



COUNCIL WORK SESSION

Wednesday, August 18, 2021 at 1:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

Council Chambers, 265 Strand Street, St. Helens
Website | www.sthelensoregon.gov
Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

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.](#) Employee Length of Service Recognition - *Sgt. Eustice (5 years)*
2. South Columbia County Chamber of Commerce Semi-Annual Report
- [3.](#) Columbia County Economic Team Semi-Annual Report - *Paul Vogel, Executive Director*
- [4.](#) Public Safety Facility Utility Fee Discussion - *Matt*
5. Citizens Day Debrief - *Shanna/Lisa*
6. Strategic Action Plan Updates
- [7.](#) City Administrator Report

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:

- August 18, 1:00 p.m., Council Work Session, Council Chambers
- August 18, 7:00 p.m., Council Regular Session, Council Chambers

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

- None scheduled at this time.

TO WATCH THIS MEETING LIVE:

<https://www.sthelensoregon.gov/administration/page/live-stream-public-meetings>

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.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, Human Resources Coordinator/City Recorder

Date: August 18, 2021

I am happy to announce that we have one employee who has reached a milestone in their employment with the City of St. Helens. The following individual will be recognized at the August 18 Council Work Session.

5 Years

On August 2, 2016, the City Police Department hired **Evin Eustice** as a Patrol Officer. He was promoted to Sergeant on June 1, 2018, where he currently serves the citizens of our community.

Congratulations, Sgt. Eustice, and **thank you** for your service!



**Columbia Economic Team
Quarterly Report to Mayor & City Council
City of St. Helens
August 18, 2021**

We're pleased with the opportunity to meet with and update the Mayor & City Council on initiatives, activity, and outcomes of the Columbia Economic Team for the 2nd quarter of 2021. A slide deck will be shared at the meeting providing additional detail for these key discussion items.

- I. Communication & Engagement**
- II. Big Picture & Collaboration**
- III. BRRE/Business Recruitment, Retention & Expansion**
- IV. Tourism**
- V. Small Business**
- VI. Questions, Answers, Ideas & Feedback**



**COLUMBIA
ECONOMIC
TEAM**

Columbia Economic Team Semiannual Update St. Helens City Council August 18, 2021

Key Discussion Points

- **Communication & Engagement**
- **Big Picture & Collaboration**
- **BRRE/Business Recruitment, Retention & Expansion**
- **Tourism**
- **Small Business**
- **Questions, Answers, Ideas & Feedback**



Communication & Engagement

- Columbia Economic Team re-brand
- New website columbiaeconomicteam.com
- Smallbizhub continues as small business portal
- Annual Report
- Enews Update/Newsletter adaptation
- Alerts as needed
- Regular, consistent coordination with cities, county, port, chambers, business, regional stakeholders



Big Picture & Collaboration

- Regional Solutions
 - Housing assessment
 - Transportation (rail)
 - Federal Funding
- Infrastructure
- Brownfields – Col-Pac
- Broadband – Col-Pac
- Regionally Significant Industrial Sites – St. Helens, Biz OR
- Floodplain Mapping/accreditation
- South Col. County Roundtable
- Industrial investment (NEXT Renewables)



BRRE/Business Recruitment, Retention & Expansion

- Opportunity pace is picking up
- Focus on manufacturing
- 9 active industrial prospects – 3 in past week
- 6 Local/regional expansions
- 1 dynamic manufacturer – city staff
- Coordination with Port
 - All projects
 - Industrial lands survey
- Increasing: referrals on financing, access to capital
- Enterprise Zone
 - 1 upcoming
 - 1 revisit



Tourism

- \$93,000 in destination development grants
 - BikeHub stations, new routes
 - Vernonia beautification
 - Narrowly missed Sand Island
- Sand Island/Love, Oregon Festival
- Travel Oregon
- RCTP/RDMO coordination
- CZ Trail Int. Signage completion, Biennial Report
- Photography
- EDA grants



Small Business

- Small Business Resource Center
- Small Business Celebration Week
- Keep it Local
 - Transition
 - Background
 - Progress
 - Results



Small Business Resource Center

Thank you!



