



COUNCIL REGULAR SESSION

Wednesday, January 20, 2021 at 7:00 PM

COUNCIL MEMBERS:

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

<https://zoom.us/j/98442770503?pwd=d3A3L1U1RlpITHRqMjNOdUNMdCtUQT09>

LOCATION & CONTACT:

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Phone | 503-397-6272

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AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

VISITOR COMMENTS – *Limited to five (5) minutes per speaker*

RESOLUTIONS

- 1. Resolution No. 1910:** A Resolution Adopting the St. Helens Industrial Business Park Parcelization Framework and Funding Plan
- 2. Resolution No. 1911:** A Resolution of the St. Helens City Council to Accept the Recommendation of the Public Safety Ad-Hoc Committee and Honor Citizen Engagement

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 3.** Extension of Agreement with Lower Columbia Engineering, LLC for Consulting Services for the Columbia Pacific Food Bank Project

APPOINTMENTS TO CITY BOARDS & COMMISSIONS

- 4.** Reappoint Dan Cary and Appoint Shana Cavanaugh to the Planning Commission

CONSENT AGENDA FOR ACCEPTANCE

- 5.** Parks & Trails Commission Minutes dated December 14, 2020

CONSENT AGENDA FOR APPROVAL

- 6.** Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated January 6, 2021
- 7.** Declare Surplus Property - Library Equipment
- 8.** Declare Surplus Property - PW Vehicles/Equipment
- 9.** Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

MAYOR SCHOLL REPORTS

COUNCIL MEMBER REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join Zoom Meeting:

<https://zoom.us/j/98442770503?pwd=d3A3L1U1RlpITHRqMjNOdUNMdCtUQT09>

Meeting ID: 984 4277 0503

Passcode: 989388

Dial by your location: 1 669 900 6833 US (San Jose)

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

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

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

City of St. Helens
RESOLUTION NO. 1910

**A RESOLUTION ADOPTING THE ST. HELENS INDUSTRIAL BUSINESS PARK
 PARCELIZATION FRAMEWORK AND FUNDING PLAN**

WHEREAS, shortly after the Boise White Paper Mill ceased operations, the City acquired approximately 225 acres of predominately heavy industrial land in 2015 in order to spur new industrial development on the underutilized mill property, hereinafter referred to as the St. Helens Industrial Business Park (SHIBP); and

WHEREAS, the redevelopment of the SHIBP is identified as a priority in the City of St. Helens Strategic Workplan 2020-2022, Goal 4 Economic Development, as it has the potential to restore local family wage jobs, increase City utility revenues (reducing the burden on residents), and restore underutilized property to the tax rolls; and

WHEREAS, the SHIBP is located within the City's Urban Renewal Agency, a federally designated Opportunity Zone, and the South Columbia County Enterprise Zone; and

WHEREAS, the SHIBP includes an existing Oregon waterway lease with the Oregon Department of State Lands and an operational rail spur run by Portland & Western Railroad which terminates on the site; and

WHEREAS, the City received a Department of Land Conservation and Development Technical Assistance Grant to draft the St. Helens Industrial Business Park Parcelization Framework and Funding Plan to summarize existing physical conditions, previous plan documents, and decisions, define targeted industrial users by updating the existing market analyses, and create a framework for the parcelization of the SHIBP with a phased financing plan for street and utility improvements; and

WHEREAS, consultants have prepared the St. Helens Industrial Business Park Parcelization Framework and Funding Plan after review and analysis of existing plans, decisions, policies, studies, and other information, and extensive consultation with the City Public Works, Planning, Community Development Departments, and other regional economic development stakeholders throughout the planning process; and

WHEREAS, the St. Helens Industrial Business Park Parcelization Framework and Funding Plan identifies net parcel sizes and locations, utility improvements, and street extensions to guide the City through the short and long-term redevelopment of the SHIBP, and identifies a phased infrastructure development based on existing revenue sources which will assist the City in acquiring and leveraging additional infrastructure funding.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES that the St. Helens Industrial Business Park Parcelization Framework and Funding Plan attached hereto is adopted to help facilitate redevelopment of the St. Helens Industrial Business Park and, as such, shall be used as a guide for policy and development of the SHIBP.

APPROVED AND ADOPTED by the City Council on January 20, 2021 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

To: Jenny Dimsho, AICP
City of St. Helens

From: Steve Faust, AICP
Community Planning Director

Date: July 22, 2020

Project Name: St. Helens Industrial Business Park
RE: Parcelization Framework Report

Introduction

The City of St. Helens is interested in spurring new industrial development on its 200-acre industrial business park. In order to effectively facilitate redevelopment and market the business park to potential employers, the City needs to complete a Master Plan for the entire site. The St. Helens Industrial Business Park (SHIBP) Master Plan will promote regional economic development, by guiding industrial development and infrastructure development on one of the largest underutilized Industrial-zoned properties in the City. Industrial development will help restore family wage jobs, increase City utility revenues (reducing the burden on residents) and restore underutilized properties to the tax rolls. Because the site is within the Urban Renewal Agency, a federally designated Opportunity Zone, and the South Columbia County Enterprise Zone, St. Helens Industrial Business Park site preparation will stimulate further economic development and provide additional capacity for infrastructure spending.

The SHIBP Master Plan will assess existing physical conditions and development barriers, summarize pertinent information from previous plan documents and decisions, and define targeted industrial users, provide a framework for parcelization. A subsequent memorandum will develop a phased infrastructure funding plan.

Parcelization Framework

This draft parcelization framework is based on the following factors:

- **Access** – ability to provide vehicular access and circulation to the parcels, including semi-trucks with trailers.
- **In-water uses** – primarily operate in-water and require a small footprint.
- **Utilities** – access and capacity to provide utility services to the site.
- **Environmental constraints** – sufficient development area on each parcel free of Goal 5 habitat areas.
- **Potential users/desired parcel size** – a parcel size between two and five acres for small industrial users that can be consolidated for larger uses



Figure 1. Proposed Parcelization Framework



Parcel Considerations

The following is a description of factors that were considered when establishing parcels and issues that may still need to be addressed.

Parcel 1 has frontage on Old Portland Road and Kaster Road as well as unimproved right-of-way frontage on East Street and 7th Street. The proposed future roundabout at the intersection of Old Portland Road and Kaster Road may require a right-of-way dedication. Primary access to the site should be provided from 7th Street, as Kaster Road is a collector with a truck route status. An existing sanitary sewer line located within the 7th Street right-of-way would make a vacation of the right-of-way difficult. South 17th Street and East Street may have some right-of-way vacation potential with consideration for existing driveways. East street may be needed as a route outside of flood areas for critical facilities.

This parcel is being considered for locating a new St. Helens Police Station. The 500-year floodplain on the site may prohibit the development of critical facilities. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Light Industrial (LI)

Division Status: Already a legally separate property, surrounded by public right of way on all sides.

Parcel 2 has frontage on Kaster Road and 7th Street. A right-of-way vacation of the unimproved Fir Street, Park Street, Church Street, Terrace Street and East Street may provide additional area for development. Primary access to the site should be provided from 7th Street and/or Fir Street, as Kaster Road is a collector with a truck route status. An existing sanitary sewer line located within the 7th Street right-of-way would make a vacation of the right-of-way difficult. Fir Street has some potential for vacation, especially areas within significant (Goal 5) designated wetlands. Park Street and California Street appear to be vacation candidates; however, a sanitary sewer line close to or within the California Street right-of-way would make a vacation of the right-of-way difficult. A large wetland and associated 50-foot buffer impact the northern half of the site. It is assumed that the small wetland located on the parcel will be filled. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Light Industrial (LI)

Division Status: The east side of the site would require right-of-way vacations and a replat. Boundaries are clear on north, west and south sides due to existing rights-of-way.

Parcel 3 has frontage on Kaster Road. Fir Street and Park Street have potential for vacation, especially areas within significant (Goal 5) designated wetlands. A large wetland and associated 50-foot buffer impact the northern half of the site. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. Primary access to the site should be provided from Fir Street, as Kaster Road is a collector with a truck route status. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 3 is part of Parcel 1 of PP No. 2020-03. The west and north sides of the site would require right-of-way vacations and a replat. The parcel will require a subsequent land division.



Parcel 4 has frontage on Kaster Road and a proposed road. Franklin Street has potential for a vacation, with half of the right-of-way going to each abutting property owners. The portion of the right-of-way vacated to Parcel 4 has a delineated wetland. The configuration of the lot may create challenges for development. A large wetland and associated 50-foot buffer impact the western half of the site. It is assumed that the small wetland located on the parcel will be filled. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 4 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 5 has frontage on two proposed roads. A large wetland and associated 50-foot buffer impact the western half of the site. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The configuration of the site may not be conducive to a large development. The parcel is located within the area the City has identified as an area needing clearing and grading prior to development. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 5 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 6 has frontage on a proposed road which could be an extension of S. 13th Street. A large wetland and associated 50-foot buffer impact the western half of the site. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The parcel is located within the area the City has identified as an area needing clearing and grading prior to development. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: The majority of the site is zoned Heavy Industrial (HI) with a small portion in the northwest corner zoned Light Industrial (LI). A zone change could be considered.

Division Status: A portion of Parcel 6 is part of Parcel 1 of PP No. 2020-03, with a portion outside of Parcel 1. The site would require right-of-way vacations and a replat.

Parcel 7 has frontage on a proposed road which could be an extension of S. 13th Street. A large wetland impacts the eastern half of the site which has a 50-foot protection zone. It is assumed that the small wetland located on the parcel will be filled. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The parcel is located within the area the City has identified as an area needing clearing and grading prior to development. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: A portion of Parcel 7 is part of Parcel 1 of PP No. 2020-03. The site would require a replat and/or a land division.

Parcel 8 has frontage on a proposed road. A large wetland with a 50-foot protection zone impacts the western and eastern edges of the site. It is assumed that the small wetland located on the parcel will be filled. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The parcel is located within the area the City has identified as an area needing clearing and



grading prior to development. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: A portion of Parcel 8 is part of Parcel 1 of PP No. 2020-03, or it may be within a separate lot of record. The site would require a replat and/or a land division.

Parcel 9 has potential for access from the north either from 9th Street or 10th Street. Additional street improvements may be necessary. A large wetland and associated 50-foot buffer impact the western edge of the site. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The parcel is located within the area the City has identified as an area needing clearing and grading prior to development. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI), but if access is from the north a re-zoning to Light Industrial (LI) could be considered.

Division Status: Located within a separate lot of record. May require a replat or lot line adjustment.

Parcel 9a has potential for access from the north either from 9th Street or 10th Street. Additional street improvements may be necessary. A large wetland and associated 50-foot buffer impact the western edge of the site. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The parcel is located within the area the City has identified as an area needing clearing and grading prior to development. The site is not currently under City ownership but is considered a future expansion area. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI), but if access is from the north a re-zoning to Light Industrial (LI) could be considered.

Division Status: Located within a separate lot of record. May require a replat or lot line adjustment.

Parcel 10 has frontage on a proposed road. A large wetland and associated 50-foot buffer impact the eastern half of the site. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The parcel is located within the area the City has identified as an area needing clearing and grading prior to development. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: A portion of Parcel 10 is part of Parcel 1 of PP No. 2020-03. A portion of the site is outside of the Parcel 1 of PP 2020-03. The site would require a replat.

Parcel 11 has frontage on two proposed roads. It is assumed that the small wetland located on the parcel will be filled. The parcel is located within the area the City has identified as an area needing clearing and grading prior to development. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 11 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.



Parcel 12 has frontage on two proposed roads. It is assumed that the small wetland located on the parcel will be filled. The parcel is located within the area the City has identified as an area needing clearing and grading prior to development. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 12 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 13 has frontage on a proposed road. The parcel is located within the area the City has identified as an area needing clearing and grading prior to development. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 13 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 14 does not have right-of-way frontage. Frontage along the Multnomah Channel provides a unique opportunity for in-water based development. An easement is proposed for vehicular and utility access. Vehicular access may require a railroad crossing. A large wetland impacts the northern half of the site. This site could potentially be used as a regional storm facility location. The site is located within the 100-year floodplain and Columbia River Protection zone with a 75-foot buffer. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI) and Willamette Greenway

Division Status: Parcel 14 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 15 does not have right-of-way frontage. Frontage along the Multnomah Channel provides a unique opportunity for in-water based development. An easement is proposed for vehicular and utility access. Vehicular access may require a railroad crossing. The site is located within the 100-year floodplain and Columbia River Protection zone with a 75-foot buffer. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI) and Willamette Greenway

Division Status: Parcel 15 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 16 does not have right-of-way frontage. Frontage along the Multnomah Channel provides a unique opportunity for in-water based development. An easement has been provided for vehicular and utility access. Vehicular access may require a railroad crossing. The site is located within the 100-year floodplain and Columbia River Protection zone with a 75-foot buffer. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI) and Willamette Greenway



Division Status: Parcel 16 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 17 does not have right-of-way frontage. Frontage along the Multnomah Channel provides a unique opportunity for in-water based development. An easement has been provided for vehicular and utility access. Vehicular access may require a railroad crossing. The site is located within the 100-year floodplain and Columbia River Protection zone with a 75-foot buffer. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI) and Willamette Greenway

Division Status: Parcel 17 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 18 appears to have facilities currently in use by Cascade Tissue. These facilities will require private easements prior to formal parcelization. An easement has been provided for vehicular and utility access. Frontage along the Multnomah Channel provides a unique opportunity for in-water based development. Vehicular access may require a railroad crossing. The site is located within the 100-year floodplain and Columbia River Protection zone with a 75-foot buffer. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI) and Willamette Greenway

Division Status: Parcel 18 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 19 has an easement has been provided for vehicular and utility access. Vehicular access may require a railroad crossing. Frontage along the Multnomah Channel provides a unique opportunity for in-water based development. It is assumed that the small wetland located on the parcel will be filled. The site is located within the 100-year floodplain and Columbia River Protection zone with a 75-foot buffer. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI) and Willamette Greenway

Division Status: Parcel 19 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 20 appears to have facilities currently in use by Cascade Tissue. These facilities will require private easements prior to formal parcelization. Frontage along the Multnomah Channel provides a unique opportunity for in-water based development. Right-of-way frontage has extended across the site to provide access to the Port's property to the south. The site is located within the 100-year floodplain and Columbia River Protection zone with a 75-foot buffer. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI) and Willamette Greenway

Division Status: Parcel 20 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.



Parcel 21 is currently being used by ACSP. A proposed road will provide right-of-way access to the site. A landfill (South 80 Landfill) may impact any future development. A 20-foot utility and access easement follows along the south boundary of the property. A public utility easement bisects the property in half.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 21 is Parcel 2 of PP No. 2020-03.

Parcel 22 can be accessed by the 20-foot access and utility easement that follows the southern boundary of Parcel 21.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 22 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 23 is currently in use by Cascade Tissue. Further parcelization may be achievable if Cascade Tissue consolidates operations.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 23 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 24 is currently in use by Portland General Electric. Access is currently from a public access easement recorded with PP 2020-03. An expansion of the facilities is proposed on the parcel. It is assumed that the small wetland and channel on site will be filled.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 24 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 25 has frontage on Kaster Road and a proposed road. It is assumed that the existing private drive currently used will be decommissioned. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 25 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 26 has frontage on Kaster Road. It is assumed that the existing private drive utilized by the mill and other users will be decommissioned. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 26 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 27 has frontage on Kaster Road and a proposed road. It is assumed that the existing private drive currently used by the mill will be decommissioned. The Milton Creek protection zone requires a 50-foot buffer. Wetland and riparian protection zones may be less depending on pre-existing impacts



to the buffers. A 20-foot wide pedestrian easement is proposed through the site for a proposed trail. Easement is not actual alignment. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 27 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 28 is currently in use by the City for a recreational facility. Redevelopment of the site as an RV park is being considered. The site has frontage on Old Portland Road and Kaster Road. Access will need to be provided from Kaster Road. The proposed future roundabout at the intersection of Old Portland Road and Kaster Road may require a right-of-way dedication. The Milton Creek protection zone requires a 50-foot buffer. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. A 20-foot wide pedestrian easement is proposed through the site for a proposed trail. Easement is not actual alignment. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Light Industrial (LI)

Division Status: Parcel 28 is already a legally separate lot.

Parcel 29 has frontage on a proposed road. A small wetland impacts the northern portion of the site. It is assumed that the small wetland located on the parcel will be filled. The Milton Creek protection zone requires a 50-foot buffer along the western boundary. A 20-foot wide pedestrian easement is proposed through the site for a proposed trail. Easement is not actual alignment. The site is located within the 100-year and 500-year floodplain. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The City is exploring options for an RV park on this parcel. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 29 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 30 has frontage on two proposed roads. The site is located within the 100-year and 500-year floodplain. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 30 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 31 has frontage on two proposed roads. The Milton Creek protection zone requires a 50-foot buffer along the western boundary. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The site is located within the 100-year and 500-year floodplain. A 20-foot wide pedestrian easement is proposed through the site for a proposed trail. Easement is not actual alignment. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)



Division Status: Parcel 31 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 32 has frontage on a proposed road. The Milton Creek protection zone requires a 50-foot buffer along the western boundary. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The site is located within the 100-year and 500-year floodplain. A 20-foot wide pedestrian easement is proposed through the site for a proposed trail. Easement is not actual alignment. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 32 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 33 has frontage on a proposed road. The Milton Creek protection zone requires a 50-foot buffer along the western boundary. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The site is located within the 100-year and 500-year floodplain. A portion of the parcel is outside of the study area for Department of State Lands Wetland Determination WD 2019-0324. A 20-foot wide pedestrian easement is proposed through the site for a proposed trail. Easement is not actual alignment. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 33 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 34 has frontage on a proposed road. The Milton Creek protection zone requires a 50-foot buffer along the western boundary. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. A portion of a large wetland and associated 75-foot wide protection buffer are located in the southern corner of the site. The entire parcel is outside of the study area for Department of State Lands Wetland Determination WD 2019-0324. The site is located within the 100-year and 500-year floodplain. A 20-foot wide pedestrian easement is proposed through the site for a proposed trail. Easement is not actual alignment. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 34 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 35 has frontage on a proposed road. The Milton Creek protection zone requires a 50-foot buffer along the western boundary. A large wetland and associated 75-foot wide protection buffer are located in the southern half of the site. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The entire parcel is outside of the study area for Department of State Lands Wetland Determination WD 2019-0324. The site is located within the 100-year and 500-year floodplain. A 20-foot wide pedestrian easement is proposed through the site for a proposed trail. Easement is not actual alignment. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)



Division Status: Parcel 35 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 36 has frontage on a proposed road. A large wetland and associated 75-foot wide protection buffer are located in the eastern half of the site. Wetland and riparian protection zones may be less depending on pre-existing impacts to the buffers. The entire parcel is outside of the study area for Department of State Lands Wetland Determination WD 2019-0324. The site is located within the 100-year and 500-year floodplain. A 20-foot wide pedestrian easement is proposed through the site for a proposed trail. Easement is not actual alignment. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

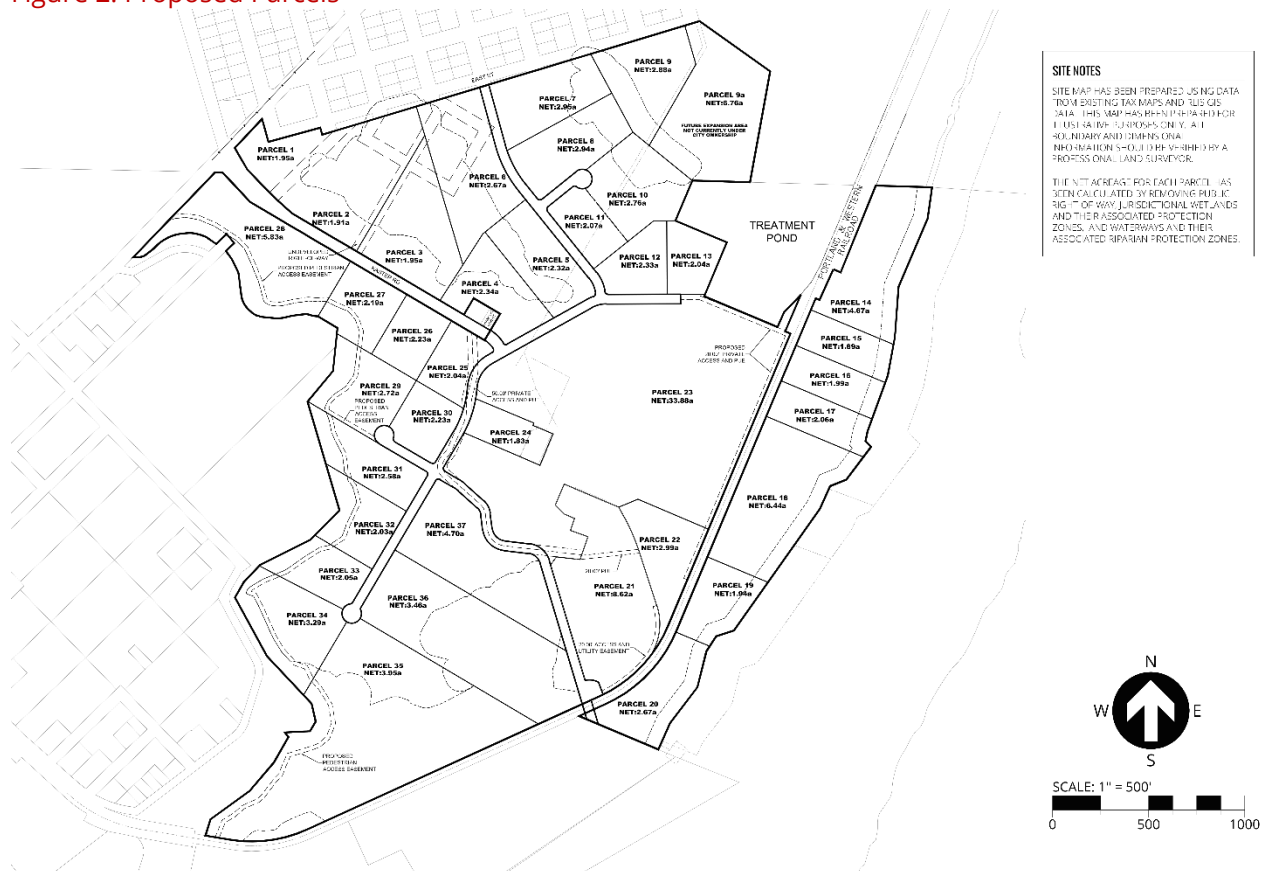
Division Status: Parcel 36 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

Parcel 37 has frontage on two proposed roads. A small wetland has been delineated on the site. The site is located within the 100-year and 500-year floodplain. Parcels may be combined with abutting parcels to accommodate larger users where applicable.

Zoning: Heavy Industrial (HI)

Division Status: Parcel 37 is part of Parcel 1 of PP No. 2020-03. The parcel will require a subsequent land division.

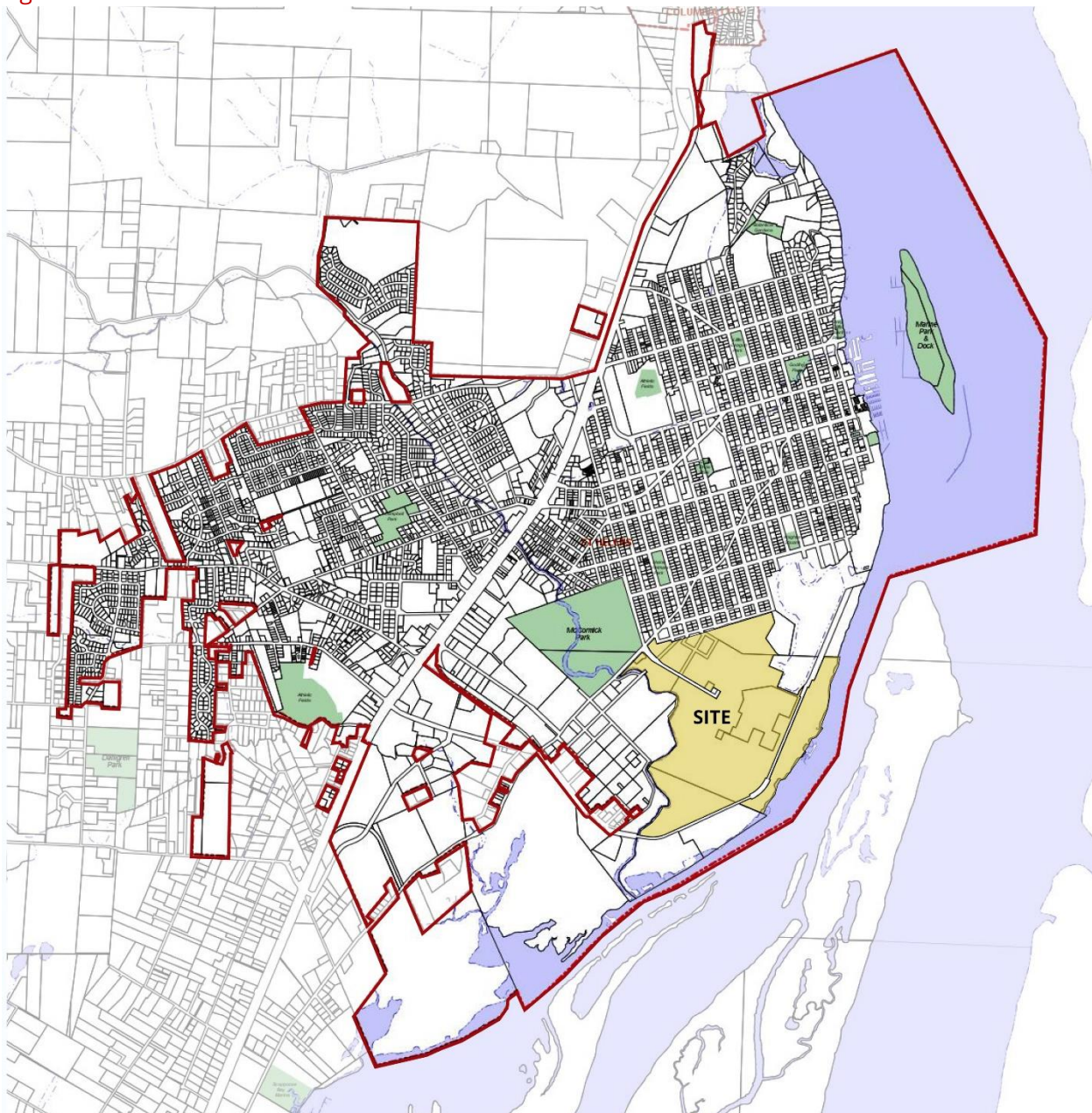
Figure 2. Proposed Parcels



Existing Conditions of the Site

The St. Helens Industrial Business Park is 205-acre property located at 1300 Kaster Road, on the banks of the Multnomah Channel of the Willamette River, and one mile east of Highway 30 (Figure 3). A portion of the site's northwestern boundary runs along Old Portland Road. Portland & Western Railroad tracks run parallel to the river along the eastern boundary. Milton Creek meanders along the northern portion of the western boundary and into the adjacent Port of Columbia County property. The SHIBP is on a 225-acre brownfield site purchased the City in 2015, shortly after Boise White Paper Mill ceased operations on the site.

Figure 3. Site Location



Current Uses

The SHIBP consists of parcels comprised of open spaces, paved areas, outdoor storage areas, loading areas, ditches, and pipes. There are approximately 20 structures on the site. Several uses currently operate on the property. Cascade Tissue Group, a tissue manufacturer, is the primary user, occupying about 24 acres of the site, as shown in Figure 4. While operations have been scaled down, the paper processing mill still utilizes several existing buildings and facilities. ACSP LLC, an indoor commercial agricultural facility, operates on 8.62 acres of the site. Portland General Electric (PGE) has an easement for a substation, though the current substation is inadequate. PGE plans to expand and upgrade the substation. These uses are clustered toward the center of the site.

Other uses on the site are located in the northwest portion of the site along Kaster Road. The St. Helens Recreation Center is located on the south side of Kaster Road at the intersection with Old Portland Road. The recreation center is owned and operated by the City of St. Helens. Several softball fields are located further east along Kaster Road. An old Association of Western Pulp and Paper Workers Union building is located at the eastern terminus of Kaster Road. This site is not under City ownership currently.

Other Site Features

- Access and utility easements: a 50-foot access easement located southeast of the Cascade Tissue facilities provides access to the ACSP site, A 20-foot access and utility easement along the south end of the ACSP site, and a public utility easement bisecting the site.
- Right-of-Way: Kaster Road is the only improved right-of-way on site. Several unimproved right-of-way streets have been platted on site. These include Fir Street, Church Street, Terrace Street, Park Street, California Street, East Street and 7th Street. The Portland and Western Railway right-of-way runs parallel to the Multnomah Channel, bisecting the site.
- Treatment Pond – a 39-acre wastewater treatment facility and lagoon, located just north of the SHIPB along the Multnomah Channel. The City is considering a redevelopment of the site as part of the Central Waterfront Redevelopment Project.
- Topography: The site generally slopes down from Old Portland Road towards the Multnomah Channel. Several rock outcroppings exist in the northern portion of the site.



Figure 4. Existing Conditions Map



Comprehensive Plan and Zoning Designations

Comprehensive Plan

The St. Helens Comprehensive Plan includes goals and policies related to land use within the SHIBP.

Heavy Industrial Category

Goals:

- To establish large tracts of land where manufacturing and industrial operations of an intensive or heavy character may be carried out with minimal impact upon the community.
- To provide suitable sites where transportation, including employee carpooling, public utilities, and other special industrial requirements, such as the disposal of waste materials, can be met.

Policies:

- Apply this category to areas that already have existing heavy industry or can serve such industry with adequate rail, river or highway access.
- Ensure that the size, location and boundary conditions of heavy industrial areas are such that surrounding residential areas are protected.
- Follow a site design review process for heavy industrial activity to ensure proper setback, screening and buffering, and adequate consideration of significant fish and wildlife habitats; screening and buffering are particularly important for unsightly areas which can be viewed from arterials or adjoining residential areas.
- Ensure that heavy industrial operations have sufficient space for employee and truck parking, loading, maneuvering and storage.
- Designate sufficient land for heavy industrial purposes to meet estimated future needs and preserve these areas for such activities by excluding unrelated uses which would reduce available land and restrict the growth and expansion of industry and consider adding additional lands when the need for a specific site becomes known.
- Activities which have no off-site effects will be allowed in this area; heavy industrial activities with off-site noise, odor, air pollution or vibrating effects may be required to increase the setback from a property line.

Light Industrial Category

Goals:

- To provide a place for smaller and/or less intensive industrial activities where their service and transportation requirements can be met, and where their environmental effects will have minimal impact upon the community.

Policies:

- Apply this category where light industrial concerns have become established and where vacant industrial sites have been set aside for this purpose.
- Encourage preserving such designated areas for light manufacturing, wholesaling, processing and similar operations by excluding unrelated uses which would reduce available land and restrict the growth and expansion of industry.
- Ensure that light industry operations have adequate space with respect to employee and truck parking, loading, maneuvering and storage.
- Follow a site design review process for light industrial activity to ensure proper setbacks as well as screening and buffering, particularly for unsightly areas which can be viewed from



arterials or from adjoining residential areas; in contemplating the setbacks, consideration should be given to the effect of the activity on significant fish and wildlife areas.

Community Development Code

The St. Helens Community Development Code establishes standards and procedures governing the development and use of land in the city of St. Helens and to implement the St. Helens Comprehensive Plan. As shown in Figure 5, assigned zoning districts in the SHIBP are concurrent with Comprehensive Plan designations. The following standards and procedures pertain to zoning districts within the SHIBP.

Heavy Industrial

The Heavy Industrial zone allows for intensive manufacturing activities including fabrication, processing, or assembling of semi-finished or finished products from raw materials, outdoor storage areas, and the storage of heavy equipment. It is also intended to provide locations for activities that need to be separated from more easily impacted activities such as schools, churches, etc. Standards are determined by the proximity to residential zones and the anticipated off-site impacts and include noise, vibrations, glare, odor, smoke, and gases/chemicals. The maximum height within 100 feet of any residential zone is 35 feet.

Light Industrial

The light industrial zone allows for general industrial use including light manufacturing and related activities with few, if any, nuisance characteristics such as noise, glare, and smoke. It permits manufacturing, processing, assembling, packaging or treatment of products from previously prepared materials and discourages residential and limited commercial uses. Standards are determined by the proximity to residential zones and the anticipated off-site impacts. The maximum height within 100 feet of any residential zone is 35 feet.

Willamette Greenway

The Willamette Greenway (WG) zone protects, conserves, enhances and maintains the natural, scenic, historical, agricultural, economic, and recreational quality of lands along the Willamette River. The WG zone is a superimposed zone to be used in combination with the existing underlying zone.

Within the WG zone, development shall be directed away from the Willamette River to the greatest practicable degree. However, lands committed to urban uses are permitted to continue, and intensification or development associated with existing or historical urban uses is allowed subject to the approval of the director. Urban uses are industrial and commercial activities including facilities relating to the production, storage and transportation of timber and paper products.

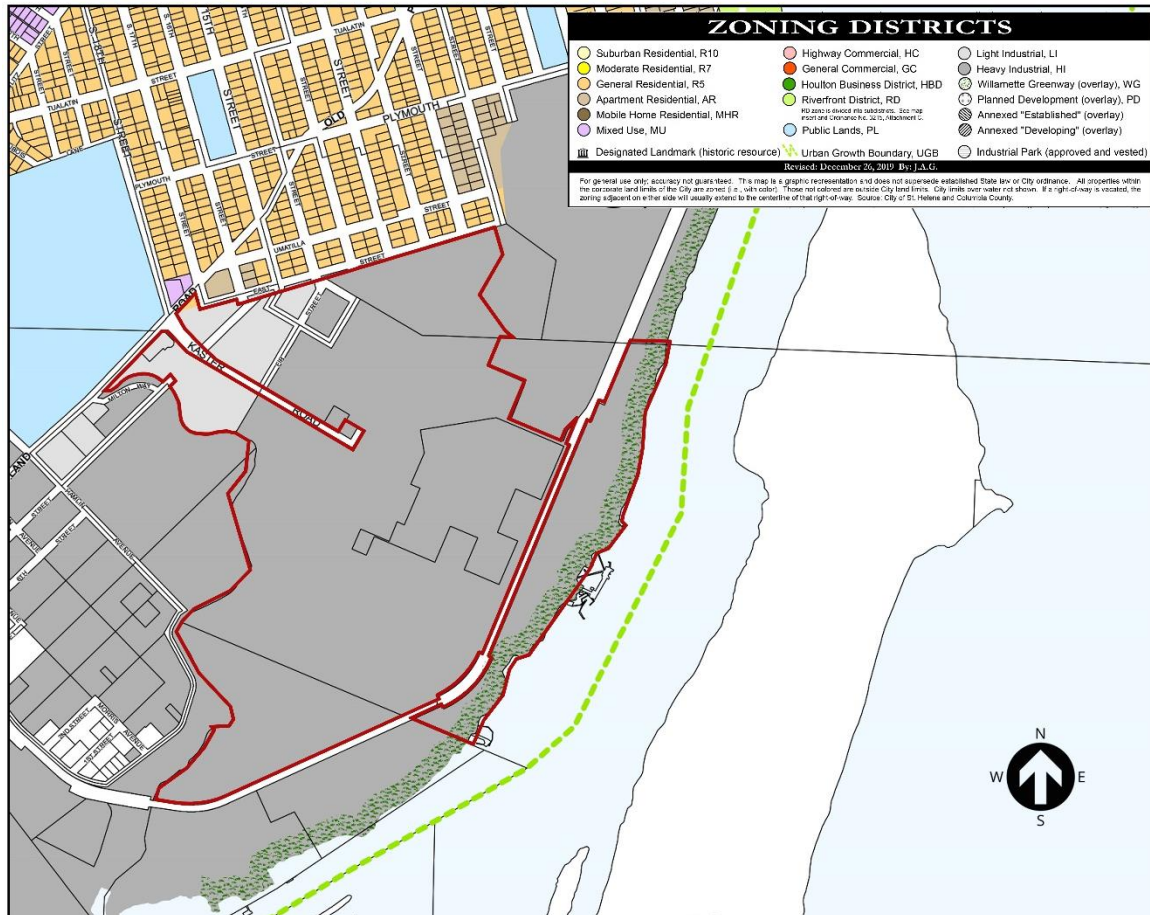
In evaluating a proposal, the director shall take into consideration the proposed activity's impact on fish and wildlife, public access, safety, and the vegetative fringe. The director may impose a setback in the WG zone if he/she believes these aspects have not been reasonably taken into account. Non-water-dependent and non-water-related uses shall be set back 150 feet from the river bank.

In areas in which there are industrial and commercial activities, public access is discouraged when there is a potential for physical harm to members of the public. Allowed activities will provide



maximum practicable landscaping, aesthetic enhancement, open space or vegetation between the activity and the Willamette River.

Figure 5. Zoning Map



Buildable Lands

The majority of the site, approximately 186 acres, is zoned Heavy Industrial. Approximately 15 acres to the south of Old Portland Road and to the east and west of Kaster Road are zoned for Light Industrial use. Upland areas along the waterfront are subject to the Willamette Greenway overlay.

Zone	Abbreviation	Acres
Heavy Industrial	HI	185.8
Light Industrial	LI	15.4

Transportation

Streets

Primary access to the site is provided from Old Portland Road. Old Portland Road is classified as a minor arterial and is maintained under City jurisdiction. The right-of-way section is currently 60-feet and has been improved with two vehicle travel lanes and designated bicycle lanes on either side. Kaster Road, a dead-ended collector road, provides access from Old Portland Road to several parcels on site. A private access drive owned and maintained by the Cascade Tissue Group connects at Kaster Road and functions as the primary entrance into the site.

The intersection of Old Portland Road and Kaster Road is signalized; however, the signal is not operating under current standards. Multiple improvement options have been considered to bring the intersection into compliance. The preferred option would be a four-leg roundabout at the intersection, as proposed within the Riverfront Connector Plan (Figure 6).

