



# COUNCIL REGULAR SESSION

Wednesday, October 20, 2021 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

HYBRID: Council Chambers and Zoom (details below)

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

Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)

Phone | 503-397-6272

Fax | 503-397-4016

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

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

### APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

- [5.](#) Reappoint Russ Hubbard and Jennifer Pugsley to Additional 4-year Terms on the Planning Commission

### CONSENT AGENDA FOR ACCEPTANCE

- [6.](#) Parks and Trails Commission Minutes dated September 13, 2021
- [7.](#) Planning Commission Minutes dated August 10, 2021
- [8.](#) Library Board Minutes dated September 13, 2021

### CONSENT AGENDA FOR APPROVAL

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

### WORK SESSION ACTION ITEMS

**MAYOR SCHOLL REPORTS**

**COUNCIL MEMBER REPORTS**

**OTHER BUSINESS**

**ADJOURN**

**VIRTUAL MEETING DETAILS**

Join Zoom Meeting: <https://us06web.zoom.us/j/5033976272>

Meeting ID: 503 397 6272

Dial by your location: 1 213 338 8477

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

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

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

# SATISFACTION OF MORTGAGE

Item #1.

KNOW ALL MEN BY THESE PRESENTS, that COMMUNITY ACTION TEAM, owner and holder of the mortgage and the obligation hereinafter described, do hereby certify and declare that a certain mortgage, bearing the date of December 12, 1989 made and executed by CURLEY C. AND ROBERTA A. SEASTONE as mortgagor to the City of St. Helens, the mortgagee therein and recorded in the office of the County Clerk of the County of Columbia, State of Oregon, in Record of Mortgages Instrument #90-1711, on April 5, 1990 for the property located at 474 S. 13<sup>th</sup> Street, St. Helens, Oregon 97051, together with the debt thereby secured,

**is fully paid satisfied and discharged.**

In construing this satisfaction of mortgage, where the context so requires, singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

In Witness Whereof, the undersigned has executed this instrument this \_\_\_\_th day of September, 2021; if the undersigned is a corporation, it has caused its name to be signed and its seal affixed by an officer or other person duly authorized to do so by order of its board of directors.

\_\_\_\_\_  
Rick Scholl, Mayor, City of St. Helens

=====

STATE OF OREGON, County of Columbia ) ss.

This instrument was acknowledged before me on  
September \_\_\_\_, 2021, by Rick Scholl as Mayor  
City of St. Helens, Oregon.

\_\_\_\_\_  
Notary Public for Oregon

My commission expires on \_\_\_\_\_

## SATISFACTION OF MORTGAGE

City of St. Helens

VS

Curley C. and Roberta A. Seastone

After recording, return to:

Estate of Curley & Roberta Seastone  
474 S. 13<sup>th</sup> Street  
St. Helens, OR 97051

SPACE RESERVED FOR  
RECORDING STAMP

**CENTRAL OFFICE**  
125 N. 17th St.  
St. Helens, Oregon 97051  
Voice (503) 397-3511  
Fax (503) 397-3290  
Administration  
Information & Referral Ext. 274

**FISCAL OFFICE**  
124 N. 18th St.  
St. Helens, Oregon 97051  
Voice (503) 366-6570  
(503) 366-6565  
(503) 366-6569  
Fax (503) 366-7906

**COMMUNITY DEVELOPMENT PROGRAMS**  
125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 397-3511 Ext. 279  
Housing Development  
Community Facilities

**HOUSING CENTER**  
(800) 404-3511  
Housing Information & Referral  
Homeowner & Tenant Trainings  
Home Ownership Assistance

**SELF-HELP HOUSING**  
(503) 366-6550

**HOUSING REHABILITATION**  
Rehabilitation  
Weatherization  
Astoria  
(503) 325-8098  
(800) 325-8098  
Columbia  
(503) 397-1675  
(800) 955-1675

**EMERGENCY HOUSING PROGRAM**  
125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 336-6546  
(800) 404-3511

**CHILD & FAMILY  
DEVELOPMENT PROGRAM**  
PO Box 10, 108 W. B. St.  
Rainier, Oregon 97048  
(503) 556-3736  
Head Start  
Healthy Start

**KID CARE PROGRAM**  
125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6545

**ENERGY SERVICES PROGRAM**  
125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 397-4951  
(866) 722-4951  
Energy Utility Assistance  
Consumer Education  
Tillamook  
(503) 842-3267  
(866) 722-4951  
Astoria  
(866) 722-4951

**SENIOR, RESPITE & VETERANS  
SERVICE PROGRAMS**  
125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6543  
Respite Care, OPI  
Senior Support & Nutrition Programs

**Veterans Service Program**  
125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6580

## COMMUNITY ACTION TEAM, INC.

*"BUILDING BRIDGES TO SELF-SUFFICIENCY"*



RECEIVED

OCT 08 2021

CITY RECORDER

September 17, 2021

Kathy Payne  
City of St. Helens  
~~PO Box 278~~ 265 Strand  
St. Helens, OR 97051

Dear Kathy:

Enclosed is a check to the City in the amount of \$5,675.00, a payback of the loan on the property of:

Curley C. & Roberta A. Seastone  
474 S. 13th Street  
St. Helens, OR 97051

As in the past, the City should deposit this check and enter the payback in the City ledger.

**Please then create a new check for \$5,675.00** to Community Action Team for deposit in the City of St. Helens Revolving Loan Fund.

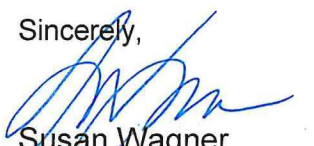
In addition, the Satisfaction of Mortgage document needs to be signed by Mayor Scholl, at his earliest convenience. If you would then send the documents to:

Community Action Team, Inc.  
Attention: Susan Wagner  
125 N 17th Street  
St. Helens, OR 97051

We will forward it to the appropriate title company.

If you have any questions or concerns about any of the enclosed information, please contact me at 503-366-6562.

Sincerely,

  
Susan Wagner  
Contract Coordinator

Enclosures  
Satisfaction of Mortgage  
Enc: Ck #000101926; \$5,675.00

**Kathy Payne**

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**From:** Finance Dept  
**Sent:** Monday, October 11, 2021 10:55 AM  
**To:** Kathy Payne  
**Subject:** Receipt #R00107113

275 Strand Street  
Mailing: 265 Strand Street  
St Helens, OR 97051  
503-397-6272

-----  
DATE : 10/11/2021 10:54 AM  
OPER : JE  
TKBY : JE  
TERM : 3  
REC# : R00107113  
169 TRANSITIONAL HOUSING  
INROADS 5675.00

Paid By:INROADS  
2-Check 5675.00 REF:101926



# Check Request Form

265 Strand St, St. Helens, OR 97051 | 503-397-6272 office | [www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

## CHECK REQUEST INFORMATION

Pay To: Community Action Team, Inc. (\*Please attach any backup to this request)

Amount: \$5,675.00

Distribution of Payment: 203-717-52028

Description of Payout: CAT Loan Payoff for Seastone @ 474 S. 13th Street

Payment Required by: \_\_\_\_\_ (Date)

NEXT AP RUN

Delivery of Check: MAIL OUT

GIVE TO: Kathy Payne

CHECK REQUEST MADE BY:

Kathy Payne  
Signature

10/11/21

Date

CHECK REQUEST APPROVED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FIRST AMENDMENT TO  
Public Improvement Contract  
for the  
Columbia Pacific Food Bank Renovation Project, Project No. C18005**

This agreement is entered into this 20<sup>th</sup> day of October 2021, by and between the City of St. Helens, (hereinafter "City"), and **JH Kelly, LLC** (hereinafter "Contractor").

**RECITALS**

- A. City and Contractor entered into a Public Improvement Contract on January 11, 2021 and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. As part of the original contract, Contractor and City agreed that Contractor would provide all materials, equipment, labor, and services for the Columbia Pacific Food Bank Renovation Project.
- C. The Contractor has experienced delays in receiving materials due to COVID-19 supply chain issues, delays due to staff COVID-19 quarantine requirements, and multiple structural and mechanical Change Orders that required additional time to complete the project.
- D. The original contract expires on November 15, 2021. These delays have created a need for the final completion date of the project to be extended by 180 days.

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

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. The completion date of the contract shall be extended to May 14, 2022.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 20<sup>th</sup> day of October 2021.

**Contractor**

**City**

\_\_\_\_\_

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

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

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

Attest:

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

**AMENDMENT TO STATE/LOCAL AGREEMENT  
LOCAL GOVERNMENT GRANT PROGRAM**

Item #3.

**This Amendment No. 1**, to OPRD Local Government Grant Program Agreement #**LG19-014 Campbell Park Sport Court Package**, hereinafter referred to as “Agreement”, between the State of Oregon, acting by and through the Oregon Parks and Recreation Department, hereinafter referred to as the “State”, and the City of St. Helens acting by and through its City Council, or designated representative, hereinafter referred to as the “Grantee”, effective as of **October 3, 2019**;

**WHEREAS**, both parties wish to amend the agreement;

**NOW, THEREFORE**, State and Grantee agree as follows:

A. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

B. **Amendment.** The Agreement is hereby amended as follows (unless otherwise indicated, new language is indicated by underlining and deleted language is italicized and bracketed):

1. The project shall be completed by [*October 31, 2021*] April 30, 2022.

Except as expressly amended above, all other terms and conditions of the original Agreement remain in full force and effect. Recipient certifies that the representations, warranties and certifications contained in the original Contract are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

**IN WITNESS WHEREOF**, the parties hereto have caused this amendment to be properly executed by their authorized representatives as of the day and year hereinafter written.

\_\_\_\_\_  
Grantee Title

\_\_\_\_\_  
Oregon Parks and Recreation Department

\_\_\_\_\_  
Grantee Signature

\_\_\_\_\_  
Daniel Killam, Deputy Director of Administration

\_\_\_\_\_  
Grantee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommended by:

\_\_\_\_\_  
Mark Cowan, Grant Program Coordinator, OPRD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michele Scalise, Grants Section Manager, OPRD

\_\_\_\_\_  
Date



**CONTRACT PAYMENTS**

City Council Meeting  
October 20, 2021

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**GeoDesign, Inc. DBA NV5**

Project: Campbell Park Geotechnical (Inv#235945) \$ 274.50

**Otak**

Project: S. 1<sup>st</sup> & Strand Streets, Road & Utility Ext (Inv#92100425)\$ 98,059.61

**Turney Excavating, Inc.**

Project: ADA Curb Ramp Improvements (PR#1) \$ 75,254.42

**Edge Development**

Project: Campbell Park Sport Courts \$ 164,319.89

**David Evans and Associates**

Project: Columbia Blvd. Sidewalk/Safety Imps (Inv#496055) \$ 616.16

## INVOICE

Federal Tax ID# 91-1780825



GeoDesign, Inc., DBA NV5

Remittance Address Change:  
GeoDesign, Inc., DBA NV5  
PO Box 74008680  
Chicago, IL 60674-8680

Remittance ACH Transfer Change:  
ABA Routing Number 063100277  
Account Number 898052466590  
Email ACH/Wire remittance details to RemittanceNotifications@nv5.com

Remittance Wire Transfers Change:  
ABA Routing Number 026009593  
Account Number 898052466590  
Swift Code INTL. BOFAUS3N

Project Manager: Krey Younger

City Hall  
265 Strand Street  
St. Helens, OR 97051

October 8, 2021  
Project No: 124121-1000205.01  
Invoice No: 235945  
Due Date: November 7, 2021

Project 124121-1000205.01 StHelens-5-01 Campbell Park

**Professional Services through October 2, 2021**

Phase 01 Geotechnical Engineering Services

**Professional Personnel**

	Hours	Rate	Amount
Project Assistant	.25	90.00	22.50
Totals	.25		22.50
<b>Total Labor</b>			<b>22.50</b>

**Unit Billing**

Moisture Content-Oven Method	2.0 Each @ 29.00	58.00
Unconfined Comp - Cement-Treated Soil	2.0 Each @ 97.00	194.00
<b>Total Units</b>		<b>252.00</b>

**Total this Phase \$274.50****Total this Invoice \$274.50**

Questions? Call 503.968.8787 or email orwil-projectadministrators@nv5.com

704-000-53027

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

10-11-2021



Progress Report

September 30, 2021

202-723-52019

APPROVED FOR PAYMENT

INIT	DATE
_____	_____
ACCOUNTS PAYABLE	_____
FINANCE	_____
SUPERVISOR	10-11-2021

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

RE: **Otak Project No. 019823.000**  
**S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions**  
**Design, Construction, and Permit Documents**  
**Invoice No. 000092100425**

Dear Sue:

p-525

Enclosed is Otak's invoice for the **S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions**, for the period starting August 14, 2021 and ending September 10, 2021. Invoices from Leeway and Grayling include work that extends from June through August. The total fee for work completed during this time period is **\$98,059.61.**

Note that budgets have been edited to include Work Order #1.

Additionally, the budget for Phase 220 (Geotechnical Investigation) has been increased by \$5,133.50 and the direct expense budget for the geotechnical investigation reduced by an equivalent amount. This is due to more labor than anticipated for the geotechnical investigation and less direct expenses than anticipated required to conduct the work.

The following is a summary of the activities performed under each phase activities:

Phase 110 Project Management and Administration

- Day-to-day project management and coordination.
- Prepared Invoice and progress reporting.

Phase 120 Project Coordination, Meetings, Schedule

- Coordination of meeting agendas and setup.

Phase 210 Topographic Survey

- Subconsultant input on survey limits from June.

I:\project\19800\19823\accounting\attachments\7-19823 progress report september 2021.docx

808 SW Third Avenue, Suite 800, Portland, OR 97204 • Phone (503) 287-6825 **otak.com**

#### Phase 220 Geotechnical

- Prepare final geotechnical report
- Subconsultant input on boring locations.

#### Phase 230 Environmental Investigation

- Collected continuous soil samples from each direct-push boring to the extent practical for visual identification and field screening. Field screening will consist of visual observation for staining, water sheen testing, and headspace vapor measurements using a hand-held photoionization detector.
- Submit up to 78 three-point composite soil samples collected from the borings to a chemical analytical laboratory for analysis of diesel- and oil-range hydrocarbons by Method NWTPH-Dx, VOCs by EPA Method 8260B, PAHs by EPA Method 8270D SIM, PCBs by EPA Method 8082, and RCRA 8 metals by EPA Method 6020A.
- Preparing a summary report of findings.

#### Phase 310 Planning Code-Zoning Requirements

- None.

#### Phase 320 Alignment Alternatives

- Input from subconsultants on alignment alternatives in June.

#### Phase 330 Concept Development Plan

- None.

#### Phase 340 Scoring Criteria/Worksession

- None.

#### Phase 410 30% Roll-Map Plans

- Minor modifications to 30% plans in preparation for advancement to 90%.
- Development of preliminary layout of utilities, including coordination with Otak on storm and other dry utilities.
- Develop streetscape designs for
  - Sidewalk paving patterns and materials.
  - Furnishing zone treatments and amenities.
  - Street tree layout and species.
  - Landscape zones and preliminary species.
- Prepare landscape sheets for 30% Roll Map Plans.

#### Phase 420 Stormwater Management

- Review 30% concept and alternatives based on discussions with City.

#### Phase 430 Lift Station Relocation Analysis

September 30, 2021

- Draft and final technical memorandum (TM) outlining design criteria.

#### Phase 440 30% Cost Est/Construct Review

- Look at creating “ADD” tabs for portions of project to reduce cost to baseline.

#### Phase 510 90% and Final PS&E

- Begin 90% plan design and incorporate 30% review comments and design meeting discussions.

#### Phase 520 Stormwater Management

- Evaluate further options and refinement of stormwater management.

#### Phase 530 Lift Station Design Documents

- None.

#### Phase 610 Lift Station – DEQ

- None.

#### Phase 620 1200-C Erosion Control DEQ

- None.

#### Phase 630 Grading Permit – City

- None.

#### Phase 640 Building Permit – City

- None.

#### Issues that may affect the schedule:

- *None at this time.*

If you have any questions, please do not hesitate to call me at 503.415.2337.

Sincerely,

Otak, Inc.

Keith Buisman, PE  
Senior Project Manager

**INVOICE**

Remit Payment to:  
Otak Inc  
P.O. Box 894448  
Los Angeles, CA 90189-4448

Item #4.

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

September 30, 2021  
Project No: 019823.000  
Invoice No: 000092100425

Project 019823.000 City of St. Helens - 1st and Strand Streets

**For Professional Services Ending September 10, 2021**

Phase 110 Project Management and Admin

Task 110 Project Management and Admin CIVIL

**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer IX			
Buisman, Keith	15.50	193.00	2,991.50
Totals	15.50		2,991.50
<b>Total Labor</b>			<b>2,991.50</b>
<b>Total this Task</b>			<b>\$2,991.50</b>

Task 114 Project Management and Admin CMI

**Professional Personnel**

	Hours	Rate	Amount
CM Documentation Specialist III			
Flett, Amanda	16.00	120.00	1,920.00
Totals	16.00		1,920.00
<b>Total Labor</b>			<b>1,920.00</b>
<b>Total this Task</b>			<b>\$1,920.00</b>
<b>Total this Phase</b>			<b>\$4,911.50</b>

Phase 120 Project Coord, Mtgs, Schedule

Task 120 Project Coord, Mtgs, Schedule CIVIL

**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer IX			
Buisman, Keith	7.00	193.00	1,351.00
Sr. PIC/Sr. PM Civil			
Peebles, Michael	1.00	240.00	240.00
Totals	8.00		1,591.00
<b>Total Labor</b>			<b>1,591.00</b>
<b>Total this Task</b>			<b>\$1,591.00</b>

A finance charge will be assessed to all overdue accounts.

808 SW Third Avenue, Suite 800 Portland, OR 97204 Phone (503) 287-6825 **otak.com**

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Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000092100425
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Task 124 Project Coord, Mtgs, Schedule CMI

**Professional Personnel**

	Hours	Rate	Amount	
Construction Manager VI				
Williams, Michael	3.00	202.00	606.00	
Totals	3.00		606.00	
<b>Total Labor</b>				<b>606.00</b>
		<b>Total this Task</b>		<b>\$606.00</b>
		<b>Total this Phase</b>		<b>\$2,197.00</b>

Phase 210 Topographic Survey

Task 217 Topographic Survey Review sub LWE

**Consultants**

Direct Cost Subconsultants			163.50	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>163.50</b>		<b>171.68</b>
		<b>Total this Task</b>		<b>\$171.68</b>
		<b>Total this Phase</b>		<b>\$171.68</b>

Phase 220 Geotechnical

Task 226 Geotechnical sub GEO

**Consultants**

Geotechnical Consultants			4,129.00	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>4,129.00</b>		<b>4,335.45</b>
		<b>Total this Task</b>		<b>\$4,335.45</b>

Task 227 Geotechnical sub LWE

**Consultants**

Direct Cost Subconsultants			599.50	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>599.50</b>		<b>629.48</b>
		<b>Total this Task</b>		<b>\$629.48</b>
		<b>Total this Phase</b>		<b>\$4,964.93</b>

Phase 230 Environmental Investigation

Task 236 Environmental Investigation sub GEO

**Consultants**

Geotechnical Consultants			1,066.50	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>1,066.50</b>		<b>1,119.83</b>
		<b>Total this Task</b>		<b>\$1,119.83</b>

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000092100425
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**Total this Phase** **\$1,119.83**

Phase 320 Alignment Alternatives  
 Task 327 Alignment Alternatives sub LWE

**Consultants**

Direct Cost Subconsultants 1,638.00  
**Total Consultants** **1.05 times** **1,638.00** **1,719.90**  
**Total this Task** **\$1,719.90**

Task 329 Alignment Alternatives sub GRE

**Consultants**

Direct Cost Subconsultants 1,425.00  
**Total Consultants** **1.0 times** **1,425.00** **1,425.00**  
**Total this Task** **\$1,425.00**

**Total this Phase** **\$3,144.90**

Phase 410 30% Roll-map Plans  
 Task 410 30% Roll-map Plans CIVIL

**Professional Personnel**

	Hours	Rate	Amount
Engineering Designer IV Sibert, Hailey	5.00	112.00	560.00
Engineering Technician V Haynes, Michael	17.00	120.00	2,040.00
Totals	22.00		2,600.00
<b>Total Labor</b>			<b>2,600.00</b>
<b>Total this Task</b>			<b>\$2,600.00</b>

Task 415 30% Roll-map Plans sub M/R

**Consultants**

Direct Cost Subconsultants 10,109.25  
**Total Consultants** **1.05 times** **10,109.25** **10,614.71**  
**Total this Task** **\$10,614.71**

Task 417 30% Roll-map Plans sub LWE

**Consultants**

Direct Cost Subconsultants 10,880.50  
**Total Consultants** **1.05 times** **10,880.50** **11,424.53**  
**Total this Task** **\$11,424.53**

Task 419 30% Roll-map Plans sub GRE



Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000092100425
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**Consultants**

Direct Cost Subconsultants		5,040.61	
<b>Total Consultants</b>	<b>1.0 times</b>	<b>5,040.61</b>	<b>5,040.61</b>
	<b>Total this Task</b>		<b>\$5,040.61</b>
	<b>Total this Phase</b>		<b>\$29,679.85</b>

