



# COUNCIL REGULAR SESSION

Wednesday, February 15, 2023 at 7:00 PM

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## COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Jessica Chilton  
Councilor Patrick Birkle  
Councilor Mark Gundersen  
Councilor Brandon Sundeen

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### ORDINANCES – *Final Reading*

- 1. Ordinance No. 3289:** An Ordinance Amending All Sections of the St. Helens Municipal Code to Reflect a Change in the Name of the Parks and Recreation Commission and to Remove References to the Newly Named Parks and Trails Commission having Responsibility Over the Recreation Program

### RESOLUTIONS

- 2. Resolution No. 1973:** A Resolution Adopting Findings to Utilize Design-Build as an Alternative Procurement Method for the 2.0 MG Reservoir Replacement Project and Exempting Project from Competitive Bidding Requirements

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 3.** First Amendment to Agreement with Oregon Patrol Service for Bailiff Services
- 4.** Fifth Amendment to Agreement with Otak, Inc. for Design Services for Undergrounding Electrical Services in the Riverfront District
- 5.** Joint Memorandum of Understanding with Columbia Economic Team regarding Implementation of the Growing Rural Oregon Initiative (GRO)

### CONSENT AGENDA FOR APPROVAL

- 6.** Council Work Session and Regular Session Minutes dated November 2, 2022
- 7.** Council Work Session and Executive Session Minutes dated November 16, 2022
- 8.** OLCC Licenses
- 9.** Accounts Payable Bill Lists

### WORK SESSION ACTION ITEMS

### COUNCIL MEMBER REPORTS

### MAYOR SCHOLL REPORTS

**OTHER BUSINESS**

**ADJOURN**

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/86108526132?pwd=a1J6TjRTejVtTmhQYkFkdEhKVIZCZz09>

Meeting ID: 861 0852 6132

Passcode: 464020

Dial: 253-205-0468

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

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

City of St. Helens  
**ORDINANCE NO. 3289**

AN ORDINANCE AMENDING ALL SECTIONS OF THE ST. HELENS  
MUNICIPAL CODE TO REFLECT A CHANGE IN THE NAME OF THE  
PARKS AND RECREATION COMMISSION AND TO REMOVE  
REFERENCES TO THE NEWLY NAMED PARKS AND TRAILS  
COMMISSION HAVING RESPONSIBILITY OVER THE RECREATION  
PROGRAM

**WHEREAS**, at their January 9, 2023, meeting the St. Helens Parks and Recreation Commission voted unanimously to recommend to the City Council that they change the name of the Commission back to the Parks and Trails Commission; and

**WHEREAS**, on January 18, 2023, the Council was in concurrence and instructed staff to bring back an ordinance that would amend the St. Helens Municipal Code to change the name of the Parks and Recreation Commission back to the Parks and Trails Commission.

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

**Section 1.** Any and all sections of the St. Helens Municipal Code that use the term "Parks and Recreation Commission" are amended to read "Parks and Trails Commission."

**Section 2.** Any and all sections of the St. Helens Municipal Code that use the term "Parks and Recreation Commissioner" are amended to read "Parks and Trails Commissioner."

**Section 3.** In addition to Sections 2 and 3 above, amend Section 2.74.020 Membership as follows:

**2.74.020 Membership**

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

**Section 5.** In addition to Sections 2, 3, and 4 above, amend Section 2.74.090 Responsibilities, powers and duties as follows:

**2.74.090 Responsibilities, powers and duties.**

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

- (1) To review and call to the attention of the city council any deteriorating condition of city public parks, trails, bicycle and/or pedestrian ways, vacant park properties, public squares and publicly accessible buildings and associated grounds, ~~public recreational facilities~~, and their associated infrastructure improvements including but not limited to access roads, equipment, athletic fields, gardens, landscape areas, open spaces, natural areas, playgrounds, and parking areas.
- (2) To review and call to the attention of the city council the effectiveness, or lack thereof, of parks, trails, and public bicycle and/or pedestrian ways, ~~and recreation programs conducted by or for the city of St. Helens.~~
- (3) To review and make recommendations to the city council on the operation, administration, maintenance and equipment needs of the public works department relative to parks, trails, and public bicycle and/or pedestrian ways ~~and recreation~~ and the other public facilities identified in this section.
- (4) To review and make recommendations to the city council on the annual budget of the public works department relative to parks, trails, public bicycle and/or pedestrian ways, ~~and recreation~~ and the other public facilities identified in this section.
- (5) To review and make recommendations to the city council on master plans and capital improvement plans for parks, trails, public bicycle and/or pedestrian ways, ~~and recreation~~ and the other public facilities identified in this section.
- (6) To review and make recommendations to the city council on public park, and public bicycle and/or pedestrian ways ~~and recreation facility development plans~~, construction plans, recreation use or development proposals, and such other park-related activities as deemed advisable by the city council.

(7) To make periodic site visits and inspections, in accordance with public meetings law, and with the approval of the city engineering director, of city park ~~trail and recreation~~ facilities, public bicycle and/or pedestrian ways and other public facilities identified herein, as are necessary for the parks and ~~recreation~~trails commission to carry out its assigned duties.

(8) To request that the city council assign or direct staff to prepare reports and compile information necessary for the parks and ~~recreation~~trails commission to carry out its assigned duties.

Read the first time: February 1, 2023  
Read the second time: February 15, 2023

**APPROVED AND ADOPTED** this 15<sup>th</sup> day of February 2023 by the following vote:

Ayes:

Nays:

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

ATTEST:

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

City of St. Helens  
**RESOLUTION NO. 1973**

A RESOLUTION ADOPTING FINDINGS TO UTILIZE DESIGN-BUILD AS AN  
ALTERNATIVE PROCUREMENT METHOD FOR THE 2.0 MG RESERVOIR  
REPLACEMENT PROJECT AND EXEMPTING PROJECT FROM COMPETITIVE  
BIDDING REQUIREMENTS

**WHEREAS,** ORS Chapter 279C requires a competitive bidding process for Public Improvement Contracts, unless a statutory exception applies, a class of Contracts has been exempted from the competitive bidding process, or an individual Contract has been exempted from the competitive bidding process, in accordance with ORS 279C.335 and any applicable Contracting Agency administrative rules; and

**WHEREAS,** ORS 279.335(2) provides for alternatives to the competitive bidding requirement that otherwise applies to public contracting, upon the adoption of certain findings following a public process; and

**WHEREAS,** The City would like to use a Design-Build (DB) alternative contracting method for the 2.0 Million Gallon Reservoir Replacement Project (Project). Design-Build is defined in OAR 137-049-0610(6) as a procurement method that results in a Public Improvement Contract in which the construction Contractor also provides or obtains specified design services, participates on the project team with the Contracting Agency, and manages both design and construction. In this form of Contract, a single Person provides the Contracting Agency with all of the Personal Services and construction Work necessary to both design and construct the project; and

**WHEREAS,** Staff has determined that the City would realize significant benefits by using an alternative competitive bid process in selecting a firm to design and construction the new reservoir and it is unlikely that such exemption will encourage favoritism in the awarding of the public contract or substantially diminish competition for the public contract; and

**WHEREAS,** The City Council acts as the City of St. Helens Local Contract Review Board and finds that under ORS 279.335 it has authority to grant specific exemptions from the competitive bidding requirements based on the attached findings; and

**WHEREAS,** The City will invite prospective DB teams to submit competitive proposals in response to the City's Request for Proposals ("RFP"). A Selection Committee will select DB team based on an evaluation of the proposals received. The Selection Committee will include various members of City staff. The RFP process will be completed in accordance with the Alternative Contracting Methods requirements set forth in the Oregon Revised Statutes.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES as follows:**

**Section 1.** In accordance with ORS279C.335 the contract for the 2.0 Million Gallon Reservoir Replacement is exempt from traditional competitive bidding.

**Section 2.** This exemption is supported by the draft findings attached in Exhibit A which

is incorporated herein by reference;

**Section 3.** This Resolution is effective immediately upon its adoption.

**APPROVED AND ADOPTED** by the City Council on February 15, 2023 by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder

**Exhibit A**

**DRAFT FINDINGS FOR AN EXEMPTION FROM COMPETITIVE BIDDING  
CITY OF ST. HELENS, OREGON  
2MG RESERVOIR REPLACEMENT**

Oregon Revised Statue (ORS) 279C.300 requires competitive bidding of public works improvement contracts unless specifically excepted or exempted from competitive bidding under Oregon Revised Statue (ORS) 279C.335. St. Helens Municipal Code 2.04.120(4)(a) allows the construction of public improvements using a design/build construction method under a request for proposals. The determination to construct a project using a design/build construction method must be approved by the city council or designee, upon application of the solicitation agent, in which the solicitation agent submits facts that support a finding that the construction of the improvement under the proposed method is likely to result in cost savings, higher quality, reduced errors, or other benefits to the city of St. Helens. The City of St. Helens Local Contract Review Board (comprised of the City Council) may exempt a contract from competitive bidding under ORS 279C.335 based on two findings:

1. The exemption is unlikely to encourage favoritism in the awarding of the public improvement contract or substantially diminish competition for the public improvement contract.
2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the City of St. Helens.

Under St. Helens Municipal Code 2.04.120(4)(a), the City Council may exempt a particular contract from formal competitive requirements and shall consider:

1. If the proposed method is likely to result in cost savings,
2. If the proposed method is likely to result in higher quality,
3. If the proposed method is likely to result in reduced errors,
4. If the proposed method is likely to result in other benefits.

In exempting the public works improvement from competitive bidding under ORS 279C.335(2)(b), the Local Contract Review Board must consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract, all 14 items under ORS 279C.335(2)(b)(A-N).

This document presents information the City of St. Helens City Council (Local Contract Review Board) will consider in its finding to exempt the 2MG Reservoir Replacement Project (Project) from competitive bidding and to use a Design-Build (DB) method of delivery.

## **I. BACKGROUND / NATURE OF THE PROJECT**

The existing 2.0 Million Gallon Reservoir, located at 35259 Pittsburg Road, is the oldest of the four reservoirs that serve St. Helens. The reservoir is a partially buried, concrete tank with a panelized domed metal roof. The concrete wall and floor structure is over 94 years old and over the years has experienced localized spalling and cracking to be expected with the age of the structure. Over the past several years, the reservoir has also experienced increasing leakage.



In 2008, the reservoir was inspected, and the floor joints and several locations of the wall were identified for repair. In 2009, the caulking in the expansion joints was replaced, and the portions of the wall where leaks had been identified were removed and replaced.

While the repairs made in 2009 made some improvement in the leakage, the reservoir continued to experience a relatively high leakage rate of over 16,000 gallons per day. Because of its hydraulic connection to the adjacent 2.5 Million Gallon Reservoir, it was advantageous to preserve the life of the 2.0 MG Reservoir for as long as possible. Coating was selected as the most cost-effective solution to address the leakage and extend the life of the structure.

In April 2017, the reservoir's entire interior surface was finally lined with a coating system which began with a 20-mil application of the Reactamine 760 coating product which was overlaid with a non-woven geo-textile fabric which was fastened to the reservoir's concrete surface with 316 stainless steel threaded bolts. A final coating of the Reactamine 760, designed to be applied at a minimum of 60 mils, was applied directly to the fabric and over the bolts to form a monolithic leak-proof barrier inside the reservoir.

However, after the installation, the membrane system exhibited severe leakage of approximately 74,000 gallons per day. After multiple repairs and testing, the leakage rate of the reservoir has remained at a steady 44,000 gallons per day. The reservoir has been taken offline.

In 2021, the City hired a forensic engineering consultant to make recommendations for repair. The recommendations received from the forensic engineer was to:

- (1) remove the liner system completely, enhance integrity of concrete surface with an epoxy coat or parge coat and apply a waterproofing membrane, or
- (2) abandon the existing structure and construct a new structure within the existing.

The City's updated Water Master Plan has identified a water storage deficit for St. Helens with the reservoir offline.

Because of the extreme age and poor condition of the concrete, and because the prior attempt at extending the life of the current tank has failed, staff believes that the best course of action is to abandon the existing structure and construct a new structure within the existing structure's footprint. It is believed that the design-build procurement process to design and build a new reservoir facility to replace the existing reservoir will meet the current operational needs at the best possible value to the City of St. Helens because the project will be benefitted by having a single point of contact capable of providing engineering and construction services; the reservoir is a critical part of the City's water infrastructure; the integration of value engineering under a design-build contract reduces the potential for contract changes, design and construction flaws, and conflicts between owner-designer-contractor; the design-build will shorten the project timeline and allow the City to put the reservoir in service faster; and better collaboration and innovative design solutions through collaboration between the contractor and design team.

