



COUNCIL WORK SESSION

Wednesday, August 16, 2023 at 2:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Brandon Sundeen
Vacant Position

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.](#) Length of Service Recognition - Sheri Ingram (25 years)
- [2.](#) Chamber of Commerce Semi-Annual Report - *Executive Director Jak Massey*
- [3.](#) Update on 2.0MG Reservoir Replacement Project - *Public Works Director Mouhamad Zaher and Engineering Manager Sharon Darroux*
- [4.](#) Update on the S. 1st and St. Helens Streets Gateway Project - *City Administrator John Walsh*
- [5.](#) Water Leak Adjustment Request from Armstrong World Industries - *City Administrator John Walsh*
- [6.](#) Discuss Process to Fill Vacant Council Position
- [7.](#) 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:

- August 14, 4PM, Parks & Trails Commission Meeting, Council Chambers/Zoom
- August 14, 7:15PM, Library Board, Council Chambers/Zoom
- August 16, 2PM, Council Work Session, Council Chambers/Zoom
- August 16, 7PM, Council Regular Session, Council Chambers/Zoom

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

- October 18, 6:45PM, Comprehensive Plan & Zoning Map Amendment at 58646 McNulty Way

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/89602307012?pwd=QXc2UmoxYVFqQmthYldsRkJMWmZHZz09>

Meeting ID: 896 0230 7012

Passcode: 269388

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.

LENGTH OF SERVICE RECOGNITION



To: Mayor and City Council

From: Kathy Payne, Human Resources Coordinator/City Recorder

Date: August 16, 2023

I am happy to announce that we have one employee who has reached a milestone in their employment with the City of St. Helens. The following individual will be recognized at the August 16 Council Work Session.

25 Years

Sheri Ingram started working for the City in 1998 as a Receptionist/Dispatcher. Her position was reclassified in July 2007 to a Public Works Office Assistant which more accurately reflected her job duties. She has been serving the citizens of St. Helens in that capacity ever since.

I have worked with Sheri for over 22 years and have always found her to be very organized and knowledgeable about the Public Works functions. She keeps the Operations Division functioning smoothly. She has excellent customer service skills for both external and internal customers. She usually always participates in City functions and helps out wherever she is needed. She just has a great attitude and it's always nice to see her smiling face.

Public Works Director Mouhamad Zaher expressed this to Sheri, "Congratulations on achieving a milestone anniversary with the city of St. Helens! We are so proud to have you as part of our Public Works family. You have worked hard for this accomplishment, and we truly appreciate your dedication, commitment, and support. Thank you for being such a valuable member of our team. Best wishes always."

Deputy City Recorder Lisa Scholl had this to say about Sheri, "I have had the pleasure of working with Sheri for almost 20 years. Sheri has excellent communication skills. She always knows what is happening at the City Shops and keeps City Hall staff updated when it will affect us. She is extremely helpful when it comes to relaying information to the Public Works crew and making sure all forms are complete and returned to me by deadlines, which is a lot when you're tracking them for an entire office! Sheri is always good about jumping in and helping with setup at City functions. She is such a valuable employee to the City!"

Congratulations Sheri and thank you for your service!

South Columbia County Chamber of Commerce Semi-Annual Update

Date: August 16, 2023

Reporting for: February – July 2023

Reporting on behalf of the Chamber:

Jak Massey, Executive Director



SEMI-ANNUAL MEMBERSHIP STATS

February 1, 2022 – 105 Active Members

August 1, 2022 – 114 Active Members

February 1, 2023 – 127 Active Members

August 1, 2023 – 125 Active Members

Maintaining Average over the past 6 months:

Gained 14 new memberships

5 Members have upgraded membership levels

(with 3 of the 5 moving up to the Platinum level).

CHAMBER STAFF UPDATE (*PRO'S & CON'S, Realistic Expectations*)

"PRO" ~ May '23 promotion – encouraged & honored to accept the role of Executive Director, ready for more!

"CON" ~ Many aspirations for improving Chamber services and Member support, but limited time to initiate.

"Realistic Expectations" ~ Being the sole employee, working "less than full time" has proven to be exceptionally challenging. Managing the day-to-day Chamber operations and correspondence and meeting the needs of the Members by promoting, supporting, and facilitating events, there is little time to focus anything more. Although the goal is to provide more outreach, offer more support, make a bigger contribution to our business community and assist in keeping our business economy strong – I can't help but wonder, does this average membership reveal a realistic expectation? The Chamber is switching to a new member services program, by the next Semi-Annual Meeting we should have our answer.

