



COUNCIL REGULAR SESSION

Wednesday, January 05, 2022 at 7:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

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

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

ORDINANCES – *Final Reading*

1. **Ordinance No. 3276:** An Ordinance Amending St. Helens Municipal Code Title 2 Relating to Administration and Personnel
2. **Ordinance No. 3277:** An Ordinance to Annex and Designate the Zone of Certain Property at 35480 East Division Road
3. **Ordinance No. 3278:** An Ordinance to Annex and Designate the Zone of Certain Property at 58471 Columbia River Highway
4. **Ordinance No. 3279:** An Ordinance to Annex and Designate the Zone of Certain Property at 58284 Old Portland Road

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

5. Amendment No. 2 to Edge Development Agreement for Campbell Park Sport Courts
6. Extension of Agreement with Steven Wabschall for Direct Responsible Charge at Water Filtration Facility
7. Second Amendment to Agreement with Keller Associates, Inc. for Sewer and Stormwater Master Plans Updates
8. Bennett Building Phase 2 Work Order with Arciform
9. [RATIFY] Amendment No 1 to CDBG Agreement with ODBB for Food Bank Design & Construction
10. Amendment No 2 to CDBG Agreement with ODBB for Food Bank Design & Construction
11. Contract Payments

CONSENT AGENDA FOR ACCEPTANCE

12. Parks and Trails Commission Minutes dated October 11, 2021
13. Library Board Minutes dated November 8, 2021

- [14.](#) Planning Commission Minutes dated November 9, 2021

CONSENT AGENDA FOR APPROVAL

- [15.](#) Council Work Session, Executive Session, Public Hearings, and Regular Session Minutes dated December 1, 2021
- [16.](#) Request for Proposal for Parks & Recreation Master Plan
- [17.](#) New Engineer I Job Description
- [18.](#) New Engineer II Job Description
- [19.](#) New Engineering Technician II Job Description
- [20.](#) New Engineering Technician III Job Description
- [21.](#) New Engineering Division Intern Job Description
- [22.](#) New Water Quality Division Intern Job Description
- [23.](#) Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

MAYOR SCHOLL REPORTS

COUNCIL MEMBER REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/82697261573?pwd=RzR1MEx1ckorL2wrcGs5ZVI3SUFbQT09>
Meeting ID: 826 9726 1573
Passcode: 984480
Dial: 346-248-7799

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.

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City of St. Helens
ORDINANCE NO. 3276

Item #1.

AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE
TITLE 2 RELATING TO ADMINISTRATION AND PERSONNEL

WHEREAS, St. Helens Municipal Code Title 2 regarding administration and personnel requires periodic updating to current standards; and

WHEREAS, the City Council has determined that updates are needed to Title 2 of the Municipal Code to reflect current and best practices.

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

Section 1. The above recitations are true and correct and are incorporated herein by reference.

Section 2. The City of St. Helens Municipal Code is hereby amended, attached hereto as **Attachment "A"**, and made part of this reference.

Section 3. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: December 1, 2021
Read the second time: January 5, 2022

APPROVED AND ADOPTED by the City Council this 5th day of January 2022, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

2.04 PUBLIC CONTRACTING CODE

2.04.010 Short title.

The provisions of this chapter and all rules adopted under this chapter may be cited as the St. Helens public contracting code. (Ord. 2942 § 3, 2005)

2.04.020 Purpose.

The purpose of the St. Helens public contracting code is to utilize public contracting practices and methods that maximize the efficient use of public resources and the purchasing power of public funds by:

- (1) Promoting impartial and open competition;
- (2) Using solicitation materials that are complete and contain a clear statement of contract specifications and requirements; and
- (3) ~~Taking full advantage of evolving~~ Utilizing current procurement methods that suit the contracting needs of the city as they emerge within various industries. (Ord. 2942 § 4, 2005)

2.04.030 St. Helens public contracting code.

The following rules are adopted as the city's public contracting rules. As provided by ORS [279A.065](#) ~~(65)~~(a), the Model Rules adopted by the Attorney General under ORS Chapters [279A](#), [279B](#), and [279C](#) ("the Model Rules") do not apply, unless otherwise provided for herein or as adopted by ordinance or resolution by the city of St. Helens local contract review board. (Ord. 2942 § 5, 2005)

2.04.040 Interpretation of public contracting code.

In furtherance of the purpose of the objectives set forth herein, it is the intent of the city of St. Helens that the St. Helens public contracting code be interpreted to authorize the full use of all contracting powers and authorities described in ORS Chapters [279A](#), [279B](#) and [279C](#). (Ord. 2942 § 6, 2005)

2.04.050 Code not applicable to the following public contracts.

In accordance with ORS [279A.025](#), the St. Helens public contracting code and the Oregon Public Contracting Code do not apply to the following classes of contracts:

- (1) Agreements between Governments. Intergovernmental agreements and contracts between the city of St. Helens and a public body or agency of the state of Oregon or its political subdivisions, or between the city of St. Helens and an agency of the federal government.
- (2) Grants. Except as provided below for public improvements and public works, a grant contract is an agreement under which the city of St. Helens is either a grantee or a grantor of moneys, property or other assistance, including loans, loan guarantees, credit enhancements, gifts, bequests,

commodities or other assets, for the purpose of supporting or stimulating a program or activity of the grantee and in which no substantial involvement by the grantor is anticipated in the program or activity other than involvement associated with monitoring compliance with the grant conditions. While the making or receiving of a grant is not a public contract subject to the Oregon Public Contracting Code, any grant made by the city of St. Helens for the purpose of constructing a public improvement or public works project shall impose conditions on the grantee that ensure that expenditures of the grant to design or construct the public improvement or public works project are made in accordance with the Oregon Public Contracting Code and this code.

(3) Legal Witnesses and Consultants. Contracts for professional or expert witnesses or consultants to provide services or testimony relating to existing or potential litigation or legal matters in which the city of St. Helens is or may become interested.

(4) Real Property. Acquisitions or disposals of real property or interests in real property.

(5) Textbooks. Contracts for the procurement or distribution of textbooks.

(6) Oregon Corrections Enterprises. Procurements from an Oregon corrections enterprises program.

(7) Finance. Contracts, agreements or other documents entered into, issued or established in connection with:

(a) The incurring of debt by the city of St. Helens, including any associated contracts, agreements or other documents, regardless of whether the obligations that the contracts, agreements or other documents establish are general, special or limited;

(b) The making of program loans and similar extensions or advances of funds, aid or assistance by the city of St. Helens to a public or private person for the purpose of carrying out, promoting or sustaining activities or programs authorized by law, other than for the construction of public works or public improvements;

(c) The investment of funds by the city of St. Helens as authorized by law; or

(d) Banking, money management or other predominantly financial transactions of the city of St. Helens that, by their character, cannot practically be established under the competitive contractor selection procedures, based upon the findings of the finance director.

(8) Employee Benefits. Contracts for employee benefit plans as provided in ORS [243.105](#)(1), [243.125](#)(4), [243.221](#), [243.275](#), [243.291](#), [243.303](#) and [243.565](#).

(9) Exempt Under State Laws. Any other public contracting specifically exempted from the Oregon Public Contracting Code by another provision of law.

(10) Federal Law. Except as otherwise expressly provided in ORS [279C.800](#) through [279C.870](#), applicable federal statutes and regulations govern when federal funds are involved and the federal statutes or regulations conflict with any provision of the Oregon Public Contracting Code or this code, or require additional conditions in public contracts not authorized by the Oregon Public Contracting Code or this code. (Ord. 2942 § 7, 2005)

2.04.060 Model Rules.

Except as specifically provided herein, or by subsequent ordinance or resolution, the Model Rules, Divisions 46, 47, and 49, adopted by the Attorney General under ORS Chapters [279A](#), [279B](#), and [279C](#), as they now exist, and as they may be amended in the future, and in the adopted ordinances of the city of St. Helens, are hereby adopted as the city of St. Helens public contracting rules. Words and phrases used in these rules that are defined in ORS Chapter [279A](#), [279B](#) or [279C](#) and in the Model Rules shall have the same meaning as in those statutes and rules. In the event that the rules adopted by the local contract review board do not address a particular situation, the Model Rules apply. (Ord. 2942 § 8, 2005)

2.04.070 Local contract review board.

The city council of the city of St. Helens is designated as the local contract review board under the state of Oregon Public Contracting Code and this code. No special procedure shall be necessary for the city council, otherwise meeting properly at any regular or special meeting for the transaction of city business, to exercise the powers of the local contract review board. Except as expressly delegated under these regulations, the city council of the city of St. Helens reserves to itself the exercise of all of the duties and authority of a local contract review board under state and local law, including, but not limited to, the power and authority to:

- (1) Solicitation Methods Applicable to Contracts. Approve the use of contracting methods and exemptions from contracting methods for a specific contract or certain classes of contracts.
- (2) Brand Name Specifications. Exempt the use of brand name specifications for public improvement contracts.
- (3) Waiver of Performance and Payment Bonds. Approve the partial or complete waiver of the requirement for the delivery of a performance or payment bond for construction of a public improvement, other than in cases of emergencies.
- (4) Electronic Advertisement of Public Improvement Contracts. Authorize the use of electronic advertisements for public improvement contracts in lieu of publication in a newspaper of general circulation.
- (5) Appeals of Debarment and Prequalification Decisions. Hear properly filed appeals of the city administrator's determination of debarment or concerning prequalification.
- (6) Rulemaking. Adopt contracting rules under ORS [279A.065](#) and [279A.070](#) including, without limitation, rules for the procurement, management, disposal and control of goods, services, personal services, and public improvements.
- (7) Award. Award all contracts.
- (8) Delegation. Delegate to any employee or agent of the city of St. Helens any of the duties or authority of a contracting agency. (Ord. 2942 § 9, 2005)

2.04.080 Contracting agency.

The city council of the city of St. Helens is designated as the contracting agency under the state of Oregon Public Contracting Code and this code. Except as expressly delegated under these regulations, the city council of the city of St. Helens reserves to itself the exercise of all of the duties

and authority of a contracting agency under state and local law. The contracting agency may, from time to time, delegate its powers and responsibilities by board order, resolution or ordinance consistent with the Oregon Public Contracting Code, the Model Rules, and ordinances of the city of St. Helens. (Ord. 2942 § 10, 2005)

2.04.090 Delegation of authority to city administrator.

(1) General Authority. The city administrator shall be the purchasing manager for the city of St. Helens and is hereby authorized to issue all solicitations and to award all city of St. Helens contracts for which the contract price does not exceed ~~\$75,000~~\$100,000. Subject to the provisions of this chapter, the city administrator may adopt and amend all solicitation materials, contracts and forms required or permitted to be adopted by contracting agencies under the Oregon Public Contracting Code, this code or otherwise convenient for the city of St. Helens's contracting needs. The city administrator shall hear all solicitation and award protests.

(2) Solicitation Preferences. When possible, the city administrator shall use solicitation documents and evaluation criteria that:

(a) Give preference to goods that are fabricated or processed, or services that are performed entirely within the state of Oregon if the cost of the goods or services does not exceed 110 percent of the cost of the goods or services not fabricated or processed or performed entirely within the state of Oregon and, if more than one bidder or proposer qualifies for this preference, the city may give an additional five percent preference to a qualifying bidder or proposer that resides in or is headquartered in the state of Oregon; and

(b) Give preference to goods that are certified to be made from recycled products when such goods are available, can be substituted for nonrecycled products without a loss in quality, and the cost of goods made from recycled products is not significantly more than the cost of goods made from nonrecycled products.

(3) Delegation of City Administrator's Authority. The following delegations are authorized and approved by the contracting agency:

(a) Any of the responsibilities or authorities of the city administrator under this chapter may be delegated and subdelegated by written directive or order.

(b) Without such order, the city finance director, in the absence of the city administrator, shall serve as purchasing manager with all the powers, responsibilities and authorities of the administrator.

~~(c) Without such order, the city engineering manager, in the absence of the city administrator, shall serve as purchasing manager with all the powers, responsibilities and authorities of the administrator, as regards public improvements and public works contracts.~~

~~(d) Without such order, the following city department heads are delegated contract and purchasing authority, up to \$5,000: city attorney, finance director, engineering administrator, chief of police, planning administrator, building official, library director, and wastewater treatment superintendent. Amounts between \$5,000 and \$25,000 require approval of the designated department councilor.~~

~~(e) Without such order, each city department head is authorized to delegate contract and purchasing authority to another employee serving as "acting" in capacity in the department head's absence.~~

~~(f)~~ Without such order, city department heads may enter into contracts authorized under the city ordinances or by the appropriate approval authority ~~(e.g., planning commission)~~ when such contracts do not expend city funds, on behalf of their respective departments and the city, provided the contract contains the concurrence and signatures of the city administrator ~~and city attorney~~ and provided the department head provides notice of such contract by placing it on the council's agenda for acceptance at the next available city council meeting.

~~(g) Without such order, the city attorney together with any applicable city department head may enter into compliance agreements and/or settlement agreements (e.g., nuisance abatement compliance agreements) in avoidance of administrative proceedings or litigation, when such agreements do not exceed \$25,000, on behalf of their respective departments and the city, provided the agreement contains the concurrence and signatures of the department head, city administrator and city attorney and provided the department head provides notice of such agreement by placing it on the council's agenda for acceptance at the next available city council meeting.~~

~~(h) Without such order the city finance director or his/her designee, with the concurrence of the city administrator and the applicable department head, are authorized to pay any bills not to exceed \$10,000 without action of the full city council provided the finance director provides notice of all such bills by placing them on the council's agenda for acceptance at the next available city council meeting.~~

~~(d)~~ The following safeguards and requirements set forth below for contracts, purchases, payments, and approval of exemptions shall be observed by the city purchasing manager and all department heads:

(i) Whenever a contract officer is authorized to contract or purchase, the contract officer's authority is expressly contingent on documented compliance with public contracting regulations adopted by the city. Every contract officer is specifically authorized and required to take such actions and grant such orders and exemptions, with supporting documentation, as are necessary to achieve strict compliance with city contracting laws and procedures.

~~(ii) With approval of the designated department councilor, department heads are authorized to enter into contracts and make purchases and approve contract exemptions between \$5,000 and not to exceed \$25,000 in public funds, provided the contract or purchase is authorized in the current city budget, and available funds are verified by the signature of either the finance director or city administrator on the contract/purchase order and the exemption order. Said contract or purchase must be made on contract forms and exemption forms approved and executed by the city attorney.~~

~~(iii) Contracts and purchases not to exceed \$5,000 may be executed or made by the city department head, and no exemption record is required to be made; provided, however, the department head shall verify available budgeted funds. The city attorney's signature is not required if standard contract forms are used. The city administrator or city finance director's signatures are not required to verify budgeted funds. Department heads are~~

~~solely responsible to keep track of such purchases and contracts and are encouraged to make a record of such purchases consistent with city policy for larger contracts.~~

~~(iv) Notwithstanding the delegation in this chapter, department heads are encouraged to keep their city council liaison informally advised of the substance of any contract or purchase. The city council, acting at a regular or special meeting, reserves to itself the power and authority to approve any contract, purchase, exemption order or authorize payment.~~

(4) Mandatory Review of Rules. Whenever the Oregon State Legislative Assembly enacts laws that cause the Attorney General to modify its Model Rules, the city administrator shall review the public contracting regulations, other than the Model Rules, and recommend to the city council of the city of St. Helens any modifications required to ensure compliance with statutory changes. (Ord. 3158 § 1, 2012; Ord. 3066 §§ 1, 2, 2007; Ord. 2942 § 11, 2005)

2.04.100 Public contracts – Additional definitions.

The following terms used in these regulations shall have the meanings set forth below:

“Award” means the selection of a person to provide goods, services or public improvements under a public contract. The award of a contract is not binding on the city of St. Helens until the contract is executed and delivered by city of St. Helens.

“Bid” means a binding, sealed, written offer to provide goods, services or public improvements for a specified price or prices.

“Concession agreement” means a contract that authorizes and requires a private entity or individual to promote or sell, for its own business purposes, specified types of goods or services from real property owned or managed by the city of St. Helens, and under which the concessionaire makes payments to the city of St. Helens based, at least in part, on the concessionaire’s revenues or sales. The term “concession agreement” does not include a mere rental agreement, license or lease for the use of premises.

“Contract price” means the total amount paid or to be paid under a contract, including any approved alternates, and any fully executed change orders or amendments.

~~“Contract review board” or~~ “local contract review board” or “LCRB” means the city council of the city of St. Helens.

“Cooperative procurement” means a procurement conducted by or on behalf of one or more contracting agencies.

“Debarment” means a declaration by the city council or city administrator under [ORS 279B.130](#) or [279C.440](#) that prohibits a potential contractor from competing for the city of St. Helens public contracts for a prescribed period of time.

“Disposal” means any arrangement for the transfer of property by the city of St. Helens under which the city of St. Helens relinquishes ownership.

“Emergency” means circumstances that create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and require prompt execution of a contract to remedy the condition.

“Energy savings performance contract” means a contract with a qualified energy service company for the identification, evaluation, recommendation, design and construction of energy conservation measures that guarantee energy savings or performance.

“Findings” are the statements of fact that provide justification for a determination. Findings may include, but are not limited to, information regarding operation, budget and financial data; public benefits; cost savings; competition in public contracts; quality and aesthetic considerations; value engineering; specialized expertise needed; public safety; market conditions; technical complexity; availability; performance and funding sources.

“Goods” means any item or combination of supplies, equipment, materials or other personal property, including any tangible, intangible and intellectual property and rights and licenses in relation thereto.

“Informal solicitation” means a solicitation made in accordance with the city of St. Helens public contracting code to a limited number of potential contractors, in which the solicitation agent attempts to obtain at least three written quotes or proposals.

“Invitation to bid” means a publicly advertised request for competitive sealed bids.

“Model Rules” means the public contracting rules adopted by the Attorney General under ORS [279A.065](#).

“Offeror” means a person who submits a bid, quote or proposal to enter into a public contract with the city of St. Helens.

“Oregon Public Contracting Code” means ORS Chapters [279A](#), [279B](#) and [279C](#).

“Person” means a natural person or any other private or city of St. Helens entity having the legal capacity to enter into a binding contract.

“Personal services contract” means a contract with an independent contractor predominantly for services that require special training or certification, skill, technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of architects, engineers, land surveyors, photogrammetrists, transportation planners, attorneys, auditors and other licensed professionals, artists, designers, computer programmers, performers, consultants and property managers. The city administrator shall have discretion to determine whether additional types of services not specifically mentioned in this paragraph fit within the definition of personal services.

“Proposal” means a binding offer to provide goods, services or public improvements with the understanding that acceptance will depend on the evaluation of factors other than, or in addition to, price. A proposal may be made in response to a request for proposals or under an informal solicitation.

“Public contract” means a sale or other disposal, or a purchase, lease, rental or other acquisition, by the city of St. Helens of personal property, services, including personal services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement.

“Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the city of St. Helens. “Public improvement” does not include:

(1) Projects for which no funds of the city of St. Helens are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or

(2) Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement.

“Purchasing manager” means the city administrator or designee.

“Qualified pool” means a pool of vendors who are prequalified to compete for the award of contracts for certain types of contracts or to provide certain types of services.

“Quote” means a price offer made in response to an informal or qualified pool solicitation to provide goods, services or public improvements.

“Request for proposals” means a publicly advertised request for sealed competitive proposals.

“Services” means and includes all types of services (including construction labor) other than personal services.

“Solicitation” means an invitation to one or more potential contractors to submit a bid, proposal, quote, statement of qualifications or letter of interest to the city of St. Helens with respect to a proposed project, procurement or other contracting opportunity. The word “solicitation” also refers to the process by which the city of St. Helens requests, receives and evaluates potential contractors and awards public contracts.

“Solicitation agent” means, with respect to a particular solicitation, the department head or person designated by the department head to conduct the solicitation and make an award.

“Solicitation documents” means all informational materials issued by the city of St. Helens for a solicitation, including, but not limited to, advertisements, instructions, submission requirements and schedules, award criteria, contract terms and specifications, and all laws, regulations and documents incorporated by reference.

“Standards of responsibility” means the qualifications of eligibility for award of a public contract. An offeror meets the standards of responsibility if the offeror has:

(1) Available the appropriate financial, material, equipment, facility and personnel resources and expertise, or ability to obtain the resources and expertise, necessary to indicate the capability of the offeror to meet all contractual responsibilities;

(2) A satisfactory record of performance. The solicitation agent shall document the record of performance of an offeror if the solicitation agent finds the offeror to be not responsible under this definition;

(3) A satisfactory record of integrity. The solicitation agent shall document the record of integrity of an offeror if the solicitation agent finds the offeror to be not responsible under this definition;

(4) Qualified legally to contract with the city of St. Helens;

(5) Supplied all necessary information in connection with the inquiry concerning responsibility. If an offeror fails to promptly supply information requested by the solicitation agent concerning responsibility, the solicitation agent shall base the determination of responsibility upon any available information or may find the offeror nonresponsible; and

(6) Not been debarred by the city of St. Helens, and, in the case of public improvement contracts, has not been listed by the Construction Contractors Board as a contractor who is not qualified to hold a public improvement contract.

“Surplus property” means personal property owned by the city of St. Helens which is no longer needed for use by the department to which such property has been assigned. (Ord. 3158 § 2, 2012; Ord. 2942 § 12, 2005)

2.04.110 Public contracts – Process for approval of special solicitation methods and exemptions.

(1) Authority of City of St. Helens City Council. In its capacity as local contract review board for the city of St. Helens, the city council, upon its own initiative or upon request of the city administrator, may create special ~~selections~~solicitationssolicitation, evaluation and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts as provided in this section.

(2) Basis for Approval. The approval of a special solicitation method or exemption from competition must be based upon a record before the local contract review board, ~~that contains the following:~~

~~(a) The nature of the contract or class of contracts for which the special solicitation or exemption is requested;~~

~~(b) The estimated contract price or cost of the project, if relevant;~~

~~(c) Findings to support the substantial cost savings, enhancement in quality or performance or other public benefit anticipated by the proposed selection method or exemption from competitive solicitation;~~

~~(d) Findings to support the reason that approval of the request would be unlikely to encourage favoritism or diminish competition for the public contract or class of public contracts, or would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the solicitation requirements that would otherwise be applicable under these regulations; and~~

~~(e) A description of the proposed alternative contracting methods to be employed.~~

~~(3)(a)~~ In making a determination regarding a special selection method, the local contract review board may consider the type, cost, amount of the contract or class of contracts, number of persons available to make offers, and such other factors as it may deem appropriate.

~~(4)(3)(a)~~ The local contract review board may approve the special solicitation or exemption after having received a written request that describes the contracting procedure, the goods or services or the class of goods or services that are the subject of the special procurement and the circumstances that justify the use of a special procurement under the standards set forth in subsection (2) of this section.

~~(5)(b)~~ The local contract review board may approve a special procurement if the local contract review board finds that the request submitted under subsection (2) of this section demonstrates that the use of a special procurement as described in the request:

(i) Is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and

(ii) Is reasonably expected to result in substantial cost savings to the city or the public or otherwise substantially promotes the public interest in a manner that could not be practicably realized by complying with the requirements of the local contract review board rules without using an exemption.

(4) Notification of the approval of an exemption to the local contract review board rules shall be published at least once in at least one newspaper of general circulation in the St. Helens area and in as many additional issues and publications as the city may determine.

(5) Any affected person may protest the approval of a special exemption in accordance with ORS [279B.400](#) and OAR [137-047-0700](#), by filing such protest within seven days from the date of publication of notice of the approval.

(6) Commencement of Solicitation Prior to Approval. A solicitation may be issued prior to the approval of a special exemption under this section; provided, that the closing of the solicitation may not be earlier than five days after the date of the hearing at which the LCRB approves the exemption. If the LCRB fails to approve a requested exemption or requires the use of a solicitation procedure other than the procedures described in the issued solicitation documents, the issued solicitation may either be modified by addendum, or cancelled. (Ord. 3201 § 1, 2015; Ord. 2942 § 13, 2005)

2.04.120 Approved solicitation methods for classes of contracts.

Having performed a public hearing in accordance with Oregon law, the following classes of public contracts and the method(s) that are approved for the award of each of the classes are hereby established by the city of St. Helens.

(1) Purchases from Nonprofit Agencies for Disabled Individuals. The city of St. Helens shall give a preference to goods, services and public improvements available from qualified nonprofit agencies for disabled individuals in accordance with the provisions of ORS [279.835](#) through [279.850](#).

(2) Public Improvement Contracts.

(a) Any Public Improvement. Unless otherwise provided in the code, or state law, or approved for a special exemption, public improvement contracts in any amount may be issued only under an invitation to bid.

(b) Nontransportation Public Improvements Up to \$100,000. Public improvement contracts other than contracts for a highway, bridge or other transportation project for which the estimated contract price does not exceed \$100,000 may be awarded using an informal solicitation for quotes.

(c) Transportation Public Improvements Up to \$50,000. Contracts for which the estimated contract price does not exceed \$50,000 for highways, bridges or other transportation projects may be awarded using an informal solicitation for quotes.

(d) Privately Constructed Public Improvements. The city of St. Helens may contribute funding to a privately constructed public improvement project without subjecting the project to competitive solicitation requirements if all of the following conditions are met with respect to the entire public improvement project:

~~(i) The city of St. Helens's contribution to the project may not exceed 25 percent of the total cost of the project;~~

(ii) The city of St. Helens must comply with all applicable laws concerning the reporting of the project to the Bureau of Labor and Industries ~~as a public works project;~~

(iii) The general contractor for the project must agree in writing to comply with all applicable laws concerning reporting and payment of prevailing wages for the project;

~~(iiiiv)~~ The funds contributed to the project may not provide a pecuniary benefit to the owner of the development for which the project is being constructed, other than benefits that are shared by all members of the community;

(iv) The performance of the general contractor and the payment of labor for the project must be secured by performance and payment bonds or other cash-equivalent security that is acceptable to the city administrator to protect the city of St. Helens against defective performance and claims for payment; and

(vi) The contract for construction of the project must be amended, as necessary, to require the general contractor to maintain adequate workers' compensation and liability insurance and to protect and provide indemnification to the city of St. Helens for all claims for payment, injury or property damage arising from or related to the construction of the project.

(3) Personal Services Contracts.

(a) Contracts for Architects, Engineers, Land Surveyors, Photogrammetrists, Transportation Planners, ~~financing~~ and Related Services.

(i) Personal services contracts with the above-enumerated professionals where the estimated cost of the contract does not exceed \$100,000, or in the case of an emergency, may be awarded in any manner which the solicitation agent deems appropriate to the city of St. Helens' needs, including by direct appointment or purchase.

(ii) Personal services contracts with the above-enumerated professionals where the estimated cost of the contract is greater than \$100,000 but does not exceed \$250,000 shall be awarded following a qualifications based selection procedure outlined in subsection (3)(a)(iii) of this section, except that the city may adjust the procedure to accommodate the city's scope, schedule or objectives for the particular project.

(iii) Personal services contracts with the above-enumerated professionals where the estimated cost of the contract is greater than \$250,000 shall be awarded following a qualifications based selection procedure focusing on the consultant's qualifications for the type of professional service required, taking into account the candidate's specialized experience, capabilities and technical competence; resources; record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration; ownership status and employment practices regarding minority, women and emerging small businesses or historically under utilized businesses; availability to the project locale; familiarity with the project locale; and proposed project management techniques. The city may not solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation until after the city has selected a qualified professional. If the city and the professional are unable to negotiate a reasonable and fair amount of compensation, as determined solely by the city, the city shall, either orally or in writing, formally terminate negotiations with the selected candidate and may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the contracting agency terminates the consultant contracting process.

(b) Contracts for Services Other than Those with Architects, Engineers, Land Surveyors, Photogrammetrists, Transportation Planners, financing and Related Services. Personal services contracts for services other than those with architects, engineers, land surveyors, photogrammetrists, transportation planners, financing and related professionals in any amount may be awarded under a publicly advertised request for competitive sealed proposals.

(c) Personal Service Contracts for Other Services Not Exceeding ~~\$150~~100,000. Contracts for personal services other than those with architects, engineers, land surveyors, photogrammetrists, transportation planners, financing and related professionals for which the estimated contract price does not exceed ~~\$150~~100,000 may be awarded using an informal solicitation for proposals.

(d) Seventy-Five-Thousand-Dollar Award from Qualified Pool. Contracts for personal services other than those with architects, engineers, land surveyors, photogrammetrists, transportation planners, financing and related professionals for which the estimated contract price does not exceed \$75,000 may be awarded by direct appointment without competition from a qualified pool.

(e) Personal Service Contracts Not Exceeding ~~\$205~~0,000 per Year. Contracts other than those with architects, engineers, land surveyors, photogrammetrists, transportation planners, financing and related professionals for which the solicitation agent estimates that payments will

not exceed \$~~2950~~,000 in any fiscal year or \$150,000 over the full term, including optional renewals, may be awarded under any method deemed in the city of St. Helens' best interest by the solicitation agent, including by direct appointment.

(f) Personal Service Contracts for Continuation of Work. Contracts other than those with architects, engineers, land surveyors, photogrammetrists, transportation planners, financing and related professionals of not more than \$150,000 for the continuation of work by a contractor who performed preliminary studies, analysis or planning for the work under a prior contract may be awarded without competition if the prior contract was awarded under a competitive process and the solicitation agent determines that use of the original contractor will significantly reduce the costs of, or risks associated with, the work.

(4) Hybrid Contracts. The following classes of contracts include elements of construction of public improvements as well as personal services and may be awarded under a request for proposals, unless exempt from competitive solicitation.

(a) Design/Build and CM/GC Contracts. Contracts for the construction of public improvements using a design/build or construction manager/general contractor construction method shall be awarded under a request for proposals. The determination to construct a project using a design/build or construction manager/general contractor construction method must be approved by the city council or designee, upon application of the solicitation agent, in which the solicitation agent submits facts that support a finding that the construction of the improvement under the proposed method is likely to result in cost savings, higher quality, reduced errors, or other benefits to the city of St. Helens.

(b) Energy Savings Performance Contracts. Unless the contract qualifies for award under another classification in this section, contractors for energy savings performance contracts shall be selected under a request for proposals in accordance with the city of St. Helens's public contracting regulations.

(5) Contracts for Goods and Services.

(a) Any Procurement. The procurement of goods or services, or goods and services, in any amount may be made under either an invitation to bid or a request for proposals.

(b) Procurements Up to \$150,000. The procurement of goods or services, or goods and services, for which the estimated contract price does not exceed \$150,000 may be made under an informal solicitation for either quotes or proposals.

(6) Contracts Subject to Award at Solicitation Agent's Discretion. The following classes of contracts may be awarded in any manner which the solicitation agent deems appropriate to the city of St. Helens's needs, including by direct appointment or purchase. Except where otherwise provided, the solicitation agent shall make a record of the method of award.

(a) Advertising. Contracts for the placing of notice or advertisements in any medium.

(b) Amendments. Contract amendments shall not be considered to be separate contracts if made in accordance with the public contracting regulations.

(c) Animals. Contracts for the purchase of animals (e.g., specifically to include police dogs).

(d) Contracts Up to \$5,000. Contracts of any type for which the contract price does not exceed \$5,000 without a record of the method of award.

(e) Copyrighted Materials – Library Materials. Contracts for the acquisition of materials entitled to copyright, including, but not limited to, works of art and design, literature and music, or materials even if not entitled to copyright, purchased for use as library lending materials.

(f) Equipment Repair. Contracts for equipment repair or overhauling, provided the service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing.

(g) Governmentally Regulated Items. Contracts for the purchase of items for which prices or selection of suppliers are regulated by a governmental authority.

(h) Insurance. Insurance and service contracts as provided for under ORS [414.115](#), [414.125](#), [414.135](#) and [414.145](#).

(i) Nonowned Property. Contracts or arrangements for the sale or other disposal of abandoned property or other personal property not owned by the city of St. Helens.

(j) Sole Source Contracts. Contracts for goods or services which are available from a single source may be awarded without competition.

(k) Specialty Goods for Resale. Contracts for the purchase of specialty goods by city of St. Helens for resale to consumers.

(l) Sponsor Agreements. Sponsorship agreements, under which the city of St. Helens receives a gift or donation in exchange for recognition of the donor.

(m) Structures. Contracts for the disposal of structures located on property owned by the city of St. Helens.

(n) Renewals. Contracts that are being renewed in accordance with their terms are not considered to be newly issued contracts and are not subject to competitive procurement procedures.

(o) Temporary Extensions or Renewals. Contracts for a single period of one year or less, for the temporary extension or renewal of an expiring and nonrenewable or recently expired contract, other than a contract for public improvements.

(p) Temporary Use of Property Owned by the City of St. Helens. The city of St. Helens may negotiate and enter into a license, permit or other contract for the temporary use of property owned by the city of St. Helens without using a competitive selection process if:

(i) The contract results from an unsolicited proposal to the city of St. Helens based on the unique attributes of the property or the unique needs of the proposer;

(ii) The proposed use of the property is consistent with the city of St. Helens's use of the property and the public interest; and

(iii) The city of St. Helens reserves the right to terminate the contract without penalty, in the event that the city of St. Helens determines that the contract is no longer consistent with the city of St. Helens's present or planned use of the property or the public interest.

(q) Used Property. A solicitation agent, for procurements up to \$2050,000, and the city administrator, for procurements in excess of \$2050,000, may contract for the purchase of used property by negotiation if such property is suitable for the city of St. Helens's needs and can be purchased for a lower cost than substantially similar new property. For this purpose the cost of used property shall be based upon the life-cycle cost of the property over the period for which the property will be used by the city of St. Helens. The city administrator shall record the findings that support the purchase over \$2050,000.

(r) Utilities. Contracts for the purchase of steam, power, heat, water, telecommunications services, and other utilities.

(7) Contracts Required by Emergency Circumstances.

(a) In General. When an official with authority to enter into a contract on behalf of the city of St. Helens determines that immediate execution of a contract within the official's authority is necessary to prevent substantial damage or injury to persons or property, the official may execute the contract without competitive selection and award or city council or city administrator approval, but, where time permits, the official shall attempt to use competitive price and quality evaluation before selecting an emergency contractor.

(b) Reporting. An official who enters into an emergency contract shall, as soon as possible, in light of the emergency circumstances, (i) document the nature of the emergency, the method used for selection of the particular contractor and the reason why the selection method was deemed in the best interest of the city of St. Helens and the public, and (ii) notify the city administrator and city council of the facts and circumstances surrounding the emergency execution of the contract.

(c) Emergency Public Improvement Contracts. A public improvement contract may only be awarded under emergency circumstances if the city, pursuant to city ordinance, has made a written declaration of emergency. Any public improvement contract awarded under emergency conditions must be awarded within 60 days following the declaration of an emergency unless the city council grants an extension of the emergency period. Where the time delay needed to obtain a payment or performance bond for the contract could result in injury or substantial property damage, the city administrator may waive the requirement for all or a portion of required performance and payment bonds.

(8) Federal Purchasing Programs. Goods and services may be purchased without competitive procedures under a local purchasing program administered by the United States General Services Administration ("GSA") as provided in this subsection.

(a) The procurement must be made in accordance with procedures established by GSA for procurements by local government, and under purchase orders or contracts submitted to and approved by the city administrator. The solicitation agent shall provide the city administrator with a copy of the letter, memorandum or other documentation from GSA establishing permission to the city of St. Helens to purchase under the federal program.

(b) The price of the goods or services must be established under price agreements between the federally approved vendor and GSA.

(c) The price of the goods or services must be less than the price at which such goods or services are available under state or local cooperative purchasing programs that are available to the city of St. Helens.

(d) If a single purchase of goods or services exceeds \$150,000, the solicitation agent must obtain informal written quotes or proposals from at least two additional vendors (if reasonably available) and find, in writing, that the goods or services offered by GSA represent the best value for the city of St. Helens. This subsection does not apply to the purchase of equipment manufactured or sold solely for military or law enforcement purposes.

(9) Cooperative Procurement Contracts. Cooperative procurements may be made without competitive solicitation as provided in the Oregon Public Contracting Code.

(10) Surplus Property.

(a) General Methods. Surplus property may be disposed of by any of the following methods upon a determination by the solicitation agent that the method of disposal is in the best interest of the city of St. Helens. Factors that may be considered by the solicitation agent include costs of sale, administrative costs, and public benefits to the city of St. Helens. The solicitation agent shall maintain a record of the reason for the disposal method selected and the manner of disposal, including the name of the person to whom the surplus property was transferred.

(i) Other Governments. Without competition, by transfer or sale to another governmental entity.

(ii) Auction. By publicly advertised auction to the highest bidder.

(iii) Bids. By publicly advertised invitation to bid.

(iv) Liquidation Sale. By liquidation sale using a commercially recognized third-party liquidator selected in accordance with rules for the award of personal services contracts.

(v) Fixed Price Sale. The solicitation agent may establish a selling price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.

