



## COUNCIL WORK SESSION

Wednesday, November 03, 2021 at 1:00 PM

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### COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Patrick Birkle  
Councilor Stephen R. Topaz  
Councilor Jessica Chilton

### LOCATION & CONTACT:

HYBRID: Council Chambers and Zoom (details below)

Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)

Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)

Phone | 503-397-6272

Fax | 503-397-4016

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## AGENDA

### CALL WORK SESSION TO ORDER

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

**DISCUSSION TOPICS** - *The Council will take a break around 3:00 p.m*

1. Waste Connections (Hudson Garbage) Request for Christmas Promise Contribution for Kids Bike Build Program - *Malinda Jones*
2. Review of Sewer & Stormwater Master Plans - *Peter Olsen & Emily Flock, Keller Associates*
3. Review Proposed Equivalent Dwelling Unit (EDU) Code Changes – *Matt Brown & Steve Donovan*
4. Strategic Action Plan Updates
5. City Administrator Report - *John Walsh*

### ADJOURN

### EXECUTIVE SESSION

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

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

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

**FOR YOUR INFORMATION**

## Upcoming Dates to Remember:

- November 3, 1:00 p.m., Council Work Session, Council Chambers & Zoom
- November 3, 6:45 p.m., Council Public Hearings, Council Chambers & Zoom
- November 3, 7:00 p.m., Council Regular Session, Council Chambers & Zoom

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

- PH: November 3, 6:45 p.m., Annex 58241 S. Division Road (McPherson)
- PH: November 3, 6:50 p.m., Annex 35285 Millard Road (Columbia Soil & Water Conservation District)
- PH: December 1, 6:30 p.m., Annex 35480 E. Division Road (Hughes)
- PF: December 1, 6:00 p.m., Public Safety Facility Community Engagement Forum
- PH: December 1, 6:40 p.m., Annex 58471 Columbia River Hwy (Patel)
- PH: December 1, 6:50 p.m., Annex 58284 Old Portland Road (Port of Columbia County)

**VIRTUAL MEETING DETAILS**

Join Zoom Meeting: <https://us06web.zoom.us/j/85191066521>

Meeting ID: 851 9106 6521

Dial by your location: 1 253 215 8782

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The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.



FROM: **Hudson Garbage Service**

DATE: 9/15/2021

RE: Waste Connections Christmas Promise Contribution

It's that time of year again! **Hudson Garbage Service/WCI** is preparing for its annual bike building event.

This year marks our 6th anniversary for this event. Last year we delivered 124 bicycles to children within Columbia County. The children that received these gifts believe they experienced a miracle - a miracle that you helped make possible.

We would like to set another record again this year and we need your help to do this. Please help us with a contribution. Your generosity is the lifeblood of this program. We wouldn't be able to do this without your support.

If this is your first year of getting involved, we hope it brings you the same Christmas joy it gives us and the kids who receive the bikes. If you have supported us in the past – thank you again for your support!

Please make your checks payable to "Waste Connections Christmas Promise." To ensure timely ordering of bikes we would like to receive your contribution by **11/15/2021**

**Mail To:**

Hudson Garbage Service  
PO Box 1002  
St Helens, OR 97051

**Credit Card Payment:**

Call the Hudson Office at  
503-397-1534

If you have any questions about contributions, please don't hesitate to ask:

**Kan Tumlinson 971-328-2277, Michelle Millar 503-913-8016, Larry Wanner 971-225-8426, Hudson Office 503-397-1534**

Thank you!

# HUDSON'S 2021 CHRISTMAS BIKE BUILD



IN 2020 HUDSON GARBAGE AND THE GENEROUS CITIZENS OF COLUMBIA COUNTY RAISED ENOUGH MONEY TO PURCHASE A TOTAL OF 124 BIKES AND HELMETS FOR OUR LOCAL CHILDREN.

HUDSON GARBAGE IS COMMITTED TO BRINGING CHRISTMAS MORNING SMILES TO AS MANY OF OUR CHILDREN AS POSSIBLE. ANY DONATION WOULD BE GREATLY APPRECIATED.

THANK YOU!!





# Stormwater Master Plan (SWMP) – City of St. Helens

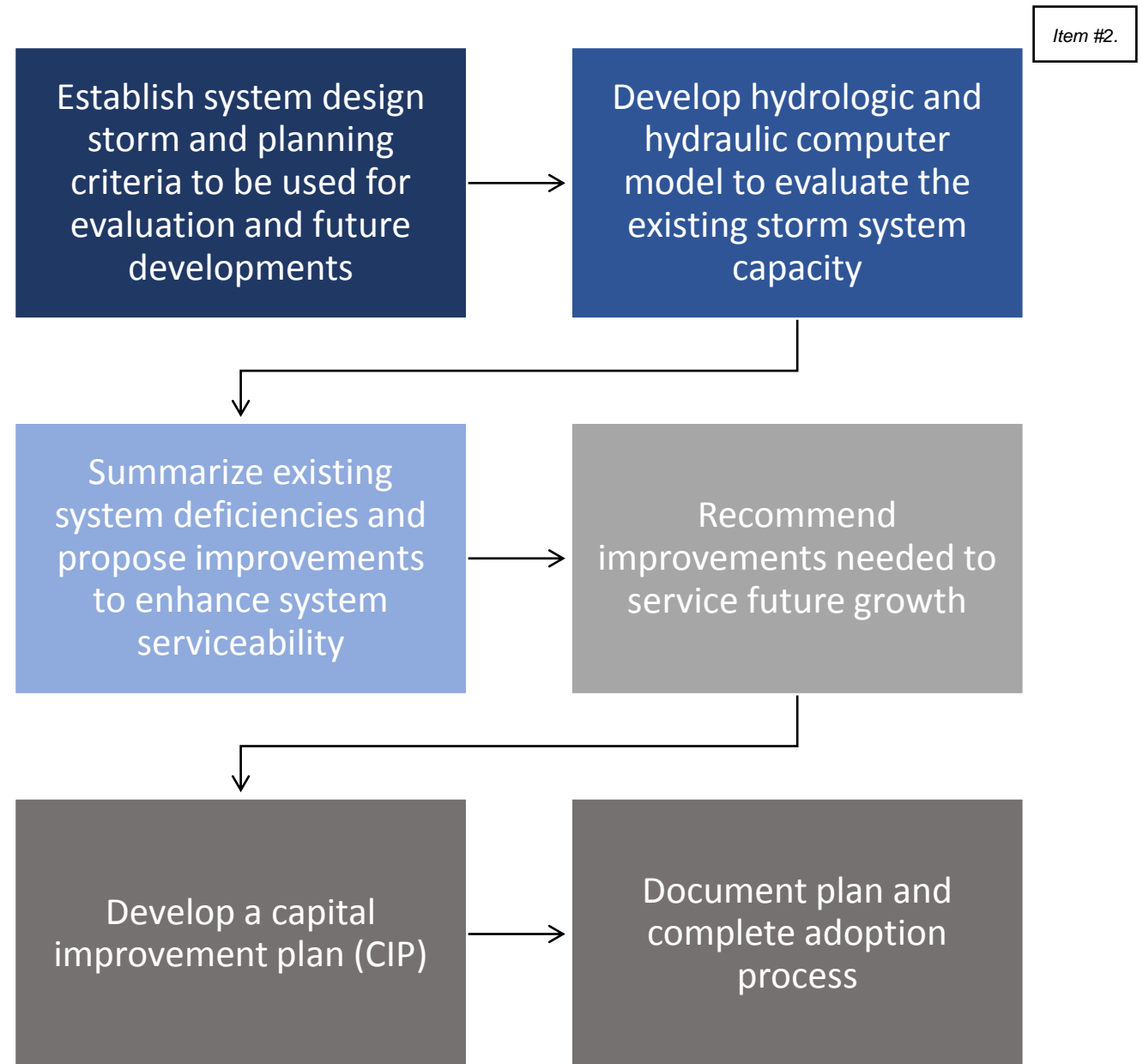
## City Council Work Session

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November 3, 2021



# Need and Purpose



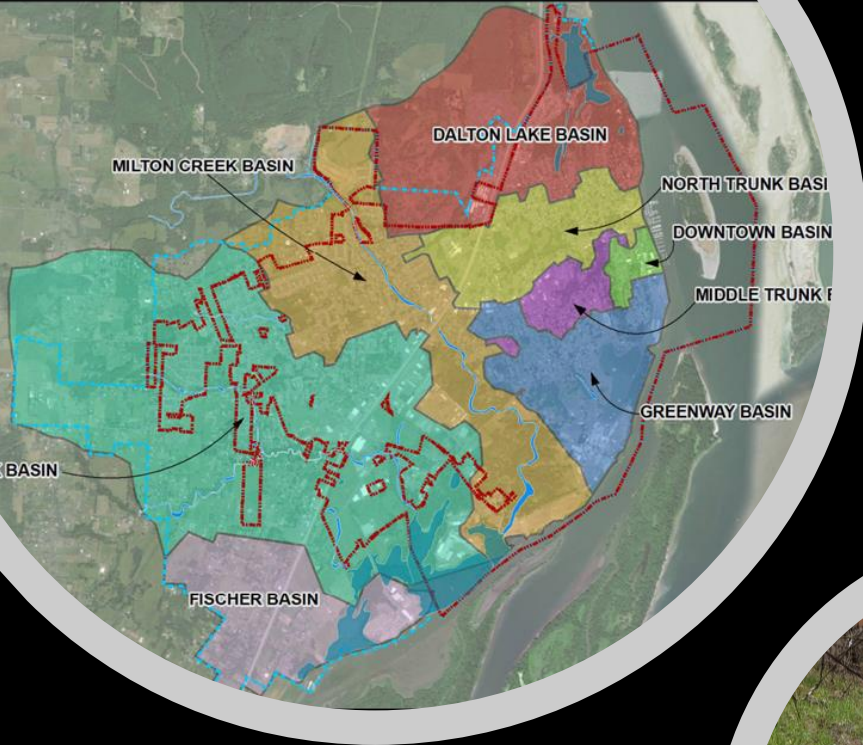
# Planning Criteria

Planning Criteria	St. Helens Recommended
Runoff Model Approach	NRCS TR-55
Storm Distribution	NRCS 1A
Min. $T_c$	5 minutes
24 hr. Storm Precipitation	NOAA
PVC "n" Value	0.013
Min. Pipe Diameter	12"
Minimum Freeboard in Open Channels (ft)	1
Minimum Freeboard in Detention Facility (ft)	1
Surcharging Allowed	To within 0.5 feet of the rim elevation
Design Storm for Conveyance	25-Year
Design Standards for Detention facilities on new developments	25-Year with overflow to bypass 100-Year

Storm Event	Precipitation (in) <sup>1</sup>
2-Year	2.0
10-Year	3.0
25-Year	3.5
100-Year	4.0

1) From NOAA Atlas 2, Volume 10.

- 25-Year Storm – Conveyance facilities (i.e. pipes, culverts, open channels)
- 25-Year Storm – Detention facilities
- For 2-, 5-, 10-year storms, post-development = pre-development peak flows
- For 25-year storm, 25-year post-development = 10-year pre-development peak flows



