



COUNCIL WORK SESSION

Wednesday, March 01, 2023 at 2:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to three (3) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break around 4:00PM*

- [1.](#) 2:10PM - Annual Report from Main Street Alliance - *Amara Liebelt, Executive Director*
- [2.](#) 2:25PM - Update from Small Business Development Center (SBDC) - *Jason Moon, Director*
- [3.](#) 2:40PM - Fiscal Year 2022/23 2nd Quarter Budget Report - *Jon Ellis*
- [4.](#) 3:10PM - Discussion regarding Renaming Mill Street in the Riverfront District - *Jacob Graichen, City Planner*
- [5.](#) 3:25PM - Gateway Feature Proposals - *John Walsh, City Administrator*
- [6.](#) 3:40PM - Report from City Administrator John Walsh

ADJOURN

EXECUTIVE SESSION

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

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

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

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- March 1, 2:00PM, Council Work Session, Council Chambers/Zoom
- March 1, 6:45PM, Council Public Hearing, Council Chambers/Zoom
- March 1, 7:00PM, Council Regular Session, Council Chambers/Zoom
- March 8, 4:00PM, Joint City Council & Planning Commission, Council Chambers/Zoom

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

- PH: March 1, 6:45PM, CDBG - Design/Engineering of the Sanitary Sewer
- PH: March 15, 6:15PM, Right-of-Way Vacation
- PH: March 15, 6:30PM, 22/23 Supplemental Budget
- PH: May 17, 6:30PM, Annex 35046 Maple Street (May)
- PH: May 17, 6:40PM, Annex 35082 Maple Street (Jenkins)
- PH: May 17, 6:50PM, Annex 58927 Firlok Park Street (Loveland)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/84857982200?pwd=bFFaZEx0QlJmNXBGK2xuSDZDM2dqZz09>

Meeting ID: 848 5798 2200

Passcode: 641931

Dial: 669-900-9128

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

ST. HELENS CITY COUNCIL

PARTNERSHIP REPORT
MARCH 1, 2023



NATIONAL

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.

STATEWIDE

Oregon Main Street (OMS) works with communities to develop local comprehensive downtown revitalization strategies based on the methodology developed by Main Street America™.



Mission

The goal of St. Helens Main Street Alliance is to build high quality, livable and sustainable community that will grow St Helens' economy while maintaining a sense of place.



HOW MAIN STREET WORKS

- **COMPREHENSIVE APPROACH**
- **GRASSROOTS & COMMUNITY DRIVEN**
- **ASSEST-BASED**
- **TIME-TESTED AND ADAPTED METHODOLOGY**





RECENT SUCCESSES

AN EVALUATION OF THE PROGRAM IN 2020 BY THE OREGON MAIN STREET COORDINATOR PROVIDED RECOMMENDATIONS AND A PATH FORWARD.

Recommendations related to Governance from the OMS 2020 program assessment:

- Restructure the Board – complete ✓
- Forge an Agreement with the City - complete ✓
- Hire an Executive Director - complete ✓
- Community-based goal and workplan development (in progress in Committees)

Recommendation were also provided to guide the work in each of the 4 points.

SHCC 2023



CURRENT ACTIVITIES

A RECENT EVALUATION OF THE PROGRAM WAS HELD IN FEBRUARY 2023 BY THE OREGON MAIN STREET COORDINATOR, SHERI STUART, WHO PROVIDED GREAT FEED BACK, AND A PATH FORWARD.

- Designated Main Street Tier application opens in November 2023
- A community assessment suggested for 2024

First ever annual board retreat in hosted in January 2023, where new members and new officers recieved board orientation.

SHCC 2023

Where We Are

The Accredited Main Street level recognizes exemplary achievement by a local main street organization and the impact they are having through collaborative partnerships on preserving and enhancing their historic downtown or traditional commercial neighborhood.

National Designation: Accredited Main Street designated communities are required to maintain their Main Street America™ Community level membership with the National Main Street Center. This membership offers national recognition, tools for commercial district revitalization, and special opportunities. Communities at this level that meet rigorous performance standards and achieve meaningful revitalization in their downtowns or commercial districts are also eligible to receive Main Street America Accredited™ designation.

→ *Where We Want*

The Designated Main Street level is a mark of distinction that reflects a commitment and dedicated efforts to building, growing, and sustaining successful historic downtown or traditional commercial neighborhood improvement efforts by leveraging partnerships and engaging community.

National Designation: Designated Main Street communities that maintain their Main Street America™ Community level membership with the National Main Street Center and meet other benchmarks shall receive the Main Street America Affiliate™ designation. This membership offers national recognition, tools for commercial district revitalization, and special opportunities.



Main Street SWOT

Analysis



Strengths

- Engaged Board
- Healthy City Partnership
- Teamwork
- Paid Staff
- Program Template/Network
- Green Space/WaterFront
- Local Network
- Enthusiasm
- Great town

Weaknesses

- In-Active Storefronts
- Business Buy-in/ Absence of partnership
- Long term Goals
- Cash Flow
- Need to be guarded
- Need for policy
- Silos/ Perceived competition
- Geography - Uptown vs. Downtown
- Getting people off of hwy 30
- Walkability
- Lack of volunteers

Opportunities

- Beautiful Green Space & River Space
- City policy advocacy
- Changing demographics
- Annual Planning
- Building partnership
- More activity uptown
- Business growth
- Proximity to PDX
- New Development
- Geograhpy
- Ferry
- Connecting midtown
- Build volunteer base
- Remote work
- Investment opportunity
- Low cost of entry
- Historic buildings
- GRO

Threats

- Not being at the table
- Internal & external growth not managed
- Resistance to change
- Naysayers
- Lack of business resources
- Losing city partnership
- Work Force
- Social Media
- Natural Disasters
- Growth impacts
- Traffic
- Turn over





Committee work (4 Active Committees!)

Organization Committee

Develop a communications strategy

-Up to date website and organizational documents

-Active Facebook page

-Face time with business and property owners

-Building email list of owners, businesses, supporters and other key organizations

Develop Volunteer Strategy:

-Recruit, train, and retain – board and committee job descriptions in place. Board training by OMS and local retreat (Jan 2023)

Develop funding streams:

-Local government, private donors, fundraising events/opportunities, project specific donations, sponsorships and grants.

Promotion Committee

-Capitalize on small town charm through storytelling – ongoing “What’s Growing on the Main” series

-Create a series of events and activities

Dia de los muertos

Possible Street Market

Scarecrow Project

Design Committee

Improving look of vacant spaces

Clean up and maintenance, education for building owners and volunteer opportunities – for workplan inclusion

Placemaking project opportunities – for evaluation and workplan inclusion

Communications deliverables Mail chimp, website, social media

Scarecrow project successes * Partnership with Parks & Recreation* 46 team participants picked up kits, on the street placement, business relationship building, community connection

Awarded a grant from the Columbia County Cultural Coalition for 2023 Scarecrow project

Economic Vitality Committee

The Economic Vitality Committee works to develop a market strategy for the district that will result in an improved retail mix; a stronger tax base; increased investor confidence; and a strong, stable role for the district as a major component of the district's economic health.

OMS Revitalization Grant

Updating Maestro

LOOKING FOR THE FUTURE

- ORGANIZATION: COMMUNICATIONS AND FUNDRAISING PLANS
WELL SUPPORTED VOLUNTEERS AND BOARD
QUARTERLY REPORTING TO OMS
ADDRESS COMMERCIAL VACANCIES
- PROMOTION: DIA DE LOS MUERTOS & POTENTIAL STREET
MARKET
- DESIGN/ECONOMIC VITALITY: OREGON MAIN STREET
REVITALIZATION GRANT 2023, GATEWAY FEATURE EXPLORATION
- PROMOTION/ECONOMIC VITALITY: UPTOWN ACTIVITIES 2023

**CULTIVATE AND MAINTAIN STRONG PARTNERSHIPS IN
SERVICE TO A THRIVING ST HELENS.**

"Individually we are one drop, but together we are an ocean."

-Ryunosuke Satoro

Partner with City Communications Team on 1st and Strand Streets construction project open house invites, newsletter promotion, business listing on City website.

Partner with Keep it Local CC and SBDC to make high-quality referrals to businesses seeking assistance.

Small Business Saturday social media shoutout campaign.

OMS Revitalization Grant- successful close out of Columbia Theatre upgrades 2021.

OMS Revitalization Grant – successful application in 2022 for Klondike Tavern upgrades.

OMS Revitalizaion Grant - 2023 applicants

THANK YOU!

THIS CAN ONLY BE DONE
THROUGH SHARED:

- GOALS
- VALUES
- LOVE FOR OUR BEAUTIFUL
MAIN STREET, CITY, AND
LOCAL BUSINESSES



Kathy Payne

From: Jason Moon <jason@columbiacountyoregon.com>
Sent: Wednesday, February 22, 2023 6:43 PM
To: Kathy Payne
Subject: [External] Re: [External] SBDC update for City Council
Attachments: SBDC Stakeholder Listening Tour Questions.pdf

Hi Kathy,

Here's a bulleted list of topics I'd like to speak to next week:

- Completed SBDC year-end reporting with the SBA
- Completed Q1 reporting with OSBDCN
- Currently over 85 clients, many of which are St. Helens businesses
- Over 290 advising hours
- Partnering with Keep It Local to offer FREE Marketing for Success series Feb-March
- Bringing on part time Advisor and part time Admin in the next few weeks
- Still seeking business member of Advisory Committee to represent St. Helens

Also, please see attached questionnaire for the Mayor/Councilors. It's a slight refresh from the version I handed out in the fall.

Thank you!

Jason

Jason Moon (He/Him)
 Director - Small Business Development Center of Columbia County
 503.410.1506
 jason@columbiacountyoregon.com

On Feb 22, 2023, at 10:34 AM, Kathy Payne <kpayne@sthelensoregon.gov> wrote:

Thank you, Jason. 😊

From: Jason Moon <jason@columbiacountyoregon.com>
Sent: Wednesday, February 22, 2023 10:30 AM
To: Kathy Payne <kpayne@sthelensoregon.gov>
Subject: Re: [External] SBDC update for City Council

Hi Kathy,

Yes, I can get you bullets and the questionnaire by end of day.

Thanks so much! I appreciate you!

Jason

Jason Moon (He/Him)
Director - Small Business Development Center of Columbia County
503.410.1506
jason@columbiacountyoregon.com

On Feb 22, 2023, at 9:53 AM, Kathy Payne <kpayne@sthelensoregon.gov> wrote:

Hi Jason,

I know it's short notice but could you come to the March 1 meeting at 2pm? I would need any packet materials by tomorrow at 8am. Or I could put you on the March 15 agenda? You will have 15 minutes for presentation and Q&A.

Please let me know.

Thanks,
Kathy

From: Jason Moon <jason@columbiacountyoregon.com>
Sent: Thursday, February 16, 2023 8:20 AM
To: Kathy Payne <kpayne@sthelensoregon.gov>
Subject: [External] SBDC update for City Council

Hi Kathy,

I would like to get on the agenda of an upcoming council meeting to deliver an update on the Small Business Development Center, and introduce myself to the new councilors.

Let me know what dates work best. I'll send agenda talking points and an updated questionnaire, ahead of the meeting.

Thank you!

Jason

Jason Moon (He/Him)
Director - Small Business Development Center of Columbia County
503.410.1506
jason@columbiacountyoregon.com

Columbia County Small Business Development Center (SBDC)

SBDC Stakeholder Listening Tour

Director: Jason Moon
jason@columbiacountyoregon.com

Winter 2023

Purpose of Listening Tour: To execute Columbia County Small Business Development Center strategic plan, develop advisory committee, programming and education roll-out, while identifying & acknowledging expectations by engaging with each local stakeholder.

Name:

Organization:

Role:

Questions:

What is your understanding of the Small Business Development Center – how it is organized, how it works?

What do you see as the top priorities for the Columbia County SBDC?

In your view, what are the greatest opportunities for small businesses – and your community — in regards to the Columbia County SBDC?

What partnerships, in your view, should the Columbia County SBDC cultivate?

What, if any, are your sectors or business areas of interest?

How would you, as a council and as a city, like to engage with the Columbia County SBDC?

Do you know of business owners, entrepreneurs, or potential business owners that would be interested in business advising?

Are you aware of successful business owners/entrepreneurs that would be interested in being on the Columbia County SBDC Advisory Committee?

Other comments or thoughts?

Please email your responses to Jason Moon: jason@columbiacountyoregon.com

Thank you!

Jason Moon

Director - Columbia County Small Business Development Center

503-410-1506

City of St Helens

FY 2022-23

2nd Quarter Budget Report

Executive summary:

The intent of this report is to highlight the FY 2022-23 Budget position of the city as of December 31, 2022. The report will provide a summary of 1st quarter's report recommended changes, identify new opportunities that have arisen since last reported, provide analysis of Personnel Services cost projected through June 30, 2023, and provide initial analysis of revenues projected as of June 30, 2023.

Summary of 1st quarter report

The first quarter report primarily focused on expenditure / revenue items that were not adequately addressed in the Adopted FY 22-23 Budget, significant events that occurred subsequent of the budget, and changes to better reflect intent of funds.

The Recommended Changes are listed in Attachment A

Identified new Opportunities (listed in Attachment B)

Subsequent from 1st quarter report the following opportunities have been identified.

The General Fund experienced a net increase in revenues and expenditures resulting in a net draw down of the fund balance by \$9,092. Items consisted of:

- The City has received Opioid settlement funds totaling \$64,303 as of December 31, 2022. The funds will be split between the General Fund and the Community Enhancement Fund. The General Fund amount of \$32,000 are dedicated to cover the costs of the Police Department K-9 acquisition (purchase, transport, and outfitting of Patrol vehicle) and the remainder is recorded in the Community Enhancement Fund as a reserve.
- \$0 – breakout additional line items to enhance tracking by Police department
- (\$ 9,092) – is a reduction in a transfer from the Technology Fund (702). There was an error in the calculation of funds remaining to be transferred.

The Tourism Fund has been initially reconciled between the Event Contractor's records and City as to revenues and expenditures. The Event Contractor in December has issued checks to the City to the City reflecting:

- Net expense the City incurred (expenses less revenues) for the Contractor's events, and
- City's percentage of the ticketed proceeds

Please note an audit of the Event Contractor's records and a final reconciliation are pending. It is the intent to complete these tasks by April 30th and present a report to Council at the May 3rd meeting. Included with the report will be a set of recommendations on the reporting/tracking of future events.

The proposed budget adjustments are listed on Attachment B and illustrated in Attachment C.

The Community Development Fund experienced a net increase in fund balance of \$180,000. The items consisted of:

- \$548,730 in additional timber revenues than initially that were reported in the 1st quarter report to Council. The timber revenues now total \$1.4 million.
- Timber revenues were partially offset by unbudgeted debt services of:
 - \$310,000 - Payment of interfund loan between Community Development and Water/Sewer Fund due this year, and
 - \$58,020 – Annual 2020 refinancing debt payment (originally Bank loan to purchase Veneer Property)

In the Community Enhancement Fund, the City received a Ford Foundation grant of \$100,000 to nurture and grow our entrepreneurial ecosystem and \$32,300 in Opioid Settlement funds.

The Street Fund had to adjust revenues down to reflect available STP funds, which were further compounded by the increased inflationary cost of construction for the Columbia Blvd Sidewalk program. These events were partially offset by the County's agreement to participate in the funding of this public improvement.