The Project has an estimated construction cost of \$1.8 Million Dollars, and generally includes the following work:

### 1. New Reservoir, located at 35259 Pittsburg Road.

A design-build contract is one in which a single entity designs and constructs a public improvement. Design-build contracts can only be used if City staff and City consultants have the expertise and experience to administer a design-build contract. It is believed that City staff and its consultants have the necessary experience and expertise to successfully utilize this contracting method. The design-build process is used to:

- a. Obtain through a design-build team, engineering design, plan preparation, value engineering, construction engineering, construction, quality control and required documentation as a fully integrated function with a single point of responsibility.
- b. Integrate value engineering suggestions into the design phase, as the construction contractor joins the project team early with design responsibilities under a team approach, with the potential of reducing contract changes.
- c. Reduce the risk of design flaws, misunderstandings and conflicts inherent in construction contractors building from designs in which they have had no opportunity for input, with the potential of reducing contract claims.
- d. Shorten project time as construction activity (early submittals, mobilization, subcontracting and advance work) commences prior to completion of a "biddable" design, or where a design solution is still required (as in complex projects); or
- e. Obtain innovative design solutions through the collaboration of the contractor and design team, which would not otherwise be possible if the contractor had not yet been selected.

The City plans to select a Design-Builder for the Project through a two-step process; consisting of responses to a Request for Proposals (RFP) followed by interviews of top ranked Proposers. The City plans to advertise the RFP for selection of a DB firm in 2023 with the Design-Builder being under contract by May 2023. This is a public improvement project and, as such, design-builders must be a licensed Contractor in good standing in the state of Oregon.

## II. SUMMARY OF FINDINGS

With regard to ORS 279C.335, the City of St. Helens Local Contract Review Board shall consider the following in its decision to exempt the Project from competitive bidding and use the DB method of delivery:

### **1. The exemption is unlikely to encourage favoritism in the awarding of the public improvement contract or substantially diminish competition for the public improvement contract.**

Proposed Analysis: The City will select the Design-Builder through a competitive process that fosters competition and focuses on qualifications and delivering best value to the City with disregard to favoritism. The City will issue a RFP in a manner that will attract competition from qualified firms through advertisement in the Daily Journal of Commerce and local newspaper, and posting on the City's web site.

The RFP will attract Proposers having the specialized knowledge, capacity, and skills for the Project from within the state and Pacific Northwest. A sufficient number of design-build firms are available to respond to the RFP.

With respect to favoritism, the City will take prescriptive measures to assure an open competition. Strict adherence to pre-defined scoring criteria that are included in the RFP will be followed. Scoring criteria will be based on experience of the design-build firm and project personnel; understanding of the technical and work requirements for the Project; approach for managing and minimizing Project risks; approach to safety; and consideration of professional design and/or construction management support costs or fees. Review of proposals and scoring will be performed by City staff. All reviewers shall follow the pre-defined scoring criteria.

Proposed Finding: The process used by the City to select the Design-Builder and the availability of multiple firms to propose makes the exemption unlikely to encourage favoritism in the awarding of the public improvement project or substantially diminish competition for the public improvement contract.

## **2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the City of St. Helens.**

Proposed Analysis: The Project includes construction of a new Reservoir, located at 35259 Pittsburg Road. A reduction in design costs and a reduction in construction costs are likely and the exemption provides other substantial benefits to the City as regards meeting the schedule and completing necessary work to allow the City to regain its storage capacity in a timely manner.

Awarding the Project under the exemption allows the construction team members of the Design-Builder to participate during design to conduct required exploratory investigations, embed construction work and sequencing into the documents, and develop contingency plans that adequately address risks. The work can be conducted in collaboration with the designer and City staffs to assure the City's interests are addressed. Work by the contractor during design may have similar cost to the additional engineering effort required under competitive bidding. However, the benefits to the City are substantially greater under the DB delivery method the exemption provides. The benefits include reduced changed condition claims, reduced risk of additional time to achieve adequate water storage, and lower construction cost contingencies.

The exemption from competitive bidding and use of the DB delivery method allows the City to have the contractor identify logistics and costs for staging and sequencing for the evaluation, and the benefit of real-time construction costing. The DB method promotes better collaboration with the contractor during design that will result in increased public and City staff safety through increased vetting of construction means and methods. This will also reduce the risk of additional time under which water storage deficiencies could

endanger public safety. While the cost of these benefits was not quantified, they are considered to be substantial.

Use of design-build delivery has not only substantially reduced the overall project implementation schedules, which provides cost savings under escalating market conditions, but it also provides cost savings related to overall professional engineering services. Historically, engineering design services for a similar type project as that of the City's ranges from 10 to 11% of the construction cost. In a design-build delivery, final bidding documents and bidding support services are not required, and the levels of design details and specifications are greatly reduced as a result of close coordination between the designer and contractor. As a result, design-build projects have realized engineering design services in the range of 7 to 9% of the construction cost.

Proposed Finding: Awarding the project under the exemption provides an opportunity for cost savings and provides other substantial benefits to the City. The exemption provides a collaborative work approach under the DB delivery method to be used with the contractor involved in the Project design. This provides an opportunity to prepare well-planned work sequences that reduce the risk of additional storage shortages. This benefit could reduce risks to public safety. In addition, the DB delivery method will facilitate meeting an aggressive schedule to place the new reservoir into use and address the water storage shortfall.

Additionally, substantial benefits of using the DB delivery method include increased safety of the public and City staff and better ability to control the impact that current market conditions have on construction costs.

### **III. RESPONSE TO ITEMS UNDER ORS 279C.335(2)(b)**

In approving the finding under ORS 279C.335(2)(b), the Local Contracting Review Board must consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract the 14 items outlined in ORS 279C.335(2)(b)(A-N). Information considered by the Local Contract Review Board related to each of these requirements follows:

(A) How many persons are available to bid:

Information to be considered by the Local Contract Review Board: The RFP will attract Design-Builders having the specialized knowledge, capacity, and skills for the Project from within the state, and the Pacific Northwest. A sufficient number of DB firms are available to respond to the RFP.

(B) The construction budget and the projected operating costs for the completed public improvement:

Information to be considered by the Local Contract Review Board: The estimated construction cost for the project is \$\_\_\_\_\_.

(C) Public benefits that may result from granting the exemption:

Information to be considered by the Local Contract Review Board: Benefits to the public will result from the collaborative work approach under the DB delivery method. The project is expected to cost less due to value engineering. It will be safer in that the DB firm will address the best manner in working near the other storage tank, and, since water storage plays a significant role in protecting public safety, it will protect the other resources of the City and the public, thereby maintaining significant public benefits as a source of needed water in an emergency.

The collaborative approach to design and construction under the DB delivery method better assures that the water shortage will be eliminated as soon as possible. This better assures that the benefits to the public provided by reliable water storage are maintained.

(D) Whether value engineering techniques may decrease the cost of the public improvement:

Information to be considered by the Local Contract Review Board: The DB delivery method builds in innovation, constructability, and real-time cost estimating during development of the design; all of which are core parts of value engineering techniques. In an effort to decrease cost of the Project, value engineering will be conducted at about 30% design development. The review will be led by City staff, outside experts (as needed), and the DB firm participating. The DB team can provide realistic determination of costs and constructability issues that will allow cost-benefit decisions to be made by a team of City staff, design engineer, and contractor working in a partnership to decrease the cost of the project.

(E) The cost and availability of specialized expertise that is necessary for the public improvement:

Information to be considered by the Local Contract Review Board: Construction of the Project requires specialized designers and contractors that have experience designing and building large storage tanks. Construction firms and subcontractors with this expertise are available in the Pacific Northwest.

The cost and availability of specialized expertise necessary for public improvement is not impacted by an exemption from competitive bidding and use of the DB method of delivery. However, procurement of the DB firm based on qualifications, understanding of the project, and proposed approach leads to the City retaining the most qualified firm for the project.

(F) Any likely increases in public safety:

Information to be considered by the Local Contract Review Board: It is important to construct the Project in a manner to ensure safe working conditions for the contractor, the neighbors, and the public that could be affected by the Project. A shorter design/build

time will address the City's water storage deficiency more quickly than a traditional design-bid-build procurement method.

The DB procurement method allows historical safety performance and commissioning work on similar projects to be considered as a selection criteria. It also permits the City to work closely with the contractor to ensure that the design and work sequences include appropriate safety measures, that the contractor understands the City's safety concerns, and that the contractor will take appropriate steps to address them. The DB method promotes better collaboration with the Contractor during design to result in increased public and City staff safety through increased vetting of construction means and methods, and reduced risk of situations that could endanger public health.

(G) Whether granting the exemption may reduce risks to the contracting agency or the public that are related to the public improvement:

Information to be considered by the Local Contract Review Board: In a traditional design-bid-build approach, the engineer develops the work plan, however, communicating the information to the contractors during the bid phase can be challenging due to the level of detail needed. However, the use of the DB method enables the contractor to fully understand the project during the design phase, develop a work plan with the engineer and City staff, and mitigate risks associated with large tank building. Furthermore, the reduction in project uncertainty with having the contractor involved during design translates into cost savings to the City in the form of reduced contingency.

The partnering relationship provided through DB delivery will provide opportunity for the City to work with the Contractor to ensure safety measures are followed and revised if needed to reduce risks to the public.

(H) Whether granting the exemption will affect project funding sources:

Information to be considered by the Local Contract Review Board: The Project funding source will not be impacted by an exemption from competitive bidding and use of the DB method of delivery.

(I) Whether granting the exemption will better enable the City to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement:

Information to be considered by the Local Contract Review Board: Recently, in 2022, the bidding market for public works projects has been impacted significantly as a result of increased commercial construction across the country and specifically in the Pacific Northwest. A shortage of skilled craftsmen and laborers, shortages of building materials, increased inflation and rising interest rates have resulted in a 14% rise in construction costs. Even when historical cost data and reliable sources are used, engineering and pre-construction cost estimates for building trades and labor have proven to be inaccurate in a traditional delivery method without real time construction pricing. Using a DB method, benefit-cost decisions can be made using real-time construction costs to keep the Project

within budget. Both suppliers and sub-trade work can be procured early to eliminate price uncertainty and lessen the impact of price escalation during the construction period. In addition, under DB an owner is afforded the flexibility of awarding early construction work packages (e.g., site/civil work, foundation work, etc.) prior to design completion of the overall project. Furthermore, DB affords the ability and time to adjust the project budget during design when true pricing is understood such that the Project is designed at or below budget.

The DB method provides flexibility to reduce the impact of market conditions, specifically through schedule acceleration. This savings in time lessens the impact of the price increases occurring in the current market conditions. For these reasons, granting an exemption to competitive bidding will better enable the City to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement.

(J) Whether granting the exemption will better enable the City to address the size and technical complexity of the public improvement:

Information to be considered by the Local Contract Review Board: At least four characteristics of the project lead to its technical complexity and the requirement for a Design-Builder with adequate capacity: 1) building a large, new Reservoir, located at 35259 Pittsburg Road. 2) working in proximity to the existing storage tank 3) working in proximity to neighboring residences, and 4) the need to have a new tank in operation as quickly as safely possible.

The technical complexity of the project requires a Design-Builder that can manage all aspects of work. The DB process will allow the City to acquire a highly qualified contractor with adequate staffing for the site supervision needed as opposed to a minimally staffed contractor secured through award to the lowest responsive, responsible competitive bidder. As a result, it is more likely that the DB firm can address the technical complexities and schedule limitations of the project more effectively, in part because of its qualifications and in part because it will have the opportunity to propose a project approach with adequate staff.

(K) Whether the public improvement involves new construction or renovates or remodels an existing structure

Information to be considered by the Local Contract Review Board: The Project involves construction of a new Reservoir, located at 35259 Pittsburg Road., near existing City infrastructure. Using a DB method, the construction contractor is part of the Project team early on, involved in field investigation and design coordination; thereby reducing the risk of discovering unknown conditions and damaging existing infrastructure.