Figure 6. Preferred Old Portland Road and Kaster Road Intersection Improvement Option



There are several unimproved right-of-way sections on site which may potentially be vacated for future development. Fir Street, Church Street, Terrace Street and Park Street are unimproved and do not have known utilities located within the right-of-way. East Street and 7th Street have underground utilities that would need to be considered before vacating. An existing 50-foot access easement just south of the Cascade Tissue facility provides access to the ACSP, LLC lease area. A 20-foot wide access and utility easement located along the south end of the ACSP site provide access along the south of the site.

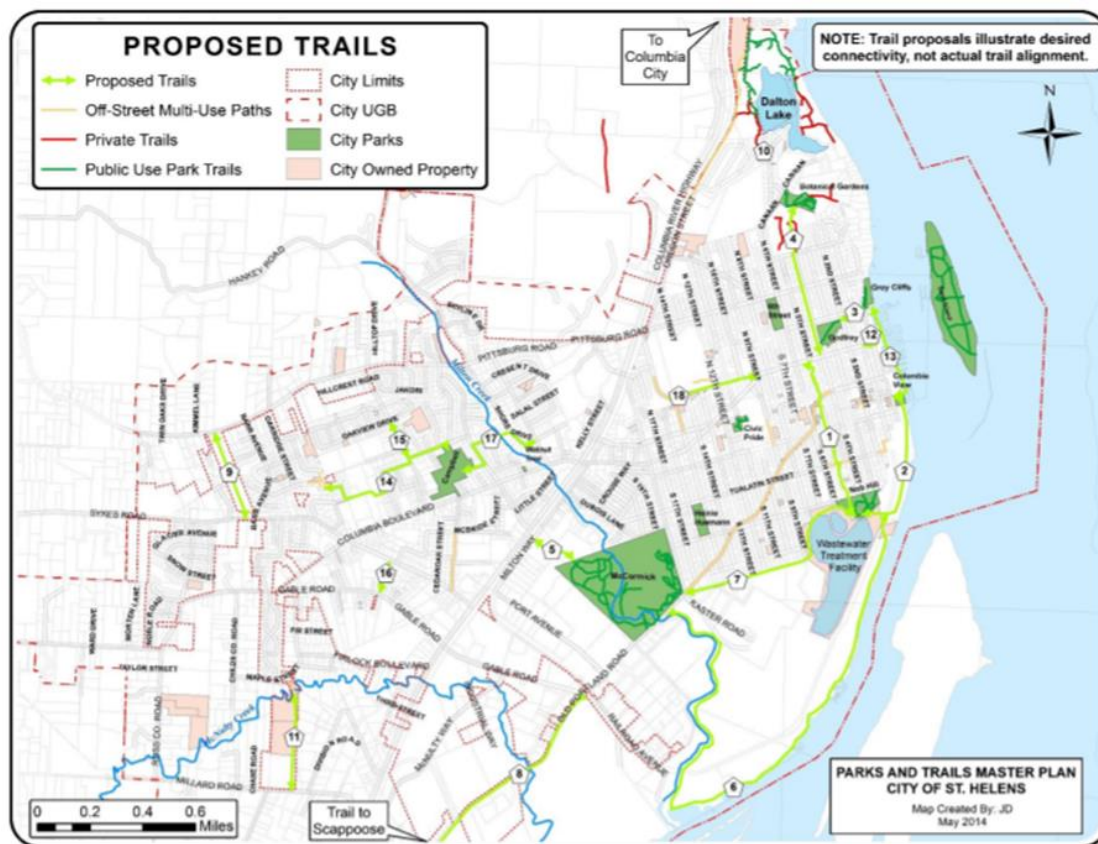
Railway

The site is bisected by an operational railspur run by Portland & Western Railroad which dead-ends at the site.

Trails

An existing shared use pathway runs along the east side of Old Portland Road. There are also several proposed shared use paths and trails within parks located adjacent to the study area roadways, including McCormick Park, Nob Hill Nature Park, and Columbia View Park. Milton Creek Trail, a regional trail, follows Milton Creek from McCormick Park to the Riverfront. The East Street Trail, a local access trail, connects the McCormick Park trails to the Nob Hill Nature Park Trails. A trail connection following the Milton Creek and connecting at the waterfront downtown through the site has been shown on the City's Parks and Trails Master Plan (Figure 7).

Figure 7. Trails Master Plan Map



Environmental Conditions

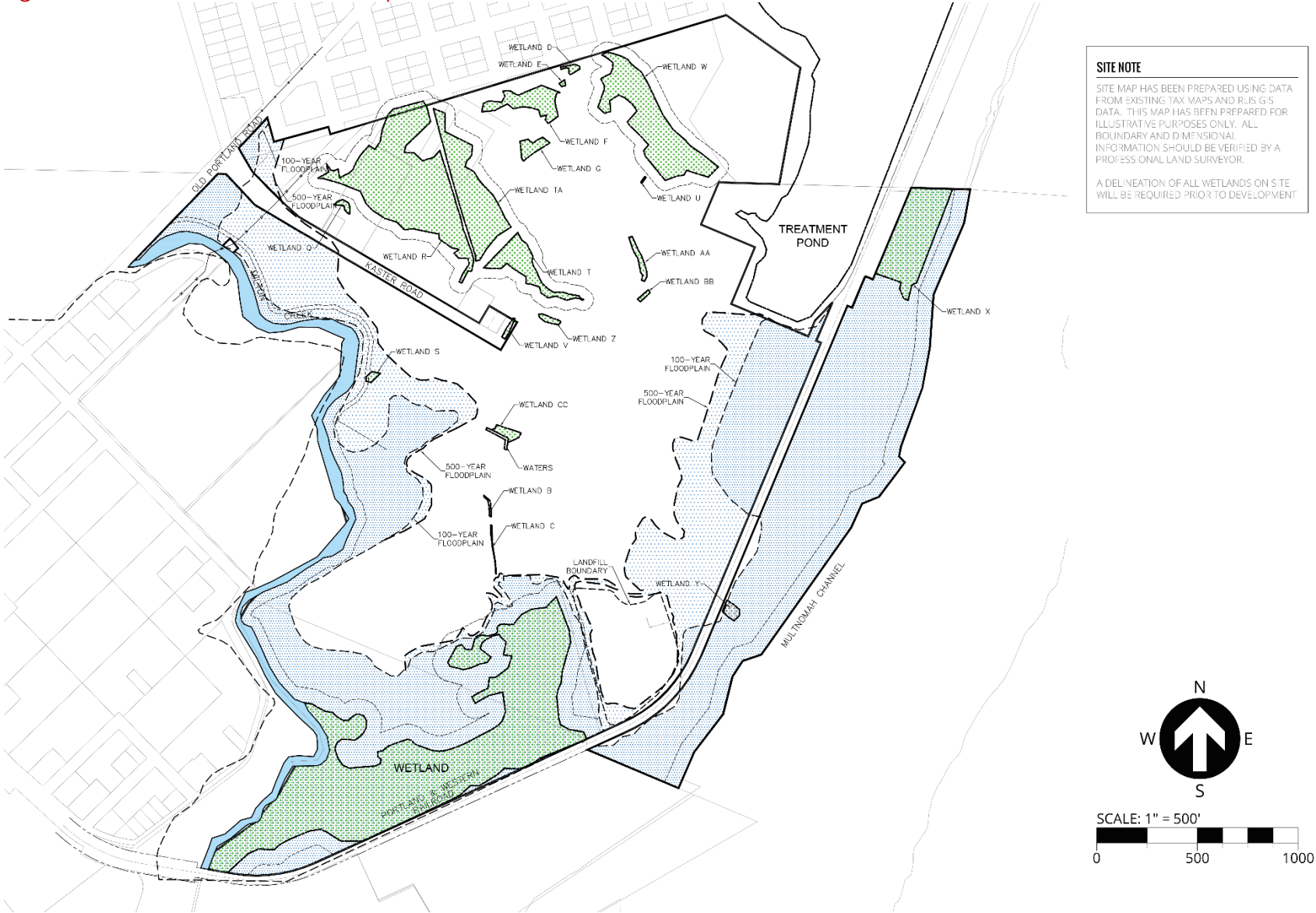
The SHIPB site is located along the Multnomah Channel, a distributary of the Willamette River. Milton Creek, an essential salmonid stream, runs along the eastern perimeter of the property, continuing in McCormick Park, north of Old Portland Road. Milton Creek terminates south of the SHIPB site at the Multnomah Channel. The Multnomah Channel and Milton Creek riparian areas are identified as Statewide Planning Goal 5 resources. The City's Goal 5 riparian corridor areas include water areas, fish habitat, adjacent riparian areas and wetlands within the riparian boundary area, and significant wetlands identified by the city. The site is mapped with 100-year and 500-year floodplains associated with the Multnomah Channel and Milton Creek waterways. A wetland delineation of the majority of the SHIPB site was prepared by Wetland Solutions Northwest, LLC "(WD 2019-0324)". Within the study area, 19 wetlands, a waterway and the Milton Creek high water line were delineated. The delineated wetlands identification and size has been listed in the table below and Figure 8. The additional wetlands or areas with potential wetlands will need to be delineated prior to development of the site. The protection zones for the significant Goal 5 wetlands have not been included in the area calculations of each wetland below.

Potentially Jurisdictional Feature	Size (Acres)
Wetland B	0.02
Wetland C	0.02
Wetland D	0.05
Wetland E	0.01
Wetland F	0.72
Wetland G	0.19
Wetland Q	0.05
Wetland R	5.31
Wetland S	0.05
Wetland T	0.83
Wetland U	0.01
Wetland V	0.04
Wetland W	2.84
Wetland X	1.48
Wetland Y	0.12
Wetland Z	0.06
Wetland AA	0.12
Wetland BB	0.03
Wetland CC	0.12
Total Wetland Area	12.07

The SHIPB site has known and suspected contamination as a result of the historical use as an industrial paper mill. An existing landfill located on the site is approximately 5.3 acres in size. The landfill is located entirely within the ACSP lease agreement area (Figure 8). Boise White Paper has an Environmental Indemnification Agreement with the City to address existing or discovered contamination on the site.



Figure 8. Environmental Constraints Map



Existing Utilities

The existing utility assessment and map were prepared through a review of documentation provided by the City, meetings with key stakeholders and a site visit. The following is a description of the existing public water, stormwater, sewer, and power infrastructure providing service to the site. The site has been divided into four quadrants for ease of discussion (Figure 9).

Water

There are existing 6" public water mains that run along S. 18th Street and Old Portland Road. These water mains intersect at the Old Portland Road and S. 18th Street intersection. The 6" public main then extends down Kaster road for approximately 400-feet, where it then enlarges to an 8" main and continues for another 1,000-feet before it terminates at the water meter for Cascade Tissue. Additionally, there is a raw water intake owned by the City of St. Helens at the southwest side of the site within the Multnomah Channel that is the source of process water supply for Cascade Tissue.

The existing static pressure at the Cascade Tissue water meter is 96-psi. Water flowrates for industrial and fire supply will need to be modeled for each parcel to confirm serviceability to the potential future industrial users onsite. It should be noted that the fire flow will likely be the limiting factor for supply due to high flow requirements required by the local fire district. It should also be noted that looping the water system onsite can aid in providing adequate water supply at desired pressure.

Stormwater

Stormwater onsite is collected and conveyed through a series of ditches, catch basins, and stormwater pipes. The Stormwater Pollution Control Plan divides the site into four quadrants. Quadrant 1 does not contain any mill process area and drains to an outfall in the Multnomah Channel. Quadrant 2 does not contain any mill process area and drains to an outfall in Milton Creek. Quadrant 3 and 4 are process areas and are treated onsite prior to discharging to the Columbia River. See Figures 1-6 from the Stormwater Pollution Control Plan (Appendix A) for additional information on stormwater drainage patterns.

Stormwater treatment for future development can either be handled by each parcel or with a regional stormwater treatment facility. Providing a regional stormwater treatment facility could both ensure stormwater facilities are properly maintained and make parcels more attractive. Having a regional facility located near the waterfront would allow existing drainage patterns to be utilized without the addition of a stormwater pump station.

Figure 9. Quadrant Map



Sanitary Sewer

There is an existing 24" public gravity sanitary sewer line flowing from southwest to northeast that runs along the 7th Street right-of-way. This gravity main enlarges to 27" just east of Kaster Road. The

sanitary main then continues by routing along the East Street right-of-way. This main then upsizes to 33" and continues along the northern boundary of Parcels 6, 7, 8, and 9. Additionally, there is a 15" main which flows to the north and terminates in Kaster Road approximately 310-feet south of the Old Portland Road and S. 18th Street intersection. All future development will be required to connect to the public sanitary sewer system.

The site drains from northwest to southeast, with a change in elevation of approximately 37-feet. There is an existing private wastewater treatment facility onsite which handles the process wastewater from Cascade Tissue and ACSP's pre-existing lavatory waste. DEQ requires that only the pre-existing mill will be able to discharge directly to the Wastewater Treatment Plant.

To provide sewer service to future development, a sewer pump station will be needed. This sewer pump station will likely need to be located near the waterfront as existing drainage patterns dictate gravity sewer drainage. The gravity sewer piping will need to follow the alignment of the proposed roadways and drain down to the sewer pump station location. The force main can be routed along existing and/or proposed roadways to deliver the flow to the public sewer system. No current capacity issues are noted on the existing public gravity sewer mains. All future development will be required to connect to the public sanitary sewer.

Electrical Power, Natural Gas, and Communications

Electrical power is serviced by Portland General Electric (PGE). There is an existing substation onsite which is leased by PGE. The City of St. Helens is serviced by Northwest Natural Gas. The location of the nearest communication lines (including telephone, fiber, cable) for franchise utilities are unknown.

No issues are anticipated to provide electrical power, natural gas, or communications (including telephone, fiber, cable) for future development. It is anticipated that these utilities will be provided in a combined private utility trench within the public right-of-way or utility easements.



Figure 10. Quadrant 1 Utilities Map (Figure 3 from 2017 SWPCP)

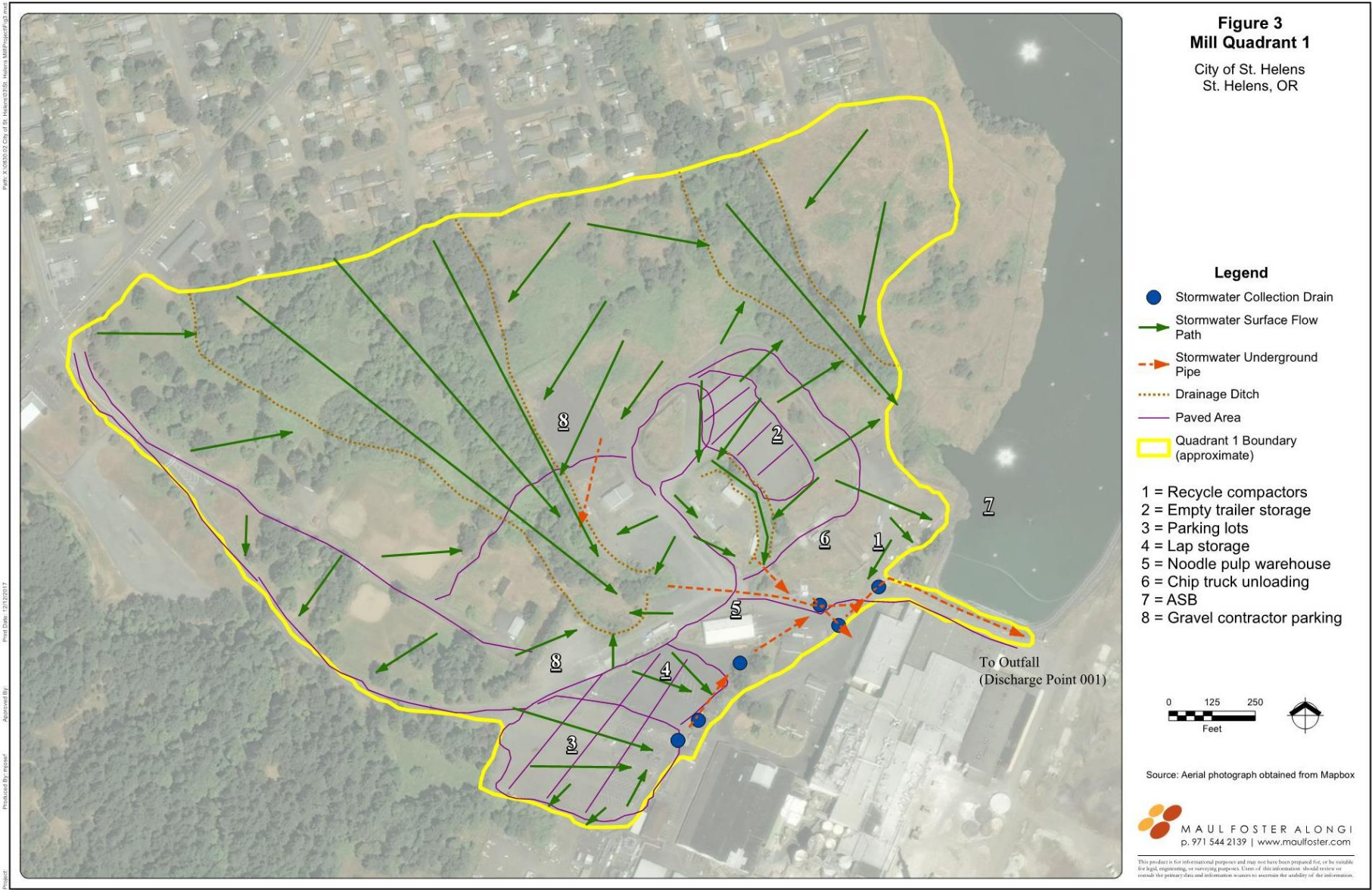


Figure 11. Quadrant 2 Utilities Map (Figure 4 from 2017 SWPCP)

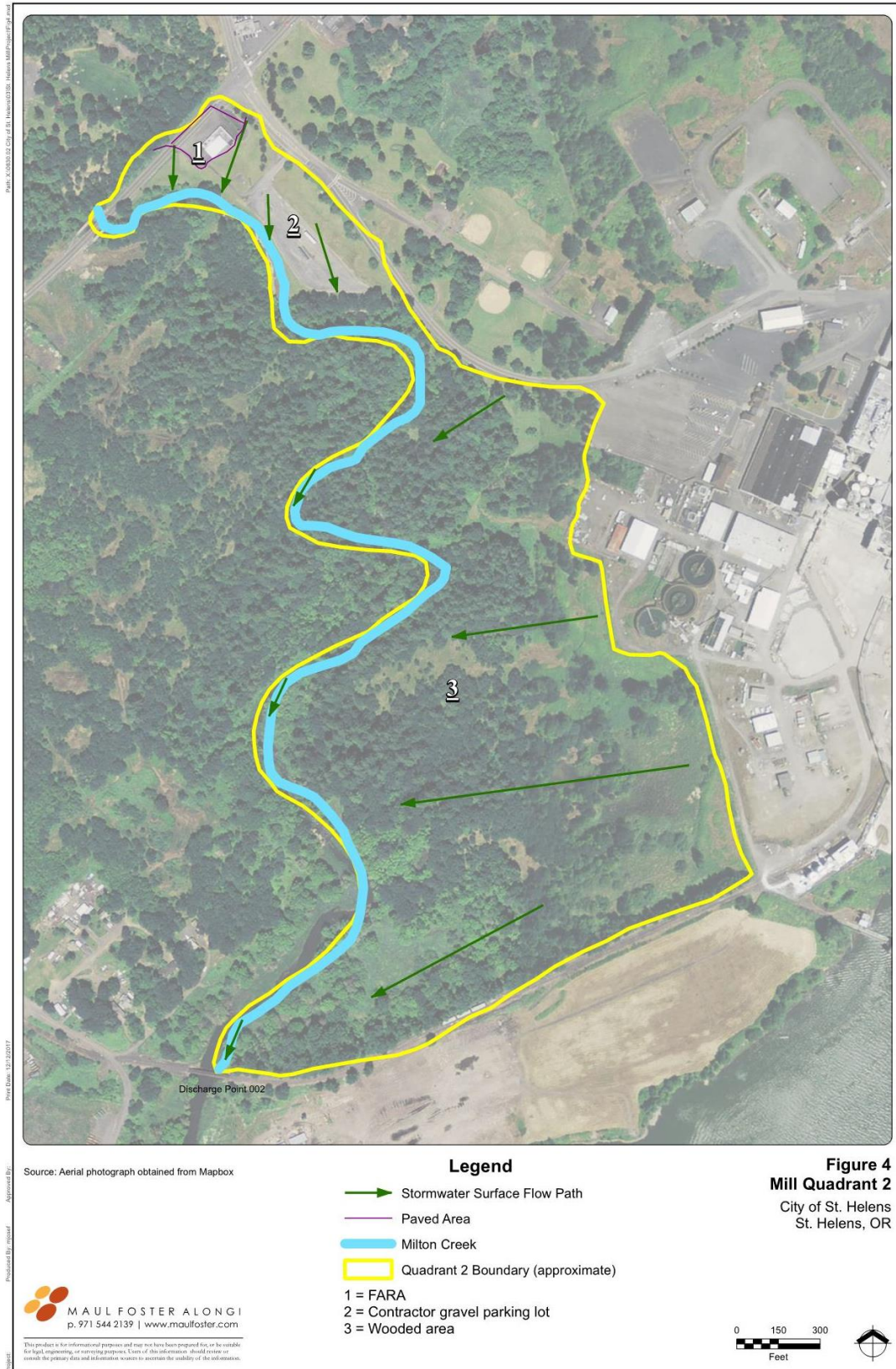


Figure 12. Quadrant 3 Utilities Map (Figure 5 from 2017 SWPCP)



Figure 13. Quadrant 4 Utilities Map (Figure 4 from 2017 SWPCP)



Waterway Lease

The City has an existing waterway lease along the Columbia River boundary of the property with a sub-lease agreement with Wilsonville Concrete.

Figure 14. Oregon DSL Waterway Lease Map – Parcels 1, 2, 3, 4 and 5



Updated Market Analysis

This analysis updates an existing market analyses to inform potential parcel size and industrial users, including potential water-related users, based on the regional industrial climate.

ECONOMIC OUTLOOK IN THE MIDST OF THE COVID-19 PANDEMIC

This report was drafted in the Spring of 2020. As of this draft, the Covid-19 virus has created a global pandemic that has resulted in entire sectors of the economy being put on pause. Short- to intermediate-term impacts on the economy remain uncertain, although disruptions in commercial and industrial market fundamentals are expected. Over the long-term horizon of which the study area will build out, prevailing demographic and economic trajectories will have greater influence than cyclical variations or economic shocks. As such, this analysis assumes a return to long-term economic stabilization.

In 2015, ECONorthwest conducted extensive market analysis for the business park as part of a larger economic analysis of the proposed new transportation connection from Highway 30 to the Riverfront District. At that time, a declining manufacturing sector had led to a decrease in employment and wages in St. Helens, and most people commuted out of the area for work. A key finding is that the City and its partners should focus finding strategies for keeping workers in St. Helens, especially in growing companies. One recommendation from that analysis is to conduct extensive analysis of the site's existing conditions, including parcel "shovel-readiness," site constraints, and identifying the location(s) of developable pockets of parcels.

The consultant team prepared an updated look at user needs in Columbia County to inform the Master Plan's parcelization plan and infrastructure funding plan by compiling U.S. Census Quarterly Census of Employment and Wages data for Columbia County and conducting five stakeholder interviews with local economic development stakeholders, including the Port of Columbia County, the City of St. Helens, Oregon Manufacturing Innovation Center (OMIC), Columbia-Pacific Economic Development District (Col-Pac), and local industry representatives.

What has changed over the past five years?

From 2015 to early 2020, the Portland region's employment grew, and the economy continued to diversify and broaden its base. While the region does specialize in some sectors, like semiconductors and the outdoor apparel cluster, the region's evolving industrial structure is matching trends with the country.¹ At the same time, the urban-rural economic divide has grown, and Columbia County experienced both spillover effects of growth from the Portland region, and continued impacts from its transition away from a timber-dependent economy.

Key developments in Columbia County include:

¹ Lehner, Josh. Industrial Diversification in Oregon. March 13, 2019. Oregon Office of Economic Analysis Blog. <https://oregoneconomicanalysis.com/2019/03/13/regional-business-cycle-exposure-pt-2/>



- The Oregon Manufacturing Innovation Center was established in Scappoose, bringing new talent and attention to the area and driving interest in the county's industrial land.
- Portland Community College broke ground on its workforce training center adjacent to OMIC.
- Cascade Tissue affirmed its long-term presence in the Columbia County, opening a 285,000 square foot facility in Scappoose.
- As target industries have changed, there has been a shift in focus from heavy industry users and larger 20+ acre industrial parcels to smaller parcels and light industrial users.
- At the SHIBP, the City has welcomed one new user to the site (ACSP, LLC), along with several new development proposals and ideas.

In February 2020, the COVID-19 pandemic hit the United States. After 11 years of economic expansion, the social distancing required by the pandemic has precipitated massive layoffs, supply chain disruptions, and stay-at-home orders in the Pacific Northwest. The pandemic has the potential of leading to a recession, the extent or depth of which is not currently known.

What is the industrial landscape in St. Helens?

Small firms comprise the majority of industrial businesses, and there is a diverse business mix within industrial areas.

The United States Census Quarterly Census of Employment and Wages (QCEW) from 2018 data on firms provides an updated overview of the industrial landscape in St. Helens and Columbia County, we evaluated. Key findings from this analysis include:

- About a quarter of Columbia County's employees work in industrial sectors. Overall, the County has 2,959 employees working in industrial sectors, and 1,633 employees working in manufacturing.
- Among traditional industrial sectors², the majority of firms (83%), have fewer than 15 employees.
- Large heavy manufacturing firms in the city are concentrated in legacy industries including fabricated metals, paper, and packaging materials.
- Some retail and other services (i.e. maintenance, repair, equipment leasing) have located in industrial areas, showing there is demand beyond traditional industrial sectors.
- Many businesses in St Helens are home businesses operating out of outbuildings on large parcels that also include a metal structure. Nearly the entire construction sector functions in these spaces.

² Construction, manufacturing, wholesaling, transportation, and warehousing.



Who are the potential users of the St. Helens Industrial Business Park? What size sites do they need?

Small footprint users are the most likely candidates for the site.

The 2015 Columbia County Market Analysis posited that the business park would be “best situated to capture spillover light industrial industry from Portland, as well as growing light industries located in the region that need more space.” Based on findings from the 2020 interviews, this remains true.

The market for smaller footprint industrial uses is a function of both supply and demand. The quantitative data on existing businesses and qualitative input from interviewees suggest a market for small- to mid-sized firms in the area. Potential industries cited in interviews included light manufacturing, bulk commodities, natural resources (biomass and off-products), and recycling / green industry.

There may be opportunities for speculative development.

However, due to their scale, many small footprint users are not interested in owner-occupied or build-to-suit spaces. This falls in line with the supply constraints in the market. Interviewees state that it is generally not feasible to develop industrial buildings smaller than 30,000 sq. ft. This is because small buildings are not capable of absorbing costs associated with providing transportation access and utilities or addressing onsite development constraints. These factors show that there may be market opportunities for some speculative development in St. Helens, which was also affirmed through the interviews. Under stable market conditions, we would expect supportable demand for a 30,000 to 50,000 sq. ft. speculative light industrial building. Speculative projects in similarly positioned markets (Port of Kalama, Port of Camas/Washougal) are recent precedent successes. However, these recent successes preceded the economic implications of the COVID-19 pandemic. In the near-term, we would expect low rates of new business formation and/or expansion resulting from more measured market growth, access to capital, and appetite for risk. Increases in industrial vacancies will likely deteriorate market conditions further. Collectively these factors will likely delay pace the timing of market support for speculative industrial development well into the post COVID-19 recovery.

Light manufacturing is a likely target industry.

Interviewees cite the need for a critical mass of integrated businesses which can help to shorten the supply chain so that local businesses can source locally. Interviewees cite several factors that set up to complement a light industrial manufacturing industry in St. Helens: favorable local government regulations, the area’s strategic location close to the I-5 corridor but on the less trafficked Highway 30 corridor, and strong local workforce that currently commute to Portland and to a lesser extent Hillsboro. In addition, the City’s efforts to revitalize downtown and the waterfront may help to attract new residents who seek a vibrant, small-town experience. Each of these factors may contribute to some spillover from the Portland region of manufacturers looking for room to grow.

Potential manufacturing sectors may include specialty manufacturing and manufacturers that are complementary industries to current businesses, including industries that can cluster with Cascade Tissue. These users have demonstrated market interest along the Lower Columbia, ranging from Scappoose to Port Westward and at the Port of Kalama in Washington State.



Key takeaway: Uses would skew to smaller two- to five-acre parcels, but some users may be in need of larger ten- to twenty-acre parcels. There remains regional demand for larger 20- to 40-acre sites, but other industrial areas (e.g. Port Westward or Scappoose Industrial Park) may be better positioned to attract such users.

What users might be interested in locating on the waterfront?

The SHIBP is a strategic location for a narrow set of users who can locate in a shallow water area.

The main constraint of the waterfront portion of the SHIBP is that it is limited to shallow draft boats and maneuverability is low. For certain users, such as tugboat operators, this could be an asset. A local maritime industry stakeholder said that this location is ideal because it is central to many potential freight destinations and at the confluence of the Multnomah Channel and the Columbia River. If the City were to offer incentives and proactively build infrastructure to support uses at the business park, the City could potentially attract a suitable maritime use. Another factor for some users is the ability to own the waterfront sites outright. However, there are several barriers to development of maritime uses, including State of Oregon Department of State Lands regulations, and the cost associated with removing abandoned and submerged derelict boats at the existing high dock. A working waterfront may also have associated operational costs for dredging and dock maintenance. Beyond the water uses, ancillary land side buildings could include business offices or storage.

If the SHIBP is able to attract water-based industry, there may be other industries that would want to be close to that user, including:

- Drydock repair and the ability to pull vessels out of the water. While a user at this site would not compete with larger repair operations like Vigor or Sundial, there are opportunities for smaller scale vessels. An example of this can be found at Tongue Point in Astoria.
- Shoreside heavy lift crane. This would offer the ability to do barge loading/off-loading, load and unload bulk material. There is clear demand for such uses.
- Small intermodal facilities. The viability of such a facility would depend on the cost per unit and traffic on the rail line, which may not provide the necessary value-add to justify the cost of construction. The site may also be at a competitive disadvantage relative to Scappoose and Longview unless there is a rail cost advantage.
- Drilling/Dredging support. Such a user would support the maintenance of the waterfront area as well as other water-dependent industrial areas nearby. An example of this is DMI in Portland.

Key takeaway: An active waterfront at the SHIBP could serve as a catalyst for other complementary users. These users would similarly require a small footprint, as most of their operations would be in-water.



For light industrial users, what are the Industrial Business Park's competitor areas, and what advantages does the SHIBP have?

The SHIBP competes with other industrial areas at the regional scale.

Beyond Columbia County, users are generally evaluating alternatives in Portland and in rural Clackamas County. For non-marine dependent users, areas like Estacada and Molalla offer similar cost advantages, distance from the metro area, and the ability to draw from Clackamas Community College's workforce training.

Within Columbia County, there are several direct competitor areas.

These include the Port's McNulty Creek and Milton Creek Industrial Parks, and the Scappoose Industrial Park. Since 2015, the Scappoose Industrial Park has come online, with 200 acres of land available for new development closer to the Portland market and the OMIC. It may also be more desirable to some users, given its closer proximity to Portland. However, OMIC is largely regarded as a regional resource will improve the overall marketability of Columbia County once technical training and other synergy materialize at and around OMIC. With its position adjacent to OMIC, the Scappoose Industrial Park is well positioned to attract anchor industries with direct dependencies on OMIC (e.g. larger scale metals manufacturing) and or airport-related uses.

As the relationship between OMIC and local businesses takes shape, complementary businesses will influence demand for industrial space throughout Columbia County. While this phase is a cycle or two in the future, it will likely represent a transition toward mid-size firms.

Collectively, industrial properties in Columbia County offer a cost advantage vis-à-vis the Portland market, space for future expansion and growth, and a less restrictive regulatory environment. The largely unbuilt nature of many industrial areas in the market offers a blank slate for new business clusters to organize around both legacy and emerging industrial anchors.

What can the City do to best encourage a healthy business mix on the SHIBP site?

For businesses evaluating investment opportunities, the risk profile is still very high for the SHIBP, and it will take some shoring up to catalyze new private investment. Interviewees are impressed with the City of St. Helens' business friendliness and willingness to be creative and entrepreneurial.

Key next steps could include:

- Complete due diligence on the site. Interviewees mention the need to provide better certainty of what City's asset is, including environmental issues, existing infrastructure issues, easements, etc. This will be completed as part of the master plan.



- Prioritize infrastructure to key opportunity sites. Multiple interviewees characterized the lack of access and transportation infrastructure as the primary development challenge for matching potential users with sites in Columbia County. Users would prefer to have city water, sewer, and electrical service ready to go at the property line, along with a public access road. Given the range of potential user needs described above, it is not necessary at this point to fully flesh out exact lot sizes. Instead, the City can focus on providing the main access road to the site, and provide stubbed utilities to serve collections of parcels.
- Focus on training. The St. Helens workforce is a great asset to the area. Craig Campbell from OMIC explained OMIC's potential role in helping to transition the economy through training from its paper mill focused to a broader, more resilient set of industries. OMIC is a resource for every business in Columbia County and beyond, and is committed to partnering with local governments to serve as a resource. This condition will only improve when the PCC campus comes online.
- Explore the feasibility of speculative development. Both qualitative and quantitative inputs to this study identify market opportunities for speculative light industrial development. The City should have a plan to capitalize on opportunities when market conditions normalize.
- Promote a flexible parcelization plan. All indications point to an established market for two to five-acre sites capable of accommodating 30,000 to 50,000 square foot structures. However, the City's parcelization strategy should allow for opportunities to aggregate sites to accommodate mid-sized users. With transportation access and infrastructure presenting the greatest challenges to development, a path of growth phasing strategy stemming from primary access points along Old Portland Road is likely.

Col-Pac indicates that they have received requests for 25-acre or larger sites, especially for businesses that are priced out of the Portland market or who do not need to be centrally located.

Col-Pac has had difficulty matching potential users with sites. This is because while the land may be available, the transportation and utility infrastructure is not yet available to service the development, and is beyond the investment timeframe of the potential business.

While we consider the market for the SHIBP to be for smaller parcels in the 2-5-acre range, this unmet market need is indicative of a need to maintain flexibility and provide opportunities for aggregation.



Appendix A. Stormwater Pollution Control Plan Exhibits



STORMWATER POLLUTION CONTROL PLAN

CITY OF ST. HELENS MILL

Prepared for

CITY OF ST. HELENS

SITE NAME: CITY OF ST. HELENS MILL
SITE OPERATOR/OWNER: CITY OF ST. HELENS
DEQ PERMIT FILE NO.: 9582
EPA PERMIT NO.: ORR220121
PRIMARY SIC CODE: 2621
SITE CONTACT: JOHN WALSH
PHONE NO.: 503-366-8211
EMAIL: JWALSH@CI.ST-HELENS.OR.US
SITE PHYSICAL ADDRESS: 1300 KASTER ROAD
ST. HELENS, OREGON 97051
COLUMBIA COUNTY
MAILING ADDRESS: P.O. BOX 278
ST. HELENS, OREGON 97051

December 28, 2017

Project No. 0830.02.03



Prepared by

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STORMWATER POLLUTION CONTROL PLAN

CITY OF ST. HELENS MILL

*The material and data in this plan were prepared
under the supervision and direction of the undersigned.*

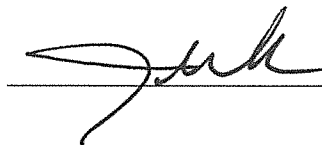
MAUL FOSTER & ALONGI, INC.



