



# COUNCIL REGULAR SESSION

Wednesday, September 02, 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/96742706992?pwd=TW1iRlZKWERjTDY0cDlySnluSHV5dz09>

## LOCATION & CONTACT:

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

Email | [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us)

Phone | 503-397-6272

Fax | 503-397-4016

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## AGENDA

### CALL REGULAR SESSION TO ORDER VIA ZOOM

### PLEDGE OF ALLEGIANCE

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

### PROCLAMATIONS

1. Home Inventory Week for September National Preparedness Month

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

**PUBLIC COMMENT** - Rates Increase for Drop Box Services

### RESOLUTIONS

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

### 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

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

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

### CONSENT AGENDA FOR ACCEPTANCE

7. Library Board Minutes dated June 8, 2020

### 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

**WORK SESSION ACTION ITEMS**

**MAYOR SCHOLL REPORTS**

**COUNCIL MEMBER REPORTS**

**OTHER BUSINESS**

**ADJOURNMENT**

**VIRTUAL MEETING DETAILS**

**Join Zoom Meeting:**

<https://zoom.us/j/96742706992?pwd=TW1iRIZKWERjTDY0cDlySnluSHV5dz09>

**Meeting ID:** 967 4270 6992

**Passcode:** 325472

**Dial by your location:** 1 669 900 6833

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

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

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

# CITY OF ST. HELENS

## PROCLAMATION

By Mayor Rick Scholl

**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.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 2<sup>nd</sup> day of September, 2020.

MAYOR:

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

ATTEST:

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

*Place  
Gold  
Seal &  
Stamp  
Here*

City of St. Helens  
**RESOLUTION NO. 1898**

**A RESOLUTION ESTABLISHING DROP BOX RATES  
AND SUPERSEDING RESOLUTION NO. 1863**

**WHEREAS**, according to Ordinance No. 3140, Section 8, Annual Rate Adjustment, commercial drop box franchise holder, Waste Management of Oregon, Inc., may adjust rates annually by a percentage equal to one-half of the annual percent change in the Consumer Price Index (CPI), not to exceed one and one-half percent (1.5%); and

**WHEREAS**, this year’s CPI index was 159.752, up from 157.465 in July of 2019, which was an annual change of 1.452%; and

**WHEREAS**, one-half of the annual percent change in the CPI for this year would be 0.726%; and

**WHEREAS**, it is essential that this expense to the City’s commercial drop box franchise holder be passed on to their customers effective October 1, 2020.

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

**Section 1.** Effective October 1, 2020, commercial drop box rates for the City of St. Helens at the Columbia County Transfer Station disposal site are hereby adopted as follows:

**PICK-UP, DELIVERY AND DISPOSAL FEES**

<u>Box Size</u>	<u>Fees</u>
40 yards	\$148.12
30 yards	\$148.12
20 yards	\$140.70
10 yards	\$134.00

**COMPACTED PICK-UP, DELIVERY AND DISPOSAL FEES**

<u>Box Size</u>	<u>Fees</u>
30 yards	\$282.12 plus 5% franchise fee plus \$90.70 disposal fee per ton

**MISCELLANEOUS FEES**

Rental per day – all sizes	\$	4.51
Rental per month – all sizes	\$	90.27
Mileage – all sizes	\$	1.78
Disposal fee per ton	\$	90.70

**Plus a 5% franchise fee is added to total monthly charge.**

**Section 2.** Resolution No. 1863 is hereby superseded by this Resolution.



**Approved and adopted** by the City Council on September 2, 2020, by the following vote:

Ayes:


Nays:

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

ATTEST:

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

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Interim Public Works Director	
<b>Date:</b>	2 September 2020	
<b>Subject:</b>	Award N. Vernonia Sidewalk Improvement Project, R-687	

### Background:

With continuing development of the properties along N. Vernonia, the lack of sidewalks between these new neighborhoods and destinations such as Campbell Park, McBride Elementary School, and multiple retail establishments has become more apparent.

Based on community input and City Council direction, a project concept was developed to first determine if it was feasible to construct just sidewalk without full street improvements, which would not have been affordable. Once it was determined that this could be done, a consultant was selected and the project plans and specifications were developed and put out for public competitive bids. The project was advertised on July 29, 2020 with a bid due date of August 25, 2020 at 2:00 PM with the following results:

<b>FIRM</b>	<b>LOCATION</b>	<b>BID</b>
Emery & Sons Construction Group LLC	Salem, OR	\$590,149.50
D&D Concrete and Utilities, Inc.	Canby, OR	\$597,870.00
TFT Construction, Inc.	Scappoose, OR	\$611,175.00*
Turney Excavating, Inc.	Keizer, OR	\$617,992.00
Brown Contracting, Inc.	Eugene, OR	\$679,136.00
Jackson Industries, LLC	Cornelius, OR	\$681,746.50
Bent, LLC	Scio, OR	\$812,183.00


\*Bid amount was corrected due to math error on bid sheet. Total shown is correct bid amount.

This project is identified as a Near-Term priority project in the 2011 Transportation System Plan and is included in the 2020/2021 Capital Improvement Budget as N. Vernonia Sidewalk Improvement Project. Funding is through the Oregon Surface Transportation Block Grant Fund Exchange Program and System Development Charges.

### Recommendation:

Award the contract for the N. Vernonia Sidewalk Improvement Project, R-687 to Emery & Sons Construction Group, LLC as the lowest responsive bidder and authorize the Mayor to execute a Public Improvement Contract with Emery & Sons Construction Group, LLC for the N. Vernonia Sidewalk Improvement Project, R-687 Contract will be at the rate prescribed in that firm's submitted bid, plus standard contingency.

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Interim Public Works Director	
<b>Date:</b>	2 September 2020	
<b>Subject:</b>	Award Storm Drain Improvements at S. 14 <sup>th</sup> & Tualatin Streets Project, SD-186	

### Background:

The block between Tualatin Street and Plymouth Street along S. 14<sup>th</sup> has experienced flooding in a low area during heavy storm events. The low spot is located primarily on the property at 314 S. 14<sup>th</sup> Street. The public sanitary sewer and storm drain systems both run through the lot and the natural drainage of the surrounding area flows to this location. In heavy rains, the storm system is at capacity and additional flows from inflow and infiltration to the sanitary system have created overflows that spill into the yard simply because of its naturally low elevation compared to the surrounding blocks.

To help relieve some of the flooding issues, the Engineering Department completed a survey of the storm system south of this site, which does not typically reach capacity and carries stormwater to a different downstream location. We found that it was feasible to construct an extension that would reach the backyard at 314 S. 14<sup>th</sup>. By extending this system, it is expected to help divert flood waters before they would reach a depth that would potentially damage the home.

Plans and specifications were developed in-house and the project was put out to bid on August 5 with a bid due date of August 25, 2020 at 2:30 PM with the following results:

<b>FIRM</b>	<b>LOCATION</b>	<b>BID</b>
TFT Construction, Inc.	Scappoose, OR	\$47,519.00
Turney Excavating, Inc.	Keizer, OR	\$55,125.00
Sutherland Construction, LLC	Banks, OR	\$55,730.00
Black Rock Underground, LLC	Hillsboro, OR	\$56,620.00

This project is identified in the 2020/2021 Capital Improvement Budget as Storm Main Replacement with a total budgeted amount of \$150,000.

### Recommendation:

Award the contract for the Storm Drain Improvements at S. 14<sup>th</sup> & Tualatin, SD-186 to TFT Construction, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Public Improvement Contract with TFT Construction, Inc. for the Storm Drain Improvements at S. 14<sup>th</sup> & Tualatin Project, SD-186. Contract will be at the rate prescribed in that firm's submitted bid, plus standard contingency.



CITY OF ST. HELENS PLANNING DEPARTMENT  
**M E M O R A N D U M**

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**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Authorize Mayor to sign final plat for Partition PT.3.20  
**DATE:** August 24, 2020 (for the September 2, 2020 regular session)

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The final plat is the formal document that is ultimately recorded with the County, making the partition official. In addition to meeting many substantive and technical requirements, the final plat also requires certain signatures.

Normally, the only signature necessary is the City Planner's. But sometimes, we need the Mayor's as well, like in this case due to some right-of-way dedication.

Generally, by signing the final plat the City is saying that all requirements have been met.

**Staff has determined that all necessary requirements have been met for the purpose of signing the final plat.**

**Please authorize the Mayor to sign the final plat for this partition.**





11.06.2018





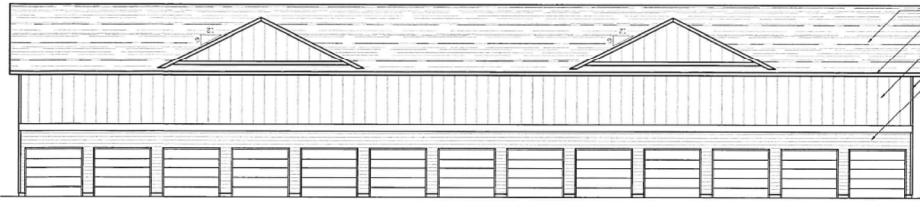
05.29.2020



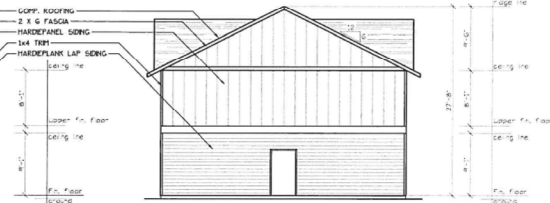


05.29.2020

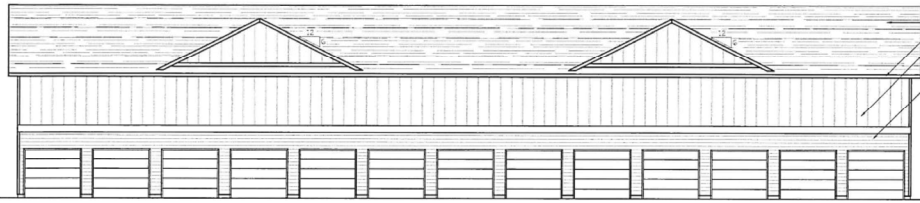




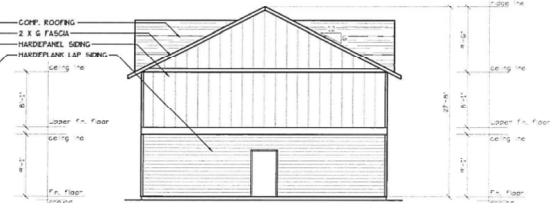
EAST ELEVATION  
SCALE: 1/8" = 1'-0"



NORTH ELEVATION  
SCALE: 1/8" = 1'-0"



WEST ELEVATION  
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"



BUILDING ELEVATIONS

BRAYDEN STREET STORAGE

RECEIVED  
FEB 10 2020  
CITY OF ST. HELENS

NO CHANGES, MODIFICATIONS OR ADDITIONS TO THESE DRAWINGS WITHOUT WRITTEN PERMISSION FROM THE DESIGN ENGINEER.  
DIMENSIONS & NOTES TAKE PRECEDENCE OVER GRAPHICAL REPRESENTATION.

