



# COUNCIL REGULAR SESSION

Wednesday, August 19, 2020 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

<https://zoom.us/j/95915595894>  
Website | [www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)  
Email | [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us)  
Phone | 503-397-6272  
Fax | 503-397-4016

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### AWARD BID/CONTRACT

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

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

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

### APPOINTMENTS TO CITY BOARDS & COMMISSIONS

7. Appointments to City Boards & Commissions

### CONSENT AGENDA FOR ACCEPTANCE

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

### CONSENT AGENDA FOR APPROVAL

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

**WORK SESSION ACTION ITEMS**

**MAYOR SCHOLL REPORTS**

**COUNCIL MEMBER REPORTS**

**OTHER BUSINESS**

**ADJOURN**

**VIRTUAL MEETING DETAILS**

**Join Zoom Meeting:** <https://zoom.us/j/95915595894>

**Meeting ID:** 959 1559 5894

**Dial by your location:** 1 253 215 8782

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

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

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

**City of St. Helens**  
**265 Strand Street**  
**St. Helens, OR 97051**

Item #1.



Bid closing date & time: **August 12, 2020 at 11:00 a.m.**

Bid opening date & time: **August 12, 2020 at 11:00 a.m.**

For: **Salmonberry - Portion of Section 28 Timber Sale**

Bids submitted witnessed by: **Kathy Payne**


Recommendation: **Olympic Forest Products (RSG)**

The bid amounts below have been checked by: **Brent Keller**

In order of bids opened:

Contractor's Name & Address	Bid Price Per 1,000 Board Feet (net) of Douglas Fir	Bid signed? (Yes/No)	Certificate of Eligibility Complete & Signed (Yes/No)	Bid Includes \$25,000 Certified Check or MO (Yes/No)
Hampton Tree Farms, LLC Tyler Robbins, Forester PO Box 2315 Salem, OR 97308-2315	\$605.39	Yes	Yes	Copy of check
Olympic Forest Products (RSG) Kirk Harrison, Timber Mgr. 985 NW 2 <sup>nd</sup> Street Kalama, WA 98625	\$624.00	Yes	Yes	Yes
Interfor U.S. Timber Inc. Zach Haas, Procurement Forester 15555 S. Hwy. 211 Molalla, OR 97038	\$559.88	Yes	Yes	Will wire money if they win the bid
High Cascade Inc. Garret Stump, President PO Box 415 Carson, WA 98610	\$537.79	Yes	Yes	Yes

## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Interim Public Works Director	
<b>Date:</b>	19 August 2020	
<b>Subject:</b>	Award Purchase of Mower for Parks Department	

### Background:

The mowers used by the Parks Department accumulate hundreds of hours of use and after several years of wear and tear, the mowers exceed their useful service life. The newest mower in the Parks inventory was purchased in 2017, two others in in 2014 and 2011. It is time to purchase a new mower and funds were allocated in the current 2020/21 Budget.

State contracting law allows utilization of existing state procurement contracts. Competitive bids for the required equipment were received through the Oregon State Procurement process, which is available to public agencies. The low bid for a new Toro 72968 6000 Series Zero Turn Mower with a mulching kit was received from Stark Street Lawn & Garden as an acting agent for Western Equipment at a total amount of \$13,549.47. This quote is in line with the reduced mower budget of \$15,000.

### Recommendation:

Award the purchase of the Toro 72968 6000 Series Zero Turn Mower with a mulching kit to Stark Street Lawn & Garden as an acting agent for Western Equipment in the amount of \$13,459.47 through the Oregon State Procurement competitive bid process. The price reflects an approximate 27% discount.

### Attachments:

Stark Street Lawn & Garden West quote and product information.





# Z MASTER® 6000 SERIES

## OWN THE MOWER THAT OWNS EVERY JOB.

The Z Master® 6000 Series is one of our most advanced and most comfortable zero turn mowers.

**6.3-7.5**  
**Maximum Acres/Hour**  
Based on 90% efficiency (MPH x width of cut).  
Actual productivity dependent upon conditions.

### MYRIDE® SUSPENSION SYSTEM



The redesigned MyRide Suspension System features a rear shock adjustable operator platform that isolates bumps and vibrations.

Models 72947 and 72948 only. See pages 6-7 for details.



### HORIZON® TECHNOLOGY

Choose the performance mode to increase productivity and reduce fuel consumption.

Models 72948, 72946 and 72947 only.  
See page 8 for details.



### PRO RESULTS EVERY TIME

TURBO FORCE® 5.5" deep cutting decks feature 18,500+ ft./min. blade tip speed and nearly 1/4" thick heat-treated steel blades.



### DECK LIFT ASSIST

Standard deck lift assist foot pedal allows operator to adjust the deck height quickly and easily.

Item #2.



POWER SYSTEM			729260	72967	72969	72946	72928†	72961	72968	72947
			MyRIDE® Suspension System	Horizon® Technology	Horizon® Technology	Horizon® Technology	Horizon® Technology	MyRIDE Suspension System	Horizon Technology	
Commercial Engines at 3600 RPM*	26.5 hp Kohler® Command PRO EFI (747cc)	31 hp Kawasaki® FX (999cc)	31 hp Kawasaki® FX (999cc)	29.5 hp Kawasaki® FX EFI (852cc)	38 hp Kohler® Command PRO EFI (999cc)	26.5 hp Kohler® Command PRO EFI (747cc)	31 hp Kawasaki® FX (999cc)	31 hp Kawasaki® FX (999cc)	38 hp Kohler® Command PRO EFI (999cc)	
Electric Start	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Heavy-Duty Canister Air Cleaner	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Drive Tires	24" x 12" - 12" (61 x 30.5 - 30.5 cm)	24" x 12" - 12" (61 x 30.5 - 30.5 cm)	24" x 12" - 12" (61 x 30.5 - 30.5 cm)	24" x 12" - 12" (61 x 30.5 - 30.5 cm)	24" x 12" - 12" (61 x 30.5 - 30.5 cm)	24" x 12" - 12" (61 x 30.5 - 30.5 cm)	24" x 12" - 12" (61 x 30.5 - 30.5 cm)	24" x 12" - 12" (61 x 30.5 - 30.5 cm)	24" x 12" - 12" (61 x 30.5 - 30.5 cm)	24" x 12" - 12" (61 x 30.5 - 30.5 cm)
Caster Tires	13" x 6.5" - 6" (33 x 16.5 - 15.2 cm)	13" x 6.5" - 6" (33 x 16.5 - 15.2 cm)	13" x 6.5" - 6" (33 x 16.5 - 15.2 cm)	13" x 6.5" - 6" (33 x 16.5 - 15.2 cm)	13" x 6.5" - 6" (33 x 16.5 - 15.2 cm)	13" x 6.5" - 6" (33 x 16.5 - 15.2 cm)	13" x 6.5" - 6" (33 x 16.5 - 15.2 cm)	13" x 6.5" - 6" (33 x 16.5 - 15.2 cm)	13" x 6.5" - 6" (33 x 16.5 - 15.2 cm)	13" x 6.5" - 6" (33 x 16.5 - 15.2 cm)
Fuel/Capacity	Flat-Free Semi-Pneumatic Gas/12-Gal (45.4 L)	Flat-Free Semi-Pneumatic Gas/12-Gal (45.4 L)	Flat-Free Semi-Pneumatic Gas/12-Gal (45.4 L)	Flat-Free Semi-Pneumatic Gas/12-Gal (45.4 L)	Flat-Free Semi-Pneumatic Gas/12-Gal (45.4 L)	Flat-Free Semi-Pneumatic Gas/12-Gal (45.4 L)	Flat-Free Semi-Pneumatic Gas/12-Gal (45.4 L)	Flat-Free Semi-Pneumatic Gas/12-Gal (45.4 L)	Flat-Free Semi-Pneumatic Gas/12-Gal (45.4 L)	Flat-Free Semi-Pneumatic Gas/12-Gal (45.4 L)
Hour Meter	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Hydraulic Drive System	Unitized Pumps & Wheel Motors	Unitized Pumps & Wheel Motors	Unitized Pumps & Wheel Motors	Unitized Pumps & Wheel Motors	Unitized Pumps & Wheel Motors	Unitized Pumps & Wheel Motors	Unitized Pumps & Wheel Motors	Unitized Pumps & Wheel Motors	Unitized Pumps & Wheel Motors	Unitized Pumps & Wheel Motors
Pump	16cc/rev	16cc/rev	16cc/rev	16cc/rev	16cc/rev	16cc/rev	16cc/rev	16cc/rev	16cc/rev	16cc/rev
Wheel Motor	171 cir	171 cir	171 cir	171 cir	171 cir	171 cir	171 cir	171 cir	171 cir	171 cir
Maximum Forward Speed	11.5 mph (18.5 km/h)	11.5 mph (18.5 km/h)	11.5 mph (18.5 km/h)	11.5 mph (18.5 km/h)	11.5 mph (18.5 km/h)	11.5 mph (18.5 km/h)	11.5 mph (18.5 km/h)	11.5 mph (18.5 km/h)	11.5 mph (18.5 km/h)	11.5 mph (18.5 km/h)
Clutch	Electromagnetic	Electromagnetic	Electromagnetic	Electromagnetic	Electromagnetic	Electromagnetic	Electromagnetic	Electromagnetic	Electromagnetic	Electromagnetic
MOWING DECKS										
Deck Size	60" (152.4 cm)	60" (152.4 cm)	60" (152.4 cm)	60" (152.4 cm)	60" (152.4 cm)	60" (152.4 cm)	72" (182.9 cm)	72" (182.9 cm)	72" (182.9 cm)	72" (182.9 cm)
Cutting Deck	7-Gauge TURBO FORCE®	7-Gauge TURBO FORCE	7-Gauge TURBO FORCE	7-Gauge TURBO FORCE	7-Gauge TURBO FORCE	7-Gauge TURBO FORCE	7-Gauge TURBO FORCE	7-Gauge TURBO FORCE	7-Gauge TURBO FORCE	7-Gauge TURBO FORCE
Bullnose Bumper	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Adjustable Discharge Baffle	Standard, Tools-Free	Standard, Tools-Free	Standard, Tools-Free	Standard, Tools-Free	Standard, Tools-Free	Standard, Tools-Free	Standard, Tools-Free	Standard, Tools-Free	Standard, Tools-Free	Standard, Tools-Free
Rubber Discharge Chute	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Deck Lift Design	Extension Spring	Extension Spring	Extension Spring	Extension Spring	Extension Spring	Extension Spring	Extension Spring	Extension Spring	Extension Spring	Extension Spring
Spindle Housings	9" (22.9 cm) Diameter Cast Aluminum	9" (22.9 cm) Diameter Cast Aluminum	9" (22.9 cm) Diameter Cast Aluminum	9" (22.9 cm) Diameter Cast Aluminum	9" (22.9 cm) Diameter Cast Aluminum	9" (22.9 cm) Diameter Cast Aluminum	9" (22.9 cm) Diameter Cast Aluminum	9" (22.9 cm) Diameter Cast Aluminum	9" (22.9 cm) Diameter Cast Aluminum	9" (22.9 cm) Diameter Cast Aluminum
1" (2.5 cm) Heavy-Duty Spindle Shaft	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Spindle Bearings	Maintenance-Free	Maintenance-Free	Maintenance-Free	Maintenance-Free	Maintenance-Free	Maintenance-Free	Maintenance-Free	Maintenance-Free	Maintenance-Free	Maintenance-Free
Cutting Height	1.0" - 5.5" (2.5 cm - 14 cm)	1.0" - 5.5" (2.5 cm - 14 cm)	1.0" - 5.5" (2.5 cm - 14 cm)	1.0" - 5.5" (2.5 cm - 14 cm)	1.0" - 5.5" (2.5 cm - 14 cm)	1.0" - 5.5" (2.5 cm - 14 cm)	1.0" - 5.5" (2.5 cm - 14 cm)	1.0" - 5.5" (2.5 cm - 14 cm)	1.0" - 5.5" (2.5 cm - 14 cm)	1.0" - 5.5" (2.5 cm - 14 cm)
Blades	204" (5 cm)	204" (5 cm)	204" (5 cm)	204" (5 cm)	204" (5 cm)	204" (5 cm)	204" (5 cm)	204" (5 cm)	204" (5 cm)	204" (5 cm)
Blade Tip Speed	Heat-Treated Steel 18,500+ ft/min	Heat-Treated Steel 18,500+ ft/min	Heat-Treated Steel 18,500+ ft/min	Heat-Treated Steel 18,500+ ft/min	Heat-Treated Steel 18,500+ ft/min	Heat-Treated Steel 18,500+ ft/min	Heat-Treated Steel 18,500+ ft/min	Heat-Treated Steel 18,500+ ft/min	Heat-Treated Steel 18,500+ ft/min	Heat-Treated Steel 18,500+ ft/min
Belt Construction	Aramid Fiber V-Belt	Aramid Fiber V-Belt	Aramid Fiber V-Belt	Aramid Fiber V-Belt	Aramid Fiber V-Belt	Aramid Fiber V-Belt	Aramid Fiber V-Belt	Aramid Fiber V-Belt	Aramid Fiber V-Belt	Aramid Fiber V-Belt
Anti-Scalp Rollers	4 Standard, 1 Optional	4 Standard, 1 Optional	4 Standard, 1 Optional	4 Standard, 1 Optional	4 Standard, 1 Optional	4 Standard, 1 Optional	4 Standard, 1 Optional	4 Standard, 1 Optional	4 Standard, 1 Optional	4 Standard, 1 Optional
Carrier Frame Construction	3" x 1.5" - 10-Gauge (7.6 x 3.8 cm - 10-Gauge)	3" x 1.5" - 10-Gauge (7.6 x 3.8 cm - 10-Gauge)	3" x 1.5" - 10-Gauge (7.6 x 3.8 cm - 10-Gauge)	3" x 1.5" - 10-Gauge (7.6 x 3.8 cm - 10-Gauge)	3" x 1.5" - 10-Gauge (7.6 x 3.8 cm - 10-Gauge)	3" x 1.5" - 10-Gauge (7.6 x 3.8 cm - 10-Gauge)	3" x 1.5" - 10-Gauge (7.6 x 3.8 cm - 10-Gauge)	3" x 1.5" - 10-Gauge (7.6 x 3.8 cm - 10-Gauge)	3" x 1.5" - 10-Gauge (7.6 x 3.8 cm - 10-Gauge)	3" x 1.5" - 10-Gauge (7.6 x 3.8 cm - 10-Gauge)
FEATURES										
Steering Controls	1-5/8" (4.1 cm) Dia. Grips; Adjustable, Dampened	1-5/8" (4.1 cm) Dia. Grips; Adjustable, Dampened	1-5/8" (4.1 cm) Dia. Grips; Adjustable, Dampened	1-5/8" (4.1 cm) Dia. Grips; Adjustable, Dampened	1-5/8" (4.1 cm) Dia. Grips; Adjustable, Dampened	1-5/8" (4.1 cm) Dia. Grips; Adjustable, Dampened	1-5/8" (4.1 cm) Dia. Grips; Adjustable, Dampened	1-5/8" (4.1 cm) Dia. Grips; Adjustable, Dampened	1-5/8" (4.1 cm) Dia. Grips; Adjustable, Dampened	1-5/8" (4.1 cm) Dia. Grips; Adjustable, Dampened
Operator Seat	Deluxe Suspension with 3-D Isolation Mounts	Deluxe Suspension with 3-D Isolation Mounts	Deluxe Suspension with 3-D Isolation Mounts	Deluxe Suspension with 3-D Isolation Mounts	Deluxe Suspension with 3-D Isolation Mounts	Deluxe Suspension with 3-D Isolation Mounts	Deluxe Suspension with 3-D Isolation Mounts	Deluxe Suspension with 3-D Isolation Mounts	Deluxe Suspension with 3-D Isolation Mounts	Deluxe Suspension with 3-D Isolation Mounts
Arm Rests	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Seat Suspension System	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Folding ROPS	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Storage Compartment	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Foot Pedal Deck Lift	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard	Standard
Z Stand	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Floor Pan	Pierced, Extruded Tread; No-Tools Deck Access	Pierced, Extruded Tread; No-Tools Deck Access	Pierced, Extruded Tread; No-Tools Deck Access	Pierced, Extruded Tread; No-Tools Deck Access	Pierced, Extruded Tread; No-Tools Deck Access	Pierced, Extruded Tread; No-Tools Deck Access	Pierced, Extruded Tread; No-Tools Deck Access	Pierced, Extruded Tread; No-Tools Deck Access	Pierced, Extruded Tread; No-Tools Deck Access	Pierced, Extruded Tread; No-Tools Deck Access
WEIGHTS AND MEASUREMENTS										
Weight	1,254 lbs.	568.8 kg	1,254 lbs.	568.8 kg	1,290 lbs.	585.2 kg	1,350 lbs.	612.3 kg	1,334 lbs.	605.1 kg
ROPS Height (Folded)	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm	46.8"	118.9 cm
ROPS Height (Upright)	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm	70.5"	179.1 cm
Deck Clearance Width	61.7"	156.7 cm	61.7"	156.7 cm	61.7"	156.7 cm	73.6"	186.9 cm	73.6"	186.9 cm
or Width	75.7"	192.3 cm	75.7"	192.3 cm	75.7"	192.3 cm	87.6"	222.5 cm	87.6"	222.5 cm
	83.1"	211.1 cm	83.1"	211.1 cm	83.1"	211.1 cm	86.1"	218.7 cm	86.1"	218.7 cm

