



COUNCIL REGULAR SESSION

Wednesday, December 20, 2023 at 7:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

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 three (3) minutes per speaker*

DELIBERATIONS

1. Comprehensive Plan Map and Zoning Map Amendment (CPZA.2.23) at 475 N. 12th Street (Stamp)

RESOLUTIONS

2. **Resolution No. 1996:** A Resolution to Set 2024 City Public Meetings and Holiday Closures Schedule for City of St. Helens Council, Boards, and Commissions
3. **Resolution No. 1997:** A Resolution to Appoint a Budget Officer for Fiscal Year 2024-25
4. **Resolution No. 1998:** A Resolution Determining that a Nuisance Exists Upon Property Located at 2015 Cowlitz Street within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises
5. **Resolution No. 1999:** A Resolution Adopting a Policy Regarding System Development Charges for Conversion of Buildings from Commercial to Residential Use in Non-Industrial Zones

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. Extension of Agreement with Drake's Towing & Recovery for Exclusive Towing Services
7. Second Amendment to Agreement with Oregon Patrol Service for Bailiff Services
8. Extension of Agreement with Advantage JC Excavating for Clean-up of Various Properties inside City Limits
9. Grant Agreement with Department of Land Conservation and Development for 2023-2025 Technical Assistance
10. Extension of Agreement with Wetland Solutions NW, LLC for Services related to Wetlands
11. First Amendment to AKS Engineering & Forestry, LLC Agreement for Salmonberry Reservoir Water Right Permit Renewal

[12.](#) Sixth Amendment to David Evans & Associates Agreement for Columbia Blvd. Sidewalk & Safety Improvements

[13.](#) Amendment to Agreement with Mayer/Reed, Inc. for Design, Construction, & Permits for Riverwalk Phase I & Columbia View Park Amphitheater

REVIEW APPLICATIONS FOR AND APPOINT MEMBERS TO BUDGET COMMITTEE

[14.](#) Budget Committee Applications

CONSENT AGENDA FOR ACCEPTANCE

[15.](#) Library Board Minutes dated November 13, 2023

[16.](#) Parks & Trails Commission Minutes dated November 13, 2023

[17.](#) Planning Commission Minutes dated November 14, 2023

CONSENT AGENDA FOR APPROVAL

[18.](#) Fiscal Year 2024-2025 Budget Calendar

[19.](#) City Council Minutes dated November 15, 2023

[20.](#) Animal Facility Licenses

[21.](#) Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR SCHOLL REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/85424097891?pwd=TGJ6V1dIL1gxK1BWS3RHVFA3ZU0xUT09>

Meeting ID: 854 2409 7891

Passcode: 271519

Dial: 669-444-9171

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

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

City of St. Helens
RESOLUTION NO. 1996

**A RESOLUTION TO SET 2024 CITY PUBLIC MEETINGS AND HOLIDAY
CLOSURES SCHEDULE FOR CITY OF ST. HELENS COUNCIL,
BOARDS AND COMMISSIONS**

WHEREAS, the City Council holds meetings generally on the first and third Wednesdays of each month, with the work session beginning at 2:00 p.m. and the regular session beginning at 7:00 p.m. in the City Council Chambers and virtually via Zoom. Council public forums or public hearings, if any, are usually scheduled between 5-7:00 p.m. on those Wednesdays; and

WHEREAS, the Arts & Cultural Commission is currently on hiatus and if/when meetings resume, notice will be sent out; and

WHEREAS, the Budget Committee meets when convened in the City Council Chambers and virtually via Zoom; and

WHEREAS, the Library Board meets generally on the second Monday of each month at 7:15 p.m. virtually via Zoom; and

WHEREAS, the Parks & Recreation Commission meets generally on the second Monday of every month at 4:00 p.m. in the City Council Chambers and virtually via Zoom; and

WHEREAS, the Planning Commission meets generally on the second Tuesday of each month at 6:00 p.m. in the City Council Chambers and virtually via Zoom; and

WHEREAS, the City Council and Planning Commission will meet quarterly on the second Wednesday of March, June, September, and December at 4:00 p.m. in the City Council Chambers and virtually via Zoom; and

WHEREAS, from time to time the Council appoints special committees to work on special projects for the City. Due notice will be given to the public and media of such meetings; and

WHEREAS, if a regularly scheduled meeting falls on or near a holiday, the respective meeting may have been moved to an alternate date; and

WHEREAS, if the Governor issues a state of emergency and prevents the meeting of groups in the respective locations as stated above, the meeting will only be held virtually via Zoom. Due notice will be given as to the details to attend the meetings; and

WHEREAS, all public meetings and closures are listed on the City's website at www.sthelensoregon.gov. Please check there for agendas, packets, and updates.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES as follows and adopts the 2024 City Public Meetings and Holiday Closures Schedule, for January through December, attached and listed as Exhibit A to this Resolution.

Approved and adopted by the City Council on December 20, 2023, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

Exhibit A

Item #2.

January 1, 2024

Monday

All Day

New Years Day -- CLOSED

January 3, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

January 8, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

January 9, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

January 15, 2024

Monday

All Day

Martin Luther King Jr. Day -- CLOSED

January 17, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

February 7, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

Exhibit A

Item #2.

February 12, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

February 13, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

February 19, 2024

Monday

All Day

Presidents' Day -- CLOSED

February 21, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

March 6, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

March 11, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

March 12, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

Exhibit A

Item #2.

March 13, 2024

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers and Zoom

March 20, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

April 3, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

April 8, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

April 9, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

April 17, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

May 1, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

Exhibit A

Item #2.

May 13, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

May 14, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

May 15, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

May 27, 2024

Monday

All Day

Memorial Day -- CLOSED

June 5, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

June 10, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

June 11, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

Exhibit A

Item #2.

June 12, 2024

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers and Zoom

June 19, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

July 3, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

July 4, 2024

Thursday

All Day

Independence Day -- CLOSED

July 8, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

July 9, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

July 17, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

Exhibit A

Item #2.

August 7, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

August 12, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

August 13, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

August 21, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

September 2, 2024

Monday

All Day

Labor Day -- CLOSED

September 4, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

September 9, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

Exhibit A

Item #2.

September 10, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

September 11, 2024

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers and Zoom

September 18, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

October 2, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

October 8, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

October 14, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

October 16, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

Exhibit A

Item #2.

November 6, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

November 11, 2024

Monday

All Day

Veterans' Day -- CLOSED

November 12, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

November 18, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

November 20, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

November 28, 2024

Thursday

All Day

Thanksgiving Day -- CLOSED

November 29, 2024

Friday

All Day

Day After Thanksgiving -- CLOSED

December 4, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

Exhibit A

Item #2.

December 4, 2024 Continued

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

December 9, 2024

Monday

4:00 PM - 6:00 PM

Parks & Trails Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

December 10, 2024

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

December 11, 2024

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers and Zoom

December 18, 2024

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

December 24, 2024

Tuesday

All Day

Christmas Eve -- CLOSED

December 25, 2024

Wednesday

All Day

Christmas Day -- CLOSED

City of St. Helens
RESOLUTION NO. 1997

A RESOLUTION APPOINTING THE
 BUDGET OFFICER FOR FISCAL YEAR 2024-25

WHEREAS, Oregon budget law requires that a Budget Officer be appointed by the Council or designated by Charter for each budget cycle; and

WHEREAS, the Budget Officer is responsible for preparing the proposed budget for presentation to the Budget Committee, publishing required notices, and compliance with budget law.

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

Section 1. City Finance Director Gloria Butsch is appointed as the Budget Officer for fiscal year 2024-25.

Section 2. This resolution shall be effective upon its approval and adoption.

Approved and adopted by the City Council on December 20, 2023 by the following vote:

Ayes:

Nays:

 Rick Scholl, Mayor

ATTEST:

 Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1998

A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY
LOCATED AT 2015 COWLITZ STREET WITHIN THE CITY OF ST. HELENS AND
DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID
PREMISES

WHEREAS, St. Helens Municipal Code (SHMC) Section 8.12.050(2) Debris on Private Property provides that a nuisance will be declared when "All accumulations of debris, trash, garbage, rubbish, manure and other refuse located on private property or sidewalks abutting thereon, and which has not been removed within a reasonable time and which is unsightly or which affects the health, safety or welfare of the city.;" and

WHEREAS, the property located at 2015 Cowlitz Street, St. Helens, Oregon, has been determined by Code Enforcement Officer Everardo Medina to be in violation of one or more provisions of Chapter 8.12 of the St. Helens Municipal Code as described above and therefore a nuisance pursuant to the Code.

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

Section 1. The property located at 2015 Cowlitz Street, St. Helens, Oregon, constitutes a nuisance under SHMC Chapter 8.12.050(2), based on the photographs of the premises, attached hereto and incorporated herein by reference as Exhibit A, and information from the Code Enforcement Officer. Council finds that the photographs show trash, rubbish, debris, and junk. Council hereby directs that the person(s) in charge of the premises located as 2015 Cowlitz Street, shall, within 30 days after such Council determination, remove or abate such nuisance.

Section 2. Pursuant to SHMC 8.12.250(10), Council hereby delegates, "If within the time fixed, as provided in this chapter, the nuisance has not been abated by the person in charge of the property, the common Council shall cause the nuisance to be abated." Council further directs that this nuisance be permanently abated within 30 days from the date of this Resolution.

Section 3. Council hereby directs a notice to be posted on property located at 2015 Cowlitz Street, St. Helens, Oregon, which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless a permanent abatement of the nuisance is performed within 30 days of this Resolution, the City will permanently remove the nuisance and that the costs shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

Section 4. The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in Section 3, supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

Approved and adopted by the City Council on December 20, 2023, by the following vote:

Item #4.

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder









City of St. Helens
RESOLUTION NO. 1999

A RESOLUTION ADOPTING A POLICY REGARDING SYSTEM
DEVELOPMENT CHARGES FOR CONVERSION OF BUILDINGS FROM
COMMERCIAL TO RESIDENTIAL USE IN NON-INDUSTRIAL ZONES

WHEREAS, the Oregon Legislature adopted House Bill (HB) 2984 in the 2023 legislative session amending ORS 197.308 to allow the conversion of buildings from commercial to residential use within Urban Growth Boundaries of cities with a population of 10,000 or greater, under certain conditions; and

WHEREAS, HB 2984, Section 1(6)(c) [ORS 197.308(6)(c)] permits cities to assess System Development Charges (SDCs) for such building conversions if (A) "the charge is calculated pursuant to a specific adopted policy for commercial to residential conversions adopted on or before December 31, 2023," or (B) "the charge is for water or wastewater and includes an offset for at least 100 percent of the water or wastewater SDCs paid when the building was originally constructed;" and

WHEREAS, the City of St. Helens' population exceeds 10,000; and

WHEREAS, the City does not have "a specific adopted policy for *commercial* to *residential* conversions." When a building or portion thereof is converted from *any* use to *any other* use, the City's current Systems Development Charge (SDC) regulations require payment of SDCs, but a credit for the existing use is applicable to reduce or eliminate the SDC charges pursuant to St. Helens Municipal Code 13.24.130; and

WHEREAS, the City Council desires to preserve the City's full local authority to assess SDCs for the conversion of commercial buildings and finds that Chapter 13.24 of the St. Helens Municipal Code, as now drafted and hereafter amended, will sufficiently address all SDC methodology, rates, and other applicable terms and conditions needed to calculate SDC charges for commercial to residential building conversions pursuant to HB 2984.

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

Section 1. The City Council hereby adopts Chapter 13.24 of the St. Helens Municipal Code, as currently in effect and as may be amended from time to time, as the City's specific policy for SDC calculations in connection with all residential development, including commercial to residential conversions pursuant to HB 2984.

Section 2. This Resolution shall become effective immediately upon its passage by the City Council.

Approved and adopted by the City Council on December 20, 2023, by the following

vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens**EXTENSION OF EXCLUSIVE TOWING AGREEMENT**

This Extension is made on December 20, 2023, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **Drake’s Towing & Recovery** (“Contractor”).

RECITALS

A. WHEREAS, on or about December 2, 2020, St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to towing, storage, and other related services; and

B. WHEREAS, Section 1.1 of the Agreement provides that the Agreement terminates on December 31, 2023, and that the City may extend the contract for additional periods of time if it is in the City’s best interest to do so; and

C. WHEREAS, on December 20, 2023, the Council found it in the City’s best interest to extend the contract and, therefore, extended the agreement to December 31, 2024.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the Agreement signed on or about December 2, 2020, shall be amended to reflect a **termination date of December 31, 2024**, unless earlier terminated according to the terms of the Agreement.

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

ST. HELENS:**CONTRACTOR:**

CITY OF ST. HELENS, an Oregon
municipal corporation

DRAKE’S TOWING & RECOVERY

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

City of St. Helens

SECOND AMENDMENT TO PERSONAL SERVICES AGREEMENT

Oregon Patrol Service

This Amendment is entered into this 20th day of December 2023, between the **City of St. Helens**, an Oregon municipal corporation (“the City”), and **Oregon Patrol Service** (“Contractor”).

RECITALS

A. WHEREAS, on or about December 1, 2021, the City and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to bailiff services; and

B. WHEREAS, Contractor has amended the terms of their *Agreement for Security Services*; and

C. WHEREAS, Paragraph 3 of the original Agreement provides that the Agreement terminates on June 30, 2023, and that the City reserves the right to extend the contract for a period of two (2) years in one (1) year increments; and

D. WHEREAS, the City amended the Agreement on February 15, 2023, and extended the Agreement to December 31, 2023; and

E. WHEREAS, the City and Contractor mutually desire to amend the Agreement as stated in the attached *Agreement for Security Services* and extend the term of the Agreement for an additional twelve (12) months to December 31, 2024.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the agreement signed on or about December 1, 2021, shall be amended to reflect a **termination date of December 31, 2024**, unless earlier terminated according to the terms of the Agreement.

2. Amend the original Agreement as per the attached *Agreement for Security Services*.

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.

CITY:

CONTRACTOR:

CITY OF ST. HELENS, an Oregon
municipal corporation

OREGON PATROL SERVICE

By:_____

By:_____

Name:_____

Name:_____

Its:_____

Its:_____



Agreement for Security Services

Prepared for:
John Walsh
City Administrator
City of St. Helens

265 Strand Street
St. Helens, OR 97051



Respectfully Submitted by:
Laurie Sutherby
President & Director of Security Operations

OREGONPATROL SERVICE

County Patrol Service OR, LLC.

1/3/2023



AGREEMENT FOR SECURITY SERVICES

This Agreement for *Professional Security Services* (the "Agreement"), entered into December 4, 2023 is by and between County Patrol Service Oregon, LLC, dba **Oregon Patrol Service**, a domestic limited liability company, licensed by the Secretary of State of Oregon Corporation Division as a **Security Guards & Patrol Services Provider**, with its principal office at 4120 SE International Way, Ste. A-110, Milwaukie, OR 97222 (hereinafter "OREGON PATROL SERVICE" or "OPS"), and **City of St. Helens, Oregon** (hereinafter "the CLIENT") located at 265 Strand St., St. Helens, OR 97051.

1 **SERVICES**

1.a General Services to Client: OREGON PATROL SERVICE shall provide the following service to the Client:

The protection of life and property of the Client within the established area(s) specified as the City of St. Helens Municipal Court, as specified by and at the direction of St. Helens Chief of Police Brian Greenway and Judge Amy Lindgren.

1.b Overview of services provided is as follows:

- Provide Armed Bailiff/Court Security Services to the Municipal & Traffic court for deterrence of crimes against the Client
- Protect Municipal Court judiciary, court staff, and citizens, as applicable.
- Maintain courtroom order, efficiency, and propriety.
- Place into custody, those individuals designated by the Municipal Court Judge.
- Contact and/or liaise with St. Helens Police Department, as necessary and appropriate.
- Additional responsibilities, integral to the court process, as determined by Municipal Court staff.

Nothing shall be construed to suggest that OREGON PATROL SERVICE, its employees, agents, or security patrol officers are compelled, required, contracted, or willing to protect the life or property of other persons not specifically listed in this agreement

2 **PAYMENT, RATES, INVOICING/ TERMS AND COMMENCEMENT OF SERVICE**

2.1 **PAYMENT OF SERVICE: Municipal Court**

- A. OREGON PATROL SERVICE will invoice the Client monthly, as agreed by the Client and OREGON PATROL SERVICE.
- B. OREGON PATROL SERVICE will be paid as follows: The Client shall, upon receiving an invoice, make payments in the agreed amount and manner by check, payable to OREGON PATROL SERVICE. Such payment shall be made monthly, unless otherwise specified.
- C. Service Retainer: No Service Retainer is required for extension of Service Agreement.

2.2 **RATES & CALCULATION OF CHARGES: Municipal Court**

- A. Flat-rate charges shall apply to each court session, as specified below. If the court session exceeds the service length covered by the Flat-rate Charge, additional time for the session will be calculated at hourly Municipal Rate of \$40.00/hour. No overtime charges apply, and overtime, if applicable is the responsibility of OREGON PATROL SERVICE.

2024 Per-Session Costs

Service – January 1, 2024 – December 31, 2024

Municipal Court- Full day (0900-1700) Every Thursday: 8hrs x \$40.00/hr = \$320.00/session

**Rates are calculated for one (1) Court Services Officer per session.*

2.3 **INVOICING & LATE PAYMENT POLICY**

Invoices will be submitted monthly by OREGON PATROL SERVICE for payment by Client on or after the 1st day of the month following the service month invoiced. Payment is due upon receipt of invoice with terms of Net 30 days. If the account has an unpaid invoice overdue, Client will be notified, and OREGON PATROL SERVICE may opt to suspend or discontinue service. Non-payment of any invoice does not release the Client from any amount due at the time of termination. All amounts due plus late charges, if any, will be referred to an outside collection agency for collection.

2.4 **COMMENCEMENT & TERMINATION OF SERVICE**

Services will commence on 1/1/2024 at 0900 and will be in effect for a period of one year, to expire on 12/31/2024 at 1700. No OPT-OUT PROVISION (early termination of service) is included in this agreement.

3 **CHANGES**

Client may, with the approval of OREGON PATROL SERVICE, issue written (or email) changes within the general scope of Security Services to be ordered. Such changes (“Change Order”) may be for additional work or OREGON PATROL SERVICE may be directed to change the scope of the work covered by the Agreement. Client acknowledges that such changes may impact the cost of service. No cancellation charges for cancellation or changes for court will be billed as long as notification occurs before end of business day on the day prior (5:00 p.m.).

4 **STANDARD OF CARE**

OREGON PATROL SERVICE warrants that its services shall be performed by personnel possessing competency consistent with applicable industry standards, who are both certified by the Department of Public Safety Standards & Training, State of Oregon, and have been subject to a comprehensive character & background investigation including personal interview(s), fingerprint screening, screened for sex offender status, department of corrections check, and are subject to random drug screening.

5 **INSURANCES**

OREGON PATROL SERVICE will provide a certificate of general liability insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate, with an endorsement naming the Client as “additional insured”. At the Client’s request, a certificate verifying coverage for Workers’ Compensation insurance will be provided. Providing and maintaining insurance coverage is material terms of the Agreement. All such insurance policies shall be carried by an insurance company or companies that are, at all times, qualified to conduct business in the State of Oregon and, at all times, have a Best’s Key Rating Guide Property-Casualty United States Rating of at least an A-, and a financial rating of VI (based on the most current edition of A.M. Best’s Key Rating Guide).

6 **MISCELLANEOUS**

- 6.1 **Independent Contractor**: OREGON PATROL SERVICE is an independent contractor of Client.
- 6.2 **Force Majeure**: OREGON PATROL SERVICE shall not be responsible for delays or failures if such delay arises out of causes beyond its control. Such causes may include, but are not restricted to, acts of God, of the public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight embargoes, electrical outages, computer or communications failures, and severe weather, and acts or omissions of subcontractors or third parties.
- 6.3 **Rates**: OREGON PATROL SERVICE assures rates indicated herein shall be in effect as specified for the duration of this agreement. OREGON PATROL SERVICE will notify
- 6.4 **Term & Termination**: This agreement shall remain in full force and effect for a period of 1 year beginning January 1, 2024, unless otherwise mutually agreed upon in writing.

IN WITNESS whereof, the parties below have executed this Agreement, consisting of six pages, as of the day and year below:

City of St. Helens, Oregon

OREGON PATROL SERVICE

By: _____

By: _____

John Walsh

City Administrator

Date: December 20, 2023

Laurie Sutherby

President & Director of Security Operations

Date: _____



OREGONPATROLSERVICE

City of St. Helens**EXTENSION OF PERSONAL SERVICES AGREEMENT**

This Extension is made on December 20, 2023, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Advantage JC Excavating LLC** ("Contractor").

RECITALS

A. WHEREAS, on or about October 6, 2021, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to the clean-up of various properties inside the city limits of St. Helens; and

B. WHEREAS, Section 3 of the Agreement provides that the Agreement terminates on December 31, 2023, and that the City may 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 an additional year, as per the original agreement conditions.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the Agreement signed on or about October 6, 2021, shall be amended to reflect a **termination date of December 31, 2024**, unless earlier terminated according to the terms of the Agreement.

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

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CONTRACTOR:

ADVANTAGE JC EXCAVATING LLC

By: _____

Name: _____

Its: _____

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT



2023-2025 TECHNICAL ASSISTANCE GRANT

AGREEMENT COVER SHEET	
This cover sheet is informational and not a part of the agreement	
Offer Date: December 7, 2023	
Grantee City of St. Helens 265 Strand Street St. Helens, Oregon 97051	Grant No. TA-25-016
Project Title: <div style="text-align: center;">St. Helens Economic Opportunities Analysis</div>	
Grantee Representative Jennifer Dimsho, Community Development Project Manager 503-366-8207 jdimsho@sthelensoregon.gov	DLCD Grant Manager Laura Kelly 503-798-7587 Laura.kelly@dlcd.oregon.gov
GRANT AMOUNT: \$60,000	CLOSING DATE: May 31, 2025
Last day to amend agreement: March 1, 2025	

Signature

Grantee shall return a signed agreement to DLCD by e-mail within thirty (30) days of the Offer Date. If not signed and returned without modification by Grantee within thirty (30) days of the Offer Date, the DLCD Grant Program Manager may terminate this offer of the grant award. Upon receipt of the Agreement signed by Grantee, the DLCD Grant Program Manager shall sign and return a digital copy of the signed document via e-mail.

List of Products

Preliminary report: Project staff with contact information, advisory committee membership, and refinement of scope by 60 days from the date of the executed agreement (Project Requirement 8)
Signed agreement: between the Grantee and consultant, no later than three business days after both parties have signed the agreement. (Project Requirement 7)

Task 1: Project Kick-Off

Task 2: Inclusive Public Involvement Plan

Task 3: Employment Growth and Site Needs

Task 4: Inventory Buildable Employment Lands

Task 5: Economic Development Policies and Actions

Task 6: EOA Report and Adoption

Task 7: Equity and Inclusion Self-Assessment

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this grant agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

STATE OF OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
2023-2025 TECHNICAL ASSISTANCE GRANT
AGREEMENT

DLCD Grant Number: TA-25-016

City of St. Helens

This agreement (“Agreement”) is made and entered into by and between the **State of Oregon, acting by and through its Department of Land Conservation and Development**, hereinafter referred to as “DLCD,” and **City of St. Helens**, hereinafter referred to as “Grantee,” and collectively referred to as the “Parties.”

