



CITY COUNCIL WORK SESSION

Wednesday, April 01, 2020

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. 1:00 P.M. - Call Work Session to Order -

This meeting is being held electronically via Zoom. Please see end of agenda for options to attend.

2. Review Guidelines for Electronic Public Meetings

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

4. Discussion Topics

4.A. IT Future Upgrades Discussion - Matt

4.B. Review New Job Descriptions for Administrative Billing Specialist and Recreation Program Specialist - Matt

[4b. Administrative Billing Specialist PROPOSED 040120.pdf](#)

[4b. Recreation Program Specialist PROPOSED 040120.pdf](#)

4.C. Review Ordinance Vacating a Portion of Umatilla Street Right of Way - Jenny

[4c. Ord No 3252 - Vacate Portion of Umatilla St ROW PENDING 041520.pdf](#)

4.D. Associate Planner Report - Jenny

4.E. Review Dedication Deed to Public from St. Helens Place Apartments, LLC for Property off Matzen Street - Jacob

[4e. Memo RE Matzen Street Fire Hydrant ROW Dedication.pdf](#)

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.**

- 4.F. Review Annual Recommendation to Adjust Cascades Reserve Allocation - Sue

[4f. 4-1-2020_AnnualTAC_Adjustment.pdf](#)

- 4.G. Legislative Update - Rachael

- 4.H. Tourism and Events Discussion - John

[4h. Fireworks Agreement with Western Display Fireworks.pdf](#)

5. Department Reports

- 5.A. Administration/Community Development Department Report

[5. ADMIN Dept Report.pdf](#)

- 5.B. Public Works Department Report

[5. PW Dept Report.pdf](#)

6. Council Reports

7. Other Business

8. Adjourn

Executive Session - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:*

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

Zoom Meeting Options -

On your computer, tablet or phone

- <https://zoom.us/j/728333906>
- Meeting ID: 728 333 906

One tap mobile

+13462487799,,728333906# US (Houston)
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Dial by your location

+1 346 248 7799 US (Houston)
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+1 929 436 2866 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 728 333 906

Find your local number: <https://zoom.us/j/ahyOaBe18>

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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: March 18, 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.

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: 3/18/2020

City of St. Helens

Job Title: Recreation Program Specialist
Department: Recreation
FLSA Status: Non-Exempt
Union: Non-union if fiscal year average hours is 23 hours or less per week
AFSCME union if fiscal year average hours is 24 hours or more per week
Created: March 18, 2020
Wage Scale: Recreation Program Specialist

GENERAL PURPOSE

This position participates and may also lead Recreation staff in facilitating recreation activities for participants of all ages; a variety of duties and tasks may be assigned. If working at School District Facilities with students, will be required to pass a pre-employment background check and drug screening conducted by the St. Helens School District.

Availability during normal business hours (M-F 8-5) as well as some early mornings, evenings and weekends as needed.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Manager.

SUPERVISION EXERCISED

None.

JOB DUTIES AND RESPONSIBILITIES

General:

- Facilitates recreation activities, including games, sports, arts and crafts projects, special interests' projects, and other related activities.
- Participates in keeping attendance records of recreation participants, including making sure those in attendance are registered.
- Ensures the safety and security procedures are followed by participants, including learning safety and security procedures, monitoring and reminding participants to follow safety procedures.
- Enforces department rules and regulations, including learning department rules and regulations, ensuring that participants are following the rules and regulations.
- Assists with a variety of facility and event functions.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Responds to citizens' questions and comments in a courteous and timely manner.
- May provide clerical support when needed.
- Assists in Recreation Center and other recreation-site operations.
- Collects payments.
- Assists with marketing for related recreational activities.
- Performs other directly related duties consistent with the role and function of the classification.

- Facilitates activity sessions in such a way that all participants feel valued, safe, and part of a team.
- May take a lead in the coordination and delivery of outdoor programs.
- Flexibility to work weekends and evenings.
- Ability to relate positively with people of all ages and backgrounds.
- Willingness to learn new skills and undertake training when required.

SHARP Program:

- May assist and plan daily activities for SHARP Program.
- Ensures all paperwork for children is correct and updated with any changes.
- Communicates and attends lunch and snack programs including summer lunch program and attend management meetings with St. Helens School District.
- Work within St. Helens School District policies and confidentiality requirements.
- Monitors daily procedures for drop-off, daily activities, and pick-up times.
- Provides necessary and appropriate consequences to help manage challenging behaviors and communicates with management when child behavior becomes unmanageable or unsafe.
- Provides parent or guardian with accident or incident reports for signature or review when required.
- Follows mandatory reporting laws in the State of Oregon.
- Ensures the safety, cleanliness and organization of classrooms by assisting with daily cleaning tasks.
- Assist in responding to emergency situations by following emergency action plans, contacting appropriate agencies and document incidents as necessary.
- Make phone calls to parents when child is hurt or being unsafe towards themselves and/or others.

Recreation Program Marketing:

- Works with City's Communications Officer, responds and posts on social media outlets regarding news and information relating to Recreation Department.
- Creates flyers, brochures, and recreation catalogs, and distributes for the Recreation Department, including flyers, brochures, and recreation catalogs.
- Assists with public relations duties in coordination with Recreation Manager.

Youth Sports Program:

- Assists with management of recreational sports programs as directed by Recreation Manager. This includes creation of teams, schedules, facility reservations, etc.
- May assist in management of and developing officials, coaches, and volunteers.
- May instruct/assist in development of classes and programs around sports.
- May assist in planning sports camps.
- Assists with coaching at sports camps, if necessary.

MINIMUM QUALIFICATIONS

- Must be age 18 years or older.
- CPR/AED/First Aid certified (or ability to obtain within 2 weeks of hire date).
- Must have or be able to obtain a valid Oregon driver's license by hire date.

DESIRED QUALIFICATIONS

- Knowledge of word processing, spreadsheets, and other recreation related computer software.
- Knowledge of web-based activity programs (Square, MaxGalaxy, etc.).
- Knowledge of developing and administering youth programs.
- Working knowledge of the rules of a variety of sports.
- Ability to work under stressful situations; ability to stay calm; have excellent problem-solving skills.
- Ability to work evenings and weekends when necessary.

- Ability to establish and maintain effective working relationships with co-workers and public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.

SPECIAL REQUIREMENTS

- None.

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 35 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.

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 **Recreation Program 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: 3/18/2020

City of St. Helens
ORDINANCE NO. 3252

AN ORDINANCE VACATING A PORTION OF
UMATILLA STREET RIGHT OF WAY

WHEREAS, a petition to vacate a portion of Umatilla Street right of way was filed with the City Recorder on or about May 30, 2019; and

WHEREAS, a Notice of Street Vacation was published August 7, 2019 and August 14, 2019 in *The Chronicle* describing the property to be vacated, the date the petition was filed, the date and location for objections, and the date of the hearing; and

WHEREAS, copies of the Notice of Street Vacation were posted near the property proposed to be vacated July 16, 2019; and

WHEREAS, a public hearing was held on August 21, 2019 and testimony was received for the record.

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

Section 1. The City Council hereby adopts the following findings based on the record:

- a. The Council received notice of the petition and set the public hearing date.
- b. The Notice of Street Vacation was duly published and posted in the manner required by law.
- c. The City Recorder has searched the City records and certified that there are no outstanding liens against the property to be vacated. They also certified that the real estate taxes on this property are also current.
- d. The majority of affected property owners support the street vacation request.
- e. The existing water meter for the subject property has been moved to an approved location within one year from August 21, 2019 as required by the Council.

Section 2. The portion of Umatilla Street right of way requested to be vacated, hereby vacated from and after the effective date of this ordinance, is unimproved right of way that is described as follows:

The south 15 feet of the Umatilla Street right-of-way abutting Lot 3, Block 102, of the St. Helens Subdivision, St. Helens, Columbia County, Oregon.

Section 3. The City reserves to itself and any operating public utility provider, and the underlying fee title owner hereby grants to City and any operating public utility provider, a perpetual Public Utility Easement over the easterly 50 feet of the right-of-way vacated (e.g. 15' x 50') pursuant to this Ordinance for installation, access, maintenance and repair of any existing or future public facility or public utility. No person shall place any structure within this Public Utility Easement without the written approval of City, which may be granted or denied in City's sole discretion. This Public Utility Easement includes the right to order the removal of any vegetation or structures in the Public Utility Easement and to remove or relocate any vegetation or structures at the option of City or the public utility as necessary and without

compensation or liability to the owner thereof.

