



COUNCIL REGULAR SESSION

Wednesday, November 03, 2021 at 7:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

HYBRID: Council Chambers and Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

DELIBERATIONS

1. Annexation of 58241 S. Division Road (McPherson)
2. Annexation of 35285 Millard Road (Columbia Soil & Water Conservation District)

RESOLUTIONS

- 3. Resolution No. 1938:** A Resolution of the City of St. Helens Waiving Standard Enterprise Zone Tax Abatement's Employee Requirements Under Section 3, HB 2343 (2021) for Cascades Tissue Group-Oregon Converting, a Division of Cascades Holding U.S. Inc. (Cascades), Located in the South Columbia County Enterprise Zone

AWARD BID/CONTRACT

- 4.** Little Street, Tualatin Street, & N. 7th Street Waterline Improvements to Clark & Sons Excavating for \$295,778

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 5.** Second Amendment to Agreement with Pacific Northern Environmental DBA Advanced Electrical Technologies for Water Filtration Facility SCADA Update
- 6.** Contract Payments
- 7.** Infrastructure Design Work Order #1 with Mackenzie for St. Helens Industrial Business Park

CONSENT AGENDA FOR APPROVAL

- 8.** Council Work Session, Executive Session, Hearing, and Regular Session Minutes dated October 20, 2021
- 9.** Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

MAYOR SCHOLL REPORTS

COUNCIL MEMBER REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join Zoom Meeting: <https://us06web.zoom.us/j/85499768771>

Meeting ID: 854 9976 8771

Dial by your location: 1 253 215 8782

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

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

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

City of St. Helens
RESOLUTION NO. 1938

A RESOLUTION OF THE CITY OF ST. HELENS WAIVING STANDARD
 ENTERPRISE ZONE TAX ABATEMENT'S EMPLOYEE REQUIREMENTS UNDER
 SECTION 3, HB 2343 (2021) FOR **CASCADES TISSUE GROUP-OREGON
 CONVERTING**, A DIVISION OF CASCADES HOLDING U.S. INC
 (CASCADES), LOCATED IN THE SOUTH COLUMBIA COUNTY
 ENTERPRISE ZONE

WHEREAS, the South Columbia County Enterprise Zone has six (6) sub-area co-sponsors, the City of Scappoose, the City of St. Helens, the City of Columbia City, the City of Vernonia, the Port of Columbia County, and Columbia County, offering economic incentives through property tax relief to businesses and industries providing capital investments resulting in job growth; and

WHEREAS, Cascades is located at 52960 West Lane Road, Scappoose, Oregon 97056 and for 2021 received approval for an extended property tax abatement for a total of five (5) years under ORS 285C.175; and

WHEREAS, Cascades has invested \$14,050,000.00 in enterprise zone qualified property at their manufacturing operations located in Scappoose, Oregon; and

WHEREAS, this Cascades investment exemption was predicated on the creation of a minimum of twenty-one (21) new jobs within the South Columbia County Enterprise Zone; and

WHEREAS, initial or continuing exemption of qualified property in the enterprise zone by the authorized/qualified business firm(s), CASCADES TISSUE GROUP-OREGON CONVERTING, A DIVISION OF CASCADES HOLDING U.S. INC (CASCADES), is subject to denial or disqualification by the county assessor due to failure of Cascades to meet requirements under ORS 285C.200(1)(c)–(e) for the number of its employees on or before date of filing initial exemption claim or for substantial curtailment under ORS 285C.210; and

WHEREAS, Chapter 522, Oregon Laws 2021 (Enrolled House Bill 2343) allows the sponsor(s) of an enterprise zone to remedy such situations arising from distress caused by the COVID-19 pandemic, for the 2021–22 or 2022–23 tax years, by either suspending the exemption period to resume later under ORS 285C.203, or by temporarily waiving requirements, and by setting a minimum employment level lower than normal statutory requirements that the business firm must otherwise maintain, including but not limited to the remaining period of a resumed exemption; and

WHEREAS, sponsor resolution(s) must be adopted within 45 days of the law's effective date (September 25, 2021) for purposes of 2021–22 tax year, or for 2022–23 tax year, by June 30, 2022, which is also the date when Chapter 522, Oregon Laws 2021, is repealed, one year

after the Governor's declared state of emergency, as originally issued on March 8, 2020, is no longer in effect, pursuant to Executive Order No. 21-15; and

WHEREAS, the pandemic-related reasons or criteria that prevented Cascades from meeting employment requirements are established in this resolution as described below, and they may include distress due to:

- Compliance with mandatory public health safety measures or closures;
- Mandatory limitations on facility capacity;
- A decrease in receipts;
- A reduction in sales;
- Disruption of the firm's access to markets or supply chains; or
- Other factors attributable to the COVID-19 pandemic.

NOW THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS, IN UNION WITH THE ZONE'S OTHER CO-SPONSORS:

1. Under Section 3, Chapter 522, Oregon Laws 2021, **CASCADES TISSUE GROUP-OREGON CONVERTING, A DIVISION OF CASCADES HOLDING U.S. INC (CASCADES)** shall continue to be allowed exemption under ORS 285C.175, provided that:
 - a. Filings under ORS 285C.220 and 285C.225 occur; and
 - b. The number of employees of the firm satisfy what is normally required under ORS 285C.200 and 285C.210 to avoid substantial curtailment
2. Cascades satisfies criteria of distress factors attributable to the COVID-19 pandemic that have prevented it from qualifying in the enterprise zone because of:
 - Significant disruption of the business firm's access to markets or supply chain in the form of reduced market demand for out of home, commercial paper products.
 - Reduced need for labor force resulting from reduced demand for production.
3. In addition, for purposes here, Cascades shall satisfy the following requirements:
 - a. Report to zone manager on an annual basis at minimum any upward or downward change in the employment levels associated with the exempt investment.
 - b. File in timely manner with the Columbia County Assessor's office in each calendar year.

4. Should Cascades fail to reach the required employment level by December 2022, the exemption provided under ORS 285C.175 shall expire as will the exemption afforded under ORS 285C.210. The County Assessor, Department of Revenue, and Oregon Business Development Department shall receive copies of this resolution within 30 days of its adoption.
5. This resolution takes effect on the later of the date of its adoption or September 25, 2021.

Approved and adopted by the City Council on November 3, 2021, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Mouhamad Zaher, Public Works Director	
Date:	October 25, 2021	
Subject:	Little St, Tualatin St, & N 7th St Waterline Improvements	

Background: The existing water mains on Tualatin St (between S 22nd St and S 16th St), Little St (Eilertson St and Milton Creek), and N 7th St (from the Wyeth St right-of-way to 230 feet south) have reached the end of their useful service life and are due for replacement.

The City's Public Works Operation Division and Engineering Division work closely together to maintain a register of the water mains with high repair, high break history to prioritize and determine which water main are in most need of repair. The City's Engineering Division has developed detailed plans and specifications for the replacement of the watermain on Little St, Tualatin St, and N 7th St. Most of the existing water mains are 1.5-inch and 2-inch diameter pipe. The water mains will be upsized to meet minimum standards. This project will install over 1,600 feet of new 6-inch and 4-inch diameter ductile iron water main with a minimum service life of 100 years. The project will also install new water valves, new fire hydrants, and reconnect approximately 28 water service lines. The existing watermain will be capped and abandoned in-place.

The planned work will be constructed in two phases to accommodate the project's budgetary restraints. Project costs was estimated at \$400,000 to \$450,000.

The Little St, Tualatin St, & N 7th St Waterline Improvements project was advertised for bids in the DJC on September 22, 2021. The following bids were received and opened at 11:00 AM, October 21, 2021,

FIRM	LOCATION	BID
Landis & Landis Construction	Marylhurst, OR	\$446,709.00
Turney Excavating	Keizer, OR	*BID DISQUALIFIED
Nutter Corporation	Vancouver, WA	\$485,355.00
Advanced Excavating Specialists	Longview, WA	\$386,999.00
Clark & Sons Excavating	Battle Ground, WA	\$295,778.00
Pacific Excavation	Eugene, OR	\$465,000.00
Trench Line Excavation	Corvallis, OR	\$459,062.80
C & M Excavation & Utilities	Sherwood, OR	\$540,467.00

COUNCIL ACTION SHEET

A total of eight bids were received. *The bid of Turney Excavating was disqualified as an irregular bid per the Project Bid Documents, Exhibit I, Section 13.C because their bid was not submitted on the revised Bid Schedule Form issued under Addendum No. 1. A review of the responsive bids by staff confirmed Clark & Sons Excavating as the lowest, responsive bidder.

Recommendation: Council award the contract and authorize the Mayor to execute a Standard Public Improvement Contract for the Little St, Tualatin St, & N 7th St Waterline Improvements Project, No. W-475 to Clark & Sons Excavating, Inc. for construction services. Contract will be for the amount specified in their bid, plus a standard 10% contingency.

Attachment: Bidder's Spreadsheet



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

UNOFFICIAL BID RESULTS

PROJECT NAME: LITTLE ST, TUALATIN ST, & N 7TH ST WATERLINE IMPROVEMENTS PROJECT NO. W-475
 BID OPENING: 11:00 A.M., Thursday, October 21, 2021 ENGINEER'S ESTIMATE: \$400K to \$450K
 BID OPENING WITNESSED BY: John Walsh, Mouhamad Zaher, Sue Nelson, Sharon Darroux
 ARE BIDS LISTED IN THE ORDER OPENED? Yes

Contractor's Name and Address	10% Bid Bond or Check Enclosed	Bid Signed	Addendum(s) Acknowledged	Bid Amount
LANDIS & LANDIS CONSTRUCTION PO BOX 50 MARYLHURST, OR 97036	Y	Y	Y	\$446,709.00
TURNERY EXCAVATING PO BOX 21597 KEIZER, OR 97307	Y	Y	Y	*BID WAS NOT SUBMITTED ON THE REVISED BID SCHEDULE FORM ISSUED UNDER ADDENDUM NO. 1. BID HAS BEEN DISQUALIFIED AS AN IRREGULAR BID PER EXHIBIT I, SECTION 13.C OF THE BID DOCUMENTS.
NUTTER CORPORATION 7211-A NE 43RD AVE VANCOUVER, WA 98661	Y	Y	Y	\$485,355.00
ADVANCED EXCAVATING SPECIALISTS 1010 COLUMBIA BLVD LONGVIEW, WA 98632	Y	Y	Y	\$386,999.00 *BID PRICE CORRECTED BASED ON UNIT PRICES.
CLARK & SONS EXCAVATING 7601 NE 289TH ST BATTLE GROUND, WA 98604	Y	Y	Y	\$295,778.00
PACIFIC EXCAVATION 79 N DANEBOBO AVE EUGENE, OR 97402	Y	Y	Y	\$465,000.00
TRENCH LINE EXCAVATION 33871 SE EASTGATE CIRCLE CORVALLIS, OR 97333	Y	Y	Y	\$459,062.80 *BID PRICE CORRECTED BASED ON UNIT PRICES.
C & M EXCAVATION & UTILITIES 21287 SW OREGON ST SHERWOOD, OR 97140	Y	Y	Y	\$540,467.00

RECOMMENDATION (APPARENT RESPONSIVE LOW BIDDER): CLARK & SONS EXCAVATING

**SECOND AMENDMENT TO
Pacific Northern Environmental DBA Advanced Electrical Technologies
Materials and Services Agreement
for the
Water Filtration Facility SCADA and Computer Update, Project No. W-471**

This agreement is entered into this 3rd day of November 2021, by and between the City, (hereinafter "City"), and Pacific Northern Environmental DBA Advanced Electrical Technologies (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Materials and Services Agreement on February 4, 2021, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. As part of the original contract Contractor and City agreed that Contractor would provide equipment and materials and perform various services to update the Supervisory Control and Data Acquisition (SCADA) system at the Water Filtration Facility (WFF).
- C. The City has experienced abrupt staffing changes at the WFF and the Contractor has modified their schedule to accommodate these changes. The Contractor has also had scheduling issues related to COVID 19.
- D. These delays have created a need for the final completion date of the project to be extended.

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

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. The completion date of the contract shall be extended to December 31, 2021.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 3rd day of November 2021.

Contractor

City

Date: _____

Rick Scholl, Mayor
Date: _____

Attest:

By: _____
Kathy Payne, City Recorder

CONTRACT PAYMENTS

City Council Meeting
November 3, 2021

Keller Associates

Project: Stormwater Master Plan (Inv#212797)	\$	24,924.92
Project: Sanitary Sewer Master Plan (Inv#212798)	\$	24,630.02
Project: Water Master Plan (Inv#212804)	\$	<u>31,105.25</u>
Total	\$	80,660.19

Turney Excavating, Inc.

Project: ADA Curb Ramp Improvements (PR#2)	\$	3,960.75
Project: Storm Drain Abandon/Structure Replace (PR#1)	\$	<u>41,780.00</u>
Total	\$	45,740.75



KP

Item #6.

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

October 22, 2021

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 212797 – St Helens - Stormwater Master Plan P-511

City of St Helens:

Please find attached invoice in the amount of \$24,924.92 for project number 220060-001. During the months of August and September, Keller Associates completed the following engineering services:

- Project management
- Meetings and correspondence
- TAC meetings
- Mercury TMDL
- Staffing evaluation and writeup
- Capital improvement plan and writeup
- Executive summary
- Draft documentation
- Draft presentation
- QA/QC
- Report formatting reviews and editing
- Address City comments

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, P.E.
Project Manager

304-000-52019

APPROVED FOR PAYMENT

INIT		DATE
MB	ACCOUNTS PAYABLE	10-25-2021
SM	FINANCE	
	SUPERVISOR	10-25-2021



Item #6.

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

October 11, 2021

Project No: 220060-001

Invoice No: 0212797

Project 220060-001 St Helens - Stormwater Master Plan

Project Manager: *[Signature]***Professional Services from August 1, 2021 to September 30, 2021**

Task	001	Project Management & Meetings		
Fee				
Total Fee		23,715.00		
Percent Complete	100.00	Total Earned	23,715.00	
		Previous Fee Billing	17,786.25	
		Current Fee Billing	5,928.75	
		Total Fee		5,928.75
		Total this Task		\$5,928.75

Task	002	Data Acquisition & Surveying		
Task 2A: Data Acquisition / Review				
Fee				
Total Fee		32,448.00		
Percent Complete	100.00	Total Earned	32,448.00	
		Previous Fee Billing	32,448.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Task 2B: Survey / Field Work

Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	10,000.00	10,000.00	
Limit			10,000.00	
		Total this Task		0.00
		Total this Task		0.00

Task	003	Technical Analysis		
Fee				
Total Fee		48,047.00		
Percent Complete	100.00	Total Earned	48,047.00	
		Previous Fee Billing	48,047.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Project	220060-001	St Helens - Stormwater Master Plan	Invoice	0212797
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Task	004	Engineering Standards and Comprehensive
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Fee

Total Fee	5,110.00		
Percent Complete	100.00	Total Earned	5,110.00
		Previous Fee Billing	5,110.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Task	005	Staffing Level Analysis
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Fee

Total Fee	3,745.00		
Percent Complete	100.00	Total Earned	3,745.00
		Previous Fee Billing	2,284.45
		Current Fee Billing	1,460.55
		Total Fee	1,460.55
		Total this Task	\$1,460.55

Task	006	Capital Improvement Plan
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Fee

Total Fee	18,877.00		
Percent Complete	100.00	Total Earned	18,877.00
		Previous Fee Billing	10,193.58
		Current Fee Billing	8,683.42
		Total Fee	8,683.42
		Total this Task	\$8,683.42

Task	007	Final Plan Documentation and Public Meetings
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Fee

Total Fee	13,137.00		
Percent Complete	60.00	Total Earned	7,882.20
		Previous Fee Billing	0.00
		Current Fee Billing	7,882.20
		Total Fee	7,882.20
		Total this Task	\$7,882.20

Task	008	TMDL Implementation Plan
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Fee

Total Fee	9,700.00		
Percent Complete	60.00	Total Earned	5,820.00
		Previous Fee Billing	4,850.00
		Current Fee Billing	970.00
		Total Fee	970.00
		Total this Task	\$970.00

Total this Invoice	\$24,924.92
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Project	220060-001	St Helens - Stormwater Master Plan	Invoice	0212797
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Billings to Date

	Current	Prior	Total
Fee	24,924.92	120,719.28	145,644.20
Consultant	0.00	10,000.00	10,000.00
Totals	24,924.92	130,719.28	155,644.20



Item #6.

