August Planning Department Report

## GRANTS

1. **DLCD 2019-2021 Technical Assistance Program** – Grant contract with DLCD authorized to prepare a *Boise White Paper Industrial Site Master Plan* which will include a parcelization framework and an infrastructure finance planning for the former mill site. Received final Parcelization Plan! Kicked off Infrastructure Funding Plan with EcoNW. Working on summarizing available revenues sources and potential revenue sources.
2. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with two tennis flex courts and one flex sport court, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021. Assisted Sue in publishing our Invitation to Bid and Contract Document for the courts on 8/13! Bid closes on 9/3. Public Works has begun demolition of the old courts and the fence removal. They will begin piping stormwater ditch and preparing for parking lot improvements.
3. **Oregon Community Foundation – Nike Impact Fund – 5th Street Trail Project** – This project has been completed thanks to Public Works and the Columbia River Youth Corps! We surveyed one property corner close to the trail and PW will construct some type of permanent barrier. PW to install trail signage.
4. **EPA – CWA Grant Program** – Project to be closed out by September 2020. South 80 follow up sent to DEQ. 50 Plaza Square report complete. Final Public Meeting scheduled for September 16 at 6 pm before City Council. Final project to be completed by September 2020.
5. **CDBG- Columbia Pacific Food Bank Project** – Construction documents complete. Building Permit application submitted week of 3/24. Bid documents reviewed by State and legal counsel. Planned bid period is for July because of pandemic and building permit comments. Building Permit comments are being addressed by Lower Columbia. Private sewer easement needed from abutting property owner. Legal counsel provided a template, Jacob to assist with a legal description/exhibit for the easement.
6. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Kicked off engineering with David Evans. Survey/topo complete. Construction timeline provided by David Evans.
7. **Business Oregon – Infrastructure Finance Authority** – Worked with John Walsh, Sue Nelson, and Matt Brown (for cost estimations) to prepare an Project Intake Form and required attachments to apply for a low-interest loan to cover initial public investments (water, sewer, streets, public access) on the Riverfront District development site. We will be invited for a full application in September/October with final review/approval by the board expected in December 2020.
8. **Scappoose Bay Watershed Council (SBWC) Oregon Watershed Enhancement Board (OWEB) Grant** – SBWC submitted a grant through OWEB's small grants program on behalf



of the City to do pay for a crew to do invasive ivy and blackberry removal and purchase native plants for the 5<sup>th</sup> Street Trail and Nob Hill Nature Park. We provided a letter of support and grant review. The City will contribute in-kind project management, and Friends of Nob Hill Nature Park will contribute in-kind labor planting, watering, and mulching new plants. Thanks to the SBWC Coordinator, Dana Pricher, for working on this for us!

## MISC

9. Millard Road entry sign RoW application submitted to ODOT/ODOT rail to approve the location. ODOT looking at alternative locations. Ramsay Signs provided a cost estimate.
10. Scheduled URA meeting for 9/2 to discuss a major amendment to amend the boundary in order to kickstart agency revenues. Worked with consultants to prepare boundary amendment documents and a timeline for completing the boundary amendment.
11. Working on soliciting architectural/design services with historic preservation expertise for the Bennet Building (Water/Court Department).
12. Working with the Wellness Committee on a City-wide volunteer program to repair surplus Police Department bicycles for a community bicycle and helmet giveaway. Parks & Trails Commission dedicated funds to kickstart the program at their 8/10 meeting. Received approved from City Council to move forward at their 8/19 meeting.
13. Solicited sample Request for Qualifications from variance landscape architecture firms to assist staff in preparation for a Riverwalk Phase I RFQ. Met with 3 different firms to discuss project scope. 2 more firms requested introductions to the project – will schedule discussions with them in September.
14. Attended final Municode training, which is the new public meetings agenda/packet generator software that will replace Granicus.
15. Updated the City's website with all new land use applications for the new City's URL change to [www.sthelensoregon.gov](http://www.sthelensoregon.gov).
16. Facilitated inter-Department review of the City's first parklet application.
17. Participated in a small documentary filming on Oregon brownfields being created by MFA for the next Brownfields Conference.

Jenny Dimsho, AICP  
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: 8/3/2020

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

Signature: [Signature]  
Date: 8-5-20

## RESIDENT BUSINESS – RENEWAL 2020

- Zwinkers 2<sup>nd</sup> Hand Dealer

## RESIDENT BUSINESS – NEW 2020

- \*Godelbrot Inc Consulting
- Pacific Northwest Martial Arts Academy Martial Arts School
- \*Zambuki, LLC Digital Marketing

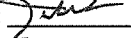
## NON-RESIDENT BUSINESS - 2020

- None

# BUSINESS LICENSE REPORT

City Department Approval: 8/20/2020

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

Signature:   
Date: 8-20-20

## RESIDENT BUSINESS – RENEWAL 2020

- None

## RESIDENT BUSINESS – NEW 2020

- |                           |                                    |
|---------------------------|------------------------------------|
| • *Bangkok Rush LLC       | Manufacturing Sauces               |
| • Bigfood Cart & Brew LLC | Onsite Beer & Alcohol for cart pod |
| • CCPOD LLC               | Commercial Space Rental            |
| • Endless Sound           | Secondhand Dealer                  |
| • *Syncquility            | Online Community                   |

## NON-RESIDENT BUSINESS - 2020

- |   |                            |
|---|----------------------------|
| • All Fuel Installation                     | Mechanical Contractor      |
| • Birch Media S2 LLC                        | Digital Content Production |
| • Canby Drywall                             | Drywall Contractor         |
| • Chad E Davis Construction LLC             | Home Builder               |
| • Columbia Allied Services                  | HVAC                       |
| • Coolsys Commercial & Industrial Solutions | Refrigeration Remodel      |
| • Houz Framing Contractors LLC              | House Framing              |
| • Legacy Heating LLC                        | HVAC Install               |

## Miscellaneous - 2020

- |                          |                     |
|--------------------------|---------------------|
| • Motel 6, RV & Studios  | Change in ownership |
| • Village Inn Restaurant | Change in ownership |