



## **CITY COUNCIL REGULAR SESSION**

**Wednesday, July 15, 2020**

265 Strand Street, St. Helens, OR 97051

[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

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### **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 PM - Call Regular Session to Order**
2. **Pledge of Allegiance**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Ordinances - First Reading**
  - 4.a. Ordinance No. 3254: An Ordinance Granting to Fatbeam, LLC the Right to Construct, Operate, and Maintain Telecommunication Services in the City of St. Helens, Oregon  
[04A. Ord No 3254 - Franchise with Fatbeam LLC PENDING 080520.pdf](#)
  - 4.b. Ordinance No. 3255: An Ordinance Vacating a Portion of S. River Street Right of Way  
[04B. Ord No 3255 - Vacate Portion of S River Street ROW PENDING 080520.pdf](#)

### **Public Comments - Proposed Changes to Building Department Fees**

5. **Resolutions**
  - 5.a. Resolution No. 1894: A Resolution to Set Building Department Fees  
[05A. Res No 1894 - Set Building Department Fees PENDING 071520.pdf](#)
  - 5.b. Resolution No. 1895: A Resolution of the Common Council of the City of St. Helens, Oregon, Amending Resolution No. 1889, the City Employee Compensation Plan, for Seasonal Public Works Summer Crew and Seasonal

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

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

Recreation Assistants

[05B. Res No 1895 - Amend Res No 1889 Employee Compensation Plan PENDING 071520.pdf](#)

- 5.c. Resolution No. 1896: A Resolution to Authorize Application for Community Development Block Grant Funds for COVID-19 Emergency Assistance: Public Services and Emergency Small Business & Micro-Enterprise Assistance Grant Programs

[05C. Res No 1896 - Authorize Application for CDBG Grant Funds PENDING 071520.pdf](#)

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

- 6.a. Extension of Agreement with Structural Nexus LLC for Structural Plan Review Services

[06A. Extension 2 of PSA Structural Nexus LLC - Plan Review Services \(2\).pdf](#)

- 6.b. Request for Full Reconveyance for 340 West Street (Grafton/Saavedra) – CAT Loan Payoff

[06B. Req for Reconveyance - GraftonSaavedra - CAT Loan Payoff.pdf](#)

- 6.c. Contract Payments

[06C. 071520 Contract Payments.pdf](#)

**7. Consent Agenda for Acceptance**

- 7.a. Library Board Minutes dated May 11, 2020

[07A. 051120 LB Minutes APPROVED.pdf](#)

- 7.b. Arts & Cultural Commission Minutes dated September 24, October 1, and December 3, 2019

[07B. 9-24-19 ACC Minutes APPROVED.pdf](#)

[07B. 10-1-19 ACC Minutes APPROVED.pdf](#)

[07B. 12-3-19 ACC Minutes APPROVED.pdf](#)

**8. Consent Agenda for Approval**

- 8.a. Declare Surplus Property – Police Vehicle

[08A. 071520 Declare Surplus Property - Police Vehicle.pdf](#)

- 8.b. Declare Surplus Property – IT Equipment

[08B. 071520 Declare Surplus Property - Computer Equipment.pdf](#)

- 8.c. Council Work Session, Executive Session, Public Hearing, and Regular

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Session Minutes dated June 17, 2020  
[08C. 071520 Council Minutes TO BE APPROVED.pdf](#)

8.d. Accounts Payable Bill Lists  
[08D. AP Bill Lists.pdf](#)

9. **Mayor Scholl Reports**

10. **Council Member Reports**

11. **Other Business**

12. **Adjourn**

**Zoom Meeting Details -**

*Join Zoom Meeting: <https://zoom.us/j/92671547285>*

*Meeting ID: 926 7154 7285*

*Dial by your location: 1 346 248 7799*

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*City of St. Helens*  
**ORDINANCE NO. 3254**

**AN ORDINANCE GRANTING TO FATBEAM, LLC THE RIGHT TO  
CONSTRUCT, OPERATE, AND MAINTAIN TELECOMMUNICATION  
SERVICES IN THE CITY OF ST. HELENS, OREGON**

**THE CITY OF ST. HELENS ORDAINS AS FOLLOWS:**

**Section 1. Definitions - as used in this ordinance:**

1. "City" means City of St. Helens, Oregon.
2. "Company" means Fatbeam, LLC, the grantee of rights under this Franchise, including its successors or assigns.
3. "Council" means the City Council of the City of St. Helens, Oregon.
4. "Franchise" means this document embodying the agreement of City and Company.
5. "Gross revenues" means any and all revenues derived by Company for the provision of any and all products, services, or charges originating or terminating in St. Helens, Oregon billed to a circuit, switch or address in St. Helens, Oregon, including revenues from dedicated private networks. Gross revenues may be adjusted for the net write-off of uncollectible amounts of such revenues.
6. "Person" means any person, firm, partnership, association, corporation, limited liability company, entity, or organization of any kind.
7. "Right-of-way" means the present and future streets, viaducts, elevated roadways, alleys, public highways and avenues in the City, including the subsurface and air space over or under those areas, including areas held in fee or by easement or dedication.
8. "Telecommunications" means the transmission of information chosen by a person, between or among points specified by the person.
9. "Telecommunications service" means telecommunications service as defined in 47 U.S.C. §153(53).
10. "Telecommunications service providers" means any entity that pays a franchise or permit fee to City for the use of Company's facilities.
11. "Uncollectible accounts of customers" means any Company account, on which Company derives revenue from the sale of goods or services to persons within the corporate limits of the City, towards which Company has made a reasonable, good-faith effort to collect and that Company has written off as Uncollectible for purposes of Company's public accounting.



## **Section 2. Grant of Non-exclusive Franchise.**

1. City grants to Company the right and privilege to construct, install, maintain and operate in, on, and under the present and future City rights of way of the City of St. Helens, conduits, cables and other technical facilities necessary for the purpose of providing Telecommunication services and internet access services. This Ordinance, upon acceptance by Company, constitutes a contract between City and Company. The Franchise does not convey any right, title or interest in the right-of-way, but is a grant to use and occupy the right-of-way for the limited purposes and term stated in this Franchise.
2. The Franchise granted herein is not exclusive, and shall not be construed as any limitation upon the right of the City to grant to other persons or corporations, including itself, rights, privileges or authority the same as, similar to or different from the rights, privileges or authority herein set forth, in the same or other Rights-of-Way, by franchise, permit or otherwise.
3. City shall grant similarly situated Telecommunications franchises in a competitively neutral and non-discriminatory manner with respect to the rights, privileges and authorities afforded Franchisee. Any requirement imposed on Franchisee that is determined by a court to not be in compliance with this subparagraph shall be unenforceable against Franchisee to the extent exceeding the terms and conditions upon similarly situated providers.

## **Section 3. No Limit on City Authority, Compliance with Laws, Rules and Regulations.**

At all times during the term of this Franchise, Company shall comply with all applicable laws, rules and regulations of the United States of America, the State of Oregon, and the City of St. Helens including all agencies and subdivisions thereof. All terms and conditions applicable to Telecommunications carriers, contained in the St. Helens Municipal Code or other applicable law, apply to Company even if not recited in this Franchise. Company shall be subject to the lawful exercise of the police power of City and to such generally applicable regulations as City may from time to time hereafter by resolutions or ordinance provide. City will administer this Franchise and exercise its police power on a reasonable, uniform, non-discriminatory basis with respect to other telecommunications franchises.

## **Section 4. Company Liability, Insurance.**

1. Company shall at all times conduct its operations under this Franchise, including installation, construction or maintenance of its facilities, in a safe and workmanlike manner so as not to present a danger to the public or City.
2. Company shall maintain at all times the following insurance.
  - a. Workers compensation insurance for all subject workers and general comprehensive liability insurance with a combined single limit, or the equivalent of \$1,000,000 for each person and \$2,000,000 for each occurrence of bodily injury and \$1,000,000 for property damage.

- b. City, and its elected and appointed officers, agents, and employees shall be added as additional insured with respect to the comprehensive liability insurance policy.
  - c. Upon any cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage, Company shall provide notice to City within thirty (30) days of receiving notice from the insurance company.
  - d. Coverages provided by Company must be underwritten by an insurance company deemed reasonably acceptable by City. City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
  - e. As evidence of the insurance coverage required by this Franchise, Company shall furnish to City a Certificate of Insurance and additional insured endorsement. A renewal certificate will be sent to City ten (10) days prior to coverage expiration.
3. In the event that City's tort liability limits are raised by the Oregon Legislature during the term of the franchise to exceed the limits described in this section, Company shall obtain and maintain insurance in the amount of City's tort liability limits.

### **Section 5. Indemnification**

1. To the fullest extent permitted by law, Company agrees to defend, indemnify, and hold City, and its respective officers, employees, agents, and representatives harmless from and against any and all damages, losses, and expenses, including reasonable attorney fees and costs of suit or defense, arising out of the actions or failure act, errors, omissions or misconduct of the Company or its affiliates, officers, employees, agents, contractors, or subcontractors, arising from or relating to this Franchise.
2. Company agrees to indemnify City, its officers, employees, agents, and representatives, from and against any claims, costs, and expenses of any kind, whether direct or indirect, pursuant to any state or federal law, statute, regulation, or order, for the removal or remediation of any leaks, spills, contamination, or residues of hazardous substances, directly attributable to Company's facilities. Hazardous substances has the meaning given by ORS 465.200.
3. The obligations imposed by Section 5 shall survive termination or expiration of the Franchise.

### **Section 6. Performance Bond.**

1. Upon the effective date of this Franchise, Company shall furnish proof of the posting of a performance bond running to City, with good and sufficient surety approved by City, in the penal sum of \$10,000, conditioned that Company shall well and truly observe, fulfill, and perform each term and condition of this Franchise. Company shall pay all premiums charged for the bond, and shall keep the bond in full force and effect at all times throughout the term of this Franchise, including, if necessary, the time required for removal of all of Company's Telecommunications system installed in City's right of way. The bond shall contain a provision that it shall not be terminated or otherwise allowed to expire without

thirty (30) days prior written notice first being given to City. The bond shall be reviewed and approved as to form by the City Attorney.

2. During the term of this Franchise, Company shall file with City a duplicate copy of the bond along with written evidence of payment of the required premiums. However, in no event shall City exercise its rights against the performance bond under Section 6.1 if a bona fide, good faith dispute exists between City and Company.
3. City may, based upon inflation or other identifiable needs, require the amount of the performance bond and any construction bond that may be required under Section 6.4 below to be increased to an amount recommended by City's insurance carrier after notice to Company.
4. City may require Company to acquire one or more separate performance securities to protect the City's interests when Company constructs facilities. The amount of such security depends on the project's impacts; thus the amount will be determined in connection with the permitting process.

#### **Section 7. Conditions on Right of Way Occupancy.**

1. Routing maps and construction plans must be approved by City's Department of Public Works before any work is started. Company must obtain a permit prior to any construction in the right of way, pursuant to St. Helens Municipal Code 12.24 as it may be amended.
2. Company shall construct, install, maintain and operate its fiber optic cable facilities in designated City rights of way to the industry standard and City's satisfaction; and in a manner so as to cause minimum interference with the proper use of the right-of-way and to cause minimum interference with utilities and franchisee and with property owners who adjoin any of the right-of-way. Company's facilities shall be installed consistent with all laws, rules, regulations, and ordinances that apply to such work.
3. In case of any disturbance of pavement, sidewalk, driveway or other surfacing by Company, including any unimproved surface, Company shall, at its own cost and expense and in a manner approved by City, replace and restore all surfaces disturbed to their prior condition to the extent reasonably practicable. If Company fails to make restoration as required, City shall cause the repairs to be made at the expense of Company. All work within City rights of way shall be in accordance with the City of St. Helens' Standards and Specifications in effect at the time.

4. Relocation.

- a. Except as provided below, if the removal or relocation of facilities is caused directly by an identifiable development of property and the removal or relocation of facilities occurs within the area to be developed, or is made for the convenience of a customer, Company may charge the expense of removal or relocation to the developer or customer. If the removal or relocation of facilities is required by the City in the interest of the public, including as a condition of development approval, the City may require Company to remove or relocate its facilities at Company's expense.
  - b. Prior to commencing excavation or construction, Company shall give appropriate notice to the City and to other franchisees, licensees or permittees of City owning or maintaining facilities that may be affected. Company will supply, at no cost to City, any information reasonably requested by the City to coordinate municipal functions with Company's activities and fulfill any municipal obligations under State law. Said information shall include, at a minimum, as-built drawings of Company Facilities, installation inventory, and maps and plans showing the location of existing or planned facilities within City. Said information may be requested either in hard copy and/or electronic geographic information service (GIS) format and shall be provided in the format requested if reasonably possible.
  - c. In the event emergency repairs are necessary, Company may immediately initiate such emergency repairs. Company shall give notice to City's Department of Public Works as soon as practicable after commencement of work and shall apply for all necessary permits no later than the business day next following the discovery of the need for such repairs.
5. Company shall not place its facilities where they will interfere with any existing or planned City utility, gas, electric or telephone fixture, power, sanitary sewer, storm sewer, water facility, or public improvement. All facilities placed in City rights of way shall be placed as City directs.
6. Company shall, upon receipt of seven (7) days written notice from anyone desiring to move a building or other object according to City ordinances regulating the moving of buildings, arrange to temporarily raise, lower, or otherwise move its facilities to permit the moving of buildings or other objects if the Person wishing to move the building or other object makes a reasonable arrangement to reimburse Company for its expenses in rearranging its facilities. Nothing contained in this section shall preclude City from requiring Company to move its facilities at Company's own expense when public convenience requires the move, as described in Subsection 4 of this section.
7. Safety. Company shall insure that all work performed in the Right-of-Way is performed in a manner that ensures safety of workers and the public. As a minimum, Company shall provide signs, signals, and flaggers as necessary to control traffic.

8. Vacation. If the City vacates any Right-of-Way, or portion thereof, that Company uses, unless the City specifically reserves to Company the right to continue its installation in the vacated Right-of-Way, or Company secures such right from the third party that will have title to the area in which Company has its Equipment, Company shall remove its Equipment from the Right-of-Way at its own expense. If Company fails to remove its Equipment following ninety (90) days written notice from the City to do so, the City may remove the Equipment at Company's sole expense. Upon receipt of a demand for payment from the City, Company shall promptly reimburse the City for any reasonable costs the City incurred to remove the Equipment.

### **Section 8. Transfer of Franchise.**

1. This Franchise shall not be sold, leased, assigned or otherwise transferred, nor shall any of the rights or privileges herein granted or authorized be leased, assigned, mortgaged, sold or transferred, either in whole or in part, nor shall title hereto, either legal or equitable, or any right, interest or property herein, pass to or vest in any person, except the Franchisee, either by act of the Franchisee or by operation of law, without the consent of the City, expressed in writing, such consent not to be unreasonably withheld. If the Franchisee wishes to transfer this Franchise, the Franchisee shall give City written notice of the proposed transfer and shall request consent of the transfer by the City.
2. Any transfer of ownership affected without the written consent of the City shall render this Franchise subject to revocation. The City shall have 60 days to act upon any request for approval of a transfer. If the City fails to render a final decision on the request within said 60 days, the request shall be deemed granted unless the Franchisee and the City agree to an extension of time.
3. The Franchisee, upon any transfer, shall within 60 days thereafter file with the City a certified statement evidencing the transfer and an acknowledgment of the transferee that it agrees to be bound by the terms and conditions contained in this Franchise.
4. The requirements of this section shall not be deemed to prohibit the use of the Franchisee's property as collateral for security in financing the construction or acquisition of all or part of a Telecommunications System of the Franchisee or any affiliate of the Franchisee. However, the Telecommunications System franchised hereunder, including portions thereof used as collateral, shall at all times continue to be subject to the provisions of this Franchise.
5. The requirements of this section shall not be deemed to prohibit sale of tangible assets of the Franchisee in the ordinary conduct of the Franchisee's business without the consent of the City. The requirements of this section shall not be deemed to prohibit, without the consent of the City, a transfer to a transferee whose primary business is Telecommunications System operation and having a majority of its beneficial ownership held by the Franchisee, a parent of the Franchisee, or an affiliate, a majority of whose beneficial ownership is held by a parent of the Franchisee.

## **Section 9. City Rights in Franchise.**

1. City shall have the right to supervise all construction or installation of Company's facilities subject to the provisions of this Franchise and make such inspections as it shall find reasonably necessary to ensure compliance with governing laws, rules and regulations.
2. Upon any termination or expiration of this Franchise, all facilities installed or used by Company shall be removed by Company at Company's expense and the property upon which the facilities were used restored by Company to the condition it was in before installation except that City may elect to acquire the facilities for their fair market value as provided by law. Value shall be determined by an appraiser who is mutually acceptable to City and Company. City agrees to provide Company with written notice of its intention to acquire Company's facilities pursuant to this section within 120 days after termination of this Franchise by City, or City's declaration of facilities abandonment by Company, with the closing of any acquisition to occur as soon thereafter as is practicable.

## **Section 10. Franchise Fee.**

1. In consideration for a grant of franchise and in addition to and not in lieu of any generally applicable fee payable to City for an application for a franchise or for any permits required to work on facilities or to work in the right-of-way, Company shall pay to City an amount equal to seven percent (7%) of Gross Revenues. Revenue from point to point or multi-point services is based on the pro-rata share of the revenue from those services.
2. Any amounts owed under Section 10.1 shall be paid to City quarterly, on or before July 20th, October 20th, January 20th, and April 20th of each year for the preceding three (3) month period.
3. Any failure to pay fees owed under Section 10 when due shall be subject to a delinquency charge of five percent (5%) of the unpaid amount. Delinquency charges are due within thirty (30) days of the applicable payment due date. Failure to make full payment and associated delinquency charges within sixty (60) days of the applicable payment date shall constitute a violation of this Franchise. In addition, any overdue amounts, including delinquency charges, shall bear interest as described in Section 10.4 below.
4. Franchise fee payments not received by City on or before the due date shall be assessed interest based on the average prime interest rate set by City's bank on December 31st of the previous year, plus three hundred (300) basis points (3%).
5. Company may, at its option, deduct Uncollectible accounts of customers within the corporate limits of City from Company's gross revenues.
6. With each payment, Company shall at the end of each twelve month period, furnish City with a written statement under oath, executed by an officer of Company, verifying the amount of gross revenues of Company within City for the annual period covered by payment computed on the basis set out in this section.

7. City's acceptance of any payments due under this section shall not be considered a waiver by City of any breach of this Franchise.
8. Upon thirty days' notice and in the event any law or valid rule or regulation applicable to this Franchise limits the Franchise Fee below the amount provided herein, or as subsequently modified, Company agrees to and shall pay the maximum permissible amount and, if such law or valid rule or regulation is later repealed or amended to allow a higher permissible amount, then Company shall pay the higher amount commencing from the date of such repeal or amendment, up to the maximum allowable by law.
9. Except for fees and taxes as provided in subsection 10, below, the Franchise fee includes all compensation for the use of the City's Rights-of-Way. Company may offset against the Franchise fee the amount of any fee or charge paid to the City in connection with the Grantee's use of the Rights-of-Way if the fee or charge is not imposed under a generally applicable ordinance, resolution or statute.
10. Except as otherwise provided by law, and subject to subsection 9, above, nothing in this Franchise shall be construed to give the Franchisee any credit or exemption from any nondiscriminatory, generally applicable business tax, or other tax including but not limited to ad valorem real or personal property taxes now or hereafter levied upon Franchisee's taxable real or personal property, or against any permit fees or inspection fees required as a condition of construction of any improvements upon Franchisee's real property and imposed under a generally applicable ordinance, resolution or statute

## **Section 11. Company Records and Reports, Audit**

1. To manage the Franchisee's use of Rights-of-Way pursuant to this Franchise, and to determine and verify the amount of compensation due to the City under this Franchise, the Franchisee shall provide, upon request, the following information in such form as may be reasonably required by the City: maps of the Franchisee's Telecommunications System; the amount collected by the Franchisee from users of Telecommunications Service provided by Franchisee via its Telecommunications Network; the character and extent of the Telecommunications Service rendered therefore to them; and any other related financial information required for the exercise of any other lawful right of Franchisee under this Franchise. The City agrees to maintain such information as confidential to the extent permitted by law and that City will use such information only for the purpose of managing its Rights-of-Way, determining compliance with or enforcing the terms of this Franchise, and verifying the adequacy of Franchisee's Fee payments.
2. In addition to all rights granted in this Franchise, City shall have the right to have performed, a formal audit or a professional review of the Franchisee's books and records by an independent private auditor, for the sole purpose of determining the Gross Receipts of the Franchisee generated through the provision of Telecommunications Services under this Franchise and the accuracy of amounts paid as Franchise Fees to the City by the Franchisee; provided, however, that any audit or review must be commenced not later than 3 years after the date on which Franchise Fees for any period being audited or reviewed were due. The cost of any such audit or review shall be borne by the City except that if the audit establishes that payments tendered to City by Franchisee were less than the amounts

due by a differential of five percent (5%) or more, all costs for such audit shall be paid by Franchisee. The City agrees to protect from disclosure to third parties, to the extent allowed by State law, any information obtained as a result of its rights pursuant to this Section, or any compilation or other derivative works created using information obtained pursuant to the exercise of its rights hereunder.

**Section 12. Permit and Inspection Fees.** Nothing in this ordinance shall be construed to limit the right of City to inspect all construction or installation work performed pursuant to this Franchise and to require Company to obtain permits and pay reasonable costs incurred by City in connection with the issuance of a permit, making an inspection, or performing any other service for or in connection with Company or its facilities, whether pursuant to this ordinance or any other ordinance or regulation now in effect hereafter adopted by City.

**Section 13. Enforcement and Termination of Franchise for Violation.**

1. Default. Time is of the essence of this Franchise. The following shall be events of default:

- a. Default in Payments. The failure of Company to pay City when due any amounts required by the Franchise and such failure continues for a period of ten (10) days after the due date.
- b. Default in Other Covenants. The failure of either party to perform any of the terms and conditions required herein to be kept and performed and such failure continues for a period of thirty (30) days after notice and opportunity to cure provided by the party alleging a breach.

2. Remedies.

- a. Termination. Upon the occurrence of an event of default, this Franchise may be terminated by the City Council after providing notice in writing to Company given within thirty (30) days of the date of default. Company shall be granted a reasonable opportunity to be heard by the City Council prior to revocation. In determining whether to revoke the Franchise or pursue a lesser remedy, City Council shall consider the nature, extent, circumstances and gravity of the breach, including whether the breach was intentional, resulted in substantial harm and the history of compliance or noncompliance
- b. In lieu of termination, City may impose a penalty of the sum of \$200 per day for each day the default continues along with any additional damages suffered by City as a result of Company's default. City may not assess penalties under the previous sentence in excess of \$8,000 per year. Damages are not included in the cap.
- c. In addition to the remedies specified above, the parties shall have all remedies available by law, including in contract. Nothing herein limits or restricts City's authority to enforce its municipal code in the exercise of its police powers.



#### **Section 14. Waiver.**

1. The City is vested with the power and authority to reasonably regulate, and manage, its Rights-of-Way in a competitively neutral and non-discriminatory manner, and in the public interest. Franchisee shall not be relieved of its obligations to comply with any provision of this Franchise by reason of the failure of the City to enforce prompt compliance, nor does the City waive or limit any of its rights under this Franchise by reason of such failure or neglect.
2. No provision of this Franchise will be deemed waived unless such waiver is in writing and signed by the party waiving its rights. However, if Company gives written notice of a failure or inability to cure or comply with a provision of this Franchise, and the City fails to object within a reasonable time after receipt of such notice (but no less than 60 days), such provision shall be deemed waived.

**Section 15. Franchise Term.** This Franchise is granted for a term of ten (10) years beginning on the date on which this Franchise ordinance is approved. City agrees to renegotiate in good faith a renewal of this Franchise for a similar term if this Franchise is not in default at its expiration.

**Section 16. Acceptance of Franchise.** Within thirty (30) days from the effective date of this ordinance, Company shall file with the City Recorder a written unconditional acceptance of this Franchise and all of its terms and conditions, and if Company fails to do so, this ordinance shall be void and of no effect.

**Section 17. Severability.** If any section, subsection, sentence, clause or portion of this ordinance is for any reason held invalid or rendered unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect constitutionality of the remaining portion thereof which will stand and remain in full force and effect as if the invalid provision had not been part of this Franchise. If for any reason, the Franchise Fee is invalidated or amended by the act of any court or governmental agency, then the highest reasonable franchise fee allowed by such court or other governmental agency shall be the franchise fee charged by this ordinance.

**Section 18. Notices.** Any notice required or permitted under this Franchise shall be deemed given when received or when deposited with postage prepaid in the United States Mail as registered or certified mail addressed as follows:

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

TO COMPANY:                       Fatbeam, LLC  
ATTN: Legal  
2065 W. Riverstone Drive, Suite 202  
Coeur d'Alene, ID 83814  
Phone: 888-402-3356  
Facsimile: 509-344-1009  
E-Mail (courtesy copy): legal@fatbeam.com

or to such other address as may be specified from time to time by either party in writing.

**Section 19. Extension of City Limits.** Upon the annexation of any territory to the City, the rights and obligations provided for herein shall extend to the annexed territory to the extent the City has such authority. All Facilities owned, maintained, or operated by Grantee located within any public Rights-of-Ways of the annexed territory shall be subject to all of the terms of this Ordinance.

