



# COUNCIL REGULAR SESSION

Wednesday, October 07, 2020 at 7:00 PM

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## COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Ginny Carlson  
Councilor Stephen R. Topaz

<https://zoom.us/j/93209431597?pwd=S2h0VXo4cXhNRHNjeXJlQVdQOTFsUT09>

## LOCATION & CONTACT:

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### ORDINANCES – *Final Reading*

- 1. Ordinance No. 3256:** An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from the Suburban Residential (SR) and Public Lands (PL) Designations to the General Commercial (GC) Designation and the Zoning District Map from the Moderate Residential (R7) and Public Lands (PL) Zones to the Mixed Use (MU) Zone

### RESOLUTIONS

- 2. Resolution No. 1900:** A Resolution Determining that a Nuisance Exists Upon Property Located at 234 N. 16<sup>th</sup> Street Within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 3.** Street Vacation Petition for Portion of S. 2nd Street
- 4.** Agreement with TimmiSue Hald for Police Dept. Administrative Services Assistance
- 5.** Memorandum of Understanding & Maintenance Agreement with Oregon Made Creative Foundation
- 6.** Contract Payments

### CONSENT AGENDA FOR ACCEPTANCE

- 7.** Planning Commission Minutes dated August 11, 2020
- 8.** Parks & Trails Commission Minutes dated August 10, 2020
- 9.** Library Board Minutes dated August 10, 2020

### CONSENT AGENDA FOR APPROVAL

- 10.** Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated September 2 and 16, 2020

- [11.](#) Amendment to Police Sergeant Job Description
- [12.](#) Request for Proposals for Exclusive Towing Contract
- [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://zoom.us/j/93209431597?pwd=S2h0VXo4cXhNRHNjeXJlQVdQOTFsUT09>

**Meeting ID:** 932 0943 1597

**Call in:** 1 669 900 6833

**Passcode:** 128389

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City of St. Helens  
**ORDINANCE NO. 3256**

AN ORDINANCE TO AMEND THE CITY OF ST. HELENS COMPREHENSIVE PLAN  
MAP FOR CERTAIN PROPERTY FROM THE SUBURBAN RESIDENTIAL (SR) AND  
PUBLIC LANDS (PL) DESIGNATIONS TO THE GENERAL COMMERCIAL (GC)  
DESIGNATION AND THE ZONING DISTRICT MAP FROM THE MODERATE  
RESIDENTIAL (R7) AND PUBLIC LANDS (PL) ZONES TO THE MIXED USE (MU)  
ZONE

**WHEREAS**, applicant has requested to amend the City of St. Helens Comprehensive Plan Map and Zoning District Map for property identified as Columbia County Tax Assessor Map Number 4N1W-8BC-2600 and 4N1W-8CB-400 from the Suburban Residential, SR and Public Lands, PL designations to General Commercial, GC designation, and the Moderate Residential, R7 and Public Lands, PL zoning districts to the Mixed Use, MU zoning district, respectively; and

**WHEREAS**, the St. Helens Planning Commission did hold a duly noticed public hearing and did conclude to recommend such a change to the City Council; and

**WHEREAS**, the City Council did hold a duly noticed public hearing and did find that after due consideration of all the evidence in the record compared to the criteria, that they agreed with the application; and

**WHEREAS**, the Council has considered the findings of compliance with criteria and law applicable to the proposal.

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

**Section 1.** The above recitations are true and correct and are incorporated herein by reference.

**Section 2.** The City of St. Helens Comprehensive Plan Map is amended to change the plan designation boundaries of the Suburban Residential, SR and Public Lands, PL designations to the General Commercial, GC designation for the property described herein.

**Section 3.** The City of St. Helens Zoning District Map is amended to change the zoning district boundaries of the Moderate Residential, R7 and Public Lands, PL zones to the Mixed Use, MU zone for the property described herein.

**Section 4.** In support of the aforementioned Comprehensive Plan Map and Zone District Map Amendment, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "A"** and made part of this reference.

**Section 5.** The City Council finds that development or use of the subject property (the Millard Road Property) is required to comply with the City's Parks and Trails Master Plan adopted by Ordinance No. 3191, as amended, for the City's *community park* needs as described in said plan, but that the Ross Road Property, as depicted by **Attachment "B"** attached hereto, is an alternative to the Millard Road Property for this purpose.

**Section 6.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: September 16, 2020  
Read the second time: October 7, 2020

**APPROVED AND ADOPTED** this 7<sup>th</sup> day of October, 2020 by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder



**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Comprehensive Plan Map and Zoning District Map Change CPZA.1.20**

**APPLICANT:** City of St. Helens  
**OWNER:** City of St. Helens  
**ZONING:** Approximately 0.57 acres along the north side along Maple Street is zoned Moderate Residential, R7, with the remaining area zoned Public Lands, PL

**LOCATION:** 4N1W-8BC-2600 and 4N1W-8CB-400  
**PROPOSAL:** Comprehensive Plan Map change of entire property (approx. 23 acres) from Suburban Residential, SR and Public Lands, PL to General Commercial, GC.

Zoning District Map change of the entire property (approx. 23 acres) from Moderate Residential, R7 and Public Lands, PL to Mixed Use, MU.

**The 120-day rule (ORS 227.178) for final action for this land use decision is not an issue as the City is the applicant.**

**SITE INFORMATION / BACKGROUND**

The site is just over 23 acres of property located between Maple Street to the north and Millard Road to the south. The local School District owned the property for many years and used the site for wetland mitigation for school projects elsewhere. The School District owned the property until 2009.

The City annexed the property in 2009 (files A.1.09, Ordinance No. 3116; and A.2.09, Ordinance No. 3115). At the time of annexation, the City owned the approximate norther two-thirds and the Columbia Health District owned the remaining southerly approximate one-third.

In November 2010, the Columbia Health District Board of Directors voted unanimously to stop all work on a hospital project after taxing citizens to fund it. The failed hospital project resulted in dissolution of the Health District, which resulted in the County taking ownership of the property, who subsequently transferred the property to the City since it was in its municipal boundary. Thus, the City owns the entire property now.

The site lacks improvements except for frontage improvements (sidewalk, curb) along Millard Road installed as part of a failed hospital project, remnants of the failed hospital project within the southerly third, some underground utilities, and a wood pedestrian bridge spanning McNulty Creek towards the north end associated with trails.

The north quarter is heavily wooded around McNulty Creek. Topography is irregular. Area south of the wooded portion is generally open field with scattered trees, except around some wetlands where tree density increases. Topography is more level in this area. There are several wetlands on the site. Some are mitigation areas from past School District projects. Though a failed project, there is even mitigation area for the hospital that never was.

## PUBLIC HEARING & NOTICE

Hearing dates are as follows: August 11, 2020 before the Planning Commission and September 2, 2020 before the City Council.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on July 17, 2020 via first class mail. Notice was sent to agencies by mail or e-mail on the same date. Notice was published in the The Chronicle on July 22, 2020. Notice was sent to the Oregon Department of Land Conservation and Development on June 11, 2020.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

The “Millard Road property” currently owned by the City and the subject of this proposal consists of multiple parcels of land. Thus this CPZA is a legislative action as defined by Chapter 17.20 SHMC.

Pursuant to SHMC 17.20.020(2)(b), the Council must approve the concept for an application for a legislative application to be accepted. At their January 15, 2019 work session, the City Council directed staff to rezone the property to Mixed Use in its entirety. The Mixed Use (MU) zone requires a change to the Comprehensive Plan Map to the General Commercial (GC) designation.

### **SHMC 17.20.120(1) and (2) – Standards for Legislative Decision**

(1) The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.
- (e) A proposed change to the St. Helens zoning district map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens comprehensive plan map that facilitates a spot zoning is prohibited.

(2) Consideration may also be given to:

- (a) Proof of a change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or implementing ordinance which is the subject of the application.

### **(1)(a) Findings: This criterion requires analysis of the applicable statewide planning goals.**

The applicable goals in this case are: Goal 1, Goal 8, Goal 9, Goal 10, and Goal 12.

#### ***Statewide Planning Goal 1: Citizen Involvement.***

*Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.*

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. The City has met these requirements and notified DLCD of the proposal.

In addition to following its fundamental notification and public hearing requirements, the City vetted this proposal prior to this CPZA process, as summarized:

- City holds a **public forum on June 20, 2018** to discuss potential rezoning of the property. About six people provided oral input. The County Commissioners provided written input (letter dated June 20, 2018). There was some support for Mixed Use zoning, and some for R10 (low density residential) zoning. The location of a future park was discussed with some support, especially around McNulty Creek on the north end of the site.
- Staff discusses the rezoning with the **Parks Commission on August 13, 2018**. Parks Commission recommends Public Lands on north side to some extent for parkland and the remainder Mixed Use. There was also discussion about ensuring the park area had enough gradually sloped property (as opposed to the steeply sloped areas near McNulty Creek) to accommodate park facilities, including parking. The Parks Commission also wanted to see a pedestrian connection from Millard Road through the site (through the wetlands) to the bridge over McNulty Creek.
- **Housing Needs Analysis efforts October 2018 – August 2019** (for adoption). These efforts helped inform the zoning consideration of this property. We now have current information regarding housing supply. Per the HNA, the St. Helens UGB contains a significant surplus of all residential lands, *except* high density residential. The HNA also supports Mixed Use. *See Goal 10 discussion below.*
- Staff discusses the rezoning with the **Planning Commission on May 14, 2019** after the Housing Needs Analysis conclusions are known (but before adoption of the HNA). The Planning Commission supported Mixed Use zoning for the entire property. In regards to keeping some zoning Public Lands for a future park, the Commission noted the entire property could be zoned Mixed Use and the park on the north side zoned back to Public Lands once that boundary is determined. The Commission also noted that public parks are a conditionally permitted use in the Mixed Use zoning district. *See discussion about the Parks Master Plan below.*
- Staff discusses the rezoning with the **City Council at their June 5, 2019** work session. The Council directive: 1) a master plan for a park on north side along McNulty Creek, and 2) Public Lands zoning for the park and Mixed Use for the remainder.

- In the approximate **3<sup>rd</sup> quarter of 2019** staff works with a landscape architecture consulting firm and the **Parks Commission** to develop concept Master Plan for the park that contained two options differentiated by area. One option was focused on the north side of the site and the other most of the site.
- Staff discusses the rezoning with the **City Council** at their **January 15, 2020** work session. With some debate over the size of the park, the Council directive changed from the June 5, 2019 meeting, to zoning the property to Mixed Use in its entirety with no Public Lands zoning reservations.

**Finding:** Given the public vetting for the proposal, scheduled public hearings, and notice provided, **Goal 1** is satisfied.

***Statewide Planning Goal 8: Recreational Needs***

*It is the purpose of this goal to satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of the necessary recreational facilities including destination resorts.*

It is the purpose of the City's Parks & Trails Master Plan (2015) to establish the long-term framework for enhancing the livability of the community for residents, employees, and visitors for the next 10-15 years. The provision of parks, trails, and recreation facilities and amenities is a crucial aspect of the plan.

The subject property is included in the Parks & Trails Master Plan (2015) because a portion of it is forecasted as a future park. See ½ mile radius policy in the City's Comprehensive Plan, explained below.

Given that the development and implementation of the Parks and Trails Master Plan plays a keystone role in satisfying the recreational needs of citizens of the state, and visitors to the community, Goal 8 is satisfied only if the Parks & Trails Master Plan *in affect at the time of implementation* is met.

Under the current zoning, Public Lands, PL, public or private parks are a permitted use. Public park is also a permitted use in the Moderate Residential, R7 zone (note small portion of R7 zoning along the north side). Under the Mixed Use, MU zone, parks are a conditionally permitted use, which requires greater effort and uncertainty to establish a park. Thus, the Parks & Trails Master Plan can still be met with the proposal, though, not necessarily as easily.

**Finding: Goal 8** is technically satisfied. However, this proposal makes compliance with Goal 8 more difficult and less certain, given how it impacts the possibility of new park lands.

The Planning Commission recommended the City Council include a section in the adoption ordinance for this proposal that reads something like “development of this property shall comply with the City's adopted Parks Plan.” The City Council found this acceptable but

with the addition that the Ross Road Property be an alternative to the Millard Road Property for the City's community park needs.

***Statewide Planning Goal 9: Economic Development***

*It is the purpose of this goal to provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens*

This goal is satisfied when it can be shown that the proposal will not negatively affect industrial or other employment land, as such lands are catalysts to economic development.

**Finding:** Since this proposal will actually increase the amount of employment lands, **Goal 9** is satisfied.

***Statewide Planning Goal 10: Housing.***

*Goal 10 requires buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density*

This proposal relates to housing as it is changing the possible uses of land, as dictated by the City's Comprehensive Plan and Zoning Districts Maps.

St. Helens completed and adopted a Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI) in 2019 (Ordinance No. 3244). The results of the housing needs analysis indicate that the current St. Helens Urban Growth Boundary is sufficient to accommodate future housing needs, with a small deficiency of high density land for multi-family development.

Currently, zoned (predominately) Public Lands, PL as it has been for decades, no permanent residential use is allowed. In other words, the land does not contribute to the City's housing needs. However, if zoned Mixed Use, MU as proposed, note the following from the adopted Housing Needs Analysis:

- HNA pg. 21 it states: *While the overall UGB land supply is adequate to meet future demand, there is currently a need to utilize commercial/mixed use sites for specific amounts of high density (apartment) development.*
- In a 20-year forecast, under some housing needs calculation methods included the recommendation No. 5 (HNA pg. 43), some proportion (up to 8 acres) of existing commercial and mixed use land would be required to be used for residential (HNA pg. 43). This assumes a 15% residential composition of development (i.e., 15% residential and 85% non-residential) (HNA pg. 32).
- Changing the zoning of this land to Mixed Use, MU increases the mixed-use acreage within the St. Helens Urban Growth Boundary, thus increasing the probability the up-to-8-acre target can be met in the 20-year forecast. Most housing types are possible in the Mixed Use zone including multi-family development.

A small portion of the property on the north side is zoned Moderate Residential, R7. While other adjacent property that is within City limits is zoned R7, and there are arguments to favor this zoning for land use continuity in the area, the HNA identifies a surplus of medium and low density lands. **Thus, there is not a need for R7 zoned lands**, while Mixed Use zoning actually satisfies an identified need. Further, the R7 zoned portion is comparatively small to the rest of the property at approximately 25,000 square feet (0.57 ac.) and substantially encumbered by floodplain and riparian area associated with McNulty Creek.

Before the public hearing process, the City received some comments suggesting that the appropriate zone for the property is Suburban Residential, R10. The HNA identifies a considerable surplus of low density zoning. Thus, **R10 would not meet an identified need and there is no adjacent or nearby R10 zoning**. R10 is inappropriate zoning designation for this site.

**Finding:** Because the Mixed Use, MU zoning meets an identified need in the City adopted Housing Needs Analysis and the Public Lands, PL zoning does not contribute to housing need, **Goal 10** is satisfied.

### ***Statewide Planning Goal 12: Transportation***

*Goal 12 requires local governments to “provide and encourage a safe, convenient and economic transportation system.” Goal 12 is implemented through DLCD’s Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.*

Traffic impact is required to be analyzed as part of a plan amendment or zone change application, pursuant to Chapter 17.156 SHMC. See Section (d) for a more detailed discussion of the TPR and implementing ordinances.

**Finding:** Traffic impact is required to be analyzed as part of a plan amendment or zone change application, pursuant to Chapter 17.156 SHMC. See Section (d) for a more detailed discussion of the TPR and implementing ordinances. Based on Section (d) below, Goal 12 is met.

### **(1)(b) Findings: This criterion requires analysis of any applicable federal or state statutes or guidelines.**

There are no known additional federal or state statutes or guidelines not already addressed elsewhere herein.

### **(1)(c) Findings: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices and maps.**

**For these findings, the comprehensive plan addendums will be examined followed by policies.**

**Comprehensive Plan Addendums:**

The applicable addendums to the Comprehensive Plan include the **Economic Opportunities Analysis** (Ord. No. 3101), **Waterfront Prioritization Plan** (Ord. No. 3148), **Transportation Systems Plan** (Ord. No. 3150), **Corridor Master Plan** (Ord. No. 3181), **Parks & Trails Master Plan** (Ord. No. 3191), **Riverfront Connector Plan** (Ord. No. 3241), and **Housing Needs Analysis** (Ord. No. 3244).

The applicable addendums are:

**Economic Opportunities Analysis (EOA):** The 2008 Economic Opportunities Analysis notes a shortage of zoned commercial lands of about 10 acres. Though this information is dated and many lands have been changed to commercial from something else since 2008, it still suggests a lower commercial land inventory. Public Lands, PL zoning does not advance the EOA. Mixed Use, MU does.

**Transportation Systems Plan (TSP):** The 2011 Transportation Systems Plan identifies a transportation connection between Millard Road and Maple Street. Zoning this property Mixed Use will not prohibit the ability for future development to accommodate a transportation connection through the site.

**Parks & Trails Master Plan:** In Chapter 4, the 2015 Parks and Trails Master Plan analyzes future population growth and makes recommendations about how many acres and of what type of parks will be needed to meet the statewide recommended level of service. It recommended development of the Millard Road city-owned property into a \*community park to help meet this guideline.

\*The Parks and Trails Master Plan identifies a variety of different types of parks, open space areas, and recreational venues, each designed to provide a specific type of recreation experience or opportunity. The Plan describes community parks as follows:

**Community parks** are typically larger in size and serve a broader purpose than neighborhood parks. Their focus is on meeting the recreation needs of several neighborhoods or large sections of the community, as well as preserving unique landscapes and open spaces. Community parks are typically 15-100 acres, depending on the spatial requirements of the facilities provided and the amount of land dedicated to natural resource protection. Community parks provide both active and passive recreation opportunities that appeal to the entire community serving an area within approximately 15 minutes driving time. While a community park may be proximate to a neighborhood and can provide typical neighborhood park amenities, they are normally designed as a “drive-to sites.” Community parks typically accommodate large numbers of people, and offer a wide variety of facilities, such as group picnic areas and large shelters, sports fields and courts, children’s play areas, swimming pools and splash pads, community gardens, extensive pathway systems, community festival or event space, and green space or natural areas. Community parks

require additional support facilities, such as off-street parking and restrooms and as such can also serve as regional trailheads.

As noted under the findings for *Statewide Planning Goal 8* above, the change to Mixed Use, MU zoning makes advancing the Parks and Trails Master Plan more difficult and less certain as parks will be a conditionally permitted use instead of a permitted use.

**At their June 5, 2019 Work Session, the City Council unanimously supported (with Councilor Carlson absent) a master plan for the north side of the property by the creek.** Around the 3<sup>rd</sup> quarter of 2019, staff worked with Mackenzie (consultants) and the Parks Commission, including the Council Liaison Council President Morten, to develop concept park master plan for this property with two options differentiated by area. Though not adopted, these represent *potential community parks*.

The Planning Commission recommended the City Council include a section in the adoption ordinance for this proposal that reads something like “development of this property shall comply with the City’s adopted Parks Plan.” The City Council found this acceptable but with the addition that the Ross Road Property be an alternative to the Millard Road Property for the City’s community park needs.

**Housing Needs Analysis:** See findings for *Statewide Planning Goal 10* above.

### **Comprehensive Plan policies:**

Noteworthy and applicable policies are:

#### **SHMC 19.08.020 Economic Goals and Policies**

(3)(j) Allocate adequate amounts of land for economic growth and support the creation of commercial and industrial focal points.

(3)(m) Make commercial designation large enough to accommodate a large variety of commercial development with sufficient buffers.

The site is large (23.16 acres or 15.63 acres less estimated sensitive lands area) enough to create a new commercial node, which is possible under the Mixed Use, MU zoning. It also adds this much acreage to the City’s employment land base. The property is long and narrow (comparatively), but still exceeds 500 in width, which should be able to accommodate required buffers from surrounding residential lands.

#### **SHMC 19.08.030 Public Services and Facilities Policies**

(3)(o) Develop a program whereby the city’s park system can be maintained or expanded to serve the needs of anticipated growth...

(3)(p) Acquire sites for future parks as identified on the comprehensive plan map as far in advance as possible to have sites be within ½ mile of residential areas.



Chapter 4 of the Parks & Trails Master Plan analyzes the service area of a ½ mile radius to residential areas suggested in (3)(p) and recommends development of a portion of the subject property into a community park to help meet this guideline. As already noted above, the proposal makes establishing a park more difficult.

Given the ½ mile radius provision and lack of other formally identified properties in the SW quadrant of the City, the subject property is important for the City's future recreational needs.

The City Council recognizes this and that the Ross Road Property is comparable in net acreage to the Millard Road Property, both of which are located in the SW quadrant of the City. Thus, based on the Planning Commission recommendation that a section be included in the Ordinance stating compliance with the Parks and Trails Master Plan, the City Council adds that the Ross Road Property is an alternative to the Millard Road Property for the City's future community park needs.

A Ross Road Property exhibit will be included in the ordinance for this proposal to supplement the current Parks and Trails Master Plan for community park considerations.

**(1)(d) Findings: This criterion requires analysis of the applicable provisions of the implementing ordinances.**

The key implementing ordinance for consideration is **SHMC 17.08.060, Transportation planning rule compliance:**

(1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")). "Significant" means the proposal would:

(a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

(b) Change standards implementing a functional classification system; or

(c) As measured at the end of the planning period identified in the adopted transportation system plan:

(i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;

(ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or

(iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.

In addition, SHMC 17.156.030 traffic impact analysis applicability includes:

(1) A change in zoning or a comprehensive plan amendment designation, except when the change will result in a zone or plan designation that will result in less vehicle trips based on permitted uses (e.g., from a high density residential district to a lower density residential district or from a commercial district to a residential district);

Thus, whether or not the transportation facility will be significantly impacted needs to be examined. Impacts are often determined by Traffic Impact Analyses (TIAs), which can be required for **zoning/comprehensive plan map amendments** and **actual development**.

- Analysis for zoning/comprehensive plan map amendments are based on planning level documents.
- Analysis for actual development is based on the assumed (based on traffic professional industry standard modeling) real world impacts.

***\*\*As this is a zoning/comprehensive plan map amendment proposal, findings pertain to planning level analysis.\*\****

First, let's compare vehicular trip rates based on the 9<sup>th</sup> ed. of the Institute of Transportation Engineers (ITE) Trip Generation Rates.

