



COUNCIL WORK SESSION

Wednesday, October 06, 2021 at 1:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

HYBRID: Council Chambers and 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 five (5) minutes per speaker*

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

- [1.](#) Police Department Semi-Annual Report - *Chief Brian Greenway*
- [2.](#) Review Scope of Services & Fee Proposal from Mackenzie for New Public Safety Facility
- *Assistant City Administrator Matt Brown*
3. Discussion regarding status of Docks Kiosks - *City Administrator John Walsh*
- [4.](#) Review Items for New Library Makerspace - *Library Director Margaret Jeffries*
5. Strategic Action Plan Updates
- [6.](#) City Administrator Report - *John Walsh*

ADJOURN

EXECUTIVE SESSION

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

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

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

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- October 6, 1:00 p.m., Council Work Session, Council Chambers & Zoom
- October 6, 6:30 p.m., Council Public Hearing, Council Chambers & Zoom
- October 6, 7:00 p.m., Council Regular Session, Council Chambers & Zoom
- October 11, 4:00 p.m., Parks & Trails Commission, Council Chambers & Zoom
- October 11, 7:15 p.m., Library Board, Zoom
- October 12, 7:00 p.m., Planning Commission, Council Chambers & Zoom

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

- PH: October 6, 6:30 p.m., Sale of City-Owned Properties
- PH: November 3, 6:45 p.m., Annex 58241 S. Division Road (McPherson)
- PH: November 3, 6:50 p.m., Annex 35285 Millard Road (Columbia Soil & Water Conservation District)

VIRTUAL MEETING DETAILS

Join: <https://us06web.zoom.us/j/89116191717?pwd=YjZaVm5EU2VySGYzMHNBeXdOYkRmZz09>

Meeting ID: 891 1619 1717

Passcode: 198004

Dial by your location: 1 253 215 8782

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

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

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



St. Helens Police Department Semi- Annual Report

October 2021



Public Safety

Our Mission

The mission of the St. Helens Police Department is to work with all citizens to make our city a place where people live safely and to promote individual responsibility and community commitment.

Our Values

Professionalism: Through strong leadership and continuous training we will strive to serve as role models for the community.

Integrity: Our actions will demonstrate the highest ethical standards, and we will accept full responsibility for our actions.



GOAL #1: FOSTER AN EFFECTIVE AND EFFICIENT ORGANIZATIONAL STRUCTURE THAT RESPONDS TO COMMUNITY NEEDS.



GOAL #3: CONTINUE TO SUPPORT AND ENHANCE A PHYSICAL ENVIRONMENT THAT PROMOTES LIVABILITY AND SAFETY FOR THE COMMUNITY.



GOAL #5: REVIEW, SUPPORT AND IMPLEMENT LONG-TERM PLANS THAT IDENTIFY THE COMMUNITY'S PREFERRED VISION AND SUSTAINABLE REVENUES.



Police Personnel

Your Police Department by the numbers:

- 20 Sworn Officers
 - 1 Police Chief
 - 1 Lieutenant
 - 4 Sergeants
 - 1 Corporal
 - 2 Detective
 - 11 Patrol Officers
- 3 Non-Sworn Personnel
 - 1 Code Enforcement Officer
 - 2 Police Support Specialists





GOAL #1

Foster an effective and efficient organizational structure that responds to community needs.

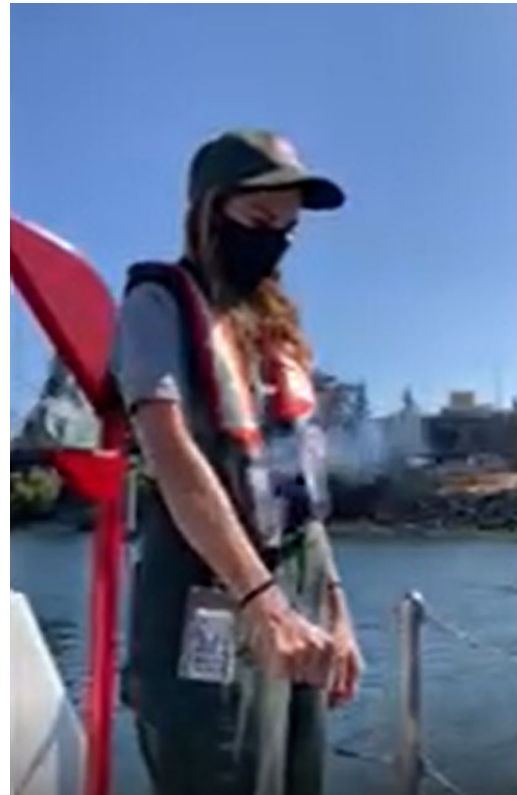
- **Sand Island and Dock Enforcement**
 - Contacted CIS for liability and best practice guidance
 - Desist all law enforcement response over water until training/equipment plan and policy manual addressed
 - City of St. Helens is only municipality that manages an island in Oregon
 - Update job descriptions to include water response
 - Union negotiable and voluntary
 - Training requirements
 - 40 hours/officer
 - Pool access – swim test in full gear and waterborne defensive tactics
 - 2-year training schedule to cover all assigned officers



GOAL #1

Foster an effective and efficient organizational structure that responds to community needs.

- **Sand Island and Dock Enforcement**
 - Training malfunction video





GOAL #1

Foster an effective and efficient organizational structure that responds to community needs.

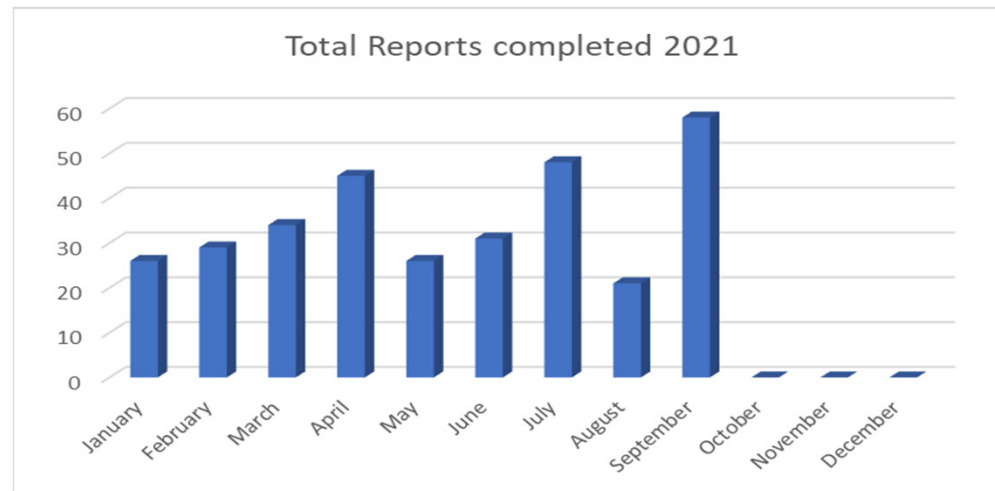
- **Sand Island and Dock Enforcement**
 - Equipment requirements
 - PFDs (\$2k)
 - Boat (\$70k)
 - Storage (\$1,200/year)
 - Maintenance (\$1k)
 - Training equipment (\$1k)
 - Current liaison with St. Helens Municipal Court to issue citations



GOAL #3

Continue to support and enhance a physical environment that promotes livability and safety for the community.

- **Police K-9 Program**
 - Ryder to retire Summer 2022
 - \$25k for replacement, training, and equipment
- **Current Staffing/Call Volume**
 - Investigations
 - 318 total reports as of September 25, 2021

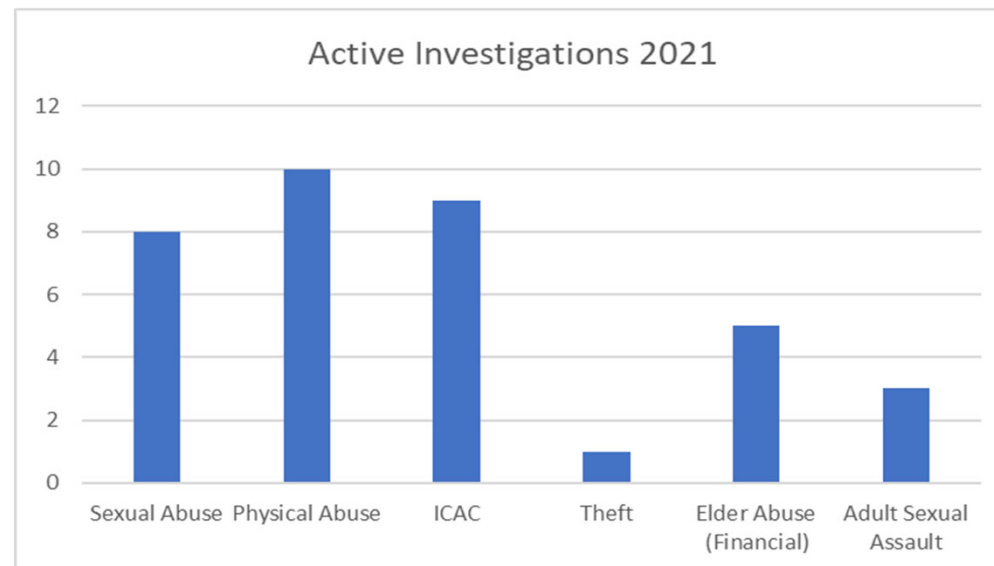




GOAL #3

Continue to support and enhance a physical environment that promotes livability and safety for the community.

- **Current Staffing/Call Volume**
 - Investigations
 - Average of 1.28 new criminal investigative cases per day
 - 36 active investigations for 2 detectives
 - Best practices is 8 active cases per officer





GOAL #3

Continue to support and enhance a physical environment that promotes livability and safety for the community.

