



# COUNCIL REGULAR SESSION

Wednesday, July 21, 2021 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

Council Chambers, 265 Strand Street, St. Helens  
Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)  
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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. 3268:** An Ordinance to Annex and Designate the Zone of Certain Property at 35111 Six Dees Lane
- 2. Ordinance No. 3269:** An Ordinance to Annex and Designate the Zone of Certain Property at 505 N. Vernonia Road

### RESOLUTIONS

- 3. Resolution No. 1927:** A Resolution Adopting a Hazard Mitigation Plan Update for the City of St. Helens and Superseding Resolution No. 1844
- 4. Resolution No. 1928:** A Resolution of the St. Helens City Council, Amending the City Employee Compensation Plan for Fiscal Year 2021-2022
- 5. Resolution No. 1929:** A Resolution of the St. Helens City Council to Set Planning Department Fees
- 6. Resolution No. 1930:** A Resolution of the City of St. Helens, Oregon Authorizing Full Faith and Credit Financings and Providing for Related Matters
- 7. Resolution No. 1931:** A Resolution Rescinding Resolution Nos. 1878 and 1879, which Declared a Local State of Emergency in the City of St. Helens as a Result of the COVID-19 Pandemic

### AWARD BID/CONTRACT

- 8.** Award Storm Drain Abandonment & Structure Replacement Project to Turney Excavating, Inc. for \$49,500

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 9.** Concession Agreement with Columbia River BMX for Racing and Concessions at McCormick Park

[10.](#) Agreement with Structural Nexus LLC for Structural Plan Review Services

[11.](#) Contract Payments

**CONSENT AGENDA FOR ACCEPTANCE**

[12.](#) Library Board Minutes dated May 10 and June 14, 2021

[13.](#) Parks & Trails Commission Minutes dated May 10 and June 14, 2021

[14.](#) Planning Commission Minutes dated May 11, 2021

**CONSENT AGENDA FOR APPROVAL**

[15.](#) Council Minutes dated June 2 and 16, 2021

[16.](#) Declare Surplus Property - Library Equipment

[17.](#) Request for Qualifications for Design-Bid-Build of New Public Safety Facility

[18.](#) Job Description for Administrative Assistant - Parks & Recreation

[19.](#) Accounts Payable Bill Lists

[20.](#) OLCC Licenses

**WORK SESSION ACTION ITEMS**

**MAYOR SCHOLL REPORTS**

**COUNCIL MEMBER REPORTS**

**OTHER BUSINESS**

**ADJOURN**

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

City of St. Helens  
**ORDINANCE NO. 3268**

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF  
CERTAIN PROPERTY AT 35111 SIX DEES LANE

**WHEREAS**, applicant Roy & Jinkee McCullough requested to annex to the City of St. Helens certain property at 35111 Six Dees Lane. This property is also described per **Exhibit A** and depicted per **Exhibit B**; and

**WHEREAS**, the applicant has consented in writing to the proposed annexation; and

**WHEREAS**, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

**WHEREAS**, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

**WHEREAS**, appropriate notice has been given and a public hearing was held June 2, 2021 on the annexation proposal; and

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

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

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

**Section 2.** The property described in **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

**Section 3.** The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Moderate Residential, R7.

**Section 4.** The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Suburban Residential (Incorporated).

**Section 5.** The land is classified as "Developing" in accordance with Chapter 17.112 of the St. Helens Community Development Code (SHMC Title 17) and OAR 660-08-0005.

**Section 6.** In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.1.21 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

**Section 7.** 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: June 16, 2021  
Read the second time: July 21, 2021

**APPROVED AND ADOPTED** this 21<sup>st</sup> day of July 2021 by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

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Kathy Payne, City Recorder



EXHIBIT A  
LEGAL DESCRIPTION

A parcel of land located in the SW  $\frac{1}{4}$  of the SW  $\frac{1}{4}$ , of Section 5, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, more specifically described as follows:

Beginning at a point, the **True Point of Beginning**, which is the Southeast corner of Lot 10 of the Summerfield Subdivision, City of St. Helens, Columbia County, Oregon;

Thence, South 87°28'00" East a distance of 477.14 feet;

Thence, South 38°17'00" East a distance of 101.26 feet to the Northwesterly right-of-way line of Columbia Boulevard;

Thence, Southwesterly along said Northwesterly right-of-way line a distance of 58.45 feet;

Thence, North 38°17'00" West a distance of 93.56 feet;

Thence, North 87°28'00" West a distance of 258.08 feet;

Thence, South 51°43'00" West a distance of 41.01 feet;

Thence, North 38°17'00" West a distance of 17.13 feet;

Thence, along the arc of a 150 foot radius curve to the left (the long chord bears North 59°51'13" West 118.67 feet) an arc length of 122 feet;

Thence, North 83°09'14" West a distance of 33.78 feet to the **True Point of Beginning**.



**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Annexation A.1.20**

**APPLICANT:** Mark Comfort  
**OWNERS:** Same  
**ZONING:** Columbia County's Commercial-General (C-3)  
**LOCATION:** SW of Firway Lane & Kavanagh Ave; 4N1W-8BD-1800 & 4N1W-8CA-2900  
**PROPOSAL:** The property owner filed consent to annex to connect to City sewer for development of a travel trailer park which was approved under County file Site Design Review DR 20-03

**SITE INFORMATION / BACKGROUND**

The subject property is located southwest of the intersection of Firway Lane and Kavanagh Avenue, just off US Highway 30. It is a 3.58-acre vacant site which slopes towards the highway. The property is accessed by Kavanagh Avenue which is a County undeveloped gravel right-of-way without frontage improvements. McNulty water and City sewer are available within the Kavanagh Avenue right-of-way. The site has been approved with County Site Design Review file DR 20-03 for the development of a travel trailer park, which requires connection to City sewer.

**Abutting Zoning**

North: County's Commercial General (C-3)

East: City's Highway Commercial (HC) & County's Commercial General (C-3)

South: County's Commercial-General (C-3)

West: County's Single-Family Residential (R-10)

**PUBLIC HEARING & NOTICE**

**Public hearing** before the Planning Commission for *recommendation to the City Council*: **April 13, 2021**. Public hearing before the City Council: **May 19, 2021**.

**Notice** of this proposal was sent to the Oregon Department of Land Conservation and Development on **March 9, 2021** through their PAPA Online Submittal website.

**Notice** of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on **March 25, 2021** via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

**Notice** was published on March 31, 2021 in The Chronicle newspaper.

**AGENCY REFERRALS & COMMENTS**

The Columbia County Planning Manager has no objection to this request and supports approval.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
  - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
  - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
  - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
  - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

**Discussion: (a)(i)** The Comprehensive Plan designation for the subject property is Unincorporated Highway Commercial. Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

**(a)(ii)** The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

**(a)(iii)** In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a

City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

**(b)** There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

**Finding:** The quasi-judicial amendment and standards criteria are met.

#### **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.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
  - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
  - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
  - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
  - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.

- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

**Discussion:** This section reflects State law regarding the Transportation Planning Rule (TPR): 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. **Current zoning of the property is Columbia County's Commercial-General (C-3) and the City's only zoning option given annexation is Highway Commercial.**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

**Finding:** No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

#### **SHMC 17.28.030 (1) – Annexation criteria**

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

**Discussion: (a) Water** – The site has access to McNulty PUD water. City water is also available in the vicinity but along the south side between the wetlands and the area proposed to be developed.

**Sewer** – Although not currently connected, there is a City sewer mainline located along Kavanagh Ave and Firway Lane. The applicant intends to connect as part of the development of the property. With regards to capacity, the City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded to meet the capacity demand.

**Transportation** - As described above, this proposal poses no significant impact on a transportation facility.

**Finding:** Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

**(b)** The subject property is currently vacant but has been approved by the County for use as a travel trailer park. Travel trailer parks are a conditionally permitted use in the City's Highway Commercial zoning district.

**Finding:** There is no known conflict with the Comprehensive Plan and implementing ordinances.

**(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.**

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on the east side of the subject property. Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

**ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.** The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 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 also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

*This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.*

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

*Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."*

The subject property is served by McNulty PUD water. City sewer capacities are adequate to serve the subject property. This is explained above. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

*Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.*

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

**(d)** The subject property abuts Firway Lane and Kavanaugh Street. Both are classified as local streets without sidewalks on either side. City standards require such improvements.

This annexation is related to a development proposal as noted in this report. Improvements to portions of Kavanaugh Avenue are required as part of the County's decision. Since the final



decision of County file DR 20-03 the City, County, and developer have agreed on the extent of street improvements via approval of the civil plans in March 2021. Improvements will also be a requirement of this annexation.

**(e)** The subject property is not greater than 10 acres in gross size. A needs analysis is not necessary.

**Finding:** The annexation approval criteria are met for this proposal with conditions for completion of street improvements.

### **SHMC 17.28.030 (2) – Annexation criteria**

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

**Discussion:** The Comprehensive Plan designation is currently Unincorporated Highway Commercial (UHC). The City's only zoning option given annexation is Highway Commercial (HC). The Comprehensive Plan designation would thus be Highway Commercial (Incorporated) (HC).

**Finding:** Upon annexation, the subject property's Comprehensive Plan designation shall be Highway Commercial (Incorporated) and zoned Highway Commercial (HC).

### **SHMC 17.112.020 – Established & Developed Area Classification criteria**

(1) Established Area.

- (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
- (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
- (c) An area shown on a zone map or overlay map as an established area.

(2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

**Discussion:** OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered "suitable and available" unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

OAR 660-008-0005 generally defines "Buildable Land" as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is not zoned residential. This provision does not apply.

**Finding:** This provision does not apply.

## CONCLUSION & DECISION

**Based upon the facts and findings herein, the City Council approves this annexation and upon annexation, the subject property shall have a Comprehensive Plan designation of Highway Commercial (Incorporated) HC, be zoned Highway Commercial (HC) with the condition that:**

Improvements to Kavanagh Avenue as approved through Columbia County's Site Design Review DR 20-03 process be completed to City of St. Helens and Columbia County specifications.

\*This annexation will **not** be subject to voter approval subsequent to this land use process. \*

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Rick Scholl, Mayor

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Date

City of St. Helens  
**ORDINANCE NO. 3269**

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF  
CERTAIN PROPERTY AT 505 NORTH VERNONIA ROAD

**WHEREAS**, applicant Steven & Stefanie Weber have requested to annex to the City of St. Helens certain property at 505 N. Vernonia Road. This property is also described per **Exhibit A** and depicted per **Exhibit B**; and

**WHEREAS**, the applicant has consented in writing to the proposed annexation; and

**WHEREAS**, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

**WHEREAS**, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

**WHEREAS**, appropriate notice has been given and a public hearing was held <<date of Council hearing>> on the annexation proposal; and

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

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

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

**Section 2.** The property described **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

**Section 3.** The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Moderate Residential, R7.

**Section 4.** The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Suburban Residential (Incorporated).

**Section 5.** The land is classified as "Developing" in accordance with Chapter 17.112 of the St. Helens Community Development Code (SHMC Title 17) and OAR 660-08-0005.

**Section 6.** In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.2.21 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

**Section 7.** 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: June 16, 2021  
Read the second time: July 21, 2021

**APPROVED AND ADOPTED** this 21<sup>st</sup> day of July, 2021 by the following vote:

Ayes:

Nays:

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Rick Scholl, Mayor

ATTEST:

---

Kathy Payne, City Recorder

EXHIBIT A  
LEGAL DESCRIPTION

A parcel of land located in the NE ¼ of the NW ¼, of Section 5, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, more specifically described as follows:

Beginning at a point at the Southwest corner of the intersection of North Vernonia Road and Hillcrest Road;

Thence, Southwesterly along the South right-of-way line of Hillcrest Road a distance of 99.34 feet to the **True Point of Beginning**;

Thence, South 12°44'00" East a distance of 115.00 feet;

Thence, North 78°22'00" East a distance of 135.73 feet to a point on the West right-of-way line of North Vernonia Road;

Thence, Southeasterly along said West right-of-way line a distance of 68.98 feet;

Thence, South 71°30'00" West a distance of 176.99 feet;

Thence, North 12°44'00" West a distance of 200 feet to a point on the South right-of-way line of Hillcrest Road;

Thence, Northeasterly along said South right-of-way line a distance of 21 feet to the **True Point of Beginning**.

Item #2.

**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT & CONCLUSIONS OF LAW  
Annexation A.2.21**

**APPLICANT:** Steven & Stefanie Weber

**OWNER:** Same

**ZONING:** Columbia County's Single-Family Residential (R-10)

**LOCATION:** 505 N. Vernonia Road; 4N1W-5BA-4300

**PROPOSAL:** The property owner filed a consent to annex to connect to City sanitary sewer

**SITE INFORMATION / BACKGROUND**

The subject property is a 15,246 square foot (0.35 acre) flag lot developed with a detached single-family dwelling. The property abuts N. Vernonia Road with a circular paved driveway approach. The pole portion of the lot accesses Hillcrest Road, but it is not paved and has a detached accessory structure. Although both roads are developed, there are no frontage improvements on either road abutting the property. Vernonia Road, classified as a Collector Road within the City's jurisdiction, has frontage improvements on the opposite side of the property, but none abutting the property. Hillcrest Road is within the County's jurisdiction. The property is currently served by City water, but it is on a private septic system. There is existing access to connect to the City's sanitary sewer system without extending the mainline.

**PUBLIC HEARING & NOTICE**

**Public hearing** before the Planning Commission for *recommendation to the City Council*: **May 11, 2021**. Public hearing before the City Council: **June 2, 2021**.

**Notice** of this proposal was sent to the Oregon Department of Land Conservation and Development on April 6, 2021 through their PAPA Online Submittal website.

**Notice** of this proposal was sent to surrounding property owners within 300 feet of the subject property on April 21, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

**Notice** was published on April 28, 2021 in The Chronicle newspaper.

**AGENCY REFERRALS & COMMENTS**

The following agency referrals/comments were received that are pertinent to the analysis of this proposal:

- The Columbia County Public Works Department has no comments or concerns with this annexation.
- The Columbia County Planning Department has no objections to this annexation.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
  - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
  - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
  - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
  - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

**Discussion:** (a)(i) The Comprehensive Plan designation for the subject property is Rural Suburban Unincorporated Residential (RSUR). Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan.

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a



City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate. Other provisions applicable to this proposal are discussed elsewhere herein.

**(b)** There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

**Finding:** The quasi-judicial amendment and standards criteria are met.

### **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.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
  - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
  - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
  - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
  - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

**Discussion:** This section reflects State law regarding the Transportation Planning Rule (TPR): 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. **Current zoning of the property is Columbia County's Single-Family Residential (R-10) and the City's zoning options given annexation are Moderate Residential (R7) or Suburban Residential (R10).**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. Although the property could be divided into smaller lots in the City than in the County, the potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

**Finding:** No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

#### **SHMC 17.28.030 (1) – Annexation criteria**

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

**Discussion: (a) Water** - The site is already connected to City Water. The City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

**Sewer** – Although the applicant is currently on a private septic system, they desire to annex for a future connection to the City's sanitary sewer system. There is access for connection to the sewer without extending the sanitary sewer mainline. The City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Therefore, existing and future uses that could occur on the subject property can be accommodated by the City's sanitary sewer system.

**Transportation** - As described above, this proposal poses no significant impact on a transportation facility.

**Finding:** Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

**(b)** There are no existing uses on the vacant property. The proposed use is a detached single-family dwelling. This use would be a permitted use in the corresponding zoning districts.

**Finding:** There is no known conflict with the Comprehensive Plan and implementing ordinances.

**(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.**

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on the west side of the subject property. Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

**ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.** The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 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 also required. The City has met these requirements and notified DLCD of the proposal.

- ***Statewide Planning Goal 2: Land Use Planning.***

*This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.*

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

*Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."*

City water and sewer capacities are adequate to serve the subject property. This is explained above. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

*Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.*

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

**(d)** The subject property abuts Vernonia Road, which is a collector-classified developed street. The existing right-of-way width is 60 feet which is sufficient for the collector street right-of-way width standard of 60 feet. The subject property also abuts Hillcrest Road, which is a local street within the County's jurisdiction. The existing right-of-way of 50 feet is sufficient to meet the local street right-of-way standard. There are no frontage improvements (sidewalks, curb, and landscape strip) abutting the property on either road. City standards require such improvements.

**However, this property is not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements, right-of-way dedications, or other requirements.** As such, no conditions are warranted with this annexation.

**(e)** The subject property is not greater than 10 acres in gross size. Thus a needs analysis is not necessary.

**Finding:** The annexation approval criteria are met for this proposal.

### **SHMC 17.28.030 (2) – Annexation criteria**

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

**Discussion:** The Comprehensive Plan designation is currently Rural Suburban Unincorporated Residential (RSUR). The City's zoning options given annexation are Moderate Residential (R7) or Suburban Residential (R10). The Comprehensive Plan designation would thus be Suburban Residential (Incorporated) (SR). City Council finds that the property should be zoned R7 in this case because there are no other Suburban Residential (R10) zoned properties in the vicinity.

**Finding:** Upon annexation, the subject property's Comprehensive Plan designation shall be Suburban Residential (Incorporated) and be zoned Moderate Residential (R7).

### **SHMC 17.112.020 – Established & Developed Area Classification criteria**

- (1) Established Area.
  - (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
  - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
  - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

**Discussion:** OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered "suitable and available" unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

**Discussion:** OAR 660-008-0005 generally defines "Buildable Land" as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is zoned residential and is classified as buildable.

**Finding:** The subject property should be designated as “developing” in accordance with SHMC 17.112.

### CONCLUSION & DECISION

**Based upon the facts and findings herein, City Council approves this annexation and that upon annexation, the subject property have a Comprehensive Plan designation of Suburban Residential (Incorporated) SR, be zoned Moderate Residential (R7), and be designated as “developing.”**

\*This annexation will **not** be subject to voter approval subsequent to this land use process.\*

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Rick Scholl, Mayor

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Date

City of St. Helens  
**RESOLUTION NO. 1927**

**A RESOLUTION ADOPTING A HAZARD MITIGATION  
PLAN UPDATE FOR THE CITY OF ST. HELENS AND SUPERSEDING  
RESOLUTION NO. 1844**

**Whereas**, City of St. Helens, Oregon has experienced repetitive disasters that have damaged commercial, residential, and public properties, displaced citizens, and businesses, and presented public health and safety concerns; and

**Whereas** the City of St. Helens, Oregon has prepared a Multi-Jurisdictional Hazard Mitigation Plan that outlines the City of St. Helens, Oregon options to reduce overall damage and impact from natural hazards; and

**Whereas**, the Multi-Jurisdictional Hazard Mitigation Plan has been reviewed by community residents, business owners, and federal, state, and local agencies, and has been revised to reflect their concerns.

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

**Section 1.** The Multi-Jurisdictional Hazard Mitigation Plan is hereby adopted as an official plan of the City of St. Helens, Oregon.

**Section 2.** A Hazard Mitigation Committee is hereby established as a permanent advisory body, as referenced in table 17. The Hazard Mitigation Committee Team Leader shall designate its members, subject to the approval of the County and the participating jurisdictions. They shall serve one-year terms. The group's duties shall be as designated in the Multi-Jurisdictional Hazard Mitigation Plan.

**Section 3.** The Hazard Mitigation Committee Team Leader is charged with supervising the implementation of the Plan's recommendations within the funding limitations as provided by the City of St. Helens, Oregon, or other sources.

**Section 4.** The Hazard Mitigation Committee Coordinator shall give priority attention to the goals identified in Table 14 of the City of St. Helens, Oregon Appendix, and the actions listed in Table 15 of the City of St. Helens, Oregon Appendix to the Multi- Jurisdictional Hazard Mitigation Plan.

**Section 5.** The Hazard Mitigation Committee Coordinator shall convene the hazard mitigation planning group as needed, but not less than twice, annually. The Committee shall monitor implementation of the Plan and shall submit a written progress report to the City Council of the City of St. Helens, Oregon in accordance with the following format:

- a. A review of the original plan.
- b. A review of any disasters or emergencies that occurred during the previous calendar year.
- c. A review of the actions taken, including what was accomplished during the previous year.
- d. A discussion of any implementation problems.
- e. Recommendations for new projects or revised action items. Such recommendations shall be subject to approval by the City Council of the City of St. Helens, Oregon.

**Approved and adopted** by the City Council on July 21, 2021, 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 Hazard Mitigation Plan Annex

2020 Update  
Columbia County  
Multi-Jurisdiction Hazard Mitigation Plan

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## Introduction

This Annex contains specific City of St. Helens information to support the Columbia County 2020 Multi-Jurisdictional Hazard Mitigation Plan. This section further supports the County's planning process by summarizing the review and incorporation of existing plans, studies, and reports used to develop this MHMP. This annex is an addition to Columbia County's Hazard Mitigation Plan and shares attributes of that plan.

## Planning Process and Capability Assessment

The following section includes a detailed capability assessment that describes the resources available to support this plan. The goal of this assessment is not to identify all capabilities the organization may have, but only those that are currently used or could be used to support mitigation efforts. Capabilities are arranged in tables by type and fall under the explicit authority of the jurisdiction/district.

<b>DMA 2000 Requirements: Planning Process</b>	
Planning Requirements	
§201.6(b)	An open public involvement process is essential to the development of an effective Plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:
§201.6(b)(1)	(1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;
§201.6(b)(2)	(2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and
§201.6(b)(3)	(3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.
§201.6(c)(1)	[The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.
§201.6(c)(4)(i)	[The plan maintenance process shall include a] section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
§201.6(c)(4)(iii)	[The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.
Planning Elements	

**A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? 44 CFR 201.6(c)(1)**

**A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? 44 CFR 201.6(b)(2)**

**A3. Does the Plan document how the public was involved in the planning process during the drafting stage? 44 CFR 201.6(b)(1) and 201.6(c)(1)**

**A4. Does the Plan document the review and incorporation of existing plans, studies, reports, and technical information? 44 CFR 201.6(b)(3)**

**A5. Is there discussion on how the communities will continue public participation in the plan maintenance process? 44 CFR 201.6(c)(4)(iii)**

**A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? 44 CFR 201.6(c)(4)(i)**

## Plan Development Methodology

The updating and authoring of this annex included six phases. These phases do not describe an exactly linear process and many of them were worked upon simultaneously and overlapped others. Each phase produced results that are evident in the final drafts of the Basic Plan and the County, Jurisdictional, and Agency Annexes.

Phase 1 – County Outreach: Under this phase, communication was received by Columbia County Jurisdictions and Districts from the County Emergency Management Department regarding the need for and the scope of the upcoming HMP plan update project. The County update coordinator provided planning information, documentation, an update plan, schedule, and template. Participation in producing this annex was encouraged, and the benefits of Hazard Mitigation Planning were explained.

Phase 2 – Assemble a team: This phase required the jurisdictions and districts to build a planning team, which along with input and direction from the HSEMC and the County Update Coordinator and seeking active involvement from the public would work to produce the required elements of the plan.

Phase 3 - Assess risk: Risk assessment is the process of measuring the potential loss of life, personal injury, economic injury, and property damage resulting from natural hazards. This process worked in coordination with the HSEMC and the County's broader Hazard profile development, to provide information specific to this annex. During this process, the Update Team worked on the following tasks:

- Identify new hazards and update hazard profiles.
- Determine the impact of hazards on physical, social, and economic assets.
- Estimate the cost of damage or costs that can be avoided through mitigation.

Phase 4 – Determine public involvement and provide opportunities: Under this phase, a public involvement strategy was developed that utilized public events outreach events, public questionnaires, media

opportunities and public meetings seeking public input. The strategy focused on three primary objectives:

- Assess the public's perception of Natural Hazard risk in the County.
- Assess the public's perception of vulnerability to those risks.
- Identify mitigation strategies that will be supported by the public.

Phase 5 - Identify goals, objectives, and action: Under this phase, the goals and objectives were reviewed and updated, as well as a range of potential mitigation actions for each identified natural hazard identified. A process was created under this phase for prioritizing, implementing, and administering action items based in part on a review of project benefits versus project costs.

Phase 6 - Implement and adopt the plan: Once pre-adoption approval has been granted by the County, the Oregon Office of Emergency Management and FEMA, the final adoption phase begins. In this phase the annex will be presented to our governing body for promulgation and adoption.

## Plan Integration

Our jurisdiction will be responsible for ensuring that plan goals and objectives are considered and incorporated into applicable revisions of the adopted comprehensive plan and any new planning projects that we undertake. The plan may be adopted in its entirety, as part of our comprehensive development plan. This would enable the mitigation component of the comprehensive plan to be consistently revisited and reviewed. In addition, the MJHMP should also take into account any changes in the comprehensive plan and incorporate the information accordingly during its next update. This will require consistent communication to the HSEMC. This jurisdiction will seek ways to incorporate mitigation strategies into our comprehensive plans and capital facilities plans, emergency management plans, and budget documents. Lastly this participant will identify other planning documents or mechanisms to incorporate and focus on their hazard mitigation strategies (ex. emergency management plans, master plans).

## Homeland Security and Emergency Management Commission (HSEMC) and Regional cooperation

The Homeland Security and Emergency Management Commission (HSEMC) is a body comprised of local Jurisdictions, Districts and Agencies, which have formed a partnership with Columbia County to produce a collaborative, mutually supportive emergency management effort. In the context of Hazard Mitigation planning the HSEMC acts as a permanent, whole community and public meeting space for Mitigation Plan reviews, additions and new ideas and considerations. In addition, the commission works extremely closely with the county Emergency Management Department (the only permanent EM program in the county), to offer and partake in regional planning efforts with agencies, jurisdictions and other similar commissions in the Greater Metropolitan urban area. Columbia County is identified as one of the five Metros counties for Urban Area Securities Initiative grant applications and is a member of the Regional Disaster Preparedness Organization. Either directly, or through the county EM Department or the HSEMC, Columbia County jurisdictions and districts have significant opportunity for involvement, and collaboration with a wide array of similar organizations on the topic of Hazard Mitigation.

# City of St. Helens Hazard Mitigation Plan- Annex

## Steering Committee Participants

City of St. Helens is dedicated to mitigating potential natural hazards to its population and infrastructure. To fulfill that goal, a Hazard Mitigation Plan Development Steering Committee was seated; dedicated to identifying hazard threats and developing actions to mitigate damage and life losses from those threats.

Table 1 records the Steering Committee's participant list.

Table 1. City of St. Helens Steering Committee	
Name	Agency/Department/Affiliation
John Walsh	City Administrator
Michael De Roia	Building Official
Sue Nelson	Engineering Director
Dave Elder	Public Works Supervisor
Shaun Brown	County Emergency Management

## Public Participation

As defined by FEMA, Whole Community Planning is; a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. By doing so, a more effective path to societal security and resilience is built.

Public participation during the drafting of this update was encouraged in several ways. The first is through the HSEMC described earlier. Each Bi-Monthly meeting of the commission is open to the public, and during each meeting, public commentary is encouraged. Appeals to the public to present information, and feedback to the HSEMC for consideration in the Hazard Mitigation Plan was ongoing throughout the two years of the planning process and continues as HSEMC prepares to enter plan maintenance mode after this update cycle.

In addition, the community was encouraged to provide feedback during the drafting office by filling out surveys intended to identify risks and specific hazards of greatest interest. These surveys were made available at every outreach event, public meeting, and preparedness effort in each jurisdiction and district in the county for the last several years. Upon completion, the surveys were gathered, and result incorporated into the planning process of each jurisdiction. Like the opportunity for public testimony, the survey program is an ongoing effort intended to maintain a public awareness of Hazard Mitigation with the public.

This Hazard Mitigation Plan was conducted with opportunities for the public to participate to

## City of St. Helens Hazard Mitigation Plan- Annex

try to meet the goals of whole community planning. Table 2 highlights these efforts.

<b>Table 2. St. Helens Public Involvement Mechanisms</b>	
<b>Date</b>	<b>Description</b>
<b>2014</b>	
7/19/2014	Columbia Emergency Preparedness Association EXPO – Large emergency management event covering all topics (preparedness, fire, law, mitigation, response).
11/11/2014	HSEMC – Columbia County’s Homeland Security and Emergency Management Commission is recognized by the Board of County Commissioners as the cornerstones of a whole community approach to emergency management planning. All jurisdictions are members of the commission. Semi Annual NHMP meeting, plan review was conducted.
<b>2015</b>	
5/12/2015	HSEMC – Columbia County’s Homeland Security and Emergency Management Commission is recognized by the Board of County Commissioners as the cornerstones of a whole community approach to emergency management planning. All jurisdictions are members of the commission. Semi Annual NHMP meeting, plan review was conducted.
11/10/2015	HSEMC – Columbia County’s Homeland Security and Emergency Management Commission is recognized by the Board of County Commissioners as the cornerstones of a whole community approach to emergency management planning. All jurisdictions are members of the commission. Semi Annual NHMP meeting, plan review was conducted.
<b>2016</b>	
4/2/2016	KOHI Radio Preparedness Talk – Radio talk show for Columbia County, topics “specifically included preparing for the next flood event”.
4/3/2016	CERT Preparedness Meet-up – Locals interested in public volunteerism met with St. Helens CERT.
5/10/2016	HSEMC – Columbia County’s Homeland Security and Emergency Management Commission is recognized by the Board of County Commissioners as the cornerstones of a whole community approach to emergency management planning. All jurisdictions are members of the commission. Semi Annual NHMP meeting, plan review was conducted.
6/4/2016	Ford Family Foundation Preparedness Fair - County wide event to promote preparedness and mitigation in cooperation with the Ford Family Foundation. All cities participated.
7/23/2016	Columbia Emergency Preparedness Association EXPO – Large emergency management event covering all topics (preparedness, fire, law, mitigation, response).
9/22/2016	Columbia County Soil and Water Conservation District – Event hosted by SWCD

## City of St. Helens Hazard Mitigation Plan- Annex

Table 2. St. Helens Public Involvement Mechanisms	
Date	Description
	on preparedness and flood mitigation efforts.
11/15/2016	HSEMC – Columbia County’s Homeland Security and Emergency Management Commission is recognized by the Board of County Commissioners as the cornerstones of a whole community approach to emergency management planning. All jurisdictions are members of the commission. Semi Annual NHMP meeting, plan review was conducted.
<b>2017</b>	
2/16/2017	Kiwanis Presentation – Preparedness Presentation on CSZ risk.
5/9/2017	HSEMC – Columbia County’s Homeland Security and Emergency Management Commission is recognized by the Board of County Commissioners as the cornerstones of a whole community approach to emergency management planning. All jurisdictions are members of the commission. Semi Annual NHMP meeting, plan review was conducted.
11/14/2017	HSEMC – Columbia County’s Homeland Security and Emergency Management Commission is recognized by the Board of County Commissioners as the cornerstones of a whole community approach to emergency management planning. All jurisdictions are members of the commission. Semi Annual NHMP meeting, plan review was conducted.
11/29/2017	Unprepared showing – St. Helens - presentation of OPB documentary regarding CSZ earthquake and tsunami.
<b>2018</b>	
1/19/2018	Preparedness to Vets Group – Presentation to Veterans regarding personal preparedness and flood mitigation.
5/8/2018	HSEMC – Columbia County’s Homeland Security and Emergency Management Commission is recognized by the Board of County Commissioners as the cornerstones of a whole community approach to emergency management planning. All jurisdictions are members of the commission. Semi Annual NHMP meeting, plan review was conducted and plans for plan update discussed.
10/14/18	South County Chamber - Preparedness Presentation on CSZ risk.
11/13/2018	HSEMC – Columbia County’s Homeland Security and Emergency Management Commission is recognized by the Board of County Commissioners as the cornerstones of a whole community approach to emergency management planning. All jurisdictions are members of the commission. Semi Annual County-wide Hazard Mitigation meeting. Work Session on Hazard Mitigation Plan update conducted.
11/27/2018	Pints and Preparedness – various topics including Hazard mitigation, and individual preparedness.
<b>2019</b>	
1/22/2019	Pints and Preparedness – various topics including Hazard mitigation, and individual preparedness.
2/20/2019	St. Helens Mitigation – Public meetings with presentations regarding mitigation



# City of St. Helens Hazard Mitigation Plan- Annex

Item #3.

Table 2. St. Helens Public Involvement Mechanisms	
Date	Description
	planning.
3/26/2019	Drainage Districts Mitigation – Public meetings with presentations regarding mitigation planning.
3/26/2019	Pints and Preparedness – various topics including Hazard mitigation, and individual preparedness.
5/7/2019	HSEMC – Columbia County’s Homeland Security and Emergency Management Commission is recognized by the Board of County Commissioners as the cornerstones of a whole community approach to emergency management planning. All jurisdictions are members of the commission. Semi Annual County-wide Hazard Mitigation meeting. Work Session on Hazard Mitigation Plan update conducted.
4/16/2019	Drainage Districts Mitigation – Public meetings with presentations regarding mitigation planning.
4/23/2019	Pints and Preparedness – various topics including Hazard mitigation, and individual preparedness.
9/7/2019	Preparedness for Scouts – Presentation on preparedness for all hazards.

## Capability Assessment

Table 3, 4, and 5 contain the City of St. Helens resources used to support planning activities, including the reports and studies reviewed as part of the update process.

Table 3. City of St. Helens Legal and Regulatory Resources Available for Hazard Mitigation		
Regulatory Tool	Name	Effect on Hazard Mitigation
Plans	City of St. Helens Comprehensive Plan	Provides overall guidance for a community's land use, economic development, and resource management.
	Transportation System Plan	Provides overall guidance for the community's transportation system development and resource management.
	City of St. Helens Emergency Operations Plan 6/19/08	Provides overall guidance for emergency management responsibilities and authority.
	Strom Water Master plan	Provides overall guidance for the community’s storm water system and future developments
	Parks and Trails Master Plan	Provides overall guidance for the community's parks and trail system.
	Water Master Plan	Provides overall guidance for the community's water use and future development requirements.

## City of St. Helens Hazard Mitigation Plan- Annex

Item #3.

Table 3. City of St. Helens Legal and Regulatory Resources Available for Hazard Mitigation		
Regulatory Tool	Name	Effect on Hazard Mitigation
	Wastewater Master Plan	Provides overall guidance for the community's wastewater use and future development requirements.
	Water Management and Conservation Plan	Provides overall guidance for the community's water use and conservation efforts.
Programs	National Flood Insurance Program (NFIP)	Makes affordable flood insurance available to homeowners, Business owners and renters in participating communities. In exchange, those communities must adopt and enforce minimum floodplain management regulations to reduce the risk of damage from future floods.

Policies (Municipal Codes)	City Charter	To provide for the government of the City of St. Helens and to repeal all charter provisions of the city enacted prior to the time that this charter takes effect except as hereinafter specifically retained.
	Title 17 Community Development Regulations	As a means of promoting the general health, safety, and welfare of the public, this code is designed to set forth the standards and procedures governing the development and use of land in the city of St. Helens and to implement the St. Helens comprehensive plan.
	St. Helens Municipal Code	The St. Helens Municipal Code is hereby adopted as the official city code of the city of St. Helens. The code shall be cited as the "St. Helens Municipal Code." It consists of the ordinances of the city that have ongoing effect and which have not expired according to their terms.
	Engineering Standards Manual	The purpose of this title is to set standards for the construction of public improvements to serve new and future developments and for the reconstruction of existing facilities to upgrade existing infrastructure.

Table 4. City of St. Helens Administrative and Technical Resources for Hazard Mitigation	
Staff/Personnel Resources	Department/Division Position
Planner(s) or engineer(s) with knowledge of land development and land management practices	City Engineer: Sue Nelson City Planner: Jacob Graichen
Engineer(s) or professional(s) trained in construction practices related to buildings and/or infrastructure	Building Official: Michael De Roia
Planner(s) or engineer(s) with an understanding of manmade or natural hazards	City Engineer: Sue Nelson
Floodplain manager	City Planner: Jacob Graichen
Personnel skilled in GIS and/or HAZUS-MH	City Planner: Jacob Graichen
Director of Emergency Services	Police Chief: Brian Greenway
Finance (grant writers, purchasing)	Finance Director: Matt Brown Grant Writer: Jenny Dimsho
Public Information Officers	Police Department: Melinda Duran Communication Officer: Crystal Farnsworth

Table 5. City of St. Helens Financial Resources for Hazard Mitigation	
Financial Resources	Effect on Hazard Mitigation
General funds	yes
Authority to levy taxes for specific purposes	yes, with voter approval
Incur debt through general obligation bonds	yes
Incur debt through special tax and revenue bonds	yes
Incur debt through private activity bonds	Unknown
Hazard Mitigation Grant Program (HMGP)	FEMA funding which is available to local communities after a Presidentially declared disaster. It can be used to fund both pre- and post-disaster mitigation plans and projects.
Pre-Disaster Mitigation (PDM) grant program	FEMA funding which is available on an annual basis. This grant can only be used to fund pre-disaster mitigation plans and projects only.
Flood Mitigation Assistance (FMA) grant program	FEMA funding which is available on an annual basis. This grant can be used to mitigate repetitively flooded structures and infrastructure to protect repetitive flood structures.
United States Fire Administration (USFA) Grants	The purpose of these grants is to assist state, regional, national or local organizations to address fire prevention and safety. The primary goal is to reach high-risk target groups including children, seniors and firefighters.
Fire Mitigation Fees	Used to finance future fire protection facilities' construction and other fire capital expenditures to protect new development. The City Council or Fire District may charge fire mitigation fees to ensure new development pays their fair share of constructing these improvements.

## Hazard Identification and Vulnerability Assessment

DMA 2000 Requirements: Hazard Identification and Risk Assessment	
Planning Requirements	
§201.6(c)(2)(i)	The risk assessment shall include a] description of the type, location and extent of all-natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.
§201.6(c)(2)(ii)	The risk assessment shall include a] description of the jurisdiction's vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description shall include an overall summary of each hazard and its impact on the community. All plans approved after October 1, 2008 must also address NFIP insured structures that have been repetitively damaged by floods. The plan should describe vulnerability in terms of:
§201.6(c)(2)(ii)(A)	(A) The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas;
§201.6(c)(2)(ii)(B)	(B) An estimate of the potential dollar losses to vulnerable structures identified in ... this section and a description of the methodology used to prepare the estimate.
§201.6(c)(2)(ii)(C)	(C) Providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.
§201.6(c)(2)(iii)	For multi-jurisdictional plans, the risk assessment section must assess each jurisdiction's risks where they vary from the risks facing the entire planning area.
Planning Elements	
<b>B1. Does the Plan include a description of the type, location, and extent of all-natural hazards that can affect each jurisdiction? 44 CFR 201.6(c)(2)(i) and 44 CFR 201.6(c)(2)(iii)</b>	
<b>B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction? 44 CFR 201.6(c)(2)(i)</b>	
<b>B3. Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction? 44 CFR 201.6(c)(2)(ii)</b>	
<b>B4. Does the Plan address NFIP insured structures within each jurisdiction that have been repetitively damaged by floods? 44 CFR 201.6(c)(2)(ii)</b>	

## Hazard Identification

The Steering Committee determined that the following hazards could potentially threaten the community. Table 6 establishes the hazard profile against which this plan is designed

Table 6. Hazard Profile	
Natural Hazards	
Flood	X
Winter Storm	X
Landslide	X
Fire (Wildland/Urban)	X
Earthquake	X
Volcano	X
Wind	X
Erosion	X
ENSO (El Niño / La Niña)	
Expansive Soils	
Drought	

## Specific Impacts of Identified Hazards

The following section describes Community specific vulnerabilities and impacts from the natural hazards identified in the 2009 Columbia County MHMP.

The following is derived from the best available data for facility locations and values. In many cases, values were unavailable, and therefore the totals listed below should be considered incomplete and likely less than the actual costs associated with the respective hazards.

### *Flood*

FEMA FIRMs were used to outline the 100-year and 500-year floodplains for Columbia County. The 100-year floodplain delineates an area of high risk, while the 500-year floodplain delineates an area of moderate risk.

There are 903 residential structures (worth \$112.6M), 11 non-residential structures (value unknown), three government facilities (worth \$6.4M), one emergency response facility (worth \$4.5M), one care facility (worth \$323K), four community facilities (worth \$3.8M), five bridges (worth \$6.1M), and four utilities (worth \$392K) within the boundaries of the 100-year floodplain.

There are 886 residential structures (worth \$110.5M), 11 non-residential structures (value unknown), three government facilities (worth \$6.4M), one emergency response facility (worth \$4.5M), three community facilities (worth \$3.7M), three bridges (worth \$3.8M), and one utility (worth \$80K) located within the 500-year floodplain.

### *Winter Storm*

## City of St. Helens Hazard Mitigation Plan- Annex

The natural hazards resulting from winter storms, such as ice, cold, wind and floods, are often widespread. A single event is capable of impacting all people, critical facilities and infrastructure within the City of St. Helens, and therefore the entire population (12,895), including 4,109 residential structures (worth \$512M), 31 non-residential structures (value unknown), four government facilities (worth \$6.8M), three emergency response facilities (worth \$6.7M), nine educational facilities (worth \$2.7M) seven care facilities (worth \$9.9M), 29 community facilities (worth \$9M), five miles of highway and rail (value unknown), one transportation facility (worth \$175K), 22 utilities (worth \$77M), five bridges (worth \$6M), one transportation facility (worth \$178K), and one dam (value unknown) is at risk.

### *Landslide*

The potential impacts from landslides can be widespread. Potential debris flows and landslides can impact transportation and rail routes, utility systems, and water and waste treatment infrastructure along with public, private, and business structures located adjacent to steep slopes, along riverine embankments, or within alluvial fans or natural drainages. Response and recovery efforts will likely vary from minor cleanup to more extensive utility system rebuilding. Utility disruptions are usually local and terrain dependent. Damages may require reestablishing electrical, communication, and gas pipeline connections occurring from specific breakage points. Initial debris clearing from emergency routes and high traffic areas may be required. Water and wastewater utilities may need treatment to quickly improve water quality by reducing excessive water turbidity and reestablishing waste disposal capability.

USGS elevation datasets were used to determine the landslide hazard areas within the City of St. Helens. Risk was assigned based on slope angle. A slope angle less than 14 degrees was assigned a low risk, a slope angle between 14 and 32 degrees was assigned a medium risk, and a slope angle greater than 32 degrees was assigned a high risk.

There are 2,402 residential structures (worth \$299.5M), 17 non-residential structures (value unknown), two government facilities (worth \$4.5M), and two emergency response facilities (worth \$5M), three educational facilities (worth \$694K), one care facility (worth \$226K), 11 community facilities (worth \$668K), three bridges (worth \$3.8M) and eight utilities (worth \$46.6M) in the moderate landslide risk area.

There are 1,062 residential structures (worth \$132.4M), 11 non-residential structures (value unknown), one government facility (worth \$2.7M), and one emergency response facility (worth \$4.5M), one educational facility (value unknown), one care facility (worth \$226K), four community facilities (worth \$230K), and three utilities (worth \$27.7M) in the high landslide risk area.

### *Wildland Fires*

Wildland fire hazard areas were identified using a model incorporating slope, aspect, and fuel load. South-facing, steep, and heavily vegetated areas were assigned the highest fuel values while areas with little slope and natural vegetation were assigned the lowest fuel values. Risk levels of moderate, high, very high, and extreme were assigned to the entire region based on the results of this modeling.

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There are 3,706 residential structures (worth \$468.9M), 31 non-residential structures (value unknown), four government facilities (worth \$6.8M), and three emergency response facilities (worth \$6.7M), nine educational facilities (worth \$2.7M) seven care facilities (worth \$9.9M), 28 community facilities (worth \$7M), five bridges (worth \$6M), one transportation facility (worth \$178K), and 13 utilities (worth \$48.7M) located in the moderate fire risk areas.

There are 3,395 residential structures (worth \$423.4M), 25 non-residential structures (value unknown), four government facilities (worth \$6.8M), and three emergency response facilities (worth \$6.7M), six educational facilities (worth \$2.6M) three care facilities (worth \$653K), 23 community facilities (worth \$6.5M), 5 bridges (worth \$6M), 1 transportation facility (worth \$178K), and 13 utilities (worth \$48.7M) located in the high fire risk areas.

There are 1,420 residential structures (worth \$177.1M), 15 non-residential structures (value unknown), 1 educational facility (worth \$500K), 1 care facility (worth \$226K), 1 community facility (worth \$45K), 3 bridges (worth \$3.8M) and 1 utility (worth \$27.3M) located in very high fire risk areas. There were ten residential structures (worth \$1.3M) and no critical facilities identified in the extreme fire risk area.

### *Earthquake*

Based on PGA shake maps produced by the USGS, the western portion of Columbia County is likely to experience higher levels of shaking than the eastern portion, because of its proximity to the Cascadia Subduction Zone. Ground movement in both areas, however, is likely to cause damage to weak, unreinforced masonry buildings, and to induce small landslides along unstable slopes. As well as landslide, earthquakes can trigger other hazards such as dam failure and disruption of transportation and utility systems.

The eastern portion of Columbia County is likely to experience strong shaking should a subduction zone earthquake occur (9-20 percent of the acceleration of gravity). In contrast, the far western portion of the county is likely to experience very strong shaking (20-25 percent). This rating represents the peak acceleration of the ground caused by the earthquake.

Due to the City of Helens proximity to the eastern portion of the county, all people, critical facilities and infrastructure within the City of St. Helens, and therefore the entire population (12,895), including 4,109 residential structures (worth \$512M), 31 non-residential structures (value unknown), four government facilities (worth \$6.8M), three emergency response facilities (worth \$6.7M), nine educational facilities (worth \$2.7M) seven care facilities (worth \$9.9M), 29 community facilities (worth \$9M), five miles of highway and rail (value unknown), one transportation facility (worth \$175K), 22 utilities (worth \$77M), five bridges (worth \$6M), one transportation facility (worth \$178K), and one dam (value unknown) are located in the strong shaking (9-20 percent) area.

### *Volcano*

A volcanic eruption would have a minor impact on City of St. Helens due to the proximity to volcanoes within the Cascade region. The major resources of concern include air quality and waterway sedimentation. During previous eruptions, ash fall has drifted to the east of the volcanoes. (State Interagency Hazard Mitigation Team 2006)



The City of St. Helens will likely only experience damage from volcanic eruption columns and clouds which contain volcanic gases, minerals, and rock. The columns and clouds form rapidly and extend several miles above an eruption. Solid particles within the clouds present a serious aviation threat, can distribute acid rain (sulfur dioxide gas and water), can create risk of suffocation (carbon dioxide is heavier than air and collects in valleys and depressions threatening human and animals), and pose a toxic threat from fluorine which clings to ash particles potentially poisoning grazing livestock and contaminating domestic water supplies.

Buildings streets and roads throughout the city may require minor cleanup with negligible impacts. Temporary utility interruptions are likely, and minor cleanup may be required for electrical and other utility services. Water treatment facilities may require additional attention to address high turbidity water. River traffic along the Columbia River could be disrupted due to sedimentation from a large eruption from Mt. St. Helens or Hood and dredging to restore channel depths may be necessary. Injuries associated with respiratory problems may result.

Due to the nature of the hazard, it is impossible to predict the location or extent of future events with any probability, although it can be assumed that all critical facilities and infrastructure within the City of St. Helens are at risk including the entire population (12,895), including 4,109 residential structures (worth \$512M), 31 non-residential structures (value unknown), four government facilities (worth \$6.8M), three emergency response facilities (worth \$6.7M), nine educational facilities (worth \$2.7M) seven care facilities (worth \$9.9M), 29 community facilities (worth \$9M), five miles of highway and rail (value unknown), one transportation facility (worth \$175K), 22 utilities (worth \$77M), five bridges (worth \$6M), one transportation facility (worth \$178K), and one dam (value unknown).

### *Wind*

Many buildings, utilities and transportation systems in open areas, natural grasslands, or agricultural lands are especially vulnerable to wind damage. Impacts associated with wind can include damage to power lines, trees, and structures, and can cause temporary disruptions of power. Additionally, high winds can cause significant damage to forestlands.

All areas within the City of St. Helens are equally at risk of a windstorm event including the entire population (12,895), including 4,109 residential structures (worth \$512M), 31 non-residential structures (value unknown), 4 government facilities (worth \$6.8M), and 3 emergency response facilities (worth \$6.7M), nine educational facilities (worth \$2.7M) seven care facilities (worth \$9.9M), 29 community facilities (worth \$9M), five miles of highway and rail (value unknown), one transportation facility (worth \$175K), 22 utilities (worth \$77M), five bridges (worth \$6M), one transportation facility (worth \$178K), and one dam (value unknown) is at risk.

## Erosion

Riverine erosion rarely causes death or injury. However, erosion causes significant destruction of property, development, and infrastructure. Erosion hazard data is not readily available, however, descriptions of several localized areas were identified during the development of this document and are identified only by location on a map referencing the river or stream reach described. Critical facilities that may be at risk of erosion were identified using a 300 foot-buffer in the areas identified as having historic erosion impacts to conservatively account for building footprints.

The City of St. Helens has 540 residential structures (worth \$67.3M), eight non-residential structures (value unknown), two government facilities (worth \$4.5M), one emergency response facility (worth \$4.5M), three community facilities (worth \$2.1M) and one utility (worth \$263K) that may be at risk from erosion impacts.

## Values at Risk

### Population Analysis

Population data listed in Table 7 were obtained from the 2010 U.S. Census and Portland State University. It comprises census block level data and estimates from university conducted community research.

Table 7. Population			
2000 Census	2010 Census	% Change	2020 PSU Estimate
10,019	12,883	22%	15,591

### Asset Inventory

The Asset Inventory describes the physical values; the residential building stock, public facilities, and infrastructure within each community that may be affected by hazard events and includes population, residential and nonresidential buildings, critical facilities, and infrastructure. These values are described in Tables 8 and 9 and portray the City's critical infrastructure numbers and values, and their potential vulnerability by hazard type.