Small Business Resource Center

- First-ever Columbia County/local Small Business Center
- SBRC *and* SBDC
- External partner commitments & funding
- Federal appropriation pending
- Member, Oregon Small Business Development Center Network
- Local investment requests underway
- Target: Fall 2021



Small Business Celebration Week

- September 13 – 17
- Coinciding with SBA Small Business Week/Webinars
- Format: Mid-day Open Houses – Clatskanie, St. Helens, Vernonia; digital/social promotion Rainier, Scappoose
- Partnership: Keep it Local, Wauna CU, InRoads CU, NOW, PCC, Chambers
- Watch for details & promotion

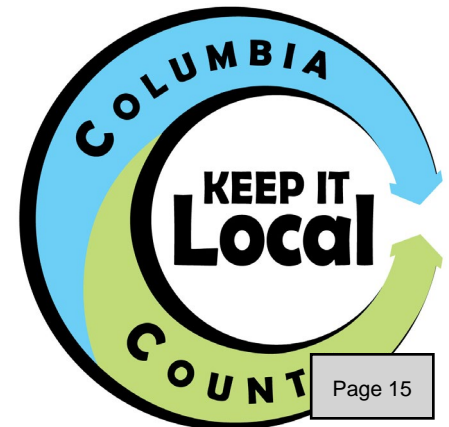




COLUMBIA
ECONOMIC
TEAM

Keep it Local

Progress Report 8.13.21



Keep it Local Transition/Background

- New Director July : Sierra Trass
- Very Local: Clatskanie native
- Honors graduate, HS and OSU
- Management, specialization in HR
- Interned 4 months for CET
- Gen Z
- Brings new approach, methods & energy

community spirit here. Plus, to see the involvement of local businesses. Supporting local businesses helps them support us back, and Vernonia is an excellent example of this.
[#keepitlocalcc](#)



What She's Been Up To

27 workdays into the job....

- 22+ formal partner meetings
- Attended 10 events:
 - *St. Helens Main Street Alliance, 2 NEXT Renewable open houses, Columbia County Fair, 2 Clatskanie Chambers meetings, 13 Nights on the River, 1 Rainier Chamber, Vernonia Jamboree, Clatskanie Kiwanis, more...*
- 13+ business introductions
- Created strategic plan & marketing plan: Customer-facing & New sponsorship & business promotion
- Launched Consumer survey
- Pursuing funding to refresh Keep it Local website
- Partnering with Workforce (NOW) for Career Fair St. Helens Sep. 15th
- Partnering on Small Business Celebration week of Sept. 13
- Launching Business survey soon
- Steady, measurable progress & impact