Permitted uses under the current Public Lands, PL zoning with notably high trip rates include:

Description	ITE Code	Units	Weekday	AM	PM
Elementary School	520	KSF	15.43	5.20	1.21
Middle/ JR. High School	522	KSF	13.78	4.35	1.19
High School	530	KSF	12.89	3.06	0.97
Junior/ Comm. College	540	KSF	27.49	2.99	2.54
Library	590	KSF	56.24	1.04	7.30

Of these uses, the maximum total average weekday trips possible is 56.24 with a maximum AM and PM peak of 5.20 and 7.30. All are based on per 1,000 s.f. gross floor area.

Comparable non-residential permitted uses possible in the Mixed Use Zone that are not listed above (for the PL zone trips) and have higher trip rates.

Description	ITE Code	Units	Weekday	AM	PM
Free-Standing Discount Store	815	KSF	57.24	1.06	4.98
Hardware/Paint Store	816	KSF	51.29	1.08	4.84
Shopping Center	820	KSF	42.70	0.96	3.71

These uses have comparable trip rates. Though some retail and eating/drinking establishments have higher rates, they are less likely for several reasons due to location, sensitive lands and park lands (described below).

Also, the closest intersection of significance is Millard/US30. ODOT is planning to install a traffic signal along with other intersection improvements. According to ODOT's website (<https://www.oregon.gov/odot/projects/pages/default.aspx>), construction of this \$7.5 million project is currently forecast for 2021. The ODOT project is anticipated to make up for any functional issues this proposal may cause at this intersection.

The Mixed Use, MU zoned also allows residential uses. So that should be examined as well. The total acreage of the site after removing estimated sensitive lands is 15.63 acres. A typical permitted use would be a detached single-family development.

In the MU zone, the General Residential, R5 standards applies to this type of development. If 20% is removed for public facilities per Chapter 17.56 SHMC, the net developable area is about 12.5 acres (i.e., 15.63 – 3.13 acres).

This equates to 544,500 square feet. Per the R5 zone, the minimum lot size is 5,000 square feet.  $544,500/5,000 = 109$  lots. Less lots are likely as this does not take into account park lands, rights-of-way/streets and other factors. The trip rate for apartments (ITE Code 210) is 9.52 average weekday trips per. This equates to 1,038 trips. A Library Services (ITE Code 590—see above) building that is 25,000 square feet in size would result in a comparable total trip rate; this use is possible under current zoning, thus, the reasonably expected residential use for the MU zone is not worse than the reasonably anticipated use on the PL zone.

The City's adopted planning documents identify this property as a community park. Per the Parks and Trails Master Plan, community parks are typically larger in size typically 15-100 acres. Thus based on the City adopted planning documents, much if not all, of the property can be viewed as parkland for the purpose of traffic impact review for this proposal. City parks have trips rates as follows:

Description	ITE Code	Units	Weekday	AM	PM
City Park	411	Acres	1.89	4.50	3.50

The rates are much less than others. Note this is per acre, not per 1,000 square feet.

In conclusion, based on the City's adopted documents as they pertain to park lands, the transportation planning rule (TPR) is met. In addition, comparing other uses reasonably expected to occur, the TRP is met. That Millard Road/US30's capacity will be enhanced by an ODOT planned project is an additional aid (safety net) to the TPR compliance. Finally, Traffic Impact Analysis can still be required for actual development.

**(1)(e) Findings: This criterion is intended to prevent spot zoning.**

Spot zoning is defined by Chapter 17.16 SHMC as follows:

"Spot zoning" means rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

This proposal would place Mixed Use zoning in area that currently has none. However, it is a very large parcel, and Mixed Use accommodates a variety of uses, many of which are similar to the surrounding uses.

**(2) Findings: This criterion allows consideration of proof of a change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or implementing ordinance which is the subject of the application.**

The site has had a predominant Comprehensive Plan designation of Public Lands, PL since at least 1978. When annexed in 2009 (Ord. No. 3115 and 3116) it was zoned Public Lands, PL accordingly.

The much smaller portion of the site lying north of McNulty Creek has had a Comprehensive Plan designation of Rural Suburban Unincorporated Residential, RSUR since at least 1978. When annexed in 2009 (Ord. 3115) the Comprehensive Plan designation changed to Suburban Residential, SR (incorporated) and the Moderate Residential, R7 zone was established accordingly.

No evidence of mistake or error.

#### **CONCLUSION & DECISION**

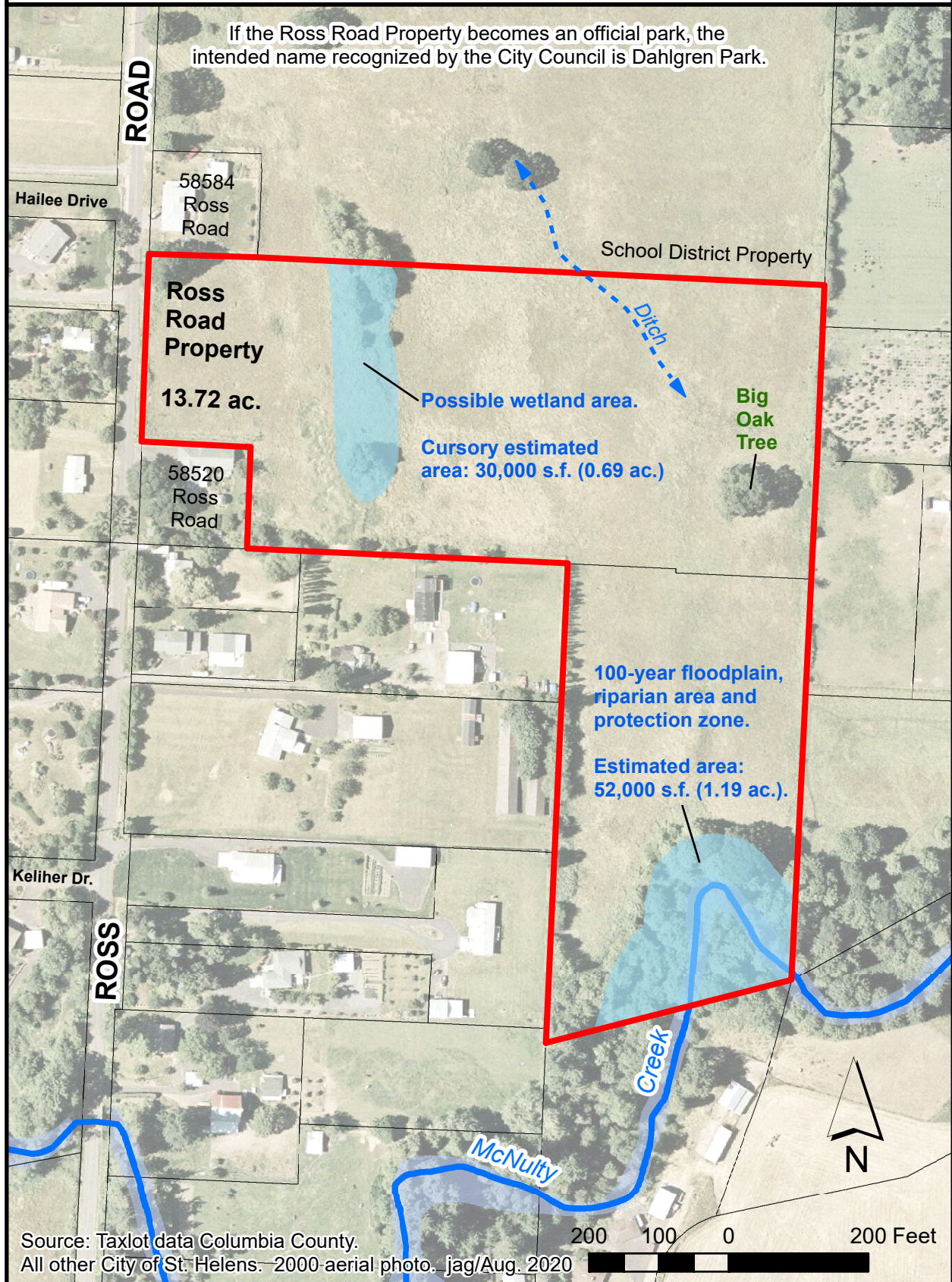
**Based upon the facts and findings herein, the City Council approves this proposal, with an added section to the adoption ordinance that includes the Ross Road Property and an alternative to the Millard Road Property for the City's community park needs based on the Parks and Trails Master Plan.**

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

\_\_\_\_\_  
Date



## ORD No. 3256 - ATTACHMENT "B" - Ross Road Property



**City of St. Helens**  
**RESOLUTION NO. 1900**

**A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY  
 LOCATED AT 234 N 16<sup>TH</sup> STREET WITHIN THE CITY OF ST. HELENS AND  
 DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID  
 PREMISES**

**WHEREAS**, St. Helens Municipal Code (SHMC) Section 8.14.040(4) provides that "A structure is unfit for human occupancy whenever the building official finds that such structure is unsafe, unlawful or, because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this chapter, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public;" and

**WHEREAS**, the primary residential structure located at 234 N 16TH STREET, St. Helens, Oregon was determined by the Building Official to be in violation of one or more provisions of Chapter 8.14 of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance.

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

**Section 1.** The primary residential structure at 234 N 16TH STREET, St. Helens, Oregon constitutes a nuisance under SHMC Chapter 8.14.040(4), due to the lack of potable water creating an insanitary condition for the occupants and the public. The structure was previously posted to as uninhabitable but that posting has not resolved the problem of persons occupying the premises without legal, potable water. Council hereby directs that the premises located at 234 N 16TH STREET be vacated immediately and until such time that a legal, potable water service is restored.

**Section 2.** Pursuant to SHMC 8.2.220, Council hereby delegates a temporary remedy of boarding up the vacated structure so as to prevent entry into the structure. The owner or owner's designee shall cause such boarding up shall take place within thirty days of this resolution and shall remain in place and maintained until such time as the residence is deemed fit for human occupancy and intended to be occupied.

**Section 3.** Council hereby directs a notice to be posted at 234 N 16TH STREET, St. Helens, Oregon which contains: a description of the real property, by street address or otherwise; a direction to vacate the property until a legal potable water service is restored; a statement that unless such vacated structures are sufficiently secured to prevent access into them within thirty days of this resolution, the City will perform temporary nuisance abatement and secure said structures and that the costs shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

**Section 4.** The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in section 3, supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

**Approved and adopted** by the City Council on October 7, 2020, by the following vote:

Ayes:

Nays:

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

ATTEST:

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



**CONSENT TO VACATION OF PUBLIC WAY**

The undersigned, being the owner(s) of real property located in the affected area of the request by

Brian Zender/Equity Trust Custodian to vacate a portion of a public right of way, hereby

Petitioner's Name

consent(s)\* to the vacation of that portion described as the west half of the S. 2nd Street  
right-of-way abutting Lots 21 and 22, Block 24 not previously vacated  
of the St. Helens Subdivision, St. Helens, Columbia County, Oregon.

*Please see attached plot plan.*

The map and taxlot of the

property owned by the undersigned is:

4NIW-300-100 and  
4NIW-380-990

The address of our property is: N/A

☐ **My property is abutting by physically fronting the portion of the right-of-way being vacated.**

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

*\*Per ORS 271.080(2), the petitioner must have the consent of the property owners of all abutting properties and not less than two-thirds of the real property owners located in the affected area.*



Distance from school to nearest reef (m)	Number of fish in school
0	100
25	75
50	50
100	25

$$1'' = 100'$$

em #3.





September 29, 2020

Re:  
495 and 497 S. 2<sup>nd</sup> St.,  
St. Helens, OR 97051  
4N1W03-CA-00500

Request for portion of public way to be vacated to property owner

Property zoning:  
Apartment residential AR

Although the subject lots are indicated as tax lot 500, the land parcel is 2 separate lots with an established common boundary line (see drawing sheet A0.1)

The north and south lots were purchased together with the aim of developing two single family residences with scenic river views while minimally impacting the surrounding existing residences. A design strategy of utilizing shallow sloping roofs and generously sized open spaces at the side and rear yards are intended for the new building structure to fit into the existing neighborhood context with a “good neighborly” height and three dimensional bulk. Traditional steeply pitched roof forms built to the maximum allowable building height and maximizing the site’s allowable floor areas with habitable space have been foregone in consideration of the site plan and building’s effect on its neighbors’ views and access to natural light and the relationship between the new construction’s scale and the existing neighborhood context.

The south lot cannot be developed separately from the north lot. Vehicular access from the front of the south lot is precluded by a narrowly truncated public right of way with steeply sloping topography. A public street cannot be developed to serve the frontage of the south lot. The only available option for vehicular access to the south lot is by a site plan and building design configuration with a vehicular access easement and a shared driveway over the north lot along its northern property line and a shared garage approach/ backup area adjacent to the west property line of the north lot. (see attached site plan drawing and aerial photograph – sheet A0.1).

A design of two townhomes (each of 2 stories and approx. 2,100 s.f.) have been developed to overcome the disadvantages of the site’s particular features.

A previous vacation of public way to private ownership created 2 small triangular lots of 436 s.f. and 808 s.f. for the owner of tax lot 500. The 2 triangular lots are basically islands without contiguous boundaries to the main property’s boundaries.

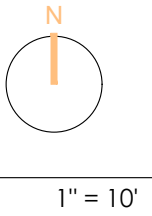
A vacation of the public way adjacent to the subject property is requested for the following reasons:

- The incapacity of the public right of way to serve the frontage the south lot with vehicular access creates a physical and economic disadvantage with a resulting site and building design configuration that requires either an additional fifteen or twenty more feet of lot width dedicated to non-buildable lot width (by satisfying the planning code's requirement for the necessary vehicular access easement) than if the two lots were able to be developed in a standard fashion with vehicular access at their frontages.
- Granting the request will allow for high quality project that can fully take advantage of its river view and achieve a market value that will contribute more to the city's tax revenues than if the lots are developed without the requested vacation of the public way.
- The vacated public way portion will allow for the isolated 436 s.f and 808 s.f. lot portions to be joined with main lot portions for continuous lots with better efficiency and utilization of the land.
- Granting the request will relieve the city of responsibility for maintaining this small portion of land of uneven topography and large amounts of vegetation.





1 PROPOSED SITE PLAN W/ REQUESTED VACATED PORTION OF PUBLIC WAY INDICATED



Item #3

c2design

1332 SE 44th Ave.  
Portland, OR 97215  
503.320.8090  
www.c2design.biz

project

Knob Hill Townhouses

495 & 497 S. Second Street  
St. Helens, OR 97051

This document and the ideas and designs incorporated, as an instrument of professional service, are the property of c2design and are not to be used, in whole or part, for any reason without the written authorization of c2design

The original sheet size of this drawings is 22" x 34". If this sheet is not 22" x 34", it is not to scale. Do not scale drawing

c2design © 2008

client

Brian Zender  
3050 Sundown Lane  
Bellingham, WA 98226

9/29/2020

issue/revisions


project no.

1120

issue date

sheet title

Site Plan

sheet number

A0.1

Page 24





1 PROPOSED 2 TOWN HOUSES & SITE PLAN W/ REQUESTED VACATED PORTION OF PUBLIC WAY INDICATED

This document and the ideas and designs incorporated, as an instrument of professional service, are the property of c2design and are not to be used, in whole or part, for any reason without the written authorization of c2design

THE ORIGINAL SHEET SIZE OF THIS DRAWINGS IS 22" x 34". IF THIS SHEET IS NOT 22" x 34", IT IS NOT TO SCALE. DO NOT SCALE DRAWING

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client

Brian Zender  
3050 Sundown Lane  
Bellingham, WA 98226

9.29.2020

issue/revisions


project no. 1120 issue date

sheet title  
Site Plan

sheet number

A0.2

**City of St. Helens**  
**PERSONAL SERVICES AGREEMENT**

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **TimmiSue Hald** (“Contractor”).

**RECITALS**

**A.** The City is in need of immediate administrative assistance due to a backlog of reports and Contractor is qualified and prepared to provide such services.

**B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

**AGREEMENT**

**1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to Police Department Administrative services, and Contractor accepts such engagement. The principal contact for Contractor shall be TimmiSue Hald, phone:503-396-0456.

**2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

**3. Term.** Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on September 30, 2021. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties.

**4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment A.

**5. Payment.**

**5.1** The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment A, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses.

**5.2** Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the

undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

**5.3** The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

**5.4** Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

**5.5** Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

**6. Document Ownership.** Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

**7. Notices.** All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

**CITY:** City of St. Helens  
Attn: City Administrator  
265 Strand Street  
St. Helens, OR 97051

**CONTRACTOR:** TimmiSue Hald  
PO Box 28  
St. Helens, OR 97051

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

**8. Standard of Care.** Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

**9. Consequential Damages.** Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

## **10. Insurance.**

**10.1** At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

**10.2** All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

**10.3** Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

**10.4** At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

**10.5** The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

**11. Termination.** Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

**12. No Third-Party Rights.** This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

**13. Modification.** Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

**14. Waiver.** A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

**15. Indemnification.** Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall defend, indemnify and hold harmless the City and its officers, employees, elected officials, volunteers and agents from any and all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.



**16. Governing Laws.** This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

**17. Compliance with Law.**

**17.1** Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

**17.2** Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

**17.3** Contractor is a “subject employer,” as defined in ORS 656.005, and shall comply with ORS 656.017.

**17.4** Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

**17.5** Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. N/A]

**18. Confidentiality.** Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

**19. Publicity.** Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

**20. Succession.** This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties’ partners, successors, executors, administrators and assigns.

**21. Assignment.** This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor’s interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

**22. Default.**

**22.1** A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice

diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

**22.2** Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

**22.3** Should a dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Agreement.

**22.4** If a default occurs, the party injured by the default may terminate this Agreement and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

**23. Attorney Fees.** If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

## **24. Inspection and Audit by the City.**

**24.1** Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

**24.2** The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

**24.3** This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**25. Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

**26. Severance.** If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

**IN WITNESS WHEREOF,** the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

**CITY:**

**CITY OF ST. HELENS**

Council Meeting Date: 10/7/20

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**CONTRACTOR:**

**TimmiSue Hald**

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

## ATTACHMENT A

### Scope of Work, Performance Expectations and Compensation

Beginning October 1, 2020, and continuing until September 30, 2021 or otherwise provided in the contract documents, Contractor will provide administrative support and assistance to the City of St. Helens consisting of the following:

#### SCOPE OF WORK

Assisting the Police Records Specialist with administrative support to include, but not limited to, records processing, citation processing, LEDS entries, and various other records administration duties.

#### PERFORMANCE EXPECTATIONS NOT IDENTIFIED ELSEWHERE IN THE SCOPE OF WORK

**Attendance and dependability:** Contractor will report to the Police Department at scheduled times; will return phone calls and emails within reasonable time; will work conscientiously, accurately, and thoroughly.

**Proper attire:** Contractor will wear appropriate attire while on City of St. Helens government premises.

**Communication:** A copy of any written professional correspondence will be kept in the Police Department files or a separate binder with all professional correspondence.

**Professional relationships:** Establish and maintain professional working relationships with Police Department personnel, City officials, and the public.

**Availability:** Be generally available to communicate with and answer questions of City officials and Police Department employees.

#### COMPENSATION

Contractor will provide such services as an independent contractor and not as an employee. She shall be entitled to receive an hourly rate of \$24 (twenty-four) per hour for her services to St. Helens. All hours of work shall be approved by the City in advance of performance.

Any business licenses requirements associated with contract's services provided specifically and limited thereof to this contract will be paid by the City.

Consistent with Section 10 of this agreement the City agrees to pay for any City required insurance premium costs. Such premium costs have been considered in the calculation of the hourly rate of pay in this agreement.

## ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

TYPE OF INSURANCE	LIMITS OF LIABILITY		REQUIRED FOR THIS CONTRACT
General Liability	Each occurrence	\$1,000,000	WAIVED Initials of City Administrator: _____
	General Aggregate	\$2,000,000	
	Products/Comp Ops Aggregate	\$2,000,000	
	Personal and Advertising Injury	\$1,000,000	
		w/umbrella or \$1,500,000 w/o umbrella	
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000	NO
Workers’ Compensation	Per Oregon State Statutes If workers compensation is not applicable, please initial here _____. State the reason it is not applicable: _____		NO
Professional Liability	Per occurrence  Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	NO

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

City Administrator  
City of St. Helens  
P.O. Box 278  
St. Helens, OR 97051

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

## **Memorandum of Understanding and Maintenance Agreement Between City of St. Helens & The Oregon Made Creative Foundation**

This Memorandum of Understanding & Maintenance Agreement (“Agreement”), dated the 2<sup>nd</sup>, September, 2020 (the “Effective Date”), is by and between the City of St. Helens (“the City”) and the Oregon Made Creative Foundation (hereinafter, “OMCF”) (all together, collectively the “Parties”).

### **A. Recitals**

1. OMCF and the City are in collaboration on the installation of a sign (hereinafter “New Feature”) to be placed in the City of St. Helens.
2. This Maintenance Agreement is solely between the City and OMCF, as it relates to the ongoing maintenance of this New Feature.
3. The New Feature was installed as part of the Historic Oregon Film Trail.

### **B. Intent of this Agreement**

This Agreement memorializes the Parties’ agreement and understandings regarding the maintenance of the New Feature to be placed at the City of St. Helens. The purpose of this Agreement is to outline specific actions each Party will take to cost-effectively maintain the New Feature.

The Agreement shall be in place for ten (10) years from the date that all parties have signed it.

### **C. Understanding of the Parties:**

#### **1. OMCF will:**

- a. Provide the signage to be placed on site and pay for the installation costs associated with the New Feature.
- b. Pay for costs associated with replacement of the New Feature if it is damaged beyond the capacity to fix, and subject to OMCF's, in their sole discretion, ability to provide such funds.

#### **2. The City will:**

- a. Install the New Feature themselves or have a licensed contractor (“Installation Contractor”) install the New Feature in accordance with manufacturer’s instructions and in compliance with all applicable rules and regulations regarding placement of sign.
- b. Maintain the New Feature as part of the regular park care by providing reasonable upkeep as needed (e.g. removal of graffiti, bird waste) in order to maintain the surface consistent with the City’s basic aesthetic standards.
- c. Coordinate with OMCF to arrange for the New Feature replacement by OMCF if the City deems that full replacement is necessary due to significant damage. Should damage to the New Feature occur such that there is question

about its continuing presence, both parties agree to discuss and collaborate on whether to replace it, and if so, how to do so.

d. The City will provide OMCF with an insurance certificate from the City or Installation Contractor (as applicable) that lists OMCF and Oregon Film as an Additional Insured with a Waiver of Subrogation and Primary & Non-Contributory wording.

**D. Term**

This Agreement shall be effective when executed by both Parties and terminates ten (10) years from the execution date.