**Section 20. Interpretation/Jurisdiction.** This Franchise shall be deemed to have been entered into in Columbia County, Oregon. Venue for any dispute shall be in the Circuit Court of the State of Oregon, and venue shall be in Columbia County, Oregon provided, however, that should any proceeding be brought in a federal forum, such proceeding shall be brought in the U.S. District Court of Oregon in Portland, Oregon, with the parties stipulating to trial in Portland, Oregon . Interpretation of the Franchise shall be governed by laws of the State of Oregon; to this end, on behalf of the City the City Administrator has the initial authority to interpret this Franchise, with the City Council retaining final authority, in its discretion, to interpret this Franchise. Neither party shall be considered the drafter of this Franchise for purposes of application of the rules of construction.

**Section 21. Entire Agreement.** This Franchise contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements, or understandings (whether oral or written) between or among the parties relating to the subject matter of this Franchise that are not fully expressed herein. To the extent that a provision of this Franchise conflicts with a section of the St. Helens Municipal Code, the Franchise shall take precedence.

**APPROVED AND ADOPTED** this 5th day of August, 2020 by the following vote:

Ayes:

Nays:

APPROVED: \_\_\_\_\_  
Rick Scholl, Mayor

Attest: \_\_\_\_\_  
Kathy Payne, City Recorder

Approved as to form:

\_\_\_\_\_  
City Attorney

FATBEAM, LLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CITY OF ST. HELENS, OREGON

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

City of St. Helens  
**ORDINANCE NO. 3255**

**AN ORDINANCE VACATING A PORTION OF  
S. RIVER STREET RIGHT OF WAY**

**WHEREAS**, a petition to vacate a portion of S. River Street right of way was filed with the City Recorder on or about February 18, 2020; and

**WHEREAS**, a Notice of Street Vacation was published June 3, 2020 and June 10, 2020 in *The Chronicle* describing the property to be vacated, the date the petition was filed, the date and location for objections, and the date of the hearing; and

**WHEREAS**, copies of the Notice of Street Vacation were posted near the property proposed to be vacated June 3, 2020; and

**WHEREAS**, a public hearing was held on June 17, 2020 and testimony was received for the record.

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

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

- a. The Council received notice of the petition and set the public hearing date.
- b. The Notice of Street Vacation was duly published and posted in the manner required by law.
- c. The City Recorder has searched the City records and certified that there are no outstanding liens against the property to be vacated. They also certified that the real estate taxes on this property are also current.
- d. The majority of affected property owners support the street vacation request.

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

**The west 20 feet of the S. River Street right-of-way abutting Lots 3, 4, and 5 of Block 12 of the St. Helens Subdivision, St. Helens, Columbia County, Oregon.**

**Section 3.** The City reserves to itself a public utility easement for sanitary sewer over the easterly 10 feet of the vacated street right-of-way for access/excavation, maintenance, and repair of any existing or future public facility or public utility.

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

Read the first time: July 15, 2020  
Read the second time: August 5, 2020

**APPROVED AND ADOPTED** this 5th day of August, 2020 by the following vote:

Ayes:

Nays:

---

Rick Scholl, Mayor

ATTEST:

---

Kathy Payne, City Recorder

City of St. Helens  
**RESOLUTION NO. 1894**

**A RESOLUTION TO SET BUILDING DEPARTMENT FEES**

**WHEREAS**, St. Helens Municipal Code Chapter 15.04.200 authorizes the City Council to establish Building Department fees by resolution; and

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

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

**Section 1.** The Building Department fees set forth in **Exhibit A**, attached, are hereby adopted.

**Section 2.** This Resolution supersedes all previous resolutions setting forth Building Department fees.

**Section 3.** This Resolution is effective July 15, 2020.

**Approved and adopted** by the City Council on July 15, 2020 by the following vote:

Ayes:

Nays:

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

ATTEST:

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

<b>BUILDING DEPARTMENT FEES</b> <b>City of St. Helens Fee Schedule Effective July 15th, 2020</b>		
<b>I. STRUCTURAL PERMIT FEES</b>		<b>NOTES</b>
<b>A. TOTAL VALUATION OF IMPROVEMENT:</b>		ORS 455.020 & 455.210
<b>Residential:</b> Structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling to determine the valuation. Permit fees for an alteration or repair shall be calculated based on the fair market value as approved by the building official. <b>Commercial:</b> Valuation shall be the greater of either: A) The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or (B) The value as stated by the applicant.		OAR 918-050-0100
<b>Value</b>	<b>Fee</b>	
\$1.00 to \$ 2,000	\$94.58	
\$2,001 to \$5,000	\$112.98	
\$5,001 to \$25,000	\$112.98 for first \$5000 plus \$12.20 for each additional \$1,000, or fraction thereof, to including \$25,000	
\$25,001 to \$ 50,000	\$356.98 for the first \$25,000 plus \$9.15 for each additional \$1,000, or fraction thereof, to and including \$50,000	
\$ 50,001 to \$100,000	\$585.73 for the first \$50,000 plus \$ 6.10 for each additional \$1,000, or fraction thereof, to and including \$100,000	
\$100,001 and up	\$890.73 for the first \$100,000 plus \$5.09 for each additional \$1,000, or fraction thereof.	
<b>B. COMMERCIAL FIRE SUPPRESSION SYSTEM:</b>		OAR 918-050-0100
Fee shall be based on value of project.	Use above; I. Structural Fee Chart	
<b>C. RESIDENTIAL STAND ALONE FIRE SUPPRESSION SYSTEM:</b>		OAR 918-050-0140
Fee table below is based on square footage of the structure. This fee covers the cost of normal plan review & inspections.		
0-2000 Square Feet	\$357.00	
2001-3600 Square Feet	\$385.35	
3601-7200 Square Feet	\$427.35	
7201 and greater	\$485.10	
<b>D. SOLAR STRUCTURAL INSTALLATION PERMIT:</b>		OAR 918-050-0180
<b>Prescriptive installation:</b> Flat fee for installations that comply with the prescriptive path described in section 3111.5.3 of the Oregon Structural Specialty Code. This includes application fee & 1 inspection	\$155.93	OAR918-050-0180
<b>All other installations:</b> Fee based on valuation of structural elements for the; Panels, including Racking, Mounting, Rails & cost of Labor (excluding electrical equipment, collector panels, & inverters). Use the above I. A. Structural Fee chart above. Per 3111.5.3 OSSC	Use above; I. Structural Fee Chart	OAR918-050-0180
<b>E. PHASED CONSTRUCTION:</b> The fee shall be based on the application fee and shall be increased in an amount equal to 10% of the total project building permit fee not to exceed \$1,500 for each phase.	Phasing Application Fee \$150 Plus 10% of the Total Project Building Permit Fee	OAR 918-050-0160
<b>F. DEFERRED SUBMITTAL:</b> The fee is for administration, processing, & reviewing deferred plans shall be an amount equal to 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project with a minimum fee of \$250. This fee is <u>in addition</u> to the project plan review fee based on total project value.	65% of the value of the particular deferred portion(s) of the project with a minimum fee of \$250	OAR 918-460-0070 OAR 918-480-0030

<b><u>G. PLAN REVIEW:</u></b>		OAR 918-050-0110
Plan Review Fee is 65% of Structural Permit Fee (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	65% of structural fee	
Additional plan review required by changes, additions or revisions to approved plans (min. 1/2 hr.)	\$95.76/hour	
Fire/Life/Safety Plan review (if required)	40% of structural fee	
Third Party Plan Review.	??	
Planning & Engineering Review fees could apply.	(see Planning/Eng. Fees)	
<b><u>H. DEMOLITION PERMIT:</u></b>		
Residential; Flat Fee	\$95.00	
Commercial; Flat Fee	\$250.00	
<b><u>I. INSPECTION &amp; OTHER FEES:</u></b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Temporary Certificate of Occupancy- Valid for 30 Days upon issuance	\$157.50 Residential / \$267.50 Commercial	
Reinspection Fee (after 2 same-type failed inspections)	\$94.93	
New addition of planning release fee (if planning sig. is required)	See Planning Fee Schedule	
Inspection fee which no fee is specifically indicated	\$96.92/hour	
Administration Fee	\$42.00/hour (Minimum 1 hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1 hour)	
<b><u>J. STATE OF OREGON SURCHARGE FEE:</u></b>		ORS 455.210; 455.220
Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)	Current State Surcharge (___% x Structural fee)	



<b>II. PLUMBING FEE</b>		
<b>A. Residential:</b> plumbing permit fee for new construction includes one kitchen and is based on the number of bathrooms, from one to three, on a graduated scale. An additional set fee shall be assessed for each additional bath or kitchen. Permit fees for an addition, alteration, or repair shall be calculated based on the number of fixtures, appurtenances, and piping, with a set minimum fee.		OAR 918-050-0100
<b>NEW 1 &amp; 2 FAMILY DWELLINGS:</b> includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.	<b>Fee</b>	
<b>1 Bathroom</b>	\$452.71	
<b>2 Bathroom</b>	\$548.00	
<b>3 Bathroom</b>	\$643.29	
Additional Bathroom or Kitchen (new construction)	95.29 each	
Water service; first 100 feet (new construction excluded)	\$63.53	
Sanitary & Storm water service; first 100 feet (new construction excluded)	\$63.53 per service	
Add'l 100' or part thereof; water, sanitary, & storm sewer (no charge for 1st 100' of new construction)	\$34.92	
Residential Fixture Fee (per fixture)	26.60 per fixture	
Special equipment or DWV alteration	\$63.53	
Minimum Residential Permit Fee	\$63.00	
<b>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>		OAR 918-050-0100
Minimum Fee	\$106.40	
Fixture Fee	26.60 each	
Water service (first 100 feet)	\$63.53	
Building sanitary sewer (first 100 feet)	\$63.53	
Building storm sewer (first 100 feet)	\$63.53	
Add'l 100' or part thereof (water or sewer)	\$34.92	
<b>C. RESIDENTIAL MULTIPURPOSE FIRE SUPPRESSION SYSTEM:</b>		OAR 918-050-0140
Permit fees shall each be calculated as separate flat fees based on the square footage of the structure with graduated rates for dwellings.		
0-2000 Square Feet	\$357.00	
2001-3600 Square Feet	\$385.35	
3601-7200 Square Feet	\$427.35	
7201 and greater	\$485.10	
<b>D. PARKS; RV and MANUFACTURED DWELLING PARKS:</b>		OAR 918-600-0030
1-5 spaces	\$280.35	
6-19 spaces (\$280.35 plus cost per spaces)	\$48.30/per space	
20 or more spaces (\$280.35 plus cost per spaces)	\$26.57	
Manufactured Home Utilities (Water, Sanitary & Storm Sewer)	\$22.05/100ft (per service)	
<b>E. PLUMBING PLAN REVIEW FEE:</b>		OAR 918-780-0040
Plan Review Fee is 30% of Plumbing Permit Fee. (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	30% of plumbing fee	
Additional plan review required by changes, additions or revisions to approved plans (min 1/2 hr.)	\$95.76/hour	

<b><u>F. MEDICAL GAS PLUMBING PERMIT FEE:</u></b>		OAR 918-780-0045
Based on value of installation cost, system equipment; inlets, outlet fixtures & appliances.	See structural Fee Schedule IA	
Plan Review Fee is 30% of the Permit Fee	30% of plumbing fee	
<b><u>G. INSPECTION FEES &amp; MISC. FEES:</u></b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Reinspection Fee (after 2 same-type failed inspections)	\$94.93/each	
Specially requested inspections (1 hr. min.)	\$94.93/hour	
Inspection fee which no fee is specifically indicated	\$94.93/hour	
Minimum Plumbing Permit Fee	\$63.00	
Administration Fee	\$42.00/hour (Minimum 1hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b><u>H. STATE OF OREGON SURCHARGE FEE:</u></b>		ORS 455.210; 455.220
Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)	Current State Surcharge (___% x Plumbing fee)	

<b>III. MECHANICAL PERMIT</b>		
<b>A. RESIDENTIAL:</b> Unless otherwise noted, fees apply to both gas & electric appliances, including piping.		OAR 918-050-0100
Air conditioner	\$12.39	
Air handling unit of up to 10,000 cfm	\$12.39	
Air handling unit 10,001 cfm and over	\$12.39	
Appliance vent installation, relocation or replacement not included in an appliance permit	\$12.39	
Attic/crawl space fans	\$9.28	
Barbecue	\$12.39	
Chimney/liner/flue/vent	\$12.39	
Clothes dryer exhaust	\$9.28	
Decorative gas fireplace	\$12.39	
Ductwork – no appliance/fixture	\$12.39	
Evaporative cooler other than portable	\$12.39	
Floor furnace, including vent	\$12.39	
Flue vent for water heater or gas fireplace	\$9.28	
Furnace - greater than 100,000 BTU	\$12.39	
Furnace - up to 100,000 BTU	\$12.39	
Furnace/burner including duct work/vent/liner	\$12.39	
Gas or wood fireplace/insert	\$12.39	
Gas fuel piping outlets	\$1.05	
Heat pump	\$12.39	
Hood served by mechanical exhaust, including ducts for hood	\$9.28	
Hydronic hot water system	\$12.39	
Installation or relocation domestic-type incinerator	\$12.39	
Mini split system	\$12.39	
Oil tank/gas/diesel generators	\$12.39	
Pool or spa heater, kiln	\$12.39	
Radon mitigation	\$9.28	
Range hood/other kitchen equipment	\$9.28	
Suspended heater, recessed wall heater, or floor mounted unit heater	\$12.39	
Vacuum System	\$12.39	
Ventilation fan connected to single duct	\$9.28	
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$9.28	
Water heater	\$9.28	
Wood/pellet stove	\$12.39	
Other heating/cooling	\$12.39	
Other fuel appliance	\$12.39	
Other environment exhaust/ventilation	\$9.28	
<b>B. COMMERCIAL, INDUSTRIAL &amp; MULTI-FAMILY RESIDENTIAL:</b>		OAR 918-050-0100
\$1.00 to \$6,000	\$96.60 (Minimum Fee)	
\$6,001 to \$7,000	\$106.26	
\$7,001 to \$25,000	\$106.26 for the first \$7,000, plus \$10.19 for each additional \$1,000, or fraction thereof, to and including \$25,000.	
\$25,001 to \$50,000	\$289.68 for the first \$25,000, plus \$7.64 for each additional \$1,000, or fraction thereof, to and including \$50,000.	
\$50,001 to \$100,000	\$480.68 for the first \$50,000, plus \$5.09 for each additional \$1,000, or fraction thereof, to and including \$100,000.	
\$100,001 and up	\$735.18 for the first \$100,000, plus \$5.25 for each additional \$1,000, or fraction thereof.	

<b><u>C. PLAN REVIEW FEE:</u></b>		OAR 918-050-0110
Plan Review Fee is 65% of Mechanical Permit Fee. (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)	65% of mechanical fee	
Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76 per hour	
<b><u>D. INSPECTION FEES &amp; MISC. FEES:</u></b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93/each	
Specially requested inspections (1 hr. min.)	\$94.93/hour	
Inspection fee which no fee is specifically indicated	\$94.93/hour	
Minimum Mechanical Permit Fee	\$63.00	
Administration Fee	\$42.00/hour (Minimum 1 hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1 hour)	
<b><u>E. STATE OF OREGON SURCHARGE FEE:</u></b>		ORS 455.210; 455.220
Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)	Current State Surcharge (____% x Plumbing fee)	

<b>IV. MANUFACTURED DWELLINGS</b>		
<b>A. MANUFACTURED HOME SITING PERMIT:</b>		OAR 918-050-0130
Installation and Setup Fee	\$430.45 (per Dwelling)	
Separate Permit(s) required for decks, other accessory structures, and foundation that do not comply with the prescriptive requirements of the Oregon Manufactured Dwelling Code, utility connections beyond 30 lineal feet, new plumbing, alterations and other such items.	(See Structural, Plumbing, and Mechanical Fees)	
Planning & Engineering Review fees could apply.		
<b>B. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93/each	
Specially requested inspections (1 hr. min.)	\$94.93/hour	
Inspection fee which no fee is specifically indicated	\$94.93/hour	
Administration Fee	\$42.00/hour (Minimum 1hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>C. STATE OF OREGON SURCHARGE FEE:</b>		ORS 455.210; 455.220
Manufactured Dwelling State Fee	Currently \$30.00	
Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)	Current State Surcharge (___% x Plumbing fee)	
<b>V. MANUFACTURED DWELLING/RV PARKS - AREA DEVELOPMENT PERMIT (ADP)</b>		
The Area Development Permit fee is to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation to the Structural Permit Schedule IA		OAR 918-600-0030; 918-650-0030
Plan Review Fee is 65% of ADP Fee	65% of structural fee	
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93/each	
Specially requested inspections (1 hr. min.)	\$94.93/hour	
Inspection fee which no fee is specifically indicated	\$94.93/hour	
Administration Fee	\$42.00/hour (Minimum 1hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1hour)	
<b>VI. MISCELLANEOUS FEES</b>		
<b>A.</b> Administration Fee; outside of issuing building permits (min. 1 hr. then 1/2 hour fraction there after)	\$42.00/hour	
<b>B.</b> Records Request	Time & Materials	
<b>C.</b> Refund Policy	Refund must be greater than \$75, or no refund can be issued.	
<b>D.</b> Minimum Fee for all types of permits, if not previously indicated.	\$63.00	
<b>E.</b> Planning & Engineering Reviews could apply.	See Planning/Engineering Fee Schedule	

<b>VII. GRADE &amp; FILL PERMIT</b>		
<b>A. PLAN REVIEW FEE:</b> (Required at time of application, based on the valuation at time of application. May be adjusted prior to permit issuance)		SHMC 15.04.110; 15.04.200
50 cubic yards or less	No Permit Required	
51 to 100 cubic yards	\$40.95	
101 to 200,001	65% of the fill and grade permit fee	
<b>B. PERMIT FEES:</b>		SHMC 15.04.110; 15.04.200
50 cubic yards or less	No Permit Required	
51 to 100 cubic yards	\$63.00	
101 to 1,000 cubic yards	\$63.00 for the first 100 cubic yards, plus \$23.67 for each additional 100 cubic yards or fraction thereof	
1,001 to 10,000 cubic yards	\$276.03 for the first 1,000 cubic yards, plus \$19.37 for each additional 1,000 cubic yards thereof	
10,001 to 100,000	\$450.36 for the first 10,000 cubic yards, plus \$88.83 for each additional 10,000 cubic yards thereof	
100,001 cubic yard or more	\$1,249.83 for the first 100,000 cubic yards, plus \$48.40 for each additional 10,000 cubic yards or fraction thereof	
<b>C. STATE OF OREGON SURCHARGE FEE:</b>		ORS 455.210; 455.220
Subject to potential increase by State of Oregon, Building Codes Division. (Currently at 12%)	Current State Surcharge (____% x Plumbing fee)	
<b>D. INSPECTION FEES &amp; MISC. FEES:</b>		
Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour	
Reinspection Fee (after 2 same-type-failed inspections)	\$94.93/each	
Specially requested inspections (1 hr. min.)	\$94.93/hour	
Inspection fee which no fee is specifically indicated	\$94.93/hour	
Administration Fee	\$42.00/hour (Minimum 1 hour)	
Technology Fee (Applied to the permit fee)	3%	
Investigation Fee	\$250.00/hour (Minimum 1 hour)	

*City of St. Helens*  
**RESOLUTION NO. 1895**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON, AMENDING RESOLUTION NO. 1889, THE CITY EMPLOYEE  
COMPENSATION PLAN, FOR SEASONAL PUBLIC WORKS SUMMER CREW  
AND SEASONAL RECREATION ASSISTANTS

**WHEREAS,** it is necessary for the City to compete with other comparable employment opportunities around Columbia County with regards to our Seasonal Public Works Summer Crews and Seasonal Recreation Assistants; and

**WHEREAS,** the compensation plan adopted on June 3, 2020, by Resolution No. 1889 for the St. Helens Police Association, AFSCME Union, and Unrepresented Employees needs amending.

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

Unrepresented Employees – July 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	<del>12.00</del> 14.00				
Seasonal Recreation Assistant (Hourly)	None	<del>12.00</del> 14.00				

**Approved and adopted** by the City Council on July 15, 2020 by the following vote:

Ayes:

Nays:

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

ATTEST:

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

City of St. Helens  
**RESOLUTION NO. 1896**

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

**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, public service providers and 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 Public Services and 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 COVID-19 Public Services and Emergency Small Business & Micro-Enterprise Assistance Grants 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 July 15, 2020, by the following vote:

Ayes:

Nays:

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

ATTEST:

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



## EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on July 15, 2020, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Structural Nexus LLC** ("Contractor").

### RECITALS

**A. WHEREAS**, on or about August 15, 2018, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to structural plan review services; and

**B. WHEREAS**, Paragraph 3 of the Agreement provides that the Agreement terminates on July 31, 2019, and that the City reserves the right to extend the Agreement for a period of two (2) years in one (1) year increments; and

**C. WHEREAS**, on July 17, 2019, the Agreement was extended for one year to July 31, 2020; and

**D. WHEREAS**, St. Helens and Contractor mutually desire to extend the term of the Agreement for an additional year

### AGREEMENT

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

**1.** The termination date of the Agreement signed on or about August 15, 2018, shall be amended to reflect a **termination date of July 31, 2021**, unless earlier terminated according to the terms of the Agreement.

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

**ST. HELENS:**

**CONTRACTOR:**

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

**STRUCTURAL NEXUS LLC**

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

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

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

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

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

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

**REQUEST FOR FULL RECONVEYANCE**  
*(To be used only when the obligations have been paid)*

To: TICOR TITLE INSURANCE COMPANY, TRUSTEE

Dated: July 1, 2020

The undersigned is the legal owner and holder of all indebtedness secured by the foregoing Trust Deed made by DAVID A GRAFTON & LIDIA SAAVEDRA as Grantor to the CITY OF ST. HELENS of Columbia County, Oregon dated December 31 2001, recorded as official instrument 00496 in the official public records of the clerk of the court of the County of Columbia, Oregon, and Promissory Note made by DAVID A. GRAFTON & LIDIA SAAVEDRA as Grantor to the CITY OF ST. HELENS of Columbia County, Oregon dated March 12, 2002 and recorded March 13, 2002, recorded as official instrument number 03688 in the official public records of the clerk of the Court of the County of Columbia Oregon, encumbering the property situated in said State and County described as follows, to wit:

Property Address: 340 West Street, St. Helens, Oregon 97051

**All sums secured by the trust deed have been fully paid and satisfied.** You are hereby requested and directed, on payment to you of any sums owing to you under the terms of said Trust Deed, to cancel all evidences of indebtedness, secured by said Trust Deed, delivered to you herewith together with said Trust Deed and to reconvey, without warranty, to the parties designated by the terms of said Trust Deed, the estate now held by you under the same.

Mail recorded reconveyance along with the enclosed original documents to:

LIDIA SAAVEDRA  
 340 WEST STREET  
 ST. HELENS, OR 97051

By: \_\_\_\_\_, Beneficiary  
 RICK SCHOLL, MAYOR, CITY OF ST. HELENS, OREGON, COUNTY OF COLUMBIA

**Do not lose or destroy this Trust Deed or the note which it secures. Both must be delivered to the Trustee for cancellation before reconveyance will be made.**

**CENTRAL OFFICE**

125 N. 17th St.  
St. Helens, Oregon 97051  
Voice (503) 397-3511  
Fax (503) 397-3290  
Administration  
Information & Referral Ext. 274

**FISCAL OFFICE**

124 N. 18th St.  
St. Helens, Oregon 97051  
Voice (503) 366-6570  
(503) 366-6565  
(503) 366-6569  
Fax (503) 366-7906

**COMMUNITY DEVELOPMENT PROGRAMS**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 397-3511 Ext. 279  
Housing Development  
Community Facilities

**HOUSING CENTER**

(800) 404-3511  
Housing Information & Referral  
Homeowner & Tenant Trainings  
Home Ownership Assistance

**SELF-HELP HOUSING**

(503) 366-6562

**HOUSING REHABILITATION**

Rehabilitation  
Weatherization  
Astoria  
(503) 325-8098  
(800) 325-8098  
Columbia  
(503) 397-1675  
(800) 955-1675

**EMERGENCY HOUSING PROGRAM**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 336-6546  
(800) 404-3511

**CHILD & FAMILY DEVELOPMENT PROGRAM**

PO Box 10, 108 W. B. St.  
Rainier, Oregon 97048  
(503) 556-3736  
Head Start  
Healthy Start

**KID CARE PROGRAM**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6545

**ENERGY SERVICES PROGRAM**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 397-4951  
(866) 722-4951  
Energy Utility Assistance  
Consumer Education  
Tillamook  
(503) 842-3267  
(866) 722-4951  
Astoria  
(866) 722-4951

**SENIOR, RESPITE & VETERANS SERVICE PROGRAMS**

125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6543  
Respite Care, OPI  
Senior Support & Nutrition Programs

Veterans Service Program  
125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 366-6580

**COMMUNITY ACTION TEAM, INC.**

*"BUILDING BRIDGES TO SELF-SUFFICIENCY"*



July 1, 2020

Kathy Payne  
City of St. Helens  
PO Box 278  
St. Helens, OR 97051

Dear Kathy:

Enclosed is a check to the City in the amount of \$11,189.00, a payback of the loan on the property of:

Lidia Saavedra & David A. Grafton  
340 West Street  
St. Helens, OR 97051

As in the past, the City should deposit this check and enter the payback in the City ledger, then create a new check for same amount to Community Action Team for deposit in the City of St. Helens Revolving Loan Fund.

