



# COUNCIL REGULAR SESSION

Wednesday, March 03, 2021 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

<https://zoom.us/j/92609141779?pwd=eFJZWmhGZjY5eGo3NkloWnFqWUI5Zz09>  
Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
Email | [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us)  
Phone | 503-397-6272  
Fax | 503-397-4016

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

1. Deliberate and Appoint Budget Committee Member

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

2. Agreement with Mayer/Reed, Inc. for Design, Construction, and Permits for the Riverwalk Project
3. Agreement with Otak for Design, Construction, and Permits for S. 1st and Strand Streets Road and Utility Extensions Project
4. Contract Payments

### CONSENT AGENDA FOR ACCEPTANCE

5. Planning Commission Minutes dated January 12, 2021

### CONSENT AGENDA FOR APPROVAL

6. Council Work Session, Executive Session, and Regular Session Minutes dated March 3, 2021
7. Animal Facility Licenses
8. OLCC Licenses
9. Communications Support Specialist Job Description
10. Declare Surplus Property - McCormick Park Playground Equipment
11. Accounts Payable Bill Lists

### WORK SESSION ACTION ITEMS

### MAYOR SCHOLL REPORTS

### COUNCIL MEMBER REPORTS

### OTHER BUSINESS

**ADJOURN****VIRTUAL MEETING DETAILS****Join Zoom Meeting:**

<https://zoom.us/j/92609141779?pwd=eFJZWmhGZjY5eGo3NkloWnFqWUI5Zz09>

**Meeting ID:** 926 0914 1779

**Passcode:** 8675309

**Dial:** 1 253 215 8782

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

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

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

# APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #1.

City Council Meeting ~ March 3, 2021

## Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application</u>	<u>Referred by Email</u>
		<u>Received</u>	<u>To Committee(s)</u>
• Joshua Hughes	Arts & Cultural Commission	7/30/19	8/4/19
• Andrea Luttrell	Arts & Cultural Commission	9/27/19	9/30/19
• Chris Warr-King	Arts Comm. & Planning Comm.	2/18/20	2/18/20
• Dana Lathrope	Arts, Parks & Trails, Planning	2/18/20	2/18/20
• Mark Gundersen	Budget Committee	12/10/20	HOLDING
• Trina McKinney	Budget Committee	12/29/20	HOLDING
• Virginia Carlson	Budget Comm. & Parks & Trails	12/31/20	HOLDING
• Jeff Grundy	Budget Committee	2/19/21	HOLDING

## Arts & Cultural Commission (3-year terms)

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

**Status:** Currently, the Commission is on hiatus.

**Next Meeting:** TBD

**Recommendation:** None at this time.

## Budget Committee (3-year terms)

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

**Status:** We sent out a press release and published a display ad to solicit interest in being on the Committee. The deadline to apply is February 19, 2021. We have received four applications. The Council is going to interview them on March 3 at 6:15 p.m.

**Next Meeting:** April 13, 2021

**Recommendation:** Deliberate and appoint new member to Budget Committee at March 3 Regular Session.

## Library Board (4-year terms)

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

**Status:** Currently, there are three vacancies. A second press release was sent out with a deadline of February 26. We have not received any applications.

**Next Meeting:** March 8, 2021

**Recommendation:** None at this time.

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

- Walter Fowler resigned. His term expires 12/31/2022.

**Status:** A press release was sent out on February 23 with a March 16 deadline.

**Next Meeting:** March 8, 2021

**Recommendation:** None at this time.

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

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

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

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Mayer/Reed, Inc.** (“Contractor”).

**RECITALS**

**A.** The City is in need of consulting services 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 Amphitheater, and Contractor is qualified and prepared to provide such services.

**B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

**AGREEMENT**

**1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to Riverwalk Project Phase I and Phase II and the Columbia View Park Amphitheater, and Contractor accepts such engagement. The principal contact for Contractor shall be Shannon Simms: phone (971) 255-4446 and email ssimms@mayerreed.com.

**2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference. This Scope of Work includes Work Order #1 which is described in further detail in Attachment A. Future Work Order(s) is/are expected to complete the remainder of the Scope of Work.

**3. Term.** Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on March 1, 2024. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

**4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment C. Future Work Order(s) is/are expected to complete the remainder of the Scope of Work. Invoicing terms are included in Attachment A.

**5. Payment.**

**5.1** The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer

expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Reimbursement of mileage shall be at the rate established by the Internal Revenue Service. Contractor's cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

**5.2** Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

**5.3** The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

**5.4** Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

**5.5** Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

**6. Document Ownership.** Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. This does not prohibit contractor use for promotional or marketing use of work produced. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

**7. Notices.** All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

**CITY:** City of St. Helens  
Attn: City Administrator  
265 Strand Street  
St. Helens, OR 97051

**CONTRACTOR:**

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

**8. Standard of Care.** Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

**9. Consequential Damages.** Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

**10. Insurance.**

**10.1** At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

**10.2** All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

**10.3** Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

**10.4** At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

**10.5** The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

**11. Termination.** Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

**12. No Third-Party Rights.** This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

**13. Modification.** Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

**14. Waiver.** A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

**15. Indemnification.** Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

**16. Governing Laws.** This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

**17. Compliance with Law.**

**17.1** Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

**17.2** Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

**17.3** Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

**17.4** Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

**17.5** Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. \_\_\_\_\_]

**18. Confidentiality.** Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

**19. Publicity.** Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

**20. Succession.** This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

**21. Assignment.** This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

**22. Default.**

**22.1** A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

**22.2** Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

**22.3** Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

**22.4** If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

**23. Attorney Fees.** If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

**24. Inspection and Audit by the City.**

**24.1** Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

**24.2** The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

**24.3** This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**25. Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

**26. Severance.** If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

**IN WITNESS WHEREOF**, the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

**CITY:**

**CITY OF ST. HELENS**

Council Meeting Date: March 3, 2021

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

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

**CONTRACTOR:**

**Mayer/Reed, Inc.**

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

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

**ATTACHMENT A**  
**Scope of Work**

February 24, 2021

St Helens Riverwalk

Ms. Jennifer Dimsho and Mr. John Walsh  
City of St. Helens  
265 Strand Street  
St. Helens, Oregon  
97051

Re: St. Helens Riverwalk Work Order 1

Dear Jennifer and John:

Thank you for the opportunity to work with the City of St. Helens. Our team is very excited to have been selected for the Riverwalk project and to help realize the vision of a new and accessible waterfront for the community. Per our scoping discussions in January and February 2021, we understand the need to first develop design alternatives for the Riverwalk Phase I, Amphitheater Stage, and Riverwalk Phase II, so that a preferred design concept may be selected by the City of St. Helens. These design services will be categorized under Work Order 1. After completion of the services in Work Order 1, we understand that our team will refine a scope of work for the remaining phases of design as part of a separate work order.

Mayer/Reed is submitting a scope, fee and schedule for the Work Order 1 tasks, which includes:

- Project kick-off Workshop
- Preliminary public involvement, including one (1) public event
- Technical investigation
- Permitting strategy session
- Riverwalk programming alternatives, including Riverwalk Phase I & II
- Columbia View Park Design Alternatives, including Riverwalk Phase I & Amphitheater Stage

Please see the attached scope of work and fee proposal, which include a detailed list of tasks along with assumptions and exclusions. The estimated fee for Work Order 1 is \$162,834 including project expenses. Design fees are lump sum and shall be billed monthly on a percent complete, per task basis.

Please let us know if this proposal meets your approval. If you have any questions, please don't hesitate to contact me.

Sincerely,

Mayer/Reed, Inc.



Jeramie Shane  
Principal and Landscape Architect

2/22/21

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## St. Helens Riverwalk Work Order 1 Scope of Work Description

This scope of work consists of the technical investigation, preliminary public and stakeholder engagement, design alternative development and interpretive plan for the St. Helens Riverwalk. This scope of services is intended to conclude in a preferred design alternative for the Riverwalk Phase I, Riverwalk Phase II, and Amphitheater Stage, which will be documented further in a later work order.

Design alternatives for the **Riverwalk Phase I** may include any combination of cantilevered boardwalk structures, hard surface paths, and overlooks within Columbia View Park. The extent of Phase I includes all areas along the Columbia River in the existing park, and a small section on the Veneer Property south of Columbia View Park. Riverwalk Phase I design will include connections to existing interior park sidewalks and amphitheater (see below). The approximate length of Phase I is 310 feet. Other Riverwalk Phase I project elements may include bank stabilization and rip-rap repair where needed, and riparian restoration areas along the bank. Design alternatives may include lighting, railing, furnishings, and areas for public art and interpretive signage. Phase I will transition into an inland path with riparian landscaping along the bank of the Columbia River before transitioning into Phase II.

Design alternatives will also be prepared for the **Columbia View Park Amphitheater**, which will replace the existing gazebo stage structure adjacent to the Riverfront Project Phase I. The existing Columbia View Park Amphitheater seating which has been constructed into the hillside of the park will remain. Design alternatives will include an elevated stage, accommodate an area for dancing, consider on-site equipment storage options, and be designed for quality sound amplification. Events that currently use the Columbia View Amphitheater include concerts, weddings, receptions, community events, large picnic gatherings, a 4th of July fireworks celebration, and more.

Programming alternatives will be prepared for the **Riverwalk Project Phase II**. The Riverwalk Phase II Project will extend Phase I to the existing street network of Plymouth Street to the south which is approximately 2,780 feet from Phase I. Phase II programming alternatives may include additional overlooks, areas for cantilevered boardwalk, and/or pedestrian access down to the river. Phase II design will need to plan for an unknown public/private development interface on the Veneer Property. Phase II design will require coordination with the firm selected to design the roadway connections on the Veneer Property. The design will need to include a typical pedestrian connection design to the future roadway, although these exact connection locations may be unknown.

Note: Scope for tasks and subtasks shown in gray are not included at this time. Scope for these tasks is anticipated to be included in a later work order.

### Task 1: Project Start-Up & Management

- 1.1 Develop Work Plan & Schedule
- 1.2 Prepare for and attend (1) Kick-off Workshop with TAC (1.5 hrs)
- 1.3 Prepare for and attend (6) PM Progress Meetings with Client (1 hr)
- 1.4 Develop Quality Management Plan

Task 1 Deliverables: Project Work Plan, Schedule, Workshop and Meeting Notes

### Task 2: Public Involvement

- 2.1 Prepare Public Involvement Plan
  - Includes (1) City Communication Team meeting (1 hr)
- 2.2 Prepare for and attend Public Event #1
  - Purpose: Listening session prior to development of design alternatives
  - Assume: Virtual meeting, Spring 2021
  - Includes (1) planning meeting with City Communications Team (1 hr)
  - Includes (1) debrief meeting with Client (1 hr)
  - Includes preparation of presentation materials & survey questionnaire

2/22/21

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### 2.3 Prepare for and attend Public Event #2 (scope & fee not included at this time)

Task 2 Deliverables: Public Involvement Plan, Public Event Presentation Materials & Questionnaires

Task 2 Assumptions & Exclusions:

- Excludes attendance at city council or commission presentations
- Excludes one-on-one stakeholder meetings
- Assumes City staff will prepare all print, web and social media outreach, update project website
- Assumes City staff will synthesize public input after each public event, provide summary comments to the team and direction on any conflicting feedback

### Task 3: Technical Investigations

#### 3.1 Prepare Topographic Survey

- Survey limits are coordinated with 1<sup>st</sup> & Strand Street Scope and will include Ordinary Low Water Boundary.
- Establish survey control. Project coordinates will be reference to Oregon Coordinate Reference System (OCRS), Columbia River West Zone. Vertical datum shall be on North American Vertical Datum of 1988 (NAVD88).
- Complete a topographic survey of Columbia View Park and the park extension consisting of data from terrestrial survey, including terrain and all man-made physical features. Features to be shown, but not limited to topography for structures, sidewalks, driveways, ramps, restrooms, seating, playground, trees that are 6 inches or more in diameter (DBH), utilities, fences, light poles, and rim/invert elevations and pipe sizes of inlets and manholes as accessible.
- Contact the Oregon Utility Notification Center's One-Call Center for mark-up of existing utilities and request maps.

#### 3.2 Prepare Geotechnical & Environmental Reports

##### 3.2.1 Geotechnical Investigation

- Review available geotechnical and geologic information in the site area from our in-house project files.
- Review historical aerial photographs to help identify the potential locations of buried remnant wood piling at the site.
- Coordinate and manage the field explorations, including private and public utility locates, access preparation, and scheduling contractors and GeoDesign staff.
- Conduct the following subsurface explorations at the site:
  - Push to CPT probes to refusal at the site, one in the interior of the site and one near the riverbank. Conduct pore pressure dissipation testing in each of the CPT probes to assist in evaluating the groundwater depth.
- Maintain a detailed log of the soil and groundwater conditions encountered in the explorations. Materials will be classified in general accordance with ASTM D2488.
- Conduct a laboratory testing program. Specific laboratory tests will be selected based on the subsurface conditions.
- Provide preliminary recommendations for:
  - foundations to support the new amphitheater and, if necessary, cantilever supported path section. We anticipate the amphitheater can be supported on shallow foundations. Deep foundation recommendations and/or ground improvement will be provided for support of the cantilever supported path section if necessary.
  - site preparation, grading and drainage, stripping depths, fill type for imported material, compaction criteria, trench excavation and backfill, use of on-site soil, and wet/dry weather earthwork.

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- permanent and temporary slopes.
  - preparation of the subgrade for floor slabs and hardscapes.
  - managing identified groundwater conditions that may affect the performance of structures.
  - design criteria for retaining walls, including lateral earth pressures, backfill, compaction, and drainage.
  - Evaluate the potential for liquefaction and lateral spreading at the site and provide mitigation options, if necessary.
  - Provide seismic design parameters in accordance with the 2018 IBC. We assume a site-specific seismic hazard report will not be required.
  - Provide a written geotechnical engineering report summarizing the results of our geotechnical evaluation and recommendations.
- 3.2.2 Environmental Investigation
- Provide regulatory liaison services with representatives of DEQ's Cleanup Division, including notification of planned pre-construction soil-disturbing activities and if necessary enrollment of the Project into DEQ's Voluntary Cleanup Program.
  - Coordinate and manage the field explorations, including private and public utility locates, access preparation, and scheduling contractors and GeoDesign staff.
  - Subcontract a licensed drilling contractor to advance up to ten direct-push borings at the Project to anticipated depths of between 5 and 10 feet BGS or probe refusal, whichever comes first.
  - Collect continuous soil samples from each direct-push boring, to the extent practical, for visual identification and field screening. Field screening will consist of visual observation for staining, water sheen testing, and headspace vapor measurements using a hand-held photoionization detector.
  - Submit up to eight composite soil samples collected from the borings to a chemical analytical laboratory for analysis of gasoline-range hydrocarbons by Method NWTPH-Gx, diesel- and oil-range hydrocarbons by Method NWTPH-Dx, VOCs by EPA Method 8260B, PAHs by EPA Method 8270D SIM, and RCRA 8 metals by EPA Method 6020A.
  - Decommission all soil borings in accordance with state and local rules and regulations immediately upon the conclusion of field work for this investigation.
  - Place soil cuttings and decontamination water in a labeled, Oregon Department of Transportation-approved, 55-gallon drum and leave it on site.
  - Subcontract with a waste disposal subcontractor to dispose of the drum at an approved facility.
  - Summarize the results of the investigation in a report that will include a summary of field activities and observations, laboratory reports, and a discussion of the analytical results within the context of DEQ's regulatory framework. If necessary, submit the report to DEQ for review and approval.
- 3.3 Review relevant project planning documents, codes and standards
- 3.4 Review site historic photos and documents
- 3.5 Preliminary site visit, photo documentation
- 3.6 Prepare base plans
- 3.7 Prepare existing conditions assessment

Task 3 Deliverables: Topographic Survey, Geotechnical Report, Environmental Report, Site Analysis Diagrams

Task 3 Assumptions & Exclusions:

- Assumes site access for survey, Geotech and environmental investigations will be arranged by others.
- Right-of-way and property lines will be resolved in the St. Helens 1<sup>st</sup> and Strand Street Project and will be utilized for this project.

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- Assumes that contaminated soil will not be encountered in the explorations. If necessary, services to address contaminated soils will be presented in a separate scope of services.
- Assumes that geotechnical recommendations will not be finalized until drilled borings and additional lab testing is performed, which may be provided in a separate scope of services.
- Assumes that drilling mud and cuttings will be drummed and removed from the site.
- Assumes that all grading activities will be above the ordinary high water elevation so an evaluation of erosion potential and recommendations for protection from waves is not required. If necessary, these services will be presented in a separate scope of services.
- Assumes that infiltration testing is not required.
- Assumes site work can be completed on weekdays between 8 am and 6 pm.
- Assumes soil cuttings and decontamination water will be drummed and temporarily stored onsite pending disposal.
- Assumes soil cuttings and decontamination water generated during the investigation can be disposed of as non-hazardous waste.
- Excludes preparation of a Work Plan for DEQ review and approval, describing planned pre-construction soil disturbing activities. If such a work plan is requested during the preliminary DEQ liaison, these services will be presented in a separate scope of services.
- Excludes DEQ-required construction and post-construction environmental services. If necessary, these services will be presented in a separate scope of services.

#### **Task 4: Permitting Strategy & Process**

4.1 Prepare for and attend (1) Permitting Strategy Session with TAC (mtg = 1.5 hrs)

- Purpose: discuss permitting scenarios to client, Q&A session, determine if any permitting paths are “off the table” for design alternatives
- Assume Pacific Habitat & Otak lead presentation
- Include (1) prep meeting with internal team

4.2 Prepare and submit USACE over-water permit application (scope & fee not included at this time)

4.3 Prepare and submit local permit applications (scope & fee not included at this time)

Task 4 Deliverables: Permitting Strategy Session Materials, Meeting Notes

#### **Task 5: Riverwalk Phase II**

5.1 Develop Riverwalk Programming Alternatives

- Purpose: Synthesize input from Public Event #1 and TAC meetings into up to 3 programming alternatives for the Riverwalk (phase I & phase II)
- Include: Input from environmental/water resources & permitting on feasibility of different programs along the riverfront, include input from project architect
- Prepare for and attend (1) Riverwalk Programming Alternatives Workshop with TAC (1.5 hr)

5.2 Prepare draft 30% design submittal (scope & fee not included at this time)

5.3 Prepare and submit final 30% design submittal (scope & fee not included at this time)

Task 5 Deliverables: Riverwalk Programming Alternatives Workshop Materials, Meeting Notes

Task 5 Assumptions & Exclusions:

- Assumes boardwalk structure in Phase II will be similar to the one in Phase I.

#### **Task 6: Riverwalk Phase I**

6.1 Develop Design Alternatives for Columbia View Park Improvements

- Include up to (3) design alternatives for the Riverwalk Phase I and the Amphitheater Stage
- Include ROM costs for each
- Prepare for and attend Columbia View Park Design Alternatives Workshop with TAC

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- 6.2 Prepare 30% design submittal (scope & fee not included at this time)
- 6.3 Prepare 60% design submittal (scope & fee not included at this time)
- 6.4 Prepare 90% design submittal (scope & fee not included at this time)
- 6.5 Prepare bid documents (scope & fee not included at this time)
- 6.6 Project team coordination meetings (assume 6)

Task 6 Deliverables: Columbia View Park Design Alternatives Workshop Materials, Meeting Notes

Task 6 Assumptions & Exclusions:

- Excludes design of interpretive, wayfinding & signage
- Exclude artwork & art selection
- Exclude coordination with donors or donated site elements
- Assumes pedestrian pathway lighting only
- Assumes the cantilevered boardwalk structure will be limited in size to approximately 20 by 40 feet and will cantilever over the edge of the bank approximately 12 feet.
- Assumes redesign of existing pathways within Columbia View Park to align with new design elements.
- Excludes redesign of existing splashpad, playground, picnic area, amphitheater seating, restrooms, and parking.
- See diagram below for Task 6 anticipated limit of work. This diagram is intended only to show limit of work, and not design intent.

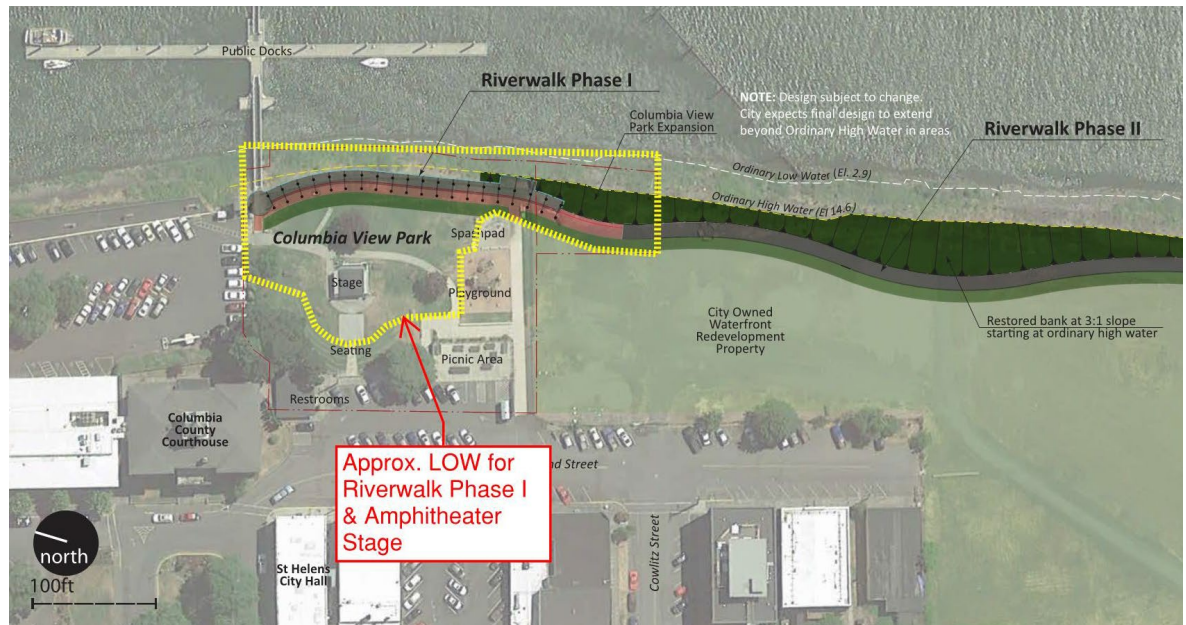


Figure 1: Diagram of Task 6 limit of work

Task 7: Amphitheater Stage (scope & fee not included at this time)

Note: Conceptual design alternatives for the Amphitheater Stage are included under Subtask 6.1. Preparation of 30%, 60%, 90% and bid documents for the Amphitheater Stage may be provided in a separate scope of services.

### Task 8: Interpretive Plan

- 8.1 Pre-kick off (design overview, establish focus group)
- 8.2 Focus Group Workshops (3 – kick-off, draft, revised)
- 8.3 Develop interpretive themes (draft, revised, final)
- 8.4 Content location plan (draft, revised, final)
- 8.5 Interpretive Design Approach (schematic design)

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8.6 Interpretive cost construction allowance

8.7 Interpretive plan document

Task 8 Deliverables: Workshop Exhibits & Notes, Interpretive Plan Document

Task 8 Assumptions & Exclusions:

- Excludes construction drawings, content development, final artwork and construction observation. These serves may be scoped at a later time, if desired.

Task 9: Contingency Task - In-Water Work (scope & fee not included at this time)

Task 10: Design Services During Construction (scope & fee not included at this time)

Task 11: Bid Assistance & Construction Management (scope & fee not included at this time)

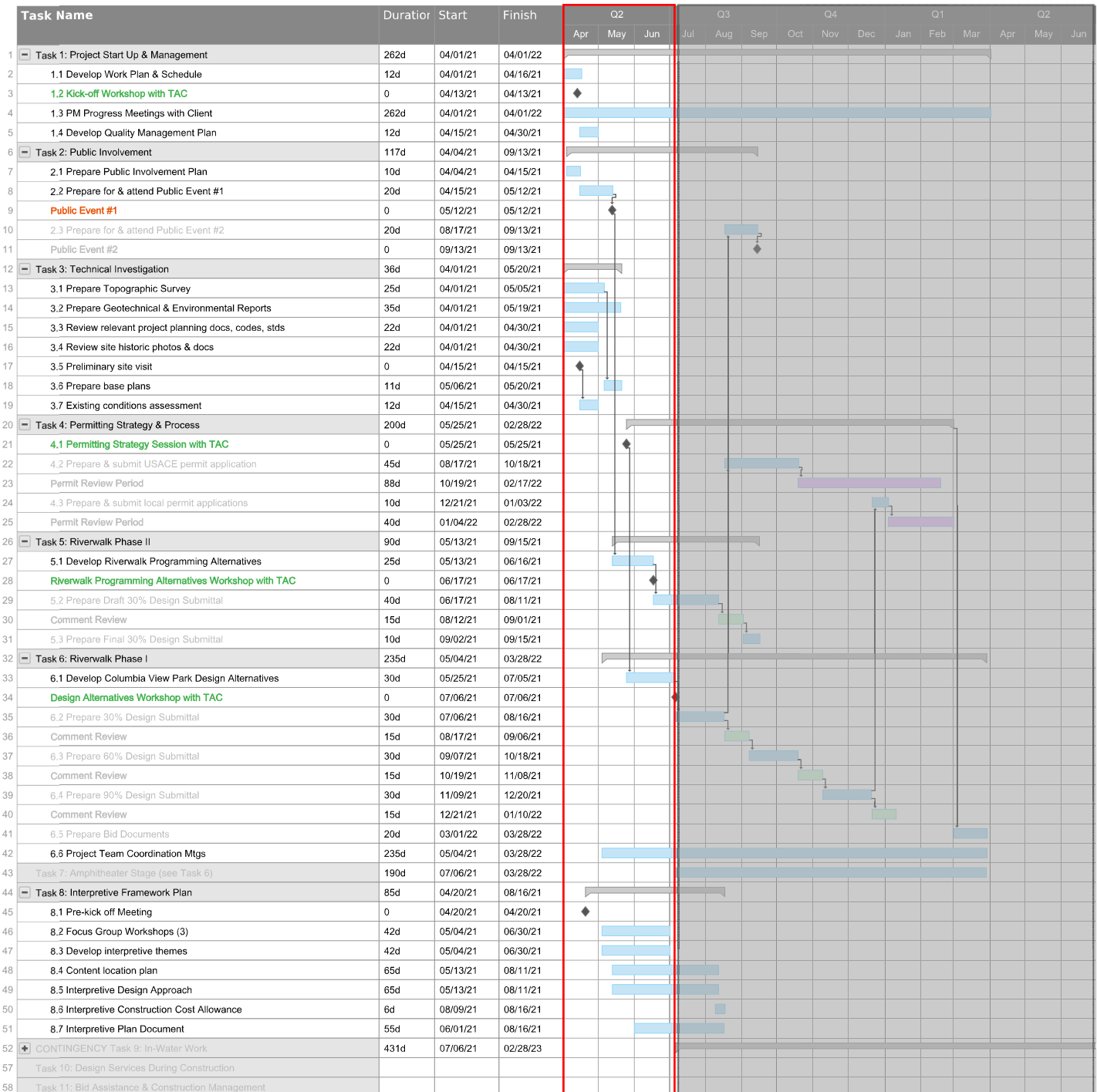
# St. Helens Riverwalk Schedule

Item #2.

