



# COUNCIL REGULAR SESSION

Wednesday, January 04, 2023 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)  
Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)  
Phone | 503-397-6272  
Fax | 503-397-4016

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### AWARD BID/CONTRACT

- [1.](#) Award Contract to TFT Construction for the Columbia Blvd. Sidewalk Project (No. R-679A) in the Amount of \$742,329
- [2.](#) Award Contract to TFT Construction for the Columbia Blvd. Culvert Project (No. R-679B) in the Amount of \$164,990
- [3.](#) Award Contract to Advanced Excavating Specialists, LLC for the Sherman Waterline Replacement Project (No. W-478) in the Amount of \$83,500

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- [4.](#) Extension of Agreement with Steven Wabschall for Direct Responsible Charge for Water Filtration Facility
- [5.](#) Third Amendment to David Evans & Associates, Inc. Agreement for Columbia Blvd. Sidewalk and Safety Improvements Project

### APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

- [6.](#) Appoint Lauren Gonzales to Parks and Recreation Commission

### CONSENT AGENDA FOR APPROVAL

- [7.](#) OLCC Licenses

### WORK SESSION ACTION ITEMS

### COUNCIL MEMBER REPORTS

### MAYOR SCHOLL REPORTS

### OTHER BUSINESS

### ADJOURN

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/89283499483?pwd=ZFo0N2FBc1l2QzlxZ3p5UH04WXQvdz09>

Meeting ID: 892 8349 9483

Passcode: 574945

Dial: 719-359-4580

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

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

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Mouhamad Zaher, Public Works Director	
<b>Date:</b>	December 27, 2022	
<b>Subject:</b>	Columbia Blvd Sidewalks, Project No. R-679A	

**Background:** The City of St. Helens was awarded a \$322,536 Safe Routes to School Grant from Oregon Department of Transportation (ODOT) in January 2018 to fund the construction of sidewalk on the south side of Columbia Boulevard between Gable Road and Sykes Road, and to install a rapid flashing beacon at the existing crosswalk on Columbia Boulevard at the McBride Elementary School and add a raised pedestrian refuge island at Columbia Boulevard and Sykes Road. These improvements, identified in the City's Transportation Master Plan, are intended to increase the safe passage of children to school.

Partnering with Columbia County and David, Evans, & Associates, the design of the sidewalks was completed in November 2022 and will include the construction of over 1,260 feet of concrete sidewalk, curb and gutters, retaining walls, curb ramps, and installation of a rapid flashing beacon. Due to budget constraints, the raised pedestrian refuge island at Columbia Boulevard and Sykes Road will be constructed at a later date.

The Columbia Blvd Sidewalks Project, No. R-679A was advertised for bids in the Daily Journal of Commerce on November 16, 2022. The following bids were received and opened at 3:00 PM, December 15, 2022, in the Columbia Room in City Hall.

FIRM	LOCATION	BID
Advanced Excavating Specialists	Kelso, WA	\$807,199.00
Brown Contracting	Eugene, OR	\$1,098,444.00
D&D Concrete and Utilities	Canby, OR	\$934,150.00
Emery & Sons Construction	Salem, OR	\$1,193,761.75
Kerr Contractors	Woodburn, OR	\$1,020,859.00
Lyda Excavating	Banks, OR	\$866,275.00
Moore Excavation	Fairview, OR	\$859,305.00
Pacific Excavation	Eugene, OR	\$859,500.00
TFT Construction	Scappoose, OR	\$742,329.00
Wildish Standard Paving	Eugene, OR	\$897,580.01

## COUNCIL ACTION SHEET

The Columbia Blvd Sidewalks Project was estimated at \$600,000 to \$800,000 and will be funded through the Department of Transportation (ODOT) Safe Routes to School Grant, City funds, and Columbia County funds.

**Recommendation:** Council award the contract for the Columbia Blvd Sidewalk Project, No. R-679A to TFT Construction, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Standard Public Improvement Contract for project. Contract will be for the amount specified in the firm's bid, plus standard contingency.