In addition, the Request for Reconveyance document needs to be signed by Mayor Scholl, at his earliest convenience. If you would then send the documents to:

Community Action Team, Inc.  
Attention: Susan Wagner  
125 N 17th Street  
St. Helens, OR 97051

*Reconveyance & Check*

We will forward it to the appropriate title company.

If you have any questions or concerns about any of the enclosed information, please contact me at 503-366-6562.

Sincerely,

Susan Wagner  
Contract Coordinator

Enclosures  
Reconveyance  
Enc: Ck #501052858; \$11,189.00

*Serving Columbia, Clatsop, and Tillamook Counties for over Fifty Years*

## **CONTRACT PAYMENTS**

City Council Meeting  
July 15, 2020

---

### **Black Rock Underground, LLC**

Project: 2020 Sanitary Sewer Rehab Project (PR#2)                      \$            **78,211.98**

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

Project: N. 7<sup>th</sup>, 9<sup>th</sup> & 11<sup>th</sup> Streets Waterline Imp (PR#3)                      \$            **36,327.30**

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

### **David Evans and Associates Inc.**

Project: N. Vernonia Rd. Sidewalks R-687 (Inv#467980)                      \$            281.96

Project: Columbia Blvd. Sidewalk R-679 (Inv#468412)                      \$            13,002.28

**Total**                      \$            **13,284.24**

### **Kittelson & Associates**

Project: 1<sup>st</sup> & St. Helens St. Intersection Imps. (Inv#0110901) \$            **978.45**



DAVID EVANS  
AND ASSOCIATES INC.

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

Invoice Number 467980  
Invoice Date June 16, 2020  
PO Number  
Page 1 of 1

Work Beginning 05/03/2020 through 05/30/2020

Manager: Paul Tappana

Project STHN0000-0001: N. Vernonia Rd. Sidewalks *R-687*  
Contract End Date: 12/31/2020

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
GIS Analyst	Melissa M. Foltz	0.50	122.45	61.22
Office/Clerical	Lori Hicks	0.40	99.20	39.68
Project Coordinator I	Chase Heern	0.20	62.00	12.40
Project Coordinator III	Alisha Reynaldo	0.20	102.30	20.46
Project Coordinator III	Lara Abrams	1.60	92.63	148.20
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>2.90</b>		<b>281.96</b>

Invoice Total

**\$281.96**

Invoiced by: Lara Abrams

*FY 19/20*

APPROVED FOR PAYMENT

INIT DATE  
ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR  
*7-1-2020*  
*6-14-2020*

*205-000-53019*

Aged Receivables as of 6/11/2020

0 To 30 Days	31 To 60 Days	61 To 90 Days	Over 90 Days	Total Outstanding
\$14,090.50	\$0.00	\$0.00	\$0.00	\$14,090.50

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

**DAVID EVANS AND ASSOCIATES, INC.**  
**Project Billing Budget Summary (by WBS)**  
 Project: STHN000000001

Phase	WBS Description	Contract Amount	Billed This Period	Previously Billed	Billed To Date	Remaining Contract	% Billed	% Completed
00101	Project Management	9,175.00	220.74	9,282.48	9,503.22	(328.22)	104%	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	61.22	489.80	551.02	1,731.98	24%	100%
00402	Residents Meeting	2,254.00	-	-	-	2,254.00	-	-
00501	Utility Relocations	4,929.00	-	1,384.47	1,384.47	3,544.53	28%	90%
00601	Concept (30%) Sidewalk Design	25,292.00	-	28,340.83	28,340.83	(3,048.83)	112%	100%
00602	Concept (30%) Cost Estimate	4,968.00	-	2,513.32	2,513.32	2,454.68	51%	100%
00701	Final (100%) Sidewalk Design	26,449.00	-	24,636.94	24,636.94	1,812.06	93%	95%
00702	Final (100%) Cost Estimate	3,519.00	-	217.20	217.20	3,301.80	6%	100%
00703	Final (100%) Specifications	5,590.00	-	2,743.33	2,743.33	2,846.67	49%	100%
00801	Bid Support	1,222.00	-	-	-	1,222.00	-	-
EXP	Expenses	619.00	-	340.46	340.46	278.54	55%	80%
SUBKLS	Sub: KLS Surveying	11,410.00	-	11,410.00	11,410.00	-	100%	100%
		<b>99,887.00</b>	<b>281.96</b>	<b>83,692.21</b>	<b>83,974.17</b>	<b>15,912.83</b>	<b>84%</b>	<b>94%</b>



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

### **Progress Report No. 11**

**For the period:**

**May 3, 2020 through May 30, 2020**

**June 16, 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. 11**  
**For the period May 3, 2020 through May 30, 2020**

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

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**Contract NTP: February 22, 2019**

**Contract End: December 31, 2020**

**Contract Values:**

Current Contract NTE: \$99,887.00

Previously Billed: \$83,974.17

Current Billing: \$281.96

Remaining \$15,912.83

**Work Performed in Reporting Period:**

1. Invoicing
2. Public flyer creation

**Anticipated Upcoming Work**

1. Bid assistance





DAVID EVANS  
AND ASSOCIATES INC.

June 16, 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. 11**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 11 for Preliminary Engineering (PE) Services for the N. Vernonia Rd. Sidewalks (R-687) Project. This information covers the period of May 3, 2020 through May 30, 2020.

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

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

Sincerely,

**DAVID EVANS AND ASSOCIATES, INC.**

Paul Tappana  
Project Manager

PDT:leab  
Enclosures



**DAVID EVANS  
AND ASSOCIATES INC.**

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

Invoice Number 468412  
Invoice Date June 16, 2020  
PO Number  
Page 1 of 2

Work Beginning 05/03/2020 through 05/30/2020 *R-679*  
Project STHN0000-0002: **Columbia Boulevard Sidewalk** and Safety Improvements

Manager: Paul Tappana

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
Office/Clerical	Dongyang Liu	0.20	99.20	19.84
Project Coordinator I	Chase Heern	1.20	62.00	74.40
Project Coordinator III	Alisha Reynaldo	0.90	102.30	92.07
Project Coordinator III	Lara Abrams	1.60	92.63	148.20
Project Engineer/Planner	Taisei Imamura	4.80	129.52	621.69
Project Engineer/Planner	Makenzie Williams	18.70	127.47	2,383.68
Project Manager	Paul Tappana	5.00	173.48	867.40
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>32.40</b>		<b>4,207.28</b>

**Subconsultant**

	K.L.S. Surveying, Inc.	8,795.00
<b>Subtotal</b>	<b>Subconsultant</b> <i>205-000-53001</i>	<b>8,795.00</b>

**Invoice Total**

*FY 19/20*

**APPROVED FOR PAYMENT**  
INIT \_\_\_\_\_ DATE \_\_\_\_\_  
*MA* ACCOUNTS PAYABLE *7-1-2020*  
*GR* FINANCE *6-19-2020*  
SUPERVISOR

**\$13,002.28**



Invoice Number 468412

Page 2 of 2

Project STHN0000-0002: Columbia Boulevard Sidewalk and Safety Improvement  
City of St. Helens

Invoiced by: Lara Abrams

Aged Receivables as of 6/16/2020				
<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>
\$14,853.43	\$0.00	\$0.00	\$0.00	\$14,853.43

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

Project: STHN000000002

Phase	WBS Description	Contract Billed This		Previously Billed	Billed To Date	Remaining	
		Amount	Period			Contract	% Completed
00101	Project Administration	4,278.00	334.51	1,405.00	1,739.51	2,538.49	41%
00102	Kick-Off Meeting	986.00	867.40	-	867.40	118.60	88%
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	3,005.37	446.15	3,451.52	13,021.48	21%
00302	Advance (95%) Design	13,080.00	-	-	-	13,080.00	-
00303	Final (100%) Design	4,408.00	-	-	-	4,408.00	-
00401	Community Outreach	1,972.00	-	-	-	1,972.00	-
00501	Utility Relocations	5,785.00	-	-	-	5,785.00	-
SUBKL	KLS Surveying	8,800.00	8,795.00	-	8,795.00	5.00	100%
		<b>57,730.00</b>	<b>13,002.28</b>	<b>1,851.15</b>	<b>14,853.43</b>	<b>42,876.57</b>	<b>26%</b>



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

## **Progress Report No. 2**

**For the period:  
May 3, 2020 through May 30, 2020**

**June 16, 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. 2**  
For the period May 3, 2020 through May 30, 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: \$1,851.15

Current Billing: \$13,002.28

Remaining \$42,876.57

**Work Performed in Reporting Period:**

- Project coordination and invoicing
- Begin sidewalk design

**Anticipated Upcoming Work**

- Coordinate the potential for the culvert replacement
- Continued sidewalk design

**K.L.S. Surveying Inc**

1224 Alder Street  
Vernonia, OR 97064

**Invoice**

Date	Job No.
6/3/2020	20023

Invoice #20-023R

<b>Bill To</b>
David Evans & Assoc. c/o Paul Tappana 530 Center Street NE, Suite 605 Salem, Oregon 97301



<b>Terms</b>
Due on receipt

Description	Amount
Columbia Boulevard Topographic survey	
Project Manager (3 hrs @ 125/hr)	375.00
Sr. Land Surveyor (12.5 hrs @ 80/hr)	1,000.00
Crew Chief (38 hrs @ 75/hr)	2,850.00
Survey Tech field (38 hrs @ 65/hr)	2,470.00
Office Tech (30 hrs @ 70/hr)	2,100.00
All work is complete!	
<b>Total</b>	<b>\$8,795.00</b>

Phone #	Fax #	E-mail
503 429-6115	866 297-1402	dwallace_kls@msn.com

**Sub Invoice Approval Stamp**

Manager Approval Paul Tappana  
 Job Number STHN-0002  
 WBS Number SUBKL - \$8,795.00  
 Advanced Billed? ☒ Y ☐ N Date June 2020  
 Description Sub Invoice  
 General Ledger Code \_\_\_\_\_



DAVID EVANS  
AND ASSOCIATES INC.

June 16, 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. 2**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 2 for Preliminary Engineering (PE) Services for the Columbia Boulevard Sidewalk and Safety Improvements Project. This information covers the period of May 3, 2020 through May 30, 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





ACCOUNTS RECEIVABLE  
PO BOX 40847  
PORTLAND, OR 97240

June 16, 2020

Project No: 235440.000

Invoice No: 0110901

City of St. Helens  
Attn: City Administrator  
PO Box 278  
St. Helens, OR 97051

1st & St. Helens

Project #R-685

**Professional Services through May 31, 2020**

Task 002 Concept and Final Design

**Professional Personnel**

	Hours	Rate	Amount
Engineer/Planner			
Cox, Caleb	8.50	33.23	282.46
Totals	8.50		282.46
<b>Total Labor</b>			<b>282.46</b>

**Additional Fees**

Overhead	209.29 % of 282.46		591.16
Profit	12.00 % of 873.62		104.83
<b>Total Additional Fees</b>			<b>695.99</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	978.45	46,460.77	47,439.22
Limit			60,328.00
Remaining			12,888.78

**Total this Task \$978.45**

**Total this Invoice \$978.45**

205-000-53003

APPROVED FOR PAYMENT

INIT DATE  
7/1/2020  
7/30/2020

ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR

Sue SIGN  
ACCT

FY 2019/2020



851 SW 6th AVENUE, SUITE 600  
PORTLAND, OR 97204  
P 503.228.5230 F 503.273.8169

## PROGRESS REPORT

---

Date: June 16, 2020 Project # 23544  
To: Sue Nelson  
From: Caleb Cox  
Project: 1<sup>st</sup> & St. Helens Intersection Improvements

---

### *Invoice for Professional Services through May 31<sup>st</sup>, 2020*

#### **Project Status:**

- 90% PS&E review comments addressed
- Utility coordination underway

#### **Upcoming:**

- Final design submittal to City
- Bidding and Construction planned for 2021

If you have any questions, please call me at (503) 535-7453.

Thank you,

Caleb Cox



City of St. Helens  
Department of Public Works – Engineering Division  
265 Strand Street, St. Helens, OR 97051  
Phone: 503.397.5272 Fax: 503.366.3782

## Payment Request #2

### CONTRACTOR:

**Black Rock Underground, LLC**

267 NE 34th Place  
Hillsboro, OR 97124

PROJECT: **2020 Sanitary Sewer Rehabilitation Project**

PROJECT #: S-667

DATE: 7/7/2020

DEPARTMENT: Engineering

Total Contract Amount	\$140,498.00	Total Earned This Month	\$82,328.40
Total Amount Earned To Date	\$231,486.80	Less 5% Retainage	\$4,116.42
Previous Payment Requests			
PP# Previous Billing With Retainage	Retainage	Previous Amounts Paid	Invoice Date
1 \$66,830.00	\$3,341.50	\$63,488.50	06/08/20
Less Total of Previously Earned			\$63,488.50
Total Retainage of Previous Payments			\$3,341.50

### Total Amount Due

**\$78,211.98**

Bid Item No.	Description	Unit	Qty	Contract Unit Price	Contract Price	Work Completed Prior to This Pay Period		Work Completed This Pay Period	
						Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period
1	Mobilization, Bonds, Insurance, and Demobilization	LS	1	\$2,000.00	\$2,000.00	1.00	\$2,000.00	0.50	\$1,000.00
2	Temporary Work Zone Traffic Control, Complete	LS	1	\$2,500.00	\$2,500.00	1.00	\$2,500.00	0.30	\$750.00
3	8-inch Diameter Cured-in-Place Pipe Liner Installed in 8-inch Diameter Sewer Pipe	LF	82	\$235.00	\$19,270.00	0.00	\$0.00		\$0.00
4	8-inch Dia. HDPE Pipe Installed by Pipe Bursting Method in 8" or 6" Dia. Sewer Pipe	LF	110	\$115.00	\$12,650.00	110.00	\$12,650.00	110.00	\$12,650.00
5	Rehabilitate 8-inch Diameter Sewer on Cedar Oak Street					0.00			
	(Opt 1): by Pipe Bursting Method	LF	225	\$80.00	\$18,000.00	225.00	\$18,000.00		\$0.00
	(Opt 2): by Trenchless CIPP Pipe Liner Method	LF	225	\$0.00	\$0.00	0.00	\$0.00		\$0.00
	(Opt 3): By Open-cut Pipe Replacement Method	LF	225	\$0.00	\$0.00	0.00	\$0.00		\$0.00
6	8-inch Dia. Sewer Point Repair in ODOT's R-O-W	LS	1	\$6,800.00	\$6,800.00	1.00	\$6,800.00	1.00	\$6,800.00
7	30-inch Diameter Sanitary Sewer Point Repair					0.00			
	(Opt 1): by Trenchless CIPP Pipe Liner Method	EA	3	\$0.00	\$0.00	0.00	\$0.00		\$0.00
	(Opt 2): by Open-cut Pipe Replacement Method	EA	3	\$3,200.00	\$9,600.00	3.00	\$9,600.00	3.00	\$9,600.00
8	48-inch Diameter Manhole to Replace Existing Manhole	EA	2	\$4,600.00	\$9,200.00	4.00	\$18,400.00	4.00	\$18,400.00
9	Rehabilitate 48-inch Diameter Manhole, Complete	EA	7	\$2,700.00	\$18,900.00	9.00	\$24,300.00	4.00	\$10,800.00
10	Replace Manhole Frame & Cover, Complete	EA	1	\$1,140.00	\$1,140.00	1.00	\$1,140.00	1.00	\$1,140.00
11	Bench and Channel 48" Dia. Manhole, Complete	EA	1	\$1,200.00	\$1,200.00	2.00	\$2,400.00	2.00	\$2,400.00
12	Replace Exist. Sewer Cleanout with New C/O	EA	1	\$1,500.00	\$1,500.00	1.00	\$1,500.00	1.00	\$1,500.00
13	Install Inside drop Assembly	EA	1	\$1,900.00	\$1,900.00	1.00	\$1,900.00	1.00	\$1,900.00
14	Reconnect Sanitary Sewer Laterals	EA	12	\$2,800.00	\$33,600.00	11.00	\$30,800.00	5.00	\$14,000.00
15	Temporary Removal and Reinstallation of Fence	LF	30	\$10.00	\$300.00	39.00	\$390.00	39.00	\$390.00
16	Installation of New Fence	LF	10	\$15.00	\$150.00	0.00	\$0.00		\$0.00
17	Rock Excavation	CY	20	\$120.00	\$2,400.00	8.32	\$998.40	8.32	\$998.40
18	Post-Construction CCTV of Sewer mains and As-Built Survey, Complete	LS	1	\$2,500.00	\$2,500.00	0.00	\$0.00		\$0.00
<b>Totals:</b>					\$143,610.00		\$133,378.40		\$82,328.40

### 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
CO-1	Replacement of Existing 8-inch Diameter Sewer by Pipe Bursting Method where Burst Pits are Required, Complete	LF	82	\$189.00	\$15,498.00	80.00	\$15,120.00		\$0.00
#3	8-inch Diameter Cured-in-Place Pipe Liner Installed in 8-inch Diameter Sewer Pipe	LF	-82	\$235.00	-\$19,270.00	0.00	\$0.00		\$0.00
T&M	Traffic Control T&M for Added MH Rehab on White Way and Columbia Blvd	HR	4	\$165.00	\$660.00	4.00	\$660.00		\$0.00
<b>Totals:</b>					-\$3,112.00		\$15,780.00		\$0.00

FY 19/20

603-000-53010

APPROVED FOR PAYMENT

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

7-8-2020

7-8-20



**CONTRACTOR'S APPLICATION FOR PAYMENT**

TO: City of St. Helens - Engineering Department

265 Strand Street

St. Helens, OR, 97051

(503) 397-6272

PROJECT: 2020 Sanitary Sewer Rehabilitation

Project No: S-667

FROM: Black Rock Underground, LLC

267 N.E 34th Place

Hillsboro, OR. 97124

**PAY APPLICATION NO. 2**

Pay Application Period Ending: 07/07/2020

City Inspector Receipt Ticket #: 527648, 527649, 527650 and 487853

1. Original Contract Amount	\$	143,610.00
2. Net Changes to Contract	\$	15,780.00
3. Total Contract Amount To-Date	\$	159,390.00
4. Total Amount of Work Completed	\$	151,658.40
5. Total Percentage of Work Completed	95%	
6. Retainage:		
5% of Completed Work		
7. Total Retainage	\$	7,582.92
8. Total Amount Earned Less Retainage	\$	144,075.48
9. <b>AMOUNT DUE THIS APPLICATION</b>	\$	<b>78,211.98</b>
10. Balance to Finish Including Retainage	\$	7,731.60

4,116.42  
7,582.92

**Change Orders Summary**

Number	Additions	Deletions	Notes/Comments
Totals	\$ -	\$ -	
Net Changes	\$		

**CONTRACTOR'S CERTIFICATION:**

The undersigned Contractor to the best of his knowledge, information and believe of the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to him 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.

Cory Moore

Contractor's Representative (Authorized Signature)

6/8/2020

Date



Payment Application No. 2

FOR PERIOD ENDING: 7/7/2020

## PROJECT NAME:

2020 Sanitary Sewer Rehabilitation

## CONTRACTOR:

Black Rock Underground, LLC

267 N.E 34th Place

Hillsboro, OR. 97124

## PROJECT NUMBER:

S-667

INVOICE / RECEIPT NOS:

52764 and 527645

BID ITEM	DESCRIPTION	UNIT	QTY	UNIT CONTRACT PRICE	TOTAL CONTRACT PRICE	COMPLETED PRIOR TO PAY PERIOD			PREVIOUS BILLING		CURRENT BILLING	
						QUANTITY COMPLETED	AMOUNT BILLED TO DATE	PERCENT COMPLETED	QUANTITY COMPLETED	AMOUNT BILLED	QUANTITY COMPLETED	AMOUNT DUE THIS BILLING
1	Mobilization, Bonds, Insurance, and Demobilization	LS	1	\$ 2,000.00	\$ 2,000.00	0.50	\$ 1,000.00	50%	0.50	\$ 1,000.00	0.50	\$ 1,000.00
2	Temporary Work Zone Traffic Control, Complete	LS	1	\$ 2,500.00	\$ 2,500.00	0.30	\$ 750.00	30%	0.70	\$ 1,750.00	0.30	\$ 750.00
3	8-inch Diameter Cured in Place Pipe Liner Installed in 8" Diameter Sewer Pipe	LF	82	\$ 235.00	\$ 19,270.00	0.00	\$ -	0%	0.00	\$ -	0.00	\$ -
4	8-inch Diameter HDPE Pipe Installed by Pipe Bursting Method in 8" or 6" Diameter Sewer Pipe	LF	110	\$ 115.00	\$ 12,650.00	110.00	\$ 12,650.00	100%	0.00	\$ -	110.00	\$ 12,650.00
5	Rehabilitate 8-inch Diameter Sewer on Cedar Oak Street											
	(Opt 1): by Pipe Bursting Method	LF	225	\$ 80.00	\$ 18,000.00	0.00	\$ -	0%	225.00	\$ 18,000.00	0.00	\$ -
	(Opt 2): by Cured-in-Place Pipe Lining Method	LF	225	\$ -	\$ -		\$ -	0%		\$ -		\$ -
	(Opt 3): By Open-cut Pipe Replacement Method	LF	225	\$ -	\$ -		\$ -	0%		\$ -		\$ -
6	8" Diameter Sewer Point Repair in ODOT's R-O-W	LS	1	\$ 6,800.00	\$ 6,800.00	1.00	\$ 6,800.00	100%	0.00	\$ -	1.00	\$ 6,800.00
7	30-inch Diameter Sanitary Sewer Point Repair											
	(Opt 1): by Trenchless CIPP Liner Method	EA	3	\$ -	\$ -		\$ -	0%		\$ -		\$ -
	(Opt 2): by Open-cut Pipe Replacement Method	EA	3	\$ 3,200.00	\$ 9,600.00	3.00	\$ 9,600.00	100%	0.00	\$ -	3.00	\$ 9,600.00
8	48" Dia Manhole to Replace Existing Manhole	EA	2	\$ 4,600.00	\$ 9,200.00	4.00	\$ 18,400.00	200%	0.00	\$ -	4.00	\$ 18,400.00
9	Rehabilitate 48-inch Diameter Manhole, Complete	EA	7	\$ 2,700.00	\$ 18,900.00	4.00	\$ 10,800.00	57%	5.00	\$ 13,500.00	4.00	\$ 10,800.00
10	Replace Manhole Frame & Cover, Complete	EA	1	\$ 1,140.00	\$ 1,140.00	1.00	\$ 1,140.00	100%	0.00	\$ -	1.00	\$ 1,140.00
11	Bench and Channel 48-inch Diameter Manhole, Complete	EA	1	\$ 1,200.00	\$ 1,200.00	2.00	\$ 2,400.00	200%	0.00	\$ -	2.00	\$ 2,400.00
12	Replace Extg Sanitary Sewer Cleanout with New C/O	EA	1	\$ 1,500.00	\$ 1,500.00	1.00	\$ 1,500.00	100%	0.00	\$ -	1.00	\$ 1,500.00
13	Install Inside drop Assembly	EA	1	\$ 1,900.00	\$ 1,900.00	1.00	\$ 1,900.00	100%	0.00	\$ -	1.00	\$ 1,900.00
14	Reconnect Sanitary Sewer Laterals	EA	12	\$ 2,800.00	\$ 33,600.00	5.00	\$ 14,000.00	42%	6.00	\$ 16,800.00	5.00	\$ 14,000.00
15	Temporary Removal and Reinstallation of Fence	LF	30	\$ 10.00	\$ 300.00	39.00	\$ 390.00	130%	0.00	\$ -	39.00	\$ 390.00
16	Installation of New Fence	LF	10	\$ 15.00	\$ 150.00	0.00	\$ -	0%	0.00	\$ -		\$ -
17	Rock Excavation	CY	20	\$ 120.00	\$ 2,400.00	8.32	\$ 998.40	42%	0.00	\$ -	8.32	\$ 998.40
18	Post-Construction CCTV of Sewer mains and As-Built Survey, Complete	LS	1	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00	100%	0.00	\$ -	1.00	\$ 2,500.00
TOTALS:					\$143,610.00		\$ 84,828.40			\$ 51,050.00		\$ -84,828.40
CHANGE ORDER BID ITEMS												
1	Time and materials for flaggers on M.H DE15 rehab per hour. 4 hour minimum	EA	4	\$ 165.00	\$ 660.00	0.00	\$ -	0%	4.00	\$ 660.00	0.00	\$ -
2				\$ -			\$ -	0%		\$ -		\$ -
3	Pipe bursting 8" HDPE on Maplewood	LF	80	\$ 189.00	\$ 15,120.00	0.00	\$ -	0%	80.00	\$ 15,120.00	0.00	\$ -
TOTALS:					\$15,780.00		\$0.00			\$ 15,780.00		\$ -

## PAY APPLICATION SUMMARY

ORIGINAL CONTRACT AMOUNT:	\$ 143,610.00
TOTAL CONTRACT AMOUNT:	\$ 159,390.00
TOTAL AMOUNT EARNED TO DATE:	\$ 151,658.40
TOTAL EARNED THIS MONTH:	\$ 84,828.40
5% RETAINAGE THIS MONTH:	\$ 4,241.42

AMOUNT DUE THIS PAY APPLICATION: \$ 80,586.98

## PREVIOUS PAYMENT APPLICATIONS:

PAY APP NO.	TOTAL BILLING	RETAINAGE	TOTAL AMOUNT PAID	DATE
1	\$ 66,830.00	\$ 3,341.50	\$ 63,488.50	6/22/20
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	

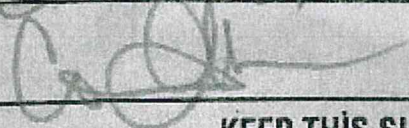


527648

CUSTOMER'S ORDER NO. 5-667	DEPARTMENT Eng	DATE 6/9/2020
NAME		
ADDRESS Black Rock Underground		
CITY, STATE, ZIP		
SOLD BY Tom	CASH	C.O.D.
CHARGE	ON. ACCT.	MDSE. RETD.
PAID OUT		

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	<del>2/5/2020 Tim Tec White 10/2</del>	<b>PAID FOR ON PAY APP #1</b>	
2	<del>5/27/2020 2nd Flagg's</del>		
3	<del>5/1/2020</del>		
4	1 ea (9) MH Rehab complete	✓	
5	10/5/2020 BIDE 49 2' deep		
6	<b>DEI</b>		
7	1 ea (9) MH Rehab complete	✓	
8	10/5/2020 57 MF2 4' deep		
9			
10	1 ea (9) MH Rehab complete	✓	
11	6/5/2020 5-4 <b>N</b> 4' deep		
12			
13	1 ea (13) install inside play	✓	
14	6/9/2020 5-4. MH 515		
15			
16	1 ea (9) MH Rehab complete	✓	
17	6/5/2020 5-1 <b>E40</b>		
18	1 ea (10) Reflume Floor / 6' deep	✓	

RECEIVED BY





527649

CUSTOMER'S ORDER NO. 5-677	DEPARTMENT SMG	DATE 6/17/2020
NAME Black Rock underground		
ADDRESS		
CITY, STATE, ZIP		

SOLD BY 1	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
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QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	1ea (12) Replace ss c/o	✓	
2	6/10/2020 5-3 we 46		
3	19 LF (4) 8" Pipe Burst	✓	
4	6/17/2020 5-6 NL7-NL8	✓	
5	1ea (8) Replace ss MH 6/16/2020	✓	
6	5-6 NL 7		
7	1ea (6) 8" ss. Port Repair Hvy	✓	
8	6/15/2020 5-3		
9	See (14) Reconnect ss. Lats	✓	
10	5-6 NL7-NL8 6/17/2020		
11	19 LF (15) Temp B&R Fence	✓	
12	5-6 NL7 212 N. BT		
13			
14			
15			
16			
17			
18			

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A-5805  
T-46320/46350

KEEP THIS SLIP FOR REFERENCE



527650

CUSTOMER'S ORDER NO.