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

October 22, 2021

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 212798 – St Helens – Sanitary Sewer Master Plan P-511

City of St Helens:

Please find attached invoice in the amount of \$24,630.02 for project number 220060-002. During the months of August and September, Keller Associates completed the following engineering services:

- Project management
- Meetings and correspondence
- TAC meetings
- Staffing evaluation and writeup
- Capital improvement plan and writeup
- SDC discussions
- Executive summary
- Update figures
- Draft documentation
- Draft presentation
- QA/QC
- Report formatting reviews and editing
- Address City comments

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, PE
Project Manager

303-000-52019

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE
SUPERVISOR

10-25-2021
10-25-2021



Item #6.

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

October 11, 2021

Project No: 220060-002

Invoice No: 0212798

Project 220060-002 St Helens - Sanitary Sewer Master Plan

Project Manager: *[Signature]***Professional Services from August 1, 2021 to September 30, 2021**

Task	001	Project Management & Meetings	
Fee			
Total Fee		23,715.00	
Percent Complete	100.00	Total Earned	23,715.00
		Previous Fee Billing	17,786.25
		Current Fee Billing	5,928.75
		Total Fee	5,928.75
		Total this Task	\$5,928.75

Task	002	Data / Survey	
Task 2A: Data Gathering / Review / I&I Evaluation			
Fee			
Total Fee		47,483.00	
Percent Complete	100.00	Total Earned	47,483.00
		Previous Fee Billing	47,483.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Task 2B: Survey / Field Work

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	5,000.00	5,000.00
Limit			5,000.00
		Total this Task	0.00
		Total this Task	0.00

Task	003	Technical Analysis	
Fee			
Total Fee		46,852.00	
Percent Complete	100.00	Total Earned	46,852.00
		Previous Fee Billing	46,852.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Project	220060-002	St Helens - Sanitary Sewer Master Plan	Invoice	0212798
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Task	004	Engineering Standards and Comprehensive Plan
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Fee

Total Fee	5,110.00		
Percent Complete	100.00	Total Earned	5,110.00
		Previous Fee Billing	5,110.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Task	0.00

Task	005	Staffing Level Analysis
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Fee

Total Fee	3,745.00		
Percent Complete	100.00	Total Earned	3,745.00
		Previous Fee Billing	2,284.45
		Current Fee Billing	1,460.55
		Total Fee	1,460.55
		Total this Task	\$1,460.55

Task	006	Capital Improvement Plan
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Fee

Total Fee	21,268.00		
Percent Complete	100.00	Total Earned	21,268.00
		Previous Fee Billing	11,910.08
		Current Fee Billing	9,357.92
		Total Fee	9,357.92
		Total this Task	\$9,357.92

Task	007	Final Plan Documentation and Public Meetings
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Fee

Total Fee	13,138.00		
Percent Complete	60.00	Total Earned	7,882.80
		Previous Fee Billing	0.00
		Current Fee Billing	7,882.80
		Total Fee	7,882.80
		Total this Task	\$7,882.80

Total this Invoice	<u>\$24,630.02</u>
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Billings to Date

	Current	Prior	Total
Fee	24,630.02	131,425.78	156,055.80
Consultant	0.00	5,000.00	5,000.00
Totals	24,630.02	136,425.78	161,055.80



KP

Item #6.

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

October 22, 2021

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 212804 – St Helens - Water Master Plan W-474

City of St Helens:

Please find attached invoice in the amount of \$31,105.25 for project number 221096-000. During the months of August and September, Keller Associates completed the following engineering services:

- Project management
- Meetings and correspondence
- TAC meetings
- Hydrant testing
- Booster station pump testing coordination/visit
- Data gathering and follow up
- Condition assessment and writeup
- Planning criteria and writeup
- Begin supply evaluation
- WTP evaluation
- Model development
- Report outline

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, P.E.
Project Manager

302-000-52019

APPROVED FOR PAYMENT

INIT

DATE

MB

SN

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

10-25-2021
10-25-2021



Item #6.

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

October 11, 2021

Project No: 221096-000

Invoice No: 0212804

Project 221096-000 St. Helens - Water Master Plan

Project Manager: *[Signature]*Professional Services from August 1, 2021 to September 30, 2021

Task	001	Project Management and Meetings
Fee		

Total Fee	16,510.00		
Percent Complete	39.00	Total Earned	6,438.90
		Previous Fee Billing	3,797.30
		Current Fee Billing	2,641.60
		Total Fee	2,641.60
		Total this Task	\$2,641.60

Task	002	Data Collection, Review and Facility Tour
Fee		

Total Fee	13,680.00		
Percent Complete	83.00	Total Earned	11,354.40
		Previous Fee Billing	5,608.80
		Current Fee Billing	5,745.60
		Total Fee	5,745.60
		Total this Task	\$5,745.60

Task	003	System Inventory and Condition Assessment
Fee		

Total Fee	9,165.00		
Percent Complete	50.00	Total Earned	4,582.50
		Previous Fee Billing	1,008.15
		Current Fee Billing	3,574.35
		Total Fee	3,574.35
		Total this Task	\$3,574.35

Task	004	Planning Criteria
Fee		

Total Fee	13,570.00		
Percent Complete	95.00	Total Earned	12,891.50
		Previous Fee Billing	0.00
		Current Fee Billing	12,891.50
		Total Fee	12,891.50

Project	221096-000	St. Helens - Water Master Plan	Invoice	0212804
Total this Task				\$12,891.50

Task	005	Water Supply and Distribution System Analysis		
Fee				
Total Fee		20,195.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
Total this Task				0.00

Task	006	Water Treatment Evaluation		
Fee				
Total Fee		7,990.00		
Percent Complete		60.00	Total Earned	4,794.00
			Previous Fee Billing	0.00
			Current Fee Billing	4,794.00
			Total Fee	4,794.00
Total this Task				\$4,794.00

Task	007	Water System Hydraulic Model		
Fee				
Total Fee		36,455.00		
Percent Complete		4.00	Total Earned	1,458.20
			Previous Fee Billing	0.00
			Current Fee Billing	1,458.20
			Total Fee	1,458.20
Total this Task				\$1,458.20

Task	008	Water System O&M Plan		
Fee				
Total Fee		3,260.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
Total this Task				0.00

Task	009	Staff Interviews & Staffing Level Analysis		
Fee				
Total Fee		5,375.00		
Percent Complete		30.00	Total Earned	1,612.50
			Previous Fee Billing	1,612.50
			Current Fee Billing	0.00
			Total Fee	0.00
Total this Task				0.00

Project	221096-000	St. Helens - Water Master Plan	Invoice	0212804
Task	010	Capital Improvement Plan		
Fee				
Total Fee		19,860.00		
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00
Task	011	Draft and Final Water System Master Plan		
Fee				
Total Fee		8,590.00		
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00
Task	012	Public Meetings		
Fee				
Total Fee		6,545.00		
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00
Task	013	Water Management & Conservation Plan Update		
Fee				
Total Fee		14,630.00		
Percent Complete	0.00	Total Earned	0.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00
		Total this Invoice		<u>\$31,105.25</u>

Billings to Date

	Current	Prior	Total
Fee	31,105.25	12,026.75	43,132.00
Totals	31,105.25	12,026.75	43,132.00



APPROVED FOR PAYMENT
UNIT _____
DATE _____
ACCOUNTS PAYABLE _____
FINANCE _____
SUPERVISOR _____
CONTRACTOR: 28 TURNEY EXC
PO BOX 21597
KEIZER, OR 97
10-25-28

205-600-5300

Payment Request #2 - Final

PROJECT: ADA CURB RAMP IMPROVEMENTS
PROJECT #: R-654
DATE: 10/25/2021
DEPARTMENT: Public Works Department - Engineering

[illegible]

PAYMENT DUE (RETENTION)

Contract Bid Items

Item #	Description	Unit	Qty	Unit Price	Contract Price	Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period	Remaining or Over	Cost Remaining (or Over)
SITE WORK											
1	MOBILIZATION, BONDS, INSURANCE, & DEMOBILIZATION	LS	1	\$ 2,200.00	\$ 2,200.00	1.00	\$ 2,200.00		\$	-	0 \$
2	TEMPORARY WORK ZONE TRAFFIC CONTROL	LS	1	\$ 6,200.00	\$ 6,200.00	1.00	\$ 6,200.00		\$	-	0 \$
3	EROSION AND SEDIMENTATION CONTROL	LS	1	\$ 4,250.00	\$ 4,250.00	1.00	\$ 4,250.00		\$	-	0 \$
ROADWORK											
4	SHEET R1 – CURB RAMP AT S 12TH ST AND EISENSCHMIDT LN	LS	1	\$ 6,925.00	\$ 6,925.00	1.00	\$ 6,925.00		\$	-	0 \$
5	SHEET R2 – CONCRETE RAMPS AND STORM DRAIN AT COWLITZ ST AND S 14TH ST	LS	1	\$ 15,750.00	\$ 15,750.00	1.00	\$ 15,750.00		\$	-	0 \$
6	SHEET R3 – CURB RAMP AT S 4TH ST AND ST. HELENS ST	LS	1	\$ 5,900.00	\$ 5,900.00	1.00	\$ 5,900.00		\$	-	0 \$
7	SHEET R4 – CURB RAMP AT STRAND ST AND COUNTY COURTHOUSE	LS	1	\$ 6,250.00	\$ 6,250.00	1.00	\$ 6,250.00		\$	-	0 \$
8	SHEET R5 – CURB RAMP AT STRAND ST AND THE ROSE GARDENS	LS	1	\$ 11,000.00	\$ 11,000.00	1.00	\$ 11,000.00		\$	-	0 \$
9	SHEET R6 – CURB RAMP AT STRAND ST AND THE OLD COURTHOUSE	LS	1	\$ 6,000.00	\$ 6,000.00	1.00	\$ 6,000.00		\$	-	0 \$
10	SHEET R7 – CURB RAMP AT STRAND ST AT S 1ST ST AND PLAZA SQUARE	LS	1	\$ 5,900.00	\$ 5,900.00	1.00	\$ 5,900.00		\$	-	0 \$
SURVEY											
11	CONSTRUCTION SURVEY AND LAYOUT	LS	1	\$ 4,050.00	\$ 4,050.00		\$ -		\$	-	1 \$
					Totals:	\$ 74,425.00	\$ 70,375.00		\$	-	\$ 4,050.00

Contract Change Orders

Item #	Description	Unit	Qty	Contract Price		Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period	Quantity Remaining or Over	Cost Remaining (or Over)
				Unit Price	Contract Price						
C01-1	Tie-in Existing Storm Laterals to 24" Storm Drain on S 1st st	LS	1	\$ 3,635.00	\$ 3,635.00	1.00	\$ 3,635.00		\$ -	0.00	\$ -
CD-1	Pour back Section of Missing sidewalk on Ellertson St	LS	1	\$ 1,155.18	\$ 1,155.18	1.00	\$ 1,155.18		\$ -	0.00	\$ -
				\$ 4,790.18			\$ 4,790.18		\$ -		\$ -

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Payments/ Pay Request/ Engineering Department/ City of St. Helens

10/25/20



Turney Excavating Inc
PO Box 21597
Keizer, OR 97307
+503 3077522
mitch@turneyexcavating.com

INVOICE

BILL TO

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

INVOICE # 1738
DATE 10/22/2021
DUE DATE 11/21/2021
TERMS Net 30

DESCRIPTION	AMOUNT
St. Helens ADA Ramps Project Retention Invoice 1 Retention	3,960.76

BALANCE DUE **\$3,960.76**



1065-000-53001

DEPARTMENT: Public Works Department - Engineering Division

KEIZER, OR 97307

Total Retainage Held To-Date:	\$ 2,089.00
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\$41,780.00

Item #	Description
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\$	41,780.00	\$	7,720.00
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1

CONTRACTOR:

Tuesday, October 19, 2021

Turney Excavating Inc.

REFERENCE INVOICE / RECEIPT NOS:

Keizer, OR 97307

TOTALS:**TOTALS:**

\$49,500.00

\$49,500.00

\$41,780.00

\$41,780.00

\$41.780.00

PREVIOUS PAY APPLICATIONS:

BILLING WITH RETAINAGE

DATE _____

||

August 12, 2021 (*Revised September 28, 2021*) (*Revised October 29, 2021*)

City of St. Helens
Attention: Matt Brown
265 Strand Street
St. Helens, OR 97051

Re: **St. Helens Industrial Business Park**
Infrastructure Design Work Order #1 Proposal
Project Number 2210214.00

Dear Mr. Brown:

Mackenzie appreciates this opportunity, and we are pleased to present to City of St. Helens ("Client") the following Scope of Services and fee proposal for the St. Helens Industrial Business Park.

Mackenzie's integrated team of design professionals will provide Civil Engineering, Land Use Planning, Transportation Engineering, and Landscape Architecture services for the above project. In addition, Mackenzie will retain Surveying, Wetlands, Geotechnical Engineering, and Pump Station Engineering consultants to complete the team.

Our Basis of Design along with our detailed Scope of Services by phase is as follows:

BASIS OF DESIGN

The following describes in detail the elements that define the basis of our proposal.

1. The City plans to prepare the St. Helens Industrial Business Park (SHIBP) to encourage development and economic growth in the region. The goal of this project is to design and install the Phase 1 infrastructure to support initial development and make the overall site more shovel-ready for future opportunities.
2. Infrastructure within the site will be sized based on Client-provided master plans, utility studies, and City standards documents.
3. The Phase 1 development comprises approximately 37 acres along Kaster Road and approximately 9.6 acres in the northeast corner of the SHIBP property (Parcel 9).
4. The City plans to prepare the infrastructure plans for use with future grant funding applications. No timetable has been set for eventual construction.
5. The infrastructure design is expected to generally follow the implementation plan and parcelization plan prepared for the City by 3J Consulting in 2020.
6. Utility sizing and design will be guided by the upcoming Sewer Master Plan and Stormwater Master Plan updates currently underway by the City. These plans will provide utility sizing and demand information for the SHIBP area.
7. The City plans to grade the Phase 2 area of the SHIBP to prepare the site for eventual development. Mackenzie will prepare the grading design based on the preliminary plans produced by Maul Foster & Alongi (MFA) in February 2021. Based on information provided by MFA and City staff, we expect the original design will need to be revised to incorporate wetland buffers which were not addressed in the MFA grading design.