1. **Effective Date and Availability of Grant Funds.** This Agreement is effective on the date on which every party has signed this Agreement and all required State approvals have been obtained (“Effective Date”). Grant Funds under this Agreement are available for eligible costs as defined in Sections 4 and 6 incurred beginning on the Effective Date and ending on the earlier of the termination of this Agreement or the Project End Date provided in Attachment A. DLCD’s obligation to disburse Grant Funds under this Agreement ends 60 days after the earlier of termination of this Agreement or the Project End Date.
2. **Agreement Documents.** The Agreement consists of this agreement (without any attachments) and the following Attachments, all of which are attached hereto and incorporated by reference:

Attachment A: **Project Description and Budget**
Attachment B: **DLCD Contact Names and Addresses**
Attachment C: **Request for Product Reimbursement Form and Instructions**
Attachment D: **Form 1, Notice of Proposed Change (35-day Notice)**
Attachment E: **Form 2, Notice of Adopted Change**
Attachment F: **Standards and Requirements for EOA Product(s)**

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows: this Agreement without Attachments; Attachments as listed, in descending order of precedence.

3. **Grant Funds.** The maximum, not-to-exceed, grant amount that the DLCD will pay to Grantee is **\$60,000** (the “Grant Funds”). Disbursements will be made only in accordance with the schedule and requirements contained in this Agreement, including Attachment A.
4. **Project.** The Project is described in Attachment A. Grant Funds may be used solely for the Project described in Attachment A and may not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by DLCD by amendment pursuant to Section 9 hereof. Grantee agrees to implement the Project in accordance with the terms and conditions of this Agreement and complete the Project no later than the Project End Date.
5. **Reports.** Grantee shall submit the reports required by this section to the DLCD Grant Manager and Grants Administrative Specialist in writing by personal delivery, e-mailing, or mailing at the address or number set forth in Attachment B or to such other addresses or numbers as DLCD may specify by notice to Grantee in accordance with Section 8 hereof.

- a. **Progress Reports.** Grantee will submit a written status report at the request of the DLCD Grant Manager or as required in the Project Requirements in Attachment A.
- b. **Financial Reimbursement Reports.** In order to receive reimbursement, Grantee must submit to DLCD requests for reimbursement of eligible costs incurred in producing Product(s), as provided in Attachment A, on the form provided in Attachment C. Grantee shall submit a closeout report to DLCD within 30 days after the termination of the Agreement or the Project End Date, whichever is earlier. Reimbursements for products will be reduced or withheld if Progress or Closeout Reports have not been timely submitted or are incomplete.

6. Disbursement and Recovery of Grant Funds.

- a. **Disbursement Generally.** DLCD will disburse the Grant Funds as reimbursement for eligible costs incurred to produce Products in carrying out the Project, up to the amount provided in Section 3, and subject to the timelines and limits for each Task, as specified in Exhibit A. Grantee may request a reimbursement after completion of a Product. Reimbursements will be made by DLCD within 30 days of DLCD's approval of a request for reimbursement. Eligible costs are the reasonable and necessary costs incurred by Grantee, during the period specified in Section 1, in performance of the Project and that are not excluded from reimbursement by DLCD, either by this Agreement or by exclusion as a result of financial review or audit.
- b. **Conditions Precedent to Disbursement.** DLCD's obligation to disburse Grant Funds to Grantee is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:
 - i. DLCD has received funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to make the disbursement.
 - ii. Grantee is in compliance with the terms of this Agreement.
 - iii. Grantee's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
 - iv. Grantee has provided to DLCD a request for reimbursement in accordance with Section 5.b hereof. Grantee must submit its final request for reimbursement no later than 30 days after the earlier of termination of this Agreement or the Project End Date. Grantee will not disburse Grant Funds in response to reimbursement requests submitted after that date.

7. Representations and Warranties of Grantee. Grantee represents and warrants to DLCD as follows:

- a. **Organization and Authority.** Grantee is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Grantee has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Grantee of this Agreement (1) have been duly authorized by all necessary action of Grantee and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Grantee's organizational documents, (3) do not

and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement.

- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Grantee and constitutes a legal, valid and binding obligation of Grantee, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

8. **Notices.** Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, e-mailing, or mailing the same by registered or certified mail, postage prepaid, to the Grantee's Grant Representative or DLCD's Grant Manager, as the case may be, at the address or number set forth in Attachment B, or to such other addresses or numbers as either party may indicate pursuant to this section. Any notice delivered by e-mail shall be effective on the day the party receives the transmission if the transmission was during normal business hours of the receiving party, or on the next business day if transmission was outside normal business hours of the receiving party. Any notice given by personal delivery shall be effective when actually delivered. Any notice given by mail shall be effective three days after deposit in the mail.
9. **Amendments.** The terms of this Agreement will not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the Parties (or in the case of a waiver, by the party against whom the waiver is sought to be enforced). If the Grantee wishes to amend the Agreement, the Grantee must submit a written request, including a justification for any amendment, to the DLCD Grant Manager at least 90 calendar days before the Project End Date.
10. **Default.** Reimbursements to Grantee may be withheld or reduced if DLCD determines that Project performance under this Agreement is unsatisfactory, or if one or more terms or conditions of this Agreement have not been met. The amount of Grant Funds withheld will be based on the best professional judgment of the DLCD Grant Manager and Grant Program Manager.
11. **Ownership of Product(s).**
- a. **Definitions.** As used in this Section 11 and elsewhere in this Agreement, the following terms have the meanings set forth below:
- i. **"Grantee Intellectual Property"** means any intellectual property owned by Grantee and developed independently from the Project.
 - ii. **"Third Party Intellectual Property"** means any intellectual property owned by parties other than DLCD or Grantee.
 - iii. **"Product(s)"** means every invention, discovery, work of authorship, trade secret or other tangible or intangible item and all intellectual property rights therein that Grantee is required to deliver to DLCD or create pursuant to the Project, including but not limited to any Product(s) described in Attachment A.

- b. **Non-Exclusive License.** Grantee hereby grants to DLCD, under Grantee Intellectual Property and under intellectual property created by Grantee pursuant to the Project, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Product(s) for governmental purposes, and to authorize others to do the same on DLCD's behalf. If a Product(s) created by Grantee pursuant to the Project is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Grantee shall secure on DLCD's behalf and in the name of DLCD an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the pre-existing elements of the Third Party Intellectual Property employed in the Product(s), and to authorize others to do the same on DLCD's behalf. If a Product(s) is Third Party Intellectual Property, Grantee shall secure on DLCD's behalf and in the name of DLCD, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display, for governmental purposes, the Third Party Intellectual Property, and to authorize others to do the same on DLCD's behalf.

12. Indemnity.

- a. **GENERAL INDEMNITY.** SUBJECT TO THE LIMITS OF THE OREGON CONSTITUTION AND STATE OF OREGON TORT CLAIMS ACT, IF APPLICABLE TO GRANTEE, GRANTEE SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS DLCD, THE STATE OF OREGON AND THEIR AGENCIES, SUBDIVISIONS, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEY FEES, ARISING OUT OF, OR RELATING TO THE ACTS OR OMISSIONS OF GRANTEE OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS AGREEMENT.
- b. **CONTROL OF DEFENSE AND SETTLEMENT.** GRANTEE SHALL HAVE CONTROL OF THE DEFENSE AND SETTLEMENT OF ANY CLAIM THAT IS SUBJECT TO SECTIONS 12.a; HOWEVER, NEITHER GRANTEE NOR ANY ATTORNEY ENGAGED BY GRANTEE SHALL DEFEND THE CLAIM IN THE NAME OF THE STATE OF OREGON OR ANY AGENCY OF THE STATE OF OREGON, NOR PURPORT TO ACT AS LEGAL REPRESENTATIVE OF THE STATE OF OREGON OR ANY OF ITS AGENCIES, WITHOUT FIRST RECEIVING FROM THE OREGON ATTORNEY GENERAL, IN A FORM AND MANNER DETERMINED APPROPRIATE BY THE ATTORNEY GENERAL, AUTHORITY TO ACT AS LEGAL COUNSEL FOR THE STATE OF OREGON. NOR SHALL GRANTEE SETTLE ANY CLAIM ON BEHALF OF THE STATE OF OREGON WITHOUT THE APPROVAL OF THE ATTORNEY GENERAL. THE STATE OF OREGON MAY, AT ITS ELECTION AND EXPENSE, ASSUME ITS OWN DEFENSE AND SETTLEMENT IN THE EVENT THAT THE STATE OF OREGON DETERMINES THAT GRANTEE IS PROHIBITED FROM DEFENDING THE STATE OF OREGON, OR IS NOT ADEQUATELY DEFENDING THE STATE OF OREGON'S INTERESTS, OR THAT AN IMPORTANT GOVERNMENTAL PRINCIPLE IS AT ISSUE AND THE STATE OF OREGON DESIRES TO ASSUME ITS OWN DEFENSE.

13. **Recovery of Grant Moneys.** Any Grant Funds disbursed to Grantee under this Agreement that are expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of termination of this Agreement or the Project End Date must be returned to DLCD. Grantee shall return all Misexpended Funds to DLCD promptly after DLCD's written demand and no later than fifteen (15) days after DLCD's

written demand. Grantee shall return all Unexpended Funds to DLCD within fifteen (15) days after the earlier of termination of this Agreement or the Project End Date.

14. Termination:

- a. **DLCD's Right to Terminate at its Discretion.** At its sole discretion, DLCD may terminate this Agreement:
 - i. **For its convenience** upon thirty (30) days' prior written notice by DLCD to Grantee;
 - ii. **Immediately upon written notice** if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to allow DLCD, in the exercise of its reasonable administrative discretion, to continue to make disbursement under this Agreement; or
 - iii. **Immediately upon written notice** if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- b. **DLCD's Right to Terminate for Cause.** In addition to any other rights and remedies DLCD may have under this Agreement, DLCD may terminate this Agreement immediately upon written notice by DLCD to Grantee, or at such later date as DLCD may establish in such notice, after the occurrence of any of the following events:
 - i. **Grantee is in default** because Grantee institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
 - ii. **Grantee is in default** because Grantee commits any material breach or default of any covenant, warranty, obligation or agreement under this Agreement, fails to perform any of its obligations under this Agreement within the time specified herein or any extension thereof, or so fails to pursue its work hereunder as to endanger Grantee's performance under this Agreement in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.
- c. **Grantee's Right to Terminate for Cause.** Grantee may terminate this Agreement by written notice to DLCD if DLCD is in default because DLCD fails to pay Grantee any amount due pursuant to the terms of this Agreement, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice; or
- d. **Termination** under Section 14 shall be without prejudice to any claims, obligations, or liabilities either party may have incurred prior to such termination.

15. **Accounting and Fiscal Records:** Grantee shall maintain its fiscal records related to this Agreement in accordance with generally accepted accounting principles. The Grantee shall maintain records of the receipt and expenditure of all funds subject to this Agreement for a period of six (6) years after the Project End Date, or for such longer period as may be required by applicable law or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Accounting records related to this Agreement will be separately maintained from other accounting records.

16. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between DLCD (or any other agency or department of the State of Oregon) and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.
17. **Audit.** The Oregon Secretary of State, Attorney General of the State of Oregon and the Director of DLCD or any other duly authorized representative of DLCD shall have access to and the right to examine any records of transactions related to this Agreement for six (6) years after the final disbursement of Grant Funds under this Agreement is authorized by DLCD.
18. **Counterparts.** This Grant Agreement may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all the parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
19. **Survival.** All agreements, representations, and warranties of Grantee shall survive the execution and delivery of this Agreement, any investigation at any time made by DLCD or on its behalf and the making of the Grant.
20. **Successors and Assigns.** Recipient may not assign this Agreement or any right hereunder or interest herein, in whole or in part, without the prior written consent of DLCD. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective permitted successors and assigns.
21. **Validity and Severability.** If any provision of this Agreement is held to be invalid, such event shall not affect, in any respect whatsoever, the validity of the remainder of this Agreement and the remainder shall be construed without the invalid provision so as to carry out the intent of the parties to the extent possible without the invalid provision.
22. **Relationship of the Parties.** Nothing contained in this Agreement or any acts of the parties hereto shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture or of any other association other than that of independent contracting parties.
23. **No Third Party Beneficiary Rights.** No person not a party to this Agreement is an intended beneficiary of this Agreement, and no person not a party to this Agreement shall have any right to enforce any term of this Agreement.
24. By signing this Agreement the Parties each represents and warrants that it has the power and authority to enter into this Agreement and that the Agreement is executed by its duly authorized representative. By signing the document, Grantee agrees to comply with the terms of this Agreement.

Grantee: City of St. Helens

Grant No. TA-25-016

Item #9.

Print Name of Authorized Official For the Grantee	Title	Date
Signature of Authorized Official For the Grantee		

Grantor: State of Oregon, acting by and through its Department of Land Conservation and Development

Print Name of DLCD Grant Program Manager	Title	Date
Gordon Howard		
Signature of DLCD Grant Program Manager	Community Services Division Manager	

PROJECT PURPOSE STATEMENT

The St. Helens Economic Opportunities Analysis (EOA) update will identify needed updates to the city’s economic development policies by focusing on the community’s assets and aspirations for economic development. This will include stakeholder and public involvement. Depending on the specific results of the industrial and employment lands inventory and land needs projections, the EOA could include recommendations such as: redesignating or rezoning land, needed infrastructure improvements, actions to support redevelopment of key sites for commercial or mixed-uses, actions to implement wetland mitigation options, actions to address the trends affecting businesses, actions to remove barriers for priority population business owners, actions to promote amenities for residents through development of commercial corridors, actions to maximize tax base, and others.

PROJECT OVERVIEW AND MANAGEMENT

Overall management of the Project will be the responsibility of the Grantee as assisted by the DLCD Grant Manger. Specific Project management duties of Grantee will include:

- a. Organizing and managing the advisory committee;
- b. Selecting a consultant and contracting for consultant services;
- c. Overseeing consultant work described in this Project Description;
- d. Scheduling and managing meetings, including activities such as, preparing and distributing meeting notices, agendas, and summaries; and assisting the consultant with meeting facilitation.

Advisory Committees

The Project will employ a technical advisory committee (TAC) composed of local government and state agency staff and others identified by the TAC. The role of the TAC is to review Project materials and advise on technical issues throughout the project. TAC members shall generally consist of representatives from DLCD, priority populations, owners or managers of small and locally owned businesses, economic development professionals, and other key stakeholders. Additional representatives from other affected agencies and organizations may serve as recommended by TAC members.

The TAC will meet on a regular basis to review technical analysis and recommendations prepared by Grantee staff and the consultant. Individual TAC members will be responsible for communicating with officials from their respective jurisdictions and to assure that policy issues are incorporated into technical work at the appropriate time and in the most effective way.

The Project will not use a policy advisory committee. Instead, members of the TAC will be responsible for reviewing technical analysis with their respective planning commissions and elected officials. TAC members must also inform other Project participants (TAC, consultant, agency Contract administrator) of policy issues and implications raised by local decision-makers that may affect the technical analysis or assumptions used in the analysis.

Agency Role

DLCD will provide financial, administrative, and technical assistance to the Project. DLCD supports the collaborative, regional approach envisioned in the Project and agrees to work equally and fairly with each jurisdiction to help assure that state and local interests are optimized. DLCD recognizes the Economic Opportunities Analysis will inform, but will not bind, future land use decisions of the cooperating jurisdictions.

Consultant Role

The Project will use consultant services to perform technical analysis related to the Economic Opportunities Analysis. The consultant is expected to provide an analysis and recommendations relating to planning for economic development and employment growth. The consultant is expected to attend regular meetings of the TAC and to assist local planning staff in presentations to planning commissions and elected officials. Consultant shall prepare meeting agendas and summaries for each TAC meeting.

Project Meeting Materials

Grantee shall review and approve agendas and summaries for each TAC meeting. Grantee shall distribute meeting materials to project committee members at least five (5) working days prior to any scheduled meeting.

Project Schedule

The schedule identified in “Schedule, Products, and Budget” section of this Project Description will be observed. DLCD may require an amendment to this Agreement if the timeframes in the schedule are not satisfied. The Project End Date is May 31, 2025.

Expectations for All Written and Graphic Products

All reports and Products will be delivered to the DLCD Grant Manager according to the schedule provided in this Project Description.

All reports, studies, and other documents produced under the Project must bear the statement in Project Requirement 3, below.

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this Agreement in a digital media format. The term “digital media” means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

PROJECT REQUIREMENTS

Grantee agrees to carry out the Project and submit Products in accordance with the requirements in this section.

1. Grantee will produce and submit to DLCD those Products as specified in this Agreement and this Project Description and Budget.
2. Grantee will provide copies of all final Product(s) produced under this Agreement to DLCD in the manner described in this Project Description.
3. All reports, studies, and other documents produced under the Project must indicate on the cover or the title page an acknowledgement of the financial assistance provided by DLCD by bearing the following statement: “This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.”
4. Grantee will identify the location of the originals of any Product(s) if a copy is submitted to DLCD or if the product is one-of-a-kind document.
5. Grantee will provide all letters, memos, reports, charts, products, and maps produced under this Agreement in a digital media format.

6. Grantee will obtain DLCD approval of any chosen facilitator, contractor, or consultant before signing an agreement or contract to perform all or a portion of the Project.
7. Grantee will provide a legible copy of the signed agreement between the jurisdiction and the contractor no later than three business days after both parties have signed the agreement.
8. Grantee will complete the following by 60 days from the date of the executed agreement:
 - a. Identify the name and e-mail address of those persons who will be completing the project and which of tasks listed under the Project Description for this Agreement they will work on.
 - b. Identify the name and e-mail address of those persons who are members of the TAC or other committee formed to carry out work on this Agreement.
 - c. List the steps that will be taken to complete each Task and any Product(s) delivered in connection with the Task(s).
 - d. Identify relevant impacted priority populations and devise a community outreach and inclusion plan.
9. Grantee will, in performing the Project under this Agreement, ensure consistent, coordinated use of population, employment, housing, and land needs projections associated with the following activities: (1) the periodic review work programs and related tasks; (2) any transportation system plans being prepared pursuant to OAR 660-012-0000; (3) any post-acknowledgment plan and land use regulation amendments proposed by the Grantee.
10. Any final product must be proposed under Attachment D, Form 1, “Notice of Proposed Change,” at least 35 days before the first evidentiary hearing as set forth in ORS 197.610 and OAR 660-018-0020, -0021, and -0022. The products must be adopted by the governing body and submitted under Attachment E, Form 2, “Notice of Adoption” as set forth in ORS 197.615 and OAR 660-018-0040.
11. Grantee will consult closely with the DLCD Grant Manager to ensure that adoption of Product(s) under the post-acknowledgment plan amendment process is completed on or before the Project End Date.
12. A draft Product may be accepted for approval instead of an adopted Product when requested in writing and received in the DLCD Salem office at least 60 days prior to Project End Date. The request will be reviewed and approved in writing by DLCD if substantial progress has been made toward adoption and adoption is scheduled to occur on or before the date that is 120 days after the Project End Date.
13. Any final draft product (e.g., ordinances, maps, websites, databases, supporting documents, and photographs) shall be a hearings-ready draft and shall be accompanied by a report in detailing why the product was not adopted and a timeframe for the future adoption of the product.
14. Any notice issued by Grantee that is eligible for reimbursement under ORS 227.186 – Notice to city property owners for costs incurred for Measure 56 – is not reimbursable under this Agreement.

15. Grantee will coordinate and provide notice to DLCD, Columbia County, and any other agencies and organizations listed in Grantee's Public Involvement Plan of public meetings, workshops, work sessions, and hearings to develop, review or approve products prepared under this Agreement.
16. Grantee will consult with the DLCD Grant Manager and any other entities in the development of Products and provide an opportunity for timely review of all draft Products.
17. Grantee will submit written status reports throughout the duration of the project. These reports must indicate which tasks have been completed, which tasks are yet to be completed, and, if tasks are expected to be delayed beyond the identified schedule of completion, a description of the grantee's work plan to complete the tasks in a timely manner. Should grantee need to delay or eliminate tasks, the status report should include a request to amend the grant agreement accordingly. Progress reports must be submitted by July 1, 2024, and December 2, 2024.
18. DLCD will provide no more than one interim payment before the Project End Date and a final payment. Payments will be made only upon submittal of qualifying Product(s) and progress report(s) in accordance with the terms of this Agreement and Attachment C. The report(s) must describe the progress to date on each Task(s) or Product(s) undertaken during the billing period. Other written or verbal progress reports will be provided upon reasonable request by the DLCD Grant Manager.
19. Payments under this Agreement may be reduced if Product(s) scheduled to be completed are not completed by the timeline provided in the Project Description. DLCD's payment obligations under this Agreement are conditioned upon DLCD receiving funding, appropriations, limitations, allotments, or other expenditures authority sufficient to allow DLCD in the exercise of its reasonable administrative discretion, to meet its payment obligations under this Agreement.

EOA Economic Opportunities Analysis

20. Grantee will submit Economic Opportunities Analysis (EOA) materials according to the EOA specifications in Attachment F.
21. Grantee will comply with EOA standards and contents requirements per Attachment F. Any EOA Product(s) will be prepared in compliance with requirements of OAR 660-09-0015 as defined in Attachment F.

GIS Requirements

22. If a new comprehensive map or zoning map is created or an existing map is revised or updated, the Product(s) must be submitted in an electronic form compatible with Environmental Systems Research Institute's (ESRI) file formats (coverage, shapefile or geodatabase).
23. Geospatial data should be free of topological errors and metadata must comply with the current State of Oregon Metadata Standards accessible at <http://www.oregon.gov/DAS/CIO/GEO/pages/standards/standards.aspx>, "Oregon GIS Data Standards and Best Practices." The projection of the data may be determined by the jurisdiction. All data should have the projection defined with the dataset and must be documented in the metadata.
24. DLCD may display appropriate Product(s) on its web interface including corporate GIS data generated under this Agreement and any additional data provided that is not specifically restricted into state agency databases, acknowledging that Grantee and agents of Grantee are not responsible for the accuracy of such data. DLCD may also share the data specifically generated under this Agreement with other agencies and organizations, as this is data that DLCD owns as Product(s) under Grant Agreement Section 11.

25. If GIS capability is not available to the Grantee, map Product(s) on digital media will be accepted with the written approval of the DLCD Grant Manager.

SCHEDULE, PRODUCTS, AND BUDGET

Pre-Task Submittals

The contract in Project Requirement 7 and the report in Project Requirement 8 in this Project Description and Budget will be submitted.

Pre-task Timeline: By the dates specified in those requirements.

Pre-task report budget: \$0

Task 1: Project Kick-Off

The project kick-off will provide an opportunity to discuss the project, clarify the project objectives, and begin discussion of the options for the technical analysis with city staff (Grantee). The subjects that will be discussed at the project kick-off include: clarification of study objectives, city policies and background information to inform the project, and necessary clarifications of the project scope and schedule. Consultant will prepare a preliminary outline of the final products in advance of this meeting.

Following the meeting, Consultant will prepare a memorandum summarizing the decisions made in the meeting and any necessary refinements to the scope of work.

Task 1 Products: Outline of the final products and a memorandum summarizing decisions made at the meeting

Task 1 timeline: January 15, 2024 to March 31, 2024

Task 1 budget: \$0

Task 2: Inclusive Public Involvement Plan

Consultant, with guidance from Grantee, will develop an inclusive outreach and engagement plan that supports participation of priority populations in the Technical Advisory Committee (TAC) and executing on that plan. The public involvement plan will also identify the city's diversity, equity, and inclusion goals for the project, including an approach for identifying the priority populations that the city hopes to reach during the process.

The Public Involvement Plan will identify priority populations within the city for outreach. St. Helens' largest communities of color are Latino (7% of the city's population) and people of two or more races (7% of the city's population). Outreach should also focus on businesses owned by People of Color, businesses owned or managed by people with limited English proficiency, and other priority populations.

At a minimum the Public Involvement Plan will include a recommendation to establish a Technical Advisory Committee (TAC) that includes priority populations, owners or managers of small and locally owned businesses, economic development professionals, and other key stakeholders. The TAC will provide input on the EOA analysis and will play a key role in identifications of economic development policies (Task 5).

The Public Involvement Plan will also identify specific opportunities for input from the Planning Commission and City Council, preferably at their quarterly joint meetings. These meetings are expected to provide direction about economic development objectives and policies and later in the project to provide review and input on the draft economic development objectives and policies.