Section 4. Any future fence along the new property line should include a gate at a minimum of 12 feet in width along the Umatilla Street right-of-way for maintenance access to the public utilities shall be provided.

Section 5. The City Recorder shall file a certified copy of this Ordinance with the County Clerk, the County Assessor, and the County Surveyor of Columbia County, Oregon.

Read the first time: April 1, 2020
Read the second time: April 15, 2020

APPROVED AND ADOPTED this 15th day of April, 2020 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Right-of-way dedication for St. Helens Place Apartments
DATE: March 23, 2020

This relates to the apartment complex being built along Matzen Street, between McBride and Brayden Streets.

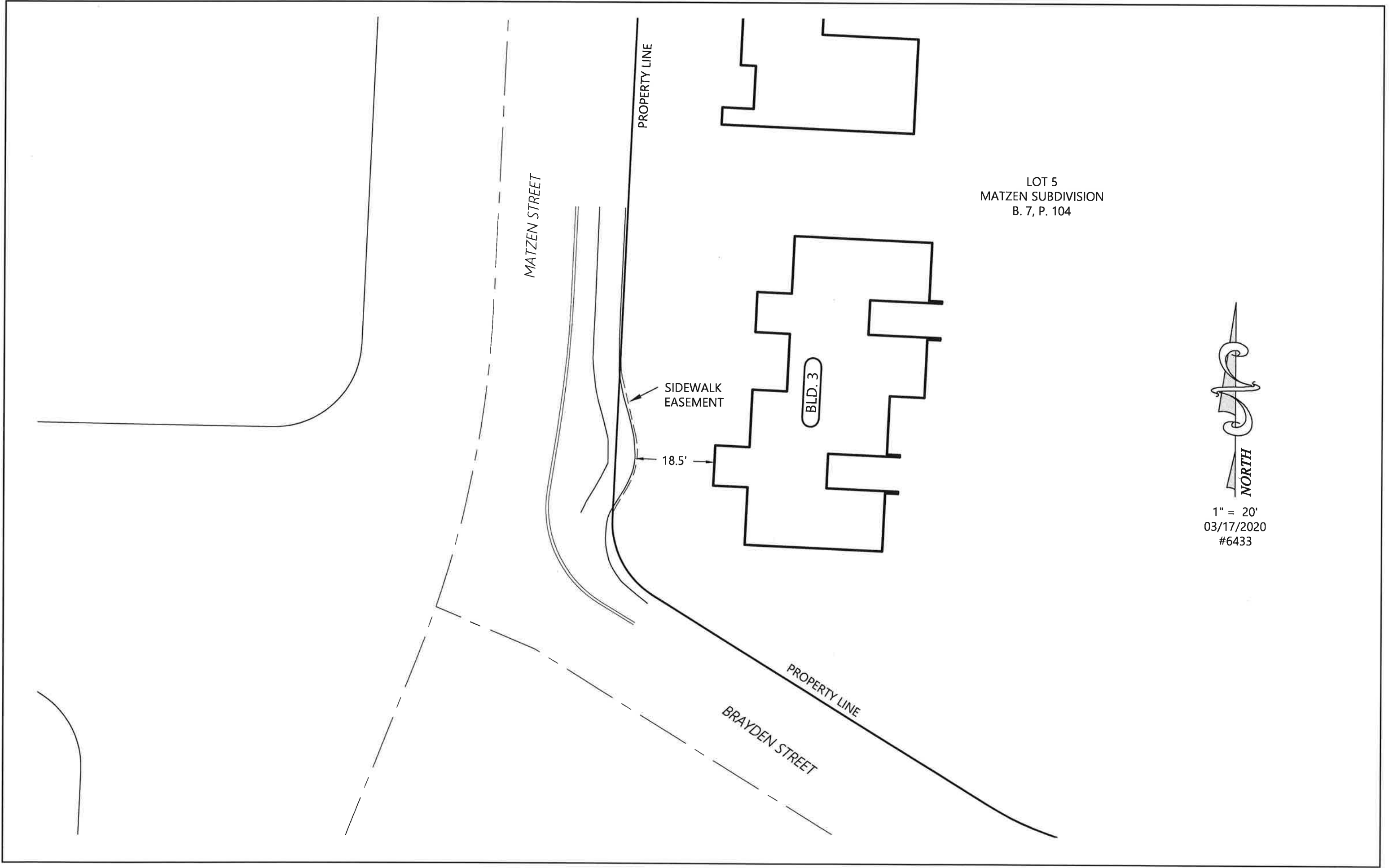
A new fire hydrant installed for this project was in a location that required a sidewalk to curve around it. This placed a portion of that sidewalk outside of the Matzen Street right-of-way.


To remedy this issue, staff has worked with the developer to find an acceptable solution: dedicate right-of-way.

On the agenda for the April 1, 2020 regular session is an authorization for the Mayor to sign a dedication deed. This means the Council accepts this public right-of-way.


Staff requests the Council approve the Mayor's signature for this matter.

Attached to this memo is an illustration of this issue.




NORTH
1" = 20'
03/17/2020
#6433

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	1 April 2020	
Subject:	Cascades Reserve Allocation Annual Adjustment	

Background:

Each March, the Biochemical Oxygen Demand (BOD) loading rate from the Cascades mill is reviewed and compared with the reserve allocation from the previous year per the terms of the Operation and Use Agreement. This year, the loading from the mill has slightly decreased from the 2018-2019 figures. Last year the reserve was set at 79.8%. Data for the past year shows that the actual loading has decreased to an average of 79.2% (see table).

	2019-20				
	ME BOD	PE BOD	Total		
	Ave lbs/d	Ave lbs/d	Ave lbs/d	ME %	PE %
Mar-19	2373	1092	3465	68.48	31.52
Apr-19	2822	1033	3855	73.20	26.80
May-19	4354	650	5004	87.01	12.99
Jun-19	2175	527	2702	80.50	19.50
Jul-19	3797	516	4313	88.04	11.96
Aug-19	3944	479	4423	89.17	10.83
Sep-19	3103	674	3777	82.16	17.84
Oct-19	2951	806	3757	78.55	21.45
Nov-19	3041	916	3957	76.85	23.15
Dec-19	3657	1135	4792	76.31	23.69
Jan-20	3448	1551	4999	68.97	31.03
Feb-20	4466	1043	5509	81.07	18.93
Totals	40131	10422	50553		
Averages	1854.58	1653.92	3508.50	79.2	20.8

Recommendation:

Adjust Cascades' reserve to 79.2% per the terms of the Operation and Use Agreement. This number is based on the average loading from Cascades compared to the loading from the City's Primary lagoon as outlined in section 9.2.3 in the Agreement. Per the agreement, Cascades pays either the reserve minimum or for actual loading, whichever is higher.



WESTERN DISPLAY FIREWORKS LTD

City of St. Helens
St. Helens 4th of July
July 4, 2020



Portland • Seattle • Boise



Fireworks Display Proposal Summary

City of St Helens

St Helens 4th of July

July 4, 2020

Your display proposal includes the following services to be provided by Western Display Fireworks, Ltd:

- Provide display liability insurance with sponsors and property owners listed as additional insured
 - \$5,000,000 (per occurrence) general liability
- Process and pay for a General Fireworks Display Permit issued by the Oregon State Fire Marshal's office and approved by local police and fire authorities
- Prepare and submit the United States Coast Guard Application for Marine Event Permit
- Provide transportation by a properly licensed vehicle and a CDL hazmat driver for all equipment and pyrotechnics to and from the loading site
- Provide \$5,000,000 commercial auto insurance to cover transportation
- Supply all necessary labor to conduct the display including a state certified pyrotechnician, assistant and crew covered under worker's compensation insurance
- Supply all pyrotechnics as listed on the attached detailed proposal
 - Complimentary product has been included in your display for signing the enclosed 2020-2022 renewal Multi-Year Contract Addendum. These items include (6) spectacular 24-100 count multi-shot boxes.
- Provide all necessary mortars and firing equipment required to pre-load and fire the display

