

#### **COUNCIL WORK SESSION**

Wednesday, March 06, 2024 at 2:00 PM

#### **COUNCIL MEMBERS:**

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

#### **LOCATION & CONTACT:**

HYBRID: Council Chambers & Zoom (details below)
Website | www.sthelensoregon.gov
Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

#### **UPDATED** AGENDA

#### **CALL WORK SESSION TO ORDER**

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

**DISCUSSION TOPICS** - The Council will take a break around 4:00PM

- 1. 2:10PM St. Helens Main Street Alliance Semi-Annual Report Erin Salisbury, President
- 2. 2:25PM Library Department Semi-Annual Report Library Director Suzanne Bishop
- 3. 2:40PM Update on S. 1st Street and St. Helens Street Intersection Project *Public Works Director Mouhamad Zaher & Engineering Manager Sharon Darroux*
- 4. 2:50PM Proposed Police Station LUBA Status City Planner Jacob Graichen
- 5. 3:05PM Review Proposed Changes to Payment Processing Finance Director Gloria Butsch
- 6. 3:20PM Report from City Administrator John Walsh

#### **ADJOURN**

#### **EXECUTIVE SESSION**

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

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

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

#### FOR YOUR INFORMATION

Upcoming Dates to Remember:

- March 6, 1:00PM, Council Work Session, Council Chambers/Zoom
- March 6, 5:30PM, Council Special Session, Council Chambers/Zoom
- March 6, 7:00PM, Council Regular Session, Council Chambers/Zoom
- March 11, 4:00PM, Parks & Trails Commission, Council Chambers/Zoom
- March 11, 7:15PM, Library Board, Zoom
- March 12, 6:00PM, Planning Commission, Council Chambers/Zoom
- March 13, 4:00PM, Joint City Council & Planning Commission, Council Chambers/Zoom

Future Public Hearing(s)/Forum(s):

None scheduled at this time.

#### **VIRTUAL MEETING DETAILS**

Join: https://us02web.zoom.us/j/87938814046?pwd=Um8yMzc2TGRHbnhuM3JNdXVVNTk4Zz09

Passcode: 484906 Dial: 346-248-7799

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.



# St. Helens City Council Partnership Report March 6, 2024



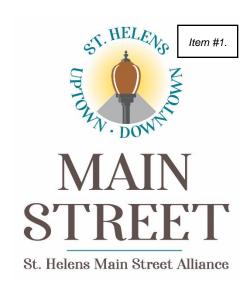


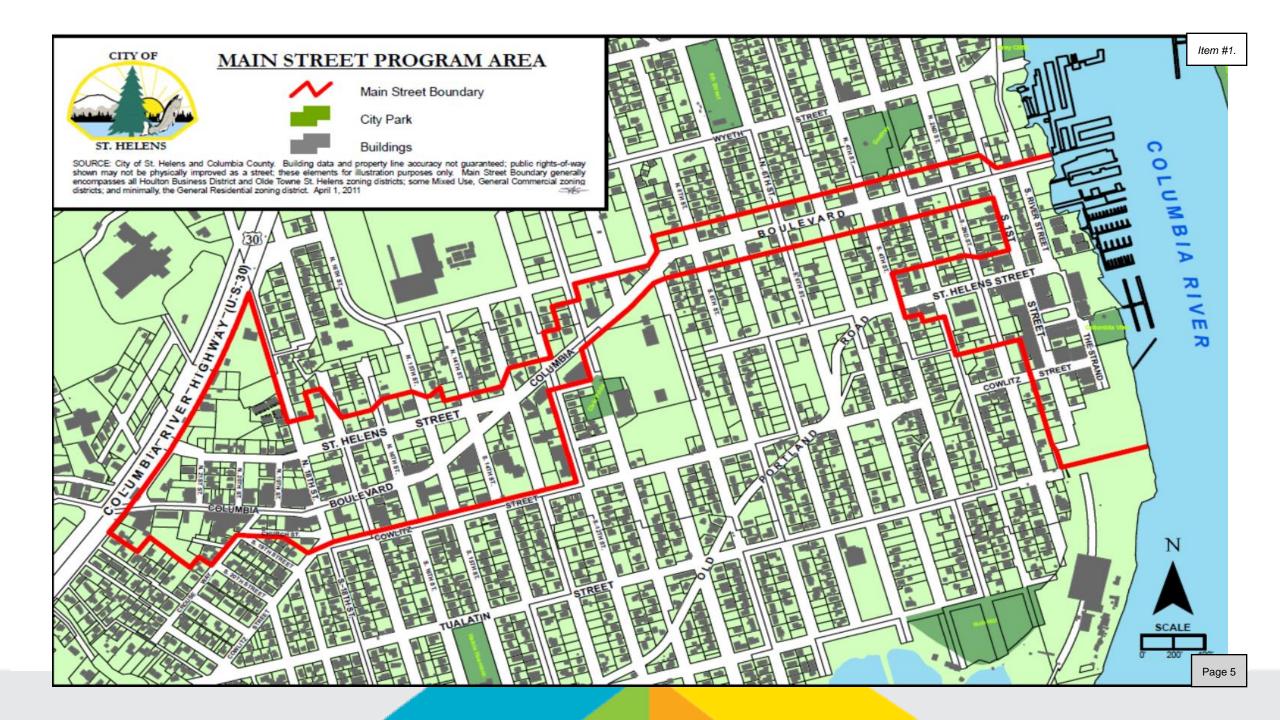


The Main Street Approach™ is a common-sense, strategy-driven framework that guides downtown revitalization efforts. Building off four decades of success, this model harnesses the social, economic, physical, and cultural assets that set a place apart.

Oregon Main Street (OMS) works with communities to develop local comprehensive downtown revitalization strategies based on the methodology developed by Main Street America™.

In St. Helens, a volunteer group organized in 2009 as the Saint Helens Economic Development Corporation (SHEDCO) and joined the Oregon network at the Exploring Downtown level.





## **How Main Street Works**



#### The "4 Point Approach"

- Comprehensive
- Grassroots & Community Driven
- Asset-Based
- Time tested and Adaptable Methodology

## Locally: We use Committees to execute on the 4 point approach

Organization & Outreach Committee

**Promotions Committee** 

Art & Design Committee

**Economic Vitality Committee** 

## **Oregon Main Street Revitalization Grants**

Applications selected by local Main Street org, forwarded to Oregon Main Street where statewide awards are decided Reimbursement grant of up to \$200,000

#### **Grant Goals:**

- Acquire, rehabilitate, and construct buildings on properties in designated downtown areas statewide; and
- Facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.





## **Project Eligibility and Requirements**

- Rehabilitation or restoration of properties
- Compatible new construction
- Acquisition of properties planned use must meet the grant requirements

## **Our success with OMS Revitalization Grants**

2022: Processed final work and admin of \$140,000 on Columbia Theatre

2022: Awarded \$200,000 grant for Klondike Tavern and Hotel

2023: Awarded \$200,000 grant for Crooked Creek, building restoration

2023: Awarded \$200,000 grant for Houlton Hollow, new construction



#### St. Helens Main Street Alliance 🗸

**Statement of Activity** January - December 2023

	TOTAL
▼ Revenue	
▼ 4000 Direct Public Support	
4010 Individ, Business Contributions	238.86
▼ 4020 Corporate Contributions	
4025 Amazon Smile Donation	15.62
Total 4020 Corporate Contributions	15.62
Total 4000 Direct Public Support	254.48
4090 City of St Helens Support	65,025.33
▼ 4600 Grant Income	
4602 OMS Grant 2022 Klondike	51,610.15
4603 OMS 2023 Crooked Creek	48,654.79
4604 OMS 2023 Houlton Hollow	107,066.08
4605 OMS Strategic Plan grant 2023	3,000.00
4606 Día de Muertos funding 2023	4,250.00
4607 Schwab Grant Klondike 2023	50,000.00
Total 4600 Grant Income	264,581.02
4700 Service & Fee Income	750.00
4750 Grant Administrative fees retained	2,500.00
▼ 4800 Investments	
4810 Interest-Savings, Short-term CD	42.71
Total 4800 Investments	42.71
Total Revenue	\$333,153.54
GROSS PROFIT	\$333,153.54