The Public Involvement Plan may include a recommendation to hold one or more public events to get broader feedback on the EOA and economic development objectives and policies, beyond hearings (Task 6).

Task 2 Products: Public Involvement Plan, to include: identification of impacted priority populations in project plan area, outreach and engagement plan for priority populations, an evaluation framework for inclusive participation.

Task 2 timeline: January 15, 2024 to May 31, 2024

Task 2 budget: \$3,000

Task 3: Employment Growth and Site Needs

The purpose of this task is to develop the analysis of employment growth potential and demand sections of the economic opportunities analysis. The analysis will establish a 20-year employment projection and land demand analysis and include the following topics:

- Review of National and State and Local Trends
- Assessment of Community Economic Development Potential
- Forecast of Employment Growth in St. Helens
- Identification of Anticipated Uses and Required Site Types

Consultant will work with Grantee to develop the key assumptions necessary for the EOA and will consider use of safe harbor assumptions described in OAR 660-024 to determine whether they are possible and appropriate. Consultant will pull relevant data from recent work completed by the city.

This analysis will result in estimates of the amount and type of sites needed to accommodate the projections for employment growth based on the analysis described above that meets the relevant requirements of Goal 9, OAR 660-009, OAR 660-024, and city objectives.

Task 3 Products: Employment Projection and Land Demand Analysis describing regional and local economic trends, employment growth, economic development potential, and site needs; written summaries and materials from associated public engagement activities and TAC meetings.

Task 3 timeline: February 1, 2024 to August 30, 2024

Task 3 budget: \$15,000

Task 4: Inventory of Buildable Employment Lands

The purpose of this task is to prepare an accurate inventory of all commercial and industrial land within the St. Helens UGB that is vacant or developed, including underutilized, or redevelopable parcels. Consultant will help define key parcel characteristics that make land suitable or not suitable for the employment growth anticipated over the 20-year planning period. The inventory will include the following information:

- The description, including site characteristics, of vacant or developed sites within each plan or zoning district;

This task will result in a buildable lands inventory (BLI) for lands designated for employment (commercial and industrial) within the St. Helens UGB that meets the requirements of Goal 9, OAR 660-009, OAR 660-024, and city objectives.

Task 4 Products: BLI; associated GIS products, data, and spreadsheets.

Task 4 timeline: April 30, 2024 to July 31, 2024

Task 4 budget: \$12,000

P1 – Interim Payment

Reimbursement **by August 1, 2024, of up to \$ 30,000** upon submittal of pre-task reports, the Product(s) listed in Tasks 1– 4. Submit Product(s) and a signed Attachment C, Request for Reimbursement Form on digital media to the Grant Manager and the Grant Administrative Specialist to the e-mail addresses listed in Attachment B, DLCD Contact Information.

Task 5: Economic Development Policies and Actions

A key outcome of this task is to conduct technical analysis that supports a meaningful assessment of existing economic development policies and proposed updates to these policies, along with potential implementation measures. This is the framework that implements the city’s goals and objectives and the logical output of the technical analysis required by OAR 660-009-0015, as described in Tasks 3 and 4.

Consultant will work with Grantee, the TAC, and decision makers to identify needed updates to the economic development policies and suggest refinements for St. Helens that focus on the community’s economic assets and describe aspirations for economic development. The economic development policies will replace or amend the existing policies in the Economic Element of the Comprehensive Plan, and potential actions to implement these policies will be part of the conclusions in the EOA report. The recommended policies will clearly state the city’s economic development objectives, commit to designating an adequate number of sites of suitable size, type, and location to meet those objectives, and identify needed updates to public facility and infrastructure plans to support development based on development constraints or infrastructure needs that affect the buildable area of sites in the BLI.

Implementation measures may include recommendations such as: redesignating or rezoning land, needed infrastructure improvements, actions to support redevelopment of key sites for commercial or mixed-uses in St. Helens, actions to implement wetland mitigation options, actions to address the trends affecting businesses, actions to remove barriers for priority population business owners, actions to promote amenities for residents through development of commercial corridors, and actions to maximize tax base or other necessary actions. Together, these measures will demonstrate how the city’s existing inventory can accommodate its economic policies.

Recommended updates to the local economic development policies and implementation measures must include the required policies and measures identified in OAR 660-009-0020 and 660-009-0025.

Task 5 Products: Summary of development constraints and infrastructure needs; draft comprehensive plan policies and implementation measures; written summaries and materials from associated public engagement activities and TAC meetings.

Task 5 timeline: August 1, 2024 to December 31, 2024

Task 5 budget: \$15,000

Task 6: EOA Report and Adoption

Consultant will use the analysis and information from Tasks 3, 4, and 5, along with stakeholder and decision maker input, to develop the draft economic opportunities analysis (EOA) report. The report will include a chapter about the implications of the EOA on the sufficiency of employment land within the St. Helens UGB, and recommendations for updates to St. Helens' Comprehensive Plan Economic Element policies and other relevant economic development policies. The draft report will reflect input received to date; the hearings-ready version will incorporate input received from Grantee and DLCD.

Consultant will present the results of the EOA and recommendations at hearings of the St. Helens Planning Commission and City Council.

Task 6 Products: Hearings-ready EOA report; meeting materials from 1 hearing with the Planning Commission; meeting materials from 1 hearing with the City Council; written summaries and materials from associated public engagement activities and TAC meetings.

Submit 35-day notice. Prepare and submit hearings-ready Products from Task 6 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and at least 35 days before first evidentiary hearing. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send Task 6 Product(s) in a digital media format to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation.

Submit Notice of Adoption. Prepare and submit signed ordinance(s) adopting the Products from Task 6 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, according to the instructions on the form. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send the notice on digital media to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation.

Task 6 timeline: January 1, 2025 to May 31, 2025

Task 6 budget: \$15,000

Task 7: Equity and Inclusion Self-Assessment

Grantee will complete an equity and inclusion self-assessment using the evaluation framework developed in Task 2. A report describing Grantee's performance against its goals for inclusive outreach and engagement for the project will be provided to DLCD.

Task 7 Products: Equity and Inclusion Self-Assessment

Task 7 timeline: May 1, 2025 to May 31, 2025

Task 7 budget: \$0

FP – Final Payment

Reimbursement of **up to \$30,000** and the balance of previously unused grant funds from P1 upon submittal of Product(s) listed in Tasks 5-7. Submit the Product(s) and a signed Attachment C, Final Closeout Form acceptable to DLCD on digital media to the Grant Manager and the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information **no later than May 31, 2025.**

Budget Summary

Task 1 – Project Kick-Off	\$0
Task 2 – Inclusive Public Involvement Plan	\$3,000
Task 3 – Employment Growth and Site Needs	\$15,000
Task 4 – Inventory Buildable Employment Lands	\$12,000
Task 5 – Economic Development Policies and Actions	\$15,000
Task 6 – EOA Report and Adoption	\$15,000
Task 7 – Equity and Inclusion Self-Assessment	\$0
TOTAL	\$60,000

DLCD TA Grant Agreement Contact Information

For questions regarding your grant, please contact:

Grant Manager:

Laura Kelly
Portland Metro Regional Solutions Center
1600 SW Fourth Avenue, Suite 109
Portland, Oregon 97201

Office: 503-798-7587

E-mail: laura.kelly@dlcd.oregon.gov

OR

Grant Program Manager:

Gordon Howard
DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97301-2540

Office: 503-856-6935

E-mail: gordon.howard@dlcd.oregon.gov

Payment requests should be sent to:

Grants Administrative Specialist

Angela Williamson
DLCD Salem Office
635 Capitol Street N.E., Suite 150
Salem, Oregon 97301-2540

Office: 971-239-2901

E-mail: DLCD.GFGrant@dlcd.oregon.gov

**Department of Land Conservation and Development (DLCD)
2023-2025 Request for Interim Reimbursement / Final Closeout**

Grantee Name City of St. Helens		Grant No. assigned by DLCD TA-25-016		Final Payment Yes No	
Grant Agreement Start Date From: Execution		Grant Agreement Close Date To: May 31, 2025		Period covered by this Payment From:	
Period covered by this Payment To:					
DLCD Grant Expenditures		DLCD Grant Expenditures		DLCD Grant Expenditures	
Transactions		Previously Reported		This Payment	
				Cumulative	
1. Salaries and Benefits					
2. Supplies and services					
3. Contracts (see instructions)					
4. Other (provide list & explain)					
5. Total (add lines 1–4)					
Local Contributions (if applicable)					
6. Salaries and Benefits					
7. Supplies and services					
8. Contracts					
9. Other					
10. Total (add lines 6–9)					
11. Payment requested (from line 5)		DO NOT WRITE IN THIS SPACE		DO NOT WRITE IN THIS SPACE	
12. <u>Certification:</u> I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are for the purposes set forth in the award document. I further certify that all records are available upon request, and the financial records will be retained for six years after the final payment.					
13. Typed or Printed Name and Title			14. Address where payment is to be sent		
15. Signature of Authorized Certifying Official			16. Date Payment Submitted		

Do Not Write Below This Line

FOR DLCD USE ONLY

Do Not Write Below This Line

DLCD CERTIFICATION

I certify as a representative of the Department of Land Conservation and Development (DLCD), that the Grantee:

_____ Has met the terms and conditions of the grant and that payment in the amount of \$ _____ should be issued

_____ Has not met the terms and conditions of the grant for the reasons stated on the attached sheet, and payment in the amount of \$ _____ should be issued.

Signature of DLCD Grant Manager

Date

Signature of DLCD Program Manager

Date

BATCH #

DATE

VOUCHER#

DATE

PCA#

OBJECT #

VENDOR #

AMOUNT

**Department of Land Conservation and Development
2023-2025 Planning Technical Assistance Grant Agreement
Interim Reimbursement and Closeout Form Instructions**

General and line-by-line instructions for completing the Request for Interim Reimbursement/Final Closeout form are provided herein.

General Instructions and Reminders

- This form may be completed by hand or typed on paper or completed in Microsoft Word. If you need a Word file, please contact the Grants Administrative Specialist at DLCD.GFGrant@dlcd.oregon.gov. In any case, submit the form with the grant Product(s) electronically, as called for in the Agreement.
- This form is used for all reimbursement requests – interim or final.
- It is important that you retain documentation of expenditures as provided in paragraph 16 of the Agreement, which provides that records be maintained for at least six years after the final payment has been received by the grantee.
- Interim and final reimbursement requests must not include work performed prior to the Effective Date of this Agreement (generally the date the Agreement is signed by DLCD) and not after the Closing Date of this Agreement.

Completing the Form

Please show *total actual expenditures only* of DLCD grant award and local contributions.

First row: DLCD will complete the Grantee Name and Grant Number. In the Final Payment box, highlight or circle “No” for interim payments and “Yes” for final closeouts.

Second row: DLCD will complete Agreement start and close dates. Complete the “Period covered by this payment” The form includes separate boxes for “from” and “to.” Please complete both. These dates must accurately depict the dates the work for the reimbursable expenditure was incurred. If there are any applicable limits on these dates, they will be provided in the payment descriptions in the “Schedule, Products, and Budget” section of the Agreement.

The next section of the form includes columns for itemizing each expense category:

- **“DLCD Grant Expenditures, Previous Reported”** column -- should be blank if the submission is Payment 1. If the request is for a second or later interim payment or final closeout, enter the sum of previous payments in this “Previously Reported” column.
- **“DLCD Grant Expenditures, This Payment”** column – captures and identifies expenditures for the products that are currently being submitted for review and payment.
- **“DLCD Grant Expenditures, Cumulative”** column – simply the total of the two previous columns.
- **“DLCD Grant Expenditures, Transactions”** – Complete items 1–4 as applicable and item 5, total in the “Previously Reported” column if applicable and in the “This Payment” column. Complete previous and current local contributions in items 6–9 and the total on line 10 if applicable. Local contribution does not include expenses reimbursed by the grant. It is included to provide DLCD with accurate information regarding the cost of projects and/or products completed in compliance with this grant. This category includes both in-kind and cash contributions.
 - **1. Salary and Benefits** includes the grantee’s staff time, including Other Personnel Expenses. Receipts are not required with this report submission.

- **2. Supplies and Services** include allowable grantee supplies used for completion of grant products. Receipts are not required with this report submission.
 - **3. Contracts** include consultants, attorneys, and any company or individual hired by the grantee to conduct grant work. This category does not include employees of the grantee, but rather an individual or entity that invoices the grantee for services rendered. Information required for the closeout report includes name, address, phone number, and e-mail address of the payee. If there are multiple entities, please provide the amount of grant funds allocated for the reimbursement of each.
 - **4. Other** - Provide a brief explanation and cost breakdown for amounts listed as “Other.” Receipts are not required. Note: Grantee travel expenses are not eligible for reimbursement.
 - **5. Totals** – Sum the categories of grant expenditures in the Previously Reported, This Payment, and Cumulative columns. The Total payments at closeout cannot exceed the maximum amount in paragraph 3 of the Agreement.
- Re-enter the payment request from line 5 “DLCD Grant Expenditures This Payment” on line 11.
- Certification: Be sure to read and understand the information in item 12 prior to signing the form.
- A legible name and title is required in cell 13.
 - A mailing address, including city and zip code, where payment should be sent must be provided in cell 14.
 - The signature under “Signature of Authorized Certifying Official” must be of the person taking responsibility for the accuracy of the information contained in the form.

Before a payment can be issued, *all grant products, required documentation, and the signed reimbursement request form* must be received, accepted, and reviewed by the grant manager and grant program manager, subject to the requirements contained in the Agreement.

Please follow the payment schedule as identified in the Grant Agreement when submitting a request for payment or closeout.

A **signed cover letter**, completed and signed **reimbursement request form**, and completed **Products** can be submitted in one of the following ways: (1) the preferred method – an e-mail with PDF files sent to the Grants Administrative Specialist at DLCD.GFGrant@dlcd.oregon.gov, or (2) via the DLCD FTP site (contact the Grants Administrative Specialist for instructions at 971-239-2901) or (3) a CD or DVD mailed to the address for the Grants Administrative Specialist in Attachment B of the Agreement. If none of these options are possible, mail the relevant documents to:

Grants Administrative Specialist
Department of Land Conservation and Development
635 Capitol St. NE Suite 150
Salem, OR 97301



NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FORM 1

Attachment Item #9.

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation **at least 35 days before the first evidentiary hearing.** (See [OAR 660-018-0020](#) for a post-acknowledgment plan amendment and [OAR 660-025-0080](#) for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction:

Grant No.:

Local file no.:

Please check the type of change that best describes the proposal:

- ☐ **Urban growth boundary (UGB) amendment** including more than 50 acres, by a city with a population greater than 2,500 within the UGB
- ☐ **UGB amendment** over 100 acres by a metropolitan service district
- ☐ **Urban reserve designation**, or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
- ☐ **Periodic review task** – Task no.:
- ☐ **Any other change** to a comp plan or land use regulation (e.g., a post-acknowledgement plan amendment)

Local contact person (name and title):

Phone: E-mail:

Street address: City: Zip:

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

Date of first evidentiary hearing:

Date of final hearing:

- ☐ This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- ☐ Comprehensive Plan text amendment(s)
- ☐ Comprehensive Plan map amendment(s) – Change from to
Change from to
- ☐ New or amended land use regulation
- ☐ Zoning map amendment(s) – Change from to
Change from to
- ☐ An exception to a statewide planning goal is proposed – goal(s) subject to exception:
- ☐ Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL):

List affected state or federal agencies, local governments and special districts:

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCD's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in its Salem office. **DLCD will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<https://www.oregon.gov/lcd/CPU/Pages/Plan-Amendments.aspx>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendment@dlcd.oregon.gov with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCD's FTP site at <http://www.oregon.gov/LCD/CPU/Pages/PAPA-Submittals.aspx>.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0000 or plan.amendments@dlcd.oregon.gov.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

¹ 660-018-0022 provides:

(1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

If you have any questions or would like assistance, please contact your DLCD regional representative or DLCD Salem office at 503-934-0000 or e-mail plan.amendments@dlcd.oregon.gov.

Item #9.

Notice checklist. Include all that apply:

- ☐ Completed Form 1
- ☐ The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- ☐ Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- ☐ A map of the affected area showing existing and proposed plan and zone designations
- ☐ A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- ☐ Any other information necessary to advise DLCD of the effect of the proposal

DLCD FORM 2



NOTICE OF ADOPTED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of an adopted change to a comprehensive plan or land use regulation **no more than 20 days after the adoption.** (See [OAR 660-018-0040](#)). The rules require that the notice include a completed copy of this form. **This notice form is not for submittal of a completed periodic review task or a plan amendment reviewed in the manner of periodic review.** Use [Form 4](#) for an adopted urban growth boundary including over 50 acres by a city with a population greater than 2,500 within the UGB or an urban growth boundary amendment over 100 acres adopted by a metropolitan service district. Use [Form 5](#) for an adopted urban reserve designation, or amendment to add over 50 acres, by a city with a population greater than 2,500 within the UGB. Use [Form 6](#) with submittal of an adopted periodic review task.

Jurisdiction:

Grant No.

Local file no.:

Date of adoption:

Date sent:

Was Notice of a Proposed Change (Form 1) submitted to DLCD?

☐ Yes: Date (use the date of last revision if a revised Form 1 was submitted):

☐ No

Is the adopted change different from what was described in the Notice of Proposed Change? ☐ Yes ☐ No
If yes, describe how the adoption differs from the proposal:

Local contact (name and title):

Phone: E-mail:

Street address: City: Zip:

PLEASE COMPLETE ALL OF THE FOLLOWING SECTIONS THAT APPLY

For a change to comprehensive plan text:

Identify the sections of the plan that were added or amended and which statewide planning goals those sections implement, if any:

For a change to a comprehensive plan map:

Identify the former and new map designations and the area affected:

Change from to . acres. ☐ A goal exception was required for this change.

Change from to . acres. ☐ A goal exception was required for this change.

Change from to . acres. ☐ A goal exception was required for this change.

Change from to . acres. ☐ A goal exception was required for this change.

Location of affected property (T, R, Sec., TL and address): .

☐ The subject property is entirely within an urban growth boundary

☐ The subject property is partially within an urban growth boundary

If the comprehensive plan map change is a UGB amendment including less than 50 acres and/or by a city population less than 2,500 in the urban area, indicate the number of acres of the former rural plan designation, by type, included in the boundary.

Exclusive Farm Use – Acres:

Non-resource – Acres:

Forest – Acres:

Marginal Lands – Acres:

Rural Residential – Acres:

Natural Resource/Coastal/Open Space – Acres:

Rural Commercial or Industrial – Acres:

Other: – Acres:

If the comprehensive plan map change is an urban reserve amendment including less than 50 acres, or establishment or amendment of an urban reserve by a city with a population less than 2,500 in the urban area, indicate the number of acres, by plan designation, included in the boundary.

Exclusive Farm Use – Acres:

Non-resource – Acres:

Forest – Acres:

Marginal Lands – Acres:

Rural Residential – Acres:

Natural Resource/Coastal/Open Space – Acres:

Rural Commercial or Industrial – Acres:

Other: – Acres:

For a change to the text of an ordinance or code:

Identify the sections of the ordinance or code that were added or amended by title and number:

For a change to a zoning map:

Identify the former and new base zone designations and the area affected:

Change from to . Acres:

Change from to . Acres:

Change from to . Acres:

Change from to . Acres:

Identify additions to or removal from an overlay zone designation and the area affected:

Overlay zone designation: . Acres added: . Acres removed:

Location of affected property (T, R, Sec., TL and address):

List affected state or federal agencies, local governments and special districts:

Identify supplemental information that is included because it may be useful to inform DLCD or members of the public of the effect of the actual change that has been submitted with this Notice of Adopted Change, if any. If the submittal, including supplementary materials, exceeds 100 pages, include a summary of the amendment briefly describing its purpose and requirements.

NOTICE OF ADOPTED CHANGE – SUBMITTAL INSTRUCTIONS

1. A Notice of Adopted Change must be received by DLCD no later than 20 days after the ordinance(s) implementing the change has been signed by the public official designated by the jurisdiction to sign the approved ordinance(s) as provided in [ORS 197.615](#) and [OAR 660-018-0040](#).

2. A Notice of Adopted Change must be submitted by a local government (city, county, or metropolitan service district). DLCD will not accept a Notice of Adopted Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of Adopted Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 2 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<https://www.oregon.gov/lcd/CPU/Pages/Plan-Amendments.aspx>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@dlcd.oregon.gov with the subject line “Notice of Adopted Amendment.”

Submittals may also be uploaded to DLCD’s FTP site at

<https://www.oregon.gov/LCD/CPU/Pages/PAPA-Submittals.aspx>.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 2 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of Adopted Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or .xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0000 or plan.amendments@dlcd.oregon.gov.

6. **Content:** An administrative rule lists required content of a submittal of an adopted change ([OAR 660-018-0040\(3\)](#)). By completing this form and including the materials listed in the checklist below, the notice will include the required contents.

Where the amendments or new land use regulations, including supplementary materials, exceed 100 pages, include a summary of the amendment briefly describing its purpose and requirements.

7. Remember to notify persons who participated in the local proceedings and requested notice of the final decision. ([ORS 197.615](#))

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0000 or e-mail plan.amendments@dlcd.oregon.gov.

Notice checklist. Include all that apply:

- ☐ Completed Form 2
- ☐ A copy of the final decision (including the signed ordinance(s)). This must include city *and* county decisions for UGB and urban reserve adoptions
- ☐ The findings and the text of the change to the comprehensive plan or land use regulation
- ☐ If a comprehensive plan map or zoning map is created or altered by the proposed change:
 - ☐ A map showing the area changed and applicable designations, and
 - ☐ Electronic files containing geospatial data showing the area changed, as specified in [OAR 660-018-0040\(5\)](#), if applicable
 - ☐ Any supplemental information that may be useful to inform DLCD or members of the public of the effect of the actual change.

Attachment F

**Content Standards and Requirements
For Economic Opportunities Analysis Products
For the City of St. Helens TA-25-016**

Objective: To identify likely industrial and other economic development opportunities and corresponding employment land needs over the planning period of the next 20 years, plus up to an additional 30 years for communities planning for designated urban reserve land. This attachment provides the typical tasks and required deliverables of an Economic Opportunities Analysis (EOA) funded by the Department of Land Conservation and Development.

Preparation

Purpose: Reduce cost and delay, anticipate obstacles, prevent surprises, and keep planning activities aligned with local and state policy.

Products: (1) A locally approved Statement of Community Economic Development Objectives. (2) Description of the study area and planning area; (3) Evidence of support and coordination from key cooperating organizations and agencies as identified in the Project Description and Budget in Attachment A.

Typical activities include:

- Review of applicable administrative rule requirements with DLCD staff to understand key concepts. Pay special attention to:
 - OAR 660-009-0005(10), Short-term supply of land;
 - OAR 660-009-0015, Economic Opportunities Analysis;
 - OAR 660-009-0020(1)(a), Economic development objectives;
 And, if applicable:
 - OAR 660-024-0040(5), Employment land need;
 - OAR 660-024-0040(8), Safe harbors.
- Prepare an informal draft Statement of Community Economic Development Objectives that describes the community's broad goals for economic development. Economic development planning typically looks back at the economic history of the area and the forces affecting development. It also looks forward at new opportunities to define actions a local government can take to attain an achievable and sustainable result.
- Define a study area to analyze for economic and land use trends. This is typically a region that shares interdependent economic activity. Describe why the area was chosen and include a brief narrative about current conditions and activity.
- Define a planning area, which is typically the existing urban growth boundary and may include potential expansion and urban reserve areas. In Metro, it may be the city limits or urban service delivery area. It is useful to describe why the area was chosen and include a brief narrative about current conditions and activity.

- Gather and review any available regional economic development, employment data, real estate market data and area context information that has been published by entities such as: state and local governments; economic development agencies; ports and other development districts; and Business Oregon.
- Meet with federal, state, regional and local economic development agencies to discuss cooperation, participation and possible sources of funding for planning and implementation activities.
- Identify typical planning and implementation policies, activities and tools, and gather evidence of support from key cooperating organizations (especially municipal and county boards and commissions, and Oregon's Regional Solutions Team).