**Attachment:** Bidder's Spreadsheet



DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

**\*UNOFFICIAL BID RESULTS\***


PROJECT NAME: COLUMBIA BOULEVARD SIDEWALKS PROJECT NO. R-679A  
 BID OPENING: 3:00 PM Thursday, December 15th ENGINEER'S ESTIMATE: \$600,000 - \$800,000  
 BID OPENING WITNESSED BY: Kathy Payne, Sharon Darroux, Alex Bird, Tim Underwood  
 ARE BIDS LISTED IN THE ORDER OPENED? No

Contractor's Name and Address	10% Bid Bond or Check Enclosed	Bid Signed	Addendum(s) Acknowledged	Bid Amount
ADVANCED EXCAVATING SPECIALISTS 1200 HAZEL STREET KELSO, WA 98626	Y	Y	Y	\$807,199.00
BROWN CONTRACTING PO BOX 26439 EUGENE, OR 97402	Y	Y	Y	\$1,098,444.00
D&D CONCRETE AND UTILITIES 8319 S GRIBBLE RD CANBY, OR 97013	Y	Y	Y	\$934,150.00 *
EMERY & SONS CONSTRUCTION PO BOX 13069 SALEM, OR 97309	Y	Y	Y	\$1,193,761.75
KERR CONTRACTORS PO BOX 1060 WOODBURN, OR 97071	Y	Y	Y	\$1,020,859.00
LYDA EXCAVATING PO BOX 365 BANKS, OR 97106	Y	Y	Y	\$866,275.00
MOORE EXCAVATION PO BOX 789 FAIRVIEW, OR 97024	Y	Y	Y	\$859,305.00
PACIFIC EXCAVATION 79 N DANEBOS AVE EUGENE, OR 97402	Y	Y	Y	\$859,500.00
TFT CONSTRUCTION 53990 WEST LANE RD SCAPPOOSE, OR 97056	Y	Y	Y	\$742,329.00 *
WILDISH STANDARD PAVING PO BOX 40310 EUGENE, OR 97404	Y	Y	Y	\$897,580.01

\* Total Bid Price Corrected Based on Unit Bid Prices.

RECOMMENDATION (APPARENT RESPONSIVE LOW BIDDER): TFT CONSTRUCTION

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Mouhamad Zaher, Public Works Director	
<b>Date:</b>	December 27, 2022	
<b>Subject:</b>	Columbia Blvd Culvert, Project No. R-679B	

**Background:** During the design of the Columbia Blvd Sidewalk improvements, Columbia County requested the City add the replacement of a culvert on Columbia Blvd to the project. The design of the culvert project was completed in November 2022 and will include the construction of 80 feet of aluminized steel corrugated culvert pipe, a water quality swale, and storm drain improvements along Columbia Blvd.

The Columbia Blvd Culvert Project, No. R-679B was advertised for bids in the Daily Journal of Commerce on November 16, 2022. The following bids were received and opened at 3:30 PM, December 15, 2022, in the Columbia Room in City Hall.

FIRM	LOCATION	BID
Advanced Excavating Specialists	Kelso, WA	\$218,958
JQ Construction, Inc.	Beaverton, OR	\$285,996
Emery & Sons Construction	Salem, OR	\$257,138.50
Lyda Excavating	Banks, OR	\$282,095
Moore Excavation	Fairview, OR	\$344,419
Pacific Excavation	Eugene, OR	\$333,000
TFT Construction	Scappoose, OR	\$164,990

The Columbia Blvd Culvert Project was estimated at \$180,000 to \$200,000 and will be funded through funds received from Columbia County.

**Recommendation:** Council award the contract for the Columbia Blvd Culvert Project, No. R-679B to TFT Construction, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Standard Public Improvement Contract for project. Contract will be for the amount specified in the firm's bid, plus standard contingency.

**Attachment:** Bidder's Spreadsheet



DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION


**\*UNOFFICIAL BID RESULTS\***

PROJECT NAME: COLUMBIA BOULEVARD CULVERT PROJECT NO. R-679B  
BID OPENING: 3:30 PM Thursday, December 15th ENGINEER'S ESTIMATE: \$180,000 - \$200,000  
BID OPENING WITNESSED BY: John Walsh, Sharon Darroux, Alexander Bird, Tim Underwood, Jennifer Dimsho  
ARE BIDS LISTED IN THE ORDER OPENED? YES

