



## **CITY COUNCIL REGULAR SESSION**

**Wednesday, August 05, 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 P.M. - Call Regular Session to Order via Zoom**
2. **Pledge of Allegiance**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Ordinances - Final Reading**
  - 4.a. Ordinance No. 3254: An Ordinance Granting to Fatbeam, LLC the Right to Construct, Operate, and Maintain Telecommunication Services in the City of St. Helens, Oregon  
[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  
[Ord No 3255 - Vacate Portion of S River Street ROW PENDING 080520.pdf](#)
5. **Resolutions**
  - 5.a. Resolution No. 1897: A Resolution in Support of the City of St. Helens, Oregon's Participation in a Partnership Program with the Lewis and Clark National Historic Trail  
[Res No 1897 - Lewis & Clark National Historic Trail Partnership PENDING 080520.pdf](#)
6. **Approve and/or Authorize for Signature**

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

**Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!  
For more information or for an application, stop by City Hall or call 503-366-8217.**

- 6.a. Maul Foster Alongi Work Order Authorization for Professional Services  
Related to Industrial Park Grading and Drainage Plan  
[Maul Foster Alongi - Pf\\_Industrial Park Grading and Drainage Plan Work Order.pdf](#)
- 6.b. Extension of Agreement with TimmiSue Hald for Police Department  
Administrative Assistance  
[EXTENSION of PSA with TimmiSue Hald 080520.pdf](#)
- 6.c. Contract with Antonia Doggett for Artwork on Library Drop Boxes as  
Recommended by the Arts & Cultural Commission  
[MSC - Antonia Doggett Library Book Drops.pdf](#)
- 6.d. Contract Payments  
[080520 Contract Payments.pdf](#)

**7. Appointments to Boards/Commissions**

- 7.a. Appointments to Boards and Commissions  
[080520 Appts to Boards and Commissions.pdf](#)

**8. Consent Agenda for Acceptance**

- 8.a. Parks & Trails Commission Minutes dated June 8, 2020  
[060820 PTC Minutes APPROVED.pdf](#)
- 8.b. Planning Commission Minutes dated June 9 and July 1, 2020  
[060920 PC Minutes APPROVED.pdf](#)  
[070120 PC Minutes APPROVED.pdf](#)

**9. Consent Agenda for Approval**

- 9.a. Work Session, Executive Session, Public Hearing, and Regular Session  
Minutes dated July 7, 8, 15, and 24, 2020  
[09a. 080520 Council Minutes TO BE APPROVED.pdf](#)
- 9.b. Accounts Payable Bill Lists  
[Accounts Payable Bill Lists.pdf](#)

**10. Mayor Scholl Reports**

**11. Council Member Reports**

**12. Other Business**

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### 13. **Adjourn**

#### **Zoom Meeting Details -**

*Join Zoom Meeting: <https://zoom.us/j/94439933327>*

*Meeting ID: 944 3993 3327*

*Dial by your location: (669) 900-6833*

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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. 1897**

A RESOLUTION IN SUPPORT OF THE CITY OF ST. HELENS, OREGON'S  
PARTICIPATION IN A PARTNERSHIP PROGRAM WITH THE  
**LEWIS AND CLARK NATIONAL HISTORIC TRAIL**

**WHEREAS**, the Lewis and Clark National Historic Trail is a federally administered route across the United States commemorating the Lewis and Clark Expedition of 1804 to 1806; and,

**WHEREAS**, the Lewis and Clark National Historic Trail Sustainable Tourism Partnership Program is a program administered by the National Park Service which provides tourism marketing and management resources to communities along the Trail; and,

**WHEREAS**, the City of St. Helens is located adjacent to the Lewis and Clark National Historic Trail; and

**WHEREAS**, the City of St. Helens recognizes and celebrates its connection to the Lewis and Clark Expedition and wishes to promote its association with the Expedition in its destination marketing and tourism promotion activities.

**NOW, THEREFORE, BE IT RESOLVED** by the City of St. Helens, that the city:

**Section 1.** Supports the decision to participate in the Lewis and Clark National Historic Trail Sustainable Community Partnership Program.

**Section 2.** Endorses the program's stated goals of economic development, tourism promotion, and cultural heritage preservation.

**Section 3.** Encourages the agency responsible for tourism marketing to leverage the program to the greatest extent possible to promote cultural travel and tourism to the community.

**Approved and adopted** by the City Council on August 5, 2020, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

## MFA WORK ORDER AUTHORIZATION

**Between MFA and City of St. Helens (Client).**

**Signing of this Authorization by MFA and Client authorizes MFA to complete the Work as described below under the terms and conditions of the Personal Services Agreement with an effective date of: May 17, 2017 and attached Schedule of Charges. The Personal Services Agreement is fully incorporated herein by this reference.**

**MFA Project No.:** 0830.02.04

**Work Order No.:** 1

**Project Name:** Industrial Park Grading and Drainage Plan

**Project Location:** St. Helens, Oregon

**SCOPE OF WORK:** MFA will perform the Work indicated below.

### **Task 1 – Building Pad Layout and Grading Concepts**

- One site visit for project kickoff and to observe site conditions.
- Prepare up to 2 building pad layout options for the north 45.7 acres of the proposed industrial park area (Site), as shown on MFA's Conceptual Site Development Plan, maximizing the footprint of each building pad while minimizing wetland impacts to the extent feasible
- Submit concept to Client for review and address any comments on layout
- Prepare mass grading analysis for the finalized building pad layout concept, including approximate cut and fill quantities.
- Prepare a conceptual stormwater drainage plan to treat and convey stormwater as necessary for mass grading operations

### **Task 2 – Final Site and Grading Plans**

- Prepare final site plan detailing the selected building footprint concept.
- Prepare final mass grading plans including 1-foot contours, building pad elevations, and final supporting earthwork analysis including cut and fill quantity schedule.

### **Task 3 – Permitting**

- Prepare and coordinate City of St. Helens Grade Permit
- Prepare Department of Environmental Quality 1200-C Permitting plans and application materials.
- Coordinate DEQ 1200-Z Industrial Stormwater General Permit amendment.

### **Task 4 – Wetland Impact Analysis**

- Determine the extent of impacts to the wetlands for grading the Site, including area and volume, based on the existing wetland delineation.
- Determine wetland mitigation strategies, including costs and permitting requirements for each
- Create a summary of options to mitigate wetland impacts

### **Assumptions and Exclusions:**

- The site survey and wetland delineation boundaries will be provided to MFA in AutoCAD format.
- Wetland permitting through the Army Corps of Engineers and Oregon Department of State Lands depends on the amount of wetlands impacted and the mitigation method selected, and therefore is not included within this scope of work. Upon the Client's request and once the extent of wetland impacts and the preferred mitigation method are determined, MFA can provide a separate scope of work and fee estimate to support this permitting effort in conjunction with a wetland consultant.
- Permitting services or associated applications for any mining activities are not included within this scope of work and fee estimate but can be provided upon the Client's request.
- Permitting submittals will all be made electronically.

### **SCHEDULE OF WORK:**

MFA will begin work within 5 days of receiving authorization to proceed. This proposal is valid for 90 days.

**ESTIMATED COST OF WORK:**

Task 1: \$15,005

Task 2: \$16,330

Task 3: \$9,105

Task 4: \$9,550

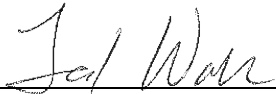
**Total: \$49,990**

This cost estimate does not represent a lump sum. MFA bills on a time and materials basis. MFA may apply money from one task to another to complete the scope of work.

So agreed to this 29th day of May 2020.

**By Maul Foster & Alongi, Inc.:**

**By City of St. Helens:**



Signature

Ted Wall, PE

Printed Name

Vice-President

Title

Signature

Printed Name

Title





## SCHEDULE OF CHARGES

### PERSONNEL CHARGES

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

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

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

### OUTSIDE SERVICES

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

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

### SUBCONTRACTORS

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

## **DIRECT CHARGES**

Vehicle per mile .....\$0.75

## **COMPUTER CHARGES**

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

## **FIELD EQUIPMENT**

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

## **DOCUMENT PRODUCTION**

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

## **RATE CHANGES**

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

## **BILLING AND PAYMENT**

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

**City of St. Helens**  
**EXTENSION OF PERSONAL SERVICES AGREEMENT**

This Extension is made on August 5, 2020, between City of St. Helens, an Oregon municipal corporation ("City"), and **TimmiSue Hald** ("Contractor"), an Oregon corporation.

**RECITALS**

**A. WHEREAS**, on or about June 17, 2020, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to administrative assistance due to a backlog of reports; and

**B. WHEREAS**, the contract is set to expire on July 31, 2020, and City wishes and Contractor agrees to extend the contract an additional two (2) months, as per the original agreement conditions.

**AGREEMENT**

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

- 1.** The term of the Agreement is extended to September 30, 2020.
- 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:**

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

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

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

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

**CONTRACTOR:**

**TimmiSue Hald**

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

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

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

## MATERIALS AND SERVICES CONTRACT

**BETWEEN:** City of St. Helens, a municipal corporation of the State of Oregon (“City”)  
**AND:** Antonia Doggett (“Contractor”)  
**DATED:** July 29, 2020

### RECITALS

**A.** The City is in need of **an artist to decorate the St. Helens Public Library’s book drops with literary themes**, and Contractor is qualified and prepared to provide materials and services to fill that need.

**B.** The purpose of this Contract is to establish the materials and services to be provided by Contractor and the compensation and terms for such materials and services.

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

**1. Engagement.** The City hereby engages Contractor to furnish the materials (“Materials”) and services (“Services”) specified in Attachment A, Scope of Work, attached hereto and incorporated herein by reference, and Contractor accepts such engagement. The principal contact on behalf of Contractor shall be **Antonia Doggett, phone 503-442-6427**.

**2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A. Any changes to this Contract shall be in writing, signed by both parties, and shall be attached to and become a part of this Contract. The scope of work may include supplying “goods,” as defined in ORS 72.1050. References to “Work” herein refer to the provisions of both Materials (or goods) and Services.

**3. Contract Documents.**

**3.1** The term “Contract Document” means this form, the Scope of Work, and any specifications, quotation, extensions, amendments, exhibits and documents incorporated by reference.

**3.2** This Contract shall constitute the entire agreement between the parties concerning the Materials and Services. References to “this Contract” or “the Contract” include all Contract Documents.

**3.3** Each party shall notify the other party of inconsistencies in the Contract Documents. If inconsistencies occur, the document or provision that will result in a better quality of Services shall have priority. Amendments have priority over all other Contract Documents, including amendments of an earlier date. Specifications have priority over this form. This form and specifications have priority over the quotation. The City may issue a written interpretation to resolve any inconsistencies in the Contract Documents, which shall be binding on Contractor so long as such interpretation is not unreasonable.

3.4 If any term or provision of a Contract Document is held by a court of competent jurisdiction to be invalid, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract Document did not contain the particular term or provision held to be invalid.

3.5 Notwithstanding Subsection 3.1, Contract Documents include any amendments or addenda issued by the City with the Request for Quotations that are attached to this form as attachments. After this Contract is signed, the Contract Documents may be changed only by written amendments signed by authorized representatives of both parties.

#### 4. **Contract Term.**

4.1 This contract shall commence upon execution of both parties and shall terminate on **June 30, 2021** ("Contract Term"). Work shall be completed by **June 30, 2021**.

4.2 A schedule of performance may be included in the specifications.

4.3 Notwithstanding Subsection 4.1, this Contract may be terminated before the end of the Contract Term, as provided in the Contract Documents.

5. **Approvals.** If the Contract Documents require approval of any thing, act, or document, the request for approval and the response must be given by persons with proper authority under the Contract Documents in the same manner as notices under Section 6. Approval will not be withheld unreasonably.

#### 6. **Notices.**

6.1 Notices required by this Contract must be given in writing by personal delivery or by United States mail, first-class postage-prepaid, unless some other means or method of notice is required by law.

6.2 All notices to the City must be directed to the City Administrator. The City's address for notices is:

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

6.3 Contractor's address for notices is:

**Antonia Doggett**  
**PO Box 1120**  
**St. Helens, OR 97051**  
**(503) 442-6427**

6.4 Each party shall notify the other of any change of address for notices.

#### 7. **Contractor's Responsibility for the Work.**

7.1 Time is of the essence on this Contract. Contractor shall perform the Work promptly and efficiently and in accordance with the provisions set forth in Attachment A. Contractor shall provide all labor, materials, tools, equipment and incidentals that are necessary



for proper performance of the Work, including items that may be inferred from the specifications or from prevailing custom or trade usage as being necessary to produce the intended results.

**7.2** Unless the specifications require certain means or methods, Contractor shall be responsible for the means and methods used for the Services.

**7.3** Materials provided by Contractor must be of good quality and will be subject to the warranties provided by ORS 72.3120, ORS 72.3130, ORS 72.3140 and ORS 72.3150.

**7.4** Contractor shall provide and properly supervise qualified workers. Workers must have any licenses and certificates required by applicable laws.

**7.5** Contractor shall not assign any interest in this Contract or enter into subcontracts for the Services without the prior written approval of the City.

## **8. Use of Premises.**

**8.1** Provisions of this Contract that refer to “the Premises” will apply to the Work only if it is performed at the Premises, defined as real property, including buildings or other improvements that are owned or occupied by the City.

**8.2** Contractor shall confine the Work performed at the Premises to areas and times stated in Attachment A, and Contractor shall avoid any unnecessary interference with the use of the Premises.

**8.3** Contractor shall take reasonable precautions to prevent injury to persons and damage to property that may result from Contractor’s use of the Premises. Contractor shall remedy any damage to the Premises and other property of the City resulting from the Work.

**9. Hazardous Chemicals.** Contractor shall implement and bear the cost of precautions required for protection from “hazardous chemicals,” as defined in ORS 654.750 or OAR Chapter 437, that may be encountered at the Premises or used for the Work. The City and Contractor shall exchange material safety data sheets, label information, and instructions for precautionary measures for hazardous chemicals kept at the Premises by the City or used for the Work by Contractor. The City may prohibit use of particular hazardous chemicals.

**10. Liability of City’s Officers, Employees and Agents.** Officers, employees and agents of the City shall not have any direct, personal liability to Contractor.

**11. No Agency.** Contractor is engaged by the City as an independent contractor in accordance with ORS 670.600. Contractor, subcontractors, and their principals, employees and agents are not agents of the City as that term is used in ORS 30.265.

## **12. Indemnification.**

**12.1** Except as provided in Subsection 12.2, or as otherwise provided by applicable law, Contractor shall defend and indemnify the City and the City's officers, elected officials, volunteers, employees and agents from all third-party claims arising from the Work, including third-party claims arising from injury to any person or damage to property, breach of this Contract by Contractor, or violation of applicable law by Contractor.

**12.2** Contractor shall not be responsible for third-party claims resulting solely from the negligence or other wrongful acts or omissions of the City or the City's officers, elected officials, volunteers, employees or agents.

## **13. Liability Insurance.**

**13.1** At all times while Contractor is performing Work at the Premises, Contractor shall, at Contractor's expense, maintain in force insurance policies as set forth in Attachment B, which is attached hereto and incorporated herein by reference.

**13.2** Prior to starting Work at the Premises, Contractor shall provide certificates of insurance for coverage required by this section, which will be subject to review and approval by the City Attorney. Each certificate must obligate the insurer to give written notice to the City thirty (30) days prior to termination or restriction of coverage. The City may reject a certificate which states that the insurer will merely "endeavor to mail" written notice.

**14. Governing Laws.** This Contract shall be interpreted and construed in accordance with the laws of the State of Oregon.

## **15. Compliance with Law.**

**15.1** Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Contract.

**15.2** Contractor shall comply with applicable laws, including ORS 279B.020, ORS 279B.220, ORS 279B.225, ORS 279B.230 and ORS 279B.235, which are incorporated herein.

**15.3** Pursuant to ORS 279B.020, no person shall be employed for the Work for more than ten (10) hours in any one (1) day, or forty (40) hours in any one (1) week, except in cases of necessity, emergency, or when the public policy absolutely requires it. Except for persons who are exempt from overtime pay, persons who perform the Work shall be paid at least time and a half pay for legal holidays specified in a collective bargaining agreement or in ORS 279B.020(1)(b) and for time worked in excess of ten (10) hours a day or in excess of forty (40) hours a week, whichever is greater.

**15.4** If Contractor is a nonresident bidder, as defined in ORS 279A.120(1)(a), and the compensation, as set forth in Attachment C attached hereto and hereby incorporated by reference, exceeds Ten Thousand Dollars (\$10,000), Contractor shall comply with ORS 279A.120(3).



**15.5** Pursuant to ORS 279A.120(2)(a), Contractor shall use products that have been manufactured in Oregon, provided that price, fitness, availability and quality are otherwise equal.

**15.6** Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of the City in connection with this Contract in violation of ORS Chapter 244.

**15.7** Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017. Contractor shall provide workers' compensation coverage for "subject workers," as defined in ORS 656.005(28), employed to perform the Work. Before performing any Work, Contractor shall provide a certificate of insurance for workers' compensation coverage or other proof of coverage, or certify that no subject workers will perform Work.

**15.8** Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement. [Business License No. \_\_\_\_\_]

**16. Nondiscrimination.**

**16.1** Contractor shall comply with all applicable federal, state and local laws, rules and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical conditions or disability.

**16.2** Contractor shall comply with the Americans with Disabilities Act of 1990 (Pub. Law No. 101-336), ORS 30.670 through ORS 30.685, ORS 659A.425, and all regulations and administrative rules established pursuant to those laws, in the construction, remodeling, maintenance and operation of any structures and facilities, and in the conduct of all programs, services and training, educational or otherwise, conducted by Contractor.

**17. Compensation.** The terms of compensation shall be as provided in Attachment C. The compensation stated in Attachment C constitutes the total compensation payable to Contractor for the Work.

**18. Payment.**

**18.1** Unless otherwise provided in Attachment C, Contractor shall be paid on a time and materials basis.

**18.2** Contractor shall make and keep reasonable records of Work performed pursuant to this Contract and, unless provided otherwise in Attachment C, shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from the date of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute. Payment to Contractor shall be complete once the City pays compensation as provided in Section 17.

**18.3** The City may suspend or withhold payments if Contractor fails to comply with the requirements of this Contract.



**18.4** The City's obligation to make payments is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565. The City certifies that funds for this Contract are included in the City's budget for the current fiscal year, which ends on June 30 next following the date that this Contract is signed. If funds are not appropriated for this Contract for any subsequent fiscal year during the Contract Term, the City shall notify Contractor and this Contract shall be terminated on June 30 of the last fiscal year for which funds are appropriated.

**18.5** Any provision of this Contract that is held by a court to create an obligation that violates the debt limitation of Article XI, Section 9 of the Oregon Constitution shall be void.

**19. Waiver.** Compliance with the provisions of this Contract may be waived only by a written waiver signed by the party waiving its rights. Waiver of compliance with one provision shall not be deemed to waive compliance with any other provision.

**20. Default.**

**20.1** A party will be in default under this Contract if that party fails to comply with any provision of this Contract within ten (10) days after the other party gives written notice specifying the breach. If the breach specified in the notice cannot be completely cured within the ten (10)-day period, a default will not occur if the party receiving the notice diligently begins curative action within the ten (10)-day period and proceeds to cure the breach as soon as practicable.

**20.2** Notwithstanding Subsection 20.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Contract or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

**20.3** Should a dispute arise between the parties to this Contract, it is agreed that such dispute will be submitted to a mediator prior to any litigation. The parties shall exercise good-faith efforts to select a mediator who shall be compensated equally by both parties. Mediation shall be conducted in St. Helens, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good-faith efforts to resolve disputes covered by this section through the mediation process. If a party requests mediation and the other party fails to respond within ten (10) days, a mediator shall be appointed by the presiding judge of the Circuit Court of the State of Oregon for Columbia County upon request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this section. Nothing in this section shall preclude a party from seeking equitable relief to enjoin a violation of this Contract.

**20.4** If a default occurs, the party injured by the default may terminate this Contract and enforce any remedies available under Oregon law. Litigation shall be conducted in the Circuit Court of the State of Oregon for Columbia County. Litigation initiated by the City must be authorized by the St. Helens City Council.

**21. Attorney Fees.** If legal action is commenced in connection with this Contract, the prevailing party in such action shall be entitled to recover its reasonable attorney fees and costs incurred herein at trial and on appeal.

**22. Termination for Convenience.** The City may terminate this Contract if the City determines in good faith that termination is in the best interest of the public. The City shall endeavor to give Contractor written notice thirty (30) days prior to the date of termination under this section, but failure to give notice will not invalidate the decision to terminate. Termination under this section will not affect the rights of the parties existing at the time of termination. If Contractor is not in default, Contractor shall be paid for Work in progress at the time of termination, and Contractor shall be reimbursed for reasonable costs resulting directly from termination. Contractor shall not be entitled to recover lost profits or overhead for Work that is precluded by termination under this section.

**23. Action Upon Termination.** Upon receiving notice of termination, Contractor shall cease performance of the Work and terminate subcontracts.

**CITY:**

**CONTRACTOR:**

**CITY OF ST. HELENS**

Council Meeting Date: 8/5/2020

\_\_\_\_\_

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

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

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

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

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

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

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

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

## ATTACHMENT A

### Scope of Work

The St. Helens Public Library has two book drops located near the entrance with a vision of having them painted in a way that portrays community appreciation for the following books.