- **Current Staffing/Call Volume**
 - Investigations
 - Reviewed and completed work on 159 Department of Human Services cross reports (child physical and sexual abuse) as of September 2021. A total of 84 police reports were completed from these referrals.
 - Assist patrol in complex calls for service as needed (e.g. felony calls, death investigations, domestic violence, sexual assault)
 - Internet Crimes Against Children Referrals
 - Nine referrals. Five are active investigations.
 - 26 search warrants as of September 25, 2021. Resulted in the seizure of approximately 500,000 to 1,000,000 images of child pornography, the recovery of stolen property, bank statements related to financial elder abuse, and digital devices that were suspected of being used in the distribution and possession of child pornography.



GOAL #3

Continue to support and enhance a physical environment that promotes livability and safety for the community.

- **Current Staffing/Call Volume**
 - Patrol
 - 12,982 calls for service to date (January – September 2021)
 - Up almost 1,000 calls from last year at this same time
 - Averages 44.6 calls for service per day
 - School Resource Officers
 - Based on call volume of patrol and investigations, one SRO reclassified to investigations and one reassigned to patrol



GOAL #5

Review, support, and implement long-term plans that identify community's preferred vision and sustainable revenues.

- **Public Safety Facility**

- Initial approval of PSF project and funding has occurred
- Up next is awarding bid for design and planning (scheduled for approval at 10/6/21 Council meeting)
- Tentative project completion date of December 2023



GOAL #5

Review, support, and implement long-term plans that identify community's preferred vision and sustainable revenues.

- **Succession Plan**

- Six sworn officers eligible to retire in 2023 (4 supervisors)
- It takes on average 52 weeks (1 year) from the time we advertise for a vacant position until the new hire has graduated from the police academy and field training and can work independently as a full-fledged officer.
- On average, one out of four new hires do not become certified police officers
- Based on projected attrition and with no new hires:
 - No court security
 - No Council security
 - No return of SROs
 - Reassign detectives to patrol
 - No 24/7 police patrol
 - Impacts to training and certification
 - Increased attrition/burnout due to officer fatigue



GOAL #5

Review, support, and implement long-term plans that identify community's preferred vision and sustainable revenues.

- **Succession Plan**

- Planning for the unanticipated
 - Currently, SHPD has two officers on light duty and two officers in the military (deployment, training leaves). This led to a recent training being canceled just to fully staff the road
- Based on 2012 staffing study when St. Helens population was at 12,883, the recommended staffing level for SHPD was 27 sworn officers. This is 7 more than current staffing levels in 2021.
- In recent years, SHPD has been tasked with security for major community and tourism events. Combined with new housing developments under construction and more complex calls for service, SHPD currently has insufficient staffing levels to address community needs.
- Based on hiring and training timelines, recommend over-hiring two officers per year to reach recommended staffing levels and plan for upcoming retirements

September 27, 2021

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

Re: **St. Helens Public Safety Building**
Project Number: 2210310.00

Dear Matt,

Mackenzie appreciates this opportunity, and we are pleased to present to the City of St. Helens ("Client") the following Scope of Services and fee proposal for your Public Safety Building.

Per our conversations, Mackenzie's integrated team of design professionals will provide architectural, interior design, structural engineering, civil engineering, landscape architecture, traffic engineering, and land use planning services for the above project. We believe an integrated strategy provides a unique capacity for creative problem solving: each discipline is informed by its neighbors, with an ongoing cross-pollination of ideas and processes. Working within a well-understood team framework, colleagues with widely variable areas of experience have the opportunity to form creative partnerships and tease out solutions that aren't obvious within the bounds of a single discipline.

Our team has been chosen specifically for their technical knowledge and design expertise related to this project type, with a demonstrated ability to successfully deliver project with a high level of client service. Our team is composed of the following staff and roles:

- Jeff Humphreys – Principal in Charge, Architect of Record
- Adam Olsen – Project Manager
- Christopher Hope – Project Architect
- Thomas Peck – Design Lead
- David Linton – Structural Engineer of Record
- Alexis Bauer – Interior Designer
- Nicole Ferreira – Landscape Architect
- Bailey Currier – Civil Engineer
- Brian Varricchione – Land Use Planner
- Brent Ahrend – Traffic Engineer

In addition, Mackenzie will retain PAE Engineering (PAE) for mechanical, electrical, plumbing, and low-voltage engineering services, Construction Focus, Inc. to provide construction cost estimating services, and SSA Acoustics for acoustical consulting. The services are described within the following scope. See Attachment A for the PAE proposal, Attachment B for the Construction Focus, Inc. proposal, and Attachment C for SSA Acoustics proposal.

- Dave Williams – PAE, Mechanical/Plumbing Engineer of Record
- Brandon Watt – PAE, Electrical /Lighting Engineer of Record
- Ryan Sennett – PAE, Technology Designer of Record
- Andrew Comstock – PAE, Mechanical/Plumbing
- Karina Hershberg – PAE, Electrical
- Brent Medsker – PAE, Lighting
- David Koukel – PAE, Technology
- Steve Gunn – Construction Focus, Inc. (CFI)
- Alan Burt – SSA Acoustics

Our Basis of Design along with our detailed Scope of Services by phase is as follows:

BASIS OF DESIGN

The following describes in detail the elements that define the basis of our design.

1. We've based our proposal on the "High Option" in Mackenzie's "St. Helens Police Needs Assessment" report, dated April 8, 2021. We understand the total budget for this project will be approximately \$18,456,756 inclusive of construction costs and soft costs.
2. We understand the preliminary schedule to include a start date of October 2021 with a substantial completion date of January 2024.
3. The project will develop a site area of approximately 2.3 acres and be composed of a one-story Public Safety Building with a total building area of approximately 23,000 square feet (SF).
4. The building is to be mostly steel framed with metal deck roofing with a Cross Laminated Timber (CLT) high roof supported by Glu-lam structure at the public/community area. There will be exterior covered parking (roof overhang), a trash enclosure, and rooftop solar panels to meet the 1.5% Green Energy Technology (GET) requirement, and rooftop RTU screen.
5. The site location is City-owned property at the intersection Old Portland Road (south side) and Kaster Road (east side).
6. Based on the Needs Assessment, the site should accommodate approximately 105 total parking stalls (66 secure, 39 public), some of which is covered (approximately 10 stalls), security gates, and transformer & generator area.
7. The site is to accommodate a future roundabout at the intersection. The roundabout design scope is not part of Mackenzie's proposal.
8. The design will include half-street improvements on three frontages. It will also include a right-of-way extension from the SE road (7th) to meet a nearby street (for additional emergency vehicle access/egress).
9. The site will incorporate vacated street right-of-way at the east end of the property. The street vacation scope is not part of Mackenzie's proposal.
10. There is a 100-year floodplain and a 500-year floodplain on site. The site shall include a retaining wall to address flood plain issues. Floodplain accommodations are to occur with the use of site fill and regrading so that the building and parking is +3ft above the 100-year flood plain elevation and meets Building Code provisions for essential facilities.
11. Wetlands are located near the site. No impacts to the wetland are proposed, though alterations are proposed within the wetlands.

12. The current site is zoned both General Residential (R-5) and Light Industrial (LI) and City staff has indicated that no lot line adjustments or rezoning are required to accommodate the facility.
13. The project is to be delivered through a traditional Design-Bid-Build construction process. The proposed project schedule is included as Attachment E.
14. Client's General Contractor will provide fire suppression/fire alarm systems (excluding sprinkler design at the CLT roof), security, solar panel support, and landscape irrigation on a design-build basis. The Client's General Contractor and design-build trades will provide timely information and coordination with Mackenzie and our consultants as needed to maintain the project schedule and development of the design.
15. The work is to include a monument sign ("St. Helens Public Safety Building") to be installed adjacent to the plaza in the NW corner of the building as depicted on pages 91 (05-12) and 92 (05-13) of Needs Assessment (Attachment D).

The following phases of the project are included in Basic Services. The scope of services with tasks and deliverables by phase for each of our in-house disciplines is defined in the following discipline-specific Scope of Services, and for our hired consultants per their attached proposals.

SCOPE OF SERVICES

We have organized our Scope of Services into the following phases of work, which are detailed below:

1. Schematic Design.
2. Design Development.
3. Construction Documents.
4. Permitting.
5. Bid Assistance.
6. Construction Contract Administration.

Schematic Design (SD phase)

Time Duration: 13 weeks

Provide Schematic Design documents based on the mutually agreed-upon program and schedule. The Schematic Design documents shall establish the conceptual design of the project illustrating the scale and relationship of the project components.

Schematic Design shall include:

1. Meet with key staff and the Client remotely via "Microsoft Teams" video conference to kick off project services and Schematic Design phase, define overall project goals, objectives, budget, work scope, team roles/responsibilities, schedule, project milestones and identify key stakeholders. The following disciplines will attend the kickoff meeting: Architectural, Interior design, Structural engineering, Civil engineering, Landscape architectural, Traffic engineering, Land use planning, and PAE. Meeting minutes for this meeting will be prepared by Mackenzie.
2. Provide up to one (1) discovery session meeting via "Microsoft Teams" video conference with the key Client stakeholder group to establish a thorough understanding of the project vision, goals and objectives. We will work with the Client to identify opportunities, challenges, and big picture goals for the project. This will serve as a road map going forward. We will also review site and building components in detail including: Program elements and

their relative size and space needs, support and amenity space requirements, preliminary adjacencies, and possible orientation on the site.