Contractor's Name and Address	10% Bid Bond or Check Enclosed	Bid Signed	Addendum(s) Acknowledged	Bid Amount
Emery & Sons Construction Group, LLC. P.O. Box 13069 Salem, OR 97309	YES	YES	YES	\$257,138.50
Moore Excavation, Inc. P.O. Box 789 Fairview, OR 97024	YES	YES	YES	\$344,419.00
JQ Construction, Inc. P.O. Box 250 Beaverton, OR 97075	YES	YES	YES	\$285,996.00
TFT Construction, Inc. 53990 West Lane Road Scappoose, OR 97056	YES	YES	YES	\$164,990.00
Advanced Excavating Specialists, LLC 1200 Hazel Street Kelso, WA 98626	YES	YES	YES	\$218,958.00
Pacific Excavation, Inc. 79 N Danebo Ave Eugene, OR 97402	YES	YES	YES	\$333,000.00
Lyda Excavating, Inc. P.O. Box 365 Banks, OR 97106	YES	YES	YES	\$282,095.00

RECOMMENDATION (APPARENT RESPONSIVE LOW BIDDER): TFT Construction, Inc.

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Mouhamad Zaher, Public Works Director	
<b>Date:</b>	December 29, 2022	
<b>Subject:</b>	Sherman Waterline Replacement Project, No. W-478	

**Background:** The existing water main located between Nimitz St and Sherman Place has reached the end of its useful service life and is due for replacement. This replacement is considered high priority based on the number of frequent callouts for repairs.

The replacement of the water main was designed in-house by the City's Engineering Division in conjunction with the Public Works Operations Division. The work will include the installation of over 230 linear feet of 4-inch diameter Class 52 ductile iron water main complete with the installation of new gate valves, permanent blow off assembly and all required fittings, bends, and appurtenances. Work will also include the installation of two water services, the abandonment of existing water main in-place, the installation, maintenance, and removal of temporary traffic control and erosion control measures, surveying, rock excavation, and the removal and replacement of existing pavement.

The Sherman Waterline Replacement project was advertised for bids in the DJC on October 17, 2022. The following bids were received and opened at 2:00 P.M., December 13, 2022,

FIRM	LOCATION	BID
Icon Construction & Development, LLC	West Linn, OR	\$135,925.00
Nylund Inc.	Brush Prairie, WA	\$94,033.90
Advanced Excavating Specialists, LLC	Kelso, WA	\$83,500.00
Pacific Excavation, Inc.	Eugene, OR	\$84,500.00
Clark and Sons Excavating, Inc	Battle Ground, WA	\$104,570.00

The Sherman Waterline Replacement project was estimated at \$65,000 to \$70,000 and will be funded through the City's water fund.

**Recommendation:** Council award the contract and authorize the Mayor to execute a Standard Public Improvement Contract for Sherman Waterline Replacement Project, No. W-478 to Advanced Excavating Specialists for construction services. Contract will be for the amount specified in their bid, plus a standard 10% contingency.

**Attachment:** Bidder's Spreadsheet





DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

**\*UNOFFICIAL BID RESULTS\***

PROJECT NAME: SHERMAN PLACE WATERLINE REPLACEMENT PROJECT NO. W-478  
 BID OPENING: 2:00 P.M., Tuesday, December 13, 2022 ENGINEER'S ESTIMATE: \$65k to \$70k  
 BID OPENING WITNESSED BY: John Walsh, Sharon Darroux, Alexander Bird, Tim Underwood  
 ARE BIDS LISTED IN THE ORDER OPENED? YES

Contractor's Name and Address	10% Bid Bond or Check Enclosed	Bid Signed	Addendum(s) Acknowledged	Bid Amount
Icon Construction & Development, LLC 1969 Willamette Falls Drive Suite #260 West Linn, OR 97068	YES	YES	N/A	\$135,925.00
Nylund Inc. PO Box 230 Brush Prairie, WA 98606	YES	YES	N/A	\$94,033.90 <small>*Total Bid Price Corrected Based on Unit Prices</small>
Advanced Excavating Specialists, LLC 1200 Hazel Street Kelso, WA 98626	YES	YES	N/A	\$83,500.00
Pacific Excavation, Inc. 79 N Danebo Ave. Eugene, OR 97402	YES	YES	N/A	\$84,500.00
Clark and Sons Excavating, Inc 7601 NE 289th Street Battle Ground, WA 98604	YES	YES	N/A	\$104,570.00

RECOMMENDATION (APPARENT RESPONSIVE LOW BIDDER): Advanced Excavating Specialists, LLC

**City of St. Helens**  
**EXTENSION OF PERSONAL SERVICES AGREEMENT**  
Direct Responsible Charge for  
Water Filtration Facility

This Extension is made on January 4, 2023, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **Steven Wabschall** (“Contractor”).

