



COUNCIL REGULAR SESSION

Wednesday, March 01, 2023 at 7:00 PM

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

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

RESOLUTIONS

- [1.](#) **Resolution No. 1974:** A Resolution Appointing the Budget Officer for Fiscal Year 2023-24
- [2.](#) **Resolution No. 1975:** A Resolution Adopting Findings to Utilize Construction Manager/General Contractor (CM/GC) as an Alternative Procurement Method for the Police Station Project and Exempting Project from Competitive Bidding Requirements

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- [3.](#) Fifth Amendment to Agreement with David Evans & Associates, Inc. for Columbia Blvd. Sidewalk and Safety Improvements Project
- [4.](#) First Amendment to Agreement with Mackenzie for Public Safety Facility Design

CONSENT AGENDA FOR ACCEPTANCE

- [5.](#) Library Board Minutes dated January 9, 2023
- [6.](#) Parks and Recreation Commission Minutes dated January 9, 2023
- [7.](#) Planning Commission Minutes dated January 10, 2023

CONSENT AGENDA FOR APPROVAL

- [8.](#) Declare Surplus Property - Police Vehicles
- [9.](#) Animal Facility Licenses
- [10.](#) OLCC Licenses
- [11.](#) 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/88436037903?pwd=Ym5rd3dKcnRFanV0WHpOR3FaU05Rdz09>

Meeting ID: 884 3603 7903

Passcode: 136143

Dial: 669-444-9171

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

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

City of St. Helens
RESOLUTION NO. 1974

A RESOLUTION APPOINTING THE
BUDGET OFFICER FOR FISCAL YEAR 2023-24

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

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

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

Section 1. City Administrator John Walsh is appointed as the Budget Officer for fiscal year 2023-24.

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

Approved and adopted by the City Council on March 1, 2023 by the following vote:

Ayes:

Nays:

Jessica Chilton, Council President

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1975

**A RESOLUTION ADOPTING FINDINGS TO UTILIZE CONSTRUCTION
MANAGER/GENERAL CONTRACTOR (CM/GC) AS AN ALTERNATIVE
PROCUREMENT METHOD FOR THE POLICE STATION 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 Construction Manager/General Contractor (CM/GC) alternative contracting method for the Police Station (Project). Construction Manager/General Contractor (CM/GC) is defined in OAR 137-049-0690 as an alternative procurement method that results in a Public Improvement Contract in which an integrated project team approaches and applies professional management during the planning, design, and construction of a project. The integrated Project Team consists of the Agency (City), City's Representative Consultant (optional), architectural engineer (A&E), CM/GC Contractor (Contractor), Independent Cost Estimator (ICE), and subcontractors. In CM/GC contracts, the City contracts separately for design and construction services. Both the CM/GC Contractor and the A&E are selected through a qualifications-based or best-value selection process and both may be retained from the beginning of design through the end of construction; 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 construct the new Police Station 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 CM/GC teams to submit competitive proposals in response to the City's Request for Proposals ("RFP"). A Selection Committee will select CM/GC 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 Police Station Project 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 March 1, 2023 by the following vote:

Ayes:

Nays:

Jessica Chilton, Council President

ATTEST:

Kathy Payne, City Recorder

Exhibit A

II. FINDINGS REGARDING REQUIRED INFORMATION

Use of Alternative Contracting methods, such as Construction Manager/General Contractor (CM/GC), is made possible under ORS Chapter 279C, which permits certain contracts or classes of contracts to be exempt from competitive public bidding under strict procedural safeguards. Like other alternative contracting methods, CM/GC has significantly different legal requirements than a typical design-bid-build project delivery method.

Pursuant to ORS 279C.335, a local contract review board may exempt specific contracts from traditional, competitive bidding by showing that an alternative contracting process is unlikely to encourage favoritism or diminish competition and will result in cost savings and other substantial benefits to the public agency. 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). The Oregon Attorney General's Model Public Contract Rules provide for public notice and opportunity for the public to comment on draft findings in favor of an exemption before their final adoption.

ORS 279C.330 provides that: “findings” means the justification for a contradicting agency conclusion that includes, but is not limited to, information regarding:

- Operational, budget and financial data;
- Public benefits;
- Value engineering;
- Specialized expertise required;
- Public safety;
- Market conditions;
- Technical complexity; and
- Funding sources.

The City of St. Helens (City) finds that the information regarding these criteria, as set forth below, supports the Council’s decision to use the CM/GC contracting method for the Project.

1. Unlikely to Encourage Favoritism: The City will select the CM/GC 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 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 CM/GC 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 will be included in the RFP will be followed. Scoring criteria will be based on the experience of the CM/GC 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.

2. Available Bidders: The RFP will attract CM/GC firms having the specialized knowledge, capacity, and skills for the Project from within the state, and the Pacific Northwest. A sufficient number of CM/GC firms are available to respond to the RFP.

3. Operational, Budget and Financial Data: As the Project funding is limited, and the potential scope is quite broad, a precise determination of the overall Project budget cannot be made at this time given market conditions. The initial estimated target Guaranteed Maximum Price (“GMP”) for the police facility is approximately \$12.6 million.

CM/GC provides opportunities for cost saving in a variety of ways. The inherent flexibility and openness of the process allows the City to more easily make appropriate changes as necessary to meet the project budget. If the CM/GC contracting method is used, the CM/GC contractor could assess the scope and phasing of the Work and provide real time detailed cost estimating during the design phase and can maximize value through the possible use of various work packages. This additional input would allow the City to more accurately determine costs and funding requirements, and potentially include additional project elements if feasible. These phased Project budget adjustments cannot be effectively accomplished with a traditional Design-Bid-Build contracting process. The City anticipates a lower overall cost and better value using the CM/GC contracting method, as described more fully below.

The CM/GC process will assist in developing a scope of work and construction documents that meet the requirements of the Project with significantly lower risk of cost overruns, particularly with the use of a GMP where most of the risk of unforeseen costs for the defined scope will be absorbed by the CM/GC contractor. The firm GMP contract amount includes the expected cost to construct the project, the CM/GC firm's fee, and a contingency amount that the CM/GC believes should be available to cover the proposed scope. The resulting CM/GC contract will establish, within the GMP amount, the allowable fees, allowances and Project costs of the Work. Under the CM/GC process, any savings in Project costs will remain with the City and used for other capital construction.

4. Public Benefits: The benefit to the public of a local police force with up-to-date facilities is apparent. Additionally, the public will benefit by maximizing the facility at the least cost to the public. Given market volatility, the utilization of the CM/GC delivery method will allow the team to use Target Value Design tools and early work amendments to procure materials that have long lead times, and receive design assistance from subcontractors who can provide cost savings and assurances with meeting project deadlines.

Use of CM/GC as an alternative contracting method will allow construction work to commence relatively rapidly on some portions of the Work while design continues on the remaining portions. This will shorten the overall duration of the construction (thereby saving costs), maintaining both the schedule and the budget of the Project while ensuring coordination with the Design Team.

Further, as described below, the CM/GC delivery method will benefit the public as well by ensuring their safety when they are present in the new building.

5. Value Engineering: Value Engineering (“VE”) is encouraged by the City on all city projects. VE can be defined as an organized effort directed at analyzing designed building features, systems, equipment, and material selections for the purpose of achieving essential functions at the lowest lifecycle cost consistent with required performance, quality, reliability, and safety. The CM/GC method of project delivery will result in earlier, more reliable, and higher quality VE since a sizable amount of project design and planning will be accomplished with the involvement of and in conjunction with the CM/GC contractor during the design development phase. The City can expect to realize substantial benefits of a lower construction cost and a well-developed scope of work for the Project. The benefits of enhanced VE are not available with the traditional low bid process.

The unique relationship of the owner, construction contractor and the Design Team under the CM/GC process for Project delivery fosters a team approach, which should result in significant VE benefits. The traditional Design-Bid-Build method procures a contractor and pricing only after the design has been fully completed, which does not allow for pertinent input from the construction contractor as to the chosen means and methods. Design plans and specifications that utilize alternative materials and methodology identified by the CM/GC that add value or save costs can be developed during the design phase when using the CM/GC delivery method. Alternative materials or methods identified by the CM/GC could be considered in the pricing before the GMP amendment is executed, reducing the number of change orders during construction of the Project.

6. Specialized Expertise Required: The CM/GC selection process is based on qualifications, with price as factor. The fee is, however, less important than the overall qualifications and specialized expertise of the selected CM/GC. The City will benefit by acquiring a CM/GC which has established experience and specialized expertise to manage this Project. A low bid process does not provide an opportunity to obtain the most qualified contractor with the specialized expertise needed for the Project.

As the project is located in a known flood plain area and the building use will be used for The St. Helen’s Police Department (a function with significant safety concerns), the City recognizes that the architect and engineering team cannot perfectly document all unforeseen or unknown conditions due to the variables involved. It will be incumbent on the CM/GC, the CM/GC’s trade partner team, and subcontractors to determine the best way to phase and integrate the various flood protections and security components of the building.

For successful Project completion, expertise and an innovative approach are required in: (a) managing and coordinating both design and construction; (b) implementing performance specifications; (c) providing VE and constructability reviews; (d) scheduling and estimating; (e) assessing risk; and (f) providing a completed Project through a collaborative CM/GC delivery method.

The Project requires the knowledge, craftsmanship, special expertise and experience of a contractor team that has worked on other buildings with high security requirements specific to a

police force. In addition, because this building is located near a known flood plain, there may be unforeseen conditions that will require field judgment that relies on the expertise of a contractor experienced with the local conditions. Due to these construction details, it is paramount that the Project be delivered by a contractor selected based on price and qualifications and not one based on a low bid. The selected CM/GC contractor and its expert subcontractors will be critical team members for the Project.

7. Public Safety: The Project will provide for safe public access and compliance with ADA requirements. All work during the construction will be done in accordance with OR-OSHA safety regulations. The CM/GC selected will be highly qualified and capable, and must show evidence of construction safety practices that are at the highest level of integrity. The CM/GC's input into work, trade sequencing and construction methodologies can reduce issues related to safety and provides for close controls and related risk reductions on the site.

The CM/GC method of delivery is a team approach and provides for a high level of responsibility and visible adherence to public safety. The contractor's performance on prior projects in satisfying these safety needs can be determined as part of the City's selection process. This determination is not available under the low bid process.

Two identified design drivers are the location of the building in a flood plain and the need to ensure a safe and secure facility for the St. Helens' Police Department, any members of the general public who might be visiting the facility, and any occupants of its holding cells. The CM/GC process will allow the design team to work closely with the General Contractor to ensure that the integrity of the building and the safety of the Police force and public are both achieved while keeping the project within the available budget, completed on time using the most up to date standards for a modern police facility. Using a traditional Design-Bid-Build process would extend the time and therefore the budget which would limit the scope components that could be included. This could result in a structure that was more at risk of floods or less secure for the police force and general public.

8. Effect on Funding: The use of CM/GC will have no effect upon the availability of funding.

9. Market Conditions: The CM/GC contracting process is a modern construction delivery method used by both public and private organizations. The CM/GC is tasked with keeping the Project Team up to date on the latest construction techniques and products. The CM/GC will inform the Project Team of current market conditions, labor and materials availability, and construction methodologies that can reduce design and construction time and costs.

The CM/GC process allows "fast track" construction to start while detailing structures, interiors, and systems at the same time as awarding site work, foundations, and long-lead items. Timing the market for the various aspects of construction can result in cost savings and ultimately keeps the Project Team on a schedule. These fast-track benefits are not available under the low bid process.

In addition, using the CM/GC process will allow trades to become involved earlier in the process. The current market for construction services is becoming increasingly tight with substantial increases and public and private construction projects. By allowing the involvement of trades

earlier in the process, the CM/GC will be able to acquire and involve higher quality subcontractors, which will lead to a higher quality product for the City and its residents. These benefits are not available under the low bid process.

10. Technical complexity: This Project would benefit from a CM/GC contractor with in-depth technical expertise of the current supply chain and labor issues that contribute to the national and regional volatility of the construction market. Design issues relative to designing a public safety building will impose an additional layer of complexity better handled by those with experience with this project type. As described above, the Project involves early work packages, phased permitting and management of varied subcontractors within a fast-track schedule. A CM/GC contractor with technical expertise will be required to identify and price multiple possible solutions, as well as to identify current and hidden conditions that may impact the Project at multiple points of design and during construction. A high level of communication and coordination among the City, the design professional and the construction contractor, all working as a team, is required, which would be facilitated by utilizing the CM/GC approach for the Project. Under a low bid process the technical competence of the contractor is difficult to evaluate.