# Existing System

45 miles of gravity pipeline

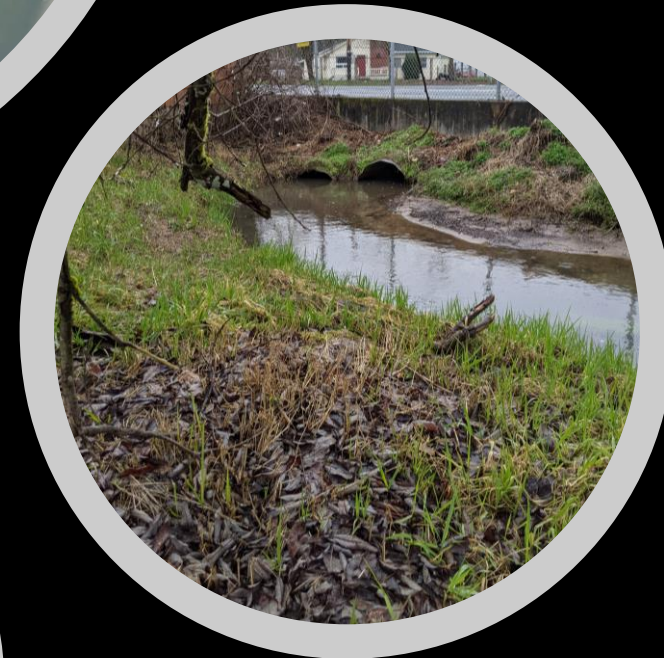
800 manholes

1,500 catch basins

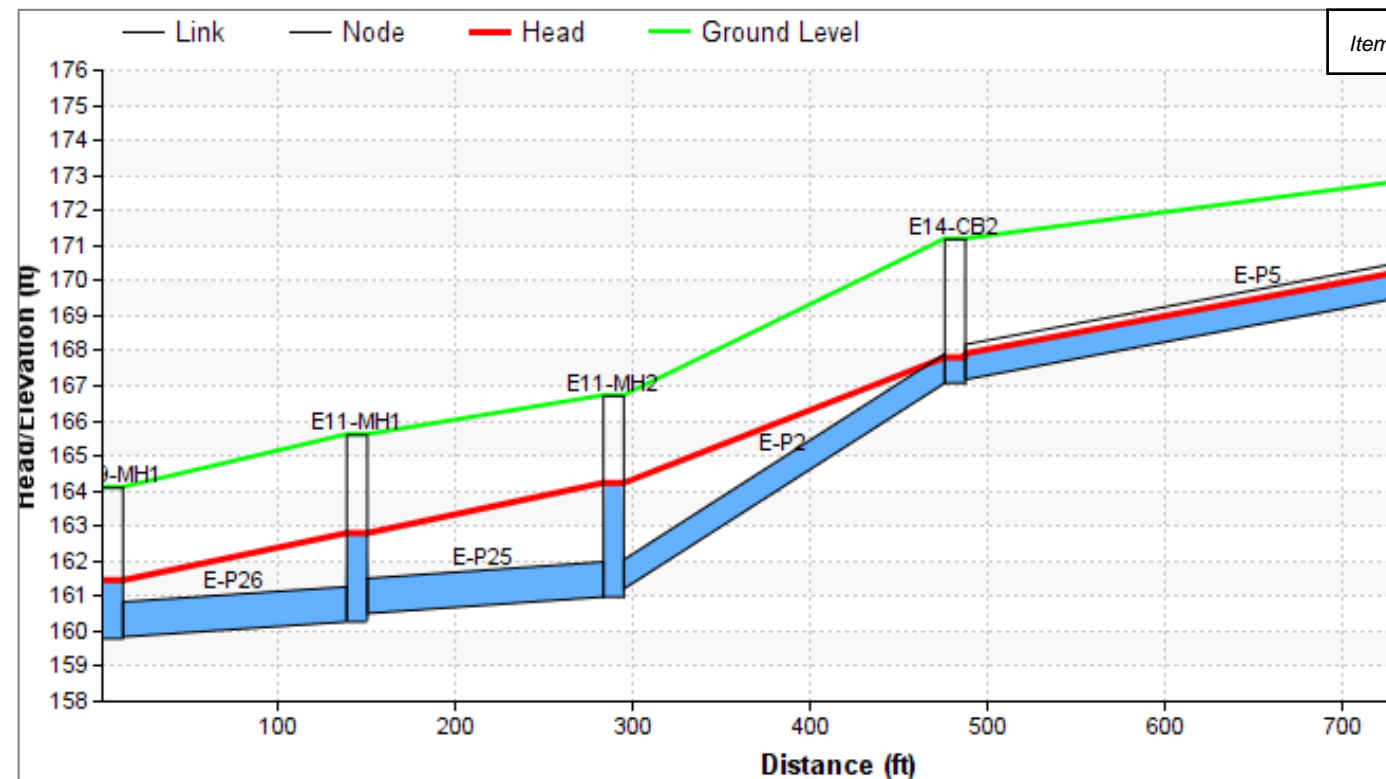
10 detention ponds

36 Outfalls

220 Sub-basins





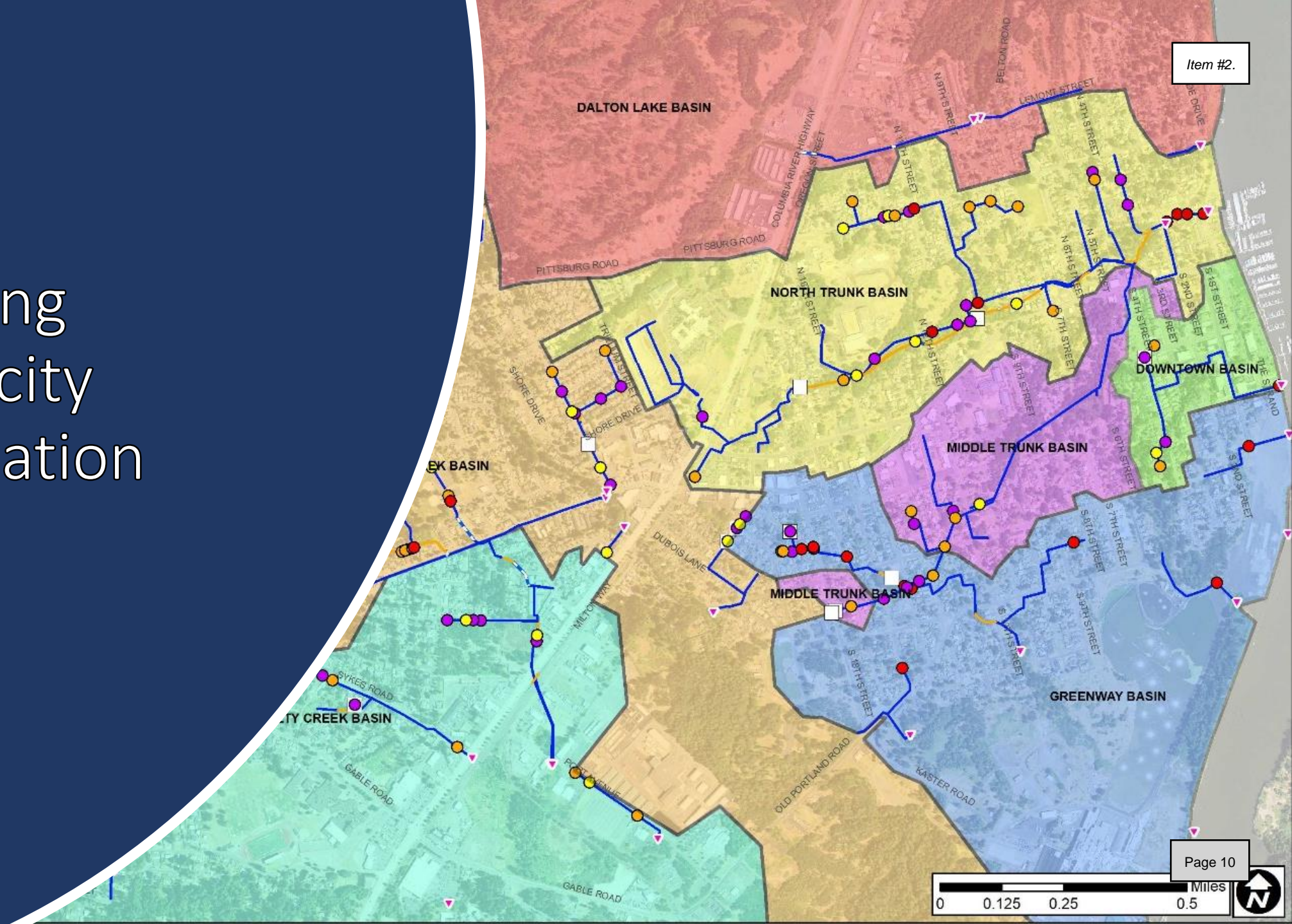


## Model Development

- NRCS TR-55 Hydrologic Methodology (typical for stormwater evaluations in western Oregon)
- Hydraulic model to evaluate existing capacities
- Flow monitoring completed for calibration process



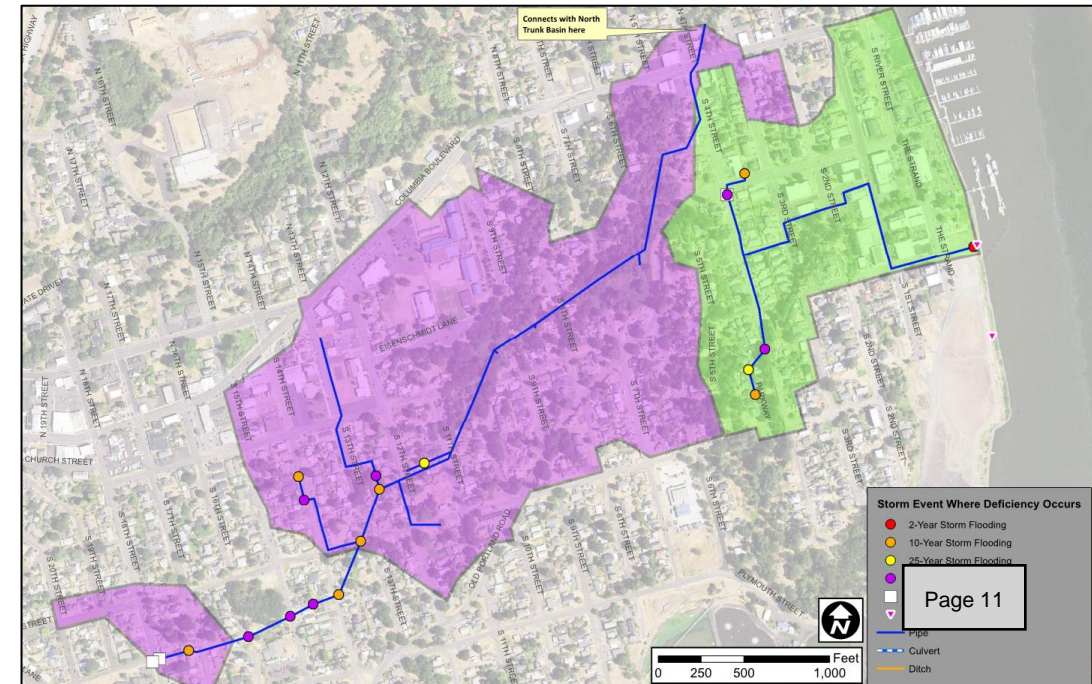
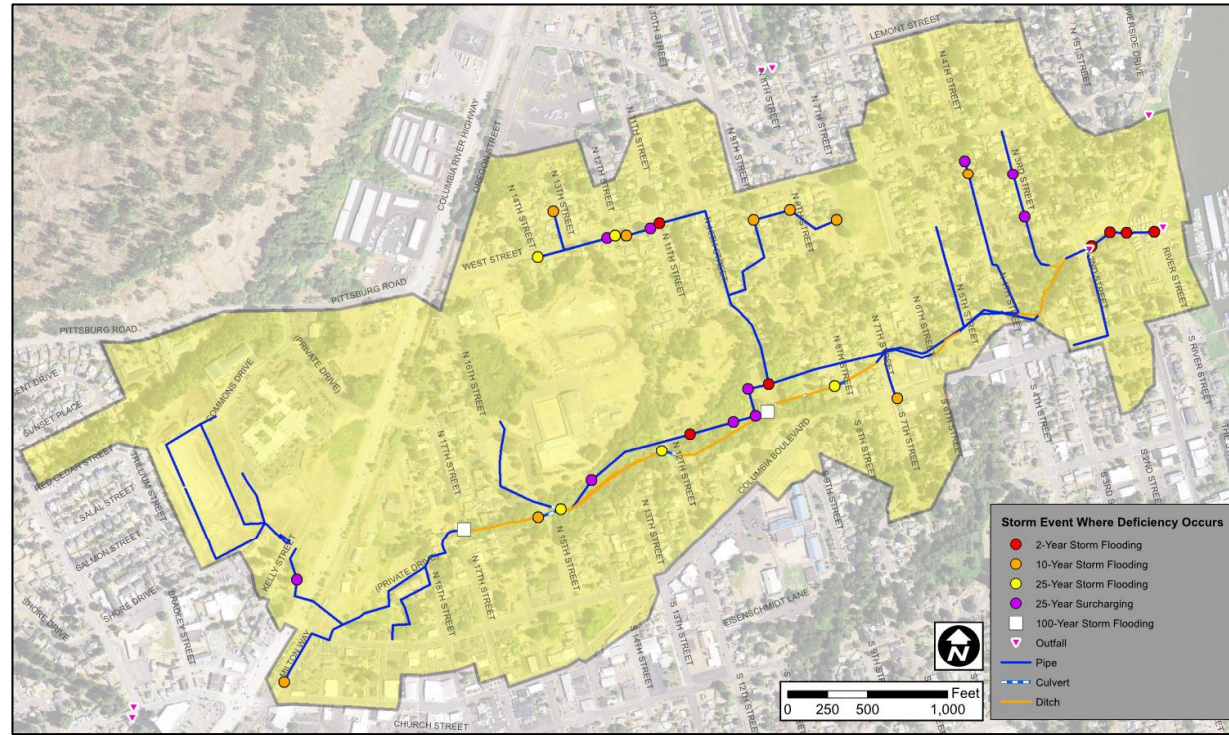
# Existing Capacity Evaluation





# North Trunk, Middle Trunk, and Downtown Basins

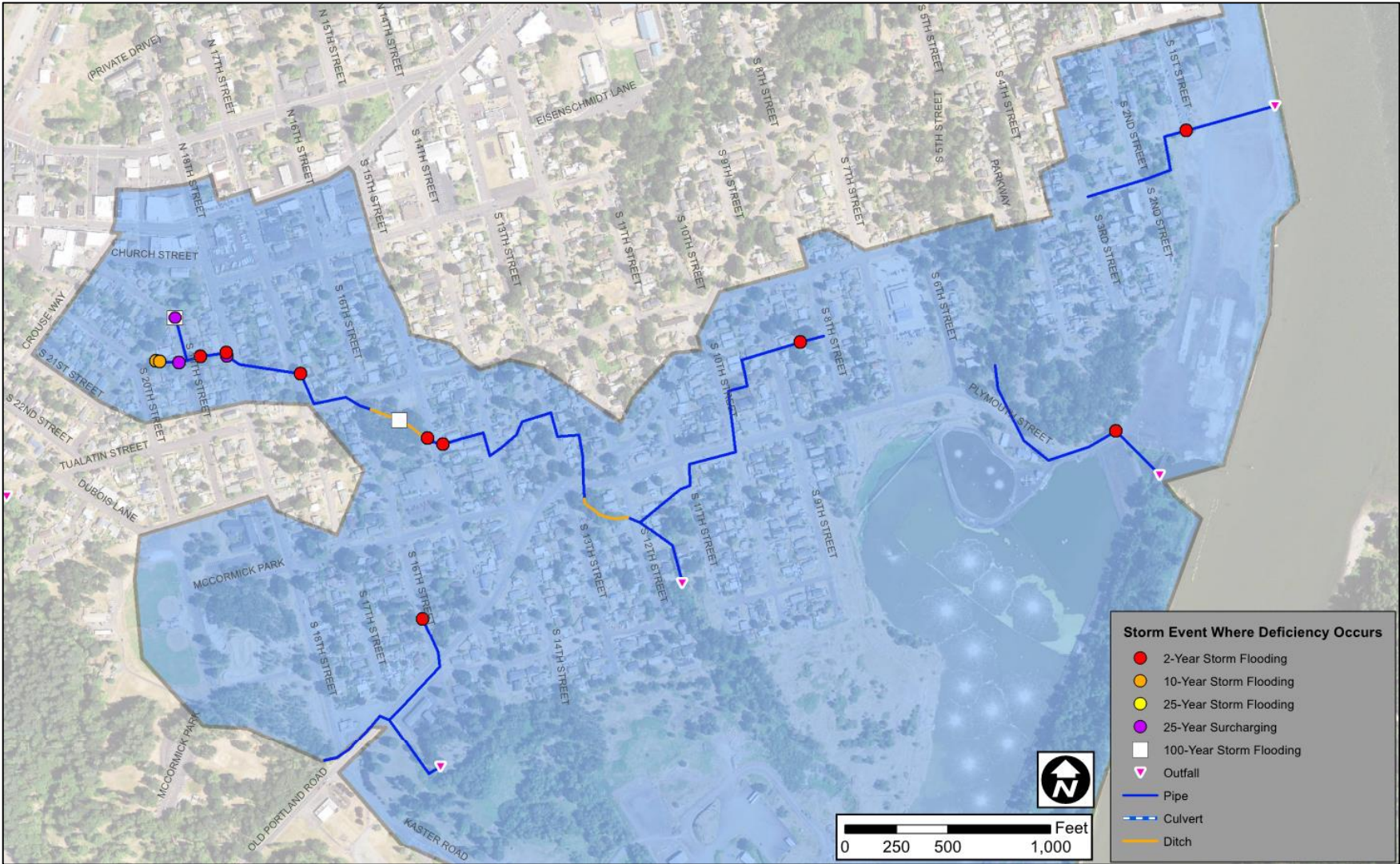
Item #2.



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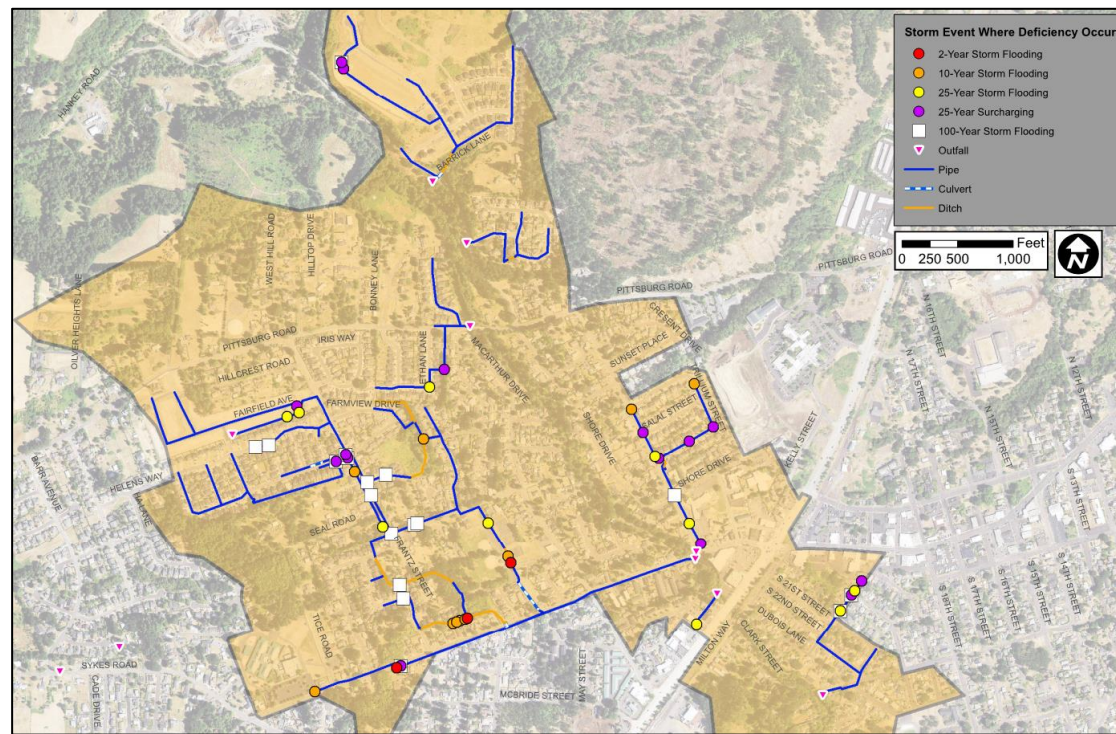