(L) Whether the public improvement will be occupied or unoccupied during construction

Information to be considered by the Local Contract Review Board: During construction the nearby residences will be occupied, and City staff may be required to visit the other existing storage tank. The DB method provides adequate time to plan the work and staging areas for construction to avoid issues with the residences and any work in the nearby facility.

(M) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions

Information to be considered by the Local Contract Review Board: Construction will most likely be completed in a single phase. However, the work involves several elements, which will require well-planned work sequences. The DB delivery method facilitates selection of these key team members early in the process and allows the contractor an opportunity to develop a work plan that provides the best value to the City.

(N) Whether the City has, or has retained under contract, and will use city personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the City will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract

Information to be considered by the Local Contract Review Board: The City has experience using design-build delivery, will use specialized advisor services when necessary and the law firm of Jordan Ramis for legal counsel support for the Project.

Possible areas where specialized advisors with specific expertise may be hired or utilized include for exempting the Project from competitive bidding, for preparing the RFP for securing the DB firm through a competitive process, for overseeing the work of the DB firm during initial design and guaranteed maximum price development, and for providing assistance during negotiation of the terms, conditions, scope, and pricing for final design, permitting, and construction.

In addition, Jordan Ramis, PC's attorneys act as general and special counsel for local governments (counties, cities, and special purpose districts) throughout Oregon. They provide advice on public contracting, design and construction litigation, property issues (including negotiation, acquisition, and condemnation), insurance coverage and defense, public meetings, public records, finance, system development charges, utility ratemaking, telecommunications, environmental and natural resources, energy, government ethics for public officials, franchise fees and privilege taxes, and other matters associated with conducting government affairs. They have provided legal counsel to municipal clients on a number of alternative delivery projects including the use of design-build and CM/GC.



## II. SUMMARY OF DESIGN-BUILD BENEFITS TO THE CITY

The City is seeking to utilize the DB delivery model to realize cost savings and other project delivery benefits as stated within this findings document. These savings and benefits are expected to be significant. The use of DB will promulgate the following benefits for the City:

- Will allow the City a simple and inexpensive procurement process that can be completed in a relatively short timeframe, thus allowing the City to expedite contracting with both a designer and contractor to immediately begin project implementation.
- Will allow schedule acceleration while leveraging the collaboration advantages (e.g., early contractor involvement, value engineering and value construction) provided by DB, thereby reducing project costs.
- Will allow the City to more effectively manage the Project through one contract administration with the Design-Builder.
- Will allow the City to allocate errors, omissions, and performance risks to one entity (i.e., the Design-Builder) rather than incurring risk responsibility through traditional design-bid-build.
- Will allow the City to remain directly involved in both the design and construction processes for enhanced coordination.
- Will allow the City more effective input into scope, features, and operational aspects of the design.
- Will allow the City flexibility to complete the Project at or below the City's budget (i.e., design and construct to-budget).
- Will allow the City to utilize both negotiated and competitive selection of key suppliers and subcontractors through "open book" GMP to deliver best-value for the City (both in terms of Project construction costs and long-term operating costs).

It is the recommendation of Staff that the City Council adopt and make the findings as set forth above and exempt the 2MG Reservoir Replacement Project (Project) from competitive bidding and to use a Design-Build (DB) method of delivery under a competitive RFP.

# City of St. Helens

## FIRST AMENDMENT TO PERSONAL SERVICES AGREEMENT

### Oregon Patrol Service

This Amendment is entered into this 15<sup>th</sup> day of February 2023, between the **City of St. Helens**, an Oregon municipal corporation (“the City”), and **Oregon Patrol Service** (“Contractor”).

#### RECITALS

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

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

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

**D. WHEREAS**, the City and Contractor mutually desire to amend the Agreement as stated in the attached *Agreement for Security Services* and extend the term of the Agreement for an additional six (6) months.

#### AGREEMENT

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.** The termination date of the agreement signed on or about December 1, 2021, shall be amended to reflect a **termination date of December 31, 2023**, unless earlier terminated according to the terms of the Agreement.

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

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

**CITY:**

**CONTRACTOR:**

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

**OREGON PATROL SERVICE**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_



## *Agreement for Security Services*

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

**265 Strand Street  
St. Helens, OR 97051**



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

**OREGONPATROL SERVICE**

County Patrol Service OR, LLC.

1/3/2023

Dear John,

We are very excited to continue our partnership with the City of St. Helens and believe this first year of service has been quite successful as we have served your community. Following is our updated Service Agreement for the 2023 service year to provide court bailiff services for the City of St. Helens.

As you will find, the terms of service are continuing in the same order with OPS providing (1) Armed security officer for all Court bailiff services for the regular scheduled Municipal/Traffic court dockets scheduled each Thursday of the month, excluding holidays.

We look forward to continuing a strong partnership with the City of St. Helens, Chief Brian Greenway and his team as well as the judiciary and court services team.

Please let me know if there is anything else you need. Thanks much for trusting us with your security needs.

Sincerely,

Laurie M. Sutherby  
*President, Director of Security Operations*



***A NEW Standard...A BETTTER Choice®***



## AGREEMENT FOR SECURITY SERVICES

This Agreement for *Professional Security Services* (the "Agreement"), entered into November 18, 2021 is by and between County Patrol Service Oregon, LLC, dba **Oregon Patrol Service**, a domestic limited liability company, licensed by the Secretary of State of Oregon Corporation Division as a **Security Guards & Patrol Services Provider**, with its principal office at 4120 SE International Way, Ste. A-110, Milwaukie, OR 97222 (hereinafter "OREGON PATROL SERVICE" or "OPS"), and **City of St. Helens, Oregon** (hereinafter "the CLIENT") located at 265 Strand St., St. Helens, OR 97051.

### 1 **SERVICES**

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

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

1.b **Overview of services provided is as follows:**

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

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

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

### 2.1 **PAYMENT OF SERVICE: Municipal Court**

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

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

- A. Flat-rate charges shall apply to each court session, as specified below. If the court session exceeds the service length covered by the Flat-rate Charge, additional time for the session will be calculated at hourly Municipal Rate of \$38.00/hour. No overtime charges apply, and overtime, if applicable is the responsibility of OREGON PATROL SERVICE.

#### **2023 Per-Session Costs**

##### **Service – January 1, 2023**

Municipal Court- Full day (0900-1700) Every Thursday: 8hrs x \$38.00/hr = \$304.00/session

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

### 2.3 **INVOICING & LATE PAYMENT POLICY**

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

### 2.4 **COMMENCEMENT & TERMINATION OF SERVICE**

Services will commence no earlier than 1/5/2023 at 0900 and will be in effect for a period of one year, to expire on 12/31/2023 at 1700. No OPT-OUT PROVISION (early termination of service) is included in this agreement.

### **3 CHANGES**

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

### **4 STANDARD OF CARE**

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

### **5 INSURANCES**

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

### **6 MISCELLANEOUS**

- 6.1 Independent Contractor:** OREGON PATROL SERVICE is an independent contractor of Client.
- 6.2 Force Majeure:** OREGON PATROL SERVICE shall not be responsible for delays or failures if such delay arises out of causes beyond its control. Such causes may include, but are not restricted to, acts of God, of the public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight embargoes, electrical outages, computer or communications failures, and severe weather, and acts or omissions of subcontractors or third parties.
- 6.3 Rates:** OREGON PATROL SERVICE assures rates indicated herein shall be in effect as specified for the duration of this agreement. OREGON PATROL SERVICE will notify
- 6.4 Term & Termination:** This agreement shall remain in full force and effect for a period of 1 year beginning January 1, 2023, unless otherwise mutually agreed upon in writing.

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

**City of St. Helens, Oregon**

**OREGONPATROLSERVICE**

By: \_\_\_\_\_

By: \_\_\_\_\_

**John Walsh**

City Administrator  
January 3, 2023

**Laurie Sutherby**

President & Director of Security Operations  
January 3, 2023



**OREGONPATROLSERVICE**



**FIFTH AMENDMENT TO  
Otak Personal Service Agreement  
S. 1<sup>st</sup> Street and Strand Streets, Road and Utility Extensions, Project No. P-525**

This agreement is entered into this \_\_\_\_\_ day of February 2023, by and between the City, (hereinafter "City"), and Otak, Inc. (hereinafter "Contractor").

**RECITALS**

- A. City and Contractor entered into a Personal Service Agreement on March 8, 2021, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. The City has determined that the additional task of design for the undergrounding of the electrical services in the Riverfront District to facilitate Columbia River People's Utility District (CRPUD) undergrounding of the overhead power lines is needed.
- C. The Contractor has provided a Scope of Work, Work Order No. 5, to develop plans and specifications related to the undergrounding of the electrical services in the City's Riverfront District along S 1st Street from St. Helens to the Tualatin Street Right of way, and Strand Street from Plaza Square to just south of Cowlitz Street.

**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. Additional compensation for Work Order No. 5 shall be a not to exceed amount of \$51,088.80.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this \_\_\_\_\_ day of February 2023.

**Contractor**

**City**

Millicent Williams

Digitally signed by Millicent Williams  
DN: cn=US, email=millicent.williams@otak.com,  
o="Otak, Inc.", ou=OR/SW Washington  
Public Sector, cn=Millicent Williams  
Date: 2023.01.30 16:32:22-0800

Date: January 30, 2023

Rick Scholl, Mayor  
Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Kathy Payne, City Recorder

# City of St. Helens

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

### Design, Construction, and Permit Documents

## Scope of Work

### Work Order No. 5

January 27, 2023

## Project Understanding

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

As part of the S 1<sup>st</sup> Street – Strand Street Road and Utilities Extension project, the City will be working with the Columbia River People's Utility District (CRPUD) to underground the overhead power lines. This project necessitates working with a private electrical contractor to underground the electrical services which are currently connected to these overhead power lines, after the main power lines have been undergrounded.

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

Firm/Lead	Responsibilities
Otak, Inc. Keith Buisman	Project Management, Civil/Roadway Design and Utility Coordination
R&W Engineering	Utility Design and Coordination

## Task 9 – Undergrounding Utilities

The purpose of this task is to develop plans and specifications related to the undergrounding of the electrical services in the City's Riverfront District along S 1<sup>st</sup> Street from St. Helens to the Tualatin Street Right of way, and Strand Street from Plaza Square to just south of Cowlitz Street. This design work is focused on the connections from the main trench to the individual buildings within the project area.

The bid package will be separated into two phases to aid in construction/relocation. The first phase will include electrical services along S 1<sup>st</sup> Street between Tualatin and Cowlitz. The second phase will include electrical services along Cowlitz and Strand between City Hall and the existing southern end of Strand.

### **Task: 9.1 Project Management and Administration**

The following items are included:

- Project Management and Administration. The Otak Project Manager will support the City's direction, and control of the services described in this Scope of Work. The City will direct the consultant team regarding engineering activities and team meetings. The City will maintain communication and coordination between consultant staff and other project stakeholders, such as CRPUD.

- Track consultant contract costs and budgets on a monthly basis. Prepare monthly invoices and summary reports, up to three (3) invoices are included.
- Prepare and administer sub-consultant contracts.
- Maintain the document files.

### **Task: 9.2 Project Coordination, Meetings, and Schedule**

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

1. Project Kickoff/Site Visit – A meeting will be held on site with R&W, Otak Project Manager, and City staff. The following information will be reviewed during the meeting:
  - Project Schedule
  - Project Scope
  - Project Deliverable Requirements
  - Walk-through existing electrical service connections
2. Project Design Review Meetings – Two (2) design review meetings will be held with R&W, Otak Project Manager, and City staff. The first meeting will be held at 50% design and the second meeting will be held at Final PS&E. These meetings assume each will be a 90-minute virtual meeting to review the design and go over any City comments.
3. Coordination Meetings with the CRPUD.
  - Participate in three (3) one-hour virtual meetings with R&W and the CRPUD.
  - Participate in one (1) on-site meeting with CRPUD to walk the project site and review any specific areas of concern. This meeting could require up to two (2) hours depending on the number of services determined necessary to review.
4. Final Walkthrough Site Visit – A final walk through of the plans in the field prior to Final PS&E. Assumes R&W, Otak Project Manager, and City staff will attend.

The proposed design schedule is as follows:

1. On-site Kickoff/Site Visit: Friday, 2/17
2. 50% Design Deliverables: Friday, 3/17 (4 weeks)
3. Review comments by City and CRPUD back: Friday, 4/14 (4 weeks for review)
4. Final, Signed Deliverables: Friday, 5/12 (4 weeks)

Schedule will change based on actual kickoff/site visit date. Schedule is also subject to change based on unforeseen circumstances such as inclement weather on scheduled kickoff date, illness, etc.

