



COUNCIL WORK SESSION

Wednesday, October 07, 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/93842595015?pwd=L0tvb2dmc2lpdkNya05jc2NKcTFpZz09>

Website | www.sthelensoregon.gov

Email | kathy@ci.st-helens.or.us

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.](#) Update from the South County Collaborative Group - *Rachael*
- [2.](#) Recreation Program Semi-Annual Report - *Shanna*
- [3.](#) Review Proposed Bench Donation for Grey Cliffs Waterfront Park
- [4.](#) Review Proposed Amendment to Police Sergeant Job Description - *Brian*
- [5.](#) Request Authorization on Street Vacation Petition for Portion of S. 2nd Street - *Jenny*
- [6.](#) Review Process for Towing Request for Proposals (RFP)
- [7.](#) Discussion Regarding Main Street Program
- [8.](#) Discussion on COVID Relief Funds - *Rachael*
- [9.](#) Review Request from Oregon Made Creative Foundation - *John*
10. Strategic Action Plan Updates
- [11.](#) 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:*

- *October 7, 1:00 pm, Council Work Session, Via Zoom*
- *October 7, 7:00 pm, Council Regular Session, Via Zoom*
- *October 12, 4:00 pm, Parks & Trails Commission, Via Zoom*
- *October 12, 7:15 pm, Library Board, Via Zoom*
- *October 13, 7:00 pm, Planning Commission, Via Zoom*

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

- *PH: October 21, 6:30 pm, Urban Renewal Plan Amendment*

VIRTUAL MEETING DETAILS**Join Zoom Meeting:**

<https://zoom.us/j/93842595015?pwd=L0tvb2dmc2lpdkNya05jc2NKcTFpZz09>

Meeting ID: 938 4259 5015

Call in: 1 253 215 8782

Passcode: 895259

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.



CITY COUNCIL MEMO*TOPIC: SOUTH COUNTY COLLABORATIVE UPDATE**DATE: 9-10-2020**COUNCIL ACTION REQUEST: DISCUSSION BRIEF*

This will be a discussion with staff members from various South Columbia County agencies regarding the outcomes of the meeting of elected leaders held on February 12, 2020 and what has been done since the leaders meeting. The staff group will be presenting this information to several agencies over the next several weeks. Staff is looking for general agreement with priorities that will be presented and anticipates coming back to Council at a later time to discuss more concrete commitments of effort and partnership on the identified priorities.

Background

Staff from City of Scappoose, City of St. Helens, City of Columbia City, Port of Columbia County and Columbia County in combination with supporting staff from Columbia Pacific Economic Development District and the Governor's Regional Solutions staff began meeting in late 2019 to see if there was interest in coordinating efforts on common goals. There was agreement that close geographic proximity and similar community and economic development needs and issues indicated an opportunity to increase south Columbia County communication and collaboration.

This initial dialog culminated in a meeting of elected officials on February 12, 2020 in which the group participated in a Strengths, Weaknesses, Opportunities, and Threats Analysis (SWOT) focused on the southern portion of Columbia County.

Analysis

The summary of the SWOT Analysis exercise performed by elected leaders in February 2020 is presented in Attachment 1 and will be discussed further.

From the analysis, staff developed four priorities.

- Infrastructure
- Tourism
- Industrial Recruitment
- County Marketing/Brand Development

Attachment 2 is the presentation that provides an overview of activities and opportunities; input and feedback from Council is encouraged.

Next Steps

The staff group will be presenting this information to the various agencies over the next several weeks. It is anticipated that staff will come back at a later time to discuss any feedback we received and develop more formal commitments to these priorities as may be needed.

South County Collaborative



**COLUMBIA
COUNTY
ECONOMIC
TEAM**

Meeting Purpose

- Initiative Refresh
- Update on progress
- Projections on deliverables
- Receive feedback and direction
- Discuss next steps

Participants/Contributors

John Walsh, Rachael Barry, Matt Brown; City of St. Helens

Michael Sykes, Alex Rains; City of Scappoose

Mike McGothlin; Columbia City

Mike Russell, Karen Schminke; Columbia County

Doug Hayes, Matt Miller; Port of Columbia County

Paul Vogel, Wela Negelspach; Columbia County Economic Team

Supporting Partners: Columbia Pacific Economic Development District

Governor Kate Brown's Regional Solutions North Coast

Why?

Value Statement:
Close geographic proximity and similar community and economic development needs and issues indicate an opportunity to increase south Columbia County communication and collaboration.



Elected Leaders Meeting, February 2020

Strengths

- Available Industrial Land
- Regional Airport
- Higher Ed & OMIC
- Recreation opportunities (trails, Columbia River, natural environment)

Opportunities

- Jointly market the region
- Develop infrastructure
- Tourism - regional recreation destination
- Develop marketable industrial properties

Weakness

- Transportation System
- Out-Commute by residents
- Rail bisects towns/other rail concerns
- Lack of industry & local jobs

Threats

- Lack of regional transportation corridor
- Out commute threat to local business, volunteerism, taxes, transportation

Status -- What's happened since

- From the SWOT, Staff leaders identified 4 priorities
- Criteria: Serves the South County region, work already in progress, impact, building blocks
- Monthly: Meetings focused on developing action plans, identifying gaps, coordinating efforts, sharing updates, improving collaboration and relationships
- Now: Update to elected leaders on priority initiative status, momentum and next steps

Infrastructure - Lead, Mike Russell (Columbia County)

- **Purpose**
 - There are common infrastructure priorities that partners can develop and champion jointly. This will help regional efforts to focus on key infrastructure improvements that demonstrate strong partnership for any funding opportunities.
- **Identified Objectives/Projects**
 - Rail Corridor Study
 - Scappoose Alternate Route (County TSP #67)
 - Hwy 30/West Lane Road Intersection Improvements (County TSP #48)
 - Broadband Initiative
- **Immediate request**
 - Do you agree that these are the priority projects for this effort?

Tourism - Lead, CCET

- **Purpose**
 - Countywide Tourism promotion
- **Identified Objectives/Projects**
 - Countywide Tourism Initiative Destination Development Plans, development, implementation, coordination
 - Focus on Plan priorities
 - Integrate local and external stakeholders
 - Invest in infrastructure and marketing
- **Key actions**
 - Destination Development Plan was created with clear plan of action
 - Sustain stakeholder presence and benefits
 - Trails infrastructure and marketing investments and R&D
 - \$25k CZ Trail in 2020; \$30k Prescott Beach in 2019; \$25k Salmonberry Trail in 2019
 - Experience marketing initiative
 - Maintain inclusivity and complimentary marketing
- **Challenges**
 - Funding: Low historic in-county tourism revenue; TO funding reduced due to Covid-19
- **Next steps/deliverables**
 - Earned media and strategic paid marketing
 - Inclusive marketing initiatives
 - Research opportunistic outdoor/recreation partnerships

Crown Zellerbach Trail

CCET Board has approved spending up to \$25,000 of Regional Cooperative Tourism Program dollars to complete informational kiosks at trailheads along the trail.



Ruley Trailhead



Industrial Recruitment - Lead, Doug Hayes

- Purpose
- Key actions
- Taken
- Needed
- Challenges
- Timeline
- Next steps/deliverables
- Immediate request

Recent South County Developments

- **Scappoose Airpark**
 - Titan hangar
 - Pipistrel expansion
 - Re-designed and improved taxiway, water and sewer infrastructure serving airport property
- **McNulty Industrial Park shovel ready**
 - Certified Site - State of Oregon
- **Multnomah Industrial Park tenant growth**
 - Design and construction of buildings for tenants
- **Scappoose Bay Marina record activity**
 - 17.1% increase in visitors from Labor Day weekend 2019 to Labor Day weekend 2020
- **Boise-Cascade IGA with City of St Helens**
- **Rainshadow expansion**
 - Design new 12,000 square-foot facility
- **Rail corridor study**
- **Marketing visibility growth**
 - Listing views of Port properties increased 7X-10X over-the-year

Future Vision

- **Scappoose Airpark**
 - Aviation and supplier recruitment
 - OMIC, education-related opportunities
 - Branding
- **Scappoose Bay Marina investment**
- **St. Helens Waterfront-“Wilds” Park development concept**
 - Tie into city’s plans
- **Supporting strategic growth of existing tenants**
- **Development of marketing strategic and tactical plan**
 - Off-site retreat in November

County Marketing/Brand Development - Lead, CCET

- **Purpose**
 - Regional Brand/Identity
- **Identified Objectives/Projects**
 - County-centric development of long-term, holistic regional image/identity/story that translates to a brand
 - Contract creative/technical agency
 - Develop articulated story reflecting and distinguishing:
 - Shared attributes, appeal and attraction to multiple audiences
 - Marketing strategy, execution/implementation
 - Develop digital content/tools, materials
- **Key actions**
 - **Done:** CCET committed \$75,000 on 9/8/2020
 - **To do:** Asset assessment and gathering; Data gathering/analysis; Collaboration; integration with Tourism and Industrial Recruitment initiatives
- **Challenges:** Adequate unrestricted funding; collaborative, focused creative process
- **Timeline:** 3 - 4 months
- **Immediate request:** Consider/recommend additional local government, private and external funding sources

Collective Benefits

- Ensure: communication, coordination, collaboration
- Integrate: efforts, deliverables, results
- Shared responsibility & accountability
- Delivery: maximum effectiveness

Questions, Feedback, Direction

Collective Next Steps

Thank you!

Recreation Department City Council Report

OCTOBER 7, 2020

St. Helens Recreation Program

Item #2.

Building Culture

Create an inclusive environment for educational and affordable activities to thrive in St. Helens as a means of further connecting our community.

S.H.A.R.P.

Item #2.



Middle School Afterschool Clubs

Item #2.

- Homework
- Anime
- Gamers
- Media
- Yoga

St. Helens Youth Basketball League



Recreation Services During COVID-19



ST. HELENS
RECREATION
PROGRAM

Virtual Coffee Connect

Tuesday, June 7th @ 9am

Email:
recreation@ci.st-helens.or.us for
the zoom link.

Join us for a virtual coffee
and connect.

Topic: summer recreation

Virtual Coffee Connects

Partnerships with our Library and Community Activity Kits



ST. HELENS
RECREATION
PROGRAM



Free activity kits now available in front of the St. Helens Recreation Center. 1810 Old Portland Rd. St. Helens

Item #2.

McCormick Park Story Stroll

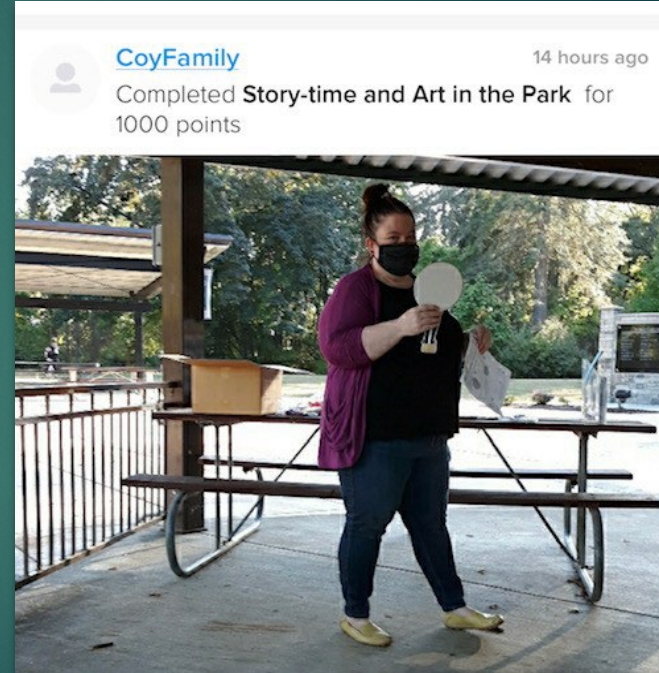
Item #2.