Portland • Seattle • Boise

WESTERN DISPLAY FIREWORKS LTD

SHOW SCRIPT

St Helens, City of
PO Box 278
265 Strand St
St Helens, OR 97051

Event Date: 7/4/2020
Proposal #: 20-6487
Show Name: St. Helens 4th of July

Quantity	Description
1	SHOW OPENER
1	3" (25 Shot) FANNED Color Magic Peony
5	4" Varigated Chrysanthemum
3	5" Varigated Chrysanthemum
1	6" Varigated Chrysanthemum
1	MAIN SHOW
1	FOUR INCH SHELLS
1	4" (36) Crown Assorted Shells-A w/Tail (18 Effects 2 ea)
	4" Blue Chrys w/ Red Tail (2 ea)
	4" Blue to White Strobe Peony w/ Silver Tail (2 ea)
	4" Brocade Crown w/Strobe Pistil w/ Silver Tail (2 ea)
	4" Crackling Willow w/ Green Tail (2 ea)
	4" Diadem Chrys. to Strobing w/ Green Tail (2 ea)
	4" Glittering Color w/ Blue Tail (2 ea)
	4" Glittering White w/ Red Pistil w/ Silver Tail (2 ea)
	4" Golden Peony w/ Crackling Pistil w/ Red Tail (2 ea)
	4" Golden Wave to Green w/ Silver Tail (2 ea)
	4" Green Chrys. w/ Crackling Core w/ Blue Tail (2 ea)
	4" Green Peony w/ Coconut Tree Pistil w/ Red Tail (2 ea)
	4" Purple Chrys. w/ Red Flower Core w/ Blue Tail (2 ea)
	4" Purple to Golden Peony w/ Red Tail (2 ea)
	4" Red Chrys. w/ Golden Palm Tree Core w/ Blue Tail (2 ea)
	4" Silver Wave to Blue w/ Blue Tail (2 ea)
	4" Varigated Willow w/ Green Strobe w/ Green Tail (2 ea)
	4" White Twinkling Chrys w/ Blue Tail (2 ea)
	4" Yellow Peony w/ Purple Pistil w/ Red Tail (2 ea)
1	4" (36) Crown Assorted Shells-B w/Tail (18 Effects 2 ea)
	4" Blue Peony w/ Red Pistil w/ Red Tail (2 ea)
	4" Color Diadem w/ Blue Tail (2 ea)
	4" Dahlia Yellow w/ Green Tail (2 ea)
	4" Diadem Chrys. w/ Coconut Tree Core w/ Green Tail (2 ea)
	4" Dragon Eggs w/ Green Tail (2 ea)
	4" Glittering Silver to Crackling w/ Silver Tail (2 ea)
	4" Golden to Crackling Crossette w/ Silver Tail (2 ea)
	4" Green Chrys w/ Red Tail (2 ea)
	4" Half Red & Blue w/ Silver Pistil w/ Red Tail (2 ea)
	4" Purple Peony w/ Silver Pistil w/ Red Tail (2 ea)
	4" Purple to Golden Crossette w/ Silver Tail (2 ea) 4"
	4" Red Swimming Star w/ Green Tail (2 ea)
	4" Silver Wave to Green w/ Silver Tail (2 ea)
	4" Silver Wave to Purple w/ Silver Tail (2 ea)
	4" White Flashing w/ Blue Tail (2 ea)
	4" Yellow & Blue Glittering w/ Blue Tail (2 ea)
	4" Yellow Swimming Star w/ Green Tail (2 ea)
	4" Yellow to Crackling w/ Green Tail (2 ea)

WESTERN DISPLAY FIREWORKS LTD

SHOW SCRIPT

Proposal #: 20-6487

Quantity Description

- 3 4" (36) Sunny Assortment Package V25
 - 4" Yellow Peony (2ea)
 - 4" Red to Blue Peony w/ Tail (2ea)
 - 4" Blue to Silver Peony (2ea)
 - 4" Purple Dahlia (2ea)
 - 4 " Lemon Dahlia (2ea)
 - 4" Orange Dahlia w/Silver Tail (2ea)
 - 4" Red Coconut (2ea)
 - 4" Yellow Chrysanthemum (2ea)
 - 4" Blue Chrysanthemum (2ea)
 - 4 Green Chrysanthemum (2ea)
 - 4" Purple Chrysanthemum (2ea)
 - 4" Blue Willow (2ea)
 - 4" Orange to Green Bees (2ea)
 - 4" Red to Silver Bees (2ea)
 - 4" Purple Coconut (2ea)
 - 4" Gold to Silver Diamond (2ea)
 - 4" Orange Bee (2ea)
 - 4" Red Bee (2ea)
- 1 FIVE INCH SHELLS
- 1 5" (16) Crown Assorted Shells-A w/Tail (18 Effects 1 ea)
 - 5" Blue Chrys. w/ Thousand Flowers w/ Red Tail
 - 5" Blue Chrys. w/ Yellow Pistil w/ Green Tail
 - 5" Dragon Eggs w/ Coconut Tree Pistil w/ Blue Tail
 - 5" Glittering Silver to Red w/ Crackling Pistil w/ Green Tail
 - 5" Golden to Silver Chrys. w/ Blue Pistil w/ Silver Tail
 - 5" Golden Wave to Purple w/ Silver Ring Pistil w/ Red Tail
 - 5" Green Chrys. w/ Silver Crossette Core w/ Silver Tail
 - 5" Green Peony w/ Coconut Tree Pistil w/ Blue Tail
 - 5" Green to White Flashing Chrys w/ Silver Tail
 - 5" Half Purple & Half White Peony w/ Blue Tail
 - 5" Purple Chrys. w/ Red Pistil w/ Green Tail
 - 5" Purple to White Flashing Chrys w/ Blue Tail
 - 5" Red to Blue & Crackling Stars w/ Red Tail
 - 5" Red to Red Strobe Peony w/ Red Tail
 - 5" Red Wave to Small Color Flower w/ Blue Tail
 - 5" Silver Chrys. w/ Red Pistil w/ Green Tail
 - 5" Silver Glittering to Red to Blue Peony w/ Silver Tail
 - 5" Silver Wave to Blue to Red w/ Blue

WESTERN DISPLAY FIREWORKS LTD

SHOW SCRIPT

Proposal #: 20-6487

Quantity Description

-
- 1 5" Factory Assortment B RT(18 Effects)
 - 5" Blue Crown (1 each)
 - 5" Brocade Crown w/ Strobe Pistil (1 each)
 - 5" Brocade Purple (1 each)
 - 5" Brocade Purple to Silver (1 each)
 - 5" Brocade Red (1 each)
 - 5" Crackling Crown (1 each)
 - 5" Crackling spider (1 each)
 - 5" Dahlia Silver to Green (1 each)
 - 5" Dahlia Silver to Yellow (1 each)
 - 5" Diadem Chrysanthemum to Strobing (1 each)
 - 5" Diadem Chrysanthemum w/ Strobing Pistil (1 each)
 - 5" Diadem Chrysanthemum w/ Thousand Flowers (1 each)
 - 5" Golden Willow (1 each)
 - 5" Golden Willow w/ Green Strobe Pistil (1 each)
 - 5" Silver Spider w/ Red Ring (1 each)
 - 5" Time Rain to Willow (1 each)
 - 5" Willow w/ Red Leaves (1 each)
 - 5" Yellow Crown (1 each)
 - 1 SIX INCH SHELLS
 - 1 6" (9) Crown Assorted Shells-A w/Tail (Color Changing) (9 Effects 1 ea)
 - 6" Glittering Silver to Blue Chrys w/ Red Tail
 - 6" Golden Wave to Green to Yellow w/ Blue Tail
 - 6" Golden Wave to Purple w/ Silver Ring Pistil w/ Silver Tail
 - 6" Green Peony w/ Coconut Tree Pistil w/ Blue Tail
 - 6" Half Red & Silver. Chrys. w/ Half Silver & Red Pistil w/ Green
 - 6" Red Diadem to Green w/ Purple Pistil w/ Red Tail
 - 6" Red to White to Blue to Silver Peony w/ Silver Pistil w/ Silver Tail
 - 6" Silver to Blue Chrys. w/ Red Pistil w/ Green Tail
 - 6" Silver Wave to Red to Blue w/ Blue Tail
 - 2 6" Factory Assortment B RT (Strobe)(9 Effects)
 - 6" Blue to White Strobe (1 each)
 - 6" Golden Strobe Coconut Tree (1 each)
 - 6" Purple to Green to White Flashing (1 each)
 - 6" Purple to White Flashing Chrysanthemum (1 each)
 - 6" Red to White Flashing Chrysanthemum (1 each)
 - 6" Silver Strobe (1 each)
 - 6" White Flashing w/ Crackling Pistil (1 each)
 - 6" White to Blue to Golden Flashing (1 each)
 - 6" Yellow to White Flashing Chrysanthemum (1 each)
 - 1 MID SHOW VOLLEY

