



## **CITY COUNCIL REGULAR SESSION**

**Wednesday, June 03, 2020**

265 Strand Street, St. Helens, OR 97051

[www.ci.st-helens.or.us](http://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. **7:00 P.M. - Call Regular Session to Order**
2. **Pledge of Allegiance**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Resolutions**
  - 4.a. Resolution No. 1885: A Resolution of the City of St. Helens Declaring the City's Election to Receive State Revenues  
[Res No 1885 - State Shared Revenues PENDING 060320.pdf](#)
  - 4.b. Resolution No. 1886: A Resolution of the Common Council of the City of St. Helens, Oregon Adopting Budget, Making Appropriation, and Levying Taxes for the Fiscal Year Beginning July 1, 2020  
[Res No 1886 - Adopt Budget FY20-21 PENDING 060320.pdf](#)
  - 4.c. Resolution No. 1887: A Resolution to Authorize Application for Community Development Block Grant Funds for COVID-19 Emergency Small Business & Micro-Enterprise Assistance  
[Res No 1887 Authorize Application for CDBG Sm Biz.Grant Funds PENDING 060320.pdf](#)
  - 4.d. Resolution No. 1888: A Resolution of the Common Council of the City of St. Helens Adopting an Agreement with Unrepresented Employees of the City of St. Helens

---

**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.**

[Res No 1888 - Unrepresented Employees PENDING 060320.pdf](#)

- 4.e. Resolution No. 1889: A Resolution of the Common Council of the City of St. Helens, Oregon, Amending the City Employee Compensation Plan for Fiscal Year Beginning July 1, 2020

[Res No 1889 - Compensation Plan PENDING 060320.pdf](#)

**5. Approve and/or Authorize for Signature**

- 5.a. Contract Payments  
[060320 Contract Payments.pdf](#)

**6. Appointments to Boards/Commissions**

- 6.a. Appoints to City Boards & Commissions  
[060320 Appts to Boards and Commissions.pdf](#)

**7. Consent Agenda for Acceptance**

- 7.a. Library Board Minutes dated March 9, 2020  
[030920 LB Minutes APPROVED.pdf](#)

**8. Consent Agenda for Approval**

- 8.a. Work Session, Executive Session, and Regular Session Minutes dated May 6, 2020  
[060320 Council Minutes TO BE APPROVED.pdf](#)
- 8.b. Accounts Payable Bill Lists  
[060320 AP Report.pdf](#)

**9. Mayor Scholl Reports**

**10. Council Member Reports**

**11. Department Reports**

**12. Other Business**

**13. Adjourn**

**Zoom Meeting Details -**

<https://zoom.us/j/91984883144>

Meeting ID: 919 8488 3144

---

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.

*Dial by your location: 1-346-248-7799*

---

**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*  
**RESOLUTION NO. 1885**

A RESOLUTION OF THE CITY OF ST. HELENS DECLARING  
THE CITY'S ELECTION TO RECEIVE STATE REVENUES

**The City of St. Helens resolves as follows:**

**Section 1.** Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2020-21.

**Approved and adopted** by the City Council on June 3, 2020, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

**City of St. Helens**  
**RESOLUTION NO. 1886**

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON ADOPTING BUDGET, MAKING APPROPRIATIONS, AND LEVYING TAXES  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2020**

**BE IT RESOLVED** that the Common Council of the City of St. Helens, Oregon, hereby adopts the budget for fiscal year 2020-2021 in the total of \$43,121,000 now on file in the office of the City Recorder of said City.

**BE IT RESOLVED** that the Common Council of the City of St. Helens, Oregon, hereby imposes taxes provided for in the adopted budget at the rate of \$1.9078 per \$1,000 of assessed value for tax year 2019-2020 upon the assessed value of all taxable property within the district.

	<u>Subject to the General Government Limitation</u>	<u>Excluded from the General Government Limitation</u>
General Fund	\$1.9078 / \$1,000	N/A

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below are hereby appropriated as follows:

<u>FUND / DEPT / PROGRAM</u>	<u>APPROPRIATION</u>
<u>General Fund</u>	
Admininstraiton	\$ 523,000
City Recorder	\$ 317,000
City Council	\$ 104,000
Municipal Court	\$ 425,000
Police	\$ 3,819,000
Library	\$ 855,000
Finance	\$ 845,000
Parks	\$ 457,000
Recreation	\$ 267,000
Planning	\$ 374,000
Building	\$ 338,000
General Service	
Operations	\$ 248,000
Contingency	\$ 1,109,000
TOTAL GENERAL FUND	\$ 9,681,000

<u>Special Revenue Funds</u>	
Community Development	
Operations	\$ 857,000
Debt Service	\$ 276,000
Contingency	\$ 192,000
Community Enhancement	
Operations	\$ 57,200
Contingency	\$ 9,800
Streets	
Operations	\$ 1,776,000
Debt Service	\$ 60,000
Contingency	\$ 424,000
TOTAL SPECIAL REVENUE FUNDS	\$ 3,652,000
<u>Enterprise Funds</u>	
Streets SDC	\$ 1,550,000
Water SDC	\$ 915,000
Sewer SDC	\$ 1,570,000
Storm SDC	\$ 360,000
Parks SDC	\$ 530,000
Water	
Operations	\$ 3,268,500
Debt Service	\$ 500,000
Contingency	\$ 3,722,500
Sewer	
Operations	\$ 3,282,000
Debt Service	\$ 527,000
Contingency	\$ 2,505,000
Storm	
Operations	\$ 1,499,000
Contingency	\$ 1,156,000
TOTAL ENTERPRISE FUNDS	\$ 21,385,000

<u>Internal Service Funds</u>	
Equipment	
Operations	\$ 646,500
Contingency	\$ 503,500
IT Services	
Operations	\$ 480,000
Contingency	\$ 38,000
PW Operations	
Operations	\$ 3,266,000
Contingency	\$ 21,000
Facility Major Maintenance	
Operations	\$ 448,000
TOTAL INTERNAL SERVICE FUNDS	\$ 5,403,000
<b>TOTAL APPROPRIATED FUNDS</b>	<b>\$ 40,121,000</b>
<u>Unappropriated Fund Balances</u>	
General Fund	\$ 1,000,000
Water Fund	\$ 750,000
Sewer Fund	\$ 750,000
Storm Fund	\$ 500,000
TOTAL UNAPPROPRIATED FUNDS	\$ 3,000,000
<b>TOTAL 2020-2021 BUDGET</b>	<b>\$ 43,121,000</b>

**Approved and adopted** by the City Council on June 3, 2020, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

City of St. Helens  
**RESOLUTION NO. 1887**

A RESOLUTION TO AUTHORIZE APPLICATION FOR COMMUNITY  
DEVELOPMENT BLOCK GRANT FUNDS FOR COVID-19 EMERGENCY  
SMALL BUSINESS & MICRO-ENTERPRISE ASSISTANCE

**WHEREAS**, the City Council of St. Helens is committed to maintaining an effective and efficient organization, serving our community in adherence to our Vision: To provide quality, effective and efficient service to our community; and

**WHEREAS**, the City Council recognizes that during the current COVID-19 pandemic, small businesses are impacted and in need of support so that our communities may reopen under the State of Oregon and Columbia County frameworks; and

**WHEREAS**, the City Council intends to apply for Community Development Block Grant (CDBG) funds for COVID-19 Emergency Small Business & Micro-Enterprise Assistance and desires to enter into partnerships to serve our residents and those of Columbia County.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the City of St. Helens City Council adopts this Resolution to apply for Community Development Block Grant funds for Emergency Assistance for Columbia County for COVID-19 Community Response for \$150,000 with the objective to secure these CDBG funds for county-wide support to small business and micro-enterprise.

**Approved and adopted** by the City Council on June 3, 2020, by the following vote:

Ayes:

Nays:

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

ATTEST:

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



City of St. Helens  
**RESOLUTION NO. 1888**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS  
ADOPTING AN AGREEMENT WITH UNREPRESENTED EMPLOYEES OF THE CITY  
OF ST. HELENS

**WHEREAS**, the City of St. Helens and unrepresented employees agree to the following salary and benefit information that is specific to unrepresented employees within the City of St. Helens who are not represented by the St. Helens Police Union or AFSCME employees union.

**NOW, THEREFORE, THE BE IT RESOLVED**, by the Common Council of City of St. Helens, Oregon, that:

**Section 1.** Exhibit A consists of specific unrepresented employee benefits and salary schedule that are specific to unrepresented employees within the City of St. Helens.

**Approved and adopted** by the City Council on June 3, 2020, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

## EXHIBIT A

### **Management Leave**

Commonly referred to as Unrepresented Administrative Leave. Exempt employees are not entitled to overtime or compensatory time. However, in recognition of the fact that exempt employees are often required to work long hours and attend night meetings, the City will provide exempt employees with a management leave benefit.

On July 1 of each year, all unrepresented employees will receive a designated "class level" of management leave dependent on their position. The class level is determined by the opportunity and off-hours requirements of the position. A class level will be designated on all job descriptions for unrepresented employees.

<u>CLASS LEVEL</u>	<u>ANNUAL HOURS RECEIVED</u>
Class A	96 hours per fiscal year
Class B	72 hours per fiscal year
Class C	48 hours per fiscal year

Management leave is not paid out upon separation from employment with the city; unused hours are forfeited at the time of resignation. At the end of each fiscal year, up to 50% of management leave time can be paid out if approved by the City Administrator and is allowed within the approved City budget.

### **Healthcare Benefits**

Unrepresented employees will contribute five percent (5%) of the premium cost of the employee's selected health insurance. This is deducted from pre-tax earnings by payroll deduction.

### **Physical Fitness Club**

The City shall provide for regular full-time employees up to \$50 payment per month per employee for participation by the employee in any physical fitness club or other wellness activity approved by the City Administrator. Payment is on a reimbursement basis. Reimbursement requests for January through June must be submitted by July 15 and reimbursement requests for July through December must be submitted by January 15.

### **HRA VEBA Contributions**

Unrepresented employees will receive the following employer contribution into HRA VEBA accounts for the following insurance groups:

<u>INSURANCE PROVIDER</u>	<u>MONTHLY CONTRIBUTION</u>
Regence	\$120.00
Kaiser	\$70.00

### Longevity

Longevity pay shall be paid monthly to regular full-time employees under the following schedule:

After five (5) full years of service	\$50.00
After ten (10) full years of service	\$100.00
After fifteen (15) full years of service	\$150.00
After twenty (20) full years of service	\$200.00

### Unrepresented Salary Schedule, Effective July 1, 2020

Unrepresented Employees - Effective 7/1/2020	Mgmt. Leave Class	MONTHLY SALARY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Seasonal Public Works Summer Crew (Hourly)	None	12.00				
Seasonal Recreation Assistant (Hourly)	None	12.00				
TEMP - Water Filtration Supervisor (On-Call)	None	60.00				
Deputy City Recorder	C	3,951	4,159	4,378	4,609	4,851
Recreation Manager	C	4,224	4,446	4,680	4,927	5,186
Accountant	C	4,623	4,866	5,122	5,392	5,675
Field Supervisor / Safety Coordinator	C	5,316	5,595	5,890	6,200	6,526
Water Filtration Facility Supervisor	C	5,316	5,595	5,890	6,200	6,526
WWTP Operator IV	C	5,316	5,595	5,890	6,200	6,526
IT Specialist	B	5,501	5,790	6,095	6,416	6,754
Government Affairs Project Specialist	B	5,501	5,790	6,095	6,416	6,754
Public Works Supervisor	C	5,796	6,101	6,422	6,760	7,116
City Recorder	B	5,843	6,151	6,474	6,815	7,174
Police Sergeant	C					7,412
WWTP Superintendent	C	6,227	6,554	6,899	7,262	7,645
Building Official	B	6,835	7,195	7,573	7,972	8,391
City Planner	B	6,835	7,195	7,573	7,972	8,391
Library Director	A	6,842	7,203	7,582	7,981	8,401
Public Works Engineering Director	B	6,904	7,268	7,650	8,053	8,477
Lieutenant	C	7,050	7,421	7,811	8,222	8,655
Public Works Director	A	7,846	8,259	8,693	9,151	9,633
Chief of Police	C	8,036	8,459	8,907	9,373	9,866
Assistant City Administrator	A	8,399	8,842	9,307	9,797	10,312
City Administrator	A	8,841	9,306	9,796	10,311	10,854

**City of St. Helens**  
**RESOLUTION NO. 1889**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON, AMENDING THE CITY EMPLOYEE COMPENSATION PLAN FOR FISCAL  
YEAR BEGINNING JULY 1, 2020

**WHEREAS**, the salary schedule for St. Helens Police Union, AFSCME, and Unrepresented employees that is effective July 1, 2020.