(vi) Trade-In. By trade-in, in conjunction with acquisition of other price-based items under a competitive solicitation. The solicitation shall require the offer to state the total value assigned to the surplus property to be traded.

(vii) Donation. By donation to any organization operating within or providing a service to residents of the city of St. Helens which is recognized by the Internal Revenue Service as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

(b) Disposal of Property with Minimal Value. Surplus property which has a value of less than \$500.00, or for which the costs of sale are likely to exceed sale proceeds may be disposed of by any means determined to be cost-effective, including by disposal as waste. The official making the disposal shall make a record of the value of the item and the manner of disposal.

(c) Personal-Use Items. An item (or indivisible set) of specialized and personal use, other than police officer's handguns, with a current value of less than \$100.00 may be sold to the employee or retired or terminated employee for whose use it was purchased. These items may be sold for fair market value without bid and by a process deemed most efficient by the city administrator.

(d) Police Officers' Handguns. Upon honorable retirement from service with the city of St. Helens, a police officer may purchase the handgun that ~~she or he~~ they ~~was~~ were using at the time of retirement. The purchase price shall be the fair market value of the handgun as determined by an independent appraisal performed by a qualified weapons appraiser. An officer electing to exercise this option shall notify the city of St. Helens at least 30 days prior to ~~his or her~~ their expected retirement date and request an appraisal of the handgun. Upon receipt of the appraisal fee from the officer the city of St. Helens shall arrange for the appraisal. A copy of the completed appraisal shall be provided to the officer, who shall have up to 30 days from the date of retirement to purchase the handgun for the appraised fair market value.

(e) Restriction on Sale to City of St. Helens Employees. City of St. Helens employees shall not be restricted from competing, as members of the public, for the purchase of publicly sold surplus property, but shall not be permitted to offer to purchase property to be sold to the first qualifying bidder until at least three days after the first date on which notice of the sale is first publicly advertised.

(f) Conveyance to Purchaser. Upon the consummation of a sale of surplus personal property, the city of St. Helens shall make, execute and deliver a bill of sale signed on behalf of the city of St. Helens, conveying the property in question to the purchaser and delivering possession, or the right to take possession, of the property to the purchaser.

(11) Concession Agreements.

(a) General. No part of a concession agreement shall contain or constitute a waiver of any generally applicable rules, code provisions or requirements of the city of St. Helens concerning regulation, registration, licensing, inspection, or permit requirements for any construction, rental or business activity.

(b) Classes of Contracts Eligible for Award without Competition. The following concession agreements may be awarded by any method deemed appropriate by the solicitation agent, including, without limitation, by direct appointment, private negotiation, from a qualified pool, or using a competitive process.

(i) Contracts Under \$5,000. Contracts under which the solicitation agent estimates that receipts by the city of St. Helens will not exceed \$5,000 in any fiscal year and \$50,000 in the aggregate.

(ii) Single Event Concessions. Concessions to sell or promote food, beverages, merchandise or services at a single public event shall be awarded based on any method

determined by the city administrator to provide a fair opportunity to all persons desiring to operate a concession, but in which the promotion of the public interest and success of the event shall be of predominant importance.

(c) Competitive Award. Concession agreements solicited by the city of St. Helens for the use of designated public premises for a term greater than a single event shall be awarded as follows:

(i) Small Concessions. For concession agreements for which the concessionaire's projected annual gross revenues are estimated to be \$500,000 or less, the city administrator has discretion to use either an informal solicitation or formal request for proposals process applicable to contracts for personal services. If the proposals received indicate a probability that the concessionaire's annual gross revenues will exceed \$500,000, the solicitation agent may, but shall not be required to, reissue the solicitation as a request for proposals.

(ii) Major Concessions. Concession agreements for which the concessionaire's projected annual gross revenues under the contract are estimated to exceed \$500,000 annually shall be awarded using a request for proposals. (Ord. 3158 § 3, 2012; Ord. 2942 § 14, 2005)

2.04.130 Public contracts – Informal solicitation procedures.

The city of St. Helens may use the following procedure for informal solicitations in lieu of the procedures set forth in the Model Rules.

(1) Informally Solicited Quotes and Proposals.

(a) Solicitation of Offers. When authorized by these regulations, an informal solicitation may be made by general or limited advertisement to a certain group of vendors, by direct inquiry to persons selected by the solicitation agent, or in any other manner which the solicitation agent deems suitable for obtaining competitive quotes or proposals. The solicitation agent shall deliver or otherwise make available to potential offerors a written scope of work, a description of how quotes or proposals are to be submitted and description of the criteria for award.

(b) Award. The solicitation agent shall attempt to obtain a minimum of three written quotes or proposals before making an award. If the award is made solely on the basis of price, the solicitation agent shall award the contract to the responsible offeror that submits the lowest responsive quote. If the award is based on criteria other than, or in addition to, price, the solicitation agent shall award the contract to the responsible offeror that will best serve the interests of the city of St. Helens, based on the criteria for award.

(c) Records. A written record of all persons solicited and offers received shall be maintained. If three offers cannot be obtained, a lesser number will suffice, provided that a written record is made of the effort to obtain the quotes.

(2) Qualified Pools.

(a) General. To create a qualified pool, the city administrator shall invite prospective contractors to submit their qualifications to the city of St. Helens for inclusion as participants in

a pool of contractors qualified to provide certain types of goods, services, or projects including personal services, and public improvements.

(b) Advertisement. The invitation to participate in a qualified pool shall be advertised in the manner provided for advertisements of invitations to bid and requests for proposals by publication in at least one newspaper of general statewide circulation. If qualification will be for a term that exceeds one year or allows open entry on a continuous basis, the invitation to participate in the pool must be republished at least once per year and shall be posted at the city of St. Helens's main office and on its website.

(c) Contents of Solicitation. Requests for participation in a qualified pool shall describe the scope of goods or services or projects for which the pool will be maintained and the minimum qualifications for participation in the pool, which may include, but shall not be limited to, qualifications related to financial stability, contracts with manufacturers or distributors, certification as an emerging small business, insurance, licensure, education, training, experience and demonstrated skills of key personnel, access to equipment, and other relevant qualifications that are important to the contracting needs of the city of St. Helens.

(d) Contract. The operation of each qualified pool may be governed by the provisions of a pool contract to which the city of St. Helens and all pool participants are parties. The contract shall contain all terms required by the city of St. Helens, including, without limitation, terms related to price, performance, business registration or licensure, continuing education, insurance, and requirements for the submission, on an annual or other periodic basis, of evidence of continuing qualification. The qualified pool contract shall describe the selection procedures that the city of St. Helens may use to issue contract job orders. The selection procedures shall be objective and open to all pool participants and afford all participants the opportunity to compete for or receive job awards. Unless expressly provided in the contract, participation in a qualified pool will not entitle a participant to the award of any city of St. Helens contract.

(e) Use of Qualified Pools. Subject to the provisions of these regulations concerning methods of solicitation for classes of contracts, the solicitation agent shall award all contracts for goods or services of the type for which a qualified pool is created from among the pool's participants, unless the solicitation agent determines that the best interests of the city of St. Helens require solicitation by public advertisement, in which case, pool participants shall be notified of the solicitation and invited to submit competitive proposals.

(f) Amendment and Termination. The city administrator may discontinue a qualified pool at any time, or may change the requirements for eligibility as a participant in the pool at any time, by giving notice to all participants in the qualified pool.

(g) Protest of Failure to Qualify. The city administrator shall notify any applicant who fails to qualify for participation in a pool that it may appeal a qualified pool decision to the city council in the manner described in this code. (Ord. 2942 § 15, 2005)

2.04.140 Public contracts – Use of brand name specifications for public improvements.

(1) In General. Specifications for contracts shall not expressly or implicitly require any product by one brand name or mark, nor the product of one particular manufacturer or seller, except for the following reasons:

(a) It is unlikely that such exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts; or

(b) The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the city of St. Helens; or

(c) There is only one manufacturer or seller of the product of the quality required; or

(d) Efficient utilization of existing equipment, systems or supplies requires the acquisition of compatible equipment or supplies.

(2) Authority of City Administrator. The city administrator shall have authority to determine whether an exemption for the use of a specific brand name specification should be granted by recording findings that support the exemption based on the provisions of subsection (1) of this section.

(3) Brand Name or Equivalent. Nothing in this section prohibits the city of St. Helens from using a "brand name or equivalent" specification, from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the city of St. Helens, or from establishing a qualified product list. (Ord. 2942 § 16, 2005)

2.04.150 Public contracts – Bid, performance and payment bonds.

(1) Solicitation Agent May Require Bonds. The solicitation agent may require bid security and a good and sufficient performance and payment bond even though the contract is of a class that is exempt from the requirement.

(2) Bid Security. Except as otherwise exempted, the solicitations for all contracts that include the construction of a public improvement and for which the estimated contract price will exceed \$75,000 shall require bid security. Bid security for a request for proposal may be based on the city of St. Helens's estimated contract price.

(3) Performance Bonds.

(a) General. Except as provided in these regulations, all public contracts are exempt from the requirement for the furnishing of a performance bond.

(b) Contracts Involving Public Improvements. Prior to executing a contract for more than \$50,000 that includes the construction of a public improvement, the contractor must deliver a performance bond in an amount equal to the full contract price conditioned on the faithful performance of the contract in accordance with the plans, specifications and conditions of the contract. The performance bond must be solely for the protection of the city of St. Helens and any public agency that is providing funding for the project for which the contract was awarded.

(c) Cash-in-Lieu. The city administrator may permit the successful offeror to submit a cashier's check or certified check in lieu of all or a portion of the required performance bond.

(4) Payment Bonds.

(a) General. Except as provided in these regulations, all public contracts are exempt from the requirement for the furnishing of a payment bond.

(b) Contracts Involving Public Improvements. Prior to executing a contract for more than \$50,000 that includes the construction of a public improvement, the contractor must deliver a payment bond equal to the full contract price, solely for the protection of claimants under ORS [279C.600](#).

(5) Design/Build Contracts. If the public improvement contract is with a single person to provide both design and construction of a public improvement, the obligation of the performance bond for the faithful performance of the contract must also be for the preparation and completion of the design and related services covered under the contract. Notwithstanding when a cause of action, claim or demand accrues or arises, the surety is not liable after final completion of the contract, or longer if provided for in the contract, for damages of any nature, economic or otherwise and including corrective work, attributable to the design aspect of a design-build project, or for the costs of design revisions needed to implement corrective work.

(6) Construction Manager/General Contractor Contracts. If the public improvement contract is with a single person to provide construction manager and general contractor services, in which a guaranteed maximum price may be established by an amendment authorizing construction period services following preconstruction period services, the contractor shall provide the bonds required by subsection (1) of this section upon execution of an amendment establishing the guaranteed maximum price. The city of St. Helens shall also require the contractor to provide bonds equal to the value of construction services authorized by any early work amendment in advance of the guaranteed maximum price amendment. Such bonds must be provided before construction starts.

(7) Surety – Obligation. Each performance bond and each payment bond must be executed solely by a surety company or companies holding a certificate of authority to transact surety business in Oregon. The bonds may not constitute the surety obligation of an individual or individuals. The performance and payment bonds must be payable to the city of St. Helens or to the public agency or agencies for whose benefit the bond is issued, as specified in the solicitation documents, and shall be in a form approved by the city administrator.

(8) Emergencies. In cases of emergency, or when the interest or property of the city of St. Helens probably would suffer material injury by delay or other cause, the requirement of furnishing a good and sufficient performance bond and a good and sufficient payment bond for the faithful performance of any public improvement contract may be excused, if a declaration of such emergency is made in accordance with the provisions of SHMC [2.04.120](#)(7), unless the city council requires otherwise. (Ord. 2942 § 17, 2005)

2.04.160 Public contracts – Electronic advertisement of public improvement contracts.

In lieu of publication in a newspaper of general circulation in the city of St. Helens metropolitan area, the advertisement for an invitation to bid or request for proposals for a contract involving a public improvement may be published electronically by posting on the city of St. Helens's website; provided, that the following conditions are met:

(1) The placement of the advertisement is on a location within the website that is maintained on a regular basis for the posting of information concerning solicitations for projects of the type for which the invitation to bid or request for proposals is issued; and

(2) The solicitation agent determines that the use of electronic publication will be at least as effective in encouraging meaningful competition as publication in a newspaper of general circulation in the city of St. Helens metropolitan area and will provide costs savings for the city of St. Helens, or that the use of electronic publication will be more effective than publication in a newspaper of general circulation in the city of St. Helens metropolitan area in encouraging meaningful competition. (Ord. 2942 § 18, 2005)

2.04.170 Appeal of debarment or prequalification decision.

(1) Right to Hearing. Any person who has been debarred from competing for city of St. Helens contracts or for whom prequalification has been denied, revoked or revised may appeal the decision to the city council as provided in this section.

(2) Filing of Appeal. The person must file a written notice of appeal with the city administrator within three business days after the prospective contractor's receipt of notice of the determination of debarment, or denial of prequalification.

(3) Notification. Immediately upon receipt of such notice of appeal, the city administrator shall notify the city council of the appeal.

(4) Hearing. The procedure for appeal from a debarment or denial, revocation or revision of prequalification shall be as follows:

(a) Promptly upon receipt of notice of appeal, the city administrator shall notify the appellant of the time and place of the hearing;

(b) The city council shall conduct the hearing and decide the appeal within 30 days after receiving notice of the appeal from the city administrator; and

(c) At the hearing, the city council shall consider de novo the notice of debarment, or the notice of denial, revocation or revision of prequalification, the standards of responsibility upon which the decision on prequalification was based, or the reasons listed for debarment, and any evidence provided by the parties.

(5) Decision. The city council shall set forth in writing the reasons for the decision.

(6) Costs. The city council may allocate the costs for the hearing between the appellant and the city of St. Helens. The allocation shall be based upon facts found by the council and stated in the decision that, in the council's opinion, warrant such allocation of costs. If the council does not allocate costs, the costs shall be paid as by the appellant, if the decision is upheld, or by the city of St. Helens, if the decision is overturned.

(7) Judicial Review. The decision of the city council may be reviewed only upon a petition in the circuit court of Columbia County filed within 15 days after the date of the decision. (Ord. 2942 § 19, 2005)

2.12 CITY ADMINISTRATOR

2.12.010 Position created.

There is hereby created and established for the city of St. Helens the office and position of “city administrator.” ~~and the person who fills such position shall be appointed in the manner and for such term as all other officers of the city of St. Helens are appointed in accordance with the City Charter. The position shall be held by the city recorder and administered by him/her in conjunction with his/her other duties.~~ (Ord. 3030 § 2, 2007)

~~2.12.020 Financial department head.~~

~~The city administrator shall report directly to the city council, shall be the administrative head of the central business office and the financial department of the city of St. Helens, and shall do all things with respect to management of the city and as central business office and the financial department as are permitted or directed by statute, charter, ordinance and the city council. (Ord. 3030 § 3, 2007)~~

2.12.030 Power and authority – Duties.

The city administrator shall exercise all authority and power herein delegated, or hereinafter delegated, to him/her/them by the city council. ~~and shall have the same responsibility with respect to the central business office and financial department as do other municipal officers with respect to the departments of which they are the department head.~~ The duties of the city administrator are listed in the job description that is approved by City Council. shall include, but shall not be limited to, any one or all of the following: preparing, reviewing and approving all orders on the treasury; investing municipal funds; budgeting municipal funds; internal auditing of all municipal financial operations; managing and administering the central business office and finance department; and managing the cash inflow and outflow of the city of St. Helens. The duties and responsibilities hereinabove listed shall not be interpreted as limiting the authority of the city administrator but shall be interpreted as merely a partial definition of his/her/their responsibilities. (Ord. 3030 § 4, 2007)

2.12.040 Salary.

The salary of the city administrator shall be fixed included in the yearly unrepresented salary schedule that is approved by City Council. ~~and determined by action of the city council. (Ord. 3030 § 5, 2007)~~

2.20 MUNICIPAL JUDGES

2.20.010 Appointment resolution.

In order to appoint any municipal court judge as the judicial officer of the city under Chapter V, Section 21, of the Charter of the city of St. Helens, the council shall enact a resolution naming the appointee, the effective date of the appointee, and stating terms and conditions of employment. Municipal court judges shall have all the charter and statutory powers of judicial officers and city judges. (Ord. 2383 § 1, 1982)

2.20.020 Pro tempore judges.

There may be more than one municipal court judge appointed for the same term. One or more municipal judges pro tempore may be appointed by resolution to act in the absence of an appointed municipal court judge.

(1) Pro tempore judges shall have all the charter and statutory powers of judicial officers and city judges.

(2) Pro tempore judges shall be appointed for whatever term and at whatever compensation designated by the council. (Ord. 2383 § 2, 1982)

2.20.030 Administration.

The municipal court judge so designated shall conduct court for the transaction of judicial business and administer the court calendar. (Ord. 2383 § 3, 1982)

2.20.040 Salary.

The salary of the municipal court judge shall be established ~~by contract terms agreed pursuant to the personal services agreement agreed upon by the municipal court judge and city council annually by resolution during the city budget process and said salary shall not be reduced during the judge's term of office. Compensation for municipal court judges pro tem shall be set in written order or resolution of the council.~~ Municipal court judge and pro tem compensation is not determined based upon fluctuations in municipal court revenue. (Ord. 2947 § 2, 2005)

2.20.050 Term of office.

~~The municipal court judge term of office shall be determined by the agreed contract terms that are agreed between the municipal court judge and city council. The term of office of the St. Helens municipal court judge shall be stated in the resolution appointing the judge pursuant to this chapter. The term shall be two years from the date of initial appointment when the appointment is made in an odd-numbered year. Otherwise, the appointment is for one year or the unexpired term of the departing judge. The term for a pro tem shall be as set forth in the resolution appointing the judge pro tem.~~ (Ord. 2947 § 3, 2005)

2.20.060 Standards of conduct and performance.

The city of St. Helens municipal court judge shall conduct ~~himself or herself themselves~~ in accordance with all of the applicable rules of the Government Standards and Practices Commission and applicable rules in the Oregon Code of Judicial Conduct, Rules of Professional Conduct, Revised Oregon Code of Judicial Conduct, including but not limited to the following:

~~(1) The judge shall have his or her performance and conduct shall be measured against the following standards:~~

~~(a) A judge shall observe high standards of conduct so that the integrity, impartiality and independence of the judiciary are preserved and shall act at all times in a manner that promotes public confidence in the judiciary and the judicial system.~~

~~(b) A judge shall not commit a criminal act.~~

~~(c) A judge shall not engage in conduct that reflects adversely on the judge's character, competence, temperament or fitness to serve as a judge.~~

~~(d) A judge shall not engage in conduct involving dishonesty, fraud, deceit or misrepresentation.~~

~~(e) A judge shall not allow family, social or other relationships to influence judicial conduct or judgment.~~

~~(f) A judge shall not use the position to advance the private interests of the judge or any person, nor shall a judge convey or permit anyone to convey the impression that anyone has a special influence with the judge, but a judge may provide a character or ability reference for a person about whom the judge has personal knowledge.~~

~~(g) A judge shall not testify as a character witness except pursuant to subpoena.~~

~~(h) A judge shall not hold membership in any organization that the judge knows is a discriminatory organization. For purposes of this rule, "discriminatory organization" means an organization that, as a policy or practice and contrary to applicable federal or state law, treats persons less favorably in granting membership privileges, allowing participation or providing services on the basis of sex, race, national origin, religion, sexual orientation, marital status, disability or age.~~

~~(2) The judge shall be impartial and diligent in the performance of his or her judicial duties:~~

~~(a) A judge's performance of judicial duties shall take precedence over all other activities, and a judge shall not neglect the business of the court.~~

~~(i) A judge shall provide to every person who has a legal interest in a proceeding, and to that person's lawyer, the right to be heard according to law.~~

~~(ii) A judge shall not communicate or permit or cause another to communicate with a lawyer or party about any matter in an adversary proceeding outside the course of the proceeding, except with the consent of the parties or as expressly authorized by law or permitted by this rule.~~

~~(iii) A judge may communicate ex parte when circumstances require for scheduling, administrative purposes or emergencies that do not deal with substantive matters or issues on the merits; provided, that:~~

~~(A) The judge reasonably believes that no party will gain a procedural or tactical advantage as a result of the ex parte communication; and~~

~~(B) The judge makes provision by delegation or otherwise promptly to notify all other parties of the substance of the ex parte communication and allows an opportunity to respond.~~

~~(iv) Except as provided in subsection (2)(a)(v) of this section, a judge shall promptly disclose to the parties any communication not otherwise prohibited by this rule that will or reasonably may influence the outcome of any adversary proceeding. The disclosure shall identify the person with whom the communication occurred and the substance of the communication, and the judge shall give the parties a reasonable opportunity to respond to the information disclosed.~~

~~(v) Subsection (2)(a)(iv) of this section does not limit or require disclosure to a party of any discussions about legal or administrative matters or other matters in the record related to a case that occur between a judge and any of the following: another judge of the same level; employees of the court; or employees of the judicial branch of government.~~

~~(b) A judge shall not, while a proceeding is pending in any court within the judge's jurisdiction, make any public comment that might reasonably be expected to affect the outcome or impair the fairness of the proceeding. The judge shall require similar abstention on the part of court personnel who are subject to the judge's direction or control. This rule shall not prohibit a judge from making public statements in the course of official duties, from explaining for public information the procedures of the courts, from establishing a defense to a criminal charge or civil claim against the judge or from otherwise responding to allegations concerning the judge's conduct in the proceeding.~~

~~(c) A judge possessing knowledge that another judge or a lawyer has committed a violation of the rules of judicial or professional conduct or law that raises a substantial question as to that individual's honesty, trustworthiness or fitness as a judge or lawyer shall inform the Commission on Judicial Fitness and Disability or the Oregon State Bar Disciplinary Counsel.~~

~~(d) A judge possessing knowledge or evidence concerning another judge or lawyer shall reveal that knowledge or evidence on request by a tribunal or other authority empowered to investigate or act upon the conduct.~~

~~(e) A judge shall disqualify himself or herself in a proceeding in which the judge's impartiality reasonably may be questioned, including but not limited to instances when:~~

~~(i) The judge has a bias or prejudice concerning a party or has personal knowledge of disputed evidentiary facts concerning the proceeding;~~

~~(ii) The judge served as a lawyer in the matter in controversy, or a lawyer with whom the judge previously was associated served during the association as a lawyer in the matter, or the judge or the lawyer has been a material witness in the matter;~~

~~(iii) The judge knows that the judge, individually or as a fiduciary, or the judge's spouse, parent or child, wherever residing, or any other person residing in the judge's household has a financial interest in the subject matter in controversy, is a party to the proceeding or has any other interest that could be substantially affected by the outcome of the proceeding;~~

~~(iv) The judge, the judge's spouse, parent or child, wherever residing, or any other person residing in the judge's household:~~

~~(A) Is a party to the proceeding, or an officer, director, partner or trustee of a party;~~

~~(B) Is acting as a lawyer in the proceeding;~~

~~(C) Is known by the judge to have an interest that could be substantially affected by the outcome of the proceeding; or~~

~~(D) Is, to the judge's knowledge, likely to be a material witness in the proceeding.~~

~~(f) A judge shall be responsible for knowing about the judge's financial interests, including such interests relating to service as a fiduciary, and shall make reasonable efforts to be informed about the financial interests of the judge's spouse, domestic partner, parents and children, wherever residing.~~

~~(g) For purposes of this subsection:~~

~~(i) "Fiduciary" includes relationships such as personal representative, trustee, conservator and guardian;~~

~~(ii) "Financial interest" means more than de minimus ownership of a legal or equitable interest or a relationship as director, advisor or other active participant in the affairs of a party, except that:~~

~~(A) Ownership in a mutual or common investment fund that owns securities is not a "financial interest" unless the judge participates in the management of the fund;~~

~~(B) Holding an office in an educational, religious, charitable, fraternal or civic organization is not a "financial interest" in property of the organization;~~

~~(C) The proprietary interest of a policyholder in a mutual insurance company, a depositor in mutual savings association, or a similar proprietary interest, is a "financial interest" in the organization only if the outcome of the proceeding could substantially affect the value of the interest; and~~

~~(D) Ownership of government securities is a "financial interest" in the issuer only if the outcome of the proceeding could substantially affect the value of the securities.~~

~~(h) A judge who is disqualified under this subsection may, rather than withdraw from the proceeding, disclose on the record the basis of the disqualification. If, after such disclosure, the parties all agree in writing or on the record that the judge's relationship is immaterial or that the judge's financial interest is insubstantial, the judge may participate in the proceeding. Any writing, signed by or on behalf of all parties, shall be incorporated in the record of the proceeding.~~

~~(i) A judge shall be faithful to the law and shall decide matters on the basis of the facts and applicable law.~~

~~(j) A judge shall not be swayed by partisan interests, public clamor or fear of criticism.~~

~~(k) A judge shall maintain order and decorum in proceedings before the judge.~~

~~(l) A judge shall be patient, dignified and courteous to litigants, jurors, witnesses, lawyers, court personnel and members of the public.~~

~~(m) A judge shall not act in a way that the judge knows, or reasonably should know, would be perceived by a reasonable person as biased or prejudiced toward any of the litigants, jurors, witnesses, lawyers or members of the public.~~

~~(n) A judge shall require lawyers and court personnel who are subject to the judge's direction or control to act in accord with the principles embodied in subsections (1) and (2) of this section. (JR 2-101—JR 2-110)~~

~~(3) Conflict with Judicial Obligations:~~

~~(a) A judge shall not serve as an officer, director, trustee or advisor of a private or public corporation or of an educational, religious, charitable, fraternal, political or civic organization if the corporation or organization regularly engages in proceedings that would ordinarily come before the judge or in adversary proceedings in any court in Oregon.~~

~~(b)(i) A judge shall not personally solicit funds for any private or public entity or for any educational, religious, charitable, fraternal, political, or civic organization, or use or permit the use of the prestige of the judicial office, including a reference to the judge's official position, for that purpose.~~

~~(ii) Notwithstanding subsection (3)(b)(i) of this section, a judge may:~~

~~(A) Assist a private or public entity devoted to improvement of the law, legal education, the legal system, or the administration of justice in raising, managing, or investing funds;~~

~~(B) Personally solicit funds from or make recommendations to private and public granting agencies with respect to private or public entities devoted to the improvement of the law, legal education, the legal system, or the administration of justice;~~

~~(C) Permit the judge's name and position to be identified in stationery or other materials listing officers, directors, trustees, or committee members of a private or public entity devoted to the improvement of the law, legal education, the legal system, or the administration of justice;~~

~~(D) Appear at, participate in, or permit the judge's name or title to be used in connection with, fundraising events for private or public entities devoted to the improvement of the law, legal education, the legal system, or the administration of justice;~~

~~(E) Assist a not-for-profit private or public educational, religious, charitable, fraternal, or civic organization in raising, managing or investing funds. Such assistance may not include making a direct request for financial support for the entity as part of the judge's involvement or permitting the judge's title to be used in connection with such a request.~~

~~(iii) "Personally solicit funds," as used in this subsection, means a direct request for financial support in person, by letter, by telephone, or by any other means of communication but does not include receiving and handling funds or goods donated or offered in exchange for goods or services sold to raise funds.~~

~~(iv) "Assist ... in raising, managing or investing funds," as used in this subsection, means any fundraising activity other than personally soliciting funds.~~

~~(c) A judge shall not directly or indirectly accept gifts, bequests, favors or loans from anyone, except that a judge may accept:~~

~~(i) Gifts incident to a public testimonial to the judge, publications supplied by publishers on a complimentary basis for official use or invitations to the judge to attend law-related functions or activities related to the improvement of law, legal education, the legal system, or the administration of justice;~~

~~(ii) Ordinary social hospitality; gifts, bequests, favors or loans from relatives; gifts from friends for wedding, birthday or other personal occasions; loans from lending institutions in the regular course of business on terms generally available to persons who are not judges; or scholarships, fellowships or grants awarded on terms applied to other applicants;~~

~~(iii) Any other gift, bequest, favor or loan only if the donor is not a party or other person whose interests have come or are likely to come before the judge.~~

~~(d) Nonpublic information acquired by a judge in a judicial capacity shall not be used or disclosed for any purpose not related to judicial duties. (Ord. 2947 § 4, 2005)~~

2.20.070 Supervision – Removal.

Pursuant to City Charter no appointed official may supervise the judge's performance; accordingly, the city council alone may take action to remove a judge for misconduct in office or willful violation of applicable rules or standards of conduct; however, the council may refer said complaint or investigation to the Oregon State Bar for appropriate investigation or action, and the council may, in its sole discretion, appoint a hearing examiner, investigator or citizen board to conduct a hearing or investigation and make recommendations to the council regarding the judge's conduct or performance. A judge shall not be removed during ~~his or her~~their term of office except if the judge ceases to be qualified for office, e.g., no longer an active member of the Oregon State Bar, or except for misconduct or violation of applicable rules or standards of conduct. Notwithstanding the above, the council may, without cause, remove the sitting municipal court judge upon payment of a severance ~~equal to the compensation due for the unexpired term of the judge~~in accordance with the terms of the personal services agreement. (Ord. 2947 § 5, 2005)

2.20.080 Complaints.

No complaint concerning the municipal court judge shall be accepted or considered by the council unless the complainant has submitted such complaint in writing and verified the truthfulness of the allegations and facts asserted in the complaint. The council may summarily dismiss the complaint if it is determined to be unfounded or refer the matter to the appropriate agency for a hearing. (Ord. 2947 § 6, 2005)

2.24 JURIES AND JURY TRIALS

2.24.010 Master jury list.

At least once a year, upon order of the municipal judge, the court clerk shall prepare or obtain a master list of names and places of residence of persons selected by random means from electoral rolls. If the master list becomes exhausted or the presiding judge believes it soon will become so, additional jurors may be added to the master list from the electoral rolls in the same random manner as before, and these persons may be summoned in the same manner as those added to the term jury list. (Ord. 2544 § 1, 1988)

2.24.020 Jury term list.

Not less than 10 days from the beginning of the jury term ordered by the municipal judge, a term jury list of names and places of residence of persons randomly selected from the master jury list shall be prepared. The number of names on the list shall be determined, as needed, by the municipal judge. (Ord. 2544 § 2, 1988)

2.24.030 Disqualification of jurors.

When it appears to the municipal judge that the person whose name is drawn is dead, ~~or~~ resides out of the city, or is otherwise ineligible to serve, the ballot shall be destroyed. If it appears to the municipal judge, ~~or he has good reason to believe~~, that a person whose name is drawn is temporarily absent from the city, or is ill, or is so engaged as to be unable to attend at the time of the trial without great inconvenience, the ballot shall be laid aside, the name not placed on the jury list for the trial for which the jury is being selected, but such ballot shall be returned to the jury box after the drawing is completed. (Ord. 2544 § 3, 1988)

2.24.040 Juror summons.

Not less than ~~10-21~~ days before the beginning of the jury term, the court clerk shall mail notice of summons, juror questionnaire, and information letter to each person on the term jury list. If the term jury list becomes exhausted or the presiding judge believes it may become so, additional jurors may be selected from the master list and added to the term jury list in the same random manner as before. These may be summoned either by written notice through the mail or by official personal delivery, at a reasonable period of time before attendance is required. (Ord. 2544 § 4, 1988)

2.24.050 Juror orientation.

At the time a person is summoned to serve as a juror, the municipal judge shall question the person to determine the eligibility of that person to serve as a juror. This may be accomplished by sending juror eligibility forms to each prospective juror by mail or official delivery along with the summons. Failure to complete and return the form with accurate information and by a specified date without a proper showing of just cause for such a failure can result in punishment for contempt. Review of the juror questionnaire shall usually be done ~~at the juror orientation for each jury term prior to the trial date~~. The municipal judge shall ~~explain the duties of jurors, discuss the questionnaire with prospective jurors and~~ determine the eligibility of a sufficient number of jurors for ~~two jury panels for the term trial~~. (Ord. 2544 § 5, 1988)

~~2.24.060 Trial schedule.~~

~~An initial list of trials for each jury panel shall be distributed to eligible jurors that become members of a jury panel at the juror orientation. New or rescheduled trials may be added to the jury panel's trial schedule by mail or actual notice at any time during the term. (Ord. 2544 § 6, 1988)~~

~~2.24.070 Pretrial conference.~~

~~The municipal judge shall schedule pretrial conferences at least three working days prior to each scheduled trial. A written, pretrial summary prepared by the city and defense counsel may be approved by the judge prior to the scheduled date of pretrial. If a pretrial summary is not approved in advance, the city attorney, defense counsel, and the defendant shall appear at City Hall at the scheduled pretrial date and time. The municipal judge may establish by order such forms and procedures deemed necessary for the pretrial conference. (Ord. 2544 § 7, 1988)~~

2.24.080 Juror confirmation.

Each juror shall be instructed to contact the municipal court clerk prior to each scheduled jury trial assigned to that juror and to record confirmation of their availability. ~~After the pretrial conference, the municipal court clerk shall record the telephone message informing jurors of the final trial scheduled.~~ The municipal court clerk shall prepare the jury list from juror confirmations for the municipal judge. (Ord. 2544 § 8, 1988)

2.24.090 Final jury selection.

At the time of trial, all summoned jurors not previously excused ~~six confirmed eligible potential jurors~~ shall be called by the municipal judge for to the jury box for voir dire examination by the city attorney and defense counsel. Potential jurors may be excused by the municipal judge for cause as defined under state law. Each attorney may exercise up to three preemptory-peremptory challenges in the manner directed by the municipal judge. (Ord. 2544 § 9, 1988)

2.24.100 Juror compensation.

Jurors who appear at the trial and serve as jurors shall receive as compensation for such services the sum of \$10.00 for each day of attendance upon the municipal court. (Ord. 2544 § 10, 1988)

2.24.110 Notice – Contempt of court.

When a jury is drawn, summons therefor shall be issued and mailed by the municipal judge. Any person notified to appear as a juror and disregarding such notice may be adjudged in contempt of court by the municipal judge. (Ord. 2544 § 11, 1988)

2.28 CITY LIBRARY AND LIBRARY BOARD

2.28.010 Public library established.

There is hereby established a public library to be known as the "city of St. Helens public library" pursuant to ORS 357-~~417(1)(a)~~. (Ord. 2627 § 1, 1991)

2.28.020 Financing.

The city proposes to finance the library out of the general fund of the budget, but does have authority and may finance the library by an annual serial levy, providing the same has been approved by the qualified voters of the city. (Ord. 2627 § 2, 1991)

2.28.030 Hearings.

The public library shall not be abolished, nor shall support be withdrawn therefrom, unless at least two public hearings are first held at least 90 days apart. Notice of the public hearings shall be given in a newspaper of general circulation within the city for two successive weeks at least 30 days prior to each hearing. (Ord. 2627 § 3, 1991)

~~2.28.040 Council responsibility.~~

~~The librarian library director is directly responsible to the city council city administrator, unless otherwise provided by city ordinance. AB annually the mayor assigns to individual councilmembers councilors liaison responsibility for city departments. The mayor shall assign at least one city councilperson councilor liaison responsibility for the operation of the public library. The liaison councilor shall be responsible for reporting to the city council on the general operation of the library facility, including personnel matters and expenditures of all budgeted funds. The councilperson councilor shall seek the counsel of and consult with the library board and may take part in their deliberations, but the councilperson councilor shall not be a voting member of the library board. The councilperson councilor shall serve as a liaison between the library board and the city council. (Ord. 2943 § 1, 2005; Ord. 2627 § 4, 1991)~~

2.28.04~~0~~5 Library rules and compliance therewith.

The ~~librarian library director~~ shall promulgate rules of conduct to be observed by patrons of the library. Failure to comply with the library rules shall constitute a violation and may be prosecuted as provided in SHMC 1.06.060 through 1.06.160. (Ord. 3152 § 1, 2011)

2.28.0590 Gifts and bequests.

The board may solicit gifts and bequests of real or personal property or funds (other than fees and fines) to benefit the library.

Acquisition of real or personal property by gift shall occur by a legal instrument of conveyance or other writing transferring title of the real or personal property to the city, and such instrument shall clearly define the rights and responsibilities of all parties. The city council shall

decide whether to accept all such gifts of property on behalf of the city and the library that have a value in excess of more than \$250.00 or that impose financial obligations on the city.

All property or funds shall be administered by the city in accordance with its terms. Funds donated to the library shall be placed in a special account and shall be subject to expenditure only for the purpose for which donated, except that donated funds without specific limitations as to use may be used for general library purposes.~~to be used exclusively for the improvement of the library or as designated by the donor. Funds in this account may only be expended after they have been properly budgeted or approved by the city.~~

Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the city general fund.