WESTERN DISPLAY FIREWORKS LTD

SHOW SCRIPT

Proposal #: 20-6487

Quantity Description

-
- 1 3" (25 Shot) Green Strobe Flitter / Blue to Popping Flower / Titanium Salute w/Crackling Tail
 - 1 3" (25 Shot) Purple Chrys w/Glitter Palm Core
 - 1 3" (25 Shot) Assorted Chrysanthemum w/Tail
 - 1 GRAND FINALE 1
 - 2 2.5" (30 Shot) Fanned Red Shiny Peony / Blue Shiny Peony / Titanium Salute
 - 1 GRAND FINALE 2
 - 15 4" 3 Color Change Chrysanthemum-Silver to Blue to Red Chrysanthemum
 - 3 5" 3 Color Change Chrysanthemum-Silver to Blue to Red Chrysanthemum
 - 3 6" 3 Color Change Chrysanthemum-Silver to Blue to Red Chrysanthemum
 - 10 3" Red Tail Thunder + White Strobe
 - 1 MISC SUPPLIES
 - 10 20 Minute Fusee w/ Handle
 - 6 Safety Glasses
 - 6 Earplugs
 - 2 1" x 60yd Masking Tape - Roll
 - 30 Match Fuse for Packing - By the Foot
 - 2 Rubber Bands (Bag of 350)
 - 2 Foil - Small

DISPLAY AGREEMENT AND PURCHASE ORDER

THIS AGREEMENT ("Agreement") is entered into on this _____ day of _____, 2020 by and between Western Display Fireworks, Ltd., an Oregon corporation, whose address is set forth above, ("Western") and City of St Helens, whose address is PO Box 278, St Helens, OR 97051 ("Sponsor"). Western and Sponsor are sometimes individually referred to as a "Party" and collectively as the "Parties."

In consideration of the mutual terms and conditions set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Proposal.** Western agrees to supply, and Sponsor agrees to pay for, a fireworks display on the following designated date(s) and location: July 4, 2020 shot from the south end of Sand Island, St Helens, OR 97051, as detailed in Proposal #20-6487, which is attached hereto and incorporated herein by this reference, (the "Display") in accordance with the program approved by both Parties.
2. **Price and Payment Terms.** Total price of TWELVE THOUSAND DOLLARS AND NO/100 (\$12,000.00) is to be paid as follows: 25% of the total price, \$3,000.00 is due by MAY 1, 2020; the remaining balance of the price, \$9,000.00, is due in full on or before July 14, 2020. Interest will accrue at 1½% per month (an annual percentage rate of 18% per annum) on all unpaid amounts from the date on which the payment was due.
3. **Western Duties.** As part of the total price Western agrees to the following:
 - a. To supply all shells and other pyrotechnics listed on the Proposal;
 - b. Mortars, firing equipment and all other required materials necessary to perform its services hereunder;
 - c. Proper delivery, set-up, firing and presentation by pyrotechnic operator and crew covered under workers compensation insurance;
 - d. To remove all equipment and spent pyrotechnic devices and clean up debris from the immediate Display site. Sponsor acknowledges that additional debris may remain in the fallout zone after Western's responsibilities of Display site cleanup have been completed; and
 - e. To comply with all local and federal guidelines and obtain any necessary permits to perform the Display, unless otherwise notes in Sponsor duties.
4. **Sponsor Duties.**
 - a. Sponsor shall comply with all duties as detailed under the Compliance with Laws/Sponsor Responsibilities portion of this Agreement;
 - b. Sponsor agrees to provide a Gator (ATV) for crew use on the island;
 - c. Sponsor agrees to identify the fall out zone with caution tape and provide security;
 - d. Sponsor agrees to provide pontoon boat and driver to transport equipment; and
 - e. Sponsor agrees to provide a RV space on the waterfront property for pyrotechnic crew (Randy Pavlinac).
5. **Insurance.** Western agrees to provide, at its expense, commercial general liability insurance coverage in an amount not less than \$5,000,000. If requested in writing, Western shall provide Sponsor with a certificate of insurance within two weeks of the Display. All entities/individuals listed on the certificate of insurance will be deemed as additional insured pursuant to this Agreement.

6. **Indemnification.** Western agrees to indemnify, defend, and hold harmless the Sponsor, its agents and employees, and those entities/individuals listed on the certificate of insurance, from and against all claims, costs, judgments, damages and expenses, including reasonable attorney fees that directly arise from the performance of the fireworks to the extent that such are occasioned by an act or omission of Western, its agents and employees. Sponsor agrees to indemnify, defend, and hold harmless Western, its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney fees that arise from the performance of the fireworks to the extent that such are occasioned by any act or omission of Sponsor, its agents and employees. Each Party agrees to give the other Party prompt notice of any claims. Neither Party shall be responsible for consequential damages.
7. **Compliance with Laws.**
 - a. Sponsor Responsibilities: SPONSOR agrees to perform their requirements in accordance with NFPA 1123 OUTDOOR DISPLAY OF FIREWORKS 2014 Edition (National Fire Protection Association) 8.1 General Requirements. The sponsor of the display shall make provisions for fire protection for the display. 8.1.1 The sponsor shall consult with the AHJ and the operator to determine the level of fire protection required. 8.1.2 The following shall apply to crowd control: (1) Monitors whose sole duty is the enforcement of crowd control shall be located around the display site and at other locations as determined by the sponsor. (2) The AHJ and the operator shall approve the provisions for crowd control. 8.1.2.1 Monitors shall be positioned around the display site to prevent spectators or any other unauthorized persons from entering the discharge site. 8.1.2.2 Where required by the AHJ, approved delineators or barriers shall be used to aid in crowd control. 8.1.2.3 Portions of the display site, other than the discharge site(s), shall be permitted to be open to the public prior to the display as long as the provisions of 4.2.2.2 are maintained. 8.1.2.4 Unescorted public access to the discharge site shall not be permitted where pyrotechnic materials are present during the period before the display. 8.1.2.5 The discharge site shall be restricted throughout the display and until the discharge site has been inspected after the display (Exhibit A – Display Site Map).
 - b. Western's Responsibilities: Western shall secure and maintain any and all licenses, permits or certificates that may be required by any regulatory body having jurisdiction over the materials or performance of the services herein contemplated unless otherwise noted above in Sponsor duties. Western shall exercise full and complete authority over its personnel, shall comply with all workmen's compensation, employer's liability and other federal, state, county and municipal laws, ordinances, rules and regulations required of an employer performing such services, and shall make all reports and remit all withholdings or other deductions from the compensation paid its personnel as may be required by any federal, state, county or municipal law, ordinance, rule or regulation. Western is responsible to insure that all materials and services supplied under this Agreement comply with all laws, rules and regulations of the State and the federal government relating thereto.
8. **Cancellation/Rescheduling by Sponsor.** If the Display is cancelled by the Sponsor after receipt of this signed Agreement but prior to departure from Western's facility, Sponsor agrees to pay 25% of the total price (\$3,000.00) for restocking and costs incurred. If the Display is cancelled by the Sponsor after departure from Western's facility, Sponsor agrees to pay 50% of the total price (\$6,000.00). If the

Display is cancelled by the Sponsor after the physical show setup is complete, Sponsor agrees to pay 100% of the total price (\$12,000.00). If the Sponsor elects to reschedule the Display for an alternate mutually agreeable date, Western agrees to facilitate this rescheduling and Sponsor agrees to reimburse Western for new permit and other additional costs associated with this change.

9. **Safety / Weather Forced Cancellation.** Western agrees that it shall be the responsibility of the pyrotechnic operator in charge, acting on Western's behalf or the Authority Having Jurisdiction, to cancel or delay the Display if in the operator's judgment circumstances beyond the control of either Party pose an extraordinary risk to the health and safety of any persons or property within the vicinity of the Display.

If the product has been damaged as an attempt to execute the Display and cannot be safely reused, 100% of the price is due and Western has no further obligation under this Agreement. If the product is intact and reusable, Western agrees to store the product and execute the Display on a mutually agreeable future date. Sponsor agrees to reimburse Western for reasonable costs associated with the rescheduling of the event.