# Greenway Basin

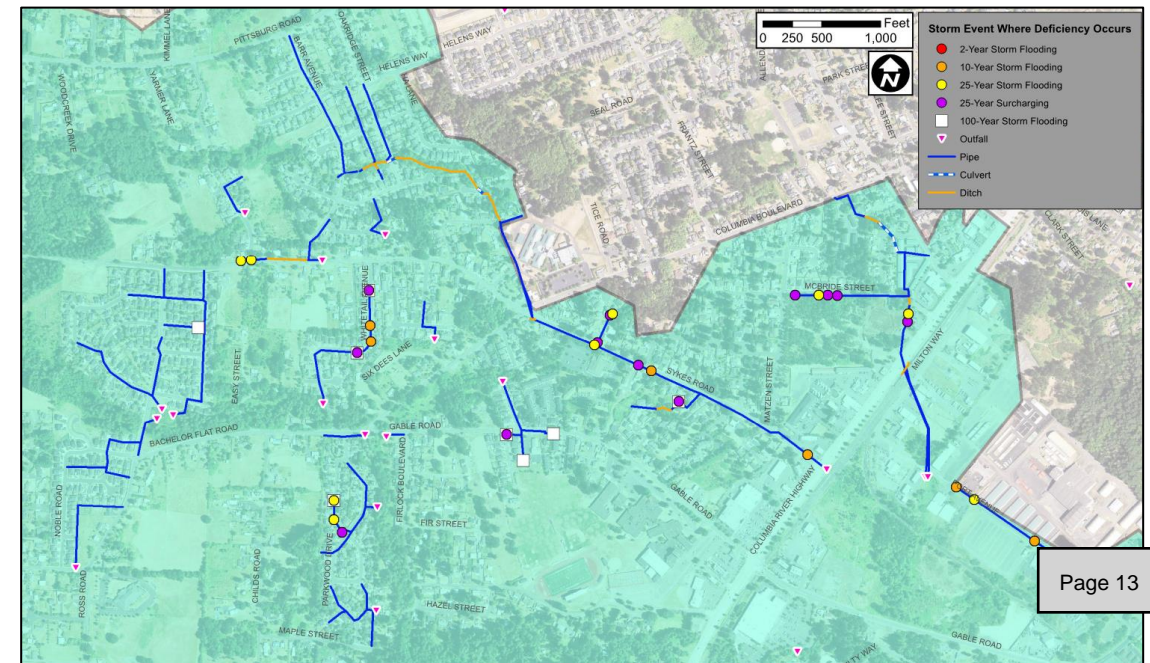




# Milton Creek and McNulty Creek Basin

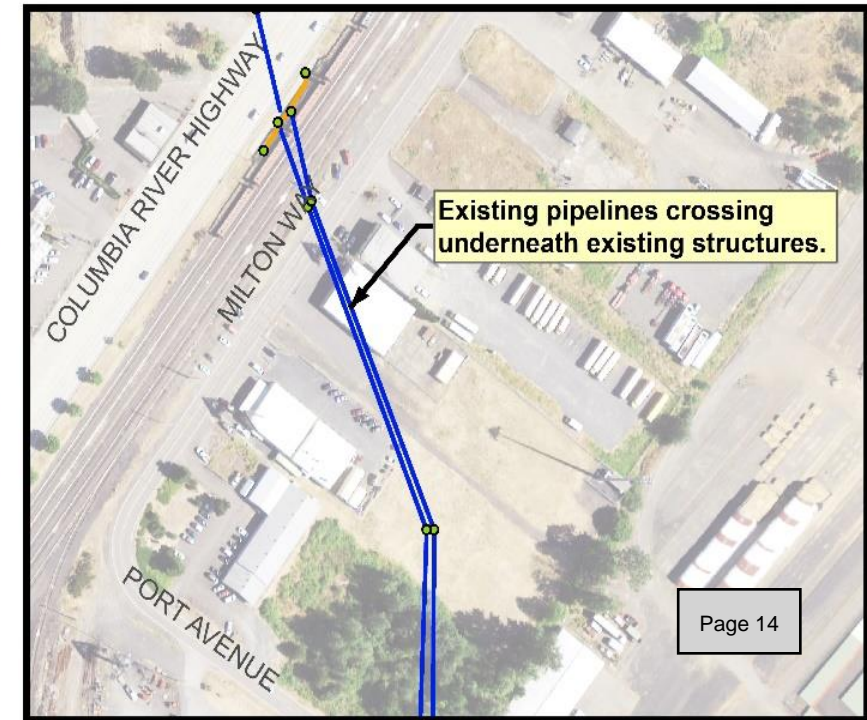
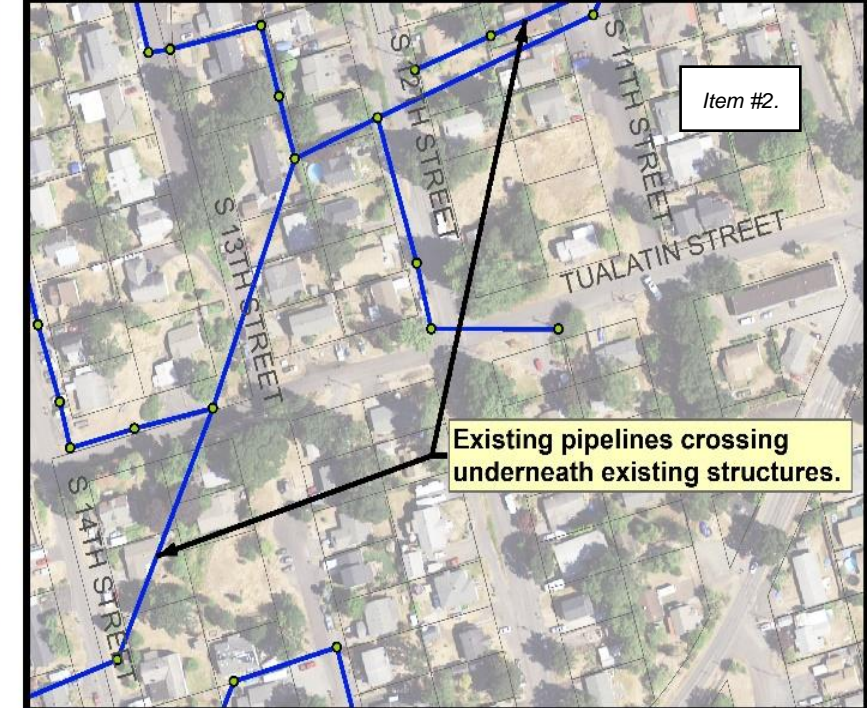
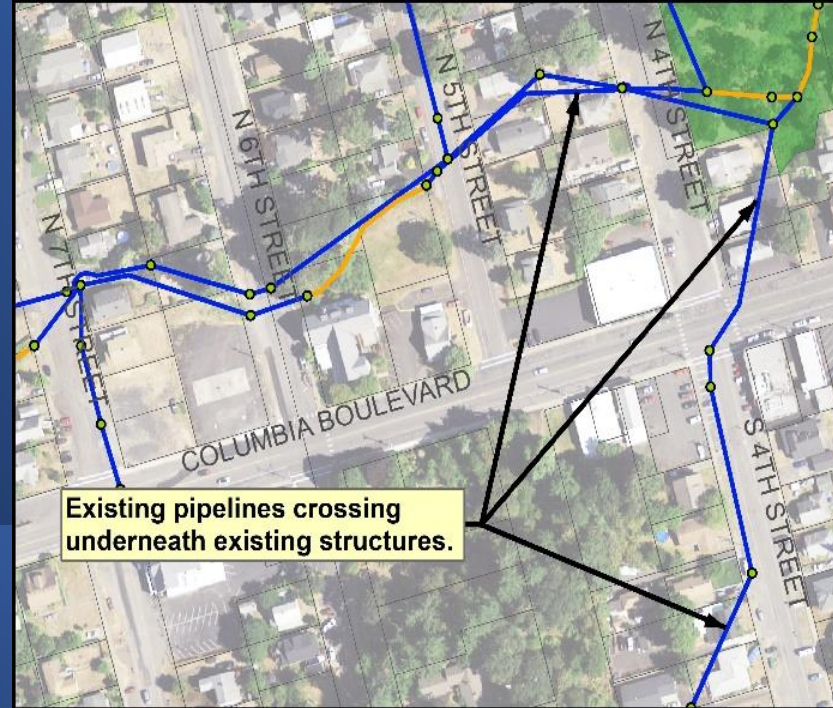


Item #2.





# Identified Potential Pipes under Structures











# Industrial Business Park

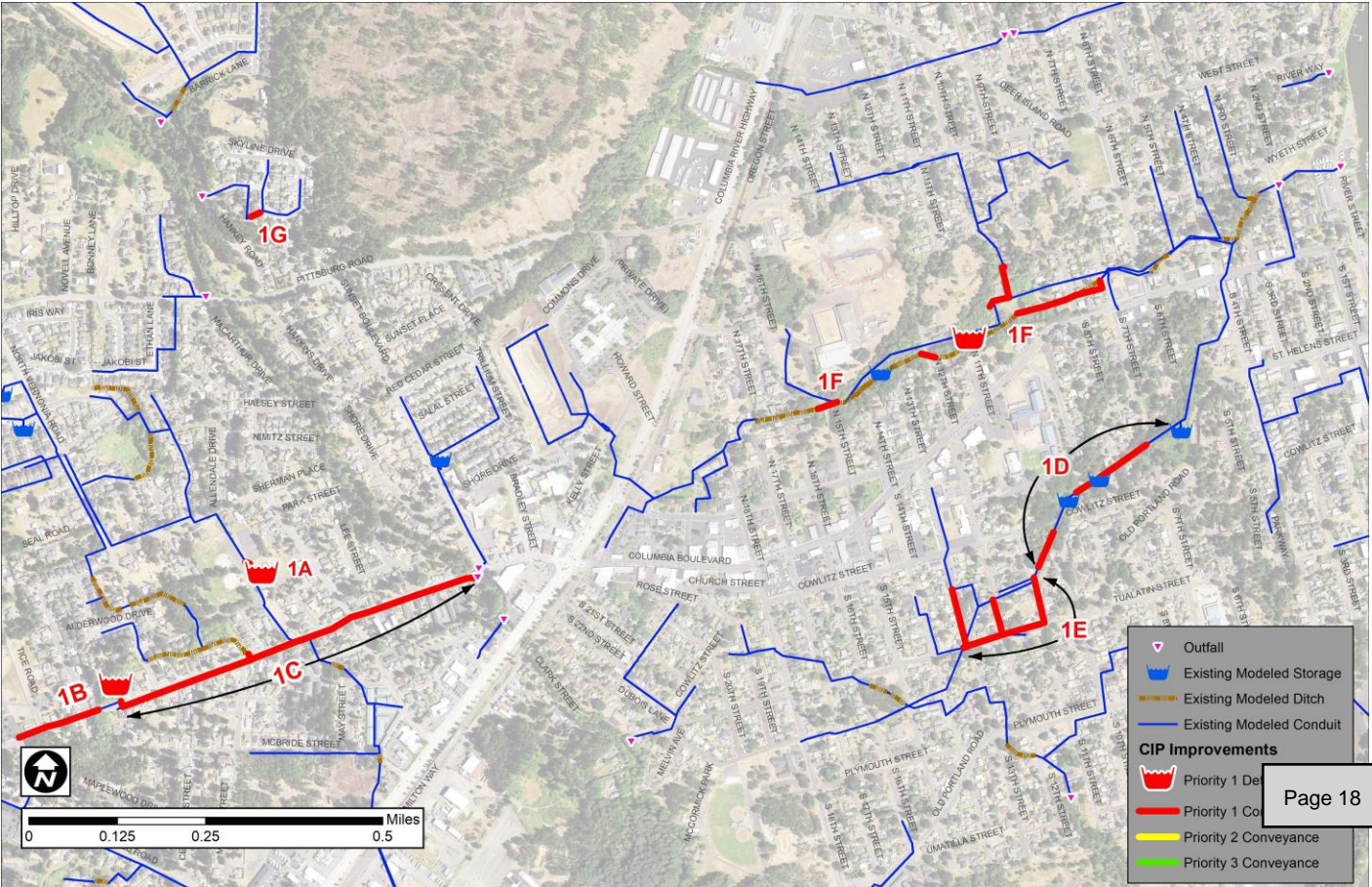
# Design Standards, Code, and Comprehensive Plan

- Clear triggers and requirements for water quality
- Promote BMPs and LIDs
- Specifics of drainage reports, engineering review, and approval of plans
- Detention facility requirements
- Hydrologic analysis requirements



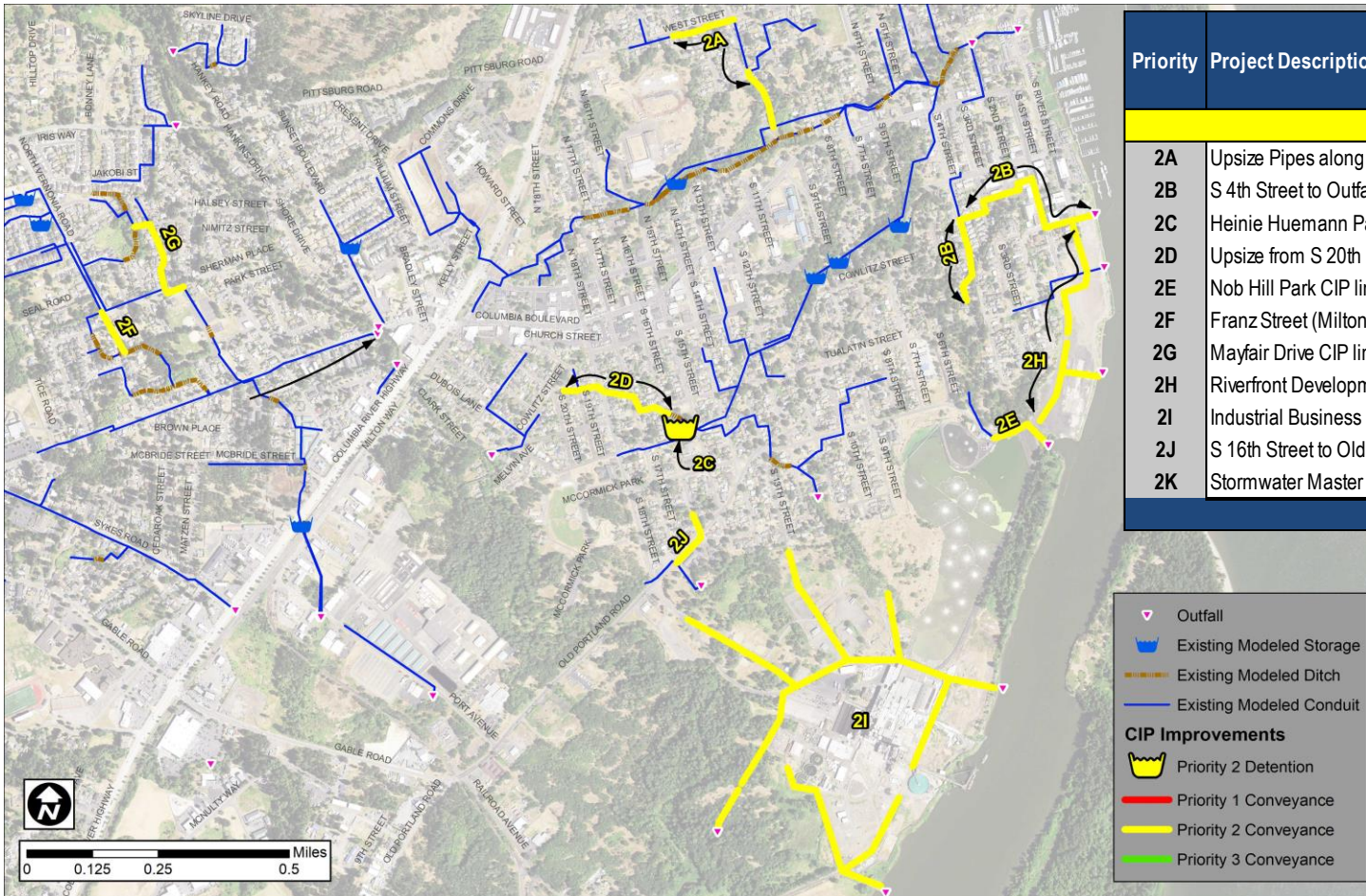
# Capital Improvement Plan – Priority 1

Priority	Project Description	Estimated Cost	SDC Eligibility	SDC Improvement Amount	Item #2. unt
1A	Campbell Park Detention Pond (Milton Creek)	\$300,000	0%	\$0	\$300,000
1B	Columbia Boulevard Detention Pond (Milton Creek)	\$1,100,000	66%	\$727,000	\$373,000
1C	Columbia Boulevard Upsize (Milton Creek)	\$2,800,000	14%	\$392,000	\$2,408,000
1D	Middle Trunk Detention Ponds and Piping	\$2,000,000	5%	\$103,000	\$1,897,000
1E	Upsize and Realign Tualatin Street (Middle Trunk)	\$5,000,000	14%	\$677,000	\$4,323,000
1F	Detention Pond and Piping Between N 12th and N 7th Street (North Trunk)	\$1,600,000	17%	\$269,000	\$1,331,000
1G	Steinke Drive Pipe Installation	\$60,000	0%	\$0	\$60,000
Total Priority 1 Improvement Costs		\$12,900,000	-	\$2,200,000	\$10,700,000