8-667

DEPARTMENT

SAG

DATE

7/2/2020

NAME

ADDRESS

Black Rock underground

CITY, STATE, ZIP

SOLD BY

CASH

C.O.D.

CHARGE

ON. ACCT.

MDSE. RETD.

PAID OUT

QUANTITY

DESCRIPTION

PRICE

AMOUNT

1

1 ea (8) New 48" man hole

2

6/29/20 5-7 NE 17

3

1 ea (8) New 48" MH

4

7/2/2020 5-8 ND4

5

1 ea (7) off 2 30" point paper

6

7/1/2020 5-23-425 20LF

7

2 bbl (17) Rock Exc 6/30/2020

8

5-8 MH ND4

9

3 cu (17) Rock Exc 6/25/2020

10

5-7 MH NE 17 6x6x2

11

1 ea (8) New 48" MH

12

7/2/2020 5-8 ND6

13

2 bbl (17) Rock Exc 7/2/2020

14

5-8 ND6 6x6x2

15

1 ea (7) off 2 30" 45. PT paper

16

7/2/20 5-5 5-25-5-26

17

20LF (15) Temp R&amp;R Fence

18

5-8 ND6 7/2/2020

RECEIVED BY

[Signature]

KEEP THIS SLIP FOR REFERENCE



487853

CUSTOMER'S ORDER NO. <i>5-667</i>		DEPARTMENT <i>Eng</i>		DATE <i>7/8/2020</i>	
NAME <i>Black Rock Underground</i>					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY <i>[Signature]</i>	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD. PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT
1	<i>2ep (11) M H Bench &amp; Channel</i>				
2	<i>7/3/2020 ED NE4/NE5</i>				
3					
4					
5					
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17					
18					
RECEIVED BY					



City of St. Helens  
Department of Public Works - Engineering Division  
265 Strand Street, St. Helens, OR 97051  
Phone: 503.397.5272 Fax: 503.366.3782

APPROVED FOR PAYMENT

FY 19/20

KF 54

CONTRACTOR:

C & M Excavation & Utilities, LLC

21287 SW Oregon Street  
Sherwood, OR 97140

INIT  
DATE  
7/7/2020

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

7/7/2020

PROJECT #: W-466  
DATE: 7/7/2020  
DEPARTMENT: Engineering

## Payment Request #3

7th, N. 9th, & N. 11th Street Waterline Improvements  
605-000-53011 \$24,305.97  
601-000-53001 \$12,021.33

Total Contract Amount	\$344,504.20	Total Earned This Month	\$23,434.70
Total Amount Earned To Date	\$299,131.00	Less 5% Retainage	\$1,171.74

Previous Payment Requests

PP# Previous Billing With Retainage

	Retainage	Previous Amounts Paid	Invoice Date
1 \$180,617.00	\$9,030.85	\$171,586.15	04/28/20
2 \$100,669.50	\$5,033.48	\$95,636.02	05/26/20

Less Total of Previously Earned ..... \$267,222.17

Total Retainage of Previous Payments ..... \$14,064.33

**Total Amount Due (Pay Request 3 + Retainage from Pay Requests 1 and 2) \$36,327.30**

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	1.00	\$3,600.00	0.34	\$1,224.00
3	Erosion and Sediment Control, Complete	LS	1	\$1,700.00	\$1,700.00	1.00	\$1,700.00	0.34	\$578.00
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		\$0.00
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		\$0.00
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 1/4-inch Copper Water Service	EA	36	\$500.00	\$18,000.00	26.00	\$13,000.00		\$0.00
8	Replace 1-inch or 1/4-inch Galvanized Water Service with 1-inch or 1/4-inch Copper and Connect to Main	EA	1	\$1,500.00	\$1,500.00	7.00	\$10,500.00		\$0.00
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		\$0.00
11	Fire Hydrant Assembly with Concrete Pad	EA	3	\$4,800.00	\$14,400.00	3.00	\$14,400.00		\$0.00
12	Temporary Blowoff Assembly with 6-inch Gate Valve	EA	2	\$1,750.00	\$3,500.00	2.00	\$3,500.00		\$0.00
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		\$0.00
17	Install Arched Corrugated Steel Pipe Culvert with Class A Backfill, Complete	LF	130	\$260.00	\$33,800.00	106.00	\$27,560.00		\$0.00
18	Install New 72-inch Diameter Storm Drain Structure	EA	2	\$6,650.00	\$13,300.00	2.00	\$13,300.00		\$0.00
19	Install New Standard 20" x 24" Catch Basin	EA	1	\$1,500.00	\$1,500.00	1.00	\$1,500.00	1.00	\$1,500.00
20	Install 10-inch HDPE DR26 Storm Sewer, Class B fill	LF	10	\$138.00	\$1,380.00	32.00	\$4,416.00	32.00	\$4,416.00
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	1.00	\$3,400.00	1.00	\$3,400.00
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	178.43	\$26,764.50	38.11	\$5,716.50
24	Temporary Removal and Reinstallation of Extg Fence	LF	150	\$18.00	\$2,700.00	20.00	\$360.00	20.00	\$360.00
25	Removal and Replacement of Ext Fence with New	LF	50	\$35.00	\$1,750.00	0.00	\$0.00		\$0.00
26	CCTV of Culvert	LF	130	\$5.00	\$650.00	130.00	\$650.00	130.00	\$650.00
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>\$297,126.00</b>		<b>\$17,844.50</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
T&M	Extra 30LF of Culvert Pipe Purchase Plus 7%; and Installation of added flapper valves,	EA	1	\$5,590.20	\$5,590.20	0.00	\$0.00	1.00	\$5,590.20
<b>Totals:</b>					<b>\$7,400.20</b>		<b>\$2,005.00</b>		<b>\$5,590.20</b>



# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 20003-03

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

Project: 20003- St. Helens Waterline/Storm

Application No.: 3  
Period To: 6/30/2020  
Distribution to:  
Owner ☐  
Architect ☐  
Contractor ☐

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

Contract For: Contract Date:

## 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	\$7,595.20
3. Contract Sum To Date	\$344,699.20
4. Total Completed and Stored To Date	\$308,741.20
5. Retainage:	
a. 0.00% of Completed Work	\$0.00
b. 0.00% of Stored Material	\$0.00
Total Retainage	\$0.00
6. Total Earned Less Retainage	\$308,741.20
7. Less Previous Certificates For Payments	\$267,222.17
8. Current Payment Due	<del>\$41,519.03</del> <b>\$36,327.30</b>
9. Balance To Finish, Plus Retainage	\$35,958.00

**Pay App 3**  
**\$221,262.97 + \$14,064.33**  
**Ret. (Pay App 2 + 1) ← \$14,064.33**  
**\$36,327.30**

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$2,005.00	\$0.00
Total Approved this Month	\$5,590.20	\$0.00
TOTALS	\$7,595.20	\$0.00
Net Changes By Change Order	\$7,595.20	

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 E. Spindel Date: 7/1/20  
State of: Oregon County of: Washington  
Subscribed and sworn to before me this 1st day of July, 2020

Notary Public: Marjorie K Bruehmer  
My Commission expires: 2-26-2024  
OFFICIAL STAMP  
MARJORIE K BRUEHMER  
NOTARY PUBLIC - OREGON  
COMMISSION NO. 997269  
MY COMMISSION EXPIRES FEBRUARY 26, 2024

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 \$ 41,519.03

(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.

# Progress Bill

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

Invoice: 20003-03  
Date: 06/30/20  
Application #: 3

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

Invoice Due Date: 07/15/20  
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	%			
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
2	Temporary Traffic Control	3,600.00	1.00	EA	1.00	3,600.000	0.00	3,600.00	100.00%	2,376.00	0.34	1,224.00
3	Erosion Control	1,700.00	1.00	EA	1.00	1,700.000	0.00	1,700.00	100.00%	1,122.00	0.34	578.00
4	6" (Dip) Waterline incl Paving	43,290.00	390.00	LF	266.00	111.000	0.00	29,526.00	68.21%	29,526.00	0.00	0.00
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%	74,389.50	0.00	0.00
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
7	Reconnect (1") or (3/4") Service	18,000.00	36.00	EA	26.00	500.000	0.00	13,000.00	72.22%	13,000.00	0.00	0.00
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%	10,500.00	0.00	0.00
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
10	Connect Ext (2") Service	3,500.00	2.00	EA	2.00	1,750.000	0.00	3,500.00	100.00%	3,500.00	0.00	0.00
11	Fire Hydrant Assembly	14,400.00	3.00	EA	3.00	4,800.000	0.00	14,400.00	100.00%	14,400.00	0.00	0.00
12	Temporary Blowoff w/6" GV	3,500.00	2.00	EA	2.00	1,750.000	0.00	3,500.00	100.00%	3,500.00	0.00	0.00
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
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
15	Cul/Cap ext 2"/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
16	Remove - Dispose ext Hydrant	650.00	1.00	EA	1.00	650.000	0.00	650.00	100.00%	650.00	0.00	0.00
17	Install Arch Pipe - Class A BF	33,800.00	130.00	LF	106.00	260.000	0.00	27,560.00	81.54%	27,560.00	0.00	0.00
18	Manholes (72")	13,300.00	2.00	EA	2.00	6,650.000	0.00	13,300.00	100.00%	13,300.00	0.00	0.00
19	Catch Basin (20" x 24")	1,500.00	1.00	EA	1.00	1,500.000	0.00	1,500.00	100.00%	0.00	1.00	1,500.00
20	10" HDPE Storm Pipe - Class A	1,380.00	10.00	LF	32.00	138.000	0.00	4,416.00	320.00%	0.00	32.00	4,416.00
21	Area Drain w/20LF/HDPE (incl connection to culvert)	3,400.00	1.00	EA	1.00	3,400.000	0.00	3,400.00	100.00%	0.00	1.00	3,400.00
22	Stabilization	780.00	12.00	CY	0.00	65.000	0.00	0.00	0.00%	0.00	0.00	0.00
23	Rock Excavation	51,300.00	342.00	CY	178.43	150.000	0.00	26,764.50	52.17%	21,048.00	38.11	5,716.50

# Progress Bill

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

Invoice: 20003-03  
Date: 06/30/20  
Application #: 3

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

Invoice Due Date: 07/15/20

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	20.00	18.000	0.00	360.00	13.33%	0.00	20.00	360.00
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	130.00	5.000	0.00	650.00	100.00%	0.00	130.00	650.00
27	Staking & As-Built Survey	6,000.00	1.00	EA	1.00	6,000.000	0.00	6,000.00	100.00%	1,980.00	0.00	0.00
Total for Original Contract		337,104.00					0.00	301,146.00	89.33%	279,281.50		21,857.50
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
29	CO #02: Added Work	5,590.20	1.00	EA	1.00	5,590.200	0.00	5,590.20	100.00%	0.00	1.00	5,590.20
Total for Change Orders		7,595.20					0.00	7,595.20	100.00%	2,005.00		5,590.20
Total:		344,699.20					0.00	308,741.20	89.57%	281,286.50		27,414.70

Total Billed To Date: 308,741.20  
Less Retainage: ~~81,171.11~~  
Less Previous Applications: 267,222.17  
Total Due This Invoice: ~~44,519.03~~

**From:** Bill Sproul  
**To:** Sharon Darroux  
**Cc:** Sue Nelson; "Brian Turner"  
**Subject:** [Email from external sender] 06-22-20 SHW Change #2  
**Date:** Monday, June 22, 2020 3:29:27 PM  
**Attachments:** 06-22-20 SHW Change #2.pdf

---

Sharon,

Please review the following for Change #2.

1. Provide City with 30Lf of CMP Culvert  $2,450.14 + 7\% = 2,621.65$

2. Provide and Install - Inserta Tees, Backwater Valves and Bollards.

Materials =  $1,103.09 + 7\% = \$1,180.31$

Labor /Machine

Supervision 4.5hrs @ 66.20 = 297.90

Operators 5hrs @ 64.93 = 324.65

Labor 13hrs @ 55.98 = 727.74

Excavator 2.5hrs @ 30.00 = 75.00

Loader 2.5hrs @ 50.00 = 125.00

Tool Truck 4.5hrs @ 25.00 = 112.50

**TOTAL  $\$1,662.79 + 15\% = \$1,912.00$**

*\$1,056<sup>SS</sup>*

*SS 7/7/20*

*\$5,590<sup>20</sup> ✓*

**Please review and let me know if you have any questions or concerns.**

**Bill Sproul**

C&M Excavation

21287 SW Oregon St.

Sherwood, OR 97140

503-625-5289 o

503-572-4315 c





## INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

RECEIVED JUN 01 2020  
Invoice # M198833  
Invoice Date 5/27/20  
Account # 210615  
Sales Rep GERALD EVANS  
Phone # 603-690-4801  
Branch # 311 Hillsboro, OR  
Total Amount Due \$10,392.88

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST. LOUIS, MO 63146

74 1 SP 0.500 E0074X I0104 D6178253835 S2 P7405651 0001:0003



C & M EXCAVATION & UTILITIES  
ACCOUNTS PAYABLE  
21287 SW OREGON ST  
SHERWOOD OR 97140-9806

Shipped to:  
7TH, 9TH, AND 11TH STREETS  
CONTACT BRIAN 503-507-2919  
ST. HELENS, OR

CUSTOMER JOB- 20003 ST. HELENS WTR No Ps

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
4/13/20	5/15/20	ARCH CULVERT	ST. HELENS WTR	20003		VENDOR	M198833

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
	CORE & MAIN PO#- 9718153						
/15016058600	57" X 38" H/C ARCH CULVERT 12GA. 2-2/3 X 1/2 LS SUPPLIED AS 6 @ 20' SECTIONS AND 1 @ 10' SECTION INCLUDES - 1EA. 6" X 2' STUB & 1 EA. 8" X 2' STUB BID SEQ# 1410	130	120	10	75.09000	FT	9,010.80
/15016058601	CSP BD 5-C RVTD ARCH GALV. 16GA, 48" 1PC BID SEQ# 1480	7	7		109.18000	EA	764.26
/15016058602	48" BAND GSKT - 12" WIDE BID SEQ# 1510	7	7		88.26000	EA	617.82

Job #: 20003  
Phase/GL #: 5028-17  
Cost Type: 2 Ret: Y/N  
Equipment ID:  
Equip Cost Code:

PIPE 75.09 x 30 = 2252.70

BANDS 109.18 x 7 = 764.26

2450.14

\$2,252.70

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for a current W-9 form



Online  
ADVANTAGE

- Pay Online
- Paperless Billing
- Invoice Reprints
- Signed Delivery Receipts

Remit payment to the address shown on this invoice or access your account in Online Advantage to pay online.

Freight	Delivery	Handling	Restock	Misc.	Subtotal:	10,392.88
					Other:	0.00
					Tax:	0.00
					Invoice Total:	\$10,392.88

Terms: NET 30

Ordered By: BRIAN

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted.  
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>.



## INVOICE

RECEIVED JUN 03 2020 M431488  
 Invoice #  
 Invoice Date 5/29/20  
 Account # 210616  
 Sales Rep GERALD EVANS  
 Phone # 503-690-4801  
 Branch # 311 Hillsboro, OR  
 Total Amount Due \$750.90

1830 Craig Park Court  
 St. Louis, MO 63146

Remit To:  
 CORE & MAIN LP  
 PO BOX 28330  
 ST. LOUIS, MO 63146

388 1 AB 0.419 E0074X I0097 D6188103333 S2 P7419975 0001:0002

C & M EXCAVATION & UTILITIES  
 ACCOUNTS PAYABLE  
 21287 SW OREGON ST  
 SHERWOOD OR 97140-9806

Shipped to: 5/27/20 Backordered from: M198833  
 7TH, 9TH, AND 11TH STREETS  
 CONTACT BRIAN 503-507-2919  
 ST. HELENS, OR

CUSTOMER JOB- 20003 ST. HELENS WTR *Na. Co*

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
4/13/20	5/15/20	ARCH CULVERT	ST. HELENS WTR	20003		VENDOR	M431488

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
/15016058600	CORE & MAIN PO#- 9718153 57" X 38" H/C ARCH CULVERT 12GA. 2-2/3 X 1/2 LS SUPPLIED AS 6 @ 20' SECTIONS AND 1 @ 10' SECTION INCLUDES - 1EA. 6" X 2' STUB & 1 EA. 8" X 2' STUB BID SEQ# 1410	10	10		75.09000	FT	750.90

Job #: 20003  
 Phase/GL #: 5820-17  
 Cost Type: 2- Ret: Y (N)  
 Equipment ID:  
 -Equip Cost Code:

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 for a current W-9 form



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 ADVANTAGE

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- Paperless Billing
- Invoice Reprints
- Signed Delivery Receipts

Remit payment to the address shown on this invoice or access your account in Online Advantage to pay online.

Freight	Delivery	Handling	Restock	Misc.	Subtotal:	750.90
					Other:	0.00
					Tax:	0.00
					Invoice Total:	\$750.90

Terms: NET 30

Ordered By: BRIAN

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RECEIVED JUN 11 2020



# INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

Invoice # M415127  
Invoice Date 6/02/20  
Account # 210615  
Sales Rep GERALD EVANS  
Phone # 503-690-4801  
Branch # 311 Hillsboro, OR  
Total Amount Due \$1,128.09

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST. LOUIS, MO 63146

185 1 SP 0.500 E0185X I0279 D6207902777 S2 P7429269 0001:0001



C & M EXCAVATION & UTILITIES  
ACCOUNTS PAYABLE  
21287 SW OREGON ST  
SHERWOOD OR 97140-9806

*S. F. HELEN'S*

Shipped to:

CUSTOMER PICK-UP -

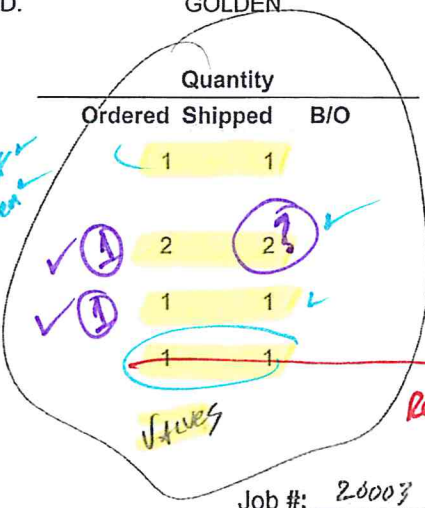
CUSTOMER JOB - GOLDEN - GOLDEN RD.

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
5/27/20	6/01/20	STORM	GOLDEN RD.	GOLDEN		WILL CALL	M415127

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
/26416132476	48X4 CMPXSDR35 INSERTA TEE PART #4P26FB48CMP	1	1		101.48000	EA	101.48
2904BWW40	4" PVC S40 BACKWATER VALVE	2	2		38.23000	EA	76.46
/80016132489	8" 3034 PVC BACKWATER VALVE	1	1		809.49000	EA	809.49
/26416132490	48X6 CMPXSDR35 INSERTA TEE PART #6P26FB48CMP INSERTA'S PICKED UP AT 11:AM 05/28/2020 VIA BRIAN @ INSERTA ***** PLEASE CALL BRIAN WHEN THIS IS COMPLETE (503)507-2919	1	1		115.66000	EA	115.66

*part of bid item?*



*Remove PAID FOR UNDER BID ITEM.*  
*7/7/20*

Job #: 20003  
Phase/GL #: 6020-4  
Cost Type: 2 Ret: Y/N  
Equipment ID: \_\_\_\_\_  
-Equip Cost Code: \_\_\_\_\_

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- Paperless Billing
- Invoice Reprints
- Signed Delivery Receipts

Remit payment to the address shown on this invoice or access your account in Online Advantage to pay online.

Freight	Delivery	Handling	Restock	Misc.
\$25.00				

Subtotal:	1,103.09
Other:	25.00
Tax:	0.00
Invoice Total:	\$1,128.09

Terms: NET 30

Ordered By: BRIAN

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City of St. Helens  
***Library Board***  
**Minutes from Monday, May 11, 2020**  
St. Helens Public Library via ZOOM

**Members Present**

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

**Members Absent**

Lisa Beardslee

**Guests**

**Councilors in Attendance**

Stephen Topaz

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary



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

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

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

**VOTE TO RECOMMEND FOR AN ADDITIONAL TERM ON THE LIBRARY BOARD:** Members Birkle and Gaelrun-Maggi have expressed an interest in remaining on the Library Board. After a short discussion, the group were all in favor of recommending each of them for an additional term.

**LIBRARY DIRECTOR'S REPORT: Library Presentation:** Director Jeffries asked that the Annual Library Presentation be added to the agenda. The group discussed the annual presentation that will be given by Chair Heynemann to the City Council on May 20, 2020. The presentation was shared with the group via screen sharing and Chair Heynemann described each of the slides in the presentation. Some of the items were discussed, including the new MakerSpace, the book club activities, Trunk-or-Treat, and the MakerFest. There was also a discussion about the status of Library Staff learning

Spanish to accommodate Spanish speaking patrons. The group also discussed the National Novel Writer's Month (NaNoWriMo) activities. Director Jeffries stated that the City Council might ask what our plans are for the upcoming year, and that the presenters should be prepared to answer that question.

### **LIBRARY DIRECTOR'S REPORT:**

**Library Remodeling:** Director Jeffries stated that the current remodeling is going very fast. The Armstrong Room has received new paint and new flooring. The Auditorium has received new paint and carpeting, and is awaiting the re-installation of the seating and the curtains. The Columbia Learning Center is going to meet and decide what to do with all of the furniture in the old learning center space. The current schedule shows that the painting and installation of the sink and cabinet are to be done on the 20<sup>th</sup> of May, and the new flooring is going down on the 26<sup>th</sup>.

**Library Reopening:** Director Jeffries stated that physical distancing will prove to be a challenge, but we are working on a plan to move some staff into the Armstrong room as a temporary office, which will allow staff to spread out. We are currently working on a 'curbside' checkout system. We are also working on a system that will allow patrons to make appointments to use the public computers. We are looking at how arrange the space to allow for proper distancing as we eventually have patrons reenter the building, things like one-way traffic that might utilize the courtyard doors to allow patrons to exit the Library without being too close to those that are entering. City Administrator John Walsh has stated that the City is ready for Phase 1 reopening, but that the Library may have a different timetable due to the remodeling and the complexity of offering services to the public. We will have to look at actual square footage of the building to determine how many people can be in the building at one time. Member Davis asked if the City has a plan, one that includes the Library. The group discussed the possible reopening ideas. Director Jeffries stated that the Library and the Rec Center are the two biggest departments that have participation by the public and that there isn't currently a plan for things like contact tracing.

Director Jeffries stated that City Councilor Topaz has been working on creating a 'plexiglass' type barrier for the front counter. Member Bean asked if the Library was securing any State funds that might help. Director Jeffries stated that we are not at the present time. Member Stanko asked if the cleaning crew was going to do any 'deep' cleaning. Director Jeffries stated that this is not on the schedule, and that most of the cleaning that will be necessary under the current circumstances would be done by staff, i.e., wiping down surfaces in between patrons. We are also quarantining all of the items that are being returned, but some things like wiping down cloth covered chairs might be impossible.