11. Funding Sources: The CM/GC method of contracting provides the greatest cost controls for limited budgets and therefore benefits the City. The team approach, the schedule, the value analysis, and constructability reviews, provides the ultimate in effective cost analysis. It is critical, and also consistent with the spirit of collaboration encouraged throughout the process, that everyone on the Project Team works towards a budget of which they can take ownership.

The total estimated project budget at this time is \$12.6 million. It is anticipated that the current funding will only accommodate an updated police facility. Due to the volatility of current market conditions of labor and materials, it will be necessary to have a CM/GC contractor provide insight as soon as possible to verify budget sufficiency given market conditions.

12. Experienced Consultants: The City has experience using CM/GC delivery, will use specialized advisor services when necessary, and the law firm of Jordan Ramis for legal 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 CM/GC firm through a competitive process, for overseeing the work of the CM/GC 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.

Summary: After careful consideration of the above, the City has found the CM/GC more appropriate than a traditional design-bid-build process to meet the overall project objectives for the Project.

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

This agreement is entered into this 1st day of March 2023, by and between the City, (hereinafter "City"), and David Evans & Associates, Inc., (hereinafter "Contractor").

RECITALS

- A. City and Contractor entered into a Personal Service Agreement on February 21, 2020, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. The City executed Amendment 1 to the Contract on December 15, 2021 after determining that additional Scope of Work necessary for the design to replace an existing culvert and construct a retaining wall adjacent to the new sidewalk.
- C. The City executed Amendment 2 to the contract on August 3, 2022 for separating the culvert work from the sidewalk construction due to permitting issues.
- D. The City executed Amendment 3 on January 4, 2023 to retain the services of the Contractor for construction engineering services of the sidewalk and culvert projects for the purposes of monitoring and inspecting the work and providing the City complete "as-constructed" drawings at the end of the projects.
- E. The City executed Amendment 4 on January 18, 2023 extending the Contract date to December 31, 2023.
- F. Additional compensation is required for construction engineering services for the project.

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

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Additional compensation for construction engineering services shall be a not to exceed amount of \$20,170.67.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 1st day of March 2023.

Contractor

Paul Tappan

Date: 2-22-23

City

Rick Scholl, Mayor

Date: _____

Attest:

By: _____
Kathy Payne, City Recorder

City of St. Helens
FIRST AMENDMENT TO PERSONAL SERVICES AGREEMENT
Mackenzie
Public Safety Facility Project

This Amendment is entered into this 1st day of March 2023, between the **City of St. Helens**, an Oregon municipal corporation (“the City”), and **Mackenzie** (“Contractor”).

RECITALS

A. WHEREAS, on or about October 11, 2021, the City and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to design of a Public Safety Facility; and

B. WHEREAS, the City has found it necessary to downsize the Public Safety Facility due to a reduced project budget which requires an Additional Service Agreement from Contractor, attached as Exhibit A; and

C. WHEREAS, the City and Contractor have met and agreed upon preliminary changes to the original plans for the Public Safety Facility, which are codified in the attached Exhibit A.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. Contractor will perform work to design a smaller footprint Public Safety Facility (aka: Police Station) according to the attached Additional Service Agreement.

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

CITY:

CONTRACTOR:

CITY OF ST. HELENS, an Oregon
municipal corporation

MACKENZIE

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

ADDITIONAL SERVICE AGREEMENT

Between **Client** and **Mackenzie**

This **ADDITIONAL SERVICE AGREEMENT** is made as of the 13th day of January in the year 2023, by and between the following parties, for services in connection with the Project identified below:

Client:	City of St. Helens John Walsh 265 Strand Street St. Helens, OR 97051
Mackenzie:	1515 SE Water Avenue, Suite 100 Portland, OR 97214
Project:	St Helens Public Safety Bldg – Redesign
Mackenzie Project Number:	2210310.04

Client and **Mackenzie** agree as follows:

1. BASIS OF DESIGN

- 1.1 The following revisions to the original basis of design are based on the St. Helens Public Safety Building Construction Document Set dated October 20, 2022.
- 1.2 This agreement quantifies the changes and new scope that will be required for the project. There are sufficient dollars in the current agreement to cover the cost for these new services. There is \$505,259 remaining from the original contract (inclusive of 2210310.00 and 2210310.02). Dollars remaining from the original contract amount will be applied to the cost of these professional services.
- 1.3 The City of St. Helens has informed the design team of a reduced project budget. Instead of approximately \$21.5 million dollars, the City would like to explore a new building that would cost approximately \$12.6 million dollars to complete, inclusive of construction costs and soft costs. Therefore, the current 22,030 SF Public Safety Building will need to be reduced in order to meet the new budget. It is our understanding that reductions of the building will likely include all or make-up some of the following:
 - 1.3.a Elimination of all City Function spaces including: Council Chambers, Jury Deliberation Room, Court Clerk Space, Judge's Chambers, Attorney Office, Court/Council Storage, IT, City Server, AV Closet, Unisex Restroom, and up to 50% of the lobby and vestibule spaces.
 - 1.3.b Elimination of one (1) police interview room.

ADDITIONAL SERVICE AGREEMENT

St Helens Public Safety Bldg – Redesign

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- 1.3.c Reduction in width of Armory and Equipment storage rooms.
- 1.3.d Removal of the island workspaces from both the Officer Evidence Processing and Evidence Technician rooms.
- 1.3.e Elimination of the evidence vehicle bay.
- 1.3.f Elimination of one (1) shower/toilet room.
- 1.3.g Reduction of the size of the mechanical room by approximately 75%.
- 1.3.h Reduction in the size of the break room.
- 1.3.i Elimination of both phone rooms.
- 1.3.j Elimination of one (1) conference room so that Briefing and Detectives share a conference space.
- 1.3.k Reduction in the number of patrol workstations from eight (8) to four (4).
- 1.3.l Elimination of two (2) public restrooms.
- 1.3.m Reduction of all hallway widths.
- 1.3.n Combine the Property/Evidence Release space with the Soft Interview room (shared space). Elimination of one (1) of the two (2) existing rooms.
- 1.4** It is our understanding that if the budget allows, the priority space add backs shall be:
 - 1.4.a One (1) shower/toilet room
 - 1.4.b Island workspaces at both the Officer Evidence Processing and Evidence Technician Rooms.
- 1.5** It is our understanding that the following site reductions can be made:
 - 1.5.a Reduction or elimination of the public plaza space.
 - 1.5.b Removal of the pedestrian paths on site. These will be completed in the future under a separate contract.
 - 1.5.c Reduction in the number of public parking stalls from 35 down to six (6).
 - 1.5.d Replacing the CMU security wall with chain link fencing.

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- 1.5.e Moving the new smaller building closer to Old Portland Road to reduce the amount of site area impacted by new work. The building will not encroach in the 100-year flood plain on site.
- 1.6 The new building will likely be somewhere between 11,500 SF and 13,000 SF, based on the new budget constraints.
- 1.7 Interior and exterior material palettes will remain the same as the original design unless a change is deemed necessary to reduce costs further, such as the removal of the exterior stone base. No additional interior or exterior material finish palettes will be presented by the design team.
- 1.8 All Mechanical, Electrical, Plumbing, and Technology systems selected in the original design will be utilized in the new design with reduced sizes for the reduced loads.
- 1.9 It is our understanding that the Client may elect to change the project procurement process from a standard design-bid-build to a CM/GC process. Any additional scope required for this process will be captured in a future contract for the remainder of the design phases. If a CM/GC is selected, the CD set will be utilized for bidding and the GMP establishment. CM/GC review of the contract documents will occur concurrent to the development of the documents and with any revisions/clarifications to the documents occurring before the conclusion of the CD phase. Any substitution requests after the documents are complete will need to be evaluated for the amount of time to review and implement the changes so the Client can evaluate the merits of the design team reviewing the substitution request.
- 1.10 It is our understanding that the Client would like to work through the Schematic Design phase on a Time and Materials basis to develop the new concept. Although there are sufficient funds under the original contract to fund this phase of the revised Project, the total overall fees for completing the revised scope project will be higher than the remaining funds available, and an add-serve (less any funds remaining) for the DD, CD, permitting, bidding, and CA phases will be developed after this SD phase. After the new concept is developed, the Mackenzie Team will put together a fixed fee for the remaining design phases (DD, CDs, Bidding, Permitting, and CCA).
- 1.11 In accordance with our recent discussion, we will perform the tasks outlined below for subject project. It is agreed that these tasks will be provided as Additional Services in accordance with our original agreement for this project, dated October 13, 2021. All terms and conditions, including assumptions and exclusions, of the original agreement remain in effect unless modified in this Additional Service.

2. SCOPE OF SERVICES

- 2.1 Schematic Design (SD): Estimated Time Duration – 9 weeks
- 2.1.a Meet with key staff and the Client remotely via “Microsoft Teams” video conference to re-kick off project services and Schematic Design phase, redefine overall project goals, objectives, budget, work scope, team roles/responsibilities, schedule, and project milestones. The following

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disciplines will attend the kickoff meeting: Architectural and Civil engineering. Meeting minutes for this meeting will be prepared by Mackenzie.

- 2.1.b Hold weekly project meetings with the Client and their key staff via videoconferencing, unless noted otherwise herein.
- 2.1.c Develop one (1) revised conceptual site plan and one (1) preliminary building plan option. Building sections, elevations, study models, perspective sketches, 3D/BIM modeling, or combinations of these media may also be developed to convey the revised design intent.
- 2.1.d Identify changes to major building systems such as HVAC, mechanical, electrical, lighting, plumbing, structural, and utilities based on the decreased building size and function.
- 2.1.e Provide MEP narrative and sketches describing updated systems based on the reduced building size.
- 2.1.f Acoustical engineering assessment will be completed with recommendations for facility performance.
- 2.1.g Meet remotely via “Microsoft Teams” to review the revised conceptual design during a regularly scheduled weekly meeting.
- 2.1.h Develop and refine Schematic Design documents.
- 2.1.i Issue Schematic Design documents for Client review and Mackenzie cost estimator (and/or CM/GC) use.
- 2.1.j Coordinate with Mackenzie’s cost estimator, who will complete a line-item cost estimate, utilizing the Schematic Design set as the basis for the cost estimate. The cost estimate will be completed to an AACE Class 2 level.
- 2.1.k Review projected soft costs, provided by OTAK, as part of the overall project budget.
- 2.1.l Coordinate getting a preliminary jurisdictional fee estimate from the City of St. Helens (AHJ), to be plugged into the project master budget spreadsheet by OTAK.
- 2.1.m Meet with the Client remotely via “Microsoft Teams” to review the updated cost estimate.
- 2.1.n Obtain written approval from Client to proceed with Design Development (under future contract).

3. EXCLUSIONS

- 3.1 No services are included in this agreement other than those specifically set forth in the Scope of Services.

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St Helens Public Safety Bldg – Redesign

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4. TERMS AND CONDITIONS

4.1 Subject to the applicable Standard of Care, Mackenzie will design the Project in accordance with applicable laws, including current Federal ADA Accessibility Standards and as required by the Authority Having Jurisdiction (AHJ) for Building Permit per the AHJ's current edition of the governing building code, and by reference therein ANSI ICC/A117.1 ("Building Code") for new construction. Notwithstanding the foregoing sentence, the Client acknowledges that various governmental codes and regulations, including without limitation the ADA and FHA, are subject to varying and sometimes contradictory interpretation and that the ADA is not a detailed building code. In the case of such conflicts or differing interpretations, Mackenzie will notify the Client thereof and will endeavor to design to the most stringent interpretation acceptable to the AHJ.

4.2 All other provisions of our original agreement for this project apply to these services.

5. PAYMENT

5.1 Contract Fee will be billed on an hourly basis in accordance with the attached Hourly Billing Rate Schedule and is estimated to be \$164,687. It is understood that this estimate is neither a minimum nor a maximum, but simply an estimate of the level of effort we anticipate will be required for the scope of services described. Any services performed beyond the scope of services set forth above shall be for additional fees. There is \$505,259 remaining from the original contract. The cost of these professional services will reallocate dollars from the remaining contract amount.

5.2 If a CM/GC delivery is selected by the City of St. Helens, an additional \$4,000 in design team efforts would be estimated to coordinate and reconcile the two cost estimates.