### **Task 9.3 Undergrounding Utilities: 50% and Final PS&E Design**

The PS&E design will follow the same general organizational flow as the other associated street design improvement work has set and attempt to match that as much as possible to aid in reducing potential confusion between areas of work and responsibilities of work. Design submittals will be provided at the 50% complete milestone and Final Design milestones with signed, biddable drawings made available upon addressment of any final design review comments provided for incorporation and addressment.

The electrical design will incorporate as much information as possible from design efforts already completed related to the CRPUD design and infrastructure requirements included in the current Otak drawing plans. The electrical drawings will show as much of the utility infrastructure design information as applicable for reference and clarity of project bid and construction, but intent of this aspect of design will be to depict altered customer service connections from new service vaults to existing customer service meters, CT enclosures, and/or demarcation points within the Phase 1 and Phase 2 areas of the project. Any identified special temporary power service needs will also be identified where applicable. The following are a list of anticipated drawings thought necessary:

1. Electrical Legend & Abbreviations

2. Overall Site Plan for Phase 1 & 2
3. Partial Phase 1 & 2 Site Plans (2 sheets anticipated, 1 for each phase)
4. Partial Power Service Site Plans (6-8 sheets anticipated)
  - a. Existing service demolition requirements shall be indicated on these plan sheets for all affected services within the purview of the defined project area.
5. Circuit Schedule
6. Details (1-2 sheets anticipated)

Specifications for electrical design work shall also be provided with the final design drawing set. Final signed drawings will be provided after receipt of any final design submittal comments are received and incorporated as applicable.

#### Assumptions:

- Specifications to be in CSI format.
- Electrical cost opinion shall be provided on a lump sum bid tab approach based on a per service basis.
- CAD base and project title block drawing files will be provided by Otak for use by R&W. Any required survey work will be conducted by Otak.
- Bid & construction services will be negotiated outside of this design scope of work.

#### Deliverables:

- 50% submittal shall include:
  - Draft plan sheets electronic (Adobe PDF)
  - Preliminary engineer's construction cost estimate (in MS Excel format and PDF)
  - Draft technical specifications (in MS Word format and PDF format)
- Final PS&E submittals shall each include:
  - Stamped plan sheets electronic (Adobe PDF)
  - Three, full-sized, hardcopies of the stamped plan sheets
  - Bid sheet (in MS Excel format and PDF)
  - Final engineer's construction cost estimate (in MS Excel format and PDF)
  - Final technical specifications (in MS Word format and PDF format)
  - Three printed sets of the technical specifications





Otak Project # 19823

[illegible]

**CITY of ST. HELENS  
and  
COLUMBIA ECONOMIC TEAM**

**JOINT MEMORANDUM of UNDERSTANDING**

This Memorandum of Understanding (hereinafter referred to as MOU), entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of St. Helens, an Oregon municipal corporation (hereinafter referred to as the City), and the Columbia Economic Team, a 501(c)(6) non-profit corporation (hereinafter referred to as CET), for the purpose of defining the relationship and responsibilities of the parties as they pertain to the implementation of the Growing Rural Oregon Initiative (hereinafter referred to as GRO).

**RECITALS**

**WHEREAS**, the City of St. Helens, has been selected by the Ford Family Foundation for inclusion in its Growing Rural Oregon (GRO) initiative that is developing entrepreneurial ecosystems in rural communities throughout the state, and

**WHEREAS**, after selection and invitation to apply, Ford Family Foundation has awarded the City a \$100,000 grant for program and small business entrepreneurial ecosystem development, renewable for a period of three years with possibility of two year extension, and

**WHEREAS**, the City has assembled a robust working group of local individual, organizational, private and public stakeholders to cultivate this opportunity, and

**WHEREAS**, Columbia Economic Team (CET), its Small Business Development Center (SBDC), and other staff are engaged in the St. Helens GRO initiative, and

**WHEREAS**, small business advising, facilitation, marketing, promotion, and support are core competencies and the focus of CET, and

**WHEREAS**, the ongoing work of business resource building by CET is closely aligned with the GRO Program framework and plan execution, and

**WHEREAS**, it is in the best interests of the St. Helens community and the greater Columbia County community to achieve optimal alignment of efforts in entrepreneurial ecosystem development and Columbia Economic Team has essential support infrastructure in place, and

**WHEREAS**, the City of St. Helens has determined that the GRO Program can be optimized by integrating the program under the CET umbrella,



NOW, THEREFORE, based on the mutual covenants set forth in this MOU, the parties agree to the following terms and conditions:

Section 1. Term, Duration, and Termination.

This MOU shall be in effect from the date of signing until December 31, 2025 unless written notification by either party is presented to the other party on or before September 30, of intent to terminate this MOU effective on December 31 of the year of said termination notice. Failure to adhere to the duties and responsibilities outlined in Section 2. A. may result in the termination of this MOU. If either party terminates this MOU, effective as of the date of termination, any agreed upon financial obligations shall no longer incur, provided that all undisputed obligations incurred to the time of the notice have been remedied pursuant to the terms of this MOU.

Section 2. Duties and Responsibilities.

A. CET shall:

1. Maintain their status as a 501(c)(6) organization with a mission to, "promote the creation, retention, growth and attraction of business and industry throughout our county."
2. Efficiently manage the administrative and financial functions of the greater St. Helens GRO initiative, recovering appropriate administrative overhead costs in an amount not to exceed 10% of the full grant amount.
3. Contract and maintain an Entrepreneur Navigator, responsible for implementation of the GRO initiative in greater St. Helens.
4. Provide support and supervision of the Entrepreneur Navigator for GRO Greater St. Helens.
5. Make recommendations to City regarding specific GRO activities and projects as part of its annual reporting process and ongoing planning efforts.
6. Continue meaningful participation and engagement on the greater St. Helens GRO eLeadership Team.
7. Maintain, and make available to the City, all appropriate records, electronic and otherwise, on behalf of GRO greater St. Helens.
8. Maintain monthly activity updates, quarterly contract reporting, and annual financial reconciliation for reporting to the City and Grantor.
9. Adhere to the terms and conditions of the Ford Family Foundation Grant Agreement, year 1 agreement dated October 28, 2022 and all subsequent grant agreements related to the initiative.

B. City shall:

1. Continue meaningful participation and engagement on the greater St. Helens GRO eLeadership Team.
2. Serve as the primary contact for grant administration and reporting, maintaining stewardship of resources related to the GRO initiative and adhering to the terms and conditions of the Ford Family Foundation Grant Agreement, year 1 agreement dated October 28, 2022 and all subsequent grant agreements related to the initiative.

3. Transfer the full funding amount of the Year 1 Grant (\$100,000) and subsequent Yearly grants as received from the Ford Family Foundation prospectively to CET for implementation of the greater St. Helens GRO initiative as they are made available under the terms of the grant agreement(s).
4. Designate a staff person to serve in the role of Team Co-Lead. Key responsibilities include convening the group, guiding action planning, recruiting members to provide leadership for key activities.
5. Provide space, coordination and technology as needed or requested for team meetings.
6. Partner in promoting the events and activities of the greater St. Helens GRO initiative.
7. Support and coordinate with CET on annual reporting to the Grantor for the purposes of obtaining Year 2, Year 3 and any potential additional funding.

### Section 3. Indemnification.

To the maximum extent permitted by law, the parties shall hold and save each other, their officers, agents, and employees, harmless and shall defend and indemnify each other from any claims, damages, losses, and expenses, including attorney fees, which arise out of the action or inaction of the parties, their agents, officials or employees in the performance of this Memorandum of Agreement.

### Section 4. Amendments and Assignments.

All amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be in writing and executed with the same formalities of this MOU. This MOU is binding on the heirs, successors and assigns of the parties hereto but shall not be assigned by either party without first obtaining the written consent of the other. This MOU encompasses the entire agreement of the parties and supersedes all previous understandings and agreements between the parties. The parties hereby acknowledge and represent that said parties have not relied on any representation, assertion, guarantee, warranty, collateral contract or other assurance, except those set out in this MOU, made by or on behalf of any other party, person or entity whatsoever, prior to the execution of this MOU.

### Section 5. SEVERABILITY.

The provisions of this MOU are severable; if any Section, subsection, sentence or clause shall be found by a court of competent jurisdiction to be invalid, unconstitutional, or is clearly and specifically preempted by Federal or State laws, the remaining Sections, subsections, sentences, or clauses shall remain in full force and effect, unless the effect of such invalidity, unconstitutionality or preemption effects a material alteration in the benefit of a party's bargain contained herein. Should any provision be declared invalid or unconstitutional or be preempted, the parties shall enter into negotiations within ten (10) days of final judgment or effective date of the law regarding any such matter and make a good faith effort to reform

or replace such provision or part thereof with a valid and enforceable provision that comes as close as possible to providing the parties the benefit of its bargain as originally expressed herein.

CITY OF ST. HELENS

COLUMBIA ECONOMIC TEAM

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John Walsh  
City Administrator

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Paul Vogel  
Executive Director



# COUNCIL WORK SESSION

Wednesday, November 02, 2022

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

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

Dylan Gaston, Police Detective  
 Matt Smith, Police Corporal  
 Jacob Graichen, City Planner  
 Bill Monahan, City Attorney  
 Tina Curry, Event Coordinator

### OTHERS

Ron Trommlitz	Steve Toschi
Brady Preheim	Litia Miller
Stephanie Patterson	Jenna Cook

### CALL WORK SESSION TO ORDER – 2:00 p.m.

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

- Ronald Trommlitz read his comments into the record about requesting a copy of the Walker Consultant's Report on the reservoir. The City had paid \$2,800 for the report, which detailed the conditions, causes, responsibilities, and possible solutions suggested prior to years of litigation due to the failed liner. He submitted Public Records Requests in March and October, but both had been denied by the City Attorney.

Council President Morten requested a copy of what was read by Mr. Trommlitz.

- Brady Preheim noted Spirit of Halloweentown was a great event. He noted the trash cans had all been removed from the park, and some should have been left there. He expressed concerns about the Groundbreaking Ceremony, since a developer had not been hired, as well as the state of the City's finances due to the City not having hired a new Finance Director. He did not believe the City understood its financial situation, especially in light of the previous Finance Director, and that worried him.

### DISCUSSION TOPICS - *The Council will take a break around 4:00 p.m.*

#### 1. Employee Length of Service Recognition - *Scott Williams for 15 Years*

Mayor Scholl and Council members congratulated and thanked Scott Williams, a dedicated employee who had served the City with diligence and excellence. He was unable to attend in person as he was busy setting up for the Groundbreaking Ceremony.

**2. Police Department Semi-Annual Report - *Brian Greenway, Police Chief***

Chief Greenway and Lieutenant Hogue reviewed their report. A copy was included in the archive packet for this meeting. Key items highlighted via PowerPoint included staffing updates with new hires and the Department's new hiring process which had been recalibrated for excellence. One new officer was expected to start in November, although DPSST training was not scheduled until May 2023. The State of Oregon had halted signing bonuses for lateral officers unless that same bonus was offered to every current employee. Crime trends, crime prevention strategies and case solving statistics in city were also reviewed. The agency had the first female officer instructor trained in drug recognition, and her additional training had helped increase the DUI numbers in the report. She and other St. Helens officers offered refresher training classes to the School District and talked with the District about encouraging students to consider policing as a viable profession. They also noted the exceptional work by the department in solving cases, including some that have already been prosecuted, with a particular emphasis on efforts to protect the vulnerable members of the community like children and the elderly. St. Helens K-9, Ryder, had been doing excellent work in investigations and the apprehension of suspects. Several incidences were noted, highlighting the work of the police officers, including a burglary attempt, which escalated to attempted assault and two fires where the police had fast response times. Some notable detective work and community partnerships were also highlighted, including the CCMH Crisis Stabilization Center. They stressed the challenges around mental health patient transportation strategies due to the amount of time it took officers away from the community. The Department had continued to work with the Fire Department to aid in evacuation and fire suppression efforts and training other Columbia Community Law Enforcement (CCLE) Agencies.