▼ 5100 Ogganization Comme Expanses         51 26           510 Cubhyssing Commections         200.00           Total 5100 Ogganization Comme Expanse         25 20.00           \$ 5000 Pomodion Expanse         75.00           ▼ 5600 Grant Expanse         15 (61.01           \$ 5002 CMS Grant 2022 Kindrille         41,654.70           \$ 5004 CMS 2023 Chrolated Creak         48,645.70           \$ 5004 CMS 2023 Howthon Hollow         3,000.00           \$ 5005 CMS 5003 Howthon Hollow         3,000.00           \$ 5007 CMS Grant Kindridg 2023         3,000.00           \$ 5007 Schwab Grant Kindridg 2023         5,000.00           \$ 6000 Business Expanses         5,000.00           \$ 6000 Business Expanses         5,000.00           \$ 6000 Business Registration Fees         5,000.00           \$ 6100 Payroll Expanses         9,000.00           \$ 6100 Payroll Expanses         2,244.00           \$ 6100 Payroll Expanses         2,244.00           \$ 6200 Outsides Contract Services         1,815.25           \$ 6210 Accounting Fees         1,825.00           \$ 6210 Accounting Fees         1,820.00           \$ 6210 Optionsional Services         1,825.00           \$ 6210 Optionsional Services         1,825.00           \$ 6210 Optionsional Services	▼ Expenditures	
Total 5100 Organization Comm Expense         251.26           5200 Promotion Expense         75.00           ▼ 5500 Organ Expense         51,61.01 5           5502 OMS Granz 2022 Klondike         51,61.01 5           5604 OMS 2023 Crooked Creek         48,684.79           5604 OMS 2023 Houlton Hollow         107,066.08           5605 OMS Strategic Plan granz 2023         3,000.00           5604 Dia de Muertos funding 2023         4,280.00           5607 Schwab Grant Klondike 2023         50,000.00           Total 5500 Grant Expense         50.00           6000 Business Expenses         50.00           6000 Business Registration Fees         50.00           Total 6000 Business Expenses         50.00           4100 Peyroll Expenses         22,400.00           4100 Peyroll Expenses         22,400.00           4100 Peyroll Expenses         22,440.00           4200 Professional Services         18,512.5           6210 Accounting Fees         15,812.5           6220 Professional Services         16,200.00           6230 Outside Contract Services         18,570.25           6410 Books, Subscriptions, Reference         539,93           6410 Books, Subscriptions, Reference         539,93           6410 Books, Subscriptions, Reference	▼ 5100 Organization Comm Expense	51.26
5200 Promotion Expense         75.00           5600 Clark Expense         51.01.15           5602 OMS Grant 2022 Klondike         51,61.01.5           5603 OMS 2023 Crooked Creek         48,684.79           5604 OMS 2023 Houlton Hollow         107,066.03           5605 OMS Strategic Plan grant 2023         3,000.00           5606 DMS Strategic Plan grant 2023         4,250.00           5607 Schweb Crant Klondike 2023         50,000.00           Total 5600 Grant Expense         26,481.02           4000 Business Expenses         50,00           6020 Business Expenses         50,00           6020 Business Expenses         50,00           6110 Salary         22,500.00           6110 Salary         22,240.00           6120 Payroll Taxes         24,744.00           • 6200 Professional Services         18,510.00           6210 Accounting Fees         1,851.25           6210 Accounting Fees         52,00           • 6400 Operations         85,70.25           • 6400 Operations         85,70.25           • 6400 Operations         85,70.25           • 6400 Operations, Melining Service         95,973           6418 Website, domain, email         311,98           6420 Protage, Melling Service         1	5110 Cultivating Connections	200.00
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5602 OMS Grant 2022 Klondike	5200 Promotion Expense	75.00
5603 OMS 2023 Frokked Creek         48,654 79           5604 OMS 2023 Hollon Hollow         107,066.08           5605 OMS Streetejic Plan grant 2023         3,000.00           5605 OMS de Muerros funding 2023         50,000.00           5607 Schwab Grant Klondike 2023         50,000.00           Total 5600 Grant Expenses         204,581.02           € 0000 Business Expenses         50.00           5020 Business Expenses         50.00           • 1010 Payroll Expenses         50.00           • 1010 Payroll Expenses         22,240.00           • 1010 Payroll Expenses         24,74.00           • 2010 Professional Services         1,851.25           • 230 Ovaside Contract Services         1,851.25           • 230 Ovaside Contract Services         1,851.25           • 240 Payroll Processing Fee         2,200.00           • 0400 Operations         48,200.00           • 4110 Bools, Subscriptions, Reference         389.93           • 6415 Software as Service         48,220           • 418 Website, domain, email         311.98           • 6420 Portage, Mailing Service         176.00           • 6430 Printing and Copying         56.88           • 6440 Supplies         276.20           • 6450 Telephone, Telecommunications         69.	▼ 5600 Grant Expense	
5604 OMS 2023 Houlton Hollow         107,066,08           5605 OMS Strategic Plan grant 2023         3,000,00           5606 Did de Mueros funding 2023         50,000,000           5607 Schwab Grant Klondik 2023         50,000,000           7 obio Boulinass Expanses         264,581,02           6020 Business Expanses         50,00           7 c1al 6000 Business Expanses         50,00           6100 Payroll Expanses         50,00           6110 Salary         22,500,00           6120 Payroll Expanses         24,744,00           6200 Professional Sarvices         24,744,00           6200 Professional Sarvices         11,851,25           6230 Outside Contract Services         16,200,00           6240 Professional Services         16,200,00           7 obid 6200 Professional Services         18,576,25           6430 Outside Contract Services         50,00           6430 Schware as Service         482,00           6418 Website, domain, email         311,98           6420 Pozzage, Malling Service         170,00           6430 Printing and Copying         56,48           6440 Supplies         270,20           6450 Telephone, Telecommunications         69,69           7 tol 6400 Operations         69,69	5602 OMS Grant 2022 Klondike	51,610.15
5605 OMS Stretegic Plan grant 2023         3,000.00           5606 Día de Muerros funding 2023         4,250.00           5607 Schwab Grant Klondike 2023         30,000.00           Total 5600 Grant Expense         264,581.02           ← 0000 Business Expenses         50.00           fo200 Business Registration Fees         50.00           Total 5000 Business Expenses         50.00           ← 1010 Payroll Expenses         50.00           € 110 Salary         22,200.00           € 120 Peyroll Texes         2,244.00           Total 6100 Payroll Expenses         24,744.00           € 2000 Professional Services         1,851.25           € 230 Outside Contract Services         16,200.00           € 2410 Accounting Fees         16,200.00           € 2420 Payroll Processing Fee         525.00           Total 6200 Professional Services         18,576.25           € 400 Operations         4410 Books, Subscriptions, Reference         482.90           6418 Website, domain, email         311.98           6420 Postage, Mailing Service         176.00           6430 Triting and Copying         546.84           6440 Supplies         276.20           6450 Telephone, Telecommunications         69.09           6405 Board Meeting Expenses &	5603 OMS 2023 Crooked Creek	48,654.79
5000 Dia de Mueros funding 2023         4,250,00           5007 Schweb Grant Kondike 2023         50,000,00           Total 500 Grant Expense         264,581,02           4 0000 Business Expenses         50,00           6020 Business Registration Fees         50,00           Total 6000 Business Expenses         50,00           € 1010 Peyroll Expenses         22,500,00           6120 Peyroll Taxes         2,224,00           Total 6100 Peyroll Expenses         24,744,00           € 200 Professional Services         1,851,25           6210 Accounting Fees         1,851,25           6230 Outside Contract Services         16,200,00           6240 Peyroll Processing Fee         525,00           7 6400 Operations         18,576,25           € 400 Operations         482,90           6418 Books, Subscriptions, Reference         39,93           6418 Books, Subscriptions, Reference         482,90           6418 Website, domain, email         311,98           6420 Pestage, Mailing Service         270,20           6430 Trieng and Copying         548,84           6440 Supplies         270,20           6450 Telephone, Telecommunications         6,90           7 6500 Other Types of Expenses         6500 Other Types of Expenses <td>5604 OMS 2023 Houlton Hollow</td> <td>107,066.08</td>	5604 OMS 2023 Houlton Hollow	107,066.08
5607 Schweb Grant Klondlike 2023         50,000,00           Total 5600 Grant Expenses         264,581,02           6000 Business Expenses         50,00           6100 Payroll Expenses         50,00           € 100 Payroll Expenses         50,00           € 110 Salary         22,500,00           € 120 Payroll Taxes         2,244,00           Total 6100 Payroll Expenses         24,744,00           ₹ 6210 Accounting Fees         1,851,25           € 230 Outside Contract Services         16,200,00           € 240 Payroll Processing Fee         52,500           Total 6200 Professional Services         18,576,25           € 400 Operations         18,576,25           € 401 Books, Subscriptions, Reference         539,93           6415 Software as Service         482,90           6418 Website, domain, email         311,93           6420 Payroll princes prince         276,20           6430 Tricing and Copying         548,84           6440 Supplies         276,20           6450 Telephone, Telecommunications         6,69           7 6405 Telephonese & food         118,31           * 6400 Operations         6,405 Telephone, Telecommunications         6,405           * 6400 Cherr Types of Expenses & food         3,253,35	5605 OMS Strategic Plan grant 2023	3,000.00
Total 5600 Grant Expenses         264,581,02           6000 Business Expenses         50.00           6020 Business Expenses         50.00           Total 6000 Business Expenses         50.00           ▼ 6100 Peyroll Expenses         50.00           ▼ 6100 Peyroll Expenses         22,500.00           6120 Peyroll Expenses         2,244.00           Total 6100 Peyroll Expenses         24,744.00           ₹ 6200 Peyroll Expenses         1,851.25           ₹ 6230 Outside Contract Services         16,200.00           ₹ 6240 Peyroll Processing Fee         525.00           Total 6200 Professional Services         18,576.25           ₹ 6400 Operations         539.93           6415 Software as Service         482.90           6418 Website, domain, email         311.98           6420 Peyrolls, Mailing Service         176.00           6430 Printing and Copyring         54.84           6440 Supplies         276.20           6450 Telephone, Telecommunications         669.90           Total 6400 Operations         2,403.54           4405 Board Meeting Expenses & food         118.31           * 6500 Other Types of Expenses         6510 Insurance - Liability, D and O         3,253.35	5606 Día de Muertos funding 2023	4,250.00
