



## City of St. Helens COUNCIL AGENDA

**Wednesday, December 21, 2016**

City Council Chambers, 265 Strand Street, St. Helens

### City Council Members

Mayor Randy Peterson  
Council President Doug Morten  
Councilor Keith Locke  
Councilor Susan Conn  
Councilor Ginny Carlson

### 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. **6:20PM – PUBLIC HEARING: Easement Extinguishment – 500 N. 11<sup>th</sup> Street**
2. **6:30PM – PUBLIC HEARING: Comprehensive Plan Map & Zoning Change – Bradley St.**
3. **7:00PM - CALL REGULAR SESSION TO ORDER**
4. **PLEDGE OF ALLEGIANCE**
5. **INVITATION TO CITIZENS FOR PUBLIC COMMENT – *Limited to five (5) minutes per speaker.***
6. **DELIBERATIONS: Comprehensive Plan Map & Zoning Change – Bradley St.**
7. **RESOLUTIONS**
  - A. **Resolution No. 1768:** A Resolution to Set 2017 City Public Meetings and Holiday Closures Schedule for City of St. Helens Council, Boards and Commissions
  - B. **Resolution No. 1769:** A Resolution to Set Building Department Fees
  - C. **Resolution No. 1770:** A Resolution Determining that a Nuisance Exists Upon Property as Listed in Exhibit A within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises
8. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
  - A. Quitclaim Deed to Extinguish Easement at 500 N. 11<sup>th</sup> Street (Beeler)
  - B. Agreement with Alta Planning + Design, Inc. for Branding & Wayfinding Master Plan
  - C. Agreement with Western Collection Bureau Inc. for Collection Services
  - D. Memorandum of Understanding with AFSCME Local 1789 for 2016-2019 Collective Bargaining Agreement
  - E. Contract Payments
9. **CONSENT AGENDA FOR ACCEPTANCE**
  - A. Parks Commission Minutes dated October 10, 2016
  - B. Planning Commission Minutes dated November 8, 2016
  - C. Accounts Payable Bill List
10. **CONSENT AGENDA FOR APPROVAL**
  - A. Declare Surplus Property – Old Phone System Equipment
  - B. Accounts Payable Bill List
11. **MAYOR PETERSON REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **DEPARTMENT REPORTS**
14. **ADJOURN**



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

**CITY OF ST. HELENS PLANNING DEPARTMENT  
STAFF REPORT  
Easement Extinguishment**

**DATE:** December 13, 2016  
**To:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner

**APPLICANT (OWNER)/LOCATION:**

Ken and Tamara Beeler / 500 N. 11<sup>th</sup> Street (5N1W-33DC-2401)  
Parcel 1 of P.P. No. 2008-28

**PROPOSAL:** Removal of public easement on property identified above.

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**APPLICABLE LAW & PROCESS**

**221.725 Sale of city real property; publication of notice; public hearing.**

(1) Except as provided in ORS 221.727, when a city council considers it necessary or convenient to sell real property or any interest therein, the city council shall publish a notice of the proposed sale in a newspaper of general circulation in the city, and shall hold a public hearing concerning the sale prior to the sale.

(2) The notice required by subsection (1) of this section shall be published at least once during the week prior to the public hearing required under this section. The notice shall state the time and place of the public hearing, a description of the property or interest to be sold, the proposed uses for the property and the reasons why the city council considers it necessary or convenient to sell the property. Proof of publication of the notice may be made as provided by ORS 193.070.

(3) Not earlier than five days after publication of the notice, the public hearing concerning the sale shall be held at the time and place stated in the notice. Nothing in this section prevents a city council from holding the hearing at any regular or special meeting of the city council as part of its regular agenda.

(4) The nature of the proposed sale and the general terms thereof, including an appraisal or other evidence of the market value of the property, shall be fully disclosed by the city council at the public hearing. Any resident of the city shall be given an opportunity to present written or oral testimony at the hearing.

(5) As used in this section and ORS 221.727, "sale" includes a lease-option agreement under which the lessee has the right to buy the leased real property in accordance with the terms specified in the agreement.

To remove a public easement, the City has typically used a Quit Claim Deed and Release (extinguishment) from each party who benefits from an easement (e.g., utility companies, the City) that is recorded in public records. This requires a public hearing with notice as described per the ORS above.

**PUBLIC HEARING & NOTICE**

Hearing date before the City Council: December 21, 2016.

Publish date for the notice of this hearing is via the The Chronicle on December 14, 2016.

**BACKGROUND**

The subject property was created by a street vacation, land partition and lot line adjustment.

It was a portion of the LeMont Street right-of-way but was vacated via Ordinance 2868 in 2002. As part of that ordinance, the City made the following reservation, which covers the entire property:

*The City of St. Helens reserves an easement across the entire right-of-way vacated for storm drain and other city utility purposes until such time as the actual utility lines are surveyed. At such time the city would reduce the easement to the area necessary for the utility feature and maintenance by the city.*

Recently, the property owner has been developing a storm drain line (originally an open ditch) and the city determined, based on the advancement of that work, that only a 15' wide easement was necessary. The owner recorded a 15' wide easement along the south side of the property on December 1, 2016 (instrument no. 2016-10428) for the public storm sewer.

The applicant desires to construct a dwelling on the parcel and the blanket easement from the 2002 street vacation is an obstacle to that. However, with the utility work that has occurred and the new easement recorded this month, the blanket easement is no longer needed.

**Affected parties:** No other utility provider would be affected by this proposal. The only affected party is the City (public).

#### CONCLUSION

The easement created by Ordinance No. 2868 does not appear to be needed for any known purpose. Thus, it is assumed that extinguishment would not be contrary to public interest.

**Attachment(s):** P.P. No. 2008-9586 (note: Parcel 1 is the subject property)

City of St. Helens Ord. No. 2868

Easement recorded as Columbia County instrument no. 2016-10428

Partition Plat No. 2008-28  
And Property Line Adjustment  
For Kenneth & Tamara Beeler  
Sited In Block 9 And A Portion  
Of Vacated Lamont Street  
"Railroad Addition To St. Helens"  
In The S.E. 1/4  
Section 33, T.5N., R.1W., W.M.  
City of St. Helens  
Columbia County, Oregon  
August 28, 2008

A-974

Legend

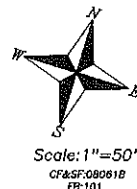
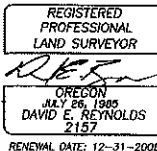
- Denotes monument found as noted.
- ⊙ Denotes PK Nail with brass washer stamped "P. Dewey LS 847" per C.S. No. M-457 found.
- ⊗ Denotes 1" brass disc stamped "LS 58833" per C.S. No. 5396.
- Denotes 5/8" iron rod with yellow plastic cap marked "REYNOLDS LAND SURVEYING, INC." set. Length of iron rod is noted in parenthesis alongside monument symbol.
- 1[ ] Denotes record data per plat of "Railroad Addition to St. Helens". (George Scoggins, December 1910)
- 2[ ] Denotes record data per County Survey No. 5396. (Anthony Ryan, December 2006)

Narrative

The purpose of this survey is to facilitate a property line adjustment and then a partition of the southerly adjusted tract. The property line adjustment consists of combining Lot 26, Block 9 and its portion of the vacated Lamont Street which inures to Lot 26 by operation of law with the portion of vacated Lamont Street which inures to Lot 7, Block 8. The portion of vacated Lamont Street which inures to Lot 7, Block 8 was previously conveyed (Inst. No. 03-02907) to my clients without benefit of the property line adjustment process.

Basis of bearings is the Plat of "Railroad Addition to St. Helens" along the centerline of West Street. I accepted the monuments found per C.S. No. 5396 around the Easterly portion of the vacated Lamont Street. I held record dimensions per "Railroad Addition to St. Helens" from said monuments and monumented the subject partition as shown.

The City of St. Helens file numbers for the Property Line Adjustment and Partition are LLA 6.08 and PT 5.08.



Reynolds  
Land Surveying, Inc.  
32990 Stone Road  
Warren, Oregon 97053  
(503) 397-5516

Surveyor's Certificate

I, David E. Reynolds, a Registered Professional Land Surveyor in the State of Oregon, do hereby certify that I have correctly surveyed and marked with proper monuments the land represented on the attached Partition Map with the boundaries being described as follows:

Beginning at the initial Point which is marked with a 1" brass disc stamped "LS 58833" found at the N.E. corner of Lot 26, Block 9, "Railroad Addition to St. Helens" as per plat recorded in Plat Book 1, Page 13 on December 8, 1910, in the Clerk's Office of Columbia County, Oregon and being in the S.E. 1/4 of Section 33, T.5N., R.1W., W.M., Columbia County, Oregon; thence along the boundaries of said Lot 26 the following 3 courses and distances: South 16°57'00" East a distance of 50.00 feet; thence South 73°03'00" West a distance of 100.00 feet; thence North 16°57'00" West a distance of 50.00 feet to the Northwest corner of said Lot 26; thence continuing North 16°57'00" West a distance of 60.00 feet to the Southwest corner of Lot 7, Block 8 of said "Railroad Addition to St. Helens"; thence North 73°03'00" East a distance of 100.00 feet to the Southeast corner of said Lot 7, Block 8; thence South 16°57'00" East a distance of 60.00 feet to the Initial Point.

Declaration

Know all people by these presents that we Kenneth J. Beeler and Tamara K. Beeler are the owners of the land represented on the annexed partition map and more particularly described in the accompanying Surveyor's Certificate and have caused the same to be partitioned into parcels as shown on the annexed map, in accordance with ORS Chapter 92.

Kenneth J. Beeler Kenneth J. Beeler Tamara K. Beeler Tamara K. Beeler  
Also Known As Ken Beeler Also Known As Tamara Beeler

Acknowledgment

State of Oregon } S.S.  
County of Columbia }

Know all people by these presents, on this 10 day of October, 2008, before me, a Notary Public in and for said State and County, personally appeared Kenneth J. Beeler and Tamara K. Beeler who acknowledged to me that they the identical persons described in the foregoing declaration and that said declaration was executed freely and voluntarily by them.

Notary Public-Signed Rene Leland Commission No. 395048  
Notary Public-Printed Rene Leland My Commission Expires August 09 2009  
Notary Public-State of Oregon

Approvals

Approved this 10TH day of OCTOBER, 2008.

City of St. Helens, Planning Director

Approved this 13<sup>th</sup> day of OCTOBER, 2008

Mark A. Woodward, Deputy  
Columbia County Surveyor

All taxes, fees, assessments or other charges as provided by O.R.S. 92-095 have been paid through June 30, 2009.

Columbia County Tax Collector Mary Jo Jones, Deputy

State of Oregon } S.S.  
County of Columbia }

I do hereby certify that the attached Partition Plat was received for recording on the 14<sup>th</sup> day of October, 2008 at

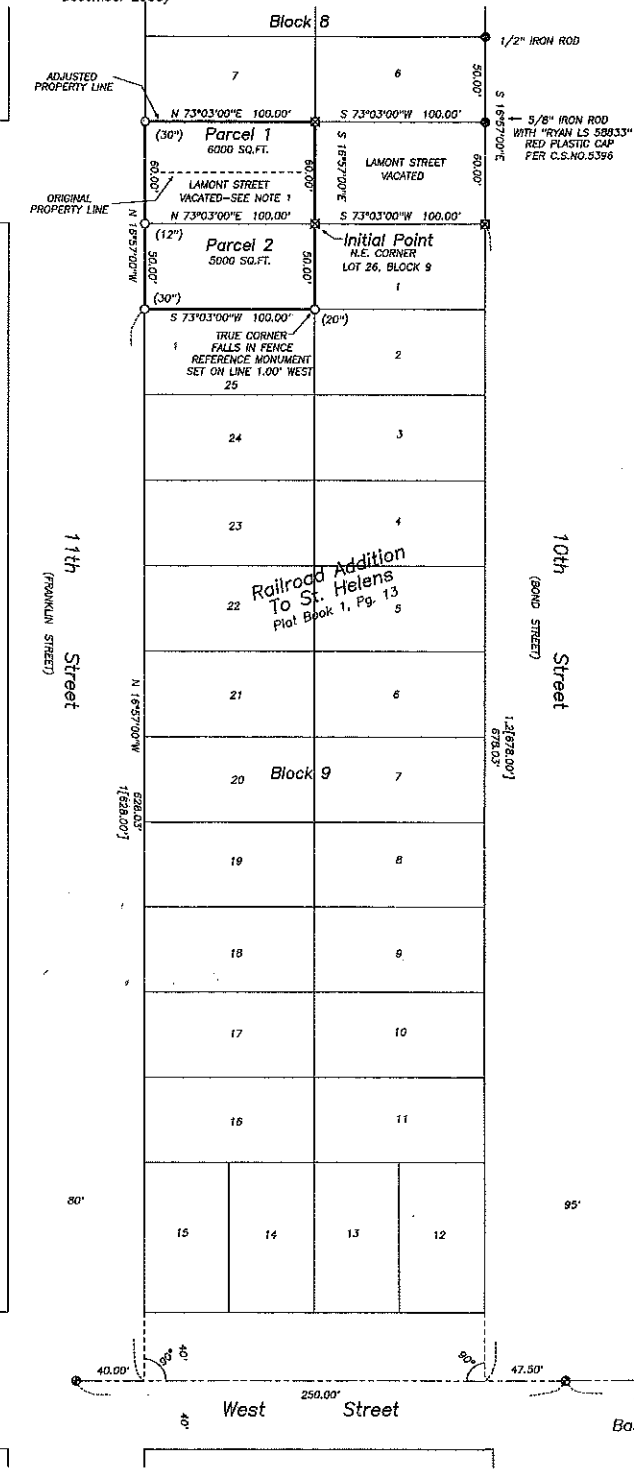
11:22 o'clock A.M., Instrument No. 2008-9686 and recorded as Partition Plat No. 2008-28.

Columbia County Clerk

By: Debbie Klug, Deputy

Note

1. This portion of Lamont Street was vacated by City of St. Helens Ordinance No. 2868 (Columbia County Clerk's Inst. No. 02-11682). The City of St. Helens reserved an easement for storm drain & other City utility purposes.



West Street  
250.00'  
40.00'  
40'  
47.50'  
287.52'  
N 73°03'00"E  
Basis of Bearings  
(N 73°03'E)  
CITY OF ST. HELENS  
GEODETIC CONTROL  
MONUMENT NO. 14  
1859.01'  
N 73°03'00"E  
CITY OF ST. HELENS  
GEODETIC CONTROL  
MONUMENT NO. 13  
5/8" IRON ROD WITH  
"LS 2536" YELLOW PLASTIC  
CAP IN MONUMENT BOX  
PER C.S. NO. 4516  
9th Street  
2nd Street



## ORDINANCE NO. 2868

### AN ORDINANCE VACATING PORTIONS OF THE ORIGINALLY PLATTED RIGHT OF WAY FOR LEMONT STREET IN RAILROAD ADDITION TO ST. HELENS

WHEREAS, a petition to vacate a portion of Lemont Street was filed with the City Recorder on May 29, 2002, by Norman and Judith Parmeter, Mary Hoyt, Ken and Tamara Beeler, David Peterson, and Robert and Angela Vanderwerf; and

WHEREAS, a Notice of Street Vacation was published July 3 and 10, 2002, in the St. Helens *Chronicle* describing the property to be vacated, the date the petition was filed, the date and location for objections, and of the hearing; and

WHEREAS, copies of the Notice of Street Vacation were posted near the property proposed to be vacated on July 3, 2002; and

WHEREAS, a public hearing was held on July 17, 2002, at 7:20 p.m. and oral testimony was presented;

#### 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. He also certified that the Columbia County Assessor's Office has verified that the real estate taxes on this property are also current.
- d. The majority of affected property owners support the street vacation request.
- e. The City Public Works Department identified the need to retain an easement for storm drain purposes.

Section 2: The following described portion is hereby vacated from and after the effective date of this ordinance:

That portion of the Lemont Street right of way between Franklin Street, also known as North 11th Street, and Bond Street, also known as North 10th Street, and Bond Street, also known as North 10th Street, and County Road, also known as Deer Island Road, all being immediately adjacent to Lots 6 and 7, Block 8, and Lots 1 and 26, Block 9, of the Railroad Addition to St. Helens, and Lot 25, Block 10, Block 13

of the Railroad Addition to St. Helens, all located in St. Helens, Columbia County, Oregon.

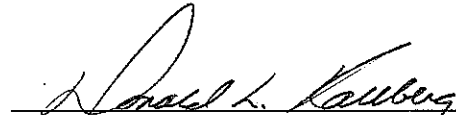
Section 3: The City of St. Helens reserves an easement across the entire right of way vacated in Section 2 for storm drain and other City utility purposes until such time as the actual utility lines are surveyed. At such time the City would reduce the easement to the area necessary for the utility feature and maintenance by the City.

Section 4: 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:	August 21, 2002
Read the second time:	August 21, 2002
Read the third time and passed:	September 4, 2002
Approved by the Mayor:	September 4, 2002

Attested by:

  
\_\_\_\_\_  
Brian D. Little, City Recorder

  
\_\_\_\_\_  
Donald L. Kallberg, Mayor

**AFTER RECORDING RETURN TO:**

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

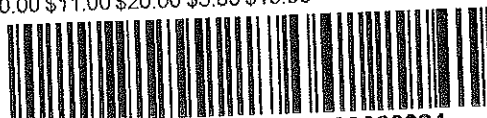
**GRANTOR:**

Ken and Tamara Beeler  
2010 8<sup>th</sup> Court  
Columbia City, Oregon

**GRANTEE:**

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

COLUMBIA COUNTY, OREGON **2016-010428**  
DEED-EAS 12/01/2016 09:02:34 AM  
Cnt=1 Pgs=2 HUSERB = \$56.00  
\$10.00 \$11.00 \$20.00 \$5.00 \$10.00



00225314201600104280020024

I, Elizabeth E. Huser, County Clerk for Columbia County, Oregon  
certify that the instrument identified herein was recorded in the Clerk  
records.

Elizabeth E. Huser - County Clerk

▲ This Space for Recorder's Use Only ▲

## PUBLIC STORM SEWER EASEMENT

In consideration of \$0, Ken Beeler and Tamara Beeler, hereinafter referred to as the Grantor, conveys to the City of St. Helens, a municipal corporation, Grantee, a perpetual non-exclusive storm sewer easement to use an area which is located as follows across the property of Grantor, to wit:

A 15' wide easement along the southerly 15' of Parcel 1 of Partition Plat No. 2008-28, City of St. Helens, Columbia County, Oregon.

**DEED REFERENCE NO:** 2008-9586 and 2003-2907

The terms of this easement are as follows:

1. Grantee, its agents, independent contractor, and invitees shall use the easement for installation, maintenance, and repair of a storm sewer line therein.
2. Grantee agrees to indemnify and defend Grantor from any loss, claim, or liability to grantor arising in any manner out of the Grantee's use of easement.
3. Grantee has the right of reasonable access to construct, reconstruct, maintain, and repair the sewer line.
4. Grantor reserves the right to use the easement to construct driveways, paving, landscaping, and fill, provided the Grantor shall not construct or maintain any building or structure which would interfere with the rights herein granted.

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IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed this

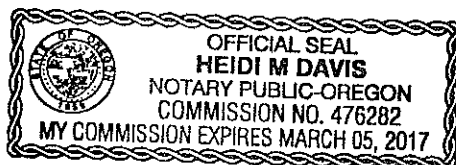
30 day of November, 2016.

By Ken Beeler  
(Printed Name)

Ken Beeler  
(Signature)

STATE OF Oregon )  
 )ss.  
COUNTY OF Columbia )

On this 30 day of November, 2016, personally appeared before me the above named Ken Beeler and acknowledged the foregoing instrument to be his/her voluntary act and deed.



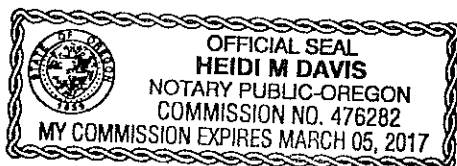
Heidi M Davis  
Notary Public of Oregon  
My Commission Expires: March 5, 2017

By Tamara Beeler  
(Printed Name)

Tamara Beeler  
(Signature)

STATE OF Oregon )  
 )ss.  
COUNTY OF Columbia )

On this 30 day of November, 2016, personally appeared before me the above named Tamara Beeler and acknowledged the foregoing instrument to be his/her voluntary act and deed.



Heidi M Davis  
Notary Public of Oregon  
My Commission Expires: March 5, 2017

**CITY OF ST. HELENS PLANNING DEPARTMENT  
STAFF REPORT  
CPZA.2.16**

**DATE:** December 13, 2016  
**To:** City Council  
**FROM:** Jacob A. Graichen, AICP, City Planner  
Jennifer Dimsho, Assistant Planner  
**APPLICANT:** Jeremy & Sherri Thompson  
**OWNER:** Same  
**ZONING:** Highway Commercial (HC)  
**LOCATION:** 4N1W-4BC-2400  
Bradley Street  
**PROPOSAL:** Zone Map Amendment from Highway Commercial (HC) to Apartment Residential (AR)

**The 120-day rule (ORS 227.178) for final action for this land use decision** is not applicable per ORS 227.178(7).

**SITE INFORMATION / BACKGROUND**

The subject property is 0.4 acres located on Bradley Street off Columbia Blvd., just west of US 30, between Marshall Street and Shore Drive. The site has an existing 40' x 96' shed that was constructed in 1982 to store buses. In 1985, a Conditional Use Permit was approved to be used as storage for trucks, campers, boats, etc. The 1985 permit included the subject property and the adjacent east property (as they are configured today).