## Work Order 1

## Work Order 1

## Work Order 2



## ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
<b>General Liability</b>	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	YES/NO
Please indicate if Claims Made or Occurrence			
<b>Automobile Liability</b>	Combined Single – covering any vehicle used on City business	\$2,000,000	YES/NO
<b>Workers' Compensation</b>	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES/NO
<b>Professional Liability</b>	Per occurrence  Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	YES/NO

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

City Administrator  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect \_\_\_\_\_ connected \_\_\_\_\_ with \_\_\_\_\_ this \_\_\_\_\_ Contract.

**ATTACHMENT C  
TERMS OF COMPENSATION**

## ATTACHMENT C - Cost Summary

		Mayer/Reed Prime - Landscape Architecture, Interpretive		OTAK Civil, Water Resources, Permitting, Structural , Architecture, Survey		PHS Environmental Permitting		GeoDesign Geotechnical, Environmental		ACC Cost Estimating		PAE Electrical, Lighting	
		Total Task Fee	Task %										
<b>TASK 1</b>	<b>PROJECT START UP &amp; MANAGEMENT</b>	\$ 9,898	6%	\$ 7,088	72%	\$ 1,886	19%	\$ 252	3%	\$ 672	7%	\$ -	0%
	1.1 Develop Work Plan & Schedule												
	1.2 Kick-off Workshop with TAC												
	1.3 PM Progress Mtgs with Client												
	1.4 Develop Quality Management Plan												
<b>TASK 2</b>	<b>PUBLIC INVOLVEMENT</b>	\$ 8,036	5%	\$ 5,414	67%	\$ 2,622	33%	\$ -	0%	\$ -	0%	\$ -	0%
	2.1 Prepare Public Involvement Plan												
	2.2 Prepare for & attend Public Event #1												
	2.3 Prepare for & attend Public Event #2												
<b>TASK 3</b>	<b>TECHNICAL INVESTIGATION</b>	\$ 38,412	24%	\$ 10,776	28%	\$ 12,166	32%	\$ 2,574	7%	\$ 12,896	34%	\$ -	0%
	3.1 Prepare Topographic Survey												
	3.2 Prepare Geotechnical & Environmental Reports												
	3.3 Review relevant project planning docs, codes, stds												
	3.4 Review site historic photos & docs												
	3.5 Preliminary site visit												
	3.6 Prepare base plans												
	3.7 Existing conditions assessment												
<b>TASK 4</b>	<b>PERMITTING STRATEGY &amp; PROCESS</b>	\$ 7,758	5%	\$ 3,990	51%	\$ 1,952	25%	\$ 1,816	23%	\$ -	0%	\$ -	0%
	4.1 Permitting Strategy Session with TAC												
	4.2 Prepare & submit USACE/DSL permit application												
	4.3 Prepare & submit local permit applications												
<b>TASK 5</b>	<b>RIVERWALK PHASE II</b>	\$ 22,064	14%	\$ 12,400	56%	\$ 8,320	38%	\$ 1,344	6%	\$ -	0%	\$ -	0%
	5.1 Develop Riverwalk Programming Alternatives												
	5.2 Prepare Draft 30% Design Submittal												
	5.3 Prepare Final 30% Design Submittal												
<b>TASK 6</b>	<b>RIVERWALK PHASE I</b>	\$ 47,628	29%	\$ 21,258	45%	\$ 18,063	38%	\$ 1,680	4%	\$ -	0%	\$ 6,627	14%
	6.1 Develop Columbia View Park Design Alternatives												
	6.2 Prepare 30% Design Submittal												
	6.3 Prepare 60% Design Submittal												
	6.4 Prepare 90% Design Submittal												
	6.5 Prepare Bid Documents												
	6.6 Project Team Coordination Mtgs												
<b>TASK 7</b>	<b>AMPHITHEATER STAGE - fee not included at this time</b>												
	7.1 Prepare 30% Design Submittal												
	7.2 Prepare 60% Design Submittal												
	7.3 Prepare 90% Design Submittal												
	7.4 Prepare Bid Documents												
	7.5 Project Team Coordination Mtgs												
<b>TASK 8</b>	<b>INTERPRETIVE PLAN</b>	\$10,520	6%	\$ 10,520	100%								
	8.1 Pre-kick off (design overview, establish focus group)												
	8.2 Focus Group Workshops (3 - kick-off, draft, revised)												
	8.3 Develop interpretive themes (draft, revised, final)												
	8.4 Content location plan (draft, revised, final)												
	8.5 Interpretive Design Approach (schematic design)												
	8.6 Interpretive cost construction cost allowance												
	8.7 Interpretive Plan Document												
<b>Total Fee</b>		\$ 144,316		\$ 71,446	50%	\$ 45,009	31%	\$ 7,666	5%	\$ 13,568	9%	\$ 6,627	5%
<b>Expenses</b>		\$ 18,518	11%										
<b>Total</b>		\$ 162,834	100%										

TASK 9 CONTINGENCY TASK - IN-WATER WORK Fee not included at this time.

TASK 10 DESIGN SERVICES DURING CONSTRUCTION Fee not included at this time.

TASK 11 BID ASSISTANCE & CONSTRUCTION MANAGEMENT Fee not included at this time.

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.

# ATTACHMENT C - Cost By Consultant

Mayer/Reed									
	Principal in Charge Jeremie Shaine	Project Manager Shannon Simms	Sr. Advisor Carol Mayer-Reed	Design Lead Ryan Gorton	Design Support Cami Culbertson	Visual Communications Kathy Fry	Design Lead	Writer	FIRM TOTAL
	\$210	\$115	\$250	\$127	\$88	\$210	\$100	\$75	
<b>TASK 1 PROJECT START UP &amp; MANAGEMENT</b>									
1.1 Develop Work Plan & Schedule	2	8	0	0	0	0	0	0	
1.2 Prepare for & attend Kick-off Workshop with TAC	4.0	4.0	0.0	4.0	0.0	0.0	0.0	0.0	
1.3 PM Progress Mtgs with Client	6	12	0	0	0	0	0	0	
1.4 Develop Quality Management Plan	4	4	0	0	0	0	0	0	
Subtotal Hours	16.0	28.0	0.0	4.0	0.0	0.0	0.0	0.0	
Subtotal Fees	\$ 3,360	\$ 3,220	\$ -	\$ 508	\$ -	\$ -	\$ -	\$ -	\$ 7,088
<b>Total TASK 1 Fees</b>									
<b>TASK 2 PUBLIC INVOLVEMENT</b>									
2.1 Prepare Public Involvement Plan	2	8	1	0	0	0	0	0	
2.2 Prepare for & attend Public Event #1 (virtual)	4	8	2	4	12	0	0	0	
2.3 Prepare for & attend Public Event #2									
Subtotal Hours	6.0	16.0	3.0	4.0	12.0	0.0	0.0	0.0	
Subtotal Fees	\$ 1,260	\$ 1,840	\$ 750	\$ 508	\$ 1,056	\$ -	\$ -	\$ -	\$ 5,414
<b>Total TASK 2 Fees</b>									
<b>TASK 3 TECHNICAL INVESTIGATION</b>									
3.1 Prepare Topographic Survey	0	2	0	0	0	0	0	0	
3.2 Prepare Geotechnical & Environmental Reports	0	2	0	0	0	0	0	0	
3.2b Post-Preferred Design: DEQ workplan, drilled borings									
3.3 Review relevant project planning docs, codes, stds	0	4	0	4	8	0	0	0	
3.4 Review site historic photos & docs	0	4	0	0	0	0	0	0	
3.5 Preliminary site visit	4	4	0	4	0	0	0	0	
3.6 Prepare base plans	0	8	0	0	24	0	0	0	
3.7 Existing conditions assessment	0	8	0	8	16	0	0	0	
Subtotal Hours	4.0	32.0	0.0	16.0	48.0	0.0	0.0	0.0	
Subtotal Fees	\$ 840	\$ 3,680	\$ -	\$ 2,032	\$ 4,224	\$ -	\$ -	\$ -	\$ 10,776
<b>Total TASK 3 Fees</b>									
<b>TASK 4 PERMITTING STRATEGY &amp; PROCESS</b>									
4.1 Permitting Strategy Session with TAC	4	16	0	2	12	0	0	0	
4.2 Prepare & submit USACE over-water permit application									
4.3 Prepare & submit local permit applications									
Subtotal Hours	4.0	16.0	0.0	2.0	12.0	0.0	0.0	0.0	
Subtotal Fees	\$ 840	\$ 1,840	\$ -	\$ 254	\$ 1,056	\$ -	\$ -	\$ -	\$ 3,990
<b>Total TASK 4 Fees</b>									
<b>TASK 5 RIVERWALK PHASE II</b>									
5.1 Develop Riverwalk Programming Alternatives	4	32	4	32	32	0	0	0	
5.2 Prepare Draft 30% Design Submittal									
5.3 Prepare Final 30% Design Submittal									
Subtotal Hours	4.0	32.0	4.0	32.0	32.0	0.0	0.0	0.0	
Subtotal Fees	\$ 840	\$ 3,680	\$ 1,000	\$ 4,064	\$ 2,816	\$ -	\$ -	\$ -	\$ 12,400
<b>Total TASK 5 Fees</b>									
<b>TASK 6 RIVERWALK PHASE I</b>									
6.1 Develop Columbia View Park Design Alternatives	12	40	4	24	64	0	0	0	
6.2 Prepare 30% Design Submittal									
6.3 Prepare 60% Design Submittal									
6.4 Prepare 90% Design Submittal									
6.5 Prepare Bid Documents									
6.6 Project Team Coordination Mtgs	6	12	0	6	12	0	0	0	
Subtotal Hours	18.0	52.0	4.0	30.0	76.0	0.0	0.0	0.0	
Subtotal Fees	\$ 3,780	\$ 5,980	\$ 1,000	\$ 3,810	\$ 6,688	\$ -	\$ -	\$ -	\$ 21,258
<b>Total TASK 6 Fees</b>									
<b>TASK 7 AMPHITHEATER STAGE</b>									
7.1 Prepare 30% Design Submittal									
7.2 Prepare 60% Design Submittal									
7.3 Prepare 90% Design Submittal									
7.4 Prepare Bid Documents									
7.5 Project Team Coordination Mtgs									
Subtotal Hours									
Subtotal Fees									
<b>Total TASK 7 Fees</b>									
<b>TASK 8 INTERPRETIVE PLAN</b>									
8.1 Pre-kick off (design overview, establish focus group)	1	0	0	0	0	6	2	0	
8.2 Focus Group Workshops (3 - kick-off, draft, revised)	0	0	0	0	0	12	6	6	
8.3 Develop interpretive themes (draft, revised, final)	1	0	0	0	0	2	0	12	
8.4 Content location plan (draft, revised, final)	0	0	0	0	0	2	2	0	
8.5 Interpretive Design Approach (schematic design)	0	0	0	0	0	4	8	0	
8.6 Interpretive cost construction cost allowance	0	0	0	0	0	0	1	0	
8.7 Interpretive Plan Document	0	0	0	0	0	4	4	2	
Subtotal Hours	2.0	0.0	0.0	0.0	0.0	30.0	23.0	20.0	
Subtotal Fees	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ 6,300	\$ 2,300	\$ 1,500	\$ 10,520
<b>Total TASK 8 Fees</b>									
Subtotal									\$ 71,446
Expenses									\$ 2,143
<b>Total Fee</b>									\$ 73,589

TASK 9 CONTINGENCY TASK - IN-WATER WORK

TASK 10 DESIGN SERVICES DURING CONSTRUCTION

TASK 11 BID ASSISTANCE &amp; CONSTRUCTION MANAGEMENT

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.

## St. Helens Riverwalk - Work Order 1 Fee Proposal

Item #2.

St. Helens Riverwalk - Work Order 1 Fee Proposal		OTAK - Civil		Admin		OTAK - WR		OTAK - Struct			OTAK - Arch			PM		Otak - Survey					FIRM TOTAL		
		Sr. PIC/Sr. PM Civil (Peabes)	Civil Engineer VIII (Bakman)	Engineering Designer III (Sanghan)	Engineering Tech VI (Saler)	Project Admin Assist (Trommel)	PIC/Sr. PM Civil (Timmins)	Civil Engineer VI (Horton)	PIC/Sr. PM Civil (Sarkinen)	Civil Engineer VII (Mines)	Engineering Designer III (Gregg)	Studio Leader (Schedla-Cox)	Sr. PM - Architecture (Waters)	Architect VI (Dean)	Architect IV (Greiner)	Architectural Tech III (Phillips)	CM Documentation Specialist III (Flett)	PIC/PLS Sr. Manager (Yamashita)	PLS V (Tee)	Survey Crew Chief II		Survey Field Tech III	Survey Office Tech III
		\$281	\$170	\$96	\$129	\$81	\$244	\$147	\$244	\$155	\$96	\$200	\$202	\$184	\$147	\$90	\$118	\$238	\$192	\$101	\$81	\$102	
TASK 1	PROJECT START UP & MANAGEMENT																						
	1.1 Develop Work Plan & Schedule	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1.2 Prepare for & attend Kick-off Workshop with TAC	1.5	1.5	0.0	0.0	0.0	1.5	0.0	1.5	0.0	0.0	1.5	0.0	0.0	0.0	0.0	1.5	0.0	0.0	0.0	0.0	0.0	
	1.3 PM Progress Mtgs with Client	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1.4 Develop Quality Management Plan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal Hours		1.5	1.5	0.0	0.0	0.0	1.5	0.0	1.5	0.0	0.0	1.5	0.0	0.0	0.0	0.0	1.5	0.0	0.0	0.0	0.0	0.0	
Subtotal Fees		\$ 422	\$ 255	\$ -	\$ -	\$ -	\$ 366	\$ -	\$ 366	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 177	\$ -	\$ -	\$ -	\$ -	\$ -	
Total TASK 1 Fees																						\$ 1,886	
TASK 2	PUBLIC INVOLVEMENT																						
	2.1 Prepare Public Involvement Plan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2.2 Prepare for & attend Public Event #1 (virtual)	0	0	0	0	0	0	0	0	0	0	3	2	4	6	0	0	0	0	0	0	0	
	2.3 Prepare for & attend Public Event #2																						
	Subtotal Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	2.0	4.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Subtotal Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 404	\$ 736	\$ 882	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total TASK 2 Fees																						\$ 2,622	
TASK 3	TECHNICAL INVESTIGATION																						
	3.1 Prepare Topographic Survey	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4	18	18	14	
	3.2 Prepare Geotechnical & Environmental Reports	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3.2b Post-Preferred Design: DEQ workplan, drilled borings																						
	3.3 Review relevant project planning docs, codes, stds	0	0	0	0	0	4	0	0	0	0	1	0	0	4	0	0	0	0	0	0	0	
	3.4 Review site historic photos & docs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3.5 Preliminary site visit	0	0	0	0	0	4	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	
	3.6 Prepare base plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3.7 Existing conditions assessment	0	2	4	0	2	4	0	0	0	0	1	0	1	4	0	0	0	0	0	0	0	
	Subtotal Hours	0.0	2.0	4.0	0.0	2.0	12.0	0.0	0.0	0.0	0.0	2.0	0.0	1.0	14.0	0.0	0.0	1.0	4.0	18.0	18.0	14.0	
	Subtotal Fees	\$ -	\$ 340	\$ 384	\$ -	\$ 162	\$ 2,928	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ 184	\$ 2,058	\$ -	\$ -	\$ 238	\$ 768	\$ 1,818	\$ 1,458	\$ 1,428	
	Total TASK 3 Fees																						\$ 12,166
TASK 4	PERMITTING STRATEGY & PROCESS																						
	4.1 Permitting Strategy Session with TAC	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	4.2 Prepare & submit USACE over-water permit application																						
	4.3 Prepare & submit local permit applications																						
	Subtotal Hours	0.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Subtotal Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,952	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total TASK 4 Fees																						\$ 1,952	
TASK 5	RIVERWALK PHASE II																						
	5.1 Develop Riverwalk Programming Alternatives	0	8	0	0	0	12	0	0	0	0	6	2	8	0	8	2	0	0	0	0	0	
	5.2 Prepare Draft 30% Design Submittal																						
	5.3 Prepare Final 30% Design Submittal																						
	Subtotal Hours	0.0	8.0	0.0	0.0	0.0	12.0	0.0	0.0	0.0	0.0	6.0	2.0	8.0	0.0	8.0	2.0	0.0	0.0	0.0	0.0	0.0	
Subtotal Fees		\$ -	\$ 1,360	\$ -	\$ -	\$ -	\$ 2,928	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 404	\$ 1,472	\$ -	\$ 720	\$ 236	\$ -	\$ -	\$ -	\$ -	\$ -	
Total TASK 5 Fees																						\$ 8,320	
TASK 6	RIVERWALK PHASE I																						
	6.1 Develop Columbia View Park Design Alternatives	0	8	0	0	0	4	0	3	0	0	8	2	36	4	8	10	0	0	0	0	0	
	6.2 Prepare 30% Design Submittal																						
	6.3 Prepare 60% Design Submittal																						
	6.4 Prepare 90% Design Submittal																						
	6.5 Prepare Bid Documents																						
	6.6 Project Team Coordination Mtgs	0	3	0	0	0	6	0	3	3	0	0	0	0	0	0	6	0	0	0	0	0	
Subtotal Hours		0.0	11.0	0.0	0.0	0.0	10.0	0.0	6.0	3.0	0.0	8.0	2.0	36.0	4.0	8.0	16.0	0.0	0.0	0.0	0.0	0.0	
Subtotal Fees		\$ -	\$ 1,870	\$ -	\$ -	\$ -	\$ 2,440	\$ -	\$ 1,464	\$ 465	\$ -	\$ 1,600	\$ 404	\$ 6,624	\$ 588	\$ 720	\$ 1,888	\$ -	\$ -	\$ -	\$ -	\$ -	
Total TASK 6 Fees																						\$ 18,063	
TASK 7	AMPHITHEATER STAGE																						
	7.1 Prepare 30% Design Submittal																						
	7.2 Prepare 60% Design Submittal																						
	7.3 Prepare 90% Design Submittal																						
	7.4 Prepare Bid Documents																						
	7.5 Project Team Coordination Mtgs																						
Subtotal Hours																							
Subtotal Fees																							
Total TASK 7 Fees																							
TASK 8	INTERPRETIVE PLAN																						
	8.1 Pre-kick off (design overview, establish focus group)																						
	8.2 Focus Group Workshops (3 - kick-off, draft, revised)																						
	8.3 Develop interpretive themes (draft, revised, final)																						
	8.4 Content location plan (draft, revised, final)																						
	8.5 Interpretive Design Approach (schematic design)																						
	8.6 Interpretive cost construction cost allowance																						
	8.7 Interpretive Plan Document																						
	Subtotal Hours																						
Subtotal Fees																							
Total TASK 8 Fees																							
Subtotal																						\$ 45,009	
Expenses																						\$ 1,350	
Total Fee																						\$ 46,359	

TASK 9 CONTINGENCY TASK - IN-WATER WORK

TASK 10 DESIGN SERVICES DURING CONSTRUCTION

TASK 11 BID ASSISTANCE &amp; CONSTRUCTION MANAGEMENT

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.

## St. Helens Riverwalk - Work Order 1 Fee Proposal

Item #2.

		Pacific Habitat Services				FIRM TOTAL
		John van Staveren Environmental Lead	Biologist 2	Graphics Specialist	Jane LeBlanc Technical Editor	
		\$168	\$118	\$92	\$82	
<b>TASK 1</b>	<b>PROJECT START UP &amp; MANAGEMENT</b>					
1.1	Develop Work Plan & Schedule	0	0	0	0	
1.2	Prepare for & attend Kick-off Workshop with TAC	1.5	0.0	0.0	0.0	
1.3	PM Progress Mtgs with Client	0	0	0	0	
1.4	Develop Quality Management Plan	0	0	0	0	
	Subtotal Hours	1.5	0.0	0.0	0.0	
	Subtotal Fees	\$ 252	\$ -	\$ -	\$ -	
	<b>Total TASK 1 Fees</b>					<b>\$ 252</b>
<b>TASK 2</b>	<b>PUBLIC INVOLVEMENT</b>					
2.1	Prepare Public Involvement Plan	0	0	0	0	
2.2	Prepare for & attend Public Event #1 (virtual)	0	0	0	0	
2.3	Prepare for & attend Public Event #2					
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 2 Fees</b>					<b>\$ -</b>
<b>TASK 3</b>	<b>TECHNICAL INVESTIGATION</b>					
3.1	Prepare Topographic Survey	0	0	0	0	
3.2	Prepare Geotechnical & Environmental Reports	0	0	0	0	
3.2b	Post-Preferred Design: DEQ workplan, drilled borings					
3.3	Review relevant project planning docs, codes, stds	3	3	0	0	
3.4	Review site historic photos & docs	0	0	0	0	
3.5	Preliminary site visit	6	6	0	0	
3.6	Prepare base plans	0	0	0	0	
3.7	Existing conditions assessment	0	0	0	0	
	Subtotal Hours	9.0	9.0	0.0	0.0	
	Subtotal Fees	\$ 1,512	\$ 1,062	\$ -	\$ -	
	<b>Total TASK 3 Fees</b>					<b>\$ 2,574</b>
<b>TASK 4</b>	<b>PERMITTING STRATEGY &amp; PROCESS</b>					
4.1	Permitting Strategy Session with TAC	8	4	0	0	
4.2	Prepare & submit USACE over-water permit applications					
4.3	Prepare & submit local permit applications					
	Subtotal Hours	8.0	4.0	0.0	0.0	
	Subtotal Fees	\$ 1,344	\$ 472	\$ -	\$ -	
	<b>Total TASK 4 Fees</b>					<b>\$ 1,816</b>
<b>TASK 5</b>	<b>RIVERWALK PHASE II</b>					
5.1	Develop Riverwalk Programming Alternatives	8	0	0	0	
5.2	Prepare Draft 30% Design Submittal					
5.3	Prepare Final 30% Design Submittal					
	Subtotal Hours	8.0	0.0	0.0	0.0	
	Subtotal Fees	\$ 1,344	\$ -	\$ -	\$ -	
	<b>Total TASK 5 Fees</b>					<b>\$ 1,344</b>
<b>TASK 6</b>	<b>RIVERWALK PHASE I</b>					
6.1	Develop Columbia View Park Design Alternatives	10	0	0	0	
6.2	Prepare 30% Design Submittal					
6.3	Prepare 60% Design Submittal					
6.4	Prepare 90% Design Submittal					
6.5	Prepare Bid Documents					
6.6	Project Team Coordination Mtgs	0	0	0	0	
	Subtotal Hours	10.0	0.0	0.0	0.0	
	Subtotal Fees	\$ 1,680	\$ -	\$ -	\$ -	
	<b>Total TASK 6 Fees</b>					<b>\$ 1,680</b>
<b>TASK 7</b>	<b>AMPHITHEATER STAGE</b>					
7.1	Prepare 30% Design Submittal					
7.2	Prepare 60% Design Submittal					
7.3	Prepare 90% Design Submittal					
7.4	Prepare Bid Documents					
7.5	Project Team Coordination Mtgs					
	Subtotal Hours					
	Subtotal Fees					
	<b>Total TASK 7 Fees</b>					
<b>TASK 8</b>	<b>INTERPRETIVE PLAN</b>					
8.1	Pre-kick off (design overview, establish focus group)					
8.2	Focus Group Workshops (3 - kick-off, draft, revised)					
8.3	Develop interpretive themes (draft, revised, final)					
8.4	Content location plan (draft, revised, final)					
8.5	Interpretive Design Approach (schematic design)					
8.6	Interpretive cost construction cost allowance					
8.7	Interpretive Plan Document					
	Subtotal Hours					
	Subtotal Fees					
	<b>Total TASK 8 Fees</b>					
	Subtotal					\$ 7,666
	Expenses					\$ 230
	<b>Total Fee</b>					<b>\$ 7,896</b>

TASK 9 CONTINGENCY TASK - IN-WATER WORK

TASK 10 DESIGN SERVICES DURING CONSTRUCTION

TASK 11 BID ASSISTANCE &amp; CONSTRUCTION MANAGEMENT

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.

## St. Helens Riverwalk - Work Order 1 Fee Proposal

Item #2.

GeoDesign											
	Shawn Dinko Geotech Principal	Coby Hunt Environmental Principal	Tyler Pierce Geotech Project Manager	Kyle Hagbart Environmental Project Manager	John Book Field Geologist	Tim Hainley Environmental Field Geologist	CAD and Senior Project Assistant (Geotech)	CAD and Senior Project Assistant (Environmental)	Support Staff (Geotech)	Support Staff (Environmental)	Expenses
	\$224	\$224	\$164	\$164	\$133	\$133	\$97	\$97	\$77	\$77	\$0
<b>TASK 1 PROJECT START UP &amp; MANAGEMENT</b>											
1.1 Develop Work Plan & Schedule	0	0	0	0	0	0	0	0	0	0	0
1.2 Prepare for & attend Kick-off Workshop with TAC	1.5	1.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.3 PM Progress Mtgs with Client	0	0	0	0	0	0	0	0	0	0	0
1.4 Develop Quality Management Plan	0	0	0	0	0	0	0	0	0	0	0
Subtotal Hours	1.5	1.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal Fees	\$ 336	\$ 336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total TASK 1 Fees</b>											\$ 672
<b>TASK 2 PUBLIC INVOLVEMENT</b>											
2.1 Prepare Public Involvement Plan	0	0	0	0	0	0	0	0	0	0	0
2.2 Prepare for & attend Public Event #1 (virtual)	0	0	0	0	0	0	0	0	0	0	0
2.3 Prepare for & attend Public Event #2											
Subtotal Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total TASK 2 Fees</b>											\$ -
<b>TASK 3 TECHNICAL INVESTIGATION</b>											
3.1 Prepare Topographic Survey	0	0	0	0	0	0	0	0	0	0	0
3.2 Prepare Geotechnical & Environmental Reports	4	8	16	14	0	30	5	6	2	1	\$ 14,189
3.2b Post-Preferred Design: DEQ workplan, drilled borings											
3.3 Review relevant project planning docs, codes, stds	0	0	0	0	0	0	0	0	0	0	0
3.4 Review site historic photos & docs	0	0	0	0	0	0	0	0	0	0	0
3.5 Preliminary site visit	0	0	0	0	0	0	0	0	0	0	0
3.6 Prepare base plans	0	0	0	0	0	0	0	0	0	0	0
3.7 Existing conditions assessment	0	0	0	0	0	0	0	0	0	0	0
Subtotal Hours	4.0	8.0	16.0	14.0	0.0	30.0	5.0	6.0	2.0	1.0	
Subtotal Fees	\$ 896	\$ 1,792	\$ 2,624	\$ 2,296	\$ -	\$ 3,990	\$ 485	\$ 582	\$ 154	\$ 77	
<b>Total TASK 3 Fees</b>											\$ 12,896
<b>TASK 4 PERMITTING STRATEGY &amp; PROCESS</b>											
4.1 Permitting Strategy Session with TAC	0	0	0	0	0	0	0	0	0	0	0
4.2 Prepare & submit USACE over-water permit applications											
4.3 Prepare & submit local permit applications											
Subtotal Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total TASK 4 Fees</b>											\$ -
<b>TASK 5 RIVERWALK PHASE II</b>											
5.1 Develop Riverwalk Programming Alternatives	0	0	0	0	0	0	0	0	0	0	0
5.2 Prepare Draft 30% Design Submittal											
5.3 Prepare Final 30% Design Submittal											
Subtotal Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total TASK 5 Fees</b>											\$ -
<b>TASK 6 RIVERWALK PHASE I</b>											
6.1 Develop Columbia View Park Design Alternatives	0	0	0	0	0	0	0	0	0	0	0
6.2 Prepare 30% Design Submittal											
6.3 Prepare 60% Design Submittal											
6.4 Prepare 90% Design Submittal											
6.5 Prepare Bid Documents											
6.6 Project Team Coordination Mtgs	0	0	0	0	0	0	0	0	0	0	0
Subtotal Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Subtotal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total TASK 6 Fees</b>											\$ -
<b>TASK 7 AMPHITHEATER STAGE</b>											
7.1 Prepare 30% Design Submittal											
7.2 Prepare 60% Design Submittal											
7.3 Prepare 90% Design Submittal											
7.4 Prepare Bid Documents											
7.5 Project Team Coordination Mtgs											
Subtotal Hours											
Subtotal Fees											
<b>Total TASK 7 Fees</b>											
<b>TASK 8 INTERPRETIVE PLAN</b>											
8.1 Pre-kick off (design overview, establish focus group)											
8.2 Focus Group Workshops (3 - kick-off, draft, revised)											
8.3 Develop interpretive themes (draft, revised, final)											
8.4 Content location plan (draft, revised, final)											
8.5 Interpretive Design Approach (schematic design)											
8.6 Interpretive cost construction cost allowance											
8.7 Interpretive Plan Document											
Subtotal Hours											
Subtotal Fees											
<b>Total TASK 8 Fees</b>											
Subtotal											\$ 13,568
Expenses											\$ 14,189
<b>Total Fee</b>											\$ 28,164

TASK 9 CONTINGENCY TASK - IN-WATER WORK

TASK 10 DESIGN SERVICES DURING CONSTRUCTION

TASK 11 BID ASSISTANCE &amp; CONSTRUCTION MANAGEMENT

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.