10. **Force Majeure.** Sponsor assumes the risks of weather, strike, civil unrest, terrorism, military action, governmental action, and any other causes beyond the control of Western which may prevent the Display from being safely performed on the scheduled date, which may cause the cancellation of the event for which Sponsor has purchased the Display, or which may affect or damage such portion of the Display as must be replaced and exposed a necessary time before the Display.
11. **Product Performance.** Sponsor recognizes and acknowledges that due to the nature of fireworks, an industry accepted level of 3% of the product used in any display may not function as designed and this level of nonperformance is acceptable as full performance.
12. **Limitation on Damages.** In the event that Sponsor claims that Western has breached this Agreement or was negligent in performing its duties hereunder, Sponsor shall not be entitled to claim or recover monetary damages from Western beyond the amount that Sponsor has paid Western under this Agreement and shall not be entitled to a claim for or recover of consequential damages from Western, including, but not limited to, damages for lost income, business, or profits. Additionally, Western's liability for matters covered by the insurance set forth herein shall be limited to the limits of said insurance.
13. **Time.** Time is of the essence in this agreement. The Parties expressly recognize that in the performance of their respective obligations, each Party is relying on timely performance by the other Party and will schedule operations and incur obligations to third parties in reliance upon timely performances by the other Party and may sustain substantial losses by reason of any failure of timely performance.
14. **Independent Contractor/No Joint Venture.** The Parties agree that Western is an independent contractor, and is not an agent or employee of Sponsor for any purpose. It is further agreed that Western's employees shall be, and remain, the employees of Western and not of Sponsor. Nothing in this Agreement or the actions of Western or Sponsor shall be construed as forming a partnership or joint venture between Sponsor and Western.

15. **Attorney Fees.** In the event that either Party to this Agreement shall enforce any of the provisions hereof by any action at law or in equity, the unsuccessful Party to such litigation agrees to pay to the prevailing Party all costs and expenses, including reasonable attorney fees, incurred therein by the prevailing Party.
16. **Jurisdiction.** This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the State of Oregon applicable to contracts.
17. **Severability.** In the event a court of competent jurisdiction determines that any provision of this Agreement is in violation of any statute, law, rule, regulation, ordinance or public policy, then the provisions of this Agreement that violate such statute, law, rule, regulation, ordinance or public policy shall be stricken or modified to the extent that such provision no longer violates such statute, law, rule, regulation, ordinance or public policy. All provisions of this Agreement that do not violate any statute, law, rule, regulation, ordinance or public policy shall continue in full force and effect for all purposes. Furthermore, any court order striking or modifying any provision of this Agreement shall modify or strike the provision in as limited a manner as possible to give as much effect as possible to the intentions of the Parties to this Agreement.
18. **Survival.** The terms of paragraphs 5, 6, 12, 15, and 16 shall survive the cancellation or termination of this Agreement.
19. **Entire Agreement.** This Agreement sets forth the entire agreement and understanding between the Parties hereto respecting the matters within its scope and may be modified only in writing signed by both of the Parties hereto.

The pricing and product offered in the Proposal shall remain firm if this Agreement is mutually executed by both Parties on or before April 1, 2020.

Sponsor

Western Display Fireworks, Ltd.

By: _____
Its: _____
Date: _____

By: Heather J. Gobet
Its: President
Date: _____

Multi-Year Contract Addendum

THIS AGREEMENT is made between WESTERN DISPLAY FIREWORKS, LTD here and after referred to as WESTERN and CITY OF ST HELENS here and after referred to as the SPONSOR.

The execution of this contract demonstrates the Sponsor's commitment to purchase fireworks from Western in the years 2020 through 2022, and qualifies the Sponsor for complimentary product. An annual contract and proposal will be issued by Western for each display to reflect Sponsor's actual budget and total product costs for said Display.

Based on your 2020 budget of \$12,000.00 you will receive no less than Six (6) 24-100 count spectacular multi-shot boxes at no additional cost.

In the event your budget increases or decreases in 2021 or 2022, the value for the complimentary items will adjust accordingly. The exact amount of product offered will depend upon the value of your show and product costs each year.

In the event that Sponsor elects to terminate this Agreement or to purchase a fireworks display provided by an entity other than Western during the years covered by this Agreement, Sponsor agrees to pay Western an amount equal to the complimentary product provided to the Sponsor during the term of this Agreement. Said payment shall be due within thirty (30) days of receipt of an invoice from Western.

Sponsor agrees to negotiate in good faith with Western regarding all fireworks presentations in the years 2021 through 2022. In addition, Sponsor grants Western a First Right of Refusal for the Sponsor presented firework display events in the years 2021 through 2022.

THIS AGREEMENT shall bind the parties hereto and also their respective successors in interest, personal representatives and assigns. The person signing below certifies that they are duly authorized to enter into this agreement on behalf of SPONSOR.

Sponsor Representative (print)

Western Display Fireworks, Ltd.
Heather Gobet, President

Sponsor Representative Signature

Date

For
(Organization)

Date



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: April 1, 2020

Planning Division Report attached.

Business Licenses Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner
cc: Planning Commission

Date: 03.24.20

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION—MISC.

The Planning Commission Interview Committee was going to interview four applicants for the Planning Commission vacancy, but it was postponed due to covid-19 issues.

Performance evaluation completed for Associate Planner.

Staff has answered several questions over the last month or so from Lennar Homes who is interested in most of the Emerald Meadows Subdivision lots that Richmond American Homes didn't purchase.

DEVELOPMENT CODE ENFORCEMENT

Sent letter for a complaint based enforcement action for an unauthorized building addition/eave/overhand addition/expansion along S. 4th Street.

PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

March 10, 2020 meeting (outcome): The Commission approved a Conditional Use Permit for the Wildflower Play Collective at N 11th and Columbia Boulevard. They also considered code amendments as they relate to floodplains and accessory structures and recommended approval to the Council.

The Commission formed a Planning Commission Interview Committee to interview applicants for a vacated position.

As the Historic Landmarks Commission. Matt Brown, Assistant City Administrator, attended the meeting per the Planning Commission's request last month to discuss the exterior changes to the Bennett Building as they relate to the Riverfront District's architectural standards. It was an update and public testimony was received, but a conclusion and recommendation from the Commission will occur at a future meeting once more details are worked out.

The Commission also reviewed Ordinance No. 3250 to add a historic resource to the designated landmarks register, as an FYI.

April 14, 2020 meeting (upcoming): This meeting has been cancelled given the disruptions of the covid-19 epidemic. We are hoping the State/League of Oregon City's can provide public hearing and other guidance on land use matters.

FLOODPLAIN MANAGEMENT (NFIP)

FEMA updated the Elevation and Floodproofing Certificates. These are a ubiquitous and important tool for floodplain management. These get updated periodically; the last update was in 2016.

FEMA and Endangered Species Act issues. This has been a discussion for several years. Interim implementation (including ESA consideration in Floodplain management decisions) was supposed to occur by April of 2018, but was delayed by FEMA. FEMA is working with NOAA Fisheries and Oregon DLCDD to finish implementation options and resources by the end of this year, notwithstanding covid-19 virus epidemic delays. We will eventually need to change our code and practices; just a matter of when. Best guess now is 2021-2022. Note that we received correspondence from FEMA last year that stated Oct. 5, 2021 is the magic number.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Managed annual software maintenance for Planning, Engineering and Public Works.

Data updates.

ST. HELENS INDUSTRIAL PARK WETLAND DELINIATION EFFORTS

We have the Army Corps of Engineers has Approved Jurisdictional Determination (AJD) finally. Last month we got Oregon DSL concurrence. This project is done.

MILLARD ROAD PROPERTY

Staff continues to prepare materials to go through the zone change to change to property to Mixed Use. We will likely wait to see what happens with the covid-19 issue before scheduling hearings (notwithstanding other technical issues that need to be addressed in the staff report).

Continue working with our legal counsel and Pam Rensch (grantor) to draft a two year extension of the 2009 access easement agreement to the property from Chase Road. Things are progressing ok.

ASSOCIATE PLANNER—*In addition to routine tasks, the Associate Planner has been working on:*
See attached.

Jacob Graichen

From: Jennifer Dimsho
Sent: Tuesday, March 24, 2020 4:28 PM
To: Jacob Graichen
Subject: March Planning Department Report

Here Here are my additions to the March Planning Department Report (COVID-19 edition).