#### Teens & Adults

- *The Book Thief* by Markus Zusak\*
- *The Fault in Our Stars* by John Green
- *Frankenstein* by Mary W. Shelley
- *The Help* by Kathryn Stockett
- *The Hobbit* by J.R.R. Tolkien\*
- *Homes in the Oregon Forest* by Egbert S. Oliver\*
- *Hunger Games* by Suzanne Collins
- *Night* by Elie Wiesel
- *To Kill a Mockingbird* by Harper Lee\*
- *The Underground Railroad* by Colson Whitehead\*

#### Children

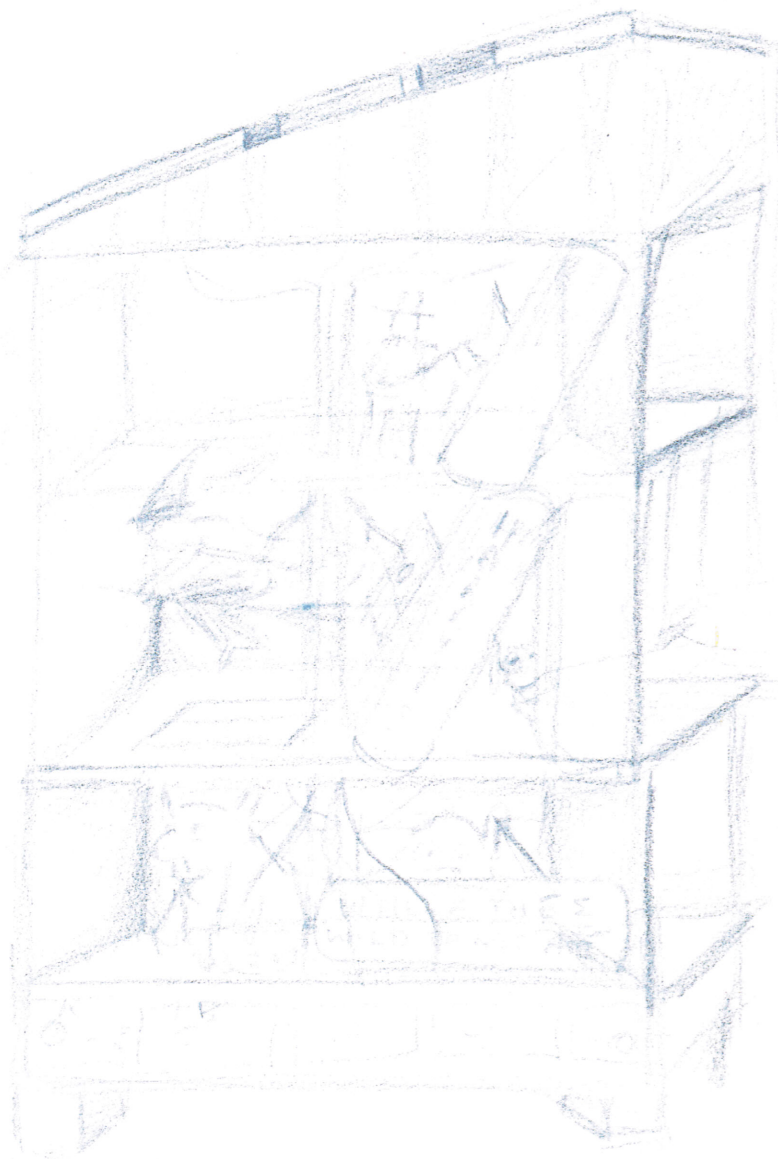
- *Charlotte's Web* by E.B. White\*
- *Horton Hears a Who* by Dr. Seuss
- *Elephant and Piggie* by Mo Willems (series title)\*
- *Harry Potter* by J.K. Rowling\*
- *Percy Jackson & the Olympians* by Rick Riordan (series title)
- *Ramona Quimby, Age 8* by Beverly Cleary\*
- *The Very Hungry Caterpillar* by Eric Carle
- *Where the Wild Things Are* by Maurice Sendak\*
- *A Wrinkle in Time* by Madeline L'Engle
- *Goodnight Moon* by Margaret Wise Brown

#### *\*Required*

The artist will paint the book drops with a design and imagery that includes the book titles listed above. All book titles marked with an asterisk (\*) must be included. The book drops need to be pressure washed and primed, painted, and then given a final coat with anti-graffiti coating, which will be provided by the Library. One book drop should reflect children's book titles, and the other should reflect teen and adult book titles. The colors used in the design should be complementary of the building colors. The book drops measure 48" tall and 25" wide. All four (4) sides of the book drops must be decorated. The City's Public Works Department will deliver and pick-up the book drops from the artist's work location. The Library requires that one (1) book drop is accessible to the public at all times.



EACH  
SIDE WILL  
HAVE **2x3D**  
SHELVES  
EACH WITH  
BOOK TITLE  
AND  
CHARACTERS  
FROM BOOKS



BOOK DROP







EXAMPLE OF ONE SHEET.

(Sketch)



## ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract.

It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

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

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Certificates of Insurance shall be forwarded to:

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

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Contract. Such certificates and/or binders must be delivered prior to commencement of the Work.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Contract.

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

The City agrees to pay the artist \$1,250.00 upon satisfactory completion.



## **CONTRACT PAYMENTS**

City Council Meeting  
August 5, 2020

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### **David Evans & Associates Inc.**

Project: R-679 Columbia Blvd. Sidewalk (Inv#469301)	\$	1,178.74
Project: R-687 N. Vernonia Rd. Sidewalks (Inv#469303)	\$	<u>1,171.61</u>
<b>Total</b>	<b>\$</b>	<b>2,350.35</b>

### **Kittelson & Associates**

Project: 1 <sup>st</sup> & St. Helens St. Intersection Imps (Inv#0111597)	\$	<b>287.80</b>
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### **C&M Excavation & Utilities, LLC**

Project: W-466 N. 7 <sup>th</sup> , 9 <sup>th</sup> , 11 <sup>th</sup> Street Waterline Imps (PR#4)	\$	<b>5,191.74</b>
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**DAVID EVANS  
AND ASSOCIATES INC.**

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

Invoice Number 469301  
Invoice Date July 21, 2020  
PO Number  
Page 1 of 1

Work Beginning 05/31/2020 through 06/27/2020

R-679

Manager: Paul Tappana

Project STHN0000-0002: Columbia Boulevard Sidewalk and Safety Improvements

		Current Hours	Rate	Current Amount
<b>Contract Work Performed</b>				
Construction Inspector III	Eric Bortvedt	1.30	110.48	143.62
Office/Clerical	Dongyang Liu	0.40	99.20	39.68
Project Coordinator I	Chase Heern	1.10	62.00	68.20
Project Coordinator III	Alisha Reynaldo	0.50	102.30	51.15
Project Coordinator III	Lara Abrams	1.50	92.63	138.95
Project Engineer/Planner	Makenzie Williams	1.70	127.47	216.70
Project Manager	Paul Tappana	3.00	173.48	520.44
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>9.50</b>		<b>1,178.74</b>

**Invoice Total**

APPROVED FOR PAYMENT

\$1,178.74

Invoiced by: Lara Abrams

INIT DATE  
ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR

301-000-53001 \$ 589.37  
205-000-53002 \$ 589.37


Aged Receivables as of 7/10/2020

0 To 30 Days	31 To 60 Days	61 To 90 Days	Over 90 Days	Total Outstanding
\$14,181.02	\$1,851.15	\$0.00	\$0.00	\$16,032.17

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

Project: STHN000000002

Phase	WBS Description	Contract Billed This		Period	Previously Billed	Billed To Date	Remainin	
		Amount	Amount				g Contract	% Billed % Completed
00101	Project Administration	4,278.00	818.42		1,739.51	2,557.93	1,720.07	60%
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	143.62		-	143.62	185.38	44%
00301	Preliminary (60%) Design	16,473.00	216.70		3,451.52	3,668.22	12,804.78	22%
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>1,178.74</b>		<b>14,853.43</b>	<b>16,032.17</b>	<b>41,697.83</b>	<b>28%</b>
								<b>26%</b>



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

### **Progress Report No. 3**

**For the period:  
May 31, 2020 through June 27, 2020**

**July 21, 2020**

**Submitted via email to:**

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

**Prepared by:**

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



DAVID EVANS  
AND ASSOCIATES INC.

July 21, 2020

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

**SUBJECT: Columbia Boulevard Sidewalk and Safety Improvements  
Invoice and Progress Report No. 3**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 3 for Preliminary Engineering (PE) Services for the Columbia Boulevard Sidewalk and Safety Improvements Project. This information covers the period of May 31, 2020 through June 27, 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

## **PROGRESS REPORT NO. 3**

**For the period May 31, 2020 through June 27, 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: \$14,853.43

Current Billing: \$1,178.74

Remaining \$41,697.83

#### **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



**DAVID EVANS  
AND ASSOCIATES INC.**

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

Invoice Number 469303  
Invoice Date July 21, 2020  
PO Number  
Page 1 of 1

Work Beginning 05/31/2020 through 06/27/2020

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>				
Office/Clerical	Lori Hicks	0.20	99.20	19.84
Project Coordinator III	Alisha Reynaldo	0.50	102.30	51.15
Project Coordinator III	Lara Abrams	1.20	92.63	111.16
Project Manager	Paul Tappana	1.00	173.48	173.48
Project Engineer	Taisei Imamura	6.30	129.52	815.98
<b>Subtotal</b>	<b>Contract Work Performed</b>	<b>9.20</b>		<b>1,171.61</b>

**Invoice Total**

**\$1,171.61**

APPROVED FOR PAYMENT

Invoiced by: Lara Abrams

INIT DATE  
ACCOUNTS PAYABLE 7-28-2020  
FINANCE 7-27-2020  
SUPERVISOR

205-000-53019  
53001

Aged Receivables as of 7/10/2020				
<u>0 To 30 Days</u>	<u>31 To 60 Days</u>	<u>61 To 90 Days</u>	<u>Over 90 Days</u>	<u>Total Outstanding</u>
\$1,453.57	\$16,308.54	\$0.00	\$0.00	\$17,762.11

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		Billed This Period	Previously Billed		Remaining	
		Amount			Billed	Billed To Date	Contract	% Billed % Completed
00101	Project Management	9,175.00		355.63	9,503.22	9,858.85	(683.85)	107%
00204	Topographic Data	298.00		-	-	-	298.00	-
00301	Wetland Memo	1,879.00		-	2,333.38	2,333.38	(454.38)	124%
00401	Public Meeting	2,283.00		-	551.02	551.02	1,731.98	24%
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%
00601	Concept (30%) Sidewalk Design	25,292.00		-	28,340.83	28,340.83	(3,048.83)	112%
00602	Concept (30%) Cost Estimate	4,968.00		-	2,513.32	2,513.32	2,454.68	51%
00701	Final (100%) Sidewalk Design	26,449.00		815.98	24,636.94	25,452.92	996.08	96%
00702	Final (100%) Cost Estimate	3,519.00		-	217.20	217.20	3,301.80	6%
00703	Final (100%) Specifications	5,590.00		-	2,743.33	2,743.33	2,846.67	49%
00801	Bid Support	1,222.00		-	-	-	1,222.00	-
EXP	Expenses	619.00		-	340.46	340.46	278.54	55%
SUBKLS	Sub: KLS Surveying	11,410.00		-	11,410.00	11,410.00	-	100%
		<b>99,887.00</b>		<b>1,171.61</b>	<b>83,974.17</b>	<b>85,145.78</b>	<b>14,741.22</b>	<b>85%</b>
								<b>94%</b>





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

### **Progress Report No. 12**

**For the period:**

**May 31, 2020 through June 27, 2020**

**July 21, 2020**

**Submitted via email to:**

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

**Prepared by:**

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



DAVID EVANS  
AND ASSOCIATES INC.

July 21, 2020

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

**SUBJECT: N. Vernonia Rd. Sidewalks, R-687  
Invoice and Progress Report No. 12**

Dear Ms. Nelson:

Enclosed is the Invoice and Progress Report No. 12 for Preliminary Engineering (PE) Services for the N. Vernonia Rd. Sidewalks (R-687) Project. This information covers the period of May 31, 2020 through June 27, 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

**PROGRESS REPORT NO. 12**  
**For the period May 31, 2020 through June 27, 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: \$1,171.61

Remaining \$14,741.22

**Work Performed in Reporting Period:**

1. Invoicing
2. Update final plans

**Anticipated Upcoming Work**

1. Bid assistance

48



ACCOUNTS RECEIVABLE  
PO BOX 40847  
PORTLAND, OR 97240

July 15, 2020

Project No: 235440.000

Invoice No: 0111597

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

1st & St. Helens  
Project #R-685

Professional Services through June 30, 2020

Task 002 Concept and Final Design

**Professional Personnel**

	Hours	Rate	Amount
Engineer/Planner			
Cox, Caleb	2.50	33.23	83.08
Totals	2.50		83.08
<b>Total Labor</b>			<b>83.08</b>

**Additional Fees**

Overhead	209.29 % of 83.08	173.88
Profit	12.00 % of 256.96	30.84
<b>Total Additional Fees</b>		<b>204.72</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	287.80	47,439.22	47,727.02
Limit			60,328.00
Remaining			12,600.98

**Total this Task** \$287.80

**Total this Invoice** \$287.80

APPROVED FOR PAYMENT

INIT

DATE

MMS  
SN

ACCOUNTS PAYABLE

FINANCE  
SUPERVISOR

7-28-2020  
7-28-2020

205-000-53001



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

## PROGRESS REPORT

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

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### *Invoice for Professional Services through June 30<sup>th</sup>, 2020*

#### **Project Status:**

- 90% PS&E review comments addressed
- Utility relocation estimate obtained

#### **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: 503.397.6272 Fax: 503.366.3782

001-000-53001  
APPROVED FOR PAYMENT

## Payment Request #4 - Final

### CONTRACTOR:

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

21287 SW Oregon Street  
Sherwood, OR 97140

INIT

DATE

ACCOUNTS PAYABLE

FINANCE

SUPERVISOR

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

PROJECT # 21-466

DATE: 7/30/2020

DEPARTMENT: Engineering 7-31-20

W-466

Total Contract Amount	\$344,504.20	Total Earned This Month	\$4,020.00
Total Amount Earned To Date	\$304,721.20	Less 5% Retainage	

### 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
3	\$23,434.70	\$1,171.74	\$22,262.97	07/07/20
Less Total of Previously Earned				\$289,485.14
Total Retainage of Previous Payments				\$15,236.07

### Total Amount Due (plus remaining retainage)

**\$5,191.74**

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		\$0.00
3	Erosion and Sediment Control, Complete	LS	1	\$1,700.00	\$1,700.00	1.00	\$1,700.00		\$0.00
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 ¾-inch Copper Water Service	EA	36	\$500.00	\$18,000.00	26.00	\$13,000.00		\$0.00
8	Replace 1-inch or ¾-inch Galvanized Water Service with 1-inch or ¾-inch Copper and Connect to Main	EA	1	\$1,500.00	\$1,500.00	7.00	\$10,500.00		\$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		\$0.00
20	Install 10-inch HDPE DR26 Storm Sewer, Class B fill	LF	10	\$138.00	\$1,380.00	32.00	\$4,416.00		\$0.00
21	Install New Area Drain, 20LF of N12 HDPE Storm Pipe, and connect to new culvert, complete	LS	1	\$3,400.00	\$3,400.00	1.00	\$3,400.00		\$0.00
22	Over-Excavation and Select Backfill	CY	12	\$65.00	\$780.00	0.00	\$0.00		\$0.00
23	Rock Excavation	CY	342	\$150.00	\$51,300.00	178.43	\$26,764.50		\$0.00
24	Temporary Removal and Reinstallation of Extg Fence	LF	150	\$18.00	\$2,700.00	20.00	\$360.00		\$0.00
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		\$0.00
27	Construction Staking and As-built Survey	LS	1	\$6,000.00	\$6,000.00	0.33	\$1,980.00	0.67	\$4,020.00
<b>Totals:</b>					<b>\$337,104.00</b>		<b>\$297,126.00</b>		<b>\$4,020.00</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
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
CO1-3	Install 6-inch Gate Valve, complete	EA	1	\$2,005.00	\$2,005.00	1.00	\$2,005.00		\$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	1.00	\$5,590.20		\$0.00
<b>Totals:</b>					<b>\$7,400.20</b>		<b>\$7,595.20</b>		<b>\$0.00</b>



# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 20003-04

To Owner: City of St. Helens  
265 Strand Street

Project: 20003- St. Helens Waterline/Storm

Application No. :

4

Distribution to :

Owner ☐  
Architect ☐  
Contractor ☐

St. Helens, OR 97051

Period To: 7/31/2020

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

Project Nos:

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 ..... \$303,549.48
8. Current Payment Due ..... \$5,191.72
9. Balance To Finish, Plus Retainage ..... \$35,958.00

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: Walter G. Gmel Date: 7/30/20  
State of: Oregon County of: Washington  
Subscribed and sworn to before me this 30<sup>th</sup> day of July, 2020

Notary Public: Marjorie K Bruemmer  
My Commission expires: 2-26-2024  
OFFICIAL STAMP  
MARJORIE K BRUEMMER  
NOTARY PUBLIC - OREGON  
COMMISSION NO: 997269

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 \$ 5,191.72

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

ARCHITECT:

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

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

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

# Progress Bill

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

Invoice: 20003-04  
Date: 07/31/20  
Application #: 4

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

Invoice Due Date: 08/15/20  
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%		3,600.00	0.00	0.00
3	Erosion Control	1,700.00	1.00	EA	1.00	1,700.000	0.00	1,700.00	100.00%		1,700.00	0.00	0.00
4	6" (Dip) Waterline incl Paving	43,290.00	390.00	LF	286.00	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	Cut/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%		1,500.00	0.00	0.00
20	10" HDPE Storm Pipe - Class A	1,380.00	10.00	LF	32.00	138.000	0.00	4,416.00	320.00%		4,416.00	0.00	0.00
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%		3,400.00	0.00	0.00
22	Stabilization	780.00	12.00	CY	0.00	65.000	0.00	0.00	0.00%		0.00	0.00	0.00
23	Rock Excavation	51,300.00	342.00	CY	178.43	150.000	0.00	26,764.50	52.17%		26,764.50	0.00	0.00



# Progress Bill

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

Invoice: 20003-04  
Date: 07/31/20  
Application #: 4

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

Invoice Due Date: 08/15/20  
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%		360.00	0.00	0.00
25	Remove/Replace w/New Fence	1,750.00	50.00	LF	0.00	35.000	0.00	0.00	0.00%		0.00	0.00	0.00
26	CCTV of New Culvert	650.00	130.00	LF	130.00	5.000	0.00	650.00	100.00%		650.00	0.00	0.00
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	0.67	4,020.00
Total for Original Contract		337,104.00					0.00	301,146.00	89.33%		297,126.00		4,020.00
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%		5,590.20	0.00	0.00
Total for Change Orders		7,595.20					0.00	7,595.20	100.00%		7,595.20		0.00
Total:		344,699.20					0.00	308,741.20	89.57%		304,721.20		4,020.00

Total Billed To Date: 308,741.20  
Less Retainage: 0.00  
Less Previous Applications: 303,549.48  
Total Due This Invoice: 5,191.72

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

City Council Meeting ~ August 5, 2020

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**Pending applications received:**

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Joshua Hughes	Arts & Cultural Commission	7/30/19	8/4/19
• Andrea Luttrell	Arts & Cultural Commission	9/27/19	9/30/19
• Chris Warr-King	Arts Comm. & Planning Comm.	2/18/20	2/18/20
• Dana Lathrope	Arts, Parks & Trails, Planning	2/18/20	2/18/20
• Michelle Damis	Budget Committee	5/6/20	5/6/20

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

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

**Status:** Currently, there is one vacancy and at least four applicants.

**Next Meeting:** September 22, 2020

**Recommendation:** None at this time.

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

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

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

**Next Meeting:** TBD

**Recommendation:** Appoint Michelle Damis to the Budget Committee.

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

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

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

**Next Meeting:** August 10, 2020

**Recommendation:** None at this time.

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

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

**City of St. Helens**  
**Parks & Trails Commission**  
**June 8, 2020**

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Members Present:     Howard Blumenthal  
                               Carmin Dunn  
                               Jerry Belcher

                               Elisa Mann  
                               Paul Barlow  
                               Jacob Woodruff  
                               Lynne Pettit  
                               Walter Fowler

Members Absent:     John Brewington

Staff Present:         Sue Nelson  
                               Thad Houk  
                               Doug Morten  
                               Sheri Ingram

Others Present:       Patrick Birkle  
                               Claire Catt  
                               Ryan Kilgren

1)     [Call Meeting to Order – 4:02 p.m.](#)

1.A         Welcome new Commissioner Walter Fowler – was not present yet.

2)     [Approval of Minutes](#)

2.A         Approve Minutes of May 11, 2020

**Motion:** Upon Howard Blumenthal's motion and Jacob Woodruff's second, the Commission approved the Minutes of May 11, 2020. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, Elisa Mann, Paul Barlow, Jacob Woodruff, Lynne Pettit; Nays: None; Walter Fowler was not present yet]

3)     [Topics from the Floor: From attendees not otherwise on the agenda](#)

Patrick Birkle wanted to share book titles given to him at a Kiwanis Meeting by Lynn Chiotti with the St. Helens Garden Club. They are a couple of books the Oregon Federation of Garden Clubs is distributing and he read both of them and highly recommends them as they are related to the works of Parks & Trails. One is called Last Child in the Woods – Saving our Children from Nature Deficit Disorder by Richard Louv and the other is Balanced and Barefoot – How Unrestricted Outdoor Play Makes for Strong, Confident and Capable Children by Angela Hanscom. Also he was inspired by Facebook post where Howard was named as Park Steward. He knows it was an informal title but it made him wonder if the City might consider some way as designating a group of volunteers as Parks & Trails Stewards so members of a group or even just a citizen who wants to contribute to the upkeep and development of our parks would be recognized for their work. Dunn thinks it's a good idea and would be interesting

to discuss more. Blumenthal said he has always thought of himself as one anyway and hasn't thought to ask if he can call himself one so he hopes he hasn't overstepped his boundaries on that.

#### 4) Councilor's Report

Morten stated he was taken with Birkle's report on stewardship. He thinks it dovetails into what a Friends group entails and could be a huge part of how they define "Friends of". It would be important to update.

Everyone should have a Master Plan and he says they should be thinking about parks they are responsible for and about upgrades they would really like to see and the vision they foresee the parks moving towards. Columbia View Park will expand to the south and he is eager to possibly be a part of working with Nelson and Walsh and others in terms of where the line will be drawn from where the development starts. The developer will be bidding on that parcel and is anxious to get going on it too. The developer was the one who wanted to make the park bigger. Dunn asked if there was a document on the expansion of the park. Morten said there are concepts floating around. He thinks they should wait until the developer has an open hearing before throwing ideas around. Belcher asked if the developer is responsible for the part of the trail going through the plot he gets and Morten said it will be more of a boardwalk and it will depend on the grant we can get. Nelson said we have tentatively been approved for a grant that will help construct the beginning of that in the existing park area and potentially expand it slightly to the south. There hasn't been a development agreement with anyone yet but hopefully when that happens, that will be included. The Council & developer will have to determine what part of that is included.

On the Tokola conceptual design for the Veneer property, they show a general area all the way down from the existing park past where Gracie's was and it is just labeled "Park" where they don't show any development. Belcher asked if it was possible there would just be a gravel trail down there and she said it is a possibility but there hasn't been any development agreement with anybody let but likely, when that happens, they will be required to do some portion of that frontage improvement or have it incorporated into their design in some way. Belcher asked if they have thought about the design of the boardwalk and Nelson there have been concepts. Years ago there was a design for a boardwalk that was just along the existing edge of the park and just the railings cost \$200,000. That doesn't include the geotechnical work or the boardwalk itself so they didn't have the funding. Morten said the Council doesn't want to get ahead of how this is going to work until talks come around but he is fearful of having a developer come in and have the riverfront just sit there because there's no money to do anything. He said they listened to Dwight and he suggested they section the property into six different sections so they could afford to develop as they go along. Hopefully with various funds and negotiations with the developer, they can work through it. It will need to get to a public hearing and the Council and the Parks Commission needs to weigh in. It is extremely important to see their vision. Blumenthal asked about plan from PSU students and Nelson said they had a few conceptual designs but things have changed. Morten said we used their ideas in the wayfinding and historical buildings. We have used a few of their ideas.