# Capital Improvement Plan – Priority 2



Priority	Project Description	Estimated Cost	SDC Eligibility	SDC Improvement Amount	City Amount
2A	Upsize Pipes along West Street and N 10th Street (North Trunk)	\$1,400,000	0%	\$0	\$1,400,000
2B	S 4th Street to Outfall CCTV Inspection (Downtown)	\$20,000	0%	\$0	\$20,000
2C	Heinie Huemann Park Detention Pond (Greenway)	\$200,000	26%	\$52,000	\$148,000
2D	Upsize from S 20th Street to Heinie Huemann Park (Greenway)	\$1,100,000	29%	\$318,000	\$782,000
2E	Nob Hill Park CIP lining (Greenway)	\$400,000	0%	\$0	\$400,000
2F	Franz Street (Milton Creek)	\$400,000	0%	\$0	\$400,000
2G	Mayfair Drive CIP lining and Upsize (Milton Creek)	\$400,000	0%	\$0	\$400,000
2H	Riverfront Development Stormwater Infrastructure	\$3,300,000	100%	\$3,300,000	\$0
2I	Industrial Business Park Stormwater Infrastructure	\$8,600,000	100%	\$8,600,000	\$0
2J	S 16th Street to Old Portland Road Upsize (Greenway)	\$500,000	0%	\$0	\$500,000
2K	Stormwater Master Plan Update	\$200,000	0%	\$0	\$0
<b>Total Priority 2 Improvement Costs</b>		<b>\$16,500,000</b>	<b>-</b>	<b>\$12,300,000</b>	<b>\$4,100,000</b>



# Capital Improvement Plan – Priority 3



Priority	Project Description	Estimated Cost	SDC Eligibility	SDC Improvement Amount	City Amount
3A	Upsize N 13th Street to West Street (North Trunk)	\$200,000	0%	\$0	\$200,000
3B	Upsize from 6th Street Ball Park to N 10th Street (North Trunk)	\$900,000	0%	\$0	\$900,000
3C	Upsize Milton Way at Street Helens Street (North Trunk)	\$600,000	75%	\$450,000	\$150,000
3D	Upsize N 7th Street from Columbia Boulevard to Trunkline (North Trunk)	\$400,000	0%	\$0	\$400,000
3E	Upsize N 4th Street south of West Street (North Trunk)	\$1,400,000	0%	\$0	\$1,400,000
3F	Upsize and Regrade along S 14th Street (Middle Trunk)	\$600,000	50%	\$298,000	\$302,000
3G	Upsize existing pipes from Heinie Huemann to Tualatin Street (Middle Trunk)	\$400,000	0%	\$0	\$400,000
3H	Street Helens Street to South 4th Street Upsizing (Downtown)	\$500,000	0%	\$0	\$500,000
3I	S 4th Street to Outfall Pipe Upsizing (Downtown)	\$2,400,000	0%	\$0	\$2,400,000
3J	Crouse Way Upsize (Milton Creek)	\$1,000,000	14%	\$137,000	\$863,000
3K	Eilertson Street (Milton Creek)	\$100,000	0%	\$0	\$100,000
3L	N Vernonia Road from Oakwood to Ava Court (Milton Creek)	\$400,000	0%	\$0	\$400,000
3M	Ethan Lane Upsizing (Milton Creek)	\$600,000	0%	\$0	\$600,000
3N	Sunset Boulevard to Outfall Upsize (Milton Creek)	\$800,000	0%	\$0	\$800,000
3O	Sunset Boulevard, Trillium Street and Salmon Street upsize (Milton Creek)	\$1,100,000	0%	\$0	\$1,100,000
3P	Sykes Road Upsize from Columbia Boulevard to Outfall (McNulty Creek)	\$2,700,000	0%	\$0	\$2,700,000
3Q	McBride Street Upsize (McNulty Creek)	\$600,000	0%	\$0	\$600,000
3R	Port Avenue Upsize (McNulty Creek)	\$900,000	0%	\$0	\$900,000
3S	Whitetail Avenue Upsize (McNulty Creek)	\$800,000	0%	\$0	\$800,000
3T	Sykes Road Cuvert near Mountain View Drive Upsize (McNulty Creek)	\$80,000	0%	\$0	\$80,000
<b>Total Priority 3 Improvement Costs</b>		<b>\$16,500,000</b>	<b>-</b>	<b>\$900,000</b>	<b>\$15,600,000</b>

# O&M Recommendations

- Clean and CCTV every 2 years (1/2 system annually)
- Clean catch basins and manholes every 2 years (1/2 system annually)
- Clean/Inspect ditches and inlets annually
- Sweep roadways twice per year
- Perform detention facility maintenance annually
- Continue in-house storm line replacement and repair
- Complete construction inspection and permitting
- Comply with new Mercury TMDL plan and reporting

# Annual Costs and Staffing



Item	Lifespan	Total Quantity	Annual Cost <sup>1</sup> (rounded)
Lineal Feet of Storm Lines	75 Years	237,000	\$600,000
Number of Catch Basins	50 Years	1,500	\$110,000
Number of Manholes	50 Years	800	\$180,000
<b>Total (Rounded)</b>			<b>\$900,000</b>
1) Storm pipes unit price equal to average unit price of 12" to 30". Manhole unit price equal to average of 48" and 60" manhole.			

- 4.25 – 4.5 FTE to meet O&M and level of service goals
  - Recommend increase budgeted FTE or reduce non-utility work
- Additional engineering FTE for GIS and CIP projects
- Implement stormwater CCTV program
- Implement mercury TMDL plan and annual report

# Questions or Comments?

Thank you for your participation.





# Wastewater Master Plan (WWMP) – City of St. Helens

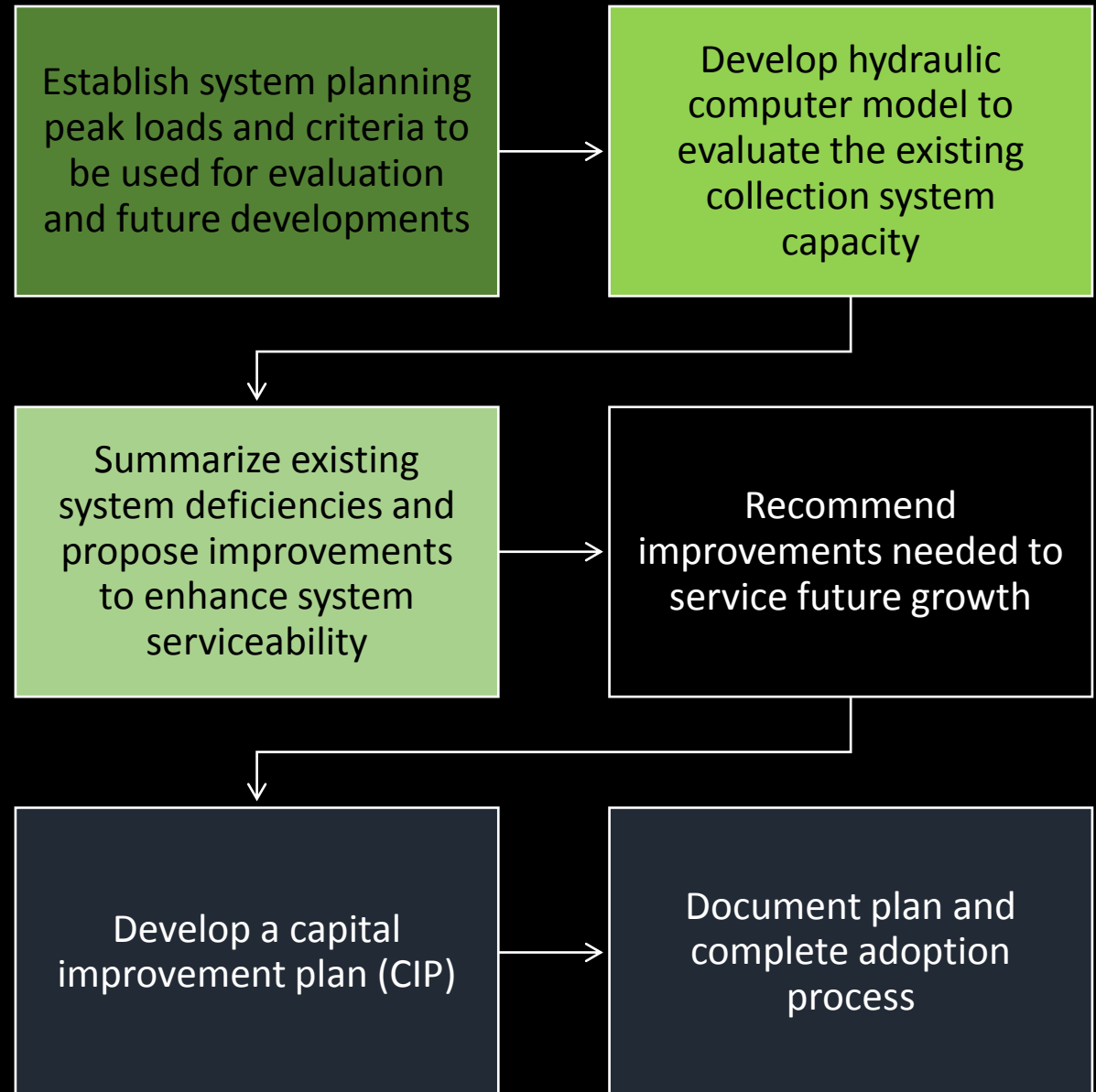
## City Council Work Session

November 3, 2021





# Need and Purpose



# Planning Criteria

St. Helens Historical Flows (MGD)								
	5-Year Avg	Planning	Modified Planning	Projected Planning Flow (MGD)				
Year	2019	2019	2019	2020	2025	2030	2035	2040
Population	15,395	15,395	15,395	15,895	16,727	17,605	18,530	19,506
ADWF	1.11	1.11	1.11	1.15	1.21	1.28	1.34	1.41
MMDWF <sub>10</sub>	2.79	3.03	3.03	3.12	3.29	3.46	3.64	3.83
AADF	2.24	2.24	2.24	2.31	2.43	2.56	2.69	2.83
AWWF	3.36	3.36	3.36	3.47	3.65	3.84	4.04	4.25
MMWWF <sub>5</sub>	5.99	7.88	7.88	8.03	8.28	8.54	8.82	9.11
PWkF	9.08	14.19	14.19	14.35	14.62	14.91	15.21	15.53
PDAF <sub>5</sub>	16.71	21.90	19.90	20.09	20.40	20.73	21.08	21.44
PIF <sub>5</sub>	25.90	33.98	26.00	26.26	26.70	27.16	27.65	28.16

## Definitions

MGD = million gallons per day

ADWF = average dry-weather flow

AADF = average annual daily flow

MMWWF<sub>5</sub> = maximum month wet-weather flow

PDAF<sub>5</sub> = peak daily average flow

MMDWF<sub>10</sub> = maximum month dry-weather flow

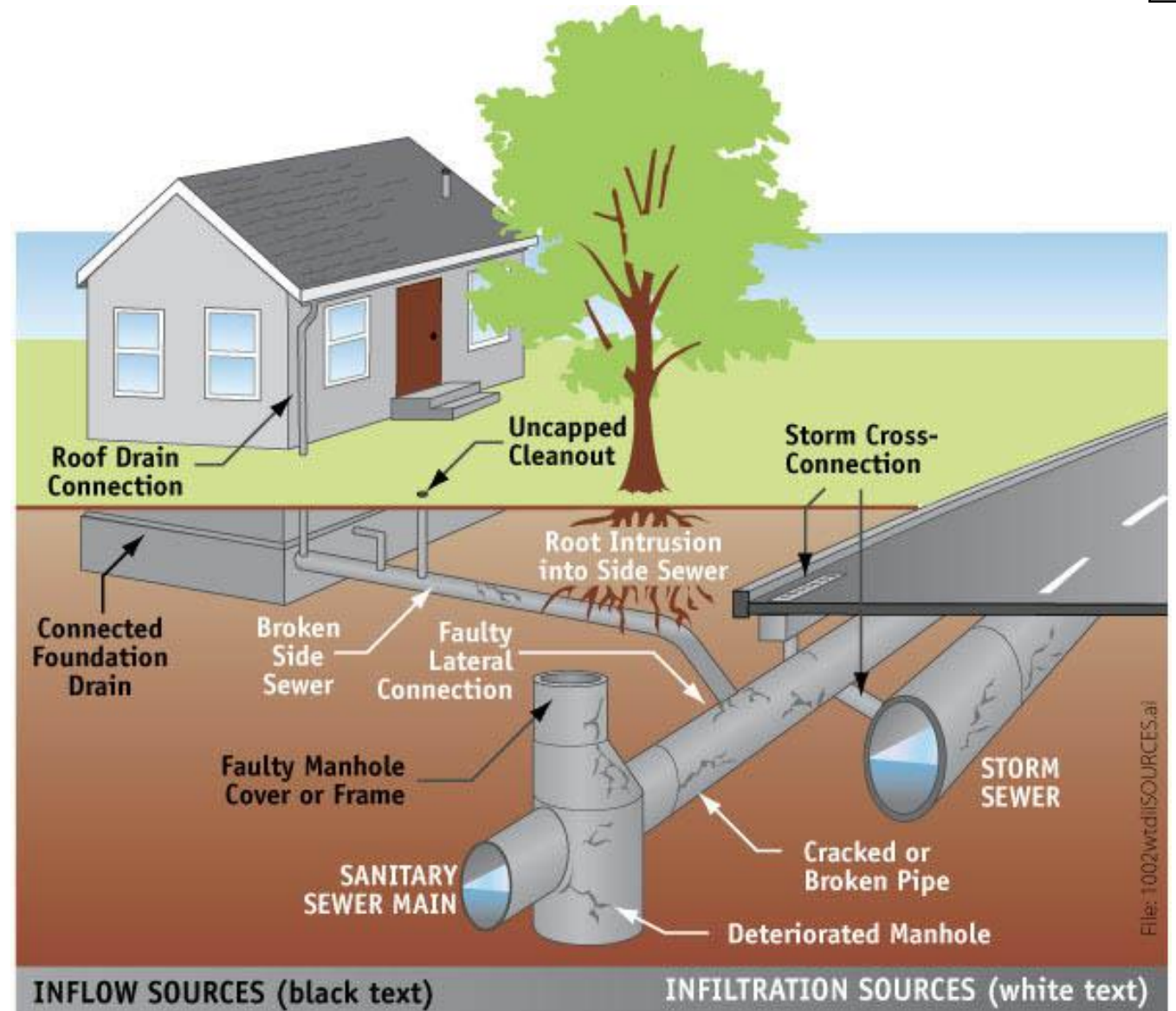
AWWF = average wet-weather flow

PWkF = peak week flow

PIF<sub>5</sub> = peak instantaneous flow associated w/ 5-yr storm

- Pipeline capacity – convey PIF<sub>5</sub> flows, do not exceed a water depth to diameter ratio of 0.85
- Pump stations – Convey PIF<sub>5</sub> flows with largest pump offline (firm capacity)
- PIF<sub>5</sub> flows occur during City's 5-year, 24-hour storm event = 2.4 inches precipitation
- Modified criteria created based on flow monitoring and pipeline capacity