2.28.050.30.010 Library board.

The library board shall consist of at least seven members and no more than nine members appointed by the mayor and confirmed by the city council. One of the members shall be the member of the city council annually designated as the council liaison to the Public Library library board by the mayor. The council member shall be an ex officio, nonvoting member of the commission library board who seeks counsel of and consults with the library board and may take part in their discussions. A majority of members shall be residents of the city. No member of the library board shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor shall any such member receive a salary or any payment for material or for any services rendered the board. Board members may be reimbursed for expenses incurred in the performance of their duties. (Ord. 3212 § 1, 2017; Ord. 2627 § 5, 1991)

2.30.020 28.060 Terms of office —Vacancies.

At their first meeting, two of the newly appointed members of the library board shall fill vacancies then existing. The other newly appointed members shall choose their term of office by lot as follows: one member shall hold office for a term expiring on June 30, 2018, and the other newly appointed member shall hold office for a term beginning July 1, 2017, and ending on June 30, 2021. Succeeding appointees shall hold office for a term of four years from July 1st in the year of their appointment. At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member for a term of four years with the confirmation of the city council.

Appointments made under this chapter shall be for a term of four years from July 1st in the year of their appointment. Members appointed previously under this chapter shall continue in office

until the expiration of their term of office. The terms of office of each ~~Library B~~board member shall be for a period of four years with no more than two full-term ~~commissioners~~members being replaced each year. ~~Appointments are normally made in June with terms of office to commence on July 1st. The provisions of the ordinance amending this section do not alter the terms of office of current commissioners and said positions shall continue in accordance with their terms.~~ At the expiration of the term of any board member, the mayor shall appoint a new member or may reappoint a member for a term of four years with the confirmation of the city council. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year.

2.30.030– Vacancies.

If a vacancy occurs, the mayor shall appoint a new member to complete the unexpired term with the ~~consent~~ affirmation of the city council. ~~No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year.~~

2.30.040 Removal/resignation

A ~~Library B~~board member may be removed from the ~~commission~~board, for cause, following a hearing before the city council. A ~~commissioner~~board member may resign in lieu of removal following a hearing. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government standards and practices, conviction of a crime, including the crime of official misconduct, as well as any other actions or conduct by the commissioner which is detrimental to the reputation and good will of the city of St. Helens. Notwithstanding the above provisions for removal, ~~a~~ Any board member failing to attend three consecutive board meetings without approval of the board shall be deemed to have resigned their position. In the event of such resignation, the council shall be notified, the position declared vacant and reappointment procedures commenced. Nothing herein prohibits a ~~commissioner~~member who has resigned by operation of this section from being reappointed to the ~~commission~~board.

~~Any board member failing to attend three consecutive board meetings without approval of the board may be removed by the city council and a new member appointed to complete the unexpired term. (Ord. 3212 § 2, 2017; Ord. 2627 § 6, 1991)~~

2.30.050 ~~29.070~~ Officers.

A ~~M~~majority of the members of the board shall comprise a quorum. At the first meeting of each ~~fiscal~~ year, the board shall elect a chair~~man~~ and a vice-chair~~man~~. ~~The past-chair, chair, and vice-chair~~ who shall serve for a term of one year. At the end of the fiscal year, the vice-chair will

assume the role of chair and the chair will assume the role of past chair for the coming fiscal year. The ~~librarian~~ library director shall designate a library employee to serve as secretary to the board and keep a record of its action. The board shall have authority to make and alter rules, with approval of the city council, for its government and procedure.

2.30.060 Meetings.

The ~~Library B~~board shall meet as often as deemed appropriate by the ~~commissionboard~~ but not less than once every other calendar month or as otherwise directed by the city council. All meetings of the ~~Library B~~board shall be open to the public and shall in all respects fully comply with Oregon public meetings law. Special meetings of the ~~commissionboard~~ shall require not less than 24 hours' notice to local newspapers and posting of meeting notice in public places reasonably calculated to give notice to interested parties. The ~~Library B~~board shall have the authority to make and alter written rules for the conduct of its business, including rules of procedure for conduct of public meetings and public hearings. The adoption of bylaws is expressly authorized, subject to the consent of the city council. For purposes of conducting business, a quorum shall require the attendance of a majority of the members that are currently appointed to the Board at the time of the meeting. Minutes of ~~Library B~~board meetings and activities shall be regularly submitted to the city council for review and acceptance. (Ord. 3229 § 1, 2018)

2.3028.0780-Duties and powersResponsibilities.

The duties of the library board shall include:

- (1) Keeping informed about current trends in library services and administration;
- (2) Studying library growth and needs in the city and its vicinity;
- (3) Developing long-range plans for library service and facilities, consistent with city priorities and with state, regional, and national goals pertinent to libraries;
- (4) Recommending types of library service for the city and its vicinity;
- ~~(5) Investigating sources of funding for library services and facilities;~~
- ~~(6)(5)~~ Recommending policies for the acceptance and use of gifts for library purposes;
- ~~(7)(6)~~ Participation in the annual budgetary process of the city where the process pertains to the library;
- ~~(8)(7)~~ Recommending policies and procedures conducive to efficient and effective operation of the library;
- ~~(9)(8)~~ Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library services;
- ~~(10)(9)~~ Encouraging widespread public support and use of the library;
- ~~(11)(10)~~ Submitting an annual report to the city council; and
- (11) Performing other duties as authorized by the city council;

(12) Serving on Ad-Hoc committees and work groups as determined necessary; including but not limited to, a material review panel when a request has been submitted to reconsider library materials; and

(12) sServing on an appeal panel when an excluded patron requests reinstatement of library privileges.

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~~2-28.000 Gifts and bequests.~~

~~The board may solicit gifts and bequests of real or personal property or funds (other than fees and fines) to benefit the library.~~

~~Acquisition of real or personal property by gift shall occur by a legal instrument of conveyance or other writing transferring title of the real or personal property to the city, and such instrument shall clearly define the rights and responsibilities of all parties. The city council shall decide whether to accept all such gifts of property on behalf of the city and the library that have a value in excess of \$250.00 or that impose financial obligations on the city.~~

~~All property or funds shall be administered by the city in accordance with its terms. Funds donated to the library shall be placed in a special account to be used exclusively for the improvement of the library or as designated by the donor. Funds in this account may only be expended after they have been properly budgeted or approved by the city.~~

~~Donated funds shall be used for improvements in addition to, and not in lieu of, the normal support provided to operate the library out of the city general fund.~~

2.32 NOMINATING PROCEDURES FOR CITY OFFICES

2.32.010 Nominating procedures.

City officers shall be nominated by the same procedures as provided in state election laws for nominating candidates for nonpartisan offices except as provided in this chapter. (Ord. 2504 § 1, 1986)

2.32.020 Nominating petitions and declarations of candidacy.

~~Nomination petitions and declarations of candidacy for city council shall clearly indicate one position number for the candidacy that corresponds to a city council position that is to be filled in that general election. (Ord. 2515, 1986; Ord. 2504 § 2, 1986)~~ The form of nominating petition for all candidates for elective positions within the City shall substantially conform to the form designated by the Secretary of State.

2.32.030 Declaration fee.

~~The fee for declarations of candidacy for city office shall be as set forth in the most recent universal fee schedule adopted by council. (Ord. 3219 § 1, 2017; Ord. 2504 § 3, 1986)~~ A person filing a nomination petition shall pay a fee, which shall be tendered at the time of the filing of the completed nomination petition. The fee shall be set forth in the most recent universal fee schedule adopted by city council.

2.32.040 Signatures required.

~~Nominating petitions shall contain at least 30 signatures of qualified electors residing in the city that are registered to vote in at least two city precincts. (Ord. 2504 § 4, 1986)~~ Nominating petitions shall contain at least 30 valid signatures of qualified electors the required number of signatures of electors as set forth in ORS 249.072(2). Such qualified electors shall be duly registered voters under the laws of Oregon and shall be currently eligible to vote at any regular or special election of the city of St. Helens.

2.32.050 Position number.

~~Effective upon the swearing-in of the newly elected city councilors in January, 1987, each city councilmember shall be assigned a position number, 1 through 4, based on the alphabetical order of their last name. Hereafter, candidates for city council shall be nominated and elected by the city electors at large by position number. (Ord. 2515, 1986; Ord. 2504 § 5, 1986)~~

2.32.060 List of candidates.

~~The city election officer shall include in the certified statement of city offices to be filled and candidates nominated in each general election the list of the city council candidates by the position number for which they have been nominated. (Ord. 2504 § 6, 1986)~~ The city elections officer shall file with the Columbia County clerk a statement of the city offices to be filled and for which candidates are to be nominating candidates for nonpartisan offices except as provided in this chapter. (Ord. 2504 § 1, 1986.

2.40 SIGNING OF CHECKS AND WARRANTS

2.40.010 Signing of checks and warrants.

All checks and warrants of the city of St. Helens must be signed by at least ~~two~~one representatives of the city who ~~are~~is legally authorized to sign said checks or warrants. (Ord. 2293 § 1, 1979)

2.40.020 Authorized signatures.

The persons authorized to sign checks or warrants on behalf of the city of St. Helens shall be as follows:

- (1) The Finance Director of the city of St. Helens; and
- (2) The City Administrator of the city of St. Helens; and
- (3) The City Recorder of the city of St. Helens; and
- (4) The Mayor or the President of the Common Council of the city of St. Helens

~~(1) The mayor or the president of the common council of the city of St. Helens; and~~

~~(2) The recorder or the person specifically appointed as assistant recorder of the city of St. Helens. (Ord. 2293 § 2, 1979)~~

2.40.030 Required signatures. SHARE

Any checks or warrants drawn on the city of St. Helens must be signed by one of the individuals named in SHMC 2.40.020, ~~two~~ four ~~individuals named in SHMC 2.40.020(1), and one of the two individuals named in SHMC 2.40.020(2).~~ (Ord. 2293 § 3, 1979)

2.72 CRIMINAL HISTORY RECORD CHECK POLICIES

2.72.010 Purpose.

The purpose of this chapter is to authorize the city of St. Helens police department to access Oregon State Police (OSP) criminal offender information through the Law Enforcement Data System (LEDS) to run background checks for prospective employees, city volunteers, liquor license applicants, social gaming license applicants, and any other applicant for whom the St. Helens Municipal Code requires a background check. (Ord. 3126 § 1, 2010)

2.72.020 Procedure.

All proceedings pursuant to this chapter shall be conducted in accordance with ORS ~~181.555~~181A.230 and OAR 257-010-0025, which establish procedures for access to criminal record information possessed by the Oregon State Police (OSP) through the Law Enforcement Data System (LEDS), and as supplemented below.

(1) Parties subjected to a background check under the provisions of this chapter will be required to authorize the city to conduct a criminal offender information check through the OSP LEDS system.

(2) The city administrator, human resources coordinator, or designee will maintain the criminal history authorization forms for those doing work on behalf of the city and request that a criminal history check be made if it is determined that this will be in the best interest of the city in filling the position.

(3) The city of St. Helens police department will conduct the check on the prospective employee, volunteer, or applicant, and report to the city administrator, human resources coordinator, or designee whether the person's record indicates "no criminal and/or traffic infraction record" or "criminal and/or traffic record does not meet the standards set for that position."

(4) If the person's record is reported as "criminal record and/or traffic record does not meet standards set for that position," the city ~~administrator~~ may, in accordance with OAR 2547-010-0025(1)(c), request a written criminal history report from the OSP Identification Services Section and pay the applicable fee for this service. The city ~~administrator~~ may make a written criminal and/or driving history record available to the selecting official for his/her/their consideration in determining whether the prospective employee meets the standards set for the position.

(5) The written criminal history record on persons who are not hired or appointed as a volunteer will be retained by the city ~~administrator~~ in accordance with the requirements of OAR ~~166-200-0090~~ 166-200-0305(3) and thereafter will be destroyed by shredding.

(6) The criminal history record of applicants and volunteers with a criminal history that are hired or appointed will become a part of the confidential personnel file of that employee or volunteer. Access to confidential personnel files is limited to authorized persons who have an official need to access such files as sanctioned by law or regulation.

(7) Applicants for employment or appointment as a volunteer who have a felony criminal history or a history of conviction of a misdemeanor will be closely examined to determine if the person possesses the required degree of public trust and confidence. Each selection will, however, be made

on an individual case-by-case basis, taking into account the person's qualifications, the requirements of the particular job or volunteer post applied for and the results of the criminal history check. Factors such as the age of the offender at the time of the offense, the type of offense and subsequent rehabilitation, and the public sensitivity of the position under consideration shall be taken into account in evaluating a criminal history report.

(8) Hiring an applicant or appointing a volunteer with a criminal history record will require a positive recommendation by the police department official conducting the background investigation and the approval of the city administrator, after full disclosure and consideration of the criminal history of the applicant. (Ord. 3126 § 2, 2010)

Chapter 2.74

PARKS AND ~~TRAILS~~ RECREATION COMMISSION

Sections:

- [2.74.010 Creation of commission.](#)
- [2.74.020 Membership.](#)
- [2.74.030 Terms of office.](#)
- [2.74.040 Vacancies.](#)
- [2.74.050 Removal/resignation.](#)
- [2.74.060 Officers.](#)
- ~~[2.74.070 Secretary.](#)~~
- [2.74.080 Meetings.](#)
- [2.74.090 Responsibilities, powers and duties.](#)

2.74.010 Creation of commission.

There is hereby created within the city of St. Helens a parks and ~~trails~~ recreation commission. (Ord. 3229 § 1, 2018)

2.74.020 Membership.

The parks and ~~trails~~ recreation commission shall consist of 10 members, including one council member and nine at-large members. One of the 10 members shall be the member of the city council annually designated as parks and trails ~~commissioner and~~ council liaison to the public works (including parks) department by the mayor. The council member shall be an ex officio, nonvoting member of the commission who seeks counsel of and consults with the parks and recreation commission and may take part in their discussions. No less than six of the at-large members shall be residents of the city of St. Helens. At-large members are appointed by the mayor with the consent of the city council. Parks and recreation ~~trails~~ commission membership is an unpaid voluntary appointed position and members shall receive no compensation for their service except for expenses specifically budgeted and authorized by the city council. (Ord. 3229 § 1, 2018)

2.74.030 Terms of office.

The terms of office of each at-large parks and recreation ~~trails~~-commissioner shall be for a period of four years with no more than two full-term commissioners being replaced each year. Appointments are normally made in December with terms of office to commence on January 1st. The provisions of the ordinance amending this section do not alter the terms of office of current commissioners and said positions shall continue in accordance with their terms. (Ord. 3229 § 1, 2018)

2.74.040 Vacancies.

Any vacancies on the parks and recreation~~trails~~ commission shall be filled by appointment of the mayor at any time, with the consent of the council. Said appointment shall be for the remainder of the unexpired term of the vacated commissioner position. (Ord. 3229 § 1, 2018)

2.74.050 Removal/resignation.

An at-large parks and recreationtrails commissioner may be removed from the commission, for cause, following a hearing before the city council. A commissioner may resign in lieu of removal following a hearing. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government standards and practices, conviction of a crime, including the crime of official misconduct, as well as any other actions or conduct by the commissioner which is detrimental to the reputation and good will of the city of St. Helens. Notwithstanding the above provisions for removal, a parks and recreationtrails commissioner who is absent from three consecutive regular parks and recreationtrails commission meetings without an excused absence as approved by the commission shall be deemed to have resigned his/her position on the commission. In the event of such resignation, the council shall be notified, the position declared vacant and reappointment procedures commenced. Nothing herein prohibits a commissioner who has resigned by operation of this section from being reappointed to the commission. (Ord. 3229 § 1, 2018)

2.74.060 Officers.

At the first meeting of each calendar year, the parks and trails commission shall elect a chair~~man~~ and a vice-chair~~man~~ to serve a one-year term. (Ord. 3229 § 1, 2018)

The city council may provide a secretary to the parks and recreationtrails commission and assign such other staff and consultant services as may be appropriate. In the event that the city staff cannot be provided, the parks and recreationtrails commission may designate one of its members or a volunteer as secretary to keep an accurate record of meetings of the parks and recreationtrails commission. The designated secretary need not be a member of the parks and trails commission. (Ord. 3229 § 1, 2018)

2.74.070 Secretary.

~~The city council may provide a secretary to the parks and trails commission and assign such other staff and consultant services as may be appropriate. In the event that the city staff cannot be provided, the parks and trails commission may designate one of its members or a volunteer as secretary to keep an accurate record of meetings of the parks and trails commission. The designated secretary need not be a member of the parks and trails commission. (Ord. 3229 § 1, 2018)~~

2.74.080 Meetings.

The parks and recreationtrails commission shall meet as often as deemed appropriate by the commission but not less than once every other calendar month or as otherwise directed by the city council. All meetings of the parks and recreationtrails commission shall be open to the public and shall in all respects fully comply with Oregon public meetings law. Special meetings of the commission shall require not less than 24 hours' notice to local newspapers and posting of meeting notice in public places reasonably calculated to give notice to interested parties. The parks and recreationtrails commission shall have the authority to make and alter written rules for the conduct of its business, including rules of procedure for conduct of public meetings and public hearings. The adoption of bylaws is expressly authorized, subject to the consent of the city council. For purposes of conducting business, a quorum shall require the attendance of a majority of the at-large commissioners that are currently appointed to the parks and recreationtrails commission at the time

of the meeting. Minutes of parks and recreationtrails commission meetings and activities shall be regularly submitted to the city council for review and acceptance. (Ord. 3229 § 1, 2018)

2.74.090 Responsibilities, powers and duties.

The parks and recreationtrails commissioners shall have the responsibilities, obligations and duties of appointed public officers and the parks and recreationtrails commission shall have the responsibilities, obligations and duties of an advisory public body as provided for in laws of the state of Oregon and the laws of the city of St. Helens. The parks and recreationtrails commission shall have the power to act in an advisory capacity to the city council in all matters pertaining to the operation, planning, development, improvement, beautification, equipment and maintenance of public parks, trails, public bicycle and/or pedestrian ways, vacant park properties, public squares, public recreational facilities and publicly accessible buildings and associated grounds. The parks and recreationtrails commission shall have authority:

- (1) To review and call to the attention of the city council any deteriorating condition of city public parks, trails, bicycle and/or pedestrian ways, vacant park properties, public squares and publicly accessible buildings and associated grounds, public recreational facilities, and their associated infrastructure improvements including but not limited to access roads, equipment, athletic fields, gardens, landscape areas, open spaces, natural areas, playgrounds, and parking areas.
- (2) To review and call to the attention of the city council the effectiveness, or lack thereof, of parks, trails, public bicycle and/or pedestrian ways, and recreation programs conducted by or for the city of St. Helens.
- (3) To review and make recommendations to the city council on the operation, administration, maintenance and equipment needs of the public works department relative to parks, trails, public bicycle and/or pedestrian ways and recreation and the other public facilities identified in this section.
- (4) To review and make recommendations to the city council on the annual budget of the public works department relative to parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.
- (5) To review and make recommendations to the city council on master plans and capital improvement plans for parks, trails, public bicycle and/or pedestrian ways, and recreation and the other public facilities identified in this section.
- (6) To review and make recommendations to the city council on public park, public bicycle and/or pedestrian ways and recreation facility development plans, construction plans, recreation use or development proposals, and such other park related activities as deemed advisable by the city council.
- (7) To make periodic site visits and inspections, in accordance with public meetings law, and with the approval of the city engineering director, of city park and recreation facilities, public bicycle and/or pedestrian ways and other public facilities identified herein, as are necessary for the parks and trails commission to carry out its assigned duties.
- (8) To request that the city council assign or direct staff to prepare reports and compile information necessary for the parks and recreationtrails commission to carry out its assigned duties. (Ord. 3229 § 1, 2018)

City of St. Helens
ORDINANCE NO. 3277

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN
PROPERTY AT 35480 EAST DIVISION ROAD

WHEREAS, applicant Kenneth Hughes requested to annex to the City of St. Helens certain property at 35480 East Division Road. This property is also described per **Exhibit A**; and

WHEREAS, the applicant has consented in writing to the proposed annexation; and

WHEREAS, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

WHEREAS, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

WHEREAS, appropriate notice has been given and a public hearing was held December 1, 2021 on the annexation proposal; and

WHEREAS, the Council has considered findings of compliance with criteria and law applicable to the proposal.

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

Section 1. The above recitations are true and correct and are incorporated herein by this reference.

Section 2. The property described **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

Section 3. The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Highway Commercial, HC.

Section 4. The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Highway Commercial (Incorporated).

Section 5. In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.3.21 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

Section 6. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time:
Read the second time:

December 15, 2021
January 5, 2022

APPROVED AND ADOPTED this 5th day of January 2022 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

EXHIBIT A
LEGAL DESCRIPTION

A parcel of land located in the NE $\frac{1}{4}$ of the SW $\frac{1}{4}$, of Section 8, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, more specifically described as follows:

Beginning at a point where the centerline of the East Division Road right-of-way and the North line of the portion of East Division Road vacated by Columbia County Board of County Commissioners Amended Order No. 88-99 recorded as Instrument No. 99-15272 intersect, also the **True Point of Beginning**;

Thence, South 63°33'00" West a distance of 183.44 feet;

Thence, South 26°27'00" East a distance of 76.90 feet;

Thence, North 63°33'00" East a distance of 183.44 feet to a point on the centerline of the said vacated portion of East Division Road right-of-way;

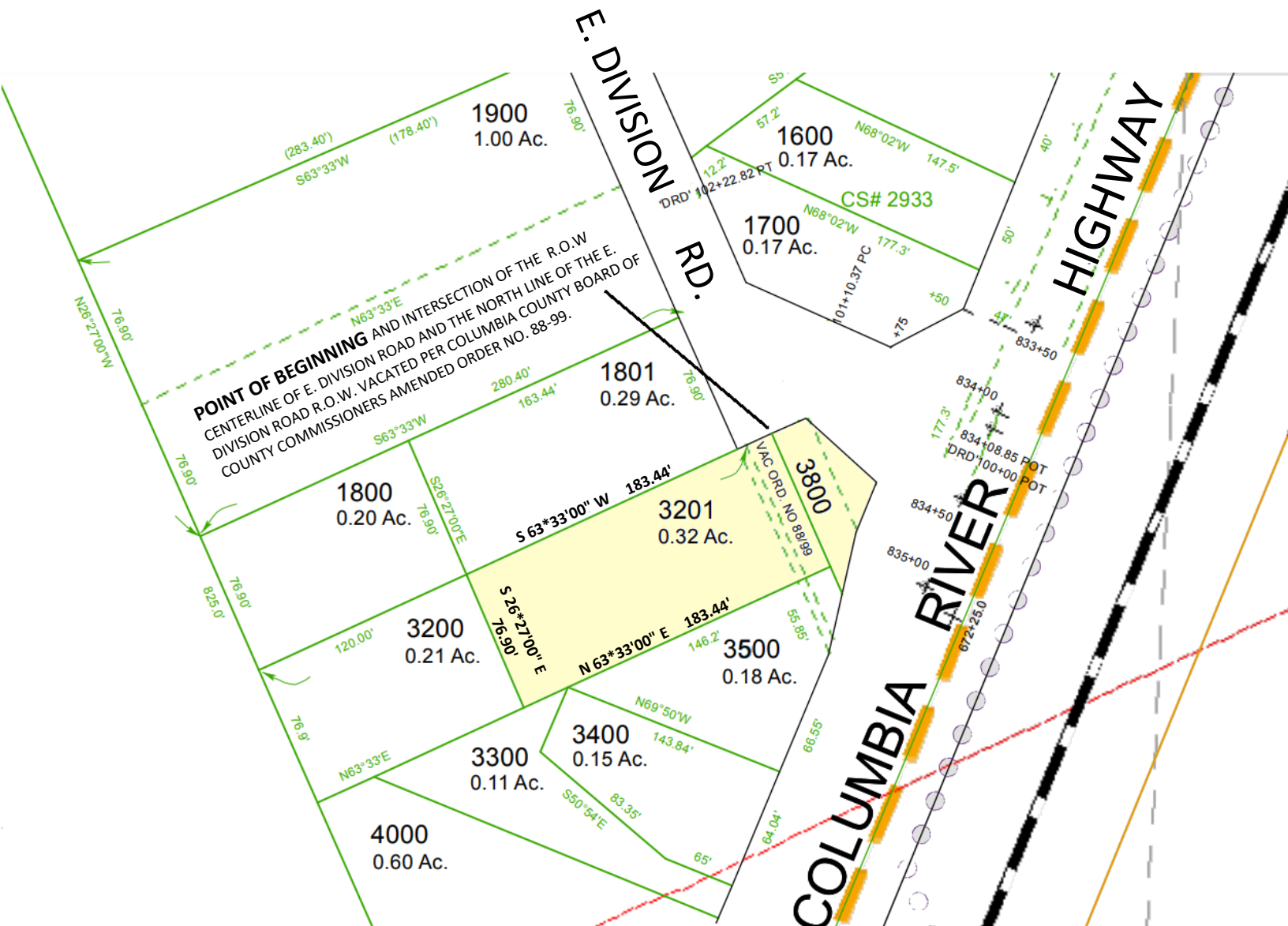
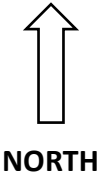
Thence, Southerly along said centerline to the North right-of-way line of Columbia River Highway (US30);

Thence, starting Northerly and continuing counterclockwise along the right-of-way edge of Columbia River Highway (US30) and East Division Road to the **True Point of Beginning**.

ORD NO. 3277 EXHIBIT B

N.E. 1/4 S.W. 1/4 SEC.8 T.4N. R.1W. W.M.

COLUMBIA COUNTY



**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Annexation A.3.21**

APPLICANT: Kenneth Hughes
OWNERS: KRH Rentals, LLC / Kenneth & Betty Hughes
ZONING: Columbia County's Commercial-General (C-3)
LOCATION: 35480 East Division Road
 4N1W-8CA-3800 & 3201
PROPOSAL: The property owner filed consent to annex because they would like to connect City sewer.

SITE INFORMATION / BACKGROUND

This application for annexation contains two lots. The first lot is 13,939 square feet (0.32 acres) and is developed with a multi-dwelling building with three units. There are also six small accessory structures (approximately 10' x 10') with travel trailer hookups to sewer, water, and electrical panels for six trailers. The multi-dwelling building, the accessory structures, and travel trailer park use appears to pre-date the County's land use and building permitting records. However, the County recently processed a plumbing permit (192-21-001520-PLM) to connect the multi-dwelling building to City sewer, and to install six individual sewer and water hookups for travel trailers. Access is completely gravel, except for a small paved portion near Division Road (see next page).

Access to this property is partially improved off East Division Road with a gravel driveway that goes through the second lot which is included in this application for annexation. The second lot is vacant and irregular shaped at 2,420 square feet (0.06 acres). This lot abuts East Division Road and US 30. It was sold to the applicants from ODOT in October 2000. Prior to that, a portion of this irregular-shaped property was remnant right-of-way old alignment of Division Road which was vacated from the County in 1999. There are curb-tight frontage improvements along US 30 abutting this lot.

Abutting Zoning

North – County's Commercial-General (C-3)
 East – County's Commercial-Highway (C-5) & City's Heavy Industrial (HI)
 South - County's Commercial-General (C-3)
 West - County's Commercial-General (C-3)

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: November 9, 2021. Public hearing before the City Council: December 1, 2021.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on September 29, 2021 through their PAPA Online Submittal website.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property on October 15, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on October 27, 2021 in The Chronicle newspaper.

AGENCY REFERRALS & COMMENTS

ODOT: It looks like the St. Helens wants to bring these 2 lots into annexation with the city, and no new development changes to the existing accesses is proposed. As such, ODOT has no comment on the application.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
 - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
 - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
 - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Unincorporated Highway Commercial. Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety, and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

This property is separated by only a public right-of-way to City limits. As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

(b) There is no evidence of a change in neighborhood, or mistake or inconsistency in the Comprehensive Plan or Zoning Map.

Finding: The quasi-judicial amendment and standards criteria are met.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")).

"Significant" means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
- (b) Change standards implementing a functional classification system; or
- (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;

- (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
- (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's Commercial-General (C-3) and the City's only zoning option given annexation is Highway Commercial.**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

Finding: No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and

- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Discussion: (a) Water – The site is currently connected to McNulty Water. The nearest City water line is near Les Schwab on Highway 30 approximately 680 feet away from the subject property.

Sewer – Since the applicant filed a consent to annex, they have connected the property to City sewer. With regards to capacity, the City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place and there is substantial capacity available.

Transportation - As described above, this proposal poses no significant impact on a transportation facility.

Finding: Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) The land use of the subject property is a multi-dwelling building with three units. This is not an allowed use in the City's Highway Commercial (HC) zoning district. This will create a non-conforming use of the property upon annexation into the City. The subject property is also being used as a travel trailer park, which is a Conditional Use within the City's HC zoning district. It was also not developed using the City's standards for travel trailer parks, so this use will also be considered a non-conforming use upon annexation into the City.

Finding: There is no known conflict with the Comprehensive Plan and implementing ordinances.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on the west side of the subject property. Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125

requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.

The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

The subject property is served by McNulty water. City sewer capacities are adequate to serve the subject property. This is explained above. The existing development is adequately served.

- **Statewide Planning Goal 12: Transportation.**

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a “safe, convenient and economic transportation system.” This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule (“TPR”). The TPR contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City’s provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

(d) The subject property has access off East Division Road, and there is a small section (about 60’) of abutting frontage without improvements. The subject property also abuts Highway 30. Highway 30 is a major arterial with curb-tight sidewalks abutting the subject property, which does not meet our typical cross section standard. The existing right-of-way for major arterials is 101’, which is also not met. **However, this property not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements or right-of-way dedications.** As such, no improvements are warranted with this proposal.

(e) The subject property is not greater than 10 acres in gross size. A needs analysis is not necessary.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city’s zoning district which most closely implements the city’s comprehensive plan map designation.

Discussion: The Comprehensive Plan designation is currently Unincorporated Highway Commercial (UHC). The City’s only zoning option given annexation is Highway Commercial (HC). The Comprehensive Plan designation would thus be Highway Commercial (Incorporated) (HC).

Finding: Upon annexation, the subject property’s Comprehensive Plan designation shall be Highway Commercial (Incorporated) and zoned Highway Commercial (HC).

SHMC 17.112.020 – Established & Developed Area Classification criteria

(1) Established Area.

- (a) An “established area” is an area where the land is not classified as buildable land under OAR 660-08-0005;
- (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
- (c) An area shown on a zone map or overlay map as an established area.

- (2) Developing Area. A “developing area” is an area which is included in the city’s buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered “suitable and available” unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned.

Finding: The subject property is not zoned residential. This provision does not apply.

CONCLUSION & DECISION

Based upon the facts and findings herein, the Council approves this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Highway Commercial (Incorporated) HC and be zoned Highway Commercial (HC).

*This annexation will **not** be subject to voter approval subsequent to this land use process.*

Rick Scholl, Mayor

Date

City of St. Helens
ORDINANCE NO. 3278

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN
 PROPERTY AT 58471 COLUMBIA RIVER HIGHWAY

WHEREAS, applicant Shivam Patel requested to annex to the City of St. Helens certain property at 58471 Columbia River Highway. This property is also described per **Exhibit A**; and

WHEREAS, the applicant has consented in writing to the proposed annexation; and

WHEREAS, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

WHEREAS, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

WHEREAS, appropriate notice has been given and a public hearing was held December 1, 2021 on the annexation proposal; and

WHEREAS, the Council has considered findings of compliance with criteria and law applicable to the proposal.

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

Section 1. The above recitations are true and correct and are incorporated herein by this reference.

Section 2. The property described **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

Section 3. The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Highway Commercial, HC.

Section 4. The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Highway Commercial (Incorporated).

Section 5. In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.6.21 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

Section 6. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time:
Read the second time:

December 15, 2021
January 5, 2022

APPROVED AND ADOPTED this 5th day of January 2022 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

EXHIBIT A
LEGAL DESCRIPTION

A parcel of land located in the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$, of Section 8, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, more specifically described as follows:

Beginning at a point along the East right-of-way line of Kavanagh Avenue, said point being the most Northerly corner of Lot 14, Block 2, Golf Club Addition to St. Helens, Columbia County, Oregon, also the **True Point of Beginning**;

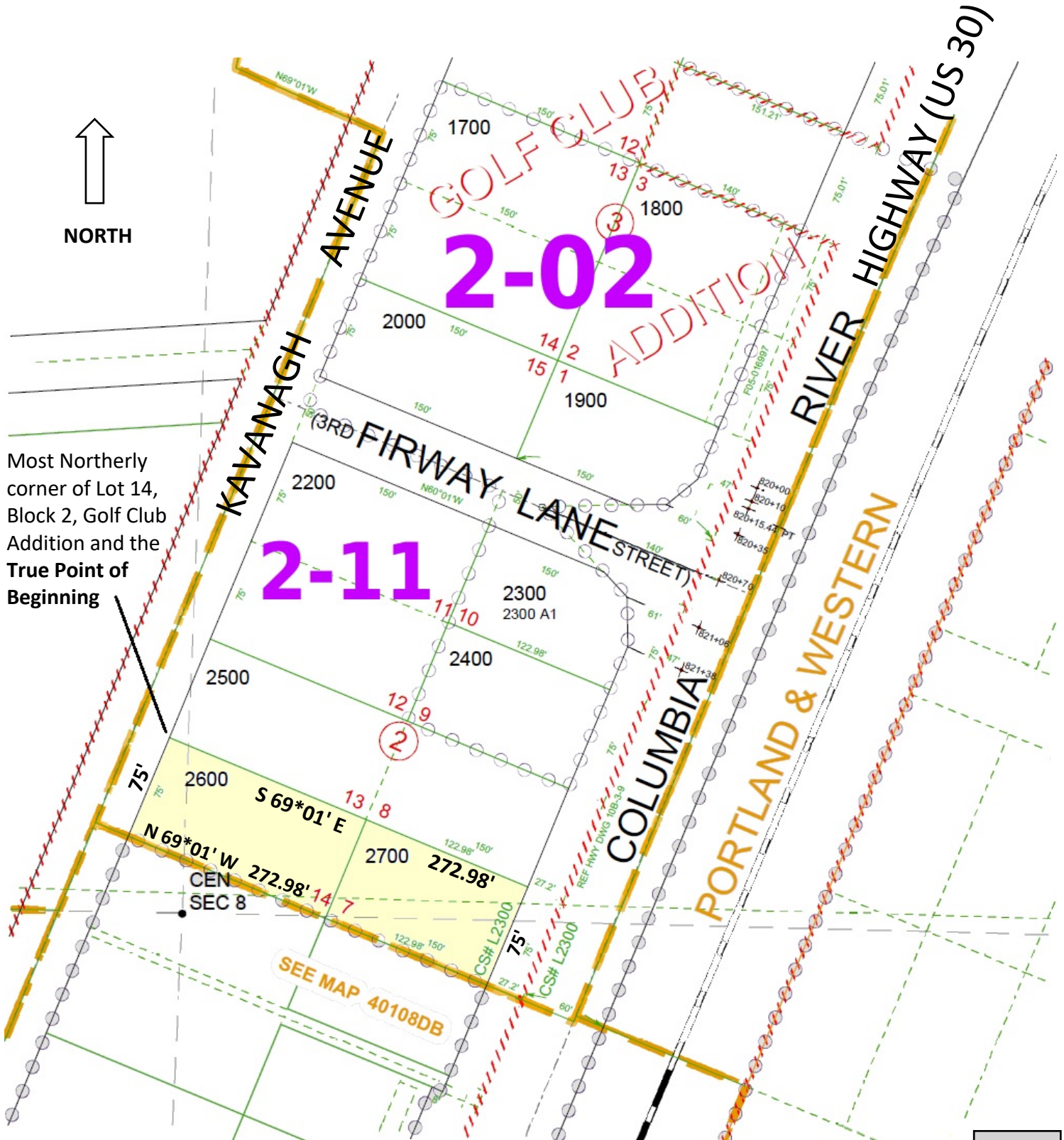
Thence, South 69°01' East along the North line of said Lot 14 and continuing along the North line of Lot 7, Block 2, Golf Club Addition to St. Helens, Columbia County, Oregon a distance of 272.98 feet to the West right-of-way line of Columbia River Highway (US 30);

Thence, Southwesterly along said right-of-way line a distance of 75 feet;

Thence, North 69°01' West along the south line of Lots 7 and 14, Block 2, Golf Club Addition to St. Helens, Columbia County, Oregon a distance of 272.98 feet to the East right-of-way line of Kavanagh Avenue;

Thence, Northeasterly along said right-of-way line a distance of 75 feet to the **True Point of Beginning**.

COLUMBIA COUNTY



**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT & CONCLUSIONS OF LAW
Annexation A.6.21**

APPLICANT: Shivam Patel
OWNERS: Sahjahand Investments, LLC
ZONING: Columbia County's Commercial-General (C-3)
LOCATION: 58471 Columbia River Highway
 4N1W-8AC-2600 & 2700
PROPOSAL: The property owner filed consent to annex because they would like to use the City's development rules and connect to City sewer.