## 5) New Business

### 5.A Work with City Staff on Projects and Notifications to Friends Groups

Blumenthal wanted to make sure we had strong communication with City staff both ways with Friends groups. Dunn asked if the document on Friends Groups Matt Brown was working on is available and Nelson said it was finished but not published. She has a copy she can e-mail to everyone. Blumenthal thought it should be included in the Master Plan.

### 5.B Weed Control in Nature Parks

Blumenthal said the shiny geranium marching into the park and they are working on tests with solarization to see if it would control it or using a torch if it's really wet out. He wanted to check with them to make sure there are no objections and we should probably put signs out so people will know if they see plastic down or burned areas. Houk thinks it's great to try different ways to get rid of invasives. Dunn asked if he would continue to report back so we know how it's going. Houk said we can't spray with the road sprayer because we don't have anyone licensed right now so we can only spray by hand. Belcher said last month, Houk said he could spray with a backpack sprayer, right? Houk said yes and if he and Dunn want to spray in the botanical gardens, they can get together with him about it. Dunn said since the trail is so narrow, should they post something at the trailhead saying they are spraying so people know and Houk said it wouldn't hurt to put up a sign. Morten asked if Houk will be available to give them guidelines and signage? Blumenthal said spraying is good but there can be collateral damage if natives aren't dormant. Houk said it will probably take several applications and a year or more to kill some things.

### 5.C Master Plan: Potential for Addendums

Dunn was wondering what everyone thought about feasibility of doing addendums once a quarter and formatting it like the Master Plan and adding it. We would still get things added but would have to go through a full re-do. Morten said when they get to that point, they should make a recommendation to Council so they can approve it and direct it to staff. Nelson said they shouldn't expect to adopt things once a quarter because it takes a while to get things going and go through the process. Maybe twice a year would be reasonable with the time factor. Dunn said they need to have things in the Master Plan to get grants. If everyone agrees with that, she could come up with a draft for them to look at. Everyone agreed.

### 5.D Review Annual Report to Council

Dunn has been working in it and she can send it out for them to review in the next day or two. It would take too long to read the whole thing. She will be presenting it on July 15<sup>th</sup>. She asked who donated the dirt to the BMX track and Barlow said it was Cauffman Excavation. She asked if the timed doors get added on the restrooms at Campbell and Houk said yes. They aren't open right now anyway. She asked if there have been any updates to Sixth Street field over the past year and Woodruff said no. Houk said they replaced the back fencing on the far field about a year ago. It's the second year they have used the top dresser and it's made a big difference. She asked about the status of Columbia View bathroom – have repairs been done even though they aren't open? Houk said they have painted the doors and there are still issues with some things that haven't been done. Dunn asked about Dalton Lake and Pettit said the kiosk is complete and at Public Works and plastic has been turned in for the bench and it should take about 20 days after they decide color, etc. They started in February and should get another one in September. Dunn asked if there are any updates on Walnut Tree and Pettit said she needs to weed around the tree but it's looking really good. Fowler lives across the street from it so can check on it. Pettit said someone planted flowers in front of the bench too. Dunn asked about the volunteer forms. She knows Kathy Payne was working on updating them but have they been finalized? Pettit said it was still in the process. Dunn will follow up with Kathy.



Nelson wanted to let them know that last week we got a notification from the Marine Board that grant money is available for non-motorized and motorized boating improvements. They had talked about putting one at Grey Cliffs Park and it is in the Master Plan and they need to move quickly because the applications are due at the beginning of July. She wants to know if they would be ok with either option because they don't know which way to go yet. Morten thinks it would be opening huge can of worms going to a motorized one because of costs of dredging, traffic, etc. Nelson agrees but Walsh felt there would be more support for a larger facility. There wouldn't be launching from there. Motorized boats could only dock. Morten said motor boats can dock at Columbia View and use those restrooms and just being canoe/kayak is better. Houk said they are having a hard time getting rid of homeless boats too and he thinks that would be another place for them to park if it were motorized and Belcher said he feels the same. Morten wants picnic tables down there and he has wanted a cove down there with sand. He thinks it should be non-motorized and people can carry their kayaks and canoes down there. Motor boats can go to St. Helens Marina. Houk thought they should allow fishing off there too. Nelson said the grant funds don't cover fishing piers so they have to submit it as a boating facility. Dunn likes the idea of non-motorized. Nelson said if the Council wants to move forward with motorized or non-motorized, would they still do a letter of support? Dunn would support anything but they would prefer it to be non-motorized.

**Motion:** Upon Jerry Belcher's motion and Jacob Woodruff's second, the Commission supports signing a letter of support to the Marine Board for a motorized or non-motorized dock at Grey Cliffs Waterfront Park. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, Elisa Mann, Paul Barlow, Jacob Woodruff, Lynne Pettit, Walter Fowler; Nays: None]

**Motion:** Upon Jacob Woodruff's motion and Howard Blumenthal's second, the Commission recommends that they put in a non-motorized dock. [Ayes: Howard Blumenthal, Carmin Dunn, Jerry Belcher, Elisa Mann, Paul Barlow, Jacob Woodruff, Lynne Pettit, Walter Fowler; Nays: None]

## 6) Old Business

### 6.A Dalton Lake Nature Preserve Update

Pettit said they had to choose who they wanted benches and kiosk built by and they decided to have Youngberg build the additional kiosks. She sent an e-mail to Casey Garret at the County about it. They voted to have monthly cleanups starting in June. Birkle is coordinating with SOLV on workgroups. Last Thursday, they met with Nelson and Tupper from Public Works on where they can put kiosk and bench and bike rack and chose a second spot in case first one didn't pan out. They decided they don't need to move the gate. They looked at putting in a couple of parking spaces on the left and they can put down gravel. They talked about a metal sign at the south entrance of the Rutherford Parkway. There will be a sign saying "Beginning of Rutherford Parkway and Entrance to Dalton Lake Nature Preserve .4 Miles". They made signs that say Dalton Lake Nature Preserve - Restoration in Progress - Do Not Disturb. They will collaborate on removing invasives so they won't have to mow. Grants take a while and they had another project in that grant so they will know tomorrow. Dunn asked if the parking was something we should take to Columbia City and Nelson said it isn't in Columbia City's city limits but she is talking to someone from there tomorrow and can let them know. Houk said a lady called Parks about tall brush that is a fire hazard and Nelson said they talked about that while they were out there. Morten thinks Dalton Lake should be added to the park map. Belcher asked about the fire dept. turn-around and Nelson said the planned parking spots are past that. Pettit has a list of endangered plants and she said it was done a long time ago and there were over 150 of them. They need to mark them, especially on the road. Morten thinks it's good to have small signs with plant names so we know what we have. Pettit said that was in her



original proposal and they need grant money to do that. Birkle said the plant list is on the Dalton Lake Nature Preserve Facebook page along with the list of birds a couple of people came up with.

#### 6.B Master Plan List Additions

Nothing to add this month.

#### 7) Discussion Items

Woodruff talked to softball league and asked how they feel about a turf field and if they would like to help and he said they are definitely interested in helping.

Blumenthal said he weedeated most of trails in Nob Hill and mowed new 5th Street ROW and hand-weeded the stairs.

#### 8) Other Business

#### 9) Adjournment – 5:26 p.m.

Respectfully submitted by Sheri Ingram

# City of St. Helens Planning Commission

Approved Minutes

June 9, 2020

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

**Members Absent:** None

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

**Others:**

CT Brownlow	Laurie Brownlow	Robert Sorenson
Jeanne Sorenson	Brandon Sundeen	Hunter Blashill
Kathleen Ward	Daniel Kearns	Patrick Birkle
Jen Pearl	Tracey Hill	Robin Nunn
Kristin Quinlan	Bryan Denson	Jeff Seymour
Brandon Deahl	Shauna Lewis	Andrew Schlumpberger
Lindsey Schlumberger	Ron Schlumpberger	

1) **7:00 p.m. Call to Order and Flag Salute**

2) **Consent Agenda**

2.A Planning Commission Minutes dated May 12, 2020

**Motion:** Upon Commissioner Semling's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Draft Minutes Dated May 12, 2020. Vice Chair Cary and Commissioner Pugsley did not vote due to their absence from that meeting. [AYES: Commissioner Cohen, Commissioner Lawrence, Commissioner Webster, Commissioner Semling; Nays: None]

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

There were no topics from the floor.

4) **Public Hearings (times are earliest start time)**

4.A 7:00 p.m. Conditional Use Permit at 254 N Columbia River Hwy – Brandon Deahl and Shauna Lewis

Chair Hubbard opened the Public Hearing at 7:02 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Dimsho entered the staff report dated June 2, 2020. Dimsho introduced the proposal to the Commission as presented in the staff report. She said the applicant is requesting to establish retail use and an artisan workshop. She said the workshop would be for preparing garden art using castings. Dimsho mentioned that to access the site you must traverse onto some private property and some Oregon Department of Transportation (ODOT) Rail right-of-way. She said it is all Houlton Business zoning, so that means it is a mixed-use zone. She said it is mostly commercial use in the area except for some townhomes which were not on the map presented. Dimsho mentioned the existing building closer to the railroad on the property is the proposed retail location and the shop in the back is where they would do all their cast work. They also hope to use outdoor storage to showcase their product which is what is triggering the Conditional Use Permit..

Dimsho said the first criteria that needs to be considered is that the space needs to be of adequate size for the proposed use. The site is a large area with lots of outdoor display area. She mentioned the applicant is proposing an addition to the workshop and they are proposing an addition to the retail space in the form of a deck. She mentioned the current deck will be redone and that is also where the applicant is proposing an ADA ramp. She said there is plenty of space on this site for those improvements.

The second criteria Dimsho said is that the characteristics are suitable for this use. She said they would need legal, public access to the site. They will also need to meet any requirements for the Building Official and Fire Marshall.

Dimsho said the third criteria is that the facility would need to have adequate capacity to serve the proposal. She said it is currently hooked into City water, but that it was not hooked into sewer. She said the Building Official had mentioned it would need to have access to sewer discharge. Dimsho said the nearest sewer line was 190feet. She said they have two options to solve the Building Official's concerns about sewer..

Dimsho said the zoning requires ten percent of the site to be landscaping, which was not shown on the applicant's plan and based on her site visit, it was void of landscaping. So, this would be a condition needed for approval. She also mentioned they require screening for outdoor storage. She said they currently are constructing a six-foot cyclone fence with black slats. She said they are also required to have four parking spots including ADA spot and the way the plan is presented now, the screening would have to soften the impact of their parking. She said there are options for creating the parking on this site, but the plan presented was not to scale. She also mentioned they are required to screen HVAC and dumpsters. She also said they require paved walkways to all entrances.

There was a small discussion about screening and landscaping.

### **In Favor**

**Deahl, Brandon. Applicant.** Deahl was called to speak. Deahl spoke about what his business does. He said they make cast stone or concrete statues, bird baths, benches, and decorative yard pieces. He said they would be making them onsite and store all their molds. He said the front building would be a cleaner environment to be able to sell some of their smaller pieces. He also said the outdoor storage space would be a garden area, with plants, paths, and landscaping where they could showcase their larger pieces. He said the only thing that would be

stored back there would be the pieces they make. He said he would not be stacking any of their products. He said he was hoping to take this vacant space and turn it into something beautiful.

Vice Chair Cary asked if they had spoken to the owner of the property for access to the site. Deahl said they have a verbal agreement with them but have had a hard time connecting with them. They do know access is a condition before they can have occupancy.

Vice Chair Cary also asked about the sewer access and how would they be hooking into sewer. Deahl mentioned that they have been in contact with the Public Works Department and they are hoping to have the unfinished sewer line tested, inspected, repaired, and completed. They are working on an public utility easement for the main line too..

Commissioner Pugsley asked about the restroom on site. Deahl said there is a restroom on site, but it was done incorrectly and possibly illegally. They will be correcting this issue.

### **Neutral**

No one spoke as neutral testimony.

### **In Opposition**

No one spoke in opposition.

### **End of Oral Testimony**

There were no requests to continue the hearing or leave the record open.

### **Close of Public Hearing & Record**

The applicant waived the opportunity to submit final written argument after the close of the record.

### **Deliberations**

The Commission discussed a few of the conditions and there was a small discussion about the sewer line and screening. Commissioner Pugsley also mentioned some of the historic value this property has.

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

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

### **4.B 8:00 p.m. Appeal of PT.1.20 at 160 Belton Road – Tracey Hill**

City Planner Graichen opened the Public Hearing at 8:04 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Graichen entered the staff report dated June 2, 2020. Graichen introduced the proposal to the Commission as presented in the staff report and the additional information received after

packets were mailed. He said it was originally an administrative decision for a partition of a property located at 160 Belton Road. It is adjacent to Dalton Lake and abuts the Columbia River. He mentioned the access road is predominantly 11 feet wide. He mentioned that the proposal is to split the property into two parcels. One already has a house on it and the other they would look to develop. He said per the Sensitive Land rules there is a 75-foot boundary from Dalton Lake and the river that is required. He said the applicant did conduct an environmental assessment to determine those boundaries. He said they want to make sure the net buildable space, after those boundaries were determined, is still a suitable lot size for new construction. He mentioned the applicant proposed an access easement to the south of the property over parcel one to get to parcel two. He also mentioned the easement for the septic drainfield that is shared with the subject property and 250 Belton Road.

Graichen mentioned there are three issues raised for this appeal. One was concern about removal of protected vegetation. He said they did investigate twice and did not see any new concern. He said they did get into the buffer a little bit, but it was mostly Himalayan black berries, and no large trees. He said they used that to educate the applicant and the rules for sensitive lands. The second concern was the easement for a drainfield. He said the significance of the drainfield is you are not supposed to put roads on it or construct utilities within 10-feet of the drainfield per the County. He said the debate between the validity of the easement is between the applicant and the appellant, but they do need it to be resolved for the Partition because the Commission does not want to create a parcel that does not have access. The third concern is road access to the subject property. The road being predominantly 11-feet in width is not something they would allow in construction and access today. Public welfare must be considered when looking at the access. He mentioned that one of the conditions, if approved, would be to add a 24-foot turnout. The Commission can decide if this is enough or they can request more. He said they could also say that this was too much traffic impact to this area, and they could deny the proposal.

Commissioner Cohen asked how many times the property could be partitioned. Graichen said they recommended against partitioning the parcel anymore because of utilities, access, and sensitive lands. Commissioner Cohen also asked why the Commission should not wait to decide on the Partition until the easement is under an agreement between the applicant and the appellant. Graichen said because the State statute does not allow staff to delay it. He also said they ended up amending the decision once, and he advised the applicant they would need to take care of the easement or to find a different way around it. He said the Partition would be valid for a year, with potential time extension, and it is conceivable that the easement issue could be resolved in that validity period.

### **In Favor of the Appeal**

**Hill, Tracey. Appellant.** Hill was called to speak. She lives at 250 Belton Road. She said her house allows her to see all the nature that lives nearby. She has seen herons, eagles, and many other wildlife. She said that her neighborhood is filled with people who have lived in these homes for many years. She said before she purchased her property, she did a lot of due diligence. She said she found out about her easement, she learned about it and what it was for. She said she learned what a STEP system was and how the sewage worked on this property she now lives on. She also mentioned how sewage has been a problem on these properties in the past. She said she became very familiar with different ordinances that protect the land around here and her responsibility to the sensitive lands that surround her home. She said that her easement was an insurance policy for her so that if the STEP system failed, she would still be able to live in her home. She said she has called the County Sanitarian, the Public Works

Director and other City entities and spoke with them about the validity of her easement. She said just because the easement is not in use currently, does not take the validity of it away. She said it protects the area on which it sits. She said it is bordered by and in some cases sits on the sensitive lands area. She said it protects the lake and the river. She mentioned her interactions with the applicant have been unpleasant.

**Kearns, Daniel. Appellant.** Kearns is the attorney of the appellant. He mentioned the easement is shared by both properties and that it is large. He said no use of the easement is allowed except for that of the drainage field. He said the parcel that is in question does not meet City code for access. He asked for denial of this request for partition, as the application, even with conditions, will be hard to complete within the allotted time frame. He said based on City code, the parcel, the way it sits, cannot be partitioned. He discussed the infrastructure of the step system and how it requires consistent maintenance. He said if there was any reason that the STEP system was to fail, the drainage field would be needed. He said the easement is an important insurance policy for his client's property. He said besides the easement, he does not think the Commission can approve the Partition based on City code for access and Sensitive Lands guidelines.

### **In Favor of the Application**

**Seymour, Jeff. Applicant.** Seymour is the attorney for the applicant. He said they prepared a preliminary tree and road improvement plan for the partition. He said the applicant has not used poison to remove invasive species. He mentioned after receiving a letter from the City that the removal was improper, they have not been down in those areas since. He said they did cut down a few trees that were in the access area. But the tree plan meets the requirements of City code. He said the easement is null and void because the septic system it was created for has been destroyed. He said the road access is something they are working to resolve and realize there will be a large expense to make it meet code. He requested the Partition be granted as he believes that there is plenty of time to resolve the easement disagreement and conditions within the year that the Partition would be valid.

**Schlumpberger, Andrew. Applicant.** Schlumpberger was called to speak. He spoke about the sticker bushes that are in the shrubs that get on his dog and family members. He spoke to a surveyor who suggested he would need to trim out a pathway to figure out where the property lines and 75-foot boundary is for the Sensitive Lands. He said he used a gas-powered trimmer and a tractor to make this pathway, not poison. He said the wetlands specialist gave him instructions on how to remove the invasive species. He said he stopped after he received the notice from Graichen and has not done anything since. He also mentioned that his experience with the appellant were unpleasant. He said he did not know about the drainfield easement when he purchased the house.

Vice Chair Cary asked if it was possible to use just part of the drainfield easement instead of the whole portion. Seymour said they would be fine with using part of the drainfield easement if the appellant would agree to it. But he said that the appellant has said many times she would prolong this and cost them as much money as she could to block the partition. Vice Chair Cary also asked why they chose the south side of the property for the access to parcel two. Schlumberger said it was where the property lines would end up. He also said partly because of the current access and the 90-degree turn.

Chair Hubbard asked if the escrow showed the easement. Seymour said it looked like it was a sewer line, not an easement. Chair Hubbard also asked if the new system was in the same

place as the septic system that was destroyed. Schlumpberger said the appellant's tank was located on her property and his was located about 10 feet on his property.

### **In Favor of the Application**

**Schlumpberger, Ron.** Schlumpberger lives at 1400 Second Street in Columbia City. He said that he was excited to have his family close to him. He mentioned that before they purchased this property, they were told that there would not be an issue to partition it, so they decided to move forward. He said they hired an engineer to make sure the system was working correctly. He said the easement was a surprise to them but felt it would be an easy fix because the old system was destroyed and made it null and void. He mentioned that the appellant was going to do whatever it took to delay the partition and that she was not willing to work with them.

**Schlumpberger, Lindsay. Applicant.** Schlumpberger lives at 160 Belton Road. She said she felt that her family and their character was in question. She wanted to clarify that they are not looking to steam roll through the community or to cause problems. She said they try to be friendly with everyone and has tried to communicate with all the neighbors. She said there is a lot of stuff that needs to be maintained and they are trying to be diligent and responsible homeowners and take care of their property. She said it was not necessary to partition their lot, but as homeowners they can.

### **Neutral**

No one spoke as neutral testimony.

### **In Opposition to the Application**

**Nunn, Robin.** Nunn lives at 100 Belton Road. She said the applicants are nice people, but she is not ok with what they are doing to the property. She is concerned with where they are building the new house as it could cause damage to the new construction, but also interferes with the neighbors unencumbered views. She feels this property is the applicants through a loophole and what they are proposing is creating division in their neighborhood. She said she is worried about the new construction interfering with the wildlife that currently lives there and the Native American artifacts that are there. She said dividing it will bring property values down. She said the beach is not supposed to have people on it. It is owned by her mother and that when people are walking through it is trespassing. She is concerned about the safety of the road as well.

**Ward, Kathleen.** Ward lives at 140 Belton Road. She said originally her family owned all the beach property. She said the state acquired some of their land to have it declared wetlands. She said that four generations have lived on this area and she feels strongly that they need to protect the beach from being developed. She said it was important because there is so little pristine land along the Columbia River that is untouched. She is concerned that the development will interfere and hurt the local wildlife and vegetation that lives there. She said the previous owners came to an agreement with the applicants that this beach would remain untouched and undeveloped. She is unsure why the applicants would want to go against this agreement. She is concerned their proposal is divisive in her neighborhood.

**Blashill, Hunter.** Blashill lives in Corvallis. He said he is the son of the appellant. He said his interactions with the applicants were not pleasant. He mentioned there was a strong suggestion that the applicants did use poison to remove plants. He said he was concerned about the foot traffic that adding another home and opening beach would create for the already problematic access. He mentioned there was a large elderly population that lives in this neighborhood and



the narrow roads are an issue. He mentioned that the proposed partition and what the applicants are currently doing to their site would devalue the property around it.

**Sorenson, Jeanne.** Sorenson lives in St. Helens. She said they sold this subject property because she could no longer able to maintain it. She said the applicants knew about the easement as there was a copy included in the escrow. She mentioned there has been floods on that property before and where the partition proposes a property that would put a house right in the flood zone. She is also very worried about the division this partition is creating in the neighborhood.

**Sorenson, Richard.** Sorenson lives in St. Helens. He said when they owned the home, there was a meeting with the Fire Marshall and all the neighbors about the access challenges with providing fire protection to the neighborhood. At one point, the Fire Marshall said they would not provide protection to their neighborhood.

### **Rebuttal to the Applicant**

**Hill, Tracey. Appellant.** She felt her character was defamed and was upset that the applicants implied that she would hold them up in this partition. She said that she has lived there for a long time and all the neighbors know she is not like that.

**Kearns, Daniel. Appellant.** He said the Applicants property does not fall into code. He said the septic system was unhooked in 1990 and then they all hooked into the step system. He said at that point the drain field was not used. He said the pipe systems are still there and not filled with sand. He said the easement still exists and has not been abandoned. He gave more explanation as to why the easement is still valid. He mentioned he did not believe the turnout suggested for the access will meet the street code. He said he feels the only path forward, based on the City code is denial.

### **Rebuttal to the Appellant**

**Seymour, Jeff. Applicant.** He is said his clients will comply with all laws according to Sensitive Lands. He said they have a letter from the Fire Chief stating that the access is fine and not going to cause an issue with one more house. He is said he feels the 24-foot by 30-foot turn out should be a sufficient solution to the road access. He said the easement has been abandoned, that there are trees growing on it and that it is probably three times larger than it needs to be. He said that the applicants are willing to work with the appellant to find an agreement to the easement issue. He said there is another year to resolve all the conditions placed on this partition and he feels it can be done.

**Schlumpberger, Andrew. Applicant.** He said he will not build his new house in the flood plain. He will comply with city code on the flood zone requirements. He said there are a few options to build his house, but they have not gone that far as they are trying to resolve this matter first. As a firefighter, he said he knows that times are different now for how they respond to emergencies. They drive on narrow streets and says that a turnout will be a solution to fixing the access. He said that he was up front with all the neighbors about his intent to develop the property.