ss horsepower of these gasoline engines was laboratory rated at 3600 rpm by the engine manufacturer in accordance with SAE J1940 or SAE J1995. As configured to meet safety, emission and operating requirements, the actual engine horsepower on these mowers will be significantly lower.

## ADDITIONAL SERVICES AGREEMENT

August 6, 2020

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

RE: **St. Helens Police Needs Assessment**  
*Additional Service #2*  
Project Number 2190014.00

Dear Matt:

In accordance with our recent discussion, we will perform the tasks outlined below for subject project. It is agreed that these tasks will be provided as Additional Services in accordance with our original agreement for this project, dated April 1, 2019.

The City of St Helens has requested for Mackenzie to add additional tasks to the scope of the contract. The new tasks have been broken down by tasks based of the original agreement. Tasks not yet complete or being added have had fees corresponding to them adjusted to reflect current billing rates and are noted accordingly.

1. Task 1 - Project Startup
  - a. Mackenzie is complete with this task.
2. Task 2 - Existing Building Assessment
  - a. Mackenzie is complete with this task.
3. Task 3 - Programming (\$4,900)
  - a. Mackenzie completed this task and St. Helens approved the program in July 2019. This will be considered the full facility program (resulting in a "high cost" building program).
  - b. Mackenzie will do the following:
    - i. Attend re-calibration meeting on 7/10/2020.
    - ii. Update schedule and correspond with City on new scope of work.
    - iii. Attend one (1) additional meeting with the City to re-review program and re-confirm items within the program for a one-story reduced program ("low cost" building program). (One week duration from August 24-28)

## Additional Services Agreement

Project Number 2190014.00

August 6, 2020

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- iv. Update program based on comments received at meeting and send to City for review.
  - v. Incorporate one (1) round of City comments and send final program to City for final approval.
- 4. Task 4 - Facility Tours
  - a. Mackenzie is complete with this task.
- 5. Task 5 - Site Selection / Evaluation (3 week duration from August 31-September 18) (\$8,800)
  - a. Mackenzie will do the following:
    - i. Revise site test fit on Old Portland Road site to a one-story scheme. This test fit will be based on the full facility program ("high cost" building program). Meet with City to review site test fit and incorporate one round of City comments.
    - ii. Create Civil conceptual grading plan (since building may be built over the flood plain and the finish floor will need to be raised to maintain building access during a flood event).
    - iii. Coordinate with City Planning Department on test fit to avoid any land use entitlement issues / fatal flaws.
    - iv. Create detailed floor plan based on full facility program ("high cost" building program). Meet with City to review floor plan and incorporate one round of City comments.
- 6. Task 6 - Design Refinement (4 week duration from September 21-October 16) (\$7,750)
  - a. Mackenzie will do the following:
    - i. Refine site plan and floor plan, as needed.
    - ii. Refine conceptual civil grading plan, as needed.
    - iii. Create a new perspective rendering for a one-story scheme. Meet with City to review perspective and incorporate one round of City comments.

Fees for this task have been increased to cover staff billing rates for efforts on our two story perspective rendering since the contract was initially set up in March 2019.

- 7. Task 7 - Project Cost Estimate (5 week duration from October 19-November 20) (\$1,290)
  - a. Mackenzie has not started on this task and will complete this task per the original scope of work. Mackenzie will do the following:
    - i. Assess a reduce program ("low cost") option. Mackenzie will take the cost per square foot cost of the full facility "high cost" option and then apply that factor to the reduced ("low cost") programmatic square footage amount and incorporate that into the Project Budget Summary.

## Additional Services Agreement

Project Number 2190014.00

August 6, 2020

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Fees for this task have been increased to cover staff billing rates since the contract was initially set up in March 2019.

8. Task 8 - Final Report (1 week duration from November 23-December 1) (\$2,160)
  - a. Mackenzie has not started on this task and will complete this task per the original scope of work. Mackenzie will do the following:
    - i. Incorporate reduce program ("low cost") option information/data into final report.

Fees for this task have been increased to cover staff billing rates since the contract was initially set up in March 2019.

The above revised scope of work does not include efforts related to a bonding campaign which is scheduled to start upon completion of Task 8 under a separate contract.

No services are included in this agreement other than those specifically set forth in the Scope of Services. In addition to any Exclusions outlined within the project proposal (if attached), items which are specifically excluded from the Scope of Services include, but are not limited to the following:

1. Reimbursable expenses
2. Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project
3. Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications
4. Appeals, variances, public hearings, land use approvals, conditional use reviews, or any required adjustments other than as specifically outlined within our scope of services above.
5. Meetings with public agencies or other meetings other than those specifically identified in Scope of Services above
6. Environmental review
7. Sensitive lands and/or wetland delineation and/or mitigation design/approvals
8. Traffic analysis unless as noted specifically within our scope of services above
9. Off-site improvements (such as roads, half street improvements, and utilities)
10. Square footage calculations beyond those required to confirm compliance with building and zoning code requirements. (Calculation of gross, net, and rentable square footages, such as BOMA calculations, are not included.)
11. Special foundation systems
12. Equipment support or racking systems
13. Landscape design services and related specifications
14. Furniture selection, specifications, requirements and all related coordination
15. Formal Building code interpretation requests and/or appeals
16. Accessibility compliance design other than that required by Authority Having Jurisdiction (AHJ) as required for Building Permit per the current editions of the Oregon Structural Specialty Code and by reference therein ANSI ICC/A117.1 for new construction.(Since compliance with the Americans with Disabilities Act - Accessibility

## Additional Services Agreement

Project Number 2190014.00

August 6, 2020

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Guidelines (ADAAG) is not required for Building Permit by AHJ, review, analysis and design for compliance therewith is specifically excluded from basic services. Client may request for expanded accessibility review and compliance design to include that of the ADAAG as an Optional Additional Service. However, there are inherent conflicts and/or discrepancies between the codes required for Building Permit and the ADAAG and design and compliance with all of them may not be possible).

17. Graphics and/or signage design, permitting, and related coordination

Our fees for the services outlined above will be \$24,900. This increases the total contract amount for this project from \$50,300 to \$75,200.

The Client acknowledges that the parties are entering into this agreement during a national health emergency as a result of the COVID-19 pandemic and that this pandemic may impact the services provided by Mackenzie, including the Mackenzie's ability to meet any agreed schedule. To the extent the COVID-19 pandemic or any state or federal order in connection with the pandemic adversely impacts the time and fees of the Mackenzie's services, the Client agrees to negotiate potential adjustments to the fee and schedule.

Client and Mackenzie acknowledge that Mackenzie is being engaged to perform services during the existence of the COVID-19 pandemic and at a time when various government rules exist (that continue to evolve) addressing how the public interacts, including how individual and entities may conduct business, in an effort to mitigate spread of COVID-19 (e.g., social distancing rules)(such rules collectively referred to as "COVID Rules and Restrictions"). Client acknowledges and agrees that although Mackenzie will endeavor to generally consider current published COVID Rules and Restrictions in the jurisdiction where the Project is located, Mackenzie's scope of the design services does not include an obligation to comply with current and evolving COVID Rules and Restrictions, which are subject to multiple interpretations and may be enforced or followed to varying degrees by the Owner and any third party. Accordingly, Client agrees to release Mackenzie from, and to indemnify, hold harmless and defend Mackenzie and its officers, directors and employees from and against any and all claims, demands, damages, losses, costs, expenses, penalties, suites, actions, order and liabilities of any kind (collectively "Claims"), including without limitation attorneys' fees, court costs and experts fees, whether actual or alleged, including but not limited to those resulting in personal injury, death, property damages, and incidental and consequential damages to the extent arising out of or related to Claims that Mackenzie failed to comply with COVID Rules and Regulations in performing the design services, including but not limited to Mackenzie's ideas, concepts, sketches, drawings, renderings, written documents, presentations, construction documents, specifications or any other materials.

All other provisions of our original agreement for this project apply to these services.

## Additional Services Agreement

Project Number 2190014.00

August 6, 2020

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\_\_\_\_\_

Please confirm your approval by signing in the space provided below and returning a copy of this letter. If you have any questions, please call.

**MACKENZIE**



Adam Olsen  
Project Manager

**CLIENT**

By: \_\_\_\_\_

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

c: Accounting Department  
Jeff Humphreys, Adrienne Linton - Mackenzie





August 18, 2020  
Project No. P0830.06.01

John Walsh  
City Administrator, City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

Re: Sykes Road Reservoir Siting

Dear Mr. Walsh:

Maul Foster & Alongi, Inc. (MFA) appreciates the opportunity to submit this proposal to assess the Sykes Road property as a potential site for an acquisition by the City of St. Helens. MFA understands that this scope of work is intended to inform suitability of the site for construction of a new 4-5 million gallon municipal water reservoir to serve the existing Main Elevation Zone, and possibly the High Elevation Zone, within the City's current water service area boundary. It is anticipated that the facility will have hydraulic design criteria similar to existing reservoirs within the City's pressure zones.

MFA will work with MurraySmith and Geotechnical Resources, Inc. (GRI) to evaluate the land parcels for potential environmental issues, collect data and conduct site reconnaissance, and complete a reservoir siting analysis. The work will be performed in two phases. Tasks 1, 2, and 3 will be performed in Phase 1 to evaluate the site for suitability of siting the reservoir and inform the City on potential property purchase. Task 4 will be initiated in Phase 2 only upon the City proceeding with purchase of the property or otherwise issuing approval to perform the work. The following scope of work describes these tasks.

## SCOPE OF WORK

### Task 1—Baseline Environmental Assessment

In 2015, MFA completed a baseline environmental assessment of the Sykes Road landfill, which is located on the subject land parcel, as an element of a larger environmental due diligence assessment of the Boise White Paper (BWP) mill. The assessment was completed on behalf of the City of St. Helens to support a land transfer opportunity with BWP. The Sykes Road landfill assessment summarized the landfill's construction methods, operational history, leachate management, and monitoring based on MFA's review of documents provided by BWP and Oregon Department of Environmental Quality (DEQ) files.

To support the City's proposed acquisition of the land parcels, MFA will update the 2015 baseline environmental assessment for the landfill and surrounding area within the land parcels by reviewing additional documents, if available, that have been prepared since 2015, including

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documents made available by BWP and new documents in DEQ files. The updated baseline environmental assessment will also include a review of available monitoring data to assess whether operation of the landfill may have resulted in releases of hazardous substances to the environment. The data review will emphasize identification of any new releases that may have occurred since the 2015 assessment that meet the definition of a Recognized Environmental Concern (REC), as defined in the ASTM International Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (ASTM E1527-13).

The baseline environmental assessment is intended to identify issues germane to your decision-making process. It is not a Phase I Environmental Site Assessment, which would be performed in the future if the City chose to pursue the property. Nonetheless, the data review proposed for the baseline environmental assessment will support preparation of a future Phase I Environmental Site Assessment, if needed.

## **Task 2—Data Collection and Site Reconnaissance for Reservoir**

In addition to data collected for Task 1, work will be performed to gather and review existing mapping, as-builts, engineering reports, water system studies, and other data related to the proposed project. It is anticipated available data will include:

- Prior City water system studies, analyses and reports
- City mapping resources including topographic and water system mapping
- Record drawings of all relevant water system facilities, including existing reservoirs
- Any available geotechnical information from the landfill construction, or other sources
- Tax lot maps
- Recorded deeds and easements

The project team will perform one site visit to observe and record site conditions.

## **Task 3—Preliminary Reservoir Feasibility Review**

This task will develop preliminary design criteria and a review of the property for suitability of a water storage reservoir. One meeting with City staff will be conducted to review which service zone the proposed reservoir will serve based on available elevations at the property and confirm the reservoir floor and overflow elevations. A reservoir siting overview map will be prepared showing the band of ground elevations needed for the proposed reservoir and potential reservoir locations using an aerial photo and topographic mapping. Preliminary property review will include evaluation of the following information:

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- Site topography
- Available land for the reservoir and other site facilities
- Accessibility to site
- Land use permitting requirements
- Environmental interests, including review of mapped wetlands, streams and vegetation and buffers
- Geo-hazards, including review of DOGAMI geo-hazard maps and Seismic Hazard mapping
- Proximity to existing distribution system piping
- Reservoir type (steel or concrete) relative to site conditions and options for partially/fully burying the reservoir or keeping the reservoir above grade

A preliminary geotechnical assessment will also be included in this task to evaluate if geology is suitable for a reservoir. The preliminary review will include a site visit, and review of existing geological mapping to evaluate potential fatal flaws relative to geotechnical interests at the subject property, including the potential for ground instability and landslides.