SDC and Enterprise Funds proposed budget adjustments reflect Public Works staff's continued work to reassess Capital Improvement Projects (CIP) to assure timely and effective utilization of staff, assessment of funding opportunities, and improvements to accountability and tracking.

Public Works Operating Fund has proposed to increase utilization of Facility Maintenance reserves to be able to purchase a second Vehicle and reduce appropriations initially proposed in the 1st quarter report to better reflect current activity for City Building improvements.

Other reviews associated with the budget analysis which may improve and/or impair Funds are:

Personnel Services – staff has completed an initial projection of Personnel Services as of June 30, 2023. The good news is projected costs will be below budget by approximately \$600,000. It is the recommendation of the Interim Finance Director that these funds should be reserved to help offset any shortfall in budgeted revenues.

Summary of Personnel Services FY 22-23						
Department / Account	Division	Actual 1/31/23	Projected 6/30/23	FY 22-23 Budget	Anticipated Savings / (Overages)	Notes
City Council						
100-703-51xxx	City Council	36,956	63,365	65,000	1,635	
Administration						
100-701-51xxx	Aministration	351,550	607,177	585,000	(22,177)	Bargining Unit Settlements
100-702-51xxx	City Recorder	167,399	287,229	300,000	12,771	
100-704-51xxx	Municipal Court	122,000	209,343	225,000	15,657	
100-707-51xxx	Finance	346,753	594,433	700,000	105,567	Vacant Finance Director partially offset with payouts associated with staff turnover
100-709-51xxx	Recreation	188,881	358,766	300,000	(58,766)	Due primarily to Seasonal staffing, still assessing projections.
100-710-51xxx	Planning	214,415	368,768	364,000	(4,768)	Bargining Unit Settlements
100-711-51xxx	Building	270,470	466,362	460,000	(6,362)	Bargining Unit Settlements
Total Administration		1,661,466	2,892,078	2,934,000	41,922	
Police						
100-705-51xxx	Police	2,437,240	4,403,633	4,573,000	169,367	3 vacant positions offset by payouts associated with staff turnover and increased Overtime
Library						
100-706-51xxx	Library	347,987	625,064	700,000	74,936	Change in employee mix and partial vacant position
Public Works						
100-708-51xxx	Parks	188,461	317,431	359,000	41,569	Change in Employee mix
100-712-51xxx	Technology	169,961	291,601	295,000	3,399	
703-734-51xxx	Operations	1,237,684	2,158,015	2,360,000	201,985	5 vacant positions during year partially offset by change in employee mix, payoffs associated with retiring position, and overtime
703-739-51xxx	Facilities	234,932	407,338	523,000	115,662	1 Vacant position during year
Total Public Works		1,831,038	3,174,385	3,537,000	362,615	
Total General Fund		4,980,975	8,593,172	8,926,000	332,828	
Total Public Works Operating Fund		1,732,702	3,056,946	3,334,000	277,054	
Grand Total		6,713,676	11,650,119	12,260,000	609,881	

Significant Revenue Analysis for all funds have been initiated, but at this time are unavailable to be incorporated in the report. This is a living document and will be handed out to City Council as updates occur.

Amendments	Fd-Dept-Acct	Explanation
General Fund 100		
41,750 (30,000)	100-000-.38001	Increase Transfer In from closing Technology Fund 702 6-30-22 Fund Balance Eliminate Transfer In from Major Maintenance Fund - redirect to PW Operating Fund
18,000	100-000-34001	Dockside Services - moved from Tourism
406,618	100-000-33005	Grants - ARPA - received 23-24 allocation this year
436,368	Total Change in Funding Resources	
129,168 40,000 (25,000)	100-000-58001 100-702-52014 100-705-52006	Contingency Centralize recruitment costs in City Recorder for Library, Recreation, PD and Finance positions Reduce PD Computer Maintenance to partial fund Report Writing Management System
80,000	100-705-52029	1/2 cost for PD Report Writing Management System with remainder paid in FY 23-24
28,000	100-705-52042	Replacement of PD Body Cameras over 5 years
30,100	100-706-52023	Increase Library Facility Maintenance to cover Janitorial Service and HVAC Maintenance
53,000	100-707-52019	Increase Finance Professional Services to cover staffing turnover and increase Audit costs
18,000	100-708-52046	Dockside Services moved to Parks from Tourism
(1,000)	100-709-51020	Grant recoverable wages
19,700	100-712-52016	Increase Insurance to cover IT Events/Security - new through CIS
22,400	100-712-52019	IT Professional Services contact increases for existing support
12,000	100-712-57500	Utilize partial of IT reserves to fund emergency computer equipment replacements
30,000	110-712-52006	Computer Maintenance - File Server Licenses and expanded capacity
436,368	Total Changes in Funding Uses of Resources	
Community Development Fund 202		
23,030 60,000 30,000	202-000-38001 202-721-33005 202-721-33005	Transfer - ARPA Reprogram - Rec Center Grants ARPA Mainstreet Grants ARPA Small Business
200,000	202-722-33005	Grants ARPA Water/Sewer
464,000	202-723-33005	OPRD Riverwalk Grants
7,667,700	202-723-37004	Potential loan proceeds - Committed
2,893,760	202-723-37004	Potential additional loan proceeds
895,000	202-724-37030	Timber Harvest
12,233,490	Total Change in Funding Resources	
4,000	202-721-52011	Economic Development - Public Engagement
	Riverfront	Updated project costs (2 Years)
1,204,030 (860,000)	202-000-58001 202-723-52019	Contingency Professional Services
(4,442,900)	202-723-52055	Riverwalk Project
5,302,900	202-723-53102	Downtown Infrastructure
9,523,990	202-723-53102	Downtown Infrastructure
1,501,470	202-723-53902	Columbia View Park
12,233,490	Total Changes in Funding Uses of Resources	

Amendments	Fd-Dept-Acct	Explanation
Community Enhancement Fund 203		
Library Reserves		
1,200 (12,431)	203-706-37014 203-706-39001	Donations Beginning reserves
(11,231) Total Change in Funding Resources		
(12,531) 200 1,000 100	203-706-52028 203-706-52078 203-706-52078 203-706-52078	Projects & Programs Library Donations Expense Library facility improvements Makerspace
(11,231) Total Changes in Funding Uses of Resources		
Park Reserves		
1,000 500 500 38,493	203-708-33005 203-708-33006 203-708-33007 203-708-39001	Grants Sponsorships Donations Beginning reserves
40,493 Total Change in Funding Resources		
2,000 38,493	203-708-52028 203-708-58001	Programs (Multiple Exp Lines totaling) Contingency
40,493 Total Changes in Funding Uses of Resources		
Recreation Reserves		
1,000 200,000 81,523	203-709-33005 203-709-33xxx 203-709-39001	Grants Grants, Donations, Sponsorships Beginning reserves
282,523 Total Change in Funding Resources		
1,000 200,000 81,523	203-709-51020 203-709-52028 203-709-58001	Grant Recoverable Wages Programs (Multiple Exp Lines totaling) Contingency
282,523 Total Changes in Funding Uses of Resources		
Street Fund 205		
8,000 322,536	205-000-33005 205-000-33009	Grants (STP) Grants (ODOT)
330,536 Total Change in Funding Resources		
25,000 (42,000) 403,170 (55,634)	205-000-52063 205-000-53001 205-000-53101 205-000-58001	PW Operation Fund Charges Street Improvements & Overlay Columbia Blvd Sidewalks Contingency
330,536 Total Changes in Funding Uses of Resources		
Street SDC Fund 301		
(41,883)	301-000-39001	Beginning Fund Balance
(41,883) Total Change in Funding Resources		
(583,983) 500,000 42,100	301-000-53001 301-000-53102 301-000-53001	Capital Outlay Downtown (exclude Riverwalk/Columbia PK) Street Improvements & Overlays
(41,883) Total Changes in Funding Uses of Resources		

Amendments	Fd-Dept-Acct	Explanation
Water SDC Fund 302		
(159,690)	302-000-39001	Beginning Fund Balance
(159,690)	Total Change in Funding Resources	
(503,690)	302-000-53001	Capital Outlay
4,000	302-000-53303	Bayport Well Activation
40,000	302-000-53307	Back-up Generator - PW Shops
300,000	302-000-53102	Downtown (exclude Riverwalk/Columbia PK)
(159,690)	Total Changes in Funding Uses of Resources	
Sewer SDC Fund 303		
(707,800)	303-000-53001	Capital Outlay
6,800	303-000-53403	WWTP Influent Flow Meter
301,000	303-000-53405	Basin 6 Pipeline upsize (Phase I)
400,000	303-000-53102	Downtown (exclude Riverwalk/Columbia PK)
-	Total Changes in Funding Uses of Resources	
Storm SDC Fund 304		
(160,000)	304-000-53001	Capital Outlay
100,000	304-000-53502	Storm Drain Repairs - Engr
60,000	304-000-53503	Ridgeway Loop Improvements
-	Total Changes in Funding Uses of Resources	
Parks SDC Fund 305		
(1,000,000)	305-000-53001	Capital Outlay
1,000,000	305-000-53902	Columbia Park Improvements
-	Total Changes in Funding Uses of Resources	
Water Fund 601		
(600,000)	601-000-37004	Miscellaneous - Reservoir Settlement received in June 2022 (Prior Yr.)
(600,000)	Total Change in Funding Resources	
(66,000)	601-000-53001	Capital Outlay
(200,000)	601-000-53010	Annual Maintenance
(500,000)	601-000-53032	Reservoir
(200,000)	601-000-53033	WFF Rack Replacement
200,000	601-000-53302	Annual Maintenance - Ops
6,000	601-000-53303	Bayport Well Activation
850,000	601-000-53304	Repair existing Reservoir
13,000	601-000-53305	New Controls at Collector Wells #2 & #3
60,000	601-000-53307	Back-up Generator pw shop
200,000	601-000-53308	Sherman Place Waterline replacements
84,000	601-000-53309	Pump 10 @ Well 3 - replacement
(1,072,000)	601-000-58001	Contingency
25,000	601-731-52063	PW Operation Fund Charges
(600,000)	Total Changes in Funding Uses of Resources	

Amendments	Fd-Dept-Acct	Explanation
Sewer Fund 603		
(10,400,000)	603-000-37004	Miscellaneous - Anticipated DEQ Loan
(10,400,000)	Total Change in	Funding Resources
25,000	603-735-52063	PW Operation Fund Charges
(199,000)	603-000-53001	Capital Outlay
(160,000)	603-000-53010	Annual Maintenance
(5,609,000)	603-000-53034	Basin 6 Project
150,000	603-000-53402	Annual Maintenance. Ops
100,000	603-000-53401	Annual Maintenance - Engr
61,200	603-000-53403	WWTP Influent Flow Meter
40,000	603-000-53404	WWTP Rebuild Headworks Screen
90,000	603-000-53407	Pump Station 3 - onsite generator
(4,898,200)	603-000-58001	Contingency
(10,400,000)	Total Changes in	Funding Uses of Resources
Storm Fund 605		
25,000	605-000-52063	PW Operation Fund Charges
(60,000)	605-000-53001	Capital Outlay
(100,000)	605-000-53010	Annual Maintenance
60,000	605-000-53503	Ridgeway Loop Improvements
100,000	605-000-53501	Annual Maintenance - Ops
(25,000)	605-000-58001	Contingency
-	Total Changes in	Funding Uses of Resources
Technology Fund 702		
41,750	702-000-39001	Increase fund balance to reflect June 30, 2022 ending fund balance
41,750	Total Change in	Funding Resources
41,750	702-000-54001	Transfer out - Fund Balance - close out fund
41,750	Total Changes in	Funding Uses of Resources
Public Works Operating Fund 703		
100,000	703-000-34010	PW Operation Fund Charges
196,400	703-000-38001	Transfer in - Facility Fd Reserve
296,400	Total Change in	Funding Resources
21,000	703-739-52023	Facility Maintenance
70,000	703-739-53701	Equipment Purchase - Pickup Truck
205,400	703-000-58001	Contingency
296,400	Total Changes in	Funding Uses of Resources

Amendments	Fd-Dept-Acct	Explanation
General Fund 100		
32,000 (9,092)	100-000-32007 100-000-.38001	Intergovernmental - Opioids Adjustment - Fund 702 IT Fund Balance less then anticipate
22,908	Total Change in Funding Resources	
32,000 (2,000) 2,000 (70,000) 70,000 (20,000) 20,000 (5,000) 5,000 (9,092)	100-705-52042 100-705-52001 100-705-52044 100-705-52019 100-705-52022 100-705-52097 100-705-52098 100-710-52001 100-710-52019 101-000-58001	K-9 Expenses - Purchase, transport & outfit Vehicle Operating Supplies - breakout from K-9 supplies to separate line item - enhance tracking K-9 Expenses - breakout from supplies to enhance tracking of costs. Fuel was erroneous combined with Professional services - break Fuel was erroneous combined with Professional services - break Breakout vehicle maintenance costs from leased vehicles for enhance tracking Breakout vehicle maintenance costs from leased vehicles for enhance tracking Move projected savings in Planning Operating Supplies to Planning Professional Services Move projected savings in Planning Operating Supplies to Planning Professional Services Contingency
22,908	Total Changes in Funding Uses of Resources	
Tourism Fund 201		
40,000 (18,000) 250,000 (107,000)	201-000-32002 201-000-34001 201-000-39001 201-000-37015	Hotel Motel Revenues - projected increase City Dock Services revenues - program moved to General Fund Parks Beginning Balance increase Event Revenue - due to new contract much of the revenues ran through event contractor except for donations and sponsors that recorded with us and subsequently netted when with Event Contractor.
165,000	Total Change in Funding Resources	
(15,000) 60,000 155,000 (18,000) (17,000)	201-000-52003 201-000-52019 201-000-52028 201-000-52046 201-000-58001	Utilities Professional services Projects & Programs City Dock Services revenues - program moved to General Fund Parks Contingency
165,000	Total Changes in Funding Uses of Resources	
Community Development Fund 202		
548,730	202-724-37030	Timber Harvest revenues greater
548,730	Total Change in Funding Resources	
300,000 10,000 47,280 10,740 180,710	202-721-55001 202-721-55002 202-723-55001 202-723-55002 202-000-58001	Debt Principal - Interfund loan Debt Interest - Interfund Loan Debt Principal Refunding bond 2020 - USBank Debt Interest Refunding Bond 2020 - USBank Contingency
548,730	Total Changes in Funding Uses of Resources	
Community Enhancement Fund 203		
Administration		
100,000	203-701-37004	Miscellaneous - Ford Foundation
100,000	Total Change in Funding Resources	
100,000	203-701-52028	Projects & Programs - Ford Foundation
100,000	Total Changes in Funding Uses of Resources	
Police		
34,000	203-000-32007	Intergovernmental - Opioids
34,000	Total Change in Funding Resources	
34,000	203-705-52028	Projects & Programs
34,000	Total Changes in Funding Uses of Resources	