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

Police Union Employees - July 1 2020	SHPD	MONTHLY SALARY RANGE					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Records and Evidence Specialist	SHPD	3,396	3,575	3,763	3,961	4,170	4,389
Code Enforcement Officer	SHPD	3,746	3,943	4,151	4,369	4,599	4,841
Patrol Officer	SHPD	4,599	4,841	5,095	5,364	5,646	5,943
Detective	SHPD						6,242
Corporal	SHPD						6,754

Unrepresented Employees - Effective 7/1/2020	Mgmt. Leave Class	MONTHLY SALARY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Seasonal Public Works Summer Crew (Hourly)	None	12.00				
Seasonal Recreation Assistant (Hourly)	None	12.00				
TEMP - Water Filtration Supervisor (On-Call)	None	60.00				
Deputy City Recorder	C	3,951	4,159	4,378	4,609	4,851
Recreation Manager	C	4,224	4,446	4,680	4,927	5,186
Accountant	C	4,623	4,866	5,122	5,392	5,675
Field Supervisor / Safety Coordinator	C	5,316	5,595	5,890	6,200	6,526
Water Filtration Facility Supervisor	C	5,316	5,595	5,890	6,200	6,526
WWTP Operator IV	C	5,316	5,595	5,890	6,200	6,526
IT Specialist	B	5,501	5,790	6,095	6,416	6,754
Government Affairs Project Specialist	B	5,501	5,790	6,095	6,416	6,754
Public Works Supervisor	C	5,796	6,101	6,422	6,760	7,116
City Recorder	B	5,843	6,151	6,474	6,815	7,174
Police Sergeant	C					7,412
WWTP Superintendent	C	6,227	6,554	6,899	7,262	7,645
Building Official	B	6,835	7,195	7,573	7,972	8,391
City Planner	B	6,835	7,195	7,573	7,972	8,391
Library Director	A	6,842	7,203	7,582	7,981	8,401
Public Works Engineering Director	B	6,904	7,268	7,650	8,053	8,477
Lieutenant	C	7,050	7,421	7,811	8,222	8,655
Public Works Director	A	7,846	8,259	8,693	9,151	9,633
Chief of Police	C	8,036	8,459	8,907	9,373	9,866
Assistant City Administrator	A	8,399	8,842	9,307	9,797	10,312
City Administrator	A	8,841	9,306	9,796	10,311	10,854

AFSCME Union Employees - July 1 2020	AFSCME	MONTHLY SALARY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Library Assistant	AFSCME	2,383	2,501	2,627	2,758	2,896
Secretary / Clerical	AFSCME	2,841	3,017	3,168	3,326	3,493
Front Office Specialist	AFSCME	2,841	3,017	3,168	3,326	3,493
Library Technician I	AFSCME	3,315	3,480	3,654	3,835	4,027
Parks Utility I	AFSCME	3,495	3,669	3,852	4,047	4,246
Office Assistant	AFSCME	3,495	3,669	3,852	4,047	4,246
Utility Worker I	AFSCME	3,495	3,669	3,852	4,047	4,246
Library Technician II	AFSCME	3,495	3,669	3,852	4,047	4,246
Utility, Banking, & Court Specialist	AFSCME	3,566	3,745	3,934	4,131	4,337
Community Development Administrative Asst.	AFSCME	3,687	3,872	4,068	4,340	4,484
Building / Admin Secretary	AFSCME	3,687	3,872	4,068	4,340	4,484
Municipal Court Clerk	AFSCME	3,687	3,872	4,068	4,340	4,484
Public Works Office Assistant	AFSCME	3,687	3,872	4,068	4,340	4,484
WWTP Operator I	AFSCME	3,687	3,872	4,068	4,340	4,484
Parks Utility II	AFSCME	4,104	4,308	4,527	4,752	4,988
Utility Worker II	AFSCME	4,104	4,308	4,527	4,752	4,988
WWTP Utility II	AFSCME	4,104	4,308	4,527	4,752	4,988
Librarian I	AFSCME	4,309	4,660	4,800	4,945	5,092
Parks Specialist	AFSCME	4,333	4,547	4,774	5,013	5,263
Collections System Operator	AFSCME	4,333	4,547	4,774	5,013	5,263
Mechanic II	AFSCME	4,333	4,547	4,774	5,013	5,263
Building Maintenance Utility Worker	AFSCME	4,333	4,547	4,774	5,013	5,263
Utility Plumber	AFSCME	4,333	4,547	4,774	5,013	5,263
WWTP Operator II	AFSCME	4,333	4,547	4,774	5,013	5,263
Water Systems Operator	AFSCME	4,333	4,547	4,774	5,013	5,263
Water System Filtration Operator	AFSCME	4,333	4,547	4,774	5,013	5,263
Engineering Technician I	AFSCME	4,632	4,859	5,102	5,356	5,624
Associate Planner	AFSCME	4,632	4,859	5,102	5,356	5,624
Water Treatment Operator	AFSCME	4,763	5,019	5,277	5,530	5,787
WWTP Operator III	AFSCME	4,884	5,131	5,385	5,657	5,937
Engineering Technician II	AFSCME	5,152	5,409	5,678	5,965	6,263
Pretreatment Coordinator	AFSCME	5,152	5,409	5,678	5,965	6,263
PW Construction Inspector	AFSCME	5,152	5,409	5,678	5,965	6,263
Building Inspector	AFSCME	5,152	5,409	5,678	5,965	6,263
Communications Officer	AFSCME	5,152	5,409	5,678	5,965	6,263
Engineering Technician - Project Manager	AFSCME	5,678	5,965	6,263	6,579	6,908

**Approved and adopted** by the City Council on June 3, 2020 by the following vote:

Ayes:

Nays:

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

ATTEST:

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

## **CONTRACT PAYMENTS**

City Council Meeting  
June 3, 2020

---

**David Evans & Associates, Inc.**

Project: Columbia Blvd. Sidewalks (Inv#466454)	\$	<b>1,851.15</b>
--	----	-----------------

**David Evans & Associates, Inc.**

Project: N. Vernonia Road Sidewalks (Inv#466626)	\$	<b>16,308.54</b>
--	----	------------------

**C&M Excavation & Utilities, LLC**

Project: N. 7 <sup>th</sup> , 9 <sup>th</sup> , & 11 <sup>th</sup> St. Waterline Imps. (PR#)	\$	<b>95,636.03</b>
--	----	------------------



**DAVID EVANS  
AND ASSOCIATES INC.**

**APPROVED FOR PAYMENT**

<u>INIT</u>	<u>DATE</u>
<i>MP</i>	<i>5-27-2020</i>
<i>SN</i>	<i>5-27-20</i>
ACCOUNTS PAYABLE	
FINANCE	
SUPERVISOR	

*301-000-53001*

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

Invoice Number 466454  
Invoice Date May 21, 2020  
PO Number  
Page 1 of 1

Work Beginning 03/05/2020 through 05/02/2020 *R-679* Manager: Paul Tappana  
Project STHN0000-0002: **Columbia Boulevard Sidewalk** and Safety Improvements

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
Office/Clerical	Lori Hicks	1.00	99.20	99.20
Project Coordinator I	Chase Heern	2.20	62.00	136.40
Project Coordinator III	Alisha Reynaldo	3.80	102.30	388.74
Project Engineer/Planner	Makenzie Williams	3.50	127.47	446.15
Project Manager	Paul Tappana	4.50	173.48	780.66
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>15.00</b>		<b>1,851.15</b>

**Invoice Total**

**\$1,851.15**

Invoiced by: Lara Abrams

Aged Receivables as of 5/15/2020				
<u>0 To 30 Days</u>	<u>31 To 60 Days</u>	<u>61 To 90 Days</u>	<u>Over 90 Days</u>	<u>Total Outstanding</u>
\$1,851.15	\$0.00	\$0.00	\$0.00	\$1,851.15

Project: STHN000000002

Phase	WBS Description	Contract Billed This		Previously Billed	Billed To Date	Remaining	
		Amount	Period			Contract	% Completed
00101	Project Administration	4,278.00	1,405.00	-	1,405.00	2,873.00	33%
00102	Kick-Off Meeting	986.00	-	-	-	986.00	-
00103	Quality Assurance and Quality Control	1,290.00	-	-	-	1,290.00	-
00201	Collect, Compile and Evaluate Data	329.00	-	-	-	329.00	-
00202	Survey and mapping	329.00	-	-	-	329.00	-
00301	Preliminary (60%) Design	16,473.00	446.15	-	446.15	16,026.85	3%
00302	Advance (95%) Design	13,080.00	-	-	-	13,080.00	-
00303	Final (100%) Design	4,408.00	-	-	-	4,408.00	-
00401	Community Outreach	1,972.00	-	-	-	1,972.00	-
00501	Utility Relocations	5,785.00	-	-	-	5,785.00	-
SUBKL	KLS Surveying	8,800.00	-	-	-	8,800.00	-
		<b>57,730.00</b>	<b>1,851.15</b>	-	<b>1,851.15</b>	<b>55,878.85</b>	<b>3%</b>





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

### **Progress Report No. 1**

**For the period:  
March 5, 2020 through May 2, 2020**

**May 21, 2020**

**Submitted via email to:**

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

**Prepared by:**

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

**PROGRESS REPORT NO. 1**  
**For the period March 5, 2020 through May 2, 2020**

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

---

**Contract NTP: February 22, 2019**

**Contract End: December 31, 2020**

**Contract Values:**

Current Contract NTE: \$57,730.00

Previously Billed: \$0.00

Current Billing: \$1,851.15

Remaining \$55,878.85

**Work Performed in Reporting Period:**

- Project set-up
- Internal kick-off meeting

**Anticipated Upcoming Work**

- Kick-off meeting with the City
- Get topo survey basemap for design
- Begin design



DAVID EVANS  
AND ASSOCIATES INC.

May 21, 2020

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

**SUBJECT: Columbia Boulevard Sidewalk and Safety Improvements  
Invoice and Progress Report No. 1**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 1 for Preliminary Engineering (PE) Services for the Columbia Boulevard Sidewalk and Safety Improvements Project. This information covers the period of March 5, 2020 through May 2, 2020.

Please note that there may be some costs associated with the activities performed during this period, which have not yet cleared our accounting system. These costs will be invoiced in the billing period in which they are received.

Please review the enclosed information and let us know how we may modify the data to make it more meaningful to you. If you have questions or need additional information, please call me or my project assistant Lara Abrams at 503-499-0466.