🍷 NETWORKING EVENTS



Coffee & Commerce:

- Well attended, last month's event was the most attended with 28 guests.
- Highly requested, booked through April of 2024



Happy Hour:

- Continues to be consistent with guest attendance (25-30)
- Members taking more interest in hosting, booked through December of 2023
- Current change for June, July & August – adjusted event time for summer (event from 5-7pm)
- Suggesting to change event day for summer months moving forward to not conflict with *13 Nights*

MARKETING ACTIVITIES



Newsletter:

- Continuing to publish SCC Newsletter once a month
- Doing my best to include all local events and community activities shared with the Chamber
- Including other event activities collected from publications or discussed at networking events
- Publishing SCC Bulletins or Special Announcements (with 2-4 ads/event reminders) throughout the month
- Requests from local citizens to be added as subscriber – reader review reports and feedback is positive



Facility Use & Promotional Opportunities:

- Still using window displays & Kiosk to promote Chamber activities and Member Events
- Now including voicemail greeting to offer promotional info. – updating monthly with current events
- Chamber facility increasing usage for member events and community learning opportunities
- Chamber Building open to public for special events - Kiwanis Parade, Halloween events, etc.



Local Media Connections:

Columbia County Spotlight

- Regularly in communication for local news and events
- Printed articles about the Chamber
- monthly 5"x10" advertising to promote each month's networking events/hosts

The Chronicle

- New reporter contact resulting in more opportunities to share local events and business promotion
- Printed articles about Chamber and local business-related topics

Local Radio:

Reflecting back to February Presentation and my 2 personal goals for this year

- Create a Chamber advertisement jingle – jingle has been written, due to be recorded at *Makerspace*
- Establish meeting with KOHI with request to get Chamber back on local radio – still on TO DO list



COMMUNITY OUTREACH & SUPPORT

- Provided personal DJ services for Amani fundraiser at the Columbia Theatre
- Providing Letters of Support for grant funds - Port of Columbia County for Scappoose Bay Marina and the City of St. Helens for Transportation Planning (as well as the Columbia County Museum this time last year).
- Due to conflicts with family reunion each year - unable to participate in St. Helens Citizens Day in the Park



ANNUAL AWARDS BANQUET

- First and foremost – a personal THANK YOU for your support and attendance!
- As this was the first large event that our Board of Directors and myself have executed, we considered the *Celebration of Excellence Awards Banquet* (held on Friday, May 5th) to be a success.
- Post event meetings offered some helpful take-aways and changes to be made moving forward.
- As noted, the funds raised from this event will be used to support the Chamber and its members ...
- Next year's event is scheduled for Saturday, March 23, 2024 with plans to be bigger and better!



BOARD OF DIRECTORS

We are currently seeking to fill two Board positions. Susana Hensley and Alex Tardif have both fulfilled their 3-year term and submitted resignations. As outgoing President and Vice President, Ronda Hills has been voted in as President and Kyle Boggs as Vice President

- Our Board now sits at 5 Directors and the potential for more vacancies in the upcoming months. As this was an entirely new Board that took over in 2020, of which Hailey Iverson and Dave Wayslenko also began serving in 2020.
- Looking for a Chamber Member with experience in grant Writing as one potential Board Position to best support the Chamber and its' members.



BUILDING UPDATE

- Recent issues with our A/C unit have been temporarily tended to. In consideration of those who use the building, relying on a comfortable place for which to work, meet and hold events.
- The need for a new unit and furnace has been on our radar for some time and Western Heating & Cooling has made a generous offer. With that, there's still a substantial cost involved as the offer requires replacement of both units. Currently, we are in the process of moving forward to improve our heating and cooling system as it is a much needed improvement and we can check this off our TO DO list.

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Mouhamad Zaher, Public Works Director	
Date:	August 16, 2023	
Subject:	Progressive Design Build Services for Replacement of 2.0 MG Reservoir	

Background: The existing 2.0 Million Gallon Reservoir at 35259 Pittsburg Road is the oldest of five reservoirs that serve St. Helens. The reservoir is a partially buried, concrete tank with a panelized domed metal roof. The concrete wall and floor structure is over 94 years old and has experienced localized spalling and cracking to be expected with the age of the structure. Over the past several years, the reservoir has also experienced an increase leaking.

In 2008 the reservoir was inspected, and the floor joints and several locations of the wall were identified for repair. In 2009 the caulking in the expansion joints was replaced and the portions of the wall where leaks had been identified were removed and replaced.