Amendments	Fd-Dept-Acct	Explanation
Street Fund 205		
(8,000)	205-000-33005	Grants (STP) - reverse last quarter adjustment
(302,537)	205-000-33005	Grants (STP) - reduce STP available based on update from ODOT
200,000	205-000-37004	County Contribution to Columbia View Sidewalks
(110,537)	Total Change in Funding Resources	
(10,410)	205-000-55001	Debt Principle - move to make line for debt interest
10,410	205-000-55002	Debt Interest - properly reflect portion of debt interest
339,160	205-000-53101	Columbia Blvd Sidewalks - increase costs partially offset by County Donations
(449,697)	205-000-58001	Contingency
(110,537)	Total Changes in Funding Uses of Resources	
Street SDC Fund 301		
None		
Water SDC Fund 302		
4,000	302-000-53001	Increase Capital Outlay to reflect Bayport Well activation project moved out on timeline
(4,000)	302-000-53303	Bayport Well Activation - moved project out - offset Appropriation in 1st Qtr.
-	Total Changes in Funding Uses of Resources	
Sewer SDC Fund 303		
301,000	303-000-53001	Capital Outlay (compound on 1st qtr. report)
(301,000)	303-000-53405	Basin 6 Pipeline upsize (Phase I)
-	Total Changes in Funding Uses of Resources	
Storm SDC Fund 304		
None		
Parks SDC Fund 305		
None		
Water Fund 601		
(50,000)	601-731-52001	Reduce operating supplies to offset appropriations for annual water meter program
150,000	601-731-53302	Annual Water meter replacement program
100,000	601-731-53302	Annual Maintenance - Operations to cover unexpected and/or need water distribution equipment
200,000	601-732-53306	WFF Rack Replacement (1st qtr. amendment reflected distributor's inability to deliver in current year, subsequently will need a purchase order - which requires appropriation authority at time of issue.
(6,000)	601-000-53303	Bayport Well Activation
(13,000)	601-000-53305	New Controls at Collector Wells #2 & #3
(381,000)	601-000-58001	Contingency
-	Total Changes in Funding Uses of Resources	
Sewer Fund 603		
(150,000)	603-000-53402	Annual Maintenance. Ops Split ops between Pumps and Sewer Collections
75,000	603-735-53402	Annual Maintenance - Sewer Collections
75,000	603-738-53402	Annual Maintenance - Pumps
-	Total Changes in Funding Uses of Resources	
Storm Fund 605		
100,000	605-000-535502	Storm Drain Repairs - Engineering
(100,000)	605-000-58001	Contingency
-	Total Changes in Funding Uses of Resources	

Amendments	Fd-Dept-Acct	Explanation
Technology Fund 702		
41,750	702-000-39001	Increase fund balance to reflect June 30, 2022 ending fund balance
41,750	Total Change in Funding Resources	
41,750	702-000-54001	Transfer out - Fund Balance - close out fund
41,750	Total Changes in Funding Uses of Resources	
Public Works Operating Fund 703		
(340,315)	703-000-39001	Beginning Fund Balance - reduction
(340,315)	Total Change in Funding Resources	
(11,000)	703-734-50001	Wages - savings moved to cover OT
22,000	703-734-50004	Overtime - none originally budgeted
(2,000)	703-734-51005	Insurance - savings moved to cover OT
(9,000)	703-734-51007	Pers - Savings moved to cover OT
(21,000)	703-739-52023	Facility Maintenance - reduced and setup new fund
12,000	703-739-52089	Facility Maintenance - reduced and setup new fund
15,000	703-739-53701	Equipment Purchase - Increased to be able to purchase a Second Vehicle
(346,515)	703-000-58001	Contingency
(340,515)	Total Changes in Funding Uses of Resources	

Item #3.

City of St Helens
Budget Analysis as of December 31, 2022

		Budget 21-22		Amd Budget Vs Actual		Budget 22-23				
Account Number	Account Name	Adopted	Amended	Activity FY 21-22	FY Variance Favor / (Unfavorable)	Adopted	Proposed Adjustments	Amended	12/31/22	% Bud Remaining
Tourism Fund										
201-000-32002	Motel Hotel Tax	80,000	135,000	149,659	14,659	120,000	40,000	160,000	102,953	35.65%
201-000-34001	City Dock Services	-	-	-	-	18,000	(18,000)	-	-	0.00%
201-000-37015	Event Revenue	420,000	850,000	853,705	3,705	370,000	(170,000)	200,000	184,573	7.71%
	Revenues	500,000	985,000	1,003,364	18,364	508,000	(148,000)	360,000	287,526	20.13%
201-000-52003	Utilities	10,000	12,000	8,057	3,943	25,000	(15,000)	10,000	2,637	73.63%
201-000-52019	Professional Services	120,000	200,000	183,594	16,406	120,000	60,000	180,000	102,937	42.81%
201-000-52028	Projects & Programs	370,000	773,000	559,784	213,216	65,000	155,000	220,000	218,378	0.74%
201-000-52046	City Dock Expenses	-	-	-	-	18,000	(18,000)	-	-	0.00%
201-000-54001	Transfer	-	-	-	-	70,000	-	70,000	-	100.00%
	Expenditures	500,000	985,000	751,435	233,565	298,000	182,000	480,000	323,952	
	Beginning Fund Balance	-	-	-	-	-	250,000	250,000	251,929	
	Ending Fund Balance	-	-	251,929	(215,201)	210,000	(80,000)	130,000	215,503	
201-000-58001	Contingency					210,000	-	210,000	-	100.00%

ARPA

Reserve Balances

As of June 30, 2022 and Project June 30, 2023

Item #3.

	ARPA Receipts				Expenditures FY 22-23			
	ARPA Receipts		Exp 21-22	June 30th	ARPA Receipts	At 12/31/22	Proj 6/30/23	June 30th
	8/23/2021	10/25/2021	Amount	Reserves	8/24/2022	Amount	Amount	Reserves
<u>Negative Impacts - Families/Community</u>								
Rec Admin Assist	85,000	-	-	85,000	170,000	32,152	72,091	182,909
Rec Bldg. Renovation	75,000	-	51,925	23,075	-		23,075	(0)
Rec Program Spec	75,000	-	11,101	63,899	150,000	17,222	60,916	152,983
Library Activates Staff	80,000	-	36,528	43,472	80,000	44,130	88,500	34,972
Library Activates Program Materials	20,000	-	3,729	16,271	20,000	5,488	5,500	30,771
Total Neg. Impacts - Families/Community	335,000	-	103,283	231,717	420,000	98,991	250,082	401,635
<u>Address negative Impacts - Small Business support</u>								
Main Street Coordinator	30,000	-	30,000	-	60,000	30,000	30,000	30,000
Small Business Center Assistance	20,000	-	20,000	-	30,000	-	20,000	10,000
Total Address negative Impacts - Small Business support	50,000	-	50,000	-	90,000	30,000	50,000	40,000
<u>Revenue Replacement</u>								
Revenue Replacement	315,000	858	315,858	-	615,818	315,858	315,858	299,960
<u>Infrastructure - Water/Wastewater/IT/Broadband</u>								
Industrial Business Park	400,000		24,494	375,506	-	375,506	375,506	(0)
Water & Sewer Infrastructure	230,000		-	230,000	200,000	-		430,000
IT Specialist	100,000		58,281	41,719	200,000	50,389	134,900	106,819
Broadband Study	80,000		33,000	47,000	-	-	10,000	37,000
Total Infrastructure	810,000	-	115,776	694,224	400,000	425,895	520,406	573,818
Total ARPA	1,510,000	858	584,916	925,941	1,525,818	870,745	1,136,346	1,315,414

February					
Mon	Tue	Wed	Thur	Fri	CC Normal City Council Meeting Day
20	21	22	23	24	a 02/21/23 Department Discussion Preliminary Budget Calendar Distribution of Personnel Services Worksheets Update to Department Goals
	a				
27	28				
March					
Mon	Tue	Wed	Thur	Fri	
		1	2	3	b 03/01/23 Approve Budget Officer Resolution Approve Budget Calendar
		b		c	c 03/03/23 Distribute Project 6-30-23 Expenditures to Departments Initiate development of Base Line Budget
		CC			d 03/06/23 Initiate 1 on 1 meetings with departments 22-23 Review Project Expenditures and 23-24 Base-line budgets
6	7	8	9	10	e 03/15/23 Department Goals Approved by City Council
d					f 03/16/23 Distribute Base-line budgets to Departments Major Funds 5 yr Projects of major funds - list of opportunities
13	14	15	16	17	g 03/21/23 Distribute CIP Plans to Department - Assess Carryforwards
		e	f		h 03/24/23 Send notice to paper for printing (5-30 days prior) (1-2 notices?)
		CC			i 03/27/23 Distribute 23-24 draft budget and follow up management team
20	21	22	23	24	j 03/29/23 Publish in paper 5-30 days before - 1
	g			h	
27	28	29	30	31	
i		j			
April					
Mon	Tue	Wed	Thur	Fri	
3	4	5	6	7	k 04/04/23 Carryforward of CIP Projects review - complete
	k	CC			
10	11	12	13	14	l 04/13/23 Budget Committee Meeting (1)
			l		
17	18	19	20	21	
		CC			
24	25	26	27	28	
May					
Mon	Tue	Wed	Thur	Fri	
1	2	3	4	5	m 05/04/23 Budget Committee Meeting (2)
		CC	m		
8	9	10	11	12	n 05/12/23 Send notice to paper for printing (10 days prior)
				n	
15	16	17	18	19	
		o			
		CC			o 05/17/23 Notice posted in paper
22	23	24	25	26	
29	30	31			
June					
Mon	Tue	Wed	Thir	Fri	
			1	2	
5	6	7	8	9	p 06/07/23 Public Hearing - Adopt Budget
		p			
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	q 06/29/23 Remitt Notice of taxes to County
			q		



CITY OF ST. HELENS PLANNING DEPARTMENT

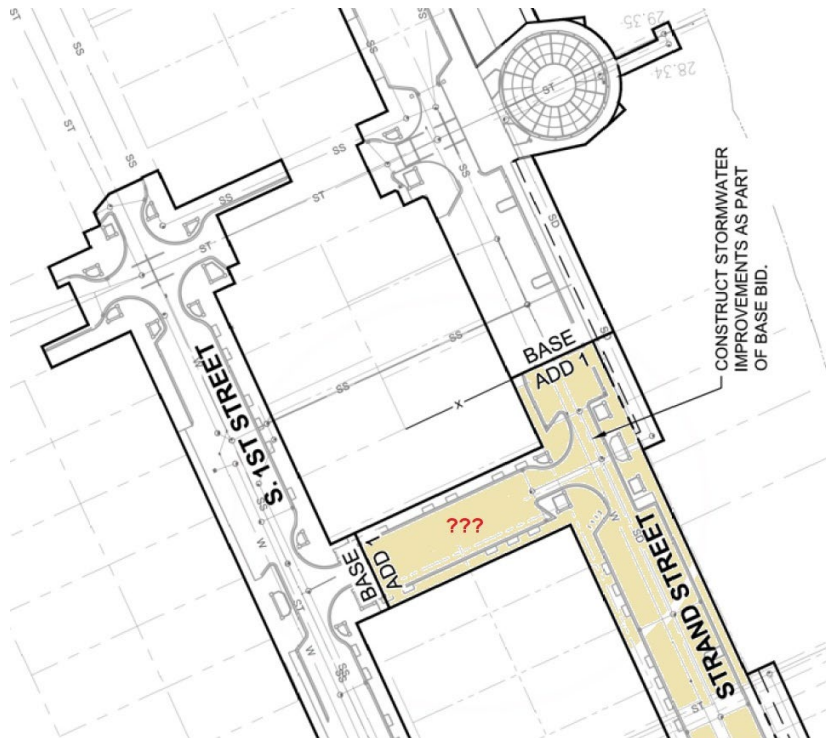
M E M O R A N D U M

TO: City Council
 FROM: Jacob A. Graichen, AICP, City Planner
 RE: Renaming of “Mill Street” in the Riverfront District
 DATE: February 21, 2023

As part of the Riverfront District redevelopment the street stub next to 330 S. 1st Street that will be extended to the southerly extension of Strand Street needs to be renamed.

Per Ordinance No. 707, which vacated some of this street right-of-way in 1941, this street was sometimes called Mill Street. There is already a Mill Street within St. Helens city limits off N. Vernonia Road. For proposed subdivisions, we consult with Columbia 9-1-1 to ensure new street names are not duplicative. Mill Street is clearly duplicative (and thus won't work) and any new name will still be checked with Columbia 9-1-1 as we do with subdivisions.

As a minor street not aligned with the overall street grid (i.e., midblock street), it will be most appropriate to call it “_____ Way,” similar to “John Gumm Way” between S. 3rd and 4th Streets within the 200 block. **So, it is a question of what word to put before Way.**



Left: The yellow highlighted streets are areas to be extended, eventually, as part of the Riverfront District redevelopment.

The midblock street segment, apparently sometimes known as “Mill Street” decades ago need to be renamed to something Way. For example, “Any Way.”

The name could be anything such as a historical reference, important person, something related to Halloweentown or something cute like “Any Way” or Getoutofmy Way.”

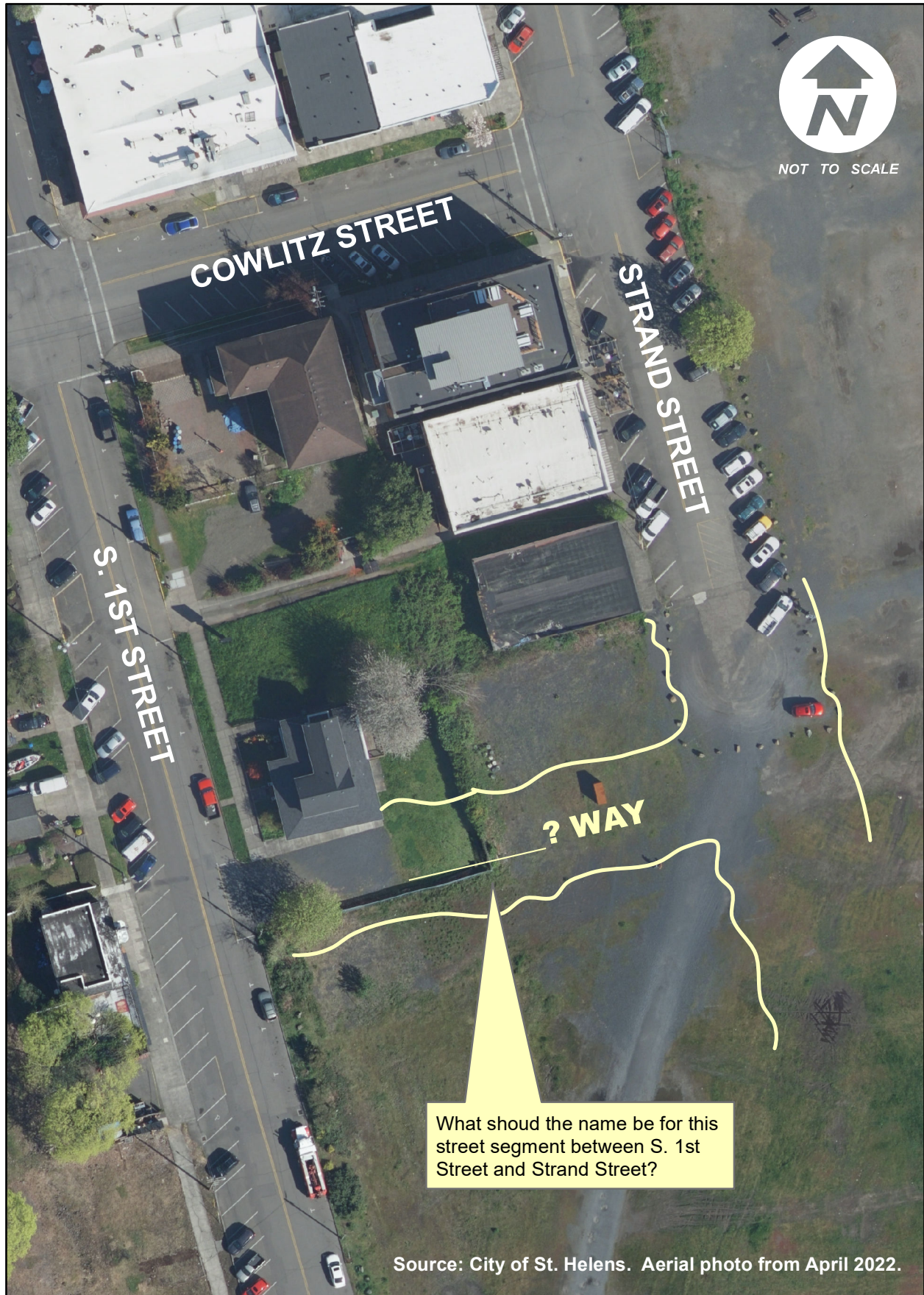
ORS 227.120 provides the procedure for renaming streets. This includes:

1. Review and recommendation from the Planning Commission.
2. Public hearing before the City Council
3. Adoption of street rename by Ordinance.
4. Filing with the County (clerk, assessor, surveyor)

At this time, staff is looking for any name ideas or other input from the Council before initiating the formal process with the Planning Commission. We need to make sure it is unique so Columbia 9-1-1 will accept it.