*Jacob Faust, PE
Senior Engineer*

CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



John Walsh
City Administrator

STORMWATER POLLUTION CONTROL PLAN CHECKLIST

SITE NAME: BOISE ST. HELENS PAPER DEQ FILE NO. 9582

Permit Schedule		SWPCP Required Element	Page No.	Comments (Official Use Only)
New Discharger	Permit Cover and Exclusion	A new discharger to an impaired water without a TMDL must meet one of the conditions in this section of the permit to obtain coverage	N/A	
Tier II Status	A.3	Facility triggered Tier II under previous permit <input type="checkbox"/> Yes Facility triggered Tier II under current permit <input type="checkbox"/> Yes Provide a description of treatment controls or source control or mass load reduction waiver, including low impact development, in response to corrective action requirements and operation and maintenance procedures.	N/A	
Signature	A.6.b.	Signed and certified in accordance with 40 CFR 122.22	III	
Title Page	A.7.a.	Plan date	I	
		Name of the site	I	
		Name of the site operator or owner	I	
		Name of the person(s) preparing the SWPCP	I	
		DEQ File No. and EPA Permit No.	I	
		Primary SIC code and any co-located SIC codes	I	
		Contact person(s) name, telephone number and email	I	
		Physical address, including county	I	
		Mailing address if different	I	
Site Description*	A.7.b.ii	A description of industrial activities conducted at the site and significant materials stored, used, treated or disposed of in a manner which exposes those activities or materials to stormwater. Include in the description the methods of storage, usage, treatment or disposal.	2	
	A.7.b.iii	Location and description, with any available characterization data, of areas of known or discovered significant materials from previous operations.	N/A	
	A.7.b.iv	Regular operating hours of operation.	2	
General Location Map	A.7.b.i	General location of the site in relation to surrounding properties, transportation routes, surface waters and other relevant features.	Figure 1	
Site Map* (please identify clearly)	A.7.b.i	Drainage patterns	Figures 3,4,5,6	
		Conveyance and discharge structures, such as piping or ditches	Figures 3,4,5,6	
		All discharge points assigned a unique three-digit identifying number starting with 001, 002 used for electronic reporting	Figure 6	
		Outline of the drainage area for each discharge point	Figures 3,4,5,6	
		Paved areas and buildings within each drainage area	Figures 3,4,5,6	
		Areas used for outdoor manufacturing, treatment, storage, or disposal of significant materials	Figures 3,4,5,6	
		Existing structural control measures for minimizing pollutants in stormwater runoff	Figures 3,4,5,6	
		Structural features that reduce flow or minimize impervious areas	Figures 3,4,5,6	

Permit Schedule		SWPCP Required Element	Page No.	Comments (Official Use Only)
Site Map* (please identify clearly)	A.7.b.i	Material handling and access areas	Figures 3,4,5,6	
		Hazardous waste treatment, storage and disposal facilities	N/A	
		Location of wells including waste injection wells, seepage pits, drywells	N/A	
		Location of springs, wetlands and other surface waterbodies both on-site and adjacent to the site	Figures 3,4,5,6	
		Location of groundwater wells	N/A	
		Location and description of authorized non-stormwater discharges	Figures 3,4,5,6	
		Exact location of monitoring points, indicating if any discharge points are "substantially similar" and not being monitored	Figures 3,4,5,6	
		Location and description of spill prevention and cleanup materials	Figures 3,4,5,6	
		Locations of the following materials and activities if they are exposed to stormwater and applicable:		
		Fueling stations	N/A	
		Vehicle and equipment maintenance cleaning areas	Figures 3,4,5,6	
		Loading/unloading areas	Figures 3,4,5,6	
		Locations used for the treatment, storage, or disposal of wastes	Figures 3,4,5,6	
		Liquid storage tanks	Figures 3,4,5,6	
		Processing and storage areas	Figures 3,4,5,6	
		Immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste materials, or by-products used or created by the facility	Figures 3,4,5,6	
		Transfer areas for substances in bulk	Figures 3,4,5,6	
		Machinery	Figures 3,4,5,6	
		Locations and sources of run-on to your site from adjacent property	Figures 3,4,5,6	
Potential Pollutants	A.7.b.v	For each area of the site where a reasonable potential exists for contributing pollutants to stormwater runoff, a description of the potential pollutant sources that could be present in stormwater discharges and if associated with a co-located SIC code.	3	
Impervious Area	A.7.b.viii	An estimate of the amount of impervious surface area (including paved areas and building roofs) and the total area drained by each stormwater discharge point to be reported in area units.	3, 4	
Receiving Waters	A.7.b.ix	The name(s) of the receiving water(s) for stormwater drainage. If drainage is to a municipal storm sewer system, the name(s) of the ultimate receiving waters and the name of the municipality.	3, 4	
Monitoring Locations*	A.7.b.x	The identification of each discharge point and the location(s) where stormwater monitoring will occur as required by Schedule B.2. The monitoring location must also be labeled in the SWPCP as "monitoring location".	3, 4	

Permit Schedule		SWPCP Required Element	Page No.	Comments (Official Use Only)
		Existing discharge points excluded from monitoring must include a description of the discharge point(s) and data or analysis supporting that the discharge point(s) are substantially similar as described in Schedule B.2.c.ii of this permit SWPCP as "monitoring location".	3, 4	
Site Controls*	A.7.b.vi	A description of the control measures installed and implemented to meet the technology and water quality based requirements below and any applicable sector specific requirements (Sch.E)	4-6	
		Minimize exposure	4, 5	
		Oil and grease	5	
		Waste chemicals and material disposal	5, 6	
		Erosion and sediment control	6	
		Debris control	6	
		Dust generation and vehicle tracking	6	
		Housekeeping	6	
		Spill prevention and response	6-9	
		Preventative maintenance	9, 10	
		Employee education	11	
		Non-stormwater discharges	11, 12	
Procedures and Schedules	A.7.c.i	Spill Prevention and Response Procedures. Procedures for preventing and responding to spills and cleanup and notification procedures. Indicate who is responsible for on-site management of significant materials and include their contact information. Spills prevention plans required by other regulations may be substituted for this provision if the spill prevention plan addresses stormwater management concerns and the plan is included with the SWPCP.	6-9	
		Indicate how spill response will be coordinated between the permit registrant and otherwise unpermitted tenants. The permit registrant is ultimately responsible for spills of the tenant and appropriate response.	9	
	A.7.c.ii	Preventative Maintenance Procedures. Procedures for conducting inspections, maintenance and repairs to prevent leaks, spills, and other releases from drums, tanks and containers exposed to stormwater and the scheduled regular pickup and disposal of waste materials. Include the schedule or frequency for maintaining all control measures and waste collection.	9, 10	
	A.7.c.iii	Operations and Maintenance Plan. Include an operation and maintenance plan for active treatment systems, such as electrocoagulation, chemical flocculation, or ion-exchange. The O&M plan must include, as appropriate to the type of treatment system, items such as system schematic, manufacturer's maintenance/operation specifications, chemical use, treatment volumes and a monitoring or inspection plan and frequency. For passive treatment and low impact development control measures, include routine maintenance standards.	N/A	
	A.7.c.iv	Employee Education Training Program and Schedule. Orientation no later than 30 calendar days of hire or change in duties, education annually. Include a description of the training content and the required frequency.	11	
*Some facilities must meet sector specific requirements (Schedule E) and include additional information in SWPCP, including the site map. If applicable, ensure that the SWPCP includes the sector specific information.				

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1 INTRODUCTION

This Stormwater Pollution Control Plan (SWPCP) was prepared on behalf of City of St. Helens (City) consistent with the National Pollutant Discharge Elimination System Stormwater Discharge Permit No. 1200-Z (the Permit) issued to the City by the Oregon Department of Environmental Quality (DEQ) for stormwater discharges from the St. Helens Mill located at 1300 Kaster Road in St. Helens, Oregon (see Figure 1).

This SWPCP addresses the requirements of the Permit with an effective date of August 1, 2017. This SWPCP is prepared consistent with the SWPCP requirements outlined in the Permit Schedule A and the provisions of Title 40, Code of Federal Regulations (CFR), Part 122, and serves as a guidance document for City personnel to manage the quality of stormwater discharged from the site to the receiving waters.

1.1 Revisions and Reviews

This SWPCP must be kept current and updated to reflect any substantial changes to the site controls or industrial activities. The SWPCP will be updated within 30 days of making changes and reviewed within 30 days of receiving results from a sampling event that indicate an exceedance of a Permit benchmark.

This SWPCP and all revisions will be kept on site. Revisions to the SWPCP will be submitted to DEQ only if the revisions are made for any of the following reasons:

- Change in site contact
- In response to a corrective action or inspection
- Changes to the site or site control measures that may significantly change the nature of pollutants present in stormwater discharge or significantly increase the pollutant(s) levels, discharge frequency, volume or flow rate
- Changes to the monitoring locations

If DEQ does not comment within 30 days of receipt of the revised SWPCP, the proposed revisions are deemed accepted. DEQ approval is not required prior to implementation of proposed control measures, except for changes in monitoring locations.

2 SITE DESCRIPTION

2.1 Site Location

The St. Helens Mill (the site) is located at 1300 Kaster Road in St. Helens, Oregon (see Figure 1). The site is located on a 60-acre site on the banks of the Multnomah Channel of the Willamette River, and one mile east of Highway 30.

2.2 Site Description

The site is also known as the former Boise St. Helens Mill. The site consists of four quadrants comprised of open spaces, paved areas, buildings, outdoor storage areas, loading areas, ditches, and pipes. Site features, including drainage patterns, are shown on Figures 2 through 6.

Quadrant 1 facilities include: asphalt roads; recycle compactors; storage areas; parking lots (gravel and paved); warehouse and treatment buildings; and the unloading area. Approximately 15 acres of Quadrant 1 are impervious and drain to the storm sewer (see Figure 3).

Quadrant 2 facilities include: FARA (lessee to the City), gravel contractor parking lot, and wooded/vegetated area. Approximately 1.5 acres of Quadrant 2 are impervious and drain to Milton Creek (see Figure 4).

Quadrant 3 facilities include: asphalt roads; hazardous waste storage building; plant, pulp mill, and treatment operations and associated equipment; contractor staging area; lime pit; storage areas (used oil, clarifier solids storage) and storage tanks (black liquor, chlorine dioxide, fuel oil, and methanol); loading area; and maintenance shops. Approximately 23.5 acres of Quadrant 3 are impervious (gravel, structures, paving), and drain to the process sewer system (see Figure 5).

Quadrant 4 facilities include: asphalt roads; machines building and warehouse; shipping area; woodyard; chip piles; and the storeroom and the main office buildings. Approximately 17 acres of Quadrant 4 are impervious (gravel, structures, paving), and drain to the process sewer system (see Figure 6).

2.3 Industrial Activities

The mill manufactures fine white tissue paper, operating 24 hours per day. Chemicals used at the mill include paper additives (calcium carbonate, hypochlorite, biocides, and various sizing agents). Other activities include steam production, maintenance and transportation support (which utilize hydrochloric acid, gasoline, diesel, oils and greases), and process wastewater treatment.

Environmental staff are on site from 8:00AM to 4:00PM.

The mill activities are classified with a standard industrial classification (SIC) code 2621 (paper mills).

2.4 Significant Materials and Potential Pollutants

All process areas are serviced by process sewers. Process wastewater is treated in a primary clarifier and a 45 million gallon per day (MGD) secondary treatment aerated stabilization basin (ASB) prior to discharge into the Columbia River consistent with a wastewater discharge permit. A 300-gallon portable container of sodium hypochlorite is stored at the wastewater treatment plant located at the southwest corner of the lagoon. A secondary containment pallet is provided for the container.

Other significant materials that are stored on the site include: motor oil, gasoline, diesel, antifreeze, hydraulic fluids, grease.

Generally, potential pollutants in stormwater at the site are associated with trucks, vehicles, and equipment, waste management, and particulates and debris from impervious areas. The potential pollutants are listed below:

- Galvanized surfaces (e.g. roofs, siding, vents, fencing), as well as vehicle and equipment tires are a potential source of zinc in stormwater.
- Particulates, debris, and oil and grease from the recycle area are a potential source of oil and grease, suspended solids and metals in stormwater.
- Leaks/spills of motor oil, gasoline, diesel, antifreeze, and hydraulic fluids from equipment, trucks and vehicles are a potential source of oil and grease, hydrocarbons and oxygen demand in stormwater.
- Vehicle and equipment brake pads are a potential source of copper in stormwater.
- Unvegetated, pervious areas, including gravel areas are a potential source of suspended solids in stormwater.
- Outdoor storage areas that are exposed to rainfall and/or runoff can contribute pollutants to stormwater when solid materials wash off. Transporting pulp to and from the storage area may discharge small amounts of wood fiber which are a potential source of oxygen demand and suspended solids in stormwater.

2.5 Site Stormwater System

The site is divided into four quadrants. Drainage patterns are shown in detail on Figures 3 through 6.

Quadrant 1 consists of vegetated areas, paved parking areas, and paved roadways. Stormwater from vegetated areas is collected by surface flow to drainage ditches; storm drains collect stormwater within the paved areas. The storm sewers drain the majority of Quadrant 1 and flow to the outfall in Multnomah Channel (Discharge Point 001). There are no discharges into the storm sewer from the mill process areas.

Quadrant 2 is mostly vegetated and separated by berms from the process areas of the mill. Stormwater from this area drains directly into Milton Creek (Discharge Point 002).

Quadrant 3 and Quadrant 4 are process areas where stormwater from impervious areas drains into the process sewer system, is treated with an onsite primary clarifier, then routed through the City's

secondary sewage treatment lagoon before discharge to the Columbia River. Discharges from the City's lagoon are covered under a wastewater discharge permit. One catch basin collects stormwater from the western access road that discharges to Multnomah Channel through the outfall (Discharge Point 001).

2.6 Stormwater Monitoring Locations

Stormwater samples (from Quadrants 1, 3 and 4) are collected from the outfall to the Multnomah Channel located on the northeastern most point of the property (see Monitoring Location 001, Figure 6).

Stormwater in Quadrant 2 is not impacted by industrial activities at the site and therefore no samples are collected.

2.7 Receiving Waters

The receiving water for Quadrants 1, 3, and 4 is the Multnomah.

The receiving water for Quadrant 2 is Milton Creek.

3 SITE CONTROL MEASURES

The following operational and structural source control and treatment measures are implemented at the site, consistent with the narrative technology-based effluent limits listed in Schedule A of the Permit.

3.1 Minimize Exposure

The City implements structural and operational source control measures to minimize the exposure of potential pollutants to stormwater runoff.

- All process areas are serviced by a process sewer system, which discharges to the wastewater treatment system.
- The stormwater system is protected on all sides from process runoff by a berms and grading.
- To the extent practicable, industrial activities (including any associated materials) that have the potential to contaminate stormwater are conducted indoors or under cover.
- Uncovered activities (such as liquid fueling, manufacturing, treatment, and disposal) are located in the area draining to the process sewer system.
- Manufacturing activities are performed indoors.
- To the extent practicable, materials and products that are stored outside the buildings are stored under cover (e.g., lean-to roofs, shipping containers, covered with tarps).
- Equipment maintenance is conducted in designated indoor areas, to the extent practicable.

- Leaking or leak-prone equipment is stored indoors, to the extent practicable, or equipped with absorbent materials or drip pans.
- Drums stored outdoors are securely closed to minimize exposure of residual petroleum products with stormwater runoff.
- Leaks and spills are cleaned promptly to minimize potential exposure in stormwater.

3.2 Oil and Grease

Oil absorbing booms are deployed in areas where oil sheen is observed to capture oil and greases from stormwater.

3.3 Chemicals and Waste Materials Storage and Disposal

Chemicals are stored in a contained area that does not drain to the stormwater system. Waste material is stored in areas that are serviced by the mill's effluent treatment system.

Waste paper material (produced material not meeting manufacturing specification) is wrapped in plastic and stored in the outdoor storage areas. The waste paper is recycled and reused in the manufacturing process. Other paper waste and packaging is disposed an offsite recycling facility.

Chemical storage and handling is allowed only in those areas which drain to a mill process sewer, with the exception for one 300-gallon portable container of sodium hypochlorite that is used for treating the mill's sanitary wastewater, which is stored within secondary containment. No waste sodium hypochlorite is generated.

Used oil and air compressor condensate are stored and picked up by an outside service and transported to an off-site recycling facility.

Waste bins or dumpsters are equipped with lids and closed when not in use or stored indoors/tarped. Recycle compactors are equipped with lids and closed when not in use. Municipal and non-hazardous wastes are picked up by a municipal waste management provider and disposed of at a Subtitle D landfill.

Waste solids from the clarifier (process sewer system), are stored in a concrete basin that drains to the process sewer. Solids are dried then disposed at a Subtitle D Landfill.

3.4 Erosion and Sediment Control

Most of the site is pervious and vegetated. Areas subject to vehicle traffic are paved, to the extent practicable, to minimize erosion. Paved surfaces are swept to remove sediment. Stormwater from Quadrant 2 filters through vegetation that filters out sediment before discharging to the creek.

3.5 Debris Control

The City implements an ongoing inspection program to monitor for discharges of debris and litter into the stormwater system. Debris and litter are picked up upon discovery and placed in an appropriate disposal container. Catch basin drains are equipped with screens on inlet pipes, slotted drain covers that block debris. In some instances, filter fabric inserts are used to keep debris out of the stormwater system. A pavement sweeper is used as needed to remove accumulated debris from paved surfaces.

3.6 Dust Generation and Vehicle Tracking of Industrial Materials

Vehicle and equipment traffic areas are paved to minimize generation and tracking of dust. The pavement is swept to minimize the potential for vehicle tracking of materials off site.

3.7 Housekeeping

The City implements a rigorous housekeeping program, including pavement sweeping to remove solids, fluids and debris from paved surfaces, promptly clean up leaks or spills, and ensure regular maintenance of facility vehicles and equipment. The housekeeping program ensures that particulate matter, dust and debris (from industrial sources) are promptly cleaned up, especially from areas where materials are loaded and unloaded, stored or otherwise handled. Materials and products are stored in designated areas. Petroleum products and wastes are stored in a designated area and in appropriately labeled containers.

3.8 Spill Prevention and Response Measures

The City is committed to the prevention of leaks and spills and mill personnel are trained to respond to spills and leaks safely and promptly. Spill kits are maintained on site to allow for prompt and safe spill response.

3.8.1 Spill Prevention

Facility equipment is routinely inspected and maintained. Equipment maintenance activities are conducted in an indoor designated maintenance area, away from the stormwater system and adjacent to a spill kit.

Fuel, used oil and antifreeze are stored in tanks and within secondary containment. The following measures are implemented to prevent spills at the site:

- The portable container is located on a spill pallet that provides secondary treatment.
- Mill employees adhere to the following procedure for draining the spill containment pallet
 - The spill pallet will be inspected after each rainfall event
 - If the visual inspection indicates that no release of hypochlorite has occurred, the drain valve on the spill pallet will be opened to allow the water to drain to the stormwater system

- The valve will be closed and locked after the water has drained completely from the spill containment pallet
 - If sodium hypochlorite is discovered in the spill containment pallet, the Environmental Department is contacted for assistance in removing and disposing of the pallet contents
- Container lids are securely fastened.
 - Containers are labeled to facilitate proper response in the event of a spill.
 - Fueling or transfer activities are continuously attended.
 - Pads, drip pans and appropriate transfer equipment are used when transferring used oil or antifreeze.

3.8.2 Spill-Response Procedures

Spill kits containing oil absorbent booms, pads, and granular clay absorbent are located onsite. The mill keeps absorbent material including booms and mats onsite at all times. In the event of a spill, immediate response is required to prevent the spill from entering the stormwater system:

- Immediately assess the situation, including, to the extent possible, the source of the spill, the spilled material nature and hazards, and proximity to the stormwater system or pervious areas of the site.
- If the spill is minor (i.e., can be contained and cleaned up safely and with spill-response materials available on site), proceed with the spill response procedures listed in the following section, and report to the Environmental Manager when cleanup is complete.
- If the spill is major (i.e., cannot be contained and cleaned up safely and with spill-response materials available on site), contact the Environmental Manager immediately. The Environmental Manager will contact a qualified spill-response contractor as soon as possible and notify the appropriate agencies.

3.8.2.1 Minor Spill Response

A spill is considered minor if:

- The spilled material is localized and easily controlled at the time of the spill.
- The spilled material is not likely to reach storm drains, surface water, or groundwater.
- There is little danger of fire, explosion, or risk to human health.

To respond to a minor spill, immediately locate a spill kit and implement measures to contain the spill and divert it from the stormwater system or pervious areas. Notify the Environmental Manager as soon as possible. Spill-response actions may include:

- Use of absorbent material to contain the spill, including:
 - Surrounding the perimeter of the spill with oil-absorbent booms or berms of loose absorbent material

- Placing absorbent pads or loose absorbent material to absorb spills
- Isolate nearby drainage structures to reduce the potential for the spill to reach the stormwater system using oil-absorbent booms or berms of loose absorbent material.
- Clean up all spill-response materials and store them in a designated, labeled and covered container (e.g., drum with lid) prior to disposal at a permitted facility.

3.8.2.2 Major Spill Response

A spill is major if:

- The spilled material enters storm drains, surface water, or groundwater (regardless of spill size).
- The spill cannot be contained and cleaned up safely and with spill-response materials available on site.
- The spill requires special training and equipment to clean up, as determined by the Environmental Manager.
- The spilled material is dangerous to human health or there is a danger of fire or explosion.

To respond to a major spill, immediately notify the Environmental Manager, who will coordinate cleanup and seek assistance from an outside contractor, if necessary.

3.8.2.3 Notifications

All spills must be reported to the Environmental Manager, who will determine if additional notifications are necessary.

Jeff South, Environmental Manager..... 503-397-2900

Emergency Response Notification

National Response Center..... 800-424-8802

Oregon Emergency Response System (OERS)..... 800-452-0311

Emergency Response Contractor

NRC Environmental Services..... 800-33-SPILL

3.8.2.4 Reporting

All pertinent information related to a spill must be recorded on a Spill Record form (see Appendix A), including but not limited to a description of the event, the equipment or procedural failures that led to the spill, cleanup measures conducted, available analytical data, and future physical and/or procedural changes that will be implemented to mitigate the potential for future releases. The Environmental Manager is responsible for reporting any spill that exceeds a reportable quantity, consistent with the following guidelines:

- Petroleum product spills of any amount that are likely to contact waters of the state (Multnomah Channel, Milton Creek, groundwater, and stormwater system) must be reported within one hour to the National Response Center and OERS.
- Petroleum product spills greater than 42 gallons to land (including soil, gravel, or asphalt, but not indoor areas that do not have the potential to reach waters of the state) that are not likely to contact waters of the state must be reported within one hour to OERS.
- Release of hazardous materials equal to or greater than the quantity listed in [40 CFR Part 302 \(Table 302.4—List of Hazardous Substances and Reportable Quantities\)](#) requires immediate notification of the National Response Center and OERS.

3.9 Preventative Maintenance

The City implements a preventative maintenance program that regularly evaluates the condition of drainage areas and source controls to minimize the potential for discharging pollutants with stormwater. At minimum the preventative maintenance program includes the following:

- Monthly visual inspections of the stormwater management system, including the pollution-control measures.
- Catch basins cleaning as needed.
- Pavement sweeping to maintain sediment- and debris-free surfaces. Pavement is swept as needed. This activity is carried out by the mill's yard crew or contractor. A sweeper log is maintained to document each use of the vacuum sweeper truck.
- Regular pickup of waste materials and disposal at permitted disposal facilities.
- Preventative maintenance is routinely done on mill vehicles and machinery.

3.9.1 Monthly Stormwater Inspections

Monthly inspections of the facility stormwater system and drainage areas are conducted to evaluate the condition of site control measures. Inspections focus on:

- Visual inspection of the site and identification of sources of pollutants (i.e., industrial materials, residue or waste) to which stormwater is exposed. New sources of pollutants must be added to the SWPCP.
- Leaks or spills from equipment, trucks, vehicles, drums, tanks and other containers.
- Off-site tracking of waste materials or sediment where vehicles enter or exit the site and/or internal tracking.
- Tracking or blowing of raw, final or waste materials that results in exposure of these materials to stormwater.
- Evidence of, or the potential for, pollutants entering the drainage system or receiving waters.
- Evaluation of the condition of source control measures and the need for maintenance and/or repairs, including the spill kits and containment berms.
- Visual inspection of stormwater at the stormwater monitoring location (see Figure 6), when discharge is occurring during regular business hours, for the presence of floating, suspended

or settleable solids, foam, visible oil sheen, odor, color, or other obvious indicators of stormwater pollution.

Monthly inspections and maintenance activities are recorded on the Monthly Stormwater Inspection and Maintenance Record (Appendix B).

3.10 Employee Education

A continuing program of employee orientation and education is implemented to raise awareness about site-specific control measures and prompt and safe response to a spill or accident. City personnel are informed of the goals of the SWPCP and control measures such as:

- Good housekeeping and debris/litter control
- Measures to minimize exposure of stormwater runoff to potential pollutants
- Erosion and sediment control measures
- Waste storage and disposal
- Oil and grease control measures and used oil management
- Spill prevention and response
- Preventive maintenance of equipment and stormwater control measures
- Unauthorized discharges to the stormwater system

This training is included with new-employee orientation (within 30 days of the start of employment) and is repeated annually as part of the facility safety training program. A sample employee education documentation form is included in Appendix C.

3.11 Non-stormwater Discharges

There are no known unauthorized non-stormwater discharges at the site. The following non-stormwater discharges are authorized under the Permit:

- Landscape watering providing pesticides and fertilizers has been applied in accordance with manufacturers' instructions
- Potable water, including water line flushing
- Pavement wash waters where no detergents or hot water are used, no spills or leaks of toxic or hazardous materials have occurred (unless all spilled material has been removed), and surfaces are swept prior to washing
- Routine external building wash-down that does not use detergents or hot water
- Fire hydrant flushing
- Discharges from firefighting activities
- Uncontaminated air conditioning condensate
- Uncontaminated groundwater or spring water

4 REPORTING AND RECORDKEEPING

4.1 Discharge Monitoring Report

Stormwater monitoring results (analytical sampling data and field pH measurements) are reported using a DEQ-approved Discharge Monitoring Report (DMR) form. The data must be entered into the DMR form and submitted no later than July 31 of each year, along with laboratory reports and records of pH meter calibration and field measurements (see Appendix D).

4.2 Tier I Corrective Action

A Tier I Report must be prepared in response to any exceedance of a Permit benchmark or impairment pollutant reference concentration. Each Tier I Report should include:

- A summary of an investigation of the cause of the elevated pollutant levels, including a previous and/or planned source control measures to minimize exposure of the pollutant source to stormwater.
- A statement confirming the SWPCP was reviewed following the receipt of the monitoring data showing a benchmark exceedance to determine whether the SWPCP controls were properly installed, maintained and selected.
- Corrective action (additional control measures or modifications/improvements to existing controls) implemented in response to the benchmark exceedance and the implementation schedule. Corrective actions must be implemented before the next storm event, if possible, or no later than 30 days after receipt of the monitoring results. Justification for extending the implementation beyond 30 days must be included in the report and the corrective action must be implemented as soon as practicable.

Tier I Reports must be filed on site and submitted to the DEQ upon request. If a Tier II corrective action is triggered, sampling results collected during the third and fourth year of the Permit, prior to the Tier II implementation deadline are exempt from Tier I Report requirements.

4.3 Tier II Corrective Action

If the geometric mean of the qualifying sampling results collected during the second year of the Permit (July 2018 through June 2019) exceed any Permit statewide benchmark, or if 50 percent or more of the pH measurements collected during the first two years of the Permit (July 2017 through June 2019) are outside of the permitted range for pH, a Tier II Report, Tier II Mass Reduction Waiver Request or Tier II Natural Background Waiver Request must be submitted to the DEQ no later than December 31, 2019.

4.3.1 Tier II Report

The Tier II Report must summarize proposed stormwater treatment measures or a combination of stormwater treatment and source control designed by a professional engineer licensed in Oregon with the goal of achieving the applicable Permit benchmark. The Tier II Report should include a rationale for the selection of the treatment measures, the projected reduction of pollutant concentration(s) and the implementation schedule. Tier II treatment measures must be implemented no later than June 30, 2020, unless a later date is approved by the DEQ in writing.

4.3.2 Tier II Mass Reduction Waiver Request

A Tier II Mass Reduction Waiver Request may be submitted if volume-reduction measures (e.g., infiltration, reuse) have or will result in a reduction of the mass load of pollutant(s) in the discharge to below the mass-equivalent of the applicable statewide benchmark. The request must include data and analysis to support the rationale, including a description of the measure(s), a mass load analysis, and expected implementation date(s). The request must be stamped by a professional engineer licensed in Oregon or a certified engineering geologist.

4.3.3 Tier II Natural Background Waiver Request

A Tier II Natural Background Waiver Request may be submitted if an exceedance of a statewide benchmark is attributed solely to the presence of the pollutant(s) in natural background and not associated with industrial activities at the site. The request must include the results of investigations and data collected on or around the site and/or published peer-reviewed studies.

4.4 Recordkeeping

Records of the following documents are maintained on site for at least three years and make them available to the DEQ upon request:

- A copy of this SWPCP and revisions
- A copy of the Permit
- Permit assignment letter and Permit coverage documents
- DMRs
- Inspection reports
- Employee education records
- Maintenance and repair of stormwater source control and treatment measures
- Spill records, if applicable
- Tier I Reports and corrective action implementation records
- Tier II Report, if applicable

LIMITATIONS

The services undertaken in completing this plan were performed consistent with generally accepted professional consulting principles and practices. No other warranty, express or implied, is made. These services were performed consistent with our agreement with our client. This plan is solely for the use and information of our client unless otherwise noted. Any reliance on this plan by a third party is at such party's sole risk.

Opinions and recommendations contained in this report apply to conditions existing when services were performed and are intended only for the client, purposes, locations, time frames, and project parameters indicated. We are not responsible for the impacts of any changes in environmental standards, practices, or regulations subsequent to performance of services. We do not warrant the accuracy of information supplied by others, or the use of segregated portions of this plan.

FIGURES



Path: X:\0830.02 City of St. Helens\03St. Helens Mill\Project\Fig1.mxd
Print Date: 12/12/2017
Approved By: mjoese
Produced By: mjoese
Project:



Source: Aerial photograph obtained from Mapbox

Legend


 Location Boundary (approximate)

Figure 1
General Location
City of St. Helens
St. Helens, OR

Path: X:\0830.02 City of St. Helens\03\St. Helens Mill\Project\Fig2.mxd
Print Date: 12/12/2017
Approved By: mjoese
Produced By: mjoese
Project:



Source: Aerial photograph obtained from Mapbox

Legend








 Quadrant Boundaries (approximate)

Figure 2
General Site Quadrant Map
City of St. Helens
St. Helens, OR

Figure 3 Mill Quadrant 1

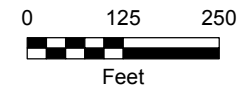
City of St. Helens
St. Helens, OR

Legend

-  Stormwater Collection Drain
-  Stormwater Surface Flow Path
-  Stormwater Underground Pipe
-  Drainage Ditch
-  Paved Area
-  Quadrant 1 Boundary (approximate)

- 1 = Recycle compactors
- 2 = Empty trailer storage
- 3 = Parking lots
- 4 = Lap storage
- 5 = Noodle pulp warehouse
- 6 = Chip truck unloading
- 7 = ASB
- 8 = Gravel contractor parking

To Outfall
(Discharge Point 001)

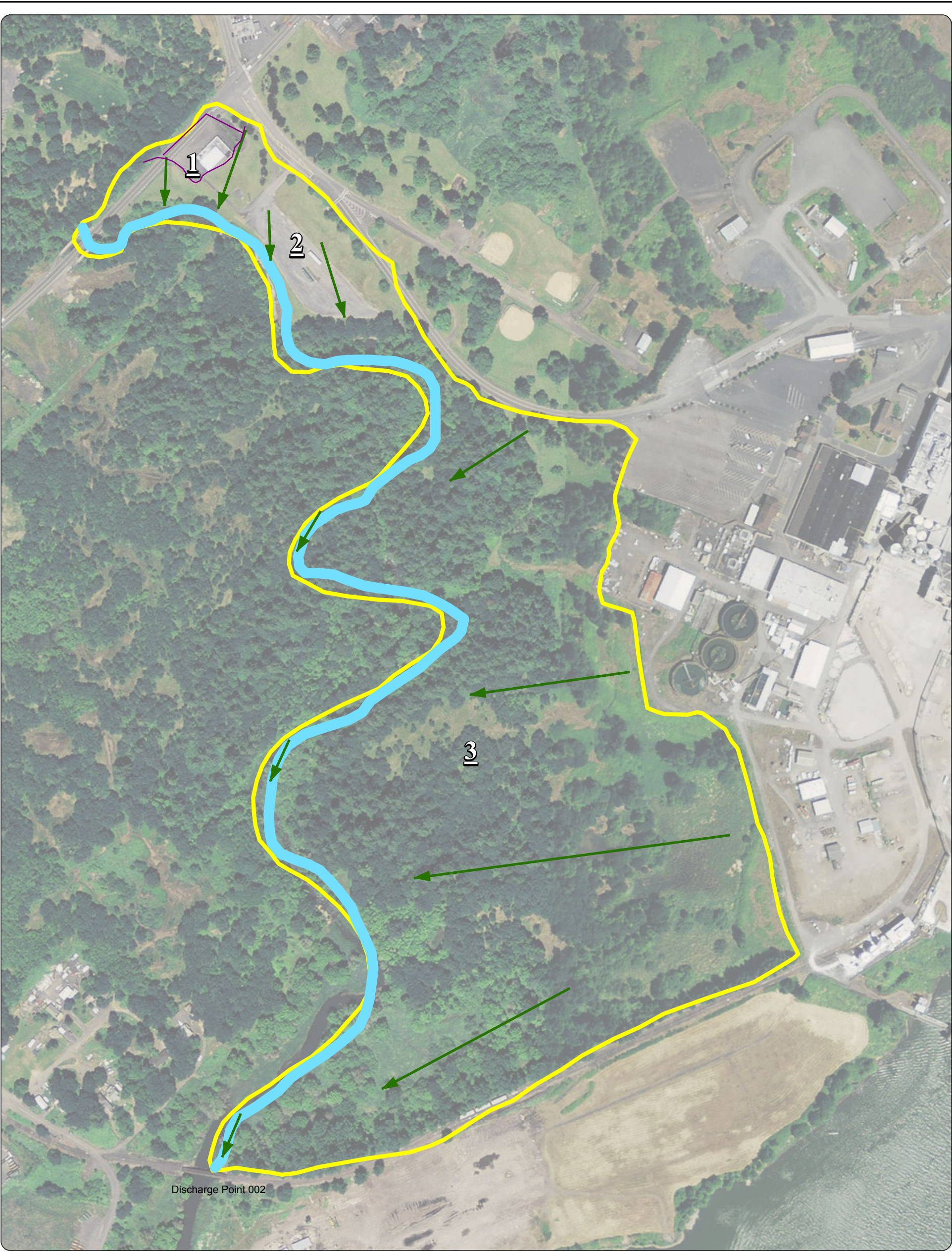


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Print Date: 12/12/2017
Approved By: [signature]
Produced By: mjosef
Project:



Source: Aerial photograph obtained from Mapbox

Legend

- Stormwater Surface Flow Path
- Paved Area
- Milton Creek
- Quadrant 2 Boundary (approximate)
- 1 = FARA
- 2 = Contractor gravel parking lot
- 3 = Wooded area

Figure 4
Mill Quadrant 2
City of St. Helens
St. Helens, OR

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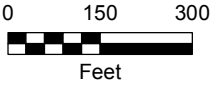


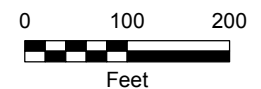
Figure 5 Mill Quadrant 3

City of St. Helens
St. Helens, OR

Legend

- Process Sewer Drain
- Surface Flow Path
- Paved Area
- Quadrant 3 Boundary (approximate)

- 1 = Hazardous waste storage
- 2 = PCC plant
- 3 = Primary clarifier
- 4 = Power and recovery
- 5 = Contractor staging area
- 6 = Lime pit
- 7 = Used oil storage
- 8 = Clarifier solids storage and loading area
- 9 = Maintenance shops
- 10 = Methanol storage tank



Source: Aerial photograph obtained from Mapbox



This product is for informational purposes and may not have been prepared for use in legal, engineering, or surveying purposes. Users of this information should consult the primary data and information sources to ascertain the usability of the information.

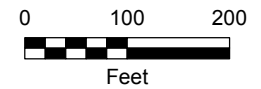
Figure 6 Mill Quadrant 4

City of St. Helens
St. Helens, OR

Legend

- Process Sewer Drain
- Stormwater Collection Drain
- Stormwater Discharge Outfall
- Stormwater Surface Flow Path
- Stormwater Underground Pipe
- Paved Area
- Quadrant Boundary (approximate)

- 1 = Paper machines
- 2 = Shipping
- 3 = Woodyard
- 4 = Paper warehouse
- 5 = Storeroom
- 6 = Main office



Source: Aerial photograph obtained from Mapbox



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APPENDIX A

SPILL REPORT FORM



SPILL/RELEASE REPORT

1 - GENERAL INFORMATION

- a. Company Name: _____
- b. Address: _____

- c. Company Contact Person: _____
- d. Phone Number(s): _____
- e. Specific on-site location of the release (and address if different from above):

Please provide a map of the site showing area(s) where the release occurred, any sample collection locations, location of roads/ditches/surface water bodies, etc.

2 - RELEASE INFORMATION

- a. Date/Time Release started: _____ Date/Time stopped: _____
- b. Release was reported to (specify Date/Time/Name of Person contacted where applicable):
- ODEQ _____
- OERS _____
- NRC _____
- Other (describe): _____
- c. Person(s) reporting release: _____
- d. Name, quantity and physical state (gas, liquid, solid or semi-solid) of material(s) released:

Please attach copies of material safety data sheets (MSDS) for released material(s).

- e. The release affected: ____Air ____Groundwater ____Surface Water ____Soil ____Sediment
- f. Name and distance to nearest surface water body(s), even if unaffected (include locations of creeks, streams, rivers and ditches that discharge to surface water on maps):

Has the release reached the surface water identified above?: ____Yes ____No

Could the release potentially reach the surface water identified above? ____Yes ____No

Explain:_____

g. Depth to nearest aquifer/groundwater:_____

Is nearest aquifer/groundwater potable (drinkable)? ____Yes ____No

Has the release reached the nearest aquifer/groundwater? ____Yes ____No

Explain:_____

h. Release or potential release to the air occurred? ____Yes ____No

Explain:_____

i. Was there a threat to public safety? ____Yes ____No

j. Is there potential for future releases? ____Yes ____No

Explain:_____

k. Describe other effects/impacts from release (emergency evacuation, fish kills, etc.):

l. Describe how the release occurred. Include details such as the release source, cause, contributing weather factors, activities occurring prior to or during the release, dates and times of various activities, first responders involved in containment activities, etc.:

3 - SITE INFORMATION

- a. Adjacent land uses include (check all that apply and depict on site maps):
 ___ Residential ___ Commercial ___ Light Industrial ___ Heavy Industrial
 ___ Agricultural ___ Other (describe): _____
- b. What is the population density surrounding the site: _____
- c. Is the site and/or release area secured by fencing or other means? ___ Yes ___ No
- d. Soil types (check all that apply): ___ alluvial ___ bedrock ___ clay ___ sandy
 ___ silt ___ silty loam ___ artificial surface (cement/asphalt/etc.)
- e. Describe site topography: _____

4 - CLEANUP INFORMATION

- a. Was site cleanup performed? ___ Yes ___ No
 If No, explain: _____

- b. Who performed the site cleanup?
 Company Name: _____
 Address: _____

 Cleanup Supervisor: _____
 Phone Number(s): _____
- c. Has all contamination been removed from the site? ___ Yes ___ No
 If No, explain: _____

- d. Estimated volume of contaminated soil removed: _____
- e. Estimated volume of contaminated soil left in place: _____
- f. Was a hazardous waste determination made for cleanup materials? ___ Yes ___ No
- g. Based on the determination, are the cleanup materials hazardous wastes?
 ___ Yes ___ No If Yes, list all waste codes: _____
- h. Was contaminated soil or water disposed of at an off-site location? ___ Yes ___ No

If yes, attach copies of receipts/manifests/etc., and provide the following information:

Facility Name: _____

Address: _____

Facility Contact: _____

Phone Number(s): _____

- i. Is contaminated soil or water being stored and/or treated on-site? ____Yes ____No

If yes, please describe the material(s), storage and/or treatment area, and methods utilized (attach additional sheets if necessary):

- j. Describe cleanup activities including what actions were taken, dates and times actions were initiated and completed, volumes of contaminated materials that were removed, etc. (attach additional sheets or contractor reports if necessary or more convenient):

5 - SAMPLING INFORMATION

Attach copies of all sample data and indicate locations of sample collection on maps.