8. Site grading will require removal of rock from the site. City staff has indicated that this activity would be classified as natural mineral resources development (mining) and therefore require a Conditional Use Permit.

SCOPE OF SERVICES

Pre-Design

Time Duration: 8 weeks

Provide guidance in defining the project vision, goals and design objectives that will drive the subsequent design process.

1. Provide one (1) kickoff meeting via video conference to initiate the Pre-Design Phase. The following disciplines will attend the kickoff meeting: Civil Engineering, Land Use Planning, Wetlands, Survey, Geotechnical, and Pump Station Engineering. Meeting minutes for this meeting will be prepared by Mackenzie.
2. Complete an initial due diligence review for the project, including the following tasks:
 - A. Review updated and/or new provided information provided by the Client consisting of existing building(s), land survey (ALTA/Boundary/Topographic) including legal description, wetlands delineation, geotechnical report, environmental reports, utility master plans, and preliminary engineering studies.
 - B. Prepare and issue an initial site Due Diligence Report including:
 - I. Summary of anticipated land use and zoning criteria applicable to the project.
 - II. Summary of anticipated entitlement and permitting processes, procedures and schedules.
 - III. Preliminary review of infrastructure conditions and potential improvements (i.e. utilities, right-of-way improvements, etc.).
 - IV. Exploration of options for land use entitlement (e.g., combination of partition and subdivision; phased subdivision; etc.) with regards to process, timelines, and vesting, with recommendation on optimal path to achieve Client's goals.
 - V. Preliminary summary of potential "red flag" issues that may impact either the approach or feasibility of any program or design decisions.
 - VI. Initial Due Diligence Report draft for Client's review and comment.
 - VII. Final Due Diligence Report addressing Client's comments.
 - C. Provide up to one (1) meeting at Mackenzie's office to be attended by Mackenzie's Civil Engineer and Land Use Planner to review our final Due Diligence Report.
3. Provide up to one (1) discovery session at Client's office with the key Client stakeholder group to establish a thorough understanding of the project vision, goals and objectives. We will work with the Client to identify opportunities, challenges, and big picture goals for the project. This will serve as our road map going forward. We will also review site and utility components in detail including: street layout, public utility (water, sewer, storm) demands, franchise utility (power, gas, telecommunication) needs, and parcelization map. Issue minutes from this discovery session as the initial program summary for the Phase 1 infrastructure plan.

Deliverables

1. Kickoff meeting minutes.
2. Preliminary Due Diligence Report.
3. Final Due Diligence Report.
4. Stakeholder meeting minutes/Phase 1 program summary.

Pre-Application Conference

1. Coordinate, prepare for, submit request, and attend Pre-Application Conference with City staff to discuss site issues/process and confirm understanding. One (1) Mackenzie land use planner, civil engineer, and transportation engineer will attend the meeting. A submittal will include the following:
 - A. Preliminary site plan and/or preliminary plat.
 - B. Aerial map.
 - C. Letter with project description and list of questions from the applicant team.
 - D. Application form.
2. Prepare and distribute written meeting notes from Pre-Application Conference meeting.
3. Following City meeting, participate in a team meeting/conference call to discuss comments received from City staff regarding issues, including but not limited to zoning and access issues, entitlement strategy, and schedule.

Deliverables

1. Pre-Application Conference submittal materials.
2. Pre-Application Conference notes.

Schematic Design (30%)

Time Duration: 8 weeks

Provide Schematic Design documents based on the mutually agreed-upon program and schedule. The Schematic Design documents shall establish the conceptual design of the project illustrating the scale and relationship of the project components. The following table summarizes the scope of services and deliverables for the Schematic Design phase.

1. Review Client-provided topographic survey, and identify areas with incomplete or obsolete data to be re-surveyed. No topographic surveying is included in this scope; if additional survey is recommended, we can provide an estimate for those services as needed.
2. Evaluate sewer demands.
 - A. Prepare a memorandum summarizing sewer demands, pump station and force main sizing, and concept plans.
 - B. Sewer demands to be based on the SHIBP Infrastructure Funding Plan and the ongoing Sewer Master Plan, to be provided by the Client.
3. Evaluate water demands.
 - A. Prepare a memorandum summarizing water demands, main sizing, and concept plans.
 - B. Water demands to be based on the SHIBP Infrastructure Funding Plan and the ongoing Water Master Plan, to be provided by the Client.
4. Conduct preliminary geotechnical engineering study.
 - A. Review historical geotechnical or environmental reports for nearby developments, and/or anecdotal information from City personnel regarding on-site soil/rock conditions.
 - B. Review Geologic and Soil Maps.
 - C. Prepare geotechnical memorandum.
5. Coordinate Portland General Electric (PGE) substation parcel.
 - A. Conduct up to two (2) meetings with PGE planners and City staff to review power utility needs, substation parcel standards, and transmission and distribution system alignments. Issue minutes for each meeting.
 - B. Prepare preliminary plans and/or preliminary plat for PGE parcel development.
6. Prepare Schematic Design plans, to include:

- A. Sewer pump station plans, including Force Main alignment plan, Pump Station civil site plan, Mechanical plan, Electrical site plan, and Electrical one-line diagram.
- B. Roadway plans, including Plan and Profile, and Typical sections.
 - I. Include/show right-of-way plans for additional needs like gas, communications, broadband, etc.
 - II. Improvements specific to 9th/10th Street included in Phase 1.
 - III. "Kaster Road Spur" de-construction and relocation of current utilities for desired road location shall be considered for Kaster Road and its extensions.
- C. Water plans, including Plan and Profile of main lines, connection points, and service laterals.
- D. Sewer plans, including Plan and Profile of main lines and service laterals.
- E. Storm drainage plans, including Plan and Profile, and Typical Stormwater Treatment Facility Details.
 - I. Provide preliminary stormwater system sizing calculations.
 - II. Provide recommendations for floodplain impact mitigation.
7. Prepare preliminary construction cost estimate.
8. Issue 50% Schematic Design documents for Client review.
9. Refine Schematic Design documents based on review of 50% Schematic Design documents.
10. Issue 100% Schematic Design documents for Client review.
11. Obtain written approval from Client to proceed with Design Development.

Deliverables

1. Topographic Survey evaluation summary.
2. Sewer demand summary memorandum and concept pump station plans.
3. Water demand summary memorandum and concept plans.
4. Geotechnical memorandum.
5. Preliminary PGE substation parcel plans.
6. 50% Schematic Design plans.
7. 100% Schematic Design plans.
8. Preliminary Schematic Design plans.
9. Final Schematic Design plans developed to 30% design level, to include:
 - A. Overall plan.
 - B. Street plan/profile, typical sections.
 - C. Utility plan/profile (water, sewer, storm drainage).
 - D. Schematic stormwater treatment system design and memorandum.
 - E. Pump station plans.
10. Preliminary construction cost estimate.

SHIBP Phase 2 Grading

Time Duration: 10 weeks

Develop final grading plans based on the preliminary design completed by Maul Foster & Alongi in February 2021.

1. Provide one (1) kickoff meeting via video conference to initiate the Phase 2 grading design. The following disciplines will attend the kickoff meeting: Civil Engineering, Land Use Planning, and Wetlands. Meeting minutes for this meeting will be prepared by Mackenzie. The goal of this meeting is to develop detailed understanding of the objectives for the Phase 2 grading work, review the preliminary design, and identify key steps for permitting the grading work.
2. Conduct a Wetland and Stream Functional Assessment for the Phase 2 site.

- A. As part of the wetland permitting process, Oregon Department of State Lands (DSL) and the U.S. Army Corps of Engineers (Corps) require the applicant to demonstrate that the wetland mitigation plan would provide functional replacement for wetland functions proposed to be impacted by the project. Therefore, existing wetland functions of the wetlands proposed to be impacted are required to be evaluated.
 - B. The Oregon Rapid Wetland Assessment Protocol (ORWAP) would be conducted separately for the different hydrogeomorphic classes of wetlands present in the project impact area (both depressional wetlands and riverine flow-through wetlands are proposed to be impacted).
 - C. In addition, the Stream Function Assessment Method (SFAM) would be conducted for impacts to Ditches 1 and 2, which are considered streams not wetland by the Corps.
3. Develop 60% grading plans.
 - A. Site grading design will be based on the preliminary MFA plans with updates provided by City staff in the Phase 2 Grading kickoff meeting.
 - B. Plans are expected to include: site plan, grading plan, overall cross-sections, wetland impact cross-sections, utility plan, erosion control plan, and stormwater facility details.
 - C. Issue 60% plans for Client review.
 - D. Meet via video conference with Client to review 60% plan comments.
4. Prepare a Wetland Mitigation Plan.
 - A. Prepare a stand-alone wetland mitigation plan document meeting the requirements of the DSL administrative rules for wetland mitigation (OAR 141-085-0705) and the Corps mitigation rule requirements (33 CFR 332.4(c)).
 - B. The DSL compensatory mitigation eligibility and accounting determination form would be used to confirm the necessary acreage of mitigation required to replace the lost wetland functions based on the functional assessment for the impacted wetlands and the functional assessment for the proposed mitigation site.
 - C. Prepare mitigation plan figures to include: site plan, wetland cross-sections, water control structure schematics.
5. Prepare a Joint DSL/Corps Wetland Permit Application.
 - A. The permit application is required to include an "Alternatives Analysis" describing how proposed impacts to wetlands and waters have been minimized during project siting and design. This includes a discussion of both alternative sites (other sites that were evaluated) and an evaluation of alternative site development designs to demonstrate minimization of proposed wetland impacts.
 - B. The agencies will likely require a discussion of why wetland impacts are needed for Phase 2 and why the existing brownfield areas of the property cannot be developed prior to impacting areas with wetlands. Alternative phasing and/or site development scenario drawings will likely be required to satisfy this regulatory requirement.
 - C. Develop a narrative to support the selected project design, including demonstrating that wetland impacts have been minimized to the extent practicable.
 - D. Prepare plans to support the Joint Permit Application, including: site development plan, and wetland impact cross-sections.
 - E. Based on Client feedback in September 2021, we will use the City's SHIBP planning documents to present development alternatives and present coordination with future development phases for the overall project. No additional alternative site plans are included with this scope.
 - F. Coordinate with DSL and Corps staff, including email and phone correspondence, for up to three (3) one-hour video conference meetings.
6. Sensitive Lands Assessment.

- A. Prepare a sensitive lands assessment report to meet the City's review requirements for St. Helens Municipal Code (SHMC) Chapter 17.40 (Protective Measures for Significant Wetlands, Riparian Corridors and Protection Zones) and Chapter 17.44 (Sensitive Lands).
- B. If the proposed Phase 2 development will result in impacts to the wetland protection zone (wetland buffers), the sensitive lands assessment will include a discussion of mitigation to be provided for impacts to wetland buffers in accordance with the requirements of the SHMC.
- C. Prepare plans to support the Sensitive Lands Assessment, including: wetlands site plan.
- 7. Conduct Natural Resource Mineral Extraction Assessment.
 - A. Review soil survey maps to estimate overburden thickness atop the site bedrock.
 - B. Review readily available geologic maps and well logs the cover the project vicinity.
 - C. Review readily available documentation regarding the characteristics of similar bedrock in Columbia County.
 - D. Evaluate collected information to identify likely methods of rock excavation/mining (e.g. blasting, ripping, hammer, etc.).
 - E. This assessment does not include subsurface exploration or laboratory testing for detailed characterization of rock extent and quality. We recommend these services be deferred to the expected Work Order #2 to coincide with expected subsurface explorations and testing conducted for the Phase 1 infrastructure detailed design scope.
 - F. Consult with Oregon Department of Geology and Mineral Industries (DOGAMI) regarding requirements for mining permits.
 - G. Consult with City and design team regarding phasing of mining and aggregate processing, and preparation of conditional use or mine operating permits.
 - H. Prepare a memorandum summarizing our findings regarding bedrock characteristics and likely mining methodologies.
- 8. Prepare City of St. Helens Conditional Use Permit application.
 - A. Coordinate with Client and consultants to identify and prepare Conditional Use Permit and Sensitive Lands Permit application and supporting documents as required by City of St. Helens. The land use application package will be limited to the Phase 2 grading/mining activities.
 - B. Prepare burden of proof materials including narrative addressing approval criteria/policies, maps, and other materials necessary to describe the planned grading operation, timing, and phasing for mining operation in accordance with St. Helens Community Development Code.
 - C. Compile Conditional Use Permit and Sensitive Lands Permit application materials including civil site plans, wetlands site plan, written burden of proof narrative, and associated exhibits. Submit narrative and supporting materials to the City.
 - D. Monitor Conditional Use Permit and Sensitive Lands Permit application through completeness review (no more than 30 days per Oregon law); revise land use narrative and provide additional materials for up to one (1) response. If deemed incomplete, assumes completeness response can be prepared (including any items from Client) within 2 weeks of receipt of incomplete notice.
 - E. Communicate with City staff throughout approval process. Review Planning Director's staff report. Attend Planning Commission meeting and present project on behalf of the Client. Monitor approval appeal period.
 - F. Review updates required of the grading plans to address conditions of approval.
- 9. Prepare 100% grading plans.
 - A. Prepare final grading plans based on agency permit review comments and Client review comments.
 - B. Grading plans are expected to include:
 - I. Site plan.
 - II. Grading plan.

City of St. Helens

St. Helens Industrial Business Park

Project Number 2210214.00

August 12, 2021 (Revised September 28, 2021) (Revised October 27, 2021)

Page 7

- III. Utility plan.
 - IV. Stormwater facilities details.
 - V. Wetland impact cross-sections.
 - VI. Wetland mitigation plan.
 - VII. Erosion control plan.
 - VIII. Planting Plan.
 - IX. Construction details.
- 10. Obtain grading permit approvals.
 - A. Prepare and submit applications for the following permits:
 - I. Oregon Department of Environmental Quality 1200-C permit.
 - II. DOGAMI surface mining permit.
 - III. City of St. Helens Grade Permit.
 - IV. City of St. Helens Engineering Permit.
 - V. Columbia County Grade & Fill Permit.
 - B. Respond to agency review comments, for up to two (2) rounds.

Deliverables

- 1. Kickoff meeting minutes.
- 2. Functional Assessment: ORWAP and SFAM spreadsheets.
- 3. 60% Grading Plans.
- 4. Wetland Mitigation Plan.
- 5. Joint Wetland Permit Application.
- 6. Sensitive Lands Assessment Report.
- 7. 100% Grading Plans.
- 8. Natural Resource Mineral Extraction Assessment memorandum.
- 9. Conditional Use Permit and Sensitive Lands Permit narrative and application.
- 10. Permit Applications noted above.