DATE: 06/14/19  
DESIGN: P.J.L.  
DRAWN: G.L.D.  
CHECKED: M.D.S.  
DATE: JUNE 2019  
SCALE: AS SHOWN  
JOB # 5776



A1.2



**SCHEMATIC  
LANDSCAPE  
PLAN**

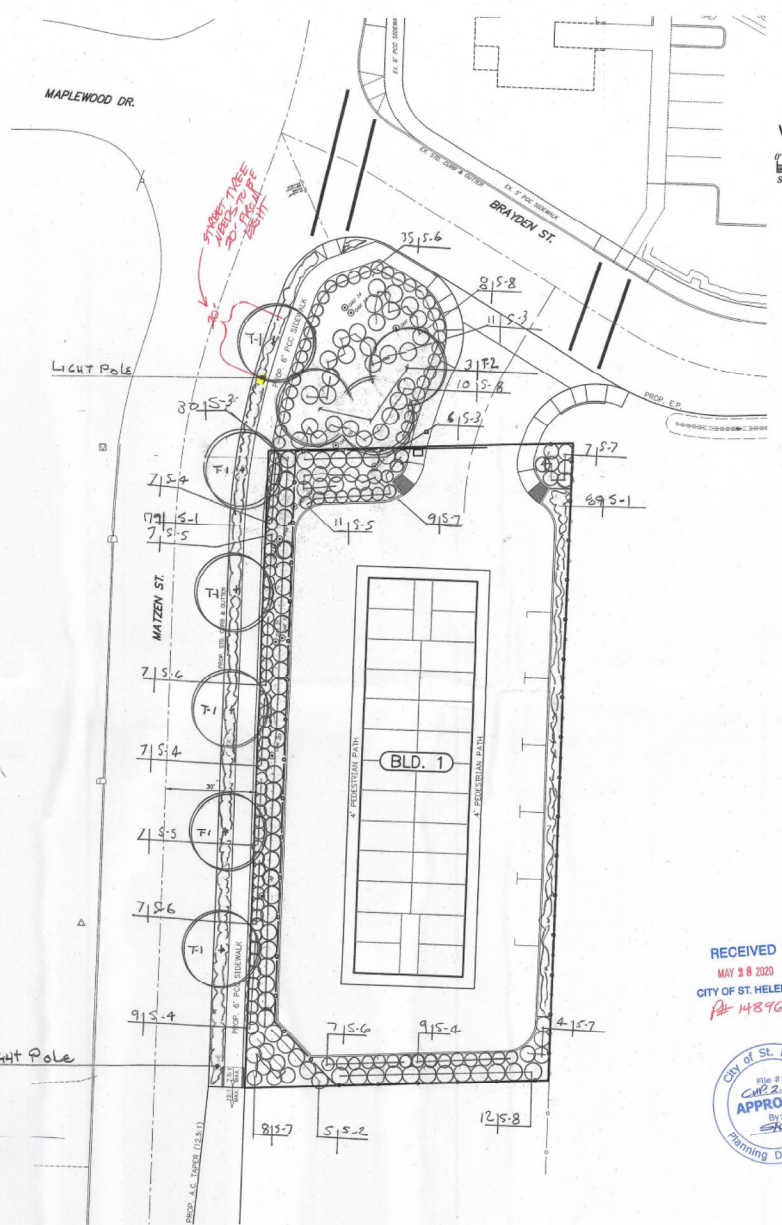
**BRAYDEN STREET STORAGE**

NO CHANGES, MODIFICATIONS  
OR REPRODUCTION TO THIS  
PLAN WITHOUT WRITTEN  
APPROVAL OF THE  
DESIGN ENGINEER.  
DIMENSIONS & NOTES TAKE  
PRECEDENCE OVER  
GRAPHICAL REPRESENTATION.

DESIGN: M.E.G.  
DRAWN: D.C.S.  
DATE: FEB. 2019  
SCALE: AS SHOWN

REGISTERED PROFESSIONAL  
ENGINEER  
MAY 14 2019  
MADE IN OREGON  
EPDES 06-30-2021  
JOB # 6778

**L1.1**



**STORAGE BUILDING  
PLANT PALETTE**

QTY.	SYM.	BOTANICAL NAME	COMMON NAME	SIZE	CONDITION	REMARKS
6	T-1	Carpinus betulus 'Columnaris'	Columnar European Hornbeam	1 1/2"-2" cal.	B & B	6' Standard
3	T-2	Quercus bicolor 'Autumn Gold'	Autumn Gold Ginko	1 1/2"-2" cal.	B & B	6' Standard
SHRUBS						
208	S-1	Arctostaphylos uva-ursi (Kinnikinnick)	Kinnikinnick	2 gal.	cont.	Planted 3' oc
10	S-2	Euonymus alatus 'Compacta'	Burning Bush Winged Euonymus	2 gal.	cont.	Full
47	S-3	Ligularium japonicum 'Tendrum'	Texas Wax-Leaf Privet	5 gal.	cont.	Full
35	S-4	Pennisetum alopecuroides 'Hameln'	Dwarf Fountain Grass	2 gal.	cont.	Full
25	S-5	Pennisetum alopecuroides 'Chinese'	Chinese Fountain Grass	2 gal.	cont.	Full
56	S-6	Pennisetum setaceum 'rostrary'	Purple Fountain Grass	2 gal.	cont.	Full
24	S-7	Spiraea japonica 'Double Pink'	Double Pink Spiraea	2 gal.	cont.	Full
30	S-8	Viburnum davidii	David's Viburnum	2 gal.	cont.	Full

CONTRACTOR TO VERIFY ALL QUANTITIES OF PLANT MATERIALS WITH LANDSCAPE DESIGN & CONSULTANTS PRIOR TO INSTALLATION  
PLANT MATERIAL SUBSTITUTIONS MAY BE MADE BY THE OWNER FOR PLANT MATERIALS OF SIMILAR HABIT, FLOWERING CHARACTERISTIC  
AND/OR STRUCTURE OF GROWTH DUE TO AVAILABILITY, WATER, SOIL, AND SUN REQUIREMENTS.

PERMANENT UNDERGROUND IRRIGATION SYSTEM TO BE INSTALLED

RECEIVED  
MAY 28 2020  
CITY OF ST. HELENS  
# 14896



**PRINTED**  
MAY 27 2020  
IF THIS STAMP IS NOT RED  
THESE PLANS ARE NOT  
AUTHORIZED BY MULTITECH  
ENGINEERING SERVICES

LANDSCAPE & IRRIGATION DESIGN BY:  
**LANDSCAPE DESIGN  
&  
CONSULTANTS LLC**  
Doing business since 1985  
6311 W. WASHINGTON ST., S.E. SAULDA, OR 97130 PHONE: (503) 333-8880

# PARTITION PLAT 2020-

## INSTRUMENT NUMBER \_\_\_\_\_

IN THE SE 1/4 SEC. 05, T. 4 N., R. 1 W., W.M.  
CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON

BY:  
MULTI/TECH ENGINEERING SERVICES, INC.  
1155 13TH ST. S.E. SALEM, OREGON 97302  
503-363-9227

I HEREBY CERTIFY THIS TO BE A TRUE AND EXACT COPY OF THE ORIGINAL PLAT

ROBERT D. HAMMAN

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 13, 2004  
ROBERT D. HAMMAN  
64202LS

EXPIRES: 6-30-2021

- REFERENCE SURVEYS
1. CS 1768
  2. CS 4843
  3. CS 4930
  4. CS 6330
  5. BOOK 7, PAGES 104-107 "MATZEN SUBDIVISION"