They clarified that the Police Department only offered escort services in collaboration with Columbia Community Mental Health (CCMH) Crisis Stabilization Center when the County had not been involved. The County did offer transportation for inmates to Portland, but not for mental health. Suspected mental health cases were not a cause for arrest. Protocol was to just hold the person and have an assessment done at the CCMH Crisis Stabilization Center. If one was arrested, their attorney could request evaluation, which would then trigger a mental health assessment. The current mental health policy within the State would only assess and hold those individuals who expressed suicidal thoughts. No calls had been had on the kiosks and boating docks with prevention being the emphasis and not response. Due to leadership changes, water training for officers had been delayed.

Councilor Birkle commended the department on the excellent work they had been doing. He had done a ride along and was impressed by Officers McClure and Marshall doing a DUI assessment, particularly with their resourcefulness in using a mobile translator to communicate as the driver only spoke Spanish.

Mayor Scholl also expressed pride in the Department having helped people get out of the fire at the nursing home even after the explosions.

**3. Relocate to S. 1st & St. Helens Street for 3:00 p.m. Streets and Utilities Extension Project Groundbreaking Ceremony**

Mayor Scholl noted the relocation to S. 1st Street for the Groundbreaking Ceremony went well and was celebrated by many.

**4. Discussion regarding Safety During Large Community Events - *Councilor Birkle***

Councilor Birkle introduced the discussion regarding safety and emergency management during large events, which came into focus for him particularly at the Halloween Parade. He hoped the letter Chief Greenway had shared prior to the parade would offer reference points to review what had been done and where improvement could be made. He cited examples such as having adequate signage, barriers, and adequate volunteers and staff to assist during these events. He hoped these changes could avoid some of the situations that had occurred during the Parade and 13 Nights on the River, like drivers going the wrong way, overcrowding in certain places, and middle school students disrupting businesses and

citizens trying to enjoy the event. His proposed solutions included adequate emergency management planning, event specific planning, security and safety preparedness, like active shooter readiness and swift emergency services response. He noted Chief Greenway had proposed having an event specific emergency action plan, thorough event staff training on suspicious activity and behavior spotting and reporting, and medical emergency response agreements. And even though Council could not foresee all eventualities, it was important to have a thoughtful plan.

Council President Morten suggested using high school students and civic organizations, such as Rotary and Kiwanis, to help at the events rather than having that fall on the police, who could help out where needed.

Councilor Chilton suggested using private security at some of the larger events and reviewing what that would cost the City.

Councilor Topaz suggested a threat assessment training on handling of incidents during events to improve readiness. He noted an incident that occurred at the City Hall front office as a wakeup call to the Council.

Mayor Scholl agreed 13 Nights on the River needed some type of help and suggested reaching out to the organizer to discuss the security and funding to make sure things are in place for subsequent events.

City Administrator Walsh talked about parade permit improvements as events got larger and larger to improve garbage deposit, restrooms, public safety and the ability to support the number attending.

Mayor Scholl noted the citizens displeasure with being held up in areas without stop signs. This was an early heads-up as the City began its new Council. The task was on the City to do everything it needed to do to foresee all eventualities to have well-thought-out plans.

Councilor Topaz suggested having people in security shirts during events.

Mayor Scholl clarified the Police Department used to do the patrolling and advised Council to check five or six years back to see how that used to run. They agreed the increased attendance called for more private security.

Council agreed to revisit the discussion as it was a huge part of community building.

#### **5. Discussion of Joint City Council and Planning Commission Meetings - *Jacob***

City Planner Graichen briefly discussed the Planning Commission's desire to have a joint meeting, especially with new Councilor Elects and new Planning Commissioners.

The Council consented to meet Wednesday, December 14, at 4 p.m. City Recorder Kathy Payne would send a calendar invite.

#### **6. Review of Chase Road Easement Agreement Modification - *Jacob***

City Planner Graichen reviewed the Chase Road Easement Agreement modification. A copy was included in the archive packet for this meeting. He informed the Council that the document had been signed, to his disbelief. He talked about the history of agreement of easement, including the evolution of the project. All that was left was the Mayor's authorization and signature.

#### **7. Discussion regarding Adopting Uses of Opioid Settlement Funds - *John***

City Administrator Walsh reviewed the Opioid Settlement Funds memo. A copy was included in the archive packet for this meeting. Various groups were still working on settlements; 45% was to go to prevention, and 55% was to go to local jurisdictions for treatment and recovery. The City was going to receive \$210,000 over the next 18 years. He requested Council approve the uses that are allowed, like NARCAN or other FDA-approved drugs to reverse opioid overdose, in addition to expanded training over the life of the settlement payments.

City Administrator Walsh clarified Council could allocate the funds to third parties like the Alano Club as long as the money was for allowed uses in developing prevention and education programs.

The money would then be allocated through the budgeting process, after reviewing where to allocate the expenses, which did not have to be in the same year.

### **8. Councilor Topaz Central Waterfront Discussion**

Councilor Topaz reported the Department of Environmental Quality (DEQ) had given a presentation wanting public discussion on covering over the contaminated waterfront/lagoon of the mill property. However, covering the contaminated area would limit use of the harbor. The Portland Harbor shared some concerning numbers about putting contaminated waste in the St. Helens lagoon, approximately eight to nine million cubic yards of it. The challenge with other locations, like Hillsboro, was that because of regulations, waste could only be transported along particular routes which were longer, making St. Helens the closest dump site. Because of fishing and tribal conditions on the river, moving the waste could only be done four months a year, which meant 18-truck loads per hour, 24 hours a day, seven days a week over a 10-year period. With the check-ins required for trucks hauling waste, traffic would be heavy along the 2.5 miles from Highway 30 to the dump site. While trains could be used from Portland, trucks would still need to off-load the waste from the train to the dump site. Barges were the most efficient option for transporting the waste, but they could not be used if DEQ covered the mill property. Only DEQ and the Boise operation were discussing what to do with St. Helens' waterfront. The City should save the waterfront and get rid of the contamination, so barges could be used.

Council President Morten noted the Waterfront and the lagoon were two different projects. He understood that for the lagoon project, the staging area to sort contaminated and non-contaminated materials would happen in Portland and only the clean fill would be brought to St. Helens.

Mayor Scholl clarified the lagoon project was part of the Central Waterfront Project and confirmed the City had responded to DEQ about adding a nine-inch layer of charcoal to the buildup of sediment, stating the City did not want that as a remedy, but wanted to be able to reuse the waterfront. No plans had been confirmed yet by DEQ. The City has an open agreement with U.S. Ecology and had funding to further study the integrity of the lagoon and the dike. The City was uncertain how many trains or truckloads there would be because the delivery method had not been decided.

Councilor Topaz said he was surprised DEQ's presentation noted St. Helens would be able to use the waterfront if it was covered, but a similar plan was previously rejected in downtown Portland.

Mayor Scholl clarified DEQ did that in downtown Portland and that waterfront could no longer be used, which was why St. Helens was opposed to DEQ's proposed remedy. The City needed to continue to fight this, including through litigation, as they had not been consulted formally about this plan.

Councilor Topaz reiterated the City was not part of the formal discussion between Office Max and DEQ.

Mayor Scholl added the City knew the contaminations are deeper, under the existing contaminant currently. He assured the City would continue its fighting to the point of litigation if necessary; but there were still a lot of unknowns.

Council briefly discussed the history of the Port's property and creosote plant, the timelines involved with the mill property, and concerns about the work DEQ was doing and its lack of communication. The City would continue tracking what DEQ was doing.

City Administrator Walsh clarified that he did not advocate to take Portland's hazardous waste. They were only looking at the mildly impacted materials that needed to come out of the river. An updated market analysis study could be found on the Waterfront Redevelopment website which provided information on the tipping fees, the amount of waste material involved, etc. and also showed trucks and

the trains were not an option, and that barge transport was the most cost-effective option. A transload facility on the waterfront could be located away from the mill docks.

Councilor Topaz noted a transload system would be an asset to the City as it would offer an opportunity for barge loading services for other people.

### **9. Report from City Administrator John Walsh**

City Administrator Walsh presented his report, reviewing tonight's regular meeting agenda items and various City activities along with the following key items:

- Event Coordinator Curry and Communications Officer King would present a report about the media reach for Halloweentown at the next Council meeting. The media reach from the Sun-Maid Raisins sponsorship resulted in a billion impressions.
- Discussion would begin soon about the bid process and how to approach the Public Safety Facility Project, as well as the general funding and how the City would afford it. Jon Ellis was preparing a detailed report on the City's finances generally and specifically for the project which staff hoped to have in the next few weeks.
- The Riverwalk newsletter had been a popular outreach method with 200 people signed up for updates and more were expected. The business and neighborhood meetings with local residents was well received. The contractor would have an office on the premises and other resources would be available for people to bring any grievances. At the meetings, several items were clarified, including that there would be no out-of-pocket expenses for businesses and that the work would be done using hammering or boring the rock. Feedback was mostly positive, especially around fire system connections to upgrade buildings etc. The real issue seemed to stem from the City finding non-coded electrical hook-ups to some of the businesses, causing them concern.
- As mentioned, St Helens was chosen as a pilot project for the Growing Rural Oregon Initiative to support local entrepreneurs. The grant amount had increased from \$30,000 to \$100,000, which the City would host for a while as it had been difficult to find the right place for the funds. Discussion was ongoing about the best place for the funds that would have the most impact.
- A meeting was held last week to discuss the best funding options and packages for the \$16.4 million Wastewater Project. If structured right, the City could save about \$4 million. The City was eligible for about \$2.5 million in Community Development Block Grant (CDBG) funds, which the City would use for designing the project. Individual loans would be used for each of the three basin projects, and each loan was eligible for a \$500,000 principal forgiveness if water quality components were also implemented. This approach did not slow down the timeline, and some of the environmental permitting would be easier; however, there could be a few months delay waiting for the grant cycle to go through, but it was worth the 25% savings.
- The City is working hard to find some permanent solutions for Makerspace funding and make that position permanent and back into the General Fund. He confirmed the discussions included funding for the entrepreneurial funds. The ARPA funds the City received were great and inflated to some programs and service offerings, but those funds would fall off, so the City needed to build them up and keep those service levels sustainable.
- City Staff was preparing for an audit. No responses were received for the RFQ, so the City reached out to the current auditor, who provided a proposal which the Council accepted several months earlier, and now it was time to do the work.
- The patrol at the docks was going well and the kiosk resulted in a marked improvement; people were not overstaying. Council would receive a report from the harbormaster at a future date.
- The City was working with community partners on HB3115 regarding the homelessness mandate with the July 2023 deadline. The Planning Commission was also involved. Mayor Scholl noted St. Helens had an inventory of what was happening, and he would speak loudly if there was an influx of those experiencing homelessness, adding there was more to it than having the State throw money



at it. Council discussed the importance of being mindful of any influx, especially with how aggressive Portland was, which might also be influencing the boating situation at the docks. A conversation was initiated with the Community Action Team. The City should be proactive in looking at transitional housing, education programs and other ways to support the homeless. Mental health services, housing, and jobs all needed to be addressed.

City Administrator Walsh added the City needed to be mindful of its role and determine its lane. Social programs were not its strength as other critical services were provided; homelessness was not just a City issue.

**ADJOURN – 5:02 p.m.**

**EXECUTIVE SESSION - Cancelled**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# COUNCIL REGULAR SESSION

Wednesday, November 02, 2022

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Tina Curry, Event Coordinator

### OTHERS

Brady Preheim	Vanessa Wallace
Grace Howard	Jada Stewart
Bridget Caton	Alianna Clark

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

### PLEDGE OF ALLEGIANCE

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

- ◆ Brady Preheim. They can't afford the proposed police station and he doesn't think it is needed. The Riverfront project is going to cost a lot of money. The former Finance Director said the City will be out of money in three years and they will have no reserves. If that's true, they need to be cautious. What happens if they run out of money? He doesn't know what happened to Matt Brown, but people don't get fired for no reason. He made a half million error in a public meeting. Something had to go away to come up with the funds for a Youth Librarian. What was it?
- ◆ Tina Curry.
  - She will be giving a tourism report in a couple of weeks.
  - Christmas decorations start going up next week. Public Works has been very helpful.
  - Christmas Ships is December 10.
    - There will be music, fire, alpacas, and Santa.
    - Wild Currant will provide a meal for the Christmas Ships.
    - The tram will be running around with lights and Christmas music.
  - Looking forward to Christmas cheer.
  - Staff went above and beyond to help with Spirit of Halloweentown.