Phase	420	Stormwater Management
Task	421	Stormwater Management WNR

**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer VI			
Horton, Rose	2.25	149.00	335.25
Totals	2.25		335.25
<b>Total Labor</b>			<b>335.25</b>
	<b>Total this Task</b>		<b>\$335.25</b>
	<b>Total this Phase</b>		<b>\$335.25</b>

Phase	430	Lift Station Relocation Analysis
Task	437	Lift Station Relocation Analysis sub LWE

**Consultants**

Direct Cost Subconsultants		1,223.50	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>1,223.50</b>	<b>1,284.68</b>
	<b>Total this Task</b>		<b>\$1,284.68</b>

Task	439	Lift Station Relocation Analysis sub GRE
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**Consultants**

Direct Cost Subconsultants		10,376.40	
<b>Total Consultants</b>	<b>1.0 times</b>	<b>10,376.40</b>	<b>10,376.40</b>
	<b>Total this Task</b>		<b>\$10,376.40</b>
	<b>Total this Phase</b>		<b>\$11,661.08</b>

Phase	440	30% Cost Est/Construct Review
Task	440	30% Cost Est/Construct Review CIVIL

**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer IX			
Ballou, Kristen	.75	193.00	144.75
Buisman, Keith	8.25	193.00	1,592.25

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000092100425
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Engineering Designer IV

Sibert, Hailey

5.50

112.00

616.00

Totals

14.50

2,353.00

**Total Labor****2,353.00****Total this Task****\$2,353.00**

-----

Task 447 30% Cost Est/Construct Review sub LWE

**Consultants**

Direct Cost Subconsultants

936.00

**Total Consultants****1.05 times****936.00****982.80****Total this Task****\$982.80**

-----

Task 449 30% Cost Est/Construct Review sub GRE

**Consultants**

Direct Cost Subconsultants

1,252.68

**Total Consultants****1.0 times****1,252.68****1,252.68****Total this Task****\$1,252.68****Total this Phase****\$4,588.48**

-----

Phase 510 90% and Final PS&E

-----

Task 510 90% and Final PS&E CIVIL

**Professional Personnel****Hours****Rate****Amount**

Civil Engineer IV

Hollen, Daniel

1.50

128.00

192.00

Civil Engineer IX

Buisman, Keith

3.50

193.00

675.50

Engineering Designer IV

Sibert, Hailey

37.50

112.00

4,200.00

Engineering Technician V

Haynes, Michael

13.00

120.00

1,560.00

Totals

55.50

6,627.50

**Total Labor****6,627.50****Total this Task****\$6,627.50**

-----

Task 515 90% and Final PS&E sub M/R

**Consultants**

Direct Cost Subconsultants

1,237.50

**Total Consultants****1.05 times****1,237.50****1,299.38****Total this Task****\$1,299.38**

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000092100425
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**Total this Phase                    \$7,926.88**

Phase	520	Stormwater Mgmt Design and Report
Task	521	Stormwater Mgmt Design and Report WNR

**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer VI			
Horton, Rose	11.25	149.00	1,676.25
Engineering Designer III			
Tiffany, Roger	.50	98.00	49.00
Totals	11.75		1,725.25
<b>Total Labor</b>			<b>1,725.25</b>

**Total this Task                    \$1,725.25**

**Total this Phase                    \$1,725.25**

Phase	900	Direct Expenses
Task	916	Direct Expenses sub GEO

**Consultants**

Geotechnical Consultants		23,779.41	
Reimbursable Consultant Expenses		51.52	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>23,830.93</b>	<b>25,022.48</b>
	<b>Total this Task</b>		<b>\$25,022.48</b>

Task	919	Direct Expenses sub GRE
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**Consultants**

Direct Cost Subconsultants		610.50	
<b>Total Consultants</b>	<b>1.0 times</b>	<b>610.50</b>	<b>610.50</b>
	<b>Total this Task</b>		<b>\$610.50</b>

**Total this Phase                    \$25,632.98**

**Total this Invoice                    \$98,059.61**

**Invoice Summary**

Description	Contract Amount	Prior Billed	Current Billed	Total Billed	Remaining
Project Management and Admin	55,262.00	12,393.75	4,911.50	17,305.25	37,956.75
Project Coord, Mtgs, Schedule	33,535.00	14,246.25	2,197.00	16,443.25	17,091.75
Topographic Survey	74,787.20	71,256.18	171.68	71,427.86	3,359.34
Geotechnical	22,049.50	16,841.46	4,964.93	21,806.39	243.11
Environmental Investigation	21,023.10	7,727.75	1,119.83	8,847.58	12,175.52
Planning Code-Zoning Requiremnts	2,652.75	2,527.50	0.00	2,527.50	125.25

Project	019823.000	City of St. Helens - 1st and Strand Sts.			Invoice	000092100425
Alignment Alternatives	53,333.15	50,558.36	3,144.90	53,703.26	-370.11	
Concept Development Plan	29,942.00	29,060.28	0.00	29,060.28	881.72	
Scoring Criteria / Worksession	16,213.75	9,777.00	0.00	9,777.00	6,436.75	
30% Roll-map Plans	172,464.00	106,278.86	29,679.85	135,958.71	36,505.29	
Stormwater Management	17,370.00	14,762.00	335.25	15,097.25	2,272.75	
Lift Station Relocation Analysis	18,732.00	1,580.24	11,661.08	13,241.32	5,490.68	
30% Cost Est/Construct Review	14,283.65	7,027.75	4,588.48	11,616.23	2,667.42	
30% Plans - Strand/Cowlitz	52,720.50	0.00	0.00	0.00	52,720.50	
90% and Final PS&E	465,131.60	0.00	7,926.88	7,926.88	457,204.72	
Stormwater Mgmt Design and Report	30,428.00	0.00	1,725.25	1,725.25	28,702.75	
Lift Station Design Documents	48,177.25	0.00	0.00	0.00	48,177.25	
Lift Station - DEQ	10,450.65	0.00	0.00	0.00	10,450.65	
1200-C Erosion Control - DEQ	12,082.70	0.00	0.00	0.00	12,082.70	
Grading Permit - City	7,940.00	0.00	0.00	0.00	7,940.00	
Building Permit - City	3,500.70	0.00	0.00	0.00	3,500.70	
Direct Expenses	110,211.70	17,442.41	25,632.98	43,075.39	67,136.31	
Total	1,272,291.20	361,479.79	98,059.61	459,539.40	812,751.80	

## I N V O I C E

OTAK  
808 SW Third Avenue, Suite 300  
Portland, OR 97204

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**INVOICE NUMBER:** 12963  
**INVOICE DATE:** 08/31/2021  
**PROJECT:** SHS-21014 City of St. Helens - 1st and Strand Street  
Professional services through 08/25/2021

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	HOURS/ UNITS	RATE	BILLED
<b>Task 4 Preliminary Design</b>			
Landscape Architect	28.00	\$106.00	\$2,968.00
Principal	9.50	\$210.00	\$1,995.00
Landscape Designer	21.00	\$90.00	\$1,890.00
Landscape Designer	2.00	\$90.00	\$180.00
Project Manager	26.75	\$115.00	\$3,076.25
<b>Subtotal:</b>			<b>\$10,109.25</b>
<b>Task 5 Final Design</b>			
Landscape Designer	8.00	\$90.00	\$720.00
Project Manager	4.50	\$115.00	\$517.50
<b>Subtotal:</b>			<b>\$1,237.50</b>
<b>TOTAL THIS INVOICE:</b>			<b>\$11,346.75</b>
<b>MAXIMUM FEE:</b>			<b>AMOUNT BILLED TO DATE:</b>
\$94,675.00			\$42,453.00



"Providing the freedom to act and change"

**Leeway Engineering Solutions LLC**

12597 NW Majestic Sequoia Way  
Portland, Oregon 97229  
Ph: (503) 828-7542

**INVOICE**

**Project:** St Helens 1st/Strand Street (P-525 PSA)  
**Client Project Number:** 019823.000  
**Leeway Project Number:** 134.21  
**Invoice Number:** 365  
**Project Invoice:** 2  
**Invoice Date:** 7/2/2021

**Mr Mike Peebles, PE**

OTAK, Inc.  
808 SW Third Avenue  
Portland, OR 97204-2426

**Invoice for activity between 5/29/2021 through 6/30/2021**

Leeway Project Manager: Robert Lee      rob.lee@leewayengineeringsolutions.com

**Labor, Subconsultants and Other Expenses Summary (per attached Billing Support Schedule)**

Labor	\$5,467.00
Subconsultants and Other Expenses	\$4,987.03

<b>Invoice Total</b>	<b>\$10,454.03</b>
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**Summary of Account**

Previous Balance	\$8,501.03	Invoiced to Date	\$18,955.06
Payments Since Last Invoice	\$0.00	Payments to Date	\$0.00
<b>Balance Forward</b>	<b>\$8,501.03</b>	<b>Total Balance Due*</b>	<b>\$18,955.06</b>
		Total Project Budget	\$233,214.00
		<b>Remaining Budget</b>	<b>\$214,258.94</b>

\* Note that the total balance due does not reflect payments received after invoice date.

Please remit to Leeway Engineering Solutions LLC  
12597 NW Majestic Sequoia Way Portland, Oregon 97229



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**Leeway Engineering Solutions LLC**

12597 NW Majestic Sequoia Way  
Portland, Oregon 97229  
Ph: (503) 828-7542

**INVOICE**

**Project:** St Helens 1st/Strand Street (P-525 PSA)  
**Client Project Number:** 019823.000  
**Leeway Project Number:** 134.21  
**Invoice Number:** 365  
**Project Invoice:** 2  
**Invoice Date:** 7/2/2021

**Billing Support Schedule**

**Task 2 - Topographic Survey and Geotechnical / Environmental Investigation**

**Subtask 2.1 Topographic Survey (Otak)**

**Labor**

Staff	Role	Rate	Hours	Cost
Chizuru Pritchard	Staff Engineer	\$109.00	1.5	\$163.50
<b>Labor Subtotal</b>			<b>1.5</b>	<b>\$163.50</b>

**Subtask 2.1 Subtotal** **\$163.50**

**Task 2 Subtotal** **\$163.50**

**Task 3 - Alignment Alternatives/Concept Development Plans**

**Subtask 3.2 Alignment Alternatives**

**Labor**

Staff	Role	Rate	Hours	Cost
Robert Lee	Principal Engineer	\$234.00	7	\$1,638.00
<b>Labor Subtotal</b>			<b>7</b>	<b>\$1,638.00</b>

**Subconsultants and Other Expenses**

Description	Unit Cost	Quantity	Unit	Cost
Grayling Invoice 309 June 2021 - Alignment Alternatives	\$1,357.14	1.05	multiplier	\$1,425.00

**Subconsultants and Expenses Subtotal** **\$1,425.00**

**Subtask 3.2 Subtotal** **\$3,063.00**

**Task 3 Subtotal** **\$3,063.00**



"Providing the freedom to act and change"

**Leeway Engineering Solutions LLC**

12597 NW Majestic Sequoia Way  
Portland, Oregon 97229  
Ph: (503) 828-7542

**INVOICE**

**Project:** St Helens 1st/Strand Street (P-525 PSA)  
**Client Project Number:** 019823.000  
**Leeway Project Number:** 134.21  
**Invoice Number:** 365  
**Project Invoice:** 2  
**Invoice Date:** 7/2/2021

**Billing Support Schedule**

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

**Subtask 4.1 Development of 30% Roll-Map Plans**

**Labor**

Staff	Role	Rate	Hours	Cost
Chizuru Pritchard	Staff Engineer	\$109.00	7.5	\$817.50
Lul Kidane	Staff Engineer	\$109.00	1.5	\$163.50
Robert Lee	Principal Engineer	\$234.00	6.5	\$1,521.00
Yarrow Murphy	Senior Engineer	\$179.00	4.5	\$805.50
Labor Subtotal			20	\$3,307.50

**Subconsultants and Other Expenses**

Description	Unit Cost	Quantity	Unit	Cost
Grayling Invoice 309 June 2021 - Development of 30% Roll-map Plans	\$2,266.23	1.05	multiplier	\$2,379.54
Subconsultants and Expenses Subtotal				\$2,379.54
Subtask 4.1 Subtotal				\$5,687.04

**Subtask 4.3 Lift Station Relocation Analysis**

**Labor**

Staff	Role	Rate	Hours	Cost
Yarrow Murphy	Senior Engineer	\$179.00	2	\$358.00
Labor Subtotal			2	\$358.00

**Subconsultants and Other Expenses**

Description	Unit Cost	Quantity	Unit	Cost
Grayling Invoice 309 June 2021 - Lift Station Relocation Analysis	\$1,126.18	1.05	multiplier	\$1,182.49
Subconsultants and Expenses Subtotal				\$1,182.49
Subtask 4.3 Subtotal				\$1,540.49
Task 4 Subtotal				\$7,227.53





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**Leeway Engineering Solutions LLC**

12597 NW Majestic Sequoia Way  
Portland, Oregon 97229  
Ph: (503) 828-7542

**INVOICE**

**Project:** St Helens 1st/Strand Street (P-525 PSA)  
**Client Project Number:** 019823.000  
**Leeway Project Number:** 134.21  
**Invoice Number:** 365  
**Project Invoice:** 2  
**Invoice Date:** 7/2/2021

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**Billing Support Schedule**

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Invoice Total Labor Hours	30.5
Invoice Labor Total	\$5,467.00
Invoice Expenses Total	\$4,987.03
<b>Invoice Total</b>	<b>\$10,454.03</b>

**Grayling Engineers**

654 Officers Row  
Vancouver, WA 98661 US  
360.347.6399  
billing@graylingeng.com  
www.graylingeng.com

**GRAYLIN**  
ENGINEERS

Item #4.

# INVOICE

**BILL TO**

Leeway Engineering Solutions  
12597 NW Majestic Sequoia  
Way  
Portland, OR 97229

**INVOICE #** 309**DATE** 06/30/2021**DUE DATE** 07/30/2021**TERMS** Net 30

CATEGORY	DESCRIPTION	QTY	RATE	AMOUNT
Service	3.2 Alignment Alternatives (2) (10%), Senior Engineer	5	204.76	1,023.80
Service	3.2 Alignment Alternatives (2) (10%), CAD/ GIS Technician	3.50	95.24	333.34
Service	4.1 Development of 30% Roll-map Plans, Senior Engineer	1.30	204.76	266.19
Service	4.1 Development of 30% Roll-map Plans, CAD/ GIS Technician	21	95.24	2,000.04
Service	4.3 Lift Station Relocation Analysis, Senior Engineer	5.50	204.76	1,126.18

1st and Strand Streets, Road and Utility Extensions

**BALANCE DUE****\$4,749.55**



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**Leeway Engineering Solutions LLC**

12597 NW Majestic Sequoia Way  
Portland, Oregon 97229  
Ph: (503) 828-7542

**INVOICE**

**Project:** St Helens 1st/Strand Street (P-525 PSA)  
**Client Project Number:** 019823.000  
**Leeway Project Number:** 134.21  
**Invoice Number:** 384  
**Project Invoice:** 3  
**Invoice Date:** 8/7/2021

**Mr Mike Peebles, PE**

OTAK, Inc.  
808 SW Third Avenue  
Portland, OR 97204-2426

**Invoice for activity between 7/1/2021 through 7/30/2021**

Leeway Project Manager: Robert Lee      rob.lee@leewayengineeringsolutions.com

**Labor, Subconsultants and Other Expenses Summary (per attached Billing Support Schedule)**

Labor	\$9,974.00
Subconsultants and Other Expenses	\$13,718.16
<b>Invoice Total</b>	<b>\$23,692.16</b>

**Summary of Account**

Previous Balance	\$18,955.06	Invoiced to Date	\$42,647.22
Payments Since Last Invoice	\$0.00	Payments to Date	\$0.00
<b>Balance Forward</b>	<b>\$18,955.06</b>	<b>Total Balance Due*</b>	<b>\$42,647.22</b>
		Total Project Budget	\$233,214.00
		<b>Remaining Budget</b>	<b>\$190,566.78</b>

\* Note that the total balance due does not reflect payments received after invoice date.

Please remit to Leeway Engineering Solutions LLC  
12597 NW Majestic Sequoia Way Portland, Oregon 97229



*"Providing the freedom to act and change"*

**Leeway Engineering Solutions LLC**

12597 NW Majestic Sequoia Way  
Portland, Oregon 97229  
Ph: (503) 828-7542

**INVOICE**

**Project:** St Helens 1st/Strand Street (P-525 PSA)  
**Client Project Number:** 019823.000  
**Leeway Project Number:** 134.21  
**Invoice Number:** 384  
**Project Invoice:** 3  
**Invoice Date:** 8/7/2021

**Billing Support Schedule**

**Task 2 - Topographic Survey and Geotechnical / Environmental Investigation**

**Subtask 2.2 Geotechnical (GeoDesign)**

**Labor**

Staff	Role	Rate	Hours	Cost
Chizuru Pritchard	Staff Engineer	\$109.00	1.5	\$163.50
Lul Kidane	Staff Engineer	\$109.00	4	\$436.00
<b>Labor Subtotal</b>			<b>5.5</b>	<b>\$599.50</b>
<b>Subtask 2.2 Subtotal</b>				<b>\$599.50</b>
<b>Task 2 Subtotal</b>				<b>\$599.50</b>



"Providing the freedom to act and change"

**Leeway Engineering Solutions LLC**

12597 NW Majestic Sequoia Way  
Portland, Oregon 97229  
Ph: (503) 828-7542

**INVOICE**

**Project:** St Helens 1st/Strand Street (P-525 PSA)  
**Client Project Number:** 019823.000  
**Leeway Project Number:** 134.21  
**Invoice Number:** 384  
**Project Invoice:** 3  
**Invoice Date:** 8/7/2021

**Billing Support Schedule**

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

**Subtask 4.1 Development of 30% Roll-Map Plans**

**Labor**

Staff	Role	Rate	Hours	Cost
Lul Kidane	Staff Engineer	\$109.00	35	\$3,815.00
Robert Lee	Principal Engineer	\$234.00	13	\$3,042.00
Yarrow Murphy	Senior Engineer	\$179.00	4	\$716.00
Labor Subtotal			52	\$7,573.00

**Subconsultants and Other Expenses**

Description	Unit Cost	Quantity	Unit	Cost
Grayling Engineers Invoice #323 (July 31, 2021) 30% Roll Plans	\$2,534.35	1.05	multiplier	\$2,661.07
Grayling Engineers Invoice #323 (July 31, 2021) 30% Roll Plans - Electrical Subconsultant (R&W)	\$610.50	1	each	\$610.50
Subconsultants and Expenses Subtotal				\$3,271.57

**Subtask 4.1 Subtotal** **\$10,844.57**

**Subtask 4.3 Lift Station Relocation Analysis**

**Labor**

Staff	Role	Rate	Hours	Cost
Lul Kidane	Staff Engineer	\$109.00	1.5	\$163.50
Robert Lee	Principal Engineer	\$234.00	3	\$702.00
Labor Subtotal			4.5	\$865.50

**Subconsultants and Other Expenses**

Description	Unit Cost	Quantity	Unit	Cost
Grayling Engineers Invoice #323 (July 31, 2021) Lift Station Relocation Analysis	\$8,756.10	1.05	multiplier	\$9,193.91
Subconsultants and Expenses Subtotal				\$9,193.91

**Subtask 4.3 Subtotal** **\$10,059.41**



"Providing the freedom to act and change"

**Leeway Engineering Solutions LLC**

12597 NW Majestic Sequoia Way  
Portland, Oregon 97229  
Ph: (503) 828-7542

**INVOICE**

**Project:** St Helens 1st/Strand Street (P-525 PSA)  
**Client Project Number:** 019823.000  
**Leeway Project Number:** 134.21  
**Invoice Number:** 384  
**Project Invoice:** 3  
**Invoice Date:** 8/7/2021

**Billing Support Schedule**

**Subtask 4.4 30% Cost Estimate/Constructability Review**

**Labor**

Staff	Role	Rate	Hours	Cost
Robert Lee	Principal Engineer	\$234.00	4	\$936.00
Labor Subtotal			4	\$936.00

**Subconsultants and Other Expenses**

Description	Unit Cost	Quantity	Unit	Cost
Grayling Engineers Invoice #323 (July 31, 2021) Costs and Constructability	\$1,193.03	1.05	multiplier	\$1,252.68
Subconsultants and Expenses Subtotal				\$1,252.68
Subtask 4.4 Subtotal				\$2,188.68
Task 4 Subtotal				\$23,092.66

Invoice Total Labor Hours	66
Invoice Labor Total	\$9,974.00
Invoice Expenses Total	\$13,718.16
<b>Invoice Total</b>	<b>\$23,692.16</b>

Grayling Engineers  
654 Officers Row  
Vancouver, WA 98661 US  
360.347.6399  
billing@graylingeng.com  
www.graylingeng.com



Item #4.