- REFERENCE DOCUMENTS
6. 2020-003139
  7. 2020-003140
  8. 2020-003141
  9. 2020-003142

**NOTES:**

1. ALL MONUMENTS FOUND IN GOOD CONDITION AND WITHIN 0.2' OF THE SURFACE OF THE GROUND UNLESS OTHERWISE NOTED.

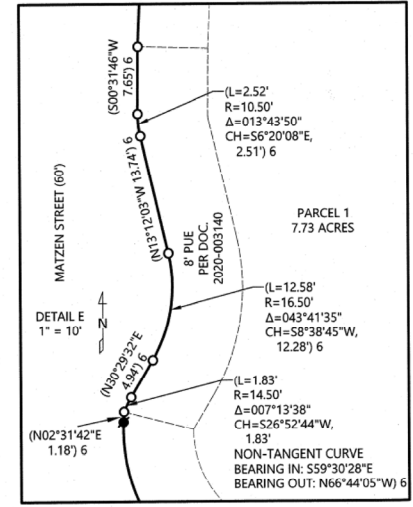
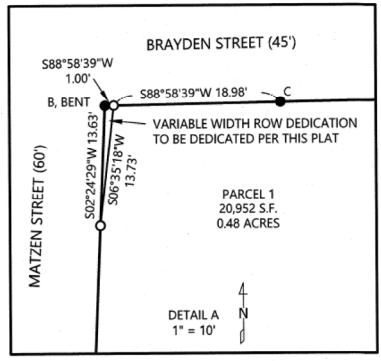
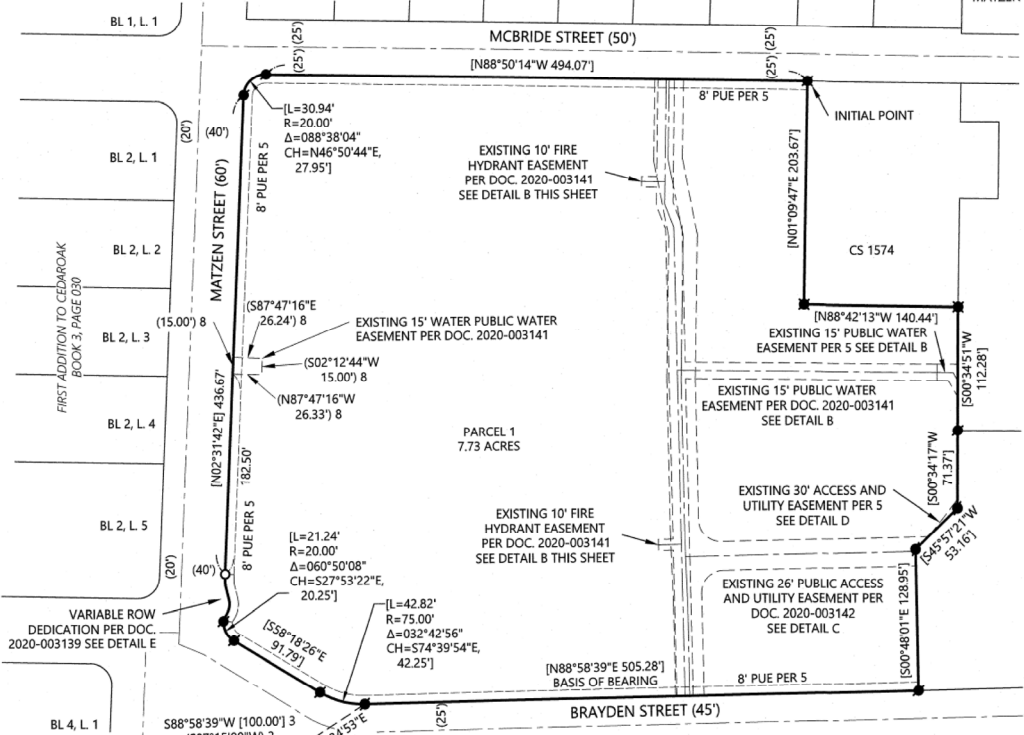
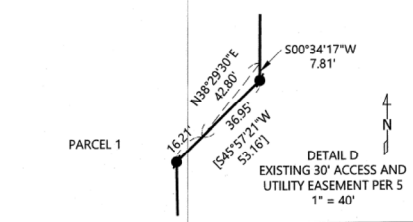
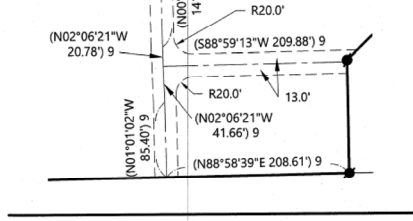
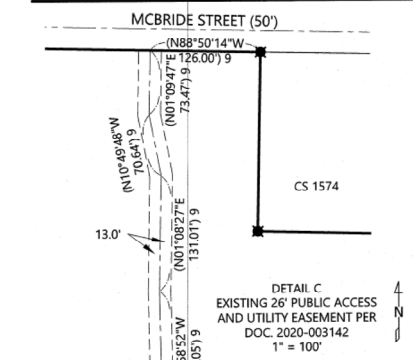
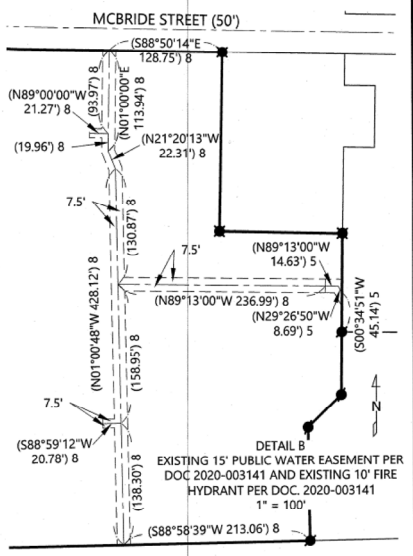
**LEGEND**

- [ ] = MEASURED AND RECORD DATA PER 5 UNLESS NOTED OTHERWISE
- ( ) = RECORD DATA PER SURVEY OR DOCUMENT NOTED
- CS = COUNTY SURVEY
- W/YPC = WITH YELLOW PLASTIC CAP
- L = LOT
- B. = BOOK
- P. = PAGE
- V. = VOLUME
- R. = REEL
- PUE = PUBLIC UTILITY EASEMENT
- ROW = RIGHT OF WAY

- = FOUND MONUMENT SEE TABLE
- = 5/8" IRON ROD WITH YELLOW PLASTIC CAP SCRIBED "MULTI/TECH ENG." PER 5
- = 5/8" IRON ROD WITH YELLOW PLASTIC CAP SCRIBED "MULTI/TECH ENG." PER 4
- = SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP SCRIBED "MULTI/TECH ENG."

**MONUMENT TABLE**

- A. 5/8" IRON ROD W/YPC SCRIBED "REYNOLDS LAND SURVEYING, INC." PER CS 4843
- B. 5/8" IRON ROD W/YPC SCRIBED "REYNOLDS LAND SURVEYING, INC." PER CS 4930, BENT
- C. 1" IRON PIPE PER CS 1768



1" = 80'  
07/16/2020  
#6778

**CONTRACT PAYMENTS**

City Council Meeting  
September 2, 2020

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**David Evans and Associates Inc.**

Project: R-679 Columbia Blvd. Sidewalk (Inv#471914)	\$	3,137.97
Project: R-687 N. Vernonia Rd Sidewalks (Inv#471838)	\$	<u>267.76</u>
<b>TOTAL</b>	<b>\$</b>	<b>3,405.73</b>



**DAVID EVANS  
AND ASSOCIATES INC.**

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

Invoice Number 471914  
Invoice Date August 18, 2020  
PO Number  
Page 1 of 1

Work Beginning 06/28/2020 through 08/01/2020

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	3.00	110.48	331.44
Office/Clerical	Lori Hicks	0.20	99.20	19.84
Project Coordinator III	Alisha Reynaldo	0.90	102.30	92.07
Project Coordinator III	Lara Abrams	1.40	92.63	129.68
Project Engineer/Planner	Makenzie Williams	17.40	127.47	2,217.98
Project Manager	Paul Tappana	2.00	173.48	346.96
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>24.90</b>		<b>3,137.97</b>

**Invoice Total**

\$3,137.97

Invoiced by: Lara Abrams

APPROVED FOR PAYMENT

301-000-53001 \$1,568.99  
205-000-53002 \$1,568.98

INIT \_\_\_\_\_ DATE \_\_\_\_\_  
ACCOUNTS PAYABLE \_\_\_\_\_  
FINANCE \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_  
6-26-2020  
8-19-2020

Aged Receivables as of 8/14/2020				
0 To 30 Days	31 To 60 Days	61 To 90 Days	Over 90 Days	Total Outstanding
\$4,316.71	\$13,002.28	\$0.00	\$0.00	\$17,318.99

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

Project: STHN00000002

Phase	WBS Description	Contract Billed This			Previously Billed	Billed To Date	Remainin	
		Amount	Period	g			g Contract	% Billed
00101	Project Administration	4,278.00	588.55	2,557.93	3,146.48	1,131.52	74%	50%
00102	Kick-Off Meeting	986.00		867.40	867.40	118.60	88%	100%
00103	Quality Assurance and Quality Control	1,290.00		-	-	1,290.00	-	-
00201	Collect, Compile and Evaluate Data	329.00		-	-	329.00	-	-
00202	Survey and mapping	329.00	331.44	143.62	475.06	(146.06)	144%	100%
00301	Preliminary (60%) Design	16,473.00	2,217.98	3,668.22	5,886.20	10,586.80	36%	35%
00302	Advance (95%) Design	13,080.00		-	-	13,080.00	-	-
00303	Final (100%) Design	4,408.00		-	-	4,408.00	-	-
00401	Community Outreach	1,972.00		-	-	1,972.00	-	-
00501	Utility Relocations	5,785.00		-	-	5,785.00	-	-
SUBKL	KLS Surveying	8,800.00		8,795.00	8,795.00	5.00	100%	100%
		<b>57,730.00</b>	<b>3,137.97</b>	<b>16,032.17</b>	<b>19,170.14</b>	<b>38,559.86</b>	<b>33%</b>	<b>31%</b>



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

## **Progress Report No. 4**

**For the period:  
June 28, 2020 through August 1, 2020**

**August 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. 4**  
For the period June 28, 2020 through August 1, 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: \$16,032.17

Current Billing: \$3,137.97

Remaining \$38,559.86

**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.

August 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. 4**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 4 for Preliminary Engineering (PE) Services for the Columbia Boulevard Sidewalk and Safety Improvements Project. This information covers the period of June 28, 2020 through August 1, 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 471838  
Invoice Date August 19, 2020  
PO Number  
Page 1 of 1

Work Beginning 06/28/2020 through 08/01/2020

Manager: Paul Tappana

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

R-687

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
Draftsperson	Ryan Berger	0.50	115.01	57.51
Office/Clerical	Lori Hicks	0.10	99.20	9.92
Project Coordinator III	Alisha Reynaldo	0.60	102.30	61.38
Project Coordinator III	Lara Abrams	1.50	92.63	138.95
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>2.70</b>		<b>267.76</b>
<b>Invoice Total</b>				<b>\$267.76</b>

Invoiced by: Lara Abrams

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

8-26-2020

8-25-2020

205-000-53019

Aged Receivables as of 8/19/2020

0 To 30 Days	31 To 60 Days	61 To 90 Days	Over 90 Days	Total Outstanding
\$1,439.37	\$0.00	\$281.96	\$0.00	\$1,721.33

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

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

Project: STHN00000001  
 6/28/2020-8/1/2020

Phase	WBS Description	Contract Amount	Billed This Period	Previously Billed	Billed To Date	Remaining Contract	% Billed	% Completed
00101	Project Management	9,175.00	210.25	9,858.85	10,069.10	(894.10)	110%	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	-	551.02	551.02	1,731.98	24%	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	57.51	25,452.92	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%
		<b>99,887.00</b>	<b>267.76</b>	<b>85,145.78</b>	<b>85,413.54</b>	<b>14,473.46</b>	<b>86%</b>	<b>95%</b>



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

**Progress Report No. 13**

**For the period:**

**June 28, 2020 through August 1, 2020**

**August 19, 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. 13**  
For the period June 28, 2020 through August 1, 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: \$85,145.78

Current Billing: \$267.76

Remaining \$14,473.46

**Work Performed in Reporting Period:**

1. Invoicing
2. Update final plans

**Anticipated Upcoming Work**

1. Bid assistance



DAVID EVANS  
AND ASSOCIATES INC.