#### **Task 4—Phase 2 Reservoir Siting Analysis**

Task 4 will include a preliminary reservoir location assessment and geotechnical review.

The reservoir location assessment will include developing preliminary design criteria and completing a siting analysis to develop an economical orientation and configuration for the proposed reservoir at the property. Preliminary property review will include evaluation of the following information:

- Site topography
- Available land for the reservoir and other site facilities
- Access to site
- Land use permitting requirements
- Review of mapped wetlands, streams and vegetation and buffers
- Geo-hazards, including review of DOGAMI geo-hazard maps and Seismic Hazard mapping.
- Proximity to existing distribution system piping

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- Reservoir type (steel or concrete) relative to site conditions and options for partially/fully burying the reservoir or keeping the reservoir above grade

Conceptual site plans will be prepared orienting up to four (4) alternate reservoir configurations to accommodate varied structure location, backfill depths and finished grade conditions. Site plans will include a topographic map of the property, a preliminary orientation of the proposed reservoir and cross-section view comparing the proposed reservoir and the existing ground surface to determine the amount of grading and size of property required to site the reservoir. This task will also include analysis of potential routes for reservoir waterline piping to connect to the City's existing or planned system in Sykes Road, and a review of potential on-site storm drainage detention and stormwater pipeline routing.

A preliminary geotechnical review of the proposed property will be conducted to evaluate if the geology present is acceptable for siting a reservoir. It is anticipated that the preliminary review will include a site visit, and review of existing geological mapping to evaluate potential fatal flaws relative to geotechnical interests at the subject property, including the potential for ground instability and landslides that may impact the property. A summary of findings will be provided in a technical memorandum format.

## **Deliverables**

Deliverables for this scope of work will include the following:

- Baseline Environmental Assessment Report (Task 1)
- Preliminary Siting Feasibility Technical Memorandum (Task 3)
- Geotechnical Study Technical Memorandum (Task 3)

## **ASSUMPTIONS**

In preparing the Scope of Work, MFA has reviewed the provided information and made necessary assumptions to define the services and fees. These assumptions are listed below:

- Project duration will be approximately four months
- It is assumed that COVID-19 safety requirements will extend through the project duration, requiring that all meetings be held via conference call or video conferencing; site reconnaissance/field work will also require appropriate social distancing and safety measures.
- It is assumed that one reservoir volume with corresponding dimensions will be reviewed and presented for a total of up to four separate tank orientations.

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- Floor and overflow elevations will be selected to match the City's existing reservoir(s). It is assumed that work will not include hydraulic analysis using the City's water system model.
- Appropriate tank dimensions will be determined based the desired storage volume, established overflow and floor elevations, and design and construction requirements in accordance with American Water Works Association (AWWA) D110 Type I Tank standards for prestressed concrete reservoirs, and AWWA D100 standards for welded steel reservoirs.
- The reservoir style will be a circular ground level reservoir and elevated reservoir styles will not be considered due to the site elevations and capacity constraints.
- Analysis of reservoir waterline and stormwater piping alignments will be limited to on-site piping terminating at the property frontage on Sykes Road.

## BUDGET

The estimated cost to perform the proposed work is as follows:

- Phase 1 (Tasks 1, 2, 3): \$41,227
- Phase 2 (Task 4): \$29,568

The total cost to perform the work (Phase 1 and 2) is \$70,795 (see attached estimated budget). Phase 2 work will not be performed without a separate written or verbal authorization to proceed from the City. This cost estimate does not represent a lump sum. MFA bills for time and materials, consistent with the attached schedule of charges. MFA may apply money from one task to another to complete the scope of work.

## SCHEDULE

MFA will begin work within 10 days of receiving authorization to proceed, this proposal is valid for 30 days.

Sincerely,

Maul Foster & Alongi, Inc.



Jacob Faust, PE  
Senior Engineer



Ted Wall, PE  
Vice President

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Attachments: Estimated Budget  
Schedule of Charges

**Estimated Budget  
City of St. Helens  
Sykes Road Reservoir Siting**

Task		Maul Foster & Alongi, Inc.			Subcontractors	Total
		Hours	Labor	Direct		
1	Baseline Environmental Assessment	58	\$7,290	\$210	\$0	\$7,500
2	Data Collection and Site Reconnaissance	18	\$2,890	\$0	\$5,520	\$8,410
3	Preliminary Reservoir Feasibility Review	19	\$3,010	\$80	\$22,227	\$25,317
4	Phase 2 Reservoir Siting Analysis	30	\$4,760	\$80	\$24,728	\$29,568
<b>Total Estimated Cost</b>						<b>\$70,795</b>



## SCHEDULE OF CHARGES

### PERSONNEL CHARGES

Principal .....	\$190 – 250/hour
Senior .....	\$140 – 190/hour
Project.....	\$135 – 160/hour
Staff .....	\$115 – 130/hour
Analyst .....	\$120 – 140/hour
Technician/Design.....	\$100 – 125/hour
Administrative Support .....	\$90 – 110/hour

Depositions and expert witness testimony, including preparation time, will be charged at 200 percent of the above rates.

Travel time will be charged in accordance with the above rates.

### OUTSIDE SERVICES

Charges for outside services, equipment, and facilities not furnished directly by Maul Foster & Alongi, Inc. will be billed at cost plus 10 percent. Such charges may include, but shall not be limited to the following:

Printing and photographic reproduction	Rented equipment
Rented vehicles	Shipping charges
Transportation on public carriers	Meals and lodging
Special fees, permits, insurance, etc.	Consumable materials

### SUBCONTRACTORS

Charges for subcontractors will be billed at cost plus 15 percent.



## DIRECT CHARGES

Vehicle per mile .....\$0.75

## COMPUTER CHARGES

CADD, ArcGIS, Tableau, Alteryx.....\$20.00/hour  
EQuIS, EVS, Modeling Applications.....\$30.00/hour

## FIELD EQUIPMENT

The rates for field equipment are set forth in the Field Equipment Rate Schedule.

## DOCUMENT PRODUCTION

The rates for document production are set forth in the Document Production Rate Schedule.

## RATE CHANGES

Schedule of Charges and Standard Equipment Rates are subject to change without notice.

## BILLING AND PAYMENT

Invoices will be submitted monthly and shall be due and payable upon receipt. Interest at the rate of one and one-half percent (1.5%) per month, but not exceeding the maximum rate allowable by law, shall be payable on any amounts that are due but unpaid within thirty (30) days from receipt of invoice, payment to be applied first to accrued late payment charges and then to the principal unpaid amount.

## EXTENSION OF CONCESSION AGREEMENT

This Extension is made on August 19, 2020, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Shiver Me Ice Cream** ("Licensee").

### RECITALS

**A. WHEREAS**, on or about July 2, 2019, St. Helens and Licensee entered into an agreement ("Agreement") in which Licensee would operate a concession on City right of ways to sell ice cream from a mobile ice cream truck, and the City would receive 15% of their gross sales; and

**B. WHEREAS**, Paragraph 5 of the Agreement provides that the agreement terminated on November 1, 2019, unless extended by mutual consent in writing signed by both parties; and

**C. WHEREAS**, St. Helens and Licensee mutually desire to extend the term of the Agreement for an additional season to November 1, 2020.

### AGREEMENT

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.** The termination date of the agreement signed on or about July 2, 2019, shall be extended to reflect a **termination date of November 1, 2020**, unless earlier terminated according to the terms of the Agreement.

**2.** All other terms and conditions of the Agreement shall remain in full force and effect other than as specifically amended herein.

**ST. HELENS:**

**CITY OF ST. HELENS**, an Oregon  
municipal corporation

By: \_\_\_\_\_

Name: Rick Scholl

Its: Mayor

**LICENSEE:**

**SHIVER ME ICE CREAM**

By: \_\_\_\_\_

Name: Janeen Sepulveda

Its: \_\_\_\_\_

**CONTRACT PAYMENTS**

City Council Meeting  
August 19, 2020

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**Black Rock Underground, LLC**

Project: S-667 2020 Sanitary Swr Rehab (PR#3)

**\$ 9,957.92**



City of St. Helens  
Department of Public Works - Engineering Division  
265 Strand Street, St. Helens, OR 97051  
Phone: 503.397.6272 Fax: 503.366.3782

Item #6.

## Payment Request #3 - Final

CONTRACTOR:

**Black Rock Underground, LLC**

267 NE 34th Place  
Hillsboro, OR 97124

PROJECT: **2020 Sanitary Sewer Rehabilitation Project**

PROJECT #: S-667

DATE: 8/13/2020

DEPARTMENT: Engineering

Total Contract Amount	\$140,498.00	Total Earned This Month	\$2,500.00
Total Amount Earned To Date	\$151,658.40	Less 5% Retainage	\$0.00

Previous Payment Requests

PP#	Previous Billing With Retainage	Retainage	Previous Amounts Paid	Invoice Date
1	\$66,830.00	\$3,341.50	\$63,488.50	06/08/20
2	\$82,328.40	\$4,116.42	\$78,211.98	07/07/20

Less Total of Previously Earned ..... \$141,700.48

Total Retainage of Previous Payments ..... \$7,457.92

**Total Amount Due (includes Retainage)**

**\$9,957.92**

Bid Item No.	Description	Unit	Qty	Contract Unit Price	Contract Price	Work Completed Prior to This Pay Period		Work Completed This Pay Period	
						Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period
1	Mobilization, Bonds, Insurance, and Demobilization	LS	1	\$2,000.00	\$2,000.00	1.00	\$2,000.00		\$0.00
2	Temporary Work Zone Traffic Control, Complete	LS	1	\$2,500.00	\$2,500.00	1.00	\$2,500.00		\$0.00
3	8-inch Diameter Cured-in-Place Pipe Liner Installed in 8-inch Diameter Sewer Pipe	LF	82	\$235.00	\$19,270.00	0.00	\$0.00		\$0.00
4	8-inch Dia. HDPE Pipe Installed by Pipe Bursting Method in 8" or 6" Dia. Sewer Pipe	LF	110	\$115.00	\$12,650.00	110.00	\$12,650.00		\$0.00
5	Rehabilitate 8-inch Diameter Sewer on Cedar Oak Street					0.00			
	(Opt 1): by Pipe Bursting Method	LF	225	\$80.00	\$18,000.00	225.00	\$18,000.00		\$0.00
	(Opt 2): by Trenchless CIPP Pipe Lining Method	LF	225	\$0.00	\$0.00	0.00	\$0.00		\$0.00
	(Opt 3): By Open-cut Pipe Replacement Method	LF	225	\$0.00	\$0.00	0.00	\$0.00		\$0.00
6	8-inch Dia. Sewer Point Repair in ODOT's R-O-W	LS	1	\$6,800.00	\$6,800.00	1.00	\$6,800.00		\$0.00
7	30-inch Diameter Sanitary Sewer Point Repair					0.00			
	(Opt 1): by Trenchless CIPP Pipe Lining Method	EA	3	\$0.00	\$0.00	0.00	\$0.00		\$0.00
	(Opt 2): by Open-cut Pipe Replacement Method	EA	3	\$3,200.00	\$9,600.00	3.00	\$9,600.00		\$0.00
8	48-inch Diameter Manhole to Replace Existing Manhole	EA	2	\$4,600.00	\$9,200.00	4.00	\$18,400.00		\$0.00
9	Rehabilitate 48-inch Diameter Manhole, Complete	EA	7	\$2,700.00	\$18,900.00	9.00	\$24,300.00		\$0.00
10	Replace Manhole Frame & Cover, Complete	EA	1	\$1,140.00	\$1,140.00	1.00	\$1,140.00		\$0.00
11	Bench and Channel 48" Dia. Manhole, Complete	EA	1	\$1,200.00	\$1,200.00	2.00	\$2,400.00		\$0.00
12	Replace Exist. Sewer Cleanout with New C/O	EA	1	\$1,500.00	\$1,500.00	1.00	\$1,500.00		\$0.00
13	Install Inside drop Assembly	EA	1	\$1,900.00	\$1,900.00	1.00	\$1,900.00		\$0.00
14	Reconnect Sanitary Sewer Laterals	EA	12	\$2,800.00	\$33,600.00	11.00	\$30,800.00		\$0.00
15	Temporary Removal and Reinstallation of Fence	LF	30	\$10.00	\$300.00	39.00	\$390.00		\$0.00
16	Installation of New Fence	LF	10	\$15.00	\$150.00	0.00	\$0.00		\$0.00
17	Rock Excavation	CY	20	\$120.00	\$2,400.00	8.32	\$998.40		\$0.00
18	Post-Construction CCTV of Sewer mains and As-Built Survey, Complete	LS	1	\$2,500.00	\$2,500.00	1.00	\$2,500.00	1.00	\$2,500.00
<b>Totals:</b>					\$143,610.00		\$135,878.40		\$2,500.00

### Contract Change Orders

CO Item No.	Description	Unit	Qty	Change Order Unit Price	Contract Price	Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period
CO1-1	Replacement of Existing 8-inch Diameter Sewer by Pipe Bursting Method where Burst Pits are Required, Complete	LF	82	\$189.00	\$15,498.00	80.00	\$15,120.00		\$0.00
#3	8-inch Diameter Cured-in-Place Pipe Liner Installed in 8-inch Diameter Sewer Pipe	LF	-82	\$235.00	-\$19,270.00	0.00	\$0.00		\$0.00
T&M	Traffic Control T&M for Added MH Rehab on White Way and Columbia Blvd	HR	4	\$165.00	\$660.00	4.00	\$660.00		\$0.00
<b>Totals:</b>					-\$3,112.00		\$15,780.00		\$0.00

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

8-13-20

603-000-53010



**Black Rock Underground**  
 267 N.E 34th Place  
 Hillsboro, OR 97124 US  
 (503) 747-9312  
 info@blackrockunderground.com  
 http://www.blackrockunderground.com

# Invoice

**BILL TO**

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

**SHIP TO**

City of St. Helens  
 2020 Sanitary Sewer Rehabilitation  
 Project No. S-667

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2118	08/08/2020	\$9,957.92	08/22/2020	Due upon completion	

**SHIP DATE**  
 08/08/2020

**SHIP VIA**  
 Email

**TRACKING NO.**  
 Final Payment App. No. 3

**SALES REP**  
 Cory Moore

ACTIVITY	QTY	RATE	AMOUNT
<b>Mobilization</b> Mobilization, Bonds, Insurance and Demobilization LS	0	2,000.00	0.00
<b>traffic control</b> Temporary Work Zone Traffic Control, Complete LS	0	2,500.00	0.00
<b>8" Main Line Pipe Burst</b> Rehabilitate 8" Diameter Sewer on Maplewood by Pipe Bursting LF	0	189.00	0.00
<b>8" Main Line Pipe Burst</b> 8-inch Diameter HDPE Pipe Installed by Pipe Bursting Method in 8" or 6" Diameter Sewer Pipe LF	0	115.00	0.00
<b>8" Main Line Pipe Burst</b> Rehabilitate 8-inch Diameter Sewer on Cedar Oak Street by Pipe Bursting	0	80.00	0.00
<b>8" Point Repair</b> 8" Diameter Sewer Point Repair in ODOT's R.O.W LS.	0	6,800.00	0.00
<b>30" Point Repair</b> 30" Diameter Sewer Point Repair EA.	0	3,200.00	0.00
<b>48" S.S Manhole</b> 48" Diameter Manhole to replace existing manhole EA	0	4,600.00	0.00
<b>Rehab Manhole</b> Rehabilitate 48" diameter manhole, complete EA.	0	2,700.00	0.00
Ticket # 527647 M.H's ND7, ND6, DE30, NCC9A Ticket# 527645 M.H DE15			
<b>Manhole frame and cover</b> Replace manhole frame & cover, complete EA	0	1,140.00	0.00



ACTIVITY	QTY	RATE	AMOUNT
<b>Manhole Channel restoration</b> Bench and channel 48" diameter manhole complete EA.	0	1,200.00	0.00
<b>Sanitary Sewer Clean out</b> Replace existing sanitary sewer clean out with new C/O EA.	0	1,500.00	0.00
<b>inside Drop Assembly</b> Install inside drop assembly EA.	0	1,900.00	0.00
<b>Reconnect Sanitary Sewer Laterals</b> Reconnect Sanitary sewer laterals EA.	0	2,800.00	0.00
<b>fence</b> Temporary removal and re installation of fence LF	0	10.00	0.00
<b>fence</b> Installation of new fence	0	15.00	0.00
<b>Rock Excavation</b> CY	0	120.00	0.00
<b>CCTV</b> Post-Construction CCTV of Sewer mains and As-Built Survey, Complete	1	2,500.00	2,500.00
<b>Time and Materials</b> 2 flaggers, signs, cones and truck temporary traffic control for the manhole DE15 epoxy lining on Columbia and White Way. 4 hour minimum	0	165.00	0.00
<b>Retention</b> Amount of Retainer for payment app No. 1	1	3,341.50	3,341.50
<b>Retention</b> Amount of Retainer for payment app No. 2	1	4,116.42	4,116.42

BALANCE DUE

**\$9,957.92**

# **APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS**

Item #7.