To get the conversation started, there has been some dialogue to use the name Frogmore. The wastewater treatment pond area used to be called Frogmore Slough.

Attached: aerial photo map



Source: City of St. Helens. Aerial photo from April 2022.

Proposal for Design Services of a new entry structure for the St Helens Downtown District



10 February 2023

Dear Selection Committee:

AKAAN is pleased to submit this proposal for architectural and engineering services for the design of an entrance structure for the St Helens Downtown District.

AKAAN is made up of Kannikar Petersen and Al Petersen, who have experience installing such structures in St Helens. Kannikar Petersen served on the St Helens Arts and Cultural Commission (ACC). When Kannikar first became a commissioner she successfully installed the ACC's banner project along Gable Road, Old Portland Road and St Helens Street.

Next, while participating in the many other activities sponsored by the ACC, Kannikar lead the Gateway Sculpture project, phase 1 and phase 2 on Highway 30. Kannikar worked with ODOT to allow the sculptures to be attached to ODOT's bridges over Milton Creek and McNulty Creek. ODOT had never before allowed anything to be attached to any of their bridges. She spearheaded fund raising drives and found local contractors and suppliers, to assist with materials, fabrication, and installation. With most of the funding coming from private donations and matching grants that the ACC worked diligently to acquire, the Gateway Sculptures were installed on-time and on-budget. In the background, Al Petersen provided his technical knowledge, coordinated with structural and other engineering consultants, the CRPUD, and other utilities to facilitate the project.

With our business in downtown St Helens, AKAAN is pleased that the city is embarking on the improvement of the downtown area and pleased to be considered to provide design services.

Sincerely

Wm. Al Petersen,
architect

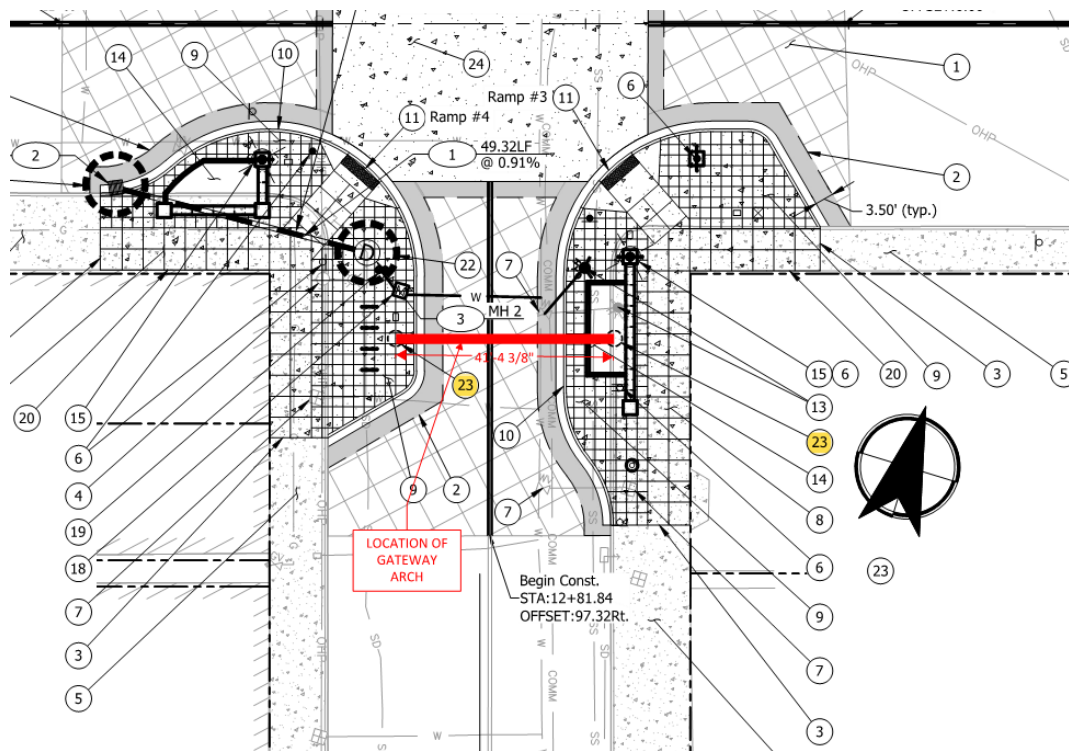


Approach:

AKAAN looks at every project as unique, and an entry monument can be many different things [see cover page]. As can be seen from AKAAN's local project examples (below) we do not have a set design style. We design each project based on its own unique conditions, client parameters, site, and local context. We feel that this structure should be a one of a kind structure that expresses the aspirations of the St Helens downtown businesses and residents, it should elevate the St Helens Downtown as a destination place for business to establish and travelers to visit.

Scope of Services

The City of St Helens, as part of the redesign of the intersection of St Helens Street and First Street has identified a location for the installation of an entrance structure for the St Helens Downtown District, on First Street, generally in front of 201 South 1st (Wild Curren Catering), and 200 South First (Cross Fit St Helens, formerly US Bank). City Staff envisions the structure to be a gateway marking the entrance to the downtown business district.



Although these types of structures can take many forms [see cover page] we envision a structure, either marking both sides of the street, or spanning first street. A structure that spans first street would likely be a steel structure cantilevered from a drilled pier foundation [see structural proposal below]. The city has already planned for power to the structure so the design will incorporate lighting.

Preliminary / Schematic Design: Per discussions with city staff we envision working with a city stakeholder committee during the design process. AKAAN will prepare design options for presentation to the committee. Based on those design options AKAAN will consolidate the committee's comments into one preferred preliminary design option for a second review. AKAAN will incorporate the committee's final comments into a final schematic design for final review approval. A preliminary cost estimate will be compiled, as described below, on the approved schematic design.

Construction Documentation:

AKAAN's team will prepare construction documentation drawings of the approved design including architectural plans, elevation's and details, lighting details, structural plans, elevations, details, and engineering calculations required by code. At approximately 90% construction documentation AKAAN will again solicit estimates from local fabricators and contractors and compile another cost estimate (per the below) on the developed design.

Permitting and Construction Administration:

After construction documents are issued AKAAN and our team will be available for construction administration services. Construction administration includes assisting city with pre-bid and bidding, answering jurisdiction and contractor questions and issuing updated drawings if necessary, review shop drawings and other submittals, attend construction meetings and visit job site as required.

Cost Estimation:

As a custom specialty item estimating the cost of construction may be challenging. City staff has suggested partnering with local suppliers and contractors for the fabrication of structure. AKAAN has contacted Pacific Stainless Products who will provide quantity takeoff and cost estimation for the steel portion of the project. If the design develops in such a way that it includes other things (masonry or other material at the base for example) AKAAN will reach out to local contractors to solicit estimates for those portions of the work as well. Those items for which we do not have local estimates we will provide our best architectural / engineering judgement. Our proposal includes AKAAN's time for solicitation and compiling of these estimates but does not include the services of the professional cost estimation consultant that we normally use for our projects.

Team

For every project AKAAN assembles a team of consultants that best matches with the needs of the project. Kannikar and Al Petersen will lead the team and be primary points of contact. As part of our proposal we have invited John Mayer, of Structural Nexus, to be part of our team. John is a structural engineer with a broad range of experience designing from small to large complex projects. (see attached proposal and resume). Also a St Helens resident John is happy to be involved with the improvement of downtown St Helens.

Team resumes below.

RESUME

Wm. Al Petersen, architect

Professional Experience

AKAAN Architecture + Design LLC, Partner, 2005 - Present
 Agoos Lovera Architects, Philadelphia, Pennsylvania, 2000 - 2005
 Cassway Albert Architects Ltd, Philadelphia, Pennsylvania, 1999 - 2000
 King Monkut's University of Technology, School of Architecture,
 Bangkok, Thailand, 1996 - 1999



Architectural Registration

National Council of Architectural Registration Boards,
 Certification No. 59466
 Registrations in Oregon (4975), Washington (9087), and Pennsylvania (PA402374)

Professional Affiliations

Leadership in Energy and Environmental Design (LEED) Accredited Professional
 St. Helens Planning Commission and Historic Commission

Education and Awards

Master of Architecture, University of Houston, College of Architecture, Houston, Texas, 1996
 Valedictorian, Masters Program, 1996,
 Certificate for Historic Preservation, 1996
 Tao Sigma Delta Award for Academic Excellence 1995
 Bachelor of Arts, University of Oregon, 1985
 Majors: Linguistics, Spanish Language and Literature,
 Minor: Latin American History and Culture
 Alpha Lambda Chi Honor Award, 1983, Golden Key Honor Award, 1982

Project Experience

Partner AKAAN Architecture + Design L.L.C. (2005 - Present, see attached project list)
 While at Agoos Lovera Architects, Philadelphia PA (2000 to 2005)

Project Architect

Citizens Park, Baseball Stadium for the Philadelphia Phillies, Philadelphia PA
 Penn Press, Wayne Hall Renovation, University of Pennsylvania, Philadelphia PA
 D.A.S.P. Office Renovation, University of Pennsylvania, Philadelphia PA
 U.L.A.R. Office Renovation, University of Pennsylvania, Philadelphia PA
 Weight-room Building, Millersville University, Millersville, PA
 Locust Tower Renovation retail and high-rise condominiums, Philadelphia, PA
 "On the Avenue," mixed use retail and high-rise condominiums, Philadelphia, PA
 Stetson Mansion condominiums, Philadelphia PA
 207 North Broad, mixed use retail and high-rise condominiums, Philadelphia, PA
 1234 Hamilton Street Condominiums, Philadelphia PA

Staff Architect

George Washington Carver High School for Engineering and Science, Philadelphia PA
 While at Cassway Albert Architects, Philadelphia PA (1999 to 2000)
 Cecil B. Moore Redevelopment Phase II, 50 new homes and 50 renovated historic
 homes, Philadelphia PA

RESUME

Kannikar Petersen, architect

Professional Experience

AKAAN Architecture + Design LLC, Partner, 2005 -Present
 Kieran Timberlake Associates, Philadelphia, Pennsylvania, 1999 - 2005
 King Monkut's University of Technology, School of Architecture,
 Bangkok, Thailand, 1996-1999
 Levinson Associates, Houston, Texas, 1995-1996
 Tandem Architects, Bangkok, Thailand, 1992-1993



Architectural Registration

NCARB Certification No. 59912
 Registrations in Oregon [4996], Washington [9086], Pennsylvania [RA402403], and Thailand

Professional Affiliations

Leadership in Energy and Environmental Design (LEED AP)
 The Association of Siamese Architects under Royal Patronage, Thailand, (ASA)

Education and Awards

Woman of Vision 2015, Oregon Daily Journal of Commerce
 Master of Architecture, University of Houston College of Architecture, Houston, Texas, 1995
 University of Houston College of Architecture, Design Competition - 2nd Place, 1995
 Bachelor of Architecture, Silpakorn University, Bangkok, Thailand, 1992

Project Experience and Professional Recognitions

Partner AKAAN Architecture + Design L.L.C. (2005 - Present, see attached project list)
 While at Kieran Timberlake Associates LLP, Philadelphia, PA (1999 to 2005)

Project Architect

Noyes Community and Recreation Center, Cornell University, Ithaca, New York
 2007 Honor Award, Philadelphia Chapter American Institute of Architects
 2007 Technology in Architectural Practice, American Institute of Architects
 Davenport College Renovation, Yale University, New Heaven, Connecticut
 2006 Honor Award, Philadelphia Chapter American Institute of Architects
 2007 Honor Award, Higher Education Facilities Design Award, Boston Society of Architects
 Pierson College Renovation, Yale University, New Heaven, Connecticut
 2005 Recognition Award, Pennsylvania Chapter American Institute of Architects
 2005 Honor Award, Philadelphia Chapter American Institute of Architects
 Kilgo Renovation Design Guidelines, Duke University, Durham, North Carolina

Staff Architect

Durham Academy, Durham, North Carolina
 2004 American Architecture Award, Chicago Museum of Architecture and Design
 2004 Honor Award, Pennsylvania Chapter American Institute of Architects
 2003 Honor Award, Philadelphia Chapter American Institute of Architects (unbuilt)
 Keohane Quadrangle, Duke University, Durham, North Carolina
 Stafford Little Hall Renovation, Princeton University, Princeton, New Jersey
 2003 Brick in Architecture Award, Brick Industry Association
 2002 American Architecture Award, Chicago Museum of Architecture and Design
 2002 Gold Medal, Philadelphia Chapter American Institute of Architects
 2002 Special Recognition Award, Golden Trowel Awards, Int'l Masonry Institute NJ Chapter
 2001 Merit Award, Pennsylvania Chapter American Institute of Architects

RESUME

John Mayer, structural engineer



JOHN T. MAYER, PE

Managing Principal/Project Manager

Education:

BS, Civil Engineering,
Minor in Mathematics,
Oregon State University

Registrations:

Licensed Professional Engineer in OR,
CA, WA, MT, ID, and NV

Affiliations:

American Institute of Steel
Construction, AISC

American Wood Council, AWC

American Institute of Timber
Construction, AITC

Structural Engineers Association of
Oregon, SEAO

Employment:

1997-2014: KPFF Consulting Engineers
Named Associate in 2005

2014-2015: ABHT Structural Engineers
Named Associate in 2014

2015-2017: Froelich Engineers
Named Associate in 2015

2017-2018: Eclipse Engineering
Branch Manager, Portland Office

2018-Present: Structural Nexus
Owner, Managing Principal, and
Structural Project Manager

Experience:

10 years as framing foreman for
Northwoods Construction, Seattle, WA

25 years Structural Engineering, various
firms (noted above), Portland, OR

Footnotes:

1—Performed while at KPFF

2—Performed while at Froelich

3—Performed while at Eclipse

4—Performed while at Nexus

John brings over 35 years of combined technical and practical experience to the design teams he serves. Prior to his structural engineering career, John worked for ten years as a framing foreman in Seattle, Washington. The skills he developed as a contractor and crew leader had a direct translation into the structural engineering field. John's framing experience, combined with his natural engineering talents, give him the ability to quickly analyze unforeseen conditions and respond with sound, innovative solutions.