August 19, 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. 13**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 13 for Preliminary Engineering (PE) Services for the N. Vernonia Rd. Sidewalks (R-687) Project. This information covers the period of June 28, 2020 through August 1, 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  
***Library Board***  
**Minutes from Monday, June 8, 2020**  
 St. Helens Public Library via ZOOM

**Members Present**

Becky Bean  
 Patrick Birkle  
 Dan Davis  
 Melisa Gaelrun-Maggi, Vice Chair  
 Amanda Heynemann, Chair  
 Margie Stanko

**Members Absent**

Lisa Beardslee

**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 7:15pm by Chair Heynemann.

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

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

**LIBRARY DIRECTOR'S REPORT: Library Remodeling:** Director Jeffries asked Library Assistant Dan Dieter to explain the current process for using the Armstrong Room. Library Assistant Dieter talked about how Library staff are taking calls, emails and online requests for materials to be put on hold, and how the Armstrong Room is being used as a circulation desk. During curbside pickup hours, patrons come to the window in the Armstrong Room that faces the porch to retrieve their materials. Having one of the workstations and a phone in that room allows staff to communicate with patrons as well as other staff. The current process allows staff to confirm holds for patrons, check items out and then wrap items in plastic, that way when a patron arrives, they can get their materials and leave, lessening the amount of contact time. Items being returned are being directed to the outdoor drop box and after they are being pulled, are kept in quarantine for three days before being checked in. Director

Jeffries shared photos of the shelves by the front doors that are holding 'New' books for display. Library Technician Woodruff has created a code for 'New' books that will allow patrons to search in the Online Public Access Catalog (OPAC) for anything with that code. A video will also be made available for patrons to help them learn how to do this. This will be a useful alternative for patrons who used to come into the Library and browse the 'New' bookshelves.

**Library Reopening and Staffing:** Director Jeffries stated that reopening will likely occur in a process similar to curbside services, a little at a time. There are many questions that remain about how to open the Library and make it safe for patrons to enter.

**State Librarian's Guidance on Reopening:** Director Jeffries shared the letter from Governor Kate Brown that listed specific guidance for libraries. The guidance covers physical distancing measures, signage, cleaning, collection handling, programming, face coverings, as well as other recommendations. Director Jeffries explained the process for getting masks, hand sanitizer, etc., and how some of these necessary items are difficult to acquire. Director Jeffries also stated that there will be a meeting tomorrow to discuss new janitorial service contracts. There is a possibility that Library Staff will be required to perform some of the cleaning. We are currently quarantining returned items for the required 72 hours. Director Jeffries also talked about the questions that remain for to how to make the public computers available, i.e., partitioning the computers to increase social distancing, sanitizing the surfaces after each use, and making appointments and monitoring patron flow to make sure the process keeps people safe. Director Jeffries also stated that the city is looking at electrostatic cleaning systems for the HVAC system, but that they are likely very expensive.

**CITY COUNCILOR'S REPORT:** Councilor Topaz stated that restarting is difficult everywhere. He is still working on getting material for a sneeze shield. He also stated that we are doing better than most.

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** Member Davis asked how the window being used for curbside is locked and if it is secure. Library Assistant Dieter explained that the window has a locking mechanism and that it is locked whenever it is not in use.

**SUMMARIZE ACTION ITEMS:** N/A

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, July 13, 2020 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Heynemann adjourned the meeting at 8:17 pm.



Respectfully submitted by:

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Library Board Secretary, Dan Dieter



2019-2020 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	VACANT	VACANT
07-08-2019	E	P	P	-	P	P	-		
08-12-2019	P	P	P	P	P	P	E		
09-09-2019	P	P	P	P	E	P	P		
10-14-2019	E	P	P	P	P	P	P		
11-12-2019	Meeting Cancelled								
12-09-2019	Meeting Cancelled								
01-13-2020	E	E	P	P	P	P	P		
02-10-2020	Meeting Cancelled								
03-09-2020	P	P	P	P	P	P	P		
04-13-2020	Meeting Cancelled								
05-11-2020	P	E	P	P	P	P	P		
06-08-2020	P	E	P	P	P	P	P		

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

**CITY COUNCIL MINUTES**

Presented for approval on this 2<sup>nd</sup> day of September, 2020 are the following Council minutes:

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2020

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- Executive Session Summary dated July 29, 2020
- Work Session and Regular Session Minutes dated August 19, 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

# City of St. Helens CITY COUNCIL

**Executive Session Summary**

**July 29, 2020**

*This meeting was held electronically via Zoom.*

**Members Present:** Rick Scholl, Mayor  
 Doug Morten, Council President  
 Keith Locke, Councilor  
 Ginny Carlson, Councilor (arrived to the meeting at 4:38 p.m.)  
 Stephen R. Topaz, Councilor

**Staff Present:** John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Tim Ramis, City Attorney with Jordan Ramis PC

**Others:** None



At 4:30 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Consider Employment of a Public Officer/Employee, under ORS 192.660(2)(a)**
  - Continue deliberations for the Public Works Director position

The Executive Session was adjourned at 5:23 p.m.



ATTEST:

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

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



# COUNCIL WORK SESSION

Wednesday, August 19, 2020

## DRAFT MINUTES

*This meeting was held electronically via Zoom.*

### 1:03 PM - CALL WORK SESSION TO ORDER

#### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Keith Locke  
 Councilor Ginny Carlson (arrived at 1:05 p.m.)  
 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	Jenny Dimsho, Associate Planner
Lisa Scholl, Deputy City Recorder	Jacob Graichen, City Planner
Sue Nelson, Interim Public Works Director	Margaret Jeffries, Library Director
Sharon Darroux, Engineering Project Manager I	Shanna Duggan, Recreation Manager
Rachael Barry, Government Affairs & Project Support	Matthew Kahl, City Attorney

#### OTHERS

Sue Mueller	Hailey Iverson	Paul Vogel
Stuart Peterson	Dana Lathrope	Sheri Cash
Dan Rocha	Susana Hensley	

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

- ◆ Sue Mueller. She expressed her concerns about the safety of our city and citizens during the Spirit of Halloweentown events. She suggests cancelling the events. She questions the process by which the decision was made to continue these events. The city is currently in a state of emergency due to COVID-19. Fun times are needed, but this event should be cancelled this year. As a Lions Club member, she has enjoyed participating but this is a bad year to do it.

#### DISCUSSION TOPICS - *The Council will take a 10-minute break around 3:00 PM.*

##### 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 five-year certificate and pin.

Dan Dieter began working for the City in August of 2015 as a part-time Library Assistant where he continues to serve today. Congratulations, Dan, and thank you for your service!

City Recorder Payne read a statement from Dieter. He thanked the City for all that is being done during the pandemic. He appreciates the support for the Library's programs and services.

Council members expressed their appreciation of Dieter.

## 2. Chamber of Commerce Semi-Annual Report

Susana Hensley, Dana Lathrope, Dan Rocha, and Hailey Iverson were in attendance to give the Chamber report.

Dan reviewed the report:

- Reviewed the current Board members. The President position is currently vacant.
- Due to the lack of funding with COVID, they had to lay off Executive Director Chrissy Marquardt. She does continue to volunteer for the Chamber.
- Funds from a PPE loan has provided the ability to hire a part-time office assistant. Dana Lathrope is currently filling that position during the recruitment process.
- The InRoads Community Center is available to rent for members and non-members.
- Implemented a Code of Conduct. All Chamber volunteers are required to sign it. The goal is for clear expectations to be set for Chamber volunteers.
- Temporary building tenant – Birch Media. They are filming the TV show, The Crypt in St. Helens right now. They moved in in mid-July and will be here through September.
- There are six active committees:
  - Membership Committee
  - Coffee & Commerce Committee
  - Marketing Committee
  - Education Committee
  - Events Committee
  - Building Use Committee

## 3. Columbia County Economic Team (CCET) Semi-Annual Report - *Paul Vogel, Interim Executive Director*

Interim CCET Executive Director Paul Vogel was in attendance to give the CCET report. It is great to follow the momentum of the Chamber report.

- Produce a daily newsletter.
- Update the website every two weeks.
- There is a great concern for childcare services. Businesses are impacted by shifting schedules and staffing to accommodate childcare. Immediate and sustainable actions are needed.
- Have had good engagement with the chambers. They have been sharing resources, ideas, and suggestions.
- Helped Birch Media coordinate with the Chamber for a facility. It has brought spending to small businesses and restaurants in St. Helens.
- Keep It Local has been coordinating regularly with the chambers. The focus this fall will be around training. The business environment has changed, and businesses need tools.
- The PPE Store has increased traffic by about 50% over the last couple weeks. They are at the Fairgrounds every Friday afternoon providing high quality masks, gloves, and sanitizer.
- The most important thing that they have been able to do is the Small Business Emergency Grant Program. They have about \$250,000. There were 52 total awards for \$210,000 representing businesses all around the County.
- Col-Pac received a couple grants that will be available for small business services.
- There are five large industrial businesses pending in Columbia County. More than half of those proposals are for St. Helens sites. They have been collaborating with the Port and the cities. They are anxious to organize their marketing so they can be more proactive in attracting clients.
- Collaboration with the City has been terrific. The City has made good use of CRF funding by supporting community organizations. Assistance from Government Affairs and Project Support Specialist Rachael Barry has been very valuable.

- Met with the prospective new owner of the Armstrong building last week.
- Active in tourism. Participated in a tourism call that involved much of the coast. The coast is having a difficult time with a lot of disrespect and trash. Columbia County tourism has increased positively with camping, parks, trails, and kayaking.
- An Executive Director search is underway. He is the interim, as well as a candidate.
- They are completing their membership renewal for CCET. The renewal rate has been very good.

Discussion about childcare. CCET has partnered with NW Childcare Resource and Referral. Their priority is to help provide energy and support but not lead it.

Discussion about expanding outdoor tourism. The Port is looking at expanding their facilities to increase camping, kayaking, and canoeing. The CCET Board allocated \$25,000 towards interpretive signage on the CZ Trail. Money was received from Travel Oregon to complete the historical kiosk program. They are trying to gather data from the hotels to get a sense of occupancy.

Councilor Carlson talked about County-owned facilities being dated and aged. There is a lot of real estate here, but restrooms are old and not accessible to all folks. Paul will share that feedback with the County. Some of those facilities have not received funding due to lack of capacity in the past. They are seeing many more new users now.

#### **4. Report on Community Survey - Rachael**

Government Affairs and Project Support Specialist Rachael Barry was in attendance to give a report on the community survey. She thanked everyone for their support on this endeavor. A copy of the report is included in the archive packet for this meeting.

Walsh talked about this being a benchmark and conducting a survey every five years to see growth. Discussion of the next survey including questions about education in partnership with the school district.

#### **5. Review Proposed Bench Donation for McCormick Park Off-Leash Dog Area**

A copy of the request is included in the archive packet for this meeting.

Councilor Topaz questioned why the Council reviews bench requests. Council President Morten explained that the Parks & Trails Commission and Arts & Cultural Commission make a recommendation to Council. There was an incident several years ago that created this process. City Council has the final say where something will go but they need recommendations from the two commissions first. Interim Public Works Director Nelson added that the City adopted a formal policy several years ago for accepting donated items.

Stuart Peterson reported that his mother-in-law, Nancy Stutzman, passed away on July 25. She enjoyed watching the dogs run and play. The bench will be in her memory.

Council will make a decision at tonight's regular session.