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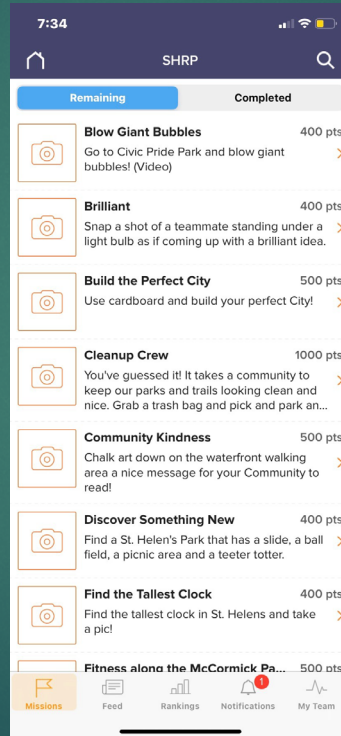
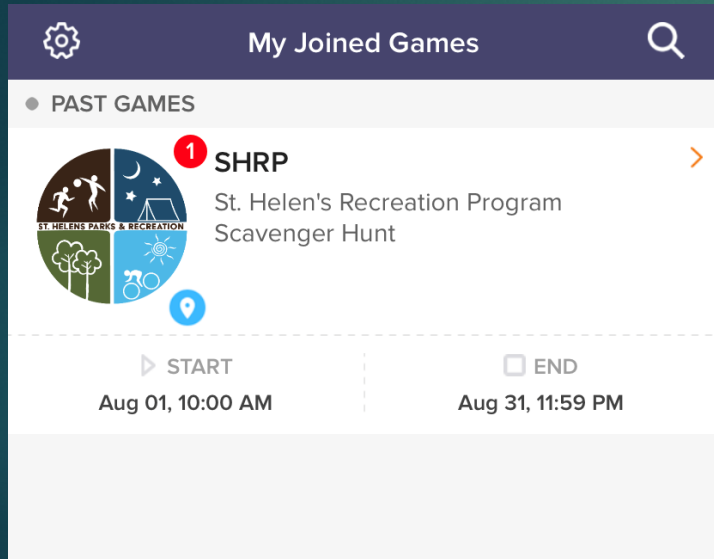
Storytime and Art in the Park

Item #2.



Virtual Scavenger Hunt

Item #2.



Page 31

Let's Play

Item #2.



Physical
Activities for
ages 5-12

● October 6th - McCormick Park ●
October 13th- Campbell Park
October 20th- Godfrey Park
October 27th- McCormick Park

● Tuesdays, 3-4pm ●

Please bring a blankets

This activity is free.

We will be following

a
Jugar!

Arte, STEM (Ciencias
Tecnología, Ingeniería
y Matemáticas) ,
Actividades Físicas
para edades de 5 a 12
años

● 6 de Octubre - McCormick Park ●
13 de Octubre- Campbell Park
20 de Octubre- Godfrey Park
27 de Octubre- McCormick Park
Los Martes de 3-4 p.m.

● Estas actividades son gratis ●

Por favor traiga

Seguiremos el
distanciamiento

Fall Events

Item #2.



Let's Play!

Mobile recreation and library pop-up

Art, STEM, Physical Activities for ages 5-12

- October 6th - McCormick Park
- October 13th - Campbell Park
- October 20th - Godfrey Park
- October 27th - McCormick Park

Tuesdays, 3-4pm

Please bring a blankets to sit on as seating may be limited.

This activity is free.

We will be following social distancing, so please help us stay within guidelines.

ST. HELENS RECREATION PROGRAM:

SCARECROW Contest 2020

All Residents and Businesses in St. Helens are eligible!

1st Place- \$150
2nd Place- \$75
3rd Place- \$50

All entries received and scarecrows in place by October 10th, judging and pictures will be done on October 17th/18th.

A panel of judges will be selected to choose the winners. Winners will be announced on October 31st.

St. Helens Recreation Program Scarecrow Contest:
Rules and Registration at:
[sthelensoregon.gov/recreation](https://www.sthelensoregon.gov/recreation)

Tickets on sale October 1st:

DRIVE-THROUGH BOO

Presented by the St. Helens Recreation Program and the Big Halloween Parade

Drive-through trick-or-treat
1810 Old Portland Rd.

SATURDAY | OCTOBER 31 |
TICKETS REQUIRED

Decorate your car and wear your costumes!

<https://www.sthelensoregon.gov/recreation>

Continuing Education

Item #2.

NAYS Academy for Youth Sports Administrators

- **Certified Youth Sports Administrator (CYSA) credential**

Grants 2020

Item #2.

- CPCCO Community Wellness Investment Fund
\$25,000 (Awarded Sept 2020)
- Blazer Play Grant Presented by Nike!
\$10,000 (Awarded Aug 2020)
- MODA Play Grant
\$37,000 (Awarded Sept 2020)

Ongoing and Future Programs

Item #2.

- ↳ Trail Programs
- ↳ Bicycle Program
- ↳ Story Stroll
- ↳ Mobile Recreation & Library

Vision for the Future

Item #2.

- Continue current programing
- Future Programming
 - Teen programs
 - Out of school time support
 - Outdoor playgroup
 - Family programs
 - Wellness HUB
 - Physical activities
 - Connecting events

Building Community through Activity.

St. Helens Recreation

Item #2.

Partnerships and Sponsors 2020



South Columbia County
Chamber of Commerce



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Questions?

City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: Wendi Worlitz Application No: _____
Organization: _____ Date Filed: August 21, 2020
Address: 59430 Alderwood Dr. St. Helens, OR 97057
Phone: (503) 267-0445
E-mail: wendle06@yahoo.com

Detailed Description of Donated Item (attach additional pages, drawings, diagrams and photos, as necessary)
Link included in e-mail

Location (include reasons for location choice) Gray Cliffs park over looking the river, NO
specific spot. Mother Susie Whalen requested a memorial bench around location
before she passed, so its very important to the family to respect her last wish
and to add my sister Amy Schwirses name.

Placement (who, how, when)

I would like the city to place it, however they would like, &
the soonest we could.

Term (length of time you would like the donated item to remain in place)

I would like the bench to stay as long as possible.

Maintenance (required maintenance and who will be expected to perform)

I would like the city to maintain the bench.

Signature Wendi Worlitz

Signing this document means that you have read and understand the City's policy concerning the placement of donated items on City property, and that you, and by extension everyone belonging to the organization on behalf of whom you are filing this application, accept the terms and conditions as set forth in the Policy section of this document.

City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: Wendi Worlitz

Application No: _____

Organization: _____

Date Filed: Aug. 21st, 2020

Arts & Cultural or Parks Commission			
	approve	approve w/ changes	decline
Concept: <u>See page 1</u>	<u>9/14/20</u>		
Location: <u> </u>		<u>N. End of park 9/14/20</u>	
Term:	<u>9/14/20</u>		
Maintenance:	<u>9/14/20</u>		

Council - Concept			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

Public Works			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Community Development			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			



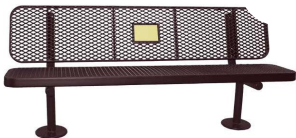
The Best Commercial Outdoor Furniture Available. Period.

(641) 381-5258

6' MEMORIAL BENCH |
SURFACE MOUNT |
EXPANDED METAL DESIGN
| 15" SEAT DEPTH

Home / Benches
/ Memorial Benches
/ 6' Memorial Bench | Surface Mount
| Expanded Metal Design | 15" Seat
Depth

\$498.30



This 6' Supreme style Memorial Bench has coated expanded metal seats with diamond-shaped openings. The surface mount style has legs that bolt onto a concrete surface. The seat and backrest are 15 inches deep. Centered on the backrest of this bench is a 4-inch x 6-inch sublimated ink plaque that might not be pictured. Please enter the text you would like printed on the plaque in the field below. The 6-foot bench seats approximately three adults comfortably.

Choose the comfortable, durable, and attractive memorial bench with a plaque to provide a lasting tribute. Honor and remember individuals and groups in a special way. Wonderful for gardens, parks, cemeteries, and just about anywhere you would want a bench. The sublimated ink plaque is specially rated for the outdoors and will withstand the weather without rusting. The 4" x 6" aluminum plate has a brass finish. Your personal message of dedication will have a clean and clear look due to this heat-pressed process.

Features:

- Because of the special outdoor rating, the sublimated ink plaque will withstand the weather without rusting.
- The 4" x 6" aluminum plate has a brass finish. Your personal message will have a clean and clear look due to this heat-pressed process.
- The heavy-duty metal seat and surface mount (bolt-down) frame design of the 6' bench ensure that the bench will remain stable and will not sag in the center.
- The Supreme style seat is a full 5 inches deeper than the standard bench depth.
- The classic diamond-shaped openings of the coated expanded metal seats allow the bench to dry quickly after a rain.
- Our products are completely coated from top to bottom with a thick layer of UV stable, mold-resistant plastisol. This coating protects the products from harsh environmental elements.
- We even coat the legs! Therefore, moisture won't penetrate to the steel, so rust won't form that can weaken the steel.
- Best of all – we offer an industry-leading 20 Year Warranty!



Sublimated ink plaque has a clean and clear look.

Item colors shown on your monitor. Color samples are therefore available upon request.



1/8+ inch of plastisol coating protects the steel from rust and deterioration



Heavy-duty plastisol coated legs support the 6' Memorial Bench

You may also like...

6'
Contour

4' Square
Memorial

6'
Memorial

City of St. Helens

Job Title: POLICE SERGEANT
Department: Police
FLSA Status: Non-Exempt
Union: No
Date Revised: October 7, 2020

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities. Functions as a Shift Commander, supervisor of specialty team or detail (ie, CENT or detectives), supervises personnel of lesser rank and a member of the management team responsible for the administration of the Police Department.

SUPERVISION RECEIVED

Works under the general supervision of a Police Lieutenant or during the absence of the Lieutenant, the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police officers and other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises police officers and other staff in their duties. Makes decisions and directs department activities as a part of management.
- Responsible to ensure the safety of subordinates.
- Conducts or participates in the investigation of complaints made by citizens against Police Officers or other staff and any resulting corrective action, including relieving employee from duty with or without pay.
- Conducts or participates in the hiring process, including oversight of oral board interviews in the absence of the Lieutenant, both for new hires and for promotional interviews.
- Supervises the scheduling and coordinating of shift changes.
- Reviews a variety of police related reports prepared by subordinate officers or others and ensure completion of subordinate's work.
- Continuously monitors the quality and quantity of work performed of subordinates, including evaluating officers arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Makes day-to-day police assignments as required by the needs of the service, including the granting of time off and the granting of permission to work overtime.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Advises other supervisors on deployment of personnel during emergency responses.
- Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.

- Maintains contact with general public, court officials, and other City officials in the monitoring of performance of police activities, as assigned.
- Conducts periodic performance evaluation and planning sessions for assigned personnel, including identifying employee strengths and weaknesses and making plans with the employee to maximize capabilities and to deal with performance issues, either positive or negative. Includes creating and maintaining appropriate records.
- Counsels assigned personnel on job performance and disciplinary matters.
- Participates in special assignments, as assigned.
- Personally participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Works a uniformed shift in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Maintains normal availability by radio, pager, or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and prepares semiannual evaluations of members of the department under his/her supervision.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Coordinates and supervises the training, assignment, development of subordinate police officers, including the observation and evaluation of probationary employees resulting in recommendations to retain or release the employee.
- Coordinates activities with other Shift Commanders, other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
- Participate in grievances, grievance arbitrations or other management/labor activities as a representative of management.
- Supervises Criminal Detective(s) and participates in criminal investigations, when appropriate.