- a. Were samples of contaminated soil collected? ____Yes ____No ____N/A
- b. Were samples of contaminated water collected? ____Yes ____No ____N/A
- c. Were samples collected to show that all contamination had been removed?
____Yes ____No ____N/A
- d. Describe sampling activities, results and discuss rationale for sampling methods:

6 - SPILL REPORT CHECKLIST

To ensure that you have gathered all pertinent information, please complete the following checklist:

- _____ Map(s) of the site showing buildings, roads, surface water bodies, ditches, waterways, point of the release, extent of contamination, areas of excavation and sample collection locations attached.
- _____ Material Safety Data Sheet (MSDS) for released material(s) attached. **Note: an MSDS is not required for motor fuels.**
- _____ Sampling data/analytical results attached.
- _____ Receipts/manifests (if any) for disposal of cleanup materials attached.
- _____ Contractor reports (if any) attached.

If you would like to submit your report by e-mail it can be submitted electronically to:
DOSPILLS@deq.state.or.us

APPENDIX B

MONTHLY STORMWATER INSPECTION AND MAINTENANCE REPORT



MONTHLY STORMWATER INSPECTION AND MAINTENANCE REPORT

PERMITEE/FACILITY NAME

MONTHLY VISUAL OBSERVATIONS OF STORMWATER DISCHARGE DATE AND TIME: _____

Visual inspection of stormwater at the stormwater sampling locations (see Figure 6), when discharge is occurring during regular business hours, for the presence of floating solids (associated with industrial activity), foam, visible oil sheen, and discoloration.

Sampling Location	(Yes/No)	Additional Information (e.g., Detailed Description, Source, Corrective Action and Implementation Date)
Are there floating, suspended or settleable solids, foam, oil sheen, color or odor in <u>stormwater discharging from Monitoring Location 001.</u>		

MONTHLY SITE INSPECTION DATE AND TIME: _____

Monthly inspections of the drainage areas and stormwater system are conducted to evaluate the condition of source controls. Inspections focus on:

- *Visual inspection of the facility stormwater system and identification of sources of pollutants to which stormwater is exposed.*
- *Industrial materials, residue or waste that may have or could come into contact with stormwater.*
- *Leaks or spills from equipment and tanks/drums.*
- *Off-site and internal tracking of waste materials or sediment where vehicles enter or exit the site.*
- *Tracking or blowing of raw, final or waste materials that may have or could come into contact with stormwater.*
- *Evidence of, or the potential for, pollutants entering the drainage system or receiving waters.*
- *Evaluation of the condition of site control measures and the need for maintenance and/or repairs.*

Inspection Item	(Yes/No)	Additional Information (e.g., Detailed Description, Source, Corrective Action and Implementation Date)
Are paved surfaces free of solids/sediment accumulation?		
Are there visible discharges, leaks, or spills of petroleum products?		
Are the spill kits properly stocked and in their designated location?		
Is there evidence of non-stormwater discharges to storm drains?		
Is there visible tracking of materials or waste from indoor areas to the outside?		
Is there visible tracking of waste or sediment where vehicles enter or exit the site?		
Are process sewer collection points functioning and preventing comingling of stormwater?		
Do catch basins show excessive accumulation of sediment, debris, or oil sheen?		

STORMWATER SOURCE AND TREATMENT CONTROLS MAINTENANCE TASKS AND/OR CORRECTIVE ACTIONS IMPLEMENTED THIS MONTH

--

Inspected By:	Signature:
---------------	------------

I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

APPENDIX C

EMPLOYEE TRAINING DOCUMENTATION FORM



Employee Education Record City of St. Helens Mill

Instructor(s) _____

Date and Time of Training _____

A continuing program of employee orientation and education is maintained to raise awareness about site-specific control measures and prompt and safe response to a spill or accident. This training is included with new-employee orientation (within 30 days of the start of employment) and is repeated annually as part of the facility safety training program.

The undersigned City and Mill personnel have been informed of the goals of site control measures, including:

- Good housekeeping and debris/litter control
- Measures to minimize exposure of stormwater runoff to potential pollutants
- Erosion- and sediment-control measures
- Waste storage and disposal
- Oil and grease control measures
- Spill prevention and control
- Preventive maintenance of equipment and pollution-control measures
- Unauthorized discharges to the stormwater system

Employee Name

Employee Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPENDIX D

PH RECORDS



PH METER CALIBRATION AND PH MEASUREMENT RECORDS

PERMITEE/FACILITY NAME

PH METER CALIBRATION RECORD			
<i>The pH meter must be calibrated prior to the collection of pH measurements in the field.</i>			
<p>Calibration Date and Time: _____</p> <p>Calibration Solution 4.01 S.U. _____</p> <p>Calibration Solution 7.00 S.U. _____</p> <p>Calibration Solution 10.01 S.U. _____</p>			
Calibration Notes:			
PH MEASUREMENT RECORD			
<i>pH must be measured within 15 minutes of sample collection.</i>			
Monitoring Location	pH (s.u.)	Sample Collection Date and Time	pH Measurement Date and Time
Monitoring Location 001			
Calibrated and Measured By:		Signature:	

St. Helens Industrial Business Park Funding Plan

December 2020

Prepared for: City of St. Helens

Final Report

ECONorthwest
ECONOMICS • FINANCE • PLANNING

KOIN Center
222 SW Columbia Street
Suite 1600
Portland, OR 97201
503-222-6060

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1. Introduction

Purpose and Context

The purpose of this Funding Plan is to communicate *how* and *when the City could fund* infrastructure in the St. Helens' Industrial Business Park (SHIBP). The SHIBP is a 205-acre area, zoned for industrial uses, and situated along the banks of the Multnomah Channel of the Willamette River (see Exhibit 1). The area is located at the former Boise White Paper Mill Site and is identified as a brownfield.

In 2015, the City of St. Helens purchased the former Boise White Paper Mill Site. As it stands today, the SHIBP offers considerable economic development upside. It sits within the City's Urban Renewal District, a federally designated Opportunity Zone, and the South Columbia County Enterprise Zone. The area's proximity to the waterfront, Highway 30, Interstate 5, and other quality of life amenities makes it a choice location for businesses looking to locate or expand operations within the regional economy.

The City is now working on a Master Plan for the SHIBP to facilitate redevelopment and market the area to potential employers. To develop the Master Plan, the City received a technical assistance grant from the Oregon Department of Land Conservation and Development (DLCD) in 2019. The SHIBP Master Plan assesses existing physical conditions and development barriers, summarizes pertinent information from previous plan documents and decisions, defines targeted industrial user types, and provides a framework for parcelization. Importantly, the City also scoped this Master Plan to include a phased infrastructure funding plan (this document).

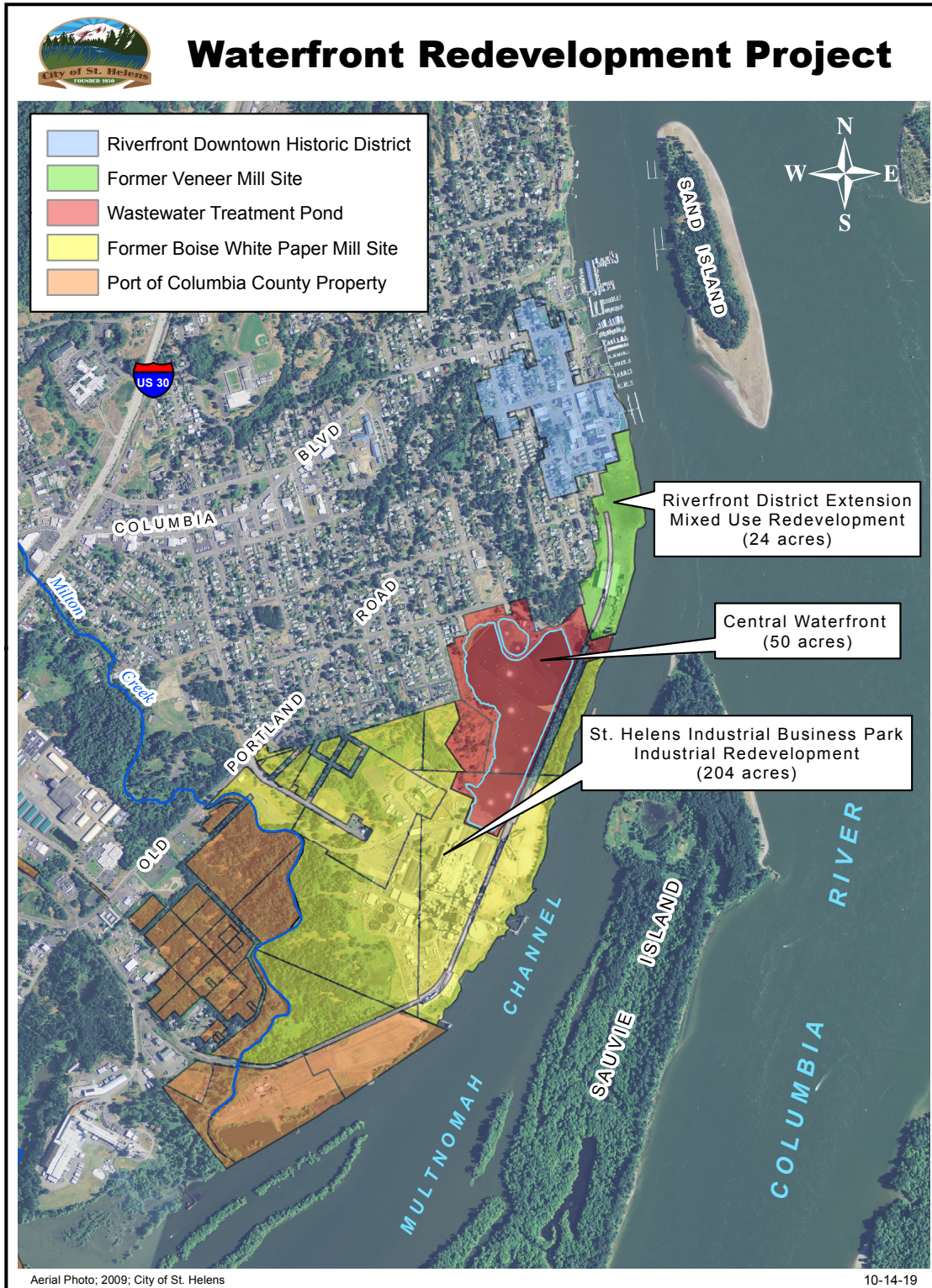
To date, we understand that the key development barriers in the SHIBP are its environmental, regulatory, and infrastructure conditions. The intent of this Plan is to coordinate solutions to address *infrastructure barriers* by:

- Clarifying how infrastructure will be delivered and funded.
- Coordinating investment responsibilities across a range of public and private partners (i.e., those who will be involved in funding the capital projects needed to allow development of the SHIBP).
- Identifying actions and funding resources to address the infrastructure needs in the SHIBP.

Because this Funding Plan is a long-range strategy. The City of St. Helens should maintain flexibility to accommodate shifting economic and fiscal conditions over time. To provide a snapshot of the existing conditions at the time of this writing (Fall 2020), this chapter presents important contextual information, including methods used in the analysis.

Exhibit 1. St Helens' Industrial Business Park and Surrounding Area

Source: City of St. Helens.



Findings of the Parcelization Framework

The SHIBP Master Plan’s parcelization framework¹ outlines the intended division of SHIBP land into smaller pieces (parcels) based on the five factors described in the sidebar to the right. To develop the Funding Plan, ECONorthwest used this parcelization scenario to better understand how needed infrastructure for development might be delivered and phased to guide funding strategy decisions and revenue projection assumptions for the entire SHIBP and its sub-areas.

The parcelization framework defined 37 parcels (see Exhibit 2) which comprise open spaces, paved areas, outdoor storage areas, loading areas, ditches, and pipes. There are approximately 20 structures on the site, and several uses currently operate in the area. In addition, 3J Consulting described infrastructure issues, access constraints, and environmental limitations by parcel, which then informed their determination of needed infrastructure and project cost estimates—a key component for this funding plan.

Findings of the Market Analysis

In 2016, ECONorthwest prepared an economic analysis² for the City of St. Helens to assess the potential economic benefits of a new transportation connection from Highway 30 to the City’s waterfront and industrial property.

An updated analysis (2020) was incorporated into the *Parcelization Framework Report* to define the industrial landscape of the area and identify potential users of the SHIBP, including potential users that may locate on the waterfront. The analysis found that the users mostly likely to locate in the SHIBP are those with a small footprint (i.e., in the three- to five-acre range) and those in the light manufacturing sector. The analysis also determined that the users most likely to locate along the SHIBP waterfront are those who can locate in a shallow water area (e.g., maritime, drydock repair, shoreside heavy lift crane, small intermodal facilities, and drilling/dredging support users).

A key conclusion of the market analysis, for purposes of this funding plan, is to:

“Prioritize infrastructure to key opportunity sites. Multiple interviewees characterized the lack of access and transportation infrastructure as the primary development challenge for matching potential users with sites in Columbia County. Users would prefer to have city water, sewer, and electrical service ready to go at the property line, along with a public access road. Given the range of potential user needs described above, it is not necessary at

Five Factors Guiding the Parcelization Framework:

1. Access: ability to provide vehicular access and circulation to the parcels, including semi-trucks with trailers.
2. In-water uses: primarily operate in-water and require small footprint.
3. Utilities: access and capacity to provide utility services to the site.
4. Environmental constraints: sufficient development area on each parcel free of Goal 5 habitat areas.
5. Market factors: a parcel size between two and five acres for small industrial users that can be consolidated for larger uses.

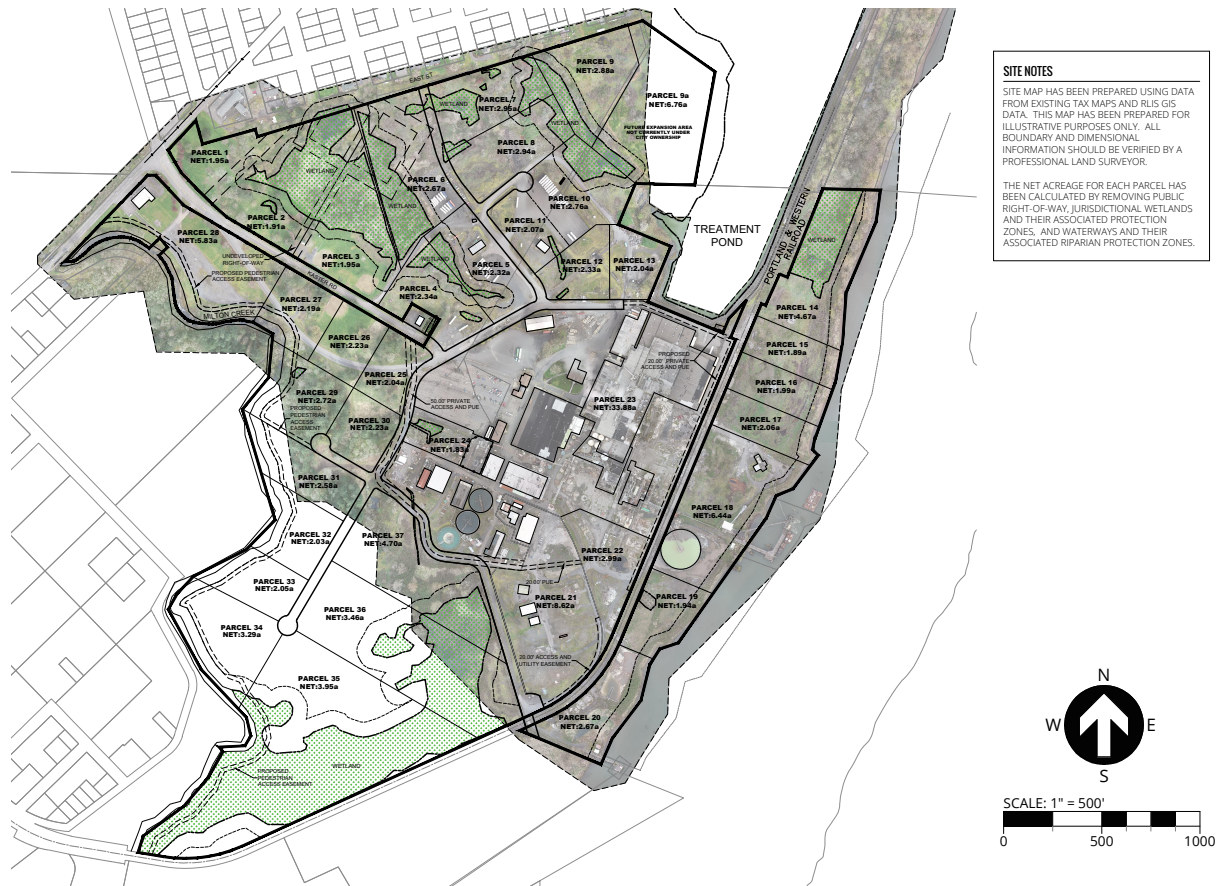
¹ 3J Consulting. (July 22, 2020). *Parcelization Framework Report*, St. Helens Industrial Business Park.

² ECONorthwest. (January 25, 2016). *Economic Analysis*, St. Helens Transportation Connection.

this point to fully flesh out exact lot sizes. Instead, the City can focus on providing the main access road to the site and provide stubbed utilities to serve collections of parcels."

Exhibit 2. Parcelization Framework for the St. Helens Industrial Business Park

Source: 3J Consulting. (July 22, 2020). *Parcelization Framework Report*, St. Helens Industrial Business Park, Figure 1. Proposed Parcelization Framework.



Methods

The steps taken to conduct this analysis were:

- **Analyze the parcelization framework.** This analysis relied on the parcelization framework developed by 3J as part of the Master Plan process. The determination of parcel sizes and potential issues helped to inform funding strategies that were responsive to subarea-specific challenges and land use scenarios in the SHIBP.
- **Assess infrastructure needs and develop a list of projects.** This analysis relied on an infrastructure needs assessment provided by 3J as part of the Master Plan process. This work resulted in a list of specific infrastructure projects with cost estimates by project.
- **Estimate basic revenues.** This analysis estimated the revenue capacity for various funding tools. ECONorthwest worked with City staff to forecast revenue of existing, City sources and relied on the best available data to forecast revenue for potential, new sources.
- **Analyze funding alternatives.** The result of this process is a funding plan that shows how projected revenues can be allocated to projects to cover total costs.

2. Infrastructure Funding Options

This chapter identifies and describes various funding mechanisms (tools) and programs that the City may use to fund infrastructure in the SHIBP. The list of potential funding mechanisms accounts for several existing funding tools that the City could use to pay for needed infrastructure. It also identifies potential new tools that could be implemented to address infrastructure costs, in the event that existing sources of revenue are insufficient.

Funding Options

Infrastructure funding tools and programs documented in this section are organized into three categories. They are: (1) the City's existing sources of revenue; (2) potential revenue sources that the City could access by implementing new, local tools; and (3) potential revenue from external sources that the City could access through a competitive process.

Existing Local Funding Sources

The City of St. Helens currently has five existing funding tools that it might use in the SHIBP, described generally below. Exhibit 3 presents important funding and usage implications for each tool.

- **Tax increment financing (TIF).** TIF revenues are generated by the increase in total assessed value in an urban renewal district, from the time the district is first established. When investments in the district are made, property values increase in the district, and the increase in total property taxes is used to pay off bonds (taken out to pay for specific projects/investments in the area). The City's existing urban renewal area overlaps with the majority of the SHIBP. Therefore, the City may use the District's TIF revenues to fund key infrastructure projects in the SHIBP, if they are identified in the urban renewal plan.
- **Timber revenues.** The City owns approximately 2,500 acres of forest land and receives revenue from timber sales. Approximately 40 to 60 acres of timber are cut every one to two years, resulting in some annual fluctuations in revenues received.
- **Site Prep and Grading Revenues.** The City plans to receive limited duration revenues for surplus rock extracted during site preparation and grading of new development in the SHIBP.
- **Ground Leases.** A ground lease is an agreement between a property owner and a tenant that allows a tenant to develop and/or use a piece of property owned by another party. Contingent on lease terms, the tenant is able to operate on the property and/or retain

Per analysis from Tiberius Solutions: Cascade Tissue, a company in the SHIBP which leases land from the City, has an expiring Enterprise Zone tax exemption, which will provide immediate financial capacity via TIF upon expiration.

ownership of the improvements over the lease period (typically 50 to 99 years). The City currently has one ground lease with Cascade Tissue. A portion of this lease payment goes towards the original SHIBP property transaction. The net lease revenue from Cascade Tissue is \$150,000 per year.

- **Property Sales.** The City receives monthly contract payments from the sale of the ACSP parcel (Parcel 21). Fifty percent of the payment is used to pay off the original SHIBP property transaction, resulting in a net payment of \$82,800 per year.

Exhibit 3. Summary and Details of Existing Funding Sources, 2020 dollars

Source. ECONorthwest and City of St. Helens.

Mechanism / Revenue Source	Financial Capacity, 2020 dollars*	Revenue Assumptions	Notes
Tax Increment Financing (TIF)	\$27.8m to \$43.6m total in years 1 to 25. See Exhibit 4 for detailed breakdown.	Tiberius Solutions estimated financial capacity of the St. Helens Urban Renewal District.	No TIF revenues spent to date, and the City does not expect to spend TIF dollars until year 5 - 10 of the planning period. TIF may fund projects within the City's Urban Renewal District and listed in the Urban Renewal Plan.
Timber	Average of \$200,000 per year	This City assumes a modest, sustainable yield harvest every 1 to 2 years. The actual financial return is contingent on market demand, supply, and tree size (volume).	Timber revenues historically went toward the City's Water Fund, and now they go toward the Community Development Fund for economic development and planning activities. Timber revenues are earmarked to fund infrastructure project design and engineering costs.
Site Prep and Grading	\$700,000 in year 1 - 3. Capacity is anticipated to increase over time, a result of additional excavation sites.	A third-party company estimated financial capacity for this source, indicating that revenues may accrue as early as Summer 2021.	No limitations on use of funds. Likely appropriate for Phase 1 infrastructure projects.
Ground Lease	\$150,000 per year	Net lease revenue from Cascade Tissue.	N/A

Mechanism / Revenue Source	Financial Capacity, 2020 dollars*	Revenue Assumptions	Notes
Property Sales and Contract Payments	\$82,800 per year	Net payment from the sale of the ACSP parcel.	N/A

Exhibit 4. Estimated Financial Capacity, St. Helens Urban Renewal Area, 2020 dollars

Source: Tiberius Solutions. (July 17, 2020). *City of St. Helens Urban Renewal Financial Update – DRAFT*. Exhibit 17. Capacity Summary, Updated Forecasts, St. Helens URA.

Capacity	Low Estimate	Mid Estimate	High Estimate
Capacity	\$27,800,000	\$33,100,000	\$43,600,000
Years 1-5	\$8,200,000	\$8,200,000	\$8,200,000
Years 6-10	\$6,300,000	\$7,200,000	\$13,500,000
Years 11-15	\$6,600,000	\$8,100,000	\$11,600,000
Years 16-20	\$4,100,000	\$5,600,000	\$7,400,000
Years 21-25	\$2,600,000	\$3,900,000	\$2,900,000

New Local Funding Sources

The analysis identified several new local funding tools that could be implemented to pay for infrastructure costs. These tools are:

- **Local improvement district (LID).** An LID enables a group of property owners to share the cost of a capital project or infrastructure improvement. It is a type of special assessment district where property owners, within a specific area, are assessed a fee to pay investments that benefit them.³ An LID may be appropriate for the SHIBP to finance infrastructure that is needed to develop properties within the LID boundary. The LID boundary could be the entire area of the SHIBP or a smaller sub-area.
- **Advanced Finance District.** An Advanced Finance District is a cost sharing mechanism, typically initiated by a developer. It provides a reimbursement method to the developer of an infrastructure improvement, through fees paid by property owners at the time the property benefits from the improvement. A developer applies to create an Advanced Finance District by demonstrating benefit to properties beyond their own. In addition, the size of the improvement must be measurably greater than would ordinarily be required for the improvement.
- **Ground leases and property sale revenues.** A ground lease is an agreement between a property owner and a tenant, where the tenant is permitted to develop a piece of property and then retain ownership of the improvements over the lease period. Relatedly, the City could purchase and improve, and subsequently sell, their property to use the revenue for key projects. It is most likely that the City would sell their property below market-rate to developers of key projects to help achieve redevelopment objectives and catalyze TIF generation in the district. This option increases development feasibility by reducing development costs while giving the public sector leverage to achieve its goals via a development agreement with the developer.

External Sources

The City may apply for grants or low-interest loans to pay for infrastructure projects. Grants and loans are not included in any of the funding forecasts in this report because they are too project-specific and uncertain to predict. A list and description of grant and low-interest loan programs are documented in Appendix B. As a strategy, the use of external sources allows greater flexibility in using internal funding sources.

³ While it is possible for property owners to be subject to fees from an LID and an Advanced Finance District, administrative burden could be reduced and optics could be improved through a more coordinated effort.

Evaluation of Potential, New Funding Tools

This section presents a high-level evaluation of potential, new funding options (see Exhibit 5). This analysis allows the City to consider the tradeoffs of various tools to determine whether they should be considered for future implementation, should they be needed.

The evaluation used four criteria as benchmarks to compare how the tools fare against one another. The primary criteria are:

- **Legality.** Legality considers whether a new funding tool is currently legal, if it would be too hard to make legal in the time available, or if it would be too complicated to implement because of legal requirements.
- **Financial Capacity.** The amount of money that a funding tool can be expected to generate, based on various assumption about how it is implemented. The ability of a funding mechanism to generate the needed revenue is a key measure of its attractiveness. The amount any mechanism can raise is directly tied to the rate imposed, and the rate imposed is always, at least partially, determined by legality and political acceptability. One may also consider the following subcategories:
 - *Yield.* Different revenue mechanisms will produce different yields. Some mechanisms are unlikely to produce adequate funding to support large capital projects, although they may be sufficient to cover smaller funding needs.
 - *Growth Potential.* The value of a revenue stream's potential for growth over time.
- **Near-term Revenue Availability.** This criteria is associated with financial capacity in that it considers the financial yield a tool could generate early in the planning horizon. This criteria also considers implementation considerations. For example, if a tool takes years to implement, it would not be conducive to funding projects that must be constructed right away.
- **Political Acceptability.** One may think that if a tool is legal, efficient, and fair that it would be politically acceptable. While this is true in some situations, it is not always true. Many times, jurisdictions have pursued the adoption of a funding tool that seemingly scores well on those criteria, only to have their efforts fail because the tool was politically unpopular with elected officials or the public. Thus, this criterion is important to not only understand how each tool scores against technical criteria, but also whether the tool may be politically acceptable when the jurisdiction attempts to implement or use it.

The results of the evaluation are summarized in Exhibit 5. A description of each tool is provided in Chapter 2.

Exhibit 5. Funding Tool Evaluation

Source. ECONorthwest.

Tool	Local Improvement District (LID)	Advanced Finance District	Ground Lease and Property Sales
Legality	Local Improvement Districts are legally allowed in Oregon.	Chapter 12.28 of St. Helens' Code enables Advanced Finance Districts for public improvements. It provides a legal mechanism for developers to share project costs with those who benefit from the project.	The City of St. Helens can legally sell or lease properties which they own.
Financial Capacity	Revenue capacity is more of a political question than a technical question. If LIDs covered enough assessed value, and had high enough rates, then they could generate tremendous revenue. But, due to political acceptability, the amount of revenue generated through LIDs tends to be fairly humble.	Financial capacity is based on the project cost(s) in which the district applies. However, individual properties would only become subject to the Advanced Finance District assessments if they connect to the project. Because these districts have a limited duration period, if benefiting properties do not connect to the project within an established period of time (10 years), then the district expires. In these instances, the initial developer who paid the upfront costs loses out on the reimbursements.	<p>The financial capacity of a ground lease or property sale would correspond to the market value of the property. If the City seeks to incent new development, the lease rate or sale price could be reduced below market value to attract priority development.</p> <p>Based on Costar analysis of industrial developed properties in Columbia County between August 2017 and July 2020, the average sale price per square foot of developed property was \$112.86.</p> <p>Based on Costar analysis of current land lease listings and conversations with the Port of Columbia County (2020), an expected land lease transaction price per net acre is between \$17,000 and \$20,000.</p>
Timing of Revenue Availability	Local Improvement District (LID) assessments are due upon project completion. However, LIDs allow for the use of financing options, meaning they are typically established to repay a bond,	Revenues from an Advanced Finance District would accrue over time as development occurs. These districts are a financing mechanism (rather than a funding tool) and are established to pay	A ground lease could provide monthly revenues, while a property sale would provide one lump sum of revenue.

Tool	Local Improvement District (LID)	Advanced Finance District	Ground Lease and Property Sales
	<p>allowing projects to be developed up front and repaid over time.</p> <p>Further, despite the financing mechanism allowing the LID payments to be amortized over time, most property buyers will use bank loans to complete their purchase, and those banks are highly likely to insist on the LID payment being paid in full before entering into a new mortgage (this better protects the bank's investment in the event of a default).</p>	back a land developer who fronts the funds to pay for specific projects up front.	
Political Acceptability	<p>Revenue sources that are not already in use tend to be less politically acceptable than existing sources.</p> <p>The creation of LIDs usually requires extensive political outreach, to garner support from property owners who will be asked to pay for the capital improvement. If property owners believe they will receive tangible benefits from the capital improvement, then the political acceptability is relatively high.</p> <p>However, LIDs that are excessively high may also influence the location decisions of users and financial feasibility of development. Political acceptability of the LID could decline to the extent that LID rates limit business recruitment opportunities.</p>	Individual properties would only become subject to the Advanced Finance District charges (which would be proportional to the benefits they received) if they connect to the project. Thus, political acceptability can be relatively high, if the payments are evaluated from a fairness perspective (i.e. those who benefit from the system, help pay for the system).	The political acceptability of a ground lease or the disposition of city-owned property through a property sale would vary depending on the location of the site, the monies received, and the intended use of the property.

3. Funding Plan

This chapter discusses needed infrastructure projects and their costs, by infrastructure type. The purpose of this chapter is to document the intended funding strategies to pay for those project costs. To help inform those decisions, this chapter begins with a set of funding principles (i.e., objectives).

Funding Principles

Several funding principles helped to guide the selection of funding strategies and may continue to guide the implementation process. Those principles are:



Promote regional economic development by implementing a funding strategy that targets funds toward the implementation of specific projects that are most likely to spur industrial development in SHIBP.



To demonstrate that SHIBP is a priority to the City, the City will take the lead in catalyzing infrastructure development by contributing existing sources of revenue to key projects.



To the extent possible, the City will take advantage of grants and low-interest loans to offset the need to impose new fees and taxes or divert funds from existing sources.



Promote economic resiliency through economic growth and diversification.

Infrastructure Funding Needs

This section discusses infrastructure funding needs and costs in the SHIBP. Needs are discussed by infrastructure type, in the order outlined below.

- Transportation
- Water
- Sewer
- Stormwater
- Wetlands Mitigation

Transportation Infrastructure Needs

Transportation costs in the SHIBP primarily include costs related to collector and local street construction. Exhibit 6 presents transportation cost estimates, totaling \$10,875,680, and Exhibit 7 presents the proposed street layout overlaid on the parcelization plan. Development of transportation infrastructure occurs in three phases:

- **Phase 1:** A primary driver of future development in the SHIBP is development of the collector street from Old Portland Road toward the center of the study area. These improvements, totaling \$2.7 million, unlock many parcels of the SHIBP (delineated in red in Exhibit 7) and will require a sewer pump station and pressure line A. Delivery of local street improvements, totaling about \$912,000, would also occur in Phase 1. It is assumed that parcels 9 and 9a can be accessed with minimal infrastructure improvements.
- **Phase 2:** Phase 2 comprises development of local street improvements in the northern portion of the SHIBP. The local street links with Kaster Road and unlocks parcels five through eight, and ten through 13 (delineated in blue in Exhibit 7). Phase 2 transportation improvements total about \$2.7 million.
- **Phase 3:** Delivery of local streets servicing parcels 29 through 37 as well as parcel 20 and 21 would occur in Phase 3. These improvements total over \$4 million. In addition, development of a centrally located intersection signal will occur in Phase 3 (near parcel 4 and 25). The traffic signal costs \$404,000.

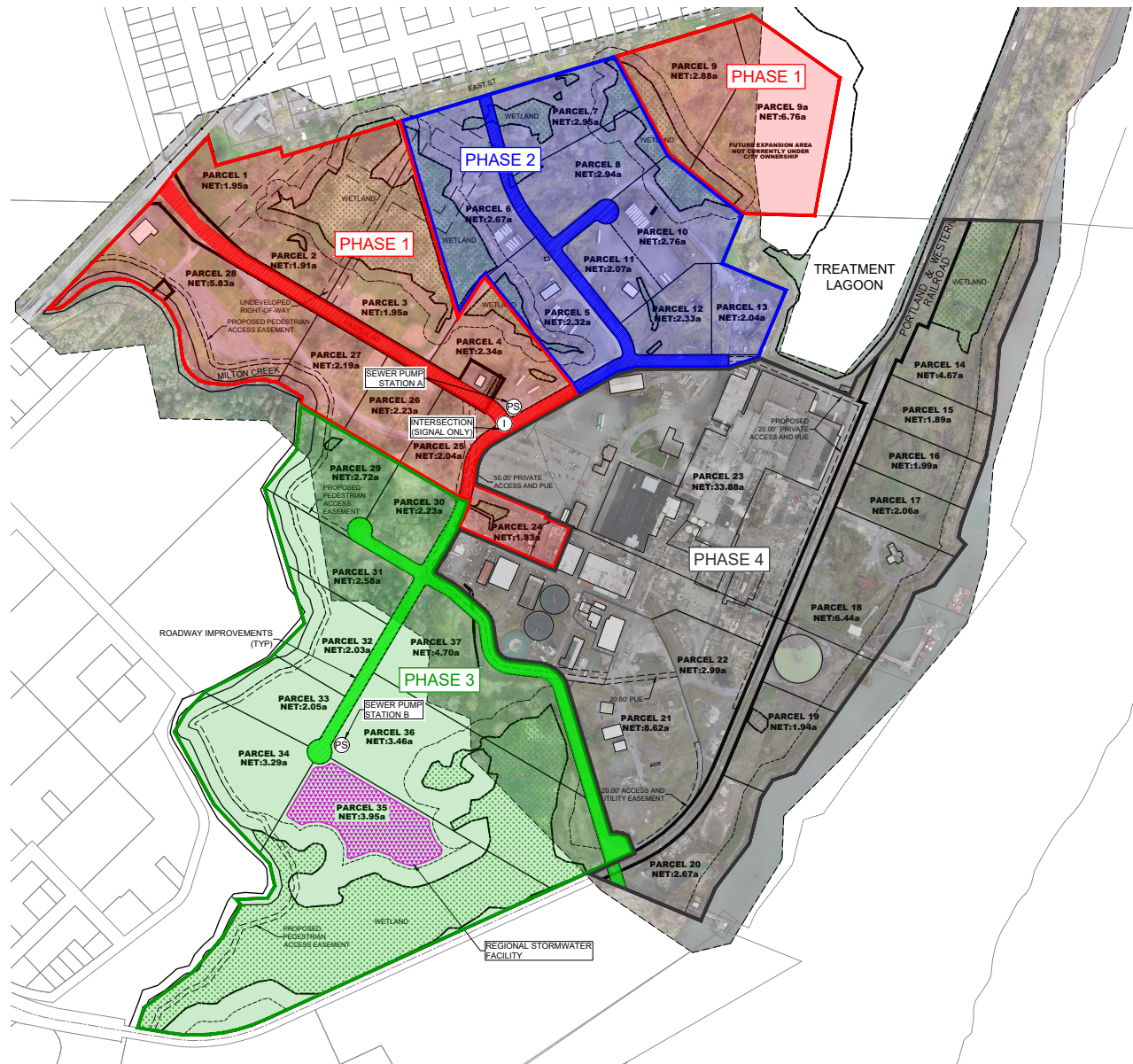
Exhibit 6. SHIBP Transportation Costs (2020 dollars)

Source: Costs provided by 3J Consulting.