Trend Analysis

Purpose: Identify economic development opportunities likely to expand or locate in the study area within the planning period. Determine the percentage of the study area's employment growth that can reasonably be expected to occur within the planning area. Determine how economic trends affect the planning area.

Products: (1) An estimate of job growth associated with the economic development opportunities likely to expand or locate in the planning area within the planning period consistent with OAR 660-024-0040(5), Employment Land Need.

The estimate should be based on an employment forecast for the region the city is located in from the Oregon Department of Employment, a custom employment forecast prepared by a competent professional, or an estimate of job growth including reasonable justification for the job growth estimate. Clearly describe the employment forecast method being used, and include the data, the analysis, and the conclusions. Include a narrative that explains the factors that determine the planning area's capture of employment growth in the study area.

(2) An explanation of national, state, regional, county, and local economic trends and how these trends affect the planning area. Identify uses or category of uses that could reasonably be expected to expand or locate in the planning area and why the area possesses the appropriate locational factors for these use(s) or category of use(s).

(3) Explanation of employment land uses appropriate for the study area based on results of the trend analysis.

Typical activities include:

- Review OAR 660-009-0005, Definitions, to understand of key concepts and terms, and OAR 660-009-0015(1), Review of Economic Trends
- Meet with Oregon Department of Employment staff to discuss employment trends in the study area.
- An EOA that relies on an employment forecast provided by the Department of Employment may reduce cost and potential delay, particularly if the city is

anticipating a UGB amendment. Refer to OAR 660-024-0040(8), Safe Harbors. Cities with circumstances that require a customized estimate of job growth that is not available from the Department of Employment should contract for specialized services from competent professionals.

- Review national, state, regional, county, and local economic trend data including, but not limited to, population and job forecasts by sector over the planning period.
- Consult with local and state economic development professionals regarding local economic development potential for industrial and other employment opportunities in the study area and the planning area. Incorporate results of consultations into the EOA.
- Acquire and incorporate information published by Business Oregon documenting demand for sites in the study area that may not be reflected in the current employment data.
- Identify the employment land uses appropriate for the study area based on results of the trend analysis.

Site Suitability Analysis

Purpose: Understand the types of sites needed to successfully implement the Statement of Community Economic Development Objectives.

Products: Catalog of the range of site types suitable for the employment uses likely to expand or locate in the planning area.

Typical activities include:

- Review OAR 660-009-0015(2), Identification of Required Site Types.
- Identify “site characteristics” that are necessary for typical or targeted uses to operate. This can be specific site sizes, special site requirements, or other characteristics affecting the needed land supply such as a mixture of site sizes or sites with proximity to facilities. Identify land needs that may arise from the expansion of existing businesses and the recruitment or location of new businesses into the study area.

A site characteristic must be closely related to a particular use or group of uses with similar site needs. A narrow definition of the use could lead to more specific site characteristics.

- Acquire and incorporate information published by Business Oregon that documents specific market-based development practices and site requirements that may affect the current inventory and need for additional suitable employment land.

Inventory of suitable sites

Purpose: Determine the current availability of sites that are suitable for employment uses to help the city decide whether additional land or sites are required in order to accommodate the forecasted need.

Product: Inventory of available sites suitable for employment uses likely to expand or locate in the planning area within the planning period.

Typical activities include:

- Review OAR 660-009-0015(3), Inventory of Industrial and Other Employment Lands.
- Identify and analyze the planning area's existing supply of industrial and other employment lands for development constraints. The constraints may include wetlands, wildlife habitat, steep slopes, infrastructure deficiencies, parcel fragmentation, natural hazard areas, ownership patterns, and other suitability and availability criteria in order to determine the readiness of the current land supply for industrial and other employment development.
- Examine opportunities for redevelopment of existing sites, including sites in the core areas of cities. A local government may consider the cost of preparing land for the designated use as part of an EOA by including a residual value analysis prepared by a competent professional as part of the analysis of development constraints.
- Examine existing firms in the planning area to identify the types of sites that may be needed for expansion.
- Apply the site characteristics identified in the suitability analysis to the vacant and re-developable sites to determine which are suitable for employment uses. The likelihood the site will be on the market for sale or lease is not a consideration for long-term supply of employment land.
- Provide tabular and mapped data showing the results of the analysis. Document assumptions and findings. The inventory must identify vacant and developed (*i.e.*, re-developable) sites in the planning area and describe development constraints and site characteristics for each site.
- As part of any adjustment to a UGB for employment land, review employment land need and associated policies in OAR 660, division 24. OAR 660-024-0040(5) requires a determination of the need for a short-term supply of land. OAR 660, division 9, encourages local governments to include policies relating to the short-term supply of land. Designation of short-term supply is described in OAR 660-009-0025(3).

Assessment of potential

Purpose: To judge the attributes of the city that create advantages and disadvantages for economic development and make informed estimates of the types and amounts of employment uses likely to locate in the planning area during the planning period.

Products: An estimate of the need for employment land within the planning area for the planning period by category of site type. It is encouraged that the EOA include a brief narrative of identified process, cost, or risk factors and describe the community's ability to manage those factors.

Typical activities include:

- Assess economic development potential by analyzing factors such as location, size and buying power of local and export markets for goods and services; workforce training opportunities; availability of transportation facilities for access and freight mobility; access to suppliers and utilities, including telecommunications; and other service infrastructure.
- Estimate the types and amounts of industrial and other employment uses likely to occur in the planning area. Refer to Assessment of Community Economic Development Potential in OAR 660-009-0015(4).
- It is advantageous but not required to identify pertinent planning and implementation, process, cost, and risk factors associated with the designation of additional employment land.
- Based on the information collected in this and previous steps, estimate the total number of sites likely to occur in the study area for the planning period by categories of sites.

Develop detailed implementation policies based on completion of previous steps

Purpose: Provide specific guidance to community leaders and staff.

Products: For grants that include an implementation or policy-development task, provide a list of recommended economic development implementation policies to be included in the comprehensive plan update or plan amendment that were identified by the EOA process. It is not necessary for an EOA to include a complete implementation plan, which may follow and could include additional items.

Typical activities include:

- Identify local government activities that will be needed to successfully implement the Statement of Community Economic Development Objectives. Include changes to the land supply, updates to comprehensive plans, additions to infrastructure facilities, new intergovernmental agreements, updated management practices, public-private partnerships, workforce training and adjustments to real estate economic factors. Include techniques to increase the community's ability to respond to economic development opportunities with speed and flexibility.

- Identify appropriate local government actions and investments of leadership, capacity, staff time, public finance tools and statutory authority needed to successfully implement the Statement of Community Economic Development Objectives.
- Identify available methods to fund local government activities that will be needed to successfully implement the Statement of Community Economic Development Objectives.
- If using an estimate of job growth with reasonable justification to complete the trend analysis, the local government should identify investments in infrastructure, work force, amenities, and other community improvements necessary in order to attract the job growth. Demonstrate that methods are available and there is local commitment to fund those improvements.
- If using a residual value analysis to justify an adjustment to the current supply of suitable sites, the local government must apply the same analysis to all sites proposed for changes of designation, including all proposed expansion sites outside the current UGB. The local government must identify policies to correct residual value development constraints within the planning period, or reasonably demonstrate that correction is not possible. Use of a residual value analysis is intended to remove from the short-term inventory those inventoried industrial sites with a persistent negative residual value. These sites have development constraints that cannot be resolved for the designated use by reasonable local government action within the planning period.

Final Draft

Present a draft EOA to the advisory committee and the regional Business Development Officer for Business Oregon for comment. Incorporate the comments into final product.

City of St. Helens

EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on December 20, 2023, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Wetland Solutions NW, LLC** ("Contractor").

RECITALS

A. WHEREAS, on or about October 6, 2021, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to wetlands; and

B. WHEREAS, Paragraph 3 of the Agreement provides that the Agreement terminates on December 31, 2023, and that the City reserves the exclusive right to extend the contract 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 an additional year, as per the original agreement conditions.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the Agreement signed on or about October 6, 2021, shall be amended to reflect a **termination date of December 31, 2024**, unless earlier terminated according to the terms of the Agreement.

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

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CONTRACTOR:

WETLAND SOLUTIONS NW, LLC

By: _____

Name: _____

Its: _____

**FIRST AMENDMENT TO
AKS Engineering & Forestry, LLC Personal Service Agreement
Salmonberry Reservoir Water Right Permit Renewal, Project No. W-479**

This agreement is entered into this 20th day of December 2023, by and between the City, (hereinafter "City"), and AKS Engineering & Forestry, LLC., (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Personal Service Agreement on February 1, 2023, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. The term of the original contract expires on December 29, 2023.
- C. The City desires to extend the contract time of the original contract with the Contractor to retain their services for the Salmonberry Reservoir Water Right Permit Renewal.

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, 2024.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 20th day of December 2023.

Contractor



Date: 12/11/2023

John P. Christiansen - Member
AKS Engineering & Forestry, LLC
Attest:

By: _____
Kathy Payne, City Recorder

City

Rick Scholl, Mayor
Date: _____

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

This agreement is entered into this 20th day of December 2023, by and between the City, (hereinafter "City"), and David Evans & Associates, Inc., (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Personal Service Agreement on February 21, 2020, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. The term of the original contract expires on December 31, 2023.
- C. The City desires to extend the contract time of the original contract with the Contractor to retain their services for the Columbia Boulevard Sidewalk and Safety Improvements Project.

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, 2024.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 20th day of December 2023.

Contractor

Paul Tappen

Date: 12/12/23

City

Rick Scholl, Mayor

Date: _____

Attest:

By: _____
Kathy Payne, City Recorder

City of St. Helens

AMENDMENT OF PERSONAL SERVICES AGREEMENT

This Amendment is made on December 20, 2023, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **Mayer/Reed, Inc.** (“Contractor”).

RECITALS

A. WHEREAS, on or about March 4, 2021, St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to 1) prepare full plans, specifications, estimates, permitting, and bid assistance for the Riverwalk Project Phase I and the Columbia View Park Amphitheater, 2) prepare plans, specifications, and estimates for Riverwalk Project Phase II at 30 percent design, and 3) bid assistance and construction management services for Riverwalk Project Phase I and Columbia View Park Improvements; and

B. WHEREAS, St. Helens and Contractor entered into an Amendment to the Personal Services agreement for bidding assistance and construction management services on May 3, 2023 (Amendment No. 8); and

C. WHEREAS, St. Helens bid the project and determined that significant revisions to the design and subsequent rebidding would be required in order for the project to remain within budget; and

D. WHEREAS, Section 2 and Section 4 of the Agreement provides that additional Work Orders may be added to complete the Scope of Work; and

E. WHEREAS, the revised Scope of Work and Terms of Compensation for redesign, bidding and construction services included as **Attachment A** shall supersede the Amendment executed on May 3, 2023 (Amendment No. 8).

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The Agreement signed on or about March 4, 2021 shall be amended to include the additional rendering, unless terminated according to the terms of the Agreement.

2. All other terms and conditions of the Agreement 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:

MAYER/REED, INC

By: _____

Name: _____

Its: _____

Task 11: Bid Documents and Bid Assistance

The purpose of this task is to support the city's procurement of a contractor for the Riverwalk construction project. This includes preparation of bid tabulations, attendance at pre-bid meeting, answering questions during bidding, preparing for and attending project groundbreaking, and on-boarding the construction manager.

Task 11.1 Revise & Resubmit Permit & Bid Documents (All)

- Design team will revise and resubmit plans, specifications and bid tabulations per value engineering direction summarized as follows:
 - Remove stage and pavilion structures entirely, including dance floor and seatwalls.
 - Remove playground entirely.
 - Revise demo and site plans to preserve existing stage and existing playground.
 - Assume riverwalk pathway grades and riverbank retaining wall heights stay as-designed.
 - Revise stormwater drainage basin calculations and sizing based on revised grading plan.
 - Update stormwater report.
 - Revise structural calculations.
 - Clarify construction access as it relates to streets/utilities construction project.
- Landscape architect will produce an illustrative site plan for council presentation.
- Civil engineer will resubmit erosion control plans to DEQ.
- Design Team Project Manager (DPM) will prepare & distribute a bid tabulation template for the project Bid Schedule. Design team will itemize and quantify items within each discipline scope.
- Construction Manager (CM) will review and quality control bid tabulations.

Task 11.2 Pre-Bid Meeting (M/R & Otak)

- Prepare for and attend pre-bid meeting and site tour. (City will lead, DPM to support review of design). City will provide agenda and sign-in sheet.
 - DPM and Civil Engineer will attend in-person

Task 11.3 Bid Assistance (All)

- Assist with bid inquires and questions. DPM to distribute bid questions to design team and provide responses to the city.
- Assist with development of addenda as needed, up to 3 total addenda. DPM will manage with input from design team.
- The design team will review received bids, prepare comparative bid tabulation, and provide recommendation to award and assist City with award of contract.
- Prepared Conformed Plans and Specifications, incorporating addenda items (if any). The DPM will provide the City with one PDF and three (3) hard copies of the Conformed Plans and Specifications to include any changes to plans and specifications as a result of the written form narrative addenda.

Task 11.4 Groundbreaking Ceremony (All)

- Prepare design posters and construction fencing banners (Mayer/Reed)

- Includes design for one 4' x 8' construction banner; printed on durable material for outdoor use
 - Includes design for one poster displaying renderings and project information; 3 printed copies of poster on durable material for outdoor use
- Attend groundbreaking ceremony (DPM, PIC)

Task 11.5 Construction Manager Pre-Construction Activities (Mayer/Reed)

- Review final contract documents. Develop detailed submittal schedule.
- Review any preliminary contractor procedural submittals prior to start of construction phase
- The CM team will review the baseline schedule and determine whether the construction contractor is proceeding in a manner that will result in timely project completion.

Task 11 Deliverables:

- Bid Tabulations
- Responses to bid inquiries
- Bid addenda, up to 3
- Conformed Plans and Specifications: 1 PDF, 1 half size hard copy, 2 full size hard copies
- Design Posters, 3 copies
- Construction Fence Banner

Task 11 Assumptions & Exclusions:

- City PM organizes pre-bid meeting and distributes meeting notes. CM will provide meeting notes for review and distribution.
- City PM prepares and posts bid package with design team provided plans, specifications (Div 1 & tech specs), and bid tabulations.
- City PM maintains planholders list.

Task 12: Construction Management & DSDC

The purpose of this task is to provide construction management through the duration of the project construction phase. The duration of the on-site construction work is assumed to be 12 months, starting in early 2023.

This scope of work assumes the roles and responsibilities during construction are as follows:

Role	Responsibilities	Lead
Contract Manager	Signs pay requests Authorizes change orders	City (John)
City Project Manager	Main point of contact Maintains submittal & RFI logs Coordinates bi-weekly OAC meetings Prevailing wage monitoring	City (Jenny)
Construction Manager	Attends all bi-weekly OAC meetings (virtually) Prepares and distributes OAC meeting notes Included on all RFIs & Submittals	Mayer/Reed
Secondary Inspector	Attends all bi-weekly OAC meetings (in person) Included on all RFIs & Submittals Coordinates with Primary Inspector	City (Alex)
Erosion Control Inspector	CESCL certified inspector for erosion control inspections	City
Lead Inspector	Attends all bi-weekly OAC meetings (in person) Included on all RFIs & Submittals Coordinates with Secondary Inspector	City (Tim)
Design Team Project Manager	Attends all bi-weekly OAC meetings (virtually) Manages design team invoicing	Mayer/Reed
Design Services During Construction	Reviews & responds to all RFIs & Submittals Attends site visits as needed Prepare as-built drawings	Design Team
Communications	Attends all bi-weekly meetings Site photography	City (Crystal)

Work included with this task is as follows:

Task 12.1 Project Management (M/R)

- Monthly invoicing
- DPM monthly client progress check-in meetings (up to 12), to confer on project status, consultant budget, and address scope/contracting modifications as needed
- DPM attendance at pre-construction meeting & site walk, in person, to provide overview of project design.
- DPM attendance at bi-weekly OAC meetings, virtually (up to 32).

Task 12.2 Construction Management (M/R)

- The CM will prepare for and attend pre-construction meeting, on site with contractor (including agenda and sign-in sheet) and provide meeting notes.
 - Attendance to include: CM attend in person; Civil and Structural virtual and assumes this will be a one (1) hour meeting with a one (1) hour walk.
- Prepare for and attend Owner/Architect/Contractor (OAC) meetings, in person, 1-hr length (up to 32). The purpose of the OAC meetings is to review project schedule, status of submittals and requests for information (RFIs), review of pending change orders, and construction issues at resolution. The CM will prepare and distribute meeting notes
 - Assume CM attends OAC meetings virtually, up to 12 attend in person in combination with site visits.
- Respond to daily construction issues and research with appropriate parties to resolve issues with Contractor.
- The CM will attend up to 12 site visits.
- Support the City PM on contractor-initiated change order requests, up to 16. CM will provide assessment and recommendation on change order requests and assist with change order documentation. City PM authorizes change orders.
- The CM will provide consultation for construction contract administration issues (up to 20 hours).
- The CM will coordinate the interpretation of the construction contract plans and specifications as requested by the city (up to 20 hours). Authorize minor variations in the work which do not involve an adjustment in the contractor's contract price nor time for construction, in coordination with City PM.

Task 12.3 Design Services During Construction (All)

- The City PM will manage and coordinate RFI and submittals with support by the CM. Design team will provide responses to RFIs and submittals within the specified time.
- Design team members will attend site visits for construction observation (CO) specific to their discipline. As needed, they will prepare CO reports to capture issues identified and resolutions discussed during site visits. CO reports will be submitted to the CM for distribution to the city and contractor.

- Assumed quantities of RFIs, submittals and site visits per design discipline are as follows:

Discipline	RFIs	Submittals	Site Visits
Landscape Architecture	30	20	8
Signage	2	4	1
Civil	12	12	2
Structures	8	8	2
Lighting	13	5	2
Total	65	49	15

Task 12.4 Interpretive Signage (M/R)

- Develop interpretive content and prepare artwork for pedestrian signage:
 - Includes 1 interpretive pylon panels
 - Includes 2 guardrail mounted interpretive panels
 - Includes 1 dog plaque
- Prepare for and attend meetings to review content with client and other stakeholders.
- Prepare for and attend meetings to coordinate sign fabrication with contractor.

Task 12.5 Geotechnical Inspection (NV5)

This task includes geotechnical inspection services to confirm that subsurface conditions are consistent with site explorations and that earthwork activities are conducted in accordance with the intents of the project plans and specifications. Observation will be performed by our qualified geotechnical or geological engineering staff. Specific scope of services is presented as follows:

- Evaluate site stripping of topsoil/root zones.
- Evaluate subgrade preparation before fill is placed.
- Evaluate the placement and compaction of fill materials by performing in situ density testing and/or by observing the contractor's procedures and response of the soil to construction equipment.
- Observe and evaluate on-site trench backfill compaction (if needed).
- Observe subgrade for foundations for the overlook structures.
- Perform the following laboratory tests:
 - Up to two compaction tests on fill material supplied by the contractor.
 - Up to two grain-size analyses on fill material supplied by the contractor.
- Evaluate footing subgrades and backfill compaction for retaining walls.
- Maintain documentation of the construction activities and provide field reports to members of the design and construction teams.
- Project management services, including review of field reports, phone consultations with field staff and contractors, and correspondence with the design and construction teams.

- Submit a final letter of completion regarding geotechnical-related activities.

The fee estimate for the geotechnical investigation is based on the following assumptions:

- Up to 16 part-time site visits will be required to observe stripping, prepared subgrade, structural fill compaction, foundation subgrade preparation, and retaining wall backfill. We estimate each part-time observation event will take an average of approximately four hours.
- Laboratory testing will include up to two compaction tests on fill material supplied by the contractor and up to two percent fines on fill material supplied by the contractor.
- Project management will be required to schedule and review field reports, have telephone discussions with the project team members, and evaluate special site conditions. Assume eight weeks of active project management will be required.
- Preparation of one final summary letter will be required.

Task 12.6 As-Built Drawings (All)

- The CM will coordinate with the contractor to maintain drawing redlines during construction.
- Design team will use contractor redlines to develop final as-built drawings.
- DPM will coordinate and provide electronic copies of as-builts in AutoCAD and PDF formats, and one hard copy printed on opaque white mylars.

Task 12.7 Final Completion (Mayer/Reed)

- The CM Team will conduct a punch walk at substantial completion of the project with city and contractor.
- Create and monitor punch list for construction contractor.
- Back punch walk.
- Deliver project documentation to the city.

Task 12 Deliverables:

- OAC meeting notes
- RFI and submittal responses
- Geotechnical inspection field reports and test results
- CO reports
- Draft and final interpretive signage artwork
- Draft and Final punch lists
- As-built drawings: electronic CAD & PDF and (1) mylar copy

Task 12 Assumptions & Exclusions:

- The duration of the on-site construction work is assumed to be 12 months, starting in early 2023.
- The design team assumes the city will:
 - Review construction contractor's subcontracts for conformance to the contract.

- Perform labor compliance monitoring as required, tracking subcontracts, certified payroll, subcontractor payments, and performing intermittent on-site employee interviews for wage verifications.
- Excludes public outreach events
- City will provide day-to-day management of construction contract.
- Excludes energy incentive program assistance.
- Excludes LEED Tracking and Documentation.
- Excludes on-site observation performed after final completion & submission of as-builts.
- City PM will authorize change orders.
- City will provide all construction inspection services, including:
 - City Inspector will perform utility trench backfill inspection.
 - City Inspector will document materials as they are installed and track quantities throughout each month to verify and confirm construction contractor invoices. Provide information to city to use for their estimation of quantities for payment.