- Supervises the Columbia Enforcement Narcotics Team (CENT) while that countywide team is managed by SHPD, including the Raid Entry Team.
- Supervises the Meth Lab Response Team while that countywide team is managed by SHPD.
- Supervises the Critical Incident Response Team (CIRT) as both Tactical Commander and as Ground Team Commander, including exercising supervision over assigned members from other police, fire, or dispatch agencies.

PERIPHERAL DUTIES

- Analyzes and recommends improvements to equipment and facilities, as needed.
- Reviews, evaluates, and develops programs, policies and procedures for various departmental operations.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent; and
- Completion of the State Basic Training Academy ; and
- Minimum of five years work experience as a fully commissioned police officer; and
- At the time of appointment posses an Advance Certification issued by the Oregon Board on Police Standards and Training.
- Preferred to hold the rank of Corporal.*

Necessary Knowledge, Skills, and Abilities:

- Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Extensive knowledge of City's geography.
- Skill in the operation of the tools and equipment listed below.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow and give verbal and written instructions.
- Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- b. Ability to meet Department's physical standards.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, side handle, or extendable baton, handcuffs, breathalyzer, pager, first aid equipment.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; smell/taste; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; on occasion may be required to become involved in physical altercations to take, and or maintain control of suspects, or prisoners. The employee will be required to wear a duty belt weighing in excess of twenty pounds for extended periods of time.

The employee must occasionally lift and/or move items or persons weighing in excess of 150 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGEMENT

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

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Police Sergeant** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

CONSENT TO VACATION OF PUBLIC WAY

The undersigned, being the owner(s) of real property located in the affected area of the request by

Brian Zender/Equity Trust Custodian to vacate a portion of a public right of way, hereby
Petitioner's Name

consent(s)* to the vacation of that portion described as the west half of the S. 2nd Street
right-of-way abutting Lots 21 and 22, Block 24 not previously vacated
of the St. Helens Subdivision, St. Helens, Columbia County, Oregon.

Please see attached plot plan.

The map and taxlot of the
 property owned by the undersigned is: 4NIW-300-100 and
4NIW-380-990

The address of our property is: N/A

☐ **My property is abutting by physically fronting the
 portion of the right-of-way being vacated.**

Dated: _____

Dated: _____

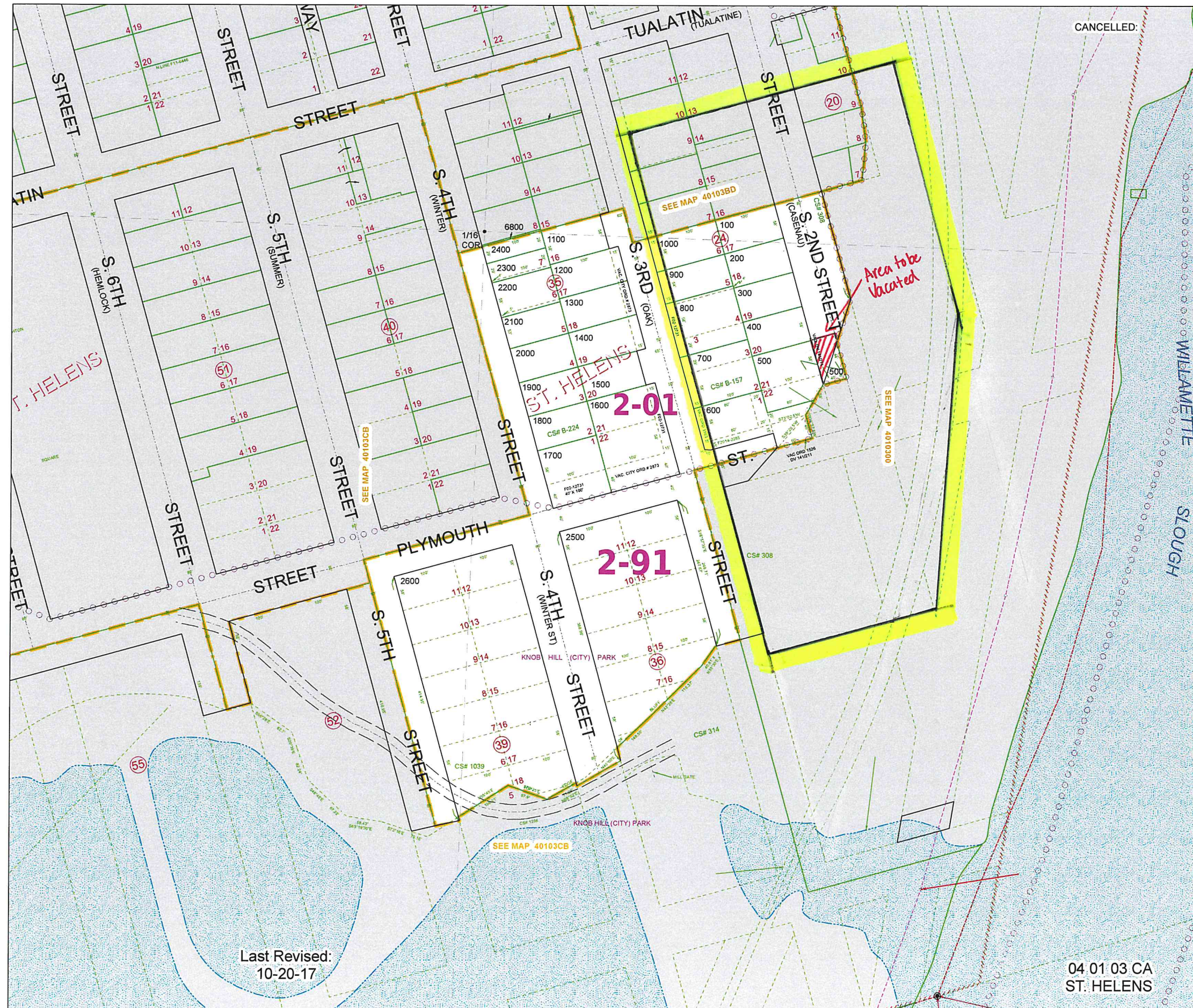
**Per ORS 271.080(2), the petitioner must have the consent of the property owners of all abutting
 properties and not less than two-thirds of the real property owners located in the affected area.*

0 25 50 100 Feet

COLUMBIA COUNTY

04 01 03 CA
ST. HELENS

em #5.



September 29, 2020

Re:
495 and 497 S. 2nd St.,
St. Helens, OR 97051
4N1W03-CA-00500

Request for portion of public way to be vacated to property owner

Property zoning:
Apartment residential AR

Although the subject lots are indicated as tax lot 500, the land parcel is 2 separate lots with an established common boundary line (see drawing sheet A0.1)

The north and south lots were purchased together with the aim of developing two single family residences with scenic river views while minimally impacting the surrounding existing residences. A design strategy of utilizing shallow sloping roofs and generously sized open spaces at the side and rear yards are intended for the new building structure to fit into the existing neighborhood context with a “good neighborly” height and three dimensional bulk. Traditional steeply pitched roof forms built to the maximum allowable building height and maximizing the site’s allowable floor areas with habitable space have been foregone in consideration of the site plan and building’s effect on its neighbors’ views and access to natural light and the relationship between the new construction’s scale and the existing neighborhood context.

The south lot cannot be developed separately from the north lot. Vehicular access from the front of the south lot is precluded by a narrowly truncated public right of way with steeply sloping topography. A public street cannot be developed to serve the frontage of the south lot. The only available option for vehicular access to the south lot is by a site plan and building design configuration with a vehicular access easement and a shared driveway over the north lot along its northern property line and a shared garage approach/ backup area adjacent to the west property line of the north lot. (see attached site plan drawing and aerial photograph – sheet A0.1).

A design of two townhomes (each of 2 stories and approx. 2,100 s.f.) have been developed to overcome the disadvantages of the site’s particular features.

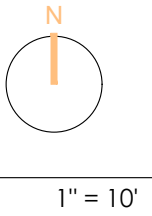
A previous vacation of public way to private ownership created 2 small triangular lots of 436 s.f. and 808 s.f. for the owner of tax lot 500. The 2 triangular lots are basically islands without contiguous boundaries to the main property’s boundaries.

A vacation of the public way adjacent to the subject property is requested for the following reasons:

- The incapacity of the public right of way to serve the frontage the south lot with vehicular access creates a physical and economic disadvantage with a resulting site and building design configuration that requires either an additional fifteen or twenty more feet of lot width dedicated to non-buildable lot width (by satisfying the planning code's requirement for the necessary vehicular access easement) than if the two lots were able to be developed in a standard fashion with vehicular access at their frontages.
- Granting the request will allow for high quality project that can fully take advantage of its river view and achieve a market value that will contribute more to the city's tax revenues than if the lots are developed without the requested vacation of the public way.
- The vacated public way portion will allow for the isolated 436 s.f and 808 s.f. lot portions to be joined with main lot portions for continuous lots with better efficiency and utilization of the land.
- Granting the request will relieve the city of responsibility for maintaining this small portion of land of uneven topography and large amounts of vegetation.



1 PROPOSED SITE PLAN W/ REQUESTED VACATED PORTION OF PUBLIC WAY INDICATED



Item #5

c2design

1332 SE 44th Ave.
Portland, OR 97215
503.320.8090
www.c2design.biz

project

Knob Hill Townhouses

495 & 497 S. Second Street
St. Helens, OR 97051

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THE ORIGINAL SHEET SIZE OF THIS DRAWINGS IS 22" x 34". IF THIS SHEET IS NOT 22" x 34", IT IS NOT TO SCALE. DO NOT SCALE DRAWING

c2design © 2008

client

Brian Zender
3050 Sundown Lane
Bellingham, WA 98226

9/29/2020

issue/revisions

project no.

1120

issue date

sheet title

Site Plan

sheet number

A0.1

Page 54

project

Knob Hill
Townhouses

495 & 497 S. Second Street
St. Helens, OR 97051



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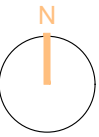
9.29.2020

issue/revisions

project no. 1120 issue date

sheet title
Site Plan

sheet number
A0.2





CITY COUNCIL ACTION SHEET*TOPIC: TOWING CONTRACT – RFP PROCESS**DATE: 10/7/2020*

BACKGROUND

The City of St. Helens had a towing contract during 2018 with Drakes Towing. There was potential litigation from a neighboring business that was settled out of court if the 2018 contract was not renewed. The City requested reviewing another RFP for a new contract.

STAFF RECOMMENDATION

Staff recommendation is to proceed with the following:

- I have updated the 2018 RFP with dates and information. The RFP would start in October and be completed by December with Council Approval of an exclusive agreement.
- The RFP information would be mailed out to all towing businesses with a St. Helens Business Registration and notifications placed in the St. Helens Chronicle Newspaper publication.
- Typically, an odd number of RFP judges are selected. The City Council will need to decide who this will be or designate City Administrator John Walsh to select who the RFP judges will be.
 - Previous RFP judges were Ginny Carlson (City Councilor), Police Officer (Designated by Police Chief), and Matt Brown (Assistant City Administrator)

REQUEST FOR PROPOSALS

Exclusive Towing Services

City of St. Helens, Oregon

**DATE:
October 8, 2020**

**City of St. Helens
265 Strand Street
St. Helens, OR 97051
(503) 366-8227**

GENERAL INFORMATION

The City of St. Helens seeks proposals for providing towing services exclusively for the City of St. Helens, Oregon. We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service and enhancement to create a successful partnership with the City.