#### **6. Employee Wellness Committee's Proposed Bicycle Giveaway Volunteer Program - Jenny/Shanna**

Associate Planner Jenny Dimsho and Recreation Manager Shanna Duggan were in attendance to make the request to the Council. A copy of the proposal is included in the archive packet for this meeting.

Duggan reported that the bike volunteer program began based on a surplus of bicycles at the Police Department. The former Bicycle & Pedestrian Commission used to service the bikes and then distribute them to the public. That has not happened in a few years since the Commission was combined with the Parks & Trails Commission. The bicycles are now at the Recreation Center. The goal is to make the repairs and distribute to the public for free. It would be a good partnership with staff and community.

The Parks & Trails Commission has donated \$500 to the program, as well as volunteer time. The proposal is for City staff to donate up to two hours of volunteer time working on the bicycles.

Councilor Topaz suggested a program that allows the kids to help fix the bicycles and a bicycle rental program. Duggan responded that this is a pilot program. Her overall goal is to get the community involved but it is not as feasible right now during the pandemic.

Council will make a decision at tonight's regular session.

### **7. City Hall Requests - Office Updates - John/Matt**

City Administrator John Walsh reviewed the request. A copy is included in the archive packet for this meeting. The request stems from the hiring of a Public Works Director and needing to rearrange staff locations to create space.

Assistant City Administrator Matt Brown showed the proposed floor plan of the upstairs.

Councilor Topaz suggested bringing in a structural engineer and re-wiring the entire area. Brown confirmed that they will be re-wiring the upstairs. The Building Official will ensure all building codes are met.

Council will make a decision at tonight's regular session.

### **8. Strategic Action Plan Update**

Brown reported that there are three updates for tonight's agenda:

- Language was added to three job descriptions for board/commission support.
- Additional work is needed with Mackenzie for the Police Needs Assessment.
- Council received a list of City-owned properties. Does Council want to discuss those properties at a future meeting? Council concurred.

### **9. City Administrator Report**

- The Planning Commission meeting was Zoom-bombed last week. Brown reviewed the proposed Zoom meeting policies and guidelines. One change is that it requires all boards and commissions to hold Zoom meetings, rather than in-person meetings, unless approved by Council. There will be a lot more management of the meetings to reduce the risk of Zoom bombs.
- There is an item on tonight's agenda to award the timber sale contract. They are working on a long-term sustainable revenue stream.
- There is an agreement on tonight's agenda with Maul Foster Alongi for Sykes Road Reservoir Feasibility Study.
- CCET talked about Cares Act Funding. The City has distributed funds to community partners. Funds have been made available for losses from cancelled cultural and community events. The City should be able to recoup some of the costs from 13 Nights on the River and Spirit of Halloweentown.
- There has been criticism about the safety of 13 Nights on the River and Spirit of Halloweentown. They are following all safety and cleaning guidelines.
- Tina has been working on a Kite Club. Someone wants to donate a small Conex box, which can be placed on the Waterfront property to hold kites for checkout.

Mayor Scholl assured the public that the City will cancel the Spirit of Halloweentown activities if it looks like there is a threat to the community. He requested a full report of the proposal and safety measures in place.

Council President Morten reported that he has received complaints from seven people about Spirit of Halloweentown activities. It is important to share information about what safety measures are in place. That is the most inquiries that he is had about any issue in such a short time.

Walsh will request Tina give a full report tonight.

- Continuing to secure Waterfront funding with the State.
- There has been some confusion with the Public Works Director recruitment. William Daniel withdrew from the position. He asked for clarification on how to proceed with the recruitment.

Council President Morten is not in favor of opening it back up to interview the candidate who did not show up to the in-person interview. The top two candidates scored very closely.

Councilor Topaz believes it sets a precedent if they continue to go to the next candidate. The candidate that did not show up had valid reasons.

Councilor Locke recommends going with the second recruit, based on past practice. If that does not pan out, they can recruit new applicants.

Councilor Carlson is okay with going with the second candidate or re-advertising for new applicants. She wants to do what is best for the community. The candidates scored very closely.

Mayor Scholl recommends starting the recruitment process over. There was a long gap of time between the application submittal deadline and the interviews. He would like to deliberate the same day after the interview with legal counsel in attendance.

Discussion ensued.

Brown suggested not involving City staff in the interview process if Council is not going to consider their opinion. Mayor Scholl agreed. It is a Council decision.

Council will make a decision of how to proceed at tonight's meeting.

Mayor Scholl excused himself and turned the meeting over to Council President Morten at 3:31 p.m.

- Sand Island is booked every weekend. It has been very successful. There was a small picnic shelter over there that will be rebuilt larger.
- Received an email today from Art Leskovich about the Wilsonville Concrete Products lease. He has environmental concerns about the sediment underneath the leased area.

Councilor Topaz reported that there was discussion in January about an RFP for a tourism director. He requested it be added to an agenda to discuss and give staff direction.

**OTHER BUSINESS** - None

**ADJOURNMENT** – 3:36 p.m.

**EXECUTIVE SESSION** - No Executive Session was held.

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, August 19, 2020

### DRAFT MINUTES

*This meeting was held electronically via Zoom.*

#### **7:00 PM - CALL REGULAR SESSION TO ORDER**

##### **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  
 Tina Curry, Event Coordinator

##### **OTHERS**

Stuart Peterson

##### **PLEDGE OF ALLEGIANCE**

Mayor Scholl recited the Pledge of Allegiance.

Mayor Scholl read the City Council mantra.

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

No visitor comments.

##### **AWARD BID/CONTRACT**

1. Salmonberry Timber Sale to Olympic Forest Products (RSG) at \$624 per 1,000 BF
2. Purchase of Mower to Stark Street Lawn & Garden for \$13,549.47

**Motion:** Motion made by Carlson, seconded by Topaz to approve '1' and '2' above. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

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

3. Additional Services Agreement with Mackenzie for Police Needs Assessment
4. Agreement with Maul Foster Alongi for Sykes Road Reservoir Feasibility
5. Extension of Concession Agreement with Shiver Me Ice Cream Mobile Truck
6. Contract Payments

Councilor Topaz called for a point of order having to do with the Maul Foster Alongi (MFA) contract. It should be put out for bid since it is not a continuation of work. They did not complete the previous two contracts, which included the public description of what they did or what they found.

City Administrator Walsh reported that the work is not complete for their two open projects. That is because of the need to have a meaningful engagement, not because of them. There was no end date on the contracts. Contracts were streamlined several years ago to allow for this type of procurement. There is a special services agreement with them for various types of work, such as this.

Councilor Topaz sees technical problems in their preliminary report. Two parts contradict each other. According to City Code, they need to start over. Walsh responded that there is a resolution that addresses those issues specifically.

Councilor Topaz sees big mistakes and wants people to know that MFA is not doing a good job. Walsh pointed out that DEQ has approved the reports MFA has submitted. Councilor Topaz added that he has submitted a report to DEQ as well. Council President Morten asked for Councilor Topaz to send Council copies of what he submits to DEQ. He argued that MFA has been our environmental consultant. They have one of the finest reputations for environmental cleanup in North America. Walsh confirmed that they are our Environmental Engineer of record.

Councilor Carlson requested regular updates from MFA.

Mayor Scholl reminded the Council that this is about the reservoir on Sykes Road. It is a perfect location for a water tower. He asked Interim Public Works Director Nelson to explain the request. Nelson reported that the contract is to look and see if the site is suitable to accommodate a water reservoir.

Discussion ensued.

**Motion:** Motion made by Carlson, seconded by Locke to approve '3' through '6' above. Voting Yea: Scholl, Morten, Locke, Carlson; Voting Nay: Topaz

#### **APPOINTMENTS TO CITY BOARDS & COMMISSIONS – None**

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

8. Parks & Trails Commission Minutes dated July 13, 2020
9. Planning Commission Minutes dated July 14, 2020

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

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

10. Council Special Session, Work Session, Executive Session, and Regular Session Minutes dated July 29 and August 5, 2020
11. Amendment to Administrative Billing Specialist Job Description
12. Amendment to Library Assistant Job Description
13. Amendment to Public Works Office Assistant Job Description
14. OLCC Licenses
15. Accounts Payable Bill Lists

**Motion:** Motion made by Carlson, seconded by Topaz to approve '10' through '15' above. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

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

##### Park Bench Donation

**Motion:** Motion made by Carlson, seconded by Topaz to accept the park bench donation. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

Wellness Committee Proposal

**Motion:** Motion made by Carlson, seconded by Topaz to approve the Wellness Committee proposal. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

Zoom Meeting Policy

**Motion:** Motion made by Carlson, seconded by Morten to approve the Zoom Meeting Policy. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

Upstairs Remodel

**Motion:** Motion made by Morten, seconded by Carlson to approve the upstairs remodel. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

Public Works Director Job Posting Process

**Motion:** Motion made by Carlson, seconded by Topaz to re-advertise for the Public Works Director position. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

Discussion of job posting. Consensus of Council to post the position the same as last time and have Walsh involved in the process.

Report on Tourism

Mayor Scholl reported that there are concerns from the community about holding Spirit of Halloweentown events during the pandemic.

Event Coordinator Tina Curry reviewed Spirit of Halloweentown activities:

- Will take safety precautions.
- Supports local charities and businesses.
- Limiting ticket sales to only 250 guests on the weekends.
- Walk-ins to the Spirit of Halloweentown area will not be allowed without a ticket between 10 a.m. – 5 p.m. on Saturdays and 10 a.m. – 4 p.m. on Sundays.
- Will follow all State guidelines.
- Most activities will be held outside.
- Temperatures will be taken at check-in.
- People inside the area will be required to wear a badge.
- There will be some celebrity appearances. Tickets will be required.
- There will not be a pumpkin lighting.
- There are no activities that encourage people gathering in one location.
- The parades are not taking place.
- Activities can be viewed at [www.spiritofhalloweentown.com](http://www.spiritofhalloweentown.com).

Council President Morten expressed concerns about the restaurants downtown. Tina responded that she has spoken with businesses. They all know what is going on. The public will still be able to access the restaurants and theater. They are not inside the fenced area. Every ticket includes parking this year. Full refunds will be issued if the Governor shuts the event down.

Councilor Topaz asked if the City is liable if someone contracts the virus while they are here. Tina responded that there is a general liability policy. Council President Morten recalls that this was discussed during the high school graduation. We just need to notify Insurance Agent Chris Iverson.

Councilor Topaz asked if the haunted house will be in operation. Tina confirmed it will be. Councilor Topaz said the building requires fire detection and fire suppressions for people inside. Tina said they are in compliance with permits. They can only operate the haunted house for 90 days.

Councilor Carlson confirmed that anyone can come during the week and outside those hours on the weekend to visit the area and take pictures.

Councilor Topaz asked if tourism has allocated funds for police overtime. Tina responded that she has no expectation of the police being at the events.