Sincerely,

**DAVID EVANS AND ASSOCIATES, INC.**

Paul Tappana  
Project Manager

PDT:leab  
Enclosures



**DAVID EVANS  
AND ASSOCIATES INC.**

**APPROVED FOR PAYMENT**

INIT DATE  
ACCOUNTS PAYABLE  
FINANCE 5-27-2020  
SUPERVISOR 5-27-20

205-000-53019

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

Invoice Number 466626  
Invoice Date May 21, 2020  
PO Number  
Page 1 of 1

Work Beginning 03/29/2020 through 05/02/2020

Manager: Paul Tappana

Project STHN0000-0001: N. Vernonia Rd. Sidewalks R 1687  
Contract End Date: 12/31/2020

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
Construction Inspector IV	Jeff Spohn	8.50	127.10	1,080.35
Designer IV	Terry A. Wheeler	5.00	150.35	751.80
Draftsperson	Alan C. Mitchell	13.00	146.13	1,899.69
GIS Analyst	Melissa M. Foltz	2.00	122.45	244.90
Office/Clerical	Lori Hicks	0.60	99.20	59.52
Project Coordinator I	Chase Heern	2.40	62.00	148.80
Project Coordinator III	Alisha Reynaldo	1.80	102.30	184.14
Project Manager	Paul Tappana	25.50	173.48	4,423.74
Project Engineer	Taisei Imamura	57.50	129.52	7,447.40
Project Engineer	Christina M. Weber	0.50	136.40	68.20
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>116.80</b>		<b>16,308.54</b>

**Invoice Total**

**\$16,308.54**

Invoiced by: Lara Abrams

Aged Receivables as of 5/15/2020				
<u>0 To 30 Days</u>	<u>31 To 60 Days</u>	<u>61 To 90 Days</u>	<u>Over 90 Days</u>	<u>Total Outstanding</u>
\$17,141.68	\$0.00	\$0.00	\$0.00	\$17,141.68

# DAVID EVANS AND ASSOCIATES, INC.

## Project Billing Budget Summary (by WBS)

Project: STHN000000001

Phase	WBS Description	Contract		Billed This		Previously		Billed To Date		Remaining	
		Amount	Period	Amount	Period	Billed	Period	Billed To Date	Contract	% Billed	% Completed
00101	Project Management	9,175.00	2,040.52	7,241.96		9,282.48		(107.48)		101%	95%
00204	Topographic Data	298.00	-	-		-		298.00		-	100%
00301	Wetland Memo	1,879.00	-	2,333.38		2,333.38		(454.38)		124%	100%
00401	Public Meeting	2,283.00	244.90	244.90		489.80		1,793.20		21%	100%
00402	Residents Meeting	2,254.00	-	-		-		2,254.00		-	-
00501	Utility Relocations	4,929.00	68.20	1,316.27		1,384.47		3,544.53		28%	90%
00601	Concept (30%) Sidewalk Design	25,292.00	-	28,340.83		28,340.83		(3,048.83)		112%	100%
00602	Concept (30%) Cost Estimate	4,968.00	-	2,513.32		2,513.32		2,454.68		51%	100%
00701	Final (100%) Sidewalk Design	26,449.00	13,035.43	11,601.51		24,636.94		1,812.06		93%	95%
00702	Final (100%) Cost Estimate	3,519.00	75.22	141.98		217.20		3,301.80		6%	100%
00703	Final (100%) Specifications	5,590.00	844.27	1,899.06		2,743.33		2,846.67		49%	100%
00801	Bid Support	1,222.00	-	-		-		1,222.00		-	-
EXP	Expenses	619.00	-	340.46		340.46		278.54		55%	80%
SUBKLS	Sub: KLS Surveying	11,410.00	-	11,410.00		11,410.00		-		100%	100%
		<b>99,887.00</b>	<b>16,308.54</b>	<b>67,383.67</b>		<b>83,692.21</b>		<b>16,194.79</b>		<b>84%</b>	<b>94%</b>



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

### **Progress Report No. 10**

**For the period:**

**March 29, 2020 through May 2, 2020**

**May 21, 2020**

**Submitted via email to:**

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

**Prepared by:**

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



**PROGRESS REPORT NO. 10**  
**For the period March 29, 2020 through May 2, 2020**

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

---

**Contract NTP: February 22, 2019**

**Contract End: December 31, 2020**

**Contract Values:**

Current Contract NTE: \$99,887.00

Previously Billed: \$67,383.67

Current Billing: \$16,308.54

Remaining \$16,194.79

**Work Performed in Reporting Period:**

1. Project management / coordination
2. Invoicing
3. Utility coordination
4. Submit 100% deliverable

**Anticipated Upcoming Work**

1. Bid assistance



DAVID EVANS  
AND ASSOCIATES INC.

May 21, 2020

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

**SUBJECT: N. Vernonia Rd. Sidewalks, R-687  
Invoice and Progress Report No. 10**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 10 for Preliminary Engineering (PE) Services for the N. Vernonia Rd. Sidewalks (R-687) Project. This information covers the period of March 29, 2020 through May 2, 2020.

Please note that there may be some costs associated with the activities performed during this period, which have not yet cleared our accounting system. These costs will be invoiced in the billing period in which they are received.

Please review the enclosed information and let us know how we may modify the data to make it more meaningful to you. If you have questions or need additional information, please call me or my project assistant Lara Abrams at 503-499-0466.

Sincerely,

**DAVID EVANS AND ASSOCIATES, INC.**

Paul Tappana  
Project Manager

PDT:leab  
Enclosures



APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

Payment Request #2



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

CONTRACTOR:

C &amp; M Excavation &amp; Utilities, LLC

21287 SW Oregon Street  
Sherwood, OR 97140

PROJECT: N. 7th, N. 9th, &amp; N. 11th Street Waterline Improvements

PROJECT #: W-466

DATE: 5/26/2020

DEPARTMENT: Engineering

Total Contract Amount	\$338,914.00	Total Earned This Month	\$100,669.50
Total Amount Earned To Date	\$281,286.50	Less 5% Retainage	\$5,033.48

Previous Payment Requests

PP# Previous Billing With Retainage

1 \$180,617.00

Retainage  
\$9,030.85Previous Amounts Paid  
\$171,586.15Invoice Date  
04/28/20

Less Total of Previously Earned

\$171,586.15

Total Retainage of Previous Payments

\$9,030.85

Total Amount Due

\$95,636.03

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	\$30,750.00	\$30,750.00	1.00	\$30,750.00		\$0.00
2	Temporary Work Zone Traffic Control, Complete	LS	1	\$3,600.00	\$3,600.00	0.66	\$2,376.00	0.33	\$1,188.00
3	Erosion and Sediment Control, Complete	LS	1	\$1,700.00	\$1,700.00	0.66	\$1,122.00	0.33	\$561.00
4	6-inch Class 50 DI Water Main Pipe with Fittings, Couplings, Restrained Joints, and Class B Backfill Under Paved Surface	LF	390	\$111.00	\$43,290.00	266.00	\$29,526.00	90.00	\$9,990.00
5	6-inch Class 50 DI Water Main Pipe with Fittings, Couplings, Restrained Joints, and Class B Backfill Under Unpaved Surface	LF	1176	\$61.00	\$71,736.00	1,219.50	\$74,389.50	322.50	\$19,672.50
6	4-inch Class 50 DI Water Main Pipe with Fittings, Couplings, Restrained Joints, and Class B Backfill Under Unpaved Surface	LF	198	\$66.00	\$13,068.00	255.00	\$16,830.00		\$0.00
7	Reconnect 1-inch or ¾-inch Copper Water Service	EA	36	\$500.00	\$18,000.00	26.00	\$13,000.00	16.00	\$8,000.00
8	Replace 1-inch or ¾-inch Galvanized Water Service with 1-inch or ¾-inch Copper and Connect to Main	EA	1	\$1,500.00	\$1,500.00	7.00	\$10,500.00	3.00	\$4,500.00
9	Hot Tap Connection to Existing Water Main	LS	1	\$6,800.00	\$6,800.00	1.00	\$6,800.00		\$0.00
10	Connection of Existing 2-inch Water Main to New 6-inch Water Main, Complete	EA	2	\$1,750.00	\$3,500.00	2.00	\$3,500.00	1.00	\$1,750.00
11	Fire Hydrant Assembly with Concrete Pad	EA	3	\$4,800.00	\$14,400.00	3.00	\$14,400.00	1.00	\$4,800.00
12	Temporary Blowoff Assembly with 6-inch Gate Valve	EA	2	\$1,750.00	\$3,500.00	2.00	\$3,500.00	1.00	\$1,750.00
13	Permanent Blowoff Assembly with 2-inch Gate Valve	EA	1	\$1,500.00	\$1,500.00	1.00	\$1,500.00		\$0.00
14	Air Release Valve	EA	1	\$2,350.00	\$2,350.00	1.00	\$2,350.00		\$0.00
15	Cut and Cap Existing 2-inch and 4-inch Waterlines	LS	1	\$4,200.00	\$4,200.00	1.00	\$4,200.00		\$0.00
16	Remove and Dispose of Existing Fire Hydrant	EA	1	\$650.00	\$650.00	1.00	\$650.00	1.00	\$650.00
17	Install Arched Corrugated Steel Pipe Culvert with Class A Backfill, Complete	LF	130	\$260.00	\$33,800.00	106.00	\$27,560.00	106.00	\$27,560.00
18	Install New 72-inch Diameter Storm Drain Structure	EA	2	\$6,650.00	\$13,300.00	2.00	\$13,300.00	2.00	\$13,300.00
19	Install New Standard 20" x 24" Catch Basin	EA	1	\$1,500.00	\$1,500.00	0.00	\$0.00		\$0.00
20	Install 10-inch HDPE DR26 Storm Sewer, Class B fill	LF	10	\$138.00	\$1,380.00	0.00	\$0.00		\$0.00
21	Install New Area Drain, 20LF of N12 HDPE Storm Pipe, and connect to new culvert, complete	LS	1	\$3,400.00	\$3,400.00	0.00	\$0.00		\$0.00
22	Over-Excavation and Select Backfill	CY	12	\$65.00	\$780.00	0.00	\$0.00		\$0.00
23	Rock Excavation	CY	342	\$150.00	\$51,300.00	140.32	\$21,048.00	46.32	\$6,948.00
24	Temporary Removal and Reinstallation of Extg Fence	LF	150	\$18.00	\$2,700.00	0.00	\$0.00		\$0.00
25	Removal and Replacement of Existing Fence with New Fence	LF	50	\$35.00	\$1,750.00	0.00	\$0.00		\$0.00
26	CCTV of Culvert	LF	130	\$5.00	\$650.00	0.00	\$0.00		\$0.00
27	Construction Staking and As-built Survey	LS	1	\$6,000.00	\$6,000.00	0.33	\$1,980.00		\$0.00
<b>Totals:</b>					<b>\$337,104.00</b>		<b>\$279,281.50</b>		<b>\$100,669.50</b>

## 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	6 water services added due to the relocation of the watermain on N 9th St will be paid for as 4 water services, plus paving costs, minus the cost of 4 water service reconnections	LS	1	\$6,133.00	\$6,133.00	0.00	\$0.00	0.00	\$0.00
CO1-2	Up to 114 linear feet of added waterline due to relocation of the watermain on N 9th St under paved surface will be paid with deducted paving costs and deducted 4-45° Bends costs	LS	-1	\$6,328.00	-\$6,328.00	0.00	\$0.00	0.00	\$0.00
CO1-3	Install 6-inch Gate Valve, complete	EA	1	\$2,005.00	\$2,005.00	1.00	\$2,005.00	0.00	\$0.00
<b>Totals:</b>					<b>\$1,810.00</b>		<b>\$2,005.00</b>		<b>\$0.00</b>



# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 20003-02

To Owner: City of St. Helens  
265 Strand Street

Project: 20003- St. Helens Waterline/Storm

Application No.: 2

St. Helens, OR 97051

From Contractor: C & M Excavation & Utilities LL/ Via Architect:

21287 SW Oregon St.

Sherwood, OR 97140

Period To: 5/31/2020

Project Nos:

Contract For:

Contract Date:

Distribution to:  
☐ Owner  
☐ Architect  
☐ Contractor

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

1. Original Contract Sum ..... \$337,104.00
2. Net Change By Change Order ..... \$2,005.00
3. Contract Sum To Date ..... \$339,109.00
4. Total Completed and Stored To Date ..... \$281,286.50
5. Retainage:
  - a. 5.00% of Completed Work \$14,064.33
  - b. 0.00% of Stored Material \$0.00
- Total Retainage ..... \$14,064.33
6. Total Earned Less Retainage ..... \$267,222.17
7. Less Previous Certificates For Payments ..... \$171,586.15
8. Current Payment Due ..... \$95,636.02
9. Balance To Finish, Plus Retainage ..... \$71,886.83

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: C & M Excavation & Utilities LLC

By: William Spence Date: 5/26/2020

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 95,636.02

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

## ARCHITECT:

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$2,005.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$2,005.00	\$0.00
Net Changes By Change Order	\$2,005.00	