# Inflow and Infiltration





# Existing System

60 miles of gravity pipeline

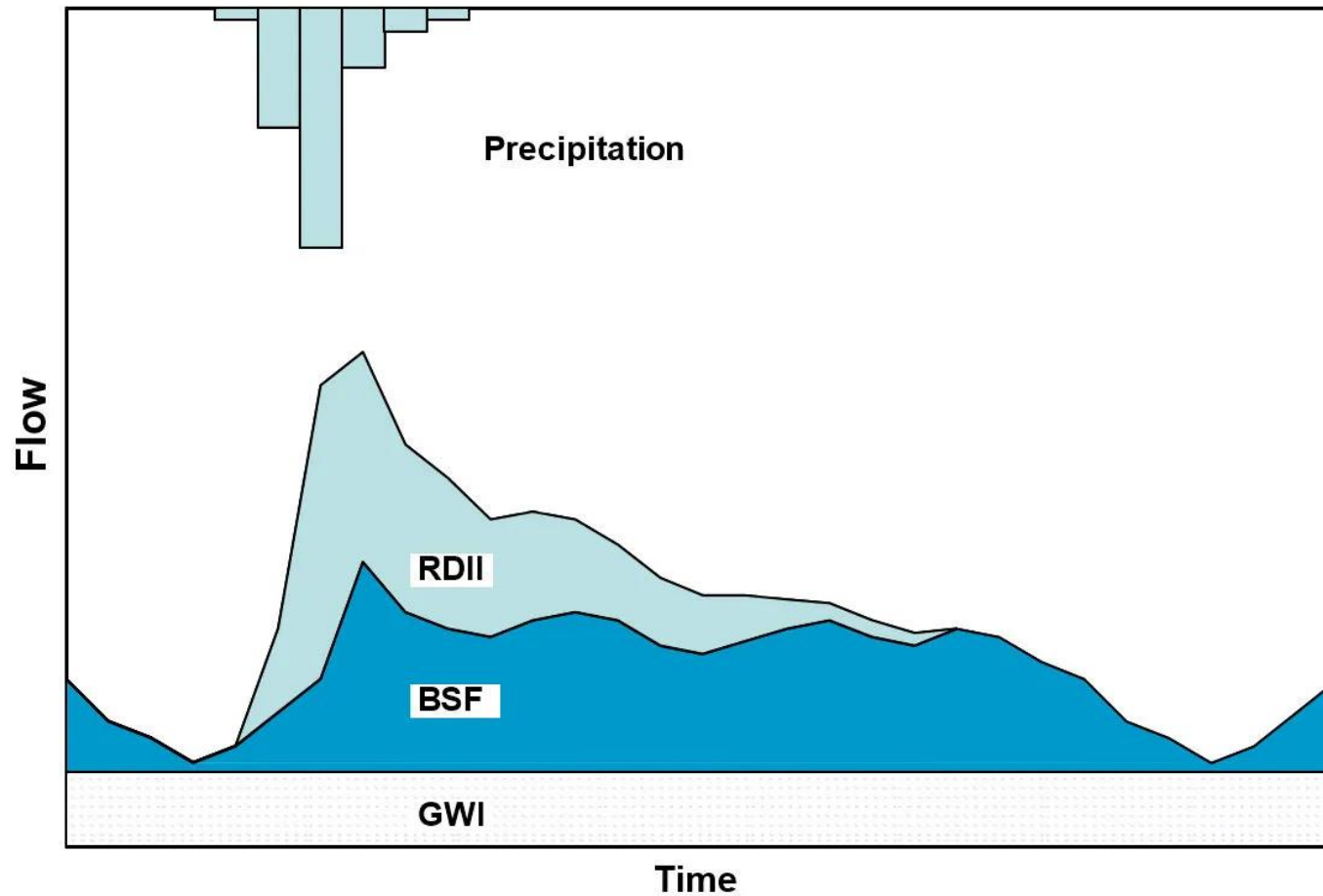
2.5 miles of forcemain pipeline

9 pump stations

1,300 manholes

400 cleanouts

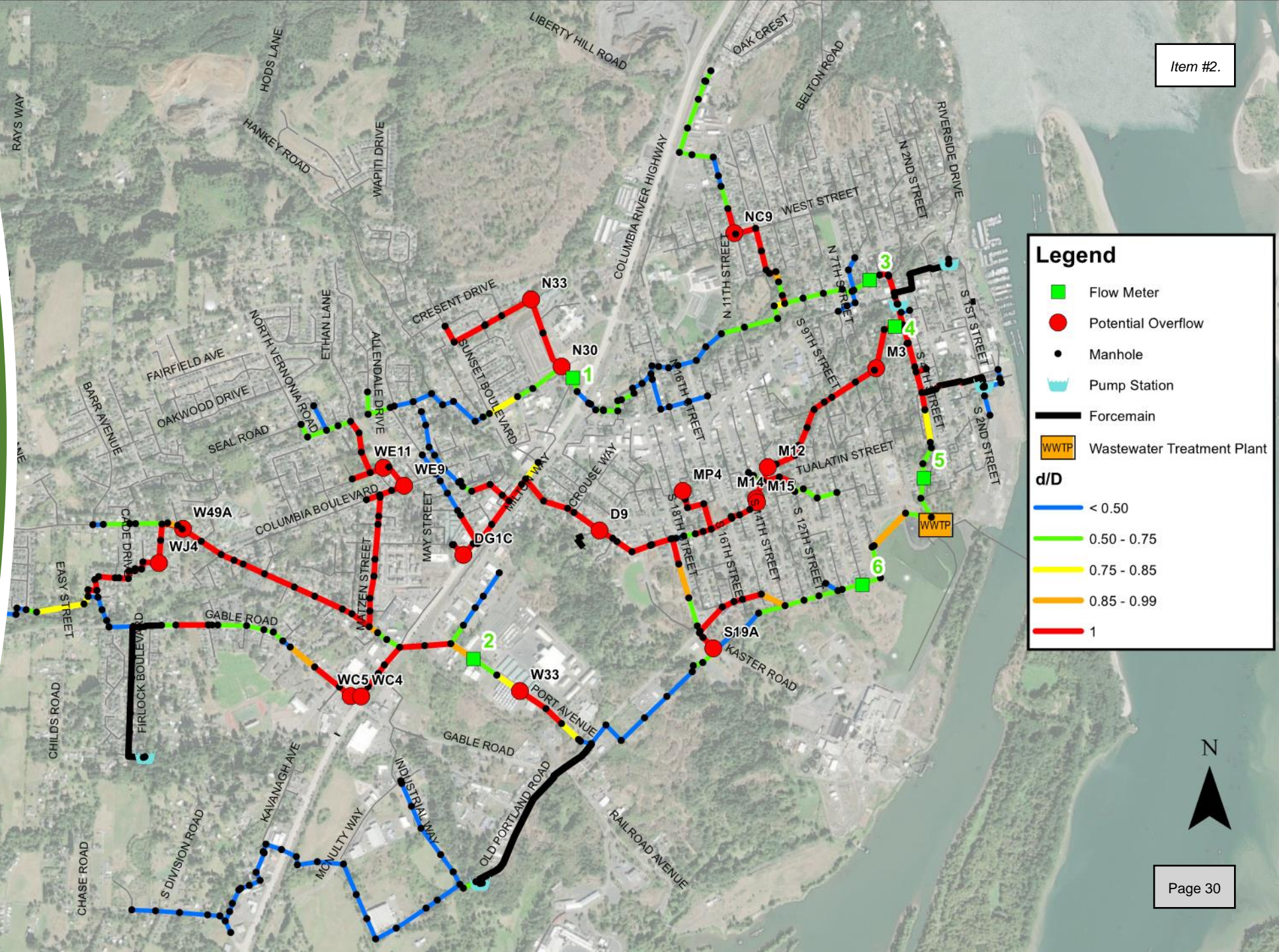




## Model Development

- RTK method was used for rainfall-derived infiltration and inflow (RDII) prediction
- Hydraulic model to evaluate existing capacities

# Existing Capacity Evaluation

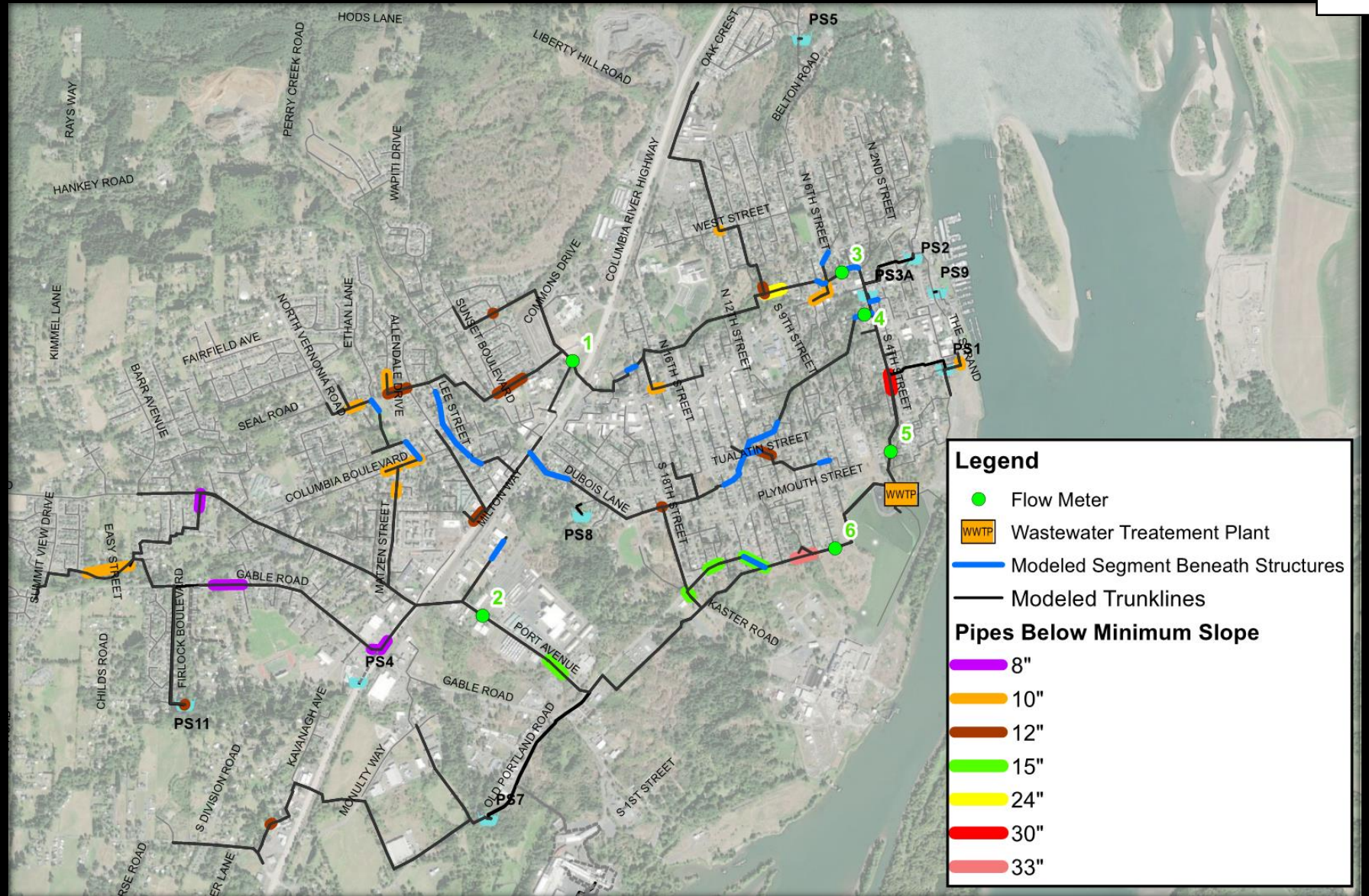




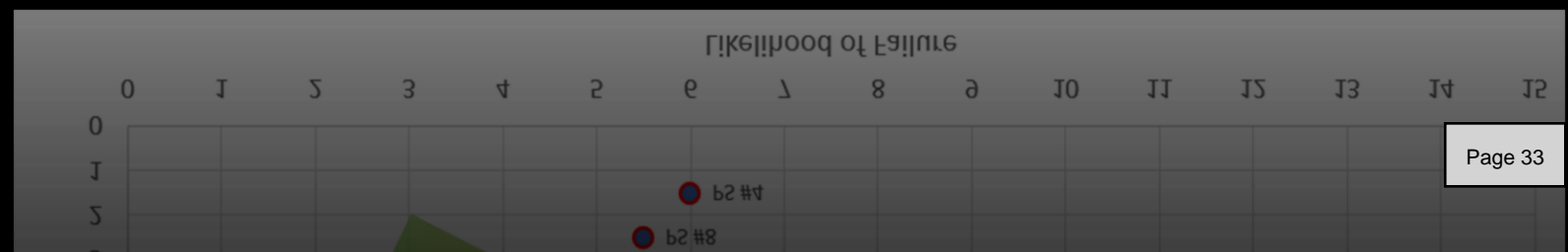
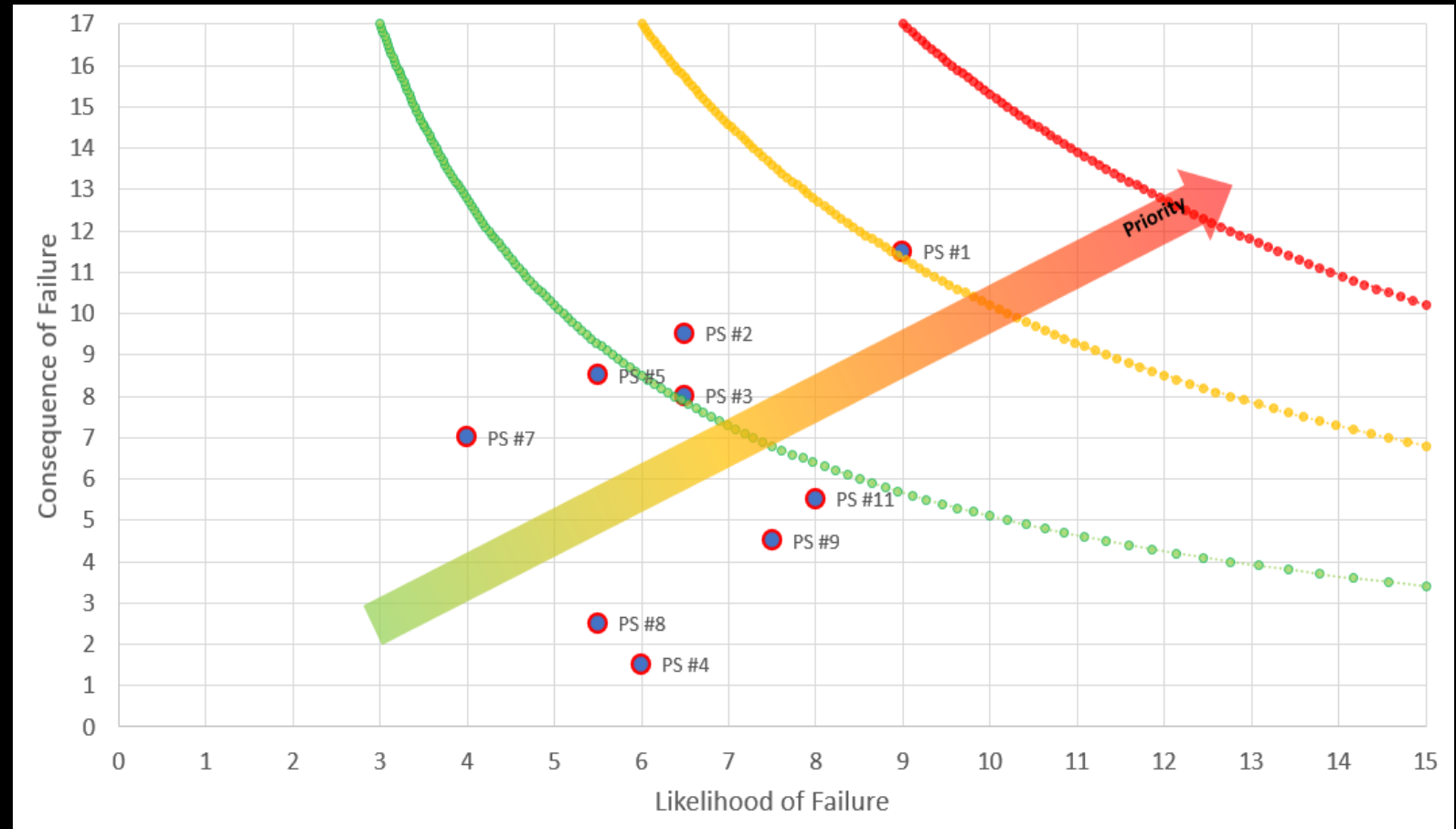