**E. Notices**

All notices or other communications required by or relating to this Agreement will be in writing. Correspondence concerning this Agreement shall be addressed to:

**For:**

Oregon Made Creative Foundation  
Tim Williams  
Executive Director  
123 NE 3<sup>rd</sup> Avenue, Suite 210  
Portland, OR, 97232  
Email: [makeit@oregonmade.org](mailto:makeit@oregonmade.org)

**For:**

City of St. Helens  
Attn: John Walsh  
265 Strand Street  
St. Helens, OR 97051  
email: [jwalsh@ci.st-helens.or.us](mailto:jwalsh@ci.st-helens.or.us)

**AGREED AND ACCEPTED**

Oregon Made Creative Foundation  
By:

\_\_\_\_\_

Tim Williams

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

City of St. Helens

By:

\_\_\_\_\_

Rick Scholl, Mayor

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

## **CONTRACT PAYMENTS**

City Council Meeting  
October 7, 2020

**Apply-A-Line, LLC**

Project: 2020 Annual Street Striping (Inv#16796)	\$	<b>18,980.16</b>
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**David Evans and Associates Inc.**

Project: R-679 Columbia Blvd Sidewalks (Inv#473017)	\$	1,015.19
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Project: R-687 N. Vernonia Rd Sidewalks (Inv#473970)	\$	<u>837.86</u>
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<b>Total</b>	<b>\$</b>	<b>1,853.05</b>
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# APPLY-A-LINE, LLC

Item #6.

175 Roy Road SW, Bldg C • Pacific, WA 98047  
Phone (253) 299-1200 • Fax (253) 299-1250  
mail@applyaline.com • LIC. #APLL8340J

Bill To: 2STH01  
CITY OF ST HELENS  
PO BOX 278  
ST HELENS, OR 97051

Invoice No: 16796  
Invoice Date: 8/30/2020

Job Info: 213A8602  
2020 ANNUAL STRIPING PROGRAM  
ST HELENS, COLUMBIA, OR  
ST HELENS, OR . COLUMBIA

Period To: 8/30/2020  
Application #: 1  
Pay Request: No

1) Original Contract Amount .....	18,860.00
2) Change Order Amount .....	0.00
3) Contract Sum .....	18,860.00
4) Completed to Date .....	18,980.16
5) Retainage .....	0.00
6) Total Earned less Retainage .....	18,980.16
7) Previous Billings .....	0.00
8) Current Payment Due .....	18,980.16
9) Sales Tax .....	0.00
10) Total Due .....	18,980.16

Contract #: R-695

Cust PO #: R-695

ITEM NO.	DESCRIPTION	UNIT MEAS	CONTRACT QUANTITY	UNIT PRICE	QTY TO DATE	PREVIOUS QTY	CURRENT QTY	CURRENT AMT DUE
1	4" YELLOW STRIPING	LF	95,000	0.08	94,003	0	94,003	7,520.24
2	8" WHITE STRIPING	LF	58,000	0.11	59,888	0	59,888	6,587.68
3	4" WHITE STRIPING	LF	61,000	0.08	60,903	0	60,903	4,872.24
								18,980.16

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

9-29-2020

9-29-2020

205-000-52019



**DAVID EVANS  
AND ASSOCIATES INC.**

Sue Nelson  
City of St. Helens  
PO Box 278  
St. Helens, OR 97051

Invoice Number 473017  
Invoice Date September 18, 2020  
PO Number  
Page 1 of 1

Work Beginning 08/02/2020 through 08/29/2020

Manager: Paul Tappana

Project STHN0000-0002: Columbia Boulevard Sidewalk and Safety Improvements *R-679*

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
Construction Inspector III	Eric Bortvedt	1.00	110.48	110.48
Office/Clerical	Dongyang Liu	0.20	99.20	19.84
Project Coordinator III	Alisha Reynaldo	1.00	102.30	102.30
Project Coordinator III	Lara Abrams	1.40	92.63	129.68
Project Engineer/Planner	Makenzie Williams	2.40	127.47	305.93
Project Manager	Paul Tappana	2.00	173.48	346.96
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>8.00</b>		<b>1,015.19</b>

**Invoice Total**

**\$1,015.19**

Invoiced by: Lara Abrams

**APPROVED FOR PAYMENT**

INIT

*[Signature]*

ACCOUNTS PAYABLE

FINANCE  
SUPERVISOR

DATE

**9-29-2020**

**9-29-2020**

301-000-53001 \$507.60

205-000-53002 \$507.59


**Aged Receivables as of 9/9/2020**

<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>
\$4,153.16	\$0.00	\$0.00	\$0.00	\$4,153.16

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

Project: STHN000000002

Phase	WBS Description	Contract Billed This		Previously Billed	Billed To Date	Remainin	
		Amount	Period			g Contract	% Billed % Completed
00101	Project Administration	4,278.00	598.78	3,146.48	3,745.26	532.74	88%
00102	Kick-Off Meeting	986.00		867.40	867.40	118.60	88%
00103	Quality Assurance and Quality Control	1,290.00		-	-	1,290.00	-
00201	Collect, Compile and Evaluate Data	329.00	110.48	-	110.48	218.52	34%
00202	Survey and mapping	329.00		475.06	475.06	(146.06)	144%
00301	Preliminary (60%) Design	16,473.00	305.93	5,886.20	6,192.13	10,280.87	38%
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%
		<b>57,730.00</b>	<b>1,015.19</b>	<b>19,170.14</b>	<b>20,185.33</b>	<b>37,544.67</b>	<b>35%</b>
							<b>32%</b>



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

### **Progress Report No. 5**

**For the period:  
August 2, 2020 through August 29, 2020**

**September 18, 2020**

**Submitted via email to:**

Sue Nelson  
City of St. Helens  
PO Box 278  
St. Helens, OR 97051

**Prepared by:**

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

## **PROGRESS REPORT NO. 5**

For the period August 2, 2020 through August 29, 2020

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

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Contract NTP: February 22, 2019

Contract End: December 31, 2020

#### **Contract Values:**

Current Contract NTE: \$57,730.00

Previously Billed: \$19,170.14

Current Billing: \$1,015.19

Remaining \$37,544.67

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

- Project coordination and invoicing
- Sidewalk design

#### **Anticipated Upcoming Work**

- Coordinate the potential for the culvert replacement
- Continued sidewalk design



DAVID EVANS  
AND ASSOCIATES INC.

September 18, 2020

Sue Nelson  
City of St. Helens  
PO Box 278  
St. Helens, OR 97051

**SUBJECT: Columbia Boulevard Sidewalk and Safety Improvements  
Invoice and Progress Report No. 5**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 5 for Preliminary Engineering (PE) Services for the Columbia Boulevard Sidewalk and Safety Improvements Project. This information covers the period of August 2, 2020 through August 29, 2020.

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 Lara Abrams at 503-499-0466.

Sincerely,

**DAVID EVANS AND ASSOCIATES, INC.**

Paul Tappana  
Project Manager

PDT:leab  
Enclosures



**DAVID EVANS  
AND ASSOCIATES INC.**

Sue Nelson  
City of St. Helens  
PO Box 278  
St. Helens, OR 97051

Invoice Number 473970  
Invoice Date September 18, 2020  
PO Number  
Page 1 of 1

Work Beginning 08/02/2020 through 08/29/2020

Manager: Paul Tappana

Project STHN0000-0001: N. Vernonia Rd. Sidewalks *R-687*  
Contract End Date: 12/31/2020

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
GIS Analyst	Melissa M. Foltz	1.00	122.45	122.45
Office/Clerical	Lori Hicks	0.30	99.20	29.76
Project Coordinator III	Alisha Reynaldo	0.80	102.30	81.84
Project Coordinator III	Lara Abrams	0.90	92.63	83.37
Project Manager	Paul Tappana	3.00	173.48	520.44
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>6.00</b>		<b>837.86</b>
<b>Invoice Total</b>				<b>\$837.86</b>

Invoiced by: Lara Abrams

**APPROVED FOR PAYMENT**

INIT DATE  
*mm* ACCOUNTS PAYABLE *9-29-2020*  
*gn* FINANCE *9-29-2020*  
 SUPERVISOR

*205-000-53019*

Aged Receivables as of 9/16/2020

<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>
\$837.86	\$0.00	\$0.00	\$0.00	\$837.86

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

**DAVID EVANS AND ASSOCIATES, INC.**  
**Project Billing Budget Summary (by WBS)**  
 Project: STHN000000001

Phase	WBS Description	Contract Amount	Billed This Period	Previously Billed	Billed To Date	Remaining Contract	% Billed	% Completed
00101	Project Management	9,175.00	715.41	10,069.10	10,784.51	(1,609.51)	118%	95%
00204	Topographic Data	298.00	-	-	-	298.00	-	100%
00301	Wetland Memo	1,879.00	-	2,333.38	2,333.38	(454.38)	124%	100%
00401	Public Meeting	2,283.00	122.45	551.02	673.47	1,609.53	29%	100%
00402	Residents Meeting	2,254.00	-	-	-	2,254.00	-	-
00501	Utility Relocations	4,929.00	-	1,384.47	1,384.47	3,544.53	28%	90%
00601	Concept (30%) Sidewalk Design	25,292.00	-	28,340.83	28,340.83	(3,048.83)	112%	100%
00602	Concept (30%) Cost Estimate	4,968.00	-	2,513.32	2,513.32	2,454.68	51%	100%
00701	Final (100%) Sidewalk Design	26,449.00	-	25,510.43	25,510.43	938.57	96%	100%
00702	Final (100%) Cost Estimate	3,519.00	-	217.20	217.20	3,301.80	6%	100%
00703	Final (100%) Specifications	5,590.00	-	2,743.33	2,743.33	2,846.67	49%	100%
00801	Bid Support	1,222.00	-	-	-	1,222.00	-	-
EXP	Expenses	619.00	-	340.46	340.46	278.54	55%	80%
SUBKLS	Sub: KLS Surveying	11,410.00	-	11,410.00	11,410.00	-	100%	100%
		99,887.00	837.86	85,413.54	86,251.40	13,635.60	86%	95%





## **N. Vernonia Rd. Sidewalks: R-687**

### **Progress Report No. 14**

**For the period:**  
**August 2, 2020 through August 29, 2020**

**September 18, 2020**

**Submitted via email to:**

Sue Nelson  
City of St. Helens  
PO Box 278  
St. Helens, OR 97051

**Prepared by:**

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

**PROGRESS REPORT NO. 14****For the period August 2, 2020 through August 29, 2020****N. Vernonia R. Sidewalks: R-687**

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**Contract NTP: February 22, 2019****Contract End: December 31, 2020****Contract Values:**

Current Contract NTE: \$99,887.00

Previously Billed: \$85,413.54

Current Billing: \$837.86

Remaining \$13,635.60

**Work Performed in Reporting Period:**

1. Invoicing
2. Flyer updates, due to bid results

**Anticipated Upcoming Work**

1. Complete contract



DAVID EVANS  
AND ASSOCIATES INC.

September 18, 2020

Sue Nelson  
City of St. Helens  
PO Box 278  
St. Helens, OR 97051

**SUBJECT: N. Vernonia Rd. Sidewalks, R-687  
Invoice and Progress Report No. 14**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 14 for Preliminary Engineering (PE) Services for the N. Vernonia Rd. Sidewalks (R-687) Project. This information covers the period of August 2, 2020 through August 29, 2020.

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 Lara Abrams at 503-499-0466.

Sincerely,

**DAVID EVANS AND ASSOCIATES, INC.**

Paul Tappana  
Project Manager

PDT:leab  
Enclosures

# City of St. Helens Planning Commission

Approved Minutes

August 11, 2020

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

**Members Absent:** None

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

**Others:** None

- 1) **7:00 p.m. Call to Order and Flag Salute**
- 2) **Consent Agenda**  
2.A Planning Commission Minutes dated July 14, 2020

**Motion:** Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved the Draft Minutes Dated July 14, 2020. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Cohen, Commissioner Lawrence, Commissioner Webster, Commissioner Semling; Nays: None]

- 3) **Topics from the Floor: Limited to 5 minutes per topic (not on Public Hearing Agenda)**

There were no topics from the floor.

- 4) **Public Hearings (times are earliest start time)**  
4.A 7:00 p.m. Comprehensive Plan Map and Zoning District Map Change at Millard Road – City of St. Helens

Chair Hubbard opened the Public Hearing at 7:01 p.m. Commissioner Semling noted that she lives within the notice area and received a notice for this proposal, though her property does not abut the site. The remaining Commission did not feel this warranted recusal. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

City Planner Graichen entered the staff report dated July 28, 2020. This is a Comprehensive Plan Map and Zoning District Map Change. He showed the location of the property on a map and gave an idea of the area that surrounds the property. He mentioned it was a little more than 20 acres and had potential access from Chase Road and guaranteed utility access there. The property is currently vacant except for some trees and a bridge in the back. He mentioned that it was previously supposed to house a hospital but eventually fell through. Surrounding the

property is residential zoned use predominantly. He said when there are actions involving zone changes, citizen involvement should be considered. There was a Public Form in June 2018 and input from Council, the Planning Commission and Parks Commission was provided since then. He also mentioned the County Commissioners supported the re-zoning of Mixed Use. The property has been in the Urban Growth Boundary since the 1970's. It has been zoned Public Lands for a long time. He mentioned how the School District owned the property for many years. The School District used the property for wetland mitigation projects for other schools.

Graichen said the current zoning is still Public Lands and a small portion on the northern side is zoned R7. He said the area zoned R7 is encumbered with topography and wetlands. He said it is on the extreme boundary of the City, but still within the Urban Growth Boundary. He mentioned that utilities were available. He said from a park service standpoint, location is paramount. Graichen said there is a Comprehensive Plan provision that requires future parks within one-half mile of residential areas. In the Parks & Trails Master Plan, the northern two-third of the property was identified as a future park. If the park were not forecast, there would be a void in the southwest quadrant of the Urban Growth Boundary.

### **In Favor**

No one spoke in favor.

### **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**

Commissioner Cohen asked about the potential impact on transportation systems and whether it is considered when looking at zone changes. Graichen mentioned there are transportation requirements for changing zoning. He said they did look at those numbers and since the Public Lands zone allows hospitals, there is a comparable amount of traffic to Mixed Use zoning. He also mentioned the closest intersection was Millard and US Highway 30 where Oregon Department of Transportation is going to put in a traffic light, which would accommodate any transportation deficiencies caused by the zone change.

There was another small discussion about utilities and what was offered at the property site.

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved a recommendation to City Council for a Comprehensive Plan Map and Zoning District Map Change as written with a finding that the overall plan remain in compliance with the Parks & Trails Master Plan. [Ayes: Commissioner Semling, Commissioner Lawrence, Commissioner Webster, Commissioner Cohen, Commissioner Pugsley; Vice Chair Cary; Nays: None]

4.B      7:30 p.m. Historic Resource Review at 230 Strand Street – Columbia County

Chair Hubbard opened the Public Hearing at 8:01 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Dimsho entered the staff report dated July 31, 2020. Dimsho said the County Courthouse is a locally designated landmark, so any work has a higher standard for historic preservation and public comment, which is why there is a public hearing. She mentioned because of some historic photos that were given from the County to the fabricators, they were able to better replicate the original doors. She showed previous doors that were installed in the 1980's. The doors were aluminum and had some faux windows that were not historically correct. She said the new doors that have been installed meet the criteria for historic preservation with their panel door design. The new doors also restored the original window proportionality.. She mentioned that the entry is also still recessed and would not be changed with this proposal. She said the doors were made of white oak, which is a more historic material than the 1980's aluminum doors.

### **In Favor**

No one spoke in favor.

### **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 small discussion on the color and design of the doors. Commissioner Pugsley felt the County did an excellent job replicating the original doors. She wished the color was a little different, but in time, they may age appropriately.

**Motion:** Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved the Historic Resource Review as written. [Ayes: Commissioner Semling, Commissioner Lawrence, Commissioner Cohen, Commissioner Webster, Commissioner Pugsley; Vice Chair Cary; Nays: None]

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

### **5) Recommendation of proposed accessibility improvements as they relate to street standards**

Graichen presented the memo from the Public Works Director. He said it was a proposal to update and improve wheelchair access ramps. He mentioned the Commission has been asked about these improvements several times for other proposals and whether they should require

Corridor Master Plan construction. He mentioned the Commission does not usually ask for newer frontage improvements when the sidewalks are intact, and the improvements are subtle.

There was a discussion about the design of the wheelchair access ramps. The Commission was okay not advancing the City's Corridor Master Plan for the wheelchair access ramps.

**6) Acceptance Agenda: Planning Administrator Site Design Review**

There were no comments.

**7) Planning Director Decisions (previously emailed to the Commission)**

- a. Partition at Brayden Street – Multitech Engineering
- b. Extension of (SUB.2.18) at West of 500 N Columbia River Hwy – KCL, Inc.
- c. Temporary Sign Permit at 2100 Block of Columbia Blvd – City of St. Helens
- d. Temporary Use Permit at 59605 Emerald Loop – Lennar Northwest

There were no comments.

**8) Planning Department Activity Report**

**8.A Planning Department Activity Report dated July 27, 2020**

There were no comments

**9) For Your Information Items**

Graichen mentioned the previous partition that was appealed to the Commission is now being appealed to LUBA.

Dimsho also mentioned that there would possibly be some setback variances for Emerald Meadows. She mentioned they had met the cap on the lot coverage but now were considering setback variances.

Commissioner Pugsley asked about Gracie's Antiques and if there had been any Historic reviews on the part that was missing a wall. Graichen said it was not considered a Landmark and that they could have demolished in its entirety without penalty. He said the code has a provision that says if you have an existing building that covers more than 50 percent of the lot, you are not required to add off-street parking spaces. He mentioned if they leveled the building and wanted to do something new, then they would have to provide for off-street parking. He said this rule results in some preservation motive and new development will require some review as far as the Riverfront District's Architectural Guidelines.

**10) Next Regular Meeting: September 8, 2020**

**11) Adjournment**

*There being no further business before the Planning Commission, the meeting was adjourned 8:31 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*

**City of St. Helens**  
**Parks & Trails Commission**  
**August 10, 2020**

---

Item #8.

Members Present: Howard Blumenthal  
Carmin Dunn  
Jerry Belcher  
John Brewington  
Paul Barlow  
Jacob Woodruff  
Lynne Pettit

Members Absent: Walter Fowler  
Elisa Mann

Staff Present: Sue Nelson  
Thad Houk  
Doug Morten  
Jenny Dimsho  
Sheri Ingram

Others Present: Patrick Birkle  
Shanna Duggan  
Stuart Peterson

**1) Call Meeting to Order – 4:05 p.m.**

**2) Approval of Minutes**

2.A Approve Minutes of July 13, 2020

Pettit had e-mailed Ingram about a change on the question she had asked Morten about the progress on public access to private property for the trails from Madrona Ct. and Rutherford Parkway. Ingram will listen to the recording and change it to what the recording says exactly.

**Motion:** Upon Howard Blumenthal's motion and Lynne Pettit's second, the Commission approved the Minutes of July 15, 2020 with Pettit's change. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, John Brewington, Paul Barlow, Jacob Woodruff, Lynne Pettit; Nays: None]

**3) Topics from the Floor: From attendees not otherwise on the agenda**

**4) Councilor's Report – Morten stated he has nothing.**

**5) New Business**

5.A Native Species Donation – Michael Bernet, Wilsonville Concrete  
Michael Bernet did not zoom in. Dunn said the City partnered with Wilsonville concrete on leasing space on waterfront at the St. Helens Industrial Park and he wants to offer donation of native species from their nursery. They grow plants for restoration and reclamation so he sent a website and said if we are interested, they would donate them to us. Since he is not here, we will carry this over to next month.



### 5.B Bench Donation at McCormick Dog Park

Stuart Peterson said his mother-in-law lived in a house adjacent to dog park on Melvin Avenue and she recently passed away and they would like to donate a bench to the dog park in her memory. She didn't have a dog but enjoyed watching the dogs in the park and got to know some of the owners and they thought this would be a good way to preserve how much enjoyment she got from the dog park. There is an e-mail attachment with sample. Brewington thought they had decided on a certain style of benches a while back. Houk said he can't remember if they decided on one. Peterson said he has been in contact with a local concrete contractor about pouring a pad for the bench. He is open to placement options and will arrange to meet Houk at the park to look at possible locations. Ingram said he had to put in an Application for Placement of Donated Items on Public Property so they will need to approve the Concept, Location, Term and Maintenance. If they approve everything today, then it goes to Council for approval and then to Public Works and the location can be decided at that time. Belcher thinks it should be on a concrete pad so it's easier to maintain and nicer for people to sit on and it should be in a place where the most people can enjoy it. Morten wanted to know what the longevity of the bench is and who is going to maintain it. Peterson said the manufacturer has a 50-year warrantee against breakage. It's made out of recycled milk jugs. Nelson said the City takes over the maintenance and if it does become vandalized or damaged, it is up to the City to decide if it's worthwhile to repair or replace. It could be there for a year or 50 years but it is at the City's discretion.

**Motion:** Upon Jerry Belcher's motion and John Brewington's second, the Commission recommended approving the placement of the memorial bench in the dog park at McCormick on the condition that it's at the City's discretion on how long it remains at the location. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, John Brewington, Paul Barlow, Jacob Woodruff, Lynne Pettit; Nays: None]

### 5.C Request from Wellness Committee

Duggan said there is a new story up as of today at the story stroll at McCormick Park. They have also started a scavenger hunt that takes people to different parks to do different activities and there are about 16 families participating. She talked to them at the last meeting about the surplus bikes and she got about 30 bikes delivered from the Police Department today and they had talked about having volunteers repair the bikes because it is just her at the Rec Department right now and she is not a bike expert. Dimsho then talked about the Wellness Committee and their involvement. The Wellness Program was founded in 2015 as a way for the City to engage in wellness for the City staff. Duggan brought the bike repair idea to the Wellness Committee and they thought it would be a good way to start a city-wide volunteer program and this would be a good way to test it out. This particular request is going to go before the City Council at their next meeting. She knows they are talking about some surplus Bicycle & Pedestrian finds later in the meeting and thought it would be a good way for the Wellness Committee to partner with them on the bike repair program. These are surplus bikes from the PD and there are also some bikes at Public Works that are in worse shape. They are trying to make a program where they get rid of surplus bikes by giving them away to the community and engaging the City staff and the Commissioners in the repair of the bikes. They are looking for support in funding and monetarily for the supplies to repair the bikes. Duggan said she thought, back when she was with the Bicycle & Pedestrian Commission, that they handled the surplus bikes. They would like to partner with the Parks & Trails Commission on this to get these bikes back out on the street and have some sort of value to our community. Barlow asked if this was going to be an ongoing program of them accepting bikes or just surplus from PD and Dimsho said this is a trial run so

they will see how it goes and see if we want to continue it. Barlow wondered how people can qualify to get a bike and Dimsho said they have talked about talked about different ways to distribute them. Most are adult bikes so they are reaching out to non-profits. They had planned on having a sign-up sheet that is first come-first serve. Duggan thinks they will pick a time where they can be open for people to come by and pick a bike. Barlow said it is a definite need. They have had people wanting to donate bikes and he has referred them to a couple of co-op bike shops in Portland. Duggan said her hope is to have a facility where they could store the donations long-term. She would like to do the Sunday Parkways like Portland does where they close down streets for different bike riding and skateboarding events or even just at the McCormick parking lot. Barlow said he would commit to helping out as much as he can when he has time available. Dimsho said they also have surplus helmets they plan on giving away with the bikes. She said they will present this to Council on the 19<sup>th</sup>.