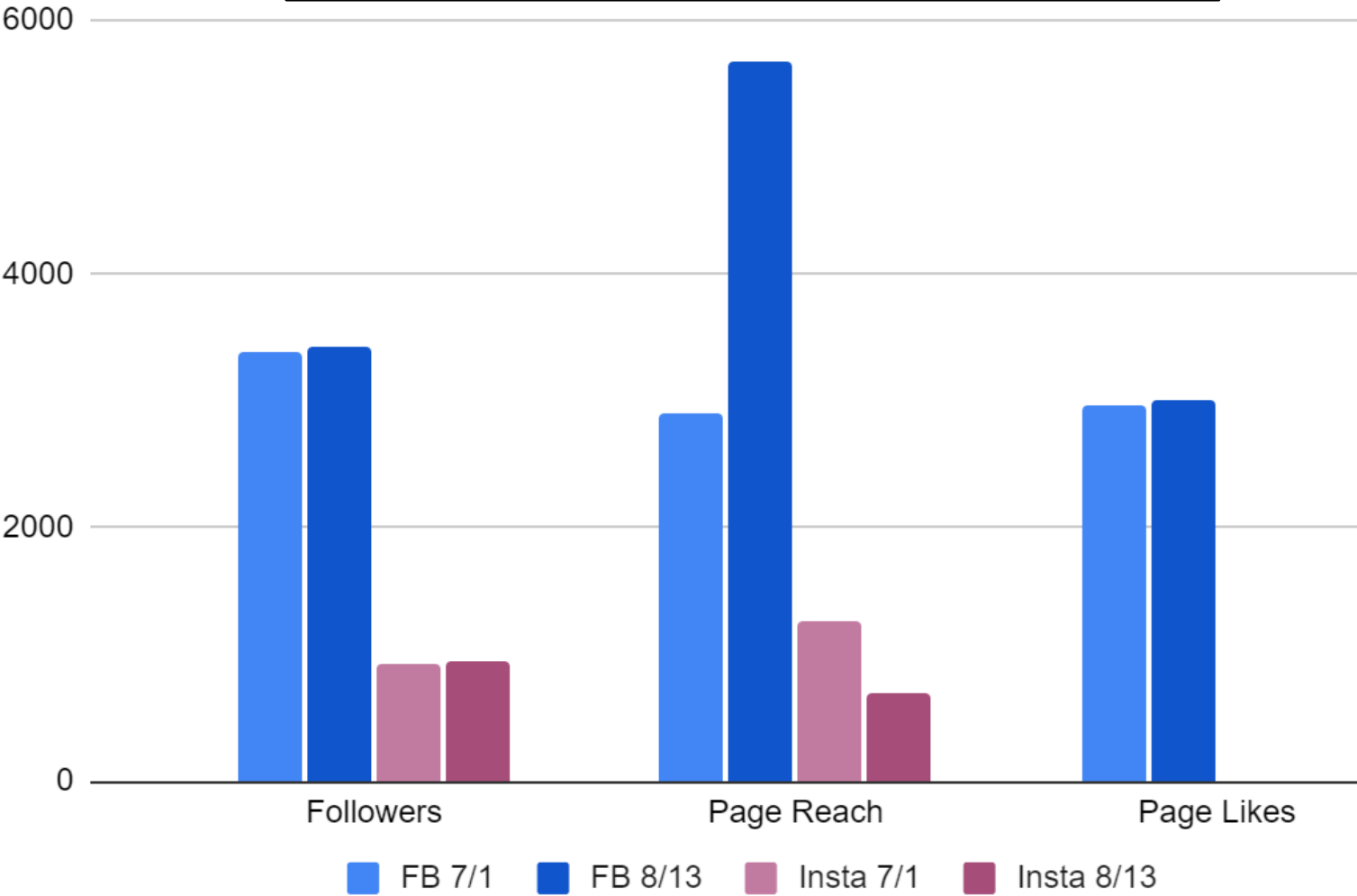


Social Media

Since July 1st

Facebook
+ 35 Followers
+ 42 Page Likes
8,620 reach
Instagram
+ 10 followers
794 Page Reach

Last 28 days comparison



Item #3.

Consumer Survey

Item #3.

153
responses so far!

- Closes Wednesday this week (8/18)
- Please go take it and share to others!



Questions, Ideas & Feedback are welcome and appreciated



*Thank you for your attention today, and your
exceptional support for the small business
and economic vitality work of the
Columbia Economic Team!*





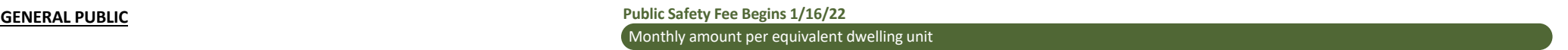
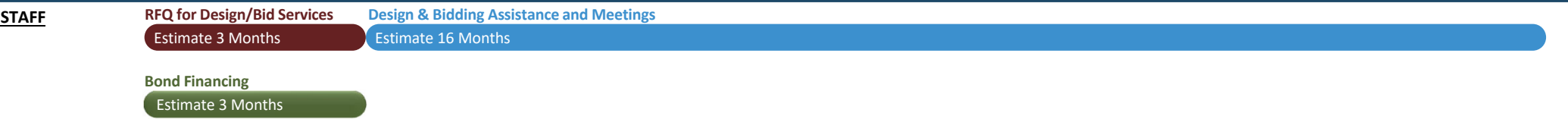
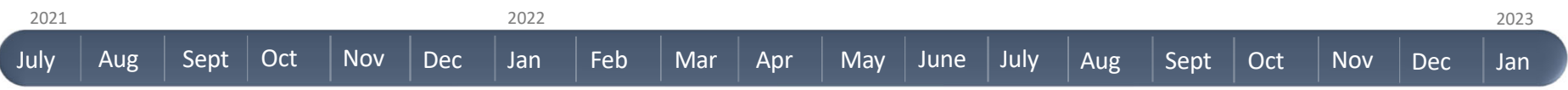
St. Helens Public Safety Facility