# Inadequate Slopes and Identified Pipes under Structures

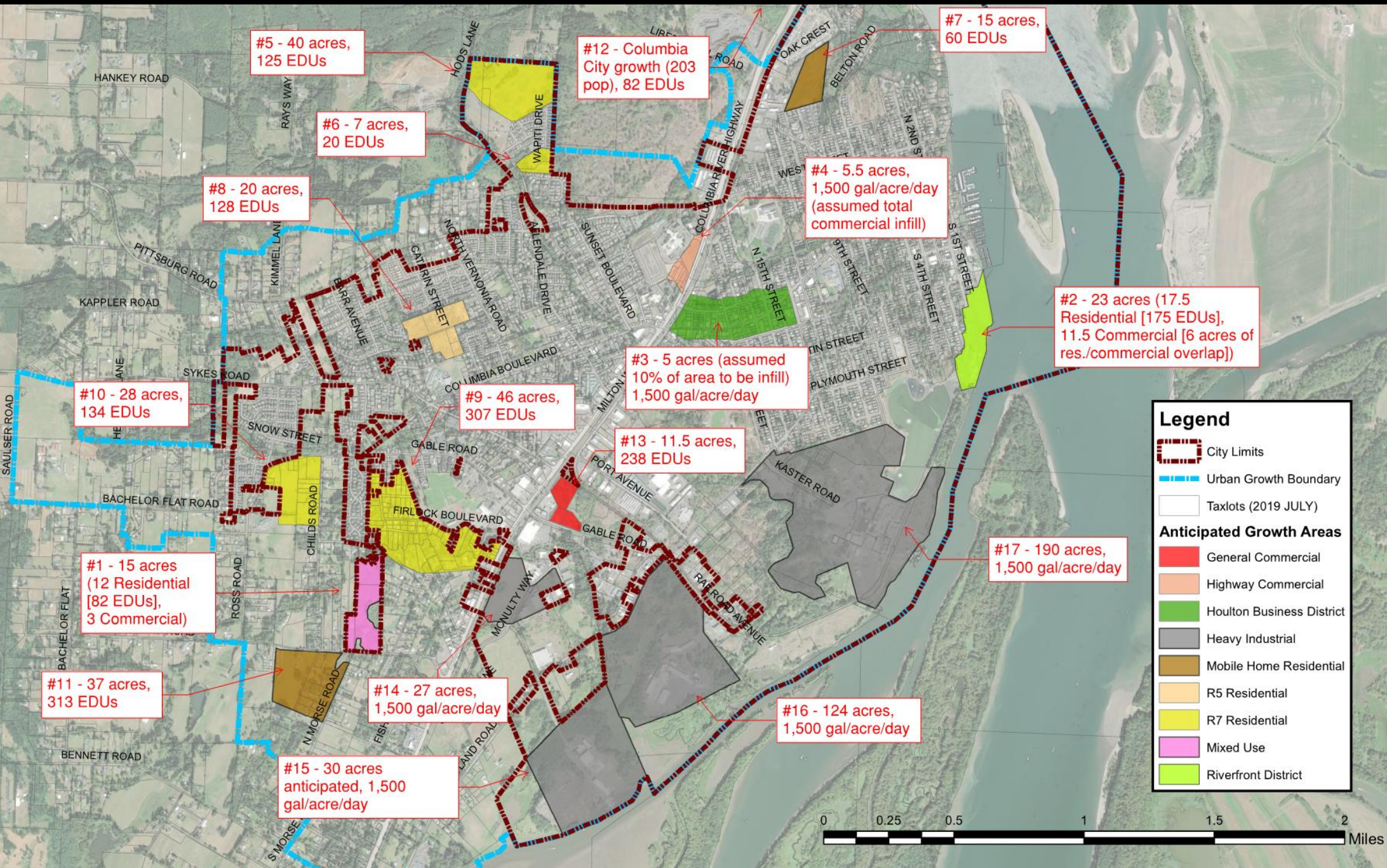


# Pump Stations – Risk of Failure Analysis

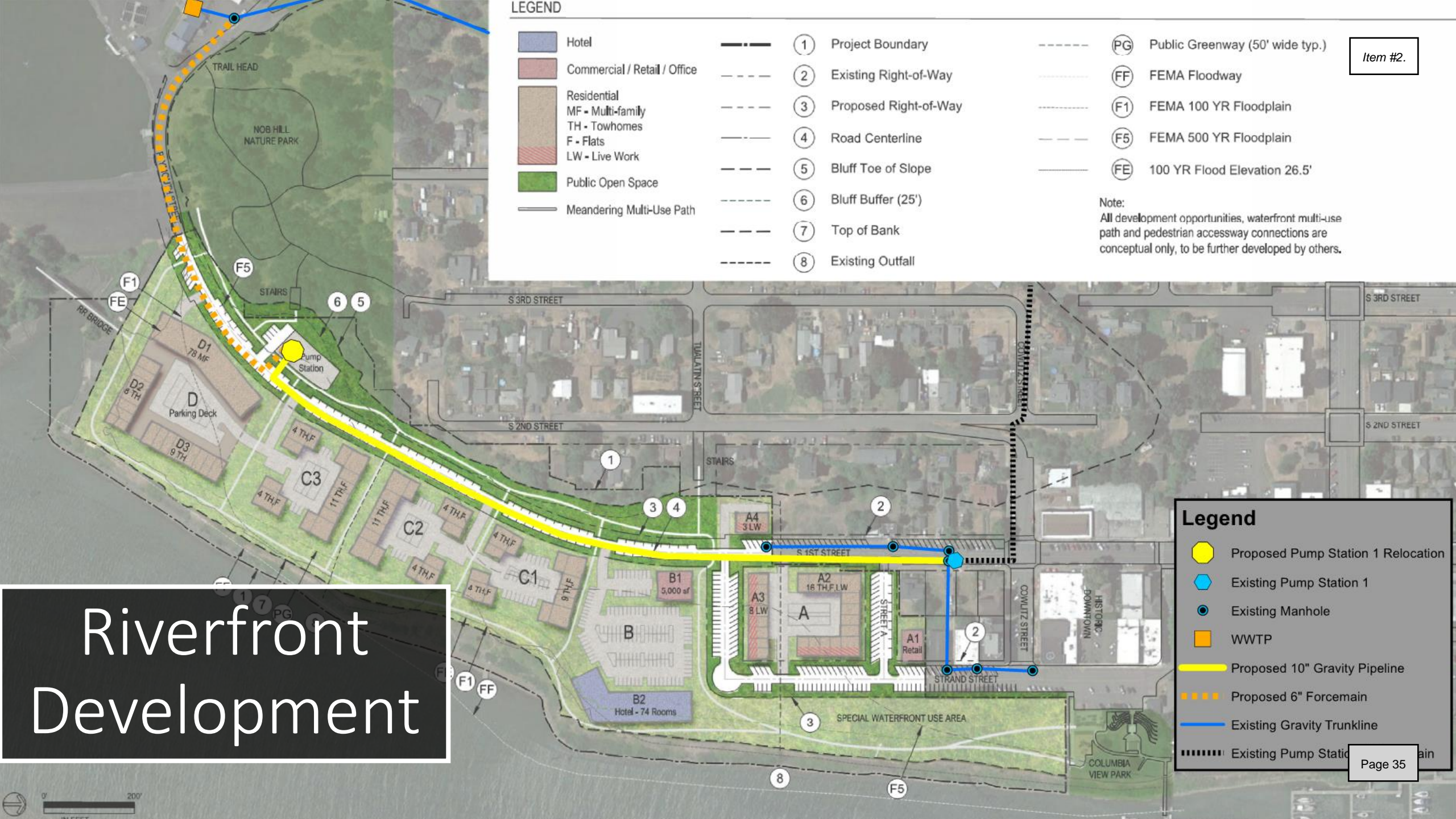




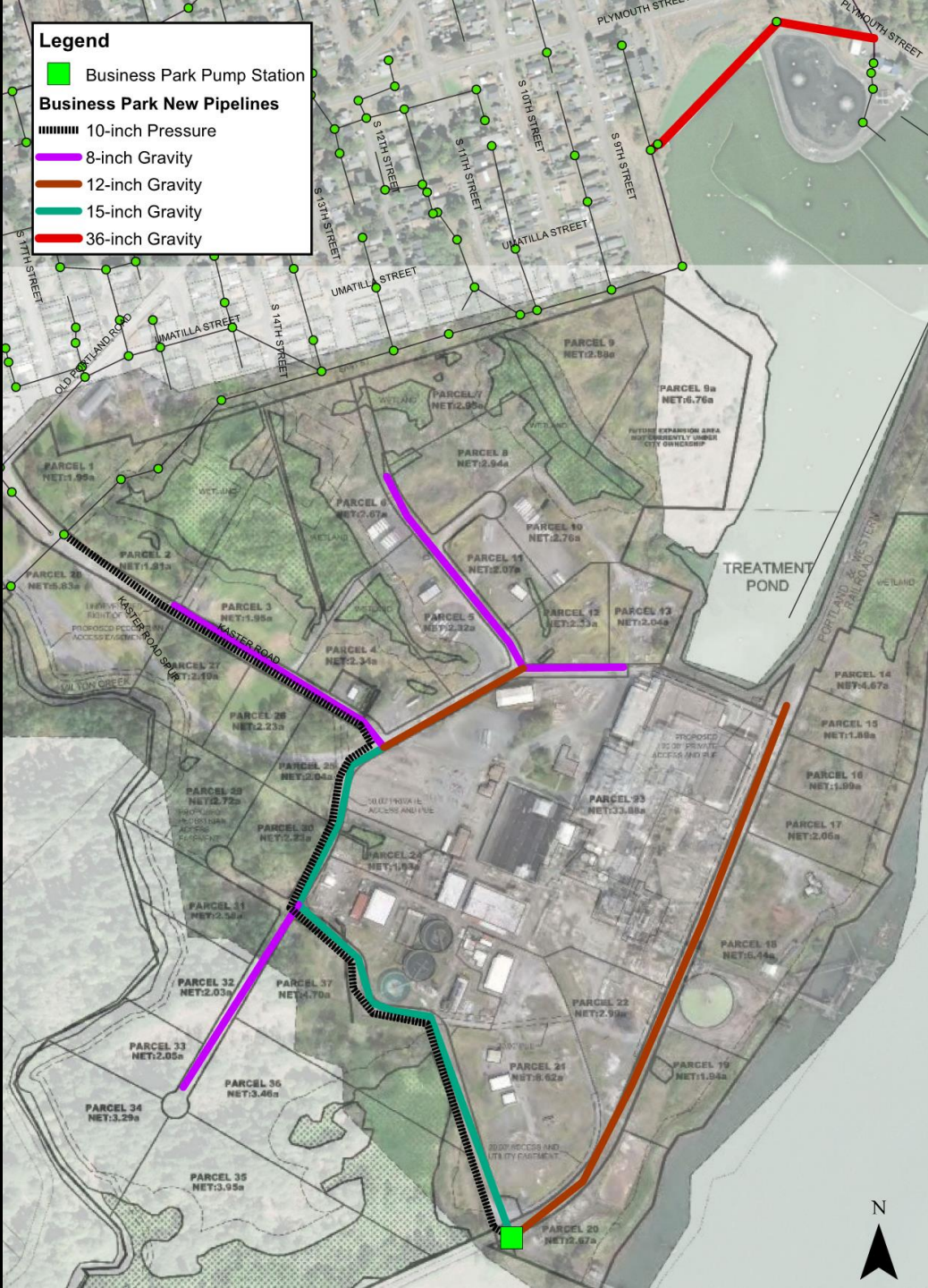
# 20-Year Growth Areas











# Industrial Business Park







# Design Standards, Code, and Comprehensive Plan

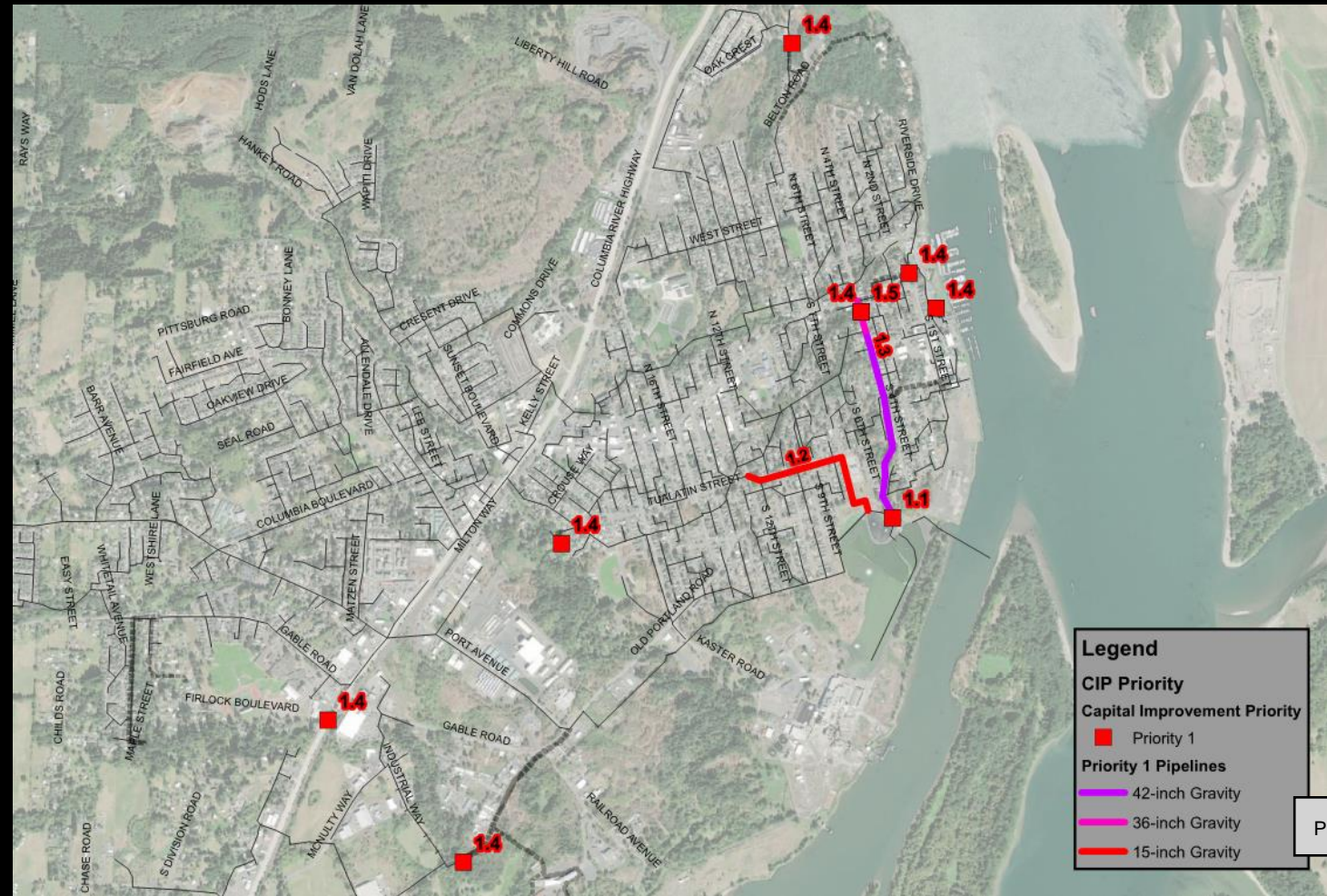
- Scheduling requirements
- Matching references to the Oregon Department of Transportation (ODOT)/ American Public Works Association (APWA) Oregon Standard Specifications for Construction (OSSC).
- Pipeline sizing, slope, cover, and utility spacing requirements
- Manhole design requirements
- Stream and creek crossing requirements



Project No.	Project Name	Primary Purpose	Total Estimated Cost (2021)	SDC Growth Apportionment		City's Estimated Portion
				%	Cost	
Priority 1 Improvements						
1.1	WWTP Influent Flow Meter	Operations	\$ 68,000	10%	\$ 7,000	\$ 61,000
1.2	Basin 4 Pipeline Upsize and Reroute	Capacity	\$ 3,600,000	0%	\$ -	\$ 3,600,000
1.3	Basin 5 Pipeline Upsize	Capacity	\$ 4,500,000	3%	\$ 150,000	\$ 4,350,000
1.4	Install Overflow Alarms	Operations	\$ 9,000	20%	\$ 2,000	\$ 7,000
1.5	Pump Station 3 On-site Generator	Operations	\$ 90,000	0%	\$ -	\$ 90,000
1.6	Annual I/I Reduction Program (6-Year)	Capacity	\$ 3,000,000	20%	\$ 590,000	\$ 2,410,000
Total Priority 1 Improvement Cost (rounded)			\$ 11,300,000			\$ 10,500,000

Item #2.