3. Develop initial vision/program summary to capture information from discovery session.
4. Hold weekly project meetings with the Client and their key staff via videoconferencing, unless noted otherwise in the proposal below.
5. Develop conceptual site plan, if appropriate, and preliminary building plans, sections, and elevations, study models, perspective sketches, 3D/BIM modeling, or combinations of these media.
6. Develop preliminary options of major building systems such as energy conservation, HVAC, mechanical, electrical, lighting, and plumbing, utilities, etc. and construction materials.
7. Interior concepts and floor plans will be refined from the conceptual design options.
8. Assemble up to two (2) preliminary Interior finish material palettes for review with Client. Material palettes will include preliminary lighting concepts, through manufacturer cut sheets or concept imagery and conceptual furniture plans to convey general size, style and location only. It is assumed that one (1) palette will be selected for refinement in next phase.
9. Meet in person to review Interior finish material palettes and receive feedback.
10. Identify any planning and zoning criteria [setbacks, driveway location, building orientation issues, etc.] that might affect the site layout.
11. Meet remotely via "Microsoft Teams" video conference to review and approve conceptual design.
12. Develop and refine Schematic Design documents.
13. Issue 100% Schematic Design documents for Client review.
14. Coordinate with Mackenzie's cost estimator, who will complete a cost estimate, utilizing the 100% Schematic Design set as the basis for the cost estimate. The cost estimate will be completed to an AACE Class 2 level.
15. Prepare one (1) preliminary jurisdictional fee estimate spreadsheet, using the 100% Schematic Design set as the basis for the fee estimate.
16. Should it be necessary and as an additional service, Mackenzie and the cost estimator will work closely with the Client in a value engineering effort to refine the design to conform to the Client's budget considering building systems, materials, constructability, schedule, construction access and any other elements that will affect construction quality, cost, schedule, and durability.
17. Prepare for and attend, in person a City Council meeting to present updates on the project design, schedule, and budget. The following Mackenzie disciplines will attend this meeting: Architecture.
18. Prepare material for pre-application meeting with the City of St. Helens Planning Department.
19. Attendance at the pre-application meeting by Mackenzie architect, civil engineer, and land use planner. Mackenzie will develop meeting notes from the pre-application meeting for review with the Client.
20. Obtain written approval from Client to proceed with Design Development.

Deliverables

1. Schematic Design Set to include the following:
 - A. Cover/title sheet.
 - B. Civil/Landscape Drawings:
 - I. Existing conditions plan.
 - II. Site demolition plan.
 - III. Site plan.
 - IV. Grading plan.

- V. Utility plan.
- VI. Landscape plan.
- VII. Conceptual Public Right-of-Way plan.
- C. Architecture/Interior Design Drawings:
 - I. Floor plans.
 - II. Enlarged floor plans.
 - III. Code study/compliance plans.
 - IV. Roof plans.
 - V. Finish plans.
 - VI. Reflected ceiling plans.
 - VII. Conceptual Furniture plans.
 - VIII. Exterior elevations.
 - IX. Building sections.
 - X. Wall sections.
 - XI. Primary floor, wall, ceiling and roof assemblies.
- D. Structural Drawings:
 - I. Foundation plan.
 - II. Framing plans.
- E. Other Reference Documents:
 - I. Outline specifications.
 - II. Survey (provided by others).
 - III. Exterior materials images.
 - IV. Interior materials images.
 - V. Schematic Design Cost Estimate
 - VI. Jurisdictional fee estimate spreadsheet.
- 2. Pre-application meeting materials and notes.

Design Development (DD phase)

Time Duration: 12 weeks

Provide Design Development documents based on approved Schematic Design documents. Design documents shall illustrate and describe the refinement of the design of the project, establishing the scope, relationships, forms, size, and appearance of the project by means of plans, sections, elevations and typical construction/finish details and may include interior equipment and/or furniture layouts.

1. Meet at remotely via "Microsoft Teams" video conference with Client to kick off design development phase services.
2. Develop preliminary building code analysis to establish type of construction, use, occupancy, required separations, exiting, preliminary fire/life/safety review, vertical circulation, shafts, plumbing criteria, etc.
3. Interior design concepts will be refined from the approved schematic design documents to include updated informal 3D and 2D sketches to convey interior/architectural design elements of floors, ceiling and walls related to application of finishes, and specialty casework at public areas.
4. Refine approved interior finish material palettes for all areas, including lighting concepts.
5. Outline of finish material/finish selection specifications.
6. Develop and refine Design Development documents.

7. Issue 100% Design Development set for Client review.
8. Obtain written approval from Client to proceed with Construction Documents.
9. Coordinate with Client and consultants to identify and prepare/assemble land use application and supporting documents as required by Client.
10. Prepare burden of proof materials including narrative addressing approval criteria/policies, maps, and other materials necessary to describe the design intent in accordance with City of St. Helens Community Development Code.
11. Review materials including Design Development drawings and other materials necessary to describe the design intent in accordance with City of St. Helens Community Development Code.
12. Compile materials for Conditional Use Permit and Sensitive Lands Permit:
 - A. Application Form.
 - B. Application Fee (by Client).
 - C. Burden of proof narrative.
 - D. Design Development Drawings consisting of:
 - I. Existing conditions plan.
 - II. Site plan.
 - III. Grading plan.
 - IV. Utility plan.
 - V. Erosion control plan.
 - VI. Landscaping plan.
 - VII. Elevations.
 - VIII. Floor plan.
 - IX. Land Use permit related Signage plan.
 - X. Lighting plan.
 - E. Vicinity Map.
 - F. Wetland delineation report (by others).
 - G. Natural resource analysis for wetland buffer impacts (by others).
 - H. Preliminary stormwater report.
 - I. Floodplain boundary and elevation documentation (by Client's floodplain consultant).
 - J. Floodplain cut/fill analysis.
 - K. Geotechnical report (by others).
 - L. Transportation Impact Analysis (if required by City; see Optional Service below).
13. Submit narrative and required supporting materials to City.
14. Monitor application through completeness review (no more than 30 days per Oregon law); revise land use narrative and provide additional materials for up to one (1) response. If deemed incomplete, assumes completeness response can be prepared (including any items from Client) within three weeks of receipt of incomplete notice.
15. Review draft Conditional Use Permit and Sensitive Lands Permit decision (if available) with Client and provide recommendations to address potential issues and conditions of approval. Assumes (6) hours.
16. Prepare for and attend one Conditional Use Permit and Sensitive Lands Permit hearing with St. Helens Planning Commission. Present the project on behalf of Client. No continuances and/or appeals included at this time.
17. Monitor appeal period.
18. Review final decision with Client. Assumes (3) hours.

19. Review details of the decision and conditions of approval with the design team for their use incorporating it into permit drawings.

Deliverables

1. 100% Design Development set to include the following:
 - A. Drawings identified in the 100% Schematic Design set, further developed.
 - B. Civil/Landscape Drawings:
 - I. Civil general notes.
 - II. Site and landscape details.
 - III. Landscape planting plan for the building.
 - IV. Public right-of-way drawings for three frontages and a new connection to 15th (developed to 30%).
 - a. Right-of-way general notes.
 - b. Right-of-way photometrics.
 - c. Right-of-way detailing.
 - V. Further developed exterior Master Plan of the property.
 - C. Architecture/Interior Design Drawings:
 - I. Slab plans.
 - II. Exterior and interior architectural details.
 - III. Design for Stairs including sections, and details (Stairs construction to be design build).
 - IV. Interior finish details and schedules.
 - V. Interior elevations.
 - VI. Casework plans and elevations.
 - VII. Window, door and hardware schedules.
 - VIII. Interior furnishing layouts.
 - D. Structural Drawings:
 - I. Structural general notes.
 - II. Foundation Plan.
 - III. Framing Plan.
 - IV. Lateral system elevations.
 - E. Other Reference Documents:
 - I. Specifications.
 - II. Design Development Cost Estimate.
 - III. Updated jurisdictional fee estimate spreadsheet.
2. Burden of proof application, including supporting documents noted above, submitted for Conditional Use Permit and Sensitive Lands Permit decision by City.

Construction Documents (CD phase)

Time Duration: 14 weeks

Provide Construction Documents based on the approved Design Development documents. The Construction Documents shall set forth in detail the requirements for construction of the project.

1. Meet remotely via "Microsoft Teams" video conference with Client to kick off Construction Documents phase services.
2. Update the project schedule, from Construction Documents through project completion.

3. Provide Construction Documents consisting of drawings and specifications, architectural site plan, landscape, civil, architectural, interiors, and structural plans and details.
4. Update and finalize building code analysis and incorporate into Construction Documents.
5. Develop and refine Construction Document phase documents.
6. Issue 90% Construction Documents for Client to review.
7. Meet remotely via "Microsoft Teams" video conference to review 90% Construction Documents.
8. Continue to develop and refine documents based on review of 90% Construction Document set.
9. Obtain written approval from Client to submit for permit.

Deliverables

1. Final Construction Document sets to include the following:
 - A. Drawings identified in the Design Development set, further developed.
 - B. Civil/Landscape Drawings:
 - I. Civil general notes.
 - II. Erosion control plan and details.
 - III. Civil Details.
 - IV. Irrigation plan and details.
 - V. Site and landscape details.
 - VI. Public right-of-way half-street improvements drawings for three frontages and Public connection to 15th.
 - C. Architecture/Interior Design Drawings:
 - I. Slab plans.
 - II. Casework plans and elevations.
 - III. Window, door and hardware schedules.
 - IV. Listed UL details and assemblies.
 - D. Structural Drawings:
 - I. Structural general notes.
 - II. Foundation Plan.
 - III. Framing Plan.
 - IV. Lateral system elevations.
 - V. Structural Details.
 - E. Other Reference Documents:
 - I. Specifications.
 - II. Storm water calculations.
 - III. Structural engineering calculations.
 - IV. Construction Document Cost Estimate.
2. Transportation deliverables:
 - A. Street Channelization Plan.
 - B. Driveway Approach Permits.
3. Jurisdictional fee estimate spreadsheet.