# Progress Bill

From: C & M Excavation & Utilities LLC  
21287 SW Oregon St.  
Sherwood, OR 97140

Invoice: 20003-02  
Date: 05/31/20  
Application #: 2

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

Invoice Due Date: 06/15/20  
Payment Terms: Net 15 Days

Contract: 20003- St. Helens Waterline/Storm

Item	Description	Contract Amount	Contract Quantity	U/M	Quantity JTD	Unit Price	Materials On-Site	Total			Amount Previous	Quantity		Amount This Period
								Completed And Stored To Date	%			This Period	This Period	
1	Mobilization	30,750.00	1.00	EA	1.00	30,750.000	0.00	30,750.00	100.00%		30,750.00	0.00	0.00	0.00
2	Temporary Traffic Control	3,600.00	1.00	EA	0.66	3,600.000	0.00	2,376.00	66.00%		1,188.00	0.33	1,188.00	1,188.00
3	Erosion Control	1,700.00	1.00	EA	0.66	1,700.000	0.00	1,122.00	66.00%		561.00	0.33	561.00	561.00
4	6" (Dip) Waterline incl Paving	43,290.00	390.00	LF	266.00	111.000	0.00	29,526.00	68.21%		19,536.00	90.00	9,990.00	9,990.00
5	6" (Dip) Waterline (Non Paved)	71,736.00	1,176.00	LF	1,219.50	61.000	0.00	74,389.50	103.70%		54,717.00	322.50	19,672.50	19,672.50
6	4" (Dip) Waterline (Non Paved)	13,068.00	198.00	LF	255.00	66.000	0.00	16,830.00	128.79%		16,830.00	0.00	0.00	0.00
7	Reconnect (1") or (3/4") Service	18,000.00	36.00	EA	26.00	500.000	0.00	13,000.00	72.22%		5,000.00	16.00	8,000.00	8,000.00
8	Replace (1") or (3/4") Service	1,500.00	1.00	EA	7.00	1,500.000	0.00	10,500.00	700.00%		6,000.00	3.00	4,500.00	4,500.00
9	Hot Tap Connection	6,800.00	1.00	EA	1.00	6,800.000	0.00	6,800.00	100.00%		6,800.00	0.00	0.00	0.00
10	Connect Ext (2") Service	3,500.00	2.00	EA	2.00	1,750.000	0.00	3,500.00	100.00%		1,750.00	1.00	1,750.00	1,750.00
11	Fire Hydrant Assembly	14,400.00	3.00	EA	3.00	4,800.000	0.00	14,400.00	100.00%		9,600.00	1.00	4,800.00	4,800.00
12	Temporary Blowoff w/6" GV	3,500.00	2.00	EA	2.00	1,750.000	0.00	3,500.00	100.00%		1,750.00	1.00	1,750.00	1,750.00
13	Permanent Blowoff w/2" GV	1,500.00	1.00	EA	1.00	1,500.000	0.00	1,500.00	100.00%		1,500.00	0.00	0.00	0.00
14	Air Release Valve	2,350.00	1.00	EA	1.00	2,350.000	0.00	2,350.00	100.00%		2,350.00	0.00	0.00	0.00
15	Cut/Cap ext 2'1/4" Waterline	4,200.00	1.00	EA	1.00	4,200.000	0.00	4,200.00	100.00%		4,200.00	0.00	0.00	0.00
16	Remove - Dispose ext Hydrant	650.00	1.00	EA	1.00	650.000	0.00	650.00	100.00%		0.00	1.00	650.00	650.00
17	Install Arch Pipe - Class A BF	33,800.00	130.00	LF	106.00	260.000	0.00	27,560.00	81.54%		0.00	106.00	27,560.00	27,560.00
18	Manholes (72")	13,300.00	2.00	EA	2.00	6,650.000	0.00	13,300.00	100.00%		0.00	2.00	13,300.00	13,300.00
19	Catch Basin (20" x 24")	1,500.00	1.00	EA	0.00	1,500.000	0.00	0.00	0.00%		0.00	0.00	0.00	0.00
20	10" HDPE Storm Pipe - Class A	1,380.00	10.00	LF	0.00	138.000	0.00	0.00	0.00%		0.00	0.00	0.00	0.00
21	Area Drain w/20LFI/HDPE (incl connection to culvert)	3,400.00	1.00	EA	0.00	3,400.000	0.00	0.00	0.00%		0.00	0.00	0.00	0.00
22	Stabilization	780.00	12.00	CY	0.00	65.000	0.00	0.00	0.00%		0.00	0.00	0.00	0.00
23	Rock Excavation	51,300.00	342.00	CY	140.32	150.000	0.00	21,048.00	41.03%		14,100.00	46.32	6,948.00	6,948.00

# Progress Bill

From: C & M Excavation & Utilities LLC  
21287 SW Oregon St.  
Sherwood, OR 97140

Invoice: 20003-02  
Date: 05/31/20  
Application #: 2

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

Invoice Due Date: 06/15/20  
Payment Terms: Net 15 Days

Contract: 20003- St. Helens Waterline/Storm

Item	Description	Contract Amount	Contract Quantity	U/M	Quantity JTD	Unit Price	Materials On-Site	Total Completed And Stored		Amount Previous	Quantity This Period	Amount This Period
								To Date	%			
24	Remove/Replace ext Fence	2,700.00	150.00	LF	0.00	18.000	0.00	0.00	0.00%	0.00	0.00	0.00
25	Remove/Replace w/New Fence	1,750.00	50.00	LF	0.00	35.000	0.00	0.00	0.00%	0.00	0.00	0.00
26	CCTV of New Culvert	650.00	130.00	LF	0.00	5.000	0.00	0.00	0.00%	0.00	0.00	0.00
27	Staking & As-Built Survey	6,000.00	1.00	EA	0.33	6,000.000	0.00	1,980.00	33.00%	1,980.00	0.00	0.00
Total for Original Contract		337,104.00					0.00	279,281.50	82.85%	178,612.00		100,669.50
28	CO #01: 6" Gate Valve	2,005.00	1.00	EA	0.00	0.000	0.00	2,005.00	100.00%	2,005.00	0.00	0.00
Total for Change Orders		2,005.00					0.00	2,005.00	100.00%	2,005.00		0.00
Total:		339,109.00					0.00	281,286.50	82.95%	180,617.00		100,669.50

Total Billed To Date:

281,286.50

Less Retainage:

14,064.33

Less Previous Applications:

171,586.15

Total Due This Invoice:

95,636.02

28



527641

CUSTOMER'S ORDER NO. <i>W-466</i>		DEPARTMENT <i>Eng</i>		DATE <i>5/1/2020</i>	
NAME <i>C.E.M. SXC.</i>					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY <i>T. M. H.</i>	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD. PAID OUT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1 <i>3.47</i>	(22) Rock Exc 4/29/2020		
2	N. 11 <sup>th</sup> 15' x 25' x 25'		
3 <i>54.6</i>	(4) 6" D.P. under A/C surf		
4	N. 11 <sup>th</sup> ST 4/29/2020		
5 <i>2 ea</i>	(8) Replace wtr service		
6	295, 297 N. 7 <sup>th</sup> ST		
7 <i>4 ea</i>	(7) Reconnect wtr serv		
8	4/29/2020 285, 275, 225 N. 7 <sup>th</sup>		
9	Aluminum clud		
10 <i>3.33</i>	(22) Rock Exc 5/1/2020		
11	N. 11 <sup>th</sup> 12' x 20' x 3' = 3.33		
12 <i>2 ea</i>	(7) Reconnect wtr serv		
13	205, 215 N. 7 <sup>th</sup> 700 w/ath		
14 <i>18.4</i>	(5) 6" D.P. unimproved		
15	N. 11 <sup>th</sup> ST. 5/1/2020		
16			
17			
18			

RECEIVED BY *[Signature]*



527642

CUSTOMER'S ORDER NO.		DEPARTMENT		DATE	
NAME		CASH		C.O.D.	
ADDRESS		CHARGE		ON. ACCT.	
CITY, STATE, ZIP		MDSE. RETD.		PAID OUT	
SOLD BY		CASH		C.O.D.	
T. m. d.		CHARGE		ON. ACCT.	
QUANTITY		DESCRIPTION		PRICE	
1		(22) Rock Exc 5/4/20		AMOUNT	
2		N. 11 <sup>th</sup> ST 13'x3'x40'			
3		(5) 6" D.I.P. unimproved surf			
4		10-1 N. 11 <sup>th</sup> ST 5/4/2020			
5		(22) Rock Exc 5/5/20			
6		10-1 N. 11 <sup>th</sup> ST 13'x3'x20'			
7		(5) 6" D.I.P. unimproved			
8		10-1 N. 11 <sup>th</sup> ST 5/5/2020			
9		(16) Remove Exis'ty Hyd			
10		N. 7 <sup>th</sup> ST 5/6/2020			
11		(22) Rock Exc 5/6/2020			
12		10-1 13'x3'x20 unimproved			
13		(5) 6" D.I.P. unimproved surf			
14		5/6/2020 N. 11 <sup>th</sup>			
15		(22) Rock Exc 5/6/2020			
16		13'x3'x20 Rk surf			
17		(4) 6" D.I.P. Asphalt surf			
18		10-1 N. 11 <sup>th</sup> ST 5/6/2020			
RECEIVED BY					



527643

CUSTOMER'S ORDER NO.		DEPARTMENT		DATE	
		EXC		5/12/2020	
NAME C & M EXC					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY		CASH	C.O.D.	CHARGE	ON. ACCT.
T. M. U.					
MDSE. RETD.		PAID OUT			
QUANTITY	DESCRIPTION			PRICE	AMOUNT
1	1500	(22)	Rock exc 5/7/2020		
2			W-1 N. 11 <sup>th</sup> ST 1 <sup>st</sup> x 3' x 90'		
3	90LF	(5)	6" D.I.P. unimproved		
4			W-1 5/7/2020 N. 11 <sup>th</sup> ST		
5	100	(22)	Rock exc 5/8/2020		
6			W-1 N. 11 <sup>th</sup> ST 1 <sup>st</sup> x 1' x 18'		
7	53LF	(5)	6" D.I.P. unimproved		
8			W-1 N. 11 <sup>th</sup> ST 5/8/2020		
9	400	(22)	Rock exc 5/12/2020		
10			W-1 N. 11 <sup>th</sup> ST 1 <sup>st</sup> x 2 <sup>nd</sup> x 33'		
11	384F	(5)	6" D.I.P. unimproved		
12			W-1 N. 11 <sup>th</sup> ST 5/12/20		
13	18LF	(4)	6" D.I.P. Paved subF		
14			W-1 5/12/20 DW		
15	1ea	(12)	Tamp B/O		
16			5/12/2020 W-1 N. 11 <sup>th</sup> ST		
17	1ea	(11)	Hyd Assy 5/12/2020		
18			W-1 N. 11 <sup>th</sup> ST		
RECEIVED BY					
[Signature]					



527644

CUSTOMER'S ORDER NO. 102-466		DEPARTMENT Eng		DATE 5/21/2020	
NAME C E M EXC					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY Tm	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD. PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT
1	2.37	(23) Rock Exc 5/14/2020			
2		5tm MH I9-84			
3	1ea	(8) Replace 3/4" wtk ser			
4		645 N. 11 <sup>th</sup> ST (gal)			
5	10ea	(9) Connect wtk ser			
6		5/18/2020 N. 11 <sup>th</sup> ST			
7	1ea	(10) connect to existing wtk			
8		5/19/2020 N. 11 <sup>th</sup> ST			
9					
10	106 LF	(17) install cnp 5/21/20			
11		50-1 Lamont St Ditch			
12	2ea	(18) 72" 5tm MH			
13		50-1 I9-83/I9-84			
14	51.5 LF	(5) 6" P.I. wtk unfur			
15		5/12/2020 Reflections.			
16					
17					
18					
RECEIVED BY [Signature]					



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

City Council Meeting ~ June 3, 2020

---

**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
• Michelle Damis	Budget Committee	5/6/20	5/6/20

---

**Budget Committee (3-year terms)**

- Brian Vaerewyck resigned. His term expires 12/31/20.