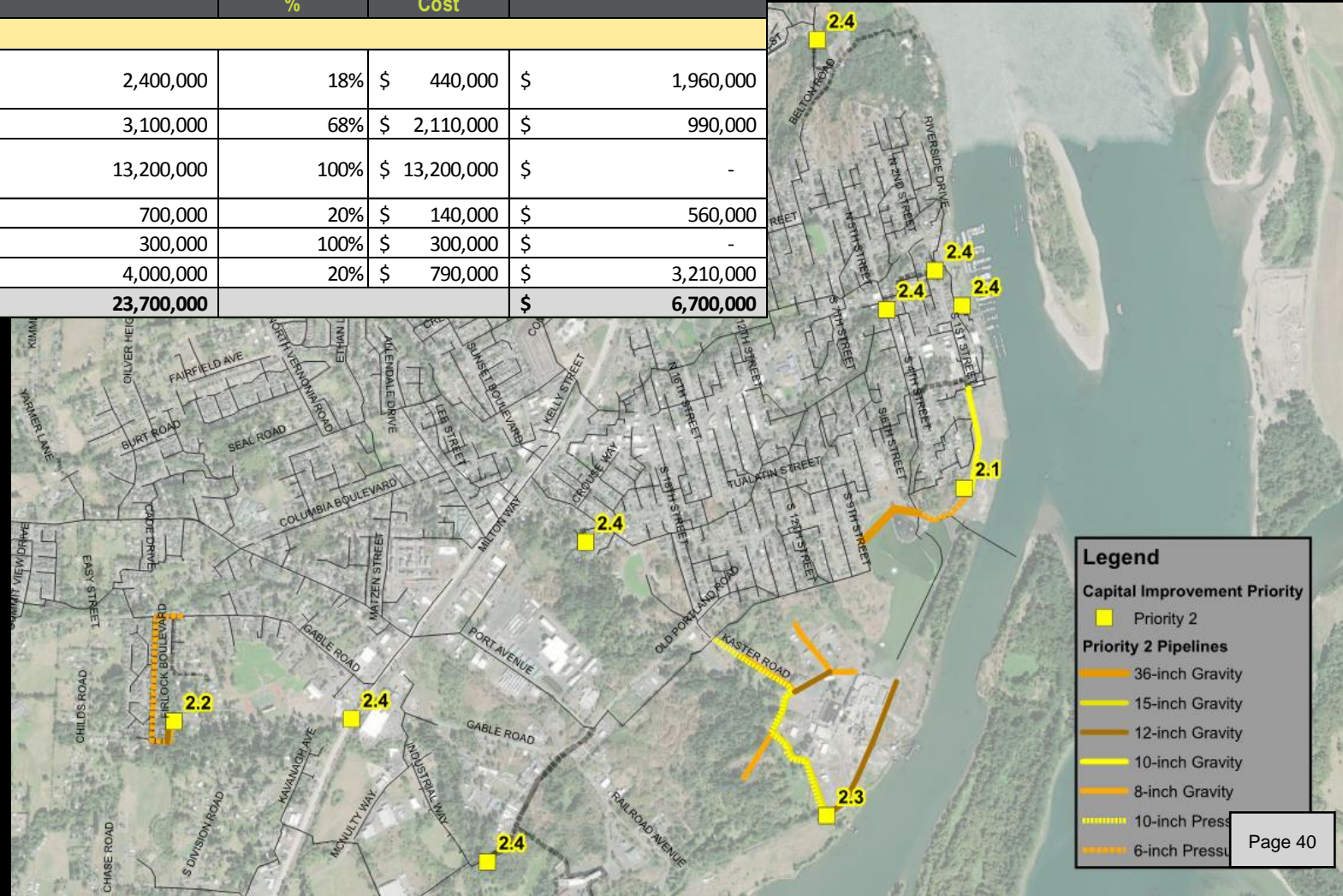
# Capital Improvement Plan – Priority 1





# Capital Improvement Plan – Priority 2

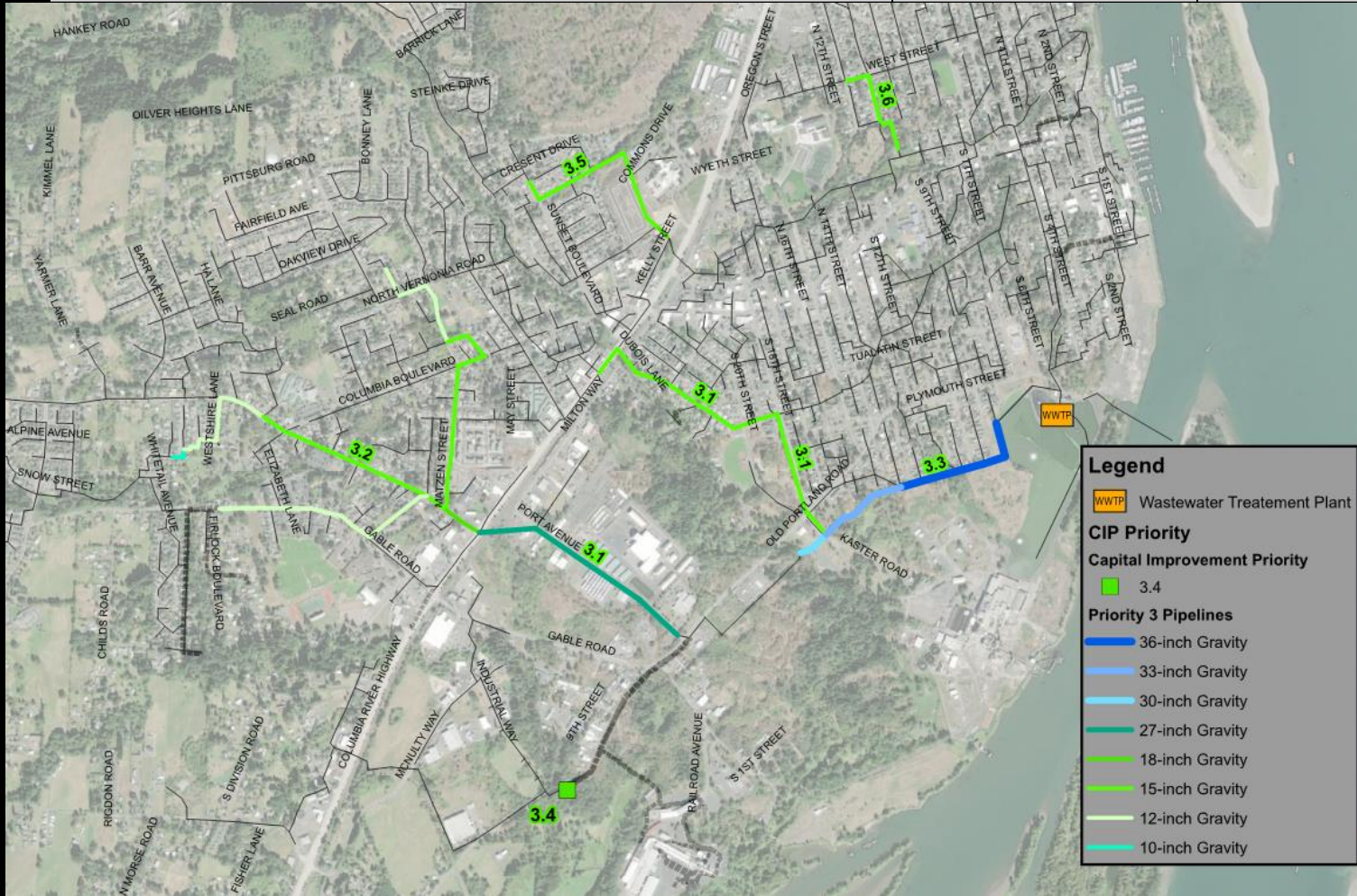
Project No.	Project Name	Primary Purpose	Total Estimated Cost (2021)	SDC Growth Apportionment		City's Estimated Portion
				%	Cost	
Priority 2 Improvements						
2.1	Riverfront District Trunkline and Pump Station 1 Relocation	Capacity, Operations	\$ 2,400,000	18%	\$ 440,000	\$ 1,960,000
2.2	Relocate Pump Station 11	Capacity, Operations	\$ 3,100,000	68%	\$ 2,110,000	\$ 990,000
2.3	Industrial Business Park Trunklines and Pump Station	Capacity, Operations	\$ 13,200,000	100%	\$ 13,200,000	\$ -
2.4	Pump Station Upgrades	Operations, Safety	\$ 700,000	20%	\$ 140,000	\$ 560,000
2.5	Master Plan Update	Operations	\$ 300,000	100%	\$ 300,000	\$ -
2.6	Annual I/I Reduction Program (8-Year)	Capacity	\$ 4,000,000	20%	\$ 790,000	\$ 3,210,000
Total Priority 2 Improvement Cost (rounded)			\$ 23,700,000			\$ 6,700,000





Project No.	Project Name	Primary Purpose	Total Estimated Cost (2021)	SDC Growth Apportionment		City's Estimated Portion
				%	Cost	
Priority 3 Improvements						
3.1	Basin 6 Pipeline Upsize and Reroute	Capacity	\$ 6,300,000	7%	\$ 460,000	\$ 5,840,000
3.2	Basin 2 Pipeline Upsize and Reroute	Capacity	\$ 9,400,000	12%	\$ 1,140,000	\$ 8,260,000
3.3	Southern Trunkline Upsize	Capacity	\$ 3,900,000	26%	\$ 1,010,000	\$ 2,890,000
3.4	Pump Station 7 Upgrades	Capacity	\$ 2,200,000	65%	\$ 1,430,000	\$ 770,000
3.5	Basin 1 Pipeline Upsize	Capacity	\$ 1,800,000	9%	\$ 150,000	\$ 1,650,000
3.6	Basin 3 Pipeline Upsize	Capacity	\$ 1,200,000	3%	\$ 40,000	\$ 1,160,000
3.7	Annual I/I Reduction Program (6-year)	Capacity	\$ 3,000,000	20%	\$ 590,000	\$ 2,410,000
Total Priority 3 Improvement Cost (rounded)			\$ 27,900,000			\$ 23,000,000

Item #2.



# Capital Improvement Plan – Priority 3

# O&M Recommendations

- Clean the collection system every three years (1/3 system annually)
- CCTV every 6 years (1/6 system annually, in conjunction with cleaning)
- Coordinate manhole inspections and cleaning with pipeline cleaning and CCTV
- Prioritize I/I projects and sump pump efforts as part of the annual replacement program



Item	Lifespan	Total Quantity	Cost/Year
Lineal Feet of Collection Pipelines	75 Years	314,300	\$ 570,000
Number of Manholes	50 Years	1300	\$ 210,000
Number of Cleanouts	50 Years	400	\$ 5,000
<b>Total (rounded)</b>			<b>\$ 790,000</b>



## Other Annual Cost Considerations

- \$500,000 annually was recommended in 20-year CIP. City should aim to increase to \$790,000 over the 20-year period.
- 3.5 – 4 FTE to meet O&M and level of service goals
  - Recommend increase budgeted FTE or reduce non-utility work
- Additional engineering FTE for GIS and CIP projects
- Implement wastewater CCTV program

# Questions or Comments?

Thank you for your participation.







# Proposed Methodology for Implementing the Police Station Fee

November 3, 2021



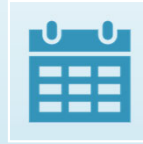
# Today's Agenda



Monthly billing based on the Equivalent Dwelling Unit (EDU) approach; definition and historical applicability



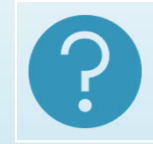
Analysis of existing and estimated EDUs in St. Helens



Work plan for a billing start date of January 1, 2022



Next steps



Council questions

## Introduction





# Equivalent Dwelling Units – Definition and Applicability

- Definition - Equivalent Dwelling Unit or "EDU" means a unit of measurement for water service, sewer service, or surface water management service. This language could be inserted into section 13.02.010 of your municipal code.
  - ✓ **Water EDU defined** - For water service, one EDU shall be equivalent to a  $\frac{3}{4}$ -inch meter and is also typically considered to be equivalent to XXXX gallons per day (gpd) for planning purposes.
  - ✓ **Sewer EDU defined** - For sewer service, one EDU shall be XXXX gallons per day (gpd) of residential strength wastewater defined as having a maximum concentration of 220 milligrams per liter (mg/l) biochemical oxygen demand (BOD) and 220 milligrams per liter (mg/l) suspended solids.
  - ✓ **Stormwater EDU defined** - Drainage Residential Unit (DRU). One drainage residential unit is the impervious surface area which is estimated to place approximately equal demand on the public storm water system as that placed by an average residential dwelling unit. One DRU equals 2,500 square feet of impervious surface. Note: this is already defined in St. Helens Municipal Code 13.20.020.
- Applicability – The City currently charges the monthly Community Recreation and Parks Fee (SMC 13.03.030) on the EDU basis. You will not be breaking new ground by charging the Police Station fee on the same basis.