## 6) Old Business

### 6.A Bicycle & Pedestrian Budget

Nelson asked Brown about the Bicycle and Pedestrian money and he re-allocated the money back to B&P fund. Dunn asked if they had thoughts on if they want to donate some or all of that money to this project. Dimsho said they need bike pumps, tubes, degreaser, chain grease. Barlow said most of that stuff is not available because of the virus. They have been out of tubes for over a month and have been making repairs off their existing stock. Dimsho said they would like a small portion of that fund to start with. Duggan said he can come down and take a look at the bikes next week. Dimsho said she would also like to be there and they should wait until after the Wednesday Council meeting so they make sure the program is approved. Belcher said they could approve money to donate now and come up with a letter Barlow could give to his suppliers.

**Motion:** Upon Jacob Woodruff's motion and Paul Barlow's second, the Commission recommended donating \$500 of the Bicycle & Pedestrian money to the Rec Program for bicycle repairs. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, John Brewington, Paul Barlow, Jacob Woodruff, Lynne Pettit; Nays: None]

**Motion:** Upon Jerry Belcher's motion and Jacob Woodruff's second, the Commission recommended that Dimsho and Duggan draft a letter with Barlow that he can take to suppliers to ask for donations or reduced prices on parts for the bike program. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, John Brewington, Paul Barlow, Jacob Woodruff, Lynne Pettit; Nays: None]

## 7) Discussion Items

Duggan said they got 1000 workshop kits from Home Depot that they are going to hand out for kids. They are going to do birdhouses at the end of August so they will be coming back to the Parks Commission to see where they want to put them. Please e-mail or call her if they have any ideas or things they would like to put on the scavenger hunt.

Blumenthal said there were articles in the Chronicle and Spotlight talking about the Scappoose Bay Watershed Council having \$75,000 available for watersheds. They are willing to partner with private individuals so they are talking to them about the possibility of trying to get a small grant for Nob Hill and 5<sup>th</sup> Street to try to control blackberries and possibly put plantings. One of the deadlines is in a week or so and they don't know if they can get it together that quick but there are other opportunities coming up in October and April.

The Watershed Council is also wanting to branch out into other services and are going to do some consulting for the City of Scappoose on nature parks and ways to make them better. That is something they can talk about in the future.

He is also going to talk to Houk about benches so they can try to work on that this fall.

Pettit said they had a work party at Dalton Lake Nature Preserve at the end of July and three people showed up. She posted pics on Facebook. They not only cleared the main trail but also the three trails that go to the Columbia River. Dunn said they went there last weekend and it looked really nice.

Dunn wanted to know what the status is of Godfrey Park and if there is an ETA on when it will be completed. Houk said they haven't had time to do anything and they need things to slow down. Dunn asked if there was a timeline on the grant for Godfrey and Nelson said it wasn't a grant. Morten said the Council allocated that money. That project has gone on the back burner with being short-staffed and the pandemic hitting.

Houk said the restrooms are now open at Columbia View, Gray Cliffs, McCormick and Campbell now and are being cleaned twice a day.

Belcher said they had a design in place and ready to go a couple of years ago for Godfrey. Houk said as soon as he gets the personnel to do it, we can do it. We have the drawings. Nelson said we have three full-time Parks people and we got one summer helper but now we have opened the restrooms and having to clean them twice a day because of COVID sucks a bunch of time out of each day. Houk said they have a slide picked out and the fall protection is a big thing too and they need to make sure to do it right the first time. Houk also said the tennis and basketball courts at Campbell are gone. Nelson said we are just putting the contract out forbid from someone to come in and do the new courts. Houk said we are still waiting on the Blazers to finish their season so we know how much money we are getting for McCormick. Dunn said she was talking to Duggan about that and they think there should be some sort of community involvement on what kind of equipment gets picked especially since the community was so involved with getting those votes. Houk said there are quite a few options for all-access equipment and he thinks it is a good idea to put it out to the community.

#### 8) Other Business

#### 9) Adjournment – 5:14 p.m.

Respectfully submitted by Sheri Ingram

City of St. Helens  
***Library Board***  
**Minutes from Monday, August 10, 2020**  
 St. Helens Public Library via ZOOM

**Members Present**

Becky Bean  
 Lisa Beardslee  
 Patrick Birkle  
 Melisa Gaelrun-Maggi, Vice Chair  
 Amanda Heynemann, Chair

**Members Absent**

Dan Davis  
 Margie Stanko

**Guests**

**Councilors in Attendance**

Stephen Topaz

**Staff Present**

Margaret Jeffries, Library Director  
 Dan Dieter, Library Board Secretary



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

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

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

**VOTE FOR NEW CHAIR AND VICE-CHAIR:** The group discussed the options and a motion was made to elect Member Melisa Gaelrun-Maggi as the new Chair. The motion was seconded and Member Gaelrun-Maggi will assume the role of Board Chair. The group discussed electing Member Stanko as Vice-Chair, but no motion was made due to her absence.

**LIBRARY DIRECTOR'S REPORT: COVID Measures and Precautions:** Director Jeffries highlighted recent changes to the building, including touchless fixtures for the sinks in all of the restrooms as well as the toilets in the women's restroom. We are still waiting for the air filtration system to be installed. The delay is due to parts that are on order, but we are in the queue to have the work done. The quarantine period has been changed from 3 days to 4 days for any material coming back into the library. The book drop is unloaded Monday through Saturday and then the returns are backdated when

checked in after quarantine.

**Recent Library Presentations:** Youth Librarian Kolderup had the opportunity to present information about library services during Senator Merkley's digital town hall. STEM kits and outreach efforts were highlighted. The Chronicle recently sent a list of questions for an article on the Library's services during the pandemic. This past Wednesday, Director Jeffries and Youth Librarian Kolderup presented information to the City Council. They shared goals that have been achieved and Youth Librarian Kolderup gave background information about the grant funds received in 2019 that allowed for part-time assistance as well as materials for the new space. There are still a number of items that need completion before the space is usable, e.g., new door lock hardware, new concrete sidewalk that will allow outside access to the room, and new ceiling tiles to replace the damaged ones. Director Jeffries and Youth Librarian Kolderup also wanted the Councilors to know what services that Library is offering during the pandemic. They highlighted the kits that were assembled and distributed through the Rec Department, which totaled 300 per week for five weeks. Also discussed were the outdoor story time that were done in collaboration with the Rec Department. Other highlights included the online Summer Reading Program, digital library cards, curbside check out and an enhanced social media presence. Our citizens have been taking advantage of these library services.

**Writers' and Arts Gild Meetings:** Director Jeffries stated that some of the groups that had regular meetings in the building have been asking about how to resume their schedule. The Art Guild met once in the Auditorium, with the caveat that they enter and exit from the side doors which were propped open, and they were to wear masks and use sanitizing wipes on any surfaces used, like chairs and tables. The group discussed the possibility of holding the next Book Club meeting in September.

**Miscellaneous News:** Director Jeffries stated that while the Library hasn't had very many requests to use the public computers, there is a desire to make computer services available again. We want to go slowly and see how other groups, like the schools, will reopen. We would also need to add shields around the computers for necessary patron and staff protection. Member Birkle asked if there was any information on what the schools are planning. Director Jeffries stated that they will start with online services only and look at the possibility of a hybrid model with a mix of online and onsite services at some point. Other groups like the Health Department suggest caution with any reopening plans. Multnomah County Libraries are offering curbside services while their buildings remain closed. The Library has a contract with Toni Doggett who won the bid to paint the outside drop boxes. Public Works will take the drop boxes to her workspace one at a time to get painted. Director Jeffries shared a drawing of what the art would look like, and stated that the bid would require painting on all four sides, even though two of the sides won't be visible because of how the boxes sit in front of the building. The flowerbeds were recently cleaned up by a volunteer from the Friends of the St Helens Public Library. Public Works also cleaned up the courtyard and added bark dust to the flowerbeds there.

**CITY COUNCILOR'S REPORT:** Councilor Topaz stated that everyone was very pleased with the Library presentation and very proud of the work the Library is doing. Director Jeffries stated that everyone appreciated the enthusiasm that Youth Librarian Kolderup brought to the presentation. Councilor Topaz asked if there were plans in place for when the weather changes. Director Jeffries stated that it is uncertain what will happen as the weather changes and people need to get indoors. The need to wear a mask and keep social distancing will make it more difficult. Member Heynemann asked if the Library was low on any supplies. Director Jeffries stated that the Library has a small supply of masks and other Personal Protective Equipment on hand.

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:**

**SUMMARIZE ACTION ITEMS:** The election of a Vice-Chair needs to be on the next agenda. The Book Club needs to consider holding their next meeting online.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, September 14, 2020 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Gaelrun-Maggi adjourned the meeting at 8:10 pm.

✍

Respectfully submitted by:

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Library Board Secretary, Dan Dieter

# 2019-2020 Library Board Attendance Record

Item #9.

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	VACANT	VACANT
07-10-2020	Meeting Cancelled								
08-10-2020	P	P	P	E	P	P	E		
09-14-2020									
10-12-2020									
11-13-2020									
12-14-2020									
01-11-2021									
02-08-2021									
03-08-2021									
04-12-2021									
05-10-2021									
06-14-2021									

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

Presented for approval on this 7<sup>th</sup> day of October, 2020 are the following Council minutes:

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2020

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- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated September 2, 2020
- Work Session, Public Hearing, and Regular Session Minutes dated September 16, 2020

**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 signature block on Word document in Granicus & Publish
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Update file name & signature block of Word ES document & copy in Admin drive
- ☐ Email minutes link to distribution list
- ☐ Add minutes to ORMS
- ☐ Add packet and exhibits to ORMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet





## COUNCIL WORK SESSION

Wednesday, September 02, 2020

### DRAFT MINUTES

#### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten (arrived at 1:16 p.m.)  
 Councilor Keith Locke  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz

#### STAFF PRESENT

John Walsh, City Administrator	Crystal King, Communications Officer
Matt Brown, Assistant City Administrator	Mike DeRoia, Building Official
Kathy Payne, City Recorder	Jacob Graichen, City Planner
Sue Nelson, Interim Public Works Director	Jenny Dimsho, Associate Planner
Shanna Duggan, Recreation Manager	Tina Curry, Event Coordinator
Rachael Barry, Government Affairs & Project Support	Tim Ramis, City Attorney

#### OTHERS

Bill Amos  
 Patrick Birkle  
 Scot Stockwell

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

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

- ◆ Patrick Birkle. Complimented Recreation Manager Shanna Duggan and Librarian Gretchen Kolderup for hosting and coordinating family support with partnering agencies. He addressed Spirit of Halloweentown plans. He met with Tina Curry. Tina's plans for ticketed events takes into consideration public health and safety. However, he is concerned about public health and safety outside of the ticketed event times. He encouraged the City to coordinate with Columbia County Commissioners, Public Health, and other related agencies. The City needs to announce locally, regionally, state-wide, and nationally that Spirit of Halloweentown will not be what it has been in previous years. There needs to be very clear guidelines of expectations. The City needs a plan in place to respond to potential violations of public health and safety procedures. The City has an obligation to be more proactive to ensure citizens are kept healthy and safe.

City Administrator Walsh expressed that the City has taken health and safety very seriously. They are not going to have concentrations of people gathered. Handwashing stations will be available. Visitors are encouraged to park in designated parking areas. Guidelines set by the Governor will be followed and events will be cancelled if necessary.

**DISCUSSION TOPICS****1. Review Proposed Rates Increase for Waste Management Drop Box Services**

City Administrator Walsh reviewed the proposed rate increase. A copy is included in the archive packet for this meeting. There is a public hearing scheduled for tonight's Council regular session.

**2. Discussion on City-owned Property List - *Matt/Jacob/Sue***

City Council requested staff present this discussion as part of the strategic plan. The map and list of properties was displayed. A copy is included in the archive packet for this meeting.

Discussion included:

- Kaster Road properties
- Purchased property for future right-of-way development
- The Comprehensive Plan addresses obtaining property for future parks
- Wetlands
- City-owned lot adjacent to the developing Greystone Estates Subdivision. Need to negotiate a deal with Ken Leahy for sale of the lot. Further discussion will be had after reviewing the appraisal.

**3. Discussion of Partition Related to St. Helens Place Apartments - *Jacob***

City Planner Graichen reviewed the request. A copy is included in the archive packet for this meeting. The partition is related to the proposed storage buildings that will be connected to the new St. Helens Place Apartments. The signature is needed for the City to accept the right-of-way.

**4. Public Works & Parks Department Semi-Annual Report - *Sue***

Interim Public Works Director Nelson reviewed her presentation. A copy is included in the archive packet for this meeting.

Discussion ensued about completed and upcoming projects.

Mayor Scholl directed Nelson to begin working with the Parks & Trails Commission to plan the all-abilities play structure at McCormick Park. The funding will come from the MODA Assist Program and SDC funds.

Councilor Carlson requested a sign be posted by the cannon in McCormick Park. She has seen kids climbing and playing on it. Council President Morten agreed. He would like to include the history of the cannon on the sign as well.

Councilor Locke pointed out the need to collect SDC's. Those funds help pay for sidewalks, crosswalks, streets, playgrounds, etc.

**5. Discussion regarding RFP for Tourism Coordination**

City Administrator Walsh reported that the packet includes the most recent RFP for Special Event Coordination and Management. The City began its tourism program in 2002. Funding during most of those years was limited to fees received through hotel taxes. Just in the last few years, additional funding has been collected through event fees and sponsorships. Both revenues and expenditures have increased. The events help support local businesses and economic development. E2C has been doing a good job with tourism coordination.

Councilor Topaz requested the RFP include an audit of tourism for the last three years. Council President Morten suggested the annual audit review tourism. Assistant City Administrator Brown reported that the auditors do look at revenues and expenses for every fund, including tourism. In his opinion, it is already audited. If the City Council wants to do a separate audit, it could potentially cost the City thousands of dollars. He does not think that it is going to show or prove anything to Councilor Topaz or community members.

Discussion ensued of tourism spending.

It was the consensus of the Council for staff to revise the RFP based on discussions for increased transparency and bring it back to Council for review.

## **6. Strategic Action Plan Updates**

Assistant City Administrator Brown reported that Sheri from the Oregon Main Street Program will be here to talk to the Council at the next work session.

## **7. City Administrator Report**

- Urban Renewal Agency meeting tonight at 6 p.m.
- Public Hearing for Millard Road property tonight at 6:30 p.m.
- Working on securing funding for the Waterfront Property.
- Working on the engineering, landscaping, roadway, and utilities for the Waterfront Property.
- About 90% through the mill project parcelization. There have been cuts to the Grant funding. However, there should be enough in other funds to complete the project.
- Recruitment for the Public Works Director is open. He will have an update after the deadline.
- Working with the Building Official for the Building Inspector position. He hopes to have an update at the next meeting.
- Working with CCET and Columbia County on the COVID response.
- Working with South County Collaborative, which is comprised of all the administrators in the County. He will have a report at the next meeting.
- Michael Sykes is leaving his City Manager position at the City of Scappoose. He is now the Executive Director for Columbia River PUD.
- He met with Maul Foster Alongi to review the status of all projects. They would like to present an update at the September 16 Council meeting.
- The LOC Conference is virtual. Council President Morten has been nominated as the voting delegate.
- Representatives from the Oregon Brownfields Conference were on site last week filming on the Veneer property. They will be featured at the conference October 5 and 6 as part of a series of meaningful Brownfields development.
- A media blast with safety protocols is scheduled to go out for Spirit of Halloweentown.

Mayor Scholl reported that the City is moving forward with the boardwalk development. The Waterfront is becoming a reality. He looks forward to helping it along.

**OTHER BUSINESS** – None

**ADJOURNMENT** – 2:56 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

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

September 2, 2020

*This meeting was held electronically via Zoom.*

**Members Present:** Rick Scholl, Mayor  
 Doug Morten, Council President  
 Keith Locke, Councilor  
 Ginny Carlson, Councilor  
 Stephen R. Topaz, Councilor

**Staff Present:** John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Shanna Duggan, Recreation Manager  
 Tim Ramis, City Attorney with Jordan Ramis PC

**Others:** Scot Stockwell, St. Helens School District Superintendent  
 Bill Amos, St. Helens School District Board Chair



At 3:08 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Discussion regarding purchase of a specific piece of property
- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
  - Discussion with City Attorney on process of purchasing public property and selling public property

The Executive Session was adjourned at 4:11 p.m.



ATTEST:

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 Kathy Payne, City Recorder

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



# COUNCIL PUBLIC HEARING

Wednesday, September 02, 2020

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Sue Nelson, Interim Public Works Director  
 Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner

### OTHERS

Brady Preheim

### OPEN PUBLIC HEARING VIA ZOOM – 6:30 p.m.

#### TOPIC

1. Comprehensive Plan Map and Zoning District Map Change for Millard Road Property owned by the City

There were no ex-parte contacts, conflicts of interest, or bias in this matter. There were no objections from the audience for the Council to make a fair decision.

City Planner Graichen presented the staff report dated August 12, 2020. A copy is included in the archive packet for this hearing. The Planning Commission recommends approval. Staff recommends approval with a stipulation to talk about honoring the Parks & Trails Master Plan but that the Ross Road property is an alternative for community park purposes.

#### QUESTIONS OF STAFF – None

#### TESTIMONY IN FAVOR – None

#### TESTIMONY IN NEUTRAL

- ◆ Brady Preheim. This is the property that was stolen from the citizens of the County. It did not belong to St. Helens. He reminded the City Council of the commitment to use it for low income housing or public use. He is not okay with it becoming another Walmart or another commercial use. He wants them to honor what they previously said they would do. He is not sure that the Mixed Use designation does that.

Graichen explained that the Mixed Use Zone allows for a wide variety of uses. The market helps determine the use. Civic uses are still possible as well.

**TESTIMONY IN OPPOSITION** – None

**REBUTTAL** – None

**CLOSE PUBLIC HEARING** – 7:06 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, September 02, 2020

### DRAFT MINUTES

#### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz

#### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Sue Nelson, Interim Public Works Director  
 Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner  
 Tina Curry, Event Coordinator

#### OTHERS

Brady Preheim

#### CALL REGULAR SESSION TO ORDER VIA ZOOM – 7:08 p.m.

#### PLEDGE OF ALLEGIANCE

#### MAYOR SCHOLL READ THE CITY COUNCIL MANTRA

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

- ◆ Brady Preheim. Last Sunday, Councilor Topaz wrote a letter to the Spotlight indicating that he was going to go home because he no longer has a voice on City Council. Brady encouraged Topaz to go home and stay there for two years. Ever since Topaz was elected, it has been clear that he has no interest in serving the citizens that he swore in oath to represent. Instead, his tenure has been about getting heavy revenge of the City for a flooded basement that was litigated, re-litigated, lost, and re-lost. He has been disruptive because “he doesn’t like the way the City is being run.” Topaz’s letter was full of misinformation and outright lies. Brady watched the August meeting where Topaz was muted. He was not muted for asking questions about Spirit of Halloweentown, the cost of chlorination, the rent due from pot growers, or the parking in downtown. He was muted because he was attacking a vendor of the City that was contracted with the City of St. Helens. He claimed he wrote the letter as a citizen and not a councilor but that is a lie. He only had access to the reports because he is a City Councilor. The report is not complete and has not been made public. He is using his office to launch an attack, while claiming he is doing it as a private citizen and engineer. Brady does not know if he was ever an engineer, but he does know that he was never a licensed engineer in Oregon and has been sanctioned by an Oregon Court for claiming that he was an engineer. Topaz also lied about other Councilors not

being interested in what is happening with the tourism director. He spoke with the City's tourism director and found that the other Councilors have all had direct contact with her about upcoming Spirit of Halloweentown activities. During the Tourism report, Topaz did not ask questions, did not appear to have additional questions, and was not muted during that portion of the meeting. It is also a lie that the usual requirements to have a safety review have been eliminated. All parties have been consulted and will sign off on a plan before it is approved. CERT also meets to review the plan. E2C will continue to have ongoing meetings and conversations with agencies, just as what has been done for the past eight years. E2C has run a well-organized event that has brought thousands of people to our town to spend money. The pandemic presents new challenges but E2C has adapted, and will continue to adapt, to new regulations that will keep visitors, volunteers, and citizens safe. This is not their first rodeo. There is always an option to meeting one-on-one with E2C staff. Topaz has never taken the opportunity. Council should be more concerned that Topaz has initiated racist comments against Chinese vendors on at least two occasions and has made allegations of backdoor deals with the tourism director, despite evidence to the contrary. Council should be concerned that Topaz uses his office for what he can get out of it personally and not what he can do for the City. It is a violation of ethics and oath of office. All of this comes at a huge cost. A recent Public Records Request that he made to the City showed that Topaz has cost the City over \$228,000. The ongoing ethics complaint filed by Topaz cost \$11,000. Legal fees regarding the sale of the property to the cannabis company was \$8,000. The Petersen's also filed a lawsuit that Topaz was involved in, cost another \$24,000. That lawsuit also devalued the property, that the City was going to sell, by another \$1.4 million. Add in the cost of having to have a City attorney present at all meetings because of the destruction by Topaz, that adds another \$8,652 through June. There still is an undetermined cost of grievances that have already been filed by City staff. The City is looking at over \$1.8 million that Topaz has directly cost the City. They cannot afford his continued antics. Please go home and stay there.

## **PROCLAMATIONS**

### **1. Home Inventory Week for September National Preparedness Month**

Mayor Scholl read the proclamation into the record...