We encourage you to be creative and educational in your response. Feel free to include information about prior community involvement in the local area. While your format must be consistent with the requirements of the RFP, if you believe there is additional information that would be beneficial to us, there is a section at the end where you can provide such information.

A City review panel, consisting of staff from multiple departments, will review each proposal for pricing and service. The panel will recommend a provider for the City Council to ultimately approve and work towards an exclusive use contract.

The complete RFP will be made available on the City’s website (www.sthelensoregon.gov/rfps).

ESTIMATED TIMETABLE OF RFP:

Distribution of RFP	October 8, 2020
Deadline for Questions	October 23, 2020
Proposal Submission Deadline	November 9, 2020
City Panel Review	November 9-11, 2020
Forward Recommendation to City Council	November 18, 2020
Notification of Selected Provider(s)	November 19, 2020
Contract Negotiation & Signature	November 19 – December 7
City Council Approval of Contract	December 16

We have made every effort to include sufficient information within this RFP for a vendor to prepare a responsive, comprehensive proposal. The timing of the proposal process is as follows:

- a) Distribution of Request for Proposal: October 8, 2020
- b) Deadline for Questions is October 23, 2020. All questions must be asked no later than this date to ensure that all proposers can receive the information.
- c) Proposal Submission: Proposals must be delivered directly to City Hall no later than **November 9 at 10:00 AM**. Late submissions after the deadline or proposals delivered via fax/email will not be accepted. A total of five (5) identical proposals must be submitted and labeled as follows:

City of St. Helens
265 Strand Street
St. Helens OR 97051
ATTENTION: Matt Brown

- d) Notification: We anticipate notification to all vendors regarding the outcome of the review and begin the contract process with the selected vendor by November 19.
- e) Conversion Activities: The awarded vendor will be required to coordinate with our staff all the activities necessary to ensure smooth installation.

We will make every effort to administer the proposal process in accordance with the terms and dates discussed in the RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary.

BID/RFP Information

The City of St. Helens invites all interested parties to submit proposals for the services described herein. The successful vendor must be able to respond to all tows within 20 minutes of dispatch. If the tow cannot be at location within the 20 minutes of dispatch, the City will move onto a 2nd or 3rd or further option. The successful vendor must have the capacity to tow cars, trucks, boats, and RVs.

Below is a list of all services required; your RFP response should include all of these services along with anticipated pricing for each item listed.

- Standard Tow
 - No extraordinary winching required. No standard tow will be paid for a “blocked driveway.” If a flatbed is used and a winch is not necessary beyond the point of pulling the car onto the flatbed, no winch is to be paid.
- Standard Tow with Winch
 - Requiring an extraordinary winch, or the use of skates. (Example: removing a car from railroad tracks, out of a house, or off a pole.) Must include picture verifying the need for winching to be paid at this rate. If a flatbed is used and a winch is not necessary beyond the point of pulling the car onto the flatbed, no winch is to be paid. This rate will only be paid in the event that a car is inaccessible to the tow truck.
- Heavy Tow
 - If possible, more than two axles. This rate of pay will require vehicle weight of more than 6,500 lbs.
- Heavy Tow with Winch
 - If possible, more than two axles. This rate is for extra heavy vehicles stuck in extraordinary situations. (Example: when a vehicle is on railroad tracks, requiring removal from a house, or off a pole.) This rate of pay will require a picture supporting the payment at this rate.
- Standard Tow with Clean-up
 - You will be paid for each car involved in an accident that is towed. This price includes the possibility of all necessary clean up including the time it takes, and use of your own supply of absorbent. The vendor should be aware that some accident tows will require a greater or lesser amount of time and/or clean-up. To be compensated at this price, the City will need pictures or documentation indicating the severity of the accident verifying the need for extraordinary clean-up.
- Standard Tow with Winch and Clean-up
 - You will be paid for each car involved in an accident that is towed. This price includes any winching, the use of skates, all necessary clean-up (including length of time for clean-up), and use of your own absorbent. To be compensated at this price, the City will need pictures or documentation indicating the severity of the accident verifying the need for extraordinary clean-up.
- Boat on Trailer
 - Towing of a boat already on a trailer, which essentially requires less work than a boat not on a trailer.
- Boat not on Trailer
 - Towing a boat not on a trailer.
- Small Bikes, Snow Blowers, Lawn Mowers, Motorized Scooters, Motorized Bikes
 - Small motor tows.

- Gone on Arrivals (GOA)
 - In the event that tow truck is dispatched, but the tow is no longer needed, the tow truck company will be paid \$. Examples include: when a call is dispatched and the Police release the car to AAA or another company once the tow truck is on scene, or the call is cancelled after the tow truck is in route to the scene. GOA does not consist of instances where a flatbed tow truck is requested, and a wheel lift tow truck is sent, or the call is canceled within 10 minutes of being given. In the event that this occurs, there will be no payment made to the towing company. Also if a two car accident is called and both are given away, only one GOA will be paid.
- MiniTow
 - The cost to move a vehicle out of the way of a driveway that is blocked, or out of the way of a fire hydrant. This is mostly used to hook and move a short distance. It can also include a situation where the vehicle is hooked-up to move, and released to the owner to move instead (Hook and Drop). Usually the distance is no more than around a block. This charge will still be paid if the tow truck is on scene, and the Police Department allows the owner to move the car.
- Tire Change
 - Changing a tire for a City vehicle within Columbia County limits.
- Jump Start
 - Jumping a City vehicle within Columbia County limits.
- Lock Out
 - Using a Slim Jim or long bar to unlock the door of a City vehicle.
- Emergency Situations
 - At the discretion of the Police Chief or City Administrator, this rate will be paid on an as needed basis when special towing services are requested for the City of St. Helens. Examples of this would include response requests involving snow emergencies, driving outside the city limits, remaining on call at the scene of a race or parade where the Police Chief may require immediate service(s), or any other situation the Police Chief or City Administrator deem to be extraordinary or emergency situation. In the event that such towing services are rendered, the Police Chief or City Administrator may authorize that an additional hourly rate be paid to the towing company.
- Tow Reports
 - Exclusive vendor selected will reimburse Police for printing costs associated to print tow reports. (Most recently ordered in Feb of 2018, 200 sets of 3-prt carbonless forms cost \$91.50)

Required Format Proposal

In order for us to adequately compare and evaluate proposals objectively, all proposals must be submitted with this format. Not doing so will be reflected in the overall scoring. Font size shall be no smaller than 12 pt.

Title Page/Cover

It should include the name of the vendor, principle business address, phone number, email address of a specific contact individual, and a copy of your St. Helens Business License.

Table of Contents

One printed page maximum

Transmittal Letter

The letter should address the vendor's willingness and commitment to serve the City of St. Helens. This includes providing the services and why the vendor believes it should be selected as the exclusive towing company for the City of St. Helens community.

Section 1 – Business Profile and Staff

- a) Please provide a brief history of your company including how long you have been in business and your experience providing service
- b) Include five (5) business references

Section 2 – Pricing

- a) Provide in this section the pricing for the specifics mentioned in this RFP.
- b) If there are additional services you believe should be added, please note them in this section.
- c) Please provide to the City if you are willing to negotiate your prices.

Section 3 – Other Info / Services

This is YOUR opportunity to include any information or services you believe should be known to the RFP Rating Committee for the City of St. Helens. In this section, you may also provide any such information that you feel you need to share to help the City make the best selection for a provider.

EVALUATION OF PROPOSALS

The evaluation criteria will include the following:

- A. Comprehensiveness of Services Provided: Overall feeling of capabilities of the vendor to meet the service levels described in this RFP and how effectively they can be offered to the St. Helens community members.
(Scoring = 0-5)
- B. Reference List: Points provided if reference list is provided as requested.
(Scoring = 0-5)
- C. Service Enhancements: The vendor's efforts to understand our needs and goals.
(Scoring = 0-5)
- D. Other Factors: Any other factors that the City believes are in our best interest to consider based on information provided or not provided in the RFP.
(Scoring = 0-5)
- E. Format Completeness: Full points awarded if the vendor has followed the format proposal reflected in this RFP. (Scoring = 0-5)

Total Points Possible = 25 Points Max

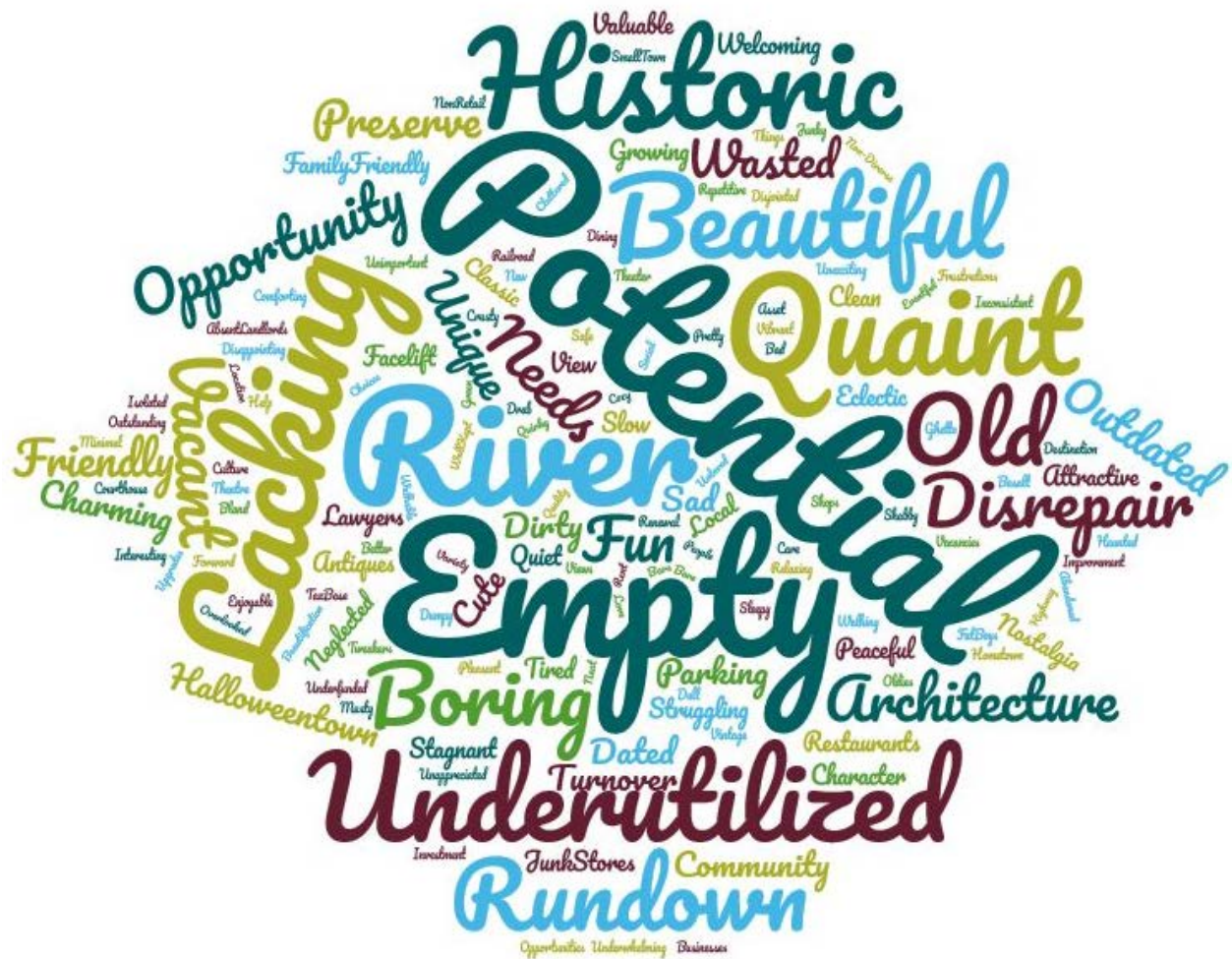
Final Comments:

The City of St. Helens is committed to providing equal opportunities to State of Oregon certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. We reserve the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and to request additional information from proposing vendors. All costs incurred in connection with preparing and submitting a proposal is the responsibility of the vendor. Our decision to award a contract will be based upon many factors including, but not limited to, service, and innovation. No single factor, such as cost, will determine the final decision to award. All respondents will be informed of the decision made about the consultant selected. Respondents will not be provided with detailed information about the rating of their response. Respondents must comply with relevant federal, state, and local laws, regulations, rules and other requirements.