Member Birkle stated that the budget was passed, but that doesn't mean that it will be spent. The group discussed the current budget process.

**CITY COUNCILOR'S REPORT:** Councilor Topaz reported that the budget is always done by the rules, but how the funds are spent is determined by department. The City

allows for a 20 to 30 percent reserve in case there isn't enough revenue to cover the costs. Councilor Topaz also mentioned that it was a good idea to realign the Auditorium seats to allow for the new entrance and exit steps.

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

**SUMMARIZE ACTION ITEMS:** The Annual Report is due on May 13, and Chair Heynemann will present the Annual Report to the City Council on May 20 at 1:00 pm.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, June 8, 2020 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Heynemann adjourned the meeting at 8:20 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	Meeting Cancelled								
05-11-2020	P	E	P	P	P	P	P		
06-08-2020									

# City of St. Helens

## Arts & Cultural Commission

Meeting Minutes

September 24, 2019

---

**Members Present:** Leticia Sisson, Chair  
Kimberly O'Hanlon, Vice Chair  
Patrick Nickelson  
Jenna Reineking  
Carly Franklin

**Members Absent:** Ken Hanson  
Maggie Clayton

**Staff Present:** Margaret Jeffries, Library Director  
Steve Topaz, City Councilor  
Jamie Edwards, Secretary  
Dawn Richardson, Secretary

**Others:** None

- 1) **Call Meeting to Order-6 p.m.**  
The meeting was called to order at 6:02 p.m. by Chair Sisson.
- 2) **Visitors Address the Commission**  
None
- 3) **Approval of Minutes**  
3. A **Approval of July 23, 2019 Minutes**  
**Motion:** Commissioner Reineking moved to approve the minutes from July 23, 2019. Vice Chair O'Hanlon seconded. All in favor; none opposed; motion carries.
- 4) **Review Fiscal Report**  
4. a **2019/2020 YTD Fiscal Report**  
The Commission reviewed the fiscal report.
- 5) **Discussion Items**  
5. A **Trunk-or-Treat**  
The Commission reviewed the prior year's Trunk-or-Treat events. Commissioner Reineking advised she would like to participate in this event and offered her 20 foot bus with an awning. Commissioner Nickelson can help the day of the event. The Commission discussed activity ideas. Reineking asked if she could think up different ideas for a craft.  
  
**Motion:** Commissioner Franklin moved to approve a \$200 budget for the Trunk-or-Treat event. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.



## 5.B ACC Term Expirations

**Motion:** Vice Chair O'Hanlon moved to recommend Council reappoint the expiring terms for Commissioner Nickelson and Commission Hanson. Commissioner Reineking seconded. All in favor; none opposed; motion carries.

## 5.C Book Drops

Vice Chair O'Hanlon advised she started a request for proposal (RFP) for the book drops at the St. Helens Public Library and received some recommendations for the completion of the RFP from Assistant City Planner Jenny Dimsho. Library Director Margaret Jeffries advised she would like to work with O'Hanlon on creating the RFP and working around copyright laws. Jeffries wants to talk through the budget with O'Hanlon.

Chair Sisson asked if O'Hanlon wanted to head up just the RFP or the full process. Vice Chair O'Hanlon advised would like to head up the book drop project. Sisson and Commissioner Franklin would also like to help and join the subcommittee.

Jeffries shared that the agreement with the original Artist of the Black Watter Bench has been located. She will read through it to make sure there is nothing in the contract that states they cannot move the bench.

## 5.D Traffic Wrapz-Follow up

Chair Sisson discussed the idea of Traffic Wrapz and said she would like to head up the project and advised the first step would be to contact the company to see about the cost and size. Sisson will reach out to Commissioner Hanson to see if he would be interested in helping with this project.

## 5.E Greetings Tour Mural Project

Vice Chair O'Hanlon shared documentation for pricing and location options. O'Hanlon reported she spoke to a few business owners and found Roythai would be interested in having the mural on their building. O'Hanlon shared a print-out of a sample mural to get an idea of what this one could look like. O'Hanlon received a formal estimate of \$26,500 plus accommodations for the artists. This cost would cover 350 square feet and eight large letters with five images. The total budget with accommodations, wall prep and scissor lift come to \$29,325.

O'Hanlon asked the Commission to approve \$2,500 out of this year's budget and \$2,500 out of next year's budget to go towards this project to apply for matching grants.

Commissioner Reineking advised a lot of grant programs like to see at least half the budget cost being provided already between cash, donations and in-kind donations. Reineking suggested asking for community donations and contributions which can be used to apply for grants as well. The Commission discussed fundraising platforms with Go Fund Me and Kickstarted. Library Director Jeffries advised the Commission that the contract with the building owner needs to have clear guidelines on the maintenance/repairs and what happens if the building is sold. Secretary Jamie Edwards advised that the City building in the same parking lot of Roythai is also available. Jeffries suggested the Commission also receive approval from the Council and community on the art idea.



Chair Sisson advised Commissioner Clayton suggested taking the mural idea and have the suggested image printed on post cards to sell to fundraise for the project. Franklin suggested having the sales of a postcard go towards any project for the Commission not just the mural project. Sisson advised will be speaking with Finance Director Matt Brown about further fundraising options for the Commission.

**Motion:** Commissioner Franklin moved to approve \$2,500 be allocated from this year's budget and \$2,500 from next year's budget. Commissioner Reineking seconded. All in favor; none opposed; motion carries.

Commissioner Reineking and Franklin will be the subcommittee for this project.

#### 5.F Additional Potential Mural Projects

Vice Chair O'Hanlon reported there have been people around the community that have been asking to see more murals. Business owner Heather Epperly has also requested to have a mural on her building as well. O'Hanlon suggested the Commission could help other local business owners with these ideas.

Commissioner Franklin asked if the Commission could create a list of local artists and muralists and have it on our website and available to the public. Secretary Edwards will check with City Recorder Kathy Payne on what we can and cannot advertise.

#### 5.G Little Free Libraries

Chair O'Hanlon advised the Cat the Hat little free library has been repaired and re-located to Godfrey Park. O'Hanlon reported the other two libraries being built by the high school woodshop are almost done. O'Hanlon is asking if the Commission wants to leave them unfinished to have them painted or have the school paint them. Commissioner Franklin asked about placement options for the other two. Commissioner Reineking suggested having an art student at the high school paint them. O'Hanlon asked for contact information for a high school art teacher, the Commission was unaware of a contact person. Chair Sisson suggested having one being painted by a high school student and the other painted by a local artist.

O'Hanlon asked if anyone else would like to take the lead on the other two libraries. Sisson advised she could help on the subcommittee and Commissioner Nickelson agreed to help.

#### 5.H Skateboard Bench

Commissioner Nickelson shared the idea of creating a skateboard bench and the estimated costs for installing it at the skate park. The decks could be left blank to let people tag them at the park or have an artist paint them and cover in graffiti coat it. Nickelson advised the frame cost for a four foot bench would be about \$99; six foot bench would be about \$122. Councilor Topaz advised the bench should be bolted down. The High School has a metal and fabrication shop that may be able to create the frame. Nickelson is asking for a subcommittee to work on this to look into partnerships for costs of deck boards and construction. The estimated total cost would be about \$500.

Commissioner Reineking will help with this project and they will check with Commissioner Hanson to see if he would like to join the subcommittee.

**Motion:** Vice Chair O'Hanlon moved to spend \$500 on the skateboard bench. Commissioner Franklin seconded. All in favor; none opposed; motion carries.

#### 5.I Big Stump Bench-Follow up on removal

Library Director Jeffries will follow up on the recommendation to Council to de Commission the bench.

Jeffries advised there is a bench near Campbell Park that has stickers on it and some trash cans with graffiti on them around the disk golf course. Jeffries reminded the Commission on maintaining public art and making recommendations to Council to clean, repair or decommission as needed. Chair Sisson suggested having something listed on our website asking the public to email the Commission pictures of art that needs repair.

#### 5. J) Post Cards

Chair Sisson asked if the Commission if they wanted to proceed with ordering post cards to have them for sale for fundraising starting in October. Commissioner Franklin agreed it would be a good idea. Library Director Jeffries suggested getting more of a buy in before proceeding with purchasing post cards. Vice Chair O'Hanlon asked for clarification on the buy-in. Jeffries advised to get buy in from Council before spending the money. Sisson advised it would be just fundraising for the Commission in general and drawing awareness to the mural idea.

#### 5. K) Special Meeting for October

Chair Sisson would like to hold a special meeting in October to further discuss post cards and general fundraising.

#### 5. L) Holiday Card

Chair Sission advised the Commission needs to think of the Holiday Card design since the next meeting is November and they will need to be signed then. Sisson asked for a subcommittee to be formed to create a design and card. Last year the card cost was about \$119. Commissioner Reineking will work on a card design.

**Motion:** Commissioner Nickelson moved to approve \$150 for card and envelope design. Commissioner Reineking seconded. All in favor; none opposed; motion carries.

### 6) Community News

Chair Sission advised the next Arts Cultural & Conversation is October 24 from 6:30 p.m-7:30 p.m.; the location is TBD but is thinking of having it at the Oriental Café.

Library Director Jeffries shared about two Library events coming up. October 1<sup>st</sup> with the Oregon Historical Society who will be having a lantern glass light show from the 1920's. The other event is on October 22 with Amy Stewart, a Portland based author who will be here sharing about her fifth book in her series.

### 7) Adjournment

The meeting was adjourned at 8:11 p.m.

# City of St. Helens

## Arts & Cultural Commission

Meeting Minutes

October 1, 2019

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**Members Present:** Leticia Sisson, Chair  
Patrick Nickelson  
Jenna Reineking  
Ken Hanson  
Maggie Clayton

**Members Absent:** Kimberly O'Hanlon, Vice Chair  
Carly Franklin

**Staff Present:** Margaret Jeffries, Library Director  
Steve Topaz, City Council  
Jamie Edwards, Secretary  
Dawn Richardson, Secretary

**Others:** None

1) **Call Meeting to Order- 6:03 p.m.**

The meeting was called to order at 6:03 p.m by Chair Sisson.

2) **Visitors Address the Commission**

Dave and Heather Epperly spoke regarding a mural at 1578 Columbia BLVD. Heather mentioned there used to be a mural in the 80's/90's. They would like to talk to the City about a new mural and to see if they could collaborate with the Commission on a mural. Heather was sent a mural list by Vice Chair O'Hanlon to go through and see if she liked any of them. Chair Sisson asked Heather if she owns her building, which she does, and went over how it typically works when collaborating with the City. Sisson said they would need to come up with a plan and bring it to Council. Dave asked about Paul Koka potentially doing the mural.

3) **Discussion Items**

3.A **Fundraising**

Chair Sisson talked about creating postcards as fundraising options. Sisson wants to make sure that any money raised is for the Commission directly and not specific projects. Sisson referenced the quote she was provided from Bemis printing for the cost of the post cards. Sisson prefers the 4.25" x 6" size. Commissioner Reineking brought up that it might be harder to mail the 4.25" x 6" postcards since it isn't a standard size. Commissioner Reineking asked about making this a black and white card that people could color in. Commissioner Nickelson agreed with Reineking's idea. Commissioner Clayton also likes the idea of coloring the postcards but she thinks postcards with color and gloss might sell better. Sisson said they would need to get another quote from Bemis for the black and white option. Councilor Topaz said the Commission needs to

talk to the Tourism Committee to see if they are doing postcards to attract tourism. Sisson and Clayton agreed this is not to raise money for tourism but to raise money for the Commission. Sisson has already spoken to Finance Director Matt Brown and has approval to raise funds for the Commission.

Clayton asked if the Commission can get quotes before the next meeting. Sisson planned to have quotes by the November meeting. Reineking doesn't want to send the cards out too soon if they aren't done properly. All Commissioners discussed the design of the card and wanted to make sure it will have a 'to' and 'from' section to look like a real postcard. Sisson estimated we would need to double the quote of \$63.00 putting it at about \$130. Sisson asked for a motion to purchase the postcards for \$130; if the total ends up under they will proceed, if it is more than the estimate they will discuss it again at a later meeting, or forego the idea if it doesn't work in time for the Spirit of Halloweentown.

**Motion:** Commissioner Hanson moved to approve a budget of \$130 for postcards to fundraise. Commissioner Clayton seconded. All in favor; none opposed; motion carries.

Reineking suggested selling the postcards for \$1.50 each, Nickelson suggested \$2 and Clayton suggested \$3. The Commission agreed on a size of 4.25" x 6".

### 3.B Trunk-or-Treat

Chair Sisson asked if Commissioner Reineking had spoken to Police Support Specialist Malinda Duran yet regarding Trunk-or-Treat. Reineking said she will call Duran.

Commissioner Reineking thought it would be fun to turn a bus she has into a haunted house and have the kids walk through it and handout crayons with activity sheets. Commissioner Nickelson said the activity sheets will be the same size but he would like to change the printout. Nickelson saw crayons on Amazon to bring, and said we would bring candy as well. Reineking asked if there will be power available to hook up to the bus for lights. Reineking emailed Duran asking about power accessibility and is waiting to hear back.

Sisson will hand off the banner from last year to Reineking after the meeting. Nickelson agreed to be there to help Reineking during Trunk-or-Treat.

### 4) Community News

Sisson mentioned that author Amy Stewart will be at the Library on October 22 and the Little Spooks Parade on October 5. Sisson asked about putting up a float for next year's parade. The Commission will discuss this at another time in the future.

Commissioner Reineking shared the International Sculpture Convention in Portland.

### 5) Adjournment

The meeting was adjourned at 6:46 p.m.

# City of St. Helens

## Arts & Cultural Commission

Meeting Minutes

December 3, 2019

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**Members Present:** Leticia Juarez-Sisson, Chair  
Kimberly O'Hanlon, Vice Chair  
Patrick Nickelson  
Carly Franklin  
Jenna Reineking  
Ken Hanson  
Maggie Clayton

**Members Absent:** None

**Staff Present:** Steve Topaz, City Councilor  
Matt Brown, Assistant City Administrator  
Jamie Edwards, Secretary  
Dawn Richardson, Secretary  
Rachael Barry, Project Support Specialist

**Others:**

- 1) **Call Meeting to Order- 6 p.m.**  
The meeting was called to order at 6:05 p.m. by Chair Sisson.
- 2) **Visitors Address the Commission**  
No Visitors
- 3) **Review Fiscal Report**  
3.A YTD 2019/2020 Detailed Trial Balance  
Chair Sisson reviewed the budget for Trunk-or-Treat and the donation received from Mitzy. All commission members reviewed the fiscal report.
- 4) **Discussion Items**  
4.A **Temporary Public Art Proposal**  
Staff member Rachael Barry presented her ideas with a presentation about possibly setting up temporary art pieces along the riverfront. She asked the Commission for their thoughts. Commissioners Franklin and Nickelson support the idea and may be able to help by reaching out to local artists. Nickelson mentioned it would be good to reach out to SCRAP in Portland. Commissioner Reineking suggested GLEAM in Portland who creates sculptures out of salvaged materials. Commission members mentioned the art pieces could potentially be sold if the land is ever developed. Chair Sisson said she has been talking to a mosaic artist who might be interested in a project like this. The Commission agreed they would like to hear more about this idea and are interested in going forward with ideas. Assistant City Administrator Matt Brown briefly discussed how the payment process would work with platforms like Go Fund Me.

#### 4.B Trunk-or-Treat recap

Commissioner Reineking mentioned they only went through 250-300 activity sheets which was less than expected and out of the \$200 budget only \$149 was spent. The ACC won 2nd place in the decoration contest with their Halloween trick or treat bus. Chair Sisson is hoping to obtain pictures from the night by reaching out to Malinda at the police department.

#### 4.C Appointment of Chair and Vice Chair

**Motion:** Commissioner Nickelson moved to re-appoint Sisson to Chair. Commissioner Hanson seconded. All in favor; non opposed; motion carries. Commissioner Franklin moved to re-appoint O'Hanlon to Vice Chair. Nickelson seconded. All in favor; none opposed; motion carries.

#### 4.D Book Drops: Update

Vice Chair O'Hanlon wanted approval to release her RFP so they can choose an artist and move forward in January. O'Hanlon presented her RFP to the Commission discussing the qualifications and color schemes along with pictures of possible ideas. Commissioner Reineking expressed concern with the time frame, noting that once approved the artist would only have a month to put the project together. O'Hanlon said this had been discussed with Library Director Margaret Jeffries who will be taking lead on this. O'Hanlon will ask Jeffries if she would like to extend this project to allow for more time. Chair Sisson mentioned bringing this RFP to the local newspaper for more traction, which would come out of the Library budget. Brown and O'Hanlon decided to see how many proposals they receive by the next ACC meeting and will then decide on whether or not to extend the deadline from there.

#### 4.E Traffic Wrapz: Follow Up and Next Step

Chair Sisson asked if anyone else would like to take over the Traffic Wrapz as she has been busier than normal with work. The Commission will discuss this again in January.

#### 4.F Greeting Tour Mural Project: Update Location Options and Financing

Vice Chair O'Hanlon does not yet have an update. O'Hanlon went around to many local businesses to talk about the mural and while there is a lot of excitement there is also a lot of concern. At this point O'Hanlon asked the Commission to think about if they want to continue pursuing this project with post card funds or move forward with another project. O'Hanlon mentioned someone else has also been going around to businesses asking for donations for a different mural. Chair Sisson spoke with Molly from Molly's Market and Molly had paid \$175 to have her name included on this other mural that would potentially be on the courthouse. Sisson mentioned that this may or may not be true since the ACC has not heard anything else about another mural. Commissioner Hanson asked what the main concerns about the mural are and O'Hanlon said the main concern is that the artist wouldn't be local. O'Hanlon also added that if she is moving forward she will need more help and support from the Commission. So far O'Hanlon has talked with Sunshine Pizza, Bertucci's, Sweet Relief, Running Dogs Brewery, Plymouth Pub, Bemis and Richardson's Furniture who were all in favor of the idea. Brown asked if the Commission has thought about asking local businesses to put the mural on their business directly. Brown also brought up that there might be support for this through tourism. The Commission discussed the differences in doing this on a private versus public building. Chair Sisson asked Vice Chair O'Hanlon if she wants to keep going or relinquish this and O'Hanlon said she would like to relinquish it at this point and would

like to think about reallocating the funds elsewhere. Commissioner Reineking agreed that the funds could be re-allocated to another project. Sisson expressed continued interest in going forward with the mural and the notoriety it would bring to St. Helens and a local artist. Commissioner Hanson also showed his support in this project. Vice Chair O'Hanlon brought up potential grants that would be available. Hanson agreed to take the lead on this project. Commissioners Franklin and Reineking agreed to be sub-committee members. Sisson asked that the Commission come back with a plan to get started and more specific information on this project.

#### **4.G Little Free Libraries**

Vice Chair O'Hanlon presented a picture of blank little free library boxes and would like to put out an RFP to have an artist design the boxes. Chair Sisson thought it might be a good idea to have a library box in downtown St. Helens. Commissioner Nickelson thought it would be nice to have one in the plaza square.

#### **4.H Skateboard Bench**

Commissioner Nickelson does not have any updates right now. Nickelson said he will provide more information during January's meeting.

#### **4.I Holiday Cards**

Holiday cards have been completed. Chair Sisson asked to be notified if any cards are returned in the mail so she can update her address list.

### **5) Community News**

Chair Sisson is going to create a google account for the ACC meeting so Commission members can share a drive to provide documents and photos for projects.

Chair Sisson mentioned a fundraising idea involving chalk art. Sisson said they can discuss this further in January's meeting. Fundraising for this would be for current and future projects.

Brown presented a few changes he made to the City website. There is now a pop culture page for movies and music. There is also a new local art page where the ACC can display their work and projects.

Chair Sisson brought up her concern that the banner on Old Portland Road keeps breaking because the string is tearing. Commissioner Franklin said we should offer it to the artist that they can come adjust it or the other option is to have Public Works fix it. Commission members agreed to get permission and talk to the artist first.

The Commission discussed what to do with the extra postcards. Chair Sisson talked about using the postcards for real estate agents and other local businesses then collecting the money once a month.

### **6) Adjournment**

The meeting adjourned at 8:11 p.m.

*City of St. Helens*  
**Declare Surplus Property**  
**City Council Meeting**  
**July 15, 2020**

If approved, the following items will be disposed of per St. Helens Municipal Code Chapter 2.04.

**Police Department - Vehicles**

Year	Make	Model	VIN	Plate
2011	Chevy	Caprice	2G1WG5EK2B1318988	864GMJ



*City of St. Helens*  
**Declare Surplus Property**  
**City Council Meeting**  
**July 15, 2020**

If approved, the following items will be disposed of per St. Helens Municipal Code Chapter 2.04.

**All Departments**

- 16 Computers
- 12 Monitors
- 1 Laptop

These items are of minimal value and will be recycled after the hard drive is scrubbed and destroyed.

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

**CITY COUNCIL MINUTES**

Presented for approval on this 15<sup>th</sup> day of July, 2020 are the following Council minutes:

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2020

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- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated May June 17, 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

June 17, 2020

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

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Director  
Joe Hogue, Police Lieutenant  
Jenny Dimsho, Associate Planner  
Jacob Graichen, City Planner  
Rachael Barry, Government Affairs & Project Support Specialist  
Crystal King, Communications Officer  
Lisa Scholl, Deputy City Recorder  
Dylan Gaston, Police Officer  
Mike De Roia, Building Official  
Tina Curry, Event Coordinator  
Bill Monahan, City Attorney

**Others:** Claire Catt Patrick Birkle Chris Iverson  
Brandon Sundeen Brady Preheim

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

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

- ◆ Brandon Sundeen. Voiced his concerns about the condition of the Veterans Memorial Plaza at McCormick Park. Over the past few months, it has been looking really rough. On Memorial Day, he and his family visited memorials. All of them were immaculate except for St. Helens, which was full of weeds, debris, and dead plants. St. Helens Youth Council did a great job this weekend of getting the cleanup started but more needs to be done. That is an important area to always keep maintained.

Council President Morten acknowledged the work done there by the Youth Council. Councilor Carlson added that the students worked in that area for two hours last Sunday. She saw the pictures of how overgrown it looked on social media and moved it to the top of their volunteer list. There needs to be a better process for projects like that that staff cannot get to. The Youth Council could have done it earlier in the spring if they had known about it.

- ◆ Patrick Birkle. He really appreciates Brandon's comments. He suggested that Brandon and some others consider something like a "Friends of..." program that is being used in Nob Hill Nature Park and Dalton Lake Nature Preserve. It could even include the VFW. The reality is, with the budget and future work, the staff is already stretched. The future of St. Helens could see a greater use of volunteers.

Council President Morten acknowledged the existing groups. It is just a matter of time and getting them organized. He agrees that the Parks crew is very busy.

### 3) **Discussion Topics**

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

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

##### 5 Years

After serving as a Reserve Patrol Officer, Dylan Gaston was hired as a Patrol Officer in 2015, where he continues to serve.

Congratulations, Dylan, and thank you for your service!

#### 3.B **Annual Insurance Report - Chris Iverson of Hagan Hamilton Insurance**

Chris Iverson of Hagan Hamilton was in attendance to discuss the proposed insurance rates for the upcoming year.

- The renewal rates went up about \$35,000.
- A lot of new vehicles and equipment were added. Some of the old vehicles were removed.
- Property values were increased.
- The City is growing.
- Cyber liability claims have increased. Because of the large cyber claim the City had, CIS is unable to offer a \$1 million policy for cyber liability. He found another market that quoted \$1 million. The premium on that is \$15,000+. It is a huge premium, but the coverage is very broad. He needs direction from the Council on which way they want to go with it.

Councilor Carlson asked if there were safety options to reduce the auto policy. Chris responded that he is not aware of anything, but he will make an inquiry.

Council was in concurrence to go forward with the coverage with CIS and the cyber liability with the new vendor.

#### 3.C **Annual Report from Planning Commission/Historic Landmarks Commission - Jacob**

City Planner Jacob Graichen reviewed the report, a copy of which is included in the archive packet for this meeting.

Discussion of holding a joint meeting with the Planning Commission. Graichen will schedule one in the fall.

Councilor Carlson thanked Graichen for his hard work and for holding the peace in the meetings. She appreciates that he keeps the meeting professional and keeps them on track.

Discussion ensued about Code violations. They are typically complaint driven and handled by a combination of Code Enforcement, Planning, and Building.

Councilor Carlson talked about a project that the Youth Council will be doing to take pictures of Historic Landmarks. Graichen envisions the Youth Council will gain appreciation and knowledge of historic structures through the project.

### 3.D Associate Planner Report - Jenny

Associate Planner Jenny Dimsho reported on her activities over the last few months. A copy of her report is included in the archive packet for this meeting.

- Reviewed grants.
- The Millard Road signalization project is on ODOT's list.

<https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=21459>

### 3.E Review Council Goals and Projects

Mayor Scholl reported that they are still moving forward with Council goals. They understand that public needs do not stop because of a pandemic. They are being fiscally responsible. There was a budget increase of only one million dollars. They also have a prudent reserve. The City continues to be cautious and move forward with projects.

### 3.F Review LOC's List of Legislative Priorities - John

City Administrator Walsh reviewed the proposed priorities. He requested the Council review the list and be ready to make recommendations for the top four priorities at the July 15 work session.

### 3.G Set Activities for Public Works Director Recruitment Process - Kathy

City Recorder Payne reviewed her memo. She asked Council for their input on the following questions.