# INVOICE

## BILL TO

Leeway Engineering Solutions  
12597 NW Majestic Sequoia  
Way  
Portland, OR 97229

INVOICE # 323

DATE 07/31/2021

DUE DATE 08/30/2021

TERMS Net 30

CATEGORY	DESCRIPTION	QTY	RATE	AMOUNT
Service	4.1 Development of 30% Roll-map Plans, Senior Engineer	0.50	204.76	102.38
Service	4.1 Development of 30% Roll-map Plans, Design Engineer III	16.06	151.43	2,431.97
Service	4.3 Lift Station Relocation Analysis, Senior Engineer	13.80	204.76	2,825.69
Service	4.3 Lift Station Relocation Analysis, Design Engineer III	10.10	151.43	1,529.44
Service	4.3 Lift Station Relocation Analysis, Design Engineer I	42.01	104.76	4,400.97
Service	4.4 30% Cost Estimate / Constructability Review, Senior Engineer	1	204.76	204.76
Service	4.4 30% Cost Estimate / Constructability Review, Design Engineer III	0.30	151.43	45.43
Service	4.4 30% Cost Estimate / Constructability Review, Design Engineer I	9	104.76	942.84
Expense	Subconsultant-Electrical	1	610.50	610.50

1st and Strand Streets, Road and Utility Extensions

BALANCE DUE

**\$13,093.98**

**INVOICE**

Federal Tax ID# 91-1780825



GeoDesign, Inc., DBA NV5

**Remittance Address Change:**

GeoDesign, Inc., DBA NV5  
 PO Box 74008680  
 Chicago, IL 60674-8680

**Remittance ACH Transfer Change:**

ABA Routing Number 063100277  
 Account Number 898052466590

Email ACH/Wire remittance details to RemittanceNotifications@nv5.com

**Remittance Wire Transfers Change:**

ABA Routing Number 026009593  
 Account Number 898052466590  
 Swift Code INTL. BOFAUS3N

Project Manager: Shawn Dimke

Otak, Inc.  
 808 SW Third Avenue, Suite 800  
 Portland, OR 97204

August 6, 2021  
 Project No: 124121-1000062.01  
 Invoice No: 225777  
 Due Date: September 5, 2021

Project 124121-1000062.01 StHelens-3-01 City of St. Helens - 1st and Strand Streets

**Professional Services through July 31, 2021**

Phase 01 Geotechnical Engineering Services

**Professional Personnel**

	Hours	Rate	Amount
Engineering/Geological Staff I	8.50	106.00	901.00
Engineering/Geological Staff III	5.00	133.00	665.00
Principal	9.75	224.00	2,184.00
Project Assistant	.25	90.00	22.50
Senior Technician	.50	101.00	50.50
Senior Technical Editor	1.25	97.00	121.25
Totals	25.25		3,944.25
<b>Total Labor</b>			<b>3,944.25</b>

**Reimbursable Expenses**

Travel-Ground trans and mileage	51.52
<b>Total Reimbursables</b>	<b>51.52</b>

**Total this Phase \$3,995.77****Billing Limits**

	Current	Prior	To-Date
Total Billings	3,995.77	28,930.79	32,926.56
Limit			37,154.00
Remaining			4,227.44

**Total this Invoice \$3,995.77**

Questions? Call 503.968.8787 or email orwil-projectadministrators@nv5.com



**INVOICE**

Federal Tax ID# 91-1780825



GeoDesign, Inc., DBA NV5

**Remittance Address Change:**

GeoDesign, Inc., DBA NV5  
 PO Box 74008680  
 Chicago, IL 60674-8680

**Remittance ACH Transfer Change:**

ABA Routing Number 063100277  
 Account Number 898052466590

Email ACH/Wire remittance details to RemittanceNotifications@nv5.com

**Remittance Wire Transfers Change:**

ABA Routing Number 026009593  
 Account Number 898052466590  
 Swift Code INTL. BOFAUS3N

Project Manager: Shawn Dimke

Otak, Inc.  
 808 SW Third Avenue, Suite 800  
 Portland, OR 97204

September 02, 2021  
 Project No: 124121-1000062.01  
 Invoice No: 229857  
 Due Date: October 02, 2021

Project 124121-1000062.01 StHelens-3-01 City of St. Helens - 1st and Strand Streets

**Professional Services through August 28, 2021**

Phase 01 Geotechnical Engineering Services

**Professional Personnel**

	Hours	Rate	Amount	
Principal	.50	224.00	112.00	
Senior Technical Editor	.75	97.00	72.75	
Totals	1.25		184.75	
<b>Total Labor</b>				<b>184.75</b>

**Consultants**

ACS Testing Inc				
8/12/2021	ACS Testing Inc	Inv 40459	187.43	
Western States Soil Conservation Inc				
8/10/2021	Western States Soil Conservation Inc	Inv 10984	3,344.30	
<b>Total Consultants</b>			<b>3,531.73</b>	<b>3,531.73</b>

**Unit Billing**

Moisture Content-Oven Method	2.0 Each @ 29.00	58.00	
PSA - Passing No. 200 Wash	1.0 Each @ 93.00	93.00	
Unconfined Comp - Undisturbed Soil Sampl	1.0 Each @ 143.00	143.00	
<b>Total Units</b>		<b>294.00</b>	<b>294.00</b>

**Total this Phase \$4,010.48****Billing Limits**

	Current	Prior	To-Date
Total Billings	4,010.48	32,926.56	36,937.04
Limit			37,154.00
Remaining			216.96

**Total this Invoice \$4,010.48**

Questions? Call 503.968.8787 or email orwil-projectadministrators@nv5.com

**INVOICE**

Federal Tax ID# 91-1780825



GeoDesign, Inc., DBA NV5

**Remittance Address Change:**

GeoDesign, Inc., DBA NV5  
PO Box 74008680  
Chicago, IL 60674-8680

**Remittance ACH Transfer Change:**

ABA Routing Number 063100277  
Account Number 898052466590

Email ACH/Wire remittance details to RemittanceNotifications@nv5.com

**Remittance Wire Transfers Change:**

ABA Routing Number 026009593  
Account Number 898052466590  
Swift Code INTL. BOFAUS3N

Project Manager: Colby Hunt

Otak, Inc.  
808 SW Third Avenue, Suite 800  
Portland, OR 97204

September 03, 2021  
Project No: 124221-1000017.02  
Invoice No: 230393  
Due Date: October 03, 2021

Project 124221-1000017.02 StHelens-3-02 S. 1st and Strand Streets

**Professional Services through August 28, 2021**

Phase 01 Environmental Services

**Professional Personnel**

	Hours	Rate	Amount	
Project Assistant	.25	90.00	22.50	
Project Manager II	4.00	164.00	656.00	
Senior Technical Editor	4.00	97.00	388.00	
Totals	8.25		1,066.50	
<b>Total Labor</b>				<b>1,066.50</b>

**Consultants**

Pace Analytical Services, Inc.				
8/16/2021	Pace Analytical Services, Inc.	Inv 1392825	15,541.58	
8/23/2021	Pace Analytical Services, Inc.	Inv 1398672	149.10	
Stratus Corporation				
8/16/2021	Stratus Corporation	Inv 21260ns	4,263.00	
<b>Total Consultants</b>			<b>19,953.68</b>	<b>19,953.68</b>
<b>Total this Phase</b>				<b>\$21,020.18</b>

**Billing Limits**

	Current	Prior	To-Date	
Total Billings	21,020.18	8,191.90	29,212.08	
Limit			62,222.00	
Remaining			33,009.92	
<b>Total this Invoice</b>				<b>\$21,020.18</b>

Questions? Call 503.968.8787 or email orwil-projectadministrators@nv5.com

205-000-53001



APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

CONTRACTOR:

FINANCE

TURNERY EXCAVATING, INC.

PO BOX 21597

KEIZER, OR 97307

SUPERVISOR 10/11/21

## Payment Request #1

Item #4.

PROJECT: ADA CURB RAMP IMPROVEMENTS

PROJECT #: R-654

DATE: 9/2/2021

DEPARTMENT: Public Works Department - Engineering Division

Original Contract Amount .....	\$74,425.00	Previous Contract Payments			
Total Paid in Change Orders .....	\$4,790.18	PR#	Previous Contractor Billing	Retainage Held	Previous Amount Paid
Adjusted Contract Amount .....	\$79,215.18			\$ -	\$ -
Total Earned To-Date .....	\$79,215.18			\$ -	\$ -
Total Earned This Month .....	\$79,215.18			\$ -	\$ -
Less 5% Retainage This Month .....	\$3,960.76				
Not-to-Exceed Contract Amount .....	\$81,868.00				
Amount Remaining on Contract .....	\$0.00				
Percent of Project Complete .....	100%	Total Previous Amount Paid \$ - Total Retainage Held To-Date: \$ 3,960.76			

## PAYMENT DUE

\$75,254.42

## Contract Bid Items

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

## Contract Change Orders

Item #	Description	Unit	Qty	Unit Price	Contract Price	Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period	Quantity Remaining or Over	Cost Remaining (or Over)
CO1-1	Tie-in Existing Storm Laterals to 24" Storm Drain on S 1st st	LS	1	\$ 3,635.00	\$ 3,635.00		\$ -	1.00	\$ 3,635.00	0.00	\$ -
CD-1	Pour back Section of Missing sidewalk on Eilertson St	LS	1	\$ 1,155.18	\$ 1,155.18		\$ -	1.00	\$ 1,155.18	0.00	\$ -
<b>Totals:</b>					\$ 4,790.18		\$ -		\$ 4,790.18		\$ -

**PAYMENT APPLICATION NO. 1**

**PROJECT NAME:**  
St Helens ADA Curb Ramps

**DATE:**  
Monday, August 30, 2021

**CONTRACTOR:**  
Turney Excavating Inc.  
PO Box 21597  
Keizer, OR 97307

**PROJECT NUMBER:**

**REFERENCE INVOICE / RECEIPT NOS:**

CONTRACT BID ITEMS						CURRENT		PREVIOUS		TOTAL		
BID ITEM	DESCRIPTION	UNIT	QTY	CONTRACT UNIT PRICE	TOTAL CONTRACT PRICE	COMPLETED QUANTITIES	DUE THIS BILLING	COMPLETED QUANTITIES	BILLINGS TO DATE	COMPLETED QUANTITIES	BILLINGS TO DATE	PERCENT COMPLETE
10	Mobilization, Bonds, Insurance and Demobilization	LS	1	\$2,200.00	\$2,200.00	1.00	\$2,200.00		\$0.00	1.00	\$2,200.00	100%
20	Temporary Work Zone Traffic Control Complete	LS	1	\$6,200.00	\$6,200.00	1.00	\$6,200.00		\$0.00	1.00	\$6,200.00	100%
30	Erosion and Sedimentation Control Complete	LS	1	\$4,250.00	\$4,250.00	1.00	\$4,250.00		\$0.00	1.00	\$4,250.00	100%
40	Sheet R1- Curb Ramp at S 12th St and Eisenschmidt	LS	1	\$6,925.00	\$6,925.00	1.00	\$6,925.00		\$0.00	1.00	\$6,925.00	100%
50	Sheet R2- Concrete Ramps and Storm Drain at Cowli	LS	1	\$15,750.00	\$15,750.00	1.00	\$15,750.00		\$0.00	1.00	\$15,750.00	100%
60	Sheet R3- Curb Ramt at S 4th St and St. Helens St.	LS	1	\$5,900.00	\$5,900.00	1.00	\$5,900.00		\$0.00	1.00	\$5,900.00	100%
70	Sheet R4- Curb Ramp at Strand St and County Court	LS	1	\$6,250.00	\$6,250.00	1.00	\$6,250.00		\$0.00	1.00	\$6,250.00	100%
80	Sheet R5- Curb Ramp at Strand St and the Rose Gar.	LS	1	\$11,000.00	\$11,000.00	1.00	\$11,000.00		\$0.00	1.00	\$11,000.00	100%
90	Sheet R6- Curb Ramp at Strand St and the Old Court	LS	1	\$6,000.00	\$6,000.00	1.00	\$6,000.00		\$0.00	1.00	\$6,000.00	100%
100	Sheet R7- Curb Ramp at S 1st St and Plaza Square	LS	1	\$5,900.00	\$5,900.00	1.00	\$5,900.00		\$0.00	1.00	\$5,900.00	100%
110	Construction Survey and Layout	LS	1	\$4,050.00	\$4,050.00	1.00	\$4,050.00		\$0.00	1.00	\$4,050.00	100%
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
<b>TOTALS:</b>					<b>\$74,425.00</b>		<b>\$74,425.00</b>		<b>\$0.00</b>		<b>\$74,425.00</b>	

CHANGE ORDERS												
CC01	TC/Tie in existing laterals	LS	1	\$3,635.00	\$3,635.00	1	\$3,635.00		\$0.00	1.00	\$3,635.00	100%
	Extra Ramp/pour back	LS	1	\$1,155.18	\$1,155.18	1	\$1,155.18		\$0.00	1.00	\$1,155.18	100%
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
				\$0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	#DIV/0!
<b>TOTALS:</b>					<b>\$4,790.18</b>		<b>\$4,790.18</b>		<b>\$0.00</b>		<b>\$4,790.18</b>	

ORIGINAL CONTRACT AMOUNT: \$74,425.00  
TOTAL CONTRACT AMOUNT: \$79,215.18  
TOTAL AMOUNT EARNED TO DATE: \$79,215.18  
TOTAL EARNED THIS MONTH: \$79,215.18  
5% Retention: \$3,960.76

**AMOUNT DUE THIS PAY APPLICATION: \$75,254.42**

**PREVIOUS PAY APPLICATIONS:**

PAY APP NO.	BILLING WITH RETAINAGE	RETAINAGE	AMOUNT PAID	DATE
1	\$79,215.18	\$3,960.76	\$75,254.42	
2		\$0.00	\$0.00	
3		\$0.00	\$0.00	
4		\$0.00	\$0.00	
		\$3,960.76	\$75,254.42	





## APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: **City of Saint Helens**  
 Address 264 Strand Street, St. Helens, OR 97051

FROM CONTRACTOR: **Edge Development**  
 2233 NW 23rd Ave., Suite 100, Portland, OR 97210

PROJECT: **Campbell Park Sport Courts M-509**  
 Address 150 McMichael Street

C/O	Brief Description	Date	Amount
1	CO #01: Fencing around Tennis and Pickleball courts	1/0/1900	104,580.00
2	CO #02:	1/0/1900	-
3	CO #03:	1/0/1900	-
4	CO #04:	1/0/1900	-
5	CO #05:	1/0/1900	-
6	CO #06:		
7	CO #07:		
8	CO #08:		
9	CO #09:		
10	CO #10:		
11	CO #11:		
12	CO #12:		
Total			\$104,580.00
Net			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Edge Development

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dave Didier, Dir. Of Construction

AIA G702

Continuation Sheet, G703, is attached.

APPLICATION NO.: 1  
 FOR THE PERIOD ENDING: 8/30/2021

Distribution to:  
☐ OWNER

CONTRACT DATE: 6/17/2021

☒ CONTRACTOR

1. ORIGINAL CONTRACT SUM..... \$ 291,535.00  
 2. Net change by CHANGE ORDERS..... \$ 104,580.00  
 3. Contingency..... \$ 20,121.00  
**CONTRACT SUM TO DATE (Line 1 + 2)..... \$ 416,236.00**  
 4. TOTAL COMPLETED AND STORE TO DATE..... \$ 172,666.04  
 5. RETAINAGE..... \$ 8,346.15  
 6. TOTAL EARNED LESS RETAINAGE..... \$ 164,319.89  
 (Line 4 less Line 5 Total)  
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.... \$ -  
 8. CURRENT PAYMENT DUE..... \$ 172,666.04  
 8a. CURRENT RETAINAGE..... \$ 8,346.15  
**8b. CURRENT PAYMENT DUE LESS RETAINAGE..... \$ 164,319.89**  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE..... \$ 251,916.12

APPROVED FOR PAYMENT  
 INIT DATE  
 ACCOUNTS PAYABLE  
 FINANCE  
 SUPERVISOR 10-17-2021

704-000-53027

## CONTINUATION SHEET

AIA G703

Exhibit D



Project: Campbell Park

APPLICATION NO: 1

APPLICATION DATE: 9/1/2021  
PERIOD TO: 8/30/2021

BUILDING AREA:

A	B	L	M	N	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK Campbell Park APP# 1	SCHEDULED VALUE ORIGINAL  (DON'T CHANGE)	PREVIOUS CHANGE ORDER/ REALLOCATION	CURRENT CHANGE ORDER/ REALLOCATION	SCHEDULED VALUE REVISED  (AUTO CALC)	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE TO DATE (G x K)
						FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
01 General Conditions												
01.100	01 General Conditions	\$ 4,751			\$ 4,751		3,126.00		3,126.00	66%	1,625.00	156.30
01.120	BOND/LIABILITY INSURANCE	\$ 4,884			\$ 4,884		4,884.00		4,884.00	100%	-	-
Sub Section TOTAL:		9,635.00	-	\$0.00	9,635.00	-	8,010.00	-	8,010.00		1,625.00	156.30
01 General Conditions (Services)												
01.711	PROJECT MANAGEMENT	\$ 6,375			\$ 6,375		4,375.00		4,375.00	69%	2,000.00	218.75
01.712	ON-SITE SUPERVISION	\$ 9,946			\$ 9,946		5,750.00		5,750.00	58%	4,196.00	287.50
01.713	OFFICE SUPPORT	\$ 1,913			\$ 1,913		913.00		913.00	48%	1,000.00	45.65
Sub Section TOTAL:		18,234.00	-	\$0.00	18,234.00	-	11,038.00		11,038.00		7,196.00	551.90
02 Sitework												
02.100	02 Sitework	\$ 40,210.00	\$ 7,840.00		\$ 48,050.00		48,050.00		48,050.00	100%	-	2,402.50
02.200	COURT SURFACE	\$ 118,747.00			\$ 118,747.00				-	0%	118,747.00	-
02.300	FENCING AND GATES	\$ 104,580.00			\$ 104,580.00				-	0%	104,580.00	-
SECTION TOTAL:		263,537.00	7,840.00	\$0.00	271,377.00	-	48,050.00	-	48,050.00		223,327.00	2,402.50
03 Concrete												
03.100	03 Concrete	104,709.00			104,709.00		104,709.00		104,709.00	100%	-	5,235.45
	SECTION TOTAL:	104,709.00	-	\$0.00	104,709.00	-	104,709.00	-	104,709.00		-	5,235.45
SECTION TOTAL:		-	-	\$0.00	-		-	-	-		-	-
CONSTRUCTION SUB-TOTAL:		396,115.00	7,840.00	\$0.00	403,955.00	-	171,807.00	-	171,807.00	43%	232,148.00	8,346.15
00.170	GC OVERHEAD:				\$ -				-	0%	-	-
990.000	CAT TAX @ .50%					-	859.04	-	859.04		1,160.74	
CONSTRUCTION TOTAL (CARRY TO G702):		396,115.00	7,840.00	\$0.00	403,955.00	-	172,666.04	-	172,666.04	43%	233,308.74	8,346.15
00.000	CONTINGENCY: Available to Move to Item Codes Above	20,121.00	(7,840.00)		12,281.00	-			-	0%	12,281.00	
CONSTRUCTION TOTAL		416,236.00			416,236.00	-	172,666.04	-	172,666.04	41%	243,569.97	



**DAVID EVANS  
AND ASSOCIATES INC.**

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

Invoice Number 496055  
Invoice Date October 12, 2021  
PO Number  
Page 1 of 1

Work Beginning 08/29/2021 through 09/25/2021

Manager: Paul Tappana

Project STHN0000-0002: Columbia Boulevard Sidewalk and Safety Improvements

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
Project Accountant II	Lori Hicks	0.30	98.29	29.49
Project Accountant II	Dongyang Liu	0.10	98.29	9.83
Project Coordinator II	Heather Bennett	0.80	74.47	59.58
Project Manager III	Paul Tappana	1.50	183.30	274.95
QA/QC Specialist III	Alisha Reynaldo	1.70	105.74	179.76
QA/QC Specialist III	Sam Johnston	0.50	125.10	62.55
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>4.90</b>		<b>616.16</b>
<b>Invoice Total</b>				<b>\$616.16</b>

Invoiced by: Alisha Reynaldo

301-000-53001 \$ 308.08  
205-000-53002 \$ 308.08

**APPROVED FOR PAYMENT**

INIT	DATE
ACCOUNTS PAYABLE	
FINANCE	
SUPERVISOR	10-12-2021

Aged Receivables as of 10/4/2021				
<u>0 To 30 Days</u>	<u>31 To 60 Days</u>	<u>61 To 90 Days</u>	<u>Over 90 Days</u>	<u>Total Outstanding</u>
\$805.75	\$0.00	\$666.31	\$0.00	\$1,472.06

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



DAVID EVANS  
AND ASSOCIATES INC.

October 12, 2021

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

**SUBJECT: Columbia Boulevard Sidewalk and Safety Improvements  
Invoice and Progress Report No. 18**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 18 for Preliminary Engineering (PE) Services for the Columbia Boulevard Sidewalk and Safety Improvements Project. This information covers the period of August 29, 2021 through September 25, 2021.