**Status:** Application was received on May 6 from Michelle Damis and forwarded to Keith Locke, who is the Council member who needs to make an appointment.

**Next Meeting:** TBD

**Recommendation:** None at this time.

*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  
***Library Board***  
**Minutes from Monday, March 9, 2020**  
St. Helens Public Library

**Members Present**

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

**Members Absent**

**Guests**

**Councilors in Attendance**

Stephen Topaz

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary

OR

**CALL MEETING TO ORDER:** The meeting was called to order at 7:15pm by Chair Heynemann.

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

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

**BOOK GROUP REPORT:** Member Gaelrun-Maggi reported that Facebook was updated with the new dates. There was a new member that attended and she gave suggestions. The next meeting for the Book Club is scheduled for March 19<sup>th</sup>, and the theme will be 'Nature' or 'The Environment'. The Book Club meets on Thursdays, except for June, when they will meet on Tuesday.

**REPORTS FROM WORKING GROUPS:** **Access:** Chair Heynemann reported that the Access Working Group has not met since the last board meeting. **Communications:** Member Gaelrun-Maggi reported that the Communications Working Group has not met since the last board meeting. **Facilities:** Director Jeffries reported

that the Facilities Working Group only received one bid for painting the book drops. There has not been a quorum for the Arts and Cultural Commission, so the bid has not been approved. There are still questions about copyright with the current proposed bid artwork, but it might be considered 'fan art'. Director Jeffries reported that there have been people coming in to look at the proposed 'Makerspace' so that bids can be made for electrical and plumbing modifications. These would include phone and data lines and possibly a sink. To plumb in a sink would require a pump to get the wastewater up the slope and into the main system. There is also a desire to change the flooring to a hard surface. And while the flooring and the plumbing only add extra benefits, the electrical work as well as a new sidewalk and door lock components would be necessary to make the space accessible. The current tenant has requested that all of the old furniture be sold at the next Friends book sale. Director Jeffries reported that the Rockwood Library on Stark Street in Portland has a Makerspace that would be worth checking out. Director Jeffries has been in contact with the Makerspace Program Director about coming into the space during one of the lab times to see what the space is like. The group discussed how to coordinate their schedules to find the best time to go.

**LIBRARY DIRECTOR'S REPORT: Library Policies:** Director Jeffries reported that there have been some 'First Amendment Auditors' entering public spaces like libraries to film with a camera, with the hope of engaging the public, staff, police or City officials as a way of testing First Amendment rights. Director Jeffries stated that we need to edit our Library Policies and inform staff how to interact with someone who comes into the library to film. They may need to have a consent form, otherwise, recording audio or video without permission is not legal. **Pandemic Preparedness:** Director Jeffries reported that at a recent Library Directors meeting, there was a conversation about how to handle someone who comes into the library with symptoms. We are making hand sanitizer and alcohol wipes available. We have a duty to keep the facility clean for patrons and staff. We have ordered new headphones that will be easier to clean. Ordering more hand sanitizer is on hold due to a lack of inventory from our supplier. We have a link on the homepage that points to a website that gives information about the virus. The group had a discussion about using alcohol wipes on keyboards. At some point facilities will simply have to be closed. Director Jeffries had a conversation with City Administrator John Walsh specifically about the contact with the public at the Library and the Rec Center, and how at these locations there is a larger exposure to the community. The group discussed information from a handout, Pandemic Preparedness, with suggestions like removing a chair between people in seating areas and other ways to encourage social distancing. We want to start with education, for example, how to wash your hands properly and how to avoid contact with other people. Member Davis asked if the Library has a policy for when to close the Library. Director Jeffries stated that there isn't one. Member Davis also suggested that the Library should have a policy on when to reopen as well. The City Administrators will be getting advice on when to close facilities from the Oregon Health Authority. Councilor Topaz stated that we should have a hard 'switch' that indicates when action is necessary. Member Davis asked if there was a cost beyond normal for a 'deep clean'. Director Jeffries stated that she

has already asked about adding cleaning services from the contracted cleaning crew, and the answer is that extra cleaning is not available. The easiest way to get this extra cleaning is to have current staff do it. Councilor Topaz stated that special cleaning should be handled by a special cleaning crew. The group discussed how the responsibility of safe behavior lies with the patrons. The City Administrator stated that there is a line between the costs of keeping open and us overreacting and alarming the public. Member Bean suggested that perhaps we could look at what other groups / institutions are doing to make a determination about when to close. Director Jeffries also asked about what happens if staff get sick? How does the Library stay open if several staff get sick? **FY20/21 Budget Process:** Director Jeffries reported that the City Council had a meeting about goals, and she was asked to produce a list of needs / wants for the Library. Director Jeffries asked staff to give their ideas. There are several ideas already on the list, for example, replacing the carpeting and the furniture throughout the building. Director Jeffries stated that any expense over \$5000 would come from the building fund that was established from the sale of the old library building. **Columbia County Reads:** Director Jeffries reported that the upcoming installment of this program features a local author, Warren Easley, and his book "No Way To Die" is set in Oregon. Four of the six libraries in Columbia County will feature this program. Several copies of the featured book are available for check out. **Diane Barbee's Retirement:** Director Jeffries asked that board members be aware of several dates over the next several months. There are two terms that will expire on June 30, and the Board will need to vote on any recommendation forwarded the City Council for approval. Director Jeffries also asked that the board reserve the date for Diane's retirement party, June 8.

**CITY COUNCILOR'S REPORT:** Councilor Topaz reported that he asked that City employees and Councilors, etc., get library cards. He also mentioned that a request was made by Director Jeffries to allow the Library to close on July 3 as part of the Fourth of July holiday observance. Director Jeffries asked Councilor Topaz about City goals, and Councilor Topaz replied that the current vision is only two years out and that some of the goals may not be attainable. Director Jeffries mentioned that the City Council had been invited to Independence to view their waterfront project.

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

**SUMMARIZE ACTION ITEMS:** Director Jeffries asked about attending the Makerspace in Rockwood. Secretary Dieter reminded Board members that it is important to avoid meeting as a group large enough to constitute a quorum. Member Birkle suggested that if the meeting purpose is stated as informational only then it shouldn't matter. The group decided to meet at 1:00pm on Sunday March 22nd at the Makerspace.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, April 13, 2020 at 7:15 p.m. in the Columbia Center Auditorium.

**ADJOURNMENT:** Chair Heynemann adjourned the meeting at 9:01 pm.

✂

Respectfully submitted by:

---

Library Board Secretary, Dan Dieter

## 2019-2020 Library Board Attendance Record

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

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



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

**CITY COUNCIL MINUTES**

Presented for approval on this 3<sup>rd</sup> day of June, 2020 are the following Council minutes:

---

2020

---

- Work Session, Executive Session, and Regular Session Minutes dated May 6, 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

Work Session Minutes

May 6, 2020

---

*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  
Kathy Payne, City Recorder  
Matt Brown, Assistant City Administrator  
Lisa Scholl, Deputy City Recorder  
Sue Nelson, Interim Public Works Director  
Margaret Jeffries, Library Director  
Brian Greenway, Police Chief  
Jacob Graichen, City Planner  
Mike DeRoia, Building Official  
Tina Curry, Event Coordinator  
Shanna Duggan, Recreation Manager  
Jenny Dimsho, Associate Planner  
Darin Cox, IT Specialist  
Tim Ramis, City Attorney

**Others:** Patrick Birkle      Ana Hadar-Ziady      Paul Terhune  
Chris Liedke      Brady Preheim      Christine Menges  
Jaime      Courtney

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

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

◆ Patrick Birkle. He has a couple questions/comments:

1. How is the City addressing the possible reopening of the City? It seems that Columbia County may be able to open sooner than the Portland metro area. The City has responded well and pro-actively to this pandemic. He hopes a statement will be released soon from the City's administration regarding the reopening.
2. He supports reappointing Library Director Margaret Jeffries to the Columbia Learning Center Board. He is impressed with Jeffries' leadership and relationship with the Columbia Learning Center.

### 3) Discussion Topics

#### 3.A Deliberate on CCMH Request to Use City Park Restrooms for Homeless

Mayor Scholl apologized on behalf of the City of St. Helens for the comment made about the 18-wheeler and bussing to Portland. We do not have the resources to take care of the homeless and he knows it is a sensitive issue.

Councilor Locke reported that Communication Action Team (CAT) found a shower trailer shower to rent. He does not know if they have found a place to put it.

Councilor Carlson pointed out that a decision was not made because there were unanswered questions. Council President Morten did not think it was appropriate to make a decision at that time. For the record, most of the public testimony was in opposition to the request. He emphasized the importance of the safety for our citizens, our children, and our staff who would have to clean the restrooms.

Mayor Scholl explained that he was approached by Columbia County Commissioner Alex Tardif with the proposal. Scholl apologized to the Council that a thorough proposal was not brought to them. McCormick Park does have a history with homeless camping, needles, lack of safety, etc. He is not opposed to our downtown bathrooms being used to shower. He does not agree with homeless staying at McCormick Park. Council President Morten agreed with the idea of using the restrooms at Columbia View Park. He would also like them to consider the showers at the school district.

Councilor Locke reported that CAT would need a generator or sufficient electricity to run the trailer. Discussion ensued.

Councilor Topaz expressed concerns about homeless congregating. He is opposed to this type of facility. It will open it up to homeless from outside the area. He does not agree with using the schools for homeless either. It will bring in drugs and needles. Long term, you start building a congregation that you cannot handle. He is leery about having anything like this in St. Helens.

Council President Morten suggested the school district as another option, since Columbia Community Mental Health (CCMH) and CAT did not seem to have any other ideas. As a coach, he has seen how you can easily monitor the locker room and get everyone out. They would not be turned loose in the school. He does agree with welcoming homeless people to our City without any facilities or manpower to help accommodate their needs.

Speaking for himself, Mayor Scholl explained that homeless people are not always drug addicted or mentally ill. Some homeless people work 40 hours a week. There are 37 students at the high school who are homeless. Some of these people are just like us, they are citizens of this community. He pleaded with the Council to be sensitive and empathetic. Council President Morten declared that he has worked with those individuals for over 30 years. He is sensitive. Councilor Topaz suggested that if these are St. Helens residents and students, there should be no problem using the high school.

Discussion of 300 people needing the service. There were concerns about the number of people all being there together waiting for showers. There was an emphasis on providing the services to only people in the community.

Councilor Carlson talked about the services available in the community for the homeless. She suggested having Walsh work with CAT and CCMH on a plan that is safe for everyone. Council President Morten repeated that there are many facilities and resources that have not been investigated. It has all been focused on St. Helens. Mayor Scholl and Councilor Locke agreed with the suggestion for Walsh to work with agencies. Councilor Locke envisions it being most effective in St. Helens, nearby to services.

Interim Public Works Director Nelson reminded everyone that the restrooms at Columbia View Park are coin-operated. The trailer will require a power supply, water supply, and sewer supply.

Council President Morten suggested the RV park at Scappoose Bay be investigated. Mayor Scholl was not comfortable talking about that without the Port of Columbia County present.

Consensus of Council for Walsh to work with CCMH and CAT to designate a place, time, and restriction of services to only community members.

### **3.B Request from School District for Waiver of Special Use Permit Fees and Banner Permit Requirement - Mayor Scholl**

Mayor Scholl reported that he received a request from parents for a senior cruise, which lead to a discussion about a drive-through graduation around the Plaza Square. Students would receive their diploma on the courthouse steps and then drive away. An online ceremony would be held later that evening. He has reached out to the School District to help. This is about the kids.

Councilor Carlson pointed out that the School District has acknowledged the City's efforts to help. The relationship between the City and school is important. Council President Morten added that the City needs to do all they can to support the students.

City Planner Graichen asked for clarification on what is being waived for the banner. The Temporary Sign Permit for the banner does require insurance unless it is waived. He recommended requiring the permit but waiving the permit fee.

The Council was in concurrence to waive the fees but still require the forms be completed.