**WHEREAS**, each September is recognized as National Preparedness Month; and

**WHEREAS**, Oregonians have witnessed and experienced natural disasters in our own community; and

**WHEREAS**, every community member can take active steps to protect their families and neighbors from natural and manmade disasters; and

**WHEREAS**, every family and business in St. Helens is encouraged to take active steps to be financially secure after a disaster; and

**WHEREAS**, every community member is encouraged to make sure they are properly insured against fire, flood, earthquakes, and storms; and

**WHEREAS**, every community member is encouraged to create a home inventory to include as part of their disaster preparedness kit.

**NOW, THEREFORE**, I, Rick Scholl, Mayor of the City of St. Helens, do hereby declare that the first week of September 2020, be known as

### **Home Inventory Week**

and join cities across Oregon to encourage everyone to build a home inventory of their personal property and speak with an insurance agent to make sure they are financially prepared for a disaster.



**DELIBERATIONS** - Comprehensive Plan Map and Zoning District Map Change for Millard Road Property owned by the City

Mayor Scholl acknowledged City Planner Graichen's thorough report.

Councilor Carlson commented that Mixed Use allows the greatest discretion for use of the property. It has been well vetted and well thought out. Council President Morten agreed. Graichen did a great job in his report. He is in support of the staff's recommendation.

Mayor Scholl reminded them that the park has been designated to be named Dahlgren Park. Graichen added that the stipulation can be added in the Ordinance.

**Motion:** Motion made by Locke and seconded by Morten to approve the Comprehensive Plan Map and Zoning District Map Change for Millard Road Property owned by the City as recommended by staff. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

**PUBLIC COMMENT** - Rates Increase for Drop Box Services  
No public comment.

## RESOLUTIONS

2. Resolution No. 1898: A Resolution Establishing Drop Box Rates and Superseding Resolution No. 1863

Mayor Scholl read Resolution No. 1989 by title. **Motion:** Motion made by Carlson and seconded by Topaz to adopt Resolution No. 1898. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

## AWARD BID/CONTRACT

3. N. Vernonia Sidewalk Improvement Project to Emery & Sons Construction Group, LLC in the Amount of \$590,149.50
4. Storm Drain Improvements at S. 14th & Tualatin Streets Project to TFT Construction, Inc. in the Amount of \$47,519

**Motion:** Motion made by Carlson and seconded by Locke to approve '3' and '4' above. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

## APPROVE AND/OR AUTHORIZE FOR SIGNATURE

5. Final Plat for Partition at St. Helens Place Apartments
6. Contract Payments

**Motion:** Motion made by Carlson and seconded by Locke to approve '5' and '6' above. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

## CONSENT AGENDA FOR ACCEPTANCE

7. Library Board Minutes dated June 8, 2020

**Motion:** Motion made by Carlson and seconded by Locke to approve '7' above. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

## CONSENT AGENDA FOR APPROVAL

8. Council Executive Session, Work Session, and Regular Session Minutes dated July 29 and August 19, 2020
9. Accounts Payable Bill Lists

**Motion:** Motion made by Carlson and seconded by Morten to approve '8' and '9' above. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

**WORK SESSION ACTION ITEMS**

Councilor Carlson asked if there should be a recommendation of properties to surplus based on the list that was presented during the work session. Mayor Scholl agreed.

Discussion ensued. Mayor Scholl suggested Graichen add that to his list of projects but not as a priority.

**MAYOR SCHOLL REPORT**

- It was a good Urban Renewal Agency meeting.
- The Waterfront Property is moving forward and going to be developed.
- He will be having lunch with the "If I Were Mayor..." Student Contest participants tomorrow. Council members are invited to attend. The City's poster winner Olivia Fantus won second place at the State. She was awarded \$300 and a certificate. Congratulations to her!
- Be careful on the river. There have been several drownings.
- He camped at Sand Island for the first time. The shuttle service they have has so much more potential. Brad Hendrickson and Andrew Neimi have done a great job.

**COUNCIL MEMBER REPORTS**

Council President Morten reported...

- He is proud of what is happening on Sand Island. There have been comments about parking at the marina. He would like staff to revisit parking on First Street. Improvements are needed for ingress and egress.
- Thanked fellow Kiwanians for helping with clean-up on Highway 30 in front of the Chamber of Commerce. A huge thanks to Public Works for prepping the area. They went above and beyond the expectations.

Councilor Topaz asked if there is enough ground to make a parking lot on Second Street. Council President Morten does not believe so. It would create an ingress and egress. The parking area could possibly be worked out with Brad behind his storage areas. Councilor Topaz added that there is some room for parking. Council President Morten will be asking staff to look at that area.

Councilor Locke reported...

- There are rumors at the State Legislature of possibly giving the money that goes to Community Action Team (CAT) to other agencies. They are claiming that CAT has not done enough over the years. He asked for the Council to support CAT if they hear anything.

Mayor Scholl added that CAT does a lot of good in the community.

Councilor Carlson reported...

- She recalls the conversation about parking, access, and egress with Brad, so it should not come as a surprise.
- She is so appreciative of the City parks. It is nice to have those spaces to take her clients.
- The National Guard troops returned home last weekend. They were unable to do a huge event due to COVID. The Youth Council is working on a welcome back thank you in cooperation with Hometown Heroes. She appreciates their service.

Councilor Topaz reported...

- The Library has been working with the Recreation Program to offer games in the park. They are going to expand into more parks. Personnel is being creative.

**OTHER BUSINESS**

Councilor Carlson added a congratulations to the "If I Were Mayor..." Student Contest second place winner at State. She is proud of the participants! Thank you to staff for making it available.

**ADJOURNMENT** – 7:47 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL WORK SESSION

Wednesday, September 16, 2020

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz

### STAFF PRESENT

John Walsh, City Administrator	Margaret Jeffries, Library Director
Matt Brown, Assistant City Administrator	Mike DeRoia, Building Official
Kathy Payne, City Recorder	Shanna Duggan, Recreation Manager
Sue Nelson, Interim Public Works Director	Sharon Darroux, Engineering Project Manager
Jenny Dimsho, Associate Planner	Bill Monohan, City Attorney
Brian Greenway, Police Chief	Tina Curry, Event Coordinator
Rachael Barry, Government Affairs & Project Support Specialist	

### OTHERS

Al Petersen	Judy Thompson	Wela Nagelspach
Liam Frobisher	Sheri Stuart	Frank
Dana Lathrope	Abbi Russell	Paul Vogel
Kathy Lombardi	Sarah Frobisher	Mike Russell
Brady Preheim		

### CALL WORK SESSION TO ORDER VIA ZOOM – 1:02 p.m.

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

Assistant City Administrator Matt Brown read a letter into the record from Ryan Drake from Drake's Towing. He is financially struggling and having to charge his customers more since he no longer has the St. Helens contract. He wants the City to put out an RFP for exclusive towing services again. He also commented on Councilor Topaz wasting taxpayers' dollars and having a negative effect on local businesses. A copy of his letter is included in the archive packet for this meeting.

- ◆ Jenny Dimsho. Thanked the Scappoose Bay Watershed Council and Dana Pricher for writing a grant for the City to remove invasive species. We were awarded \$12,000 from the Oregon Watershed Enhancement Board. Dana has volunteered to handle all the grant management. This will improve the quality of 5th Street Nature Trail and Nob Hill Nature Park. Work will be happening over the next two years.
- ◆ Al Petersen, SHEDCO Board Chair. He is here for Sheri Stuart's Main Street Program report and to give a SHEDCO update.
  - Most of their meetings have been held on Zoom. They recently resumed meeting in person at the Wild Currant.

- Most non-profits have been kicked in the pants since COVID. Their ability to do things has been limited.
  - The Promotions Committee has been promoting local businesses on Main Street through social media and live streams.
  - Update on the Main Street grants through SHEDCO:
    - The Columbia Theater replaced their marquee. He thanked Associate Planner Jenny Dimsho and Communications Officer Crystal King for helping document the installation. The total value of the marquee was approximately \$61,000. The reimbursement from the Oregon Main Street grant was \$51,842.
    - The El Tapatio grant expired due to a lack of construction being done. They lost out on that \$100,000.
  - SHEDCO held a second business plan competition last year. Hallow's Pizza won the competition. The approval process took longer than expected and then they were hit by COVID-19. He is proud to announce that the first day of being open is Friday. They are in the food pod next to Wauna Credit Union.
  - About two months ago, he talked to Robert Blumberg from Wauna Credit Union. They were pleased with the way the business plan competition has been unfolding.
  - SHEDCO has been involved in raising money and materials for those people displaced by the wildfires that are out at the Columbia County Fairgrounds.
- ◆ Brady Preheim. He is following up on the SHEDCO report. The failure of the El Tapatio grant was not the failure of El Tapatio. It was the responsibility of SHEDCO as the grant manager. It seems a little suspicious that for two years in a row Al Petersen was the architect on both projects that won.

## DISCUSSION TOPICS

### 1. Employee Length of Service Award

One employee has reached a milestone in his employment with the City of St. Helens. The following individual will receive a 20-year certificate and pin.

Aaron Kunders began working for the City in September of 2000 as a WWTP Operator II. As he earned his certifications, he continued to move up the ranks to Operator III and IV. In January of 2009, he became the Operations & Pretreatment Supervisor, followed six months later becoming the City's WWTP Superintendent after Greg Zielinski retired. Aaron keeps the WWTP running smoothly year after year.

Congratulations, Aaron, and thank you for your service!

### 2. Discussion regarding Status of Main Street Program - *Sheri Stuart, Main Street Oregon*

Main Street Oregon State Coordinator Sheri Stuart was in attendance to review her presentation. A copy of the presentation is included in the archive meeting packet. The purpose of the assessment visit was to educate leaders and community members, and to assess the capacity for the City and SHEDCO to continue participating in the Main Street Program. A survey was done as well. She reviewed those responses.

Sheri does think Main Street is a good fit for St. Helens. She focused on Board level observations.

- There were times that SHEDCO only had three Board members, which is too few. The term of office should be a maximum of six years. At least two board members have been serving on the Board for at least that long and in a leadership capacity that long.
- More than half of the survey responses rated SHEDCO as somewhat to not effective. That is not to diminish the volunteers who have big hearts for the community.
- Transparency - with two few people serving there is a lack of things being shared.

- Increased communication is very important.
- The lack of partnerships is concerning. It has actually deteriorated since the beginning. It is very challenging if there is not good communication and partnerships. She sees other communities where there are strong relationships that have completely transformed their downtown.

Recommendations:

- Re-constitute SHEDCO to enable organization to fully engage the Main Street structure
  - New board/application process overseen by joint City/SHEDCO member/partner recruitment committee
  - Funding support by City through MOU with clear deliverables and benchmarks
  - Hire an executive director (ideally full-time but minimum part-time) – provision for City on hiring committee
  - Community-based development of goals and objectives

Council President Morten thanked Sheri for her presentation. St. Helens is the County seat. Sheri encouraged the City to become a very strong active partner. What about the County? Sheri responded that counties are financial partners as well, but usually at a much smaller dollar amount.

Mayor Scholl mentioned the local business organizations in our community: SHEDCO, the Chamber of Commerce, Keep it Local, and Columbia County Economic Team (CCET). Does that seem like a lot for a city our size? Sheri said most of those are typical. It is possible to combine one of those with another.

**3. Partnership Update and Release of Phase I Site Characterization Report - *Kathy Lombardi and Abbi Russell of Maul Foster Alongi***

2:05 p.m.

Kathy Lombardi and Abbi Russell from Maul Foster Alongi (MFA) were in attendance to give their update. A copy of the presentation is included in the archive packet for this meeting. They reviewed the projects and next steps of their partnership with St. Helens.

Councilor Topaz said DEQ was very upset that there are no core drillings down the middle of the lagoon. Some of the core drillings determined that the DOGAMI landslide area was there which makes the southwest area of the lagoon a dangerous spot. He talked about some of the data being questionable. We are going to be removing stuff from the Portland Harbor that is extremely toxic. There is contamination underneath the existing membrane. MFA has stated they do not believe the fill should be above the present levy. Can you justify putting super toxic waste inside a town next to a Waterfront? He is trying to get justification for continuing forward.

Kathy responded that MFA prepared the Phase I Site Investigation Report to be compliant with DEQ's guidance and regulatory framework for permitting landfills. The draft has been submitted to DEQ for review. They received confirmation that it was an appropriate level at this time. There are additional studies and analysis to be done. They are in the early phases. There are more checks and balances and opportunities to ensure comfort with the Council, the City, and constituents. In response to the question about the super toxic waste and whether such material would be placed into this facility, from the beginning of this project, they have worked closely with the City in terms of identifying what waste would or would not be placed in that facility should it ever receive waste. The directive is to ensure safety to the community. This will not be a hazardous waste landfill. This facility will not accept that high level waste. That material will go elsewhere. Part of the permitting process includes the criteria for acceptance. The City has a lot of control to direct those requirements for accepting or not accepting particular types of waste. There is no expectation by the City or MFA that the facility would receive toxic waste.

Councilor Topaz talked about the main supplier of the lagoon being Portland Harbor. If it is not really toxic, they are going to encapsulate in place or move it. There is a margin along the Portland Harbor, all the way down the Multnomah Channel, which includes this property. Certain setbacks will be cleaned up.

He saw no indication in the MFA report that the EPA's cleanup of the local waterways was involved. Part of it is because this overall superfund project extends all the way down as the second phase. He had expected that when they conducted tests and observations that some of that information would be used. An in-water cleanup will be required for the Portland Harbor. That extends all the way to St. Helens because of the Multnomah Channel contamination.

Kathy responded that those questions and the analysis required to answer them is part of future phases of work. Just as a reminder, they are in the very early steps of analysis. There are many steps to come.

Councilor Topaz asked if there are any steps that would indicate that it is unsuitable, and they should not proceed? Or do you have to take it all the way to the end? Mayor Scholl responded yes to the first question. This is a report on the site and whether it is doable. Everything Councilor Topaz spoke about is yet to be determined. MFA is looking at the facility as whether or not it is feasible. People should not assume they are further along. There is much more community engagement to happen. There are a ton of materials around the area, including Armstrong and in-water. He appreciates all the work done by MFA. Now they know what the site consists of. The City Council has done their part to inform the citizens of what is there. They can pull the plug on it at any time.

Mayor Scholl has heard that it will cost the Portland Harbor more to cover it up than to dredge it. Councilor Topaz agreed that it is cheaper to dredge it. Their plans now are to cover it. Council President Morten pointed out that all the plans are conceptual. The lagoon is a detriment to citizens and needs to be addressed. Mayor Scholl clarified that the lagoon is an oversized facility and is on a valuable piece of land that can be repurposed for the citizens.

Discussion ensued. Additional public engagement will be held. No decisions about fill have been made at this time. It is still be reviewed.

#### **4. Update from the South County Collaborative Group - *Rachael***

2:51 p.m.

The City's Government Affairs and Project Support Specialist Rachael Barry said that this item is postponed. There were several presenters but due to the length of previous agenda item presentations, some of them could not stay longer.

#### **5. Police Department Semi-Annual Report - *Chief Greenway***

2:52 p.m.

Chief Brian Greenway was in attendance to give his semi-annual report to the Council. A copy of the PowerPoint presentation is included in the archive meeting packet.

**Break** – 3:24 p.m.

#### **6. Discussion Regarding Tourism Coordination RFP**

3:31 p.m.

City Administrator Walsh reminded the Council that this topic was carried forward from the last meeting. There was a concern presented about audit controls. Legal counsel reviewed the RFP and confirmed that there is a high degree of accountability. Does the Council want to do another RFP? Based on the last one done, the people who submitted clearly did not understand what is involved. Mayor Scholl talked about one candidate who thought they could manage it from California with volunteers doing the work.

Councilor Locke expressed that he thinks this is a bad time to do an RFP. Councilor Topaz agreed. He requested a copy of the audit system. Walsh explained the audit system that the City conducts. Assistant City Administrator Brown elaborated on the process. The audit is available on the City website. He can provide a copy of the auditor's contract as well.

Councilor Carlson suggested more public communication about tourism and planned events.

Mayor Scholl suggested the addition of an option to furlough the tourism consultant if events have to be cancelled due to weather, pandemics, etc.

Council directed staff to visit this topic later.

## **7. Discussion Regarding Status of Youth Council - *Ginny/Shanna***

3:41 p.m.

Councilor Carlson reported that she and Councilor Locke used to lead Youth Council together. Now with COVID and Councilor Locke's retirement, they need staff support. This proposal supports leadership opportunities and makes it more inclusive for the community. It does not diminish them in any way. The students range from 6<sup>th</sup> – 12<sup>th</sup> grades, which is a broad base. The City is responsible for their safety. The partnership with the Recreation Program gives them more staff support.

Recreation Manager Shanna Duggan reported that she has been reviewing other programs in the State to use as examples. Her proposal would be to create a multi-layer teen program:

- Youth Advisory Council
  - Complete an annual application
  - Participate in volunteer opportunities
  - Part of Boards, Commissions, and Council meetings
  - Help with Recreation Programs
- Teen Theme, to offer a safe place for students to hang out after school
- Teen Service Corps
- Councilor-in-Training

Duggan is excited to be a part of the Youth Council. She is in the schools a lot and can talk to the students about becoming involved. Students need supervision and structure. She can support them but allow them to plan projects.

Council President Morten applauded Councilor Locke and Councilor Carlson for their work with Youth Council. He thinks the Youth Council is more suited for the element of kids that are 15, 16, or 17. It should be the pinnacle of leadership. It could be organized like a sports program where you have a Junior Varsity and a Varsity. That could ease the burden on who manages this program. The work that has been done with them is remarkable.

Councilor Carlson pointed out that the older students do take on the leadership roles. She sees great growth when they start young. She has written letters of recommendation for several students who have moved on. Making a difference in these student's lives is worth the investment.

Discussion ensued. Youth Council fits a big need for teens in the area. The partnership with the Recreation Program would offer more opportunities and oversight.

## **8. Strategic Action Plan Updates**

Assistant City Administrator Brown reviewed items on tonight's agenda:

- Resolution No. 1899 for bond refinancing at a lower rate. It will save the City about \$650,000.
- Agreement with Arciform for design services for the Utility Billing and Municipal Court building façade.
- Community Action Team (CAT) loan payoff.
- Ad-hoc committee for the police facility.



**9. City Administrator Report**

4:11 p.m.

- Making progress on the Riverwalk and Veneer roadway utility design. The infrastructure financing, grant, and loans are in place.
- The St. Helens Industrial Park is moving along. The infrastructure funding plan is currently incomplete. The preliminary grading plan is being reviewed.
- The central waterfront project is in a slow-down phase to secure resources for the next phase.
- The Urban Renewal Plan Amendment steps are in process. Everything is on schedule.
- Need to review the Public Works interview schedule. Discussion ensued. Consensus of Council to hold the recruitment process open for one more week.
- The Oregon Film Trail has proposed signage to be placed downtown identifying movies that are filmed here. It is app based that directs users to film locations. No objections from Council.
- 13 Nights on the River was cancelled last week and this week due to hazardous air quality.
- Spirit of Halloweentown will be much different this year. Safety is very important.
- Columbia County Economic Team (CCET) selected Paul Vogel as the permanent Executive Director. He is doing great work.
- Port of Columbia County filled the position of Business Development Officer with Matt Miller. He is the former director at Great Portland Inc.
- In his position on the Board of the Oregon City County Manager's Association, he was nominated to sit on the League of Oregon Cities (LOC) Board of Directors. It is an honor and will not be confirmed until the LOC Conference on October 14 and 15. Council members needing to sign up should contact Payne or himself.
- He and Associate Planner Dimsho have been invited to lead a session at the Oregon Brownfields Conference on October 5 and 6. They will share the story of the Waterfront and what they have been working on.

**OTHER BUSINESS**

- Public hearing at 6 p.m. tonight.
- No executive session following this work session.

**ADJOURNMENT – 4:34 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 PUBLIC HEARING

Wednesday, September 16, 2020

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz (arrived at 6:08 p.m.)

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Sue Nelson, Interim Public Works Director  
 Jenny Dimsho, Associate Planner  
 Lisa Scholl, Deputy City Recorder

### OTHERS

Merideth D'Andrea  
 Seth Otto  
 Natasha Parvey

### OPEN PUBLIC HEARING – 6:01 p.m.

### TOPIC

#### 1. EPA Community-Wide Assessment Grant Update

City Administrator John Walsh introduced Seth Otto and Merideth D'Andrea of Maul Foster Alongi (MFA).

Seth and Merideth reviewed the PowerPoint presentation and brownfield properties. A copy is included in the archive packet for this meeting. The primary objective of the St. Helens Brownfield Assessment Program is to identify and assess priority sites in the target area to remove the barriers to redevelopment created by their brownfield status.

Discussion of the availability of future grants for assessment, cleanup, and revitalization activities.

### Questions/Comments

Council President Morten thanked the consultants for a thorough presentation.

Councilor Topaz pointed out two brownfield properties.

- A livery stable at the corner of S. 3rd Street and St. Helens Street dating back to the 1920s. The groundwater is full of horse droppings. Is that something to consider? Seth responded that it can sometimes have contaminants, but it does not typically include brownfields. Merideth added that they have monitored it in the past for contaminants. Councilor Topaz added that it is close to one of the springs that supplies drinking water.
- Dillard Lake on Old Portland Road between S. 5<sup>th</sup> and 6<sup>th</sup> Street. That was also a site where stuff was dumped from the mill in the 1920s. Is that within their control? Seth responded that there is no restriction on including additional properties. Councilor Topaz said there is fecal chloroform in

the groundwater, which the City tested. The original sewer system really ripped up the ground. What is draining from Dillard Lake could be going into people's drinking water. Seth agreed that it could be investigated.

Walsh thanked the consultants and Associate Planner Jenny Dimsho for all of their work on this project.

Councilor Locke asked if there would be a program like this for the Boise mill site. Seth responded that it could be included in the next round.

**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, September 16, 2020

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Ginny Carlson  
 Councilor Stephen R. Topaz

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Sue Nelson, Interim Public Works Director  
 Jenny Dimsho, Associate Planner  
 Lisa Scholl, Deputy City Recorder

### OTHERS

Natasha Parvey

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

### PLEDGE OF ALLEGIANCE

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

No visitor comments were received.

### ORDINANCES – *First Reading*

- 1. Ordinance No. 3256:** An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from the Suburban Residential (SR) and Public Lands (PL) Designations to the General Commercial (GC) Designation and the Zoning District Map from the Moderate Residential (R7) and Public Lands (PL) Zones to the Mixed Use (MU) Zone

Mayor Scholl read Ordinance No. 3256 by title for the first time. The final reading will be held at the next regular session.