### **End of Oral Testimony**

There was a request to leave the record open for written testimony and for final written argument. As such, the public hearing will continue in written form. Graichen said the first period will be held open for seven days to receive written testimony. If there is written testimony received, there will be an additional seven days to responds to that testimony. At this point the

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record closes. Then both the applicant and appellant may provide a final argument. The first period for response will end at 5 p.m. June 16, 2020 and the second period of response will end at 5 p.m. June 23, 2020. The deadline for final written comment will be due by June 30, 2020. The applicant agreed to extend the 120-day rule commensurate with these dates provided deliberations are continued to July 1, 2020, instead of the Commission's regularly scheduled meeting on July 14, 2020. A special meeting for deliberations and continuation of this public hearing was set for Wednesday, July 1, 2020 at 7:00 p.m.

**5) Riverfront District Architectural Guidelines Recommendation – Modification at 330 S 1<sup>st</sup> Street**

Dimsho said the site they were looking at has had several Site Design Reviews. She said in 2017, the office space was approved on the main floor and a live/work unit was proposed in the basement. She said since then, the applicant submitted a modification to approved 2017 Site Design Review. They have submitted a plan with some exterior rear facade modifications along with an ADA ramp. She said they plan to demolish the current deck in the back and build an ADA ramp that wraps around the building to get the right grade. She said they are proposing a bi-fold door as the current door is not ADA accessible. Commissioner Pugsley recommended installing doors as close to the original as possible, using wood, not vinyl. Dimsho also mentioned the ramp design on the plans mentions metal railing. She said the owner discussed that all exposed metal would be painted to match the fencing that is currently in front of the home. They would be painted according to historical guidelines. Commissioner Pugsley was concerned about the metal mesh that was proposed. . She said she would recommend doing the slats on the railing of the ramp to match the vertical fencing slats in the front.

There was small discussion about the ADA ramp and making sure it matches historical guidelines while also meeting ADA requirements.

**Motion:** Upon Commissioner Webster's motion and Vice Chair Cary's second, the Planning Commission unanimously recommended approval of the Site Design Review Modification with the additional condition that vertical slats are used in the ADA ramp, instead of mesh as proposed. [Ayes: Commissioner Semling, Commissioner Lawrence, Commissioner Webster, Commissioner Cohen, Commissioner Pugsley, Vice Chair Cary; Nays: None]

**6) Riverfront District Architectural Guidelines Recommendation – Bennett Building Modification at 275/277**

Graichen said the City has a lot of projects going on at once. He said they have been working on a different land partition that did not allow him to work on this presentation. He said that he will table this recommendation until next month so that he has more time to review it. He said the City is not doing any more work on this project without the Planning Commission recommendation.

**7) Planning Director Decisions**

- a. Temporary Use Permit at 2295 Gable Road – TNT Fireworks
- b. Temporary Use Permit at 735 Columbia River Hwy – Bethel Fellowship
- c. Temporary Sign Permit at 2100 block of Columbia Blvd – SHHS Senior Planning

There were no comments.

**8) Planning Department Activity Report**

a. May Planning Department Report

There were no comments.

9) **For Your Information Items**

There were no comments.

10) **Next Regular Meeting: July 14, 2020**

11) **Adjournment**

*There being no further business before the Planning Commission, the meeting was adjourned 11:36 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*

# City of St. Helens

## Planning Commission Special Meeting

Approved Minutes

July 1, 2020

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

**Members Absent:** Commissioner Lawrence

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

**Others:** Kathleen Ward      Tracey Hill      Robin Nunn  
Patrick Birkle      Hunter Blashill      Jeff Seymour  
Andrew Schlumpberger  
Ron Schlumpberger  
Lindsey Schlumberger  
Tami Schlumpberger

### 1) **Deliberations – Continuation of Appeal AP.1.20 of Partition PT.1.20 at 160 Belton Road – Tracey Hill**

City Planner Graichen asked if there were any ex parte communications. All commissioners said no.

Commissioner Cohen asked for more clarification on the access road. Graichen said access can be reviewed in two different categories: 1. Public, which is usually in a public right-of-way or 2. Access easements. He said the code has standards for each. Graichen said for public right of way, the normal standard is a 50 foot right-of-way width which Belton road has, and a 34 foot road width. That would not have a maximum amount of dwelling units it is allowed to serve. He said there is also a skinny street standard which is a narrower road width of 20 to 26 feet and limited to 200 hundred average daily trips which is approximately 20 detached single-family dwellings. For the private standard, or an access easement, the code says it can be allowed if it is the only reasonable method in which a lot large enough can be created. Graichen said in his decision, he knew the road did not meet any standards now, but if there is a weird situation an alternative standard can be considered. He said he took the private standard and applied it to the public right of way. Commissioner Cohen asked if the road was always considered a continuation of public road. Graichen said Belton Road is a public right-of-way, but the Applicant was proposing a private easement to access parcel two on the south side of the property and on the east side of the property. This would also require them to put in a ten foot wide driveway or per the Fire Marshall, if they require a greater standard. Commissioner Cohen asked if the

applicant ever asked for an easement or variance in the original proposal. Graichen mentioned they had not, but the code did not require them to have a variance to get to the alternate standard for access.

There was another small discussion about the Belton Road continuation and possibilities of Grey Cliffs Drive and how many lots can be developed along those roads.

Commissioner Cohen asked about setbacks for the two parcels and how they would affect the Columbia River and Dalton Lake. Graichen said they did meet the setbacks for both parcels even with their protection zones. Commissioner Cohen asked if this was staff's position that this was a buildable lot safeguarding the wetlands and the protection zone. Graichen said yes.

Commissioner Cohen also asked how much consideration legally the Commission must consider the easement between the neighbors regarding the septic. Graichen said the position that staff took was that the easement was a legal wall to access parcel two. He said validity of the easement was a private matter and that it would have to go away, be reduced so it was not an encumbering to the property, or the applicant would have to find a way around it. Commissioner Cohen asked if they are supposed to deny the partition based on the unresolved easement. Graichen gave the Commission their options for the decision they must decide. He said they could uphold the original decision; they could reverse the original decision, or they can modify the decision adding in some conditions that maybe were not addressed.

There was a small discussion on the easement and how it would need to be resolved before moving forward with the final plat and the partition.

Commissioner Cohen also had a concern with the turnout substitute for the public street. He said the Code did not allow for that. Graichen said if it cannot be accessed normally, then there can be an exception to the standards. He said that is what he did in his original decision. He said it is up to the approval authority on what standards they decide to use. Commissioner Cohen asked about defining the adverse impact in the Code. He was curious how there could be any adverse impact when the applicant knew about the conditions and the difficulty of building a road in the beginning. He did not feel this would be an unexpected occurrence.

There was a small discussion on what road improvements could be applied to the other neighbors in the neighborhood.

Commissioner Pugsley asked about the precedent they were possibly setting for future development and possibly disturbing some Historic burial sites . She was concerned about setting a precedent that would bring more cases to the Commission in the future.

There was a small discussion about historic artifacts and whether a study should be done on this property.

Commissioner Pugsley also asked about the tree plan. Graichen said there were a lot of trees on the property. He said there were provisions the code has for trees. He mentioned the most aggressive provision was for trees that are within sensitive lands and their land buffers. He said on this property there were several in the buffer and they would be protected. He said once they were outside the protective area then they look at replacement requirement. Commissioner Webster mentioned the road access was not to the fire code minimum standard. She was curious how this was not required for the applicant.

There was a small discussion about the drainfield easement and if there were other conditions or concerns to consider without this easement being resolved.

**Motion:** Upon Commissioner Cohen's motion and Vice Chair Cary's second, the Planning Commission unanimously denied the Partition denied based on the drainfield easement prohibiting access to parcel two and being a substantial impact to the development of parcel two. [Ayes: Commissioner Semling, Commissioner Webster, Commissioner Cohen, Commissioner Pugsley, Vice Chair Cary; Nays: None]

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

#### 11) **Adjournment**

*There being no further business before the Planning Commission, the meeting was adjourned 8:44 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*

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

**CITY COUNCIL MINUTES**

Presented for approval on this 5<sup>th</sup> day of August, 2020 are the following Council minutes:

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2020

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- Executive Session Minutes dated July 7 and 8, 2020
- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated July 15, 2020
- Executive Session Minutes dated July 24, 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

### Executive Session Summary

July 7 & 8, 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  
Lisa Scholl, Deputy City Recorder

**Interviewees:** William Daniel IV (7/7 by video 1:30-2pm)  
Louis Martinez (7/7 by video 2-2:30pm)  
Verl Miller (7/7 by video 2:30-3pm)  
Sue Nelson (7/7 by video 3:30-4pm)  
Seong Kim (7/7 by video 4-4:30pm)  
Bob Dass (7/8 by phone 1:30-2pm)



At 1:34 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Consider Employment of a Public Officer/Employee, under ORS 192.660(2)(a)**
  - Conduct interviews for the position of Public Works Director

The Executive Session was recessed at 2:53 p.m.

The Executive Session resumed at 3:28 p.m.

The Executive Session was recessed until July 8 at 1:30 p.m.

The Executive Session resumed at 1:33 p.m. on July 8.

The Executive Session was adjourned at 2:27 p.m.



ATTEST:

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

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Rick Scholl, Mayor

# City of St. Helens City Council

## Work Session Minutes

July 15, 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  
Mike DeRoia, Building Official  
Rachael Barry, Government Affairs & Project Support Specialist  
Crystal King, Communications Officer  
Brian Greenway, Police Chief  
Sue Nelson, Interim Public Works Director  
Amy Lindgren, Municipal Court Judge  
Darin Cox, IT Specialist  
Jacob Graichen, City Planner  
Jenny Dimsho, Associate Planner  
Tim Ramis, City Attorney  
Tina Curry, Event Coordinator

**Others:** Claire Catt Carmin Dunn  
Patrick Birkle Michael Bernert

1) **1:00 PM - Call Work Session to Order**

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

- ◆ Claire Catt. Expressed her appreciation of the Strategic Work Plan, including transparency and clear deadlines. She has two question about the action plans:
  1. How will the public be able to access the action plans?
  2. How will the Strategic Work Plan align with the budget and how public funds are being spent?

City Administrator Walsh responded that the action plans will be included in work session agendas. The plan will also be tied into the budget. This is about building a better process. Assistant City Administrator Brown added that the action plans will also be on the [Strategic Work Plan page of the website](#) as they come up on the meeting schedule.

- ◆ Carmin Dunn. She reviewed her requests of the City regarding racial equality:
  1. Adopt a resolution for racial equality, much like the County Commissioners did.
  2. Commit to reviewing policies through the lens of those in our community.
  3. Take action and provide updates at regular meetings.
  4. She met with Chief Greenway and he is amazing. He has removed the neck restraint policy and committed to re-writing the use-of-force policy. However, she is disappointed that it has not been addressed in a Council meeting.
  5. Would like to see how St. Helens can learn, improve, and utilize our police force in a way that supports the community. A lot of areas in the community invoke a police response, such as homelessness, addiction, and mental health crisis. How do we help eliminate those issues in our community?
  6. Communicate what collaborations have made with other local agencies.
  7. Would like to see data for local law enforcement agencies. She submitted a public records request to Columbia 911 to find out what police calls are coming in and where attention is needed. She would like to see the City support that request.
  8. Urged the Council to form a police commission, much like the existing boards and commissions the City already has. Community input is important.
  9. Urged the Council to google Cahoots in Eugene, "Crisis Assistance Helping Out on the Streets." There is a lot of room for St. Helens to use that as a model.
- ◆ Patrick Birkle. He expressed his support of everything Carmin just said. He is not familiar with the last item on the list, but he will check it out.

Mayor Scholl reported that the City is working with St. Helens School District on the Connect St. Helens program, as well as partnering with other outside agencies. Council has spoken on racial equality during meetings prior to this movement but he knows improvements can always be made. Walsh added that Chief Greenway and Lieutenant Hogue have been working closely with community partners to share crime data.

Councilor Topaz thinks the City should try to build a stronger partnership with schools. This coming year is going to be difficult.

Councilor Carlson reported that a lot of work is being done behind the scenes. Due to COVID, a lot of things are being pushed off the Council agendas. She has meetings weekly with School Board members, Columbia Community Mental Health (CCMH), the Food Bank, Community Action Team (CAT), etc. They are always looking for ways to partner and make connections to smooth the path for those providing services. The City is not a mental health provider or housing provider but can try to work with nonprofits. There are a lot of needs that are being met but they are not getting news coverage. CAT is so overstressed with the burdens in this community, they are just trying to keep their head above water. The City gives them room to do their job and waits to be asked for help. She understands the City could do better at communicating what they are doing.

Mayor Scholl lost access. Council President Morten took over.

### 3) **Discussion Topics**

#### 3.A **Annual Report from Parks & Trails Commission**

Parks & Trails Commission Chair Carmin Dunn reviewed the report. A copy is included in the archive packet for this meeting. She went through park by park and other items.

Councilor Carlson asked when their meetings are held. Carmin responded that they meet on the second Monday of every month at 4:00 p.m. The meetings are open to the public. If people cannot attend, they can contact her or another member. Council President Morten asked Carmin if she would be willing to allow public comment after 5:00 p.m. if the meeting is still going. Carmin said yes, she can bring it back to the Commission for discussion.

Mayor Scholl pointed out that the park on Millard Road was donated with the stipulation that it be called Dahlgren Park. Councilor Locke agreed that was part of the agreement. Carmin will take that information back to the next meeting.

### **3.B Presentation by Wilsonville Concrete Products**

Michael Bernert from WCP was in attendance to give a report. A copy of his presentation is included in the archive packet for this meeting. He is the fifth-generation owner of the business. An aspect of marine transportation is economic vitality. They are not a large company but for a marine business, their employees make between \$70,000-80,000. They are excited to bring these opportunities to St. Helens. They want to be good neighbors to the community and be responsive to needs. With the help of the City, they have done an engineering study of existing dock structures. They have also updated the Division of State Lands (DSL) waterway lease. They are prepared and ready to move their fleet to the site. They just need to finalize one part with DSL. There is a lot of work still on services and site preparation. They understand that there are a lot of stakeholders involved. They are most excited about being able to build a marine ecosystem and possibly attract other peers and partners. It is very exciting to build something that is vibrant. He thanked the City.

Councilor Topaz asked if there is a plan to add a repair yard in the area for tugboats and barges. Also, Woodland is planning a large deep-water port across the river. Will they be involved in that? Bernert believes that there is an opportunity for vessel repair at that site. One way is through a floating dry dock and one is lifting a barge or vessel out of the water onto the land. That is not the business they are in, but the partnership would be favorable if they need repairs. Regarding the deep-water port development in Woodland, they reached out to them about the same time as St. Helens. They chose St. Helens because it is closer to Scappoose and the shallower dropped access is more favorable for their equipment. They are not currently involved in the deep-water port development at Woodland.

Councilor Topaz said that barges are being drug up the slope further down the slough from Port property. Bernert was not aware of that.

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

Walsh reported that the League of Oregon Cities (LOC) is the organization that advocates for cities. They have requested the top priorities for each jurisdiction. Reading through the priorities that benefit the City collectively, he recommends the following:

- B. Broadband Infrastructure and Technical Assistance Funding
- J. Infrastructure Financing and Resilience
- U. Property Tax Reform
- W. Right-of-Way/Franchise Fees Authority Preservation
- Y. Tort Liability Reform

After summarizing, he recommended leaving off Property Tax Reform, since they can only send four.

Council President Morten recommends:

N. Long Term Transportation Infrastructure Funding – in support of an overpass on the highway.

Councilor Carlson recommends:

D. COVID-19 Economic Recovery Investments – to support community members suffering from the pandemic, both now and in the future. The impact may be greater in the winter.

Council President Morten and Councilor Topaz agreed with the need for COVID assistance. Walsh agreed that it is a need. However, he did not recommend adding that one because of the number of people already working on it. There are already a lot of State and Federal programs and funding available.

Mayor Scholl agrees with:

B. Broadband Infrastructure and Technical Assistance Funding

Councilor Locke agreed with Walsh's recommendations. Just because it is not on the list, does not mean the Council has to stop working on it. Mayor Scholl agreed.

After in-depth conversation of the priorities, it was the consensus of the Council to forward with Walsh's recommendations to LOC.

### **3.D Strategic Workplan Review - Rachael**

Government Affairs and Project Support Specialist Rachael Barry presented the final Strategic Work Plan. A copy is included in the archive packet for this meeting. Staff is in the process of implementing the work plan and increasing transparency and accountability for Council and the community. That gives them an opportunity to improve the flow of work sessions. Departments will report to Council on a recurring schedule. This will also help with community engagement. She encouraged the Council to ask questions any time. Thank you to Communications Officer King for her work on the document.

### **3.E Municipal Court Semi-Annual Report - Matt**

Brown reviewed the report. A copy is included in the archive packet for this meeting.

### **3.F Judge & Prosecutor Semi-Annual Reports – Amy & Sam**

Municipal Court Judge Amy Lindgren was in attendance to give her report. A copy is included in the archive packet for this meeting.

Before reviewing her report, she wanted to address Carmin Dunn's comments on mental health. The Court collaborates with CCMH. There were a lot of orders for treatment but not a lot of follow-through. Pre-COVID, the partnership allowed a counselor to come to Municipal Court twice a month to perform the evaluation in-house. From the Court aspect, because they see so many people in criminal court with mental health issues, they are trying to combat it from their end. The one piece Carmin brought up that needs improvement is the data of how many people show up and what their success rate is. Some other courts have made some statements about racial equality. She has not, because she thinks that is something to discuss with Council and administration first.

Lindgren referred to her report addressing Court operations due to COVID. She has been very proud of everyone who works with the Court and their commitment to keep things going.

- They immediately followed the State's orders and began doing video appearances. Everyone remained safe and they were able to continue operating.
- Traffic hearings were set aside until tomorrow. She will be doing a lot of traffic hearings but once that is done, they will be 100% caught up.
- She is giving people on probation extra time to make payments, if needed.
- She has been waiving the installment fee associated with setting up a payment plan.
- Extensions were granted for classes that were closed and work crew that was temporarily closed.
- She was not suspending drivers' licenses for failure to pay. They did send some last week that were pre-COVID.
- Due to HB 4210, beginning October 1, 2020, they will not be able to suspend licenses for failure to pay.
- Sending cases to collections is on hold due COVID.
- Only six defendants are allowed in the Court room at a time, masks are required, hand sanitizer is available, and temperatures are taken.
- There is a plexiglass barrier in front of the Court Clerk.

Lindgren talked about the possibility of a truancy court program. Having two kids of her own and the struggle they had with distance learning, her heart goes out to those who do not have the financial resources to be online and help teach them. A truancy court can identify those people who get lost and try to get them the resources they need. Going to court would be the last resort. The Police Department did some preliminary research and it seems like it is a hole in the County. The packet includes the research conducted.

Mayor Scholl wants to see it addressed. Education needs to be a priority and supported from all areas. Lindgren agreed. They will see kids who are not learning because their parents give up. They are going to be far behind when they return to school. These kids do not have a voice.

Discussion ensued about the students who are falling behind due to the pandemic. Truancy court is only one of the ways to get help for the students who are not showing up. Sadly, child abuse reports are down because students are not being seen by teachers and friends who normally report those crimes. Councilor Carlson and Mayor Scholl talked about the Connect St. Helens being a supportive program for students and families.

If the Council agrees, Lindgren will continue research to find out what the need is for this program in the community. Council concurred and suggested Lindgren reach out to NW ESD and Superintendent Scot Stockwell.

City Prosecutor Erskine was not in attendance.

### 3.G Finance Semi-Annual Report - Matt

Brown presented his financial report which is included in the archive packet for this meeting. A lot of things have happened over the last few months that has affected the budget.

Council President Morten asked if there will be an opportunity to discuss what projects the SDC revenues will fund. Interim Public Works Director Nelson explained that SDC revenues are only allowed to be used for very specific projects. It must increase the capacity and not just bring something up to current standards. There is a list of projects in the budget that are eligible. If a project is designated, but it is only 32% eligible for SDC funds, then they need to come up with

the remaining funds to perform the project. Council makes the final decision as to what projects are priorities and should move forward.

Discussion ensued on the excess SDC revenue. After the auditors conduct their report, Brown will bring a report back to Council with what funds are available for projects.

Discussion about projects.

10 Minute Break

Brown reviewed the new action plans that will be presented to the Council. Copies are included in the archive packet for this meeting. They are intended to be one-page status update on projects. Each department will report to the Council every six months. The reports will be on the [Strategic Work Plan page of the website](#) for public access as well.

Council President Morten pointed out that there is no contact person on the action plan. Brown confirmed that he will add a contact name, number, and email on the header line.

Review all Job Descriptions for Fair Labor Standards Act (FLSA) Updates – Action Plan

- Makes sure that all employees who are eligible for overtime are receiving it and those who are not eligible are not receiving it.
- Estimated completion date of December 2020.

Create On/Off Boarding Process for Staff – Action Plan

- There is no process or training manual in place.
- Will use the checklist next week when a new officer begins.
- Estimated completion date of August 2021.

Update Personnel and IT Policies – Action Plan

- Recently updated personnel policies.
- Working with IT Specialist Cox to update new IT policies.
- Estimated completion date of September 2020.

Review Staff Job Descriptions to Provide Support for Commissions – Action Plan

- Need to review each job description to add language for board/commission support. It currently falls under “other duties as assigned.”
- The union will need to review the job descriptions before Council approval.
- Asked the Council for their input on changing the Arts & Cultural Commission and Youth Council to a “Friends of...” group.
- Estimated completion date of November 2020.

Council President Morten suggested the Youth Council partner with the School District. Councilor Carlson spoke with the students and they are very interested in being a “Friends of the Recreation Program” group. They want to make our community a better place for young people. She asked them about combining with school leadership, but they did not want to do that because Youth Council is open to a broader range of students.



#### Council Direction on City-Owned Property for Development – Action Plan

- Nelson and Graichen have been working on a map with descriptions of City-owned property. It will be presented to the Council for review for potential future development or to sell.
- Estimated completion date of September 2020.

#### Facility Plans for New Police Station – Action Plan

- Requested permission to form an ad-hoc community group to assess the feasibility of a Police Station. Council concurred. Councilor Locke requested that the meetings be held on either Tuesday or Thursday night.
- Estimated completion date of December 2020.

#### Fiber Service Utility - Feasibility Study – Action Plan

- A complete study will cost about \$70,000, which includes Scappoose and Columbia City as well. The cost can likely be covered by the CARES funding.
- The utility is low-cost and high-speed.
- Fiber is the new water. It is essential for communication.
- To be discussed further at the regular session.