← 6000 Business Registration Fees          50.00 <b>Total 6000 Business Expenses</b> 50.00                ← 1010 Payroll Expenses          22,500,00                ← 1010 Payroll Expenses          22,244,00                ← 1020 Payroll Expenses          2,244,00                ← 2000 Professional Services          1,851,25                ← 2030 Outside Contrect Services          16,200,000                ← 240 Payroll Processing Fee          525,000                ← 1016 6200 Professional Services          18,576,25                ← 6410 Books, Subscriptions, Reference          4015 Software as Service                 ← 6410 Books, Subscriptions, Reference          539,93                ← 6410 Sorphing, email          311,98                ← 6420 Professional Services          176,00                ← 6430 Printing and Copying          54,00                ← 6430 Printing and Copying          54,00                ← 6400 Telephone, Telecommunications          2,00                ← 6405 Telephone, Telecommunications          6,00                ← 6500 Other Types of Expenses <td< td=""><td>5607 Schwab Grant Klondike 2023</td><td>50,000.00</td></td<>	5607 Schwab Grant Klondike 2023	50,000.00
6020 Business Registration Fees         50.00           Total 6000 Business Expenses         50.00           ◆ 6100 Payroll Expenses         22,500.00           6120 Peyroll Taxes         2,244.00           Total 6100 Payroll Expenses         2,244.00           ◆ 200 Professional Services         1,851.25           6210 Accounting Fees         16,200.00           6240 Payroll Processing Fee         525.00           Total 6200 Professional Services         18,576.25           ◆ 6400 Operations         18,576.25           ◆ 6400 Operations         50,93           6410 Books, Subscriptions, Reference         482.90           6418 Website, domain, email         311.98           6420 Postage, Mailing Service         176.00           6430 Printing and Copying         54.84           6440 Supplies         276.20           6450 Telephone, Telecommunications         6,969           Total 6400 Operations         2,403.54           6405 Board Meeting Expenses & food         118.31           * 6500 Other Types of Expenses         6510 Insurance - Liebility, D and O         3,253.35	Total 5600 Grant Expense	264,581.02
Total 6000 Business Expenses         50.00           ← 6100 Payroll Expenses         22,500.00           6110 Salary         22,500.00           6120 Payroll Taxes         2,244.00           Total 6100 Payroll Expenses         24,744.00           ← 6200 Professional Services         1,851.25           6210 Accounting Fees         16,200.00           6240 Payroll Processing Fee         525.00           Total 6200 Professional Services         18,576.25           ← 6400 Operations         18,576.25           6410 Books, Subscriptions, Reference         539,93           6415 Software as Service         482,90           6418 Website, domain, email         311.98           6420 Postage, Mailing Service         176.00           6430 Printing and Copyring         546.84           6440 Supplies         276.20           7 Total 6400 Operations         6,969           Total 6400 Operations         2,403.54           6405 Board Meeting Expenses & food         118.31           ← 6500 Other Types of Expenses         6510 Insurance - Liability, D and O         3,253.35	▼ 6000 Business Expenses	
• 61100 Payroll Expenses	6020 Business Registration Fees	50.00
6110 Salary 22,500.00 6120 Peyroll Taxes 2,244.00  Total 6100 Payroll Expenses 24,744.00  ▼ 6200 Professional Services 31,851.25 6210 Accounting Fees 1,851.25 6230 Outside Contrect Services 16,200.00 6240 Payroll Processing Fee 2525.00  Total 6200 Professional Services 18,576.25  ▼ 6400 Operations 540.00 6410 Books, Subscriptions, Reference 539.93 6415 Software as Service 482.90 6418 Website, domain, email 311.98 6420 Postage, Mailing Service 176.00 6430 Printing and Copying 546.84 6440 Supplies 276.20 6450 Telephone, Telecommunications 69.69  Total 6400 Operations 24,403.54 6405 Board Meeting Expenses & food 118.31  ▼ 6500 Other Types of Expenses 6510 Insurance - Liability, D and O 3,253.35	Total 6000 Business Expenses	50.00
6120 Payroll Taxes       2,244.00         Total 6100 Payroll Expenses       24,744.00         ✓ 6200 Professional Services       1,851.25         6210 Accounting Fees       1,851.25         6230 Outside Contract Services       16,200.00         6240 Payroll Processing Fee       525.00         Total 6200 Professional Services       18,576.25         ✓ 6400 Operations       539.93         6410 Books, Subscriptions, Reference       539.93         6415 Software as Service       482.90         6418 Website, domain, email       311.90         6420 Postage, Mailing Service       176.00         6430 Printing and Copying       546.84         6440 Supplies       276.20         6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ✓ 6500 Other Types of Expenses       6510 Insurance - Liebility, D and O       3,253.35	▼ 6100 Payroll Expenses	
Total 6100 Payroll Expenses         24,744.00           ✓ 6200 Professional Services         1,851.25           6210 Accounting Fees         16,200.00           6240 Payroll Processing Fee         525.00           Total 6200 Professional Services         18,576.25           ✓ 6400 Operations         59.93           6410 Books, Subscriptions, Reference         539.93           6415 Software as Service         482.90           6418 Website, domain, email         311.98           6420 Postage, Mailing Service         176.00           6430 Printing and Copying         546.84           6440 Supplies         276.20           6450 Telephone, Telecommunications         69.69           Total 6400 Operations         2,403.54           6405 Board Meeting Expenses & food         118.31           ✓ 6500 Other Types of Expenses         6510 Insurance - Liability, D end O         3,253.35	6110 Salary	22,500.00
★ 6200 Professional Services         1,851.25           6210 Accounting Fees         16,200.00           6230 Outside Contract Services         16,200.00           6240 Payroll Processing Fee         525.00           Total 6200 Professional Services         18,576.25           ★ 6400 Operations         539.93           6410 Books, Subscriptions, Reference         539.93           6415 Software as Service         482.90           6418 Website, domain, email         311.98           6420 Postage, Mailing Service         176.00           6430 Printing and Copying         546.84           6440 Supplies         276.20           6450 Telephone, Telecommunications         69.69           Total 6400 Operations         2,403.54           6405 Board Meeting Expenses & food         118.31           ★ 6500 Other Types of Expenses         6510 Insurance - Liebility, D and O         3,253.35	6120 Payroll Taxes	2,244.00
6210 Accounting Fees       1,851.25         6230 Outside Contract Services       16,200.00         6240 Payroll Processing Fee       525.00         Total 6200 Professional Services       18,576.25         6400 Operations       539.93         6410 Books, Subscriptions, Reference       539.93         6415 Software as Service       482.90         6418 Website, domain, email       311.98         6420 Postage, Mailing Service       176.00         6430 Printing and Copying       546.84         6440 Supplies       276.20         6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ★ 6500 Other Types of Expenses       6510 Insurance - Liability, D and O       3,253.35	Total 6100 Payroll Expenses	24,744.00
6230 Outside Contract Services       16,200.00         6240 Payroll Processing Fee       525.00         Total 6200 Professional Services       18,576.25         ← 6400 Operations       539.93         6410 Books, Subscriptions, Reference       539.93         6415 Software as Service       482.90         6418 Website, domain, email       311.98         6420 Postage, Mailing Service       176.00         6430 Printing and Copying       54.84         6440 Supplies       276.20         6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ▼ 6500 Other Types of Expenses       6510 Insurance - Liability, D and O       3,253.35	▼ 6200 Professional Services	
6240 Payroll Processing Fee       525.00         Total 6200 Professional Services       18,576.25         6400 Operations       539.93         6410 Books, Subscriptions, Reference       539.93         6415 Software as Service       482.90         6418 Website, domain, email       311.98         6420 Postage, Mailing Service       176.00         6430 Printing and Copying       546.84         6440 Supplies       276.20         6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ▼ 6500 Other Types of Expenses       550 Insurance - Liebility, D and O       3,253.35	6210 Accounting Fees	1,851.25
Total 6200 Professional Services         18,576.25                ← 6400 Operations	6230 Outside Contract Services	16,200.00
✓ 6400 Operations       539.93         6410 Books, Subscriptions, Reference       539.93         6415 Software as Service       482.90         6418 Website, domain, email       311.98         6420 Postage, Mailing Service       176.00         6430 Printing and Copying       546.84         6440 Supplies       276.20         6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ✓ 6500 Other Types of Expenses       6510 Insurance - Liebility, D and O       3,253.35	6240 Payroll Processing Fee	525.00
6410 Books, Subscriptions, Reference       539.93         6415 Software as Service       482.90         6418 Website, domain, email       311.98         6420 Postage, Mailing Service       176.00         6430 Printing and Copying       546.84         6440 Supplies       276.20         6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ▼ 6500 Other Types of Expenses       5510 Insurance - Liebility, D and O       3,253.35	Total 6200 Professional Services	18,576.25
6415 Software as Service       482.90         6418 Website, domain, email       311.98         6420 Postage, Mailing Service       176.00         6430 Printing and Copying       546.84         6440 Supplies       276.20         6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ▼ 6500 Other Types of Expenses       5510 Insurance - Liebility, D and O       3,253.35	▼ 6400 Operations	
6418 Website, domain, email       311.98         6420 Postage, Mailing Service       176.00         6430 Printing and Copying       546.84         6440 Supplies       276.20         6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ▼ 6500 Other Types of Expenses       5510 Insurance - Liebility, D and O       3,253.35	6410 Books, Subscriptions, Reference	539.93
6420 Postage, Mailing Service       176.00         6430 Printing and Copying       546.84         6440 Supplies       276.20         6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ▼ 6500 Other Types of Expenses       5510 Insurance - Liebility, D and O       3,253.35	6415 Software as Service	482.90
6430 Printing and Copying  6440 Supplies  6450 Telephone, Telecommunications  69.69  Total 6400 Operations  6405 Board Meeting Expenses & food  √ 6500 Other Types of Expenses  6510 Insurance - Liebility, D and O  546.84  546.84  69.69  70.	6418 Website, domain, email	311.98
6440 Supplies       276.20         6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ▼ 6500 Other Types of Expenses       5510 Insurance - Liability, D and O       3,253.35	6420 Postage, Mailing Service	176.00
6450 Telephone, Telecommunications       69.69         Total 6400 Operations       2,403.54         6405 Board Meeting Expenses & food       118.31         ▼ 6500 Other Types of Expenses       5510 Insurance - Liability, D and O       3,253.35	6430 Printing and Copying	546.84
Total 6400 Operations         2,403.54           6405 Board Meeting Expenses & food         118.31                ← 6500 Other Types of Expenses               ← 1501 Insurance - Liebility, D and O                 ← 5500 Insurance - Liebility, D and O          3,253.35	6440 Supplies	276.20
6405 Board Meeting Expenses & food 118.31  ▼ 6500 Other Types of Expenses 5510 Insurance - Liability, D and O 3,253.35	6450 Telephone, Telecommunications	69.69
← 6500 Other Types of Expenses             6510 Insurance - Liability, D and O             3,253.35	Total 6400 Operations	2,403.54
6510 Insurance - Liability, D and O 3,253.35	6405 Board Meeting Expenses & food	118.31
·	▼ 6500 Other Types of Expenses	
Total 6500 Other Types of Expenses 3,253.35	6510 Insurance - Liability, D and O	3,253.35
	Total 6500 Other Types of Expenses	3,253.35