Mayer/Reed
 Prime - Landscape
 Architecture,
 Interpretive

OTAK
 Civil, Structural

PAE
 Electrical, Lighting

NV5
 Geotech

		Total Task									
		Fee	Task %								
Task 11	REVISED BID DOCUMENTS & BID ASSISTANCE	\$ 67,681	24%	\$ 30,202	45%	\$ 25,254	37%	\$ 12,225	18%	\$ -	0%
11.1	Revise & Resubmit Permit & Bid Documents										
11.2	Pre-Bid Meeting										
11.3	Bid Assistance										
11.4	Groundbreaking Ceremony										
11.5	CM Pre-Construction Activities										
Task 12	REVISED CONSTRUCTION MANAGEMENT	\$ 211,365	75%	\$ 134,010	63%	\$ 42,236	20%	\$ 24,289	11%	\$ 10,830	5%
12.1	Project Management										
12.2	Construction Management										
12.3	Design Services During Construction										
12.4	Interpretive Signage Development										
12.5	Geotechnical Inspection										
12.6	As-Built Drawings										
12.7	Final Completion										
Total Fee		\$ 279,046		\$ 164,212	59%	\$ 67,490	24%	\$ 36,514	13%	\$ 10,830	4%
Expenses		\$ 4,070	1%								
Total		\$ 283,116	100%								

St. Helens Riverwalk - Work Order 2, Amendment 9 Fee Proposal

Task 11 REVISED BID DOCUMENTS & BID ASSISTANCE

- 11.1 Revise & Resubmit Permit & Bid Documents
- 11.2 Pre-Bid Meeting
- 11.3 Bid Assistance
- 11.4 Groundbreaking Ceremony
- 11.5 CM Pre-Construction Activities

Subtotal Hours 7.0 54.0 36.0 32.0 80.0 3.0 15.0 0.0
Subtotal Fees \$ 1,596 \$ 8,532 \$ 5,580 \$ 3,840 \$ 7,600 \$ 684 \$ 2,370 \$ -

Total TASK 11 Fees \$ 30,202

Task 12 REVISED CONSTRUCTION MANAGEMENT

- 12.1 Project Management
- 12.2 Construction Management
- 12.3 Design Services During Construction
- 12.4 Interpretive Signage Development
- 12.5 Geotechnical Inspection
- 12.6 As-Built Drawings
- 12.7 Final Completion

Subtotal Hours 3.0 133.0 468.0 48.0 80.0 15.0 124.0 40.0
Subtotal Fees \$ 684 \$ 21,014 \$ 72,540 \$ 5,760 \$ 7,600 \$ 3,420 \$ 19,592 \$ 3,400

Total TASK 12 Fees \$ 134,010

Subtotal \$ 164,212
Expenses \$ 2,500
Total Fee \$ 166,712

Mayer/Reed								FIRM TOTAL
Principal in Charge Jeramie Shane	Project Manager Shannon Simms	Construction Manager Mike O'Brien	Design Lead	Design Support	Visual Communications Kathy Fry	Design Lead	Writer	
\$228	\$158	\$155	\$120	\$95	\$228	\$158	\$85	
4.0	24.0	8.0	24.0	68.0		2.0		
	4.0							
	12.0	12.0	8.0	12.0	1.0	3.0		
3.0	6.0				2.0	10.0		
	8.0	16.0						
7.0	54.0	36.0	32.0	80.0	3.0	15.0	0.0	
\$ 1,596	\$ 8,532	\$ 5,580	\$ 3,840	\$ 7,600	\$ 684	\$ 2,370	\$ -	
								\$ 30,202
	82.0							
		270.0						
2.0	25.0	150.0	40.0	60.0	2.0	16.0		
	2.0				12.0	92.0	40.0	
1.0	4.0	8.0	8.0	16.0	1.0	16.0		
	20.0	40.0		4.0				
3.0	133.0	468.0	48.0	80.0	15.0	124.0	40.0	
\$ 684	\$ 21,014	\$ 72,540	\$ 5,760	\$ 7,600	\$ 3,420	\$ 19,592	\$ 3,400	
								\$ 134,010
								\$ 164,212

Otak

St. Helens Riverwalk - Work Order 2, Amendment 9 Fee Proposal

Task 11 REVISED BID DOCUMENTS & BID ASSISTANCE

- 11.1 Revise & Resubmit Permit & Bid Documents
- 11.2 Pre-Bid Meeting
- 11.3 Bid Assistance
- 11.4 Groundbreaking Ceremony
- 11.5 CM Pre-Construction Activities

Subtotal Hours

Subtotal Fees

Total TASK 11 Fees

Task 12 REVISED CONSTRUCTION MANAGEMENT

- 12.1 Project Management
- 12.2 Construction Management
- 12.3 Design Services During Construction
- 12.4 Interpretive Signage Development
- 12.5 Geotechnical Inspection
- 12.6 As-Built Drawings
- 12.7 Final Completion

Subtotal Hours

Subtotal Fees

Total TASK 12 Fees

Subtotal

Expenses

Total Fee

	PM-Engineerof Record / Robert Smith	Electrical Lead / Marcus Korotkih	PAE Electrical Support Engineer/ Andrew Yamada	Project Coordinator / Valerie Gonzalez	BIM+CAD Coordinator/Jacqueline Ruiz	FIRM TOTAL
	\$294.25	\$192.60	\$171.20	\$149.80	\$149.80	
	2.0	14.0	16.0	6.0	12.0	
	1.0	8.0	8.0	2.0		
	3.0	22.0	24.0	8.0	12.0	
	\$ 883	\$ 4,237	\$ 4,109	\$ 1,198	\$ 1,798	
						\$ 12,225
	4	40	40	40		
		2	4	2	8	
	4.0	42.0	44.0	42.0	8.0	
	\$ 1,177	\$ 8,089	\$ 7,533	\$ 6,292	\$ 1,198	
						\$ 24,289
						\$ 36,514
						\$ 150
						\$ 36,664

NV5					FIRM TOTAL
Staff Engineer	Project Engineer	Principal Engineer	Admin	Lab and Equipment	
\$121	\$164	\$224	\$77	\$1,114	
0.0	0.0	0.0	0.0	0.0	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60	9	3	4	1	
60.0	9.0	3.0	4.0	1.0	
\$ 7,260	\$ 1,476	\$ 672	\$ 308	\$ 1,114	\$ 10,830
					\$ 10,830
					\$ 420
					\$ 11,250

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > Submission #28

Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) ^[1]

Submitted by Visitor (not verified)

Wed, 12/06/2023 - 8:59pm

104.28.116.106

I am interested in:

Budget Committee

Applicant Name

Jennifer Gilbert

Home Address

325 S 12th Street

City, Zip

Saint Helens

Primary Phone

5034106483

Secondary Phone

Email

jennifer.mgilbert@outlook.com

Mailing Address

PO Box 84

City, Zip

Columbia City 97018

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

2.5 years in St Helens Born in Saint Helens , OR

Civic Activities (offices held, honors, etc.)

Member of the Year with the Elks benevolent organization, dedicated to service to community and Country. We work with unfortunate youths, care for the needy, Veterans Services, and promote Americanism.

2020-2022 elected board member of a political party

2020-Current elected Precinct Committee Person

List names, addresses, and phone numbers of three references not related to you.

Cliff Multanan-(208) 921-9232
30942 Pittsburg Rd St. Helens, OR 97051

David Backlund-(503) 396-1600
59400 Lytle Lane, St. Helens OR 97051

Carrie McMahon-(503) 970-8300
32851 NW View Terrace Pl, Scappoose OR 97056

Briefly summarize educational background.

High School

Real Estate License Certification (previously held)

Present Employer Name, Phone, and Address

N/A

Job Title

Stay at Home Mother

Additional information you wish to include.

I am strongly invested in the well being of our community and the future of Saint Helens. The budget commitment is an important position, as they help determine the future of our city and for the generations to come.

I'm a community member and plan to raise my children here.
Responsible leadership is paramount to the success and strength of our city.

I believe, the future of Saint Helens is dependent on strong fiscal management.

Thank you for your consideration

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > Submission #27

Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) ^[1]

Submitted by Visitor (not verified)

Mon, 12/04/2023 - 8:50pm

24.20.126.186

I am interested in:

Budget Committee

Applicant Name

Lisa Marsh

Home Address

2600 Gable Rd Apt 1

City, Zip

St Helens 97051

Primary Phone

971-757-5856

Secondary Phone

Email

lisa_marsh17@outlook.com

Mailing Address

2600 Gable Rd Apt 1

City, Zip

St Helens 97051

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

6

Civic Activities (offices held, honors, etc.)

List names, addresses, and phone numbers of three references not related to you.

Joey McMahon, 1730 9th St, Columbia City, OR 97018, 503-369-4565

Paige Cyr, 12924 NE Hancock St, Portland, OR 97230 503-803-5438

Kourtney Scott 98 Shore Dr Apt 2, St. Helens, OR 97051 503-878-9943

Briefly summarize educational background.

Graduated St Helens High School 1985

Present Employer Name, Phone, and Address

Retired-Disabled

Previous Employer - Rosauers/Super One Supermarkets, 200 E Mountain View Ave. Ellensburg, WA 98926, 509-962-7770

Job Title

Asst/Service Manager

Additional information you wish to include.

In addition to the daily customer service and running a grocery store. I've done payroll, the end of day bookkeeping/balancing of tills and final books of the day. I've done the banking orders and deposits. I've kept the records for the money orders and the lottery as well. In regards to my employees and budgeting hours and wages. i always made my schedules so as to stay under my wage costs. In the event I went over, I worked hard at trimming little bits of time where ever I could find it.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > Submission #25

Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) ^[1]

Submitted by Visitor (not verified)

Sat, 11/18/2023 - 8:29pm

67.160.140.113

I am interested in:

Budget Committee

Applicant Name

Jennifer Massey

Home Address

185 Clark Street

City, Zip

Saint Helens

Primary Phone

503-396-2318

Secondary Phone

Email

jen.massey@comcast.net

Mailing Address

185 Clark Street

City, Zip

Saint Helens

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

25 years

Civic Activities (offices held, honors, etc.)

Scappoose Bay Advisory Council

Assorted Community entities

List names, addresses, and phone numbers of three references not related to you.

Brianna Gaston 480-318-0288 58698 Noble Rd St. Helens, OR, 97051

Adam St. Pierre 503-881-5856 34102 East Kappler, St. Helens, OR, 97051

Dylan Gaston 503-314-1342 58698 Noble Rd St. Helens, OR, 97051

Briefly summarize educational background.

Bachelor Degree in Occupational Safety & Health
Associates degree in Risk Management
Assorted professional credentials

Present Employer Name, Phone, and Address

United Association Three Park Place, Annapolis, MD 21401

Job Title

Safety, Health and Environmental Administrator

Additional information you wish to include.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) ^[1]

Submitted by Visitor (not verified)

Fri, 10/13/2023 - 9:09am

73.25.61.232

I am interested in:

Budget Committee

Applicant Name

Brady Preheim

Home Address

195 Clark Street

City, Zip

St. Helens, 97051

Primary Phone

5035434884

Secondary Phone

5035434884

Email

brady@preheim.com

Mailing Address

PO Box 761

City, Zip

St. Helens, 97051

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

59 years minus 12

Civic Activities (offices held, honors, etc.)

St. Helens Budget Committee, Scappoose Economic Development Committee, Chair South Columbia County Chamber, Chair CASA of Columbia County, Ford Leadership Community Ambassador, Keep It Local member, co-host Odd Friday radio show, Halloweentown Volunteer

List names, addresses, and phone numbers of three references not related to you.

Tammy Maygra; 34319 Canaan Road, Deer Island, OR 97054; (503)397-1967

Nancy Ward; 33470 Chinook Plaza #198, Scappoose, OR 97056; (503)799-6968

Briefly summarize educational background.

St. Helens High School, Oregon State University, Northern Virginia Technical, FORD Leadership Training

Present Employer Name, Phone, and Address

Preheim Computers, 503-543-4884 PO Box 761, St. Helens, OR 97051

Job Title

owner

Additional information you wish to include.

To be responsive to the public we serve, to find funding to hire at least 3 new police officers, work to complete phase 1 of Water Front improvement, resolve outstanding budget issues looming in the next 2 fiscal years, reconcile budget issues with our #1 tax contributor leaving, and applying for a full term so you don't have to appoint someone else.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > Submission #30

Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) ^[1]

Submitted by Visitor (not verified)

Thu, 12/07/2023 - 10:01pm

67.189.106.188

I am interested in:

Budget Committee

Applicant Name

Ivan I Salas

Home Address

324 S 13 St

City, Zip

St Helens, 97051

Primary Phone

3104026795

Secondary Phone

3232029475

Email

amitronart@gmail.com

Mailing Address

324 S 13 St

City, Zip

St Helens, 97051

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

Three years

Civic Activities (offices held, honors, etc.)

None

List names, addresses, and phone numbers of three references not related to you.

David Burnett, 285 N 1st St, St Helens, OR 503-360-7900

Marion Johnstun, 33714 Sunny Hill Lane, St Helens, OR 208-206-5518

David Barlow, 555 N 8th St, St Helens, OR 732 962 5171

Briefly summarize educational background.

I hold an Associate of Arts (AA) degree, and I am currently in the final two terms of pursuing a Bachelor's degree in Business Administration with a focus on Business Analytics and Technology at Portland State University.

Present Employer Name, Phone, and Address

I am a full-time student at Portland State University, actively pursuing a Bachelor's degree in Business Administration with a concentration in Business Analytics and Technology. Simultaneously, I balance the responsibilities of being a stay-at-home father.

Job Title

Full-time Student

Additional information you wish to include.

I bring over a decade of volunteer experience in scouting, serving both as a committee member involved in fundraising and budget management as well as a Scout Master dedicated to fostering leadership skills in young men. In my previous job, I served as co-chair for my employer's safety committee, ensuring employees received proper safety training and ensuring compliance with state and federal codes. Additionally, I organized an annual community event where volunteers decorated the graves of military service members at Inglewood Park Cemetery. Over the years that I led the initiative, it grew from a small gathering to a major regional activity that involved detailed planning, as well as the coordination of hundreds of volunteers, hosting local civic leaders, and media coverage. Furthermore, I am an active volunteer at my church, where I have held various leadership roles within the congregation.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > Submission #22

Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) ^[1]

Submitted by Visitor (not verified)

Thu, 10/12/2023 - 1:07pm

73.240.3.26

I am interested in:

Budget Committee

Applicant Name

Steve Toschi

Home Address

215 N. River Street

City, Zip

St. Helens, 97051

Primary Phone

(925) 963-2518

Secondary Phone

9259632518

Email

stoschi@tcdlegal.com

Mailing Address

215 N. River Street

City, Zip

St. Helens, OR 97051

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

3+ years

Civic Activities (offices held, honors, etc.)

Planning Commission 2021 - 2023; I've participate actively in the government as a citizen to represent the interests of the People of St. Helens and no special interests.

List names, addresses, and phone numbers of three references not related to you.

Russ Hubbard, River Street, St. Helens, Oregon, (503) 397-7014;

Scott Jacobson, N. 3rd. Street, St. Helens, Oregon (561) 660-4804;

Doug Morten, (503) 807-9240

Briefly summarize educational background.

Juris Doctor, McGeorge School of Law, Sacramento, CA 1986
Bachelor of Arts, Politics, University of California at Santa Cruz, 1983
High School Diploma, Branham High School, 1979
I took an ethics course when I was with the City

Present Employer Name, Phone, and Address

Toschi, Collins, Doyle, & Houvener, APC, 5145 Johnson Drive, Pleasanton, CA 94588 (510)
835-3400, reception@tcdlegal.com

Job Title

Managing Partner, President

Additional information you wish to include.

I've run a business for more than 20 years now. I know how to read a P&L. It's clear that the City needs help with its finances. I see a lot of spending projections that seem to have a lack of funding sources. We cannot find our priorities. Public works and the police are short staffed. We are borrowing without a clear vision of how it will be paid off. I'd like to be part of a strong team, including financial experts, that can help the City move forward in a fiscally responsible manner. We need a team with business people, financial people, CPA's and more.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

City of St. Helens
Library Board
ACTION Minutes from Monday, November 13, 2023
 St. Helens Public Library via ZOOM

Members Present

Rob Dunn, Past Chair
 Ellen Jacobson
 Jana Mann, Chair
 Aaron Martin, Vice Chair
 Lynne Pettit
 Jessica Sturdivant

Members Absent

Melisa Gaelrun-Maggi
 Fatima Salas
 Diana Wiener

Guests

Councilors in Attendance

Russell Hubbard

Staff Present

Suzanne Bishop, Library Director
 Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:18 p.m. by Chair Mann.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes from October 9, 2023, were reviewed and approved.

OLD BUSINESS: MISSION STATEMENT: Member Sturdivant introduced the mission statement as presented by the Mission Statement committee. The group reviewed the statement as well as the vision statement and all agreed that it was well written. There were a few adjustments made and it will move to the next step in the process.

NEW BUSINESS: COMMUNICATION PLAN: Director Bishop shared a spreadsheet with details of the latest work on identifying the process of accomplishing the strategic planning goal of effective communication (Goal 3, Initiative 3) The group discussed the responsibilities of communicating through different channels, i.e., social media, local

newspapers, local school handouts to parents, and the local radio station. The group discussed which of these would be designated to board members and which would be designated to staff. The group also discussed the various in-house brochures and publications that might be used to describe programming and features of the library. The idea is to increase communication and then determine if this increase creates a similar increase in the use of library resources. The resulting impact would be highlighted in the annual reporting to City Council.

LIBRARY DIRECTOR'S REPORT: Director Bishop stated that the library has applied for a \$116,000 Growing Rural Oregon (GRO) Initiative grant. This grant would support a part-time Makerspace Technician, one-on-one Makerspace sessions and professional graphic design assistance for rebranding the library. The grant timeframe is January through July 2025. If the grant is approved, we could advertise for a Makerspace Technician in the new year. The library has already received a GRO grant for supporting a small business area to be located by the reference section. This \$1,000 grant for adding data base support for small businesses was increased by another \$1,000 grant for adding paper materials. The library also applied for another Library Services and Technology Act (LSTA) grant to support the Makerspace Technician position. Director Bishop stated that she attended the Public Library Directors group when they met in Lebanon Oregon recently. The library hosted the quarterly State Library Board meeting about three weeks ago. The City has been receiving regular janitorial services again, which includes services here at the library several days a week. The City has also posted a position for a full time custodian. COVID tests have been very popular over the last several weeks. Library staff have recently received NARCAN training and are scheduling now for child abuse training in January. All public library staff are mandatory reporters. The recent Timberline Lodge presentation had 61 participants. Councilor Sundeen will be presenting a program on World War II toys that is sponsored by the Columbia County Museum. The recent Children's Fair saw over 400 participants and the Trunk or Treat program saw 477 kids. The Halloween costume dance party saw 82 kids and parents. The library will be closed for three days over the Thanksgiving holiday, will be closed Saturday December 23 and Monday December 25, and will also be closed on January 1. Youth Librarian Keeney will potentially hold a dance party on December 31, like the one held for Halloween.

CITY COUNCILOR'S REPORT: Councilor Hubbard stated that he recently toured the library with Director Bishop and was impressed with the staff's energy and excitement. The City is discussing some plans that might bring in some new employment opportunities but for now budgets are very tight. The Timberline program that was held in the auditorium was very well done and more programs like that should bring in more adults. Also, the Makerspace is very impressive.

OTHER BUSINESS: Chair Mann stated that the National Novel Writer's Month (NaNoWriMo) has started, and that the library will host the late-night-write event this Friday. The St. Helens writers have traditionally done very well.

SUMMARIZE ACTION ITEMS: The board is asked to give feedback on the

Communication Plan and review the written Mission / Vision statements and send any comments or suggestions to Director Bishop. Also, if anyone had ideas for adult programs, please pass those along to Director Bishop as well.

NEXT MEETING: The next regularly scheduled meeting will be Monday, December 11, 2023, at 7:15 p.m. via Zoom.

ADJOURNMENT: Chair Mann adjourned the meeting at 8:15 p.m.

✂

Respectfully submitted by:

Library Board Secretary, Dan Dieter

2022-2023 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Dunn	Gaelrun-Maggi	Jacobson	Mann	Martin	Petit	Salas	Sturdivant	Wiener
07-10-2023	P	P	P	P	P	P	P	P	U
08-14-2023	Canceled								
09-11-2023	P	P	P	P	P	P	P	P	P
10-09-2023	P	U	P	P	P	P	P	P	U
11-13-2023	P	U	P	P	P	P	E	P	U
12-11-2023									
01-08-2024									
02-12-2024									
03-11-2024									
04-08-2024									
05-13-2024									
06-10-2024									



PARKS AND TRAILS COMMISSION

Monday, November 13, 2023 at 4:00 PM

APPROVED MINUTES

MEMBERS PRESENT

Chair Dana Lathrope
 Vice Chair Lynne Pettit
 Commissioner Jerry Belcher
 Commissioner Howard Blumenthal
 Commissioner Scott Jacobson
 Commissioner Brian Long
 Commissioner Lacey Tolles

MEMBERS ABSENT

Commissioner Jacob Woodruff

STAFF PRESENT

Brandon Sundeen, City Council
 Melisa Gaelrun-Maggi, Parks Administrative Assistant
 Gloria Butsch, Finance Director
 Buck Tupper, Facilities Maintenance Supervisor
 Jennifer Dimsho, Community Development Project Manager
 John Walsh, City Director

CALL TO ORDER 4:00pm

APPROVAL OF MINUTES

1. Approval of October Minutes

Commissioner Lacey noted that her name was misspelled.

Motion made by Commissioner Blumenthal to approve with change, Seconded by Vice Chair Pettit.

Voting Yea: Chair Lathrope, Vice Chair Pettit, Commissioner Belcher, Commissioner Blumenthal, Commissioner Jacobson, Commissioner Long, and Commissioner Tolles.

VISTOR COMMENTS:

Finance Director Gloria Butsch made herself available to answer questions.

First question was, what is the appropriate process for securing funds?

Gloria recommended that the Commission work with the staff in Parks for future budget needs.

She reminded the Commission that everything that they do is representative of the City. Any grants and donations need to be budgeted as well as any expenditures. Any revisions to the City budget need to go through Council.

The second question was, what is the process for donations?

Gloria said that sometimes a donation for a specific item or use can be brought in but needs to be thoroughly documented. The funds do not go into a separate account but are up to the city staff to watch and allocate the funds.

Buck Tupper had questions about line items and how to code it. It does still affect the budget, but thorough notes help map the paper trail.

Belcher asked if Parks has discretionary funds that are available for Commission members to use. Buck mentioned that there is a slight amount of room to use.

Gloria mentioned that they should have their list of wants ready with priorities before the next budget year decisions are made.

Lathrope had questions about fund-raising and guidelines. Gloria stated that she had concerns about how to secure those funds through utility billing and through general funds.

It was mentioned that a "Friends of" nonprofit could make this whole system easier, but the Commission prefers to go through Buck and make him track the funds.

(Commissioner Lacey Tolles left meeting)

NEW BUSINESS

2. Blumenthal Term Expiration

Commissioners were reminded that they did receive an applicant. Chair Lathrope wants to confer with Kathy Payne if they should interview the new applicant before just forwarding Commissioner Blumenthal. Belcher made a motion to forward Blumenthal anyway. Jacobson seconded. All commissioners voted in favor.

3. Columbia View Park Update – Dimsho & Walsh

Jennifer Dimsho spoke about the high construction quotes that came in for the renovations due to inflation. The new stage, covered picnic area, and playground were the high-ticket items. John Walsh said that the City is looking into grants as well as loans through the Urban Renewal Agency. The City is also looking at what they can cut so they don't overextend and keep the remaining items. Since grants are time sensitive, there is the possibility for grants in the future to be added on later for future phases. The departure of Cascade leaves a tax base depression that will hopefully catch up in time. There might even be opportunities for piecemeal sponsorship.

The timeframe for construction will still be the same just pared down.

4. Heinie Heumann Park Update - Jacobson

Some native plants were observed including camas. Jacobson asked for mowing to be halted so that native plants could propagate. Buck Tupper mentioned that people complained as it is not a nature trail park. Lathrope thought that maybe if they put some temporary signs up to educate might help.

Jacobson thought some ADA trails from the Senior Center through the park might be nice as well as some shrubs around the edges.

He also brought up that the dog park gets muddy in the non-summer months.

5. Botanical Garden Update - Belcher

Belcher said that the park is not well visited. He would like to see a kiosk with a map of the trails, dangerous plants, and history. He feels the park should also be renamed as it is a nature trail, not a botanical garden.

6. Godfrey Park Update - Belcher

Belcher said that Godfrey is categorized as a neighborhood park, he would like to see updated playground equipment in addition to the covered areas and the horseshoe pits. Belcher mentioned the possibility of a fenced dog off lease area. Lynn commented that maybe horseshoes is not played by the younger generation and they should consider putting in something else. There was talk amongst the members about a splashpad.

Pettit stated that whatever we do in parts you should remember the less maintenance the better.

7. Special Use Permit Recommendations - Lathrope

Lathrope wants the municipal code to change to strike line 8.08.040.02 so that everyone who applies shall be charged no matter the circumstances.

Blumenthal is upset with Halloweentown going into Nob Hill.

Belcher thinks that the Commission should be included in the approval of any events over 1000 people.

The Commission decided not to move forward with this recommendation after some discussion.

Lathrope pointed out that the verbiage on the ordinance does not match the verbiage on the permit regarding insurance.

Lathrope suggested that the City Council change the verbiage on line 8.08.060 to match the permit.

Jacobson made a motion, Pettit seconded, all present voted in favor.

Lathrope wants to remove line 8.08.130.4 of the municipal code as they no longer license dogs at City Hall.

Jacobson made a motion, Belcher seconded, all voted in favor.

Lathrope wants to add an additional fee to the Fee Schedule for permit groups larger than 250 persons. It was proposed that the fee be \$100.00. Belcher had questions about the permit process. It was proposed that the parade cleaning deposit be added for groups of 250 or more in the parks.