### **3.C Request from DHS in Support of Foster Families in Columbia County**

Ana Hadar-Ziady from DHS was in attendance to review the request. A copy is included in the archive meeting packet. They are reaching out to the community for support of foster families. They want to celebrate foster parents and let them know they are appreciated. Meals will be delivered to every single foster home in the County.

Discussion ensued. There is \$3,842 remaining in the Council Discretionary Fund.

**Motion:** Morten moved, and Topaz seconded to donate \$100 from the Council Discretionary Fund.

Discussion. Councilor Locke suggested \$500.

**Vote:** Scholl, Morten, Locke, Carlson, and Topaz opposed. Motion failed.

**Motion:** Upon Locke's motion and Morten's second, the Council unanimously approved donating \$500 to DHS in support of foster families.

Ana thanked the Council. She encouraged the Council to submit videos that will go to the foster families.

### **3.D Consider Reappointing Margaret Jeffries to the Columbia Learning Center Board**

Consensus of Council to reappoint Jeffries. It is on tonight's agenda for approval.

### **3.E Discussion regarding Chase Road Easement - Jacob**

Graichen reviewed his memo and reported that this is on tonight's agenda for approval. This is for the property off Millard Road. The easement is a bridge between Chase Road and the Millard Road property. The utility easement is fixed but the access easement had a deadline. Thankfully, the grantor was willing to give us two more years.

Mayor Scholl pointed out that the easement was for an access road to get to the park, which was going to be named Dahlgren Park. He asked for the Council to keep that in mind if they name the park in the future since it was donated by Dahlgren.

### **3.F City Planner Report - Jacob**

Graichen reviewed his March and April reports. Copies are included in the archive meeting packet.

### **3.G Review Letter from Best Western regarding Transient Room Fee - John**

Walsh reviewed the letter from Best Western. A copy is included in the archive meeting packet. They are requesting to forego their portion of the hotel/motel tax to the City. They are really going through a hard time. The request is from January 2020 to the end of the pandemic. He recommends that the end date be tied to something, such as the governor's order.

Councilor Carlson asked if they are going to stop collecting the transient room tax or that they will continue collecting it but keep it.

Council President Morten asked if it would set a precedent for other businesses. He thinks they should wait to see if restaurants and businesses start opening.

Discussion ensued. It would not be legal for Best Western to collect the tax and retain it.

### **3.H Review MorePower Contract for IT Services - Matt**

Brown introduced the consultants in attendance. A copy of the contract is included in the archive meeting packet. The contract will be on tonight's agenda for approval.

Councilor Topaz asked if the contract process was legally followed. Brown said yes. City Attorney Tim Ramis confirmed it was done legally and complied with all the procurement provisions.

Discussion ensued about services and upgrades needed.

### **3.I Review New Job Description for Accountant - Matt**

Brown gave a brief background on the development of this position. A copy is included in the archive meeting packet.

Councilor Carlson pointed out that the job description does not list an advanced degree under desired qualifications. It seems like there needs to be more delineation. Brown agreed. He missed that when writing the description.

Discussion ensued about professional development and continuing education.

#### 4) **Department Reports**

Police Chief Greenway reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Public Works crews have been cleaning up along the highway. They want to remove the overgrown trees/bushes that block the Chamber building and signage. Following discussion, Council concurred with removing the two overgrown trees/bushes.

Councilor Carlson asked if the crews have protection against bees? Nelson responded that she is not aware of any issues with bees.

- Reminded the Council that Gable Road is a County project. The City is just a partner. The contractor is ready to pave but some repairs need to be made first. They are on tract to be complete this month.

Library Director Jeffries reported...

- Work is continuing in the building. It is going to look great when it is done.
- Being a part of the Columbia Learning Center Board also means working with high school scholarship students and part of the Black Tie and Blue Jeans fundraiser.

Assistant City Administrator Brown reported...

- Shout out to Public Works staff. He mentioned the carpet in the courtroom being replaced and asked if they could paint in the next couple months. Roger Stauffer showed up the next day to prep for painting.
- The Urban Renewal Budget Committee recommended the Urban Renewal Agency (URA) approve the budget. The City's Budget Committee also recommended City Council approve the City budget. Two public hearings and an URA meeting need to be held. The public hearings do not typically last very long. He is proposing to hold a public hearing for the City's budget at 6 p.m., a public hearing for the URA budget at 6:15 p.m., and an URA meeting at 6:30 p.m. on June 3. Council concurred, as long as there are no conflicts.
- Explained the slight budget increase. The City has appropriated personnel expenses that have not been filled and will not be filled until changes with COVID-19 occur. The City's budget is proposed at \$43 million but it does not mean that will be spent. Unlike retail, most government revenue is fairly stable. Building permits are still going strong. Departments have been cutting expenses. He hears comments from citizens about the need to make cuts, which they did. Recreation staff has been laid off. He has not seen a lot of governments laying off full-time employees.

Council President Morten talked about budget questions in relation to community development funds and tourism funds. When Public Works helps set up for tourism events, does that money come from tourism or community development funds? Brown explained that there is a clear line between a tourism event and community event. The only tourism event we do on a regular basis

is Spirit of Halloweentown. Councilor Topaz said that it would be beneficial to show the tabulation of how events are funded.

City Recorder Payne reported...

- Nothing to report.

Event Coordinator Curry reported...

- Working on permits for the Masonic Building.
- Working on community activities to support local businesses.
- The Explore Local app is live. She will be helping merchants with posting.
- Helping with the high school graduation. The biggest obstacle is that the courthouse is open on Fridays. Mayor Scholl said he is working with Judge Grove on those details and it should not be a problem. He acknowledged that Tina is doing a great job. He appreciates everything she is doing.

City Administrator Walsh reported...

- He is getting questions about what the City is doing to support small businesses.
  - Provided 15,000 meals through the Senior Center.
  - Waiving utility bill late fees and not turning off water.
  - Working with CAT to administer the Utility Assistance Program.
  - Working with community partners to share information and assistance.
  - Supporting small businesses through tourism marketing.
- Discussion of the Chamber of Commerce. They have been continuing with virtual meetings and a strong volunteer base.
- Discussion of re-opening. They are following the state guidelines very closely to keep the community and staff safe. Opening will be a phased approach. City Hall staff have been working and have stayed very productive. He would rather be criticized for being overly cautious. Mayor Scholl would like to know more about test kits for our area. We declared a State of Emergency to slow the spread. You can get a flu shot and still die from the flu and that has a vaccine. He finds it weird that marijuana and alcohol stores are open and considered essential. There needs to be a middle ground for businesses that choose to open. Discussion ensued. Mayor Scholl would like to continue discussing this at the next work session.
- Working on the BUILD grant. It is a \$8 million request.
- He and Associate Planner Dimsho presented the Riverwalk Trail to the Oregon Parks and Recreation District Board. That one is a \$500,000 request. The presentation went really well. The project was ranked really high.

## 5) **Council Reports**

Councilor Locke reported...

- Asked if anyone at the City can spray weeds? With the Roundup situation, are we looking at something else to use? Nelson responded that anyone can spray with a backpack or hand sprayer. We do not have anyone with a license to use the motorized sprayer. They had three people who were in the process of getting the license but were unable to continue the training and test, due to COVID-19. They have been doing backpack spraying. As far as she knows, we are using Roundup. Councilor Locke said the parking lot at the mill site is growing a lot of weeds.
- He asked what the status is of cleaning the area for the light show. There are a lot of dead trees in there. There are also a lot of mosquitos. Nelson responded that she will contact Vector Control about the mosquitoes.

Councilor Carlson reported...

- Youth Council held a Zoom meeting this week. They would like to help with the planters in front of the courthouse again this year. They also want to help Planning Commission by taking pictures of historic structures. They look forward to doing anything that gets them out of the house. These would be projects done with their families.
- Do not forget to vote!
- This is Teacher Appreciation Week. It is a hard time for them too.
- Thanked Deputy City Recorder Scholl for taking pictures of Council members to include in the School District appreciation video.
- This is also Nurses and Healthcare Professionals Appreciation Week. We appreciate them. Sometimes you wear a cape and sometimes you wear a mask.
- She just found out there are many people who are making masks from their home and selling them at cost. One place is Hagz Bagz on Columbia Blvd.

Councilor Topaz reported...

- How much rent has been collected for the marijuana business at the mill property over the last three years? Has the survey been re-advertised in the DJC? How does it compare to the original? Walsh does not understand the reference between the DJC and re-advertising for the mill property. They have been working closely with the attorneys to complete the property transaction by May 15. It will include a full accounting of revenue, but he does not have that available right now. Councilor Topaz explained that the original advertisement needs to match the earlier one. We need to double-check that the two plots match. He is worried about the legal process to sell the property. Mayor Scholl reminded Topaz to come talk to him or Walsh when he has questions.
- He thinks the tourism director should be furloughed. There will not be any tourism for a while. We rented the Masonic Building for \$4,000 and it is being used as a warehouse. We need to get out of that rent. It will cost \$70,000 – 100,000 for a fire sprinkler system. Walsh responded that the tourism coordinator took a self-furlough for two months, but she is still working. As far as the Masonic Building improvements, we do not have any cost estimates. They would not invest the amount of money that Topaz suggests.
- An RFP will go out in July for a new tourism director.
- We applied for a grant and hopefully will get it. What was included in the grant and what was told to the public were completely different. In the Spotlight, it said that dumping fees were going to be used to fill in the lagoon. He would like to know all the words that were put into the grant. We have not been good at advertising it or giving it to the Council for approval. Walsh explained that the Council saw the grant last year before it was submitted. The tipping fees were listed as a potential revenue source.
- Asked for clarification on the proposed Gable Road apartments. Is that nonprofit and taxes will not be collected? Walsh explained that the development on Gable Road is being constructed by a non-profit. It does appear to be a non-assessable tax-exempt organization. It is a partnership with NOHA.

Council President Morten reported...

- There is 80-degree weather coming on Saturday! Wow! He has been getting out a lot and visiting all our parks and many of our trails. He has met a lot of people, safely.
- He has been very impressed with how clean Sand Island has been. It is beautiful.
- Held a practice Zoom meeting with the Parks & Trails Commission last week. It went well. There is a sense of urgency to re-do the master plan to be prepared for grants.
- Feels really good about where we are at with our parks.



Mayor Scholl reported...

- Need to keep moving projects forward. He would like to hold a meeting in June to review goals and projects. He does not want COVID-19 to be an excuse to not move the City forward.
- He is very encouraged about the grant on the waterfront.
- Reminded the Parks & Trails Commission to keep in mind the property on Millard Road for a park.
- Talked earlier about the COVID-19 response in area. We need to be pushy about getting testing for our area. The new Legacy clinic should be capable. We have 13,500 people in St. Helens, 50,000 in the County, and only 14 reported cases. He looks forward to talking about it at the next meeting. Some people want to pay their water bill in person and not get a money order and mail it. Brown reported that they are going to put the utility bill payment box back up to give people another chance. Mayor Scholl suggested opening for one day a week to allow time for cleaning. We can put up plexi-glass like stores.

6) **Other Business**

7) **Adjourn** – 4:02 p.m.

**Executive Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

May 6, 2020

*Meeting was held electronically via Zoom.*

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

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

**Others:** None



At 4:09 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)**
  - Update on the draft moorage lease agreement off of the St. Helens Industrial Park property with Wilsonville Concrete Products
  - Update on the pending purchase of property by ACSP at the St. Helens Industrial Park
- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
  - Employer liability regarding COVID-19 related employment claims

The Executive Session was adjourned at 4:33 p.m.



ATTEST:

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

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

# City of St. Helens City Council

Regular Session Minutes

May 6, 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  
Kathy Payne, City Recorder  
Matt Brown, Assistant City Administrator  
Lisa Scholl, Deputy City Recorder  
Sue Nelson, Interim Public Works Director  
Brian Greenway, Police Chief  
Margaret Jeffries, Library Director  
Tina Curry, Event Coordinator

**Others:** Patrick Birkle  
Brady Preheim

1) **7:01 P.M. - Call Regular Session to Order**

2) **Pledge of Allegiance**

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

- ◆ Patrick Birkle. He commented about the potential reopening of St. Helens and the measures to consider it. Representative Brad Witt's Town Hall was very informative. There are many good resources available. Columbia County has had very few cases. Rather than being included completely with the metro area, there is a very good possibility that Columbia County will be able to open. He has heard it could open potentially before the next Council meeting. He encouraged the Council to work closely with County government in discussions of reopening.