▼ 6800 Travel and Meetings	· · · · · · · · · · · · · · · · · · ·
	0.044.00
6810 Conference, Convention, Meeting	3,011.28
Total 6800 Travel and Meetings	3,011.28
Bank Charges	3.00
Total Expenditures	\$317,067.01
NET OPERATING REVENUE	\$16,086.53
▼ Other Expenditures	
8000 Ask My Accountant	0.00
Total Other Expenditures	\$0.00
NET OTHER REVENUE	\$0.00
NET REVENUE	\$16,086.53

#### 2023 Financials

- \$264,581.02 of Grant \$\$ into community
- Net revenue of \$16,000 over year
- Closed 2023 with assets of \$30K for operations

## **History of Partnership with city**

- Community Assessment of local Main Street program Aug 2020
- SHEDCO Reorganization in 2021
- MOU with city in 2021
- Annual Financial support from city:

for staffing, insurance, space lease, conference attendance

## **Project Alignment: Local Goals**



**St. Helens Main Street Alliance Goal:** to build a high quality, livable and sustainable community that will grow St. Helens' economy while maintaining a sense of place.

### **City Goals:**

- *Riverfront Connector Plan 2019 Goal*: Improve the aesthetics and function of the corridors to attract business and investment, provide better access, direction and signage to the Riverfront District, ensure multi-modal access, and improve desirability of the study area.
- Strategic Workplan Goal Area 4 Economic Development
- Urban Renewal Agency Goal 5: Invest in the revitalization of Houlton and Riverfront Business Districts

Item #1.

## Thank you to local Board members and key Committee volunteers since 2022!

## 923 Volunteer Hours Logged in 2023!

Rachel Armitage Jesse Lagers

Marie Baldridge Amara Sena Liebelt

Rachael Barry Jason Morris

Chin Chin Heidi Ralls

Suzie Dahl Christina Rice

Carmin Dunn Diana Wiener Rosengard

Mary Hubbard Erin Salisbury

Christian Iverson-Todd Marci Sanders

Errin Jolley Cindy Stockton

Lety Juarez Sisson Judy Thompson



Main Street America: www.MainStreet.org

Oregon Main Street: www.oregon.gov/oprd/OH/pages/oms.aspx

## www.StHelensMainStreet.org

outreach@StHelensMainStreet.org 971-842-6000

## ST. HELENS DUBLIC LIBRARY

**Semi-annual Report to City Council** 

March 6, 2024



## 2023 - 2028 STRATEGIC PLAN

Goal 1: Develop the Library as the community's "living room."

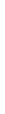
Goal 2: Engage the community in lifelong learning.

Goal 3: Enhance access to library services.



## SERVING OUR COMMUNITY

- Reader's advisory
- Early literacy
- In-depth research
- Homework help
- Employment and business
- Local history
- Active learning
- Community outreach



age 19

## OPEN HOURS AND VISITS

Fiscal Year	FY 17/19	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24 PARTIAL
Open hours	2,352	2,352	1,696	247	2,348	2,348	1,159
Population	13,240	13,240	13,410	13,915	14,560	14,371	15,009
Staff	6.0	6.0	6.0	5.5	6.0	6.0	6.0
Visits	5,249	67,477	42,982	9,077	25,500	25,500	20,506
Open hours per capita	0.178	0.178	0.126	0.018	0.161	0.163	0.07
Visits per capita	4.097	5.095	3.205	0.652	1.751	2.600	0.960
Visits per open hour	23.060	28.689	25.343	36.749	10.860	15.911	12.390
Staff per 1,000 residents	0.462	0.462	0.462	0.432	0.429	0.0428	0.04

- 37,390+ visits in FY 2023
- Building hours:
  - Monday Thursday, 9:30 am to 7:00 pm
  - Friday, 9:30 am to 5:00 pm
  - Saturday, 9:30 to 2:00 pm
- Library hours:
  - Monday Thursday, 10:00 am to 7:00 pm
  - Friday, 10:00 am to 5:00 pm
  - Saturday, 10:00 am to 2:00 pm
- Wi-Fi: 5:00 am to 12:00 am
- Auditorium and Armstrong Room
  - Library-sponsored programs and events
  - Non-profit meetings, community events, and private gatherings

## BUILDING USE

# SOME OF YOUR RESOURCES

- 65,000+ items borrowed from the library in
   FY 2022 2023
- 42,000+ items in the library
- 200+ Library of Things
  - Examples: telescopes, hand tools, air fryer, robotics and other learning tools, musical instruments, mobile hotspots, moisture meters, bicycle repair kit
- Six public computers used for wide variety of tasks finding job prospects and applying for jobs, finding Federal forms, filing Court documents, homeschool families finding educational materials

## **DATABASE USE FY 2022 - 2023**

Ancestry.com 1,247

Freegal 5,089

Library2Go e-audio 8,725

Library2Go e-book 4,867

Gale (school kids, potential employment opportunities, brush up on skills, health conditions)

## New this year

- A-Z Recipes
- Educate Station
- MediciTV

## YOUTH SERVICES

- Regular programming
  - Weekly storytimes
  - LEGO Free Play
  - Homeschool Meetup
  - STEAM Zone
- Winter Break Fun
- Outreach
- Special programs





## ADULT PROGRAMS

- Genial Genealogists (bi-monthly)
- Adults and Crafts (monthly)
- Book Club (monthly)
- Special programs





## WAKERSPACE





- Makerspace Tech funding
- Current use
- Plan





## RIVERS OF WONDER: COLUMBIA COUNTY GENEALOGY CONFERENCE

- Free
- 80+ attendees from around the world
- Hands-on sessions
- Hybrid format





## PARTNERING WITH OUR COMMUNITY

- Arts Guild
- Writers Guild
- Columbia County Museum Association
- Recreation Department
- Columbia County Health Department
- Columbia County Mental Health
- Amani Center
- Elks Club
- St. Helens Public Library Ukelele Orchestra
- And so many others!