GRANTS

1. **DLCD's 2019-2021 Technical Assistance Program** – Grant contract with DLCD authorized to prepare a *Boise White Paper Industrial Site Master Plan* which will include a parcelization framework and an infrastructure finance planning for the former mill site. GIS data and plans provided to consultants about existing conditions and potential users. Kickoff call with sub-consultant EcoNW who will be doing the market update and infrastructure funding plan.
2. **OPRD - Local Government Grant – Campbell Park Improvements** (\$187k) includes replacement of four existing tennis courts and two basketball courts with two tennis flex courts and one flex sport court, adds a picnic viewing area, improves natural stormwater facilities, expands parking, and improves ADA access. Grant deadline is October 2021. Project on hold as we work on two OPRD and BUILD grant applications due in April and May.
3. **Oregon Community Foundation – Nike Impact Fund – 5th Street Trail Project** (19k) to install approximately 1,000 feet of new off-street trail and a small boardwalk in the undeveloped 5th Street right-of-way. CRYC finished trail construction before COVID shut school district down. Public Works has placed the foundation boardwalk segments, but not yet decked the boardwalk as of 3/24. Decking and low railing coming soon.
4. **Travel Oregon - Medium Grants Program (100k)** – Ramsay still going to replace an incorrect sign and a damaged sign. Waiting for nice weather to take final photos for report.
5. **EPA – CWA Grant Program** – Project to be closed out by September 2020. 50 Plaza Square Work Plan in process of approval. Follow up South 80 sampling week of 2/24. Report to come in late April.
6. **CDBG- Columbia Pacific Food Bank Project** – Construction documents complete. Buidling Permit application submitted week of 3/24. Procurement document to be sent to legal counsel for review in April. Planned bid period is final week of April unless revised because of pandemic.
7. **Certified Local Government – Historic Preservation Grant Program** - Columbia Theater work plan approved through SHPO and met NEPA requirements. Given notice to proceed on new marquee/signage installation in April.
8. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Engineering contract with David Evans authorized for signature on 2/19. Student transportation surveying postponed until next school year for pre-construction data.
9. **Trail Blazers Foundation Fund through Oregon Community Foundation** – Researched guidelines/eligibility for 20k grant (up to 40k over 2 years) for the SHPR program. Deadline is April 30. Will assist Recreation Program as needed on application review.
10. **UDOT BUILD Grant** cycle re-opened. Deadline is mid-May. Attended debrief conference call with USDOT 2/27. We will be focusing our ask on the 1st Street and Strand extension to Plymouth Street, and utilize state recreation funding for the Riverwalk/Trail component. Review scope of work/budget for utilizing Kittelson & Associates for application materials assistance. Large undertaking to update the 15 pages of narrative, budget, site plans, Cost-Benefit Analysis, and ~20 letters of support. Assistance from Rachael is expected for review.
11. **OPRD - Local Government Grant** - Deadline moved from April 1 to April 10. Will submit application for approximately 500k as matching grant to fund the St. Helens Riverwalk Phase I which is approximately 220 feet of cantilevered boardwalk at 10' wide with another 250' of concrete path and landscaping ranging from 8' to 12' wide. Total project cost is approximately 1.5 million. City to contribute approximately 500k in-kind and

cash funding. Application includes 4 letters of support, 4-5 state/federal agency referral reviews, a site plan, narrative, budget, timeline, and will include a presentation to the OPRD board. Used Alta Planning & Design for a small update to the boardwalk scope of work, cross section, and budget that was submitted with the previous BUILD Round 2 application.

12. **OPRD - Land and Water Conservation Fund Grant** - Deadline April 13. Will submit application for approximately 500k as matching grant to fund the same project and application materials as listed above.

MISC

13. **Columbia View Park Amphitheater** - Prepared memo of research of various outdoor amphitheater and open air band shell contractors to compile a list of options/contractors. Presentation to Council on 1/15/20. Follow up research is on hold until I have capacity to continue to work on this project.
14. As of March 19, 2020, in order to limit exposure to myself and others at City Hall, I have been semi-working-from-home, going into the office to bring back approved plans, pick up more plans, save and download more files to work on from home. We have been testing ZOOM mobile meetings during this time as well. I am grateful to have been provided this tele-work flexibility in this changing, and often scary, time.

Thank you,

Jenny Dimsho, AICP
Associate Planner
City of St. Helens
(503) 366-8207
jdimsho@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: 3/16/2020

The following occupational business licenses are being presented for City approval:

Signature: 
Date: _____

RESIDENT BUSINESS – RENEWAL 2020

1. Barn Fire Barbecue	Restaurant
2. *Cheri Elliott Domestic Goddess Cleaning Services	Cleaning Business
3. Digital Graphiti Printing LLC	Printing
4. Easy 2 Wash LLC	Car Wash
5. Element Dance Studio	Dance Training
6. H&H Sweets LLC	Hawaiian Food Cart
7. *Holmes Heating & Cooling	HVAC
8. *iMages Thru the Lens LLC	Digital Construction Photography
9. itParklesPapa LLC	Jewelry
10. James D Huffman	Legal Office
11. Kalberer's Mediation	Mediation
12. KJ Tower Ent. Inc.	Restaurant
13. Lahe Auto Sales & Consulting LLC	Auto Sales & Consulting
14. Monkey Tree Learning Center	Child Care
15. NW Motoring LLC	Auto Brokerage/Sales
16. Ore.Healthcare CTR/Meadow Park	Nursing Home Skilled Care
17. Pacific Stainless	Manufacturing
18. *Rick Scholl Yard Maintenance	Yard Maintenance
19. The Rose Room Aesthetics Tans)	Aesthetics (Eyelash Extensions & Spray
20. Structural Nexus LLC	Structural Engineering
21. *Super Joe's Espresso LLC	Mobile Coffee
22. Wild Currant	Catering
23. World Famous St Helens Farmers Market	Farmers Market

RESIDENT BUSINESS – NEW 2020

24. Jessica Lince	Photography
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NON-RESIDENT BUSINESS - 2020

25. Al's Plumbing Inc	Contract Plumbing
26. Amy Lindgren Law, LLC	Judicial Services
27. Area Heating & Cooling	HVAC
28. Artisan Concrete Design & Const. Inc	Concrete Design & Construction
29. Bestwood Construction LLC	Construction
30. Blackburn & Allen	Property Restoration

*Denotes In-Home Business

31. Buhner Construction LLC
 32. C & M Excavation & Utilities
 33. Can Do! Electric
 34. Casper Motorz
 35. Ceco Inc
 36. The Conibear Forge
 37. Cozy Lawn Maintenance
 38. D & D Construction LLC
 39. DTS Systems Inc
 40. Excel Painting
 41. Fast Water Heater
 42. Frick Restorations LLC
 43. Foundations First Northwest LLC
 44. Gar & Nick's Heating & Cooling LLP
 45. Gunn-Dolah Inc
 46. The HVAC Team Inc
 47. K Schwarz Construction Inc
 48. Lakeside Industries Inc
 49. Lisa Brooke Garden Coach & Design
 50. Lonny Brady Excavating
 51. New Energy Inc
 52. Oregon Insulation & Remodeling
 53. Overhead Door Co Of Portland
 54. Pacific Crest Building Supply Inc
 55. Pacific Tech Construction Inc
 56. PDX Property Innovations LLC
 57. Pro Flame LLC
 58. Protek Systems LLC
 59. Rich Duncan Construction Inc
 60. Salem Heating & Sheet Metal Inc
 61. Shock Construction LLC
 62. Stebbins Engineering & MFG Co
 63. Sysco Portland Inc
 64. Urban Works Drywall

Roofing
 Construction
 Electrical Contractor
 Online Auto Sales
 Equipment/Chemical/Parts Sales & Service
 Blacksmith/Bladesmith
 Landscape Maintenance
 General Contractor Remodeling
 Fire Life Safety
 Painting
 Install Water Heaters
 Restoration
 Construction
 Residential HVAC Service & Installation
 Logging Services
 Heating & Air Conditioning
 Excavation/Concrete
 Asphalt Paving Contractor
 Landscape Design
 Excavating
 Install Wood/Gas/Pellet Stoves
 Contractor
 Garage Doors
 Cabinet MFG & Install
 Construction
 Sewer & Excavation
 Fireplace Installations
 Electronical Contractor
 Construction
 HVAC Contractor
 Rough Carpentry
 Specialty Contractor
 Food Distributor
 Drywall

RENTALS - 2020

1. Ryan Delbert


Residential Rental (Duplex)

MISCELLANEOUS - 2020

1. AMS Construction
 2. Artico Lite LLC
 3. Osmose
 4. Sivad Inc DBA Rose City Plumbing

7 Day- 2/25/2020-3/02/2020
 7 Day- 3/02/2020-3/08/2020
 7 Day- 3/17/2020-3/23/2020
 7 Day- 3/06/2020-3/12/2020

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	18 March 2020	
Subject:	February Public Works Department Activity Summary	

Engineering

1. Completed design and put a project out to bid for sanitary sewer repairs.
2. Reviewed plans of public improvements for project on McNulty Way, returned for corrections.
3. Worked with consulting teams to develop 95% plans for two major roadway projects.
4. Awarded waterline improvement project; worked with Contractor to finalize contract documents.
5. See complete report.

Parks

In addition to cleaning restrooms, general parks maintenance, and collecting garbage:

1. Interviewed candidates and selected someone to fill the Parks Specialist position.
2. Have started mowing in most parks where the ground is solid enough to use equipment.
3. Continued to move Halloween props and organize the warehouse for Tina.
4. Started clearing an area on the Industrial Park property for the future LumiNight Lantern Festival.
5. See complete report.