City Council Meeting ~ August 19, 2020

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**Pending applications received:**

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Joshua Hughes	Arts & Cultural Commission	7/30/19	8/4/19
• Andrea Luttrell	Arts & Cultural Commission	9/27/19	9/30/19
• Chris Warr-King	Arts Comm. & Planning Comm.	2/18/20	2/18/20
• Dana Lathrope	Arts, Parks & Trails, Planning	2/18/20	2/18/20

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

- Maggie Clayton resigned. Her term expires 9/30/2021.
- Leticia Juarez-Sisson and Jenna Reineking have terms that expire 9/30/2020.

**Status:** Currently, there is one vacancy and at least four applicants. A press release was sent out on August 5 with an August 31 deadline.

**Next Meeting:** September 22, 2020

**Recommendation:** None at this time.

## **Library Board (4-year terms)**

- The Board added positions.
- Heather Anderson-Bibler resigned. Her term expires 6/30/2021.

**Status:** Currently, there are two vacancies.

**Next Meeting:** September 14, 2020

**Recommendation:** None at this time.

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

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

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

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

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

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

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



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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

# City of St. Helens

## Parks & Trails Commission

July 13, 2020

---

Members Present: Carmin Dunn  
Jerry Belcher  
Howard Blumenthal  
Paul Barlow  
Lynne Pettit  
Walter Fowler

Members Absent: Jacob Woodruff  
John Brewington  
Elisa Mann

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

Others Present: Caroline Skinner

1) **Call Meeting to Order – 4:03PM**

2) **Approval of Minutes**

2.A Approve Minutes of June 8, 2020

**Motion:** Upon Howard Blumenthal's motion and Carmin Dunn's second, the Commission approved the Minutes of June 8, 2020. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, Walter Fowler, Paul Barlow, Lynne Pettit; Nays: None]

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

Caroline Skinner said they had their annual native plant walk and had 9 to 10 guests. They all wore their masks and walked in a big circle so it was one direction with a short spur up the 5<sup>th</sup> Street ROW to see the new boardwalk. The Native Plant Society is interested in a native plant walk at Dalton. During the first six months of the year, they donated approximately 100 hours at the park and thanks to Blumenthal for all the weed whacking. She is still hoping, after this year, to get City staff to mow once a year from the park entrance to 3<sup>rd</sup> Street and back. The City build the 5<sup>th</sup> Street Trail with zero plan for maintenance so Blumenthal weed-whacked it because it was getting overgrown. She is wondering if the corrections crew could take care of that. Houk said the corrections crew did come and work in McCormick a little this weekend for the first time in months because of COVID. They can't transport them so they have to walk to where they work. Parks has three people and no summer help. Skinner said she understands

resources are limited and it is a long range hope and we don't even know if they will be able to next year but she wanted to plant the seed. Nelson said they are all on board and agrees it is a prefect activity for corrections and we will have to see how it plays out in the future.

Shanna Duggan said the Recreation Department, Parks, the library and Public Works all partnered together and put in a story stroll at McCormick Park that is 20 pages long. She has been going over twice a day to make sure everything is where it should be and has gotten a lot of great feedback. She would like to put in something more permanent so they can change out the stories every few months and put in events. She has a few partners who would possibly donate materials. Dunn said she thinks it's a great idea especially with uncertainty of school and would like to see it go permanent. Duggan said they have thought of other locations but are focusing on McCormick right now because of their limited resources. She would also like them to let her know if anyone sees any vandalism out there.

#### 4) **Councilor's Report**

Morten stated he noticed some civic groups are meeting outdoors in the parks and that is exciting to see. Congratulations to Skinner and group for making Nob Hill so fantastic. Sand Island was totally full over the 4<sup>th</sup> of July holiday. There are 50-60 campsites and they were full. There are a lot of people using it for day use and lots of boats. It's functioning well and our Parks crew doesn't have to go over and clean it up now which was a big drain.

The grow operation at Boise is doing really well and has sold out of their inventory. They apparently have the highest quality on the west coast. They have decided to give a stipend to the City for parks, police and education. Dunn asked if he knew how much it would be and when we would get it and what specifically it could be used for and he said we won't have information until they sign their contract. It was supposed to be done six months ago but has been going back and forth between the attorneys.

He had some calls about the Veterans Memorial and he is asking for volunteers. He asked about that at a Veterans meeting and it went nowhere. It is an icon that needs to be kept up so if you know if any volunteers who would like to take it on, let him know. It would be good to focus a group in the Veteran's Plaza especially on holidays. Dunn asked if we had thought about reaching out to local businesses to sponsor a park or part of a park for a year. Morten said it is a good idea and they have reached out the civic groups.

#### 5) **New Business**

#### 6) **Old Business**

6.A Annual Report to Council Reminder - July 15th at the 1:00 p.m. work session.

6.B Dalton Lake Nature Preserve Update

Pettit is still waiting for a lot of things to come together but had a friends work party on June 27<sup>th</sup> and had 10 people show up. They focused on getting ivy off trees and filled several bags. They had two people show up from Canby who saw it on-line and they want to be notified of these things in the future. She created a spreadsheet for volunteer names and hours worked so she could provide a report in January. Everyone signed volunteer forms. Plant and bird lists will be

laminated and hung on the kiosks. They are waiting for the bench, bike rack and repair station for the installation and she is thinking by the end of August. She would like to have a ribbon cutting ceremony and invite the Commissioners. It is a big deal for the City and if she can get it done, she will let the City know by next month. Native species signs were going to be put along the trail and that is still in the works. They are still trying to figure out size and color and should be good to go next month.

#### 6.C Master Plan List Additions

Blumenthal said there is a rental house at end of 4<sup>th</sup> St and people keep moving in and out. It was said the property line was 6 to 7 feet off the side of the building. He is wondering if in the Master Plan the can we get some way to identify parks property lines and get some rocks put in there because renters are driving trailers 15 to 20 feet beyond that. Dunn thought that would be helpful for the Botanical Gardens too. Blumenthal said renters are bringing stuff in and parking things in what would be considered the park. Dunn said that is something we should address outside the Master Plan as it should be taken care of sooner. Nelson said it would be hard to know exactly where property lines are and they could only guestimate with GIS. If they start using it for permanent storage we could get code enforcement involved.

Dunn said they had talked about doing addendums to the Master Plan and she was going to draft something up but hasn't had time yet.

#### 7) Discussion Items

Fowler wondered about putting a swing in the tree at Walnut Tree Park but Morten said that would be an insurance liability with something being put up that isn't certified safe.

Belcher asked Dimsho if she was still pursuing funds for the boardwalk and if she could give an update. She said two grants are pending with an ask of \$1 million for Riverwalk and they would be matched with a City contribution for a total \$1.5 million for phase one which would be focused on park improvements and the start of the boardwalk and is about 1100 feet to just outside Columbia View Park. Future phases will cover the rest of the property. One grant is federal and they have to get reviewed by National Park Service and that has been delayed. Not sure if because of COVID so we are holding right now. We have been calling it Riverwalk in the grant applications. The other is a State grant funded by lottery funds and with the COVID shut-down and lottery funds being down, that one is questionable at this point. They are supposed to make presentations to the State in September or October and they will base their decisions on those presentations.

Blumenthal hopes urban trail hasn't fallen off the grid since 5<sup>th</sup> Street trail has been done and stairs at Grey Cliffs. He wants to make sure it keeps going. We need to publicize it more maybe with a pamphlet.

He asked if there are more of the Parks pamphlets available for him to hand out and Nelson said she would have to see if they have them or would have to have them printed. Pettit can send him a copy of what they put up at Dalton Lake.

Morten said as far as the Master Plan, he is interested in seeing something aggressive on beefing up our bike lanes. He is disappointed in limited access bikes have to go from Point A to Point B in our City. Barlow said last time he looked at it, it had been addressed in the Master Plan so he isn't sure what extent Morten is referring to. He thought it had been addresses pretty well but he will take a look at it. Nelson said it is in the Transportation Plan.

Belcher said he doesn't want the Urban trail to go away either. He and his wife went on a road trip to Hood River and they have the Indian Creek Trail. People do go out and look for other places to go so it would be a way to advertise our town.

Barlow said there has been some minor vandalism at BMX track recently, nothing serious. There was a window busted and a door ripped off a building and gutters torn off. No one stealing anything, just being destructive. There seems to always be someone down there using it.

Pettit said that in the proposal was gaining access or actually buying out property so that we have a southern access to Dalton and was wondering if there was any progress made on that down there that he knows of and Morten said not that he knows if and he will chat with her afterwards.

Dunn asked Nelson if letter to marine board was signed and she said they decided not to pursue that grant option because Dimsho talked to the Marine Board and they have engineering services available outside of the grant process that are basically free so they decided it would be a better value to utilize that to get something designed so they have an idea of a scope to move forward with applying for a grant. Dimsho will check in with Marine Board this month.

Dunn said they talked about garbage can issues before and we were going to place cans and report back. Blumenthal said they locked one to a bench half way down and it is getting used.

Fowler said he was looking through Master Plan and down at the marina there was an idea to create a clamshell for music near the courthouse. Nelson said there was a plan to replace the gazebo with a multi-function stage. Dimsho said it is not included in the grants but may be designed in tandem with the boardwalk and she is sure in the design stage, there will be public involvement on it and the clamshell photo was just something she used as an example. Nelson said there was a press release about Wauna Credit Union renewing their partnership with funding 13 Nights – it has been an ongoing partnership.

Pettit said in trying to keep monthly work groups going at Dalton they are going to try to have one on July 25<sup>th</sup>. Fowler said he would like to help and Pettit said she will post it on the Friends of Dalton Lake Facebook page as an event.

Duggan said she is working with the Police Dept. to see what they can do with excess bike inventory. If anyone on this Commission would be interested in helping to repair some of them. They would like to do something super simple like giving them away to people who sign up to get them out to the community. Dunn said she's not good at repairs but she would be happy to help look through them or anything else they need help with. Blumenthal asked if there was still

a little money left form the Bike & Pedestrian budget and Barlow said there should be a few hundred left. Duggan said she can store helmets at the Rec Center.

8) **Other Business**

9) **Adjournment – 5:04PM**

Respectfully submitted by Sheri Ingram

# City of St. Helens Planning Commission

Approved Minutes

July 14, 2020

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

**Members Absent:** None

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

**Others:** Mary Hubbard  
Hawley Hubbard  
Jillian Hubbard

- 1) **7:00 p.m. Call to Order and Flag Salute**
- 2) **Consent Agenda**  
2.A Planning Commission Minutes dated June 9, 2020

**Motion:** Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved the Draft Minutes Dated June 9, 2020. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Cohen, Commissioner Lawrence, Commissioner Webster, Commissioner Semling; Nays: None]

2.B Planning Commission Minutes dated July 1, 2020

**Motion:** Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Draft Minutes Dated July 1, 2020. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Cohen, Commissioner Webster, Commissioner Semling; Nays: None]

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

There were no topics from the floor.

- 4) **Public Hearings (times are earliest start time)**  
4.A 7:00 p.m. Conditional Use Permit and (2) Variances at N 12<sup>th</sup> & Columbia Blvd. - Hubbard

Vice Chair Cary opened the Public Hearing at 7:02 p.m. Chair Hubbard, as the applicant, abstained from participating and Vice Chair Cary took over as the acting Chair, per the

Commission's operating rules. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

City Planner Graichen entered the staff report dated July 7, 2020. This is a Conditional Use Permit and two variances. He showed the location of the property on a google map and gave an idea of the area that surrounds the property. The proposal is for a building with eight units. Seven of them are residential and one of them is commercial. Graichen mentioned that the Planning Commission had previously looked at this request back in July 2017. Due to lack of activity the application became void and so the applicant reapplied. Graichen mentioned the zoning was Mixed-use and when there Mixed-use zoning the Apartment Residential standards are considered for multi-family development. He also mentioned that the two variances were for decreased yard and increased density.

Graichen mentioned if the parking were combined for residential and commercial the normal off-street requirement would be 15 spaces. The current proposed is 12 off-street and a disabled parking spot on street, giving them 13 spaces. Graichen mentioned there is a provision in the code where if there are uses that have different parking demand patterns then shared parking can be justified.

Graichen also mentioned in multi-family standards have required private recreational space and community recreational space for the apartment units. There is an exception to those if you are within a quarter mile of public open space. He showed how there was a park about 500 feet away so this would exempt those.

Graichen said that 15 percent of the property is required for landscaping. This property is 10,000 square feet, so 1,500 square feet would be required landscaping. The site plan shows about 850 feet of landscaping. There is plenty of room to contribute more landscaping in the N. 12<sup>th</sup> Street right-of-way, which is proposed on the site plan. Because there were so many utilities in the landscape strip, to not create tree utility conflicts, the street tree are proposed behind the sidewalk.

Graichen mentioned the street improvements. He said the Columbia Blvd. sidewalk is in sound condition. He said the applicant does propose some modification for the disabled parking space.