5.3 All fees and costs are due 30 days after they are billed, and accrue service charges of 1.5% per month beginning 45 days from date of invoice. It is specifically understood that Mackenzie may cease providing services if accounts remain unpaid 45 days from date of invoice. It is agreed that Mackenzie will not be responsible for damages which arise from such cessation of services. If payment is not timely made, Client will reimburse Mackenzie for all costs or expenses reasonably incurred by Mackenzie in collecting sums due Mackenzie, including, without limitation, attorneys' fees.

ADDITIONAL SERVICE AGREEMENT

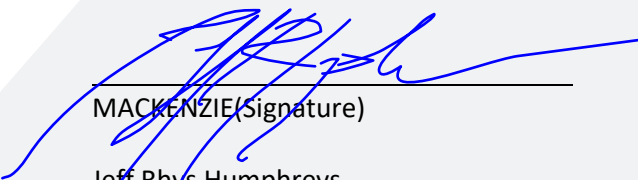
St Helens Public Safety Bldg – Redesign

Project Number 2210310.04

January 13, 2023

Page 6

This **ADDITIONAL SERVICE AGREEMENT** is entered into as of the day and year first written above between **Client** and **Mackenzie**.

CLIENT(Signature)_____
(Printed Name)_____
(Title)_____
(Date Executed)

MACKENZIE(Signature)_____
Jeff Rhys Humphreys
(Printed Name)_____
Principal in Charge
(Title)February 3, 2023

(Date Executed)

Enclosure(s): Reimbursable Billing Rates Schedule
Hourly Billing Rate Schedule

c: Accounting Department
Adrienne Linton, Iris Wu – Mackenzie

REIMBURSABLE CHARGES

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

IN-HOUSE PRINTING

Scanning – Black & White

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

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

Scanning – Color

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

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

Printing/Copying – All Sizes

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

Fax

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

OTHER IN-HOUSE REIMBURSABLE ITEMS

Digital Photo Documentation

\$15.00/download

Check Generation Fee

\$25.00

Automobile Mileage

Billed according to IRS guidelines

Delivery Service

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

Data Supplies

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

Report Binder

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

Foamcore:

\$4.25/sheet

HOURLY BILLING RATE SCHEDULE*

PRINCIPALS \$ 160 – \$ 290

ARCHITECTURE/LANDSCAPE

Design Director \$ 190 – \$ 235
 Senior Project Architect \$ 160 – \$ 260
 Project Architect I – III \$ 100 – \$ 210
 Architectural Designer II-III \$ 90 – \$ 175
 Architectural Designer I \$ 65 – \$ 100
 Designer/Drafter \$ 50 – \$ 80
 Intern \$ 50 – \$ 75

ENGINEERING

Senior Project Engineer \$ 160 – \$ 250
 Project Engineer I – III \$ 100 – \$ 200
 Designer I – II \$ 75 – \$ 155
 Transportation Analyst I – II \$ 65 – \$ 115
 Designer/Drafter \$ 85 – \$ 140
 Intern \$ 55 – \$ 85

PLANNING

Senior Project Planner \$ 150 – \$ 235
 Project Planner I – IV \$ 90 – \$ 210
 Permit Coordinator \$ 55 – \$ 95
 Assistant Planner \$ 70 – \$ 110
 Intern \$ 50 – \$ 75

INTERIOR DESIGN

Senior Project Interior Designer \$ 150 – \$ 230
 Interior Designer III – V \$ 100 – \$ 175
 Interior Designer I – II \$ 70 – \$ 135
 Intern \$ 50 – \$ 75

ADMINISTRATION

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

*Subject to change April 2023

City of St. Helens
Library Board
Minutes from Monday, January 9, 2023
 St. Helens Public Library via ZOOM

Members Present

Rob Dunn, Chair
 Melisa Gaelrun-Maggi
 Ellen Jacobson
 Aaron Martin
 Lynne Pettit
 Jessica Sturdivant

Members Absent

Diana Wiener
 Jana Mann, Vice Chair

Guests

Rachael Barry

Councilors in Attendance

Partick Birkle

Staff Present

Suzanne Bishop, Library Director
 Dan Dieter, Library Board Secretary



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

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

OLD BUSINESS: STRATEGIC PLAN UPDATE: Government Specialist Rachael Barry asked Member Jacobson to give an update on the strategic plan. Member Jacobson stated that a presentation was made to City management on the progress of strategic plan activities. Member Jacobson shared screens of the Stakeholder meetings data collection form, which can be used to capture the data from the meetings that board members will be having with stakeholders. The finished data can be uploaded to a Google doc and then analyzed. Chair Dunn stated that he is familiar with algorithms and how disparate data can be organized, as it isn't easy to do. We might have to look at how to capture similarities in the data coming from the stakeholder meetings. The board discussed the form and how to use it. Stakeholder comments so far have all been very positive. Member Sturdivant asked if it might work better to use Google forms, that it might be a useful

way to use online tools to help organize the data. The Stakeholders List was reorganized to show to the City Council. Councilor Birkle also added a few new stakeholders to the list. The list has grown as it has been shared. Chair Dunn asked if this is the list we will use, will we have enough time to meet with all the stakeholder groups. The board discussed the idea of selecting the top 10 or 15 groups to focus on at first to make sure that the core constituency has been surveyed, and then if there is enough time, board members can go back and try to capture data from the remaining groups. Chair Dunn stated that some of the groups can be taken off the need-to-meet-with list because they are already associated with a board member. Director Bishop asked for clarification, as it seems that the board would like to use the natural connections to start with and then can go back and pick up others as time allows. The board discussed what progress would look like going forward. We can send out the spreadsheet this week and get the top groups noted. We can look at Google forms as an option as well. By the February board meeting we can share the information gathered from the stakeholder groups so far. There are three councilors that still need to be surveyed, and Member Martin volunteered to try to meet with them. A survey through SurveyMonkey is being built, and despite some technical issues, it should be available this week. We do have a QR Code available to direct constituents to the survey.

NEW BUSINESS: Director Bishop announced that Past Chair Davis has given his notice to leave the Library Board effective January 2, 2023.

LIBRARY DIRECTOR'S REPORT: Director Bishop stated that City Recorder Kathy Payne has been informed of Past Chair Davis's resignation and will publish a call for applicants. We need to spread the word about the strategic plan and the need to get as much feedback as we can. It is time for all board members to sign to confirm that they have read the Code of Ethics that the City requires. This is an annual task, and the signed confirmations need to be sent to City Recorder Kathy Payne. Youth Librarian Keeney has restarted regular children's programs. They have been engaging new families and has been able to spend some time with regular patron families as well. The Library will be closed January 16 for Martin Luther King Jr., day. Public Works has installed new solar powered lights in the staff parking area. These help illuminate the area and make it safer for staff. The Chamber of Commerce will be meeting at the Makerspace this Friday, January 13 at 8:00 am. This is an opportunity for staff to solicit partnerships with local businesses. State Senator Weber was scheduled to visit the Makerspace on January 5 was unable to make it. There will be an attempt to come back sometime in the future. Some recent statistics include first time circulations for juvenile material at 21,323 items, adult material at 10,446 items, and young adult material at 2,107 items. Circulation in the young adult collection is the most difficult. They do use the library though, for example, as a place to meet and work on homework. The semiannual report will be presented to City Council at the work session on February 1.

CITY COUNCILOR'S REPORT: Councilor Birkle introduced himself to the board as the City Councilor that is now assigned to the Library. He was a member of the Library Board prior to becoming a City Councilor. As a teacher, he is excited to better understand the relationship between the schools and the library. Councilor Birkle shared some

information about the library's history and how impactful the new building was when it was constructed. What does the Library need in the next fiscal year? The City has some loans to pay off and that might have budget implications. Last year it was a surprise to see removal of Youth Librarian position, so it is important to get involved in the budget committee process. Director Bishop welcomed Councilor Birkle back to the Board.

DISCUSSION ITEMS: Member Pettit stated that the City will separate the Parks and Recreation Department and create a Recreation Department and a Parks and Trails Department.

SUMMARIZE ACTION ITEMS:

NEXT MEETING: The next regularly scheduled meeting will be Monday, February 13, 2023, at 7:15 p.m. via Zoom.

ADJOURNMENT: Chair Dunn adjourned the meeting at 8:05 pm.

✍

Respectfully submitted by:

Library Board Secretary, Dan Dieter

2021-2022 Library Board Attendance Record

Item #5.

P=Present E=Excused Absence U=Unexcused Absence

Date	Davis	Dunn	Gaelrun-Maggi	Jacobson	Mann	Martin	Pettit	Sturdivant	Wiener
07-11-2022	P	P	P	-	P	-	-	E	E
08-08-2022	P	E	P	-	P	P	P	P	P
09-12-2022	P	P	P	-	P	P	P	P	U
10-10-2022	P	P	P	P	P	P	P	E	U
11-14-2022	P	E	P	P	P	P	P	P	U
12-12-2022	P	P	P	P	P	P	P	P	U
01-09-2023	-	P	P	P	E	P	P	P	U
02-13-2023									
03-13-2023									
04-10-2023									
05-08-2023									
06-12-2023									



PARKS AND RECREATION COMMISSION

Monday, January 09, 2023 at 4:00 PM

APPROVED MINUTES

MEMBERS PRESENT

Commissioner Howard Blumenthal
 Chair Lynne Pettit
 Commissioner Dana Lathrope
 Commissioner Paul Barlow
 Commissioner Jerry Belcher
 Commissioner Scott Jacobson
 Commissioner Lauren Gonzales

STAFF PRESENT

Shanna Duggan, Recreation Manager
 Melisa Gaelrun-Maggi, Parks & Recreation Administrative Assistant
 Buck Tupper, Facilities Maintenance Supervisor
 Brandon Sundeen, City Council

OTHERS

Tina Curry
 Nick Sorber

CALL TO ORDER - 4:00pm

Buck Tupper was introduced as the new supervisor of the Parks Department. He spoke a little about the transfer of Parks to Public Works and Shanna Duggan still overseeing Recreation.
 Brandon Sundeen was introduced as the new liaison from City Council.
 Lauren Gonzales was introduced as the new Parks & Recreation Commissioner.

APPROVAL OF MINUTES

1. Re-approval of October 10th, 2022, minutes.
 Correction to December 12th, 2022, minutes. Commissioner Jacobson's comment "definition of objectionably reasonable is too broad" needs to be changed.
 Motion made by Blumenthal to approve both sets of minutes, seconded by Jacobson.
 Voted yea: Jacobson, Lathrope, Pettit, Barlow, Blumenthal, Gonzales, Belcher.

VISITORS COMMENTS:

❖ Tina Curry – Tourism Department

Tina Curry had heard from Pettit that some of the parks did not have signs. She came up with a campaign called "Park It" and printed designs on t-shirts to sell and raise money for signage. She is unsure of the cost needed to buy new signs or re-furbish the old ones. Tupper mentioned that most of the parks already have signs. Barlow feels there should be more discussion. Gonzales feels that the history of each park should be an important part of the signs. Belcher stated that the Arts & Cultural Commission had tried to sell t-shirts in the past and had very little success. Tina followed up to say that the financial burden would not be on Parks but provided by Tourism.

Lathrope asked if the money would go into a fund that they can pull from as needed and if Tina would be participating in other ways. Tina replied that it would be a one-time check writing act to help the Parks.

❖ **Nick Sorber-President of St. Helens Little League District 1**

Nick Sorber talked about the work that the McCormick ball fields need and that the appropriate dirt is not currently on them. They would like to purchase the dirt and maintain the fields as well as reserve the fields for a certain amount of the season. Tupper agreed that the dirt is not the best and his only concern is that the adult softball league also uses those fields, and the seasons might overlap a little, but other than that, he feels it would be a great bonus for the fields. Nick would really like to be able to utilize the fields for little league tournaments, concessions, portable mounds, and removable bases. Blumenthal had questions about all the different sized fields for the different sports. Nick explained that it is baseline length.

Nick stated that Valley Athletics would be the ones supplying the materials. Nick will come up with more specifics in writing if the Commission is open to the idea.

Blumenthal asked Duggan if the league would get exclusive use. Duggan says they do not get exclusive use and they get 50% off user fees per hour of volunteer time. Nick would like the amount of money they put into the fields built as a credit against their user fees. Duggan says that they currently have a formula, but Sundeen can always ask the City Council for permission above and beyond the usual.