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

Please review the enclosed information and let us know how we may modify the data to make it more meaningful to you. If you have questions or need additional information, please call me or my project assistant Alisha Reynaldo at 503-480-1312.

Sincerely,

**DAVID EVANS AND ASSOCIATES, INC.**

Paul Tappana  
Project Manager

PDT:anre  
Enclosures



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

Project: STHN00000002

8/29/201-9/25/2021

Phase	WBS Description	Contract Amount	Billed This Period	Previously Billed	Billed To Date	Remaining Contract	% Billed	% Completed
00101	Project Administration	4,278.00	553.61	6,993.01	7,546.62	(3,268.62)	176%	80%
00102	Kick-Off Meeting	986.00	-	867.40	867.40	118.60	88%	100%
00103	Quality Assurance and Quality Control	1,290.00	-	-	-	1,290.00	-	-
00201	Collect, Compile and Evaluate Data	329.00	62.55	143.63	206.18	122.82	63%	100%
00202	Survey and mapping	329.00	-	143.62	143.62	185.38	44%	100%
00301	Preliminary (60%) Design	16,473.00	-	18,658.82	18,658.82	(2,185.82)	113%	95%
00302	Advance (95%) Design	13,080.00	-	-	-	13,080.00	-	-
00303	Final (100%) Design	4,408.00	-	-	-	4,408.00	-	-
00401	Community Outreach	1,972.00	-	-	-	1,972.00	-	-
00501	Utility Relocations	5,785.00	-	-	-	5,785.00	-	-
SUBKL	KLS Surveying	8,800.00	-	8,795.00	8,795.00	5.00	100%	100%
		<b>57,730.00</b>	<b>616.16</b>	<b>35,601.48</b>	<b>36,217.64</b>	<b>21,512.36</b>	<b>63%</b>	

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

## **Progress Report No. 18**

**For the period:  
August 29, 2021 through September 25, 2021**

**October 12, 2021**

**Submitted via email to:**

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

**Prepared by:**

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

## **PROGRESS REPORT NO. 18**

For the period August 29, 2021 through September 25, 2021

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

---

**Contract NTP: February 22, 2019**

**Contract End: November 25, 2022**

#### **Contract Values:**

Current Contract NTE: \$57,730.00

Previously Billed: \$35,601.48

Current Billing: \$616.16

Remaining \$21,512.36

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

- Project coordination and invoicing
- Site design

#### **Anticipated Upcoming Work**

- Coordinate the potential for the culvert replacement
- Continued culvert and sidewalk design
- We have expended the budget for the 60% design, and will make it up in the 100% design task

# APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #5.

City Council Meeting ~ October 20, 2021

## Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Joshua Hughes	Arts & Cultural Commission	7/30/19	8/4/19
• Andrea Luttrell	Arts & Cultural Commission	9/27/19	9/30/19
• Chris Warr-King	Arts Comm. & Planning Comm.	2/18/20	2/18/20
• Dana Lathrope	Arts, Parks & Trails, Planning	2/18/20	2/18/20
• Virginia Carlson	Budget Comm. & Parks & Trails	12/31/20	3/4/21
• Jeff Grundy	Budget, Library, Parks & Trails	2/19/21	3/4/21
• Shannon Mullican	Budget, Parks & Trails, Planning	3/11/21	3/12/21

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

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

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

**Next Meeting:** TBD

**Recommendation:** None at this time.

## Library Board (4-year terms)

- Marjorie Stanko resigned. Her term expires 6/30/2023.

**Status:** Currently, there is one vacancy.

**Next Meeting:** November 8, 2021

**Recommendation:** None at this time.

## Planning Commission (4-year terms)

- Russ Hubbard's and Jennifer Pugsley's terms expire on 12/31/2021. Both would like to be reappointed and have not served two full terms at this time.

**Status:** None.

**Next Meeting:** November 9, 2021

**Recommendation:** Reappoint Russ Hubbard and Jennifer Pugsley to additional 4-year terms, expiring 12/31/2025.

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

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder



## PARKS AND TRAILS COMMISSION

Monday, September 13, 2021 at 4:00 PM

### MINUTES

#### PRESENT

Chair Carmin Dunn  
Commissioner Brandon Sundeen  
Commissioner Jacob Woodruff  
Commissioner Jerry Belcher  
Commissioner Howard Blumenthal  
Commissioner Elisa Mann  
Commissioner Lynne Pettit  
Commissioner Paul Barlow

#### STAFF PRESENT

Shanna Duggan  
Lisa Scholl  
Sheri Ingram  
Patrick Birkle

#### OTHERS PRESENT

Greg Bartsch  
Pat Jewett

#### ABSENT

Vice Chair John Brewington

#### CALL TO ORDER - 4:03 P.M.

#### APPROVAL OF MINUTES

1. Approve Minutes of August 9, 2021

**Motion** made by Commissioner Woodruff, Seconded by Commissioner Pettit to approve the Minutes of August 9, 2021.

Voting Yea: Chair Dunn, Commissioner Barlow, Commissioner Belcher, Commissioner Blumenthal, Commissioner Mann, Commissioner Pettit, Commissioner Sundeen, Commissioner Woodruff

#### TOPICS FROM THE FLOOR: From attendees not otherwise of the agenda

#### COUNCILOR'S REPORT

Birkle was at the meeting and he said he went by Campbell this afternoon and saw the work going on there and it's great to see it progressing. He wants to thank them for the good work they are doing with the parks. It's the crown jewel of the City.

**NEW BUSINESS**

## 2. McCormick Exercise Stations - Greg Bartsch, St. Helens Lions Club

The St. Helens Lions Club maintain the exercise stations on the exercise path and there is a sign that needs a new frame. It is located by the restroom at the beginning of the exercise path. They would like to have the sign replaced and moved to a place that would be more appropriate to the activities going on and one suggestion would be by exercise station #1. The Lions do assorted activities in town like putting up the flags, recycling programs with children, etc. but digging holes and setting posts is outside the scope of what they do so they are wondering if the City can take over this project. The Lions Club just maintains the stations and he's not sure where they originally came from but it may have been an Eagle Scout project in the early 90s. Even though they would rather not do the work, they have talked to vendors about getting hardware and wood and stain and they could supply that but not the labor. So that is the scope of the work. Can it be repaired and/or moved and not by him? Dunn said as long as the materials are paid for, she thought it would be great if City staff can help rebuild it and move it to a different spot but she would have to defer to Duggan on that one. Duggan said part of her job is to come up with a strategic plans list of projects they have coming up and she thinks this is something she can add to the list. She's not sure right now where they will be able to fit it in because they are finishing up some other things but she doesn't think it will be too far off. She would like to check on it with Zaher to make sure where she is going with it is correct and she can keep in contact with him to let him know when it gets put on the list. She appreciates everything they do for the park and people love the exercise stations and she agrees with moving the sign to a more appropriate place where it is more visible and we would love to help make that happen.

## 3. Nob Hill Bench Placement

Dunn said she added this because there was conversation at the last meeting about placement and there were different conversations from the people who donated the bench. Blumenthal said at one time it would be nice to have a bench by the kiosk because there is a wetland that forms there in the winter. They are also open to having one by the top of the staircase. There is nothing but grasses up there and a flat area behind the crest of the hill where you could see over the hill but he'd like to meet with anyone who wants to look at the spot. Dunn has the donation form she can send out to everyone and that needs to be filled out and come to the Commission for approval. Duggan asked when they were thinking of meeting for locating the bench and wondered if the Lions Club ok with the spot. Belcher wondered what the view would be like when the area gets developed. He was thinking of an area farther upstream from that between there and the entryway. He and Blumenthal will go look at it after the meeting. Dunn said we need to consider the people who donated the bench to make sure they like where it is going. Birkle said as far as views and heights, nothing has been proposed out there. The code said there is a 75' height restriction for industrial areas and he's not sure what that is down there. Later in the meeting, he said appropriate code for riverfront is 55'.

## 4. Disc Golf Drop

Duggan said she has been in contact with the group that made the disc golf course and they do a lot of maintenance out there and they have been working to get a disc golf drop where people can put stray discs they find. Then the people who maintain the course can come and get them once a week and call the people they belong to. She showed a picture of the drop they made and the thought is to attach it to the bridge out there. There is a slot at the top where the discs can be put in and a door



below where they can empty it and it is made out of steel. She wanted to get their opinion on where to mount it and their approval to put it up. She likes the bridge idea because it would be easy to weld it to the side of the bridge but do we want stuff welded on the bridge? Her other thought was mount it to one of their map things at one of the holes. Woodruff suggested putting it somewhere by their practice hole but Duggan didn't think there was anything there to affix it to easily in that area. Belcher said he recommends the Parks Dept. and Duggan make that decision and others agreed. Dunn thought it would be cool to have it painted so people know what it is and it looks more like a piece of art because she can see people putting garbage in it the way it looks now. Belcher thought it would get more garbage in it if it were on the bridge and Duggan said that is a good point.

#### 5. Disc Golf Update

Blumenthal said we haven't heard anything about the course in a while and he thought they had talked years ago about having the group come back and give them an update every few years. Duggan said she can ask them. She has been working with them and they have been having trouble getting volunteers to maintain the course so our seasonal workers have been doing some things to help. They are interested in putting in new maps. Tons of people are coming out and playing and they are having a tournament on October 18th and 19th. She talked to someone today about doing a tournament that is a Halloween style trick-or-treat type thing. They haven't gotten a lot of help from the Parks Dept. as far as maintenance because of short staffing and she would like to work some of that into her schedule. She would love to get some work parties started at other parks. She will reach out to the disc golf group to see if someone can come out and talk to them.

#### 6. Sand Island Update

Blumenthal said he read in the newspaper that they were in front of the Planning Department for building some buildings and he's wondering why he's reading about it in the paper before hearing about it at Parks Commission since it is a City park. Birkle is the liaison to the Planning Commission and in the spring, the person with the contract for Sand Island made a proposal to the City and if they want to, they should be able to go to the planning website for that meeting and see documents for proposed cabins and an additional shelter of some sort on the NE end of the island. It has been presented to the Planning Commission and City Council but no final decision has been made. It was the initial proposal to see what kinds of issues would need to be addressed. As far as how things are presented to the Parks Commission, he hears the frustration and he wonders about that in a number of areas, we don't have well-established procedures for involving Commissions in terms of making sure they are in the loop. That is something they can look at.

Dunn asked if there has been any discussion at the Council meeting about safety concerns on the island. She knows it has come up at a meeting before and they have had issues when camping over there. Last month, someone set an M-80 off in the middle of the night and the next day, she heard there was a fight in the campground between campers in the middle of the night. They were camped away from the campground. Birkle said at the July Work Session, Chief Greenway and two officers were making a presentation regarding the illegal boat docking issue and law enforcement on Sand Island. He believes the Mayor is working with an informal group on the derelict boat issue. He recalls that John Walsh said at the last meeting, because of our agreement with the Oregon Marine Board, we have another tool for enforcement and that is being investigated. As far as law enforcement on Sand Island, the main concern of the Chief was the safety of officers as far as not being trained and transportation to the island. For the safety of everyone involved, those officers would require some

specialized training. The Mayor was going to reach out to Sheriffs Dept. to see what the intergovernmental agreement is as far as using their boat. Steps are being taken to address it but no final decisions have been made. The City did say in the Sand Island agreement that we would provide law enforcement but we never had that capability.

## OLD BUSINESS

### 7. Master Plan Ideas List Updates

Belcher said at Grey Cliffs Park, they should fence off the upper level for a dog park. At Godfrey, he thinks they should make a pet area but not fence it off on the far right side that is not being used. Morten talked to him and he would like to see Civic Pride Park updated a little bit and would like to see deciduous trees. They could fix the paths that were made in the 50s and put some benches in there so it looks like a park. He'd also like to see the area on Wyeth have a cable fence. He'd also like to see where Godfrey Park comes out on 2<sup>nd</sup> Street, some kind of crosswalk put in there. Dunn said it needs signage too. Blumenthal brought up marking the park boundaries and he agreed with more kiosks and the Urban Trail. Pettit would like to see trees or bushes at Civic Pride Park that are native to Oregon and Birkle agrees on natives. Belcher said Duggan, Woodruff and Brewington have talked about more ballfields and Dunn said it is on there.

Birkle said he noticed in the minutes from the last meeting that they talked about the ballfields at Boise and that is a major concern of Councilor Chilton's and himself. As the project to develop that area, they have expressed it is best to have some kind of replacement in place before those ballfields are removed. There is no timeline yet for that. Birkle wanted to organize a citywide Scotch Broom cleanup. It is an invasive and everywhere and taking over the west side of McCormick. He would like to work sometime this spring with the Extension office, Scappoose Bay Watershed, Soil & Water Conservation and the Chamber to get rid of some of it. He would also like to make private property owners aware. Blumenthal said he has a weed wrench that works great on Scotch Broom when the ground is a little wet.

### 8. Plan Monthly Park Updates by Commission Members

Dunn said we used to do this pre-Covid and the thought is to have someone present a park each month and is looking for a volunteer. Woodruff said he will do McCormick next month. Sundeen doesn't have a park. Dunn said Heinie Heumann is open but doesn't know if it makes sense to have him take a park or just be the parks historian. Sundeen said he would take Heinie Heumann.

## PARKS & REC MANAGER'S REPORT

Duggan said Houk has retired and there is a retirement reception at McCormick from 3-4 pm on the 23rd if anyone would like to come. Barlow asked if his position will be filled and Duggan said they are looking at that right now. The seasonal workers will be leaving September 30th.

After-school programs have started with Parks & Rec at Lewis & Clark and the other schools feed into that. They have about 30 kids right now. Soccer started and this is their first year doing a Rec week and they are doing grades 3 and below and they have over 100 kids signed up. They have over 50 applicants for Parks & Rec Assistant and they will do interviews.

They ordered new Recreation software a few months ago and it is very user-friendly. They are also using a Parks software program called Productive Parks that will help them create work orders and keep track of the fleet and plan for the Master Plan and keep track of receipts to see which parks are getting hit hard with vandalism. The bathrooms and playground at Campbell gets vandalized at least once a week.

She should have an RFP for them to look at during the next meeting for a new organization to do the new Master Plan. It's great to have the ideas thrown out but they really need to get into the nitty gritty stuff so she wants them to hold onto the ideas in one place until that gets opened. It will look at what our population is, what needs we have for recreation, what needs we have for dog parks. She knows there are no dog parks on the other side of the highway so does it make sense to create more over here or over there. Dunn asked if some of them could be included on the committee who score the proposals and Duggan said she thought that could be worked in and she would talk to Brown about it.

The new Rec Center is being called the Community Center on Gable Road. We have done a few things to bring it up to code and are waiting for a drawing from lower Columbia Engineering to come back so we can finish some other work there. They aren't quite ready to open yet.

She is enjoying her position and the Parks & Rec staff is amazing. The new picnic tables have been getting put out and that will save a lot of time not having to paint the old ones this winter. We have had a lot of wasps nests to deal with lately.

She has applied for a \$75,000 grant for after school funding and should hear back about it in October.

## DISCUSSION ITEMS

Blumenthal said he was looking through the website and saw the Friends Groups and noticed Nob Hill finally got listed so he hopes other groups will sign up. They have been doing a lot of watering in Nob Hill and believes Emily with Watershed Council will start spraying for blackberries in the fall. People are turning over 300 lb. rocks and he is wondering if they are looking for geocache boxes. They have rolled over five rocks and he has turned them back over except one that is too heavy. Their work party is coming up November 6<sup>th</sup> and they will have a morning and afternoon work party.

Pettit said we had a donation of \$1000 and \$500 of it went to Dalton. She talked to Emily Martin and walked her around areas they want sprayed at the main entrance and three trails that go to the Columbia. The treatment would cost \$657 so they are going back to the drawing board. Maybe they can just do three trails or put it towards another park. Dunn asked if Emily is able to tell them how much she can do for \$500. She thinks they should just do what they can. Pettit hopes they can get the three trails done.

## ADJOURNMENT - 5:23 P.M.



# PLANNING COMMISSION

Tuesday, August 10, 2021, at 7:00 PM

## APPROVED MINUTES

**Members Present:** Chair Cary  
Vice Chair Hubbard  
Commissioner Webster  
Commissioner Semling  
Commissioner Lawrence  
Commissioner Pugsley

**Members Absent:** Commissioner Cavanaugh

**Staff Present:** City Planner Graichen  
Associate Planner Dimsho  
Community Development Admin Assistant Sullivan  
Councilor Birkle

**Others:** None

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

### 2. CONSENT AGENDA

A. Planning Commission Minutes Dated July 13, 2021

Vice Chair Hubbard voiced concern about how to handle the individuals who come before the Planning Commission during Topics From the Floor and asked how the Planning Commission were to address their concerns. He asked if they should refer them to the City Council, or if they just have no response at all.

There was a small discussion on who would address those concerns.

**Motion:** Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved the Draft Minutes dated July 13, 2021. [AYES: Vice Chair Hubbard, Commissioner Pugsley, Commissioner Lawrence, Commissioner Webster, Commissioner Semling  
NAYS: None]

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

There were no topics from the floor.

### 4. PUBLIC HEARING AGENDA (times are earliest start time)

#### B. 7:05 p.m. Subdivision Preliminary Plat at undeveloped property at the intersection of Columbia River Hwy & Howard Street – St. Helens II, LLC

City Planner Graichen presented the staff report dated July 28, 2021. Graichen talked about the commercial subdivision and where it would be located. He said there was not a lot of development history, but the original subdivision plats involved dated back to 1891. He shared some of the land use decisions that were made during that history. He said the area was zoned Highway Commercial with a small portion of General Commercial.

He said there are no wetlands on the property and no trees to preserve. He also mentioned the property fronts the highway and that the applicant did not propose access from the highway. He also said there were already sidewalks in place along the highway. He said the only street that would need to be built is Howard Street that abuts the property. He said there was an access easement on the adjacent property as well.

Graichen mentioned they would need an easement that ties all these properties together. This would provide a shared access agreement for new development.

Graichen discussed the utilities of the site. He showed the original plan and that both water and sewer were in the right-of-way to the south. He said they propose to extend water to the southern boundary of the northernmost lot and sewer all the way to the north boundary of the site. He said the applicant did express concern about extending the sewer further north because of the difficulty of excavation and has requested the sanitary sewer end the same place as water. He said the Comprehensive Plan Policies mentions that the water and sewer are to be properly designed to serve designated Urban Growth areas and that those services are provided to vacant properties that may anticipate those needs. He said the other policy mentions that adequately sized water mains and sewer lines are to be installed initially to avoid costly expansion when the area becomes intensely developed. Graichen discussed in more detail the different options for developing these utility extensions.

There was a small discussion about the sewer being developed all the way north on the site or not.

**McDonald, Bob. Applicant.**— McDonald was called to speak. He mentioned that the extension of the sewer seemed unfair as the other abutting site owners did not develop their sites because of the cost of the sewer. Now he was being asked to develop the sewer to benefit all the locations there and take on the whole cost. He said the depth to make it all happen is very expensive and why they, as the applicant, would prefer to have an easement verses the whole development of the sewer line to the north side of the property. He also asked, if possible, to have the other properties help pay for the extension of the sewer. He also expressed concern not being able to add additional signs because of existing signs.

There was a small discussion about the signs.

The applicant also spoke about the different access points to the property and the impact it would have on the parking he was proposing.

There was a small discussion on different access points.

### **In Favor**

**Petersen, Al.** Petersen was called to speak. Petersen is an architect working on the project. He said the criteria that is applicable to a subdivision approval is listed in the subdivision ordinance and that was all. He said there was no discussion about signs in the subdivision ordinance and did not apply to this application. He also raised concern there were too many conditions included that would later be reviewed after the development begins. He said he did not agree with adding the sewer line across the property all the way to the north. He said it seemed impractical. He said he felt the conditions including in the potential decision are for future development and seemed irrelevant to approval of a subdivision.

### **Neutral**

No one spoke as neutral testimony.

### **In Opposition**

No one spoke in opposition.

**End of Oral Testimony**

There were no requests to continue the hearing or leave the record open.

**Close of Public Hearing & Record**

The applicant waived the opportunity to submit final written argument after the close of the record.

**Deliberations**

There was a discussion about the conditions and whether they applied. Graichen mentioned conditions can be removed, but a footnote should be added as that would achieve the same purpose for a couple of items.

Commissioner Pugsley said she agreed with listing the conditions since they explain what the process for completion which is helpful for people not familiar with the process. She said listing the conditions makes it easier to understand.

There was a discussion about sewer extensions and sewer easements. Commissioner Pugsley agreed that it was the Planning Commission's obligation when approving a new subdivision that the property has proper access and utilities. She wants to ensure that they are not putting any undue burden on the adjacent property owners.

Vice Chair Hubbard did not see the need to extend the sewer line the whole length of the property and suggested a manhole right on the property line, pushing the easement a little to the side of it.

There was a discussion about how far to run the sewer line and where the public utility easements could be located.