		ACC Cost Consultants				FIRM TOTAL
		Principal	Senior Estimator	Estimator	MEP Estimator	
		\$182	\$145	\$100	\$161	
<b>TASK 1</b>	<b>PROJECT START UP &amp; MANAGEMENT</b>					
1.1	Develop Work Plan & Schedule	0	0	0	0	
1.2	Prepare for & attend Kick-off Workshop with TAC	0.0	0.0	0.0	0.0	
1.3	PM Progress Mtgs with Client	0	0	0	0	
1.4	Develop Quality Management Plan	0	0	0	0	
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 1 Fees</b>					\$ -
<b>TASK 2</b>	<b>PUBLIC INVOLVEMENT</b>					
2.1	Prepare Public Involvement Plan	0	0	0	0	
2.2	Prepare for & attend Public Event #1 (virtual)	0	0	0	0	
2.3	Prepare for & attend Public Event #2	0.0	0.0	0.0	0.0	
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 2 Fees</b>					\$ -
<b>TASK 3</b>	<b>TECHNICAL INVESTIGATION</b>					
3.1	Prepare Topographic Survey	0	0	0	0	
3.2	Prepare Geotechnical & Environmental Reports	0	0	0	0	
3.2b	Post-Preferred Design: DEQ workplan, drilled borings	0	0	0	0	
3.3	Review relevant project planning docs, codes, stds	0	0	0	0	
3.4	Review site historic photos & docs	0	0	0	0	
3.5	Preliminary site visit	0	0	0	0	
3.6	Prepare base plans	0	0	0	0	
3.7	Existing conditions assessment	0	0	0	0	
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 3 Fees</b>					\$ -
<b>TASK 4</b>	<b>PERMITTING STRATEGY &amp; PROCESS</b>					
4.1	Permitting Strategy Session with TAC	0	0	0	0	
4.2	Prepare & submit USACE over-water permit applications	0	0	0	0	
4.3	Prepare & submit local permit applications	0	0	0	0	
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 4 Fees</b>					\$ -
<b>TASK 5</b>	<b>RIVERWALK PHASE II</b>					
5.1	Develop Riverwalk Programming Alternatives	0	0	0	0	
5.2	Prepare Draft 30% Design Submittal	0	0	0	0	
5.3	Prepare Final 30% Design Submittal	0	0	0	0	
	Subtotal Hours	0.0	0.0	0.0	0.0	
	Subtotal Fees	\$ -	\$ -	\$ -	\$ -	
	<b>Total TASK 5 Fees</b>					\$ -
<b>TASK 6</b>	<b>RIVERWALK PHASE I</b>					
6.1	Develop Columbia View Park Design Alternatives	6	16	16	8	
6.2	Prepare 30% Design Submittal					
6.3	Prepare 60% Design Submittal					
6.4	Prepare 90% Design Submittal					
6.5	Prepare Bid Documents					
6.6	Project Team Coordination Mtgs	1	1	0	0	
	Subtotal Hours	7.0	17.0	16.0	8.0	
	Subtotal Fees	\$ 1,274	\$ 2,465	\$ 1,600	\$ 1,288	
	<b>Total TASK 6 Fees</b>					\$ 6,627
<b>TASK 7</b>	<b>AMPHITHEATER STAGE</b>					
7.1	Prepare 30% Design Submittal					
7.2	Prepare 60% Design Submittal					
7.3	Prepare 90% Design Submittal					
7.4	Prepare Bid Documents					
7.5	Project Team Coordination Mtgs					
	Subtotal Hours					
	Subtotal Fees					
	<b>Total TASK 7 Fees</b>					
<b>TASK 8</b>	<b>INTERPRETIVE PLAN</b>					
8.1	Pre-kick off (design overview, establish focus group)					
8.2	Focus Group Workshops (3 - kick-off, draft, revised)					
8.3	Develop interpretive themes (draft, revised, final)					
8.4	Content location plan (draft, revised, final)					
8.5	Interpretive Design Approach (schematic design)					
8.6	Interpretive cost construction cost allowance					
8.7	Interpretive Plan Document					
	Subtotal Hours					
	Subtotal Fees					
	<b>Total TASK 8 Fees</b>					
	Subtotal					\$ 6,627
	Expenses					\$ 199
	<b>Total Fee</b>					\$ 6,826

TASK 9 CONTINGENCY TASK - IN-WATER WORK

TASK 10 DESIGN SERVICES DURING CONSTRUCTION

TASK 11 BID ASSISTANCE &amp; CONSTRUCTION MANAGEMENT

Note: Fee for tasks and subtasks shown in gray are not included at this time. Fee for tasks are anticipated to be included in a later work order.



Personal Service Agreement

## **S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions**

## **Design, Construction, and Permit Documents**

Otak  
808 SW Third Ave., Suite 800  
Portland, OR 97204  
503.415.2354



## CITY OF ST. HELENS PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Otak** (“Contractor”).

### RECITALS

**A.** The City is in need of consulting services for engineering, planning, surveying, design, and construction plan development to extend two streets and various utilities through the City’s waterfront property known as the Veneer Site, and Contractor is qualified and prepared to provide such services.

**B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

### AGREEMENT

**1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to engineering, planning, surveying, design, and construction plan development to extend two streets and various utilities through the City’s waterfront property known as the Veneer Site, and Contractor accepts such engagement. The principal contact for Contractor shall be Mike Peebles, phone 503.415.2354.

**2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

**3. Term.** Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on December 31, 2023. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

**4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment C.

#### **5. Payment.**

**5.1** The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without

markup and shall include travel and related expenses in compliance with the City's travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor's cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

**5.2** Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

**5.3** The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

**5.4** Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

**5.5** Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

**6. Document Ownership.** Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

**7. Notices.** All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

**CITY:** City of St. Helens  
Attn: City Administrator  
265 Strand Street  
St. Helens, OR 97051

**CONTRACTOR:** Otak  
Attn: Mike Peebles  
808 SW Third Ave., Suite 800  
Portland, OR 97204  
503.415.2354

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

**8. Standard of Care.** Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

**9. Consequential Damages.** Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

## **10. Insurance.**

**10.1** At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

**10.2** All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

**10.3** Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

**10.4** At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

**10.5** The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

**11. Termination.** Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

**12. No Third-Party Rights.** This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

**13. Modification.** Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

**14. Waiver.** A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

**15. Indemnification.** Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

**16. Governing Laws.** This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

**17. Compliance with Law.**

**17.1** Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

**17.2** Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

**17.3** Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

**17.4** Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

**17.5** Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. \_\_\_\_\_]

**18. Confidentiality.** Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

**19. Publicity.** Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

**20. Succession.** This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

**21. Assignment.** This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

## **22. Default.**

**22.1** A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

**22.2** Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

**22.3** Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

**22.4** If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

**23. Attorney Fees.** If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

## **24. Inspection and Audit by the City.**

**24.1** Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents

at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

**24.2** The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

**24.3** This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**25. Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

**26. Severance.** If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

**IN WITNESS WHEREOF,** the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

**CITY:**

**CITY OF ST. HELENS**

Council Meeting Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

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

**CONTRACTOR:**

\_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

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

**PERSONAL SERVICES AGREEMENT  
ATTACHMENT A  
SCOPE OF WORK**

# City of St. Helens

## S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions Design, Construction, and Permit Documents

### Scope of Work

February 24, 2021

## Project Understanding

The City of St. Helens has identified the street and utility extensions of Strand Street and S. 1st Street as a catalyst for redevelopment of the prime riverfront property (Veneer Property) along the Columbia River. The improvements will provide multimodal connectivity for the community to the proposed Riverwalk project, historic downtown, existing pathway/trail connections, and support revitalization of the Columbia View Park area as a community gathering place and event space.

**S. 1ST STREET** is proposed to extend from Cowlitz Street south to Plymouth Street. This street extension will include multiple mid-block crossings to allow for pedestrian and bicycle crossings that provide access to the river and future property development. The street section proposes two narrow shared travel lanes that allow for bike traffic and minimize the pedestrian street crossing length at designated crossings. The coordinated location of the street crossings with adjacent future development parcels provide the opportunity to maintain view corridors to the river, as well as enhanced multimodal connections between the proposed Riverwalk trail, S. 1st Street, and connections to the west (Tualatin St stairway, Nob Hill Nature Park, Plymouth Street).

**STRAND STREET** is proposed to extend south and west from Columbia View Park to intersect S. 1st Street opposite the Tualatin pedestrian stairway. The extension will begin about 180 feet south of the Cowlitz Street Intersection. In accordance with previous community input, the design of the Strand Street extension should include ample parking and maintain view access to the river, so there is a great opportunity to integrate the streetscape design into the Riverwalk design (wider sidewalks, head-in-parking, connections to Riverwalk trail, overlook/nodes, etc.). Strand Street is targeted to be a festival street with a gateway or special streetscape treatment at the intersection of 1st and Strand to highlight an arrival to the riverfront.

**NEW UTILITY EXTENSIONS** and the relocation of the existing sanitary sewer lift station on the Veneer Property will support new development and improve the existing City systems (looping of water, alleviating sewer capacity issues). Utility infrastructure and stormwater management should be designed in accordance with City Master Plan documents and provide coordinated stubs and services (including franchise utilities) to future development parcels, providing flexibility for different configurations and development patterns for the area. Stormwater management will include the exploration of low impact development options. A challenge for drainage will be maintaining adequate depth and conveyance to utilize the existing stormwater outfalls to the Columbia River.

#### *Design Team: Roles and Responsibilities*

Firm/Lead	Responsibilities
Otak, Inc. / Mike Peebles, PE; Keith Buisman, PE; Rose Horton, PE; Li Alligood, AICP; Jon Yamashita, PLS; Sue Tsoi, PLS	Project Management, Civil/Roadway Design and Utility Coordination, Stormwater Management, Survey, Urban Planning and Design, Development Planning, Cost Estimating, Construction Management

Mayer-Reed / Jeramie Shane, Shannon Simms	Landscape Architecture, Urban Design, Wayfinding
GeoDesign, Inc. / Krey Younger, Colby Hunt, Shawn Dimke	Geotechnical Engineering and Environmental Consulting
Leeway Engineering Solutions / Robert Lee	Sanitary / Water Design, Lift Station Relocation
Grayling / Kyle Thompson	
DKS Associates / Steve Boice, Kevin Chewuk	Traffic Engineering, Street & Pedestrian Illumination, Signing / Striping, Multimodal Safety Design

## Task 1 – Project Management

The Design Team will plan, manage, and execute the tasks described herein in accordance with the schedule, budget, and quality expectations that are established. This task is for overall Project Management by Otak in managing the Design Team and City management staff. Design team meetings and project task management performed by the design team members are included in the design tasks.

For the purposes of defining the scope of this task, the duration of the project design effort is assumed to be through Task 6 – Permitting Coordination/Support with a total duration of thirty-nine (39) weeks, from March 2021 through November 2021. Additional Project Management scope will be provided when the remaining Tasks 7 and 8 are negotiated in the future.

This project management task includes the following work activities to be performed by Otak.

### Task 1.1: Project Management and Administration

The following items are included:

- Provide the management, and coordination to the Design Team and City management staff.
- Track consultant contract costs and budgets on a monthly basis. Prepare monthly invoices and summary reports, up to nine (9) invoices are included.
- Prepare and administer sub-consultant contracts.
- Maintain the document files.

### Task 1.2: Project Coordination, Meetings, and Schedule

The proposed approach to project coordination during design is to hold project meetings with key project team members and representatives from the City and their designated Project Manager and others as needed. The following items are included within this task:

1. Project Kickoff Meeting - A meeting will be held with the key members of the consulting team and the City to start the project. The following information will be reviewed during the meeting:
  - Project schedule
  - Project roles and lines of communication, including a team member contact list
  - Project scope
  - Project deliverable requirements
  - Project stakeholders
  - Project constraints
  - Existing project data
  - Design criteria
2. Project Design Review Meetings (Alignment Alternatives, Preliminary Design (30%), Final Design (90%), Final PS&E (100%)) – A meeting will be held with key members of the consulting team and the City to review and coordinate the design. Assumes four (4) three-hour meetings attended by the Project Manager and Project Coordinator. Prepare meeting agendas and summaries for the Project Team meetings.

3. City Council Meeting – Key staff will prepare for attend one (1) City Council meeting / worksession to present the recommendation from the staff advisory committee and a clear list of pros and cons for the two options
4. Bi-Weekly Project Design Meetings – These meetings will be used to resolve issues and establish key action item through the design process. Assumes up to nineteen (19) one-hour bi-weekly meetings with key design staff.
5. Attend design coordination meetings with agencies external to the Project Team, such as franchise utility providers, adjacent property owners/developers, etc. This task assumes four (4) one-hour meetings attended by the Project Manager and Project Coordinator.
6. Prepare a project activity schedule for presentation to the City. The schedule will show appropriate milestones for the project including intermediate and final submittal dates for design documents and key decision points. Revise the project schedule to reflect major changes in the project schedule. Two (2) revisions to the project schedule are included.
7. Maintain an on-going project log with meeting minutes, project design decisions, and key communications with team.

#### **Assumptions:**

- Meetings to be held virtually via MS Teams through July 1, 2021.
- In-person meeting starting July 1, 2021 will be held at Otak offices for design team coordination meetings and at City for Project Design Review Meetings (dependent on Covid-19 guidelines).

#### **Deliverables:**

- Meeting Notes from Kickoff and Project Design Review Meetings within one week after the meeting.
- Draft schedule to be presented at Kickoff Meeting.
- Baseline Project Schedule within one week of receipt of comments to the draft schedule. Two (2) Schedule Revisions, as coordinated with City.
- Monthly Invoices and Monthly Summary Reports by the end of the month following the completion of services.
- On-going Project Log.

## **Task 2 – Survey and Geotechnical / Environmental Investigation**

The purpose of this task is to support the Project design and construction with topographic survey which will include utilities, topography, boundary, and hard surfaces. This task will also include a geotechnical and environmental investigation of the site soils with the roadway/utility project limits.

### **Task: 2.1 Topographic and Boundary Survey (Otak)**

- Establish survey control for the project area. Project coordinates will be reference to Oregon Coordinate Reference System (OCRS), Columbia River West Zone. Vertical datum shall be on North American Vertical Datum of 1988 (NAVD88).
- Complete a topographic survey of project limit consisting of data from terrestrial survey, including terrain and all man-made physical features. Features to be shown, but not limited to topography for roadway, curbs, sidewalks, driveways, buildings, structures, ramps, concrete pads, trees that are 6 inches or more in diameter (DBH), utilities (including poles, overhead lines, risers, cabinets, and pedestals), utility pothole locations, fences, light poles, traffic striping and permanent signs, piers, rim/invert elevations , water valve elevations, and pipe sizes of inlets and manholes as accessible.
- Contact the Oregon Utility Notification Center's One-Call Center for mark-up of existing utilities and request maps. A private utility locator will be utilized outside of the public right-of-ways.
- Provide orthophoto.
- Perform research of existing records for right-of-way and boundary resolution.

- Recover existing monuments to preserve the locations of any monuments of record that are endangered by an activity related to the project which addresses the requirements of ORS 209.150.
- Resolve rights-of-way and property lines.
- Prepare and file a pre-construction record of survey with Columbia County.
- Incorporate the topographic data and right-of-way/property lines into the design base map and prepare an AutoCAD (Civil 3D) digital terrain model.

### Task: 2.2 Geotechnical (GeoDesign)

- Review existing documentation to be provided by the City.
- Coordinate and manage the field investigation, including locating utilities, access preparation, and scheduling of contractors and GeoDesign staff.
- Prepare traffic control plans and obtain right-of-way permits from the City for investigations within existing streets with traffic (if necessary).
- Complete subsurface explorations including the following:
  - Five borings at existing road locations (S. 1st Street (2) and Strand Street Plymouth Street, Tualatin Street ), ten borings at new pavement locations, and two borings at potential outfall locations. The borings will be advanced to depths of 15 feet below ground surface (BGS) or a minimum of 5 feet into rock. Borings will be advanced using hollow stem auger and push probe methods. Where bedrock is encountered, borings will be advanced via rock coring, if feasible.
  - After the location of the lift station is finalized, return to advance one geotechnical boring at or near the location of the proposed wet well.
  - After the location of the lift station is finalized, return to advance one cone penetrometer (CPT) probe to provide a continuous log of subsurface conditions at or near the location of the proposed wet well and pump station.
  - Install two v/w piezometers at or near the wet well and record readings with data loggers for up to 3 months.
- Complete dynamic cone penetrometer testing in each existing road boring and approximately 50 percent of the borings at new pavement locations.
- Maintain a detailed log of each exploration, visually classify the soil encountered, obtain soil samples as appropriate for the soil conditions encountered, and observe groundwater conditions in the boring.
- All samples will be drummed and stored on site pending results from tests from environmental sampling.
- Coordinate disposal of drums with the City following completion of environmental testing.
- Conduct the following laboratory tests using soil samples obtained from the explorations:
  - Up to 35 Moisture Content tests in general conformance with American Society for Testing and Materials (ASTM) D 2216.
  - Up to 4 Atterberg limit tests in general conformance with ASTM D 4318.
  - UP to 4 unconfined compression tests on rock in general conformance with ASTM D7012.
  - Up to 8 Grain size determinations in general conformance with ASTM D422.
- Analyze traffic information to be provided by the design team and estimate pavement design ESAL.
- Analyze subsurface and DCP results to determine pavement support characteristics.
- Provide recommendations for pavement repair and rehabilitation in existing pavement areas.
- Provide recommendations for new pavement structures.
- Provide a draft geotechnical report for the project including the following:
  - Geotechnical engineering construction recommendations for site preparation, structural fill compaction criteria, and wet/dry weather earthwork procedures.
  - Geotechnical engineering recommendations for utility trenching including rock excavation information.
  - Pavement geotechnical and pavement engineering material recommendations.
  - Foundation recommendations, if necessary, for the pump station. CPT probe data will be used to evaluate the liquefaction potential at the pump station, if necessary.
- Finalize the draft report after incorporating review comments from the City and the design team.

### **Task: 2.3 Environmental Investigation (GeoDesign)**

The Project is primarily located on the Boise Cascade Veneer Plant site (Veneer Plant), which is listed on the Oregon Department of Environmental Quality (DEQ) Environmental Cleanup Site Information (ECSI) database (ECSI No. 3283) because of the presence of petroleum hydrocarbons and metals contamination in soil and groundwater. DEQ issued a conditional No Further Action letter for ECSI No. 3283 in June 2015 and a Consent Judgement was issued in July 2015. Based on the 2015 conditional NFA and Consent Judgement, planned soil disturbance activities must be conducted in accordance with a previously prepared Contaminated Media Management Plan (CMMP).

The CMMP requires DEQ notification prior to all cases of planned soil-disturbing activities at the site, characterization of all soil removed from the site for offsite disposal, and preparation of construction summary reports for each project involving contaminated soil disturbance. DEQ may require work plans describing planned pre-construction and construction-related soil disturbing activities in addition to characterization of soil that will be generated during soil-disturbing activities prior to approving exploration or construction activities on the Veneer Plant site.

Additionally, because the presence or absence of contaminants in soil beneath portions on the Project not included in the Veneer Plant site are not known, it would be prudent to analyze soil from these areas to evaluate appropriate soil disposal options for soil that may be generated from these portions of the Project.

The purpose of the environmental scope of services is to satisfy the requirements of the CMMP for the Boise Cascade Veneer Plant portion of the Project and to evaluate appropriate disposal options for soil that will be generated during Project construction and either be managed onsite or disposed of offsite. The specific planned scope of services is summarized below. However, the planned scope of services may require modification based on potential input from DEQ:

- Provide regulatory liaison services with representatives of DEQ's Cleanup Division, including notification of planned pre-construction soil-disturbing activities and, if necessary, enrollment of the Project into DEQ's Voluntary Cleanup Program.
- If necessary, prepare a Work Plan for DEQ review and approval describing planned pre-construction soil-disturbing activities on the Veneer Plant. The Work Plan will include a general description of the Project and present a scope of services intended to pre-characterize soil prior to excavation to allow for the soil to be directly loaded for offsite disposal, if necessary.
- Coordinate and manage the field explorations, including private and public utility locates, access preparation, and scheduling contractors and GeoDesign staff.
- Subcontract a licensed drilling contractor to 26 direct-push borings at the Project to an anticipated depth of 15 feet BGS or probe refusal, whichever comes first. The borings will be spaced at approximately 100-foot intervals along the planned lengths of S. 1st Street and Strand Street, including 17 borings on future S. 1st Street and 9 borings on future Strand Street.
- Collect continuous soil samples from each direct-push boring to the extent practical for visual identification and field screening. Field screening will consist of visual observation for staining, water sheen testing, and headspace vapor measurements using a hand-held photoionization detector.
- From each boring, collect a total of three 3-point composite soil samples, including one 3-point composite soil sample representative of soil between 0 and 5 feet BGS, one 3-point composite soil sample representative of soil between 5 and 10 feet, and one composite soil sample representative of soil between 10 and 15 feet BGS. A total of up to 78 three-point composite soil samples will be collected from the 26 direct-push borings.
- Submit up to 78 three-point composite soil samples collected from the borings to a chemical analytical laboratory for analysis of diesel- and oil-range hydrocarbons by Method NWTPH-Dx, VOCs by EPA Method 8260B, PAHs by EPA Method 8270D SIM, PCBs by EPA Method 8082, and RCRA 8 metals by EPA Method 6020A.
- Decommission all soil borings in accordance with state and local rules and regulations immediately upon the conclusion of field work for this investigation.

- Place soil cuttings and decontamination water in labeled, Oregon Department of Transportation-approved, 55-gallon drums and leave it on site.
- Subcontract with a waste disposal subcontractor to dispose of the drums generated during this investigation and the geotechnical investigation at an approved facility.
- Summarize the results of the investigation in a report that will include a summary of field activities and observations, laboratory reports, and a discussion of the analytical results within the context of DEQ's regulatory framework. If necessary, submit the report to DEQ for review and approval.

#### **Assumptions:**

- Client to provide preliminary title reports of affected properties for proposed acquisitions.
- Obtain electronic file of 2014 AKS ALTA survey.
- The need for utility potholing will be evaluated following the 30% design submittal. If required, potholing will be coordinated and contracted as an additional service.
- Site access will be arranged by others.
- Site work can be completed on three consecutive weekdays between 8 am and 6 pm.
- Soil cuttings and decontamination water will be drummed and temporarily stored onsite pending disposal.
- Geotechnical boring for Tualatin Street waterline connection will be made at accessible location at top or bottom of bluff as coordinated with design team.
- No more than 9 drums of soil cuttings and decontamination water will be generated during the environmental and geotechnical investigations and the drums can be disposed of as non-hazardous waste.
- If necessary, potential DEQ-required construction and post-construction environmental services will be presented in a separate scope of services.
- Environmental investigation is for on-site soils only and does not include wetland reports/studies, biological assessments, archeological/historical surveys.

#### **Deliverables:**

- AutoCAD drawing file with base mapping, property boundary information, and Digital Terrain Model (DTM).
- PDF of Final Topographic Survey map
- Up to eight (8) legal descriptions and exhibits for project easements or acquisitions.
- Pre-Construction Record of Survey
- Geotechnical Report
- Piezometer readings
- Environmental Report (soils)

## **Task 3 – Alignment Alternatives/Concept Development Plans**

The purpose of this task is to explore layout options looking at horizontal geometry to meet minimum design speed criteria, creation of developable parcels, existing topography, pedestrian crossings and connectivity, and access to the riverfront. The design team will review current Development Code requirements and adopted Master Plans and prepare a concept development plan for use when analyzing the alternatives.

### **Task: 3.1 Planning Code and Zoning Requirements Review**

Review the City's Community Development Code to identify applicable use, development, and land division standards and provide feedback about potential parcel configurations or areas of potential revision to accommodate the desired development. This step is necessary to provide a framework for the alignment alternatives and concept development plan of Tasks 3.2 and 3.3.

### Task: 3.2 Alignment Alternatives

- The alternatives will address two S. 1st Street alignments: one located closer to the base of the existing bluff (maximize development area on river side of roadway) and one shifted away from the existing bluff to create more “useable” space between the roadway and the bluff. The alternatives will also address the alignment of Strand and its intersection with S. 1st Street (sweeping curve or more right-angle approach).
- Provide strip maps with preliminary horizontal roadway alignment and adjacent parcels.
- The design team will prepare a single alignments for water, sewer, and storm improvements. Two alignment alternatives will be developed for the lift station relocation.
- Provide conceptual stormwater management strategies that consider both the new roadway and adjacent development parcels (regional stormwater management facility versus individual ROW/development parcel facilities). The design team will consider the use of the existing storm outfall locations as part of the stormwater strategy.
- Provide conceptual design of pedestrian crossing treatments.
- Review existing River District, Mill Sub-District requirements and other standards (shared with Riverwalk Project).
- Design team to review existing S. 1<sup>st</sup> and St. Helens intersection design and coordinate designs so they are consistent for the River District area.
- Develop concept exhibits demonstrating the following landscape/streetscape elements of the alignment alternatives.
  - Existing and proposed pedestrian connections between bluff, roadways, and the future Riverwalk.
  - Gateway concept at 1st and Strand intersection.
  - Street tree layout.
  - Streetscape elements furnishings, conceptual scoring and pavement treatments, landscape planting areas.
  - Coordinate stormwater types and locations, led by Civil.
  - Coordinate lighting types and locations, led by DKS.