While the repairs made in 2009 made some improvements in the leakage, the reservoir continued to experience a leakage rate of over 16,000 gallons per day. Because of the reservoir's hydraulic connection to the adjacent 2.5 Million Gallon Reservoir, it was advantageous to the City preserve the life of the 2.0 MG Reservoir for as long as possible. Applying a waterproof coating to the interior of the reservoir was selected as the most cost-effective solution to address the leakage and extend the life of the structure.

In 2017, the reservoir's entire interior surface was rehabilitated with a coating system which began with a 20-mil application of Reactamine 760 coating which was overlaid with a non-woven geotextile fabric which was then fastened to the reservoir's concrete surface with stainless steel threaded bolts. A final coating of 60 mils of Reactamine 760 was applied directly to the fabric and over the bolts to form a monolithic leak-proof barrier inside the reservoir. However, immediately after installation of the membrane system, the reservoir exhibited severe leakage at a rate of approximately 74,000 gallons per day. After multiple repairs and testing, the leakage rate of the reservoir has remained at a steady 44,000 gallons per day, so the reservoir was taken offline. The City's updated Water Master Plan has identified a water storage deficit for St. Helens with this reservoir offline.

In 2021 the City hired a forensic engineering consultant to analyze the conditions that promoted the failure of the coating system, formulate an expert opinion as to the cause of failure, and make recommendations for repair. The recommendations received from the forensic engineer was,

- (1) remove the liner system completely, enhance integrity of concrete surface with an epoxy coat or parge coat and apply a waterproofing membrane, or
- (2) abandon the existing structure and construct a new structure within the existing.

COUNCIL ACTION SHEET

After consultation and review, it was decided that the best course of action would be to abandon the existing structure and construct a new structure within the existing structure's footprint. The objective of the replacement of the reservoir is to design and build a new reservoir facility to replace the existing reservoir that will meet the current water storage and operational needs at the best possible value to the City of St. Helens.

On June 7, 2023, the City began the solicitation process to request proposals from experienced Design-Build (DB) teams with demonstrated experience in the design and construction of water storage reservoirs for the replacement of the 2.0 MG Reservoir. The DB team will be required to analyze existing site infrastructure, make recommendations for replacement, and perform the design and construction of a new water storage reservoir to replace the existing 2MG concrete reservoir at the same site location.

The Work under the progressive design-build contract will be divided into two phases:

- Phase 1 – Design and Preconstruction Phase
- Phase 2 – Construction Phase

During the Phase 1, the Design-Builder will be required to perform preliminary engineering; develop and advance the design in accordance with City requirements; progress the permit drawings/specifications for the project to construction documents; participate in on-going community engagement process, as necessary; and develop a GMP (Guaranteed Maximum Price) for the project, including obtaining quotes from trade subcontractors based on the approved design documents. Construction and construction administration services for early authorized work (e.g., abatement, demolition, and grading) may also occur during this phase.

Phase 2 will advance the project to construction and the Design-Builder will be required to provide construction and construction administration services to demolish or partially demolish the existing reservoir, construct a new water storage reservoir at the site, and perform all work necessary to successfully execute the Work, including grading, the disassembly and disposal of all or portions of the existing reservoir, protection of existing systems and the of the adjacent reservoir; the installation of level sensors, piping, fittings, and other appurtenances to connect the new reservoir to the water system.

On July 11, 2023, The City received a total of three (3) proposals in response to the RFP for Progressive Design Build Services for the Replacement of the City's 2MG Reservoir. Proposals were received from the following firms:

- Emery and Sons Construction Group, LLC
- The Saunders Company
- Tapani Inc.

After reviewing the proposals, interviewing the design-build teams, and contacting references on past projects, Emery and Sons Construction Group, LLC was determined to have the experience and resources needed to provide the successful replacement of the City's 2.0 MG Reservoir.

COUNCIL ACTION SHEET

The 2.0 MG Reservoir project is identified in the City's Water Master Plan. The project funding will come from local funds budgeted for the project and from DEQ Safe Drinking Water Loan funds. The project is estimated at \$4.5M.

Recommendation: Award the project for progressive design build services for the replacement of the City's 2.0 Million Gallon Reservoir at 35259 Pittsburg Road to Emery and Sons Construction and authorize the Public Works Director to negotiate a final Scope of Work and cost based on the Contractor's design-build proposal.