**Motion:** Upon Commissioner Webster's motion and Commissioner Hubbard's second, the Planning Commission unanimously approved the Subdivision Preliminary Plat as recommended by staff with amendments to conditions 5 and 6 to be considered a footnote and condition 2(c) as described in the memo to allow sanitary sewer to extend as far as the water line (south property line of the northernmost lot), for sanitary sewer construction and its easement to accommodate future service of properties to the north, and an additional condition noting this subdivision decision is not a Site Development Review or Conditional Use Permit. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Lawrence; Nays: None]

**Motion:** Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Chair to sign the Findings when prepared. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Pugsley; Nays: None]

**5. ACCEPTANCE AGENDA: Planning Administrator Site Design Review**

1. Site Design Review (Minor) at 2290 Gable Road – Wilcox & Flegel
2. Site Design Review at 495 S Columbia River Hwy – PM Design Group

**Motion:** Upon Commissioner Webster's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Acceptance Agenda. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Lawrence; Nays: None]

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

None

**7. PLANNING DEPARTMENT ACTIVITY REPORT**

C. Planning Department Report - July

**8. FOR YOUR INFORMATION ITEMS**

Associate Planner Dimsho reminded the Commission of her discussion on the Certified Local Government pass-through grant program for exterior historic work. She said they solicited over a hundred applicants through the mail and announced it on social media and received no complete applications. She said they had a few people ask about it. One for signage which is not eligible, one for an exterior paint job which is also not eligible, and the other request was not ready to proceed with renovations in time. So, there were no projects to review. She said they did have a backup project: the Bennett Building (aka the Court/Utility Billing building). She showed the renovations that needed to be done to this building. She talked about the metal cornice and the terracotta parapet roof. She said this would be a great way to spend the money for preservation.

Dimsho also showed the Commission the full Riverwalk design that was approved by the City Council. She said the construction of the Columbia View Park and the stage area would hopefully begin Summer of 2022. She shared some more details of the design and why it was designed this way. She did mention they are planning to get as close to the river as possible and increase the park size.

**9. ADJOURNMENT****NEXT REGULAR MEETING: September 14, 2021**

*There being no further business before the Planning Commission, the meeting was adjourned 9:15 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*

City of St. Helens  
***Library Board***  
**Minutes from Monday, September 13, 2021**  
 St. Helens Public Library via ZOOM

**Members Present**

Dan Davis, Chair  
 Rob Dunn  
 Melisa Gaelrun-Maggi, Past Chair  
 Jana Mann  
 Jessica Sturdivant  
 Diana Wiener

**Members Absent**

Becky Bean  
 Amanda Heynemann

**Guests**

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
 Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:17 pm by Chair Davis.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

**PREVIOUS MEETING MINUTES:** Minutes were reviewed and approved.

**REVIEW MAKERSPACE POLICY:** Director Jeffries stated that the new policy for the Makerspace is being readied for final approval by the City. The highlights that the group discussed were the liability waiver, materials that will be consumed, charges for materials that are consumed, and the job description for the new Library Technician. Director Jeffries stated that the Library Technician position was approved by the City and is currently waiting for approval by the Union. The new Library Technician will also assist with outreach. The position is being funded for about two years by American Rescue Plan Act (ARPA) funds, after that the City will need to provide the funding. The Makerspace Policy is being reviewed for feedback from the Board. The waiver is at the City's attorney's office for approval. The liability waiver is not part of the policy. The group discussed other elements of the policy, e.g., the age of users and the need for ID cards, the room's capacity and how programs will consider the mix of participants ages,



the ability of older children and adults to use the space independently. Library staff will be oriented to the use of the current equipment, so that participants can get guidance if needed. The group discussed materials that come with free programs versus extra materials that would be charged at cost. Chair Davis asked if smoking or vaping were covered in the policy. Member Wiener asked if a participant's rights are revoked, can they get them back. Director Jeffries stated that there are signs posted noting those prohibitions and that the Code of Conduct also covers items like reasons for exclusion and processes for getting reinstated. Councilor Topaz asked if materials are being stored safely. Director Jeffries stated that materials are being stored in appropriate places, and if needed, in a locked cabinet. Councilor Topaz asked how we planned to make sure closed toe shoes were being worn. Director Jeffries stated that a copy of the policy is signed before use and that items like that are covered. Chair Davis asked about capacity limits. Director Jeffries stated that capacity would be program dependent, and that registering for use would help guide capacity numbers. Member Gaelrun-Maggi asked if the rules were too much. The group discussed the strength of the rules as a way to help balance protecting patrons from harm and protecting the equipment from being misused. Member Dunn stated that it sounds like a lot, but it seems necessary because of the risks. The group discussed checking items out from the Makerspace, and that the high value items would not check out, but that there are similar items in the Library of Things collection that are available for checkout. Chair Davis asked what plans are in place for promoting and marketing for this space. Director Jeffries stated that there are press releases coming out and things will get rolling with the open house and ribbon cutting.

**UPDATES FOR:** LIBRARY BOOK CLUB: Member Gaelrun-Maggi stated that the last book club gathering went well. There were a few new participants. Lots of flyers have been handed out, and the next meeting is November 18, and the theme is 'Food'. MAKERSPACE EVENTS: Friday October 8th is the ribbon cutting and October 9th is the open house. There will be demonstrations of the equipment and Youth Librarian Kolderup has asked for a few volunteers from the Board to assist. Myronda Schiding will be there from the Northwest STEM Hub. TRUNK OR TREAT / DRIVE THROUGH BOO: The group discussed last year's activity. Member Gaelrun-Maggi suggested several themes for this year, including 'mad science', 'pumpkin patch', 'pirates', and 'clowns'. The group decided to go with 'mad science'. The schedule this year is to set up on October 31 from 3:00 – 4:00 pm, the drive through would be from 4:00 pm – 7:00 pm, and then clean up from 7:00 pm to 8:00 pm. We will need to organize 500 items for placement in the 'goodie bag' that will be handed out to every participant. NATIONAL NOVEL WRITING MONTH – NOVEMBER: Member Mann described the NaNoWriMo process, how to sign up and participate. The group discussed how local writers participated in the past, and how it might be possible for the Library to assist this year.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries stated that Tari Johnson was hired as the new Library Assistant. She is a retired English teacher from Montana who has recently relocated to Scappoose. She is currently being trained by Library staff. All of the current programs have been converted from an in person format to a virtual format, and some of the children's programs have been postponed. Permission from the grant funder was given to allow the Columbia County Reads program to move to the last two

weeks of November.

**CITY COUNCILOR'S REPORT:** Councilor Topaz stated that he wanted to report that the findings from the State Ethics Review Board have found that he did not violate any ethics laws. This report was not put into the press, nor has the City acknowledged this result. The Library is a great place to go, and under the current circumstances, people do need someplace to go to 'get out'.

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** Rachael Barry stated that she would like to talk to the Board about strategic planning, and then move toward the mission. This would likely happen at the next Board meeting.

**SUMMARIZE ACTION ITEMS:**

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, October 11, 2021 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Davis adjourned the meeting at 8:40 pm.

✍

Respectfully submitted by:

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Library Board Secretary, Dan Dieter

# 2021-2022 Library Board Attendance Record

Item #8.

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Davis	Dunn	Gaelrun-Maggi	Heynemann	Mann	Sturdivant	Wiener	VACANT
07-12-2021	P	E	P	P	P	P	P	E	
08-9-2021	P	P	P	P	P	P	P	E	
09-13-2021	E	P	P	P	E	P	P	P	
10-11-2021									
11-8-2021									
12-13-2021									
01-10-2022									
02-14-2022									
03-14-2022									
04-11-2022									
05-9-2022									
06-13-2022									

# City of St. Helens

## *Consent Agenda for Approval*

### CITY COUNCIL MINUTES

Presented for approval on this 20<sup>th</sup> day of October, 2021 are the following Council minutes:

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2021

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- Planning Commission & City Council Joint Meeting dated September 22, 2021
- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated October 6, 2021

#### **After Approval of Council Minutes:**

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



# PLANNING COMMISSION & CITY COUNCIL JOINT MEETING

Wednesday, September 22, 2021 at 5:30 PM

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<b>Members Present:</b>	Mayor Scholl Council President Morten Councilor Birkle Councilor Topaz Councilor Chilton  Vice Chair Hubbard Commissioner Webster Commissioner Semling Commissioner Lawrence Commissioner Pugsley
<b>Members Absent:</b>	Commissioner Cavanaugh Chair Dan Cary
<b>Staff Present:</b>	City Administrator Walsh Government Affairs Barry City Planner Graichen Associate Planner Dimsho Community Development Admin Assistant Sullivan
<b>Others:</b>	None

This meeting was held in the Council Chambers.

Presentation and handout materials were distributed. A copy is included in the archive packet for this meeting. At 5:33 p.m., Mayor Rick Scholl opened the Joint Planning Commission and City Council Meeting.

The Council and Planning Commission discussed what they hoped to see in their city in the next five years.

Councilor Morten

- Shared Vision

Commissioner Webster

- Master Developer
- Increased Parking

Councilor Chilton

- Public Safety

Councilor Topaz

- Open Communication
- More Proactivity
- Environmental Challenges
- Working Waterfront

## Commissioner Semling

- Safe Pedestrian Passage
- Improve Infrastructure

## Commissioner Pugsley

- Historic Preservation

## Mayor Scholl

- Vibrant Riverfront
- Storefront Restoration

## Councilor Birkle

- Heritage Tourism
- Transportation Options
- Regional Resiliency

The roles of Council and Commission were discussed. Government Affairs Specialist Rachael Barry reviewed the definition of each and how they complement each other. She asked each of the participants to choose their favorite role or responsibility.

City Planner Jacob Graichen shared two previous decisions involving determining residential zoning, one where the Commission and Council disagreed about the decision and one where the groups agreed. He noted that both of these decisions predate the city's adoption of its Housing Needs Analysis (HNA) in 2019 and that future decisions will need to include HNA findings. We have not had a controversial residential zoning decision since adoption of the HNA, so these waters are yet untested.

Graichen discussed some different options with the two groups about the next phase of housing amendments. There was no direct opposition to his suggestions.

Associate Planner Jenny Dimsho presented information and status updates on future public projects happening and shared the timelines with the two groups. There was a small discussion about the different public projects happening, including the Riverfront Redevelopment and the Public Safety Facility Project.

*There being no further business the meeting was adjourned at 7:35 p.m.  
Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*

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Rick Scholl, Mayor

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Russell Hubbard, Vice Chair



# COUNCIL WORK SESSION

Wednesday, October 06, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

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

Margaret Jeffries, Library Director  
 Gretchen Kolderup, Youth Librarian  
 Crystal King, Communications Officer  
 Dylan Gaston, Police Officer  
 Matt Smith, Police Corporal  
 Tina Curry, Event Coordinator  
 Bill Monahan, City Attorney

### OTHERS

Richard Mason  
 Claire Catt  
 Howard

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

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

No visitor comments.

### DISCUSSION TOPICS - *The Council will take a break around 3:00 p.m.*

#### 1. Police Department Semi-Annual Report - *Chief Brian Greenway*

Chief Brian Greenway and Lieutenant Joe Hogue reviewed their PowerPoint presentation. A copy is included in the archive packet for this meeting.

- Sand Island and Dock Enforcement
  - Discontinue law enforcement response over water until training and equipment is in place.

Mayor Scholl suggested hiring a part-time retired officer to be on-call for water enforcement. Hogue pointed out that they still need backup officers trained. Council President Morten suggested a partnership with Columbia River Fire & Rescue for rescues.

Mayor Scholl talked about Columbia County being responsible to respond. Residents pay for that service in taxes. Can they communicate with Columbia 911 for the County to respond? Greenway responded that they have already communicated that, but they can't control whether or not the County responds. Corporal Dustin King is a certified State Marine Board Water Rescue Instructor. He will be training the officers. This is at the direction of the City's insurance provider, CIS. The river is dangerous, and training is vital.

Councilor Chilton suggested they ask the County for assistance until they are trained. Greenway requested Council ask for that assistance. Mayor Scholl will talk to the County Commissioners and Sheriff Pixley.

Greenway pointed out that their goal is to protect the community. They have to take the time to train properly to keep officers safe.

- Reviewed the cost of equipment
- K9 Officer Ryder will retire in summer 2022. Approximately \$25,000 for replacement.
- Detective investigations have increased
- Patrol calls have increased
- No longer providing Student Resource Officers (SROs). Officers still attend events and are available for calls.
- Public Safety Facility estimated completion is December 2023
- Six sworn officers are eligible to retire 2023
- Recommended staffing level of 27 sworn officers. Current is 20 sworn officers.
- Requesting to immediately hire one officer now to begin the training process. Walsh, Brown, and Greenway will discuss funding and bring a recommendation back to Council.

Mayor Scholl congratulated Hogue for his appointment to the FBI Board of Directors.

### **3. Discussion regarding status of Docks Kiosks - *City Administrator John Walsh***

City Administrator Walsh talked about the problems occurring at the docks and waterways.

- Boaters overstaying the 72-hour limit
- Living in boats tied to pilings
- Commercial equipment tied to the docks

Walsh has been talking to other communities and researching solutions. Recognizing the problem, the State Marine Board now allows the City to create a reservation system and charge a rate. He is requesting Council authorization to:

1. Move forward with the cost of a kiosk. It takes 10-12 weeks to build and is approximately \$10,000.
2. Create an ad-hoc committee to investigate if there should be a fee, what is the rate, etc. He suggests a couple council members, Marine Board staff, Richard Mason, Toni Doggett, etc. Greenway suggested Attorney Sam Erskine be involved in the ad-hoc committee.

Walsh spoke with Tyee Yacht Club when they were here last week, and they were in favor paying if it takes away the problem boats.

Mayor Scholl, Council President Morten, and Councilor Topaz all volunteered to serve on the ad-hoc committee. They will rotate attendance to avoid a quorum.

### **2. Review Scope of Services & Fee Proposal from Mackenzie for New Public Safety Facility - *Assistant City Administrator Matt Brown***

Brown reviewed the proposal. A copy is included in the archive packet for this meeting. Mackenzie proposes 13 weeks to do the following:

- Schematic design
- Design development
- Construction documents
- Permitting
- Bid assistance
- Construction contract administration

Councilor Topaz expressed a concern that a member of Council does not appear to be overseeing the process. Councilor Chilton pointed out that she has been attending meetings. Brown added that Walsh



and Mayor Scholl have also been in attendance. Councilor Topaz wants to see a formal designation for a Council liaison in the contract. Brown said that would be Councilor Chilton as the Police liaison.

Councilor Chilton said she did not see anything about public engagement in the contract. Brown responded that it will be included throughout the process leading up to the build.

Councilor Birkle asked who is included in the client stake-holder group. Brown said it's typically the City. That would normally include Councilor Chilton, Greenway, Walsh, himself, and whoever else is designated by the City. Councilor Birkle would like it to be more specific in the contract. It could even include people who were originally involved in the review. Brown said they do need to be cautious with discussing parts of the building.

Brown talked about the proposed Public Safety Facility being largely modeled by the new Oregon City facility. He would like to coordinate a time for the Council to view their facility and talk to their police chief.

Brown reviewed the items on tonight's agenda related to the Public Safety Facility.

#### **4. Review Items for New Library Makerspace - *Library Director Margaret Jeffries***

Library Director Margaret Jeffries reviewed her report. A copy is included in the archive packet for this meeting. She is requesting approval of:

- Library Technician I (Makerspace Specialist) Job Description
- Makerspace Policy
- Makerspace Liability Waiver
- Library Fee Schedule with reference to Makerspace fees added

Councilor Topaz pointed out that this is the most progressive Makerspace in the State. He gave kudos to the Library staff.

An open house for the Makerspace will be held on Saturday, 10 a.m. – noon.

#### **5. Strategic Action Plan Updates**

No updates.

#### **6. City Administrator Report - *John Walsh***

- Reviewed items on tonight's agenda
- Consensus of Council to move forward on the dock pay kiosk
- Public hearings for the sale of two properties tonight
- Attending the ICMA conference this week virtually. Good discussion about community values and the importance of creating a good, functional culture. St. Helens has done a lot of good things.
- Main Street is doing well. Will be hiring a support person that will work off-site.
- Community survey available on website. Please share and encourage people to complete.
- Industrial Park moving along
- Geotech work in Columbia View Park
- Riverwalk design moving along nicely. The advisory group is meeting regularly.
- First Street moving along well
- Central Waterfront project conversations with agencies. Looking at opportunities to advance that project.
- Spirit of Halloweentown has been well attended

Councilor Chilton asked about the timber sale. Walsh responded that they are harvesting now and have up to two years to complete it.

Mayor Scholl agreed that they have a great culture. He thanked Walsh for all of his work. Walsh appreciates it and added that it is a team effort.

**ADJOURN – 2:42 p.m.**

**EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

October 6, 2021

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

**Staff Present:** John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 William Monahan, City Attorney

**Others:** None



At 2:55 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Discussion regarding status of City-owned property off S. 12<sup>th</sup> Street
  - Update on potential purchase of property on Deer Island Road adjacent to the City Shops
- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
  - Update on Cascades Tissue litigation

The Executive Session was adjourned at 3:30 p.m.



ATTEST:

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

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



# COUNCIL PUBLIC HEARING

Wednesday, October 06, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Deputy City Administrator  
 Kathy Payne, City Recorder  
 Joe Hogue, Police Lieutenant  
 Tina Curry, Event Coordinator

### OTHERS

Jane Garcia  
 Howard Blumenthal  
 Art Leskovich  
 Claire Catt

### OPEN PUBLIC HEARING – 6:30 p.m.

### TOPIC

#### 1. Sale of the following City-owned properties:

Tax Account No. 28892  
 Map No. 4N1W04-DD-04305  
 Block 100, Lot 6, St. Helens  
 5,800 square foot lot  
 Located on S. 12th Street

Tax Account No. 28878  
 Map No. 4N1W04-DA-01200  
 Block 83, Lot 4, St. Helens  
 11,600 square foot lot  
 Located on S. 10th Street

#### 2. Public Comments

Councilor Topaz wants to stop the process. On September 15, the property was sold and signed by Mayor Scholl. Are they selling the property again? According to ORS, this was the first public announcement that the property was for sale. City Administrator Walsh explained that they authorized the sale of the property at the previous meeting. This follows-up with one of the requirements.

Councilor Topaz wants a legal definition and to know if it's being sold a second time. Walsh responded that the property has not transacted.

Councilor Topaz recalled that this was discussed several months ago, and Habitat for Humanity inquired about selling it to them at a reduced price. He voted nay to sell it on September 15<sup>th</sup>, but the rest of the Council was in favor. Since he did not have the exact ORS, the mayor said it meant nothing. There appears to be a problem with timing.

Walsh explained that the attorney recognized the error and made the correction.

Mayor Scholl asked Councilor Topaz why he didn't ask the City Attorney these questions when he was present this afternoon. Councilor Topaz responded that he did ask other attorneys but has a problem with the City's attorney since it was misinterpreted to keep the City moving. He wants to follow the specific timing of the ORS.

Mayor Scholl corrected Councilor Topaz's statement earlier. Staff reached out to two nonprofits to see if there was any interest, and they received a ridiculous offer. Councilor Topaz is just trying to make them all look bad and it's frustrating. They are trying to move the City forward.

Councilor Birkle reviewed the discussion from the September 15<sup>th</sup> meeting. After that meeting, Walsh consulted with legal counsel and was presented with a solution to move forward. Public notice was given, and they are holding a public hearing now.

No public comments received.

Councilor Topaz does not want it on the market until they complete the process.

Mayor Scholl explained that the property has not been sold. The resolution on September 15<sup>th</sup> authorized the sale of the property. A mistake was made, and they are moving forward with the correct process.

**CLOSE PUBLIC HEARING – 6:48 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# COUNCIL REGULAR SESSION

Wednesday, October 06, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Deputy City Administrator  
 Kathy Payne, City Recorder  
 Mouhamad Zaher, Public Works Director  
 Joe Hogue, Police Lieutenant  
 Tina Curry, Event Coordinator

### OTHERS

Brady Preheim	Claire Catt
Jane Garcia	Caroline Skinner
Howard Blumenthal	Lynne Pettit
Art Leskovich	

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

### PLEDGE OF ALLEGIANCE

Mayor Scholl led the Pledge of Allegiance.

Councilor Chilton read the Council's mantra.

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

- ◆ Howard Blumenthal. He apologized to City staff for getting upset about the Spirit of Halloweentown event at Nob Hill Nature Park. He quoted excerpts from the Parks & Trails Master Plan. A copy of his submittal is included in the archive packet for this meeting. [A copy of the Master Plan can also be found by going to <https://www.sthelensoregon.gov/parksrec> and then click on the link under Supporting Documents at the bottom of the page.]
  - Definition of nature parks – page 41
  - Nob Hill Nature Park Kiosk – page 26
  - Friends of Nob Hill Nature Park – page 86
  - Local involvement – page 146

He and Caroline have been park stewards for over 15 years. He never expected the City to use one of the best nature parks for a large event without consulting the 'Friends of' group first. It is being used over 45 days, seven weekends, with 50-100 people per hour, which is over 750 people per weekend. Around 5,000 people will go through the park over the course of the event. It is creating years of wear and tear on the park. Plants are trampled, screws are in the trees, and

there is fake sound and fake ivy. It has driven away all the locals during a beautiful time of year. He thanked the Council for allowing his group to help manage the park maintenance over the years to make it such a special nature park.