FEE SUMMARY

Our hourly not to exceed fees for the disciplines and related design services described above are as follows:

Pre-Design:	\$40,300
Pre-Application Conference:	\$5,700
Schematic Design (30% Plans):	\$95,500
Phase 2 Grading Design and Permitting:	\$119,300
TOTAL:	\$260,800

Reimbursable expenses (printing, copying deliveries, ride share vehicles, application-based transportation, mileage, etc.) are not included in the fee outlined above and will be invoiced at 1.1 times cost. We estimate reimbursable expenses to be approximately \$950 and will not exceed this amount without Client approval.

Services for development of detailed design plans, construction documents, bid support, permitting, and construction administration are expected to be provided under future work orders or contract amendments. Estimates for these services will be provided upon request.

ASSUMPTIONS

Please review and notify Mackenzie if Client believes that any of the Assumptions listed here are either inaccurate or unreasonable prior to project commencement. Please also notify Mackenzie if any additional clarity is needed for the Client to fully understand these Assumptions. In addition to the Scope of Services outlined above, we have assumed the following:

1. Client will provide current electronic files of existing building(s), land survey (ALTA/Boundary/Topographic) including legal description, wetlands delineation, geotechnical report, environmental report, any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project.
2. Scope and fee are based on Client not hiring a third party Client Representative to act on their behalf during any phase(s) of the project. If a third-party PM is hired by the Client, Mackenzie reserves the right to estimate scope and fee impacts that will result in additional services.
3. The Client will approve the Documents at the conclusion of each phase prior to proceeding with the next phase. Redesign efforts after prior Client approvals, including but not limited to Client-driven design modifications, value engineering, cost reduction alternatives to the approved design, or other such changes, will be provided as an additional service, with scope, schedule, and fees to be evaluated on a case-by-case basis.
4. Mackenzie Scope of Service and fees are based on project phases running in sequential order without delay, pause or project being put on hold for any reason between phases.
5. Client is responsible for all fees paid to public bodies having jurisdiction over the project.
6. Subject to the applicable Standard of Care, Mackenzie will design the Project in accordance with applicable laws, including current Federal ADA Accessibility Standards and as required by the Authority Having Jurisdiction (AHJ) for Building Permit per the AHJ's current edition of the governing building code, and by reference therein ANSI ICC/A117.1 ("Building Code") for new construction. Notwithstanding the foregoing sentence, the Client acknowledges that various governmental codes and regulations, including without limitation the ADA and FHA, are subject to varying and sometimes contradictory interpretation and that the ADA is not a detailed building code. In the case of such conflicts or differing interpretations, Mackenzie will notify the Client thereof and will endeavor to design to the most stringent interpretation acceptable to the AHJ.
7. All meetings will occur via video conference, other than construction site meetings unless specifically noted otherwise within the Scope of Services outlined above. We will record and distribute minutes following each meeting for all meetings through all phases up to Construction Contract Administration. During Construction Contract Administration, the General Contractor will provide meeting minutes. Mackenzie will review these minutes for accuracy.
8. Both on and off-site land use entitlements processes, such as Design Review, and related services, such as meetings with Authorities Having Jurisdiction (AHJ), neighborhood/community meetings, public hearings, and other related processes, are assumed to have been completed prior, or have been determined to not be required, and therefore are not included within the scope of this proposal.
9. Building/Site Renovation: Mackenzie will work with the Client to align on the Client's program for the Project, including goals and objectives, and will develop the design in accordance with applicable codes and laws, subject to and in accordance with the applicable standard of care. Client acknowledges that Projects involving additions

and remodels of existing sites/buildings (compared to new construction) create more uncertainty and subjectivity as to code and law interpretation and increases the chance that applicable agencies will have differing interpretations that might require redesign services. Such agency interpretations may not be made known until the Construction Documents and/or Plan Check phase of the Project. Accordingly, Client acknowledges and agrees that Mackenzie expressly excludes any services necessary to address these types of differing code and law interpretation issues from Mackenzie's scope of services, and that such services (including any necessary redesign services) will, upon Client's approval, be performed by Mackenzie as an additional service.

10. Conditions not depicted on available existing site and/or building documents, provided by the Client, or readily visible on project walkthroughs are excluded. Such impacts will be evaluated at the time of discovery and addressed via additional services as necessary.
11. Mackenzie will rely on Client-provided existing facilities information for project, including but not limited to type of construction, building area, occupancy classification and other such parameters affecting design, construction documents, and permitting.

EXCLUSIONS

Please review and notify Mackenzie if Client believes that any of the Exclusions listed here are to be included in Mackenzie's Scope of Services prior to project commencement. Please also notify Mackenzie if any clarity is needed for the Client to fully understand these Exclusions. In addition to any Exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of services.

1. Client provided consultant services

- 1.a. Land survey, topographic survey, tree survey, and related specifications.
- 1.b. Hazardous materials mitigation design.
- 1.c. Coordination of Client provided consultants not identified at the date of this proposal.

2. Land Use Process/Permitting

- 2.a. Appeals, variances, public hearings, land use approvals, conditional use reviews, or any required adjustments other than as specifically outlined within our Scope of Services above.
- 2.b. Meetings with public agencies or other meetings other than those specifically identified in Scope of Services above.
- 2.c. Formal Building code interpretation requests and/or appeals.
- 2.d. Permits other than those identified within the proposal identified above (e.g., phased permitting, trade permits, separate demolition permit, any other special permits).

3. Standard Design Items

- 3.a. Square footage calculations beyond those required to confirm compliance with building and zoning code requirements. (Calculation of gross, net, and rentable square footages, such as BOMA calculations, are not included).

4. Unique Design services

- 4.a. Graphics and/or signage design, permitting, and related coordination.

5. Construction process – construction is not planned with this scope.

6. Graphics/BIM

- 6.a. Presentation-level 3D renderings other than conceptual studies to describe design intent or as utilized as part of Mackenzie's design process unless specifically noted within our Scope of Services above.
- 6.b. Marketing materials.
- 6.c. No Navisworks files or Clashing will be provided or performed. Deliverables shall be PDF and/or hardcopy only. (Revit model RVT files and DWG exports will not be provided.) Revit models and sheets will be created to Mackenzie standards.
- 6.d. No formal BIM Execution Plan will be provided.
- 6.e. Use of CAD Drawings or BIM models by any parties other than the Client or design team.

7. Expenses/Billing

- 7.a. Reimbursable expenses.
- 7.b. Special billing requirements required by Client outside of Mackenzie's standard billing procedures.
- 7.c. Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.

It is our understanding the project will start in November 2021. If the proposal is agreeable to you, please issue a City contract for review and execution. Please note that this proposal is valid for 60 days.

We look forward to working with City of St. Helens on this new project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,



Brent Nielsen, PE
Senior Associate



Matt Butts, PE
Principal in Charge

Enclosure(s): Hourly Billing Rate Schedule
Reimbursable Rates Schedule
Attachment A – Fee estimate table

HOURLY BILLING RATE SCHEDULE*

PRINCIPALS \$ 160 – \$ 280

ARCHITECTURE/LANDSCAPE

Design Director \$ 175 – \$ 220
 Senior Project Architect \$ 160 – \$ 250
 Project Architect I – III \$ 100 – \$ 200
 Architectural Designer II-III \$ 80 – \$ 165
 Architectural Designer I \$ 60 – \$ 95
 Designer/Drafter \$ 50 – \$ 80
 Intern \$ 50 – \$ 75

ENGINEERING

Senior Project Engineer \$ 160 – \$ 250
 Project Engineer I – III \$ 100 – \$ 200
 Designer I – II \$ 70 – \$ 140
 Transportation Analyst I – II \$ 65 – \$ 115
 Designer/Drafter \$ 80 – \$ 130
 Intern \$ 50 – \$ 75

PLANNING

Senior Project Planner \$ 150 – \$ 235
 Project Planner I – IV \$ 90 – \$ 200
 Permit Coordinator \$ 55 – \$ 95
 Assistant Planner \$ 65 – \$ 100
 Intern \$ 50 – \$ 75

INTERIOR DESIGN

Senior Project Interior Designer \$ 150 – \$ 230
 Interior Designer III – V \$ 100 – \$ 175
 Interior Designer I – II \$ 60 – \$ 135
 Intern \$ 50 – \$ 75

ADMINISTRATION

Administrator \$ 60 – \$ 175
 Word Processor \$ 70 – \$ 110
 Graphic Artist \$ 85 – \$ 130

*Subject to change April 2022

REIMBURSABLE CHARGES

Mackenzie will charge the following standard, cost-based rates for in-house reimbursable items listed below:

IN-HOUSE PRINTING

Scanning – Black & White

Small Format: \$0.25/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$1.00/sheet
(Including Half Size)

Scanning – Color

Small Format: \$0.50/sheet
(8-1/2 x 11 - 11 x 17)

Large Format: \$3.00/sheet
(Including Half Size)

Printing/Copying – All Sizes

Black & White: \$0.21/sq. ft.
Full Color: \$4.00/sq. ft.

Fax

Local: \$1.00/sheet
Long distance: \$1.30/sheet

OTHER IN-HOUSE REIMBURSABLE ITEMS

Digital Photo Documentation

\$15.00/download

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

Fixed rates: \$7.75 to \$54.40
(depending on mileage)

Data Supplies

CD documentation: \$15.00
DVD documentation: \$30.00

Report Binder

Without tabs: \$3.00/book
With tabs: \$4.00/book

Foamcore:

\$4.25/sheet

		Mackenzie														
		Civil Principal	Civil Engineer III / Project Manager	Civil Engineer II	Civil Designer I	Transportation Engineer III	Transportation Designer I	Land Use Planner IV	Land Use Planner III	Land Use Planner I	Landscape Architect	Landscape Designer	Project Architect II	Admin		
A	Pre-Design	8 weeks	16	64	18	0	0	0	3	32	32	0	0	0	15	
	Project Management (ongoing)			35											5	
	Due diligence review and report		10	15	10				3	22	28				4	
	Stakeholder discovery session and program summary		4	8	4					4	4				2	
	Client meetings		2	6	4					6					4	
			\$4,080.00	\$11,840.00	\$2,430.00	\$0.00	\$0.00	\$0.00	\$585.00	\$5,440.00	\$3,360.00	\$0.00	\$0.00	\$0.00	\$1,350.00	
B	Pre-Application Conference	4 weeks	0	7	0	0	4	2	1	9	10	0	0	0	6	
	Prepare pre-application documents			2			2	2	1	3	6				4	
	Attend pre-application meeting with City			2			2			2						
	Prepare pre-app meeting minutes			1						2	2				2	
	Follow-up meeting			2						2	2					
			\$0.00	\$1,295.00	\$0.00	\$0.00	\$800.00	\$180.00	\$195.00	\$1,530.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$540.00	
C	Schematic (30%) Design	8 weeks	30	69	92	114	20	10	0	10	10	10	30	0	4	
	SD Kick-Off Meeting		2	4	2					2	2					
	Street plan/profile		4	8	15	30	10	10		4	4	10	30			
	Utility plan/profiles		4	8	15	30										
	Stormwater treatment plans and memo		4	15	30	15										
	Pump station plans		2	6												
	QC		8	8			6									
	Preliminary geotechnical memo			2												
	PGE Coordination and Preliminary parcel plans		2	4	10	15	2									
	Preliminary cost estimate		2	6	12	20	2									
	Meetings		2	8	8	4				4	4				4	
			\$7,650.00	\$12,765.00	\$12,420.00	\$10,260.00	\$4,000.00	\$900.00	\$0.00	\$1,700.00	\$1,050.00	\$1,600.00	\$3,000.00	\$0.00	\$360.00	
D	Phase 2 Grading and Wetland Permitting	10 weeks	12	65	90	126	0	0	18	71	100	20	45	0	10	
	Phase 2 Kick-Off Meeting		2	3	3											
	Team meetings		2	4	6	6				2						
	Wetland functional assessment			3	3											
	60% Phase 2 grading plans		4	10	20	45						10	25			
	Wetland Mitigation Plan			5	10	15										
	JPA Application			10	15	15										
	Sensitive Lands Assessment															
	Natural Resource Mineral Extraction Assessment			2						4						
	Conditional Use Permit							8	50	80					10	
	Agency Coordination			3	3											
	100% Phase 2 grading plans		4	15	20	45						10	20			
	Permits: Grade & Fill, Grading, 1200-C, DOGAMI, Engineering			10	10			10	15	20						
			\$3,060.00	\$12,025.00	\$12,150.00	\$11,340.00	\$0.00	\$0.00	\$3,510.00	\$12,070.00	\$10,500.00	\$3,200.00	\$4,500.00	\$0.00	\$900.00	
Total Work Order #1 Hours			58	205	200	240	24	12	22	122	152	30	75	0	35	
Hourly Rate			\$255.00	\$185.00	\$135.00	\$90.00	\$200.00	\$90.00	\$195.00	\$170.00	\$105.00	\$160.00	\$100.00	\$150.00	\$90.00	
Fee			\$14,790.00	\$37,925.00	\$27,000.00	\$21,600.00	\$4,800.00	\$1,080.00	\$4,290.00	\$20,740.00	\$15,960.00	\$4,800.00	\$7,500.00	\$0.00	\$3,150.00	
Total Fee By Discipline			\$101,315.00				\$5,880.00		\$40,990.00			\$4,800.00	\$7,500.00	\$0.00	\$3,150.00	

		Hart Crowser						Wetlands Solutions NW			NW Survey			
		Senior Principal	Principal	Project Engineer	Senior Staff	Drafter	Project Assistant	Wetland Biologist			Professional Surveyor			
A	Pre-Design	8 weeks	0	9	9	6	2	4	16	0	0	10	0	
	Project Management (ongoing)			4	4			4				8		
	Due diligence review and report			2	2	6	2		10					
	Stakeholder discovery session and program summary								4					
	Client meetings			3	3				2			2		
			\$0.00	\$2,524.50	\$1,584.00	\$924.00	\$275.00	\$440.00	\$1,760.00	\$0.00	\$0.00	\$1,320.00	\$0.00	
B	Pre-Application Conference	4 weeks	0	0	0	0	0	0	0	0	0	0	0	
	Prepare pre-application documents													
	Attend pre-application meeting with City													
	Prepare pre-app meeting minutes													
	Follow-up meeting													
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
C	Schematic (30%) Design	8 weeks	0	5	8	14	4	2	12	0	0	0	0	
	SD Kick-Off Meeting													
	Street plan/profile								4					
	Utility plan/profiles													
	Stormwater treatment plans and memo								4					
	Pump station plans													
	QC													
	Preliminary geotechnical memo			2	5	14	4	2						
	PGE Coordination and Preliminary parcel plans													
	Preliminary cost estimate													
	Meetings			3	3				4					
			\$0.00	\$1,402.50	\$1,408.00	\$2,156.00	\$550.00	\$220.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	
D	Phase 2 Grading and Wetland Permitting	10 weeks	5	25	40	25	6	0	232	0	0	0	0	
	Phase 2 Kick-Off Meeting								2					
	Team meetings													
	Wetland functional assessment								40					
	60% Phase 2 grading plans													
	Wetland Mitigation Plan								50					
	JPA Application								50					
	Sensitive Lands Assessment								30					
	Natural Resource Mineral Extraction Assessment		5	15	20	25	6							
	Conditional Use Permit													
	Agency Coordination								30					
	100% Phase 2 grading plans								30					
	Permits: Grade & Fill, Grading, 1200-C, DOGAMI, Engineering			10	20									
			\$1,595.00	\$7,012.50	\$7,040.00	\$3,850.00	\$825.00	\$0.00	\$25,520.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Work Order #1 Hours			5	39	57	45	12	6	260	0	0	10	0	
Hourly Rate			\$319.00	\$280.50	\$176.00	\$154.00	\$137.50	\$110.00	\$110.00	\$0.00	\$0.00	\$132.00	\$0.00	
Fee			\$1,595.00	\$10,939.50	\$10,032.00	\$6,930.00	\$1,650.00	\$660.00	\$28,600.00	\$0.00	\$0.00	\$1,320.00	\$0.00	
Total Fee By Discipline			\$31,806.50						\$28,600.00			\$1,320.00		