### RESOLUTIONS

- 2. Resolution No. 1899:** A Resolution Authorizing the Execution and Delivery of a Financing Agreement and Escrow Agreement; Authorizing the Issuance and Negotiated Sale of Full Faith and Credit Refunding Obligations to Refund Outstanding Loans; Designating an Authorized Representative, Special Counsel, and Underwriter; and Related Matters

Mayor Scholl read Resolution No. 1899 by title. Motion made by Councilor Carlson and seconded by Councilor Topaz to adopt Resolution No. 1899. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 3. Satisfaction of Mortgage for 120 Melvin Avenue (Ridenour) - CAT Loan Payoff**

#### 4. Agreement with Arciform for Design Services for Facade at 275/277 Strand Street

Councilor Locke asked if he needed to recuse himself from the CAT Loan Payoff. Mayor Scholl said that would not be necessary since there is no monetary gain.

**Motion:** Motion made by Councilor Carlson and seconded by Councilor Topaz to approve '3' and '4' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Carlson, Councilor Topaz

### CONSENT AGENDA FOR ACCEPTANCE

#### 5. Planning Commission Minutes dated August 11, 2020

**Motion:** Motion made by Councilor Carlson and seconded by Councilor Locke to approve '5' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

### CONSENT AGENDA FOR APPROVAL

#### 6. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Carlson and seconded by Councilor Topaz to approve '6' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

### WORK SESSION ACTION ITEMS

- Request from Drake's Towing for an RFP to be done for towing services.

Councilor Locke talked about tow companies are charging different rates. He suggested the City set the rates for police tows, etc. It needs to be equal for everyone. Councilor Topaz asked who would research the legality. Mayor Scholl suggested using the language the City of Scappoose used. Council President Morten agreed. Assistant City Administrator Brown explained the last RFP. There was a fee schedule attached to Drake's Towing contract.

Mayor Scholl asked for staff to draft a proposed RFP. Discussion ensued. Consensus of Council for staff to bring back a proposal.

- How to move forward with the Mainstreet Program

Consensus of Council to add a discussion to the next work session agenda.

- Public Safety Facility Ad-hoc Committee members

Reviewed the names and background for people who submitted an application and who expressed interest verbally. Councilor Locke would like to see a student from the high school leadership or Youth Council participate.

**Motion:** Motion made by Mayor Scholl and seconded by Councilor Carlson to follow staff's recommendation for the Ad-hoc Committee, including those who express interest verbally. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

- Proposal to change the Youth Council to Youth Advisory Committee

**Motion:** Motion made by Councilor Carlson and seconded by Council President Morten to change the Youth Council to Youth Advisory Committee and partner with the Recreation Program. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

### MAYOR SCHOLL REPORTS

- He read a letter to the editor in the September 3<sup>rd</sup> Spotlight from Councilor Topaz stating that he was silenced by himself and staff. That was not true. Voters have your voice in the Council reports at every meeting. Councilor Topaz spoke during visitor comments and that has never happened as long as he has been Mayor, or as long as he has been observing meetings. Councilor Topaz interjected that he was cut off. Mayor Scholl asked him not to interrupt his report. Brady Preheim

made a very concerning statement during visitor comments at the September 2<sup>nd</sup> meeting. The City and State have recently adopted laws regarding inappropriate workplace harassment. It applies to all employees, Councilor members, and Board and Commission members. The claims potentially put the City at risk. All staff and volunteers need to be aware that the City has a process in place to address harassment. You have the right to make complaints known to the City. If Brady's statements are found to be true, that is a real problem for the City. It is unacceptable and he would like to open an investigation to look into the allegations about Councilor Topaz's conduct.

**Motion:** Motion made by Mayor Scholl and seconded by Councilor Locke for the City Administrator to gather and provide the necessary and factual information on topics raised by Brady Preheim, so the Council can direct the next steps in the investigation.

Discussion.

Mayor Scholl said that Brady addressed finances, staff grievances, etc. To not investigate would not be serving the citizens.

Councilor Topaz asked what the recourse is if the allegations are wrong. He assumes the situation is false and made by a citizen, which he has the right to do under the First Amendment. What is the Council's action if his statements are false? Mayor Scholl responded that they would do an investigation to find out and they will make a statement. Right now, they are gathering information to determine if it warrants an investigation.

Councilor Locke reported that there have been several letters of complaints from staff. If an investigation is going to happen, the investigator will do the work and then Council can make a decision from that. Mayor Scholl added that anyone who has a complaint needs to submit it. The City cares.

Council President Morten has heard complaints of harassment from staff. Grievances have been filed regarding Councilor Topaz. Some of those complaints have been read in the record. Councilor Topaz has thrown the Council under the bus. He filed an ethics complaint to the State Ethics Board. An error did occur in the opening of an educational, fact-finding session under executive session, regarding the City's wastewater lagoon. Councilor Topaz named Mayor Scholl, Councilor Locke, Councilor Carlson, and Council President Morten in the filing of the complaint. However, he did not include himself in the complaint. He was there and participated. Council President Morten compared what Councilor did with team sports. Morten has coached sports over 30 years, and he has never experienced anything like that. It cost him and cost taxpayers. It is wrong. This is more of a personal thing for him. Citizens need to know what he did.

Mayor Scholl agreed. Councilor Topaz immediately went to the newspaper with what was discussed during the executive session. What he did was dirty and blindsided.

Councilor Carlson agreed with the motion. She is glad to see that something is going to be done about it now. It is not acceptable to not act on it.

**Voting:** Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

- The Chamber of Commerce is holding a grand opening and ribbon cutting at Purz and Pawz at the corner of Columbia Blvd. and Fourth Street.

### **COUNCIL MEMBER REPORTS**

Council President Morten reported...

- Parks & Trails Commission recommended a concrete pad be placed to hold three benches and install one bench at the north end of Grey Cliffs Waterfront Park.

**Motion:** Motion made by Council President Morten and seconded by Mayor Scholl for staff to pour a concrete pad for three benches and install the one bench at the north end of Grey Cliffs Waterfront Park. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

- The Parks & Trails Commission was directed by the Council to discuss the playground design at McCormick Park as part of the MODA Assist Grant. Parks Field Supervisor Thad Houk was asked earlier on to propose a design, which he had done. However, there are still questions about funding. Council President Morten suggests that Parks Field Supervisor Thad Houk, Interim Public Works Director Sue Nelson, Associate Planner Jenny Dimsho, and Recreation Manager Shanna Duggan work together on the proposal with the community. Mayor Scholl agreed. Councilor Carlson emphasized the need to make sure it is all-inclusive. Consensus of Council for staff to move forward as suggested by Council President Morten.

Councilor Locke reported...

- He met with Johnathon at Cascades. They agreed to disagree and came up with a compromise. The compromise said we need to start drawing the line. He intends to do that before leaving Council.

Councilor Carlson reported...

- Planning Commission has two expiring positions with members who have served two or more terms. It will be open to the community now. It is a four-year term.
- Her job is Direct Support for people with disabilities. This is the national week recognizing people who do home care. As an essential worker on the front lines, some people get no time during the pandemic. It is an everyday job and they are appreciated.
- Need to keep Christmas Ships on the radar since Councilor Locke is retiring this year. Mayor Scholl volunteered to follow Councilor Locke and learn what to do this year if another Councilor will join him. Councilor Carlson helps as well. She suggested the possibility of boxed dinners. Mayor Scholl talked to Tina about doing fireworks at Christmas again. There is plenty room to physically distance on the Waterfront property. Christmas Ships will be here on Saturday, December 12. It takes work and money to do fireworks in December.

Councilor Topaz reported...

- Next week, he and Government Affairs & Project Support Specialist Rachael Barry are going to have a re-education program for the Arts & Cultural Commission. He hopes to incorporate the bureaucratic mechanism that Boards and Commissions are supposed to follow.
- He checked with Chris Iverson about our Spirit of Halloweentown insurance. Insurance does not cover infection diseases. There is some money in the insurance policy for some legal fees but damages beyond that are not covered. We still have not seen a document from a safety committee for Spirit of Halloweentown that needs Council approval.
- He has been requested by several citizens to make a motion to stop Spirit of Halloweentown as of tonight.

**Motion:** Motion made by Councilor Topaz and seconded by Council President Morten to abandon the 2020 Spirit of Halloweentown.

Discussion.

Councilor Carlson visited Mainstreet merchants over the last week. They thanked her for continuing to hold events, trust citizens to wear a mask if they need it, and stay home if they need it. She heard from four of them and they want to continue Spirit of Halloweentown.

Mayor Scholl said the City was the first to declare a State of Emergency with the pandemic. Spirit of Halloweentown has been downsized. It will only allow 250 people during the ticketed hours on the

weekend. Masks will be required and there will be hand sanitation. There are no major pumpkin lightings, no parades, and no major celebrities unless they are in small groups. If there are any issues, it will be cancelled.

Council President Morten heard Tina Curry speak at the Kiwanis meeting. She is limiting attendance to control safety. Tina is taking the responsibility to manage the event.

**Voting:** Yea: Councilor Topaz; Nay: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson; motion failed.

**OTHER BUSINESS** – None

**ADJOURNMENT** – 8:00 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Lisa Scholl, Deputy City Recorder

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Rick Scholl, Mayor



## City of St. Helens

**Job Title:** POLICE SERGEANT  
**Department:** Police  
**FLSA Status:** Non-Exempt  
**Union:** No  
**Date Revised:** October 7, 2020

### GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities. Functions as a Shift Commander, supervisor of specialty team or detail (ie, CENT or detectives), supervises personnel of lesser rank and a member of the management team responsible for the administration of the Police Department.

### SUPERVISION RECEIVED

Works under the general supervision of a Police Lieutenant or during the absence of the Lieutenant, the Police Chief.

### SUPERVISION EXERCISED

Exercises general supervision over police officers and other staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises police officers and other staff in their duties. Makes decisions and directs department activities as a part of management.
- Responsible to ensure the safety of subordinates.
- Conducts or participates in the investigation of complaints made by citizens against Police Officers or other staff and any resulting corrective action, including relieving employee from duty with or without pay.
- Conducts or participates in the hiring process, including oversight of oral board interviews in the absence of the Lieutenant, both for new hires and for promotional interviews.
- Supervises the scheduling and coordinating of shift changes.
- Reviews a variety of police related reports prepared by subordinate officers or others and ensure completion of subordinate's work.
- Continuously monitors the quality and quantity of work performed of subordinates, including evaluating officers arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Makes day-to-day police assignments as required by the needs of the service, including the granting of time off and the granting of permission to work overtime.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Advises other supervisors on deployment of personnel during emergency responses.
- Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.

- Maintains contact with general public, court officials, and other City officials in the monitoring of performance of police activities, as assigned.
- Conducts periodic performance evaluation and planning sessions for assigned personnel, including identifying employee strengths and weaknesses and making plans with the employee to maximize capabilities and to deal with performance issues, either positive or negative. Includes creating and maintaining appropriate records.
- Counsels assigned personnel on job performance and disciplinary matters.
- Participates in special assignments, as assigned.
- Personally participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Works a uniformed shift in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Maintains normal availability by radio, pager, or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and prepares semiannual evaluations of members of the department under his/her supervision.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Coordinates and supervises the training, assignment, development of subordinate police officers, including the observation and evaluation of probationary employees resulting in recommendations to retain or release the employee.
- Coordinates activities with other Shift Commanders, other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
- Participate in grievances, grievance arbitrations or other management/labor activities as a representative of management.
- Supervises Criminal Detective(s) and participates in criminal investigations, when appropriate.

- Supervises the Columbia Enforcement Narcotics Team (CENT) while that countywide team is managed by SHPD, including the Raid Entry Team.
- Supervises the Meth Lab Response Team while that countywide team is managed by SHPD.
- Supervises the Critical Incident Response Team (CIRT) as both Tactical Commander and as Ground Team Commander, including exercising supervision over assigned members from other police, fire, or dispatch agencies.

### **PERIPHERAL DUTIES**

- Analyzes and recommends improvements to equipment and facilities, as needed.
- Reviews, evaluates, and develops programs, policies and procedures for various departmental operations.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience:

- High school diploma or equivalent; and
- Completion of the State Basic Training Academy ; and
- Minimum of five years work experience as a fully commissioned police officer; and
- At the time of appointment posses an Advance Certification issued by the Oregon Board on Police Standards and Training.
- Preferred to hold the rank of Corporal.*

#### Necessary Knowledge, Skills, and Abilities:

- Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Extensive knowledge of City's geography.
- Skill in the operation of the tools and equipment listed below.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to follow and give verbal and written instructions.
- Ability to meet the special requirements listed below.

**SPECIAL REQUIREMENTS**

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- b. Ability to meet Department's physical standards.

**TOOLS AND EQUIPMENT USED**

Police car, police radio, radar gun, handgun and other weapons as required, side handle, or extendable baton, handcuffs, breathalyzer, pager, first aid equipment.

**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 job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; smell/taste; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; on occasion may be required to become involved in physical altercations to take, and or maintain control of suspects, or prisoners. The employee will be required to wear a duty belt weighing in excess of twenty pounds for extended periods of time.

The employee must occasionally lift and/or move items or persons weighing in excess of 150 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

## EMPLOYEE ACKNOWLEDGEMENT

*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.*

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Police Sergeant** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: \_\_\_\_\_

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

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

Manager Signature: \_\_\_\_\_

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

# **REQUEST FOR PROPOSALS**

## **Exclusive Towing Services**

**City of St. Helens, Oregon**

**DATE:  
October 8, 2020**

**City of St. Helens  
265 Strand Street  
St. Helens, OR 97051  
(503) 366-8227**

**GENERAL INFORMATION**

The City of St. Helens seeks proposals for providing towing services exclusively for the City of St. Helens, Oregon. We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service and enhancement to create a successful partnership with the City.

We encourage you to be creative and educational in your response. Feel free to include information about prior community involvement in the local area. While your format must be consistent with the requirements of the RFP, if you believe there is additional information that would be beneficial to us, there is a section at the end where you can provide such information.

A City review panel, consisting of staff from multiple departments, will review each proposal for pricing and service. The panel will recommend a provider for the City Council to ultimately approve and work towards an exclusive use contract.

The complete RFP will be made available on the City’s website ([www.sthelensoregon.gov/rfps](http://www.sthelensoregon.gov/rfps)).

**ESTIMATED TIMETABLE OF RFP:**

Distribution of RFP	October 8, 2020
Deadline for Questions	October 23, 2020
Proposal Submission Deadline	November 9, 2020
City Panel Review	November 9-11, 2020
Forward Recommendation to City Council	November 18, 2020
Notification of Selected Provider(s)	November 19, 2020
Contract Negotiation & Signature	November 19 – December 7
City Council Approval of Contract	December 16

We have made every effort to include sufficient information within this RFP for a vendor to prepare a responsive, comprehensive proposal. The timing of the proposal process is as follows:

- a) Distribution of Request for Proposal: October 8, 2020
- b) Deadline for Questions is October 23, 2020. All questions must be asked no later than this date to ensure that all proposers can receive the information.
- c) Proposal Submission: Proposals must be delivered directly to City Hall no later than **November 9 at 10:00 AM**. Late submissions after the deadline or proposals delivered via fax/email will not be accepted. A total of five (5) identical proposals must be submitted and labeled as follows:

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

- d) Notification: We anticipate notification to all vendors regarding the outcome of the review and begin the contract process with the selected vendor by November 19.
- e) Conversion Activities: The awarded vendor will be required to coordinate with our staff all the activities necessary to ensure smooth installation.

We will make every effort to administer the proposal process in accordance with the terms and dates discussed in the RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary.



## **BID/RFP Information**

The City of St. Helens invites all interested parties to submit proposals for the services described herein. The successful vendor must be able to respond to all tows within 20 minutes of dispatch. If the tow cannot be at location within the 20 minutes of dispatch, the City will move onto a 2<sup>nd</sup> or 3<sup>rd</sup> or further option. The successful vendor must have the capacity to tow cars, trucks, boats, and RVs.

Below is a list of all services required; your RFP response should include all of these services along with anticipated pricing for each item listed.

- Standard Tow
  - No extraordinary winching required. No standard tow will be paid for a “blocked driveway.” If a flatbed is used and a winch is not necessary beyond the point of pulling the car onto the flatbed, no winch is to be paid.
- Standard Tow with Winch
  - Requiring an extraordinary winch, or the use of skates. (Example: removing a car from railroad tracks, out of a house, or off a pole.) Must include picture verifying the need for winching to be paid at this rate. If a flatbed is used and a winch is not necessary beyond the point of pulling the car onto the flatbed, no winch is to be paid. This rate will only be paid in the event that a car is inaccessible to the tow truck.
- Heavy Tow
  - If possible, more than two axles. This rate of pay will require vehicle weight of more than 6,500 lbs.
- Heavy Tow with Winch
  - If possible, more than two axles. This rate is for extra heavy vehicles stuck in extraordinary situations. (Example: when a vehicle is on railroad tracks, requiring removal from a house, or off a pole.) This rate of pay will require a picture supporting the payment at this rate.
- Standard Tow with Clean-up
  - You will be paid for each car involved in an accident that is towed. This price includes the possibility of all necessary clean up including the time it takes, and use of your own supply of absorbent. The vendor should be aware that some accident tows will require a greater or lesser amount of time and/or clean-up. To be compensated at this price, the City will need pictures or documentation indicating the severity of the accident verifying the need for extraordinary clean-up.
- Standard Tow with Winch and Clean-up
  - You will be paid for each car involved in an accident that is towed. This price includes any winching, the use of skates, all necessary clean-up (including length of time for clean-up), and use of your own absorbent. To be compensated at this price, the City will need pictures or documentation indicating the severity of the accident verifying the need for extraordinary clean-up.
- Boat on Trailer
  - Towing of a boat already on a trailer, which essentially requires less work than a boat not on a trailer.
- Boat not on Trailer
  - Towing a boat not on a trailer.
- Small Bikes, Snow Blowers, Lawn Mowers, Motorized Scooters, Motorized Bikes
  - Small motor tows.

- Gone on Arrivals (GOA)
  - In the event that tow truck is dispatched, but the tow is no longer needed, the tow truck company will be paid \$ . Examples include: when a call is dispatched and the Police release the car to AAA or another company once the tow truck is on scene, or the call is cancelled after the tow truck is in route to the scene. GOA does not consist of instances where a flatbed tow truck is requested, and a wheel lift tow truck is sent, or the call is canceled within 10 minutes of being given. In the event that this occurs, there will be no payment made to the towing company. Also if a two car accident is called and both are given away, only one GOA will be paid.
- MiniTow
  - The cost to move a vehicle out of the way of a driveway that is blocked, or out of the way of a fire hydrant. This is mostly used to hook and move a short distance. It can also include a situation where the vehicle is hooked-up to move, and released to the owner to move instead (Hook and Drop). Usually the distance is no more than around a block. This charge will still be paid if the tow truck is on scene, and the Police Department allows the owner to move the car.
- Tire Change
  - Changing a tire for a City vehicle within Columbia County limits.
- Jump Start
  - Jumping a City vehicle within Columbia County limits.
- Lock Out
  - Using a Slim Jim or long bar to unlock the door of a City vehicle.
- Emergency Situations
  - At the discretion of the Police Chief or City Administrator, this rate will be paid on an as needed basis when special towing services are requested for the City of St. Helens. Examples of this would include response requests involving snow emergencies, driving outside the city limits, remaining on call at the scene of a race or parade where the Police Chief may require immediate service(s), or any other situation the Police Chief or City Administrator deem to be extraordinary or emergency situation. In the event that such towing services are rendered, the Police Chief or City Administrator may authorize that an additional hourly rate be paid to the towing company.
- Tow Reports
  - Exclusive vendor selected will reimburse Police for printing costs associated to print tow reports. (Most recently ordered in Feb of 2018, 200 sets of 3-prt carbonless forms cost \$91.50)

## **Required Format Proposal**

In order for us to adequately compare and evaluate proposals objectively, all proposals must be submitted with this format. Not doing so will be reflected in the overall scoring. Font size shall be no smaller than 12 pt.

### **Title Page/Cover**

It should include the name of the vendor, principle business address, phone number, email address of a specific contact individual, and a copy of your St. Helens Business License.

### **Table of Contents**

One printed page maximum

### **Transmittal Letter**

The letter should address the vendor's willingness and commitment to serve the City of St. Helens. This includes providing the services and why the vendor believes it should be selected as the exclusive towing company for the City of St. Helens community.

### **Section 1 – Business Profile and Staff**

- a) Please provide a brief history of your company including how long you have been in business and your experience providing service
- b) Include five (5) business references

### **Section 2 – Pricing**

- a) Provide in this section the pricing for the specifics mentioned in this RFP.
- b) If there are additional services you believe should be added, please note them in this section.
- c) Please provide to the City if you are willing to negotiate your prices.

### **Section 3 – Other Info / Services**

This is YOUR opportunity to include any information or services you believe should be known to the RFP Rating Committee for the City of St. Helens. In this section, you may also provide any such information that you feel you need to share to help the City make the best selection for a provider.

## **EVALUATION OF PROPOSALS**

The evaluation criteria will include the following:

- A. Comprehensiveness of Services Provided: Overall feeling of capabilities of the vendor to meet the service levels described in this RFP and how effectively they can be offered to the St. Helens community members.  
(Scoring = 0-5)
- B. Reference List: Points provided if reference list is provided as requested.  
(Scoring = 0-5)
- C. Service Enhancements: The vendor's efforts to understand our needs and goals.  
(Scoring = 0-5)
- D. Other Factors: Any other factors that the City believes are in our best interest to consider based on information provided or not provided in the RFP.  
(Scoring = 0-5)
- E. Format Completeness: Full points awarded if the vendor has followed the format proposal reflected in this RFP. (Scoring = 0-5)

Total Points Possible = 25 Points Max

### **Final Comments:**

The City of St. Helens is committed to providing equal opportunities to State of Oregon certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. We reserve the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and to request additional information from proposing vendors. All costs incurred in connection with preparing and submitting a proposal is the responsibility of the vendor. Our decision to award a contract will be based upon many factors including, but not limited to, service, and innovation. No single factor, such as cost, will determine the final decision to award. All respondents will be informed of the decision made about the consultant selected. Respondents will not be provided with detailed information about the rating of their response. Respondents must comply with relevant federal, state, and local laws, regulations, rules and other requirements.

### **Questions regarding this RFP may be directed to:**

Matt Brown, Assistant City Administrator  
265 Strand Street  
St. Helens, OR 97051  
Office: 503-366-8227  
Email: mbrown@ci.st-helens.or.us



St. Helens, OR

# Expense Approval Register

Item #13.