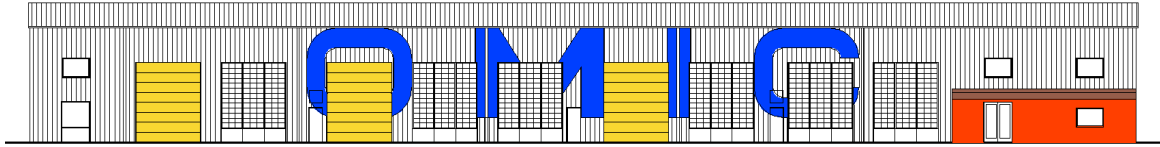
John begins every day by brainstorming ways that he can best add value to his current projects. His consistent project responsiveness from conceptual design through construction make him a valuable asset to the project teams he serves. Having worked both sides of a set of construction documents, John brings a consummate level of care in producing clear, concise, and constructible documents and details. John will serve as a structural project manager at Nexus and he will be directly responsible for the preparation of reports, design drawings, interdisciplinary quality control reviews, and construction administration. John has worked on many high-profile projects with very complex structural systems ranging from highly detailed Mormon temples to the comprehensive rehabilitation plans and seismic upgrades of National Historic Landmark buildings.

Relevant Project Experience:

- Structural Plan Review for the City of St Helens, St Helens, OR.⁴
- U.S. National Park Service, Maintenance Facility upgrades and canopy over fueling station, Olympic National Park, WA.⁴
- Pipe Trestle, Micron Technologies, Boise, ID ¹
- Domaine Serene Winery, Dayton, OR¹
- U.S. National Park Service, Yosemite Valley Administration Building, Building Egress Improvements, Yosemite National Park, CA ¹
- West Valley City Amphitheater, West Valley City, UT ¹
- U.S. National Park Service, Henry M. Jackson Visitor Center, Mount Rainier National Park, Paradise, WA ¹
- U.S. National Park Service, Seismic Rehabilitation of the National Historic Landmark Paradise Inn, Mount Rainier National Park, Paradise, WA.¹
- The Church of Jesus Christ of Latter-day Saints, Sacramento Temple, Sacramento, CA ¹
- The Church of Jesus Christ of Latter-day Saints, Rexburg Temple, Rexburg, ID ¹
- The Church of Jesus Christ of Latter-day Saints, Gila Valley Temple, AZ¹
- City of Tigard, Tigard Library, Tigard, OR ¹
- Portland Expo Center Halls D and E, Portland OR. ¹
- Bandon Dunes Round Lake Lodging, Bandon, OR ²
- The Lofts at Glenwood Apartments, Vancouver, WA ²
- McMenamins Saint Francis Hotels, Bend, OR ²
- Crane Shed office building, Bend, OR²
- Clearwater Crossing Mixed-Use Development, Bend, OR ³

LOCAL PROJECTS

(for projects completed prior to forming AKAAN see partner resumes)



OMIC Retrofit

AKAAN Architecture + Design LLC was the design firm in charge of the retrofit of the existing OMIC building. Upgrades to the building included significant heating and cooling systems, building insulation, a new elevator and ADA lift, and major site improvements. AKAAN worked closely with our client to provide the critically needed upgrades and keep the project within the budget, while at the same time making a bold OMIC presence.

OMIC Additive Innovation Center

AKAAN was chosen to design a new facility for advanced manufacturing. Much of the new manufacturing technology is based on 3D printing in metal and other materials. The design interprets these new processes, the buildup or layering of material to achieve



a final form, with the up and down geometries of the parapets, and the use of horizontal metal siding, expressing the layering of materials.

Columbia Soil & Water District Offices

(adaptive reuse of historic structure, and new storage building / parking garage)

AKAAN provided full architectural services for the adaptive reuse of a 100 year old school building into commercial offices and the construction of a new parking garage / storage building. AKAAN provided site analysis prior to the acquisition of the property, and worked with the Board to meet federal office building criteria including security and IT cabling. As a public project, with a construction budget of approximately \$1,000,000, AKAAN had to follow all Oregon public contracting procedures including BOLI rules. During construction AKAAN worked with the owner and contractor to deal with unknown conditions and avoid excessive change order claims.



LOCAL PROJECTS

4H / Warren Grange Building

at the Columbia County Fairgrounds

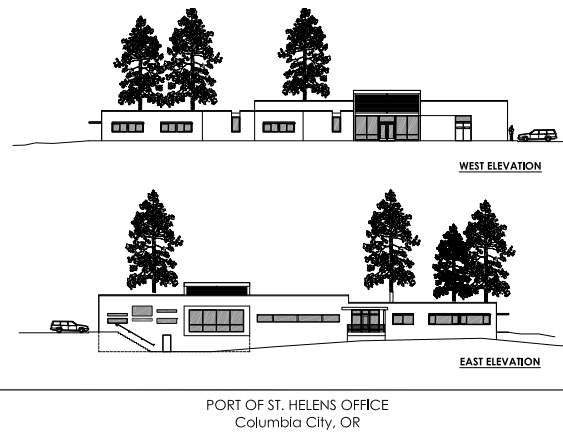
AKAAN provided full design services to the Warren Grange for the complete renovation of their commercial kitchen and dining area, a new ADA restroom, and the design of the new entry porch.

**Columbia County Courthouse Annex Entry**

AKAAN planned the modifications to the Columbia County Courthouse Annex to bring main entrance of the courthouse into compliance with federal ADA requirements. We provided for the reconfiguration of the entry stairway and the installation of new ADA ramp and as an added bonus worked into the design a location to display the historic Warrior Rock Lighthouse bell that had long been languishing in the shrubs near the courthouse.

**Port of St Helens, New Office Building preliminary design**

AKAAN worked with the Port Director and Port staff to provide programming and preliminary design of a new Port of St Helens administrative office building. Building was designed as a Class-A office building for the expanding Port staff, and to provide increased public access to Port meetings. The building consisted of approximately 5,000 sq. ft. of office space, and a 2,000 sq. ft. public meeting room, with 1,000 sq. ft. of secure file storage for the port's required archive of public information. AKAAN worked with Architectural Cost Consultants to provide the Port with an Order of Magnitude Estimate of Probable Construction Costs for future budgeting purposes.

**Other Local Projects**

Columbia River PUD, Deer Island, OR, new reception area design

City of St Helens, Administrative Offices remodel, preliminary design

Muckle Building, St. Helens, Oregon, commercial/multi-family residential

Bings Restaurant, St. Helens, Oregon, commercial renovation / fire restoration

YoMama Frozen Yogurt, Scappoose, Or, commercial renovations

Watts House, Scappoose Or, historic rehabilitation of front and rear porches

ESTIMATED FEES

Based on the above scope of work we estimate the following fees for the project

Schematic Design	Amount	Subtotal
AKAAN	\$5,550	
Structural Consultant *	\$500	
		\$6,050
Construction Drawings		
AKAAN	\$5,850	
Structural Consultant *	\$4,000	
		\$9,850
Permitting		
AKAAN	\$750	
Structural Consultant *	\$300	
		\$1,050
Construction Administration		
AKAAN	\$3,450	
Structural Consultant *	\$300	
		\$3,750
	Total	\$20,700

* See attached proposal from Structural Nexus for additional information.

FEE SCHEDULE

AKAAN Architecture + Design LLC Hourly Rates:
 Principal Architect \$150
 Administrative / Drafting \$100

STRUCTURAL NEXUS Hourly Rates:
 Engineer/Project Manager \$150
 Drafting / BIM \$90
 Clerical \$48

All reimbursable expenses are billed at cost + 10%.
 Travel shall be billed at IRS published standard rates.

EXCLUSIONS

- Redesign of project after schematic design approval.

- 3D modeling / rendering of site and structure, if requested 3D rendering services can be provided on a time and materials basis.

- Public Hearings, Public Presentations, or other Forum type presentations, if requested such services will provided on a time and materials basis.

- AKAAN's standard general conditions apply [attached].

ATTACHMENTS

- AKAAN's General Conditions

- Structural Proposal from Structural Nexus

General Conditions:

These General Conditions are made a part of the attached Agreement between **AKAAN** Architecture + Design LLC (AKAAN) and the Client, who has authorized the described Scope of Work.

1. Authorization to Proceed: Signing the agreement and providing a retainer as described above shall be understood as an authorization by the Client for AKAAN to proceed with the work, unless otherwise provided for in the authorization. AKAAN reserves the right to require advance payment from the Client for services rendered after the initial retainer amount is exhausted.
2. Professional Standards: AKAAN shall be responsible, to the level of competency and standard of care currently maintained by other practicing professional architects in the same type of work in the Architect's community, for the professional and technical soundness, accuracy, and adequacy of all designs, drawings, specifications, and other work and materials furnished under this authorization. AKAAN makes no other warranty, express or implied.
3. Liability: AKAAN agrees to hold the Client harmless and indemnify the Client for costs, claims, or expenses arising out of AKAAN's negligent acts, errors, or omissions in AKAAN's professional services under this contract. AKAAN's liability to the Client for any cause or combination of causes related to the professional services provided under this contract is, in the aggregate, limited to the maximum of three (3) times the fee earned for this scope of services.
4. Reimbursable Expenses: Outside services, mileage, printing, and reproductions etc. required to complete the job that are not itemized in the scope of work are invoiced as reimbursable expenses, at cost plus + 10% (1.10 multiplier).
5. Change Orders: If significant changes in the scope of work are requested by the Client, AKAAN will notify the client of the significant changes and invoice the Client at its standard hourly rates in effect at the time the request is made.
6. Invoices: Invoices will be issued monthly by AKAAN and are payable upon receipt. Interest is charged at a periodic rate of 1-1/2% per month (18% APR) on all invoices not paid within thirty (30) days. In any invoice is not paid in full within thirty (30) days after the invoice date, then in addition to any other remedies available to AKAAN it may cease performing work hereunder upon delivery of written notice of its intention thereof to the Client. Further, in the event of such default, AKAAN shall have the right, but not the obligation to cease performing work under any other contract then outstanding between the Client and AKAAN.
7. Third Party Payments: Client and AKAAN agree that payment to AKAAN is not subject to any payments due Client from any third party and payments due AKAAN will not be delayed pending a third party disbursement.
8. Collection Expenses: Should AKAAN incur expenses to collect any past due sum, the Client agrees to pay said expenses in addition to all other charges due under this contract.
9. Termination: Either the Client or AKAAN may terminate this Authorization by giving thirty (30) days written notice to the other party. In such event Client shall forthwith pay AKAAN in full for all work previously authorized and performed prior to the effective date of termination. Upon such payment all relationships and obligations created by this contract shall terminate.
10. Legal Action – Venue & Legal Expenses: Any legal action is brought by the Client or AKAAN against the other party to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, shall be conducted in the Court of Columbia County, Oregon. The losing party shall pay the prevailing party such reasonable amounts for fees, costs, and expenses as may be set by the court.
11. Electronic Data: AKAAN shall retain full rights to all electronic data created by AKAAN, unless specifically agreed upon as part of this agreement. No electronic data provided by AKAAN shall be forwarded to any third parties without prior written approval from AKAAN.
12. Cost Estimates: Any cost estimate provided by AKAAN will be on a basis of experience, judgment, and nationally published cost estimation data with adjustments for the local economy. However, since AKAAN has no control over constantly changing market conditions or bidding procedures AKAAN cannot warrant that bids or ultimate construction costs will not vary from these cost estimates.
13. Limitation of Quoted Fees: the fees related to the scope of work are valid for thirty (30) days after the date that they are prepared. If at any time during the completion of the scope of work the project is delayed for more than sixty (60) days then AKAAN has the right to re-evaluate the fees accordingly.

February 2, 2023

Al Petersen
AKAAN Architecture + Design LLC
 101 St Helens Street
 St Helens OR 97051

RE: St Helens Gateway Arch

Dear Al:

Thank you for giving us the opportunity to provide you with the following proposal for structural engineering services for the St Helens Gateway Arch project. The Gateway Arch will be located at the intersection of St. Helens Street and 1st Street in downtown St Helens, Oregon. The structure is intended to clear-span approximately 40 feet across the two traffic lanes of 1st Street.

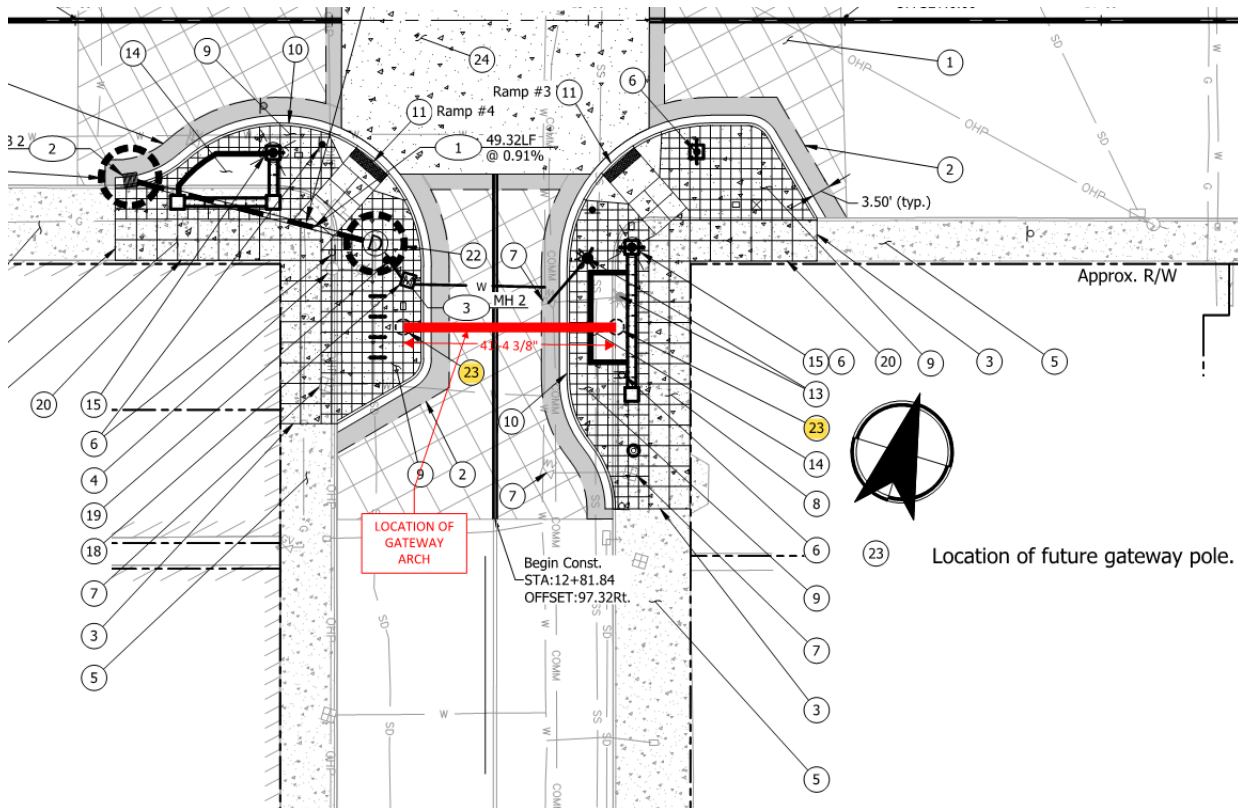


Figure 1--Drawing snippet from drawings prepared by Kittelson & Associates dated 10/3/2022

We understand the design concept for the Gateway Arch will be finalized in a series of four meetings between the Architect and City Stakeholders. It is understood that Structural Nexus may be asked to provide cursory structural reviews of the design concepts presented at these meetings; however, our attendance and participation would not be required. We assume that at the conclusion of these meetings a "preferred alternative" for the Gateway Arch will be selected and we will be provided with a clear design concept for use in the production of construction documents.