(Name of Jurisdiction/District here) seeks to protect its population by supporting Columbia County and Oregon State initiatives, ordinances, building codes, and development regulations. One of the most important initiatives is to prohibit or not allow future development of buildings, infrastructure and critical facilities in identified high hazard areas. Any essential infrastructure component will undergo stringent review to ensure potential hazard risk will be mitigated.

Table 8. Residential Buildings	
Total Building Count	Total Value of Buildings (\$)
4,109	512,392,300

Table 9. City of St. Helens Critical Facilities and Infrastructure			
Facility Type	Name / Number	Address	Value <sup>1</sup>
Government	St. Helens City Hall	265 Strand St	\$2,750,000
	St. Helens Parks Dept.	477 18 <sup>th</sup> St S	\$1,860,160
	City Shops (Public Works)	984 Oregon Street	\$461,229
	VAGT Building	257-277 Strand Street	1,750,000
Emergency Response	Columbia River Fire & Rescue	270 Columbia Blvd	\$563,680
	St. Helens Police Department	150 S 13th St	\$1,648,847
	Emergency Operations Center	230 The Strand	\$4,468,000
Educational	McBride Elementary School	2774 Columbia Blvd	\$32,300
	Lewis & Clark Intermediate School	111 S 9th St	Unknown
	St. Helens Middle School	354 N 15th St	Unknown

	St. Helens High School	2375 Gable Rd	Unknown
	Columbia County Education Campus	474 16th N 16th Street	Unknown
	St. Helens Arthur Academy (Mastery Learning Institute)	33035 Pittsburgh Road	\$500,000
	St. Helens School District Office	475 16th N 16th Street	\$146,300
	Columbia Learning Center	375 S 18th Street	\$1,860,160
	Portland Community College, St. Helens Center	1510 St. Helens St.	\$194,000
Care Facilities	Legacy Imaging & Radiology Services	475 S Columbia River Hwy	\$7,185,890
	Legacy Urgent Care Clinic	475 S Columbia River Hwy	Unknown
	Columbia Community Mental Health	58646 McNulty Way	Unknown
	Legacy Labs St. Helens	500 N Columbia River Hwy	Unknown
	Public Health Foundation of Columbia County	2370 Gable Rd	\$104,000
	Columbia Veterinary Clinic	35645 Firlok Park Blvd	Unknown
	St. Helens Senior Center	375 S 15th St	\$2,103,070
Community	St. Helens City Library	375 S 18th St	\$3,139,384
	McCormick Park	475 S 18th St & Portland Road	\$1,537,187
	Campbell Park	Vernonia & Allendale Dr	\$427,303
	Columbia View Park	Strand St & Columbia River	\$287,813
	Civic Pride Park	111 S 9th St	\$11,883
	Godfrey Park	N 4th St	\$33,802
	Heinie Heumann Park	S 15th St & Tualatin St	\$11,667
	6 <sup>th</sup> Street Park	6th St & West St	\$66,730
	Columbia Botanical Garden	N 6th St	Unknown
	Sand Island Marine Park	.75 mi from 265 Strand St	\$1,866,393
	Nob Hill Nature Park	6 <sup>th</sup> St & Plymouth St.	Unknown
	Walnut Tree Park		

Table 9. City of St. Helens Critical Facilities and Infrastructure			
Facility Type	Name / Number	Address	Value <sup>1</sup>
	Grey Cliffs Park	Wyeth St. & Columbia River	Unknown
	Ascension Lutheran Church	1911 Columbia Blvd	Unknown
	Buccini Hall	165 S 145h St	Unknown
	Bethel Fellowship	104 N Vernonia Rd	\$127,600
	Calvary Chapel	213 S 1st St	Unknown
	Calvary Lutheran	58251 S Division Rd	\$191,340
	Christ Episcopal Church	35350 E Division Rd	\$292,700
	Church of Christ	295 S 18th St	Unknown
	Church of the Nazarene	2360 Gable Rd	Unknown
	First Christian Church	185 S 12th St	Unknown
	First Evangelical Church of St. Helens	225 3 <sup>rd</sup> St N	\$135,840
	First Evangelical Lutheran Church	360 Wyeth St	Unknown
	First Missionary Baptist Church	2625 Gable Rd	Unknown
	First United Methodist Church	560 Columbia Blvd	\$192,080
	Plymouth Presbyterian Church	2615 Sykes Rd	Unknown
	St Frederic Catholic Church	175 13th St S	\$390,800
	St. Helens Community Bible Church	35031 Millard Rd	\$79,700
	Sunset Park Community Church	174 Sunset Blvd	\$86,200
	The Church of Jesus Christ of Latter-Day Saints	2755 Sykes Rd	Unknown
	Yankton Baptist Church	33579 Pittsburgh Rd	\$45,400
State and Federal Highways	US Hwy 30		Approx 5 miles long
Railroads	Portland & Western Railroad		Approx. 5 miles long
Bridges	Milton Creek Bike and Pedestrian Bridge	GPD Coordinates 45deg51min1.47 secN 122deg48min52.41secW	\$546,000

Table 9. City of St. Helens Critical Facilities and Infrastructure			
Facility Type	Name / Number	Address	Value <sup>1</sup>
	Old Portland Road Bridge	18th St and Old Portland Rd	\$1,500,000
	McNulty Way Bridge	58645 McNulty Way	\$1,754,691
	Tree Farm North Bridge	Salmonberry - 1 mile from 309C	\$82,507
	Milton Way Bridge	Milton Way	\$982,230
	Columbia Blvd Bridge	155 S Columbia River Hwy/Columbia Blvd	\$1,300,000
Transportation Facilities	Port of Columbia County	530 Milton Way	\$178,700
	CC Rider Transit Center	1155 Deer Island Road	Unknown
	St. Helens Public Docks	275 The Strand	Unknown
Utilities	Columbia River PUD	64001 Columbia River Hwy, Deer Island	\$166,400
	Waste Water Treatment Plant	451 Plymouth St	\$27,266,567
	Columbia County Talk Radio KOHI AM 1600	36200 Pittsburgh Rd	Unknown
	Water Reservoir - Old and New	Pittsburgh Rd & Battle Mountain Rd	\$4,112,483
	Water Reservoir - West Hill	West Hill & Pittsburgh Rd	\$2,000,000
	Boise Cascade Landfill	1300 Kaster Rd. 45.8476 N / -122.803 W	Unknown
	Department of Public Works	984 Oregon St	\$1,878,104
	Pump Station #12	N 1st St & Lemont St	\$198,265
	Pump Station #11	Parkwood Dr	\$132,768
	Pump Station #9 (Yachts Landing)	River St & marina	\$77,342
	Pump Station #8 (Clark St)	Clark St & Milton Wy	\$47,486
	Pump Station #7 (McNulty Creek)	Old Portland Rd & Reed Dr	\$225,607
	Pump Station #6	S 10th St	\$62,430
	Pump Station #5 (Elks)	Belton Rd	\$177,590
	Pump Station #4 (True Value)	Hwy 30 & Firlock	\$80,140
	Pump Station #3 (Kozy)	4th & Columbia Blvd	\$106,170
	Pump Station #2 (River)	River & St. Helens St	\$264,748
	Pump Station #1(Klondike)	S 1st St & Cowlitz	\$163,899
	Pump Station	Oregon St	258605

Table 9. City of St. Helens Critical Facilities and Infrastructure			
Facility Type	Name / Number	Address	Value <sup>1</sup>
	Fuel Tanks	984 Oregon St	32,295
	Waste Water Treatment Plant	451 Plymouth St	\$27,266,567
	Water Filtration Facility	1215 4th St - Columbia City	\$12,526,345
Dams	Salmonberry	Salmonberry Lake	No Value
	Dalton Lake Recreation Area	Dalton Lake Dam	No Value

## National Flood Insurance Policy

National Flood Insurance Program data were obtained from the State Department of Land Conservation and Development. This data is significant for the vulnerability assessment as it identifies the impact of flooding, one of the most often repeated natural hazards for the county. This data is displayed in Table 10 and 10a.

Table 10. Scappoose NFIP Insurance Report										
Jurisdiction	Effective FIRM and FIS	Initial FIRM	Total Policies	Pre FIRM Policies	Policies by Building Type				Minus Rate d A Zone	Minus Rated V Zone
					Single Family	2 to 4 Family	Other Residential	Non-Residential		
St. Helens	11/26/2010	9/29/1986	82	56	71	6	0	5	2	0

Source: FEMA Community Information System 02/21/2019

Table 10a. Scappoose NFIP Insurance Report									
Jurisdiction	Insurance in Force	Total Paid Claims	Pre-Firm Claims Paid	Substantial Damage Claims	Total Paid Amount	Repetitive Loss Structures	Severe Repetitive Loss Structures	CRS Class Rating	Last Community Assistance Visit
St. Helens	\$23,204,700	12	9	1	\$62,420	1	0	10	9/27/2006

Source: FEMA Community Information System 02/21/2019

## Vulnerability Analysis

A vulnerability analysis predicts the extent of exposure, and the impacts that may result from a hazard event of a given intensity in each area. The analysis provides quantitative data that may be used to identify and prioritize potential mitigation measures by allowing communities to focus attention on areas with the greatest risk of damage. A vulnerability analysis is divided into

five steps including asset inventory, methodology, data limitations, exposure analysis for current assets, and areas of future development.

The following is derived from the best available data for facility locations and values. In many cases, values were unavailable, and therefore the totals listed below should be considered incomplete and likely less than the actual costs associated with the respective hazards

The vulnerability analysis development process is thoroughly discussed in the Columbia County Basic Plan, Section 6, which generated the following Hazard Exposure Analysis Overviews in Tables 11, 12, and 13



Table 11. City of St. Helens Potential Hazard Exposure Analysis Overview-Population and Buildings

Table 11. City of St. Helens Potential Hazard Exposure Analysis Overview-Population and Buildings							
			Population	Buildings			
				Residential		Non-Residential	
Hazard Type	Hazard Area	Methodology	Number	Number	Value (\$) <sup>1</sup>	Number	Value (\$) <sup>1</sup>
Flood	Moderate	500-year floodplain	--	886	110,484,200	11	unknown
	High	100-year floodplain	--	903	112,604,100	11	unknown
Winter Storm		descriptive	12,895	4,109	512,392,300	31	unknown
Landslide	Moderate	>14-32 degrees	--	2,402	299,529,400	17	unknown
	High	>32-56 degrees	--	1,062	132,431,400	11	unknown
Wildland Fire	Moderate	Moderate fuel rank	--	3,760	468,872,000	31	unknown
	High	High fuel rank	--	3,395	423,356,500	25	unknown
	Very High	Very high fuel rank	--	1,420	177,074,000	15	unknown
	Extreme	Extreme fuel rank	--	10	1,247,000	0	unknown
Earthquake	Strong	9-20% (g)	--	3,772	470,368,400	31	unknown
	Very strong	20-40% (g)	--	0	--	0	unknown
	Severe	>40-60% (g)	--	0	--	0	unknown
Volcano		descriptive	12,895	4,109	512,392,300	31	unknown
Wind		descriptive	12,895	4,109	512,392,300	31	unknown
Erosion		within 300’ of potential areas of erosion	--	540	67,338,000	8	unknown

Table 12. City of St. Helens Potential Hazard Exposure Analysis Overview Critical Facilities												
			Government		Emergency Response		Educational		Care		Community	
Hazard Type	Hazard Area	Methodology	No.	Value (\$) <sup>1</sup>	No.	Value (\$) <sup>1</sup>	No.	Value (\$) <sup>1</sup>	No.	Value (\$) <sup>1</sup>	No.	Value (\$) <sup>1</sup>
Flood	Moderate	500-year floodplain	3	6.4M	1	4.5M	--	--	--	--	3	3.7M
	High	100-year floodplain	3	6.4M	1	4.5M	--	--	1	323K	4	3.8M
Winter Storm		descriptive	4	6.8M	3	6.7M	9	2.7M	7	9.9M	29	9M
Landslide	Moderate	>14-32 degrees	2	4.5M	2	5M	3	694K	1	226K	11	668K
	High	>32-56 degrees	1	2.7M	1	4.5M	1	unkno wn	1	226K	4	230K
Wildland Fire	Moderate	Moderate fuel rank	4	6.8M	3	6.7M	9	2.7M	7	9.9M	28	7M
	High	High fuel rank	4	6.8M	3	6.7M	6	2.6M	3	653K	23	6.5M
	Very High	Very high fuel rank	--	--	--	--	1	500K	1	226K	1	45K
	Extreme	Extreme fuel rank	--	--	--	--	--	--	--	--	--	--
Earthquake	Strong	9-20% (g)	4	6.8M	3	6.7M	9	2.7M	7	9.9M	29	9M
	Very strong	20-40% (g)	--	--	--	--	--	--	--	--	--	--
	Severe	>40-60% (g)	--	--	--	--	--	--	--	--	--	--
Volcano		descriptive	4	6.8M	3	6.7M	9	2.7M	7	9.9M	29	9M
Wind		descriptive	4	6.8M	3	6.7M	9	2.7M	7	9.9M	29	9M
Erosion		within 300' of potential areas of erosion	2	4.5M	1	4.5M	--	--	--	--	3	2.1M

Table 13. City of St. Helens Potential Hazard Exposure Analysis Overview  
Critical Facilities

			Highways		Railroads		Bridges		Transportation Facilities		Utilities		Dams	
Hazard Type	Hazard Area	Methodology	Miles	Value (\$) <sup>1</sup>	Miles	Value (\$) <sup>1</sup>	No.	Value (\$) <sup>1</sup>	No.	Value (\$) <sup>1</sup>	No.	Value (\$) <sup>1</sup>	No.	Value (\$) <sup>1</sup>
Flood	Moderate	500-year floodplain	--	--	--	--	3	3.8M	--	--	1	80K	--	--
	High	100-year floodplain	--	--	--	--	5	6.1M	--	--	4	392K	--	--
Winter Storm		descriptive	5	unkno wn	5	unkno wn	6	6M	1	178K	22	77M	1	unkno wn
Landslide	Moderate	>14-32 degrees	--	--	--	--	3	3.8M	--	--	8	46.6M	--	--
	High	>32-56 degrees	--	--	--	--	--	--	--	--	--	--	--	--
Wildland Fire	Moderate	Moderate fuel rank	--	--	--	--	5	6M	1	178K	13	48.7M	--	--
	High	High fuel rank	--	--	--	--	5	6M	1	178K	13	48.7M	--	--
	Very High	Very high fuel rank	--	--	--	--	3	3.8M	--	--	1	27.3M	--	--
	Extreme	Extreme fuel rank	--	--	--	--	--	--	--	--	--	--	--	--
Earthquake	Strong	9-20% (g)	--	--	--	--	5	6M	1	178K	13	48.7M	--	--
	Very strong	20-40% (g)	--	--	--	--	--	--	--	--	--	--	--	--
	Severe	>40-60% (g)	--	--	--	--	--	--	--	--	--	--	--	--
Volcano		descriptive	5	unkno wn	5	unkno wn	6	6M	1	178K	22	77M	1	unkno wn
Wind		descriptive	5	unkno wn	5	unkno wn	6	6M	1	178K	22	77M	1	unkno wn
Erosion		within 300' of potential areas of erosion	--	--	--	--	--	--	--	--	--	--	--	--

## Mitigation Strategy

The following section defines mitigation action identification and analysis as stipulated in DMA 2000 and its implementing regulations.

DMA 2000 Requirements: Mitigation Strategy	
Planning Requirements	
§201.6(c)(3)	The plan shall include the following:] A mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs, and resources, and its ability to expand on and improve these existing tools.
§201.6(c)(3)(i)	The hazard mitigation strategy shall include a] description of mitigation goals to reduce or avoid Long-term vulnerabilities to the identified hazards.
§201.6(c)(3)(ii)	The hazard mitigation strategy shall include a] section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. All plans approved by FEMA after October 1, 2008, must also address the jurisdiction's participation in the NFIP, and continued compliance with NFIP requirements, as appropriate.
§201.6(c)(3)(iii)	The hazard mitigation strategy shall include an] action plan, describing how the action identified in paragraph (c)(3)(ii) of this section will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.
§201.6(c)(3)(iv)	For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.
§201.6(c)(4)(ii)	The plan shall include a] process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvements, when appropriate.
Planning Elements	
<b>C1. Does the plan document each jurisdiction's existing authorities, policies, programs and resources, and its ability to expand on and improve these existing policies and programs? 44 CFR 201.6(c)(3)</b>	
<b>C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? 44 CFR 201.6(c)(3)(ii)</b>	
<b>C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? 44 CFR 201.6(c)(3)(i)</b>	
<b>C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? 44 CFR 201.6(c)(3)(ii) and 44 CFR 201.6(c)(3)(iv)</b>	

**C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? 44 CFR 201.6(c)(3)(iii) and 44 CFR (c)(3)(iv)**

**C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? 44 CFR 201.6(c)(4)(ii)**

## Identify Mitigation Goals

City of St. Helens reviewed the Columbia County goals and determined they meet the City's needs and subsequently adopted the Goals in Table 14 for the current planning period.

Table 14. City of St. Helens Mitigation Goals	
Goal Number	Goal Description
1	Reduce the Threat to Life Safety Enhance life safety by minimizing the potential for deaths and injuries in future disaster events.
2	Protect Critical Facilities and Enhance Emergency and Essential Services <ul style="list-style-type: none"> <li>• Implement activities or projects to protect critical facilities and infrastructure.</li> <li>• Seek opportunities to enhance, protect, and integrate emergency and essential services.</li> <li>• Strengthen emergency operations plans and procedures by increasing collaboration and coordination among public agencies, non-profit organizations, businesses, and industry.</li> </ul>
3	Reduce the Threat to Property <ul style="list-style-type: none"> <li>• Seek opportunities to protect, enhance and integrate emergency and essential services.</li> <li>• Strengthen emergency operations plans and procedures by increasing collaboration and coordination among public agencies, non-profit organizations, businesses, industries and the citizens of City of St. Helens.</li> </ul>
4	Create a Disaster Resistant and Disaster-Resilient Economy <ul style="list-style-type: none"> <li>• Develop and implement activities to protect economic well-being and vitality while reducing economic hardship in post disaster situations.</li> <li>• Reduce insurance losses and repetitive claims for chronic hazard events.</li> <li>• Work with State and Federal Partners to reduce short-term and long-term recovery and reconstruction costs.</li> <li>• Work with local and County organizations, such as Columbia Emergency Planning Association (CEPA) and Local Emergency Planning Commission (LEPC).</li> <li>• Expedite pre-disaster and post-disaster grants and program funding.</li> </ul>
5	Increase Public Awareness, Education, Outreach, and Partnerships <ul style="list-style-type: none"> <li>• Coordinate and collaborate, where possible, risk reduction outreach efforts with the Oregon Partners for Disaster Resistance &amp; Resilience and other public and private organizations.</li> <li>• Develop and implement risk reduction education programs to increase awareness among citizens, local, county, and regional agencies, non-profit organizations, businesses, and industry.</li> <li>• Promote insurance coverage for catastrophic hazards</li> <li>• Strengthen communication and coordinate participation in and between public agencies, citizens, nonprofit organizations, businesses, and industry.</li> </ul>

## Evaluate and Prioritize Mitigation Actions

Mitigation actions are activities, measures, or projects that help achieve the goals of a mitigation plan. Table 15 lists the mitigation actions developed during this mitigation planning process or offered during whole community planning activities. It is not intended that this plan will attempt

to act on all of these action items, but the list will be maintained in order to provide documentation for future planning efforts.

Mitigation strategies were evaluated using FEMA's recommended STAPLEE process. This process addresses all major factors when weighing the costs and benefits of implementing one action over another. Important factors to be considered when ranking the strategies include the prohibitive costs, the community's resource capabilities, the community's desires and concerns, and the overall feasibility of the action. STAPLEE criteria were used to evaluate the potential benefits of each participant's listing of mitigation alternatives or actions. The STAPLEE evaluation includes consideration of the social, technical, administrative, political, legal, economic, and environmental benefits of the mitigation actions, which are summarized below.

- S – Social: Mitigation actions are acceptable to the community if they do not adversely affect a particular segment of the population, do not cause relocation of lower income people, and if they are compatible with the communities social and cultural values.
- T – Technical: Mitigation actions are technically most effective if they provide long-term reduction of losses and have minimal secondary adverse impacts.
- A – Administrative: Mitigation actions are easier to implement if the jurisdiction has the necessary staffing and funding.
- P – Political: Mitigation actions can truly be successful if all stakeholders have been offered an opportunity to participate in the planning process and if there is public support of the action. L – Legal: It is critical that the jurisdiction or implementing agency have the legal authority to implement and enforce a mitigation action.
- E – Economical: Budget constraints can significantly deter the implementation of mitigation actions. Hence, it is important to evaluate whether an action is cost-effective, as determined by a cost benefit review, and possible to fund.
- E – Environmental: Sustainable mitigation actions that do not have an adverse effect on the environment, comply with Federal, State, and local environmental regulations, and are consistent with the community's environmental goals provide mitigation benefits while being environmentally sound.

STAPLEE criteria were reviewed and applied to proposed mitigation actions in order to provide a prioritized list in each jurisdiction. HSEMC and other key personnel and members attending the public meetings were asked to take into account all of the STAPLEE criteria and to come up with a cumulative priority ranking that maximizes

## City of St. Helens Hazard Mitigation Plan- Annex

the benefits of each alternative. The projects with the greatest benefits and lowest relative costs as determined by the STAPLEE criteria were assigned a higher priority, while alternatives with lower benefits and relatively higher costs were assigned a lower priority.

In the future, a more detailed and formal formulation of the costs and benefits of each mitigation strategy could be established to better prioritize the participant action items. A final list of strategies, or actions, was established including information on the associated hazard mitigated and a description of the action, responsible party, cost estimate, potential funding sources and timeline.

Table 15. City of St. Helens Mitigation Actions Considered			
Hazard	Status	Comment	Description
Natural Hazards			
<i>Multi-Hazard (MH)</i>			
MH	Complete		Develop and incorporate building ordinances commensurate with building codes to reflect survivability from wind, seismic, fire, and other hazards to ensure occupant safety.
MH	Complete		Review ordinances and develop outreach programs to assure mobile homes and manufactured buildings are protected from severe wind and flood hazards. (Anchoring, elevation, and other methods as applicable)
MH	Complete		Review ordinances and develop outreach programs to assure fuel oil and propane tanks are properly anchored and hazardous materials are properly stored and protected from known natural hazards such as seismic or flooding events.
MH	Ongoing	Ordinances already exist	Cross reference and incorporate mitigation planning provisions into all community planning processes such as comprehensive, capital improvement, land use, transportation plans, etc to demonstrate multi-benefit considerations and facilitate using multiple funding source consideration.
MH	Complete		Develop and incorporate mitigation provisions and recommendations into zoning ordinances and community development processes to maintain the floodway and protect critical infrastructure and private residences from other hazard areas.
MH	Ongoing	Some units purchased for some locations.	Purchase and install generators with main power distribution disconnect switches for identified and prioritized critical facilities susceptible to short term power disruption. (i.e. first responder and medical facilities, schools, correctional facilities, and water and sewage pump stations, etc.)
MH	Consider	A few rods in place We get very few strikes	Install lightning rods and lightening grade surge protection devices on critical electronic components such as warning systems, communications equipment, and computers for critical facilities.
MH	Ongoing	Continual updating of EAP	Develop, produce, and distribute information materials concerning mitigation, preparedness, and safety procedures for all natural hazards.

## City of St. Helens Hazard Mitigation Plan- Annex

Item #3.

MH	Consider	We will review issues and address with	Explore the need for, develop, and implement hazard-zoning ordinances for high-risk hazard area land-use.
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Table 15. City of St. Helens Mitigation Actions Considered			
Hazard	Status	Comment	Description
		ordinances where applicable	
MH	Consider	Where signs will help or protect the public	Based on known high-risk hazard areas, identify hazard-specific signage needs and purchase and install hazard warning signs near these areas to notify and educate the public of potential hazards.
MH	Ongoing	We are working on identified repeat flooding areas to correct	Identify and list repetitively flooded structures and infrastructures, analyze the threat to these facilities, and prioritize mitigation actions to acquire, relocate, elevate, and/or flood proof to protect the threatened population.
MH	Complete	Ordinances exist	Install storm shutters, hurricane clips, bracing systems etc. to meet or exceed applicable building codes while reducing disaster damages.
MH	Ongoing	Ordinances Exist	Perform hydrologic and hydraulic engineering, and drainage studies and analyses. Use information obtained for feasibility determination and project design. This information should be a key component, directly related to a proposed project.
MH	Consider	We will review for applicability	Develop vegetation projects to restore clear-cut and riverine erosion damage and to increase landslide susceptible slope stability.
MH	Consider	We will do this as money and opportunity allows	Retrofit structures to protect them from seismic, floods, high winds, earthquakes, or other natural hazards.
MH	Complete	We have rules to control this and presently do not have public buildings in harm's way	Acquire, demolish, or relocate structures from hazard prone area. Property deeds shall be restricted for open space uses in perpetuity to keep people from rebuilding in hazard areas.
MH	Consider	As bridges are replaced this will normally be accomplished	Harden utility headers located along river embankments to mitigate potential flood, debris, and erosion damages.
MH	Complete	Public Works and City	Establish a formal role for the jurisdictional Hazard Mitigation Planning Committees to develop a sustainable process to implement, monitor, and evaluate citywide mitigation actions.

Table 15. City of St. Helens Mitigation Actions Considered			
Hazard	Status	Comment	Description
		Council will do this	
MH	Ongoing	Ongoing process	Identify and pursue funding opportunities to implement mitigation actions.
MH	Ongoing	We have such a mechanism in HSEMC & LEPC	Develop public and private sector partnerships to foster hazard mitigation activities.
MH	Ongoing	Partly exists already	Integrate the Mitigation Plan findings into planning and regulatory documents and programs and into enhanced emergency planning.
<i>Flood</i>			
Flood	Ongoing	GIS already has flood maps and buildings. Partially complete	Develop and maintain GIS mapped critical facility inventory for all structures located within 100-year and 500-year floodplains.
Flood	Complete	Most buildings mapped	Develop and maintain GIS mapped inventory, and develop prioritized list of residential and commercial buildings within 100-year and 500-year floodplains.
Flood	Consider	Can be done as funds allow	Develop and maintain GIS mapped inventory of repetitive loss properties to include the types and numbers of properties.
Flood	Ongoing	Engineering is working on this.	Develop and implement mitigation actions for repetitive loss properties.
Flood	Complete	Locations already identified	Develop and maintain an inventory of locations subject to frequent storm water flooding based on most current USACOE flood data.
Flood	Ongoing	Awaiting state input	Request DOGAMI debris flow and lahar data be included in FIRM updates. Use the updated FIRMS for land use and mitigation planning.
Flood	Ongoing	Work is being done to mitigate or consider such	Determine and implement most cost beneficial and feasible mitigation actions for locations with repetitive flooding and significant damages or road closures.
Flood	Consider	We will work on this as time and funds allow	Develop an outreach program to educate public concerning NFIP participation benefits, floodplain development, land use regulation, and NFIP flood insurance availability to facilitate continued compliance with the NFIP.
Flood	Complete	Done	Develop, implement, and enforce floodplain management ordinances.

Table 15. City of St. Helens Mitigation Actions Considered			
Hazard	Status	Comment	Description
Flood	Ongoing	I & I Project	Develop outreach program to educate residents concerning flood proofed well and sewer/septic installation.
Flood	Ongoing	Have installed in two locations within city	Install new streamflow and rainfall measuring gauges.
Flood	Ongoing	Rules exist as do programs to accomplish	Develop, or revise, adopt, and enforce storm water ordinances and regulations to manage run-off from new development, including buffers and retention basins.
Flood	Consider	We will accomplish where applicable	Construct earthen berms to divert flood flows into bridge or culvert openings. The earth fill should be erosion-resistant and the berms should be covered with erosion-resistant fabric, armoring materials, or vegetation.
Flood	Ongoing	We will accomplish where applicable and as funds are available	Increase culvert size to increase its drainage efficiency.
Flood	Ongoing	Where applicable	Construct debris basins to retain debris in order to prevent downstream drainage structure clogging.
Flood	Complete	Done where applicable	Install debris cribs over culvert inlets to prevent inflow of coarse bed-load and light floating debris.
Flood	Consider	Where applicable and when funds available	Construct debris deflectors to deflect the major portion of debris away from culvert entrances and bridge piers. They are normally "V" shaped.
Flood	Consider	Where applicable and when funds available	Install debris fins upstream of a culvert to align debris so that the debris will pass through a drainage opening without clogging the inlet. They are sometimes used on bridge piers to deflect drifting materials.
Flood	Ongoing	Done on new development and will review for older areas	Create detention storage basins, ponds, reservoirs etc. to allow water to temporarily accumulate to reduce pressure on culverts and low water crossings. Water ultimately returning to its watercourse at a reduced flow rate.
Flood	Consider	Where applicable and when funds available	Install triangular or circular flow deflectors on or immediately upstream from bridge footings to deflect water flow and reduce flow velocities preventing footing scour.
Flood	Consider	Where applicable and	Construct a high water overflow crossing to carry flood flows from over bank areas.

Table 15. City of St. Helens Mitigation Actions Considered			
Hazard	Status	Comment	Description
		when funds available	
Flood	Consider	Where applicable and when funds available	Create relief drainage ditch opening using a culvert, bridge, or multiple culverts; to relieve rapid water accumulation during high water flow events. .
Flood	Consider	Where applicable and when funds available	Modify existing culverts by developing a ring compression, by flattening, or beveling the end of a circular culvert to match the angle of the embankment. May need to install flanges to stiffen the beveled section of the culvert.
Flood	Consider	Where applicable and when funds available	Construct spur dikes along the embankments to direct flood flows into a bridge opening or away from a continuous impact site.
Flood	Ongoing	Where applicable and when funds available	Construct concrete wing walls at culvert or bridge entrances and outlets to direct water flow into their openings
Flood	Complete	Done	Provide flood protection to mitigate damage and contamination of wastewater treatment systems.
Flood	Consider	Where applicable and when funds available	Develop and implement flood risk reduction program and outreach efforts considering upstream storage, channel improvements, and floodwalls or levee construction.
<i>Winter Storms</i>			
Winter Storms	Ongoing	Need to develop a program	Develop and implement programs to coordinate maintenance and mitigation activities to reduce risk to public infrastructure from severe winter storms.
Winter Storms	Complete	We will add back up power as funding allows.	Develop critical facility list needing emergency back-up power systems, prioritize, seek funding and implement mitigation actions.
Winter Storms	Ongoing	We will review as to applicability	Develop and implement tree clearing mitigation programs to keep trees from threatening lives, property, and public infrastructure from severe weather events.
Winter Storms	Complete	Rules exists for this	Develop, implement, and maintain partnership program with electrical utilities to use underground utility placement methods where possible to reduce or eliminate power outages from severe winter storms. Consider developing incentive programs.
Winter Storms	Ongoing	Partly done with power provider	Develop personal use and educational outreach training for a "safe tree harvesting" program. Implement along utility and road corridors, preventing potential winter storm damage.

Table 15. City of St. Helens Mitigation Actions Considered			
Hazard	Status	Comment	Description
Winter Storms	Complete	City has linkage and contacts	Purchase NOAA Weather radios and develop a web portal linking residents to various weather information sites. (NWS, FEMA, The Weather Channel).
Winter Storms	Ongoing	Partially Complete City has some equip for measuring	Install new streamflow and precipitation measuring gauges and develop monitoring and early warning program.
Winter Storms	Consider	We will review with School District	Develop outreach program with school district contests having students develop, display, and explain mitigation projects or initiatives.
Winter Storms	Consider	We will review with applicable agencies	Develop early warning test program partnering with NOAA, City Police, Fire Departments, and Volunteer Fire Department to coordinate tests.
Winter Storms	Complete	Rules exist	Implement and enforce the most current Uniform International, and State, Building Codes to ensure structures can withstand winter storm hazards such as high winds, rain, water and snow.
Winter Storms	Consider	Power company issue (Community Partner)	Increase power line wire size and incorporate quick disconnects (breakaway devices) to reduce ice load power line severe wind or winter ice storm event failure.
Winter Storms	Consider	Where applicable and when funds available	Review critical facilities and government building energy efficiency, winter readiness, and electrical protection capability. Identify, prioritize, and implement infrastructure upgrade or rehabilitation project prioritization and development.
<i>Landslide</i>			
Landslide	Complete	Done by State	Develop comprehensive geological landslide and rockslide prone area maps.
Landslide	Complete	Rules exist	Develop, implement and enforce property development landslide risk assessment procedures to identify potential facility vulnerability.
<i>Wildland Fire</i>			
Wildland Fire	Ongoing	Partially Complete In process and should be done by Dec 2009	Identify critical facilities and vulnerable populations based on mapped high hazard areas.
Wildland Fire	Consider	Where applicable and	Identify evacuation routes away from high hazard areas and develop outreach program to educate the public concerning warnings and evacuation procedures.

Table 15. City of St. Helens Mitigation Actions Considered			
Hazard	Status	Comment	Description
		when funds available	
Wildland Fire	Complete	Fire District has done	Develop Community Wildland Fire Protection Plans for all at-risk communities.
Wildland Fire	Ongoing	By Fire District	Provide real-time internet access and interagency cooperation to decrease wildland fire warning times.
Wildland Fire	Complete	By fire district	Hold "Ready, Set, Go" workshop to educate residents and contractors concerning fire resistant landscaping.
Wildland Fire	Consider	Need property rules	Promote "Ready, Set, Go" building siting, design, and construction materials.
Wildland Fire	Complete	Done	Develop "Ready, Set, Go" Public Service Announcements (PSA).
Wildland Fire	Consider	Provided by Fire District	Provide wildland fire information in an easily distributed format for all residents.
Wildland Fire	Ongoing	Scheduled per Fire Code	Schedule and perform government facility "fire drills" per Fire Code
Wildland Fire	Complete	Fire district is leading this	Conduct residential audits for wildland and building fire hazard identification then develop an outreach program to convey the findings.
Wildland Fire	Complete	Rules exist	Develop, adopt, and enforce burn ordinances that require burn permits, restricts campfires, and controls outdoor burning.
Wildland Fire	Consider	Where applicable and when funds available	Develop outreach program to educate and encourage fire-safe construction practices for existing and new construction in high risk areas.
Wildland Fire	Consider	Fire District is conduct this	Develop outreach program to educate and encourage home landscape cleanup (defensible space) and define debris disposal programs.
Wildland Fire	Consider	Where applicable and when funds available	Identify, develop, and implement, and enforce mitigation actions such as fuel breaks and reduction zones for potential wildland fire hazard areas.
<i>Earthquake</i>			
Earthquake	Consider	Where applicable and when funds available	Supplement State Seismic Needs Analysis data (schools, fire, law enforcement). Complete inventory of public and commercial buildings that may be particularly vulnerable to earthquake damage.
Earthquake	Consider	Where applicable and when funds available	Identify high seismic hazard areas; develop a wood-frame residential building inventory and an outreach program to educate population concerning facilities particularly vulnerable to earthquake damage, such as pre-1940s homes and homes with cripple wall foundations.

Table 15. City of St. Helens Mitigation Actions Considered			
Hazard	Status	Comment	Description
Earthquake	Ongoing	Available at City Hall	Disseminate FEMA pamphlets to educate and encourage homeowners concerning seismic structural and non-structural retrofit benefits.
Earthquake	Consider	As funds allow	Retrofit important public facilities with significant seismic vulnerabilities, such as unreinforced masonry construction.
Earthquake	Complete	Done by State	Retrofit bridges that are not seismically adequate for lifeline transportation routes.
Earthquake	Complete	Done	Update existing (or adopt the most current) Uniform Building Code
Earthquake	Complete	Done	Implement and enforce the Uniform, International, and State Building Codes.
Earthquake	Complete	Done	Inspect and/or certify all new construction.
Earthquake	Consider	We will consider as advised and as funded	Develop public outreach program to train earthquake safety; perform drop-cover-hold drills at schools and public facilities.
Earthquake	Ongoing	As personnel and funding allows	Develop outreach program to educate population concerning household, business, and public facility mitigation measures. For example, staff public information tables at fairs, safety events, and festivals.
Earthquake	Ongoing	As personnel and funding allows	Develop outreach program to educate residents concerning benefits of increased seismic resistance and modern building code compliance during rehabilitation or major repairs for residences or businesses.
Earthquake	Consider	Some are earthquake and others not and will have to wait for funding	Inspect, prioritize, and retrofit any critical facility or public infrastructure that does not meet current Building Codes.
Earthquake	Complete	Inventory made but priorities not set	Identify and prioritize a list of critical facilities with unreinforced masonry problems including non-structural projects such as brick chimney bracing or replacement, water heater bracing, and anchoring, etc.
Earthquake	Ongoing	We will review and fund as allowed	Evaluate critical public facility seismic performance for fire stations, public works buildings, potable water systems, wastewater systems, electric power systems, and bridges within the jurisdiction.
Earthquake	Consider	Possibly done with other outreaches	Develop outreach program for educating private facilities concerning alternative or emergency power source acquisition to enable them to deliver food, fuel, and medical services during disaster emergency response and recovery efforts.

Table 15. City of St. Helens Mitigation Actions Considered			
Hazard	Status	Comment	Description
Earthquake	Completed	LEPC	Encourage utility companies to evaluate and harden vulnerable infrastructure elements for sustainability.
Earthquake	Completed	LEPC	Develop partnerships to mitigate hazards that result in jurisdictional facility lifeline or emergency transportation route closures.
<i>Volcano</i>			
Volcano	Ongoing	Tree developed already	Update public emergency notification procedures and develop an outreach program for ash fall events.
Volcano	Completed	We have such rules	Update emergency response planning and develop client focused outreach program for ash fall events affecting river, air, and highway transportation, and industrial facilities and operations.
Volcano	Consider	Where applicable and when funds available	Evaluate ash impact on storm water drainage system and develop mitigation actions.
<i>Wind</i>			
Wind	Complete	Existing rules	Review ordinances and develop outreach programs to assure mobile homes and manufactured buildings are protected from severe wind and flood hazards. (Anchoring, elevation, siting, and other methods as applicable)
Wind	Ongoing	New development is to be underground	Identify and prioritize critical facilities' overhead utilities that could be placed underground to reduce power disruption from wind storm / tree blow down damage.
Wind	Complete	Done	Revise requirements to place utilities underground to reduce power disruption from wind storm / tree blow down damage when upgrading or during new development.
Wind	Consider	Power company will review	Increase power line wire size and incorporate quick disconnects (break away devices) to reduce ice load power line failure during severe wind or winter ice storm events.
Wind	Consider	Where applicable and when funds available	Develop prioritized location list to construct safe rooms to provide tornado and severe wind shelters for public and private use. Projects must meet requirements in FEMA 320 and FEMA 361.
<i>Erosion</i>			
Erosion	Ongoing	Being done for at least one project	Apply for grants/funds to implement riverbank protection methods.
Erosion	Consider	We will look to see if it applies	Develop and provide information to all residents on riverbank erosion and methods to prevent it in an easily distributed format



Table 15. City of St. Helens Mitigation Actions Considered			
Hazard	Status	Comment	Description
Erosion	Ongoing	Resolved as needed	Install riprap, or pilings to harden or "armor" a stream bank where severe erosion occurs.
Erosion	Ongoing	Resolved as needed	Install bank protection such as rock, concrete, asphalt, vegetation, or other armoring or protective materials to provide river bank protection.
Erosion	Ongoing	We will review where applicable	Harden culvert entrance bottoms with asphalt, concrete, rock, to reduce erosion or scour.
Erosion	Ongoing	Where applicable and when funds available	Install walls at the end of a drainage structure to prevent embankment erosion at its entrance or outlet. (end walls).
Erosion	Ongoing	We will review for applicability	Install flared outlets or end sections at culvert entrances and outlets to match the embankment slope to reduce erosion and scour at the entrance and exit points during high flow.
Erosion	Consider	We will review for applicability	Install flow diverters a short distance into a water body, tied into the bank, to protect from erosion at their end. Designed to redirect water flow away from embankments.
Erosion	Ongoing	We will review for applicability	Install channel lining using pipe, rock, concrete, or asphalt to reduce scouring embankments and ditch bottom erosion.
Erosion	Ongoing	Rules in place	Install bank revetment protection to prevent erosion.
<i>ENSO (El Niño/La Niña)</i>			
ENSO (El Niño/La Niña)	Consider	Will use public forums and news articles	Educate public regarding weather patterns associated with El Niño / La Niña.
<i>Expansive Soils</i>			
Expansive Soils	Complete	Rules exist	Require building design, engineering, and construction processes that address expansive soil conditions at potentially affected building sites.
Expansive Soils	Consider	We will review for applicability	Plant trees a distance equal to their mature height away from a structure built on expansive soils. Minimum distance from foundation is 15 feet.
Expansive Soils	Complete	Rules exist	Require road design, engineering, and construction processes that address expansive soil conditions. Water absorption prevention, impermeable membrane, soil compaction, and drainage methods need to be considered once geologic studies determine soil composition.

## Mitigation Action Plan

The Steering Committee has evaluated and prioritized each of the considered mitigation actions to determine which would be included in the Mitigation Action Plan. The Committee then

## City of St. Helens Hazard Mitigation Plan- Annex

determined the responsible agency and potential funding sources. The Mitigation Action Plan represents mitigation projects and programs to be implemented through the cooperation of multiple entities.

Upon review, the Steering Committee assigned a high priority ranking to actions that best fulfill the goals of the HMP and are appropriate and feasible for the City and responsible entities to implement during the 5-year lifespan of this version of the HMP. As such, the Steering Committee determined that only the mitigation actions that received a high priority ranking would be included in the City's Mitigation Action Plan. Table 16 depicts the City's mitigation actions grouped by hazard and in descending priority order within each hazard.

Table 16 City of St. Helens Mitigation Action Plan Matrix					
Hazard	Description	Managing Department / Agency	Timeframe	Potential Funding Source(s)	Benefit-Costs / Technical Feasibility
Natural Hazards					
<i>Multi-Hazard (MH)</i>					
MH	Educate staff and public about possible hazard events	HZMP committee	2 yrs.	General	BC: TBD TF: Yes
MH	Install lighting rods to protect City's communications and electronic gear	HZMP committee	2-5 yrs.	General /enterprise	BC: TBD TF: Yes

Table 16 City of St. Helens Mitigation Action Plan Matrix					
Hazard	Description	Managing Department / Agency	Timeframe	Potential Funding Source(s)	Benefit-Costs / Technical Feasibility
MH	Install hazard warning signs where applicable	HZMP committee	2-5 yrs.	General /enterprise	BC: TBD TF: Yes
MH	Purchase and install generators	PW	2-5 yrs.	Enterprise/ General	BC: TBD TF: Yes
MH	Cross reference and incorporate resiliency planning provisions into all community planning processes and master planning efforts	Eng/Plan	1-5yrs.	General	BC: TBD TF:Yes
MH	Educate all on safety issues of hazards/mitigation procedures	HZMP	1-2 yrs.	General	BC: TBD TF: Yes
MH	Create or improve ordinances	HZMP/Admin	2-3 yrs.	General	BC: TBD TF: Yes
MH	Formalize HZMP comm. roles	Admin/PW	1-2 yrs.	Gen/Other	BC: TBD TF: Yes
MH	Integrate the Mitigation Plan into Emer Plans	Emer Mgmt Comm	1-2 yrs.	General	BC: TBD TF: Yes
<i>Flood</i>					
Flood	GIS updates on flood areas and hazards	Plan/GIS	2-3 yrs.	General/ Enterprise	BC: TBD TF: Yes
Flood	Develop GIS maps on repeat hazard damages	Plan/GIs	2-3 yrs.	Enterprise	BC: TBD TF: Yes
Flood	Develop plan to mitigate repeat flooding issues	Eng/PW	1-2 yrs.	Enterprise	BC: TBD TF: Yes
Flood	Request DOGAMI debris flow data	Eng/Plan	1 yr.	General	BC: TBD TF: Yes
Flood`	Develop program to educate public on floods	Eng/Plan	1 yr.	General	BC: TBD TF: Yes
Flood	Develop mitigation programs for flooding	Eng/PW	1-10 yrs.	Enterprise	BC: TBD TF: Yes
<i>Winter Storms</i>					
WS	Improve plans and exercise	Admin/safety	1-2 yrs.	General	BC: TBD TF: Yes
WS	Develop early warning system/program	Eng/PW	1-2 yrs.	Enterprise	BC: TBD TF: Yes
<i>Wildfires</i>					

Table 16 City of St. Helens Mitigation Action Plan Matrix					
Hazard	Description	Managing Department / Agency	Timeframe	Potential Funding Source(s)	Benefit-Costs / Technical Feasibility
WF	Develop an education program on wildfire issues	Eng/PW/Fire Dept.	1 yr.	General	BC: TBD TF: Yes
<i>Earthquake</i>					
Earthquake	Survey and retrofit buildings as required	HZMP/Building	2-10 yrs.	General	BC: TBD TF: Yes
Earthquake	Develop public ed program	Admin	1-3 yrs.	General	BC: TBD TF: Yes
Earthquake	Develop plans to handle when it happens	Emer Mgmt Comm	1 yr.	General	BC: TBD TF: Yes
<i>Volcano</i>					
Volcano	Include in emergency management plan	Emer/HZMP	1-3 yrs.	General	BC: TBD TF: Yes
Volcano	Evaluate impact on infrastructure	Eng/PW	2-4 yrs.	Enterprise	BC: TBD TF: Yes
<i>ENSO (El Niño/La Niña)</i>					
ENSO	Educate public on this subject	PW/Admin	1-3 yrs.	General	BC: TBD TF: Yes

## Plan Adoption and Maintenance

The following section provides documentation of the formal adoption of this annex by the governing board of the district or the city council/county commission of the jurisdiction. It also identifies the standing committee that will be responsible for future reviews between update periods.

<b>DMA 2000 Requirements: Plan Review, Evaluation, Implementation, and Adoption</b>	
Planning Requirements	
§201.6(d)(3)	A local jurisdiction must review and revise its plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit if for approval within 5 years in order to continue to be eligible for mitigation project grant funding.
§201.6(c)(5)	The plan shall include...] Documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County commissioner, Tribal Council). For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.
Planning Elements	
<b>D1. Was the plan revised to reflect changes in development? 44 CFR 201.6(d)(3)</b> <b>D2. Was the plan revised to reflect progress in local mitigation efforts? 44 CFR 201.6(d)(3)</b> <b>D3. Was the plan revised to reflect changes in priorities? 44 CFR 201.6(d)(3)</b> <b>E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval? 44 CFR 201.6(c)(5)</b> <b>E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption? 44 CFR 201.6(c)(5)</b>	

## Resolution of Adoption

City of St.  
Helens

### **RESOLUTION NO. xxxx**

#### **A RESOLUTION ADOPTING A HAZARD MITIGATION PLAN UPDATE FOR THE CITY OF ST. HELENS AND SUPERSEDING RESOLUTION NO. 1844**

**Whereas**, City of St. Helens, Oregon has experienced repetitive disasters that have damaged commercial, residential and public properties, displaced citizens and businesses, and presented general public health and safety concerns; and

**Whereas**, the City of St. Helens, Oregon has prepared a Multi-Jurisdictional Hazard Mitigation Plan that outlines the City of St. Helens, Oregon options to reduce overall damage and impact from natural hazards; and

**Whereas**, the Multi-Jurisdictional Hazard Mitigation Plan has been reviewed by community residents, business owners, and federal, state and local agencies, and has been revised to reflect their concerns;

#### **NOW, THEREFORE, BE IT RESOLVED** that:

1. The Multi-Jurisdictional Hazard Mitigation Plan is hereby adopted as an official plan of City of St. Helens, Oregon.
2. A Hazard Mitigation Committee is hereby established as a permanent advisory body, as referenced in table 17. The Hazard Mitigation Committee Team Leader shall designate its members, subject to the approval of the County and the participating jurisdictions. They shall serve one-year terms. The group's duties shall be as designated in the Multi-Jurisdictional Hazard Mitigation Plan.
3. The Hazard Mitigation Committee Team Leader is charged with supervising the implementation of the Plan's recommendations within the funding limitations as provided by City of St. Helens, Oregon or other sources.
4. The Hazard Mitigation Committee Coordinator shall give priority attention to the goals identified in Table 14 of the City of St. Helens, Oregon Appendix, and

the actions listed in Table 15 of the City of St. Helens, Oregon Appendix to the Multi- Jurisdictional Hazard Mitigation Plan and:

5. The Hazard Mitigation Committee Coordinator shall convene the hazard mitigation planning group as needed, but not less than twice, annually. The Committee shall monitor implementation of the plan and shall submit a written progress report to the City Council of City of St. Helens, Oregon in accordance with the following format:
  - a. A review of the original plan.
  - b. A review of any disasters or emergencies that occurred during the previous calendar year.
  - c. A review of the actions taken, including what was accomplished during the previous year.
  - d. A discussion of any implementation problems.
  - e. Recommendations for new projects or revised action items. Such recommendations shall be subject to approval by the City Council of City of St. Helens, Oregon.

**APPROVED AND ADOPTED** this 21<sup>st</sup> day of July, 2021.

Ayes:

Nays: None

/s/\_\_\_\_\_

Rick Scholl, Mayor

ATTEST:

/s/\_\_\_\_\_

Kathy Payne, City Recorder

## Standing Review Committee

The following table identifies the members of the Standing committee that will meet semi-annually to review the HMP annex and provide a running update.