NEW BUSINESS

2. Re-appointment of Commissioner Woodruff - Chair Pettit

The interview panel has already re-appointed Commissioner Woodruff.

Howard made a motion to re-appoint Commissioner Woodruff, seconded by Jacobson

Voted yea: Jacobson, Lathrope, Pettit, Barlow, Blumenthal, Gonzales, Belcher.

3. Urban Trail - Commissioner Belcher

Belcher is asking the Commission to develop a budget for the Urban Trail to put before the City Council. Pettit brought up that they cannot start at the beginning of the trail due to the Waterfront construction, but they can begin at the end with Grey Cliffs. They have already received some ideas on what they can start with from Mouhamad such as striping. Belcher talked about safety barriers, paths, views, and crosswalks. Commission members have volunteered to help with post markers.

Tupper is concerned that not all the trails are going to connect with all the construction going on. City signs must be put in with a v-lock system due to safety, as well as many other rules and regulations within the city. Any fencing or safety barriers must take into account the surrounding homeowners views. Any ideas need to be put before the city insurance company to take liability into consideration.

Belcher says he has seen some signs in parks in Longview that are simple. Tupper said that it might be a possibility within the park but anything near a sidewalk must be to specifications. Not to mention all the signs that have to be mowed around by the Parks crew.

Lathrope wants to know if they can make a smaller specific action plan for this year. Blumenthal thought it might be helpful to create a plan A and plan B. Tupper mentioned that if they do it in segments, they need to make sure not to create any dead ends.

Belcher does not want the Urban Trail to wait until after the Waterfront phases are over. He would like to see the City propose a minimum budget. Pettit wants QR codes created and put along the trail. Tupper thinks that trails on smart phones would help eliminate physical posts and help save some money. Lathrope would like to see an action plan for the QR codes that can be added to the already existing parks.

4. Standardize kiosks for parks - Commissioner Belcher

Belcher stated that Pettit mentioned the Botanical Gardens needs a kiosk with a trail map as well as a poison oak disclosure and some history. Pettit feels that the park kiosks should be standardized in design, shape, and materials. Tupper asked if Dahlgrens Hardware has donated materials in the past. He also mentioned that Roger is very good at building things quickly.

Blumenthal made a motion to standardize the park kiosks, seconded by Gonzales.

Voted yea: Jacobson, Lathrope, Pettit, Barlow, Blumenthal, Gonzales, Belcher.

5. Rename Commission - Chair Pettit

Pettit pointed out that Parks is no longer part of Recreation and that the Commission used to be called Parks and Trails. She would like to rename the Commission Parks and Trails.

Belcher wonders what the relationship in the future will be with Recreation. He feels that Recreation should make their own Commission.

Blumenthal made a motion to rename the Commission Parks & Trails, seconded by Barlow.

Voted yea: Jacobson, Lathrope, Pettit, Barlow, Blumenthal, Gonzales, Belcher.

Brandon Sundeen pointed out that this will have to be approved by City Council.

6. Nominate and vote for 2023 Chair and Vice Chair - Chair Pettit

Lathrope stated that she would like to be considered for Chair.

Jacobson nominated Lathrope for Chair, seconded by Belcher

Voted yea: Jacobson, Pettit, Barlow, Blumenthal, Gonzales, Belcher.

Blumenthal said he would feel more comfortable being Vice Chair. Gonzales nominated Blumenthal for Vice Chair.

Jacobson nominated Pettit for Vice Chair, seconded by Belcher

Voted yea: Jacobson, Lathrope, Barlow, Blumenthal, Gonzales, Belcher.

Blumenthal made a motion to move the votes forward, seconded by Gonzales.

Voted yea: Jacobson, Lathrope, Pettit, Barlow, Blumenthal, Gonzales, Belcher.

7. Satellite Parks - Jacobson

Jacobson spoke of Salmonberry, the City watershed property up Pittsburgh Rd, that he feels could be a future satellite park.

Pettit would like him to bring a map of future areas and dates for a tour.

Tupper explained that there is currently a box with instructions on the gate.

8. Nob Hill Staircase - Blumenthal

Blumenthal feels that the trail in Nob Hill Park has become compacted, and the staircase is eroding since he is no longer allowed to use gravel. He wants to know who will take care of these issues.

Tupper said his crew will take care of it, but right now the stairs are closed due to the construction around it. He will make sure it is safe for citizens before it is re-opened.

9. Nob Hill Bridge - Blumenthal

Blumenthal wants to talk about budgeting for new bridges and boardwalks in Nob Hill Park to take on equipment and more foot traffic. Tupper said that would be a conversation that would need to include engineering.

10. 5th Street Trail - Blumenthal

Blumenthal wants to organize a work party on the first Saturday in March. He wants to know if they can still park on Plymouth Street. Tupper said he will investigate this.

OLD BUSINESS**Website - Jacobson**

Jacobson is thinking of starting a "Visit St. Helens" website in addition to the official City website which he feels is too clinical. He brought up maybe joining with Tina from Tourism. Duggan suggested checking with Crystal and the City about the rules surrounding this first.

DISCUSSION ITEMS

Jacobson is worried about the stage being offset with the new construction of Columbia View Park. Other commission members thought that they remembered hearing this was so that people sitting on the grass could see the stage. Sundeen encouraged the commission members to watch the planning meetings to see what is going on with Waterfront projects.

Pettit passed out a park list and asked the Commissioners to take a look and see which parks they would like to take over or be removed from.

Blumenthal feels that each park should have a "friend's group" to care for the parks. Nob Hill is the only one that has a "friends" group. Pettit feels that a volunteer list of who works in all the parks would be more efficient. If any volunteer requests a specific park she will pass their info on to the Commissioner who oversees that park. Belcher and Jacobson think that a general "Friends of the Parks" group would be better.

Jacobson feels that two people to a park is good for a buddy system.

Tupper wanted to clarify that if they need to use the work crew it, needs to go through Public Works.

Belcher wants to know if Pettit can champion the Japanese Garden in McCormick Park. Lathrope would like to participate in the Japanese Garden as well.

Barlow could use some help with the trails in the spring. Gonzales had questions about what Barlow does. Pettit and Jacobson volunteered to help with the bike trail.

Pettit volunteered to take care of Civic Pride. Jacobson would like it to be a community garden. Sundeen would like to help bring it back to its former glory. Gonzales agreed to help as well and will come up with a plan based on the Master Plan.

Pettit wants to start a sub-committee to work on park grants. Belcher was told by the City that it was not the Commission's job. Pettit said she would talk to Mouhamed. Tupper stated that he thought planning staff works on grants. Duggan mentioned that she thought the grant they are referring to conflicted with another City grant. Belcher feels the state will be coming into a lot of infrastructure money soon and he wants some for the Parks.

STAFF REPORT**Buck Tupper**

Buck does not have much to report as he is new and trying to streamline.

Belcher asked how many people he has working for him.

He stated he has a carpenter, a mechanic, three park maintenance workers, and an office administration assistant.

COUNCILOR'S REPORT**Brandon Sundeen**

Sundeen said that the history of the Parks has always been no money, but they are creative with fundraising, so make a wish list and chip away at the little things.

OTHER BUSINESS

Jacobson stated that Steve Toschi is putting together a PC HB3115 task force and is asking for two members from the Parks Commission to be involved. Jacobson would like to be one of the members. Gonzales asked what HB3115 is, Jacobson said it was about homelessness. Gonzales stated she would like to be involved.

Belcher made a motion to create a task force involving two Commission members, seconded by Pettit.

Voted yea: Jacobson, Lathrope, Pettit, Barlow, Blumenthal, Gonzales, Belcher.

Jacobson mentioned that in the next Planning Commission meeting they are talking about Columbia View Park and he has asked Steve Toschi to let him know anytime the Planning Commission mentions Parks. Jacobson let the Commission know that there is another land vacation request to the City and the Parks Commission has not been advised about it. He feels that these should be under their purview, and that the Parks Commission should advise. He feels these spaces should be left as microclimates for flora and fauna.

Sundeen stated that all citizens are welcome to bring their comments to Planning Commission or City Council.

Blumenthal feels that if public comments go over their time it should be added to the agenda for the next meeting.

Jacobson wants more than ten days'-time to add agenda items. Pettit pointed out that additional items can always be brought up in "other business."

Pettit wants **Commissioners cc'd on agenda items** before they are added to the official agenda. She also wants to change the style of the agenda format.

Belcher wants every Commissioner to give an update about every park at every meeting.

Summarize action items:

Revisit parks assignment.

Urban Trail Action Plan.

Parks Website or Facebook Page.

ADJOURNMENT - 6:36pm



PLANNING COMMISSION

Tuesday, January 10, 2023, at 7:00 PM

DRAFT MINUTES

- Members Present:** Chair Dan Cary
 Vice Chair Russ Hubbard
 Commissioner Steve Toschi
 Commissioner Jennifer Pugsley
 Commissioner Charles Castner
 Commissioner Ginny Carlson (8:15p.m. Arrival)
 Commissioner Russ Low
- Members Absent:** None
- Staff Present:** City Planner Jacob Graichen
 Associate Planner Jenny Dimsho
 Community Development Admin Assistant Christina Sullivan
 Councilor Mark Gundersen
- Others:** Councilor Patrick Birkle (as visitor)
 Shannon Simms (Mayer/Reed)
 Brady Preheim
 Tammy Maygra

CALL TO ORDER & FLAG SALUTE

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

Preheim, Brady. Preheim was called to speak. He discussed the City Code of Ethics and shared his opinion on the commissioners who may have violated the ethics code. He experienced some questionable behavior with Commissioner Steve Toschi and Commissioner Charles Castner. He said the behavior was inappropriate for the Commission and both should resign.

Maygra, Tammy. Maygra was called to speak. She shared her experience with Commissioner Charles Castner and questioned if he could make sound decisions for all citizens. She asked the Commission to think about the decision made to keep a person on that may have questionable integrity.

Birkle, Patrick. City Councilor. Birkle was called to speak. He shared information about the Milton Creek bridge and the grant money applied for to repair that bridge. He said the application for that funding was withdrawn, so the City Council did not make any official motions on the bridge repair. He stated he was thankful for this time when he was the official liaison from the Council to the Planning Commission. He said he learned a lot and enjoyed watching the Commission grow and become more proactive. He said as a City Councilor he looked forward to hearing more from them at City Council meetings.

With the permission of Chair Cary, Commissioner Toschi read documents that were presented by Brady Preheim, regarding the accusations against Commissioner Castner. Commissioner Toschi felt they had nothing to do with Commissioner Castner.

CONSENT AGENDA

A. Planning Commission Minutes Dated December 13th, 2022

Motion: Upon Commissioner Pugsley's motion and Vice Chair Hubbard's second, the Planning Commission unanimously approved the Draft Minutes dated December 13, 2022. [AYES: Vice Chair Hubbard, Commissioner Toschi, Commissioner Pugsley, Commissioner Castner, Commissioner Low; NAYS: None]

B. Joint Planning Commission/City Council Minutes Dated December 14th, 2022

Motion: Upon Commissioner Pugsley's motion and Commissioner Low's second, the Planning Commission unanimously approved the Draft Minutes dated December 14, 2022. [AYES: Vice Chair Hubbard, Commissioner Toschi, Commissioner Castner, Commissioner Pugsley, Commissioner Low; NAYS: None]

DISCUSSION ITEMS

C. Architectural Review at Columbia View Park – City of St. Helens

Associate Planner Jennifer Dimsho presented the architectural review report. She explained the Commission would need to decide if the new proposed design for the Columbia View Park stage and pavilion complies with the Architectural Guidelines.

She shared the design for the new stage structure. She shared the size and some of its characteristics. She also mentioned there was a storage structure attached to the stage as well. She said it would store equipment for events. She also mentioned the storage room would house the irrigation and lighting controls.

She also discussed the dance floor area and grassy space in front of the stage. She said there were panels on the backside of the stage to serve as a backdrop for the stage, but also to help block wind and amplify sound during events. She said the panels can be rolled away when the stage is not in use, and to retain views of the River.

She discussed about built-in projector screens for future movie in the park events. She shared some of the recommended color pallets for the materials. She said the stage itself would have a basalt veneer front and then some darker painted steel to match the basalt color. She said the roof itself would be made out of Doug Fir and a curved glulam beam. She said the columns would be wood wrapped tapered steel beams. She said the side profile of the stage roof was tapered to give a water feel to the design. She said there were two proposed skylights in the roof, but may be cut from the design because of budget.