For the purposes of this proposal, we are assuming the Gateway Arch structure will be similar in construction and massing to the Cottage Grove example you provided. The arch would be composed of a light framed structural steel truss element that will span approximately 40 feet between steel columns on either side of the roadway. We assume the columns would be founded on 18"-24" diameter drilled pier foundations to help minimize potential conflicts with existing underground utility lines. The lateral force resisting system for this structure would be characterized as a "cantilever column" system, meaning that all lateral design forces (earthquake and wind) would be resisted by a fixed base connection of the steel columns to the foundation elements allowing them to cantilever vertically.

OUR SCOPE OF SERVICES:

As structural engineer of record, we will consult with you, the owner, the general contractor, and all other project consultants regarding structural related items. Our specific scope of work will include the following phases:

Design Phase

- Design of the superstructure including foundations, gravity and lateral force resisting systems.
- Review structural cost estimates and recommend value engineering options to assist with project budgeting.
- Prepare the structural drawings and calculations necessary for the pricing of the structure and issuance of the structural building permit.
- We understand that two pricing sets would be issued at the 30% and 90% CD phases.

Permitting Phase

- Respond to all structural plan review comments.
- Assist other consultants in responding to plan review comments related to structure.
- Assist with coordinating the permitting of bidder designed structural components (if required).

Construction Phase

- Respond to questions and RFI's issued from the contractor during construction.
- Review structural shop drawings and bidder designed structural items to verify they have been coordinated with the structural design.
- Visit the job site at appropriate stages of construction, perform structural observations, and issue field reports as required by the governing building code. This proposal is based upon a maximum of two site visits.
- Review change orders relating to the structure.
- Prepare a letter of conformance based upon our site observations and inspection reports issued by the testing laboratories and special inspectors for the project.

Record Drawing Phase

- Prepare as-built, structural record drawings based on RFI's, change orders and contractor-prepared redlines.

Exclusions from the scope of work include but are not limited to special inspection; design of temporary shoring, or bracing as related to construction means, methods, sequence, or procedures; and redesign of project for any reason, including the inability to meet construction schedule or project budget.

OUR FEES:

We will provide the scope of services as described in this proposal for a lump sum fee of **\$6,250**. A breakdown of this fee is as follows:

Project Phase	Fee
Design Concept Development	\$500
Construction Documents	\$4000
Permitting	\$300
Construction Administration	\$1200
Record Drawings	\$250
Total:	\$6,250

Terms and conditions shall be as provided in the attached "Agreement for Professional Services."

ADDITIONAL SERVICES:

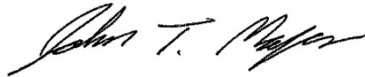
Additional services beyond those noted in this proposal will be billed at the following hourly rates:

Title	Hourly Rate
Engineer/Project Manager	\$150/hr
Drafter Cad/BIM	\$90/hr
Clerical	\$48/hr

We will not proceed with any additional services without prior authorization from your office.

Thank you for the opportunity of providing this proposal. We look forward to working with you on this project. Upon receipt of an executed copy of this proposal, we will begin services on this project. Should you have any questions, please contact our office at your convenience.

Sincerely,



John T. Mayer, P.E.
Structural Nexus LLC
 Managing Principal

Accepted By:

Signature: _____ Date: _____

Printed Name: _____ Title: _____
AKAAN Architecture + Design LLC

Agreement for Professional Services

Professional Responsibility: Structural Nexus, LLC ("Structural Nexus") shall perform services consistent with but limited to the degree of skill and care ordinarily exercised by other consultants under similar circumstances at the time services are performed, in the same locality. No other representation, warranty, or guaranty, express or implied, is included in or intended by Structural Nexus's services, proposals, agreements, or reports. This Agreement shall be subject to the laws of the state of Oregon. Any provisions of this Agreement held in violation of any law shall be deemed stricken and all remaining provisions will remain binding on the parties.

Billing and Payment: Invoices will be submitted monthly and shall be due and payable on receipt. Interest at the rate of one and one-half percent (1.5%) per month, but not exceeding the maximum rate allowable by law, shall be payable on any amounts that are due but unpaid within thirty (30) days from receipt of invoice, payment to be applied first to accrued late payment charges and then to the unpaid principal amount. Structural Nexus may, at its option, withhold delivery of drawings or any other data pending receipt of payment for services rendered. In the event of dispute or non-payment, the prevailing party shall be entitled to reasonable collections costs and attorney fees.

Changed Conditions: If, during the course of the performance of Services, conditions or circumstances develop or are discovered which were not understood by Structural Nexus at the time of this agreement and which materially affect Structural Nexus's ability to perform or which would materially increase the cost to Structural Nexus of performing, then Structural Nexus will notify Client in writing, and Structural Nexus and Client shall negotiate in good faith the terms of this Agreement. Alternatively, either party shall thereupon have the right to terminate the Agreement; provided, however, that upon any such termination, Structural Nexus shall be compensated for services rendered to the date of termination.

Limitation of Liability: To the fullest extent permitted by law, the aggregate liability of Structural Nexus, its affiliates, owners, members, officers, directors, employees, agents and representatives for any and all injuries, claims, demands, losses, expenses or damages, of whatever kind, arising out of or in any way related to this Agreement or the services provided by Structural Nexus on this project, shall be limited to the total fee received by Structural Nexus pursuant to this Agreement, or \$25,000 whichever is greater.

Indemnification: To the fullest extent permitted by law, Client shall indemnify, defend and hold harmless Structural Nexus, its affiliates, owners, members, officers, directors, employees, agents and representatives from and against any and all claims, losses, damages, liabilities, costs and expenses (including reasonable fees and expenses of counsel selected by Client) (as used in this section collectively, "Losses"), to which any or all of the parties of this Agreement may become subject, arising from, related to, or in connection with the performance of Structural Nexus's obligations under this Agreement (whether those obligations are performed by Structural Nexus or a subcontractor or other agents). If such Losses were attributable to the willful misconduct, bad faith, or a breach of this Agreement by Structural Nexus; Structural Nexus shall have no liability to Client for any indirect, consequential or punitive damages incurred by Client (other than those incurred by a third party for which the Client is entitled to indemnification under this Section).

Dispute Handling: Structural Nexus shall make no claim against Client without first providing Client with a written notice of damages and providing Client thirty (30) days to cure before an action is commenced. The Client shall make no claim either directly or in a third-party claim, against Structural Nexus unless the Client has first provided Structural Nexus with a written certification executed by an independent professional currently practicing in the same discipline as Structural Nexus and licensed in the state of the subject project. This certification shall a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of a professional performing professional services under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to Structural Nexus not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any judicial proceeding. Failure of Client to give written notice to Structural Nexus of any claim within two (2) years from the completion of performance shall constitute a waiver of such claim by Client.

Mediation: All disputes between Client and Structural Nexus arising out of or relating to this Agreement shall be submitted to nonbinding mediation prior to commencement of any other judicial proceeding. Preceding mediation, Structural Nexus agrees to meet with Client to attempt to resolve the dispute.

Termination of Services: This agreement may be terminated by the Client or Structural Nexus should the other fail to perform its obligations hereunder, or within seven (7) days written notice without cause, or if project is suspended by others. In the event of termination, Structural Nexus shall be entitled to collect fee and expenses to the date of termination and reasonable reimbursement expenses of termination.

Ownership and re-use of Documents: The drawings prepared under this agreement are considered instruments of service. Structural Nexus will turn over all drawings to you at the completion of work and receipt of full payment. You may retain these and consider them to be your property under a service for hire basis. These documents are prepared for the construction of this project only and are not to be used in whole or part for the construction of other projects without our expressed written permission. Structural Nexus retains all copyright and rights of re-use on their documents. If this material is delivered to Owner, Contractors, Subcontractors or to others, Structural Nexus will require an agreement which holds us harmless for that use or reliance upon the drawing data or changes or alterations thereto. Calculations prepared for the project are our notes and records and will be retained by Structural Nexus.

No Third-Party Beneficiaries: Nothing in this agreement shall create a contractual relationship with, or a cause of action in favor of, any third party against Structural Nexus or Client.

Contract Administration: It is understood that Structural Nexus will not provide design and construction review services relating to safety measures of any contractor or subcontractor on the project. Furthermore, it is understood that Structural Nexus will not provide any supervisory services relating to the construction for the project. Any opinions solicited from Structural Nexus relating to any such review or supervisory services shall be considered only as general information and shall not be the basis for any claim against Structural Nexus.

Survival: The obligations of the parties to indemnify and the limitations on liability set forth in this Agreement shall survive the expiration or termination of this Agreement.

Entire Agreement: This Agreement, consisting of all documents attached hereto, constitutes the entire agreement between the parties, and supersedes any and all prior written and oral agreements with respect to the subject matter hereof. No amendment hereto will be binding unless reduced to writing and signed by authorized representatives of each party.



February 10, 2023

Jenny Dimsho, AICP
Associate Planner/Community Development Project Manager
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Re: 1st & St. Helens Street Gateway Arch Design Proposal

Dear Jenny,

We have developed the following proposal for providing professional design and engineering services for the 1st & St. Helens Street Gateway Arch. This proposal is based on our initial discussion, and your emails on January 27th and 31st. Below is a brief summary of our anticipated scope of work:

The following items are anticipated and included in our scope:

1. Site-visit, information gathering, and review of all existing plans for the area in order to fully understand the atmosphere of the improved downtown area. This will include calling for utility locates and gathering any topographical or other physical information with our RTK GPS or Total Station in order to fully understand all features that could influence the design and installation.
2. Up to four design meeting with the city's Gateway Arch Committee. This will likely include a kickoff meeting, 30% design review meeting, 90% design review meeting, and pre-construction meeting that includes the selected contractor.
3. Development of 30% design plans for Gateway Arch and Sign. We will include a preliminary cost estimate that is based on discussions with potential fabricator and contractors that we've worked with on similar recent projects.
4. Development of 60% plans that address review comments and discussion at the 30% design meeting.
5. Perform structural engineering that includes wind, seismic and gravity load analysis based on the Oregon Structural Specialty Code and an overall code summary that includes review and compliance with the St. Helens Municipal Code.
6. Development of 90% design plans and updated cost estimate based on engineering analysis and any additional input from the team.
7. Develop artistic rendering of the proposed design.
8. Provide review and administrative assistance with the city's bidding and contractor selection process.
9. Provide one-round of value-engineering adjustments, if necessary, once actual pricing is received from fabrication and installation team in order to make sure the project can be installed on budget.
10. Develop Final design documents for permit approval.
11. Provide basic construction administration assistance and documentation. This will include any necessary inspections/engineering observations and development of As-built plans.

The following items are not anticipated to be required or included in our scope:

1. Mechanical, Electrical or Plumbing (MEP) engineering.
2. Testing, planning, permitting or associated fees.

We are estimating a total fee budget of \$12,000 to \$18,000 for providing these services. We propose to bill for our services on a time and materials basis per our current service rates and billing procedures. Our 2023 Service Rates and Billing Procedures are attached for reference. We would not exceed this amount unless changes or additional scope arise and only upon your approval to do so. This price should be considered a budget price so the actual fee should come in lower than this total. I've included resumes for Key Staff that we anticipate working on the project. We've worked with Pacific Stainless on similar fabrication projects around the community.

Please call with any questions. We appreciate this opportunity and look forward to the possibility of working with you on this exciting project for our community.

Sincerely,



Andrew D. Niemi, P.E.
Principal Engineer



2023 Service Rates and Billing Procedures

Lower Columbia Engineering can provide a fixed fee or a not-to-exceed fee for a particular project with a well-defined scope. Unless a fixed fee price is quoted, all services will be billed on a time and materials basis. Time and materials billing will be based on the following hourly rates:*

Service Rates:

1.	Engineer II	\$195.00
2.	Engineer I	\$180.00
3.	Architect	\$170.00
4.	Project Manager	\$165.00
5.	Staff Biologist	\$155.00
6.	Engineering Technician	\$145.00
7.	Land Use Planner	\$135.00
8.	Designer II	\$125.00
9.	Designer I	\$105.00
10.	GIS Technician	\$100.00
11.	Permit Technician	\$95.00
12.	Drafter	\$90.00
13.	Project Coordinator	\$85.00
14.	Field Crew Member (planting, labor, etc.)	\$55.00
15.	Outside Services or Expenses (fees, etc.)	Actual Cost + 10%

Reimbursable Project Expenses:

1.	36" x 48" prints	\$4.00
2.	30" x 42" prints	\$3.50
3.	24" x 36" prints	\$3.00
4.	18" x 24" prints	\$2.00
5.	11" x 17" prints	\$.50
6.	8 ½" x 11" or 14" prints	\$.10
7.	Mileage (per mile)	\$.60
8.	Other (postage, airfare, etc...)	Actual Cost

Billing Procedures & Payment Options:

Typically, an invoice will be issued for the previous month's services around the 10th of each month. In some cases, billable time may be carried over to a future invoice. Payment will be due 30 days from the invoice date, unless noted otherwise. An interest rate of 1.5% per month may be charged on past due balances (18% APR). Payment may be in the form of check, cash or major credit card. A fee of 3% will be added to all credit card transactions to cover a portion of the fee that we are charged by our service provider.

*Rates are subject to change and updated yearly

Andrew Niemi, P.E., Principal

Andrew Niemi, Principal Engineer, graduated from Oregon State University in 1996. He became a licensed Professional Engineer in Civil Engineering and started Lower Columbia Engineering in 2001. He has been designing and engineering site improvements throughout the Northwest for 25 years. He holds licenses in Alaska, California, Idaho, Montana, Oregon and Washington. His well-rounded experience working in both the private and public sectors will bring value to the overall efficiency and will help ensure the success of your project.