Questions regarding this RFP may be directed to:

Matt Brown, Assistant City Administrator
265 Strand Street
St. Helens, OR 97051
Office: 503-366-8227
Email: mbrown@ci.st-helens.or.us

COMMUNITY ASSESSMENT REPORT



SAINT HELENS ECONOMIC DEVELOPMENT CORPORATION

August 2020

CONDUCTED BY:
SHERI STUART, STATE COORDINATOR
OREGON MAIN STREET
HERITAGE PROGRAMS/OREGON PARKS & RECREATION DEPARTMENT

INTRODUCTION

Sheri Stuart, State Coordinator, Oregon Main Street (OMS), conducted the Community Assessment Visit for the Saint Helens Economic Development Corporation during July to August, 2020. The purpose of this visit was to:

- Educate local leaders and stakeholders about the Main Street Approach™ and keys to success.
- Assess the community's capacity to continue at the Exploring Downtown level of Oregon Main Street and ability to implement the Main Street Approach™.
- Identify key issues and opportunities for achieving the goals and objectives.
- Provide recommendations for specific activities focused on priorities related to the Main Street Four-Point Approach™ that harnesses energy around key opportunities and immediate application/success.

PROCESS

The community assessment process included:

- Broad based community engagement through an on-line survey – 126 responses were received.
- Board of directors' on-line survey – 7 responses were received.
- One-on-one phone conversations based on lists provided by SHEDCO and the City of St. Helens – 16 conversations were conducted ranging from 30 to 60 minutes and phone messages were left for an additional 11 contacts.
- Summary report for SHEDCO that includes observations and recommendations for moving forward with downtown revitalization efforts.

HOW TO USE THIS REPORT

The observations and recommendations presented in this report are intended to serve as a guide for SHEDCO to continue participation in the Main Street Track of the Oregon Main Street Network and for shaping the group's annual scope of work for roughly the next 12 to 24 months. While not all of the recommendations may be appropriate at this time, they are intended to provide the community with a platform from which to discuss issues, future direction, and operational and project improvements identified during the assessment process.

For those recommendations which the community wants to undertake, consider:

- Who should take the lead?
- What partnerships can be developed to implement the recommendation(s)?
- What human and financial resources are needed to execute the recommendation(s)?
- What is the appropriate and realistic timeline for implementation?

Where needed, develop written implementation plans ("work plans") that spell out how each project or activity will be accomplished. Finally, continue to use the services of Oregon Main Street, particularly those recommended in the report. OMS staff is available on request to assist with the continued development of the organizational structure as well as identification of downtown activities.

Thank you to all who shared their thoughts and comments to assist in preparing this report. In particular, heartfelt appreciation is extended to all the board members for your service to SHEDCO and to the community of St. Helens.

Oregon Main Street (OMS) works with communities to develop local comprehensive downtown revitalization strategies based on the methodology developed by Main Street America™. The Main Street Approach™ is a common-sense, strategy-driven framework that guides downtown revitalization efforts. Building off four decades of success, this model harnesses the social, economic, physical, and cultural assets that set a place apart. The ultimate goal is to realize tangible outcomes, such as job creation, small business development, private/ public investment, and building rehabilitations which benefit the entire community. The success of the Main Street Approach™ is based on its comprehensive nature. By fully integrating four points into a practical downtown management strategy, a local program will produce fundamental changes in a community's economic base:

Organization involves building a Main Street™ framework to support successful revitalization efforts by ensuring adequate people and financial resources are available to implement projects and activities.

Promotion creates excitement downtown. Street festivals, parades, retail events, and image development campaigns are some of the ways Main Street™ encourages customer traffic. Promotion involves marketing an enticing image to shoppers, investors, and visitors.

Design enhances the attractiveness of the business district. Historic building rehabilitation, street and alley clean-up, colorful banners, landscaping, and lighting all improve the physical image of the downtown as a quality place to shop, work, walk, invest in, and live.

Economic Vitality involves analyzing current market forces to develop long-term solutions. Recruiting new businesses, creatively converting unused space for new uses, and sharpening the competitiveness of Main Street's traditional merchants are examples of economic restructuring activities.

The beauty of the Main Street Approach™ is that it provides the structure for communities to develop your own strategies based on your own local assets and priorities. OMS helps communities implement this Approach based on a Tiered structure unique to our state. The Main Street Track, including the Exploring Downtown, Transforming Downtown, and Performing Main Street levels, is for communities who are actively implementing the Main Street Approach™. SHEDCO is currently at the Exploring Downtown level. As part of the community assessment process, OMS staff looked at how SHEDCO is doing in implementing the Main Street Approach™ and whether it continues to be the right structure for St. Helens.

Based on all the sources of information we reviewed, the Main Street structure is a good match for St. Helens. Fundamentally, community members want to see a beautiful, revitalized downtown and uptown (Houlton) that respects the town's history, heritage, and character while offering a mix of businesses that meet local needs but are also enticing to visitors. The Main Street structure can help the community achieve this vision, however, there are some fundamental challenges facing SHEDCO that are hampering the ability to make significant progress. The following report outlines some of the challenges and a pathway for moving forward.

OBSERVATIONS AND RECOMMENDATIONS

The following are key observations and recommendations gleaned from the surveys and interviews and presented through the Main Street Four Point Approach™.

BOARD

The board is responsible for guiding the organization and its efforts to make a difference. The board is entrusted by the community and the government to ensure that the organization pursues its mission, is compliant with all federal, state, and local requirements, and implements activities with accountability and transparency. In an all-volunteer organization like SHECCO, the board has greater responsibility in overseeing day to day operations compared to an organization that has staff.

BOARD OBSERVATIONS

- St. Helens has participated in the Oregon Main Street Network for ten years. During that time, SHEDCO has retained dedicated individuals who believe in strengthening and enhancing the historic commercial areas of St. Helens. However, this number has waxed and waned over the years. From the most recent SHEDCO annual reports available on the Oregon Department of Justice website, there were the following number of board members by year:
 - 2015 - 3 (Al Petersen, Chair; Amanda Normine, Vice Chair; and Gretchen Williams, Treasurer)
 - 2016 - 6 (Al, Chair; Amanda, Vice Chair; Gretchen, Treasurer; Edna Dunton; Judy Thompson)
 - 2017 - 5 (Al, Chair; Amanda, Vice Chair; Destinee Ryder, Secretary; Brenda Stoddard, Treasurer; Douglas Boyes)
 - 2018 - 5 (Al, Chair; Amanda, Vice Chair; Destinee, Secretary; Brenda, Treasurer; Douglas)
 - 2019 - 3 (Al, Chair; Amanda, Vice Chair; Brenda, Treasurer)
 - 2020 - 7 * from the email distribution list it appears this is the current number
- Two board members have served continuously for at least six years with Al serving as chair since 2015 and Amanda serving as vice chair starting in 2014 according to the reports on the DOJ and the Oregon Secretary of State website. This is contrary to what we recommend as best practices for main street organizations. We typically recommend 2 years maximum in these capacities to ensure that people see opportunities for new leaders to join and a total of 6 years for board members.
- There are varying views about the effectiveness of SHEDCO. 56% of the survey respondents who are familiar with SHEDCO rated the organization as somewhat to not effective. Even board members only rated the organization on average a five (on a one to ten scale with scores from three to seven). And, board members were only able to list a very few things as accomplishments including the Oregon Main Street Revitalization Grant and the Business Plan Competition (although there apparently were issues with most recent round). And, as noted in some of the board and community surveys, respondents either:
 - Don't know about SHEDCO,
 - View SHEDCO as a small group of people trying to do good things but hampered by a lack of resources, or
 - View SHEDCO as an ineffective organization.
- Perceived lack of transparency is an issue leading people to assume the worst about how SHEDCO is operating. This includes lack of appropriate notice for meetings to accessibility of information. This

could be simply that there are not enough people to have an effective communication strategy in place.

- Relationships with other organizations and the City of St. Helens has weakened rather than getting stronger over the years. The state of the relationship with the City is particularly troubling. It is difficult enough to implement a main street process with a positive partnership between the public and private sector. It's near impossible without that partnership both financially and philosophically.
- There is continued frustration expressed by board members about the lack of direct stakeholder involvement. I tried to figure out why there is this lack of participation and heard varying things from:
 - Perception that it is part of the city,
 - Didn't know about the organization,
 - Lack of time,
 - Didn't know when meetings were, or
 - Being treated poorly when individuals did attend meetings.
- Lack of a cohesive vision and clear goals and objectives. As one person stated, "I've attended their meetings and, as a group, they lack forward momentum. Their goals and directives are not always clear and their focus is often inconsistent with their directives."
- With all that said, almost universally people said that there is a need for an organization like SHEDCO to address the needs, challenges, and opportunities impacting the historic commercial areas of St. Helens.

BOARD RECOMMENDATIONS

I sincerely appreciate all the time, energy, and creativity all the board members have given on behalf of SHEDCO. You are doing this out of your own sense of commitment to St. Helens on your own time. It is hard to give so much without the recognition that could and should come with this sustained effort. With that said, I believe the pathway forward for continued participation in the Main Street Track of the Oregon Main Street Network is as follows:

It is time to focus on the future not on past differences. There is a real need to bring groups together, especially for the City of St. Helens and SHEDCO to forge a working partnership. This is absolutely critical to realize the full potential of the main street methodology that served St. Helens well at the start of the effort ten years ago. This will best be accomplished through a written MOU and will include a reconstitution of SHEDCO. The MOU should include:

1. Re-structure the board. A nominating committee with representatives mutually agreed upon by SHEDCO and the City should be formed composed of city representatives, partner organizations, former SHEDCO board members, and SHEDCO members. Board members already serving continuously for six years or more should not be considered for new board positions. Other current board members are encouraged to apply for a position via an application process. The target should be for nine board members. Initial terms should be staggered to get in a three-year rotation. This may necessitate an update to the SHEDCO bylaws. In addition, the bylaws should have term limits added back in.
2. Forge an agreement for funding support by the City to help pay for at least a part-time executive director position. As part of quarterly request for funds, SHEDCO will provide current financial information, minutes of board meetings, and a current roster of board members.

3. Provision for city position on hiring committee for an executive director. OMS has a handbook on the hiring process and is available to serve on the hiring committee.
4. Community-based development of goals and objectives led by the SHEDCO board. Assistance is available from OMS.

The timeline to accomplish the above to remain at the Exploring Downtown level:

Within three months:	MOU
Within six months:	Restructure the board Funding support from city
Within nine months:	Hire an executive director
Within one year:	New goals and action items identified

The following breakdown by the Main Street Four-Points™ is pertinent both for a re-constituted organization or if SHEDCO decides to forge forward either as an Associate level community or independent of the OMS Network.