#### Review Front Facade of Utility Billing and Court Department (known as Bennet Building) – Action Plan

- The selection of windows during the building remodel was not approved by the Historic Landmarks Commission prior to installation.
- Following the historic guidelines, the improvements will cost more than the budgeted amount of \$5,000.
- An architect will have to be hired.
- To be discussed further at the regular session.

#### Update Website for Businesses (Current and New) – Action Plan

- Reviewed the [Business & Development page of the website](#). It now includes a directory of all the businesses in the city. Business owners can make edits to theirs and add a logo.
- Estimated completion date of October 2020.

#### Redo Business License Code/Rules/Forms/Process – Action Plan

- Re-wrote the Code from scratch.
- It is currently being reviewed by the City Attorney and then will come to Council for review.
- Estimated completion date of October 2020.

#### IT Infrastructure of City Operations – Action Plan

IT Specialist Cox reviewed the action plan.

- Moved away from Centerlogic after 10+ years of IT service. They were only acting reactionary and did not seem to have the City's best interest in mind.
- Now contracted with MorePower.
- Much of the City's IT equipment was leased from Centerlogic. The City has been returning those devices and purchasing their own. It does cost more right now but will save them money in the long run.
- Writing IT policies with MorePower.

- Estimated completion date of June 2021.

### 3.H Building Semi-Annual Report – Mike

Building Official DeRoia was in attendance to review his report and action plans. Copies are included in the archive packet for this meeting.

#### Building Code Enforcement Process Review – Action Plan

- Need to review Code for updates. Last year, a situation came up where there were two pathways to correct one situation in the Code. That creates confusion.
- There has been some talk about combining a Building Code Enforcement Officer position with a Building Inspector position. Brown added that it would be a new position funded through the General Fund. They knew this was coming. It comes down to finding the right person.
- Walsh added that the Building Department is very busy. The County would like to step back from being used so as a resource. The time feels right to bring someone on.
- Estimated completion date of June 2021.

Mayor Scholl disagreed with combining the positions. A full-time building inspector is needed.

#### Floating Structure Code Amendments – Action Plan

- Need to update references in the Code.
- Estimated completion date of June 2021.

#### E-Permitting Process (Part 1 of 2) – Action Plan

- Actively working on obtaining and being trained on the new software provided by the State. There are 85 jurisdictions that have the same software. Columbia County and Scappoose are already using it. Columbia City is in the process along with St. Helens.
- It gives contractors one method to use when applying for permits.
- It will help in-house processes.
- Migration of data from Springbrook has been a challenge.
- Anticipate going live in August/September.
- Planning will use the software for reviewing building permits.

#### E-Permitting Process (Part 2 of 2) – Action Plan

- The software allows for electronic plan submittal and review.
- The proposed fee schedule includes a new technology fee. The fee covers the transaction charges and helps with future funding to grow the software.

Discussion ensued about the potential to expedite plan review with a fee.

DeRoia reviewed the statistics included in his Building Department report. They are very busy. He thanked Building & Administration Secretary Heidi Davis and Community Development Administrative Assistant Christina Sullivan for helping to keep him on track.

### 3.I Review Proposed Building Department Fee Changes - Mike

No discussion took place.

### 3.J City Administrator Report – John

City Administrator Walsh reported...

- This has been a new format for work sessions. The goal of work sessions is information gathering. It is goal and performance based.
- Reviewed the action plans in his report. Copies are included in the archive packet for this meeting.
- The public housing project on Gable Road and Highway 30 has been recommended for federal funding. It will be a \$70 million invested in the community. There will be 238 units. Affordable housing is a critical need. It will bring revenue to the City by way of building permits, SDC's, and fees. However, it will be a nonprofit and exempt from property taxes.
- The Urban Renewal Agency got off to a rough start. It has limited the City's ability to fund projects.
  - Cascades made a \$25 million investment that will be added to the tax rolls this year.
  - Considering a boundary amendment.
- Working hard on the Veneer site.
  - Phase I – Design and engineering of the riverwalk/boardwalk and stage
  - Phase II – Street design and construction documents for First Street to Plymouth Street and Strand Street to First Street.
- Timber prices have increased to pre-COVID levels. At the suggestion of the City Forester, the City has released a Request for Proposals (RFP) for a timber sale. Bids are due August 12.
- Working on an alternative revenue fund if the Federal BUILD Grant is unsuccessful. There is State funding available through grants and low-interest loans.
- The City received \$394,000 in Coronavirus Relief Funding. That much was received in thanks to assistance from the League of Oregon Cities. The funds are limited to unbudgeted COVID related expenses that serve community needs. The funds need to be spent by the end of the year.
- Talked about the Public Works Director hiring process. In the past, there was a staff panel, community panel, and Council. There was a request to have individual time with each of the candidates. He asked for the Council to discuss that option.

Mayor Scholl asked why anyone would want individual time. Why would they not feel comfortable talking about something in front of elected officials?

Councilor Carlson was concerned about legal ramifications from individual meetings. The process needs to be public and strictly guarded. Every candidate needs to be treated exactly the same. Individual meetings with council members opens it up for opportunities to be accused of bad things happening. If the Council is all together, it is safe from a liability standpoint. Councilor Topaz argued that it is also unprofessional. If you are going to gang-hire, you will lose the professionals. When you talk to a professional, it is one-on-one. You will get a different reaction if you are answering in front of several people. Councilor Carlson pointed out that the way government hires is different than private industry. Councilor Topaz responded that you would get second rate people.

Walsh talked about a City Manager normally hiring staff, but the City is not a City Manager form of government. The Council form of government does open it up for some of the concerns expressed by Councilor Topaz.

Mayor Scholl asked for input from City Attorney Ramis. Ramis said that the Council does have a lot of discretion in the hiring process. He recognizes the point being made with the risks involved when you ask different questions in different settings with candidates. It opens the door to some risk that is not there when you do conduct interviews in a panel. He is not to advocating either way.

Councilor Topaz talked about the technical information in this position that the person should know. In a panel of non-technical people, asking no-technical questions, you can get likes and dislikes but not qualifications. That is a problem with hiring a technical professional. Ramis suggested developing a set of questions with the help of a technical person. Councilor Topaz pointed out that the response time to answer questions gives you an idea of the familiarity. They are trying to hire someone that can be flexible to any number of conditions. A fixed set of questions does not describe that situation. Mayor Scholl disagreed. This position does not require the candidate to be an engineer. Is the Council and Walsh not capable of identifying a qualified person? Councilor Topaz responded that they are not qualified to judge how qualified an engineer is. He is the only one capable of making a decision on the technical part of the position. Mayor Scholl repeated that the position is not required to be an engineer. Councilor Topaz said he needs to be a qualified engineer. The town has a lot of new building coming. Mayor Scholl disagreed with his judgement. The position is about character, livability, and the right fit for the community. It is beyond the scope of one engineering qualification. That is only one small part of the job.

Council President Morten reminded them that they are a team. No one should emerge as an expert and run the show. Councilor Carlson added that it is a team decision.

Discussion ensued.

Walsh is putting together a list of questions, based on a professional executive recruitment. Technical questions can be added as well.

Discussion of interview panels. It was determined to have a Council panel to make the final decision, a management team panel to make recommendations, and a tour of City facilities with the Public Works Supervisor.

- Another revision to the St. Helens Industrial Park is forthcoming.
  - The primary objection to parcellization is to define public rights-of-way to proceed with the design and engineering of utilities.
  - The grading and drainage plan proposal is ready to execute.
- The reservoir feasibility study is ready as well. Mayor Scholl requested the City Forester bring an update to the Council.
- Council is going to have a lot more information in their packets moving forward.
- 13 Nights on the River has been holding its own. Attendance has been covering the cost and attendees are remaining safe.
- Sand Island camping is doing well. The shuttle is very popular.
- There will be a street performance in the Plaza on August 1.

#### 4) **Other Business**

Councilor Topaz talked about Resolution No. 1872 being signed that he was in favor of it. However, he did not vote for it. He began to read a letter into the record but was stopped by

Mayor Scholl who said it was misleading to citizens. A copy of the letter is included in the archive packet for this meeting.

Councilor Topaz informed the Council that the letter has been sent to the newspaper for publication.

5) **Adjourn** – 5:04 p.m.

**Executive Session**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

July 15, 2020

*This meeting was held electronically via Zoom.*

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

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

**Others:** None



At 5:07 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 Luminite Festival
  - Update on the ACSP property transaction at the St. Helens Industrial Business Park

5:28 p.m. – Mayor Scholl lost connectivity to the meeting.

5:30 p.m. – Mayor Scholl came back in via phone.

- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
  - Nothing was discussed

The Executive Session was adjourned at 5:45 p.m.



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

July 15, 2020

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*This meeting was held electronically via Zoom.*

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

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Sue Nelson, Interim Public Works Director

**Others:** Mary McArthur

1) **6:45 PM - Open Public Hearing**

2) **Topic**  
**2.A 2020 COMMUNITY DEVELOPMENT BLOCK GRANT FROM BUSINESS OREGON FOR PUBLIC SERVICES, EMERGENCY SMALL BUSINESS AND MICRO-ENTERPRISE ASSISTANCE GRANT PROGRAM**

City Administrator Walsh briefly explained the purpose for the public hearing and read the public meeting notice into the record.

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## Public Notice and Notice of Public Hearing

The City of St. Helens is eligible to apply for a 2020 Community Development Block Grant from Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements, primarily for persons with low and moderate incomes.

Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2020. The State expects to receive approximately \$18.6 million in additional CDBF funds and if more funds become available from the CDBG program, the City of St. Helens intends to request additional funds for the two project types we are applying for: **Public Services Grant** and **Emergency Small Business and Microenterprise Assistance Grant**.

The City of St. Helens is preparing two applications for 2020 Community Development Block Grants from Business Oregon. The first is a joint project seeking a **Public Services Grant for**

**Columbia County, for COVID-19 Community Response for \$50,000.** The maximum grant that a City or County can receive is \$50,000 for a project of this type. It is estimated that the proposed projects will benefit at least 4,000 persons, of whom 46.36% will be low or moderate income.

**The second application that the City of St Helens may submit is a 2020 Community Development Block Grant from Business Oregon for Emergency Small Business and Microenterprise Assistance Grant, serving Columbia County, for COVID-19 Community Response for \$150,000.** The maximum grant a City or County can receive for a project of this type is \$150,000. It is estimated that the project will benefit 30 to 50 business owners and their employees, of whom 50% will be low- or moderate-income.

A public hearing will be held by the St. Helens City Council at 6:45 PM on July 15, 2020 electronically via phone and video conference. Meeting information and a link to participate is available here: <https://www.ci.st-helens.or.us/calendar>. The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

Written comments are also welcome and must be received by 5:00 PM on July 14, 2020 at [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us) or to City of St. Helens, Attn: City Recorder, 265 Strand Street, St. Helens, OR 97051. Both oral and written comments will be considered by the City Council in deciding whether to apply.

The method of the hearing is accessible to persons with disabilities. Please contact the City Recorder's Office at 503-366-8217 if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and records about the City of St. Helens' past use of Community Development Block Grant funds is available for public review digitally upon request by emailing [rbarry@ci.st-helens.or.us](mailto:rbarry@ci.st-helens.or.us). Advance notice is requested. If special accommodations are needed, please notify the office at 503-366-8217 so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing that is demolished or converted to another use will be replaced.

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Public Comments - No comments received nor submitted for the record.

3) **Close Public Hearing** – 7:52 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

July 15, 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  
Council Stephen R. Topaz

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Assistant City Administrator  
Kathy Payne, City Recorder  
Sue Nelson, Interim Public Works Director  
Mike DeRoia, Building Official  
Tina Curry, Event Coordinator

**Others:** Patrick Birkle  
Carmin Dunn

1) **7:00 PM - Call Regular Session to Order**

2) **Pledge of Allegiance**

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

- ◆ Carmin Dunn. There was conversation at the earlier meeting about public comment at Parks & Trails Commission meetings and not everyone being able to attend meetings during the day. That is also a concern for Council work sessions. It was disappointing to provide public comment and not have back and forth dialogue. There were some brief discussions amongst Council but no action. She suggested allowing public comments at the beginning and the end.

Carmin repeated her recommendation for Council to work on a resolution in support of racial equality and equity. There is no excuse not to have the conversation. The community is divided with a lack of diversity. The Council must take action for our community to become more well-rounded, inclusive, and diverse. She will continue to voice her concerns until a resolution is made. Once a resolution is made, the City must uphold it with regular updates. How does the policy impact black citizens, low income citizens, homeless population, those with substance abuse, etc.? She urged the Council to not just listen but to act.

On the defund the police movement, she really appreciates Chief Greenway's willingness to discuss the issues in the community and his openness for reviewing policy

and listening to citizens. She expressed her disappointment in the Council's lack of response to her email to Chief Greenway. They were all copied on it but only Council President Morten reached out to her separately to discuss it, which she appreciated. She would like to hear the steps that the City is going to take to review the police response to mental health crisis, homelessness, addiction, etc. How can we do better? How can we help our citizens and our police force? It is not fair to put our police force into a situation that could immediately escalate just because they are in uniform. She urged the Council to brainstorm and add an agenda item to discuss it further at the next work session.

Councilor Locke thanked Carmin for sharing her concerns and working with Chief Greenway. He spoke to the Chief right after both demonstrations about how things can be improved. Locke has been on the Community Action Team (CAT) board for 10 years. He is very aware of those issues in town. He is in the process of having Councilor Carlson take his place when he leaves this fall. Council does get involved. He agreed that conversations do need to continue. The Chief has made a few policy changes that will be brought up.

Carmin appreciates the partnership with other agencies. All the responses have been very broad. It would mean a lot to the community if they shared what steps have been taken. There needs to be transparency. This is an important time right now and it is not okay to not take action.

Council President Morten responded that Council listens to testimony and then needs time to act on it. They hear her concerns. Carmin appreciates that response. Just saying that the Council is committed to taking this forward is what she wanted to hear but that was not said earlier. Council President Morten confirmed that a Councilor will need to direct staff to act on it.

Mayor Scholl agreed with Council President Morten. Council discussed this a year ago and a resolution was formed. Carmin expressed her disappointment that Council did not even remember creating the resolution. Mayor Scholl apologized for not meeting her needs. They are taking steps to better the community. He agreed that her concerns will be taken into consideration. They barely had time to eat dinner between meetings tonight. They need time to process her comments. Connect St. Helens is a way to help us move forward through this. It has the funding and right people to help move forward.

Councilor Topaz asked Carmin if she has protocol to help people find programs for drug abuse and homelessness. Carmin responded that she does not have a list, but local agencies can come together to work on it. Councilor Topaz wants numbers for the people that need help. Carmin does not have those numbers now but has requested them from Columbia 911. She suggested Council members go talk to the homeless to find out their needs. She is trying to advocate for those that are less fortunate. Part of the job as a City Councilor is to understand what the community needs. Councilor Topaz said he has done that. The people who need help need to be willing to take the help.

Discussion ensued. Mayor Scholl will give Carmin the information for Connect St. Helens. It is not political group. This is not a quick fix, but they will work on it. The Council serves all citizens and makes the best decisions for all of them.

City Administrator Walsh will take the lead on drafting a resolution.

Carmin expressed her appreciation of the dialogue. She would like to see this more open.

- ◆ Patrick Birkle. He expressed frustration about the City Council's attempts to make meetings less messy, particularly during public comment time. Carmin may not have been aware of how the Council proceeds. He suggests that the Council make a statement before public comments that no action will be made during the meeting. Council can reassure them that it will be addressed later during a public meeting. That was the practice when he was on the St. Helens School Board.

After sitting through the entire work session and listening to conversations for the past 20 minutes, he encouraged the City to read their agreements before meetings, including the standards for communication and treatment of each other. He is always nervous when he speaks publicly and can only imagine the anxiety others would get if they just witnessed what went on.

While he is glad that the Council has adopted a resolution condemning racism and mistreatment of people, the community does have people of color and different sexual orientations who live in fear and anxiety. He is glad to hear that Walsh took the initiative to draft a resolution. There are many people in the community who are hoping and wishing that this will pass by and we can go back to life as usual. That cannot happen because there are those that live in fear that if they raise their heads, they will be knocked down.

Mayor Scholl thanked Patrick for his comments. He is going to bring back the Council rules to the next meeting.

Assistant City Administrator Brown reported that Building Official Mike DeRoia is available online. He did not get to ask during the work session if there were any questions about the Building Code fees.

Building Official DeRoia explained that the proposed fee increase is part of the e-permitting implementing process. The City needs to align its methodology with the state's methodologies. The technology fee was added to cover the cost of the transaction fees and support the increased expenses to the IT fund. Overall, there were not a lot of changes in the pricing. The technology fee is 3%.

Councilor Topaz suggested postponing the technology fee to a later date. DeRoia responded that it is an option. The City will begin incurring the transaction fees when they go live in August or September. He said they can wait to apply the fee until they go live.

Council President Morten pointed out that this should have been discussed during discussion after the motion was made for the resolution.

#### 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**

Mayor Scholl read Ordinance No. 3254 by title for the first time. The final reading will be held at the next regular session.



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

Mayor Scholl read Ordinance No. 3255 by title for the first time. The final reading will be held at the next regular session.

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

No public comments received.

5) **Resolutions**

5.a Resolution No. 1894: A Resolution to Set Building Department Fees

**Motion:** Morten moved, and Carlson seconded to adopt Resolution No. 1894.

Question. Council President Morten asked to give DeRoia an opportunity to answer questions and provide more information about the resolution.

Councilor Carlson asked if the technology fee is for the electronic permitting? DeRoia explained that the technology fee will be applicable to all permits. It was created to cover the transaction fees that the bank charges to the City. He confirmed it is 3% added to the total. The average is a 2.99% charge. The other part of that would be to help bolster up IT funds in their department to support the new equipment they have as well as help grow new electronic services.

Councilor Carlson asked if other places charge technology fees. DeRoia responded that there are other jurisdictions that charge. Oregon City charges 5%. There has been a lot of discussion among building departments. The industry is asking jurisdictions to upgrade their technology systems. Some jurisdictions have added a technology fee, others have increased fees to accommodate for it but do not want to itemize the technology fee. He wants to do it this way so that there is some transparency. They are still a month out from going live. The fee could be adopted but not applied until they go live.

Council was in consensus to not apply the technology fee until they go live.

**Vote:** Ayes: None; Nays: Scholl, Carlson, Locke, Morten, Topaz; motion failed.

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1894, amending it to not charge the technology fee until the system is in place. [AYES: Scholl, Carlson, Councilor Locke, Councilor Morten, Councilor Topaz; Nays: None]

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 Recreation Assistants

**Motion:** Upon Morten's motion and Topaz's second, the Council unanimously adopted Resolution No. 1895. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

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

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously adopted Resolution No. 1896. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

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

- 6.a Extension of Agreement with Structural Nexus LLC for Structural Plan Review Services
- 6.b Request for Full Reconveyance for 340 West Street (Grafton/Saavedra) – CAT Loan Payoff
- 6.c Contract Payments

Councilor Locke recused himself from '6b.'

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

7) **Consent Agenda for Acceptance**

- 7.a Library Board Minutes dated May 11, 2020
- 7.b Arts & Cultural Commission Minutes dated September 24, October 1, and December 3, 2019

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved '7a' and '7b' above. [AYES: Scholl, Carlson, Locke, Morten, Topaz; Nays: None]

8) **Consent Agenda for Approval**

- 8.a Declare Surplus Property – Police Vehicle
- 8.b Declare Surplus Property – IT Equipment
- 8.c Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated June 17, 2020
- 8.d Accounts Payable Bill Lists

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

9) **Mayor Scholl Reports**

- There is a lot going on in the City.
- They have been working on the Goals for quite a while. They are trying to move the City forward in a fashion to get work done quickly.
- He is not in favor of making decisions during the work sessions. There were some action items presented earlier that need follow-up.

Brown reviewed the six items that were presented during the work session and need follow-up:

1. Truancy Court Program. Brown asked if the Council is in favor of Judge Lindgren, Chief Greenway, and School District staff conducting further research about the program. They will bring a recommendation back to Council to make a decision.

**Motion:** Upon Morten's motion and Topaz's second, the Council unanimously agreed to further research being conducted with a report back to Council.

2. Suggestion to change the Arts & Cultural Commission (ACC) and Youth Council (YC) into "Friends of..." programs. It would be a general "Friends of the City" for ACC and a "Friends of the Recreation Program" for YC.

Council President Morten would like to table those for three or four meetings from now.

Councilor Carlson reported that Youth Council is unable to have official meetings right now. If they are unable to move to a "Friends of..." program, they will have to pause meetings. The kids

still want to do things, but she does not want them in hot water because they are not official meetings.

Discussion ensued. Councilor Carlson and Brown will bring back a proposal for YC. They will revisit the ACC change in a few months.

3. Fiber Feasibility Study estimated at \$70,000. Assuming they are allowed the use the CARES funding, they would like to move the study forward.

Councilor Topaz expressed his agreement only if those funds can be used. Brown will conduct further research and update the Council about the funding.

**Motion:** Upon Topaz's motion and Carlson's second, the Council unanimously approved of staff investigating how to proceed with the fiber business.

4. Police Station Ad-hoc Committee

**Motion:** Upon Carlson's motion and Topaz's second, the Council unanimously approved of the formation of an Ad-Hoc Committee for the development of the Police Station.

5. Advertise for an architect RFP to help design the façade of the Bennett building, which is where Utility Billing and Municipal Court are located.

Discussion of the importance of maintaining historical value and following the Code.

**Motion:** Upon Carlson's motion and Morten's second, the Council unanimously directed staff move forward on a plan for the Bennett Building.

6. Building Inspector/Code Enforcement Officer position. Brown recommends that staff review some options and bring back a proposal to Council.

Discussion of how busy the Building Department has become. Mayor Scholl urged staff to move quickly in support of citizens and the Building Official.

**Motion:** Upon Topaz's motion and Carlson's second, the Council unanimously directed staff to move forward with a proposal for a building inspector.

Mayor Scholl is glad they are continuing to move the City forward. He knows they do not always get along or agree but wants to try to be more respectful to each other. It is a lot easier to be more aggressive. This pandemic is affecting him and children in the community. He knows he makes mistakes but will continue to be a better person and better our community. He is looking forward to having some community sit down conversations. They are doing a fairly good job moving the City forward under the current conditions. The Council cares about all citizens.

## 10) Council Member Reports

Council President Morten reported...

- He asked staff to move forward with action items that deal with racial inequities, homelessness, and dehumanization in our community.

**Motion:** Upon Morten's motion and Locke's second, the Council directed Walsh to draft a resolution for mental illness, homelessness, and racial equity. [AYES: Scholl, Carlson, Locke, Morten; Nays: Topaz]

Councilor Topaz declared his opposition because the City is not a social health group. He wants to see the appropriate agencies handle it.

Councilor Locke reported...

- He has served on the CAT Board for at least 10 years. It is a very diverse group. It is their responsibility to offer resources to those in need. Although, the City can support that as well.

Councilor Carlson reported...