- ◆ Brady Preheim. The same subjects seem to come up at every meeting, such as tourism, and not much is done to stop it from happening. How many times will the Council allow Councilor Topaz to talk about the supposed illegal grow operation? He has already cost the City over \$1 million in revenue lost from the property sale and legal fees. Is there nothing they can do to keep him from making false verbal statements? Why is he allowed to operate a business without a business license? Why has his property not been cited as a public nuisance? Why is he allowed to live in a commercial building? Unfortunately, he is not the only violator. The Council at least censored Councilor Topaz for lying and creating disorder. What have they done to Councilor Chilton for lying to the Council and creating a hostile work environment for City contractors? They should hold each other to a higher standard. They are constantly violating their mantra. Councilor Chilton has been very disrespectful to Mayor Scholl and Council President Morten, and then complains when they same things are done to her. Around six weeks ago, Councilor Chilton said something was being done about the boats on the waterfront. Since that time, another boat and a motorhome have shown up. On a positive note, Spirit of Halloweentown has been very successful over the last two weekends. He attended two pizza parties with Sophie. People attended from the United Kingdom, Arizona, Pennsylvania, and other various states. Besides himself, everyone was out of town, which is what tourism is all about. The Plaza was full of happy people and happy children. Many of the vendors sold out of their product on Saturday and couldn't return on Sunday. Tourism does not use any taxpayer revenue, generates millions in revenue for the City and businesses, but it's what the City focuses on. He would like to know about the money spent by Public Works to remodel the Recreation Center that didn't need anything done. Why is it that Councilor Topaz is worried about tourism but not that money?
- ◆ Tina Curry. Spirit of Halloweentown update:
  - Bringing in a bigger boat to accommodate the number of people wanting to go to Sand Island for the events. The Reliant is a 60-foot boat that will be parked on the outer dock.
  - Received a 4.5 out 5 rating for the new online content management cards.
  - Vendors and merchants are reporting record sales.
  - The Dark Market is doing really well. They are able to stay in the black with their costs versus expenses.
  - The Haunted Hot Road and Rally is taking place two weeks from now. Does the City want to bring the old green truck down to participate? Mayor Scholl volunteered to drive it down and then return it. He just needs to verify with the mechanics that it's running.
  - Everything seems to be going really well.
    - Volunteers are proactive.
    - The Police Department has been helpful.
- ◆ Art Leskowich. He listened to the previous session. He has concerns about process and communication. There should have been communication with the Parks & Trails Commission and the Friends of Nob Hill Nature Park prior to using the park for Spirit of Halloweentown activities. He referenced a newspaper editorial about the water storage tank. It was alleged that the City was unable to fix the tank after numerous attempts. He recalls hearing about this over a year ago and assumed the contractor was held liable for making the repairs. Hopefully, someone can give an update about that project. He reviewed the RFQ for the industrial property. Wetlands and a former landfill were identified. It included an environmental indemnity from Boise. It did not

mention the contamination in the river. It is not always open and transparent. Contracts need to be enforceable and protect the City. Referring to the Business License Report in today's work session packet, Ison Transportation, Inc. was issued a Business License in September. They are the company that illegally moored the dredge tugboats. There is a sunken sailboat in front of the Boise terminal dock. The City says they cannot do anything about it but has paid him \$3,700 to perform dock work. It does not seem like a good way to do business.

- ◆ Caroline Skinner. Thanked the Council for the opportunity to participate via Zoom. She and Howard have lead volunteer work parties twice a year at Nob Hill Nature Park since 2004. As park stewards, she and Howard do not think they have a special claim to the park. But as park founders and active volunteers, they care about it and appreciate the opportunity to comment. They want the City to be able to honestly say that no trees were harmed for the event. Using Nob Hill Nature Park during Spirit of Halloweentown for the first time could have been handled with more sensitivity, such as presenting the proposal to the Parks & Trails Commission. The City could have something really special if they would consult their stakeholders and use a green ethic in their plans. They are asking for the use of only biodegradable materials to hang the decorations, and to not use metal, screws, nails, wires, etc. on the trees. She asked the Council to help protect the City's native oak trees in a nature park. Green tourism and eco-tourism are very real.

## PROCLAMATION

### 1. National Long-Term Care Residents' Rights Month 2021

Mayor Scholl read the proclamation into the record.

## *National Long-Term Care Residents' Rights Month October 2021*

**WHEREAS**, there are 1.3 million individuals living in 15,600 nursing homes; and over 800,000 individuals living in 28,900 assisted living/residential care facilities in the U.S.; and

**WHEREAS**, there are approximately 90 individuals living in one (1) nursing home and approximately 150 individuals living in four (4) assisted living/residential care facilities in St. Helens; and

**WHEREAS**, the federal Nursing Home Reform Act of 1987 guarantees residents their individual rights in order to promote and maintain their dignity and autonomy; and

**WHEREAS**, all residents should be aware of their rights so they may be empowered to live with dignity and self-determination; and

**WHEREAS**, we wish to honor and celebrate these citizens, to recognize their rich individuality, and to affirm their right to vote and participate politically, including the right to have a say in their care; and

**WHEREAS**, individuals and groups across the country will be celebrating Residents' Rights Month with the theme – "Reclaiming My Rights, My Home, My Life" – to highlight the need for residents' rights to be recognized, recovered, and reasserted. The theme emphasizes the recognition of the long-term care facility as the residents' home, and the importance of residents reclaiming their own lives.

**NOW, THEREFORE**, I, Rick Scholl, Mayor of the City of St. Helens, do recognize the month of **October 2021** as **National Long-Term Care Residents' Rights Month** in the City of St. Helens, and encourage all citizens to join me in these important observances.



## RESOLUTIONS

**Motion:** Motion made by Councilor Chilton and seconded by Council President Morten to amend the agenda to include Resolution Nos. 1934 and 1935. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

Mayor Scholl clarified that this corrects the order per Councilor Topaz's research.

**Resolution No. 1934:** A Resolution of the City Council of St. Helens, Oregon Declaring City Owned Property at S. 12th Street, Tax ID 28892, as Surplus and Authorizing Sale of the Property

Mayor Scholl read Resolution No. 1934 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Chilton to adopt Resolution No. 1934. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**Resolution No. 1935:** A Resolution of the City Council of St. Helens, Oregon Declaring City Owned Property at S. 10th Street, Tax ID 28878, Lot 5, Block 83 as Surplus and Authorizing Sale of the Property

Mayor Scholl read Resolution No. 1935 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Chilton to adopt Resolution No. 1935. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

2. **Resolution No. 1936:** A Resolution Authorizing Application and a Designated Agent for the Application to the U.S. Economic Development Administration

Mayor Scholl read Resolution No. 1936 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1936. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, and Councilor Chilton

3. **Resolution No. 1937:** A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 1903

Mayor Scholl read Resolution No. 1937 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1937. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

## AWARD BID/CONTRACT

4. Mackenzie for Public Safety Facility Design-Build-Bid for \$1,798,795
5. 2021 Asphalt Patching Project to S-2 Contractors, Inc. for \$68,302.50

**Motion:** Motion made by Council President Morten and seconded by Councilor Chilton to approve '4' and '5' above.

Discussion.

Councilor Topaz reminded the Council about the earlier discussion to have a Council liaison for this project. Councilor Chilton clarified that it's for the Public Safety Facility. Mayor Scholl said that Councilor Chilton is the liaison to the Police Department. Walsh added that there will be frequent updates for the entire Council.

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

## APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. Amendment to Contract with CBM Systems, LLC for Janitorial Services
7. Agreement with Advantage JC Excavating LLC for Clean-up of Various Properties Inside City Limits
8. Agreement with Cozy Lawn Maintenance for Clean-up of Various Properties Inside City Limits
9. Contract Payments

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '6' through '9' above.

Discussion.

Councilor Chilton asked about the contracts for clean-up. Walsh explained that they are personal service agreements to use when Council authorizes a property to be cleaned up when the owner does not do it. Councilor Chilton requested a presentation about the process. Mayor Scholl said he would explain the process in more depth to her.

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

#### **CONSENT AGENDA FOR ACCEPTANCE**

10. Parks & Trails Commission Minutes dated August 9, 2021
11. Library Board Minutes dated August 9, 2021

**Motion:** Motion made by Councilor Topaz and seconded by Councilor Chilton to approve '10' and '11' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

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

12. Council Minutes dated September 1 and 15, 2021
13. Declare Surplus Property - Public Works Vehicle
14. Library Technician (Makerspace Specialist) Job Description
15. New Library Makerspace Policy
16. New Library Makerspace Release of Liability and Assumption of Risk Waiver
17. Proposal from Wetland Solutions Northwest, LLC for Wetland Services at Future Public Safety Facility Property
18. Proposal from AKS for Surveying Services at Future Public Safety Facility Property
19. Proposal from Hart Crowser for Geotechnical Services at Future Public Safety Facility Property
20. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '12' through '20' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

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

##### **Dock Ad-Hoc Committee**

Mayor Scholl referred to the discussion during the work session. The ad-hoc committee will include the Marine Board, City staff, Council liaisons, and interested citizens. Walsh added that the Marine Board also advised them to include a member of the Columbia River Yachting Association.

**Motion:** Motion made by Councilor Chilton and seconded by Councilor Topaz to form an ad-hoc committee to oversee the docks and come to a resolution as discussed. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **MAYOR SCHOLL REPORTS**

- Met with Senator Merkley's new representative, Betsy Emery. He and Government Affairs Specialist Rachael Barry discussed current projects with Betsy and took her on a tour of the area. She represents six counties.

#### **COUNCIL MEMBER REPORTS**

Council President Morten reported...

- He appreciates the public comments made earlier. He did hear from others who were really concerned about what's going on in Nob Hill Nature Park. The Kiwanis volunteered to regulate

the groups going through the park. They informed him that people are being very respectful and staying on the trails. The Parks and Recreation Manager is aware and will report to the Parks and Trails Commission with concerns. He appreciates Howard bringing his concerns.

- They are getting a lot of comments about the docks. It was timely to get that moving today.

Councilor Topaz reported...

- Following up with Art's comments, there was an article in the Spotlight regarding the reservoir. It pointed out that the problems began in 2016. There were problems with the installation and groundwater infusion. It indicates that there is contamination in the drinking water. There were no responses from staff when they were asked. The EPA has a criminal investigation ongoing in response to water being dumped into the stream. An inspector was not on site the entire time work was being done. They don't know what kind of work was being done when he was not present.

Council President Morten asked who wrote the article. Councilor Topaz responded that it was Ron Trommlitz. He was in the water system business in the past. The water is leaking 80,000 gallons a day and there is no visible water coming out around the facility. They don't know where the water is going. A huge amount of chlorinated water is being dumped into the stream, which is upsetting the EPA. The epoxy and concrete are also being washed down the stream. This has been ongoing and ignored.

Mayor Scholl reminded Councilor Topaz that he has brought this up in the past. Mayor Scholl checked on it and EPA has never investigated it.

Councilor Chilton reported...

- Attended the Centennial Celebration for the Chamber building a few weeks ago. Had a really good time celebrating the history. Had a great conversation with Senator Betsy Johnson there.
- Had a good time visiting Spirit of Halloweentown with her kids a couple weeks ago.
- Moving forward with the plans for the docks and Sand Island to make sure they are safe.
- Shout out to the Police Department. She has received a lot of good feedback from the community about them.
- Parks and Recreation Manager Shanna Duggan was a great help to the softball teams.

Councilor Birkle reported...

- The 100-year celebration for the depot anniversary was exciting. It showed a potential for having more celebrations uptown. There was good feedback from the business owners.
- Attended the last Main Street meeting. He was very impressed by the enthusiasm shown by all the members.
- He also visited Spirit of Halloweentown. He enjoyed talking with and meeting folks. It's been interesting to hear where people are visiting from. He has also met people preparing to open new businesses in town.
- Exciting to see the Klondike open again.
- He appreciates the comments about Nob Hill Nature Park. The Whispers in the Woods attraction has been very successful. He encouraged communication in the future to include all groups. Howard cleared the leaves from the trails to make them more visible.

Council President Morten appreciated Councilor Birkle's report. When Boise closed, tourism rose to help build the economy. He acknowledged Tina Curry for her hard work. She is doing it for the community and not herself.

Mayor Scholl thanked Tina Curry for taking Spirit of Halloweentown to the next level. The Waterfront is a huge project for all citizens. He requested staff give an update about the Riverfront Corridor project, Gateway Corridor project, and Urban Renewal.

Councilor Topaz asked if there is a timeline for the Highway 30 construction. Mayor Scholl responded that he is not aware of one. That is a State project.

**OTHER BUSINESS****ADJOURN – 8:09 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



## Custodian

**DEPARTMENT:** Public Works  
**DIVISION:** Facilities Maintenance  
**SUPERVISOR:** Facilities Maintenance Supervisor  
**CLASSIFICATION:** Exempt (not overtime eligible)  
**UNION:** No (under 24 hours per week)  
**CONFIDENTIAL:** No

### POSITION SUMMARY

This position is responsible for a wide range of custodial duties around multiple City facilities.

### SUPERVISION RECEIVED

Works under the general supervision of the Public Works Facilities Manager.

### SUPERVISION EXERCISED

No supervision exercised.

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

#### **Annual Tasks – All Buildings** *(may be contracted out if necessary)*

- Strip wax vinyl floors and re-wax
- Steam clean carpets
- Clean exterior windows

#### **City Hall – 265 Strand Street** (Downstairs/Upstairs)

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Clean public entrance doors (inside and outside)
- Clean front counter
- Vacuum, sweep, and mop floors as needed
- Spot clean carpets as needed
- Break areas:
  - Clean countertops & tables
  - Clean microwaves
  - Clean fridge
- Clean all doorknobs and handles
- Dust mini-blinds and windowsills
- Gather all garbage and place in dumpster for disposal
- Clean stair railing

- Not responsible for cleaning any personal work areas or enter any offices that are closed

### **Bennett Building – 277 Strand Street**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Clean public entrance doors (inside and outside)
- Clean front counter
- Vacuum, sweep, and mop floors as needed
- Spot clean carpets as needed
- Clean all doorknobs and handles
- Dust mini-blinds and windowsills
- Gather all garbage and place in dumpster for disposal
- Not responsible for cleaning any personal work areas or enter any offices that are closed

### **Recreation Center – 1810 Old Portland Road**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Sweep and mop floors as needed
- Clean public entrance door

### **Community Center – 2625 Gable Road**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Clean floors
- Clean public entrance doors
- Vacuum, sweep, and mop floors as needed
- Spot clean carpets as needed

### **Police Station – 150 South 13<sup>th</sup> Street**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Clean public entrance doors (inside and outside)
- Clean front counter
- Vacuum, sweep, and mop floors as needed
- Spot clean carpets as needed

- Break areas:
  - Clean countertop
  - Clean microwave
- Gather all garbage and place in dumpster for disposal
- Not responsible for cleaning any personal work areas or enter any offices that are closed
- Not responsible for exterior portable Administration building

#### **Parks Office – 475 South 18<sup>th</sup> Street (In McCormick Park)**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Gather all garbage and place in dumpster for disposal
- Not responsible for cleaning any personal work areas or enter any offices that are closed

#### **Wastewater Treatment Plant – 451 Plymouth Street**

- Bathroom cleaning:
  - Toilets, seats, urinals, fixtures, and door handles
  - Restock dispensers (soap, toilet paper, and paper towels)
  - Sweep and mop floors
- Clean public entrance doors (inside and outside)
- Gather all garbage and place in dumpster for disposal
- Not responsible for cleaning any personal work areas or enter any offices that are closed

#### **Columbia Center – 375 North 18<sup>th</sup> Street**

- Spot clean carpets
- Clean ledge by Library front desk
- Clean windows inside the building as needed
- Clean glass doors (inside and outside)
- Clean sinks and restock dispenser (soap and paper towels)
  - Armstrong Room
  - Staff break area
  - Makerspace
- Sweep walkways around exterior at public and employee entrances
- Vacuum carpeted areas
- Spot clean carpets as needed
- Gather all recycling and place in main recycling bin outside
- Gather all garbage and place in dumpster for disposal
- Clean all door handles, doorknobs, and entry keypads
- Bathroom cleaning: (3 bathrooms = 2 in common area and 1 family in child area)
  - Toilets, seats, urinals, fixtures, mirrors, and door handles
  - Restock dispensers (soap, toilet paper, paper towels, liners, etc.)

- Sweep and mop floors
- Clean drinking fountain
- Clean air handling vents
- Clean light fixtures

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- a. Completion of high school diploma or GED equivalent.
- b. One (1) year of progressively responsible work experience in custodial maintenance in a public or commercial building or institution.
- c. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for one (1) year of experience.

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

- a. Strong interpersonal skills, with demonstrated success in working with people.
- b. Strong communication skills, both verbal and written, including the ability to communicate effectively and remain calm and courteous.
- c. Ability to work both independently and in a collaborative team environment.
- d. Commitment to public service and community.
- e. Ability to adhere to safety and confidentiality policies.
- f. Ability to exercise sound judgment while upholding high integrity and ethical standards.
- g. Strong organizational skills.
- h. Demonstrated problem-solving skills.
- i. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- j. Strong attention to detail.
- k. General Microsoft office skills to use computer for email and timekeeping.
- l. Ability to work with minimal supervision.
- m. Proficient knowledge of cleaning equipment and agents.
- n. Available to work after hours as needed. Position may begin early in the day and potentially into the early evening hours depending on facility needs.
- o. Resilient to cleaning agents and chemicals.
- p. Ability to lift and carry up to 50 pounds.
- q. Comfortable squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks.
- r. Possess working knowledge of methods, technique, and materials used in custodial work.
- s. Ability to climb ladders and work from heights, if necessary.

### **SPECIAL REQUIREMENTS**

- Must possess a valid driver's license.
- Valid CPR/First Aid certification required when offered.
- Must pass a background check.



**PHYSICAL DEMANDS**

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

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

**WORKING CONDITIONS**

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

Work is typically performed in an office/laboratory environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on the activities in the space.

## EMPLOYEE ACKNOWLEDGMENT

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

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

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

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

### Signatures:

\_\_\_\_\_  
Custodian

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Facilities Manager

\_\_\_\_\_  
Date

**CITY OF ST. HELENS OREGON**  
**PARKS AND RECREATION MASTER PLAN**  
**REQUEST FOR PROPOSAL**



**Proposal Submittal Date:**

**November 19, 2021 (by 3:00 pm)**

**City of St. Helens  
Attn: Matt Brown  
265 Strand Street  
St. Helens OR 97051**

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*Item #11.*

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The City of St. Helens is seeking a qualified firm to produce a Parks and Recreation Master Plan. This Master Plan will drive City long-range planning, direct decision-making, and resources toward a clearly defined vision for its future, including park improvements and expansions, parks and recreation facilities, open space management, city walkability, recreation programming, and staffing needs over the next 10 years. The planning process will consist of the following components:

- Needs Assessment
  - Evaluating current parks, trails, and recreation systems
  - Review existing adopted plans, including Comprehensive Plan (2006), Transportation Systems Plan (2011), Framework Plan (2015), Parks & Trails Master Plan (2015), Riverfront Connector Plan (2019). Recommend any policy or methodology changes if needed.
  - Review of 2020 Census demographics and provide summary statistics and future anticipations related to families, populations and make recommendations based on anticipated future needs.
  - Review overlapping services including County, School District, Pool District, and City Services to provide potential collaboration recommendations and/or elimination of duplicated services.
- Community Outreach & Engagement
  - Plan a community engagement process that should include multiple community events, survey, and stakeholder meetings
  - Use engagement events to identify future needs/wants in our community
  - Plan for up to two meetings with Planning Commission for recommendation to City Council.
  - Plan for up to three meetings with Parks & Recreation Commission for recommendation to City Council.
  - Plan for one meeting with City Council to present the final plan for adoption.
- Project Lists, Priority Setting, Pricing Estimates
  - Establish a list of projects for each area that identify a priority level based on the needs assessment and community engagement. This list should be broken out by specific park and or section (Trail, Recreation Programs, Staffing, Facilities)
  - Establishing what level priority each project should be based on community engagement. Priority setting should be identified as Near (less than 5 years), Mid (5-10 years), and Long (10+ years).
  - Establish any comprehensive plan goals and policy changes if needed.
  - Each project should have an estimated cost for budgeting.
  - Ensure compliance and comparison with the Statewide Comprehensive Outdoor Recreation Plan (SCORP 2019-2023) to ensure priorities align to be competitive with grant applications with Oregon Parks & Recreation grant opportunities.
- Financial Planning
  - Reviewing Parks SDC methodology, recommend revised SDC fees, if necessary, based on needs assessment and levels of service guidelines of the National Parks and Recreation Association.
  - Review/discuss financial planning for project completion that may include items such as suggested fee schedules for current facilities and additional funding opportunities that are used in other communities to fund Parks and Recreation. This could include utility fees, bonds, or other financing methods currently used to fund Parks and Recreation.