### ORDINANCES – *Final Reading*

1. **Ordinance No. 3287:** An Ordinance Amending the St. Helens Municipal Code Chapter 12.04 Regarding Sidewalk Maintenance and Liability

Mayor Scholl read Ordinance No. 3287 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Ordinance No. 3287.

Discussion.

Mayor Scholl talked about street trees and causing damage to sidewalks.

Council President Morten said it makes a difference what type of trees they plant. The trees provide shade. They need to take recommendations from arborists about trees that have roots that grow down. Containers are great for flowers, but not as much for trees.

Councilor Chilton wants to take into consideration the trees that are already being taken care of.

Councilor Topaz talked about the rock that makes it difficult to plant trees in some places.

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

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

2. [RATIFY] Agreement with Otak, Inc. for Project Management Services related to Public Safety Facility Project
3. Access and Utility Easement Modification with Pam Rensch for Chase Road
4. Amendment No. 1 to Agreement with GMP Consultants for Finance Director Recruitment Services

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '2' through '4' above.

Discussion.

Council President Morten requested an update for the Chase Road Easement Agreement. Mayor Scholl explained that it is an extension of the existing easement.

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

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

5. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Topaz and seconded by Council President Morten to approve '5' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **WORK SESSION ACTION ITEMS**

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to allocate opioid settlement funds to the City for opioid use prevention, treatment, and recovery strategies. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **COUNCIL MEMBER REPORTS**

Council President Morten reported...

- Agreed with Brady Preheim that trash cans are needed in parks during events and when they anticipate large crowds. At other times, people just dump their household garbage in those cans. They have started using cans with smaller lid openings to make that more difficult. Mayor Scholl would like more cans on the Waterfront property during the 4th of July tailgating.

**Motion:** Motion made by Council President Morten and seconded by Mayor Scholl for Parks staff to bring in additional trash cans during events and when they anticipate large crowds. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

- It was a great Waterfront Groundbreaking Ceremony today. He is so glad to see that things are starting. He envisions great things for the future of St. Helens.
- He met one of the County staff members at the groundbreaking ceremony who talked about including the parking lot behind the Courthouse as part of the Riverwalk process. City Administrator Walsh explained that there will be a connection at the top of the dock gang plank that you can connect to Columbia View Park or towards the County side without going into the parking lot. Council President Morten went on to say that the County representative wanted to move the parking lot back to widen the pathway for a trail and picnic tables.
- He asked if he needs to come back for the next Urban Renewal meeting.
- He is involved in a process of doing land acknowledgements for the Friends of Timberline Lodge. It acknowledges the Indigenous people who lived here before Lewis and Clark. There was a village across the river of over 1,000 inhabitants. It was the Challapata Village. There was also a nation of tribes who lived near Millard and Ross Road. It's been fascinating learning the history. Student Vanessa Wallace asked if they could get some to speak about that at the school. Council President Morten suggested Les Watters. He runs the Columbia County Museum Association. Councilor Birkle also suggested contacting the Grand Ronde Tribe and Confederated Tribes of the Siletz.

A student from the audience asked if there would be any meetings held at the high school in the future. Mayor Scholl said they have done meetings in the auditorium in the past. They can discuss scheduling one there again.

Councilor Topaz reported...

- They are conducting a background check for the Youth Librarian and have a tentative start date of November 22.
- The Police Chief made a presentation to high school students about becoming police officers or public servants. He spoke with School Superintendent Scott Stockwell about the possibility of starting a Student Corp or Cadette Corp for that kind of program. The school recently brought in industrial business representatives to highlight vocational programs.

Councilor Chilton reported...

- Police gave a great report today.
- Hoping to have a new Police Officer on board soon.
- She is appreciative of our police force.
- Excited and proud to be a part of the groundbreaking ceremony today.
- Busy with election season. She is looking forward to seeing what happens next week.

Councilor Birkle reported...

- He left Buccini Hall during the Día de los Muertos celebration tonight. It's a day Hispanic and Latinx celebrate the memory of their loved ones. There was great food and a mariachi band. They hope this is the first of many more of these events to express their heritage.
- November is National American Heritage month. At the last meeting, Council President Morten talked about a statement recognizing the people who lived here. He would like to reach out to the representatives of the Grand Ronde Tribe, Confederated Tribes of the Siletz, and the Chinook. The Riverfront walk will also acknowledge the history.
- Attended the Children's Fair at McBride Elementary School this year. It was great to have it again.
- Recognized the high school students in attendance. He asked if they have any questions. Student Vanessa Wallace asked what they can talk about during public comment. Council said it can anything. It's an opportunity to be heard. There was discussion of bringing back the Youth Council. Mayor Scholl talked about what the Council does and explained meetings and City processes. They want to hear from citizens.

### MAYOR SCHOLL REPORTS

- The groundbreaking ceremony was great today. They adopted the Urban Renewal under his leadership when he first started. It is finally coming to fruition. This is the future of St. Helens. The Riverwalk is a good thing for the city.
- Election season is in full swing.
- The Community Grant process will be opening soon. He would like to ask recipients to volunteer at one of the communities' events, such as Citizens Day in the Park, 13 Nights on the River, Spirit of Halloweentown, or the Halloween parade. Councilor Topaz suggested using high school students to help at events. Student Vanessa Wallace said she is the Environmental Club President and believes they would be interested in helping. Mayor Scholl appreciated that and asked her to talk with Club members and report back. Council concurred with adding the volunteer commitment to the grant application.

Councilor Topaz talked to the students about the problems with young kids during 13 Nights on the River. The best control with young people is other young people. They would appreciate help with that. Discussion of involving students with events.

### OTHER BUSINESS

### ADJOURN – 7:56 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL WORK SESSION

Wednesday, November 16, 2022

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Mouhamad Zaher, Public Works Director  
Crystal King, Communications Officer

Suzanne Bishop, Library Director  
Jon Ellis, Contract Interim Finance Director  
Bill Monahan, City Attorney  
Tina Curry, Event Coordinator

### OTHERS

Ron Trommlitz	Howard Blumenthal
Stephanie Patterson	Amara Liebelt
Sierra Trass	Stann Chiotti
Lynne Pettit	Amy Bynum
Scott	

### CALL WORK SESSION TO ORDER – 2:00 p.m.

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

- ◆ Stan Chiotti, who has lived in St. Helens for 51 years, said this year, the Council has allowed the city to burn from the last part of October through November 13. However, the recording on the burn line said no burning allowed in St. Helens or Columbia City. He still needed to burn his yard debris. He requested the City authorize an extension of the burn permits, notify the Fire District that burning is allowed, and change the recording.

Mayor Scholl noted the Council was unaware the Fire District did not get the message. Council President Morten stated he would like to help facilitate that request as he was aware of similar cases. Severe weather had prevented burning for several weeks in October. He requested extending the burn period for another two weeks. Mayor Scholl suggested extending it through December 4, notifying the Fire District immediately of the extension and that the recording did not reflect the burn period.

Mr. Chiotti responded the Fire District was aware of it as he was there the previous day, and he went to City Administrator Walsh, noting the Fire District was the first to point a finger, stating the City controlled the situation. He requested the recording start the following day.

Communications Officer King noted they needed at least one more day to coordinate with the Fire District.

- ◆ Ron Trommlitz read a letter into the record about the City's failed 2MG Water Reservoir on Pittsburg Road where the City had been in litigation for the previous two years and all parties

claiming no liability, which had triggered the City to hire a consultant to investigate. He had previously requested the consultant's report but had been denied, leading him to wonder why it was being kept secret. He requested that the Walker report be released.

Mayor Scholl explained that nothing was being hidden in the report. It went through deposition with legal, noting the agreement from both sides was a settlement of \$600,000 on that project. This was common practice, especially with settlement agreements.

Councilor Topaz noted someone needed to be responsible for the construction mistakes at the reservoir which at the time was beyond repair including an inward and outward leak.

Council President Morten said it would not have been fair to blame staff as the problems in the reservoir went back to installation in the 1950s or 1960s.

Mayor Scholl told Mr. Trommlitz that he understood where he was coming from after hearing from Councilor Topaz. However, he still reiterated his statement that nothing was hidden in the report and its conclusion was a construction error had occurred.

Mr. Trommlitz explained that the entire thing could have been resolved by releasing the report. He noted the settlement the Council signed had nothing to do with the Walker report not being released. The mistakes made were done by people who no longer worked there.

Public Works Director Zaher explained that there were multiple factors involved, some technical and some non-technical. The City had settled and was not hiding the report. The City's legal team had advised the City not to release the report. The City was halfway through building a new reservoir and dwelling on the past would not change anything. The reservoir had been a 1924 product that had reached the end of its life. The City needed to move on.

- ◆ Howard Blumenthal had spoken with Parks & Recreation Manager Shanna Duggan who had informed him that someone tripped on the railroad tie staircase. He had been responsible for the maintenance of the staircase up until this year, which he had done according to regulation. After the previous year's Spirit of Halloweentown, he had spent six-hours hours to rebuild the top of the staircase to keep it from washing out. He had started with trying to talk to Spirit of Halloweentown staff about it. He did talk to a couple other people including City Administrator Walsh but none of them listened to what he had to say. He noted the heavy traffic on a trail that steep caused gravel to go downhill. A year before, he would have to go in and shovel gravel back up the hill on a weekly basis. This year he was not around for a few weekends and he was shocked to hear someone fell. The City keeps repeating the same story of lack of funds. There were two City Parks people who did not have enough time to go in there and do what he did. The trail was taking a beating and funds were needed to keep up with it.

Council President Morten had spoken with the Parks & Recreation Commission about a 30-page report on standards of trails and rights-of-way in parks and other areas, which talked about the type of gravel to be used around stairways, safety issues and measures to prevent people from falling and suing the City.

Mayor Scholl talked about gravel being tricky despite ongoing maintenance. He would follow up and get back to Mr. Blumenthal.

- ◆ Sierra Trass wanted to inform the Council about that year's Keep It Local Columbia County campaign that was starting the following Friday. There were 88 businesses participating in the county, with 38 of the participating businesses being from St. Helens. She also pointed out the \$391,000 raised from the previous year's campaign. She also talked about the innovative ways to bring more business like the 31 Days of Deals card, which she was taking preorders for at \$10 per preorder. The cards would also be sold at local stores. She explained the 31 Days of Deals

had daily deals at different local businesses and included over \$900 in savings. The Wonderland Card offered a chance to win \$1,500 and other prizes donated by local businesses. The cards would be available on Friday.

**DISCUSSION TOPICS** - *The Council will take a break around 4:00 p.m.*

**1. Finance 1st Quarter Report - Jon Ellis**

Contract Interim Finance Director Jon Ellis reviewed the FY22-23 Budget Analysis report noting a lot of the recommended adjustments were operational costs. A copy was included in the archive packet for this meeting. Key items highlighted via PowerPoint included the review process conducted in each department, updates to the report, the objective background of the report, opportunities, recommended budget amendments, conclusions made as a result of all of the budget meetings, and next steps. He noted that the recommended budget amendments to the General Fund would have zero net impact to the Ending Fund Balance. The Capital Improvement Program budget mostly affected water and sewer with most of the other changes only being around enhancing transparency. He added that the biggest drivers on the expense side of the budget were body cameras and a report writer which had not been codified into the budget.

Comments and questions from the Council, with responses provided by Ellis, were as follows:

- The accountants doing the annual audit were not likely to catch mistakes made as a result of Council mandates but would catch the egregious mistakes.
- There appeared to be no evidence of money disappearance and a forensic audit was not necessary. However, the Council's concern was more on money being moved around rather than being taken.
- Ellis was already working on recommendations and also leaving a clear paper trail to make things easily understandable for the next Finance Director, including using best practices, which would be contrary to what the previous Finance Director did.
- Ellis had met each of the department heads on a quarterly basis to discuss observed trends and measures going forward like enhancing transparency and budget flexibility like utilizing community enhancement for one-time revenues or revenues to help build a program that could be moved over to the General Fund once it was established.
- As long as money spent was a qualified expense as set up by the Council, unspent money could be moved over to make sure it was utilized like the \$406,000 more in grant money.
- The money generated from the docks would go into the general fund, which included tourism. Ellis recommended funds could be moved into the Community Enhancement Fund, or into the CIP fund for capital projects.
- Public Works Director Zaher confirmed for Mayor Scholl that Public Works positions were still in the budget but were vacant. Public Works was important in the City being fiscally responsible.
- Parks and Recreation were different divisions and the budget included separate line items for each one.
- Grants could not be used for reserves. They needed to be utilized by whoever the grant was acquired for.
- Federal grants had a component to allow for funds to cover the overhead costs of running the different programs. However, most small cities did not exercise this component.
- Failure of scheduled funding increases could have become a concern, particularly after five years.