ORGANIZATION COMMITTEE

The organization component of the Main Street Approach™ lays the foundation to support a successful revitalization effort by ensuring adequate people and financial resources are available to implement approved projects and activities. In the event there isn't a separate Organization Committee, these tasks fall on the board so it is incumbent on the board to invest the energy in developing this committee. Specifically, the Organization Committee is responsible for:

- Communication strategies to create awareness of the overall revitalization effort and promote the purpose and activities of the program.
- Volunteer and leadership development, including recruitment, training and recognition.
- Developing an overall fundraising plan.
- Fiscal oversights to ensure appropriate policies are in place and required reporting is completed.

ORGANIZATION OBSERVATIONS

- Previously, SHEDCO had access to staff support through a RARE or VISTA participant funded and managed by the City. This provided a level of continuity in communication efforts and volunteer support. Without that support, SHEDCO hasn't been able to maintain a consistent communication strategy. This is creating an issue for SHEDCO because there isn't anyone who is responsible for ensuring there is adequate notice of meetings, event engagement, resources available, or accomplishments. So, things like keeping your website up to date or your Facebook page active are following to the wayside.
- Volunteer and leadership development are a significant challenge for SHEDCO. At one time, SHEDCO was at the forefront of developing a quality volunteer training program with great examples of committee development material. Now, there are simply too few people trying to do the work the board would like to accomplish. Periodically task forces or subgroups have formed to tackle a specific project, but this isn't a cohesive effort. Rather than growing over the years, volunteers have dwindled and are just now being rekindled. With that said, with the right messaging, there are a variety of volunteer opportunities people are willing to help with including beautification and clean-up (top response in the community survey by far), painting, historic preservation, collaboration/organization, pop-up venue for local artists and craftspeople, or events.

- Funding continues to be an issue for the organization. According to the annual reports filed with the Department of Justice, revenue and fund balances for the most recent years on record are:

	Revenue	Fund Balances
2015	\$26,659	\$36,756
2016	\$12,720	\$22,787
2017	\$14,310	\$10,317
2018	\$12,516	\$16,185
2019	\$ 2,854	\$30,285

ORGANIZATION RECOMMENDATIONS

DEVELOP A COMMUNICATION STRATEGY

This can be as simple as picking three to four tools that you will use consistently to invite people to be involved both with time and money, keep people updated on what you are working on, who is on the board and committees, meeting times, and documents that should be shared for transparency. As an all-volunteer organization this should be at a minimum:

- Up to date Website with board listing, committee and board meeting times, volunteer and donation opportunities, and organizational documents for transparency. Here's a good example of board listing from the Downtown Roseburg Association - <https://www.downtownroseburgassociation.org/who-we-are/>
- Active Facebook page with postings scheduled for two to three times per week
- Face time with business and property owners
- Up to date email list of all the business and building owners, supporters, and other key organizations

DEVELOP YOUR VOLUNTEER STRATEGY

Volunteer development involves a strategy for recruiting, training, and retaining volunteers. There were a number of people on the survey who indicated an interest in learning more about the Main Street Approach™. There were additional folks that indicated they were interested in volunteering for specific types of projects and activities if given the opportunity. There might be a variety of reasons SHEDCO is engaging with people but fundamentally people need to feel that they are contributing to a cause they believe in and that they are valued. Feeling valued includes timely communication, being treated with respect, and given the resources needed to succeed. SHEDCO has the materials developed by your first VISTA volunteer to train and engage with volunteers. The re-organization can be the catalyst to energize a whole new volunteer base.

DIVERSIFY YOUR FUNDING STREAMS

The board also needs to work on diversifying the funding sources. Main Street organizations are funded through business and property owner contributions, local government support, fundraising events, major donor contributions, project specific fundraising, and, to a lesser extent, grants. What this could look like for general (non-project specific):

- Local Government Match @ \$25,000 = \$25,000
- 1 major donor @ \$5,000 = \$ 5,000
- 5 major donors @ \$2,500 = \$12,500
- 5 major donors @ \$1,000 = \$ 5,000
- 5 property owners @ \$500 = \$ 2,500
- 10 property owners @ \$250 = \$ 2,500
- 20 business owners @ \$100 = \$ 2,000

• 25 business owners @ \$50	= \$ 1,250
• 25 community members @\$20	= \$ 500
• Fundraiser	= \$ 2,500
	= \$58,750

PROMOTION COMMITTEE

Promotion helps generate interest, excitement, and investment in downtown. Fundamentally, promotional efforts are economic development in the sense of creating an environment conducive to generating business within the district, but they also fulfill an important function in building a sense of community. Typically, downtown revitalization programs using the Main Street Approach™ work in three broad areas of promotional activity, each with a specific purpose to promote the downtown business district as a center of neighborhood activity – a great place to live, work, shop, eat, invest, and recreate:

- **Special events** give people a reason to come to the business district and create a sense of liveliness activity.
- **Image building** activities enhance the positive aspects of the district and minimize the negatives.
- **Retail or business-generating** activities should generate business as a direct result of activities.

PROMOTION OBSERVATIONS

- SHEDCO has periodically been active with events and activities from things like Elf on the Shelf to helping with 4th of July fundraising. Some of these activities have been well received. Others, like efforts to participate in Halloweentown had issues in terms of implementation.
- Marketing activities again have both folks that think they are nice and others that don't feel like they highlight the intended business as much as they should. Overall, many interviewees stated the need for better marketing of the districts including signage from the highway.
- One of the things mentioned in the community survey was to see more on-going events throughout the year rather than concentrated during Halloweentown (and many survey respondents and phone interviewees had strong opinions about Halloweentown including the suggestion to reduce to a much shorter timespan but that is outside SHEDCO's role). Some of the suggestions include walking tours, amateur entertainers, maritime events, Lewis & Clark history, and a farmers' market.
- There were suggestions on the need to help businesses to recover from the impacts of closures related to Covid-19 like closing streets to allow restaurant use. At the same time, there were suggestions about the need for better marketing of safety measures.

PROMOTION RECOMMENDATIONS

CAPITALIZE ON SMALL TOWN CHARM THROUGH MARKETING AND STORYTELLING

- Interview business owners and community members and post their stories on-line and use in other marketing efforts.
- Share info at the plaza and area parks on the businesses in the area if permissible – tell their story. Maybe have a rotating display talking about the business owners.

CREATE A SERIES OF EVENTS AND ACTIVITIES AT THE PLAZA

- When it is safe to do so again, the plaza is a perfect venue to stage small-scale, family oriented activities that survey respondents would like to see. SHEDCO's role would be to schedule other community groups to take a week to host an activity. It could be as simple as family game night where people bring their favorite board game to share to more music, art, or food activities.

OTHER PROMOTION IDEAS

- The 2015 program evaluation report for SHEDCO contains other ideas such as a Bike Friendly program and marketing business clusters.

DESIGN

This component of the Main Street Four-Point Approach™ helps improve the physical environment of the district by renovating buildings, constructing compatible new ones, improving signage and merchandise displays, creating attractive and usable public spaces, and ensuring that planning and zoning regulations support Main Street® revitalization. The Design Committee plays a key role in shaping the physical image of downtown as a place attractive to shoppers, investors, business owners, and visitors. To succeed, this committee must:

- Educate others about good design.
- Provide good design advice.
- Plan Main Street's development.
- Enhance public spaces.
- Motivate others to make changes through incentives and targeting key projects.

DESIGN OBSERVATIONS

- The history, heritage, and historic character of St. Helens downtown and Houlton district is highly valued by community members. Many in the on-line survey mentioned this is an important asset that could and should be leveraged to build community pride and also attract visitors. And, folks have appreciated the recent improvements in the district.
- People like to see some of the recent investment in properties like Jane Williams Keller Williams Realty building, Molly's Market, and The Pub. With that said, one of the top issues impacting downtown are what the community perceives as dilapidated buildings and deferred maintenance, especially the number of building vacancies. Building vacancies was the number one issue by far (59.52%) identified by survey respondents.
- People also wanted to see improved beautification, streetscape amenities, and general clean-up. These types of activities are some of the ways people are willing to volunteer their time and energy.
- Many mentioned the need to move forward with plans for the Riverwalk while retaining public access. This is out of SHEDCO's direct responsibility but there is a support role that could be played if there were a working relationship with the City.

DESIGN RECOMMENDATIONS

IMPROVING VISUAL LOOK OF VACANT SPACES

- There are a few visible locations that are vacant or underutilized in the districts. One way to minimize the impression of vacant spaces is to have art and history in the windows. I think this was tried in the past but is worth pursuing again. This is a great activity to pursue with other partners.
- The other opportunity is to clean-up the vacant spaces and allow displays that promote area businesses. At a minimum, signage should be in vacant spaces that say, “this space isn’t empty, it is full of opportunity” and then list the types of businesses you feel would be a good fit for St. Helens working in cooperation with the Economic Vitality Committee.

CLEAN-UP AND MAINTENANCE

- Identify projects for community clean-up days. This can be paint days, cleaning up litter, washing dirty windows on vacant buildings, etc.
- Share information on how to maintain historic buildings – what to look for and appropriate techniques. La Grande hosted a workshop on this topic with great success attracting building owners, contractors, realtors, and potential investors – you could contact them for an agenda or work with the Preservation program at Clatsop Community College in Astoria. This type of project is a good fit for National Trust Preservation Grants which are open three times per year.

PLACEMAKING

- Placemaking type projects are an opportunity to expand the perception of main street beyond a couple blocks to side streets. Undertake some “lighter, quicker, cheaper” placemaking activities to help downtown and the Houlton districts feel more vibrant. Some examples are pop-up art projects that engage children and local artists.
- Other things can be longer term like art banner projects or temporary art displays like Klamath Falls Piano Project. Community members donated old but functional pianos and artists painted them. These types of projects might be a good candidate for the Oregon Arts Commission “Arts Build Communities” grant program.
- One idea from the surveys is to do a walking tour with historic markers. People mentioned a lot of interesting area history that can be interpreted and there might be grant opportunities to support this effort through the Oregon Heritage Grant, through Oregon Cultural Trust grant, or through AARP’s Placemaking grants.



ECONOMIC VITALITY

This component of the Main Street Four-Point Approach™ concentrates on strengthening the district’s existing economic base while finding ways to expand its economy and introduce compatible new uses. The Economic Restructuring Committee has the job of:

- Identifying new market opportunities.
- Strengthening existing businesses and recruiting new ones.
- Finding new uses for historic commercial buildings.
- Stimulating investment in property.

ECONOMIC VITALITY OBSERVATIONS

- Building vacancies was the number one issue by far (59.52%) identified by survey respondents. Many identified rental rates as one of the barriers for new businesses to open. And, some believe that some ground floor commercial space is being used for unpermitted residential use.
- There is concern regarding the overall business mix. In the survey store variety (46.83%) and selection of quality goods/services (42.86%) were other top issues – many would like to see a variety of new businesses, but also helping existing businesses succeed. In addition, store hours (30.19%), and potential business closure related to Covid-19 (27.78%) rounded out the top issues.
- The most recent Business Plan Competition should have been a huge win for SHEDCO. Instead, it is a negative because people don't know why the food cart was selected (and some aren't even sure who won), why the business hasn't opened, who was involved in the process, etc.
- Some upper floor housing is being developed or improved but some survey respondents felt there are opportunities for more.
- There is a need to identify incentives and other assistance to help new businesses open and to encourage and support building improvements.