**RECITALS**

**A. WHEREAS**, on or about May 5, 2021, St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to being the Direct Responsible Charge (DRC) for the Water Filtration Facility (WFF); and

**B. WHEREAS**, Paragraph 3 of the Agreement provides that the Agreement terminates on December 31, 2021, and that the City reserves the right to extend the Agreement for a period of two (2) years in one (1) year increments; and

**C. WHEREAS**, on January 5, 2022, the Council extended the agreement to December 31, 2022; and

**D. WHEREAS**, St. Helens and Contractor mutually desire to extend the term of the Agreement for an additional year, retroactively to January 1, 2023.

**AGREEMENT**

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.** The termination date of the Agreement signed on or about May 5, 2021, shall be amended to reflect a **termination date of December 31, 2023**, unless earlier terminated according to the terms of the Contract.

**2.** This extension is retroactive to January 1, 2023.

**3.** All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

**ST. HELENS:**

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

**CONTRACTOR:**

**STEVEN WABSCHALL**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

**THIRD AMENDMENT TO  
David Evans & Associates, Inc. Personal Service Agreement  
Columbia Boulevard Sidewalk and Safety Improvements, Project No. R-679**

This agreement is entered into this 4th day of January 2023, by and between the City, (hereinafter "City"), and David Evans & Associates, Inc., (hereinafter "Contractor").

**RECITALS**

- A. City and Contractor entered into a Personal Service Agreement on February 21, 2020, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. The City executed Amendment 1 to the Contract on December 15, 2021 after determining that additional Scope of Work necessary for the design to replace an existing culvert and construct a retaining wall adjacent to the new sidewalk.
- C. The City executed Amendment 2 to the contract on August 3, 2022 for separating the culvert work from the sidewalk construction due to permitting issues.
- D. The City desires to retain the services of the Contractor for construction engineering services of the sidewalk and culvert projects for the purposes of monitoring and inspecting the work and providing the City complete "as-constructed" drawings at the end of the projects.
- E. The Contractor has provided a Scope of Work and fee to reflect the additional work required for construction engineering services.

**NOW, THEREFORE**, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, Contractor and City agree as follows:

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Additional compensation for construction engineering services shall be a not to exceed amount of \$45,815.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 4th day of January 2023.

**Contractor**

Paul Tappan

Date: 12/27/22

**City**

\_\_\_\_\_  
Rick Scholl, Mayor

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Kathy Payne, City Recorder

## **Columbia Blvd Sidewalks and Culvert Construction Engineering Services**

### **Statement of Work for Professional Services**

#### **PROJECT DESCRIPTION**

The City of St. Helens was awarded a grant through the Oregon Department of Transportation (ODOT) Safe Routes to School competitive grant program. The project entails construction of approximately 1,100 linear feet of curb and gutter and sidewalk along one side of Columbia Boulevard between Sykes Road and Gable Road, installation of a rapid flashing beacon at the existing crosswalk on Columbia Boulevard near McBride Elementary School and a culvert installation. Construction of this sidewalk will complete a pedestrian connection between the existing sidewalks on Sykes Road and the westerly branch of Columbia Boulevard, to Gable Road.

#### **1. WORK DELINEATION**

##### ***Tasks Provided by City:***

- Project management of overall project
- Approving requests for overrun or increase in project authorization
- Review and comment on submittals
- Provide Consultant with existing project information
- Providing Consultant with Rights of Entry
- Oversee traffic control work

Consultant shall provide all labor, equipment, and materials to provide the Services as outlined in this SOW.

#### **2. WORK TASKS**

##### **Task CE1 Project Management and Coordination**

###### **Task CE1.1 Project Management**

Consultant shall provide project management throughout the duration of the project. This includes the work necessary to guide and direct Consultant's overall processes and Consultant's project team. Consultant shall manage the Consultant's production efforts including administering the contract, monitoring progress, and directing Consultant's quality control activities.

The level of effort for this contract is assumed to be 8 months.