### Task: 3.3 Concept Development Plan

Prepare a concept development plan for adjacent parcels based on the alignment alternatives identified under Task 3.2 to provide conceptual yield studies for building footprints, parking, circulation, and site analysis. The Project Team will focus on parcel development by providing developable parcel options for the street alignments that are confined between the bluff and the river, so maximizing developable, attractive land is that increases economic activity and provides viable community centers.

The team will provide the following services:

- Prepare a working base map for the Concept Development Plan.
- Prepare a site analysis map that depicts development opportunities and constraints, including zoning, environmental overlays, and other site conditions that may affect the Concept Development Plan and Alignment Alternatives.
- Solicit input from at least four (4) developers on development opportunities and constraints of the project site. This input is not considered a formal proposal or solicitation of the property to developers, just a peer level review for considering concept development plan options.
- Define building types to use for footprints.
- Prepare two freehand Concept Development Plans, including buildings, parking, open space, pedestrian circulation, and the road alignment alternatives.
- Prepare up landscape / streetscape exhibits for up to three (3) alternatives. This includes an illustrative plan (1 roll map), typical sections, and materials/precedent image boards.
- Clearly annotate the plans for ease of review.
- Circulate for review and comment.

- Attend one (1) meeting with the City and the staff advisory committee to review the conceptual plan and provide a recommendation to the City Council.

### **Task 3.4 Scoring Criteria / Worksession**

Otak will work with the City to develop criteria for analyzing the alternatives, with a weighted system toward the highest priorities. These would likely include the following:

- Parcel development
- Riverfront access
- Multimodal activity

The team will participate in the following activities:

- Assist in preparing an evaluation matrix for scoring for the staff advisory committee to review the options and develop a recommendation on a preferred option for the City Council.
- Prepare for and attend one (1) City Council meeting / worksession to present the alignment alternatives and concept development plans. This presentation will include the recommendation from the staff advisory committee, a clear list of pros and cons for the two options, and a general ROM (rough order of magnitude) cost differences between alternatives.

### **Assumptions:**

- Concept Development Plan exhibits to be presented in concept sketch level format with annotations and demonstrative photos for communicating the plan. No renderings or CAD plans will be prepared.
- No cost estimating will be provided at Alternative/Concept Design phase

### **Deliverables:**

- Base site map
- Two Alignment Alternatives (10% Design)
- Two Concept Plans in freehand format
- Preferred Concept Plan in digital format
- Scoring criteria for analyzing alternatives

## **Task 4 –Road and Utility Extensions: Preliminary Design (30%)**

The purpose of this task is to advance the preferred alignment alternative conceptual design to improved site information and prepare 30% design roll-map. 30% preliminary design milestone will include streetscape layout, street cross sections, alignment geometry and profile, schematic utility layout, proposed lift station location and concept, illumination, and delineation of landscaped areas and stormwater management facilities. Included in this task is the assessment of cost-effective relocation options for the lift station and conceptual design based on City requirements.

### **Task: 4.1 Development of 30% Roll-map Plans**

Civil Roadway and Utility Coordination (Otak)

- Prepare 30% design level plans that show the roadway horizontal (1"=20') and vertical alignments (1"=5') on the topographic survey basemap.
- Prepare typical sections for 1<sup>st</sup> and Strand Streets.
- Prepare 30% design level plans for stormwater conveyance and treatment systems for new roadway
- Prepare 30% design plans for intersection improvements (1<sup>st</sup>/Cowlitz, 1<sup>st</sup>/Strand) and existing S. 1<sup>st</sup> Street Improvement south of Cowlitz.
- Prepare a design assumptions report for review and approval by City.

- Otak will establish communication with public utilities and private utility companies to notify them of this project and timeline, identify existing infrastructure in the project limits, and develop a composite list of potential utility conflicts and necessary demolition. Submit 30% plans to franchise utility providers for their reference in advancing design of new facilities.
- The design team will coordinate with the Columbia River PUD and incorporate their designs for placing the existing overhead utilities underground on the developed portions of S. 1<sup>st</sup> Street starting at the St. Helens intersection.
- Identify required ROW and easements for the project.

#### Utility Design (Leeway Engineering)

Sanitary sewer and water utilities will be conceptually designed based on topographic survey, geotechnical investigations, and current City hydraulic (sanitary) and demand (water) requirements. Hydraulic basis of design shall be based on the City's current Sanitary Sewer Master Planning efforts and any updates from the City's Water Master Plan (2012). Subtask activities will include:

- Development of background data request and review of data, including wet-weather and dry weather flow records.
- Coordination with the City regarding future extensions and connection points (including waterline connection at Tualatin Street).
- Evaluation of utility capacity requirements, including projection of wet-weather 5-year 24-hour event sanitary flows and peak hour/fire flow water demand.
- Development of preliminary layout of utilities, including coordination with Otak on storm and other dry utilities.
- Initial discussions with the Oregon Department of Environmental Quality (DEQ) regarding lift station force main discharge requirements.
- Evaluation and feasibility of connection to proposed force main to influent "tunnel" interceptor.
- Preparation for and attendance at one (1) design meeting to review design criteria and 30% design.
- Preparation for and attendance at one (1) design meeting to solicit O&M feedback and review design progress and criteria at the midway point of the 90% design.

#### Multimodal Transportation / Illumination (DKS)

- The design team will prepare a Traffic Analysis Memorandum that summarizes available pertinent traffic information. This includes evaluating and making recommendations regarding the location and possible treatment options for pedestrian crossings within the Project limits. This evaluation will be based on information gathered in the field, current Agency standards, land uses, Corridor Master Plan, Riverfront Connector Plan, and Wayfinding Plan, and NCHRP Report 562. The Design Team will evaluate and make recommendations to determine recommended alignment and cross sections for 1<sup>st</sup> and Strand Streets. Operations analysis will not be performed at any intersections.
- The design team will evaluate traffic and pedestrian circulation through the "pinch" point between the County Courthouse and City Hall in relation to how the Columbia View Park parking area may be modified and/or potential for one-way vehicular traffic through this area to provide more area for pedestrian traffic (sidewalks, etc) and how traffic circulates north of City Hall. The evaluation will consider the Riverfront Connector Plan and the Corridor Master Plan.
- Lighting analysis will be performed along S. 1<sup>st</sup> Street and Strand between the street extension limits at public intersections and pedestrian crossings and summarized in a memorandum with results of the findings.
- The design team will coordinate with Columbia River PUD on design and approved street lighting equipment. Roadway illumination plans will be prepared per City of St. Helens and Columbia River PUD standards showing all lighting infrastructure (conduit, wiring, foundations, junction boxes, poles, light fixtures, service cabinet) for the new lighting system.
  - Decorative lighting fixtures will be consistent with the S. 1<sup>st</sup> and St. Helens Street intersection design but understand they could change based on recommendations from the Riverwalk project to ensure consistency.

- Development of signing design through guidance provided by City of St. Helens, the current edition of the ODOT Traffic Sign Design Manual, the MUTCD and Oregon Supplements to the MUTCD (OAR 734-020-005) and with the Sign Policy and Guidelines for the State Highway System. In addition, the design team will take into account any signing designs from the City's Wayfinding Master Plan.
- Sign Plans include permanent signing plan, signing details, and sign post and data table. Design team will prepare striping design with guidance provided by City of St. Helens, the ODOT Traffic Line Manual, ODOT Traffic Manual, the MUTCD, the Oregon Supplement to the MUTCD, the Oregon Standard Drawings, and Standard Details. Permanent Striping Plans include roadway alignment, stationing, channelization information, tapers, centerlines, lane lines, shoulder width information, bike markings, crosswalks, and dimensions.

#### Landscape Architecture (Mayer-Reed)

- Develop streetscape designs for
  - Sidewalk paving patterns and materials.
  - Furnishing zone treatments and amenities.
  - Street tree layout and species.
  - Landscape zones and preliminary species.
- Stormwater planting – preliminary species
- Gateway elements – preliminary design.
  - Coordinate with lighting and other disciplines as needed.
- Prepare exhibits for client review meeting including:
  - Enlarged plans.
  - Sections and elevations.

#### Task: 4.2 Stormwater Management

- Prepare preliminary Stormwater Management Report for the project, including evaluation of regional stormwater facility option versus multiple smaller facilities within project limits.
- Storm water analysis includes conveyance, water quality treatment, and stormwater outfall to the Columbia River. It is assumed that water quality treatment will be based on ODOT stormwater treatment design standards, to be confirmed with City during the Preliminary Design phase.
- A preliminary report is to be submitted to the City for review and comment.
- Provide initial evaluation of stormwater outfalls and floodplain impacts from roadway/utility design and determine if additional analysis or permitting required for project.

#### Task: 4.3 Lift Station Relocation Analysis (Leeway Engineering and Grayling)

The lift station will be conceptually designed based on topographic survey, geotechnical investigations, and current / project hydraulic capacity requirements. Subtask activities will include:

- Development of background data request and review of data, including wet-weather and dry weather flow records.
- A site visit to evaluate existing conditions.
- Preliminary electrical engineering including coordination with the local electrical utility.
- Attendance at a design review meeting with the City.

As part of this work, a hydraulic analysis of the pressure sewer associated with the relocated lift station will be completed to determine equipment sizes and operating parameters. Key tasks include:

- Development of a sanitary basin plan.
- Confirmation that peak design flow based on a 20-year forecast, or greater is included in the City's other planning efforts.
- Overflow storage analysis.
- Draft and final technical memorandum (TM) outlining design criteria.

#### Task: 4.4 30% Cost Estimate / Constructability Review

- Prepare a preliminary cost estimate (AACE Class 3 level) for project based on 30% plans
- Otak CM team to provide constructability review and submit a summary report of potential construction/staging issues that may impact final design and permitting.
- Perform a review of overall construction estimate to advise City on budget status.

#### Assumptions:

- The Design Team will use the 2021 ODOT Standard Specifications.
- Land division is not included in this permitting scope of work. If a land division is desired or required to permit infrastructure improvements, the Otak team can provide a proposal for that work separately.
- Gateway design may include wayfinding / signage elements from the Riverfront Connector Plan and Wayfinding Master Plan. Design will include sign type locations; design and detailing of wayfinding elements not included.
- This scope does not include DSL/COE or FEMA coordination and permitting.
- New water, sewer utilities will be limited to the roadway extensions.
- New stub-out connections at manholes (sanitary) and mechanical joint caps or plugs (water) will be provided for future development assuming the lowest fixture being 8-feet below ground service.
- The downstream collection system has capacity to accept flows from the relocated lift station.
- Surge analysis is not required.
- The pump station will consist of three pumps. Pump size is a maximum of 50 horsepower.
- Instrumentation and control design is limited to incorporating the City's existing cellular based communication system.
- Odor control design for the lift station is not required.

#### Deliverables:

- Preliminary Stormwater Management Report
- 30% Design roll-map
- Outline specifications
- Preliminary Cost Estimate for 30% Design plans
- Roadway Design Report
- Draft and final utilities Technical Memorandum confirming demand and capacity requirements for water/sewer, respectively.
- Draft and final lift station design Technical Memorandum with site plan and section view drawings.
- Draft and Final Traffic Analysis Memorandum
- Draft and Final Illumination Analysis Memorandum

## Task 5 –Road and Utility Extension: Final Design (90% and Final PS&E)

The purpose of this task is to advance the preliminary design into 90% and final design documents that can go to bid advertisement. Street plans will incorporate a final design level of detail for streetscape, stormwater collection and management, utility information, street cross sections, illumination and signing/stripping plans, street landscape and ADA grading. Included with this work effort will be the proposed lift station design documents.

### Task: 5.1 90% and Final PS&E

Civil Roadway and Utility Coordination (Otak)

- Refine roadway alignment and grade and stormwater management based on the 30% review comments.
- Refine design for the three intersection improvements (S. 1st/Cowlitz, S. 1st/Strand) and existing S. 1st Street Improvement south of Cowlitz intersection.

- Determine sheet layout, title block, and sheet numbering scheme and coordinate with Design team for entire plan set. Obtain City concurrence prior to producing sheets.
- Prepare final typical section plan sheets (3), including typical on-street parking sections.
- Develop roadway and storm conveyance plan and profile sheets (7).
- Develop intersection grid details to show surface elevation information for intersections without a pavement standard cross slope. Details are assumed to be needed for each of the three existing intersections and at S 1<sup>st</sup>/Strand intersection (3).
- Prepare final sheets for overall plan set and general roadway improvements including a title sheet (1), index sheet (1), general notes (1), existing conditions (3), curb returns/ADA ramps (8), and mid-block crossings (2), standard roadway details (3), storm details (3).
- Prepare final sheets for stormwater improvements including plan/profile to outfall (2), standard storm details (3), stormwater treatment/LIDA details (2).
- Prepare Erosion and Sediment Control Plans for limits of project in accordance with DEQ 1200-C permit requirements. Assumes: Cover sheet (1), ESC Plans for three stages of construction (clearing/demo, grading, street/utility) (9), and ESC Details (3).
- Prepare final survey monumentation sheets (2).
- Coordinate with franchise utility providers (power, gas, telephone, fiber, communications) to incorporate design into roadway plans. Show proposed vaults and conduit runs as reference on roadway plan set, but franchise utility providers to provide their final design on separate documents.
  - Prepare final sheet(s) of composite utility plan showing where all utilities will be shown at a scale no smaller than 1"=60' without notes, profiles, etc.
- Prepare the special provisions of the project specifications related to roadway and storm drain improvements at 90% and Final PS&E submittal.
- Prepare cost estimate at 90% and Final PS&E (AACE Class 2 level) for roadway and storm drainage improvements.
- Prepare bid schedule for roadway and storm drainage improvements at 90% and Final PS&E.
- Assemble final special revisions, cost estimate, and bid schedule for entire project at 90% and Final PS&E from submitted documents from design team members. The professional of record will seal the applicable section of the special provisions for the Final PS&E submittal.
- Submit 90% PS&E to City for review and comment. Develop a comment log for design team to track revisions/responses in advancing plans to Final PS&E.

#### Utility Design (Leeway Engineering)

Sanitary sewer and water utility construction documents will be developed. Subtask activities will include:

- Coordination with Otak regarding cover sheet and other general sheets, traffic control plans, bidding documents, and front-end documents.
- Development of combined water and gravity sanitary sewer plan and profile drawings, including Tualatin Street waterline connection (8 sheets)
- Development of force main plan and profile drawings (6 sheets)
- Markups to the project Erosion and Sediment Control drawing(s), as developed by Otak.
- Design of force main connection to WWTP headworks or influent tunnel manhole.
- Development of horizontal utility decommissioning drawings (1 sheet plus 1 detail sheet).
- Drafting of special provisions related to water and sewer (6 sections).
- Coordination with Otak and City regarding future extension and connection locations.
- Development of Comment Log.
- Preparation for and participation in a 90% design initiation meeting, 90% design review meeting, and a Final Design handoff meeting.
- Development of utility-specific bid schedule for incorporation into Bid Documents.
- Development of 90% and Final AACE Level 2 cost estimates.
- Review and incorporation of review comments as received from the City, Design Team, and DEQ.
- Quality control reviews.

Multimodal Transportation / Illumination (DKS)

- Update design elements for illumination, signing, and striping to reflect review comments and changes from the Preliminary design review and bring the design level to 90% and Final PS&E suitable for advertisement and bidding. The following plan sheets will be prepared:
  - Illumination legend (1)
  - Illumination plans – (6) (1:40 scale)
  - Illumination details – (2)
  - Signing/Striping Legend (1)
  - Signing/Striping Plans (6) (1:40 scale)
  - Sign installation details (2)

Landscape Architecture (Mayer-Reed)

- Develop streetscape Plans and Details for
  - Sidewalk paving patterns and materials
  - Furnishing zone treatments and amenities
  - Street tree layout and species
  - Landscape planting design and irrigation
- Develop Plans and Details for Stormwater planting design
- Develop Plans and Details for Gateway element.
  - Coordinate with lighting and other disciplines as needed

**Task: 5.2 Stormwater Management Design and Report (Otak)**

- Advance stormwater design to support project 90% plans and Final PS&E.
- Otak will prepare a final stormwater management plan that encompasses the stormwater management facilities and pipe conveyance. The report will document support calculations.

**Task: 5.3 Lift Station Design Documents (Leeway Engineering and Grayling)**

Lift station construction documents will be developed to the 90% and Final design levels. Subtask activities will include:

- Development of Comment Log.
- Preparation for and participation in a midpoint 90% design workshop (approximately 60% completion) with City engineering and operations staff to review selection of lift station mechanical equipment, electrical equipment, and the pre-fabricated building,
- Preparation for and participation in a 90% design initiation meeting, a 90% design review meeting, and a Final Design handoff meeting.
- Development of bypass pumping plan.
- Development of lift station-specific bid schedule for incorporation into Bid Documents.
- Development of 90% and Final AACE Level 2 cost estimates.
- Development of 90% and Final technical specifications for mechanical and electrical in CSI format.
- Demolition and bypass plan for the existing lift station (2 sheets).
- Lift station site plan and sections (3 sheets).
- Detail sheets including City standards (up to 3 sheets).
- Structural notes, design, and details for pre-manufactured shelter/enclosure (2 sheets). Otak will provide structural footing design for pre-manufactured building loads to support contractor's building permit application.
- Electrical notes and site plan (2 sheets).
- Electrical one-line diagram (1 sheet).
- Electrical design and control plans (3 sheets).
- Electrical details.
- Quality control reviews.

### **Assumptions:**

- Gateway design may include wayfinding / signage elements. Signage Masterplan standards will be used for any wayfinding components included in the Gateway elements; design and destailing of wayfinding signage not included.
- Any exiting utilities recommended for rehabilitation or replacement north of Cowlitz or outside the new roadway alignment is not included as part of this Task.
- New water shall be C900 PVC or ductile iron, based on depths and dead/live loads., new sewer shall be ASTM3034 or SDR26 PVC, new force main(s) shall be ductile iron, Class 52.
- A single set of consolidated comments will be provided at each design submittal (90% and Final)
- The electrical engineer will coordinate with power and communication utilities.
- Contract documents will be submitted electronically in PDF format.
- Architectural/structural design for the lift station shelter/enclosure is not required. Assume pre-manufactured shelter/enclosure with design/specifications by manufacturer.
- Assumes stormwater management/treatment to be provided for the new roadway extension only. Improvements at three existing intersections and south end S. 1st Street will utilize the existing storm drain system and not require any new stormwater management/treatment.
- Franchise utility design (power, gas, telephone, fiber, communications) to be completed and documented by utility provider. City to coordinate franchise/service agreements with utility providers.

### **Deliverables:**

- Final Stormwater Management Report
- 90% and Final PS&E submittals shall each include:
  - Stamped plan sheets electronic (Adobe PDF)
  - Bid sheet (in MS Excel format and PDF)
  - Engineer's construction cost estimates (in MS Excel format and PDF)
  - Project Special Provisions and technical specifications (in MS Word format and PDF format)

## **Task 6 – Permitting Coordination/Support**

The purpose of this task is to prepare permit applications and materials, permit tracking, and schedule of permit submittals.

### **Task: 6.1 Utility Design DEQ (Lift Station) and OHA (Water) (Leeway Engineering and Grayling)**

Leeway will lead the permitting effort as needed for the sanitary and water utilities. Permits include:

- Preparation and submittal of plan set to DEQ for review and approval of the lift station, force main(s), and sanitary sewers. As part of this effort, Leeway will help prepare a Land Use Compatibility Statement (LUCS) and coordinate with the City.

### **Task: 6.2 1200-C Erosion and Sediment Control (Otak)**

Otak will lead the permitting effort for the DEQ 1200-C permit for Erosion and Sediment Control for the project limits with preparation and submittal of the 1200-C application and ESC Plan prepared in the 90% PS&E. Otak will coordinate obtaining a Land Use Compatibility Statement (LUCS) from the City for submittal and track permit process through the public notice and issuance of permit.

### **Task: 6.3 Grading Permit - City of St. Helens (Otak)**

Otak will lead the permitting effort for the required Grading Permit through the City of St. Helens for grading activity on the site. Grading permit submittal plans will be based on the 90% PS&E submittal. Otak will track permit process and process required plan revision and coordination with the City through issuance of permit.

#### **Task: 6.4 Building Permit – Lift Station (Grayling/Otak)**

Grayling will take the lead in coordinating the steps required to acquire a Building Permit for structures related to the lift station. Activities will include coordination with a manufacturer for structural drawings and calculations in support of the building permit application.

##### **Assumptions:**

- The building permit application will be made by the contractor.
- Grayling will coordinate providing the drawings and calculations needed to accompany the contractor's building permit application.
- City will pay all permitting fees.
- City does not currently have an exception for plan review with DEQ or OHA.
- Lift station shelter/enclosure is a pre-manufactured structure. No architectural or building structural design is required from the Design team. Otak will provide structural footing design for pre-manufactured building loads to support contractor's building permit application.

##### **Deliverables:**

- DEQ Permit submittal package (Lift Station and force main)
- DEQ 1200-C Erosion and Sediment Control Permit submittal package
- Grading Permit submittal package (Columbia County)
- Building Permit submittal package (lift station structure)

### **Task 7 – Bid Documents and Bidding Assistance – RESERVED - TBD**

*Task 7 scope and fee to be proposed after Task 4 – Preliminary Design (30%) design task in complete.*

The purpose of this task is to work with the City to answer questions during the bid advertisement process and prepare addenda as needed. At the close of bidding, Otak will help the City evaluate proposals and make a final selection.

#### **Task: 7.1 Bid Assistance**

### **Task 8 – Construction Management Services (Otak) – RESERVED - TBD**

*Task 8 scope and fee to be proposed after Task 4 – Preliminary Design (30%) design task in complete.*

The purpose of this task is to provide Construction Management and Inspection services for the duration of the project.

#### **Task: 8.1 Construction Management / Administration**

#### **Task: 8.2 Pre-construction and Site Meetings**

#### **Task: 8.3 Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)**

#### **Task: 8.4 Construction Inspection**

#### **Task: 8.5 As-built Survey and Drawings**

#### **Task: 8.6 Project Close-out**

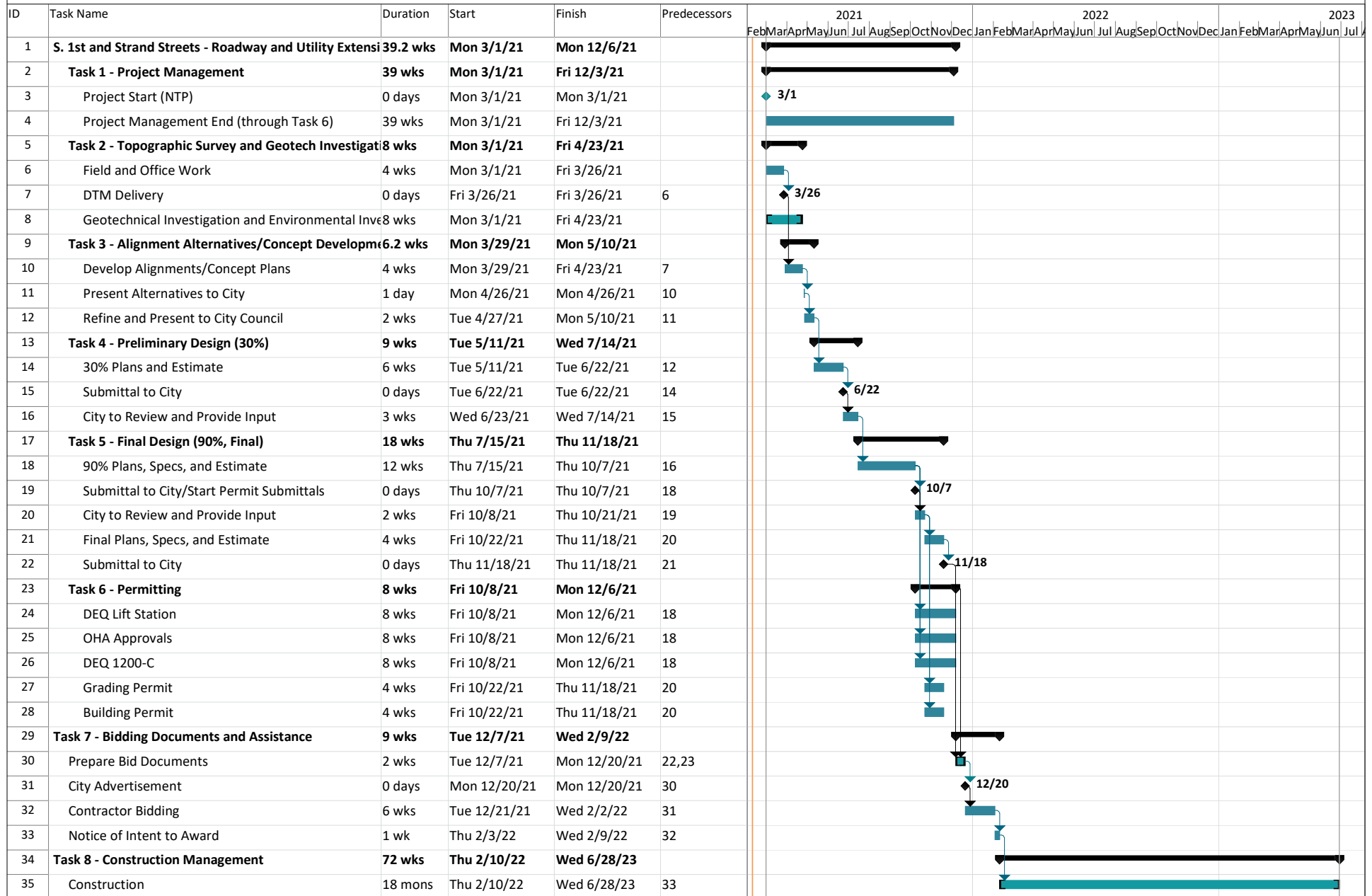
## **CITY'S RESPONSIBILITIES**

The City Shall:

- Confirm applicable Design Standards for the project including stormwater design requirements.
- Provide record drawings/as-builts, reports, studies, agreements, or other applicable documents the City has on file related to the subject property and adjacent infrastructure or development.

- Manage the relationship with other jurisdictions involved in the project, with adjacent property owners, and with the general public.
- Obtain Permits of Entry or provide access to property belonging to others.
- Provide a copy of chain of title from assessment and taxation, last deed recorded and assign right-of-way file numbers.
- Assist in utilities coordination and to facilitate the timely receipt of utility data from the utility companies and other public agencies.
- Pay for all permit application fees, unless otherwise noted.
- Provide advertisement for public announcements. Finalize, print, and distribute announcements, including uploading information to City website (as required).
- Provide bid advertisement and bid document printing services or e-hosting of documents.