SITE INFORMATION / BACKGROUND

This annexation request contains two lots, one at 11,326 square feet (0.26 acres) and one at 9,148 square feet (0.21 acres). The smaller of the two lots is developed with a detached single-family dwelling, while the larger is undeveloped. The developed lot abuts Columbia River Highway with a paved driveway approach and curb-tight sidewalks. The undeveloped lot abuts Kavanagh Avenue right-of-way in the rear. There is no developed roadway or frontage improvements abutting the property in the back, though it is improved as a gravel road that leads to the subject property heading north from Firway Lane. There are known wetlands within the Kavanagh Avenue right-of-way partially abutting this property and further south.

Kavanagh Avenue right-of-way is also the location of City sewer. The property is connected to McNulty Water. The applicant is interested in developing the subject properties in conjunction with two abutting properties under the same ownership (and already within City limits) with new commercial uses.

Photos of the subject property are on the next page.

Abutting Zoning

North – County's Commercial General (C-3)
 East – City's Heavy Industrial (HI)
 South – City's Highway Commercial (HC)
 West – City's Highway Commercial (HC)

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: November 9, 2021. Public hearing before the City Council: December 1, 2021.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on September 29, 2021 through their PAPA Online Submittal website.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property on October 15, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on October 27, 2021 in The Chronicle newspaper.

AGENCY REFERRALS & COMMENTS

ODOT: It looks like the St. Helens wants to bring these 2 lots into annexation with the city, and no new development changes to the existing accesses is proposed. As such, ODOT has no comment on the application.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
 - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
 - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
 - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Unincorporated Highway Commercial. Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No.

3241), and the Housing Needs Analysis (Ord. No. 3244). Finally, there is no evidence that this proposal will be contrary to the health, safety, and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

This property is separated by only a public right-of-way to City limits. As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate. Other provisions applicable to this proposal are discussed elsewhere herein.

(b) There is no evidence of a change in neighborhood, or mistake or inconsistency in the Comprehensive Plan or Zoning Map.

Finding: The quasi-judicial amendment and standards criteria are met.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")).
"Significant" means the proposal would:
 - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
 - (b) Change standards implementing a functional classification system; or
 - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that

allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:

- (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's Commercial-General (C-3) and the City's only zoning option given annexation is Highway Commercial.**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

Finding: No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Discussion: (a) Water – The site is currently connected to McNulty Water. The nearest City water is approximately 590 feet away.

Sewer – The applicant desires to connect to City sewer which is available in the Kavanagh Avenue right-of-way abutting the subject property. With regards to capacity, the City’s wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the “loading” or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City’s sanitary sewer system as infrastructure is in place and there is substantial capacity available.

Transportation - As described above, this proposal poses no significant impact on a transportation facility.

Finding: Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) The land use of the subject property is a detached single-family dwelling. This is not an allowed use in the City’s Highway Commercial (HC) zoning district. This will create a non-conforming use of the property upon annexation into the City. However, the applicant is aware of this and desires to redevelop the property as a commercial use.

Finding: There is no known conflict with the Comprehensive Plan and implementing ordinances.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City’s jurisdiction and City of St. Helens corporate limits lies on the east, west, and south side of the subject property.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city’s charter as well as other ORS. St. Helens’ Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.

The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- ***Statewide Planning Goal 1: Citizen Involvement.***

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

The subject property is served by McNulty water. City sewer capacities are adequate to serve the subject property. This is explained above. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR

contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

(d) The subject property abuts Highway 30 in the front. Highway 30 is a major arterial with curb-tight sidewalks abutting the subject property, which does not meet our typical cross section standard. The existing right-of-way for major arterials is 101', which is also not met. The subject property also abuts Kavanagh Avenue in the rear with a 50' wide right-of-way, which meets the minimum standard for local streets. Kavanagh Avenue's roadway and street frontage are entirely undeveloped abutting the property. **However, this property not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements or right-of-way dedications.** As such, no improvements are warranted with this proposal.

(e) The subject property is not greater than 10 acres in gross size. A needs analysis is not necessary.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

Discussion: The Comprehensive Plan designation is currently Unincorporated Highway Commercial (UHC). The City's only zoning option given annexation is Highway Commercial (HC). The Comprehensive Plan designation would thus be Highway Commercial (Incorporated) (HC).

Finding: Upon annexation, the subject property's Comprehensive Plan designation shall be Highway Commercial (Incorporated) and zoned Highway Commercial (HC).

SHMC 17.112.020 – Established & Developed Area Classification criteria

- (1) Established Area.
 - (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
 - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
 - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly

owned land is generally not considered available for residential uses. Land is generally considered "suitable and available" unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

OAR 660-008-0005 generally defines "Buildable Land" as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned.

Finding: The subject property is not zoned residential. This provision does not apply.

CONCLUSION & DECISION

Based upon the facts and findings herein, and the recommendations of staff and the Planning Commission, the City Council approves this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Highway Commercial (Incorporated) HC and be zoned Highway Commercial (HC).

*This annexation will **not** be subject to voter approval subsequent to this land use process.*

Rick Scholl, Mayor

Date

City of St. Helens
ORDINANCE NO. 3279

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN
PROPERTY AT 58284 OLD PORTLAND ROAD

WHEREAS, applicant Port of Columbia County requested to annex to the City of St. Helens certain property at 58284 Old Portland Road. This property is also described per **Exhibit A**; and

WHEREAS, the applicant has consented in writing to the proposed annexation; and

WHEREAS, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

WHEREAS, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

WHEREAS, appropriate notice has been given and a public hearing was held December 1, 2021 on the annexation proposal; and

WHEREAS, the Council has considered findings of compliance with criteria and law applicable to the proposal.

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

Section 1. The above recitations are true and correct and are incorporated herein by this reference.

Section 2. The property described in **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

Section 3. The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Heavy Industrial (HI).

Section 4. The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Heavy Industrial (Incorporated).

Section 5. In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.10.05 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

Section 6. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time:
Read the second time:

December 15, 2021
January 5, 2022

APPROVED AND ADOPTED this 5th day of January 2022 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

EXHIBIT A
LEGAL DESCRIPTION

A parcel of land located in the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 8, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, more specifically described as follows:

Beginning at a point where the East Line of the Posey Williams Donation Land Claim (D.L.C.) and the South right-of-way line of Old Portland Road intersect;

Thence, Westerly along said South right-of-way line a distance of 106.96 feet;

Thence, South 9°05'00" East a distance of 284.25 feet;

Thence, South 9°19'38" West a distance of 233.37 feet to the **True Point of Beginning**;

Thence, South 49°19'37" West a distance of 176.01 feet;

Thence, South 51°54'41" West a distance of 183.87 feet;

Thence, North 8°12'05" East a distance of 168.36 feet;

Thence, North 33°54'30" West a distance of 160.73 feet;

Thence, North 52°30'00" East a distance of 250 feet;

Thence, South 40°47'47" East a distance of 298.06 feet to the **True Point of Beginning**.

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT & CONCLUSIONS OF LAW
Annexation A.10.05**

APPLICANT: Port of Columbia County

OWNERS: Same

ZONING: Columbia County's Heavy Industrial (M-1)

LOCATION: 58284 Old Portland Road
4N1W-8D-1001

PROPOSAL: The property owner filed consent to annex in 2005 as part of City-initiated effort to reduce the number of "islands" outside of City limits. However, at the time of the 2005 Council public hearing, it was determined that the subject property was not contiguous to City limits. Now, because of a previous annexation in 2013 (A.1.13) which annexed the small vacant blue house on Old Portland Road (pictured on the next page), this property is eligible for annexation.

SITE INFORMATION / BACKGROUND

This annexation is for a property at 1.99 acres (86,684 square feet). The property is entirely vacant and undeveloped with several very large oak trees. It does not have direct access to Old Portland Road, but it is surrounded by property under the same ownership (Port of Columbia County), and there is informal, undeveloped access through the property directly north to a gate along Old Portland Road (pictured below). There is public sanitary sewer and water available within Old Portland Road.

Abutting Zoning

North – County's Heavy Industrial (M-1)

East – County's Heavy Industrial (M-1)

South – County's Heavy Industrial (M-1)

West – County's Heavy Industrial (M-1) & City's Heavy Industrial (HI)

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: November 9, 2021. Public hearing before the City Council: December 1, 2021.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on October 5, 2021 through their PAPA Online Submittal website.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property on October 15, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on October 27, 2021 in The Chronicle newspaper.

AGENCY REFERRALS & COMMENTS

As of the date of this staff report, no comments have been received from relevant agencies regarding this proposal.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
 - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
 - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
 - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Unincorporated Heavy Industrial. Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety, and welfare of the community.

(a)(ii) The City’s Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City’s Charter states that “annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate.” However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City’s Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

This property is separated by only a public right-of-way to City limits. As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

(b) There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

Finding: The quasi-judicial amendment and standards criteria are met.

SHMC 17.08.060 – Transportation planning rule compliance

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule (“TPR")). “Significant” means the proposal would:
 - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
 - (b) Change standards implementing a functional classification system; or
 - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
 - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
 - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
 - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:

- (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
 - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
 - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
 - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

Discussion: This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's Heavy Industrial (M-1), and the City's only zoning option given annexation is Heavy Industrial.**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

Finding: No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

SHMC 17.28.030 (1) – Annexation criteria

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

Discussion: (a) Water – The site is not currently connected to water, but it is available in the Old Portland Road right-of-way. Regarding capacity, the City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

Sewer – The site is not currently connected to sewer, but it is available within the Old Portland Road right-of-way. Regarding capacity, the City’s wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the “loading” or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City’s sanitary sewer system as infrastructure is in place and there is substantial capacity available.

Transportation - As described above, this proposal poses no significant impact on a transportation facility.

Finding: Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

(b) There are no current uses established on the property. The property would be subject to the City’s Heavy Industrial zoning district uses.

Finding: There is no known conflict with the Comprehensive Plan and implementing ordinances.

(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City’s jurisdiction and City of St. Helens corporate limits lies on the west side of the subject property. Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city’s charter as well as other ORS. St. Helens’ Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals. The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

- *Statewide Planning Goal 1: Citizen Involvement.*

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."

The subject property is not currently connected to utilities. City sewer and water capacities are adequate to serve the subject property. This is explained above. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR

contains numerous requirements governing transportation planning and project development.

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

(d) The subject property does not directly abut a public right-of-way, so this provision does not apply.

(e) The subject property is not greater than 10 acres in gross size. A needs analysis is not necessary.

Finding: The annexation approval criteria are met for this proposal.

SHMC 17.28.030 (2) – Annexation criteria

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

Discussion: The Comprehensive Plan designation is currently Unincorporated Heavy Industrial (UHI). The City's only zoning option given annexation is Heavy Industrial (HI). The Comprehensive Plan designation would thus be Heavy Industrial (Incorporated) (HI).

Finding: Upon annexation, the subject property's Comprehensive Plan designation shall be Heavy Industrial (Incorporated) and zoned Heavy Industrial (HI).

SHMC 17.112.020 – Established & Developed Area Classification criteria

- (1) Established Area.
 - (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
 - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
 - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

Discussion: OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered "suitable and available" unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

OAR 660-008-0005 generally defines “Buildable Land” as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned.

Finding: The subject property is not zoned residential. This provision does not apply.

CONCLUSION & DECISION

Based upon the facts and findings herein, and the recommendations of staff and the Planning Commission, City Council approves of this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Heavy Industrial (Incorporated) HI and be zoned Heavy Industrial (HI).

*This annexation will **not** be subject to voter approval subsequent to this land use process.*

Rick Scholl, Mayor

Date

**SECOND AMENDMENT TO
Edge Development
Public Improvement Contract for the
Campbell Park Sport Courts Installation, Project No. M-508**

Item #5.

This agreement is entered into this 5th day of January 2022, by and between the City, (hereinafter "City"), and Edge Development, (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Materials and Services Agreement on June 22, 2021, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. The original contract was amended on September 1, 2021 to provide for the installation of fencing around the new sport courts to create a better finished product.
- C. Additional time is needed to complete the improvements at Campbell Park due to delays in product supplies.

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

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. The contract expiration date shall be extended to December 31, 2022.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 5th day of January 2022.

Contractor

City

Dave Didier

Rick Scholl, Mayor

Date: 12-13-2021

Date: _____

Attest:

By: _____
Kathy Payne, City Recorder

City of St. Helens
EXTENSION OF PERSONAL SERVICES AGREEMENT

Direct Responsible Charge for
Water Filtration Facility

This Extension is made on January 5, 2022, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Steven Wabschall** ("Contractor").

RECITALS

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

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

C. WHEREAS, St. Helens and Contractor mutually desire to extend the term of the Agreement for an additional year, retroactively to January 1, 2022.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the Agreement signed on or about May 5, 2021, shall be amended to reflect a **termination date of December 31, 2022**, unless earlier terminated according to the terms of the Contract.

2. This extension is retroactive to January 1, 2022.

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

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CONTRACTOR:

STEVEN WABSCHALL

By: _____

Name: _____

Its: _____

**SECOND AMENDMENT TO
Keller Associates, Inc. Personal Services Agreement for the
Sanitary Sewer Master Plan Update & Stormwater Master Plan Update, Project No. P-511**

This agreement is entered into this 5th day of January 2022, by and between the City, (hereinafter "City"), and Keller Associates, Inc., (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Personal Services Agreement on June 17, 2020 and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. As part of the original contract Contractor and City agreed that Contractor would perform consulting services to update the current Sanitary Sewer System Master Plan and the Stormwater Master Plan.
- C. In March 2021, the City was named by DEQ as a designated management agency (DMA) in the Willamette Basin Mercury Total Maximum Daily Load. As a DMA, the City is required to develop a mercury TMDL implementation plan which will contain measurable objectives, milestones and timelines to reduce human-caused sources of mercury. This plan must be submitted to DEQ before Sept. 3, 2022. The original contract was amended on June 16, 2021 to expand the Scope of Work of the Stormwater Master Plan update to develop the City's mercury TMDL Implementation Plan in compliance with DEQ.
- D. Updates to the Sanitary Sewer System Master Plan and the Stormwater Master Plan have been completed.
- E. Work on the development of the mercury TMDL implementation plan is ongoing.
- F. The term of the original contract expires on December 31, 2021.
- G. The City desires to extend the contract time of the original contract with the Contractor to retain their support while the City continues the work of the development the mercury TMDL implementation plan.

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

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. The contract expiration date shall be extended to December 31, 2022.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 5th day of January 2022.

Contractor

City



Date: 12/13/2021

Rick Scholl, Mayor

Date: _____

Attest:

By: _____
Kathy Payne, City Recorder

12/13/21

Keller Associates Inc
P-511, Sanitary Sewer Master Plan and Stormwater Master Plan Updates
Second Amendment to Contract

- 1 -

ARCIFORM

design | restore | remodel

December 22nd, 2021

City of St. Helens
265 Strand Street
St. Helens, OR 97051
Jenny Dimsho, AICP
(503) 366-8207
jdimsho@ci.st-helens.or.us

Job #:

Work Order

For the price of fifty-one thousand, six hundred eighty-four and 00/100 dollars, (\$51,684.00), Arciform will perform the scope of work outlined in this work order.

Permits

1. Building and Trade permits are not required for this scope of work. Should any government entity require a permit or alterations to the scope of work defined in this work order before issuing the appropriate permit/s or during inspections, this will constitute a change order and will be paid for by the client per the Arciform Agreement on a time and materials basis.
2. Arciform has acquired a temporary one-year contractor's license to work in the City of St. Helen's, Oregon. Cost is included in this proposal.

Protection

1. Client is responsible for the removal of all personal items from the work area prior to commencement of work.
2. Prior to demolition, to protect the health and safety of our employees, subcontractors, and clients, Arciform will conduct an asbestos and lead survey. Analytical test results are required for the following products but are not limited to paint, plaster, drywall compound, HVAC wrap, spray on textures, vinyl and linoleum flooring, insulation, electrical wire insulation, roofing underlayment and asphalt shingles.
3. If any materials are found to have asbestos (1% minimum), analytical testing and removal of asbestos materials must be performed by a licensed asbestos abatement contractor and is not included in this agreement.
4. If paint is found to have lead present (1% minimum), Arciform will implement lead-safe protocols during demolition/removal of said lead-based paint.

Travel

1. Per the Client/Arciform Agreement, travel time outside of a 15-mile radius from our office at 2303 N. Randolph Ave. in Portland, Oregon is a billable expense. This is included as a fixed cost in the work order.

Project Scope: New Metal Cornice with Flashing Cap

1. Provide, erect, and remove scaffolding. Note: maintain access to entry and payment drop box.
2. Remove existing metal cornice. Deliver to Schmeer Sheet Metal for profile matching.
3. Remove all dry-rot and framing from behind original cornice.
4. Fabricate new 24 gauge galvanized metal cornice with a separate galvanized metal flashing cap. Match original profile.
5. Rivet and seal (caulking) vertical seams in cornice.
6. Rivet and solder ledge seams.
7. Etch galvanized metal to accept primer and paint.
8. Fabricate and install custom metal L brackets in brick veneer to suspend new cornice.
9. Install pressure treated 3/4" plywood over brackets.
10. Install WRB (weather wrap barrier) over plywood.
11. Kerf one horizontal line (length of cornice) in brick veneer to accept flashing cap for cornice.
12. Install cornice.
13. Install metal cap over cornice and apply sanded caulk joint at kerf for flashing to brick veneer transition.
14. Paint cornice and metal cap. Paint selection TBD.
15. Clean up and haul away all debris from this work.

Project Scope: Brick Parapet Wall (TPO Membrane & Concrete Tiles)

1. Provide, erect, and remove scaffolding. Note: maintain access to entry and payment drop box.
2. Remove existing concrete tiles and salvage for reuse (Reuse is TBD per client).
3. Pull back existing TPO membrane.
4. Inspect parapet wall and roof under pulled back TPO for dry-rot in structural components and wood nailers (substrate for parapet tiles).
5. Wire brush brick/masonry on top of the parapet wall (birds' nests, dirt, and vegetation). Remove loose mortar from brick parapet ledge.
6. Wire brush concrete tiles, scrub and remove moss/dirt.
7. Repair broken concrete tiles with copper wire and caulking.
8. Re-seal concrete tiles.
9. Install new wood nailer anchored into brick parapet wall top.
10. Install screen and Flexim Stynthetic mortar along outside edge of brick ledge to prevent nesting birds.
11. Reinstall TPO membrane and patch membrane as necessary at top of parapet wall with Eternabond membrane tape.
12. Option: install 24 gauge prepainted (standard colors) metal flashing cap in lieu of reinstalling concrete tiles. See Selected Options.
13. Option: install 20 oz. copper hipped parapet wall cap in lieu of reinstalling concrete tiles. See Selected Options.
14. Reinstall original concrete tiles (drill tiles and secure to wood nailer substrate).
15. Clean up and haul away all debris from this work.

Client Supplied Items

The following items are not included in this agreement. Please refer to "Client Supplied Material or Labor Disclaimer." All re-used materials or salvaged items are understood to be in "as-is" condition. If said items are to be refurbished, this work will be done on a time and materials basis. This list is not meant to be all inclusive. It has been included only as a guide. Items to be provided by Client:

1. Construction and Trade permit and inspection fees if required by the City of St. Helens.
2. Taxes if required.
3. Hazardous materials (specifically asbestos) waste removal if discovered during the asbestos survey, demolition, or construction.
4. Sidewalk closure permit and fees if required by the City of St. Helens.
5. Parking permits and fees if required by the City of St. Helens.
6. Access to bathroom and cleaning facilities for site labor and clean up (Covid-19 and Lead-safe mandates).

Selected Option

The following is a list of selected items that can be added to or deducted from the agreement. Fixed price options will be applied to the first scheduled progress payment. Time and materials option invoices will be delivered every two weeks for labor & materials.

To accept an option below, please initial in the corresponding space to the left. If you do not wish to choose that option, please mark "NO" in that space. Options are to be completed within the remodel schedule established by the Project Manager.

- | | | |
|----------|--|-------------------|
| 1. _____ | Fabricate and install 24 gauge standing seam prepainted parapet cap.
Standard colors. | Add \$6,131.25 |
| 2. _____ | Fabricate and install 20 oz. copper hipped parapet wall cap. | Add \$11,198.75 |
| 3. _____ | Omit salvaging and reinstalling original concrete tile cap. | Deduct \$6,815.00 |

Payment Schedule

Although the sums set forth for each of the items are specific, the order of completion of such items is only a guide. Invoices will be delivered to Client upon reaching the milestones listed below. For fixed fee, guaranteed cost, or flat rate work, Arciform may invoice Client once each month during performance under this agreement. Additional work/change orders are either fixed price or time and materials. Fixed price additional work/change orders will be paid for prior to the commencement of the extra work. Time and materials additional work/change orders will be billed at two week intervals or added to the next scheduled progress billing. Within seven days of receipt of any invoice, Client must either issue full payment or object to the invoice. If Client objects to an invoice, Client must (a) provide reasonable notice to Arciform stating the reasons for its objection, and (b) provide Arciform with reasonable opportunity to cure Client's reasons for objection, and (c) issue partial payment to cover work not subject to its objection. Client may withhold payments pending resolution of any disputes in accordance with this agreement.

▪ Deposit upon signing	\$20,000.00
▪ Upon cornice installation (unpainted)	\$15,000.00
▪ Upon parapet wall completion	\$15,000.00
▪ Upon completion	\$ 1,684.00

Please note: some items might need to be completed after the punch list walk through. The payment is still due, but an amount based on the value of the punch list item will be determined, agreed upon and withheld until those items are completed.

Agreement

If Client agrees to the terms of this Work Order, Client will sign and return a copy of the Work Order with the deposit within 14 days of date of this agreement, as prices cannot be guaranteed after that date. See the "Arciform Agreement" for specifications to this Work Order.

Client Signature _____ Date _____

Arciform LLC _____ Date _____

ARCIFORM

design | restore | remodel

Name: City of St. Helens	Job #:
Date: 11.13.2020	
Description: Parapet and Cornice	
	PM: AS
	CC: BH

TASK	HOURS	UNITS	PRICE
307L DELIVERY DRIVER	8		\$ 360.00
307L FIELD TRAVEL/DELIVERY	20		\$ 1,460.00
300L PROJECT MANAGEMENT	24		\$ 2,280.00
300L SITE LEAD MANAGEMENT	8		\$ 584.00
417M ASBESTOS		1	\$ 187.50
417L ASBESTOS	4		\$ 380.00
427L CLEAN & PROTECT & SCAFFOLDING	12		\$ 876.00
427M CLEAN & PROTECT		1	\$ 625.00
417L DEMOLITION	28		\$ 2,044.00
417M DEMOLITION		1	\$ 93.75
417L TRASH REMOVAL	6		\$ 438.00
418L FRAMING/L BRACKETS	14		\$ 1,022.00
418M FRAMING MATERIALS		1	\$ 62.50
421S ROOFING		1	\$ 17,656.25
422L METALWORK	4		\$ 292.00
422S METALWORK		1	\$ 13,585.00
416L PAINTING CORNICE	16		\$ 1,168.00
416M PAINTING CORNICE		1	\$ 312.50
PROFIT		1	\$ 5,505.00
OVERHEAD		1	\$ 2,752.50
TOTAL COST AND PRICES			\$ 51,684.00
CONTRACT PRICE			\$ 51,684.00
PROJECTED HOURS			144

Amendment Number 1

Project Name: Food Bank Design and Construction

This amendment is made and entered into by and between the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority of the Oregon Business Development Department (“OBDD”), and the City of Saint Helens, Oregon (“Recipient”), and amends the Grant Contract between Recipient and OBDD, Project Number C18005, dated 23 January 2019, (“Contract”) for the above-named Project. Capitalized terms not defined in this amendment have the meanings assigned to them by the Contract.

Recital: The purpose of this amendment is to extend the Project Completion Deadline and modify the Project Budget to indicate an increase to the matching funds.

The parties agree as follows:

1. Amend Section 4 (Effective Date; Project Completion Deadline) of the Contract as follows (deletion in ~~striketrough~~; addition in double underline):
 - A. This Contract shall become effective on the date (“Effective Date”) this Contract is fully executed and approved as required by applicable law. The approved grant activities **must be completed within 24 months** ~~from the Effective Date~~ no later than 31 December 2021 (“Project Completion Deadline”).
2. Remove Exhibit E (Project Budget) of the Contract and replace it with the following new Exhibit E:

EXHIBIT E - PROJECT BUDGET

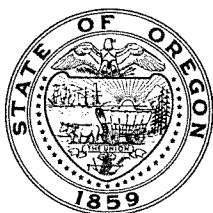
	OBDD Funds	Other / Matching Funds
Activity	Approved Budget	Approved Budget
Architectural	90,000	0
Construction	1,195,000	228,377
Construction Contingency	119,000	23,400
Labor Standards Compliance	15,000	0
Grant Administration	25,000	0
Permitting and Deferred submittals	25,000	0
Legal and Procurement	31,000	0
Total	\$1,500,000	\$251,777

- 3) Amend Exhibit F–Information Required by 2 CFR § 200.331(A)(1) of the Contract as follows (deletions in ~~striketrough~~; additions in double underline):
 - (v) Sub-award Period of Performance Start and End Date: 24 months from contract execution
23 January 2019 to 31 December 2021

OBDD will have no obligation under this amendment, unless within 60 days after receipt, the Recipient delivers to OBDD the following items, each in form and substance satisfactory to OBDD and its Counsel:

- (i) this amendment duly executed by an authorized officer of the Recipient; and
- (ii) such other certificates, documents, opinions and information as OBDD may reasonably require.

Except as specifically provided above, this amendment does not modify the Contract, and the Contract shall remain in full force and effect during the term thereof. This amendment is effective on the date it is fully executed and approved as required by applicable law.



STATE OF OREGON
acting by and through its
Oregon Infrastructure Finance Authority
of the Business Development Department

775 Summer Street NE Suite 200
Salem OR 97301-1280
Phone 503-798-5076

By: **Edward Tabor**
Chris Cummings, Interim Director
Business Oregon
Signed on behalf of Chris Cummings
Edward Tabor Program * Incentives Mgr


Digitally signed by Edward
Tabor
Date: 2021.02.26 11:05:32
-08'00'

Date: _____



CITY OF SAINT HELENS

PO Box 278
Saint Helens OR 97051-0278
Phone 503-397-6272

By: 
The Honorable Rick Scholl
Mayor of Saint Helens

Date: 02/25/21

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

Received 02/25/2021

Not required by OAR 137-045-0050

Amendment Number 2

Project Name: Food Bank Design and Construction

This amendment is made and entered into by and between the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority of the Oregon Business Development Department (“OBDD”), and the City of Saint Helens, Oregon (“Recipient”), and amends the Grant Contract between Recipient and OBDD, Project Number C18005, dated 23 January 2019, (“Contract”) for the above-named Project. Capitalized terms not defined in this amendment have the meanings assigned to them by the Contract.

Recital: The purpose of this amendment is to extend the Project Completion Deadline and modify the Project Budget to indicate an increase to the matching funds.

The parties agree as follows:

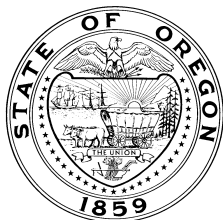
1. Amend Section 4 (Effective Date; Project Completion Deadline) of the Contract as follows (deletion in ~~striketrough~~; addition in double underline):
 - A. This Contract shall become effective on the date (“Effective Date”) this Contract is fully executed and approved as required by applicable law. The approved grant activities **must be completed** no later than 30 Jun 2022~~31 December 2021~~, (“Project Completion Deadline”).
- 3) Amend Exhibit F–Information Required by 2 CFR § 200.331(A)(1) of the Contract as follows (deletions in ~~striketrough~~; additions in double underline):
 - (v) Sub-award Period of Performance Start and End Date: 24 months from contract execution 23 January 2019 to 31 December 2021~~30 Jun 2022~~.

SIGNATURE PAGE FOLLOWS

OBDD will have no obligation under this amendment, unless within 60 days after receipt, the Recipient delivers to OBDD the following items, each in form and substance satisfactory to OBDD and its Counsel:

- (i) this amendment duly executed by an authorized officer of the Recipient; and
- (ii) such other certificates, documents, opinions and information as OBDD may reasonably require.

Except as specifically provided above, this amendment does not modify the Contract, and the Contract shall remain in full force and effect during the term thereof. This amendment is effective on the date it is fully executed and approved as required by applicable law.



STATE OF OREGON
 acting by and through its
 Oregon Infrastructure Finance Authority
 of the Oregon Business Development
 Department

775 Summer Street NE Suite 200
 Salem OR 97301-1280
 Phone 503-798-5076



CITY OF SAINT HELENS

PO Box 278
 Saint Helens OR 97051-0278
 Phone 503-397-6272

By: _____
 Chris Cummings
 Assistant Director

By: _____
 The Honorable Rick Scholl
 Mayor of Saint Helens

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

Not required by OAR 137-045-0050

CONTRACT PAYMENTS

City Council Meeting
January 5, 2022

Clark & Sons Excavating, Inc.

Project: Little/Tualatin/N. 7th St Waterline Imps (PR#1) \$ **39,834.12**

David Evans and Associations Inc.

Project: Columbia Blvd. Sidewalk & Safety Imps (Inv#500286) \$ **438.31**

APPROVED FOR PAYMENT
INIT DATE
ACCOUNTS PAYABLE
FINANCE
MZ
SUPERVISOR 12/21/21
Account # 601-000-53001



Payment Request #1

PROJECT: LITTLE ST, TUALATIN ST, & N 7TH ST WATERLINE IMPROVEMENTS
PROJECT # W-475
DATE: 12/27/2021
DEPARTMENT: Public Works Department - Engineering Division

CONTRACTOR: CLARK & SONS EXCAVATING, INC.
7601 NE 289TH STREET
BATTLE GROUND, WA 98604

Previous Contract Payments		Retainage Held		Previous Amount Paid		Invoice Date	
PR#							
	\$295,778.00						
	\$0.00						
	\$295,778.00						
	\$41,930.65						
	\$41,930.65						
	\$2,096.53						
	\$81,868.00						
	\$253,847.35						
	14%						
Total Previous Amount Paid		\$		\$		\$	
Total Retainage Held To-Date:		\$		\$		\$	

PAYMENT DUE \$39,834.12

Contract Bid Items		Completed Prior to This Pay Period		Completed This Pay Period		Remaining On Contract	
Item #	Description	Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Earned This Pay Period	Quantity Remaining	Cost Remaining
PHASE 1 CONSTRUCTION							
1	MOBILIZATION, BONDS, INSURANCE, & DEMOBILIZATION		\$	1.00	\$ 9,000.00	0	\$ -
2	TEMPORARY WORK ZONE TRAFFIC CONTROL		\$		\$ 4,500.00	1	\$ 4,500.00
3	EROSION AND SEDIMENTATION CONTROL		\$		\$ 1,000.00	1	\$ 1,000.00
4	6-INCH CLASS 50 DUCTILE IRON POTABLE WATER PIPE W/ FITTINGS, COUPLINGS, & RESTRAINED JOINTS, AND CLASS B BACKFILL		\$	294.00	\$ 18,816.00	698	\$ 44,672.00
5	LONG RUN - EXTEND AND CONNECT 1-INCH OR 1/2-INCH COPPER WATER SERVICE TO NEW WATER MAIN, CLASS B BACKFILL		\$		\$ 7,185.00	5	\$ 7,185.00
6	SHORT RUN - CONNECT 1-INCH OR 1/2-INCH COPPER WATER SERVICE TO NEW WATER MAIN, CLASS B BACKFILL		\$		\$ 8,000.00	8	\$ 8,000.00
7	6-INCH RESILIENT SEATED GATE VALVE, COMPLETE		\$		\$ 4,080.00	3	\$ 4,080.00
8	4-INCH RESILIENT SEATED GATE VALVE, COMPLETE		\$		\$ 833.00	1	\$ 833.00
9	FIRE HYDRANT ASSEMBLY W/ 6-INCH RESILIENT SEATED GATE VALVE, COMPLETE		\$		\$ 6,138.00	1	\$ 6,138.00
10	REMOVE EXISTING FIRE HYDRANT ASSEMBLY		\$	1.00	\$ 953.00	0	\$ -
11	TEMPORARY BLOWOFF ASSEMBLY WITH 6-INCH GATE VALVE		\$		\$ 3,960.00	2	\$ 3,960.00
12	CONNECT EXISTING 4-INCH WATER MAIN TO NEW WATER MAIN, CLASS B BACKFILL		\$		\$ 4,500.00	1	\$ 4,500.00
13	ABANDONING EXISTING WATERMAIN IN PLACE - CUT AND CAP		\$		\$ 6,000.00	4	\$ 6,000.00
14	REMOVE AND REPLACE EXISTING PAVEMENT, COMPLETE		\$		\$ 19,200.00	300	\$ 19,200.00
15	HOT TAP CONNECTION TO EXISTING 12-INCH WATER MAIN, COMPLETE		\$		\$ 4,675.00	1	\$ 4,675.00
16	ROCK EXCAVATION		\$		\$ 13,161.65	-0.05	\$ (15.65)
17	CONSTRUCTION STAKING AND AS-BUILT SURVEY		\$		\$ 7,000.00	1	\$ 7,000.00
PHASE 1 TOTAL			\$ 163,658.00		\$ 41,930.65		\$ 121,727.35

Contract Bid Items

Item #	Description	Unit	Qty	Unit Price	Contract Price	Total Quantity Completed To-Date	Total Contract Earned Date	Quantity Completed This Pay Period	Total Earned This Pay Period	Quantity Remaining	Cost Remaining
PHASE 2 CONSTRUCTION											
1	MOBILIZATION, BONDS, INSURANCE AND DEMOBILIZATION	LS	1	\$2,000.00	\$ 2,000.00		\$ -		\$ -	1	\$ 2,000.00
2	TEMPORARY WORK ZONE TRAFFIC CONTROL	LS	1	\$951.00	\$ 951.00		\$ -		\$ -	1	\$ 951.00
3	EROSION AND SEDIMENTATION CONTROL	LS	1	\$224.00	\$ 224.00		\$ -		\$ -	1	\$ 224.00
4	6-INCH CLASS 50 DUCTILE IRON POTABLE WATER PIPE W/ FITTINGS, COUPLINGS, & RESTRAINED JOINTS, AND CLASS B BACKFILL	LF	374	\$66.00	\$ 24,684.00		\$ -		\$ -	374	\$ 24,684.00
5	4-INCH CLASS 52 DUCTILE IRON POTABLE WATER PIPE W/ FITTINGS, COUPLINGS, & RESTRAINED JOINTS, AND CLASS B BACKFILL	LF	220	\$86.00	\$ 18,920.00		\$ -		\$ -	220	\$ 18,920.00
6	EXTEND AND CONNECT WATER SERVICE ON DEER ISLAND RD TO EXISTING 12-INCH WATERLINE, CLASS B BACKFILL	EA	2	\$2,550.00	\$ 5,100.00		\$ -		\$ -	2	\$ 5,100.00
7	LONG RUN - EXTEND AND CONNECT 1-INCH OR 1/2-INCH COPPER WATER SERVICE TO NEW WATER MAIN, CLASS B BACKFILL	EA	8	\$1,279.00	\$ 10,232.00		\$ -		\$ -	8	\$ 10,232.00
8	SHORT RUN - CONNECT 1-INCH OR 1/2-INCH COPPER WATER SERVICE TO NEW WATER MAIN, CLASS B BACKFILL	EA	5	\$1,346.00	\$ 6,730.00		\$ -		\$ -	5	\$ 6,730.00
9	REPLACE EXIST GALVANIZED WATER SERVICE WITH 3/4-INCH COPPER, CONNECT TO NEW WATER MAIN, CLASS B BACKFILL	EA	2	\$1,933.00	\$ 3,866.00		\$ -		\$ -	2	\$ 3,866.00
10	FIRE HYDRANT ASSEMBLY W/ 6-INCH RESILIENT SEATED GATE VALVE, COMPLETE	EA	2	\$8,066.00	\$ 16,132.00		\$ -		\$ -	2	\$ 16,132.00
11	6-INCH RESILIENT SEATED GATE VALVE, COMPLETE	EA	1	\$2,159.00	\$ 2,159.00		\$ -		\$ -	1	\$ 2,159.00
12	PERMANENT BLOWOFF ASSEMBLY WITH 2-INCH GATE VALVE	EA	1	\$1,555.00	\$ 1,555.00		\$ -		\$ -	1	\$ 1,555.00
13	ABANDONING EXISTING WATERMAIN IN PLACE - CUT AND CAP	EA	4	\$1,028.00	\$ 4,112.00		\$ -		\$ -	4	\$ 4,112.00
14	REMOVE AND REPLACE EXISTING PAVEMENT, COMPLETE	SY	220	\$51.00	\$ 11,220.00		\$ -		\$ -	220	\$ 11,220.00
15	ROCK EXCAVATION	CY	45	\$383.00	\$ 17,235.00		\$ -		\$ -	45	\$ 17,235.00
16	CONSTRUCTION STAKING AND AS-BUILT SURVEY	LS	1	\$7,000.00	\$ 7,000.00		\$ -		\$ -	1	\$ 7,000.00
					PHASE 2 TOTAL	\$ 132,120.00	\$ -		\$ -		\$ 132,120.00
					TOTAL CONSTRUCTION COSTS	\$ 295,778.00	\$ -		\$ 41,930.65		\$ 253,847.35

Item #11.