She shared the pavilion design and size. She said there was similar shape to the roof and the columns had the same tapered effect.

She discussed a sign for the stage that would be placed on the backside of the structure. She shared the size and font information. She mentioned the sign was part of honoring a sponsorship given to the City. Commissioner Pugsley said she agreed with honoring the sponsorship, but wanted to be sure the sign was complimentary to the structure and would not deter from the beauty of it. She recommended bronze-colored lettering instead of stainless steel.

There was a discussion on the color choice of the membrane roof. Commissioner Pugsley expressed some concern that the proposed white might be too bright to fit the scene of the park and river. She

suggested a muted darker, grayscale color. There was concern that it would stand out to the public from the river. Commissioner Pugsley also asked why they chose a membrane roof. Dimsho said it was due to cost and the shape of the roof.

There was a small discussion about the lighting inside the stage and pavilion. The Commission was satisfied with the amount of day-to-day lighting and the design for the event lighting. Vice Chair Hubbard if there had been an audio studio done and there was no answer given.

There was a discussion about the panels and their designs. Dimsho suggested styling down the storage building siding to something more muted and grey so that the paneling for the event staging did not become busy. It was also shown that both sides of the panels would have the same design. Chair Cary said he liked the neutral color of the panels, but said the design was a little busy. Commissioner Pugsley said she did not think the design was too busy and she wanted to be sure the attached storage building matched the panels.

There was a discussion about the access to the stage. Dimsho mentioned all the walkways around the staging were large enough for a vehicle. It was to allow for emergency access or large vehicles loading in.

There was a discussion about the grassy area in front of the stage. It was mentioned that it was a gradual grade up from the stage. Dimsho explained there was some ledge seating near the dance floor area. They discussed the access to the dance floor. Shannon Simms, with Mayer/Reed said there was three areas you could access the dance floor. There is a proposed pathway that slopes down from the south, you could step off the grassy wall, or stairs down to it. She said that the larger grassy area with different seating options allows for the event to be large or sized down to a more intimate space.

Commissioner Castner asked why this specific design was chosen for the panels and the siding. Simms explained the panels sit inside a metal framing and the pattern blurs that heaviness of the metal. She also said that it would help with making the stage the focus of the space when there is an event happening.

There was a small discussion about the windows on the storage building and if there would be anti-glare on them since they are south-facing. Simms said that was a good suggestion and they would investigate it.

Motion: Upon Commissioner Low's motion and Commissioner Toschi's second, the Planning Commission unanimously recommended the proposal meets the architectural guidelines with the additional recommendations for bronze colored lettering on the signage and a darker membrane roof color. [AYES: Vice Chair Hubbard, Commissioner Pugsley, Commissioner Toschi, Commissioner Low, Commissioner Castner; NAYS: None]

D. 2023 – 2024 Certified Local Government Historic Preservation Grant Program

Dimsho said they had implemented this grant since the City became a Certified Local Government. She said they have gone through six total grant cycles and four of the cycles were used for a pass-through grant program to give property owners for restoration on their eligible buildings. She said in 2017-2018 they used it on the City Hall building basalt mortar and in 2021-2022 they used it on the Bennett Building (Court/Utility Billing) to upgrade the storefront and transom windows.

Commissioner Pugsley asked about the timeframe for solicitation of property owners. She said this was a very short amount of time to get three contractors out to give bids on projects, which is one of the requirements to be considered for the grant. Dimsho said the timeframe for solicitation begins as soon as they get the contract from the state. There is not a lot of flexibility when solicitation begins, although the duration for solicitation could be expanded.

Dimsho said the amount this year would be from \$13,500 to \$15,000 and it is a one-to-one match so the property owner would spend between \$27,000 and \$30,000 on their project.

There was a small discussion on which properties or businesses would qualify or be eligible for the grant money. There was also a discussion on the scoring system and how they decide who is selected. Dimsho also mentioned they would discuss the applicants and decide on who is selected in July.

E. Chair/Vice Chair Selection

Vice Chair Hubbard nominated Commissioner Toschi as Chair and Chair Cary to be Vice Chair. Commissioner Pugsley asked Vice Chair Hubbard if he had interest in being the Chair or Vice Chair again and he said no.

City Planner Graichen mentioned there was only one year experience for Commissioner Toschi and wanted to be sure the Commission was ok with that.

Vice Chair Hubbard said he would like to see the Commission going in more of a proactive direction and more planning aspects of what should be done by the Commission and he thought Commissioner Toschi could lead the Commission in that direction.

Commissioner Pugsley said she struggled with Commissioner Toschi being the Chair as she wanted to be sure that his strong personality did not overpower all the voices looking to be heard. She also mentioned she wanted to be sure to keep the meeting moving in an appropriate way and the Chair needs to be able to do that. She also said that he was leading the charge as a proactive Planning Commission and him stepping into this role would mean they lose a vote.

Dimsho mentioned that a good Chair will put the goal of running a legal and fair proceeding above all other items. She said there may be times that there are lawyers or angry citizens in the room, but that running a fair meeting had to be done above everything else. She said she felt experience was important for a Chair and experience is acquired from spending time on the Planning Commission itself. She also said not letting emotions override your ability to conduct a fair hearing is another very important quality for a Chair. She has already witnessed a public apology made by Commissioner Toschi for behavior during a public meeting.

Commissioner Castner said the little amount he knew Commissioner Toschi, he did not think he would allow his emotions to override a fair meeting.

Chair Cary voiced that since his appointment in 2009, he along with all other Chairs had been on the committee for multiple years before stepping into the role of Chair. He mentioned many of them were Vice Chair first. He said he thought experience was the most important factor when choosing a Chair.

Commissioner Carlson said it was unprecedented for a person to start on the Planning Commission and then go right into the Chair position without first serving as Vice Chair. She expressed a concern about not enough experience. She said it takes time and experience with hearings and proper procedures. She also said being able to work with staff and letting them do their job was also important. She also expressed concern that there are three new members on the Commission and she thought having an experienced individual in the Chair position was vital.

Commissioner Toschi said if he was voted into Chair, he would consider all the comments made into his leadership. He said Chair Cary had been a great leader to learn from so far and he would resolve to follow his example. He said the Vice Chair would have the power and duty to speak up if the Chair was out of line and he felt if Chair Cary was the Vice Chair, he would have the courage to do just that. He spoke about his desire to create a Proactive Planning Commission and that just because something was done in the past, does not mean it is the right way to continue doing it in the future.

Motion: Upon Vice Chair Hubbard's motion and Commissioner Low's second, the Planning Commission voted to nominate Commissioner Toschi to Chair and Chair Cary to Vice Chair. [AYES: Vice Chair Hubbard, Commissioner Castner, Commissioner Low, Commissioner Toschi; NAYS: Commissioner Pugsley, Commissioner Carlson]

F. 2022 Year End Summary Report

There was a discussion on numbers and how they are calculated. Commissioner Low brought up that this report did not accurately showcase how much time was being performed by the Planning Department to complete these permits. Graichen mentioned that they had done away with some senseless permits over the years, and combined some permit types which can be a factor in the decrease. Chair Cary said he would like to know what the Planning Department does for other departments as well. He said this report did not reflect what reviews and permits they do for Building and other areas.

Commissioner Low said he wanted to clarify and showcase all the work being done in the department to help advocate for additional staffing with the Budget Committee and City Council.

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

G. Site Design Review at 35531 Firway Lane – Jixiang Zhen

H. Site Development Review at 1465 Columbia Blvd – Riverside Community Outreach

There was no discussion of the Planning Director Decisions.

PLANNING DEPARTMENT ACTIVITY REPORT

I. Planning Department Activity Report – December

There was no discussion of the Department Report

PROACTIVE ITEMS

J. Updates on HB 3115 Effort

Chair Cary spoke about taking on tasks that were too large for a small committee to tackle. He said it was important in the future to consider efforts that the Planning Commission, as a body, could see come to fruition and present a whole package. He said, as mentioned before, that this issue was too large of a question for just this body of people to be able to tackle and too attorney heavy which resulted in one person having to take on all the work, which is not really a sub-committee. He said he wanted to see any future proactive items the Commission took on be things that an actual sub-committee could work on together, not just one person. This will help our community and can become helpful in avoiding burnout.

Commissioner Toschi presented an update on the HB 3115 effort. He said the City had agreed to start a task force to take on the HB 3115 measure and working together with other community partners to create policy to protect the City from these new measures. He said he had met with Community Action Team, and they had discussed places that would be appropriate for the public to camp for free. He shared some of the concerns and questions that were asked and would need to be addressed through the City task force. He mentioned discussions about protecting public property and other areas that the City may not want camping allowed.

Commissioner Toschi said the City had obtained an attorney through the insurance company and Commissioner Toschi, Commissioner Castner, City Planner Graichen and City Administrator John Walsh had a meeting scheduled to meet to discuss the efficacy of developing laws to provide a complete defense.

Commissioner Toschi said in the months ahead they planned to work closely with homeless advocacy groups through the task force to implement these policies, but at the very least provide a framework.

There was discussion on who would continue to be on the HB3115 sub-committee. Chair Cary said he did not find it essential that the sub-committee move forward with this discussion as they had created, with the City's help, a task force that would involve the Planning Commission and other Homeless Advocacy groups. Commissioner Toschi said he felt it was the power and duty of the Commission to continue with the sub-committee until the policies were in place. He did not want to have this removed from the agenda. The Commission was divided on whether to keep this as a commission-specific proactive item.

There was a discussion of which commissioners would be involved in the HB3115 task force. They all agreed that Commissioner Toschi, Commissioner Castner, and Commissioner Carlson would be the best fit for this task force.

The sub-committee that was formed to research this proactive item would keep the same Commissioner Toschi and Commissioner Low. Commissioner Pugsley stepped down and Commissioner Castner stepped up.

K. New Proactive Item Proposals

City Planner Graichen said there was a list of proactive items presented by Commissioner Toschi. Before discussing the items, he said these he had a couple questions about the rules for Proactive items that the Commission created and adopted. He mentioned how proactive ideas were supposed to be presented to staff first or comment and then also to determine jurisdiction over specific items. He said he wanted the Commission to consider these rules before moving forward on any items. He wanted to be sure they followed their own rules, before digging deeper into any items.

Commissioner Toschi said the Planning Commission was a judicial body and could determine jurisdiction based on different grounds. He mentioned the powers and the duties of the Planning Commission were extremely broad and powerful and the reason he included so many proposed items was because the Planning Commission has the jurisdiction to plan and resolve to propose codes around each item. Graichen mentioned Commissioner Toschi listed all the powers and duties of the Comprehensive Plan for each proposed item, instead of just those that were specific to the idea. Graichen said instead of listing them all, it was better to specify specific ones to help his fellow Commissioners comprehend what the goal of the discussion would be. Commissioner Toschi did not agree. Commissioner Toschi wanted all them to be included with each item in case there was a challenge to Planning Commission jurisdiction.

The Commission decided to discuss each item on the list. They felt they would discuss one of the items and continue the discussion to another meeting.

Commissioner Pugsley presented one of the items on the list to the Commission. She said architectural standards and historical standards should coincide. She also said the architectural standards should apply to the whole district and currently they do not. She shared some examples of areas where some houses on the same street had different standards than those further down the street. She would like to extend or amend the Riverfront Zoning District Plaza Subdistrict boundaries to include more. She also wanted to add more properties to the Designated Landmarks Register. She also felt it important to advise City Council regarding ideas for incentivizing property owners to restore, rehabilitate and preserve properties within this new proposed district. She also said it would be important to educate the public and there were already places who had programs to help people understand it so that it was not so scary to consider restoration.

The Planning Commission agreed to add residential architectural standards as a Proactive Item.

The Commission did not discuss the other proposed proactive items at this meeting due to time constraints.

Motion: Upon Commissioner Carlson's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved to take on residential architectural design standards as a proactive item. [AYES: Vice Chair Hubbard, Commissioner Castner, Commissioner Low, Commissioner Toschi, Commissioner Pugsley, Commissioner Carlson; NAYS: None]

FOR YOUR INFORMATION ITEMS

Dimsho reminded the Commission about filling out and signing the Code of Ethics forms.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned 10:36 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*

City of St. Helens
Declare Surplus Property
City Council Meeting
March 1, 2023

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

Police Department

- 2010 Chevy Tahoe VIN: 1GNMCAE00AR138732
- 2008 Chevy Silverado 1500 VIN: 1GCEK19048Z148863

City of St. Helens
Consent Agenda for Approval

ANIMAL FACILITIES

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

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
Steve & Katherine Shrewsbury	145 N. 5 th Street	Multiple Dogs

City of St. Helens

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

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

Item #9.