Protecting the Health and Safety of Those That Protect us





Timeline to Build





Original Community Outreach

Tax Assessed Value >	\$300k	\$350k	\$400k	\$450k	\$500k
30 Year GO Bond	13.25	15.46	17.67	19.88	22.08
30 Year Public Safety Fund	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50
20 Year GO Bond	18.25	21.29	24.33	27.38	30.42
20 Year Public Safety Fund	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50	6.00 – 11.50



Funding

DEDICATED FUNDING	AMOUNT	CURRENTLY	BEGINS
ACSP Mortgage	\$155,000 per year	Community Development	22/23
ACSP Public Benefit	\$36,000+ per year	Community Enhancement	21/22
Cannabis Taxes	\$230,000 per year	General Fund	22/23
State Alcohol Taxes	\$255,000 per year	General Fund	22/23
Cigarette Taxes	\$10,000 per year	General Fund	21/22
SDC Administrative Fees	\$45,000 per year	General Fund	21/22

ONE-TIME FUNDING	AMOUNT	BEGINS
Sale of Millard Rd Property	\$500,000 (est. share)	22/23 ?
Sale of Police Station	\$350,000 (est. value)	23/24 ?
Sale of other potential property	3 Properties - \$150,000 (est. value)	21/22
Grants	Unknown	Unknown
Other Ideas	Unknown	Unknown



Legislature Changes

Oregon Measure 110 – Drug Decriminalization and Alcohol Treatment Initiative (2020)

- Makes personal non-commercial possession a Class E violation (Max fine \$100) and establishes addiction treatment and recovery program. Passed with 58%
 - ❖ Cities now will lose 70% of Cannabis Tax Revenue

SENATE BILL 864

- Would allow cities to vote on increasing local taxes
- Bill fails in previous session, potentially could happen next session (Feb 2022 Short Session?)

LOCAL IMPACT

- ❖ \$230,000 in Cannabis Revenue going down to \$70,000 in Cannabis Revenue
 - \$160k loss every year (Roughly \$5 Million over 30 years)



New Repayment - 30 Yr. Bond 2052

<u>AMOUNT</u>	<u>BEGINS</u>	<u>ENDS</u>
6.00 Per Month	January 2022	Jan 2041
5.50 Per Month	January 2022	Dec 2043
5.00 Per Month	January 2022	Dec 2044
4.50 Per Month	January 2022	Jan 2045
4.00 Per Month	January 2022	Dec 2046
3.50 Per Month	January 2022	Jan 2048
3.00 Per Month	January 2022	Jan 2050
2.50 Per Month	January 2022	Good only through 2041
2.00 Per Month	January 2022	Good only through 2033
1.50 Per Month	January 2022	Good only through 2031

-- CONSIDERATIONS --

- City growth will affect these estimates over time
- All these options are still below the estimate originally shown (\$6-11.50)
- Do you pay more now to pay less later?
- Consider future needs of other departments (PD, Parks, Library, etc.)
- \$2 Recreation Fee comes off in January 2022



Staff Recommendation

DECISION FOR TONIGHT

- What amount should be included in the resolution to begin in January 2022?

STAFF RECOMMENDATION

- Whatever rate is agreed, set for 3 years and re-evaluate estimates to adjust as needed



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 18, 2021

Planning Division Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 07.27.2021

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 phase of the Elk Ridge Estates subdivision. Based on the pre-app plans, this would finish Elk Ridge with approximately 125 new lots off Hankey Road. There are some old landfill issues that remain.

PLANNING ADMINISTRATION—MISC.

We received a vision clearance concern on Pittsburg Road due to road improvements associated with the Emerald Meadows Subdivision. As a county road, County Public Works is the lead agency, and a no-parking designation would need to be approved by the County Commissioners. County PWs requested support from the city for this. **See attached.**

DEVELOPMENT CODE ENFORCEMENT

In the March 2021 report I mentioned an enforcement case about fill and parking area expansion for a home close to downtown. This issue is now resolved.

In last month's report I mentioned a complaint about illegal structures on the 400 Block of Greycliffs Drive. No response from the neighbor from the correspondence sent to them. Time to get Code Enforcement involved.

In 2016, we had a Conditional Use Permit application for a marijuana production facility at 264 N. Columbia River Highway. That permit was withdrawn. Recent activity on the site has prompted staff to investigate the matter. It has been sold recently.