**2. Tourism Activities Semi-Annual Report - Tina**

Tina Curry and Stephanie Patterson reviewed the semi-annual report on tourism activities. A copy was included in the agenda packet for the meeting. Key items highlighted via PowerPoint included 13 Nights on the River, Fourth of July, kites on display, Spirit of Halloweentown, Sand Island Sandcastle Competition, and the upcoming Christmas Ships event. The City was also doing more community engagement than any other city in Oregon. Retailers exceeded their goals due to the Halloween events



and sponsorship retention for multiple events remains constant. The City was also encouraging stand-alone events and offering promotional assistance. Staff also shared details about the City's vendor relationship and retention efforts, increased volunteerism, relationships with sponsors and partners, event traffic and parking management, waste management, and upgrades to improve event experience. The results seen from marketing had been incredible increasing the revenue to St. Helens and leading to a documentary being made about the success of Spirit of Halloweentown. Staff requested that Council create policies to address hostile work environments because staff did not have the authority to deal with bullying and harassment. The issues have made it difficult to hire people. Staff also shared details of crimes being committed during events. The police do not respond even when asked to and without consequences, the crimes continue to escalate.

Comments and questions from the Council, with responses provided by Tina Curry and Stephanie Patterson, were as follows:

- The City was maintaining frequent communication with vendors expressing their satisfaction with events and even forming a community among themselves.
- There was also a concern regarding whether power and water would be sufficient as the events continued to draw more attendants.
- Councilors discussed the need to substantiate claims of bullying and harassment, and they agreed with staff that policies needed to be implanted.
- There needed to be consequences for crimes and rule breaking during events like destruction of property to deter future acts. Tina had previously met with Heather Epperly to discuss incidents during the parade and how the City could support in improving things in the future.
- The financial report for Spirit of Halloweentown would be in the 2023 presentation with the goal of the report being ready by end of December after all bills had been paid.
- The ongoing education of citizens on the Tourism division was important and the work was appreciated.

#### **Break - 4:20 p.m.**

Council President Morten left the meeting.

### **3. Communications Semi-Annual Report - *Crystal***

Communications Officer Crystal King reviewed the semi-annual report on communications. A copy was included in the archive packet for this meeting. Key items highlighted included details of recent media coverage, social media management, press releases and press coverage for the Spirit of Halloweentown, the Waterfront Redevelopment project, and Streets and Utilities projects. She played a video that was shared on social media and explained that while the videos are time consuming to create, they receive more reach and engagement than any other method of communication. She also reviewed events and efforts for the following months.

Comments and questions from the Council, with responses provided by King, were as follows:

- The report only covered impressions gained online as print media numbers had been difficult to obtain.
- The Council commended and appreciated the work that King was doing, including putting in long hours to make sure the work was done leading to the City having robust communications.
- There were nuances to having effective communication with the Hispanic community at the library and there was a need for a certified translator to ensure accurate and nuanced communication.
- There might have been a need for an additional team member in Communications to help in case the work got overwhelming. However, Communications Assistant Cameron Burkhart has been a huge help.
- Even though the City encouraged contractors to communicate with the citizens, there was still a need for the City to put out its own communications about the projects.

- The City was striving to have more centralized communication, moving away from the somewhat disjointed model they had been using previously.

#### **4. Report from City Administrator John Walsh**

City Administrator Walsh presented his report, updating the council on upcoming events and activities, that night's regular meeting agenda items, and the following key items with comments and questions from Council as noted:

- Congratulations to newly elected officials who had begun onboarding, orientation, and training to get up to speed.
- Groundbreaking ceremony was fantastic. The weather and the crowd had been great.
- Finance Director recruitment was taking place with the first call for reviews happening December 1. Appreciation for Ellis's support and professionalism during the transition.
- A hiring freeze since the budget had been adopted with suspicion of some positions being cut. There was some budget capacity to facilitate moving forward with filling vacant Public Works positions, particularly already budgeted positions.
- Christmas decorations were out earlier that year. Christmas Ships will be here December 10, and the Christmas tree would be lit upon arrival. Burn barrels were also returning.
- Meeting with the Marine Board about dock rail repairs for some of the structural components and means of acquiring funding, which had been limited.
- Public Works Director Zaher had organized weekly contractor meetings for the Streets and Utilities projects with priority having shifted from the intersection to the Riverfront property. There was going to be limited business interruption during the holiday season.
- Toy & Joy had requested a donation as they had every year. Consensus of Council was to do three \$100 utility credits.
- House Bill 3150 addressing homelessness was going into effect July 2023. The Planning Commission had a committee on the bill, which Walsh had been participating in.
- A press release had been released to confirm the burn ban extension that Stan Chiotti had been there that day to request. However, in the future, time should be allowed for coordination.
- City Administrator Walsh would be at the OCMA Conference for the remainder of the weekend. He would also be attending the budget committee.
- The elections had resulted in two vacancies on Boards and Commissions. Parks and Recreation had three applicants to fill two positions. Garrett Lines term on the Budget Committee was expiring and even though he could have been reappointed if he expressed interest, there was a consensus that it was wise to open the position to other applicants to see who applies.

#### **5. Council Member Reports**

Councilor Topaz reported...

- The following was discussed at the last Library Board meeting:
  - Five-year Strategic Plan
  - Handling undesirable library behavior
  - Maximizing the Library's impact in the community particularly with the Hispanic community
  - Arrival of the new Youth Librarian
- Meeting with DEQ to discuss the contaminated property. DEQ had indicated they and Boise would decide what to do, even after demonstrating inadequacy in understanding the technical problems under the water. The Ethics Commission ruled the Executive Session meetings to discuss the lagoon were illegal with multiple councilors being guilty. It had been stated that the meetings would be public meetings. Maul Foster had estimated the conversion of the lagoon would cost \$70 million.
- As it was the end of his term, he wanted to document what had happened during his term: the two illegal Executive meetings, a complaint by Brown against Topaz to Walsh about draining

problems in his neighborhood, which had been thrown out, and a complaint by Brown against Topaz to the Ethics Commission about how much money had been spent on the reservoir, which was not heard. He also noted the 30% overrun of Godfrey Park because of incorrect engineering. He also highlighted to the Council that Topaz's I&I project had been a problem, but the federal court had ruled against the City due to the variance of an engineer's definition in Oregon as compared to other states. The I&I project included a bunch of sewer and drainage projects. Questions on correct procedures for selling a new property had led to court to rule that the sale was invalid, with the City's liability to legal fees case being in an appellate court.

- He was referring to a 2008 project and clarified he had not been censured by the Ethics Board for bringing an illegal executive meeting, according to Mayor Scholl. He and his attorney had been requested to respond to accusations for nine months but failed to do so. Councilor Topaz argued that the public hearing had not allowed public to attend and the electronic audio broadcast had not been audible, as confirmed by lawyers and three attendees who had been turned away at the door.

Councilor Chilton reported...

- Attended the tourism meeting and the debrief from Spirit of Halloweentown. She believed the debrief should become the norm so that business and community members have a place to talk about the event. She commended Tina on how she had handled the back and forth at the meeting.

Councilor Birkle reported...

- Volunteered at the last Nob Hill work party on trail improvement.

#### **6. Mayor Scholl Report**

- Congratulated Councilors Elect Sundeen and Gundersen.
- Recognized Eric Dahlgren's contributions to the community.
- Reviewed his top priorities, which he had shared with reporters after being re-elected:
  - Hiring of a Finance Director
  - Riverfront project and disruptions to businesses and strategies for marketing the industrial properties.
- Christmas Ships will be here December 10
- Need to schedule a reception recognizing Council President Morten's 16 years of service.
- Discussed the need for a December 21 meeting. Interviews for the Finance Director position are also tentatively scheduled that day.
- Wants the Council to discuss HB3115 soon, but wants to make sure the City has the right information first.

**ADJOURN – 5:43 p.m.**

#### **EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

November 16, 2022

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

**Members Absent:** Doug Morten, Council President

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



At 5:46 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media 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.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Update on potential sale of Millard Road property.
  - Update on disposition of property off Railroad Avenue adjacent to the City-owned property.
- **Consult with Legal Counsel, under ORS 192.660(2)(h)**
  - Update on potential litigation with ACSP.

The Executive Session was adjourned at 5:57 p.m.



ATTEST:

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

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

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

## OLCC LICENSES

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

### 2023 RENEWALS

<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
Aman & Kamal LLC	Chubb's Chevron	745 S Col. River Hwy	Renewal
Aman & Kulwider LLC	Skinny's Texaco	373 S Col. River Hwy	Renewal
C & S Pour House Inc	The Pour House	2098 Old Portland RD	Renewal
Double N Enterprises Inc	O'Nammy's	343 S Columbia River Hwy	Renwal
Elks Lodge #1999 St Helens	Elks Lodge #1999	350 Belton RD	Renewal
Hook Line & Sinker LLC	Pastime Tavern	2019 Columbia BLVD	Renewal
Molly's Market LLC	Molly's Market	290/292 S 1 <sup>st</sup> ST	Renewal
Mister Goose LLC	Mister Goose	58499 Col. River Hwy	Renewal
Tap Into Wine LLC	Big River Taproom	313 The Strand Ste A & B	Renewal
St Helens Marina LLC	St Helens Marina	134 N River St	Renewal
Ogan, Inc	Kozy Korner	371 Columbia Blvd	Renewal
Guitron-Galvan Inc	El Tapatio	2105 Columbia Blvd	Renewal

### 2023 NEW & CHANGE IN PRIVILEGE

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

<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
Tap Into Wine LLC	Big River Taproom	313 Th Strand ST A & B	Change in Priv