Permitting Assistance

Time Duration: 12 weeks

Mackenzie's involvement in permitting of the project includes submitting for and resolving (to the extent defined below), plan review by the Authority Having Jurisdiction (AHJ) which includes the following permits and respective plan review correction notices from AHJ:

1. Calculate project cost and estimate SDCs and permit fees using the City of St. Helens and State of Oregon prescribed formulas and current project assumptions.
2. Prepare permit applications and associated forms for the following permits:
 - A. Grade Permit through the City.
 - B. Right-of-way/Construction permit through the City.
 - C. Building Permit through the City.
 - D. Plumbing Permit through the City.
 - E. Mechanical Permit through the City.
 - F. Electrical Permit through Columbia County.
 - G. 1200C Permit through State of Oregon Department of Environmental Quality (DEQ).
3. Submit the permit applications listed above to the City and County, electronically for the following permits: Structural (Building), Plumbing and Mechanical. All other permits to be submitted in-person unless if electronic submittals are made available by the AHJ, applications will be made electronically.
4. Update plans/respond to plan check comments at City (up to 3 trips/submittals) or online. Respond to comments from the following bureaus for each permit, with responses by others unless noted below:
 - A. Oregon DEQ for 1200C permit.
 - B. Columbia County Building Division for electrical permit.
 - C. Engineering Department for Right-of-Way/Construction permit.
 - D. Building Department – For all remaining City permits listed above.
5. Monitor building permit review (track City staff approval timelines weekly and follow up with reviewers); and work with City reviewers and permit technicians to encourage the permit to be issued efficiently and fees assessed accurately. Distribute updates to Client, design team, and consultants. Assume a maximum of 3 hours total per week for 12 weeks.
6. Review permit fees against permit fee estimate and discuss with Client.
7. Notify Client of approval of each listed permit when confirmed by City.
8. Coordinate payment from Client and arrange for Contractor to pick up permits at City.

Note: The permits listed above may not include all necessary permit required for the project. The project may require other permits by the Client, the Client's separate consultants and/or vendors, the Client's General Contractor, etc. Known permits that may be required but not part of Mackenzie's permitting services may include (but not limited to): Fire alarm, Signs, Racking, Generator, Generator Fuel, Irrigation, etc.

Deliverables

1. Permit application forms and submittal copies.
2. Letter(s) detailing compliance with preliminary conditions of approval for use in the final review/building permit approval process.
3. Written correspondence responding to up to two (2) checksheets/plan review comments.
4. Weekly email updates to Client and the Project Team detailing current permit status.

Bid Assistance

Time Duration: 9 weeks

Mackenzie will assist the Client in obtaining competitive bids for the construction of the work as follows:

1. Assist Client in reviewing and qualifying General Contractors for inclusion as a selected bidder.
2. Review Client requirements for inclusion in bid documents. This may include the Geotechnical report, ALTA Survey, Environmental Phase 1, Hazardous Materials Survey/Report, Phasing Plans, schedule of values, etc.
3. Issue Bid Documents consisting of bidding requirements, proposed contract forms, general conditions, supplementary conditions, drawings, and specifications to General Contractors for bidding.
4. Consider up to (10) Substitution Requests, properly submitted as allowed by the Contract Documents, and include any approved Substitution Requests in addenda.
5. Organize, prepare agenda and define attendees to pre-bid meeting at the project site.
6. Prepare Pre-Bid meeting minutes and issue to all attendees.
7. Respond to written questions from General Contractors and those specifically discussed in formal Pre-Bid meeting during the bid period via addenda as appropriate to address clarifications to bid documents prepared by Mackenzie and/or our consultants.
8. Respond to written questions from General Contractors during the bid period via addenda as appropriate to address clarifications and/or revisions to portions of the bid documents prepared by Client and/or Client's separate consultants. (Client and/or Client's Consultants to include revisions to their documents and addenda verbiage for Mackenzie to include and issue formally via addendum.)
9. Receive and log General Contractor's sealed bids.
10. Open and review sealed bids with Client to evaluate conformance with bid criteria. Architect will document and distribute bid results to General Contractor bidders upon Client's written approval to do so.

Deliverables

1. Drawings.
2. Specifications.
3. One (1) Addendum.
4. Pre-bid Meeting Minutes.
5. Bidder selection recommendation.

Construction Contract Administration

Time Duration: 68 weeks

Mackenzie will provide administration of the construction contract between the Client and the General Contractor as follows:

1. Mackenzie Architect and Civil will attend pre-construction meeting remotely via "Microsoft Teams" video conference.
2. Review and act on properly prepared specified submittals once.
3. Provide in-office support to assist with normal Construction Contract Administration duties for items such as phone calls and requests for additional information (RFIs) for clarification to Contract Documents prepared by Mackenzie and our consultants as follows (Note: the following is on a Time and Materials basis and considered an estimate):
 - A. Architect for up to 9 hours a week for 68 weeks.
 - B. Interiors for up to 6 hours a week for 30 weeks.

- C. Structural engineer for up to 4 hours a week for 30 weeks.
- D. Civil engineer for up to 2 hours a week for 20 weeks.
- E. Landscape architect for up to 4 hours a week for 12 weeks.
- 4. Conduct job site visits to observe the work in progress and prepare written field observation report(s) as follows:
 - A. Architect to attend up to 30 job site visits.
 - B. Interiors to attend up to 6 job site visits.
 - C. Structural engineer to attend up to 4 job site visits.
 - D. Civil engineer to attend up to 3 job site visits.
 - E. Landscape architect to attend up to 3 job site visits.
- 5. Provide in-office support for review of properly prepared specified submittals. We have included up to one (1) round of review for each required submittal per each anticipated specification section.
- 6. Will keep a project log for items such as addenda, substitution requests, RFIs, submittals, COPs, and change orders.
- 7. Will process and review monthly properly prepared applications for payment from the General Contractor.
- 8. Evaluate and act on post-bid substitution requests (up to 10 total).
- 9. Architect, Civil, Landscape, Interiors, Mechanical, Electrical, Technology, and Plumbing will conduct one (1) punch list site visit to observe the substantially complete work-in-progress, prepare written punch list report, prepare and issue a Certificate of Substantial Completion.
- 10. Architect, Civil, Landscape, Interiors, Mechanical, Electrical, and Plumbing will conduct a punch list verification site visit to observe the completed work and provide written punch list confirmation Report.
- 11. Structural engineer to prepare and issue a final summary letter based on our previous structural observations and the special inspections.
- 12. Will process and review project close-out materials up to one (1) round of review and comment.
- 13. Upon request of the Client, and as an additional service, prior to the expiration of one year from the date of Substantial Completion, Architect will meet with the Client at Mackenzie's office, the project site, or remotely via "Microsoft Teams" video conference to review facility performance and operations.

Deliverables

- 1. Project visit observation reports.
- 2. Structural observation reports and summary letter.
- 3. Processed submittals.
- 4. Prepare AIA contract documents formally issued (ASI and Certificate of Substantial Completion).
- 5. Supplemental drawings for clarification to Contract Documents (ASI).
- 6. Supplemental drawings for revisions to the Contract Documents (PR, CCD).
- 7. Certified contractor applications for payment.
- 8. Certificate of Substantial Completion.
- 9. Punch list.
- 10. Processed close-out materials.

FEE SUMMARY

Our lump sum fixed fees for the disciplines and related design services up until Construction Contract Administration described above are as follows:

Note: The Construction Contract Administration is to be Time and Materials (hourly) and shown for estimating purposes.

Schematic Design:	\$364,282
Design Development:	\$441,579
Construction Documents:	\$521,361
Permitting:	\$52,484
Bid Assistance:	\$41,751
Construction Contract Administration (CCA shown for reference only):	\$377,328
TOTAL:	\$1,798,785

Note: The Construction Contract Administration is to be Time and Materials (hourly) and shown for estimating purposes.

Reimbursable expenses (printing, copying deliveries, ride share vehicles, application-based transportation, mileage, etc.) are not included in the fee outlined above and will be invoiced at 1.1 times cost.

OPTIONAL DESIGN SERVICES

Mackenzie can provide the following Optional Design Services. These services would be in addition to the scope of work and fee proposed above. If requested by the Client, Mackenzie can provide a scope of work and fee for the selected services.

1. Furniture Design Consultation/Coordination for workstations and ancillary furniture to be used in the office and community spaces.
2. Interior Signage/Graphic Coordination beyond code required signs for egress and occupancy.
3. Artwork selection and installation coordination.
4. Transportation Impact Analysis.
5. Record Set of drawings, including all revisions and conditions post-substantial completion.

ASSUMPTIONS

Please review and notify Mackenzie if Client believes that any of the Assumptions listed here are either inaccurate or unreasonable prior to project commencement. Please also notify Mackenzie if any additional clarity is needed for the Client to fully understand these Assumptions. In addition to the Scope of Services outlined above, we have assumed the following:

1. Client will provide current electronic files of land survey (ALTA/Boundary/Topographic) including legal description, wetlands delineation, geotechnical report, environmental report, and any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project.
2. Client's geotechnical engineer shall provide paving recommendations and related paving specifications.