St Helens: S. 1st and Strand Roadway/Utilities  
Design and Permitting  
2./10/21 draft



**PERSONAL SERVICES AGREEMENT  
ATTACHMENT B  
INSURANCE REQUIREMENTS**

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract. It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
<b>General Liability</b>	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	<b>YES</b>
Please indicate if Claims Made or Occurrence			
<b>Automobile Liability</b>	Combined Single – covering any vehicle used on City business	\$2,000,000	<b>YES</b>
<b>Workers' Compensation</b>	Per Oregon State Statutes If workers compensation is not applicable please initial here _____ State the reason it is not applicable: _____		<b>YES</b>
<b>Professional Liability</b>	Per occurrence  Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	<b>YES</b>

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation. Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

City Administrator  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

**PERSONAL SERVICES AGREEMENT  
ATTACHMENT C  
COMPENSATION**

## S.1st and Strand Streets - Roadway and Utility Extensions

Fee Estimate

Summary of Otak, Inc. and all Subconsultants

Otak Project # 019823.000

Task	Description	Otak, Inc.	Mayer/Reed	GeoDesign	Leeway Engineering	DKS Associates	Grayling Engineers	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b> (Tasks 2-6 duration)	<b>556</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>556</b>	<b>\$85,649.00</b>
1.1	Project Management and Administration	352	0	0	0	0	0	352	\$51,506.00
1.2	Project Coordination, Meetings, and Schedule	204	0	0	0	0	0	204	\$34,143.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>655</b>	<b>0</b>	<b>236</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>905</b>	<b>\$110,838.00</b>
2.1	Topographic Survey (Otak)	655	0	0	5	0	3	663	\$74,706.00
2.2	Geotechnical (GeoDesign)	0	0	97	3	0	3	103	\$16,110.00
2.3	Environmental Investigation (GeoDesign)	0	0	139	0	0	0	139	\$20,022.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>390</b>	<b>160</b>	<b>0</b>	<b>17</b>	<b>24</b>	<b>15</b>	<b>606</b>	<b>\$96,837.00</b>
3.1	Planning Code and Zoning Requirements	12	3	0	0	0	0	15	\$2,631.00
3.2	Alignment Alternatives (2) (10%)	156	131	0	17	24	15	343	\$50,763.00
3.3	Concept Development Plan	142	20	0	0	0	0	162	\$28,524.00
3.4	Scoring Criteria / Worksession	80	6	0	0	0	0	86	\$14,919.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>673</b>	<b>180</b>	<b>0</b>	<b>192</b>	<b>291</b>	<b>143</b>	<b>1479</b>	<b>\$212,562.00</b>
4.1	Development of 30% Roll-map Plans	483	160	0	178	279	56	1156	\$167,445.00
4.2	Stormwater Management	122	20	0	0	0	0	142	\$17,264.00
4.3	Lift Station Relocation Analysis	0	0	0	8	0	78	86	\$13,764.00
4.4	30% Cost Estimate/Constructability Review	68	0	0	6	12	9	95	\$14,089.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>1907</b>	<b>378</b>	<b>0</b>	<b>394</b>	<b>288</b>	<b>443</b>	<b>3410</b>	<b>\$463,544.00</b>
5.1	90% and Final PS&E	1657	378	0	379	288	184	2886	\$388,853.00
5.2	Stormwater Management Design and Report	224	0	0	0	0	0	224	\$28,640.00
5.3	Lift Station Design Documents	26	0	0	15	0	259	300	\$46,051.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>128</b>	<b>8</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>77</b>	<b>236</b>	<b>\$33,201.00</b>
6.1	Utility Design - DEQ (Lift Station)	0	0	0	23	0	43	66	\$9,953.00
6.2	1200-C Erosion and Sediment Control	72	0	0	0	0	18	90	\$11,974.00
6.3	Grading Permit (Columbia County)	56	0	0	0	0	0	56	\$7,940.00
6.4	Building Permit (Lift Station, Gateway)	0	8	0	0	0	16	24	\$3,334.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance	0	0	0	0	0	0	0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration	0	0	0	0	0	0	0	\$0.00
8.2	Pre-construction and Site Meetings	0	0	0	0	0	0	0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)	0	0	0	0	0	0	0	\$0.00
8.4	Construction Inspection	0	0	0	0	0	0	0	\$0.00
8.5	As-built Survey and Drawings	0	0	0	0	0	0	0	\$0.00
8.6	Project Close-out	0	0	0	0	0	0	0	\$0.00
	<b>Total Hours</b>	<b>4,309</b>	<b>726</b>	<b>236</b>	<b>634</b>	<b>603</b>	<b>684</b>	<b>7,192</b>	
	<b>Total Labor Cost</b>	<b>\$585,849.00</b>	<b>\$91,915.00</b>	<b>\$34,976.00</b>	<b>\$103,496.00</b>	<b>\$90,005.00</b>	<b>\$96,390.00</b>		<b>\$1,002,631.00</b>
	<b>Direct Expenses</b>	<b>\$8,000.00</b>	<b>\$2,760.00</b>	<b>\$64,400.00</b>	<b>\$560.00</b>	<b>\$1,746.00</b>	<b>\$32,768.00</b>		<b>\$110,234.00</b>
	<b>Subconsultant Administration</b>	<b>\$25,950.80</b>							<b>\$25,950.80</b>
	<b>Project Total</b>	<b>\$619,799.80</b>	<b>\$94,675.00</b>	<b>\$99,376.00</b>	<b>\$104,056.00</b>	<b>\$91,751.00</b>	<b>\$129,158.00</b>		<b>\$1,138,815.80</b>

S.1st and Strand Streets - Roadway and Utility Extensions

Fee Estimate  
Otak, Inc.  
Otak Project # 019823.000

Task	Description	Sr. PIC/Sr. PM Civil	Civil Engineer VIII	Civil Engineer VIII	Civil Engineer IV	Engineering Designer IV	Engineering Tech IV	Civil Engineer VI	Engineering Designer IV	PIC/PLS Sr. Manager	PLS V	Survey Crew Chief II	Survey Field Tech III	Survey Office Tech III	PIC/Sr. PM Urban Design	Sr. PM - Planner II	Sr. PIC/Sr. PM LA/Mst Pln	Landscape Architect IV	Construction Manager VI	Project Coordinator	Project Admin Assist		Total Hours	Total Budget by Task
1	Project Management	55	221	0	0	0	0	0	0	0	0	0	0	0	6	6	6	0	0	236	26	0	556	\$85,649.00
1.1	Project Management and Administration	28	124																0	182	18		352	\$51,506.00
1.2	Project Coordination, Meetings, and Schedule	27	97												6	6	6			54	8		204	\$34,143.00
2	Survey and Geotechnical / Environmental Investigation	0	0	0	0	0	0	0	0	11	92	201	201	147	0	0	0	0	0	0	3	0	655	\$73,082.00
2.1	Topographic and Boundary Survey (Otak)									11	92	201	201	147							3		655	\$73,082.00
2.2	Geotechnical (GeoDesign)																						0	\$0.00
2.3	Environmental Investigation (GeoDesign)																						0	\$0.00
3	Alignment Alternatives/Concept Development Plans	10	22	22	0	0	8	34	40	0	0	0	0	0	28	30	80	116	0	0	0	0	390	\$65,504.00
3.1	Planning Code and Zoning Requirements															12							12	\$2,196.00
3.2	Alignment Alternatives (2) (10%)	8	10	14			8	34	40						8	2	16	16					156	\$24,280.00
3.3	Concept Development Plan	2	12	8											12	8	40	60					142	\$25,084.00
3.4	Scoring Criteria / Worksession														8	8	24	40					80	\$13,944.00
4	Road and Utility Extensions: Preliminary Design (30%)	26	54	111	126	166	48	40	82	0	0	0	0	0	0	0	0	0	8	8	4	0	673	\$92,405.00
4.1	Development of 30% Roll-map Plans	22	48	95	126	142	48														2		483	\$67,065.00
4.2	Stormwater Management							40	82														122	\$15,144.00
4.3	Lift Station Relocation Analysis																						0	\$0.00
4.4	30% Cost Estimate/Constructability Review	4	6	16		24													8	8	2		68	\$10,196.00
5	Road and Utility Extensions: Final Design (90% and Final PS&E)	46	141	287	373	291	503	96	128	0	0	0	0	0	0	0	0	0	20	20	2	0	1907	\$251,469.00
5.1	90% and Final PS&E	46	133	287	361	291	497												20	20	2		1657	\$219,303.00
5.2	Stormwater Management Design and Report							96	128														224	\$28,640.00
5.3	Lift Station Design Documents		8		12	6																	26	\$3,526.00
6	Permitting Coordination/Support	6	34	0	46	0	36	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	128	\$17,740.00
6.1	Utility Design - DEQ (Lift Station)																						0	\$0.00
6.2	1200-C Erosion and Sediment Control	2	20		30		20																72	\$9,800.00
6.3	Grading Permit (Columbia County)	4	14		16		16	6															56	\$7,940.00
6.4	Building Permit (Lift Station Structure)																						0	\$0.00
7	Bid Documents and Bidding Assistance - RESERVED - TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
7.1	Bidding Assistance																						0	\$0.00
8	Construction Management Services - RESERVED - TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
8.1	Construction Management / Administration																						0	\$0.00
8.2	Pre-construction and Site Meetings																						0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)																						0	\$0.00
8.4	Construction Inspection																						0	\$0.00
8.5	As-built Survey and Drawings																						0	\$0.00
8.6	Project Close-out																							
		143	472	420	545	457	595	176	250	11	92	201	201	147	34	36	86	116	28	264	35	0	4309	
	Current Billing Rate	\$240.00	\$173.00	\$173.00	\$128.00	\$112.00	\$101.00	\$149.00	\$112.00	\$220.00	\$195.00	\$103.00	\$82.00	\$104.00	\$200.00	\$183.00	\$240.00	\$128.00	\$202.00	\$120.00	\$83.00			
	Annualized Billing Rate	\$240.00	\$173.00	\$173.00	\$128.00	\$112.00	\$101.00	\$149.00	\$112.00	\$220.00	\$195.00	\$103.00	\$82.00	\$104.00	\$200.00	\$183.00	\$240.00	\$128.00	\$202.00	\$120.00	\$83.00	\$0.00		
	Total Labor Cost	\$34,320.00	\$81,656.00	\$72,660.00	\$69,760.00	\$51,184.00	\$60,095.00	\$26,224.00	\$28,000.00	\$2,420.00	\$17,940.00	\$20,703.00	\$16,482.00	\$15,288.00	\$6,800.00	\$6,588.00	\$20,640.00	\$14,848.00	\$5,656.00	\$31,680.00	\$2,905.00	\$0.00	\$8,000	\$585,849.00
	Direct Expenses																							
	Subconsultant Administration																							
	Project Total																							\$619,799.80

**S.1st and Strand Streets - Roadway and Utility Extensions**

Fee Estimate

Mayer/Reed

Otak Project # 019823.000

Task	Description	Principal Landscape	Principal Vis Comm	Project Manager	Landscape Architect	Landscape Designer	Vis Comm Designer	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
1.1	Project Management and Administration							0	\$0.00
1.2	Project Coordination, Meetings, and Schedule							0	\$0.00
								0	\$0.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
2.1	Topographic Survey (Otak)							0	\$0.00
2.2	Geotechnical (GeoDesign)							0	\$0.00
2.3	Environmental Investigation (GeoDesign)							0	\$0.00
								0	\$0.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>27</b>	<b>6</b>	<b>38</b>	<b>20</b>	<b>56</b>	<b>13</b>	<b>160</b>	<b>\$20,930.00</b>
3.1	Planning Code and Zoning Requirements	1		1			1	3	\$435.00
3.2	Alignment Alternatives (2) (10%)	15	2	26	20	56	12	131	\$16,080.00
3.3	Concept Development Plan	8	4	8				20	\$3,440.00
3.4	Scoring Criteria / Worksession	3		3				6	\$975.00
								0	\$0.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>17</b>	<b>18</b>	<b>29</b>	<b>20</b>	<b>48</b>	<b>48</b>	<b>180</b>	<b>\$23,365.00</b>
4.1	Development of 30% Roll-map Plans	17	18	29	16	32	48	160	\$21,245.00
4.2	Stormwater Management				4	16		20	\$2,120.00
4.3	Lift Station Relocation Analysis							0	\$0.00
4.4	30% Cost Estimate/Constructability Review							0	\$0.00
								0	\$0.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>30</b>	<b>20</b>	<b>92</b>	<b>44</b>	<b>120</b>	<b>72</b>	<b>378</b>	<b>\$46,720.00</b>
5.1	90% and Final PS&E	30	20	92	44	120	72	378	\$46,720.00
5.2	Stormwater Management Design and Report							0	\$0.00
5.3	Lift Station Design Documents							0	\$0.00
								0	\$0.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>\$900.00</b>
6.1	Utility Design - DEQ (Lift Station)							0	\$0.00
6.2	1200-C Erosion and Sediment Control							0	\$0.00
6.3	Grading Permit (Columbia County)							0	\$0.00
6.4	Building Permit (Lift Station, Gateway)			4			4	8	\$900.00
								0	\$0.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance							0	\$0.00
								0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration							0	\$0.00
8.2	Pre-construction and Site Meetings							0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)							0	\$0.00
8.4	Construction Inspection							0	\$0.00
8.5	As-built Survey and Drawings							0	\$0.00
8.6	Project Close-out								
	<i>Total Hours</i>	74	44	163	84	224	137	726	
	<i>Billing Rate</i>	\$210.00	\$210.00	\$115.00	\$130.00	\$100.00	\$110.00		
	<i>Total Labor Cost</i>	\$15,540.00	\$9,240.00	\$18,745.00	\$10,920.00	\$22,400.00	\$15,070.00		\$91,915.00
	<i>Direct Expenses</i>							\$2,760	\$2,760.00
	<b>Project Total</b>								<b>\$94,675.00</b>

**S.1st and Strand Streets - Roadway and Utility Extensions**

Fee Estimate

Leeway Engineering

Otak Project # 019823.000

Task	Description	Principal Engineer	Senior Engineer	Project Engineer	Staff Engineer	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
1.1	Project Management and Administration					0	\$0.00
1.2	Project Coordination, Meetings, and Schedule					0	\$0.00
						0	\$0.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>\$1,714.00</b>
2.1	Topographic Survey (Otak)	4		1		5	\$1,091.00
2.2	Geotechnical (GeoDesign)	2		1		3	\$623.00
2.3	Environmental Investigation (GeoDesign)					0	\$0.00
						0	\$0.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>17</b>	<b>\$3,368.00</b>
3.1	Planning Code and Zoning Requirements					0	\$0.00
3.2	Alignment Alternatives (2) (10%)	11	2		4	17	\$3,368.00
3.3	Concept Development Plan					0	\$0.00
3.4	Scoring Criteria / Worksession					0	\$0.00
						0	\$0.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>60</b>	<b>54</b>	<b>6</b>	<b>72</b>	<b>192</b>	<b>\$32,484.00</b>
4.1	Development of 30% Roll-map Plans	50	54	6	68	178	\$29,708.00
4.2	Stormwater Management					0	\$0.00
4.3	Lift Station Relocation Analysis	8				8	\$1,872.00
4.4	30% Cost Estimate/Constructability Review	2			4	6	\$904.00
						0	\$0.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>140</b>	<b>6</b>	<b>32</b>	<b>216</b>	<b>394</b>	<b>\$62,338.00</b>
5.1	90% and Final PS&E	125	6	32	216	379	\$58,828.00
5.2	Stormwater Management Design and Report					0	\$0.00
5.3	Lift Station Design Documents	15				15	\$3,510.00
						0	\$0.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>8</b>	<b>23</b>	<b>\$3,592.00</b>
6.1	Utility Design - DEQ (Lift Station)	5		10	8	23	\$3,592.00
6.2	1200-C Erosion and Sediment Control					0	\$0.00
6.3	Grading Permit (Columbia County)					0	\$0.00
6.4	Building Permit (Lift Station Structure)					0	\$0.00
						0	\$0.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance					0	\$0.00
						0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration					0	\$0.00
8.2	Pre-construction and Site Meetings					0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)					0	\$0.00
8.4	Construction Inspection					0	\$0.00
8.5	As-built Survey and Drawings					0	\$0.00
8.6	Project Close-out						
	Total Hours	222	62	50	300	634	
	Billing Rate	\$234.00	\$179.00	\$155.00	\$109.00		
	Total Labor Cost	\$51,948.00	\$11,098.00	\$7,750.00	\$32,700.00		\$103,496.00
	Direct Expenses					\$560	\$560.00
	Project Total						\$104,056.00

**S.1st and Strand Streets - Roadway and Utility Extensions**

Fee Estimate

GeoDesign

Otak Project # 019823.000

Task	Description	Principal	Senior Associate	Associate	Senior Project Manager	Project Manager II	Project Manager	Technical Specialist I	Staff III	CAD Technician	Senior Technical Editor	Technical Editor	Support Staff	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
1.1	Project Management and Administration													0	\$0.00
1.2	Project Coordination, Meetings, and Schedule													0	\$0.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>29</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>22</b>	<b>0</b>	<b>122</b>	<b>11</b>	<b>14</b>	<b>0</b>	<b>5</b>	<b>236</b>	<b>\$34,976.00</b>
2.1	Topographic Survey (Otak)													0	\$0.00
2.2	Geotechnical (GeoDesign)	10	15			18			42	3	6		3	97	\$14,954.00
2.3	Environmental Investigation (GeoDesign)	19					22		80	8	8		2	139	\$20,022.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
3.1	Planning Code and Zoning Requirements													0	\$0.00
3.2	Alignment Alternatives (2) (10%)													0	\$0.00
3.3	Concept Development Plan													0	\$0.00
3.4	Scoring Criteria / Worksession													0	\$0.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
4.1	Development of 30% Roll-map Plans													0	\$0.00
4.2	Stormwater Management													0	\$0.00
4.3	Lift Station Relocation Analysis													0	\$0.00
4.4	30% Cost Estimate/Constructability Review													0	\$0.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
5.1	90% and Final PS&E													0	\$0.00
5.2	Stormwater Management Design and Report													0	\$0.00
5.3	Lift Station Design Documents													0	\$0.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
6.1	Utility Design - DEQ (Lift Station)													0	\$0.00
6.2	1200-C Erosion and Sediment Control													0	\$0.00
6.3	Grading Permit (Columbia County)													0	\$0.00
6.4	Building Permit (Lift Station Structure)													0	\$0.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance													0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration													0	\$0.00
8.2	Pre-construction and Site Meetings													0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)													0	\$0.00
8.4	Construction Inspection													0	\$0.00
8.5	As-built Survey and Drawings													0	\$0.00
8.6	Project Close-out													0	\$0.00
	<b>Total Hours</b>	<b>29</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>22</b>	<b>0</b>	<b>122</b>	<b>11</b>	<b>14</b>	<b>0</b>	<b>5</b>	<b>236</b>	
	<b>Billing Rate</b>	<b>\$224.00</b>	<b>\$204.00</b>	<b>\$192.00</b>	<b>\$175.00</b>	<b>\$164.00</b>	<b>\$154.00</b>	<b>\$144.00</b>	<b>\$133.00</b>	<b>\$101.00</b>	<b>\$97.00</b>	<b>\$90.00</b>	<b>\$77.00</b>		
	<b>Total Labor Cost</b>	<b>\$6,496.00</b>	<b>\$3,060.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,952.00</b>	<b>\$3,388.00</b>	<b>\$0.00</b>	<b>\$16,226.00</b>	<b>\$1,111.00</b>	<b>\$1,358.00</b>	<b>\$0.00</b>	<b>\$385.00</b>		
	<b>Direct Expenses</b>													<b>\$42,200</b>	<b>\$64,400.00</b>
	<b>Project Total</b>													<b>\$22,200</b>	<b>\$99,376.00</b>

**S.1st and Strand Streets - Roadway and Utility Extensions**

Fee Estimate

DKS Associates

Otak Project # 019823.000

Task	Description	Principal (Grade 40)	QA/QC Engineer (Grade 35)	Project Manager (Grade 30)	Project Engineer (Grade 21)	Transportatio n Analyst (Grade 23)	Engineering Assistant (Grade 16)	Cadd Technician (Grade 11)	Admin (Tech T)	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
1.1	Project Management and Administration									0	\$0.00
1.2	Project Coordination, Meetings, and Schedule									0	\$0.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
2.1	Topographic Survey (Otak)									0	\$0.00
2.2	Geotechnical (GeoDesign)									0	\$0.00
2.3	Environmental Investigation (GeoDesign)									0	\$0.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>24</b>	<b>\$4,310.00</b>
3.1	Planning Code and Zoning Requirements									0	\$0.00
3.2	Alignment Alternatives (2) (10%)	2		10	10				2	24	\$4,310.00
3.3	Concept Development Plan									0	\$0.00
3.4	Scoring Criteria / Worksession									0	\$0.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>5</b>	<b>9</b>	<b>48</b>	<b>50</b>	<b>40</b>	<b>76</b>	<b>50</b>	<b>13</b>	<b>291</b>	<b>\$44,045.00</b>
4.1	Development of 30% Roll-map Plans	5	9	48	46	40	70	48	13	279	\$42,435.00
4.2	Stormwater Management									0	\$0.00
4.3	Lift Station Relocation Analysis									0	\$0.00
4.4	30% Cost Estimate/Constructability Review				4		6	2		12	\$1,610.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>2</b>	<b>6</b>	<b>53</b>	<b>52</b>	<b>4</b>	<b>88</b>	<b>70</b>	<b>13</b>	<b>288</b>	<b>\$41,650.00</b>
5.1	90% and Final PS&E	2	6	53	52	4	88	70	13	288	\$41,650.00
5.2	Stormwater Management Design and Report									0	\$0.00
5.3	Lift Station Design Documents									0	\$0.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
6.1	Utility Design - DEQ (Lift Station)									0	\$0.00
6.2	1200-C Erosion and Sediment Control									0	\$0.00
6.3	Grading Permit (Columbia County)									0	\$0.00
6.4	Building Permit (Lift Station Structure)									0	\$0.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance									0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration									0	\$0.00
8.2	Pre-construction and Site Meetings									0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)									0	\$0.00
8.4	Construction Inspection									0	\$0.00
8.5	As-built Survey and Drawings									0	\$0.00
8.6	Project Close-out									0	\$0.00
	<b>Total Hours</b>	<b>9</b>	<b>15</b>	<b>111</b>	<b>112</b>	<b>44</b>	<b>164</b>	<b>120</b>	<b>28</b>	<b>603</b>	
	<b>Billing Rate</b>	<b>\$250.00</b>	<b>\$225.00</b>	<b>\$200.00</b>	<b>\$155.00</b>	<b>\$165.00</b>	<b>\$130.00</b>	<b>\$105.00</b>	<b>\$130.00</b>		
	<b>Total Labor Cost</b>	<b>\$2,250.00</b>	<b>\$3,375.00</b>	<b>\$22,200.00</b>	<b>\$17,360.00</b>	<b>\$7,260.00</b>	<b>\$21,320.00</b>	<b>\$12,600.00</b>	<b>\$3,640.00</b>		<b>\$90,005.00</b>
	<b>Direct Expenses</b>									<b>\$1,746</b>	<b>\$1,746.00</b>
	<b>Project Total</b>										<b>\$91,751.00</b>

**S.1st and Strand Streets - Roadway and Utility Extensions**

Fee Estimate

Grayling Engineers

Otak Project # 019823.000

Task	Description	Senior Engineer	Design Engineer III	Design Engineer II	CAD / GIS	Electrical Engineer	Total Hours	Total Budget by Task
<b>1</b>	<b>Project Management</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
1.1	Project Management and Administration						0	\$0.00
1.2	Project Coordination, Meetings, and Schedule						0	\$0.00
							0	\$0.00
<b>2</b>	<b>Topographic Survey and Geotechnical / Environmental Investigation</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>\$1,066.00</b>
2.1	Topographic Survey (Otak)	1	2				3	\$533.00
2.2	Geotechnical (GeoDesign)	1	2				3	\$533.00
2.3	Environmental Investigation (GeoDesign)						0	\$0.00
							0	\$0.00
<b>3</b>	<b>Alignment Alternatives/Concept Development Plans</b>	<b>8</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>\$2,725.00</b>
3.1	Planning Code and Zoning Requirements						0	\$0.00
3.2	Alignment Alternatives (2) (10%)	8	3	4			15	\$2,725.00
3.3	Concept Development Plan						0	\$0.00
3.4	Scoring Criteria / Worksession						0	\$0.00
							0	\$0.00
<b>4</b>	<b>Road and Utility Extensions: Preliminary Design (30%)</b>	<b>27</b>	<b>30</b>	<b>34</b>	<b>52</b>	<b>0</b>	<b>143</b>	<b>\$20,263.00</b>
4.1	Development of 30% Roll-map Plans	8	8		40		56	\$6,992.00
4.2	Stormwater Management						0	\$0.00
4.3	Lift Station Relocation Analysis	18	18	30	12		78	\$11,892.00
4.4	30% Cost Estimate/Constructability Review	1	4	4			9	\$1,379.00
							0	\$0.00
<b>5</b>	<b>Road and Utility Extensions: Final Design (90% and Final PS&amp;E)</b>	<b>83</b>	<b>70</b>	<b>106</b>	<b>184</b>	<b>0</b>	<b>443</b>	<b>\$61,367.00</b>
5.1	90% and Final PS&E	20	28		136		184	\$22,352.00
5.2	Stormwater Management Design and Report						0	\$0.00
5.3	Lift Station Design Documents	63	42	106	48		259	\$39,015.00
							0	\$0.00
<b>6</b>	<b>Permitting Coordination/Support</b>	<b>9</b>	<b>14</b>	<b>44</b>	<b>10</b>	<b>0</b>	<b>77</b>	<b>\$10,969.00</b>
6.1	Utility Design - DEQ (Lift Station)	5	10	28			43	\$6,361.00
6.2	1200-C Erosion and Sediment Control		2	8	8		18	\$2,174.00
6.3	Grading Permit (Columbia County)						0	\$0.00
6.4	Building Permit (Lift Station Structure)	4	2	8	2		16	\$2,434.00
							0	\$0.00
<b>7</b>	<b>Bid Documents and Bidding Assistance - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
7.1	Bidding Assistance						0	\$0.00
							0	\$0.00
<b>8</b>	<b>Construction Management Services - RESERVED - TBD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
8.1	Construction Management / Administration						0	\$0.00
8.2	Pre-construction and Site Meetings						0	\$0.00
8.3	Construction Engineering (Responding to RFIs, Review Shop Drawings and Submittals)						0	\$0.00
8.4	Construction Inspection						0	\$0.00
8.5	As-built Survey and Drawings						0	\$0.00
8.6	Project Close-out						0	\$0.00
	Total Hours	129	121	188	246		684	
	Billing Rate	\$215.00	\$159.00	\$132.00	\$100.00			
	Total Labor Cost	\$27,735.00	\$19,239.00	\$24,816.00	\$24,600.00			\$96,390.00
	Direct Expenses					\$32,208	\$560	\$32,768.00
	Project Total							\$129,158.00

**CONTRACT PAYMENTS**

City Council Meeting  
March 3, 2021

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**David Evans and Associates Inc.**

Project: R-679 Columbia Blvd. Sidewalk (Inv#479016)	\$	139.60
Project: R-687 N. Vernonia Road Sidewalks (Inv#479112)	\$	<u>777.29</u>
<b>Total</b>	<b>\$</b>	<b>916.89</b>



**DAVID EVANS  
AND ASSOCIATES INC.**

Sue Nelson  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

Invoice Number 482357  
Invoice Date February 19, 2021  
PO Number  
Page 1 of 1

Work Beginning 12/27/2020 through 01/30/2021

Manager: Paul Tappana

Project STHN0000-0002: Columbia Boulevard Sidewalk and Safety Improvements

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
Office/Clerical	Lori Hicks	0.10	99.20	9.92
Project Coordinator III	Lara Abrams	1.40	92.63	129.68
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>1.50</b>		<b>139.60</b>
<b>Invoice Total</b>				<b>\$139.60</b>

Invoiced by: Lara Abrams

APPROVED FOR PAYMENT

INIT

DATE

*[Signature]*

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

*2-24-21*  
*2-24-2021*

301-000-53001 \$69<sup>80</sup>  
205-000-53002 \$69<sup>80</sup>

Aged Receivables as of 2/11/2021

<u>0 To 30 Days</u>	<u>31 To 60 Days</u>	<u>61 To 90 Days</u>	<u>Over 90 Days</u>	<u>Total Outstanding</u>
\$269.94	\$0.00	\$0.00	\$0.00	\$269.94

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

**DAVID EVANS AND ASSOCIATES, INC.**  
**Project Billing Budget Summary (by WBS)**  
 Project: STHN00000002  
 Period Ending: 2021-04 (2/27/2021)

Project: STHN00000002  
 As of Period: 202104

Phase	WBS Description	Contract	Billed This	Previously	Billed To Date	Remaining		
		Amount	Period	Billed		Contract	% Billed	% Completed
00101	Project Administration	4,278.00	139.60	4,809.16	4,948.76	(670.76)	116%	55%
00102	Kick-Off Meeting	986.00	-	867.40	867.40	118.60	88%	100%
00103	Quality Assurance and Quality Control	1,290.00	-	-	-	1,290.00	-	-
00201	Collect, Compile and Evaluate Data	329.00	-	143.63	143.63	185.37	44%	50%
00202	Survey and mapping	329.00	-	143.62	143.62	185.38	44%	100%
00301	Preliminary (60%) Design	16,473.00	-	6,523.57	6,523.57	9,949.43	40%	40%
00302	Advance (95%) Design	13,080.00	-	-	-	13,080.00	-	-
00303	Final (100%) Design	4,408.00	-	-	-	4,408.00	-	-
00401	Community Outreach	1,972.00	-	-	-	1,972.00	-	-
00501	Utility Relocations	5,785.00	-	-	-	5,785.00	-	-
SUBKL	KLS Surveying	8,800.00	-	8,795.00	8,795.00	5.00	100%	100%
		<b>57,730.00</b>	<b>139.60</b>	<b>21,282.38</b>	<b>21,421.98</b>	<b>36,308.02</b>	<b>37%</b>	

# **Columbia Boulevard Sidewalk and Safety Improvements: R-679**

## **Progress Report No. 10**

**For the period:  
December 27, 2020 through January 30, 2021**

**February 19, 2021**

**Submitted via email to:**

Sue Nelson  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

**Prepared by:**

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

**PROGRESS REPORT NO. 10**

For the period December 27, 2020 through January 30, 2021

**Columbia Boulevard Sidewalk and Safety Improvements: R-687**

---

Contract NTP: February 22, 2019

Contract End: December 31, 2020

**Contract Values:**

Current Contract NTE: \$57,730.00

Previously Billed: \$21,282.38

Current Billing: \$139.60

Remaining \$36,308.02

**Work Performed in Reporting Period:**

- Project coordination and invoicing

**Anticipated Upcoming Work**

- Coordinate the potential for the culvert replacement
- Resume sidewalk design



DAVID EVANS  
AND ASSOCIATES INC.