Application Fee: \$40.00

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

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

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

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

Address at which animal(s) will be kept:				
Applicant Information		Alternate Contact/In Case of Emergency		
Name: Katherine Shrewsbury + Steve		Name: Steve Shrewsbury		
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Blue Heeler	Cindy Lou	F	12	4/2025
2. White Shepard	Annie	F	6	12/2024
3. Pom/chi mix	Riggs	M	2	11/2024
4. Pom/chi mix	Willy	M	1.5	4/2023
5.				
6.				
Veterinarian Information				
Name: Columbia Vet. - Dr. Rieger		Phone: 503 397 1928		
Address: 150 W. 15th St.		City/State/Zip: St. Helens OR 97051		
Liability Insurance Information				
Agent's Name: Ryan Moore		Phone:		
Insurance Company: Farmers Ins.		Policy No.:		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

AUTHORIZATION

I, Katt Shrewsbury, understand that I am applying for an animal facility license to keep the above listed animal(s) at 145 N. 5th St., St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Applicant Signature

Date Signed

1/19/23

FOR OFFICE USE ONLY

Date received: 1/23/23	Officer assigned: COE Everardo Medina	Date forwarded to City Recorder: 2/16/23
Received by: Lisa	Date/Time of inspection: 2/8/23, 2pm	Council meeting date: 3/1/23
Receipt No.: R00180790	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: 1/24/23	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: Lisa		Expiration date:

FEB 16 2023

**ST. HELENS POLICE DEPARTMENT**

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

CITY OF ST. HELENS
Brian Greenway
Chief of Police

On Wednesday February 8th at approximately 14:00 hours, I met with Steve Shrewsbury at his residence at 145 N 5th St , St Helens OR 97051 to conduct a prescheduled Animal Facility License inspection. This inspection is to ensure the premise is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with their application was the liability insurance information from Farmers Insurance (Policy #) and Rabies certificate for all animals listed on application.

I noticed that Steve's home is a single-family home in a residential neighborhood. Steve explained to me that the facility license is to allow them and his family to have a larger number of dogs at their residence, not to run a shelter or boarding service. Steve has a total of four family dogs, all who appeared to be well groomed and in good health with no issues that I observed.

I saw the residence had a very spacious back yard that was encircled with a sturdy fence surrounding the house. The fence appeared in good condition with no space for dogs to escape. This outdoor space has adequate runoff to prevent water pooling. Steve told me that the dogs are allowed to be inside and out as they please. They also had an outdoor home for the pets when they are outside with heating capabilities so that the dogs can get warm in the colder temperatures.

Steve invited me into their home. The dogs all appeared to be well mannered and did not appear to be aggressive. They all had Columbia County Issued dog licenses. The home has working electricity, potable water, and a washing facility to keep the animals clean. The home was a comfortable 69 degree. The food was stored in a sealed plastic container to prevent vermin infestation. The food and water bowls are lifted slightly off the floor and the animals are fed regularly and are in great shape. Steve explained to me that the dogs mainly stay in the living room area, and they all have clean beds and crates for when they go to bed.

The house and yard were clean and orderly. Steve told me they clean up feces regularly, putting it into the garbage and disposing of it correctly. Steve explained to me that they take care of their animals and take them to veterinary care when needed.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance Violations regarding the Shrewsbury's household or their residence. In my opinion, I believe Steve Shrewsbury should be granted a Animal Facility License.

Code Enforcement Officer

A handwritten signature in black ink, appearing to read 'Everardo Medina', with a long horizontal stroke extending to the right.

Everardo Medina

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

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
C & D Beverage Inc	St Helens Liquor	420 Columbia BLVD	Renewal
Walgreen Co	Walgreens	175 S Col River Hwy	Renewal
Bigfood Cart & Brew LLC	Bigfood Cart & Brew	175 Bowling Alley Ln	Renewal
Wilson Oil	St Helens Chevron	115 Hwy 30	Renewal
TD Montoya	Columbia Tavern	467 Columbia Blvd	Renewal
Safeway Inc	Safeway Store #424	795 S Col River Hwy	Renewal
St Helens Rooftop Eatery LLC	The Roof	31 Cowlitz St	Renewal
Thrifty Payless Inc	Rite Aid #5333	785 S Col River Hwy	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.

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
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St. Helens, OR

Expense Approval Register

Packet: APPKT00712 - AP 2.10.23

Item #11.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
BEMIS	10367	02/10/2023	BUSINESS CARDS & WINDOW ...	100-703-52001	85.00
BEMIS	10367	02/10/2023	BUSINESS CARDS & WINDOW ...	100-715-52001	833.50
DEPARTMENT OF TRANSPORT...	L0041857785	02/10/2023	DMV SERVICES ACCT 67431	100-705-52019	19.50
HUDSON GARBAGE SERVICE	127374515046	02/02/2023	3955-GODFREY PARK GARBAG...	100-708-52023	156.56
HUDSON GARBAGE SERVICE	128126805046	02/02/2023	1554- TRASH PUBLIC LIBRARY	100-706-52003	87.80
HUDSON GARBAGE SERVICE	128128845046	02/02/2023	7539- TRASH CITY HALL 265 ST...	100-715-52023	128.76
HUDSON GARBAGE SERVICE	128128855046	02/02/2023	2046-1287547 - POLICE GARB...	100-705-52023	117.50
HUDSON GARBAGE SERVICE	128128875046	02/02/2023	7598- TRASH MCCORMICK ARK	100-708-52023	574.46
HUDSON GARBAGE SERVICE	128128885046	02/02/2023	7601-TRASH PUBLIC CANS PLA...	100-715-52023	124.40
HUDSON GARBAGE SERVICE	128128895046	02/02/2023	7636- TRASH COL VIEW PARK ...	100-708-52023	201.26
HUDSON GARBAGE SERVICE	128132155046	02/02/2023	7056- TRASH REC CENTER OLD...	100-709-52023	32.27
HUDSON GARBAGE SERVICE	128133115046	02/02/2023	5273- TRASH REC CENTER CH...	100-709-52023	76.54
VALLEY ATHLETICS	46300	02/03/2023	RED INFIELD CONDITIONER	100-708-52001	344.00
RUBENS LAWN SERVICE	0005521	02/06/2023	MONTHLY LAWN SERVICE	100-705-52023	40.00
STEVEN R SCHARFSTEIN	00240	02/06/2023	COURT ATTORNEY FEES	100-704-52019	125.00
CENTURY LINK	1.25.23	02/06/2023	966B	100-712-52010	338.14
ACE HARDWARE - ST. HELENS	1.31.23 60176	02/06/2023	MATERIALS ACE ACCT 60176 - ...	100-708-52001	59.97
ACE HARDWARE - ST. HELENS	1.31.23 60176	02/06/2023	MATERIALS ACE ACCT 60176 - ...	100-708-52023	3.58
ACE HARDWARE - ST. HELENS	1.31.23 60176	02/06/2023	MATERIALS ACE ACCT 60176 - ...	100-708-52023	14.97
ACE HARDWARE - ST. HELENS	1.31.23 60176	02/06/2023	MATERIALS ACE ACCT 60176 - ...	100-708-52023	6.66
ACE HARDWARE - ST. HELENS	1.31.23 60176	02/06/2023	MATERIALS ACE ACCT 60176 - ...	100-708-52023	24.99
ACE HARDWARE - ST. HELENS	1.31.23 60176	02/06/2023	MATERIALS ACE ACCT 60176 - ...	100-708-52023	38.98
ACE HARDWARE - ST. HELENS	1.31.23 60176	02/06/2023	MATERIALS ACE ACCT 60176 - ...	100-708-52023	14.57
ACE HARDWARE - ST. HELENS	1.31.23 60176	02/06/2023	MATERIALS ACE ACCT 60176 - ...	100-708-52023	41.94
ACE HARDWARE - ST. HELENS	1.31.23 60176	02/06/2023	MATERIALS ACE ACCT 60176 - ...	100-708-52023	19.99
ACE HARDWARE - ST. HELENS	1.31.23 60181	02/06/2023	ACE MATERIALS ACCT 60181	100-708-52046	26.95
ACE HARDWARE - ST. HELENS	1.31.23 60181	02/06/2023	ACE MATERIALS ACCT 60181	100-715-52023	35.16
ACE HARDWARE - ST. HELENS	1.31.23	02/06/2023	MATERIALS ACE ACCT 60180	100-715-52023	17.18
CENTER POINT LARGE PRINT	1987648	02/06/2023	BOOKS	100-706-52033	238.00
ROSS DENISON LAW	2.2.23	02/06/2023	PROFESSIONAL SERVICES COU...	100-704-52019	125.00
LUCY HEIL ATTORNEY AT LAW	2.5.23	02/06/2023	LEGAL SERVICES -DEC & JAN 2...	100-704-52019	2,200.00
CHAVES CONSULTING INC	211910	02/06/2023	MONTHLY USER FEE PER USER...	100-702-52019	185.10
CBM SYSTEMS LLC	223313	02/06/2023	JANITORIAL SERVICES	100-705-52023	1,019.95
CBM SYSTEMS LLC	223313	02/06/2023	JANITORIAL SERVICES	100-706-52023	2,000.00
CBM SYSTEMS LLC	223313	02/06/2023	JANITORIAL SERVICES	100-708-52023	127.85
CBM SYSTEMS LLC	223313	02/06/2023	JANITORIAL SERVICES	100-709-52023	152.76
CBM SYSTEMS LLC	223313	02/06/2023	JANITORIAL SERVICES	100-715-52023	1,269.80
QWEST DBA CENTURYLINK AC...	3263X201-S-22287	02/06/2023	5163X201S3	100-712-52010	80.33
QWEST DBA CENTURYLINK AC...	3263X201-S-22318	02/06/2023	5163X201S3	100-712-52010	80.33
QWEST DBA CENTURYLINK AC...	3263X201-S-22348	02/06/2023	5163X201S3	100-712-52010	80.33
MIDWEST TAPE	502068517	02/06/2023	DVD / ABD 2000010011	100-706-52034	9.99
MIDWEST TAPE	502068519	02/06/2023	DVD / ABD 2000010011	100-706-52034	376.33
MIDWEST TAPE	502101041	02/06/2023	DVD / ABD 2000010011	100-706-52034	71.22
MIDWEST TAPE	502580820	02/06/2023	DVD / ABD 2000010011	100-706-52034	21.99
MIDWEST TAPE	502848335	02/06/2023	DVD / ABD 2000010011	100-706-52034	39.99
MIDWEST TAPE	502848337	02/06/2023	DVD / ABD 2000010011	100-706-52034	23.24
MIDWEST TAPE	503101436	02/06/2023	DVD / ABD 2000010011	100-706-52034	8.99
CANON SOLUTIONS AMERICA ...	6003198798	02/06/2023	COPIER MAINTENANCE	100-706-52001	8.89
INGRAM LIBRARY SERVICES	73735736	02/06/2023	BOOKS 20C7921	100-706-52033	61.48
INGRAM LIBRARY SERVICES	73735737	02/06/2023	BOOKS 20C7921	100-706-52033	215.67
INGRAM LIBRARY SERVICES	73735738	02/06/2023	BOOKS 20C7921	100-706-52033	17.73
INGRAM LIBRARY SERVICES	73991444	02/06/2023	BOOKS 20C7921	100-706-52033	406.16
INGRAM LIBRARY SERVICES	74090729	02/06/2023	BOOKS 20C7921	100-706-52033	21.99

Expense Approval Register

Packet: APPKTO

Item #11.