12/21/20

CUSTOMER'S ORDER NO.		DEPARTMENT	NAME	ADDRESS	CITY, STATE, ZIP	SOLD BY				QUANTITY	DESCRIPTION	PRICE	AMOUNT
						CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT		
10-475		304	Clark and Sons										
12/19/2021													
1	1.85	(16)	Rock etc	12/9/21	106-025	2X1'X25							
2													
3		(16)	Rock etc	12/9/21	10'X12'X2'	114							
4													
5													
6	11.85	(16)	Rock etc	12/9/21	0230-1710	2X2'X80'							
7													
8													
9	12.44	(16)	Rock etc	12/12/2021	1710-1794	2X2'X24'							
10													
11													
12	1941	(4)	6" O.P. #1										
13													
14	14.81	(16)	Rock etc	12/14/2021	1794-2794	2X2'X100							
15													
16	100	(8)	Remove Hyd Mngt	12-11									
17													
18	100	(4)	6" O.P. 12/14/21	12-11									

RECEIVED BY

KEEP THIS SLIP FOR REFERENCE

498287



**DAVID EVANS
AND ASSOCIATES INC.**

APPROVED FOR PAYMENT
DATE: 12/21/21
BY: MZ SUPERVISOR

Sharon Darroux
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Invoice Number 500286
Invoice Date December 14, 2021
PO Number
Page 1 of 1

Work Beginning 10/31/2021 through 11/27/2021

Manager: Paul Tappana

Project STHN0000-0002: Columbia Boulevard Sidewalk and Safety Improvements

		Current Hours	Rate	Current Amount
Contract Work Performed				
Project Accountant II	Lori Hicks	0.10	98.29	9.83
QA/QC Specialist I	Alli Kent-Vandehey	2.00	71.49	142.98
QA/QC Specialist III	Alisha Reynaldo	2.70	105.74	285.50
Subtotal	Contract Work Performed	4.80		438.31

Invoice Total

\$438.31

Invoiced by: Alisha Reynaldo

Account# 301-000-53001 → \$219.15
Account# 205-000-53002 → \$219.16

Aged Receivables as of 12/8/2021

<u>0 To 30 Days</u>	<u>31 To 60 Days</u>	<u>61 To 90 Days</u>	<u>Over 90 Days</u>	<u>Total Outstanding</u>
\$751.27	\$0.00	\$0.00	\$0.00	\$751.27

Submit payment to: Dept LA 24340 Pasadena CA 91185-4340



DAVID EVANS
AND ASSOCIATES INC.

December 14, 2021

Sharon Darroux
City of St. Helens
265 Strand Street
St. Helens, OR 97051

**SUBJECT: Columbia Boulevard Sidewalk and Safety Improvements
Invoice and Progress Report No. 20**

Dear Ms. Darroux:

Enclosed is the Invoice and Progress Report No. 20 for Preliminary Engineering (PE) Services for the Columbia Boulevard Sidewalk and Safety Improvements Project. This information covers the period of October 31, 2021 through November 27, 2021.

Please note that there may be some costs associated with the activities performed during this period, which have not yet cleared our accounting system. These costs will be invoiced in the billing period in which they are received.

Please review the enclosed information and let us know how we may modify the data to make it more meaningful to you. If you have questions or need additional information, please call me or my project assistant Alisha Reynaldo at 503-480-1312.

Sincerely,

DAVID EVANS AND ASSOCIATES, INC.

Paul Tappana
Project Manager

PDT:anre
Enclosures

Columbia Boulevard Sidewalk and Safety Improvements: R-679

Progress Report No. 20

**For the period:
October 31, 2021 through November 27, 2021**

December 14, 2021

Submitted via email to:

Sharon Darroux
City of St. Helens
265 Strand Street
St. Helens, OR 97051

Prepared by:

David Evans and Associates, Inc.
530 Center Street NE, Suite 605
Salem, Oregon 97301

PROGRESS REPORT NO. 20

For the period October 31, 2021 through November 27, 2021

Columbia Boulevard Sidewalk and Safety Improvements: R-687

Contract NTP: February 22, 2019

Contract End: November 25, 2022

Contract Values:

Current Contract NTE: \$57,730.00

Previously Billed: \$36,530.60

Current Billing: \$438.31

Remaining \$20,761.09

Work Performed in Reporting Period:

- Project coordination and invoicing

Anticipated Upcoming Work

- Continued culvert and sidewalk design
- We have expended the budget for the 60% design, and will make it up in the 100% design task

DAVID EVANS AND ASSOCIATES, INC.
Project Billing Budget Summary (by WBS)

Project: STHN000000002

10/31/2021-11/27/2021

Phase	WBS Description	Contract		Billed This		Previously		Billed To Date		Remaining		% Completed
		Amount	Period	Period	Billed	Billed	Billed To Date	Contract	% Billed	Completed		
00101	Project Administration	4,278.00	438.31		7,859.58			8,297.89	(4,019.89)	194%	80%	
00102	Kick-Off Meeting	986.00	-		867.40			867.40	118.60	88%	100%	
00103	Quality Assurance and Quality Control	1,290.00	-		-			-	1,290.00	-	-	
00201	Collect, Compile and Evaluate Data	329.00	-		206.18			206.18	122.82	63%	100%	
00202	Survey and mapping	329.00	-		143.62			143.62	185.38	44%	100%	
00301	Preliminary (60%) Design	16,473.00	-		18,658.82			18,658.82	(2,185.82)	113%	95%	
00302	Advance (95%) Design	13,080.00	-		-			-	13,080.00	-	-	
00303	Final (100%) Design	4,408.00	-		-			-	4,408.00	-	-	
00401	Community Outreach	1,972.00	-		-			-	1,972.00	-	-	
00501	Utility Relocations	5,785.00	-		-			-	5,785.00	-	-	
SUBKL	KLS Surveying	8,800.00	-		8,795.00			8,795.00	5.00	100%	100%	
		57,730.00	438.31		36,530.60			36,968.91	20,761.09	64%		



PARKS AND TRAILS COMMISSION

Monday, October 11, 2021 at 4:00 PM

APPROVED MINUTES

PRESENT

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

STAFF PRESENT

Shanna Duggan Parks and Recreation Manager
 Sheri Ingram Public Works Office Assistant
 Lisa Scholl City Deputy City Recorder
 Matt Brown Deputy City Administrator
 Erin Bird Parks and Rec Administrative Assistant

ABSENT

Commissioner Paul Barlow
 Commissioner Brandon Sundeen

CALL TO ORDER – 4:03 p.m.

APPROVAL OF MINUTES

1. Approve Minutes of September 13, 2021

Motion made by Commissioner Blumenthal, Seconded by Commissioner Belcher. To approve minutes of September 13, 2021

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

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

None

NEW BUSINESS

2. Introduce Parks & Rec Admin Assistant: Erin Bird

Duggan introduced new admin assistant Erin Bird; it is a three-year position funded through ARPA funds. Bird has worked with St. Helens Recreation for about 1 year, She created Nature Buddies and has been a great asset, especially during the pandemic coming up with different ideas. She processes Special Use Permits. Her office is at Parks. Dunn asked who to email when emailing and Duggan said to email both.

3. Term Expirations

Ingram said Brewington expires at the end of this year but would like to do another term. She mentioned to Mann that her term expires at the end of the year, and she said no.

Motion made by Commissioner Woodruff + Seconded by Commissioner Blumenthal to recommend reappointing Brewington.

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

4. Disc Golf Course Feedback

Dunn said in a meeting a couple weeks ago, there was a person who was very involved with Disc Golf who mentioned the need for more trash cans. Duggan will coordinate on more trash can placement.

5. McCormick Park Report -

Dunn postponed to next meeting.

6. Nob Hill- Spirit of Halloweentown Event

Blumenthal said that Nob Hill Nature Park is being overused by public due to Spirit of Halloweentown because nature parks are land used for preservation and are used to house nature, streaming creeks, and endangered plant species. He said they may vary in size from less than ten acres to up to two-hundred acres and public access is limited. He said they were shocked to find out it was happening for seven weekends, forty-five days that they're turning it into a Spirit of Halloweentown event averaging fifty to one-hundred people per hour going through the park. That's almost three hundred to three hundred and fifty people a day, almost five thousand over the course of the event. He said he likes that people are seeing the park but that is about two to three years' worth of usage towards the nature park. He stated things were screwed into the oak trees. Woodruff said the nature park is there for people to see and enjoy. Blumenthal said that trails are secondary to nature parks. He said if we're going to start doing this type of usage in the nature park, we need to start thinking about how its maintained, the gravel is hand spread. He asked will we get extra help with re-graveling after the event. Woodruff said that if they haven't had the event people may not come back later and see the park. Belcher asked Blumenthal what the number of people that have gone through it. Howard said he counted on a Sunday at noon, one hundred people then at 3 p.m. another hundred people. Blumenthal asked if the Kiwanis Club provides support. Blumenthal said, Kiwanis Club is at the bottom greeting. Brewington asked if there are signs that say to stay on trail. Belcher sees event as positive towards city and park. Blumenthal states he is concerned people are stomping around in the native vegetation, which could be mitigated by signs. Brewington believes the person at the bottom should be up monitoring. Brewington thinks there should be signs stating what is to be kept off and should be more supervised. He says the bus driver should be telling people the rules. Woodruff asked, why would we not want to show our nature park during the most beautiful time of the year. Woodruff said we can rope the trail, then people don't cross the rope. Dunn said the event did not start getting busy until a couple weeks ago even those it started about September 18th. Dunn said, signage can be important, people will understand after they've been notified by signs. Had we known that this was going to happen we would have known that these types of things do not go into nature parks and in the future, we can help guide people to the parks but be more consistent

towards a nature park. Duggan said people who do not usually go to parks have left positive feedback, she's received emails from concerned people regarding the trees being nailed but that is something we can use towards next year. Parks in other areas have ways to bring people in, such as Hillsboro does a Halloween event in their wetlands. Duggan said planning ahead will be important, it's important to remember that this is a public park. Dunn said the public can provide feedback, the point of this Commission is to be the voice of the public and provide feedback. Belcher said the overall goal is to get people in the park, not tell people not to be in our park. Duggan said with more people coming in our park we will be seeing things get more trampled and need for more gravel. Things will get more popular out here as we develop the waterfront. Brewington asked, could these events be held at Godfrey park. Duggan said this event will be up for more discussion next year. She said next year it won't come to us as a surprise and we can plan more. Belcher said can this be mitigated more, can there be signs that explain the park that it is a nature park so people can read about it and understand more about it. Has there been damage he asked. Howard said that trails are getting wider, and the gravel is moving around. Belcher said he can see the deer may be moving away from the park. He said Spirit of Halloweentown is important to our town, we will just mitigate it more next year. Duggan said that she and Bird are working on new Special Use Permits and permitting things. When they started them, they were already formatted and looking into what goes into reserving parks. She said it can only get better from here knowing what we learned from this year. Howard said for the master plan, he'd like a kiosk installed at the entrance of Nob Hill, we help friends manage the park but also, we have friends that maintain this park. Duggan said these types of things will be visited for the Parks and Trails Master Plan. There are a lot of people enjoying the park, but we'll have a better plan next time. Carmin asked Howard if there was a work party for Nob Hill on November 6th and is there something they will need to focus on. She asked if they could recommend more gravel for the trails. Blumenthal said it depends on how many people will show up, there will be two parties one in the morning where they will focus on new plants and then at 1-4 p.m., they focus on weeding and blackberries. Blumenthal said he is in discussion with Councilor Birkle and he's hoping someone will give them money towards future spraying. Dunn said to request from the city for things like gravel.

7. Upcoming Work Party at Botanical Garden:

Dunn said Belcher and herself were looking at calendars and would like to hold a work party at the Botanical Gardens on November 20th from 9:30-12:00. Dunn mentioned filling out the work party form and sending it over to Duggan and Bird. Belcher said that Dunn will contact Martin. The trails the are best they've looked in years, since the work was done in the spring. Belcher said people will pick up garbage and weeds and focus on getting the invasive species out. Dunn said that the ivy did not come back very quickly, and it has stayed away. Belcher said that Martin told them to leave the poison oak. It is good for the birds and other animals.

8. RFP Parks & Rec Master Plan

Duggan said that she and Brown are working on a RFP for the Master Plan. They are hoping with the parks and trails commission's recommendation, they can proceed to council for proposal. Duggan said they can plan what services they will use; they are advanced plans, and they will have community engagement and census. Brown said there will be some minor updates some of the dates are not right, they anticipated it happening sooner. Brown said there are some small changes to the Parks and Trails section. Duggan said this is the proposal

that companies can come in and say they'll take the job, it is what they're looking for from the company. Dunn asked when they would like to receive feedback. Brown asked for them to come by late Wednesday morning. Belcher asked how they are going about with guidelines on the plan. Brown said they put in guidelines but there are expectations. He said the companies come in saying what they can do with a certain amount of money then the City decides. He said they give us the plans and they rate them. Belcher asked once you pick the company and make the plan who makes the guidelines, do they plan the future of Parks and Recreation. Brown said there will be numerous company engagement opportunities, one for staff, Parks and Commission and community. Brown said that they will revisit Master plans every 5- 10 years. Duggan said that page three has a lot of answers to this and has a lot of information. Brown said they will need one Commission member to represent during meetings.

Motion made by Commissioner Belcher, Seconded by Commissioner Woodruff.

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

Dunn asked if there is funding yet, how long do projects take and when will it get pushed out, Brown said yes and we'll find out a price from the RFP, December or January and it will take 4-6 months. Brown said the masterplan can be paid by the system development.

Motion made by Commissioner Blumenthal, Seconded by Commissioner Mann.

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

OLD BUSINESS

9. Master Plan Ideas List Updates

Dunn said the updated document that Ingram provided has been compiled from the beginning of the year forward. It includes things they'd like to see in the Master Plan, things they'd like to see in the parks. Everything is updated and needs to be read through and updated. Lots of community engagement involved.

Belcher mentioned that there needs to be native trees planted in Civic Pride Park. He said he would like to see that being the top priority. Mann said they'd like to see a fenced dog area with an agility course in it and an outdoor adult fitness equipment, which would help the community save money on gym memberships and more. Carmin requested more information on adult fitness equipment. Mann said it looks like play equipment for adults. Hillsboro has one. Blumenthal asked about the McCormick Park fitness equipment. Mann said it is similar

but the next level where it would be more accessible for people with disabilities. Duggan said that it would be teenage accessible as well. They need things to do but they play over at the McCormick playground, Duggan asked teens at the skate park what they'd like to see, and they mentioned adult exercise equipment.

Blumenthal said for Nob Hill that it needs some fencing around sensitive plants and more signage. Brown asked about a chain fence and Blumenthal explained that a split rail fence will give people the idea that this is a sensitive area. Blumenthal stated in the Master Plan that the two lots on 3rd street, it'd be great if the City owned them and used them, there is a lot of camas in them.

DISCUSSION ITEMS

Belcher said that he went to Nob Hill Nature Park and discussed and agreed on where the bench should go. Dunn asked about forms about the donation and placement of the bench.

Belcher mentioned he'd talk about grants, he mentioned looking online at grants. He said he found a CARES Act for 1.5 million dollars for trails. He said as soon as the 3.5 trillion Legislation for infrastructure gets passed, to get that grant quickly. He mentioned the RTP grant, Recreational Trails program under the Dept of Transportation, they said they would have money for trails. Duggan said that they actively look for grants and having the Master Plan will help with getting grants. With the Master Plan you can plug in that information towards asking for grants. Duggan said Jenny Dimsho is watching for grants too. If anyone sees one, let her know. Brown said with grants, they are typically with projects that are already approved. He said that with this Master Plan we need to think ahead about 5, 10-20 years and what is wanted by then.

Petitt said she sent Dunn an update on the list for Dalton, it still says proposed amenities.

Petitt mentioned last month it was discussed about the anonymous donation to the parks, it came down to \$650, after the meeting someone offered \$150 towards getting spraying done.

Blumenthal said the watershed Council leading up to Saturday the 6th, she is finding a nicer day to do the work party. He said they'll be doing the second Saturday in April for a work party.

Dunn reminded everyone that there is no meeting in November.

MAYOR'S REPORT

None

PARKS AND REC MANAGER'S REPORT

Duggan Reported:

- They are finishing ADA upgrades to the new rec center, ramps on exterior outside, connector path from high school to new rec center, the high schoolers can walk that way. Hopeful for opening soon.
- Campbell Park, the concrete was poured on new sports courts, eight pickle ball courts, and basketball courts. They are making a rain garden; they are making a swale grading all storm water, so it goes around the courts. It will have plants that will go in the berm, it will be self-sustaining. They will be planting new trees in entrance next to the Campbell Park sign. This will make it less swampy. If anyone wants to help with planting we will reach out for help when it's time to plant them. There will be new paved parking, lined parking in front of sports courts.
- There was a Disc Golf tournament, with over 200 people signed up, and there was softball tournament as well. She met with disc golf and softball and met with Petitt. They are working with small budget, but the Master Plan will help with planning these events.
- \$75,000 grant applied for afterschool program, a walking group grant, and parks grants.
- Afterschool is going well. They had a little covid shutdown but now we're back up and running. Rec desk is up and running and they should check it out, we'll have a software for parks planning getting set up. Shanna said that Thad retired, we have two full time staff at Parks, working on hiring a third person and the rec staff is great.

- Trick or treat and Halloween events will be with the Sheriff's office, Eaton's will be as well. Turkey Trot will be in November, money goes to youth leaders club which meets every 3rd Friday.

ADJOURNMENT - 5:21 p.m.

City of St. Helens
Library Board
Minutes from Monday, November 8, 2021
 St. Helens Public Library via ZOOM

Members Present

Dan Davis, Chair
 Rob Dunn, Vice Chair
 Jana Mann
 Jessica Sturdivant
 Diana Wiener

Councilors in Attendance

Stephen Topaz

Staff Present

Margaret Jeffries, Library Director
 Dan Dieter, Library Board Secretary

Members Absent

Becky Bean
 Melisa Gaelrun-Maggi, Past Chair
 Amanda Heynemann

Guests

Rachael Barry, City of St Helens



CALL MEETING TO ORDER: The meeting was called to order at 7:16 pm by Chair Davis.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

UPDATES: NATIONAL NOVEL WRITING MONTH – NOVEMBER: Member Mann gave an update on this year's event. The local participants miss the ability to meet in person, which is still not allowed by the national organization. Most of the writers are 'on' their wordcount. There are 7 members participating, but there may be more out there on their own. LIBRARY BOOK CLUB – NOVEMBER 18, 7PM: Director Jeffries stated that the next Book Club meeting is Thursday, November 18 and the theme will be 'food'. There were 7 participants at the last gathering.

STRATEGIC PLANNING DISCUSSION: BOARD MEMBERS' ENVIRONMENTAL SCANS: Rachael Barry, the Government Affairs & Project Support Specialist asked board members how their inquiries about the Library and Library resources were received. Member Dunn stated that he talked to a number of people and the majority said that books and youth programs were what came to mind when they thought about the Library. Library programs offer a choice other than team sports activities in the community. There was a comment that the Library should be a place where you can find out about community

resources, like how to get help with paying a bill, etc. Chair Davis stated that he received good feedback, and that the feeling was that the Library is necessary because not everyone can afford to buy their own books. There was also a sense that holding a paper book was better than an electronic book, something about the feeling of paper, being able to turn pages, etc. Member Wiener stated that she received feedback from parents with young children who appreciate the affordable resources, access to computers for schoolwork, access to educational materials, etc. Member Sturdivant stated that she received feedback from parents who were concerned about the cost of lost and damaged materials, and that they would rather wait until their children are reading on their own and can be more responsible for checked out items. The risk associated with having to be responsible for those costs can give some parents pause. Also, two working parents can find it difficult to attend programs. Member Sturdivant also stated that it is an invaluable service for teachers to use the library as a resource for getting material for themes used in the classroom, and to have access to new titles on racism, etc. Councilor Topaz stated that he had talked to someone in the community about Community Action Team (C.A.T.) and the need for partners like the Library to offer pathways to benefits in the community. Director Jeffries mentioned that C.A.T. used to print a Resource Guide but has not been active in that publication because of the pandemic. Chair Davis mentioned that he found a link for the 2020 publication of the Resource Guide. Director Jeffries also mentioned the bulletin boards in the hallway at the Columbia Center (Library building) that are populated with flyers and brochures for community organizations. Director Jeffries also mentioned that the Library has been a traditional place for people to find resources available on the public computers.

REVIEW OF CURRENT STRATEGIC PLAN: Rachael Barry stated that the Library staff performed a Strengths, Weaknesses, Opportunities and Challenges (SWOC) analysis and she would like to do the same with the Board. Perhaps this analysis could be done at the next board meeting if the Board is able to meet in person. There was a question of whether this is the best time to work on the strategic plan given that there is a change in leadership on the horizon. The group discussed this dilemma. Director Jeffries stated that it is a good idea to give the basis of expectations for the new director, and that is much preferable to have done the work in getting a direction identified. Rachael Barry stated that it is important to be clear on values and mission statements, as those statements will help the new person get acclimated. Councilor Topaz agreed that having a new director come in with the work being set up by Director Jeffries will be helpful, as we don't want to lose our horsepower. Rachael Barry stated that the core values need to be clear so that foundation is available when the recruiting begins, so she recommended that Board members look over the current Strategic Plan as well and the current mission statement and underline key words that indicate values that can then be used to help formulate future values statements.

REVIEW LIBRARY STATISTICS: Director Jeffries shared statistics for Library use over the past five years. The statistics show the impact of the pandemic, specifically the drop in circulation of materials (i.e., books and DVDs), and the rise in digital downloads of materials (i.e., music, books, and audiobooks.) Since the Library has reopened things are slowly picking up. Statistics for programs in the current period will be tallied at the end of the year for statistical reporting.

LIBRARY DIRECTOR'S REPORT: RETIREMENT: Director Jeffries announced he retirement as the Director of the Library. The official last day of service is January 31, 2022. 'Congratulations' has been the overwhelming response. Director Jeffries plans to spend more time with family. The group discussed the changes that will occur with a transition to a new Director. Director Jeffries stated that City Recorder Kathy Paine mentioned that there may be a 'teams' approach to interviewing candidates, and that would allow participation by board members and community partners, as well as City staff and Library staff. Director Jeffries stated that it is unlikely that a new Director would start before she leaves, but that an interim Director has been assigned in the past, and that would likely happen again if needed. Youth Librarian Kolderup filled that role in late 2019. The group discussed the plan and offered to help where they could. WHEN TO RESUME IN-PERSON MEETINGS?: The group discussed meeting in person at the next board meeting to work on the SWOC with Rachael Barry as part of the regular board meeting. Members who are absent at this meeting will be asked if they would be available to meet in person. CHANGE DATE OF JANUARY MEETING: Director Jeffries asked that the January Board meeting be moved from Monday January 10 to Tuesday January 11 because of a conflict in scheduling.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that given the Makerspace is a milestone for the Library and Director Jeffries, that it is also important to look back at the many milestones in the past.

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS: N/A

SUMMARIZE ACTION ITEMS: Chair Davis identified the following items: Update from the National Novel Writing Month (NaNoWriMo) activities; update from the Book Club meeting in November; Board members should read the Mission Statement and be prepared to work on changes; Board members should read through the current Strategic Plan and highlight elements to discuss; and think about ways to support Youth Librarian Kolderup if she is selected as the interim Director.

NEXT MEETING: The next regularly scheduled meeting will be Monday, December 13, 2021 at 7:15 p.m. in person at the Columbia Center.

ADJOURNMENT: Chair Davis adjourned the meeting at 8:41 pm.

✍

Respectfully submitted by:

Library Board Secretary, Dan Dieter

2021-2022 Library Board Attendance Record

Item #13.

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Davis	Dunn	Gaelrun-Maggi	Heynemann	Mann	Sturdivant	Wiener	VACANT
07-12-2021	P	E	P	P	P	P	P	E	
08-9-2021	P	P	P	P	P	P	P	E	
09-13-2021	E	P	P	P	E	P	P	P	
10-11-2021	P	E	P	P	P	P	E	E	
11-8-2021	E	P	P	E	E	P	P	P	
12-13-2021									
01-10-2022									
02-14-2022									
03-14-2022									
04-11-2022									
05-9-2022									
06-13-2022									



PLANNING COMMISSION

Tuesday, November 09, 2021 at 7:00 PM

APPROVED MINUTES

Members Present: Chair Cary
Vice Chair Hubbard
Commissioner Webster
Commissioner Semling
Commissioner Lawrence

Members Absent: Commissioner Pugsley

Staff Present: City Planner Graichen
Associate Planner Dimsho
Community Development Admin Assistant Sullivan
Councilor Birkle

Others: None

CALL TO ORDER & FLAG SALUTE

TOPICS FROM THE FLOOR (Not on Public Hearing Agenda): Limited to five minutes per topic

There were no topics from the floor.

CONSENT AGENDA

A. Planning Commission Minutes Dated October 12, 2021

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Draft Minutes dated October 12, 2021. [AYES: Vice Chair Hubbard, Commissioner Lawrence, Commissioner Webster, Commissioner Semling NAYS: None]

PUBLIC HEARING AGENDA (times are earliest start time)

B. 7:00 p.m. Annexation at 35480 E Division Road - Hughes

Associate Planner Jennifer Dimsho presented the staff report dated November 2, 2021. She shared the exact location of where the property is located. She said the applicant desired to connect to City sanitary sewer to get off the septic system that it was sharing with another property. She mentioned it was currently developed as a tri-plex and there were six travel trailer spaces with full cleanouts and sewer hook ups. She said the proposed property contains two lots. She said the access was from Division Road. She said the zoning was a County C-3 zoning. She said there was a dispute on where the property line was located, but this is not an issue for annexation consideration as the decision is made based on the legal description in the deed records.

There was a small discussion about the property line and the legal description.

She said this will be a Highway Commercial zoned property upon annexation. She said multi-dwelling units are not permitted in the Highway Commercial zoning, so it will create a non-conforming use. She also mentioned if the triplex on the property was destroyed, they would not be allowed to rebuild it.

In Favor

No one spoke in favor.

Neutral

No one spoke as neutral testimony.

In Opposition

No one spoke in opposition.

End of Oral Testimony

There were no requests to continue the hearing or leave the record open.

Close of Public Hearing & Record

The applicant waived the opportunity to submit final written argument after the close of the record.

Deliberations

The Commission agreed with staff's recommendation for approval.

Motion: Upon Commissioner Semling's motion and Vice Chair Hubbard's second, the Planning Commission unanimously recommended approval of the Annexation to City Council as recommended by staff. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence; Nays: None]

C. 7:10 p.m. Annexation at 58471 Columbia River Hwy - Patel

Associate Planner Dimsho presented the staff report dated November 2, 2021. She shared that this applicant had a recent pre-application meeting for a car wash, gas station and convenience store. In order to proceed with development, the applicant needed to annex the remaining two lots they own into the City.. This would provide more commercial development in the City. She said there was no frontage improvements along Kavanagh Avenue abutting the two properties being annexed. They are mostly surrounded by City Highway Commercial. She said the property was currently connected to McNulty water. She said it would be annexed in as Highway Commercial zoning.

In Favor

No one spoke in favor.

Neutral

No one spoke as neutral testimony.

In Opposition

No one spoke in opposition.

End of Oral Testimony

There were no requests to continue the hearing or leave the record open.

Close of Public Hearing & Record

The applicant waived the opportunity to submit final written argument after the close of the record.

Deliberations

The Commission agreed with staff's recommendation for approval.

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously recommended approval of the Annexation to City Council as recommended by staff. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence; Nays: None]

D. 7:20 p.m. Annexation at 58284 Old Portland Road - Port of Columbia County

Associate Planner Dimsho presented the staff report dated November 2, 2021. She showed a small house on a property that was annexed into the City in 2013. Since this property was annexed, the subject property is now contiguous and eligible for annexation. There has been a consent to annex for this property since 2005. The consent was filed as part of the City Council's initiative in 2005 to reduce the number of annexation islands. Council was waiving the fees for annexation. There is sanitary sewer and water available along Old Portland Road. There is also access to the property along Old Portland Road through a gate on a different property, but also owned by the Port of Columbia County.

There was a small discussion on the access of the property.

She mentioned it was surrounded by City Heavy Industrial and so when it annexes in, it will be zoned Heavy Industrial. There are no transportation issues.

In Favor

No one spoke in favor.

Neutral

No one spoke as neutral testimony.

In Opposition

No one spoke in opposition.

End of Oral Testimony

There were no requests to continue the hearing or leave the record open.

Close of Public Hearing & Record

The applicant waived the opportunity to submit final written argument after the close of the record.

Deliberations

The Commission agreed with staff's recommendation for approval.

Motion: Upon Commissioner Semling's motion and Vice Chair Hubbard's second, the Planning Commission unanimously recommended approval of the Annexation to City Council as recommended by staff. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence; Nays: None]

ACCEPTANCE AGENDA: Planning Administrator Site Design Review

E. Site Design Review (Minor) at 1370 Columbia Blvd – Tanner

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Acceptance Agenda. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence; Nays: None]

PLANNING DIRECTOR DECISIONS (previously e-mailed to the Commission)

F. Accessory Structure at 2724 Sykes Road - Weltsch

- G. Temporary Use Permit at 305 S Columbia River Hwy - Breslin Properties, LLC
- H. Home Occupation at 255 N 5th Street - Starkey

PLANNING DEPARTMENT ACTIVITY REPORT

- I. Planning Department Activity Report - October

FOR YOUR INFORMATION ITEMS

City Planner Jacob Graichen mentioned the first deadline for Planning Commission vacancy was November 19, 2021. They had already received two applications.

Graichen also mentioned the new four-lot-subdivision by Columbia Commons had submitted their civil drawings to extend the water and sewer lines. They also received the application for Burger King for one of those lots. There was a small discussion about where the utility lines would be placed.

Graichen also mentioned the Armstrong site had been working on a Lot Line Adjustment that they finally finished. This will separate the unmitigated pollution in the lower wetland areas from the already remedied upper portion of the property. This will help the sale of the property which will facilitate some use of the industrial property.

Graichen also discussed the groundbreaking of the 238-unit multi-family complex along Gable Road and mentioned the construction had already begun. He also discussed a 66-lot subdivision that they had received the application for north of 9th Street. He sent the "deem complete" letter out, and it is finally ready to come before the Commission after years of discussion.

There was a small discussion about this property and the different wetlands on it.

Vice Chair Hubbard asked about the Transit Center. Graichen said there were some individuals looking to re-plot the portion of the old sawmill site that the County's Transit Center did not use as a new residential development. It would require a zone change. He did say it would come before the Commission for the zone change at least.

Dimsho mentioned another 20-acre property being annexed for Residential Zoning between Pittsburg and Sykes Road. It will come before the Commission in January 2022.

Councilor Birkle asked if anyone on the Commission was interested in discussing the duties of the Planning Commission as laid out by the Municipal Code. He wanted the Commission to know that he, along with the City Council, were open for discussion on any concerns they had.

ADJOURNMENT

NEXT REGULAR MEETING: December 14, 2021

There being no further business before the Planning Commission, the meeting was adjourned 9:10 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 5th day of January, 2022 are the following Council minutes:

2021

- Work Session, Executive Session, Public Hearings, and Regular Session Minutes dated December 1, 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, December 01, 2021

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Doug Morten
 Councilor Patrick Birkle – arrived at 1:10 p.m.
 Councilor Stephen R. Topaz
 Councilor Jessica Chilton – via Zoom

STAFF PRESENT

John Walsh, City Administrator	Jacob Graichen City Planner
Matt Brown, Deputy City Administrator	Jenny Dimsho, Associate Planner
Kathy Payne, City Recorder	Rachael Barry, Government Affairs Specialist
Lisa Scholl, Deputy City Recorder	Crystal King, Communications Officer
Brian Greenway, Police Chief	Matthew Kahl, City Attorney
Mouhamad Zaher, Public Works Director	Tina Curry, Event Coordinator

OTHERS

Stephanie Patterson	Al Petersen	Jeff Clayton
Paul Vincent	Robert Hindal	Linda Zahl
Richard Mason		

CALL WORK SESSION TO ORDER – 1 p.m.

Chief Greenway addressed the Council and community members about the rash of car prowls/burglaries two nights in a row in St. Helens. He is requesting their partnership to reduce the chances of becoming a victim. The Police Department (PD) believes the group came from Portland on in a stolen vehicle and entered over 50 vehicles in the community on the west side of Highway 30. PD has a lot of video footage submitted by victims and other community members. The suspects tried to open vehicle doors. If it was locked, they moved on to the next vehicle. If they were unlocked, they stole things such as laptops, credit cards, loaded firearms, garage door openers, bank bags with money, etc. They are working on leads to apprehend the suspects. St. Helens is not alone. Cities outside the Portland metro area seem to be the target. Two vehicles were stolen from St. Helens and one from Columbia City. One of the vehicles in St. Helens had the key fob in the vehicle and was left unlocked. The following night, a male and female in a vehicle stolen from Vancouver did the same thing on the east side of Highway 30. All the vehicles that have been reported were left unlocked with valuable items inside. Greenway is asking the community to always lock their vehicles, do not leave keys or key fobs in the vehicle, and hide valuables. Help keep St. Helens safe. If someone is a victim, they need to report it. Property is being recovered and returned to owners.

Council President Morten asked if it only involved vehicles. Greenway responded that one vehicle had a garage door opener inside. The suspects entered the garage while the victims were sleeping. He encouraged them to take their garage door opener into their home. Same with shopping, take your garage door with you since they have your address on your registration. Everyone needs to do their part.

A suspect attempted to open a PD employee's car door, but it was locked, and they moved on. Council President Morten thanked Greenway for being here.

Mayor Scholl asked anyone who sees suspicious activity to report it. If you see something, say something.

Councilor Topaz asked how many people were involved. Greenway said that both crews had more than one person. Because of the sensitivity and ongoing investigation, he cannot elaborate. They are working with other agencies to collaborate.

Mayor Scholl thanked Greenway.

Mayor Scholl reminded everyone to remove their masks when they speak.

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

- ◆ Linda Zuhl. Expressed appreciation of Chief Greenway's comments. The last time there was a rash of break-ins, they did not hear from the Chief. Her neighbors took things into their own hands and did not report concerns to the PD. They were harassing people. She is here to request the City investigate the use of drones. Her father-in-law used to operate model airplanes on their property. He always flew away from homes. There is someone in the neighborhood flying a drone across their property. She is concerned about the cameras on the drone and requesting it be addressed.
- ◆ Al Petersen. Distributed a handout titled, "Timeline of Cascades Lawsuit over ASPC/OrGro Tech parcel. (currently marijuana grown facility, part of Boise Papermill property)" A copy is included in the archive packet for this meeting. He reviewed his two concerns:
 - Something was said at the last meeting. Based on the reaction from the faces on the screen, it appeared what Councilor Topaz pointed out was not obvious. Has staff been informing them about this? Since Councilor Topaz mentioned it, it's public record. Al created a timeline based on the information discovered. The City has been sued and lost. Now, the City is arguing about whether they should pay \$130,000 to Cascade Tissues for attorney fees. The lawsuit has been appealed to the State Court of Appeals. His mom sued the City when the City was not following State law. The City took all the allegations, itemized what they had not done, re-notified, and had a new hearing under State law. This lawsuit is because the City did not follow its own City laws. He suggested Council get the thumb drive from Councilor Topaz and read the case for themselves. He is concerned about the City not following its own laws. Based on their faces, it appears they have not been notified. They need to talk to their staff.
 - He is concerned about the document in their packet regarding changes to the personnel procedures. He doesn't watch all meetings but watches quite a few. He has not seen a lot of discussion about all the proposed changes. He hopes it hasn't just been dropped on the Council. The City is saying they don't have to follow state law contracting procedures, they can follow their own. It gives more authority to City staff and increases the number of contracts that City staff can write themselves. He is concerned that they have eliminated the library director position. There are major changes, and he is very concerned that City staff can't follow laws. Now, it gives more authority to write larger contracts without even speaking with Council. He hopes they don't ignore what he said and approve all the changes tonight. Some of the changes are exceptions to state law. In order to understand the exception, they must understand the original law.

Mayor Scholl stated that selling the property was not illegal. They followed the process. They did speak with their attorneys about this during executive session. Councilor Topaz likes to ride the line of what is being said during the executive session and should be held confident. They have attorneys present who are guiding them through the process.