In this year's February and April reports, I mentioned our dealings with the property on the SW corner of the US30/Pittsburg Road intersection. They have had three months to make headway. Having not seen any substantial progress in abating the illegal junkyard, I have asked our Code Enforcement officer to cite. **See photos below comparing Feb. 16th to July 16th.** Spoke to the occupant in April, hoping a conversation would be enough. No movement unfortunately.



Responded to a concern about a big pile of firewood with the LeMont Street right-of-way between N. 9th and N. 10th Streets. Speaking to the person responsible, the issue should be short term and all affected folks are anticipated to be at peace.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

July 13, 2021 meeting (outcome): The Commission unanimously approved three public hearing items: the St. Helens High School renovation, the City of St. Helens Recreation Center at 2625 Gable Road and a building for Columbia Health Services at 174 Sunset Boulevard.

The Commission was given an update of the riverfront development efforts (i.e., the old veneer mill site).

August 10, 2021 meeting (upcoming): This Commission will have a public hearing for a four lot commercial subdivision along US30 just north of Howard Street.

As the Historic Landmarks Commission, they will review and consider the applications received for the latest Historic Preservation Rehabilitation Grant.

<https://www.sthelensoregon.gov/planning/page/historic-preservation-rehabilitation-grant>

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

Staff is working on outreach to select an engineering and architectural services for the city's new public safety facility. This department is not the lead but has assisted. Proposed deadline from firms is in August.

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



265 Strand Street
St. Helens, Oregon
97051

July 16, 2021

Columbia County Public Works
1054 Oregon Street
St. Helens, OR 97051

Via Email: Scott.Toenjes@columbiacountyor.gov

RE: No parking designation request in response to vision clearance concern at 35186 Pittsburg Road

Dear Columbia County Public Works,

In May of this year, the city received a concern from the residents at 35186 Pittsburg Road about visibility restrictions. This property is within St. Helens city limits and abuts Pittsburg Road, a county road. The folks in question are Kathy and Dave Innocenti.

Kathy and Dave's concerns include both ingress and egress using their driveway as well as getting to their mailbox which is on the other side of Pittsburg Road. Kathy and Dave have owned this property since 1994 (per County records) and curvature of Pittsburg Road lying to the west of their property poses some challenges.

Fairly recently, the Emerald Meadows Subdivision was constructed. A portion of the Emerald Meadows property abuts Pittsburg Road and this portion is both adjacent to the Innocenti property and at the apex of the curve mentioned above. The Emerald Meadows subdivision resulted in street frontage improvements to this segment of Pittsburg Road, which resulted in an "extra wide" shoulder. This shoulder provides an area that some may confuse as on-street parking.

The city's Transportation Systems Plan identifies Pittsburg Road as a minor arterial street. The normal cross section for this type of street does not include on-street parking (see attached Figure 7-2).

To reduce the potential for hazards, it is important for the shoulder to be marked as "no parking" because otherwise the width is a temptation for on-street parking. It is the city's understanding that to establish this area as a "no parking" zone the Board of County Commissioners would need to approve such.

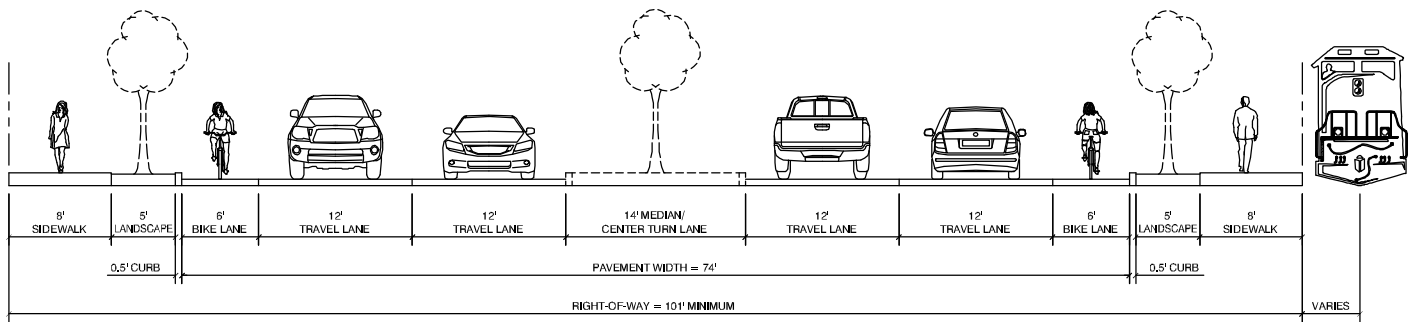
The City of St. Helens urges consideration of a "no parking" zone for this segment to support public health, safety and welfare for both local residents and users of Pittsburg Road.