February 19, 2021

Sue Nelson  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

**SUBJECT: Columbia Boulevard Sidewalk and Safety Improvements  
Invoice and Progress Report No. 10**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 10 for Preliminary Engineering (PE) Services for the Columbia Boulevard Sidewalk and Safety Improvements Project. This information covers the period of December 27, 2020 through January 30, 2021.

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

Please review the enclosed information and let us know how we may modify the data to make it more meaningful to you. If you have questions or need additional information, please call me or my project assistant Lara Abrams at 503-499-0466.

Sincerely,

**DAVID EVANS AND ASSOCIATES, INC.**

Paul Tappana  
Project Manager

PDT:leab  
Enclosures

APPROVED FOR PAYMENT

INIT DATE

ACCOUNT PAYABLE

FINANCE

SUPERVISOR

2-24-2021



**DAVID EVANS  
AND ASSOCIATES INC.**

Sue Nelson  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

Invoice Number 482358  
Invoice Date February 19, 2021  
PO Number  
Page 1 of 1

Work Beginning 12/27/2020 through 01/30/2021  
Project STHN0000-0003: N. Veronia Road Sidewalks

Manager: Paul Tappana

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
Construction Inspector III	Eric Bortvedt	3.70	110.48	408.78
Office/Clerical	Dongyang Liu	0.60	99.20	59.52
Project Coordinator III	Lara Abrams	3.10	92.63	287.15
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>7.40</b>		<b>755.45</b>
<b>Other Direct Charges</b>				
Mileage 01/23/2021	39.00		0.560	21.84
<b>Subtotal</b>	<b>Other Direct Charges</b>			<b>21.84</b>
<b>Invoice Total</b>				<b>\$777.29</b>

Invoiced by: Lara Abrams

205-000-53019 *mp*

Aged Receivables as of 2/11/2021				
<u>0 To 30 Days</u>	<u>31 To 60 Days</u>	<u>61 To 90 Days</u>	<u>Over 90 Days</u>	<u>Total Outstanding</u>
\$777.29	\$0.00	\$0.00	\$0.00	\$777.29

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

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

Project: STHN00000003

Period Ending: 2021-03 (1/30/2021)

Project: STHN00000003

As of Period: 202103

Phase	WBS Description	Contract	Billed This	Previously	Remaining			
		Amount	Period	Billed	Billed To Date	Contract	% Billed	% Completed
CE11	Project Management	3,496.00	346.67	-	346.67	3,149.33	10%	10%
CE21	Construction Inspection	22,097.00	408.78	-	408.78	21,688.22	2%	2%
CE2EX	Construction Inspection Expenses	632.00	21.84	-	21.84	610.16	3%	3%
		<b>26,225.00</b>	<b>777.29</b>	<b>-</b>	<b>777.29</b>	<b>25,447.71</b>	<b>3%</b>	

# **N. Vernonia Rd. Sidewalks Construction Engineering Services: R-687**

## **Progress Report No. 1**

**For the period:  
December 27, 2020 through January 30, 2021**

**February 19, 2021**

**Submitted via email to:**

Sue Nelson  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

**Prepared by:**

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

## **PROGRESS REPORT NO. 1**

For the period December 27, 2020 through January 30, 2021

### **N. Vernonia R. Sidewalks Construction Engineering Services: R-687**

**Contract NTP: December 18, 2020**

**Contract End: June 30, 2021**

#### **Contract Values:**

Current Contract NTE: \$26,225.00

Previously Billed: \$0.00

Current Billing: \$777.29

Remaining \$25,447.71

#### **Work Performed in Reporting Period:**

1. Invoicing
2. Submittal review
3. Field inspection

#### **Anticipated Upcoming Work**

1. Field inspection

Date: Tuesday, February 02, 2021

Time: 12:08:20PM

User: MRRO

## DAVID EVANS AND ASSOCIATES

Rev & Billing Status - WBS

{pjproj.project}='STHN00000003'

Page: 1 of 1

Report: PA180wbs.rpt

Company: DEA

Office Code 090

Project WBS	Description	Contract Value	Invoiced To Date	CM/DM Adj-FYI	Advance Billed-FYI	Unbilled Revenue	Rtn/Rtr/Un Pmts	Revenue Backlog	Billing Backlog
<b>STHN0000-0003</b>	<b>N. Veronia Road Sidewalks</b>			<b>PM/QM</b>	<b>PDT/LEAB</b>				
CE1.1	Project Management	3,496.00	0.00	0.00	0.00	346.67	0.00	3,149.33	3,496.00
CE2.1	Construction Inspection	22,097.00	0.00	0.00	0.00	408.78	0.00	21,688.22	22,097.00
CE2.EX.	Construction Inspection Expens	632.00	0.00	0.00	0.00	21.84	0.00	610.16	632.00
<b>Total STHN0000-0003</b>		<b>26,225.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>777.29</b>	<b>0.00</b>	<b>25,447.71</b>	<b>26,225.00</b>



David Evans and Associates  
**Mileage Report**

Page: 1 of 1

Print Date 2/2/2021 7:59:59 PM

Mileage Log for Invoice Number:

Date	Project	WBS	Equipment	Employee	Travel Reason	Odometer Start	Odometer End	Total Miles	Tolls
01/18/2021	STHN00000003	CE2EX	22K2HR	Eric Bortvedt	Inspection	57378	57417	39	
	N. Veronia Road Sidewalks	Construction Inspection Expenses	2018 Ford F150						
Report Total Miles:								39	



DAVID EVANS  
AND ASSOCIATES INC.

February 19, 2021

Sue Nelson  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

**SUBJECT: N. Vernonia Rd. Sidewalks Construction Engineering Services, R-687  
Invoice and Progress Report No. 1**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 1 for Preliminary Engineering (PE) Services for the N. Vernonia Rd. Sidewalks Construction Engineering Services (R-687) Project. This information covers the period of December 27, 2020 through January 30, 2021.

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

Please review the enclosed information and let us know how we may modify the data to make it more meaningful to you. If you have questions or need additional information, please call me or my project assistant Lara Abrams at 503-499-0466.

Sincerely,

**DAVID EVANS AND ASSOCIATES, INC.**

Paul Tappana  
Project Manager

PDT:leab  
Enclosures



# PLANNING COMMISSION

Tuesday, January 12, 2021 at 7:00 PM

## MINUTES

### 1. 7:00 P.M. CALL TO ORDER & FLAG SALUTE

### 2. CONSENT AGENDA

- A. Planning Commission Minutes dated December 8, 2020

**Motion:** Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved the Draft Minutes Dated December 8, 2020. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Cohen, Commissioner Webster; Nays: None]

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

There were no topics from the floor.

### 4. TERM EXPIRATIONS - INTERVIEW COMMITTEE RECOMMENDATIONS

City Planner Graichen explained there were two positions that were expiring at the end of the year. Both candidates expressed interest in continuing. He explained that after the Interview Committee interviewed the five applicants, they recommended that they should move forward with Vice Chair Cary. He said they recommended filling Commissioner Cohen's position with a new candidate. Graichen mentioned that Commissioner Cohen has been on the Commission for over 18 years. Graichen said the Commission would need to acknowledge the change and confirm. The new candidate the Interview Committee recommended is Shana Cavanaugh.

**Motion:** Upon Commissioner Pugsley's motion and Commissioner Webster's second, the Planning Commission unanimously approved the recommendation to reappoint Commissioner Cary and replace Commissioner Cohen with Shana Cavanaugh. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Cohen, Commissioner Webster; Nays: None]

### 5. CHAIR/VICE CHAIR NOMINATIONS

Chair Hubbard nominated Vice Chair Cary to Chair for the next term. Chair Hubbard will become Vice Chair.

**Motion:** Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved Vice Chair Cary as Chair and Chair Hubbard as Vice Chair. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Cohen, Commissioner Webster; Nays: None]

### 6. END OF YEAR SUMMARY REPORT

- B. 2020 End of Year Summary Report

Graichen mentioned the report was something done every year. Associate Planner Dimsho noted the amount of Sign Permits were down because of COVID-19. She mentioned that most Sign Permits are for banners, and with no events, it is down.

Commissioner Cohen mentioned the Variances and the Appeals were up, but when separated out, he noticed that most were related to the Emerald Meadows Subdivision.

Commissioner Webster asked about the LUBA Appeal for 160 Belton Road. Graichen said he estimated the Commission would see a new application in February or March. He mentioned the easement was no more.

Vice Chair Cary asked about the appeals for the Variances they denied to Emerald Meadows Subdivision. Graichen mentioned the Applicant, Richmond, appealed to the Council. Dimsho mentioned the Council approved the Appeal. She also mentioned that they ended up not using four of the Variances they requested.

## **7. 2021 DEVELOPMENT CODE AMENDMENTS**

### **C. 2021 Development Code Amendments**

Graichen said there was a memo that talks about the standards and a summary by chapter of all the amendments. He said it was a draft and wanted to go over the differences. He said the House Bill 2001 is requiring the City of St. Helens to do several things. He spoke with the Commission and the Council and there were some differences on some of the standards. With the Council initializing these changes, there were some details he wanted to talk with the Commission about.

He discussed the different options for building separation since the Council wanted to allow both duplexes and two detached single family dwellings on one lot. He said they could do nothing and let the Building Code deal with it. He said they could have an across-the-board standard for all zones. He said the other option was to have a tiered system that varied based on zone. He mentioned this was the option staff recommended.

There was a discussion on different setback options and the side yard or interior yard descriptions. The Commission also discussed the tiered system option recommended by staff. The Commission favored the tiered system, but increasing the five-foot standard for the R5 and AR zones to six-foot.

Graichen went through the written code portion of the House Bill and the Commission discussed items to be removed and items to be left alone.

## **8. PLANNING DIRECTOR DECISIONS** (previously e-mailed to the Commission)

- a. Site Design Review (minor) at 454 Milton Way – Crown Castle
- b. Site Design Review (minor) at 454 Milton Way – Crown Castle
- c. Sign at 785 S Columbia River Hwy – Meyer Sign Co. of Oregon

## **9. PLANNING DEPARTMENT ACTIVITY REPORT**

### **D. December Planning Department Activity Report**

## **10. FOR YOUR INFORMATION ITEMS**

Chair Hubbard asked about the flood zone for the new Police Station. He said they had mentioned that the Assistant City Administrator said they were going to ask FEMA to update the flood map. Chair Hubbard wanted to know how this works. Graichen showed the potential new site of the Police station on a map. He mentioned a Police Station or an Emergency Operation Center are considered a critical facility. Graichen showed the 100-year and the 500-year flood plain on the map and said that the 500-year flood plain applies to these critical facilities. He

said there are two issues with this related to critical facilities. One is elevating the structure or making sure it is outside of the flood plain. He said the second issue to look at is access. He said there needs to be an access outside of the flood plain. Graichen mentioned the City was working with consultants to see if a map amendment to the map can be done. He mentioned there were several types of map amendments that could be done. Chair Hubbard expressed concern with the site and said the Council should consider a different location. He was concerned with the amount of expense to make this site work. He agreed there needs to be a new Police Station, but did not agree with the site.

Dimsho mentioned they would interview Design and Engineering firms tomorrow for the Riverwalk Project. She said they narrowed it down to three from six candidates. She said there is a selection committee of eight who will be scoring and making the selection.

Dimsho said the St. Helens Industrial Business Park, formerly known as the "Boise" site, now has a Master Plan for Parcelization and a funding infrastructure plan that was just completed through a grant. She said it is going before Council and will hopefully be adopted by resolution. She said this would guide future land divisions on the site.

Vice Chair Cary asked about the grant for the 5th Street Trail.. Dimsho mentioned Scappoose Bay Watershed Council received this grant to help remove invasive plants in the undeveloped right-of-way near the new trail.

**11. NEXT REGULAR MEETING: FEBRUARY 9, 2021**

**12. ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned 8:51 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*

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

Presented for approval on this 3<sup>rd</sup> day of March, 2021 are the following Council minutes:

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2021

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- Work Session, Executive Session, and Regular Session Minutes dated March 3, 2021

**After Approval of Council Minutes:**

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



## COUNCIL WORK SESSION

Wednesday, February 17, 2021

### DRAFT MINUTES

#### MEMBERS PRESENT

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

#### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Rachael Barry, Government Affairs &  
 Project Support Specialist

Mouhamad Zaher, Public Works Director  
 Bill Monahan, City Attorney  
 Mike De Roia, Building Official  
 Sue Nelson, City Engineer  
 Crystal King, Communications Officer  
 Tina Curry, Event Coordinator

#### OTHERS

Alex Tardiff	Heather Karrik
Natasha Parvey	Brady Preheim
Susana Hensley	Rainier Chamber of Commerce

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

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

- ◆ Michelle Damis (received via email). *December 2019, we relocated to St. Helens to our forever home on the River. After living in the Portland area most of our lives with short stints in Boston and San Francisco we were ready for a true community. We certainly found one, even in a pandemic I have met more people here than anywhere else we have ever lived. St. Helens is a true gem, and I intend to see it stay a gem while absorbing the growth and change that is at our doorstep. St. Helens is growing; it is going to change. We need to be ready; we need to be proactive. It can be done in a way that enhances our community and helps us all thrive. I was recently asked to join the Committee for the new Public Safety Facility that is so desperately needed. I was incredibly impressed by the research and planning that has gone into this project, and I was proud of the considerate and thoughtful debate that the committee engaged in.*

*Our gem of a city deserves a proper facility for our officers, our residents, victims, and more. I do not have the space to go into all the aspects that are urgently important here, so I encourage you to visit the website and read all the plans and attend any virtual community meetings you can. The cost of **not** having a proper facility far outweighs the modest proposal presented. I intend to not just LIVE in St. Helens but to THRIVE here.*

**DISCUSSION TOPICS****1. South Columbia County Chamber of Commerce Semi-Annual Report - Alex Tardiff & Heather Karrik**

1:02 p.m.

Chamber Board President Alex Tardif, Administrative Assistant Heather Karrik, and Vice President Susan Hensley were in attendance to give their report.

- Annual meeting was held last week. City Administrator Walsh and Government Affairs & Project Support Specialist Barry were both in attendance. They talked about the past and future for the Chamber. They ended the year with about \$5,000 in net operating income.
- Plan to hire a part-time executive director this year, which Heather will help supplement.
- Plan to begin an educational program this year to help meet the needs of businesses.
- Plan to begin a business incubation center to help those who want to start a business.
- Planning a 100-year Building Celebration this year. The event will likely be held in September. They will be seeking approval from the City to close McNulty Way for a street party.
- The entire Board is new, and the executive director was let go last year due to the pandemic. They have been working hard to make the Chamber sustainable for the business community.

Council President Morten is excited about the Chamber bringing the community together. He thanked them for their work.

Mayor Scholl admires the resilience of the Chamber and small businesses. He looks forward to supporting the Chamber in September. He suggested working with Emmert Motors to use their covered area. The Chamber awards was very successful, until the pandemic disrupted it.

Councilor Birkle is glad to see the Chamber revitalized. The timing is good as SHEDCO is being revised. The Christmas Bazaars held at the Chamber was a good idea this year. The owner of Vanderwall's recently mentioned the desire to have an event in the Houlton area. He is glad to see the Chamber is proposing an event. Alex added that they hope to borrow a trolley that can transport visitors from Houlton to downtown and back. They have a lot of big plans for how it will work.

Councilor Topaz informed Alex that he spoke with some retired train masters at the Chamber several years ago. They said there were some old train signs and fixtures in the attic. Alex will check on that.

Councilor Chilton is excited to hear more about the event.

Alex thanked the Council and looks forward to working together.

Chamber Board meetings are held on the second Tuesday of every month from 3-5 p.m. Meetings are held via Zoom and open to the public.

**2. Review Proposed Amendments to Non-Represented Job Descriptions**

1:14 p.m.

City Administrator Walsh reminded the Council that this is carried over from the last work session. The old and proposed job descriptions are included in the packet.

Councilor Topaz reviewed his comments:

- The City Recorder job description does not include adequate minimum requirements if that position had to be replaced right now.
- He wants drug testing to be required for all positions.
- He wants most people to be trained in CPR.
- He is upset that there is no mention about military education.
- He questioned the amount of weight that can be lifted. The Police Department lists 150 pounds but that does not match federal rules.

- He wants everyone to have a physical. They do not have to pass it, but he wants to know the limitations his personnel would have.

City Recorder Payne reported that only safety sensitive positions can be drug tested. It is included in the job posting. It does not need to be in the job description. Councilor Topaz responded that he does not want someone like Assistant City Administrator Brown taking his money and leaving for Mexico. Payne reported that Brown cannot be tested because he is not in a safety sensitive position.

Mayor Scholl pointed out that Veteran's Preference Points are applied to veterans. Councilor Topaz clarified that he was talking about military education and not points.

Walsh added that there is a zero-tolerance policy in the Personnel Policies. They have the ability to test safety sensitive positions upon hire and randomly.

Brown declared that he would appreciate a city councilor not referring to him as a drug addict. Councilor Topaz responded that there needs to be a background of why a decision was made. The fact that the law does not allow them to force him to take a drug test is much important than whether or not he was a drug addict. They needed an example of why and why not. He told Brown to not feel embarrassed. Brown told Councilor Topaz that he is flirting on a fine line of another grievance. He needs to be careful.

Mayor Scholl asked Councilor Topaz to respect the staff. He can use a hypothetical name for examples.

Councilor Chilton asked if performance reviews are done? Mayor Scholl said yes. Councilor Chilton said that 360 reviews are done at her job to allow co-workers to review each other. Does the City do that? Mayor Scholl and Payne both said yes.

Walsh said that minimum standards for lifting is governed by federal ADA standards. Some expectations are required but they also need to be as accommodating as possible.

Councilor Birkle appreciates Payne's work on this. He is glad to see the alignment with actual job assignments. He would like to see a flow chart of job positions.

Councilor Topaz would like to see a chart showing who has authority over staff. Does the Council have authority to fire someone for stealing money, or can only Walsh do that? Mayor Scholl said it could be the Council but usually it starts with the supervisor. Walsh is the only one that Council has authority over. Walsh added that Council may need to authorize an internal investigation.

Councilor Topaz disagreed with some of the job descriptions. He would like all police to coordinate with other agencies. Who is responsible for coordinating in the event of an accident? Mayor Scholl said there is an Emergency Response Team at the County. Councilor Topaz wants to see that mentioned.

Mayor Scholl appreciates the work done by staff reviewing every job description. Payne clarified that it is only the non-represented group. The other job descriptions will come later.

### **3. Strategic Action Plan Updates**

1:31 p.m.

City Administrator Walsh reported that they are in between a lot of projects right now.

### **4. City Administrator Report**

1:31 p.m.

- St. Helens fared well during the snow event challenges. There are still people without power in other areas. He thanked the Public Works staff.
- Moving along with the Riverwalk and 1<sup>st</sup> Street and Strand Street extension projects. They have had several meetings with the consultants.
- Working on the parallel track for project funding with the State.

- Receiving the additional funding from the Oregon Parks & Recreation Department for the Riverwalk.
- Public engagement for the central waterfront is progressing. They are working with a film crew to produce a short documentary.
- The Public Safety Facility has had ongoing good work. It will create the physical space needed, open doors for grant funding, and assist with recruiting and retaining officers. There is a big expense with training new officers at the academy.
- A wetland consultant is currently looking at the St. Helens Industrial Business Park property. He has met with PGE about the infrastructure.
- Improvements have been made to Community Development processes. Building is up 500%. Additional staff and improvements are helping things move faster. Council should tell him if they hear differently from community members.
- COVID relief funds were required to be used by the end of the year. There is supposedly another wave of funding coming for local governments.
- Typically begin talking about events and fireworks now. He heard from Western Fireworks but was not sure how to respond. It is not a tourism funded event.

Mayor Scholl said it will be hard to get community partners financially. He loves 4th of July and celebrating America's Birthday. Vancouver has already cancelled. He wants to move forward.

Councilor Chilton said the citizens love the fireworks show. She would love to hear about ways to make it happen. Mayor Scholl said they have to pay a \$7,500 nonrefundable deposit for the fireworks by the end of March. They could do a smaller show this year. Walsh said the tailgate party seemed to fundraise the most money.

Councilor Topaz asked about the Governor's rules on spacing and meetings. Walsh said they had a 250-person cap at Halloween. It is hard to predict this year. They could postpone to not lose the deposit.

Councilor Birkle asked if they could provide a chart with timelines. If conditions are met by March 1, they could move on to the next step. Walsh could provide that.

Discussion about shooting fireworks. Mayor Scholl suggested moving it to the Waterfront property and sell parking. Unfortunately, you would not see it from the park. At \$20 each, 500 vehicles would be \$10,000 to pay for the fireworks.

Walsh invited Event Coordinator Tina Curry to talk about the event. Curry reported that 500 cars is more than double what they have had in the past at \$10 a carload. She talked about some of the community activities held on 4<sup>th</sup> of July that cost additional money. It is a financially difficult year to obtain sponsorships but thinks they could probably get around \$5,000. People may not spend \$20/carload.

Mayor Scholl suggested shooting smaller shells. He asked Curry if she could bring a proposal back to Council. Councilor Birkle suggested Curry work with the Chamber of Commerce and SHEDCO as well. He understands that Spirit of Halloweentown was different this year by blocking the Plaza and charging admission. However, he heard complaints from residents that access to downtown was limited during certain hours. He hopes they take that into consideration.

Councilor Topaz asked about shooting the fireworks from a barge. Mayor Scholl replied that it is much more expensive to shoot from a barge. It is cheaper for Public Works to bring in sand and have smaller shells that are shot from the Waterfront property. This is a community event, and the City has to secure the funding.

Discussion of raising funds for fireworks.

Councilor Chilton suggested sending a survey to citizens. Mayor Scholl agreed with asking how citizens feel about having it this year. Would they pay \$20 to tailgate for the show to occur? Would they prefer

to shoot fireworks on Saturday, July 3? Curry will work with Communications Officer King on a social media survey.

Councilor Topaz brought up the regulations added since 9/11. Mayor Scholl responded that there is a requirement for pyrotechnicians to have clearance through the ATF.

Council was in support of fireworks if it can be funded and follow rules.

- The Luminights Festival is postponed to next year.
- Sand Island is an asset to draw visitors.

Curry reported on new activities that can be held distanced.

- Sandcastle competition on Sand Island. Award-winning builders will build them on Wednesday, August 11 and then it will open for the public August 13-15. There will be free shuttle service to access Sand Island. She will work with restaurants to create picnic baskets.
- Zorb Ball at the 6th Street Park all summer long. Families will be eight feet apart. She is working with the Public Works Director and Parks staff to not take up the whole park. People can walk from 6th Street to 1st Street to shop and eat.
- 13 Nights on the River will be moved to the Waterfront property. They will use a stage they already own, and tailgating will be six feet apart. There are already some sponsors. She anticipates that they will not be able to obtain a liquor license. People can donate to the event, but there will not be a fee required to attend.

Council President Morten asked if it is possible to do a kite festival throughout the summer. It could be a competition for people who fly their kite the most over the summer. It would not require someone to oversee it and people could do it anytime and anywhere. Curry said they are actually working on a Kite Club now. The City owns about 50 kites that people will be able to check out and return from a locker with a special code. There has been quite a bit of interest. She has a plan to encourage people to come to town and distance. Councilor Topaz pointed out that there are some deadly areas to fly a kite on the Waterfront property.

- Council is invited to attend the St. Helens Connect retreat this weekend.

## **OTHER BUSINESS**

2:24 p.m.

Councilor Topaz wants an accounting of tourism to show exactly how much is being spent and for what. It is time for an audit of the whole system. The Tourism Director has a continuing contract with an office in City Hall. They need to be more transparent.

Mayor Scholl appreciates that this keeps coming back. He reminded Councilor Topaz that this is an item for the regular session Council report. Mayor Scholl suggested he work with another councilor if he wants to add it to the agenda. There needs to be two councilors supporting it.