3. Scope and fee are based on Client not hiring a third party Client Representative to act on their behalf during any phase(s) of the project. If a third-party PM is hired by the Client, Mackenzie reserves the right to estimate scope and fee impacts that will result in additional services.
4. The Client will not be pursuing sustainability certification for the project (i.e., LEED, Green Globes, WELL, etc.)
5. The Client will approve the Documents at the conclusion of each phase prior to proceeding with the next phase. Redesign efforts after prior Client approvals, including but not limited to Client-driven design modifications, value engineering, cost reduction alternatives to the approved design, or other such changes, will be provided as an additional service, with scope, schedule, and fees to be evaluated on a case-by-case basis.
6. Mackenzie Scope of Service and fees are based on project phases running in sequential order without delay, pause or project being put on hold for any reason between phases.
7. Client is responsible for all fees paid to public bodies having jurisdiction over the project.
8. This Scope of Services includes preparation of factual evidence to satisfy the applicant's burden of proof associated with the Conditional Use Permit and Sensitive Lands Permit in an uncontested-case situation. The Scope does not include preparation of supplemental or rebuttal evidence to overcome objections raised by jurisdiction staff or third parties; if required, additional material can be supplied subject to an additional services agreement.
9. Subject to the applicable Standard of Care, Mackenzie will design the Project in accordance with applicable laws, including current Federal ADA Accessibility Standards and as required by the Authority Having Jurisdiction (AHJ) for Building Permit per the AHJ's current edition of the governing building code, and by reference therein ANSI ICC/A117.1 ("Building Code") for new construction. Notwithstanding the foregoing sentence, the Client acknowledges that various governmental codes and regulations, including without limitation the ADA and FHA, are subject to varying and sometimes contradictory interpretation and that the ADA is not a detailed building code. In the case of such conflicts or differing interpretations, Mackenzie will notify the Client thereof and will endeavor to design to the most stringent interpretation acceptable to the AHJ.
10. The Client acknowledges that in order to construct the Work, the Client's contractor will provide additional information stipulated in the Construction Documents that include shop drawings, product data, samples and other similar submittals, which the Architect and other disciplines included herein shall review to the extent of confirming consistency with the design intent depicted in the Construction Documents.
11. Client's General Contractor will provide fire suppression/fire alarm systems (excluding sprinkler design at the CLT roof), security, and landscape irrigation on a design-build basis. The Client's General Contractor and design-build trades will provide timely information and coordination with Mackenzie and our consultants as needed to maintain the project schedule and development of the design. We have included typical levels of coordination during each phase.
12. All meetings will occur remotely via "Microsoft Teams" video conference, other than construction site meetings unless specifically noted otherwise within the Scope of Services outlined above. We will record and distribute minutes following each meeting for all meetings through all phases up to Construction Contract Administration. During Construction Contract Administration, the General Contractor will provide meeting minutes. Mackenzie will review these minutes for accuracy.
13. Square footage calculations will be provided as required to confirm compliance with building and zoning code requirements only.
14. Mackenzie will utilize Revit as the documentation platform for the project. Our proposed scope/fee is based on the Revit model Level of Development (LOD) of 200 as necessary for Mackenzie to facilitate design and produce Construction Documents. We anticipate that Client consultants/vendors will also utilize Revit for their documentation, will be responsible for modeling and detailing their respective components, and will comply with

Mackenzie's expectations for document control standards. Mackenzie will develop the base model file and provide it to the consultant team for coordination.

15. Regardless of level of Revit Model Level of Development (LOD) and anticipated and/or non-anticipated use by the Client, Client's consultants, vendors, General Contractor and/or any other third party not the original author of the Revit model and data contained therein; with or without Mackenzie's knowledge, nothing in the Revit model supersedes the formally issued stamped and signed hard copy Construction Documents.
16. As noted in the Basis of Design, we have assumed an estimated construction value of \$14.95 million dollars (excluding soft costs and design fees). Our estimated level of service anticipated a level of design, coordination and documentation consistent with our representative experience for executing similar projects within this budget range. Should the budget increase beyond the estimated construction value, there is the potential that the level of service to document and coordinate the design decisions may also increase. Should this become a consideration, we will review and negotiate these potential impacts at that time.
17. For additional Assumptions related to the Scope of Services of our retained consultants, refer to their attached proposals.

EXCLUSIONS

Please review and notify Mackenzie if Client believes that any of the Exclusions listed here are to be included in Mackenzie's Scope of Services prior to project commencement. Please also notify Mackenzie if any clarity is needed for the Client to fully understand these Exclusions. In addition to any Exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of services.

1. Client provided consultant services

- 1.a. Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- 1.b. Geotechnical Engineering investigation/testing and related specifications.
- 1.c. Pavement design and related specifications. These specifications are typically provided by the Client's Geotechnical Engineer.
- 1.d. Hazardous materials mitigation design.
- 1.e. Coordination of Client provided consultants not identified at the date of this proposal.

2. Land Use Process/Permitting

- 2.a. Environmental review such as SEPA (State of Washington), DEQ, EPA, etc.
- 2.b. Street vacation permits.
- 2.c. Right-of-way design and permitting related to the adjacent roundabout and other roads beyond the site's adjacency.
- 2.d. Sensitive lands and/or wetland delineation and/or mitigation design/approvals.
- 2.e. Appeals, variances, public hearings, conditional use reviews, or any required adjustments other than as specifically outlined within our Scope of Services above.
- 2.f. Meetings with public agencies or other meetings other than those specifically identified in Scope of Services above.
- 2.g. Formal Building code interpretation requests and/or appeals.

- 2.h. Permits other than those identified within the proposal identified above (e.g., phased permitting, trade permits, separate demolition permit, any other special permits).

3. Standard Design Items

- 3.a. Square footage calculations beyond those required to confirm compliance with building and zoning code requirements. (Calculation of gross, net, and rentable square footages, such as BOMA calculations, are not included).
- 3.b. Creation and issuance of a "Record Set" of drawings, completed after substantial completion. This document would merge and update Bid issued drawings with all revisions since then and incorporate as-built information as provided by the GC after completion of construction. If desired, the GC efforts to provide as-built information would typically be included GC/Client agreement.

4. Unique Design services

- 4.a. Off-site improvements (such as roads, half street improvements, and utilities) except as noted in scope above.
- 4.b. Street Lighting, except as noted in scope above or in attached PAE proposal.
- 4.c. Special foundation systems.
- 4.d. Floor vibration analysis and design for footfall impact.
- 4.e. Vibration analysis and design. (Equipment and/or sources other than footfall impact).
- 4.f. Equipment support or racking systems.
- 4.g. Furniture selection, specifications, requirements and all related coordination.
- 4.h. Sustainability Certification Services.

5. Construction process

- 5.a. Process and act on partial or incorrect (multiple rounds) of non-compliant submittals.
- 5.b. Materials testing/special inspections.
- 5.c. As-built certification to local jurisdiction unless noted specifically above within our Scope of Services.
- 5.d. Graphics and/or signage design, associated permitting, and related coordination unless specifically mentioned in this proposal.

6. Graphics/BIM

- 6.a. Presentation-level 3D renderings other than conceptual studies to describe design intent or as utilized as part of Mackenzie's design process unless specifically noted within our Scope of Services above.
- 6.b. Marketing materials.
- 6.c. No Navisworks files or Clashing will be provided or performed. Deliverables shall be PDF and/or hardcopy only. (Revit model RVT files and DWG exports will not be provided.) Revit models and sheets will be created to Mackenzie standards.
- 6.d. No participation in general Contractor's Navisworks coordination meetings unless specifically noted within our scope of the above services.
- 6.e. No formal BIM Execution Plan will be provided. Nothing in the Revit model supersedes the formally issued stamped and signed hard copy Construction Documents. No participation in general contractor's Navisworks coordination meetings unless specifically noted within our scope of services above.
- 6.f. Use of CAD Drawings or BIM models by any parties other than the design team.

7. Expenses/Billing

- 7.a. Reimbursable expenses.
- 7.b. Special billing requirements required by Client outside of Mackenzie's standard billing procedures.
- 7.c. Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.

It is our understanding the project will start in October 2021. If the proposal is agreeable to you, we can prepare an AIA contract. Note that this proposal is valid for 30 days.

We look forward to working with the City of St. Helens on this new project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,



Jeff Humphreys
Principal in Charge

Enclosure(s): Hourly Billing Rate Schedule
 Reimbursable Rates Schedule
 Attachment A – PAE proposal dated September 24, 2021
 Attachment B – Construction Focus, Inc. (CFI) proposal, Revision #1 dated September 24, 2021
 Attachment C – SSA Acoustics proposal, received September 20, 2021
 Attachment D – St. Helens Police Needs Assessment dated April 8, 2021
 Attachment E – St. Helens Public Safety Building Schedule dated September 2021

c: Christopher Hope, Adam Olsen – Mackenzie

HOURLY BILLING RATE SCHEDULE*

PRINCIPALS \$ 150 – \$ 265

ARCHITECTURE/LANDSCAPE

Design Director \$ 170 – \$ 210
 Senior Project Architect \$ 140 – \$ 235
 Project Architect I – III \$ 85 – \$ 195
 Architectural Designer II-III \$ 75 – \$ 155
 Architectural Designer I \$ 60 – \$ 95
 Designer/Drafter \$ 50 – \$ 80
 Intern \$ 50 – \$ 75

ENGINEERING

Senior Project Engineer \$ 150 – \$ 235
 Project Engineer I – III \$ 100 – \$ 195
 Designer I – II \$ 70 – \$ 135
 Transportation Analyst I – II \$ 65 – \$ 115
 Designer/Drafter \$ 70 – \$ 115
 Intern \$ 50 – \$ 75

PLANNING

Senior Project Planner \$ 135 – \$ 235
 Project Planner I – IV \$ 85 – \$ 190
 Permit Coordinator \$ 55 – \$ 95
 Assistant Planner \$ 65 – \$ 100

INTERIOR DESIGN

Senior Project Interior Designer \$ 135 – \$ 230
 Interior Designer III – V \$ 100 – \$ 175
 Interior Designer I – II \$ 60 – \$ 135
 Intern \$ 50 – \$ 75

ADMINISTRATION

Administrator \$ 60 – \$ 170
 Word Processor \$ 70 – \$ 110
 Graphic Artist \$ 100 – \$ 130

*Subject to change October 2021

REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Scanning – Black & White

Small Format: \$0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: \$0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet
(Including Half Size)

Printing/Copying – All Sizes

Black & White: \$0.21/sq. ft.
Full Color: \$4.00/sq. ft.

Fax

Local: \$1.00/sheet
Long distance: \$1.30/sheet

OTHER IN-HOUSE REIMBURSABLE ITEMS

Digital Photo Documentation

\$15.00/download

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: \$7.75 to \$54.40
(depending on mileage)

Data Supplies

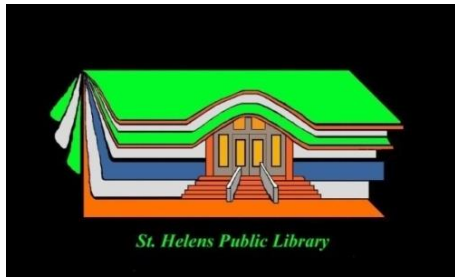
CD documentation: \$15.00
DVD documentation: \$30.00

Report Binder

Without tabs: \$3.00/book
With tabs: \$4.00/book

Foamcore:

\$4.25/sheet



Request for Council Action

To: The Mayor and Members of the City Council

From: Margaret Jeffries, Library Director

Date: September 30, 2021

Subject: Makerspace Document Approvals

Request:

City Council approval is requested for the attached documents related to the operation of the St. Helens Public Library Makerspace:

- Library Technician I (Makerspace Specialist) Job Description
- Makerspace Policy
- Makerspace Liability Waiver
- Library Fee Schedule with Reference to Makerspace Fees Added

Background:

With the opening of the SHPL Makerspace, the need for a full time Library Technician was identified. This position is funded for two years with ARPA funds received by the City.