1. How many candidates do you want to interview? Eight in the first round and four in the second round.
2. How do you want to conduct interviews? Zoom for the first round and in-person for the second round.
3. Will the City cover travel expenses? Walsh and Mayor Scholl will make the decision when and if it comes up for each person.
4. Who do you want to be on the panel(s)? Council, Walsh, Brown, and Payne
5. What day(s) shall we set for interviews? Four candidates on July 7 and four on July 8 via Zoom. Each interview will be scheduled 45 minutes apart.

### 3.H Discuss Recommendations regarding OLCC Licensing and Support for Local Businesses - Tina

Even Coordinator Curry reported on 13 Nights on the River:

- Will hold July and August concerts, and add September in place of the June concerts that were cancelled.
- OLCC is not issuing permits for events. She is requesting permission to allow people to bring in their own alcoholic beverages.
- The concert area will be closed for ticket only to restrict the number of people gathering.
- The vendor area will be open for anyone to access.
- Alcohol monitors will be onsite.
- Restrooms will be cleaned every hour.

Mayor Scholl pointed out the mixed emotions in the community about charging for the concerts that have always been free. He understands that the concerts must at least make their money back to pay for the bands. Curry responded that most responses on Facebook were in favor of charging a fee.

Councilor Topaz was adamantly opposed to holding the concert series. We are in the midst of a pandemic and need to be careful. Refunds need to be made to vendors. Curry responded that she has been in contact with the vendors and none of them want their money back. She is following the State rules for outside gatherings and she is willing to make changes as needed.

Discussion ensued. The majority of the Council was in concurrence to move forward with the concerts and allow patrons to bring their own alcohol.

Curry talked about the Luminights drive-thru event. She would like to move forward with holding the event in August, September, and October and move the location to the Veneer Property.

Councilor Carlson is concerned that it is an event that invites people from out of the area to come. The light is also an attractive nuisance. It seems to go against the spirit of the Governor's orders. Councilor Topaz agreed. It will bring a lot of people from out of town. COVID-19 cases are increasing. This is asking for trouble.

Mayor Scholl would prefer waiting to see where they are at in a couple months before deciding. He likes the drive-thru concept.

Curry talked about the need to bring customers to our small businesses. Discussion ensued.

Council President Morten is in support of the event as long as it is safe, and people remain in their vehicles. It will help our community and gives our citizens an activity. It is not just for tourists.

Councilor Locke hesitantly agrees with Mayor Scholl and Council President Morten. There is always going to be the caveat that it could be cancelled. Curry agreed. They can work within the confines of the restrictions and keep it as safe as possible. Restaurants and merchants are open. They are struggling and this will support them.

Discussion ensued. Councilor Carlson is fine with it as long as we are in compliance. A majority of the Council was in consensus to move forward with the event.

Councilor Locke asked how many outsiders will be here to set up and operate it. Curry said there will be 12. They are all in the United States at this time.

#### **BREAK - 3:00 p.m.**

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

Police Lieutenant Hogue reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Playground equipment is reopening today. That ruling changed from earlier in the month.

- They are hoping to get a couple of the restrooms open by this weekend. They are waiting on adequate PPE. The first PPE that was received was found to not be suitable for use with cleaning liquid. The new equipment should be received today and tomorrow.
- Working with the Library and the Recreation Center to set up a story book trail. The trail with book pages will wind through the McCormick Park walking trails. Public Works crews will build and install it.
- The Safe Routes to Schools grant project for Columbia Blvd. sidewalks is still moving forward. It should be built by next spring.
- They are staying busy with private and public projects.

Council President Morten expressed his disappointment that summer labor workers were not hired this year since they are short on Parks staff. Mayor Scholl pointed out that the Council made a decision to put all hiring on hold due to COVID-19. Council President Morten did not think that included temporary positions.

Nelson explained that two applications were received for the early hiring announcement. Staff was then advised that any hiring was put on hold until there was more information on the COVID-19 situation. She agreed that was a difficult decision to make. It has certainly impacted Parks maintenance. She talked with Walsh this morning and he has given the green light to move forward with getting some temporary summer workers. Nelson added that they have not had community corrections workers helping in the parks due to COVID-19. Discussion on parks maintenance ensued.

Councilor Carlson asked when the crosswalks on Gable Road will be in place. Nelson responded that they should finish most of the paving tomorrow. After that, they will install striping and legends and install signage. The blinking light at the crosswalk will be installed at the end of this week or next.

Library Director Jeffries reported:

- This is the second week of offering curbside service for hold pickups. It has been working very well.
- There have been a lot of questions as to when the Library is going to open. There's still work being done in the Columbia Center. They have also been trying to address traffic control and cleaning.
- There is a request in the packet to spend up to \$6,500 from the Library Facility Fund for the installation of a commercial air purification system in the Columbia Center. Walsh pointed out that this type of equipment was also installed at City Hall. The expenses are potentially reimbursable through the CARES Act. Council concurred with the request.
- She had previously requested permission to install a sidewalk, update door hardware, and perform emergency upgrades. Yesterday, Roger received the quote for two handicapped door installations, which is just shy of \$5,000. Since the quote was higher than requested, she is seeking permission from the Council again before proceeding. Consensus of Council to proceed.

Assistant City Administrator Brown reported...

- Reviewed items on tonight's regular session agenda. Councilor Topaz asked if getting rid of the Masonic building would balance the budget. Brown said it would not for this fiscal year.
- The Recreation Program and Library have teamed up to put together youth kits. They will be distributed at St. Helens elementary schools, the Food Bank, and by request. He

thanked InRoads Credit Union, United Way of Columbia County, Columbia Pacific CCSO, Northwest Early Learning Hub, OSU Extension Office, Next Adventure, Burgerville, and Columbia Health Services for their contributions. Recreation is still present in the community.

Mayor Scholl asked how the ballfields are looking. Brown explained that City park rules for reservations have been updated to include language for COVID-19. Users will need to sign a waiver form that they will follow the Oregon Health Association guidelines. If anyone becomes sick, the user will be held responsible and not the City. The City's attorney is currently reviewing the language. As soon as it is received, he will have Walsh and Payne review it before it is distributed.

City Recorder Payne reported:

- Reviewed items on tonight's agenda.
- At the last meeting, Council directed staff to discuss janitorial services. They discussed it and recommend entering into a one-year agreement with CBM Systems, LLC. They submitted a bid that was just under \$62,000. That gives the City a year to discuss options, such as creating a Public Works Facilities Maintenance Division. They could hire a couple part-time employees to cover the City buildings. Council concurred.

City Administrator Walsh reported:

- Shout out to Payne for all her hard work on the personnel policies.
- Reviewed items on tonight's agenda.
- He is hopeful for grants for the Waterfront property, but they are also looking at other funding methods.
- Earlier in the week, a small cruise line reached out to us requesting permission to embark passengers since we were already in Phase 2. They would remain COVID-19 compliant. The Governor's office just sent a message that cruise ships are not an allowed activity. However, this cruise line is interpreting that different since they are a smaller line. If they are granted permission by tomorrow, a brand new \$50 million cruise ship will dock in St. Helens to carry people to Idaho. All the insurance is in place and they are paying their docking fees.
- Attorney Bill Monahan is filling in for Tim Ramis. He is here for executive session.

5) **Other Business**

6) **Adjourn** - 4:00 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

June 17, 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  
Bill Monahan, City Attorney with Jordan Ramis PC  
Michael Fillingame, City Attorney with Radler White Parks & Alexander LLP

**Others:** None



At 4:03 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 Moorage Sublease Agreement with WCP, Inc.
  - Update on the purchase transaction with ACSP
- **Consult with Counsel/Potential Litigation**, under **ORS 192.660(2)(h)**
  - Reminder from City Attorney of Executive Session law and confidentiality

The Executive Session was adjourned at 4:34 p.m.



ATTEST:

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

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

# City of St. Helens City Council

## Public Hearing Minutes

June 17, 2020

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*This meeting was held electronically via Zoom.*

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

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Director  
Jenny Dimsho, Associate Planner  
Jacob Graichen, City Planner  
Lisa Scholl, Deputy City Recorder

**Others:** John Warneke      David Force      Michael Anders  
Diane Warneke      Shelly Nelson      Kelly Hossaini  
Maggie Sturm      Wayne Weigandt

### 1) **6:00 P.M. - Open Public Hearing**

### 2) **Topic**

#### **2.A      Appeals of Variances for Certain Lots in Emerald Meadows Subdivision**

Associate Planner Dimsho presented the staff reported dated June 10, 2020. A copy is included in the archive meeting packet. There were no ex-parte contacts, conflicts of interest, or bias in this matter. There were no objections from the audience for the Council to make a fair decision.

This hearing is an appeal of nine variance requests. The Planning Commission denied all the variances and the applicant has appealed the decision to the City Council. The request is for variances to lot coverage that range from 1% to 7.5% in lot coverage. The reason they are requesting these variances is because Lennar uses specific model types which are difficult to fit on these lots. In March 2019, Richmond American applied for and received 12 lot coverage variances, similar to what Lennar is requesting. Richmond American has since then began developing five of those lots without using those variances. This is important because the Planning Commission reviewed and approved the 12, and now they are not all being used. Typically, a subdivision could have a variance applied to it at the time of the subdivision application. Now, we are looking at this after-the-fact and that is why there are so many.

For this appeal staff report, Dimsho is going to focus on the basis for denial that the Planning Commission relied on. The Planning Commission felt that two of the five criteria were not met. They felt that adding nine lot variances was asking too much. However, the applicant has indicated that they are only asking for eight variances now. Is approving variances for 15 lots out of a 77-lot subdivision too much? The Council can grant them all or some of them.

Councilor Topaz asked about the lots that did not use the variance. If they want to change the building, will they still need that variance? Dimsho explained that they cannot go back after the fact and use them. They are mute after a year.

Councilor Topaz does not believe the overall design of that community now fits. There is a one time shot at a variance. Dimsho pointed out that variances run with the land and are based on a specific proposal for that lot.

Dimsho reviewed the conditions. The Council has three options:

1. Affirm the Planning Commission's decision and deny all eight (removing lot 66) of the variances.
2. Reverse the Planning Commission decision and approve all eight of the variances with the conditions listed in the staff report. It is important to tie the nine lots to the home plan.
3. Pick which variances you want to grant if you do not want to grant them all. She suggests selecting the lowest lot coverage requests.

### **Applicant Testimony**

- ◆ Kelly Hossaini, Miller Nash. She represents the applicant, Lennar NW. Michael Anders, Lennar's Director of Land Acquisition; David Force, Lennar's Planning Manager; and Shelly Nelson, Lennar's Land Analyst are also in attendance. They are here this evening requesting the City Council reconsider the Planning Commission's decision to deny the variance requests. They did remove Lot 66 from the variance request, so it is eight lots now. The variances being requested are very similar to what Richmond American requested and received last year. Staff supports the variances. The variances are minimal and provide a better, more diverse housing stock for St. Helens. Plus, they provide a type of single family dwelling that citizens want.
- ◆ Mike Anders, Lennar NW. Clarified a couple public comments. First, when they enter into a contract to purchase a property, they initially do some investigation and then dive into the business points with the seller, and then put the property into contract. From that point, they investigate setbacks, CC&R's, building permits, etc. They were already in escrow when they discovered the lot coverage ratio. Second, they determined the need for more ranch style homes. Lennar builds the homes on a speculative basis. They are not closing on the property waiting for a buyer to come along. The size of homes that they believe are best for the marketplace do not fit on those lots without variances.

Kelly reiterated that the variances being requested are very small but have substantial benefits. St. Helens needs this type of one-level affordable housing. They are respectfully asking the City Council to approve all their variance requests.

Councilor Topaz asked how long they have been in business building houses. Michael responded that he does not know the exact date. They are a publicly traded company. They are currently building in about 13-14 communities in the tri-county area.

Councilor Topaz pointed out that they should have been aware of all the building codes and regulations. Saying they did not know is not valid. Michael reiterated that codes are different in every municipality they work in.

Council President Morten asked for a general characteristic and price of their ranch style design. Michael explained that they are three-bedroom, two-bath homes that are 1574 sq. ft. and 1659 sq. ft. They do not issue prices until they are ready to go to market. Their anticipated prices are competitive with what is being built in the community now.

Councilor Topaz pointed out confusion he is having with them not knowing the approximate cost of the houses, but saying they are low income housing. Michael clarified that they did not say low-income homes. Their goal is to bring competitively priced homes that a certain number of buyers can achieve.

### **Testimony in Favor**

- ◆ Wayne Weigandt. He submitted a letter to Dimsho today with the summation of the concerns that he had for the denial. A copy is included in the archive meeting packet. He cannot understand why the Planning Commission denied it when it falls in line with what Richmond American Homes did about a year ago. This is a very small variance request. He is totally in favor with asking the Council to approve the application. He is here to answer any questions. Testimony was well presented by the attorney.

Dimsho received an email today from an abutting property owner who was in support of the application. A copy is included in the archive meeting packet. Her main points were that she would prefer no development but understands development happens and would prefer to have single level living next to her.

Councilor Topaz asked if Wayne sold the original property to this estate. Wayne confirmed that he originally owned the property that was subdivided.

### **Testimony in Neutral – None**

### **Testimony in Opposition**

- ◆ Al Petersen. Copy of letter in the staff report.

### **Rebuttal – None**

### **3) Close Public Hearing – 6:40 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens City Council

## Public Hearing Minutes

June 17, 2020

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*This meeting was held electronically via Zoom.*

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

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Director  
Jenny Dimsho, Associate Planner  
Jacob Graichen, City Planner  
Lisa Scholl, Deputy City Recorder  
Joe Hogue, Police Lieutenant

<b>Others:</b>	John Warneke	David Force	Michael Anders
	Diane Warneke	Shelly Nelson	Kelly Hossaini
	Maggie Sturm	Wayne Weigandt	Steve Pegram
	Brady Preheim	Patrick Birkle	Kelly Sheeley

1) **6:40 P.M. - Open Public Hearing**

2) **Topic**

2.A **Street Vacation for Portions of River Street Right-of-Way**

Associate Planning Jenny Dimsho presented the staff report. A copy of the staff report is included in the archive meeting packet. The street being requested to vacate abuts three lots, which she pointed out on a map. This part of the right-of-way is very steeply sloped. A lot of the homes are right up against that slope. The S. River Street right-of-way is 80 feet wide. Granting this 20-foot street vacation would still leave a minimum right-of-way with additional room. Staff does not feel the street portion of the public interest is prejudiced. Public Works has requested a 10 feet easement along the easterly portion to allow for maintenance access. Dimsho pointed out the orange storm line. Staff could not find any sign of it. They think it is just a weird ghost line on the GIS but is not actually there. The sewer line is the main reason for the easement. The main petitioner would like to do a remodel at the back of the home, which this street vacation would allow for.

Council President Morten asked about stormwater runoff in that area. Is there ever a problem with stormwater leaking off the cliff area and down onto the street? Dimsho pointed out the

catch basins on the street. Councilor Locke said there has never been any issues there. Interim Public Works Director Nelson reported that she is unaware of any issues in that area.

Councilor Topaz said the other side of the street is all driveways. If a variance is granted, is there still room to add a sidewalk? Dimsho responded that there is room for a sidewalk there.

Council President Morten suggested putting a sidewalk in before they build. He was concerned about carving into their grade if the City installs a sidewalk after they build.

Mayor Scholl suggested listening to the staff in this instance. There are parts of that area that would create a sidewalk to nowhere. Councilor Topaz argued that the sidewalk would at least allow some people to exit their vehicle on the land side and not into traffic. That road needs a clear, safe parking area. That area of River Street is a pain in the neck. The City has gotten caught in other areas where they granted a variance and then realized a couple years later that they needed that area.

Discussion ensued about future development.

### **Testimony from the Applicant**

- ◆ Steve Pegram and Kelly Sheeley. Thanked staff for their help navigating this process. This will be a substantial remodel. They are not changing the footprint. They are trying to clean up the property line. Nothing is conforming, which makes it more difficult to get a loan and cannot be rebuilt if there is a fire. The slope is extremely steep. He would love to have a sidewalk there because he walks his dog down there every evening. The reason for the request is not to get additional land to extend the house footprint toward the river. They just want to get the records cleaned up.

Council President Morten asked about the other two lots. Steve responded that they are trying to clean up the property lines as well.

### **Testimony in Support - None**

### **Testimony in Opposition - None**

### **3) Close Public Hearing – 7:03 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens City Council

## Public Hearing Minutes

June 17, 2020

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*This meeting was held electrically via Zoom.*

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

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Director  
Jenny Dimsho, Associate Planner  
Jacob Graichen, City Planner  
Lisa Scholl, Deputy City Recorder  
Joe Hogue, Police Lieutenant

<b>Others:</b>	John Warneke	David Force	Michael Anders
	Diane Warneke	Shelly Nelson	Kelly Hossaini
	Maggie Sturm	Wayne Weigandt	Steve Pegram
	Brady Preheim	Patrick Birkle	Kelly Sheeley

### 1) 7:03 P.M. - Open Public Hearing

### 2) Topic 2.A FY 2019/20 Supplemental Budget

Assistant City Administrator/Finance Director Matt Brown reviewed the supplemental budget, which is included in the archive meeting packet. It is specifically for the Information Systems Fund. The reason for the public hearing is that the proposed change is greater than 15% of the original appropriated amount. IT expenses has increased due to the incident that occurred this year, as well as changing IT service providers.

### Public Comments

- ◆ Brady Preheim. Disagreed with the 15% increase. It appears to be almost quadrupled. He wonders if the new vendor was a good choice. A \$444,000 increase in IT is a lot.

Brown clarified that the increase is going from \$451,000 to \$584,000, which is an increase of \$133,000. Brady expressed that it is still a large increase.

3) **Close Public Hearing** – 7:08 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# City of St. Helens City Council

Regular Session Minutes

June 17, 2020

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*This meeting was held electronically via Zoom.*

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

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Margaret Jeffries, Library Director  
Sue Nelson, Interim Public Works Director  
Jenny Dimsho, Associate Planner  
Jacob Graichen, City Planner  
Lisa Scholl, Deputy City Recorder  
Joe Hogue, Police Lieutenant

<b>Others:</b>	John Warneke	David Force	Michael Anders
	Diane Warneke	Shelly Nelson	Kelly Hossaini
	Maggie Sturm	Wayne Weigandt	Steve Pegram
	Brady Preheim	Patrick Birkle	Kelly Sheeley

1) **7:09 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 on discussions that were had during today's work session.
  - The protest held in St. Helens was not illegal.
  - He is concerned that decisions are sometimes made during work sessions that could benefit from a brief pause, such as:
    - The process for hiring a new Public Works Director. That could have been taken care of internally.
    - Granting permission to Library Director Jeffries to spend funds for Library maintenance.
    - Concerned about bringing thousands of visitors to the community to visit Luminights. There did not appear to be discussion about logistics and traffic control. He hopes there is a clear plan of action before a final decision is made.

#### 4) **Deliberations - Appeals of Variances for Certain Lots in Emerald Meadows Subdivision**

Councilor Carlson asked if the applicant received a copy of the letter in opposition. Associated Planner Dimsho responded that Al Petersen's letter was sent to Lennar.

Councilor Carlson asked what the standard lot coverage is, and if it varied by community. Dimsho responded that it does vary. St. Helens is 35% for R5 and R7. Discussion of lot coverage. A townhouse in an R5 zone would allow for 50% coverage on a 5,800+ sq. ft. lot.

Council President Morten asked what the Planning Commission vote was. Dimsho explained that one commissioner was in support of approving all of them and one commissioner was on the fence. Morten went on to ask how Dimsho came up with the recommendation. Dimsho thought the application was a reasonable request and recommended approval. However, the Planning Commission was looking at the subdivision as whole and thought it was too many based on what had already been granted.

Councilor Topaz talked about the houses being pre-planned and put on these lots. That loses the flavor of St. Helens. They offered no flexibility. The developer needs to be more professional. Dimsho pointed out that architectural style is not a criterion. Councilor Topaz is aware of that.

Councilor Locke thinks the variances should be issued. His only concern is when the next person walks in requesting a variance. Dimsho talked about the condition that does not allow for future variances on new development.

**Motion:** Morten moved to reverse the Commission's decision, grant all eight variances, and not allow for future variances for new homes on vacant land in that subdivision.

After discussion, Locke seconded.

Question.

Councilor Topaz wants to make sure the variances are only used by Lennar. Dimsho explained that the table ties them to Lennar and specific single-family models. City Planner Graichen clarified that another builder could purchase the lot but would still have to build the house plan listed if they wanted to take advantage of the variance.

**Vote:** AYES: Scholl, Carlson, Locke, Morten, Nays: Topaz; motion passes.

#### 5) **Deliberations - Street Vacation for Portions of River Street Right-of-Way**

Mayor Scholl asked Councilor Locke to speak since he lives in that area.

Councilor Locke talked about the build out down there. There is not a lot more that can be built there. It is a dead-end road. He does not envision anything happening along that hillside in the future.

Councilor Topaz pointed out the connecting road that will eventually be built behind the trailer park. At some point, it will not be a dead-end road.

Councilor Carlson asked if a street vacation can be approved but not allow the homeowners footprint to expand. Dimsho does not believe they can condition an approval of a street vacation on their future building plans.

Councilor Carlson pointed out that they said they are not making a request for variance to setbacks. It just puts their gazebo in the property lines, correct? Dimsho confirmed that the gazebo is partially in the street right-of-way. The street vacation puts their gazebo on their property but not in compliance with the setbacks.

Discussion ensued. Staff recommends approval with a public utility easement over the easterly 10 feet of the right-of-way to be vacated.

Mayor Scholl was glad to hear how helpful staff was to the applicant during the process.

**Motion:** Upon Carlson's motion and Morten's second, the Council approved the Street Vacation for Portions of River Street Right-of-Way as recommended by staff. [Ayes: Scholl, Carlson, Locke, Morten; Nays: Topaz]

6) **Ordinances - First Reading**

- 6.a [Ordinance No. 3254: An Ordinance Granting to Fatbeam, LLC the Right to Construct, Operate, and Maintain Telecommunication Services in the City of St. Helens, Oregon](#)

City Administrator Walsh reported that this ordinance has been removed from the agenda.

7) **Resolutions**

- 7.a [Resolution No. 1890: A Resolution Authorizing an Extension to an Interfund Loan in the Amount of \\$50,000 between the General Fund and Tourism Fund for Fiscal Year 2019-20](#)

Mayor Scholl read Resolution No. 1890 by title. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Resolution No. 1890. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

- 7.b [Resolution No. 1891: A Resolution Authorizing a Transfer of Appropriations within a Fund for Fiscal Year 2019-2020](#)

Mayor Scholl read Resolution No. 1891 by title. **Motion:** Upon Carlson's motion and Locke's second, the Council unanimously adopted Resolution No. 1891. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

- 7.c [Resolution No. 1892: A Transfer Resolution to Change Appropriations for Fiscal Year 2019-20](#)

Mayor Scholl read Resolution No. 1892 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1892. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

- 7.d [Resolution No. 1893: A Resolution to Adopt a New City of St. Helens Personnel Policies and Procedures Handbook, Superseding Resolution No. 1420](#)

Mayor Scholl read Resolution No. 1893 by title. **Motion:** Upon Morten's motion and Carlson's second, the Council unanimously adopted Resolution No. 1893. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

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

- 8.a Amendment No. 10 to IGA with Columbia County for Community Corrections Work Crews
- 8.b Extension of Agreement with Mackenzie Engineering, LLC for New Police Station Consulting
- 8.c Extension of Agreement with Shannon Kmetec for Pro Tem Judicial Services
- 8.d Extension of Agreement with World Wide-ATM LLC for ATM in Front of City Hall Annex
- 8.e Extension of Agreement with Mark Comfort for Clean-up of Various Properties in the City
- 8.f Agreement with Robert Cleland for Pro Tem Prosecution Services
- 8.g Agreement with Mason, Bruce & Girard for Forestry Management Services
- 8.h Lease with Senior Center, Inc. to Operate the St. Helens Senior Center
- 8.i Agreement with the Port of Columbia County for Industrial Property Marketing Services
- 8.j Agreement with TimmiSue Hald for Police Department Administrative Services Assistance
- 8.k Contract Payments
- 8.l Contract with CBM Systems, LLC for Janitorial Services
- 8.m Moorage Sublease Agreement with WCP, Inc.

Councilor Topaz referred to the contract with Mark Comfort. It is basically a friendship handshake with no accountability of what is being taken off the Boise property. Mayor Scholl reported that he and Walsh have met with Mark Comfort on site to review what is being done. Councilor Topaz emphasized the need for a record of what is being done. Walsh acknowledged that he has accounting for what Mark Comfort is doing on City property.

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

9) **Consent Agenda for Acceptance**

- 9.a Planning Commission Minutes dated May 12, 2020
- 9.b Parks & Trails Commission Minutes dated May 11, 2020

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

10) **Consent Agenda for Approval**

- 10.a Council Work Session, Public Hearing, and Regular Session Minutes dated May 20 and June 3, 2020
- 10.b Accounts Payable Bill Lists
- 10.c Declare Surplus Property – Police Department Unclaimed Property

Councilor Carlson asked what the status is on getting rid of the surplus property. Interim Public Works Director Nelson reported that the vehicles are still in storage. They used some of them during the demonstration.