CITY OF ST. HELENS UTILITIES



265 Strand Street

St. Helens, OR 97051

Phone: 503-397-6272

Email: jamiee@ci.st-helens.or.us or dawnr@ci.st-helens.or.us

REQUEST FOR BILLING LEAK ADJUSTMENT FORM

The City of St. Helens Utilities has a policy of issuing partial adjustments for water leaks that are repaired by customers in a timely manner. Adjustments issued are based on your average usage for the same period in previous years. This average is deducted from the total consumption used during the time of the leak and an adjustment will be credited to your account.

DESCRIBE THE REPAIRS OR SPECIFIC CIRCUMSTANCE OF YOUR REQUEST

The Armstrong World Industries - St. Helens site was notified by the City of St. Helens Water Dept on 7/19/23 of what appeared to be a water leak as indicated by a recent meter reading on the 10" fire suppression line supply off of Old Portland Road. AWI immediately asked for assistance in shutting off the water line supply while the issue was investigated. Acoustical testing of the line was conducted on 7/24/23 and the location of the leak was identified in a section of 8" line, approximately 10 feet underground. No sign of surface water was ever present making the leak impossible to discover without the acoustical equipment. A contractor was hired and the line was replaced on 8/1/23.

Beyond the fact that no surface water was ever present, AWI personnel do not have access to the vault along Old Portland Rd. It has a City of St. Helens Water Dept lock on it thus preventing AWI access to the piping, valving, and / or meter in the vault. Thus, at no time, could AWI have accessed/monitored the meter and noticed the unusual water flow.

AWI did everything in our power to promptly address the situation once the issue was brought to our attention. We kindly ask the City of St. Helens to reciprocate by adjusting the recent invoice (show in email chain below) back to a normalized level. Also, keep in mind that we were not notified until 7/19/23, which is 4 days after the statement below was calculated. As such, we would expect some excess usage to carryover to the July/Aug statement as well and would ask the City of St. Helens to proactively normalize that statement as well once it is calculated later this month.

Please see the accompanying files with this form (pics of repair, contractor invoice, and copies of emails to Mayor Scholl updating him throughout the repair process). Thank you.

ACCOUNT # 20-05707-000

ACCOUNT NAME: Armstrong World Industries

PHONE NUMBER (971)203-6965

SERVICE ADDRESS: 1645 Railroad Ave., St. Helens OR 97051

MAILING ADDRESS: 1645 Railroad Ave., St. Helens, OR 97051

x 

WATER CLERK _____

From: [Ronald S. Nonamaker](#)
To: ["rscholl@sthelensoregon.gov"](mailto:rscholl@sthelensoregon.gov)
Subject: RE: AWI water line update
Date: Thursday, August 3, 2023 6:35:00 PM
Attachments: [1690936508512.jpg](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[1690933081614.jpg](#)
[1690934607450.jpg](#)

Rick,

Good news! We were successful in completing the necessary repairs to the 8" underground water line at the AWI – St. Helens site. The line is back on and functioning properly with no leaks. The repair ended up being approx. 10 feet underground and required a contractor with the ability to install coffer walls and provide continuous confined space monitoring during the repair. It took us a couple of days to find the right contractor, but we did and successfully complete the repair on Tuesday, 8/1. A couple of pics are attached showing the work in the hole and the 4ft new section of pipe that was installed in the area of the line break.

Everything is back to normal and we have been monitoring the meter, which is no longer spinning, so we are good shape.

Timeline for the repair was as follows:

Notified by City of St. Helens Water Dept	7/19/2023
Water shutoff at Old Portland Road	7/19/2023
Accoustical testing of line - leak located	7/24/2023
Contractor identified/secured	7/26/2023
Repair completed	8/1/2023
Water line turned on at Old Portland Road	8/2/2023

The physical work is now complete, so it is time to address the Water Dept accounting. AWI is formally requesting that you advise the City Council of the special circumstances of this event and take the necessary steps to adjust the accounting back to AWI's normalized usage. There was no way AWI could have detected this leak prior to being notified by the Water Dept. The leak was 10 ft underground and never surfaced. We monitor the grounds daily with both AWI personnel and 3rd party security and at no time was the leak visible. As a matter of fact, in the previous email I sent over on Sun, 7/30, there are pictures of the area directly above the leak location prior to the repair and the ground is completely dry. No signs of water. In addition, the vault along Old Portland Rd, is kept locked by the City of St. Helens and AWI has no access to the piping, valving and/or meter in the vault. Again no way for us to monitor.