The Makerspace Policy was created after consulting policies adopted by other libraries with makerspaces. It was reviewed by the Library Board and their feedback was incorporated in the final document.

The Liability Waiver was developed by Jordon Ramis after reviewing waivers used by other library makerspaces.

The Library Fee Schedule has been edited to include a reference to makerspace fees, but the actual fee schedule will be posted in the makerspace. It will be updated to reflect current costs for supplies consumed for independent projects.



Library Technician (Makerspace Specialist)

DEPARTMENT: Library
DIVISION: N/A
SUPERVISOR: Library Director
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No

GENERAL PURPOSE

Perform paraprofessional duties within the library requiring knowledge of library operations, programs, and procedures, including makerspace equipment and software, public programs, technology instruction, community building, and outreach.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director. May receive day-to-day direction from Librarians.

SUPERVISION EXERCISED

Supervision is not a function assigned to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Staffs the makerspace, which includes creating a welcoming and collaborative environment, assisting members of the public in using makerspace equipment and software, explaining and enforcing makerspace policies, coordinating credentialing and access, answering inquiries about the space and equipment, giving tours of the space, developing positive relationships with makerspace users, opening and closing the space, handling money, maintaining a clean and organized space, and ensuring a high level of safety at all times in the makerspace.
- Assists in creating and coordinating a schedule of offerings for the makerspace, including group classes, orientations, open lab time, and individual appointments.
- Assists in planning, delivering, and evaluating maker programs and outreach opportunities for children, teens, and adults.
- Assists in publicizing and marketing makerspace offerings.
- Maintains makerspace equipment, including troubleshooting and performing minor repairs and coordinating with vendors on larger repairs or replacements.
- Coordinates, orders, receives, and organizes supplies.
- Collects and analyzes usage data and other data, including for reporting to external stakeholders.
- Stays on top of trends in community makerspaces as well as the interests of the local community to evaluate current technologies, programs, procedures, and outreach opportunities and recommend new ones.

- Trains other staff, interns, students, and volunteers on makerspace policies and practices and in the use of makerspace equipment and assist other staff members in fabricating items to support other library initiatives.
- Contributes to the overall vision and goals of the makerspace.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Works evenings and weekends as required for the operation of the makerspace.
- Contributes to other library operations as assigned or required.

PERIPHERAL DUTIES

- Builds relationships with other maker organizations, educational organizations, businesses, and individuals in the community to ensure the library's makerspace is part of a continuum of offerings within the community.
- Develops a pool of makerspace volunteers and external instructors or mentors.
- Identifies funding opportunities and writes and administers grants.
- Presents to City Council and other stakeholders about the operations and impact of the makerspace.
- Contributes to the overall vision and goals of the library, especially as they relate to technology and making.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Must be 18 years of age or older.
- b. Graduation from a high school or GED equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Strong interpersonal skills, with demonstrated success in working with people from many ages, backgrounds, and perspectives.
- b. Strong communication skills, both verbal and written, including the ability to communicate effectively and remain calm, courteous, and solutions-focused in stressful situations.
- c. Ability to work both independently and in a collaborative team environment.
- d. Commitment to public service and community.
- e. Enthusiasm for learning new things, a flexible approach, and an orientation to mistakes as opportunities to learn and innovate.
- f. Ability to adhere to safety and confidentiality policies.
- g. Ability to exercise sound judgment while upholding high integrity and ethical standards.
- h. Strong organizational skills.
- i. Demonstrated problem-solving skills.
- j. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- k. Strong attention to detail.
- l. Proficiency with Microsoft Office.

SPECIAL REQUIREMENTS

- Must obtain valid CPR/First Aid Card as offered.
- Must pass a background check.

DESIRED QUALIFICATIONS

- a. Previous experience with makerspace technologies, coding, and/or digital design or creation tools.
- b. Previous experience in community education, especially nonformal or self-directed learning.
- c. Previous public library experience.
- d. Spanish language fluency.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing; spreadsheets; desktop publishing; editing video, audio, and images; and other related software.
- Consumer-grade maker equipment such as a laser cutter, 3D printer, digital cutter, heat press, sewing machine, laminator, breadboards and electronic components, soldering kit, educational robots, and button maker.
- Typical office equipment such as copier/printer/scanner, telephone, barcode scanner, and comb binder.

PHYSICAL DEMANDS

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

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

WORKING CONDITIONS

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

Work is typically performed in an office/laboratory environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on the activities in the space.

EMPLOYEE ACKNOWLEDGMENT

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

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

I acknowledge that I have received a copy of the **Library Technician (Makerspace Specialist)** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Library Technician (Makerspace Specialist)

Date

Print Name: _____

Library Director

Date

St. Helens Public Library Makerspace Policy

Overview

The St. Helens Public Library Makerspace is a community-driven space for makers of all ages, skill levels, and interests to connect, learn, and create using specialty equipment and tools that might not otherwise be accessible to the public. The Makerspace supports the Library's mission to provide optimal access to the best vocational, educational, and recreational information to the people of the Greater St. Helens area in order to promote and encourage lifelong learning, self-development, and life enhancement.

Accessing the Makerspace

Anyone wishing to use the Makerspace must sign a liability waiver and agree to this policy document. Minors must also have a parent or guardian sign for them. Users must review and sign these documents on a yearly basis.

The first time someone visits the Makerspace, they (or their parent/guardian, in the case of a minor) must present a photo ID and complete the liability waiver and policy agreement. For all subsequent visits, users must present a photo ID or their library card so staff can check to make sure their documentation is current.

The schedule and specific offerings of the Makerspace may change over time, but in general, the Library will offer classes, orientations to specific equipment, open labs, and access by appointment (including walk-in appointments) as staffing allows. The Makerspace schedule will be posted in person and online. Priority for the space will go to Library-led programs and other pre-scheduled activities and then on a first-come, first-served basis for open labs and appointments.

A maximum of 30 people are permitted in the makerspace at once, including staff or volunteers, with exceptions for certain library programs.

Age Requirement

Children ages 10 and under in the Makerspace must be supervised at all times by someone 18 or older, except during some staff-led library programs where children may be in the space without an adult at the staff member's discretion. Adults supervising children 10 and under cannot be working on their own projects in the Makerspace; their focus must be supervising the child.

Children ages 11 through 17 may use the Makerspace independently if they have a current liability waiver and policy agreement signed by a parent or guardian on file.

Certification and Use of the Equipment

Many items in the makerspace can be used without special training, while other equipment requires certification before it can be used. This certification consists of:

- Attending an orientation for that equipment
- Passing a safety check and skills test

Staff may waive the orientation requirement on a case-by-case basis for a user with previous experience with the equipment, but the safety check and skills test are mandatory. Staff will track which equipment certification users have completed. A list of what kind of training or certification is required for each piece of equipment is posted in the Makerspace. When using equipment that does not have a certification requirement, makers guarantee that they can use the equipment in a safe and proper manner.

Staff are not experts, but during open labs, staff will be available to assist Makerspace users with their project as co-learners as time permits. If staff availability is limited, the maker may schedule a one-on-one appointment for further assistance.

Cost of Use

Access to the Makerspace is free. Materials used in classes and orientations are provided free of charge; attendees agree to avoid wasting supplies as far as possible. For all other uses, a fee may be charged only to cover the cost of the materials. Prices for materials are posted in the Makerspace and are subject to change.

Payment for all materials must be made at the front desk of the Library by cash, check, or card. Users may be required to pay for particularly large or expensive projects before starting their project. Failure to pay for materials may result in users being disallowed from using the space. The Library will not offer refunds for materials purchased.

Makers may also use their own materials, subject to staff approval.

The Library also welcomes donations of materials but reserves the right not to accept donations that cannot be used and to remove donations that are no longer useful.

Safety Guidelines and Other Responsibilities

Makerspace visitors must always use the space safely and courteously. This includes:

- Following safe and standard operating procedures for all equipment and using tools only as they were intended to be used;
- Using appropriate safety equipment as needed;
- Wearing fitted attire, removing or tucking in dangling accessories, tying long hair back, and wearing close-toed shoes;
- Not bringing food, drink, or chewing gum into the Makerspace;
- Ensuring equipment that is in use is supervised by a credentialed user at all times;
- Accepting full responsibility for the condition of all equipment used, including the costs of replacements, repairs, or cleaning if the equipment is damaged during use;
- Promptly discontinuing use of anything that is unsafe or in need of repair and reporting all problems, concerns, or accidents to staff in a timely manner;
- Respecting the shared nature of all equipment, materials, storage, and work spaces;
- Keeping Makerspace equipment in the Makerspace;
- Not modifying Makerspace hardware or software or installing any new programs or applications on Makerspace devices;
- Connecting only Library computers to Makerspace equipment;

- Using their own digital storage (such as a USB drive or cloud storage service); and
- Finishing projects, cleaning and tidying workspaces, and returning tools and equipment to their designated locations before programs or open labs end.

The equipment provided in the Makerspace may be used only for lawful purposes. Users will not be permitted to use Makerspace tools to create material that:

- Is prohibited by local, state, or federal law;
- Is unsafe, harmful, or dangerous, or poses an immediate threat to the well-being of others (including guns and other weapons);
- Violates the Library's Rules of Conduct, Public Computer Usage Agreement, or Wireless Network Terms of Use; or
- Infringes on another's intellectual property rights. This includes material that is subject to copyright, patent, or trademark protection.