4) **Ordinances - First Reading**

4.a Ordinance No. 3253: An Ordinance Amending the St. Helens Municipal Code Chapters 17.46 and 17.124 Regarding Floodplains and Floodways, and Accessory Structures

Mayor Scholl read Ordinance No. 3253 by title for the first time. The final reading will be held at the next regular session.

5) **Award Bid/Contract**

5.a Sanitary and Storm Drainage Systems Master Plans Projects to Keller & Associates

**Motion:** Upon Morten's motion and Topaz's second, the Council unanimously awarded the Sanitary and Storm Drainage Systems Master Plans Projects to Keller & Associates. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

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

- 6.a Access and Utility Easement Modification with Pam Rensch for Chase Road
- 6.b Agreement with MorePower Technology Group for IT Services
- 6.c Contract Payments

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

7) **Re-appoint Margaret Jeffries to Columbia Learning Center Board**

**Motion:** Upon Topaz's motion and Morten's second, the Council unanimously re-appointed Margaret Jeffries to the Columbia Learning Center Board. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

8) **Consent Agenda for Acceptance**

- 8.a Budget Committee Minutes dated April 15 & 22, 2019

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

9) **Consent Agenda for Approval**

- 9.a Council Special Session, Work Session, Public Hearing, and Regular Session Minutes dated April 8 and 15, 2020
- 9.b New Accountant Job Description
- 9.c OLCC Licenses
- 9.d Accounts Payable Bill Lists

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

10) **Mayor Scholl Reports**

- He looks forward to discussing re-opening St. Helens at the next meeting.
- Fishing was tough the other day.
- We are still Columbia County strong, moving forward.
- He looks forward to getting together with the Budget Committee members.
- Wants to move forward with Council Goals.

11) **Council Member Reports**

Council President Morten reported...

- There are so many good things happening on in our city.
- We are fortunate that the positive numbers are down in our city.

Councilor Locke reported...

- Council received an email about speeding on Parkwood Crossing. He passed that on to the Chief. It has been taken care of.

Councilor Topaz reported...

- It was reported in the evening news that the death rate is going up in 25 states.
- Has the report come back from DEQ for the review of Maul Foster seismic testing? Walsh responded that it is in the final format now.
- The Food Bank needs drivers.

Councilor Carlson reported...

- The NAMI Walk has been cancelled due to COVID-19. They are doing a virtual walk. NAMI has been able to donate money to the Food Bank and some of the people struggling mentally. This is a stressful time.
- Empty Bowls, which is an event that benefits the Food Bank, was cancelled. They are selling their pottery online.

## 12) **Department Reports**

Chief Greenway reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Shout out to City Recorder Payne and Deputy City Recorder Scholl. This is National Municipal Clerks Week. They are valuable and appreciated!

Library Director Jeffries reported...

- Nothing to report.

City Recorder Payne reported...

- Thank you, Nelson, and everyone else for their support.

Assistant City Administrator Brown reported...

- The website address has been updated to [www.sthelensoregon.gov](http://www.sthelensoregon.gov).
- Communications Officer Crystal King and Government Affairs & Project Support Specialist Rachael Barry have been working on creating a web page for the Council's Strategic Work Plan. He reviewed the page.

Event Coordinator Curry reported...

- Deputy City Recorder Scholl has an action plan for the diploma ceremony. She will be distributing it to everyone involved.
- She asked if additional information could be added to the City's homepage to benefit businesses. She will follow-up with Walsh tomorrow.

Mayor Scholl expressed his appreciation of everything Curry is doing. He asked if she could do a banner from the City congratulating students. Curry said there will be banners, live YouTube broadcast, professional backdrops, and a sound system. They are doing a lot to help make the event successful. She needs the specific wording for any banners requested. Mayor Scholl asked for it to say, "City of St. Helens Congratulates Senior Class of 2020!" Council agreed with paying for it from Council Discretionary Funds. Curry suggested hanging two from the light poles, one as they come in and one as they go out. Council concurred. Curry also suggested the Council video a message to the students. They could play it on a loop from a TV screen in the Plaza.

City Administrator Walsh reported...

- League of Oregon Cities (LOC) has been sponsoring a weekly call. They have been discussing reopening strategies. Barry has also been participating in the Regional Economic Recovery Committee. There is a lot of work going into this.

13) **Other Business**

◆ Brady Preheim.

1. He was going to protest about the MorePower contract, but it seems to be a moot point since they voted on it. He did not agree with the way the process was handled.
2. He had heard for years about how unfriendly the City of St. Helens is to businesses. He dismissed it until he received a 10-page packet for his business license. He is used to a half page from Scappoose with no fee.
3. He has heard criticism about how stupid it is to pay for tourism during this time. Now, he found out that Tina has voluntarily furloughed herself. The City has not made it public. It is an opportunity to give kudos to Tina, who continues to do her job without pay, and for the City to show they are not spending tourism funds. It is another opportunity that the City has missed.

Mayor Scholl just found out about the furlough last week. He also informed Brady that he had to complete the same business license application packet for his business. Most of it will not apply to the type of business he is doing. It is only a half-page when he renews annually.

14) **Adjourn** – 7:34 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor



St. Helens, OR

# Expense Approval Register

Packet: APPKT00095 - AP 5.22.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
THE LAW OFFICES OF JOSEPH D..	1236	05/15/2020	RODNEY BRODALA	100-704-52019	125.00
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	150 S 13TH ST- POLICE	100-705-52003	105.67
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	150 S 13 ST POLICE STATION	100-705-52003	373.92
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	375 S 18TH ST COLUMBIA CEN...	100-706-52003	509.38
GOVERNMENT FINANCE OFFIC...	MAY 2020	05/15/2020	GFOA BUDGET AWARD	100-707-52018	345.00
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	299 N 6TH ST - PARKS	100-708-52003	25.25
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	45.32
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	265 STRAND ST. - SPLASH PAD...	100-708-52003	26.26
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	475 S 18TH ST- MCCORMICK E...	100-708-52003	30.79
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	200 N RIVER ST - GREY CLIFFS ...	100-708-52003	31.89
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	200 N 7TH ST - PARK	100-708-52003	25.56
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	120 WHITE WAY - WALNUT TR...	100-708-52003	25.25
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	264 STRAND ST- PARKS/ GAZE...	100-708-52003	17.43
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	264 STRAND ST- COL VIEW PA...	100-708-52003	20.79
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	162 MCMICHAEL ST - CAMPBE...	100-708-52003	60.74
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	475 S 18TH ST - MCCORMICK ...	100-708-52003	51.53
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	475 S 18TH ST	100-708-52003	78.58
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	475 S 18TH ST	100-708-52003	64.05
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	264 STRAND ST- COL VIEW PA...	100-708-52046	20.78
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	265 STRAND ST. - DOCKS	100-708-52046	214.91
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	264 STRAND ST- PARKS/ GAZE...	100-708-52047	17.43
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	277 STRAND ST- CITY HALL UB...	100-715-52003	80.61
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	277 STRAND ST -	100-715-52003	27.20
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	275 STRAND ST- CITY HALL UB ...	100-715-52003	87.40
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	265 STRAND ST- CITY HALL MA...	100-715-52003	485.88
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	265 STRAND ST- CITY HALL UP	100-715-52003	132.44
DCBS FISCAL SERVICES	Q1	05/15/2020	INSPECTION AND PERMIT FEES	100-000-35003	7,119.00
DCBS FISCAL SERVICES	Q1	05/15/2020	INSPECTION AND PERMIT FEES	100-000-35005	2,435.00
DCBS FISCAL SERVICES	Q1	05/15/2020	INSPECTION AND PERMIT FEES	100-000-35006	660.00
LAWRENCE OIL COMPANY	019001-2013601	05/18/2020	247749	100-715-52022	19.85
THE PERCS INDEX INC	31391	05/18/2020	SERVICE CONTRACT EVIDENCE...	100-705-52006	500.00
THE PERCS INDEX INC	31578	05/18/2020	2019-2020 ANNUAL SUPPORT ...	100-705-52006	500.00
OREGON DEPARTMENT OF RE...	APRIL 2020	05/18/2020	STATE DUII DIVERSION	100-000-20700	40.00
OREGON DEPARTMENT OF RE...	APRIL 2020	05/18/2020	STATE DUII CONVICTION FEE	100-000-20700	405.00
OREGON DEPARTMENT OF RE...	APRIL 2020	05/18/2020	UNITARY	100-000-20800	291.79
OREGON DEPARTMENT OF RE...	APRIL 2020	05/18/2020	STATE COURT FACILITY	100-000-20800	52.00
OREGON DEPARTMENT OF RE...	APRIL 2020	05/18/2020	LEMLA	100-000-20800	34.60
OREGON DEPARTMENT OF RE...	APRIL 2020	05/18/2020	STATE VIOLATION	100-000-20800	412.00
OREGON DEPARTMENT OF RE...	APRIL 2020	05/18/2020	STATE	100-000-20800	485.00
OREGON DEPARTMENT OF RE...	APRIL 2020	05/18/2020	STATE MISD	100-000-20800	437.50
COLUMBIA COUNTY TREASUR...	APRIL 2020	05/18/2020	COUNTY ASSESSMENT	100-000-20900	598.70
COLUMBIA COUNTY TREASUR...	APRIL 2020	05/18/2020	JAIL ASSESSMENT	100-000-20900	345.16
COLUMBIA COUNTY TREASUR...	APRIL 2020	05/18/2020	CITY COURT COSTS DEDUCTED	100-000-36002	-94.39
PORTLAND GENERAL ELECTRIC	INV0000428	05/18/2020	0153585940	100-709-52003	302.79
CITY OF ST. HELENS	INV0000431	05/18/2020	PERMITS HALO PURIFIERS HV...	100-705-52023	108.19
CITY OF ST. HELENS	INV0000431	05/18/2020	PERMITS HALO PURIFIERS HV...	100-715-52023	216.38
NW NATURAL GAS	INV0000432	05/18/2020	5638	100-705-52003	65.32
NW NATURAL GAS	INV0000432	05/18/2020	7673	100-706-52003	227.86
NW NATURAL GAS	INV0000432	05/18/2020	3047	100-708-52003	23.48
NW NATURAL GAS	INV0000432	05/18/2020	8563	100-708-52003	15.99
NW NATURAL GAS	INV0000432	05/18/2020	0109	100-709-52003	117.57
NW NATURAL GAS	INV0000432	05/18/2020	5285	100-715-52003	49.23
NW NATURAL GAS	INV0000432	05/18/2020	2848	100-715-52003	41.86

## Expense Approval Register

Packet: APPKT00095 - AP 5.22.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
OCCUPATIONAL SAFETY HEAL...	1114	05/19/2020	HEP B ANTIBODY TERRY MASS...	100-705-52019	53.00
SOLUTIONS YES	INV237366	05/19/2020	CONTRACT C10184-01 CITY HA...	100-715-52005	203.34
ERSKINE LAW PRECTICE LLC	MAY 2020	05/19/2020	5/1-5/15	100-705-52019	4,070.00
INGRAM LIBRARY SERVICES	45442328	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52033	12.10
INGRAM LIBRARY SERVICES	45442329	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52033	278.46
INGRAM LIBRARY SERVICES	45442330	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52033	5.37
INGRAM LIBRARY SERVICES	45547163	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52033	189.69
INGRAM LIBRARY SERVICES	45547165	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52033	528.00
INGRAM LIBRARY SERVICES	45620211	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52035	88.09
INGRAM LIBRARY SERVICES	45620213	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52033	85.85
INGRAM LIBRARY SERVICES	45657857	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52033	856.71
INGRAM LIBRARY SERVICES	45657858	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52033	7.71
INGRAM LIBRARY SERVICES	45657860	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52035	52.92
INGRAM LIBRARY SERVICES	48657861	05/21/2020	BOOKS / AUDIO BOOKS	100-706-52033	6.48
COLUMBIA RIVER WOODWOR...	5122020-1	05/21/2020	CABINET	100-706-52023	270.00
OLIVIA FANTUS	INV0000435	05/21/2020	IF I WERE MAYOR CONTEST W...	100-703-52041	100.00
LUCIE POLVOGT	INV0000436	05/21/2020	IF I WERE MAYOR WINNER	100-703-52041	100.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>25,346.66</b>