ECONOMIC VITALITY RECOMMENDATIONS

BUSINESS ASSISTANCE

- SHEDCO needs to provide current and accurate information to help businesses be responsive during COVID pandemic, including access to available financial incentives and information on safety measures.
- Research more the issue surrounding store hours – some of the things in the survey were inconsistent and inconvenient hours. Before making any recommendations on how to improve, this needs to be studied a little more to understand why the hours are what they are, when it would be better for consumers, and how hours might be adjusted based on that data.
- Connect businesses with learning opportunities through area partners or provide training through webinars. A series of free webinars is available from Roger Brooks, Destination Development Association which some communities like Milton-Freewater have taken advantage of. Here's a link to their webinar list: <https://www.destinationdevelopment.org/cpages/webinars>

FILLING VACANT SPACES

- Conduct a business cluster analysis to identify business mix strengths and opportunities. OMS has information on this type of process – it is a fun and engaging activity for the Economic Vitality Committee.
- Many noted there are more vacancies than folks would like to see in the downtown. There are a variety of short-term strategies that can activate these spaces such as encouraging or coordinating pop-up businesses. This serves a couple purposes. Home-based or new businesses can test out the market before making a heavy investment or commitment. And, it brings more activity to the street which helps existing businesses. Hillsboro tried out this concept over the holiday season with a space they called "Temporarium." It was very popular with the both the businesses and residents. Some of the top types of businesses survey respondents said they would like to see include:

Coffee Shop/Bakery	65%
Bookstore	45%
Pub/Restaurant	28%
Fine Dining	25%
Art/Craft	24%
Entertainment	24%
Sporting/Outdoor	22%

What's interesting to note about this list is that there are already existing businesses in downtown in some of these categories like restaurants (see the word cloud to the left on the businesses most frequented by survey respondents). There is a need to figure out what the specific type of business people are looking for and whether there is an interest in existing busi-

- The other opportunity is looking at some of the larger vacant spaces to see if they can be divided into smaller, more manageable spaces. One opportunity is to create a co-work space to give people who have an office in their home a space to go to share equipment, staff, meeting space, etc. Several of these type co-work spaces have been popping up in all size communities. It would need to be explored more whether there is the need for this type of space in St. Helens.



OTHER EV ACTIVITIES

- The 2015 Program Evaluation report also contained a lot of examples of activities that are still relevant for SHEDCO to consider such as the business cluster exercise to identify opportunities for business expansion/recruitment and advertising available space on SHEDCO's website.

CONCLUSION

Potential is one of the two most frequently mentioned words used to describe the historic commercial areas in St. Helens in the community survey followed by many other positives like historic, river, beautiful, and quaint. Equal to potential in frequency is empty followed by underutilized, lacking, and rundown/old. What this tells me, and was reinforced by comments in the survey, is that people see a future for St. Helens by putting back into use the vacant spaces to build on the historic character and charm of the community. For that, the Main Street Approach™ is still a good fit for the community. What needs to happen is to restructure the effort to invite more people in to help achieve what people envision for their town. As one survey respondent stated, “To see the hopes having businesses be success, be able to make a living, be a development, be willing to grow personally, learn about what maintain, protect heritage while creating a vision for all to district that becomes a model for others.”



**CITY COUNCIL MEMO***TOPIC: CORONAVIRUS RELIEF FUNDS (CRF FUNDS)**ACTION: FOR APPROVAL**DATE: 10-07-2020***BACKGROUND**

CARES Act funding to the State of Oregon is approximately \$1.6 Billion. Oregon has allocated funds per-capita to each city/county. **St. Helens was allocated \$394,198.43** through the formula. The money is requested to reimburse specific expenses related to COVID-19. The CARES Act requires all payments be used to cover expenses that:

1. Are necessary due to the public health emergency with respect to the current COVID-19 pandemic.
2. Were not accounted for in the budget most recently approved.
3. Were incurred during the period between 3/1/2020 ending on December 30, 2020, and that
4. Maintain maximum flexibility under Treasury guidance on expenditures.

- CRF Funds cannot be used to replace revenue.
- Whatever is not used, must be returned to Department of Administrative Services (DAS).

CURRENT CITY APPROACH

The City has submitted 3 reimbursement requests so far, with another one planned in mid-October. Currently the City has requested responses in the following categories:

- Public Health Expenses	\$42,209.94
- Payroll Expenses	\$21,311.52
- Expenses to Facilitate Compliance	\$130,573.26
- Economic Supports	<u>\$30,000.00</u>

TOTAL SPENT SO FAR = \$224,094.72

These include COVID related community support and operations costs approved by Council on August 5, 2020. The memo outlining the requested authorization is attached for convenience.

REMAINING FUNDS = 170,103.28

It is critical that we spend our entire allocation by December 30, 2020 to contribute to COVID response in our community.

RECOMMENDATION

- Additional city needs have been identified related to the health and safety of our staff, volunteers, and community in city-owned properties to comply with executive orders. At this time there are unbudgeted, COVID-related telework, cleaning and personnel expenses.
- Staff is in close contact with St. Helens School District and Northwest Regional Education Service District (NWR ESD) Childcare Resource and Referral division to identify distance learning and family support needs. District and childcare needs have been changing throughout the summer. Now that the school year

is underway, staff and partners have a better understanding of concrete distance learning needs. Partnership conversations and needs assessments inform the following recommendation.

Internal and city-owned property expenses:

- Police Hazard Pay (Through December 2020)	\$15,000 (estimate)
- IT infrastructure and SANS backup system	\$65,000 (estimate)
- COVID Administrative Leave Time	\$9,000 (estimate)
- ADA Doors for City Hall/UB/Council Chambers	\$15,000 (estimate)
- Additional HALO air filter devices Currently on backorder (Library and Recreation Center).	\$10,000 (estimate)
- Alamo Club Assistance- compliance costs	\$5,000 (estimate)
- Tourism- compliance costs	\$26,104 (estimate)
The amount requested would increase/decrease depending on available funds in December during the last reimbursement request	

Distance Learning community supports

- Purchase of additional hotspots and subscriptions These will be dedicated/available to SHSD students	\$10,000 (estimate)
- Recreation Program staffing and equipment for support program Childcare programs/staffing through December 2020	\$15,000 (estimate)

REQUEST FOR EXPENDITURE AUTHORITY	\$170,104
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Thank you.

Memorandum of Understanding and Maintenance Agreement Between City of St. Helens & The Oregon Made Creative Foundation

This Memorandum of Understanding & Maintenance Agreement (“Agreement”), dated the 2nd, September, 2020 (the “Effective Date”), is by and between the City of St. Helens (“the City”) and the Oregon Made Creative Foundation (hereinafter, “OMCF”) (all together, collectively the “Parties”).

A. Recitals

1. OMC^F and the City are in collaboration on the installation of a sign (hereinafter “New Feature”) to be placed in the City of St. Helens.
2. This Maintenance Agreement is solely between the City and OMC^F, as it relates to the ongoing maintenance of this New Feature.
3. The New Feature was installed as part of the Historic Oregon Film Trail.

B. Intent of this Agreement

This Agreement memorializes the Parties’ agreement and understandings regarding the maintenance of the New Feature to be placed at the City of St. Helens. The purpose of this Agreement is to outline specific actions each Party will take to cost-effectively maintain the New Feature.

The Agreement shall be in place for ten (10) years from the date that all parties have signed it.

C. Understanding of the Parties:

1. OMC^F will:

- a. Provide the signage to be placed on site and pay for the installation costs associated with the New Feature.
- b. Pay for costs associated with replacement of the New Feature if it is damaged beyond the capacity to fix, and subject to OMC^F's, in their sole discretion, ability to provide such funds.

2. The City will:

- a. Install the New Feature themselves or have a licensed contractor (“Installation Contractor”) install the New Feature in accordance with manufacturer’s instructions and in compliance with all applicable rules and regulations regarding placement of sign.
- b. Maintain the New Feature as part of the regular park care by providing reasonable upkeep as needed (e.g. removal of graffiti, bird waste) in order to maintain the surface consistent with the City’s basic aesthetic standards.
- c. Coordinate with OMC^F to arrange for the New Feature replacement by OMC^F if the City deems that full replacement is necessary due to significant damage. Should damage to the New Feature occur such that there is question

about its continuing presence, both parties agree to discuss and collaborate on whether to replace it, and if so, how to do so.

d. The City will provide OMCF with an insurance certificate from the City or Installation Contractor (as applicable) that lists OMCF and Oregon Film as an Additional Insured with a Waiver of Subrogation and Primary & Non-Contributory wording.

D. Term

This Agreement shall be effective when executed by both Parties and terminates ten (10) years from the execution date.

E. Notices

All notices or other communications required by or relating to this Agreement will be in writing. Correspondence concerning this Agreement shall be addressed to:

For:

Oregon Made Creative Foundation
Tim Williams
Executive Director
123 NE 3rd Avenue, Suite 210
Portland, OR, 97232
Email: makeit@oregonmade.org

For:

City of St. Helens
Attn: John Walsh
265 Strand Street
St. Helens, OR 97051
email: jwalsh@ci.st-helens.or.us

AGREED AND ACCEPTED

Oregon Made Creative Foundation
By:

Tim Williams

Date:_____

City of St. Helens
By:

Rick Scholl, Mayor

Date:_____



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: October 7, 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: 9.28.2020

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—NOTEWORTHY ADMINISTRATIVE DECISIONS

Final plat decision issued for the Hannah Place Subdivision. This is the 10 attached single-family lot subdivision on N. 15th Street, just south of the Middle School.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Conducted an on-site pre-application meeting for a potential partition to split the detached single family dwelling (former parsonage) from the Methodist church at Columbia Boulevard and N. 6th Street. This is a discussion that started in January of this year!

Had a preliminary Q&A meeting for potential Columbia Health Services facility on the church property along Sunset Boulevard. One of the primary services CHS provides is the WIC nutritional program.

PLANNING ADMINISTRATION—MISC.

Working with new landowner of property along N. 18th Street, which lies north and east of the Center Court Condominiums. The condo project was supposed to be bigger, but they had bankruptcy issues in the late 1990s. It is a real mess, which takes more time than usual to piece together. Even the County surveys from the era do not match! The immediate objective is to help the applicant with building permit for a home and to reserve an easement for a water main.

Inspections at the St. Helens Place apartments continue. This is the complex along Matzen. McBride and Brayden Streets. I have ok'd 14 of the 18 buildings now. They are still behind on their bike parking due to supplier issues. They will begin on the public improvements (like sidewalks) around the storage facility south of Brayden Street soon. They anticipate completion by Thanksgiving.

Prepared the legal record for the Andrew Schlumpberger and Lindsay Schlumpberger v. City of St. Helens Land Use Board of Appeals (LUBA) case.

Completed the presentation and determining the issues that need to be addressed given Oregon House Bill 2001's duplex mandate, which will end single-family zoning for St. Helens. Amendments need to be in place by June 31, 2021, so the window of the time to work on these code amendments is short. Presentation to the Planning Commission and City Council are on the horizon.

DEVELOPMENT CODE ENFORCEMENT

Received a complaint about potential Development Code violation for “tent structures” on a Tamarack Drive property in early August. Started looking into this this month. Last month, the Building Official determined no Building Code violation. Warning correspondence sent; anticipate cooperation.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

September 8, 2020 meeting (outcome): The Commission discussed the new City Council adopted Zoom Meeting Policies and Guidelines. Staff was able to provide two laptops at City Hall for Commissioner’s who are not comfortable using Zoom on their own device, which resolved the major concern. Staff anticipates that City Hall laptop access by some Commissioners will be ongoing.

The Commission discussed two term expirations. Both Commissioners whose terms expire in December desire another term. The other Commissioners did not object. Per the City Council adopted guidelines (Resolution No. 1648), we must advertise the positions. Two of the other Commissioners will be a part of the interview committee for potential applicants if any.