###### ***Production Management***

Consultant shall provide leadership, direction, and control of the Consultant's production efforts. Consultant shall:

- Program, coordinate, and supervise Consultant's project work.

- Direct Consultant's project team with regard to overall project activities and team meetings.
- Maintain liaison and coordination between Consultant, City, and staff.

***Contract Administration***

Consultant shall provide day-to-day administration of Consultant's project contract. Consultant shall:

- Monitor Consultant's project budgets and costs.
- Prepare invoices and backup data.

**Task CE1.1 Consultant Deliverables**

- Monthly invoice and back up data
- Monthly progress report

**Task CE2 Construction and Work Zone Monitoring and Inspection**

**Task CE2.1 Construction Inspection**

Consultant shall observe construction activities related to sidewalk and culvert construction and require compliance with the construction contract documents. Consultant shall provide inspection concurrent with Construction Contractor’s operation. Consultant shall coordinate as needed with the Construction Contractor and City to ensure on-site inspections are coordinated with the construction schedule. When requested, consultant shall prepare Daily Progress Report of Construction Contractor’s project activity for each day the Consultant is on-site and take digital photos of the Construction Contractor’s work throughout the project duration. Consultant shall submit Daily Progress Reports and digital photos on a schedule agreed upon by the Consultant and City.

Onsite construction activities, including travel time will require up to 12-hours/week for one inspector.

The City has an inspection supervisor assigned to the project who is available to the consultant inspector for questions and consultation. The consultant inspector is expected to have weekly contact with the inspection supervisor to keep the consultant inspector advised on the progress of the project construction. The consultant inspector will inform the inspection supervisor of any deviation from the plans or problems that arise during the construction of the bridge.

**Task CE2.1 Consultant Deliverables**

- One (1) electronic copy of complete “as-constructed” contract drawings to the City. Within 90 days after all contract related work and final inspection of the project.
- Daily Inspection Summary (email form) for each week on site (as requested)

**3. DELIVERABLES**

***Project Deliverables:***

The following table lists deliverables and anticipated submittal dates for this project. The numbers of copies and submittal dates are only an estimate and shall be confirmed by Contractor in coordination with City.

TASK	DELIVERABLE	DUE DATE	FORMAT
CE1.1	Monthly Invoice and Backup Data	Monthly	.pdf

TASK	DELIVERABLE	DUE DATE	FORMAT
CE2.1	"As-Constructed" drawings	Within 90 days of final inspection	.pdf
CE2.1	Weekly Inspection Summary	Weekly (as requested)	email

**CONTRACTOR:**  
**DAVID EVANS AND ASSOCIATES, INC.**

**AGENCY:**  
**CITY OF ST. HELENS**

Signature Paul Tappan  
 Name Paul Tappan, P.E.  
 Title Associate  
 Date 12/27/22

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

**Schedule A Engineering Services**

DAVID EVANS AND ASSOCIATES		City of St. Helens											
Fee Estimate		Columbia Blvd Sidewalks and Culvert											
Construction Engineering Services		(See bottom right for classification descriptions)											
Task No.	Task Description	Name Classific	Tapanna PM	Wood OENG	Imamura DENG	Perez PJEN	Berger DRFT	Reynoldo OFFC	Total Hrs	Labor Total	Non-Labor		Task Total
										Expenses	Sub-Consultants		
<b>Task CE1</b>	<b>Project Management &amp; Coordination</b>		12					24	36	\$5,258			\$5,258
CE1.1	Project Management		12					24	36	\$5,258			\$5,258
<b>Task CE2</b>	<b>Construction and Work Zone Monitoring and Inspection</b>		24	21	24	231	24		324	\$38,719	\$1,838		\$40,557
CE2.1	Consultation Inspection		24	21	24	231	24		324	\$38,719	\$1,838		\$40,557
<b>TOTAL - NON-CONTINGENCY TASKS</b>			<b>36</b>	<b>21</b>	<b>24</b>	<b>231</b>	<b>24</b>	<b>24</b>	<b>360</b>	<b>\$43,977</b>	<b>\$1,838</b>		<b>\$45,815</b>
		Total Hours	36	21	24	231	24	24	360				
		Billing Rate	\$204.14	\$154.23	\$145.70	\$103.85	\$128.96	\$117.03					
		Labor Totals	\$7,349.	\$3,239.	\$3,497.	\$23,989.	\$3,095.	\$2,809.					
		<b>Subconsultants</b>							<b>Total Labor</b>	\$43,977			
		NA							<b>Direct Non-Labor</b>	\$1,838			
									<b>Sub-Consultants</b>				
									<b>Total Non-Labor</b>	\$1,838			
		<b>Expenses</b>							<b>Total Estimate:</b>	\$45,815			
		Mileage (60 miles / round trip, Portland to St. Helens): 2 trips/wk x 21 wks x 70 miles x \$0.625 / mile = \$1838											
									<b>TOTAL NOT TO EXCEED</b>	<b>\$45,815</b>			