Belcher made a motion to change the fee schedule, Pettit seconded. Commissioner Long opposed.

Commissioner Long feels that Parks are for all citizens to enjoy, and fees should not drive them away.

Belcher would like to withdraw his motion.

After some discussion it was decided not to recommend the change.

Lathrope suggested changing language in agreement pages from "when required" to "as required".

Lathrope wants verbiage added to the Special Use Permit that the citizens must move the picnic table back to where they belong. Buck Tupper has an issue with "moving tables back" as how would they know their proper original location. He does not find the moving of picnic tables to be an issue.

Commission decided it was alright to not add that verbiage.

Lathrope would like language added to the permit to require "movable barriers to ensure safe traffic flow in areas of congestion" at parades. Buck understands the safety factor but is worried that this would price out any event.

It was mentioned that city engineering looks through each permit with safety in mind.

ACTION ITEMS

Lathrope suggested that members be thinking of budget items for the December meeting.

STAFF REPORT

Buck Tupper reported that the Veterans Memorial expansion is not done yet as the stones did not arrive on time.

Some trees have fallen recently including the ash tree that might have ash beetles.

There has been a person camping at Campbell Park who is frustrating a local resident. The police have been involved.

COUNCILOR'S REPORT

Councilor Sundeen reported that Gene Hester gave a great program over the weekend at the Veterans Memorial program.

The warrior rock lighthouse replica is going to be replaced with grant money as well as a sign giving history.

DISCUSSION ITEMS

Lathrope encouraged any Commission members to visit other board meetings especially if there is an agenda item that pertains to parks.

Belcher still wants to invite Brad Hendrickson to a Parks & Trails meeting to ask questions about Sand Island.

Belcher wants name ideas for Botanical Garden from Councilor Sundeen.

Belcher said that Doug Morton wants the City to buy the extra property east of Botanical Garden even though it is not for sale. Morton feels that if new business comes to the City will have lots of extra cash.

Belcher says that Doug Morten would like to get together with local native american tribes and encase the eagle canoe and display it with Native American information from the area.

Blumenthal stated that nine people showed up for his Nob Hill work party and wishes to install another bench and kiosk.

ADJOURNMENT 6:16pm



PLANNING COMMISSION

Tuesday, November 14, 2023, at 6:00 PM

APPROVED MINUTES

- Members Present:** Chair Dan Cary
 Vice Chair Jennifer Shoemaker
 Commissioner Ginny Carlson
 Commissioner David Rosengard
 Commissioner Russ Low
 Commissioner Charles Castner
- Members Absent:** None
- Staff Present:** City Planner Jacob Graichen
 Associate Planner Jenny Dimsho
 Community Development Admin Assistant Christina Sullivan
 City Councilor Mark Gunderson
- Others:** Brady Preheim
 Steve Toschi
 Sabrina Moore
 Andrew Stamp
 Beth Pulito
 Christine Dahlgren
 Amelia Kercher
 Jenn Kercher
 Shaunee Moreland
 Marco Costanek
 Matt Alexander
 Wayne Weigandt

CALL TO ORDER & FLAG SALUTE

TOPICS FROM THE FLOOR (Not on Public Hearing Agenda): Limited to five minutes per topic

Preheim, Brady. Preheim was called to speak. He expressed his concern about two of the Planning Commissioners. He said he did not agree with them being on the board as he felt it damaged the reputation of the Commission. He also said the agenda item of Architectural Standards was not something the Planning Commission seemed to prioritize, and he felt that they should change what they look at to the Plaza instead. He said it would continue to be a mess (due to annual Spirit of Halloweentown events) until they did something about it. He said would like to see them be more proactive in taking this on to fix it.

Toschi, Steve. Toschi was called to speak. Toschi welcomed the new Planning Commissioner. He also said he was still concerned about the gag order in place to limit what individuals on commissions or committees are allowed to say. He said it was in part the reason he resigned from the Commission in protest of such an order. He said he sees this order discouraging the Planning Commission from

moving forward proactively, because it portrays an idea that the City Council no longer wants to have the Commission involved in decision making, which he says is unlawful. He also applauded the Planning Commission for standing up to the location of the Police Station and denying the Conditional Use Permit. He expressed concern that the Council decided to move forward with it based on ego, instead of putting the money into fixing up the Houlton District and tearing down and rebuilding the old police station, which would have been more fiscally responsible.

CONSENT AGENDA

A. Planning Commission Minutes Dated September 12, 2023

Motion: Upon Commissioner Low's motion and Commissioner Carlson's second, the Planning Commission unanimously approved the Draft Minutes dated September 12, 2023. Commissioner Rosengard abstained, as he was not a member of the Commission at the last meeting. [AYES: Vice Chair Shoemaker, Commissioner Low, Commissioner Carlson, Commissioner Castner; NAYS: None]

PUBLIC HEARING AGENDA (times are earliest start time)

B. 6:05 p.m. Conditional Use Permit at vacant parcel southeast of 35835 Industrial Way – The Amani Center

Chair Dan Cary opened the Public Hearing at 6:09 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Brady Preheim made an objection to Commissioner Castner and Commissioner Rosengard to make a fair decision on the hearing.

The Commission discussed the objection and felt that both Commissioners were able to make fair decisions.

Associate Planner Jenny Dimsho presented the staff report dated November 7, 2023. She shared the location of the property to be discussed. She mentioned the applicant wanted to build an 8,329 square foot two-story office building. She said there was a public utility easement that was on the northern portion of the property to maintain a public storm facility..

She shared there was a driveway approach built by a neighboring property that the applicant would share for access to their property so no frontage improvements would be required as the site's street frontage is already fully developed.

She also mentioned that the property along with the surrounding properties were zoned Light Industrial and that office use was a conditionally allowed use in that zone only under the allowed classification of an Industrial Park. The subject property is part of a 3-lot partition. When Parcel one and Parcel two were developed there was an instrument recorded on the deed that said all three parcels were subject to the industrial park classification. That means that more than 30-percent of the uses on these three parcels must be permitted outright uses in the Light Industrial zone. She did say that with the proposed development by the applicant, that would make two of these parcels developed with office use. She said they took the third parcel and had them prepare an exhibit that showed each suite on this developed parcel and their business use. They concluded that most of the suites were permitted outright light industrial uses. There was over 66-percent of the uses, including the proposed use, that were permitted out-right uses for the Light Industrial zone.

She shared there were some Sensitive Lands on the property to be developed, but the proposed building was well away from the lands and buffer zone, so no permit required. There are some steep slopes, but the development plans do seem to avoid those areas along with the flood plain areas.

She said the Development Code only requires 24 parking spaces for the size of the building proposed to be built, but the plans the applicant gave show they will have 36 parking spaces, which is well over what is required. She talked about bike parking as well and how there is a required percentage for off-street parking. She said in this case ten percent was required and with their proposed number of spaces four would be the amount of bike spaces required. In the applicant's plan there was only two shown. She also said they typically want to see bike parking covered and it was not shown that way in the plan either. So, the Commission could require them to update that as part of the conditions.

Dimsho also mentioned the plans should show illumination on all walkways. She said on the current plans there was a pole mounted light that is shown in the middle of the public utility easement and that would need to be moved to avoid underground utility conflicts. She also said there should be walkways to all entrances that connect the property to streets and those would need to be illuminated as well.

She mentioned because the driveway was longer than 150-feet an emergency vehicle turnaround was required.

She discussed the utilities and said that it did have water and sewer access. She mentioned it was in an area with deficient sewer capacity so a sewer capacity fee would apply. She also showed the storm retention area for their storm connection.

Alexander, Matt. Applicant. Alexander works for Lower Columbia Engineering and is an architect for the Applicant. He said the current Amani Center is located in the busiest areas of St. Helens. He said for the type of service they provide; the area was not appropriate. He also said given the size of St. Helens and Columbia County, the Amani Center has outgrown their space and so a new building would help them to continue to offer services to those who need them. He said the new property would offer features that are perfect for helping in trauma situations. He mentioned that as a non-profit, they would love to put their space in a place where a conditional use permit was not required, but with financial constraints, and a willing donor, this property ended up being perfect. He said it would provide security, safety, and privacy. He also shared some other options for walkways to create less expense for the applicant. He also shared the details of the design and how it would fit in with the surrounding buildings and area.

Kercher, Amelia. Applicant. Kercher is the Executive Director of the Amani Center. She said they are a child abuse assessment center. She shared with the Commission what services the Amani Center provides to the community and that they had been doing this for over 20 years. She said they have outgrown their space, and a new building will provide the space and privacy they need to give all the services in one space, instead of sending them to different locations. She also said this building would give them the capacity to serve two families at a time.

Moreland, Shaunee. Applicant. Moreland is the Multi-Disciplinary Program Manager of the Amani Center. She coordinates with all the organizations that are involved in helping provide services to those families affected. She said a new building and space would provide a designated and confidential space to meet in for the amount of time they needed. It would also provide a space for training and networking amongst the different entities.

Commissioner David Rosengard asked if the space would be accessible for a therapy dog to be utilized in the space. Moreland said yes, and that they had worked with a facility dog in the past. She also said they want to be ahead of the game for ADA access and they are putting a lot of effort into making sure the space was comfortable for all involved, including provisions for an elevator.

In Favor

Pulito, Beth. Pulito was called to speak. She said she was the Deputy Director of the Amani Center. She said they currently serve over 275 families and have 18 staff employees. On average, there are about

11 people in the office at a time. She said they would see a small increase in this amount with the new building because they would be able to serve more than one family at a time.

Costanek, Marco. Costanek was called to speak. He said he has spoken with many people in the Community and trying to find if they understand the vision of the Amani Center. He said it seemed many were behind the project and wanted to get behind the services that were provided by the Amani Center.

Dahlgren, Christine. Dahlgren was called to speak. She said they had been strong supporters of the Amani Center for many years. They had decided to develop this parcel of property and felt it the right move to donate this parcel to the Amani Center and is excited to help them get a space to serve more individuals in our community.

Neutral

Moore, Sabrina. Moore was called to speak. She said her family owned the property east of the proposed parcel. She felt the property would be a good fit for their proposed use. She was concerned about future uses of her property and this proposed development becoming a sensitive use (due to industrial use/land proximity) which could devalue her property. She wanted something put in the application that the proposed development would not affect the current or future permitted uses of hers and the surrounding properties.

In Opposition

No one spoke in opposition of the application.

Rebuttal

Alexander, Matt. Applicant. He said he did not know enough about the zoning and that the current proposed use should not affect any neighboring properties. He also said the applicant did not object to language in the application as proposed earlier, if it did not affect the way the Amani Center needed to run their business.

End of Oral Testimony

There were no requests to continue the hearing or leave the record open.

Close of Public Hearing & Record

Deliberations

Commissioner Russ Low asked if verbiage had to be in this application for future uses for other properties. He said it seems those uses would have to come back before the Commission. City Planner Jacob Graichen said no, the uses are permitted, but there could be new legislation in the future that could pertain to this kind of use and prevent them from being able to use their property to the full extent, for example

Vice Chair Jennifer Shoemaker said she did not agree with adding this type of condition to the application, because there was really no way to enforce it, in the future. She did not want to see any rights taken away from the Amani Center and the way they function. Commissioner Ginny Carlson said this was a natural consequence of building in an industrial area. Graichen suggested a condition where the applicant would be acknowledging the surrounding industrial uses and that they would not raise complaint in the future to any new developments. The Commission agreed a condition like this should be added to the proposal. Graichen also discussed a condition that could state that the approved new use would not be a deterrent or inhibitor to the current or future permitted uses on adjacent industrial

lands. There was a discussion about whether this could be enforced, but ultimately the Commission wanted to include it in the decision.

There was a discussion about the plan set submitted and how it would need to be revised to fix some of the conditions required.

There was a discussion about the sidewalks and walkways and rerouting them to make it easier for the applicant. They discussed how the alternative walkway considered by the architect would require constructing street frontage improvements along an adjacent property. New conditions should be added to accommodate this alternative.

The Commission also discussed the bike parking and agreed there should be four spaces and it should be covered.

Motion: Upon Commissioner Carlson's motion and Commissioner Low's second, the Planning Commission unanimously approved the Conditional Use Permit as recommended by staff with two new additional conditions relating to the surrounding industrial uses, conditions which would accommodate the alternative walkway as proposed by the applicant, and required 4 covered bike parking spaces.

[AYES: Vice Chair Shoemaker, Commissioner Carlson, Commissioner Castner, Commissioner Low, Commissioner Rosengard; NAYS: None]

Motion: Upon Commissioner Carlson's motion and Commissioner Low's second, the Planning Commission unanimously approved the Chair to sign the Findings. [AYES: Vice Chair Shoemaker, Commissioner Carlson, Commissioner Castner, Commissioner Low, Commissioner Rosengard; NAYS: None]

C. **6:30 p.m. Comprehensive Plan and Zoning Map Amendment at 475 N 12th Street; Lots 4, 5, 22, and 23, Block 5, Railroad addition to St. Helens – Vial Fotheringham, LLP**

Chair Dan Cary opened the Public Hearing at 7:37 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Graichen presented the staff report dated November 6, 2023. He shared that the property would be going from an industrial to a residential zoning. He said the property was interesting from a zoning standpoint, because on three sides it was surrounded by residential, and the other side was a former industrial mill site. He said the property was historically developed with an old single-family dwelling that was recently torn down.

He said if you were to look at the property (and not a zoning map), where it sits makes it look like it is already in a Residential Zone as it is just outside of the industrial area. There is a large wall fence that sits around the abutting industrial site that borders this property. The proposed property is the only developed industrial zoned property in this area that sits outside of this fence. He said looking at older zoning maps, the property was zoned residential in the past changed to industrial around 1980.

He said they looked over the Economics Opportunity Analysis to make sure there was sufficient employment lands, and the analysis does show there is plenty of employment acreage without this property.

He also said they will need to address the State Planning goal pertaining to housing based on comments from the Fair Housing Council of Oregon.

There was a small discussion about the sewer capacity. Graichen this was neutral point for the purposes of a zone change.

Stamp, Andrew. Applicant. Stamp is a Land Use Attorney and representing the property owner of the application. He said the property owner originally tried to develop the property as industrial but ran in to some issues with the code requirements for commercial development, particularly the buffering requirements between residential and industrial uses. Because the site is so much smaller, it created limitations with what could be developed on the property. The property owner decided there was a better opportunity for the community if there was the ability to build provide more housing for the City.

Weigandt, Wayne. Weigandt is the owner of the property. He mentioned that he planned to follow all the guidelines for a residential zone and would not be applying for any variances in the future.

In Favor

No one spoke in favor of the application.

Neutral

No one spoke in neutral of the application.

In Opposition

No one spoke in opposition of the application.

Rebuttal

There was no rebuttal from the applicant.

End of Oral Testimony

There were no requests to continue the hearing or leave the record open.

Close of Public Hearing & Record

Deliberations

There were no deliberations on this application.

Motion: Upon Commissioner Carlson's motion and Commissioner Low's second, the Planning Commission recommended to the City Council to approve the Comprehensive Plan and Zone Map Change as recommended by staff. [AYES: Vice Chair Shoemaker, Commissioner Castner, Commissioner Low, Commissioner Carlson, Commissioner Rosengard; NAYS: None]

DISCUSSION ITEMS

D. Planning Commission Vacancy/Term Expirations

Graichen said Commissioner Low's term will end this calendar year. Russ said he was willing to continue, but there would be meetings (approximately six) he would miss in 2024. Commissioner Low notes this is substantial, so he said they should start looking for someone to replace him eventually.

The Commission discussed the possibility of interviews and names Vice Chair Shoemaker and Chair Cary as the two to be on the interview committee. Commissioner Carlson volunteered to be the backup.

All other Commissioners agreed to Commissioner Low's reappointment.

Graichen also shared there was only one applicant who applied for the opening, but could not be considered, as he was an attorney, and the Commission was only allowed to have two of one job type. The other applicants who had applied in the past did not want to be considered at this time for the vacancy on the Commission. He asked if they wanted him to advertise the opening soon and the Commission felt it was important to get the advertisement out. They wanted to fill the position(s).

E. December Joint Meeting with the City Council

Graichen asked the Commission if they wanted to proceed with the joint meeting, and if they had any topics they wanted to discuss. He suggested the psilocybin regulations that would need to be made soon.

The Commission said yes, they wanted to move forward with the meeting. They were not opposed to the psilocybin topic but felt it may be more important to keep it a general discussion.

PLANNING DIRECTOR DECISIONS (previously e-mailed to the Commission)

- F. Sensitive Lands Permit at 35454 & 35460 Valley View Drive – Danielson Contractors, Inc.
- G. Sign Permit at 435 N Columbia River Hwy – Clark Signs
- H. Sign Permit at 248 N Columbia River Hwy – Vernon (Troy) Locks
- I. Temporary Use Permit at 71 Cowlitz Street – Michael Sagalowicz (The Klondike Tavern)
- J. Temporary Sign Permit at 2100 Block of Columbia Blvd – The Amani Center
- K. Temporary Sign Permit at 2100 Block of Columbia Blvd – CRF&R Toy-N-Joy Auction

There was no discussion on the Planning Director Decisions.

PLANNING DEPARTMENT ACTIVITY REPORT

- L. Planning Department Activity Report – September
- M. Planning Department Activity Report – October

There was a small discussion on the new police station location. Graichen mentioned the decision the Planning Commission made to deny the location was overturned by the City Council. Vice Chair Shoemaker said the proposal and presentation they presented to the Council was completely different than what the Planning Commission received. She mentioned had the presentation to the City Council received been the same as the Planning Commission, the decision or outcome may have been different.

PROACTIVE ITEMS

- N. Architectural Standards

Vice Chair Shoemaker asked the Commission if they should approach these Proactive Items in a different way. She suggested that they were taking on items that were too large, and maybe they should be listening to the citizens more on what items to take on. She said the Commission is almost a complete rebuild since they took on the idea of being a Proactive Planning Commission. She said she wanted to revisit each Commissioner's enthusiasm on it. She said there were items being brought to them by the public and instead of having their personal agendas, maybe they should reassess and figure out what items to move forward on instead. Graichen said if the Commission all agreed to move forward on a specific item, it was ok to do that.

There was a small discussion on vacancies in storefronts around the city. The Commission felt this should be another topic for the upcoming joint meeting with the Council.

FOR YOUR INFORMATION ITEMS

Dimsho said she was working on a grant to fund a trail from St. Helens to Scappoose. She said it was a 7.5 mile route and there will be a series of meetings with stakeholders to determine a preferred route. She said the grant was approved but would only get them to 30 percent design that they can use to go after more funding.

Dimsho also shared they would find out very soon about a grant they were working on to update the Economics Opportunity Analysis. She said this would be something that would go before the Planning Commission for adoption.

Dimsho also shared that the City Engineering department spearheaded a grant for a new Transportation Systems and received \$300,000 for them to update it. She said this was to help consolidate all the different transportation plans together.

There was a small discussion on the travel lanes in front of Broadleaf Arbor. Graichen mentioned the City was in the process of working with the Oregon Department of Transportation to update the posted speeds in that area. Commissioner Carlson asked about the occupancy rate for the new apartments as well. Graichen said the back half of the development had occupancy, but the buildings toward the front of the project were working to gain occupancy.

Commissioner Carlson asked for an update on the construction off Columbia River Highway by the Department of Motor Vehicles. Graichen said Burger King was very close to getting occupancy. The Fast Lube was also starting to move quickly, and Dairy Queen had an issued land use decision but had not moved forward since then. He said the larger parcel between Burger King and Fast Lube has had no application.

There was a small discussion on a few other construction projects going on in the city.

Commissioner Carlson also asked about the Nuisance Ordinance and whether these items were being enforced. Dimsho mentioned we do have an active Code Enforcement Officer.

Commissioner Charles Castner asked for an update on the Riverwalk Project. Dimsho said there was a \$3 million budget for all the Columbia View Park improvements, including the Riverfront, the stage, the new playground, and picnic shelter. When they went out for bid, they had three bids come in at over \$5 million. She said she can only explain it through inflation. She said they do have a grant for \$1.3 million for the Riverwalk Project and they did not want to jeopardize that funding, so they plan to move forward with a redesign of the project and hold off on the stage, the playground, and a few other items.

Commissioner Castner also asked about the Streets & Utilities Project and wanted to understand why it was all dug up and then put back, but not completed. Dimsho said this project was being managed by the Public Works/Engineering Department. She said the contractor who was doing the work asked them to revisit the undergrounding design for the project because there were not enough details. She said this redesign was what was holding up the completion as there were several utility providers involved.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Christina Sullivan

Community Development Administrative Assistant

St. Helens Budget Calendar FY2024-2025

	<u>DATE</u>	<u>DESCRIPTION</u>	<u>COMPLETION/DUE DATE</u>
City Council			
	12/20/2023	Appoint Budget Officer	12/20/2023
	12/20/2023	Approve Budget Calendar	12/20/2023
	1/17/2024	Approve Department Goals	1/17/2024
	6/5/2024	Budget Hearing and Adoption	6/30/2024
Budget Officer			
	1/11/2024	Budget Workshop for Council & Committee	1/11/2024
	1/15/2024	Salary Projections to Departments	1/15/2024
	1/15/2024	Budget Worksheets to Departments	1/15/2024
	1/15 - 3/15/2024	Department Meetings	3/15/2024
	3/15 - 4/15/2024	Complete Proposed Budget	4/15/2024
	4/10/2024	Publish Committee Meeting Notice on Website	4/15/2024
		Publish Committee Meeting Notice in Newspaper	4/17/2024
	5/29/2024	Publish Budget Hearing Notice in Newspaper	5/29/2024
Departments			
	12/20 - 1/4/2024	Develop Department Goals	1/4/2024
	1/5 - 1/30/2024	Capital Improvement Plan / Needs	1/30/2024
	1/15 - 3/15/2024	Complete Department Budgets	3/15/2024
	3/15 - 4/10/2024	Department Narratives	4/10/2024
Budget Committee			
	4/25/2024	Budget Committee Meeting #1	5/9/2024
	5/2/2024	Budget Committee Meeting #2	5/16/2024
	5/16/2024	Budget Committee Meeting #3 (if needed)	5/23/2024

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

Presented for approval on this 20th day of December, 2023 are the following Council minutes:

2023

- Work Session, Executive Session, and Regular Session Minutes dated November 15, 2023

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, November 15, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Jessica Chilton
 Councilor Mark Gundersen
 Councilor Russell Hubbard
 Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator	Suzanne Bishop, Library Director
Kathy Payne, City Recorder	Kolten Edwards, Police Officer
Lisa Scholl, Deputy City Recorder	Tina Curry, Contracted Event Coordinator
Gloria Butsch, Finance Director	Bill Monohan, Contracted City Attorney

OTHERS

Ron Trommlitz	Brady Preheim
Steve Topaz	Autumn
Colleen Ohler	Scott Jacobson
Eddie Dunton	

CALL WORK SESSION TO ORDER – 2:00 pm

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

- ◆ Colleen Ohler. The Queen of Halloweentown spoke of this year's Spirit of Halloweentown being a phenomenal year, the best organized and most fun. She met attendees from other countries like France who had the event on their bucket list. The only downside was the parade, and she was most bothered that Heather and her organization were treated poorly by the Police Chief. She addressed the Chief's recent statements before the Council which she characterized as lies and an attack on Heather who had given so much to the community. She encouraged Mayor Scholl to take over the parade.
- ◆ Ron Trommlitz. Ron stated the City administration had never responded or contested statements concerning the rehabilitation of the 2-million-gallon water reservoir which is a notice of agreement by the City that the statements are factual. He continued to present facts referenced from the City's own records and spoke about the Walker Report investigating the reservoir's rehabilitation failure and how he requested it but was denied. City Administrator John Walsh did not want the report released. During the November 16, 2022, Council meeting, Mayor Scholl told him there was no smoking gun and he would not discuss it. He addressed being threatened during the 4:00 pm break at the same meeting for probing the reservoir rehabilitation failure and writing about the incident in a letter to the Spotlight. The situation would be continued noting the parties involved.