## **ADJOURN – 2:27 p.m.**

## **EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

February 17, 2021

*This meeting was held electronically via Zoom.*

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

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

**Others:** None



At 2:31 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Update on the Purchase and Sale Agreement for 2625 Gable Road.
  - Update on potential purchase of Boise property off Sykes Road.
  - Update on potential acquisition of Dalton Lake from ODOT, which we currently maintain.
  - Update on property located on Ross Road.
  - Update on the Millard Road property.
  - Update on potential RV park on City property.
  - Update on Sand Island and acquisition of DSL-owned portion of the Island.
- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
  - Update on Cascades Tissue litigation.
  - Update on Comcast franchise agreement negotiations.
  - The City Attorney reminded Council members about harassment laws and how elected officials are held to those laws as well as employees.

The Executive Session was adjourned at 3:42 p.m.



ATTEST:

\_\_\_\_\_  
 Kathy Payne, City Recorder

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



# COUNCIL REGULAR SESSION

Wednesday, February 17, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Mouhamad Zaher, Public Works Director  
 Tina Curry, Event Coordinator

### OTHERS

Brady Preheim	Kelly Merritt
Natasha Parvey	Autumn Oliver
Scot Stockwell	Heidi Oliver
Jaime Smith	

### CALL REGULAR SESSION TO ORDER – 7 p.m.

### PLEDGE OF ALLEGIANCE

Mayor Scholl recited the Pledge of Allegiance.

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

- ◆ Brady Preheim. (received via email and read into the record) *Al Petersen is a BIG FAT LIAR. At the February 3, 2021 Council work session, I criticized the City Council for proposing to sign an MOU with SHEDCO. Mr. Petersen responded to my comments by calling me a liar, and then stating on the public record that he had contacted Ms. Stuart, and that she was in full agreement with the SHEDCO transition. This is a BIG FAT LIE. I spoke to Ms. Stuart on February 9, 2021 at 1:52pm and she informed me that she had not spoken with Mr. Petersen since BEFORE her presentation to the City Council on September 16, 2020.*

*I remind the Council of the recommendations made by Ms. Stuart at your September 16, 2020 work session (not in October or November as Mr. Peterson stated). In her verbal comments, Ms. Stuart, at around 38:42 into the meeting stated that ALL board members need to resign, and start with a clean slate, these are her words not mine. She stated that at least three times during her presentation. She then said that of the board members that have NOT term limited out, could be part of the City/SHEDCO group to recruit new board members, and could apply to be on the board again, with the City's approval.*

*AFTER a new board is created, and SHEDCO fixes their transparency issues and releases their minutes and financials to the City, an MOU with City funding for a paid main street coordinator*

*could be arranged. AGAIN, AFTER the current corrupt SHEDCO board is replaced, and documents provided. Having an MOU BEFORE is like the City trying to build a house, and you start with the roof instead of the foundation. Of course, I would not put that past the City.*

*The business community is a small one and we talk. There is not a business member in St. Helens that does not know about the corrupt practice that awarded the two Main Street grants to applicants for which Al was the architect. It is also widely known that Sommers Financials' application was not even considered. It really did not matter, as the outcome for the "contest" was corruptly predetermined.*

*I would also like to point out the first grant was LOST because of SHEDCO's incompetence. Unlike what Mr. Petersen would like you believe; the grant is given to SHEDCO for the benefit of El Tapatio. Any failure to use the grant are at SHEDCO's feet. Now, here we are coming up on two years for the theater grant, and so far, nothing has been done. Had his grant been given to KW or Sommers, it would have been used, as both of these businesses have already completed their projects. I love the theater and hope they use the grant. But another failure here not only reflects badly on SHEDCO, but it also reflects badly on the City and the Main Street program. These are wasted dollars we cannot afford to lose.*

*Finally, I would like to state for the record that I am many things, but a liar is not one of them. It would be wise for freshmen councilors to do their homework before they open their mouths and make themselves look like an incompetent fool. If I can spend the time to call Ms. Stuart, why can't you? If this is a job you do not want or have the time for, resign. The city council is one of the few in the entire state that gets a salary. It is time you earn it.*

Mayor Scholl corrected Brady's statement to say that the MOU requires them to start giving the City copies of their minutes and treasurer reports. Al Petersen stated that they are having a hard time getting board members right now. He encouraged people to join the Board. They can have up to nine members.

- ◆ Kelly Merritt, representing Next Renewables. They are building a renewable diesel facility at Port Westward. He was hired to assist with community relations. He previously worked at the Beaver Generating Plant for PGE 20 years ago. He was there for nine years and then went national with Enron, which moved him to Texas. He has since been trying to find ways to come back to the Clatskanie area. He was a very active member of the community when he lived there in the 1990s. This project is near and dear to his heart because he has looked at multiple projects to bring jobs to Clatskanie and Oregon. He has been building hydrogen zero admission power plants, major solar power plants, and all new technologies around the world. This is the first one of three that he has seen try to move to Port Westward that he thinks is a good fit. Product is moved in and out by boat. He talked about the renewable diesel process and permitting. He looks forward to bringing jobs to the community.

Council President Morten welcomed Kelly. What are the biproducts and how are they dealt with? Kelly responded that the solids and bleaching clay go back as a filtrate by truck or rail to either the landfill or another beneficial use.

Discussion ensued about the process.

- ◆ Jaime Smith. She has questions about the property purchase. What is the property being purchased for and where will the funds come from to purchase it?

Mayor Scholl asked for Jaime to wait for the property public comment period on the agenda.

**ORDINANCES – Final Reading**

**1. Ordinance No. 3259:** An Ordinance Renewing Solid Waste Drop Box Franchise and Repealing Ordinance No. 3140

Mayor Scholl read Ordinance No. 3259 by title for the final time. **Motion:** Motion made by Council President Morten and seconded by Councilor Chilton to adopt Ordinance No. 3259. **Voting:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**PUBLIC COMMENT PERIOD - Purchase of Property at 2625 Gable Road**

- ◆ Jaime Smith. She has not seen this on any other agenda. What is the property being purchased for, where is the funding coming from, and how much will it cost?

Mayor Scholl explained that the funding is partly coming from last year's City reserves. The purchase price is \$800,000. It is potentially a future site of a recreation center. They have an agreement with the School District to have an all-encompassed compound for fields, gym, and facilities.

- ◆ Scot Stockwell, St. Helens School District Superintendent. He is in support of the property purchase adjacent to the school district property. The City and School District have a strong partnership. This is a great way to work together and build a stronger community. The property is a great location abutting the high school fields. Having just passed the bond, they will be renovating that whole area. It is a great opportunity to build pathways between the school and recreation center. He envisions all sorts of community events, as well as offering a place for kids to go after school. He is excited about the opportunities and would encourage Council to approve the purchase.

Jaime asked if the bond money is being used for this. Scot said no. Jaime asked if the \$800,000 includes enhancements and Code updates. Assistant City Administrator Brown explained that the \$800,000 is paid by the City. The building, as it is now, can be used as a recreation facility. He does not anticipate any renovations needing to be done at this time. The purchase agreement includes a due diligence period for an inspection to be done to determine if there are any issues, and if the contract needs to be re-negotiated.

Mayor Scholl added that the building includes three classrooms, two offices, a small kitchen, a bathroom, and then another building for the church facility with a larger meeting area with two ADA accessible bathrooms. The building seems to be a very good fit. Hopefully, the school construction class can help them if there are needs. Scot agreed that would be a good partnership.

Scot repeated that no bond dollars will be spent on the subject property. They do plan on adding and improving two baseball and two softball fields with turf fields to use year-round. Soccer fields would be in the outfields for the off-season. He talked about the emergency access this will allow.

Jaime asked if there are plans to continue using the current recreation center. Mayor Scholl responded that they plan to continue using the facility, at least until the proposed facility is ready.

Scot reviewed a picture of the proposed high school property layout.

- ◆ Brady Preheim. Unlike the proposal to tax the Public Safety Facility onto our water bill, he would have voted for the Parks & Recreation \$2 fee. However, he is really concerned about this purchase. The City seems to be spending money like a drunken sailor. First, they purchased the Boise facility, which is nice, and now they want to buy a church. He referenced worshipping at the "Church of Rick." He does not want to see another \$2 fee to purchase the building. He understands that most of the Council are either retired or work for a public agency, except for the mayor. They do not realize how bad this looks. There are lots of small businesses and individuals who are struggling. It is not a good message for the City to keep spending money. It is very bad timing. Citizens should get an opportunity to vote.

Mayor Scholl commented that it is not the "Church of Rick." They do not take this lightly. A lot of work was done behind the scenes to negotiate the price. Kids are feeling unwanted and unneeded. Connect St. Helens will help bring them together to hear their stories. More than ever, they need a recreation program.

Council President Morten clarified that they will not be spending a million dollars to upgrade this facility. It is ready for use. There are parking facilities.

Councilor Birkle introduced his Russian Tortoise, Chewy. When he ran for Council, he used a photo of her hidden inside her shell with the statement that, "he is not going to hide in his shell when it comes time to make difficult decisions." They live in a represented democracy. While there are times when it is appropriate for the citizens to vote on issues, it is not the nature of federal, state, and local government to have citizens vote on every issue. That is why they were elected. He takes issue with the implication that he does not have time to do his job. No one, other than his wife, knows the time he spends after his eight-hour workday and on the weekends to fulfill his duties as an elected official. He agreed there are times that citizens do need to have a vote. He has not made up his mind of whether or not citizens should vote for the Public Safety Facility. If every property purchase were put out for a vote, the City would not go anywhere. He was elected to make hard decisions. This decision will benefit the City long-term. He is in favor of moving forward with the purchase.

Councilor Chilton was initially shocked when she heard about the purchase. However, this is creating a long-term partnership with the School District's new high school facility. She is in support of the purchase with the understanding that they will not be putting money into facility improvements.

Councilor Topaz talked about how St. Helens is changing. It is important to provide facilities for our young people. This was not an easy decision.

Mayor Scholl pointed out that children are our future. This is the best investment purchase he has seen since serving on Council. It makes the absolute most sense.

#### **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

2. Purchase of Property at 2625 Gable Road
3. Contract Payments

**Motion:** Motion made by Councilor Topaz and seconded by Council President Morten to approve '2' and '3' above. **Voting:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **CONSENT AGENDA FOR APPROVAL**

4. Council Special Session, Work Session, Executive Session, and Regular Session Minutes dated January 27 and February 3, 2021
5. Animal Facility Licenses
6. Declare Surplus Property - City Hall Vehicles
7. Amendments to Non-Represented Job Descriptions
8. OLCC Licenses
9. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Birkle and seconded by Council President Morten to approve '4' through '9' above.

Discussion.

Councilor Topaz expressed the need for continued work on the job descriptions. Can the documents be amended further in the future? Mayor Scholl said they can be amended at any time.

Council President Morten was hesitant at how much was included for approval. It was a lot to digest at one time. He would prefer to have one item presented at a time.

Councilor Chilton questioned the Accounts Payable Bill Lists.

- What is E2C? Mayor Scholl responded that it is the event coordinator.
- What does the City get from E2C for \$10,000/month? Brown responded that it is part of the yearly contract for E2C to organize community and tourism events. Mayor Scholl explained how the Budget review will help this make more sense. Councilor Topaz said that is why he asked for more details about the expenses. Councilor Chilton agreed with auditing the cost to find out why the City is paying \$10,000/month for marketing. Brown clarified that it is not only marketing. The Personal Services Contract with E2C is \$10,000/month and renewable annually by the Council. Mayor Scholl added that the City does not pay for anyone hired by E2C. Walsh talked about the tourism revenue that offsets that expense. Tourism revenue is not tax dollars. That money is required to go back into tourism. The two main revenue streams for tourism are hotel taxes and event fees. They cannot spend more tourism money than what comes in. The tourism events bring visitors here to spend money at our shops and restaurants. Councilor Chilton expressed the desire to review it further at a work session.
- City of Portland Lab Services? Mayor Scholl said that is likely testing water.
- Professional services? Brown said that could be attorneys, janitorial services, consultants, etc.

Mayor Scholl pointed out that the City undergoes a very strenuous annual audit.

Councilor Birkle had similar questions when he served on the Budget Committee. He would be interested in knowing if there is an inventory of items purchased for tourism.

Discussion ensued about the perception of what is being done.

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

### **WORK SESSION ACTION ITEMS**

None.

### **MAYOR SCHOLL REPORTS**

- Congratulations to the Employee of the Year recipients!
- Shout out to Public Works crew for all their hard work! There was a foot of snow and freezing rain on top of that.
- He is looking forward to spring.
- Thankful the Governor lifted orders from Extreme to High for Columbia County. It is nice to be able to sit down in a restaurant and eat.
- He really likes what he does and all the questions that the new councilors are asking.

### **COUNCIL MEMBER REPORTS**

Council President Morten reported...

- Acknowledged the businesses that have made it through this difficult time. Hopefully, the most difficult time is behind them.
- Before the big storm, he noticed a lot of people using the parks, even in the rain.
- Acknowledged staff and crews. They put a lot of effort into getting through the big storm.

Councilor Topaz reported...

- During the work session review of job descriptions, he talked about checking on the mental drug health of the system. He apologized that it could have been assumed that he was accusing Brown of that. He was using his position as an example. There is a problem with State law and drug testing.
- He spoke about the dredging maps a few meetings ago. The maps were given to Public Works Director Zaher. The purpose of the maps was to show the changes in the Waterfront over time. He talked about areas that need to be cleaned. The Waterfront is complicated.

Councilor Chilton reported...

- Spent time in the snow with her family. She appreciates that the City continues to close part of N. 4<sup>th</sup> Street for sledding.
- It was good to see people helping people during the snow event.
- It was nice to sit and eat at Plymouth Pub.
- She continues to get comments from people in the community about City projects. There are a lot of great ideas and committed citizens.

Councilor Birkle reported...

- He received a nice gift certificate from his instructional assistant for Plymouth Pub.
- He was glad to be able to go into his favorite restaurant establishment that caters to dogs and their lovers.
- It was fun in the snow.
- He attended the Public Safety Facility Public Forum on Saturday. It was a great presentation. He wants to hear from people. There are many more opportunities for citizens to participate. He wants to hear from citizens and business owners.
- He made a pledge when he ran for City Council, that he would set aside his stipend to create a foundation for environmental preservation in the community. However, with more immediate needs in the community, he is donating his entire stipend to organizations and causes for people who are in need. He will not be keeping any for himself. He does not believe that anyone ran to receive the stipend. It is given in recognition of some of the work they do.
- The Planning Commission welcomed a new member. He is impressed with the Commission's work and viewpoints.

## **OTHER BUSINESS**

None

**ADJOURNMENT** - 8:27 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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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>
♦ Jessica Lundgren	474 S. 16 <sup>th</sup> Street	Multiple Dogs



**CITY OF  
ST. HELENS OREGON  
DEPARTMENT OF POLICE**

On Friday, 01.29.2021 at approximately 0800 hours, I met with Jessica Lundgren at her residence at 474 S.16<sup>TH</sup> ST, St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises 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 rider information from Allstate Property and Casualty Insurance Company (Policy ) and information regarding where they seek veterinary care for their animals, Midway Veterinary Clinic. Jessica stated that they take their dogs to the vet when needed.

I noticed her home is a single-family home in a residential neighborhood. Jessica explained that the facility license is to allow her to have a larger number of dogs, not to run a shelter or boarding service. Jessica has a total of 5 dogs, all of whom appeared to be in good health.

I saw the residence had a spacious back yard encircled with a sturdy 6' fence. The fence was in good condition. The dogs are mainly inside and are let out to go to the bathroom. Their yard did not smell like feces or urine. Jessica stated that they clean up the poop regularly and toss it in the garbage to be disposed.

The dogs did not appear to be aggressive. The food was stored in a sealed plastic container to prevent vermin infestation. The food is served in a metal bowl on a mat so that the bowl is not directly on the floor.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Amanda or her residence. In my opinion I think that Jessica Lundgren should be granted her Animal Facility License.

Code Enforcement Officer Moreno

# City of St. Helens

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

## Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

Item #7.

Application Fee: \$40.00

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.

<b>Address at which animal(s) will be kept:</b>				
<b>Applicant Information</b>		<b>Alternate Contact/In Case of Emergency</b>		
Name: <u>Jessica Lundgren</u>		Name: <u>Christopher Lundgren</u>		
Mailing address: <u>474 S. 16th St</u>		Mailing address:		
City/State/Zip: <u>St Helens OR 97051</u>		City/State/Zip:		
Cell phone:				
Home phone:				
Email:				
<b>List each animal to be kept at the above address (attach additional paper if more than 6 animals)</b>				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. K9 Bordercollie	Riker	M/N	9	11/6/21
2. K9 Dachshund	Rica	F/S	15	11/6/21
3. K9 Dachshund	Hannah	F	3	11/6/21
4. K9 Dachshund	Solo	F	2	11/6/21
5. K9 Dachshund	Tula Belle	F/S	4	2/28/21
6.				
<b>Veterinarian Information</b>				
Name: <u>DR Froese @ Midway Vet</u>		Phone: <u>503 397-6470</u>		
Address: <u>34453 McGarlin Warren, OR</u>		City/State/Zip: <u>Warren, OR 97051</u>		
<b>Liability Insurance Information</b>				
Agent's Name:				
Insurance Company:				
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

### AUTHORIZATION

I, Jessica Lundgren, understand that I am applying for an animal facility license to keep the above listed animal(s) at 474 S. 16th St, 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.

Jessica Lundgren  
Applicant Signature

11/18/20  
Date Signed

FOR OFFICE USE ONLY		
Date received: <u>12/1/2020</u>	Officer assigned: <u>Officer Moreno</u>	Date forwarded to City Recorder: <u>2/19/21</u>
Received by: <u>LS</u>	Date/Time of inspection: <u>1/29/2021</u>	Council meeting date: <u>3/3/21</u>
Receipt No.: <u>R00059759</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>12/8/2020</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>LS</u>		Expiration date:

**City of St. Helens**  
*Consent Agenda for Approval*

## OLCC LICENSES

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

### 2021 RENEWALS

<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
• DOUBLE N ENTERPRISES INC	O'NAMMY'S	343 S COLUMBIA RVR HWY	RENWAL
• ELKS LODGE #1999 ST HELENS	ELKS LODGE #1999	350 BELTON RD	RENWAL
• HOOK LINE & SINKER LLC	PASTIME TAVERN	2019 COLUMBIA BLVD	RENEWAL
• SAFEWAY INC	SAFEWAY STORE #424	795 S COLUMBIA RVR HWY	RENWAL
• TAP INTO WINE LLC	BIG RIVER TAPROOM	313 THE STRAND STE B & A	RENEWAL
• TAP INTO WINE LLC	BIG RIVER TAPROOM	313 THE STRAND STE B & A	RENEWAL
• WALMART INC	WALMART #2422	2295 GABLE RD	RENEWAL

### 2021 NEW OWNERS

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

<b><u>Business Name</u></b>	<b><u>Applicant Name</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
•			



## **Communications Support Specialist**

**DEPARTMENT:** Administration  
**DIVISION:** N/A  
**SUPERVISOR:** City Administrator  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### **POSITION SUMMARY**

This position provides support to the Communications Officer to assist in effective communications planning; timely production and dissemination of communications materials related to City news, services, and events; maintenance and assessment of various print, electronic and social media outlets; and facilitating a seamless flow of internal and external communications.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Administrator, assisting the Communications Officer with all City communications efforts.

### **SUPERVISION EXERCISED**

No supervision exercised.

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

- Provides support to the Communications Officer.
- Supports Communications Officer in working with City staff and departments to write, edit, publicize, and distribute information to the public.
- Increases public awareness and community engagement for City events and operations.
- Maintains effective relationships with staff and departments.
- Assists Communications Officer with external communications that have a consistent, professional tone, and reach the intended audience.
- Composes, transcribe, types, and edits a variety of reports, correspondence, and other materials requiring judgment as to content, accuracy, and completeness.
- Assists in maintaining and operating the City website and social media accounts.
- Performs all other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

- a. Graduation from high school or GED equivalent.
- b. One (1) year of government communications experience, including using social media platforms in a government setting.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficient in graphics and knowledge of desktop publishing for in-house design and

publication.

- Excellent written and spoken communications skills.
- Ability to analyze complex or technical information from sources and synthesize information into communication documents for the general public.
- Knowledge of photo-editing, document-design programs, webpage editing, ~~and~~ social media maintenance, Digital Single Lens Reflex (DSLR) camera use, and video creation and editing.
- Works well independently.

### **TOOLS AND EQUIPMENT USED**

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine, telephones, cameras and video equipment, and other related office equipment as needed.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to finger, handle, feel, or operate objects and tools or controls. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch or crawl, and talk or hear.

### **WORK ENVIRONMENT**

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

The noise level in the work environment is usually quiet but can be otherwise given close proximity to other employees' work areas and an area with periodic exposure to the public at large and other City personnel.

## EMPLOYEE ACKNOWLEDGMENT

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

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

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

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

### Signatures:

\_\_\_\_\_  
Communications Support Specialist

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

City of St. Helens  
**Declare Surplus Property**  
**City Council Meeting**  
**March 3, 2021**

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

**Parks Department**

- Playground Equipment
  - Equipment is approximately 20 years old and has met its life expectancy
  - New playground equipment is ordered and expected to arrive between March 15 and March 31
  - Several items on the existing equipment have been damaged beyond repair and have been removed due to safety issues
  - The existing equipment must be removed so that the new equipment can be installed
  - Installation of the new equipment is expected to start as soon as March 15, 2021



St. Helens, OR

# Expense Approval Register

Packet: APPKT00277 - AP 2.17.2021

Item #11.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
RUBENS LAWN SERVICE	0003666	02/12/2021	MONTHLY LAWN SERVICE	100-705-52023	80.00
AMERICAN EXTERMINATION P...	155194	02/12/2021	SENIOR CENTER PEST CONTROL	100-715-52023	122.00
EVIN EUSTICE- AP	2.8.2021	02/12/2021	REFUND BANK FEE	100-705-52001	30.00
COLUMBIA COUNTY COMM. J...	202011CSH	02/12/2021	WORK CREW	100-708-52019	2,625.00
TYLER BUSINESS FORMS	57405	02/12/2021	1096 TAX SHEETS	100-707-52004	17.78
SHRED-IT C/O STERICYCLE INC	8181362951	02/12/2021	POLICE DEPT SHRED SERVICE	100-705-52019	71.07
CITY OF SCAPPOOSE	0005067	02/17/2021	INSPECTION SERVICES	100-711-52015	270.00
LAWRENCE OIL COMPANY	019001-2103101	02/17/2021	247749 BUILDING DEPT	100-715-52022	31.04
LAWRENCE OIL COMPANY	019001-2103101	02/17/2021	247766 BUILDING DEPT	100-715-52022	26.13
TYLER TECHNOLOGIES INC	025-320807	02/17/2021	BUS LIC ONLINE COMPONENT ...	100-707-52019	2,000.00
TYLER TECHNOLOGIES INC	045-327843	02/17/2021	NEAL PIKE SOLUTION DESIGN	100-707-52019	130.00
HUDSON GARBAGE SERVICE	11139348	02/17/2021	375 S 18TH	100-706-52003	59.80
HUDSON GARBAGE SERVICE	11140071	02/17/2021	CASCADES TISSUE SITE	100-705-52023	130.56
A + ENGRAVING LLC	1185	02/17/2021	GREG COHEN PLAQUE	100-710-52024	45.00
OREGON DEPARTMENT OF RE...	2.11.2021	02/17/2021	MISD SURCHARGE	100-000-20700	6.33
OREGON DEPARTMENT OF RE...	2.11.2021	02/17/2021	STATE DUII DIVERSION	100-000-20700	990.00
OREGON DEPARTMENT OF RE...	2.11.2021	02/17/2021	STATE DUII CONVICTION FEE	100-000-20700	335.00
DCBS FISCAL SERVICES	2.11.2021	02/17/2021	OCT NOV DEC STATE SURCHA...	100-000-20700	12,259.43
OREGON DEPARTMENT OF RE...	2.11.2021	02/17/2021	STATE VIOLATION	100-000-20800	1,311.00
OREGON DEPARTMENT OF RE...	2.11.2021	02/17/2021	UNITARY	100-000-20800	9.27
OREGON DEPARTMENT OF RE...	2.11.2021	02/17/2021	STATE MISC	100-000-20800	300.00
OREGON DEPARTMENT OF RE...	2.11.2021	02/17/2021	STATE	100-000-20800	170.00
COLUMBIA TAVERN	2.5.2021	02/17/2021	RESTITUTION COLE SNIDER	100-000-21000	20.00
DAWN RICHARDSON - AP	2.5.2021	02/17/2021	MILEAGE REIMB BANK RUN 1/...	100-707-52001	58.24
E2C	4423	02/17/2021	ST. HELENS CLEANING	100-708-52019	1,877.20
SENSOURCE	47484	02/17/2021	ANNUAL DATA HOSTING 3/31-...	100-706-52006	200.00
COLUMBIA COUNTY TRANSFER..	7316	02/17/2021	DUMP FEES	100-708-52003	1.81
LANE COUNCIL OF GOVERNMENT...	77889	02/17/2021	OCT DEC LABOR HOURS	100-701-52019	455.00
BIO-MED TESTING SERVICES I...	82693	02/17/2021	PRE EMPLOYMENT TEST	100-702-52019	200.00
MIDWEST TAPE	99950056	02/17/2021	DVD / ABD 2000010011	100-706-52034	95.47
PAULSON PRINTING CO.	D4861	02/17/2021	BUS HARDWARE FOR HICKS	100-711-52004	55.00
LAND DEVELOPMENT SERVICES	DEC 2020	02/17/2021	INSPECTIONS FOR ST. HELENS ...	100-711-52015	2,081.25
ENTERPRISE FM TRUST	FBN4110230	02/17/2021	LEASE FOR RANGER BUILDING...	100-711-52026	695.55
ENTERPRISE FM TRUST	FBN4145468	02/17/2021	LEASE FOR RANGER BUILDING...	100-711-52026	522.55
METRO PRESORT	IN630759	02/17/2021	UB BILL PRINTING	100-707-52008	3,558.27
PORTLAND GENERAL ELECTRIC	INV0001274	02/17/2021	0153585940	100-709-52003	282.43
COLUMBIA COUNTY CLERK	INV0001281	02/17/2021	RECORDING FEES	100-710-52011	101.00
HUDSON GARBAGE SERVICE	INV0001282	02/17/2021	7547	100-705-52023	113.39
HUDSON GARBAGE SERVICE	INV0001282	02/17/2021	7598	100-708-52023	467.74
HUDSON GARBAGE SERVICE	INV0001282	02/17/2021	7636	100-708-52023	180.79
HUDSON GARBAGE SERVICE	INV0001282	02/17/2021	7539	100-715-52023	96.59
HUDSON GARBAGE SERVICE	INV0001282	02/17/2021	7601	100-715-52023	355.52
SOLUTIONS YES	INV264750	02/17/2021	PRINT CHARGES CITY HALL PRI...	100-704-52005	33.05
COLUMBIA COUNTY TREASUR...	JAN 2021	02/17/2021	JAIL ASSESSMENT	100-000-20900	8.78
COLUMBIA COUNTY TREASUR...	JAN 2021	02/17/2021	COUNTY ASSESSMENT	100-000-20900	527.16
COLUMBIA COUNTY TREASUR...	JAN 2021	02/17/2021	CITY COURT COSTS DEDUCTED	100-000-36002	-53.59
NATIONAL BUSINESS FURNITU...	MK556384	02/17/2021	BOOKCASE	100-707-52001	396.90
LAND DEVELOPMENT SERVICES	NOV 2020	02/17/2021	INSPECTIONS FOR ST. HELENS ...	100-711-52015	4,556.25
Ramsdell, Carlee Camille	INV0001270	02/08/2021	Ramsdell, Carlee Camille	100-000-20200	320.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>38,225.76</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
ECONORTHWEST	23533	02/16/2021	WHITE PAPER SITE FRAMEW...	202-721-52019	600.00
MASONIC BUILDING LLC	2.15.2021	02/17/2021	LEASE PAYMENT MARCH 2021	202-725-52028	3,000.00

## Expense Approval Register

Packet: APPKT002

Item #11.