23

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INGRAM LIBRARY SERVICES	74090730	02/06/2023	BOOKS 20C7921	100-706-52033	35.55
INGRAM LIBRARY SERVICES	74090731	02/06/2023	BOOKS 20C7921	100-706-52033	13.59
INGRAM LIBRARY SERVICES	74090732	02/06/2023	BOOKS 20C7921	100-706-52033	133.91
INGRAM LIBRARY SERVICES	74090733	02/06/2023	BOOKS 20C7921	100-706-52033	402.97
ABC TRANSCRIPTION SERVIC...	STH0223003	02/06/2023	TRANSCRIPTION NOV 2 & 16, ...	100-702-52019	1,288.13
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-704-52001	75.58
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-704-52001	0.94
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-704-52001	16.64
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-704-52001	9.20
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-707-52001	18.04
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-707-52001	1.66
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-707-52001	7.24
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-707-52001	129.99
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-707-52001	15.99
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-712-52001	4.97
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-712-57500	42.98
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-712-57500	29.98
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-715-52001	88.98
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-715-52001	364.80
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-715-52001	10.26
STAPLES BUSINESS CREDIT	1646720952	02/07/2023	OFFICE SUPPLES	100-715-52001	27.99
QUILL	30452293	02/07/2023	QB EXPAN FILE JACEKTS LEGAL	100-711-52001	131.98
CODE PUBLISHING	GC00120118	02/07/2023	MUNI CODE WEB UPDATE	100-702-52019	940.00
METRO PRESORT	IN651759	02/07/2023	UB BILL PRINTING LATE NOTIC...	100-707-52008	551.37
DEPARTMENT OF TRANSPORT...	L0041837439	02/07/2023	DMV SERVICES ACCT 61018	100-702-52019	3.00
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	100-705-52098	45.10
PERMA-BOUND	1919019-00	02/08/2023	BOOKS	100-706-52033	108.05
CLERK OF COURT	2.8.23	02/08/2023	ROBERT JAMES PETERICH JR. ...	100-000-21400	4,326.00
COLUMBIA COUNTY TRANSFER..	8079	02/08/2023	DUMP FEES ACCT 0017	100-708-52023	175.69
MAILBOXES NORTHWEST	1.6.23 DEC 22 CHARGES	02/09/2023	POSTAGE 2801 ACCT 1 PD	100-705-52001	31.71
RICOH USA INC	106870213	02/09/2023	POLICE EQUIPMENT LEASE 14...	100-705-52019	451.26
MORE POWER TECHNOLOGY ...	14603	02/09/2023	PREMIUM AGREEMENT MON...	100-712-52019	10,111.15
WIRE WORKS	14791	02/09/2023	RED/BLUE LIGHTS-CAPRICE & ...	100-705-52019	602.50
MAILBOXES NORTHWEST	2.2.23	02/09/2023	POSTAGE 2801 ACCT 1 PD	100-705-52019	63.49
GILLESPIE GRAPHICS	53694011	02/09/2023	K-9 KIT-WRAP & GRAPHICS UN...	100-705-52102	1,520.00
COMMUNICATIONS NORTHW...	77562	02/09/2023	SNAPLOCK BASE-BRAIDED FIB...	100-705-52001	386.72
L.N CURTIS AND SONS	INV663760	02/09/2023	POLICE UNIFORMS	100-705-52002	115.00
L.N CURTIS AND SONS	INV664173	02/09/2023	POLICE UNIFORMS	100-705-52002	99.50
L.N CURTIS AND SONS	INV665344	02/09/2023	POLICE UNIFORMS	100-705-52002	216.99
L.N CURTIS AND SONS	INV672384	02/09/2023	POLICE UNIFORMS	100-705-52102	152.00
Fund 100 - GENERAL FUND Total:					35,183.65

Fund: 202 - COMMUNITY DEVELOPMENT

OTAK INC	000012300464	02/10/2023	S 1ST & STRAND STREETS-ROA...	202-723-52019	14,304.77
STATE OF OREGON WATER RE...	143446	02/07/2023	SALMONBERRY RESERVOIR	202-724-52019	230.00
MAYER REED INC	14055	02/08/2023	ST HELENS RIVERWALK	202-723-52055	9,544.50
Fund 202 - COMMUNITY DEVELOPMENT Total:					24,079.27

Fund: 203 - COMMUNITY ENHANCEMENT

CEDAR C HORTON	1.20.23	02/07/2023	PARENT CAFE X 2	203-709-52106	150.00
D'AYE S DAVIDSON	2.4.23	02/07/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	80.00
DEVAN LEE	2.6.23	02/07/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	120.00
CHASE WROBLESKI	2.6.23	02/07/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	60.00
AUDREY L KIDD	2.6.23	02/07/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	20.00
CAMERON COX	2.6.23	02/07/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	120.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					550.00

Fund: 305 - PARKS SDC

MAYER REED INC	14055	02/08/2023	ST HELENS RIVERWALK	305-000-52019	466.50
Fund 305 - PARKS SDC Total:					466.50

Fund: 601 - WATER

ACE HARDWARE - ST. HELENS	1.31.23 60181	02/06/2023	ACE MATERIALS ACCT 60181	601-731-52001	16.32
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Expense Approval Register

Packet: APPKT0

Item #11.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACE HARDWARE - ST. HELENS	1.31.23	02/06/2023	MATERIALS ACE ACCT 60180	601-732-52001	60.94
ACE HARDWARE - ST. HELENS	1.31.23	02/06/2023	MATERIALS ACE ACCT 60180	601-732-52001	46.50
LAWRENCE OIL COMPANY	CFSI-12892	02/06/2023	247752 WATER	601-732-52022	107.42
CITY OF COLUMBIA CITY	1.26.23	02/07/2023	001754-001	601-732-52003	84.93
Fund 601 - WATER Total:					316.11
Fund: 603 - SEWER					
DON'S RENTAL	578216	02/10/2023	PROPANE	603-736-52001	11.56
DON'S RENTAL	578216	02/10/2023	PROPANE	603-737-52001	11.56
HASA	870046	02/10/2023	MULTI CHLOR	603-736-52083	7,919.67
HUDSON GARBAGE SERVICE	12812770S046	02/02/2023	8333- TRASH WWTP 451 PLY...	603-736-52023	139.38
HUDSON GARBAGE SERVICE	12812770S046	02/02/2023	8333- TRASH WWTP 451 PLY...	603-737-52023	139.38
ACE HARDWARE - ST. HELENS	1.31.23	02/06/2023	MATERIALS ACE ACCT 60180	603-000-53403	11.99
ACE HARDWARE - ST. HELENS	1.31.23	02/06/2023	MATERIALS ACE ACCT 60180	603-735-52001	39.92
ACE HARDWARE - ST. HELENS	1.31.23	02/06/2023	MATERIALS ACE ACCT 60180	603-735-52001	23.98
ACE HARDWARE - ST. HELENS	1.31.23	02/06/2023	MATERIALS ACE ACCT 60180	603-736-52001	23.98
ACE HARDWARE - ST. HELENS	1.31.23	02/06/2023	MATERIALS ACE ACCT 60180	603-736-52001	12.17
SPECIALTY CONCRETE LLC	16182	02/06/2023	4.25 YARD 4000 PSI MIX	603-000-53403	986.50
CBM SYSTEMS LLC	223313	02/06/2023	JANITORIAL SERVICES	603-736-52023	233.22
Fund 603 - SEWER Total:					9,553.31
Fund: 703 - PW OPERATIONS					
ST. HELENS ASSETS LLC	2.9.23	02/10/2023	RELEASE OF PERFORMANCE B...	703-000-21910	91,425.00
HUDSON GARBAGE SERVICE	12812886S046	02/02/2023	7555- TRASH PW 984 OR ST	703-734-52023	95.10
HUDSON GARBAGE SERVICE	12813398S046	02/02/2023	CASCADES TISSUE SITE	703-734-52023	150.00
ACE HARDWARE - ST. HELENS	1.31.23 60174	02/06/2023	ACE MATERIALS ACCT 60174	703-734-52023	40.56
ACE HARDWARE - ST. HELENS	1.31.23 60174	02/06/2023	ACE MATERIALS ACCT 60174	703-739-95208	120.96
ACE HARDWARE - ST. HELENS	1.31.23 60181	02/06/2023	ACE MATERIALS ACCT 60181	703-734-52023	7.77
ACE HARDWARE - ST. HELENS	1.31.23 60181	02/06/2023	ACE MATERIALS ACCT 60181	703-734-52023	25.99
ACE HARDWARE - ST. HELENS	1.31.23	02/06/2023	MATERIALS ACE ACCT 60180	703-734-52023	63.95
ACE HARDWARE - ST. HELENS	1.31.23	02/06/2023	MATERIALS ACE ACCT 60180	703-734-52023	39.72
MORE POWER TECHNOLOGY ...	14587	02/06/2023	STIMPSON BUILDING TO BUILD..	703-739-52019	780.00
LAWRENCE OIL COMPANY	CFSI-12892	02/06/2023	247750 PUBLIC WORKS	703-734-52022	127.53
LAWRENCE OIL COMPANY	CFSI-12892	02/06/2023	247748 PUBLIC WORKS	703-734-52022	1,272.02
CARQUEST AUTO PARTS STOR...	1.31.23	02/07/2023	AUTO PARTS	703-739-52099	75.22
CARQUEST AUTO PARTS STOR...	1.31.23	02/07/2023	AUTO PARTS	703-739-52099	63.95
CARQUEST AUTO PARTS STOR...	1.31.23	02/07/2023	AUTO PARTS	703-739-52099	41.49
SUNSET EQUIPMENT	95246	02/07/2023	JURY DUTY PAY	703-739-52099	3.08
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	111.68
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	28.00
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	191.18
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	15.03
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	54.87
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	59.01
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	57.45
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	18.47
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	22.91
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	309.06
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	59.02
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	264.10
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	64.09
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	147.97
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	329.55
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	51.14
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	-18.00
SUNSET AUTO PARTS INC - NA...	1.31.23	02/08/2023	AUTO PARTS ACCT 6355	703-739-52099	13.56
Fund 703 - PW OPERATIONS Total:					96,111.43
Grand Total:					166,260.27

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	35,183.65
202 - COMMUNITY DEVELOPMENT	24,079.27
203 - COMMUNITY ENHANCEMENT	550.00
305 - PARKS SDC	466.50
601 - WATER	316.11
603 - SEWER	9,553.31
703 - PW OPERATIONS	96,111.43
Grand Total:	166,260.27

Account Summary

Account Number	Account Name	Expense Amount
100-000-21400	Accounts Payable Pending	4,326.00
100-702-52019	Professional Services	2,416.23
100-703-52001	Operating Supplies	85.00
100-704-52001	Operating Supplies	102.36
100-704-52019	Professional Services	2,450.00
100-705-52001	Operating Supplies	418.43
100-705-52002	Personnel Uniforms Equi...	431.49
100-705-52019	Professional Services	1,136.75
100-705-52023	Facility Maintenance	1,177.45
100-705-52098	Enterprise Fleet Mainten...	45.10
100-705-52102	New Hire Equipment	1,672.00
100-706-52001	Operating Supplies	8.89
100-706-52003	Utilities	87.80
100-706-52023	Facility Maintenance	2,000.00
100-706-52033	Printed Materials	1,655.10
100-706-52034	Visual Materials	551.75
100-707-52001	Operating Supplies	172.92
100-707-52008	Printing	551.37
100-708-52001	Operating Supplies	403.97
100-708-52023	Facility Maintenance	1,401.50
100-708-52046	Dock Services	26.95
100-709-52023	Facility Maintenance	261.57
100-711-52001	Operating Supplies	131.98
100-712-52001	Operating Supplies	4.97
100-712-52010	Telephone	579.13
100-712-52019	Professional Services	10,111.15
100-712-57500	Computer Equipment	72.96
100-715-52001	Operating Supplies	1,325.53
100-715-52023	Facility Maintenance	1,575.30
202-723-52019	Professional Services	14,304.77
202-723-52055	Riverwalk Project	9,544.50
202-724-52019	Professional Services	230.00
203-709-52106	Early Learning	150.00
203-709-52114	YOUTH SPORTS	400.00
305-000-52019	Professional Services	466.50
601-731-52001	Operating Supplies	16.32
601-732-52001	Operating Supplies	107.44
601-732-52003	Utilities	84.93
601-732-52022	Fuel	107.42
603-000-53403	WWTP Influent Flow Mete	998.49
603-735-52001	Operating Supplies	63.90
603-736-52001	Operating Supplies	47.71
603-736-52023	Facility Maintenance	372.60
603-736-52083	Chemicals	7,919.67
603-737-52001	Operating Supplies	11.56
603-737-52023	Facility Maintenance	139.38
703-000-21910	Performance Bonds	91,425.00
703-734-52022	Fuel	1,399.55

Account Summary

Account Number	Account Name	Expense Amount
703-734-52023	Facility Maintenance	423.09
703-739-52019	Professional Services	780.00
703-739-52099	Equipment Operations	1,962.83
703-739-95208	FACILITY MAINTENANCE ...	120.96
Grand Total:		166,260.27

Project Account Summary

Project Account Key	Expense Amount
None	166,260.27
Grand Total:	166,260.27



St. Helens, OR

Refund Check

Item #11.