Councilor Topaz stated that this is what the court said on a new case. It's not the Petersen case from years ago. Mayor Scholl responded that the Council has been notified about this from their attorneys. Councilor Topaz argued that he has not been notified. Mayor Scholl said it was discussed during executive sessions when he was present. Councilor Birkle confirmed that they were informed by the attorney in executive session. Councilor Chilton confirmed they have been notified. This was discussed during executive session and was not supposed to come out of executive session, which is the reason they all looked shocked. Councilor Topaz argued that what he is talking about is public record. Mayor Scholl called for point of order. He can bring it up during his report.

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

1. Discussion Regarding Proposed Beekeeping Code Amendments - Jacob

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

The proposed amendments will do the following:

- Still prohibits beekeeping, except for mason bees, and provided certain rules are followed, honeybee keeping associated with residential uses.
- Eliminates potential conflict of law. The definition of "farm use" in the Development Code includes honeybees. Honeybee keeping associated with nonresidential uses would be determined per the Development Code.
- Honeybee keeping associated with a residential use doesn't mandate an animal facilities license or other permit. This is proposed as review of the technicalities of a honeybee raising would require some training, would be an unnecessary burden to staff and resources, and the rules are written such that poor bee management will be evident by new nuisances added to the code. And if site inspection is necessary, the basic provision should be easy to understand to determine compliance if there is a problem.
- Proposed code is based on the League of Oregon Cities Model Residential Beekeeping Ordinance (June 2018), the Oregon State University Extension Service Residential Beekeeping Best-Practices Guidelines for Nuisance-Free beekeeping in Oregon (February 2018), other jurisdiction examples and feedback from some local beekeepers.

Councilor Topaz talked about the range of two miles that bees can travel. Can he tell where the bee is from? Graichen said no, you can't tell where they're from.

There were no concerns from Mayor Scholl, Council President Morten, or Councilor Birkle.

Linda Zahl reported that there is support from a bee club and the OSU Extension Office. There are ways to bee-proof yards, such as planting certain flowers.

2. Brief on Water Districts - Jacob

City Planner Graichen reported that this topic is on the agenda as awareness because of the recent annexations. A copy of the report is included in the archive packet for this meeting.

Graichen reviewed the two water districts within the Urban Growth Boundary (UGB) and pointed the areas out on a map.

- McNulty Water District
 - Currently have an Urban Services Agreement with, which helps them make decisions.
- Warren Water District
 - If the UGB expands much, they will likely need an agreement with them.

Councilor Topaz asked about the water lines south of Bennett Road. Graichen responded that the City does not have water lines that far south. That is out of the City's UGB.

Mayor Scholl asked about future water service on Millard Road. Graichen said they have a sewer line behind Bing's. The closest water line is behind Les Schwab.

3. Discussion on 7th Street Container Lofts Ground Lease Amendments - John

City Administrator Walsh reported that this is a cleanup issue for the 7th Street container lofts. A copy of the proposed amendment is included in the archive packet for this meeting. It talks mostly about the parking lot. The parking lot remains private but is open for public use. Mayor Scholl added that it allows them the ability to police it.

Councilor Topaz asked about the public knowing they can use it. Walsh responded that it will be posted. It is on tonight's agenda for approval.

4. Discussion regarding Court Bailiff Services - Matt

Deputy City Administrator Brown reported that this is on tonight's agenda for approval. A copy of the proposed agreement is included in the archive packet for this meeting. They tried to fill the position but was unsuccessful. They continued to have patrol officers and sergeants fill in on court days. This is a company that the judge uses at other courts. It will help our Police Department by not taking them away from the road. They are normally working overtime when they're in the court room. They have committed to provide security for the judge. Mayor Scholl agreed that they need to protect the court.

Councilor Birkle looked at reviews. Some were not great. He appreciates hearing that the judge works with them at other jurisdictions.

Councilor Chilton asked when this will be budgeted for, where the funds come from, and when it will start. Brown responded that the funds would come from the court budget. It's a savings for the PD. There is enough money in professional services for this to take effect in January, after the contract is signed.

5. Review Proposed Bench Donation on S. 1st Street Sidewalk in Front of the Jordan Center

Public Works Director Zaher reviewed the proposal. A copy is included in the archive packet for this meeting. The bench is being proposed by Columbia Community Mental Health (CCMH) in memory of Pete Snell, who helped establish the Jordan Center. Zaher has conditionally approved the proposal with some minor conditions. CCMH proposed a metal bench, but Zaher recommends a wooden bench to be consistent with standards. He also recommends the bench not be bolted to the ground to allow for flexibility in the future. Walsh added that the City is reviewing street furniture policies for the Riverwalk and First Street and Strand Street improvements. They want to make sure it's consistent.

Council President Morten likes the idea of defining the policy. He does want it to be clear regarding type, installation, maintenance, length of time, and memorial benches that may have to be moved or removed. Zaher agreed. They are requesting the bench be placed long-term. The City reserves the right to make changes.

Councilor Topaz talked about benches being sleeping places. Will the size of the bench collect a group of night sleepers? Council President Morten responded that they passed an Ordinance that does not allow sleeping on public property, in parks, or in cars. Mayor Scholl pointed out that state laws are changing that may require the City to change their "no camping on public property" rules.

This will be approved at tonight's meeting.

6. Tourism Business Model Discussion - John

City Administrator Walsh reported that staff has been reviewing this and is requesting feedback from Council. He talked about the existing tourism contract and asked the Council to consider what they want for the future. More or fewer events? City or contractor led? Contractor paid at a set rate or percentage

based on sales? Spirit of Halloweentown gets bigger and better every year. They're still learning and growing. E2C has a transition plan the Council can hear as well.

Discussion of the contract including an audit of ticket sales, revenue tracking, marketing cost, etc.

Councilor Chilton wants to first discuss the current goals for tourism. Walsh suggested inviting Travel Oregon to come talk. They are tourism professionals.

Councilor Birkle talked about the attacks on Council. He welcomes a calm tourism discussion. It's never been about anti-tourism. He sent an email to Walsh asking questions about the contract. There were some things that were unclear. They have a right to view the finances. Transparency and accountability are important. He wants all merchants to be successful. He is disturbed by the conflict among merchants. He is in favor of full contractor planned events, selling the rights, but maintaining control of the contract and name. If there is an issue, it's the City's lack of capacity with personnel and finances to oversee it. The City should not be in the tourism business. They can support it and promote it, but let the professionals do what they do best. Why does the City have a Dark Market? Why does the City have a haunted hotel? Why are they competing with businesses? What's at the Dark Market is in competition with other merchants. He suggests a period of transition. Mayor Scholl agreed based on the standpoint of all the staffing needed.

Council President Morten agreed with Walsh about bringing tourism professionals. From that, they can make goals and update the contract.

Discussion of scheduling a tourism workshop with Travel Oregon. It was the consensus of Council to schedule the meeting in the afternoon on Wednesday, December 29 and provide lunch. Walsh will see if Travel Oregon is available that day.

Tina reviewed her goals:

- Continue to improve tourism activities that can be managed by other people
- Things need to happen for continued momentum. They are here because of community groups who pushed the City to do something different.
- Protect what has been created
- Offer a three-year plan
- Keep funds in the black, while developing additional events and strengthening current events
- Strengthen what we have and add to it
- Invest in people moving equipment
- Invest in Sand Island as a destination
- Involve community members
- Ask more questions

Council President Morten talked about being in the black. There was a meeting with tourism around 2014 when they were asked to be bailed out with \$55,000-70,000 in unpaid bills. They have come a long way.

Mayor Scholl wants everyone to be heard. There are holes in the contract that need to be improved. Having professionals from Travel Oregon here to assist them will be helpful. Councilor Chilton would like to hear from other cities who use business models and how it works for them. Walsh has spoken with City of Astoria about events. They support partners who put together the events. However, they have a \$1.5 million budget and St. Helens has a \$75,000 budget. Council President Morten wants to ask other cities about the income and how it's spent. It's not realistic to compare with some of them.

Mayor Scholl is impressed with the events they have done with a limited budget:

- 13 Nights on the River
- Sandcastles
- 4th of July

- Spirit of Halloweentown
- Christmas Ships

Tina requested Council discuss time sensitive needs, such as rent of the masonic building, purchase a tram to move people, and purchase a boat to transport people to Sand Island. Right now, they can stay in the black by paying rent for the masonic building and purchasing either a tram or boat. They found a tram that can carry 120 people. Mayor Scholl and Tina confirmed that the City owns everything. The rent is going up from \$3,000 to 5,000 per month. Mayor Scholl asked if the store and haunted house generates at least \$120,000 annually. Tina confirmed they do.

Councilor Chilton wants to see more information about the tram first, including documentation and insurance. How will it be operated? She is opposed to continuing with the store. They are competing with other businesses in the area. Mayor Scholl said they need another year of revenue with their limited budget. He would like to add this to tonight's agenda for discussion and a decision.

Break - 3 p.m.

7. Review Proposed Municipal Code Title 2 Amendments - John

City Administrator Walsh reviewed the proposed amendments. A copy is included in the archive packet for this meeting.

- Public contracting
 - Based on State's models and rules
 - Council is the local contracting review board
 - Ability to delegate authority to City Administrator
 - Proposing increase from \$75,000 cap to 100,000
 - Continue to follow processes and report to Council
 - Proposing to remove a tier system

Councilor Topaz sees a lot of problems. It gives Walsh the ability to make decisions without informing the Council. He wants more information and time to review it. A lot of money can be spent, and things can be done by Walsh without them knowing. Until he can compare the proposed changes with the ORS's, he has problems with it.

Council President Morten talked about how a manager works. They are responsible to manage, pay the bills, and report back to the Board. Councilor Topaz is still not comfortable with it. He wants to see double-checks. Walsh's spending power should go down from \$100,000 to 50,000.

Mayor Scholl thought Councilor Topaz was part of allowing the City Administrator more power to enable the City to move more efficiently. The Council is the policy setter. He does not have any finance concerns from the five years he has served. They've won awards for finances. Councilor Topaz wants a single purchasing agent. Brown added that Council approves all the accounts payable checks at every meeting. Councilor Topaz agreed, but they are not qualified to check it. Brown said Luminights was a tourism event. It was approved by a majority of the Council. Mayor Scholl disagreed with restricting the flow of funds that allows departments to do their jobs. It's frustrating that Councilor Topaz continues to hold things up and wants to find things that are wrong. He has access to councilors, the budget, and Walsh. Instead, they get a presentation during public comments about something they haven't even completely reviewed yet. Only one item was partly true, which was a judge who made a decision without any attorneys given the opportunity to speak. They are professionals and he's tired of Councilor Topaz making them look incompetent. They need to get through the proposed amendments in an orderly fashion. He read number 12 on the Council Mantra that referred to how busy the Council and staff is. He requested Councilor Topaz spend more time researching and contacting staff and councilors in advance of the meeting and not drop the bomb during the meeting. Councilor Topaz argued that it's illegal to contact another councilor. Mayor Scholl responded that it is not. He also requested an attorney be present at all

meetings moving forward. Councilor Topaz restated that there needs to be a purchasing agent. He did not say that the person from each department couldn't initiate a purchase. Mayor Scholl said that is what Brown does. Councilor Topaz argued that Brown pays for it and shouldn't do double duty. Mayor Scholl pointed that is not efficient. It also adds more room for error. Council President Morten reminded them that they are a small organization. There's no reason Brown can't do that. Councilor Topaz said when they don't have that, it can lead to accusations of "he stole the money because no one double-checked it." Council President Morten has not heard anyone accuse someone of stealing money.

Councilor Birkle talked about the concerns Councilor Topaz had about the ORS. Councilor Birkle pointed out that this is the first reading tonight. He suggested Councilor Topaz review those and return to the next meeting with specific amendments. Mayor Scholl added that he should contact Walsh in advance. It appears that Councilor Topaz just likes to take up time by causing disruptions and making people look wrong.

Councilor Chilton said she asks questions to get things clarified. It's not to attack or second-guess City staff. This was a long report and there will be questions. She does not agree with changing the follow-up to a department councilor. For example, when Council President Morten had an issue with overages on a contract, he brought that to the Council's attention. If that had been brought to him as the Council liaison, it would have been the check system instead of wasting time at a Council meeting. It would be beneficial to have a Council liaison for the City Administrator. Another issue she found is the removal of the position number when running for Council. She doesn't recall confirming the change. Where are the survey results from that? Brown responded that it was discussed at the August 4, 2021 meeting. A survey was conducted, and he thought he shared those results with the Council. A majority of the Council preferred the popularity vote. Councilor Chilton would like to see the results of the survey and get more input from community members.

Mayor Scholl clarified that there is already a policy in place for Council liaisons. There has been plenty of opportunities in the past to contact City staff in advance of meetings. He is not saying that no one should ask questions and apologized if that's what she heard. The packet is big. They are on the first reading. They have two weeks before it can be adopted. Discussion with City staff can happen any time between now and the 15th. They can also call another councilor to ask their opinion.

Councilor Topaz checks on it with other legal people or entities. He doesn't check with the staff. He sent some information to every councilor in the past. Bill Monahan said that was illegal because it was making a point for a decision. Mayor Scholl explained that he could talk to one councilor at a time. They can discuss ideas but cannot make decisions.

Walsh explained that the public contracting code is complex. The City Administrator is the purchasing manager for the City. They are proposing to streamline the process. Everything still ends up at the Council. There is accountability. They will still follow Oregon Contracting Laws and processes. Councilor Topaz agrees that it needs to be streamlined but also wants it to be double-checked. Council President Morten explained that there is a system with double-checks already in place.

Councilor Birkle requested Council allow Walsh to review the proposed amendments and keep questions until the end.

Walsh continued to review the proposed changes:

- 2.04.110 Cleanup of definitions
- 2.04.110 Exceptions to the State law already exist
- 2.04.120 Cleanup language
- 2.12.010 Cleanup City Administrator language
 - The job description prevails
 - Power is delegated by Council

- Municipal Court
 - Removes redundancy from Judicial Code
- Municipal Judges
 - Requires the judge's contract be adopted by resolution
- Juries and Trials
 - Cleaning up language
- Library and Library Board
 - Correcting librarian to library director
 - Striking Council responsibilities; liaison is still there but in a different section
 - Cleaning up language
 - Council President Morten requested that it be clear of who brings recommendations to the Council – Library Director or Library Board Chair?
- Nominating procedures for officers
 - Discussed survey
 - 69% of the people who voted preferred the majority vote instead of the per position vote
- Signing of checks and warrants
 - Changing to one representative to sign
- Criminal history and background check policies
 - Updates language to current practices
- Renaming of Parks & Trails Commission
 - Proposal to rename the Parks & Trails Commission to Parks and Recreation Commission. Council President Morten talked about the history of the Bicycle & Pedestrian Commission being combined with the Parks Commission to create the Parks & Trails Commission. Parks continues to be an influx of recreation, bicycles, and pathways.

Mayor Scholl talked about an earlier comment saying what was on page 62 was illegal. Brown pointed out that this has been reviewed by our attorneys. Discussion of having an in-house attorney since legal expenses have increased substantially.

8. City Administrator Report - John Walsh

- The City received the Government Finance Officers Association (GFOA) budget award again this year. It is evidence of transparency and professionalism in finance and the budget. Congratulations to Brown! As of last week, only five cities out of 240 received the award. Councilor Topaz said it may not be that we're very good, but the others are so bad. Councilor Birkle thinks it's because he's very good.
- Received a request for a water bill adjustment of \$154.18. The resident left a hose running. They are only requesting that it be adjusted to be consistent with their regular monthly fee. This will be on tonight's agenda for a decision.
- Went through a solicitation process for the RFP/Q for the Parks & Trails/Recreation Master Plan. The selection committee will include himself, Brown, Chair Carmin Dunn, Associate Planner/Community Development Project Manager Jenny Dimsho, and Parks and Recreation Manager Shanna Duggan. Council President Morten would like council representation to review the proposals. Brown said he recalls it came up but there was not availability. He can send copies to the Council. They do have a preferred vendor that stood out over the other.
- The Riverwalk and Streets projects are moving along well. The plan is to have an RFP for developers on January 5.
- Riverwalk Public Forum on December 15.
- Library Director recruitment interviews begin on January 11.

- Urban Renewal Agency (URA) meeting on January 5. It is also an opportunity to create separation of the URA budget and the City budget by doing it earlier in January. Mayor Scholl would like to see proposed URA projects. Discussion of state and federal funding for projects.
- Continuing to talk to the Marine Board about Grey Cliffs Park and the beach nourishment with DSL.
- The Personal Services Agreement with Mackenzie for St. Helens Industrial Business Park is on tonight's agenda.
- Attended the Main Street meeting last night. They are proposing an amendment to the MOU. Council proposed a half-time City employee. They feel like they could do better if the City allocated the money to them. They are being slow and deliberate on the hiring.
- An in-house attorney was mentioned.
- Received a request from Government Affairs Specialist Rachael Barry about being a member of service clubs, such as Rotary. They have personal and organizational memberships. They are good community partners. Council President Morten asked who would be responsible for dues? Consensus of Council for it to be a personal commitment.
- Consensus of Council for the URA budget process to be moved to January. Discussion of switching to a biennial budget instead of annual. Mayor Scholl disagreed with it. He was concerned that they couldn't project revenue as well that way. Brown explained that they would approve the URA budget for two years but would still have supplement budget hearings to update it. The URA could meet more often but the URA Budget Committee would only have to meet once every two years. Consensus to begin meeting in January.
- A biennial budget changes the term of a Budget Committee member. Brown requested separating the URA and the City Budget Committees. No objection from Council.
- Budget Committee member Bill Eagle's term is expiring. He is interested in continuing. There are five applicants. Brown asked if the Council wants to interview the applicants. Consensus of Council wants to hold another meeting to interview them all.

ADJOURN – 4:49 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

December 1, 2021

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

Members Absent: Jessica Chilton, Councilor

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Assistant City Administrator
Matthew Kahl, City Attorney
Peter Hicks, City Attorney

Others: None



At 4:50 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**
 - Update on potential litigation filed by City employee.
- **Real Property Transactions**, under **ORS 192.660(2)(e)**
 - Update on potential lagoon reclamation.
 - Update on Millard Road property.

The Executive Session was adjourned at 5:20 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL PUBLIC HEARING

Wednesday, December 01, 2021

DRAFT MINUTES

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Jenny Dimsho, Associate Planner/Community Development Project Manager
Tina Curry, Event Coordinator

OTHERS

Cindy Stockton
Eliza Galaher
Peace of Mind Farm

OPEN PUBLIC HEARING – 6:15 p.m.

TOPIC

1. Community Development Block Grant (CDBG) Application for lifempowered Empowerment Center

City Administrator Walsh reported that only cities and counties can apply for these types of grants, which is why the City is acting as a sponsor. **Lifempowered** (fka: Riverside Industries) is working with the Port to acquire the property.

Cindy Stockton, Executive Director for **lifempowered**, was in attendance via Zoom. She thanked the Council for the City's support. They have been supporting adults with intellectual disabilities in Columbia County for almost 50 years. The current facility is not working for them anymore. It's not even ADA accessible for the people they support. A new center to offer more programs made the most sense.

City Recorder Payne read the public notice into the record.

St. Helens City Council Public Notice and Notice of Public Hearing

The City of St. Helens is eligible to apply for a 2021 Community Development Block Grant from the Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements, primarily for persons with low and moderate incomes.

Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2021. The maximum grant that a city or county can receive is \$1,500,000. The City of St. Helens is preparing an application for a 2021 Community Development Block Grant from the Business Oregon for the lifempowered Empowerment Center. It is estimated that the proposed project will benefit at least 75 persons, of whom 95% will be low or moderate income.

A public hearing will be held by the St. Helens City Council at 6:15 p.m. on Wednesday, December 1, 2021, in the Council Chambers at City Hall, 265 Strand Street, St. Helens, plaza entrance. The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

Written comments are also welcome and must be received by November 30, 2021 at City of St. Helens, 265 Strand Street, St. Helens, OR 97051. Both oral and written comments will be considered by the St. Helens City Council in deciding whether to apply. The location of the hearing is accessible to persons with disabilities. Please contact Kathy Payne, City Recorder, at 503.366.8217 if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and records about the City's past use of Community Development Block Grant funds is available for public review at 265 Strand Street, St. Helens, Oregon, during regular office hours. Advance notice is requested. If special accommodations are needed, please notify Kathy Payne, City Recorder at 503.366.8217, so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing that is demolished or converted to another use will be replaced.

Public Comments

- ◆ Eliza Galaher. She was recently hired to be the North Coast Education and Outreach Specialist with Fair Housing Council of Oregon, which is a nonprofit organization. She is here to learn and introduce herself as a helpful presence in Columbia, Clatsop, Tillamook, and Lincoln counties representing fair housing laws.

Councilor Birkle asked what will be in the building. Cindy responded that it would include administrative offices, large conference room/classroom space, ADA accessible bathrooms with a shower, state of the art kitchen based on client needs, and anything needed to act as an emergency shelter.

Councilor Topaz asked if there will be a large refrigerator in the emergency shelter. Cindy said yes, it will be part of the kitchen. She talked about how the houses are prepared for emergencies.

CLOSE PUBLIC HEARING – 6:31 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL PUBLIC HEARING

Wednesday, December 01, 2021

DRAFT MINUTES

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Jenny Dimsho, Associate Planner/Community Development Project Manager
Tina Curry, Event Coordinator

OTHERS

Peace of Mind Farm

OPEN PUBLIC HEARING – 6:41 p.m.

TOPIC

1. Annexation of 58471 Columbia River Highway (Patel)

Associate Planner/Community Development Project Manager Dimsho covered preliminary matters and presented the staff report, a copy of which is included in the archive packet for this meeting. There were no ex-parte contacts, conflicts of interest, or bias in this matter. There were no objections from the audience for the Council to make a fair decision.

Planning Commission and staff both recommend approval and recommend the property have a Comprehensive Plan designation of Highway Commercial (Incorporated) HC and be zoned Highway Commercial (HC).

TESTIMONY IN FAVOR – None

TESTIMONY IN OPPOSITION – None

CLOSE PUBLIC HEARING – 6:49 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL PUBLIC HEARING

Wednesday, December 01, 2021

DRAFT MINUTES

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Jenny Dimsho, Associate Planner/Community Development Project Manager
Tina Curry, Event Coordinator

OTHERS

Peace of Mind Farm

OPEN PUBLIC HEARING – 6:30 p.m.

TOPIC

1. Annexation of 35480 E. Division Road (Hughes)

Associate Planner/Community Development Project Manager Dimsho covered preliminary matters and presented the staff report, a copy of which is included in the archive packet for this meeting. There were no ex-parte contacts, conflicts of interest, or bias in this matter. There were no objections from the audience for the Council to make a fair decision.

Planning Commission and staff both recommend approval and recommend the property have a Comprehensive Plan designation of Highway Commercial (Incorporated) HC and be zoned Highway Commercial (HC).

TESTIMONY IN FAVOR – None

TESTIMONY IN OPPOSITION – None

CLOSE PUBLIC HEARING – 6:40 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL PUBLIC HEARING

Wednesday, December 01, 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
Jenny Dimsho, Associate Planner/Community Development Project Manager
Tina Curry, Event Coordinator

OTHERS

Peace of Mind Farm
Stephanie Patterson
Brady Preheim

OPEN PUBLIC HEARING – 6:50 p.m.

TOPIC

1. Annexation of 58284 Old Portland Road (Port of Columbia County)

Associate Planner/Community Development Project Manager Dimsho covered preliminary matters and presented the staff report, a copy of which is included in the archive packet for this meeting. There were no ex-parte contacts, conflicts of interest, or bias in this matter. There were no objections from the audience for the Council to make a fair decision.

Planning Commission and staff both recommend approval and recommend the property have a Comprehensive Plan designation of Heavy Industrial (Incorporated) HI and be zoned Heavy Industrial (HI).

TESTIMONY IN FAVOR – None

TESTIMONY IN OPPOSITION – None

CLOSE PUBLIC HEARING – 6:57 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, December 01, 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
 Jenny Dimsho, Associate Planner/Community Development Project Manager
 Tina Curry, Event Coordinator

OTHERS

Linda Zahl Art Leskowich
 Stephanie Patterson Shauna Stroup-Harrison
 Brady Preheim

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

PLEDGE OF ALLEGIANCE

Mayor Scholl led the Pledge of Allegiance and then read the Council mantra.

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

- ◆ Stephanie Patterson. She is a positive person and does not like to bring these types of things to the Council. There were parts of Halloween that were very difficult, and the Council was very supportive. During the work session break she witnessed a verbal exchange between Assistant City Administrator Brown and Event Coordinator Tina Curry. Stephanie and Tina were talking to Councilor Birkle about the difference in purchasing authority for an independent contractor as opposed to a City staff member. Brown interrupted the conversation with loud laughter and stating he didn't have the financial information he needed for Spirit of Halloweentown. He inferred in front City Administrator Walsh, City Recorder Payne, Councilor Birkle, and herself that Tina hadn't turned over all the money she received from ticket sales. His reason for this is that Tina had declined to provide passcode information to Ticket Leap and all social media accounts. As these pertain to E2C accounts, it is more likely that Brown would not have had the authority to request them because he isn't Tina's direct supervisor. None of this information was ever requested in previous years. The conversation with Councilor Birkle was lost amid snide and potentially damaging innuendos. Those innuendos are dangerous and the tactics of a bully. She was brought on five years ago to refute these types of innuendos and they are still happening. It's discouraging. She would not be here tonight if she didn't think this was serious. Some of the

things she has heard is the question of why Tina is not using her married name, allegations of misappropriations of funds, and comments about Tina owning everything and leaving with it all one day. It's one thing when people say this out of ignorance in the community but another thing when it's being said in-house. She asked them to speak with Brown about what is and is not appropriate and professional.

◆ Brady Preheim.

- St. Helens City Council is the highest paid council in Oregon. Are the citizens getting good government? No. Are they getting a functional city council? No. They are getting a stupid mantra that is violated at every meeting.
- He is tired of hearing about tourism. Tourism is the only department that doesn't cost the City a dime and brings in millions of dollars. They seem to think that E2C is an employee, but they are a contractor. They continue to violate the IRS rules about independent contractors. They used to have a City employee and a tourism committee, and it was dysfunctional. It's done well with a contractor. There is no need to continue to discuss it. No one would work as hard and as many hours for the little pay Tina receives. She should be getting a portion of the profits. To imply that she's hiding something is not acceptable. It's sad that it comes from Brown. He knows what it's like to be bullied and harassed by a council person.
- Why is the pirate ship still here? They need to enforce the laws. He is right there on the docks violating the ordinance.
- Kudos to the Council for how nice the Christmas decorations look.

Mayor Scholl thanked Brady for his comments. He will continue to read the Mantra and hold himself to its standard. He serves all residents.

◆ Shauna Stroup-Harrison.

- Why are they not on Zoom right now? Brown confirmed they are.
- There is a huge influx of prowling in town.
- Requested an update on the filling of the lagoon.
- Very concerned about the crime in her community. What can she do to help safeguard her neighborhood?

Mayor Scholl reported that Chief Greenway addressed the crime concerns at the beginning of the work session. Communications Officer King will also be sharing information about how to stay safe.

Shauna talked about the Council being distracted with other things going on. Spirit of Halloweentown was great, but the livability of the community is suffering right now. Seeing the attacks is disheartening. She knows they're trying to do their best, but she hopes they acknowledge what is happening and take an approach to it. They need to show that it won't be accepted. Watching the last couple meetings has been soul sucking. They need to show they care. Don't let this place turn into Gresham.

- ◆ Art Leskowich. He is here to comment regarding the tourism contract. He has worked on contracts. Government contracts are very difficult. It's important to have a strong agreement and accountability. He appreciates their efforts and wishes them the best.

DELIBERATIONS:

1. Deliberations - Annexation of 35480 E. Division Road (Hughes)

Councilor Birkle thanked Planning staff for their work.

Motion: Motion made by Councilor Topaz and seconded by Council President Morten to approve the Annexation of 35480 E. Division Road. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz; Abstained: Councilor Chilton

2. Deliberations - Annexation of 58471 Columbia River Highway (Patel)

Motion: Motion made by Council President Morten and seconded by Councilor Topaz to approve the Annexation of 58471 Columbia River Highway. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz; Abstained: Councilor Chilton

3. Deliberations - Annexation of 58284 Old Portland Road (Port of Columbia County)

Motion: Motion made by Council President Morten and seconded by Councilor Topaz to approve the Annexation of 58284 Old Portland Road. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

ORDINANCES – Final Reading

4. Ordinance No. 3272: An Ordinance to Annex and Designate the Zone of Certain Property at 58241 South Division Road

Mayor Scholl read Ordinance No. 3272 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Ordinance No. 3272. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

5. Ordinance No. 3273: An Ordinance to Annex and Designate the Zone of Certain Property at 35285 Millard Road

Mayor Scholl read Ordinance No. 3273 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Ordinance No. 3273. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

ORDINANCES – First Reading

6. Ordinance No. 3271: An Ordinance Amending the St. Helens Municipal Code Chapter 6.04 Regarding Beekeeping

Mayor Scholl read Ordinance No. 3271 by title. The final reading will be held at the next meeting.

7. Ordinance No. 3275: An Ordinance Amending St. Helens Municipal Code Title 13 Relating to Definitions of Equivalent Dwelling Units for Water and Wastewater Utilities Services

Mayor Scholl read Ordinance No. 3275 by title. The final reading will be held at the next meeting.

8. Ordinance No. 3276: An Ordinance Amending St. Helens Municipal Code Title 2 Relating to Administration and Personnel

Mayor Scholl read Ordinance No. 3276 by title. The final reading will be held at the next meeting.

RESOLUTIONS

9. Resolution No. 1941: A Resolution to Appoint a Presiding Municipal Court Judge

Mayor Scholl read Resolution No. 1941 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1941. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

10. Agreement with Oregon Patrol Service for Court Bailiff Services

11. Amendment No. 1 to 7th Street Container Lofts LLC Ground Lease Agreement

12. Agreement with Mackenzie Engineering, Inc. for Infrastructure Design Work for the St. Helens Industrial Business Park

13. Contract Payments

Motion: Motion made by Council President Morten and seconded by Councilor Topaz to approve '10' through '13' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR ACCEPTANCE

14. Cost Estimate from Turney Excavating, Inc. for Marshall Street Closure

Motion: Motion made by Council President Morten and seconded by Councilor Topaz to approve '14' above.

Discussion.

Councilor Birkle asked if approval from ODOT has been granted. Associate Planner/Community Development Project Manager Dimsho confirmed that ODOT Access Management approved the \$900,000 reimbursement that it will cost to fabricate and install the gate. It will still allow emergency and maintenance access.

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

CONSENT AGENDA FOR APPROVAL

15. Council Work Session, Special Session, and Regular Session Minutes dated November 17, 2021
16. Accounts Payable Bill Lists

Motion: Motion made by Council President Morten and seconded by Councilor Topaz to approve '15' and '16' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

WORK SESSION ACTION ITEMS

Leak Adjustment Request

Motion: Motion made by Councilor Birkle and seconded by Council President Morten to adjust the water bill for Dennis Waterbury as requested.

Discussion.

Council President Morten was delighted to read that the water department has a standard for the process.

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

Jordan Center Bench Donation

Motion: Motion made by Councilor Topaz and seconded by Council President Morten to approve the placement of a wooden bench on the sidewalk. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

Agreement Regarding Sue Nelson and Authorize the Signature of the Mayor

Motion: Motion made by Council President Morten and seconded by Councilor Birkle to approve the agreement with Sue Nelson and authorize the mayor to execute agreement on behalf of the City. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz; Abstained: Councilor Chilton

Tourism Contract

Brown reported that the contract with E2C automatically renews for another year if the Council does not take action. However, there is a 90-day exit clause at any time. Does the Council want to take action to not renew the contract, and go through the process with the staff tourism review committee bringing back a new contract?

Council President Morten requested this be added to the December 15 agenda for discussion. Council concurred.

Councilor Birkle would like clarification before making a discussion.

Masonic Building Lease

Mayor Scholl reported that there are funds to pay for the rent.

Discussion of the uses of the building:

- Dark Market
- Haunted house
- Museum upstairs
- Electric chair to access the upstairs

Councilor Birkle is in favor of renewing it but wants to further discuss the uses. Council President Morten agreed with Councilor Birkle but also wants to discuss it further December 15. Council concurred. Councilor Chilton would like to hear how much money was spent refurbishing it, what the initial plans were, and how long they have been leasing it.

MAYOR SCHOLL REPORTS

- Police Chief Greenway report during the work session about the crime happening. A couple different groups have been stealing vehicles from outside the area, coming here, and going through vehicles. Every one of the 50 vehicles that were victimized were unlocked. He encouraged everyone to lock their vehicles, take their keys, and hide valuables. Please call the police if you see anything suspicious.
- With everything going on with tourism, it has zapped the Council. The meetings aren't going the way they used to. There is a lot going on in this community with great people. They are dedicated to creating a better contract with help from Travel Oregon, Council, and staff. They cannot continue to go on like this. He doesn't want to fight and argue. He wants to be educated.

COUNCIL MEMBER REPORTS

Council President Morten reported...

- Thanked Art for a positive report with inspiration to move forward.
- Thanked Chief Greenway for his report. With concerns from so many community members, he wanted them to hear directly from the Chief. He reminded people to take safety precautions.
- Had a work party at the Botanical Garden. A lot of work was done.
- The Parks & Trails Commission is anticipating a Master Plan update.

Councilor Topaz reported...

- Library Director Margaret Jeffries is retiring. It would be appropriate for the Council to give her a gift, such as an old book.
- The Boy Scouts worked with Judy Thompson to clean up behind the Courthouse last week.
- Chief Greenway mentioned that crime is happening in other communities as well. It is being investigated.
- Al Petersen brought up court records referencing the mill site and being sued by Cascade. There was a ruling by Judge Callahan on September 3, which said the sale of the property to ASPC and the final plot is rescinded. That means the City owns that property again and they need to discuss how to do that since they know it's illegal for the City to be in charge of a marijuana grow facility. The point is, what Al said was all public record received from the court.

Councilor Chilton reported...

- Has been working with Lieutenant Hogue and other community members to organize the annual police awards banquet. She is looking forward to the event this week and giving the police a deserving celebration.

- Thanked Shauna for bringing her concerns to the Council. She lives in one of the neighborhoods that is often targeted and feels those same concerns. She encouraged everyone to look out for their neighbors, be aware of surroundings, and report suspicious activity.

Councilor Birkle reported...

- Referring to Councilor Topaz's comments, that is public record but there is also ongoing litigation. Council is handling it in an appropriate manner. They are not able to inform the public about everything going on.
- There is a lot that works well in the City.
 - Tina is coordinating events in anticipation of the Christmas Ships.
 - City departments work well.
 - He wants tourism to continue being a part of what works well.
- Encouraged everyone to get a Keep it Local card and shop local.

OTHER BUSINESS

Mayor Scholl added...

- Attended the Main Street meeting. There's a decorating contest with prizes.
- Regarding the litigation referred to, the judge took it upon themselves to make a judgement with neither side. It is in the appeals process.
- Christmas Ships on December 11 with Santa, music, and street closures. There will be snow.

ADJOURN – 7:59 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

CITY OF ST. HELENS OREGON
PARKS AND RECREATION MASTER PLAN
REQUEST FOR PROPOSAL



Proposal Submittal Date:

February 8, 2022 at 3:00 pm

**City of St. Helens
Attn: Matt Brown
265 Strand Street
St. Helens OR 97051**

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The City of St. Helens is seeking a qualified firm to produce a Parks and Recreation Master Plan. This Master Plan will drive City long-range planning, direct decision-making, and resources toward a clearly defined vision for its future, including park improvements and expansions, parks and recreation facilities, open space management, city walkability, recreation programming, and staffing needs over the next 10 years. The planning process will consist of the following components:

- Needs Assessment
 - Evaluating current parks, trails, and recreation systems
 - Review existing adopted plans, including Comprehensive Plan (2006), Transportation Systems Plan (2011), Framework Plan (2015), Parks & Trails Master Plan (2015), Riverfront Connector Plan (2019). Recommend any policy or methodology changes if needed.
 - Review of 2020 Census demographics and provide summary statistics and future anticipations related to families, populations and make recommendations based on anticipated future needs.
 - Review overlapping services including County, School District, Pool District, and City Services to provide potential collaboration recommendations and/or elimination of duplicated services.
- Community Outreach & Engagement
 - Plan a community engagement process that will include two in-person community events and an online survey. Engagement events should help identify future needs in the community and identify unneeded or underutilized assets.
 - Plan for one meeting with Planning Commission for recommendation to City Council.
 - Plan for three meetings with Parks & Recreation Commission for recommendation to City Council. The first meeting should review current standards and identified requests. A second meeting should be midway through the program to recap community engagement events and a final meeting for recommendation of the final plan to City Council.
 - Plan for two meetings with City Council to present mid-way through the project and again for the final plan for adoption.
- Project Lists, Priority Setting, Pricing Estimates
 - Establish a list of projects for each park/area that identify a priority level based on the needs assessment and community engagement. This list should be broken out by specific park and or area (Trail, Park, Recreation Programs, Staffing, Facilities, etc.) along with determination of SDC eligibility for each park project.
 - Establish a level priority of each project based on community feedback. Priority setting should be identified as High (1- 5 years), Mid (6-10 years), and Low (11+ years).
 - Establish any comprehensive plan goals and policy changes if identified.
 - Each project identified should have an estimated cost for budgeting.
 - Ensure compliance and comparison with the Statewide Comprehensive Outdoor Recreation Plan (SCORP 2019-2023) to ensure priorities align to be competitive with grant applications with Oregon Parks & Recreation grant opportunities.
- Financial Planning
 - Coordinate with the City's SDC methodology consultant
 - Review/discuss financial planning for project completion that may include items such as suggested fee schedule changes for current facilities as well as additional funding opportunities

that are used in other communities to fund Parks and Recreation. This would include reviewing potential utility fees, bond/levy, or other financing methods currently used to help fund Parks and Recreation in other communities or organizations.