EDUs

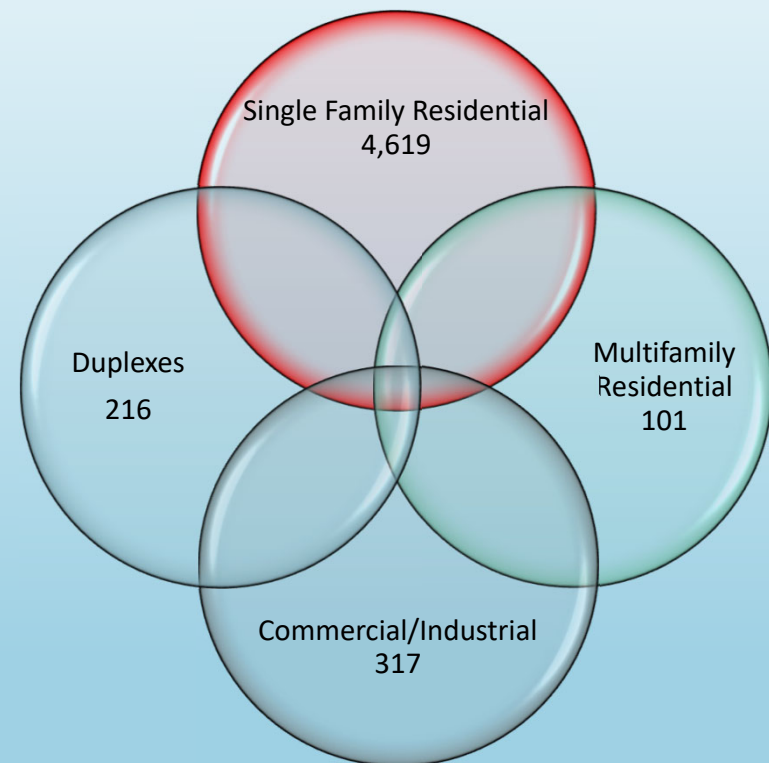


# Analysis of Existing and Estimated EDUs

- 88% (4,619) of all active utility accounts are single family residential; i.e., 1 account = 1 EDU
- 12% of all active utility accounts are distributed as follows:
 

– Duplexes	216
– Multi family residential	101
– <u>Commercial/Industrial</u>	<u>317</u>
<b>Total non single family</b>	<b>634</b>
- Staff will focus on the 634 identified non-single family residential accounts
  - EDUs will be assigned to each account

## 5,253 Active Accounts



## Analysis of EDUs





## Analysis of Existing and Estimated EDUs - Continued

Customer Class Description	Accounts	EDU Assignment
Single Family Residential	4,619	1 EDU
Duplex	216	2 EDUs if master metered otherwise 1 EDU per dwelling unit
Multi Family Residential	101	1 EDU per dwelling unit if master metered.
Commercial/Industrial	317	Based on measured EDU equivalence

# Work Plan for a Billing Start Date of January 1, 2022

ID	Task Name	Start	Finish	2021		2022	
				Nov	Dec	Jan	Feb
1	City Council work session on police station billing methodology	11/3/2021	11/3/2021	★			
2	Utility Billing staff starts EDU assignments to active utility accounts	11/8/2021	12/30/2021				
3	Prepare modifications to St. Helens municipal code to define EDUs	11/15/2021	12/1/2021				
4	City Council implements police station fee via resolution	12/1/2021	12/1/2021	★			
5	Staff completes EDU assignments to active utility accounts	12/31/2021	12/31/2021		★		
6	Prepare and verify customer bills	12/2/2021	1/31/2022				
7	Update City Council on billing status (first meeting in January)	1/5/2022	1/5/2022		★		
8	Update City Council on billing status (second meeting in January)	1/19/2022	1/19/2022			★	
9	Implement water rate and SDC changes (if recommended)	2/1/2022	2/1/2022				★

★ Intermediate milestone    ★ Project completion milestone

## Work Plan





## Next Steps

### Start

If Council agrees, Staff will start making modifications to the Incode utility billing system to accept EDU assignments to active utility accounts.

### Prepare

Prepare draft resolutions to modify the municipal code section 13.02.010 to define EDUs for water and sewer.

Note: Stormwater Drainage Residential Unit (DRU) already defined in section 13.20.020.

### Prepare

Prepare draft resolution to establish and implement the Police Station fee on January 1, 2022.

### Report back

Report back to the Council on progress/status at the next City Council meeting.

## Next Steps





## Council Questions







## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: November 3, 2021

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*Planning Division Report* attached.

*Business Licenses Reports* attached.

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



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

**Date:** 10.26.2021

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—PREAPPLICATIONS MEETINGS**

Conducted a pre-application meeting for a potential new fuel station, car wash and convenience store along US30 on property just north of Les Schwab Tires. Associate Planner/Comm. Dev. Project Manager Dimsho took the lead on this one.

Had a preliminary Q&A email exchange for potential redevelopment of the old veterinarian property on the corner of US30 and Firlok Park Boulevard.

Had a preliminary Q&A email exchange for potential redevelopment of the portion of the old Friesen Lumber (later Stimpson) site that the County Transit Center along Deer Island Road did not use.

Had another preliminary Q&A meeting for potential right-of-way vacations around 90 Columbia Boulevard.

## **PLANNING ADMINISTRATION—MISC.**

Started working on a beekeeping ordinance for honeybees in residential areas based on the directive of 2015's House Bill 2653 and the Council's blessing to proceed from the August 5, 2021 regular session.

The building permit for Popeyes Louisiana Kitchen was issued this month. This is the final vacant lot in the Matzen Subdivision (former Villette Villa mobile home park) along US30.

Prepared maps and legal descriptions for Oregon Dept. of Revenue preliminary review for yet another annexation for a mostly vacant property at the corner of 1<sup>st</sup> Street and US30. This adds to the six annexations in the past two months that we've initiated this process for, bringing the total to seven in a three-month period!

Prepared the presentation for the department's semiannual report to the City Council.

Attended groundbreaking ceremony for the apartment project along Gable Road buy US30. They are going to name this development Broadleaf Arbor. They wanted to keep it small (due to covid issues I think). I got the invite due to the Responsible Entity role I undertook to help with the HUD requirements. The flyer is **attached**.



Final inspections for the Kervin's Custom Ironworks, Inc. building along Old Portland Road took place this month. They have a location in Portland and have expressed joy about getting out of Portland soon in their new building. <https://kervinsironworks.com/>

Prepared materials for amendments to the city's beekeeping rules. This is based on the Council's ok to proceed with such amendments at the Council's August 5, 2021 work session. Anticipate this going before the Council next month or December.

## **DEVELOPMENT CODE ENFORCEMENT**

In the June, July, and September department reports, I mentioned an unlawful structure case on the 400 Block of Greycliffs Drive. Citation has been issued and a court date is anticipated next month.

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

October 12, 2021 meeting (outcome): The Commission approved a variance for a lot the city is selling on the 400/500 block of S. 12<sup>th</sup> Street (city is not the applicant) and recommended approval of two annexations, both along Millard Road to the Council. The Council will see these two Annexations next month.

City consultants with city engineering staff presented the proposed sanitary sewer and storm sewer master plans to the Commission.

The Commission also dealt with some membership housekeeping: determination of no excuse for one Commissioner due to nonperformance of duty (too many absences) and term renewals for two other members.

November 9, 2021 meeting (upcoming): The Commission will hold three public hearings, all for annexations. Two are along US30 and one is along Old Portland Road.

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

Council reappointed Planning Commissioner Hubbard and Pugsley for new terms and removed Cavanaugh for nonperformance of duty.

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

**BROADLEAF ARBOR**

# Gathering Celebration

**Wednesday, October 13 / 1:00–2:00 pm**

**12:45 PM**

**GUEST ARRIVAL**

**1:00 PM**

**PROGRAM**

**WELCOME REMARKS**

NINA REED, Board Chair  
Northwest Oregon Housing Authority

**LAND ACKNOWLEDGMENT  
& SITE DEDICATION**

WREN CHRISTOPHER

**INTRODUCTION**

ERIC PAINE, CEO  
Community Development Partners

**SPEAKERS**

STATE SENATOR BETSY JOHNSON  
Oregon State Senate, Senate District 16

MARGARET SALAZAR, Executive Director  
Oregon Housing and Community Services

MARIA ROJO DE STEFFEY, Regional Director  
EngAGE Northwest

**FINAL ACKNOWLEDGMENTS**

NINA REED, Board Chair  
Northwest Oregon Housing Authority

**1:45 PM**

**GROUP PHOTOS**



# BROADLEAF ARBOR

## A Gathering Place

Item #5.

Broadleaf Arbor is a new Community for All Ages that will provide 239 affordable homes and intentionally-designed amenities where people of all ages can live, play, and thrive together. The community will feature a trail system along the existing wetlands, gardens, an outdoor play area, and a dedicated community building for services and programming. Apartments will be affordable to households earning between 30%-60% AMI.



### THANK YOU



With special thanks to:  
State Senator  
Betsy Johnson



Community  
Development  
Partners



**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** October Planning Department Report  
**Date:** Friday, October 22, 2021 2:04:25 PM

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Here are my additions to the October Planning Department Report.

## GRANTS

1. **OPRD - Local Government Grant – Campbell Park Improvements** - 6-month grant extension granted for the COVID-19 related delay of court surfacing materials. New deadline is April 2022. Concrete pad poured. Furthered work on stormwater retention area (met on site with Parks staff to discuss design, plants ordered and pick up, soil delivered). Area is still being graded by PW.
2. **CDBG- Columbia Pacific Food Bank Project** – JH Kelly continuing \$1.6 million construction bid. Demolition complete. Tracking all requests for information and submittals to ensure questions are answered. Received approval from state for ~16 Change Orders. Will need to submit a final budget amendment and timeline extension. Delay is mostly due to # of Change Orders and COVID-19 relayed lead times for construction materials. Deadline is Dec 31, 2021, but may be granted a 6-month time extension by the state.
3. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Worked through change to schedule to allow an additional year for bidding the project to allow the County to replace a culvert which collapsed in 2020 during a heavy rainstorm. New schedule has bidding of the project in January 2022, with construction occurring Summer 2022.
4. **Business Oregon – Infrastructure Finance Authority** – Application for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Contracting is underway.
5. **Oregon Watershed Enhancement Board (OWEB)** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5<sup>th</sup> Street trail and Nob Hill Nature Park. Continued tracking all in-kind contributions from the City on this effort. First round of blackberry removal completed by contractor in July. Blackberry spray treatment by contractor in October.
6. **Certified Local Government – Historic Preservation Grant Program** – Letters went out to eligible property owners on 5/24 announcing that there is \$12k available with a 1 to 1 match requirement and a grant deadline of 7/26. Only 1 incomplete application received, so Plan B work plan is for the City's Court/Utility Billing exterior roof and cornice work. Worked with SHPO on work plan and began working through scope with contractors to begin soliciting direct bids. Site visit from 4 contractors so far. Bids are forthcoming. Notice to proceed from SHPO is anticipated on 11/1.
7. **Technical Assistance Grant with the Oregon State Marine Board-** To assist with design and permitting of an in-water facility at Grey Cliffs Park. Preliminary conversations for the project include an accessible non-motorized floating boat launch dock with a separate area designated for fishing. Coordinated survey work to be conducted by OSMB the week of 8/23. Once survey work is complete, a more detailed contract will be drafted for review and approval by Council for the assistance.



8. **US Economic Development Administration (EDA) funding** – Follow up with Rachael Barry and Aryeann (COLPAC) on 10/26 to discuss potential federal funding sources for transportation and utility infrastructure to and within the SHIBP.

## PROJECTS & MISC

9. **Riverwalk Design/Engineering (OPRD Grants x2)** – Tribes may remove requirement an archeological survey based on the evidence of former fill in CVP. Environmentally, the project is categorically excluded which means we won't need a full Environmental Assessment for NEPA review! Held our 3<sup>rd</sup> TAC meeting on 10/13 for Work Order #2 focused on the Rocky Beach. Met with events coordinator and project team on 10/12 to discuss lighting and electrical requirements of the stage/amphitheater in CVP. Discussed interpretive elements with our focus group on 10/7.
10. **Riverfront Streets/Utilities Design/Engineering** – Held two meetings related to “Work Order 1” amendment which added Cowlitz Street extension and Strand near the courthouse. On track for a 60% design cost estimate for 1<sup>st</sup> Street/Strand Street/Tualatin by 11/4. 100% design work still anticipated to be complete 1/3/22.
11. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design (Phase I)** – Scope of work and fee is being refined with Mackenzie before going to Council for approval in November.
12. **Millard Road City-Owned Property Request for Proposals** - RFP closed on 6/11. At the 6/16 Council meeting, Council requested an interview/presentation from Atkins & Dame, Inc. Staff has continued work with Atkins & Dame designer to refine the design and reduce the number of code exceptions/variances proposed in the design. Working with John/Jacob to prepare for a November presentation to Council.
13. **Waterfront Video Project** – Attended regular meetings with production team. Helped coordinate interviews and filming sessions with the production team. Continued review of preliminary/draft videos of interviews and overall video edits.
14. **Oregon American Planners Association (OAPA) Virtual Conference** – Reviewed conference sessions virtually 10/13 – 10/15.
15. **Semi-Annual Presentation to Council** – Prepared presentation for 10/20 Work Session with Jacob.
16. **Special Session for Council on Transportation Plans and Urban Renewal** – Assisting John with a 11/17 meeting. Began organizing an agenda, presentation, and presenters for this meeting.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

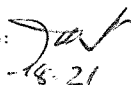
City of St. Helens

(503) 366-8207

**Please note new email address:** [jdimsho@sthelensoregon.gov](mailto:jdimsho@sthelensoregon.gov)

**BUSINESS LICENSE REPORT**  
City Department Approval: 10/18/21

PAGE: 1

Signature: 

Date: 10-18-21

Item #5.

The following business licenses are being presented for City Approval

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00091	10/23/21-10/23/22	RYANS PLUMBING INC	CONTPLUM CONTRACTOR-PLUMBING	0.00
00127	1/01/22- 1/01/23	UPS INC.	DELIVERY DELIVERY SERVICE	0.00
00240	1/01/22- 1/01/23	*NW PUGS	DOG-BREE DOG BREEDING	0.00
00244	1/01/22- 1/01/23	MCMULLEN WATER SYSTEMS INC.	CONTMISC CONTRACTOR-MISC.	0.00
00248	1/01/22- 1/01/23	*SUZIE'S SPOT LLC	CHILDCAR CHILD CARE	0.00
00251	1/01/22- 1/01/23	COLUMBIA RIVER AUTO GLAS LLC	AUTO AUTO REPAIR	0.00
00255	1/01/22- 1/01/23	JLJ EARTHMOVERS LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00261	1/01/22- 1/01/23	DRAKES TOWING & RECOVERY	AUTOTOW AUTO TOWING/WRECKING	0.00
00275	1/01/22- 1/01/23	PLYMOUTH PUB	RESTAURA RESTAURANT	0.00
00285	1/01/22- 1/01/23	ROYALTY PRODUCTS LLC	STORAGE STORAGE UNITS	0.00
00294	1/01/22- 1/01/23	COL. CO. HABITAT FOR HUMANITY	CONTGEN CONTRACTOR-GENERAL	0.00
00300	1/01/22- 1/01/23	COLUMBIA FUNERAL HOME	MISC MISCELLANEOUS	0.00
00992	10/08/21-10/08/22	*MILTON CREEK GRAPHIC DESIGN	SALESMKT INTERNET SALES/MARKE	0.00
00993	10/13/21-10/13/22	CRESTWOOD INC	CABINETS CABINETS	0.00
00995	10/13/22-10/13/23	FAMILY RESOURCE HOME CARE	HOMECARE HOME CARE	0.00
00996	10/14/21-10/14/22	HAPPY HOLLOW CLOTHING LLC	RETCLOTH RETAIL - CLOTHING	0.00



PACKET: 00226 License Packet 10182021 BL APPROVALS

SEQUENCE: License #

Item #5.

LICENSE CODE	TOTAL	BALANCE
AUTO    AUTO REPAIR	1	0.00
AUTOTOW   AUTO TOWING/WRECKING	1	0.00
CABINETS   CABINETS	1	0.00
CHILDCAR   CHILD CARE	1	0.00
CONTGEN   CONTRACTOR-GENERAL	2	0.00
CONTMISC   CONTRACTOR-MISC.	1	0.00
CONTPLUM   CONTRACTOR-PLUMBING	1	0.00
DELIVERY   DELIVERY SERVICE	1	0.00
DOG-BREE   DOG BREEDING	1	0.00
HOMECARE   HOME CARE	1	0.00
MISC    MISCELLANEOUS	1	0.00
RESTAURA   RESTAURANT	1	0.00
RETCLOTH   RETAIL - CLOTHING	1	0.00
SALESMKT   INTERNET SALES/MARKE	1	0.00
STORAGE   STORAGE UNITS	1	0.00
 TOTAL ALL CODES:	 16	 0.00

PACKET: 00226 License Packet 10182021 BL APPROVALS

SEQUENCE: \ License #

Item #5.

## \*\*\* SELECTION CRITERIA \*\*\*

License Range: thru ZZZZZZZZZZ  
License Codes: All  
Balance: 999999999R thru 9999999999  
Fee Codes:  
Fee Paid Status: Paid and Unpaid  
Origination Dates: 0/00/0000 thru 99/99/9999  
Effective Dates: 0/00/0000 thru 99/99/9999  
Expiration Dates: 0/00/0000 thru 99/99/9999  
Renewal Dates: 0/00/0000 thru 99/99/9999  
Payment Dates: 0/00/0000 thru 99/99/9999  
Print Dates: 0/00/0000 thru 99/99/9999  
License Status: Active  
Termination Code:  
Paid Status: Paid  
City Limits: Inside and Outside  
Printed: No  
Comment Code:

\*\* END OF REPORT \*\*