Packet: APPKT00175 - AP 9.17.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
WILCOX	0531453-IN	09/11/2020	FUEL PARKS	100-708-52022	729.52
TIMMI S HALD	08122020	09/14/2020	ADMIN ASSISTANCE POLICE	100-705-52019	216.00
SOLUTIONS YES	INV248487	09/14/2020	PRINT CHARGES CITY HALL	100-704-52005	32.90
LAWRENCE OIL COMPANY	019001-2024401	09/15/2020	247749	100-715-52022	33.44
LAWRENCE OIL COMPANY	019001-2024401	09/15/2020	FUEL PURCHASES	100-715-52022	1.32
TYLER TECHNOLOGIES INC	025-308605	09/15/2020	LISA TURNER FIN	100-707-52019	125.00
OREGON DEPARTMENT OF	AUGUST 2020	09/15/2020	STATE DUII CONVICTION FEE	100-000-20700	510.00
OREGON DEPARTMENT OF	AUGUST 2020	09/15/2020	STATE DUII DIVERSION	100-000-20700	373.61
OREGON DEPARTMENT OF	AUGUST 2020	09/15/2020	STATE DUII DIVERSION	100-000-20700	100.00
OREGON DEPARTMENT OF	AUGUST 2020	09/15/2020	STATE	100-000-20800	406.39
OREGON DEPARTMENT OF	AUGUST 2020	09/15/2020	UNITARY	100-000-20800	36.22
OREGON DEPARTMENT OF	AUGUST 2020	09/15/2020	LEMLA	100-000-20800	4.40
OREGON DEPARTMENT OF	AUGUST 2020	09/15/2020	STATE MISD	100-000-20800	555.00
OREGON DEPARTMENT OF	AUGUST 2020	09/15/2020	STATE MISD	100-000-20800	-50.00
OREGON DEPARTMENT OF	AUGUST 2020	09/15/2020	STATE VIOLATION	100-000-20800	1,290.00
TERRY MASSEY	INV0000783	09/15/2020	HANDGUN HOLSTER REIMB.	100-705-52002	600.00
MATT MOLDEN- AP	INV0000784	09/15/2020	UNIFORM EXPENSE	100-705-52002	298.70
RUBENS LAWN SERVICE	0003345	09/16/2020	MONTHLY LAWN SERVICE	100-705-52023	40.00
JORDAN RAMIS PC ATTORNEYS	171092	09/16/2020	GENERAL LEGAL SERVICES	100-701-52019	2,354.50
JORDAN RAMIS PC ATTORNEYS	171092	09/16/2020	GENERAL LEGAL SERVICES	100-703-52019	1,793.50
JORDAN RAMIS PC ATTORNEYS	171093	09/16/2020	PLANNING LEGAL FEES	100-710-52019	595.00
NORTHWEST DELI	395554	09/16/2020	MATERIALS GLOVES, TOWELS,	100-708-52001	444.00
INGRAM LIBRARY SERVICES	48149132	09/16/2020	BOOKS / AUDIO BOOKS	100-706-52033	26.46
INGRAM LIBRARY SERVICES	48149134	09/16/2020	BOOKS 20C7921	100-706-52033	17.18
INGRAM LIBRARY SERVICES	48149135	09/16/2020	BOOKS / AUDIO BOOKS	100-706-52033	-15.20
INGRAM LIBRARY SERVICES	48149135	09/16/2020	BOOKS / AUDIO BOOKS ACCT	100-706-52033	37.83
INGRAM LIBRARY SERVICES	48149136	09/16/2020	BOOKS / AUDIO BOOKS	100-706-52033	80.83
INGRAM LIBRARY SERVICES	48149137	09/16/2020	BOOKS 20C7921	100-706-52033	725.96
CODE PUBLISHING	67620	09/16/2020	COMULATIVE PRINT	100-702-52019	196.35
BIO-MED TESTING SERVICES	79266	09/16/2020	PRE EMPLOYMENT TEST	100-702-52019	45.00
SHRED-IT C/O STERICYCLE INC	8180388769	09/16/2020	POLICE DEPT SHRED SERVICE	100-705-52019	71.07
COLUMBIA COUNTY	AUGUST 2020	09/16/2020	JAIL ASSESSMENT	100-000-20900	66.66
COLUMBIA COUNTY	AUGUST 2020	09/16/2020	COUNTY ASSESSMENT	100-000-20900	578.31
COLUMBIA COUNTY	AUGUST 2020	09/16/2020	ADJUSTMENT COUNTY	100-000-20900	-5.00
COLUMBIA COUNTY	AUGUST 2020	09/16/2020	ADJUSTMENT COUNTY	100-000-20900	16.00
COLUMBIA COUNTY	AUGUST 2020	09/16/2020	CITY COURT COSTS DEDUCTED	100-000-36002	-64.50
CORPORATION DIVISION	INV0000785	09/16/2020	RENEW TRADEMARK LOGOS 2	100-715-52024	100.00
COLUMBIA COUNTY CLERK	INV0000786	09/16/2020	RECORDING FEES	100-710-52011	91.00
SARAH PARTAIN	INV0000787	09/16/2020	REFUND	100-709-52019	96.74
PETTY CASH - JAMIE EDWARDS	MAY-AUG	09/16/2020	GIFT CARDS IF I WERE MAYOR	100-703-52041	30.00
PETTY CASH - JAMIE EDWARDS	MAY-AUG	09/16/2020	HALF AND HALF BREAKROOM	100-715-52004	11.18
PETTY CASH - JAMIE EDWARDS	MAY-AUG	09/16/2020	CLOROX WIPES	100-715-52004	4.48
PETTY CASH - JAMIE EDWARDS	MAY-AUG	09/16/2020	GET WELL FLOWERS DOUG	100-715-52024	25.00
HUDSON GARBAGE SERVICE	09012020	09/17/2020	7547	100-705-52023	96.59
HUDSON GARBAGE SERVICE	09012020	09/17/2020	1026	100-705-52023	127.50
HUDSON GARBAGE SERVICE	09012020	09/17/2020	1554	100-706-52003	59.80
HUDSON GARBAGE SERVICE	09012020	09/17/2020	7636	100-708-52023	261.86
HUDSON GARBAGE SERVICE	09012020	09/17/2020	3955	100-708-52023	139.82
HUDSON GARBAGE SERVICE	09012020	09/17/2020	8716	100-708-52023	322.56
HUDSON GARBAGE SERVICE	09012020	09/17/2020	7598	100-708-52023	582.17
HUDSON GARBAGE SERVICE	09012020	09/17/2020	7539	100-715-52023	96.59
HUDSON GARBAGE SERVICE	09012020	09/17/2020	7601	100-715-52023	355.52
JAMIE EDWARDS - AP	09152020	09/17/2020	MILEAGE REIMB. BANK RUNS	100-707-52001	221.63

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PERMA-BOUND	1868728-00	09/17/2020	BOOKS	100-706-52033	141.36
CENTRO PRINT SOLUTIONS	221550	09/17/2020	AP CHECK STOCK ORDERED	100-707-52004	365.11
INGRAM LIBRARY SERVICES	48149133	09/17/2020	BOOKS 20C7921	100-706-52033	10.41
COLUMBIA COUNTY TRANSFER	7121	09/17/2020	DUMP FEES	100-708-52001	14.51
MIDWEST TAPE	99341320	09/17/2020	DVD / ABD 2000010011	100-706-52034	106.69
JEAN COY	INV0000788	09/17/2020	REFUND RES NOT USED	100-000-34031	30.00
CITY OF ST. HELENS	INV0000789	09/17/2020	PAYMENT CORRECTION	100-000-34032	1.20
ACE HARDWARE - ST. HELENS	INV0000791	09/17/2020	MATERIALS ACE ACCT 60176 -	100-708-52001	67.45
ERSKINE LAW PRECTICE LLC	SEPT 2020	09/17/2020	3/18-3/30	100-705-52019	2,215.34
<b>Fund 100 - GENERAL FUND Total:</b>					<b>17,840.96</b>

**Fund: 202 - COMMUNITY DEVELOPMENT**

3J CONSULTING, INC	6295	09/15/2020	ST. HELENS INDUSTRAIL	202-722-52019	2,453.00
JORDAN RAMIS PC ATTORNEYS	171095	09/16/2020	CDBG CONTRACT REVIEW	202-721-52096	7,150.00
MAUL FOSTER ALONGI INC	40174	09/16/2020	GOVERNANCE AND PUBLIC	202-721-52019	1,176.25
MAUL FOSTER ALONGI INC	40174	09/16/2020	IGA PHASE 1 LAGOON	202-721-52019	61,443.25
MAUL FOSTER ALONGI INC	40174	09/16/2020	COMMUNITY WIDE	202-721-52050	5,507.50
MAUL FOSTER ALONGI INC	40174	09/16/2020	INDUSTRIAL PARK GRADING	202-722-52019	2,535.00
HUDSON GARBAGE SERVICE	10935133	09/17/2020	8526	202-725-52003	181.45
RADLER WHITE PARKS &	25336	09/17/2020	ACSP TRANSACTION	202-721-52019	4,280.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>84,726.45</b>

**Fund: 205 - STREETS**

ACE HARDWARE - ST. HELENS	INV0000781	09/14/2020	60179 ACE ACCT MATERIALS	205-000-52001	127.93
<b>Fund 205 - STREETS Total:</b>					<b>127.93</b>

**Fund: 601 - WATER**

LAWRENCE OIL COMPANY	019001-2024401	09/15/2020	247752	601-732-52022	16.82
NORTHWEST CONTROL	51663	09/15/2020	HVAC SERVICE WFF	601-732-52023	1,103.25
NORTHSTAR CHEMICAL	177131	09/16/2020	SODIUM HYDROXIDE 25%	601-732-52083	5,953.75
NORTHSTAR CHEMICAL	178076	09/16/2020	SODIUM HYPOCHLORITE 12.5%	601-732-52083	531.40
HACH	12063358	09/17/2020	REAGENT SET CHLORINE FREE	601-731-52001	74.56
HACH	12063358	09/17/2020	REAGENT SET CHLORINE FREE	601-732-52023	138.47
CITY OF ST. HELENS	INV0000789	09/17/2020	PAYMENT CORRECTION	601-000-34007	17.61
ACE HARDWARE - ST. HELENS	INV0000790	09/17/2020	ACE MATERIALS ACCT 60181	601-731-52001	122.62
<b>Fund 601 - WATER Total:</b>					<b>7,958.48</b>

**Fund: 603 - SEWER**

OREGON DEQ BUSINESS	INV0000780	09/14/2020	WASTEWATER OPERATOR	603-736-52018	135.00
OREGON DEQ BUSINESS	INV0000780	09/14/2020	WASTEWATER OPERATOR	603-737-52018	135.00
ACE HARDWARE - ST. HELENS	INV0000782	09/14/2020	MATERIALS ACE ACCT 60180	603-735-52001	64.76
ACE HARDWARE - ST. HELENS	INV0000782	09/14/2020	MATERIALS ACE ACCT 60180	603-736-52001	32.38
ACE HARDWARE - ST. HELENS	INV0000782	09/14/2020	MATERIALS ACE ACCT 60180	603-737-52001	32.39
OREGON DEQ BUSINESS	WQ21STM-0668	09/14/2020	1300 KASTER RD FEE OAR	603-737-52066	1,257.00
CITY OF PORTLAND	528594	09/16/2020	LAB SERVICES	603-736-52064	2,382.00
CITY OF PORTLAND	528594	09/16/2020	LAB SERVICES	603-737-52064	2,382.00
PETTY CASH - JAMIE EDWARDS	MAY-AUG	09/16/2020	REIMB. RECORDING FEE	603-735-52019	10.00
HUDSON GARBAGE SERVICE	09012020	09/17/2020	8333	603-736-52003	137.82
HUDSON GARBAGE SERVICE	09012020	09/17/2020	8333	603-737-52003	137.81
DON'S RENTAL	546366	09/17/2020	PULLER	603-736-52001	14.28
CITY OF ST. HELENS	INV0000789	09/17/2020	PAYMENT CORRECTION	603-000-34011	24.13
<b>Fund 603 - SEWER Total:</b>					<b>6,744.57</b>

**Fund: 605 - STORM**

ACE HARDWARE - ST. HELENS	INV0000782	09/14/2020	MATERIALS ACE ACCT 60180	605-000-52001	49.99
CITY OF ST. HELENS	INV0000789	09/17/2020	PAYMENT CORRECTION	605-000-34017	7.06
<b>Fund 605 - STORM Total:</b>					<b>57.05</b>

**Fund: 702 - INFORMATION SYSTEMS**

MORE POWER TECHNOLOGY	10783	09/15/2020	PREMIUM AGREEMENT	702-000-52006	10,451.65
MORE POWER TECHNOLOGY	10822	09/16/2020	WORKSTATON LENOVO	702-000-52006	1,373.99
MORE POWER TECHNOLOGY	10823	09/16/2020	HARD DRIVE	702-000-52006	543.78
CENTURY LINK	08252020	09/17/2020	966B	702-000-52010	346.12

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COMCAST	09012020	09/17/2020	REC ACCT 8778 10 201	702-000-52003	168.40
Fund 702 - INFORMATION SYSTEMS Total:					12,883.94
Fund: 703 - PW OPERATIONS					
LAWRENCE OIL COMPANY	019001-2024401	09/15/2020	247748	703-734-52022	1,228.75
LAWRENCE OIL COMPANY	019001-2024401	09/15/2020	247750	703-734-52022	48.64
DON'S RENTAL	545572	09/15/2020	PROPANE	703-734-52001	2.76
JORDAN RAMIS PC ATTORNEYS	171094	09/16/2020	PUBLIC WORKS ENG. LEGAL	703-733-52019	875.00
SOLUTIONS YES	INV249078	09/16/2020	PRINT FEES C11460-01	703-733-52005	48.64
HUDSON GARBAGE SERVICE	09012020	09/17/2020	7555	703-734-52023	90.49
ACE HARDWARE - ST. HELENS	INV0000790	09/17/2020	ACE MATERIALS ACCT 60181	703-734-52023	17.41
Fund 703 - PW OPERATIONS Total:					2,311.69
Fund: 704 - FACILITY MAJOR MAINTNANCE					
MACKENZIE	1068736	09/16/2020	ST. HELENS POLICE NEEDS	704-000-53024	1,830.65
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					1,830.65
Grand Total:					134,481.72

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	17,840.96
202 - COMMUNITY DEVELOPMENT	84,726.45
205 - STREETS	127.93
601 - WATER	7,958.48
603 - SEWER	6,744.57
605 - STORM	57.05
702 - INFORMATION SYSTEMS	12,883.94
703 - PW OPERATIONS	2,311.69
704 - FACILITY MAJOR MAINTNANCE	1,830.65
<b>Grand Total:</b>	<b>134,481.72</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20700	State Surcharge	983.61
100-000-20800	State Assessment	2,242.01
100-000-20900	County Assessment	655.97
100-000-34031	Recreation Revenue	30.00
100-000-34032	Recreation Utility Charge	1.20
100-000-36002	Fines - Court	-64.50
100-701-52019	Professional Services	2,354.50
100-702-52019	Professional Services	241.35
100-703-52019	Professional Services	1,793.50
100-703-52041	Community Support Funds	30.00
100-704-52005	Small Equipment	32.90
100-705-52002	Personnel Uniforms	898.70
100-705-52019	Professional Services	2,502.41
100-705-52023	Facility Maintenance	264.09
100-706-52003	Utilities	59.80
100-706-52033	Printed Materials	1,024.83
100-706-52034	Visual Materials	106.69
100-707-52001	Operating Supplies	221.63
100-707-52004	Office Supplies	365.11
100-707-52019	Professional Services	125.00
100-708-52001	Operating Supplies	525.96
100-708-52022	Fuel / Oil	729.52
100-708-52023	Facility Maintenance	1,306.41
100-709-52019	Professional Services	96.74
100-710-52011	Public Information	91.00
100-710-52019	Professional Services	595.00
100-715-52004	Office Supplies	15.66
100-715-52022	Fuel/Oil	34.76
100-715-52023	Facility Maintenance	452.11
100-715-52024	Miscellaneous	125.00
202-721-52019	Professional Services	66,899.50
202-721-52050	Community Wide	5,507.50
202-721-52096	CDBG Grant Expenses	7,150.00
202-722-52019	Professional Services	4,988.00
202-725-52003	Utilities	181.45
205-000-52001	Operating Supplies	127.93
601-000-34007	Water Sales - Residential	17.61
601-731-52001	Operating Supplies	197.18
601-732-52022	Fuel / Oil	16.82
601-732-52023	Facility Maintenance	1,241.72
601-732-52083	Chemicals	6,485.15
603-000-34011	Sewer Service Charges	24.13
603-735-52001	Operating Supplies	64.76
603-735-52019	Professional Services	10.00
603-736-52001	Operating Supplies	46.66
603-736-52003	Utilities	137.82



**Account Summary**

Account Number	Account Name	Expense Amount
603-736-52018	Professional Development	135.00
603-736-52064	Lab Testing	2,382.00
603-737-52001	Operating Supplies	32.39
603-737-52003	Utilities	137.81
603-737-52018	Professional Development	135.00
603-737-52064	Lab Testing	2,382.00
603-737-52066	Permit Fees	1,257.00
605-000-34017	Storm Service Charge	7.06
605-000-52001	Operating Supplies	49.99
702-000-52003	Utilities	168.40
702-000-52006	Computer Maintenance	12,369.42
702-000-52010	Telephone	346.12
703-733-52005	Small Equipment	48.64
703-733-52019	Professional Services	875.00
703-734-52001	Operating Supplies	2.76
703-734-52022	Fuel / Oil	1,277.39
703-734-52023	Facility Maintenance	107.90
704-000-53024	Capital Outlay - PD Station	1,830.65
	<b>Grand Total:</b>	<b>134,481.72</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	134,481.72
<b>Grand Total:</b>	<b>134,481.72</b>