Now, once AWI was notified, we took immediate action. We asked for the water to be shutoff immediately at Old Portland Rd then pulled in resources to locate the leak and repair it ASAP, and paid a premium to get the resources onsite in a timely manner.

AWI did everything in our power to promptly address the situation once the issue was brought to our attention. We kindly ask the City of St. Helens to reciprocate by adjusting the recent invoice (shown in email chain below) back to a normalized level. Also, keep in mind that we were not notified until 7/19/23, which is 4 days after the statement below was calculated. As such, we would expect some excess usage to carryover to the July/Aug statement as well and would ask the City of St. Helens to proactively normalize that statement as well once it is calculated later this month.

We appreciate your assistance Rick and look forward to hearing from you.

Ron

Ronald S. Nonamaker, P.E.
Principal Electrical Engineer



Portland, OR 97229

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E: rnonamaker@armstrongceilings.com | armstrongceilings.com

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From: Ronald S. Nonamaker
Sent: Sunday, July 30, 2023 6:49 PM
To: rscholl@sthelensoregon.gov
Subject: AWI water line update

Rick,

Just a quick note to provide a few updates since we last spoke concerning the underground water line on the AWI property located at 1645 Railroad Ave, St. Helens.

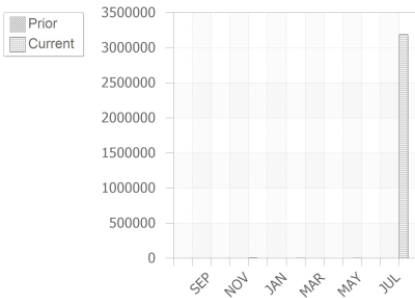
- The 10" fire suppression main water supply line was successfully isolated by closing the shutoff valve in the City of St. Helens vault located along Old Portland Rd. The meter department assisted with this task. Thank you.
- AWI hired American Leak Detection and they used their sophisticated search equipment to help identify the location of the leaking/burst pipe last week.
- The leak is in an 8" line behind our Bldg# 18, buried 12-15 ft underground. The location of the underground leak has been marked on the ground in BLUE and with a safety cone. Please see attached pictures. Take notice of the ground in the areas at the exact location and surrounding areas. No sign of moisture. The depth of this pipe (12 to 15ft down) prevented ANYONE from knowing there was an active leak until the Water Dept called. We have a Caretaker and onsite security who performed multiple daily rounds right through this area over the past month and not once was anything observed or heard that was out of the ordinary. Elsewhere on the site, where the pipe is MUCH closer to the surface, I am sure this would be been identified fairly quick. In this case, the depth worked against it.
- Due the depth, a special excavation company had to be found who was qualified to work on the AWI site. Repair will require an excavator, shoring/coffers, confined space monitoring, etc. We found the right contractor and signed an agreement with them last week. They are scheduled to be on the St. Helens site to access the underground line and make the necessary repairs this coming week (Tues, 8/1 and Wed, 8/2).
- We hope to finish up Wed and be ready to restore 10" water supply line service to the site shortly thereafter.
- Will keep you posted.
- Once the dust settles (literally), I will be in touch later this week to discuss next steps to resolve the outstanding invoice at the Water Dept. Our monthly avg for this account is approx. \$30. You can see the total this month was \$146,410.86. As you offered during our phone call, I would appreciate you

addressing this topic with the appropriate City Council members so that the Water Dept is authorized to excuse this 1x special event and reset our account balance back to its normal range. AWI has been a very good business partner with the City of St. Helens for over 30 years, and even as we exit at some point in the future, we are working hard to find a new owner that will continue to support the local community and grow opportunities on the site for many years to come. We appreciate your continued support and assistance to make this happen.

Armstrong World Industries			1645 Railroad Ave		20-05707-000	
Status	Service Dates		# Days	Bill Date	Due Date	Penalty Date
	From	To				
Active	6/15/2023	7/15/2023	30	7/24/2023	8/10/2023	8/21/2023

PREVIOUS BALANCE	\$28.76
PAYMENTS	(\$28.76)
ADJUSTMENTS	\$0.00
PENALTIES	\$0.00
PAST DUE AMOUNT	\$0.00

METER #	CURRENT READING	PREVIOUS READING	USAGE		
584C	6,375,000	3,185,500	3,189,500	Water-Comm-Fixed	11.37
				Water-Com-Usage	146,382.10
				Storm Fixed	14.39
				Public Safety	3.00
				CURRENT BILL	\$146,410.86
				AMOUNT DUE	\$146,410.86
				AMOUNT DUE AFTER 08/20/2023	\$146,435.86