- Equity is what she does. The City is the touchstone for everything they do. That means putting in parks and restrooms that are accessible for all. The City has taken steps to have inclusion. The resolution is the starting gate but not the finish line. They can partner with agencies and be a leader of inclusion. It is not news to her that people from different backgrounds are treated unfairly. An action plan can come from the resolution.
- Youth Council has been excited about having physically distanced meetings in the park.
- She appreciates all the testimony.
- The Parks & Trails Commission report was phenomenal. She appreciates all the work they have done. Parks are important, and even more so right now.
- Expressed appreciation to the Parks and Public Works crews for their work.
- The City can come together for all citizens.

Councilor Topaz reported...

- Government Affairs & Project Support Specialist Rachael Barry arranged for him to have a tour of the paper mill. It was led by Cascade manager and Barry. There is a lot of bad blood between Cascade and Mark Comfort. That needs to get resolved since they are a big partner in this community. The manager did not want Comfort on that site at all.

Councilor Carlson told Topaz that it needs to be handled by Walsh.

#### 11) **Other Business**

Walsh said the new process is coming along. He talked about motions not being necessary for the action items that were brought before the Council. It can be done by consensus. Mayor Scholl added that he will start conducting roll call for motions. He also requested Payne include the dunkelisms to each packet.

#### 12) **Adjourn** – 8:15 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

July 24, 2020

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

**Staff Present:** Lisa Scholl, Deputy City Recorder

**Interviewees:** Sue Nelson (11am-12pm)  
William Daniel IV (1-2pm)  
Louis Martinez (2-3pm)



At 11:00 a.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Consider Employment of a Public Officer/Employee, under ORS 192.660(2)(a)**
  - Conduct interviews for the position of Public Works Director

The Executive Session was recessed at 12:01 p.m.

The Executive Session resumed at 1:00 p.m.

The Executive Session was recessed at 3:29 p.m.

The Executive Session resumed at 3:39 p.m.

The Executive Session was adjourned at 4:11 p.m.



ATTEST:

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Lisa Scholl, Deputy City Recorder

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



St. Helens, OR

# Expense Approval Register

et: APPKT00126 - AP 7.9.20 FY 19-20 AND FY 20-21

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
RUBENS LAWN SERVICE	0003206	06/30/2020	MONTHLY LAWN SERVICE	100-705-52023	80.00
RICOH USA INC	10868312	07/10/2020	POLICE EQUIPMENT LEASE 14...	100-705-52023	256.81
THE LAW OFFICES OF JOSEPH D..	1252	07/10/2020	JOSHUA DAGGETT	100-704-52019	125.00
THE LAW OFFICES OF JOSEPH D..	1253	07/10/2020	JEREMY GIBSON	100-704-52019	125.00
THE LAW OFFICES OF JOSEPH D..	1254	07/10/2020	TORIN HANSON	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D..	1255	07/10/2020	BENJAMIN KENT	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D..	1256	07/10/2020	MICHAEL MORTON	100-704-52019	200.00
THE LAW OFFICES OF JOSEPH D..	1257	07/10/2020	SCOTT SHERRILL	100-704-52019	200.00
HELLER ENTERPRISES INC	29852	07/10/2020	V BELT	100-708-52001	70.00
BEMIS	9281	06/30/2020	INSPECTION REQUEST FORM	100-711-52004	230.00
METRO PRESORT	IN624272	06/30/2020	UB BILL PRINTING	100-707-52008	3,494.35
MARTA READ	INV0000595	07/10/2020	19CR000234 MARLYNNE REY...	100-000-21000	30.00
OREGON DEPARTMENT OF RE...	JUNE 2020	06/30/2020	STATE DUII DIVERSION	100-000-20700	780.00
OREGON DEPARTMENT OF RE...	JUNE 2020	06/30/2020	STATE DUII CONVICTION FEE	100-000-20700	485.00
OREGON DEPARTMENT OF RE...	JUNE 2020	06/30/2020	STATE COURT FACILITY	100-000-20800	13.00
OREGON DEPARTMENT OF RE...	JUNE 2020	06/30/2020	LEMLA	100-000-20800	8.20
OREGON DEPARTMENT OF RE...	JUNE 2020	06/30/2020	UNITARY	100-000-20800	44.64
OREGON DEPARTMENT OF RE...	JUNE 2020	06/30/2020	STATE VIOLATION	100-000-20800	505.00
OREGON DEPARTMENT OF RE...	JUNE 2020	06/30/2020	STATE MISD	100-000-20800	460.00
OREGON DEPARTMENT OF RE...	JUNE 2020	06/30/2020	STATE	100-000-20800	302.00
COLUMBIA COUNTY TREASUR...	JUNE 2020	06/30/2020	JAIL ASSESSMENT	100-000-20900	84.59
COLUMBIA COUNTY TREASUR...	JUNE 2020	06/30/2020	COUNTY ASSESSMENT	100-000-20900	353.51
COLUMBIA COUNTY TREASUR...	JUNE 2020	06/30/2020	CITY COURT COSTS DEDUCTED	100-000-36002	-43.81
H & M OVERHEAD DOORS INC	00032	07/13/2020	OVER PAYMENT FOR 2020 BUS...	100-000-35002	60.00
TVW INC	0040622-IN	06/30/2020	POLICE	100-705-52023	810.38
TVW INC	0040622-IN	06/30/2020	COL CENTER	100-706-52023	1,521.19
TVW INC	0040622-IN	06/30/2020	REC CENTER	100-709-52023	123.19
TVW INC	0040622-IN	06/30/2020	CITY HALL	100-715-52023	1,767.78
LAWRENCE OIL COMPANY	019001 2018201	06/30/2020	FUEL PURCHASES	100-715-52022	-0.90
LAWRENCE OIL COMPANY	019001 2018201	06/30/2020	247749	100-715-52022	49.67
OCLC	1000049757	07/13/2020	CAT EXPRESS 1000 TITLES	100-706-52019	1,290.50
CIS	10201PC	07/13/2020	PO-STH-I2020-00PL RENEWAL ...	100-715-52016	78,000.00
PAULY ROGERS AND CO PC	12352	07/13/2020	JUNE 30 2020 AUDIT	100-707-52019	11,930.00
WILBUR-ELLIS COMPANY LLC	13433678	06/30/2020	SEED	100-708-52001	1,618.52
WILBUR-ELLIS COMPANY LLC	13481192	06/30/2020	CAPSTONE ALLIGARE GLYPHO...	100-708-52001	1,607.79
PAULSON PRINTING CO.	13591	06/30/2020	BOOK MARKS	100-706-52028	217.65
LAWRENCE COMPANY	13848	07/13/2020	UNEMPLOYMENT SERVICES 7/...	100-715-52019	100.00
STAPLES BUSINESS CREDIT	1629790745	06/30/2020	OFFICE SUPPLIES	100-715-52004	26.32
JORDAN RAMIS PC ATTORNEYS..	169960	06/30/2020	GENERAL	100-701-52019	519.50
JORDAN RAMIS PC ATTORNEYS..	169962	06/30/2020	PLANNING	100-710-52019	75.00
JORDAN RAMIS PC ATTORNEYS..	169964	06/30/2020	LEGAL SERVICES FRANCHISE F...	100-701-52019	1,213.50
ORKIN	197407101	06/30/2020	265 STRAND PEST SERVICE CIT...	100-715-52019	85.00
ORKIN	198461897	06/30/2020	265 STRAND PEST SERVICE CIT...	100-715-52019	85.00
ORKIN	198462200	06/30/2020	1810 OLD PORTLAND RD PEST ...	100-709-52023	75.00
LEAGUE OF OREGON CITIES	2020-200375	07/13/2020	LOC MEMBERSHIP DUES	100-702-52019	10,171.35
SUNSET EQUIPMENT	72432	06/30/2020	BLADE, MATERIALS	100-708-52001	156.57
COMPLETE CARPET SERVICES	794934	06/30/2020	STEAM CLEANED LIBRARY	100-706-52023	290.50
SHRED-IT C/O STERICYCLE INC	8180007909	06/30/2020	CITY HALL SHRED SERVICE	100-715-52019	169.68
CINTAS	840471365	07/13/2020	PARKS FIRST AID CABINET SER...	100-708-52019	106.04
CINTAS	8404713766	07/13/2020	CITY HALL FIRST AID CABINET ...	100-715-52019	131.15
METRO PLANNING INC	FY 19/20 5101	06/30/2020	GIS	100-710-52006	124.98
METRO PLANNING INC	FY 20/21 5101	07/13/2020	WEB GIS JULY 2020	100-710-52006	62.49
LANE COUNCIL OF GOVERNMENT...	FY21DUES76	07/13/2020	FY21 LOCAL GOVERNMENT PE...	100-702-52019	1,701.00

## Expense Approval Register

Packet: APPKT00126 - AP 7.9.20 FY 19-20 AND FY 20-21

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA LEARNING CENTER	FYI 20/21 COLUMBIA LEARNI...	07/13/2020	ANNUAL RENT SPACE RENT	100-706-52036	3,600.00
METRO PRESORT	IN624406	06/30/2020	JUNE MONTHLY E SERVICE CH...	100-707-52008	50.00
TRAFIC SAFETY SUPPLY	INV027925	06/30/2020	RUTHERFORD PARKWAY SIGN	100-708-52001	65.93
ACE HARDWARE - ST. HELENS	JUNE 2020 60174	06/30/2020	MATERIALS ACE ACCOUNT	100-706-52023	35.14
ACE HARDWARE - ST. HELENS	JUNE 2020 60176	06/30/2020	MATERIALS ACE ACCOUNT	100-708-52001	678.69
ACE HARDWARE - ST. HELENS	JUNE 2020 60176	06/30/2020	MATERIALS ACE ACCOUNT	100-708-52001	4.59
ACE HARDWARE - ST. HELENS	JUNE 2020 60176	06/30/2020	MATERIALS ACE ACCOUNT	100-708-52001	41.35
ACE HARDWARE - ST. HELENS	JUNE 2020 60176	06/30/2020	MATERIALS ACE ACCOUNT	100-708-52001	5.31
ACE HARDWARE - ST. HELENS	JUNE 2020 60176	06/30/2020	MATERIALS ACE ACCOUNT	100-708-52001	2.00
ACE HARDWARE - ST. HELENS	JUNE 2020 60176	06/30/2020	MATERIALS ACE ACCOUNT	100-708-52001	45.97
ACE HARDWARE - ST. HELENS	JUNE 2020 60176	06/30/2020	MATERIALS ACE ACCOUNT	100-708-52001	23.98
ACE HARDWARE - ST. HELENS	JUNE 2020 60176	06/30/2020	MATERIALS ACE ACCOUNT	100-708-52010	9.87
ACE HARDWARE - ST. HELENS	JUNE 2020 60177	06/30/2020	MATERIALS ACE 60177	100-705-52023	24.77
ACE HARDWARE - ST. HELENS	JUNE 2020 60177	06/30/2020	MATERIALS ACE 60177	100-705-52024	17.99
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	100-706-52023	9.71
ERSKINE LAW PRECTICE LLC	JUNE 2020 ERSKINE	06/30/2020	6/16-6/30/2020	100-705-52019	2,677.50
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	1026	100-705-52023	127.50
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	7547	100-705-52023	119.53
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	1554	100-706-52003	28.99
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	7636	100-708-52023	180.79
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	4562	100-708-52023	246.50
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	5643	100-708-52023	255.00
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	7598	100-708-52023	467.74
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	8716	100-708-52023	375.00
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	3955	100-708-52023	255.00
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	7337	100-709-52023	295.80
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	7601	100-715-52023	355.52
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	7539	100-715-52023	96.59
LUCY HEIL ATTORNEY AT LAW	MAY 2020	07/13/2020	LEGAL SERVICES	100-704-52019	1,450.00
COLUMBIA THEATRE	PASS THROUGH GRANT	07/13/2020	CERTIFIED LOCAL GOVERNME...	100-710-52030	11,500.00
U.S BANK EQUIPMENT FINANCE	418102729	06/30/2020	CONTRACT PAYMENT 500052...	100-707-52005	99.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>145,437.90</b>

**Fund: 202 - COMMUNITY DEVELOPMENT**

JORDAN RAMIS PC ATTORNEYS..	169961	06/30/2020	CDBG PROJECT	202-721-52096	2,770.00
E2C	4395	07/13/2020	EQUIPMENT, PROPS, PRINT, S...	202-725-52028	4,149.93
E2C	4396	07/13/2020	TINA CURRY CONSULTING/MA...	202-725-52019	10,000.00
3J CONSULTING, INC	6143	06/30/2020	ST. HELENS INDUSTRAIL BUSIN...	202-722-52098	5,323.50
PORTLAND GENERAL ELECTRIC	INV0000596	06/30/2020	4854421000	202-722-52003	41.68
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>22,285.11</b>

**Fund: 203 - COMMUNITY ENHANCEMENT**

COMMUNITY ACTION TEAM	071020	07/13/2020	LOAN PAYOFF TO CAT	203-717-52028	11,189.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>11,189.00</b>

**Fund: 205 - STREETS**

GOVERNMENT LEASING AND F...	417661808	07/13/2020	ENERGY CONSERVATION MEA...	205-000-55001	45,500.00
GOVERNMENT LEASING AND F...	417661808	07/13/2020	ENERGY CONSERVATION MEA...	205-000-55002	13,974.43
<b>Fund 205 - STREETS Total:</b>					<b>59,474.43</b>

**Fund: 601 - WATER**

LAWRENCE OIL COMPANY	019001 2018201	06/30/2020	247752	601-732-52022	63.38
CITY OF COLUMBIA CITY	06262020	06/30/2020	001754-001	601-732-52003	80.06
CIS	10201PC	07/13/2020	PO-STH-I2020-00PL RENEWAL ...	601-731-52016	58,000.00
HACH	12020893	07/13/2020	REAGENT SET CHLORINE FREE ...	601-731-52001	74.56
HACH	12020893	07/13/2020	REAGENT SET CHLORINE FREE ...	601-732-52023	138.47
ALEXIN ANALYTICAL	40270	06/30/2020	TESTING	601-731-52064	749.00
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	601-731-52001	8.99
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	601-731-52001	120.67
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	601-731-52001	2.39
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	601-731-52001	46.15
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	601-731-52001	7.99
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	601-731-52001	29.99



## Expense Approval Register

Packet: APPKT00126 - AP 7.9.20 FY 19-20 AND FY 20-21

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	601-731-52001	9.98
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	601-732-52001	2.38
Fund 601 - WATER Total:					59,334.01
<b>Fund: 603 - SEWER</b>					
CENTURY LINK	07022020	07/10/2020	600	603-736-52010	22.08
CENTURY LINK	07022020	07/10/2020	293	603-736-52010	22.08
CENTURY LINK	07022020	07/10/2020	688	603-736-52010	22.08
CENTURY LINK	07022020	07/10/2020	654	603-736-52010	22.08
CENTURY LINK	07022020	07/10/2020	488	603-736-52010	120.12
CENTURY LINK	07022020	07/10/2020	293	603-737-52010	22.08
CENTURY LINK	07022020	07/10/2020	654	603-737-52010	22.08
CENTURY LINK	07022020	07/10/2020	688	603-737-52010	22.08
CENTURY LINK	07022020	07/10/2020	600	603-737-52010	22.08
CENTURY LINK	07022020	07/10/2020	488	603-737-52010	120.12
CIS	10201PC	07/13/2020	PO-STH-I2020-00PL RENEWAL ...	603-736-52016	35,000.00
CIS	10201PC	07/13/2020	PO-STH-I2020-00PL RENEWAL ...	603-737-52016	35,000.00
COLUMBIA RIVER PUD	38633	06/30/2020	38633 594 S 9 ST POWER	603-737-52003	8,098.48
ACE HARDWARE - ST. HELENS	JUNE 2020 60180	06/30/2020	MATERIALS ACE 60180	603-735-52019	22.99
ACE HARDWARE - ST. HELENS	JUNE 2020 60180	06/30/2020	MATERIALS ACE 60180	603-736-52001	11.29
ACE HARDWARE - ST. HELENS	JUNE 2020 60180	06/30/2020	MATERIALS ACE 60180	603-736-52001	54.16
ACE HARDWARE - ST. HELENS	JUNE 2020 60180	06/30/2020	MATERIALS ACE 60180	603-736-52001	15.78
ACE HARDWARE - ST. HELENS	JUNE 2020 60180	06/30/2020	MATERIALS ACE 60180	603-737-52001	15.78
ACE HARDWARE - ST. HELENS	JUNE 2020 60180	06/30/2020	MATERIALS ACE 60180	603-737-52001	11.29
ACE HARDWARE - ST. HELENS	JUNE 2020 60180	06/30/2020	MATERIALS ACE 60180	603-737-52001	54.17
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	8333	603-736-52003	150.72
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	8333	603-737-52003	150.71
THOMAS DAMON	SH2001	06/30/2020	WWTP SITE VISIT SCADA	603-737-52003	339.38
Fund 603 - SEWER Total:					79,341.63
<b>Fund: 701 - EQUIPMENT</b>					
CARQUEST AUTO PARTS STOR...	06302020	06/30/2020	AUTO PARTS ACCT 151010 31...	701-000-52001	341.55
CIS	10201PC	07/13/2020	PO-STH-I2020-00PL RENEWAL ...	701-000-52016	52,508.27
Fund 701 - EQUIPMENT Total:					52,849.82
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
CENTURY LINK	06252020	06/30/2020	966B	702-000-52010	346.12
CENTURY LINK	07022020	07/10/2020	798B	702-000-52010	97.93
CENTURY LINK	07022020	07/10/2020	130	702-000-52010	56.45
CENTURY LINK	07022020	07/10/2020	162B	702-000-52010	84.34
CENTURY LINK	07022020	07/10/2020	131	702-000-52010	56.45
CENTURY LINK	07022020	07/10/2020	651	702-000-52010	43.00
CENTURY LINK	07022020	07/10/2020	967	702-000-52010	124.82
CENTURY LINK	07022020	07/10/2020	579	702-000-52010	44.16
CENTURY LINK	07022020	07/10/2020	228	702-000-52010	86.62
CENTURY LINK	07022020	07/10/2020	909	702-000-52010	76.98
CENTURY LINK	07022020	07/10/2020	818	702-000-52010	383.81
CENTURY LINK	07022020	07/10/2020	796	702-000-52010	42.46
VERIZON	9857699700	06/30/2020	CELL SERVICE ACCT 242060134..	702-000-52010	173.04
COMCAST	07012020	07/13/2020	REC ACCT 8778 10 201 0914924	702-000-52003	168.40
MORE POWER TECHNOLOGY ...	10532	07/13/2020	IT SUPPORT	702-000-52019	10,451.65
MORE POWER TECHNOLOGY ...	10542	07/13/2020	NETGEAR PROSAFE	702-000-52019	545.19
CENTERLOGIC INC	60337	07/13/2020	AGREEMENT OFFICE 365	702-000-52006	750.00
COMCAST	8778108990004669	07/13/2020	COMCAST CABLE 8778108990...	702-000-52003	1,054.22
HAGAN HAMILTON INSURANCE	STHELEN-09	07/13/2020	20/21 NEW CYBER POLICY	702-000-52016	15,230.19
COMCAST	06252020	07/09/2020	COMCAST CABLE 8778102010...	702-000-52003	108.35
Fund 702 - INFORMATION SYSTEMS Total:					29,924.18
<b>Fund: 703 - PW OPERATIONS</b>					
LAWRENCE OIL COMPANY	019001 2018201	06/30/2020	247748	703-734-52022	813.26
LAWRENCE OIL COMPANY	019001 2018201	06/30/2020	247750	703-734-52022	48.98
THE SHERWIN WILLIAMS CO	0225-5	06/30/2020	PAINT WHITE GREEN GOLD	703-734-52023	385.44
CIS	10201PC	07/13/2020	PO-STH-I2020-00PL RENEWAL ...	703-734-52016	125,842.54

## Expense Approval Register

Packet: APPKT00126 - AP 7.9.20 FY 19-20 AND FY 20-21

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JORDAN RAMIS PC ATTORNEYS..	169963	06/30/2020	PUBIC WORKS ENG.	703-733-52019	105.00
CINTAS	8404713764	07/13/2020	FIRST AID CABINET SERVICE	703-734-52019	146.26
METRO PLANNING INC	FY 19/20 5101	06/30/2020	GIS	703-733-52026	175.02
METRO PLANNING INC	FY 20/21 5101	07/13/2020	WEB GIS JULY 2020	703-733-52006	87.51
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	703-734-52023	24.99
ACE HARDWARE - ST. HELENS	JUNE 2020 60181	06/30/2020	MATERIALS ACE ACCOUNT	703-734-52023	25.58
HUDSON GARBAGE SERVICE	JUNE 2020	06/30/2020	7555	703-734-52023	90.49
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>127,745.07</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
COLUMBIA NW HEATING INC	15895476	07/13/2020	ST HELENS SENIOR CENTER	704-000-53025	1,068.00
ACE HARDWARE - ST. HELENS	JUNE 2020 60174	06/30/2020	MATERIALS ACE ACCOUNT	704-000-53018	2.03
ACE HARDWARE - ST. HELENS	JUNE 2020 60174	06/30/2020	MATERIALS ACE ACCOUNT	704-000-53018	7.59
ACE HARDWARE - ST. HELENS	JUNE 2020 60174	06/30/2020	MATERIALS ACE ACCOUNT	704-000-53018	22.67
ACE HARDWARE - ST. HELENS	JUNE 2020 60174	06/30/2020	MATERIALS ACE ACCOUNT	704-000-53018	16.97
ACE HARDWARE - ST. HELENS	JUNE 2020 60174	06/30/2020	MATERIALS ACE ACCOUNT	704-000-53018	25.18
ACE HARDWARE - ST. HELENS	JUNE 2020 60174	06/30/2020	MATERIALS ACE ACCOUNT	704-000-53018	6.45
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>1,148.89</b>
<b>Grand Total:</b>					<b>588,730.04</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	145,437.90
202 - COMMUNITY DEVELOPMENT	22,285.11
203 - COMMUNITY ENHANCEMENT	11,189.00
205 - STREETS	59,474.43
601 - WATER	59,334.01
603 - SEWER	79,341.63
701 - EQUIPMENT	52,849.82
702 - INFORMATION SYSTEMS	29,924.18
703 - PW OPERATIONS	127,745.07
704 - FACILITY MAJOR MAINTNANCE	1,148.89
<b>Grand Total:</b>	<b>588,730.04</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20700	State Surcharge	1,265.00
100-000-20800	State Assessment	1,332.84
100-000-20900	County Assessment	438.10
100-000-21000	Court Restitution Paymen...	30.00
100-000-35002	Business Licenses	60.00
100-000-36002	Fines - Court	-43.81
100-701-52019	Professional Services	1,733.00
100-702-52019	Professional Services	11,872.35
100-704-52019	Professional Services	2,500.00
100-705-52019	Professional Services	2,677.50
100-705-52023	Facility Maintenance	1,418.99
100-705-52024	Miscellaneous	17.99
100-706-52003	Utilities	28.99
100-706-52019	Professional Services	1,290.50
100-706-52023	Facility Maintenance	1,856.54
100-706-52028	Projects & Programs	217.65
100-706-52036	Makerspace	3,600.00
100-707-52005	Small Equipment	99.00
100-707-52008	Printing	3,544.35
100-707-52019	Professional Services	11,930.00
100-708-52001	Operating Supplies	4,320.70
100-708-52010	Telephone	9.87
100-708-52019	Professional Services	106.04
100-708-52023	Facility Maintenance	1,780.03
100-709-52023	Facility Maintenance	493.99
100-710-52006	Computer Maintenance	187.47
100-710-52019	Professional Services	75.00
100-710-52030	CLG	11,500.00
100-711-52004	Office Supplies	230.00
100-715-52004	Office Supplies	26.32
100-715-52016	Insurance - General	78,000.00
100-715-52019	Professional Services	570.83
100-715-52022	Fuel/Oil	48.77
100-715-52023	Facility Maintenance	2,219.89
202-721-52096	CDBG Grant Expenses	2,770.00
202-722-52003	Utilities	41.68
202-722-52098	Industrial Park Master Plan	5,323.50
202-725-52019	Professional Services	10,000.00
202-725-52028	Projects & Programs	4,149.93
203-717-52028	Projects & Programs	11,189.00
205-000-55001	Principle	45,500.00
205-000-55002	Interest	13,974.43
601-731-52001	Operating Supplies	300.72
601-731-52016	Insurance - General	58,000.00
601-731-52064	Lab Testing	749.00