In 2000 the Conditional Use Permit was modified to include maintenance on towed vehicles using the existing building, but this only applied to the adjacent property to the east.

The site is unpaved (gravel) and contains a fence around the perimeter. There is a multi-dwelling complex (Norcrest) abutting the property to the north, a church across the street, and outdoor storage to the south and east of the property.

**PUBLIC HEARING & NOTICE**

Hearing dates are as follows:

November 8, 2016 before the Planning Commission  
December 21, 2016 before the City Council

**At their November 2016 meeting, the Planning Commission unanimously recommended approval of this request to the Council.**

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on October 20, 2016 via first class mail. Notice was sent to agencies by mail or e-mail



on October 20, 2016. Notice was published in the The Chronicle on October 26, 2016. Notice was sent to the Oregon Department of Land Conservation and Development on October 4, 2016.

### AGENCY REFERRALS & COMMENTS

As of the date of this staff report, the following agency referrals/comments have been received that are pertinent to the analysis of this proposal.

**City Engineering:** “Regarding potential future development: Public sanitary sewer main will need to be extended to serve property. Depending on extent of future development, 4” water main on Bradley Street may need to be upsized to meet water supply requirements. No objections to this zone change.”

**Oregon Department of Transportation:** “The zone change will have negligible traffic impacts and will not have a significant effect on the state system. Additionally, the zone change is consistent with the City’s [current] Comprehensive Plan.”

### APPLICABLE CRITERIA, ANALYSIS & FINDINGS

#### SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.

**(a) Discussion:** This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, and Goal 10.

#### **Finding (s):**

##### ***Statewide Planning Goal 1: Citizen Involvement.***

*Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.*

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City’s Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation

is required too. The City has met these requirements and notified DLCD of the proposal. In addition, the City has sent notice to property owners potentially impacted by the proposed changes in land uses allowed on property as required by ORS 227.186.

Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

***Statewide Planning Goal 2: Land Use Planning.***

*This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.*

The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal. The City notified DLCD as required by state law prior to the public hearings to consider the proposal.

There are no known federal or regional documents that apply to this proposal. Comprehensive Plan consistency is addressed further below.

Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

***Statewide Planning Goal 10: Housing***

*This goal is about meeting the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.*

The proposed zoning map amendment would allow for residential development. Given the demand for additional housing units in St. Helens and the region, Goal 10 is satisfied.

**(b) Discussion:** This criterion requires analysis of any applicable federal or state statutes or guidelines in regards to the residential zone change request.

**Finding:** There are no known applicable federal or state statutes or guidelines applicable to this zone change request.

**(c) Discussion:** This criterion requires analysis of applicable Comprehensive Plan policies, procedures, appendices, and maps. The applicable goals and policies are:

**19.08.050 Housing goals and policies.**

*(1) Preface. Residents of the city of St. Helens are demographically in different stages of socioeconomics. As such, they vary in their family sizes, economic capabilities and interests and will desire different types of housing. The strategy is to ensure that sufficient lands are designated for those different phases and desires of current and future residents and to encourage policies and decisions to allow all residents the ability to find affordable housing.*

*(2) Goals.*

*(a) To promote safe, adequate, and affordable housing for all current and future members of the community.*

*(b) To locate housing so that it is fully integrated with land use, transportation and public facilities as set forth in the Comprehensive Plan.*

*(3) Policies. It is the policy of the city of St. Helens to:*

*(a) Maintain adequate development and building codes to achieve the city's housing goals.*

*(b) Encourage the distribution of low income and/or multifamily housing throughout the city rather than limiting them to a few large concentrations.*

*[...]*

*(h) Encourage energy-efficient housing patterns in residential developments.*

#### **19.12.020 General residential category goals and policies.**

*(1) Goals. To create conditions suitable for higher concentrations of people in proximity to public services, shopping, transportation and other conveniences.*

*(2) Policies. It is the policy of the city of St. Helens to:*

*(a) Require undeveloped public ways of record to be improved to applicable city standards as a condition to the issuance of building permits for lots that front these ways.*

*(b) Encourage the infilling of areas presently undeveloped due to topographical limitations to achieve a more efficient use of the land.*

*(c) Allow for the convenient location of grocery stores by the conditional use process.*

*(d) Develop rules for multifamily dwellings which are consistent with housing policies.*

*(e) Designate general residential lands as R-5, General Residential or AR, Apartment Residential on the city zoning map.*

#### **19.12.080 Highway commercial category goals and policies.**

*(1) Goals.*

*(a) To create opportunities for the orderly business development along selected portions of arterials.*

*(b) To establish conditions which will assure that arterial traffic flows are not disrupted and that access to and from these locations is designed for safety.*

*(c) To prevent highway frontage from becoming a strip of mixed commercial, residential and other unrelated uses.*

*(2) Policies. It is the policy of the city of St. Helens to:*

*(a) Designate as highway commercial such areas along portions of US 30 where highway business has already become well established.*

- (b) Designate as highway commercial such areas at major road intersections where access to business sites does not conflict with safe traffic movement.*
- (c) Encourage enterprises which cater to the traveling public to locate in this designation.*
- (d) Encourage curbing along Highway 30 and limit the number of curb-cuts to minimize traffic hazards as a result of conflicts between through traffic and shopper traffic.*
- (e) Preserve areas for business use by limiting incompatible uses within them.*
- (f) Improve the appearance and safety of US 30 and sites along US 30, through means such as landscaped medians, banner poles, landscaping along the highway right-of-way, and landscaping in parking lots.*
- (g) Encourage undergrounding of overhead utilities.*

**Discussion:** The proposal is to amend the Zoning Map from Highway Commercial (HC) to Apartment Residential (AR), which is in line with the existing Comprehensive Plan designation of General Residential (GR). GR allows for both General Residential (R5) and Apartment Residential (AR).

The 2008 Economic Opportunities Analysis (SHMC Chapter 19.24) notes a shortage of zoned commercial lands of about 10 acres, but recommended re-zoning surplus *industrial* lands to accommodate the commercial lands shortage. This conclusion also made a number of assumptions. It assumed a population growth of 17,842 by 2030 and that about 48% of the employable population would be employed in a commercial industry. Once the number of commercial jobs was estimated, a standard acreage rate per person was used to determine the needed acreage of commercial lands. With these assumptions made eight years ago, staff does not feel confident using this conclusion as justification against this zone change proposal.

**Finding (s):** There is demand for additional housing units in the region and in St. Helens. The proposed zoning map amendment would allow for residential development. This proposal is not contrary to Comprehensive Plan goals and policies.

The Council needs to decide if the zoning change request is consistent with the Comprehensive Plan goals and policies.

**(d) Discussion:** This criterion requires that the proposal not conflict with the applicable provisions of the implementing ordinances. The purpose and allowed uses for HC and AR have been included as an attachment. Despite the Comprehensive Plan designation as GR, the property was zoned HC, likely because of the property's existing use. Outdoor storage of vehicles is not allowed in the HC zone, making the site a non-conforming use. The non-conforming use status will comply regardless of HC or AR zoning (which does not allow for storage as a principal use).

**Finding (s):** The proposed zone change will not increase the non-conforming use of the site. When development occurs, the provisions of the implementing ordinances will apply.

**Discussion:** Note the definition of "spot zoning" per SHMC 17.16 as follows:

*Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.*

The Council needs to determine that this proposal is not a spot zoning in order for this criterion to be met. In addition, the Council may consider other implementing ordinances.

#### **SHMC 17.20.120(2) – Standards for Legislative Decision**

Consideration may also be given to:

(a) Proof of a change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or implementing ordinance which is the subject of the application

**Finding (s):** The current zoning is inconsistent with the Comprehensive Plan designation. The zone change would make the zone consistent.

#### **CONCLUSION & RECOMMENDATION**

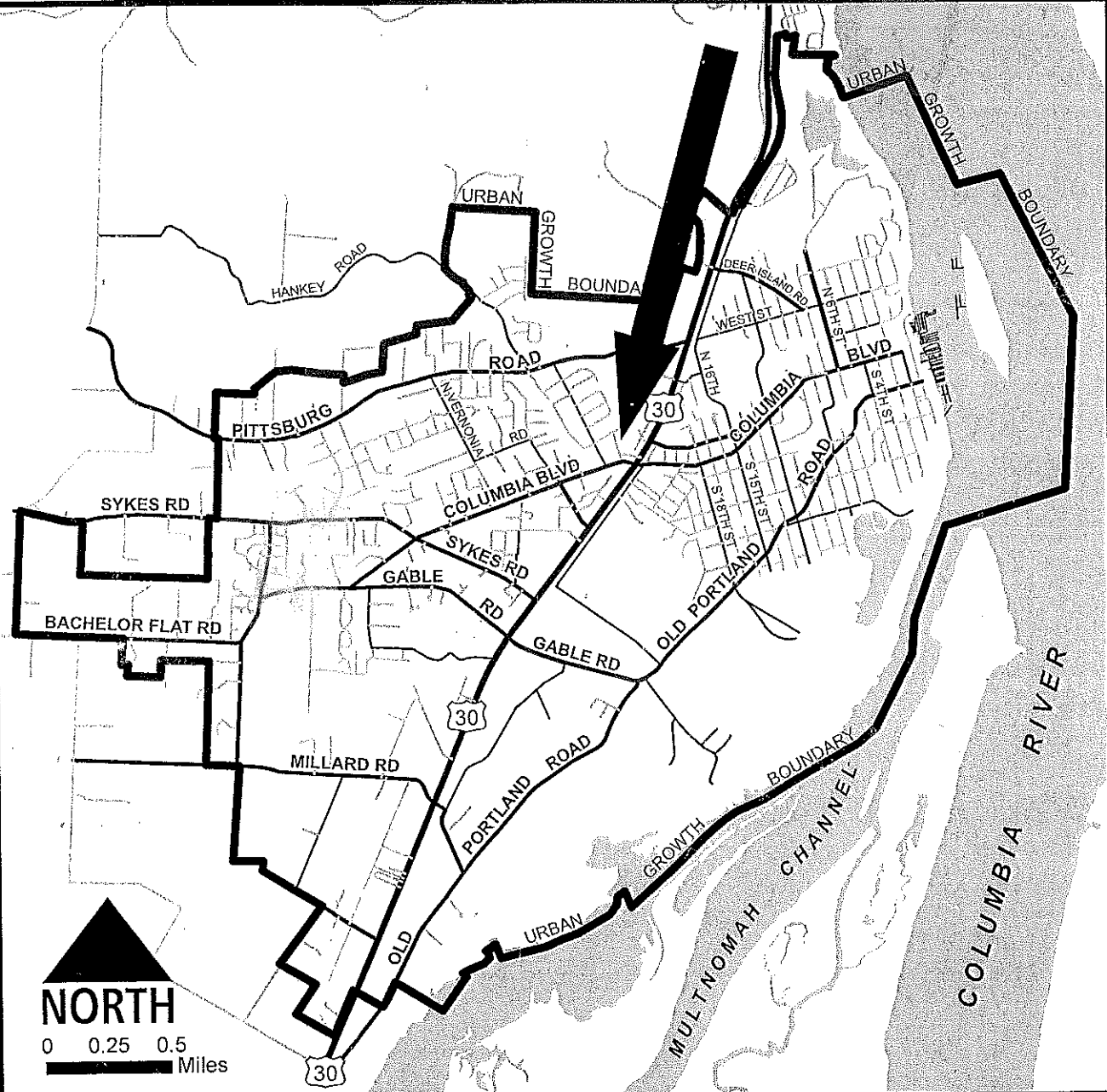
**The Commission needs to determine their recommendation to the City Council who the decision authority on this matter.**

**Attachment(s):** *Maps (5), Applicant's Narrative, Zone Comparison Table*



# SUBJECT PROPERTY

~ Approximate Location ~












City of St. Helens Urban Growth Boundary Area Vicinity

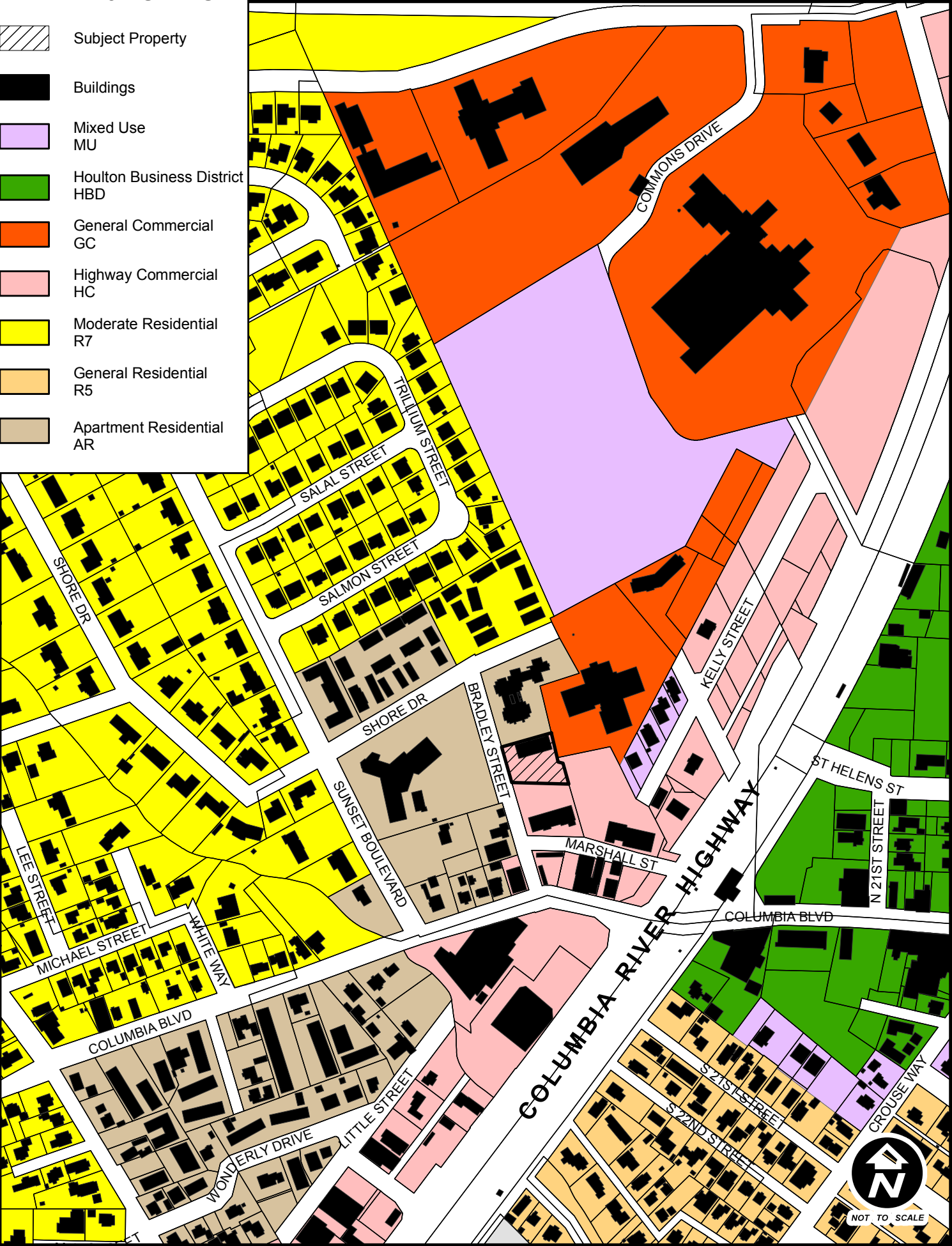












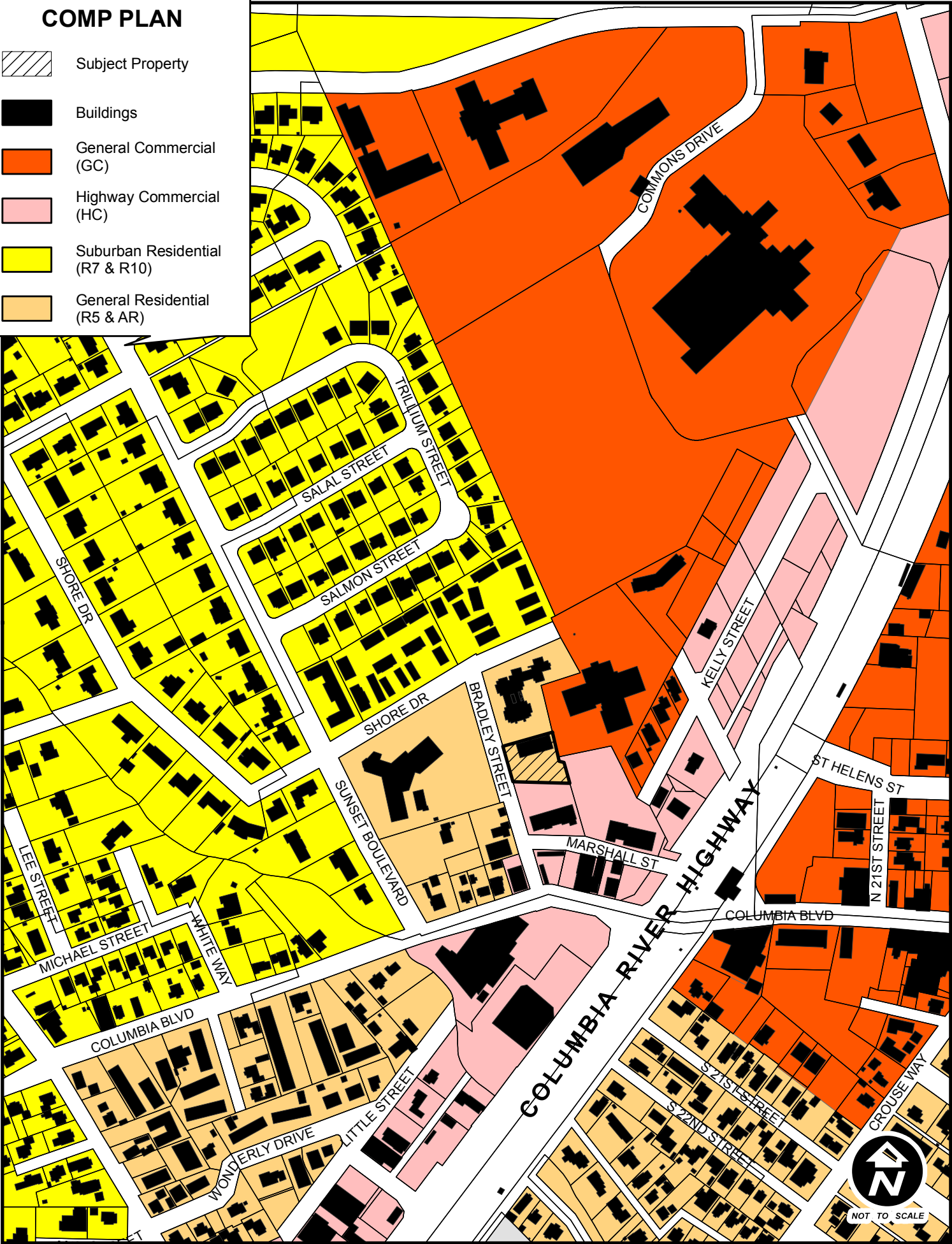
CPZA.2.16 ZONING

-  Subject Property
-  Buildings
-  Mixed Use MU
-  Houlton Business District HBD
-  General Commercial GC
-  Highway Commercial HC
-  Moderate Residential R7
-  General Residential R5
-  Apartment Residential AR



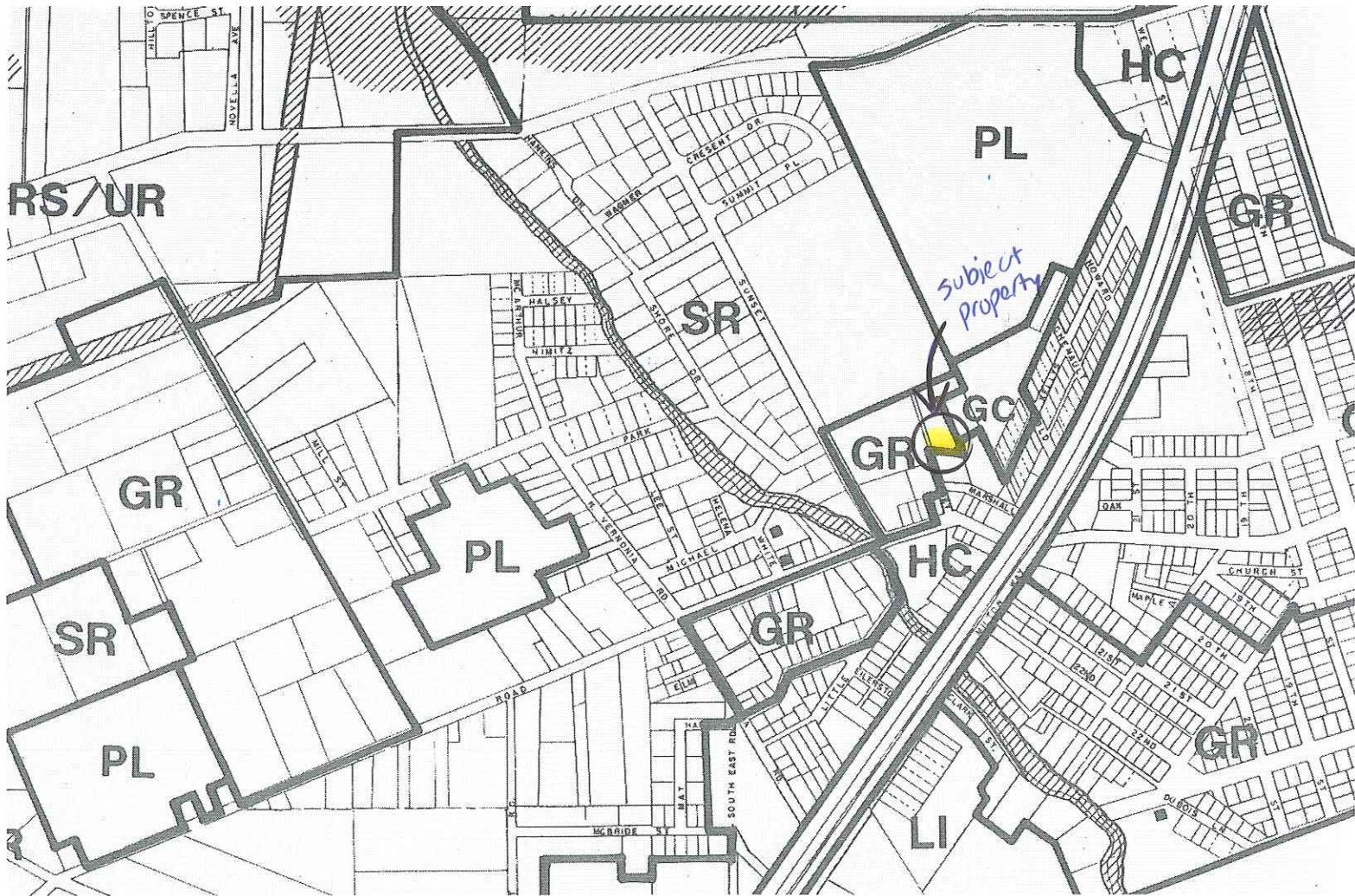
# CPZA.2.16 COMP PLAN

-  Subject Property
-  Buildings
-  General Commercial (GC)
-  Highway Commercial (HC)
-  Suburban Residential (R7 & R10)
-  General Residential (R5 & AR)





1996 CAMP DEAN MAP





Attn: City of St. Helens  
C/O Planning Department  
P.O. Box 278  
St. Helens, OR 97051

September 20, 2016

**Re: Quasi-Judicial General Land Use Application, City of St. Helens, County of Columbia**

Applicants: Jeremy P. and Sherri L. Thompson (husband & wife); mailing address: 58846 Morten Lane, St. Helens, OR 97051

Phone: Jeremy cell 503-396-9443, Sherri cell 503-396-6740 / email: sherrithompson68@comcast.net

Property Information: Columbia County Tax Account # 10328, Map 4N1W04-BC-02400,  
Situs Address: NYA Bradley Street, St. Helens, OR 97051; also known as 4MW-4BC-2400

Current Zoning: HC - Highway Commercial

Proposed Zoning: AR - Apartment Residential

*Prepared by Suzie Dahl for the Applicants*

---

The Applicants are applying for a Quasi-Judicial General Land Use Application for the above referenced property regarding a zoning change from Highway Commercial (HC) to Apartment Residential (AR). See attached property ID & maps; *Exhibit A, pages 3 thru 11*. The zone classification for the subject property is consistent with the purpose and intent of the proposed amendment to the current Comprehensive Plan land use map.