Table 17. City of St. Helens Standing Hazard Mitigation Committee	
Name	Agency/Department/Affiliation
John Walsh (Leader)	City Administrator
Mouhamad Zaher	Public Works Director
Dave Elder	Public Works Supervisor
Jacob Graichen	City Planner/Flood Plain Administrator
Michael De Roia (Coordinator)	Building Official
Shaun Brown	Columbia County Emergency Management



# City of St. Helens

## RESOLUTION NO. 1928

### A RESOLUTION OF THE ST. HELENS CITY COUNCIL, AMENDING THE CITY EMPLOYEE COMPENSATION PLAN FOR FISCAL YEAR 2021-2022

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

The following salary schedules for AFSCME, the St. Helens Police Association, and Unrepresented employees is effective June 16, 2021.

	AFSCME Union Employees Effective June 16, 2021	MONTHLY SALARY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	Library Technician I	3,414	3,585	3,764	3,950	4,147
	Parks Utility I Utility Worker I Library Technician II	3,600	3,779	3,968	4,168	4,373
	Administrative Billing Specialist	3,673	3,858	4,052	4,254	4,468
	Community Development Admin Assistant Building / Admin Secretary Municipal Court Clerk Public Works Office Assistant WWTP Operator I	3,798	3,988	4,191	4,470	4,618
	Utility Worker II	4,227	4,438	4,662	4,894	5,138
	Librarian I	4,439	4,800	4,944	5,094	5,245
	Parks Specialist Collections System Operator Mechanic II Building Maintenance Utility Worker Utility Plumber Water Systems Operator Water System Filtration Operator	4,463	4,683	4,918	5,164	5,421
	Water Systems Operator II	4,546	4,785	5,038	5,303	5,583
	Pretreatment Coordinator PW Construction Inspector Building Inspector Communications Officer	5,307	5,571	5,849	6,144	6,451
	Associate Planner & Comm. Dev. Project Mgr Engineering Technician - Project Manager	5,849	6,144	6,451	6,776	7,115

	Police Union Employees - Effective June 16, 2021		MONTHLY SALARY RANGE								
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
	Records and Evidence Specialist		4,349	4,460	4,575	4,692	4,812	4,936	5,062	5,192	5,325
	Code Enforcement Officer		4,639	4,758	4,880	5,005	5,133	5,265	5,400	5,538	5,680
	Patrol Officer		5,798	5,947	6,099	6,256	6,416	6,581	6,749	6,923	7,100
	Detective		6,088	6,244	6,404	6,569	6,737	6,910	7,087	7,269	7,455
	Corporal		6,262	6,423	6,587	6,756	6,929	7,107	7,289	7,476	7,668

Grade	Unrepresented Employees - Effective 6/16/21	Unrep Leave	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PTU-1	Public Works Summer Help	X	14.00	15.00	16.00	-	-
PTU-2	Recreation Assistant	X	14.00	15.00	-	-	-
PTU-3	Recreation Specialist	X	16.00	-	-	-	-
PTU-4	Library Assistant	X	15.52	16.33	17.19	18.10	19.05
PTU-5	Communications Support Specialist	X	21.70	22.84	24.04	25.31	26.64

Grade	Unrepresented Employees Effective 6/16/21	Unrep Leave	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
U-1			4,404	4,517	4,632	4,751	4,873	4,998	5,126	5,257	5,392
U-2			4,517	4,632	4,751	4,873	4,998	5,126	5,257	5,392	5,531
U-3			4,632	4,751	4,873	4,998	5,126	5,257	5,392	5,531	5,672
U-4			4,751	4,873	4,998	5,126	5,257	5,392	5,531	5,672	5,818
U-5	Deputy City Recorder Accountant	C C	4,873	4,998	5,126	5,257	5,392	5,531	5,672	5,818	5,967
U-6			4,998	5,126	5,257	5,392	5,531	5,672	5,818	5,967	6,120
U-7			5,126	5,257	5,392	5,531	5,672	5,818	5,967	6,120	6,277
U-8			5,257	5,392	5,531	5,672	5,818	5,967	6,120	6,277	6,438
U-9			5,392	5,531	5,672	5,818	5,967	6,120	6,277	6,438	6,603
U-10	WWTP Operator IV	C	5,531	5,672	5,818	5,967	6,120	6,277	6,438	6,603	6,772
U-11	IT Specialist Government Affairs Specialist	B C	5,672	5,818	5,967	6,120	6,277	6,438	6,603	6,772	6,946
U-12	Parks Field Supervisor	B	5,818	5,967	6,120	6,277	6,438	6,603	6,772	6,946	7,124
U-13	Parks & Recreation Manager Public Works Supervisor Water Filtration Supervisor Public Works Safety Coordinator	B B B B	5,967	6,120	6,277	6,438	6,603	6,772	6,946	7,124	7,307
U-14	HR Coordinator / City Recorder	A	6,120	6,277	6,438	6,603	6,772	6,946	7,124	7,307	7,494
U-15			6,277	6,438	6,603	6,772	6,946	7,124	7,307	7,494	7,686
U-16			6,438	6,603	6,772	6,946	7,124	7,307	7,494	7,686	7,883
U-17	WWTP Supervisor	B	6,603	6,772	6,946	7,124	7,307	7,494	7,686	7,883	8,085
U-18	Sergeant	C	6,772	6,946	7,124	7,307	7,494	7,686	7,883	8,085	8,293
U-19			6,946	7,124	7,307	7,494	7,686	7,883	8,085	8,293	8,505
U-20	Building Official City Engineer	A C	7,124	7,307	7,494	7,686	7,883	8,085	8,293	8,505	8,723
U-21			7,307	7,494	7,686	7,883	8,085	8,293	8,505	8,723	8,947
U-22	Library Director	A	7,494	7,686	7,883	8,085	8,293	8,505	8,723	8,947	9,176
U-23			7,686	7,883	8,085	8,293	8,505	8,723	8,947	9,176	9,412
U-24			7,883	8,085	8,293	8,505	8,723	8,947	9,176	9,412	9,653
U-25	Lieutenant City Planner	A A	8,085	8,293	8,505	8,723	8,947	9,176	9,412	9,653	9,901
U-26			8,293	8,505	8,723	8,947	9,176	9,412	9,653	9,901	10,154
U-27			8,505	8,723	8,947	9,176	9,412	9,653	9,901	10,154	10,415
U-28	Public Works Director	A	8,723	8,947	9,176	9,412	9,653	9,901	10,154	10,415	10,682
U-29	Deputy City Administrator	A	8,947	9,176	9,412	9,653	9,901	10,154	10,415	10,682	10,956
U-30	Chief of Police	A	9,176	9,412	9,653	9,901	10,154	10,415	10,682	10,956	11,237
U-31			9,412	9,653	9,901	10,154	10,415	10,682	10,956	11,237	11,525
U-32			9,653	9,901	10,154	10,415	10,682	10,956	11,237	11,525	11,820
U-33			9,901	10,154	10,415	10,682	10,956	11,237	11,525	11,820	12,123
U-34			10,154	10,415	10,682	10,956	11,237	11,525	11,820	12,123	12,434
U-35	City Administrator	A	10,415	10,682	10,956	11,237	11,525	11,820	12,123	12,434	12,753

**Approved and adopted** by the City Council on July 21, 2021, by the following vote:

Ayes:

Nays:

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

ATTEST:

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



## CITY OF ST. HELENS PLANNING DEPARTMENT

# MEMORANDUM

**TO:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
**RE:** Planning Department Fee Schedule Update – Resolution No. 1929  
**DATE:** July 12, 2021

The Planning Department Fee Schedule was updated extensively in 2011 with increases and some revisions in 2013, 2014, 2015, 2016, 2017 and 2019.

The current revision increases most fees by approximately 5%, which reflects the Western Consumer Price Index from the last year and overall inflation for the last two years, generally. Other changes include:

- Eliminating the Auxiliary Dwelling Unit permit, which is no longer necessary based on the Development Code changes of Ordinance No. 3264 (effective in June of this year).
- Public passageway permit fee. A fee was included in Ordinance No. 3039 (2007) but code amendments since then have removed it. More appropriate for fee to be established via resolution than ordinance anyways.
- Temporary Parklet fees added. No such fee has existed to date, and we have received two parklet applications in the past several months (the first two ever for St. Helens). Fee is for future applications or extensions.
- ROW vacation fee changed to require the applicant to pay recording costs if vacation is approved. A recent example had a recording cost of over \$200. The application materials fee was increase more than 5% to align with other lesser fees more appropriate for the work involved (while still being reasonable: \$34 to \$57).

Note, this is intended to be effective August 1<sup>st</sup>, 2021.

The current fee schedule can be found online:

<https://www.sthelensoregon.gov/planning/page/resources-links>

**If the Council concurs with these changes, please approve Resolution 1929 at the regular session.**

**Attached:**

Draft Resolution No. 1929

Draft Resolution No. 1929 attachment (the fee schedule)

City of St. Helens  
**RESOLUTION NO. 1929**

A RESOLUTION OF THE ST. HELENS CITY COUNCIL TO SET PLANNING  
 DEPARTMENT FEES

**WHEREAS**, Ordinance No. 3095 authorizes the City Council to establish Planning Department fees by resolution; and

**WHEREAS**, the City Council and staff finds it necessary from time to time to review these fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, and other related expenses.

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

**Section 1.** The Planning Department fees set forth in the exhibit, attached, are hereby adopted.

**Section 2.** This Resolution supersedes Resolution No. 1857 and any previous Resolution setting forth Planning Department fees.

**Section 3.** This Resolution is effective August 1, 2021.

**Approved and adopted** by the City Council on July 21, 2021, by the following vote:

Ayes:

Nays:

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

ATTEST:

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



## PLANNING DEPARTMENT FEE SCHEDULE

<b>Accessory Structure</b> (detached)	\$57
<b>Amended decision</b> (post amendment of proposed decision)	\$283
<b>Amendment</b>	
Quasi-judicial or Legislative	\$1,129
+Deposit for special notice (covers mailing expense); and/or	\$3,347 (D)
+Deposit for proposed text amendments	\$3,347 (D)
<b>Annexation</b>	
Annexation application (consent to annex)	\$1,129 + \$57/acre
+Election deposit (to cover election costs if applicable)	\$3,347 (D)
<b>Appeal</b>	
Administrative decision	\$250 <sup>1</sup>
Non-administrative decision (excludes cost of transcript, see below)	\$565
Expedited Land Partition or Subdivision	\$300 <sup>1</sup> (D)
Home Occupation	60% / applicable fee <sup>2</sup>
+Transcript deposit (for non-administrative appeal)	\$500 <sup>1</sup> (D)
<b>Building Permit Planning Release</b> (fee associated with building permits)	\$57
<b>Conditional Use Permit</b>	
Minor Modification of Major CUP	\$283
Minor Modification of existing use (value of project <\$10,000)	\$283
Minor Modification of existing use (value of project >\$10,000)	\$340
Major (value of project is <\$250,000)	\$565
Major (value of project is \$250,000 to \$500,000)	\$734
Major (value of project \$500,000 to \$1,000,000)	\$903
Major (value of project >\$1,000,000)	Project Value x \$0.000793 + \$283 <sup>3</sup>
<b>Development Agreement or Contract</b> (in add. to other application fees)	\$3,347
<b>Easement Extinguishment</b> (per ORS 221.725)	\$565
<b>Expedited Land Division</b>	Application fees same as Partition or Subdivision <sup>2</sup>
<b>Historic Resource Review</b>	\$57

<b>Home Occupation</b>	\$170
<b>Land Use Letter / Planning Director Signature</b>	\$15
<b>Lot Line Adjustment</b>	\$283 + \$57/adj. acres
<b>Measure 49</b>	\$3,347
<b>Notice</b> (not as required, but requested—must be renewed annually)	\$26/calendar year
<b>Parklet, Temporary</b>	
Permit fee, administrative (excludes other permits needed for use of ROW)	\$170
Renewal (excludes other permits needed for use of ROW)	\$114
<b>Partition</b>	
Preliminary Plat	\$565 + \$31/parcel
Final Plat	\$57 + \$16/parcel
<b>Planned Development</b> (fee is same as use—e.g., SUB, SDR, CUP)	n/a
<b>Public Passageway Permit</b>	\$15 per 50' of street frontage used for street furniture <sup>4</sup>
<b>Recordation fee</b>	Same as County Clerk
<b>Referral</b> of administrative decision to Planning Commission	+\$170 to base fee(s)
<b>Revocation</b>	\$283
<b>Sensitive Lands Permit</b>	
Administrative (except Tree Removal Permit—see below)	\$283
With public hearing	\$565
<b>Sign Code Adjustment</b>	\$509
<b>Sign Permit</b>	
Permanent [wall painted or adhered (i.e. sticks out less than 1'')]	\$57
Permanent (all except as above)	\$114
Temporary	\$31
Temporary (nonprofit organization)	\$0
Permit issued after sign has begun to be constructed	X2 base fee(s) <sup>2</sup>
<b>Sign Plan, Comprehensive</b>	\$170 + \$31/sign
<b>Site Development Review</b>	
Minor Modification of Major SDR	\$142
Minor Modification of existing use (value of project <\$10,000)	\$142
Minor Modification of existing use (value of project >\$10,000)	\$283
Major (value of project is <\$250,000)	\$340
Major (value of project is \$250,000 to \$500,000)	\$509
Major (value of project \$500,000 to \$1,000,000)	\$677

Major (value of project >\$1,000,000)	Project Value x \$0.000793 <sup>3</sup>
Scenic Resource	\$283
<b>Street Vacation</b>	
Application materials (provided by staff—optional)	\$57
Application fee	\$791 + Recordation fee <sup>5</sup>
<b>Subdivision</b>	
Preliminary Plat	\$791 + \$31/lot
Final Plat	\$283 + \$16/lot
<b>Supplemental Application</b> pursuant to ORS 227.184	\$3,347
<b>Temporary Use Permit</b>	
One year	\$170
One month (within a 30 consecutive day time period)	\$57
One week (within a 7 consecutive day time period)	\$31
<b>Time Extension</b>	\$114
<b>Tree Removal Permit</b> (sensitive lands)	\$170
<b>Unlisted Use / Parking Use / Nonconforming Use Determination</b>	\$170
<b>Variance</b>	\$509

#### DOCUMENT FEES

<b>Development Code, etc.</b>	Per Photocopy / Printout Fee (see Universal Fee Schedule)
<b>Zoning District or Comprehensive Plan Map</b> (hard copy)	\$26 each

\* \* \* \* \*

#### Notes:

(D) = Deposit to cover staff time and materials. Any portion not used is refundable.

<sup>1</sup> Indicates maximum per Oregon Revised Statutes.

<sup>2</sup> Indicates per St. Helens Municipal Code.

<sup>3</sup> Project value requires an estimate from a qualified professional. If value is determined to be greater at time of Building Permit issuance, the difference shall be paid prior to issuance. **Max project value fee is \$5,345** (additional CUP fee still applies).

<sup>4</sup> Fee is per 50 feet of street frontage used rounded up. For example, using 51 feet would count as 100 feet for the purpose of administering the fee. This does not include temporary parklets.

<sup>5</sup> Base fee is required to accept an application. If approved, recordation fees are required to be paid in advance of recording final documents with the County Clerk.

**City of St. Helens**  
**RESOLUTION NO. 1930**

**A RESOLUTION OF THE CITY OF ST. HELENS, OREGON  
AUTHORIZING FULL FAITH AND CREDIT FINANCINGS AND  
PROVIDING FOR RELATED MATTERS**

**WHEREAS**, the City of St. Helens, Oregon (the "City") is authorized by Oregon Revised Statutes Section 271.390 to enter into financing agreements to finance real or personal property which the City Council determines is needed and to authorize obligations evidencing the right to receive the payments due from the City under those financing agreements; and

**WHEREAS**, the City Council determines that the following projects are needed: a public safety and court facility (collectively, the "Projects"); and

**WHEREAS**, the estimated weighted average life of a financing agreement shall not exceed the estimated dollar weighted average life of the real or personal property to be financed by such financing agreement; and

**WHEREAS**, the City may incur expenditures (the "Expenditures") to pay costs of the Projects prior to the issuance of the financing agreement and the City wishes to declare its official intent to reimburse itself for any Expenditures the City may make from its own funds on the Projects from the proceeds of the financing agreement, the interest on which may be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code").

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

**Section 1. Full Faith and Credit Financing Agreements Authorized.** The City Council hereby authorizes the City to obtain up to \$22,000,000 in principal amount of full faith and credit-backed financing for the Projects pursuant to ORS 271.390, ORS 287A.315, and the other relevant provisions of ORS Chapter 287A.

**Section 2. Delegation.** The Mayor or the City Administrator or a person designated by the Mayor or the City Administrator to act on behalf of the City under this Resolution (each of whom is referred to herein as a "City Official") is hereby authorized, on behalf of the City and without further action by the City Council, to:

- (1) Negotiate, execute, and deliver one or more financing agreements (the "Financing Agreements") to accomplish the financing authorized in Section 1. Subject to the limitations of this Resolution, the Financing Agreements may be in such form and contain such terms as the City Official may approve.



- (2) Negotiate, execute, and deliver one or more escrow agreements or similar documents (the "Escrow Agreements") that provide for the issuance of one or more series of "full faith and credit obligations" (the "Obligations") that represent ownership interests in the principal and interest payments due from the City under the Financing Agreements. Subject to the limitations of this Resolution, the Escrow Agreements and each series of Obligations may be in such form and contain such terms as the City Official may approve.
- (3) Deem final and authorize the distribution of a preliminary official statement for each series of Obligations and authorize the preparation and distribution of a final official statement or other disclosure document for each series of Obligations.
- (4) Undertake to provide continuing disclosure for each series of Obligations in accordance with Rule 15c2-12 of the United States Securities and Exchange Commission.
- (5) Apply for ratings for each series of Obligations, determine whether to purchase municipal bond insurance or obtain other forms of credit enhancements for each series of Obligations, enter into agreements with the providers of credit enhancement, and execute and deliver related documents.
- (6) Enter into covenants which the City Official determines are desirable to obtain more favorable terms for the Financing Agreements.
- (7) Engage the services of escrow agents, and any other professionals whose services are desirable for financings.
- (8) Determine the final principal amount, interest rates, payment terms, and all other terms of each Financing Agreement and each series of Obligations.
- (9) Solicit competitive bids for the purchase of each series of the Obligations and award their sale to the bidder offering the most favorable terms to the City, or select one or more underwriters to purchase the Obligations and negotiate the terms of the sale of those Obligations with those underwriters, or place any Financing Agreement directly with a commercial bank or other lender.
- (10) Issue any qualifying Financing Agreement as a "tax-exempt bond" bearing interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended, (the "Code") and enter into covenants to maintain the excludability of interest on those Financing Agreements from gross income under the Code.
- (11) Designate any qualifying Financing Agreement as a "qualified tax-exempt obligation" pursuant to Section 265(b)(3) of the Code, if applicable.
- (12) Issue any qualifying Financing Agreement as a "taxable bond" bearing interest that is includable in gross income under the Code.

- (13) Execute and deliver any other certificates or documents and take any other actions which the City Official determines are desirable to carry out this Resolution.

**Section 3. Security.** Pursuant to ORS 287A.315, the City Official may pledge the City's full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Financing Agreements. The City is not authorized to levy additional taxes to pay the amounts due under the Financing Agreements.

**Section 4. Reimbursement Declaration.** The City hereby declares its official intent to reimburse itself with the proceeds of the Financing Agreements for any of the Expenditures incurred prior to the issuance of the Financing Agreements. This Resolution is adopted as official action of the City in order to comply with Treasury Regulation Section 1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Expenditures of the City incurred prior to the date of issue of the Financing Agreements.

**Section 5. Effective Date.** This resolution is effective immediately upon adoption.

**Approved and adopted** by the City Council on July 21, 2021, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

City of St. Helens  
**RESOLUTION NO. 1931**

A RESOLUTION RESCINDING RESOLUTION NOS. 1878 AND 1879, WHICH  
DECLARED A LOCAL STATE OF EMERGENCY IN THE CITY OF ST. HELENS  
AS A RESULT OF THE COVID-19 PANDEMIC

**WHEREAS**, on March 18, 2020, the City Council of St. Helens adopted Resolution No. 1878, Declaring a Local State of Emergency in the City of St. Helens as a result of the COVID-19 Pandemic; and

**WHEREAS**, on April 1, 2020, the City Council adopted Resolution No. 1879, amending Resolution No. 1878, to establish that the emergency existed until terminated by the City Council; and

**WHEREAS**, it appears that the conditions set forth in said Declaration of Emergency have improved to a level that the measures set forth in said resolution can be safely withdrawn and rescinded.

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

**Section 1.** Resolution Nos. 1878 and 1879 are hereby withdrawn and rescinded effective immediately.

**APPROVED AND ADOPTED** by the City Council on July 21, 2021, 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>	Mouhamad Zaher, Public Works Director	
<b>Date:</b>	July 14, 2021	
<b>Subject:</b>	Recommendation for Contractor for Storm Drain Abandonment & Structure Replacement, Project No. SD-190	

### Background:

In 2015, the City's Public Works crew installed a new storm drain system on Milton Way from Columbia Blvd to St. Helens St. Since this time, the existing storm drain pipes in this location, which are no longer in use, have needed to be properly abandoned to prevent possible deterioration under the roadway. When an underground pipe is abandoned, the two basic options that are generally available are to abandon the pipes in place or to remove the pipes. Removing the pipes are not a feasible or cost-effective option in this case, so this project will abandon the pipes in place by filling them with a flowable concrete cement mixture.

The second part of this project will be to remove the failing stormwater structure in the parking lot of the Wastewater Treatment Plant and replace it with a standard, easy-to maintain storm drain manhole.

An Invitation to Bid, including plans and specifications were prepared by the City's Public Works Engineering Division and was issued June 9, 2021 with a submittal deadline of July 13, 2021.

The following bids were received,

FIRM	LOCATION	BID
Sark Point, Inc.	Brush Prairie, WA	\$54,276.00
Turney Excavating, Inc.	Keizer, OR	\$49,500.00

This project was estimated to cost from \$30,000 to \$40,000.

### Recommendation:

Award the contract for the Storm Drain Abandonment & Structure Replacement Project, No. SD-190 to Turney Excavating, Inc. as the lowest responsive bidder and authorize the Mayor to execute a Public Improvement Contract for construction services on the Storm Drain Abandonment & Structure Replacement Project, No. SD-190. Contract will be at the rate prescribed in that firm's submitted bid, plus standard contingency.

# City of St. Helens

## CONCESSION AGREEMENT

(aka: Revocable License Agreement)

**THIS REVOCABLE LICENSE AGREEMENT** ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Licenser, City of St. Helens, a municipal corporation of the State of Oregon, (hereinafter referred to as "City"), and **COLUMBIA RIVER BMX**, (hereinafter referred to as "Licensee"), for **BMX Racing at the BMX Track at McCormick Park** (Event).

### RECITALS

A. The City owns or controls certain real property depicted in Exhibit A attached hereto and made a part hereof by this reference, comprising **McCormick Park BMX Track** including associated parking areas and public rights-of-way, being and situated in the City of St. Helens, Columbia County, Oregon.

B. City desires to have an attractive, clean and inviting commercial business operate in the above-described location.

C. The use and occupancy of the portion of the public property identified in Exhibit A (hereinafter referred to as "concession area") by a commercial business pursuant to a valid Concession Agreement is consistent with the purpose of such public property.

D. Licensee is a currently licensed business enterprise in the City of St. Helens [Business License No. **3592**] and has requested permission to operate its commercial business utilizing a portion of the above-referenced property more particularly described and shown in the concession area.

### AGREEMENT

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Licensee and City agree as follows:

1. **RECITALS:** The above statements are true and correct and are incorporated herein by this reference.
2. **CITY RESPONSIBILITY-GRANT OF LICENSE:** City hereby grants and delivers and Licensee hereby accepts this license for use of the concession area, subject to the conditions, covenants and terms of this Agreement. Licensee shall be permitted to take occupancy of the concession area on June, 25, 2021 or sooner if mutually agreed between Licensee and City. Licensee shall have the right to operate and maintain an exclusive concession within the described concession area. The purpose of the license is the use of the property as a place to sell beer by the bottle and wine by the glass available to the general public.



Notwithstanding this exclusive grant, the property shall be used and maintained for the public purpose for which the property is held or controlled by the City; accordingly, the license is subject to all the terms, covenants, conditions and restrictions in the property deed and as otherwise recorded in the official records. As such, the public shall be authorized in the use of and the ingress and egress across all the concession area, subject to reasonable restrictions and conditions set forth in this Agreement.

3. LICENSEE RESPONSIBILITIES: The Licensee shall manage, operate and maintain the concession area as follows:

- (1) Operate the concession in accordance with all applicable provisions of the Oregon Revised Statutes, and rules and regulations promulgated by the Oregon Liquor Control Commission;
- (2) Operate the concession in accordance with this Agreement for the sole purpose of selling registrations, memberships, booth space, bicycle parts/accessories, non-alcoholic beverages, and snacks as more fully stated in Exhibit B attached hereto and incorporated by this reference;
- (3) Comply with all applicable federal, state and local laws, rules, and regulations on non-discrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, or disability;
- (4) Comply with the Americans with Disabilities Act, all regulations and administrative rules established pursuant to those laws, in the construction, remodeling, maintenance and operation of any structures and facilities, and in the conduct of all programs, services, training, educational or otherwise, conducted by the Licensee;
- (5) Provide an irrevocable right of entry to permit inspection by City representatives and other governmental authorities for purposes of regulatory compliance inspection and determination determine compliance with this Agreement and the general condition of facilities. City reserves to itself the irrevocable right-of-entry for the inspection of the premises to determine compliance with this Agreement and the general condition of the facilities.
- (6) Obtain all federal, state and local permits, licenses and authorizations necessary for the management, operation and maintenance envisioned by this Agreement and the proposal;
- (7) Provide adequate security measures to prevent the unauthorized use of the concession area, facilities, grounds and protect the vested interests of Licensee and City;
- (8) Employ clean, courteous, and appropriately licensed and trained personnel to provide the best possible service to the patrons;

(9) Maintain all the grounds, improvements, facilities, assets and fixtures contained therein, within the concession area in good repair and in safe, sanitary, clean, and attractive condition that is acceptable to and approved by the City. All improvements must meet local and state code and all work must be performed by appropriately licensed contractors;

(10) Inspect, repair and maintain on a monthly basis the fire extinguishers and comply with all fire safety guidelines and recommendations as mandated by the Building Department and the Fire District as part of their periodic safety inspections;

Licensee is not authorized to make physical improvements or alterations to City property or to install fixtures thereon without the express written authorization of the City Engineering Manager and City Administrator. Improvements may only be made in accordance with approved plans. Licensee is not authorized to make application for site design review or any other land use or building department permit concerning City property. Physical improvements or installation of fixtures shall, upon termination of this license, become the property of the City and shall be treated as donations to the City, free of any encumbrances.

4. DURATION: The duration of the License / Concession granted by this Agreement is for only: ☐ the following days: \_\_\_\_\_; or ☒ the season commencing on May, 1, 2021 and terminating on September, 30, 2021. Subsequent dates or seasons shall require a new agreement. The obligations of the Licensee continue until full payment of all financial obligations is received by the City and the resolution of any claims.

5. TERM: The term of this Agreement shall commence upon approval and execution by both City and Licensee and shall terminate on September, 30, 2021, unless administratively extended in writing as provided for herein. The City Administrator may extend this Agreement by twelve (12) months by indicating in writing to Licensee that an extension of the Agreement is sought under the same terms and conditions of this Agreement. The extension shall be effective upon receipt of a document from an authorized representative of Licensee consenting to the extension under the same terms and conditions.

6. PAYMENT: Licensee shall pay the City no less than **fifteen percent (15%)** of gross revenues from sales derived from Licensee's use of the concession area. Payment shall be made within ☒ five working days of the end of the single or multiple day event; or ☐ monthly during the season for which the concession is granted. For monthly payments, payments shall be made on or before the 10th day of each calendar month, for the previous month. Payments shall be made in cash to "City of St. Helens" either in person at City Hall or first class mail delivered to 265 Strand Street, St. Helens, OR 97051. Licensee shall demonstrate to the satisfaction of the City Financial Officer or City Administrator that the payment is the correct amount by producing evidence of gross sales, including the right of access by City to books and financial records. All required payments must be made and verified by the City before any new license / concession will be authorized with the Licensee.



7. UTILITIES/TAXES: Licensee shall pay all taxes associated with the performance of this Agreement. Licensee shall pay or reimburse the City for all actual utility and service costs, including specifically electric power, water, sewer, and garbage service, as applicable.

8. ANNUAL REPORT: As a prerequisite to grant of a new License Agreement, Licensee shall submit an Annual Report from the preceding season, if commercial activity was conducted in the City, and the report shall contain at a minimum the following information:

- a. Gross sales, expenses and net receipts certified for accuracy by the authorized agent of the applicant; and
- b. Authorized physical improvements made to the concession area during the preceding twelve months; and
- c. Authorized expenditures for maintenance, including lighting, if any.
- d. A summary of the improvements attached to the concession area including the date work was performed, who performed the work, the cost of labor and materials, contract specifications, as-built drawings and applicable product literature.

9. INSURANCE: Licensee shall procure and maintain insurance in accordance with the requirements of the attached and incorporated Exhibit C in full force and effect throughout the term of this Agreement. Licensee shall provide the City with copies of said insurance certificates and shall name the City as an additional insured. Any request to modify or waive the insurance requirements stated herein must be approved in writing by the City Council or the delegated Contracting Officer.

10. RELEASE/HOLD HARMLESS: Licensee, for itself, its agents and employees, does hereby agree for themselves, their heirs, executors, administrators, successors and assigns, to release and forever discharge the City, its officers, directors, agents and employees, successors and assigns, from any and all claims or causes of action which Licensee, its agents and employees now has or which may hereinafter accrue against the City of St. Helens, in connection with or arising out of the activities permitted by this license/concession, including without limitation, property damage, personal injury or death.

Licensee, for itself, its agents and employees shall hold harmless, indemnify, and defend the City of St. Helens, its officers, agents, and employees from any and all liability, actions, claims, losses, damages or other costs including attorney's fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity, including Licensee, arising from, during or in connection with the Licensee's entry onto and use of City property, except liability arising out of the sole negligence of the City or its employees. Such indemnification shall also cover claims brought against the City under state or federal workers compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.



## 11. TERMINATION:

(1) All or part of this Agreement may be terminated by mutual consent by both parties; or by either party at any time, upon thirty (30) days notice in writing and delivered by certified mail. In the event of termination of the Concession Agreement, each party shall be responsible for its own costs and expenses in complying with the Agreement.

(2) Subject to Section 12, the City shall have the right in its sole discretion, to terminate this Agreement for cause by giving written notice to Licensee. "Cause" means any failure to perform any of the obligations or requirements of this Concession Agreement, including any specified default provision or any other violation of the terms of this Concession Agreement.

(3) Except as provided in paragraph (4), termination shall not occur less than ☐ 24 hours or ☒ 7 days after written notice to the Licensee or the City.

(4) Notwithstanding any other provision in this Agreement, City may terminate this Agreement immediately upon Licensee's failure to have in full force and effect any insurance required by Exhibit C to this Agreement. The City may provide the Licensee an opportunity to secure replacement insurance, (not to exceed 48 hours) but the concession area shall not be used, occupied, operated or maintained for any reason whatsoever while Licensee's required insurance protection is not in full force and effect.

(5) Notwithstanding any other provision in this Agreement, in the event of termination, City may at its option and sole discretion, direct Licensee to remove any or all improvements, equipment, and furnishings installed pursuant to this Agreement.

(6) All responsibilities of Licensee under Sections 6, 7, and 10 shall survive termination.

## 12. DEFAULT: The Licensee may be declared in default by the City if:

(1) Licensee vacates, deserts or abandons the premises for a period of seven (7) days or more; or

(2) Licensee fails to keep the premises in a safe and sanitary condition for a period of ☐ 24 hours or ☒ 7 days or more; or

(3) Licensee fails to comply with any of the statutes, ordinances, rules, orders, regulations or requirements of the federal, state, county, city government and special district, including specifically health department regulations, fire and building code and Planning Department; or

(4) Licensee becomes insolvent; or

(5) A voluntary or involuntary petition in bankruptcy is filed by or against the Licensee; or

- (6) A receiver is appointed to take charge of the Licensee's affairs, or
- (7) Licensee fails to maintain and provide access to adequate financial records. City will protect the confidentiality of the Licensee's financial records to the extent allowed by law except where access to such records is material to pending litigation.

In such event or events of default as set forth above, whether this Agreement shall be terminated or not, the Licensee agrees to surrender to the City the entire concession area immediately upon notice of default and the City may immediately remove the Licensee or any other person who may be occupying the premises without resort to courts for an Order sanctioning such action. Removal includes complete removal of personal property using City forces, or pursuant to this contract.

13. SURRENDER: Upon the expiration of the original term or terms, as extended by the parties, Licensee shall surrender to the City the premises in as good or better condition and order as was originally received, except for typical wear and tear. Surrender is considered complete only upon approval of site conditions as determined by the City. City will inspect site within 48 hours of receipt of written notice from Licensee of readiness for inspection. The 48 hour period does not apply to Saturday, Sunday, or any recognized City holiday.

Upon expiration, abandonment, termination, or cancellation of this Agreement for any cause, Licensee shall immediately quit the premises and shall remove its personal property not affixed to the land and leave the site in a clean and tidy condition acceptable to the City. Any personal property not removed within that time shall be deemed abandoned and shall become at once the property of the City. Any buildings, alterations, or other improvements affixed to the land, except for movable furniture and trade fixtures, shall become a part of the land and shall belong to the City upon the expiration or termination of this Agreement for any cause. In the event of termination of this contract prior to its expiration for reasons other than breach, or default on the part of Licensee or other than abandonment by Licensee or other than for cause, or other than wrongful termination or repudiation by Licensee, City shall pay Licensee such sums as the parties agree represent the reasonable value of improvements made by Licensee on the property and existing at the time of termination of this Agreement, provided such improvements were made with authorization. Licensee shall in such event accept said sum in satisfaction of any claim. If the parties cannot agree on the value, the matter shall be resolved as provided in Section 14 - Dispute Resolution.

#### 14. DISPUTE RESOLUTION:

14.1 The parties mutually agree that any dispute that may arise under this Agreement will be submitted to a mediator agreed to by both parties as soon as such dispute arises, but in any event prior to the commencement of arbitration or litigation. Such mediation shall occur in the Portland, Oregon metropolitan area, and the mediation fees and mediator's expenses shall be shared equally by the parties. The parties agree to exercise their best efforts in good faith to resolve all disputes in mediation.

14.2 Subject to Section 14.1, all legal and equitable disputes and controversies arising from or related to this Agreement shall be submitted to arbitration under the auspices and rules



and procedures of the Arbitration Service of Portland, Inc. The parties may agree in writing that the arbitration be held before an arbitrator not affiliated with the Arbitration Service of Portland; however, in any event, the rules and procedures of the Arbitration Service of Portland will be applied to any arbitration between the parties. The party prevailing in the arbitration shall also recover such amounts for its costs and attorney fees incurred in connection with the arbitration as shall be determined by the arbitrator. The Arbitration Award shall be final and binding on the parties to the furthest extent allowed by law. Nothing herein, however, shall prevent a party to this Agreement from resorting to a court of competent jurisdiction to obtain injunctive relief.

15. NOTICE: All notices and correspondence shall be made in writing and may be given by personal delivery or by mail. Notices and correspondence sent by mail should be addressed as follows:

City: City of St. Helens  
Attn.: City Administrator  
265 Strand Street  
St. Helens, Oregon 97051  
Phone: 503-366-8211  
Fax: 503-397-4016

Licensee: **Columbia River BMX**  
**315 Columbia River Highway**  
**St. Helens, OR 97051**  
**Phone: 503-397-4900**  
**Fax: 503-397-9784**

new address is 305 S Columbia River HWY

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this paragraph.

17. ASSIGNMENT/DELEGATION: Licensee shall not assign, sublet, transfer any interest in, or delegate any duty under this Agreement without the written consent of the City, and no assignment or delegation shall be of any force or effect whatsoever unless and until the City has so consented.

18. EMERGENCY: Nothing in this Agreement prohibits or restricts the power of the City governing body, the Mayor, the Director of Parks, Police Chief or other City official from adopting or promulgating rules necessary to regulate the time, manner and place of public access to public facilities or property in order to address an emergency.

19. MERGER: This writing is intended both as the final expression of the agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed either as individuals, or by their officers, thereunto duly authorized.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2021.

**Columbia River BMX**



**Paul Barlow**

**City of St. Helens:**

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**John Walsh**

**City Administrator**

City of St. Helens

265 Strand Street

St. Helens, Oregon 97051

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**Dave Elder**

**Public Works Supervisor**

City of St. Helens

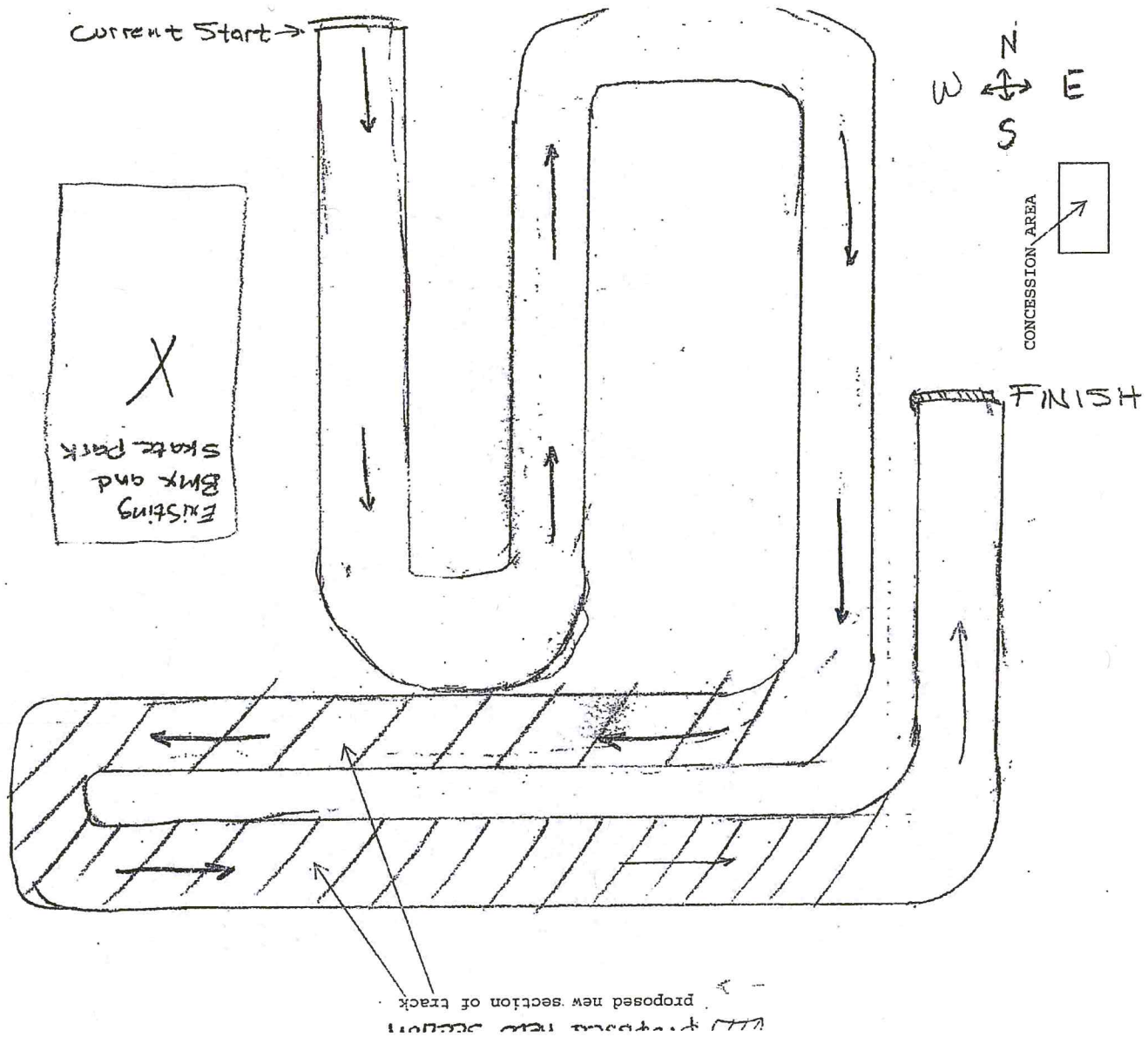
265 Strand Street

St. Helens, Oregon 97051



Exhibit A - Concession Area





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Exhibit B - Proposal Documents

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## Fees Schedule

Description	Cost
Race Registration Fee	\$8.00 per event
ABA Membership Fee	\$60.00 per year
Vendor Booth Fee	\$40.00 per event
Bicycle tubes	\$8.00
Number plates	\$15.00
Gloves	\$25.00
Soda/Water	\$1.00
Chips	\$1.00
Cookies	\$1.00
Granola bars Clif Bar	\$1.00
Power bars	\$1.00
Licorice	\$0.10ea or (3) for \$0.25
T-shirts	\$15.00 \$20.00
Gatorade/Powerade	\$2.00 \$2.00
Hot dog	\$3.00
Hamburger	\$4.00
Otter pops	\$0.50ea
Candy	\$1.00



## EXHIBIT C - 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	YES
	General Aggregate	\$2,000,000	
	Products/Comp Ops Aggregate	\$2,000,000	
	Personal and Advert. Injury	\$1,000,000	
Please indicate if Claims Made or Occurrence			
Automobile Liability	Combined Single – covering any vehicle used on City business	\$1,000,000	YES
Workers' Compensation	Per Oregon State Statutes If workers compensation is not applicable please initial here _____. State the reason it is not applicable: _____		YES
Professional Liability	Per occurrence	\$500,000	NO
	Annual Aggregate	\$500,000	

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.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/1  
Item #9.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> USI Insurance Services LLC 2375 E. Camelback Rd, Suite 250 Phoenix AZ 85016		<b>CONTACT NAME:</b> Claudia Serrine <b>PHONE (A/C, No, Ext):</b> 602-279-5800 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> claudia.serrine@usi.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Philadelphia Indemnity Insurance Co.	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 1597582171 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	PHPK2243043	3/1/2021	3/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2243043	3/1/2021	3/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB758095	3/1/2021	3/1/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder and any other entities listed below are listed as additional insured under the General Liability on a primary & Non Contributory Basis including waiver of subrogation with respect to the American Bicycle Association/USA BMX sanctioned events/competitions/practices and other operations conducted by American Bicycle Association/USA BMX track operators on behalf of the American Bicycle Association/USA BMX.

RE: Columbia River BMX #1641

## CERTIFICATE HOLDER

## CANCELLATION

City of Saint Helens  
265 Strand St; PO Box 278  
Saint Helens OR 97051-0000

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY****Additional Insured/Waiver of Subrogation/Primary & Non-Contributory**

ADDITIONAL INSURED: OWNERS AND / OR LESSORS OF PREMISES, LESSORS OF LEASED EQUIPMENT, SPONSORS OR CO-PROMOTERS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

This policy is amended to include as an additional Insured any person or organization of the types designated below, but only with respect to liability arising out of your operations:

1. Owners and / or lessors of the premises leased, rented, or loaned to you, subject to the following additional exclusions:
  - a. This insurance applies only to an "occurrence" which takes place while you are a tenant in the premises;
  - b. This insurance does not apply to "bodily injury" or "property damage" resulting from structural alterations, new construction or demolition operations performed by or on behalf of the owner and / or lessor of the premises;
  - c. This insurance does not apply to liability of the owners and / or lessors for "bodily injury" or "property damage" arising out of any design defect or structural maintenance of the premises or loss caused by a premises defect.

With respect to any additional insured included under this policy, this insurance does not apply to the sole negligence of such additional insured.

2. Lessor of Leased Equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s) subject to the following additional exclusions:
  - a. This insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

All other terms and conditions of this Policy remain unchanged.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

3. Sponsors

4. Co-Promoters

THIS INSURANCE IS PRIMARY, WITH ANY INSURANCE OR SELF-INSURANCE PROGRAM MAINTAINED BY THE NAME OF PERSON OR ORGANIZATION LISTED ABOVE BEING NON-CONTRIBUTING EXCEPTING LOSS RESULTING FROM THE SOLE NEGLIGENCE OF THE NAME OF PERSON OR ORGANIZATION LISTED ABOVE.

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

It is agreed that, notwithstanding anything to the contrary in paragraph 8. Transfer of Rights of Recovery Against Others To Us of SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, in the event of any payment under this policy, we waive our right of recovery against any person or organization with respect to which the insured has waived its right of recovery.

It is further agreed that work commenced under letter of intent or work order, subject to subsequent reduction to writing, with customers whose customary contracts would require a waiver of recovery rights against them also falls within this blanket waiver of subrogation.

All other terms and conditions of this Policy remain unchanged.

## 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 **Structural Nexus LLC** (“Contractor”).

### RECITALS

**A.** The City is in need of consulting services to provide structural plan review services, 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 structural plan review services, and Contractor accepts such engagement. The principal contact for Contractor shall be **John T. Mayer**, phone **503-470-6332**.

**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 July 31, 2022. 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. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

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

**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 C, 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. Contractor’s cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling 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: Building Department  
265 Strand Street  
St. Helens OR 97051

**CONTRACTOR:** **Structural Nexus LLC**  
Attn: John T. Mayer  
434 Grey Cliffs Court  
Saint 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.04711]

**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: \_\_\_\_\_

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

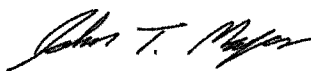
Print: \_\_\_\_\_

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

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

**CONTRACTOR:**

**Structural Nexus LLC**

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

Print: John T. Mayer

Title: Managing Principal

Date: 7/2/2021 \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
City Attorney

## **ATTACHMENT A**

### **Scope of Work**

Scope of work for Contractor shall include the following on a project-by-project basis:

- Perform a third-party quality assurance structural review of the design documents (plans and calculations) submitted to the City for permit,
- Verify the design documents comply with the provisions of the current building code as adopted and amended by the State of Oregon, and to provide a lists of non-conformance comments on such documents on behalf of the City. Comments shall be prepared in a format provided to the Contractor by the City.
- As directed by the City Building Official, coordinate directly with the designer such that they can focus their efforts in adequately addressing the Plan Review Items.
- Perform plan reviews in a timely manner.
- Provide structural engineering recommendations to the City Building Official.

## 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
<b>General Liability</b>	Each occurrence General Aggregate Products/Comp Ops Aggregate Personal and Advertising Injury	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 w/umbrella or \$1,500,000 w/o umbrella	YES/NO
Please indicate if Claims Made or Occurrence			
<b>Automobile Liability</b>	Combined Single – covering any vehicle used on City business	\$2,000,000	YES/NO
<b>Workers' Compensation</b>	Per Oregon State Statutes If workers compensation is not applicable, please initial here _____. State the reason it is not applicable: _____		YES/NO
<b>Professional Liability</b>	Per occurrence  Annual Aggregate	\$500,000 or per contract \$500,000 or per contract	YES/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.



# CERTIFICATE OF LIABILITY INSURANCE

DATE

Item #10.

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> insureon Insureon (BIN Insurance Holdings LLC.) 30 N. LaSalle, 25th Floor, Chicago, IL 60602	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (800) 688-1984 FAX (A/C, No): 877-826-9067 E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Twin City Fire Insurance Company INSURER B: Travelers INSURER C: INSURER D: INSURER E: INSURER F:	
<b>INSURED</b> Structural Nexus LLC 434 Grey Cliffs Court, Saint Helens, OR, 97051	<b>NAIC #</b> 29459 25674	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Yes		46SBMAA7385	6/19/2021	6/19/2022	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	Yes		46SBMAA7385	6/19/2021	6/19/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability (Errors and Omissions)			106919651	5/10/2021	5/10/2022	Occurrence/Aggregate \$1,000,000 / \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is named as Additional Insured as their interests may appear in regards to Liability.

## CERTIFICATE HOLDER

## CANCELLATION

City of St. Helens  
 Attn: Building Department  
 265 Strand Street  
 St. Helens OR 97051

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**ATTACHMENT C**  
**Terms of Compensation**

Contractor will bill hourly based upon the rate schedule shown below. Contractor will bill monthly based upon the percentage of work completed on each plan review. Please refer to Section 5 of this agreement for additional provisions.

**HOURLY RATE SCHEDULE STRUCTURAL NEXUS JANUARY 2018**

Title	Hourly Rate
Principal Engineer	\$90/hour
Project Engineer	\$90/hour
Drafter Cad/BIM	\$90/hour
Clerical	\$50/hour

**CONTRACT PAYMENTS**

City Council Meeting  
July 21, 2021

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**Due to time constraints with the Council's summer schedule, the following invoices have been paid but need Council ratification:**

**Otak**

Project: P-525 S 1<sup>st</sup> & Strand Streets Road and Utility Extensions \$ **72,108.28**

**A West Pacific Contractors LLC**

Project: McCormick Park Playground Installation (Inv#1105) \$ **40,894.00**



Progress Report

June 23, 2021

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

APPROVED FOR PAYMENT  
INIT \_\_\_\_\_ DATE \_\_\_\_\_  
\_\_\_\_\_  
ACCOUNTS PAYABLE  
FINANCE 6-25-21  
SUPERVISOR 6-25-2021  
202 - 723 - 52019

RE: **Otak Project No. 019823.000**  
**S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions**  
**Design, Construction, and Permit Documents**  
**Invoice No. 000006210258**

Dear Sue:

Enclosed is Otak's invoice for the **S. 1<sup>st</sup> and Strand Streets, Road and Utility Extensions**, for the period starting May 15, 2021 and ending June 11, 2021. The total fee for work completed during this time period is \$72,108.28.