## LIBRARY STAFF



## Six FTE

Library Director (1.0 FTE)

Adult Services Librarian (1.0 FTE)

Youth Librarian (1.0 FTE)

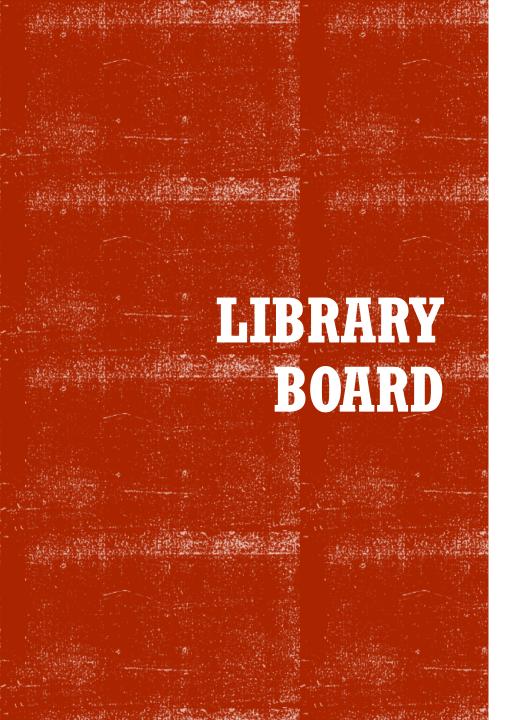
Library Technician – Cataloger (1.0 FTE)

4 Library Assistants (.5 FTE each)

## VOLUNTEERS

- Value of volunteer time \$32.27/hour (more than \$16,000 this year)
- 19 active volunteers
- Logged 504 hours already this fiscal year
- Volunteers come for many reasons
  - Shelving, checking book order on shelves,
  - Book repair, preparing items for use, and more





### **Officers**

- Chair Jana Mann
- Vice Chair Aaron Martin

#### **Members**

- Robert Dunn
- Ellen Jacobson
- Lynne Pettit
- Fatima Salas
- Jessica Sturdivant
- Diana Wiener
- [Vacant]

## FRIENDS OF ST. HELENS PUBLIC LIBRARY

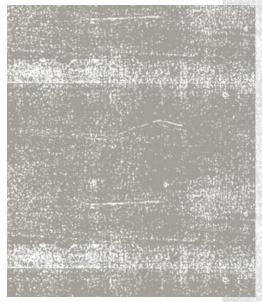
### **Support**

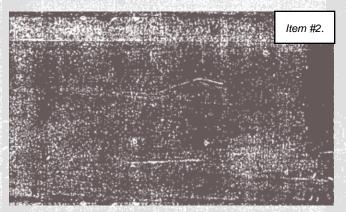
- Summer Library Challenge
- Genealogy Conference
- Book Club

#### **Officers**

- President Pam Benham
- Vice President Nancy Tarnai
- Treasurer Charlotte Hart
- Secretary Marilyn Cade



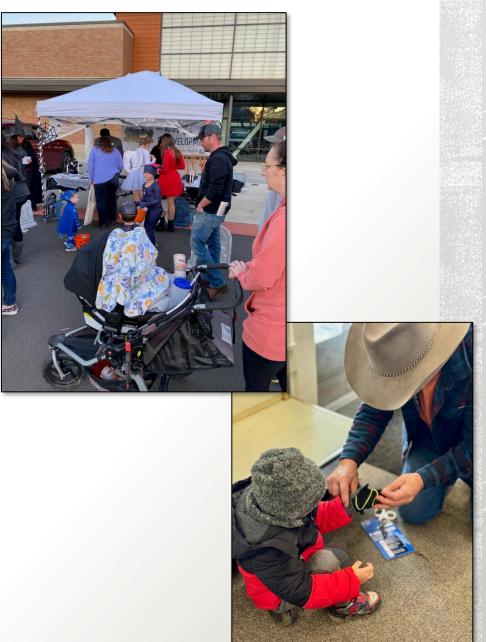






## THANK YOU!







#### **COUNCIL ACTION SHEET**

То:	The Mayor and Members of City Council	
From:	Mouhamad Zaher, Public Works Director	
Date:	March 6, 2024	City of St. Helens
Subject:	S 1st and St. Helens Intersection Joint Utility Trenching & Electrical Services Undergrounding Project No. R-685A	·· Oregon ··

**Background:** In September 2022 the City contracted with Moore Excavation to perform improvements at the S. 1st Street/St. Helens Street intersection under Project No. R-685. Planned improvements include a complete rebuild of the existing asphalt intersection into a concrete intersection, with curb extensions, stormwater planters, and site furnishings. Prior to completing hardscape improvements, the City wished to underground the overhead utilities at the intersection. This work was not part of the original scope of work for the project. City staff was directed to begin work to incorporate this additional scope into the project. In November 2022, staff solicited proposals to underground electrical services on the waterfront. One proposal was received by Moore Excavation which was rejected because the services and price offered were unclear. In July 2023, the staff solicited bids for undergrounding electrical services on the waterfront and no bids were received.

On December 6, 2023, the St. Helens City Council passed Resolution No. 1995 authorizing staff to proceed with an emergency procurement for the work based on the critical nature of the work and the previous attempts made to secure a contractor to perform the work. This modified procurement process shortened the procurement timeline and allowed staff to directly solicit bids from at least three contractors for the work. Four contractors were directly solicited for bids on January 29, 2024. They were Moore Excavation, TFT Construction, Landis & Landis Construction, and Advanced Excavating Specialists. TFT Construction and Advanced Excavating Specialists chose not to submit bids. Bids were received on February 22, 2024 and are as follows,

FIRM	LOCATION	BID AMOUNT
Moore Excavation Inc.	Fairview, OR	\$788,387.50
Landis & Landis Construction, LLC	Marylhurst, OR	\$454,912.50

The project estimate was \$510,000 and will be funded through a Business Oregon Loan.

**Recommendation:** Council award the contract for the S 1st and St. Helens Intersection Joint Utility Trenching & Electrical Services Undergrounding (R-685A) to Landis & Landis Construction as the lowest responsive bidder and authorize the Mayor to execute a Standard Public Improvement Contract for the Work. The contract will be for the amount specified in the firm's bid, plus standard contingency.

Attachment: Solicitation documentation, Bidder's Spreadsheet, and Tabulation of Bids.



## DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION

### \*UNOFFICIAL BID RESULTS\*

S 1ST AND ST HELENS INTERSECTION JOINT UTILITY TRENCHING &

PROJECT NAME: ELECTRICAL SERVICES UNDERGROUNDING PROJECT NO. R-685A

BID OPENING: 2:00 P.M., Tuesday, February 22, 2024 ENGINEER'S ESTIMATE: \$510K

2.00 1, rucoday, rebruary	·			φοτοιτ		
Contractor's Name and Address	10% Bid Bond <u>or</u> Check Enclosed	Bid Signed	Addendum(s) Acknowledged	Bid Schedule A	Bid Schedule B	Total Bid Amount
Landis & Landis Construction, LLC PO Box 50	YES	YES	YES	\$365,370.00	\$89,542.50	\$454,912.50
Marylhurst, OR 97036		_		, , , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , , , , , , , , , ,	* 10 1,0 12.00
Moore Excavation Inc. 5501 NE 223rd Ave Fairview, OR 97024	YES	YES	YES	\$658,150.00	\$130,237.50	\$788,387.50
Fall view, ON 97024						

RECOMMENDATION (APPARENT RESPONSIVE LOW BIDDER): LANDIS & LANDIS CONSTRUCTION, LLC



#### **BID TABULATION**

## PROJECT: S 1ST AND ST HELENS INTERSECTION JOINT UTILITY TRENCHING & ELECTRICAL SERVICES UNDERGROUNDING, #R-685A Bid Opening Date: <a href="https://doi.org/10.1087/journal.com/">https://doi.org/10.1087/journal.com/</a>