Graichen mentioned the first variance is for reduced yards. He said if the lot were commercial use alone, it would not have a 20 foot setback. Instead the building could be placed at the street. He said 200 feet west of the property is the Houlton Business District, where the code requires the building to be close to the street. With this provision, it will make the property look like it is meant to be close to the street and not out of place. Also, when looking at the access and where it needs to be placed, it also makes sense to push the buildings closer to Columbia Blvd.

Graichen discussed the second variance for increased density. The square footage of the property is 10,000 square feet, which allows for five residential units. The applicant proposes seven residential units. He said there is extra area in the right-of-way on the N. 12<sup>th</sup> Street side which gives another 1,300 square feet of land, which would allow for six residential units.

Vice Chair Cary asked if the handicapped space would be shared or just commercial. Graichen said the number of handicapped spaces needed is based on how many parking spaces there are total. Since 13 spaces are proposed, the required handicapped space or van accessible is one. He said the handicapped spot is to serve the commercial and residential use. The building



code says the space must have the most direct route. Graichen said where the space is proposed, it is serving the commercial unit more.

Commissioner Cohen asked if there was a project recently that the Commission required the sidewalk along the road be improved to the corridor standard, even though it was in fair shape. Graichen said no, but they did review and discuss it quite a bit for the Haley Place Subdivision proposal. After the discussion, the Commission found that the sidewalk for Haley Place did not need any improvements. Vice Chair Cary said they also talked about it with the new vet clinic located on Columbia Blvd. and N. 15<sup>th</sup> Street.

### **In Favor**

**Hubbard, Russ. Applicant.** Hubbard was called to speak. Hubbard mentioned back in 2017 the plans were rough, but the current plans were ready to submit to the City. He mentioned they had an updated parking, sidewalk, and tree plan to meet required code. He said the reason they paused work on this project was because they were seeking and applying for grants. The grants did not work out, so they are ready to start back up and move forward.

Commissioner Webster asked if all the buildings were street level. Hubbard advised that all the bottom units were at sidewalk or street level. He also mentioned the commercial unit has a residential unit above it. Hubbard discussed a mixed-use project he did in Portland that received an award.

Commissioner Cohen asked why the handicapped parking was proposed on Columbia Blvd. instead of one of the parking spaces on the site. Hubbard mentioned if the handicapped space were included in the off-street parking it would take up two spots and he would be required to put in a wheelchair lift for accessibility. Hubbard said it would seem more efficient to move the space to the street, as it added more parking on site and re-doing the sidewalk, although still expensive, would be more affordable than the lift. Commissioner Semling asked about parking along N.12<sup>th</sup> Street. Hubbard mentioned they cannot do parking along N.12<sup>th</sup> Street due to the guy wires, utilities and vision clearance.

There was a small discussion about parking and how it fits into the Corridor Plan. Another small discussion on the amount of parking available and where to place the handicapped space.

### **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**

The Commission discussed more about the handicapped space, where it should be located, and how it coincides with the City's Corridor Plan and Building Code. There was some concern about this project not meeting the standard of the Corridor Plan. There was also a small discussion on the amount of parking allowed on Columbia Blvd.

Graichen said the Commission may want to consider in their findings that eleven spaces are adequate for the property so if the applicant needs to put the handicapped space on site, it can take up two spaces. Graichen also said they may want to consider the curb line as proposed if possible.

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved both Variance Permits as written with a finding that 11 off-street parking spaces would be acceptable if the disabled person space does not work along Columbia Blvd. Vice Chair Cary did not vote due to his role as acting Chair. [Ayes: Commissioner Semling, Commissioner Lawrence, Commissioner Webster, Commissioner Cohen, Commissioner Pugsley; Nays: None]

**Motion:** Upon Commissioner Cohen's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Conditional Use Permit as written. [Ayes: Commissioner Semling, Commissioner Lawrence, Commissioner Webster, Commissioner Cohen, Commissioner Pugsley; Nays: None]

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

#### 5) **Riverfront District Architectural Guidelines Recommendation – Bennett Building Transom Windows at 275/277 the Strand**

Graichen presented the report dated July 6, 2020. Graichen mentioned everyone should be familiar with the project as there had been much discussion about it. He presented the standards as they relate to windows.. He said since the original windows were not maintained, the Commission needs to advise how to fix the windows. He started with asking the question if the Commission was willing to explore the idea of painting the windows to achieve appearance goals. The Commission was unanimously against this idea.

Graichen asked about the glass they should use and there was a small discussion on the types of glass that could be used.

Councilor Carlson expressed concern about applying the historic guidelines consistently. Graichen mentioned there is a standard process for all buildings subject to the Riverfront District Architectural Guidelines review process. He felt the Commission was following those processes.

Vice Chair Cary mentioned he was uncomfortable giving recommendations before deciding the shape or design of the windows. There was a small discussion about divided light and the type of framing on the exterior of the windows.

There was also a discussion on maintaining the original design, texture, and materials, not just appearance. Graichen asked the Commission if the size, division, and shape of the new windows should relate to the previous as much as possible. The Commission said yes.

Commissioner Pugsley said she looked at the cost of the windows provided in the document. She said the cost to purchase actual true divided windows or to build them was about the same. She expressed that she would want the City to make sure the project was done right and not look for the easy way out. Commissioner Cohen said he would recommend finding someone who is a glass professional that can give a recommendation on period replacement windows or glass to uphold the architectural integrity. There was another small discussion about materials to be used for these windows.

Commissioner Pugsley asked if the remaining work aside from the windows would be brought to the Commission. Graichen mentioned that the individuals in charge of this project understands that once there is a building permit, it comes before the Commission for review.

Assistant City Administrator Matt Brown spoke about the color of the windows and asked what scheme they preferred. The Commission said they would refer to the historic guidelines. Brown also mentioned the process they took and how they stopped work when it was discovered it was not done correctly. Chair Hubbard advised Brown that they should come up with a scope of work and find an appropriate professional who can do the work correctly. There was a small discussion about the amount of work that may be entailed to redo the windows.

Chair Hubbard asked about the architect and who the City planned on hiring for that. Brown said they have not decided on the architect yet as it will have to go through the City Council because of the cost. Brown also asked if Commissioner Pugsley would be willing to discuss more options on how to repair or where to go to retrieve the appropriate materials for staying true to the architectural integrity. He said having a commissioner present on the project team for this project would be a benefit to the restoration. Commissioner Pugsley agreed.

## **6) Planning Director Decisions**

- a. Sign Permit at 104 N Vernonia Rd – Bethel Fellowship
- b. Temporary Use Permit for Model Home – Chad E Davis Construction
- c. Extension of Variance V.10.19 for Lot 54 – Emerald Meadows
- d. Extension of Variance V.11.19 for Lot 56 – Emerald Meadows
- e. Extension of Variance V.13.19 for Lot 63 – Emerald Meadows
- f. Temporary Use Permit at 735 S Columbia River Hwy – Bethel Fellowship
- g. Auxiliary Dwelling Unit at 300 N. 3rd Street – Conversion of an existing basement
- h. Sign Permit at 795 S Columbia River Hwy – Ramsay Signs (Safeway)

There were no comments.

## **7) Planning Department Activity Report**

- a. June Planning Department Report

There were no comments.

## **8) For Your Information Items**

Graichen mentioned the Grocery Outlet proposal was approved minus the drive-thru portion they had included. Vice Chair Cary asked questions about the trees they cut down on the undeveloped property. Graichen mentioned it was a grading needs issue, but in working with these builders over the last years, they have been forthright about trying to preserve the trees as much as possible. He also mentioned with the subdivision, there is a still a tree inventory and they will be able to make sure the replace what is necessary.

Commissioner Cohen said he thinks the City and the County and whoever else was involved did a fabulous job on the Gable Road Project. He said it came out perfect and wanted to acknowledge the work that went into it. Commissioner Cohen also asked about how long ago they had given out a Beautification Award. Graichen said they used to do it every year when he worked for the City of Klamath Falls, but he did not feel that was the right way to do. He said it should be on a case-by-case basis when there is a project that just has the wow factor. Commissioner Cohen said if he could choose a project, it would be the new veterinary clinic on N 15<sup>th</sup> Street. He said for so many years, this site has been unusable.. He felt this clinic was perfect for the site.

Graichen mentioned the proposed residential units across from Wal-Mart received funding for their project.

Councilor Carlson also asked what was being built over by Legacy Health off Highway 30.. Graichen said Graystone Estates Subdivision includes 78 residential lots and two commercial lots with a builder who is anxious to get started. Vice Chair Cary asked about the southeast corner access. Graichen said they had talked about extending the street but were not currently proposing to do that. He said they are planning on having a secondary emergency access off the main highway.

Councilor Carlson also asked about the Millard Road crossing. Graichen said Oregon Department of Transportation (ODOT) was working on final design which prompted the Planning Department to discuss the entry sign.

9) **Next Regular Meeting: August 11, 2020**

10) **Adjournment**

*There being no further business before the Planning Commission, the meeting was adjourned 9:17 p.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 19<sup>th</sup> day of August, 2020 are the following Council minutes:

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2020

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- Special Session Minutes dated July 29, 2020
- Work Session, Executive Session, and Regular Session Minutes dated August 5, 2020

**After Approval of Council Minutes:**

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update signature block on Word document in Granicus & Publish
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Update file name & signature block of Word ES document & copy in Admin drive
- ☐ Email minutes link to distribution list
- ☐ Add minutes to ORMS
- ☐ Add packet and exhibits to ORMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet

# City of St. Helens City Council

## Special Session Minutes

July 29, 2020

*This meeting was held electronically via Zoom.*

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

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Sharon Darroux, Engineering Project Manager I

**Others:** Tim Coppernoll

1) **5:28 p.m. - Call Special Meeting to Order via Zoom**

2) **Discussion Topics**

2.A Consider the Employment of a Public Works Director

Mayor Scholl explained the process.

**Motion:** Upon Topaz's motion and Carlson's second, the Council unanimously directed staff to make a conditional offer to the Council's top candidate. [Ayes: Scholl, Morten, Carlson, Locke, Topaz; Nays: None]

3) **Adjourn** – 5:30 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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

# City of St. Helens

## City Council

**Work Session Minutes**

**August 5, 2020**

*This meeting was held electronically via Zoom.*

**Members Present:** Mayor Rick Scholl  
 Councilor Ginny Carlson  
 Councilor Keith Locke  
 Councilor Stephen R. Topaz

**Members Absent:** Council President Doug Morten

**Staff Present:** John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Gretchen Kolderup, Youth Librarian  
 Jenny Dimsho, Associate Planner  
 Jamin Coy, Police Officer  
 Lisa Scholl, Deputy City Recorder  
 Crystal King, Communications Officer  
 Rachael Barry, Government Affairs & Project Support Specialist  
 Margaret Jeffries, Library Director  
 Sue Nelson, Interim Public Works Director  
 Tina Curry, Event Coordinator  
 Tim Ramis, Attorney

**Others:** Patrick Birkle                      Claire Catt                      Wela Negelspach  
 Wendy Wells                      Derek Schimmel                      St. Helens Chronicle  
 Franklin Evans

**1) 1:00 P.M. - Call Work Session to Order via Zoom**

**2) Visitor Comments - Limited to five (5) minutes per speaker**

- ◆ Steve Topaz. He read a letter into the record regarding Resolution No. 1872. A copy of the letter is included in the archive meeting packet. The letter indicated his opposition to marijuana and sale of City property for the use of marijuana purposes. The resolution indicated that the Council approved it unanimously but that is not true, and he would like it to be rendered null and void. The lease/sale was illegal. He went on to read the letter.

Mayor Scholl called for Councilor Topaz to cease reading the letter. That resolution was brought to the Council's attention and fixed. The sale of the property was not illegal. Visitor comments is not the time for Council to speak. That needs to be taken care of by contacting the Mayor or Administrator Walsh outside of the meeting.

- ◆ Franklin Evans. He is requesting Council either withdraw or delay the second reading of Ordinance No. 3254 FATBEAM,LLC for telecommunication services in the City. This is a

5G company, which is a super strong type of radiation that can cause severe health problems. He reviewed the potential health affects it can cause. He pleaded with the Council to conduct further research before approving the ordinance. He will email additional information to the Council.

- ◆ Patrick Birkle. He appreciates that Mayor Scholl interrupted Councilor Topaz. This is not a time for councilor members to make statements.

### 3) Discussion Topics

#### 3.A Employee Length of Service Award

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

#### 5 Years

Jamin Coy began working for the City in July of 2015 as a Patrol Officer. In October of 2016, the City re-established a Code Enforcement Program and Jamin was appointed to the Code Enforcement Officer role. Then in March of 2017 he was promoted to Patrol Officer, where he continues to serve.

Congratulations, Jamin, and thank you for your service!

#### 3.B Presentation on Lewis & Clark National Historic Trail Partnership - Derek Schimmel

Derek Schimmel was in attendance to give a presentation regarding the Lewis & Clark National Historic Trail Program partnership. A copy is included in the archive meeting packet. Their mission is to preserve the history and remnants of the historic route. He went on to review the presentation. His consulting firm was hired by the National Park Service (NPS). Being included on the site is completely free. It is all funded by the NPS. He encouraged everyone to spread the idea and spread the love around St. Helens.

Councilor Carlson pointed out the role that York had in discovering this area, along with Lewis & Clark. She wants to be sure equity and inclusion is considered. Derek agreed. Councilor Carlson also suggested Derek reach out to the Oregon Historical Society and Travel Oregon for information sharing.

#### 3.C Senior Center Semi-Annual Report - Kathy Innocenti, Manager

Senior Center Manager Kathy Innocenti was in attendance to give a report.

- Doing well and should be able to get through the year with the funding that they have received. The community has been phenomenal about giving donations.
- Continuing to provide home meals in St. Helens and Scappoose. A spreadsheet listing the amounts of congregate meals and home delivered meals is included in the archive meeting packet. Nearly 50,000 meals were distributed from the kitchen over the last year. Kudos to staff and volunteers.
- Will not be able to re-open the Center to in-house dining until phase three.
- Received funding from a couple sources specifically to purchase food. With the unknown shutdown of meat processing plants, they purchased a cow in partnership with the Rainier Senior Center.
- A ductless air conditioner was installed in the kitchen.
- The Center is open to a few small group activities where physical distancing and masks are required.



- The thrift store is open two days a week. Sales have been good and donations steady.

Council expressed their appreciation of Kathy.

### 3.D Request from United Way regarding Book-Giving Program - Claire Catt, Executive Director

United Way Executive Director Claire Catt was in attendance to review her request. A copy is included in the archive meeting packet. She is the Chair on the Board for the Dolly Parton's Imagination Library. It is an early literacy, book-giving program for kids ages 0-5 and facilitated by the Dollywood Foundation. The program has shown to increase kindergarten readiness assessment scores and graduation rates. She is requesting the Council donate a small portion of their discretionary funds to the program. There are 530 kids in St. Helens enrolled in the program. United Way allows her to use her time in-kind to run the program. The program costs about \$2.50/per book/per kid. There are quite a few local sponsors.

Council will make a decision at tonight's meeting.