The property currently has a storage building constructed in 1980 that at one time was the bus barn for Jensen Transportation and does not have an assigned address; however, the local people know it as 164 Bradley Street. Since 1987 when the property was acquired by Mr. Thompson's (the applicant) parents, the property has been maintained for personal storage use. Both of Mr. Thompsons parents have since passed and left the property to their son, Jeremy and his wife, Sherri "the Applicants". This structure is currently a non-conforming use in the HC zoned property.

The physical characteristics of the proposed site are flat, with gravel terrain and a current storage structure. There is ample road frontage to Bradley Street. The parcel appears to have no natural or environmentally sensitive areas. The site does prove to be optimal for future solar use for harvesting energy.

Statewide Planning Goals we have researched for this particular use:

- #2 - Land Use Planning: the proposed use is compatible with other adjacent uses
- #10 - Housing: the proposed use reflects the Comprehensive Plan for future housing and growth
- #12 - Transportation: allows future residents to have easy and local walking access to the Houlton district, shopping, dining and City trails. We have also addressed the Transportation System Plan.

According to the City of St. Helens Parks and Trails Master Plan, Chapter 2, page 14, "the City of St. Helens uses a two-map zoning system"; *Exhibit B, page 12*. This is important when considering this proposed zone change

since the current Comprehensive Plan land use map reflects the City and community vision of St. Helens while maintaining the Statewide planning goals. The reasoning why this property should be re-zoned is bulleted below.

- The current City Zoning Map for this parcel is HC - Highway Commercial; see *Exhibit C, pages 13 & 14*. Whereas the current Comprehensive Plan land use map shows the zone to be GR - General Residential, (AR - Apartment Residential is not outlined on the Comprehensive Plan map); see *Exhibit D, pages 15 & 16*. \*
- This parcel does not meet the need for Highway Commercial use, nor does Bradley Street. The only entrance to the parcel is off of Bradley Street which serves apartments, a church daycare and a nursing facility. Bradley Street is currently a "local street", according to the Transportation System Plan (TSP); *Exhibit E, page 17*. The TSP is guided by ORS 197.712 & Department of Land Conservation and Development, DLCD administrative Rule as the Transportation Planning Rule (TPR). Both the Existing St. Helens Street Standards; *Exhibit F, page 18*, and the Proposed Street Cross Section; *Exhibit G, page 19*, maintains the "local Street" use and does not provide for trucks or additional heavy vehicle activity.
- This section of Bradley Street does not have curbs or sidewalks, nor is it proposed in the TSP.
- Placing this parcel into AR zone \* conforms with the Current City Comprehensive Plan Land Use Map and should have little if no impact on the City of St. Helens TSP and complies with the Statewide Planning Goals. The impact on surrounding land will be consistent with the specific goals and policies contained within the City of St. Helens Comprehensive Plan.
- The proposed zone change would allow for a residential use and future development of the parcel which will serve the estimated population growth of St. Helens, thus working towards the future development goals of the city.
- Currently, the proposed parcel has Apartment Residential zoning across the West side of the street and next to the North property line. General Commercial zone is on the East Property line and Highway Commercial is on the South property line.
- The Applicants have met with the City Engineer regarding bringing water and sewer to the site. The Applicants were advised by the City Engineer to hire a Civil Engineer for the plans the City would require to develop this property; the Applicants have spoken with Lower Columbia Engineering regarding this project and are prepared to move forward.

Notes: \* The current Zoning Map (*Exhibit C, page 13 & 14*) shows AR zone use. However the Comprehensive Plan Use Map (*Exhibit D, page 15 & 16*) does not show AR zone, but GR zone.

We would like to thank the Planning Department, Planning Commission and State of Oregon in advance for consideration of our proposed zone change, if you have any further questions please contact us at our cell numbers provided or by email.

Sincerely,  
  
Sherri L. Thompson 9/20/16

Jeremy P. Thompson & Sherri L. Thompson (husband & wife)

enclosures: General Land Use Application  
Pre-application Conference  
Accompany Letter for Zone Change Request (pages 1 - 2)  
Exhibits A thru G (pages 3 - 19)

## HC Zoning

Purpose: The HC zone is intended to recognize the existing commercial development along Highway 30 and to limit future commercial activity to retail concerns, activities that cater to motorists, and firms that deal in large goods and require unusual amounts of space.

Allowed Uses	Conditional Uses
Boat, trailer and recreational vehicle equipment sales, service and repair	Amusement services
Building supply firms that conduct business completely within an enclosed building except for outdoor storage	Animal sales and services, grooming, kennels, and veterinary (small animals)
Bus and train stations/terminals	Dry cleaners and laundromats
Car washes	Dwelling units above outright permitted uses
Drive-up facilities	Funeral homes
Eating and drinking establishments, including drive-up and carry-out	Home occupation in dwelling unit
Financial institutions, including drive-through	Hospitals
Gasoline stations	Marijuana retailer and/or medical marijuana dispensary
Motels and hotels	Parks
Motor vehicle sales, service and repair	Public facilities, major
Nurseries and greenhouses	Recreation facilities
Offices catering to motorists (e.g., insurance claims)	Religious assembly
Personal and business services such as barber shops, beauty shops, tailors, laundries, printing, and locksmiths	Retail establishments not directly catering to motorists
Parking lot	Schools
Plumbing, HVAC, electrical and paint sales and service	Shopping centers (can include all retail, personal services, professional services, medical, and dental offices)
Produce stands	Travel trailer parks
Public facility, minor	
Retail sales establishments, specifically catering to motorists, including drive-in	
Retail sales of large equipment items and repair and maintenance concerns that conduct business completely within an enclosed building except for outdoor storage	
Shopping plaza (permitted businesses only)	
Small equipment rentals, sales and repair	
Theaters, except drive-ins	
Tire shops within an enclosed building	

## AR Zoning

Purpose: The AR zone is intended to provide minimum development standards for residential purposes where complete community services are available and to provide for single dwellings, detached and attached, duplexes, and low/medium-rise multiple-dwelling residential units for heavy density residential development.

Allowed Uses	Conditional Uses
Duplex residential units	Auxiliary dwelling units
Home child care	Bed and breakfast, homestay, and boarding house
Home occupation (Types I & II)	Children's day care/day nursery
Multi-dwelling unit residential facilities	Community recreation, including structures
Public facility, minor	Commercial recreation facility
Public park	Neighborhood store/plaza
Residential facility	Hospitals, sanitariums, rest homes, and elderly homes
Residential home	Lodge, fraternal, and civic assembly
Single-dwelling unit, attached residential units (five units maximum together)	Lodging facilities or rooming house
Single-dwelling unit, detached residential units	Parking facilities
	Private parks
	Public facilities, major
	Private parks
	Public facilities, major
	Religious assembly
	Schools and related facilities

**City of St. Helens**  
**RESOLUTION NO. 1768**

**A RESOLUTION TO SET 2017 CITY PUBLIC MEETINGS AND HOLIDAY  
CLOSURES SCHEDULE FOR CITY OF ST. HELENS COUNCIL,  
BOARDS AND COMMISSIONS**

**WHEREAS**, the City Council holds meetings generally on the first and third Wednesdays of each month, with the work session beginning at 1:00 p.m. and the regular session beginning at 7:00 p.m. in the City Council Chambers. Council public forums or public hearings, if any, are usually scheduled between 6-7:00 p.m. on those Wednesdays; and

**WHEREAS**, the Arts & Cultural Commission generally on the fourth Tuesday of every month at 6:30 p.m. in the City Council Chambers; and

**WHEREAS**, the Bicycle & Pedestrian Commission meets generally on the last Thursday of every other month at 6:30 p.m. in the City Council Chambers; and

**WHEREAS**, the Budget Committee meets when convened in the City Council Chambers; and

**WHEREAS**, the Library Board meets generally on the third Tuesday of each month at 7:15 p.m. in the Columbia Center Auditorium; and

**WHEREAS**, the Parks Commission meets generally on the second Monday of every other month at 4:00 p.m. in the City Council Chambers; and

**WHEREAS**, the Planning Commission meets generally on the second Tuesday of each month at 7:00 p.m. in the City Council Chambers; and

**WHEREAS**, the Youth Council meets generally every other Monday at 7:00 p.m. in the City Council Chambers; and

**WHEREAS**, from time to time the Council appoints special committees to work on special projects for the City. Due notice will be given to the public and media of such meetings; and

**WHEREAS**, if a regularly scheduled meeting falls on or near a holiday, the respective meeting was moved to an alternate date.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES** as follows and adopts the 2017 City Public Meetings and Holiday Closures Schedule, for January through December, attached and listed as Exhibit A to this Resolution.

**Approved and adopted** by the City Council on December 21, 2016, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

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



**January 2, 2017**

Monday

All Day

New Years Day Observed -- CLOSED

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**January 4, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**January 10, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**January 16, 2017**

Monday

All Day

Martin Luther King Jr. Day -- CLOSED

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**January 18, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**January 24, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts &amp; Cultural Commission -- City Hall Council Chambers

**January 30, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**February 1, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**February 13, 2017**

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Hall Council Chambers

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**February 14, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

**February 15, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**February 20, 2017**

Monday

All Day

Presidents' Day -- CLOSED

**February 21, 2017**

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**February 23, 2017**

Thursday

6:30 PM - 8:30 PM

Bicycle &amp; Pedestrian Commission -- City Hall Council Chambers

**February 27, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**February 28, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- City Hall Council Chambers

**March 1, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**March 13, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**March 14, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

**March 15, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**March 21, 2017**

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**March 27, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**March 28, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- City Hall Council Chambers

**April 5, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

**April 5, 2017 Continued**

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**April 10, 2017**

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Hall Council Chambers

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**April 11, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

**April 18, 2017**

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**April 19, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**April 24, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**April 25, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts &amp; Cultural Commission -- City Hall Council Chambers

**April 27, 2017**

Thursday

6:30 PM - 8:30 PM

Bicycle &amp; Pedestrian Commission -- City Hall Council Chambers

**May 3, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

**May 3, 2017 Continued**

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**May 8, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**May 9, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

**May 16, 2017**

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**May 17, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**May 22, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**May 23, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts &amp; Cultural Commission -- City Hall Council Chambers

**May 29, 2017**

Monday

All Day

Memorial Day -- CLOSED

**June 5, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**June 7, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**June 12, 2017**

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Hall Council Chambers

**June 13, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

**June 19, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**June 20, 2017**

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**June 21, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**June 27, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- City Hall Council Chambers

**June 29, 2017**

Thursday

6:30 PM - 8:30 PM

Bicycle & Pedestrian Commission -- City Hall Council Chambers

**July 3, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**July 4, 2017**

Tuesday

All Day

Independence Day -- CLOSED

**July 5, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**July 11, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

**July 17, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**July 18, 2017**

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**July 19, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**July 25, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- City Hall Council Chambers

**July 31, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**August 2, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers



**August 2, 2017 Continued**

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**August 8, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

**August 14, 2017**

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Hall Council Chambers

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**August 15, 2017**

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**August 16, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**August 22, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts &amp; Cultural Commission -- City Hall Council Chambers

**August 28, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**August 31, 2017**

Thursday

6:30 PM - 8:30 PM

Bicycle &amp; Pedestrian Commission -- City Hall Council Chambers

**September 4, 2017**

Monday

All Day

Labor Day -- CLOSED

**September 6, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**September 11, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**September 12, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

**September 19, 2017**

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**September 20, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**September 25, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**September 26, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts &amp; Cultural Commission -- City Hall Council Chambers

**October 4, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**October 9, 2017**

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Hall Council Chambers

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**October 10, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

**October 17, 2017**

Tuesday

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**October 18, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**October 23, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**October 24, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts &amp; Cultural Commission -- City Hall Council Chambers

**October 26, 2017**

Thursday

6:30 PM - 8:30 PM

Bicycle &amp; Pedestrian Commission -- City Hall Council Chambers

**November 1, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**November 6, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**November 10, 2017**

Friday

All Day

Veterans' Day Observed -- CLOSED

**November 14, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**November 15, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**November 20, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**November 23, 2017**

Thursday

All Day

Thanksgiving Day -- CLOSED

**November 24, 2017**

Friday

All Day

Day After Thanksgiving -- CLOSED

**November 28, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts & Cultural Commission -- City Hall Council Chambers

**December 4, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**December 6, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**December 11, 2017**

Monday

4:00 PM - 5:30 PM

Parks Commission -- City Hall Council Chambers

**December 12, 2017**

Tuesday

7:00 PM - 10:00 PM

Planning Commission -- City Hall Council Chambers

**December 18, 2017**

Monday

7:00 PM - 9:00 PM

Youth Council -- City Hall Council Chambers

**December 19, 2017**

Tuesday

6:30 PM - 8:00 PM

Arts &amp; Cultural Commission -- City Hall Council Chambers

7:15 PM - 8:15 PM

Library Board -- Columbia Center Auditorium

**December 20, 2017**

Wednesday

1:00 PM - 4:30 PM

Council Work Session -- City Hall Council Chambers

7:00 PM - 8:00 PM

Council Regular Session -- City Hall Council Chambers

**December 25, 2017**

Monday

All Day

Christmas Eve Observed -- CLOSED

**December 26, 2017**

Tuesday

All Day

Christmas Day Observed -- CLOSED

**December 28, 2017**

Thursday

**6:30 PM - 8:30 PM**

**Bicycle & Pedestrian Commission -- City Hall Council Chambers**

**City of St. Helens**  
**RESOLUTION NO. 1769**

**A RESOLUTION TO SET BUILDING DEPARTMENT FEES**

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

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

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

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

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

**Section 3.** This Resolution is effective February 1, 2017.

**Approved and adopted** by the City Council on December 21, 2016, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Randy Peterson, Mayor

ATTEST:

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



1	<b>BUILDING DEPARTMENT FEES</b>	
2	<b>City of St. Helens Fee Schedule Effective 2-1-2017</b>	
3	<b>I. STRUCTURAL PERMIT FEES</b>	
4	<b>A. TOTAL VALUATION OF IMPROVEMENT:</b> The valuation of building construction shall be the total construction cost for all classes of	
5	\$1.00 to \$ 2,000	\$94.58
6	\$2,001 to \$5,000	\$112.98
7	\$5,001 to \$25,000	\$112.98 for first \$5000 plus \$12.20 for each additional \$1000 or fraction thereof, to including \$25,000
8	\$25,001 to \$ 50,000	\$357.00 for the first \$25,000 plus \$9.15 for each additional \$1,000, or fraction thereof, to and including \$50,000
9	\$ 50,001 to \$100,000	\$585.90 for the first \$50,000 plus \$6.10 for each additional \$1,000, or fraction thereof, to and including \$100,000
10	\$100,001 and up	\$890.93 for the first \$100,000 plus \$5.09 for each additional \$1,000, or fraction thereof.
11	<b><u>B. PLAN REVIEW FEE:</u></b>	
12	Plan Review Fee is 65% of Structural Permit Fee	65% of structural fee
13	Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour
14	Fire/Life/Safety Plan review (if required)	40% of structural fee
15	Planning & Engineering Review fees could apply.	(see Planning/Eng. Fees)
16	<b><u>C. INSPECTION FEES &amp; MISC. FEES:</u></b>	
17	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour
18	Reinspection Fee (after 2 same-type failed inspections)	\$94.93
19	New addition of planning release fee (if planning sig. is required)	See Planning Fee Schedule
20	Inspection fee which no fee is specifically indicated	\$96.92/hour

21	Administration fee	\$42
22	<b><u>D. STATE OF OREGON SURCHARGE FEE:</u></b>	
23	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)
24	<b>II. PHASED CONSTRUCTION (all types; Residential &amp; Commercial)</b>	
25	<b><u>A. PERMIT FEE:</u></b> Flat Fee (for all types); \$100 for commercial codes or \$50 residential codes, for each separate phase of the project.	\$105 Commercial / \$52.50 Residential
26	<b><u>B. PLAN REVIEW FEE:</u></b> The plan review fee shall be increased in an amount equal to 10% of the building permit fee calculated using the value of the particular phase of the project, not to exceed an additional \$1,500 for each phase.	Additional 10% to standard plan review for construction type
27	<b>III. DEFERRED SUBMITTALS (all types; Residential &amp; Commercial)</b>	
28	<b><u>A. PERMIT FEE:</u></b> The fee is for administration, processing, & reviewing deferred plans shall be an amount equal to 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project. This fee is <u>in addition</u> to the project plan review fee based on total project value.	65% of deferred value
29	<b>IV. DEMOLITION PERMIT FEES</b>	
30	<b><u>A. Residential:</u></b> Flat Fee	\$95
31	<b><u>B. Commercial:</u></b> Based on job value	Refer to; I. Structural Permit Fee

32	<b>V. PLUMBING FEE</b>	
33	<b><u>A. 1 &amp; 2 FAMILY DWELLINGS:</u></b>	<b>Fee</b>
34	1 bathroom (new construction)	\$452.71
35	2 bathroom (new construction)	\$548.00
36	3 bathroom (new construction)	\$643.28
37	Bathroom (each additional; new construction)	\$95.29
38	Water service; first 100 feet (new construction excluded)	\$63.50
39	Sanitary & Storm water service; first 100 feet (new construction excluded)	\$63.53 each
40	Add'l 100' or part thereof; water, sanitary, & storm sewer (no charge for 1st 100' of new construction)	\$34.92
41	Minor installation (per fixture including additions/remodels, alterations & repairs)	\$23.84
42	Irrigation/Backflow Device (first 100 feet)(if not counted as a minor install minimum permit fee applies)	Minimum Plumbing Permit Fee \$63.00
43	Special equipment or DWV alteration	\$63.53
44	<b><u>B. MANUFACTURED STRUCTURES &amp; PREFABRICATED STRUCTURES:</u></b>	
45	Connection to existing drain, sewer & water (initial installation)	\$63.53
46	New, sanitary and storm water connection	\$63.53/each
47	New water service	\$63.53
48	Add'l 30' or part thereof (water, sanitary & storm sewer)	\$34.92
49	<b><u>C. PARKS; RV and MANUFACTURED DWELLING PARKS:</u></b>	
50	Base fee (includes 5 or less spaces)	\$280.35
51	6-19 spaces (base fee plus cost per spaces)	\$48.30/per space
52	20 or more spaces (base fee plus cost per spaces)	\$26.57