**Account Summary**

Account Number	Account Name	Expense Amount
601-732-52001	Operating Supplies	2.38
601-732-52003	Utilities	80.06
601-732-52022	Fuel / Oil	63.38
601-732-52023	Facility Maintenance	138.47
603-735-52019	Professional Services	22.99
603-736-52001	Operating Supplies	81.23
603-736-52003	Utilities	150.72
603-736-52010	Telephone	208.44
603-736-52016	Insurance - General	35,000.00
603-737-52001	Operating Supplies	81.24
603-737-52003	Utilities	8,588.57
603-737-52010	Telephone	208.44
603-737-52016	Insurance - General	35,000.00
701-000-52001	Operating Supplies	341.55
701-000-52016	Insurance - General	52,508.27
702-000-52003	Utilities	1,330.97
702-000-52006	Computer Maintenance	750.00
702-000-52010	Telephone	1,616.18
702-000-52016	Insurance - General	15,230.19
702-000-52019	Professional Services	10,996.84
703-733-52006	Computer Maintenance	87.51
703-733-52019	Professional Services	105.00
703-733-52026	Equipment Fund Charges	175.02
703-734-52016	Insurance - General	125,842.54
703-734-52019	Professional Services	146.26
703-734-52022	Fuel / Oil	862.24
703-734-52023	Facility Maintenance	526.50
704-000-53018	Capital Outlay - City Hall	80.89
704-000-53025	Capital Outlay - Sr Center	1,068.00
	<b>Grand Total:</b>	<b>588,730.04</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	588,730.04
<b>Grand Total:</b>	<b>588,730.04</b>



St. Helens, OR

# Expense Approval Register

Packet: APPKT00127 - AP 7.15.20 SAIF

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	100-701-51009	162.59
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	100-702-51009	158.00
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	100-703-51009	158.00
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	100-704-51009	158.00
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	100-705-51009	22,839.34
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	100-706-51009	3.30
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	100-707-51009	158.00
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	100-708-51009	3,969.08
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	100-710-51009	158.00
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	100-711-51009	2,544.86
<b>Fund 100 - GENERAL FUND Total:</b>					<b>30,309.17</b>
<b>Fund: 701 - EQUIPMENT</b>					
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	701-000-51009	1,305.71
<b>Fund 701 - EQUIPMENT Total:</b>					<b>1,305.71</b>
<b>Fund: 703 - PW OPERATIONS</b>					
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	703-734-51009	342.56
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	703-734-51009	9,172.32
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	703-734-51009	4,072.52
SAIF COPORTATION	JULY 2020	07/15/2020	ANNUAL PREMIUM 7/1/2020-...	703-734-51009	480.18
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>14,067.58</b>
<b>Grand Total:</b>					<b>45,682.46</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	30,309.17
701 - EQUIPMENT	1,305.71
703 - PW OPERATIONS	14,067.58
<b>Grand Total:</b>	<b>45,682.46</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-701-51009	Workers Comp	162.59
100-702-51009	Workers Comp	158.00
100-703-51009	Workers Comp	158.00
100-704-51009	Workers Comp	158.00
100-705-51009	Workers Comp	22,839.34
100-706-51009	Workers Comp	3.30
100-707-51009	Workers Comp	158.00
100-708-51009	Workers Comp	3,969.08
100-710-51009	Workers Comp	158.00
100-711-51009	Workers Comp	2,544.86
701-000-51009	Workers Comp	1,305.71
703-734-51009	Workers Comp	14,067.58
Grand Total:		45,682.46

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	45,682.46
<b>Grand Total:</b>	<b>45,682.46</b>



St. Helens, OR

# Expense Approval Register

Packet: APPKT00133 - AP 7.17.20 FY 20-21

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
INGRAM LIBRARY SERVICES	46855364	07/15/2020	BOOKS / AUDIO BOOKS	100-706-52033	34.42
INGRAM LIBRARY SERVICES	46855366	07/15/2020	BOOKS / AUDIO BOOKS	100-706-52033	952.18
INGRAM LIBRARY SERVICES	46855365	07/16/2020	BOOKS / AUDIO BOOKS	100-706-52033	401.02
INGRAM LIBRARY SERVICES	46855367	07/16/2020	BOOKS / AUDIO BOOKS	100-706-52033	11.86
INGRAM LIBRARY SERVICES	46855368	07/16/2020	BOOKS / AUDIO BOOKS	100-706-52033	13.36
PRAETORIAN DIGITAL	INV4455	07/16/2020	POLICE ONE ACADEMY	100-705-52006	3,835.50
TVW INC	0040751-IN	07/17/2020	JANITORIAL SERVICES CITY	100-715-52023	1,767.78
TVW INC	0040752-IN	07/17/2020	JANITORIAL SRVC AT	100-706-52023	1,521.19
TVW INC	0040753-in	07/17/2020	JANITORIAL SERVICE AT POLICE	100-705-52023	810.83
TVW INC	0040754-IN	07/17/2020	JANITORIAL SERVICES REC	100-709-52023	123.19
DRAKES TOWING AND	06092019	07/17/2020	TOWING YBB343	100-705-52019	190.00
ACTIVE NETWORK LLC	1013872	07/17/2020	100% TOTAL SERVICE COSTS A	100-706-52006	1,350.00
CHAVES CONSULTING INC	191329	07/17/2020	MONTHLY USER FEE	100-702-52019	296.16
EMERGENCY RESPONDER	20-074 OR	07/17/2020	2019 FORD INTERCEPTOR	100-705-52001	10,091.89
GILLESPIE GRAPHICS	31416011	07/17/2020	CAR POLICE WRAP	100-705-52001	5,279.00
ACTIVE NETWORK LLC	4100166367	07/17/2020	MAXGALAXY-FUNCTIONALITY:	100-709-52006	400.00
COMMUNICATIONS	70003	07/17/2020	REPLACEMENT RMA /	100-705-52005	62.25
TROTTER & MORTON FACILITY	77178	07/17/2020	C11165 POLICE	100-705-52023	1,011.00
TROTTER & MORTON FACILITY	77181	07/17/2020	G10115 LIBRARY	100-706-52023	3,585.25
SHRED-IT C/O STERICYCLE INC	8180010447	07/17/2020	CITY HALL SHRED SERVICE	100-715-52019	142.14
ARISA CUPP	INV0000597	07/17/2020	REFUND PARK RENTAL FIELD	100-000-35018	360.00
NW NATURAL GAS	INV0000598	07/17/2020	5638	100-705-52003	18.65
NW NATURAL GAS	INV0000598	07/17/2020	8563	100-708-52003	19.94
NW NATURAL GAS	INV0000598	07/17/2020	0109	100-709-52003	40.97
NW NATURAL GAS	INV0000598	07/17/2020	2848	100-715-52003	18.49
NW NATURAL GAS	INV0000598	07/17/2020	5285	100-715-52003	18.65
SOLUTIONS YES	INV242824	07/17/2020	C11461-01	100-704-52005	49.34
SOLUTIONS YES	INV24397	07/17/2020	SO100179	100-702-52005	595.00
COLUMBIA RIVER PUD	JULY	07/17/2020	150 S 13 ST POLICE STATION	100-705-52003	418.82
COLUMBIA RIVER PUD	JULY	07/17/2020	150 S 13TH ST- POLICE	100-705-52003	89.89
COLUMBIA RIVER PUD	JULY	07/17/2020	375 S 18TH ST COLUMBIA	100-706-52003	698.72
COLUMBIA RIVER PUD	JULY	07/17/2020	475 S 18TH ST- MCCORMICK	100-708-52003	30.95
COLUMBIA RIVER PUD	JULY	07/17/2020	200 N 7TH ST - PARK	100-708-52003	25.56
COLUMBIA RIVER PUD	JULY	07/17/2020	265 STRAND ST. - SPLASH PAD	100-708-52003	26.19
COLUMBIA RIVER PUD	JULY	07/17/2020	299 N 6TH ST - PARKS	100-708-52003	25.25
COLUMBIA RIVER PUD	JULY	07/17/2020	200 N RIVER ST - GREY CLIFFS	100-708-52003	28.76
COLUMBIA RIVER PUD	JULY	07/17/2020	264 STRAND ST- COL VIEW	100-708-52003	23.64
COLUMBIA RIVER PUD	JULY	07/17/2020	475 S 18TH ST	100-708-52003	83.88
COLUMBIA RIVER PUD	JULY	07/17/2020	475 S 18TH ST - MCCORMICK	100-708-52003	59.72
COLUMBIA RIVER PUD	JULY	07/17/2020	162 MCMICHAEL ST -	100-708-52003	255.43
COLUMBIA RIVER PUD	JULY	07/17/2020	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	40.24
COLUMBIA RIVER PUD	JULY	07/17/2020	120 WHITE WAY - WALNUT	100-708-52003	25.25
COLUMBIA RIVER PUD	JULY	07/17/2020	264 STRAND ST- PARKS/	100-708-52003	17.82
COLUMBIA RIVER PUD	JULY	07/17/2020	475 S 18TH ST	100-708-52003	57.49
COLUMBIA RIVER PUD	JULY	07/17/2020	264 STRAND ST- COL VIEW	100-708-52046	23.63
COLUMBIA RIVER PUD	JULY	07/17/2020	265 STRAND ST. - DOCKS	100-708-52046	153.23
COLUMBIA RIVER PUD	JULY	07/17/2020	264 STRAND ST- PARKS/	100-708-52047	17.81
COLUMBIA RIVER PUD	JULY	07/17/2020	277 STRAND ST- CITY HALL UB	100-715-52003	98.25
COLUMBIA RIVER PUD	JULY	07/17/2020	265 STRAND ST- CITY HALL UP	100-715-52003	141.42
COLUMBIA RIVER PUD	JULY	07/17/2020	277 STRAND ST -	100-715-52003	27.36
COLUMBIA RIVER PUD	JULY	07/17/2020	275 STRAND ST- CITY HALL UB /	100-715-52003	105.59
COLUMBIA RIVER PUD	JULY	07/17/2020	265 STRAND ST- CITY HALL	100-715-52003	517.11



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MOMAR INC	PSI1352355	07/17/2020	PARKS SUPPLIES	100-708-52001	925.50
<b>Fund 100 - GENERAL FUND Total:</b>					<b>36,917.57</b>

**Fund: 201 - VISITOR TOURISM**

NW NATURAL GAS	INV0000598	07/17/2020	7764	201-000-52003	37.34
NW NATURAL GAS	INV0000598	07/17/2020	9614	201-000-52003	15.99
MASONIC BUILDING LLC	JULY AUG 2020	07/17/2020	LEASE PAYMENT AUG	201-000-52059	3,000.00
MASONIC BUILDING LLC	JULY AUG 2020	07/17/2020	LEASE PAYMENT JULY	201-000-52059	3,000.00
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>6,053.33</b>

**Fund: 202 - COMMUNITY DEVELOPMENT**

BOISE WHITE PAPER LLC	08012020	07/16/2020	NOTE PAYEMNT	202-722-55001	12,500.00
E2C	4397	07/16/2020	ADVERTISING	202-725-52011	1,115.00
E2C	4397	07/16/2020	STAFF ST. HELENS	202-725-52019	700.02
E2C	4397	07/16/2020	ENTERTAINMENT ST. HELENS	202-725-52028	2,897.46
E2C	4397	07/16/2020	PROPS	202-725-52028	283.00
E2C	4397	07/16/2020	ADVERTISING ST. HELENS	202-725-52028	1,367.00
BOISE WHITE PAPER LLC	07012020	07/17/2020	LEASE REVENUE SHARING	202-722-55001	10,000.00
RADLER WHITE PARKS &	24718	07/17/2020	MOORAGE LEASE TO WCP INC	202-721-52019	2,992.50
MAUL FOSTER ALONGI INC	39514	07/17/2020	GOVERNANCE AND PUBLIC	202-721-52019	1,632.50
MAUL FOSTER ALONGI INC	39514	07/17/2020	COMMUNITY WIDE	202-721-52050	2,540.00
MAUL FOSTER ALONGI INC	39514	07/17/2020	IGA PHASE 1 LAGOON	202-722-52019	3,637.50
PORTLAND GENERAL ELECTRIC	INV0000599	07/17/2020	1650931000 1300 KASTER RD	202-722-52003	20.99
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>39,685.97</b>

**Fund: 205 - STREETS**

EAGLE STAR ROCK PRODUCTS	37986	07/17/2020	STREETS	205-000-52001	140.49
EAGLE STAR ROCK PRODUCTS	38055	07/17/2020	10TH STREET	205-000-52001	91.56
ENVIROAD LLC	6463	07/17/2020	EARTHBIND 100	205-000-52001	2,845.00
COLUMBIA RIVER PUD	JULY	07/17/2020	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	38.83
COLUMBIA RIVER PUD	JULY	07/17/2020	715 S COLUMBIA RIVER HWY -	205-000-52003	68.40
COLUMBIA RIVER PUD	JULY	07/17/2020	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	43.13
COLUMBIA RIVER PUD	JULY	07/17/2020	191 N MILTON WAY - SIGNAL	205-000-52003	35.79
COLUMBIA RIVER PUD	JULY	07/17/2020	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	105.50
COLUMBIA RIVER PUD	JULY	07/17/2020	191 N MILTON WAY-	205-000-52003	25.56
COLUMBIA RIVER PUD	JULY	07/17/2020	1370 COLUMBIA BLVD.-	205-000-52003	37.98
COLUMBIA RIVER PUD	JULY	07/17/2020	265 STRAND ST	205-000-52003	3,628.09
COLUMBIA RIVER PUD	JULY	07/17/2020	58651 COLUMBIA RIVER HWY	205-000-52003	25.77
<b>Fund 205 - STREETS Total:</b>					<b>7,086.10</b>

**Fund: 601 - WATER**

EAGLE STAR ROCK PRODUCTS	38110	07/17/2020	N 12TH WATER	601-731-52001	286.23
EAGLE STAR ROCK PRODUCTS	38151	07/17/2020	GABLE WATER	601-731-52001	141.64
EAGLE STAR ROCK PRODUCTS	7960	07/17/2020	12TH STREET	601-731-52001	152.46
COLUMBIA RIVER PUD	JULY	07/17/2020	2300 STRAND ST - WELL 2	601-731-52003	210.13
COLUMBIA RIVER PUD	JULY	07/17/2020	1680 1 ST -	601-731-52003	1,981.64
COLUMBIA RIVER PUD	JULY	07/17/2020	62420 COLUMBIA RIVER HWY -	601-731-52003	119.90
COLUMBIA RIVER PUD	JULY	07/17/2020	58791 COLUMBIA RIVER HWY -	601-731-52003	35.44
COLUMBIA RIVER PUD	JULY	07/17/2020	57500 OLD PORTLAND RD -	601-731-52003	31.96
COLUMBIA RIVER PUD	JULY	07/17/2020	PUMP AERIE CT	601-731-52003	65.63
COLUMBIA RIVER PUD	JULY	07/17/2020	35261 PITTSBURG RD- PW	601-731-52003	27.71
COLUMBIA RIVER PUD	JULY	07/17/2020	1215 FOURTH ST - WFF	601-732-52003	4,531.40
<b>Fund 601 - WATER Total:</b>					<b>7,584.14</b>

**Fund: 603 - SEWER**

NW NATURAL GAS	INV0000598	07/17/2020	5750	603-736-52003	18.10
NW NATURAL GAS	INV0000598	07/17/2020	5750	603-737-52003	18.10
COLUMBIA RIVER PUD	JULY	07/17/2020	37700 CLARK ST - PS 8	603-735-52003	25.64
COLUMBIA RIVER PUD	JULY	07/17/2020	451 PLYMOTH ST - WWTP	603-736-52003	1,601.43
COLUMBIA RIVER PUD	JULY	07/17/2020	451 PLYMOTH ST - WWTP	603-737-52003	1,601.42
COLUMBIA RIVER PUD	JULY	07/17/2020	240 MADRONA CT	603-738-52003	154.46
COLUMBIA RIVER PUD	JULY	07/17/2020	169 S 4TH ST WATER FLOW	603-738-52003	64.24
COLUMBIA RIVER PUD	JULY	07/17/2020	35139 MAPLE ST. - PS 11	603-738-52003	78.26
COLUMBIA RIVER PUD	JULY	07/17/2020	124 S 4 ST - PS 3	603-738-52003	34.77

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	JULY	07/17/2020	145 N RIVER ST- PS 2	603-738-52003	93.17
COLUMBIA RIVER PUD	JULY	07/17/2020	320 S 1ST ST- PS #1	603-738-52003	131.74
COLUMBIA RIVER PUD	JULY	07/17/2020	59500 OLD PORTLAND RD - PS	603-738-52003	139.87
<b>Fund 603 - SEWER Total:</b>					<b>3,961.20</b>
<b>Fund: 605 - STORM</b>					
EAGLE STAR ROCK PRODUCTS	37986	07/17/2020	STREETS	605-000-52001	140.49
<b>Fund 605 - STORM Total:</b>					<b>140.49</b>
<b>Fund: 701 - EQUIPMENT</b>					
PAPE MACHINERY	12132088	07/17/2020	WHEEL LOCK SCREW BOLT	701-000-52001	59.45
PAPE MACHINERY	12132110	07/17/2020	WHEEL SCREW	701-000-52001	95.73
ENVIRO-CLEAN EQUIPMNET	20-51653	07/17/2020	STANDARD HEAD SKID	701-000-52001	1,950.98
KINNEAR SPECIALTIES INC	5028927	07/17/2020	HOSE ASSEMBLY	701-000-52001	132.97
<b>Fund 701 - EQUIPMENT Total:</b>					<b>2,239.13</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
MORE POWER TECHNOLOGY	10526	07/17/2020	TECH REG SUPPORT	702-000-52019	65.00
COMCAST	8778 10 201 0869144	07/17/2020	PW 8778102010869144	702-000-52003	130.83
CENTURY LINK	JUNE 2020	07/17/2020	632B	702-000-52010	41.35
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>237.18</b>
<b>Fund: 703 - PW OPERATIONS</b>					
EAGLE STAR ROCK PRODUCTS	37966	07/17/2020	SHOP ROCK	703-734-52001	444.26
EAGLE STAR ROCK PRODUCTS	38008	07/17/2020	SHOP	703-734-52001	479.53
EAGLE STAR ROCK PRODUCTS	38021	07/17/2020	SHOP	703-734-52001	158.13
TROTTER & MORTON FACILITY	77125	07/17/2020	C10245 PUBLIC WORKS	703-734-52023	239.50
NW NATURAL GAS	INV0000598	07/17/2020	8675	703-734-52003	15.99
SOLUTIONS YES	INV242956	07/17/2020	C11460-01	703-733-52005	64.62
COLUMBIA RIVER PUD	JULY	07/17/2020	650 OREGON ST -LEMONT	703-734-52003	307.88
COLUMBIA RIVER PUD	JULY	07/17/2020	984 OREGON ST	703-734-52003	152.35
COLUMBIA RIVER PUD	JULY	07/17/2020	984 OREGON ST - PW SHOP	703-734-52003	112.62
COLUMBIA RIVER PUD	JULY	07/17/2020	1230 DEER ISLAND RD - PW	703-734-52003	48.31
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>2,023.19</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
AKS ENGINEERING & FORESTRY	8041-02-01	07/17/2020	KAster ROAD-ST HELENS 8041-	704-000-53024	8,336.20
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>8,336.20</b>
<b>Grand Total:</b>					<b>114,264.50</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	36,917.57
201 - VISITOR TOURISM	6,053.33
202 - COMMUNITY DEVELOPMENT	39,685.97
205 - STREETS	7,086.10
601 - WATER	7,584.14
603 - SEWER	3,961.20
605 - STORM	140.49
701 - EQUIPMENT	2,239.13
702 - INFORMATION SYSTEMS	237.18
703 - PW OPERATIONS	2,023.19
704 - FACILITY MAJOR MAINTNANCE	8,336.20
<b>Grand Total:</b>	<b>114,264.50</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-35018	Park Rental Fees	360.00
100-702-52005	Small Equipment	595.00
100-702-52019	Professional Services	296.16
100-704-52005	Small Equipment	49.34
100-705-52001	Operating Supplies	15,370.89
100-705-52003	Utilities	527.36
100-705-52005	Small Equipment	62.25
100-705-52006	Computer Maintenance	3,835.50
100-705-52019	Professional Services	190.00
100-705-52023	Facility Maintenance	1,821.83
100-706-52003	Utilities	698.72
100-706-52006	Computer Maintenance	1,350.00
100-706-52023	Facility Maintenance	5,106.44
100-706-52033	Printed Materials	1,412.84
100-708-52001	Operating Supplies	925.50
100-708-52003	Utilities	720.12
100-708-52046	Dock Services	176.86
100-708-52047	Marine Board	17.81
100-709-52003	Utilities	40.97
100-709-52006	Computer Maintenance	400.00
100-709-52023	Facility Maintenance	123.19
100-715-52003	Utilities	926.87
100-715-52019	Professional Services	142.14
100-715-52023	Facility Maintenance	1,767.78
201-000-52003	Utilities	53.33
201-000-52059	Events - General	6,000.00
202-721-52019	Professional Services	4,625.00
202-721-52050	Community Wide	2,540.00
202-722-52003	Utilities	20.99
202-722-52019	Professional Services	3,637.50
202-722-55001	Principal	22,500.00
202-725-52011	Public Information	1,115.00
202-725-52019	Professional Services	700.02
202-725-52028	Projects & Programs	4,547.46
205-000-52001	Operating Supplies	3,077.05
205-000-52003	Utilities	4,009.05
601-731-52001	Operating Supplies	580.33
601-731-52003	Utilities	2,472.41
601-732-52003	Utilities	4,531.40
603-735-52003	Utilities	25.64
603-736-52003	Utilities	1,619.53
603-737-52003	Utilities	1,619.52
603-738-52003	Utilities	696.51
605-000-52001	Operating Supplies	140.49