Projects	Project Costs (including General Conditions)			
	Phase 1	Phase 2	Phase 3	Phase 4
Roadway Improvements (Collector)	\$2,654,280	-	-	-
Travel Lanes (16.5-ft width each side)	\$581,760	-	-	-
Curb and Gutter (2-ft each side)	\$90,900	-	-	-
Sidewalk (6-ft width each side)	\$181,800	-	-	-
Landscape Buffer (5-ft each side)	\$109,080	-	-	-
Clear Zone (0.5-ft each side)	\$18,180	-	-	-
Grading and Erosion Control	\$109,080	-	-	-
Rock Excavation	\$1,563,480	-	-	-
Roadway Improvements (Local)	\$912,030	\$2,866,380	\$4,038,990	-
Travel Lanes (15.5-ft width each side)	\$155,540	\$488,840	\$688,820	-
Curb and Gutter (2-ft each side)	\$35,350	\$111,100	\$156,550	-
Sidewalk (5-ft width each side)	\$56,560	\$177,760	\$250,480	-
Landscape Buffer (2.5-ft each side)	\$21,210	\$66,660	\$93,930	-
Grading and Erosion Control	\$35,350	\$111,100	\$156,550	-
Rock Excavation	\$608,020	\$1,910,920	\$2,692,660	-
Intersection (Signal Only)	-	-	\$404,000	-
Rail Crossing	Not Determined	Not Determined	Not Determined	Not Determined
Dock Improvements	*Depends on user*	*Depends on user*	*Depends on user*	*Depends on user*
Total Costs	\$3,566,310	\$2,866,380	\$4,442,990	\$0

Exhibit 7. Proposed Transportation Network and Phasing Plan in the SHIBP

Source: 3J Consulting, Cost Estimate Map (October 2020).



Water Infrastructure Needs

The City of St. Helens is responsible for providing water services to the SHIBP. SHIBP water infrastructure projects amount to \$1,575,600 for water utilities (i.e., 8" mains as well as 10" mains along Kaster Road, valves, bends, hydrants) to serve sites along the roadway identified in Exhibit 7.

Exhibit 8. SHIBP Water Costs (2020 dollars)

Source: Costs provided by 3J Consulting.

Projects	Project Costs (including General Conditions)			
	Phase 1	Phase 2	Phase 3	Phase 4
Water Utilities	\$505,000	\$444,400	\$626,200	-
Total Costs and Revenues	\$505,000	\$444,400	\$626,200	\$0

Sewer Infrastructure Needs

The City of St Helens is responsible for providing sewer services to the SHIBP. Sewer infrastructure costs total \$3,260,280.

About 37% of those costs are for two sewer pump stations and pressure lines to serve the entire area.⁴ The first station (sewer line A) has a sewage capacity of about 30,000 gallons per day (anticipated development is Phase 1). The second station (sewer line B) has a sewage capacity of about 15,000 gallons per day (anticipated development is Phase 3). The pump stations' locations capitalize on the area's gravity-based drainage patterns.

The larger share of sewer infrastructure costs (63%) are for an 8" main, manholes, and lateral sewer utilities to serve sites along the roadway identified in Exhibit 7.

Exhibit 9. SHIBP Sewer Costs (2020 dollars)

Source: Costs provided by 3J Consulting.

Projects	Project Costs (including General Conditions)			
	Phase 1	Phase 2	Phase 3	Phase 4
Sewer Utilities	\$656,500	\$577,720	\$814,060	-
Sewer Pump Station and Pressure Line A	\$808,000	-	-	-
Sewer Pump Station and Pressure Line B	-	-	\$404,000	-
Total Costs and Revenues	\$1,464,500	\$577,720	\$1,218,060	\$0

⁴ While a few parcels (e.g., parcel 1, 2, 28) could potentially develop and connect to the existing sewer on the north side of the SHIBP, parcels further south would face challenges connecting to it – depending on the depth of the existing sewer line. Similarly, parcels 6, 7, 9, and 9a could potentially connect to the existing sewer line; however, the sewer connection line would be required to go in that direction. In any case, a majority of parcels (about 80%) would need to connect to the sewer pump station to enable future development.

Stormwater Infrastructure Needs

The City of St Helens is responsible for providing stormwater services to the SHIBP. Stormwater infrastructure costs include storm utilities for an 18" main, manholes, laterals, and inlets along the roadway identified in Exhibit 7 (\$1,969,500) as well as a regional stormwater facility (\$2,424,000) located at the southern portion of the site (parcel 35). Combined, stormwater infrastructure amounts to \$4,393,500 which represents the second most expensive infrastructure category in the SHIBP, after transportation.

Stormwater treatment and detention is the responsibility of the developer and could happen independently on a parcel by parcel basis. The project identified an opportunity to handle the stormwater in a regional facility⁵ and capture the cost burden in SDC fees (i.e., a rain garden with the capacity of 860,000 ft³). The benefit of a regional facility is that it improves functionality, long-term maintenance and supports the visual appeal of the area by eliminating redundancy of individualized treatment schemes. Further, the regional facility located in Parcel 39 (i.e., near the waterfront) allows the system to take advantage of the SHIBP's existing drainage patterns without the need to further implement a stormwater pump station, which would unnecessarily increase costs. However, there are ongoing permitting and maintenance costs of implementing a regional stormwater treatment system which are not accounted for in this estimation.

Exhibit 10. SHIBP Stormwater Costs (2020 dollars)

Source: Costs provided by 3J Consulting.

Projects	Project Costs (including General Conditions)			
	Phase 1	Phase 2	Phase 3	Phase 4
Stormwater Utilities	\$631,250	\$555,500	\$782,750	-
Regional Stormwater Facility	-	-	\$2,424,000	-
Total Costs and Revenues	\$631,250	\$555,500	\$3,206,750	\$0

Wetlands Mitigation

Wetlands mitigation will occur in each phase of construction in the SHIBP. Through Phase 4, costs to address wetlands will amount to \$1,010,000. Note that, wetlands delineation is only needed in Phase 3 as wetlands delineation has already occurred in part of the SHIBP study area.

Exhibit 11. SHIBP Wetlands Mitigation Costs (2020 dollars)

Source: Costs provided by 3J Consulting.

Projects	Project Costs (including General Conditions)			
	Phase 1	Phase 2	Phase 3	Phase 4
Wetland Mitigation (Allowance)	\$202,000	\$202,000	\$202,000	\$202,000
Wetland Delineation (Allowance)	-	-	\$202,000	-
Total Costs and Revenues	\$202,000	\$202,000	\$404,000	\$202,000

⁵ Funding and delivery of the Regional Stormwater Facility is assumed to occur in Phase 3. Any parcels that want to develop prior to this infrastructure delivery would need to have onsite treatment and detention (led by the developer).

SHIBP Infrastructure Funding Strategy

Upon analysis of the City's existing sources of revenue, ECONorthwest finds that in total the City does have sufficient funds to pay for total infrastructure costs (\$21.1 million) in the SHIBP (see Exhibit 12 for cost breakdown by phase). However, financial capacity relies heavily on one important funding tool: TIF. Due to the sometimes slow or indirect nature of property tax growth in relation to targeted projects, TIF from urban renewal can often take many years to produce meaningful levels of revenue which can result in loss of project alignment.

Exhibit 12. SHIBP Cost Summary by Phase, Fiscal Year Ending 2021-2045

Source: ECONorthwest.

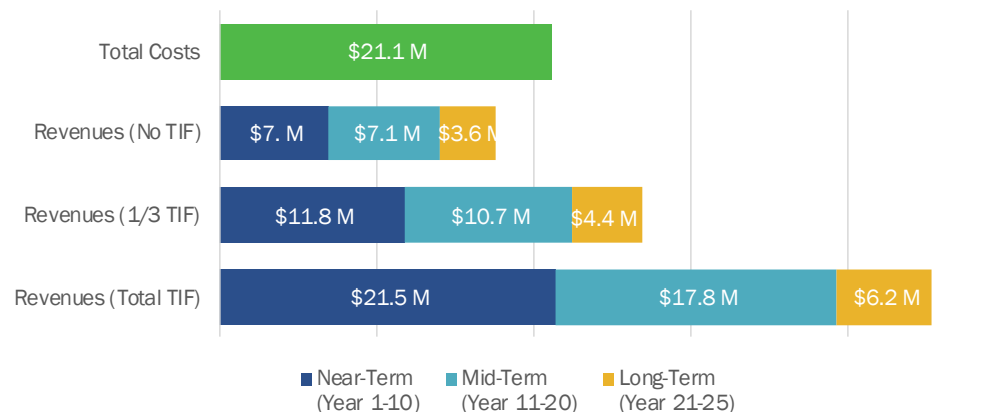
Funding Schedule	Total Infrastructure Costs	Net Developable Acres per Phase	Cost per Net Acre per Phase
Phase 1	\$6,369,200	30.08	\$211,742
Phase 2	\$4,646,000	20.08	\$231,375
Phase 3	\$9,898,000	23.06	\$429,228
Phase 4	\$202,000	24.65	\$8,195
Total	\$21,115,200	97.87	-

Note: Parcels 21, 23, 24, and 35 were excluded from the analysis (undevelopable or regional facility site).

Therefore, the ability to fund infrastructure in the SHIBP depends on the amount of TIF revenues actually received – and the extent to which TIF funds are best prioritized for industrial infrastructure or for other projects and objectives listed in St. Helens' Urban Renewal Plan. Exhibit 13 illustrates the impact of varying levels of TIF support. It shows that without TIF dollars, existing revenues are insufficient to pay for total infrastructure costs in the SHIBP.

Exhibit 13. SHIBP Cost and Revenue Comparative Analysis, Fiscal Year Ending 2021-2045

Source: ECONorthwest.



Note: "Revenues (Total TIF)" includes projected TIF (low estimate), timber, site prep and grading, ground lease, and property sales/contract payment revenues. "Revenues (1/3 TIF)" includes the aforementioned projected revenues but

decreases TIF (low estimate) revenues by two thirds. “Revenues (No TIF)” includes timber, site prep and grading, ground lease, and property sales/contract payment revenues.

Near-term Strategy (Year 1-10)

The SHIBP near-term strategy aims to fund all Phase 1 infrastructure. In addition to unlocking development in Phase 1 and opening up an opportunity for future development in Phase 2 and 3, this strategy aims to ensure that the Urban Renewal Area tracks with projections. The City should:

- **Prioritize timber, site prep and grading, ground lease, and property sales/contract payment revenues toward Phase 1 infrastructure (less any loans or grants from external sources):** Per our estimates, capacity of these revenue sources in the near-term (Year 1-10) would allow the City to dedicate about \$6.9 million to investments in catalytic infrastructure that adds capacity to support new growth in the SHIBP. If the City chose to invest all \$6.9 million in the SHIBP, these revenues would fund 100% of Phase 1 project costs⁶ and about 13% of Phase 2 project costs.
- However, the City should evaluate the policy implications of investing the total capacity of these resources on infrastructure in the SHIBP solely. In that, the SHIBP is one of many ongoing, essential projects in St. Helens and allocating all or the majority of existing revenues to one project is a narrow economic development strategy. Thus, it is recommended that the City seek, leverage, and prioritize other exogenous funding options (see to Appendix B) to ensure that the City has sufficient funds to continue to invest in other areas of the community that will allow for greater economic diversity and resiliency.
- **Account for any TIF expenditures:** The City’s primary opportunity over the longer term is its Urban Renewal District. Revenues generated from TIF are more than sufficient to cover project costs. However, those dollars are not likely to be spent until year 5 through 10 of the planning period. For instance, by year 10, current projections suggest that the City may have approximately \$14.5 million in unspent TIF dollars, which is enough to fund approximately 69% of total infrastructure costs in the SHIBP. Given this finding, the analysis highlights policy questions, rather than technical questions:
 - How much of the City’s TIF dollars will be allocated to infrastructure in the SHIBP?
 - When will TIF dollars be allocated to the infrastructure costs in the SHIBP?
 - To what extent should TIF dollars offset other, existing city funds (e.g., timber and site prep and grading revenues) that could be more broadly applied to the city as whole and other developer contributions?

⁶ Note: 100% of Phase 1 project costs represents 33% of total transportation, 32% of total water, 45% of total sewer, and 14% of total stormwater improvement costs. It also represents 20% of total wetlands mitigation issue costs.

While this near-term strategy does not rely on TIF dollars, any TIF dollars spent before Year 11 could offset use of timber, site prep and grading, ground lease, and property sales/contract payment revenues in the SHIBP.

Mid- and Long-Term Strategy (Year 11 and beyond)

Phase 2, Phase 3, and Phase 4 infrastructure costs amount to \$14.7 million. The City may use any of its existing revenues sources to pay for these costs, including TIF dollars, which will be more than sufficient to cover the balance of project costs in the SHIBP.

Alternative Near-term Strategies

Revenue-backed Bond

To catalyze delivery of all infrastructure projects, almost immediately, the City could issue a revenue bond, backed by TIF. The opportunity allows that City to take advantage of the SHIBP's most prominent funding resource to lead economic growth and diversification in the area. The strategy allows the City's other existing funding sources to remain untouched (or rather, funneled to other fiscal priorities in the city) while still allowing the City to take advantage of grant/loan programs to substitute use of TIF, as applicable. Further, an important marketing tactic to incent industrial/manufacturing uses to locate in the area is the messaging that this alternative funding strategy would not place an added burden of cost on development.

District Approach

Three regional facilities could benefit from an area-wide funding mechanism such as a Local Improvement District or Advanced Finance District. Those facilities are the Regional Stormwater Facility (\$2,424,000)

in Phase 3, the Sewer Pump Station and Pressure Line A (\$808,000) in Phase 1, and Sewer Pump Station and Pressure Line B (\$404,000) in Phase 3. Exhibit 14 shows the impact of these investments if they were spread over SHIBP property owners proportionately by phase.

For example, Exhibit 14 shows that regional costs in Phase 3 amount to \$2,828,000. Because Phase 3 is composed of 27 net acres, the cost impact on property owners within the Phase 3 geographic boundary

Exhibit 14. Per Acre Cost of Regional Facilities, by Phase

Source: ECONorthwest.

	Total	Total per Net Acre
Phase 1 Regional Costs		
Lump Sum	\$808,000	\$26,862
Annual Payment	\$113,300	\$3,767
Total Amortized Cost	\$1,133,000	\$37,666
Phase 3 Regional Costs		
Lump Sum	\$2,828,000	\$122,637
Annual Payment	\$396,600	\$17,199
Total Amortized Cost	\$3,966,000	\$171,986

Note 1: Phase 1 costs represent Sewer Pump Station and Pressure Line A. Phase 3 costs represent Sewer Pump Station and Pressure Line B, plus the Regional Stormwater Facility. The per net acre statistic uses 30.08 net acres in the Phase 1 cost impact calculation and 27.01 net acres in the Phase 3 cost impact calculation.

Note 2: Amortization assumptions: 10-year term, 1% issuance costs, 5% interest rate, 1.07 coverage factor.

(see Exhibit 7) would average \$104,702 per net acre. Amortized over 10 years, those costs would amount to about \$146,835 per net acre—or about \$14,683 per net acre per year for 10 years.

If the City wishes pursue a district approach to catalyze funding for these regional facilities up front, then this analysis recommends that the City seek issuance of a revenue bond, backed by a Local Improvement District (LID) or existing revenues from TIF to cover these costs. This financing strategy would allow the City to develop these facilities up front, as LID/TIF revenues accrue over time. The use of an LID would require existing property owners to opt into an additional tax assessment (described on a per acre basis above), while the use of TIF would not place an added cost on property owners in the area.

If an LID-backed revenue bond is pursued, the City would have the option to “buy down” land for users to offset LID costs by selling land at below market rates. In this sense, the City would indirectly be leveraging a portion of the value of the land to support infrastructure development.

Appendix A. SHIBP Cost Estimates

Appendix A presents conceptual cost estimates, prepared by 3J Consulting, for the St. Helens Industrial Business Park. Overall, estimated costs for site construction and general conditions amount to \$21,115,200. The following general notes and assumptions refer to the cost estimates presented in Exhibit 15:

- These quantities and prices are assumed based on high level conceptual design and should not be used for actual construction costs, but as a guide for order of magnitude cost for improvements.
- Prices are shown 2020 dollars.
- See Exhibit 7 for assumed location of Stormwater Regional Facility and Sewer Pump Station.
- Permitting costs are not included.
- Cost for private utilities and private roadways are not included, as they are assumed to be installed by each property developer.
- Wetland mitigation allowance is estimated at \$100,000 for each phase.
- It is assumed Sewer Pump Station and Pressure Line A shall serve all parcels, while Sewer Pump Station and Pressure Line B shall serve parcels in Phases 3 and 4, and shall pump to Sewer Pump Station and Pressure Line A.
- Rock excavation assumed to only be within utility trenches.

Exhibit 15. Conceptual Cost Estimates by Phase (2020 dollars), the SHIBP

Source: 3J Consulting (October 2020). Note: "G" is General Conditions (soft costs) and "SC" is Site Conditions (hard costs).

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
PHASE 1					
SITE CONSTRUCTION (SC)					
SC-1	Roadway Improvements (Collector)	1,800	LF	\$730	\$1,314,000
SC-2	Roadway Improvements (Local)	700	LF	\$645	\$451,500
SC-3	Utilities Within Roadway	2,500	LF	\$355	\$887,500
SC-4b	Sewer Pump Station and Pressure Line A (30,000 gal/day)	1	LS	\$400,000	\$400,000
SC-4e	Wetland Mitigation (Allowance)	1	LS	\$100,000	\$100,000
TOTAL SITE CONSTRUCTION (SC)					\$3,153,000
GENERAL CONDITIONS (G)					
G	General Conditions	102%	of	Site Construction	\$3,216,200
TOTAL COST (PHASE 1)					\$6,369,200
PHASE 2					
SITE CONSTRUCTION (SC)					
SC-1	Roadway Improvements (Collector)	0	LF	\$730	\$0
SC-2	Roadway Improvements (Local)	2,200	LF	\$645	\$1,419,000
SC-3	Utilities Within Roadway	2,200	LF	\$355	\$781,000
SC-4e	Wetland Mitigation (Allowance)	1	LS	\$100,000	\$100,000
TOTAL SITE CONSTRUCTION (SC)					\$2,300,000
GENERAL CONDITIONS (G)					
G	General Conditions	102%	of	Site Construction	\$2,346,000
TOTAL COST (PHASE 2)					\$4,646,000
PHASE 3					
SITE CONSTRUCTION (SC)					
SC-1	Roadway Improvements (Collector)	0	LF	\$730	\$0
SC-2	Roadway Improvements (Local)	3,100	LF	\$645	\$1,999,500
SC-3	Utilities Within Roadway	3,100	LF	\$355	\$1,100,500
SC-4a	Regional Stormwater Facility (rain garden-860,000 ft ³ volume)	1	LS	\$1,200,000	\$1,200,000
SC-4d	Intersection (Signal Only)	1	LS	\$200,000	\$200,000
SC-4c	Sewer Pump Station and Pressure Line B (15,000 gal/day)	1	LS	\$200,000	\$200,000
SC-4e	Wetland Mitigation (Allowance)	1	LS	\$100,000	\$100,000
SC-4f	Wetland Delineation (Allowance)	1	LS	\$100,000	\$100,000
TOTAL SITE CONSTRUCTION (SC)					\$4,900,000
GENERAL CONDITIONS (G)					
G	General Conditions	102%	of	Site Construction	\$4,998,000
TOTAL COST (PHASE 3)					\$9,898,000
PHASE 4					
SITE CONSTRUCTION (SC)					
SC-1	Roadway Improvements (Collector)	0	LF	\$730	\$0
SC-2	Roadway Improvements (Local)	0	LF	\$645	\$0
SC-3	Utilities Within Roadway	0	LF	\$355	\$0
SC-4e	Wetland Mitigation (Allowance)	1	LS	\$100,000	\$100,000
TOTAL SITE CONSTRUCTION (SC)					\$100,000
GENERAL CONDITIONS (G)					
G	General Conditions	102%	of	Site Construction	\$102,000
TOTAL COST (PHASE 4)					\$202,000
TOTAL CONCEPTUAL COST ESTIMATE					\$21,115,200

Exhibit 16. Conceptual Cost Estimates Overall (2020 dollars), the SHIBP

Source: 3J Consulting (October 2020). Note: "G" is General Conditions (soft costs) and "SC" is Site Conditions (hard costs).

ITEM	DESCRIPTION	QTY UNIT	UNIT PRICE	TOTAL
SITE CONSTRUCTION (SC)				
SC-1	Roadway Improvements (Collector)	1,800 LF	\$ 730	\$1,314,000
SC-1a	Travel Lanes (16.5-ft width each side)	1,800 LF	\$ 160	\$288,000
SC-1b	Curb and Gutter (2-ft each side)	1,800 LF	\$ 25	\$45,000
SC-1c	Sidewalk (6-ft width each side)	1,800 LF	\$ 50	\$90,000
SC-1d	Landscape Buffer (5-ft each side)	1,800 LF	\$ 30	\$54,000
SC-1e	Clear Zone (0.5-ft each side)	1,800 LF	\$ 5	\$9,000
SC-1f	Grading and Erosion Control	1,800 LF	\$ 30	\$54,000
SC-1g	Rock Excavation	1,800 LF	\$ 430	\$774,000
SC-2	Roadway Improvements (Local)	6,000 LF	\$ 645	\$3,870,000
SC-2a	Travel Lanes (15.5-ft width each side)	6,000 LF	\$ 110	\$660,000
SC-2b	Curb and Gutter (2-ft each side)	6,000 LF	\$ 25	\$150,000
SC-2c	Sidewalk (5-ft width each side)	6,000 LF	\$ 40	\$240,000
SC-2d	Landscape Buffer (2.5-ft each side)	6,000 LF	\$ 15	\$90,000
SC-2e	Grading and Erosion Control	6,000 LF	\$ 25	\$150,000
SC-2f	Rock Excavation	6,000 LF	\$ 430	\$2,580,000
SC-3	Utilities Within Roadway	7,800 LF	\$ 355	\$2,769,000
SC-3a	Storm (18" main, manholes, laterals, inlets)	7,800 LF	\$ 125	\$975,000
SC-3b	Water (10" and 8" mains, valves, bends, hydrants)	7,800 LF	\$ 100	\$780,000
SC-3c	Sewer (8" main, manholes, laterals)	7,800 LF	\$ 130	\$1,014,000
SC-4	Other			\$2,500,000
SC-4a	Regional Stormwater Facility (rain garden-860,000 ft ³ volume)	1 LS	\$1,200,000	\$1,200,000
SC-4b	Sewer Pump Station and Pressure Line A (30,000 gal/day)	1 LS	\$400,000	\$400,000
SC-4c	Sewer Pump Station and Pressure Line B (15,000 gal/day)	1 LS	\$200,000	\$200,000
SC-4d	Kaster Road Intersection (Intersection Signal Only)	1 EA	\$200,000	\$200,000
SC-4e	Wetland Mitigation (Allowance)	1 LS	\$400,000	\$400,000
SC-4f	Wetland Delineation (Allowance)	1 LS	\$100,000	\$100,000
TOTAL SITE CONSTRUCTION (SC)				\$10,453,000
GENERAL CONDITIONS (G)				
G-1	Mobilization	5.0% of	Site Construction	\$522,700
G-2	Contingency	50.0% of	Site Construction	\$5,226,500
G-3	Design	30.0% of	Site Construction	\$3,135,900
G-4	Prevailing Wage	15.0% of	Site Construction	\$1,568,000
G-4	Traffic Control	2.0% of	Site Construction	\$209,100
TOTAL GENERAL CONDITIONS				\$10,662,200
TOTAL CONCEPTUAL COST ESTIMATE				\$21,115,200

Appendix B. Federal and State Capital Funding Grants and Low-Interest Loans

To manage the details of various federal and state funding programs, this Appendix identifies several grant and loan programs that the City may consider applying to, to fund specific infrastructure projects.

Transportation Programs

The State of Oregon manages two primary transportation funding programs:

- **ConnectOregon.** ConnectOregon focuses on improving connections and supporting local economies throughout the state. Dedicated to multimodal, non-highway projects, ConnectOregon was first approved by the Oregon legislature in 2005 to fund marine/ports, aviation, public transit, bicycle/pedestrian, and rail connection projects around the state. However, the passage of HB 2017 and HB 2592 changed the program—today, only aviation, rail, and marine/port improvements are eligible. ConnectOregon is a grant that may cover up to 70% of project costs. A minimum 30% match is required, except for Class 1 Railroads where a 50% match is required. In the most recent funding cycle, 39 projects were funded, with awards ranging from \$25m to \$8.3m. The average award was \$1.3m.
- **Statewide Transportation Improvement Program (STIP).** STIP is Oregon's four-year transportation capital improvement program for state and federally funded projects. Funding is distributed to system enhancement, preservation, safety, non-highway, and local roads projects. ODOT expects to complete the 2021-2024 STIP in 2020.

Other, relevant transportation programs that the State of Oregon manages include:

- **Immediate Opportunity Fund (IOF).** IOF supports primary economic development in Oregon through the construction and improvement of streets and roads. Access to this fund is discretionary and the fund may only be used when other sources of financial support are unavailable or insufficient. The fund will not pay for more than 50% of the transportation improvement costs—the remainder must be matched. The applicant must involve Business Oregon and ODOT early on in the process. Project cost limits range from \$250,000 to \$1m per project (depending on the project type).
- **Multimodal Active Transportation (MAT) Fund.** MAT funds bicycle and pedestrian capital projects previously funded by the ConnectOregon program. Eligible projects include the development, construction, reconstruction, major resurfacing, or other capital improvements of multiuse paths, bicycle paths, and footpaths. This is a competitive grant program that may not exceed 70% of eligible project costs (i.e., 30% match required). This program was recently created; recommended rulemaking stated

that “grants will be awarded only when there are sufficient funds available in the [MAT] Fund to cover the costs of the grants.”

- **Oregon Transportation Infrastructure Bank (OTIB).** OTIB is a low interest revolving loan fund that can help to pay for highway, transit, and other transportation capital projects. These low-interest loans can be repaid with TIF, general fund, or local improvement district revenues. They provide up front monies (planning, engineering) as well as implementation funds which means cities do not need to wait for TIF build up.

Water, Wastewater, and Stormwater Programs

Business Oregon manages several infrastructure funding programs:

- **Safe Drinking Water Revolving Fund (SDWRLF).** SDWRLF is a low-interest loan to fund the design and construction of water system infrastructure (including but not limited to treatment, transmission/distribution mains, finished water reservoirs, water sources, pumping, aquifer storage and recovery projects, seismic improvements, redundancy/reliability infrastructure, instrumentation, telemetry and metering). Loans at \$3m are available with Board approval and loans of \$6m are available with Water Advisory Board approval. Principle forgiveness is available.
- **Drinking Water Source Protection (DWSP).** DWSP is a low-interest, forgivable loan of up to \$30,000 per water system. Project receiving funding include those that protect drinking water sources or that lead to risk reduction within a delineated source water area.
- **Water Wastewater Fund (W/W).** W/W is a program offering both loans and grants for the planning and construction of water, stormwater, and wastewater collection, treatment, and distribution projects. The maximum loan amount is \$10m per project (typically repaid with utility revenues or voter approved bonds). The typical grant amount is up to \$750,000 per project.

Other Infrastructure Programs

Funding programs not directly tied to a single, or specific infrastructure type include:

- **Special Public Works Fund (SPWF).** Municipalities and Districts may apply for SPWF funds for various construction projects including utilities, emergency projects, levees, telecom, energy systems, transportation, railroad, road, marine & other public facilities. The program, administered by Business Oregon, offers low-interest loans ranging from less than \$100,000 to \$10m; the program offers grants for construction projects that create or retain traded-sector jobs. Grants are limited to \$500,000 or 85% of the project cost (whichever is less) and are based on eligible jobs created or retained.

- **U.S. Economic Development Association (EDA) Public Works Program.** EDA’s Public Works program helps distressed communities revitalize, expand, and upgrade their physical infrastructure. This program enables communities to attract new industry; encourage business expansion; diversify local economies; and generate or retain long-term, private-sector jobs and investment through the acquisition or development of land and infrastructure improvements needed for the successful establishment or expansion of industrial or commercial enterprises.
 - EDA Public Works program investments help facilitate the transition of communities from being distressed to becoming competitive by developing key public infrastructure, such as technology-based facilities that utilize distance learning networks, smart rooms, and smart buildings; multitenant manufacturing and other facilities; business and industrial parks with fiber optic cable; and telecommunications and development facilities. In addition, EDA invests in traditional public works projects, including water and sewer systems improvements, industrial parks, business incubator facilities, expansion of port and harbor facilities, skill-training facilities, and brownfields redevelopment.⁷
 - As part of the 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES), the EDA received \$1.5 billion in funding to expand and enhance its Economic Adjustment Assistance (EAA) programs. In response to the COVID-19 pandemic, the EDA loosened its criteria of economic distress. These grants are competitive and will be distributed until the funds are exhausted.

⁷ U.S. Economic Development Association: <https://www.eda.gov/pdf/about/Public-Works-Program-1-Pager.pdf>

Appendix C. Revenue Projection Details

ECONorthwest worked with City staff and 3J Consulting to project infrastructure revenues that could be available from existing funding sources over the 2021-2045 planning horizon. The forecast, on the next page (Exhibit 17), displays projections of existing revenue sources which are available to fund infrastructure in the SHIBP. One way of thinking about these projections is that they estimate the amount of revenue available for implementation if nothing changes in the future (e.g. no new funding tools, rates of existing tools remain unchanged, etc.). In summary, existing funding tools are forecast to generate approximately \$45.5 million over the planning period.

Exhibit 18 presents an estimate of potential land transaction revenue, in total and on a parcel by parcel basis. To estimate financial capacity, the analysis assumes an average land sale price of \$17,000 to \$20,000 per net acre.⁸ In addition, this analysis relies on actual parcel net acreage in the SHIBP (excluding parcels 18, 21, 22, 23, 24, and 28). In summary, industrial land transactions in the SHIBP has the potential to generate approximately \$1,471,520 to \$1,731,200.

⁸ This assumption derives from the Port of Columbia.

Exhibit 17. Forecast of Existing Revenues (2020 dollars) for Capital Projects, FY Ending 2021–2045

Source: ECONorthwest.

FYE	TIF (Low Estimate)	Timber	Site Prep & Grading	Ground Lease	Property Sales and Contract Payments	Total
2021	\$1,640,000	\$200,000	\$140,000	\$150,000	\$82,800	\$2,212,800
2022	\$1,640,000	\$200,000	\$210,000	\$150,000	\$82,800	\$2,282,800
2023	\$1,640,000	\$200,000	\$350,000	\$150,000	\$82,800	\$2,422,800
2024	\$1,640,000	\$200,000	\$280,000	\$150,000	\$82,800	\$2,352,800
2025	\$1,640,000	\$200,000	\$253,605	\$150,000	\$82,800	\$2,326,405
2026	\$1,260,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,972,800
2027	\$1,260,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,972,800
2028	\$1,260,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,972,800
2029	\$1,260,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,972,800
2030	\$1,260,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,972,800
2031	\$1,320,000	\$200,000	\$280,000	\$150,000	\$82,800	\$2,032,800
2032	\$1,320,000	\$200,000	\$280,000	\$150,000	\$82,800	\$2,032,800
2033	\$1,320,000	\$200,000	\$280,000	\$150,000	\$82,800	\$2,032,800
2034	\$1,320,000	\$200,000	\$280,000	\$150,000	\$82,800	\$2,032,800
2035	\$1,320,000	\$200,000	\$280,000	\$150,000	\$82,800	\$2,032,800
2036	\$820,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,532,800
2037	\$820,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,532,800
2038	\$820,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,532,800
2039	\$820,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,532,800
2040	\$820,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,532,800
2041	\$520,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,232,800
2042	\$520,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,232,800
2043	\$520,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,232,800
2044	\$520,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,232,800
2045	\$520,000	\$200,000	\$280,000	\$150,000	\$82,800	\$1,232,800
Total	\$27,800,000	\$5,000,000	\$6,833,605	\$3,750,000	\$2,070,000	\$45,453,605
Annual Avg.	\$1,112,000	\$200,000	\$273,344	\$150,000	\$82,800	\$1,818,144

Exhibit 18. Estimate of Land Transaction Sale Revenue (2020 dollars)

Source: ECONorthwest.

Parcel Number	Net Developable Acreage	Land Transaction Price	
		Low	High
1	1.95	\$33,150	\$39,000
2	1.91	\$32,470	\$38,200
3	1.95	\$33,150	\$39,000
4	2.34	\$39,780	\$46,800
5	2.32	\$39,440	\$46,400
6	2.67	\$45,390	\$53,400
7	2.95	\$50,150	\$59,000
8	2.94	\$49,980	\$58,800
9	2.88	\$48,960	\$57,600
9a	6.76	\$114,920	\$135,200
10	2.76	\$46,920	\$55,200
11	2.07	\$35,190	\$41,400
12	2.33	\$39,610	\$46,600
13	2.04	\$34,680	\$40,800
14	4.67	\$79,390	\$93,400
15	1.89	\$32,130	\$37,800
16	1.99	\$33,830	\$39,800
17	2.06	\$35,020	\$41,200
18	6.44	\$109,480	\$128,800
19	1.94	\$32,980	\$38,800
20	2.67	\$45,390	\$53,400
21	8.62	\$146,540	\$172,400
22	2.99	\$50,830	\$59,800
23	33.88	\$575,960	\$677,600
24	1.83	\$31,110	\$36,600
25	2.04	\$34,680	\$40,800
26	2.23	\$37,910	\$44,600
27	2.19	\$37,230	\$43,800
28	5.83	\$99,110	\$116,600
29	2.72	\$46,240	\$54,400
30	2.23	\$37,910	\$44,600
31	2.58	\$43,860	\$51,600
32	2.03	\$34,510	\$40,600
33	2.05	\$34,850	\$41,000
34	3.29	\$55,930	\$65,800
35	3.95	\$67,150	\$79,000
36	3.46	\$58,820	\$69,200
37	4.7	\$79,900	\$94,000
Total	146.15	\$2,484,550	\$2,923,000
Total Excluding Parcels 21, 23, 24, and 35	97.87	\$1,663,790	\$1,957,400

City of St. Helens
RESOLUTION NO. 1911

A RESOLUTION OF THE ST. HELENS CITY COUNCIL TO ACCEPT THE
 RECOMMENDATION OF THE PUBLIC SAFETY FACILITY AD-HOC
 COMMITTEE AND HONOR CITIZEN ENGAGEMENT

WHEREAS, a new public safety facility is needed within the community to improve police service delivery and municipal court operations, as well as provide training space accessible to our community and serve as a backup emergency operations center; and

WHEREAS, the current, 50-year old Police station has become inadequate to serve the community and does not have all the necessary tools and amenities that are needed for a community of our size; and

WHEREAS, a volunteer citizen advisory committee was appointed by the City Council to review a needs assessment and recommend funding for a new public safety facility; and

WHEREAS, the City of St. Helens Strategic Workplan 2020-2022 recognizes safety and livability, community and civic engagement, and long-term planning as priority goal areas.

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

Section 1. The City Council welcomes meaningful citizen involvement on City advisory boards and commissions.

Section 2. The Public Safety Facility Ad-Hoc Committee recommends that the City continue a robust community engagement period to inform the community about the shortcomings of the current station, opportunities offered by constructing a new Public Safety Facility and the need for future growth planning.

Section 3. The Public Safety Facility Ad-Hoc Committee recommends, if Council deems necessary, to seek additional polling information after a community engagement period.

Section 4. The Public Safety Facility Ad-Hoc Committee recommends increasing funding for utility assistance programs when a Public Safety Fund is created to help ensure that community members have an opportunity for support if it is needed to help make their monthly payment.

Section 5. The Public Safety Facility Ad-Hoc Committee recommends the creation of a public safety fund. The Committee agreed that the monthly fee should be determined by the City Council but that the Public Safety Fund should be created administratively.

Section 6. The Public Safety Facility Ad-Hoc Committee recommends that the current Police station be sold when vacated and the proceeds from the sale should be put towards the debt service of the new facility.

Section 7. The Public Safety Facility Ad-Hoc Committee recommends that staff continue to research potential grants and funding opportunities to help pay for the new public safety facility.

Approved and adopted by the City Council on January 20, 2021, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

AMENDMENT NO. 1 TO PERSONAL SERVICES AGREEMENT

This Amendment is made on January 20, 2021, between City of St. Helens, an Oregon municipal corporation (“City”), and **Lower Columbia Engineering, LLC** (“Contractor”), an Oregon corporation.

RECITALS

A. WHEREAS, on or about July 17, 2019, St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to consulting services for the design and engineering of the Columbia Pacific Food Bank building at 1421 Columbia Blvd.; and

B. WHEREAS, the contract is set to expire on January 31, 2021, and City wishes and Contractor agrees to extend the contract an additional year, as per the original agreement conditions.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The term of the Agreement is extended to January 31, 2022.
2. 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:

LOWER COLUMBIA ENGINEERING, LLC

By: _____

Name: _____

Its: _____

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #4.

City Council Meeting ~ January 20, 2021

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application</u>	<u>Referred by Email</u>
		<u>Received</u>	<u>To Committee(s)</u>
• Joshua Hughes	Arts & Cultural Commission	7/30/19	8/4/19
• Andrea Luttrell	Arts & Cultural Commission	9/27/19	9/30/19
• Chris Warr-King	Arts Comm. & Planning Comm.	2/18/20	2/18/20
• Dana Lathrope	Arts, Parks & Trails, Planning	2/18/20	2/18/20
• David Bonn	Planning Commission	2/26/20	3/5/20
• Brady Preheim	Planning Commission	11/24/20	11/24/20
• Shana Cavanaugh	Planning Commission	12/2/20	12/2/20
• Mark Gundersen	Budget Committee	12/10/20	HOLDING
• Nathaniel Bilton	Planning Commission	12/28/20	12/28/20
• Trina McKinney	Budget Committee	12/29/20	HOLDING
• Virginia Carlson	Budget Comm. & Parks & Trails	12/31/20	HOLDING

Arts & Cultural Commission (3-year terms)

- Maggie Clayton resigned. Her term expires 9/30/2021.
- Patrick Nicholson resigned. His term expires 9/30/2022.
- Kimberly O'Hanlon resigned. Her term expires 9/30/2021.
- Leticia Juarez-Sisson resigned. Her term expired 9/30/2020.
- Jenna Reineking's term expired 9/30/2020.

Status: Currently, the Commission is on hiatus.

Next Meeting: TBD

Recommendation: None at this time.

Budget Committee (3-year terms)

- Leah Tillotson's term expires 12/31/2020 and she does not wish to be reappointed.

Status: We sent out a press release and published a display ad to solicit interest in being on the Committee. The deadline to apply is February 19, 2021.