Ron

Ronald S. Nonamaker, P.E.
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7 Days A Week

River City Environmental, Inc.
P. O. Box 30087
Portland, OR 97294

Phone: 503-252-6144

BILL TO

Armstrong
1645 Railroad Avenue
St. Helens, OR 97051 USA

INVOICE
328398754

INVOICE DATE
Aug 01, 2023

JOB ADDRESS

Armstrong
1645 Railroad Avenue
St. Helens, OR 97051 USA

Completed Date: 8/1/2023

Technician: Chase Meyer

Technician: Christian Gonzalez

Technician: Derik Rabetoy

Technician: Jessie Lindsay

Technician: Marco Sagrero

Technician: Zach Deibel

Payment Term: COD

Due Date: 8/1/2023

DESCRIPTION OF WORK

Made 4 ft repair to 8" fire line using new schedule 40 pipe and 2 alpha romacs. Turned water back on and tested for leaks. No leaks present. Excavation will backfill.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
EXCMOBE	Mobilization	1.00	\$500.00	\$500.00
C1DUMPTRUCK	Dump Truck up to 10 YD - Scheduled	20.00	\$125.00	\$2,500.00
C Support Vehicle Per Day	Support Vehicle Per Day	2.00	\$195.00	\$390.00
Utility Trailer	Utility Trailer Per Day	2.00	\$200.00	\$400.00
EXCLRGEX	Large Excavator	20.00	\$400.00	\$8,000.00
EXCFOREMAN	Foreman	20.00	\$120.00	\$2,400.00
C1LABOR	Service Technician	20.00	\$115.00	\$2,300.00
C1-Plumber	Plumber Service	8.00	\$175.00	\$1,400.00

Materials

MATERIAL	DESCRIPTION	QUANTITY	YOUR PRICE	YOUR TOTAL
MATERIALS	MATERIALS - Shoring Trench Box	1.00	\$2,340.00	\$2,340.00

POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$20,230.00
TOTAL DUE	\$20,230.00
BALANCE DUE	\$20,230.00



Location of AWI underground water leak. No visible signs of water at surface level.



Wide angle view of AWI underground water leak. No visible signs of water at surface level.



Contractor excavating down to the water line on 8/1/23



Contractor replacing 4 ft section of 8 in underground pipe, approx. 10 ft down. Coffor walls installed and continuous air monitoring conducted to ensure worker safety during the repair.



New 4 ft section of pipe installed to repair leak on 8/1/23. Line tested. No leaks.



Repair complete on 8/1/23. Excavation area filled and graded.

CHAPTER VI

Elections

Section 24. Councilors.

The term of a councilor in office when this charter is adopted is the term for which the councilor was elected. At each general election after the adoption, two councilors will be elected for four-year terms. (Approved by voters in general election held November 6, 2012)

Section 25. Mayor.

The term of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At every general election after adoption, a mayor will be elected for a two-year term. (Approved by voters in general election held November 6, 2012)

Section 26. State Law.

City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan. (Approved by voters in general election held November 6, 2012)

Section 27. Qualifications.

(a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.

(b) No person may be a candidate at a single election for more than one city office.

(c) Neither the mayor nor a councilor may be employed by the city.

(d) The council is the final judge of election and qualifications of its members. (Approved by voters in general election held November 6, 2012)

Section 28. Nominations.

The council may adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position. If no ordinance is adopted, state election law applies. (Approved by voters in general election held November 6, 2012)

Section 29. Terms.

The term of an officer elected at a general election begins at the first council meeting of the following year immediately after the election and continues until the successor qualifies and

assumes the office. (Approved by voters in general election held November 6, 2012)

Section 30. Oath.

The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon. (Approved by voters in general election held November 6, 2012)

Section 31. Vacancies.

The mayor or a council office becomes vacant:

(a) Upon the incumbent's:

- i. Death,
- ii. Adjudicated incompetence, or
- iii. Recall from the office.

(b) Upon declaration by the council after the incumbent's:

- i. Failure to qualify for the office within 10 days of the time the term of office is to begin,
- ii. Absence from the city for 30 days without the mayor or council consent, or from all council meetings within a 60-day period,
- iii. Ceasing to reside in the city,
- iv. Ceasing to be a qualified elector under state law,
- v. Conviction of a public offense punishable by loss of liberty,
- vi. Resignation from the office. (Approved by voters in general election held November 6, 2012)

Section 32. Filling Vacancies.