Respectfully yours,

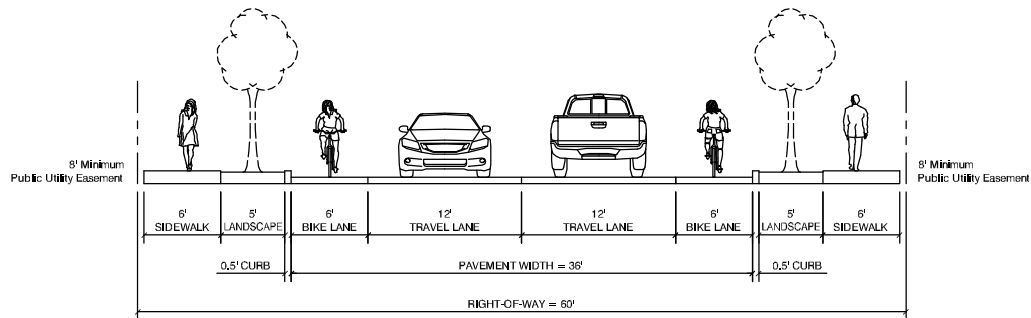
Jacob A. Graichen, AICP, City Planner



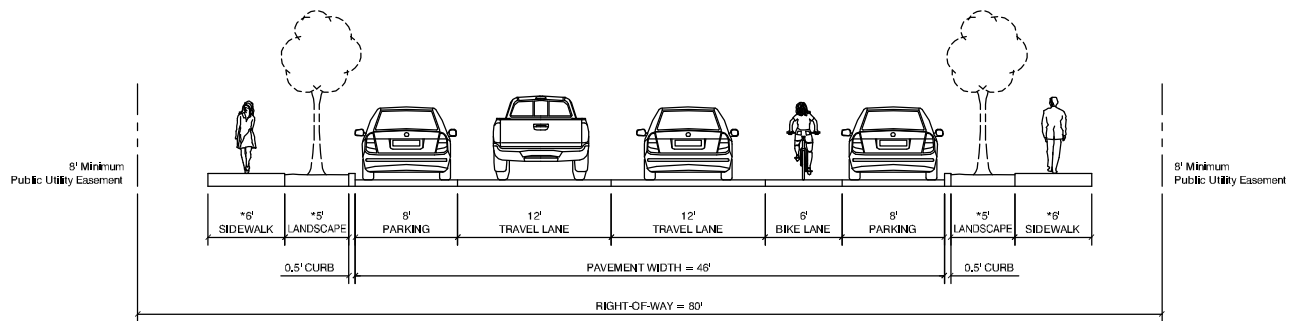
Above: the driveway serving 35186 Pittsburg Road is in the foreground. The portion of Pittsburg Road improved as part of the Emerald Meadows Subdivision is identified by the sidewalk, curb and greater width from the fog line. The temptation to use this for on-street parking is shown as well as the visual problem on-street parking can create on this busy road.