Laser cutting and 3D printing projects must be reviewed by staff before they go to production to ensure the file format, setting, and materials are correct. The Library reserves the right to refuse any project or to halt projects in progress. Any items left in the Makerspace for more than 30 days may be disposed of or become property of the Library. The Library assumes no responsibility for projects that are defective, destroyed, or do not function as expected.

Computers and tablets in the Makerspace are intended for creative projects. Staff may ask users to leave the Makerspace and use one of the Library's public computers for other uses (e.g., email, social media, general web browsing).

If digital files are left on Makerspace devices, the Library is not responsible if those files are altered, deleted, or viewed by others.

Staff reserve the right to disallow use of the Makerspace if users are not adhering to safety standards, the rules of the space, the Library Rules of Conduct, and reasonable requests or directions from staff. This process of exclusion and return of privileges will parallel Article 4. Enforcement in the Library's Rules of Conduct.

RELEASE OF LIABILITY AND ASSUMPTION OF RISK

The individual named below (referred to as "I" or "me") desires to participate in the Makerspace (the "Activity") provided by the City of St. Helens, an Oregon municipal corporation (the "City"). In consideration of being permitted by the City to participate in the Activity, I agree to all the terms and conditions set forth in this instrument (this "Release").

The Activity is for use by the public and is part of the City's Library programming. It is a collaborative workspace where the community can gather to create, explore, and practice creative skills using shared technology. Equipment available for use within the makerspace will include items such as a laser cutter, a Cricut cutter, a sewing machine, audio and visual recording and editing equipment, and more.

I AM AWARE AND UNDERSTAND THAT THE ACTIVITY IS A POTENTIALLY DANGEROUS ACTIVITY AND INVOLVES THE RISK OF SERIOUS INJURY, DISABILITY, DEATH, AND/OR PROPERTY DAMAGE. I ACKNOWLEDGE THAT ANY INJURIES THAT I SUSTAIN MAY RESULT FROM OR BE COMPOUNDED BY THE ACTIONS, OMISSIONS, OR NEGLIGENCE OF THE CITY, INCLUDING NEGLIGENT EMERGENCY RESPONSE OR RESCUE OPERATIONS OF THE CITY. NOTWITHSTANDING THE RISK, I ACKNOWLEDGE THAT I AM VOLUNTARILY PARTICIPATING IN THE ACTIVITY WITH KNOWLEDGE OF THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT AND ASSUME ANY AND ALL RISKS OF INJURY, DISABILITY, DEATH, AND/OR PROPERTY DAMAGE ARISING FROM MY PARTICIPATION IN THE ACTIVITY, WHETHER CAUSED BY THE ORDINARY NEGLIGENCE OF THE CITY OR OTHERWISE.

I hereby expressly waive and release any and all claims, now known or hereafter known, against the City, and its employees, volunteers, and agents (collectively, "Releasees"), from any and all liability on account of injury, disability, death, or property damage arising out of or attributable to my participation in the Activity, whether arising out of the ordinary negligence of the City or any Releasees or otherwise. I covenant not to make or bring any such claim against the City or any other Releasee, and forever release and discharge the City and all other Releasees from liability under such claims.

I hereby agree to defend, indemnify, and hold harmless the City and all other Releasees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorney fees, fees, the costs of enforcing any right to indemnification under this Release, and the cost of pursuing any insurance providers, incurred by/awarded against the City or any other Releasees arising out of or resulting from any claim of a third party related to my participation in the Activity.

I hereby consent to receive medical treatment deemed necessary if I am injured or require medical attention during my participation in the Activity. I understand and agree that I am solely responsible for all costs related to such medical treatment and any related medical transportation and/or evacuation. I hereby release, forever discharge, and hold harmless the City from any claim based on such treatment or other medical services.

I hereby agree to pay for any damage sustained to any equipment as a result of my participation in the Activity.

This Release constitutes the sole and entire agreement of the City and me with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. If any term or provision of this Release is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Release or invalidate or render unenforceable such term or provision in any other jurisdiction. This Release is binding on and shall inure to the benefit of the Company and me and their respective successors and assigns. All matters arising out of or relating to this Release shall be governed by and construed in accordance with the laws of the State of Oregon.

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS RELEASE AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE CITY.

Signed: _____

Printed Name: _____

Date: _____

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this Release of Liability.

Signed: _____

Printed Name of Parent or
Legal Guardian: _____

Date: _____

LIBRARY FEES

Fines for overdue adult books, magazines, audio recordings and CDs	\$0.15	Per item per day. Max fine \$10 per item.
Fines for overdue juvenile/children's and young adult/teen books, magazines, audio recordings, CDs, and DVDs		Overdue fines are not assessed for items in the youth collections. If youth materials have not been returned 21 days after their due date, the item will be assumed lost and the appropriate fees will be charged. If the item is returned in good condition and there are no outstanding issues with the patron's account, the lost item fee will be waived.
Fines for overdue DVDs and other video recordings	\$0.50	Per item per day. Max fine \$10 per item.
Fines for overdue Cultural Passes	\$1.50	Per pass per day. Max fine \$10 per pass.
Nonresident Borrower Card Fee	\$35 \$10	per year per three (3) months
Resident Business Borrower Card Fee		No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.
Oregon Library Passport Program Card		No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.
Interlibrary Loan	\$3	Per item
Fees for Lost or Destroyed Materials		As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.
Books, magazines, DVDs, CDs, or any other material/media		Original list price
Cultural Pass	\$30	
Replacing a borrower's lost card	\$2	
Missing bar code label	\$2	
Lost or damaged case for CDs or DVDs	\$5	
Lost or damaged insert for CDs or DVDs	\$7	
Meeting Room Fees		Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.

Auditorium	\$25 \$75 \$150	Per hour Per half day (up to 4 hours) All day (Open hours)	Item #4.
Armstrong	\$20 \$50 \$95	Per hour Per half day (up to 4 hours) All day (Open hours)	
Both Rooms	\$40 \$110 \$210	Per hour Per half day (up to 4 hours) All day (Open hours)	
Use of one or both meeting rooms outside normal Library hours	\$45	Per hour	
Makerspace consumable materials		Current market price, as listed in the makerspace.	



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: October 6, 2021

Planning Division Report attached.

Business Licenses Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



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

Date: 09.28.2021

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION—NOTEWORTHY ADMINISTRATIVE DECISIONS

The lot line adjustment for the [former] Armstrong site at 1645 Railroad Avenue is complete. As a reminder, this was to separate pollution remedied uplands from the not so pollution remedies lowlands. This is an important step towards the sale and reuse of the upland (developed) portion of this long-time industrial site.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

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

PLANNING ADMINISTRATION—MISC.

Authorized removal of about three smallish trees within a sensitive lands protected are behind property addressed as 35111 Roberts Lane. One was leaning well into the property and other had dead tops. Allowed removal as an imminent hazard.

Prepared maps and legal descriptions for Oregon Dept. of Revenue preliminary review for two more annexations (following four last month). One is vacant and 12 acres (though partly encumbered by wetlands) and will mostly likely result in a residential subdivision. However, determining zoning as part of the annexation is the first order of business. There will be a number of options for zoning for Planning Commission and City Council consideration. The other are a couple commercial lots (with a home) off US30 just a bit north of Les Schwab Tires.

The marijuana dispensary at 100 St. Helens Street was authorized to open this month. Some of you may recall how tumultuous the original land use approval was. The Planning Commission denied the Conditional Use Permit, which was appealed to the Council who approved it and was then appealed to LUBA who upheld the Council's approval.

Effective January 1, 2022 HB 2560 requires public meetings to allow for virtual participation. The city will implement this now. This resulted is some busy work this month updating our legal notice templates for land use matters.

Continue to review information as part of the city's water, sanitary sewer and storm sewer master plan update, managed by the Engineering Department.

DEVELOPMENT CODE ENFORCEMENT

In the June and July department reports, I mentioned an unlawful structure case on the 400 Block of Greycliffs Drive. Asking that code enforcement issue a citation since no progress has been made. This is the second of such request from code enforcement, the first of which was last month.

264 N. Columbia River Highway was mentioned in last month's report. Enforcement correspondence sent last month and some contact with the "tenant" has been made. Neither owner or tenant are local folks.

1771 Columbia Boulevard has unwanted occupants who are contributing to blight on this block. Staff (building, planning, and code enforcement) have been in contact with the owner as this matter is handled.

Not Development Code related but helped city's prosecuting attorney with a trespassing case.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

September 14, 2021 meeting (outcome): The normal meeting was cancelled. Instead, the Planning Commission and City Council had a joint meeting on September 22nd to discuss city goals and such. All Councilors and the Mayor were present along with 5 of the 7 Planning Commissioners. All felt the meeting was worthwhile.

October 12, 2021 meeting (upcoming): The Commission will have at least three public hearings: two annexations and a variance for a lot the city is selling on the 400/500 block of S. 12th Street. Term expirations will be discussed. The soon to be adopted sanitary sewer and storm sewer master plans will also be presented to the Commission by the consultant team working on that.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The Port of Columbia County is embarking on an Industrial Land Inventory Project. They are asking for various data and plans for cities, including St. Helens. Much of this is GIS data. Updated the road shapefile to properly reflect the city's street classification for this effort. The Port anticipates completion by December of this year.

Started to create a redevelopment/shadow plat shapefile this month. These are land use restrictions whose purpose is to ensure efficient future divisibility. Problem is that they are done, only sometimes, as part of land divisions. Many of these over the course of years in both the county (within the UGB) and city—where we are at now—makes this challenging to track. GIS helps immensely with this, but only if the data is created. This will be an ongoing process.

Assisted City of Scappoose by providing information on how we create our APO data for the e-permitting system.

MILLARD ROAD PROPERTY

Planning staff continues to guide potential buyer/developer prior to a presentation to council (as property owner, not review entity) for their acceptance of a development concept, which we anticipate in the next couple months.