St. Helens, OR

# Expense Approval Register

Packet: APPKT00708 - AP 2.3.23

Item #9.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
RICK SCHOLL	1.25.23	01/26/2023	CITY DAY AT THE CAPITOL MIL...	100-703-52018	101.53
L.N CURTIS AND SONS	INV661920	01/26/2023	POLICE UNIFORMS	100-705-52002	83.00
L.N CURTIS AND SONS	INV670393	01/26/2023	POLICE UNIFORMS	100-705-52002	240.99
ST. HELENS SCHOOL DISTRICT	1.26.2023	01/30/2023	2022 4TH QUARTER CET PAYM...	100-000-20400	12,546.27
DCBS FISCAL SERVICES	1.26.2023	01/30/2023	JULY / AUG STATE SURCHARE ...	100-000-20700	38,984.98
JAMIE EDWARDS	1.26.23	01/30/2023	MILEAGE REIMBURSEMENT F...	100-707-52001	32.88
COLUMBIA COUNTY ANIMAL ...	1.27.23 REST HAMBY	01/30/2023	22CR168 AUTSTIN HAMBY RES...	100-000-21000	118.00
COLUMBIA COUNTY ANIMAL ...	1.27.23 REST WEND	01/30/2023	18CR000289 MICHELLE WEND...	100-000-21000	200.00
MICHAEL SCALF	1.27.23	01/30/2023	REFUND OVERPAYMENT TRAFF..	100-000-36002	305.00
STEVEN R SCHARFSTEIN	1.29.23 BRODIGAN	01/30/2023	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	1.29.23 DROZDEK	01/30/2023	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	1.29.23 OSTERMAN	01/30/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	1.29.23	01/30/2023	COURT ATTORNEY FEES	100-704-52019	200.00
ALLSTREAM	19168523	01/30/2023	ALLSTREAM PHONE ACCT 754...	100-712-52010	51.18
DALE L CLARK	60680	01/30/2023	WORK ORDER #120722-1 CITY...	100-715-52023	905.00
VERIZON	9925833763	01/30/2023	CRYSTAL KING	100-701-52010	46.08
VERIZON	9925833763	01/30/2023	CRYSTAL KING	100-701-52010	40.01
VERIZON	9925833763	01/30/2023	MAYOR SCHOLL IPAD	100-703-52001	40.01
VERIZON	9925833763	01/30/2023	PD JETPACK2	100-705-52010	40.01
VERIZON	9925833763	01/30/2023	PD JETPACK1	100-705-52010	40.01
VERIZON	9925833763	01/30/2023	SUZANNE BISHOP	100-706-52003	49.82
VERIZON	9925833763	01/30/2023	TORY SHELBY	100-708-52010	36.08
VERIZON	9925833763	01/30/2023	CAMERON PAGE	100-708-52010	36.08
VERIZON	9925833763	01/30/2023	RECREATION CENTER	100-709-52010	49.82
VERIZON	9925833763	01/30/2023	REC PHONE	100-709-52010	36.93
VERIZON	9925833763	01/30/2023	RECREATION CENTER	100-709-52010	40.01
VERIZON	9925833763	01/30/2023	CONSTRUCTION INSPECTOR	100-711-52010	40.01
VERIZON	9925833763	01/30/2023	JOHN HICKS	100-711-52010	49.82
VERIZON	9925833763	01/30/2023	MIKE DEROIA	100-711-52010	73.22
VERIZON	9925833763	01/30/2023	BUILDING DEPT IPAD	100-711-52010	40.01
VERIZON	9925833763	01/30/2023	DARIN COX	100-712-52010	59.82
VERIZON	9925833763	01/30/2023	MATT FUNK	100-712-52010	72.92
MICHAEL BOWMAN	1.30.23	01/31/2023	REFUND PUBLIC RECORDS RE...	100-000-36002	20.00
COMCAST	1.31.2023	01/31/2023	COMCAST CABLE 8778108990...	100-712-52003	1,630.11
ADLERHORST INTERNATIONAL...	109364	01/31/2023	DUAL PURPOSE POLICE SERVIC...	100-705-52102	12,930.00
WIRE WORKS	14855	01/31/2023	CONVERT 2019 FORD INUT TO...	100-705-52019	12,572.62
COLUMBIA COUNTY COMM. J...	202212CSH	01/31/2023	WORK CREW	100-708-52019	2,625.00
GMP CONSULTANTS LLC	22-10	01/31/2023	FINANCE DIRECTOR SEARCH I...	100-702-52014	7,923.00
LEAGUE OF OREGON CITIES	R18733	01/31/2023	LOC JAN 2023 CITY DAY AT CAP..	100-701-52018	40.00
LEAGUE OF OREGON CITIES	R18734	01/31/2023	LOC JAN 2023 CITY DAY AT CAP..	100-703-52018	40.00
LEAGUE OF OREGON CITIES	R18735	01/31/2023	LEAGUE OF OR CITIES MEMBE...	100-703-52018	40.00
METRO PLANNING INC	5724	02/01/2023	WEB GIS	100-710-52001	62.50
OREGON PATROL SERVICE	8821	02/01/2023	COURT SERVICES	100-704-52019	950.00
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	100-708-52023	7.99
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	100-708-52023	39.98
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	100-708-52023	38.36
ERSKINE LAW PRECTICE LLC	1.31.23	02/02/2023	1/1/23-1/31/23 CITY PROSECU...	100-704-52019	5,425.52
AT&T MOBILITY	28730228930XO1232023	02/02/2023	287302289330 POLICE PHONES	100-705-52010	1,707.43
AMY LINDGREN LAW LLC	533	02/02/2023	JUDICIAL SERVICES	100-704-52019	5,750.00
NET ASSETS	95-202301	02/02/2023	ESCROW TITLE SERVICES	100-707-52019	257.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>107,069.00</b>

## Expense Approval Register

Packet: APPKT0

Item #9.

23

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 201 - VISITOR TOURISM</b>					
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	201-000-52028	7.96
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>7.96</b>
<b>Fund: 205 - STREETS</b>					
OREGON DEPT. OF STATE LAN...	26471	02/02/2023	WATERWAY LEASE COMM MA...	205-000-52060	1,504.48
<b>Fund 205 - STREETS Total:</b>					<b>1,504.48</b>
<b>Fund: 601 - WATER</b>					
PORTLAND ENGINEERING INC	11570	01/30/2023	3G-4G CELL MODEM UPGRADE	601-731-52019	3,228.15
CASCADE WATER WORKS LLC	1258	01/30/2023	JOB 1138 SUBMERSIBLE PUMP	601-731-52019	11,678.30
H.D FOWLER COMPANY	16308183	01/30/2023	MASTER METERS - WATER ME...	601-731-52001	29,150.40
KNIFE RIVER CORP NW	2921515	01/30/2023	3/4"-0 CRUSHED 2ND & COL...	601-731-52001	409.87
VERIZON	9925833763	01/30/2023	WFF CREW	601-732-52010	46.64
CORE & MAIN	5235633	01/30/2023	MATERIALS	601-731-52001	774.30
<b>Fund 601 - WATER Total:</b>					<b>45,287.66</b>
<b>Fund: 603 - SEWER</b>					
ALLSTREAM	19168523	01/30/2023	ALLSTREAM PHONE ACCT 754...	603-736-52010	25.60
ALLSTREAM	19168523	01/30/2023	ALLSTREAM PHONE ACCT 754...	603-737-52010	25.60
SUNSET EQUIPMENT	95398	01/30/2023	1 GAL LOW SMOKE 2.6 OZ MIX	603-735-52001	35.76
VERIZON	9925833763	01/30/2023	SAM ORTIZ	603-736-52010	16.59
VERIZON	9925833763	01/30/2023	AARON KUNDERS	603-736-52010	12.03
VERIZON	9925833763	01/30/2023	WWTP STAFF	603-736-52010	12.02
VERIZON	9925833763	01/30/2023	SAM ORTIZ	603-737-52010	16.63
VERIZON	9925833763	01/30/2023	WWTP STAFF	603-737-52010	12.03
VERIZON	9925833763	01/30/2023	AARON KUNDERS	603-737-52010	12.02
VERIZON	9925833763	01/30/2023	SAM ORTIZ	603-738-52010	16.60
VERIZON	9925833763	01/30/2023	AARON KUNDERS	603-738-52010	12.03
VERIZON	9925833763	01/30/2023	WWTP STAFF	603-738-52010	12.03
TYLER HILLS -	1.27.23	01/31/2023	WWT CERTIFICATION EXAM F...	603-736-52018	200.00
TYLER HILLS -	1.27.23	01/31/2023	WWT CERTIFICATION EXAM F...	603-737-52018	200.00
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	603-000-53403	24.31
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	603-000-53403	55.84
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	603-000-53403	14.98
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	603-736-52001	59.35
COLUMBIA RIVER PUD	2.1.23	02/02/2023	38633 594 S 9 ST POWER	603-737-52003	11,714.60
<b>Fund 603 - SEWER Total:</b>					<b>12,478.02</b>
<b>Fund: 703 - PW OPERATIONS</b>					
PAPE MACHINERY	1416815	01/30/2023	V-BELT AND FILTERS	703-739-52099	235.39
VERIZON	9925833763	01/30/2023	TIM UNDERWOOD	703-733-52010	49.82
VERIZON	9925833763	01/30/2023	SHARON DARROUX	703-733-52010	51.35
VERIZON	9925833763	01/30/2023	MOUHAMAD ZAHER	703-734-52010	49.82
VERIZON	9925833763	01/30/2023	ETHAN STERLING	703-734-52010	49.82
VERIZON	9925833763	01/30/2023	BRETT LONG	703-734-52010	49.82
VERIZON	9925833763	01/30/2023	RYAN POWERS	703-734-52010	49.82
VERIZON	9925833763	01/30/2023	PW SPARE2	703-734-52010	40.01
VERIZON	9925833763	01/30/2023	PW ENGINEERING	703-734-52010	40.01
VERIZON	9925833763	01/30/2023	DAVE ELDER	703-734-52010	49.82
VERIZON	9925833763	01/30/2023	PW FACILITY MAINTENANCE	703-734-52010	40.01
VERIZON	9925833763	01/30/2023	JULIAN ZIRKLE	703-734-52010	36.08
VERIZON	9925833763	01/30/2023	SCOTT HARRINGTON	703-734-52010	18.25
VERIZON	9925833763	01/30/2023	PW SPARE 4	703-734-52010	40.01
VERIZON	9925833763	01/30/2023	ALEX BIRD	703-734-52010	49.82
VERIZON	9925833763	01/30/2023	CURT LEMONT	703-734-52010	18.25
VERIZON	9925833763	01/30/2023	SCOTT WILLIAMS	703-734-52010	49.82
VERIZON	9925833763	01/30/2023	ROGER STAUFFER	703-734-52010	49.82
VERIZON	9925833763	01/30/2023	BUCK TUPPER	703-734-52010	49.82
METRO PLANNING INC	5724	02/01/2023	WEB GIS	703-733-52006	87.50
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	703-734-52023	4.99
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	703-734-52023	32.97
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	703-734-52023	12.58

Expense Approval Register

Packet: APPKT0

Item #9.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAHLGREN'S DO IT BEST BUIL...	1.25.23	02/02/2023	BUILDING SUPPLIES ACCT 100...	703-734-52023	102.43
Fund 703 - PW OPERATIONS Total:					1,258.03
Grand Total:					167,605.15



## Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	107,069.00
201 - VISITOR TOURISM	7.96
205 - STREETS	1,504.48
601 - WATER	45,287.66
603 - SEWER	12,478.02
703 - PW OPERATIONS	1,258.03
<b>Grand Total:</b>	<b>167,605.15</b>

## Account Summary

Account Number	Account Name	Expense Amount
100-000-20400	Building - Excise Tax	12,546.27
100-000-20700	Building - State Surcharge	38,984.98
100-000-21000	Court - Restitution	318.00
100-000-36002	Fines - Court	325.00
100-701-52010	Telephone	86.09
100-701-52018	Professional Development	40.00
100-702-52014	Recruiting	7,923.00
100-703-52001	Operating Supplies	40.01
100-703-52018	Professional Development	181.53
100-704-52019	Professional Services	12,775.52
100-705-52002	Personnel Uniforms Equi...	323.99
100-705-52010	Telephone	1,787.45
100-705-52019	Professional Services	12,572.62
100-705-52102	New Hire Equipment	12,930.00
100-706-52003	Utilities	49.82
100-707-52001	Operating Supplies	32.88
100-707-52019	Professional Services	257.00
100-708-52010	Telephone	72.16
100-708-52019	Professional Services	2,625.00
100-708-52023	Facility Maintenance	86.33
100-709-52010	Telephone	126.76
100-710-52001	Operating Supplies	62.50
100-711-52010	Telephone	203.06
100-712-52003	Utilities	1,630.11
100-712-52010	Telephone	183.92
100-715-52023	Facility Maintenance	905.00
201-000-52028	Projects & Programs	7.96
205-000-52060	Waterway Lease	1,504.48
601-731-52001	Operating Supplies	30,334.57
601-731-52019	Professional Services	14,906.45
601-732-52010	Telephone	46.64
603-000-53403	WWTP Influent Flow Mete	95.13
603-735-52001	Operating Supplies	35.76
603-736-52001	Operating Supplies	59.35
603-736-52010	Telephone	66.24
603-736-52018	Professional Development	200.00
603-737-52003	Utilities	11,714.60
603-737-52010	Telephone	66.28
603-737-52018	Professional Development	200.00
603-738-52010	Telephone	40.66
703-733-52006	Computer Maintenance	87.50
703-733-52010	Telephone	101.17
703-734-52010	Telephone	681.00
703-734-52023	Facility Maintenance	152.97
703-739-52099	Equipment Operations	235.39
Grand Total:		167,605.15

## Project Account Summary

## Project Account Key

\*\*None\*\*

## Expense Amount

167,605.15

Grand Total:

167,605.15



St. Helens, OR

Item #9.

# Expense Approval Register

Packet: APPKT00711 - AP 2.3.23 COURT

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
Drozdek, Vladislav Vlado	INV0003622	01/27/2023	Drozdek, Vladislav Vlado -Bond Refund	100-000-20200	310.00
Gibson, Caleb Forrest	INV0003623	01/27/2023	Gibson, Caleb Forrest-Bond Refund	100-000-20200	300.00
				<b>Fund 100 - GENERAL FUND Total:</b>	<b>610.00</b>
				<b>Grand Total:</b>	<b>610.00</b>

**Fund Summary**

Fund	Expense Amount
100 - GENERAL FUND	610.00
<b>Grand Total:</b>	<b>610.00</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-20200	Court - Bail	610.00
<b>Grand Total:</b>		<b>610.00</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	610.00
<b>Grand Total:</b>	<b>610.00</b>