### 3.E Library Semi-Annual Report - Margaret

Library Director Margaret Jeffries and Librarian Gretchen Kolderup were in attendance to give their semi-annual report. A copy of the presentation and action plans are included in the archive meeting packet.

Kolderup presented an update on the Library Makerspace. She reviewed the projects that have occurred with the Library's Make IT! Program. They are in the process of renovating the Library Makerspace to have a designated area for the program.

Library services being offered during the pandemic:

- Partnered with the Recreation Program and community partners to distribute free activity kits to kids.
- Partnered with the Recreation Program, Public Works, and Parks to create the McCormick Park Story Stroll.
- Outdoor story time and art projects in McCormick Park on Tuesdays in August.
- Virtual story time on the Library's Facebook page.
- Online summer library challenge.
- Curbside pickup for Library materials.
- Digital-only library card available to everyone, at no cost to both residents and non-residents.
- Increased social media activity.

### 3.F Review Distribution of Coronavirus Relief Funds - Rachael

Government Affairs & Project Support Specialist Rachael Barry was in attendance to review the recommended distribution of Coronavirus Relief Funds. A copy is included in the archive meeting packet. The City of St. Helens was allocated almost \$400,000 to be spent by December 30, 2020.

Councilor Carlson noticed that there are a lot of social services recommended to receive funds but the School District is not listed. Barry agreed with the need for technology assistance with schools. She plans to follow-up with Superintendent Stockwell to find out how they can partner.

Mayor Scholl would like to consider funding in partnership with the County for use of a larger facility to hold in-person meetings.

Discussion ensued about partnership with the School District. Recreation Manager Shanna Duggan has been working partnering with the School District as well.

Council will make a decision at tonight's meeting.

### 3.G Request for Relief of Water Leak Charges from Citizen - Matt

Assistant City Administrator Matt Brown reported that the request is included in the archive meeting packet. The Finance Director and City Administrator can reduce a leak adjustment up to 50% if proof is shown that the leak has been fixed. The request exceeds the amount that can be approved by staff. Staff's recommendation is to approve the additional requested reduction of \$1,300.

Council will make a decision at tonight's meeting.

### 3.H Appoint Voting Delegates for LOC Annual Membership Meeting (October 15)

Consensus of the Council for Council President Morten to be the primary, if he accepts, and Mayor Scholl to be the alternate. The roles will be reversed if Council President Morten does not accept.

### 3.I Strategic Action Plan Updates

Assistant City Administrator Brown reported that planning for the police station feasibility is underway. A memo is included in the archive meeting packet. The recommended members for an ad-hoc committee is listed in the memo.

It will be presented tonight for Council approval.

### 3.J City Administrator Report

City Administrator Walsh reported...

- Drafting a resolution for diversity, equity, and inclusion with assistance from Barry and Payne. Councilor Carlson requested that it be an open dialogue with the community.
- The top candidate for Public Works Director has verbally accepted. He is currently in the background check phase. He is excited to become a member of the community and plans to begin August 31.
- Working on the RFQ for the boardwalk and stage.
- The BUILD Grant application is still pending.
- Sand Island camping has been very successful. They need more shuttles to keep up with the demand.
- Urban Renewal Agency meeting tonight.
- The Council's Discretionary Fund has been earmarked as a Community Support Fund.
- Campbell Park improvements are currently happening.

Assistant City Administrator Brown reported...

- Utility Billing is still not adding late fees or conducting shut-offs. On the last billing cycle, 327 accounts were over \$200; 190 were over \$300; 118 were over \$400; and 75 were over \$500. He would like to review a late fee process but not institute a late fee. Legally, the City must inform the property owners of a late fee if it needs to be collected in the future. There is an eviction ban through October 1 with back rent due on March 31.

There is financial support through Community Action Team. He would like to give customers time to start paying now if they decide to institute the March 31 deadline as well.

Councilor Topaz requested a report listing what grace periods have been extended for various utility payments, rent, etc.

There was no objection to instituting a late fee process to inform property owners and give tenants ample time to begin making payments.

4) **Other Business** - None

5) **Adjourn** – 3:08 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

August 5, 2020

*This meeting was held electronically via Zoom.*

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

**Members Absent:** Doug Morten, Council President

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Tim Ramis, City Attorney with Jordan Ramis PC  
Jenny Dimsho, Associate Planner (arriving at 3:27 p.m.)

**Others:** None



At 3:19 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Real Property Transactions**, under **ORS 192.660(2)(e)**
  - Offer to purchase a City-owned lot
- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**
  - Counsel guidance on adoption of ordinance for telecommunication services
  - Counsel guidance on sale of City-owned property

The Executive Session was adjourned at 4:09 p.m.



ATTEST:

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

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

# City of St. Helens

## City Council

Regular Session Minutes

August 5, 2020

*This meeting was held electronically via Zoom.*

**Members Present:** Mayor Rick Scholl  
 Councilor Ginny Carlson  
 Councilor Keith Locke  
 Councilor Stephen R. Topaz

**Members Absent:** Council President Doug Morten

**Staff Present:** John Walsh, City Administrator  
 Matt Brown, Assistant City Administrator  
 Kathy Payne, City Recorder  
 Rachael Barry, Government Affairs & Project Support Specialist  
 Sue Nelson, Interim Public Works Director  
 Margaret Jeffries, Library Director  
 Tina Curry, Event Coordinator

**Others:** Lynne Pettit  
 Patrick Birkle  
 Art Leskowich

1) **7:00 P.M. - Call Regular Session to Order via Zoom**

2) **Pledge of Allegiance**

Following the Pledge of Allegiance, Mayor Scholl read the City Council Mantra.

3) **Visitor Comments - Limited to five (5) minutes per speaker**

◆ Patrick Birkle. Reviewed several items:

1. He was glad to hear Mayor Scholl read the City Council Mantra. It shows how serious the Mayor and Council members take their positions.
2. Gives full support for United Way book-giving donation request.
3. Supports the agreement with the National Park Service and the inclusion in the Lewis & Clark Trail Program. It is important to keep in mind the impact on indigenous residents and everyone else who contributed to its history. He suggested including the canoe with the program.
4. Suggested Council look at ways to support the School District with the additional COVID funds, such as providing broadband access, wireless hotspots, childcare, etc. Good quality childcare is essential.

4) **Ordinances - Final Reading**

- 4.a **Ordinance No. 3254: An Ordinance Granting to Fatbeam, LLC the Right to Construct, Operate, and Maintain Telecommunication Services in the City of St. Helens, Oregon**

Mayor Scholl read Ordinance No. 3254 by title for the final time. **Motion:** Upon Locke's motion and Topaz's second, the Council unanimously adopted Ordinance No. 3254. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

4.b            **Ordinance No. 3255: An Ordinance Vacating a Portion of S. River Street Right of Way**

Mayor Scholl read Ordinance No. 3255 by title for the final time. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Ordinance No. 3255. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

5)            **Resolutions**

5.a            **Resolution No. 1897: A Resolution in Support of the City of St. Helens, Oregon's Participation in a Partnership Program with the Lewis and Clark National Historic Trail**

Mayor Scholl read Resolution No. 1897 by title. **Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1897. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

6)            **Approve and/or Authorize for Signature**

- 6.a            Maul Foster Alongi Work Order Authorization for Professional Services Related to Industrial Park Grading and Drainage Plan
- 6.b            Extension of Agreement with TimmiSue Hald for Police Department Administrative Assistance
- 6.c            Contract with Antonia Doggett for Artwork on Library Drop Boxes as Recommended by the Arts & Cultural Commission
- 6.d            Contract Payments

Councilor Topaz commented on '6a.' Maul Foster was supposed to hold public meetings. City Administrator Walsh responded that the public engagement piece has not been done yet. They are organizing a virtual open house.

**Motion:** Upon Carlson's motion and Locke's second, the Council unanimously approved '6a' through '6d' above. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

7)            **Appointments to Boards/Commissions**

- 7.a            Appointments to Boards and Commissions

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously appointed Michelle Damis to the Budget Committee. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

8)            **Consent Agenda for Acceptance**

- 8.a            Parks & Trails Commission Minutes dated June 8, 2020
- 8.b            Planning Commission Minutes dated June 9 and July 1, 2020

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '8a' and '8b' above. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

9)            **Consent Agenda for Approval**

- 9.a            Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated July 7, 8, 15, and 24, 2020
- 9.b            Accounts Payable Bill Lists

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '9a' and '9b' above. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

## 10) Mayor Scholl Reports

Items for follow-up from the work session:

- Request for Funds from United Way for the Book-Giving Program

Councilor Carlson asked why they are asking for money this year but did not request funds in the past. Library Director Jeffries explained that grants were received the first year from Oregon Community Foundation and Ford Family Foundation. Those grants helped get them started but she does not think they can reapply for them. Over time, they have extended their requests into the community. It is an effort to gradually build their base.

Mayor Scholl recommends donating \$1,000 from the Community Support Fund. Assistant City Administrator Brown cautioned Council that only \$10,000 was budgeted in that Fund this fiscal year. Last year, over \$26,000 was spent from the Council Discretionary Fund.

**Motion:** Upon Scholl's motion and Topaz's second, Council unanimously donated \$500 to the Book-Giving Program. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

- Police Ad-Hoc Committee

**Motion:** Upon Carlson's motion and Topaz's second, Council unanimously directed staff to move forward with ad-hoc committee. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

- Utility Adjustment for Leak

**Motion:** Upon Carlson's motion and Topaz's second, Council unanimously approved adjusting the bill to the average amount prior to the leak. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

- Coronavirus Relief Funds

**Motion:** Upon Carlson's motion and Topaz's second, Council unanimously approved staff recommendations, provided there is an update given in late September or early October. [AYES: Scholl, Carlson, Locke, Topaz; Nays: None]

Mayor Scholl reported...

- He read Resolution No. 1842 that was adopted on April 3, 2019. The resolution was to reaffirm the innate dignity of all people in the City of St. Helens. He also read a statement into the record regarding diversity, equity, and inclusion. The City Council and staff know they have work to do and are committed to it.
- There is a lot going on in the City.
- An Urban Renewal Agency meeting was held prior to this meeting.
- There is strategic planning on the Waterfront property. They are not going to let COVID slow them down. They are reviewing finance options when grants are not available.
- Staff is doing a phenomenal job.
- Council President Morten could not be here but expressed his agreement with the resolution and statement read.

## 11) Council Member Reports

Councilor Locke reported...

- Thanked the community for their support of the new police station. He cannot wait to get it built.

Councilor Carlson reported...

- Thanks to Officer Coy for five years of service.
- Youth Council has been doing service projects this summer. It is allowing them to keep connected despite all the summer cancellations. Their next project is to make bird houses for the parks.
- Glad to be moving forward on the inclusion and equity plan. It will set a good example to businesses and community members about inviting people to participate.
- One of the Youth Council members who is mobility impaired was planning to speak with the Council tonight about sidewalk maintenance. He was unable to use the sidewalk from McBride to Dutch Bros. The sidewalks are bad throughout that area. She requested Public Works check that section of sidewalk.

Councilor Topaz reported...

- He received questions about a street closure that occurred last week. People did not seem to know in advance, and they were irritated.
- The Food Bank is feeding 500 students a day.
- The marijuana place took possession and began repairs in June 2017. Based on their pay schedule, they owe us \$515,000. How much has been collected? Does that affect the Urban Renewal project if they have not been paying their rent? Do they have liability insurance? Do they have workers' compensation?

12) **Other Business** - None

13) **Adjourn**- 7:36 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



## City of St. Helens

**Job Title:** Administrative Billing Specialist  
**Department:** Administration  
**FLSA Status:** Non-Exempt  
**Union:** Yes, when working on average 24 hours or more per week.  
**Created:** April 1, 2020  
**Revised:** August 19, 2020  
**Wage Scale:** Administrative Billing Specialist

### **GENERAL PURPOSE**

Performs routine clerical, administrative, and data processing tasks. Coordinates and processes bank deposits and processes utility billing uploads and adjustments. Performs other related public services in support of Administration Department operations.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Finance Director.

### **JOB DUTIES AND RESPONSIBILITIES**

General:

- Reconciles and processes receipts/deposits from all departments.
- Processes incoming and outgoing mail.
- Provides backup during absence of other staff in related positions.
- Directs incoming phone calls from the general public to the correct individual.
- Responds to general dock service inquiries which may include explaining limitations stipulated by municipal code.
- Maintains and reconciles City Hall petty cash.
- Supply ordering.
- Ability to establish successful working relationships.
- Ability to work with angry and/or difficult customers.
- Ability to communicate effectively verbally and in writing.
- Administrative support for the Arts & Cultural Commission including, but not limited to, creating agendas and packets, attending meetings, and creating meeting minutes.

Bank Processing:

- Prepares daily deposits after batch closing.
- Reconciles, prepares and takes deposits to bank.
- Scans physical checks electronically to bank.
- Pursues any cash receipt batches left open for more than two (2) business days.
- Performs daily upload of billing information.

Municipal Court:

- Processes Municipal Court payments.
- Answers general court-related questions and inquiries.
- Accepts payments for Municipal Court when necessary.

Utility Billing:

- Prepares utility adjustments for Finance Director's approval. Posts adjustments after approval.
- Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, and shut-off and turn-on orders.

- Prepares and coordinates printing of all billings.
- Reviews meter reading data for possible errors before bills are printed. Reviews billings for correctness and accuracy. Recalculates bills which have been issued to customers improperly.
- Processes late fees and reconnect fees.
- Maintains current customer account files.
- Receives telephone calls and citizen visits concerning utility billings or services; answers questions and responds to citizen complaints.
- Processes/creates new utility accounts.
- Processes payments for utility billing accounts.
- Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests related to Utility Billing.
- Prepares special billings as necessary for utility accounts.

#### Business Licenses:

- Processes business licenses which includes maintaining records, sending yearly renewals, processing payments, creating reports, and updating forms as needed.
- Generates/reviews new business license applications and coordinates approval from other departments as necessary.
- Processes Oregon Liquor Control Commission (OLCC) licenses and renewals.
- Prepares reports for business licenses and OLCC licenses for approval by City Administrator and City Council.
- Answers general business license questions.
- Pursues collection of delinquent business license accounts.

#### **MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent.
- 2+ years of experience in general office practices such as typing, data processing, and customer service.

#### **DESIRED QUALIFICATIONS**

- 2+ years of experience in banking services or other positions related to cash handling.
- Working knowledge of computers and electronic data processing; working with modern office practices and programs such as Microsoft Word and Excel.
- Skills in operating computers, 10-key calculator, phone, fax, and copy machine.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to work under pressure and frequent interruptions.

#### **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 25 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 ACKNOWLEDGEMENT

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

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

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Administrative Billing Specialist** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations and job duties and responsibilities outlined within this job description.

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

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

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

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

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

Created: 4/1/2020

## City of St. Helens

**Job Title:** LIBRARY ASSISTANT  
**Department:** Library  
**FLSA Status:** Non-Exempt  
**Union:** Dependent upon hours worked  
**Revised:** August 19, 2020

### **PURPOSE OF POSITION**

Performs various duties within the Library requiring general knowledge of library operations, primarily in the circulation area, including technical services, children's services, and limited ready reference.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Library Director.