11

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RADLER WHITE PARKS & ALEX...	27279	02/17/2021	ACSP TRANSACTION	202-721-52019	2,007.50
MAUL FOSTER ALONGI INC	41713	02/17/2021	BWP ON CALL SERVICES	202-721-52019	167.50
MAUL FOSTER ALONGI INC	41713	02/17/2021	INDUSTRIAL PARK GRADING A...	202-722-52019	8,463.75
MAUL FOSTER ALONGI INC	41713	02/17/2021	GOVERNANCE AND PUBLIC EN...	202-722-52019	570.00
MAUL FOSTER ALONGI INC	41713	02/17/2021	WWTP LAGOON ON CALL SERV..	202-722-52019	2,676.25
E2C	4398	02/17/2021	SPECIALIZED CLEANING 13 DA...	202-725-52028	2,000.00
E2C	4423	02/17/2021	ADVERTISING	202-725-52011	1,527.44
E2C	4423	02/17/2021	EQUIPMENT ST. HELENS	202-725-52028	402.22
E2C	4423	02/17/2021	STAFF ST. HELENS	202-725-52028	2,777.20
E2C	4423	02/17/2021	ENTERTAINMENT ST. HELENS	202-725-52028	21.67
E2C	4423	02/17/2021	PROPS	202-725-52028	1,366.89
E2C	4424	02/17/2021	MONTHLY MARKETING TINA ...	202-725-52019	10,000.00
PORTLAND GENERAL ELECTRIC	INV0001275	02/17/2021	1650931000	202-722-52003	45.56
PORTLAND GENERAL ELECTRIC	INV0001276	02/17/2021	7357701000	202-722-52003	34.05
PORTLAND GENERAL ELECTRIC	INV0001277	02/17/2021	4854421000	202-722-52003	42.63
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>35,702.66</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CAROLINE SKINNER	2.04.2021	02/12/2021	REIMB FOR FRIENDS OF NOB H...	203-708-52028	25.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>25.00</b>
<b>Fund: 205 - STREETS</b>					
EMERY & SONS CONSTRUCTI...	2	02/17/2021	N VERNONIA SIDEWALK R-687	205-000-53019	298,620.82
<b>Fund 205 - STREETS Total:</b>					<b>298,620.82</b>
<b>Fund: 303 - SEWER SDC</b>					
KELLER ASSOCIATES, INC	2	02/17/2021	STORMWATER / SANITARY SE...	303-000-52019	45,672.27
<b>Fund 303 - SEWER SDC Total:</b>					<b>45,672.27</b>
<b>Fund: 304 - STORM SDC</b>					
KELLER ASSOCIATES, INC	2	02/17/2021	STORMWATER / SANITARY SE...	304-000-52019	48,304.12
<b>Fund 304 - STORM SDC Total:</b>					<b>48,304.12</b>
<b>Fund: 601 - WATER</b>					
ADVANCED ELECTRICAL	212205	02/12/2021	ST. HELENS WFF REP VFD	601-732-52023	15,390.52
LAWRENCE OIL COMPANY	019001-2103101	02/17/2021	247752 WWTP	601-732-52022	21.14
ALEXIN ANALYTICAL	41962	02/17/2021	TESTING	601-731-52064	375.00
<b>Fund 601 - WATER Total:</b>					<b>15,786.66</b>
<b>Fund: 603 - SEWER</b>					
CENTURY LINK	2.2.2021	02/12/2021	488	603-736-52010	124.66
CENTURY LINK	2.2.2021	02/12/2021	293	603-736-52010	22.97
CENTURY LINK	2.2.2021	02/12/2021	688	603-736-52010	22.97
CENTURY LINK	2.2.2021	02/12/2021	600	603-736-52010	22.97
CENTURY LINK	2.2.2021	02/12/2021	654	603-736-52010	22.97
CENTURY LINK	2.2.2021	02/12/2021	688	603-737-52010	22.97
CENTURY LINK	2.2.2021	02/12/2021	488	603-737-52010	124.65
CENTURY LINK	2.2.2021	02/12/2021	600	603-737-52010	22.97
CENTURY LINK	2.2.2021	02/12/2021	293	603-737-52010	22.97
CENTURY LINK	2.2.2021	02/12/2021	654	603-737-52010	22.97
HASA	731459	02/12/2021	MULTI CHLOR	603-736-52083	5,177.26
OREGON DEQ BUSINESS OFFICE	FEB 2021	02/12/2021	CWSRF LOAN PAYMENT R6801	603-000-55001	50,000.00
HUDSON GARBAGE SERVICE	INV0001282	02/17/2021	8333	603-736-52003	144.26
HUDSON GARBAGE SERVICE	INV0001282	02/17/2021	8333	603-737-52003	144.27
<b>Fund 603 - SEWER Total:</b>					<b>55,898.86</b>
<b>Fund: 605 - STORM</b>					
COLUMBIA COUNTY TRANSFER..	7316	02/17/2021	DUMP FEES	605-000-52019	29.93
<b>Fund 605 - STORM Total:</b>					<b>29.93</b>
<b>Fund: 701 - EQUIPMENT</b>					
COLUMBIA RIVER FIRE AND RE...	21-01 JAN	02/17/2021	SHARED COST JOINT MAINTA...	701-000-52023	2,847.37
DEPARTMENT OF TRANSPORT...	INV0001278	02/17/2021	REPLACE VEHICLE TITLE ON 19...	701-000-52001	98.00
DEPARTMENT OF TRANSPORT...	INV0001279	02/17/2021	REPLACE TITLE 1982 DODGE	701-000-52001	90.00

## Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DEPARTMENT OF TRANSPORT...	INV0001280	02/17/2021	REPLACE TITLE ON 1994 JEEP	701-000-52001	98.00
<b>Fund 701 - EQUIPMENT Total:</b>					<b>3,133.37</b>

**Fund: 702 - INFORMATION SYSTEMS**

MORE POWER TECHNOLOGY ...	11482	02/12/2021	PREMIUM AGREEMENT MON...	702-000-52019	11,097.15
COMCAST BUSINESS	116736362	02/12/2021	FIBER INTERNET ACCT 934571...	702-000-52003	4,966.15
CENTURY LINK	2.2.2021	02/12/2021	162B	702-000-52010	87.76
CENTURY LINK	2.2.2021	02/12/2021	798B	702-000-52010	101.43
CENTURY LINK	2.2.2021	02/12/2021	967	702-000-52010	137.81
CENTURY LINK	2.2.2021	02/12/2021	130	702-000-52010	58.29
CENTURY LINK	2.2.2021	02/12/2021	909	702-000-52010	81.02
CENTURY LINK	2.2.2021	02/12/2021	131	702-000-52010	58.29
CENTURY LINK	2.2.2021	02/12/2021	818	702-000-52010	399.86
CENTURY LINK	2.2.2021	02/12/2021	228	702-000-52010	90.17
CENTURY LINK	2.2.2021	02/12/2021	796	702-000-52010	44.24
CENTURY LINK	2.2.2021	02/12/2021	651	702-000-52010	44.71
CENTURY LINK	2.2.2021	02/12/2021	579	702-000-52010	45.94
MORE POWER TECHNOLOGY ...	11496	02/17/2021	VIRTUAL FAIL OVER / LENOVO ...	702-000-53001	93,534.98
CENTURY LINK	2.5.2021	02/17/2021	632B	702-000-52010	43.06
VERIZON	9872347270	02/17/2021	CELL SERVICE ACCT 242060134..	702-000-52010	181.68
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>110,972.54</b>

**Fund: 703 - PW OPERATIONS**

LAWRENCE OIL COMPANY	019001-2103101	02/17/2021	247748 PUBLIC WORKS	703-734-52022	855.17
LAWRENCE OIL COMPANY	019001-2103101	02/17/2021	247750 PUBLIC WORKS	703-734-52022	54.56
PAULSON PRINTING CO.	D4865	02/17/2021	BUS CARDS	703-734-52001	28.00
HUDSON GARBAGE SERVICE	INV0001282	02/17/2021	7555	703-734-52023	90.49
SOLUTIONS YES	INV265237	02/17/2021	PRINT FEES C11460-01	703-733-52005	51.66
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>1,079.88</b>

**Fund: 704 - FACILITY MAJOR MAINTNANCE**

A + ENGRAVING LLC	1185	02/17/2021	NAME PLATES UPSTAIRS REM...	704-000-53018	420.20
KJ SECURITY SOLUTIONS & LO...	191	02/17/2021	LOCKS AND REKEY	704-000-53018	1,193.00
WAYNE MARTIN FLORRING INC	2069-2	02/17/2021	UPSTARIS REMODEL BLINDS	704-000-53018	1,972.00
EAGLE STAR ROCK PRODUCTS ...	29049	02/17/2021	ROCK CAMPBELL PARK	704-000-53027	562.38
EAGLE STAR ROCK PRODUCTS ...	39053	02/17/2021	ROCK CAMPBELL PARK STORM	704-000-53027	660.56
EAGLE STAR ROCK PRODUCTS ...	39060	02/17/2021	ROCK CAMPBELL PARK STORM	704-000-53027	116.97
COLUMBIA COUNTY TRANSFER..	7316	02/17/2021	DUMP FEES	704-000-53018	10.88
COLUMBIA COUNTY TRANSFER..	7316	02/17/2021	DUMP FEES	704-000-53018	164.86
COLUMBIA COUNTY TRANSFER..	7316	02/17/2021	DUMP FEES	704-000-53018	13.61
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>5,114.46</b>

Grand Total: 658,566.33

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	38,225.76
202 - COMMUNITY DEVELOPMENT	35,702.66
203 - COMMUNITY ENHANCEMENT	25.00
205 - STREETS	298,620.82
303 - SEWER SDC	45,672.27
304 - STORM SDC	48,304.12
601 - WATER	15,786.66
603 - SEWER	55,898.86
605 - STORM	29.93
701 - EQUIPMENT	3,133.37
702 - INFORMATION SYSTEMS	110,972.54
703 - PW OPERATIONS	1,079.88
704 - FACILITY MAJOR MAINTNANCE	5,114.46
<b>Grand Total:</b>	<b>658,566.33</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20200	Bail Deposit	320.00
100-000-20700	State Surcharge	13,590.76
100-000-20800	State Assessment	1,790.27
100-000-20900	County Assessment	535.94
100-000-21000	Court Restitution Paymen...	20.00
100-000-36002	Fines - Court	-53.59
100-701-52019	Professional Services	455.00
100-702-52019	Professional Services	200.00
100-704-52005	Small Equipment	33.05
100-705-52001	Operating Supplies	30.00
100-705-52019	Professional Services	71.07
100-705-52023	Facility Maintenance	323.95
100-706-52003	Utilities	59.80
100-706-52006	Computer Maintenance	200.00
100-706-52034	Visual Materials	95.47
100-707-52001	Operating Supplies	455.14
100-707-52004	Office Supplies	17.78
100-707-52008	Printing	3,558.27
100-707-52019	Professional Services	2,130.00
100-708-52003	Utilities	1.81
100-708-52019	Professional Services	4,502.20
100-708-52023	Facility Maintenance	648.53
100-709-52003	Utilities	282.43
100-710-52011	Public Information	101.00
100-710-52024	Miscellaneous	45.00
100-711-52004	Office Supplies	55.00
100-711-52015	Intergovernmental Servic...	6,907.50
100-711-52026	Equipment Fund Charges	1,218.10
100-715-52022	Fuel/Oil	57.17
100-715-52023	Facility Maintenance	574.11
202-721-52019	Professional Services	2,775.00
202-722-52003	Utilities	122.24
202-722-52019	Professional Services	11,710.00
202-725-52011	Public Information	1,527.44
202-725-52019	Professional Services	10,000.00
202-725-52028	Projects & Programs	9,567.98
203-708-52028	Projects and Programs	25.00
205-000-53019	North Vernonia Improve...	298,620.82
303-000-52019	Professional Services	45,672.27
304-000-52019	Professional Services	48,304.12
601-731-52064	Lab Testing	375.00
601-732-52022	Fuel / Oil	21.14

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
601-732-52023	Facility Maintenance	15,390.52
603-000-55001	Principle	50,000.00
603-736-52003	Utilities	144.26
603-736-52010	Telephone	216.54
603-736-52083	Chemicals	5,177.26
603-737-52003	Utilities	144.27
603-737-52010	Telephone	216.53
605-000-52019	Professional Services	29.93
701-000-52001	Operating Supplies	286.00
701-000-52023	Facility Maintenance	2,847.37
702-000-52003	Utilities	4,966.15
702-000-52010	Telephone	1,374.26
702-000-52019	Professional Services	11,097.15
702-000-53001	Capital Outlay	93,534.98
703-733-52005	Small Equipment	51.66
703-734-52001	Operating Supplies	28.00
703-734-52022	Fuel / Oil	909.73
703-734-52023	Facility Maintenance	90.49
704-000-53018	Capital Outlay - City Hall	3,774.55
704-000-53027	Capital Outlay - Campbell ...	1,339.91
<b>Grand Total:</b>		<b>658,566.33</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	658,566.33
<b>Grand Total:</b>	<b>658,566.33</b>



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# Expense Approval Register

Packet: APPKT00281 - AP CHECK TICOR TITLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 704 - FACILITY MAJOR MAINTNANCE					
TICOR TITLE	2.19.2021	02/19/2021	2625 PROPERTY PURCHASE D...	704-000-53001	240,000.00
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					240,000.00
Grand Total:					240,000.00

**Fund Summary**

Fund	Expense Amount
704 - FACILITY MAJOR MAINTNANCE	240,000.00
<b>Grand Total:</b>	<b>240,000.00</b>

**Account Summary**

Account Number	Account Name	Expense Amount
704-000-53001	Capital Outlay	240,000.00
<b>Grand Total:</b>		<b>240,000.00</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	240,000.00
<b>Grand Total:</b>	<b>240,000.00</b>



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Packet: APPKT00283 - AP 2.24.2021

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
NW NATURAL GAS	2.15.2021	02/18/2021	5638	100-705-52003	300.37
NW NATURAL GAS	2.15.2021	02/18/2021	7673	100-706-52003	989.45
NW NATURAL GAS	2.15.2021	02/18/2021	3047	100-708-52003	77.23
NW NATURAL GAS	2.15.2021	02/18/2021	8563	100-708-52003	20.11
NW NATURAL GAS	2.15.2021	02/18/2021	0109	100-709-52003	236.27
NW NATURAL GAS	2.15.2021	02/18/2021	5285	100-715-52003	139.59
NW NATURAL GAS	2.15.2021	02/18/2021	2848	100-715-52003	106.15
DANGS LITTLE DRAGON LLC	2.17.2021	02/18/2021	OVER PAYMENT FOR BUSINESS..	100-000-35002	85.00
MAILBOXES NORTHWEST	2.2.2021	02/18/2021	POSTAGE	100-705-52001	9.25
CINTAS	8405012411	02/18/2021	CITY HALL FIRST AID CABINET ...	100-715-52019	56.28
CINTAS	8405012412	02/18/2021	PARKS FIRST AID CABINET SER...	100-708-52019	64.06
PAULSON PRINTING CO.	D4851	02/18/2021	BUS CARDS TREAT	100-705-52001	72.00
PAULSON PRINTING CO.	D4851	02/18/2021	CREDIT	100-705-52001	-64.80
EASYPERMIT POSTAGE	INV0001283	02/18/2021	METER REFILL POSTAGE	100-715-52009	29.37
BARN FIRE BARBECUE	INV0001284	02/18/2021	OVER PAYMENT FOR BUSINESS..	100-000-35002	85.00
SOLUTIONS YES	INV265588	02/18/2021	C10184-01 CITY HALL	100-715-52005	233.94
GRETCHEN KOLDERUP-	2.19.21	02/19/2021	TUITION REIMBURSEMENT	100-706-52018	1,437.00
MIDWEST TAPE	500022512	02/19/2021	DVD / ABD 2000010011	100-706-52034	23.99
INGRAM LIBRARY SERVICES	51215177	02/19/2021	BOOKS 20C7921	100-706-52033	520.43
INGRAM LIBRARY SERVICES	51215178	02/19/2021	BOOKS 20C7921	100-706-52033	12.44
INGRAM LIBRARY SERVICES	51215179	02/19/2021	BOOKS 20C7921	100-706-52033	119.02
INGRAM LIBRARY SERVICES	51215180	02/19/2021	BOOKS 20C7921	100-706-52033	23.30
INGRAM LIBRARY SERVICES	51215181	02/19/2021	BOOKS 20C7921	100-706-52033	18.45
INGRAM LIBRARY SERVICES	51215182	02/19/2021	BOOKS 20C7921	100-000-21300	18.94
INGRAM LIBRARY SERVICES	51248346	02/19/2021	BOOKS 20C7921	100-706-52033	209.71
INGRAM LIBRARY SERVICES	51248347	02/19/2021	BOOKS 20C7921	100-706-52033	17.57
INGRAM LIBRARY SERVICES	51248348	02/19/2021	BOOKS 20C7921	100-706-52033	13.62
MIDWEST TAPE	99950955	02/19/2021	DVD / ABD 2000010011	100-706-52034	22.49
MUSEUM OF NATURAL AND C...	UOMNCH-21-107	02/19/2021	PROGRAM FEE 25 BAGS	100-706-52028	105.00
MUSEUM OF NATURAL AND C...	UOMNCH-40-103	02/19/2021	PROGRAM FEE 25 BAGS	100-706-52028	105.00
PASSPORT TO LANGUAGES INC	1183315	02/24/2021	INTERPRETER SERVICES	100-704-52019	17.50
JORDAN RAMIS PC ATTORNEYS..	175276	02/24/2021	EMPLOYMENT MATTERS	100-703-52019	650.00
JORDAN RAMIS PC ATTORNEYS..	175322	02/24/2021	GENERAL	100-702-52019	5,281.50
JORDAN RAMIS PC ATTORNEYS..	175324	02/24/2021	PLANNING	100-710-52019	878.00
JORDAN RAMIS PC ATTORNEYS..	175326	02/24/2021	FINANCE / FRANCHISE	100-701-52019	910.00
JORDAN RAMIS PC ATTORNEYS..	175327	02/24/2021	FIRST MISSINARY BAP CHURCH	100-701-52019	1,075.00
ERSKINE LAW PRECTICE LLC	2.22.21	02/24/2021	REIMB OF BUS LIC FEE	100-704-52001	150.00
U.S BANK EQUIPMENT FINANCE	436203012	02/24/2021	CONTRACT PAYMENT 500-049...	100-704-52001	150.00
INGRAM LIBRARY SERVICES	50875391	02/24/2021	BOOKS 20C7921	100-706-52033	12.29
WEX BANK	70277469	02/24/2021	FUEL PURCHASES	100-705-52022	4,198.10
WEX BANK	70277469	02/24/2021	FUEL PURCHASES	100-710-52022	31.25
WEX BANK	70277469	02/24/2021	FUEL PURCHASES	100-710-52022	29.54
METRO PRESORT	IN631137	02/24/2021	LETTER ABOUT STATEMENT C...	100-707-52008	5,612.31
INGRAM LIBRARY SERVICES	MULTIPLE INVOICES	02/24/2021	BOOKS 20C7921 MULIT INVOI...	100-706-52033	1,160.52
<b>Fund 100 - GENERAL FUND Total:</b>					<b>25,242.24</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
NW NATURAL GAS	2.15.2021	02/18/2021	7764	202-725-52003	252.34
NW NATURAL GAS	2.15.2021	02/18/2021	9614	202-725-52003	18.94
MICHAEL MORRIS ENTERPRISE...	QU-2101	02/18/2021	POLICE STATION CAMPAIGN P...	202-721-52019	4,418.00
KITTELSON & ASSOCIATES	0115962	02/24/2021	OR COM PATHS GRANT APP A...	202-721-52019	2,799.70
JORDAN RAMIS PC ATTORNEYS..	175199	02/24/2021	GENERAL ENVIRONMENTAL	202-721-52019	9,847.00
JORDAN RAMIS PC ATTORNEYS..	175323	02/24/2021	COMMUNITY DEVEL URBAN R...	202-721-52019	26.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>17,361.98</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
GRETCHEN KOLDERUP-	2.19.21-2	02/19/2021	HEAT PRESS FOR LIB REIMB.	203-706-52095	375.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>375.00</b>
<b>Fund: 601 - WATER</b>					
HARRINGTON INDUSTRIAL PLA...	009K2986	02/18/2021	VALVE / BUSHING	601-732-52001	1,005.14
HARRINGTON INDUSTRIAL PLA...	009K3304	02/18/2021	CHANNEL SLOTE PEST	601-732-52001	188.89
HACH	12325859	02/18/2021	PRE ASSY MAINT	601-732-52001	297.22
NORTHSTAR CHEMICAL	188003	02/18/2021	SODIUM HYDROXIDE 25%	601-732-52083	6,006.04
NW NATURAL GAS	2.15.2021	02/18/2021	2942	601-732-52003	945.89
H.D FOWLER COMPANY	I5690642	02/18/2021	WATER METER 3GDS	601-731-52001	4,839.84
<b>Fund 601 - WATER Total:</b>					<b>13,283.02</b>
<b>Fund: 603 - SEWER</b>					
NW NATURAL GAS	2.15.2021	02/18/2021	7720	603-736-52003	8.00
NW NATURAL GAS	2.15.2021	02/18/2021	5750	603-736-52003	81.12
NW NATURAL GAS	2.15.2021	02/18/2021	7720	603-737-52003	7.99
NW NATURAL GAS	2.15.2021	02/18/2021	5750	603-737-52003	81.12
OREGON DEQ BUSINESS OFFICE	INV0001285	02/18/2021	ORTIZ, SAMUEL GRADE III TRE...	603-736-52018	150.00
OREGON DEQ BUSINESS OFFICE	INV0001285	02/18/2021	ORTIZ, SAMUEL GRADE III TRE...	603-737-52018	150.00
EUROFINS TESTAMEERICA ASL	7800001322	02/24/2021	TESTING ALGAE CERIDAPHINIA	603-737-52064	4,407.50
<b>Fund 603 - SEWER Total:</b>					<b>4,885.73</b>
<b>Fund: 701 - EQUIPMENT</b>					
CARQUEST AUTO PARTS STOR...	1.31.2021	02/18/2021	AUTO PARTS	701-000-52001	116.57
<b>Fund 701 - EQUIPMENT Total:</b>					<b>116.57</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
MORE POWER TECHNOLOGY ...	11529	02/24/2021	MICROSOFT 365 BUS STANDA...	702-000-52019	750.00
CITY COUNTY INSURANCE SER...	GLSTH2020085899	02/24/2021	CYBER DEDUCTIBLE ST. HELENS	702-000-52016	5,000.00
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>5,750.00</b>
<b>Fund: 703 - PW OPERATIONS</b>					
NW NATURAL GAS	2.15.2021	02/18/2021	8675	703-734-52003	100.85
TROTTER & MORTON FACILITY ..	77986	02/18/2021	SRVC GAS HEAT NOT TURNING...	703-734-52023	482.50
CINTAS	8405012413	02/18/2021	FIRST AID CABINET SERVICE	703-734-52019	86.22
JORDAN RAMIS PC ATTORNEYS..	175325	02/24/2021	PUBLIC WORKS / ENG	703-734-52019	1,545.00
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>2,214.57</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
KJ SECURITY SOLUTIONS & LO...	0004228	02/18/2021	I CORE PREP GRADE 2	704-000-53025	155.00
MACKENZIE	1070944	02/18/2021	ST. HELENS POLICE NEEDS ASS...	704-000-53024	6,254.80
ARCIFORM LLC	17074	02/18/2021	UB COURT WINDOW REPLAC...	704-000-53018	1,539.40
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>7,949.20</b>
<b>Grand Total:</b>					<b>77,178.31</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	25,242.24
202 - COMMUNITY DEVELOPMENT	17,361.98
203 - COMMUNITY ENHANCEMENT	375.00
601 - WATER	13,283.02
603 - SEWER	4,885.73
701 - EQUIPMENT	116.57
702 - INFORMATION SYSTEMS	5,750.00
703 - PW OPERATIONS	2,214.57
704 - FACILITY MAJOR MAINTNANCE	7,949.20
<b>Grand Total:</b>	<b>77,178.31</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-21300	Library Replacement Fines	18.94
100-000-35002	Business Licenses	170.00
100-701-52019	Professional Services	1,985.00
100-702-52019	Professional Services	5,281.50
100-703-52019	Professional Services	650.00
100-704-52001	Operating Supplies	300.00
100-704-52019	Professional Services	17.50
100-705-52001	Operating Supplies	16.45
100-705-52003	Utilities	300.37
100-705-52022	Fuel	4,198.10
100-706-52003	Utilities	989.45
100-706-52018	Professional Development	1,437.00
100-706-52028	Projects & Programs	210.00
100-706-52033	Printed Materials	2,107.35
100-706-52034	Visual Materials	46.48
100-707-52008	Printing	5,612.31
100-708-52003	Utilities	97.34
100-708-52019	Professional Services	64.06
100-709-52003	Utilities	236.27
100-710-52019	Professional Services	878.00
100-710-52022	Fuel	60.79
100-715-52003	Utilities	245.74
100-715-52005	Small Equipment	233.94
100-715-52009	Postage	29.37
100-715-52019	Professional Services	56.28
202-721-52019	Professional Services	17,090.70
202-725-52003	Utilities	271.28
203-706-52095	STEM Grant Materials Exp...	375.00
601-731-52001	Operating Supplies	4,839.84
601-732-52001	Operating Supplies	1,491.25
601-732-52003	Utilities	945.89
601-732-52083	Chemicals	6,006.04
603-736-52003	Utilities	89.12
603-736-52018	Professional Development	150.00
603-737-52003	Utilities	89.11
603-737-52018	Professional Development	150.00
603-737-52064	Lab Testing	4,407.50
701-000-52001	Operating Supplies	116.57
702-000-52016	Insurance - General	5,000.00
702-000-52019	Professional Services	750.00
703-734-52003	Utilities	100.85
703-734-52019	Professional Services	1,631.22
703-734-52023	Facility Maintenance	482.50
704-000-53018	Capital Outlay - City Hall	1,539.40
704-000-53024	Capital Outlay - PD Station	6,254.80

**Account Summary**

Account Number	Account Name	Expense Amount
704-000-53025	Capital Outlay - Sr Center	155.00
	<b>Grand Total:</b>	<b>77,178.31</b>

**Project Account Summary**

Project Account Key	Expense Amount	
**None**	77,178.31	
	<b>Grand Total:</b>	<b>77,178.31</b>