**Fund: 201 - VISITOR TOURISM**

NW NATURAL GAS	INV0000432	05/18/2020	9614	201-000-52003	15.99
NW NATURAL GAS	INV0000432	05/18/2020	7764	201-000-52003	40.54
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>56.53</b>

**Fund: 202 - COMMUNITY DEVELOPMENT**

PORTLAND GENERAL ELECTRIC	INV0000427	05/18/2020	1650931000	202-722-52003	21.21
PORTLAND GENERAL ELECTRIC	INV0000429	05/18/2020	7357701000	202-722-52003	39.73
RADLER WHITE PARKS & ALEX...	24044	05/19/2020	ACSP TRANSACTION	202-721-52019	7,975.00
RADLER WHITE PARKS & ALEX...	24045	05/19/2020	MOORAGE LEASE TO WCP INC	202-721-52019	4,580.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>12,615.94</b>

**Fund: 205 - STREETS**

COLUMBIA RIVER PUD	MAY 2020	05/15/2020	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	42.43
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	105.50
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	265 STRAND ST	205-000-52003	3,628.09
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	191 N MILTON WAY - SIGNAL	205-000-52003	35.24
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	38.37
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	191 N MILTON WAY- LANDSC...	205-000-52003	25.48
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	1370 COLUMBIA BLVD.- FOUN...	205-000-52003	37.51
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	715 S COLUMBIA RIVER HWY -...	205-000-52003	67.86
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	58651 COLUMBIA RIVER HWY ...	205-000-52003	25.93
<b>Fund 205 - STREETS Total:</b>					<b>4,006.41</b>

**Fund: 601 - WATER**

COLUMBIA RIVER PUD	MAY 2020	05/15/2020	35261 PITTSBURG RD- PW WA...	601-731-52003	27.63
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	1680 1 ST -	601-731-52003	74.75
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	62420 COLUMBIA RIVER HWY -..	601-731-52003	192.12
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	2300 STRAND ST - WELL 2	601-731-52003	1,636.42
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	58791 COLUMBIA RIVER HWY -..	601-731-52003	32.96
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	57500 OLD PORTLAND RD - W...	601-731-52003	39.46
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	PUMP AERIE CT	601-731-52003	87.49
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	1215 FOURTH ST - WFF	601-732-52003	4,084.69
LAWRENCE OIL COMPANY	019001-2013601	05/18/2020	247752	601-732-52022	27.03
NW NATURAL GAS	INV0000432	05/18/2020	2942	601-732-52003	700.75
NORTHSTAR CHEMICAL	168336	05/19/2020	SODIUM HYPOCHLORITE 12.5%	601-732-52083	495.00
H.D FOWLER COMPANY	I5448432	05/19/2020	FIRE HYDRANT / HOSE GAE	601-731-52001	2,277.42
H.D FOWLER COMPANY	I5449356	05/19/2020	MATERIALS	601-731-52001	288.76
CORE & MAIN	M257044	05/19/2020	METER BOX / TRAFFIC COVER ...	601-731-52001	539.50
A AND A DRILLING SERVICE INC	48186	05/21/2020	COMBO SHARPENED	601-731-52019	94.50
H.D FOWLER COMPANY	I5435779	05/21/2020	WATER METER	601-731-52001	2,823.24
<b>Fund 601 - WATER Total:</b>					<b>13,421.72</b>

**Fund: 603 - SEWER**

COLUMBIA RIVER PUD	MAY 2020	05/15/2020	37700 CLARK ST - PS 8	603-735-52003	21
--------------------	----------	------------	-----------------------	---------------	----

56



## Expense Approval Register

Packet: APPKT00095 - AP 5.22.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	451 PLYMOTH ST - WWTP LA...	603-736-52003	1,422.68
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	451 PLYMOTH ST - WWTP LA...	603-737-52003	1,422.68
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	124 S 4 ST - PS 3	603-738-52003	32.51
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	145 N RIVER ST- PS 2	603-738-52003	66.94
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	320 S 1ST ST- PS #1	603-738-52003	102.93
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	169 S 4TH ST WATER FLOW M...	603-738-52003	64.24
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	35139 MAPLE ST. - PS 11	603-738-52003	74.55
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	59500 OLD PORTLAND RD - PS...	603-738-52003	140.49
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	240 MADRONA CT	603-738-52003	150.63
CITY OF ST. HELENS	INV0000431	05/18/2020	PERMITS HALO PURIFIERS HV...	603-736-52023	108.19
NW NATURAL GAS	INV0000432	05/18/2020	5750	603-736-52003	35.88
NW NATURAL GAS	INV0000432	05/18/2020	7720	603-736-52003	8.00
NW NATURAL GAS	INV0000432	05/18/2020	7720	603-737-52003	7.99
NW NATURAL GAS	INV0000432	05/18/2020	5750	603-737-52003	35.89
IXOM WATERCARE INC	81992	05/19/2020	BUSHING BLOCK	603-737-52001	529.00
OREGON DEQ BUSINESS OFFICE	INV0000433	05/19/2020	AARON KUNDERS RENEWAL ...	603-736-52018	80.00
OREGON DEQ BUSINESS OFFICE	INV0000433	05/19/2020	AARON KUNDERS RENEWAL ...	603-737-52018	80.00
OREGON DEQ BUSINESS OFFICE	INV0000434	05/19/2020	STEWART HARTLEY RENEWAL...	603-736-52018	80.00
OREGON DEQ BUSINESS OFFICE	INV0000434	05/19/2020	STEWART HARTLEY RENEWAL...	603-737-52018	80.00
<b>Fund 603 - SEWER Total:</b>					<b>4,548.16</b>
<b>Fund: 701 - EQUIPMENT</b>					
EATONS TIRE AND AUTO REPA...	75370	05/18/2020	TERRA TRAC	701-000-52001	98.50
SUNSET EQUIPMENT	69883	05/19/2020	BAR	701-000-52001	56.29
WESTERN EQUIPMENT	7115669-00	05/19/2020	BLADE SET	701-000-52001	134.72
WESTERN EQUIPMENT	7116290-00	05/19/2020	BLADE SET L SWINGING	701-000-52001	248.63
WESTERN EQUIPMENT	7116825-00	05/19/2020	SWITCH PADDLE CARLING	701-000-52001	36.35
<b>Fund 701 - EQUIPMENT Total:</b>					<b>574.49</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
MORE POWER TECHNOLOGY ...	10321	05/15/2020	IT SERVICES AGREEMENT	702-000-52006	19,413.30
COMCAST	05122020	05/19/2020	WFF ACCT 8778102040493238	702-000-52003	155.44
MORE POWER TECHNOLOGY ...	10314	05/19/2020	IT SUPPORT	702-000-52019	812.50
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>20,381.24</b>
<b>Fund: 703 - PW OPERATIONS</b>					
SOLUTIONS YES	INV236944	05/15/2020	PRINT CHARGES	703-733-52005	45.63
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	650 OREGON ST -LEMONT PU...	703-734-52003	269.85
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	984 OREGON ST	703-734-52003	215.36
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	984 OREGON ST - PW SHOP	703-734-52003	112.22
COLUMBIA RIVER PUD	MAY 2020	05/15/2020	1230 DEER ISLAND RD - PW	703-734-52003	49.10
LAWRENCE OIL COMPANY	019001-2013601	05/18/2020	247750	703-734-52022	69.43
LAWRENCE OIL COMPANY	019001-2013601	05/18/2020	247748	703-734-52022	594.75
NW NATURAL GAS	INV0000432	05/18/2020	8675	703-734-52003	41.66
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>1,398.00</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
WAYNE MARTIN FLORRING INC	1935	05/21/2020	COURT ROOMS REMOVE DISP...	704-000-53018	598.00
COLUMBIA RIVER WOODWOR...	5122020-1	05/21/2020	CABINET	704-000-53013	600.00
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>1,198.00</b>
<b>Grand Total:</b>					<b>83,547.15</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	25,346.66
201 - VISITOR TOURISM	56.53
202 - COMMUNITY DEVELOPMENT	12,615.94
205 - STREETS	4,006.41
601 - WATER	13,421.72
603 - SEWER	4,548.16
701 - EQUIPMENT	574.49
702 - INFORMATION SYSTEMS	20,381.24
703 - PW OPERATIONS	1,398.00
704 - FACILITY MAJOR MAINTNANCE	1,198.00
<b>Grand Total:</b>	<b>83,547.15</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20700	State Surcharge	445.00
100-000-20800	State Assessment	1,712.89
100-000-20900	County Assessment	943.86
100-000-35003	Building Permits	7,119.00
100-000-35005	Plumbing Permits	2,435.00
100-000-35006	Mechanical Permits	660.00
100-000-36002	Fines - Court	-94.39
100-703-52041	Community Support Funds	200.00
100-704-52019	Professional Services	125.00
100-705-52003	Utilities	544.91
100-705-52006	Computer Maintenance	1,000.00
100-705-52019	Professional Services	4,123.00
100-705-52023	Facility Maintenance	108.19
100-706-52003	Utilities	737.24
100-706-52023	Facility Maintenance	270.00
100-706-52033	Printed Materials	1,970.37
100-706-52035	Audio Materials	141.01
100-707-52018	Professional Development	345.00
100-708-52003	Utilities	542.91
100-708-52046	Dock Services	235.69
100-708-52047	Marine Board	17.43
100-709-52003	Utilities	420.36
100-715-52003	Utilities	904.62
100-715-52005	Small Equipment	203.34
100-715-52022	Fuel/Oil	19.85
100-715-52023	Facility Maintenance	216.38
201-000-52003	Utilities	56.53
202-721-52019	Professional Services	12,555.00
202-722-52003	Utilities	60.94
205-000-52003	Utilities	4,006.41
601-731-52001	Operating Supplies	5,928.92
601-731-52003	Utilities	2,090.83
601-731-52019	Professional Services	94.50
601-732-52003	Utilities	4,785.44
601-732-52022	Fuel / Oil	27.03
601-732-52083	Chemicals	495.00
603-735-52003	Utilities	25.56
603-736-52003	Utilities	1,466.56
603-736-52018	Professional Development	160.00
603-736-52023	Facility Maintenance	108.19
603-737-52001	Operating Supplies	529.00
603-737-52003	Utilities	1,466.56
603-737-52018	Professional Development	160.00
603-738-52003	Utilities	632.29
701-000-52001	Operating Supplies	574.49

**Account Summary**

Account Number	Account Name	Expense Amount
702-000-52003	Utilities	155.44
702-000-52006	Computer Maintenance	19,413.30
702-000-52019	Professional Services	812.50
703-733-52005	Small Equipment	45.63
703-734-52003	Utilities	688.19
703-734-52022	Fuel / Oil	664.18
704-000-53013	Capital Outlay - Library	600.00
704-000-53018	Capital Outlay - City Hall	598.00
<b>Grand Total:</b>		<b>83,547.15</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	83,547.15
<b>Grand Total:</b>	<b>83,547.15</b>



St. Helens, OR

# Expense Approval Register

Packet: APPKT00096 - AP 5.22.20 -2

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 202 - COMMUNITY DEVELOPMENT					
COLUMBIA COUNTY ECONOM...	042019-95	05/22/2020	ANNUAL CCET MEMBERSHIP ...	202-721-52019	15,000.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					15,000.00
Grand Total:					15,000.00

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
202 - COMMUNITY DEVELOPMENT	15,000.00
<b>Grand Total:</b>	<b>15,000.00</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
202-721-52019	Professional Services	15,000.00
<b>Grand Total:</b>		<b>15,000.00</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	15,000.00
<b>Grand Total:</b>	<b>15,000.00</b>