### **SUPERVISORY RESPONSIBILITIES**

Supervision is not a typical function assigned to this position. May provide training and give direction to volunteers.

**ESSENTIAL JOB FUNCTIONS** include, but are not limited to the following:

- Prepare the library for opening and/or closing. Staff the circulation area, which includes checking library materials in and out; collecting fines/fees; answering telephone; reviewing returned materials for damage, arranging materials for re-shelving and shelving materials.
- Perform paraprofessional library duties such as searching the library catalog, locating or requesting items, and notifying patron of arrived requests. Instruct patrons in the use of the online library catalog to locate materials. May provide limited reader's advisory and ready reference services for the public.
- Respond to inquiries from the public regarding use of the library. Explain use of facilities and equipment, e.g., public-access computers, printers, photocopier, microfilm reader, etc. Explain library programs and services to patrons.
- Issue library cards in accordance with City policy.
- May assist with library programs including the development of displays, brochures and event flyers, children's craft activities, etc.
- Balance the till on a rotating basis; record total amount in log. Issue refunds from petty cash.

- Maintain cooperative working relationships with co-workers, City staff, volunteers, other organizations, and the general public.
- Follow all safety rules and procedures for work areas.
- Administrative support for the Library Board including, but not limited to, creating agendas and packets, attending meetings, and creating meeting minutes.

### **AUXILIARY JOB FUNCTIONS**

- Provide assistance to other staff as workload and staffing levels dictate.
- Perform various clerical tasks in support of library operations, e.g., data entry and review of same by others, photocopying, completing reports, creating posters and brochures, publicity, ordering supplies, etc.
- Serve on City committees as requested.
- Maintain proficiency by attending trainings, meetings, reading library listservs and publications, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

### **KNOWLEDGE/SKILLS/ABILITIES**

Mandatory Requirements: Knowledge of general library operations, Dewey Decimal Classification System, operation of data entry and other standard office equipment, alpha/numeric sorting methods, and computerized/hard copy research techniques. Equivalent to high school education in general academic areas and six months library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Familiarity with computers and common software applications. Ability to communicate effectively in English. Good customer service skills.

Special Requirements/Licenses: None.

Desirable Requirements: Previous work experience in a public library organization with automated library systems. Familiarity with a broad range of literature and information sources. Some college coursework is desirable.

### **TOOLS AND EQUIPMENT USED**

Computer, printer, photocopier, barcode reader, fax machine, microfilm reader, glue gun, die cutter, laminating machine, folding machine, paper cutter, rotary cutter, and scissors.

**PHYSICAL DEMANDS**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to five pounds on a regular basis such as magazines, files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required over 50 percent of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS**

Usual library working conditions. The noise level in the work environment is typical of most library environments with telephones, personal interruptions, and background noises.

## EMPLOYEE ACKNOWLEDGEMENT

This description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position.

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

### ACKNOWLEDGEMENT

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

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

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

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

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

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



## City of St. Helens

**Job Title:** PUBLIC WORKS OFFICE ASSISTANT  
**Department:** Public Works  
**FLSA Status:** Non-Exempt  
**Union:** Yes  
**Revised:** August 19, 2020

### GENERAL PURPOSE

Performs routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.

### SUPERVISION RECEIVED

Works under the general supervision of the Public Works Supervisor and Public Works Manager, according to an established work routine.

### SUPERVISION EXERCISED

None.

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

- Coordinates the office operations of the department. Develops and maintains office forms and procedures, and assists with administrative tasks involving personnel, budgeting, and facilities.
- Prepares agendas and supporting materials; may take and transcribe minutes; prepares and distributes minutes and reports.
- Schedules appointments; registers personnel for conferences and seminars; makes travel arrangements and itineraries;
- Answers telephone and mobile radio base station.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Establishes and maintains filing system, controls records and indexes, and provides information as requested by department staff.
- Operates listed office machines as required.
- Prepares and monitors work orders.
- Issues various licenses and permits as assigned.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Administrative support for the Parks & Trails Commission including, but not limited to, creating agendas and packets, attending meetings, and creating meeting minutes.

### PERIPHERAL DUTIES

- Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Prepares and maintains employee time and other personnel records for the department.
- Prepares and maintains library inventory for department.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and (B) two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

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

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

## **SPECIAL REQUIREMENTS**

None

## **TOOLS AND EQUIPMENT USED**

Phone switchboard; mainframe computer terminal; personal computer; copy machine; postage machine; fax machine; base radio; 10-key calculator.

## **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.

The noise level in the work environment is generally quiet.

## EMPLOYEE ACKNOWLEDGEMENT

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

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

### ACKNOWLEDGEMENT

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

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

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

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

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

**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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### 2020 New

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<b><u>Business Name</u></b>	<b><u>Applicant Name</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
• MOD Pizza	MOD Super Fast Pizza International	2298 Gable RD	New-Off Premises
• Bigfood Cart & Brew LLC	Nicholas Hurliman	175 Bowling Alley LN	New-Onsite



St. Helens, OR

Item #15.

# Expense Approval Register

Packet: APPKT00145 - AP 8.6.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
JORDAN RAMIS PC ATTORNEYS..	170561	08/04/2020	GENERAL	100-701-52019	475.00
JORDAN RAMIS PC ATTORNEYS..	170561	08/04/2020	GENERAL	100-702-52019	3,080.00
JORDAN RAMIS PC ATTORNEYS..	170561	08/04/2020	GENERAL	100-703-52019	2,695.00
JORDAN RAMIS PC ATTORNEYS..	170561	08/04/2020	GENERAL	100-705-52019	96.50
JORDAN RAMIS PC ATTORNEYS..	170561	08/04/2020	GENERAL	100-708-52019	1,015.50
JORDAN RAMIS PC ATTORNEYS..	170563	08/04/2020	FINANCE FRANCHISE	100-701-52019	140.00
INGRAM LIBRARY SERVICES	47239647	08/04/2020	BOOKS / AUDIO BOOKS	100-706-52033	6.70
INGRAM LIBRARY SERVICES	47239648	08/04/2020	BOOKS / AUDIO BOOKS	100-000-21300	106.57
INGRAM LIBRARY SERVICES	47239649	08/04/2020	BOOKS / AUDIO BOOKS	100-000-21300	15.94
INGRAM LIBRARY SERVICES	47239650	08/04/2020	BOOKS / AUDIO BOOKS	100-706-52033	48.91
INGRAM LIBRARY SERVICES	47239651	08/04/2020	BOOKS / AUDIO BOOKS	100-706-52033	60.39
INGRAM LIBRARY SERVICES	47315663	08/04/2020	BOOKS / AUDIO BOOKS	100-000-21300	8.26
INGRAM LIBRARY SERVICES	47315664	08/04/2020	BOOKS / AUDIO BOOKS	100-706-52033	8.05
INGRAM LIBRARY SERVICES	47315665	08/04/2020	BOOKS / AUDIO BOOKS	100-706-52033	47.18
INGRAM LIBRARY SERVICES	47315666	08/04/2020	BOOKS / AUDIO BOOKS	100-706-52033	953.74
NET ASSETS	95-202007	08/04/2020	ESCROW TITLE SERVICES	100-707-52019	627.00
MIDWEST TAPE	99174205	08/04/2020	DVD / ABD 2000010011	100-706-52034	22.49
DEPARTMENT OF ADMINISTR...	ARQ20076	08/04/2020	ORCPP	100-703-52019	500.00
ERSKINE LAW PRECTICE LLC	JULY 2020	08/04/2020	3/18-3/30	100-705-52019	1,520.00
METRO PRESORT	IN625007	08/05/2020	UB BILL PRINTING	100-707-52008	3,489.44
ROBERT R CLELAND ATTORNEY...	08032020	08/06/2020	DEPUTY PROS SERVICES MINI ...	100-704-52019	2,456.25
FLASHALERT NEWSWIRE	12819	08/06/2020	NEWS DISTRIBUTION	100-702-52019	222.00
CHAVES CONSULTING INC	191405	08/06/2020	MONTHLY USER FEE PER USER...	100-702-52019	296.16
ORKIN	199579634	08/06/2020	265 STRAND PEST SERVICE CIT...	100-715-52019	35.00
ACTIVE NETWORK LLC	19-DEC-19	08/06/2020	MAX GALAXY	100-706-52006	4,500.00
GILLESPIE GRAPHICS	31660011	08/06/2020	REMOVAL OF OLD WRAP	100-705-52012	442.50
WEX BANK	66567906	08/06/2020	FUEL PURCHASES	100-705-52022	2,645.28
SHRED-IT C/O STERICYCLE INC	8180195112	08/06/2020	CITY HALL SHRED SERVICE	100-715-52019	85.40
CINTAS	8404744946	08/06/2020	PARKS FIRST AID CABINET SER...	100-708-52019	109.34
UNITED WAY OF COLUMBIA C...	INV0000670	08/06/2020	IMAGINATION LIBRARY	100-703-52041	500.00
SOLUTIONS YES	INV244757	08/06/2020	CONTRACT C11379-01 CITY HA...	100-705-52005	162.50
<b>Fund 100 - GENERAL FUND Total:</b>					<b>26,371.10</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
TIBERLUS SOLUTIONS LLC	1503	08/06/2020	FINANCE CONSULTANT	202-721-52051	5,480.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>5,480.00</b>
<b>Fund: 205 - STREETS</b>					
KITTELSON & ASSOCIATES	0111597	08/06/2020	PROJECT 235440 1ST & ST ST. ...	205-000-53001	287.80
DAVID EVANS AND ASSOCIATE...	469301	08/06/2020	COLUMBIA BLVD. SIDEWALK R...	205-000-53002	589.37
DAVID EVANS AND ASSOCIATE...	469303	08/06/2020	N VERNONIA RD SIDEWALKS S...	205-000-53001	1,171.61
INEXPENSIVE TREE CARE	9537	08/06/2020	205 N 7TH	205-000-52019	1,200.00
INEXPENSIVE TREE CARE	9538	08/06/2020	35085 ROBERTS LN	205-000-52019	800.00
<b>Fund 205 - STREETS Total:</b>					<b>4,048.78</b>
<b>Fund: 301 - STREETS SDC</b>					
DAVID EVANS AND ASSOCIATE...	469301	08/06/2020	COLUMBIA BLVD. SIDEWALK R...	301-000-53001	589.37
<b>Fund 301 - STREETS SDC Total:</b>					<b>589.37</b>
<b>Fund: 601 - WATER</b>					
JORDAN RAMIS PC ATTORNEYS..	170562	08/04/2020	PUBLIC WORKS ENGINEERING ...	601-731-52019	568.00
H.D FOWLER COMPANY	I5523994	08/04/2020	SOFTWARE LICENSE	601-731-52001	4,375.00
H.D FOWLER COMPANY	I5524312	08/04/2020	WEB BASED TRAINING	601-731-52019	5,737.50
CITY OF COLUMBIA CITY	JULY 2020	08/04/2020	001754-001	601-732-52003	82.46
MARC HOOPER	07312020	08/06/2020	131 N VERNONIA RD 2555 COL...	601-000-11398	38.95

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
C & M EXCAVATION & UTILITIE...	4	08/06/2020	N 7TH N 9TH WATERLINE IMP...	601-000-53001	5,191.74
<b>Fund 601 - WATER Total:</b>					<b>15,993.65</b>
<b>Fund: 603 - SEWER</b>					
ALLSTREAM	16964127	08/04/2020	ALLSTREAM PHONE ACCT 754...	603-736-52010	25.09
ALLSTREAM	16964127	08/04/2020	ALLSTREAM PHONE ACCT 754...	603-737-52010	25.09
COLUMBIA RIVER PUD	08032020	08/06/2020	38633 594 S 9 ST POWER	603-737-52003	8,537.63
<b>Fund 603 - SEWER Total:</b>					<b>8,587.81</b>
<b>Fund: 605 - STORM</b>					
EAGLE STAR ROCK PRODUCTS ...	38285	08/05/2020	9TH ST ROCK	605-000-52001	135.34
EAGLE STAR ROCK PRODUCTS ...	38293	08/05/2020	9TH ST ROCK	605-000-52001	132.30
<b>Fund 605 - STORM Total:</b>					<b>267.64</b>
<b>Fund: 701 - EQUIPMENT</b>					
SUNSET AUTO PARTS INC - NA...	07312020	08/06/2020	AUTO PARTS ACCT 6355	701-000-52001	220.89
LAWSON PRODUCTS	9307742584	08/06/2020	MATERIALS	701-000-52001	184.63
<b>Fund 701 - EQUIPMENT Total:</b>					<b>405.52</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
ALLSTREAM	16964127	08/04/2020	ALLSTREAM PHONE ACCT 754...	702-000-52010	50.18
COMCAST	07252020	08/05/2020	COMCAST CABLE 8778102010...	702-000-52003	108.35
COMCAST	07212020	08/06/2020	COMCAST CABLE 8778108990...	702-000-52003	1,054.22
CENTERLOGIC INC	60995	08/06/2020	AGREEMENT OFFICE 365	702-000-52006	750.00
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>1,962.75</b>
<b>Fund: 703 - PW OPERATIONS</b>					
EAGLE STAR ROCK PRODUCTS ...	38261	08/05/2020	SHOP ROCK	703-734-52001	131.57
WILLIAM DANIEL IV	08062020	08/06/2020	REIMB. TRAVEL EXPENSES PW...	703-734-52019	1,034.33
PEAK ELECTRIC GROUP LLC	20921	08/06/2020	FOUNTAIN COOLER - SHOP	703-734-52019	228.78
CINTAS	8404744944	08/06/2020	FIRST AID CABINET SERVICE	703-734-52019	88.26
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>1,482.94</b>
<b>Grand Total:</b>					<b>65,189.56</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	26,371.10
202 - COMMUNITY DEVELOPMENT	5,480.00
205 - STREETS	4,048.78
301 - STREETS SDC	589.37
601 - WATER	15,993.65
603 - SEWER	8,587.81
605 - STORM	267.64
701 - EQUIPMENT	405.52
702 - INFORMATION SYSTEMS	1,962.75
703 - PW OPERATIONS	1,482.94
<b>Grand Total:</b>	<b>65,189.56</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-21300	Library Replacement Fines	130.77
100-701-52019	Professional Services	615.00
100-702-52019	Professional Services	3,598.16
100-703-52019	Professional Services	3,195.00
100-703-52041	Community Support Funds	500.00
100-704-52019	Professional Services	2,456.25
100-705-52005	Small Equipment	162.50
100-705-52012	Materials	442.50
100-705-52019	Professional Services	1,616.50
100-705-52022	Fuel / Oil	2,645.28
100-706-52006	Computer Maintenance	4,500.00
100-706-52033	Printed Materials	1,124.97
100-706-52034	Visual Materials	22.49
100-707-52008	Printing	3,489.44
100-707-52019	Professional Services	627.00
100-708-52019	Professional Services	1,124.84
100-715-52019	Professional Services	120.40
202-721-52051	Urban Renewal	5,480.00
205-000-52019	Professional Services	2,000.00
205-000-53001	Capital Outlay	1,459.41
205-000-53002	Safe Routes to School	589.37
301-000-53001	Capital Outlay	589.37
601-000-11398	Unapplied Credits	38.95
601-000-53001	Capital Outlay	5,191.74
601-731-52001	Operating Supplies	4,375.00
601-731-52019	Professional Services	6,305.50
601-732-52003	Utilities	82.46
603-736-52010	Telephone	25.09
603-737-52003	Utilities	8,537.63
603-737-52010	Telephone	25.09
605-000-52001	Operating Supplies	267.64
701-000-52001	Operating Supplies	405.52
702-000-52003	Utilities	1,162.57
702-000-52006	Computer Maintenance	750.00
702-000-52010	Telephone	50.18
703-734-52001	Operating Supplies	131.57
703-734-52019	Professional Services	1,351.37
Grand Total:		65,189.56