- Identify staffing needs and funding needs for Parks and Recreation based on current best practices.
- The firm selected will create a complete package for adoption by the governing body.

INTRODUCTION & BACKGROUND

The City of St. Helens is the 40th largest city (14,500 people) in Oregon and is located along the Columbia River approximately 28 miles northwest of Portland. The city covers an area roughly 5.9 square miles. The City of St. Helens is considered the entrance to Columbia County and is also home of Spirit of Halloweentown, a month-long celebration of Halloween that takes place all around the City in October as well as multiple annual events throughout the year. Over the last two years, the City has seen quite an expansion growth of residential development along with apartment complexes.

The City completed a Parks & Trails Master Plan back in 2015 that was done internally. The City has since then completed a number of projects from that Master Plan and identified potential new park ideas to be included.

The City began a Recreation Program in 2018 with funding from grants initially. Since 2018, the City has seen a large growth in our Recreation Program and in 2021, combined Parks and Recreation into one department with a new Parks and Recreation Manager. The Parks and Recreation Manager and department have an intergovernmental agreement to work alongside the St. Helens School District for use of facilities and this should be taken into consideration when planning out future projects as we do not want to duplicate services and features that are already offered within our community. This city and community are heavily engaged in both youth and adult sport leagues like softball and basketball. The City of St. Helens has a separate taxing district for a local pool (Eisenschmidt Pool) that operates as its own entity and taxing district.

TIME PERIOD

RFP Approval by City Council	01/05/2022
RFP Publicized	01/06/2022
Question Submittals	01/20/2022
Questions – Answers Addendum	01/21/2022 (posted on city website)
Proposals Due to City	02/08/2022 @ 3:00 PM
Estimated Internal Review by Committee	02/15/2022
Estimated Recommendation to City Council	02/16/2022

SELECTION PROCESS

Potential proposers may submit written questions to Matt Brown at mbrown@sthelensoregon.gov. All questions and answers will be posted as an addendum to the RFP on the city website by the date noted in the time period section. A Selection Committee will be composed of elected officials, city staff, and commission members.

DIRECTIONS FOR SUBMISSION

Proposers shall submit 5 physical copies and 1 copy via USB stick to 265 Strand Street, St. Helens OR 97051. All expenses for preparing and delivering project proposals will be borne by the proposer. All questions concerning this project during the solicitation process shall be forwarded to Matt Brown at mbrown@sthelensoregon.gov.

SUBMITTAL REQUIREMENTS

The following information must be provided in the following sequence. Sections and subsections should correspond with the sections and subsections identified below. The ideal firm shall have experience performing master and strategic planning directly related to Parks and Recreation departments/organizations. The qualifications and commitment of key personnel that would be assigned to this community are critically important in the selection of a firm. Please provide the following in your proposal in the following sequence. Proposals should be bound with cover letter on top. The entire submission document shall be no longer than 14 numbered pages; 7 pages front/back.

A. Cover Letter & Introduction

On the proposer's letterhead, include an introduction with the name, phone number, and email address of the person authorized to represent the company regarding all matters related to the proposal.

B. Project Team

- (1) An executive Summary and an organizational chart identifying team members and their areas of responsibility.
- (2) Key personnel qualifications and experience related to Parks and Recreation Master Plans.

C. Qualifications

This should include relevant project experiences as outlined project description. Include the dates for when the project was started/completed. Include what current team members were involved in this project. Identify examples of hosting community outreach events, surveys, and other forms of engagement. Experience with SCORP. Experience with any other pertinent information you feel is necessary for the City to be aware of.

D. Explanation and Description of Scope and Services

Using the project description outlined above, please identify a schedule of services you would anticipate for the City and scope of services you anticipate using to complete this project. Each phase should be identified with an estimated timeline and schedule of events. No longer than 2 pages.

E. Anticipated Cost

Clearly identify the anticipated cost based on the Scope and Services for the City.

F. References

Provide three (3) references. Firms shall provide contact information for at least three municipal, county, or other government or private sector client references specifying entity name, address, services provided, contact person, and telephone number.

G. Examples

Include a link to three examples of previous Parks and Recreation Master Plans that have been adopted by the governing agency.

EVALUTATION CRITERIA

<u>POINTS POSSIBLE</u>	<u>EVALUATION CRITERIA</u>
5	Form of proposal
10	Project Team
10	Qualifications
10	Explanation and Description of Scope and Services
15	Anticipated Cost
15	References & Examples
65	TOTAL POSSIBLE POINTS

RESERVATION OF RIGHTS

Item #16.

The City of St. Helens reserves all rights (which may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

- A. Cancel this RFP in whole or in part, at any time before the execution of a contract by the City of St. Helens, without incurring any cost, obligations, or liabilities.
- B. Issue addenda, supplements, and modifications to this RFP
- C. Revise and modify, at any time before the RFP submittal due date, the factors and/or weights of factors the City will consider in evaluating RFP submittals and to revise or otherwise expand its evaluation methodology as set forth herein.
- D. Extend the RFP submittal due date.
- E. Investigate the qualification of any firm under consideration and require submittal confirmation of information furnished by a firm.
- F. Require additional information from a firm concerning the contents of its RFP until such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
- G. Reject at any time, any or all submittals, responses, and RFP submittals received.
- H. Terminate, at any time, evaluations or responses received.
- I. Appoint an evaluation committee to review RFP submittals or responses, make recommendations, and seek the assistance of outside technical experts and consultants in RFP submittal evaluation.
- J. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFP to seek an improved understanding and evaluation of the responses to this RFP.
- K. Seek or obtain data from any source that has the potential to improve the understanding an evaluation of the responses to this RFP.
- L. Disclose information contained in the RFP submittal to the public as required under public records law.
- M. Waive deficiencies in an RFP submittal, accept and review a non-conforming RFP submittal or seek clarifications or supplements to an RFP submittal.

Engineer I

DEPARTMENT: Public Works
DIVISION: Engineering
SUPERVISOR: Engineering Manager
FLSA STATUS: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No



POSITION SUMMARY

Entry-level position performs a variety of duties related to designing and constructing infrastructure and public works systems. Assist senior Engineering Division staff in obtaining, evaluating, and coordinating all information needed to construct the project in accordance with the contract documents and to assure that the work meets all safety standards, is within schedule requirements, and is constructed to the highest level of quality possible.

SUPERVISION RECEIVED

Engineering Manager.

SUPERVISION EXERCISED

None.

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

- Prepare simple and routine plans, designs, calculations, and cost estimates by following standard engineering practices and procedures within well-established guidelines under close supervision
- Perform research into public records and other documents pertaining to the project.
- Interpret engineering specifications and solve routine problems by applying defined procedures with ample precedent. Make suggestions for modifying concepts and/or product techniques and materials
- Assist senior Engineering Division staff with more complex designs, plans, calculations, and surveys. Assist with proposal development and contract documentation. Assist in contract administration services during construction.
- Assist in the preparation of project as-builts
- Check plans for conformance with regulations regarding line, grade, size, elevation, and location of structures
- Review the plans of consulting engineers and private contractors; recommend adjustments to engineering designs; ensure compliance with specifications; and applicable codes
- Prepare progress reports on projects under construction; maintain records of changes and field notes
- Calculate the quantity, quality and cost of materials used for various projects

- Oversee the maintenance of project plans and contract documents including as-builts, maps, etc.
- Provide assistance to the senior Engineering Division staff
- Perform field engineering and inspection of engineering and public works related projects and improvements.
- Perform field survey and construction inspection services
- Assists in the preparation of design plans, specifications, and bid documents. Assist in bid conferences, bid evaluations, bid award recommendations, and review of contractor pay requests
- Keeps immediate supervisor accurately informed of work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Provides construction inspection for City public works projects.
- Performs construction inspection of private development projects within the public right of way
- Check plans and specifications for accuracy and completeness of design. Prepare preliminary and final project cost estimates.
- Participates in conducting routine and periodic inspections of new construction to ensure compliance with approved plans and specifications. Inspects materials, equipment, and methods used for quality and compliance with specifications.
- Reviews plans related to structures such as streets, sidewalks, gutters, and other offsite construction; check plans for conformance with regulations regarding line, grade, size, elevation, and location of structures; check calculations.
- Performs other duties as assigned as it pertains to this job and the department/division

MINIMUM QUALIFICATIONS

- Graduation from a four-year college or university with a bachelor's degree in Civil Engineering,
- Engineer in Training certification or ability to obtain certification within 1 year of hire

KNOWLEDGE, SKILLS & ABILITIES:

- Basic knowledge of AutoCAD Civil 3D and ESRI GIS software
- Organized, good written and verbal communication skills, attention to detail, good attendance, sound problem-solving skills, and general computer knowledge
- Effective written and oral communication skills
- Ability to work efficiently, manage multiple and conflicting deadlines, establish priorities
- Knowledge of basic civil engineering principles and techniques
- Applicable laws and regulatory codes relevant to assigned area of responsibility
- Methods, materials, and techniques used in the construction of public works projects
- Principles of advanced mathematics and their application to engineering work
- Communication principles, practices, and techniques
- Adapt to changing, intensive deadlines
- Interpreting data or information

- Performing highly detailed work
- Use math and perform complex scientific and mathematical computations
- Modern office practices and methods, computer equipment, and software applications
- Perform technical research and solve engineering problems
- Prepare plans and drawings neatly and accurately
- Make engineering design computations and check, design, and prepare engineering plans and studies
- Prepare, understand, and interpret engineering construction plans, specifications and other contract documents
- Communicate clearly and concisely, both orally and in writing

SPECIAL REQUIREMENTS

- Must possess a valid State driver's license or ability to obtain prior to employment.
- Must be physically capable of moving about on construction work sites and climbing ladders.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided- design software; standard drafting tools; surveying equipment including level, and electronic distance measuring devices; motor vehicle; phone; mobile radio

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

1. Physical Demands: While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.

2. Vision: Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.

3. Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

4.Environment: Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.

5. Working Conditions:

- a. Position has normal business hours. Occasional attendance at evening meetings required.
- b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.

6. Resource Accountability:

- a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as built drawings, and program records.

EMPLOYEE ACKNOWLEDGEMENT

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Engineer I job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Engineer II

DEPARTMENT: Public Works
DIVISION: Engineering
SUPERVISOR: Engineering Manager
FLSA STATUS: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No



POSITION SUMMARY

Performs professional civil engineering work in design, review, planning, construction, and maintenance of public works projects, including street improvements, sanitary sewer, stormwater, water system improvements, and transportation systems. May serve as project manager on City engineering and construction projects.

SUPERVISION RECEIVED

Engineering Manager

SUPERVISION EXERCISED

None.

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

- Coordinate assigned projects, including planning, scheduling, and coordinating project engineering work, reviewing, and approving construction plans and supporting calculations, and ensuring project compliance with all codes and ordinances and established engineering standards
- Performs moderately complex engineering work in connection with municipal public works projects, including simple to complex civil engineering design work, calculates construction quantities, and prepares engineering and construction estimates in coordination with the, Engineering Manager or Engineer III including sanitary sewer, water, storm drainage, and street system maps, databases, and comprehensive plans. Plans, schedules, and coordinates work on engineering projects.
- Prepares design plans, specifications, and bid documents, holds bid conferences, evaluates bids, makes bid award recommendations, and reviews contractor pay requests.
- Participates in project budget administration, cost accounting, and scheduling.
- Develops construction plans and details, notes, and project specifications
- Completes all necessary reports, charts, graphs, correspondence, maps, and reports
- Coordinates with contractors, other departments and agencies, and other interested parties to solve construction difficulties and problems and adjusts original designs as needed
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Responds to citizens' questions and comments in a courteous and timely manner

- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Coordinate required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria
- Provides project coordination for assigned engineering and construction of projects.
- Performs construction inspection of private development projects within the public right of way.
- Review a variety of construction plans, maps, reports, applications, and various development and construction agreements and makes recommendations on design procedures.
- Check plans and specifications for accuracy and completeness of design. Prepare preliminary and final project cost estimates.
- Perform field engineering and inspection of all engineering and public works related projects and improvements.
- May perform field survey and construction inspection services.
- Assist in facilitating the definition of project scopes, goals, milestones, and deliverables. Define project tasks and resource requirements. Plan and schedule project timelines. Identify project risks and develop contingency plans. Prepare project cost estimates.
- Create and maintain comprehensive project documentation. Conduct regular field inspections and site visits.
- Develop and evaluate plans, specifications, and criteria for a variety of projects and activities to be carried out by others. Review reports, plans, and specifications prepared by staff for compliance with engineering practices and City standards.
- Reviews plans related to structures such as streets, sidewalks, gutters, and other offsite construction; check plans for conformance with regulations regarding line, grade, size, elevation and location of structures; check calculations.
- Performs other duties as assigned as it pertains to this job and the department/division.

MINIMUM QUALIFICATIONS

- Bachelor's degree from a four-year college or university in civil engineering or a closely related field.
- Minimum of two to four years of engineering design experience with some project coordination responsibilities.
- Must possess Engineer in Training certification
- Professional Engineering (PE) license in Civil Engineering from the State of Oregon is preferred, but not required.

KNOWLEDGE, SKILLS & ABILITIES:

- Intermediate skill using AutoCAD Civil 3D software, including Civil 3D drafting including importing points, line work/drafting, generating, and modifying horizontal and vertical alignments, grading, performing earthwork calculations, generating and transferring points, and creating utility plan and profile construction drawings

- Knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting, including knowledge of applicable City policies, laws, and regulations affecting Division activities.
- Skilled in arriving at cost estimates for construction projects and in operating the listed tools and equipment.
- Interpersonal and communication skills necessary to tactfully enforce contractor's compliance with plans and specifications, while maintaining satisfactory relationships with contractors and their employees, as well as to interact tactfully and effectively with the general public.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- Civil engineering applied to estimates, studies, technical reports, design, plans, specifications, and professional recommendations for a variety of engineering activities
- Construction including survey, inspection and public works contract administration procedures, and engineering materials and methods
- Public works contract administration including contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity and closing of contracts
- Independently plan, perform and coordinate advanced level professional and technical engineering studies, computations, drawings, reports and surveys
- Take coaching, instruction, and feedback with a cooperative and positive attitude
- Equipment and materials used in street construction and maintenance
- Design and drafting methods, software, and equipment
- Data gathering, analysis, and research
- Communication principles, practices, and techniques
- Adapt to changing, intensive deadlines
- Interpreting data or information
- Performing highly detailed work
- Use math and perform complex scientific and mathematical computations
- Modern office practices and methods, computer equipment, and software applications

SPECIAL REQUIREMENTS

- Must possess a valid State driver's license or ability to obtain prior to employment.
- Must be physically capable of moving about on construction work sites, climbing ladders, and safely negotiating sites under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided- design software; standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; phone; mobile radio

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

1. **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.
2. **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.
3. **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
4. **Environment:** Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
5. **Working Conditions:**
 - a. Position has normal business hours. Occasional attendance at evening meetings required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
6. **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as built drawings, and program records.

EMPLOYEE ACKNOWLEDGEMENT

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Engineer II job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Engineering Technician II

DEPARTMENT: Public Works
DIVISION: Engineering
SUPERVISOR: Engineering Manager
FLSA STATUS: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No



POSITION SUMMARY

Performs routine sub-professional engineering related work in the areas of environmental, street, water, sewer, storm drainage, and other public works projects and programs.

SUPERVISION RECEIVED

Engineering Manager

SUPERVISION EXERCISED

None.

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

- Performs a variety of drafting and design work
- Prepares drawings for engineering projects; creates and updates drawings, maps, graphs, and charts; develops, maintains, and updates various databases; reviews technical drawings, construction plans, calculations, engineering studies, impact analysis, and reports; conducts research and analyzes data; prepares comments for land use pre-application meetings; evaluates engineering cost estimates; researches and compiles contract documents, contracts, bid reviews, and preliminary bid analysis for contract awards; prepares reports.
- Conducts surveys for engineering projects and activities; locates, measures, and records field data of existing facilities; field stakes and marks proposed construction projects; operates survey equipment.
- Assists in developing and maintaining data layers and spatial data structures using Geographic Information Systems (GIS) and AutoCAD tools and relational databases; develops and maintains relational databases; creates, and maintains maps, drawings, spreadsheets, data files, and other documentation using AutoCAD; converts AutoCAD mapping and data to GIS and vice-versa; provides GIS application support; trains and assists system users.
- Provides guidance and information to staff, managers, architects, engineers, inspectors, developers, contractors, utility companies, the general public, and/or outside agencies; acts as a representative on committees, interagency task forces, and special projects as assigned.
- May act as Project Manager for assigned projects for various municipal public works street, water, sewer, and storm drainage construction projects.

- Conducts field surveys for horizontal/vertical locations, topography, construction staking and other related survey work acting as a survey party chief
- Performs onsite inspections of project sites to determine conformance with design specifications.
- Performs other duties as assigned as it pertains to this job and the department/division.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED, supplemented by two years of technical school or college course training in drafting, computer-aided design (CAD), engineering
- Minimum of four years related experience

KNOWLEDGE, SKILLS & ABILITIES:

- Considerable knowledge of civil engineering and surveying principles, practices and methods as applicable to a municipal setting; knowledge of design, construction, inspection and maintenance of public works facilities; and reasonable knowledge of applicable City policies, laws, and regulations affecting division activities
- Skill in arriving at cost estimates on complex projects, some skill in operating the listed tools and equipment, and some skill in basic drafting, surveying, and flagging
- Ability to prepare, organize and maintain engineering field and office data, reports, and systems; ability to effectively communicate complex technical information orally and in writing to contractors, developers, property owners, employees, consultants, other governmental agency representatives, city officials and the general public; and ability to coordinate and plan multiple long-range and short-range projects simultaneously
- Knowledge of AutoCAD Civil 3D and ESRI GIS software
- Organized, good written and verbal communication skills, attention to detail, good attendance, sound problem-solving skills, and general computer knowledge
- Effective written and oral communication skills
- Applicable laws and regulatory codes relevant to assigned area of responsibility
- Methods, materials, and techniques used in the construction of public works projects
- Understand engineering plans, specifications, and other technical documents
- Analyze problems, identify alternative solutions, assess consequences of proposed actions, and implement recommendations
- Operate a variety of electronic surveying, automated drafting, and mapping equipment
- Operate office equipment and technology tools including personal computers, laptop computers and printers, and presentation equipment
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents
- Communicate clearly and concisely, both orally and in writing
- Physically perform the essential job functions
- Interpreting data or information

SPECIAL REQUIREMENTS

- Must possess a valid State driver's license or ability to obtain prior to employment.

- Must be physically capable of moving about on construction work sites, climbing ladders, and safely negotiating sites under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided- design software; standard drafting tools; surveying equipment, electronic distance measuring devices; motor vehicle; phone; mobile radio

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

1. **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.
2. **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.
3. **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
4. **Environment:** Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
5. **Working Conditions:**
 - a. Position has normal business hours. Occasional attendance at evening meetings required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
6. **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as built drawings, and program records.

EMPLOYEE ACKNOWLEDGEMENT

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Engineering Technician II job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Engineering Technician III

DEPARTMENT: Public Works
DIVISION: Engineering
SUPERVISOR: Engineering Manager
FLSA STATUS: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No



POSITION SUMMARY

Performs technical and complex sub-professional engineering related work in the areas of street, water, sewer, storm drainage, and other public works projects and programs. Assists senior Engineering staff and acts as a Project Manager under the supervision of the Engineer Manager in application of principles, methods, and techniques of civil engineering.

SUPERVISION RECEIVED

Engineering Manager

SUPERVISION EXERCISED

None.

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

- Performs a variety of high-level drafting and design work
- Prepare plans, specifications, reports, and cost estimates for public improvements such as streets, storm drains, sewers, water works, traffic signals/controls, and other public projects
- Make calculations for engineering/surveying and other related work
- Assist project engineer in performing survey work and obtaining field data for preparation and planning of proposed projects
- Provide design, construction or consultant contract administration and management or inspection of capital improvement, repair, and maintenance projects
- Establish schedules and methods of providing construction inspection services
- Prepare, review and maintain various data, reports, documents, and project files, such as, but not limited to, inspection logs, daily construction logs, change order requests, quantities and material estimates, progress reports, site plans, subdivision improvement plans, development agreements, real property documents, submittals and as-built drawings
- Review improvement plans, maps, specifications, cost estimates, and other work for accuracy, presentation, and conformance with established engineering practices, City Standards, General Plans, and Specific Plans
- Determine and oversee field material testing of samples of materials routinely used in construction projects.
- Prepare data for as-built utilizing GPS equipment, recording changes, dimensions, etc.

- Research and compiles contract documents, contracts, bid reviews, and preliminary bid analysis for contract awards; prepares reports.
- Oversees surveys for engineering projects and activities; locates, measures, and records field data of existing facilities; field stakes and marks proposed construction projects; operates survey equipment.
- Coordinate, develops and maintains data layers and spatial data structures using Geographic Information Systems (GIS) and AutoCAD tools and relational databases; develops and maintains relational databases; creates, and maintains maps, drawings, spreadsheets, data files, and other documentation using AutoCAD; converts AutoCAD mapping and data to GIS and vice-versa; provides GIS application support; trains and assists system users.
- Provides expert guidance and information to staff, managers, architects, engineers, inspectors, developers, contractors, utility companies, the general public, and/or outside agencies; acts as a representative on committees, interagency task forces, and special projects as assigned.
- May acts as project coordinator for assigned projects for various municipal public works street, water, sewer, and storm drainage construction projects.
- Conducts field surveys for horizontal/vertical locations, topography, construction staking and other related survey work acting as a survey party chief
- Performs onsite inspections of project sites to determine conformance with design specifications and to ensure that construction and repair of transportation, water, wastewater, and storm drainage systems meet control requirements
- Performs other duties as assigned as it pertains to this job and the department/division.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED, supplemented by two years of technical school or college course training in drafting, computer-aided design (CAD), engineering
- Minimum of seven years of increasingly complex sub-professional engineering comparable experience

KNOWLEDGE, SKILLS & ABILITIES:

- Considerable knowledge of civil engineering and surveying principles, practices, and methods as applicable to a municipal setting; knowledge of design, construction, inspection, and maintenance of public works facilities; and reasonable knowledge of applicable City policies, laws, and regulations affecting division activities
- Skill in arriving at cost estimates on complex projects, some skill in operating the listed tools and equipment, and some skill in basic drafting, surveying, and flagging
- Ability to prepare, organize and maintain engineering field and office data, reports, and systems; ability to effectively communicate complex technical information orally and in writing to contractors, developers, property owners, employees, consultants, other governmental agency representatives, city officials and the general public; and ability to coordinate and plan multiple long-range and short-range projects simultaneously
- Techniques for preparing designs, plans, specifications, estimates, reports, and recommendations related to public works

- Mathematics including algebra, geometry, and trigonometry
- Engineering methods and techniques used in the development, management, and execution of public works projects and private developments impacting public works infrastructure
- Knowledge of AutoCAD Civil 3D and ESRI GIS software
- Basic field surveying principles
- Basic soil mechanics/testing
- Practices, methods, materials, equipment used in construction safety
- Organized, good written and verbal communication skills, attention to detail, good attendance, sound problem-solving skills, and general computer knowledge
- Effective written and oral communication skills
- Applicable laws and regulatory codes relevant to assigned area of responsibility
- Methods, materials, and techniques used in the construction of public works projects
- Understand engineering plans, specifications, and other technical documents
- Analyze problems, identify alternative solutions, assess consequences of proposed actions, and implement recommendations
- Operate a variety of electronic surveying, automated drafting, and mapping equipment
- Operate office equipment and technology tools including personal computers, laptop computers and printers, and presentation equipment
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents

SPECIAL REQUIREMENTS

- Must possess a valid State driver's license or ability to obtain prior to employment.
- Must be physically capable of moving about on construction work sites, climbing ladders, and safely negotiating sites under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided- design software; standard drafting tools; surveying equipment, electronic distance measuring devices; motor vehicle; phone; mobile radio

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

1. **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.

2. **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.
3. **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
4. **Environment:** Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
5. **Working Conditions:**
 - a. Position has normal business hours. Occasional attendance at evening meetings required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
6. **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as built drawings, and program records.
 - b. Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGEMENT

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Engineering Technician III job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Engineering Intern

DEPARTMENT: Public Works
DIVISION: Engineering
SUPERVISOR: Engineering Division Manager
FLSA STATUS: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: No



POSITION SUMMARY

Performs a variety of internship level technical work in support of the engineering, development, GIS, CAD, and construction inspection functions for the Public Works Engineering Division. Work involves practical application of basic engineering principles and knowledge.

This position is part time with the City of St. Helens/6 months/flexible time

SUPERVISION RECEIVED

Engineering Manager.

SUPERVISION EXERCISED

None.

All work will be reviewed by supervisor or lead for completion, technical accuracy, consistency, and suitability. Technical guidance and training may be provided by senior staff members as assigned.

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

- Provides office design support and field engineering support for water, wastewater, stormwater, street, and other public works projects and programs, ensuring technical competence and compliance with all current codes and criteria.
- Maintains reports, files, plans, maps, project status reports, as-built records.
- Assists in the preparation of drawings for engineering projects, including maps, graphs, charts, spreadsheets, and as-builts.
- Performs field work necessary for the collection of data for engineering, development and/or GIS studies.
- Assists, as assigned, in the various phases of project design, research records.
- Reviews private project development plans, as assigned, for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Assists in the development, maintenance, and updating various engineering, AutoCAD, and geographic information system databases
- Reviews technical drawings, construction plans, calculations, engineering studies, impact analysis, and reports; gathers data; prepares reports
- Assists in maintaining data layers and spatial data structures using Geographic Information Systems (GIS) and AutoCAD tools and relational databases

- Perform research into public records and other documents pertaining to the project
- Provide staff assistance to the senior Engineering Division staff
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED.
- Currently enrolled in an undergraduate or graduate Civil Engineering program at an accredited University with varied technical engineering related studies and/or work experiences.
- The ability to learn the use of equipment, materials, methods, and procedures used in the City Engineering operations and activities.
- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the principles, practices, terminology, techniques, and instruments related to area of assignment.
- Ability to establish and maintain computerized and manual record keeping systems.
- Knowledge of standard office practices and procedures for maintaining and setting up manual and electronic files.
- Skill in utilizing applicable computer applications effectively in support of functional area.
- Data gathering and research.
- Strong analytic and problem-solving skills.
- Organized, good written and verbal communication skills, attention to detail, good attendance, sound problem-solving skills, and general computer knowledge.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare clear and concise records, reports, and files.
- Ability to understand engineering plans, specifications, and other technical documents.
- Ability to operate office equipment and technology tools including personal computers, laptop computers, printers, and large format plotters.
- Ability to establish and maintain positive and cooperative working relationships with other employees and the public
- Physically perform the essential job functions

SPECIAL REQUIREMENTS

- Must possess a valid State driver's license or ability to obtain prior to employment.
- Must be physically capable of moving about on construction work sites, climbing ladders, and safely negotiating sites under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment, electronic distance measuring devices; motor vehicle; phone; mobile radio

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

1. **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.
2. **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.
3. **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
4. **Environment:** Normal office setting with some travel for meetings or inspections. The noise level in the work environment is usually quiet in the office and moderate to very loud in the field.
5. **Working Conditions:**
 - a. Position has normal business hours. Occasional attendance at evening meetings required.
 - b. Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.
6. **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as built drawings, and program records.
 - b. Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGEMENT

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Engineering Intern job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Water Operator Intern

DEPARTMENT: Public Works
DIVISION: Water Quality
SUPERVISOR: Water Quality Division Manager
FLSA STATUS: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: No

POSITION SUMMARY

Performs a variety of internship level technical work in support of water treatment, wastewater collection, and wastewater treatment facilities.

This position will work no more than 40 hours per week at a schedule mutually agreed upon by the Supervisor and the employee. The workday will be limited to 0800-1630 Monday through Friday.

Compensation will be a set hourly rate and no benefits will be offered during the internship.

This internship will last no more than 6 months. Flexible hours.

SUPERVISION RECEIVED

Works under the direct supervision of the Water Quality Manager in matters related to the operation and maintenance of the Water Filtration Facility, the Wastewater Treatment Plant, and sanitary sewer lift stations. All work will be reviewed by supervisor or lead for completion, technical accuracy, consistency, and suitability. Technical guidance and training may be provided by senior staff members as assigned."

SUPERVISION EXERCISED

None.

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

Water Filtration Facility

- Monitors SCADA system to observe conditions, plant operations, and treatment processes.
- Maintains plant logs and reports and other clerical and administrative duties, as necessary.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Assist in preparing samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Learns in-house calibrations and laboratory tests such as pH, chlorine, and turbidity in accordance with established procedures, and maintain appropriate records.
- Assists in performing of all routine maintenance on equipment such as lubrication, oil changes, and belt changes. Performs routine repair work such as disassembly, repair and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability and with appropriate supervision. This includes inspection, cleaning, and maintenance of tanks; scraping and painting; carpentry; plumbing; various janitorial duties; and mowing and trimming lawns.

Wastewater Treatment Plant

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as

necessary, charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

- Assists in the operation, maintenance, and repairs of malfunctions at the Wastewater Treatment Plant, including gauges, pumps, filters, and other controls and equipment. Performs certain maintenance of the physical grounds and buildings of the Wastewater Treatment Plant and lift stations.
- Collects and tests wastewater samples as requested.
- Repairs machinery and equipment while on a boat or on a float. Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- other duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED.
- Currently enrolled in an undergraduate or Certificate program in Water /Wastewater operator.
- The ability to learn the use of equipment, materials, methods, and procedures used in the Water Quality Division.
- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job.

KNOWLEDGE, SKILLS & ABILITIES:

- The ability to learn the use of equipment, materials, methods, and procedures used in the Wastewater Treatment Plant and Water Filtration Facility maintenance and operation activities.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public.
- Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Must possess a valid State driver's license or ability to obtain prior to employment.

TOOLS AND EQUIPMENT USED

In addition to computer and all specialized plant equipment, operate forklift and pickup truck, and overhead chain hoist. To the extent of ability, use a variety of hand tools such as saws, drills, wrenches, shovels, etc., and power tools such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

1. **Physical Demands:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stop, kneel, crouch or crawl, and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis. Ability to wear all required safety and protective gear and equipment.