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

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: September Planning Department Report
Date: Monday, September 27, 2021 1:41:45 PM

Here are my additions to the September Planning Department Report.

GRANTS

1. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with three flex sport courts, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is 10/31 likely to need extension. Soil amendment work completed. Concrete work scheduled. Working with Shanna on scheduling planting work for the stormwater area.
2. **CDBG- Columbia Pacific Food Bank Project** – JH Kelly continuing \$1.6 million construction bid. Demolition complete. Tracking all requests for information and submittals to ensure questions are answered. Up to RFI #22(!!!) Tracking all invoices, and coordinating with grant manager on reimbursement requests and quarterly reports to the state. Project to be completed by December 2021.
3. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Worked through change to schedule to allow an additional year for bidding the project to allow the County to replace a culvert which collapsed in 2020 during a heavy rainstorm. New schedule has bidding of the project in January 2022, with construction occurring Summer 2022.
4. **Business Oregon – Infrastructure Finance Authority** – Application for a low-interest loan to fund the streets, utilities, and Riverwalk on the Riverfront property. Resolution to apply approved by Council on 3/17. Submitted a full application in early March. Reviewed Business Oregon staff report and recommendation in May, prepared presentation for board review/approval on June 4 with John Walsh. Successful presentation and approval for the project! Contracting is underway.
5. **Oregon Watershed Enhancement Board (OWEB)** – Awarded grant (approximately \$12k) to the Scappoose Bay Watershed Council in a partnership with the City for natural enhancements of the 5th Street trail and Nob Hill Nature Park. Continued tracking all in-kind contributions from the City on this effort. First round of blackberry removal completed by contractor in July. Meeting on site 9/28 prior to 2nd round of treatment and to discuss project with Shanna D.
6. **Certified Local Government – Historic Preservation Grant Program** – Letters went out to eligible property owners on 5/24 announcing that there is \$12k available with a 1 to 1 match requirement and a grant deadline of 7/26. Only 1 incomplete application received, so Plan B work plan is for the City's Court/Utility Billing exterior roof and cornice work. Worked with SHPO on work plan and began working through scope with contractors to begin soliciting direct bids. Site visit from 4 contractors on 9/24.
7. **Technical Assistance Grant with the Oregon State Marine Board-** To assist with design and permitting of an in-water facility at Grey Cliffs Park. Preliminary conversations for the project include an accessible non-motorized floating boat launch dock with a separate

area designated for fishing. Coordinated survey work to be conducted by OSMB the week of 8/23. Once survey work is complete, a more detailed contract will be drafted for review and approval by Council for the assistance.

8. **US Economic Development Administration (EDA) funding** – Met with Rachael Barry and Aryeann (COLPAC) on 9/29 to discuss potential federal funding sources for transportation and utility infrastructure to and within the SHIBP

PROJECTS & MISC

9. **Riverwalk Design/Engineering (OPRD Grants x2)** – Prepared for and reviewed materials for Council presentation of preferred design on August 4. Handled press inquiries, reviewed press release, and materials in advance of the meeting. Initiated Work Order 2, coordinated TAC meeting scheduling through December 2021. Held our kickoff TAC meeting for 2nd work order. Held our 2nd TAC meeting focused on the “Recreation Hub” at the south end. NEPA (federal) compliance will require an archeological survey for the tribes consultation. This will be covered with additional grant funds. Environmentally, the project is categorically excluded which means we won’t need a full Environmental Assessment!
10. **Riverfront Streets/Utilities Design/Engineering** – Roadway alignment determined and approved by Council at their 6/16 meeting. 30% design review complete. Initial cost estimates higher than anticipated, working on a phased approach to reduce costs. Discussed pump station area and stormwater treatment in detail. Kicked off “Work Order 1” amendment which added Cowlitz Street extension and deals with the re-do of Strand near the courthouse on 9/23. Design work still anticipated to be complete 1/3/22.
11. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design (Phase I)** – Met with Mackenzie again to discuss Work Order 1 in detail. Made suggested changes, and awaiting their response. Scope of work is getting refined before going to Council to proceed.
12. **Millard Road City-Owned Property Request for Proposals** - RFP closed on 6/11. At the 6/16 Council meeting, Council requested an interview/presentation from Atkins & Dame, Inc. Staff worked through BOLI concerns with legal counsel at the request of Atkins & Dame. Staff met with Atkins & Dame & Designer to tweak design so that less variances would be needed. Held follow up meeting with Atkins and Dame on 9/28. Still planning for an October presentation to Council by the proposed developer.
13. **Waterfront Video Project** – Attended regular meetings with production team. Helped coordinate interviews and filming sessions with the production team. Reviewed preliminary videos of interviews and video edits.
14. **PC/Council Joint Session** – Reviewed materials and prepared for 9/22 joint PC/CC session.

Jenny Dimsho, AICP

Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

Please note new email address: jdimsho@sthelensoregon.gov

BUSINESS LICENSE REPORT

City Department Approval: 09/9/21

Signature: *[Signature]*
Date: 9-10-21

PA Item #6.

The following business licenses are being presented for City Approval

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00038	7/28/21- 7/28/22	PACIFIC NW MARTIAL ARTS	MARTIALA MARTIAL ARTS	0.00
00054	8/21/21- 8/21/22	ROAD END DESIGN	2NDHAND 2ND HAND DEALER/PAWN	0.00
00063	8/25/21- 8/25/22	PLATINUM51 SALON LLC	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00073	9/16/21- 9/16/22	MAKANA TRUCKING & EXCAVATION	EXCAV EXCAVATION	0.00
00079	9/19/21- 9/19/22	A & J CUSTOM CABINETS INC	CABINETS CABINETS	0.00
00962	7/30/21- 7/30/22	PANTHEON COMICS & GAMES	RETVARI RETAIL - VARIETY	0.00
00964	8/03/21- 8/31/22	FASTENAL COMPANY	SALESERV SALES/SERVICE/MAINT	0.00
00965	8/04/21- 8/04/22	VAUGHAN HART FOODS LLC	FOODCART FOOD TRUCK	0.00
00967	8/09/21- 8/09/22	ATI PHYSICAL THERAPY	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00968	8/17/21- 8/17/22	*SP TECH	MISC MISCELLANEOUS	0.00
00970	8/18/21- 8/18/22	*CUSTOMIZED COPYWRITING	CONSULT CONSULTING	0.00
00971	8/31/21- 8/31/22	TERRY BIGHAUS CONSTRUCTION	CONTROOF CONTRACTOR-ROOFING	0.00
00972	9/01/21- 9/01/22	HILINE HOMES	CONTGEN CONTRACTOR-GENERAL	0.00
00973	9/01/21- 9/01/22	WESTERN WOOD STRUCTURES INC	CONTGEN CONTRACTOR-GENERAL	0.00
00975	9/03/21- 9/03/22	HOOD TO COAST HEATING & COOL	CONTHVAC CONTRACTOR-HVAC	0.00
00976	9/03/21- 9/03/22	ISON TRANSPORTATION INC	MARINA MARINA/REPAIR SVC	0.00
00167	8/24/21- 8/31/22	Deborah Houben	Child Care	0.00
00175	8/24/21- 8/31/22	Berry Bright Preschool	Child Care	0.00
00965	8/4/21- 8/4/22	Vaughan Hart Foods LLC DBA Willie V's BBQ	Food Truck	0.00

PACKET: 00201 License Packet 9-9-21 BL Approvals

SEQUENCE: License #

LICENSE CODE		TOTAL	BALANCE
<hr/>			
2NDHAND	2ND HAND DEALER/PAWN	1	0.00
BEAUTYSH	BEAUTY/BARBER SHOP	1	0.00
CABINETS	CABINETS	1	0.00
CONSULT	CONSULTING	1	0.00
CONTGEN	CONTRACTOR-GENERAL	2	0.00
CONTHVAC	CONTRACTOR-HVAC	1	0.00
CONTROOF	CONTRACTOR-ROOFING	1	0.00
EXCAV	EXCAVATION	1	0.00
FOODCART	FOOD TRUCK	1	0.00
MARINA	MARINA/REPAIR SVC	1	0.00
MARTIALA	MARTIAL ARTS	1	0.00
MISC	MISCELLANEOUS	1	0.00
PHYSICIA	PHYSICIAN/HEALTH CAR	1	0.00
RETVARI	RETAIL - VARIETY	1	0.00
SALESERV	SALES/SERVICE/MAINT	1	0.00
TOTAL ALL CODES:		16	0.00

PACKET: 00201 License Packet 9-9-21 BL Approvals

SEQUENCE: License #

*** SELECTION CRITERIA ***


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

** END OF REPORT **

BUSINESS LICENSE REPORT

PAGE: 1

City Department Approval: 09/22/21

Signature: 

Date: 9.22.21

Item #6.

The following business licenses are being presented for City Approval

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00042	8/11/21- 8/11/22	ENDLESS SOUND	2NDHAND 2ND HAND DEALER/PAWN	0.00
00074	9/16/21- 9/16/22	*NEOTERIC WOOD ART	ART ART	0.00
00979	9/10/21- 9/10/22	*GUN TOTOING GRANNY LLC	RETAIL RETAIL	0.00
00981	9/15/21- 9/15/22	CARMICHAEL CATHLEEN	CONSULT CONSULTING	0.00

9-22-2021 9:10 AM

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

PAGE: 2

PACKET: 00206 9/22/2021 BL Approvals 9/22/2021 BL Approvals

SEQUENCE: License #

Item #6.

LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	1	0.00
ART ART	1	0.00
CONSULT CONSULTING	1	0.00
RETAIL RETAIL	1	0.00
TOTAL ALL CODES:	4	0.00

PACKET: 00206 9/22/2021 BL Approvals 9/22/2021 BL Approvals

SEQUENCE: License #

Item #6.

*** SELECTION CRITERIA ***

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

** END OF REPORT **