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '10a' through '10c' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

11) **Mayor Scholl Reports**

- Read the Strategic Work Plan into the record. A copy is included in the archive meeting packet. The agenda is in the process of being modified based on the Work Plan to align better with the City's goals. A few changes to the agenda will be:
  - Visitor comments will only be accepted at the regular session.
  - Council reports will be heard at the regular session.
  - Council and public will be encouraged to ask questions in advance of the meeting.
  - Department reports will be given based on progress towards meeting strategic goals.

12) **Council Member Reports**

Council President Morten reported...

- Gable Road is close to completion. That offers a tremendous amount of safety to seniors and students.
- He is encouraged about the Emerald Meadows job site on N. Vernonia Road. It will be nice having sidewalks on both sides.
- Parks and Trails Commission is talking about connectivity. He likes what they are doing with the master plan. They have been very busy working to achieve their goals.
- He apologized for the condition of the Veterans Plaza. He contributed heavily to the finances of building that. One of the reasons he is so fond of the project is that he was drafted from St. Helens in 1966 and served in Vietnam until 1968. That wall is very dear to him. Half of the squad he trained with lost their lives. Many others came back in pieces. He is going to attend some veteran's meetings to see if he can gather volunteers to help maintain that area.

Councilor Locke reported...

- He thanked the Youth Council for their community projects.
- He suggested landscaping in the Veterans Plaza that does not need regular maintenance.
- Thank you to the Police Department for all their work during demonstrations. Police Chief Greenway brought a lot of experience in dealing with those situations.

Councilor Topaz reported...

- All the churches and bells will be ringing on 4<sup>th</sup> of July. The Mayor will be dressing as Uncle Sam as well.

Councilor Carlson reported...

- People's moods are raw right now. She appreciates the peaceful march and the conversation that was had a couple of weeks ago. She was shown a flyer for an event that will be held next Friday. Although our community is predominantly white, she asked the Council and departments to look at ways to be more inclusive. Nearly 10% of the community is Latino. Is there a way for them to access our meetings? She challenged everyone to be more welcoming to our neighbors. COVID has really reminded us that the things that are important is not what comes in stores. She would like to create healing and connection in the community.
- She appreciates the Youth Council.
- Thank you to the Public Works staff who continue to show up and work.
- Happy pre-4<sup>th</sup> of July!

**13) Department Reports**

Lieutenant Hogue reported...

- Nothing to report.

Interim Public Works Director Nelson reported...

- Thank you to Councilor Carlson for her kind words about the crew. They work hard.

Library Director Jeffries reported...

- Nothing to report.

Assistant City Administrator Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Recognized the work that was done on the Personnel Policies and Procedures Handbook.

**14) Other Business**

Mayor Scholl asked councilors to reach out to him if they have questions about the structural changes.

Councilor Carlson asked when they are going to resume in-person meetings. There is a benefit to meeting in the same space. Mayor Scholl wants to begin meeting in there in July. The new structure limits staff in attendance and allows for more physical distancing.

Mayor Scholl, Councilor Locke, and Councilor Carlson agreed to hold the July 15 meetings in the Council Chambers.

**15) Adjourn – 8:21 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



St. Helens, OR

# Expense Approval Register

Packet: APPKT00113 - AP 6.19.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
LAWRENCE OIL COMPANY	019001-2015201	06/12/2020	247749	100-715-52022	26.81
SHRED-IT C/O STERICYCLE INC	8129836086	06/12/2020	CITY HALL SHRED SERVICE	100-715-52019	311.15
BEMIS	9244	06/12/2020	UB DOOR HANGER	100-707-52008	172.00
KJ SECURITY SOLUTIONS & LO...	0003156	06/15/2020	REKEY LCK WITH MASTER SYST...	100-715-52019	183.00
RUBENS LAWN SERVICE	0003138	06/16/2020	MONTHLY LAWN SERVICE	100-705-52023	80.00
MAILBOXES NORTHWEST	05042020	06/16/2020	POSTAGE	100-705-52009	56.91
MAILBOXES NORTHWEST	06012020	06/16/2020	POSTAGE	100-705-52009	17.12
COLUMBIA RIVER PUD	06092020	06/16/2020	150 S 13 ST POLICE STATION	100-705-52003	429.20
COLUMBIA RIVER PUD	06092020	06/16/2020	150 S 13TH ST- POLICE	100-705-52003	98.80
COLUMBIA RIVER PUD	06092020	06/16/2020	375 S 18TH ST COLUMBIA CEN...	100-706-52003	595.89
COLUMBIA RIVER PUD	06092020	06/16/2020	299 N 6TH ST - PARKS	100-708-52003	25.25
COLUMBIA RIVER PUD	06092020	06/16/2020	200 N 7TH ST - PARK	100-708-52003	25.56
COLUMBIA RIVER PUD	06092020	06/16/2020	475 S 18TH ST - MCCORMICK ...	100-708-52003	62.84
COLUMBIA RIVER PUD	06092020	06/16/2020	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	44.15
COLUMBIA RIVER PUD	06092020	06/16/2020	162 MCMICHAEL ST - CAMPBE...	100-708-52003	90.64
COLUMBIA RIVER PUD	06092020	06/16/2020	475 S 18TH ST	100-708-52003	51.33
COLUMBIA RIVER PUD	06092020	06/16/2020	264 STRAND ST- COL VIEW PA...	100-708-52003	22.35
COLUMBIA RIVER PUD	06092020	06/16/2020	120 WHITE WAY - WALNUT TR...	100-708-52003	25.25
COLUMBIA RIVER PUD	06092020	06/16/2020	265 STRAND ST. - SPLASH PAD...	100-708-52003	26.19
COLUMBIA RIVER PUD	06092020	06/16/2020	475 S 18TH ST- MCCORMICK E...	100-708-52003	31.73
COLUMBIA RIVER PUD	06092020	06/16/2020	200 N RIVER ST - GREY CLIFFS ...	100-708-52003	29.54
COLUMBIA RIVER PUD	06092020	06/16/2020	264 STRAND ST- PARKS/ GAZE...	100-708-52003	18.20
COLUMBIA RIVER PUD	06092020	06/16/2020	475 S 18TH ST	100-708-52003	79.75
COLUMBIA RIVER PUD	06092020	06/16/2020	264 STRAND ST- COL VIEW PA...	100-708-52046	22.34
COLUMBIA RIVER PUD	06092020	06/16/2020	265 STRAND ST. - DOCKS	100-708-52046	196.42
COLUMBIA RIVER PUD	06092020	06/16/2020	264 STRAND ST- PARKS/ GAZE...	100-708-52047	18.21
COLUMBIA RIVER PUD	06092020	06/16/2020	265 STRAND ST- CITY HALL MA...	100-715-52003	509.30
COLUMBIA RIVER PUD	06092020	06/16/2020	275 STRAND ST- CITY HALL UB ...	100-715-52003	101.76
COLUMBIA RIVER PUD	06092020	06/16/2020	277 STRAND ST- CITY HALL UB...	100-715-52003	95.36
COLUMBIA RIVER PUD	06092020	06/16/2020	277 STRAND ST -	100-715-52003	26.57
COLUMBIA RIVER PUD	06092020	06/16/2020	265 STRAND ST- CITY HALL UP	100-715-52003	147.82
NW NATURAL GAS	06102020	06/16/2020	5638	100-705-52003	13.83
NW NATURAL GAS	06102020	06/16/2020	8563	100-708-52003	11.34
NW NATURAL GAS	06102020	06/16/2020	3047	100-708-52003	8.54
NW NATURAL GAS	06102020	06/16/2020	0109	100-709-52003	33.93
NW NATURAL GAS	06102020	06/16/2020	5285	100-715-52003	6.51
NW NATURAL GAS	06102020	06/16/2020	2848	100-715-52003	11.42
A + ENGRAVING LLC	1148	06/16/2020	NAME PLATE J PUGSLEY PLAN...	100-710-52011	12.00
TERRITORIAL SUPPLIES INC	14434	06/16/2020	NIK	100-705-52012	79.82
EMERGENCY RESPONDER SERV..	20-061 OR	06/16/2020	2017 CHEV CAPRICE	100-705-52021	630.00
CODE PUBLISHING	66998	06/16/2020	MUNI CODE WEB UPDATE	100-702-52019	226.50
LAWRENCE OIL COMPANY	019001-2016701	06/17/2020	247749	100-715-52022	24.22
THE LAW OFFICES OF JOSEPH D..	1241	06/17/2020	ANGELA NUNES	100-704-52019	125.00
THE LAW OFFICES OF JOSEPH D..	1242	06/17/2020	DANIEL HOBSON	100-704-52019	125.00
THE LAW OFFICES OF JOSEPH D..	1243	06/17/2020	DANIEL HOBSON	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D..	1244	06/17/2020	ELIZABETH BERGMAN	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D..	1245	06/17/2020	JOSHUA WOLFORD	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D..	1246	06/17/2020	JONATHAN CALVILLO	100-704-52019	200.00
AMY LINDGREN LAW LLC	418	06/17/2020	JUDICIAL SERVICES APRIL - MAY	100-704-52019	5,274.00
AMY LINDGREN LAW LLC	419	06/17/2020	REIMB. HAND SANITIZER / GE...	100-704-52001	55.94
PETTY CASH - JAMIE EDWARDS	FEB-JUNE	06/17/2020	ILL REFUNDS	100-000-36001	6.00
PETTY CASH - JAMIE EDWARDS	FEB-JUNE	06/17/2020	SPRAY BOTTLES / OFFICE SUPP...	100-706-52004	16.44
PETTY CASH - JAMIE EDWARDS	FEB-JUNE	06/17/2020	FINGER PRINTING PROC FEE	100-706-52018	12.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PETTY CASH - JAMIE EDWARDS	FEB-JUNE	06/17/2020	BAKED GOODS	100-706-52024	40.00
EASYPERMIT POSTAGE	INV0000510	06/17/2020	METER REFILL POSTAGE	100-715-52009	500.00
PITNEY BOWES INC	INV0000511	06/17/2020	METER FOR DM30 POSTAGE	100-715-52021	156.00
CITY OF ST. HELENS	INV0000512	06/17/2020	PERMIT 14942 WATER HEATER...	100-706-52023	112.56
EDWARD MULLEN PLUMBING	06162020	06/18/2020	DUPLICATE PAYMENT 2020 BU...	100-000-35002	120.00
CTRR MARKETING CONSULTING	06162020	06/18/2020	OVER PAYMENT BUS LIC	100-000-35002	55.00
AMERICAN EXTERMINATION P...	108565	06/18/2020	SENIOR CENTER PEST CONTROL	100-715-52023	6.00
COLUMBIA RIVER HONDA	4351109	06/18/2020	CABLE CHANGE	100-708-52001	17.07
ACE HARDWARE - ST. HELENS	60176	06/18/2020	MATERIALS ACE ACCT 60176 - ...	100-708-52001	180.82
DEMCO	6806228	06/18/2020	RICO STACK CHAIR / KOBE TAB...	100-706-52005	4,175.09
MIDWEST TAPE	98978815	06/18/2020	DVD / ABD 2000010011	100-706-52035	37.99
MIDWEST TAPE	98978817	06/18/2020	DVD / ABD 2000010011	100-706-52034	16.99
MIDWEST TAPE	98978818	06/18/2020	DVD / ABD 2000010011	100-706-52035	84.98
PORTLAND GENERAL ELECTRIC	INV0000513	06/18/2020	0153585940	100-709-52003	130.06
ERSKINE LAW PRECTICE LLC	INV0000520	06/18/2020	3/18-3/30	100-705-52019	3,895.00
KATHRYN LAWRENCE	INV0000522	06/18/2020	PLANNING COMMISSION STIP...	100-710-52087	60.00
AUDREY WEBSTER	INV0000523	06/18/2020	PLANNING COMMISSION STIP...	100-710-52087	60.00
SHELA SEMLING	INV0000524	06/18/2020	PLANNING COMMISSION STIP...	100-710-52087	60.00
JENNIFER PUGSLEY	INV0000525	06/18/2020	PLANNING COMMISSION STIP...	100-710-52087	30.00
GREG COHEN	INV0000526	06/18/2020	PLANNING COMMISSION STIP...	100-710-52087	60.00
DAN CARY	INV0000527	06/18/2020	PLANNING COMMISSION STIP...	100-710-52087	30.00
RUSSELL HUBBARD	INV0000528	06/18/2020	PLANNING COMMISSION STIP...	100-710-52087	60.00
PR DRYWALL LLC	INV0000529	06/18/2020	OVER PAYMENT BUS LIC 2020	100-000-35002	40.00
POWER SYSTEMS WEST	W10027	06/18/2020	ANNUAL MAINTENANCE	100-705-52023	646.81
POWER SYSTEMS WEST	W1007K	06/18/2020	REPLACE BLOCK HEATER ON G...	100-705-52023	576.50
<b>Fund 100 - GENERAL FUND Total:</b>					<b>22,245.30</b>

**Fund: 201 - VISITOR TOURISM**

NW NATURAL GAS	06102020	06/16/2020	9614	201-000-52003	15.99
NW NATURAL GAS	06102020	06/16/2020	7764	201-000-52003	33.45
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>49.44</b>

**Fund: 202 - COMMUNITY DEVELOPMENT**

PORTLAND GENERAL ELECTRIC	INV0000508	06/12/2020	4854421000	202-722-52003	41.68
MAUL FOSTER ALONGI INC	39190	06/15/2020	GOVERNANCE AND PUBLIC EN...	202-721-52019	2,157.50
MAUL FOSTER ALONGI INC	39190	06/15/2020	COMMUNITY WIDE ASSESSM...	202-721-52050	10,433.08
MAUL FOSTER ALONGI INC	39190	06/15/2020	IGA PHASE 1 LAGOON REPUR...	202-722-52019	21,096.25
RADLER WHITE PARKS & ALEX...	24400	06/16/2020	ACSP TRANSACTION	202-721-52019	12,673.50
PORTLAND GENERAL ELECTRIC	INV0000514	06/18/2020	7357701000	202-722-52003	38.71
PORTLAND GENERAL ELECTRIC	INV0000515	06/18/2020	1650931000	202-722-52003	20.99
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>46,461.71</b>

**Fund: 205 - STREETS**

COLUMBIA RIVER PUD	06092020	06/16/2020	715 S COLUMBIA RIVER HWY -...	205-000-52003	69.02
COLUMBIA RIVER PUD	06092020	06/16/2020	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	45.01
COLUMBIA RIVER PUD	06092020	06/16/2020	1370 COLUMBIA BLVD.- FOUN...	205-000-52003	38.68
COLUMBIA RIVER PUD	06092020	06/16/2020	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	39.77
COLUMBIA RIVER PUD	06092020	06/16/2020	191 N MILTON WAY - SIGNAL	205-000-52003	36.34
COLUMBIA RIVER PUD	06092020	06/16/2020	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	105.50
COLUMBIA RIVER PUD	06092020	06/16/2020	58651 COLUMBIA RIVER HWY ...	205-000-52003	25.85
COLUMBIA RIVER PUD	06092020	06/16/2020	265 STRAND ST	205-000-52003	3,628.09
COLUMBIA RIVER PUD	06092020	06/16/2020	191 N MILTON WAY- LANDSC...	205-000-52003	25.56
SUNSET EQUIPMENT	72631	06/18/2020	CROSSROAD	205-000-52001	115.27
<b>Fund 205 - STREETS Total:</b>					<b>4,129.09</b>

**Fund: 601 - WATER**

LAWRENCE OIL COMPANY	019001-2015201	06/12/2020	247752	601-732-52022	13.55
MAGNUM POWER LLC	INV0000509	06/12/2020	HYDRANT METER RENTAL REF...	601-000-37004	193.76
COLUMBIA RIVER PUD	06092020	06/16/2020	PUMP AERIE CT	601-731-52003	64.12
COLUMBIA RIVER PUD	06092020	06/16/2020	35261 PITTSBURG RD- PW WA...	601-731-52003	27.94
COLUMBIA RIVER PUD	06092020	06/16/2020	57500 OLD PORTLAND RD - W...	601-731-52003	33.43
COLUMBIA RIVER PUD	06092020	06/16/2020	58791 COLUMBIA RIVER HWY -..	601-731-52003	35.44
COLUMBIA RIVER PUD	06092020	06/16/2020	1680 1 ST -	601-731-52003	1,475.04



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	06092020	06/16/2020	2300 STRAND ST - WELL 2	601-731-52003	936.79
COLUMBIA RIVER PUD	06092020	06/16/2020	62420 COLUMBIA RIVER HWY -..	601-731-52003	146.19
COLUMBIA RIVER PUD	06092020	06/16/2020	1215 FOURTH ST - WFF	601-732-52003	4,548.50
LAWRENCE OIL COMPANY	019001-2016701	06/17/2020	247752	601-732-52022	38.35
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	601-731-52001	81.49
ACE HARDWARE - ST. HELENS	INV0000518	06/18/2020	ACE MATERIALS ACCT 60181	601-731-52001	163.25
CORE & MAIN	M335598	06/18/2020	HYD EXT KIT	601-731-52001	909.82
CORE & MAIN	M380513	06/18/2020	BOX / WATER LID	601-731-52001	1,477.86
<b>Fund 601 - WATER Total:</b>					<b>10,145.53</b>
<b>Fund: 603 - SEWER</b>					
CENTURY LINK	06022020	06/15/2020	488	603-736-52010	117.88
CENTURY LINK	06022020	06/15/2020	293	603-736-52010	21.64
CENTURY LINK	06022020	06/15/2020	654	603-736-52010	21.63
CENTURY LINK	06022020	06/15/2020	600	603-736-52010	21.63
CENTURY LINK	06022020	06/15/2020	688	603-736-52010	21.63
CENTURY LINK	06022020	06/15/2020	654	603-737-52010	21.64
CENTURY LINK	06022020	06/15/2020	293	603-737-52010	21.63
CENTURY LINK	06022020	06/15/2020	600	603-737-52010	21.64
CENTURY LINK	06022020	06/15/2020	488	603-737-52010	117.89
CENTURY LINK	06022020	06/15/2020	688	603-737-52010	21.64
COLUMBIA RIVER PUD	06092020	06/16/2020	37700 CLARK ST - PS 8	603-735-52003	25.71
COLUMBIA RIVER PUD	06092020	06/16/2020	451 PLYMOTH ST - WWTP LA...	603-736-52003	1,668.26
COLUMBIA RIVER PUD	06092020	06/16/2020	451 PLYMOTH ST - WWTP LA...	603-737-52003	1,668.26
COLUMBIA RIVER PUD	06092020	06/16/2020	240 MADRONA CT	603-738-52003	154.77
COLUMBIA RIVER PUD	06092020	06/16/2020	59500 OLD PORTLAND RD - PS...	603-738-52003	143.73
COLUMBIA RIVER PUD	06092020	06/16/2020	35139 MAPLE ST. - PS 11	603-738-52003	78.34
COLUMBIA RIVER PUD	06092020	06/16/2020	124 S 4 ST - PS 3	603-738-52003	32.35
COLUMBIA RIVER PUD	06092020	06/16/2020	145 N RIVER ST- PS 2	603-738-52003	71.24
COLUMBIA RIVER PUD	06092020	06/16/2020	320 S 1ST ST- PS #1	603-738-52003	109.96
COLUMBIA RIVER PUD	06092020	06/16/2020	169 S 4TH ST WATER FLOW M...	603-738-52003	64.24
NW NATURAL GAS	06102020	06/16/2020	5750	603-736-52003	1.76
NW NATURAL GAS	06102020	06/16/2020	7720	603-736-52003	8.00
NW NATURAL GAS	06102020	06/16/2020	5750	603-737-52003	1.75
NW NATURAL GAS	06102020	06/16/2020	7720	603-737-52003	7.99
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	603-735-52001	17.60
COMCAST	07092020	06/18/2020	0082	603-736-52003	63.07
COMCAST	07092020	06/18/2020	0082	603-737-52003	63.07
BLACK ROCK UNDERGROUND ...	1	06/18/2020	2020 SANITARY SWR REHAB P...	603-000-53010	63,488.50
PAULSON PRINTING CO.	D4110	06/18/2020	WWTP LABELS	603-736-52001	39.45
PAULSON PRINTING CO.	D4110	06/18/2020	WWTP LABELS	603-737-52001	39.45
ACE HARDWARE - ST. HELENS	INV0000517	06/18/2020	MATERIALS ACE ACCT 60180	603-735-52001	48.60
ACE HARDWARE - ST. HELENS	INV0000517	06/18/2020	MATERIALS ACE ACCT 60180	603-736-52001	24.30
ACE HARDWARE - ST. HELENS	INV0000517	06/18/2020	MATERIALS ACE ACCT 60180	603-737-52001	24.30
<b>Fund 603 - SEWER Total:</b>					<b>68,253.55</b>
<b>Fund: 605 - STORM</b>					
CASCADE CONCRETE PRODUC...	77603	06/18/2020	TYPE 1 CB 12 RISER	605-000-52001	192.00
CASCADE CONCRETE PRODUC...	77616	06/18/2020	BLUELINE 50LB BAG	605-000-52001	232.00
<b>Fund 605 - STORM Total:</b>					<b>424.00</b>
<b>Fund: 701 - EQUIPMENT</b>					
COLUMBIA FEED AND SUPPLY	25042	06/18/2020	POLY CUT KNIVES	701-000-52001	89.50
COLUMBIA FEED AND SUPPLY	25061	06/18/2020	POLY CUT BLADES	701-000-52001	89.50
<b>Fund 701 - EQUIPMENT Total:</b>					<b>179.00</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
TYLER TECHNOLOGIES INC	025-298507	06/12/2020	BL TRAINING	702-000-52006	552.50
CENTERLOGIC INC	59682	06/12/2020	AGREEMENT FULL COMP MSP ...	702-000-52006	1,052.50
CENTERLOGIC INC	59779	06/12/2020	AGREEMENT OFFICE 365	702-000-52006	750.00
CENTERLOGIC INC	59972	06/12/2020	AGREEMENT SECURE BACKUP	702-000-52006	791.00
CENTURY LINK	06022020	06/15/2020	967	702-000-52010	120.47
CENTURY LINK	06022020	06/15/2020	130	702-000-52010	55.56

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	06022020	06/15/2020	LATE FEE	702-000-52010	31.14
CENTURY LINK	06022020	06/15/2020	162B	702-000-52010	82.60
CENTURY LINK	06022020	06/15/2020	579	702-000-52010	43.27
CENTURY LINK	06022020	06/15/2020	131	702-000-52010	55.56
CENTURY LINK	06022020	06/15/2020	818	702-000-52010	375.74
CENTURY LINK	06022020	06/15/2020	796	702-000-52010	41.57
CENTURY LINK	06022020	06/15/2020	909	702-000-52010	76.09
CENTURY LINK	06022020	06/15/2020	228	702-000-52010	84.83
CENTURY LINK	06022020	06/15/2020	798B	702-000-52010	96.19
CENTURY LINK	06022020	06/15/2020	651	702-000-52010	42.13
MUNICODE	00344035	06/17/2020	ANNUAL WEBSITE HOSTING ...	702-000-52006	3,200.00
CENTURY LINK	06052020	06/18/2020	632B	702-000-52010	40.48
COMCAST	INV0000516	06/18/2020	PW 8778102010869144	702-000-52003	93.26
CENTURY LINK	INV0000521	06/18/2020	88035002	702-000-52010	254.01
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>7,838.90</b>

**Fund: 703 - PW OPERATIONS**

LAWRENCE OIL COMPANY	019001-2015201	06/12/2020	247750	703-734-52022	33.64
LAWRENCE OIL COMPANY	019001-2015201	06/12/2020	247751	703-734-52022	23.47
LAWRENCE OIL COMPANY	019001-2015201	06/12/2020	247748	703-734-52022	631.45
JORDAN RAMIS PC ATTORNEYS..	169160	06/12/2020	GENERAL LEGAL SERVICES	703-733-52019	3,087.50
JORDAN RAMIS PC ATTORNEYS..	169162	06/12/2020	PUBLIC WORKS ENGINEERING	703-733-52019	1,855.00
COLUMBIA RIVER PUD	06092020	06/16/2020	984 OREGON ST - PW SHOP	703-734-52003	109.56
COLUMBIA RIVER PUD	06092020	06/16/2020	984 OREGON ST	703-734-52003	175.93
COLUMBIA RIVER PUD	06092020	06/16/2020	1230 DEER ISLAND RD - PW	703-734-52003	48.31
COLUMBIA RIVER PUD	06092020	06/16/2020	650 OREGON ST -LEMONT PU...	703-734-52003	309.43
NW NATURAL GAS	06102020	06/16/2020	8675	703-734-52003	2.61
LAWRENCE OIL COMPANY	019001-2016701	06/17/2020	247748	703-734-52022	928.12
LAWRENCE OIL COMPANY	019001-2016701	06/17/2020	247750	703-734-52022	44.65
SOLUTIONS YES	INV240087	06/17/2020	PRINT FEES C11460-01	703-733-52005	59.19
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	703-734-52001	21.22
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	703-734-52001	4.98
RITZ SAFETY	5959932	06/18/2020	CAL GAS	703-734-52001	260.47
ACE HARDWARE - ST. HELENS	INV0000518	06/18/2020	ACE MATERIALS ACCT 60181	703-734-52023	23.17
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>7,618.70</b>