2. **Vision:** Vision sufficient to read small print, computer screens and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception and the ability to adjust focus.
3. **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
4. **Environment:** Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and intake station, subject to hot, noisy, wet, or slippery conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, and risk of electrical shock. The noise level in the work environment is moderate to loud. Must handle hazardous material such as chlorine caustic soda, on a regular basis. At times work is performed outside in all kinds of weather conditions.
5. **Working Conditions:**
Position has normal business hours.
6. **Resource Accountability:**
Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGEMENT

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Engineering Intern job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



St. Helens, OR

Expense Approval Register

Packet: APPKT00470 - AP 12.10.2021

Item #23.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
HAILEY HOLM-	11.16.2021	12/10/2021	MILES REIMB. PROP EVI TRAIN...	100-705-52018	109.76
PATI RUIZ -	11162021	12/10/2021	MILES REIMB. PROP EVID TRA...	100-705-52018	109.76
HUDSON GARBAGE SERVICE	11573476	12/10/2021	1554- TRASH PUBLIC LIBRARY	100-706-52003	61.35
HUDSON GARBAGE SERVICE	115746053	12/10/2021	7056- TRASH REC CENTER OLD...	100-709-52023	29.74
ST. HELENS SCHOOL DISTRICT	12.10.21	12/10/2021	2ND QRT CET PAYMENT APR ...	100-000-20400	157,092.82
PETTY CASH - DAWN RICHARD...	12.10.21	12/10/2021	PETTY CASH LIB	100-000-21300	19.95
PETTY CASH - DAWN RICHARD...	12.10.21	12/10/2021	PETTY CASH LIB	100-000-21300	15.99
ERIN BIRD- AP	12.10.21	12/10/2021	REC CENTER REFUND	100-000-34031	7.83
PETTY CASH - DAWN RICHARD...	12.10.21	12/10/2021	PETTY CASH LIB	100-706-52028	23.95
ST. HELENS SCHOOL DISTRICT	12.11.2021	12/10/2021	3RD QRT CET PAYMENT JUL A...	100-000-20400	20,787.83
ROSS DENISON LAW	12.3.21	12/10/2021	PROFESSIONAL SERVICES COU...	100-704-52019	800.00
OREGON HUMANE SOCIETY	12.8.21	12/10/2021	RESTITUTION COLE SNIDER	100-000-21000	25.00
ARMSCOR CARTRIDGE INCOR...	14413	12/10/2021	REM 55G	100-705-52001	1,915.00
JORDAN RAMIS PC ATTORNEYS..	185362	12/10/2021	GENERAL	100-701-52019	120.00
JORDAN RAMIS PC ATTORNEYS..	185362	12/10/2021	GENERAL LEGAL SERVICES	100-703-52019	1,710.00
JORDAN RAMIS PC ATTORNEYS..	185363	12/10/2021	FINANCE / FRANCHISE	100-701-52019	50.00
ORKIN	221345187	12/10/2021	PEST CONTROL POLICE	100-705-52023	163.00
INGRAM LIBRARY SERVICES	55481973	12/10/2021	BOOKS 20C7921	100-706-52033	124.63
INGRAM LIBRARY SERVICES	55506340	12/10/2021	BOOKS 20C7921	100-706-52033	35.43
INGRAM LIBRARY SERVICES	55535669	12/10/2021	BOOKS 20C7921	100-706-52033	-10.20
INGRAM LIBRARY SERVICES	55535669	12/10/2021	BOOKS 20C7921	100-706-52033	13.21
INGRAM LIBRARY SERVICES	55601317	12/10/2021	BOOKS 20C7921	100-706-52033	18.23
INGRAM LIBRARY SERVICES	55601320	12/10/2021	BOOKS 20C7921	100-706-52033	250.70
INGRAM LIBRARY SERVICES	55945468	12/10/2021	BOOKS 20C7921	100-706-52033	75.63
BRIDGE TOWER OPCO LLC	745215954	12/10/2021	BIDS PARKS AND REC MASTER ...	100-708-52019	60.50
PAULSON PRINTING CO.	D5526	12/10/2021	BUS CARDS ERSKINE	100-704-52018	55.00
PAULSON PRINTING CO.	D5527	12/10/2021	BUS CARDS K PAYNE	100-702-52018	55.00
METRO PRESORT	IN639262	12/10/2021	UB BILL PRINTING	100-707-52008	4,378.83
DEPARTMENT OF TRANSPORT...	L0029125409	12/10/2021	DMV SERVICES ACCT 61018	100-702-52001	19.50
OREGON DEPARTMENT OF RE...	NOV 2021	12/10/2021	STATE DUII CONVICTION FEE	100-000-20700	355.00
OREGON DEPARTMENT OF RE...	NOV 2021	12/10/2021	STATE DUII DIVERSION	100-000-20700	580.00
OREGON DEPARTMENT OF RE...	NOV 2021	12/10/2021	MISD. SURCHARGE	100-000-20700	4.25
OREGON DEPARTMENT OF RE...	NOV 2021	12/10/2021	UNITARY	100-000-20800	6.92
OREGON DEPARTMENT OF RE...	NOV 2021	12/10/2021	STATE MISD	100-000-20800	245.00
OREGON DEPARTMENT OF RE...	NOV 2021	12/10/2021	STATE VIOLATION	100-000-20800	868.70
OREGON DEPARTMENT OF RE...	NOV 2021	12/10/2021	STATE	100-000-20800	191.22
COLUMBIA COUNTY TREASUR...	NOV 2021	12/10/2021	COUNTY ASSESSMENT	100-000-20900	341.87
COLUMBIA COUNTY TREASUR...	NOV 2021	12/10/2021	JAIL ASSESSMENT	100-000-20900	5.57
COLUMBIA COUNTY TREASUR...	NOV 2021	12/10/2021	CITY COURT COSTS DEDUCTED	100-000-36002	-34.74
ACE HARDWARE - ST. HELENS	11.30.2021 60180	12/13/2021	MATERIALS ACE ACCT 60180	100-706-52023	22.94
ACE HARDWARE - ST. HELENS	11.30.2021 60180	12/13/2021	MATERIALS ACE ACCT 60180	100-706-52023	71.55
DRAKES TOWING AND RECOV...	INV0002216	12/13/2021	2019 DODGE DURANGO	100-705-52001	150.00
WILD CURRANT CATERING	001287	12/06/2021	AWARDS DINNER CATERING	100-705-52018	840.00
CONNEY SAFETY	06009386	12/07/2021	MATERIALS	100-705-52001	1,110.20
WILCOX	0665086-IN	12/07/2021	FUEL PARKS DEPT	100-708-52022	609.79
JOAN YOUNGBERG	12.7.21	12/07/2021	THANKSGIVING CENTERPIECE ...	100-709-52019	195.00
ORKIN	221346523	12/07/2021	265 STRAND PEST SERVICE CIT...	100-715-52023	88.00
COMCAST	11.26.21	12/08/2021	GABLE RD ACCT 8778 10 201 0...	100-709-52003	198.35
STAPLES BUSINESS CREDIT	1639042037	12/08/2021	OFFICE SUPPLES	100-707-52001	30.90
STAPLES BUSINESS CREDIT	1639042037	12/08/2021	OFFICE SUPPLES	100-715-52001	470.06
CHAVES CONSULTING INC	192679	12/08/2021	MONTHLY USER FEE PER USER...	100-702-52019	185.10
CNA SURETY DIRECT BILL	2.1.22	12/08/2021	BOND 71871157 CITY OF ST. H...	100-702-52018	175.00
ORKIN	215849844	12/08/2021	1810 OLD PORTLAND RD PEST ...	100-709-52023	82.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ORKIN	219965852	12/08/2021	1810 OLD PORTLAND RD PEST ...	100-709-52023	152.00
INGRAM LIBRARY SERVICES	55481972	12/08/2021	BOOKS 20C7921	100-706-52033	185.15
PORAC LDF	651454	12/08/2021	ASSOCIATION BILLING	100-705-52001	210.00
INGRAM LIBRARY SERVICES	55481974	12/09/2021	BOOKS 20C7921	100-706-52033	11.03
INGRAM LIBRARY SERVICES	55506341	12/09/2021	BOOKS 20C7921	100-706-52033	75.46
INGRAM LIBRARY SERVICES	55506342	12/09/2021	BOOKS 20C7921	100-706-52033	432.65
INGRAM LIBRARY SERVICES	55535665	12/09/2021	BOOKS 20C7921	100-706-52033	12.27
INGRAM LIBRARY SERVICES	55601318	12/09/2021	BOOKS 20C7921	100-706-52033	18.92
INGRAM LIBRARY SERVICES	55728281	12/09/2021	BOOKS 20C7921	100-706-52033	18.04
INGRAM LIBRARY SERVICES	55728283	12/09/2021	BOOKS 20C7921	100-706-52033	99.52
INGRAM LIBRARY SERVICES	55945469	12/09/2021	BOOKS 20C7921	100-706-52033	11.13
INGRAM LIBRARY SERVICES	55945470	12/09/2021	BOOKS 20C7921	100-706-52033	153.06
INGRAM LIBRARY SERVICES	55945471	12/09/2021	BOOKS 20C7921	100-706-52033	12.06
INGRAM LIBRARY SERVICES	55945472	12/09/2021	BOOKS 20C7921	100-706-52033	42.10
Fund 100 - GENERAL FUND Total:					196,344.51
Fund: 201 - VISITOR TOURISM					
HUDSON GARBAGE SERVICE	11574022	12/10/2021	TRASH 2046-71880036	201-000-52028	66.78
HUDSON GARBAGE SERVICE	11574324	12/10/2021	6169- TRASH HALLOWEENTO...	201-000-52028	1,349.30
TRENHOLM TREE FARM	12.7.21	12/07/2021	CHRISTMAS TREE FOR PLAZA	201-000-52019	120.00
Fund 201 - VISITOR TOURISM Total:					1,536.08
Fund: 202 - COMMUNITY DEVELOPMENT					
MAYER REED INC	13131	12/10/2021	ST HELENS RIVERWALK	202-723-52055	55,432.49
JORDAN RAMIS PC ATTORNEYS..	184733	12/09/2021	GENERAL ENVIRONMENTAL	202-722-52019	10,681.50
JORDAN RAMIS PC ATTORNEYS..	184734	12/09/2021	CASCADES V COMFORT	202-722-52019	245.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					66,358.99
Fund: 203 - COMMUNITY ENHANCEMENT					
MAD SCIENCE	INV0002205	12/07/2021	SUMMER CAMP 2021 SUMME...	203-709-52028	5,170.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					5,170.00
Fund: 205 - STREETS					
COLUMBIA RIVER PUD	3000554	12/10/2021	STREET LIGHT MAINTENANCE	205-000-52003	120.03
Fund 205 - STREETS Total:					120.03
Fund: 601 - WATER					
SUNSET AUTO PARTS INC - NA...	11.30.21	12/10/2021	AUTO PARTS ACCT 6355	601-732-52001	13.68
JORDAN RAMIS PC ATTORNEYS..	185570	12/10/2021	WPI LITIGATION	601-731-52019	159.50
EAGLE STAR ROCK PRODUCTS ...	40562	12/10/2021	ROCK 6 DEES	601-731-52001	108.89
HACH	12771530	12/08/2021	REAGENT SET CHLORINE FREE ...	601-731-52001	76.07
HACH	12771530	12/08/2021	REAGENT SET CHLORINE FREE ...	601-732-52001	141.28
Fund 601 - WATER Total:					499.42
Fund: 603 - SEWER					
ADVANCED ELECTRICAL	213755	12/10/2021	ELECTRICAL WWTP	603-737-52019	1,313.76
PETERSON CAT	SW290072715	12/10/2021	REPLACE JACKET WATER HEAT...	603-738-52001	3,846.36
ACE HARDWARE - ST. HELENS	11.30.2021 60180	12/13/2021	MATERIALS ACE ACCT 60180	603-736-52001	64.76
ACE HARDWARE - ST. HELENS	11.30.2021 60180	12/13/2021	MATERIALS ACE ACCT 60180	603-737-52001	64.75
COLUMBIA RIVER PUD	12.1.21	12/13/2021	38633 594 S 9 ST POWER	603-737-52003	13,017.98
Fund 603 - SEWER Total:					18,307.61
Fund: 702 - INFORMATION SYSTEMS					
INFLOW COMMUNICATIONS I...	18879	12/10/2021	SHORETEL CONNECT UPGRADE	702-000-52010	2,062.50
U.S BANK EQUIPMENT FINANCE	459251153	12/10/2021	CONTRACT PAYMENT EQUIPM...	702-000-52006	99.00
PAULSON PRINTING CO.	D5543	12/10/2021	BUS CARDS COX / FUNK	702-000-52001	110.00
CENTURY LINK	11.25.2021	12/08/2021	966B	702-000-52010	338.14
U.S BANK EQUIPMENT FINANCE	458801685	12/08/2021	CONTRACT PAYMENT EQUIPM...	702-000-52006	355.03
Fund 702 - INFORMATION SYSTEMS Total:					2,964.67
Fund: 703 - PW OPERATIONS					
SUNSET AUTO PARTS INC - NA...	11.30.21	12/10/2021	AUTO PARTS ACCT 6355	703-734-52099	281.93
HUDSON GARBAGE SERVICE	11574202	12/10/2021	CASCADES TISSUE SITE	703-734-52023	131.84
SCOTT WILLIAMS -	12.9.21	12/13/2021	REIMB. OAWU OPERATORS C...	703-734-52018	734.84
TIM UNDERWOOD -	12.1.2021	12/08/2021	CERT TRAINING REIMB. MILES ...	703-734-52018	182.48
COLUMBIA RIVER FIRE AND RE...	21-11 NOV	12/08/2021	SHARED COST JOINT MAINT	703-734-52099	1,375.38

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CARQUEST AUTO PARTS STOR...	423019	12/08/2021	AUTO PARTS ACCT 315752	703-734-52099	116.31
EATONS TIRE AND AUTO REPA...	78692	12/08/2021	PLUG INNER STREET SWEEPER	703-734-52099	30.00
JORDAN RAMIS PC ATTORNEYS..	184756	12/09/2021	EMPLOYMENT MATTERS	703-733-52019	4,195.00
BRIDGE TOWER OPCO LLC	745227881	12/09/2021	GIS DATA UPDATE BIDS	703-733-52028	130.68
Fund 703 - PW OPERATIONS Total:					7,178.46
Fund: 704 - FACILITY MAJOR MAINTNANCE					
SCAPPOOSE BY WATERSHED C...	000030	12/10/2021	FALL PLANT PURCHASE	704-000-53027	384.00
ACE HARDWARE - ST. HELENS	60174 11.30.21	12/13/2021	ACE MATERIALS ACCT 60174	704-000-53018	88.11
BRIDGE TOWER OPCO LLC	745215945	12/09/2021	RESERVOIR LINER BIDS	704-000-53029	145.20
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					617.31
Grand Total:					299,097.08

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	196,344.51
201 - VISITOR TOURISM	1,536.08
202 - COMMUNITY DEVELOPMENT	66,358.99
203 - COMMUNITY ENHANCEMENT	5,170.00
205 - STREETS	120.03
601 - WATER	499.42
603 - SEWER	18,307.61
702 - INFORMATION SYSTEMS	2,964.67
703 - PW OPERATIONS	7,178.46
704 - FACILITY MAJOR MAINTNANCE	617.31
Grand Total:	299,097.08

Account Summary

Account Number	Account Name	Expense Amount
100-000-20400	School Excise Tax	177,880.65
100-000-20700	State Surcharge	939.25
100-000-20800	State Assessment	1,311.84
100-000-20900	County Assessment	347.44
100-000-21000	Court Restitution Paymen...	25.00
100-000-21300	Library Replacement Fines	35.94
100-000-34031	Recreation Revenue	7.83
100-000-36002	Fines - Court	-34.74
100-701-52019	Professional Services	170.00
100-702-52001	Operating Supplies	19.50
100-702-52018	Professional Development	230.00
100-702-52019	Professional Services	185.10
100-703-52019	Professional Services	1,710.00
100-704-52018	Professional Development	55.00
100-704-52019	Professional Services	800.00
100-705-52001	Operating Supplies	3,385.20
100-705-52018	Professional Development	1,059.52
100-705-52023	Facility Maintenance	163.00
100-706-52003	Utilities	61.35
100-706-52023	Facility Maintenance	94.49
100-706-52028	Projects & Programs	23.95
100-706-52033	Printed Materials	1,579.02
100-707-52001	Operating Supplies	30.90
100-707-52008	Printing	4,378.83
100-708-52019	Professional Services	60.50
100-708-52022	Fuel	609.79
100-709-52003	Utilities	198.35
100-709-52019	Professional Services	195.00
100-709-52023	Facility Maintenance	263.74
100-715-52001	Operating Supplies	470.06
100-715-52023	Facility Maintenance	88.00
201-000-52019	Professional Services	120.00
201-000-52028	Projects & Programs	1,416.08
202-722-52019	Professional Services	10,926.50
202-723-52055	Riverwalk Project	55,432.49
203-709-52028	Projects & Programs	5,170.00
205-000-52003	Utilities	120.03
601-731-52001	Operating Supplies	184.96
601-731-52019	Professional Services	159.50
601-732-52001	Operating Supplies	154.96
603-736-52001	Operating Supplies	64.76
603-737-52001	Operating Supplies	64.75
603-737-52003	Utilities	13,017.98
603-737-52019	Professional Services	1,313.76
603-738-52001	Operating Supplies	3,846.36

Account Summary

Account Number	Account Name	Expense Amount
702-000-52001	Operating Supplies	110.00
702-000-52006	Computer Maintenance	454.03
702-000-52010	Telephone	2,400.64
703-733-52019	Professional Services	4,195.00
703-733-52028	Projects & Programs	130.68
703-734-52018	Professional Development	917.32
703-734-52023	Facility Maintenance	131.84
703-734-52099	Equipment Operations	1,803.62
704-000-53018	Capital Outlay - City Hall	88.11
704-000-53027	Capital Outlay - Campbell ...	384.00
704-000-53029	Public Works	145.20
	Grand Total:	299,097.08

Project Account Summary

Project Account Key	Expense Amount
None	299,097.08
Grand Total:	299,097.08



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Fund: 100 - GENERAL FUND					
MAILBOXES NORTHWEST	12.1.21	12/13/2021	POSTAGE	100-705-52001	31.38
CIS	12.13.2021	12/13/2021	SUE NELSON SETTLEMENT PA...	100-715-52049	57,662.00
CC RIDER COLUMBIA COUNTY ...	16-3666	12/13/2021	VOUCHER RIDE	100-705-52001	3.00
COLUMBIA COUNTY COMM. J...	202110CSH	12/14/2021	WORK CREW	100-708-52019	375.00
TROTTER & MORTON FACILITY ..	79034	12/14/2021	C10000 MAINTENANCE AGRE...	100-715-52023	450.50
TROTTER & MORTON FACILITY ..	79043	12/14/2021	C10630 MAINTENANCE AGRE...	100-715-52023	1,716.75
OGFOA	12.7.21	12/15/2021	J. JOHNSON OGFOA MEMBER...	100-707-52018	110.00
OCCMA	21508.00	12/15/2021	OCCMA BOARD LODGING JOH...	100-701-52018	106.08
ACE HARDWARE - ST. HELENS	60176 11.30.21	12/15/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	16.98
ACE HARDWARE - ST. HELENS	60176 11.30.21	12/15/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	-4.61
ACE HARDWARE - ST. HELENS	60176 11.30.21	12/15/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	26.28
ACE HARDWARE - ST. HELENS	60176 11.30.21	12/15/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	11.58
ACE HARDWARE - ST. HELENS	60176 11.30.21	12/15/2021	MATERIALS ACE ACCT 60176 - ...	100-709-52001	5.99
TYLER BUSINESS FORMS	65781	12/15/2021	1095C IRS COPY	100-707-52001	39.74
PAULSON PRINTING CO.	D5529	12/15/2021	INVOICES PD	100-705-52001	39.55
METRO PRESORT	IN639444	12/15/2021	MONTHLY E SERVICE CHARGES	100-707-52008	50.00
SOLUTIONS YES	INV298921	12/15/2021	TONER	100-715-52001	443.64
SOLUTIONS YES	INV299068	12/15/2021	PRINT FEES C11460-01 ENGIN...	100-715-52001	88.05
SOLUTIONS YES	INV299069	12/15/2021	PRINT CHARGES CITY HALL PRI...	100-704-52001	48.13
DRAKES TOWING AND RECOV...	12.8.21	12/16/2021	TOWING BUICK MOTORHOME	100-705-52019	1,370.00
DRAKES TOWING AND RECOV...	12.9.21	12/16/2021	TOWING TOYOTA TACOMA GR...	100-705-52019	308.00
OCCUPATIONAL SAFETY HEAL...	1407	12/16/2021	VACCINATIONS	100-705-52019	1,164.78
PROFESSIONAL DEVELOPMENT..	INV-13326	12/16/2021	ICMA J. WALSH TUITION	100-701-52018	1,995.00
LAND DEVELOPMENT SERVICES	NOV 2021	12/16/2021	INSPECTIONS FOR ST. HELENS ...	100-711-52015	415.00
LAND DEVELOPMENT SERVICES	OCT 2021	12/16/2021	INSPECTIONS FOR ST. HELENS ...	100-711-52015	300.00
OMA	R14390	12/16/2021	OMA MEMBER REGISTRATION...	100-703-52018	350.00
OMA	1.21.22	12/17/2021	MEMBERSHIP DUES R SCHOLL	100-703-52018	139.00
MICHELE WILSON	12.17.21	12/17/2021	YOGA CLASS	100-709-52019	429.28
PERMA-BOUND	1912526-00	12/17/2021	BOOKS	100-706-52033	78.62
INGRAM LIBRARY SERVICES	296.07	12/17/2021	BOOKS 20C7921	100-706-52033	296.07
MIDWEST TAPE	501389371	12/17/2021	DVD / ABD 2000010011	100-706-52034	113.20
INGRAM LIBRARY SERVICES	56121735	12/17/2021	BOOKS 20C7921	100-706-52033	4.47
INGRAM LIBRARY SERVICES	56121736	12/17/2021	BOOKS 20C7921	100-706-52033	115.52
INGRAM LIBRARY SERVICES	56121737	12/17/2021	BOOKS 20C7921	100-706-52033	79.49
INGRAM LIBRARY SERVICES	56121738	12/17/2021	BOOKS 20C7921	100-706-52033	104.34
INGRAM LIBRARY SERVICES	56121739	12/17/2021	BOOKS 20C7921	100-706-52033	39.29
INGRAM LIBRARY SERVICES	56132947	12/17/2021	BOOKS 20C7921	100-706-52033	18.29
INGRAM LIBRARY SERVICES	56238695	12/17/2021	BOOKS 20C7921	100-706-52033	327.55
Fund 100 - GENERAL FUND Total:					68,867.94
Fund: 201 - VISITOR TOURISM					
PEAK ELECTRIC GROUP LLC	23308	12/16/2021	ELECTRICAL WORK	201-000-52019	733.66
Fund 201 - VISITOR TOURISM Total:					733.66
Fund: 202 - COMMUNITY DEVELOPMENT					
RACHAEL BARRY -	12.10.21	12/14/2021	INTERVIEW LUNCH REIMB.	202-721-52019	62.00
JH KELLY LLC	SE 289474	12/14/2021	COL PAC FOOD BANK RENO	202-721-52096	168,497.41
OTAK INC	000112100393	12/15/2021	1ST AND STRAND ST P 019823...	202-723-52019	79,476.84
RADLER WHITE PARKS & ALEX...	32401	12/15/2021	MILLARD ROAD MATTERS	202-721-52019	930.00
MAUL FOSTER ALONGI INC	45239	12/15/2021	GOVERNANCE AND PUBLIC EN...	202-721-52019	4,560.00
MAUL FOSTER ALONGI INC	45239	12/15/2021	BWP ON CALL SERVICES	202-722-52019	2,267.94
PORTLAND GENERAL ELECTRIC	INV0002218	12/15/2021	1650931000	202-722-52003	32.99
PORTLAND GENERAL ELECTRIC	INV0002219	12/15/2021	7357701000	202-722-52003	35.68
Fund 202 - COMMUNITY DEVELOPMENT Total:					255,862.86

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 203 - COMMUNITY ENHANCEMENT					
ACE HARDWARE - ST. HELENS	60176 11.30.21	12/15/2021	MATERIALS ACE ACCT 60176 - ...	203-709-52028	21.36
HOPE WIRTA	12.17.21	12/17/2021	SNOWMAN PAINT NIGHT	203-709-52028	600.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					621.36
Fund: 205 - STREETS					
PORTLAND GENERAL ELECTRIC	INV0002217	12/14/2021	4854421000	205-000-52003	42.67
Fund 205 - STREETS Total:					42.67
Fund: 601 - WATER					
NORTHSTAR CHEMICAL	212269	12/14/2021	SODIUM HYPOCHLORITE 12.5%	601-732-52083	802.30
ACE HARDWARE - ST. HELENS	60181 11.30.21	12/15/2021	ACE MATERIALS ACCT 60181	601-731-52001	146.91
LAWRENCE OIL COMPANY	CFSI-5491	12/15/2021	247752 WATER	601-732-52022	77.82
Fund 601 - WATER Total:					1,027.03
Fund: 603 - SEWER					
TROTTER & MORTON FACILITY ..	79047	12/15/2021	C10855 MAINTENANCE AGRE...	603-736-52023	288.50
TROTTER & MORTON FACILITY ..	79047	12/15/2021	C10855 MAINTENANCE AGRE...	603-737-52023	288.50
STEWART HARTLEY - AP	12.9.21	12/17/2021	MEALS REIMB WATER CERT R...	603-736-52018	69.00
STEWART HARTLEY - AP	12.9.21	12/17/2021	MEALS REIMB WATER CERT R...	603-737-52018	69.00
Fund 603 - SEWER Total:					715.00
Fund: 702 - INFORMATION SYSTEMS					
VERIZON	9893995111	12/13/2021	CELL SERVICE ACCT 242060134..	702-000-52010	181.65
KEY CODE MEDIA INC	091110	12/14/2021	PROJECT CRESTRON PROGRA...	702-000-52006	3,575.00
MORE POWER TECHNOLOGY ...	12802	12/14/2021	PREMIUM AGREEMENT MON...	702-000-52006	2,135.50
MORE POWER TECHNOLOGY ...	12802	12/14/2021	PREMIUM AGREEMENT MON...	702-000-52019	8,548.65
COMCAST BUSINESS	135939155	12/15/2021	FIBER INTERNET ACCT 934571...	702-000-52003	4,665.23
NATIONAL BUSINESS FURNITU...	MK568515	12/15/2021	CORNER DESK FILE BOX / CHA...	702-000-52001	1,213.70
Fund 702 - INFORMATION SYSTEMS Total:					20,319.73
Fund: 703 - PW OPERATIONS					
WAYNE MARTIN FLOORING INC	2212	12/13/2021	SHOP FLOORING	703-734-52023	6,030.70
WILCOX	0668811-IN	12/15/2021	EQUIPMENT FUEL FILL	703-734-52022	173.57
LAKESIDE INDUSTRIES INC	181520	12/15/2021	EZ STREET ASPHALT	703-734-52001	842.66
COLUMBIA COUNTY TRANSFER..	7669	12/15/2021	TRASH DUMP FEES ACCT 0017	703-734-52019	81.89
COLUMBIA COUNTY TRANSFER..	7669	12/15/2021	TRASH DUMP FEES ACCT 0017	703-734-52019	134.01
COLUMBIA COUNTY TRANSFER..	7669	12/15/2021	TRASH DUMP FEES ACCT 0017	703-734-52019	111.67
COLUMBIA COUNTY TRANSFER..	7669	12/15/2021	TRASH DUMP FEES ACCT 0017	703-734-52019	197.29
COLUMBIA COUNTY TRANSFER..	7669	12/15/2021	TRASH DUMP FEES ACCT 0017	703-734-52019	291.28
COLUMBIA COUNTY TRANSFER..	7669	12/15/2021	TRASH DUMP FEES ACCT 0017	703-734-52019	106.09
COLUMBIA COUNTY TRANSFER..	7669	12/15/2021	TRASH DUMP FEES ACCT 0017	703-734-52019	115.39
COLUMBIA COUNTY TRANSFER..	7669	12/15/2021	TRASH DUMP FEES ACCT 0017	703-734-52019	95.85
COLUMBIA COUNTY TRANSFER..	7669	12/15/2021	TRASH DUMP FEES ACCT 0017	703-734-52019	58.63
COLUMBIA COUNTY TRANSFER..	7669	12/15/2021	TRASH DUMP FEES ACCT 0017	703-734-52097	114.46
LAWRENCE OIL COMPANY	CFSI-5491	12/15/2021	247750 PUBLIC WORKS	703-734-52022	156.83
LAWRENCE OIL COMPANY	CFSI-5491	12/15/2021	247748 PUBLIC WORKS	703-734-52022	1,477.06
Fund 703 - PW OPERATIONS Total:					9,987.38
Fund: 704 - FACILITY MAJOR MAINTNANCE					
GLOBAL EQUIPMENT COMPA...	118282324	12/15/2021	BACK RACK / GROUND PLATE	704-000-53017	237.79
ELLIOTT PROPERTIES INC	3	12/15/2021	FENCING TENNIS AND PICKEL...	704-000-53027	130,476.88
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					130,714.67
Fund: 706 - PUBLIC SAFETY					
WETLAND SOLUTIONS NORT...	21102-2	12/14/2021	PUBLIC SAFETY BUILDING DLEI...	706-000-52019	600.00
Fund 706 - PUBLIC SAFETY Total:					600.00
Grand Total:					489,492.30

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	68,867.94
201 - VISITOR TOURISM	733.66
202 - COMMUNITY DEVELOPMENT	255,862.86
203 - COMMUNITY ENHANCEMENT	621.36
205 - STREETS	42.67
601 - WATER	1,027.03
603 - SEWER	715.00
702 - INFORMATION SYSTEMS	20,319.73
703 - PW OPERATIONS	9,987.38
704 - FACILITY MAJOR MAINTNANCE	130,714.67
706 - PUBLIC SAFETY	600.00
Grand Total:	489,492.30

Account Summary

Account Number	Account Name	Expense Amount
100-701-52018	Professional Development	2,101.08
100-703-52018	Professional Development	489.00
100-704-52001	Operating Supplies	48.13
100-705-52001	Operating Supplies	73.93
100-705-52019	Professional Services	2,842.78
100-706-52033	Printed Materials	1,063.64
100-706-52034	Visual Materials	113.20
100-707-52001	Operating Supplies	39.74
100-707-52008	Printing	50.00
100-707-52018	Professional Development	110.00
100-708-52001	Operating Supplies	50.23
100-708-52019	Professional Services	375.00
100-709-52001	Operating Supplies	5.99
100-709-52019	Professional Services	429.28
100-711-52015	Intergovernmental Servic...	715.00
100-715-52001	Operating Supplies	531.69
100-715-52023	Facility Maintenance	2,167.25
100-715-52049	Litigation	57,662.00
201-000-52019	Professional Services	733.66
202-721-52019	Professional Services	5,552.00
202-721-52096	CDBG Grant Expenses	168,497.41
202-722-52003	Utilities	68.67
202-722-52019	Professional Services	2,267.94
202-723-52019	Professional Services	79,476.84
203-709-52028	Projects & Programs	621.36
205-000-52003	Utilities	42.67
601-731-52001	Operating Supplies	146.91
601-732-52022	Fuel	77.82
601-732-52083	Chemicals	802.30
603-736-52018	Professional Development	69.00
603-736-52023	Facility Maintenance	288.50
603-737-52018	Professional Development	69.00
603-737-52023	Facility Maintenance	288.50
702-000-52001	Operating Supplies	1,213.70
702-000-52003	Utilities	4,665.23
702-000-52006	Computer Maintenance	5,710.50
702-000-52010	Telephone	181.65
702-000-52019	Professional Services	8,548.65
703-734-52001	Operating Supplies	842.66
703-734-52019	Professional Services	1,192.10
703-734-52022	Fuel	1,807.46
703-734-52023	Facility Maintenance	6,030.70
703-734-52097	Enterprise Fleet	114.46
704-000-53017	Capital Outlay - Rec Center	237.79

Account Summary

Account Number	Account Name	Expense Amount
704-000-53027	Capital Outlay - Campbell ...	130,476.88
706-000-52019	Professional Services	600.00
	Grand Total:	489,492.30

Project Account Summary

Project Account Key	Expense Amount	
None	489,492.30	
	Grand Total:	489,492.30



St. Helens, OR

Expense Approval Register

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Item #23.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
PITNEY BOWES INC	1019624026	12/21/2021	POSTAGE METER	100-715-52001	156.00
NW NATURAL GAS	12.13.2021	12/21/2021	4157643-0	100-709-52003	352.24
COLUMBIA COUNTY CLERK	12.21.21	12/21/2021	7TH ST CONTAINER LOFTS REC...	100-701-52019	106.00
A + ENGRAVING LLC	1262	12/21/2021	PLATES	100-702-52028	45.00
A + ENGRAVING LLC	1262	12/21/2021	PLATES	100-702-52028	5.00
A + ENGRAVING LLC	1262	12/21/2021	PLATES	100-703-52001	45.00
A + ENGRAVING LLC	1262	12/21/2021	PLATES	100-707-52001	12.00
A + ENGRAVING LLC	1262	12/21/2021	PLATES / PLAQUES	100-709-52001	12.00
SECURE PACIFIC CORPORATION	319303	12/21/2021	375 S 18TH ST	100-706-52023	197.50
SHRED-IT C/O STERICYCLE INC	8000489715	12/21/2021	CITY HALL SHRED SERVICE	100-715-52001	93.16
SHRED-IT C/O STERICYCLE INC	8000530624	12/21/2021	POLICE DEPT SHRED SERVICE	100-705-52019	261.56
CINTAS	8405464058	12/21/2021	PARKS FIRST AID CABINET SER...	100-708-52001	65.15
CINTAS	8405464059	12/21/2021	CITY HALL FIRST AID CABINET ...	100-715-52001	92.10
NW NATURAL GAS	INV0002221	12/21/2021	5638	100-705-52003	178.63
NW NATURAL GAS	INV0002221	12/21/2021	7673	100-706-52003	824.73
NW NATURAL GAS	INV0002221	12/21/2021	8563	100-708-52003	22.33
NW NATURAL GAS	INV0002221	12/21/2021	3047	100-708-52003	34.62
NW NATURAL GAS	INV0002221	12/21/2021	0109	100-709-52003	306.62
NW NATURAL GAS	INV0002221	12/21/2021	2848	100-715-52003	148.96
NW NATURAL GAS	INV0002221	12/21/2021	5285	100-715-52003	177.35
Fund 100 - GENERAL FUND Total:					3,135.95
Fund: 201 - VISITOR TOURISM					
NW NATURAL GAS	INV0002221	12/21/2021	7764	201-000-52003	216.76
NW NATURAL GAS	INV0002221	12/21/2021	9614	201-000-52003	372.42
Fund 201 - VISITOR TOURISM Total:					589.18
Fund: 202 - COMMUNITY DEVELOPMENT					
WILD CURRANT CATERING	001298	12/21/2021	ASSORTED APPS RIVERWALK ...	202-723-52055	275.00
BOISE WHITE PAPER LLC	12.15.21	12/21/2021	NOTE PAYEMNT	202-722-55001	12,500.00
MASON BRUCE & GIRARD INC	30060	12/21/2021	FOREST MANAGEMENT 01031...	202-724-52019	3,119.63
Fund 202 - COMMUNITY DEVELOPMENT Total:					15,894.63
Fund: 203 - COMMUNITY ENHANCEMENT					
SCAPOOSE BY WATERSHED C...	1003	12/21/2021	HERBICIDE APP / SPRAY PACKS	203-708-52028	650.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					650.00
Fund: 601 - WATER					
UNITED FIRE INC	23665106	12/21/2021	WFF FIRE ALARM TROUBLE SH...	601-732-52023	202.00
LAWRENCE OIL COMPANY	CFSI-5778	12/21/2021	247752 WATER	601-732-52022	174.50
NW NATURAL GAS	INV0002221	12/21/2021	2942	601-732-52003	630.83
Fund 601 - WATER Total:					1,007.33
Fund: 603 - SEWER					
CENTURY LINK	12.2.2021	12/21/2021	654	603-736-52010	22.35
CENTURY LINK	12.2.2021	12/21/2021	293	603-736-52010	22.36
CENTURY LINK	12.2.2021	12/21/2021	600	603-736-52010	25.35
CENTURY LINK	12.2.2021	12/21/2021	488	603-736-52010	124.90
CENTURY LINK	12.2.2021	12/21/2021	688	603-736-52010	22.35
CENTURY LINK	12.2.2021	12/21/2021	488	603-737-52010	124.90
CENTURY LINK	12.2.2021	12/21/2021	600	603-737-52010	25.34
CENTURY LINK	12.2.2021	12/21/2021	654	603-737-52010	22.36
CENTURY LINK	12.2.2021	12/21/2021	688	603-737-52010	22.36
CENTURY LINK	12.2.2021	12/21/2021	293	603-737-52010	22.35
HASA	792409	12/21/2021	MULTI CHLOR	603-736-52083	5,308.52
NW NATURAL GAS	INV0002221	12/21/2021	7720	603-736-52003	8.00
NW NATURAL GAS	INV0002221	12/21/2021	5750	603-736-52003	94.46

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NW NATURAL GAS	INV0002221	12/21/2021	7720	603-737-52003	7.99
NW NATURAL GAS	INV0002221	12/21/2021	5750	603-737-52003	94.45
Fund 603 - SEWER Total:					5,948.04
Fund: 702 - INFORMATION SYSTEMS					
CENTURY LINK	12.2.2021	12/21/2021	228	702-000-52010	86.65
CENTURY LINK	12.2.2021	12/21/2021	579	702-000-52010	44.71
CENTURY LINK	12.2.2021	12/21/2021	651	702-000-52010	43.49
CENTURY LINK	12.2.2021	12/21/2021	131	702-000-52010	61.96
CENTURY LINK	12.2.2021	12/21/2021	798B	702-000-52010	103.74
CENTURY LINK	12.2.2021	12/21/2021	818	702-000-52010	380.42
CENTURY LINK	12.2.2021	12/21/2021	909	702-000-52010	89.40
CENTURY LINK	12.2.2021	12/21/2021	967	702-000-52010	130.99
CENTURY LINK	12.2.2021	12/21/2021	130	702-000-52010	136.35
CENTURY LINK	12.2.2021	12/21/2021	796	702-000-52010	41.98
CENTURY LINK	12.2.2021	12/21/2021	162B	702-000-52010	84.30
CENTURY LINK	12.5.21	12/21/2021	632B	702-000-52010	40.84
MORE POWER TECHNOLOGY ...	12822	12/21/2021	MICROSOFT 365 / MICROSOFT...	702-000-52006	2,192.00
U.S BANK EQUIPMENT FINANCE	460307960	12/22/2021	CONTRACT PAYMENT EQUIPM...	702-000-52006	321.63
Fund 702 - INFORMATION SYSTEMS Total:					3,758.46
Fund: 703 - PW OPERATIONS					
PEAK ELECTRIC GROUP LLC	23540	12/21/2021	ELECTRIC WORK SHOP	703-734-52023	135.00
CINTAS	8405464057	12/21/2021	FIRST AID CABINET SERVICE	703-734-52019	78.79
LAWRENCE OIL COMPANY	CFSI-5778	12/21/2021	247750 PUBLIC WORKS	703-734-52022	72.47
LAWRENCE OIL COMPANY	CFSI-5778	12/21/2021	247748 PUBLIC WORKS	703-734-52022	1,229.61
NW NATURAL GAS	INV0002221	12/21/2021	8675	703-734-52003	74.94
Fund 703 - PW OPERATIONS Total:					1,590.81
Fund: 704 - FACILITY MAJOR MAINTNANCE					
STUDIO SIGNS & PICTORIAL DI...	1309	12/21/2021	BALANCE GOLD LEAF LETTERI...	704-000-53018	425.00
NATIONAL BUSINESS FURNITU...	MK569862	12/21/2021	BOOKCASE	704-000-53018	510.59
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					935.59
Grand Total:					33,509.99

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	3,135.95
201 - VISITOR TOURISM	589.18
202 - COMMUNITY DEVELOPMENT	15,894.63
203 - COMMUNITY ENHANCEMENT	650.00
601 - WATER	1,007.33
603 - SEWER	5,948.04
702 - INFORMATION SYSTEMS	3,758.46
703 - PW OPERATIONS	1,590.81
704 - FACILITY MAJOR MAINTNANCE	935.59
Grand Total:	33,509.99

Account Summary

Account Number	Account Name	Expense Amount
100-701-52019	Professional Services	106.00
100-702-52028	Projects & Programs	50.00
100-703-52001	Operating Supplies	45.00
100-705-52003	Utilities	178.63
100-705-52019	Professional Services	261.56
100-706-52003	Utilities	824.73
100-706-52023	Facility Maintenance	197.50
100-707-52001	Operating Supplies	12.00
100-708-52001	Operating Supplies	65.15
100-708-52003	Utilities	56.95
100-709-52001	Operating Supplies	12.00
100-709-52003	Utilities	658.86
100-715-52001	Operating Supplies	341.26
100-715-52003	Utilities	326.31
201-000-52003	Utilities	589.18
202-722-55001	Principal	12,500.00
202-723-52055	Riverwalk Project	275.00
202-724-52019	Professional Services	3,119.63
203-708-52028	Projects & Programs	650.00
601-732-52003	Utilities	630.83
601-732-52022	Fuel	174.50
601-732-52023	Facility Maintenance	202.00
603-736-52003	Utilities	102.46
603-736-52010	Telephone	217.31
603-736-52083	Chemicals	5,308.52
603-737-52003	Utilities	102.44
603-737-52010	Telephone	217.31
702-000-52006	Computer Maintenance	2,513.63
702-000-52010	Telephone	1,244.83
703-734-52003	Utilities	74.94
703-734-52019	Professional Services	78.79
703-734-52022	Fuel	1,302.08
703-734-52023	Facility Maintenance	135.00
704-000-53018	Capital Outlay - City Hall	935.59
Grand Total:		33,509.99

Project Account Summary

Project Account Key	Expense Amount
None	33,509.99
Grand Total:	33,509.99