Next Meeting: TBD

Recommendation: None at this time.

Library Board (4-year terms)

- The Board added positions.
- Heather Anderson-Bibler resigned. Her term expires 6/30/2021.
- Patrick Birkle became City Councilor. His term expires 6/30/2024.

Status: Currently, there are three vacancies. A press release was sent out with a deadline of February 5.

Next Meeting: February 8, 2021

Recommendation: None at this time.

Planning Commission (4-year terms)

- Dan Cary's and Greg Cohen's terms expire on 12/31/2020. Both would like to be reappointed, however, they have served at least two full terms, so, we have advertised for new applicants.

Status: We have received a total of six applications to date. A subcommittee interviewed candidates and made a recommendation to the Planning Commission. The PC met on January 12 and made the following recommendation.

Next Meeting: February 9, 2021

Recommendation: Reappoint Dan Cary and appoint Shana Cavanaugh to replace Greg Cohen.

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



PARKS AND TRAILS COMMISSION

Monday, December 14, 2020 at 4:00 PM

MINUTES

PRESENT

Chair Carmin Dunn
Vice Chair Elisa Mann
Commissioner Jerry Belcher
Commissioner Howard Blumenthal
Commissioner John Brewington
Commissioner Jacob Woodruff
Commissioner Lynne Pettit

ABSENT

Commissioner Paul Barlow
Commissioner Walter Fowler

STAFF PRESENT

Sue Nelson
Doug Morten
Sheri Ingram
Thad Houk
Shanna Duggan
Jenny Dimsho
Rachel Berry

OTHERS PRESENT

Kathy Syrstad
Pat Jewett

CALL TO ORDER - 4:02 P.M.

APPROVAL OF MINUTES

1. Approve Minutes of October 12, 2020

Motion made by Commissioner Blumenthal, Seconded by Vice Chair Mann to approve the Minutes of October 12, 2020.

Voting Yea: Chair Dunn, Vice Chair Mann, Commissioner Blumenthal, Commissioner Brewington,

Commissioner Woodruff, Commissioner Pettit

TOPICS FROM THE FLOOR: From attendees not otherwise of the agenda

Pat Jewett said she lives in St. Johns but used to live in St. Helens and is interested in getting a walking club established in the Columbia County area so is curious about urban trails. Morten suggested she come to the next Council work session to give testimony.

COUNCILOR'S REPORT

Morten said it is doubtful that he will be with us the next two years of his term. The Mayor may assign a different Councilor to Board. Thanks to Houk and Nelson for all they have contributed. This is the best group of individuals he could wish to be a part of. He feels good about recommendations that they have made and will continue to make. He hopes he will be assigned here but if not, it has been a pleasure working with them. Brewington said he has been around a while and Morten is the best Councilor they have had so he hopes he will come back at some point. Pettit said he has been instrumental in moving forward with the Dalton Lake Preserve and she can't imagine him not being here to give them the information that they need to move forward on additional items.

NEW BUSINESS

2. Term Expirations - Carmin Dunn and Jerry Belcher

Belcher and Dunn are both interested in serving another term. Both were voted to recommend another term.

Motion made by Commissioner Woodruff, Seconded by Vice Chair Mann to recommend that Council reappoint Jerry Belcher for another term.

Voting Yea: Chair Dunn, Vice Chair Mann, Commissioner Belcher, Commissioner Blumenthal, Commissioner Brewington, Commissioner Woodruff, Commissioner Pettit

Motion made by Vice Chair Mann, Seconded by Commissioner Woodruff to recommend that Council reappoint Carmin Dunn for another term.

Voting Yea: Chair Dunn, Vice Chair Mann, Commissioner Belcher, Commissioner Blumenthal, Commissioner Brewington, Commissioner Woodruff, Commissioner Pettit

3. Donated Benches - McCormick Park - Kathy Syrstad

Syrstad turned in an application for two proposed benches for McCormick by the bridge at the creek and by flower bed next to OPR where the trails come together to be donated by the Lions club.

Motion made by Commissioner Brewington, Seconded by Commissioner Woodruff to approve the application and send on to Council for their approval.

Voting Yea: Chair Dunn, Vice Chair Mann, Commissioner Belcher, Commissioner Blumenthal, Commissioner Brewington, Commissioner Woodruff, Commissioner Pettit

4. Possible Donation of Benches to Upper Portion of Grey Cliffs Park

Belcher said Syrstad had asked him what he thought about putting donate benches to the top of Grey Cliffs Park. Syrstad said she and Belcher discussed two benches on the bluff overlooking the river where there is a very nice view. It is taking longer to get benches because of Covid but they may have a couple available next year for that area. Morten said if it's in the right of way, it would be a public works issue. Belcher is not sure. Brewington thinks the park rises up to there. Syrstad said she wanted to point out that the benches are donated by the St. Helens Lions Club as a service project and she would like them to get credit for that. Dunn said she wondered if the City could put out a press release on where these benches came from and Morten said yes. Blumenthal said they have had benches budgeted for Nob Hill and they had talked about concrete slabs so he thinks he needs to get Houk out there to decide where to put them.

5. Social Media Accounts for City -Related Facilities, Parks, Etc.

Nelson said if there are Facebook or social media pages for nature parks, they are not going to be allowed anymore because they are associated with Public Facilities and need to be archived as a matter of public record and its very expensive. Any news that needs to be put out as far as work parties or whatnot, should go to Communications Officer to be posted on the City's Facebook page. She was asked to pass this info along to make this Commission aware of the rules. It sounds sudden to us but has been a law. Any event or tour has to channel through the City Communications Officer so it can be documented properly. They would need to contact King to see what to do with past posts/pictures.

OLD BUSINESS

6. McCormick Play Equipment Recommendations

Dunn asked if they reviewed the packets with proposals. Nelson said they re-tooled this whole project and geared it more towards all-inclusive since we won the Moda competition and another project in the Master Plan got pushed off to the side so they had some additional funds for this project. She contacted the contractors who have been pre-approved by the State and let them know what we were looking for. The City got seven proposals from six vendors. Several people got together and reviewed them and they had two that really met all of the requests. They have one they like better than the other but wants to get the Commission's opinions. She would like them to pick one to recommend to Council. They were both included in the Council packets too. She went over both plans with them.

Dunn asked if the zip line has an accessible chair and Nelson said she can't answer that right now. Belcher asked if one looked more durable than the other and Nelson said no. Play & Park has the strongest warranty in the industry. He asked about safety with the zip line - can it tip over? Nelson said she doesn't think it's possible. They can change things if they want

to. Dunn said it looks like they get a lot more for their money with the second one. If they order by the end of the year, they could probably get it in March. Nelson said she wanted to thank everyone who supported this project and getting it off the ground. She has been thankful to be a part of this and she will follow through on this project and with Dimsho on the Campbell Park project. She will be stepping back from the Parks Commission as the new Public Works Director, Mouhamed Zaher will be taking over. She really appreciates them and their great ideas.

Motion made by Commissioner Brewington, Seconded by Vice Chair Mann to recommend the Play & Park by Wildwood Playgrounds Northwest to Council.

Voting Yea: Chair Dunn, Vice Chair Mann, Commissioner Belcher, Commissioner Blumenthal, Commissioner Brewington, Commissioner Woodruff, Commissioner Pettit

7. Recreation Program Update

Duggan said they are doing a reindeer bells scavenger hunt at McCormick Park. They post a new set of clues every Monday and they go find the bells and unscramble the word to get a prize. She applied for a grant for a permanent story trail. They are looking forward to spring and would love to bring in disc golf for kids and tennis and golf and they would like to restart the walking groups. Dunn asked if they could get events posted in the monthly newsletter and Duggan said King sends out a reminder for newsletter items so maybe they can streamline that.

8. Urban Trail Update

Dunn said the subcommittee met a couple of weeks ago and went through the old presentation and map. They revised it for the current state and will be presenting it at the Work Session on Wednesday. The overall goal is to get support so staff can get focused and move forward on it. The recommendation is to include this and future urban trails in the next Parks Master Plan because it is not easily updated. Barry said we have a resolution drafted to move forward in good faith and partnership.

9. Dalton Lake Preserve Update

Pettit said they had the concrete poured in October and the kiosk, bench and bike rack was installed in December. The bike rack is whimsical, and they should look at it when they get a chance. Willows were cut again so she is going to work with PW to get some signs up there saying it is a preserve. They had a Zoom meeting with CREST in November. The only thing that came up was making sure there was enough water in the summer for the birds and aquatic wildlife. They are talking about using the beavers to keep the water levels up. They will quit taking out the beaver dam.

She did a couple of interviews for the Chronicle and Spotlight. She went to Dahlgren's because the plaques were ready for the donated kiosks. Dahlgren said he would donate materials any time for more kiosks.

Still looking to the City to help access the trails for Madrona. Nothing has happened on it so far. Hopefully she will be talking to Planning again.

10. Master Plan List Additions

Blumenthal asked how often will stuff get added to the Master Plan. Dunn said it doesn't make sense to do addendum to current Master Plan but keep the list going so we can make additions to new Master Plan after the census information is released. Nelson said it is not an easy thing to change. They have to change the Comprehensive Plan, hold public hearings, etc. It is time-consuming and there is a cost to it with all of the notifications and staff time attending meetings after hours. Dimsho would be more knowledgeable about the process it needs to go through. Dunn said we just need to keep compiling items for now.

Morten said he thinks its non-functional the way it works now so he is going to bring it to the Council about the process of a Master Plan and how inflexible it is. Blumenthal thought there should be some way things could be added or subtracted every six months or once a year. Dunn said she thought that could be built into the next Master Plan. They should add something to the plan where they could have addendums.

DISCUSSION ITEMS

Dunn asked about an update on Millard Rd. property. Morten said that through the Planning Department, there was a sense of getting things done so Chase road could have access to the property so they had to decide on a use so they decided on Mixed Use. There was a possibility of a future trail through the wetland area. We have to answer to the citizens on how it's going to be used. Mixed Use does allow parks and can be almost anything. Pettit said it is listed on page 88 of the Master Plan and they should look that up. Belcher feels the whole thing should be a park because of future development around it. Brewington gave the history of property. Pettit said it is also a wildlife corridor. We will put it on the next agenda and Dunn will track down the maps of the property.

Blumenthal said they are putting in more plantings in Nob Hill and doing a lot of leaf blowing and the Watershed Council getting closer to what they are going to do with 5th Street ROW.

OTHER BUSINESS

ADJOURNMENT - 5:45 P.M.

City of St. Helens
Consent Agenda for Approval
CITY COUNCIL MINUTES

Presented for approval on this 20th day of January, 2021 are the following Council minutes:

2021

- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated January 6, 2021

After Approval of Council Minutes:

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name & signature block on Word document & copy Word document into Council minutes folder in Shared Drive
- ☐ Upload & publish in MuniCode
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HPRMS
- ☐ Add packet and exhibits to HPRMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet



COUNCIL WORK SESSION

Wednesday, January 06, 2021

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Mouhamad Zaher, Public Works Director
Sue Nelson, City Engineer
Sharon Darroux, Engineering Project Manager
Rachael Barry, Government Affairs & Project Support Specialist

Crystal King, Communications Officer
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner
Bill Monahan, City Attorney
Mike De Roia, Building Official
Brian Greenway, Police Chief
Joe Hogue, Police Lieutenant
Tina Curry, Event Coordinator

OTHERS

George Dunkel	Judy Thompson	Jerry Cummings
Chris Iverson	Durell Kearsley	Gulgun Mersereau
Jonas Biery	Duncan Brown	Steve Pegram
Bob Brawand		

CALL WORK SESSION TO ORDER – 1:00 p.m.

VISITOR COMMENTS - Limited to five (5) minutes per speaker

None.

Welcome to new councilors Patrick Birkle and Jessica Chilton.

DISCUSSION TOPICS

1. Police Station Ad-Hoc Committee Presentation

Assistant City Administrator Brown reviewed a PowerPoint presentation. A copy is included in the archive packet for this meeting.

Chris Iverson and George Dunkel were in attendance to review the Committee's recommendation. The facility recommended is 10 times the size of the existing facility. They emphasized the need for a new facility. The City already owns the recommended site.

Recommendation:

- Community engagement
- Additional polling after community engagement, if needed
- Increase funding for utility assistance programs

- Creation of Public Safety Fund
 - Additional fee on utility bill
 - Start at approximately at \$7 and then increase yearly, if needed
 - Creation of Public Safety Fund as "Administrative Action" by Council after community engagement period
- Sale of current police station to pay down debt
- Continue researching potential grants and other funding opportunities

Councilor Topaz pointed out that it appears to be half Police Station and half City Hall. Should it be enlarged to include all of City Hall? Or should they remove the City Hall portion and build a new City Hall? Are there any agencies that apply for public safety grants? Brown explained that there is potential for expansion across the street from the proposed site. They have been investigating grants. Unfortunately, the City does not meet low-income USDA grant requirements. They will continue seeking grants.

Chief Greenway explained that they have a deadline of January 31, 2021 to apply for federal grant funding under the Presidential Order on Safe Policing and Safe Community Act. Unfortunately, part of the process is that police departments have to be accredited or be in the accreditation process. They cannot pass accreditation standards because of the current facility. A new station will open those federal funds.

Council President Morten thanked the Committee for their work. He would like Council to keep the Budget Committee in mind while reviewing this. He agreed with Councilor Topaz's suggestion to put City Hall and the Police Station together. It should be considered as Phase II for the future.

Councilor Chilton agreed with the need for a new police station. She requested clarification of the utility bill charge. Brown explained that the amount would be dependent on a 20-year or 30-year loan. Financial advisors are in attendance to further explain.

Duncan Brown, PFM. They are the City's financial advisor for capital projects and bond issues. The utility fee/surcharge is flexible. It can be imposed at the Council's discretion. It could start off small and grow or stay consistent. It is more flexible than general obligation bonds.

Councilor Birkle recognized the great work of the Committee. He appreciates their insight. He shared some of his thoughts:

- Need to look at a permanent funding source for the Recreation Program, which is funded through the utility bill now.
- Need to make sure we are flexible for residents who are financially constrained.
- Agreed with involving the Budget Committee.
- Agreed with the multi-uses of the building. Designing a building for possible expansion is important to keep in mind.
- This is a good opportunity to recruit and retain officers.
- Public outreach is key for the entire process.

Brown reported that the recommendation from the Committee is to increase funding for utility assistance programs. The City currently gives funding to Community Action Team (CAT) to help with utility assistance.

Brown reviewed the next steps:

- Discuss/accept Committee recommendation
 - Adopt a resolution on January 20
- January 20 City Council Meeting
 - Revisit Committee recommendation
 - Discussion and decision on community engagement period

Council concurred with recommendations to proceed.

Mayor Scholl agreed with the Committee's recommendations. The need for a new facility is great.

Committee member Judy Thompson acknowledged the honor of being able to participate. The need for a new facility is significant. They need to be prepared for growth and attract officers. She is happy to see it happen.

Committee member Jerry Cummings appreciated the opportunity to participate. It was disheartening to see the existing facility. Our City is only going to increase in size. The more people who move here, the more inadequate the facility will become. It is important to do this. He is willing to help in anyway with the public engagement.

2. Building Division Semi-Annual Report - Mike

1:55 p.m.

Building Official Mike De Roia reviewed the Building Department duties and report. A copy of the report is included in the archive packet for this meeting.

- Between July 1 – December 28, 2020:
 - Received 324 building permit applications; 232 required plan review
 - Performed 83 inspections a week, which the County does partially help with
- A new Building Inspector begins on Monday, January 11. John Hicks brings a lot of construction and inspection experience. He is looking forward to having him on board.
- Implemented ePermitting software

Councilor Topaz asked what kind of space De Roia would need if they moved into the Police Station. De Roia is not sure exactly how much space they would need but they do need more space for plan review. Planning and Engineering also participate in the plan review process. Mayor Scholl pointed out that the Police Station facility is proposed to include Municipal Court, which would free up space for them move to the annex building next door. He thanked De Roia for his hard work. He has been working tirelessly and attending classes to earn certifications.

Council President Morten thanked De Roia. He is by far the best Building Official he has seen in his 14 years here. He agreed with moving Building next door when Court moves.

Walsh extended his appreciation to Mike.

3. Review Proposed Bench Donation for McCormick Park

2:06 p.m.

The Parks & Trails Commission has recommended approval of the two benches. Kathy Syrstad of St. Helens Lions Club submitted the application. Council President Morten agreed with the proposal.

Councilor Birkle spoke with Kathy about the proposal. He explained the proposed sites for the two benches.

- Adjacent to the new bridge near the old camping sites.
- The corner of Old Portland Road and S. 18th Street. Council President Morten emphasized the need for the bench to face the park and not the streets.

Mayor Scholl suggested the bench location be considered for a future round-about, in accordance with the Master Plan.

Council had no objections to the proposal for two benches.

4. Consideration of Right-of-Way (ROW) Dedication by 970 Oregon Street - Jacob

2:14 p.m.

City Planner Graichen reviewed his memo. A copy is included in the archive packet for this meeting.

The applicants are opposed to the ROW dedication. They have filed an appeal to the Planning Commission. However, ROW's require Council acceptance. The Council can decide to reject the ROW dedication, making the appeal mute. Is the Council comfortable discussing this tonight? He reviewed a memo listing the basis for rejection if the Council decides to do that. A copy of the memo is included in the archive packet for the meeting.

Discussion ensued.

- ◆ Durell Kearsley. He is concerned that the ROW dedication affects them for future sale of the property. If they try to sell the property, they will have to move the existing gate before lending would be approved. That would cost between \$15,000 - 20,000. This is premature of the final goal. It will cost them now but may not happen for another 50 years.

Council President Morten talked about the former owner wanting to sell that property to the City. Council voted no at that time. The City would still entertain a proposal to purchase that property. It is a valuable piece of property to Public Works. Durell understands the history. They are not ready to sell at this point. If they do, they will make that offer.

Councilor Chilton appreciates Durell's input. She thanked Council President Morten for his insight as well.

Councilor Birkle appreciates the background information. He would prefer it follow the standard process and go to Planning Commission for a decision.

Discussion ensued.

Durell talked about the delay this is causing. The odds of development is at least 50 years down the road and should not be considered.

Walsh pointed out that the ROW dedication will happen if the City is the future buyer.

Discussion was continued to tonight's meeting.

Break 2:56 p.m.**5. Strategic Action Plan Updates**

3:06 p.m.

Brown updated the Council on the communications and streaming policies for public meetings. YouTube was used for streaming when they first began. They have since change to streaming on Facebook. Facebook does not allow them to use the agenda management software to track timing. However, YouTube does work with the software to allow for the use of timestamps. The City has been asked about streaming videos on the website since not everyone has Facebook. Zoom and Facebook cannot embed on our website, but YouTube can. He is proposing to switch back to YouTube for Council and Board/Commission meetings.

Mayor Scholl likes that YouTube can timestamp for easy access.

Council President Morten agreed with using YouTube.

Councilor Chilton thinks it is fine. She would like to continue streaming on Facebook for more access. Brown clarified that they could post a link on Facebook to the website when the meeting begins.

Consensus of Council to switch to YouTube for streaming on January 20, as discussed.

6. City Administrator Report

3:15 p.m.

- Will be reviewing good governance in a Council retreat.
- Happy New Year!
- Welcome new councilors!
- 2020 was awful. Hopefully, it is only up from here.
- Working towards a healthy and vibrant community.
- New McCormick Park playground equipment contract was just signed.
- Updates to Campbell Park with grant funding.
- Waterfront redevelopment project is proceeding.
- St. Helens Industrial Business Park framework plan and funding is moving forward. It will be presented to Council at the first meeting in February.
- Continuing to work on a draft for the RV park behind the Recreation Center.
 - Planning to preserve the area along the creek.
 - 20-foot trail along the creek.
- Grading component at the Mill site.
- Approved a franchise agreement at the last meeting from Waste Management for drop boxes at the last meeting.
- The Comcast franchise agreement is on hold.
- Columbia River PUD franchise agreement expired on December 31. Staff will work on it and bring to Council.
- NW Natural Gas franchise agreement will come to Council for renewal as well.
- Memorandum of Understanding (MOU) between the City and SHEDCO is being reviewed. It will come back to Council for approval.
- There was a dock usage issue during Christmas Ships. Staff is working to improve the process and enforcement, especially related to transient boaters.
- Working with community partners to keep up with COVID challenges and health updates.
- The need for communications at the City is continuously increasing.
- Council retreat on January 27. He emailed a draft agenda to Council.

OTHER BUSINESS

3:25 p.m.

Councilor Topaz reported...

- He is going to propose an RFP for the Tourism Director tonight.
- He still has not gotten a number from Walsh for the OreGrow plant. He is going to make a motion tonight to end the sale.
- The City needs a work plan for the next 20 years.

Council President Morten reported that Oregrow is paying the City. He told Councilor Topaz that he needs to have the facts correct before making those statements. Brown added that the sale of the property is complete.

Mayor Scholl reminded Councilor Topaz that this was an action item for the entire Council. He told Councilor Topaz that he continues to distract the Council from the work the City is doing to move forward.

ADJOURNMENT – 3:28 p.m.**EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

January 6, 2021

This meeting was held electronically via Zoom.

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

Staff Present: John Walsh, City Administrator
 Matt Brown, Assistant City Administrator
 Kathy Payne, City Recorder
 Bill Monahan, City Attorney with Jordan Ramis PC
 David Rabbino, City Attorney with Jordan Ramis PC

Others: None



At 3:32 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**
 - Update on the Cascades claim against the City.
 - Update on the in-water clean-up of property off St. Helens Industrial Business Park.
 - Update on the status of the Comcast franchise.
- **Real Property Transactions**, under **ORS 192.660(2)(e)**
 - Update on City-owned property for potential sale and some with relative appraisals.
 - Update on potential acquisition of property on Gable Road.
 - Update on the timber appraisal of the Sykes Road property owned by Boise that the City is considering purchasing.

The Executive Session was adjourned at 5:01 p.m.



ATTEST:

 Kathy Payne, City Recorder

 Rick Scholl, Mayor



COUNCIL PUBLIC HEARING

Wednesday, January 06, 2021

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Morten
Councilor Patrick Birkle
Councilor Jessica Chilton

MEMBERS ABSENT

Councilor Stephen R. Topaz

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Sue Nelson, City Engineer
Jacob Graichen, City Planner
Mouhamad Zaher, Public Works Director

OTHERS

Scott

OPEN PUBLIC HEARING – 6:45 p.m.

TOPIC

1. Exemption from Competitive Bid Requirements for Campbell Park Sport Court Installation Project

City Engineer Sue Nelson was in attendance to give the background on this request. A copy of the report is included in the archive packet for this meeting. This is a formality/legality for the project installation. A grant was received for multi-sport courts and other improvements at Campbell Park. This project went out to bid in August 2020, but no bids were received. They re-advertised in a broader spectrum and for a longer period of time, but still received no bids. The attorney prepared draft findings for an exemption to the bid requirements, which is included in the packet. They will attempt to contact a minimum of three contractors to request bids.

Questions/Comments

No written or verbal comments were received.

Nelson report that she and Associate Planner Jenny Dimsho have received interested from a couple contractors since this exemption was released. This process needs to be completed before they can request bids from them.

CLOSE PUBLIC HEARING – 6:53 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, January 06, 2021

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
 Matt Brown, Assistant City Administrator
 Kathy Payne, City Recorder
 Mouhamad Zaher, Public Works Director
 Sue Nelson, City Engineer
 Jacob Graichen, City Planner

OTHERS

Durell Kearsley	Rich Bailey
Brady Preheim	Scott
Dean Kampfer	Jaime

CALL REGULAR SESSION TO ORDER – 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Scholl said the Pledge of Allegiance.

Following the Pledge of Allegiance, the video from this afternoon's swearing in was played.

VISITOR COMMENTS – *Limited to five (5) minutes per speaker*

No visitor comments.

DELIBERATIONS

1. Exemption from Competitive Bid Requirements for Campbell Park Sport Court Installation Project

Motion made by Councilor Topaz and seconded by Councilor Birkle to approve the exemption from competitive bid requirements for Campbell Park Sport Court Installation Project. Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

RESOLUTIONS

2. Resolution No. 1909: A Resolution Appointing a Budget Officer for Fiscal Year 2021-22

Councilor Topaz read ORS 294.414(4), "Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation." Is that a conflict for appointing Assistant City Administrator Brown?

Mayor Scholl read Resolution No. 1909 by title. Motion made by Council President Morten and seconded by Councilor Chilton to adopt Resolution No. 1909.

Discussion.

City Administrator Walsh clarified that there is a difference between the budget committee and budget officer. A task of the budget committee is to appoint an officer. He has been a budget officer at past organizations. The finance director is typically the budget officer.

Councilor Topaz asked if the budget officer has a vote. Walsh said no.

Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

AWARD BID/CONTRACT

3. SCADA Upgrade Project at the Water Filtration Facility to Advanced Electrical Technologies for \$146,940

Motion made by Council President Morten and seconded by Councilor Topaz to approve '3' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. Dedication Deed for Portion of Lot 1 Ellsberg Subdivision on N. Vernonia Road for Public Use
5. Agreement with Lane Council of Governments for Compensation Survey for Non-Represented Employees
6. Agreement with Kittelson & Associates, Inc. for Assistance with Oregon Community Paths (OCP) Grant Application & Implementation

Motion made by Council President Morten and seconded by Councilor Topaz to approve '4' through '6' above.

Discussion.

Councilor Birkle recognized the generosity of property owners to provide sidewalks on N. Vernonia Road.

Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR ACCEPTANCE

7. Parks & Trails Commission Minutes dated October 12, 2020
8. Library Board Minutes dated November 9, 2020

Motion made by Council President Morten and seconded by Councilor Topaz to approve '7' and '8' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR APPROVAL

9. Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated December 16, 2020

Motion made by Council President Morten and seconded by Councilor Topaz to approve '9' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

WORK SESSION ACTION ITEMS

Oregon Street Right-of-Way (ROW) Dedication

- ◆ Rich Bailey. He pointed out that the ROW dedication is 5% of their property. That is very valuable for highway frontage. It will limit the number of storage units by moving the fence and allowing sufficient turning space. He estimates the financial impact to be about \$100,000 for something that might not happen. There are a couple conditions in the Code that address not adding more residential traffic to industrial property on the highway. It is not made for residential. It is intended for industrial equipment. The intersection near there is already bad.

- ◆ Durell Kearsley. Agreed with the burden it places on them. Displacing 100+ homes in Crestwood is likely not going to happen in their lifetime. It is more likely that their property will sell and change use before that happens.

Rich added that there is not much buildable land left on Madrona Court because of the wetlands.

City Planner Graichen summarized that a vote is needed if the Council chooses to reject the ROW dedication. He referred to the three findings reviewed during the work session as a basis for that decision. Rich and Durell are in support of the rejection of the ROW dedication.

Motion made by Council President Morten and seconded by Councilor Chilton to deny the ROW dedication.

Discussion.

Councilor Birkle asked if the rejection would allow the owners to build as they propose. Graichen clarified that it could be developed either way. They are challenging the condition of the ROW dedication. This is to decide if the appeal needs to go to the Planning Commission. If the Council agrees with Rich and Durell, then the appeal would be mute and that would be the end of it.

Councilor Birkle expressed reluctance this afternoon, citing the need for due process through the Planning Commission. In this case, he has no qualms voting in favor of the rejection.

Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

Graichen requested a vote in support of the following findings:

1. The multitude of residential dwellings that use this leg of Oregon Street, though significant in quantity as it relates to the city's street standards, are all within a manufactured home park. The park's private street system is similar to this leg of Oregon Street lacking defined non-motorized passageway improvements such as sidewalks.
2. The adjacent railroad right-of-way provides some passive (unimproved but accessible) relief for the existing 40' wide public right-of-way width of Oregon Street and there has been no indication from the railroad operator or owner of obstructing use of the railroad right-of-way adjacent to Oregon Street.
3. The subject property has redevelopment potential in the future when right-of-way dedication requirements can be considered again.

Motion made by Mayor Scholl and seconded by Council President Morten to approve the findings above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

Council President Appointment

Mayor Scholl would like to nominate Councilor Morten. He has served the longest and has the most in-depth knowledge. Councilor Birkle agreed.

Mayor Scholl did a roll-call vote to appoint Councilor Morten as council president.

Councilor Birkle – Morten

Councilor Chilton – Morten

Councilor Topaz – Topaz

Mayor Scholl – Morten

Council President Morten accepted the appointment. He would be honored to continue serving. He appreciates the confidence from the two new council members. Teaming with council, staff, and crew

members, outside agencies, and municipalities is extremely important. It is also important to involve oneself in community outreach and prepare yourself to be mayor at any time. It is all about "we" and not "I."

Council Appointments

Mayor Scholl made the following appointments:

Public Works and Administration – Mayor Scholl and Council President Morten

Police – Councilor Chilton

Planning Commission – Councilor Birkle

Library – Councilor Topaz

Boards and commissions are staying status quo.

Councilor Chilton expressed interest in eventually serving on the Parks & Trails Commission. Mayor Scholl informed the Council that they are welcome to attend other meetings and talk to staff about areas they do not oversee.

Discussion ensued.

MAYOR SCHOLL REPORTS

- Welcomed Councilor Chilton and Councilor Birkle.
- 2021 is starting out very fast. There are a lot of moving parts. It might get worse before it gets better. He is here to represent each and every citizen of St. Helens. It feels good to have another term underneath his belt. A lot of big changes are going to be happening for the citizens.
- Happy New Year!

COUNCIL MEMBER REPORTS

Council President Morten reported...

- Congratulations to Councilor Birkle and Councilor Chilton!
- He remembers being in their shoes 12 years ago.
 - He campaigned to open the waterfront. He was appalled that they only had about four feet to access the docks. Since then, Grey Cliff Waterfront Park has expanded, and the Boise plant and Boise Veneer plant was purchased. They now have over a mile of waterfront. The Council made it happen. It feels amazing to see things moving forward.
 - He also campaigned for safety. The enthusiasm for the new police station is great. It should attract people to our city.
- He feels so good to be part of this council.

Councilor Topaz reported...

- During a meeting a year ago, he brought up the need to do a tourism director RFP. He requested that RFP be done now. To make the job better, he requested an outside audit of tourism.
- They have a lot to do and need a 20-year plan with all the projects that are coming up. They need to find ways to clip them together.

Councilor Chilton reported...

- She is really excited and nervous at the same time. She takes this job very seriously. She is pleased that St. Helens residents believes in her. She hopes she can come in, bring some livelihood, and continue the journey they have already begun. She is excited about serving as a liaison to the Police Department. That is a passion of hers. She is happy to support them with the proposed new facility. She will work to make sure their needs continue to be met. This will be a transition for her and family, but she is looking forward to it.

Councilor Birkle reported...

- Thanked the citizens of St. Helens for their vote of confidence. He is here to serve the residents of St. Helens and make a place of safety and health. He and his wife moved here 29 years ago with a three-year-old and three-week-old. They were looking for a place to raise their children without having to move. He hopes that St. Helens can continue to be that place.
- Great thanks and appreciation to the staff for helping with the transition - City Recorder Payne, Government Affairs & Project Support Specialist Barry, and City Administrator Walsh. He has a great respect for all the City employees. What they are doing is for the good of the City. As an educator, his approach is to ask questions. He ensured staff that if he is asking questions, it is to become informed. He promises to come prepared to meetings. If he has questions, he will seek that information prior to the meeting.
- Thanked the Council for welcoming him. He has hopes and dreams but does not have an agenda. He understands he is only one of five. Even though there may be decisions he does not like, he will support the decisions made by the majority.

Mayor Scholl report that the Council will be talking about their mantra, expectations, and conduct during the retreat. Councilor Birkle touched on much of what they will be discussing.

OTHER BUSINESS

Mayor Scholl thanked staff. They do a fabulous job and are appreciated.

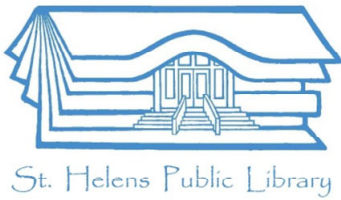
ADJOURN – 7:58 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

**Date:****From:** Margaret Jeffries, Library Director**To:** The Mayor and Members of the City Council**Subject:** Declare Surplus Library Equipment

The St. Helens Public Library requests that the following list of items be declared surplus and that we are authorized to dispose of the property through sale, donation, or discard.

Quantity	Type	Brand or further description	Model number, if known	Serial number, if known
1	Thermal printer	STAR	TSP100	231070300796 P
1	Box	Quill overhead transparency film	Unknown	N/A
1	CPU	Dell	Optiplex 390	52QJVV1
1	CPU	Dell	Optiplex 390	8VK9MS1
1	CPU	Dell	Optiplex 390	8VJ7MS1
1	CPU	Dell	Optiplex 390	8VJ6MS1
1	CPU	Dell	Optiplex 390	8VK7MS1
1	CPU	Dell	Optiplex 390	8VJ8MS1
1	CPU	Dell	Optiplex 390	8VL6MS1
1	CPU	Dell	Optiplex 390	8VJ9MS1
1	CPU	Dell	Optiplex 390	8VK6MS1
1	CPU	Dell	Optiplex 390	52RLVV1
1	CPU	Dell	Optiplex 390	8VK8MS1
1	CPU	Dell	Optiplex 390	8VH9MS1
1	CPU	Dell	Optiplex 390	52RJVV1
1	CPU	Dell	Optiplex 390	52PJVV1
1	CPU	Dell	Optiplex 390	52QPVV1
1	CPU	Dell	ThinkCentre M73	MG00J4EY
1	CPU	Dell	Optiplex 390	52PPVV1
1	CPU	Lenovo	ThinkCentre	MG00J44J
1	CPU	Dell	Optiplex 390	52QHVV1
1	Monitor	Dell		
8	Monitors	HP		
1	Monitor	Samsung		
2	Monitors	Viewsonic		
18	Computer mice, wired			
14	Computer keyboards, wired			
10	Headphones			
1	Poster			
6	Binders, 3 ring style			
2 boxes	Plexiglass stands			

City of St. Helens
Declare Surplus Property
City Council Meeting
January 20, 2021

If approved, the following items will be disposed of per
St. Helens Municipal Code Chapter 2.04.