Refund Check Detail

UBPKT02104 - 2.10.23 Refund Credit Balance

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
23-02118-007	Warren, James & Jennie	2/10/2023	132970	20.88			20.88	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	20.88			

Revenue Code Summary

Revenue Code	Amount
996 - Unapplied Credits	20.88
Revenue Total:	20.88

General Ledger Distribution

Posting Date: 02/10/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 601 - WATER	601-000-10101	Claim On Cash - Water	-20.88	Yes
	601-000-11398	Unapplied Credits	20.88	
	601 Total:		0.00	
Fund: 999 - POOLED CASH	999-000-10100	Wells Fargo	-20.88	
	999-000-30101	Due To Other Funds	20.88	
	999 Total:		0.00	Yes
	Distribution Total:		0.00	



St. Helens, OR

Check Register

Item #11.

Packet: APPKT00714 - 2.17.23 AP

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: WFB-Wells Fargo Bank						
00175	AKS ENGINEERING & FORESTRY	02/17/2023	Regular	0.00	1,758.75	132971
01234	AUDREY L KIDD	02/17/2023	Regular	0.00	60.00	132972
00041	BIO-MED TESTING SERVICES INC	02/17/2023	Regular	0.00	55.00	132973
00291	BOISE WHITE PAPER LLC	02/17/2023	Regular	0.00	25,000.00	132974
01052	CAMERON COX	02/17/2023	Regular	0.00	80.00	132975
00150	CENTURY LINK	02/17/2023	Regular	0.00	1,354.36	132976
01054	CHASE WROBLESKI	02/17/2023	Regular	0.00	60.00	132977
00793	COLUMBIA COUNTY SHERIFFS OFFICE	02/17/2023	Regular	0.00	300.00	132978
00196	COLUMBIA COUNTY TREASURER	02/17/2023	Regular	0.00	368.19	132979
00002	COLUMBIA RIVER PUD	02/17/2023	Regular	0.00	21,174.43	132980
00679	COMCAST BUSINESS	02/17/2023	Regular	0.00	99.33	132981
00619	DAWN RICHARDSON - AP	02/17/2023	Regular	0.00	72.06	132982
01236	DEVAN LEE	02/17/2023	Regular	0.00	80.00	132983
00253	E2C	02/17/2023	Regular	0.00	10,000.00	132984
01180	GMP CONSULTANTS LLC	02/17/2023	Regular	0.00	9,537.31	132985
00039	HUDSON GARBAGE SERVICE	02/17/2023	Regular	0.00	48.41	132986
00009	JORDAN RAMIS PC ATTORNEYS AT LAW	02/17/2023	Regular	0.00	2,687.00	132987
00009	JORDAN RAMIS PC ATTORNEYS AT LAW	02/17/2023	Regular	0.00	3,045.00	132988
00009	JORDAN RAMIS PC ATTORNEYS AT LAW	02/17/2023	Regular	0.00	16,709.00	132989
00424	KNIFE RIVER CORP NW	02/17/2023	Regular	0.00	232.82	132990
00047	L.N CURTIS AND SONS	02/17/2023	Regular	0.00	1,578.20	132991
00152	LAND DEVELOPMENT SERVICES	02/17/2023	Regular	0.00	660.00	132992
01256	LAURA MOORE	02/17/2023	Regular	0.00	20.00	132993
00223	LEXIPOL LLC	02/17/2023	Regular	0.00	10,448.94	132994
00032	MACKENZIE	02/17/2023	Regular	0.00	14,629.05	132995
00164	MARK J LANG ATTORNEY AT LAW PC	02/17/2023	Regular	0.00	200.00	132996
00006	MASON BRUCE & GIRARD INC	02/17/2023	Regular	0.00	7,354.99	132997
00234	MAUL FOSTER ALONGI INC	02/17/2023	Regular	0.00	104,147.25	132998
00293	METRO PRESORT	02/17/2023	Regular	0.00	4,001.91	132999
00038	NORTHSTAR CHEMICAL	02/17/2023	Regular	0.00	10,281.24	133000
00212	NW NATURAL GAS	02/17/2023	Regular	0.00	3,806.99	133001
00221	OREGON DEPARTMENT OF REVENUE	02/17/2023	Regular	0.00	3,345.75	133002
00988	OREGON DEQ BUSINESS OFFICE -	02/17/2023	Regular	0.00	50,000.00	133003
00027	ORKIN	02/17/2023	Regular	0.00	97.00	133004
00786	OTAK INC	02/17/2023	Regular	0.00	7,190.00	133005
00260	PEAK ELECTRIC GROUP LLC	02/17/2023	Regular	0.00	155.00	133006
01164	PITNEY BOWES BANK INC PURCHASE F	02/17/2023	Regular	0.00	1,000.00	133007
01255	PITNEY BOWES INC	02/17/2023	Regular	0.00	19.08	133008
00865	PORTLAND ENGINEERING INC	02/17/2023	Regular	0.00	1,627.00	133009
00211	PORTLAND GENERAL ELECTRIC	02/17/2023	Regular	0.00	159.35	133010
00233	QWEST DBA CENTURYLINK ACCESS BIL	02/17/2023	Regular	0.00	160.66	133011
01074	RYAN POWERS-	02/17/2023	Regular	0.00	426.17	133012
00170	SHRED-IT C/O STERICYCLE INC	02/17/2023	Regular	0.00	158.75	133013

Check Register

Packet: APPKT

Item #11.

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01257	STEPHEN D APPLEBY	02/17/2023	Regular	0.00	2,050.00	133014

Bank Code WFB Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	53	44	0.00	316,238.99
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	53	44	0.00	316,238.99

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	2/2023	316,238.99
			<u>316,238.99</u>



St. Helens, OR

Item #11.

Expense Approval Register

Packet: APPKT00717 - AP 2/24/23

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
A + ENGRAVING LLC	1405	02/22/2023	NAME PLATES	100-707-52001	36.00
MORE POWER TECHNOLOGY ...	14624	02/22/2023	MICROSOFT 365 BUS STANDA...	100-712-52006	2,184.40
COLUMBIA CHORALE OF ORE...	2.15.2023	02/22/2023	SPONSOR FOR "THE WISDOM ...	100-703-52041	1,000.00
THE PLAYGROUND INDOOR SK...	2.15.2023	02/22/2023	COMMUNITY GRANT- SKATE T...	100-703-52041	500.00
ST. HELENS MAIN STREET ALLI...	2.15.2023	02/22/2023	COMMUNITY GRANT-ST HELE...	100-703-52041	500.00
ELKS VETERANS BUNKER	2.15.2023	02/22/2023	COMMUNITY GRANT-TRIBUTE...	100-703-52041	500.00
CASA FOR CHILDREN	2.15.2023	02/22/2023	COMMUNITY GANT	100-703-52041	500.00
ST. HELENS ALANO CLUB	2.15.2023	02/22/2023	COMMUNITY GRANT - SECURI...	100-703-52041	500.00
SAFeway INC #424	2.17.2023	02/22/2023	REFUND OVERPAYMENT OF 2...	100-000-35002	5.00
TODD STANSBURY	2.17.2023	02/22/2023	REFUND OVERPAYMENT OF 2...	100-000-35002	50.00
COLUMBIA COUNTY COMM. J...	20231CSH	02/22/2023	WORK CREW	100-708-52019	1,500.00
PEAK ELECTRIC GROUP LLC	25888	02/22/2023	ELECTRICAL WORK WWTP	100-715-52023	2,115.00
CENTURY LINK BUSINESS SERV...	628744600	02/22/2023	ACCT 88035002	100-712-52010	11.20
CINTAS	8406124233	02/22/2023	PARKS FIRST AID CABINET SER...	100-708-52001	93.42
CINTAS	8406124235	02/22/2023	CITY HALL FIRST AID CABINET ...	100-715-52001	43.22
Fund 100 - GENERAL FUND Total:					9,538.24
Fund: 201 - VISITOR TOURISM					
COLUMBIA RIVER PUD	2.21.2023	02/22/2023	94111	201-000-52003	186.42
CITY OF ST. HELENS	2.28.2023	02/22/2023	01-00178-001 MASONIC BUILD..	201-000-52003	51.39
Fund 201 - VISITOR TOURISM Total:					237.81
Fund: 203 - COMMUNITY ENHANCEMENT					
AUDREY L KIDD	2.18.23	02/22/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	20.00
D'AYE S DAVIDSON	2.18.23	02/22/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	60.00
CAMERON COX	2.18.23	02/22/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	140.00
CARLOS M SPISAK	20-FEBRUARY-2023	02/22/2023	YOUTH NIGHT VR EVENT	203-709-52113	625.20
Fund 203 - COMMUNITY ENHANCEMENT Total:					845.20
Fund: 205 - STREETS					
PEAK ELECTRIC GROUP LLC	25889	02/22/2023	ELECTRICAL WORK WWTP	205-000-52063	1,474.55
Fund 205 - STREETS Total:					1,474.55
Fund: 601 - WATER					
ONE CALL CONCEPTS INC	3010482	02/22/2023	REGULAR / MODEM DELIVERY ...	601-731-52019	52.19
Fund 601 - WATER Total:					52.19
Fund: 603 - SEWER					
ONE CALL CONCEPTS INC	3010482	02/22/2023	REGULAR / MODEM DELIVERY ...	603-735-52019	52.19
Fund 603 - SEWER Total:					52.19
Fund: 703 - PW OPERATIONS					
ALEXANDER BIRD	2.16.2023	02/22/2023	PARKING EXPENSE AT TENSAR...	703-733-52018	12.70
COLUMBIA COUNTY COMM. J...	20231CSH	02/22/2023	WORK CREW	703-734-52019	1,125.00
CINTAS	8406124234	02/22/2023	FIRST AID CABINET SERVICE	703-734-52019	204.76
PREMIER WIRELESS SOLUTION...	INV110976	02/22/2023	ADVANCED PROROUTER	703-734-52019	4,172.02
Fund 703 - PW OPERATIONS Total:					5,514.48
Grand Total:					17,714.66

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	9,538.24
201 - VISITOR TOURISM	237.81
203 - COMMUNITY ENHANCEMENT	845.20
205 - STREETS	1,474.55
601 - WATER	52.19
603 - SEWER	52.19
703 - PW OPERATIONS	5,514.48
Grand Total:	17,714.66

Account Summary

Account Number	Account Name	Expense Amount
100-000-35002	Fees - Business Licenses	55.00
100-703-52041	Community Support	3,500.00
100-707-52001	Operating Supplies	36.00
100-708-52001	Operating Supplies	93.42
100-708-52019	Professional Services	1,500.00
100-712-52006	Computer Maintenance	2,184.40
100-712-52010	Telephone	11.20
100-715-52001	Operating Supplies	43.22
100-715-52023	Facility Maintenance	2,115.00
201-000-52003	Utilities	237.81
203-709-52113	YOUTH ENRICHMENT	625.20
203-709-52114	YOUTH SPORTS	220.00
205-000-52063	PW Operation Fund Char...	1,474.55
601-731-52019	Professional Services	52.19
603-735-52019	Professional Services	52.19
703-733-52018	Professional Development	12.70
703-734-52019	Professional Services	5,501.78
Grand Total:		17,714.66

Project Account Summary

Project Account Key	Expense Amount
None	17,714.66
Grand Total:	17,714.66



St. Helens, OR

Refund Check

Item #11.

Refund Check Detail

UBPKT02145 - UB Refund Check 2/24/23

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
23-02342-005	Cave, Hardy	2/24/2023	133038	81.79			81.79	Generated From Billing
Total Refunds: 1				Total Refunded Amount:	81.79			

Revenue Code Summary

Revenue Code	Amount
996 - Unapplied Credits	81.79
Revenue Total:	81.79

General Ledger Distribution

Posting Date: 02/24/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 601 - WATER	601-000-10101	Claim On Cash - Water	-81.79	Yes
	601-000-11398	Unapplied Credits	81.79	
	601 Total:		0.00	
Fund: 999 - POOLED CASH	999-000-10100	Wells Fargo	-81.79	
	999-000-30101	Due To Other Funds	81.79	
	999 Total:		0.00	Yes
	Distribution Total:		0.00	