53	Water, Sanitary & Storm Sewer (per fixture)	\$22.05
54	<b><u>D. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</u></b>	
55	3 or less fixtures	\$79.80
56	Base fee (includes 4 to 10 fixtures)	\$195.30
57	11 or more fixtures (base fee plus cost per fixture)	\$23.84
58	Water service (first 100 feet)	\$63.53
59	Building sanitary sewer (first 100 feet)	\$63.53
60	Building storm sewer (first 100 feet)	\$63.53
61	Add'l 100' or part thereof (water or sewer)	\$34.92
62	<b><u>E. PLAN REVIEW FEE:</u></b>	
63	Plan Review Fee is 30% of Plumbing Permit Fee	30% of plumbing fee
64	Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour
65	<b><u>F. INSPECTION FEES &amp; MISC. FEES:</u></b>	
66	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour
67	Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each
68	Specially requested inspections (1 hr. min.)	\$94.93/hour
69	Inspection fee which no fee is specifically indicated	\$94.93/hour
70	Minimum Plumbing Permit Fee	\$63.00
71	<b><u>G. STATE OF OREGON SURCHARGE FEE:</u></b>	
72	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Plumbing fee)

73	VI. MECHANICAL PERMIT	
74	<b><u>A. RESIDENTIAL:</u></b> Unless otherwise noted, fees apply to both gas & electric appliances, including piping.	
75	Gas Test: 1-4 outlets	\$4.13
76	Gas Test; for each above 4 outlets	\$1.05/ea.
77	Air Conditioning or Heat pump	\$12.39
78	Bath/Laundry Fans or Misc house fans	\$9.28
79	BBQ gas line	\$12.39
80	Vacuum Sustum	\$12.39
81	Gas dryer gas test (will require dryer vent fee)	\$4.13
82	Dryer Vent	\$9.28
83	Fireplace (all types)	\$12.39
84	Furnace/Duct Work	\$12.39
85	Heat Pump (electric)	\$12.39
86	Propane Insert	\$12.39
87	Range/Cook Top; gas (No permit required if electrical.)	\$12.39
88	Range Hood/Vent	\$9.28
89	Water Heater; gas (No mechanical permit required if electrical BUT a Plumbing permit is required for all types.)	\$9.28
90	Woodstove	\$12.39
91	<b><u>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</u></b>	
92	\$1.00 to \$6,000	\$96.60
93	\$6,001 to \$7,000	\$106.26

94	\$7,001 to \$25,000	\$106.26 for the first \$7,000, plus \$10.19 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.
95	\$25,001 to \$50,000	\$289.78 for the first \$25,000, plus \$7.64 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.
96	\$50,001 to \$100,000	\$480.88 for the first \$50,000, plus \$5.09 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.
97	\$100,001 and up	\$735.50 for the first \$100,000, plus \$5.25 for each additional \$1,000 or fraction thereof.
98	Phased Construction	See II. (above)
99	Deferred Submittals	See III. (above)
100	<b><u>C. PLAN REVIEW FEE:</u></b>	
101	Plan Review Fee is 65% of Mechanical Permit Fee	65% of mechanical fee
102	Additional plan review required by changes, additions or revision to approved plans (minimum 1 hr.)	\$95.76/hour
103	Fire/Life/Safety Plan review (if required)	40% of structural fee
104	<b><u>D. INSPECTION FEES &amp; MISC. FEES:</u></b>	
105	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour
106	Reinspection Fee (after 2 same-type-failed inspections)	\$94.93 each
107	Specially requested inspections (1 hr. min.)	\$94.93/hour
108	Inspection fee which no fee is specifically indicated	\$94.93/hour
109	Minimum Mechanical Permit Fee	\$63.53
110	<b><u>E. STATE OF OREGON SURCHARGE FEE:</u></b>	
111	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)



112	<b>VII. MANUFACTURED DWELLINGS</b>	
113	<b><u>A. RESIDENTIAL:</u></b>	
114	Installation Fee	\$211.68
115	New or relocated Sewer & Storm Sewer	\$63.53 each
116	New or relocated water service	\$63.53
117	Connection to drain, sewer & water	\$63.53
118	State of Oregon Code Development Fee	\$31.50
119	Additional Permits are required for decks, garage, pole buildings, & plumbing/mechanical changes per current codes.	(see specific fees above)
120	<b><u>B. RUNNERS / CONCRETE SLAB*</u></b>	
121	If the applicant is going to construct runners or a slab, the following fees shall be added to the sitting permit fee. The runners/concrete slab permit fees are based on valuation (fair labor costs & materials);	
122	\$1.00 to \$6,000.00	\$94.50
123	\$6,001 to \$7,000	\$103.61
124	\$7,001 to \$8,000	\$113.56
125	\$8,001 to \$9,000	\$123.50
126	\$9,001 to \$10,000	\$133.44
127	\$10,001 to \$11,000	\$143.39
128	\$11,001 to \$12,000	\$153.33
129	\$12,001 to \$13,000	\$163.28
130	\$13,001 to \$14,000	\$173.22
131	* Runners or a slab are not required by Oregon law. You may site a manufactured dwelling on a pad of gravel with pier blocks, in accordance with the current Oregon Manufactured Dwelling Standards for installation.	
132	<b><u>C. MOVABLE COMMERCIAL INSTALLATION</u></b>	

133	Installation Fee	\$196.35
134	Connection to water service	\$63.53
135	Connection to sewer service or holding tank	\$63.53 each
136	<b><u>D. PLAN REVIEW FEE:</u></b>	
137	For Runners/Concrete Slab; Plan Review Fee is 65% of Runner/Slab Fee	65% x (___) runner/slab amt. only
138	Movable Commercial Installation; Flat Plan Review Fee (plans required for anchoring)	\$43.05
139	Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour
140	Planning & Engineering Review fees could apply.	
141	<b><u>E. INSPECTION FEES &amp; MISC. FEES:</u></b>	
142	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour
143	Reinspection Fee (after 2 same-type-failed inspections)	\$94.93 each
144	Specially requested inspections (1 hr. min.)	\$94.93/hour
145	Inspection fee which no fee is specifically indicated	\$94.93/hour
146	<b><u>F. STATE OF OREGON SURCHARGE FEE:</u></b>	
147	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Installation fees)
148	Current State Development fee	Currently \$30.00

149	<b>VIII. SOLAR STRUCTURAL INSTALLATION FEES</b>	
150	<b><u>A. PERMIT FEE:</u></b> Flat fee for installations that comply with the prescriptive path described in section 3111.5.3 of the Oregon Structural Specialty Code. This includes 1 plan review & 1 inspection	\$155.93
151	<b><u>Per 3111.1 OSSC:</u></b> All other installations shall be based on valuation of structural elements for the; Panels, including Racking, Mounting, Rails & cost of Labor (excluding electrical equipment, collector panels, & inverters). Use the above I. A Structural Fee chart above.	Use above; I. Structural Fee Chart
152	<b><u>B. PLAN REVIEW FEE:</u></b>	
153	Plan Review Fee is 65% of Structural Permit Fee	65% of solar structural fee
154	Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour
155	Fire/Life/Safety Plan review (if required)	40% of solar structural fee
156	<b><u>C. INSPECTION FEES &amp; MISC. FEES:</u></b>	
157	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour
158	Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each
159	Specially requested inspections (per hour)	\$94.93/hour
160	Inspection fee which no fee is specifically indicated	\$94.93/hour
161	<b><u>D. STATE OF OREGON SURCHARGE FEE:</u></b>	
162	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x Installation fees)
163	<b>IX. FIRE SUPPRESSION SYSTEMS</b>	
164	<b><u>A. RESIDENTIAL PERMIT FEE:</u></b> based on square footage of the structure, below. This fee covers the cost of normal plan review & inspections.	
165	0-2000 Square Feet	\$357.00
166	2001-3600 Square Feet	\$385.35
167	3601-7200 Square Feet	\$427.35
168	7201 and greater	\$485.10

169	<b><u>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</u></b>	
170	Fee shall be based on value of project.	Use above; I. Structural Fee Chart
171	<b><u>C. INSPECTION FEES &amp; MISC. FEES:</u></b>	
172	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour
173	Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each
174	Specially requested inspections (per hour)	\$94.93/hour
175	Inspection fee which no fee is specifically indicated	\$94.93/hour
176	A backflow device could also be required.	Minor Installation fee; <b>\$60.00</b> per fixture or minimum plumbing permit
177	<b><u>D. PLAN REVIEW FEE:</u></b>	
178	Plan Review Fee is 65% of Structural Permit Fee	65% of structural fee
179	Additional plan review required by changes, additions or revisions to approved plans (minimum 1/2 hr.)	\$95.76/hour
180	X. MEDICAL GAS INSTALLATIONS	
181	<b><u>A. PERMIT FEE:</u></b> Based on value of installation cost, system equipment; inlets, outlet fixtures & appliances.	Use above structural Fee calculation (I.A)
182	<b><u>B. PLAN REVIEW FEE:</u></b>	
183	Plan Review Fee is 65% of Structural Permit Fee	65% of structural fee
184	Additional plan review required by changes, additions or revision to approved plans (minimum 1/2 hr.)	\$95.76/hour
185	Fire/Life/Safety Plan review (if required)	40% of structural fee
186	<b><u>C. INSPECTION FEES &amp; MISC. FEES:</u></b>	
187	Inspections required outside normal business hours (min. 2 hr. charge)	\$116.24/hour
188	Reinspection Fee (after 2 same-type failed inspections)	\$94.93 each
189	Specially requested inspections (1 hr. min.)	\$94.93/hour

190	Inspection fee which no fee is specifically indicated	\$94.93/hour
191	Minimum Building Permit Fee	60
192	<b><u>D. STATE OF OREGON SURCHARGE FEE:</u></b>	
193	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)

194	<b>XI. MISCELLANEOUS FEES</b>	
195	<b>A.</b> Administration Fee; outside of issuing building permits (min. 1 hr. then 1/2 hour fraction there after)	\$42.00/hour
196	<b>B.</b> Records Request	Time & Materials
197	<b>C.</b> Temporary Certificate of Occupancy	\$157.50 Residential / \$267.50 Commercial
198	<b>D.</b> Refund Policy	Refund must be greater than \$75, or no refund can be issued.
199	<b>E.</b> Minimum Fee for all types of permits, if not previously indicated.	\$63.00
200	<b>F.</b> Planning & Engineering Reviews could apply.	See Planning/Engineering Fee Schedule
201	<b>G.</b> Administration Fee	\$42.00
202	<b>H.</b> Plan Review/Release Fees	Non-refundable
203	<b>XII. GRADE &amp; FILL PERMIT</b>	
204	<b>PLAN REVIEW FEE</b>	
205	50 cubic yards or less	No fee
206	51 to 100 cubic yards	\$40.95
207	101 to 200,001	65% of the fill and grade permit fee
208	<b>PERMIT FEES</b>	
209	50 cubic yards or less	No fee
210	51 to 100 cubic yards	\$63.00
211	101 to 1,000 cubic yards	\$63.00 for the first 100 cubic yards, plus \$23.67 for each additional 100 cubic yards or fraction thereof
212	1,001 to 10,000 cubic yards	\$267.10 for the first 1,000 cubic yards, plus \$19.37 for each additional 1000 cubic yards thereof



213	10,001 to 100,000	\$450.45 for the first 10,000 cubic yards, plus \$88.83 for each additional 10,000 cubic yards thereof
214	100,001 cubic yard or more	\$1249.92 for the first 100,000 cubic yards, plus \$48.40 for each additional 10,000 cubic yards or fraction thereof
215	<b>A. STATE OF OREGON SURCHARGE FEE:</b>	
216	Subject to yearly increases, currently at 12%	Current State Surcharge (___% x structural fee)

## City of St. Helens RESOLUTION NO. 1770

### A RESOLUTION DETERMINING THAT A NUISANCE EXISTS UPON PROPERTY AS LISTED IN EXHIBIT A WITHIN THE CITY OF ST. HELENS AND DIRECTING THAT NOTICE TO ABATE THE NUISANCE BE POSTED ON SAID PREMISES

**WHEREAS**, St. Helens Municipal Code (SHMC) Section 8.12.070(1)(a) and 8.12.150(2) provides that " No person in charge of any premises shall permit: (a) To remain unguarded upon said premises any machinery, automobile bodies or parts thereof, equipment, structures, buildings or other devices having the characteristic of an attractive nuisance or which is liable to attract children. " and "Keeping of Junk Prohibited. It is hereby determined and declared that the keeping of or allowing of junk to be on or remain out of doors on any public or private premises within the city, unless the same is completely enclosed within a building, is a nuisance and is unlawful. (Ord. 2565 § 3, 1989; Ord. 2146 § 15, 1976)"

**WHEREAS**, the structures located as listed in Exhibit A, St. Helens, Oregon were determined by the Building Official to be in violation of one or more provisions of Chapter 8.12.070(1)(a) and 8.12.150(2) of the St. Helens Municipal Code and therefore a nuisance pursuant to the ordinance.

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

**Section 1.** The structures as listed in Exhibit A, St. Helens, Oregon constitute a nuisance under SHMC Chapter 8.12.070(1)(a) and 8.12.150(2), based on the photographs of the premises, attached hereto and incorporated by reference, and information from the Building Official. Council finds that the photographs show Junk. Junk Definitions. The term "junk" shall include, but will not be limited to, old motor vehicle parts, old machinery, old machinery parts, old appliances and parts thereof, old iron or other metal, glass, paper, old lumber, old wood, waste material, discarded material or abandoned personal property of any nature. Council hereby directs that the premises located as listed in Exhibit A, the person in charge of the property shall, within 30 days after such council determination, remove or abate such nuisance;.

**Section 2.** Pursuant to SHMC 8.12.250(10), Council hereby delegates "If within the time fixed, as provided in this chapter, the nuisance has not been abated by the person in charge of the property, the common council shall cause the nuisance to be abated." Council further directs that this nuisance be permanently abated within 30 days from the date of this resolution.

**Section 3.** Council hereby directs a notice to be posted as listed in Exhibit A, St. Helens, Oregon which contains: a description of the real property, by street address or otherwise; a direction to remove the nuisance within 30 days of the date of the notice; a description of the nuisance; a statement that unless such structures are immediately sufficiently secured to prevent access into them, the City will perform temporary nuisance abatement and secure said structures and that the costs shall be a lien against the property; furthermore, unless a permanent abatement of the nuisance is performed within 30 days of this resolution, the City will permanently remove the nuisance and secure the property and that the costs shall be a lien against the property; and a statement that the person in charge of the property may protest the action by giving notice to the City Recorder within ten (10) days from the date of the notice.

**Section 4.** The City Recorder shall cause a copy of said notice to be forwarded by registered or certified mail, postage prepaid, to the person in charge of the property at the last known address of such person. That notice shall contain all the elements listed in paragraph 2., supra, that is, the posting. If the person responsible for the nuisance is not the owner, an additional notice shall be sent to the owner, stating that the cost of abatement not paid by the person responsible may be assessed to and become a lien on the property.

**Approved and adopted** by the City Council on December 21, 2016, by the following vote:

Ayes:

Nays:

---

Randy Peterson, Mayor

ATTEST:

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Kathy Payne, City Recorder

# EXHIBIT A

## NUISANCE ABATEMENT LIST

<u>Address</u>	<u>SHMC VIOLATION</u>
1- 285 N 9 <sup>TH</sup> Street	8.12.070(1)(a) and 8.12.150(2)
2- 303 N 11 <sup>TH</sup> Street	8.12.070(1)(a) and 8.12.150(2) and 15.20 Section 203
3- 321 Tualatin Street	8.12.070(1)(a) and 8.12.150(2)
4- 364 N 1 <sup>ST</sup> Street	8.12.070(1)(a) and 8.12.150(2) and 15.20 Section 203
5- 375 S 13 <sup>TH</sup> Street	8.12.070(1)(a) and 8.12.150(2)
6- 385 N 17 <sup>TH</sup> Street	8.12.070(1)(a) and 8.12.150(2) and 15.20 Section 203
7- 394 S 12 <sup>TH</sup> Street	8.12.070(1)(a) and 8.12.150(2)
8- 434 N 10 <sup>TH</sup> Street	8.12.070(1)(a) and 8.12.150(2)
9- 465 S 15 <sup>TH</sup> Street	8.12.070(1)(a) and 8.12.150(2)
10- 475 N 12 <sup>TH</sup> Street	8.12.070(1)(a) and 8.12.150(2)
11- 564 N 10 <sup>TH</sup> Street	8.12.070(1)(a) and 8.12.150(2)
12- 920 Plymouth Street	8.12.070(1)(a) and 8.12.150(2)

**Grantor:**

City of St. Helens  
P.O. Box 278  
St. Helens, OR 97051

**Grantee:**

Ken and Tamara Beeler  
2010 8<sup>th</sup> Court  
Columbia City, OR 97018

**After Recording Return To:**

City of St. Helens  
P.O. Box 278  
St. Helens, OR 97051

**Until requested otherwise, send all tax statements to:**

Ken and Tamara Beeler  
2010 8<sup>th</sup> Court  
Columbia City, OR 97018

**QUITCLAIM DEED**

**City of St. Helens**, hereinafter called **grantor**, for the consideration hereinafter stated, releases and forever quitclaims unto **Ken and Tamara Beeler**, hereinafter called **grantee**, and unto grantee's heirs, successors and assigns, all of the grantor's right, title and interest in that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining, situated in Columbia County, State of Oregon, described as follows, to-wit:

**A utility easement pursuant to City of St. Helens Ordinance Number 2868, located on Parcel 1 of P.P. No. 2008-28.**

To Have and to Hold the same unto grantee and grantee's heirs, successors and assigns forever.

The true and actual consideration paid for this transfer, stated in terms of dollars, is **\$0**.

The purpose of this conveyance is to release and relinquish all of the right, title and interest of the grantor in the premises arising by reason of that certain utility easement reserved by the City of St. Helens pursuant to City of St. Helens Ordinance No. 2868 and recorded September 6, 2002 as Instrument No. F02-11662 in the Official Records of Columbia County, Oregon.

In construing this deed, where the context so requires, the singular includes the plural, and all grammatical changes shall be made so that this deed shall apply equally to corporations and to individuals.

In witness whereof, the grantor has executed this instrument on \_\_\_\_\_, 2016; if grantor is a corporation, it has caused its name to be signed and its seal, if any, affixed by an officer or other person duly authorized to do so by order of its board of directors.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

CITY OF ST. HELENS, Grantor

By: \_\_\_\_\_  
Randy Peterson, Mayor  
City of St. Helens

STATE OF OREGON            )  
                                      )     ss.  
County of Columbia        )

This instrument was acknowledged before me on \_\_\_\_\_, 2016,  
by **Randy Peterson** as **Mayor** of **City of St. Helens**.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires: \_\_\_\_\_



## PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Alta Planning + Design, Inc.** (“Contractor”).

### RECITALS

**A.** The City is in need of consulting services to **develop the City of St. Helens Branding and Wayfinding Master Plan**, and Contractor is qualified and prepared to provide such services.

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

### AGREEMENT

**1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to **develop the City of St. Helens Branding and Wayfinding Master Plan**, and Contractor accepts such engagement. The principal contact for Contractor shall be Katie Mangle, Phone: (503) 230-9862, Email: [katiemangle@altaplanning.com](mailto:katiemangle@altaplanning.com).

**2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in **Attachment A** attached hereto and incorporated herein by reference.

**3. Term.** Subject to the termination provisions of Section 11 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on August 31, 2017. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties.

**4. Compensation.** The terms of compensation for the initial term shall be as provided in **Attachment A**.

**5. Payment.**

**5.1** The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment C, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and long-distance telephone expenses. Contractor’s cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

**5.2** Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and 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 receipt 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.

**5.3** The City may suspend or withhold payments if Contractor fails to comply with requirements of this Agreement.

**5.4** Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

**5.5** Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

**6. Document Ownership.** Upon acceptance of the Services and payment for such Services by the City, all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement shall become the property of the City. Contractor reserves the right to use work product created during the term of this agreement for limited advertising and marketing purposes. Any reuse or alteration of any work produced under this Agreement, except as contemplated herein, shall be at the City's sole risk.

**7. Notices.** All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

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

**CONTRACTOR:** Alta Planning + Design  
Attn: Katie Mangle  
711 Grand Ave.  
Portland, OR 97214

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

**8. Standard of Care.** Contractor shall comply with applicable standards of professional care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

**9. Consequential Damages.** Neither party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits incurred by one another or their subsidiaries or successors, regardless of whether such damages are caused by either party's breach of contract, willful misconduct, negligent act or omission, or other wrongful act.

**10. Insurance.**

**10.1** At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

**10.2** All insurance policies shall provide that the insurance coverage shall not be canceled by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage.

**10.3** Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City shall retain any cost incurred for same from moneys due Contractor hereunder.

**10.4** At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the City, its officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

**10.5** The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

**11. Termination.** Either party may terminate this Agreement upon seven (7) days' written notice if one of the following occurs: (a) the other party fails to substantially perform in accordance with the terms of this Agreement; or (b) the City, in its sole discretion, decides to abandon the project. If either party terminates this Agreement, Contractor shall receive compensation only for Services actually performed up to the date of termination.

**12. No Third-Party Rights.** This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

**13. Modification.** Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

**14. Waiver.** A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

**15. Indemnification.** Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265. Contractor shall indemnify and hold harmless the City and its officers, employees, elected

officials, volunteers and agents from all claims for injury to any person or damage to property caused by the negligence or other wrongful acts, omissions, or willful misconduct of Contractor or officers, employees, agents, or subcontractors of Contractor. Contractor shall not be responsible for claims caused by the negligence or other wrongful acts or omissions of the City or the City's officers, employees, or agents.

**16. Governing Laws.** This Agreement shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court for Columbia County, Oregon.