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	65,189.56
<b>Grand Total:</b>	<b>65,189.56</b>



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<b>Fund: 100 - GENERAL FUND</b>					
RONALD CARPENTER	08102020	08/11/2020	RESTITUTION R. CARPENTER	100-000-21000	150.00
MARTA READ	08102020	08/11/2020	19CR000234 MARLYNNE	100-000-21000	25.00
RICOH USA INC	103969747	08/11/2020	POLICE EQUIPMENT LEASE	100-705-52023	195.46
U.S BANK EQUIPMENT	420540361	08/11/2020	CONTRACT PAYMENT	100-707-52005	99.00
SCAPPOOSE FIRE DISTRICT	INV0000675	08/11/2020	FLS PLAN REVIEWS	100-711-52015	43,193.20
OREGON DEPARTMENT OF	JULY 2020	08/11/2020	STATE DUII CONVICTION FEE	100-000-20700	50.00
OREGON DEPARTMENT OF	JULY 2020	08/11/2020	MISD. SURCHARGE	100-000-20700	45.00
OREGON DEPARTMENT OF	JULY 2020	08/11/2020	STATE	100-000-20800	90.00
OREGON DEPARTMENT OF	JULY 2020	08/11/2020	STATE MISD	100-000-20800	330.00
OREGON DEPARTMENT OF	JULY 2020	08/11/2020	STATE VIOLATION	100-000-20800	1,301.00
OREGON DEPARTMENT OF	JULY 2020	08/11/2020	UNITARY	100-000-20800	94.60
OREGON DEPARTMENT OF	JULY 2020	08/11/2020	LEMLA	100-000-20800	6.40
COLUMBIA COUNTY	JULY 2020	08/11/2020	COUNTY ASSESSMENT	100-000-20900	509.52
COLUMBIA COUNTY	JULY 2020	08/11/2020	JAIL ASSESSMENT	100-000-20900	143.58
COLUMBIA COUNTY	JULY 2020	08/11/2020	CITY COURT COSTS DEDUCTED	100-000-36002	-65.31
RUBENS LAWN SERVICE	0003298	08/12/2020	MONTHLY LAWN SERVICE	100-705-52023	40.00
MUTT MITT	353631	08/12/2020	MUTT MITTS	100-708-52001	1,142.35
METRO PLANNING INC	5116	08/12/2020	GIS WEB HOSTING	100-710-52006	62.50
METRO PRESORT	IN625161	08/12/2020	JULY MONTHLY E SERVICE	100-707-52008	50.00
JAMIN COY- AP	INV0000678	08/12/2020	UNIFORM REIMBURSEMENT	100-705-52002	221.00
COLUMBIA COUNTY CLERK	INV0000679	08/12/2020	RECORDING FEES	100-710-52011	212.00
ACE HARDWARE - ST. HELENS	INV0000680	08/12/2020	MATERIALS ACE ACCT 60176 -	100-708-52001	186.73
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	100-706-52023	17.94
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	100-706-52023	28.38
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	100-706-52023	8.58
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	100-706-52023	23.83
SOLUTIONS YES	INV245412	08/12/2020	PRINT CHARGES CITY HALL	100-704-52005	40.40
NORTHWEST DELI	392454	08/13/2020	MATERIALS CLEAR LINERS	100-708-52001	1,622.40
BIO-MED TESTING SERVICES	78791	08/13/2020	PRE EMPLOYMENT TEST	100-702-52019	150.00
DYLAN GASTON- AP	INV0000690	08/13/2020	UNIFORM REIMB.	100-705-52002	289.65
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	7547	100-705-52023	96.59
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	1026	100-705-52023	127.50
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	1554	100-706-52003	59.80
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	7636	100-708-52023	300.18
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	8716	100-708-52023	375.00
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	3955	100-708-52023	328.44
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	7598	100-708-52023	484.54
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	7056	100-709-52023	28.99
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	7601	100-715-52023	355.52
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	7539	100-715-52023	125.58
<b>Fund 100 - GENERAL FUND Total:</b>					<b>52,545.35</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
MASON BRUCE & GIRARD INC	27441	08/11/2020	FOREST MANAGEMENT	202-724-52019	27,050.00
E2C	4403	08/11/2020	PRINT	202-725-52011	233.16
E2C	4403	08/11/2020	STAFF ST. HELENS	202-725-52019	2,285.50
E2C	4403	08/11/2020	ENTERTAINMENT	202-725-52028	4,770.79
E2C	4403	08/11/2020	PROPS	202-725-52028	1,681.43
3J CONSULTING, INC	6197	08/11/2020	20591 ST. HELENS INDUSTRIAL	202-722-52019	8,772.00
PORTLAND GENERAL ELECTRIC	INV0000682	08/12/2020	4854421000	202-722-52003	41.68
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	8526	202-725-52003	181.45
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>45,016.01</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
E2C	4401	08/11/2020	COVID SIGNAGE, CLEANING,	203-701-52028	1,539.70



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E2C	4402	08/11/2020	COVID RELATED CLEANING	203-701-52028	3,800.27
COLUMBIA PACIFIC FOOD	INV0000684	08/12/2020	CARES ACT FUNDING	203-701-52028	10,000.00
COMMUNITY ACTION TEAM	INV0000685	08/12/2020	COVID CWF FUNDS	203-701-52028	15,000.00
ST. HELENS SENIOR CENER	INV0000686	08/13/2020	COVID CWF FUNDS	203-701-52028	10,000.00
COLUMBIA COUNTY MENTAL	INV0000687	08/13/2020	COVID CWF FUNDS	203-701-52028	10,000.00
COLUMBIA COUNTY	INV0000688	08/13/2020	COVID CWF FUNDS	203-701-52028	15,000.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>65,339.97</b>
<b>Fund: 205 - STREETS</b>					
ACE HARDWARE - ST. HELENS	INV0000681	08/12/2020	60179 ACE ACCT MATERIALS	205-000-52001	18.99
DAILY JOURNAL OF	744775771	08/13/2020	N VERNONIA RD SIDEWALK	205-000-53019	672.76
<b>Fund 205 - STREETS Total:</b>					<b>691.75</b>
<b>Fund: 601 - WATER</b>					
NORTHSTAR CHEMICAL	174760	08/12/2020	SODIUM HYPOCHLORITE 12.5%	601-732-52083	513.20
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	601-731-52001	33.18
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	601-731-52001	34.98
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	601-731-52001	0.46
WOODS LOGGING SUPPLY	1713031	08/13/2020	WIRE ROPE ASSEMBLY	601-732-52001	870.74
<b>Fund 601 - WATER Total:</b>					<b>1,452.56</b>
<b>Fund: 603 - SEWER</b>					
IXOM WATERCARE INC	81832	08/11/2020	BATTERY LG	603-737-52001	1,948.00
CENTURY LINK	INV0000676	08/11/2020	293	603-736-52010	22.78
CENTURY LINK	INV0000676	08/11/2020	600	603-736-52010	22.77
CENTURY LINK	INV0000676	08/11/2020	654	603-736-52010	22.77
CENTURY LINK	INV0000676	08/11/2020	488	603-736-52010	123.59
CENTURY LINK	INV0000676	08/11/2020	688	603-736-52010	22.77
CENTURY LINK	INV0000676	08/11/2020	654	603-737-52010	22.78
CENTURY LINK	INV0000676	08/11/2020	600	603-737-52010	22.78
CENTURY LINK	INV0000676	08/11/2020	293	603-737-52010	22.77
CENTURY LINK	INV0000676	08/11/2020	688	603-737-52010	22.78
CENTURY LINK	INV0000676	08/11/2020	488	603-737-52010	123.59
ACE HARDWARE - ST. HELENS	07312020	08/12/2020	MATERIALS ACE ACCT 60180	603-735-52001	76.01
ACE HARDWARE - ST. HELENS	07312020	08/12/2020	MATERIALS ACE ACCT 60180	603-736-52001	38.00
ACE HARDWARE - ST. HELENS	07312020	08/12/2020	MATERIALS ACE ACCT 60180	603-737-52001	38.01
COLUMBIA COUNTY CLERK	INV0000679	08/12/2020	RECORDING FEES	603-735-52019	228.00
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	8333	603-736-52003	144.26
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	8333	603-737-52003	144.27
<b>Fund 603 - SEWER Total:</b>					<b>3,045.93</b>
<b>Fund: 701 - EQUIPMENT</b>					
PAPE MACHINERY	12187939	08/13/2020	QUICK COUPLE	701-000-52001	801.22
<b>Fund 701 - EQUIPMENT Total:</b>					<b>801.22</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
COMCAST	08012020	08/11/2020	REC ACCT 8778 10 201	702-000-52003	168.40
MORE POWER TECHNOLOGY	10658	08/11/2020	PREMIUM AGREEMENT	702-000-52019	10,451.65
VERIZON	9859759615	08/11/2020	CELL SERVICE ACCT 242060134-	702-000-52010	172.98
CENTURY LINK	INV0000676	08/11/2020	131	702-000-52010	57.84
CENTURY LINK	INV0000676	08/11/2020	796	702-000-52010	43.85
CENTURY LINK	INV0000676	08/11/2020	162B	702-000-52010	87.04
CENTURY LINK	INV0000676	08/11/2020	579	702-000-52010	45.55
CENTURY LINK	INV0000676	08/11/2020	228	702-000-52010	89.40
CENTURY LINK	INV0000676	08/11/2020	909	702-000-52010	79.46
CENTURY LINK	INV0000676	08/11/2020	818	702-000-52010	396.31
CENTURY LINK	INV0000676	08/11/2020	651	702-000-52010	44.35
CENTURY LINK	INV0000676	08/11/2020	130	702-000-52010	57.84
CENTURY LINK	INV0000676	08/11/2020	967	702-000-52010	131.56
CENTURY LINK	INV0000676	08/11/2020	798	702-000-52010	100.63
CENTURY LINK	INV0000689	08/13/2020	966B	702-000-52010	346.12
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>12,272.98</b>

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<b>Fund: 703 - PW OPERATIONS</b>					
WILCOX	0522962-IN	08/11/2020	FUEL EQUIP FILL	703-734-52022	91.06
WILCOX	0523684-IN	08/12/2020	EQUIPMENT FILL	703-734-52022	76.11
METRO PLANNING INC	5116	08/12/2020	GIS WEB HOSTING	703-733-52026	87.50
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	703-734-52001	32.58
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	703-734-52001	43.02
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	703-734-52001	56.97
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	703-734-52001	10.77
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	703-734-52001	59.98
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	703-734-52023	24.94
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	703-734-52023	87.21
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	703-734-52023	20.97
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	703-734-52023	36.35
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	703-734-52023	9.58
HUDSON GARBAGE SERVICE	JULY 2020	08/13/2020	7555	703-734-52023	90.49
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>727.53</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
MACKENZIE	1068350	08/12/2020	ST. HELENS POLICE NEEDS	704-000-53024	578.45
ACE HARDWARE - ST. HELENS	INV0000683	08/12/2020	ACE MATERIALS ACCT 60181	704-000-53027	19.96
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>598.41</b>
<b>Grand Total:</b>					<b>182,491.71</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	52,545.35
202 - COMMUNITY DEVELOPMENT	45,016.01
203 - COMMUNITY ENHANCEMENT	65,339.97
205 - STREETS	691.75
601 - WATER	1,452.56
603 - SEWER	3,045.93
701 - EQUIPMENT	801.22
702 - INFORMATION SYSTEMS	12,272.98
703 - PW OPERATIONS	727.53
704 - FACILITY MAJOR MAINTNANCE	598.41
<b>Grand Total:</b>	<b>182,491.71</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20700	State Surcharge	95.00
100-000-20800	State Assessment	1,822.00
100-000-20900	County Assessment	653.10
100-000-21000	Court Restitution	175.00
100-000-36002	Fines - Court	-65.31
100-702-52019	Professional Services	150.00
100-704-52005	Small Equipment	40.40
100-705-52002	Personnel Uniforms	510.65
100-705-52023	Facility Maintenance	459.55
100-706-52003	Utilities	59.80
100-706-52023	Facility Maintenance	78.73
100-707-52005	Small Equipment	99.00
100-707-52008	Printing	50.00
100-708-52001	Operating Supplies	2,951.48
100-708-52023	Facility Maintenance	1,488.16
100-709-52023	Facility Maintenance	28.99
100-710-52006	Computer Maintenance	62.50
100-710-52011	Public Information	212.00
100-711-52015	Intergovernmental	43,193.20
100-715-52023	Facility Maintenance	481.10
202-722-52003	Utilities	41.68
202-722-52019	Professional Services	8,772.00
202-724-52019	Professional Services	27,050.00
202-725-52003	Utilities	181.45
202-725-52011	Public Information	233.16
202-725-52019	Professional Services	2,285.50
202-725-52028	Projects & Programs	6,452.22
203-701-52028	Projects & Programs	65,339.97
205-000-52001	Operating Supplies	18.99
205-000-53019	North Vernonia	672.76
601-731-52001	Operating Supplies	68.62
601-732-52001	Operating Supplies	870.74
601-732-52083	Chemicals	513.20
603-735-52001	Operating Supplies	76.01
603-735-52019	Professional Services	228.00
603-736-52001	Operating Supplies	38.00
603-736-52003	Utilities	144.26
603-736-52010	Telephone	214.68
603-737-52001	Operating Supplies	1,986.01
603-737-52003	Utilities	144.27
603-737-52010	Telephone	214.70
701-000-52001	Operating Supplies	801.22
702-000-52003	Utilities	168.40
702-000-52010	Telephone	1,652.93
702-000-52019	Professional Services	10,451.65

**Account Summary**

Account Number	Account Name	Expense Amount
703-733-52026	Equipment Fund Charges	87.50
703-734-52001	Operating Supplies	203.32
703-734-52022	Fuel / Oil	167.17
703-734-52023	Facility Maintenance	269.54
704-000-53024	Capital Outlay - PD Station	578.45
704-000-53027	Capital Outlay - Campbell	19.96
	<b>Grand Total:</b>	<b>182,491.71</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	182,491.71
<b>Grand Total:</b>	<b>182,491.71</b>