### **MAYOR SCHOLL REPORTS**

- The Chamber of Commerce presentation was great earlier today. Through adversity, they are really coming together and making things happen there. They are doing a great job and have a great board.
- The CCET presentation was good, too. There is good collaboration with the Chamber and the Port. If you are looking for PPE, go out to the fairgrounds on Friday.
- The City is doing great. We are still chugging along. We were talking earlier about the Waterfront project and two different funding sources to move forward.

### **COUNCIL MEMBER REPORTS**

Council President Morten reported...

- It is good to be back. He expressed his sincere gratitude to staff and Council members for their encouraging thoughts during his recent accident. He appreciates the camaraderie.
- He has heard a lot of complaints about parking at the Marina, because of the increased use of Sand Island. He suggested the City enter into an agreement for the Marina to obtain some parking along the right-of-way down there.
- Tina's Spirit of Halloweentown report was very helpful.
- He is really encouraged with what has been happening at Dalton Lake but has a concern. Lynne Pettit was told that they were not to contact the City police if they had any problems down there. However, there is an agreement with ODOT to manage Dalton Lake. That is an issue if the police are not going to respond.

Assistant City Administrator Brown just received a message from Police Chief Greenway. Dalton Lake is in the County's jurisdiction. The Sheriff's Office would respond to calls for that area. Shortly after Greenway started here, there was a policy decision that the City would not be responding to calls outside of their jurisdiction. Discussion ensued. It was the consensus of the Council to continue the discussion at the next work session when Greenway can be in attendance.

Councilor Locke reported...

- Cascades is having some issues with COVID and are short staffed. Number three is shut down. He will find out why.
- For your information...1,000 board feet would be approximately two logs, 32' long and 20" in diameter.

Councilor Carlson reported...

- Good to have Council President Morten back.
- Encouraged by the positive report from CCET. It was a big difference from reports received a year ago.
- Youth Council continues to stay in contact and focus on service projects.

Councilor Topaz reported...

- Earlier in the work session, they discussed doing an RFP for a tourism director. That was not brought up tonight. City Recorder Payne confirmed that it will be on the next work session agenda.
- What is going to happen to the homeless when they have no place warm to stay during the day? He encouraged groups to start strategizing ways to support them, such as using the Recreation Center or Fairgrounds.

**OTHER BUSINESS** - None

**ADJOURNMENT** – 8:20 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



St. Helens, OR

# Expense Approval Register

Item #9.

Packet: APPKT00155 - AP 8.18.2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
SAIF CORPORATION	6458261	08/17/2020	7/1/2019-6/30/2020 POLICY	100-705-51009	1,566.49
CHUBBS	6652	08/17/2020	MAINTENANCE	100-705-52021	50.95
SHRED-IT C/O STERICYCLE INC	8180197667	08/17/2020	POLICE DEPT SHRED SERVICE	100-705-52019	71.07
DRAKES TOWING AND	INV0000691	08/17/2020	POLICE CAR	100-705-52019	222.00
JENNIFER FERGUSON	INV0000697	08/17/2020	REFUND PUBLIC RECORDS	100-000-37004	20.00
PORTLAND GENERAL ELECTRIC	INV0000700	08/17/2020	0153585940	100-709-52003	152.81
LAND DEVELOPMENT SERVICES	JUNE 2020	08/17/2020	INSPECTIONS / PLAN CHECK	100-711-52015	435.00
TVW INC	0040879-IN	08/18/2020	POLICE	100-705-52023	810.38
TVW INC	0040879-IN	08/18/2020	COL CENTER	100-706-52023	1,521.19
TVW INC	0040879-IN	08/18/2020	REC CENTER	100-709-52023	123.19
TVW INC	0040879-IN	08/18/2020	CITY HALL	100-715-52023	1,767.78
LAWRENCE OIL COMPANY	019001-2021301	08/18/2020	247749	100-715-52022	34.01
COLUMBIA RIVER PUD	08112020	08/18/2020	150 S 13 ST POLICE STATION	100-705-52003	520.62
COLUMBIA RIVER PUD	08112020	08/18/2020	150 S 13TH ST- POLICE	100-705-52003	109.02
COLUMBIA RIVER PUD	08112020	08/18/2020	375 S 18TH ST COLUMBIA	100-706-52003	857.05
COLUMBIA RIVER PUD	08112020	08/18/2020	475 S 18TH ST	100-708-52003	97.78
COLUMBIA RIVER PUD	08112020	08/18/2020	475 S 18TH ST - MCCORMICK	100-708-52003	59.72
COLUMBIA RIVER PUD	08112020	08/18/2020	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	42.19
COLUMBIA RIVER PUD	08112020	08/18/2020	264 STRAND ST- PARKS/	100-708-52003	19.50
COLUMBIA RIVER PUD	08112020	08/18/2020	200 N RIVER ST - GREY CLIFFS	100-708-52003	29.94
COLUMBIA RIVER PUD	08112020	08/18/2020	475 S 18TH ST- MCCORMICK	100-708-52003	32.35
COLUMBIA RIVER PUD	08112020	08/18/2020	120 WHITE WAY - WALNUT	100-708-52003	25.25
COLUMBIA RIVER PUD	08112020	08/18/2020	162 MCMICHAEL ST -	100-708-52003	115.10
COLUMBIA RIVER PUD	08112020	08/18/2020	264 STRAND ST- COL VIEW	100-708-52003	25.94
COLUMBIA RIVER PUD	08112020	08/18/2020	200 N 7TH ST - PARK	100-708-52003	25.64
COLUMBIA RIVER PUD	08112020	08/18/2020	299 N 6TH ST - PARKS	100-708-52003	25.25
COLUMBIA RIVER PUD	08112020	08/18/2020	475 S 18TH ST	100-708-52003	50.85
COLUMBIA RIVER PUD	08112020	08/18/2020	265 STRAND ST. - SPLASH PAD	100-708-52003	26.34
COLUMBIA RIVER PUD	08112020	08/18/2020	265 STRAND ST. - DOCKS	100-708-52046	217.88
COLUMBIA RIVER PUD	08112020	08/18/2020	264 STRAND ST- COL VIEW	100-708-52046	25.93
COLUMBIA RIVER PUD	08112020	08/18/2020	264 STRAND ST- PARKS/	100-708-52047	19.49
COLUMBIA RIVER PUD	08112020	08/18/2020	275 STRAND ST- CITY HALL UB /	100-715-52003	125.42
COLUMBIA RIVER PUD	08112020	08/18/2020	265 STRAND ST- CITY HALL	100-715-52003	509.30
COLUMBIA RIVER PUD	08112020	08/18/2020	265 STRAND ST- CITY HALL UP	100-715-52003	155.09
COLUMBIA RIVER PUD	08112020	08/18/2020	277 STRAND ST- CITY HALL UB	100-715-52003	120.89
COLUMBIA RIVER PUD	08112020	08/18/2020	277 STRAND ST -	100-715-52003	28.85
NW STAPLE SUPPLY INC	1387928	08/18/2020	GRAFFITI REMOVER	100-708-52001	309.67
STAPLES BUSINESS CREDIT	1630214057	08/18/2020	OFFICE SUPPLIES	100-705-52004	17.48
STAPLES BUSINESS CREDIT	1630214057	08/18/2020	OFFICE SUPPLIES	100-705-52004	380.80
STAPLES BUSINESS CREDIT	1630214057	08/18/2020	OFFICE SUPPLIES	100-707-52004	22.91
STAPLES BUSINESS CREDIT	1630214057	08/18/2020	OFFICE SUPPLIES	100-707-52004	29.69
STAPLES BUSINESS CREDIT	1630214057	08/18/2020	OFFICE SUPPLIES	100-715-52004	9.08
STAPLES BUSINESS CREDIT	1630214057	08/18/2020	OFFICE SUPPLIES	100-715-52004	9.48
STAPLES BUSINESS CREDIT	1630214057	08/18/2020	OFFICE SUPPLIES	100-715-52004	29.90
STAPLES BUSINESS CREDIT	1630214057	08/18/2020	OFFICE SUPPLIES	100-715-52004	79.35
STAPLES BUSINESS CREDIT	1630214057	08/18/2020	OFFICE SUPPLIES	100-715-52004	74.78
EMPLOYMENT TAX	INV0000701	08/18/2020	VERDOORN	100-709-51013	647.10
EMPLOYMENT TAX	INV0000701	08/18/2020	WARD	100-709-51013	615.63
NICOLE BATTISTA	INV0000702	08/18/2020	REFUND PARK RES	100-000-34031	75.00
LAND DEVELOPMENT SERVICES	JULY 2020	08/18/2020	INSPECTIONS	100-711-52015	675.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>13,016.13</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
PORTLAND GENERAL ELECTRIC	INV0000698	08/17/2020	7357701000	202-722-52003	45.77