Bid Item	Description	Unit	Qty	MOORE EXC	AVATION INC.	LANDIS AND	LANDIS, INC.	Engineer'	s Estimate
No	Description	Onic	Qty	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
BID SC	HEDULE A								
1	Mobilization (00210)	LS	1	\$60,000.00	\$60,000.00	\$35,000.00	\$35,000.00	\$36,000.00	\$36,000.00
2	Temporary Work Zone Traffic Control (00225)	LS	1	\$25,000.00	\$25,000.00	\$28,000.00	\$28,000.00	\$31,000.00	\$31,000.00
3	Flaggers (00223)	HR	160	\$85.00	\$13,600.00	\$72.00	\$11,520.00	\$76.00	\$12,160.00
4	Erosion Control (00280)	LS	1	\$4,000.00	\$4,000.00	\$7,000.00	\$7,000.00	\$500.00	\$500.00
5	Remove Existing Tree	EA	4	\$125.00	\$500.00	\$150.00	\$600.00		\$800.00
6	Construction Survey Work (00305)	LS	1	\$5,000.00	\$5,000.00	\$14,000.00	\$14,000.00	\$9,000.00	\$9,000.00
7	Removal of Structures and Obstructions (00310)	LS	1	\$25,000.00	\$25,000.00	\$11,000.00	\$11,000.00	\$7,000.00	\$7,000.00
8	General Excavation (00330)	CY	80	\$275.00	\$22,000.00	\$40.00	\$3,200.00	\$70.00	\$5,600.00
9	Rock Excavation (00405)	CY	470	\$225.00	\$105,750.00	\$20.00	\$9,400.00		\$103,400.00
10	Vibration Monitoring (00405)	LS	1	\$30,000.00	\$30,000.00	\$45,000.00	\$45,000.00		\$20,000.00
11	Trench Resurfacing (00495)	SY	240	\$125.00	\$30,000.00	\$80.00	\$19,200.00		\$38,400.00
12	Trench Resurfacing, Temporary (00495)	SY	67	\$50.00	\$3,350.00	\$60.00	\$4,020.00	\$120.00	\$8,040.00
13	Aggregate Base (00640)	TON	27	\$95.00	\$2,565.00	\$50.00	\$1,350.00	\$92.00	\$2,484.00
14	Level 3, 1/2 inch ACP Mixture (00744)	TON	10	\$350.00	\$3,500.00	\$240.00	\$2,400.00	\$200.00	\$2,000.00
15	Concrete Curbs, Standard 6" Curb (00759)	LF	87	\$80.00	\$6,960.00	\$43.00	\$3,741.00		\$6,525.00
16	Concrete Curbs, Standard Curb and Gutter (00759)	LF	20	\$145.00	\$2,900.00	\$65.00	\$1,300.00	\$75.00	\$1,500.00
17	Concrete Walks (00759)	SF	402	\$30.00	\$12,060.00	\$10.00	\$4,020.00		\$7,236.00
18	Installing Conduit Furnished By Comcast, 2" (00966)	LF	946	\$15.00	\$14,190.00	\$9.00	\$8,514.00	\$10.00	\$9,460.00
19	Installing Conduit Furnished By Lumen, 4" (00966)	LF	911	\$15.00	\$13,665.00	\$9.00	\$8,199.00	\$10.00	\$9,110.00
20	Installing Conduit Furnished By Fatbeam, 2" (00966)	LF	721	\$15.00	\$10,815.00	\$9.00	\$6,489.00		\$7,210.00
21	Installing Conduit Furnished By CRPUD, 2" (00966)	LF	2733	\$15.00	\$40,995.00	\$9.00	\$24,597.00	\$10.00	\$27,330.00
22	Joint Utility Trench (00966)	SF	1680	\$110.00	\$184,800.00	\$60.00	\$100,800.00	\$60.00	\$100,800.00
23	Installing Utility Vaults Furnished By Utility (28" x 41" x 36") (00966)	EA	4	\$4,000.00	\$16,000.00	\$1,000.00	\$4,000.00	\$300.00	\$1,200.00
24	Installing Utility Vaults Furnished By Utility (78" x 36" x 48") (00966)	EA	2	\$4,000.00	\$8,000.00	\$2,000.00	\$4,000.00	\$500.00	\$1,000.00
25	Installing Utility Vaults Furnished By Utility (17" x 30" x 24") (00966)	EA	1	\$1,000.00	\$1,000.00	\$3,900.00	\$3,900.00	\$300.00	\$300.00
26	Installing Utility Vaults Furnished By Utility (60" x 84") (00966)	EA	2	\$8,000.00	\$16,000.00	\$2,000.00	\$4,000.00		\$4,000.00
27	Bark Mulch (01040)	CY	4	\$125.00	\$500.00	\$30.00	\$120.00	\$250.00	\$1,000.00
BID SCHEDULE A TOTAL \$658,150.00 \$365,370.00 \$453,									\$453,055.00

Bid		Unit		MOORE EXCAVATION INC.		LANDIS AND	LANDIS, INC.	Engineer's Estimate		
Item No	Description		Unit	Qty	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
BID SC	HEDULE B									
1	3" PVC	LF	415	\$50.00	\$20,750.00	\$30.00	\$12,450.00	\$28.94	\$12,010.43	
2	3" RGS	LF	30	\$275.00	\$8,250.00	\$175.00	\$5,250.00	\$73.96	\$2,218.88	
3	3" PVC FACTORY ELBOW	EA	6	\$450.00	\$2,700.00	\$310.00	\$1,860.00	\$86.63	\$519.75	
4	3" RGS FACTORY ELBOW	EA	3	\$900.00	\$2,700.00	\$610.00	\$1,830.00	\$240.68	\$722.05	
5	3/0 AWG CU XHHW	CLF	0.3	\$10,000.00	\$3,000.00	\$10,000.00	\$3,000.00	\$1,066.70	\$320.01	
6	METERBASE 200A	EA	1	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00	\$698.80	\$698.80	
7	TRENCHING & BACKFILL	LF	298	\$150.00	\$44,700.00	\$115.00	\$34,270.00	\$73.80	\$21,992.40	
8	TRENCH RESURFACING	SY	33.1	\$125.00	\$4,137.50	\$75.00	\$2,482.50	\$132.04	\$4,370.67	



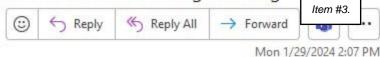
# **BID TABULATION**

PROJECT: S 1ST AND ST HELENS INTERSECTION JOINT UTILITY TRENCHING & ELECTRICAL SERVICES UNDERGROUNDING, #R-685A Bid Opening Date: <a href="https://doi.org/10.1007/journal.com/">https://doi.org/10.1007/journal.com/</a>

Bid Item	Description	Unit	Qty	MOORE EXCAVATION INC.		LANDIS AND LANDIS, INC.		Engineer's Estimate	
No	Boothpalon	O mic	Q.,	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
9	Mobilization	LS	1	\$12,000.00	\$12,000.00	\$10,000.00	\$10,000.00	\$1,737.72	\$1,737.72
10	Erosion Control	LS	1	\$4,500.00	\$4,500.00	\$3,000.00	\$3,000.00	\$1,320.00	\$1,320.00
11	Traffic Control	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$1,320.00	\$1,320.00
12	Permitting 200A Services	EA	3	\$3,000.00	\$9,000.00	\$300.00	\$900.00	\$396.00	\$1,188.00
13	Pull Box, 223-LA	EA	1	\$8,500.00	\$8,500.00	\$5,000.00	\$5,000.00	\$7,000.00	\$7,000.00
	BID SCHED	ULE B	TOTAL		\$130,237.50		\$89,542.50		\$55,418.71

DID TOTALS (A+D).	\$788,387.50	\$454,912.50	\$508,473.71
BID TOTALS (A+B):	MOORE EXCAVATION INC.	LANDIS AND LANDIS, INC.	Engineer's Estimate
Comments:			





## ADVANCED EXCAVATING SPECIALISTS

Luke,

Below is a Sharefile link that will take you to the following Bid Documents:

- 1\_R-685A\_Public Improvement Contract
- 2\_1st & St Helens Franchise Utilities\_Plans\_Signed
- 3\_R-685A Electrical Services Drawings

R-685A S 1st and St Helens Intersection Joint Utility Trenching & Electrical Services Undergrounding

Please review these documents and submit a bid before 2:00pm, February 15th, 2024.

We appreciate you expressing interest on bidding this project. Please let us know if you have any questions.