(a) A vacancy in the position of mayor shall be assumed by the council president until the mayor's term of office expires. Once the council president assumes the position of mayor, the council president's council position shall be deemed vacant and the council shall elect a new council president.

(b) When a vacancy in the position of councilor occurs, the city council, at the next regularly scheduled council meeting, shall begin the process of filling the vacancy as follows:

- i. If two years or more remain on the term of a council position when such position is declared vacant, the council may appoint, by majority vote of the remaining councilors and mayor, a qualified elector to serve until the next scheduled election that is at least sixty days after the appointment is made. Any qualified elector under this charter may make the proper nominating procedures as outlined in Section 28, Nominations, and seek election for the remaining term of the council position that was declared vacant at that scheduled election.
- ii. If there is less than two years remaining in a council position declared vacant, the remaining councilors and mayor shall appoint a qualified elector to serve the remaining term of the vacant council position.
- iii. In either case, if the council appoints a qualified elector to a vacant council position, the council shall hold a public meeting to interview potential candidates. The council may use whatever methods it determines are necessary to obtain qualified electors to serve on the council. (Approved by voters in general election held November 6, 2012)



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 16, 2023

Business License Report attached.

X *[Signature]*
Date: 7-24-23

Item #7.

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00019	7/04/23- 7/04/24	HAIR JUNKYZ	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00032	7/11/23- 7/11/24	H & M OVERHEAD DOORS INC	DOORS DOORS	0.00
00036	7/12/23- 7/12/24	FISK COMMUNICATIONS CONT INC	CONTMISC CONTRACTOR-MISC.	0.00
00038	7/30/23- 7/30/24	PACIFIC NW MARTIAL ARTS	MARTIALA MARTIAL ARTS	0.00
00270	4/22/23- 4/22/24	VAULT ELITE CHEER	PHYSFIT PHYSICAL FITNESS	0.00
00303	2/02/23- 2/02/24	METRO PRESORT INC	PRINTING PRINTING	0.00
00309	2/02/23- 2/02/24	OLSON LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00319	2/02/23- 2/02/24	TROTTER & MORTON	CONTMECH CONTRACTOR-MECHANICA	0.00
00333	2/02/23- 2/02/24	LAWRENCE OIL COMPANY	OILGAS OIL/GAS DISTRIBUTORS	0.00
00358	2/02/23- 2/02/24	ALL IN THE FAMLY LANDSCAPE MAI	LANDSCAP LANDSCAPING	0.00
00431	1/24/23- 1/24/24	STANLEY C KENNEDY ENTERPRISES	CONTMISC CONTRACTOR-MISC.	0.00
00437	1/27/23- 1/27/24	DAHLGREN'S BUILDERS SUPPLY	DELIVERY DELIVERY SERVICE	0.00
00444	7/28/23- 7/28/24	TENNESSEE CABLE SERVICE INC	CONTMISC CONTRACTOR-MISC.	0.00
00446	1/28/23- 1/28/24	MALETIS BEVERAGE	DELIVERY DELIVERY SERVICE	0.00
00462	1/28/23- 1/28/24	NORTH COAST ELECTRIC COMPANY	DELIVERY DELIVERY SERVICE	0.00
00488	1/30/23- 1/30/24	PORTLAND ELECTRIC LLC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00489	1/30/23- 1/30/24	TRADEMARK LANDSCAPES INC	LANDSCAP LANDSCAPING	0.00
00570	6/30/23- 6/30/24	SPECIALIZED PAVEMENT MARKING	CONTMISC CONTRACTOR-MISC.	0.00
00577	2/13/23- 2/13/24	LANECO GDSI JDL GENERAL CONT	CONTCONC CONTRACTOR-CONCRETE	0.00
00878	3/27/23- 3/27/24	DARK MOON CURIOSITIES	2NDHAND 2ND HAND DEALER/PAWN	0.00
00885	5/02/23- 5/02/24	LMC, INC	CONTGEN CONTRACTOR-GENERAL	0.00
00886	4/04/23- 4/04/24	FRICK RESTORATIONS LLC	CONTMISC CONTRACTOR-MISC.	0.00
00911	5/01/23- 5/01/24	WILD CURRANT	RESTAURA RESTAURANT	0.00
00919	5/12/23- 5/12/24	TURNERY EXCAVATING INC	EXCAV EXCAVATION	0.00
00928	5/27/23- 5/27/24	PEPSI BEVERAGE COMPANY	DELIVERY DELIVERY SERVICE	0.00
00935	6/05/23- 6/05/24	LEEWEENS CORPORATION	CONTMISC CONTRACTOR-MISC.	0.00
00937	6/17/23- 6/17/24	*ALL IN BOOKKEEPING	ACCOUNT ACCOUNTING	0.00
00945	6/19/23- 6/19/24	DARLING INGREDIENTS	DELIVERY DELIVERY SERVICE	0.00
00950	7/09/23- 7/09/24	COLUMBIA RIVER RECEPTION	BANQUET BANQUET/CONVENTION/C	0.00
00952	7/09/23- 7/09/24	THE SHERWIN-WILLIAMS CO #1996	RETVARI RETAIL - VARIETY	0.00
00953	7/14/23- 7/14/24	ROOF TOPPERS INC	CONTROOF CONTRACTOR-ROOFING	0.00
00956	7/16/23- 7/16/24	JAMES E JOHN CONSTRUCTION CO	CONTGEN CONTRACTOR-GENERAL	0.00
00962	8/01/23- 8/01/24	PANTHEON COMICS & GAMES	RETVARI RETAIL - VARIETY	0.00
00968	8/19/23- 8/19/24	*SP TECH	MISC MISCELLANEOUS	0.00
00991	10/07/22-10/07/23	TRITON LAWN & YARD MAINTENANCE	LANDSCAP LANDSCAPING	0.00
01093	4/19/23- 4/19/24	WILD THYME TRAVELER	2NDHAND 2ND HAND DEALER/PAWN	0.00
01113	7/20/23- 7/20/24	ARK REAL ESTATE	REALEST REAL ESTATE	0.00
01220	6/02/23- 6/02/24	*1791 ARMORY LLC	GUNS GUNS	0.00
01224	6/19/23- 6/19/24	LET'S GET LIT! CANDLES BY KIM	ART ART	0.00
01225	6/26/23- 6/26/24	NATIVE PLANTSCAPES NW, LLC	LANDSCAP LANDSCAPING	0.00
01227	6/27/23- 6/27/24	BEARDEN INSURANCE GROUP INC	INS INSURANCE	0.00
01228	6/28/23- 6/28/24	ELEMENTAL EATS	FOODCART FOOD TRUCK	0.00
01229	6/28/23- 6/28/24	PURE ASTHETICS	BEAUTYSH BEAUTY/BARBER SHOP	0.00
01232	7/12/23- 7/12/24	BEE LINE DESIGNZ	ART ART	0.00
01233	7/12/23- 7/12/24	PACIFIC INT-R-TEK	INSPECT INSPECTIONS - PROPER	0.00