		TetraTech								Direct Billing Reimbursables			Hours by Task	Fee by Task
		Principal Engineer	Senior Civil Engineer	Civil Engineer	Structural Engineer	Electrical Engineer	Designer / CADD	Word Processing	Administrative Assistant					
A Pre-Design	8 weeks	0	5	4	0	0	0	0	2	\$125.00			247	
Project Management (ongoing)			1						2				55	\$9,741
Due diligence review and report													122	\$18,568
Stakeholder discovery session and program summary			2	2									34	\$5,640
Client meetings			2	2						\$125.00			36	\$6,421
		\$2,320.00								\$125.00				\$40,370.00
B Pre-Application Conference	4 weeks	0	0	0	0	0	0	0	0	\$140.00			39	
Prepare pre-application documents										\$50.00			20	\$2,700
Attend pre-application meeting with City										\$90.00			6	\$1,209
Prepare pre-app meeting minutes													7	\$915
Follow-up meeting													6	\$920
		\$0.00								\$140.00				\$5,744.00
C Schematic (30%) Design	8 weeks	4	12	64	12	16	88	4	0	\$575.00			644	
SD Kick-Off Meeting													12	\$2,070
Street plan/profile										\$115.00			129	\$16,392
Utility plan/profiles										\$115.00			57	\$7,352
Stormwater treatment plans and memo													68	\$9,635
Pump station plans			8	56	12	12	88	4		\$220.00			188	\$30,162
QC		4											26	\$5,830
Preliminary geotechnical memo													29	\$4,737
PGE Coordination and Preliminary parcel plans			1	4		2							40	\$5,740
Preliminary cost estimate			1	4		2							49	\$6,830
Meetings			2							\$125.00			46	\$6,837
		\$32,190.00								\$575.00				\$95,584.00
D Phase 2 Grading and Wetland Permitting	10 weeks	0	0	0	0	0	0	0	0	\$200.00			890	
Phase 2 Kick-Off Meeting													10	\$1,690
Team meetings													20	\$2,940
Wetland functional assessment										\$50.00			46	\$5,415
60% Phase 2 grading plans													114	\$13,720
Wetland Mitigation Plan										\$50.00			80	\$9,180
JPA Application										\$50.00			90	\$10,780
Sensitive Lands Assessment										\$50.00			30	\$3,355
Natural Resource Mineral Extraction Assessment													77	\$15,048
Conditional Use Permit													148	\$19,360
Agency Coordination													36	\$4,260
100% Phase 2 grading plans													144	\$17,445
Permits: Grade & Fill, Grading, 1200-C, DOGAMI, Engineering													95	\$16,125
		\$0.00								\$200.00				\$119,317.50
Total Work Order #1 Hours		4	17	68	12	16	88	4	2	\$1,040.00			1820	
Hourly Rate										\$1.10				
Fee										\$1,144.00				
Total Fee By Discipline		\$34,510.00								\$1,144.00				\$261,016

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

Presented for approval on this 3rd day of November, 2021 are the following Council minutes:

2021

- Work Session, Executive Session, Hearing, and Regular Session Minutes dated October 20, 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, October 20, 2021

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Doug Morten – via Zoom
 Councilor Patrick Birkle – arrived at 1:05 p.m.
 Councilor Stephen R. Topaz
 Councilor Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
 Matt Brown, Deputy City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Mouhamad Zaher, Public Works Director
 Brian Greenway, Police Chief
 Joe Hogue, Police Lieutenant

Jacob Graichen, City Planner
 Jenny Dimsho, Associate Planner
 Crystal King, Communications Officer
 Tina Curry, Event Coordinator
 Matthew Kahl, City Attorney
 David Rabbino, City Attorney
 Peter Hicks, City Attorney

OTHERS

Jeremy
 Claire Catt

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

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

- ◆ Tina Curry. Halloweentown update:
 - Very busy last weekend
 - About 60,000 people have visited so far this year
 - Hot Rod Rally Car Show on Saturday was fantastic. People were excited about it.
 - Garbage is insane. They are using every can available, and supplies are limited. Hudson Garbage Services empties the cans on Monday and staff picks up garbage on the ground that morning.
 - Celebrities will be coming this weekend
 - They are in the black and able to cover expenses
 - The Little Spooks parade is on the last Saturday of the month
 - More celebrities will be coming the last weekend
 - There will be a street party the last weekend

DISCUSSION TOPICS

1. Planning Division Semi-Annual Report - **Jacob Graichen, City Planner**

City Planner Graichen and Associate Planner/Community Development Project Manager Dimsho reviewed their presentation. A copy is included in the archive packet for this meeting.

Strategic Plan 2021 Update

- 2021 Development Code amendments complete
- N. 10th/11th Street Bluff not complete
- St. Helens Industrial Business Park moving forward
- Riverwalk Design and Phase I Construction moving forward
 - December 15 tentative open house to review 30% design
- Bennett Building
 - New windows installed in the front
 - Bids in process for new parapet roofing and new/refurbished metal cornice
- Columbia Pacific Food Bank relocation plans to be complete in January
- Millard Road Development RFP results coming to Council soon
- Project Management Support
 - Business Oregon IFA Special Public Works Low Interest Loan Program for Riverfront District Public Improvements
 - OSMB Technical Assistance Program for Grey Cliffs Park in-water facility
 - OPRD Local Government Grant for Campbell Park Sports Courts project
 - Oregon Watershed Enhancement Board grant assistance
 - ODOT Safe Routes to School being managed by City Engineer Sue Nelson. Waiting on an MOU from the County.
 - Marshall Street/US 30 closure - waiting on a bid to acquire/install closure
- Current Planning Update:
 - St. Helens Place Apartments on Matzen Street is almost complete. The only thing left to do is construct storage units.
 - Grocery Outlet is complete
 - The building permit for Popeye's Chicken is close to being issued
 - Marijuana facility at 100 St. Helens Street is complete, after two appeals
 - Graystone Estates is near completion
 - New facility for Control Solutions at the corner of Industrial Way and McNulty Way
 - Armstrong property lines moved
 - Belton Road land division is complete
 - Running Dogs proposal for a house and micro-brew facility near N. 18th Street and St. Helens Street
 - Permits issued for the new apartments on Gable Road. Graichen acted as the responsible party because they were HUD funded.
 - St. Helens High School renovations are underway
 - Mark Comfort's RV park on Kavanagh is moving forward
 - Four-lot commercial subdivision on Highway 30 near Columbia Commons
 - Proposed subdivision in the County that Graichen has been reviewing because it is in the City's Urban Growth Area
 - Normally process one annexation a year. In 2021, on track to process nine annexations.
- Reviewed other Planning news
- Participated in a Certified Local Government four-year review in July.
- Looking ahead:
 - Current planning
 - Staff training
 - Beekeeping rules
 - Cottage cluster and annexation amendments
 - New strategic plan efforts
 - Anticipate at least one large subdivision application
 - Water Master Plan support

- Parks & Recreation Master Plan support
- Planning Commission vacancy efforts
- Reviewed long-term needs

Councilor Topaz talked about a meeting last week about the Waterfront beach. The architects did not seem to understand the river. The town was built on the river. There is a lot of land that cannot be built on because of the water, including the mill property area. What is the main theme of the mill property? At some point, the mill will die. How will they operate a sewer plant without a lot of water? They have toxic waste under water along that whole line. What kind of industrial business do they want there? He has not seen a good design or understanding of the value of the river. Is there a 20-year plan for that? Graichen responded that there is not a plan for a specific industry. There is a plan to extend utilities and parcelization of the property. Councilor Topaz said that parcelization could kill it for some industries. Apartments can go anywhere but industry cannot. Just recently, there has been a big problem with getting goods into the US. They are trying to make a deep-water port across the river. Does the City have any plans to provide a tugboat, fueling, etc. as an auxiliary to that? Graichen said no, not that he's aware of. There are challenges accessing the water because the mill encompasses so much of it. The spur is in that area as well. However, they do have a plan to ensure that the spur is not blocked off and there is a way to get around the mill, despite the challenges. Councilor Topaz talked about the potential of the mill being gone in the next 20 years, making the building obsolete. Graichen explained that the plan does not include the elimination of the mill.

Councilor Birkle believes the role of Planning is to help implement Council's direction. He agrees with Councilor Topaz's concerns for visioning but pointed out that it should be directed to the Council. Mayor Scholl agreed.

Mayor Scholl thanked staff for their work and great presentation. Kudos to Dimsho for her growth over the last few years. He is encouraged with her work and understanding of the Urban Renewal Plan.

Councilor Topaz asked if there is a budget to further educate Dimsho. Mayor Scholl has noticed that she's been self-educating well on her own. Education is always encouraged. Graichen added that Planning has a budget for professional development.

Mayor Scholl asked for an update about the Millard Road property. Graichen responded that they have been speaking with the developer's planner. Discussions have been going well and they will have a presentation for Council soon.

Councilor Birkle acknowledged the need to look at future staffing.

City Administrator Walsh talked about the parcelization framework plan for the Industrial property. The mill site was not really included in that. An Economic Opportunities Analysis would help target industries for the property.

Councilor Topaz has noticed that consulting firms don't tend to look at water being an important part of economic development. Mayor Scholl agreed that they need to consider the water.

2. Strategic Action Plan Updates

Brown reviewed...

- Parks & Recreation Master Plan RFP on tonight's agenda.
- A broadband survey is being conducted. Mayor Scholl pointed out that people are saying the survey takes too long and are quitting before they are done. Brown confirmed the survey takes about 18 minutes. It has been developed over the last 10 years by S&G. All of the questions are necessary. Brown will work with Communications Officer King to announce the length and why it's necessary at the beginning of the survey.

- Will begin holding monthly meetings with Mackenzie for the Public Safety Facility (PSF). Councilor Chilton has been invited.
- Planning a community engagement event on December 1 for Mackenzie to give a PSF update.

3. City Administrator Report - *John Walsh*

- Fantastic Planning report. There is a lot of work involved with growth.
- Police staffing discussion. Government was created based on a foundation of safety. St. Helens leads public safety for the region. Keeping it staffed is a challenge. It's a balance between maintaining a high level of service and fiscal reality. Improvements were made this year to retain officers, but they know they will lose some due to retirement next year. Lieutenant Hogue suggested a hiring list to select from as needed. Roles have reversed and qualified officers will go where they want to work.

Hogue attended training in Olympia about recruiting and retention. The goal is to stay ahead when it takes so long to recruit and train.

Chief Greenway heard Planning talk about an increase in development. The Police Department is spending \$18,000/month on overtime. Last year, that was \$14,000/month. There is a possibility of burnout. There are officers who don't want to work overtime and they can't require it. He would like the Council to put safety as a priority. They have already reduced services to the community. They want to be able to continue the level of service that residents expect and deserve. The officers are committed to keeping the community safe, but the City needs to keep them safe and motivated.

Discussion of creating a hiring list now to be ready when they have funding and openings. Hogue talked about the City of Hillsboro being continuously open for lateral officers. Greenway added that other agencies continue to attempt to take our officers, even with the wage adjustment. They need to be aggressive and communicate the new station and incentives.

Councilor Topaz talked about future pandemics and being prepared. They need more bodies.

Councilor Birkle talked about the community being supportive of the Police Department. They need to continue to communicate the needs to the public.

Councilor Chilton expressed frustration that this item was removed from the agenda. She wants to make sure they follow-up with this and communicate that they are supported.

Mayor Scholl wants to be sure this is included in the next budget. This opens the door for discussion.

Walsh suggested they consider continuous hiring like Hillsboro. Greenway agreed. His only concern is that there is no money in the budget right now for additional staff. He wants to be cautious with interviewing and not being able to hire. Mayor Scholl suggested they wait for a while until it gets closer to the new fiscal year. Councilor Topaz suggested moving money from the General Fund to the Police Department for staffing. Mayor Scholl responded that there are no extra funds for staffing with the new facility. They may need to consider \$4/month for the new PSF.

Greenway will work with staff to develop a plan and bring it back to Council for review.

- City dock use discussion
 - Dock Use Advisory Committee proposed members:
 - Mayor Scholl, Council President Morten, and Councilor Topaz – rotating so only two attend a time
 - City Administrator Walsh
 - City Prosecutor Erskine
 - Police Department representative – Corporal King
 - Columbia County Marine Patrol representative – Sheriff Pixley or MP Deputy

- St. Helens Marina representative – Brad Hendrickson and/or Toni Doggett
- Columbia River Yachting Association representative – Andy or Jolene
- Marine Board representative – Janine Belleque
- Citizens at large – Rich Mason & Art Leskovich
- Kiosk
 - Charge a fee? If so, how much?
 - Enforce time restrictions?
 - Who will enforce?
 - Need to train officers
- St. Helens does not have a great reputation with boaters. However, they are not alone in that and are working on it.
- Riverwalk and Street projects are going well
- Working with NW Natural Gas to renew their franchise agreement
- Columbia River PUD will be installing an EV station behind the Mason Building. They are also working on relocating power to underground.
- Halloween is pushing new boundaries every year. People are here all day long.
- Discussion of when to have a meeting to discuss Urban Renewal, what it is, what the boundaries are, what its used for, etc. Consensus of Council to have the meeting November 17 at 5:00 p.m. with dinner.
- The Library Board would like to have a joint meeting with Council in November or December. He will work with staff to figure out a date.
- Need to set a date for a Council retreat. He will bring back some dates to Council for discussion.
- Attended the LOC Board virtual meeting this morning.
- LOC has their general meeting on Friday. Councilor Chilton will attend as a voting delegate.

Councilor Chilton asked about changes to Parks & Recreation. Will that come to Council? Walsh said he will bring that to Council soon.

ADJOURN – 3:00 p.m.

EXECUTIVE SESSION

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

October 20, 2021

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

Staff Present: John Walsh, City Administrator
 Kathy Payne, City Recorder
 David Rabbino, City Attorney
 Peter Hicks, City Attorney

Others: None



At 3:10 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
 - Update on potential litigation filed by City employee.
 - Update on the litigation with Cascades Tissue.
- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on the sale of the 12th Street City-owned property.
 - Update on the sale of the 10th Street City-owned properties.
 - Update on status of City-owned property on 12th and Old Portland Road.