**Fund: 704 - FACILITY MAJOR MAINTNANCE**

DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	704-000-53013	5.90
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	704-000-53013	15.99
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	704-000-53018	11.49
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	704-000-53018	22.96
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	704-000-53026	22.87
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	704-000-53026	11.80
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	704-000-53026	27.49
DAHLGREN'S DO IT BEST BUIL...	05262020	06/18/2020	BUILDING MATERIALS ACCT 1...	704-000-53026	16.98
MACKENZIE	1067680	06/18/2020	ST. HELENS POLICE NEEDS ASS...	704-000-53024	1,649.84
REYNOLDS LAND SURVEYING I...	20022C	06/18/2020	5TH ST TRAIL SET HUB AND LA...	704-000-53026	750.00
ACE HARDWARE - ST. HELENS	INV0000519	06/18/2020	ACE MATERIALS ACCT 60174	704-000-53026	18.58
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>2,553.90</b>

**Grand Total: 169,899.12**

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	22,245.30
201 - VISITOR TOURISM	49.44
202 - COMMUNITY DEVELOPMENT	46,461.71
205 - STREETS	4,129.09
601 - WATER	10,145.53
603 - SEWER	68,253.55
605 - STORM	424.00
701 - EQUIPMENT	179.00
702 - INFORMATION SYSTEMS	7,838.90
703 - PW OPERATIONS	7,618.70
704 - FACILITY MAJOR MAINTNANCE	2,553.90
<b>Grand Total:</b>	<b>169,899.12</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-35002	Business Licenses	215.00
100-000-36001	Fines - Library	6.00
100-702-52019	Professional Services	226.50
100-704-52001	Operating Supplies	55.94
100-704-52019	Professional Services	6,324.00
100-705-52003	Utilities	541.83
100-705-52009	Postage	74.03
100-705-52012	Materials	79.82
100-705-52019	Professional Services	3,895.00
100-705-52021	Equipment Maintenance	630.00
100-705-52023	Facility Maintenance	1,303.31
100-706-52003	Utilities	595.89
100-706-52004	Office Supplies	16.44
100-706-52005	Small Equipment	4,175.09
100-706-52018	Professional Development	12.50
100-706-52023	Facility Maintenance	112.56
100-706-52024	Miscellaneous	40.00
100-706-52034	Visual Materials	16.99
100-706-52035	Audio Materials	122.97
100-707-52008	Printing	172.00
100-708-52001	Operating Supplies	197.89
100-708-52003	Utilities	552.66
100-708-52046	Dock Services	218.76
100-708-52047	Marine Board	18.21
100-709-52003	Utilities	163.99
100-710-52011	Public Information	12.00
100-710-52087	Commission Stipends	360.00
100-715-52003	Utilities	898.74
100-715-52009	Postage	500.00
100-715-52019	Professional Services	494.15
100-715-52021	Equipment Maintenance	156.00
100-715-52022	Fuel/Oil	51.03
100-715-52023	Facility Maintenance	6.00
201-000-52003	Utilities	49.44
202-721-52019	Professional Services	14,831.00
202-721-52050	Community Wide Assess...	10,433.08
202-722-52003	Utilities	101.38
202-722-52019	Professional Services	21,096.25
205-000-52001	Operating Supplies	115.27
205-000-52003	Utilities	4,013.82
601-000-37004	Miscellaneous - General	193.76
601-731-52001	Operating Supplies	2,632.42
601-731-52003	Utilities	2,718.95
601-732-52003	Utilities	4,548.50

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
601-732-52022	Fuel / Oil	51.90
603-000-53010	Sewer Main Replacement	63,488.50
603-735-52001	Operating Supplies	66.20
603-735-52003	Utilities	25.71
603-736-52001	Operating Supplies	63.75
603-736-52003	Utilities	1,741.09
603-736-52010	Telephone	204.41
603-737-52001	Operating Supplies	63.75
603-737-52003	Utilities	1,741.07
603-737-52010	Telephone	204.44
603-738-52003	Utilities	654.63
605-000-52001	Operating Supplies	424.00
701-000-52001	Operating Supplies	179.00
702-000-52003	Utilities	93.26
702-000-52006	Computer Maintenance	6,346.00
702-000-52010	Telephone	1,399.64
703-733-52005	Small Equipment	59.19
703-733-52019	Professional Services	4,942.50
703-734-52001	Operating Supplies	286.67
703-734-52003	Utilities	645.84
703-734-52022	Fuel / Oil	1,661.33
703-734-52023	Facility Maintenance	23.17
704-000-53013	Capital Outlay - Library	21.89
704-000-53018	Capital Outlay - City Hall	34.45
704-000-53024	Capital Outlay - PD Station	1,649.84
704-000-53026	Capital Outlay - 5th Street...	847.72
<b>Grand Total:</b>		<b>169,899.12</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	169,899.12
<b>Grand Total:</b>	<b>169,899.12</b>



St. Helens, OR

# Expense Approval Register

Packet: APPKT00116 - AP 6.25.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
THE PERCS INDEX INC	31701	06/22/2020	2020-2021 ANNUAL SUPPORT ...	100-705-52006	500.00
ALL IN ONE CONSTRUCTIONS	INV0000530	06/24/2020	PARTIAL REFUND FOR PERMIT...	100-000-20700	13.56
ALL IN ONE CONSTRUCTIONS	INV0000530	06/24/2020	PARTIAL REFUND FOR PERMIT...	100-000-35003	112.98
SOLUTIONS YES	INV240820	06/24/2020	CONTRACT C11782-01 CITY HA...	100-707-52005	20.11
EBSCO INFORMATION SERVICES	1000130555-1	06/25/2020	MATERIALS DIGITAL	100-706-52032	1,498.76
NORTHWEST DELI DISTRIBUTI...	387115	06/25/2020	TRASH BAGS	100-708-52001	973.44
U.S BANK EQUIPMENT FINANCE	416779999	06/25/2020	CONTRACT PAYMENT 500-049...	100-715-52005	150.00
WEX BANK	66048066	06/25/2020	FUEL PURCHASES	100-705-52022	3,267.18
LEAGUE OF OREGON CITIES	8174	06/25/2020	JOB POSTING WATER SYS F OP...	100-702-52011	20.00
MIDWEST TAPE	99000639	06/25/2020	DVD / ABD 2000010011	100-706-52034	33.98
JINKEE MCCULLOUGH	INV0000533	06/25/2020	REFUND PARK RESERVATIONS	100-000-35018	30.00
MARTINE VON INS-BARNETT	INV0000536	06/25/2020	CPR CLASS SUPPLIES	100-709-52019	68.55
SOLUTIONS YES	INV240539	06/25/2020	CONTRACT C10184-01 CITY HA...	100-715-52005	247.24
LAND DEVELOPMENT SERVICES	MAY 2020	06/25/2020	INSPECTIONS FOR ST. HELENS ...	100-711-52015	225.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>7,160.80</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
TRAVEL INFORMATION COUNC..	100123	06/24/2020	NATL DOWNTOWN HISTORIC ...	201-000-52011	82.00
COLUMBIA RIVER PUD	INV0000534	06/25/2020	POWER 231 S 1ST MASONIC 9...	201-000-52003	104.16
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>186.16</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
BOISE WHITE PAPER LLC	06152020	06/25/2020	NOTE PAYEMNT	202-722-55001	12,500.00
MASON BRUCE & GIRARD INC	27284	06/25/2020	ST. HELENS FOREST MANAGE...	202-724-52019	2,580.95
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>15,080.95</b>
<b>Fund: 302 - WATER SDC</b>					
RICHMOND AMERICAN HOMES..	INV0000537	06/25/2020	REFUND SDC PERMIT 14768	302-000-34008	3,361.00
<b>Fund 302 - WATER SDC Total:</b>					<b>3,361.00</b>
<b>Fund: 303 - SEWER SDC</b>					
RICHMOND AMERICAN HOMES..	INV0000537	06/25/2020	REFUND SDC PERMIT 14768	303-000-34008	4,117.00
<b>Fund 303 - SEWER SDC Total:</b>					<b>4,117.00</b>
<b>Fund: 601 - WATER</b>					
NORTHSTAR CHEMICAL	171554	06/25/2020	SODIUM HYPOCHLORITE 12.5%	601-732-52083	489.54
SUNSET EQUIPMENT	72687	06/25/2020	MATERIALS	601-732-52001	21.28
<b>Fund 601 - WATER Total:</b>					<b>510.82</b>
<b>Fund: 603 - SEWER</b>					
CITY OF PORTLAND	10348276	06/25/2020	LAB SERVICES	603-736-52064	2,761.00
CITY OF PORTLAND	10348276	06/25/2020	LAB SERVICES	603-737-52064	2,761.00
<b>Fund 603 - SEWER Total:</b>					<b>5,522.00</b>
<b>Fund: 701 - EQUIPMENT</b>					
COLUMBIA RIVER FIRE AND RE...	20-05 MAY	06/25/2020	SHARED COST JOINT MAINTA...	701-000-52023	721.32
SUPERIOR TIRE SERVICE	6530292	06/25/2020	TIRES	701-000-52001	1,508.00
SUPERIOR TIRE SERVICE	72687	06/25/2020	TIRES	701-000-52001	721.20
<b>Fund 701 - EQUIPMENT Total:</b>					<b>2,950.52</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
TYLER TECHNOLOGIES INC	025-298176	06/25/2020	BL ICD	702-000-52006	1,300.00
QWEST DBA CENTURYLINK AC...	3263X201S20166	06/25/2020	5163X20453	702-000-52010	246.66
COMCAST	INV0000532	06/25/2020	PARKS COMCAST 8778102010...	702-000-52003	96.04
COMCAST	INV0000535	06/25/2020	WFF ACCT 8778102040493238	702-000-52003	155.44
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>1,798.14</b>
<b>Fund: 703 - PW OPERATIONS</b>					
GREG PAYNE	#1	06/25/2020	P-522 BRAYDEN ST STORAGE	703-733-52019	450.00

**Expense Approval Register**

Packet: APPKT00116 - AP 6.25.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS	8404674932	06/25/2020	FIRST AID CABINET SERVICE	703-734-52019	114.77
Fund 703 - PW OPERATIONS Total:					564.77
Grand Total:					41,252.16



**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	7,160.80
201 - VISITOR TOURISM	186.16
202 - COMMUNITY DEVELOPMENT	15,080.95
302 - WATER SDC	3,361.00
303 - SEWER SDC	4,117.00
601 - WATER	510.82
603 - SEWER	5,522.00
701 - EQUIPMENT	2,950.52
702 - INFORMATION SYSTEMS	1,798.14
703 - PW OPERATIONS	564.77
<b>Grand Total:</b>	<b>41,252.16</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-20700	State Surcharge	13.56
100-000-35003	Building Permits	112.98
100-000-35018	Park Rental Fees	30.00
100-702-52011	Public Information	20.00
100-705-52006	Computer Maintenance	500.00
100-705-52022	Fuel / Oil	3,267.18
100-706-52032	Digital Resources	1,498.76
100-706-52034	Visual Materials	33.98
100-707-52005	Small Equipment	20.11
100-708-52001	Operating Supplies	973.44
100-709-52019	Professional Services	68.55
100-711-52015	Intergovernmental Servic...	225.00
100-715-52005	Small Equipment	397.24
201-000-52003	Utilities	104.16
201-000-52011	Public Information	82.00
202-722-55001	Principal	12,500.00
202-724-52019	Professional Services	2,580.95
302-000-34008	SDC Charges	3,361.00
303-000-34008	SDC Charges	4,117.00
601-732-52001	Operating Supplies	21.28
601-732-52083	Chemicals	489.54
603-736-52064	Lab Testing	2,761.00
603-737-52064	Lab Testing	2,761.00
701-000-52001	Operating Supplies	2,229.20
701-000-52023	Facility Maintenance	721.32
702-000-52003	Utilities	251.48
702-000-52006	Computer Maintenance	1,300.00
702-000-52010	Telephone	246.66
703-733-52019	Professional Services	450.00
703-734-52019	Professional Services	114.77
Grand Total:		41,252.16

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	41,252.16
<b>Grand Total:</b>	<b>41,252.16</b>



St. Helens, OR

# Expense Approval Register

Packet: APPKT00122 - AP 6.30.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
PEAK ELECTRIC GROUP LLC	20628	06/30/2020	PORT PATCH PANEL INSTALLAT..	100-706-52023	1,839.43
MIDWEST TAPE	99028026	06/30/2020	DVD / ABD 2000010011	100-706-52034	72.46
MIDWEST TAPE	99066814	06/30/2020	DVD / ABD 2000010011	100-706-52034	14.99
SOLUTIONS YES	INV236166	06/30/2020	PAPER	100-706-52004	400.00
VERIZON	9857087127	06/30/2020	CRYSTAL KING	100-701-52010	46.14
VERIZON	9857087127	06/30/2020	TORY SHELBY	100-708-52010	17.00
VERIZON	9857087127	06/30/2020	CAMERON PAGE	100-708-52010	17.00
VERIZON	9857087127	06/30/2020	THAD HOUCK	100-708-52010	39.30
VERIZON	9857087127	06/30/2020	PAUL GERDES	100-708-52010	17.00
VERIZON	9857087127	06/30/2020	MATT BROWN REC	100-709-52010	36.14
VERIZON	9857087127	06/30/2020	MATT BROWN	100-709-52010	52.05
VERIZON	9857087127	06/30/2020	MIKE DEROIA	100-711-52010	52.05
ASIFLEX	A000145606068TM	06/30/2020	ADMIN FEES 6/1-6/30/2020	100-707-52024	37.50
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	100-705-52001	412.85
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	100-705-52001	16.97
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	100-705-52001	22.78
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	100-705-52001	1.49
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	100-708-52001	34.17
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	100-715-52001	20.47
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	100-715-52001	1.29
ENTERPRISE FM TRUST	14208157-OT	06/30/2020	DODGE DURANGO 14208157	100-705-52001	24,000.00
ENTERPRISE FM TRUST	14208159-OT	06/30/2020	DODGE DURANGO 14208159	100-705-52001	24,000.00
SECURE PACIFIC CORPORTATI...	264713	07/01/2020	150 S 13TH ST	100-705-52023	94.35
SECURE PACIFIC CORPORTATI...	264713	07/01/2020	375 S 18TH ST	100-706-52023	125.85
SECURE PACIFIC CORPORTATI...	264713	07/01/2020	475 S 18TH	100-708-52023	103.65
TIAA COMMERCIAL FINANCE I...	7308672	06/30/2020	CONTRACT PAYMENT 414520...	100-715-52021	150.00
NET ASSETS	95-202006	06/30/2020	ESCROW TITLE SERVICES	100-707-52019	461.00
NET ASSETS	95-202006	06/30/2020	ESCROW TITLE SERVICES	100-707-52020	-40.00
TONI NELSON	INV0000584	06/30/2020	REFUND SPECIAL USE PERMIT	100-000-35018	130.00
VERIZON	INV0000586	06/30/2020	POLICE ACCOUNT 287126771-...	100-705-52010	1,506.46
HEATHER HOWARD	INV0000587	06/30/2020	REFUND FALL BAZAAR	100-709-52019	20.00
ST. HELENS SCHOOL DISTRICT	JUNE 2020	06/30/2020	QTRLY BUILDING EXCISE TAX P...	100-000-20400	24,487.35
DCBS FISCAL SERVICES	JUNE 2020	06/30/2020	INSPECTION AND PERMIT FEES	100-000-35003	4,552.00
DCBS FISCAL SERVICES	JUNE 2020	06/30/2020	INSPECTION AND PERMIT FEES	100-000-35005	1,316.00
DCBS FISCAL SERVICES	JUNE 2020	06/30/2020	INSPECTION AND PERMIT FEES	100-000-35006	654.00
AMY LINDGREN LAW LLC	INV0000589	06/30/2020	JUDICIAL SERVICES	100-704-52019	4,374.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>89,085.74</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
CITY OF ST. HELENS	INV0000585	06/30/2020	01-00178-001 MASONIC BUILD..	201-000-52003	42.83
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>42.83</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
KITTELSON & ASSOCIATES	0110824	06/30/2020	PROJECT 251060 BUILD GRANT..	202-721-52019	6,025.03
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	202-725-52028	122.11
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	202-725-52028	44.10
LOWER COLUMBIA ENGINEER...	5965	06/30/2020	PERMITTING DEFERRED SUBM...	202-721-52096	22,291.51
LOWER COLUMBIA ENGINEER...	6031	06/30/2020	BID DOCUMENTS APRIL 2020	202-721-52096	1,793.75
LOWER COLUMBIA ENGINEER...	6032	06/30/2020	MAY 2020 SERVICES	202-721-52096	1,159.38
AKS ENGINEERING & FORESTRY	6486-14	06/30/2020	ST. HELENS INDUSTRIAL PARK ...	202-722-52019	312.50
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>31,748.38</b>
<b>Fund: 205 - STREETS</b>					
TRAFIC SAFETY SUPPLY	INV027786	06/30/2020	SIGNS	205-000-52001	478.36
<b>Fund 205 - STREETS Total:</b>					<b>478.36</b>

## Expense Approval Register

Packet: APPKT00122 - AP 6.30.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 601 - WATER</b>					
CONSOLIDATED SUPPLY CO	5009826420.001	06/29/2020	SINGLE STRAP	601-731-52001	72.00
VERIZON	9857087127	06/30/2020	SUE NELSON	601-731-52010	40.01
VERIZON	9857087127	06/30/2020	SUE NELSON	601-731-52010	40.01
VERIZON	9857087127	06/30/2020	HOWIE BURTON	601-732-52010	36.14
VERIZON	9857087127	06/30/2020	GUY DAVIS	601-732-52010	17.06
VERIZON	9857087127	06/30/2020	WFP 2	601-732-52010	40.01
VERIZON	9857087127	06/30/2020	WFP 1	601-732-52010	40.01
SECURE PACIFIC CORPORTATI...	264713	07/01/2020	1215 4TH PL	601-732-52023	157.20
H.D FOWLER COMPANY	I5500223	06/30/2020	FREIGHT CHARGE	601-731-52001	33.88
H.D FOWLER COMPANY	I5500981	06/30/2020	WATER METER TOP LOAD	601-731-52001	689.76
<b>Fund 601 - WATER Total:</b>					<b>1,166.08</b>
<b>Fund: 603 - SEWER</b>					
VERIZON	9857087127	06/30/2020	STEWART HARTLEY	603-736-52010	12.04
VERIZON	9857087127	06/30/2020	JOHNNY LEAVY	603-736-52010	17.34
VERIZON	9857087127	06/30/2020	AARON KUNDERS	603-736-52010	12.04
VERIZON	9857087127	06/30/2020	AARON KUNDERS	603-737-52010	12.04
VERIZON	9857087127	06/30/2020	JOHNNY LEAVY	603-737-52010	17.35
VERIZON	9857087127	06/30/2020	STEWART HARTLEY	603-737-52010	12.05
VERIZON	9857087127	06/30/2020	JOHNNY LEAVY	603-738-52010	17.36
VERIZON	9857087127	06/30/2020	STEWART HARTLEY	603-738-52010	12.05
VERIZON	9857087127	06/30/2020	AARON KUNDERS	603-738-52010	12.06
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	603-736-52001	6.95
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	603-736-52001	12.25
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	603-736-52001	18.24
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	603-737-52001	12.25
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	603-737-52001	18.23
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	603-737-52001	6.95
ALLSTREAM	16907635	06/30/2020	ALLSTREAM PHONE ACCT 754...	603-736-52010	24.53
ALLSTREAM	16907635	06/30/2020	ALLSTREAM PHONE ACCT 754...	603-737-52010	24.53
SECURE PACIFIC CORPORTATI...	264713	07/01/2020	451 PLYMOUTH ST	603-736-52023	47.10
SECURE PACIFIC CORPORTATI...	264713	07/01/2020	451 PLYMOUTH ST	603-737-52023	47.10
JOHN SAVAGE- AP	INV0000588	06/30/2020	REIMB. FOR COLLEGE COURSE	603-736-52018	248.00
JOHN SAVAGE- AP	INV0000588	06/30/2020	REIMB. FOR COLLEGE COURSE	603-737-52018	248.00
<b>Fund 603 - SEWER Total:</b>					<b>838.46</b>
<b>Fund: 701 - EQUIPMENT</b>					
VERIZON	9857087127	06/30/2020	BRETT LONG	701-000-52010	52.05
PR DIAMOND PRODUCTS INC	0055946-IN	06/30/2020	MULTI PURPOSE BLADE	701-000-52001	343.00
LAWSON PRODUCTS	9307671806	06/30/2020	MATERIALS	701-000-52001	200.78
CARQUEST AUTO PARTS STOR...	JUNE 2020	06/30/2020	AUTO PARTS ACCT 151010 31...	701-000-52001	341.55
<b>Fund 701 - EQUIPMENT Total:</b>					<b>937.38</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
CENTURY LINK	06172020	06/30/2020	025B	702-000-52010	82.27
ALLSTREAM	16907635	06/30/2020	ALLSTREAM PHONE ACCT 754...	702-000-52010	49.06
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>131.33</b>
<b>Fund: 703 - PW OPERATIONS</b>					
U.S BANK EQUIPMENT FINANCE	417257276	06/30/2020	CONTRACT PAYMENT 500-049...	703-733-52005	99.00
VERIZON	9857087127	06/30/2020	SHARON DARROUX	703-733-52010	57.00
VERIZON	9857087127	06/30/2020	SUE NELSON	703-733-52010	52.05
VERIZON	9857087127	06/30/2020	TIM UNDERWOOD	703-733-52010	52.05
VERIZON	9857087127	06/30/2020	CURT LEMONT	703-733-52010	17.00
VERIZON	9857087127	06/30/2020	SCOTT WILLIAMS	703-734-52010	52.05
VERIZON	9857087127	06/30/2020	DAVE ELDER	703-734-52010	52.05
VERIZON	9857087127	06/30/2020	ETHAN STERLING	703-734-52010	52.05
VERIZON	9857087127	06/30/2020	WATER TRUCK	703-734-52010	52.05
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	703-734-52023	46.17
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	703-734-52023	35.26
SECURE PACIFIC CORPORTATI...	264713	07/01/2020	984 OR ST	703-734-52023	94.14
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>660.87</b>

## Expense Approval Register

Packet: APPKT00122 - AP 6.30.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	704-000-53013	5.99
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	704-000-53013	23.49
DAHLGREN'S DO IT BEST BUIL...	06252020	06/30/2020	MATERIALS ACCT 10026	704-000-53013	19.99
PEAK ELECTRIC GROUP LLC	20192	06/30/2020	INSTALL LIGHT FIXTURE	704-000-53018	1,205.00
PEAK ELECTRIC GROUP LLC	20214	06/30/2020	INSTALL LIGHT FIXTURE	704-000-53018	5,788.82
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>7,043.29</b>
<b>Grand Total:</b>					<b>132,132.72</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	89,085.74
201 - VISITOR TOURISM	42.83
202 - COMMUNITY DEVELOPMENT	31,748.38
205 - STREETS	478.36
601 - WATER	1,166.08
603 - SEWER	838.46
701 - EQUIPMENT	937.38
702 - INFORMATION SYSTEMS	131.33
703 - PW OPERATIONS	660.87
704 - FACILITY MAJOR MAINTNANCE	7,043.29
<b>Grand Total:</b>	<b>132,132.72</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20400	School Excise Tax	24,487.35
100-000-35003	Building Permits	4,552.00
100-000-35005	Plumbing Permits	1,316.00
100-000-35006	Mechanical Permits	654.00
100-000-35018	Park Rental Fees	130.00
100-701-52010	Telephone	46.14
100-704-52019	Professional Services	4,374.00
100-705-52001	Operating Supplies	48,454.09
100-705-52010	Telephone	1,506.46
100-705-52023	Facility Maintenance	94.35
100-706-52004	Office Supplies	400.00
100-706-52023	Facility Maintenance	1,965.28
100-706-52034	Visual Materials	87.45
100-707-52019	Professional Services	461.00
100-707-52020	Bank Service Fees	-40.00
100-707-52024	Miscellaneous	37.50
100-708-52001	Operating Supplies	34.17
100-708-52010	Telephone	90.30
100-708-52023	Facility Maintenance	103.65
100-709-52010	Telephone	88.19
100-709-52019	Professional Services	20.00
100-711-52010	Telephone	52.05
100-715-52001	Operating Supplies	21.76
100-715-52021	Equipment Maintenance	150.00
201-000-52003	Utilities	42.83
202-721-52019	Professional Services	6,025.03
202-721-52096	CDBG Grant Expenses	25,244.64
202-722-52019	Professional Services	312.50
202-725-52028	Projects & Programs	166.21
205-000-52001	Operating Supplies	478.36
601-731-52001	Operating Supplies	795.64
601-731-52010	Telephone	80.02
601-732-52010	Telephone	133.22
601-732-52023	Facility Maintenance	157.20
603-736-52001	Operating Supplies	37.44
603-736-52010	Telephone	65.95
603-736-52018	Professional Development	248.00
603-736-52023	Facility Maintenance	47.10
603-737-52001	Operating Supplies	37.43
603-737-52010	Telephone	65.97
603-737-52018	Professional Development	248.00
603-737-52023	Facility Maintenance	47.10
603-738-52010	Telephone	41.47
701-000-52001	Operating Supplies	885.33
701-000-52010	Telephone	52.05

**Account Summary**

Account Number	Account Name	Expense Amount
702-000-52010	Telephone	131.33
703-733-52005	Small Equipment	99.00
703-733-52010	Telephone	178.10
703-734-52010	Telephone	208.20
703-734-52023	Facility Maintenance	175.57
704-000-53013	Capital Outlay - Library	49.47
704-000-53018	Capital Outlay - City Hall	6,993.82
	<b>Grand Total:</b>	<b>132,132.72</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	132,132.72
<b>Grand Total:</b>	<b>132,132.72</b>