The Commission reviewed and approved the latest changes to the City’s Urban Renewal boundary.

October 13, 2020 meeting (upcoming): The Commission will discuss HB 2001’s duplex mandate and related code amendments. This is historic as it will end single-family zoning for St. Helens and other City’s in Oregon larger than 10,000 in population!

COUNCIL ACTIONS RELATED TO LAND USE

The City Council the Zoning and Comprehensive Plan Map change for the City’s Millard Road property. Their approval includes a provision that will be embodied in the adoption ordinance that development or use of the subject property (the Millard Road Property) is required to comply with the City’s Parks and Trails Master Plan adopted by Ordinance No. 3191, as amended, for the City’s community park needs as described in said plan, *but that the Ross Road Property is an alternative to the Millard Road Property for this purpose.* See attached exhibit of the Ross Road property will be a part of that Ordinance.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Data updates.

ST. HELENS INDUSTRIAL BUSINESS PARK PROPERTY

Analysis for placement of the future police station, etc. on the property continues. Staff and the Mayor met with the consultants. A final concept plan was decided, despite unresolved floodplain challenges (and yours truly really having no chance to review the options before the meeting). The floodplain is still a wild card issue. Interesting, the Oregon model flood code approved by FEMA last year includes description language about critical facilities (like police stations) as follows:

“Critical facilities like schools, hospitals, and fire stations often act as shelters and are required to provide aid during flood events, and should not be placed in special flood hazard area.”

This summarizes the importance of solving this riddle, which I truly hope can be solved. It is probably a matter of elevating the facility and making sure there is an access outside of the flood areas (which itself may pose surprises) or attempting to amend the flood map, which may or may not be time and money well spent. It is also possible to just move the building location on the site.

Staff reviewed draft #1 of the infrastructure funding plan component of the parcellation plan. Frankly, the consultants seem to have completely missed the mark. Associate Planner Dimsho is leading this and will try to get a usable product for the City. I believe she made good progress with the consultants.

MILLARD ROAD PROPERTY

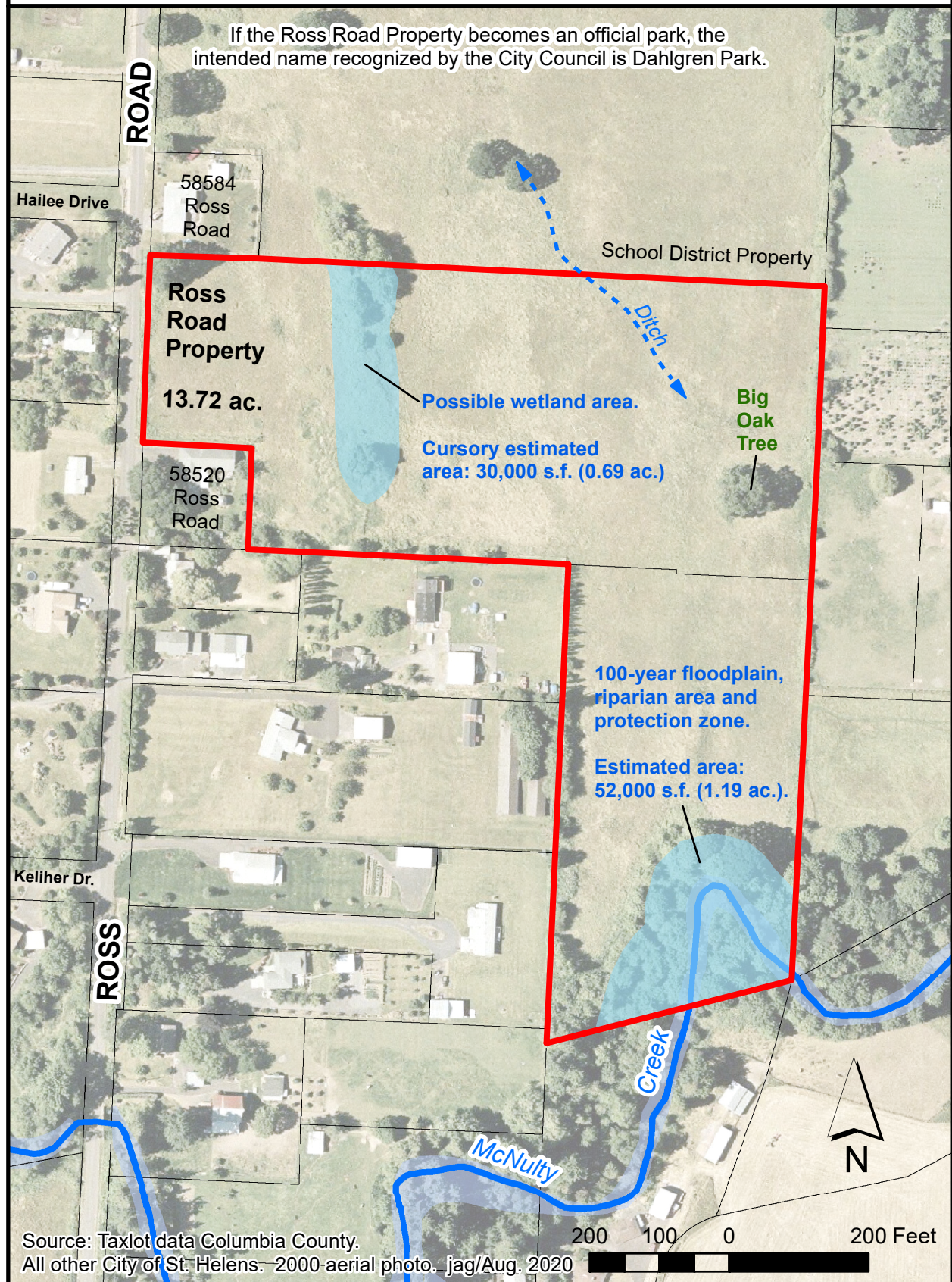
As discussed under **COUNCIL ACTIONS RELATED TO LAND USE** above, the zone change is completed, except for formalities like adopting the ordinance and similar tasks to close the file.

SAND ISLAND

Finished some preliminary details with the designer that St. Helens Marina has hired to do some parking improvements along N. River Street. This will be six new public street parking spaces between the St. Helens and Dillard Marinas. As long as sensitive lands are not impacted, which is proposed, no land use permitting required. But public improvements (civil) plans are required.

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

ORD No. 3256 - ATTACHMENT "B" - Ross Road Property



From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: September Planning Department Report
Date: Monday, September 28, 2020 1:16:04 PM

Here are my additions to the September 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. Final Parcelization Plan completed. Reviewed draft Infrastructure Funding Plan with EcoNW and 3J Consulting. Provided feedback which should be addressed by early-to-mid October. Submitted a quarterly report to DLCD due on September 31, 2020. Due to budget shortfalls at the state level (because of COVID), the grant award was reduced from \$50k to ~\$41k. We will still complete the project in its entirety.
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. Sport Court bid closed on 9/3. Public Works finished demolition of the old courts and the fence removal. Confirmed SBWC can supplying native plants for the retention area.
3. **EPA – CWA Grant Program** – Final Public Meeting scheduled for September 16 at 6 pm before City Council. Final project to be completed by September 2020, with final reporting due within 90 days of completion. Began preparing final report, budget, and cost reimbursement request.
4. **CDBG- Columbia Pacific Food Bank Project** – Construction documents completed. Planned bid period is very soon. Waiting on private sewer easement from abutting property owner. Legal counsel provided a template, Jacob assisted with a legal description/exhibit for the easement.
5. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Kicked off engineering with David Evans. Survey/topo complete. Construction timeline provided by David Evans. Submitted quarterly report on 9/2.
6. **Business Oregon – Infrastructure Finance Authority** – Worked with John Walsh, Sue Nelson, and Matt Brown 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 October/November with final review/approval by the board expected in December 2020.
7. **ODOT Community Paths Program** – Researched eligibility of new ODOT program which awards funds for paths not within existing rights-of-way. Attended webinar on grant program and discussed project potential with staff. Pursued partnership with County and Scappoose on a regional trail planning/initial refinement effort for an off-street trail between St. Helens and Scappoose. Met with Kittelson & Associates to discuss grant

application assistance (budgeting, scope of work). Deadline for a letter of interest in October 31, with a final application due January 2021.

8. **EPA Brownfield Multipurpose Grant Program** – Researched eligibility and project competitiveness for a combined EPA grant program that will fund environment site assessments, cleanup and reuse plans, cleanup activities, and overall plans for revitalization. Grant awards are for \$800k and only 10 will be awarded nationally. Deadline is October 28, 2020.
9. **Oregon Watershed Enhance Board** – 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. Will hire a crew in 2020-2021 to remove invasive species and re-plant native species in the oak woodland habitat.

MISC

10. Millard Road entry sign RoW application submitted to ODOT/ODOT rail to approve the location. ODOT Highway agreed to support location, working with P&W and ODOT rail now.
11. Urban Renewal Amendment – URA meeting on 9/2 to move the major boundary amendment to the PC, taxing districts, and the County, and ultimately to the CC public hearing. Attending PC meeting on 9/8. Attended County Commissioner briefing on 9/23. Reviewed all documentation, utility billing insert for 9/22, packet preparation, staff reports, etc. Prepared final adoption PH on 10/21 at 6 PM by preparing ordinance and final amendment attachments.
12. Prepared an agreement with Arciform for design services for the Bennet Building (Water/Court Department) which was approved at the 9/16 Council meeting. Scheduled kick-off site visit for 10/9 with the firm.
13. Working with the Wellness Committee on a City-wide volunteer program to repair surplus Police Department bicycles for a community bicycle and helmet giveaway.
14. Drafted RFQ for the Riverwalk Phase I with John/Sue. This includes 100% design for the Riverwalk Phase I and Amphitheater, and 30% design for Phase II which extends to Plymouth Street to the south. Planning on presentation and approval of Draft RFQ to Council on 10/21. Started working with Sue on the RFQ for the utilities/street design.
15. Reviewed the Planning Department's webpage for broken links, inaccurate references, and uploaded all new forms with the new City URL.
16. Selected to be a presenter at the Oregon Brownfields Conference on October 5/6. Worked on PowerPoint on St. Helens Riverfront Redevelopment and practiced for this. Also registered for the state American Planning Association Conference on October 14, 15, and 16.
17. Worked with Jacob to prepare for the Annual Planning Department Report to City Council, which is planned for October 21 at the CC Work Session.
18. New work laptop now serves as my new work computer. Installed all required software and worked through technical issues with new setup.

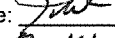
Jenny Dimsho, AICP
Associate Planner
City of St. Helens
(503) 366-8207

jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: 9/14/2020

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

Signature: 
Date: 9-14-20

RESIDENT BUSINESS – RENEWAL 2020

- None

RESIDENT BUSINESS – NEW 2020

- | | |
|--|-------------------|
| • *Alexaner Lull Photography | Photography |
| • Burrito USA | Food Services |
| • *James Allen Inc DBA Aerodrop Services Providers | HVAC |
| • Roads End Design | Upholstery/Resale |

NON-RESIDENT BUSINESS - 2020

- | | |
|-------------------------------------|---------------------|
| • AA Landscaping & Garden Maint Inc | Landscaping |
| • Bearwood Contractors LLC | General Contractors |
| • Elaine Howard Consulting LLC | Consutling LLC |
| • Eric's Lawn Maintenance | Landscape |
| • Max Plumbing Service Inc | Plmbing |
| • Prestige Home Construction LLC | General Contractor |
| • Wayman LLC | Business Solutions |

*Denotes In-Home Business