- ◆ Brady Preheim. Brady addressed the plaque that had been placed on the property showing a building being built at the location. He was concerned because the Council chose not to present the proposal. The dirt was there. He asked who would pay for it. The Council would have to figure something out and make the solution public. He thanked the Tourism Director for a great Spirit of Halloweentown this year and agreed with Colleen about the Police Chief and the parade. What the Chief said during the recent meeting was factually false. The Council had the records and emails and needed to address the matter with the Chief.
- ◆ Steve Topaz. Steve distributed his record to the Council. He said the minutes of October 18, 2023, were a lie. His free speech rights were violated because 85 percent of what he said was removed including comments critical of the City and the Council and the ability for the public to review what he said was removed. He spoke about how the local news announced that a large sum of money was given to the City to hold a piece of property but no public meeting had been held stating the City property was surplus or what it was worth. He talked about how the money appeared to be a bribe to eliminate proper procedures for selling City property, that a portion of the subject property had been under litigation, and that no public statement had been made about how much money the City had received for a portion of the property. No one was more hated than he who speaks the truth. When one has something to say, silence is a lie.

DISCUSSION TOPICS

1. Employee Length of Service Recognition - Kolten Edwards - 5 Years

Police Officer Kolten Edwards was honored for his five years of service. The Council expressed their appreciation of Officer Edwards.

Mayor Scholl announced agenda items two and three would be switched.

2. Semi-Annual Report from Tourism Contractor - Tina Curry, E2C Corp.

Contracted Event Coordinator Tina Curry reviewed her report, a copy of which was included in the archive packet for this meeting, noting the report was from August to the end of the year. Key items highlighted included:

- Tourism had finally received the water taxi which had gotten positive reviews.
- Spirit of Halloweentown:
 - The Haunted House had positive guest reactions.
 - The Halloween Hunt in the Houlton District resulted in the positive outcome of increased traffic to stores of the people involved.
 - The After Dark Experience of a decorated home tour of 4th Street, the big tent, and the haunted house was a good value for families.
 - The Alien Museum added William Shatner to the experience.
 - Upcoming billboards included the anticipated opening of the Alien Museum and the Museum of Oddities in the January/February timeframe for visitors during off-Halloween time.
 - Their sponsors included Laurelwood Brewing Co. this year.
- Late summer through fall highlights included electricity upgrades and Council Chambers door lock upgrades; increased Sand Island reach this year; progress on completing the Par 3 Golf Course; new retail and business buildings; new camera equipment and printers; a new photo booth for Christmas Ships; upgrading the train and the train experience; new props; new Halloween installations and signage; entertainment more weekends than ever; Disney was in the city for their D23 VIP event; a new 40 x 100 tent for the Halloween experience; new volunteer opportunities to raise money for various groups; no restroom problems with waits under five minutes for portables; penny press and the vending machine were in the black; the

off-site parking with the bus was very expensive; and they appreciated Cascades allowing use of their parking lots.

- Christmas props in the Plaza and Santa coming with the Christmas Ships would be coming soon.
- Tourism's increased social media presence.
- The film crew completed filming for Spirit of Halloweentown and was currently in post-production.
- She thanked everyone for their help to make guest experiences happen.

Council President Chilton asked when the Council would see a financial report. City Administrator Walsh said it would be in the audit which was just wrapping up. Ms. Curry added that last year the City got a check for almost \$100,000 from tourism, and it should be similar this year. The City would get 10 percent of all the ticket proceeds. She explained as the contractor, they were responsible for 100 percent of the revenue and 100 percent of the bills. Mr. Walsh clarified the ticket proceeds went into a trust account managed by E2C. Ms. Curry stated no money came from the City to Tourism at this point or the last few years. Mr. Walsh said where the tourism tax would go is something to discuss in a new contract.

Mayor Scholl emphasized that tourism was not funded from the General Fund but out of an extra tax placed on the hotel or Airbnb visitors to the area. He thanked the community for their patience this year with the construction going on and Halloweentown coming.

Mr. Walsh pointed out that E2C's contract would expire this year.

The Council thanked Ms. Curry for her hard work.

3. Communications Semi-Annual Report - *Crystal King, Communications Officer*

Communications Officer Crystal King presented via PowerPoint the semi-annual report from May to October, a copy of which was included in the archive packet for this meeting. Key items highlighted included:

- Spirit of Halloweentown media and communications:
 - *The Oregonian* paid campaign metrics and Kids Out and About campaign.
 - Media coverage (not including the City's own social media) with articles in India, France, and Malaysia and appearing in Yahoo, People magazine, and USA Today.
 - The City's social media statistics of reaching 800,000 people and engaging about 100,000 and workload snapshot.
- She reviewed other work done by Communications including staff's duties, the biggest projects of Waterfront Redevelopment and Spirit of Halloweentown, and highlights of other projects/focused efforts such as becoming a de facto cooling center organization for St. Helens. Other work included press releases, website updates, all the City's photos and videos, assisting with events the City holds, social media posts, news media contacts/requests, and newsletters, and community partnerships/events.
- She thanked Councilor Sundeen for helping man the Trick or Treat booth at the Sheriff's Office.
- Several grants came in.
- Coming up next were the Christmas Ships Parade and the tree lighting.
- Communications would work to educate the public on getting their voice heard with Councilors and how government projects work.

Mayor Scholl encouraged Communications to get a presence or collaborate with an influencer on TikTok. Ms. King noted doing so would cost more for archiving services to comply with public records and retention laws since the accounts were City-owned.

Mr. Walsh talked about the growth of Communications over the years.

Mayor Scholl spoke of how well St. Helens handled Communications compared to even bigger cities. Council President Chilton agreed and commended Ms. King.

4. Request for Donation to Toy 'N Joy Auction

City Administrator Walsh and the Council discussed the request for donation to the Toy 'N Joy Auction, which would be held December 2 at 4:00 p.m.

The consensus of the Council was to get two tables in order for the entire Council to attend with some seats available for staff and donate two \$100 utility bill gift cards out of the Council funds.

5. Report from City Administrator John Walsh

City Administrator Walsh provided his report as follows:

- The Veterans Day celebration at McCormick Park was held on Saturday. The City should be proud of the investments and grants upgrading Veterans Memorial Plaza. He thanked Councilor Sundeen who was recognized for his work in doing research.
- Rainier recently passed a resolution opposing Measure 110. Betsy Johnson was leading the reform. Mayor Scholl noted there was no movement at the state level to repeal Measure 110 and most people agreed it was not working.
- Project Sprint, the solar opportunity at the mill site, continued to be a consuming effort. Partners continued to meet and discuss what it would take to land the big opportunity which would be transformational as far as job creation, tax base, and utility consumption. Mayor Scholl pointed out the 90-day letter of intent was not a purchase or sale agreement. It was doing due diligence of looking at the property to see if the project was feasible with the infrastructure. He clarified in 90 days the City would have a clear direction if the Project Sprint team would move forward. Mr. Walsh noted the City had not identified any fatal flaws other than not meeting their energy requirements, and everybody was working on it.
- With Cascades' closure, he was working with Finance Director Gloria Butsch to get an idea of how it would affect the budget. He reviewed a memo listing the estimated revenue loss including an approximate \$570,000 loss to the Sewer Fund.

Mayor Scholl asked if a temporary barrier could be put within the lagoon or a filtration system at the end to not run as many agitators. Mr. Walsh said his understanding was the agitators were running at a minimum now and clarified looking at the possibility of damming up half of the oversized lagoon was part of the lagoon repurposing effort.

He addressed how the Urban Renewal Agency was also impacted by the loss of project funding and how the federal support the City had received the last three years would be ending and reviewed the 2023/2024 budget forecasts, changes due to the Cascades closure, and potential expenditure reductions to address the difference. If the City made no changes to the budget, all its reserves would be completely depleted. Ms. Butsch clarified the American Rescue Plan Act funds were budgeted through the City's Fiscal Year 2024. Mr. Walsh addressed consideration of what it would take to have new revenue.

He urged an immediate focus on the matter to find a solution.

The Council and staff discussed the possibility of using timber revenue to make up the losses.

Council President Chilton suggested putting a subcommittee together to discuss problem solving for the effects the Cascades closure would have on the City's budget.

Mayor Scholl spoke about how this was a good opportunity to sell some of their assets because the timing was right. Although it would be one-time money, it would allow the City to supplement its budget.

Councilor Hubbard noted cuts would make it harder for people to develop due to increasing system development charges, and growth would stop.

Mayor Scholl emphasized the effects on the budget were mainly because of Cascades, not mismanagement of funding. It was the way government worked.

Councilor Hubbard noted it was the effect of all the capital improvements on the budget. Mr. Walsh spoke about Urban Renewal servicing the debt on such improvements. Councilor Hubbard talked about getting utilities in the Waterfront property to market it to developers.

Mayor Scholl requested an appraisal of the City's assets.

Councilor Hubbard and Mayor Scholl volunteered to serve on the subcommittee addressing the effects Cascades' closure would have on the City's finances. Council President Chilton suggested Mr. Walsh have the department heads meet as well, even just a video meeting, to get the ball rolling.

ADJOURN – 3:29 pm

EXECUTIVE SESSION

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

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

November 15, 2023

Members Present: Rick Scholl, Mayor
 Jessica Chilton, Council President
 Mark Gundersen, Councilor
 Brandon Sundeen, Councilor
 Russell Hubbard, Councilor

Staff Present: John Walsh, City Administrator
 Kathy Payne, City Recorder
 William Monahan, City Attorney with Jordan Ramis PC

Others: None



At 3:34 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. 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 Legal Counsel/Litigation, under ORS 192.660(2)(h)**
 - Discussion regarding Cascades Tissue possible terms for closing the mill and ending the lease.
- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on the potential sale of property off of Kelley Street.

The Executive Session was adjourned at 4:11 p.m.



ATTEST:

 Kathy Payne, City Recorder

 Rick Scholl, Mayor

Audio recording started at 3:50 p.m. (City Recorder forgot to start it at the beginning of the session.)



COUNCIL REGULAR SESSION

Wednesday, November 15, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Jessica Chilton
 Councilor Mark Gundersen
 Councilor Russell Hubbard
 Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Suzanne Bishop, Library Director
 Tina Curry, Contracted Event Coordinator
 Jeremy Howell, Police Officer
 Dylan Gaston, Police Officer

Bryan Cutright, Police Officer
 Jamin Coy, Police Officer
 Kolten Edwards, Police Officer
 McKenzie McClure, Police Officer
 Adam Hartless, Police Officer
 Luke Marshall, Police Officer

OTHERS

Adam St. Pierre	Drew Layda
Nick Hellmich	Jenni Gilbert
Brady Preheim	Eddie Dunton
Steve Toschi	Jim Coleman

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

PLEDGE OF ALLEGIANCE

ST. HELENS POLICE ASSOCIATION PRESENTATION TO COUNCIL

Officer Bryan Cutright, resident and Vice President of the St. Helens Police Association (SHPA), reminded the Council that they were here in 2022 with their attorney pleading for the Council to prepare for the upcoming retirements. Council had promised two positions in 2022, one position in 2023, and one position in 2024. Since then, two officers have left and they have hired three. They should still hire three officers but were told they would not be filling the positions. It's already too late to begin the process to fill the vacancies that will be created with next year's retirements. The City desires 24-hour coverage but does not want to staff appropriately. A staffing study done in 2012 showed the need for 25 officers, not including supervisors, but they only have 13 officers now and three are in training. Officers work countless hours of overtime and are tired. The City adds housing, continues to host events expecting coverage, but does not properly staff the Police Department. Again, they need more officers.

Officer Jamin Coy addressed stats. Over the last two years, domestics have increased 7.8%; suicide threats have increased 16%; suicide attempts have increased 40%; juvenile problems have increased 77.3%, which may be associated with not having a school resource officer; unwanted calls have increased 10.4%; and alarm calls have increased 87.6%, which requires two officers. Most of their

shifts only have two officers on. If they're on one call that requires two officers, they may have to wait. Between 2021 and 2023, traffic stops reduced from 2,100 to 2,000 and 1,240 this year. That is a 38% decrease. Traffic stops are the number one sign of proactivity, whether they're issuing a citation or warning. He compared the data to Portland reports, which showed a decrease in traffic stops resulted in an increase of violent crime and traffic deaths. So far this year, they have worked 5,047 hours of overtime. There has only been one week the entire year that they didn't have to cover a shift. They already have people signed up for next month. Compared to other cities similar in size, they are in the middle for the number of officers they have. They have three trainees right now, but statistically one will not be successful, and there is a possibility of four or five retirements next year, which will move them to the lowest in the State. He likes overtime but is experiencing burnout. No days off for three weeks is too much. Officers have a low age expectancy for life. They need more officers.

Officer Kolten Edwards reported that Detective Matt Smith was planning to be here, but due to the reduction of detectives from two to one, he is attending to a priority call. Speaking as an employee and resident, he thanked Council for their dedication and willingness to listen. His daughter and wife are also here supporting him as they do every day. He aspires to become a detective and has assisted with cases that the Council has been made aware of through social media and department reports. Unfortunately, due to the staffing crisis he was not able to reach that goal. Once next year's retirements occur, there will not be enough officers to fill those shifts. He needs the Council's assistance to explain why help will not arrive when emergencies occur in the middle of the night. Council has known about the retirements since last year but has not created a plan. He made a promise to his family that he would come home safely every day. The job is becoming more dangerous and they need Council's help. Community members have continuously been coming to ask for more staffing and they're not doing it. The City approves growth but not increased police services to accommodate that growth. They are tired of working overtime to cover shifts, injuries, and training to be successful at their jobs. They are tired of asking for help and not getting it. He pleaded with the Council to give them more officers and enable them to be the best they can be.

Officer Dylan Gaston, former school resource officer, former detective, resident, and Vice President of the SHPA. Reported that SHPA has been trying to raise awareness about the staffing crisis since 2021, which resulted in the City cutting a position. Since then, the City has added a substantial number of apartments and events. It's not working to expect more service from fewer officers. They appreciate that a new police station is being built but it can't replace staffing. He had hoped that all SHPA members would be in attendance tonight, but some simply said, "they don't care and won't do anything." The mental health of working in a stressful environment for so many hours is real. City administration doesn't seem to see how bad it is. Do these concerns align with the City's goals? He wants the Council to be honest if they are not going to hire or plan to make further cuts. The officers and their families need to make decisions whether this is where they want to be.

Mayor Scholl said they need to look at this with management. He respects them and understands the burnout. Since he has been mayor, the police budget has increased from \$2.4 million with 16 officers to \$5.6 million now with 20 officers. Cutright pointed out that he is counting the chief, lieutenant, and sergeants, but they do not patrol the streets. Mayor Scholl responded that they used to patrol the streets. They all need to work together. They're hearing something different from SHPA than the chief and lieutenant.

Council President Chilton talked about reducing 24-hour coverage. Police are overworked and she wants to keep them safe. They have also lost \$1.4 million from the Cascades closure. Gaston agreed that may be a short-term option.

Councilor Gundersen reported that he is investigating a levy to increase officers in the May election.

Council expressed their appreciation of the officers and their work.

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

- ◆ Jenni Gilbert remarked on the Police Department and SHPA warning the Council about police staffing issues since 2021. Had the issue been taken care of sooner, they could have had officers on the road and kept the second detective. The City has increased apartment buildings and events yet neglects the public and officer safety. They are overworked and argued with when they ask for help. They must do better. Not all City departments are equal. Libraries are not essential but police staffing is essential. Thanked Council for their support of the new police station and encouraged them to staff the Police Department.
- ◆ Drew Layda understands the situation and appreciates hearing from the officers. Thanked Councilor Gundersen for leading the levy endeavor.
- ◆ Brady Preheim is opposed to the police station because of funding. It's illegal to put whatever they want on the utility bill and needs to be done through a levy. What the police station really needs is storage space for equipment and evidence. It's going to be a costly fight at the Land Use Board of Appeals (LUBA) over the proposed location. They need to use the added utility billing fee to immediately hire police.
- ◆ Jim Coleman remarked on the Big Halloween Parade and having a great time. The organizers informed him they are not doing it again due to lack of support from the City. They submitted their application but the police did not sign-off and were not involved. The Police Chief lied to them saying he didn't know there was going to be a parade, which is untrue. They don't need a police station, they need officers. The land deal for the dirt is a joke. The dirt is already there but they denied the sale. The City is broke and they're spending \$12 million on a new police station with not enough officers. Councilor Gundersen recently told people to come to meetings to address their concerns and not just complain on social media. The mayor attacks people who come here by threatening them with jail if he doesn't like what they are saying. That is why people don't come. They need to tell the mayor that behavior is not tolerated during meetings. Mayor Scholl informed Jim that was done during a public hearing when they were out of order.
- ◆ Nick Hellmich gave a shoutout to Contracted Event Coordinator Tina Curry for doing a great job with Spirit of Halloweentown.
- ◆ Steve Toschi appreciates Council President Chilton's comments about wanting to do things legally. However, the City is not getting correct answers to legal problems. There are serious management problems. He addressed budget concerns at a Budget Committee meeting in 2021, he ran on that and will run on that again. All the numbers in the budget are estimates and they are promising money they don't have. The mayor's statement that the budget doesn't lie is not true. He is requesting Mayor Scholl's resignation as a friend and citizen. The faster he gets out, the better they'll be. He is doing things up there that are shocking and against his nature. He suggests they start looking at building the police station in its current location. They are not going to win the appeal.
- ◆ Adam St. Pierre pointed out a local bond that was drastically defeated. A Council person in that city criticized citizens who voted against it, saying they needed to be re-educated. It's important to poll and talk to constituents about what they want. Police funding is huge. Not every department is equal and should be reflected in the budget.

- ◆ Adam Hartless, St. Helens Police Officer and resident, thanked everyone for covering for him while he's out of town. He moved to St. Helens for the 24-hour coverage, which was not available in other areas of the county. He doesn't think that anyone wants to go to less than 24-hour coverage but it's a concern and has been discussed. The burnout is real. Officers sometimes work 60 hours a week. Population and the level of calls is increasing. Having worked in other jurisdictions, St. Helens has some of the best officers and the best level of service. They need to take the upcoming retirements seriously. The burnout and wanting to be with families will make people leave.

ORDINANCES – Final Reading

1. **Ordinance No. 3297:** An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from Light Industrial (LI) Designation to the General Commercial (GC) Designation and the Zoning District Map from the Light Industrial (LI) Zone to the General Commercial (GC) Zone

Mayor Scholl read Ordinance No. 3297 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Mayor Scholl to adopt Ordinance No. 3297.

Discussion. Councilor Hubbard is voting no because the facts, including traffic studies and employment, did not match what was presented. They said they'll never sell it but that can change. He also did not see a plan of what they're going to do.

Vote: Yea: Mayor Scholl, Councilor Sundeen; Nay: Councilor Hubbard; Abstaining: Council President Chilton, Councilor Gundersen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

2. Appeal AP.2.23 Findings of Fact and Conclusions of Law for New Police Station

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '2' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen; Abstaining: Councilor Hubbard

CONSENT AGENDA FOR APPROVAL

3. City Council Work Session, Public Hearings, and Regular Session Minutes dated October 18, 2023
4. OLCC Licenses
5. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Council President Chilton to approve '3' through '5' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

Toy N Joy Auction Request

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton to donate two \$100 gift certificates to the Toy N Joy Auction. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

COUNCIL MEMBER REPORTS

Council President Chilton reported...

- Met with Communications to talk about videos sharing information and educating the public.
- Honored to participate in the Veterans Day ceremony with her daughter. The new veterans' plaques are almost done and look nice.

- The attack on the police chief identifying a problem with the parade permit process was wrong. This is a big parade that is more than the City should take on. They don't have the police to manage what they already have.
- When they discussed the levy at the Budget Committee meeting, they didn't say they would bring a levy, they said they would investigate it. Councilor Gundersen is doing that now.
- Utility bill fees are not illegal. Cities do it all the time. Oregon is one of the most under taxed states.

Councilor Sundeen reported...

- He recognized the high school students in attendance.
- Thanked the officers for being here. He wishes they could do more. He is happy to share ideas with them any time.
- Thanked Officer Edwards for his five years of service with the City.
- Acknowledged the passing of Columbia City Mayor Sue Ziglinski. He did not know her well, but was impressed with her style, spunk, and love for her community.
- Unfortunately, the grant for the Warrior Rock lighthouse replica was not funded. That project is on hold for a while.
- It was a great Veterans Day program on Saturday. Thank you to the veterans for their service.
- Successful work party at Nob Hill Nature Park.
- Parks & Trails Commission met on Monday. They have been reviewing park fees and special use permits. Recommendations for consistency:
 - Change verbiage in SHMC Section 8.08.060 from \$1 million to \$2 million.
 - Remove the verbiage referring to dogs being licensed at City Hall in SHMC Section 8.08.130(4). Dogs are no longer licensed at City Hall.

Councilor Gundersen reported...

- Planning Commission met on Tuesday.
 - He encouraged Council to continue the joint meetings with the Planning Commission. The next one is December 13.
 - Commissioner Carlson has noticed a lot of new plants and trees that are not being watered in the summer and are dying.
- Thanked Officer Edwards for his service.

Councilor Hubbard reported...

- Attended his first Library Board meeting on Monday. They are very energetic about their programs.

MAYOR SCHOLL REPORTS

- Condolences to the family of Columbia City Mayor Sue Ziglinski. He enjoyed her sparkling and sassy attitude.
- Encouraged the Council to correct public testimony when they hear things that are not true. He would never have someone arrested for public comment. There was an incident at a public hearing with the applicant's rebuttal being interrupted. He warned the person multiple times that they would be trespassed and removed. He does not appreciate Jim Coleman saying that. He is getting his information from Steve Toschi, who wants to be mayor.
- He wants to help people and move projects along. There are no hidden agendas. They try to make the best decision with the information in front of them. They do their best to be fiscally responsible. They need to sit down collectively to figure it out. It needs to be on every agenda until they figure it out.

- The proposed police station location has never flooded. There used to be four houses there. It's out of the 100-year floodplain. He is tired of people pushing half-truths and lies. He is always available for an in-person conversation but will not respond on social media.
- Looking forward to:
 - The possibility of new industry
 - Waterfront redevelopment and investment
 - New Sewer Master Plan and a plan to improve sewer capacity
- Every dollar is budgeted and audits occur every year. The city has predominantly been a wood industry mill town, which has caused them to be where they're at now. Cascade Tissue leaving is a \$1.4 million loss.

OTHER BUSINESS**ADJOURN – 8: 17 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens
Consent Agenda for Approval

ANIMAL FACILITIES

The following facilities have been inspected by City of St. Helens Police Department and are recommended for approval of an Animal Facility License:

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
Columbia Humane Society	2084 Oregon Street	Multiple Dogs

**ST. HELENS POLICE DEPARTMENT**

150 S. 13th Street, St. Helens Oregon 97051
Office (503)397-3333 FAX (503)397-0619

CITY OF ST. HELENS

Brian Greenway
Chief of Police

On Monday November 20th at approximately 10:00am, I met with Lisa Beggio at the Columbia County Humane Society, St Helens OR 97051 to conduct a prescheduled Animal Facility License inspection. This inspection is to ensure the premise is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance information from Hagan Hamilton Insurance . Attached with the application was also the Oregon Department of Agriculture Business license #

I walked into the Humane society and was greeted by Lisa. I noticed that the facility is an animal rescue entity that houses a variety of animals that are brought for various reasons such as loose found dogs, abandoned dogs, animals put up for adoption, various cats and other animals. Lisa explained that the renewal for the license is to continue serving the citizens of Columbia County with animal services and rescue pets.