**17. Compliance with Law.**

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

**17.2** Contractor shall comply with applicable provisions of ORS 279B.020, 279B.220, 279B.225, 279B.230 and 279B.235. Pursuant to ORS 279B.235, any person employed by Contractor who performs Services shall be paid at least time and a half pay for all overtime in excess of forty (40) hours in any one (1) week, except for persons who are excluded or exempt from overtime pay under ORS 653.010 through 653.261 or under 29 USC Sections 201 through 209.

**17.3** Contractor is a "subject employer," as defined in ORS 656.005, and shall comply with ORS 656.017.

**17.4** Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

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

**18. Confidentiality.** Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

**19. Publicity.**

**20. Succession.** This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties' partners, successors, executors, administrators and assigns.

**21. Assignment.** This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

**22. Default.**

**22.1** A party will be in default under this Agreement if that party fails to comply with any provision of this Agreement 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.

**22.2** Notwithstanding Subsection 22.1, the City may declare a default immediately by written notice to Contractor if Contractor intentionally or repeatedly breaches material provisions of this Agreement or if Contractor's breach of contract creates unreasonable risk of injury to any person or damage to property.

**22.3** Should a dispute arise between the parties to this Agreement, 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 Agreement.

**22.4** If a default occurs, the party injured by the default may terminate this Agreement 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.

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

**24. Inspection and Audit by the City.**

**24.1** Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

**24.2** The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within two (2) years following the termination of this Agreement.

**24.3** This Section 24 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**25. Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

**26. Severance.** If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

**IN WITNESS WHEREOF,** the City has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned agents, and Contractor has executed this Agreement on the date written below.

**CITY:**

**CONTRACTOR:**

**CITY OF ST. HELENS**

Council Meeting Date: \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

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

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

APPROVED AS TO FORM:

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

City Attorney



**ATTACHMENT A**  
**Alta Planning & Design Proposal, Budget, and Timeline**

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

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  
P.O. Box 278  
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.

CITY OF ST. HELENS:

# PROPOSAL FOR BRANDING AND WAYFINDING MASTER PLAN

November 30, 2016

## SUBMITTED BY:

Alta Planning + Design

## IN COLLABORATION WITH:

JLA Public Involvement



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711 SE Grand Avenue  
Portland, OR 97214  
(503) 230-9862  
www.altaplanning.com



November 30, 2016

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

**Re: St. Helens Branding & Wayfinding Master Plan**

Dear Ms. Dimsho and Members of the Selection Committee:

Alta Planning + Design (Alta), in collaboration with JLA Public Involvement (JLA), are pleased to submit this proposal for the City of St. Helens Branding and Wayfinding Master Plan. This project represents an opportunity to enhance legibility for all transportation modes and reinforce the City's historic identity along the Columbia River. Wayfinding will support the vitality of St. Helens as it plays a key role in welcoming and orienting visitors and residents.

I will serve as Principal-in-Charge and have overseen development of active transportation strategies for cities and towns throughout Oregon, such as Bend, Wilsonville, Milwaukie, and Gresham. I am currently leading the ODOT 82nd Avenue Implementation Plan and work closely with ODOT, a critical partner for St. Helens, to implement multi-modal transportation projects. Mary Stewart will act as Project Manager and has over 15 years of experience working with cities and regional governments to implement trails, on-street bicycle and pedestrian facilities, and multi-modal wayfinding plans.

Deven Young leads Alta's signage and wayfinding practice and will serve as Senior Advisor. Deven has developed similar wayfinding signage plans and design packages for projects such as the Clackamas Regional Center, the Avondale (AZ) Wayfinding System Master Plan, Coquiltam (BC) Wayfinding System Plan, and the Downtown Vancouver (WA) Pedestrian Wayfinding Master Plan. He recently completed the wayfinding signage and branding plan for the City of Merritt in British Columbia, a historic town of similar size and scale to St. Helens.

Christo Brehm will be the project designer, with experience in the design and assembly of attractive and user-friendly gateway monuments, signs, and maps in cities across North America. Derek Abe, a regular visitor to St. Helens and a specialist in active transportation integration, will serve as project planner. Alta's Art Director, Cat Cheng, leads map graphics and branding efforts for Alta's wayfinding service area, and civil engineer Sacha Barkhuff compiles design intent signage packages for cities and regions across the US and Canada.

The Alta team is uniquely qualified to lead this project for the following reasons:

- **Wayfinding is a core strength of Alta.** We have developed successful wayfinding plans and signage design packages from concept to installation for communities across North America, helping to craft highly-legible, attractive, and well-placed wayfinding elements. We understand how people move and how that translates to planning and implementing a wayfinding system. We bring the right combination of design creativity, understanding of federal and state wayfinding guidance and regulations, and accessibility guidelines and standards.
- **We understand the importance of stakeholder involvement.** We will develop a plan and design crafted through participation and collaboration by members of the St. Helens Wayfinding Advisory Team established to guide this project. We will listen to and engage stakeholders so that they feel ownership and pride in the products, and know that the final designs are a reflection of the local community.
- **Key partners and depth of experience.** We have teamed with JLA to complete multi-modal transportation strategies and plans across the region and deeply respect the outreach and engagement skills they bring to every project. Alta has successfully navigated wayfinding and branding efforts for cities of various sizes and recognize the importance of integrating thoughtful and thorough community involvement.

We are eager to be a part of this exciting initiative in your community to celebrate St. Helens as a historic landmark in our region. Please contact me at [katiemangle@altaplanning.com](mailto:katiemangle@altaplanning.com) or (503) 230-9862 should you wish to discuss our proposal in further detail.

Sincerely,

A handwritten signature in black ink that reads "Katie Mangle". The signature is fluid and cursive, with the first name "Katie" and last name "Mangle" clearly distinguishable.

Katie Mangle, Principal, Alta Planning + Design



# INTRODUCTION



## KEY QUALIFICATIONS

Promotes tourism and economic development

Integrates unique community history, culture, and identity in designs

Uses engaging public input processes to guide design options

Experience working with smaller communities in historic settings

Experience with AASHTO, MUTCD, NACTO, ODOT, and ADA standards and guidelines

## Alta's mission is to create active communities.

Alta Planning + Design was founded 20 years ago by a group of visionaries who recognized the role of nonmotorized transportation and recreation for addressing the broader issues of environmental sustainability, public health, economic growth, congestion, and connecting our communities. Alta now has 200 planners, landscape architects, engineers and encouragement specialists on hand for every aspect of the work needed to help you create your active community.

*At Alta, we use our unique expertise in active transportation planning and design to create wayfinding signage systems that enhance a community's vibrancy and character.*

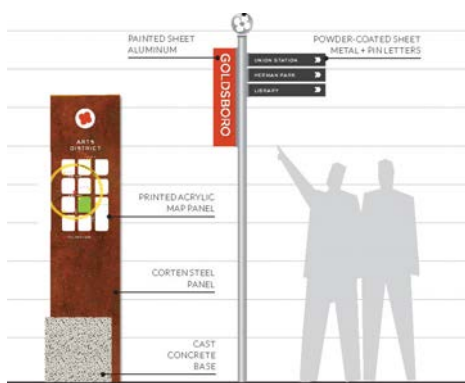
Alta has designed over 60 multi-modal signage and wayfinding systems. Because active transportation is our core specialty, we understand the importance of creating wayfinding systems that address the needs of all users, whether traveling by foot, bicycle, car, or transit.

**Local Identity:** The importance of understanding a community's character and personality cannot be understated - a successful wayfinding system will not only be safe and user-friendly, but it will tell a story. At Alta, we are excited by the opportunity to design inventive and original signage that reflects a community's identity, and enhances the movements of those who live, work, and play in the region.

**Federal Guideline Compliance:** We understand the key elements of creating systems that are safe, navigable, and accessible to all users. Our extensive experience designing pedestrian and cycling wayfinding systems has given us a thorough and specialized knowledge of federal MUTCD, ODOT, NACTO, and ADA guidelines and standards.

**Innovative Tools:** We use various tools during our planning and design process, including a geographic information system (GIS) database to assess and analyze the need and placement of signs. This database can then be used in the future to inventory and maintain the wayfinding system.

**Partnerships:** Through our years of experience creating pedestrian and bicycle wayfinding and signage plans, we have found the best way to create a truly successful system is to work closely with local agencies, key stakeholders, and the public to develop comprehensive wayfinding signage systems that meet their unique needs.



Vibrant and conspicuous signs were designed for the City of Goldsboro's downtown region; the designs highlight local attractions and services.

# PROJECT TEAM QUALIFICATIONS



## EDUCATION

Masters in City Planning  
with certificate  
in Urban Design  
and Development,  
Massachusetts Institute  
of Technology, 1996

BA, Growth and  
Structure of Cities, cum  
laude, minor in Fine Arts,  
Bryn Mawr College, 1994

## KATIE MANGLE | PRINCIPAL IN CHARGE

Katie leads the planning and design professionals in Alta's Portland office. She has 18 years of experience integrating active transportation into policy and capital projects, and has worked at the state, regional, and local levels, including eight years leading planning for small cities. Katie's experience in the public and private sectors includes work on behalf of state departments of transportation, transit agencies, and cities, most recently as a lead planner for the City of Wilsonville, OR. Her work combines strengths in project management, multi-modal transportation planning, urban design and land use planning, and capital project development. Katie's specialties include bicycle and pedestrian planning and design, Complete Streets, multi-modal corridor studies, transportation system and land use planning, drafting public policy and zoning code, public involvement strategy and facilitation, transit planning and design, development planning and permitting, and NEPA analysis.

## RELEVANT PROJECTS

- Downtown Vancouver Pedestrian Wayfinding Master Plan, WA
- Milwaukie Bicycle Wayfinding Plan and Implementation, OR
- Bend Citywide Safety Implementation Plan, OR
- Metro Park System and Trails Plan, Portland, OR
- ODOT 82nd Avenue Implementation Plan, Portland, OR
- Cedar Creek Greenway Trail, Sherwood, OR
- Gresham Active Transportation Plan, OR
- Wilsonville Bicycle and Pedestrian Connectivity Action Plan, OR



## EDUCATION

Certificate in Landscape  
Architecture, UC  
Berkeley Extension,  
2003

BS, International Studies,  
University of Oregon,  
1991

## MARY STEWART, PLA | PROJECT MANAGER

Mary is an urban designer who focuses her placemaking and landscape architecture skills within the right-of-way. Her expertise lies in creating convenient, gracious, and egalitarian connections for pedestrians and bicyclists of all ages and abilities. Mary designs active transportation projects that combine design creativity and deep knowledge of sustainable practices to achieve holistic solutions. She leads a design team to create compelling visual graphics that clearly communicate design to a wide audience. Mary contributes 14 years of design and project management experience with strong skills in everything from planning and wayfinding projects to construction documents and implementation. She is committed to thoughtful public engagement and has been trained in the NCI system of Charrette Management and Facilitation.

## RELEVANT PROJECTS

- Wayfinding Signage Design & Bicycle Map Update, Monterey County, CA
- Crescent City Harbor Promenade Interpretive and Wayfinding Design, CA
- Virginia-Daisy Bikeway Concept Design and Wayfinding, Springfield, OR
- Cedar Creek Greenway Design, Wayfinding, Signing, and Striping, Sherwood, OR
- San Antonio Station (Rails) Bicycle Improvement Project and Wayfinding, Mountain View, CA
- Palo Alto Bicycle Boulevards Feasibility and Design, Branding and Wayfinding, Palo Alto, CA
- CV Link Wayfinding Master Plan and Design Intent, Coachella Valley, CA

## REGISTRATIONS

Professional Landscape  
Architect, Oregon #913



### EDUCATION

Master of Landscape Architecture, University of Oregon, 2013

BA, International Studies, UCSB, 2005

### DEVEN YOUNG | SENIOR WAYFINDING ADVISER

Deven is an experienced project manager and designer who leads Alta's multi-modal wayfinding service area. Through experience leading wayfinding projects from concept to implementation for clients across the United States and Canada, he appreciates the complexities of the wayfinding design and planning process. Deven has participated in all facets of a wayfinding project, as a designer, planner, project lead, and as an owner's rep overseeing the fabrication and installation of signs. He has presented at conferences and led interactive wayfinding workshops for professionals in both the public and private sector. Deven also brings experience collaborating with local public artists on these types of projects, most recently on the gateway into Tigard with local artist Bryan Borello. He is highly organized and will oversee scheduling and quality assurance for St. Helens as senior adviser.

### RELEVANT PROJECTS

- Merritt Wayfinding System Plan, BC
- Explore Washington Park Wayfinding and Branding Strategy, Portland, OR
- Clackamas Regional Center Wayfinding System Plan, OR
- Avondale Wayfinding System Master Plan, AZ
- Bellingham Bicycle Wayfinding, Bellingham, WA
- Helena Wayfinding Master Plan, Helena, MT
- Wichita Wayfinding Strategy, KS
- Maricopa Association of Governments Off-Street Bicycle Wayfinding Guide, AZ
- City of Wilsonville Wayfinding Strategy Review, OR
- Downtown Vancouver Pedestrian Wayfinding Master Plan, WA
- Coquitlam Wayfinding System Plan, BC



### EDUCATION

Master of Urban and Regional Planning, Portland State University, 2013

BS, Environmental Science, Portland State University, 2009

### DEREK ABE | SENIOR PLANNER

Derek is a skilled planner with a background in urban planning, environmental science, and mechanical engineering. He is deeply rooted in the Portland region, with experience at the regional government level and with the regional transit agency, and lends his expertise to projects nationwide. Derek specializes in system planning, research and data analysis, technical writing, GIS modeling, and design. These skillsets are applied to wayfinding projects through Alta's proprietary route prioritization model. Derek understands that implementation funds for wayfinding projects may be limited and therefore recognizes that phased implementation may be the best approach. He will identify critical routes that St. Helen's should consider signing during a first phase of implementation and will recommend later phases to aid future implementation efforts.

### RELEVANT PROJECTS

- Avondale Wayfinding System Master Plan, AZ
- Complete Streets Resolution, Ridgefield, WA
- Bend Safety Implementation, OR
- Regional Trail Network, Puyallup, WA
- Hillsboro Trails Master Plan, Rock Creek Trail Alignment Study, OR
- Downtown Revitalization Strategy, Oregon City, OR





#### EDUCATION

BA, Architecture and  
Visual Communications,  
Washington University,  
St. Louis, MO, 2003

#### CAT CHENG | SENIOR GRAPHIC DESIGNER

Cat is a graphic designer with fifteen years of experience in print and brand identity. She brings fresh concepts and thoughtful typography to print and web for Alta's marketing programs, and has worked on numerous projects involving strategy, concept development, branding, design, layout, and print production/management.

Cat leads the Alta's wayfinding branding approach and the design of print-ready map graphics. She has completed orientation map graphics and led wayfinding branding exercises for projects across the United States and Canada. Her work has been featured in *Communication Arts Magazine*. Cat will be charged with developing the map graphics for St. Helens and will assist in the overall branding for the wayfinding sign family.

#### RELEVANT PROJECTS

- Downtown Vancouver Pedestrian Wayfinding Master Plan, WA
- Explore Washington Park Wayfinding and Branding Strategy, Portland, OR
- Kelowna Wayfinding Strategy, BC
- Coquitlam Wayfinding System Plan, BC
- Merritt Wayfinding System Plan, BC
- Clackamas Regional Center Wayfinding System Plan, OR
- Wayfinding Master Plan, Goldsboro, NC
- Avondale Wayfinding System Master Plan, AZ



#### EDUCATION

BS, Civil Engineering,  
Oregon Institute of  
Technology, 1994

#### SACHA BARKHUFF, PE | ENGINEER

Sacha is a professional engineer with over 18 years of active transportation design experience. Sacha leads Alta's wayfinding design intent drawing process. He prides himself on creating drawing packages for wayfinding sign families that are both legible and constructible. Sacha translates creative intent designs into bid-ready packages that are tailored to each project based on the client's fabrication capabilities and needs. Sacha offers deep experience in civil and mechanical design, giving him a unique understanding of the sign fabrication and implementation process. He is an Oregon native and has worked with local entities including City of Portland, Port of Portland, TriMet, and ODOT, as well as clients such as the Army Corps of Engineers and the US Forest Service.

#### RELEVANT PROJECTS

- CV Link Wayfinding Master Plan and Design Intent, Coachella Valley, CA
- Downtown Vancouver Pedestrian Wayfinding Master Plan, WA
- Explore Washington Park Wayfinding and Branding Strategy, Portland, OR
- Hammond Trail Wayfinding Design Intent, Hammond, IN
- NIRPC Unified Trail Wayfinding Design Intent, Poriage, IN
- West Jordan Regional Wayfinding Design Intent, UT
- Avondale Wayfinding System Master Plan, AZ

#### REGISTRATIONS

Professional Engineer,  
OR #52210PE

Professional Engineer,  
OR #52210PE

# JLA PUBLIC INVOLVEMENT

JLA Public Involvement is a full-service public involvement firm, founded in 1988 to build constructive two-way communications, trust and partnerships, and achieve consensus-based decisions among government agencies, communities, and interest groups.

For nearly 30 years, JLA has provided community engagement, facilitation, and strategic communications services exclusively for public agencies. We support and facilitate strategic planning, public engagement, outreach, and communications processes that emphasize collaboration, context-sensitive, and inclusive stakeholder involvement, and transparent decision-making.

JLA brings together divergent groups and designs collaborative processes, reaching a broad spectrum of the community, including those that are traditionally hard to reach, coming to decisions that all parties can support. Some of our creative approaches include:

- **Engaging informational materials** focused on strategic communications, clear writing and strong graphic design
- Online and digital communications tools, including **websites, interactive maps and social media**
- **Innovative surveys and feedback tools**, including online open houses, mobile phone surveys, and interactive comment maps
- **Video production**, including script development, filming and editing
- Meeting formats that encourage participation by offering **fun and unique involvement opportunities**

Working with and partnering with community-based organizations to reach communities where they are and via a stakeholder they trust.

JLA is a certified Woman-Owned Business (DBE/WBE #736), incorporated in Oregon.




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*JLA's mission is to create collaborative, meaningful, and exceptionally effective public processes that lead to better, more enduring decisions.*

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## EDUCATION

Master of Urban  
and Regional Planning,  
Portland State University,  
2013

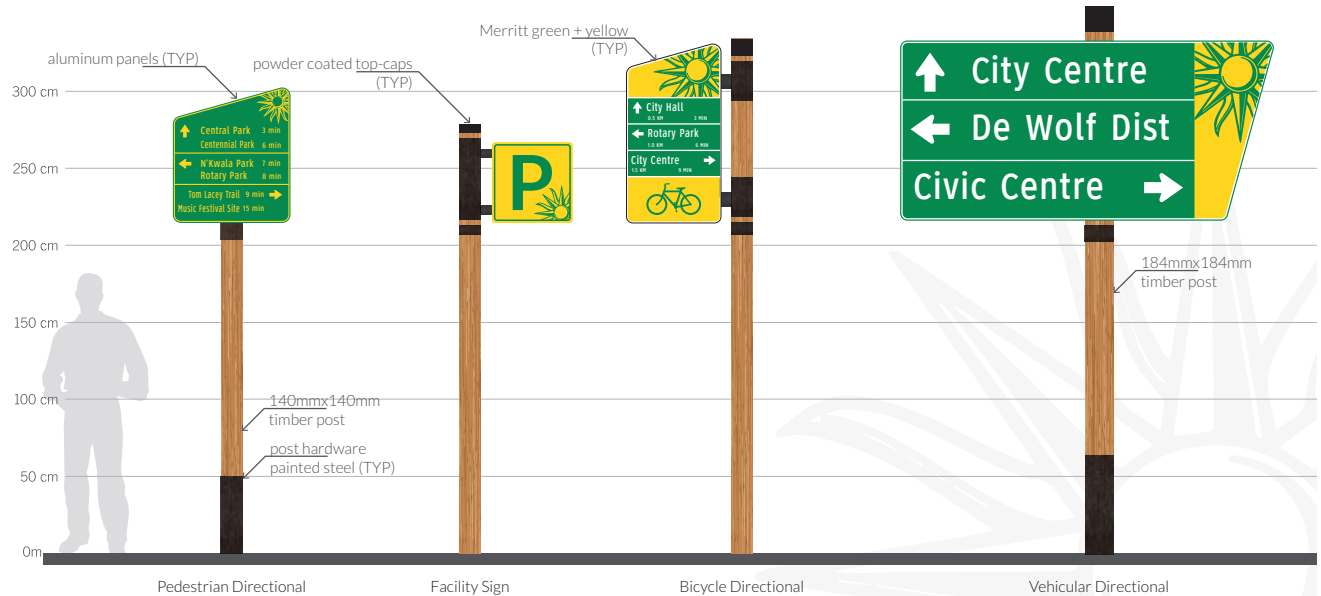
BS, Portland State  
University, 2009

## SYLVIA CIBOROWSKI | PROGRAM MANAGER

Sylvia manages a variety of JLA projects covering a wide range subjects including transportation, land-use planning, multicultural outreach, and environmental management. Her experience includes designing and facilitating public meetings, conducting stakeholder interviews and online surveys, managing committees, developing informational materials (websites, information kiosks/displays, fact sheets, newsletters, press releases), and large-scale event coordination (information fairs, town halls). Sylvia enjoys facilitating and helping groups work through collaborative processes, as well as designing custom public events that meet the expectations of the community, as well as the needs of the client and project team.

As JLA's equity specialist, Sylvia provides strategy guidance to provide meaningful engagement of our diverse communities, including underserved and minority communities. She has led equity and environmental justice and Title VI campaigns for a variety of projects. She is fluent in Spanish and Polish.