QUALIFICATIONS AND EXPERIENCE

- Low-impact storm design
- Water supply system planning, design, and permitting
- Project specifications
- Development of bid documents
- Federal, State and Local permitting
- Project management, construction inspections and effectiveness monitoring
- Total station and GPS surveying
- Grant funding coordination and optimization
- Forest Practices Act
- Marine facility design and planning
- HEC-RAS 2D modeling
- HydraCAD storm modeling
- AutoCAD Civil 3D
- NPDES ESC Inspection
- Special inspection services

ENVIRONMENTAL EXPERIENCE

- Wetland Mitigation and Permitting
- Erosion & Sediment Control
- Complex storm drainage
- Tidal habitat restoration
- Fish barrier removal/replacement (culverts, dams, etc.)
- Endangered Species Act compliance
- Hydraulic modeling
- Extensive FEMA Floodplain planning and permitting, including LOMR and LOMA
- Riparian planting
- Bank stabilization
- Fluvial geomorphology
- Floodplain and stream modeling (15+ years)
- FEMA No-Rise Analysis
- Big game habitat and crossings
- Land owner outreach

PUBLIC IMPROVEMENTS

- Complex roadway design from passenger cars to buses and off-road over-sized vehicles
- Public street frontage improvements
- ADA walkway and ramp design
- Asphalt and concrete parking area assessment & repair
- Public meetings and presentations
- Public water system design and permitting
- Sanitary sewer system design and permitting, including lift stations
- Public transit center design and construction
- Master utility planning
- Public campus security design
- Design of PUD substations
- Municipal waste management
- Household hazardous waste facilities
- Design of public parks and trail systems
- Utility coordination
- Environmental Site Assessment
- Contractor selection process for public projects
- Federal & State prevailing wage requirements
- Extensive experience with ODOT Standard Specifications and drawings
- Bridge inspection & repair
- American Public Works Association standard specifications
- City Engineer - City of Vernonia, Oregon
- Oregon Department of Forestry written plans, fish passage requirements, flow modeling and roadway design
- ODFW & USFWS fish passage

EXPERTISE

City Engineering Services

Project Engineer for all phases of public and private projects including planning, design, construction detailing and the documentation of all project phases.

EDUCATION

B.S. in Engineering,
Oregon State University, 1996

CERTIFICATIONS

ODOT Bridge Construction
Inspector

LICENSES

Alaska, California, Idaho, Montana,
Oregon and Washington

CONTACT

andrew@lowercolumbiaengr.com

503-366-0399

www.lowercolumbiaengr.com



Brett Kahr

Brett has 25 years of architectural and project management experience. He draws his experience from years of construction document preparation for a variety of project types and from time doing practical, hands-on, site construction work. Brett is known for being a problem solver and as someone who can be relied upon to get things done. He is constantly striving to expand his skills and returned to school to earn a BFA in Media Arts and Animation from the Art Institute of Portland in 2016.

QUALIFICATIONS AND EXPERIENCE

Presentation / Promotion

- ❖ 3D Modeling using:
 - ◆ Revit
 - ◆ Sketchup
 - ◆ 3D Studio Max
 - ◆ Maya
 - ◆ Houdini
- ❖ Model lighting studies
- ❖ Master plan renderings
- ❖ Still renderings
- ❖ Photosimulations
- ❖ Walkthrough / flythrough
- ❖ Demonstration videos
- ❖ Product animations
- ❖ Character animations
- ❖ Simulations
 - ◆ Particles
 - ◆ Smoke/pyro
 - ◆ Fluids
 - ◆ Cloth
 - ◆ Rigid body & soft body
- ❖ Product animations
- ❖ Character animations including lip-sync

Construction Documentation

- ❖ Construction document prep
 - ◆ Single Family Residential
 - ◆ Multi-Family Residential
 - ◆ Commercial
 - ◆ Institutional
 - ◆ Industrial
 - ◆ Wireless Telecom
 - ◆ Mausoleum / Crematory
- ❖ Site investigation and as-built documentation
- ❖ Site planning & grading
- ❖ Steel fabrication drawings
- ❖ Stone fabrication drawings
- ❖ Document Quality Control
- ❖ CAD standards / management
- ❖ Water damage mitigation / exterior finish upgrades



EXPERTISE

Project Manager, CAD drafter and, 3D artist who brings a wide range of technical skills to bear to efficiently and effectively prepare drawings, renderings, and animations for presentations and detailed and concise drawings for permitting and construction.

EDUCATION

Architectural Drafting Program
Portland Comm. College, 1993

BFA in Media Arts & Animation
Art Institute of Portland, 2016

CONTACT

brett@lowercolumbiaengr.com
503-366-0399
www.lowercolumbiaengr.com



Kyle Hannon, P.E.

Kyle joined the firm in 2011 after graduating from Oregon State University in Civil Engineering. He is experienced with structural analysis of both new construction and existing buildings. His expertise includes foundation design, wood & steel design, and storm drainage plans. Kyle understands the design and permitting process and uses a common sense approach to ensure that projects are completed in a timely and cost effective manner.

QUALIFICATIONS AND EXPERIENCE

- Structural analysis of existing and new public structures, including seismic upgrades and wind analysis
- Pre-engineered steel building and foundation expertise
- Industrial equipment foundation design
- Civil engineering of parking lots
- Storm drainage plans including biofiltration swales to treat stormwater prior to discharging
- Steel awning and canopy design & engineering
- Low-maintenance building & site design
- Asphalt and concrete parking area assessment, repair, and replacement
- Catwalk and industrial stair systems
- Project management, construction inspections and effectiveness monitoring
- Federal, state and local permitting
- Project specifications and bid documents
- Design and review of plans & specification
- ADA upgrades of existing public facilities
- Design of substations
- Municipal waste management
- Public street frontage improvements
- Public water main and sanitary sewer system design and permitting
- Railroad/vehicle transportation integration



EXPERTISE

Project Engineer for all phases of public and private projects including comprehensive facility improvement planning, site design, construction detailing and the documentation of all design phases through construction drawings and construction administration.

EDUCATION

B.S. in Civil Engineering, Oregon State University, 2010

LICENSE

Oregon P.E. – Civil Engineering

CONTACT

kyle@lowercolumbiaengr.com
503-366-0399
www.lowercolumbiaengr.com



Matt Alexander

Matt attended the California Polytechnic State University, San Luis Obispo, studying within the School of Architecture & Environmental Design. A key team leader and contributor in the drafting and design department, Matt has a love of Architecture and Urban Planning and enjoys the creative process and problem solving. He is an energetic and multi-disciplinary professional who contributes his skills by supporting every department at Lower Columbia Engineering. Prior to Matt's career at LCE, he worked at DAO Architecture, Axis Design Group and Henneberry Eddy Architects in Portland, Oregon. Outside of the office, Matt leads an active life and enjoys being with family and friends, taking weekend trips to enjoy the outdoors, and experiencing other cultures through his love of travel.



QUALIFICATIONS AND EXPERIENCE

- Construction Documentation and detailing in all phases of design
- 12 years of experience working in AutoCAD, Civil 3D, Revit and BIM
- Rendering & graphic design experience for marketing, proposal response and public presentation material
- SketchUp, V-Ray, Twilight Render and Podium for schematic and photo-realistic rendering
- Over 10 years of experience utilizing InDesign, Illustrator, Photoshop, Acrobat and Dreamweaver
- Walkthrough / flythrough
- Master Plan Rendering
- Still Renderings

URBAN DESIGN & PLANNING

- Building and site design
- Pre-engineered metal building and foundation experience
- Public street frontage improvements and Right-of-Way dedications
- Landscaping
- Schematic Design and Design Development
- Construction administration
- Complex parking lot layouts, access approaches and circulation design for public and private facilities with a mix of vehicle types
- Public transportation facilities and systems design
- Signing, striping and traffic plans

CIVIL AND ENVIRONMENTAL

- Landscape design
- Retaining wall design
- Equipment pad layout and design
- Stream Restoration
- Constructed Wetlands
- Culvert and bridge design including fish passage improvement projects
- Storm Drainage Plans including use of Biofiltration Swales to treat storm water prior to discharging
- Erosion and Sediment Control design including preparing DEQ 1200-C Permitting Documents
- Parking lot layouts, access approaches and circulation design for public and private facilities with a mix of vehicle types and sizes
- Fire Apparatus Access design

EXPERTISE

Experienced Designer and Drafter specializing in Architecture, Civil, and Structural Development. Multi-disciplinary background with expertise in Construction Documentation and Graphic & Presentation Material Development.

EDUCATION

College of Architecture
California Polytechnic
University, San Luis Obispo

CONTACT

matt@lowercolumbiaengr.com
503-366-0399
www.lowercolumbiaengr.com





Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: March 1, 2023

Planning Division Report attached.

Business Licenses Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 02.21.2023

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.

ASSOCIATE PLANNER/PROJECT MANAGER—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

PLANNING ADMINISTRATION—MISC.

Prepared memoranda for the City Council and Planning Commission to aid in its efforts regarding HB 3115, including prep for the March 8th joint meeting.

Prepared memoranda for the Planning Commission to aid in its future efforts regarding architectural standards.

Prepared legal descriptions for the first annexation application received in 2023. This will be #3 of the total annexations subject to Planning Commission/City Council review this spring.

Met with the Broadleaf Arbor (Gable Road apartments) folks about their phased occupancy plans. They hope to get occupancy for their community building this month, and the first apartment building in March. Others to follow, with the senior building (the big "L shaped one) last around October. Street improvements along Gable Road anticipated mid-year. Planning will be involved in the inspections for these over the next several months.

Needing to change a street name in the Riverfront District as part of the waterfront development efforts, I prepared to start that discussion with the Council and Planning Commission in March. The last time we did something like this was back in 2009 for the street off Sykes Road behind the bowling alley after ODOT transferred that to the city.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

February 16, 2023 meeting (outcome): *As the Historic Landmarks Commission*, the commission reviewed and made recommendations to staff regarding proposed changes to the former Dockside restaurant that was recently purchased by Crooked Creek Brewery.

The Commission and Council Gunderson had a good discussion about teamwork and potential vision sharing. The Commission determined that it should have a retreat like the Council does every year, in part, to help foster team building and overall goals for the city. We talked about doing this sometime the week of March 20-24th.

The Commission reviewed and made recommendations on the 10/11/12th Street bluff property for proposed ROW vacation, dedication and zoning considerations.

They talked a bit about HB3115, but did not engage in any other proactive items.

March 14, 2023 meeting (upcoming): The Commission will hold two public hearings, one for a Conditional Use Permit/Sensitive Lands Permit to allow the 1810 Old Portland Road building to be a public facility (adding offices the old rec center building, initially for non-represented SHPD staff), and the other for a Conditional Use Permit/Variations for a commercial/residential mixed use development at the corner of Columbia Boulevard and N. 6th Street (i.e., the old car wash site).

I suspect the Commission will discuss its architectural standards proactive item and maybe consideration of some other proactive items, time permitting.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Quarterly data updates this month. Happy that the Firlok Park Boulevard alignment along the south side of the high school better reflects reality after survey and dedication efforts from the SHHS remodel project—you need to be a planner or cartographer to get excited about stuff like this!

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: February Department Report
Date: Friday, February 17, 2023 4:16:54 PM

Here are my additions to the February Planning Department Report.

GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Culvert project (County) will be a separate project than the sidewalks project. Construction to begin June 2023. County working through acquiring construction/slope easements for affected property owners.
2. **Business Oregon – Infrastructure Finance Authority** – Loan Contract documents finalized for streets/utilities construction and Riverwalk project not covered by OPRD grants. Will submit first reimbursement once design work is complete for Riverwalk project.
3. **Riverwalk Project (OPRD Grants x2)** – 90% design received. 90% cost estimates received on 1/23. PC recommended approval of stage/pavilion with conditions on 1/10. 90% comment review TAC meeting is on 1/25. Working with Wauna Credit Union contact to confirm signage and then will issue sign permit. Coordinated meeting with Building Official to discuss all permits required and their review time frames. Coordinated internal meeting with the Engineering Dept. to discuss project and construction management roles & responsibilities between departments and contractors.
4. **Community Development Block Grants (CDBG)** – Scheduled our required Public Hearing to apply to the CDBG program for sanitary sewer capacity upgrades. CDBG funding request will be for \$2.5 million to fund purely design/engineering and permitting/environmental review. I will be assisting the Engineering Dept with this grant application, which opened on 2/1 and closes 4/30.
5. **Certified Local Government Historic Preservation Grant Program** – Submitted our application for 15k to fund the pass-through grant program, as discussed during the Jan PC meeting. Awards will come in April.
6. **DLCD Technical Assistance Program** – Grant cycle will likely open in August and closes in October. DLCD Regional Rep thinks our Economic Opportunities Analysis update will be a great candidate for funding. Coordinated a meeting with the Scappoose Planning Director to discuss their EOA update. Compiled resources to assist with scoping our EOA update and writing our grant application this summer.
7. **Veterans Memorial Grant Program** - In partnership with the local VFW, the City is preparing a grant application to fund a flag/monument expansion at the McCormick Park veterans memorial. Coordinated meetings with LCE, the VFW, and Councilor Sundeen to determine scope/budget/timeline for an application to the program. Attended a program webinar on 2/16 to learn about the grant application and eligible project costs, etc. Grant is due March 31.
8. **Oregon Mainstreet Grant Review** – Invited to participate on Mainstreet Alliance's Grant Program review committee which met on 2/8. Scored 3 applicants and selected our top candidate to move forward with an application for funding.

PROJECTS & MISC

9. **Riverfront Streets/Utilities Project** – Construction contract granted to Moore Excavation.

- Attending weekly check-ins to stay in tune with project schedule and any construction delays/issues. NW Natural will be extending facilities on the site to serve future development. Confirmed with PUD and NW Natural the areas where a potential 0' setback may occur on the site to ensure no future utility conflicts.
10. **1st/Strand Underground Utilities** – Engineering Dept working with electrical engineer directly to scope the project. Scope of work/PSA on Council's 3/15 agenda for approval.
 11. **1st Street & St. Helens St. Gateway Arch**– Worked with 2 local firms to prepare scopes to design a gateway arch/entry just south of the intersection of St. Helens Street on S. 1st Street. Introduced the project at the 2/15 Council meeting. Electrical is being run to the location of future posts for the archway as part of the Streets & Utilities project. Council will be asked to select which firm we should work with for design at their 3/1 meeting.
 12. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design** – 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Mackenzie revised footprint to accommodate feedback from Cascades regarding use of the existing mill buildings. PGE said no further reduction in size is possible for the sub-station, so we are moving forward with design as presented. Planning for grading work for Phase II is kicking off this month as well.
 13. **Utility Billing/Bennett Building cornice** – Installation complete - the color selected looks great with the new windows and Pacific Stainless did a great job with Fabrication. Thanks to PW staff for successful install!
 14. **US Census Boundary & Annexation Survey** – Submitted our 2022 annexation parcels and their corresponding supporting documentation/ordinances and a few other boundary corrections to the Census.
 15. **Safety Committee** – Representing City Hall/UB. Conducted my first quarterly safety inspections in January. Attending monthly meetings.
 16. **Warrior Rock Lighthouse Replica** - Councilor Sundeen expressed interest in renovating the warrior rock lighthouse replica using in-house staff for work. Assisting with this process of implementation/coordination with NOAA, County, City, Riverwalk Project, etc.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

jdimsho@sthelensoregon.gov

X Jca
 Date: 2-10-23

Item #6.