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

Phase 110 Project Management and Administration

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

Phase 120 Project Coordination, Meetings, Schedule

- Coordination of meeting agendas and setup.

Phase 210 Topographic Survey

- Adding FEMA flood plain linework
- Review of boundaries and easements

Phase 220 Geotechnical

- Coordinated and managed the field investigation, including locating utilities, access preparation, and scheduling of contractors and GeoDesign staff.
- Completed remainder of the subsurface explorations

Phase 230 Environmental Investigation

- Attended project coordination meetings.

I:\project\19800\19823\accounting\attachments\3-19823 progress report june 2021.docx

808 SW Third Avenue, Suite 800, Portland, OR 97204 • Phone (503) 287-6825 [otak.com](http://otak.com)

#### Phase 310 Planning Code-Zoning Requirements

- None.

#### Phase 320 Alignment Alternatives

- Refine alternative alignments for 1<sup>st</sup> and Strand: one located closer to the base of the existing bluff and one shifted away from the existing bluff. Review options for the 1<sup>st</sup> and Strand intersection.
- Review existing stormwater facility capacity and develop hydrology to provide options for alignment alternatives.
- Internal reviews and discussions on location of alignment alternatives.
- Reviewed gateway concepts for 1<sup>st</sup> and Strand intersection.
- Reviewed pedestrian route interaction with Riverwalk.

#### Phase 330 Concept Development Plan

- Finalize concept plans for development that accompany each alignment alternative, incorporating City staff review comments.
- Finalized site analysis map that depicts development opportunities and constraints, including zoning, environmental overlays, and other site conditions that may affect the Concept Development Plan and Alignment Alternatives.
- Conducted interview with remaining developer in order to solicit input on development opportunities and constraints of the project site.
- Prepared exhibits for City Council meeting.

#### Phase 340 Scoring Criteria/Worksession

- Conducted internal session with consultants to review each alternative and options for evaluation.
- Drafted scoring options/analysis for analyzing each option.
- Reviewed evaluation with City staff and ways to communicate effectively to City Council.
- Drafted and finalized memorandum summarizing concept alternatives along with their pros/cons list for each.

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

- None

#### Phase 420 Stormwater Management

- Provide initial evaluation of stormwater outfalls and determine if additional analysis or permitting required for project.

#### Phase 430 Lift Station Relocation Analysis

- None

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



- None

Phase 510 90% and Final PS&E

- None

Phase 520 Stormwater Management

- None

Phase 530 Lift Station Design Documents

- None

Phase 610 Lift Station – DEQ

- None

Phase 620 1200-C Erosion Control DEQ

- None

Phase 630 Grading Permit – City

- None

Phase 640 Building Permit – City

- None

Issues that may affect the schedule:

- *None at this time.*

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

Sincerely,

Otak, Inc.

Keith Buisman, PE  
Senior Project Manager

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000006210258
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## Professional Land Surveyor V

Tsoi, Sue	.25	195.00	48.75	
Totals	23.75		4,343.75	
<b>Total Labor</b>				<b>4,343.75</b>
		<b>Total this Phase</b>		<b>\$4,343.75</b>

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Phase 220 Geotechnical
**Consultants**

Geotechnical Consultants			9,077.25	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>9,077.25</b>		<b>9,531.11</b>
		<b>Total this Phase</b>		<b>\$9,531.11</b>

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Phase 230 Environmental Investigation
**Consultants**

Geotechnical Consultants			358.50	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>358.50</b>		<b>376.43</b>
		<b>Total this Phase</b>		<b>\$376.43</b>

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Phase 320 Alignment Alternatives
**Professional Personnel**

	Hours	Rate	Amount
Civil Engineer IV			
Kenyon, Philip	.25	128.00	32.00
Civil Engineer VI			
Horton, Rose	12.00	149.00	1,788.00
Civil Engineer VIII			
Buisman, Keith	5.75	173.00	994.75
Civil Engineer X			
Wolff, Charles	.50	209.00	104.50
Engineering Designer III			
Tiffany, Roger	32.00	98.00	3,136.00
Engineering Technician V			
Haynes, Michael	5.00	120.00	600.00
Landscape Architect IV			
North, Kaitlin	31.25	128.00	4,000.00
PIC/Sr. PM Civil			
Timmins, Kevin	1.00	248.00	248.00
Project Administrative Assistant			
Gutierrez, Kayla	1.25	83.00	103.75
Urban Designer V			
Dixon, Stephen	10.00	185.00	1,850.00

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000006210258
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PIC/Sr. PM Urban Design				
Bortolazzo, Benvenuto	1.00	200.00	200.00	
Totals	100.00		13,057.00	
<b>Total Labor</b>				<b>13,057.00</b>

**Consultants**

Direct Cost Subconsultants			7,540.00	
<b>Total Consultants</b>	<b>1.05 times</b>	<b>7,540.00</b>		<b>7,917.00</b>
<b>Total this Phase</b>				<b>\$20,974.00</b>

Phase 330 Concept Development Plan

**Professional Personnel**

	Hours	Rate	Amount	
Civil Engineer IV				
Hollen, Daniel	5.00	128.00	640.00	
Civil Engineer VIII				
Buisman, Keith	1.75	173.00	302.75	
Engineering Technician IV				
Bornsheuer, Jeff	1.00	101.00	101.00	
GIS Specialist/Planner				
Jones, Nathan	8.00	110.00	880.00	
Landscape Architect IV				
North, Kaitlin	19.00	128.00	2,432.00	
Planner III				
Brady, Kevin	3.00	142.00	426.00	
Sr. PIC/Sr. PM LA/Master Planner				
Hanson, Donald	4.00	240.00	960.00	
Urban Designer V				
Dixon, Stephen	5.00	185.00	925.00	
CM Documentation Specialist III				
Flett, Amanda	2.00	120.00	240.00	
PIC/Sr. PM Urban Design				
Bortolazzo, Benvenuto	4.00	200.00	800.00	
Totals	52.75		7,706.75	
<b>Total Labor</b>				<b>7,706.75</b>
<b>Total this Phase</b>				<b>\$7,706.75</b>

Phase 340 Scoring Criteria / Worksession

**Professional Personnel**

	Hours	Rate	Amount	
Civil Engineer VIII				
Buisman, Keith	13.50	173.00	2,335.50	
Sr. PIC/Sr. PM LA/Master Planner				
Hanson, Donald	7.00	240.00	1,680.00	
Urban Designer V				
Dixon, Stephen	17.50	185.00	3,237.50	

Project	019823.000	City of St. Helens - 1st and Strand Sts.	Invoice	000006210258
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## CM Documentation Specialist III

Flett, Amanda	3.50	120.00	420.00
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## PIC/Sr. PM Urban Design

Bortolazzo, Benvenuto	5.00	200.00	1,000.00
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Totals	46.50		8,673.00
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<b>Total Labor</b>			<b>8,673.00</b>
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<b>Total this Phase</b>	<b>\$8,673.00</b>
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Phase	420	Stormwater Management
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**Professional Personnel**

	Hours	Rate	Amount
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Civil Engineer VI			
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Horton, Rose	7.50	149.00	1,117.50
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## Engineering Designer III

Tiffany, Roger	12.00	98.00	1,176.00
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Totals	19.50		2,293.50
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<b>Total Labor</b>			<b>2,293.50</b>
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<b>Total this Phase</b>	<b>\$2,293.50</b>
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Phase	900	Direct Expenses
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**Consultants**

Geotechnical Consultants			12,921.63
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<b>Total Consultants</b>	<b>1.05 times</b>	<b>12,921.63</b>	<b>13,567.71</b>
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**Reimbursable Expenses**

Direct Cost Mileage			49.28
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<b>Total Reimbursables</b>	<b>1.0 times</b>	<b>49.28</b>	<b>49.28</b>
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<b>Total this Phase</b>	<b>\$13,616.99</b>
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<b>Total this Invoice</b>	<b>\$72,108.28</b>
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**Invoice Summary**

Description	Contract Amount	Prior Billed	Current Billed	Total Billed	Remaining
Project Management and Admin	51,506.00	6,107.00	1,425.50	7,532.50	43,973.50
Project Coord, Mtgs, Schedule	30,405.00	4,483.00	3,167.25	7,650.25	22,754.75
Topographic Survey	74,788.00	62,523.75	4,343.75	66,867.50	7,920.50
Geotechnical	16,916.00	2,963.92	9,531.11	12,495.03	4,420.97
Environmental Investigation	21,023.00	905.63	376.43	1,282.06	19,740.94
Planning Code-Zoning Requiremnts	2,653.00	2,527.50	0.00	2,527.50	125.50
Alignment Alternatives	53,333.00	16,862.81	20,974.00	37,836.81	15,496.19
Concept Development Plan	29,942.00	17,688.50	7,706.75	25,395.25	4,546.75
Scoring Criteria / Worksession	16,214.00	0.00	8,673.00	8,673.00	7,541.00
30% Roll-map Plans	172,464.00	0.00	0.00	0.00	172,464.00

**INVOICE**

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

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

June 23, 2021  
 Project No: 019823.000  
 Invoice No: 000006210258

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

**For Professional Services Ending June 11, 2021**

Phase 110 Project Management and Admin

**Professional Personnel**

	Hours	Rate	Amount	
Civil Engineer VIII				
Buisman, Keith	8.00	173.00	1,384.00	
Project Administrative Assistant				
Gutierrez, Kayla	.50	83.00	41.50	
Totals	8.50		1,425.50	
<b>Total Labor</b>				<b>1,425.50</b>
<b>Total this Phase</b>				<b>\$1,425.50</b>

Phase 120 Project Coord, Mtgs, Schedule

**Professional Personnel**

	Hours	Rate	Amount	
Civil Engineer VIII				
Buisman, Keith	8.25	173.00	1,427.25	
Sr. PIC/Sr. PM Civil				
Peebles, Michael	.50	240.00	120.00	
CM Documentation Specialist III				
Flett, Amanda	13.50	120.00	1,620.00	
Totals	22.25		3,167.25	
<b>Total Labor</b>				<b>3,167.25</b>
<b>Total this Phase</b>				<b>\$3,167.25</b>

Phase 210 Topographic Survey

**Professional Personnel**

	Hours	Rate	Amount
PIC/PLS Sr. Manager			
Yamashita, Jon	11.00	220.00	2,420.00
Professional Land Surveyor III			
Conklin, David	12.50	150.00	1,875.00

A finance charge will be assessed to all overdue accounts.

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

Project	019823.000	City of St. Helens - 1st and Strand Sts.			Invoice	000006210258
Stormwater Management	17,370.00	0.00	2,293.50	2,293.50	15,076.50	
Lift Station Relocation Analysis	14,453.00	0.00	0.00	0.00	14,453.00	
30% Cost Est/Construct Review	14,284.00	0.00	0.00	0.00	14,284.00	
90% and Final PS&E	438,297.00	0.00	0.00	0.00	438,297.00	
Stormwater Mgmt Design and Report	28,640.00	0.00	0.00	0.00	28,640.00	
Lift Station Design Documents	7,212.00	0.00	0.00	0.00	7,212.00	
Lift Station - DEQ	10,451.00	0.00	0.00	0.00	10,451.00	
1200-C Erosion Control - DEQ	12,083.00	0.00	0.00	0.00	12,083.00	
Grading Permit - City	7,940.00	0.00	0.00	0.00	7,940.00	
Building Permit - City	3,501.00	0.00	0.00	0.00	3,501.00	
Direct Expenses	115,345.00	2,419.14	13,616.99	16,036.13	99,308.87	
Total	1,138,820.00	116,481.25	72,108.28	188,589.53	950,230.47	

**Mayer/Reed** 319 SW Washington Street, Suite 820  
Portland, Oregon 97204

# INVOICE

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

**INVOICE NUMBER:** 12755  
**INVOICE DATE:** 05/31/2021  
**PROJECT:** SHS-21014 City of St. Helens - 1st and Strand Street  
Professional services through 05/25/2021

	HOURS/ UNITS	RATE	BILLED
<b>Task 3 Alignment Alternatives</b>			
Landscape Architect	14.00	\$130.00	\$1,820.00
Principal	8.25	\$210.00	\$1,732.50
Landscape Designer	14.00	\$100.00	\$1,400.00
Project Manager	22.50	\$115.00	\$2,587.50
<b>Subtotal:</b>			<b>\$7,540.00</b>
<b>TOTAL THIS INVOICE:</b>			<b>\$7,540.00</b>
<b>MAXIMUM FEE:</b>			<b>AMOUNT BILLED TO DATE:</b>
\$94,675.00			\$10,376.25

**INVOICE**

Federal Tax ID# 91-1780825

**NV5**

GeoDesign, Inc., DBA NV5

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

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

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

Project Manager: Colby Hunt

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

June 7, 2021  
 Project No: 124221-1000017.02  
 Invoice No: 216695  
 Due Date: July 7, 2021

Project 124221-1000017.02 StHelens-3-02 S. 1st & Strand St Road & Utility Extensions

**Professional Services through May 29, 2021**

Phase 01 Environmental Services

**Professional Personnel**

	Hours	Rate	Amount	
Principal	1.50	224.00	336.00	
Project Assistant	.25	90.00	22.50	
Totals	1.75		358.50	
<b>Total Labor</b>				<b>358.50</b>
<b>Total this Phase</b>				<b>\$358.50</b>

Billing Limits	Current	Prior	To-Date
Total Billings	358.50	862.50	1,221.00
Limit			62,222.00
Remaining			61,001.00
<b>Total this Invoice</b>			<b>\$358.50</b>

Questions? Call 503.968.8787 or email [orwil-projectadministrators@nv5.com](mailto:orwil-projectadministrators@nv5.com)



**INVOICE**

Federal Tax ID# 91-1780825



GeoDesign, Inc., DBA NV5

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

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

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

Project Manager: Shawn Dimke

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

June 11, 2021  
Project No: 124121-1000062.01  
Invoice No: 217431  
Due Date: July 11, 2021

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

**Professional Services through June 04, 2021**

Phase 01 Geotechnical Engineering Services

**Professional Personnel**

	Hours	Rate	Amount	
Engineering/Geological Staff III	31.50	133.00	4,189.50	
Principal	11.50	224.00	2,576.00	
Project Assistant	.25	90.00	22.50	
Senior CAD Technician	1.75	112.00	196.00	
Technical Specialist I	11.00	144.00	1,584.00	
Senior Technical Editor	5.25	97.00	509.25	
Totals	61.25		9,077.25	
<b>Total Labor</b>				<b>9,077.25</b>

**Consultants**

D&H Flagging Inc				
5/18/2021 D&H Flagging Inc	Inv 104820		391.60	
Western States Soil Conservation Inc				
5/18/2021 Western States Soil Conservation Inc	Inv 10870		10,046.40	
<b>Total Consultants</b>			<b>10,438.00</b>	<b>10,438.00</b>

**Unit Billing**

Company Vehicle Mileage	375.0 Miles @ 0.575	215.63	
Dynamic Cone Penetrometer	4.0 Day @ 112.00	448.00	
Geotech Field Tool	3.0 Days @ 12.00	36.00	
Vehicle Daily Charge	4.0 Days @ 24.00	96.00	
Atterberg Limit	2.0 Each @ 191.00	382.00	
Moisture Content-Oven Method	29.0 Each @ 29.00	841.00	
PSA - Passing No. 200 Wash	5.0 Each @ 93.00	465.00	
<b>Total Units</b>		<b>2,483.63</b>	<b>2,483.63</b>

**Total this Phase \$21,998.88****Billing Limits**

	Current	Prior	To-Date
Total Billings	21,998.88	2,822.78	24,821.66
Limit			37,154.00
Remaining			12,332.34

**Total this Invoice \$21,998.88**

Please Reference Our Invoice Number on your Payment

# Detailed Expense Report

\*\*\*Otak Master Database\*\*\*

Thursday, June 17, 2021  
1:32:16 PM

Employee 2867 Lundeen, Bryce

Signed Electronically by: Lundeen, Bryce 6/2/2021 1:16:53 PM

Posted

Approved Electronically by: Khoreshko, Valeria V 6/7/2021 3:19:36 PM

Organization 01.32.200.203  
Expense Report: May Mileage

Report Date: 5/1/2021

Date	Category	Description	Project	Phase	Task	Bill	Account	Currency Code	Amount	Payment Amount
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5/1/2021	Mileage	019823.000	210	212		<input checked="" type="checkbox"/>	550.01	USD	49.28	49.28
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City of St. Helens - 1st and Strand Sts.

Business Reason: Driving for work  
Travel From/To: To jobsite and back  
Travel: 88.00 mi @ 0.560

v7.6.764 (CARLF) -

**A West Pacific Contractors L.L.C**  
 965 Mildred LN SE  
 Salem, OR 97306 US  
 5103141177  
 Santillan15234@gmail.com

# Invoice



**FY 20/21**

**BILL TO**

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

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1105	06/21/2021	\$40,894.00	07/21/2021	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Installation of Playground Equipment		1	40,894.00	40,894.00

McCormick Park

**BALANCE DUE**

**\$40,894.00**

**APPROVED FOR PAYMENT**

<u>INIT</u>		<u>DATE</u>
<u>MIS</u>	ACCOUNTS PAYABLE	<u>7/9/21</u>
<u>SR</u>	FINANCE	<u>7-9-2021</u>
	SUPERVISOR	

305-000-53001

City of St. Helens  
***Library Board***  
**Minutes from Monday, May 10, 2021**  
 St. Helens Public Library via ZOOM

**Members Present**

Becky Bean  
 Dan Davis  
 Melisa Gaelrun-Maggi, Chair  
 Amanda Heynemann, Past Chair  
 Jessica Sturdivant

**Members Absent**

**Guests**

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
 Dan Dieter, Library Board Secretary



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

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

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

**WELCOME NEW BOARD MEMBER AND INTRODUCTIONS:** All board members and staff present introduced themselves to newly appointed board member Jessica Sturdivant.

**SELECT NEW MEMBER FOR INTERVIEW SUBCOMMITTEE:** The group discussed the need for a second board member to assist with interviews, and Member Heynemann volunteered for the assignment. There are currently two new prospective applicants and Chair Gaelrun-Maggi stated that she will email them to schedule interviews. Director Jeffries stated that Rachel Berry, Government Affairs & Project Support Specialist with the City of St Helens will present a Board Orientation at the June Library Board meeting. Given the timing of the orientation, the two prospective board members will be invited so that if any of them are appointed, they will have attended

this valuable training.

**REVIEW OF LIBRARY BOARD ANNUAL PRESENTATION:** Chair Gaelrun-Maggi presented an updated annual presentation that will be presented to the City Council on May 19, 2021. The presentation includes information on the Makerspace, the newly repainted book drops, as well as details on programs and activities from the last year. The presentation should last about 9 minutes. The group discussed printing the presentation for the City Councilors, and also to include photos of the Library in use, for example, patrons using curbside services through the Armstrong Room.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries stated that she has been working on several things. The current risk assessment has lowered the number of patrons who can be in the building at the same time, even though Governor Brown has dropped the assessment to 'high' risk, down from extreme risk, the definitions have changed, and we are still only allowing 6 patrons in the building at any one time. We are currently running two points of service and this makes staffing a challenge because it required three people instead of two. These challenges will be amplified as we transition to more 'open' hours. Director Jeffries stated that it is getting close to the end of the fiscal year and she is spending time balancing accounts. Director Jeffries also stated that she has submitted an updated Library Assistant job description to the City for review and approval. She has also requested a review of the compensation for that position. Once approved, she will advertise and hire an additional Part Time Library Assistant. There are plans for an open house and ribbon cutting for the Makerspace in the fall. Reference Librarian Herren-Kenaga is planning a Genealogy Conference to be held on September 17 and 18. There will be options for 'in person' as well as on-line participation. The Scappoose Public Library sponsor a Columbia County Reads program during the last two weeks of September.

**CITY COUNCILOR'S REPORT:** N/A

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** Member Bean asked if the take-and-makes from the Rec Center are the same as those available at the Library. The group concurred that they are two separate sets of program materials. Chair Gaelrun-Maggi and Director Jeffries stated that they are interested in restarting the Book Club that is traditionally run by board members.

**SUMMARIZE ACTION ITEMS:** Chair Gaelrun-Maggi will email Member Heynemann to start the scheduling process for the two new prospective board member applicants.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, June 14, 2021 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chari Gaelrun-Maggi adjourned the meeting at 8:18 pm.

OR

Respectfully submitted by:

Item #12.

---

Library Board Secretary, Dan Dieter

# 2020-2021 Library Board Attendance Record

Item #12.

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Beardslee	Birke	Davis	Gaelrun-Maggi	Heynemann	Stanko	Sturdivant	VACANT
07-10-2020	Meeting Cancelled								
08-10-2020	P	P	P	E	P	P	E		
09-14-2020	P	E	E	P	P	P	E		
10-12-2020	P	P	P	P	P	E	P		
11-9-2020	P	E	P	P	P	P	P		
12-14-2020	P	P	P	P	E	P	E		
01-11-2021	Meeting Cancelled								
02-24-2021	E	E	-	P	P	P	P		
03-08-2021	P	E	-	P	P	P	P		
04-12-2021	E	E	-	P	P	P	P		
05-10-2021	P	-	-	P	P	P	-	P	
06-14-2021									

City of St. Helens  
***Library Board***  
**Minutes from Monday, June 14, 2021**  
 St. Helens Public Library via ZOOM

**Members Present**

Becky Bean  
 Dan Davis  
 Melisa Gaelrun-Maggi, Chair  
 Amanda Heynemann, Past Chair  
 Jessica Sturdivant

**Councilors in Attendance**

Stephen Topaz

**Members Absent**

**Guests**

Rachael Barry  
 Rob Dunn  
 Jana Mann  
 Diana Wiener

**Staff Present**

Margaret Jeffries, Library Director  
 Dan Dieter, Library Board Secretary  
 Brenda Herren-Kenaga, Reference Librarian



**CALL MEETING TO ORDER:** The meeting was called to order at 7:18 pm by Chair Gaelrun-Maggi.

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

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

**WELCOME NEW BOARD MEMBERS AND INTRODUCTIONS:** All board members and staff present introduced themselves to the new prospective board members, Rob Dunn, Jana Mann and Diana Wiener.

**VOTE TO RECOMMEND NEW MEMBERS TO THE CITY COUNCIL:** The group discussed recommending all of the prospective candidates to the City Council for approval. A motion was made and seconded and the vote was unanimous.

**ELECT NEW VICE CHAIR:** The group discussed who might become the new Vice Chair. On July 1, 2021, the new Vice Chair will then become the new Chair and the current Board Chair will become the Past Chair. Member Davis stated that he was



willing to fill this position. A motion was made and seconded and the vote was unanimous.

**VOTE FOR NEW MEMBERS TO SERVE TERMS EXPIRING 6/30/2025 – THEIR CURRENT POSITIONS EXPIRE 6/30/2021:** The group discussed the current board terms that are unfilled and a motion was made to make a recommendation that, once approved, the three new board members should fill the three available terms that end 6/30/2025. The vote was unanimous.

**BOARD MEMBER OVERVIEW – RACHAEL BARRY, CITY OF ST. HELENS GOVERNMENT AFFAIRS SPECIALIST:** Rachael Barry presented an overview of the City's vision and mission statements and the 5 goal areas developed by the City Council in 2019. The next presentation was an overview of the City's website with information on how to find minutes from meetings, contact information or available City resources. The next presentation was an overview of the City's Municipal Code that governs the Library and the Library Board, specifically section 2.28. Diana Wiener asked how formal the Library Board is in terms of rules of order. Rachael Barry stated that the Council is more formal than the other boards and commissions. Director Jeffries stated that some of the sections that are under review, including language in the sections for Council Responsibility, Officers, Duties and Powers, and Gifts and Bequests have been reviewed by the current Board and are waiting for approval by City Administrator John Walsh. The group discussed items from the Code: the number of board seats available, the timing of term expiration dates (fiscal year vs. calendar year), the number of unexcused absences before a board member is considered to have resigned, the nature of gifts and bequests, material review panels, and creating or allowing ad hoc committees or subcommittees. The group discussed the possibility of reviewing the Gifts and Bequests section to see if it should be located somewhere else in the Municipal Code. The group discussed having Rachael Barry present an overview of the City's Code of Ethics at the August Library Board meeting.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries stated that the Library is continuing to modify hours to allow for more access. Following the State guidelines, we are currently allowing no more than 35 patrons in the building at any one time. The front doors are now unlocked for the hours that we are open, allowing patrons to come in without having to have staff open the door each time. We are still requiring masks and social distancing. The Art's Guild met today on the porch in front of the building. Jana Mann asked how the summer reading program will operate with a limit of how many people (families) can be in the building at one time. The group discussed the online summer reading platform and the change of the Armstrong Room from a 'front desk' to a 'summer reading program central'. The workstation that has been located in the Armstrong Room to allow curbside services will be moved back to where it was on at the front desk. We also have a summer reading program for adults. The summer reading programs will also include some events here at the library. Events for the children's program will be on Tuesdays at 6:00 pm and events for the adult program will be on Wednesdays at 6:00 pm. Many of the activities will be in the pandemic

friendly 'take and make' style. The children's program ends on August 10th, and the adult program ends on August 11<sup>th</sup>. The Library Assistant's updated job description and salary schedule review has been completed and will go before the City Council next week. The job description has already been approved, which will allow us to post a new position for a part time Library Assistant. We are continuing to plan for the genealogy conference that will be held on September 17th and 18th. The Scappoose Public Library will be offering a special Columbia County Reads program that focuses on the book Hidden Figures (by Margot Lee Shetterly). There will be activities for all age ranges and there are versions of the book available for different reading levels.

**CITY COUNCILOR'S REPORT:** N/A

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

**SUMMARIZE ACTION ITEMS:**

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, July 12, 2021 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Past Chair Heynemann adjourned the meeting at 9:05 pm.

✍

Respectfully submitted by:

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Library Board Secretary, Dan Dieter

## 2020-2021 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	Sturdivant	VACANT
07-10-2020	Meeting Cancelled								
08-10-2020	P	P	P	E	P	P	E		
09-14-2020	P	E	E	P	P	P	E		
10-12-2020	P	P	P	P	P	E	P		
11-9-2020	P	E	P	P	P	P	P		
12-14-2020	P	P	P	P	E	P	E		
01-11-2021	Meeting Cancelled								
02-24-2021	E	E	-	P	P	P	P		
03-08-2021	P	E	-	P	P	P	P		
04-12-2021	E	E	-	P	P	P	P		
05-10-2021	P	-	-	P	P	P	-	P	
06-14-2021	P	-	-	P	P	P	-	P	



## PARKS AND TRAILS COMMISSION

Monday, May 10, 2021 at 4:00 PM via Zoom

### MINUTES

#### PRESENT

Chair Carmin Dunn  
Vice Chair John Brewington  
Commissioner Jerry Belcher  
Commissioner Howard Blumenthal  
Commissioner Elisa Mann  
Commissioner Lynne Pettit  
Commissioner Paul Barlow  
Commissioner Brandon Sundeen

#### STAFF PRESENT

Doug Morten  
Mouhamed Zaher  
Rachael Barry  
Sheri Ingram  
Thad Houk  
Shanna Duggan

#### ABSENT

Commissioner Jacob Woodruff

#### OTHERS PRESENT

Emily Martin  
Pat Jewett

#### CALL TO ORDER - 4:02 P.M.

1. Welcome New Commissioner Brandon Sundeen

#### APPROVAL OF MINUTES

2. Approve Minutes of April 12, 2021

**Motion** made by Vice Chair Brewington, Seconded by Commissioner Pettit to approve the Minutes of April 12, 2021.

Voting Yea: Chair Dunn, Vice Chair Brewington, Commissioner Belcher, Commissioner Blumenthal, Commissioner Mann, Commissioner Pettit, Commissioner Sundeen.

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

Rachael Barry wanted to let them know at their next meeting she is going to talk through the code section in light of changes with the Rec program folding in, she thinks it's a good time to do it. She has been working to develop an orientation for new commissioners. Martin asked if she could see that document or if it was available on the website. Barry said she dropped a link into the chat area for her.

## COUNCILOR'S REPORT

Morten said welcome Sundeen and the dimension he can bring is phenomenal. The work he does as a historian is amazing and has a tremendous amount of merit, especially when it comes to the historical significance of our parks and what each has to offer.

He would like to see each of them come back to looking after a park and giving reports on them. It's interesting to him to hear the parks reports and hearing what they feel each park needs. He did report their findings on obtaining properties. Staff is diligently working on it but he can't say a whole lot about it. He has been talking with Brown and Zaher about it. One thing that is important to him is if the Council agrees on a way to purchase property that this Commission recommended and if they agree on an action plan, it doesn't matter if it is in the Master Plan or not. That's how the Veterans Plaza and the disc golf course came about. He did that for what they suggested but left out some of the details. It's good enough to suggest they acquire property next to the Botanical Garden and then let staff do the rest. Keep the motions simple and he thinks they will have great success with that. As for looking at new properties, there is a lot of activity with the staff and there are negotiations so he can't get into details.

He heard something in passing about a work party at the botanical gardens and if that happens, he is no longer teaching he would like to get involved. He would also like to host a post-work party get together at his house because it is so close to the Botanical Gardens.

Dunn said they stopped doing the park updates when they went to Zoom meetings and she thinks it's a good idea to start them up again. Ingram will send out the list of who had what parks for the next meeting.

## NEW BUSINESS

### 3. Emily Martin - Scappoose Bay Watershed Council

Martin said Blumenthal did a fantastic job of introducing her to the Council so she wanted to give a nod in his direction. She also wanted to explain her background as well as her roll on the Watershed Council. She is the Restoration Project Manager and joined them in August of last year as a part-time employee and started her position in December and has been managing the nursery, the nursery volunteer program and small projects. Some small projects that tie in are assisting with the Nob Hill 5<sup>th</sup> Street Trail Extension so she has been working closely with Blumenthal and Carolyn Skinner to get the trail ready for the next planting season. The Nob Hill work party removed a lot more ivy than she expected them to and Blumenthal has been fantastic at weed whacking the canary reed grass that's growing in the wetlands and he's attacking the blackberries. In mid-June, they will have a crew from Native Plantscapes NW start doing the first treatment of blackberries and ivy so they can plant the native plants without having them get overwhelmed by the invasives.

She has been interested in attending these meetings because they have partnered with the City of Scappoose to help them manage some parks and nature areas. Her job with that has been to survey and monitor the parks and get a sense of what kinds of invasive species or ecological problems could be present in the parks. They are working with the City of Scappoose to not only maintain and manage their existing areas but are trying to help them manage the parks for a better ecological picture. There are opportunities to plant native plants, create shade over stream and they are trying to work with the City to provide their services and to help network them with volunteer opportunities and with other agencies. For example, she discovered garlic mustard in two of their parks and it is classified as an Early Detection, Rapid Response noxious weed so the Soil & Water District does a lot of

garlic control sprays and they were able to connect them with the City to get those sites targeted for garlic mustard spray. She has been talking to Duggan and Zaher about getting a similar partnership set up with the City of St. Helens because when we think of a watershed, we tend to think it's a creek or stream but it's everything that runs from the top of the mountains to the bottom of the Columbia River. She thinks it a great opportunity for the Watershed Council to assist and have a chance to improve the existing biodiversity that's already there.

Dunn asked what they can do as a Commission to progress the partnership with the City of St. Helens and Martin said that is conversation she and Duggan and Zaher should have and there is a lot of support going forward. We have great volunteer programs already and know the parks well so it may be a bit of a different partnership in that, while she could go in and assess and give feedback on what kind of problems could be in the parks, she think she will have to do less footwork and talk to them about what kinds of plants they have seen in the parks or what problems they see that could tie into ecological problems. She thinks the bigger thing would be to work with them to figure out what the ultimate picture is for the parks. They need to figure out what the steps are such as what to do next after they eradicate the invasive species. Is it restoring the natural area or trying to manage the native species that are already there?

#### 4. Annual Report to Council

Mann said she can put the report together but can't present at that time. Barlow said he can present the report to the Council but wants to know if he can do it on the 16<sup>th</sup> instead of the 2<sup>nd</sup>. Ingram e-mailed Kathy Payne and Payne said she would schedule it for the Work Session on the 16<sup>th</sup>.

#### 5. Parks & Rec Volunteer Information

Duggan met with Payne today on the volunteer program they are putting together with things like Code of Ethics, volunteer forms, whether they would need a background check for what they are volunteering for. They are encompassing all volunteer programs within the City including Parks, Rec, Library, Admin staff, Police and are going to house it under this one volunteer program. They got volunteer vests they will use instead of having a t-shirt or badge. They will be easier to show who they are and not lose them. Volunteers will need to come and check them out when they do work parties and things like that. She is creating a form for work parties so they can capture all the information and waivers and of there are any materials they need. She is trying to get some grants to buy shared materials they can all use such as shovels and rakes and things like that. Right now they are lending out what they have for the Parks crew so that is not the best use of materials. They need to know expectations too because there were some garbage bags left by Dalton Lake that she didn't know if we were supposed to pick up or not. There needs to be better communication so they are all on the same page. Her goal is to have robust volunteering and having work parties at every park every six months on a rotating schedule. She showed the City of Tualatin Volunteer webpage and she is going to set up a page like that for St. Helens. They are working on a document and when it is done, it will get looked at by the managers and the Commissions and then go to Council for approval. Belcher wondered if they could contact the high school about having students do projects and other youth organizations like the Boy Scouts and Girl Scouts and include them in it. He'd like to see them included in the program. Duggan said the Tualatin page has a specific section for Scout projects and team building projects. We will also get our rec programs and after-school programs involved too. She thinks we will have a lot of people who want to be involved if we provide them with guidance.

Barlow asked if that would cover the volunteer work they do at the BMX track and Duggan said our hope is this will cover anybody who volunteers for the City just so we have a uniform place where everyone knows what to expect. We will try to make it as easy as possible. He asked if it was different for people who volunteer to help at a race and she think there would be a difference on how they subcontract that out and run it through their insurance so he would be in charge of his own volunteers during an event. Blumenthal said he is in the park weekly so asked if he could get a vest he wouldn't have to check out each time and she said she would check with Payne because they want to make it as easy as possible. Martin asked if they would have to develop training programs for people who would be using equipment or working with noxious weeds and Duggan said she thinks there is a need for that for some of the things they do. We already do the with some of the rec coaches they have and they can do something similar with things that are more in-depth. Martin asked of there would be some kind of quota like someone would have to do one to two hours a month and Duggan said she thought it would be fun to do some kind of incentive program to encourage people to volunteer. She doesn't want to put a time thing on it because she wants people to volunteer without having an expectation on it.

Zaher welcomed Sundeen and said he has heard many great things about him and is excited to have him. He also thanked Duggan for the great work she has done in her position for less than a month and a half and thanked all the Commissioners for their hard work. He wanted to express his appreciation for their amazing efforts from a Commission he has never seen anywhere in his career. He is excited about the transition we are bringing to the City by appointing a Parks & Recreation Manager who is going to work closely with the Commission to achieve the goals they are looking at for many years forward. They have full support from the City side and we want to take Parks & Rec to the next level. They are working diligently to support in any way they can with equipment, tools, and staff resources.

Sundeen said there have been times he has been walking through a park and has seen a flower bed that needs weeding and thinks he can have it done in half an hour and asked Duggan what the protocol for that is and she said he could just give her a quick call and let her know and he could come by the Parks office and pick up a vest. She will also send him a waiver. Dunn asked if there would be room to add a page specifically for donations with a wish list of things they would like in the parks where people could donate money or materials Duggan said she will push forward on doing that. Belcher said Ace Hardware might be willing to donate things like clippers and things like that. Duggan said keep coming with ideas and she would like to get his launched by July or maybe earlier.

#### 6. Anonymous Donation for Parks

Pettit said they had an anonymous donor with a \$1000 donation to the City for a Parks & Trails project and it is for removing invasives and planting natives in a City park and it starts July 1st. They can divide it between parks that need it the most. Dunn asked what their next step should be and Pettit said they should come back to the next meeting with suggestions. Belcher asked who would administer the money and Pettit said the City would.

#### 7. Possible Name Change of Columbia Botanical Gardens

Belcher lives by the Columbia Botanical Gardens and thinks it is mis-named because it is not a botanical garden. He knows someone who walks down there and she has met people from Portland a few times on the trails and they are wondering where the botanical garden is. He knows a name change is a big

deal and now that we have Sundeen, our local historian on the Commission, he has thought about something like the Old Quarry Nature Park. Portland has mounds of cobblestones so we could make a kiosk with cobblestones with stones that were mined from this quarry. We could have a kiosk with the history on it that showed the mining and barging of the cobblestones. The area used to be a giant quarry and he was told we had Italian immigrants that came to St. Helens to mine the quarry. Columbia Botanical Gardens isn't an appropriate name for the history and doesn't describe it very well - it is a nature park. A name that better describes it with the history behind it would mean a lot more.

Belcher said there is a plaque at the beginning of the trail said Pat Svedich (sp?) donated the property a long time ago. Sundeen has always been confused about the name too and thinking he would see something different than what he saw. The Svedich and Brownlow families came together to donate the property. He has reached out to people in both families and he's not against renaming it but would like to have an understanding of why it was named that. Jim Davis, who was the Parks Director at the time is also a good resource. Brewington thinks it would be good to have a kiosk with a picture of the old quarry and he thinks we should get the history on it and not rush into anything. Belcher said he is open to a name would like to see it called a nature park instead of a botanical garden. He agrees we need to move slowly on it.

#### 8. Possible Name Change of Parks & Trails Commission

Belcher had brought up a possible name change of Commission but he talked to Duggan who talked to Zaher and he thinks it's not a good idea at this time. Duggan needs to talk to Zaher more about it. With it being the Parks & Recreation Department now, she doesn't know what that means for the Commission and she wants to be thoughtful about not bringing a lot of recreation items to the meetings because she knows they are long already.

### OLD BUSINESS

#### 9. Update on Born Learning Trail

Duggan said we are going to do the trail at McCormick Park and she wants to see what the playground footprint looks like so they can add some of the stations close to it. She thinks it will be a June/July project. They will be doing a work party and will invite them all to help install it.

### DISCUSSION ITEMS

Houk said the playground is coming along well and they just finished all of the concrete curbs around it. They will be done in a couple of weeks and then we will have to clean up and backfill. Dunn asked if there was a grand opening date and Houk said they have a meeting to discuss it tomorrow.

Blumenthal said they have another native plant walk on May 22nd at 1:00. They had the corrections crew out a couple of weeks ago and they went on the trails and hacked some of the wildflowers. They hope they can get them back later in the summer when the wildflowers aren't so critical. He'd like them to do a field trip later in the summer to Sand Island if Covid restrictions loosen up.

Pettit said City police will be patrolling Dalton Lake area from now on. There are a couple more homeless camps at the south entrance and they are cutting trees.



Belcher said in the annual report, he would like them to emphasize Urban Trails and that they were unanimous on The City purchasing the Kearsley/Bailey property. Last year, the Columbia County Beekeepers came and talked to them and said they were interested in planting native plants in the Botanical Garden and he would like to get their phone number to talk to them about that.

Dunn said the Botanical Garden cleanup is tentatively scheduled for May 22<sup>nd</sup> at noon. They will be widening trails, picking up garbage, blackberries, pulling ivy. Blumenthal asked if his weedeater would be helpful. Belcher said there are some places on the back trail where it would be.

Duggan said it has been great working with them so far. They are now in the process of hiring recreation summer help and parks summer help.

**ADJOURNMENT - 5:28 PM**



## PARKS AND TRAILS COMMISSION

Monday, June 14, 2021 at 4:00 PM via Zoom

### MINUTES

#### PRESENT

Chair Carmin Dunn  
Vice Chair John Brewington  
Commissioner Jerry Belcher  
Commissioner Howard Blumenthal  
Commissioner Elisa Mann  
Commissioner Lynne Pettit  
Commissioner Paul Barlow  
Commissioner Brandon Sundeen

#### STAFF PRESENT

Doug Morten  
Mouhamed Zaher  
Rachael Barry  
Sheri Ingram  
Shanna Duggan  
Jessica Chilton  
Matt Brown

#### ABSENT

Commissioner Jacob Woodruff

#### OTHERS PRESENT

Claire Catt  
Pat Jewett

#### CALL TO ORDER - 4:05 P.M.

#### APPROVAL OF MINUTES

2. Approve Minutes of May 10, 2021

**Motion** made by Commissioner Blumenthal, Seconded by Commissioner Mann to approve the Minutes of May 10, 2021.

Voting Yea: Chair Dunn, Vice Chair Brewington, Commissioner Belcher, Commissioner Blumenthal, Commissioner Mann, Commissioner Pettit, Commissioner Barlow, Commissioner Sundeen.

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

#### COUNCILOR'S REPORT

Morten wanted to welcome Councilor Jessica Chilton. He asked her to attend so it gives a broader perspective of what's going on with the Council. He wanted to thank everyone who participated in the Botanical Garden cleanup and thanked Zaher for providing pizza and Belcher for providing beverages. He feels good about the parks and where things are going. Chilton said she just came to see how this works and jump in once in a while and attend meetings when she can. She loves seeing how many people are on the Commission and it is a really strong Commission. She asked what will

happen with the old trash cans and tables and Duggan said she is thinking the can filter some stuff to the Rec Centers and also donate them to non-profits and community groups. Zaher said they are flexible if anyone has any ideas or suggestions.

## NEW BUSINESS

### 3. Park Benches and Trash Cans

Duggan said part of her job is to find out what is working well and what isn't and part of that is to find things that are visually appealing and easier for them to clean and move. She showed benches they are looking at blue benches and black cans that are metal. We currently have wood picnic tables that get graffitied often and boards get taken off and they have other issues with wood and they are very heavy. These will be on concrete pads and will be locked down. The trash cans we have now are the ones that were painted years ago and they are rusting and decaying on the bottoms. They are going to present to Council for the go-ahead to order these and start with McCormick and Columbia View and will transition all the parks over to these eventually. They are easily cleaned because we can pressure wash them and hard to vandalize. Hopefully these lids will create less opportunity for people to dump their home garbage. That has been a big issue with the open cans.

Dunn liked the art on the trash cans so thinks we should find some other way to incorporate art in the parks since cans are going away. Duggan agrees and we can look at a way to transition into other art in the parks. Jewett asked if they have issues with people digging through the garbage for cans because they do make separate containers for recyclables and Duggan said they haven't had issues with that. They can look at that in the future but this is just a start to the parks makeover to make them more visually appealing and easily cleanable. The trash cans we are getting look slightly different than these and will have a similar lid to protect them from the rain. There will also be ADA tables that can be added in as things go along. Zaher said the tops will also discourage people from throwing in big bags of their home garbage.

Dunn asked what the cost of these is and Brown said the garbage can, lid and liner is about \$980. The park benches are \$700-800 with a discount. They are normally \$1100 but we get a discount because we are ordering 26 or 29. They are better quality and more appealing than what we have. We want people to feel welcome and seeing things that are torn up or sitting down and getting a splinter isn't very appealing and this will set the standard bar a little higher than what it has been in previous years. Duggan said this will save a huge amount of staff time because they spend a lot of the winter repairing and painting tables. The cost of upgrading is a good match to what the cost savings of maintenance would be.

### 4. Code Changes - Rachael Barry

Barry said they are going around looking a code sections for boards & commissions. She is looking at those and wondering if they meet their needs. Do their responsibilities meet the mission? She shared a handout she made and wants to know how their mission fits in. Dunn said she thinks it's important to us be open and responsive to those in the community and the needs for parks is something they need to be cognizant of. Jewett said she comes out from Portland and thinks tourism plays a huge roll. Blumenthal agreed and thought they should find a way to get tourism money into parks because there are a lot of things they could do to promote the parks as tourist attractions. Belcher said the parks help the quality of life for residents and visitors. It is important to have open spaces. The day they did the park cleanup, a couple from Portland showed up who wanted to walk the park and he gave them a map. He thinks the trails could be safer in some places. Pettit agrees but as far as Dalton Lake Nature

Preserve, it can be forgotten because it is on the north end of the City and we don't have access yet so connectivity is important. Barry asked if they have enough members and Dunn thinks we have enough members so if a couple of people miss, they can still have enough for a meeting and they aren't running into the issue of having to cancel on the spot and she thinks if they have more members, it may start to get overwhelming and everyone agreed. Barry pulled up the code section and it's really solid and been recently reviewed. She would suggest one change in making Chairman and Vice Chairman into Chair and Vice-Chair to be more inclusive.

**Motion** made by Commissioner Belcher, Seconded by Commissioner Pettit to recommend to Council to change the Parks & Trails Commission section of the Municipal Code from Chairman and Vice-Chairman to Chair and Vice-Chair to make them more inclusive.

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

Barry asked if they were okay with meeting once a month and Brewington said they met every other month for a while and it didn't go very well so they went back to monthly and it seems to be working the best. Barry said they have a large scope of responsibility and Belcher said one of the things they have talked about is public recreational facilities and he knows baseball fields and skateboard parks and all that are recreational facilities so he's not sure if they need to change that. Duggan said she thinks it doesn't hurt to have that language in there. Barry asked if it made sense to add recreational programming and facilities and Dunn said if they were going to oversee that, it makes sense to add that language in there. Zaher said it falls under one department now so that is appropriate. Belcher said they talked before about changing the name to the Parks & Recreation Commission for consistency. Blumenthal would still like Trails in there and Belcher agreed but thought Parks & Recreation & Trails is a little cumbersome. Zaher recommends changing the name to the Parks & Recreation Commission for consistency and the trails automatically falls under that. Brewington thinks it's more appropriate too. Creating a second commission for Recreation is out of the question because it's more work and would create a lag in communication. Dunn agrees with dropping Trails and keeping it consistent. Morten said now is an opportune time to look at committees that can be developed to oversee areas and report on them. Mann likes the idea of subcommittees. Belcher liked people having one or two parks to report on and thinks none of the parks will get left out. He thinks they would if they were all covered by subcommittees. Dunn thinks they should get back to the Code and talk about the other subject next month. She thinks they should move forward with a name change.

**Motion** made by Commissioner Blumenthal, Seconded by Commissioner Mann to recommend to Council that the Parks & Trails Commission should be changed to the Parks & Recreation Commission.

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

## 5. Park History - Civic Pride Park

Sundeen thought it would be fun to take a few minutes to give the history on each park at a meeting and he decided to start with Civic Pride Park. He had pictures and information he put together. They may have noticed the sign that says National Community Achievement Winner 1958. It was a big deal in the 1950s. There was a national competition and communities were being encouraged to improve and beautify their communities and a local woman named Lucille Holbrook decided to get in on this effort so she got the help of the St. Helens Women's Club, the Junior Women's Club and the Zenith

Club and organized a Community Achievement Council. They said "Our park was in a deplorable condition. Our youth were being neglected. Our city was unkempt and unattractive. There seemed to be little community spirit or civic pride." Keep in mind there was only one city park in St. Helens in the 1950s. So with the motto "Civic Pride is the responsibility of everyone", they set out in this effort to beautify and improve St. Helens. Lucille went around and got the involvement of 51 community groups including the Kiwanis, Shriners, Lions Club, Optimists Club, churches, the School District, City Council and Columbia County and they took on different projects around St. Helens to make it look better. That included eight parks projects. The cool part is they won this national competition and received national recognition and the \$10,000 prize from Sears and this was a big deal in 1958. The City had been eyeing the Civic Pride property for years as a location for a park and hadn't done much with it so the three Women's Clubs took this on as their project. It was originally called the Swimming Pool Park and they felt the need for a good attractive well-equipped park. There was no place for families to take their children and food for a picnic. There were three City lots and a piece that belonged to the School District and it was covered with weeds, blackberries, rock and an unused road. He had a rough sketch of what it would look like and part of it was a wading pool they built next to the big pool because kids under six weren't allowed in the big pool.

The whole park was developed in nine months largely by volunteer efforts. The work started in September 1957 and the majority of the work was completed on three Sundays. On the first Sunday, there were 13 men and seven women that showed up to help including City employees and Council members, local schoolteachers, loggers, Halls Truck Line, Watters Concrete and the women provided hamburgers, chili, pie and coffee. The City donated the gas and oil and trucks and on the first Sunday, they hauled 50 loads of dirt from six miles away. On the second Sunday, the County donated the supplies and there were 90 loads of dirt and over 400 yards of fill put into the site that day. On the third Sunday, the Kiwanians came in and laid the flagstone walkway and parts of it are still there. The City hauled in more dirt and continued leveling. After this, the City took over ownership and maintenance and it was a beautiful park for many years. It was fenced and there were picnic tables, a stone fireplace and barbecue, swings, sandbox, monkey bars, merry-go-round and the wading pool he mentioned. It was a very popular place for picnics and family get-togethers over the years.

In today's Master Plan, it says this park is a blank slate and has great potential because of its central location. He knows it doesn't look like much today but he thinks it is a gem and with where it came from and the effort that went into developing it, it has a really cool story. Dunn said she would love to see more of the history of all of our parks and would be neat to see this highlighted in City communications. We had talked about having a Park of the Month where we showcase one of our parks with general information and she thinks it would be great to incorporate the history. Morten said he was around then and remembers the excitement and the opening of that park. He remembers a lot of things about that park and man, have we grown and we still have the pride. He loves that park for its name.