# PROJECT EXPERIENCE



## Merritt Wayfinding System Plan, BC

The City of Merritt is a small community (pop. 7,400), situated three hours drive east of Vancouver at the gateway to southern BC. Merritt has a resource industry of mining and forestry, a rich cattle ranching heritage, and is nicknamed the “Country Music Capital of Canada.” Located at an interchange of three provincial highways, the community is eager to get travelers off the highway and into Downtown.

The Wayfinding Signage Strategy provides the community a suite of multi-modal signs that will serve to promote the pathways and help guide people back Downtown and to key local attractions. Three design concepts were presented through stakeholder consultation and refined to a design that incorporates timber structures and the flourish under the sun logo, a symbol taken from the Merritt flag.

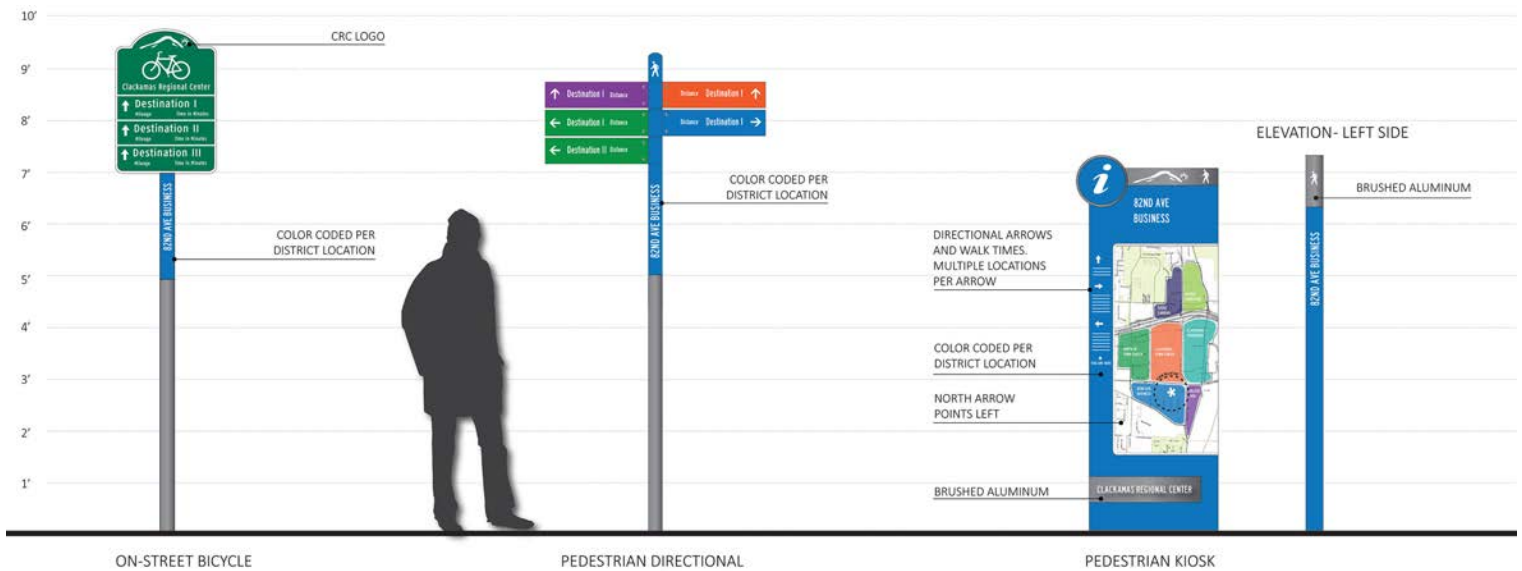
A family of signs offers Merritt a fresh and locally appropriate series of wayfinding signs built on existing brand and community identity. The Signage Strategy included vehicular, bicycle, pedestrian, transit, and facility signage that will connect residents and visitors to major attractions and local destinations.

**Client:** City of Merritt, BC

**Reference:** Shawn Boven, Chief Administrative Officer, (250) 378-4224, sboven@merritt.ca



**DOWNLOAD THE DOCUMENT  
HERE>>** <http://bit.ly/2giiMTS>

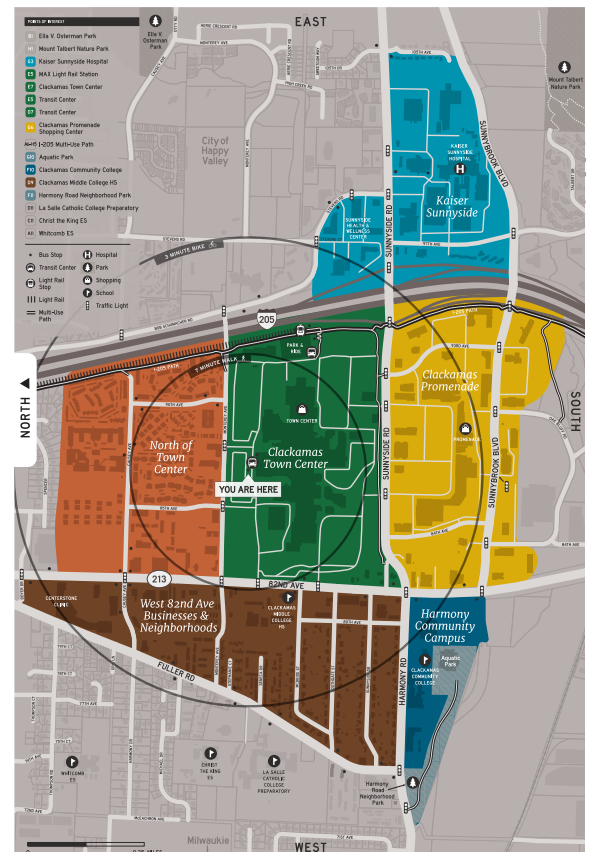


## Clackamas Regional Center Wayfinding System Plan, OR

Alta worked with Clackamas County to plan, design, and implement a wayfinding system for the Clackamas Regional Center (CRC). The wayfinding elements clarify options for walking and biking to and around the CRC while also helping to make connections to businesses and services. Alta designed a coordinated network of wayfinding elements that will ease navigation to and within the CRC while reinforcing a cohesive identity for the area. The system focuses on navigational improvements between significant area destinations and major points of entry, including area bikeways, a light rail station, and bus transit hubs.

**Client:** Clackamas County, OR

**Reference:** Lori Mastrantonio-Meuser, Clackamas County Department of Transportation and Development, (503) 742-4511, LorM@Clackamas.us





## Downtown Vancouver Pedestrian Wayfinding Master Plan, WA

The City of Vancouver sought to improve pedestrian navigation to and within its downtown, encourage walking and exploration, and support the vitality of downtown businesses and services, all while reflecting a uniquely Vancouver community identity. Alta worked with the City and its downtown business alliance to create a pedestrian wayfinding system to clarify opportunities for walking while promoting local businesses and services within the city's downtown. The recommended wayfinding family design included map-based pedestrian kiosks, directional signs, and sign blade waymarks, all color coded by district. Guidance for sign placement, recommendations for a wayfinding sign family, and next steps for sign fabrication were incorporated into the final plan to help the city move toward implementing the wayfinding system.

**Client:** City of Vancouver

**Reference:** Peggy Sheehan, Program Manager, Community and Economic Development Department, (360) 487-7952, [peggy.sheehan@cityofvancouver.us](mailto:peggy.sheehan@cityofvancouver.us)







## Avondale Wayfinding System Master Plan, AZ

Alta led development of this project with the goal of facilitating auto, bicycle, and pedestrian navigation while conveying the community's identity and augmenting economic investment in area businesses and services. Alta created wayfinding and gateway program elements that are a reflection of local residents who recognize themselves as young, tech savvy, and family-oriented. Integrating themes from the City's recent branding campaign, wayfinding and gateway elements reinforce the City's identity as a place: aspiring, achieving, and accelerating.

Alta worked with the City to develop a gateway and wayfinding plan that describes recommended gateway and sign locations, priority destinations, and conceptual designs, as well as costs and a phasing plan. Design intent drawings were assembled for the recommended wayfinding elements. Implementation of the signage and gateway elements started in 2016.

**Client:** City of Avondale

**Reference:** Tracy Stevens, Development and Engineering Services Director, City of Avondale, (623) 333-4012, [tstevens@avondale.org](mailto:tstevens@avondale.org)



**DOWNLOAD THE DOCUMENT  
HERE>>** <http://bit.ly/2fAAMrl>



## Explore Washington Park Wayfinding and Branding Strategy, Portland, OR



Alta is supporting Explore Washington Park, a Transportation Management Association for the park, by providing graphic design for 12 unique pictograms representing key park venues, a 10-panel map brochure, shuttle wrap, pole banner, and shuttle stop signage design. Alta is leading this project from concept to completion, including creative direction, design, production, and print and vendor management. For the shuttle stop signage, Alta is providing a specifications package, project cost estimates, and installation coordination.

**Client:** Explore Washington Park

**Reference:** Heather McCarey, Executive Director,  
(503) 416-2410, heather@explorewashingtonpark.org







## 78th Street/WSU Property Concept and Master Planning, Clark County, WA

JLA assisted Clark County officials and planners to consider future options for use of 79 acres at the 78th Street/WSU property (formerly the County's Poor Farm) by conducting a public involvement and outreach process, including a series of stakeholder interviews, formation and facilitation of a 15-member community sounding board, and coordination of public and virtual workshops. The concept planning process concluded with a public comment period, including an online survey and public displays at the Clark County Fair and the Public Service Center lobby.

**Relevance:** JLA developed a thorough yet fast-tracked public involvement and outreach process, including public and virtual workshops to review the concepts. The virtual workshop included an online preference survey and a summary video of the public workshop available on the County's website. Over 160 people attended the public workshop and more than 300 people completed an online survey.

**Client:** Clark County, WA

**Reference:** Mark McCauley, General Services Director, 360-397-2323, [Mark.McCauley@clark.wa.gov](mailto:Mark.McCauley@clark.wa.gov)



*78th Street/WSU Heritage Farm Community Workshop*

## C-TRAN Fourth Plain Bus Rapid Transit, WA

C-TRAN considered options to improve transit service on its busiest corridor, Fourth Plain Boulevard. In order to proactively engage a diverse cross-section of the community along the corridor, JLA managed a robust community outreach program that included residents, businesses, schools, commuters and transit users, community leaders and the general public.

**Relevance:** A major component of this project was to solicit community feedback on station designs and the name for the BRT system. JLA coordinated an online effort to solicit feedback from the public and promoted the survey through community tabling events and canvassing.

**Client:** Clark County Public Transit Benefit Area Authority (C-TRAN), WA

**Reference:** Katy Belokonny, Community Outreach, C-TRAN, (360) 906-7318, [katyb@c-tran.org](mailto:katyb@c-tran.org)



*Outreach materials to solicit feedback on station designs, including an online survey and promotional poster*



# PROJECT APPROACH

A well-defined wayfinding system provides residents and visitors with an easy to read and accessible way to explore a community, its services, and attractions. Alta understands that the City of St. Helens is interested in increasing awareness in and between its three major districts, including the US 30 corridor, the Riverfront District (RD), and the Houlton Business District (HBD). We also recognize that Olde Towne St. Helens (OTSH) lacks signage and that the planned waterfront redevelopment project will increase activity in St. Helens and further the need for quality wayfinding from the US 30 corridor. Gateway monuments, directional signs, information kiosks, maps, and waymarkers will provide safe, convenient, and comfortable navigation for people driving, biking, and walking within the City. Alta brings internationally recognized expertise and dedication to the planning, design, and implementation of multi-modal wayfinding systems. Alta will work with the City project manager (PM); stakeholder groups including the South Columbia County Chapter of Commerce (SCCC), the St. Helens Economic Development Corporation (SHEDCO), and the Arts & Cultural Commission (ACC); and residents to develop a locally appropriate wayfinding system that addresses multiple needs in St. Helens. Alta will also engage Travel Oregon as a key stakeholder to provide input and will collaborate with ODOT early in the process



*An effective branding and wayfinding program will attract visitors to local destinations like the planned waterfront redevelopment.*

to gain consensus for signage along Highway 30. Our proposal follows the goals of creating a cost-effective program that is reasonable and feasible in the recommended timeframe and a design that is endorsed by the community and supports a local aesthetic.

## Task 1: Project Management and Quality Control

Alta's project manager (PM), Mary Stewart, will be in contact with the City on a regular basis to keep them advised of progress made, to introduce and discuss project deliverables, and to clarify questions and feedback. At Alta, we pride ourselves on providing clear and regular channels of communication so our clients have a full understanding of expectations, work plan, and schedule.

### Deliverables:

- Monthly progress update calls
- Internal team management and coordination
- Schedule updates and monthly invoicing

## Task 2: Wayfinding Guidance

Based on findings from field work, desk review, and stakeholder and community input, Alta will assemble draft wayfinding guidance for St. Helens. The team will work collaboratively to develop a sign design program that works for both ODOT and the City.

### TASK 2.1: BACKGROUND REVIEW AND INVENTORY

Our team will review existing conditions starting with an assessment of the City's relevant plans and policies, including:

- US 30 & Columbia Blvd./St. Helens St. Corridor Master Plan (2015)
- Waterfront Redevelopment Project
- Riverfront District Architectural Design Guidelines
- St. Helens sign regulations including the Riverfront District sign guidance
- St. Helens sign pollution memo
- Urban renewal district boundaries
- Sustainable tourism plan
- Parks and trails master plan
- Relevant policies of the Operations Division specifically laid out by the City Shop staff

One of our first steps will be to provide a data needs request memo (Memo #1). Our team will receive and review the City's GIS data for study plans and our site assessment. A map highlighting city destinations and primary circulation routes (i.e., auto, bicycle, and pedestrian) based on existing GIS data provided by the City and relevant plans, will be produced for use during stakeholder discussions. We will use these maps during our initial meetings to verify prominent arrival points and major circulation routes, as well as to verify City destinations and current navigational challenges. A field review will help confirm our initial findings.

#### **Deliverables:**

- Memo #1: Data needs request

### **TASK 2.2: PROJECT KICK-OFF AND FIELD REVIEW**

Using maps and background information developed as part of Task 2.1, we will conduct a field review and site assessment of wayfinding opportunities and constraints. This review will examine existing signage and infrastructure, future development sites, and major destinations such as the key fifteen (15) locally designated landmarks. The field review will record and confirm navigational challenges, attractions, and highway, street, pedestrian, transit, trail and bicycle network information, as well as facility and building



*We will engage the stakeholder group in a visioning and goal setting exercise to help guide the look and content of the wayfinding signage.*

signs. During the field assessment, we will observe existing signs including signage type, condition, and placement. In advance of the field review, we will work with the City PM to confirm the field assessment route, highlight points of arrival, existing wayfinding elements, and define significant city features. During this initial field visit, Alta will meet with the Public Works Operations Director and Field Supervisor to discuss fabrication capabilities and maintenance needs. After the field review, our team will attend a kick-off meeting (Meeting #1) with City staff and the Advisory Wayfinding Team (Advisory Team) to discuss the design vision and goals for the city wayfinding plan. The Advisory Team will be coordinated by the City PM with recommendations from Alta. During this meeting, we will conduct:

- a visual identity exercise to begin visioning and goal setting for the brand and sign family design,
- a mental mapping exercise to assist with circulation patterns in the City,
- a wayfinding orientation presentation to educate the advisory team on multi-modal wayfinding, and
- present findings from the initial field review, including feedback from the visit to the City Shop to confirm wayfinding opportunities and constraints in St. Helens.

#### **Deliverable:**

- Meeting #1: Kick-off and field tour

### **TASK 2.3: WAYFINDING BEST PRACTICES**

Based on national and local guidance, Alta will develop a memo describing wayfinding best practices, including typical sign family elements, sign placement scenarios consistent with conditions in St. Helens, destination selection, technology in wayfinding, and sign programming strategies for Oregon state highways. The memo will serve as a tool for the City to reference and will become the first chapter in the final branding and wayfinding master plan.

#### **Deliverable:**

- Memo #2: Wayfinding best practices

## TASK 2.4: WAYFINDING FOCAL POINT MAP

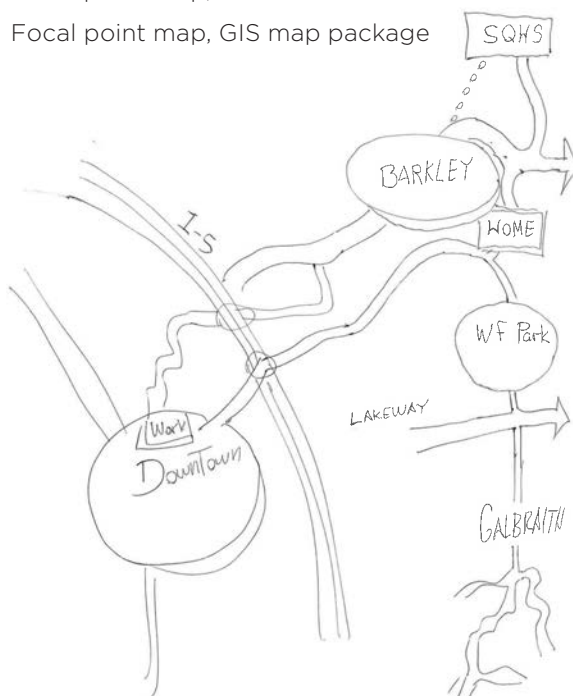
A consistent approach to selecting and prioritizing destinations to be included on wayfinding signs is necessary where space is limited and many potential destinations exist. Alta will develop a hierarchical list of wayfinding destination types for the Advisory Team to review. Categories may include:

- Tier 1 – Districts and Neighborhoods
- Tier 2 – Landmarks
- Tier 3 – Local Destinations

Once the categories are agreed upon by the City, Alta will recommend potential destinations for each category. The City PM will review and confirm final destination names and provide the list to Alta in order to create a wayfinding focal point map. This map will highlight the agreed upon destinations, primary circulation routes for vehicles, bicycles and pedestrians, entry points and key destinations. Alta will produce a GIS map package for the City's future use and a PDF map for use throughout the project.

### Deliverables:

- Focal point map, PDF
- Focal point map, GIS map package



Survey participants in Bellingham drew maps of the city from memory, depicting common routes and destinations. This informed Alta's understanding of Bellingham and confirmed important defining features, decision points, destinations, and routes through the community.

## TASK 2.5: ROUTE PRIORITIZATION FOR WAYFINDING

We understand that St. Helens will be pursuing funds to implement the proposed wayfinding strategy developed as part of this project, and that specific funding sources have not yet been identified. Therefore it is important to identify priority routes that will provide the greatest impact at the lowest cost. Using Alta's proprietary wayfinding route prioritization model and existing GIS data provided by St. Helens, we will review route readiness, proximity to destinations, overall need and gap closure as they relate to navigational challenges in the City. Alta will use the data provided as part of Task 2.1, to complete this prioritization task. Should the necessary data be unavailable, Alta will adjust the model to reflect this missing information.

### Deliverables:

- Wayfinding route prioritization, PDF
- Wayfinding route prioritization, GIS map package

## TASK 2.6: WAYFINDING OPERATIONS AND MAINTENANCE

Each city has different operations and maintenance capabilities. Because of this, it is important to identify a range of tools and considerations when implementing and maintaining a wayfinding system for all modes. Alta has experience implementing wayfinding projects in over four dozen cities across the US and Canada and we have a deep understanding of the maintenance challenges that City staff experience. This information will be compiled into a single wayfinding operation and maintenance memo that will relate to both the capacity of City staff and the environment for which signage will need to withstand.