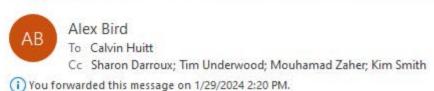
Thank you,

#### Alexander Bird, PE\* | Engineer II

City of St. Helens | Public Works – Engineering Division 265 Strand Street, St. Helens, OR 97051 | www.sthelensoregon.gov p: (503) 366-8223 | c: (971) 246-2000 | abird@sthelensoregon.gov \*Licensed to practice in the State of Oregon

CITY OF ST. HELENS - ENGINEERING DIVISION | SEARCH CITY BIDS & RRPS | FACEBOOK | TWITTER | YOUTUBE







Mon 1/29/2024 2:09 PM

## MOORE EXCAVATION INC

Cal,

Below is a Sharefile link that will take you to the following Bid Documents:

- 1\_R-685A\_Public Improvement Contract
- 2\_1st & St Helens Franchise Utilities\_Plans\_Signed
- 3\_R-685A Electrical Services Drawings

R-685A S 1st and St Helens Intersection Joint Utility Trenching & Electrical Services Undergrounding

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Thank you,

## Alexander Bird, PE\* | Engineer II

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1) You forwarded this message on 1/29/2024 2:24 PM.

# LANDIS & LANDIS CONSTRUCTION, LLC

Hi Myke,

It was nice talking to you last week and catching up. Here are the project documents for the intersection work we talked about,

# R-685A S 1st and St Helens Intersection Joint Utility Trenching & Electrical Services Undergrounding

- 1\_R-685A\_Public Improvement Contract
- 2\_1st & St Helens Franchise Utilities Plans
- 3\_R-685A Electrical Services Drawings

Please review these documents and submit a bid by 2:00pm, February 15th, 2024.

The main contact for the project is Alex Bird, PE, Engineer II, abird@sthelensoregon.gov or (503) 366-8223.

I appreciate your expressing interest on bidding this project.

Thank you,

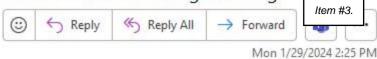
## Sharon Darroux, PMP | Engineering Manager

City of St. Helens | Public Works – Engineering Division 265 Strand Street, St. Helens, OR 97051 | www.sthelensoregon.gov p: (503) 366-8243 | c: (503) 936-0813 | sdarroux@sthelensoregon.gov

CITY OF ST. HELENS - ENGINEERING DIVISION | SEARCH CITY BIDS & RRPS | FACEBOOK | TWITTER | YOUTUBE







T.F.T. CONSTRUCTION, INC.

Hi Erik,

Here are the project documents for the intersection work we talked about,

# R-685A S 1st and St Helens Intersection Joint Utility Trenching & Electrical Services Undergrounding

- 1\_R-685A\_Public Improvement Contract
- 2\_1st & St Helens Franchise Utilities Plans
- 3\_R-685A Electrical Services Drawings

Please review these documents and submit a bid by 2:00pm, February 15th, 2024.

The main contact for the project is Alex Bird, PE, Engineer II, abird@sthelensoregon.gov or (503) 366-8223.

I appreciate your expressing interest on bidding this project.

Thank you,

## Sharon Darroux, PMP | Engineering Manager

City of St. Helens | Public Works - Engineering Division 265 Strand Street, St. Helens, OR 97051 | www.sthelensoregon.gov p: (503) 366-8243 | c: (503) 936-0813 | sdarroux@sthelensoregon.gov

CITY OF ST, HELENS - ENGINEERING DIVISION | SEARCH CITY BIDS & RRPS | FACEBOOK | TWITTER | YOUTUBE





## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

TO: City Council

FROM: Jacob A. Graichen, AICP, City Planner

RE: LUBA status for St. Helens Police Station—File: Appeal AP.2.23

DATE: February 27, 2024

This is a status update for the Council to help with decision making.

As you know, the Appeal of the Conditional Use Permit denial by the Planning Commission for the proposed police station at the intersection of Old Portland Road and Kaster Road (Kaster Road site) that was reversed (approved) by the City Council was appealed to the Oregon Land Use Board of Appeals (LUBA).

Gregory S. Hathaway of Hathaway Larson, LLP, representing Steve Toschi and Robyn Toschi produced a Notice of Intent to Appeal dated **December 11, 2024**. This set the possible case of *Steve and Robyn Toschi v City of St. Helens*.

The City Council discussed this with legal counsel and staff at the **December 20, 2023** executive session. At that time the record (i.e., body of work behind the decision) and the first step for the city after the Notice of Intent to Appeal would have been due around January 2, 2024.

On **December 28, 2024** the City's legal counsel filed a Notice of Withdraw to LUBA. This notice allows, but does not mandate, the city to reconsider the decision, actually withdraw the application, or if nothing else, suspend the process to buy time.

LUBA acknowledged the Notice of Withdraw via correspondence dated **January 3, 2024**. See attached. Importantly, it notes 90 days for decision on reconsideration to be filed. Or if the city does nothing, LUBA will restart the appeal.

The 90-day mark (from the December 28 Notice of Withdraw) is March 27, 2024.

At the January 10, 2024 Special Session where discussion topics included the current police budget and the police station project, the Council expressed desire to move on from the Kaster Road site for the police station. Since then, staff efforts have focused on other sites.

After that meeting, staff did not direct legal counsel to officially withdraw the application since it was early in the 90-day suspension. Now that the 90-day mark is a month away, attaining clarity on this is important.

Basically, you have three general choices:

- 1. Continue to pursue the Kaster Road site with LUBA.
- 2. Abandon the Kaster Road site effort and focus on other sites.
- 3. Continue with the Kaster Road site and explore other sites.

The issues with LUBA are time and uncertainty. Due to factors such as a record objection, which is common enough to be an "industry standard" and LUBA has no time requirement to resolve, the matter could drag out 6 months, for example, before oral arguments are heard by LUBA. And if we get a LUBA decision by the end of the year, will that decision be appealed to the Oregon Court of Appeals, or will it be remanded back to the city? There are different things that can happen, none of which is easy to predict, other than delay for probably most of 2024.





Land Use Board of Appeals
775 Summer St NE Ste 330
Salem, OR 97301-1283
(503) 373-1265

January 3, 2024

Gregory S. Hathaway Hathaway Larson LLP 1125 NW couch Street, Suite 550 Portland, OR 97209

William A. Monahan Jordan Ramis PC 1211 SW 5th Avenue, 27th Floor Portland, OR 97204

> RE: Toschi et al v. City of St. Helens LUBA No. 2023-085

This is to advise you that the Board has received City of St. Helens's notice of withdrawal of the decision challenged in the above referenced appeal for reconsideration pursuant to ORS 197.830(13)(b).

Under OAR 661-010-0021(2), the filing of a notice of withdrawal has the effect of suspending the LUBA appeal proceeding until a decision on reconsideration is filed with LUBA by the respondent. Under OAR 661-010-0021(1), a decision on reconsideration is required to be filed with LUBA, and served on the parties, within 90 days after the date the notice of withdrawal was filed.

Best regards,

Hannah Barkemeyer Baker Executive Support Specialist To: City Council

RE: Payment Processing and UB Mailing Services

John Walsh City Administrator Gloria Butsch Finance Director



## **BACKGROUND**

Due to what appeared to be extremely high costs for credit card fees and payment receipt processing, the finance & utility billing staff researched and requested proposals from Tyler Incite (current), Xpress Bill Pay (XBP) and Paymentec for comparing costs and potential savings for processing payment receipts.

Changing from Tyler Incite/Global to XBP will be an estimated savings of \$26k per month.

We also identified potential cost savings from mailing services. The city currently contracts with Metro Mailing Services for mailing the utility bills. We requested proposals from DataBar and Bend Mailing Services and compared them to Metro.

Changing from Metro to Bend Mailing Services will be an estimated savings of \$1,200 per month.

Combined savings between Xpress Bill Pay and Bend Mailing Services are estimated to be \$327,500 annually.

We will also plan on integrating the Recreation, Library, Planning & Administration credit card terminals for additional savings.

#### **RECOMMENDATION**

City staff recommend approving payment processing services agreement with Xpress Bill Pay and utility bill mailing service agreement with Bend Mailing Service and authorize the City Administrator to sign the agreement(s).

Item #5.