#### 6. 6th Street Park Concerns

Sundeen wanted to bring up a couple of things since he has been spending time there with his kids for little league. He sees that both of these items are already in the Master Plan. There were 150 people there the other night and one porta-potty they have to walk to the far corner of the field to use and he thinks they need a restroom there. Brewington said there was a restroom there years ago but people kept putting rock in the toilet and vandalizing it and it became easier to take it out than to fix it every month. Parking is also an issue and there is an area on the lot on 7th Street where 20 cars parked and they are going to lose that when the container houses are built. Morten is looking for a recommendation and maybe Hudson contributing an extra bathroom to the park as part of their

franchise for short-term use. Duggan talked to Sundeen about it a bit and she is looking into grants to get funds for a restroom and also permit fees depending on the number of people at an event. She also has a note into Planner Graichen about parking.

**Motion** made by Vice Chair Brewington, Seconded by Commissioner Belcher to ask Council representative to include Sani-cans in next year's budget when and where needed.

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

## OLD BUSINESS

### 7. Annual Report to Council Reminder - June 16th at 1:00pm

Mann said she is finishing it up and will send it out for their review tonight for feedback. She will have it sent over to Paul by tomorrow night.

### 8. Parks & Rec Volunteers

Duggan said she and Kathy Payne have been working on a volunteer packet with good information so everyone knows what to expect when they are volunteering. She has vests and asks that they come and get them for volunteer groups. Dunn and Belcher were her guinea pigs for their work group and came by and picked up a tote with some tools and volunteer forms. She is trying to make it as easy as possible. She has been working with different groups like softball, disc golf, BMX that do volunteer activities already to get an idea of what they take care of and what they need our assistance for and get on the same page so we can keep those places looking maintained and make sure everyone is following the same procedures. She likes the idea of focusing on different parks. She thinks they should pick a few in the beginning and start doing volunteer groups. Godfrey, McCormick and Campbell would really benefit from some volunteer groups coming. She would like to have a work party on a Saturday in July at McCormick and there is a lot of talk and excitement because she found out about a Japanese garden that used to be there. She has a lot of people who would love to bring it back to life. She hopes it brings more pride to the parks and less vandalism. She has an idea to do something called Litter League with the young folks to pick up trash and bring it in for a Dutch Bros card and having them do things like that to build a little pride. Blumenthal said we need to do more to get volunteers to adopt parks. He was talking to Brown the other day and he said there is a form they need to fill out for the existing groups to get their name listed on the City's website in the Adopt-A-Park area. He had never heard of that before and Duggan said they are working on updating the website so she will get him that form.

### 9. Anonymous Donation to Parks

Pettit said we have a \$1000 donation from an anonymous doner for the purpose of removing invasive species and planting native species. Do they have suggestions for parks where this can be used? Duggan is working with Scappoose Bay Watershed and doing an IGA with them and she doesn't have all of the details but they are going to start with McCormick and Godfrey to help remove invasives and she wonders if it can be worked in there. She thinks they should focus on the ones with streamways and then could move in if there is money left over. Pettit thinks some parks have been left by the wayside and she thinks the Botanical Garden would be good because they have been trying so hard. Belcher thinks it should be used at Dalton Lake, Nob Hill or Godfrey. There are a bunch of

neighbors by the Botanical Gardens that he would like to see buy into it to see where it goes so they should wait on that one. A little money would go a long way at Godfrey Park. Dunn agrees they should just put volunteer hours into the Botanical Gardens for now and use the money elsewhere. Zaher also working with Scappoose Bay Watershed to work with them more next year and he thinks this Commission could make a prioritized list for the Watershed to work with. Pettit would love to get rid of more blackberries at Dalton so does the City have anyone certified to spray? Zaher said we are looking to get someone certified this year. Blumenthal said \$1000 doesn't go a long way so he'd like to see it go to another park that needs more work than Nob Hill. Pettit would like to see some go to Dalton and some elsewhere.

**Motion** made by Commissioner Belcher, Seconded by Vice Chair Brewington to recommend splitting the \$1000 anonymous donation between Dalton Lake Nature Preserve and Godfrey Park for invasive eradication and planting of native species.

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

10. Possible Name Change of Columbia Botanical Gardens

Dunn would like to hear history from Sundeen in the future and then they could talk about a potential name change after that. Everyone was in agreement.

11. Monthly Reports - Parks Assignments

Dunn said they talked a little about this earlier and proposes they talk about what format they would like to do next time and since they are discussing the history and a possible name change at the Botanical Garden, maybe Belcher can give an overall update on it as well to get back into that cadence and next time they can discuss further and continue doing. Belcher said he is good with that.

12. Master Plan Ideas List

Dunn asked if there were any ideas list additions and Pettit said the advisory committee is working on a write-up for that plan.

## DISCUSSION ITEMS

Blumenthal said he likes that the City has gone down on the waterfront and gotten rid of the butterfly bushes since those are very invasive and likes that they got rid of the blackberries in some areas but didn't touch them in other areas and they ground down only madrone tree on the waterfront property that was about six feet tall. He was walking in the park and had to jump out of the way of a hover board and the kid was running it around on the camas bluff. He is wondering if they are allowed in parks. Duggan says he can bring up issues to her directly instead of waiting to bring it to the Commission.

Mann said kennel cough made the rounds at the dog park again. The water is starting to pool up and the dogs are drinking out of a puddle in the gravel under the spigot so can that be taken care of? Duggan said she will look into that.

Pettit said they are having a work party at Dalton on Saturday the 26th from 9am to noon. They will be cutting ivy and blackberries and opening up trails.

Dunn wanted to thank everyone who contributed at the Botanical Garden clean-up and thanks to Zaher for the pizza. Everyone was grateful for that at the end of the day.

Barlow said there has been a fair amount of vandalism at BMX track this year. There have been doors ripped off and tagging so things need to be repainted and the memorial sign has been taken down and he doesn't know where it is and wants everyone to keep an eye out. They have put up motion detector lights.

Duggan said Public Works and Parks are working hard to get things ready for the new playground to open. It looks great. She wants to do a work party in July and hopefully they can do some at the BMX track. She is trying to figure out how to get ahead of the vandalism and wants them to reach out to her instead of waiting for a meeting to bring them up.

Belcher had a suggestion for the Commissioners that the railroad bridge the goes over creek is rusty and he thinks the City should ask the railroad to paint it.

**ADJOURNMENT - 6:16 PM**





## PLANNING COMMISSION

Tuesday, May 11, 2021 at 7:00 PM

### APPROVED MINUTES

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

**Members Absent:** Commissioner Lawrence

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

**Others:** None

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

#### 2. CONSENT AGENDA

- A. Planning Commission Minutes Dated March 9, 2021 (Minutes were not included in last month's meeting packet)

**Motion:** Upon Commissioner Semling's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved the Draft Minutes dated March 9, 2021. [AYES: Vice Chair Hubbard, Commissioner Pugsley, Commissioner Cavanaugh, Commissioner Webster, Commissioner Semling NAYS: None]

- B. Planning Commission Minutes dated April 13, 2021

**Motion:** Upon Commissioner Semling's motion to approve the minutes as written with a typographical error correction and Commissioner Webster's second, the Planning Commission unanimously approved the Draft Minutes dated April 13, 2021. [AYES: Vice Chair Hubbard, Commissioner Pugsley, Commissioner Cavanaugh, Commissioner Webster, Commissioner Semling NAYS: None]

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

There were no topics from the floor.

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

##### C. 7:00 p.m. Annexation at 35111 Six Dees Lane - Roy & Jinkee McCullough

Associate Planner Dimsho presented the staff report dated May 4, 2021. She showed where the subject property was located. She said part of the property that was already in City limits was being developed with a single-family dwelling. She said the property being annexed is about a half an acre. She mentioned the Applicant extended the sanitary sewer line as part of the development process. She

mentioned the City Engineer asked for a water line easement. The public water line runs through a portion of the subject property and it may or may not already have a public water line easement. She said because the property is large it may be further subdivided in the future and they could get an easement at that time as well. She said the Applicant was asked by Columbia County to get a County Access Permit because the road you would access the subject property from is a County road. She said their driveway approach and their stormwater culvert did not meet the standards they had for the County Access. She said this would be corrected through the Building Permit. She said the subject property will be subject to the City's Comprehensive Plan. The current zoning is Columbia County Single Family Residential R10 and the options for City Zoning are either R7 or R10. To avoid a split zone property, the recommendation was to zone R7. She said the site already has access to the City water and sewer.

Commissioner Pugsley asked if it was improved to a private road. Dimsho said it was currently gravel. She said as part of his building permit he will have to pave part of the road from the main access and pave area for parking.

#### **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 were no deliberations.

**Motion:** Upon Commissioner Pugsley's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Annexation based on Staff recommendations. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Cavanaugh; Nays: None]

#### **D. 7:15 p.m. Annexation at 505 N Vernonia Road - Steven & Stefanie Weber**

Dimsho presented the staff report dated May 4, 2021. She showed the Commission where the property was located. She mentioned the subject property abuts the Emerald Meadows subdivision. She said it is already developed with a single-family dwelling and is about .35 acres. She said the Applicant would like to annex so they can connect to City sewer. It is currently served on City water. Dimsho said the zoning is currently R10 through the County. The Staff recommended R7 for this annexation as there is no R10 in the area.

Chair Cary asked if any of the frontage improvements would be required upon annexation. Dimsho said no. Chair Cary asked why the Vernonia Road sidewalk improvement did not extend all the way through Vernonia to Pittsburg. Dimsho was not sure why it did not extend but thought it might be due to cost.

City Planner Graichen said the sidewalk fixes were done where most of the complaints were made on the road.

**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 were no deliberations.

**Motion:** Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Annexation based on Staff recommendations. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Pugsley, Commissioner Cavanaugh; Nays: None]

**5. DISCUSS PLANNING COMMISSION'S ANNUAL REPORT TO CITY COUNCIL****E. Annual Report to City Council - Draft**

City Planner Graichen discussed how the meetings increased from an average of ten to thirteen last year. He said the Acceptance Agenda and Planning Director Decisions are less but does not mean the Planning Department or Commission are not busy. He said typically the Staff presents this to the City Council but asked if any of the Commissioners would like to present this year. There were no volunteers. He also asked the Commission if there was anything the City Council could do to help the Commission. He mentioned that last year the Commission requested to meet in person with the Council to talk about a variety of issues. He said the Council agreed that it was a good idea. Then we could continue that effort since the two groups did not meet due to COVID-19.

Commissioner Pugsley said she prefers in person, but if it were going to delay the meeting, she would prefer to do it over zoom.

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

1. Site Design Review (Major) at Sand Island – Lower Columbia Engineering
2. Scenic Resource Review (Amended) at 164 S 1<sup>st</sup> Street – Pegram
3. Site Design Review at Running Dogs Lane – Jaron Clayton

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

1. Lot Line Adjustment at 1645 Railroad Avenue – Don Wallace
2. Sign permit (x3) at 205 Brayden Street – Jorri Hunker (Grocery Outlet)

3. Temporary Use Permit at Vacant lot S of 234 N Columbia River Hwy
4. Temporary Sign Permit at 2100 Block of Columbia Blvd – Hometown Heroes

## **8. PLANNING DEPARTMENT ACTIVITY REPORT**

- F. April Planning Department Report

## **9. FOR YOUR INFORMATION ITEMS**

Dimsho mentioned that there will be a Riverwalk survey announced for some feedback from the Community on what they think about the design.

Graichen mentioned that the City Council will begin meeting in a hybrid setting and asked the Commission if they would like to follow that same example. The Commission said this is what they wanted to do.

Graichen mentioned that the decision for the Schlumpberger Partition had been appealed to the City Council.

## **10. ADJOURNMENT**

### **NEXT REGULAR MEETING: June 8, 2021**

*There being no further business before the Planning Commission, the meeting was adjourned 7:59p.m.  
Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*

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

Presented for approval on this 21<sup>st</sup> day of July, 2021 are the following Council minutes:

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2021

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- Work Session, Executive Session, Public Hearings, and Regular Session Minutes dated June 2, 2021
- Work Session, Public Forum, Public Hearing, Regular Session, and Executive Session dated June 16, 2021

**After Approval of Council Minutes:**

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



# COUNCIL WORK SESSION

Wednesday, June 02, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten – arrived at 1:04 p.m.  
 Councilor Patrick Birkle  
 Councilor Stephen R. Topaz  
 Councilor Jessica Chilton

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Mouhamad Zaher, Public Works Director  
 Rachael Barry, Government Affairs &  
 Project Support Specialist

Crystal King, Communications Officer  
 Joe Hogue, Police Lieutenant  
 Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner  
 Mike De Roia, Building Official  
 Tina Curry, Event Coordinator  
 Bill Monahan, City Attorney

### OTHERS

Kellie Smith  
 Aurora Biggers  
 Brent Keller

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

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

- ◆ Kellie Smith. As a St. Helens School District Board member, she thanked the Council for the partnership with Parks & Recreation. As a parent, she is here to talk to the Council about a prom for St. Helens High School students on June 19 at 7 p.m. on the Waterfront property. She thanked Parks & Recreation Manager Shanna Duggan for her help to quickly coordinate the location and waive the fees. Kellie is requesting financial support from the City. They have a rental and decoration fee of \$650 and a dessert table fee of \$350. The parents will be doing the prep, setup, tear down, and chaperoning. Council is welcome to assist with chaperoning as well.

Mayor Scholl is in favor of helping with some of the costs.

Councilor Chilton is in support but asked how they normally fund the prom. Kellie responded that fundraising is normally done all year. They lowered the fee to \$15 at the door or \$10 for pre-sale tickets. They have not been able to do anything like this all year.

Council President Morten arrived.

Councilor Birkle asked how much the City waived in fees. Kellie responded that she is not sure about the fee, but the usage fee was waived. Mayor Scholl thinks it is about \$50-100 in fees.

Councilor President Morten likes the dessert table idea.

Councilor Topaz asked if there were any other sponsors. Kellie responded that it is sponsored by parents. Consensus of Council to sponsor the dessert table with \$350. It will come out of Council funds.

## **DISCUSSION TOPICS**

### **1. Planning Commission Annual Report - *Jacob***

1:09 p.m.

City Planner Graichen reviewed the report. A copy is included in the archive packet for this meeting.

The Planning Commission desires to have a joint meeting with the Council. They would prefer it to be in-person.

Councilor Birkle and Councilor Chilton agreed with the preference to hold an in-person meeting. Council President Morten preferred to wait until Oregon opens more. Mayor Scholl suggested meeting in September. Graichen will share that with the Planning Commission.

### **2. Police Staffing Discussion - *Joe***

Lieutenant Hogue reviewed the staffing needs report. A copy is included in the archive packet for this meeting. He talked about the low number of sworn officers, much of which is attributed to the low pay compared to surrounding agencies. He went on to talk about the process and expense to recruit and train new officers. Change needs to occur to retain officers. They will likely need to recruit six new officers in the next year. He reviewed the impacts on the community if changes are not made.

Assistant City Administrator Brown reviewed the current St. Helens Police Department salaries. He worked with the Police Department to create a nine-step salary range. They are proposing \$7,100 at the top step. The financial impact will be \$240,000/year. There are COVID relief funds available to help pay for this over the next two to three years. If the City moves forward, it will put a burden on the General Fund. They need to consider the funds that will be taken out for the proposed public safety facility. The City will need to be more careful about spending and hiring in the General Fund. The proposal also recommends adjusting the vacation accrual and starting officers with 40 hours of sick leave.

Hogue talked about the proposal being an attraction to officers with four to six years of experience. This puts them in line with other agencies.

City Administrator Walsh reported on the importance of succession planning. It reduces the reasons for people wanting to leave and encourages people to come here.

Councilor Topaz said if you want good people, you have to pay them. He sees a "nickel and dime operation." He does not see an attitude by the City to get really good officers by offering really good pay. Having a good police department and school system will attract people to the community. He said the City blew \$900,000 on an Engineering project at Godfrey Park that went belly up. They blew \$735,000 in not collecting rent for the marijuana grow operation. They need to get a good department and pay for it.

Mayor Scholl stated for the record that it is false that the City blew \$900,000 on an Engineering project in Godfrey Park. That was a subcontractor that messed up. The marijuana facility was a purchase agreement. He asked Council to speak up if they hear himself or another Council say something that is not true. They are not a second-rate police department. They have brilliant officers who are bringing attention to what is happening. There is a Public Works Fund for anything that happens in the Urban Renewal District. If they can use that in the future, they can make this happen.

Councilor Topaz clarified that he did not say the police department was second-rate. He wants them to be first-rate by a lot more, which is the reason to increase their salary above everyone else.

Councilor Chilton asked Lieutenant Hogue if he thought the increases will be effective in retaining and recruiting. Hogue thinks so. He just recently heard from an officer who was recruited outside of the area during a training. They have not been able to compete with the big eligibility lists.

Mayor Scholl asked if they could utilize Urban Renewal District funding for Public Works projects. As long as they continue to grow, they will be okay. Walsh said they are very fortunate to be growing right now. There is a saying, "You'll have the things you choose to afford." Supporting public safety is paramount to that mission. There may come a point you sacrifice other things. Brown added that the Urban Renewal District can help pay for some administrative costs in the General Fund when it becomes healthy and dependable. It will indirectly free up money to help pay for things like public safety.

Council President Morten asked Hogue about recruitment and the mortgage incentive. How many officers have taken advantage of it? Hogue thinks only four or five officers have utilized the benefit. It was only used by existing officers. It did not attract new officers. Most of the people in the metro areas already have a mortgage and are not interested in moving to St. Helens. Council President Morten asked if they considered doubling the mortgage incentive. He agreed they need to increase the salary. How time sensitive is this? Hogue wants to see the salary increase now to fill positions. He envisions a recruiting tour in 2023-2024 to fill the upcoming retirement vacancies. They did a lot of listening to find out what would bring people here.

Councilor Birkle agreed with Councilor Topaz about the salary. He values the work of new officers. It is a solid move forward. They may need to tighten their belt in other areas. Public safety and law enforcement officers endure a lot of stress. He agreed with the MOU as a first step. He thanked Hogue for the research and presentation.

Councilor Chilton agreed. They need to support police officers.

Mayor Scholl suggested this be added tonight for a vote.

Brown talked about the impact of raising the salary. There are some areas that St. Helens offers better benefits.

Councilor Topaz talked about the cost to citizens. It will cost citizens more with a reduced police department.

### **3. Discussion regarding Status of Arts & Cultural Commission and Youth Council - *Rachael***

2:02 p.m.

Government Affairs & Project Support Specialist Barry reviewed the status of the Arts & Cultural Commission (ACC) and Youth Council (YC).

#### **Arts & Cultural Commission**

- Formed in 2004 and 2005
- Currently on hiatus
- Had four vacancies in September
- Three remaining members
  - One is really interested in project-based work. Active with the Recreation Program.
  - One is generally interested
  - One was not responsive
- Reviewed the purpose of the ACC in the St. Helens Municipal Code.  
<https://www.codepublishing.com/OR/StHelens/#!/StHelens02/StHelens0236.html#2.36>
  - The Code does not align with their desire for project-based work.
  - Requests two Council volunteers to review the Code, Mission fit, and staff support.



Council President Morten volunteered to serve on the review committee.

#### Youth Council

- Established in 2015
- There has been some reinvention since the Recreation Program created the Youth Leadership Club.
  - Assists in creating programming for Parks & Recreation and works on community-wide service projects.
  - The Club is open to students in grades 6-12 and meets monthly.
  - There are 15 youth participating, mostly middle school age.
- Reviewed the purpose of the YC in the St. Helens Municipal Code. <https://www.codepublishing.com/OR/StHelens/#!/StHelens02/StHelens0270.html#2.70>
- Suggests Council attend their meetings to get their input. Parks & Recreation Manager Shanna Duggan is a great leader of the group.

Council President Morten approves of the shift from Council to Parks & Recreation for oversight. He does not recall the Youth Council ever reporting recommendations to the Council.

Councilor Birkle did not completely agree with Council President Morten. He is glad there is a youth leadership program that is project based. However, he does still see the need for a Youth Council. He volunteered to assist with it. It was no fault of the youth involved, but the adult leadership provided was not all that it could be. Barry expressed that they do value the youth voice and input.

Councilor Topaz talked about the need to be flexible.

#### **4. Discussion regarding SHMC 2.32 Council Elections - John**

2:17 p.m.

Walsh reported that they are reviewing SHMC Ch. 2 for Code amendments. One thing that has been on his mind for many years is Council elections. St. Helens currently votes by position number. Some cities list all candidates, and you vote for your top choices. However, the mayor would always be on its own.

Councilor Chilton is opposed to it. She likes that people know what position they are voting for.

Councilor Topaz does not think it makes for an effective operation. Sometimes happiness and friendship are not the best road.

Council President Morten likes the change. Although, he also agreed with Councilor Chilton's pointed of running against a particular position. If all candidates are running for the same mission with a goal to work as a team, the vote for top choices might work.

Councilor Birkle requested Walsh bring a proposal for Council to review.

Mayor Scholl is okay either way. The voters vote for a reason.

Walsh talked about how open recruitment cultivates a team.

Councilor Chilton requested a citizen survey. Mayor Scholl agreed.

Councilor Topaz talked about it being a popularity vote. No one has the same abilities. He is leery of a popular vote.

Consensus to leave things the way they are.

#### **5. Discussion regarding "Smith" Timber Sale - John**

2:29 p.m.

Walsh reviewed the "Smith" Timber Sale bids. A copy is included in the archive packet for this meeting. It is on tonight's agenda for approval.

**6. Review Proposed Application for City Grant Funds - Kathy**

City Recorder Payne reviewed the application that was used when they did State Revenue Sharing grants. A copy is included in archive meeting packet. They were required to provide a report with how the money was spent. The Council may not want to include that level of reporting.

Councilor Chilton found the third and fourth pages confusing. She would like to simplify it. Mayor Scholl agreed with simplifying it.

Walsh reminded the Council that they discussed using the State Revenue Sharing for the Public Safety Facility. Mayor Scholl suggested re-wording it to "Council Appropriated Funds" or "Community Support Fund."

Council President Morten would prefer to see accountability of how the money was spent. Mayor Scholl agreed that it needs to be included in the application.

Payne will bring a proposal back to the June 16 work session for review.

**7. Strategic Action Plan Updates**

Brown reported that the only update will be discussed during executive session.

**8. City Administrator Report**

2:39 p.m.

- There are several resolutions on tonight's agenda for approval.
- Looking for Council's guidance for July and August public forums. He would like to do something at the new Recreation Center in September.

Councilor Topaz said the Waterfront is always a great public forum. He has a feeling a lot of people are confusing the entire Waterfront property with just Phase I. It needs to be clearer for the community. Council President Morten asked if he wants a concise plan for the property. Councilor Topaz responded that he is not looking for that. Morten agreed there needs to be constant communication and they have done that well. He disagreed with creating a plan for the entire area. It is smart to move in stages. Topaz disagreed with the communication. He is not hearing that on the street. They do need flexibility but have to be more repetitive. It is not completely understood right now.

Councilor Birkle agreed with Council President Morten. The City has done an unprecedented job communicating. People may not understand the phased approach, but they can continue to work on it. Ideas he had for public form are an explanation of the Urban Renewal District and Enterprise Zones and an update on the Riverfront Connector Plan to review the plan from the highway to the Waterfront property.

Mayor Scholl would like to see a SWAT meeting with all the cities, County, Port, and other agencies. They were doing well meeting and then COVID happened. Council President Morten and Councilor Chilton agreed. Scholl also requested an update about City County dinners.

- Millard Road Request for Proposals are due next week. He is seeking interest from the Council to review the proposals. EcoNorthwest will also review the economic and social impact of the proposals. Councilor Chilton and Councilor Topaz volunteered to review the submittals.
- St. Helens Industrial Business Park Request for Qualifications are due next week.
- The new community center needs to be named. Mayor Scholl suggested talking about it during a public forum.
- The technical advisory committees are meeting weekly to review the Riverwalk and Streets/Utilities project on the Waterfront. Both projects are moving along well.
- Over 500 survey responses were received for the Riverfront.
- There is a public forum on June 16 to review the Waterfront roadway alignment alternatives.

- The Riverwalk concept plans will be reviewed on July 21.
- There is a technical advisory committee meeting for the Riverwalk on July 14 at 4:00 p.m. Council President Morten and Councilor Chilton both volunteered to be involved in the review.
- Progress is being made on Main Street. They are recruiting members and working on a job description.
- He and Associate Planner Dimsho are making a presentation on Friday to the Infrastructure Finance Authority (IFA) Board to secure the funding for work on the Riverfront. It is a \$14.5 million request.

**ADJOURN – 3:00 p.m.****EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

June 2, 2021

*This meeting was held electronically via Zoom.*

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

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

**Others:** Aurora Biggers, The Chronicle (left Zoom at 3:14 p.m.)



At 3:11 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Update on potential sale of lot on S. 12th Street and two lots on S. 10<sup>th</sup> Street.
  - Update on valuation of Civic Pride Park.
  - Update on potential sale of Kelley Street lot.
  - Update on potential acquisition of private property by Dalton Lake.
- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
  - No discussion under this topic.

The Executive Session was adjourned at 3:34 p.m.



ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# COUNCIL PUBLIC HEARING

Wednesday, June 02, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Jacob Graichen, City Planner

Mouhamad Zaher, Public Works Director  
Jenny Dimsho, Associate Planner  
Joe Hogue, Police Lieutenant  
Bill Monahan, City Attorney

### OTHERS

Damien Hall	Andrew Schlumpberger	Daniel Kearns
James Hill	Tracey Hill	Kathleen Ward
Radhika Shah	Robin Nunn	Jerry Belcher
Holly Nunn	Laurie Brownlow	Hunter Blashill
Jeanne Sorenson	Lynn	

### OPEN PUBLIC HEARING VIA ZOOM – 5:20 p.m.

### TOPIC

#### 1. Appeal of the Planning Commission's Denial of a Proposal to Divide Property into Two Parcels at 160 Belton Road (Schlumpberger)

City Planner Graichen presented preliminary matters. He asked if any member of the Council need to declare ex-parte contact, conflict of interest, or bias in this matter.

Mayor Scholl declared that he was informed by Ron Schlumpberger that the application was denied. He had no further discussion but went to Graichen to find out what happened at the meeting.

City Attorney Monahan talked about the importance of disclosures. He requested to take the time to review each individually. First, does anybody have a conflict of interest in regard to the application?

Daniel Kearns requested the opportunity to ask Mayor Scholl about his ex-parte contact and potential bias. Mayor Scholl was overheard at City Hall loudly and strongly questioning the nature of the decision and asking what can be done to change it. That raised questions for Kearns, so he inquired further and found out that Scholl and Schlumpberger were related. Kearns asked who Scholl spoke with at City Hall. Scholl confirmed that he spoke with Graichen and City Administrator Walsh. He agreed that he is loud. Scholl was told by Graichen that there were no Municipal Code references in the denial process. He did go speak with Walsh after that and was very upset with the Planning Commission for not handling it appropriately. Scholl said the City's attorney is here today to make sure everything is done

correctly. Kearns asked Scholl to elaborate on his conversation with Walsh. Scholl talked to Walsh to be sure they are following the law and not opening themselves up for lawsuits. He confirmed he is familiar with the record.

Kearns asked Mayor Scholl what his relationship is with the applicants? Mayor Scholl responded that his mother is his cousin. Kearns confirmed that Andrew Schlumpberger's father, Ron Schlumpberger, spoke with him. What did R. Schlumpberger say? Monahan interrupted to say there does not appear to be a conflict of interest and they need to move on. He questioned if Mayor Scholl has already made up his mind and is bias, or does he have an open mind and willing to hear the criteria and evidence in the record. Mayor Scholl explained that there are three sides to the story: the applicant, opponent, and the truth. This Council needs to listen to the facts and find the truth. He is prepared to have an open mind.

Monahan asked if any Council members need to declare bias. There were none.

Monahan asked if any Council members need to declare ex-parte contact.

Council President Morten declared that he was on a walk with his wife near the subject property and was approached by a woman who was opposed to the proposal. She was venting, he listened, and then they excused themselves and went to their residence. He assumed it would be a Planning Commission issue.

Councilor Birkle declared that he has had ex-parte contacts with individuals on both sides of the issue. It has been nearly a year since he was made aware of this by someone who knew of his interest in Dalton Lake Nature Preserve. Robin Nunn, one of the neighbors and someone he has known for almost three decades, informed him about the hearing. He agreed to attend the hearing because he was interested. This was prior to his election but a few days after he filed for Council. He spoke with Nunn and Tracey Hill. Hill and Nunn both seemed to hope that he would speak in opposition. He made no commitment to that, based on the knowledge that if he were elected the matter could come before him. He also attended the second meeting. He had a brief conversation with Hill where she expressed concerns about statements made about her on this issue. He expressed empathy, as he would with anyone. He also knows that Hill has made comments with regards to the Schlumpberger's. He made no public statement, private statement, or commitment to anyone. During the first hearing, a reason he chose not to speak was because the issues raised were not pertinent to the preservation of Dalton Lake. Steps were in place to preserve its integrity. He has known the Schlumpberger's for almost three decades as well. He had a conversation with Andrew and Lindsey after one of the meetings. He listened to their concerns and their desire to build a home and maintain the integrity of the land around Dalton Lake. He made no comments for or against. After that, he had two conversations with Andrew's mother, Tammy. Those occurred when she was walking on Rutherford Parkway near Dalton Lake. He does not recall the timing, but one was prior to the election. The second encounter may have been after the election, but before he was sworn in. Their kids were similar age, so they caught up on each other's families and did have some discussion about the dispute, in which she simply expressed her concern for what her family was going through and hoping for a good resolution. He expressed to her the same thinking, wanting it to be resolved in the best way possible for all concerned. He was careful not to get into specifics. He does not recall having any conversations with Nunn or Hill within the last year about this. He did attend a work party at Columbia Botanical Gardens, where Nunn and the Schlumpberger's were also there working. There was no discussion about the hearing. He does not believe he has bias against either party. As the Planning Commission liaison, he attended previous hearings for this matter. He refrained from contributing to the discussions knowing that this could come before him as a council member. He believes he is able to fulfill his duty as a Council member.

Monahan asked if anyone has done a site visit.

Councilor Birkle declared that he has driven through the neighborhood within the last month for the purpose of checking out a possible road connection between Belton and Grey Cliffs.

Damien Hall reassured the Council that the applicant takes them at their word, and they have no challenges for the Council to make a fair decision.

Monahan asked if anyone in the audience wants to object at this time. There was no response.

Council President Morten pointed out that he lives in the neighborhood. When he walks around, he sees the area.

Monahan asked if anyone in the audience wants to object to Council President Morten's statement. There was no response.

Graichen continued preliminary matters. He reminded the Council that deliberations will be part of the regular session later this evening. He then presented the staff report, a copy of which is included in the archive packet for this meeting. Nine items were received since the Council staff report was done, all of which are included in the Planning file. The applicant has received copies.

- Letter from Kathleen Ward received today
- Email from Tracey Hill, dated June 1
- Letter from Damien Hall, dated May 28
- Pre-hearing statement from Damien Hall, dated June 1
- Letter from Matt Lokken, received May 28
- Letter from Ron and Tammy Schlumpberger, received May 28
- He entered into the record a pre-application form from the beginning of the application
- Letter on an unrelated matter and email follow-up

Graichen talked about the options Council has. He reviewed the applicant's 10 arguments to the denial by the Planning Commission. A copy is included in the archive meeting packet title, "STATEMENT OF GROUNDS FOR APPEAL – PARTITION PT.1.21."

### **APPLICANT PRESENTATION**

- ◆ Damien Hall, attorney for the applicant. He reviewed a PowerPoint presentation, of which a copy is on file in the archive packet for this meeting. The proposed partition is to partition a 2-acre lot into two 1-acre lots.
  - Proposed conditions
    - Improvements to Belton Road
    - Development of single-family home on vacant lot
    - Execute a street improvement guarantee

Two proposed options for improvements to Belton Road at the 90-degree angle:

- Turnout at 90-degree bend
- Widen paved surface to 20' for length of site frontage (165')

Hall reviewed the partition approval criteria.

- The lots meet the requirements for R-10.
- Adequate public facilities.
- Belton Road can serve the property adequately. Many trips on Belton Road terminate before the subject site. The applicant is willing to upgrade their fair share, but they are not going to improve the entire road.
- Oregon Housing Protections, ORS 197.522 Local government to approve subdivision, partition or construction; conditions. Requires applying conditions of approval to make the proposal consistent with the standard, if possible.

- U.S. Constitution 5<sup>th</sup> Amendment Takings Clause requires rough proportionality. Improvements must be roughly proportional to the impact of proposal. There are limitations on what the City or any public agency can apply. Just denying this for unspecified reasons is not an option. Whether approved or denied, the burden is on the City to show rough proportionality. The records need to demonstrate evidence that the conditions of approval are roughly proportional to those 10 daily trips. It is unconstitutional to improve all of Belton Road for 10 daily trips. In order to move forward, the applicant is offering to do more. The City can partially apply or waive unconstitutional standards.

Hall requests the Council approve the partition with:

- Proposed conditions, or
  - Alternative conditions (burden on City to demonstrate rough proportionality)
- ◆ Andrew Schlumpberger. He and his wife, Lindsey, own the property at 160 Belton Road. He grew up in St. Helens and now works at Columbia River Fire & Rescue. He has been involved with St. Helens Boosters and coaching youth sports. They bought their home nearly two years ago. Their goal has always been to raise their family here and enjoy the beautiful property. Their lot is over two acres. They have always planned and have been open to neighbors about dividing the lot into two pieces. This should have been an easy decision. The decision of one individual has turned this process into a game and has harassed and slandered him and his family. He talked about the misinformation about road safety. It is false that fire trucks and ambulances have a hard time accessing Belton Road. It is one of the safest streets to navigate with turnouts the entire way. If the partition is approved, they will be improving the safety as presented by the attorney. Testimony was submitted that the narrowness of Belton Road makes it dangerous and creates a safety hazard for pedestrians, pets, and bicyclists. No actual proof was provided. Two separate Fire Marshall's have submitted testimony that they would have no problem accessing Belton Road with their vehicles. Several medical and fire calls have been dispatched to that area and they have had no problem. Columbia 911 has reported no accidents on Belton Road or Grey Cliffs Road in that area. St. Helens Police has no record of calls in that area. People would not be walking on Belton Road as often as they do if it were not safe. People drive slow on it. The fire suppression has been brought up during testimony. A fire sprinkler system has nothing today with road safety. It has to do with the availability of water supply. There is a hydrant within 320 feet of the site. You cannot require a person to put in a sprinkler system unless the house is more than 3,500 square feet. From the beginning, they were informed about City Codes and laws. They have met or exceeded every condition, only to have the Planning Commission dismiss the same Codes and deny them the opportunity. They are just wanting the same opportunity that others have been given.
- ◆ Lindsey Schlumpberger. This has been a long process. When they first began the process almost 18 months ago, they never imagined it would turn into the mental, emotional, and financial disaster that it is today. Although intimidated by the process, they were encouraged by City staff to continue moving forward. She talked about the obstacles they have ran into. The City is supposed to guide these legal processes along, but they are referring to it as a game. She and her family have endured harassment and slander. They have refrained from reacting to each outrageous accusation made by one individual. They have tried to hold their heads high and stick to the legal facts, while communicating with their neighbors. They proposed solutions to improve privacy and make accommodations for others, despite the cost to them. Those conversations were manipulated by one individual, making them afraid to talk to some neighbors. They love their home and this community. They are only asking to do what is legally



allowed. Throughout this process, it appears there is bias against them. The City has failed to remain neutral and has shared information with the opposing side. The City has also failed to correct false information on record. There are 10 homes served by Belton Road. Based on conflicts with lot size, wetland setbacks, and topographical constraints there is not a lot of potential growth. The only potential improvement for the road is their partition. It has been said at previous meetings that Belton Road is a private road. That is false. It is a public paved road. Belton Road is not unique in the fact that it is narrow. She talked about those other narrow roads. Their partition proposes to improve Belton Road at the 90-degree turn. It will give you the ability to see oncoming traffic and pass by other vehicles. Their partition proposes the same amount of growth to the road that they would get from an ADU, except they would provide improvement to the road. There appears to be some City interest and bias has been created from that interest. As mentioned by one of the Council members just prior to this meeting, there is a lot off of Grey Cliffs that has been discussed as forming a park. They are not trying to encroach on any protected wetlands. Their property is acres away from the property that is being implied to be given as a gift to protect Dalton Lake.

### TESTIMONY IN FAVOR

- ◆ Jerry Belcher. He lives at 105 Belton Road. He and his wife support the partition. He has lived in St. Helens since 1974 and is involved in the community. He bought the property in 1985, started clearing it in 1990, and moved into their home in 1992. He had two neighbors approach him while he was in the process of building his house, and they were very concerned about some issues. It is not unusual that people are concerned about their neighborhood, and he understands that. They have to follow the law. It is a wonderful, quiet place to live. It is near Columbia Botanical Gardens. He gets the impression that people do not want further development to disturb what they have. The area is zoned R10. One acre is about 4,300 square feet. These are some of the largest private lots in St. Helens. The Schlumberger's property is well over 90,000 square feet. There is plenty of room for a house. Belton Road is a city road. He has never seen garbage trucks, fire trucks, or delivery trucks have problems accessing it. To his knowledge, there has not been an accident on the road in 29 years. At the last meeting, he stated that he rarely meets traffic on Belton Road. Since that meeting two months ago, he started counting. He met five vehicles on the road in 60 days. Three of them he met at the same time at the 90-degree corner. His wife also kept track and has only met one vehicle. The road is safe but at times it is inconvenient. He agrees with improving the blind corner as a condition. He talked about some of the conditions making the road safer for everyone. The property belongs to Andrew and Lindsey. They have two acres that they pay property taxes for, which is probably a lot since it is on the river. As a past member of the City's Planning Commission, if the application meets the requirements, it should be approved with conditions. It will be a better place than it is now.

### TESTIMONY IN NEUTRAL - None

### TESTIMONY IN OPPOSITION

- ◆ Daniel Kearns. He is a land use lawyer, representing Tracey Hill. Despite the complexity of the case that has been heard, this is a pretty simple case. He would like to point out some corrections to the applicant's legal counsel's testimony.
  - They are not suggesting that conditions be imposed to improve Belton Road. It is too expensive.
  - Hall mentioned the "takings" case law. The City's ability to impose such conditions is limited.
  - ORS 197.522 does not require the City to approve the application.

- There is no statute that allows you to ignore street standards and approve a partition when the minimum street standards are not met. LUBA is clear that they will sustain a denial even if one condition is not met, which is what the Planning Commission did.
- He suggests the Council not impose conditions that are not lawful.
- This application does not meet the approval standard of having adequate public facilities. The street does not meet the minimum pavement requirements. He suggests they not ignore that criteria.

Their only expectation is straight denial of the application. The 34-foot-wide street standard is in the Code. The proposal does not meet that basic minimum standard. The suggestion that the City could be sued if they denied this is ridiculous, based on LUBA's sustain of denial if even one criterion is not met. It is ultimately the City's responsibility to bring the city streets up to standard. It needs to be done before they approve any more dwellings. Denial is a very sustainable outcome. The Planning Commission was right. Waiving the street standards here, sets a precedent for future development. He hopes this is not approved, which would exacerbate an already over-the-top situation.

- ◆ Tracey Hill. She lives at 250 Belton Road. She bought her house in 2018. It is the most unbelievably beautiful place she has ever been. She wants to address the letters that she received last night. She apologized for her misrepresentation of the mayor's relationship to the applicant. It was an honest mistake. She did not invite Councilor Birkle to the Planning Commission meeting. The first time she ever saw him was the first Planning Commission meeting. Referring to the Schlumpberger letter, she is not a liar. She has been a paralegal for 30 years. She protects people from insurance companies. She does not have a reason to manipulate. She practices integrity in all her affairs. She has no idea how to photoshop. She has not harassed or slandered anybody. She is terrified to walk up her road because of past experiences of being intimidated. There are people in attendance tonight that have also been victims. She does not know the Schlumpberger's except through their actions. They do not know her either. Her actions have been clear and transparent. The Planning Commission denied the application the first time, based on the fact that she had a very large easement for her septic drain field. She is not able to connect to the city sewer and is on a step system. The drain field was there for a reason. If a pump were to fail, "she is up the river with zero paddle." Not even a week after the Planning Commission denied it due to her easement, she was served with a lawsuit from the Schlumpberger's in State Court with regards to her easement. It was appalling. It is very expensive to defend a lawsuit. Her mother then died suddenly and devastatingly. Through her attorney, they did offer to lift the easement if they wanted to pay it. It backfired. They came back with a settlement agreement and said they will not give her any money in exchange for her signing a letter supporting their easement, furthermore she is not allowed to talk to anyone about it, not oppose it, and must support it. She terminated her easement voluntarily. She has witnessed A. Schlumpberger doing some crummy things. He has sprayed things, mowed a trail from the beach down to the lakeside with a backhoe, and used a backhoe to dig up the beach. She went over and introduced herself for the first time to R. Schlumpberger. They said that a surveyor told them that they could take down all of the shrubs and trees, and there was a setback to the lake. That was the only time she ever spoke with them. What is being alleged about her is not true. The turnout referenced toward the end of the road is her driveway. She has no idea why there is such rancor and anger. She asked why the Schlumpberger's would push this long and hard to get something that no one here wants them to have. They have not made friends. They have bullied people, showing up at their doors, and saying if they stand up against them, they will build a duplex instead. That is not how things are done in St. Helens. It is important to maintain the integrity of the ecosystem, which they have shown zero respect for. They have a unique area. This is not

a housing development. There is an option for the future should it be denied. She believes the area should be held sacrosanct. It honors the integrity of the area.

8:00 pm – took a 5-minute break

- ◆ Kathleen Ward. She lives at 140 Belton Road. She owns land on both sides of the Schlumpberger property. She has lived here all of her life except for two years in Kentucky. Since she is a very peace-loving person, she wants to make it clear that she in no way means to be unfriendly to her neighbors. Her request is that their property not be divided. It is not personal against them. The area has been a friendly, peaceful, nearly isolated community for many years. If the Schlumpberger's would just be content to live in the beautiful home purchased from the Sorenson's, peace would again reign among all of them. Other neighbors are not immediately impacted like she is. She has river view of the beach property with no buildings in site. A house built on the beach will be in full view of her bedroom and windows. Her daughter, Robin Nunn, and her family will see the construction process and the clearing for building will open up Columbia City houses and lights, especially at night. The proposed building site, unless shifted, obliterates Tracey Hill's narrow view of the river. In 1952, her mother and business partner acquired this whole area. It included the quarry, which is now the Botanical Gardens that her mother donated to the City. Her mother built her house at 100 Belton Road, where the Nunn family now lives, no other development was anticipated. There was only a driveway to her house. Eventually, she began selling land for isolated houses and property to be able to pay her taxes. Later, her mother deeded property to her and her brother. There was an unwritten understanding that neither of them would build structures on the beach. They had found Native-American artifacts on the beach. It almost seemed sacred. After her brother's job required him to move in 1988, he sold his house at 160 Belton Road to the Sorenson's. Later, they asked to buy a strip of her beach land between her house and the river. They agreed nothing should be built on that land. The beach land had been considered nonbuildable property according to former City Planner Skip Baker. She referenced his findings included in the lot line adjustment file from 2004. A few years ago, the Sorenson's had to move due to health reasons. They sold their property to the Schlumpberger's. They later learned that they would not have purchased the property without the prospect of building their dream house on the beach. Had the Sorenson's known that intention, they would not have sold it to them or anyone else with that intention. The problems with the road have been researched and publicly discussed. The partition was denied twice. She talked about a head-on crash she was involved in on Belton Road, long before there was as much development as there is now. Her house is on a step system. It worked well until about two years ago. She believes something is going on further up the line. She is not sure where the Schlumpberger's propose their access road, but she presumes it will be alongside her road. The maps do not adequately show the impact of a close road to her home with traffic in full view of her front door. This not an objection to change. It is a sad loss of previously enjoyed peace and privacy. When do they say enough is enough? How much more development can this area sustain without losing the unique blend of nice homes and spacious lots with an open view of the river. The house that the Schlumpberger's bought has one of the nicest views of the river. She questions what will happen on the remaining lot. The Sorenson's were deceived in to thinking that their house would be enjoyed by a nice couple and their son. Someone needs to be a guardian of this special area along the Columbia River. Just because it can be done, does not mean it should be done. The area is a sanctuary for wildlife. She is no longer able to walk on the beach but watches it with her eyes.

- ◆ Robin Nunn. She lives at 100 Belton Road, which is the original house. Belton Road does not resemble other streets because it was a winding driveway to her grandma's house. Now, they are trying to make it into a road. So much of the testimony given is not true. The story keeps changing. Her frustration is when people misquote her, for instance, Jeffrey Seamore had written that Kathleen Ward and Robin Nunn were both in support of the partition and then they changed their mind. They were never in support due to the negative impact on four houses. It takes away all of her mom's shade, takes away Hill's view, and will make her view much different. Hall said there would be no new driveways. Nunn heard from L. Schlumpberger that they are going to build on the beach and share her mom's driveway. That beach has been six feet under water. It came all the way up to the tree that they are going to take down. Using her mom's driveway is a big deal for her. L. Schlumpberger did show her a drawing that would include a buffer between their driveways. She has trouble with what was not said. It has caused division and forced her to take a stand against a neighbor that she has no ill will. The Sorenson's would have never sold to them if they knew what they were going to do. That should have been said. The beach was always intended to be a joy, not developed. They were shocked. After the Planning Commission denied the partition due to the drainage easement, the Schlumpberger's served the Sorenson's an intent to sue for damages at \$250,000. They said if they had known about the easement, they would have never purchased the property. They were shocked. To this day, they are afraid to say anything on this Zoom meeting because of the repercussions. They have lived in fear for the past year. Part of the problem is that they are trying to force a house to be built where one was not implied or discussed. All the houses are built with a view of the river. To put a house there is wrong. Just because you can, does not mean you should. R. Schlumpberger told her that he, "did not spend \$900,000 on the property to not develop it." Two Saturdays ago, over 20 people met at the Botanical Gardens to clean it for everyone to enjoy. Afterwards, Belcher took them on a tour. She talked about the poor location to build the house and how it would affect the wildlife and lake. She does not want issues with the neighbors. She would like to be friends. It is going to hurt their property values. It is not a good plan. The neighbors met with the Fire Chief at the Elks Lodge in the past. He told them that if there was a fire down there, he was not going to risk his vehicles and staff. They would wait for it to burn, and they would take care of it when it got to the top of the canyon. Her mother was told that she could not have anyone on the beach because she would be liable for any fire that started. They have lived in fear that if anything happened, they would be liable. She was t-boned driving towards Hill's house. They would understand if they had the same things at stake.
- ◆ Holly Nunn. She has lived at 100 Belton Road for 33 years. For the last year and a half, she has remained quiet, observing how this would play out. This whole situation has gotten out of hand. What used to be a close-knit neighborhood, has become divided. She has no animosity towards the Schlumpberger's. While she may not agree with the partition request or the tactics used to bring them to this day, they all live in the neighborhood together. She will continue to be neighborly to people in her community even if they have disagreements. The Schlumpberger's moved into the home from a previous home in Columbia City. Supposedly, they started looking to move because someone built a home right in front of them, directly in their river view. Most families do not have expendable capital to just move when an outside force decides their wants and desires are more important than their neighbors. They have never been that type of neighborhood. It is not true that they are resistant to change. They feel that everyone ought to have and maintain a beautiful view of the natural landscape. Every home was built with consideration of the neighbor's privacy and views. She talked about the amenities of the neighborhood. Nobody is saying that the Schlumpberger's should not have a right to a

house on the property they purchased, but 160 Belton Road already has a beautiful house. What right do they have to drastically change the properties around them? The area suggested should not be buildable. She wants the Council to consider how this decision will affect the affordable housing laws that are already coming into fruition in the area. The other existing properties could build additional dwellings. The road cannot handle it. It can be scary to meet another vehicle on that road. She talked about the neighborhood having respect for the neighbors and surrounding area. She requested the Council deny the partition.

- ◆ Hunter Blashill. He is the son of Tracey Hill. He lives in Corvallis and is a student at OSU. He visits the neighborhood on holidays and occasionally on weekends.
  - The Schlumpberger's made statements about their friendly approaches to the neighborhood residents. Unfortunately, that was never made to his mom, even though they are direct neighbors. It was quite the opposite. It is generally the cold shower. Over the course of the winter, the Schlumpberger's installed beach furniture where they planned to build their house directly in front of his mom's view. The winds and rain deteriorated the furniture, which they intentionally left out the entire winter alongside various clutter. If they had made a friendly approach, as they claimed, they could have saved stress and bad feelings in the neighborhood.
  - He and his mother saw A. Schlumpberger spraying in the heavy foliage. They witnessed foliation consistent with spraying weed killer. They then brought out heavy machinery to clear the sticks.
  - The Sorenson's partition was not respected. They sold the land to the Schlumpberger's with the expectation that it would not be developed.
  - There is a lack of respect to the nature.
  - There will be an issue with construction traffic on a very narrow street.
  - Belcher said he only met a handful of vehicles on the street. The few times he comes home, he typically runs into two or three vehicles each time he takes the dog for a walk.
  - The Schlumpberger's showed a large lot, which will create a lot more pressure on the road.
  - There was discussion about building a turnout. The fact is it is too small to meet the small street standard.
  - They are not against development. They are only against the impact.
  - He requested the Council deny the partition.