### Deliverable:

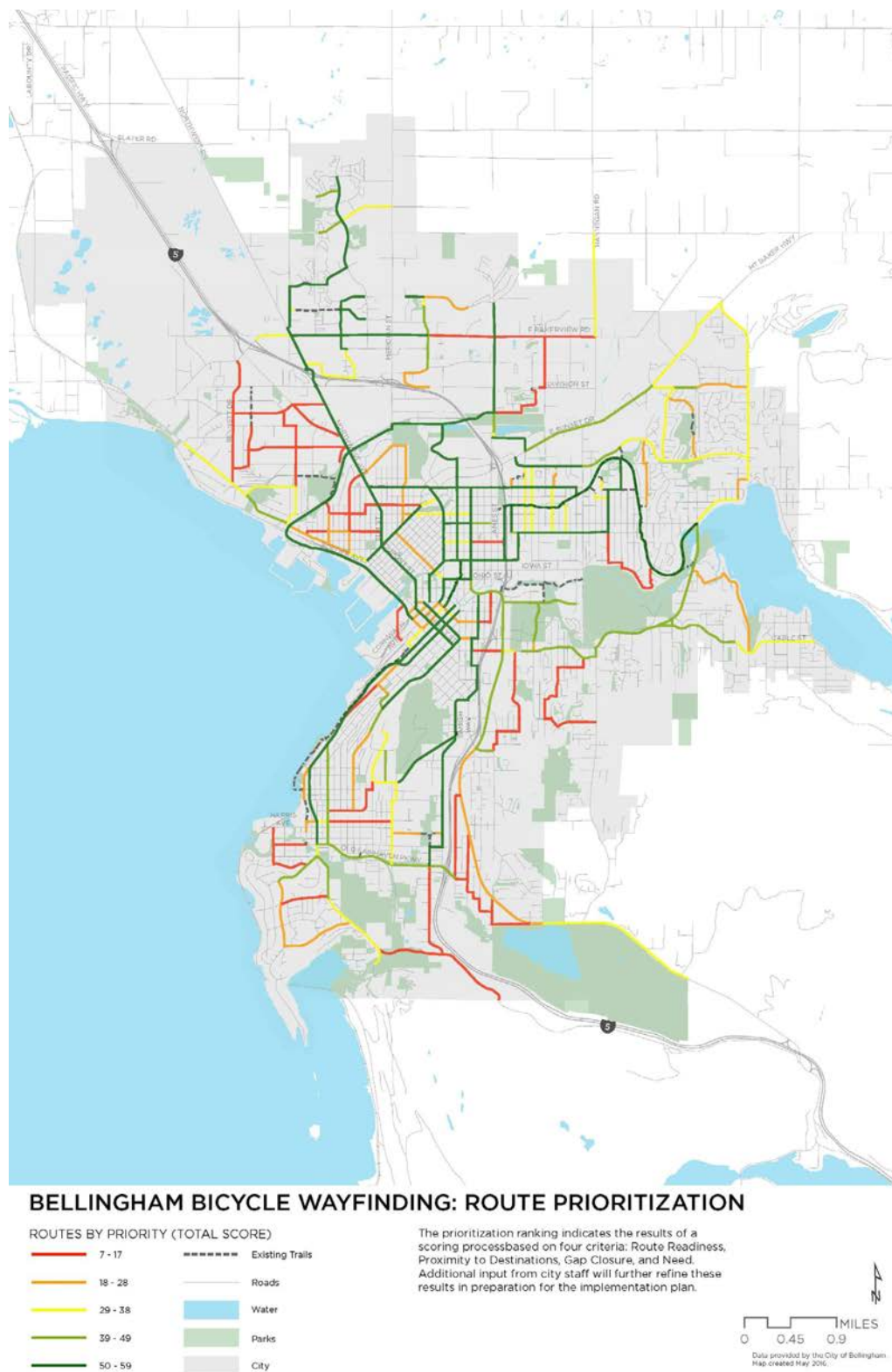
- Memo #3: Wayfinding operation and maintenance

## Task 3: Branding and Signage Manual

Based on findings from Task 2, we will assemble a draft wayfinding signage and branding manual. Our team will work collaboratively to develop a brand and sign design that speaks to the unique character of St. Helens, while remaining constructible, cost effective and implementable.



## Route Prioritization: All Facilities



Using Alta's proprietary wayfinding route prioritization model and existing GIS data provided by St. Helens, we will review route readiness, proximity to destinations, overall need, and gap closure as they relate to navigational challenges in the City. The map above illustrates route prioritization for the City of Bellingham.

### TASK 3.1: DESIGN BRIEF

During this creative concept stage, we will explore and refine options for branding, color, typography, and visual elements based on information gathered during Task 2. We will consider the City's existing signage, locally identified landmarks, and district architectural guidelines. Alta will work with the Advisory Team during Meeting #1 to clarify creative content so that wayfinding signage will reflect the community's identity, values, and aspirations. Alta understands that input goes beyond the Advisory Team, therefore the visual identity exercise presented as part of Meeting #1 will be translated into an online survey and distributed to residents of St. Helens. Alta will create a poster and write a one-page summary to promote the survey and general awareness of the project. Using this feedback, the Alta team will produce a design brief memo (Memo #4) to summarize design preferences of the Advisory Team and residents.

#### Deliverables:

- Online Survey #1: Visual identity
- Memo #4: Design brief

### TASK 3.2: DESIGN CONCEPTS

Using the design brief, we will develop three wayfinding design concepts for stakeholder consideration. Each sign family will have a unique character and will consider, information hierarchy, terminology and nomenclature, audience considerations, functional requirements, design criteria, marketing goals, vandal resistance, and maintenance. Flexibility will also be

considered so that each district may be uniquely identified through colors, logos, and/or materials. Clear universal graphic icons will be used for legibility and to reach the broadest audience possible, while minimizing visual clutter. The initial sign family will be designed to an illustrative level and presented as part of a public open house (Meeting #2). The purpose of this open house will be to receive input and preferences on each sign family option. Materials presented at the open house will be translated into an online survey so feedback may be solicited from those who were unable to attend. Alta will assist the City with promoting the online survey and will collect feedback received.

#### Deliverables:

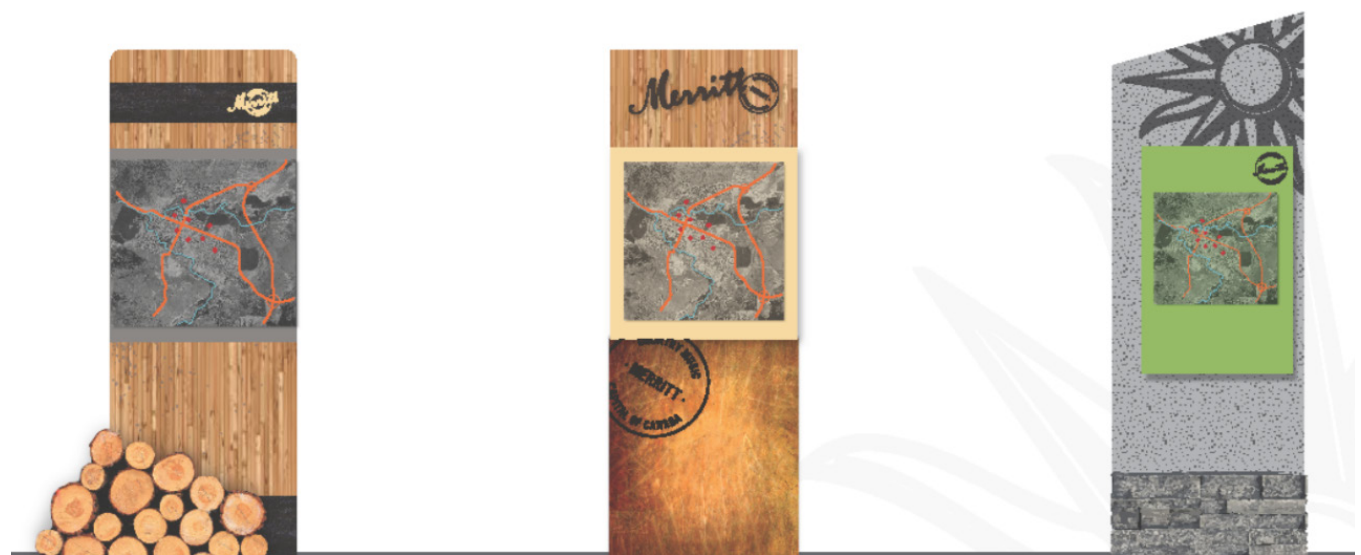
- Meeting #2: Design concept open house
- Online Survey #2: Design concepts

### TASK 3.3: PREFERRED DESIGN

Alta does not anticipate that a single sign family presented as part of Task 3.2 will be selected, but rather, characteristics of each design will be favored. In response to this feedback, Alta will incorporate the favored elements from each design to generate a single preferred sign family for St. Helens. This design will be presented to the Advisory Team (Meeting #3) to collect a final round of comments. Based on this final round of feedback Alta will revise the illustrative designs and provide a preferred wayfinding design concept for the City.

#### Deliverable:

- Meeting #3: Preferred Sign Family Design



Alta presented three design concepts to the City of Merritt, which were refined to a design that incorporates timber structures and the flourish under the sun logo, a symbol taken from the Merritt flag.



Wayfinding and signage package.

Alta develops signage programs that are tailored to a community's unique character. Our sign families include a variety of elements, from gateway monuments to pavement markings. The image above is from Alta's work on the multi-modal Circulation and Wayfinding Plan for Historic Corolla Village, NC.

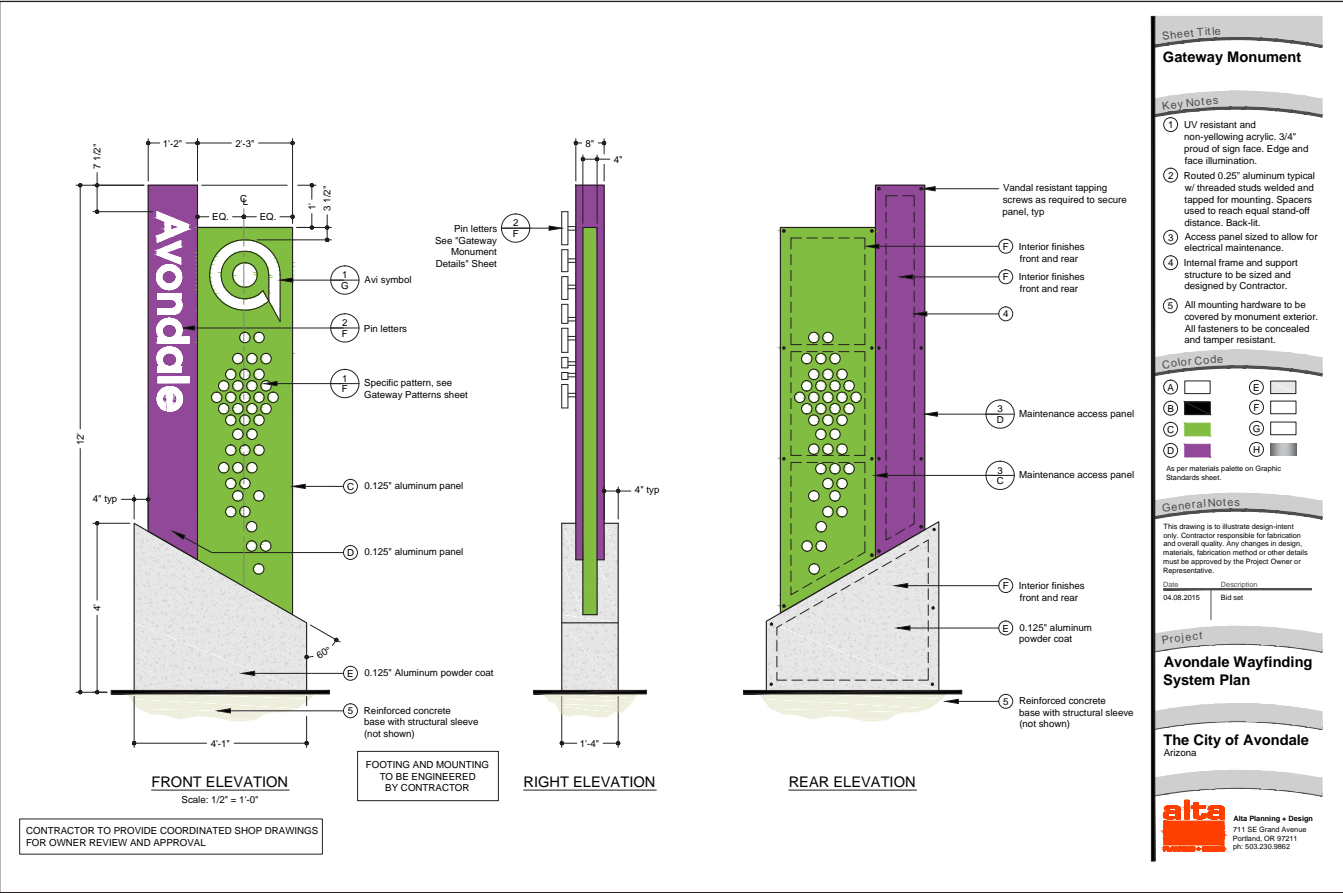
TASK 3.4: DESIGN INTENT

The Alta team will prepare design intent level plans and performance specifications for the preferred sign family. We will provide drawings that illustrate the intent of the design and also include sufficient detail needed to release the package for a competitive bid. In our experience, preparing design intent level drawings, rather than full construction documents, are the most effective approach for implementing wayfinding

sign plans. Design intent plans are more cost effective in the end because they lead to more effective manufacturing techniques and thus fewer change orders. By using the design intent process our team provides a cost-effective approach that maintains design intention and integrity through the fabrication process.

Deliverable:

- Design intent package and performance specifications



City of Avondale design intent drawings.

## TASK 3.5: SIGN PLACEMENT

Based on information gathered as part of Task 2, Alta will prepare a planning level placement map for all proposed wayfinding signs within City and ODOT right of way (ROW). Using the route prioritization model completed in Task 2.5, Alta will select up to three (3) priority routes and provide up to twenty (20) sign placement plans for a sign fabricator or City Public Works staff to reference during implementation. Permit drawings for signs within ODOT right of way is not part of this scope of services and should be a part of the sign fabricators contract prior to implementation.

### Deliverables:

- Planning level sign placement plan
- Placement plans, up to twenty (20)

## TASK 3.6: COST ESTIMATE

Alta will work with the City to prepare the cost estimates for each sign family element. Based on prioritization developed as part of Task 2.4 and placement recommendations identified in Task 3.5, we will provide an overall cost estimate by phase for the project. Mobilization and installation services will be included in this estimate.

### Deliverable:

- Cost estimate by phase



## Task 4: Branding and Wayfinding Master Plan

Building on all previous tasks, Alta will compile a final wayfinding master plan that incorporates the guidance and design recommendations for wayfinding signage in St. Helens. Alta will support the St. Helens PM by summarizing the master plan into a short power point presentation for review and adoption by City Council.


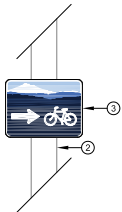
Alta will prepare a press release, one-page summary for website content, and a stakeholder e-mail developed to communicate to community members the preferred sign family design, overall process, and next steps toward implementation.

### Deliverables:


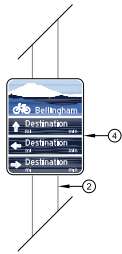
- Branding and wayfinding master plan
- Summary PowerPoint of final master plan for council review
- Communications package including a press release and web content


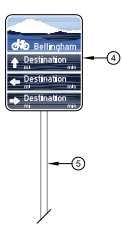
**25 NORTHBOUND: PROSPECT ST AT BAY ST**  
ROUTE: DOWNTOWN TO WHATCOM COMMUNITY COLLEGE (WCC) CAMPUS

**26 SOUTHBOUND: PROSPECT ST AT CHAMPION ST**  
ROUTE: DOWNTOWN TO WCC CAMPUS

**27 NORTHBOUND: DUPONT ST AT BROADWAY**  
ROUTE: DOWNTOWN TO WCC CAMPUS

**28 SOUTHBOUND: ELM ST AT BROADWAY**  
ROUTE: DOWNTOWN TO WCC CAMPUS

**SHEET 14**

**Sign Locations 25-28**

**KEY NOTES**

- ① See Confirmation Sign Detail (SHT 3, DET 1)
- ② See Existing Utility Pole Mounting Detail (SHT 7, DET 3)
- ③ See Turn Sign Detail (SHT 3, DET 2)
- ④ See Decision Sign Detail (SHT 2, DET 1)
- ⑤ See Decision Sign Post Detail (SHT 6, DET 1)

**GENERAL NOTES**

See sign schedule for sign content. Do not place signs beyond the ROW.

This drawing is to illustrate design intent only. City staff is responsible for fabrication and any changes to design, materials, fabrication method, placement, or other details.

Date: 7/12/16

**PROJECT**

**Bellingham Bicycle Wayfinding System**

**PROJECT OWNER**

Kim Brown  
Transportation Options Coordinator  
Public Works Engineering  
kimbrown@cob.org 360.778.7950

**alta**  
Alta Planning + Design  
400 Third Ave #200  
Seattle, WA 98101  
PH: 206.255.4666

Sign placement plan for the City of Bellingham.



# OPTIONAL TASKS

## Map Graphics

Preparation of a graphically designed hand held or kiosk map is an optional additional task to the wayfinding signage plan. The preparation of orientation maps would result in four (4) maps of similar orientation, extent, and scale, using GIS data provided by the City as the basis of design. Each map would include a “You Are Here” icon based on kiosk location. Up to two rounds of revisions would be included. The same identical map (only the “you are here icon” would move) would be printed and applied to each kiosk face.

### Deliverable:

- Four (4) map graphics



*Alta's graphic designers create maps for wayfinding and active transportation projects that are intuitive and visually appealing. This kiosk map, developed for the Coquitlam, BC Wayfinding Strategy, and helps guide residents and visitors to transit, local attractions, and recreational facilities.*

## Temporary Installation of Wayfinding Signage

Mock ups of signage would be fabricated and placed near recommended sign locations (as available). Up to fifteen (15) signs would be created and installed. Temporary signs can be digitally printed in color on boards, and applied to existing site features. Creating temporarily installed signage provides several benefits: it allows the City to assess both the design and placement recommendations, and includes the community in the process before the wayfinding plan is finalized. This task would include coordination with a printer, mounting of signs, and one guided field tour with the wayfinding Advisory Team after installation. The City would be responsible for removing all temporary signage.

### Deliverable:

- Installation of up to fifteen (15) temporary wayfinding signs



*Alta designed and installed temporary signs and pavement markings to create two bicycle boulevards in Rochester, NY. This demonstration project was used as a public outreach event for the Bicycle Boulevards Master Plan. Alta created a pop-up public meeting along the temporary boulevard where people provided feedback and learned about the plan.*



# SCHEDULE

TASKS	2017																								
	JAN				FEB				MARCH				APRIL				MAY				JUNE				
Task 1 - Project Management and Quality Control																									
1: Monthly updates				●				●				●				●				●				●	
Task 2 - Wayfinding Guidance																									
2.1: Background Review and Inventory	●	●																							
2.2: Project Kick-Off and Field Review		■																							
2.3: Wayfinding Best Practices		●	●	●																					
2.4: Wayfinding Focal Point Map			●	●	●	●	●																		
2.5: Route Prioritization for Wayfinding					●	●	●	●	●																
2.6: Wayfinding Operations and Maintenance							●	●	●	●															
Task 3 - Branding and Signage Manual																									
3.1: Design Brief		●	●	●	●	●	●	●	●	●															
3.2: Design Concepts						●	●	■	●	●															
3.3: Preferred Design									●	●	■	●	●	●	●										
3.4: Design Intent													●	●	●	●	●								
3.5: Sign Placement														●	●	●	●	●							
3.6: Cost Estimate																●	●	●							
Task 4 - Branding and Wayfinding Master Plan																									
4: Master Plan																									

■ Meeting 
 ■ Task progress 
 ○ Draft deliverable 
 X Final deliverable

# COST PROPOSAL

TASKS	TASK BUDGET
<b>Task 1 - Project Management and Quality Control</b>	<b>\$3,500</b>
1: Monthly updates	\$3,500
<b>Task 2 - Wayfinding Guidance</b>	<b>\$16,400</b>
2.1: Background Review and Inventory	\$2,750
2.2: Project Kick-Off and Field Review	\$5,250
2.3: Wayfinding Best Practices	\$2,250
2.4: Wayfinding Focal Point Map	\$2,850
2.5: Route Prioritization for Wayfinding	\$4,250
2.6: Wayfinding Operations and Maintenance	\$1,800
<b>Task 3 - Branding and Signage Manual</b>	<b>\$37,500</b>
3.1: Design Brief	\$8,700
3.2: Design Concepts	\$5,500
3.3: Preferred Design	\$8,500
3.4: Design Intent	\$6,500
3.5: Sign Placement	\$6,650
3.6: Cost Estimate	\$1,650
<b>Task 4 - Branding and Wayfinding Master Plan</b>	<b>\$9,500</b>
4: Master Plan	\$9,500
Reimbursable Expenses and Travel	\$2,000
<b>Total</b>	<b>\$68,900</b>

<b>Optional Tasks</b>	<b>\$11,250</b>
Map Graphics	\$6,500
Temporary Installation of Wayfinding Signage	\$4,750



**WESTERN COLLECTION BUREAU INC  
AGREEMENT FOR COLLECTION SERVICE**

WESTERN COLLECTION BUREAU INC, herein referred to as AGENCY, and City of St. Helens herein referred to as CLIENT, agree that the judgment accounts placed with the AGENCY are uncontested, and are assigned to the AGENCY with all rights and interests of the creditor relating to that account, including all contractual and statutory rights. For all accounts assigned, AGENCY and CLIENT acknowledge that AGENCY may enforce all legal rights for the assigned account, including recovery of all interest, fees, and other amounts or damages owed or to be owed by the person(s) or company for any assigned account, subject to AGENCY'S duties and obligations to CLIENT pursuant to the AGREEMENT.

1. AGENCY activities shall be in compliance with FEDERAL, STATE, and LOCAL laws or regulations, and shall be courteous and businesslike, consistent with the image and reputation of CLIENT.
2. Collections made by AGENCY of CLIENTS accounts will be deposited immediately in a trust account maintained at a bank specifically for AGENCY'S clients. All collections made by AGENCY on CLIENTS accounts will be remitted to CLIENT less AGENCY'S commission fees. Disbursement of collections made by AGENCY for CLIENTS accounts will be remitted to CLIENT by approximately the tenth (10th) day of the month following collection.
3. Collections made by AGENCY and remitted to CLIENT by AGENCY on which a check is returned by the bank unpaid, shall be reported on the remittance statement as a minus payment and minus commission fee. CLIENT will notify AGENCY when a check is returned by the bank unpaid on a payment made direct to CLIENT, on which CLIENT has paid AGENCY the collection fee due. AGENCY will list such returned checks on the next remittance statement for direct payments to CLIENT as a minus payment and minus commission fee.
4. AGENCY shall not accept as settlement in full, on any account assigned any amount less than the full amount due the CLIENT without the consent of CLIENT.
5. Subject to paragraph 14, below, AGENCY and CLIENT agree that AGENCY shall be allowed to collect and keep interest to offset the cost of collecting the account. The AGENCY as assignee may waive or reduce the amount of interest collected as a part of negotiating or reaching a payment arrangement. All interest collected by AGENCY shall be distributed and collected as provided in paragraph 14, below.
6. Enforcement proceedings on a judgment assigned to AGENCY by CLIENT may include:
  - a. Writ of execution proceedings for personal property under ORS 18.252 to 18.993.
  - b. Proceedings in support of execution under ORS 18.265, 18.268 and 18.270.
  - c. Garnishment proceedings under ORS 18.600 to 18.850.
  - d. The issuance of a writ of execution on real property under ORS 18.252 to 18.993. A writ of execution on real property may be issued only after the judgment or judgments or have been transcribed or recorded in the manner provided by ORS 52.635.
  - e. Any other manner of judgment enforcement allowed by law. AGENCY agrees to advance any and all legal costs arising from such enforcement proceedings. When AGENCY collects an account, in whole or in part, by way of enforcement proceeding described above, AGENCY may first deduct any and all legal costs advanced in such proceeding before remitting the principal amount to CLIENT.
7. AGENCY may assign its rights and obligations under this Agreement and forward any of CLIENT's claims to another collection agency if the debtor has moved out of the general business area of AGENCY, and such other



collection agency shall have the authority to exercise all ordinary and reasonable collection efforts as permitted by law, and shall remit any payments made to AGENCY, less agreed commissions, and AGENCY shall remit to CLIENT, less any agreed commissions. Except as provided herein, AGENCY shall not assign any of its rights or obligations under this Agreement without the express written consent from the CLIENT.