The shelter was spacious with kennels for over 20 kennels that house dogs and over 20 kennels that house cat rescues. There were outdoor kennels where dogs are placed during the daytime and there were also indoor kennels. There is a dog run adjacent to the shelter where staff take dogs to run around and allow them to play with other animals. All fences, gates, kennels appeared in good shape with no spaces for animals to escape. Staff are trained in dealing with animals and are trained to deal with any issue that may arise.

Lisa gave me a tour of the facility and showed me the kennels, the wash stations, the food pantry, the cat location, and all the needs that animals need. The facility was a comfortable temperature and Lisa explained to me that all the animals at the shelter are fed twice a day and have plenty of water in their kennels. All the food in the food pantry was stored in sealed containers to prevent vermin infestation. All the animals have bedding where they are able to sleep and rest.

The staff take care of basic needs of the dogs and go to the Columbia Vet on 150 M 15th st for any medical needs for the animals.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding the Columbia County Humane Society. In my opinion, I think The Humane Society should be granted the Animal Facility License.

Code Enforcement Officer

Everardo Medina

City of St. Helens

265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee

Item #20.

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: <u>Columbia Humane Society</u>			Name: <u>Lisa Baggio</u>	
Mailing address: <u>Box 845</u>			Mailing address: <u>Box 845</u>	
City/State/Zip: <u>St. Helens, Oregon, 97051</u>			City/State/Zip: <u>St. Helens, Oregon, 97051</u>	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1.				
2.				
3.	<u>Multiple Animals</u>			
4.				
5.				
6.				
Veterinarian Information				
Name: <u>Columbia Vet</u>			Phone: <u>503-397-1928</u>	
Address: <u>150 N 15th St</u>			City/State/Zip: <u>St. Helens, OR 97051</u>	
Liability Insurance Information				
Agent's Name:			Phone:	
Insurance Comp:			Policy No.:	
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

AUTHORIZATION

I, Lisa Baggio, understand that I am applying for an animal facility license to keep the above listed animal(s) at 2004 Oregon St. St. Helens, OR, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Applicant Signature

Date Signed

11-8-2023

FOR OFFICE USE ONLY

Date received: <u>11/8/23</u>	Officer assigned: <u>LOE Everardo Medina</u>	Date forwarded to City Recorder: <u>11/30/23</u>
Received by: <u>Lisa</u>	Date/Time of inspection: <u>11/20/23, 10am</u>	Council meeting date: <u>12/20/23</u>
Receipt No.: <u>PKLMYGTJFVF</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>11/8/23</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>Lisa</u>		Expiration date:



St. Helens, OR

Expense Approval Register

Item #21.

Packet: APPKT00882 - AP 12.8.23

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
PAMPLIN MEDIA GROUP	11.30.23	12/01/2023	ONE YEAR PRINT+DIGITAL	100-715-52019	72.00
CARDINAL SERVICES INC	1230603	12/01/2023	TEMPORARY EMPLOYMENT	100-706-52023	360.76
CARDINAL SERVICES INC	1230603	12/01/2023	TEMPORARY EMPLOYMENT	100-709-52023	325.85
LEAGUE OF OREGON CITIES	R21413	12/01/2023	LOC CONFERENCE- M GUND...	100-703-52018	620.00
ABC TRANSCRIPTION SERVI...	STH1123015	12/01/2023	TRANSCRIPTION SERVICE ST...	100-702-52019	340.20
WILCOX	0834497-IN	12/05/2023	FUEL PARKS DEPT	100-708-52022	773.33
ERSKINE LAW PRACTICE LLC	12.1.2023	12/05/2023	11/1/2023-11/30/2023	100-704-52019	5,700.17
HUDSON GARBAGE SERVICE	13657212S046	12/05/2023	1554- TRASH PUBLIC LIBRARY	100-706-52003	93.52
HUDSON GARBAGE SERVICE	13657413S046	12/05/2023	2046-1287547 - POLICE GAR...	100-705-52023	125.14
HUDSON GARBAGE SERVICE	13657415S046	12/05/2023	7598- TRASH MCCORMICK A...	100-708-52023	1,028.01
HUDSON GARBAGE SERVICE	13657416S046	12/05/2023	7601-TRASH PUBLIC CANS PL...	100-715-52023	132.48
HUDSON GARBAGE SERVICE	13657417S046	12/05/2023	7636- TRASH COL VIEW PARK...	100-708-52023	214.34
HUDSON GARBAGE SERVICE	13657831S046	12/05/2023	7056- TRASH REC CENTER O...	100-709-52023	34.37
SOUTH COLUMBIA COUNTY ...	465	12/05/2023	PLATINUM MEMBERSHIP LE...	100-703-52013	1,000.00
METRO PLANNING INC	6058	12/05/2023	WEB GIS	100-710-52001	62.50
EATONS TIRE AND AUTO REP...	83793	12/05/2023	FIX TRACTIONN CONTROL & ...	100-705-52098	585.40
MOLLY MATCHAK	03	12/07/2023	JANITORIAL SERVICES	100-705-52023	1,470.00
MOLLY MATCHAK	03	12/07/2023	JANITORIAL SERVICES	100-715-52023	1,455.39
COMCAST	11.21.23	12/07/2023	COMCAST CABLE 877810899...	100-712-52003	1,977.11
DAHLGREN'S DO IT BEST BUI...	11.28.23	12/07/2023	BUILDING SUPPLIES ACCT 10...	100-706-52023	8.28
DAHLGREN'S DO IT BEST BUI...	11.28.23	12/07/2023	BUILDING SUPPLIES ACCT 10...	100-708-52023	222.46
ACE HARDWARE - ST. HELENS	11.30.23 60176	12/07/2023	MATERIALS ACE ACCT 60176 ...	100-709-52023	36.46
ACE HARDWARE - ST. HELENS	11.30.23 60180	12/07/2023	MATERIALS ACE ACCT 60180	100-706-52023	9.18
JENNIFER DIMSHO	12.1.23	12/07/2023	2023 LEGAL ISSUES WORKS...	100-710-52018	76.15
LUCY HEIL ATTORNEY AT LAW	12.6.23	12/07/2023	LEGAL SERVICES	100-704-52019	2,500.00
CARDINAL SERVICES INC	1230948	12/07/2023	TEMPORARY EMPLOYMENT ...	100-706-52023	558.60
CARDINAL SERVICES INC	1230948	12/07/2023	TEMPORARY EMPLOYMENT ...	100-708-52023	104.74
CARDINAL SERVICES INC	1230948	12/07/2023	TEMPORARY EMPLOYMENT ...	100-709-52023	186.20
CARDINAL SERVICES INC	1231253	12/07/2023	TEMPORARY EMPLOYMENT	100-706-52023	791.35
CARDINAL SERVICES INC	1231253	12/07/2023	TEMPORARY EMPLOYMENT	100-708-52023	81.47
CARDINAL SERVICES INC	1231253	12/07/2023	TEMPORARY EMPLOYMENT	100-709-52023	128.01
STAPLES BUSINESS CREDIT	1652466949	12/07/2023	OFFICE SUPPLES	100-704-52001	33.25
STAPLES BUSINESS CREDIT	1652466949	12/07/2023	OFFICE SUPPLES	100-704-52001	30.31
STAPLES BUSINESS CREDIT	1652466949	12/07/2023	OFFICE SUPPLES	100-707-52001	93.21
STAPLES BUSINESS CREDIT	1652466949	12/07/2023	OFFICE SUPPLES	100-712-52001	106.46
STAPLES BUSINESS CREDIT	1652466949	12/07/2023	OFFICE SUPPLES	100-715-52001	368.58
STAPLES BUSINESS CREDIT	1652466949	12/07/2023	OFFICE SUPPLES	100-715-52001	258.85
STEVEN R SCHARFSTEIN	18	12/07/2023	COURT ATTORNEY FEES	100-704-52019	325.00
STEVEN R SCHARFSTEIN	19	12/07/2023	COURT ATTORNEY FEES	100-704-52019	125.00
COLUMBIA COUNTY COMM. ...	202310CSH	12/07/2023	WORK CREW	100-708-52019	1,500.00
CHAVES CONSULTING INC	213097	12/07/2023	MONTHLY USER FEE PER USE...	100-702-52019	185.10
NET ASSETS	95-202311	12/07/2023	ESCROW TITLE SERVICES	100-707-52019	137.00
OREGON PATROL SERVICE	9649	12/07/2023	COURT SERVICES	100-704-52019	1,216.00
GOVERNMENT ETHICS COM...	AIE18722	12/07/2023	ANNUAL BILLING	100-703-52018	1,323.95
METRO PRESORT	IN661094	12/07/2023	UB BILL PRINTING	100-707-52008	668.39
VERIZON	9949805584	12/08/2023	CRYSTAL KING	100-701-52010	46.38
VERIZON	9949805584	12/08/2023	Hot Spot	100-701-52010	47.07
VERIZON	9949805584	12/08/2023	John Walsh	100-701-52010	40.81
VERIZON	9949805584	12/08/2023	MAYOR SCHOLL IPAD	100-703-52001	40.81
VERIZON	9949805584	12/08/2023	PD JETPACK2	100-705-52010	40.81
VERIZON	9949805584	12/08/2023	PD JETPACK1	100-705-52010	40.81
VERIZON	9949805584	12/08/2023	SUZANNE BISHOP	100-706-52003	41.28
VERIZON	9949805584	12/08/2023	Gloria Butsch	100-707-52001	41.28

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9949805584	12/08/2023	CAMERON PAGE	100-708-52010	41.28
VERIZON	9949805584	12/08/2023	TORY SHELBY	100-708-52010	41.28
VERIZON	9949805584	12/08/2023	REC PHONE	100-709-52010	42.14
VERIZON	9949805584	12/08/2023	RECREATION CENTER	100-709-52010	41.28
VERIZON	9949805584	12/08/2023	RECREATION CENTER	100-709-52010	40.81
VERIZON	9949805584	12/08/2023	MIKE DEROIA	100-711-52010	46.38
VERIZON	9949805584	12/08/2023	CONSTRUCTION INSPECTOR	100-711-52010	40.81
VERIZON	9949805584	12/08/2023	BUILDING DEPT IPAD	100-711-52010	40.81
VERIZON	9949805584	12/08/2023	MATT FUNK	100-712-52010	46.38
VERIZON	9949805584	12/08/2023	DARIN COX	100-712-52010	46.38
ENTERPRISE FM TRUST	FBN4909859	12/08/2023	POLICE LEASE 589848	100-705-52097	9,397.40
ENTERPRISE FM TRUST	FBN4909859	12/08/2023	POLICE MAINTENANCE 5898...	100-705-52098	22,819.68
ENTERPRISE FM TRUST	FBN4909859	12/08/2023	RECREATION 615851	100-709-52097	532.97
ENTERPRISE FM TRUST	FBN4909859	12/08/2023	PLANNING 615853	100-710-52097	451.21
ENTERPRISE FM TRUST	FBN4909859	12/08/2023	CITY HALL ADMIN 615852	100-715-52097	7.00
ENTERPRISE FM TRUST	FBN4917511	12/08/2023	596107 BUILDING	100-711-52097	522.55
Fund 100 - GENERAL FUND Total:					61,942.18

Fund: 201 - VISITOR TOURISM

HUDSON GARBAGE SERVICE	13657412S046	12/05/2023	TRASH 2046-71880036	201-000-52028	241.60
HUDSON GARBAGE SERVICE	13657934S046	12/05/2023	TRASH 2046-71880036	201-000-52028	81.52
DAHLGREN'S DO IT BEST BUI...	11.28.23	12/07/2023	BUILDING SUPPLIES ACCT 10...	201-000-52028	90.09
MASONIC BUILDING LLC	12.6.23	12/07/2023	YEARLY PARKING LOT LEASE	201-000-52028	844.27
Fund 201 - VISITOR TOURISM Total:					1,257.48

Fund: 202 - COMMUNITY DEVELOPMENT

CBRE INC-VALUATION AND ...	105719-1-23	12/07/2023	APPRAISAL REPORT-MILLARD...	202-721-52019	4,000.00
MAYER REED INC	14742	12/07/2023	ST HELENS RIVERWALK	202-723-52055	11,403.25
Fund 202 - COMMUNITY DEVELOPMENT Total:					15,403.25

Fund: 203 - COMMUNITY ENHANCEMENT

CARDINAL SERVICES INC	1230603	12/01/2023	TEMPORARY EMPLOYMENT	203-709-52028	975.21
CARDINAL SERVICES INC	1230902	12/01/2023	TEMPORARY EMPLOYMENT	203-709-52028	750.96
DRAKES TOWING AND RECO...	10.11.23	12/05/2023	CODE ENFORCEMENT PS29F...	203-705-52028	700.00
CARDINAL SERVICES INC	1231253	12/07/2023	TEMPORARY EMPLOYMENT	203-709-52028	865.70
OM STONE	324805	12/07/2023	VETERANS MEMORIAL	203-708-52040	3,220.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					6,511.87

Fund: 205 - STREETS

ACE HARDWARE - ST. HELENS	11.30.23 60181	12/07/2023	ACE MATERIALS ACCT 60181	205-000-52001	99.99
ACE HARDWARE - ST. HELENS	111.30.23 6079	12/07/2023	60179 ACE ACCT MATERIALS	205-000-52001	4.96
Fund 205 - STREETS Total:					104.95

Fund: 601 - WATER

CITY OF COLUMBIA CITY	11.26.23	12/07/2023	001754-001	601-732-52003	87.48
ACE HARDWARE - ST. HELENS	11.30.23 60180	12/07/2023	MATERIALS ACE ACCT 60180	601-732-52001	88.00
ACE HARDWARE - ST. HELENS	11.30.23 60181	12/07/2023	ACE MATERIALS ACCT 60181	601-731-52001	28.85
LAWRENCE OIL COMPANY	CFSI-17792	12/07/2023	247752 WATER	601-732-52022	67.24
VERIZON	9949805584	12/08/2023	WFF CREW	601-732-52010	69.35
Fund 601 - WATER Total:					340.92

Fund: 603 - SEWER

CARDINAL SERVICES INC	1230603	12/01/2023	TEMPORARY EMPLOYMENT	603-736-52023	69.83
COLUMBIA RIVER PUD	12.04.23 38633	12/05/2023	38633 594 S 9 ST POWER	603-737-52003	9,392.10
HUDSON GARBAGE SERVICE	13657300S046	12/05/2023	8333- TRASH WWTP 451 PL...	603-736-52023	150.51
HUDSON GARBAGE SERVICE	13657300S046	12/05/2023	8333- TRASH WWTP 451 PL...	603-737-52023	150.50
DAHLGREN'S DO IT BEST BUI...	11.28.23	12/07/2023	BUILDING SUPPLIES ACCT 10...	603-736-52023	28.15
ACE HARDWARE - ST. HELENS	11.30.23 60180	12/07/2023	MATERIALS ACE ACCT 60180	603-735-52001	14.69
ACE HARDWARE - ST. HELENS	11.30.23 60180	12/07/2023	MATERIALS ACE ACCT 60180	603-736-52001	41.90
CARDINAL SERVICES INC	1230948	12/07/2023	TEMPORARY EMPLOYMENT ...	603-736-52023	128.01
CARDINAL SERVICES INC	1231253	12/07/2023	TEMPORARY EMPLOYMENT	603-736-52023	139.65
VERIZON	9949805584	12/08/2023	AARON KUNDERS	603-736-52010	13.76
VERIZON	9949805584	12/08/2023	SAM ORTIZ	603-736-52010	13.75
VERIZON	9949805584	12/08/2023	STEWART HARTLEY	603-736-52010	13.75

Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9949805584	12/08/2023	AARON KUNDERS	603-737-52010	13.75
VERIZON	9949805584	12/08/2023	STEWART HARTLEY	603-737-52010	13.76
VERIZON	9949805584	12/08/2023	SAM ORTIZ	603-737-52010	13.78
VERIZON	9949805584	12/08/2023	AARON KUNDERS	603-738-52010	13.77
VERIZON	9949805584	12/08/2023	STEWART HARTLEY	603-738-52010	13.77
VERIZON	9949805584	12/08/2023	SAM ORTIZ	603-738-52010	13.75

Fund 603 - SEWER Total: 10,239.18

Fund: 703 - PW OPERATIONS

SUNSET AUTO PARTS INC - N...	11.30.23	12/01/2023	AUTO PARTS ACCT 6355	703-739-52099	549.62
KINNEAR SPECIALTIES INC	5034220	12/01/2023	PARTS	703-739-52099	7.98
HUDSON GARBAGE SERVICE	13657414S046	12/05/2023	7555- TRASH PW 984 OR ST	703-734-52023	101.28
METRO PLANNING INC	6058	12/05/2023	WEB GIS	703-733-52019	87.50
KIMBALL MIDWEST	101694444	12/07/2023	AUTO PARTS	703-739-52099	512.62
ACE HARDWARE - ST. HELENS	11.30.23 60181	12/07/2023	ACE MATERIALS ACCT 60181	703-739-52001	52.83
COLUMBIA COUNTY COMM. ...	202310CSH	12/07/2023	WORK CREW	703-734-52019	750.00
LES SCHWAB TIRE CENTER	22900583755	12/07/2023	FLAT REPAIR	703-739-52099	53.28
CARQUEST AUTO PARTS STO...	30-NOV-23	12/07/2023	AUTO PARTS ACCOUNT 3157...	703-739-52099	100.72
LAWRENCE OIL COMPANY	CFSI-17792	12/07/2023	247748 PUBLIC WORKS	703-734-52022	1,463.66
LAWRENCE OIL COMPANY	CFSI-17792	12/07/2023	247750 PUBLIC WORKS	703-734-52022	237.63
VERIZON	9949805584	12/08/2023	Engineering I Phone	703-733-52010	41.28
VERIZON	9949805584	12/08/2023	SHARON DARROUX	703-733-52010	74.46
VERIZON	9949805584	12/08/2023	TIM UNDERWOOD	703-733-52010	41.28
VERIZON	9949805584	12/08/2023	DAVE ELDER	703-734-52010	41.28
VERIZON	9949805584	12/08/2023	JULIAN ZIRKLE	703-734-52010	41.28
VERIZON	9949805584	12/08/2023	SCOTT HARRINGTON	703-734-52010	23.81
VERIZON	9949805584	12/08/2023	MOUHAMAD ZAHER	703-734-52010	61.10
VERIZON	9949805584	12/08/2023	PW SPARE 3	703-734-52010	40.81
VERIZON	9949805584	12/08/2023	PW SPARE	703-734-52010	40.81
VERIZON	9949805584	12/08/2023	ALEX BIRD	703-734-52010	41.28
VERIZON	9949805584	12/08/2023	PW Utility 1	703-734-52010	40.81
VERIZON	9949805584	12/08/2023	PW Utility 2	703-734-52010	40.81
VERIZON	9949805584	12/08/2023	PW Utility 3	703-734-52010	40.81
VERIZON	9949805584	12/08/2023	credit	703-734-52010	-0.91
VERIZON	9949805584	12/08/2023	ETHAN STERLING	703-734-52010	41.28
VERIZON	9949805584	12/08/2023	BRETT LONG	703-734-52010	41.28
VERIZON	9949805584	12/08/2023	PW SPARE 4	703-734-52010	40.81
VERIZON	9949805584	12/08/2023	BUCK TUPPER	703-734-52010	41.28
VERIZON	9949805584	12/08/2023	RYAN POWERS	703-734-52010	41.28
VERIZON	9949805584	12/08/2023	SCOTT WILLIAMS	703-734-52010	41.28
VERIZON	9949805584	12/08/2023	ROGER STAUFFER	703-734-52010	41.28
VERIZON	9949805584	12/08/2023	Alex Bird	703-734-52010	40.81
VERIZON	9949805584	12/08/2023	CURT LEMONT	703-734-52010	23.81
VERIZON	9949805584	12/08/2023	PW SPARE2	703-734-52010	40.81
ENTERPRISE FM TRUST	FBN4903056	12/08/2023	ENTERPRISE FLEET LEASE & ...	703-734-52097	85.96
ENTERPRISE FM TRUST	FBN4909859	12/08/2023	ENGINEERING 619034	703-733-52097	591.08

Fund 703 - PW OPERATIONS Total: 5,556.99

Fund: 706 - PUBLIC SAFETY

U.S BANK	7134156	12/05/2023	TRUSTEE FEE 239773000	706-000-55003	850.00
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Fund 706 - PUBLIC SAFETY Total: 850.00

Grand Total: 102,206.82

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	61,942.18
201 - VISITOR TOURISM	1,257.48
202 - COMMUNITY DEVELOPMENT	15,403.25
203 - COMMUNITY ENHANCEMENT	6,511.87
205 - STREETS	104.95
601 - WATER	340.92
603 - SEWER	10,239.18
703 - PW OPERATIONS	5,556.99
706 - PUBLIC SAFETY	850.00
Grand Total:	102,206.82

Account Summary

Account Number	Account Name	Expense Amount
100-701-52010	Telephone	134.26
100-702-52019	Professional Services	525.30
100-703-52001	Operating Supplies	40.81
100-703-52013	Membership	1,000.00
100-703-52018	Professional Developme...	1,943.95
100-704-52001	Operating Supplies	63.56
100-704-52019	Professional Services	9,866.17
100-705-52010	Telephone	81.62
100-705-52023	Facility Maintenance	1,595.14
100-705-52097	Enterprise Fleet	9,397.40
100-705-52098	Enterprise Fleet Mainte...	23,405.08
100-706-52003	Utilities	134.80
100-706-52023	Facility Maintenance	1,728.17
100-707-52001	Operating Supplies	134.49
100-707-52008	Printing	668.39
100-707-52019	Professional Services	137.00
100-708-52010	Telephone	82.56
100-708-52019	Professional Services	1,500.00
100-708-52022	Fuel	773.33
100-708-52023	Facility Maintenance	1,651.02
100-709-52010	Telephone	124.23
100-709-52023	Facility Maintenance	710.89
100-709-52097	Enterprise Fleet	532.97
100-710-52001	Operating Supplies	62.50
100-710-52018	Professional Developme...	76.15
100-710-52097	Enterprise Fleet	451.21
100-711-52010	Telephone	128.00
100-711-52097	Enterprise Fleet	522.55
100-712-52001	Operating Supplies	106.46
100-712-52003	Utilities	1,977.11
100-712-52010	Telephone	92.76
100-715-52001	Operating Supplies	627.43
100-715-52019	Professional Services	72.00
100-715-52023	Facility Maintenance	1,587.87
100-715-52097	Enterprise Fleet	7.00
201-000-52028	Projects & Programs	1,257.48
202-721-52019	Professional Services	4,000.00
202-723-52055	Riverwalk Project	11,403.25
203-705-52028	Projects & Programs	700.00
203-708-52040	Veteran's Memorial	3,220.00
203-709-52028	Projects & Programs	2,591.87
205-000-52001	Operating Supplies	104.95
601-731-52001	Operating Supplies	28.85
601-732-52001	Operating Supplies	88.00
601-732-52003	Utilities	87.48
601-732-52010	Telephone	69.35

Account Summary

Account Number	Account Name	Expense Amount
601-732-52022	Fuel	67.24
603-735-52001	Operating Supplies	14.69
603-736-52001	Operating Supplies	41.90
603-736-52010	Telephone	41.26
603-736-52023	Facility Maintenance	516.15
603-737-52003	Utilities	9,392.10
603-737-52010	Telephone	41.29
603-737-52023	Facility Maintenance	150.50
603-738-52010	Telephone	41.29
703-733-52010	Telephone	157.02
703-733-52019	Professional Services	87.50
703-733-52097	Enterprise Fleet	591.08
703-734-52010	Telephone	805.81
703-734-52019	Professional Services	750.00
703-734-52022	Fuel	1,701.29
703-734-52023	Facility Maintenance	101.28
703-734-52097	Enterprise Fleet	85.96
703-739-52001	Operating Supplies	52.83
703-739-52099	Equipment Operations	1,224.22
706-000-55003	Trustee Fee	850.00
	Grand Total:	102,206.82

Project Account Summary

Project Account Key	Expense Amount
None	102,206.82
Grand Total:	102,206.82