PIC - Principal In-Charge  
 PM - Project Manager  
 OENG - Ofc Eng/Planner/Environmental Spec.  
 PJEN - Project Engineer/Planner/Environmentalist  
 DENG - Design Eng/Planner/Environmentalist  
 SCPJM - Senior Construction Project Manager  
 SPEC - Specification Writer  
 PSVR - Project Surveyor  
 2PER - 2-Person Survey Crew  
 STECH - Sr. Technician/Draftsman  
 DRFT - Technician/Draftsman  
 OFFC - Office Administration



# APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #6.

City Council Meeting ~ January 4, 2023

## Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Brady Preheim	Planning Commission	4/12/22	4/21/22
• Angela Sorensen	Library Board	8/11/22	8/11/22
• Nicholas Hellmich	Planning Commission	9/16/22	9/19/22
• Abby Richardson	Parks & Recreation Commission	9/21/22	9/22/22
• Jessica Kurtz	Parks & Recreation Commission	9/28/22	10/6/22
• Lauren Gonzales	Parks & Recreation Commission	10/10/22	10/12/22
• John Layton	Planning Commission	10/11/22	10/12/22
• Steve Toschi	Budget Committee	12/1/22	

## Budget Committee (3-year terms)

- Garrett Lines' term expired 12/31/2022. Garrett would not like to be reappointed.
- Mark Gundersen was elected to the City Council. His term expires 12/31/2023.

**Status:** We sent out a press release on December 1. The deadline to apply was December 30. We received one application as of the posting of the Council's January 4 packet.

**Next Meeting:** TBD

**Recommendation:** None at this time.

## Parks & Recreation Commission (4-year terms)

- Carmin Dunn resigned. Her term expires 12/31/2024.
- Brandon Sundeen resigned due to his election to City Councilor. His term expired 12/31/2022.
- Jacob Woodruff's term expired 12/31/2022. He would like to be reappointed. Jacob has served two full terms, therefore, a press release must be sent out.

**Status:** A press release was sent out on September 14 with an October 12 deadline.

**Next Meeting:** January 9, 2023

**Recommendation:** An interview panel was convened and they recommend that Lauren Gonzales be appointed to the Commission. Her term will expire 12/31/2026.

City of St. Helens  
**RESOLUTION NO. 1648**

A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT  
OF ST. HELENS BOARD, COMMITTEE AND COMMISSION MEMBERS,  
SUPERSEDING RESOLUTION NO. 1521

**WHEREAS**, the City Council wished to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions, and adopted Resolution No. 1521 on August 12, 2009; and

**WHEREAS**, Resolution No. 1521 established general recruitment, selection and appointment guidelines for appointments to the City of St. Helens boards, committees and commissions; and

**WHEREAS**, the Council wishes to update the guidelines adopted in Resolution No. 1521 to better meet the needs of the City.

**NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

1. The City Recorder shall send a press release to the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application to the City Recorder's Office.
4. Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
6. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
7. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.
8. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a position. The number of applicants to be interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject

all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

- 9. Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee or commission and his/her stated willingness to continue.
- 10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.
- 11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
- 12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
- 13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

**PASSED AND ADOPTED** by the City Council on this 18th day of December, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson  
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne  
Kathy Payne, City Recorder

City of St. Helens  
Consent Agenda for Approval

**OLCC LICENSES**

The following businesses submitted a processing fee to the City for a Liquor License:

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2022 RENEWALS

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<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
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2022 NEW

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*A copy of the OLCC application documents submitted for the businesses listed below were emailed to the Police Department for review. No adverse response was received.*

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
Molly's Market LLC	Molly's Market	290 S 1 <sup>st</sup> St	New On Prem