Public Works Operations & Maintenance

1. Installed 8 new radio read meters, replaced 1 meter damaged by Contractor.
2. Extended and improved drainage around the Parks Shops and McCormick Dog Park parking area.
3. Prepped logging roads for upcoming timber harvest.
4. Helped with setting up and moving Utility Billing Department into the remodeled office space.
5. Serviced and/or made repairs on 34 vehicles and/or equipment.
6. Responded to 11 after-hours call outs.
7. See complete reports.

Water Filtration Facility

1. Produced 36.8 million gallons of filtered drinking water, an average of 1.27 million gal/day.
2. Working to repair faulty VFD on one of the raw water feed pumps.
3. Continuing to develop project to upgrade the SCADA system.

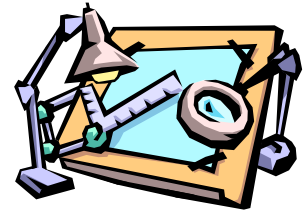
Waste Water Treatment Plant

1. Trained on emergency generator connection at PS#11.
2. Continuing to prep screen #2 auger and then finished replacement.
3. Had new Pretreatment Coordinator become familiar with major pretreatment customers.
4. Cleaned the contact tanks.
5. See complete report.



Engineering Department Status Report

10 March 2020



DEVELOPMENT PROJECTS

Greystone Estates Subdivision

No change in status: Construction continues to move forward on the 80-lot subdivision located between Kelly Streets and Commons Drive. The Developer is on track to complete the new sanitary sewer, storm drain, water, and streets by mid-2020.

St. Helens Place Apartment Project

Frontage improvements are nearly complete on Matzen Street and McBride Street including widening the streets and installing new sidewalks and lighting, and constructing a new half-street, Brayden Street, on the south side of the development. The approved public improvements include new storm drainage, extension of the water and sanitary sewer systems, and street trees around the entire site. The Developer anticipates receiving temporary occupancy for two of the apartment buildings by the end of March.

Columbia Vet Clinic

The public improvements have been completed, including widening the roadway on N. 15th Street, installation of all new storm drainage around the site, and replacing the sanitary sewer extension serving the property. Construction of the office building is moving along and hopefully this project is nearing completion.

Hanna's Place Development

Work has started on the frontage improvements and new storm drain system for this 10-lot subdivision on N. 15th Street, north of St. Helens Street. The Developer anticipates having this work completed by the end of March.

N. 9th & Wyeth Street Development

The 2-inch watermain extension has been installed. The sanitary sewer was previously completed. Paving of the right-of-way is the remaining portion of the public improvement for this 4-lot development.

Control Solutions Development at McNulty & Industrial Way

Reviewed plans have been returned to the design engineer, Lower Columbia Engineering for revisions. Public infrastructure improvements will include a new storm drain system and frontage improvements including sidewalks on McNulty Way and Industrial Way.

New Middle School Project

The public improvements for the project are slowly being completed along with the on-site work. Final completion and project close out is anticipated to occur in the next couple of months. It will all be worthwhile, with a beautiful new facility that should serve community for years to come.

Potential Subdivision, Hankey Road

No new information from this potential developer.

Potential New Retail Store at Violette's Villa Property

No new developments for a potential retail store on the property across from the new Legacy Health building.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

The Contractor has substantially completed the sidewalks on the south side of the roadway and has moved the traffic control and started work on the north side of the roadway. Once the sidewalks are complete, the roadway will be paved for the full length of the project and the bicycle lanes striped. This is a joint Columbia County – City of St. Helens project.

N. Vernonia Road Sidewalk Project

The design consultant submitted the 95% complete plans and these were reviewed by staff and returned for some minor revisions. There may be an issue in the anticipated construction start date due to Migratory Bird regulations and limitations on the time period when tree removal is allowed. Even with meandering the sidewalk between

curb-tight and using a landscape strip, there will still be multiple trees removed to accommodate the sidewalk construction.

Wayfinding Installation Project

This project is now complete with exception of a few remaining bicycle & pedestrian signs that will be installed at certain locations by the Public Works staff once other nearby work is complete (i.e. the veterinarian's office on N. 15th Street).

S. 1st Street and St. Helens Street Intersection Improvement Project

Kittelson & Associates and Greenworks are now working to finalize the conceptual designs that were presented to the City Council in February and are close to finishing the final draft before the finished set of plans is completed. With the addition of certain requested features and amenities, the estimated cost of the project has increased. If the project continues on schedule and the Council approves the construction phase, the work will be completed by the end of September.

Columbia Boulevard Sidewalk Safe Routes to School Grant Project

The contract with the design consultant has been approved. The next step is to complete the survey and develop plans for the sidewalk and pedestrian improvements along Columbia Boulevard between the new sidewalk on Gable Road and existing sidewalk on Columbia Boulevard closer to Sykes Road. There are also additional pedestrian safety improvements planned for the Sykes/Columbia intersection and the crosswalk near McBride Elementary School. Plans are expected to be completed by September 2020 and work conducted as soon as the weather allowed in early 2021.

WATER SYSTEM PROJECTS

2MG Reservoir Rehabilitation Project

Staff attended a meeting with the Contractor on Friday February 14 to discuss options and how to move forward. They have proposed installing a different type of liner at no cost to the City to be completed this spring.

Various Waterline Improvements Project

Bids were opened on Tuesday February 11 for the project and was awarded to C&M Construction. Work is expected to get underway in March on replacing the undersized lines and adding better fire protection on three streets.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Blazers Moda Assist Program

The City was approached by the Blazers Moda Assist Program to participate in a competitive event where three cities compete for votes and the winning city receives funds from the Blazers Assist program. The funds are generated by Moda and the Blazers each donating \$10 for each assist a Trail Blazer makes during a regular season game. The funds can be used to purchase all-inclusive playground equipment for the community. Currently, St. Helens Parks Department is working towards replacing the equipment at McCormick Park and these additional funds would go a long way towards achieving this goal and installing an awesome new play structure. Vote now!

Right-of-Way and Construction Permits

There were four permits issued in February: one for driveway repairs; one for NW natural to install a new service; one for Comcast to upgrade service; and one plan review.

Miscellaneous Projects

Continuing to work with Planning, Parks, and Public Works staff to implement various improvements in the Parks and improve the Highway strip landscaping.

Training Workshops and Committee Meetings

Participated in the monthly Parks Commission Meeting.

Participated in the monthly Columbia County Traffic Safety Commission meeting.

Facilitated the monthly Joint Utility Coordinating meeting with representatives of the major franchise utilities.



VOTE

**For an All-Abilities
Playground at
St. Helens
McCormick Park**

St. Helens is one of three Oregon communities in the running to receive funding for an all-abilities playground through a partnership with Portland Trail Blazers and Moda Health.

If St. Helens wins the community vote, the Moda Assist Program will donate \$20 for every basketball assist made by the Trail Blazers this season to St. Helens to install an all-abilities playground at McCormick Park.

**Vote for St. Helens at
www.nba.com/blazers/assist
Voting closes Thursday, April 2
VOTE ONCE PER DAY**





Parks Department for February 2020



Daily duties were performed which include: cleaning restrooms, garbage pickup, and general parks maintenance.

Moved Halloween props to the warehouse for Tina
Organized the warehouse for Tina
Removed graffiti from Columbia View Park
Put grass seed on the Plaza
Put gravel at the entrance to the off leash area at Heinie Heumann Park
Removed a downed tree at McCormick Park
Moved the haunted house props for Tina
Cleared off the leaves and debris from the Veterans Memorial
Placed a dog bag dispenser at Nob Hill Nature Park
Participated in annual hearing tests
Created storage bins for bark dust and other material
Sprayed the infield on at all the ballfields
Cleaned up glass at the Library
Replaced the outdoor light on the caretakers house
Prepped the mowers – mowing season is early this year!
Created mounts for fire extinguishers for mowers
Blew debris from the flower bed at 18th and OPR
Started clearing brush at the Boise Park
Purchased wood chips for playgrounds and swings
Replaced the storage shed door at Campbell Park due to vandalism
Held the chili cook off – congratulations to this year's winner, Curt Lemont
Moved more stuff into the warehouse for Tina

Public Works Work Report

February 2020

Water Dept:

Read meters and heavy users
Installed 8 new meters & replaced 1 meter broken by Gable Rd contractor
Postponed delinquents to March due to computer crash
Replaced meter box lid at 374 N. 3rd St.
Blew off water line on N. 9th St. and took sample
Replaced meter box at 324 S. 20th St.
Picked up garbage on Park Way and took to transfer station
Hauled surplus equipment to Boise
Hauled rock to well #1
Filled potholes on Park Way
Took tires to transfer station
Cold patched potholes on N. 16th St.
Hauled three loads of sanding rock to WWTP dump
Repaired leak on service at 380 West St.
Helped paint in Utility Billing
Spread rock on N. 4th St.
Cleaned up part of shop yard
Fixed leak at N. 6th St & West St.
Cold patched pothole at Belton Rd & Madrona Ct.
Swept Oregon St. & St. Helens St.
Made two taps for TFT on Gable Rd.
Cleaned out Stimpson Building
Removed tree from road to high elevation reservoir
Froze three service lines for TFT at 2760, 2680 & 2682 Gable Rd.
Replaced meter boxes at 324 & 334 S. 6th St. & 35 Wagner Ave.
Moved trailers and Mack into Stimpson Bldg.