- Identify staffing needs for Parks and Recreation based on current best practices
- The firm selected will create a complete package for adoption by the governing body.

## **INTRODUCTION & BACKGROUND**

The City of St. Helens is the 40th largest city in Oregon and is located along the Columbia County approximately 28 miles northwest of Portland. The city covers an area roughly 5.9 square miles. The City of St. Helens is considered the entrance to Columbia County and is also home of Spirit of Halloweentown, a month-long celebration of Halloween that takes place all around the City in October as well as multiple annual events throughout the year. Over the last two years, the City has seen quite an expansion growth of residential development along with apartment complexes.

The City completed a Parks & Trails Master Plan back in 2015 that was done internally. The City has since then completed a number of projects from that Master Plan and identified potential new park ideas to be included.

The City began a Recreation Program in 2018 with funding from grants initially. Since 2018, the City has seen a large growth in our Recreation Program and in 2021, combined Parks and Recreation into one department with a new Parks and Recreation Manager. The Parks and Recreation Manager and department have an intergovernmental agreement to work alongside the St. Helens School District for use of facilities and this should be taken into consideration when planning out future projects as we do not want to duplicate services and features that are already offered within our community. This city and community are heavily engaged in both youth and adult sport leagues like softball and basketball. The City of St. Helens has a separate taxing district for a local pool (Eisenschmidt Pool) that operates as its own entity and taxing district.

## **TIME PERIOD**

RFP Approval by City Council	10/20/2021
RFP Publicized	10/21/2021
Question Submittals	11/04/2021
Questions – Answers Addendum	11/05/2021 (posted on city website)
Proposals Due to City	11/19/2021 (by 3:00 pm)
Internal Review by Committee	11/23/2021
Recommendation to City Council	12/01/2021
Firm Begins Project	01/10/2022

## **SELECTION PROCESS**

Potential proposers may submit written questions to Matt Brown, Deputy City Administrator, at mbrown@sthelensoregon.gov by 11/04/2021. All questions and answers will be posted as an addendum to the RFP on the city website by 11/05/2021. A Selection Committee will be composed of elected officials, city staff, and commission members.

## **DIRECTIONS FOR SUBMISSION**

Proposers shall submit 5 physical copies and 1 copy via USB stick to 265 Strand Street, St. Helens OR 97051 no later than 3:00 PM on Tuesday, November 19<sup>th</sup>, 2021. All expenses for preparing and delivering project proposals will be borne by the proposer. All questions concerning this project during the solicitation process shall be forwarded to the Assistant City Administrator, Matt Brown, at mbrown@sthelensoregon.gov.

## **SUBMITTAL REQUIREMENTS**

The following information must be provided in the following sequence. Sections and subsections should correspond with the sections and subsections identified below. The ideal firm shall have experience performing master and strategic planning directly related to Parks and Recreation departments/organizations. The qualifications and commitment of key personnel that would be assigned to this community are critically important in the selection of a firm. Please provide the following in your proposal in the following sequence. Proposals should be bound with cover letter on top.

### A. Cover Letter & Introduction

On the proposer's letterhead, include an introduction with the name, phone number, and email address of the person authorized to represent the company regarding all matters related to the proposal.

### B. Project Team

- (1) An executive Summary and an organizational chart identifying team members and their areas of responsibility.
- (2) Key personnel qualifications and experience related to Parks and Recreation Master Plans.

### C. Qualifications

This can include relevant project experiences as outlined project description. Identify examples of hosting community outreach events, surveys, and other forms of engagement. Experience with SCORP. Experience with SDC methodologies and any other pertinent information you feel is necessary for the City to be aware of.

### D. Explanation and Description of Scope and Services

Using the project description outlined above, please identify a schedule of services you would anticipate for the City and scope of services you anticipate using to complete this project. Each phase

should be identified with an estimated timeline and schedule of events.

E. References

Provide three (3) references. Firms shall provide contact information for at least three municipal, county, or other government or private sector client references specifying entity name, address, services provided, contact person, and telephone number.

F. Examples

Include a link to three examples of previous Parks and Recreation Master Plans that have been adopted by the governing agency. Examples should demonstrate the firm's ability to develop SDC Methodology, public involvement strategies, and other characteristics the firm would like to showcase as example for the rating committee.

**EVALUTATION CRITERIA**

<b><u>POINTS POSSIBLE</u></b>	<b><u>EVALUATION CRITERIA</u></b>
5	Form of proposal
10	Project Team
10	Qualifications
15	Explanation and Description of Scope and Services
10	References & Examples

**RESERVATION OF RIGHTS**



The City of St. Helens reserves all rights (which may be exercised by the City in its sole discretion) available under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

- A. Cancel this RFP in whole or in part, at any time before the execution of a contract by the City of St. Helens, without incurring any cost, obligations, or liabilities.
- B. Issue addenda, supplements, and modifications to this RFP
- C. Revise and modify, at any time before the RFP submittal due date, the factors and/or weights of factors the City will consider in evaluating RFP submittals and to revise or otherwise expand its evaluation methodology as set forth herein.
- D. Extend the RFP submittal due date.
- E. Investigate the qualification of any firm under consideration and require submittal confirmation of information furnished by a firm.
- F. Require additional information from a firm concerning the contents of its RFP until such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
- G. Reject at any time, any or all submittals, responses, and RFP submittals received.
- H. Terminate, at any time, evaluations or responses received.
- I. Appoint an evaluation committee to review RFP submittals or responses, make recommendations, and seek the assistance of outside technical experts and consultants in RFP submittal evaluation.
- J. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFP to seek an improved understanding and evaluation of the responses to this RFP.
- K. Seek or obtain data from any source that has the potential to improve the understanding an evaluation of the responses to this RFP.
- L. Disclose information contained in the RFP submittal to the public as required under public records law.
- M. Waive deficiencies in an RFP submittal, accept and review a non-conforming RFP submittal or seek clarifications or supplements to an RFP submittal.

*City of St. Helens*  
**Declare Surplus Property**  
**City Council Meeting**  
**October 20, 2021**

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

**Public Works Department**

2001 Skyline Manufactured Home VIN#21910522NAB – McCormick  
Park Caretaker house



St. Helens, OR

# Expense Approval Register

Packet: APPKT00429 - AP 10.1.21

Item #13.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
ERSKINE LAW PRECTICE LLC	10.1.21	10/01/2021	9/17-9/30	100-704-52019	3,450.04
WEX BANK	74205851	09/27/2021	FUEL PURCHASES	100-705-52022	4,641.48
WEX BANK	74205851	09/27/2021	REC TRANSIT VAN -3660	100-709-52022	81.11
WEX BANK	74205851	09/27/2021	BUILDING FUEL PURCHASES 2...	100-711-52022	42.28
WEX BANK	74205851	09/27/2021	CITY HALL FUEL 0256	100-715-52022	32.09
WEX BANK	74205851	09/27/2021	CITY HALL FUEL PURCHASES 2...	100-715-52022	20.97
WEX BANK	74205851	09/27/2021	RED ESCAPE CH 7237	100-715-52022	37.90
COLUMBIA COUNTY CLERK	9.27.21	09/27/2021	RECORDING FEE	100-710-52011	96.00
AT&T MOBILITY	09232021	09/28/2021	287302289330 POLICE PHONES	100-705-52010	1,667.93
PAULY ROGERS AND CO PC	13045	09/28/2021	AUDIT FINANCE	100-707-52019	7,170.00
AMY LINDGREN LAW LLC	498	09/28/2021	JUDICIAL SERVICES SEPT 2021	100-704-52019	5,000.00
DAWN RICHARDSON - AP	9.2.21	09/28/2021	MILEAGE REIMBURSEMENT F...	100-707-52001	29.90
BRYAN CUTRIGHT -	9.22.21	09/28/2021	MEALS REIMB. TRAINING	100-705-52018	92.77
TYLER TECHNOLOGIES INC	025-349916	09/30/2021	UB ANNUAL FEE	100-707-52001	2,160.00
PERMA-BOUND	1900174-00	09/30/2021	BOOKS	100-706-52033	172.04
MIDWEST TAPE	500964898	09/30/2021	DVD / ABD 2000010011	100-706-52034	15.99
MIDWEST TAPE	500994238	09/30/2021	DVD / ABD 2000010011	100-706-52033	26.24
MIDWEST TAPE	500994239	09/30/2021	DVD / ABD 2000010011	100-706-52034	42.99
MIDWEST TAPE	500994400	09/30/2021	DVD / ABD 2000010011	100-706-52034	23.24
MIDWEST TAPE	500994400	09/30/2021	DVD / ABD 2000010011	100-706-52035	22.99
INGRAM LIBRARY SERVICES	54628611	09/30/2021	BOOKS 20C7921	100-706-52033	3.67
INGRAM LIBRARY SERVICES	54726401	09/30/2021	BOOKS 20C7921	100-706-52033	4.34
INGRAM LIBRARY SERVICES	54726402	09/30/2021	BOOKS 20C7921	100-706-52033	46.97
INGRAM LIBRARY SERVICES	54726405	09/30/2021	BOOKS 20C7921	100-706-52033	456.93
INGRAM LIBRARY SERVICES	54846918	09/30/2021	BOOKS 20C7921	100-706-52033	19.45
INGRAM LIBRARY SERVICES	54846919	09/30/2021	BOOKS 20C7921	100-706-52033	31.38
INGRAM LIBRARY SERVICES	54846920	09/30/2021	BOOKS 20C7921	100-706-52033	12.69
INGRAM LIBRARY SERVICES	54846921	09/30/2021	BOOKS 20C7921	100-706-52033	842.75
INGRAM LIBRARY SERVICES	54846921	09/30/2021	BOOKS 20C7921	100-706-52035	42.07
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	100-706-52023	6.80
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	100-708-52001	27.65
PATRICIA OBERNDORF	9.30.21 2	09/30/2021	NON FIC LOCAL HISTORY BOO...	100-706-52033	35.00
VERIZON	9888900788	09/30/2021	CRYSTAL KING	100-701-52010	46.15
VERIZON	9888900788	09/30/2021	CRYSTAL KING	100-701-52010	40.11
VERIZON	9888900788	09/30/2021	MAYOR SCHOLL IPAD	100-703-52001	40.01
VERIZON	9888900788	09/30/2021	PD JETPACK1	100-705-52010	40.01
VERIZON	9888900788	09/30/2021	PD JETPACK2	100-705-52010	40.03
VERIZON	9888900788	09/30/2021	TORY SHELBY	100-708-52010	168.98
VERIZON	9888900788	09/30/2021	CAMERON PAGE	100-708-52010	96.49
VERIZON	9888900788	09/30/2021	PARKS EXTRA	100-708-52010	37.01
VERIZON	9888900788	09/30/2021	RECREATION CENTER	100-709-52010	50.01
VERIZON	9888900788	09/30/2021	MIKE DEROIA	100-711-52010	73.41
VERIZON	9888900788	09/30/2021	JOHN HICKS	100-711-52010	45.01
VERIZON	9888900788	09/30/2021	BUILDING DEPT IPAD	100-711-52010	40.01
VERIZON	9888900788	09/30/2021	DARIN COX - BUILDING DEPT I...	100-711-52010	82.50
<b>Fund 100 - GENERAL FUND Total:</b>					<b>27,155.39</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
COLUMBIA RIVER PUD	9.22.21	09/28/2021	94111	201-000-52003	97.63
CITY OF ST. HELENS	9.23.21	09/28/2021	01-00178-001 MASONIC BUILD..	201-000-52003	44.83
E2C	4445	09/30/2021	ENTERTAINMENT	201-000-52028	10,000.00
E2C	4445	09/30/2021	EQUIPMENT ST. HELENS	201-000-52028	10,000.00
E2C	4446	09/30/2021	MONTHLY MARKETING TINA ...	201-000-52019	10,000.00
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	201-000-52028	17.90

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DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	201-000-52028	22.70
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	201-000-52028	29.80
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	201-000-52028	30.45
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	201-000-52028	1.98
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>30,245.29</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
MASON BRUCE & GIRARD INC	29617	09/28/2021	FOREST MANAGEMENT 01031...	202-724-52019	22,732.33
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>22,732.33</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
PAM VESTAL	9.30.21	09/30/2021	SPEAKER COL CO GENEALOGY	203-706-52078	450.00
JOSETTE HUGO	9.30.21	09/30/2021	REIMB FEES GENEALOGY LUN...	203-706-52078	10.00
KAREN VANWINKLE	9.30.21	09/30/2021	REIMB. LUNCH GENEALOGY C...	203-706-52078	10.00
LAUREL SMITH	9.30.21	09/30/2021	GENEALOGY CONF SPEAKER 5 ...	203-706-52078	500.00
PATRICIA OBERNDORF	9.30.21	09/30/2021	REIMB. LUNCH GENEALOGY C...	203-706-52078	20.00
GRETCHEN KOLDERUP-	9.30.21	09/30/2021	REIMB. TOOLS FOR MAKERSP...	203-706-52078	91.75
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>1,081.75</b>
<b>Fund: 205 - STREETS</b>					
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	205-000-52001	164.43
<b>Fund 205 - STREETS Total:</b>					<b>164.43</b>
<b>Fund: 601 - WATER</b>					
NORTHSTAR CHEMICAL	203468	10/01/2021	CITRIC ACID 50%	601-732-52083	3,619.03
ALEXIN ANALYTICAL	42968	09/28/2021	TESTING	601-731-52064	1,523.00
ADVANCED ELECTRICAL	213461	09/30/2021	WFF ELECTRICAL WORK	601-732-52019	11.40
VERIZON	9888900788	09/30/2021	WFF EXTRA	601-732-52010	50.01
VERIZON	9888900788	09/30/2021	JOHN SAVAGE	601-732-52010	46.96
H.D FOWLER COMPANY	I5911406	09/30/2021	WATER METER PINS SHIPPING...	601-731-52001	30.00
<b>Fund 601 - WATER Total:</b>					<b>5,280.40</b>
<b>Fund: 603 - SEWER</b>					
ALLSTREAM	17727846	09/28/2021	ALLSTREAM PHONE ACCT 754...	603-736-52010	25.60
ALLSTREAM	17727846	09/28/2021	ALLSTREAM PHONE ACCT 754...	603-737-52010	25.60
TROTTER & MORTON FACILITY ..	78783	09/30/2021	HVAC SERVICE CALL WWTP	603-736-52023	29.22
TROTTER & MORTON FACILITY ..	78783	09/30/2021	HVAC SERVICE CALL WWTP	603-737-52023	29.21
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	603-736-52001	17.19
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	603-736-52001	15.00
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	603-737-52001	17.18
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	603-737-52001	15.47
VERIZON	9888900788	09/30/2021	STEWART HARTLEY	603-736-52010	12.04
VERIZON	9888900788	09/30/2021	SAM ORTIZ	603-736-52010	16.67
VERIZON	9888900788	09/30/2021	AARON KUNDERS	603-736-52010	12.05
VERIZON	9888900788	09/30/2021	STEWART HARTLEY	603-737-52010	12.05
VERIZON	9888900788	09/30/2021	AARON KUNDERS	603-737-52010	12.04
VERIZON	9888900788	09/30/2021	SAM ORTIZ	603-737-52010	16.68
VERIZON	9888900788	09/30/2021	STEWART HARTLEY	603-738-52010	12.06
VERIZON	9888900788	09/30/2021	AARON KUNDERS	603-738-52010	12.06
VERIZON	9888900788	09/30/2021	SAM ORTIZ	603-738-52010	16.66
OREGON DEPT. OF ENVIRONM...	HSRAF22-0338	09/30/2021	BOISE VENEER PLAN 163815-00	603-735-52019	437.18
<b>Fund 603 - SEWER Total:</b>					<b>733.96</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
ALLSTREAM	17727846	09/28/2021	ALLSTREAM PHONE ACCT 754...	702-000-52010	51.19
U.S BANK EQUIPMENT FINANCE	453388555	09/28/2021	CONTRACT PAYMENT EQUIPM...	702-000-52006	99.00
TIAA COMMERCIAL FINANCE I...	8441272	09/28/2021	CONTRACT PAYMENT 414520...	702-000-52006	150.00
CENTURY LINK	9.17.21	09/28/2021	025B	702-000-52010	39.77
CENTURY LINK	9.17.21	09/28/2021	369B	702-000-52010	39.77
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>379.73</b>
<b>Fund: 703 - PW OPERATIONS</b>					
WEX BANK	74205851	09/27/2021	PW CHEROKEE 6555	703-734-52022	297.15
EAGLE STAR ROCK PRODUCTS ...	40249	09/30/2021	ROCK PW	703-734-52001	147.73
VERIZON	9888900788	09/30/2021	SHARON DARROUX	703-733-52010	58.78

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9888900788	09/30/2021	TIM UNDERWOOD	703-733-52010	50.01
VERIZON	9888900788	09/30/2021	PW SPARE2	703-734-52010	40.01
VERIZON	9888900788	09/30/2021	PW HOTSPOT1 / EQUIPMENT ...	703-734-52010	40.01
VERIZON	9888900788	09/30/2021	BUCK TUPPER	703-734-52010	50.01
VERIZON	9888900788	09/30/2021	BRETT LONG	703-734-52010	50.01
VERIZON	9888900788	09/30/2021	PW SPARE 3	703-734-52010	40.01
VERIZON	9888900788	09/30/2021	SCOTT HARRINGTON	703-734-52010	18.37
VERIZON	9888900788	09/30/2021	PW SPARE 4	703-734-52010	40.01
VERIZON	9888900788	09/30/2021	ETHAN STERLING	703-734-52010	50.01
VERIZON	9888900788	09/30/2021	SUE NELSON	703-734-52010	50.01
VERIZON	9888900788	09/30/2021	CURT LEMONT	703-734-52010	18.37
VERIZON	9888900788	09/30/2021	DAVE ELDER	703-734-52010	50.01
VERIZON	9888900788	09/30/2021	MOUHAMAD ZAHER	703-734-52010	50.01
VERIZON	9888900788	09/30/2021	SCOTT WILLIAMS	703-734-52010	50.01

**Fund 703 - PW OPERATIONS Total:** **1,100.52**

**Fund: 704 - FACILITY MAJOR MAINTNANCE**

CITY OF ST. HELENS	10.1.21	10/01/2021	STRUCTURAL PERMIT 749210...	704-000-53018	152.03
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53017	21.36
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53017	5.97
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53017	84.00
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53017	90.59
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53017	125.22
DAHLGREN'S DO IT BEST BUIL...	9.27.21	09/30/2021	BUILDING SUPPLIES ACCT 100...	704-000-53017	-37.38

**Fund 704 - FACILITY MAJOR MAINTNANCE Total:** **441.79**

**Grand Total:** **89,315.59**

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	27,155.39
201 - VISITOR TOURISM	30,245.29
202 - COMMUNITY DEVELOPMENT	22,732.33
203 - COMMUNITY ENHANCEMENT	1,081.75
205 - STREETS	164.43
601 - WATER	5,280.40
603 - SEWER	733.96
702 - INFORMATION SYSTEMS	379.73
703 - PW OPERATIONS	1,100.52
704 - FACILITY MAJOR MAINTNANCE	441.79
<b>Grand Total:</b>	<b>89,315.59</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-701-52010	Telephone	86.26
100-703-52001	Operating Supplies	40.01
100-704-52019	Professional Services	8,450.04
100-705-52010	Telephone	1,747.97
100-705-52018	Professional Development	92.77
100-705-52022	Fuel	4,641.48
100-706-52023	Facility Maintenance	6.80
100-706-52033	Printed Materials	1,651.46
100-706-52034	Visual Materials	82.22
100-706-52035	Audio Materials	65.06
100-707-52001	Operating Supplies	2,189.90
100-707-52019	Professional Services	7,170.00
100-708-52001	Operating Supplies	27.65
100-708-52010	Telephone	302.48
100-709-52010	Telephone	50.01
100-709-52022	Fuel	81.11
100-710-52011	Public Information	96.00
100-711-52010	Telephone	240.93
100-711-52022	Fuel	42.28
100-715-52022	Fuel	90.96
201-000-52003	Utilities	142.46
201-000-52019	Professional Services	10,000.00
201-000-52028	Projects & Programs	20,102.83
202-724-52019	Professional Services	22,732.33
203-706-52078	Library Donations Expense	1,081.75
205-000-52001	Operating Supplies	164.43
601-731-52001	Operating Supplies	30.00
601-731-52064	Lab Testing	1,523.00
601-732-52010	Telephone	96.97
601-732-52019	Professional Services	11.40
601-732-52083	Chemicals	3,619.03
603-735-52019	Professional Services	437.18
603-736-52001	Operating Supplies	32.19
603-736-52010	Telephone	66.36
603-736-52023	Facility Maintenance	29.22
603-737-52001	Operating Supplies	32.65
603-737-52010	Telephone	66.37
603-737-52023	Facility Maintenance	29.21
603-738-52010	Telephone	40.78
702-000-52006	Computer Maintenance	249.00
702-000-52010	Telephone	130.73
703-733-52010	Telephone	108.79
703-734-52001	Operating Supplies	147.73
703-734-52010	Telephone	546.85
703-734-52022	Fuel	297.15