# Proposed Utility Billing -Bank Fee Changes By Month

Service	Current	Proposed	Savings	Proposed Vendor
Statement Printing & Mailing	4,847.76	3,615.11	(1,232.65)	DMS Technologies
UB Card Payment Processing	27,020.13	7,058.60	(19,961.53)	Xpress Bill Pay
Easy Pay/Insite Payments	7,030.00	2,680.10	(4,349.90)	Xpress Bill Pay
Wells Fargo Lock Box (Mailed in payments)	945.50	372.86	(572.64)	Xpress Bill Pay
Wells Fargo E Box (Bank to Bank Payments)	16.68	41.50	24.82	Xpress Bill Pay
Total Savings a month			(26,091.90)	
Total Savings a year	(313,102.80)			

## Additional Items to Note

<sup>\*</sup>Xpress charges based on December 2023 for Card & Easy Pay payments & January 2024 for Lock & E Box

<sup>\*</sup>This does not include the expense for implementation

<sup>\*</sup>Additional savings could come by bringing other departments to Xpress



# Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: Administration & Community Development Dept. Report

Date: March 6, 2024

Planning Division Report attached.

Date: 02.27.2024

# CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT

City of St. Helens

To: City Council

From: Jacob A. Graichen, AICP, City Planner

cc: Planning Commission

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

**ASSOCIATE PLANNER/PROJECT MANAGER**—In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.

#### PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Conducted a pre-application meeting for a potential improvement to the Klondike building in the Riverfront District.

Had a preliminary Q&A meeting for potential commercial development at US30 / Millard Street.

Had a preliminary Q&A meeting for potential new café in an existing building in the Riverfront District.

Some time spent on a pair of annexations submitted last year that will probably be fully processed this year. One was communicating with the owner about probate and ownership changes; the other starting an above average complex legal description.

#### PLANNING ADMINISTRATION—MISC.

Proactive projects this month include continuing to work on the 2024 Development Code amendment and we had our kickoff meeting for the Economic Opportunities Analysis (EOA) effort, which is anticipated to be completed and adopted in 2025.

Conducted final inspection for the RV park at 58551 Kavanaugh Avenue on the first day of the month. The land use permit started in the county, but the site has since been annexed. Another project from the last several years done.

Ridgecrest Lots 152-157 are the last remaining undeveloped lots in this subdivision on the far west side of town. Working with an ecological consultant hired by the owner for updated information to address conditions of a planned development subdivision decision in 2007. Issue has to do with wetlands/riparian area rules being adopted and the timing of the development.

Responded to a County referral for a nonconforming use determination at 35259 Pittsburg Road for the city's water reservoir replacement proposal. This is a city project.

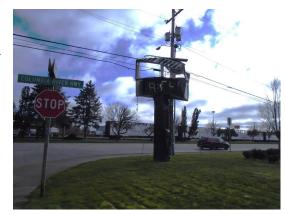
#### DEVELOPMENT CODE ENFORCEMENT

In 2017 an application was submitted to use a property as a storage site along Gable Road. A fence was built, but the application to the County was withdrawn. Towards the end of last year, the site started to be used for storage despite conversations with County and City staff. Not having any progress, I filed a complaint with the County. The site is on the west side of 2130 Gable Road. There seems to be movement of cooperation as of the date of this memo.

An unlawful use of land / unpermitted fill issue for a vacant on N. 14th Street finally came to a

conclusion after the issue started in 2013 and lasted through several owners. The current one, finaled a fill permit originated by a previous owner. 2013 is not a misprint! This will be a good example—with photos—of residential zoning in the next semi-annual report.

City Administrator requested we deal with the damaged O'Reilly Auto Parts sign. Its state of disrepair for at least 90 days triggers certain code provisions. Hoping that sending correspondence to the corporate office will result in action to remove or repair the sign.



## PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

<u>February 13, 2024 meeting (outcome)</u>: The Commission approved a Variance to allow a waking path closer to a windowed wall than normally allowed. This is for development underway in the Houlton area.

The Commission considered the recommendations of the Commission's interview sub-committee and agreed with selecting the two candidates. A Commissioner who will be generally unavailable after April (and why two candidates were selected instead of one) resigned effective at the end of this meeting.

The Commission also discussed this year's code amendments.

As the Historic Landmarks Commission, they considered revisions to a previously approved Historic Resource Review for the John Gumm School.

<u>March 12, 2024 meeting (upcoming)</u>: At a minimum, the Commission has three public hearings including a couple of yard (setback) variances and an appeal of a 3-parcel partition/lot line adjustment. The other is an Historic Resource Review which they will review, *as the Historic Landmarks Commission*, for modifications to the historic resource at 175 S. 1<sup>st</sup> Street.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Data updates relates to recent Comprehensive Map and Zoning Map amendments.

Quarterly data updates.

#### MILLARD ROAD PROPERTY

Chase road easement agreement originated in 2009 with an 11-year window for development to occur to vest the easement. This is an access easement from the western boundary of the Millard Road property to the Chase Road right-of-way. We extended this for two years in 2020. Still no development. It was extended again in 2022 for two more years, making the next deadline March 31, 2024. Still no development, yet. Speaking with the grantor again towards the end of this month, no more extensions will be granted but this doesn't mean a new easement can't be negotiated in the future. Although the access easement will be moot in a month, there is also a utility easement reserved that does not have a timeline to vest, so we still have some tools to facilitate urban development in this area.

From: Jennifer Dimsho
To: Jacob Graichen

**Subject:** February Planning Department Report **Date:** Friday, February 23, 2024 1:17:15 PM

Attachments: image001.png

Here are my additions to the February Planning Department Report.

#### **GRANTS**

- Business Oregon Infrastructure Finance Authority Low-interest loan for Streets &
   Utilities Project and Riverwalk improvements. Provided updates to loan officer. Compiled
   invoices and submitted our 2<sup>nd</sup> loan disbursement request. Received confirmation that
   this was received/processed.
- 2. Riverwalk Project (OPRD Grants x2) Final CDs received on 2/2, bidding open on 2/7 and anticipated to close on 3/7. Held pre-bid meeting on 2/15. 5 contractors are currently on the planholders list. Mayer/Reed contract extension approved by Council on 2/20. Working with County on an agreement to use County's parking lot as the construction access into Columbia View Park.
- 3. Community Development Block Grant (CDBG) \$2.5 million grant award to fund design/engineering/permitting for the City's Sanitary Sewer Improvement Project which 3 sanitary sewer basins identified as deficient in the adopted Wastewater Master Plan. Consor contract approved on 2/21 by Council after meeting to discuss local land use and environmental permitting required. Working with CRPUD to get a triangular-shaped property annexed into the City which contains City sewer to be upsized as part of this project near US 30.
- **4. CLG Historic Preservation Grant Program** SHPO Certified Local Government Program. Received our contract for 17k. State approved work plan. Executed contract with property owners. Project to be completed by July 31, 2024.
- 5. **DLCD Technical Assistance Program** 60k will fund a new Economic Opportunities Analysis (EOA). Contract approved with the state and with our consultants. Project kickoff held on 2/14. Provided initial baseline GIS data and signed an authorization form to gather economic data on behalf of the City. Began monthly project check-ins.
- 6. **ODOT Community Paths Program: St. Helens Scappoose Trail Refinement Project** 405k to study a trail route refinement project (30% design) from St. Helens to Scappoose. Award is \$363,407, with a match of around 42k split between Scappoose, the County, and us. We finally received our draft/initial contract from ODOT after waiting since November 2023. I provided a series of questions to ODOT regarding the draft contract. Working on Draft IGAs with County and Scappoose to cover match and project coordination. Working on scoping with ODOT and scheduling scoping meetings with County and Scappoose.
- 7. Travel Oregon Grant Program Received 100k grant to fund ADA component of the Riverwalk Project Thanks to Columbia Economic Team and our Regional Destination

- Marketing Organization for providing support. Received 50% of the grant as contract terms require.
- 8. **ODOT TGM Program: Transportation Systems Plan** Assisting with planning process. ODOT says it could be ~6 months before we see movement on this project. Coordinated & attended another meeting with a contractor interested in the project.

#### **PROJECTS & MISC**

- 9. Riverfront Streets/Utilities Project Attending weekly check-ins. Pump station just needs generator. Bluff trail construction is moving along. Tualatin staircase/bluff trailhead under construction. North and south water quality swales underway. Undergrounding at 1<sup>st</sup> Street and St. Helens Street design complete. 2 contractors provided bids on 2/22. Engineering is preparing contract with lowest bidder for approval at 3/6 Council meeting.
- 10. **Urban Renewal Agency** Prepared for a URA Basics & Budget Overview meeting held on 2/7. Elaine Howard provided a URA 101 presentation, while John, Gloria, and I provided background on our adopted URA Plan and upcoming FY 24-25 budget process.
- 11. US Census Boundary & Annexation Survey 2023 This is an annual survey where we provide GIS shapefile updates of any changes to the City limits boundaries. In our case, this is usually a few annexations which were fully processed by Ordinance the following year. Our responses were due by March 1 in order to be included in the American Community Survey & Population Estimates Program. They have detailed methodology for creating the shapefile using their data and uploading it into their secure system. We received confirmation that they received our submittal.

#### Jenny Dimsho, AICP | Community Development Project Manager

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