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



ATTEST:

 Kathy Payne, City Recorder

 Rick Scholl, Mayor



COUNCIL HEARING

Wednesday, October 20, 2021

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Councilor Patrick Birkle
Councilor Stephen R. Topaz
Councilor Jessica Chilton

MEMBERS ABSENT

Council President Doug Morten

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Deputy City Administrator
Kathy Payne, City Recorder
Jacob Graichen, City Planner
Dustin King, Police Corporal
Tina Curry, Event Coordinator

OTHERS

Jane Garcia
Brady Preheim

OPEN HEARING

TOPIC

1. Removal of Planning Commission Member for Non-Performance of Duties

City Planner Graichen reviewed his memo. A copy is included in the archive packet for this meeting. The commissioner has missed three consecutive meetings. According to the Planning Commission Ordinance, if someone misses three consecutive meetings without an approved excuse, they can be removed through this process. They have not been able to get ahold of the person after several attempts.

No testimony presented.

CLOSE HEARING – 6:55 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, October 20, 2021

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Councilor Patrick Birkle
 Councilor Stephen R. Topaz
 Councilor Jessica Chilton

MEMBERS ABSENT

Council President Doug Morten

STAFF PRESENT

John Walsh, City Administrator
 Matt Brown, Deputy City Administrator
 Kathy Payne, City Recorder
 Jacob Graichen, City Planner
 Dustin King, Police Corporal
 Crystal King, Communications Officer
 Tina Curry, Event Coordinator

OTHERS

Jane Garcia
 Brady Preheim
 Steve Toschi

CALL REGULAR SESSION TO ORDER – 7 p.m.

PLEDGE OF ALLEGIANCE

Mayor Scholl led us in the Pledge of Allegiance.

Councilor Birkle read the Council Mantra.

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

- ◆ Kim Harris. She moved here in 2005 and is very grateful for the small town. She works at the Dark Market and has met people from England, Sweden, and probably someone from every state in the United States. People travel to see Spirit of Halloweentown. It grows every year. Everyone has been nice, polite, and respectful of our little town. She is very grateful to work in the little store. She has never had a nicer, more hard-working boss than she has now. She is absolutely amazing. She can call her night or day and she never gets upset with her. She works hard and has done such an amazing job of organizing all of it. She is truly grateful that she has been part of the event and the town.
- ◆ Brady Preheim. Halloween has done amazing, even in the middle of Covid, with no outbreaks. It says a lot about the control and organization of the Tourism Director. The sheer number of people that come here from all over the world is amazing. The vendors, merchants, and tourists are all happy. He thinks the tourism director needs more money. The amount that she works is not fair.

There should be some sort of profit sharing. She works like this is her business and she gets really nothing from it. Unlike Councilor Chilton's statement, this event is going to continue to grow and make everybody happy. The Police Chief and Lieutenant made comments today about needing new staff. They have been given new cars, a new building, raises, and now they want more staff to provide coverage to the entire county. Why are they providing policing to the entire county? They can't even police their own property, such as Sand Island and derelict boats. They need to be compensated if they are going to police the entire county. It is not fair for the citizens who are paying for it. He also expressed concerns about the Chief's statement today that we are similar to Seattle. Seattle has a population of 775,000 people. There really is no comparison. Last week, they authorized almost \$2 million for design. Before the police station moves forward, they need to vote on it. It should not be a decision the City makes on its own. A lot more outreach needs to be done. Until that happens, they should not move forward with the police station.

- ◆ Steve Toschi. They are witnessing a renaissance as they welcome new people into the city. He complimented the Council for its steadfast determination to make the City one of the best places to live. The support of the Council for businesses, tourism, law enforcement, and every citizen is evident. St. Helens is a great place to live and visit. He and his wife, Robin, have a lot of family here. Robin was born and raised here and was the St. Helens High School Class President in 1981. After graduating college, she moved to the Bay area where they raised their family. They spent about 30 years here as tourists. Her uncle used to own Bar Harbor and her parents owned Sherlock's and Zatterberg's. They purchased a home here four years ago. From the outside looking in, St. Helens was a place trying to shake off the economic devastation from the mills closing. Over the last few years, they have seen the momentum growing. Tourism events in St. Helens are outstanding. St. Helens is a fun place to be. Halloweentown is a lot of fun and a great success. He spent a lot of time here on the river. He has driven his boat many times from here to Portland and around Rainier. St. Helens has one of the most valuable waterfronts on the Columbia River. Sand Island is another success for the City Council by transferring the concession to Brad Hendrickson. The views are phenomenal. This is a great place to be. Encouraged Council to stay the course and continue in the direction it is headed. There are many people afraid of change and those who resent the success of others. Resist those impulses. St. Helens is doing a great job. 13 Nights on the River in 2021 broke the ice of the horrible year of Covid. It brought tears to his eyes see kids playing and people dancing. The Sand Island Sandcastle Contest was great. It's great to see people coming for Halloweentown. Keep it up and protect it. There's a lot of work ahead. Too often they hear complaints, but he is here to tell them, "job well done."

Mayor Scholl clarified the policing issue brought up by Brady Preheim. Speaking as a taxpayer, someone may have perceived him ranting about the Columbia County services that they get for their tax dollar versus what they get from St. Helens, was confused. They are not policing Columbia County, Scappoose, or Columbia City. If there is a call that requires all police to respond, they all do that for each other. They have done a lot of public outreach. The fee has been narrowed down to \$3. This has been a long process. They are not going to stop because one person is against it.

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

1. Satisfaction of Mortgage for CAT Loan Payoff - 474 S. 13th Street (Seastone)
2. Amendment to Contract with JH Kelly, LLC for Columbia Pacific Food Bank Renovation Project
3. Amendment to Grant Agreement with Oregon Parks and Recreation Dept. for Campbell Park Sports Court
4. Contract Payments

Motion: Motion made by Councilor Chilton and seconded by Councilor Topaz to approve '1' through '4' above. **Vote:** Yea: Mayor Scholl, Councilor Birkle, Councilor Topaz, Councilor Chilton

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

5. Reappoint Russ Hubbard and Jennifer Pugsley to Additional 4-year Terms on the Planning Commission

Motion: Motion made by Councilor Topaz and seconded by Councilor Chilton to remove Shanna Cavanaugh from Planning Commission. **Vote:** Yea: Mayor Scholl, Councilor Birkle, Councilor Topaz, Councilor Chilton

Motion: Motion made by Councilor Topaz and seconded by Councilor Chilton to reappoint Russ Hubbard and Jennifer Pugsley to the Planning Commission. **Vote:** Yea: Mayor Scholl, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR ACCEPTANCE

6. Parks and Trails Commission Minutes dated September 13, 2021
7. Planning Commission Minutes dated August 10, 2021
8. Library Board Minutes dated September 13, 2021

Motion: Motion made by Councilor Chilton and seconded by Councilor Topaz to approve '6' through '8' above. **Vote:** Yea: Mayor Scholl, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR APPROVAL

9. Joint Planning Commission/City Council Minutes dated September 22, 2021 and Council Minutes dated October 6, 2021
10. New Custodian Job Description
11. Parks and Recreation Master Plan Request for Proposals (RFP)
12. Declare Surplus Property - McCormick Park Caretaker House
13. Accounts Payable Bill Lists

Motion: Motion made by Councilor Birkle and seconded by Councilor Chilton to approve '9' through '13' above.

Discussion.

Councilor Topaz addressed the discussion about property sales timing in the October 6, 2021 City Council Regular Session minutes. That time schedule was not followed for the sale of the 12th Street property. He would like to make sure that is mentioned in the minutes since they have more property to sell and need to follow correct procedure.

1. Public announcement in a public newspaper
2. Public hearing
3. Sale of the property

Mayor Scholl pointed out that it was not part of the minutes. It will be part of the record for this meeting. They cannot go back and hybrid what they meant to say in a meeting.

Vote: Yea: Mayor Scholl, Councilor Birkle, Councilor Topaz, Councilor Chilton

WORK SESSION ACTION ITEMS

No items.

MAYOR SCHOLL REPORTS

- Attended a groundbreaking/ground blasting at Broadleaf Development on Gable Road. City Planner Graichen has been very involved assisting with the project. It will create 229 NOHA assisted housing units.
- Reminded people to unclog leaves from storm drains in preparation for the rainy season.
- Congratulated Senator Betsy Johnson on running for governor. She would be a great governor. She was at the Broadleaf Development event.

COUNCIL MEMBER REPORTS

Councilor Topaz reported...

- The Makespace Grand Opening went spectacularly well. Library Director Jeffries invited all of the staff who worked on the facility to thank them. They had a very good turnout. It is a spectacular space.
- He received a call from a developer who is interested in the Waterfront property. He cannot fulfill some of their questions because he's not allowed into City Hall. They have a problem in this group. He is limited with what he can do because of the way he has been treated.

Mayor Scholl disagreed, and pointed out that it was because he was censured. The censure time limit is coming up. He broke the censure a couple times, and nothing was done about it. Councilor Topaz argued that the censure was wrong. He will tell the people that the City is not interested. Mayor Scholl said it was a Council decision. He represents all citizens. If there was an actual developer, he would not withhold information from the voting public allowing them to develop that land the way the public wants it developed. He is very appalled that Councilor Topaz would use those tactics.

Councilor Topaz was charged with an unethical process... He will tell the developer, who has done a number of projects in Portland, that they are not interested. Councilor Chilton commented that was blackmail.

Councilor Chilton reported...

- She had dinner at the Klondike last weekend. She met the owner and talked about their projects. It looks great in there and the staff is wonderful. She encouraged everyone to go see it before they close after Halloween for a full remodel.
- Riverfront planning is coming together.
- Public Safety Facility planning is continuing. She is going to tour the Oregon City police station.
- On Friday, she is going to attend the League of Oregon Cities (LOC) virtual business meeting as a voting delegate for our City. She is hopeful that it will be in-person next year.

Councilor Birkle reported...

- Thanked City Recorder Payne for sharing the LOC article with suggestions of how to achieve a high-functioning Council. They are often criticized for not following the mantra, but he believes they always try. He hopes they all take the opportunity to read it.
- He attended the Makespace preview as well. Public Works crews did great work putting the space together and Library staff did great organizing it. They are hiring someone to staff the space. It opens up a world of opportunities.
- He attended the Scappoose Bay Watershed Council plant sale and made a connection with someone from Mackenzie. He told her about his suggestion to repurpose wood from the trees they are going to take down for the Public Safety Facility. He received an education about what is involved with that process. You can't simply remove an oak tree and use it for construction. It has to go through engineering and be tested. They may not have those trees in the building, but they may be able to share them with the community.
- He continues to come down here dressed up on Saturday nights to haunt the Plaza and businesses. He talks to people and asks what brings them here. It's been interesting talking to people and hearing how they like St. Helens.
- He will be coordinating the interview process to fill the Planning Commission vacancy. Several members have already expressed an interest in participating in the process.
- At the October 12 Planning Commission meeting, there was a presentation about the sanitary and storm sewer systems needs.
- Annexations are coming up.
- He admires the work being done by the Planning and Building divisions staff.

OTHER BUSINESS

ADJOURN – 7:40 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



St. Helens, OR

Item #9.

Expense Approval Register

Packet: APPKT00436 - AP 10.15.21

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
RUBENS LAWN SERVICE	0004283	10/12/2021	MONTHLY LAWN SERVICE	100-705-52023	40.00
ROSS DENISON LAW	10.11.21	10/12/2021	PROFESSIONAL SERVICES COU...	100-704-52019	400.00
PEO SISTERHOOD CHAPTER BO	10.12.21	10/12/2021	POINSETTIAS FOR CITY HALL A...	100-715-52001	60.00
CULLIGAN	202110169870	10/12/2021	BOTTLED WATER POLICE	100-705-52001	95.40
ORKIN	217224611	10/12/2021	1810 OLD PORTLAND RD PEST ...	100-709-52023	152.00
ORKIN	218548219	10/12/2021	PEST CONTROL POLICE	100-705-52023	98.00
LEAGUE OF OREGON CITIES	9794	10/12/2021	FORMS TRAFFIC CITATIONS	100-705-52001	1,083.62
SECURE PACIFIC CORPORATION	INV0002063	10/12/2021	150 S 13TH ST	100-705-52023	99.06
SECURE PACIFIC CORPORATION	INV0002063	10/12/2021	375 S 18TH ST	100-706-52023	132.15
SECURE PACIFIC CORPORATION	INV0002063	10/12/2021	475 S 18TH	100-708-52023	133.65
TYLER TECHNOLOGIES INC	025-351544	10/13/2021	EXECUTIME	100-707-52019	130.00
TYLER TECHNOLOGIES INC	025-352215	10/13/2021	INSITE TRAN FEE UB	100-707-52019	10,293.75
TYLER TECHNOLOGIES INC	025-352560	10/13/2021	UB NOTIFICATION SMS	100-707-52019	13.50
DANA BELISLE	10.13.21	10/13/2021	REC CENTER REFUND	100-000-34031	50.00
COSTCO MEMBERSHIP	10.13.21	10/13/2021	COSTCO MEMBERSHIP RENE...	100-715-52001	180.00
MAILBOXES NORTHWEST	10.2.21	10/13/2021	POSTAGE ACCT 2801	100-705-52001	88.32
COLUMBIA COUNTY TRANSFER..	7580	10/13/2021	WASTE DUMP FEES	100-708-52001	40.02
TROTTER & MORTON FACILITY ..	78848	10/13/2021	C11165 HVAC POLICE	100-705-52023	1,041.25
TROTTER & MORTON FACILITY ..	78859	10/13/2021	G10115 LIBRARY HVAC	100-706-52023	2,215.65
BEMIS	9756	10/13/2021	TRODAT 4912 4913 4923 4911	100-705-52001	101.05
METRO PRESORT	IN637495	10/13/2021	SEPT E SERVICE CHARGE	100-707-52019	50.00
COLUMBIA COUNTY SHEFFIS ...	SEPT 21 SHPD	10/13/2021	FIRING RANGE USAGE	100-705-52018	400.00
EASYPERMIT POSTAGE	10.11.21	10/14/2021	POSTAGE	100-715-52001	942.51
MIDWEST TAPE	501061351	10/14/2021	DVD / ABD 2000010011	100-706-52035	34.99
MIDWEST TAPE	501088807	10/14/2021	DVD / ABD 2000010011	100-706-52034	27.99
MIDWEST TAPE	501088808	10/14/2021	DVD / ABD 2000010011	100-706-52034	56.23
MIDWEST TAPE	501093370	10/14/2021	DVD / ABD 2000010011	100-706-52034	48.74
INGRAM LIBRARY SERVICES	55134783	10/14/2021	BOOKS 20C7921	100-706-52033	54.29
INGRAM LIBRARY SERVICES	55134784	10/14/2021	BOOKS 20C7921	100-706-52033	230.70
INGRAM LIBRARY SERVICES	55134785	10/14/2021	BOOKS 20C7921	100-706-52033	6.33
INGRAM LIBRARY SERVICES	55134786	10/14/2021	BOOKS 20C7921	100-706-52033	10.87
INGRAM LIBRARY SERVICES	55134787	10/14/2021	BOOKS 20C7921	100-706-52033	16.03
INGRAM LIBRARY SERVICES	55187274	10/14/2021	BOOKS 20C7921	100-706-52033	5.55
INGRAM LIBRARY SERVICES	55187275	10/14/2021	BOOKS 20C7921	100-706-52033	649.56
NW NATURAL GAS	10.11.21	10/15/2021	7673	100-706-52003	110.86
NW NATURAL GAS	10.11.21	10/15/2021	8563	100-708-52003	4.88
NW NATURAL GAS	10.11.21	10/15/2021	3047	100-708-52003	7.34
NW NATURAL GAS	10.11.21	10/15/2021	0109	100-709-52003	26.07
NW NATURAL GAS	10.11.21	10/15/2021	5285	100-715-52003	12.98
NW NATURAL GAS	10.11.21	10/15/2021	2848	100-715-52003	13.15
OREGON DEPARTMENT OF RE...	10.14.21	10/15/2021	MISD SURCHARGE	100-000-20700	21.99
OREGON DEPARTMENT OF RE...	10.14.21	10/15/2021	STATE DUII DIVERSION	100-000-20700	180.00
OREGON DEPARTMENT OF RE...	10.14.21	10/15/2021	STATE VIOLATION	100-000-20800	923.00
OREGON DEPARTMENT OF RE...	10.14.21	10/15/2021	STATE COURT FACILITY	100-000-20800	7.00
OREGON DEPARTMENT OF RE...	10.14.21	10/15/2021	LEMLA	100-000-20800	5.00
OREGON DEPARTMENT OF RE...	10.14.21	10/15/2021	STATE	100-000-20800	46.00
OREGON DEPARTMENT OF RE...	10.14.21	10/15/2021	UNITARY	100-000-20800	44.95
OREGON DEPARTMENT OF RE...	10.14.21	10/15/2021	STATE MISD	100-000-20800	385.00
COLUMBIA COUNTY TREASUR...	10.14.21	10/15/2021	COUNTY ASSESSMENT	100-000-20900	468.52
COLUMBIA COUNTY TREASUR...	10.14.21	10/15/2021	JAIL ASSESSMENT	100-000-20900	57.98
OREGON HUMANE SOCIETY	10.14.21	10/15/2021	RESTITUTION N. STEVENS	100-000-21000	25.00
COLUMBIA COUNTY TREASUR...	10.14.21	10/15/2021	CITY COURT COSTS DEDUCTED	100-000-36002	-52.65
PORTLAND GENERAL ELECTRIC	10.15.21	10/15/2021	0153585940	100-709-52003	156.97