Sewer Dept:

Cleaned up debris at Nob Hill Nature Park
Located section of middle trunk
Worked on storm line at McCormick Park
Loaded scrap bin
Put rock on road edge at N. 7th St & West St.
Cleaned catch basin & graded road for ACSP
Buried sewer main at 190 N. 7th St.
Replaced ecology blocks at McCormick Park & S. 4th St. & St. Helens St. with boulders
Checked tree farm
Cleaned lower part of yard
Prepped roads at Salmonberry for forester
Cleaned out building at Boise for truckloads of luminary items

Building Maintenance/Other

Cleaned lower part of yard
Worked on Utility Billing Dept. eight days
Removed fence at Boise Veneer
Fixed blinds at City Hall
Made repairs at Senior Center, Library, Police Dept. & Court office
Installed and replaced signs

Set bollards at WWTP
Set pole for giant heart in Plaza
Put fence blinds on at PW yard and Stimpson Bldg.
Cleaned up Boise Paper property
Set V-loks
Installed bollards at Rec Center
Helped move UB into their new office

Call-Outs

Leak in meter box at 374 N. 3rd St.
Telemetry alarm – communication failure #3 – two different call-outs
No water at 2565 Columbia Blvd.
Water main leak in street at 325 S. 9th St.
Turned water on after repair at 58989 Jaden Dr.
Owner requested water off at 1550, 1560 & 1570 Columbia Blvd.
Turned water on after repair at 35201 Firlok Park Blvd.
Door on storage shed broke open and vandalized
Wind storm - construction signs on Gable blowing over and tree down on McBride St.
Boise yard – Conex box delivered on a Saturday morning and we didn't know – had to unlock gate and driver was supposed to call when they left but didn't – had to go back late afternoon and check and saw that they left so locked gate back up.

Miscellaneous:

Swept streets
Marked 75 locates
Checked wells & reservoirs daily

February 1st to 29th

Feb 3 rd	PW	#55 Removed and replaced the tube going into the hopper of the sweeper Also replaced the gasket
Feb 4 th	PW	#55 Full service on both engines
	PW	#71 Test drove the truck to check the brakes
	PW	#21 Replaced the left clearance light on the upper part of the dump box
Feb 5 th	PW	Repaired a chop saw throttle issue
	Parks	Checked on the equipment
Feb 6 th	Brett	Vacation
	PW	#54 Full service
Feb 7 th	Brett	Vacation
Feb 10 th		
PW		Checked the air compressor in the sweeper shed the complaint was that the breaker was tripped found nothing wrong
PW		#52 Replaced the tailgate handle
PW		Looked at the lid for the vault over by the sheriff's department figured out a way to lighten it up to make it easier to open and close
Feb 11 th		
Parks		#17 Replaced the front brakes
PW		#21 Straightened the tailgate out on the back of the dump box
Feb 12 th		
PW		#9 Full service
PW		Went to the tree farm and opened the gate at Conibear rd. Checked out the road needs lots of work
PW		Repaired a pull cord on a jumping jack
Parks		#17 Jump started the truck
Feb 13 th		
PW		Repaired a chop saw
PW		#31 Checked out the light bar found that the left-hand light needs to be repaired
City Hall		Hearing test
Feb 14 th		
PW		Checked on the equipment
Shop		Cleaned the restroom and shop sink
Parks		#2 checked over the truck
Feb 18 th		
Parks		#2 Full service
PW		#16 Rewired the boom lights

Feb 19 th	
Parks	#2 Checked the oil and the transmission oil
PW	#31 Checked the air pressure in the tires
PW	#23 Went to the tree farm to look at a hydraulic leak strapped up the boom and had it brought back to the shop for repairs pressure washed the mower and tractor
Feb 20 th	
PW	#23 Installed a new hydraulic hose and fittings on the mower
PW	Welded up the V Locks onto the wheels for temporary stop signs
Feb 21 st	Brett Vacation day Mowed the grass
Feb 24 th	
PW	#26 Adjusted the tracks on the machine checked fluids
PW	Hauled tires out to the Vector Control
Parks	Checked on the equipment
Feb 25 th	
Shop	Cleaned the floor upstairs Crushed all the oil filters in the oil room
PW	#80 Jump started the forklift
PW	#23 Checked all fluids
PW	Helped load tables into the back of a pickup at the Cascade building
Feb 26 th	
PW	#18 Full service
PW	Moved the Canoe and checked out the trailer
Feb 27 th	
Office	Computer work filled paper work
PW	#80 Jump started the forklift and replaced the battery
PW	Looked at the cast iron at the shop to figure out how much can go into the scrap Dumpster
PW	#34 Checked on the excavator at cascade
Feb 28 th	
Shop	Cleaned the floor and shop sink
PW	#55 Checked air in the tires and replaced the suction tube on the back of the truck



City of St. Helens, Oregon
Public Works
Water Filtration Facility
PWS 4100724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Water Filtration Facility Journal February 2020

Water Production: 36.8 million gallons, which averages 1.27 million gallons per day

Week 1 Produced and sent January OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. We finally were extended the remote internet access to the WFF to make our on call time less burdensome for our daily and weekend monitoring and controlling of the WFF system.

Week 2 Advanced Electric on site gathering information to upgrade the SCADA and PLC computer control system. Advanced Electric also troubleshooting the faulty raw water VFD controller unit. Tim on site finishing up maintenance repairs to the caustic and chlorine feed systems. Thank you so much Tim, truly appreciate all you do for us over here.

Week 3. We are still having issues with the city network and phone system.

Week 4. Phone and computer systems are down again. When the computers came back on, very slow and extremely difficult to log in to our workstations, and very, very slow computer programs. Advanced electric on site troubleshooting and trying to repair the failed VFD raw water drive.

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator

WWTP Monthly Operations and Maintenance Report

February 2020

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 2/12-Painted inside sample building.
- 2/26-Arne here to work on wiring and lighting in Secondary building.
- 2/27-Aerator #11 tripped. Reset and ran all day.
- 2/28-Worked on SolarBee B. Battery no good. Will need to order new one.
- 2/29-Sampler pump barely pumping. Back flushed with air compressor and running great.

Primary System Report

- All normal monthly routines complete.

Pump Stations

- 2/10-PS#1-Cleaned grease off walls of wetwell.
- 2/19-PS#11-Emergency generator hookup training.

Sodium Hypochlorite System

- 2792 gallons used this month.
- 5560 gallons used last month.

Call-outs

- 2/1-1725-PS#2 High wetwell alarm. Aaron in. Alarm cleared itself before I got in and generator was running. No power to station. Called PUD and they found a blown fuse on the pole above the lift station.

Plant

- All month worked on terracing back hill side to prevent erosion.
- 2/3-Continued taking apart screen #2 auger in preparation of replacement.
- 2/4-Cleaned south contact tank.
- 2/6-Changed UV light on Millipore unit.
- 2/7-Cleaned north contact tank.
- 2/18-Replaced auger for screen #2.
- 2/25-Cleand north contact tank.

Pretreatment

- 2/4-Visited ORPET and talked about permit.
- 2/5-Visited the Transfer Station for introduction and tour of the facility.
- 2/14-Visited Cascades for introduction and tour of the facility.
- 2/26-Finished and sent out annual pretreatment report.

Other

- 2/6-Monthly Copper BLM sampling on river.
- 2/21-Replaced battery in manhole M-1 Mission system.
- 2/25-Sampled for OSU, Dr. Navab.
- 2/29-Op 10 not running right. Found a work around and will have Darin check.

Next Month

- Replace pump at PS#3