#### **APPLICANT'S REBUTTAL**

- ◆ Damien Hall. A lot was said, and he is not going to try to rebut everything. He hopes the Council adheres to the rules, approval criteria, the established facts, and approves the application. The theory that they can deny any application that does not meet City street standards does not make sense. It was also mentioned that LUBA will back that decision. That is not true, and he referenced case law for an unconstitutional taking. Clearly, there are a lot of feelings and considerations going into what was said. He appreciates the people who spoke. They obviously care about the neighborhood and what happens. However, that care is extending to land that they do not own or control. It does not trump the City Code. The people in opposition did not address City Code. This is only one house and a road that has capacity for those trips. Belton Road is a public street and subject to public street standards. They should not apply private street standards. If they are concerned about the 90-degree bend in the road, there is an immediate path to improve the road there. He talked about previous owners dividing their property and building new homes. Now a new family comes in and wants to do the same thing. That is the reason there is a Code and standards. It is human nature to have feelings. He briefly reviewed his presentation again. Kearns stated that no conditions can be imposed

because they would be unconstitutional. However, according to Code, development pays for improvements of local facilities. The applicant is offering to do that. One house does not add liability to the City. There was talk about "no one has died yet." They are hearing there has been one T-bone and one fender-bender since 1968. That is a far cry from hazardous. They need to be accurate with the record. Referring to the staff report, there is a good deal of misstatements. "Future development is not speculative. It is real." That is problematic when they are applying a standard of whether or not there is adequate transportation facilities to serve a proposal. Who knows when the next house will come. The Council needs to be very discerning when making a decision. This is about applying the law and not what someone thinks. This has been a really long process. There is a reason for process and protection laws. He hopes the Council can find a way to see that it is a good policy to apply the law and facts. He encouraged the Council to ask questions of him, their attorney, and City Planner.

Graichen informed the Council that they are only gathering facts. This is not time for deliberation. He wants to make sure Council has an opportunity to get their questions answered.

Councilor Birkle asked if questions can be asked during deliberations as well. Graichen said yes. They will have an opportunity to ask questions of staff and legal counsel. Monahan added that this is their opportunity to talk to him, Graichen, and if they need to ask the applicant questions. If they receive new information from the applicant, they may need to reopen the hearing and provide additional opportunity for the opponents to address. The best opportunity to discuss options is during the open hearing rather than deliberations.

Council President Morten asked about options one and two at the 90-degree corner. Is it either/or? Or a combination of the two? Graichen explained that the applicant proposed two options.

- The turnout by itself.
- Widening the portion of Belton Road that abuts the property to 20 feet.

Although it was not in writing, Hall expressed a willingness from the applicant to have a hybrid in which both are combined. That would mean 20 feet along the Belton Road frontage, except the blind corner, which would be 24 feet.

Mayor Scholl clarified that the City's street standard minimum is 20 feet. Graichen confirmed that is correct. It would be the skinny street standard.

Councilor Topaz referred to the old road that went down there. The City acquired the road and put an easement on it. It looks like the City could widen the road to that easement. When was the easement put on the old road? Graichen believes it was 1971. He is basing that off some of the easement records that were attained with the original application that talked about the dedication of Belton Road in 1971. He assumes that the entire dedication was from that era. He does not believe the road was paved back then. The property owners likely wanted the road to become public for easier maintenance. Some old maps show it as private, which testimony confirmed. The dedication occurred and that is when it switched from private to public.

Councilor Birkle referred to SHMC Ch. 17.140.040 Approval Criteria. Is approval mandatory if all of the conditions can be met? Graichen responded that Hall's argument was based on City standards, Constitutional law, and State law. If all the criteria lean towards approval, they can approve it with reasonable conditions. Mayor Scholl added that Hall referenced ORS 197.155 and the Constitution.

Councilor Birkle talked about the statement made that the Planning Commission did not make specific reference to City Code. Is that a necessary condition? They based their decision on the size of the road and inadequate public facilities. Should the Code have been explicitly referred to? Mayor Scholl believes it should be. Councilor Birkle would like to hear from Monahan. Graichen reminded the Council that the Planning Commission's issue was the narrowness of the road. Mayor Scholl repeated that it is a city

street, and the minimum width is 20 feet. Graichen talked about the concerns from Planning Commission setting a precedent allowing development when it is that narrow. Discussion ensued.

Monahan referred back to Birkle's question. Council is required to apply their Code. Those standards are required to be clear and objective. Anyone in the community should be able to see the opportunity to make use of a piece of land in a particular zone. That allows property owners to know their rights and adjacent property owners and the community to understand what could happen on those properties. In this situation, there is a piece of land in excess of 90,000 square feet. You apply the standards based on what the applicant wants to do. The standards he has seen in the staff report are that there must a certain amount of land to allow up to two buildable lots that meet the size standards for the zoning. That is not in dispute. The only criterion in debate is whether or not adequate public facilities exist to serve this new development. They are hearing the existing transportation system is inadequate and has been long before the City took ownership. Their challenge is to determine whether or not they will allow any additional development before the road is up to full standards. Full standards would be a 20-foot-wide street in the existing right-of-way. Graichen presented an alternative to the planning Commission to look at whether or not the impact with a new lot being created and its associated conditions of approval would make it worse or potentially make it better. From a Constitutional standard, they cannot put the entire burden on one property owner to bring this street up to standards. But the property owner is proposing to make some improvements if the Council allows them to build. The Council needs to determine if that would make things better to the point that it meets adequate public facilities. It does not sound possible to meet all of the adequacy standards. Does it make it better and help the Council make a future plan for how they want the system to operate safely and efficiently? Council is in a tough place. Their standards say a property such as this has the ability to be divided under certain conditions. Council needs to interpret whether or not the conditions suggested make it approvable. If all criteria are met, the Code is structured that they would approve a land development. It cannot meet all the established criteria, but it does add something to the system to potentially make it a little better. Plus, each property contributes to capital improvements.

Councilor Topaz asked if there are time limits to widen the road. Monahan responded that it would be a decision for the Council to make as policy makers. Another element of the conditions of approval is that Graichen has required, and the applicant has agreed to, a non-remonstrance agreement. Should there be a project that the City chooses to put in place to improve that road, they are willing to sign a legal agreement that binds them to pay their fair share of improvements to that road. To his knowledge, they do not have agreements from the other properties along that road. The Council needs to determine if the system is adequate.

Graichen reminded the Council that there is a proposed list of conditions in the staff report to the Planning Commission, in case they approved it. Those include a couple different landmarks in time. If the Council approves it with conditions as written, that turnout/street widening would have to be developed before the final plat is finalized. The final plat is the final document that divides the property. It would make sure the improvements are in place. The Code does say if it is silent on a condition, the default is within one year. They do not want people to guess, so they usually add it as a condition. It is very common to make that a condition of the final plat.

**CLOSE PUBLIC HEARING – 9:46 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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





# COUNCIL PUBLIC HEARING

Wednesday, June 02, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner  
 Bill Monahan, City Attorney

### OTHERS

Damien Hall	Andrew Schlumpberger	Daniel Kearns
James Hill	Tracey Hill	Kathleen Ward
Radhika Shah	Robin Nunn	Jerry Belcher
Holly Nunn	Laurie Brownlow	Hunter Blashill
Jeanne Sorenson	Lynn	

### OPEN PUBLIC HEARING – 9:47 p.m.

### TOPIC

#### 1. Fiscal Year 2021-2022 State Revenue Sharing and Budget

Assistance City Administrator Brown gave those in attendance the opportunity to ask questions about the State Revenue Sharing and City Budget. A copy of the proposed is included in the archive packet for this meeting.

**PUBLIC COMMENT** - No public comments.

### CLOSE PUBLIC HEARING – 9:48 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



# COUNCIL PUBLIC HEARING

Wednesday, June 02, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner  
 Bill Monahan, City Attorney

### OTHERS

Damien Hall	Andrew Schlumpberger	Daniel Kearns
James Hill	Tracey Hill	Kathleen Ward
Radhika Shah	Robin Nunn	Jerry Belcher
Holly Nunn	Laurie Brownlow	Hunter Blashill
Jeanne Sorenson	Lynn	

### OPEN PUBLIC HEARING – 9:49 p.m.

### TOPIC

#### 1. Annexation of 35111 Six Dees Lane (McCullough)

Associate Planner Dimsho covered preliminary matters and presented the staff report, a copy of which is included in the archive packet for this meeting. 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.

Planning Commission and staff both recommend approval and recommend the property have a Comprehensive Plan designation of Suburban Residential, be zoned Moderate Residential, and a portion of the property designated as "developing."

**TESTIMONY IN FAVOR** – None

**TESTIMONY IN OPPOSITION** – None

**REBUTTAL** – None

### CLOSE PUBLIC HEARING – 9:56 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL PUBLIC HEARING

Wednesday, June 02, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner  
 Bill Monahan, City Attorney

### OTHERS

Damien Hall	Andrew Schlumpberger	Daniel Kearns
James Hill	Tracey Hill	Kathleen Ward
Radhika Shah	Robin Nunn	Jerry Belcher
Holly Nunn	Laurie Brownlow	Hunter Blashill
Jeanne Sorenson	Lynn	

### OPEN PUBLIC HEARING – 9:57 p.m.

### TOPIC

#### 1. Annexation of 505 N. Vernonia Road (Weber)

Associate Planner Dimsho covered preliminary matters and presented the staff report, a copy of which is included in the archive packet for this meeting. 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.

Planning Commission and staff both recommend approval and recommend the property have a Comprehensive Plan designation of Suburban Residential, be zoned Moderate Residential, and designated as "developing."

**TESTIMONY IN FAVOR** – None

**TESTIMONY IN OPPOSITION** – None

**REBUTTAL** – None

**CLOSE PUBLIC HEARING – 10:02 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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



# COUNCIL REGULAR SESSION

Wednesday, June 02, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator	Jenny Dimsho, Associate Planner
Matt Brown, Deputy City Administrator	Joe Hogue, Police Lieutenant
Kathy Payne, City Recorder	Tina Curry, Event Coordinator
Jacob Graichen, City Planner	Bill Monahan, City Attorney

### OTHERS

Damien Hall	Andrew Schlumpberger	Daniel Kearns
James Hill	Tracey Hill	Kathleen Ward
Radhika Shah	Robin Nunn	Jerry Belcher
Holly Nunn	Laurie Brownlow	Hunter Blashill
Jeanne Sorenson	Lynn	

### CALL REGULAR SESSION TO ORDER – 10:03 p.m.

### PLEDGE OF ALLEGIANCE

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

No visitor comments.

### DELIBERATIONS

#### Appeal of the Planning Commission's Denial of a Proposal to Divide Property into Two Parcels at 160 Belton Road (Schlumpberger)

Councilor Topaz is in favor of following City Planner Graichen's recommendation of having the improvements done on the road to approve the partition.

Councilor Chilton applauds the testimony and point of view of the neighbors who obviously love their neighborhood and want to preserve it. However, she does not see enough of a threat with the building of the home. Depreciation of a view is not enough in her opinion. This is a hardworking, public serving, young family, who have nothing but good intentions for the property. They have the right as owners of the land to do so. She understands improvements need to happen, which is why she supports approval of the request with the hybrid option provided by the applicant's attorney.

Council President Morten acknowledged the tremendous testimonials heard tonight. For the most part, they heard an objective side and an emotional plea. He has a lot of respect for some of the neighbors pleading for it to remain as it is. A lot of history was revealed. This is tough for the Council. They are

caught between objectives and emotions. The Council's job is to be objective; therefore, he supports the Schlumberger's and the approval of the partition.

Councilor Birkle expressed the difficulty of the decision and not being happy with it. He agreed with Council President Morten and the need to be objective to comply with City Code. His decision may rupture long-time relationships he has had with members of this community. As a liaison to the Planning Commission, he is very reluctant to overturn their decision that was made with deliberation and thought. As Councilor Chilton said, individuals own the property and it is their right to do what they will with their property, even though he is saddened by the impact it will have on their neighbors. The partition approval criteria were met, although barely in regard to the road, but he would vote in support of the partition with the conditions.

Mayor Scholl expressed that it is tough when you are hearing people who are very emotional, such as the previous hearings for Emerald Meadows and the Zahl property near Elk Ridge. He suggested the Planning Commission have a City Attorney present during sensitive land use hearings. It may not make sense to the people in opposition, but he hopes they can see from past developments that it works out. This is a strong and loving community. He heard that from people testifying. He hopes they can continue to enjoy the beautiful neighborhood. The Planning Commission and Council have to follow policy and code. They can only impose so much on the property owner.

Graichen clarified that the Council is determining that the improvements will offset the impacts of the additional parcel. Mayor Scholl said yes. Graichen referred to Councilor Chilton's mention about the hybrid option. There are a few options: the turnout itself, the 20 feet, or a combination of the two. Mayor Scholl heard there is a constitutional right; option one is the minimal but would clear out the line of site and would satisfy Planning. He would recommend following staff's original recommendation of the little area above that is not as impactful. The City knows they have a problem with a city street.

Graichen wants to be clear on the Council's decision. If the motion is made for the turnout as originally proposed by staff, then they would approve it via the conditions in the staff report to the Planning Commission. Graichen reviewed those conditions.

Councilor Topaz stated that the only change he sees is having the hybrid for both the option and the widening at the corner. Graichen responded that if the Council wants more than just the turnout, they will modify a couple conditions.

Councilor Chilton clarified that the hybrid, the widening of the road and the turnout, were proposed by the applicant. Graichen agreed that the applicant's legal counsel did acknowledge that the applicant would accept it. Mayor Scholl pointed out that they also recognized that it was unconstitutional. Councilor Birkle added that he called it a safe harbor and he interpreted it as they would not go that route. It looked like the hybrid, or second option would take out a lot more trees. He is in favor of the turnout to have less impact. Councilor Topaz asked if the widening would take out trees or just come up to the rock. Graichen pointed out on a map that widening the street will take away some of the trees.

Mayor Scholl asked Monahan if this is unconstitutional for the Council to do this. Monahan responded that there is a requirement under the US Constitution that the Council can only require improvements that are related proportionality to the impact of the development. However, their attorney referenced that they were willing to consider the combination of the two alternatives and make them into one condition. He did use the term safe harbor, which he interprets as the City not imposing the condition but accepting the offer of the safe harbor condition. If Council imposes it, it will probably not meet rough proportionality because they have not done an analysis to show the justification based on the impact of the partition, but because the applicant made that offer, that precludes their opportunity to challenge it constitutionally.

Councilor Topaz asked how that would be worded since they offered to do it. Monahan pointed out that the offer is in the record. They have to make the decision. It does not sound like Councilor Birkle is in favor of the widening to combine the two because of the potential tree cutting. They need to discuss the preferred alternatives. If they choose a combination, then direct staff to come back with that language. It may require the City Engineer to look at those two. The Engineer has not had a chance to look at this and give feedback.

Discussion ensued as the Council reviewed photos of the area.

Councilor Chilton is fine with option one. She reminded the Council that extending and fixing roads is something they will have to do as part of the new housing laws they passed. Mayor Scholl pointed out that the application was submitted prior to the new standards being adopted. The 20-foot-wide road did apply at the time of application.

**Motion:** Motion made by Council President Morten and seconded by Council Topaz to approve the proposal to divide the property into two parcels at 160 Belton Road with the 12 conditions read by the City Planner, and adding the condition of a hybrid road alignment. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **Annexation of 35111 Six Dees Lane (McCullough)**

**Motion:** Motion made by Councilor Chilton and seconded by Councilor Topaz to approve the annexation of 35111 Six Dees Lane. **Vote:** Favor: Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **Annexation of 505 N. Vernonia Road (Weber)**

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve the annexation of 505 N. Vernonia Road. **Vote:** Favor: Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **ORDINANCES – First Reading**

- 1. Ordinance No. 3267:** An Ordinance to Annex and Designate the Zone of Certain Property at 58551 Kavanagh Avenue

Mayor Scholl read Ordinance No. 3267 by title for the first time. The final reading will be held at the next meeting.

#### **RESOLUTIONS**

- 2. Resolution No. 1918:** A Resolution of the City of St. Helens Declaring the City's Election to Receive State Revenues

Mayor Scholl read Resolution No. 1918 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1918. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

- 3. Resolution No. 1919:** A Resolution of the Common Council of the City of St. Helens, Oregon Adopting Budget, Making Appropriations, and Levying Taxes for the Fiscal Year Beginning July 1, 2021

Mayor Scholl read Resolution No. 1919 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1919. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

- 4. Resolution No. 1920:** A Resolution of the Common Council of the City of St. Helens, Oregon, Amending the City Employee Compensation Plans for Fiscal Year 2021-2022



Mayor Scholl read Resolution No. 1920 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1920. **Vote:** Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

- 5. Resolution No. 1921:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting an Agreement regarding Benefits with Unrepresented Employees of the City of St. Helens

Mayor Scholl read Resolution No. 1921 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Chilton to adopt Resolution No. 1921. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

- 6. Resolution No. 1922:** A Resolution to Amend the City of St. Helens Personnel Policies and Procedures Handbook and the Technology and Telework Policies and Procedures Handbook

Mayor Scholl read Resolution No. 1922 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1922. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

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

7. Memorandum of Understanding with St. Helens Police Association

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '7' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

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

8. Salmonberry ("Smith") Timber Sale to Interfor US Timber Inc. at \$652.36 per 1,000 BF

**Motion:** Motion made by Councilor Topaz and seconded by Councilor Chilton to approve '8' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

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

9. Council Work Session, Executive Session, Public Forum, Public Hearing, and Regular Session Minutes dated May 19, 2021  
10. OLCC Licenses  
11. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '9' through '11' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

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

No work session action items.

#### **MAYOR SCHOLL REPORTS**

- Nothing to report.

#### **COUNCIL MEMBER REPORTS**

Council President Morten reported...

- Nothing to report.

Councilor Topaz reported...

- The State has been working on Millard Road. They spent a lot of money investigating what they would do. Somehow, they found something that was not supposed to be there and now he does not see anyone working. He is concerned that those are the same people that will one day get people under or over the railroad. He hopes the City's Engineer has a copy of the drawings of what is going on under Millard Road. If this happens again, at least the City would have a

record, even though we are not responsible for what is happening out there. Some of these State agencies are missing the ball. DEQ did not tell us a whole lot about the contaminated waterfront when the City was buying the white mill. How can they protect themselves from their mismanagement? Mayor Scholl will ask if Public Works Director Zaher can ask the State for an update and report back to Council.

Councilor Birkle reported...

- He has 11 days left with students before summer break. He is looking forward to spending more time getting together with City staff and learning more about things.

Councilor Chilton reported...

- Nothing to report.

**OTHER BUSINESS – None**

**ADJOURN – 10:45 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 FORUM

Wednesday, June 16, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Deputy City Administrator  
 Kathy Payne, City Recorder  
 Jenny Dimsho, Associate Planner/  
 Community Development Project Manager

Mouhamad Zaher, Public Works Director  
 Jacob Graichen, City Planner  
 Crystal King, Communications Officer  
 Sue Nelson, City Engineer

### OTHERS

Kaitlin North, OTAK  
 Don Hanson, OTAK  
 Jason Morris  
 Keith Buisman

### OPEN PUBLIC FORUM VIA ZOOM - 6:00 pm

### TOPIC

#### 1. Riverfront Redevelopment: S. 1st Street / Strand Street Alignment Alternatives

City Engineer Sue Nelson introduced Don Hanson and Kaitlin North from Otak. A copy of their presentation is included in the archive packet for this meeting.

Don talked about the importance of putting the roadways in the right place. He summarized the interviews with the potential developers who submitted proposals. Minutes of those interviews are included in the packet. All four are very interested in developing this property.

Kaitlin reviewed proposed conceptual plans.

- West alignment
  - S. 1<sup>st</sup> Street is closer to the bluff
  - Parallel parking in the middle
  - Angled parking on the ends
  - Creates five deeper blocks of development potential along the waterfront
  - Potential development
    - Hotel
    - Commercial/retail/office
    - Townhomes and/or flats
    - Multi-family buildings
  - Multi-use path on the bluff side

- Looped trail around the entire property
- Future pedestrian access points
- Location for a future pump station
- Trail head parking
- Live/work units
- Larger parcel opportunities and greater development flexibility
- Recommended as preferred alignment
- East alignment
  - S. 1<sup>st</sup> Street was moved further down, halfway between bluff and waterfront
  - Same parking configurations
  - Creates four narrower blocks on the waterfront side and one block of development on the bluff side of the street
  - Potential for complete street with buildings on both sides of the street
  - Potential development
    - Hotel
    - Commercial/retail/office
    - Primarily townhomes in the middle
    - Slightly smaller multi-family building at the end
  - Townhomes on the bluff side
  - Meandering multi-use path around the site
  - Pedestrian access ways
  - Location for a future pump station
  - Trail head parking

Don prefers the west alignment. It offers a beautiful greenway against the bluff. It makes sense to value that.

Councilor Topaz talked about the problems with both of the alignments.

- He wants to see a street near the river for people to enjoy the view as they drive by.
- Need ADA access. Handicap will not use the foot paths.
- Working from home has a downside. He wants people to come to businesses to spend money. At some point it is going to go away.
- Need some type of industry.
- Not enough parking for events.

Don responded to Councilor Topaz:

- Parking - purposely do not have any development along Strand Street. Configured the road to allow for parking on both sides. When people come down, they will be able to view the river from Strand Street and also park on Strand Street. It is the closest parking to the active park area. He is comfortable with the proposed parking. He did not want to overpark it.
- The plans are very conceptual.
- Bringing tourism dollars into the community is on point. The sites are configured to accommodate that.

Councilor Topaz repeated his desire to be able to drive along the river, have additional parking during events, and provide handicap access to the river. Don responded that handicap accessible parking spaces can be created along Strand Street near the river. Those comments will be considered moving forward.

Councilor Chilton is also concerned about public access along the river. The community survey showed a desire for public space and there does not appear to be much of it. She read all of the developers' answers. She was very impressed with Roy Kim's responses and his focus on St. Helens as a

community. He was spot on with a vision. Don agreed that he was also impressed with Roy Kim's comments.

Councilor Birkle wants to make sure they are giving priority to citizens and residents to speak. The Council will have more than ample opportunity to discuss the development.

Mayor Scholl reminded everyone that this is about road alignment. He likes that the park has been expanded even more than he had anticipated. The entire boardwalk that circles the property is public land, which is what people are used to walking now. He prefers the west alignment.

- ◆ Jason Morris. He works at a clinic down here and experiences difficulty with limited parking for residents, businesses, and restaurants. How will the proposed parking improve that?

Don responded that they are proposing all on-street parking. They have not really thought about putting big civic parking lots in the area. They think the on-street parking can handle it. Parking will need to meet Code for any development parcels. For example, new residential development will be required to provide off-street parking. Kaitlin added that the parking shown in white is roughly 215 spaces. It is about the same for each alignment.

Discussion of additional parking. The City owns the lot where '3' and '4' are shown on the map. That could potential be parking or more development area.

Councilor Topaz asked how easy it will be to move 100 cars in and out. This looks like a residential area as opposed to a commercial or industrial area. Don thinks there will be at least three or four driveways coming onto S. 1<sup>st</sup> Street. Their hope is that would distribute those access points.

Councilor Topaz talked about problems with delivery trucks double parking. Don acknowledged there is a lot more delivery vehicles, but they are usually quick in and out. Buildings are typically required to provide a loading space when they reach a certain number of spaces. That is something to keep in mind.

Mayor Scholl likes the bulb-out. It could also be a great wheelchair drop-off. Don agreed. It was the best solution in that location.

Councilor Birkle acknowledged that both options are pretty solid.

- He was initially attracted to the east alignment because he loves greenspace. But with the west alignment, he thinks it might provide more greenspace closer to the river.
- He likes the idea of coming down the stairs below Tualatin Street into greenspace.
- Is absolutely opposed to having a road along the river. It interferes with the riverwalk. As they add access, people of all abilities will be able to access the river.
- What is the parking deck on parcel D?

Don responded that they thought that parcel is big enough to provide two levels of parking. They do not want to dig down because they will hit water. They would do it under or between the building footprints. The parking would be concealed by buildings that wrap around it. Councilor Topaz told Don that the area was built on fill. The fill was slabs of wood. Don agreed, which is why he is not proposing to excavate for a parking garage. He would rather stay above that.

Councilor Birkle heard desires for people to park closer to the river to enjoy views, like at the courthouse parking lot, which looks like it has been done. There was a mention about zoning options. Don can provide that to him.

Mayor Scholl thanked Don and Kaitlin for the presentation.

**CLOSE PUBLIC FORUM – 6:46 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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



# COUNCIL WORK SESSION

Wednesday, June 16, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
Matt Brown, Deputy City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Brian Greenway, Police Chief  
Mike De Roia, Building Official

Mouhamad Zaher, Public Works Director  
Carol Green, Accountant  
Heidi Davis, Building & Administration Secretary  
Crystal King, Communications Officer  
Matthew Kahl, City Attorney  
Tina Curry, Event Coordinator

### OTHERS

Kanale T.                      Andrew Schlumpberger  
Josh Brown                 Brady Preheim  
Paul Barlow

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

Due to technical difficulties, the Zoom video did not record. See YouTube video.

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

No visitor comments.

### DISCUSSION TOPICS

#### 1. Employee Length of Service Recognition - Carol Green (25 yrs) & Heidi Davis (15 yrs)

Two employees have reached milestones in their employment with the City of St. Helens.

##### 25 Years

Carol Green began working for the City on June 14, 1996, as an Accounting Assistant. In 2013, her position was reclassified to Accounting Technician and then in 2020 to Accountant, where she still serves today.

##### 15 Years

Heidi Davis began working for the City on June 14, 2006, as a Receptionist/Counter Clerk. In 2008, she was promoted to Building & Administration Secretary where she still serves today.

Congratulations, Carol and Heidi, and thank you for your service!

**2. Annual Report from Insurance Agent Hagan Hamilton - *Chris Iverson***

1:17 p.m.

Chris Iverson reviewed his report. A copy is included in the archive packet for this meeting.

**3. Review Proposed Rates Increase for Garbage & Recycling Services - *Josh, Hudson Garbage***

1:06 p.m.

Josh Brown, Hudson Garbage, reviewed the proposed rate increase. Columbia County recently passed a 2.6% disposal increase for the transfer station, which has an impact on their rates and collection services. Also, some of their cost structures changed significantly over the past 12-18 months. Costs for labor, fuel, metal, etc. are all factors in the increased rates. Hudson Garbage did not pass any of the increased costs on to their customers in 2020. They are requesting a 2.6% increase to service rates.

City Administrator Walsh talked about the good partnership the City has with Hudson Garbage.

Councilor Birkle referred to a letter to the editor in today's Chronicle. There was a question about glass recycling. Glass recycling can be taken to the transfer station, but it cannot be picked up at the curb. Can it be added to the service? Josh responded that he also oversees the Portland market, where they pick up glass at the curb. They are open to evaluating it. There will be cost associated with an additional container, truck, and labor. It is challenging to haul and recycle.

Council President Morten met with the Parks & Trails Commission on Monday. They briefly discussed franchise agreements. Comcast gave an additional contribution to the City and another industry contributes to the City. There was discussion about the shortage of port-a-potties in the parks during events. There was never a motion to request a donation. Josh acknowledged that they are willing to contribute.

**4. Annual Report from Parks & Trails Commission - *Paul Barlow***

1:24 p.m.

Paul Barlow reviewed the Parks & Trails Commission report. A copy is included in the archive packet for this meeting.

Councilor Chilton attended Monday's meeting Parks & Trails Commission meeting. There was discussion about vandalism and graffiti in the parks. She has heard from citizens that stuff is happening at the brand-new playground. Is there a way to focus on protecting them more? Paul said he has noticed it also. He suggested better lighting in the parks.

Council President Morten said there is security at McCormick Park. He suggested increasing the security with the caretaker living there. Additional cameras would be helpful. Paul suggested putting information in the City's newsletter to encourage citizens to be more aware and watch for vandals.

Councilor Chilton reported that she just received a message from Chief Greenway that the Police Department will make McCormick Park a priority for monitoring.

**5. Public Safety Facility Timeline Discussion and Next Steps - *John/Matt***

1:42 p.m.

On hold until tonight due to technical difficulties.

**6. Review New Water System Operator II Job Description - *Mouhamad***

1:45 p.m.

Public Works Director Zaher reviewed the job description. It is a hybrid position that works at both the Wastewater Treatment Plant and Water Filtration Facility. It is an existing position that was restructured, so does not impact the budget. A copy is included in the archive packet for this meeting.



Councilor Topaz asked about cutting torches and welding. Do they need to be a certified welder? Zaher responded that basic knowledge would be beneficial but is not required.

### **7. Review New Records and Evidence Specialist Job Description - *Brian***

1:48 p.m.

On hold until tonight due to technical difficulties.

Mayor Scholl reported that Officers Coy and Howell normally observe an elderly citizen on a daily basis near IGA, where they stop to get sandwiches for lunch. They did not see him for a few days, so researched where he lives, and went to his home. After knocking, they heard a faint thumping and forced entry into the home. They found him on the floor. He had suffered a massive stroke on Sunday. They called the paramedics, and he was transported. This is only part of the reason it is important to retain officers long-term. They make relationships and notice when things are different. He is hoping for a speedy recovery!

### **8. Review Community Support Fund Grant Application - *Kathy***

1:50 p.m.

On hold until tonight due to technical difficulties.

### **9. Discuss Plans for Citizens Day in the Park**

1:51 p.m.

- City Council sponsored event
- Scheduled for August 7
- Mayor Scholl will work on contacting past donators. He will need help picking stuff up that morning.
  - IGA – meat and buns
  - Sunshine Pizza – pasta salad
  - Skinny's Texaco – water
  - Stan's Refrigeration – ice
- Police Department, Fire Department, and National Guard usually attend
- Car show
- Nonprofits can set up
- Vendors have set up and paid a fee. May want to consider waiving the fee this year.
- Need help this year due to COVID restrictions.
- Discussion to hold a meeting to plan this year's event. The meeting was scheduled for Wednesday, July 14, 6 p.m. at McCormick Park. Public notice will be distributed.
- Need to recognize donators and sponsors more
- Possibility of 4-H animals
- Pay a few employees overtime to help during the event

Announcement that there is a Comcast outage at City Hall.

### **10. Strategic Action Plan Updates**

2:03 p.m.

On hold until tonight due to technical difficulties.

### **11. City Administrator Report**

2:04 p.m.

- He and Associate Planner Dimsho made a presentation to the Infrastructure Finance Board requesting \$14.5 million. They were unanimously awarded the \$14.5.

- 13 Nights on the River has been going well.
- Requesting Council consider allowing open containers in the event area for 13 Nights and 4<sup>th</sup> of July. No outside alcohol is allowed in for 13 Nights. It has been done in the past and is a revenue generator. Currently, alcohol is only allowed in the beer garden, and this would allow them to enter the park/event area.

Council President suggested moving forward. If there are problems, they can discontinue it.

Councilor Birkle clarified that people can bring their own. Mayor Scholl said only on the 4<sup>th</sup> of July. It has to be purchased at the beer garden for 13 Nights. Councilor Birkle asked about insurance. Councilor Chilton said people are already sneaking it in.

It will be voted on at tonight's meeting.

- 4<sup>th</sup> of July is coming up
  - Hit machine will perform
  - Looking forward to getting back to normal
  - Tina is doing a lot of the planning
  - Waiting for a volunteer organization to take over the event. Main Street is discussing it.
  - May need to hire a group to conduct parking and traffic control
  - Heather from Western Fireworks has been a big help
  - Public Works is a huge support. On the Friday prior to 4<sup>th</sup> of July, Public Works needs to go over to Sand Island to put in barricades at the end of Sand Island.
- Public Forum tonight at 6 p.m. It is all about road connections, and not the Riverwalk this time.

Councilor Chilton asked Walsh about a Halloweentown store in St. Helens. She was surprised to hear about it. Where is the money coming from to open the store and buy the product? Where is the money going? Walsh responded that it is all Tourism. It is quite interesting, and he encouraged everyone to check it out. The merchandise is centralized from other stores, plus some new stuff. The cost comes out of Tourism funding. Councilor Chilton requested an informational email with these types of updates. Walsh said it is also to help maintain street life with the building the City is leasing.

**ADJOURN – 2:25 p.m.**

**EXECUTIVE SESSION – recessed until after tonight's Regular Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# COUNCIL PUBLIC HEARING

Wednesday, June 16, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Deputy City Administrator  
 Kathy Payne, City Recorder  
 Jenny Dimsho, Associate Planner/  
 Community Development Project Manager

Mouhamad Zaher, Public Works Director  
 Jacob Graichen, City Planner  
 Crystal King, Communications Officer  
 Sue Nelson, City Engineer  
 Tina Curry, Event Coordinator

### OTHERS

Art Leskowich  
 Keith Buisman

**OPEN PUBLIC HEARING VIA ZOOM - 6:50 p.m.**

### TOPIC

#### 1. Budget Appropriations for FY2020-2021

Deputy City Administrator/Finance Director Matt Brown reviewed the purpose of this hearing. Every last June meeting of the year, he does a final clean-up of adjusting budget numbers, including additional revenue and expenses. There are two ways to do budget adjustments in Oregon budget law. If you are changing a category more than 15% you legally have to hold a public hearing. If you are changing categories less than 15% you can just use a resolution. As a matter of transparency, he has always held a public hearing. He reviewed the proposed changes in the resolution, which is included in the archive packet for tonight's regular session.

### PUBLIC COMMENT – None

Councilor Chilton asked which employees are funded with Community Enhancement. Brown responded that it typically does not have any employees unless it is grant-funded. Over the last couple years, Recreation has put grant money there that has paid for staffing. He later does a transfer to Personnel Services.

**CLOSE PUBLIC HEARING - 6:56 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



# COUNCIL REGULAR SESSION

Wednesday, June 16, 2021

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Matt Brown, Deputy City Administrator  
 Kathy Payne, City Recorder  
 Brian Greenway, Police Chief  
 Jenny Dimsho, Associate Planner/  
 Community Development Project Manager

Mouhamad Zaher, Public Works Director  
 Jacob Graichen, City Planner  
 Crystal King, Communications Officer  
 Sue Nelson, City Engineer  
 Tina Curry, Event Coordinator

### OTHERS

Art Leskovich  
 Josh Brown  
 Brady Preheim  
 Andrew Schlumpberger

**CALL REGULAR SESSION TO ORDER VIA ZOOM – 7 p.m.**

### PLEDGE OF ALLEGIANCE

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

Mayor Scholl reported that Officers Coy and Howell normally observe an elderly citizen on a daily basis near IGA, where they stop to get sandwiches for lunch. They did not see him for a few days, so researched where he lives, and went to his home. After knocking, they heard a faint thumping and forced entry into the home. They found him on the floor. He had suffered a massive stroke on Sunday. They called the paramedics, and he was transported. This is only part of the reason it is important to retain officers long-term. They make relationships and notice when things are different. He is hoping for a speedy recovery!

- ◆ Brady Preheim. First, he complained about the internet and audio issues at the City, after all the money spent on a new IT person. There should not be any more excuses. Second, he reminded Councilor Chilton that reading is a requirement for her position. It takes time to be a city councilor. She needs to research before making comments. Third, he asked if anyone has noticed if Councilor Topaz is following the censure. He finds it hard to believe that the censure makes a difference. Who is in charge of policing that and for ensuring that he abides by those terms? If he does not, what steps are taken?

Mayor Scholl responded to the question about the censure. Councilor Topaz is allowed to come in and check his mailbox. He has done that and has made some short talk inside City Hall. Mayor Scholl

reminded Councilor Topaz that he needs to schedule a meeting if he needs to talk to someone at City Hall.

### **WORK SESSION ITEMS CARRIED OVER**

#### **Public Safety Facility Timeline and Next Steps**

Deputy City Administrator Brown reviewed a draft timeline for the next couple years. A copy is included in the archive packet for the work session.

- The consultant's timeline is an estimate.
- A resolution for the revenue bond is expected to come to the Council in July.
- A resolution for the public safety fee is expected to come to Council in November.
- Anticipating that the public safety fee will begin in January 2022.
- Anticipating the receipt of the initial funding in September/October with the first payment due in June 2022.
- Hoping to award the construction bid in January 2023.
- Expect it will take about a year to construct the building.

Discussion of public safety fee. It is estimated to be between \$2-4 with a 30-year sunset unless it can be paid off sooner. Councilor Birkle expressed his hesitancy to exceed a \$2 fee. Mayor Scholl suggested \$3 for 30-years to provide cushion and not exhaust other funding sources.

#### **Review New Records and Evidence Specialist Job Description**

Police Chief Greenway reviewed the proposed changes to the job description. A copy is included in the archive packet for the work session. He is not requesting additional staffing. This modifies the job description to be consistent with the work being done by clerical staff and allows them to handle and transport evidence, which will alleviate the need to call officers in from the road for evidence processing.

#### **Review Grant Application**

City Recorder Payne reviewed the modified application. A copy is included in the archive packet for the work session.

Councilor Topaz was concerned about the short window of time to apply. Payne reminded him that Council discussed opening the process twice a year.

Council was in favor of the application. Mayor Scholl does want to retain flexibility when they are approached for time-sensitive funding. Councilor Chilton understands but wants to be sure they are consistent by strongly encouraging nonprofit groups to follow the process.

#### **Strategic Action Plan Items**

- The St. Helens Industrial Park RFQ closed. Staff is reviewing the submittals and will make a recommendation to Council in July.
- The Millard Road property RFQ closed. Those results will come to Council in a report from Walsh or Dimsho.
- Reviewed proposed upcoming changes in the parks:
  - Begin replacing wooden picnic tables with metal picnic tables
    - Surplus wooden tables will be offered to nonprofit organizations
  - ADA tables will be added to Columbia View Park and McCormick Park
  - Replacing barbecues
  - Replacing trash cans with ones that have rainproof covers
  - The Parks & Trails Commission is in favor of the changes

Council President Morten talked about a recent time that there were a couple hundred people at the 6<sup>th</sup> Street Ballfield, but only one port-a-potty. Who facilitates the need for those? Does the Parks &

Recreation Division process permits? Brown responded that they do. The Park reservation lists how many people are expected to attend, which triggers a requirement for the applicant or City to request port-a-potties.

Council President Morten asked if the process is different for service organizations to hold meetings in the parks and waive the permit fee. They are the ones helping with park cleanup and maintenance. Brown suggested they contact Parks & Recreation Manager Shanna Duggan. She is communicating with other agencies to see what they offer. They do want to honor organizations that give volunteer hours. They will be creating a policy.

- The problem that was experienced with Zoom during the work session was a Comcast issue and not something IT could fix. A video and audio company is coming in on Thursday and Friday to prepare the Council Chambers for in-person meetings. He needs direction from Council of whether to continue or discontinue using Zoom. Even without Zoom, they will still be able to stream live meetings to the website via YouTube. Staff's recommendation is to go away from Zoom and go back to in-person meetings the way they used to be. They can still use Zoom in the Council Chambers, but it is more cumbersome to do in-person and Zoom at the same time.

Mayor Scholl is in favor of going back to in-person meetings the way they were. If they expect a large attendance, they can use the Recreation Center.

Councilor Birkle likes the possibility of continuing to use Zoom at the same time as in-person meetings. It allows people with mobility problems or unavailable to attend for other reasons the opportunity to participate. Mayor Scholl said they have allowed people to phone-in for those circumstances in the past. Brown added that people can still submit written letters and be read into the record. Councilor Birkle just wants to be sure they are communicating the other options available to provide input.

#### **ORDINANCES – Final Reading**

- 1. Ordinance No. 3267:** An Ordinance to Annex and Designate the Zone of Certain Property at 58551 Kavanagh Avenue

Mayor Scholl read Ordinance No. 3267 by title for the final time. **Motion:** Motion made by Councilor Topaz and seconded by Councilor Chilton to adopt Ordinance No. 3267. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

#### **ORDINANCES – First Reading**

- 2. Ordinance No. 3268:** An Ordinance to Annex and Designate the Zone of Certain Property at 35111 Six Dees Lane

Mayor Scholl read Ordinance No. 3268 by title for the first time. The final reading will be held at the next meeting.

- 3. Ordinance No. 3269:** An Ordinance to Annex and Designate the Zone of Certain Property at 505 N. Vernonia Road

Mayor Scholl read Ordinance No. 3269 by title for the first time. The final reading will be held at the next meeting.

#### **RESOLUTIONS**

- 4. Resolution No. 1923:** A Resolution Determining that a Nuisance Exists Upon Property Located at 496 S. 13<sup>th</sup> Street within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises

Mayor Scholl read Resolution No. 1923 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1923. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**5. Resolution No. 1924:** A Resolution Authorizing a Transfer of Appropriations within a Fund for Fiscal Year 2020-2021

Mayor Scholl read Resolution No. 1924 by title. **Motion:** Motion made by Councilor Chilton and seconded by Councilor Topaz to adopt Resolution No. 1924. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**6. Resolution No. 1925:** A Resolution of the St. Helens City Council, Amending the City Employee Compensation Plan for Fiscal Year 2021-2022

Deputy City Administrator Brown read Resolution No. 1925 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1925. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**7. PUBLIC COMMENT - Increase in Garbage & Recycling Rates**

Public Comment – None

**Resolution No. 1926:** A Resolution Establishing Garbage & Recycling Rates and Superseding Resolution No. 1859

Mayor Scholl read Resolution No. 1926 by title. **Motion:** Motion made by Councilor Topaz and seconded by Councilor Chilton to adopt Resolution No. 1926. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

8. Agreement with Columbia Humane Society for Community Service Workers
9. Extension of Agreement with Shannon Kmetc for Pro Tem Judicial Services
10. Extension of Concession Agreement with World Wide-ATM for ATM at 277 Strand Street
11. Extension of Contract with CBM Systems, LLC for Janitorial Services
12. Agreement with Mark Comfort for Clean-Up of Various Properties, including Declared Nuisance Properties
13. First Amendment to Agreement with Keller Associates, Inc. for Sanitary Sewer and Stormwater Master Plans Updates
14. Agreement with Brown & Caldwell for Consulting Services for NPDES Permit Renewal Negotiations and Implementation
15. First Amendment to Ground Lease with 7th Street Container Lofts LLC
16. Contract with Edge Development for Campbell Park Sport Court Project
17. Appeal AP.1.21 of Partition PT.1.21 City Council Findings and Fact and Conclusions of Law
18. Contract Payments

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '8' through '18'.

Discussion.

Councilor Chilton asked for an explanation of '8' and '9.' Walsh explained that '8' is an agreement to allow community service workers to work their hours at the Columbia Humane Society. Brown explained that '9' is for a pro tem judge in the case that the current judge is not able to conduct a trial due to a conflict of interest.

Councilor Birkle asked what janitorial services CBM provides. Brown explained that it is janitorial services for all the City's public buildings.

Councilor Topaz asked for an explanation of "clean-up" on '12.' Walsh responded that it is a time and materials contract allowing the City to use Mark Comfort to do the clean-up of properties. That work gives the City the authority to lien the house if the clean-up expenses are not paid for by the owner.



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

## **APPOINTMENTS TO CITY BOARDS AND COMMISSIONS**

### 19. Appointments to Library Board

**Motion:** Motion made by Councilor Chilton and seconded by Council President Morten to appoint Jana Mann, Robert Dunn, and Diane Wiener to the Library Board. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

## **CONSENT AGENDA FOR APPROVAL**

20. New Water System Operator II Job Description
21. New Records and Evidence Specialist Job Description
22. Declare Surplus Property - Public Works Vehicle
23. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '20' through '23' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

## **WORK SESSION ACTION ITEMS**

### Approval of Open Container Policy for City Events

Mayor Scholl confirmed that this was done at past events and there were no problems. Alcohol monitors will still be on site observing. He wants to incorporate 4<sup>th</sup> of July tailgating.

**Motion:** Motion made by Councilor Topaz and seconded by Councilor Chilton to adjust the open container area to include the boundaries of the park and include the Waterfront property on the 4<sup>th</sup> of July. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

## **MAYOR SCHOLL REPORTS**

- 4<sup>th</sup> of July is going to be a great show. He is meeting with Western Display Fireworks on Saturday to discuss the logistics. Some of the former supporters are stepping up to help. He hopes to see a community organization step up to take it over.
- Citizens Day in the Park is on August 7. Council is holding a special planning meeting in McCormick Park on July 14 at 6 p.m.
- He and Walsh walked the Waterfront property with the Columbia River PUD Board. It was good to review the site with them and build that relationship.

Walsh requested direction from Council following the Riverfront road alignment public forum.

**Motion:** Motion made by Mayor Scholl and seconded by Council President Morten to approve the west alignment.

Discussion.

Councilor Topaz does not like either one of them. He has been pushing to get the road closer to the river to view from your vehicle. Council President Morten is not in favor that. Councilor Topaz sees it as a tourism mechanism to attract people. He did not see anything that was special to St. Helens in the proposals. He wants more public land and not residential development.

Mayor Scholl thinks the road alignment is perfect. He does not want to smell exhaust or hear bass from vehicles as he is walking along the river. He wants to hear the birds, the splash of the water, and not vehicle noise. There is probably seven or eight acres of usable public land. Councilor Topaz suggested a noise ordinance be implemented.

Councilor Chilton is conflicted. She sees the value of extending the park. The proposal is not the message they have communicated to the public. They are expecting a lot more public use at the end of the property, which is going to be left with a bike path. She is not persuaded on the road placement right now.

Councilor Birkle hears Councilor Chilton. However, even with the west alignment, everything between 1<sup>st</sup> Street and the Riverwalk is conceptual. He would also like to consider additional public space. The west alignment does give them more options for a greater amount of public space.

Mayor Scholl reminded them that this is just about the road placement. The buildings are all conceptual. It could be zoned how they see fit. Five consultants all agreed with the west alignment. Councilor Topaz said those five consultants are shadows of each other. They are all local. He expected at least one to be different. Councilor Chilton disagreed. Roy Kim talked about St. Helens like he knew the area. They were very different from the others. Councilor Topaz agreed. He is talking about the whole mass. He wanted to see a much larger variety.

Mayor Scholl respectfully requested they not talk about the consultants.

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

### **COUNCIL MEMBER REPORTS**

Council President Morten reported...

- He was encouraged by the public forum today. It has been a long time and it was a milestone. This is only a road alignment, and he is glad to see a decision made.
- The south end of Highway 30 looks so good. Public Works has gone all the way to the railroad tracks cleaning up the brush. City workers took a lot of pride in cleaning it up. The Chamber area also looks really good. He is very proud of the work being done by Public Works.

Councilor Topaz reported...

- There is a really good article in the Chronicle about the Library. They are working to open as much as possible. They are looking at ways to expand the popular Makerspace and STEM programs.

Councilor Chilton reported...

- The softball and baseball leagues have started up.
- She drove by McCormick Park playground today and they were pouring concrete. She is excited to see it open.
- She is looking forward to the 4<sup>th</sup> of July. She and her family will be camping on Sand Island.
- She is looking forward to her first Citizens Day in the Park. She has put some feelers out for people interested in being involved.
- She attended the Parks & Trails Commission meeting last week. She learned a lot and saw how well that Commission functions.

Councilor Birkle reported...

- He took a nice walk yesterday, including to the softball fields at Boise. He wants to make sure they replace those ballfields as the St. Helens Business Park is developed.
- Cornelius Pass is paved from Highway 30 to Germantown Road.
- He is working with Duggan to begin walking tours of Dalton Lake on the second Saturday of every month. The parks are doing great work with Dalton Lake.
- He noticed the impact the proposed public safety facility will have on trees. He hopes they will be repurposing some of that lumber to include in the facility. He suggests preserving the trees as much as possible.

- He had a nice discussion with Planning Commission Chair Dan Cary about the Council's decision on the appeal. They also discussed a joint meeting and the role of the Planning Commission liaison.
- This is Pride month. He would like to see the Council acknowledge this and other celebrations each month as they come up.
- He is hoping for a short executive session. Today is his wife's birthday. They will be celebrating their 35<sup>th</sup> anniversary next month.

Mayor Scholl asked Councilor Birkle what he discussed with Chair Cary about the appeal decision. Councilor Birkle assured Cary that the Council takes the work of the Planning Commission very seriously. Council was presented with additional arguments to take into consideration and spent a good deal of time deliberating.

Council President Morten informed Councilor Birkle that his responsibility as a liaison is to report back to the Council. He needs to share the response of the Planning Commission to the Council's decision. Councilor Birkle does not know how they feel. He only spoke with Chair Cary. He plans on reaching out to the members when he has the opportunity. They have not had a meeting since the Council's decision. He is doing his best at this time. He had nothing more to communicate than what he shared tonight.

Mayor Scholl only asked based on moving forward. The Council based their decision on facts and Codes, and not feelings. Councilor Chilton and Councilor Birkle both said that no one is arguing that. Councilor Chilton does not understand the hostility. Mayor Scholl would like to use this opportunity to educate the Planning Commission that "feelings don't matter, and ordinances do."

Discussion ensued.

Councilor Chilton left the meeting.

Councilor Topaz reminded the Council that there will be a bell ringing at 2 p.m. on 4<sup>th</sup> of July.

## **OTHER BUSINESS**

**ADJOURN** - 8:54 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

June 16, 2021

*This meeting was held electronically via Zoom.*

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

**Members Absent:** Jessica Chilton, Councilor

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Jenny Dimsho, Associate Planner

**Others:** None



At 2:26 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

*The City's internet connection was not working and therefore, Mayor Scholl opened the Executive Session and immediately recessed it until after the Regular Session tonight.*

At 2:27 p.m., the Executive Session was recessed until after the Regular Session tonight.