ID	PERIOD	NAME	LICENSE CODE	BALANCE
00104	1/02/23- 1/02/24	LIBERTY BOOKKEEPING & TAX	ACCOUNT ACCOUNTING	0.00
00149	11/01/22-11/01/23	AERO INVESTMENT STRATEGIES	MANUF MANUFACTURING	0.00
00171	1/02/23- 1/02/24	BEISLEY *MELISSA	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00174	1/02/23- 1/02/24	ORPET INC	MANUF MANUFACTURING	0.00
00176	1/01/23- 1/01/24	*HOLMES HEATING & COOLING	CONTMECH CONTRACTOR-MECHANICA	0.00
00198	1/01/23- 1/01/24	US PIPE FRABICATION	MISC MISCELLANEOUS	0.00
00239	1/02/23- 1/02/24	NW SELF STORAGE 2014	STORAGE STORAGE UNITS	0.00
00242	1/02/23- 1/02/24	*CAROL WINN	SALESMKT INTERNET SALES/MARKE	0.00
00245	1/02/23- 1/02/24	*REYES LAWN MAINTENANCE	LANDSCAP LANDSCAPING	0.00
00252	1/02/23- 1/02/24	*PETERSON PLUMBING & MECHANICA	CONTPLUM CONTRACTOR-PLUMBING	0.00
00262	1/02/23- 1/02/24	CRAVINGS CIGS & VAPE #3 LLC	ALCOTOBIA ALCOHOL/TOBACCO	0.00
00286	1/02/23- 1/02/24	*ERIKS TRANSMISSION SERVICES	AUTO AUTO REPAIR	0.00
00300	1/02/23- 1/02/24	COLUMBIA FUNERAL HOME	MISC MISCELLANEOUS	0.00
00304	2/02/23- 2/02/24	TRANE U.S. INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00308	2/02/23- 2/02/24	M E MOORE CONSTRUCTION	EXCAVA EXCAVATION/ASPHALT	0.00
00318	2/02/23- 2/02/24	UNIVAR SOLUTIONS USA INC	MISC MISCELLANEOUS	0.00
00323	2/02/23- 2/02/24	THERAPEUTIC ASSOCIATES-SH PT	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00327	2/02/23- 2/02/24	*LINA'S COMPLETE CLEANING	JANITOR JANITORIAL SERVICES	0.00
00343	2/02/23- 2/02/24	OEG INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00388	2/02/23- 2/02/24	HEALTHY NAILS	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00399	2/02/23- 2/02/24	THE HAGZ BAGZ & THE HUTCH	RETVARI RETAIL - VARIETY	0.00
00475	1/28/23- 1/28/24	HONEYWELL INTERNATIONAL INC	SALESERV SALES/SERVICE/MAINT	0.00
00501	2/04/23- 2/04/24	MACKENZIE ENGINEERING INC	ENG ENGINEERING	0.00
00509	2/04/23- 2/04/24	UNIVERSAL PROTECTION SERVICE	SECURITY SECURITY	0.00
00523	2/06/23- 2/06/24	RENTOKIL NORTH AMERICA INC	PEST PEST CONTROL	0.00
00524	2/06/23- 2/06/24	CHRISTENSON ELECTRIC INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00526	2/06/23- 2/06/24	WIRE PACIFIC HOLDINGS INC	SOLICIT SOLICITATIONS	0.00
00528	3/02/23- 3/02/24	CINTAS CORPORATION, NO. 2	CONTMISC CONTRACTOR-MISC.	0.00
00529	3/02/23- 3/02/24	PACIFIC CREST BUILDING SUPPLY	CABINETS CABINETS	0.00
00530	3/02/23- 3/02/24	TWIN CITY SERVICE	CONTMECH CONTRACTOR-MECHANICA	0.00
00544	2/10/23- 2/10/24	PATRIOT FIRE PROTECTION INC	CONTGEN CONTRACTOR-GENERAL	0.00
00545	2/10/23- 2/10/24	NORTH WEST HANDLING SYSTEMS	CONTMISC CONTRACTOR-MISC.	0.00
00549	2/10/23- 2/10/24	A-MAX SECURITY SOLUTIONS INC	LOCKSMIT LOCKSMITH	0.00
00555	2/11/23- 2/11/24	PORTRAIT HOMES NORTHWEST	CONTGEN CONTRACTOR-GENERAL	0.00
00559	2/11/23- 2/11/24	HDR ENGINEERING INC	ENG ENGINEERING	0.00
00571	2/11/23- 2/11/24	WOLFERS INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00573	2/11/23- 2/11/24	OSWEGO DRYWALL INSTALL INC	CONTSHEE CONTRACTOR-SHEETROCK	0.00
00578	2/18/23- 2/18/24	SPECIALTY HEATING & COOLING LL	CONTHVAC CONTRACTOR-HVAC	0.00
00587	2/19/23- 2/19/24	STREIMER	CONTMISC CONTRACTOR-MISC.	0.00
00588	2/19/23- 2/19/24	JNB MECHANICAL INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00590	2/19/23- 2/19/24	ADVANCED AMERICAN CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
00593	2/19/23- 2/19/24	U STORAGE SELF STORAGE	STORAGE STORAGE UNITS	0.00
00605	2/19/23- 2/19/24	JOHNSON CONTROLS SECUIRTY	SECURITY SECURITY	0.00
00609	2/19/23- 2/19/24	THE LIBRARY CORPORATION	MISC MISCELLANEOUS	0.00
00612	2/19/23- 2/19/24	STA PHASE II	2NDHAND 2ND HAND DEALER/PAWN	0.00
00617	2/19/23- 2/19/24	C SEGER	2NDHAND 2ND HAND DEALER/PAWN	0.00
00621	2/19/23- 2/19/24	COFFMAN EXCAVATION INC	EXCAV EXCAVATION	0.00
00624	3/02/23- 3/02/24	ST HELENS AUTO BODY/CUST PAINT	AUTOBODY AUTO BODY/DETAILING	0.00
00628	2/20/23- 2/20/24	AREA HEATING & COOLING	CONTHVAC CONTRACTOR-HVAC	0.00
00637	2/25/23- 2/25/24	SPRESTE ENTERPRISES LLC	2NDHAND 2ND HAND DEALER/PAWN	0.00

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00645	2/26/23- 2/26/24	BRESLN PROPERTIES LLC (COMM)	RENTCOMM RENTAL - COMMERICAL	0.00
00646	2/26/23- 2/26/24	BRESLIN PROPERTIES LLC (RES)	RENTDUPL RENTAL - DUPLEXES	0.00
00660	2/27/23- 2/27/24	US FOODS INC	WHOESAL WHOLESALER	0.00
00662	2/27/23- 2/27/24	BELLEZA DAY SPA & HAIR SALON	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00702	3/10/23- 3/10/24	OREGON THEATER SUPPLY INC	MISC MISCELLANEOUS	0.00
00715	3/11/23- 3/11/24	REAL EYE ZING ART LLC	ART ART	0.00
00726	3/11/23- 3/11/24	HARRINGTONS CLOTHING INC	RETAIL RETAIL	0.00
00728	3/11/23- 3/11/24	REINAN JEFF & KAREN	RENTRESI RENTAL - RESIDENTIAL	0.00
00730	3/11/23- 3/11/24	CHRIS PRODUCTS, INC	WHOESAL WHOLESALER	0.00
00746	3/12/23- 3/12/24	NW SELF STORAGE 2014	STORAGE STORAGE UNITS	0.00
00747	3/12/23- 3/12/24	FAWNWOOD LTD RES	RENTRESI RENTAL - RESIDENTIAL	0.00
00756	3/02/23- 3/02/24	COLUMBIA SHORES FINANCIAL INC.	INTERNET INTERNET SERVICES	0.00
00764	3/02/23- 3/02/24	PARKSIDE APTS/HICKEY	RENTAPT RENTAL - APARTMENTS	0.00
00776	3/12/23- 3/12/24	COMCAST OF OREGON II INC	SOLICIT SOLICITATIONS	0.00
00777	3/02/23- 3/02/24	TERMINIX INTERNATIONAL	PEST PEST CONTROL	0.00
00788	3/12/23- 3/12/24	DON'S RENTAL INC	RENTSVCS RENTAL SERVICES	0.00
00800	3/13/23- 3/13/24	WINDHAM LLC	RENTCOMM RENTAL - COMMERICAL	0.00
00803	3/13/23- 3/13/24	CINTAS CORPORATION	DELIVERY DELIVERY SERVICE	0.00
00805	3/13/23- 3/13/24	BEST NEST COUNSELING LLC	COUNSEL COUNSELING	0.00
00821	3/13/23- 3/13/24	MCCORMICK APARTMENTS	RENTAPT RENTAL - APARTMENTS	0.00
00822	3/13/23- 3/13/24	PAUL THAYER SUSNET MANOR APTS	RENTAPT RENTAL - APARTMENTS	0.00
00823	3/13/23- 3/13/24	C & M INVESTMENTS LLC	RENTCOMM RENTAL - COMMERICAL	0.00
00827	3/13/23- 3/13/24	UNIFIRST CORP	DELIVERY DELIVERY SERVICE	0.00
00828	3/13/23- 3/13/24	LP FERRELLGAS	DELIVERY DELIVERY SERVICE	0.00
00832	3/14/23- 3/14/24	HIDDEN OAKS APARTMENTS	RENTAPT RENTAL - APARTMENTS	0.00
00833	3/14/23- 3/14/24	WHITE SWALLOW CABANAS LLC	RENTRESI RENTAL - RESIDENTIAL	0.00
00834	3/14/23- 3/14/24	JOHNSON JANICE	RENTRESI RENTAL - RESIDENTIAL	0.00
00837	3/14/23- 3/14/24	TEMP-A-CURE INC	CONTHVAC CONTRACTOR-HVAC	0.00
00838	3/14/23- 3/14/24	STORK RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00839	3/14/23- 3/14/24	COLUMBIA RIVER DENTAL	DENTAL DENTAL CARE	0.00
00847	3/14/23- 3/14/24	R & D PROPERTIES	RENTRESI RENTAL - RESIDENTIAL	0.00
00849	3/14/23- 3/14/24	DEIBERT RYAN	RENTRESI RENTAL - RESIDENTIAL	0.00
00850	3/14/23- 3/14/24	STANSBURY PAUL & KEN	RENTCOMM RENTAL - COMMERICAL	0.00
00852	3/14/23- 3/14/24	JOHNSTUN RENTALS JESSE	RENTCOMM RENTAL - COMMERICAL	0.00
00875	3/27/23- 3/27/24	COZY LAWN MAINTENANCE	LANDSCAP LANDSCAPING	0.00
01007	11/17/22-11/17/23	RESCUE ROOTER JACK HOWK PLMBG	CONTPUM CONTRACTOR-PLUMBING	0.00
01020	1/07/23- 1/07/24	HAPPY HOLLOW CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
01022	1/11/23- 1/11/24	*MORTON'S MAFIA DOG'S	FOODCART FOOD TRUCK	0.00
01064	3/03/23- 3/03/24	HASA INC	MANUF MANUFACTURING	0.00
01069	3/15/23- 3/15/24	MISTER GOOSE	RESTAURA RESTAURANT	0.00
01154	11/04/22-11/04/23	JNJ MECHANICAL	REPAIR REPAIR - GENERAL	0.00
01165	1/05/23- 1/05/24	REDBOX	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
01166	1/05/23- 1/05/24	REDBOX	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
01168	1/05/23- 1/05/24	REDBOX	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
01169	1/05/23- 1/05/24	REDBOX	AMUSEVEN AMUSEMENT/VENDING/BO	0.00
01175	1/23/23- 7/31/23	HARD-CORE CONTRACTORS INC	7 DAY 6 MONTH LICENSE	0.00
01176	1/24/23- 1/24/24	RA CONSTRUCTION INC	CONTRROOF CONTRACTOR-ROOFING	0.00
01177	1/24/23- 1/24/24	CARLSON TESTING INC	INSPECT INSPECTIONS - PROPER	0.00
01178	1/27/23- 1/27/24	PAINTED GATE PROPERTIES LLC	RENTCOMM RENTAL - COMMERICAL	0.00
01180	3/14/23- 3/14/24	RPK INVESTMENTS	RENTCOMM RENTAL - COMMERICAL	0.00

2-09-2023 2:17 PM

F O R M S R E G I S T E R

PACKET: 00506 2-9-23 Approvals 2-9-23 Approvals

SEQUENCE: License #

Item #6.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
01181	2/06/23- 2/06/24	ACC ENVIRONMENTAL CONSULTANTS	ENVIRO ENVIRONMENTAL	0.00
01182	2/06/23- 2/06/24	A & A DRILLING SERVICE INC	CONTPLUM CONTRACTOR-PLUMBING	0.00

LICENSE CODE		TOTAL	BALANCE
2NDHAND	2ND HAND DEALER/PAWN	3	0.00
7 DAY	6 MONTH LICENSE	1	0.00
ACCOUNT	ACCOUNTING	1	0.00
ALCOTOB	ALCOHOL/TOBACCO	1	0.00
AMUSEVEN	AMUSEMENT/VENDING/BO	4	0.00
ART	ART	1	0.00
AUTO	AUTO REPAIR	1	0.00
AUTOBODY	AUTO BODY/DETAILING	1	0.00
BEAUTYSH	BEAUTY/BARBER SHOP	3	0.00
CABINETS	CABINETS	1	0.00
CONTELEC	CONTRACTOR-ELECTRICA	2	0.00
CONTGEN	CONTRACTOR-GENERAL	4	0.00
CONTHVAC	CONTRACTOR-HVAC	3	0.00
CONTMECH	CONTRACTOR-MECHANICA	5	0.00
CONTMISC	CONTRACTOR-MISC.	3	0.00
CONTPLUM	CONTRACTOR-PLUMBING	3	0.00
CONTROOF	CONTRACTOR-ROOFING	1	0.00
CONTSHEE	CONTRACTOR-SHEETROCK	1	0.00
COUNSEL	COUNSELING	1	0.00
DELIVERY	DELIVERY SERVICE	3	0.00
DENTAL	DENTAL CARE	1	0.00
ENG	ENGINEERING	2	0.00
ENVIRO	ENVIRONMENTAL	1	0.00
EXCAV	EXCAVATION	1	0.00
EXCAVA	EXCAVATION/ASPHALT	1	0.00
FOODCART	FOOD TRUCK	1	0.00
INSPECT	INSPECTIONS - PROPER	1	0.00
INTERNET	INTERNET SERVICES	1	0.00
JANITOR	JANITORIAL SERVICES	1	0.00
LANDSCAP	LANDSCAPING	2	0.00
LOCKSMIT	LOCKSMITH	1	0.00
MANUF	MANUFACTURING	3	0.00
MISC	MISCELLANEOUS	5	0.00
PEST	PEST CONTROL	2	0.00
PHYSICIA	PHYSICIAN/HEALTH CAR	1	0.00
RENTAPT	RENTAL - APARTMENTS	4	0.00
RENTCOMM	RENTAL - COMMERICAL	7	0.00
RENTDUPL	RENTAL - DUPLEXES	1	0.00
RENTRESI	RENTAL - RESIDENTIAL	7	0.00
RENTSVCS	RENTAL SERVICES	1	0.00
REPAIR	REPAIR - GENERAL	1	0.00
RESTAURA	RESTAURANT	1	0.00
RETAIL	RETAIL	1	0.00
RETVARI	RETAIL - VARIETY	1	0.00
SALESERV	SALES/SERVICE/MAINT	1	0.00
SALESMKT	INTERNET SALES/MARKE	1	0.00
SECURITY	SECURITY	2	0.00
SOLICIT	SOLICITATIONS	2	0.00
STORAGE	STORAGE UNITS	3	0.00
WHOLESALE	WHOLESALE	2	0.00
TOTAL ALL CODES:		102	0.00

*** SELECTION CRITERIA ***

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

** END OF REPORT **