## Expense Approval Register

Packet: APPKT00159 Item #9. 0

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PORTLAND GENERAL ELECTRIC	INV0000699	08/17/2020	1650931000	202-722-52003	20.99
RADLER WHITE PARKS &	25085	08/18/2020	ACSP TRANSACTION	202-721-52019	3,812.50
MAUL FOSTER ALONGI INC	39854	08/18/2020	COMMUNITY WIDE	202-721-52050	1,698.50
MAUL FOSTER ALONGI INC	39854	08/18/2020	GOVERNANCE AND PUBLIC	202-722-52019	955.00
MAUL FOSTER ALONGI INC	39854	08/18/2020	IGA PHASE 1 LAGOON	202-722-52019	6,352.50
MAUL FOSTER ALONGI INC	39854	08/18/2020	BWP ON CALL SERVICES	202-722-52019	122.50
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>13,007.76</b>
<b>Fund: 205 - STREETS</b>					
COLUMBIA RIVER PUD	08112020	08/18/2020	715 S COLUMBIA RIVER HWY -	205-000-52003	69.40
COLUMBIA RIVER PUD	08112020	08/18/2020	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	45.01
COLUMBIA RIVER PUD	08112020	08/18/2020	265 STRAND ST	205-000-52003	3,628.09
COLUMBIA RIVER PUD	08112020	08/18/2020	58651 COLUMBIA RIVER HWY	205-000-52003	25.93
COLUMBIA RIVER PUD	08112020	08/18/2020	1370 COLUMBIA BLVD.-	205-000-52003	39.15
COLUMBIA RIVER PUD	08112020	08/18/2020	191 N MILTON WAY-	205-000-52003	25.56
COLUMBIA RIVER PUD	08112020	08/18/2020	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	105.50
COLUMBIA RIVER PUD	08112020	08/18/2020	191 N MILTON WAY - SIGNAL	205-000-52003	36.97
COLUMBIA RIVER PUD	08112020	08/18/2020	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	40.40
<b>Fund 205 - STREETS Total:</b>					<b>4,016.01</b>
<b>Fund: 601 - WATER</b>					
LAWRENCE OIL COMPANY	019001-2021301	08/18/2020	247752	601-732-52022	67.90
COLUMBIA RIVER PUD	08112020	08/18/2020	2300 STRAND ST - WELL 2	601-731-52003	63.46
COLUMBIA RIVER PUD	08112020	08/18/2020	1680 1 ST -	601-731-52003	2,557.76
COLUMBIA RIVER PUD	08112020	08/18/2020	58791 COLUMBIA RIVER HWY -	601-731-52003	35.59
COLUMBIA RIVER PUD	08112020	08/18/2020	57500 OLD PORTLAND RD -	601-731-52003	32.50
COLUMBIA RIVER PUD	08112020	08/18/2020	35261 PITTSBURG RD- PW	601-731-52003	28.01
COLUMBIA RIVER PUD	08112020	08/18/2020	PUMP AERIE CT	601-731-52003	63.82
COLUMBIA RIVER PUD	08112020	08/18/2020	62420 COLUMBIA RIVER HWY -	601-731-52003	97.66
COLUMBIA RIVER PUD	08112020	08/18/2020	1215 FOURTH ST - WFF	601-732-52003	5,747.46
STETTLER SUPPLY COMPANY	27610	08/18/2020	PUMP WELL #2 REPAIR AND	601-731-52019	19,303.00
<b>Fund 601 - WATER Total:</b>					<b>27,997.16</b>
<b>Fund: 603 - SEWER</b>					
OREGON DEQ BUSINESS	INV0000692	08/17/2020	CWSRF LOAN PAYMENT	603-000-55003	20,043.00
OREGON DEQ BUSINESS	INV0000693	08/17/2020	R6801 PRINCIPAL	603-000-55001	50,000.00
OREGON DEQ BUSINESS	INV0000694	08/17/2020	R6801 ANNUAL FEE	603-000-55003	5,750.00
OREGON DEQ BUSINESS	INV0000695	08/17/2020	CWSRF LOAN PAYMENT	603-000-55001	96,154.00
OREGON DEQ BUSINESS	INV0000695	08/17/2020	CWSRF LOAN PAYMENT	603-000-55002	56,722.00
COMCAST	08092020	08/18/2020	0082	603-736-52003	62.45
COMCAST	08092020	08/18/2020	0082	603-737-52003	62.45
COLUMBIA RIVER PUD	08112020	08/18/2020	37700 CLARK ST - PS 8	603-735-52003	25.56
COLUMBIA RIVER PUD	08112020	08/18/2020	451 PLYMOTH ST - WWTP	603-736-52003	1,721.97
COLUMBIA RIVER PUD	08112020	08/18/2020	451 PLYMOTH ST - WWTP	603-737-52003	1,721.98
COLUMBIA RIVER PUD	08112020	08/18/2020	124 S 4 ST - PS 3	603-738-52003	30.09
COLUMBIA RIVER PUD	08112020	08/18/2020	145 N RIVER ST- PS 2	603-738-52003	74.04
COLUMBIA RIVER PUD	08112020	08/18/2020	320 S 1ST ST- PS #1	603-738-52003	86.54
COLUMBIA RIVER PUD	08112020	08/18/2020	169 S 4TH ST WATER FLOW	603-738-52003	64.24
COLUMBIA RIVER PUD	08112020	08/18/2020	240 MADRONA CT	603-738-52003	146.19
COLUMBIA RIVER PUD	08112020	08/18/2020	59500 OLD PORTLAND RD - PS	603-738-52003	136.00
COLUMBIA RIVER PUD	08112020	08/18/2020	35139 MAPLE ST. - PS 11	603-738-52003	75.17
PAULSON PRINTING CO.	13637	08/18/2020	WASTE WATER TICKETS	603-736-52001	24.10
PAULSON PRINTING CO.	13637	08/18/2020	WASTE WATER TICKETS	603-737-52001	24.10
ENDRESS + HAUSER INC	6002080968	08/18/2020	PROSONIC S FMU90	603-737-52001	1,882.85
HASA	704320	08/18/2020	MULTI CHLOR	603-736-52083	5,036.87
<b>Fund 603 - SEWER Total:</b>					<b>239,843.60</b>
<b>Fund: 605 - STORM</b>					
DAILY JOURNAL OF	744783873	08/17/2020	STORM DRAIN IMP BID NOTICE	605-000-53011	638.88
EAGLE STAR ROCK PRODUCTS	38345	08/18/2020	9TH ST ROCK	605-000-52001	145.84
EAGLE STAR ROCK PRODUCTS	38357	08/18/2020	9TH ST ROCK	605-000-52001	276.78
<b>Fund 605 - STORM Total:</b>					<b>1,061.50</b>

## Expense Approval Register

Packet: APPKT00159 Item #9. 0

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 701 - EQUIPMENT</b>					
COLUMBIA RIVER FIRE AND	20-07 JULY	08/17/2020	SHARED BILLING FOR	701-000-52023	673.32
PAPE MACHINERY	12169636	08/18/2020	AXLE	701-000-52001	46.41
COLUMBIA FEED AND SUPPLY	25120	08/18/2020	STIHL	701-000-52001	224.75
COLUMBIA FEED AND SUPPLY	25134	08/18/2020	STIHL	701-000-52001	550.00
COLUMBIA AUDIO SPECIALTIES	40658	08/18/2020	INSTALL MOTOROLA	701-000-52001	708.00
<b>Fund 701 - EQUIPMENT Total:</b>					<b>2,202.48</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
MORE POWER TECHNOLOGY	10667	08/17/2020	MISC IT	702-000-52019	1,934.86
MORE POWER TECHNOLOGY	10668	08/17/2020	GRANICUS MIGRTION AND	702-000-52019	650.00
CENTURY LINK	INV0000696	08/17/2020	632B	702-000-52010	42.76
COMCAST	08072020	08/18/2020	PW 8778102010869144	702-000-52003	130.84
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>2,758.46</b>
<b>Fund: 703 - PW OPERATIONS</b>					
LAWRENCE OIL COMPANY	019001-2021301	08/18/2020	247748	703-734-52022	920.21
LAWRENCE OIL COMPANY	019001-2021301	08/18/2020	247750	703-734-52022	58.76
COLUMBIA RIVER PUD	08112020	08/18/2020	984 OREGON ST	703-734-52003	165.07
COLUMBIA RIVER PUD	08112020	08/18/2020	984 OREGON ST - PW SHOP	703-734-52003	94.26
COLUMBIA RIVER PUD	08112020	08/18/2020	1230 DEER ISLAND RD - PW	703-734-52003	46.52
COLUMBIA RIVER PUD	08112020	08/18/2020	650 OREGON ST -LEMONT	703-734-52003	478.15
EAGLE STAR ROCK PRODUCTS	38270	08/18/2020	SHOP ROCK	703-734-52001	265.54
EMPLOYMENT TAX	INV0000701	08/18/2020	LELAND	703-734-51013	567.05
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>2,595.56</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
COLUMBIA NW HEATING INC	16493209	08/17/2020	SENIOR CENTER REPLACED TXV	704-000-53025	2,365.00
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>2,365.00</b>
<b>Grand Total:</b>					<b>308,863.66</b>



**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	13,016.13
202 - COMMUNITY DEVELOPMENT	13,007.76
205 - STREETS	4,016.01
601 - WATER	27,997.16
603 - SEWER	239,843.60
605 - STORM	1,061.50
701 - EQUIPMENT	2,202.48
702 - INFORMATION SYSTEMS	2,758.46
703 - PW OPERATIONS	2,595.56
704 - FACILITY MAJOR MAINTNANCE	2,365.00
<b>Grand Total:</b>	<b>308,863.66</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-34031	Recreation Revenue	75.00
100-000-37004	Miscellaneous - General	20.00
100-705-51009	Workers Comp	1,566.49
100-705-52003	Utilities	629.64
100-705-52004	Office Supplies	398.28
100-705-52019	Professional Services	293.07
100-705-52021	Equipment Maintenance	50.95
100-705-52023	Facility Maintenance	810.38
100-706-52003	Utilities	857.05
100-706-52023	Facility Maintenance	1,521.19
100-707-52004	Office Supplies	52.60
100-708-52001	Operating Supplies	309.67
100-708-52003	Utilities	575.85
100-708-52046	Dock Services	243.81
100-708-52047	Marine Board	19.49
100-709-51013	Unemployment	1,262.73
100-709-52003	Utilities	152.81
100-709-52023	Facility Maintenance	123.19
100-711-52015	Intergovernmental	1,110.00
100-715-52003	Utilities	939.55
100-715-52004	Office Supplies	202.59
100-715-52022	Fuel/Oil	34.01
100-715-52023	Facility Maintenance	1,767.78
202-721-52019	Professional Services	3,812.50
202-721-52050	Community Wide	1,698.50
202-722-52003	Utilities	66.76
202-722-52019	Professional Services	7,430.00
205-000-52003	Utilities	4,016.01
601-731-52003	Utilities	2,878.80
601-731-52019	Professional Services	19,303.00
601-732-52003	Utilities	5,747.46
601-732-52022	Fuel / Oil	67.90
603-000-55001	Principle	146,154.00
603-000-55002	Interest	56,722.00
603-000-55003	Loan Fee	25,793.00
603-735-52003	Utilities	25.56
603-736-52001	Operating Supplies	24.10
603-736-52003	Utilities	1,784.42
603-736-52083	Chemicals	5,036.87
603-737-52001	Operating Supplies	1,906.95
603-737-52003	Utilities	1,784.43
603-738-52003	Utilities	612.27
605-000-52001	Operating Supplies	422.62
605-000-53011	Storm Main Replacement	638.88
701-000-52001	Operating Supplies	1,529.16

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
701-000-52023	Facility Maintenance	673.32
702-000-52003	Utilities	130.84
702-000-52010	Telephone	42.76
702-000-52019	Professional Services	2,584.86
703-734-51013	Unemployment	567.05
703-734-52001	Operating Supplies	265.54
703-734-52003	Utilities	784.00
703-734-52022	Fuel / Oil	978.97
704-000-53025	Capital Outlay - Sr Center	2,365.00
	<b>Grand Total:</b>	<b>308,863.66</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	308,863.66
<b>Grand Total:</b>	<b>308,863.66</b>



St. Helens, OR

# Expense Approval Register

Item #9.