Major Arterial (US 30)*

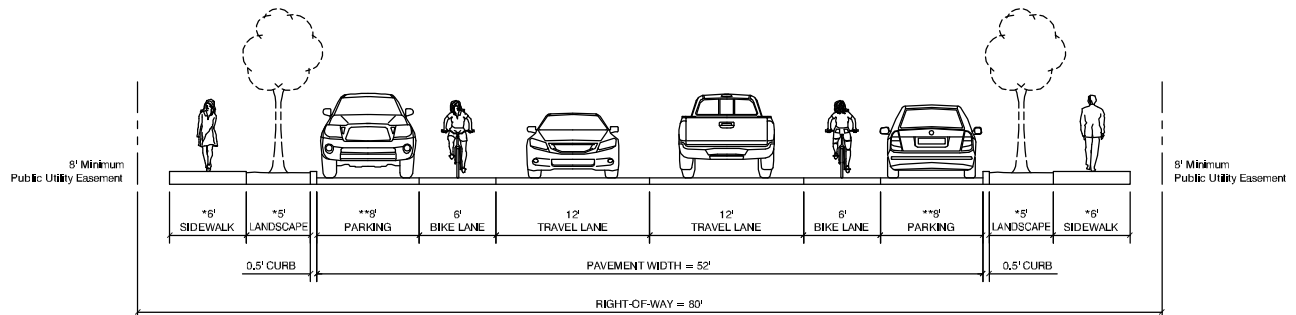


Minor Arterial (Typical)



*Optional 11' sidewalk with tree walls.

Minor Arterial (One-Way - Columbia Boulevard/
St Helens Street - US 30 to 13th Street)



*Optional 11' sidewalk with tree walls.

**On-street parking may be reduced to allow for installation of a left-turn lane where needed.

Minor Arterial (Two-Way Downtown)

LEGEND



TREES TO BE PROVIDED AS APPROPRIATE PER CITY CODE AND LOCATION SPECIFIC CONSIDERATIONS

*The US 30 Cross-Sections are shown to be consistent with ODOT Standards. Specific roadway designs will be developed through a refinement plan or project development process. Design and future improvements to US 30 must also address ORS 366.215 (Reduction in Vehicle Carrying Capacity) on this national freight network facility.



STANDARD CROSS SECTIONS
ST. HELENS, OREGON

FIGURE
7.2

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: July Planning Department Report
Date: Tuesday, July 27, 2021 8:51:41 AM

Here are my additions to the July Planning Department Report.

GRANTS

1. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with three flex sport courts, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021, likely to need extension. Pre-construction meeting on 7/1 with general contractor selected. Geotech work scheduled this week. Soil additive likely to be next week.
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. Up to RFI #22(!!!) Tracking all invoices, and coordinating with grant manager on reimbursement requests and quarterly reports to the state. Project to be completed by December 2021.
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. Resolution to apply approved by Council on 3/17. Submitted a full application in early March. Reviewed Business Oregon staff report and recommendation in May, prepared presentation for board review/approval on June 4 with John Walsh. Successful presentation and approval for the project! 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 5th 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.
6. **Certified Local Government – Historic Preservation Grant Program** – Prepared and uploaded online the outreach materials (solicitation letter, grant fact sheet, grant application, and attachments) for our 2021-2022 cycle. 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. Prepared for next steps with this project. Prepared for and provided materials to SHPO regarding our 4-year CLG review to be held with SHPO staff via zoom on 7/28.

MISC

7. **Riverwalk Design/Engineering (OPRD Grants x2)** –Prepared for and reviewed materials

- for Council presentation of preferred design on August 4. Handled press inquiries, reviewed press release, and materials in advance of the meeting. Begin preparing for Work Order #2 from Mayer/Reed for the 2nd half of this project. Updated the TAC with the process and next steps.
8. **Waterfront Streets/Utilities Design/Engineering** – Roadway alignment determined and approved by Council at their 6/16 meeting. Attending every-other-week check-ins for 30% design, with particular attention to pedestrian connections and the intersection/gateway treatments.
 9. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure RFQ** – Discussed next steps with the team for this project after scoring. Attended a scoping meeting with the firm that scored the highest (Mackenzie) by the review committee. Reviewed summary of this meeting and awaiting first phase scope of work.
 10. **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 is working through BOLI concerns with legal counsel at the request of Atkins & Dame prior to planning for a presentation. BOLI Concerns have been addressed, and now staff is worked with Atkins & Dame on tweaking the site plan to reduce the number of code exceptions. Planning for a September presentation to Council by the proposed developer.
 11. **Waterfront Video Project** – Attended regular meetings with production team. Helped coordinate interviews and filming sessions with the production team. 3rd or 4th production day is scheduled for 7/28.
 12. **Parklet Permit** – Received another application for a parklet in front of two businesses on Strand Street. Reviewed for completeness, prepared notice area and letters to business/property owners. 14-day required comment period will end on 8/6.
 13. Reviewed new Council Chamber A/V equipment processes so I will be prepared to serve as a back-up/coverage for Christina.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

New email address jdimsho@sthelensoregon.gov