Public Works Department

2008 Ford 1-Ton with Utility Body F350, VIN #1FDWW35568EA18737
1998 Chevrolet S-10 Blazer, VIN #1GNDT13W8W2105999
2001 International 4900 Bucket Truck, VIN #1HTSDAAR61H355471



St. Helens, OR

Expense Approval Register

Packet: APPKT00226 - AP 12.11.20

Item #9.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
RUBENS LAWN SERVICE	0003543	12/11/2020	MONTHLY LAWN SERVICE	100-705-52023	40.00
WILCOX	0552530-IN	12/11/2020	FUEL PARKS DEPT	100-708-52022	918.68
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	100-708-52001	24.87
ACE HARDWARE - ST. HELENS	11302020	12/11/2020	MATERIALS ACE ACCT 60176 - ...	100-708-52001	9.18
A + ENGRAVING LLC	1174	12/11/2020	GINNY CARLSON PLAQUE	100-702-52028	45.00
A + ENGRAVING LLC	1174	12/11/2020	PAT BIRKLE AND JESSICA CHIL...	100-703-52001	24.00
CHAVES CONSULTING INC	191712	12/11/2020	MONTHLY USER FEE PER USER...	100-702-52019	296.16
NORTHWEST DELI DISTRIBUTI...	401633	12/11/2020	LINERS / GLOVES	100-708-52001	1,622.40
U.S BANK EQUIPMENT FINANCE	430114207	12/11/2020	CONTRACT PAYMENT 500052...	100-707-52005	162.89
COLUMBIA RIVER HONDA	4361102	12/11/2020	FIRE EXT COVER UTV MO	100-708-52001	19.95
SAN DIEGO POLICE EQUIPMEN...	644846	12/11/2020	FED P40HST1-C	100-705-52018	371.29
TROTTER & MORTON FACILITY ..	77706 77715 77720	12/11/2020	C10000 CITY HALL HVAC	100-715-52023	437.25
TROTTER & MORTON FACILITY ..	77706 77715 77720	12/11/2020	C10630 CITY HALL HVAC	100-715-52023	1,666.75
BIO-MED TESTING SERVICES I...	80764	12/11/2020	PRE EMPLOYMENT TEST	100-702-52019	50.00
SHRED-IT C/O STERICYCLE INC	8180960149	12/11/2020	POLICE DEPT SHRED SERVICE	100-705-52019	71.07
CINTAS	8404897044	12/11/2020	CITY HALL FIRST AID CABINET ...	100-715-52019	253.55
CINTAS	8404897046	12/11/2020	PARKS FIRST AID CABINET SER...	100-708-52019	181.51
BEMIS	9429	12/11/2020	100 SHEETS PAD	100-715-52004	45.00
METRO PRESORT	IN628865	12/11/2020	UB BILL PRINTING	100-707-52008	4,018.51
COLUMBIA COUNTY CLERK	INV0001080	12/11/2020	RECORDING FEES	100-710-52011	106.00
COLUMBIA COUNTY TREASUR...	INV0001081	12/11/2020	JAIL ASSESSMENT	100-000-20900	16.79
COLUMBIA COUNTY TREASUR...	INV0001081	12/11/2020	COUNTY ASSESSMENT	100-000-20900	387.93
COLUMBIA COUNTY TREASUR...	INV0001081	12/11/2020	CITY COURT COSTS DEDUCTED	100-000-36002	-40.47
RUSSELL HUBBARD	INV0001082	12/11/2020	PLANNING COMMISSION STIP...	100-710-52087	60.00
DAN CARY	INV0001083	12/11/2020	PLANNING COMMISSION STIP...	100-710-52087	60.00
GREG COHEN	INV0001084	12/11/2020	PLANNING COMMISSION STIP...	100-710-52087	90.00
JENNIFER PUGSLEY	INV0001085	12/11/2020	PLANNING COMMISSION STIP...	100-710-52087	90.00
SHEILA SEMLING	INV0001086	12/11/2020	PLANNING COMMISSION STIP...	100-710-52087	90.00
AUDREY WEBSTER	INV0001087	12/11/2020	PLANNING COMMISSION STIP...	100-710-52087	90.00
KATHRYN LAWRENCE	INV0001088	12/11/2020	PLANNING COMMISSION STIP...	100-710-52087	30.00
POSTMASTER	INV0001089	12/11/2020	FIRST CLASS PRESORT PERMIT ...	100-707-52009	240.00
CORISSA TOLL	INV0001090	12/11/2020	REFUND PUBLIC RECORDS RE...	100-000-36002	40.00
CNA SURETY DIRECT BILL	INV0001091	12/11/2020	BOND 71871157 CITY OF ST. ...	100-707-52019	175.00
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	1026	100-705-52023	256.91
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	7547	100-705-52023	96.59
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	1554	100-706-52003	59.80
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	7598	100-708-52023	467.74
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	3955	100-708-52023	45.90
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	7636	100-708-52023	180.79
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	7056	100-709-52023	57.98
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	7337	100-709-52023	5.92
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	7601	100-715-52023	355.52
MICHAEL MORRIS ENTERPRISE...	INV-0023	12/11/2020	STATE OF THE CITY VIDEO	100-701-52019	2,484.00
SOLUTIONS YES	INV257126	12/11/2020	CONTRACT C11379-01 CITY HA...	100-705-52005	194.52
SOLUTIONS YES	INV257426	12/11/2020	BLACK TONER	100-705-52021	130.00
SOLUTIONS YES	INV258260	12/11/2020	PRINT CHARGES CITY HALL PRI...	100-704-52005	22.42
DEPARTMENT OF TRANSPORT...	L0017097428	12/11/2020	DMV SERVICES ACCT 61018	100-702-52024	3.00
OREGON DEPARTMENT OF RE...	NOV 2020	12/11/2020	STATE DUII CONVICTION FEE	100-000-20700	360.00
OREGON DEPARTMENT OF RE...	NOV 2020	12/11/2020	STATE DUII DIVERSION	100-000-20700	365.00
OREGON DEPARTMENT OF RE...	NOV 2020	12/11/2020	UNITARY	100-000-20800	51.26
OREGON DEPARTMENT OF RE...	NOV 2020	12/11/2020	STATE VIOLATION	100-000-20800	935.00
OREGON DEPARTMENT OF RE...	NOV 2020	12/11/2020	STATE MISD	100-000-20800	467.00
OREGON DEPARTMENT OF RE...	NOV 2020	12/11/2020	STATE	100-000-20800	80.00

Expense Approval Register

Packet: APPKT002

Item #9.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
OREGON DEPARTMENT OF RE...	NOV 2020	12/11/2020	STATE COURT FACILITY	100-000-20800	7.00
OREGON DEPARTMENT OF RE...	NOV 2020	12/11/2020	LEMLA	100-000-20800	5.00
LAND DEVELOPMENT SERVICES	OCT 2020	12/11/2020	INSPECTIONS	100-711-52015	187.50
KRP DATA SYSTEMS	SHPD-014	12/11/2020	WEBLEDS 12 MONTH SUBSCRI...	100-705-52019	6,000.00
ERSKINE LAW PRECTICE LLC	NOV -16-30	12/07/2020	11/16-11/30	100-705-52019	2,338.13
AMERICAN EXTERMINATION P...	153222	12/08/2020	SENIOR CENTER PEST CONTROL	100-715-52023	122.00
BEMIS	9466	12/08/2020	ENVELOPES PAYROLL	100-707-52001	137.00
LAWRENCE OIL COMPANY	019001-2032001	12/09/2020	247749	100-715-52022	28.97
SYMBOLARTS LLC	0361471-IN	12/09/2020	UNIFORMS BADGE	100-705-52002	828.25
PERMA-BOUND	1871687-01	12/09/2020	BOOKS	100-706-52033	13.62
PERMA-BOUND	1875045-01	12/09/2020	BOOKS	100-706-52033	11.04
SOLUTIONS YES	INV257280	12/09/2020	TONER	100-705-52004	111.55
Fund 100 - GENERAL FUND Total:					28,102.72

Fund: 202 - COMMUNITY DEVELOPMENT

BOISE WHITE PAPER LLC	11152020	12/10/2020	NOTE PAYEMNT NOV	202-722-55001	12,500.00
TRENHOLM TREE FARM	1033	12/11/2020	CHRISTMAS TREE PLAZA	202-725-52028	100.00
3J CONSULTING, INC	6585	12/07/2020	20591 ST. HELENS INDUSTRIAL...	202-722-52019	2,342.50
MASONIC BUILDING LLC	INV0001070	12/08/2020	LEASE PAYMENT JAN 2021	202-725-52028	3,000.00
BOISE WHITE PAPER LLC	12152020	12/09/2020	NOTE PAYEMNT DEC 2020	202-722-55001	12,500.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					30,442.50

Fund: 205 - STREETS

EPIC LAND SOLUTIONS INC	1120-1109	12/11/2020	VERNONIA RD SIDEWALK R-687	205-000-53019	1,273.75
Fund 205 - STREETS Total:					1,273.75

Fund: 601 - WATER

WILCOX	0554004-IN	12/11/2020	FUEL WFF COL CITY	601-732-52022	278.83
DAILY JOURNAL OF COMMERCE	744881633	12/11/2020	BIDS ENG. DEPT	601-000-53001	123.42
CITY OF COLUMBIA CITY	INV0001094	12/11/2020	001754-001	601-732-52003	82.46
NORTHWEST CONTROL COMP...	53100	12/08/2020	HVAC SERVICE WFF	601-732-52023	5,011.17
LAWRENCE OIL COMPANY	019001-2032001	12/09/2020	247752	601-732-52022	40.25
HACH	12225255	12/09/2020	REAGENT SET CHLORINE FREE ...	601-731-52001	74.56
HACH	12225255	12/09/2020	REAGENT SET CHLORINE FREE ...	601-732-52023	138.47
NORTHSTAR CHEMICAL	183441	12/09/2020	SODIUM HYPOCHLORITE 12.5%	601-732-52083	440.40
Fund 601 - WATER Total:					6,189.56

Fund: 603 - SEWER

DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	603-735-52001	37.72
TROTTER & MORTON FACILITY ..	77706 77715 77720	12/11/2020	C10855 WWTP HVAC	603-736-52023	274.87
TROTTER & MORTON FACILITY ..	77706 77715 77720	12/11/2020	C10855 WWTP HVAC	603-737-52023	274.88
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	8333	603-736-52003	137.82
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	8333	603-737-52003	137.81
ALLSTREAM	17188571	12/08/2020	ALLSTREAM PHONE ACCT 754...	603-736-52010	25.74
ALLSTREAM	17188571	12/08/2020	ALLSTREAM PHONE ACCT 754...	603-737-52010	25.74
EUROFINS TESTAMEERICA ASL	780001161	12/09/2020	TESTING ALGAE CERIDAPHINIA	603-737-52064	4,057.50
Fund 603 - SEWER Total:					4,972.08

Fund: 701 - EQUIPMENT

SUNSET AUTO PARTS INC - NA...	11302020	12/11/2020	AUTO PARTS ACCT 6355	701-000-52001	79.46
CARQUEST AUTO PARTS STOR...	11302002	12/09/2020	AUTO PARTS ACCT 151010 31...	701-000-52001	515.20
SUPERIOR TIRE SERVICE	6544459	12/09/2020	TIRES	701-000-52001	66.88
Fund 701 - EQUIPMENT Total:					661.54

Fund: 702 - INFORMATION SYSTEMS

MORE POWER TECHNOLOGY ...	11180	12/11/2020	PREMIUM AGREEMENT MON...	702-000-52019	11,097.15
VERIZON	9868114291	12/11/2020	CELL SERVICE ACCT 242060134..	702-000-52010	173.80
CENTURY LINK	INV0001092	12/11/2020	966B	702-000-52010	346.12
ALLSTREAM	17188571	12/08/2020	ALLSTREAM PHONE ACCT 754...	702-000-52010	51.49
CENTERLOGIC INC	63271	12/08/2020	AGREEMENT OFFICE 365	702-000-52006	750.00
Fund 702 - INFORMATION SYSTEMS Total:					12,418.56

Fund: 703 - PW OPERATIONS

DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	703-734-52001	8.96
CINTAS	8404897045	12/11/2020	FIRST AID CABINET SERVICE	703-734-52019	176.25

Expense Approval Register

Packet: APPKT002

Item #9.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PAULSON PRINTING CO.	D4711	12/11/2020	BUS CARDS	703-734-52018	28.00
PAULSON PRINTING CO.	D4727	12/11/2020	BUS CARDS	703-734-52018	28.00
HUDSON GARBAGE SERVICE	INV0001093	12/11/2020	7555	703-734-52023	90.49
HARRINGTON INDUSTRAIL PLA...	009K3277	12/09/2020	CHANNEL SLOTTED PEST BOLT...	703-734-52001	154.99
LAWRENCE OIL COMPANY	019001-2032001	12/09/2020	247750	703-734-52022	109.12
LAWRENCE OIL COMPANY	019001-2032001	12/09/2020	247748	703-734-52022	830.63
WILCOX	0556932-IN	12/09/2020	FUEL	703-734-52022	83.41
EAGLE STAR ROCK PRODUCTS ...	38694	12/09/2020	ROCK SHOP	703-734-52001	282.46

Fund 703 - PW OPERATIONS Total: 1,792.31**Fund: 704 - FACILITY MAJOR MAINTNANCE**

DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	45.75
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	37.97
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	110.49
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	16.45
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	22.78
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	101.51
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	96.52
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	53.44
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	29.89
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	338.70
DAHLGREN'S DO IT BEST BUIL...	11252020	12/11/2020	MATERIALS BUILDING ACCT 1...	704-000-53018	22.98
WAYNE MARTIN FLORRING INC	2739	12/11/2020	TOP STAIRS HALL AND LOBBY	704-000-53018	1,972.00

Fund 704 - FACILITY MAJOR MAINTNANCE Total: 2,848.48**Grand Total:** 88,701.50

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	28,102.72
202 - COMMUNITY DEVELOPMENT	30,442.50
205 - STREETS	1,273.75
601 - WATER	6,189.56
603 - SEWER	4,972.08
701 - EQUIPMENT	661.54
702 - INFORMATION SYSTEMS	12,418.56
703 - PW OPERATIONS	1,792.31
704 - FACILITY MAJOR MAINTNANCE	2,848.48
Grand Total:	88,701.50

Account Summary

Account Number	Account Name	Expense Amount
100-000-20700	State Surcharge	725.00
100-000-20800	State Assessment	1,545.26
100-000-20900	County Assessment	404.72
100-000-36002	Fines - Court	-0.47
100-701-52019	Professional Services	2,484.00
100-702-52019	Professional Services	346.16
100-702-52024	Miscellaneous	3.00
100-702-52028	Projects & Programs	45.00
100-703-52001	Operating Supplies	24.00
100-704-52005	Small Equipment	22.42
100-705-52002	Personnel Uniforms Equi...	828.25
100-705-52004	Office Supplies	111.55
100-705-52005	Small Equipment	194.52
100-705-52018	Professional Development	371.29
100-705-52019	Professional Services	8,409.20
100-705-52021	Equipment Maintenance	130.00
100-705-52023	Facility Maintenance	393.50
100-706-52003	Utilities	59.80
100-706-52033	Printed Materials	24.66
100-707-52001	Operating Supplies	137.00
100-707-52005	Small Equipment	162.89
100-707-52008	Printing	4,018.51
100-707-52009	Postage	240.00
100-707-52019	Professional Services	175.00
100-708-52001	Operating Supplies	1,676.40
100-708-52019	Professional Services	181.51
100-708-52022	Fuel / Oil	918.68
100-708-52023	Facility Maintenance	694.43
100-709-52023	Facility Maintenance	63.90
100-710-52011	Public Information	106.00
100-710-52087	Commission Stipends	510.00
100-711-52015	Intergovernmental Servic...	187.50
100-715-52004	Office Supplies	45.00
100-715-52019	Professional Services	253.55
100-715-52022	Fuel/Oil	28.97
100-715-52023	Facility Maintenance	2,581.52
202-722-52019	Professional Services	2,342.50
202-722-55001	Principal	25,000.00
202-725-52028	Projects & Programs	3,100.00
205-000-53019	North Vernonia Improve...	1,273.75
601-000-53001	Capital Outlay	123.42
601-731-52001	Operating Supplies	74.56
601-732-52003	Utilities	82.46
601-732-52022	Fuel / Oil	319.08
601-732-52023	Facility Maintenance	5,149.64
601-732-52083	Chemicals	440.40

Account Summary

Account Number	Account Name	Expense Amount
603-735-52001	Operating Supplies	37.72
603-736-52003	Utilities	137.82
603-736-52010	Telephone	25.74
603-736-52023	Facility Maintenance	274.87
603-737-52003	Utilities	137.81
603-737-52010	Telephone	25.74
603-737-52023	Facility Maintenance	274.88
603-737-52064	Lab Testing	4,057.50
701-000-52001	Operating Supplies	661.54
702-000-52006	Computer Maintenance	750.00
702-000-52010	Telephone	571.41
702-000-52019	Professional Services	11,097.15
703-734-52001	Operating Supplies	446.41
703-734-52018	Professional Development	56.00
703-734-52019	Professional Services	176.25
703-734-52022	Fuel / Oil	1,023.16
703-734-52023	Facility Maintenance	90.49
704-000-53018	Capital Outlay - City Hall	2,848.48
	Grand Total:	88,701.50

Project Account Summary

Project Account Key	Expense Amount
None	88,701.50
Grand Total:	88,701.50



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
WESTERN COLLECTION BURE...	23325	12/16/2020	COLLECTION SUMMARY	100-706-52019	10.00
KJ SECURITY SOLUTIONS & LO...	0003294	12/17/2020	LOCKSMITH	100-715-52023	805.00
JORDAN RAMIS PC ATTORNEYS..	173639	12/17/2020	EMPLOYMENT MATTERS	100-703-52019	4,720.00
JORDAN RAMIS PC ATTORNEYS..	173642	12/17/2020	FINANCE FRANCHISE	100-701-52019	280.00
JORDAN RAMIS PC ATTORNEYS..	173643	12/17/2020	CHURCH PROP ACQ	100-709-52019	1,265.00
ST. HELENS SCHOOL DISTRICT	2020 Q1	12/17/2020	JULY-SEPT	100-000-20400	57,156.09
NORTHWEST DELI DISTRIBUTI...	404394	12/17/2020	PAPER WIPER	100-708-52001	2,189.85
MIDWEST TAPE	99716882	12/17/2020	DVD / ABD 2000010011	100-706-52035	36.99
MIDWEST TAPE	99716884	12/17/2020	DVD / ABD 2000010011	100-706-52034	117.94
MIDWEST TAPE	99747346	12/17/2020	DVD / ABD 2000010011	100-706-52034	83.71
CHRISTY DAVIS	INV0001095	12/17/2020	REFUND SHARP PROGRAM CR...	100-709-52019	91.74
INGRAM LIBRARY SERVICES	INV0001096	12/17/2020	49785710	100-000-21300	14.01
INGRAM LIBRARY SERVICES	INV0001096	12/17/2020	49785712	100-706-52033	18.22
INGRAM LIBRARY SERVICES	INV0001096	12/17/2020	49722904	100-706-52033	61.57
INGRAM LIBRARY SERVICES	INV0001096	12/17/2020	49785709	100-706-52033	113.32
INGRAM LIBRARY SERVICES	INV0001096	12/17/2020	49722903	100-706-52033	81.84
INGRAM LIBRARY SERVICES	INV0001096	12/17/2020	49785711	100-706-52033	6.83
INGRAM LIBRARY SERVICES	INV0001096	12/17/2020	49785713	100-706-52033	156.95
INGRAM LIBRARY SERVICES	INV0001096	12/17/2020	49722906	100-706-52033	771.48
INGRAM LIBRARY SERVICES	INV0001096	12/17/2020	49722905	100-706-52035	23.77
DAWN RICHARDSON - AP	INV0001097	12/17/2020	MILEAGE REIMB BANK RUN	100-707-52001	29.90
MUSEUM OF NATURAL AND C...	UOMNCH 40-115	12/17/2020	OR AMAZING ANIMAL VIRTUAL...	100-706-52028	85.00
Fund 100 - GENERAL FUND Total:					68,119.21
Fund: 202 - COMMUNITY DEVELOPMENT					
JORDAN RAMIS PC ATTORNEYS..	173111	12/17/2020	BOISE WHITE PAPER LLC REAL ...	202-721-52019	910.00
JORDAN RAMIS PC ATTORNEYS..	173112	12/17/2020	ST. HELENS GENERAL ENVIRO...	202-721-52019	3,418.50
JORDAN RAMIS PC ATTORNEYS..	173640	12/17/2020	BOISE PROPERTY SALE ASCP	202-721-52019	630.00
RADLER WHITE PARKS & ALEX...	26469	12/17/2020	ACSP TRANSACTION	202-721-52019	25.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					4,983.50
Fund: 205 - STREETS					
INEXPENSIVE TREE CARE	9609	12/14/2020	REMOVE 15 TREES N VERNON...	205-000-53019	16,800.00
Fund 205 - STREETS Total:					16,800.00
Fund: 301 - STREETS SDC					
COLUMBIA COUNTY ROAD DE...	2021-007	12/14/2020	GABLE RD SIDEWALKS BIKE PA...	301-000-53001	573,389.39
Fund 301 - STREETS SDC Total:					573,389.39
Fund: 601 - WATER					
ACE HARDWARE - ST. HELENS	INV0001098	12/17/2020	ACE MATERIALS ACCT 60181	601-731-52001	168.49
Fund 601 - WATER Total:					168.49
Fund: 603 - SEWER					
HASA	725257	12/15/2020	MULTI CHLOR	603-736-52083	4,099.59
CALTEST ANALYTICAL LABORA...	616906	12/16/2020	PESTICIDES TEST	603-737-52064	908.00
ACE HARDWARE - ST. HELENS	INV0001100	12/17/2020	MATERIALS ACE ACCT 60180	603-735-52001	199.74
ACE HARDWARE - ST. HELENS	INV0001100	12/17/2020	MATERIALS ACE ACCT 60180	603-736-52001	99.87
ACE HARDWARE - ST. HELENS	INV0001100	12/17/2020	MATERIALS ACE ACCT 60180	603-737-52001	99.87
Fund 603 - SEWER Total:					5,407.07
Fund: 605 - STORM					
TFT CONSTRUCTION INC	1	12/14/2020	STORM DRAIN IMPROEMENTS...	605-000-53011	38,138.50
Fund 605 - STORM Total:					38,138.50
Fund: 703 - PW OPERATIONS					
JORDAN RAMIS PC ATTORNEYS..	173641	12/17/2020	PUBLIC WORKS ENG.	703-733-52019	1,995.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACE HARDWARE - ST. HELENS	INV0001098	12/17/2020	ACE MATERIALS ACCT 60181	703-734-52023	23.92
Fund 703 - PW OPERATIONS Total:					2,018.92
Fund: 704 - FACILITY MAJOR MAINTNANCE					
COLUMBIA RIVER WOODWOR...	12152020-1	12/17/2020	CUSTOM BUILT COUNTER CAB...	704-000-53018	3,120.00
WAYNE MARTIN FLORRING INC	2743	12/17/2020	COMMERCIAL REMODEL RUB...	704-000-53018	2,629.00
ACE HARDWARE - ST. HELENS	INV0001099	12/17/2020	ACE MATERIALS ACCT 60174	704-000-53026	7.98
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					5,756.98
Grand Total:					714,782.06

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	68,119.21
202 - COMMUNITY DEVELOPMENT	4,983.50
205 - STREETS	16,800.00
301 - STREETS SDC	573,389.39
601 - WATER	168.49
603 - SEWER	5,407.07
605 - STORM	38,138.50
703 - PW OPERATIONS	2,018.92
704 - FACILITY MAJOR MAINTNANCE	5,756.98
Grand Total:	714,782.06

Account Summary

Account Number	Account Name	Expense Amount
100-000-20400	School Excise Tax	57,156.09
100-000-21300	Library Replacement Fines	14.01
100-701-52019	Professional Services	280.00
100-703-52019	Professional Services	4,720.00
100-706-52019	Professional Services	10.00
100-706-52028	Projects & Programs	85.00
100-706-52033	Printed Materials	1,210.21
100-706-52034	Visual Materials	201.65
100-706-52035	Audio Materials	60.76
100-707-52001	Operating Supplies	29.90
100-708-52001	Operating Supplies	2,189.85
100-709-52019	Professional Services	1,356.74
100-715-52023	Facility Maintenance	805.00
202-721-52019	Professional Services	4,983.50
205-000-53019	North Vernonia Improve...	16,800.00
301-000-53001	Capital Outlay	573,389.39
601-731-52001	Operating Supplies	168.49
603-735-52001	Operating Supplies	199.74
603-736-52001	Operating Supplies	99.87
603-736-52083	Chemicals	4,099.59
603-737-52001	Operating Supplies	99.87
603-737-52064	Lab Testing	908.00
605-000-53011	Storm Main Replacement	38,138.50
703-733-52019	Professional Services	1,995.00
703-734-52023	Facility Maintenance	23.92
704-000-53018	Capital Outlay - City Hall	5,749.00
704-000-53026	Capital Outlay - 5th Street...	7.98
Grand Total:		714,782.06

Project Account Summary

Project Account Key	Expense Amount
None	714,782.06
Grand Total:	714,782.06



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
MAHOVEC	41041	12/19/2020	DELUXE AUTO INFLATABLE PFD	100-705-52002	581.28
PEACE OFFICERS RESEARCH AS...	608541	12/19/2020	PORAC LDF	100-701-52019	210.00
SOLUTIONS YES	INV259332	12/19/2020	CONTRACT C10184-01 CITY HA...	100-715-52005	235.24
NW NATURAL GAS	INV0001103	12/21/2020	5638	100-705-52003	237.20
NW NATURAL GAS	INV0001103	12/21/2020	7673	100-706-52003	732.89
NW NATURAL GAS	INV0001103	12/21/2020	3047	100-708-52003	26.01
NW NATURAL GAS	INV0001103	12/21/2020	0109	100-709-52003	153.28
NW NATURAL GAS	INV0001103	12/21/2020	2848	100-715-52003	88.04
NW NATURAL GAS	INV0001103	12/21/2020	5285	100-715-52003	132.57
COLUMBIA RIVER PUD	INV0001104	12/21/2020	150 S 13 ST POLICE STATION	100-705-52003	392.11
COLUMBIA RIVER PUD	INV0001104	12/21/2020	150 S 13TH ST- POLICE	100-705-52003	174.60
COLUMBIA RIVER PUD	INV0001104	12/21/2020	375 S 18TH ST COLUMBIA CEN...	100-706-52003	546.36
COLUMBIA RIVER PUD	INV0001104	12/21/2020	475 S 18TH ST	100-708-52003	113.31
COLUMBIA RIVER PUD	INV0001104	12/21/2020	475 S 18TH ST - MCCORMICK ...	100-708-52003	63.85
COLUMBIA RIVER PUD	INV0001104	12/21/2020	162 MCMICHAEL ST - CAMPBE...	100-708-52003	121.22
COLUMBIA RIVER PUD	INV0001104	12/21/2020	264 STRAND ST- COL VIEW PA...	100-708-52003	33.40
COLUMBIA RIVER PUD	INV0001104	12/21/2020	265 STRAND ST. - SPLASH PAD...	100-708-52003	26.65
COLUMBIA RIVER PUD	INV0001104	12/21/2020	475 S 18TH ST- MCCORMICK E...	100-708-52003	31.34
COLUMBIA RIVER PUD	INV0001104	12/21/2020	200 N RIVER ST - GREY CLIFFS ...	100-708-52003	39.93
COLUMBIA RIVER PUD	INV0001104	12/21/2020	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	47.73
COLUMBIA RIVER PUD	INV0001104	12/21/2020	264 STRAND ST- PARKS/ GAZE...	100-708-52003	17.98
COLUMBIA RIVER PUD	INV0001104	12/21/2020	299 N 6TH ST - PARKS	100-708-52003	25.25
COLUMBIA RIVER PUD	INV0001104	12/21/2020	200 N 7TH ST - PARK	100-708-52003	25.56
COLUMBIA RIVER PUD	INV0001104	12/21/2020	120 WHITE WAY - WALNUT TR...	100-708-52003	25.25
COLUMBIA RIVER PUD	INV0001104	12/21/2020	475 S 18TH ST	100-708-52003	137.21
COLUMBIA RIVER PUD	INV0001104	12/21/2020	264 STRAND ST- COL VIEW PA...	100-708-52046	33.38
COLUMBIA RIVER PUD	INV0001104	12/21/2020	265 STRAND ST. - DOCKS	100-708-52046	238.53
COLUMBIA RIVER PUD	INV0001104	12/21/2020	264 STRAND ST- PARKS/ GAZE...	100-708-52047	17.97
COLUMBIA RIVER PUD	INV0001104	12/21/2020	277 STRAND ST- CITY HALL UB...	100-715-52003	89.34
COLUMBIA RIVER PUD	INV0001104	12/21/2020	277 STRAND ST -	100-715-52003	26.65
COLUMBIA RIVER PUD	INV0001104	12/21/2020	275 STRAND ST- CITY HALL UB ...	100-715-52003	94.34
COLUMBIA RIVER PUD	INV0001104	12/21/2020	265 STRAND ST- CITY HALL MA...	100-715-52003	782.56
COLUMBIA RIVER PUD	INV0001104	12/21/2020	265 STRAND ST- CITY HALL UP	100-715-52003	179.68
WEX BANK	68686365	12/22/2020	FUEL PURCHASES	100-705-52022	4,019.59
CINTAS	8404935687	12/22/2020	PARKS FIRST AID CABINET SER...	100-708-52019	77.20
ERSKINE LAW PRECTICE LLC	INV0001105	12/22/2020	12/3-12/15	100-705-52019	2,394.42
PORTLAND GENERAL ELECTRIC	INV0001106	12/22/2020	0153585940	100-709-52003	375.59
STAPLES BUSINESS CREDIT	1631989405	12/26/2020	OFFICE SUPPLIES	100-715-52004	796.60
ORKIN	204627981	12/26/2020	1810 OLD PORTLAND RD PEST ...	100-709-52023	150.00
TYLER BUSINESS FORMS	53783	12/26/2020	END OF YEAR TAX FORMS	100-707-52004	192.01
MAILBOXES NORTHWEST	INV0001108	12/26/2020	POSTAGE ACCT 4390	100-715-52009	1,096.04
OREGON DEPARTMENT OF RE...	L1310091968	12/26/2020	HAZARDOUS SUB FEE 150 S 13...	100-705-52001	143.00
AT&T MOBILITY	11232020	12/28/2020	287302289330 POLICE PHONES	100-705-52010	1,467.62
PAULY ROGERS AND CO PC	12639	12/28/2020	JUNE 30 2020 AUDIT	100-707-52019	9,300.00
ORKIN	205896051	12/28/2020	PEST CONTROL POLICE	100-705-52023	96.23
CINTAS	4068644273	12/28/2020	MATERIALS	100-705-52001	54.30
AMY LINDGREN LAW LLC	446	12/28/2020	JUDICIAL SERVICES	100-704-52019	6,724.50
TIAA COMMERCIAL FINANCE I...	7793155	12/28/2020	CONTRACT PAYMENT 414520...	100-715-52021	170.00
LUCY HEIL ATTORNEY AT LAW	INV0001114	12/28/2020	LEGAL SERVICES	100-704-52019	2,525.00
SOLUTIONS YES	INV259815	12/28/2020	CONTRACT C11782-01 CITY HA...	100-707-52005	115.34
Fund 100 - GENERAL FUND Total:					35,378.15
Fund: 202 - COMMUNITY DEVELOPMENT					
MAUL FOSTER ALONGI INC	41042	12/19/2020	BWP ON CALL SERVICES	202-721-52019	131.25

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MAUL FOSTER ALONGI INC	41042	12/19/2020	SYKES ROAD RESERVOIR SITING	202-721-52019	2,528.86
MAUL FOSTER ALONGI INC	41042	12/19/2020	WWTP LAGOON ON CALL SERV..	202-722-52019	3,600.00
MAUL FOSTER ALONGI INC	41042	12/19/2020	GOVERNANCE AND PUBLIC EN...	202-722-52019	2,410.00
PORTLAND GENERAL ELECTRIC	INV0001102	12/19/2020	4854421000	202-722-52003	41.68
NW NATURAL GAS	INV0001103	12/21/2020	9614	202-725-52003	148.14
NW NATURAL GAS	INV0001103	12/21/2020	7764	202-725-52003	74.84
PORTLAND GENERAL ELECTRIC	INV0001107	12/22/2020	7357701000	202-722-52003	33.39
BATEMAN SEIDEL	79013	12/26/2020	EMAILS LOT CONSOLIDATIONS...	202-721-52096	1,477.00
STRATEGIC NETWORKS GROUP..	109	12/28/2020	DIGITAL NEEDS AND READINE...	202-721-52019	2,500.00
E2C	4418	12/28/2020	STAFF	202-725-52019	2,140.62
E2C	4418	12/28/2020	PROPS	202-725-52028	8,063.34
E2C	4418	12/28/2020	ENTERTAINMENT ST. HELENS	202-725-52028	5,285.45
E2C	4418	12/28/2020	EQUIPMENT ST. HELENS	202-725-52028	712.02
E2C	4418	12/28/2020	ST. HELENS	202-725-52028	1,382.89
E2C	4419	12/28/2020	MONTHLY MARKETING TINA ...	202-725-52019	20,000.00
COLUMBIA RIVER PUD	INV0001110	12/28/2020	94111	202-725-52003	156.93
PORTLAND GENERAL ELECTRIC	INV0001112	12/28/2020	1650931000	202-722-52003	43.17
BOISE WHITE PAPER LLC	04152020	04/13/2020	NOTE PAYEMNT	202-722-55001	12,500.00
BOISE WHITE PAPER LLC	MAY 2020	04/20/2020	NOTE PAYEMNT	202-722-55001	12,500.00
BOISE WHITE PAPER LLC	08012020	07/16/2020	NOTE PAYEMNT	202-722-55001	12,500.00
BOISE WHITE PAPER LLC	07012020	07/17/2020	LEASE REVENUE SHARING NO...	202-722-55001	10,000.00
BOISE WHITE PAPER LLC	AUG 2020	08/27/2020	NOTE PAYEMNT	202-722-55001	12,500.00
BOISE WHITE PAPER LLC	REV AUG 2020	08/27/2020	50 % REVENUE FROM BOISE P...	202-722-55001	5,000.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					115,729.58

Fund: 205 - STREETS

KITTELSON & ASSOCIATES	0113973	12/19/2020	PROJECT 235440 1ST & ST ST. ...	205-000-53001	402.91
COLUMBIA RIVER PUD	INV0001104	12/21/2020	191 N MILTON WAY - SIGNAL	205-000-52003	34.86
COLUMBIA RIVER PUD	INV0001104	12/21/2020	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	105.50
COLUMBIA RIVER PUD	INV0001104	12/21/2020	265 STRAND ST	205-000-52003	3,628.09
COLUMBIA RIVER PUD	INV0001104	12/21/2020	715 S COLUMBIA RIVER HWY -...	205-000-52003	67.39
COLUMBIA RIVER PUD	INV0001104	12/21/2020	58651 COLUMBIA RIVER HWY ...	205-000-52003	26.31
COLUMBIA RIVER PUD	INV0001104	12/21/2020	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	42.89
COLUMBIA RIVER PUD	INV0001104	12/21/2020	191 N MILTON WAY- LANDSC...	205-000-52003	25.56
COLUMBIA RIVER PUD	INV0001104	12/21/2020	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	38.68
COLUMBIA RIVER PUD	INV0001104	12/21/2020	1370 COLUMBIA BLVD.- FOUN...	205-000-52003	37.66
Fund 205 - STREETS Total:					4,409.85

Fund: 601 - WATER

LAWRENCE OIL COMPANY	019001-2035001	12/21/2020	247752	601-732-52022	47.94
NW NATURAL GAS	INV0001103	12/21/2020	2942	601-732-52003	1,046.45
COLUMBIA RIVER PUD	INV0001104	12/21/2020	58791 COLUMBIA RIVER HWY -..	601-731-52003	54.99
COLUMBIA RIVER PUD	INV0001104	12/21/2020	62420 COLUMBIA RIVER HWY -..	601-731-52003	291.06
COLUMBIA RIVER PUD	INV0001104	12/21/2020	2300 STRAND ST - WELL 2	601-731-52003	1,264.36
COLUMBIA RIVER PUD	INV0001104	12/21/2020	35261 PITTSBURG RD- PW WA...	601-731-52003	27.63
COLUMBIA RIVER PUD	INV0001104	12/21/2020	PUMP AERIE CT	601-731-52003	145.18
COLUMBIA RIVER PUD	INV0001104	12/21/2020	57500 OLD PORTLAND RD - W...	601-731-52003	85.22
COLUMBIA RIVER PUD	INV0001104	12/21/2020	1680 1 ST -	601-731-52003	1,015.90
COLUMBIA RIVER PUD	INV0001104	12/21/2020	1215 FOURTH ST - WFF	601-732-52003	4,088.96
LAWRENCE OIL COMPANY	019001-2033501	12/22/2020	247752	601-732-52022	24.57
Fund 601 - WATER Total:					8,092.26

Fund: 603 - SEWER

UNITED FIRE INC	20336569	12/19/2020	FIRE ALARM TESTING	603-737-52023	334.50
NW NATURAL GAS	INV0001103	12/21/2020	5750	603-736-52003	65.30
NW NATURAL GAS	INV0001103	12/21/2020	5750	603-737-52003	65.29
COLUMBIA RIVER PUD	INV0001104	12/21/2020	37700 CLARK ST - PS 8	603-735-52003	25.56
COLUMBIA RIVER PUD	INV0001104	12/21/2020	451 PLYMOTH ST - WWTP LA...	603-736-52003	1,255.21
COLUMBIA RIVER PUD	INV0001104	12/21/2020	451 PLYMOTH ST - WWTP LA...	603-737-52003	1,255.22
COLUMBIA RIVER PUD	INV0001104	12/21/2020	240 MADRONA CT	603-738-52003	204.82
COLUMBIA RIVER PUD	INV0001104	12/21/2020	320 S 1ST ST- PS #1	603-738-52003	176.63
COLUMBIA RIVER PUD	INV0001104	12/21/2020	169 S 4TH ST WATER FLOW M...	603-738-52003	64.24

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	INV0001104	12/21/2020	145 N RIVER ST- PS 2	603-738-52003	138.53
COLUMBIA RIVER PUD	INV0001104	12/21/2020	124 S 4 ST - PS 3	603-738-52003	40.71
COLUMBIA RIVER PUD	INV0001104	12/21/2020	35139 MAPLE ST. - PS 11	603-738-52003	82.28
COLUMBIA RIVER PUD	INV0001104	12/21/2020	59500 OLD PORTLAND RD - PS...	603-738-52003	148.14
CITY OF PORTLAND	10358202	12/28/2020	LAB SERVICES	603-736-52064	2,731.00
CITY OF PORTLAND	10358202	12/28/2020	LAB SERVICES	603-737-52064	2,731.00
ALLSTREAM	17243400	12/28/2020	ALLSTREAM PHONE ACCT 754...	603-736-52010	26.13
ALLSTREAM	17243400	12/28/2020	ALLSTREAM PHONE ACCT 754...	603-737-52010	26.13
CENTURY LINK	INV0001111	12/28/2020	488	603-736-52010	124.68
CENTURY LINK	INV0001111	12/28/2020	600	603-736-52010	22.89
CENTURY LINK	INV0001111	12/28/2020	654	603-736-52010	22.89
CENTURY LINK	INV0001111	12/28/2020	293	603-736-52010	22.89
CENTURY LINK	INV0001111	12/28/2020	688	603-736-52010	22.89
CENTURY LINK	INV0001111	12/28/2020	488	603-737-52010	124.67
CENTURY LINK	INV0001111	12/28/2020	293	603-737-52010	22.89
CENTURY LINK	INV0001111	12/28/2020	654	603-737-52010	22.89
CENTURY LINK	INV0001111	12/28/2020	600	603-737-52010	22.89
CENTURY LINK	INV0001111	12/28/2020	688	603-737-52010	22.89
OREGON DEQ BUSINESS OFFICE	WQ21DOM-0888	12/28/2020	FEES OAR 340-0045-0070 AND...	603-737-52001	18,314.00
Fund 603 - SEWER Total:					28,117.16

Fund: 701 - EQUIPMENT

KINNEAR SPECIALTIES INC	5029548	12/19/2020	REPAIR CYLINDER	701-000-52001	315.17
LAWRENCE OIL COMPANY	019001-2035001	12/21/2020	GAS 058279	701-000-52001	150.00
COLUMBIA RIVER FIRE AND RE...	2020-11 NOV	12/26/2020	SHARED BILLING FOR MAINTA...	701-000-52023	598.67
Fund 701 - EQUIPMENT Total:					1,063.84

Fund: 702 - INFORMATION SYSTEMS

CENTURY LINK	INV0001101	12/19/2020	632B	702-000-52010	42.92
CENTURY LINK	12172020	12/28/2020	025B	702-000-52010	40.71
CENTURY LINK	12172020	12/28/2020	369B	702-000-52010	40.71
ALLSTREAM	17243400	12/28/2020	ALLSTREAM PHONE ACCT 754...	702-000-52010	52.25
CENTURY LINK	INV0001111	12/28/2020	162B	702-000-52010	87.49
CENTURY LINK	INV0001111	12/28/2020	131	702-000-52010	58.56
CENTURY LINK	INV0001111	12/28/2020	818	702-000-52010	398.40
CENTURY LINK	INV0001111	12/28/2020	798B	702-000-52010	101.58
CENTURY LINK	INV0001111	12/28/2020	651	702-000-52010	44.57
CENTURY LINK	INV0001111	12/28/2020	967	702-000-52010	128.53
CENTURY LINK	INV0001111	12/28/2020	579	702-000-52010	45.78
CENTURY LINK	INV0001111	12/28/2020	228	702-000-52010	89.87
CENTURY LINK	INV0001111	12/28/2020	909	702-000-52010	80.28
CENTURY LINK	INV0001111	12/28/2020	130	702-000-52010	58.56
CENTURY LINK	INV0001111	12/28/2020	796	702-000-52010	44.08
Fund 702 - INFORMATION SYSTEMS Total:					1,314.29