Packet: APPKT00160 - AP 8.27.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
PERMA-BOUND	1866362-00	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	136.00
ORKIN	200859773	08/24/2020	PEST CONTROL CITY HALL	100-715-52023	85.00
ORKIN	200860074	08/24/2020	1810 OLD PORTLAND RD PEST ...	100-709-52023	150.00
JOHNSON CONTROLS FIRE PR...	21743010	08/24/2020	LIB AUDIORIUM AND TECH CE...	100-706-52023	2,118.80
INGRAM LIBRARY SERVICES	20C7921	08/24/2020	BOOKS / AUDIO BOOKS	100-000-21300	28.39
INGRAM LIBRARY SERVICES	46942729	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	37.01
INGRAM LIBRARY SERVICES	46942730	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	46.29
INGRAM LIBRARY SERVICES	46942731	08/24/2020	BOOKS / AUDIO BOOKS	100-000-21300	92.74
INGRAM LIBRARY SERVICES	46942732	08/24/2020	BOOKS / AUDIO BOOKS	100-000-21300	12.62
INGRAM LIBRARY SERVICES	46942733	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	430.86
INGRAM LIBRARY SERVICES	46955992	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52035	30.64
INGRAM LIBRARY SERVICES	46955993	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	117.15
INGRAM LIBRARY SERVICES	46955994	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	66.50
INGRAM LIBRARY SERVICES	46955995	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	19.45
INGRAM LIBRARY SERVICES	46955996	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52035	80.98
INGRAM LIBRARY SERVICES	47528629	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	31.01
INGRAM LIBRARY SERVICES	47528630	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	10.79
INGRAM LIBRARY SERVICES	47528631	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	79.81
INGRAM LIBRARY SERVICES	47528633	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	492.65
INGRAM LIBRARY SERVICES	47606623	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	90.05
INGRAM LIBRARY SERVICES	47606624	08/24/2020	BOOKS / AUDIO BOOKS	100-706-52033	134.17
BRYAN CUTRIGHT- AP	INV0000707	08/24/2020	UNIFORM REIMB.	100-705-52002	320.50
LAWRENCE OIL COMPANY	019001-2022801	08/26/2020	247749	100-715-52022	35.66
COUNTRY MEDIA INC	446188	08/26/2020	PUBLIC NOTICE	100-705-52011	237.60
PRECISION ENGRAVING INC	59202	08/26/2020	MAIL PLATES TREAT CPL TREAT	100-705-52001	35.20
MIDWEST TAPE	99257803	08/26/2020	DVD / ABD 2000010011	100-706-52035	44.99
NW NATURAL GAS	INV0000753	08/26/2020	5638	100-705-52003	15.99
NW NATURAL GAS	INV0000753	08/26/2020	7673	100-706-52003	20.76
NW NATURAL GAS	INV0000753	08/26/2020	3047	100-708-52003	19.37
NW NATURAL GAS	INV0000753	08/26/2020	8563	100-708-52003	24.80
NW NATURAL GAS	INV0000753	08/26/2020	0109	100-709-52003	23.01
NW NATURAL GAS	INV0000753	08/26/2020	2848	100-715-52003	15.99
NW NATURAL GAS	INV0000753	08/26/2020	5285	100-715-52003	15.99
SOLUTIONS YES	INV246994	08/26/2020	CONTRACT C11782-01 CITY HA...	100-707-52005	27.65
U.S BANK EQUIPMENT FINANCE	421641499	08/27/2020	CONTRACT PAYMENT 500-049...	100-715-52005	150.00
EASYPERMIT POSTAGE	INV0000755	08/27/2020	METER REFILL POSTAGE	100-715-52009	500.00
ENVISIONWARE INC	INV-US-49323	08/27/2020	ANNUAL SYSTEM MAINENANCE	100-706-52006	655.35
LUCY HEIL ATTORNEY AT LAW	JULY 2020	08/27/2020	LEGAL SERVICES	100-704-52019	3,225.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>9,658.77</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
COLUMBIA RIVER PUD	08192020	08/25/2020	POWER 231 S 1ST MASONIC 9...	201-000-52003	182.78
NW NATURAL GAS	INV0000753	08/26/2020	7764	201-000-52003	34.42
NW NATURAL GAS	INV0000753	08/26/2020	9614	201-000-52003	15.99
CITY OF ST. HELENS	INV0000754	08/26/2020	01-00178-001 MASONIC BUILD..	201-000-52003	42.83
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>276.02</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
AKS ENGINEERING & FORESTRY	6486-13	08/24/2020	ST. HELENS INDUSTRIAL PARK ...	202-722-52019	828.75
BOISE WHITE PAPER LLC	AUG 2020	08/27/2020	NOTE PAYEMNT	202-722-55001	12,500.00
BOISE WHITE PAPER LLC	REV AUG 2020	08/27/2020	50 % REVENUE FROM BOISE P...	202-722-55001	5,000.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>18,328.75</b>
<b>Fund: 601 - WATER</b>					
LAWRENCE OIL COMPANY	019001-2022801	08/26/2020	247752	601-732-52022	45.99

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ALEXIN ANALYTICAL	40784	08/27/2020	TESTING	601-731-52064	1,913.28
<b>Fund 601 - WATER Total:</b>					<b>1,959.27</b>
<b>Fund: 603 - SEWER</b>					
PEAK ELECTRIC GROUP LLC	20781	08/24/2020	SOLAR BEE WWTP	603-737-52001	2,135.52
IXOM WATERCARE INC	82377	08/24/2020	UPPER COUPLING MOLDED P...	603-737-52001	176.68
NW NATURAL GAS	INV0000753	08/26/2020	5750	603-736-52003	17.00
NW NATURAL GAS	INV0000753	08/26/2020	7720	603-736-52003	8.00
NW NATURAL GAS	INV0000753	08/26/2020	5750	603-737-52003	17.01
NW NATURAL GAS	INV0000753	08/26/2020	7720	603-737-52003	7.99
<b>Fund 603 - SEWER Total:</b>					<b>2,362.20</b>
<b>Fund: 701 - EQUIPMENT</b>					
SUPERIOR TIRE SERVICE	6530292	06/25/2020	TIRES	701-000-52001	1,508.00
SUPERIOR TIRE SERVICE	72687	06/25/2020	TIRES	701-000-52001	721.20
<b>Fund 701 - EQUIPMENT Total:</b>					<b>2,229.20</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
COMCAST	08122020	08/26/2020	WFF ACCT 8778102040493238	702-000-52003	155.44
MORE POWER TECHNOLOGY ...	10718	08/26/2020	TECH SUPPORT LABOR	702-000-52019	455.00
CENTURY LINK	080172020	08/27/2020	369B	702-000-52010	40.71
CENTURY LINK	080172020	08/27/2020	025B	702-000-52010	40.71
COMCAST	08142020	08/27/2020	PARKS COMCAST 8778102010...	702-000-52003	96.05
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>787.91</b>
<b>Fund: 703 - PW OPERATIONS</b>					
SCAPPOOSE CHIROPRACTIC PC	INV0000703	08/24/2020	CDL PHYSICALS	703-734-52019	125.00
SCAPPOOSE CHIROPRACTIC PC	INV0000704	08/24/2020	CDL PHYSICALS	703-734-52019	125.00
SCAPPOOSE CHIROPRACTIC PC	INV0000705	08/24/2020	CDL PHYSICALS	703-734-52019	125.00
SCAPPOOSE CHIROPRACTIC PC	INV0000706	08/24/2020	CDL PHYSICALS	703-734-52019	125.00
WILCOX	0526596-IN	08/25/2020	EQUIPMENT FUEL FILL	703-734-52022	93.86
LAWRENCE OIL COMPANY	019001-2022801	08/26/2020	247748	703-734-52022	920.62
LAWRENCE OIL COMPANY	019001-2022801	08/26/2020	247750	703-734-52022	51.22
U.S BANK EQUIPMENT FINANCE	421963620	08/26/2020	CONTRACT PAYMENT 500-049...	703-733-52005	99.00
NW NATURAL GAS	INV0000753	08/26/2020	8675	703-734-52003	15.99
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>1,680.69</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
COLUMBIA NW HEATING INC	16403048	08/26/2020	INSTALL HEAT PUMP	704-000-53025	8,740.14
COLUMBIA NW HEATING INC	16544018	08/26/2020	INSTALL HALO'S SENIOR CENT...	704-000-53025	3,900.00
AKS ENGINEERING & FORESTRY	8041-02-02	08/26/2020	KASTER ROAD ST HEENS 8041-...	704-000-53024	6,812.50
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>19,452.64</b>
<b>Grand Total:</b>					<b>56,735.45</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	9,658.77
201 - VISITOR TOURISM	276.02
202 - COMMUNITY DEVELOPMENT	18,328.75
601 - WATER	1,959.27
603 - SEWER	2,362.20
701 - EQUIPMENT	2,229.20
702 - INFORMATION SYSTEMS	787.91
703 - PW OPERATIONS	1,680.69
704 - FACILITY MAJOR MAINTNANCE	19,452.64
<b>Grand Total:</b>	<b>56,735.45</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-21300	Library Replacement Fines	133.75
100-704-52019	Professional Services	3,225.00
100-705-52001	Operating Supplies	35.20
100-705-52002	Personnel Uniforms Equi...	320.50
100-705-52003	Utilities	15.99
100-705-52011	Public Information	237.60
100-706-52003	Utilities	20.76
100-706-52006	Computer Maintenance	655.35
100-706-52023	Facility Maintenance	2,118.80
100-706-52033	Printed Materials	1,691.74
100-706-52035	Audio Materials	156.61
100-707-52005	Small Equipment	27.65
100-708-52003	Utilities	44.17
100-709-52003	Utilities	23.01
100-709-52023	Facility Maintenance	150.00
100-715-52003	Utilities	31.98
100-715-52005	Small Equipment	150.00
100-715-52009	Postage	500.00
100-715-52022	Fuel/Oil	35.66
100-715-52023	Facility Maintenance	85.00
201-000-52003	Utilities	276.02
202-722-52019	Professional Services	828.75
202-722-55001	Principal	17,500.00
601-731-52064	Lab Testing	1,913.28
601-732-52022	Fuel / Oil	45.99
603-736-52003	Utilities	25.00
603-737-52001	Operating Supplies	2,312.20
603-737-52003	Utilities	25.00
701-000-52001	Operating Supplies	2,229.20
702-000-52003	Utilities	251.49
702-000-52010	Telephone	81.42
702-000-52019	Professional Services	455.00
703-733-52005	Small Equipment	99.00
703-734-52003	Utilities	15.99
703-734-52019	Professional Services	500.00
703-734-52022	Fuel / Oil	1,065.70
704-000-53024	Capital Outlay - PD Station	6,812.50
704-000-53025	Capital Outlay - Sr Center	12,640.14
<b>Grand Total:</b>	<b>56,735.45</b>	

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	56,735.45
<b>Grand Total:</b>	<b>56,735.45</b>