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
PORTLAND GENERAL ELECTRIC	INV0000794	09/18/2020	0153585940	100-709-52003	152.81
NW NATURAL GAS	INV0000795	09/18/2020	0109	100-709-52003	24.96
PITNEY BOWES INC	1016352947	09/22/2020	RED INK	100-715-52004	475.96
PITNEY BOWES INC	1016352948	09/22/2020	CLEANING PACK	100-715-52004	49.99
PITNEY BOWES INC	1016445573	09/22/2020	METER FOR DM30 POSTAGE	100-715-52021	324.76
RICOH USA INC	104097784	09/22/2020	POLICE EQUIPMENT LEASE 14...	100-705-52023	192.21
PASSPORT TO LANGUAGES INC	1181282	09/22/2020	INTERPRETER SERVICES	100-704-52019	35.00
ORKIN	200860075	09/22/2020	1810 OLD PORTLAND RD PEST ...	100-709-52023	75.00
ORKIN	202087486	09/22/2020	265 STRAND PEST SERVICE CIT...	100-715-52019	85.00
U.S BANK EQUIPMENT FINANCE	424003606	09/22/2020	CONTRACT PAYMENT 500-049...	100-715-52005	150.00
METRO PRESORT	IN626672	09/22/2020	UB BILL PRINTING	100-707-52008	4,172.82
EASYPERMIT POSTAGE	INV0000801	09/22/2020	METER REFILL POSTAGE	100-715-52009	553.27
LAWRENCE OIL COMPANY	019001-2025901	09/23/2020	247749	100-715-52022	31.06
DAHLGREN'S DO IT BEST BUIL...	08252020	09/23/2020	MATERIALS ACCT 10026	100-708-52001	30.67
PITNEY BOWES INC	1016384363	09/23/2020	METER FOR DM30 POSTAGE	100-715-52021	156.00
MARIMAR MORENO- AP	INV0000803	09/23/2020	UNIFORM REIMB.	100-705-52002	345.00
NW NATURAL GAS	INV0000804	09/23/2020	5638	100-705-52003	15.99
NW NATURAL GAS	INV0000804	09/23/2020	7673	100-706-52003	22.78
NW NATURAL GAS	INV0000804	09/23/2020	8563	100-708-52003	26.99
NW NATURAL GAS	INV0000804	09/23/2020	3047	100-708-52003	19.47
NW NATURAL GAS	INV0000804	09/23/2020	2848	100-715-52003	15.99
NW NATURAL GAS	INV0000804	09/23/2020	5285	100-715-52003	15.99
COLUMBIA COUNTY CLERK	INV0000805	09/23/2020	RECORDING FEE	100-710-52012	111.00
RICKIE DOWELL	INV0000806	09/23/2020	REFUND PARK RESERVATION	100-000-34031	60.00
CBM SYSTEMS LLC	219744	09/24/2020	JANITORIAL SERVICES	100-705-52023	574.66
CBM SYSTEMS LLC	219744	09/24/2020	JANITORIAL SERVICES	100-706-52023	1,499.56
CBM SYSTEMS LLC	219744	09/24/2020	JANITORIAL SERVICES	100-708-52023	72.03
CBM SYSTEMS LLC	219744	09/24/2020	JANITORIAL SERVICES	100-709-52023	86.07
CBM SYSTEMS LLC	219744	09/24/2020	JANITORIAL SERVICES	100-715-52023	715.44
CBM SYSTEMS LLC	219769	09/24/2020	JANITORIAL SERVICES	100-705-52023	957.70
CBM SYSTEMS LLC	219769	09/24/2020	JANITORIAL SERVICES	100-706-52023	2,499.07
CBM SYSTEMS LLC	219769	09/24/2020	JANITORIAL SERVICES	100-708-52023	120.05
CBM SYSTEMS LLC	219769	09/24/2020	JANITORIAL SERVICES	100-709-52023	143.44
CBM SYSTEMS LLC	219769	09/24/2020	JANITORIAL SERVICES	100-715-52023	1,192.31
THE PERCS INDEX INC	31736	09/24/2020	EVIDENCE MANAGER LABELS ...	100-705-52006	330.00
BULLARD LAW	45170	09/24/2020	GENERAL LABOR	100-705-52019	292.50
INGRAM LIBRARY SERVICES	48281842	09/24/2020	BOOKS 20C7921	100-706-52033	27.02
INGRAM LIBRARY SERVICES	48281843	09/24/2020	BOOKS 20C7921	100-706-52033	13.83
INGRAM LIBRARY SERVICES	48281844	09/24/2020	BOOKS 20C7921	100-706-52033	124.53
INGRAM LIBRARY SERVICES	48281845	09/24/2020	BOOKS 20C7921	100-000-21300	45.74
INGRAM LIBRARY SERVICES	48281846	09/24/2020	BOOKS 20C7921	100-706-52033	19.06
INGRAM LIBRARY SERVICES	48291420	09/24/2020	BOOKS 20C7921	100-706-52033	37.71
INGRAM LIBRARY SERVICES	48291421	09/24/2020	BOOKS 20C7921	100-706-52033	87.64
INGRAM LIBRARY SERVICES	48291422	09/24/2020	BOOKS 20C7921	100-000-21300	20.81
INGRAM LIBRARY SERVICES	48291423	09/24/2020	BOOKS 20C7921	100-706-52033	77.54
INGRAM LIBRARY SERVICES	48334169	09/24/2020	BOOKS 20C7921	100-706-52033	212.91
INGRAM LIBRARY SERVICES	48334170	09/24/2020	BOOKS 20C7921	100-706-52033	15.31
INGRAM LIBRARY SERVICES	48334171	09/24/2020	BOOKS 20C7921	100-706-52033	20.68
INGRAM LIBRARY SERVICES	48334172	09/24/2020	BOOKS 20C7921	100-706-52033	11.06
<b>Fund 100 - GENERAL FUND Total:</b>					<b>16,339.39</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
NW NATURAL GAS	INV0000795	09/18/2020	7764	201-000-52003	33.86
NW NATURAL GAS	INV0000795	09/18/2020	9614	201-000-52003	15.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TRAVEL INFORMATION COUNC..	101297	09/23/2020	RIVERFRONT DISTRICT	201-000-52011	255.00
TRAVEL INFORMATION COUNC..	101298	09/23/2020	COLUMBIA VIEW AMPHIITHEA...	201-000-52011	255.00
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>559.85</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
PORTLAND GENERAL ELECTRIC	INV0000792	09/18/2020	7357701000	202-722-52003	55.18
PORTLAND GENERAL ELECTRIC	INV0000793	09/18/2020	1650931000	202-722-52003	20.99
PORTLAND GENERAL ELECTRIC	INV0000802	09/22/2020	4854421000	202-722-52003	41.68
PEAK ELECTRIC GROUP LLC	21100	09/24/2020	HAUNTED HOUSE LIGHT WIRI...	202-725-52019	4,993.00
AKS ENGINEERING & FORESTRY	4401C-05	09/24/2020	URBAN RENEWAL LEGAL DESC...	202-721-52051	2,532.50
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>7,643.35</b>
<b>Fund: 205 - STREETS</b>					
DAHLGREN'S DO IT BEST BUIL...	08252020	09/23/2020	MATERIALS ACCT 10026	205-000-52001	0.43
DAHLGREN'S DO IT BEST BUIL...	08252020	09/23/2020	MATERIALS ACCT 10026	205-000-52001	32.99
BUREAU OF LABOR AND INDS...	INV0000847	09/24/2020	N VERNONIA RD SIDEWALK FE...	205-000-53019	590.15
<b>Fund 205 - STREETS Total:</b>					<b>623.57</b>
<b>Fund: 601 - WATER</b>					
ROGERS MACHINERY COMPA...	1237342	09/22/2020	SERVICE	601-732-52019	1,622.00
LAWRENCE OIL COMPANY	019001-2025901	09/23/2020	247752	601-732-52022	35.34
<b>Fund 601 - WATER Total:</b>					<b>1,657.34</b>
<b>Fund: 603 - SEWER</b>					
NW NATURAL GAS	INV0000795	09/18/2020	7720	603-736-52003	8.00
NW NATURAL GAS	INV0000795	09/18/2020	7720	603-737-52003	7.99
COMCAST	09092020	09/22/2020	0082	603-736-52003	62.45
COMCAST	09092020	09/22/2020	0082	603-737-52003	62.45
NW NATURAL GAS	INV0000804	09/23/2020	5750	603-736-52003	15.83
NW NATURAL GAS	INV0000804	09/23/2020	5750	603-737-52003	15.83
CENTURY LINK	09022020	09/24/2020	293	603-736-52010	22.42
CENTURY LINK	09022020	09/24/2020	688	603-736-52010	22.42
CENTURY LINK	09022020	09/24/2020	600	603-736-52010	22.42
CENTURY LINK	09022020	09/24/2020	654	603-736-52010	22.42
CENTURY LINK	09022020	09/24/2020	488	603-736-52010	121.82
CENTURY LINK	09022020	09/24/2020	293	603-737-52010	22.42
CENTURY LINK	09022020	09/24/2020	654	603-737-52010	22.42
CENTURY LINK	09022020	09/24/2020	488	603-737-52010	121.83
CENTURY LINK	09022020	09/24/2020	600	603-737-52010	22.42
CENTURY LINK	09022020	09/24/2020	688	603-737-52010	22.42
CBM SYSTEMS LLC	219744	09/24/2020	JANITORIAL SERVICES	603-736-52023	131.40
CBM SYSTEMS LLC	219769	09/24/2020	JANITORIAL SERVICES	603-736-52023	218.99
<b>Fund 603 - SEWER Total:</b>					<b>945.95</b>
<b>Fund: 605 - STORM</b>					
EAGLE STAR ROCK PRODUCTS ...	38445	09/24/2020	ROCK- STORM	605-000-52001	130.10
CASCADE CONCRETE PRODUC...	78680	09/24/2020	BLUELINE	605-000-52001	174.00
<b>Fund 605 - STORM Total:</b>					<b>304.10</b>
<b>Fund: 701 - EQUIPMENT</b>					
COLUMBIA RIVER FIRE AND RE...	20-08 AUGUST	09/21/2020	SHARED BILLING FOR MAINTA...	701-000-52023	1,058.14
WEST COAST WIRE ROPE & RI...	5518191	09/21/2020	LATCH KIT GATOR EDGE SLING	701-000-52001	54.50
HELLER ENTERPRISES INC	30207	09/22/2020	V BELT	701-000-52001	5.00
EATONS TIRE AND AUTO REPA...	75622	09/22/2020	REPAIR TIRE	701-000-52001	10.00
EATONS TIRE AND AUTO REPA...	75676	09/22/2020	SMOOTH ATD	701-000-52001	45.00
LAWRENCE OIL COMPANY	57962000	09/24/2020	OIL	701-000-52001	176.00
NELSON TRUCK EQUIPMENT C...	705269	09/24/2020	TRUCK MATERIALS LIGHT BEA...	701-000-53001	2,820.00
NELSON TRUCK EQUIPMENT C...	706263	09/24/2020	TRUCK MATERIALS LIGHT BEA...	701-000-53001	1,756.97
NELSON TRUCK EQUIPMENT C...	706264	09/24/2020	TRUCK MATERIALS LIGHT BEA...	701-000-53001	1,756.97
<b>Fund 701 - EQUIPMENT Total:</b>					<b>7,682.58</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
MUNICODE	00348225	09/21/2020	MEETINGS SUBSCRIPTION	702-000-52006	4,800.00
CENTURY LINK	09052020	09/22/2020	632B	702-000-52010	42.01
COMCAST	09072020	09/22/2020	PW 8778102010869144	702-000-52003	130.84

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COMCAST	09122020	09/22/2020	WFF ACCT 8778102040493238	702-000-52003	155.46
COMCAST	09142020	09/22/2020	PARKS COMCAST 8778102010...	702-000-52003	96.05
QWEST DBA CENTURYLINK AC...	3263X201S20258	09/22/2020	5163X204S3	702-000-52010	164.44
VERIZON	9861824631	09/22/2020	CELL SERVICE ACCT 242060134..	702-000-52010	173.00
CENTURY LINK	09022020	09/24/2020	131	702-000-52010	57.13
CENTURY LINK	09022020	09/24/2020	798B	702-000-52010	99.26
CENTURY LINK	09022020	09/24/2020	967	702-000-52010	128.13
CENTURY LINK	09022020	09/24/2020	818	702-000-52010	389.95
CENTURY LINK	09022020	09/24/2020	130	702-000-52010	57.13
CENTURY LINK	09022020	09/24/2020	909	702-000-52010	78.75
CENTURY LINK	09022020	09/24/2020	228	702-000-52010	87.99
CENTURY LINK	09022020	09/24/2020	579	702-000-52010	44.84
CENTURY LINK	09022020	09/24/2020	162B	702-000-52010	85.67
CENTURY LINK	09022020	09/24/2020	796	702-000-52010	43.14
CENTURY LINK	09022020	09/24/2020	651	702-000-52010	43.66
QWEST DBA CENTURYLINK AC...	3263X204S20255	09/24/2020	5163X204S3	702-000-52010	411.10
Fund 702 - INFORMATION SYSTEMS Total:					7,088.55
Fund: 703 - PW OPERATIONS					
NW NATURAL GAS	INV0000795	09/18/2020	8675	703-734-52003	15.99
LAWRENCE OIL COMPANY	019001-2025901	09/23/2020	247750	703-734-52022	37.36
LAWRENCE OIL COMPANY	019001-2025901	09/23/2020	247748	703-734-52022	466.96
DAHLGREN'S DO IT BEST BUIL...	08252020	09/23/2020	MATERIALS ACCT 10026	703-734-52001	13.54
DAHLGREN'S DO IT BEST BUIL...	08252020	09/23/2020	MATERIALS ACCT 10026	703-734-52001	13.53
Fund 703 - PW OPERATIONS Total:					547.38
Fund: 704 - FACILITY MAJOR MAINTNANCE					
SCAPPOOSE SAND AND GRAVE...	47378	09/24/2020	DUMP FEES CONTRETE TENNIS...	704-000-53027	90.36
SCAPPOOSE SAND AND GRAVE...	47445	09/24/2020	DUMP FEES CONTRETE TENNIS...	704-000-53027	180.72
SCAPPOOSE SAND AND GRAVE...	47483	09/24/2020	DUMP FEES CONTRETE TENNIS...	704-000-53027	90.36
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					361.44
Grand Total:					43,753.50

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	16,339.39
201 - VISITOR TOURISM	559.85
202 - COMMUNITY DEVELOPMENT	7,643.35
205 - STREETS	623.57
601 - WATER	1,657.34
603 - SEWER	945.95
605 - STORM	304.10
701 - EQUIPMENT	7,682.58
702 - INFORMATION SYSTEMS	7,088.55
703 - PW OPERATIONS	547.38
704 - FACILITY MAJOR MAINTNANCE	361.44
<b>Grand Total:</b>	<b>43,753.50</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-21300	Library Replacement Fines	66.55
100-000-34031	Recreation Revenue	60.00
100-704-52019	Professional Services	35.00
100-705-52002	Personnel Uniforms Equi...	345.00
100-705-52003	Utilities	15.99
100-705-52006	Computer Maintenance	330.00
100-705-52019	Professional Services	292.50
100-705-52023	Facility Maintenance	1,724.57
100-706-52003	Utilities	22.78
100-706-52023	Facility Maintenance	3,998.63
100-706-52033	Printed Materials	647.29
100-707-52008	Printing	4,172.82
100-708-52001	Operating Supplies	30.67
100-708-52003	Utilities	46.46
100-708-52023	Facility Maintenance	192.08
100-709-52003	Utilities	177.77
100-709-52023	Facility Maintenance	304.51
100-710-52012	Materials	111.00
100-715-52003	Utilities	31.98
100-715-52004	Office Supplies	525.95
100-715-52005	Small Equipment	150.00
100-715-52009	Postage	553.27
100-715-52019	Professional Services	85.00
100-715-52021	Equipment Maintenance	480.76
100-715-52022	Fuel/Oil	31.06
100-715-52023	Facility Maintenance	1,907.75
201-000-52003	Utilities	49.85
201-000-52011	Public Information	510.00
202-721-52051	Urban Renewal	2,532.50
202-722-52003	Utilities	117.85
202-725-52019	Professional Services	4,993.00
205-000-52001	Operating Supplies	33.42
205-000-53019	North Vernonia Improve...	590.15
601-732-52019	Professional Services	1,622.00
601-732-52022	Fuel / Oil	35.34
603-736-52003	Utilities	86.28
603-736-52010	Telephone	211.50
603-736-52023	Facility Maintenance	350.39
603-737-52003	Utilities	86.27
603-737-52010	Telephone	211.51
605-000-52001	Operating Supplies	304.10
701-000-52001	Operating Supplies	290.50
701-000-52023	Facility Maintenance	1,058.14
701-000-53001	Capital Outlay	6,333.94

**Account Summary**

Account Number	Account Name	Expense Amount
702-000-52003	Utilities	382.35
702-000-52006	Computer Maintenance	4,800.00
702-000-52010	Telephone	1,906.20
703-734-52001	Operating Supplies	27.07
703-734-52003	Utilities	15.99
703-734-52022	Fuel / Oil	504.32
704-000-53027	Capital Outlay - Campbell ...	361.44
	<b>Grand Total:</b>	<b>43,753.50</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	43,753.50
	<b>Grand Total:</b> <b>43,753.50</b>



St. Helens, OR

# Expense Approval Register

Packet: APPKT00186 - AP 10.1.20

Item #13.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
OREGON HUMANE SOCIETY	09252020	10/01/2020	RESTITUTION NORMA STEVENS	100-000-21000	25.00
COLUMBIA TAVERN	09252020	10/01/2020	RESTITUTION COLE SNIDER	100-000-21000	100.00
ERSKINE LAW PRACTICE LLC	10012020	10/01/2020	09/17-09/30	100-705-52019	3,727.24
TIAA COMMERCIAL FINANCE	7554906	09/25/2020	CONTRACT PAYMENT	100-715-52021	150.00
ADAM HARTLESS- AP	INV0000849	09/28/2020	WEAPON AND HOLSTER REIMB	100-705-52002	600.00
CYNTHIA VANVLIET	INV0000850	09/28/2020	REPLACE WA ID CARD	100-705-52001	20.00
CHRISTINE SMITH	INV0000852	09/28/2020	RENTAL REFUND	100-709-52019	1,380.00
THE LAW OFFICES OF JOSEPH D	1264	09/29/2020	ANGELA NUNES	100-704-52019	125.00
DUSTIN KING- AP	INV0000853	09/29/2020	UNIFORM REIMB.	100-705-52002	426.40
THE LAW OFFICES OF JOSEPH D	1265	09/30/2020	DANIEL HOBSON	100-704-52019	125.00
THE LAW OFFICES OF JOSEPH D	1266	09/30/2020	LAQUINT FORD	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D	1267	09/30/2020	STEPHEN SCOTT	100-704-52019	125.00
THE LAW OFFICES OF JOSEPH D	1268	09/30/2020	ARRON WHITE	100-704-52019	125.00
THE LAW OFFICES OF JOSEPH D	1269	09/30/2020	JORDAN ROARK	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D	1270	09/30/2020	DIANA ROMERA	100-704-52019	200.00
PEAK ELECTRIC GROUP LLC	20383	09/30/2020	PARKS MAINTENANCE	100-708-52023	3,539.93
AMY LINDGREN LAW LLC	428	09/30/2020	JUDICIAL SERVICES JULY -SEPT	100-704-52019	11,299.50
COUNTRY MEDIA INC	452929	09/30/2020	ADVERTISING	100-702-52011	14.00
COUNTRY MEDIA INC	452930	09/30/2020	ADVERTISING	100-702-52011	14.00
COUNTRY MEDIA INC	454560	09/30/2020	ADVERTISING	100-702-52011	14.00
COUNTRY MEDIA INC	455782	09/30/2020	ADVERTISING	100-702-52011	14.00
COUNTRY MEDIA INC	457341	09/30/2020	ADVERTISING	100-702-52011	21.00
METRO PLANNING INC	5140	09/30/2020	GIS WEB HOSTING	100-710-52006	222.50
TROTTER & MORTON FACILITY	77496	09/30/2020	SERVICE FRONT OFFICE AIR	100-715-52023	327.50
LEAGUE OF OREGON CITIES	8563	09/30/2020	JOB POSTING WSYSTEM FILT	100-702-52011	20.00
LAND DEVELOPMENT SERVICES	AUG 2020	09/30/2020	INSPECTIONS FOR ST. HELENS	100-711-52015	1,095.00
SMITH-WAGAR BRUCKER	D1084	09/30/2020	FINANCIAL CONSULTING	100-707-52019	316.25
SOLUTIONS YES	INV249901	09/30/2020	CONTRACT C10184-01 CITY	100-715-52005	235.11
SOLUTIONS YES	INV24992	09/30/2020	CONTRACT C11782-01 CITY	100-707-52005	26.47
<b>Fund 100 - GENERAL FUND Total:</b>					<b>24,687.90</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
COLUMBIA RIVER PUD	09232020	09/30/2020	POWER 231 S 1ST MASONIC	201-000-52003	243.06
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>243.06</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
E2C	4408	10/01/2020	ADVERTISING	202-725-52011	420.68
E2C	4408	10/01/2020	SIGNAGE ST. HELENS	202-725-52028	934.30
E2C	4408	10/01/2020	ENTERTAINMENT ST. HELENS	202-725-52028	6,080.72
E2C	4408	10/01/2020	PROPS	202-725-52028	2,693.55
E2C	4408	10/01/2020	GIFT STORE	202-725-52028	11,853.37
E2C	4408	10/01/2020	EQUIPMENT ST. HELENS	202-725-52028	1,578.66
E2C	4406	09/30/2020	MONTHLY MARKETING TINA	202-725-52019	10,000.00
METRO PRESORT	IN626868	09/30/2020	URBAN RENEWAL INSERT	202-721-52051	1,113.90
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>34,675.18</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
E2C	4408	10/01/2020	COVID 19 RELATED	203-701-52028	3,935.50
E2C	4408	10/01/2020	COVID 19 RELATED	203-701-52028	6,073.92
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>10,009.42</b>
<b>Fund: 205 - STREETS</b>					
APPLY-A-LINE LLC	16796	09/30/2020	STRIPING PROGRAM 2020	205-000-52019	18,980.16
DAVID EVANS AND ASSOCIATES	473017	09/30/2020	N VERNONIA RD SIDEWALKS	205-000-53019	507.59
DAVID EVANS AND ASSOCIATES	473970	09/30/2020	N VERNONIA RD SIDEWALKS	205-000-53019	837.86
<b>Fund 205 - STREETS Total:</b>					<b>20,325.61</b>

## Expense Approval Register

Packet: APPKT000 Item #13. 0

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 301 - STREETS SDC</b>					
DAVID EVANS AND ASSOCIATES	473017	09/30/2020	N VERNONIA RD SIDEWALKS	301-000-53001	507.60
<b>Fund 301 - STREETS SDC Total:</b>					<b>507.60</b>
<b>Fund: 603 - SEWER</b>					
CHANNEL MARINE SERVICES	INV0000856	10/01/2020	SERVICE	603-737-52001	530.57
ALLSTREAM	17076589	09/30/2020	ALLSTREAM PHONE ACCT	603-736-52010	25.71
ALLSTREAM	17076589	09/30/2020	ALLSTREAM PHONE ACCT	603-737-52010	25.71
ST. HELENS MARINA LLC	7996	09/30/2020	WWTP 18.5 GALS	603-736-52001	30.50
ST. HELENS MARINA LLC	7996	09/30/2020	WWTP 18.5 GALS	603-737-52001	30.50
<b>Fund 603 - SEWER Total:</b>					<b>642.99</b>
<b>Fund: 701 - EQUIPMENT</b>					
KINNEAR SPECIALTIES INC	5029235	09/30/2020	HOSE ASSEMBLY	701-000-52001	36.36
<b>Fund 701 - EQUIPMENT Total:</b>					<b>36.36</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
MORE POWER TECHNOLOGY	10852	09/29/2020	MICR SERVER 2019	702-000-52019	742.00
CENTURY LINK	09172020	09/30/2020	369B	702-000-52010	40.71
CENTURY LINK	09172020	09/30/2020	025B	702-000-52010	40.71
ALLSTREAM	17076589	09/30/2020	ALLSTREAM PHONE ACCT	702-000-52010	51.41
COMCAST	INV0000854	09/30/2020	COMCAST CABLE	702-000-52003	1,660.81
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>2,535.64</b>
<b>Fund: 703 - PW OPERATIONS</b>					
METRO OVERHEAD DOOR	192083	09/30/2020	SERVICE ON DOOR	703-734-52023	420.00
U.S BANK EQUIPMENT	424376119	09/30/2020	CONTRACT PAYMENT 500-	703-733-52005	99.00
METRO PLANNING INC	5140	09/30/2020	GIS WEB HOSTING	703-733-52026	272.50
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>791.50</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
DAILY JOURNAL OF	744823332	09/30/2020	CAMPBELL PARK SPORT	704-000-53027	595.32
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>595.32</b>
<b>Grand Total:</b>					<b>95,050.58</b>



**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	24,687.90
201 - VISITOR TOURISM	243.06
202 - COMMUNITY DEVELOPMENT	34,675.18
203 - COMMUNITY ENHANCEMENT	10,009.42
205 - STREETS	20,325.61
301 - STREETS SDC	507.60
603 - SEWER	642.99
701 - EQUIPMENT	36.36
702 - INFORMATION SYSTEMS	2,535.64
703 - PW OPERATIONS	791.50
704 - FACILITY MAJOR MAINTNANCE	595.32
<b>Grand Total:</b>	<b>95,050.58</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-21000	Court Restitution	125.00
100-702-52011	Public Information	97.00
100-704-52019	Professional Services	12,399.50
100-705-52001	Operating Supplies	20.00
100-705-52002	Personnel Uniforms	1,026.40
100-705-52019	Professional Services	3,727.24
100-707-52005	Small Equipment	26.47
100-707-52019	Professional Services	316.25
100-708-52023	Facility Maintenance	3,539.93
100-709-52019	Professional Services	1,380.00
100-710-52006	Computer Maintenance	222.50
100-711-52015	Intergovernmental	1,095.00
100-715-52005	Small Equipment	235.11
100-715-52021	Equipment Maintenance	150.00
100-715-52023	Facility Maintenance	327.50
201-000-52003	Utilities	243.06
202-721-52051	Urban Renewal	1,113.90
202-725-52011	Public Information	420.68
202-725-52019	Professional Services	10,000.00
202-725-52028	Projects & Programs	23,140.60
203-701-52028	Projects & Programs	10,009.42
205-000-52019	Professional Services	18,980.16
205-000-53019	North Vernonia	1,345.45
301-000-53001	Capital Outlay	507.60
603-736-52001	Operating Supplies	30.50
603-736-52010	Telephone	25.71
603-737-52001	Operating Supplies	561.07
603-737-52010	Telephone	25.71
701-000-52001	Operating Supplies	36.36
702-000-52003	Utilities	1,660.81
702-000-52010	Telephone	132.83
702-000-52019	Professional Services	742.00
703-733-52005	Small Equipment	99.00
703-733-52026	Equipment Fund Charges	272.50
703-734-52023	Facility Maintenance	420.00
704-000-53027	Capital Outlay - Campbell	595.32
Grand Total:		95,050.58

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	95,050.58
<b>Grand Total:</b>	<b>95,050.58</b>