Expense Approval Register

Packet: APPKT004

Item #9.

21

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TERRY MASSEY -	9.22.2021	10/15/2021	TRAINING MEALS MILES REIMB.	100-705-52018	355.19
Fund 100 - GENERAL FUND Total:					21,780.44
Fund: 201 - VISITOR TOURISM					
NW NATURAL GAS	10.11.21	10/15/2021	7764	201-000-52003	0.24
Fund 201 - VISITOR TOURISM Total:					0.24
Fund: 202 - COMMUNITY DEVELOPMENT					
BOISE WHITE PAPER LLC	10.15.21	10/13/2021	NOTE PAYEMNT	202-722-55001	12,500.00
COLUMBIA PACIFIC EDD	10	10/13/2021	GRANT ADMIN JULY -SEPT 2021	202-721-52096	6,594.80
PORTLAND GENERAL ELECTRIC	INV0002064	10/14/2021	7357701000	202-722-52003	39.45
Fund 202 - COMMUNITY DEVELOPMENT Total:					19,134.25
Fund: 203 - COMMUNITY ENHANCEMENT					
COMMUNITY ACTION TEAM	10.12.21	10/12/2021	CAT LOAN PAYOFF SEASTONE ...	203-717-52028	5,675.00
HOPE WIRTA	10.13.21	10/13/2021	HARVEST MOON PAINT NIGHT	203-709-52028	500.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					6,175.00
Fund: 205 - STREETS					
PORTLAND GENERAL ELECTRIC	10.12.21	10/12/2021	4854421000	205-000-52003	42.67
Fund 205 - STREETS Total:					42.67
Fund: 601 - WATER					
SECURE PACIFIC CORPORATION	INV0002063	10/12/2021	1215 4TH PL	601-732-52023	165.06
ADVANCED ELECTRICAL	213496	10/13/2021	WFP ANNUAL MAINT.	601-732-52019	938.00
H.D FOWLER COMPANY	I5924340	10/13/2021	WATER METER	601-731-52001	6,453.12
TMG SERVICES	0047263-IN	10/14/2021	PUMP	601-732-52001	4,542.50
Fund 601 - WATER Total:					12,098.68
Fund: 603 - SEWER					
DON'S RENTAL	561476	10/12/2021	PULLER JAW LARGE	603-738-52001	10.20
SECURE PACIFIC CORPORATION	INV0002063	10/12/2021	451 PLYMOUTH ST	603-736-52023	49.46
SECURE PACIFIC CORPORATION	INV0002063	10/12/2021	451 PLYMOUTH ST	603-737-52023	49.45
CENTURY LINK	10.2.21	10/13/2021	488	603-736-52010	124.90
CENTURY LINK	10.2.21	10/13/2021	293	603-736-52010	22.36
CENTURY LINK	10.2.21	10/13/2021	688	603-736-52010	22.35
CENTURY LINK	10.2.21	10/13/2021	600	603-736-52010	22.35
CENTURY LINK	10.2.21	10/13/2021	654	603-736-52010	22.35
CENTURY LINK	10.2.21	10/13/2021	600	603-737-52010	22.36
CENTURY LINK	10.2.21	10/13/2021	293	603-737-52010	22.35
CENTURY LINK	10.2.21	10/13/2021	488	603-737-52010	124.90
CENTURY LINK	10.2.21	10/13/2021	688	603-737-52010	22.36
CENTURY LINK	10.2.21	10/13/2021	654	603-737-52010	22.36
NW NATURAL GAS	10.11.21	10/15/2021	5750	603-736-52003	3.24
NW NATURAL GAS	10.11.21	10/15/2021	5750	603-737-52003	3.25
Fund 603 - SEWER Total:					544.24
Fund: 702 - INFORMATION SYSTEMS					
CENTURY LINK	10.5.21	10/12/2021	632B	702-000-52010	40.84
VERIZON	9889575671	10/12/2021	CELL SERVICE ACCT 242060134..	702-000-52010	180.96
CENTURY LINK	10.2.21	10/13/2021	579	702-000-52010	44.71
CENTURY LINK	10.2.21	10/13/2021	130	702-000-52010	61.96
CENTURY LINK	10.2.21	10/13/2021	228	702-000-52010	86.65
CENTURY LINK	10.2.21	10/13/2021	798B	702-000-52010	103.74
CENTURY LINK	10.2.21	10/13/2021	967	702-000-52010	130.99
CENTURY LINK	10.2.21	10/13/2021	162B	702-000-52010	84.30
CENTURY LINK	10.2.21	10/13/2021	796	702-000-52010	41.98
CENTURY LINK	10.2.21	10/13/2021	651	702-000-52010	43.49
CENTURY LINK	10.2.21	10/13/2021	131	702-000-52010	61.96
CENTURY LINK	10.2.21	10/13/2021	818	702-000-52010	380.42
CENTURY LINK	10.2.21	10/13/2021	909	702-000-52010	85.45
MORE POWER TECHNOLOGY ...	12574	10/13/2021	PREMIUM AGREEMENT MON...	702-000-52019	11,097.15
COMCAST BUSINESS	131960771	10/13/2021	FIBER INTERNET ACCT 934571...	702-000-52003	4,665.23
U.S BANK EQUIPMENT FINANCE	454382805	10/13/2021	CONTRACT PAYMENT EQUIPM...	702-000-52006	99.00
Fund 702 - INFORMATION SYSTEMS Total:					17,208.83

Expense Approval Register

Packet: APPKT004

Item #9.

1

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 703 - PW OPERATIONS					
LYNN OSBORN	9.23.21	10/12/2021	REFUND DOCK POWER	703-000-34001	20.00
SECURE PACIFIC CORPORATION	INV0002063	10/12/2021	984 OR ST	703-734-52023	98.85
PEAK ELECTRIC GROUP LLC	22033	10/13/2021	20AMP TAMPER GFCI CITY SH...	703-734-52019	286.83
TROTTER & MORTON FACILITY ..	78799	10/13/2021	C10245	703-734-52023	264.00
PACIFIC POWER GROUP LLC	7274424-00	10/14/2021	PUMP	703-734-52099	350.98
Fund 703 - PW OPERATIONS Total:					1,020.66
Fund: 704 - FACILITY MAJOR MAINTNANCE					
TROTTER & MORTON FACILITY ..	78859	10/13/2021	G10115 LIBRARY HVAC	704-000-53013	1,477.10
THE DOOR WORKS CO INC	RET 20292	10/13/2021	MATERIAL DEP 45176	704-000-53018	672.50
EAGLE STAR ROCK PRODUCTS ...	40301	10/14/2021	ROCK POWER STATION	704-000-53018	145.53
EAGLE STAR ROCK PRODUCTS ...	40313	10/14/2021	ROCK POWER STATION	704-000-53018	143.64
LOWER COLUMBIA ENGINEER...	8946	10/14/2021	PROJECT DESIGNER I, II	704-000-53017	3,540.00
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					5,978.77
Grand Total:					83,983.78

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	21,780.44
201 - VISITOR TOURISM	0.24
202 - COMMUNITY DEVELOPMENT	19,134.25
203 - COMMUNITY ENHANCEMENT	6,175.00
205 - STREETS	42.67
601 - WATER	12,098.68
603 - SEWER	544.24
702 - INFORMATION SYSTEMS	17,208.83
703 - PW OPERATIONS	1,020.66
704 - FACILITY MAJOR MAINTNANCE	5,978.77
Grand Total:	83,983.78

Account Summary

Account Number	Account Name	Expense Amount
100-000-20700	State Surcharge	201.99
100-000-20800	State Assessment	1,410.95
100-000-20900	County Assessment	526.50
100-000-21000	Court Restitution Paymen...	25.00
100-000-34031	Recreation Revenue	50.00
100-000-36002	Fines - Court	-52.65
100-704-52019	Professional Services	400.00
100-705-52001	Operating Supplies	1,368.39
100-705-52018	Professional Development	755.19
100-705-52023	Facility Maintenance	1,278.31
100-706-52003	Utilities	110.86
100-706-52023	Facility Maintenance	2,347.80
100-706-52033	Printed Materials	973.33
100-706-52034	Visual Materials	132.96
100-706-52035	Audio Materials	34.99
100-707-52019	Professional Services	10,487.25
100-708-52001	Operating Supplies	40.02
100-708-52003	Utilities	12.22
100-708-52023	Facility Maintenance	133.65
100-709-52003	Utilities	183.04
100-709-52023	Facility Maintenance	152.00
100-715-52001	Operating Supplies	1,182.51
100-715-52003	Utilities	26.13
201-000-52003	Utilities	0.24
202-721-52096	CDBG Grant Expenses	6,594.80
202-722-52003	Utilities	39.45
202-722-55001	Principal	12,500.00
203-709-52028	Projects & Programs	500.00
203-717-52028	Projects & Programs	5,675.00
205-000-52003	Utilities	42.67
601-731-52001	Operating Supplies	6,453.12
601-732-52001	Operating Supplies	4,542.50
601-732-52019	Professional Services	938.00
601-732-52023	Facility Maintenance	165.06
603-736-52003	Utilities	3.24
603-736-52010	Telephone	214.31
603-736-52023	Facility Maintenance	49.46
603-737-52003	Utilities	3.25
603-737-52010	Telephone	214.33
603-737-52023	Facility Maintenance	49.45
603-738-52001	Operating Supplies	10.20
702-000-52003	Utilities	4,665.23
702-000-52006	Computer Maintenance	99.00
702-000-52010	Telephone	1,347.45
702-000-52019	Professional Services	11,097.15

Account Summary

Account Number	Account Name	Expense Amount
703-000-34001	Dockside Services	20.00
703-734-52019	Professional Services	286.83
703-734-52023	Facility Maintenance	362.85
703-734-52099	Equipment Operations	350.98
704-000-53013	Capital Outlay - Library	1,477.10
704-000-53017	Capital Outlay - Rec Center	3,540.00
704-000-53018	Capital Outlay - City Hall	961.67
Grand Total:		83,983.78