At 9:01 p.m., the Council resumed Executive Session.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Update on the Millard Road property RFQ proposals received.
- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
  - Nothing was discussed under this item.

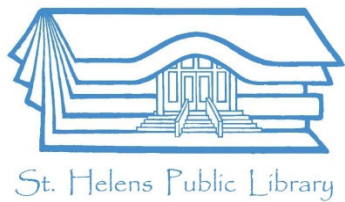
The Executive Session was adjourned at 9:33 p.m.



ATTEST:

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

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



**July 2021**

**From:** Margaret Jeffries, Library Director

**To:** The Mayor and Members of the City Council

**Subject:** Declare Surplus Library Equipment

The St. Helens Public Library requests that the following list of items be declared surplus and that we are authorized to dispose of the property through sale, donation or discard.

Quantity	Brand or further description	Model number, if known	Serial number, if known	Working condition
1	Wooden podium	n/a	n/a	used
10	Patterned chairs	n/a	n/a	used
1	Church pew	n/a	n/a	used
1	Lakewood Portable heater	n/a	n/a	Does not work
1	Colorful round rug	n/a	n/a	used
2	Kimberly-Clark Paper towel dispenser 12.6 x 16.4 x 10.1 "	n/a	n/a	yes
1	Hospeco Toilet seat cover dispenser-plastic	HG-1S	n/a	unused
1	Toilet sear cover dispenser-metal 15 ½ x 11 ¼ x 2 ½ "	n/a	n/a	used
8 boxes	Assorted Legos	n/a	n/a	used
1 box	Assorted toys	n/a	n/a	used
3 boxes	Assorted office supplies	n/a	n/a	used

1	Metal hanging file	n/a	n/a	used
1	Metal office organizer	n/a	n/a	used
1	Wooden file cabinet	n/a	n/a	used
1	American flag with flag pole and stand	n/a	n/a	Eagle pole topper is broken
1	Paper sorter 34" X 29" X 15"	n/a	n/a	used

**CITY OF ST. HELENS OREGON**  
**REQUEST FOR QUALIFICATIONS**

**DESIGN-BID-BUILD OF A NEW PUBLIC SAFETY FACILITY**

**DEADLINE FOR SUBMISSION OF PROPOSAL      3:00 PM Friday, August 20, 2021**



**Project Manager**

Matt Brown, Deputy City Administrator  
mbrown@sthelensoregon.gov  
503-366-8227

265 Strand Street  
St. Helens, OR 97051

**CITY OF ST. HELENS**  
**NOTICE OF REQUEST FOR QUALIFICATIONS**  
**DESIGN-BID-BUILD OF A NEW PUBLIC SAFETY FACILITY**

The City of St. Helens invites submission of proposals to provide architectural and engineering services for a new public safety facility for the City of St. Helens Police and Municipal Court Departments.

**Deadline for Submission of Proposal: 3:00 PM Friday, August 20, 2021**

Submissions received after this time will not be reviewed.

**Obtain Request for Proposals:**

1. Online. Visit <https://www.sthelensoregon.gov/RFPs> to download the RFQ. If you have website questions concerning this request, please contact Matt Brown at [mbrown@sthelensoregon.gov](mailto:mbrown@sthelensoregon.gov).
2. In Person. Deputy City Administrator's Office, 265 Strand Street, St. Helens OR 97051

**Submission of Proposal:** See Request for Proposal, Section 4, Proposal Submittal Requirements

All communication and correspondence pertaining to this Request for Proposal should be directed to Project Manager Matt Brown at 503-366-8227 or by e-mail at [mbrown@sthelensoregon.gov](mailto:mbrown@sthelensoregon.gov). **(Note that a proposal submitted by email will not be accepted)**



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## SECTION 1: INTRODUCTION AND BACKGROUND

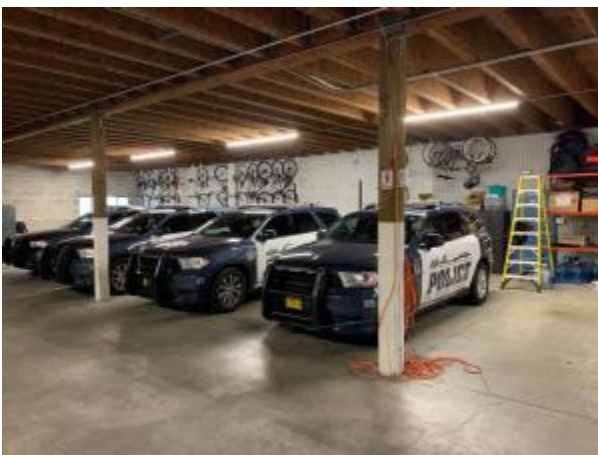
Item #17.

St. Helens, Oregon, is located on the western bank of the Columbia River approximately 30 miles northwest of Portland and has a growing population of over 14,000. The City is growing rapidly, and the police department and municipal court are straining to provide high quality services.



Built in 1971 and now 50 years old, the St. Helens Police Station has approximately 2,200 square feet of office space with a wood-framed detached garage. The population of St. Helens back in 1971 was 6,200 people, less than half the size of our city today. Not only was the station built for a smaller police force, but it was built for a police force that did not handle digital data, face active shooters, school shootings, online child pornography, or the opioid and mental health crises of today.

In 1988, Chief Reggie Bowles built the garage that is currently attached to the Police Station, with an agreement of the City Council at that time that the police were already rapidly outgrowing their 1971 building. A second story was originally thought of and planned for. It was intended to add an additional 7,300 square feet of office space, but never came to fruition because of budget constraints.



In the early 1990s, Chief Roger Roth undertook the project to add a second floor to the garage. In 1996, the City moved forward to receive an estimate of around \$300,000 for the construction. The project faltered and Chief Roth left the position. It is believed that when the proposal was shown to the City Council, it was at a time when the economy was not the best and the City again was looking to trim its budget.

Once again, in 2000, Chief Mike Cocklin took on the project. Faced again with shrinking workspace due to growth of the city and the police force, Chief Cocklin hired an architect to look at the building and come back with a new plan. The results of the updated plan added square footage to total 13,300 square feet based on the current department size and anticipated growth. Plans for a second, adjacent building was drafted. It moved away from the second-story idea because it was believed that the garage would not seismically support a second story. The cost estimate for the new addition was estimated to be around \$3 million. Staff and City Council reviewed the proposal but again decided not to pursue the project due to the high cost and worrisome future of economic trends at the time.



In 2007, the City once again revisited the idea of expanding the station challenges with overcrowding and growth continued. At this time, a similar detached building concept was developed that was even smaller than before which would add only an additional 5,300 square feet. The estimated cost of the project was just over \$2 million. The timing, however, was marked by another economic recession and the addition did not come to fruition.

It was not until 2019 that the endeavor to expand or replace the St. Helens Police Station was reopened. Pressed by current conditions of dealing with an inadequate, aged police station which was bursting at the seams with critical administrative staff and police officers needing to keep up with the rapidly growing community, current Chief Brian Greenway and Deputy City Administrator Matt Brown started reviewing the ideas again. City Council and community members know that waiting is not an option, we must act now to keep our community safe and invest in the future. A new Public Safety Facility will significantly enhance the City's ability to meet the rapidly increasing safety needs of our community as the St. Helens community continues to grow.



The City worked with Mackenzie Architecture to complete a Needs Assessment for the next 20+ years with the anticipation of combining facilities with the Municipal Court. Mackenzie Architecture also provided program development, site evaluations, visioning, concept development, and a preliminary cost development. Mackenzie Architecture's final report is included at the end of this RFQ as an exhibit for reference. The preliminary concept of the new facility is a one-story building with secured parking in the back. The property location is owned by the City and is located at the corner of Old Portland Rd and S 18<sup>th</sup> Street. The preliminary construction cost estimate of the facility is \$15 Million.

## SECTION 2 – SCOPE OF WORK

Item #17.

This Scope of Work (SOW) is intended to be a general outline of the work and not an all-inclusive description of the professional and technical services that may be required to undertake and complete the Project. The Consultant may expand upon these tasks as needed to prepare a complete proposal based on their experience. In addition, if there are tasks which the Consultant believes should be part of the SOW, these tasks shall be included in their proposed SOW. The city intends for this project to be a Design-Bid-Build project with completion in 2023.

### A. GENERAL REQUIREMENTS

The City of St. Helens is seeking consultants, hereafter called “Proposer(s),” with demonstrated experience in projects of this type, size, and complexity to provide Architectural and Engineering services for the construction of a new Public Safety Facility (Project) located on the site of the corner of Old Portland Rd. and S. 18<sup>th</sup> Street. In St. Helens. The successful Proposer shall provide pre-design, schematic design, design development, construction documentation, and assistance in the process of a Design-Bid-Build project of this nature.

The consultant’s work shall be performed based on the following general expectations for the Project:

1. The new facility will be approximately 45,000 square footage in total (13,000 Building) as described in and generally consistent with the Needs Assessment report (See Exhibit A).
2. The design will be to “essential facility” standards as defined in the Oregon Structural Specialty Code, to remain operational following a significant seismic event.
3. City codes, regulations and requirements will be met such that the Project can be permitted and constructed.
4. The design may need to comply with the “critical facility” standards of the National Flood Insurance Policy given proximity of both 100 year and 500 year floodplains associated with nearby Milton Creek. This will depend on the hydrological analysis and potential amendment to the Flood Insurance Rate Maps, an effort currently in process.

### B. PROJECT MANAGEMENT AND DESIGN-BID-BUILD SERVICES

1. Review all available documents regarding previous studies and program needs assessments.
2. Create a proposal Program of Spaces for building interior, including basic information such as sizes, space requirements, workflows, activities and special uses.
3. Facilitate meetings with City as needed to develop basic components of building program, including City’s standard building systems, equipment and materials.
4. Set up a schedule for coordination meetings to review project progress, discuss project challenges and findings, and review designs.
5. Prepare all project related agendas and meeting minutes. Agendas and supporting information shall be emailed to the City’s Project Manager at least three (3) business days prior to a meeting.
6. Participate in presentations to citizen groups at least once, but no more than twice to present Public Safety Facility.
7. Prepare a Design-Bid-Build schedule for the Project. Schedule to include all requirement meetings with departments, City Council, and community with anticipated completion date.

8. Prepare materials for and participate in presentations to City Council and community meetings mentioned above.

#### C. SCHEMATIC, PRELIMINARY DESIGN, & COST ESTIMATING

1. Facilitate meetings with City and project team to develop Schematic Design documents.
2. Obtain and review applicable City standards and guidelines for design and provide design that meets City codes.
3. Prepare and submit five (5) sets of site plan program of spaces and adjacencies layout for review and approval.
4. Provide conceptual drawings of the exterior design that meet applicable City and State codes and preliminary design documents.
5. Provide an estimated project cost.
6. Attend and participate in presentations to the City Council and Planning Commission as needed.
7. Attend and participate in presentations to the community at least once, but no more than twice.

#### D. DESIGN DEVELOPMENT

1. Facilitate meetings with City staff to develop Design Development Documents.
2. Prepare and submit five (5) sets of Design Development Documents including Detailed Specifications to the City for review and approval.
  - a. 60%, 95%, and 100% Plan Review – Components include:
    - i. Detailed floor plans.
    - ii. Building sections and details.
    - iii. Interior elevations, casework, and millwork elevations.
    - iv. Interior design including materials and color palette.
    - v. Report addressing all City's design criteria and other Code requirements.
    - vi. Report addressing all Essential Facility requirements.
    - vii. Site Improvements
    - viii. Public Improvements
3. Respond in writing to all City comments on plans.
4. Provide an updated project cost estimate.
5. Review design development cost estimate and provide value engineering with Project Manager (as/if needed).
6. Participate in presentation to the City Council once every 4 months to update City Council with staff.
7. Attend and participate in presentations to Community groups no more than 3 times until completion of project.
8. Coordinate with Project Manager and coordinating staff in preparing land use application and providing needed program information.
9. Prepare a draft development review permit application for city staff review.
10. Finalize development review permit application.
11. Prepare all presentation materials for the Planning Commission and participate in Commission presentations.

12. Additional services may be needed to prepare materials for an appeal of the development review permit if an appeal is made. This would require a contract amendment for the additional work.

#### E. CONSTRUCTION DOCUMENTS

1. Prepare complete construction documents and specifications and submit five (5) sets to City staff for code and general review and approval.
2. Attend follow-up meetings with City staff.
3. Provide an estimated project cost.
4. Coordinate with Construction Manager/General Contractor and Project Manager to ensure design meets construction cost target.
5. Review cost estimate and provide value engineering options if needed.
6. Prepare and submit five (5) complete sets of Construction Documents, and Specifications to Building Department for review and approval (100% plan review) along with civil plans for public improvements to city engineering.
7. Correct plans to reflect issues noted by review for permit.
8. Participate in presentations to City staff and City Council as needed.

#### F. CONSTRUCTION ADMINISTRATION

1. Provide Construction Administration
  - a. Review, log and approve submittals, shop drawings, request for information etc.
  - b. Review Construction Materials Testing reports.
  - c. Review and approve applications for payment.
  - d. Coordinate with Project Manager, as needed, on all Requests for Change Proposals, Changes Orders, etc.
  - e. Provide direction for questions and concerns from the Project Manager in resolution of problems.
2. Provide Field Services for entire construction period.
  - a. Architect's Construction Administrator and attend weekly construction meeting and conduct site inspections.
  - b. Provide site inspection reports noting and issues as needed.
3. Conduct Substantial Completion Inspection and coordinate with Project to create punch list.

## SECTION 3 – INSTRUCTIONS TO PROPOSERS

Item #17.

### A. PROPOSER CONFORMANCE TO SOLICITATION REQUIREMENTS

Proposals must follow the requirements stated within this Request for Proposals. Adherence to these requirements will ensure a fair and objective analysis of your Proposal. All responses must be made in the format outlined in the sections below and Section 4 – Proposal Requirements. Failure to comply with or complete any part of this Request for Proposals may result in rejection of your proposal.

### B. ANTICIPATED SOLICITATION AND AWARD SCHEDULE (SUBJECT TO CHANGE)

ITEM	DATE
Advertise RFQ	07/22/2021
Deadline for written request for clarification	07/30/2021
Addenda Issued (if needed)	08/02/2021
Proposals Due	08/20/2021 at 3:00 PM
Interviews (if needed)	08/25/2021
Notice of Intent to Award Contract	08/27/2021
Award Service Contract	09/01/2021
Commencement of Services	09/02/2021

### C. PROPOSER QUESTIONS REGARDING RFQ

If discrepancies or omissions are found or there is doubt as to the true meaning of any part of this RFQ, a written request for clarification or interpretation shall be submitted no later than the date stated for “Deadline for written request for clarifications” in the “Anticipated Solicitation and Award Schedule (Subject to Change)” subsection above, to the Project Manager. Responses to requests for clarification along with any addenda to this RFQ will be issued in the manner provided for RFQ addenda, below.

### D. MODIFICATION OF REQUEST FOR QUALIFICATIONS / PROPOSER’S OBLIGATIONS REGARDING DISTRIBUTION OF RFQ ADDENDA / RFQ WITHDRAWAL

City may modify, revise, or withdraw this Request for Proposals. Any change to this document shall be made by written addendum by Project Manager.

Addenda shall be issued no later than the date stated for “Addenda Issued (if any)” in the “Anticipated Solicitation and Award Schedule (Subject to Change)” subsection above. Addenda shall be distributed to Proposers as follows:

- Posted on City of St. Helens website at <https://www.sthelensoregon.gov/rfqs>.
- Emailed to all Proposers that obtained the RFQ in person and signed the Proposer Registration List and provided their email address in legible form.

Any addenda so issued shall be considered part of this RFQ.

### E. SUBMISSION OF PROPOSALS

**Deadline for Submission:** The deadline to submit the Proposal is Friday, August 20<sup>th</sup>, 2021, at 3:00 PM as stated in the “Anticipated Solicitation and Award Schedule (Subject to Change)” subsection above.

Manner of Submitting Proposal:

Proposals must be submitted in person or through mail. Please provide five (5) copies of the Proposal, plus one (1) proposal in electronic PDF format on a USB flash drive.

Proposals and USB drive can be delivered to:

Matt Brown, Deputy City Administrator  
265 Strand Street, St. Helens OR 97051

**F. PROPOSAL WITHDRAWAL**

Any Proposal may be withdrawn at any time before the "Proposal Deadline" date and time specified in the Notice of Request for Proposals by providing written request for the withdrawal of the proposal to the Project Manager. The request shall be executed by a duly authorized representative of the Proposer. Withdrawal of a proposal will not prejudice the right of the Proposer to file a new proposal.

**G. REJECTION OF PROPOSALS / CANCELLATION OF SOLICITATION**

City reserves the right to reject any or all Proposals. City may reject any proposal not in compliance with all prescribed public proposing procedures and requirements and may reject any or all Proposals upon a finding of City that it is the public interest to do so. However, City also reserves the right to waive any non-material irregularities or information in any proposal. Receipt and evaluation of proposals do not obligate City to award a contract.

**H. DURATION OF PROPOSAL**

All Proposals shall be effective for sixty (60) days following the deadline for submission of Proposals.

**I. OWNERSHIP OF PROPOSAL MATERIALS**

Any material submitted by a Proposer shall become the property of City unless otherwise specified.

**J. PUBLIC RECORDS**

Proposal materials submitted are "public records" pursuant to ORS 192.410 et seq. and are subject to public disclosure following award of contract, except to the extent the material is exempt from disclosure by law. Proprietary information should be segregated on separate page(s) and each page marked "confidential / proprietary". This shall be deemed to be a request for confidentiality of the information on the designated page(s). If a request is made for disclosure of the material on the pages marked "confidential / proprietary," City shall notify the Proposer and provide an opportunity to defend against the request for disclosure, subject to the time limitations imposed upon City for review and response to requests for disclosure.

**K. NON-DISCRIMINATION STATEMENT**

This solicitation is open to all persons without regard to race, relation, color, national origin, sex, sexual orientation, age, marital status, handicap, or political affiliation.



#### L. EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

By submitting this proposal, the Proposer certifies conformance to the applicable Oregon statutes and regulations concerning Affirmative Action toward Equal Employment Opportunities.

#### M. NON-COLLUSION REPRESENTATION

By submission of a Proposal, a Proposer certifies that no officer, agent or employee of City of St. Helens has a financial interest in this project or has participation in contract negotiations on behalf of City; that the proposal is made in good faith, without fraud, collusion, or connection of any kind with any other proposer for the same solicitation; the propose is completing solely on its own behalf without connection with, or obligation to an undisclosed person(s) or firm(s).

#### N. PUBLIC CONTRACT RULES

Except as modified by the terms of this Request for Proposal, the terms and procedures of the State of Oregon and City of St. Helens shall apply. A copy of contracting Municipal Code contracting rules can be found on the City's website at <https://www.codepublishing.com/OR/StHelens/#!/StHelens02/StHelens0204.html#2.04>

## SECTION 4: PROPOSAL REQUIREMENTS

Item #17.

These Proposal Requirements are used to demonstrate that the Proposer meets Section 5, PROPOSAL EVALUATION CRITERIA. Accordingly, the Proposer should additionally review the criteria in preparing the Proposal.

### A. PROPOSAL COMPONENTS

The Proposal shall include the following components:

1. Title Page: Proposer should identify the RFQ subject, name, and title of contact person, address, telephone number, and email address.
2. Cover Letter: Include a cover letter signed by a principal of the Proposer with the submitted proposal.
3. Proposer Background: The Proposal should include a brief history of the Proposer, and if a partnership of entities, the history of the entities.
4. Key Personnel and Qualified Staff
  - a. Key Personnel
    - i. The Proposal shall identify the name(s), experience, and information regarding similar work performed by the expected lead personnel for the performance of the work on this Project.
    - ii. Identify the project manager and lead personnel for the Project. Provide resumes relating to their experience on similar projects with an emphasis on police facilities.
    - iii. Identify the project manager's availability and commitment to the project for the project duration.
  - b. Qualified Staff
    - i. Provide a scope listing all staff that illustrates how the Project will be managed with sufficient detail for all phases of design, permitting, integration and coordination with the CM/GC for a Guaranteed Maximum Price (GMP), construction phase administration, Project closeout, and the preparation of as- built drawings.
5. Similar Work Experience, Specific Expertise and References
  - a. Similar Work Experience and Specific Expertise
    - i. Proposals should include experience in performing this type of work. This should include examples of similar Police Station projects completed in the last 5-10 years. Include projects that best demonstrate the Proposer's abilities to accomplish this work in a professional, timely, and cost-effective manner.
    - ii. Provide examples of the Proposer's experience in integrating and coordinating with the Project CH/GC for the design, guaranteed maximum price, scheduling, and facilitating the construction phases.

- iii. Describe and provide examples on the Proposer's experience on involving the public in the design and construction phases of the Project and how information can be made available to the public during the Project.
  - b. References
    - i. Proposals should include references for similar services. Specifically, the reference information shall include the name and address of the client, and the name, telephone number, and email address (if available) of the client's project manager for each reference.
6. Project Knowledge and Approach
- a. Describe your understanding of the Project and explain your process and methodology of approach to the design of the Public Safety Facility. Describe innovative design, quality control, or process options that could be applied to this Project.
  - b. Describe and provide examples of issues that could be a problem for building the Project within budget and techniques or recommendations to address those issues. Similarly describe potential schedule issues and provide recommendations.
  - c. Describe how the City of St. Helens facility could be designed to meet community and essential facility needs in a manner unique to the City of St. Helens.
  - d. Illustrate how a community meeting space could be integrated into the design without compromising security.
7. Schedule, Scope, & Cost
- a. Proposal should include an understanding of the scope required for this project and show an understanding with an anticipated outline of Scope related to the main anticipated areas: Schematic Design, Design Development, Construction Documents, Permitting, and Bidding.
  - b. Proposal should show an estimated timeline schedule of 7-A events with an anticipated date of Construction Bid Award
  - c. Based on the schedule and scope, please develop an anticipated fee schedule for services showing number of hours per scope item billing rate for each staff member.

## SECTION 5: EVALUATION OF PROPOSALS

Item #17.

### A. SELECTION EVALUATION COMMITTEE:

All proposals will be reviewed and evaluated by an Evaluation Committee.

### B. PROPOSAL EVALUATION CRITERIA:

Written Proposals will be evaluated based on the Proposer's response to the following criteria and proposal requirements (Section 4 requirements listed above):

1. Form of Proposal	MAX: 5 PTS
2. Key Personnel and Qualified Staff	MAX: 20 PTS
3. Similar Work Experience, Expertise, Reference	MAX: 25 PTS
4. Project Knowledge and Approach	MAX: 25 PTS
5. Schedule and Scope	MAX: 25 PTS
	TOTAL = 100 PTS

### C. METHOD OF SELECTION:

The Selection Evaluation Committee will review and evaluate all confirming Proposals received in response to this RFQ, based upon the above criteria. If awarded, City will award a contract to the Contractor whose proposal the selection team deems would be most advantageous to City, subject to resolution of Objections to Proposed Contract. During the evaluation process, City has the right to request clarifications needed to better understand the proposal. Any clarifications to the proposal of the successful propose will be reduced to writing and made a part of the Proposal prior to issuance of Notice of Intent to Award. Following the review and evaluation of Proposals, the Selection Evaluation Committee may decide to conduct interview with two or more Proposers with the most points.

### D. OBJECTIONS TO PROPOSED CONTRACT

Any objections to the form of the Contract shall be considered after a determination of the apparent highest ranked responsive, responsible Proposal is made, and the terms shall be subject to negotiation. The Project Manager shall determine if any proposed modifications to the form of Contract requested by the apparent successful Proposer are acceptable and do not present material risk to the City or increase the City's costs. If the final negotiated terms are not acceptable to the apparent highest ranked responsive, responsible Proposer, that Proposer shall be declared not to be responsive, and the next apparent highest ranked proposal and objections to form of Contract, if any, shall be considered, and so forth until a responsive, responsible Proposer agreeable to execution of a form of Contract acceptable to the City and to the Proper is ascertained.



## **Administrative Assistant – Parks and Recreation**

**DEPARTMENT:** Public Works  
**DIVISION:** Parks and Recreation  
**SUPERVISOR:** Parks and Recreation Manager  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No

### **POSITION SUMMARY**

This position is responsible for performing a variety of administrative and technical duties in support of the Parks and Recreation Division. Priorities for this position include providing excellent customer service to internal and external contacts, working with City and Recreation software, and supporting Parks and Recreation communications, marketing, outreach, and operations. This job includes Commission support that may involve evening meetings typically once a month. This job may fluctuate with weekend work depending on programs within the Division.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Parks and Recreation Manager.

### **SUPERVISION EXERCISED**

None.

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

#### **General Administrative Assistant Duties**

- Direct contact and communications with staff, parents, and members of the public.
- Helps produce, plan, and execute response documents for emergency situations at facilities.
- Assists with developing policies, procedures, and manuals for all Parks and Recreation programs.
- Administrative support for the Parks and Trails Commission including, but not limited to, creating agendas, packets, attending meetings, and creating meeting minutes.
- Youth and Adult sport league planning and scheduling.
- Youth and Adult tournament planning and scheduling.
- Responsible for the scheduling of all City-managed parks and recreation facilities.
- Assists with marketing efforts relating to recreation programs.
- Opens and closes the facilities, following the opening and closing checklist, as needed.
- Communicates effectively to participants, provides information and assistance to participants regarding general inquiries, programs, and schedules.
- Maintains responsibility for general office duties including ordering supplies, distributing mail, filing, and document retention.
- Accomplishes teamwork by working cohesively with all City staff and department heads.
- Demonstrates continuous effort to improve operations, streamline work processes and work cooperatively and jointly with city staff to provide quality and customer service.
- Schedules park reservations and special use permits coordination and issuing.
- May be required to work some evenings and weekends.
- Performs other related duties as may be assigned or required.

### **After School Program Assistance**

- Direct contact and communications with staff, parents, and members of the public.
- Ensures the safety of children who attend the St. Helens Recreation After School Youth Program. Programs consist of a maximum ratio of one program counselor to fifteen children.
- Supports activities related to afterschool program development.
- Assists with development and editing of curriculum and program documents.
- Ensures necessary supplies have been purchased and are available and ready for use.
- Coordinates and implements a positive program that includes group active games, individual leisure time, homework and reading and writing time, arts and crafts, meals and snacks breaks, and bathroom breaks.
- Prints and uses daily rosters to track attendance throughout the day, ensuring that all children are safe and accounted for at all times.
- Monitors parent and guardian pick up and checkout procedures and ensures all paperwork and documentation has been adequately signed.
- Ensures safe use of equipment, toys, furniture, etc.
- Intervenes and manages children's behaviors, as needed.
- Builds positive, enriching relationships with children and their families by always providing an encouraging and supportive environment; communicates regularly with parents and guardians regarding student's progress and behavior.
- Provides parents and guardians with accident or incident reports for signature or review if needed.
- Assists in setting a calendar for seasonal staff meetings and discussing topics appropriate to the needs of the program.
- Leads by example, coaches, and corrects incorrect or unsafe behaviors and techniques.
- Follows laws of mandatory reporting.
- Ensures the safety, cleanliness and organization of classrooms and other trafficked areas, by assisting with daily cleaning tasks like wiping down furniture, sweeping, mopping, washing and sanitizing dishes and toys, and laundering soiled towels and clothing.
- Assists in responding to emergency situations in the workplace by following the emergency action plan, contacting the appropriate agencies, and documenting incidents as necessary; assists in ensuring First Aid and CPR supplies are maintained and ready for use.

### **MINIMUM QUALIFICATIONS**

#### **GENERAL**

- a. Must be 18 years or older.

#### **EDUCATION AND EXPERIENCE**

- a. High school diploma or general education degree (GED).
- b. Related experience and/or training working with children ages five to 12.

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

- a. Ability to read, analyze, and interpret general business procedures.
- b. Ability to write reports, business correspondence, and procedure manuals.

- c. Displays excellent communication skills required in working with internal staff and public, including the ability to communicate effectively and remain calm and courteous under stressful situations.
- d. Demonstrates abilities to work collaboratively in a team environment.
- e. Maintains punctual, regular, and predictable attendance.
- f. Maintains a neat and professional appearance and follows dress code protocol where assigned.

**SPECIAL REQUIREMENTS**

- Food Handler's License required within 60 days of hire.
- CPR/First Aid certification required within 60 days.
- Valid state driver's license or ability to obtain one.

**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 walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision 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.

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

## EMPLOYEE ACKNOWLEDGMENT

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

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

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

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

### Signatures:

\_\_\_\_\_  
Administrative Assistant – Parks and Recreation

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Parks and Recreation Manager

\_\_\_\_\_  
Date





St. Helens, OR

# Expense Approval Register

Packet: APPKT00356 - AP 6.17.2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
OREGON DEPARTMENT OF RE...	MAY 2021	06/14/2021	MISD SURCHARGE	100-000-20700	67.62
OREGON DEPARTMENT OF RE...	MAY 2021	06/14/2021	STATE DUII CONVICTION FEE	100-000-20700	255.00
OREGON DEPARTMENT OF RE...	MAY 2021	06/14/2021	STATE DUII DIVERSION	100-000-20700	557.46
OREGON DEPARTMENT OF RE...	MAY 2021	06/14/2021	STATE	100-000-20800	558.54
OREGON DEPARTMENT OF RE...	MAY 2021	06/14/2021	STATE MISD	100-000-20800	707.00
OREGON DEPARTMENT OF RE...	MAY 2021	06/14/2021	STATE VIOLATION	100-000-20800	1,656.00
OREGON DEPARTMENT OF RE...	MAY 2021	06/14/2021	UNITARY	100-000-20800	50.39
OREGON DEPARTMENT OF RE...	MAY 2021	06/14/2021	LEMLA	100-000-20800	12.00
OREGON DEPARTMENT OF RE...	MAY 2021	06/14/2021	STATE COURT FACILITY	100-000-20800	19.00
COLUMBIA COUNTY TREASUR...	MAY 2021	06/14/2021	JAIL ASSESSMENT	100-000-20900	61.52
COLUMBIA COUNTY TREASUR...	MAY 2021	06/14/2021	COUNTY ASSESSMENT	100-000-20900	804.46
COLUMBIA COUNTY TREASUR...	MAY 2021	06/14/2021	CITY COURT COSTS DEDUCTED	100-000-36002	-86.60
RUBENS LAWN SERVICE	0003946	06/15/2021	MONTHLY LAWN SERVICE	100-705-52023	80.00
CODE PUBLISHING	70056	06/15/2021	WEB UPDATE ORD 23264	100-702-52019	2,841.00
SHRED-IT C/O STERICYCLE INC	8182125915	06/15/2021	CITY HALL SHRED SERVICE	100-715-52019	177.69
SHRED-IT C/O STERICYCLE INC	8182128304	06/15/2021	POLICE DEPT SHRED SERVICE	100-705-52019	192.77
CINTAS	8405172044	06/15/2021	PARKS FIRST AID CABINET SER...	100-708-52019	84.38
CINTAS	8405172045	06/15/2021	CITY HALL FIRST AID CABINET ...	100-715-52019	53.35
PORTLAND GENERAL ELECTRIC	INV0001657	06/15/2021	0153585940	100-709-52003	210.38
HUDSON GARBAGE SERVICE	INV0001659	06/15/2021	7598	100-708-52023	563.48
HUDSON GARBAGE SERVICE	INV0001659	06/15/2021	7539	100-715-52023	96.59
HUDSON GARBAGE SERVICE	INV0001659	06/15/2021	7601	100-715-52023	355.52
QUARANTO & ASSOCIATES LLC	01508	06/17/2021	COURT SERVICES LEGAL	100-704-52019	125.00
QUARANTO & ASSOCIATES LLC	01509	06/17/2021	COURT SERVICES LEGAL	100-704-52019	200.00
QUARANTO & ASSOCIATES LLC	01510	06/17/2021	COURT SERVICES LEGAL	100-704-52019	125.00
PITNEY BOWES INC	1018296844	06/17/2021	METER FOR DM30 POSTAGE	100-715-52021	156.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>9,923.55</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
RADLER WHITE PARKS & ALEX...	28679	06/15/2021	WATERFRONT PROJECT	202-721-52019	300.00
MAUL FOSTER ALONGI INC	43044	06/15/2021	BWP ON CALL SERVICES	202-721-52019	855.00
MAUL FOSTER ALONGI INC	43044	06/15/2021	GOV AND PUBLIC ENGAGEME...	202-721-52050	1,021.25
MAUL FOSTER ALONGI INC	43044	06/15/2021	WWTP LAGOON ON CAL SERVI...	202-722-52019	4,496.25
OTAK INC	5210377	06/15/2021	1ST AND STRAND ST 019823.0...	202-723-52019	55,735.43
PORTLAND GENERAL ELECTRIC	INV0001656	06/15/2021	1650931000	202-722-52003	20.99
PORTLAND GENERAL ELECTRIC	INV0001658	06/15/2021	7357701000	202-722-52003	42.83
PORTLAND GENERAL ELECTRIC	INV0001660	06/15/2021	4854421000	202-722-52003	42.67
WEST CONSULTANTS INC	015314	06/17/2021	MILTON CREEK LOMR	202-721-52019	1,786.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>64,300.42</b>
<b>Fund: 205 - STREETS</b>					
DAVID EVANS AND ASSOCIATE...	488717	06/15/2021	COLUMBIA BLVD. SIDEWALK R...	205-000-53002	2,235.05
<b>Fund 205 - STREETS Total:</b>					<b>2,235.05</b>
<b>Fund: 301 - STREETS SDC</b>					
DAVID EVANS AND ASSOCIATE...	488717	06/15/2021	COLUMBIA BLVD. SIDEWALK R...	301-000-53001	2,235.05
<b>Fund 301 - STREETS SDC Total:</b>					<b>2,235.05</b>
<b>Fund: 303 - SEWER SDC</b>					
KELLER ASSOCIATES, INC	0211358	06/15/2021	SANITARY SEWER MASTER PL...	303-000-52019	7,423.94
<b>Fund 303 - SEWER SDC Total:</b>					<b>7,423.94</b>
<b>Fund: 304 - STORM SDC</b>					
KELLER ASSOCIATES, INC	0211357	06/15/2021	STORMWATER MASTER PLAN ...	304-000-52019	6,094.38
<b>Fund 304 - STORM SDC Total:</b>					<b>6,094.38</b>

## Expense Approval Register

Packet: APPKT003

Item #19.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 305 - PARKS SDC</b>					
BUREAU OF LABOR AND INDS...	INV0001661	06/17/2021	PUBLIC WORKS FEE S 18TH ST	305-000-53001	250.00
<b>Fund 305 - PARKS SDC Total:</b>					<b>250.00</b>
<b>Fund: 601 - WATER</b>					
STEWART HARTLEY - AP	INV0001655	06/14/2021	OAWU CLASS CERT REVIEW	601-732-52018	163.30
EAGLE STAR ROCK PRODUCTS ...	39669	06/15/2021	ROCK COURTHOUSE	601-731-52001	131.14
EAGLE STAR ROCK PRODUCTS ...	39710	06/15/2021	ROCK OPR WATER LEAK	601-731-52001	137.76
EAGLE STAR ROCK PRODUCTS ...	39750	06/15/2021	ROCK VAROUS JOBS	601-731-52001	258.20
H.D FOWLER COMPANY	I5799192	06/15/2021	WATER METER	601-731-52001	2,479.92
H.D FOWLER COMPANY	I5800818	06/15/2021	WAER METER	601-731-52001	2,449.92
CORE & MAIN	O318846	06/15/2021	COMP FLG ZINC PLTD HEX BOL...	601-731-52001	71.87
<b>Fund 601 - WATER Total:</b>					<b>5,692.11</b>
<b>Fund: 603 - SEWER</b>					
HUDSON GARBAGE SERVICE	INV0001659	06/15/2021	8333	603-736-52003	195.86
HUDSON GARBAGE SERVICE	INV0001659	06/15/2021	8333	603-737-52003	195.87
<b>Fund 603 - SEWER Total:</b>					<b>391.73</b>
<b>Fund: 701 - EQUIPMENT</b>					
COLUMBIA RIVER FIRE AND RE...	21-05 MAY	06/15/2021	SHARED BILLING FOR MAINTA...	701-000-52023	974.98
<b>Fund 701 - EQUIPMENT Total:</b>					<b>974.98</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
MUNICODE	00360112	06/15/2021	ANNUAL WEBSITE HOSTING ...	702-000-52006	3,200.00
COMCAST BUSINESS	124228360	06/15/2021	FIBER INTERNET ACCT 934571...	702-000-52003	4,791.65
CENTURY LINK	6.5.2021	06/15/2021	632B	702-000-52010	42.23
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>8,033.88</b>
<b>Fund: 703 - PW OPERATIONS</b>					
CINTAS	8405172046	06/15/2021	FIRST AID CABINET SERVICE	703-734-52019	108.64
SOLUTIONS YES	INV278576	06/15/2021	PRINT FEES C11460-01	703-733-52005	71.89
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>180.53</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
ARCIFORM LLC	17505	06/15/2021	WINDOW INSTALATION REST...	704-000-53028	650.00
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>650.00</b>
<b>Grand Total:</b>					<b>108,385.62</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	9,923.55
202 - COMMUNITY DEVELOPMENT	64,300.42
205 - STREETS	2,235.05
301 - STREETS SDC	2,235.05
303 - SEWER SDC	7,423.94
304 - STORM SDC	6,094.38
305 - PARKS SDC	250.00
601 - WATER	5,692.11
603 - SEWER	391.73
701 - EQUIPMENT	974.98
702 - INFORMATION SYSTEMS	8,033.88
703 - PW OPERATIONS	180.53
704 - FACILITY MAJOR MAINTNANCE	650.00
<b>Grand Total:</b>	<b>108,385.62</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-20700	State Surcharge	880.08
100-000-20800	State Assessment	3,002.93
100-000-20900	County Assessment	865.98
100-000-36002	Fines - Court	-86.60
100-702-52019	Professional Services	2,841.00
100-704-52019	Professional Services	450.00
100-705-52019	Professional Services	192.77
100-705-52023	Facility Maintenance	80.00
100-708-52019	Professional Services	84.38
100-708-52023	Facility Maintenance	563.48
100-709-52003	Utilities	210.38
100-715-52019	Professional Services	231.04
100-715-52021	Equipment Maintenance	156.00
100-715-52023	Facility Maintenance	452.11
202-721-52019	Professional Services	2,941.00
202-721-52050	Community Wide Assess...	1,021.25
202-722-52003	Utilities	106.49
202-722-52019	Professional Services	4,496.25
202-723-52019	Professional Services	55,735.43
205-000-53002	Safe Routes to School	2,235.05
301-000-53001	Capital Outlay	2,235.05
303-000-52019	Professional Services	7,423.94
304-000-52019	Professional Services	6,094.38
305-000-53001	Capital Outlay	250.00
601-731-52001	Operating Supplies	5,528.81
601-732-52018	Professional Development	163.30
603-736-52003	Utilities	195.86
603-737-52003	Utilities	195.87
701-000-52023	Facility Maintenance	974.98
702-000-52003	Utilities	4,791.65
702-000-52006	Computer Maintenance	3,200.00
702-000-52010	Telephone	42.23
703-733-52005	Small Equipment	71.89
703-734-52019	Professional Services	108.64
704-000-53028	Capital Outlay - Bennet Bu...	650.00
Grand Total:		108,385.62

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	108,385.62
<b>Grand Total:</b>	<b>108,385.62</b>



St. Helens, OR

# Expense Approval Register

Packet: APPKT00357 - AP 6.24.2021

Item #19.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
EBSCO INFORMATION SERVICES	1000159075-1	06/18/2021	MATERIALS DIGITAL	100-706-52032	1,576.12
EBSCO INFORMATION SERVICES	2102591	06/18/2021	NATIONAL GEO KIDS ACCT SFF...	100-706-52031	6.55
MIDWEST TAPE	500533139	06/18/2021	DVD / ABD 2000010011	100-706-52034	19.49
MIDWEST TAPE	500534221	06/18/2021	DVD / ABD 2000010011	100-706-52034	42.99
MIDWEST TAPE	500560374	06/18/2021	DVD / ABD 2000010011	100-706-52034	79.98
MIDWEST TAPE	500560375	06/18/2021	DVD / ABD 2000010011	100-706-52034	58.22
INGRAM LIBRARY SERVICES	53237807	06/18/2021	BOOKS 20C7921	100-000-21300	158.82
INGRAM LIBRARY SERVICES	53257393	06/18/2021	BOOKS 20C7921	100-706-52033	371.24
INGRAM LIBRARY SERVICES	53258909	06/18/2021	BOOKS 20C7921	100-706-52034	91.34
INGRAM LIBRARY SERVICES	53258910	06/18/2021	BOOKS 20C7921	100-000-21300	57.14
ENVISIONWARE INC	INV-US-53438	06/18/2021	SUBSCRIPTION 4 YEAR PRE PA...	100-706-52006	2,315.00
LUCY HEIL ATTORNEY AT LAW	MAY 2021	06/18/2021	LEGAL SERVICES	100-704-52019	2,225.00
JORDAN RAMIS PC ATTORNEYS..	178070	06/22/2021	EMPLOYMENT MATTERS	100-703-52019	9,694.50
JORDAN RAMIS PC ATTORNEYS..	178192	06/22/2021	GENERAL LEGAL SERVICES	100-701-52019	3,635.00
JORDAN RAMIS PC ATTORNEYS..	178193	06/22/2021	PLANNING	100-710-52019	1,085.00
JORDAN RAMIS PC ATTORNEYS..	178195	06/22/2021	FINANCE / FRANCHISE	100-707-52019	557.50
U.S BANK EQUIPMENT FINANCE	445785850	06/27/2021	CONTRACT PAYMENT 500-049...	100-704-52001	150.00
EASYPERMIT POSTAGE	6.11.2021	06/27/2021	METER REFILL POSTAGE	100-715-52009	1,000.00
LEAGUE OF OREGON CITIES	9379	06/27/2021	JOB POST	100-702-52011	40.00
LAND DEVELOPMENT SERVICES	APR 2021	06/27/2021	INSPECTIONS FOR ST. HELENS ...	100-711-52015	262.50
LAWRENCE OIL COMPANY	CFSI-2810	06/27/2021	247751 CITY HALL	100-715-52022	158.27
SOLUTIONS YES	INV279023	06/27/2021	C10184-01 CITY HALL	100-715-52001	186.51
ST. HELENS SCHOOL DISTRICT	JUNE 2021	06/27/2021	QTRLY BUILDING EXCISE TAX P...	100-000-20400	141,293.65
LAND DEVELOPMENT SERVICES	MAR 2021	06/27/2021	INSPECTIONS FOR ST. HELENS ...	100-711-52015	267.50
ALLEN GUTTERS LLC	143638	06/28/2021	REPLACE GUTTERS ON SNACK ...	100-708-52019	250.00
STATE OF OREGON CORPORAT...	6.15.2021	06/28/2021	RENEW K PAYNE NOTARY	100-702-52018	40.00
NW NATURAL GAS	INV0001713	06/28/2021	5638	100-705-52003	92.49
NW NATURAL GAS	INV0001713	06/28/2021	7673	100-706-52003	115.13
NW NATURAL GAS	INV0001713	06/28/2021	8563	100-708-52003	29.67
NW NATURAL GAS	INV0001713	06/28/2021	3047	100-708-52003	19.75
NW NATURAL GAS	INV0001713	06/28/2021	2848	100-715-52003	24.87
NW NATURAL GAS	INV0001713	06/28/2021	5285	100-715-52003	39.40
RONALD CARPENTER	INV0001714	06/28/2021	RESTITUTION JUSTIN C SMITH	100-000-21000	150.00
COLUMBIA RIVER PUD	INV0001715	06/28/2021	150 S 13 ST POLICE STATION	100-705-52003	390.63
COLUMBIA RIVER PUD	INV0001715	06/28/2021	150 S 13TH ST- POLICE	100-705-52003	87.56
COLUMBIA RIVER PUD	INV0001715	06/28/2021	375 S 18TH ST COLUMBIA CEN...	100-706-52003	793.18
COLUMBIA RIVER PUD	INV0001715	06/28/2021	162 MCMICHAEL ST - CAMPBE...	100-708-52003	86.43
COLUMBIA RIVER PUD	INV0001715	06/28/2021	200 N 7TH ST - PARK	100-708-52003	25.80
COLUMBIA RIVER PUD	INV0001715	06/28/2021	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	36.26
COLUMBIA RIVER PUD	INV0001715	06/28/2021	475 S 18TH ST - MCCORMICK ...	100-708-52003	62.65
COLUMBIA RIVER PUD	INV0001715	06/28/2021	264 STRAND ST- COL VIEW PA...	100-708-52003	20.79
COLUMBIA RIVER PUD	INV0001715	06/28/2021	299 N 6TH ST - PARKS	100-708-52003	25.25
COLUMBIA RIVER PUD	INV0001715	06/28/2021	264 STRAND ST- PARKS/ GAZE...	100-708-52003	24.76
COLUMBIA RIVER PUD	INV0001715	06/28/2021	120 WHITE WAY - WALNUT TR...	100-708-52003	25.25
COLUMBIA RIVER PUD	INV0001715	06/28/2021	265 STRAND ST. - SPLASH PAD...	100-708-52003	32.66
COLUMBIA RIVER PUD	INV0001715	06/28/2021	475 S 18TH ST- MCCORMICK E...	100-708-52003	44.84
COLUMBIA RIVER PUD	INV0001715	06/28/2021	200 N RIVER ST - GREY CLIFFS ...	100-708-52003	29.31
COLUMBIA RIVER PUD	INV0001715	06/28/2021	475 S 18TH ST	100-708-52003	28.06
COLUMBIA RIVER PUD	INV0001715	06/28/2021	475 S 18TH ST	100-708-52003	84.36
COLUMBIA RIVER PUD	INV0001715	06/28/2021	264 STRAND ST- COL VIEW PA...	100-708-52046	20.78
COLUMBIA RIVER PUD	INV0001715	06/28/2021	265 STRAND ST. - DOCKS	100-708-52046	214.91
COLUMBIA RIVER PUD	INV0001715	06/28/2021	264 STRAND ST- PARKS/ GAZE...	100-708-52047	24.77
COLUMBIA RIVER PUD	INV0001715	06/28/2021	275 STRAND ST- CITY HALL UB ...	100-715-52003	99.42

## Expense Approval Register

Packet: APPKT003

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	INV0001715	06/28/2021	277 STRAND ST -	100-715-52003	47.58
COLUMBIA RIVER PUD	INV0001715	06/28/2021	265 STRAND ST- CITY HALL MA...	100-715-52003	446.84
COLUMBIA RIVER PUD	INV0001715	06/28/2021	277 STRAND ST- CITY HALL UB...	100-715-52003	80.61
COLUMBIA RIVER PUD	INV0001715	06/28/2021	265 STRAND ST- CITY HALL UP	100-715-52003	111.84
NW NATURAL GAS	INV0001717	06/28/2021	0109	100-709-52003	42.31
<b>Fund 100 - GENERAL FUND Total:</b>					<b>168,980.48</b>

**Fund: 202 - COMMUNITY DEVELOPMENT**

JORDAN RAMIS PC ATTORNEYS..	178062	06/22/2021	GENERAL ENVIRONMENTAL	202-721-52019	525.00
MASON BRUCE & GIRARD INC	29008	06/28/2021	FOREST MANAGEMENT 01031...	202-724-52019	6,502.45
NW NATURAL GAS	INV0001717	06/28/2021	7764	202-725-52003	35.73
NW NATURAL GAS	INV0001717	06/28/2021	9614	202-725-52003	17.86
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>7,081.04</b>

**Fund: 205 - STREETS**

COLUMBIA RIVER PUD	INV0001715	06/28/2021	191 N MILTON WAY- LANDSC...	205-000-52003	25.56
COLUMBIA RIVER PUD	INV0001715	06/28/2021	265 STRAND ST	205-000-52003	3,747.56
COLUMBIA RIVER PUD	INV0001715	06/28/2021	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	105.50
COLUMBIA RIVER PUD	INV0001715	06/28/2021	191 N MILTON WAY - SIGNAL	205-000-52003	35.32
COLUMBIA RIVER PUD	INV0001715	06/28/2021	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	38.75
COLUMBIA RIVER PUD	INV0001715	06/28/2021	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	42.43
COLUMBIA RIVER PUD	INV0001715	06/28/2021	58651 COLUMBIA RIVER HWY ...	205-000-52003	25.77
COLUMBIA RIVER PUD	INV0001715	06/28/2021	1370 COLUMBIA BLVD.- FOUN...	205-000-52003	37.51
COLUMBIA RIVER PUD	INV0001715	06/28/2021	715 S COLUMBIA RIVER HWY -...	205-000-52003	68.01
<b>Fund 205 - STREETS Total:</b>					<b>4,126.41</b>