**Account Summary**

Account Number	Account Name	Expense Amount
704-000-53017	Capital Outlay - Rec Center	289.76
704-000-53018	Capital Outlay - City Hall	152.03
	<b>Grand Total:</b>	<b>89,315.59</b>

**Project Account Summary**

Project Account Key	Expense Amount	
**None**	89,315.59	
	<b>Grand Total:</b>	<b>89,315.59</b>



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
KATHRYN LAWRENCE	10.4.21	10/04/2021	PLANNING COMMISSION STIP...	100-710-52087	90.00
AUDREY WEBSTER	10.4.21	10/04/2021	PLANNING COMMISSION STIP...	100-710-52087	90.00
SHEILA SEMLING	10.4.21	10/04/2021	PLANNING COMMISSION STIP...	100-710-52087	90.00
JENNIFER PUGSLEY	10.4.21	10/04/2021	PLANNING COMMISSION STIP...	100-710-52087	90.00
DAN CARY	10.4.21	10/04/2021	PLANNING COMMISSION STIP...	100-710-52087	60.00
RUSSELL HUBBARD	10.4.21	10/04/2021	PLANNING COMMISSION STIP...	100-710-52087	90.00
WIRE WORKS	10392	10/04/2021	SET UP POLICE CAR	100-705-52001	235.00
WIRE WORKS	10402	10/04/2021	SET UP POLICE CAR	100-705-52001	5,909.39
STAPLES BUSINESS CREDIT	1637986499	10/04/2021	OFFICE SUPPLIES	100-707-52001	46.04
STAPLES BUSINESS CREDIT	1637986499	10/04/2021	OFFICE SUPPLIES	100-715-52001	186.86
CHAVES CONSULTING INC	192514	10/04/2021	MONTHLY USER FEE PER USER...	100-702-52019	185.10
COLUMBIA COUNTY COMM. J...	20218CSH	10/04/2021	WORK CREW	100-708-52019	750.00
ORKIN	217224612	10/04/2021	1810 OLD PORTLAND RD PEST ...	100-709-52023	82.00
ORKIN	218549612	10/04/2021	265 STRAND PEST SERVICE CIT...	100-715-52023	88.00
ORKIN	218549783	10/04/2021	265 STRAND PEST SERVICE CIT...	100-715-52023	152.00
INGRAM LIBRARY SERVICES	54628610	10/04/2021	BOOKS 20C7921	100-706-52033	21.69
INGRAM LIBRARY SERVICES	54628612	10/04/2021	BOOKS 20C7921	100-706-52035	573.93
INGRAM LIBRARY SERVICES	54726399	10/04/2021	BOOKS 20C7921	100-706-52033	30.48
INGRAM LIBRARY SERVICES	54726400	10/04/2021	BOOKS 20C7921	100-706-52033	16.59
INGRAM LIBRARY SERVICES	54726403	10/04/2021	BOOKS 20C7921	100-706-52033	6.81
INGRAM LIBRARY SERVICES	54726404	10/04/2021	BOOKS 20C7921	100-706-52035	225.10
INGRAM LIBRARY SERVICES	54726406	10/04/2021	BOOKS 20C7921	100-706-52033	10.45
INGRAM LIBRARY SERVICES	54726407	10/04/2021	BOOKS 20C7921	100-706-52033	17.55
INGRAM LIBRARY SERVICES	54726408	10/04/2021	BOOKS 20C7921	100-706-52033	17.54
CODE PUBLISHING	71095	10/04/2021	LEGAL REVIEW	100-702-52019	1,125.00
COMCAST	9.26.21	10/04/2021	GABLE RD ACCT 8778 10 201 0...	100-709-52003	198.35
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	41.96
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	12.72
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	25.97
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	37.98
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	192.02
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	74.99
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	10.58
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	100-709-52001	33.98
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	100-709-52001	4.99
NET ASSETS	95-202109	10/04/2021	ESCROW TITLE SERVICES	100-707-52019	578.00
LAND DEVELOPMENT SERVICES	AUG 2021	10/04/2021	INSPECTIONS FOR ST. HELENS ...	100-711-52015	307.50
METRO PRESORT	IN637355	10/04/2021	UB BILL PRINTING	100-707-52008	4,407.54
DEPARTMENT OF TRANSPORT...	L0027083872	10/04/2021	DMV SERVICES ACCT 67431	100-705-52019	20.00
TYLER TECHNOLOGIES INC	025-350857	10/06/2021	EXECUTIME	100-707-52019	682.50
MAILBOXES NORTHWEST	10.2.2021	10/06/2021	POSTAGE	100-715-52001	28.14
ROSS DENISON LAW	10.4.21	10/06/2021	PROFESSIONAL SERVICES COU...	100-704-52019	725.00
DAWN RICHARDSON - AP	10.4.21	10/06/2021	MILEAGE REIMBURSEMENT F...	100-707-52001	29.90
CHENOWETH LAW GROUP	10.6.21	10/06/2021	REFUND PUBLIC RECORDS RE...	100-000-37004	20.00
HUDSON GARBAGE SERVICE	11485526	10/06/2021	1554- TRASH PUBLIC LIBRARY	100-706-52003	61.35
HUDSON GARBAGE SERVICE	11486108	10/06/2021	7056- TRASH REC CENTER OLD...	100-709-52023	29.74
HUDSON GARBAGE SERVICE	11486234	10/06/2021	5273- TRASH REC CENTER CH...	100-709-52023	99.10
HUDSON GARBAGE SERVICE	11486527	10/06/2021	CITIZENS DAY TOILETS CLEAIN...	100-703-52041	189.52
LAWRENCE COMPANY	14645	10/06/2021	UNEMPLOYMENT SERVICES	100-707-52019	100.00
PERMA-BOUND	1902245-00	10/06/2021	BOOKS	100-706-52033	254.39
MIDWEST TAPE	501061353	10/06/2021	DVD / ABD 2000010011	100-706-52034	71.45
INGRAM LIBRARY SERVICES	54871025	10/06/2021	BOOKS 20C7921	100-706-52033	58.68
INGRAM LIBRARY SERVICES	54871026	10/06/2021	BOOKS 20C7921	100-706-52033	11.04



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INGRAM LIBRARY SERVICES	54871027	10/06/2021	BOOKS 20C7921	100-706-52033	294.64
INGRAM LIBRARY SERVICES	54871028	10/06/2021	BOOKS 20C7921	100-706-52033	29.99
ST. HELENS AUTO BODY	9.26.21	10/06/2021	REPAIRS FORD LARIAT	100-705-52001	500.00
MAILBOXES NORTHWEST	9.3.21	10/06/2021	POSTAGE ACCT 1	100-705-52001	46.03
SUNSET AUTO PARTS INC - NA...	9.30.21	10/06/2021	AUTO PARTS ACCT 6355	100-708-52001	54.70
PAULSON PRINTING CO.	D5293	10/06/2021	TOW TAGS	100-705-52001	114.40
PAULSON PRINTING CO.	D5300	10/06/2021	BUS CARDS MCCLURE AND M...	100-705-52001	144.00
PRODUCTIVE PARKS LLC	INV-1166	10/06/2021	SETUP COST / IMPLEMENTATI...	100-708-52001	1,477.00
PRODUCTIVE PARKS LLC	INV-1167	10/06/2021	ANNUAL SOFTWARE LIC	100-708-52001	2,462.00
BRITE	INV23237	10/06/2021	KEYBOARD	100-705-52001	1,249.40
DEPARTMENT OF TRANSPORT...	L0027124221	10/06/2021	DMV SERVICES ACCT 61018	100-704-52001	6.70
COLUMBIA COUNTY CLERK	10.7.21	10/07/2021	RECORDING FEE	100-710-52011	96.00
PEAK ELECTRIC GROUP LLC	23093	10/07/2021	CITY HALL OFFICE ELECTRICAL	100-715-52023	750.85
ACE HARDWARE - ST. HELENS	9.30.21 60174	10/07/2021	ACE MATERIALS ACCT 60174	100-715-52001	28.74
ACE HARDWARE - ST. HELENS	9.30.21 60180	10/07/2021	MATERIALS ACE ACCT 60180	100-709-52023	56.56
CIS Trust	I2021-01	10/07/2021	PROPERTY / LIABILITY 2021-20...	100-715-52016	7,122.10
<b>Fund 100 - GENERAL FUND Total:</b>					<b>32,930.03</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
CITY OF ST. HELENS	10.7.21	10/07/2021	TEMP OCC HAUNTED HOUSE P...	201-000-52028	209.03
ACE HARDWARE - ST. HELENS	9.30.21 60181	10/07/2021	ACE MATERIALS ACCT 60181	201-000-52028	29.98
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>239.01</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
JH KELLY LLC	JS 281556	10/04/2021	COL PAC FOOD BANK RENO	202-721-52096	148,915.25
MAYER REED INC	13030	10/07/2021	ST HELENS RIVERWALK	202-723-52055	44,249.00
MAYER REED INC	13031	10/07/2021	ST HELENS RIVERWALK	202-723-52055	3,287.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>196,451.25</b>
<b>Fund: 205 - STREETS</b>					
DAVID EVANS AND ASSOCIATE...	490694	10/07/2021	COLUMBIA BLVD. SIDEWALK R...	205-000-53001	333.16
DAVID EVANS AND ASSOCIATE...	494291	10/07/2021	COLUMBIA BLVD. SIDEWALK R...	205-000-53001	94.80
<b>Fund 205 - STREETS Total:</b>					<b>427.96</b>
<b>Fund: 301 - STREETS SDC</b>					
DAVID EVANS AND ASSOCIATE...	490694	10/07/2021	COLUMBIA BLVD. SIDEWALK R...	301-000-53001	333.15
DAVID EVANS AND ASSOCIATE...	494291	10/07/2021	COLUMBIA BLVD. SIDEWALK R...	301-000-53001	94.79
<b>Fund 301 - STREETS SDC Total:</b>					<b>427.94</b>
<b>Fund: 601 - WATER</b>					
CITY OF COLUMBIA CITY	9.26.21	10/04/2021	001754-001	601-732-52003	84.93
STEVEN R. WABSCHALL	10.6.21	10/06/2021	WWTP DRC RESPONSIBILITY J...	601-732-52019	1,500.00
HACH	12672186	10/06/2021	REAGENT SET CHLORINE FREE ...	601-731-52001	76.07
HACH	12672186	10/06/2021	REAGENT SET CHLORINE FREE ...	601-732-52001	141.28
NORTHSTAR CHEMICAL	207582	10/06/2021	SODIUM HYPOCHLORITE 12.5%	601-732-52083	698.35
LAWRENCE OIL COMPANY	CFSI-4422	10/06/2021	247752 WATER	601-732-52022	97.82
SAMUEL ORTIZ-	10.6.21	10/07/2021	REIMB WATER CERT APP / PSI ...	601-732-52018	147.00
ACE HARDWARE - ST. HELENS	9.30.21 60181	10/07/2021	ACE MATERIALS ACCT 60181	601-731-52001	148.98
<b>Fund 601 - WATER Total:</b>					<b>2,894.43</b>
<b>Fund: 603 - SEWER</b>					
ADVANCED ELECTRICAL	213465	10/05/2021	WWTP ELECTRICAL	603-736-52019	265.00
ACE HARDWARE - ST. HELENS	9.30.21 60179	10/06/2021	60179 ACE ACCT MATERIALS	603-735-52001	9.99
SUNSET AUTO PARTS INC - NA...	9.30.21	10/06/2021	AUTO PARTS ACCT 6355	603-735-52001	4.93
COLUMBIA RIVER PUD	10.4.2021	10/07/2021	38633 594 S 9 ST POWER	603-737-52003	10,549.89
ACE HARDWARE - ST. HELENS	9.30.21 60180	10/07/2021	MATERIALS ACE ACCT 60180	603-736-52001	62.57
ACE HARDWARE - ST. HELENS	9.30.21 60180	10/07/2021	MATERIALS ACE ACCT 60180	603-736-52001	30.48
ACE HARDWARE - ST. HELENS	9.30.21 60180	10/07/2021	MATERIALS ACE ACCT 60180	603-737-52001	62.57
ACE HARDWARE - ST. HELENS	9.30.21 60180	10/07/2021	MATERIALS ACE ACCT 60180	603-737-52001	30.48
ACE HARDWARE - ST. HELENS	9.30.21 60180	10/07/2021	MATERIALS ACE ACCT 60180	603-738-52001	22.99
<b>Fund 603 - SEWER Total:</b>					<b>11,038.90</b>
<b>Fund: 605 - STORM</b>					
ACE HARDWARE - ST. HELENS	9.30.21 60181	10/07/2021	ACE MATERIALS ACCT 60181	605-000-52001	4.59
<b>Fund 605 - STORM Total:</b>					<b>4.59</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
U.S BANK EQUIPMENT FINANCE	453975625	10/04/2021	CONTRACT PAYMENT EQUIPM...	702-000-52006	342.77
COMCAST	9.21.21	10/04/2021	COMCAST CABLE 8778108990...	702-000-52003	1,833.53
CENTURY LINK	9.25.21	10/04/2021	966B	702-000-52010	338.14
MORE POWER TECHNOLOGY ...	12292	10/06/2021	PREMIUM AGREEMENT MON...	702-000-52019	11,097.15
SOLUTIONS YES	INV291168	10/07/2021	PRINT CHARGES CITY HALL PRI...	702-000-52006	25.78
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>13,637.37</b>
<b>Fund: 703 - PW OPERATIONS</b>					
COLUMBIA COUNTY COMM. J...	20218CSH	10/04/2021	WORK CREW	703-734-52019	375.00
KINNEAR SPECIALTIES INC	5030952	10/04/2021	HOSE ASSEMBLY	703-734-52099	174.42
HUDSON GARBAGE SERVICE	11486266	10/06/2021	CASCADES TISSUE SITE	703-734-52023	131.84
SUNSET AUTO PARTS INC - NA...	9.30.21	10/06/2021	AUTO PARTS ACCT 6355	703-734-52099	99.02
SUNSET AUTO PARTS INC - NA...	9.30.21	10/06/2021	AUTO PARTS ACCT 6355	703-734-52099	42.33
SUNSET AUTO PARTS INC - NA...	9.30.21	10/06/2021	AUTO PARTS ACCT 6355	703-734-52099	80.99
SUNSET AUTO PARTS INC - NA...	9.30.21	10/06/2021	AUTO PARTS ACCT 6355	703-734-52099	81.98
SUNSET AUTO PARTS INC - NA...	9.30.21	10/06/2021	AUTO PARTS ACCT 6355	703-734-52099	208.48
MCCOY FREIGHTLINER	C108131499401	10/06/2021	SENSOR	703-734-52099	266.94
LAWRENCE OIL COMPANY	CFSI-4422	10/06/2021	247748 PUBLIC WORKS	703-734-52022	1,354.39
LAWRENCE OIL COMPANY	CFSI-4422	10/06/2021	247750 PUBLIC WORKS	703-734-52022	196.35
MCCOY FREIGHTLINER	R0811997501	10/06/2021	VEHVEHICLE INSPECTION	703-734-52099	191.28
COLUMBIA RIVER FIRE AND RE...	21-09 SEPT	10/07/2021	SHARED COST JOINT MAINT	703-734-52099	4,049.75
ACE HARDWARE - ST. HELENS	9.30.21 60181	10/07/2021	ACE MATERIALS ACCT 60181	703-734-52001	11.97
ACE HARDWARE - ST. HELENS	9.30.21 60181	10/07/2021	ACE MATERIALS ACCT 60181	703-734-52001	7.59
ACE HARDWARE - ST. HELENS	9.30.21 60181	10/07/2021	ACE MATERIALS ACCT 60181	703-734-52001	11.18
ACE HARDWARE - ST. HELENS	9.30.21 60181	10/07/2021	ACE MATERIALS ACCT 60181	703-734-52001	68.72
ACE HARDWARE - ST. HELENS	9.30.21 60181	10/07/2021	ACE MATERIALS ACCT 60181	703-734-52047	100.13
CARQUEST AUTO PARTS STOR...	9.30.21	10/07/2021	AUTO PARTS ACCT 315752	703-734-52099	281.30
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>7,733.66</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	704-000-53017	32.16
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	704-000-53017	23.99
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	704-000-53017	21.96
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	704-000-53017	94.86
ACE HARDWARE - ST. HELENS	9.30.21 -60176	10/04/2021	MATERIALS ACE ACCT 60176 - ...	704-000-53017	23.88
A + ENGRAVING LLC	1241	10/06/2021	NAME PLATES CONF ROOMS	704-000-53018	76.40
KEN LEAHY CONSTRUCTION INC	2110-1	10/06/2021	CAMPBELL PARK M 508	704-000-53027	33,889.14
PEAK ELECTRIC GROUP LLC	22196	10/06/2021	SR CENTER WALK IN COOLER /...	704-000-53025	10,917.51
PEAK ELECTRIC GROUP LLC	22594	10/06/2021	ELECTRICAL WORK WWTP	704-000-53017	1,741.30
GEODESIGN INC	232939	10/06/2021	CAMPBELL PARK M 508 12412...	704-000-53027	3,877.27
ACE HARDWARE - ST. HELENS	9.30.21 60180	10/07/2021	MATERIALS ACE ACCT 60180	704-000-53017	29.16
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>50,727.63</b>
<b>Fund: 705 - DEBT SERVICE</b>					
U.S BANK ST. PAUL	1846955	10/07/2021	FULL FAITH CREDIT REFUNDIN...	705-000-55002	119,845.89
<b>Fund 705 - DEBT SERVICE Total:</b>					<b>119,845.89</b>
<b>Grand Total:</b>					<b>436,358.66</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	32,930.03
201 - VISITOR TOURISM	239.01
202 - COMMUNITY DEVELOPMENT	196,451.25
205 - STREETS	427.96
301 - STREETS SDC	427.94
601 - WATER	2,894.43
603 - SEWER	11,038.90
605 - STORM	4.59
702 - INFORMATION SYSTEMS	13,637.37
703 - PW OPERATIONS	7,733.66
704 - FACILITY MAJOR MAINTNANCE	50,727.63
705 - DEBT SERVICE	119,845.89
<b>Grand Total:</b>	<b>436,358.66</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-37004	Miscellaneous	20.00
100-702-52019	Professional Services	1,310.10
100-703-52041	Community Support Funds	189.52
100-704-52001	Operating Supplies	6.70
100-704-52019	Professional Services	725.00
100-705-52001	Operating Supplies	8,198.22
100-705-52019	Professional Services	20.00
100-706-52003	Utilities	61.35
100-706-52033	Printed Materials	769.85
100-706-52034	Visual Materials	71.45
100-706-52035	Audio Materials	799.03
100-707-52001	Operating Supplies	75.94
100-707-52008	Printing	4,407.54
100-707-52019	Professional Services	1,360.50
100-708-52001	Operating Supplies	4,389.92
100-708-52019	Professional Services	750.00
100-709-52001	Operating Supplies	38.97
100-709-52003	Utilities	198.35
100-709-52023	Facility Maintenance	267.40
100-710-52011	Public Information	96.00
100-710-52087	Commission Stipends	510.00
100-711-52015	Intergovernmental Servic...	307.50
100-715-52001	Operating Supplies	243.74
100-715-52016	General Insurance	7,122.10
100-715-52023	Facility Maintenance	990.85
201-000-52028	Projects & Programs	239.01
202-721-52096	CDBG Grant Expenses	148,915.25
202-723-52055	Riverwalk Project	47,536.00
205-000-53001	Capital Outlay	427.96
301-000-53001	Capital Outlay	427.94
601-731-52001	Operating Supplies	225.05
601-732-52001	Operating Supplies	141.28
601-732-52003	Utilities	84.93
601-732-52018	Professional Development	147.00
601-732-52019	Professional Services	1,500.00
601-732-52022	Fuel	97.82
601-732-52083	Chemicals	698.35
603-735-52001	Operating Supplies	14.92
603-736-52001	Operating Supplies	93.05
603-736-52019	Professional Services	265.00
603-737-52001	Operating Supplies	93.05
603-737-52003	Utilities	10,549.89
603-738-52001	Operating Supplies	22.99

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
605-000-52001	Operating Supplies	4.59
702-000-52003	Utilities	1,833.53
702-000-52006	Computer Maintenance	368.55
702-000-52010	Telephone	338.14
702-000-52019	Professional Services	11,097.15
703-734-52001	Operating Supplies	99.46
703-734-52019	Professional Services	375.00
703-734-52022	Fuel	1,550.74
703-734-52023	Facility Maintenance	131.84
703-734-52047	Marine Board	100.13
703-734-52099	Equipment Operations	5,476.49
704-000-53017	Capital Outlay - Rec Center	1,967.31
704-000-53018	Capital Outlay - City Hall	76.40
704-000-53025	Capital Outlay - Sr Center	10,917.51
704-000-53027	Capital Outlay - Campbell ...	37,766.41
705-000-55002	Interest	119,845.89
<b>Grand Total:</b>		<b>436,358.66</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	436,358.66
<b>Grand Total:</b>	<b>436,358.66</b>



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

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

## Expense Approval Register

Packet: APPKT00

Item #13.

1

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

**Fund Summary**

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

**Account Summary**

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



**Account Summary**

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

**Project Account Summary**

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