Fund: 703 - PW OPERATIONS

SOLUTIONS YES	INV258779	12/19/2020	PRINT FEES C11460-01	703-733-52005	69.24
LAWRENCE OIL COMPANY	019001-2035001	12/21/2020	247750	703-734-52022	48.49
LAWRENCE OIL COMPANY	019001-2035001	12/21/2020	247780	703-734-52022	7.57
LAWRENCE OIL COMPANY	019001-2035001	12/21/2020	247748	703-734-52022	814.92
NW NATURAL GAS	INV0001103	12/21/2020	8675	703-734-52003	70.71
COLUMBIA RIVER PUD	INV0001104	12/21/2020	1230 DEER ISLAND RD - PW	703-734-52003	47.69
COLUMBIA RIVER PUD	INV0001104	12/21/2020	984 OREGON ST	703-734-52003	699.80
COLUMBIA RIVER PUD	INV0001104	12/21/2020	650 OREGON ST - LEMONT PU...	703-734-52003	284.53
COLUMBIA RIVER PUD	INV0001104	12/21/2020	984 OREGON ST - PW SHOP	703-734-52003	123.31
LAWRENCE OIL COMPANY	019001-2033501	12/22/2020	247780	703-734-52022	27.59
LAWRENCE OIL COMPANY	019001-2033501	12/22/2020	247748	703-734-52022	752.69
CINTAS	8404935689	12/22/2020	FIRST AID CABINET SERVICE	703-734-52019	165.69
DON'S RENTAL	549888	12/26/2020	SHARPENING CHY CHISEL	703-734-52001	50.35
U.S BANK EQUIPMENT FINANCE	431257252	12/28/2020	CONTRACT PAYMENT 500-049...	703-733-52005	150.00
Fund 703 - PW OPERATIONS Total:					3,312.58

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 704 - FACILITY MAJOR MAINTNANCE					
MACKENZIE	1070266	12/19/2020	ST. HELENS POLICE NEEDS ASS...	704-000-53024	3,158.40
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					3,158.40
Grand Total:					200,576.11

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	35,378.15
202 - COMMUNITY DEVELOPMENT	115,729.58
205 - STREETS	4,409.85
601 - WATER	8,092.26
603 - SEWER	28,117.16
701 - EQUIPMENT	1,063.84
702 - INFORMATION SYSTEMS	1,314.29
703 - PW OPERATIONS	3,312.58
704 - FACILITY MAJOR MAINTNANCE	3,158.40
Grand Total:	200,576.11

Account Summary

Account Number	Account Name	Expense Amount
100-701-52019	Professional Services	210.00
100-704-52019	Professional Services	9,249.50
100-705-52001	Operating Supplies	197.30
100-705-52002	Personnel Uniforms Equi...	581.28
100-705-52003	Utilities	803.91
100-705-52010	Telephone	1,467.62
100-705-52019	Professional Services	2,394.42
100-705-52022	Fuel / Oil	4,019.59
100-705-52023	Facility Maintenance	96.23
100-706-52003	Utilities	1,279.25
100-707-52004	Office Supplies	192.01
100-707-52005	Small Equipment	115.34
100-707-52019	Professional Services	9,300.00
100-708-52003	Utilities	734.69
100-708-52019	Professional Services	77.20
100-708-52046	Dock Services	271.91
100-708-52047	Marine Board	17.97
100-709-52003	Utilities	528.87
100-709-52023	Facility Maintenance	150.00
100-715-52003	Utilities	1,393.18
100-715-52004	Office Supplies	796.60
100-715-52005	Small Equipment	235.24
100-715-52009	Postage	1,096.04
100-715-52021	Equipment Maintenance	170.00
202-721-52019	Professional Services	5,160.11
202-721-52096	CDBG Grant Expenses	1,477.00
202-722-52003	Utilities	118.24
202-722-52019	Professional Services	6,010.00
202-722-55001	Principal	65,000.00
202-725-52003	Utilities	379.91
202-725-52019	Professional Services	22,140.62
202-725-52028	Projects & Programs	15,443.70
205-000-52003	Utilities	4,006.94
205-000-53001	Capital Outlay	402.91
601-731-52003	Utilities	2,884.34
601-732-52003	Utilities	5,135.41
601-732-52022	Fuel / Oil	72.51
603-735-52003	Utilities	25.56
603-736-52003	Utilities	1,320.51
603-736-52010	Telephone	242.37
603-736-52064	Lab Testing	2,731.00
603-737-52001	Operating Supplies	18,314.00
603-737-52003	Utilities	1,320.51
603-737-52010	Telephone	242.36
603-737-52023	Facility Maintenance	334.50
603-737-52064	Lab Testing	2,731.00

Account Summary

Account Number	Account Name	Expense Amount
603-738-52003	Utilities	855.35
701-000-52001	Operating Supplies	465.17
701-000-52023	Facility Maintenance	598.67
702-000-52010	Telephone	1,314.29
703-733-52005	Small Equipment	219.24
703-734-52001	Operating Supplies	50.35
703-734-52003	Utilities	1,226.04
703-734-52019	Professional Services	165.69
703-734-52022	Fuel / Oil	1,651.26
704-000-53024	Capital Outlay - PD Station	3,158.40
	Grand Total:	200,576.11

Project Account Summary

Project Account Key	Expense Amount
None	200,576.11
Grand Total:	200,576.11



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
THE LAW OFFICES OF JOSEPH D..	1281	12/31/2020	DEVON ROYEA	100-704-52019	125.00
THE LAW OFFICES OF JOSEPH D..	1282	12/31/2020	FORD	100-704-52019	125.00
THE LAW OFFICES OF JOSEPH D..	1283	12/31/2020	SPRECHER	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D..	1284	12/31/2020	K WINDBORNE	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D..	1285	12/31/2020	M KIEMEL	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D..	1286	12/31/2020	STROUF	100-704-52019	125.00
EASYPERMIT POSTAGE	INV0001165	12/31/2020	METER REFILL POSTAGE	100-715-52009	500.00
INGRAM LIBRARY SERVICES	50098489	12/30/2020	BOOKS 20C7921	100-706-52033	560.71
INGRAM LIBRARY SERVICES	50098493	12/30/2020	BOOKS 20C7921	100-706-52033	57.52
WILCOX	0562321-IN	12/31/2020	FUEL PARKS DEPT	100-708-52022	91.06
ORKIN	205897782	12/31/2020	1810 OLD PORTLAND RD PEST ...	100-709-52023	150.00
ORKIN	207095869	12/31/2020	265 STRAND PEST SERVICE CIT...	100-715-52019	85.00
INGRAM LIBRARY SERVICES	50020747	12/31/2020	BOOKS 20C7921	100-706-52033	333.68
TYLER BUSINESS FORMS	53908	12/31/2020	1099 FORMS AP	100-707-52004	345.60
VERIZON	9869591643	12/31/2020	CRYSTAL KING	100-701-52010	46.20
VERIZON	9869591643	12/31/2020	CAMERON PAGE	100-708-52010	17.52
VERIZON	9869591643	12/31/2020	PAUL GERDES	100-708-52010	17.52
VERIZON	9869591643	12/31/2020	TORY SHELBY	100-708-52010	17.52
VERIZON	9869591643	12/31/2020	THAD HOUCK	100-708-52010	37.01
VERIZON	9869591643	12/31/2020	RECREATION CENTER	100-709-52010	50.49
VERIZON	9869591643	12/31/2020	DARIN COX - BUILDING DEPT I...	100-711-52010	40.01
VERIZON	9869591643	12/31/2020	MIKE DERIOIA	100-711-52010	50.49
MIDWEST TAPE	99778156	12/31/2020	DVD / ABD 2000010011	100-706-52034	154.46
MIDWEST TAPE	99778157	12/31/2020	DVD / ABD 2000010011	100-706-52035	24.99
Fund 100 - GENERAL FUND Total:					3,554.78
Fund: 202 - COMMUNITY DEVELOPMENT					
3J CONSULTING, INC	6629	12/31/2020	20591 ST. HELENS INDUSTRIAL...	202-722-52019	1,742.50
MASON BRUCE & GIRARD INC	28119	12/29/2020	FOREST MANAGEMENT 01031...	202-724-52019	5,711.74
Fund 202 - COMMUNITY DEVELOPMENT Total:					7,454.24
Fund: 601 - WATER					
HACH	12261258	12/31/2020	REAGENT SET CHLORINE FREE ...	601-731-52001	74.56
HACH	12261258	12/31/2020	REAGENT SET CHLORINE FREE ...	601-732-52023	138.47
VERIZON	9869591643	12/31/2020	SUE NELSON	601-731-52010	17.52
VERIZON	9869591643	12/31/2020	SUE NELSON	601-731-52010	40.01
VERIZON	9869591643	12/31/2020	HOWIE BURTON	601-732-52010	36.20
VERIZON	9869591643	12/31/2020	GUY DAVIS	601-732-52010	71.71
VERIZON	9869591643	12/31/2020	WFP 1	601-732-52010	40.01
VERIZON	9869591643	12/31/2020	WFP 2	601-732-52010	40.01
Fund 601 - WATER Total:					458.49
Fund: 603 - SEWER					
CALTEST ANALYTICAL LABORA...	617084	12/31/2020	PESTICIDES	603-737-52064	908.00
VERIZON	9869591643	12/31/2020	AARON KUNDERS	603-736-52010	12.06
VERIZON	9869591643	12/31/2020	SAM ORTIZ	603-736-52010	16.83
VERIZON	9869591643	12/31/2020	STEWART HARTLEY	603-736-52010	12.06
VERIZON	9869591643	12/31/2020	SAM ORTIZ	603-737-52010	16.84
VERIZON	9869591643	12/31/2020	STEWART HARTLEY	603-737-52010	12.07
VERIZON	9869591643	12/31/2020	AARON KUNDERS	603-737-52010	12.06
VERIZON	9869591643	12/31/2020	SAM ORTIZ	603-738-52010	16.82
VERIZON	9869591643	12/31/2020	STEWART HARTLEY	603-738-52010	12.07
VERIZON	9869591643	12/31/2020	AARON KUNDERS	603-738-52010	12.08
Fund 603 - SEWER Total:					1,030.89

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 701 - EQUIPMENT					
VERIZON	9869591643	12/31/2020	BRETT LONG	701-000-52010	50.49
Fund 701 - EQUIPMENT Total:					50.49
Fund: 702 - INFORMATION SYSTEMS					
CENTURY LINK BUSINESS SERV...	180785991	12/31/2020	ACCT 88035002	702-000-52010	213.08
QWEST DBA CENTURYLINK AC...	20346	12/31/2020	5163X204S3	702-000-52010	82.22
QWEST DBA CENTURYLINK AC...	20349	12/31/2020	5163X204S3	702-000-52010	82.22
Fund 702 - INFORMATION SYSTEMS Total:					377.52
Fund: 703 - PW OPERATIONS					
U.S BANK EQUIPMENT FINANCE	431551175	12/31/2020	CONTRACT PAYMENT 500-049...	703-733-52005	99.00
VERIZON	9869591643	12/31/2020	SUE NELSON	703-733-52010	40.01
VERIZON	9869591643	12/31/2020	TIM UNDERWOOD	703-733-52010	50.49
VERIZON	9869591643	12/31/2020	CURT LEMONT	703-733-52010	17.52
VERIZON	9869591643	12/31/2020	SHARON DARROUX	703-733-52010	57.52
VERIZON	9869591643	12/31/2020	SCOTT WILLIAMS	703-734-52010	50.49
VERIZON	9869591643	12/31/2020	SUE NELSON - SCOTT HARRIN...	703-734-52010	50.49
VERIZON	9869591643	12/31/2020	DAVE ELDER	703-734-52010	132.97
VERIZON	9869591643	12/31/2020	ETHAN STERLING	703-734-52010	50.49
VERIZON	9869591643	12/31/2020	WATER TRUCK	703-734-52010	50.49
VERIZON	9869591643	12/31/2020	MOUHAMAD ZAHER	703-734-52010	50.49
Fund 703 - PW OPERATIONS Total:					649.96
Fund: 704 - FACILITY MAJOR MAINTNANCE					
PEAK ELECTRIC GROUP LLC	20798	12/29/2020	MENS RESTROOM LIGHT FIXT...	704-000-53018	946.75
NATIONAL BUSINESS FURNITU...	MK554640	12/31/2020	FILE CABINET / TABLE	704-000-53018	2,340.70
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					3,287.45
Grand Total:					16,863.82

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	3,554.78
202 - COMMUNITY DEVELOPMENT	7,454.24
601 - WATER	458.49
603 - SEWER	1,030.89
701 - EQUIPMENT	50.49
702 - INFORMATION SYSTEMS	377.52
703 - PW OPERATIONS	649.96
704 - FACILITY MAJOR MAINTNANCE	3,287.45
Grand Total:	16,863.82

Account Summary

Account Number	Account Name	Expense Amount
100-701-52010	Telephone	46.20
100-704-52019	Professional Services	975.00
100-706-52033	Printed Materials	951.91
100-706-52034	Visual Materials	154.46
100-706-52035	Audio Materials	24.99
100-707-52004	Office Supplies	345.60
100-708-52010	Telephone	89.57
100-708-52022	Fuel / Oil	91.06
100-709-52010	Telephone	50.49
100-709-52023	Facility Maintenance	150.00
100-711-52010	Telephone	90.50
100-715-52009	Postage	500.00
100-715-52019	Professional Services	85.00
202-722-52019	Professional Services	1,742.50
202-724-52019	Professional Services	5,711.74
601-731-52001	Operating Supplies	74.56
601-731-52010	Telephone	57.53
601-732-52010	Telephone	187.93
601-732-52023	Facility Maintenance	138.47
603-736-52010	Telephone	40.95
603-737-52010	Telephone	40.97
603-737-52064	Lab Testing	908.00
603-738-52010	Telephone	40.97
701-000-52010	Telephone	50.49
702-000-52010	Telephone	377.52
703-733-52005	Small Equipment	99.00
703-733-52010	Telephone	165.54
703-734-52010	Telephone	385.42
704-000-53018	Capital Outlay - City Hall	3,287.45
Grand Total:		16,863.82

Project Account Summary

Project Account Key	Expense Amount
None	16,863.82
Grand Total:	16,863.82



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
LEAGUE OF OREGON CITIES	1088.1	01/04/2021	ECONW STUDY	100-701-52019	500.00
JORDAN RAMIS PC ATTORNEYS..	174031	01/04/2021	GENERAL LEGAL SERVICES	100-701-52019	309.00
JORDAN RAMIS PC ATTORNEYS..	174031	01/04/2021	GENERAL	100-703-52019	2,240.00
JORDAN RAMIS PC ATTORNEYS..	174031	01/04/2021	GENERAL	100-704-52019	479.00
JORDAN RAMIS PC ATTORNEYS..	174031	01/04/2021	GENERAL	100-705-52019	250.00
JORDAN RAMIS PC ATTORNEYS..	174031	01/04/2021	GENERAL	100-710-52019	280.00
JORDAN RAMIS PC ATTORNEYS..	174034	01/04/2021	FINANCE / FRANCHISE	100-701-52019	4,583.00
JORDAN RAMIS PC ATTORNEYS..	174036	01/04/2021	ACQUISITION CHURCH	100-701-52019	570.00
JORDAN RAMIS PC ATTORNEYS..	174220	01/04/2021	EMPLOYMENT MATTERS	100-703-52019	2,945.00
INGRAM LIBRARY SERVICES	49868146	01/04/2021	BOOKS 20C7921	100-706-52033	46.11
INGRAM LIBRARY SERVICES	50268412	01/04/2021	BOOKS 20C7921	100-706-52033	6.83
INGRAM LIBRARY SERVICES	50268414	01/04/2021	BOOKS 20C7921	100-706-52033	91.36
INGRAM LIBRARY SERVICES	50268415	01/04/2021	BOOKS 20C7921	100-706-52033	23.61
INGRAM LIBRARY SERVICES	50306294	01/04/2021	BOOKS 20C7921	100-706-52033	12.12
INGRAM LIBRARY SERVICES	50306295	01/04/2021	BOOKS 20C7921	100-706-52033	17.75
CINTAS	8404744945	01/04/2021	CITY HALL FIRST AID CABINET ...	100-715-52019	184.94
INEXPENSIVE TREE CARE	10623	01/06/2021	FALEN FIR TREE MOVED	100-708-52019	650.00
ERSKINE LAW PRECTICE LLC	12312020	01/06/2021	12/17-12/31	100-705-52019	573.01
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	100-708-52001	15.99
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	100-708-52001	4.07
ACE HARDWARE - ST. HELENS	12312020	01/06/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	107.56
TYLER BUSINESS FORMS	54578	01/06/2021	IRS COPY A FORMS	100-707-52004	37.84
METRO PRESORT	IN629620	01/06/2021	UB BILL PRINTING	100-707-52008	4,096.79
OMA	INV0001169	01/06/2021	MEMBERSHIP RICK SCHOLL 20...	100-703-52018	139.00
CITY OF SCAPPOOSE	0005060	01/07/2021	INSPECTION SERVICES	100-711-52015	150.00
LAWRENCE COMPANY	14166	01/07/2021	1/1/2021-3/31/21	100-707-52019	100.00
INGRAM LIBRARY SERVICES	49868147	01/07/2021	BOOKS 20C7921	100-706-52033	36.42
INGRAM LIBRARY SERVICES	49868148	01/07/2021	BOOKS 20C7921	100-706-52033	139.12
INGRAM LIBRARY SERVICES	49868149	01/07/2021	BOOKS 20C7921	100-706-52033	234.83
INGRAM LIBRARY SERVICES	49925648	01/07/2021	BOOKS 20C7921	100-000-21300	22.91
INGRAM LIBRARY SERVICES	49925649	01/07/2021	BOOKS 20C7921	100-706-52033	85.36
LEAGUE OF OREGON CITIES	8817	01/07/2021	JOB POSTING	100-702-52005	20.00
NET ASSETS	95-202012	01/07/2021	ESCROW TITLE SERVICES	100-707-52019	579.00
MIDWEST TAPE	99747347	01/07/2021	DVD / ABD 2000010011	100-706-52034	5.99
MIDWEST TAPE	99747347	01/07/2021	DVD / ABD 2000010011	100-706-52035	57.96
ST. HELENS SCHOOL DISTRICT	INV0001170	01/07/2021	Q4 EXCISE TAX PAYMENT	100-000-20400	91,646.96
RUBENS LAWN SERVICE	0003613	01/08/2021	MONTHLY LAWN SERVICE	100-705-52023	40.00
LAWRENCE OIL COMPANY	019001-2036601	01/08/2021	247749	100-715-52022	30.01
WILCOX	0564388-IN	01/08/2021	FUEL PARKS DEPT	100-708-52022	1,161.83
PITNEY BOWES INC	1017001974	01/08/2021	METER FOR DM30 POSTAGE	100-715-52021	156.00
OCCUPATIONAL SAFETY HEAL...	1034	01/08/2021	VACCINATION CLINIC	100-705-52001	278.00
RICOH USA INC	104464645	01/08/2021	POLICE EQUIPMENT LEASE 14...	100-705-52023	106.13
OCCUPATIONAL SAFETY HEAL...	1176	01/08/2021	2020 EXPOSURE ACCESS SERVI...	100-705-52001	462.00
DAHLGREN'S DO IT BEST BUIL...	12282020	01/08/2021	BUILDING SUPPLIES DAHLGRE...	100-708-52001	25.99
STAPLES BUSINESS CREDIT	1632494876	01/08/2021	OFFICE SUPPLIES	100-715-52004	1,167.36
CHAVES CONSULTING INC	191793	01/08/2021	MONTHLY USER FEE PER USER...	100-702-52019	296.16
BENHAM APPRAISAL SERVICES	20-112	01/08/2021	APPRAISALS REAL PROPERTY	100-701-52019	600.00
ORKIN	207094426	01/08/2021	PEST CONTROL POLICE	100-705-52023	96.23
AMY LINDGREN LAW LLC	450	01/08/2021	OREGON STATE BAR DUES	100-704-52019	637.00
INGRAM LIBRARY SERVICES	49925650	01/08/2021	BOOKS 20C7921	100-706-52035	381.86
INGRAM LIBRARY SERVICES	50020746	01/08/2021	BOOKS 20C7921	100-706-52033	27.96
INGRAM LIBRARY SERVICES	50020748	01/08/2021	BOOKS 20C7921	100-706-52035	153.78
INGRAM LIBRARY SERVICES	50098490	01/08/2021	BOOKS 20C7921	100-706-52033	19.66

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INGRAM LIBRARY SERVICES	50098492	01/08/2021	BOOKS 20C7921	100-706-52035	43.62
INGRAM LIBRARY SERVICES	50173572	01/08/2021	50268416	100-706-52033	6.76
INGRAM LIBRARY SERVICES	50173572	01/08/2021	50268417	100-706-52033	69.93
INGRAM LIBRARY SERVICES	50173572	01/08/2021	50306293	100-706-52033	121.01
INGRAM LIBRARY SERVICES	50173572	01/08/2021	BOOKS 20C7921	100-706-52033	-13.18
INGRAM LIBRARY SERVICES	50173572	01/08/2021	50098491	100-706-52033	11.85
INGRAM LIBRARY SERVICES	50268413	01/08/2021	BOOKS 20C7921	100-706-52033	28.68
INGRAM LIBRARY SERVICES	50437881	01/08/2021	BOOKS 20C7921	100-706-52033	566.44
INGRAM LIBRARY SERVICES	50437882	01/08/2021	BOOKS 20C7921	100-706-52033	6.41
INGRAM LIBRARY SERVICES	50437883	01/08/2021	BOOKS 20C7921	100-000-21300	14.51
SAN DIEGO POLICE EQUIPMEN...	645220	01/08/2021	GUNS	100-705-52086	1,933.97
SHRED-IT C/O STERICYCLE INC	8181169510	01/08/2021	CITY HALL SHRED SERVICE	100-715-52019	176.40
MIDWEST TAPE	99804855	01/08/2021	DVD / ABD 2000010011	100-706-52034	18.74
BERTRAND-KMETIC ATTORNEY...	INV0001175	01/08/2021	MIUNI COURT CASES	100-704-52019	200.00
SOLUTIONS YES	INV260472	01/08/2021	CONTRACT C11379-01 CITY HA...	100-705-52005	193.46
SOLUTIONS YES	INV261185	01/08/2021	PRINT CHARGES CITY HALL PRI...	100-704-52005	22.55
NATIONAL BUSINESS FURNITU...	MK554945-TDQ	01/08/2021	DESK /BOX FILE	100-711-52001	764.80
Dorie, Erika Rose	INV0001071	12/08/2020	Dorie, Erika Rose	100-000-20200	850.00
Fund 100 - GENERAL FUND Total:					121,897.45

Fund: 202 - COMMUNITY DEVELOPMENT

JORDAN RAMIS PC ATTORNEYS..	173885	01/04/2021	GENERAL ENVIRONMENTAL	202-721-52019	910.00
JORDAN RAMIS PC ATTORNEYS..	174035	01/04/2021	CDBG CONTRACT REVIEW	202-721-52096	255.00
MASON BRUCE & GIRARD INC	28253	01/04/2021	ST. HELENS FOREST MANAGE...	202-724-52019	10,037.72
MICHAEL MORRIS ENTERPRISE...	INV-0026	01/07/2021	NEW POLICE STATION CAMPA...	202-721-52019	4,719.00
MASONIC BUILDING LLC	01012021	01/08/2021	YEARLY PARKING LOT LEASE	202-725-52028	729.31
LOWER COLUMBIA ENGINEER...	8148	01/08/2021	FOOD BANK GRANT CDBG	202-721-52096	2,664.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					19,315.03

Fund: 205 - STREETS

CORE & MAIN	N414122	01/06/2021	METER BOX / READER	205-000-53019	793.40
EMERY & SONS CONSTRUCTI...	1	01/08/2021	N VERNONIA SIDEWALK R-687	205-000-53019	117,240.45
DAHLGREN'S DO IT BEST BUIL...	12282020	01/08/2021	BUILDING SUPPLIES DAHLGRE...	205-000-52001	25.76
ACE HARDWARE - ST. HELENS	12312020 60181	01/08/2021	ACE MATERIALS ACCT 60181	205-000-53019	77.12
DAVID EVANS AND ASSOCIATE...	479016	01/08/2021	COLUMBIA BLVD. SIDEWALK R...	205-000-53002	61.03
DAVID EVANS AND ASSOCIATE...	479112	01/08/2021	N VERNONIA RD SIDEWALKS S...	205-000-53019	305.14
Fund 205 - STREETS Total:					118,502.90

Fund: 301 - STREETS SDC

DAVID EVANS AND ASSOCIATE...	479016	01/08/2021	COLUMBIA BLVD. SIDEWALK R...	301-000-53001	61.02
Fund 301 - STREETS SDC Total:					61.02

Fund: 601 - WATER

PEAK ELECTRIC GROUP LLC	21535	01/04/2021	PUMP STATION HOOK UPS ME...	601-731-52019	520.00
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	601-732-52001	9.99
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	601-732-52001	8.69
ALEXIN ANALYTICAL	41628	01/06/2021	TESTING	601-731-52064	2,424.00
CITY OF COLUMBIA CITY	INV0001168	01/06/2021	001754-001	601-732-52003	82.46
CORE & MAIN	N414122	01/06/2021	METER BOX / READER	601-731-52001	793.40
LAWRENCE OIL COMPANY	019001-2036601	01/08/2021	247752	601-732-52022	73.23
ACE HARDWARE - ST. HELENS	12312020 60181	01/08/2021	ACE MATERIALS ACCT 60181	601-731-52001	18.98
ACE HARDWARE - ST. HELENS	12312020 60181	01/08/2021	ACE MATERIALS ACCT 60181	601-731-52001	9.57
ACE HARDWARE - ST. HELENS	12312020 60181	01/08/2021	ACE MATERIALS ACCT 60181	601-731-52001	18.99
ACE HARDWARE - ST. HELENS	12312020 60181	01/08/2021	ACE MATERIALS ACCT 60181	601-731-52001	36.98
ACE HARDWARE - ST. HELENS	12312020 60181	01/08/2021	ACE MATERIALS ACCT 60181	601-732-52001	3.29
ACE HARDWARE - ST. HELENS	12312020 60181	01/08/2021	ACE MATERIALS ACCT 60181	601-732-52001	2.38
NORTHSTAR CHEMICAL	185050	01/08/2021	SODIUM HYPOCHLORITE 12.5%	601-732-52083	567.80
UNITED FIRE INC	20115505	01/08/2021	WFF HYDRO TEST	601-732-52023	1,092.00
Fund 601 - WATER Total:					5,661.76

Fund: 603 - SEWER

ACE HARDWARE - ST. HELENS	12312020 60180	01/06/2021	MATERIALS ACE ACCT 60180	603-735-52001	24.08
ACE HARDWARE - ST. HELENS	12312020 60180	01/06/2021	MATERIALS ACE ACCT 60180	603-735-52019	40.89
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	603-735-52001	102.48

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	603-735-52001	11.07
WILLEMSE GLASS	34468	01/06/2021	PLEXI GLASS	603-736-52001	134.50
WILLEMSE GLASS	34468	01/06/2021	PLEXI GLASS	603-737-52001	134.50
CASCADE CONCRETE PRODUC...	79682	01/06/2021	BLUELINE 50LB BAG	603-735-52001	232.00
CALTEST ANALYTICAL LABORA...	616441	01/08/2021	PESTICIDES TESTING	603-737-52064	908.00
COLUMBIA COUNTY TRANSFER..	7253	01/08/2021	DUMP FEES	603-737-52001	5.40
HASA	727602	01/08/2021	MULTI CHLOR	603-736-52083	5,092.42
COLUMBIA RIVER PUD	INV0001172	01/08/2021	38633 594 S 9 ST POWER	603-737-52003	11,116.90
Fund 603 - SEWER Total:					17,802.24
Fund: 605 - STORM					
ACE HARDWARE - ST. HELENS	12312020 60180	01/06/2021	MATERIALS ACE ACCT 60180	605-000-52001	12.15
ACE HARDWARE - ST. HELENS	12312020 60180	01/06/2021	MATERIALS ACE ACCT 60180	605-000-52001	38.57
COLUMBIA COUNTY CLERK	INV0001174	01/08/2021	RECORDING FEES STORM DRA...	605-000-53011	101.00
Fund 605 - STORM Total:					151.72
Fund: 701 - EQUIPMENT					
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	701-000-52001	8.86
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	701-000-52001	55.44
CARQUEST AUTO PARTS STOR...	12312020	01/08/2021	AUTO PARTS ACCT 151010 31...	701-000-52001	270.27
COLUMBIA RIVER FIRE AND RE...	2020-12 DEC	01/08/2021	SHARED BILLING FOR MAINTA...	701-000-52023	1,008.10
Fund 701 - EQUIPMENT Total:					1,342.67
Fund: 702 - INFORMATION SYSTEMS					
CENTERLOGIC INC	62706	01/04/2021	AGREEMENT OFFICE 365	702-000-52006	750.00
COMCAST	12212020	01/06/2021	COMCAST CABLE 8778108990...	702-000-52003	1,801.29
MORE POWER TECHNOLOGY ...	11314	01/07/2021	PREMIUM AGREEMENT MON...	702-000-52019	11,097.15
CENTERLOGIC INC	63824	01/08/2021	AGREEMENT OFFICE 365	702-000-52006	750.00
CENTURY LINK	INV0001173	01/08/2021	966B	702-000-52010	346.12
Fund 702 - INFORMATION SYSTEMS Total:					14,744.56
Fund: 703 - PW OPERATIONS					
ACE HARDWARE - ST. HELENS	12312020 60180	01/06/2021	MATERIALS ACE ACCT 60180	703-734-52001	9.64
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	703-734-52001	51.49
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	703-734-52001	15.99
SUNSET AUTO PARTS INC - NA...	12312020	01/06/2021	AUTO PARTS ACCT 6355	703-734-52001	6.99
MASONS SUPPLY	885784-00	01/06/2021	QUIKRETE	703-734-52001	585.88
H.D FOWLER COMPANY	15661520	01/06/2021	MARKING PAINT	703-734-52001	1,052.64
LAWRENCE OIL COMPANY	019001-2036601	01/08/2021	247748	703-734-52022	905.50
LAWRENCE OIL COMPANY	019001-2036601	01/08/2021	247750	703-734-52022	100.30
DAHLGREN'S DO IT BEST BUIL...	12282020	01/08/2021	BUILDING SUPPLIES DAHLGRE...	703-734-52001	20.10
ACE HARDWARE - ST. HELENS	12312020 60181	01/08/2021	ACE MATERIALS ACCT 60181	703-734-52001	19.16
ACE HARDWARE - ST. HELENS	12312020 60181	01/08/2021	ACE MATERIALS ACCT 60181	703-734-52001	50.97
UNITED FIRE INC	20115630	01/08/2021	FIRE ALARM ANNUAL MAINT	703-734-52023	334.50
EAGLE STAR ROCK PRODUCTS ...	38813	01/08/2021	ROCK	703-734-52001	450.42
COLUMBIA COUNTY TRANSFER..	7253	01/08/2021	DUMP FEES	703-734-52001	108.84
Fund 703 - PW OPERATIONS Total:					3,712.42
Fund: 704 - FACILITY MAJOR MAINTNANCE					
WAYNE MARTIN FLOORING INC	2026	01/05/2021	CARPET UPSTARIS REMODEL	704-000-53018	14,203.00
WAYNE MARTIN FLOORING INC	2040	01/05/2021	TOP OF STAIRS CITY HALL RE...	704-000-53018	1,972.00
ACE HARDWARE - ST. HELENS	12312020 60174	01/06/2021	ACE MATERIALS ACCT 60174	704-000-53018	14.35
CASCADE CONCRETE PRODUC...	79733	01/06/2021	PERF SECTIONS OFFSET LID S...	704-000-53027	1,035.00
PEAK ELECTRIC GROUP LLC	21349	01/07/2021	CITY HALL REMODEL	704-000-53018	13,389.05
DAHLGREN'S DO IT BEST BUIL...	12282020	01/08/2021	BUILDING SUPPLIES DAHLGRE...	704-000-53018	32.67
DAHLGREN'S DO IT BEST BUIL...	12282020	01/08/2021	BUILDING SUPPLIES DAHLGRE...	704-000-53018	83.91
DAHLGREN'S DO IT BEST BUIL...	12282020	01/08/2021	BUILDING SUPPLIES DAHLGRE...	704-000-53018	104.57
DAHLGREN'S DO IT BEST BUIL...	12282020	01/08/2021	BUILDING SUPPLIES DAHLGRE...	704-000-53018	59.79
PEAK ELECTRIC GROUP LLC	21608	01/08/2021	CITY HALL ANNEX RUN NEW C...	704-000-53018	333.50
EAGLE STAR ROCK PRODUCTS ...	38861	01/08/2021	ROCK	704-000-53027	422.83
EAGLE STAR ROCK PRODUCTS ...	38896	01/08/2021	ROCK	704-000-53027	617.93
EAGLE STAR ROCK PRODUCTS ...	38903	01/08/2021	ROCK CAMPBELL PARK	704-000-53027	319.73
EAGLE STAR ROCK PRODUCTS ...	38912	01/08/2021	ROCK CAMPBELL PARK	704-000-53027	145.70
EAGLE STAR ROCK PRODUCTS ...	38919	01/08/2021	ROCK	704-000-53027	292.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
EAGLE STAR ROCK PRODUCTS ...	38931	01/08/2021	ROCK	704-000-53027	142.17
COLUMBIA COUNTY TRANSFER..	7253	01/08/2021	DUMP FEES	704-000-53018	159.62
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					33,327.82
Grand Total:					336,519.59

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	121,897.45
202 - COMMUNITY DEVELOPMENT	19,315.03
205 - STREETS	118,502.90
301 - STREETS SDC	61.02
601 - WATER	5,661.76
603 - SEWER	17,802.24
605 - STORM	151.72
701 - EQUIPMENT	1,342.67
702 - INFORMATION SYSTEMS	14,744.56
703 - PW OPERATIONS	3,712.42
704 - FACILITY MAJOR MAINTNANCE	33,327.82
Grand Total:	336,519.59

Account Summary

Account Number	Account Name	Expense Amount
100-000-20200	Bail Deposit	850.00
100-000-20400	School Excise Tax	91,646.96
100-000-21300	Library Replacement Fines	37.42
100-701-52019	Professional Services	6,562.00
100-702-52005	Small Equipment	20.00
100-702-52019	Professional Services	296.16
100-703-52018	Professional Development	139.00
100-703-52019	Professional Services	5,185.00
100-704-52005	Small Equipment	22.55
100-704-52019	Professional Services	1,316.00
100-705-52001	Operating Supplies	740.00
100-705-52005	Small Equipment	193.46
100-705-52019	Professional Services	823.01
100-705-52023	Facility Maintenance	242.36
100-705-52086	Firearms	1,933.97
100-706-52033	Printed Materials	1,539.03
100-706-52034	Visual Materials	24.73
100-706-52035	Audio Materials	637.22
100-707-52004	Office Supplies	37.84
100-707-52008	Printing	4,096.79
100-707-52019	Professional Services	679.00
100-708-52001	Operating Supplies	153.61
100-708-52019	Professional Services	650.00
100-708-52022	Fuel / Oil	1,161.83
100-710-52019	Professional Services	280.00
100-711-52001	Operating Supplies	764.80
100-711-52015	Intergovernmental Servic...	150.00
100-715-52004	Office Supplies	1,167.36
100-715-52019	Professional Services	361.34
100-715-52021	Equipment Maintenance	156.00
100-715-52022	Fuel/Oil	30.01
202-721-52019	Professional Services	5,629.00
202-721-52096	CDBG Grant Expenses	2,919.00
202-724-52019	Professional Services	10,037.72
202-725-52028	Projects & Programs	729.31
205-000-52001	Operating Supplies	25.76
205-000-53002	Safe Routes to School	61.03
205-000-53019	North Vernonia Improve...	118,416.11
301-000-53001	Capital Outlay	61.02
601-731-52001	Operating Supplies	877.92
601-731-52019	Professional Services	520.00
601-731-52064	Lab Testing	2,424.00
601-732-52001	Operating Supplies	24.35
601-732-52003	Utilities	82.46

Account Summary

Account Number	Account Name	Expense Amount
601-732-52022	Fuel / Oil	73.23
601-732-52023	Facility Maintenance	1,092.00
601-732-52083	Chemicals	567.80
603-735-52001	Operating Supplies	369.63
603-735-52019	Professional Services	40.89
603-736-52001	Operating Supplies	134.50
603-736-52083	Chemicals	5,092.42
603-737-52001	Operating Supplies	139.90
603-737-52003	Utilities	11,116.90
603-737-52064	Lab Testing	908.00
605-000-52001	Operating Supplies	50.72
605-000-53011	Storm Main Replacement	101.00
701-000-52001	Operating Supplies	334.57
701-000-52023	Facility Maintenance	1,008.10
702-000-52003	Utilities	1,801.29
702-000-52006	Computer Maintenance	1,500.00
702-000-52010	Telephone	346.12
702-000-52019	Professional Services	11,097.15
703-734-52001	Operating Supplies	2,372.12
703-734-52022	Fuel / Oil	1,005.80
703-734-52023	Facility Maintenance	334.50
704-000-53018	Capital Outlay - City Hall	30,352.46
704-000-53027	Capital Outlay - Campbell ...	2,975.36
	Grand Total:	336,519.59

Project Account Summary

Project Account Key	Expense Amount
None	336,519.59
Grand Total:	336,519.59