**Fund: 601 - WATER**

LAWRENCE OIL COMPANY	CFSI-2810	06/27/2021	247752	601-732-52022	94.84
NW NATURAL GAS	INV0001713	06/28/2021	2942	601-732-52003	360.01
COLUMBIA RIVER PUD	INV0001715	06/28/2021	35261 PITTSBURG RD- PW WA...	601-731-52003	27.63
COLUMBIA RIVER PUD	INV0001715	06/28/2021	62420 COLUMBIA RIVER HWY -..	601-731-52003	157.60
COLUMBIA RIVER PUD	INV0001715	06/28/2021	2300 STRAND ST - WELL 2	601-731-52003	88.57
COLUMBIA RIVER PUD	INV0001715	06/28/2021	PUMP AERIE CT	601-731-52003	63.04
COLUMBIA RIVER PUD	INV0001715	06/28/2021	1680 1 ST -	601-731-52003	2,258.60
COLUMBIA RIVER PUD	INV0001715	06/28/2021	58791 COLUMBIA RIVER HWY -..	601-731-52003	33.81
COLUMBIA RIVER PUD	INV0001715	06/28/2021	57500 OLD PORTLAND RD - W...	601-731-52003	33.35
COLUMBIA RIVER PUD	INV0001715	06/28/2021	1215 FOURTH ST - WFF	601-732-52003	5,468.19
<b>Fund 601 - WATER Total:</b>					<b>8,585.64</b>

**Fund: 603 - SEWER**

NW NATURAL GAS	INV0001713	06/28/2021	7720	603-736-52003	8.00
NW NATURAL GAS	INV0001713	06/28/2021	5750	603-736-52003	21.07
NW NATURAL GAS	INV0001713	06/28/2021	7720	603-737-52003	7.99
NW NATURAL GAS	INV0001713	06/28/2021	5750	603-737-52003	21.07
COLUMBIA RIVER PUD	INV0001715	06/28/2021	37700 CLARK ST - PS 8	603-735-52003	25.56
COLUMBIA RIVER PUD	INV0001715	06/28/2021	451 PLYMOTH ST - WWTP LA...	603-736-52003	1,624.34
COLUMBIA RIVER PUD	INV0001715	06/28/2021	451 PLYMOTH ST - WWTP LA...	603-737-52003	1,624.34
COLUMBIA RIVER PUD	INV0001715	06/28/2021	320 S 1ST ST- PS #1	603-738-52003	80.68
COLUMBIA RIVER PUD	INV0001715	06/28/2021	35139 MAPLE ST. - PS 11	603-738-52003	75.01
COLUMBIA RIVER PUD	INV0001715	06/28/2021	169 S 4TH ST WATER FLOW M...	603-738-52003	64.24
COLUMBIA RIVER PUD	INV0001715	06/28/2021	240 MADRONA CT	603-738-52003	130.34
COLUMBIA RIVER PUD	INV0001715	06/28/2021	59500 OLD PORTLAND RD - PS...	603-738-52003	140.49
COLUMBIA RIVER PUD	INV0001715	06/28/2021	124 S 4 ST - PS 3	603-738-52003	31.03
COLUMBIA RIVER PUD	INV0001715	06/28/2021	145 N RIVER ST- PS 2	603-738-52003	76.00
<b>Fund 603 - SEWER Total:</b>					<b>3,930.16</b>

**Fund: 605 - STORM**

BRIDGE TOWER OPOC LLC	745088237	06/28/2021	BID	605-000-53011	672.76
<b>Fund 605 - STORM Total:</b>					<b>672.76</b>

**Fund: 701 - EQUIPMENT**

WESTERN EQUIPMENT	7176846-00	06/21/2021	DECK COVER PLASTIC	701-000-52001	142.27
<b>Fund 701 - EQUIPMENT Total:</b>					<b>142.27</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
TYLER TECHNOLOGIES INC	025-337806	06/21/2021	MYCIVIC SAAS YEAR 1	702-000-52019	5,750.00
MORE POWER TECHNOLOGY ...	12107	06/22/2021	MICROSOFT 365 BUS STANDA...	702-000-52019	3,128.00
CENTURY LINK BUSINESS SERV...	230704458	06/27/2021	ACCT 88035002	702-000-52010	222.44
QWEST DBA CENTURYLINK AC...	3263X201S21165	06/27/2021	5163X204S3	702-000-52010	159.14
KELLY CONNECT	IN852486	06/28/2021	HP DESIGNJET	702-000-52001	9,145.00
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>18,404.58</b>
<b>Fund: 703 - PW OPERATIONS</b>					
JORDAN RAMIS PC ATTORNEYS..	178194	06/27/2021	PUBLIS WORKS / ENGINEERING	703-733-52019	2,625.00
LAWRENCE OIL COMPANY	CFSI-2810	06/27/2021	247748 PUBLIC WORKS	703-734-52022	1,401.05
COLUMBIA RIVER PUD	INV0001715	06/28/2021	1230 DEER ISLAND RD - PW	703-734-52003	46.44
COLUMBIA RIVER PUD	INV0001715	06/28/2021	984 OREGON ST - PW SHOP	703-734-52003	27.28
COLUMBIA RIVER PUD	INV0001715	06/28/2021	984 OREGON ST	703-734-52003	175.07
COLUMBIA RIVER PUD	INV0001715	06/28/2021	650 OREGON ST -LEMONT PU...	703-734-52003	353.16
NW NATURAL GAS	INV0001717	06/28/2021	8675	703-734-52003	15.99
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>4,643.99</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
CITY OF ST. HELENS	INV0001716	06/28/2021	PERMIT HEAT PUMP ALANO C...	704-000-53018	210.35
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>210.35</b>
<b>Grand Total:</b>					<b>216,777.68</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	168,980.48
202 - COMMUNITY DEVELOPMENT	7,081.04
205 - STREETS	4,126.41
601 - WATER	8,585.64
603 - SEWER	3,930.16
605 - STORM	672.76
701 - EQUIPMENT	142.27
702 - INFORMATION SYSTEMS	18,404.58
703 - PW OPERATIONS	4,643.99
704 - FACILITY MAJOR MAINTNANCE	210.35
<b>Grand Total:</b>	<b>216,777.68</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20400	School Excise Tax	141,293.65
100-000-21000	Court Restitution Paymen...	150.00
100-000-21300	Library Replacement Fines	215.96
100-701-52019	Professional Services	3,635.00
100-702-52011	Public Information	40.00
100-702-52018	Professional Development	40.00
100-703-52019	Professional Services	9,694.50
100-704-52001	Operating Supplies	150.00
100-704-52019	Professional Services	2,225.00
100-705-52003	Utilities	570.68
100-706-52003	Utilities	908.31
100-706-52006	Computer Maintenance	2,315.00
100-706-52031	Periodicals	6.55
100-706-52032	Digital Resources	1,576.12
100-706-52033	Printed Materials	371.24
100-706-52034	Visual Materials	292.02
100-707-52019	Professional Services	557.50
100-708-52003	Utilities	575.84
100-708-52019	Professional Services	250.00
100-708-52046	Dock Services	235.69
100-708-52047	Marine Board	24.77
100-709-52003	Utilities	42.31
100-710-52019	Professional Services	1,085.00
100-711-52015	Intergovernmental Servic...	530.00
100-715-52001	Operating Supplies	186.51
100-715-52003	Utilities	850.56
100-715-52009	Postage	1,000.00
100-715-52022	Fuel	158.27
202-721-52019	Professional Services	525.00
202-724-52019	Professional Services	6,502.45
202-725-52003	Utilities	53.59
205-000-52003	Utilities	4,126.41
601-731-52003	Utilities	2,662.60
601-732-52003	Utilities	5,828.20
601-732-52022	Fuel	94.84
603-735-52003	Utilities	25.56
603-736-52003	Utilities	1,653.41
603-737-52003	Utilities	1,653.40
603-738-52003	Utilities	597.79
605-000-53011	Storm Main Replacement	672.76
701-000-52001	Operating Supplies	142.27
702-000-52001	Operating Supplies	9,145.00
702-000-52010	Telephone	381.58
702-000-52019	Professional Services	8,878.00
703-733-52019	Professional Services	2,625.00

**Account Summary**

Account Number	Account Name	Expense Amount
703-734-52003	Utilities	617.94
703-734-52022	Fuel	1,401.05
704-000-53018	Capital Outlay - City Hall	210.35
	<b>Grand Total:</b>	<b>216,777.68</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	216,777.68
	<b>Grand Total:</b> <b>216,777.68</b>





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<b>Fund: 100 - GENERAL FUND</b>					
AT&T MOBILITY	06232021	06/29/2021	287302289330 POLICE PHONES	100-705-52010	1,621.24
RICOH USA INC	105081059	06/29/2021	POLICE EQUIPMENT LEASE 14...	100-705-52023	218.20
VERIZON	9882389276	06/29/2021	CRYSTAL KING	100-701-52010	40.05
VERIZON	9882389276	06/29/2021	CRYSTAL KING	100-701-52010	46.20
VERIZON	9882389276	06/29/2021	MAYOR SCHOLL IPAD	100-703-52001	40.01
VERIZON	9882389276	06/29/2021	PD JETPACK2	100-705-52010	40.01
VERIZON	9882389276	06/29/2021	PD JETPACK1	100-705-52010	40.01
VERIZON	9882389276	06/29/2021	CAMERON PAGE	100-708-52010	18.36
VERIZON	9882389276	06/29/2021	THAD HOUK	100-708-52010	37.06
VERIZON	9882389276	06/29/2021	TORY SHELBY	100-708-52010	18.36
VERIZON	9882389276	06/29/2021	RECREATION CENTER	100-709-52010	50.04
VERIZON	9882389276	06/29/2021	DARIN COX - BUILDING DEPT I...	100-711-52010	60.04
VERIZON	9882389276	06/29/2021	BUILDING DEPT IPAD	100-711-52010	40.01
VERIZON	9882389276	06/29/2021	JOHN HICKS	100-711-52010	45.04
VERIZON	9882389276	06/29/2021	MIKE DEROIA	100-711-52010	73.44
KJ SECURITY SOLUTIONS & LO...	003930	06/30/2021	RE KEY	100-706-52023	120.00
TYLER TECHNOLOGIES INC	025-337758	06/30/2021	EXECUTIME	100-707-52019	227.50
TYLER TECHNOLOGIES INC	025-338230	06/30/2021	FOLLOW UP KEVIN LUU	100-707-52019	260.00
TYLER TECHNOLOGIES INC	025-339173	06/30/2021	EXECUTIME	100-707-52019	130.00
TYLER TECHNOLOGIES INC	130-BRAZOS	06/30/2021	LIC FEES	100-704-52019	34,206.00
WATER AND WASTEWATER JO...	2021619WWJSTHE	06/30/2021	JOB POSTING WSO	100-702-52011	185.00
PEAK ELECTRIC GROUP LLC	22107	06/30/2021	10071552001	100-715-52001	5,895.72
PEAK ELECTRIC GROUP LLC	22486	06/30/2021	REMODEL CITY HALL WORK	100-715-52001	13,000.00
PEAK ELECTRIC GROUP LLC	22486	06/30/2021	REMODEL CITY HALL WORK	100-715-52019	279.36
PEAK ELECTRIC GROUP LLC	22486	06/30/2021	REMODEL CITY HALL WORK	100-715-52023	1,000.00
MIDWEST TAPE	500593982	06/30/2021	DVD / ABD 2000010011	100-706-52034	115.44
INGRAM LIBRARY SERVICES	53344078	06/30/2021	BOOKS 20C7921	100-706-52033	560.63
INGRAM LIBRARY SERVICES	53344079	06/30/2021	BOOKS 20C7921	100-706-52033	56.59
INGRAM LIBRARY SERVICES	53362127	06/30/2021	BOOKS 20C7921	100-706-52034	350.76
INGRAM LIBRARY SERVICES	53362157	06/30/2021	CREDIT	100-706-52033	-18.26
INGRAM LIBRARY SERVICES	53362157	06/30/2021	BOOKS 20C7921	100-706-52034	350.76
INGRAM LIBRARY SERVICES	53391288	06/30/2021	BOOKS 20C7921	100-706-52033	229.95
INGRAM LIBRARY SERVICES	53391289	06/30/2021	BOOKS 20C7921	100-706-52033	69.88
INGRAM LIBRARY SERVICES	53499015	06/30/2021	BOOKS 20C7921	100-706-52033	7.72
INGRAM LIBRARY SERVICES	53499016	06/30/2021	BOOKS 20C7921	100-706-52034	116.17
INGRAM LIBRARY SERVICES	53499017	06/30/2021	BOOKS 20C7921	100-706-52033	20.65
INGRAM LIBRARY SERVICES	53499018	06/30/2021	BOOKS 20C7921	100-706-52033	11.95
COLUMBIA NW HEATING INC	64976464	06/30/2021	NEW HEAT PUMP CITY HALL	100-715-52001	8,000.00
THE LIBRARY CORPORATION	65793	06/30/2021	2021 CONFERENCE REG	100-706-52018	99.00
CODE PUBLISHING	70222	06/30/2021	MUNI CODE WEB UPDATE	100-702-52019	157.50
WEX BANK	72418815	06/30/2021	POLICE FUEL PURCHASES	100-705-52022	4,862.97
WEX BANK	72418815	06/30/2021	REC FUEL PURCHASES	100-709-52022	70.86
WEX BANK	72418815	06/30/2021	BUILDING FUEL PURCHASES 2...	100-711-52022	145.95
WEX BANK	72418815	06/30/2021	CITY HALL FUEL PURCHASES 2...	100-715-52022	35.48
TROTTER & MORTON FACILITY ..	78315	06/30/2021	C10000 MAINTENANCE AGRE...	100-715-52023	450.50
TROTTER & MORTON FACILITY ..	78324	06/30/2021	C10630 MAINTENANCE AGRE...	100-715-52023	1,666.75
TIAA COMMERCIAL FINANCE I...	8237414	06/30/2021	CONTRACT PAYMENT 414520...	100-715-52021	150.00
NET ASSETS	95-202106	06/30/2021	ESCROW TITLE SERVICES	100-707-52019	770.00
BEMIS	9690	06/30/2021	ENVELOPES	100-715-52001	100.50
DCBS FISCAL SERVICES	INV0001720	06/30/2021	JAN FEB MARCH STATE SURC...	100-000-20700	21,689.60
DARLING INGREDIENTS INC	INV0001721	06/30/2021	OVER PAYMENT FOR BUSINESS..	100-000-35002	150.00
JENNIFER MOTHERWAY	INV0001722	06/30/2021	REFUND CAMP PURCHASE	100-709-52019	505.00
OREGON SECRETARY OF STAT...	INV0001723	06/30/2021	YEARLY STATE AUDIT FEE	100-707-52019	350.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ANDREA JURKIEWICZ	INV0001725	06/30/2021	REFUND RESERVATION	100-709-52019	25.00
JENNIFER ANDREWS	INV0001726	06/30/2021	CAMP REFUND	100-709-52019	340.00
ERSKINE LAW PRECTICE LLC	INV0001727	06/30/2021	6/17-6/28	100-704-52019	1,918.60
SOLUTIONS YES	INV279528	06/30/2021	SERVICE	100-707-52001	105.00
SOLUTIONS YES	INV279580	06/30/2021	CONTRACT C11782-01 CITY HA...	100-707-52001	29.92
SOLUTIONS YES	INV279932	06/30/2021	TONER	100-710-52001	375.00
SOLUTIONS YES	INV279932	06/30/2021	TONER	100-711-52001	375.00
SOLUTIONS YES	INV280278	06/30/2021	CONTRACT C11379-01 CITY HA...	100-702-52001	188.38
NATIONAL BUSINESS FURNITU...	MK563739	06/30/2021	SHELL FILE / FILE	100-715-52001	999.02
<b>Fund 100 - GENERAL FUND Total:</b>					<b>103,123.92</b>

**Fund: 202 - COMMUNITY DEVELOPMENT**

TRAVEL INFORMATION COUNC..	104049	06/30/2021	NATL DOWNTOWN HISTORIC ...	202-721-52019	82.00
E2C	4435	06/30/2021	ENTERAINMENT	202-725-52028	7,983.50
E2C	4436	06/30/2021	MONTHLY MARKETING TINA ...	202-725-52019	10,000.00
E2C	4437	06/30/2021	PRODUCT ADV STAFF ENT PRO...	202-725-52028	17,727.54
OREGON DEPT. OF ENVIRONM...	HSRAF21-3001	06/30/2021	BOISE PROJECT 153815-00	202-721-52050	145.27
COLUMBIA RIVER PUD	INV0001719	06/30/2021	94111	202-725-52003	181.93
CITY OF ST. HELENS	INV0001724	06/30/2021	01-00178-001 MASONIC BUILD..	202-725-52003	44.83
JH KELLY LLC	JS 271150	06/30/2021	COL PAC FOOD BANK RENO	202-721-52096	65,823.60
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>101,988.67</b>

**Fund: 601 - WATER**

VERIZON	9882389276	06/29/2021	JOHN SAVAGE	601-732-52010	46.92
VERIZON	9882389276	06/29/2021	GUY DAVIS	601-732-52010	50.04
JORDAN RAMIS PC ATTORNEYS..	178234	06/30/2021	WPI LITIGATION	601-731-52019	4,662.50
ADVANCED ELECTRICAL	212793	06/30/2021	RWP 1215 4TH ST	601-732-52019	19,881.43
CITY OF COLUMBIA CITY	6.26.2021	06/30/2021	001754-001	601-732-52003	82.46
<b>Fund 601 - WATER Total:</b>					<b>24,723.35</b>

**Fund: 603 - SEWER**

ALLSTREAM	17567281	06/29/2021	ALLSTREAM PHONE ACCT 754...	603-736-52010	25.57
ALLSTREAM	17567281	06/29/2021	ALLSTREAM PHONE ACCT 754...	603-737-52010	25.57
VERIZON	9882389276	06/29/2021	SAM ORTIZ	603-736-52010	16.68
VERIZON	9882389276	06/29/2021	STEWART HARTLEY	603-736-52010	12.06
VERIZON	9882389276	06/29/2021	AARON KUNDERS	603-736-52010	12.06
VERIZON	9882389276	06/29/2021	STEWART HARTLEY	603-737-52010	12.07
VERIZON	9882389276	06/29/2021	AARON KUNDERS	603-737-52010	12.06
VERIZON	9882389276	06/29/2021	SAM ORTIZ	603-737-52010	16.69
VERIZON	9882389276	06/29/2021	STEWART HARTLEY	603-738-52010	12.07
VERIZON	9882389276	06/29/2021	SAM ORTIZ	603-738-52010	16.67
VERIZON	9882389276	06/29/2021	AARON KUNDERS	603-738-52010	12.08
ADVANCED ELECTRICAL	212822	06/30/2021	ANNUAL MAINT WWTP	603-738-52019	1,970.39
QUALITY CONTROL SERVICES I...	63794	06/30/2021	ON SITE SERVICE WWTP	603-736-52019	145.00
QUALITY CONTROL SERVICES I...	63794	06/30/2021	ON SITE SERVICE WWTP	603-737-52019	145.00
TROTTER & MORTON FACILITY ..	78329	06/30/2021	C10855 MAINTENANCE AGRE...	603-736-52023	288.50
TROTTER & MORTON FACILITY ..	78329	06/30/2021	C10855 MAINTENANCE AGRE...	603-737-52023	288.50
<b>Fund 603 - SEWER Total:</b>					<b>3,010.97</b>

**Fund: 701 - EQUIPMENT**

VERIZON	9882389276	06/29/2021	BRETT LONG	701-000-52010	50.04
SUPERIOR TIRE SERVICE	6558734	06/30/2021	TIRES	701-000-52001	317.16
<b>Fund 701 - EQUIPMENT Total:</b>					<b>367.20</b>

**Fund: 702 - INFORMATION SYSTEMS**

ALLSTREAM	17567281	06/29/2021	ALLSTREAM PHONE ACCT 754...	702-000-52010	51.13
PEAK ELECTRIC GROUP LLC	22486	06/30/2021	REMODEL CITY HALL WORK	702-000-52001	4,000.00
CENTURY LINK	INV0001718	06/30/2021	025B	702-000-52010	39.40
CENTURY LINK	INV0001718	06/30/2021	369B	702-000-52010	39.40
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>4,129.93</b>

**Fund: 703 - PW OPERATIONS**

VERIZON	9882389276	06/29/2021	SHARON DARROUX	703-733-52010	58.70
VERIZON	9882389276	06/29/2021	TIM UNDERWOOD	703-733-52010	50.04

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9882389276	06/29/2021	PW SPARE 4	703-734-52010	40.01
VERIZON	9882389276	06/29/2021	DAVE ELDER	703-734-52010	50.04
VERIZON	9882389276	06/29/2021	PW SPARE 3	703-734-52010	40.01
VERIZON	9882389276	06/29/2021	SCOTT HARRINGTON	703-734-52010	18.36
VERIZON	9882389276	06/29/2021	PW SPARE2	703-734-52010	40.01
VERIZON	9882389276	06/29/2021	SUE NELSON	703-734-52010	50.04
VERIZON	9882389276	06/29/2021	PW HOTSPOT1 / EQUIPMENT ...	703-734-52010	40.01
VERIZON	9882389276	06/29/2021	CURT LEMONT	703-734-52010	18.36
VERIZON	9882389276	06/29/2021	SCOTT WILLIAMS	703-734-52010	50.04
VERIZON	9882389276	06/29/2021	ETHAN STERLING	703-734-52010	50.04
VERIZON	9882389276	06/29/2021	BUCK TUPPER	703-734-52010	50.04
VERIZON	9882389276	06/29/2021	MOUHAMAD ZAHER	703-734-52010	50.04
PEAK ELECTRIC GROUP LLC	22486	06/30/2021	REMODEL CITY HALL WORK	703-733-52019	1,000.00
PEAK ELECTRIC GROUP LLC	22486	06/30/2021	REMODEL CITY HALL WORK	703-734-52019	2,000.00
PEAK ELECTRIC GROUP LLC	22486	06/30/2021	REMODEL CITY HALL WORK	703-734-52019	5,000.00
PEAK ELECTRIC GROUP LLC	22521	06/30/2021	SERVICE CALL	703-734-52019	925.52
U.S BANK EQUIPMENT FINANCE	446171811	06/30/2021	ENGINEERING CONTRACT PA...	703-733-52005	99.00
WEX BANK	72418815	06/30/2021	PW FUEL PURCHASES	703-734-52022	49.59
TROTTER & MORTON FACILITY ..	78384	06/30/2021	C10245	703-734-52023	945.96
TROTTER & MORTON FACILITY ..	78384	06/30/2021	CREDIT	703-734-52023	-0.07
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>10,625.74</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
PEAK ELECTRIC GROUP LLC	22486	06/30/2021	REMODEL CITY HALL WORK	704-000-53018	3,000.00
COLUMBIA NW HEATING INC	64976464	06/30/2021	NEW HEAT PUMP CITY HALL	704-000-53018	3,289.00
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>6,289.00</b>
<b>Grand Total:</b>					<b>254,258.78</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	103,123.92
202 - COMMUNITY DEVELOPMENT	101,988.67
601 - WATER	24,723.35
603 - SEWER	3,010.97
701 - EQUIPMENT	367.20
702 - INFORMATION SYSTEMS	4,129.93
703 - PW OPERATIONS	10,625.74
704 - FACILITY MAJOR MAINTNANCE	6,289.00
<b>Grand Total:</b>	<b>254,258.78</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20700	State Surcharge	21,689.60
100-000-35002	Business Licenses	150.00
100-701-52010	Telephone	86.25
100-702-52001	Operating Supplies	188.38
100-702-52011	Public Information	185.00
100-702-52019	Professional Services	157.50
100-703-52001	Operating Supplies	40.01
100-704-52019	Professional Services	36,124.60
100-705-52010	Telephone	1,701.26
100-705-52022	Fuel	4,862.97
100-705-52023	Facility Maintenance	218.20
100-706-52018	Professional Development	99.00
100-706-52023	Facility Maintenance	120.00
100-706-52033	Printed Materials	939.11
100-706-52034	Visual Materials	933.13
100-707-52001	Operating Supplies	134.92
100-707-52019	Professional Services	1,737.50
100-708-52010	Telephone	73.78
100-709-52010	Telephone	50.04
100-709-52019	Professional Services	870.00
100-709-52022	Fuel	70.86
100-710-52001	Operating Supplies	375.00
100-711-52001	Operating Supplies	375.00
100-711-52010	Telephone	218.53
100-711-52022	Fuel	145.95
100-715-52001	Operating Supplies	27,995.24
100-715-52019	Professional Services	279.36
100-715-52021	Equipment Maintenance	150.00
100-715-52022	Fuel	35.48
100-715-52023	Facility Maintenance	3,117.25
202-721-52019	Professional Services	82.00
202-721-52050	Community Wide Assess...	145.27
202-721-52096	CDBG Grant Expenses	65,823.60
202-725-52003	Utilities	226.76
202-725-52019	Professional Services	10,000.00
202-725-52028	Projects & Programs	25,711.04
601-731-52019	Professional Services	4,662.50
601-732-52003	Utilities	82.46
601-732-52010	Telephone	96.96
601-732-52019	Professional Services	19,881.43
603-736-52010	Telephone	66.37
603-736-52019	Professional Services	145.00
603-736-52023	Facility Maintenance	288.50
603-737-52010	Telephone	66.39
603-737-52019	Professional Services	145.00
603-737-52023	Facility Maintenance	288.50
603-738-52010	Telephone	40.82

**Account Summary**

Account Number	Account Name	Expense Amount
603-738-52019	Professional Services	1,970.39
701-000-52001	Operating Supplies	317.16
701-000-52010	Telephone	50.04
702-000-52001	Operating Supplies	4,000.00
702-000-52010	Telephone	129.93
703-733-52005	Small Equipment	99.00
703-733-52010	Telephone	108.74
703-733-52019	Professional Services	1,000.00
703-734-52010	Telephone	497.00
703-734-52019	Professional Services	7,925.52
703-734-52022	Fuel	49.59
703-734-52023	Facility Maintenance	945.89
704-000-53018	Capital Outlay - City Hall	6,289.00
	<b>Grand Total:</b>	<b>254,258.78</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	254,258.78
<b>Grand Total:</b>	<b>254,258.78</b>



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## Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
DAWN RICHARDSON - AP	INV0001728	06/30/2021	MILEAGE REIMBURSEMENT F...	100-707-52001	29.90
RUBENS LAWN SERVICE	0004041	06/30/2021	MONTHLY LAWN SERVICE	100-705-52023	80.00
TYLER TECHNOLOGIES INC	025-339731	06/30/2021	MY CIVIC IMPLEMENTATION	100-707-52001	3,000.00
MAILBOXES NORTHWEST	06142021	06/30/2021	POSTAGE	100-715-52009	53.81
PASSPORT TO LANGUAGES INC	1185299	06/30/2021	INTERPRETER SERVICES	100-704-52019	41.25
PAPE MACHINERY	12720692	06/30/2021	COVER	100-708-52001	548.07
OCCUPATIONAL SAFETY HEAL...	1332	06/30/2021	TRAINING FIRST RES / COM DI...	100-705-52018	300.00
STAPLES BUSINESS CREDIT	1636417522	06/30/2021	OFFICE SUPPLIES	100-704-52001	79.98
STAPLES BUSINESS CREDIT	1636417522	06/30/2021	OFFICE SUPPLIES	100-707-52001	42.22
STAPLES BUSINESS CREDIT	1636417522	06/30/2021	OFFICE SUPPLIES	100-715-52001	-93.37
STAPLES BUSINESS CREDIT	1636417522	06/30/2021	OFFICE SUPPLIES	100-715-52001	119.28
STAPLES BUSINESS CREDIT	1636417522	06/30/2021	OFFICE SUPPLIES	100-715-52001	210.45
QUILL	16934610	06/30/2021	QB EXPAN FILE JACKETS LEGAL	100-711-52001	49.29
CULLIGAN	169870	06/30/2021	BOTTLED WATER POLICE	100-705-52001	156.00
PAMPLIN MEDIA GROUP	205320	06/30/2021	CLASSIFIED LINERS	100-702-52011	99.50
PAMPLIN MEDIA GROUP	205320	06/30/2021	CLASSIFIED LINERS	100-702-52011	63.50
ORKIN	213356441	06/30/2021	1810 OLD PORTLAND RD PEST ...	100-709-52023	152.00
ORKIN	213356442	06/30/2021	1810 OLD PORTLAND RD PEST ...	100-709-52023	82.00
ORKIN	214479625	06/30/2021	265 STRAND PEST SERVICE CIT...	100-715-52019	88.00
ORKIN	214479802	06/30/2021	265 STRAND PEST SERVICE CIT...	100-715-52019	152.00
PEAK ELECTRIC GROUP LLC	21672	06/30/2021	LIGHTS AND POWER	100-715-52001	1,823.37
PEAK ELECTRIC GROUP LLC	22370	06/30/2021	DEMO / LIGHT FIXTURES BATH...	100-708-52001	898.58
PEAK ELECTRIC GROUP LLC	22448	06/30/2021	20 AMP GFCI	100-708-52001	165.00
NORTHWEST DELI DISTRIBUTI...	425567	06/30/2021	PAPER TOWELS / LINERS	100-708-52001	2,251.60
INGRAM LIBRARY SERVICES	52582108-2	06/30/2021	BOOKS 20C7921	100-706-52033	6.00
INGRAM LIBRARY SERVICES	53618086	06/30/2021	BOOKS 20C7921	100-706-52033	-18.26
INGRAM LIBRARY SERVICES	53618086	06/30/2021	BOOKS 20C7921	100-706-52035	158.71
ACE HARDWARE - ST. HELENS	6.30.21 60176	06/30/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	118.66
ACE HARDWARE - ST. HELENS	60177 6.30.21	06/30/2021	ACE ACCT 60177 MATERIALS	100-705-52001	4.59
CODE PUBLISHING	68519	06/30/2021	MUNI CODE WEB UPDATE	100-702-52019	852.00
CODE PUBLISHING	69066	06/30/2021	MUNI CODE WEB UPDATE	100-702-52019	705.15
COLUMBIA COUNTY TRANSFER...	7493	06/30/2021	TRASH DUMP FEES	100-708-52001	150.56
TROTTER & MORTON FACILITY ..	78413	06/30/2021	C10000 MAINTENANCE AGRE...	100-715-52023	369.10
LANE COUNCIL OF GOVERNMENT...	79793	06/30/2021	APR - JUN 7.75 LABOR HOURS	100-701-52019	70.00
LANE COUNCIL OF GOVERNMENT...	79793	06/30/2021	APR - JUN 7.75 LABOR HOURS	100-706-52019	910.00
CINTAS	8405213170	06/30/2021	CITY HALL FIRST AID CABINET ...	100-715-52001	44.98
CHUBBS	9312	06/30/2021	FULL SERVICE DURANGO OR E...	100-705-52001	55.85
BEMIS	9732	06/30/2021	NOTARY STAMP H DAVIS	100-711-52001	25.95
FREDERICK GROVE	INV0001734	06/30/2021	REFUND PUBLIC RECORDS RE...	100-000-37004	20.00
OREGON DEPARTMENT OF RE...	JUNE 2021	06/30/2021	STATE DUII DIVERSION	100-000-20700	942.06
OREGON DEPARTMENT OF RE...	JUNE 2021	06/30/2021	STATE DUII CONVICTION FEE	100-000-20700	535.00
OREGON DEPARTMENT OF RE...	JUNE 2021	06/30/2021	MISD SURCHARGE	100-000-20700	10.65
OREGON DEPARTMENT OF RE...	JUNE 2021	06/30/2021	STATE	100-000-20800	303.22
OREGON DEPARTMENT OF RE...	JUNE 2021	06/30/2021	UNITARY	100-000-20800	35.76
OREGON DEPARTMENT OF RE...	JUNE 2021	06/30/2021	LEMLA	100-000-20800	5.00
OREGON DEPARTMENT OF RE...	JUNE 2021	06/30/2021	STATE VIOLATION	100-000-20800	1,260.00
OREGON DEPARTMENT OF RE...	JUNE 2021	06/30/2021	STATE MISD	100-000-20800	890.00
COLUMBIA COUNTY TREASUR...	JUNE 2021	06/30/2021	JAIL ASSESSMENT	100-000-20900	16.74
COLUMBIA COUNTY TREASUR...	JUNE 2021	06/30/2021	COUNTY ASSESSMENT	100-000-20900	678.42
COLUMBIA COUNTY TREASUR...	JUNE 2021	06/30/2021	CITY COURT COSTS DEDUCTED	100-000-36002	-69.52
ERSKINE LAW PRECTICE LLC	JUNE 2021	06/30/2021	6/3-6/14	100-704-52019	2,432.80
HUDSON GARBAGE SERVICE	JUNE 2021	06/30/2021	7547	100-705-52023	96.59
HUDSON GARBAGE SERVICE	JUNE 2021	06/30/2021	1026	100-705-52023	131.84

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HUDSON GARBAGE SERVICE	JUNE 2021	06/30/2021	1554	100-706-52003	59.80
HUDSON GARBAGE SERVICE	JUNE 2021	06/30/2021	7056	100-709-52023	28.99
NATIONAL BUSINESS FURNITU...	MK563914-TDQ	06/30/2021	PANEL FOR DESK	100-707-52001	60.70
SCAPPOOSE SAND AND GRAVE...	T54483	06/30/2021	BARK DELIVERY	100-708-52001	421.68
<b>Fund 100 - GENERAL FUND Total:</b>					<b>21,705.45</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
MAYER REED INC	12840	06/30/2021	ST HELENS RIVERWALK	202-723-52055	57,168.35
ECONORTHWEST	24185	06/30/2021	MILLARD RD PROP RFP	202-721-52019	465.00
OTAK INC	6210258	06/30/2021	S 1ST AND STRAND 019823.000	202-723-52019	72,108.28
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>129,741.63</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
COLUMBIA RIVER WOODWOR...	11122020-01	06/30/2021	CUSTOM REC CENTER SINK R...	203-709-52028	1,201.44
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>1,201.44</b>
<b>Fund: 305 - PARKS SDC</b>					
COLUMBIA COUNTY TRANSFER..	7493	06/30/2021	TRASH DUMP FEES	305-000-53001	127.89
COLUMBIA COUNTY TRANSFER..	7493	06/30/2021	TRASH DUMP FEES	305-000-53001	67.12
SUNSET EQUIPMENT	82517	06/30/2021	TYPR 300	305-000-53001	121.73
<b>Fund 305 - PARKS SDC Total:</b>					<b>316.74</b>
<b>Fund: 601 - WATER</b>					
EAGLE STAR ROCK PRODUCTS ...	39799	06/30/2021	ROCK	601-731-52001	148.26
PSI SERVICE INC	INV0001732	06/30/2021	STEWART HARTLEY OR OP CERT	601-732-52018	102.00
CORE & MAIN	O330620	06/30/2021	METER BOX BODY ONLY / TRA...	601-732-52001	940.00
<b>Fund 601 - WATER Total:</b>					<b>1,190.26</b>
<b>Fund: 603 - SEWER</b>					
CITY OF PORTLAND	10372933	06/30/2021	LAB SERVICES	603-736-52064	2,747.00
CITY OF PORTLAND	10372933	06/30/2021	LAB SERVICES	603-737-52064	2,747.00
CITY OF PORTLAND	10378490	06/30/2021	LAB SERVICES	603-736-52064	1,675.00
CITY OF PORTLAND	10378490	06/30/2021	LAB SERVICES	603-737-52064	1,675.00
ACE HARDWARE - ST. HELENS	60180-6.30.21	06/30/2021	MATERIALS ACE ACCT 60180	603-735-52001	15.83
ACE HARDWARE - ST. HELENS	60180-6.30.21	06/30/2021	MATERIALS ACE ACCT 60180	603-736-52001	7.92
ACE HARDWARE - ST. HELENS	60180-6.30.21	06/30/2021	MATERIALS ACE ACCT 60180	603-737-52001	7.91
COLUMBIA RIVER PUD	INV0001733	06/30/2021	38633 594 S 9 ST POWER	603-737-52003	10,913.27
<b>Fund 603 - SEWER Total:</b>					<b>19,788.93</b>
<b>Fund: 605 - STORM</b>					
DON'S RENTAL	554212	06/30/2021	BREAKER / SHARPENING	605-000-52001	51.60
<b>Fund 605 - STORM Total:</b>					<b>51.60</b>
<b>Fund: 701 - EQUIPMENT</b>					
ENVIRO-CLEAN EQUIPMNET I...	21-55015	06/30/2021	BROOM DISC WELDMENT	701-000-52001	4,858.60
RC DISPLAY VANS INC	3732	06/30/2021	OUTFIT VEHICLE	701-000-52001	2,976.00
COLUMBIA AUDIO SPECIALTIES..	40720	06/30/2021	CHECK BAOFENG RADIO	701-000-52001	180.00
<b>Fund 701 - EQUIPMENT Total:</b>					<b>8,014.60</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
CENTURY LINK	06252021	06/30/2021	966B	702-000-52010	334.95
KEY CODE MEDIA INC	090107	06/30/2021	ADAMOSKY LABOR COUNCIL ...	702-000-52001	9,449.00
COMCAST	JUNE 2021	06/30/2021	COMCAST CABLE 8778108990...	702-000-52003	1,833.53
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>11,617.48</b>
<b>Fund: 703 - PW OPERATIONS</b>					
KNIFE RIVER CORP NW	2563282	06/30/2021	6 SK W AIR NO FLY	703-734-52001	986.55
EAGLE STAR ROCK PRODUCTS ...	39721	06/30/2021	ROCK	703-734-52001	89.04
EAGLE STAR ROCK PRODUCTS ...	39819	06/30/2021	ROCK	703-734-52001	146.90
EAGLE STAR ROCK PRODUCTS ...	39838	06/30/2021	ROCK	703-734-52001	145.11
TROTTER & MORTON FACILITY ..	78396	06/30/2021	SERVICE CALL	703-734-52023	1,050.00
LANE COUNCIL OF GOVERNMENT...	79793	06/30/2021	APR - JUN 7.75 LABOR HOURS	703-734-52019	105.00
BEMIS	9671	06/30/2021	ENVELOPES PW	703-734-52001	108.50
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>2,631.10</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
COLUMBIA COUNTY TRANSFER..	7493	06/30/2021	TRASH DUMP FEES	704-000-53018	4.54

## Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA COUNTY TRANSFER..	7493	06/30/2021	TRASH DUMP FEES	704-000-53018	52.61
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					57.15
Grand Total:					196,316.38



**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	21,705.45
202 - COMMUNITY DEVELOPMENT	129,741.63
203 - COMMUNITY ENHANCEMENT	1,201.44
305 - PARKS SDC	316.74
601 - WATER	1,190.26
603 - SEWER	19,788.93
605 - STORM	51.60
701 - EQUIPMENT	8,014.60
702 - INFORMATION SYSTEMS	11,617.48
703 - PW OPERATIONS	2,631.10
704 - FACILITY MAJOR MAINTNANCE	57.15
<b>Grand Total:</b>	<b>196,316.38</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20700	State Surcharge	1,487.71
100-000-20800	State Assessment	2,493.98
100-000-20900	County Assessment	695.16
100-000-36002	Fines - Court	-69.52
100-000-37004	Miscellaneous - General	20.00
100-701-52019	Professional Services	70.00
100-702-52011	Public Information	163.00
100-702-52019	Professional Services	1,557.15
100-704-52001	Operating Supplies	79.98
100-704-52019	Professional Services	2,474.05
100-705-52001	Operating Supplies	216.44
100-705-52018	Professional Development	300.00
100-705-52023	Facility Maintenance	308.43
100-706-52003	Utilities	59.80
100-706-52019	Professional Services	910.00
100-706-52033	Printed Materials	-12.26
100-706-52035	Audio Materials	158.71
100-707-52001	Operating Supplies	3,132.82
100-708-52001	Operating Supplies	4,554.15
100-709-52023	Facility Maintenance	262.99
100-711-52001	Operating Supplies	75.24
100-715-52001	Operating Supplies	2,104.71
100-715-52009	Postage	53.81
100-715-52019	Professional Services	240.00
100-715-52023	Facility Maintenance	369.10
202-721-52019	Professional Services	465.00
202-723-52019	Professional Services	72,108.28
202-723-52055	Riverwalk Project	57,168.35
203-709-52028	Projects & Programs	1,201.44
305-000-53001	Capital Outlay	316.74
601-731-52001	Operating Supplies	148.26
601-732-52001	Operating Supplies	940.00
601-732-52018	Professional Development	102.00
603-735-52001	Operating Supplies	15.83
603-736-52001	Operating Supplies	7.92
603-736-52064	Lab Testing	4,422.00
603-737-52001	Operating Supplies	7.91
603-737-52003	Utilities	10,913.27
603-737-52064	Lab Testing	4,422.00
605-000-52001	Operating Supplies	51.60
701-000-52001	Operating Supplies	8,014.60
702-000-52001	Operating Supplies	9,449.00
702-000-52003	Utilities	1,833.53
702-000-52010	Telephone	334.95

**Account Summary**

Account Number	Account Name	Expense Amount
703-734-52001	Operating Supplies	1,476.10
703-734-52019	Professional Services	105.00
703-734-52023	Facility Maintenance	1,050.00
704-000-53018	Capital Outlay - City Hall	57.15
<b>Grand Total:</b>		<b>196,316.38</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	196,316.38
<b>Grand Total:</b>	<b>196,316.38</b>



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
KJ SECURITY SOLUTIONS & LO...	003935	07/09/2021	DOOR LABOR	100-706-52023	40.00
LAWRENCE COMPANY	14476	07/09/2021	UNEMPLOYMENT SERVICES 7/...	100-715-52019	100.00
APPLICANTPRO	158142	07/09/2021	ANNUAL ONBOARDING CITY O...	100-702-52019	2,968.00
CHAVES CONSULTING INC	192277	07/09/2021	MONTHLY USER FEE PER USER...	100-702-52019	296.16
CITY OF HUBBARD	2021-1	07/09/2021	13 CASES AMMO / GOLD DOT ...	100-705-52086	1,600.00
LEAGUE OF OREGON CITIES	2021-200375	07/09/2021	LEAGUE OF OR CITIES MEMBE...	100-702-52019	10,627.10
ORKIN	214478174	07/09/2021	PEST CONTROL POLICE	100-705-52023	98.00
CBM SYSTEMS LLC	220545	07/09/2021	JANITORIAL SERVICES	100-705-52023	1,019.95
CBM SYSTEMS LLC	220545	07/09/2021	JANITORIAL SERVICES	100-706-52023	2,661.51
CBM SYSTEMS LLC	220545	07/09/2021	JANITORIAL SERVICES	100-708-52023	127.85
CBM SYSTEMS LLC	220545	07/09/2021	JANITORIAL SERVICES	100-709-52023	152.76
CBM SYSTEMS LLC	220545	07/09/2021	JANITORIAL SERVICES	100-715-52023	1,269.80
U.S BANK EQUIPMENT FINANCE	447102229	07/09/2021	CONTRACT PAYMENT 500052...	100-707-52001	99.00
METRO PLANNING INC	5287	07/09/2021	GIS WEB HOSTING	100-710-52001	62.50
COLUMBIA NW HEATING INC	65156741	07/09/2021	TUNE UP ON REC CENTER UNIT	100-709-52019	159.00
RONALD CARPENTER	7.7.2021	07/09/2021	RESTITUTION JUSTIN SMITH	100-000-21000	150.00
METRO PRESORT	IN634370	07/09/2021	UB BILL PRINTING	100-707-52008	594.83
COLUMBIA COUNTY CLERK	INV0001735	07/09/2021	RECORDING FEE	100-710-52011	96.00
COLUMBIA COUNTY CLERK	INV0001736	07/09/2021	RECORDING FEE	100-710-52011	96.00
JILL SMITH	INV0001737	07/09/2021	REFUND CAMP FEE	100-000-34031	85.00
CNA SURETY DIRECT BILL	INV0001738	07/09/2021	BOND 58592190 CITY OF ST. H...	100-702-52018	204.00
JENNIFER MOTHERWAY	INV0001739	07/09/2021	REFUND CAMP FEE	100-000-34031	900.00
LANE COUNCIL OF GOVERNMENT...	INV0001740	07/09/2021	FY22 PERS. SERV MEMBER DU...	100-702-52019	1,701.00
SAIF CORPORATION	JULY 2021	07/09/2021	7/1/2019-6/30/2020 POLICY #...	100-000-23001	49,814.77
SECURE PACIFIC CORPORATION	JULY 2021	07/09/2021	150 S 13TH ST	100-705-52023	99.06
SECURE PACIFIC CORPORATION	JULY 2021	07/09/2021	375 S 18TH ST	100-706-52023	132.15
SECURE PACIFIC CORPORATION	JULY 2021	07/09/2021	475 S 18TH	100-708-52023	133.65
CIS Trust	PO-STH-I2021-00	07/09/2021	2021-2022 RENEWAL PROPER...	100-715-52016	99,278.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>174,566.09</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
E2C	4438	07/09/2021	E2C STAFF ENTER CLEANING E...	202-725-52028	6,797.18
WESTERN DISPLAY FIREWORK...	6.22.2021	07/09/2021	FIREWORKS SHOW	202-725-52019	10,000.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>16,797.18</b>
<b>Fund: 601 - WATER</b>					
HACH	12528434	07/09/2021	REAGENT SET CHLORINE FREE ...	601-731-52001	76.07
HACH	12528434	07/09/2021	REAGENT SET CHLORINE FREE ...	601-732-52001	141.28
SECURE PACIFIC CORPORATION	JULY 2021	07/09/2021	1215 4TH PL	601-732-52023	165.06
CIS Trust	PO-STH-I2021-00	07/09/2021	2021-2022 RENEWAL PROPER...	601-731-52016	76,278.00
<b>Fund 601 - WATER Total:</b>					<b>76,660.41</b>
<b>Fund: 603 - SEWER</b>					
CBM SYSTEMS LLC	220545	07/09/2021	JANITORIAL SERVICES	603-736-52023	233.22
SECURE PACIFIC CORPORATION	JULY 2021	07/09/2021	451 PLYMOUTH ST	603-736-52023	49.46
SECURE PACIFIC CORPORATION	JULY 2021	07/09/2021	451 PLYMOUTH ST	603-737-52023	49.45
CIS Trust	PO-STH-I2021-00	07/09/2021	2021-2022 RENEWAL PROPER...	603-736-52016	46,278.00
CIS Trust	PO-STH-I2021-00	07/09/2021	2021-2022 RENEWAL PROPER...	603-737-52016	49,278.00
<b>Fund 603 - SEWER Total:</b>					<b>95,888.13</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
MORE POWER TECHNOLOGY ...	12190	07/09/2021	PREMIUM AGREEMENT MON...	702-000-52019	11,097.15
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>11,097.15</b>
<b>Fund: 703 - PW OPERATIONS</b>					
METRO PLANNING INC	5287	07/09/2021	GIS WEB HOSTING	703-733-52026	87.50
SAIF CORPORATION	JULY 2021	07/09/2021	POLICY 26274	703-000-23001	19,840.43

## Expense Approval Register

Packet: APPKT00

Item #19.

1

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SECURE PACIFIC CORPORATION	JULY 2021	07/09/2021	984 OR ST	703-734-52023	98.85
CIS Trust	PO-STH-I2021-00	07/09/2021	2021-2022 RENEWAL PROPER...	703-734-52016	154,279.27
Fund 703 - PW OPERATIONS Total:					174,306.05
Grand Total:					549,315.01

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	174,566.09
202 - COMMUNITY DEVELOPMENT	16,797.18
601 - WATER	76,660.41
603 - SEWER	95,888.13
702 - INFORMATION SYSTEMS	11,097.15
703 - PW OPERATIONS	174,306.05
<b>Grand Total:</b>	<b>549,315.01</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-21000	Court Restitution Paymen...	150.00
100-000-23001	Payroll - Liability	49,814.77
100-000-34031	Recreation Revenue	985.00
100-702-52018	Professional Development	204.00
100-702-52019	Professional Services	15,592.26
100-705-52023	Facility Maintenance	1,217.01
100-705-52086	Tactical	1,600.00
100-706-52023	Facility Maintenance	2,833.66
100-707-52001	Operating Supplies	99.00
100-707-52008	Printing	594.83
100-708-52023	Facility Maintenance	261.50
100-709-52019	Professional Services	159.00
100-709-52023	Facility Maintenance	152.76
100-710-52001	Operating Supplies	62.50
100-710-52011	Public Information	192.00
100-715-52016	Insurance - General	99,278.00
100-715-52019	Professional Services	100.00
100-715-52023	Facility Maintenance	1,269.80
202-725-52019	Professional Services	10,000.00
202-725-52028	Projects & Programs	6,797.18
601-731-52001	Operating Supplies	76.07
601-731-52016	Insurance - General	76,278.00
601-732-52001	Operating Supplies	141.28
601-732-52023	Facility Maintenance	165.06
603-736-52016	Insurance - General	46,278.00
603-736-52023	Facility Maintenance	282.68
603-737-52016	Insurance - General	49,278.00
603-737-52023	Facility Maintenance	49.45
702-000-52019	Professional Services	11,097.15
703-000-23001	Payroll - Liability	19,840.43
703-733-52026	Equipment Fund Charges	87.50
703-734-52016	Insurance - General	154,279.27
703-734-52023	Facility Maintenance	98.85
Grand Total:		549,315.01

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	549,315.01
<b>Grand Total:</b>	<b>549,315.01</b>

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

## OLCC LICENSES

The following businesses submitted a processing fee to the City for a Liquor License:

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### 2021 RENEWALS

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<u><b>Licensee</b></u>	<u><b>Tradename</b></u>	<u><b>Location</b></u>	<u><b>Purpose</b></u>
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### 2021 NEW OWNERS

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*A copy of the OLCC application documents submitted for the businesses listed below were emailed to the Police Department for review. No adverse response was received.*

<u><b>Licensee</b></u>	<u><b>Tradename</b></u>	<u><b>Location</b></u>	<u><b>Purpose</b></u>
Lotus of Bangkok LLC	Lotus of Bangkok	295 Strand St	New License
Linares LLC/Grocery Outlet Inc	Grocery Outlet	205 Brayden St	New License