Project Account Summary

Project Account Key	Expense Amount
None	83,983.78
Grand Total:	83,983.78



St. Helens, OR

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
RANDY MAY	10.18.21	10/18/2021	REFUND PLAN REVIEW ON EXP...	100-000-35009	1,000.00
INTERNATIONAL INSTITUTE OF...	10.18.21	10/18/2021	ANNUAL MEMBERSHIP FEE	100-702-52018	175.00
COLUMBIA COUNTY CLERK	10.18.21	10/18/2021	RECORDING FEE	100-710-52011	101.00
CLEARLY AMAZING OUTLOOK ...	160132	10/18/2021	WINDOW CLEANING CITY HALL	100-715-52023	1,360.00
TOP NOTCH THRIFT STORE	10.18.21	10/19/2021	RESTITUTION CASE 17CR0001...	100-000-21000	33.00
ERSKINE LAW PRACTICE LLC	10.18.21	10/19/2021	10/1-10/15	100-704-52019	2,965.67
CHAVES CONSULTING INC	192355	10/19/2021	MONTHLY USER FEE PER USER...	100-702-52019	296.16
QUARANTO & ASSOCIATES LLC	01554	10/20/2021	COURT SERVICES LEGAL	100-704-52019	200.00
COLUMBIA RIVER PUD	10.14.21	10/20/2021	150 S 13 ST POLICE STATION 7...	100-705-52003	398.89
COLUMBIA RIVER PUD	10.14.21	10/20/2021	150 S 13TH ST- POLICE	100-705-52003	84.73
COLUMBIA RIVER PUD	10.14.21	10/20/2021	375 S 18TH ST COLUMBIA CEN...	100-706-52003	840.35
COLUMBIA RIVER PUD	10.14.21	10/20/2021	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	55.22
COLUMBIA RIVER PUD	10.14.21	10/20/2021	475 S 18 ST METER 10220167	100-708-52003	62.63
COLUMBIA RIVER PUD	10.14.21	10/20/2021	162 MCMICHAEL ST - CAMPBE...	100-708-52003	480.12
COLUMBIA RIVER PUD	10.14.21	10/20/2021	475 S 18TH ST - MCCORMICK ...	100-708-52003	684.60
COLUMBIA RIVER PUD	10.14.21	10/20/2021	475 S 18TH ST	100-708-52003	23.21
COLUMBIA RIVER PUD	10.14.21	10/20/2021	475 S 18TH ST	100-708-52003	93.94
COLUMBIA RIVER PUD	10.14.21	10/20/2021	200 N 7TH ST - PARK	100-708-52003	28.59
COLUMBIA RIVER PUD	10.14.21	10/20/2021	264 STRAND ST- COL VIEW PA...	100-708-52003	38.37
COLUMBIA RIVER PUD	10.14.21	10/20/2021	299 N 6TH ST - PARKS	100-708-52003	28.28
COLUMBIA RIVER PUD	10.14.21	10/20/2021	265 STRAND ST. - SPLASH PAD...	100-708-52003	42.41
COLUMBIA RIVER PUD	10.14.21	10/20/2021	120 WHITE WAY - WALNUT TR...	100-708-52003	28.28
COLUMBIA RIVER PUD	10.14.21	10/20/2021	200 N RIVER ST - GREY CLIFFS ...	100-708-52003	32.73
COLUMBIA RIVER PUD	10.14.21	10/20/2021	475 S 18TH ST- MCCORMICK E...	100-708-52003	31.79
COLUMBIA RIVER PUD	10.14.21	10/20/2021	2625 GABLE RD REC CENTER	100-709-52003	254.38
COLUMBIA RIVER PUD	10.14.21	10/20/2021	265 STRAND ST- CITY HALL UP	100-715-52003	107.99
COLUMBIA RIVER PUD	10.14.21	10/20/2021	265 STRAND ST- CITY HALL MA...	100-715-52003	465.49
COLUMBIA RIVER PUD	10.14.21	10/20/2021	275 STRAND ST- CITY HALL UB ...	100-715-52003	97.54
COLUMBIA RIVER PUD	10.14.21	10/20/2021	277 STRAND ST -	100-715-52003	46.08
COLUMBIA RIVER PUD	10.14.21	10/20/2021	277 STRAND ST- CITY HALL UB...	100-715-52003	78.41
ROSS DENISON LAW	10.18.21	10/20/2021	PROFESSIONAL SERVICES COU...	100-704-52019	525.00
FLASHALERT NEWSWIRE	13710	10/20/2021	NEWS DISTRIBUTION	100-702-52019	222.00
KJ SECURITY SOLUTIONS & LO...	0004038	10/21/2021	REPLACEMENT SPRING	100-706-52023	105.00
OCCUPATIONAL SAFETY HEAL...	1389	10/21/2021	EXPOSURE	100-705-52019	160.00
PERMA-BOUND	1902245-01	10/21/2021	BOOKS	100-706-52033	66.19
THE LIBRARY CORPORATION	2021120070	10/21/2021	EMAIL SERVIER LIC / LIB ENHA...	100-706-52006	5,394.00
INGRAM LIBRARY SERVICES	55237131	10/21/2021	BOOKS 20C7921	100-706-52033	74.76
INGRAM LIBRARY SERVICES	55237132	10/21/2021	BOOKS 20C7921	100-706-52033	32.72
INGRAM LIBRARY SERVICES	55237133	10/21/2021	BOOKS 20C7921	100-706-52035	30.14
INGRAM LIBRARY SERVICES	55237134	10/21/2021	BOOKS 20C7921	100-706-52033	98.96
DAWN RICHARDSON - AP	10.12.21	10/22/2021	MILEAGE REIMBURSEMENT F...	100-707-52001	29.90
SUNSHINE PIZZA	12747	10/22/2021	CATERING COUNCIL MTG LAS...	100-703-52001	226.75
NORTHWEST DELI DISTRIBUTI...	432195-1	10/22/2021	HAND SOAP	100-708-52001	172.18
NORTHWEST DELI DISTRIBUTI...	434486	10/22/2021	TISSUE TOILET	100-708-52001	1,633.24
GRAINGER	9049157606	10/22/2021	BULBS	100-706-52023	107.10
Fund 100 - GENERAL FUND Total:					19,012.80
Fund: 201 - VISITOR TOURISM					
MASONIC BUILDING LLC	10.15.2021	10/20/2021	LEASE PAYMENT NOV 2021	201-000-52028	3,000.00
EAGLE STAR ROCK PRODUCTS ...	40362	10/22/2021	ROCK - TWITLIGH HOUSE	201-000-52003	163.07
Fund 201 - VISITOR TOURISM Total:					3,163.07
Fund: 202 - COMMUNITY DEVELOPMENT					
OTAK INC	000092100425	10/18/2021	1ST AND STRAND STREETS PRJ...	202-723-52019	98,059.61
RACHAEL BARRY -	10.18.21	10/18/2021	REIMB. COMMUNITY SURVEY ...	202-727-52018	508.80

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MASON BRUCE & GIRARD INC	29702	10/18/2021	FOREST MANAGEMENT 01031...	202-724-52019	7,564.92
PORT OF COLUMBIA COUNTY	5949	10/18/2021	GROUND LEASE 2022	202-721-52019	500.00
BOISE WHITE PAPER LLC	11.15.21	10/20/2021	NOTE PAYEMNT	202-722-55001	12,500.00
EAGLE STAR ROCK PRODUCTS ...	40362	10/22/2021	ROCK	202-724-52001	278.04
Fund 202 - COMMUNITY DEVELOPMENT Total:					119,411.37

Fund: 203 - COMMUNITY ENHANCEMENT

THE LIBRARY CORPORATION	2021120070	10/21/2021	EMAIL SERVIER LIC / LIB ENHA...	203-706-52078	700.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					700.00

Fund: 205 - STREETS

TURNEY EXCAVATING INC	1	10/18/2021	ADA CURB RAMP IMPROVEM...	205-000-53001	75,254.42
DAVID EVANS AND ASSOCIATE...	496055	10/18/2021	COLUMBIA BLVD. SIDEWALK R...	205-000-53001	308.08
COLUMBIA RIVER PUD	10.14.21	10/20/2021	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	41.71
COLUMBIA RIVER PUD	10.14.21	10/20/2021	58651 COL HWY GATEWAY ART	205-000-52003	29.08
COLUMBIA RIVER PUD	10.14.21	10/20/2021	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	108.53
COLUMBIA RIVER PUD	10.14.21	10/20/2021	1370 COLUMBIA BLVD.- FOUN...	205-000-52003	41.01
COLUMBIA RIVER PUD	10.14.21	10/20/2021	191 N MILTON WAY- LANDSC...	205-000-52003	28.51
COLUMBIA RIVER PUD	10.14.21	10/20/2021	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	48.04
COLUMBIA RIVER PUD	10.14.21	10/20/2021	265 STRAND ST	205-000-52003	3,747.56
COLUMBIA RIVER PUD	10.14.21	10/20/2021	715 S COLUMBIA RIVER HWY -...	205-000-52003	73.93
COLUMBIA RIVER PUD	10.14.21	10/20/2021	191 N MILTON WAY - SIGNAL	205-000-52003	38.35
Fund 205 - STREETS Total:					79,719.22

Fund: 301 - STREETS SDC

DAVID EVANS AND ASSOCIATE...	496055	10/18/2021	COLUMBIA BLVD. SIDEWALK R...	301-000-53001	308.08
Fund 301 - STREETS SDC Total:					308.08

Fund: 601 - WATER

COLUMBIA RIVER PUD	10.14.21	10/20/2021	END OF KESTREL VIEW DRIVE	601-731-52003	62.27
COLUMBIA RIVER PUD	10.14.21	10/20/2021	62420 COLUMBIA RIVER HWY -..	601-731-52003	185.98
COLUMBIA RIVER PUD	10.14.21	10/20/2021	2300 STRAND ST - WELL 2	601-731-52003	457.64
COLUMBIA RIVER PUD	10.14.21	10/20/2021	35261 PITTSBURG RD- PW WA...	601-731-52003	30.71
COLUMBIA RIVER PUD	10.14.21	10/20/2021	1680 1 ST -	601-731-52003	2,060.98
COLUMBIA RIVER PUD	10.14.21	10/20/2021	57500 OLD PORTLAND RD - W...	601-731-52003	39.29
COLUMBIA RIVER PUD	10.14.21	10/20/2021	1215 FOURTH ST - WFF	601-732-52003	5,114.90
LAWRENCE OIL COMPANY	CFSI-4726	10/21/2021	247752 WATER	601-732-52022	84.48
BRIDGE TOWER OPCO LLC	745187020	10/22/2021	LITTLE ST TUALATIN ST 7TH ST...	601-000-53001	711.48
Fund 601 - WATER Total:					8,747.73

Fund: 603 - SEWER

COLUMBIA RIVER PUD	10.14.21	10/20/2021	240 CLARK ST PUMP STATION	603-735-52003	28.67
COLUMBIA RIVER PUD	10.14.21	10/20/2021	451 PLYMOTH ST - WWTP LA...	603-736-52003	1,480.19
COLUMBIA RIVER PUD	10.14.21	10/20/2021	451 PLYMOTH ST - WWTP LA...	603-737-52003	1,480.18
COLUMBIA RIVER PUD	10.14.21	10/20/2021	35120 MAPLE ST. - PS 11	603-738-52003	74.77
COLUMBIA RIVER PUD	10.14.21	10/20/2021	318 S 1ST ST- PS #1 8805564	603-738-52003	96.98
COLUMBIA RIVER PUD	10.14.21	10/20/2021	134 N 1ST- PS 2 8873519	603-738-52003	71.77
COLUMBIA RIVER PUD	10.14.21	10/20/2021	110 S 4TH ST - PS 3	603-738-52003	36.01
COLUMBIA RIVER PUD	10.14.21	10/20/2021	240 MADRONA CT	603-738-52003	140.70
COLUMBIA RIVER PUD	10.14.21	10/20/2021	58791 58725 COL RIV HWY P...	603-738-52003	37.43
COLUMBIA RIVER PUD	10.14.21	10/20/2021	58360 OLD PORTLAND RD - PS...	603-738-52003	148.12
COLUMBIA RIVER PUD	10.14.21	10/20/2021	169 S 4TH ST WATER FLOW M...	603-738-52003	67.27
Fund 603 - SEWER Total:					3,662.09

Fund: 702 - INFORMATION SYSTEMS

STRATEGIC NETWORKS GROUP..	121	10/18/2021	BROADBAND ECONOMIC CASE...	702-000-52019	10,000.00
STRATEGIC NETWORKS GROUP..	123	10/18/2021	ECONOMIC CASE ANALYSIS	702-000-52019	3,500.00
SOLUTIONS YES	INV291977	10/18/2021	PRINT FEES C11460-01	702-000-52006	56.83
CENTURY LINK BUSINESS SERV...	246687374	10/19/2021	ACCT 88035002	702-000-52010	201.57
SOLUTIONS YES	INV292404	10/20/2021	CONTRACT C10184-01 CITY HA...	702-000-52006	207.48
SOLUTIONS YES	INV292405	10/20/2021	CONTRACT PAYMENT C13259-...	702-000-52006	20.17
Fund 702 - INFORMATION SYSTEMS Total:					13,986.05

Fund: 703 - PW OPERATIONS

CINTAS	8405368653	10/18/2021	FIRST AID CABINET SERVICE	703-734-52019	135.53
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Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	10.14.21	10/20/2021	1230 DEER ISLAND RD - PW	703-734-52003	49.87
COLUMBIA RIVER PUD	10.14.21	10/20/2021	984 OREGON ST	703-734-52003	174.44
COLUMBIA RIVER PUD	10.14.21	10/20/2021	650 OREGON ST -LEMONT PU...	703-734-52003	296.54
COLUMBIA RIVER PUD	10.14.21	10/20/2021	984 OREGON ST - PW SHOP	703-734-52003	30.62
COLUMBIA RIVER PUD	10.14.21	10/20/2021	264 STRAND ST- PARKS/ GAZE...	703-734-52046	47.95
COLUMBIA RIVER PUD	10.14.21	10/20/2021	264 STRAND ST- COL VIEW PA...	703-734-52046	38.39
COLUMBIA RIVER PUD	10.14.21	10/20/2021	265 STRAND ST. - DOCKS	703-734-52046	280.95
LAWRENCE OIL COMPANY	CFSI-4726	10/21/2021	247748 PUBLIC WORKS	703-734-52022	1,014.03
LAWRENCE OIL COMPANY	CFSI-4726	10/21/2021	247750 PUBLIC WORKS	703-734-52022	162.26
Fund 703 - PW OPERATIONS Total:					2,230.58
Fund: 704 - FACILITY MAJOR MAINTNANCE					
GEODESIGN INC	235945	10/18/2021	ST HELENS CAMPBELL PARK	704-000-53027	274.50
ELLIOTT PROPERTIES INC	AIA G702	10/19/2021	SPORT COURTS M 509	704-000-53027	164,319.89
A + ENGRAVING LLC	1246	10/20/2021	COURTROOM NAMEPLATE	704-000-53018	19.10
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					164,613.49
Grand Total:					415,554.48

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	19,012.80
201 - VISITOR TOURISM	3,163.07
202 - COMMUNITY DEVELOPMENT	119,411.37
203 - COMMUNITY ENHANCEMENT	700.00
205 - STREETS	79,719.22
301 - STREETS SDC	308.08
601 - WATER	8,747.73
603 - SEWER	3,662.09
702 - INFORMATION SYSTEMS	13,986.05
703 - PW OPERATIONS	2,230.58
704 - FACILITY MAJOR MAINTNANCE	164,613.49
Grand Total:	415,554.48

Account Summary

Account Number	Account Name	Expense Amount
100-000-21000	Court Restitution Paymen...	33.00
100-000-35009	Plan Reveiw Fees	1,000.00
100-702-52018	Professional Development	175.00
100-702-52019	Professional Services	518.16
100-703-52001	Operating Supplies	226.75
100-704-52019	Professional Services	3,690.67
100-705-52003	Utilities	483.62
100-705-52019	Professional Services	160.00
100-706-52003	Utilities	840.35
100-706-52006	Computer Maintenance	5,394.00
100-706-52023	Facility Maintenance	212.10
100-706-52033	Printed Materials	272.63
100-706-52035	Audio Materials	30.14
100-707-52001	Operating Supplies	29.90
100-708-52001	Operating Supplies	1,805.42
100-708-52003	Utilities	1,630.17
100-709-52003	Utilities	254.38
100-710-52011	Public Information	101.00
100-715-52003	Utilities	795.51
100-715-52023	Facility Maintenance	1,360.00
201-000-52003	Utilities	163.07
201-000-52028	Projects & Programs	3,000.00
202-721-52019	Professional Services	500.00
202-722-55001	Principal	12,500.00
202-723-52019	Professional Services	98,059.61
202-724-52001	Operating Supplies	278.04
202-724-52019	Professional Services	7,564.92
202-727-52018	Professional Development	508.80
203-706-52078	Library Donations Expense	700.00
205-000-52003	Utilities	4,156.72
205-000-53001	Capital Outlay	75,562.50
301-000-53001	Capital Outlay	308.08
601-000-53001	Capital Outlay	711.48
601-731-52003	Utilities	2,836.87
601-732-52003	Utilities	5,114.90
601-732-52022	Fuel	84.48
603-735-52003	Utilities	28.67
603-736-52003	Utilities	1,480.19
603-737-52003	Utilities	1,480.18
603-738-52003	Utilities	673.05
702-000-52006	Computer Maintenance	284.48
702-000-52010	Telephone	201.57
702-000-52019	Professional Services	13,500.00
703-734-52003	Utilities	551.47

Account Summary

Account Number	Account Name	Expense Amount
703-734-52019	Professional Services	135.53
703-734-52022	Fuel	1,176.29
703-734-52046	Dock Services	367.29
704-000-53018	Capital Outlay - City Hall	19.10
704-000-53027	Capital Outlay - Campbell ...	164,594.39
	Grand Total:	415,554.48

Project Account Summary

Project Account Key	Expense Amount
None	415,554.48
	Grand Total: 415,554.48