**Account Summary**

Account Number	Account Name	Expense Amount
701-000-52001	Operating Supplies	2,239.13
702-000-52003	Utilities	130.83
702-000-52010	Telephone	41.35
702-000-52019	Professional Services	65.00
703-733-52005	Small Equipment	64.62
703-734-52001	Operating Supplies	1,081.92
703-734-52003	Utilities	637.15
703-734-52023	Facility Maintenance	239.50
704-000-53024	Capital Outlay - PD Station	8,336.20
	<b>Grand Total:</b>	<b>114,264.50</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	114,264.50
<b>Grand Total:</b>	<b>114,264.50</b>



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# Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
TROTTER & MORTON FACILITY	77200	07/21/2020	SVC CALL AC UNIT STUCK ON	100-715-52023	1,118.73
LUCY HEIL ATTORNEY AT LAW	JUNE 2020	07/21/2020	LEGAL SERVICES 6/1-6/29	100-704-52019	2,200.00
ERSKINE LAW PRECTICE LLC	07222020	07/22/2020	7/2-7/13	100-705-52019	1,150.00
COLUMBIA COUNTY COMM.	20206CSH	07/22/2020	WORK CREW	100-708-52019	1,125.00
BULLARD LAW	44481	07/24/2020	GENERAL LABOR	100-701-52019	130.00
BEMIS	9314	07/24/2020	STANDARD WHT 100 SHEET	100-715-52004	28.00
EASYPERMIT POSTAGE	INV0000603	07/24/2020	METER REFILL POSTAGE	100-715-52009	500.00
ADAM RAETHKE - AP	INV0000604	07/24/2020	REIMB. OF FIREARM	100-705-52002	506.48
NW NATURAL GAS	07142020	07/27/2020	7673	100-706-52003	16.45
NW NATURAL GAS	07142020	07/27/2020	3047	100-708-52003	21.24
ORKIN	199579427	07/27/2020	265 STRAND PEST SERVICE CITY	100-715-52019	85.00
ORKIN	199579731	07/27/2020	1810 OLD PORTLAND RD PEST	100-709-52023	50.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>6,930.90</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
CITY OF ST. HELENS	INV0000601	07/24/2020	01-00178-001 MASONIC	201-000-52003	40.83
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>40.83</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
JORDAN RAMIS PC ATTORNEYS	170159	07/21/2020	COMMUNITY DEVELOPMENT	202-721-52051	70.00
JORDAN RAMIS PC ATTORNEYS	170160	07/21/2020	CDBG CONTRACT REVIEW	202-721-52096	2,700.00
PORT OF COLUMBIA COUNTY	5323	07/21/2020	COL COUNTY SAFETY PROJECT	202-721-52019	7,500.00
COLUMBIA COUNTY	042019-202	07/24/2020	CCET ANNUAL MEMBERSHP	202-721-52019	15,000.00
COLUMBIA PACIFIC EDD	5	07/24/2020	APRIL -JUNE 2020 GRANT	202-721-52096	825.00
PORTLAND GENERAL ELECTRIC	INV0000602	07/24/2020	7357701000	202-722-52003	44.71
RADLER WHITE PARKS &	24717	07/27/2020	ACSP TRANSACTION	202-721-52019	4,000.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>30,139.71</b>
<b>Fund: 601 - WATER</b>					
LAWRENCE OIL COMPANY	019001-2019701	07/21/2020	247752	601-732-52022	53.21
NORTHSTAR CHEMICAL	173328	07/24/2020	SODIUM HYPOCHLORITE 12.5%	601-732-52083	542.32
<b>Fund 601 - WATER Total:</b>					<b>595.53</b>
<b>Fund: 603 - SEWER</b>					
COMCAST	INV0000600	07/21/2020	0082	603-736-52003	62.45
COMCAST	INV0000600	07/21/2020	0082	603-737-52003	62.45
PEAK ELECTRIC GROUP LLC	20674	07/24/2020	ELECTRIC WORK WWTP	603-737-52001	1,230.00
NW NATURAL GAS	07142020	07/27/2020	7720	603-736-52003	8.00
NW NATURAL GAS	07142020	07/27/2020	7720	603-737-52003	7.99
<b>Fund 603 - SEWER Total:</b>					<b>1,370.89</b>
<b>Fund: 701 - EQUIPMENT</b>					
HELLER ENTERPRISES INC	28722	07/24/2020	MACHINE PIN	701-000-52001	30.00
<b>Fund 701 - EQUIPMENT Total:</b>					<b>30.00</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
COMCAST	07122020	07/24/2020	WFF ACCT 8778102040493238	702-000-52003	155.44
CENTURY LINK BUSINESS	1495219603	07/24/2020	ACCT 88035002	702-000-52010	207.37
QWEST DBA CENTURYLINK	3263X204S20193	07/24/2020	5163X204S3	702-000-52010	82.22
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>445.03</b>
<b>Fund: 703 - PW OPERATIONS</b>					
LAWRENCE OIL COMPANY	019001-2019701	07/21/2020	247751	703-734-52022	59.13
LAWRENCE OIL COMPANY	019001-2019701	07/21/2020	247748	703-734-52022	607.55
LAWRENCE OIL COMPANY	019001-2019701	07/21/2020	247750	703-734-52022	43.01
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>709.69</b>
<b>Grand Total:</b>					<b>40,262.58</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	6,930.90
201 - VISITOR TOURISM	40.83
202 - COMMUNITY DEVELOPMENT	30,139.71
601 - WATER	595.53
603 - SEWER	1,370.89
701 - EQUIPMENT	30.00
702 - INFORMATION SYSTEMS	445.03
703 - PW OPERATIONS	709.69
<b>Grand Total:</b>	<b>40,262.58</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-701-52019	Professional Services	130.00
100-704-52019	Professional Services	2,200.00
100-705-52002	Personnel Uniforms	506.48
100-705-52019	Professional Services	1,150.00
100-706-52003	Utilities	16.45
100-708-52003	Utilities	21.24
100-708-52019	Professional Services	1,125.00
100-709-52023	Facility Maintenance	50.00
100-715-52004	Office Supplies	28.00
100-715-52009	Postage	500.00
100-715-52019	Professional Services	85.00
100-715-52023	Facility Maintenance	1,118.73
201-000-52003	Utilities	40.83
202-721-52019	Professional Services	26,500.00
202-721-52051	Urban Renewal	70.00
202-721-52096	CDBG Grant Expenses	3,525.00
202-722-52003	Utilities	44.71
601-732-52022	Fuel / Oil	53.21
601-732-52083	Chemicals	542.32
603-736-52003	Utilities	70.45
603-737-52001	Operating Supplies	1,230.00
603-737-52003	Utilities	70.44
701-000-52001	Operating Supplies	30.00
702-000-52003	Utilities	155.44
702-000-52010	Telephone	289.59
703-734-52022	Fuel / Oil	709.69
Grand Total:		40,262.58

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	40,262.58
<b>Grand Total:</b>	<b>40,262.58</b>



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
NORTHWEST OCCUPATIONAL	010	07/28/2020	MED AND PSYCH SCREENING	100-705-52019	720.00
NORTHWEST OCCUPATIONAL	012	07/28/2020	MED AND PSYCH SCREENING	100-705-52019	720.00
SYMBOLARTS LLC	0354012-IN	07/28/2020	BADGE CUSTOM SEAL	100-705-52002	135.00
EMMERT CHEVERLET BUICK	136477	07/28/2020	S-19 KEY	100-705-52021	143.32
UNITED FIRE INC	18962156	07/28/2020	POLICE ANNUAL	100-705-52023	1,345.49
ST. HELENS AUTO CENTER	36723	07/28/2020	CHARGER ALIGNMENT	100-705-52021	89.94
U.S BANK EQUIPMENT	419230172	07/28/2020	CONTRACT PAYMENT 500-	100-715-52005	150.00
SAN DIEGO POLICE	642641	07/28/2020	AMMO	100-705-52012	404.64
TIAA COMMERCIAL FINANCE	7390724	07/28/2020	CONTRACT PAYMENT	100-715-52021	150.00
VERIZON	9859079206	07/28/2020	POLICE ACCOUNT 287126771-	100-705-52010	1,416.66
VERIZON	9859137911	07/28/2020	CRYSTAL KING	100-701-52010	46.20
VERIZON	9859137911	07/28/2020	TORY SHELBY	100-708-52010	17.42
VERIZON	9859137911	07/28/2020	CAMERON PAGE	100-708-52010	17.42
VERIZON	9859137911	07/28/2020	THAD HOUCK	100-708-52010	39.43
VERIZON	9859137911	07/28/2020	PAUL GERDES	100-708-52010	17.42
VERIZON	9859137911	07/28/2020	MATT BROWN REC	100-709-52010	-33.59
VERIZON	9859137911	07/28/2020	MATT BROWN	100-709-52010	52.90
VERIZON	9859137911	07/28/2020	MIKE DEROIA	100-711-52010	52.90
VERIZON	9859137911	07/28/2020	DARIN COX / MIKE D - IPAD	100-711-52012	1,015.35
PORTLAND GENERAL ELECTRIC	INV0000646	07/28/2020	0153585940	100-709-52003	148.27
SPRINGBROOK	INV-003645	07/28/2020	BUILDING PERMITS MAINT. /	100-711-52019	7,706.00
SOLUTIONS YES	INV243503	07/28/2020	CONTRACT C10184-01 CITY	100-715-52005	258.14
SOLUTIONS YES	INV243954	07/28/2020	CONTRACT C11782-01 CITY	100-707-52005	27.73
L.N CURTIS AND SONS	INV397458	07/28/2020	POLICE UNIFORMS	100-705-52002	148.50
L.N CURTIS AND SONS	INV402610	07/28/2020	POLICE UNIFORMS	100-705-52002	118.00
L.N CURTIS AND SONS	INV404775	07/28/2020	POLICE UNIFORMS	100-705-52002	259.00
L.N CURTIS AND SONS	INV404864	07/28/2020	POLICE UNIFORMS	100-705-52002	259.83
L.N CURTIS AND SONS	INV405043	07/28/2020	POLICE UNIFORMS	100-705-52002	76.50
L.N CURTIS AND SONS	INV405107	07/28/2020	POLICE UNIFORMS	100-705-52002	139.98
L.N CURTIS AND SONS	INV405470	07/28/2020	POLICE UNIFORMS	100-705-52002	148.99
L.N CURTIS AND SONS	INV405499	07/28/2020	POLICE UNIFORMS	100-705-52002	17.99
L.N CURTIS AND SONS	INV406154	07/28/2020	POLICE UNIFORMS	100-705-52002	166.75
TYLER TECHNOLOGIES INC	025-301818	07/30/2020	INSITE TRAN FEE UB	100-707-52020	8,890.00
WILCOX	0516022-IN	07/30/2020	FUEL 103.6	100-708-52022	923.39
INGRAM LIBRARY SERVICES	47079148	07/30/2020	BOOKS / AUDIO BOOKS	100-706-52033	30.36
INGRAM LIBRARY SERVICES	47079149	07/30/2020	BOOKS / AUDIO BOOKS	100-706-52033	35.38
INGRAM LIBRARY SERVICES	47079150	07/30/2020	BOOKS / AUDIO BOOKS	100-000-21300	17.38
INGRAM LIBRARY SERVICES	47079151	07/30/2020	BOOKS / AUDIO BOOKS	100-706-52033	131.16
INGRAM LIBRARY SERVICES	47137610	07/30/2020	BOOKS / AUDIO BOOKS	100-706-52033	12.59
INGRAM LIBRARY SERVICES	47137611	07/30/2020	BOOKS / AUDIO BOOKS	100-706-52033	522.20
CODE PUBLISHING	67168	07/30/2020	MUNI CODE WEB UPDATE	100-702-52019	421.50
MIDWEST TAPE	99146458	07/30/2020	DVD / ABD 2000010011	100-706-52035	149.96
OREGON STATE BAR	ADV024316	07/30/2020	BULLETIN CLASSIFIED AD	100-704-52019	43.50
JEREMY HOWELL - AP	INV0000649	07/30/2020	UNIFORM REIMB. J. HOWELL	100-705-52002	562.00
THE LAW OFFICES OF JOSEPH D	INV0000650	07/30/2020	REIMB. OF COVID TESTING FEE	100-704-52019	229.51
CNA SURETY DIRECT BILL	INV0000656	07/30/2020	BOND 58592190 CITY OF ST.	100-702-52018	204.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>28,149.11</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
COLUMBIA RIVER PUD	07202020	07/28/2020	POWER 231 S 1ST MASONIC	201-000-52003	117.28
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>117.28</b>



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
E2C	4399	07/29/2020	MONTHLY MARKETING TINA	202-725-52019	10,000.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>10,000.00</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
APRIL MESSENGER - AP	INV0000651	07/30/2020	ACC YOUTH ART CONTEST	203-716-52028	150.00
MARGRETTA BRINSON	INV0000652	07/30/2020	ACC YOUTH ART CONTEST	203-716-52028	100.00
MARGRETTA BRINSON	INV0000653	07/30/2020	ACC YOUTH ART CONTEST	203-716-52028	50.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>300.00</b>
<b>Fund: 205 - STREETS</b>					
ODOT PUBLIC	INV0000645	07/28/2020	APPLICATION TO OCCUPY	205-000-52019	100.00
ODOT PUBLIC	INV0000648	07/28/2020	5A-PML/LO-00736/27.60	205-000-52060	283.00
USDA APHIS GENERAL	300350751	07/30/2020	ANIMAL AND PLANT HEALTH	205-000-53001	1,196.57
<b>Fund 205 - STREETS Total:</b>					<b>1,579.57</b>
<b>Fund: 601 - WATER</b>					
ALEXIN ANALYTICAL	40537	07/28/2020	TESTING	601-731-52064	423.00
VERIZON	9859137911	07/28/2020	SUE NELSON	601-731-52010	40.01
VERIZON	9859137911	07/28/2020	SUE NELSON	601-731-52010	40.01
VERIZON	9859137911	07/28/2020	WFP 2	601-732-52010	40.01
VERIZON	9859137911	07/28/2020	WFP 1	601-732-52010	40.01
VERIZON	9859137911	07/28/2020	GUY DAVIS	601-732-52010	17.42
VERIZON	9859137911	07/28/2020	HOWIE BURTON	601-732-52010	36.20
<b>Fund 601 - WATER Total:</b>					<b>636.66</b>
<b>Fund: 603 - SEWER</b>					
VERIZON	9859137911	07/28/2020	JOHNNY LEAVY	603-736-52010	17.63
VERIZON	9859137911	07/28/2020	STEWART HARTLEY	603-736-52010	12.06
VERIZON	9859137911	07/28/2020	AARON KUNDERS	603-736-52010	12.06
VERIZON	9859137911	07/28/2020	JOHNNY LEAVY	603-737-52010	17.64
VERIZON	9859137911	07/28/2020	STEWART HARTLEY	603-737-52010	12.07
VERIZON	9859137911	07/28/2020	AARON KUNDERS	603-737-52010	12.06
VERIZON	9859137911	07/28/2020	STEWART HARTLEY	603-738-52010	12.07
VERIZON	9859137911	07/28/2020	JOHNNY LEAVY	603-738-52010	17.63
VERIZON	9859137911	07/28/2020	AARON KUNDERS	603-738-52010	12.08
OLYMPIC FOUNDRY	IN-6026-2020	07/28/2020	RISER	603-735-52001	1,317.90
DAHLGREN'S DO IT BEST	07272020	07/30/2020	BUILDING SUPPLIES ACCT	603-736-52001	47.65
DAHLGREN'S DO IT BEST	07272020	07/30/2020	BUILDING SUPPLIES ACCT	603-737-52001	47.65
COLUMBIA COUNTY CLERK	INV0000657	07/30/2020	RECORDING FEE SAT OF LIEN	603-735-52019	76.00
<b>Fund 603 - SEWER Total:</b>					<b>1,614.50</b>
<b>Fund: 701 - EQUIPMENT</b>					
COLUMBIA RIVER FIRE AND	20-06 JUNE	07/28/2020	SHARED BILLING FOR	701-000-52023	1,629.20
GENERAL EQUIPMENT	4661	07/28/2020	CHEVY SILVERADO CREW CAB	701-000-53001	69,192.45
VERIZON	9859137911	07/28/2020	BRETT LONG	701-000-52010	52.90
DEPARTMENT OF	INV0000647	07/28/2020	TITLE REG AND EPLATES FOR	701-000-53001	132.50
<b>Fund 701 - EQUIPMENT Total:</b>					<b>71,007.05</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
COMCAST	07142020	07/28/2020	PARKS COMCAST	702-000-52003	96.04
CENTURY LINK	07172020	07/28/2020	369B	702-000-52010	40.71
CENTURY LINK	07172020	07/28/2020	025B	702-000-52010	40.71
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>177.46</b>
<b>Fund: 703 - PW OPERATIONS</b>					
U.S BANK EQUIPMENT	419579172	07/28/2020	CONTRACT PAYMENT 500-	703-733-52005	99.00
VERIZON	9859137911	07/28/2020	SHARON DARROUX	703-733-52010	57.42
VERIZON	9859137911	07/28/2020	SUE NELSON	703-733-52010	52.90
VERIZON	9859137911	07/28/2020	TIM UNDERWOOD	703-733-52010	52.90
VERIZON	9859137911	07/28/2020	CURT LEMONT	703-733-52010	17.42
VERIZON	9859137911	07/28/2020	DAVE ELDER	703-734-52010	52.90
VERIZON	9859137911	07/28/2020	ETHAN STERLING	703-734-52010	52.90
VERIZON	9859137911	07/28/2020	WATER TRUCK	703-734-52010	52.90
VERIZON	9859137911	07/28/2020	SCOTT WILLIAMS	703-734-52010	52.90

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WILCOX	0518364-IN	07/30/2020	FUEL 8.2	703-734-52022	123.96
DAHLGREN'S DO IT BEST	07272020	07/30/2020	BUILDING SUPPLIES ACCT	703-734-52023	47.98
DAHLGREN'S DO IT BEST	07272020	07/30/2020	BUILDING SUPPLIES ACCT	703-734-52023	36.84
DAHLGREN'S DO IT BEST	07272020	07/30/2020	BUILDING SUPPLIES ACCT	703-734-52023	70.18
DAHLGREN'S DO IT BEST	07272020	07/30/2020	BUILDING SUPPLIES ACCT	703-734-52023	147.38
DAHLGREN'S DO IT BEST	07272020	07/30/2020	BUILDING SUPPLIES ACCT	703-734-52023	131.12
DAHLGREN'S DO IT BEST	07272020	07/30/2020	DISCOUNT PAID BEFORE 8/10	703-734-52023	-5.90
LOUIS MARTINEZ	INV0000655	07/30/2020	REIMB. TRAVEL EXPENSES	703-734-52019	835.73
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>1,878.53</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
COLUMBIA NW HEATING INC	16314973	07/28/2020	SR. CENTER REPLACE	704-000-53025	229.00
DAHLGREN'S DO IT BEST	07272020	07/30/2020	BUILDING SUPPLIES ACCT	704-000-53013	23.99
DAHLGREN'S DO IT BEST	07272020	07/30/2020	BUILDING SUPPLIES ACCT	704-000-53013	59.94
COLUMBIA NW HEATING INC	16489355	07/30/2020	SERVICE CALL SENIOR CENTER	704-000-53025	963.95
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>1,276.88</b>
<b>Grand Total:</b>					<b>116,737.04</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	28,149.11
201 - VISITOR TOURISM	117.28
202 - COMMUNITY DEVELOPMENT	10,000.00
203 - COMMUNITY ENHANCEMENT	300.00
205 - STREETS	1,579.57
601 - WATER	636.66
603 - SEWER	1,614.50
701 - EQUIPMENT	71,007.05
702 - INFORMATION SYSTEMS	177.46
703 - PW OPERATIONS	1,878.53
704 - FACILITY MAJOR MAINTNANCE	1,276.88
<b>Grand Total:</b>	<b>116,737.04</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-21300	Library Replacement Fines	17.38
100-701-52010	Telephone	46.20
100-702-52018	Professional Development	204.00
100-702-52019	Professional Services	421.50
100-704-52019	Professional Services	273.01
100-705-52002	Personnel Uniforms	2,032.54
100-705-52010	Telephone	1,416.66
100-705-52012	Materials	404.64
100-705-52019	Professional Services	1,440.00
100-705-52021	Equipment Maintenance	233.26
100-705-52023	Facility Maintenance	1,345.49
100-706-52033	Printed Materials	731.69
100-706-52035	Audio Materials	149.96
100-707-52005	Small Equipment	27.73
100-707-52020	Bank Service Fees	8,890.00
100-708-52010	Telephone	91.69
100-708-52022	Fuel / Oil	923.39
100-709-52003	Utilities	148.27
100-709-52010	Telephone	19.31
100-711-52010	Telephone	52.90
100-711-52012	Materials	1,015.35
100-711-52019	Professional Services	7,706.00
100-715-52005	Small Equipment	408.14
100-715-52021	Equipment Maintenance	150.00
201-000-52003	Utilities	117.28
202-725-52019	Professional Services	10,000.00
203-716-52028	Projects & Programs	300.00
205-000-52019	Professional Services	100.00
205-000-52060	Waterway Lease	283.00
205-000-53001	Capital Outlay	1,196.57
601-731-52010	Telephone	80.02
601-731-52064	Lab Testing	423.00
601-732-52010	Telephone	133.64
603-735-52001	Operating Supplies	1,317.90
603-735-52019	Professional Services	76.00
603-736-52001	Operating Supplies	47.65
603-736-52010	Telephone	41.75
603-737-52001	Operating Supplies	47.65
603-737-52010	Telephone	41.77
603-738-52010	Telephone	41.78
701-000-52010	Telephone	52.90
701-000-52023	Facility Maintenance	1,629.20
701-000-53001	Capital Outlay	69,324.95
702-000-52003	Utilities	96.04

**Account Summary**

Account Number	Account Name	Expense Amount
702-000-52010	Telephone	81.42
703-733-52005	Small Equipment	99.00
703-733-52010	Telephone	180.64
703-734-52010	Telephone	211.60
703-734-52019	Professional Services	835.73
703-734-52022	Fuel / Oil	123.96
703-734-52023	Facility Maintenance	427.60
704-000-53013	Capital Outlay - Library	83.93
704-000-53025	Capital Outlay - Sr Center	1,192.95
	<b>Grand Total:</b>	<b>116,737.04</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	116,737.04
<b>Grand Total:</b>	<b>116,737.04</b>