PACKET: 00616 7-25-23 APPROVALS 7-25-23 APPROVALS

SEQUENCE: License #

Item #7.

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	2	0.00
ACCOUNT ACCOUNTING	1	0.00
ART ART	2	0.00
BANQUET BANQUET/CONVENTION/C	1	0.00
BEAUTYSH BEAUTY/BARBER SHOP	2	0.00
CONTCONC CONTRACTOR-CONCRETE	1	0.00
CONTELEC CONTRACTOR-ELECTRICA	1	0.00
CONTGEN CONTRACTOR-GENERAL	3	0.00
CONTMECH CONTRACTOR-MECHANICA	1	0.00
CONTMISC CONTRACTOR-MISC.	6	0.00
CONTROOF CONTRACTOR-ROOFING	1	0.00
DELIVERY DELIVERY SERVICE	5	0.00
DOORS DOORS	1	0.00
EXCAV EXCAVATION	1	0.00
FOODCART FOOD TRUCK	1	0.00
GUNS GUNS	1	0.00
INS INSURANCE	1	0.00
INSPECT INSPECTIONS - PROPER	1	0.00
LANDSCAP LANDSCAPING	4	0.00
MARTIALA MARTIAL ARTS	1	0.00
MISC MISCELLANEOUS	1	0.00
OILGAS OIL/GAS DISTRIBUTORS	1	0.00
PHYSFIT PHYSICAL FITNESS	1	0.00
PRINTING PRINTING	1	0.00
REALEST REAL ESTATE	1	0.00
RESTAURA RESTAURANT	1	0.00
RETVARI RETAIL - VARIETY	2	0.00
TOTAL ALL CODES:	45	0.00

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

Item #7.

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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:
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