8. CLIENT warrants that all accounts placed with AGENCY are valid and legally enforceable debts and are not disputed or subject to any defense, offset, set-off, counterclaim, or bankruptcy proceeding, unless otherwise disclosed in writing to AGENCY by CLIENT. CLIENT shall immediately notify AGENCY in writing of any disputes or payments made directly to CLIENT or any bankruptcy notification received by CLIENT subsequent to placement of an account with AGENCY. CLIENT shall be liable for and shall indemnify, defend and save AGENCY harmless from and against any suits, actions, claims, and demands and costs, expenses and attorney fees incurred in connection with the failure of CLIENT to disclose to AGENCY that the account is disputed, paid in part or in full satisfied or alleged to be subject to any defense offset. This indemnification provision is subject to the limitations of the Oregon Tort Claims Act as codified in ORS 30.260 to 30.300 and any applicable debt limitations
9. AGENCY shall provide information in regards to delinquent accounts to credit reporting repositories unless directed not to do so by the CLIENT. In either case, CLIENT shall promptly notify AGENCY of any and all instances in which the status of delinquent accounts changes, such as disputes and payments made directly to CLIENT.
10. Audits of AGENCY may be performed from time to time by CLIENT or persons retained by CLIENT, to include a review of collection efforts, adequacy of cash controls, promptness of recording and remitting payments, commonplace with this AGREEMENT and other normal audit procedures and tests. AGENCY requests the courtesy of at least seven days advance notice prior to CLIENTS audit.
11. Each Party is responsible for receiving and maintaining information sent in any form, whether it is electronically delivered or by US mail. CLIENT may recall any assigned judgment or account at any time. AGENCY shall retain a fee based upon the principal amount, if any, actually collected by the AGENCY. AGENCY may also retain any legal costs advanced on a recalled account up to the date of recall. Upon receipt of a recall in written or electronic form, AGENCY shall cease all activity on such account or accounts and AGENCY shall return the account along with all documentation and records pertaining to such account to CLIENT. The recall or return an account terminates this Agreement with respect to said account and terminates any and all CLIENT obligations to AGENCY with respect to said account.
12. As further consideration for the receipt and handling and collection of accounts by AGENCY, and by the services rendered to CLIENT by AGENCY, the Parties agree that each Party will assume its own proper responsibility in connection with any claim made by a third party against CLIENT and/or AGENCY, and AGENCY and CLIENT agree to defend, indemnify, and hold harmless the other Party and its officers, employees and agents from claims arising from: (a) injury to any person or damage to property caused by the negligence or other wrongful acts or omissions of the party, its officers, employees, or agents; (b) failure or refusal of one party to perform or fulfill its responsibilities under this contract or any law, through no fault of the other party. This indemnification provision is subject to the limitations of the Oregon Tort Claims Act as codified in ORS 30.260 to 30.300 and any applicable debt limitations.
13. AGENCY shall obtain and at all times for the term of this Agreement keep in effect, commercial general liability insurance covering the activities, and operations of AGENCY. Such liability insurance, whatever the form, shall carry at least liability coverage sufficient to meet the requirements set forth in the Oregon Tort Claims Act as



codified in ORS 30.260 to 30.300. AGENCY shall name the CLIENT and its officers, employees, and agents as additional insured on any activities being performed under the contract. AGENCY shall obtain and at all times keep in effect any professional liability insurance required by law, or, if not required by law, any professional liability insurance AGENCY holds at the time of execution of this Agreement. All insurance policies shall be written on an occurrence basis. Authorization from CLIENT is required for any policy written on a claims made basis. The insurance required by this section shall be evidenced by a Certificate of Insurance issued by an insurance company licensed to do business in the State of Oregon, containing a thirty (30) day Notice of Cancellation endorsement and shall be forwarded to CLIENT prior to commencement of services. If requested, complete copies of insurance policies shall be provided to CLIENT.



14. The collection fee on payments made to AGENCY and directly to CLIENT on accounts placed with AGENCY for collection shall adhere to the following schedule:

### **RATE/FEE PROPOSAL**

#### **Simple – for volumes of payments and satisfied customers**

##### **Major Categories/Departments:**

##### **RATES/FEE**

Western is paid on contingency. The Rate/Fee is a percentage of the amount placed.

	<b>SCOPE OF WORK</b>	
	<b><u>Standard Acct</u></b>	<b><u>Legal Acct</u></b>
Utility Billing (Water/Sewer/Storm)	20%	25%
Library Services	20%	25%
City Court and Trial Services	20%	25%
General City Obligations (AR, Building, Tax Payments, General)	20%	25%
Cancel an account	no fee	

#### **Unique – Clients get larger than expected dollars back**

**Clients may wish to consider including these items in (above) amount placed if they apply: (this may offset the above cost of collection agency services for the client)**

Utility Billing - Collection Fee owed to a public body	ORS 697.105	25% max \$200
City Court - Interest since the date of judgment	ORS 82.010	25% max \$250

##### **Special Terms and Conditions – NO RATE/FEE INCREASE**

Out of business at the time of placement	20%	25%
One year or more since last payment or transaction	20%	25%
Previously assigned to another agency or attorney	20%	25%
Amnesty Program Administration	20%	25%
Referred to In-House Attorney (Western fronts legal fees)	No extra charge, base legal rate	
Consumer Account – a person	20%	25%
Commercial Account – business to business	20%	25%

##### **Special Terms and Conditions – WESTERN SHARES INTEREST WITH THE CLIENT**

	<b><u>Other Agencies Pay You</u></b>	<b><u>Western Pays You</u></b>
Interest Accrues per ORS 82.010 9% APR from latest date possible	0% -none	50%

##### **Recap of Proposed Rates – Spectrum**

<b>SERVICES</b>	<b>RATE</b>
Commission rate	20%, 25% for legal accounts
Principal remitted to City	80%, 75% for legal accounts
Interest remitted to City	50%
Principal retained by Contractor	20%, 25% for legal accounts (1)
Interest retained by Contractor	50%



We are confident in our collection return percentages to our clients. So confident that we will provide additional assistance on industry issues, cater a specific collection plan of action to best fit the needs or requests of our clients, fill extra requests to active clients, such as offer a presence or advertising at an event, pickup and deliver items, assistance with industry-related issues, all at no additional cost.

Any special arrangements or considerations made by our clients or their staff will gladly be administrated by Western.

Amnesty Program Administration is included at no additional cost to the client. The client determines the terms, Western administers the details. We have expansive expertise in managing Amnesty Programs of many types, as performed by municipalities. Our clients utilize our experience to maximum potential outcomes, such as timing, focus on core group, and other variables.

15. AGENCY acknowledges that CLIENT will be disclosing certain Confidential Information to AGENCY. Confidential Information includes all information regarding the CLIENTS customers, including but not limited to account balances, transactions and other experience information. It includes all information derivatives from any confidential information, such as customer lists and transaction patterns. Except as otherwise provided for in the AGREEMENT, AGENCY will not, without the prior written authorization of the CLIENT disclose to any third party Confidential Information under any circumstances or by any means except under legal compulsion.
16. This AGREEMENT shall remain in full force and effect for one (1) year from the date here in below, unless sooner terminated in writing by either Party upon a thirty (30) days notice. Unless terminated the AGREEMENT shall automatically be renewed from year to year.
17. Any assigned judgment or account paid to CLIENT by reason of a forfeiture of bail or security resulting from a warrant of arrest issued before the judgment or account was assigned to AGENCY shall be excluded from the provisions of this agreement provided that the warrant of arrest was issued by CLIENT before the account was assigned to AGENCY.
18. CLIENTS assignment of accounts to AGENCY is non-exclusive. CLIENT specifically retains the right to assign to the Oregon Department of Revenue (DOR) any and all judgments or accounts that have been or may be assigned to AGENCY. Any funds paid by DOR to CLIENT on a judgment or account that has also been assigned to AGENCY shall be subtracted from the principal balance assigned to AGENCY. CLIENT shall notify AGENCY of any funds paid against an account principal balance by DOR and AGENCY'S fee shall be adjusted downward accordingly.
19. The laws of the State of Oregon shall govern in any action, claim or suit on this Agreement. Each party shall be responsible for that party's attorney fees, costs and disbursements at all times including appeals.
20. AGENCY agrees that AGENCY is an independent contractor and not an employee of or agent of CLIENT. CLIENT shall not be responsible for any claims, demands or causes of action of any kind or character arising in favor of any person, on account of personal injuries, or death, or damage to property occurring, growing out of, incident to, or resulting directly or indirectly from the operations or activities of AGENCY.
21. AGENCY may employ workers. AGENCY, its subcontractors, and all employees working under this contract are subject employers under the Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.





22. AGENCY agrees to comply with the following provisions of the Public Contacting Code, which are incorporated by this reference in this Agreement: ORS 279B.220, 279B.230 and 279B.235 and hereby represents and warrants that AGENCY has complied with the tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. AGENCY further covenants to continue to comply with the tax laws of this state during the term of the public contract. Noncompliance or falsehood connected with these representations, warranties and covenants shall constitute a default for which CLIENT may terminate the contract and seek damages and other relief available under the terms of the public contract or under applicable law, as required under ORS 279B.045.

23. The rights and obligations set forth in Sections 2, 12, 15, and 19 shall survive termination of this Agreement.

The provisions of the AGREEMENT shall override any and all contrary or conflicting provisions contained in any past or present agreements.

This AGREEMENT is entered into by and between AGENCY and CLIENT, this \_\_\_\_\_ (day)

of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by their duly authorized and empowered representatives.

\_\_\_\_\_  
(CLIENT)


ADDRESS \_\_\_\_\_

\_\_\_\_\_

By (sign): \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Western Collection Bureau Inc. (AGENCY) 7412 SW Beaverton-Hillsdale Hwy Suite 205, Portland OR 97225

By:   
Joseph Boekennoogen / President

## MEMORANDUM OF UNDERSTANDING

THIS Memorandum of Understanding (“MOU”) is made by and between the City of St. Helens (hereinafter referred to as the “City”) and the City of St. Helens Employees, Local 1789, American Federation of State, County, and Municipal Employees (hereinafter referred to as “AFSCME”).

### RECITALS

- A. WHEREAS, the City and AFSCME entered into a Collective Bargaining Agreement effective July 1, 2013 through June 30, 2016 (hereinafter referred to as the 2013-2016 CBA);
- B. WHEREAS, both parties agreed to rollover the 2013-2016 CBA for a period of three additional years; and
- C. WHEREAS, both parties agreed to a reopener on COLA.

### **NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- 1. The City and AFSCME agree to extend the termination date of the 2013-2016 CBA for an additional term of three years such that the term of the 2013-2016 CBA will now expire June 30, 2019. The Agreement is amended accordingly.
- 2. Article 14 (“Compensation”) of the 2013-2016 CBA is amended by the addition of the following cost of living adjustments to apply to the extended term:
  - a. Effective July 1, 2016 the schedule will increase by two and one-quarter (2.25%), and this wage adjustment shall be paid retroactive to and from July 1, 2016.
  - b. Effective July 1, 2017 the schedule will be increased two and one-quarter (2.25%).
  - c. Effective July 1, 2018 the schedule the schedule will be increased two and one-quarter (2.25%).
- 3. All other terms and conditions of the 2013-2016 CBA shall remain in effect throughout the three-year rollover period.

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John Walsh, City Administrator  
City of St. Helens

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Micaela Shapiro-Shellaby, Council Repr.  
AFSCME Council 75

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Date

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Date



## **CONTRACT PAYMENTS**

City Council Meeting  
December 21, 2016

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### **Advanced American Construction, Inc.**

Project: M-450A Sand Island Dock Repairs (Inv#7484)	\$	28,400.00
Project: M-450A Sand Island Dock Repairs (Inv#7485)	\$	<u>12,251.19</u>
<b>Total</b>	<b>\$</b>	<b>40,651.19</b>

### **Boede Construction, Inc.**

Project: S-640 2016 Manhole Rehab Project (PR#4)	\$	<b>16,368.60</b>
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### **James W. Fowler Co.**

Project: SD-146 Godfrey Park Storm (PR#9)	\$	<b>487,954.60</b>
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KP



## Invoice

### Remit to:

Advanced American Construction, Inc.  
PO Box 83599  
Portland, OR 97283  
Phone: 503-445-9000

### Bill To:

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

AAC Job# 1116-019

ATTENTION: Accounts Payable

<u>Invoice Date</u>	<u>Invoice No</u>	<u>PO/Contract #</u>	<u>Contact</u>	<u>Terms</u>	<u>Due Date</u>
12/5/2016	7484	MSC2016.29	Sue Nelson	NET 30 DAYS	1/4/2017

City of St Helens Sand Island Ramp Replacements.  
Pay Estimate #3 - Final.

Description	Units	Unit Price	Total
<b>Work Completed on 11/8/16</b>			
Crane Barge In - Remove Old Ramp.			
<b>AAC Services</b>			
AAC Crane Barge Svc.	1.00 EA	10,000.00	10,000.00
Base: AAC 3 Man Crew & Equip	10.00 HRS	400.00	4,000.00
OT Prem: AAC 3 Man Crew & Equip	2.00 HRS	100.00	200.00
<b>Total AAC Services</b>			<b>14,200.00</b>
<b>Sub Total For 11/8/16</b>			<b>14,200.00</b>

<b>Work Completed on 11/9/16</b>	Install new Ramp - Crane Barge Out.		
<b>AAC Services</b>			
AAC Crane Barge Svc.	1.00 EA	10,000.00	10,000.00
Base: AAC 3 Man Crew & Equip	10.00 HRS	400.00	4,000.00
OT Prem: AAC 3 Man Crew & Equip	2.00 HRS	100.00	200.00
<b>AAC Services</b>			<b>14,200.00</b>
<b>Sub Total For 11/9/16</b>			<b>14,200.00</b>
<b>Invoice Sub-Total</b>			<b>28,400.00</b>

APPROVED FOR PAYMENT

INIT	DATE
<u>MM</u>	<u>12/14/16</u>
<u>SN</u>	<u>12-9-16</u>

ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR

010-300-652980 SN  
M-450A Sand Island  
Dock Repairs

Sales Tax 28,400.00 @ 0.00%

INVOICE TOTAL :

0.00  
**28,400.00**

THANK YOU FOR THIS OPPORTUNITY TO BE OF SERVICE TO YOUR FIRM

Balances unpaid after 30 days from date of invoice will be subject to a late payment charge of 1.5% per month

KP

<u>Invoice Date</u>	<u>Invoice No</u>	<u>PO/Contract #</u>	<u>Contact</u>	<u>Terms</u>	<u>Due Date</u>
12/5/2016	7485	10/11/2016	Sue Nelson	NET 30 DAYS	1/4/2017

City of St Helens Sand Island Dock Maintenance.

Description	Units	Unit Price	Total
Work Completed on 11/22/16	Maintenance Report.		

**AAC Services**

Inspections & Report	4.00 HRS	100.00	400.00
<b>Total</b>	<b>AAC Services</b>		<b>400.00</b>
<b>Sub Total For</b>	<b>11/22/16</b>		<b>400.00</b>

Work Completed on 11/30/16

Project Materials

**AAC Services**

B Supply_C20185197	1.00 EA	131.47	131.47
AAC Markup	0.15 %	131.47	19.72
	<b>AAC Services</b>		<b>151.19</b>
<b>Sub Total For</b>	<b>11/30/16</b>		<b>151.19</b>
<b>Invoice Sub-Total</b>			<b>12,251.19</b>

APPROVED FOR PAYMENT

INIT	DATE
<u>MIB</u>	<u>12-14-16</u>
<u>Sm</u>	<u>12-9-16</u>

ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR

010-300-652980 SN  
M-450A Sand Island  
Dock Repairs

Sales Tax 12,251.19 @ 0.00%

INVOICE TOTAL :

0.00  
**12,251.19**

THANK YOU FOR THIS OPPORTUNITY TO BE OF SERVICE TO YOUR FIRM

Balances unpaid after 30 days from date of invoice will be subject to a late payment charge of 1.5% per month



## Invoice

### Remit to:

Advanced American Construction, Inc.  
PO Box 83599  
Portland, OR 97283  
Phone: 503-445-9000

### Bill To:

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

AAC Job# 1116-019

ATTENTION: Accounts Payable

<u>Invoice Date</u>	<u>Invoice No</u>	<u>PO/Contract #</u>	<u>Contact</u>	<u>Terms</u>	<u>Due Date</u>
12/5/2016	7485	10/11/2016	Sue Nelson	NET 30 DAYS	1/4/2017

City of St Helens Sand Island Dock Maintenance.

Description	Units	Unit Price	Total
<b>Work Completed on 11/1/16</b>	Inspections, inspections report, and Mobilization		
<b>AAC Services</b>			
Inspections & Report	8.00 HRS	100.00	800.00
Mob/Demob - Maintenance	0.50 EA	1,300.00	650.00
<b>Total AAC Services</b>			<b>1,450.00</b>
<b>Sub Total For 11/1/16</b>			<b>1,450.00</b>
<b>Work Completed on 11/2/16</b>	Upstream gangway landing repair and Impact tighten bull rail bolts.		
<b>AAC Services</b>			
Base: AAC Crew & Equip.	8.00 HRS	400.00	3,200.00
<b>Total AAC Services</b>			<b>3,200.00</b>
<b>Sub Total For 11/2/16</b>			<b>3,200.00</b>
<b>Work Completed on 11/3/16</b>	Impact bull rail bolts at downstream dock.		
<b>AAC Services</b>			
Base: AAC Crew & Equip.	8.00 HRS	400.00	3,200.00
<b>Total AAC Services</b>			<b>3,200.00</b>
<b>Sub Total For 11/3/16</b>			<b>3,200.00</b>
<b>Work Completed on 11/4/16</b>	Remove damaged Fender boards and replace with new.		
<b>AAC Services</b>			
Base: AAC Crew & Equip.	8.00 HRS	400.00	3,200.00
Mob/Demob-maintenance	0.50 EA	1,300.00	650.00
<b>Total AAC Services</b>			<b>3,850.00</b>
<b>Sub Total For 11/4/16</b>			<b>3,850.00</b>
<b>Work Completed on 11/22/16</b>	Maintenance Report.		

**THANK YOU FOR THIS OPPORTUNITY TO BE OF SERVICE TO YOUR FIRM**

Balances unpaid after 30 days from date of invoice will be subject to a late payment charge of 1.5% per month





Dahlgren Do It Best Bldng Sply  
58351 Columbia River Hwy  
St. Helens OR 97051  
(503) 397-0086

COPY

Transaction#: C20185197  
Associate: JOHN  
Date: 11/02/2016 Time: 03:05:07 PM

\*\*\* SALE \*\*\*

GALV. NAILS 4D - 20D - GN	
2.50 LB @ \$2.79 N	\$6.98
2X8X16 TREATED - 2816PT	
4.00 EACH @ \$20.25 N	\$81.00
2X12X16 TREATED - 21216PT	
1.00 EACH @ \$32.99 N	\$32.99
288 PRESSURE TREATED - 288PT	
1.00 EACH @ \$10.50 N	\$10.50

Subtotal: \$131.47  
0% - State Tax: \$0.00  
TOTAL: \$131.47

VISA: \$131.47  
CHANGE: \$0.00

Thank You For Your Business  
PLEASE COME AGAIN  
RETURNS EXCEPTED WITH RECEIPT ONLY





**City of St. Helens**  
265 Strand Street, St. Helens, Oregon 97051  
Phone: 503.397.6272 | Fax: 503.366.3782

# Payment Request #4 - FINAL

CONTRACTOR:

**BOEDE CONSTRUCTION, INC**

6898 SHERMAN ROAD SE

AUMSVILLE, OR 97325

PROJECT: **2016 MANHOLE REHABILITATION PROJECT**

PROJECT #: S-640

DATE: 12/13/2016

DEPARTMENT: Engineering

Total Contract Amount	\$142,636.00	Total Earned This Month	\$9,740.00
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Total Amount Earned To Date	\$142,312.00	Less 5% Retainage	\$487.00
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Previous Payment Requests

PP#	Previous Billing With Retainage	Retainage	Previous Amounts Paid	Invoice Date
1	\$7,100.00	\$355.00	\$6,745.00	08/02/16
2	\$49,350.00	\$2,467.50	\$46,882.50	08/29/16
3	\$76,122.00	\$3,806.10	\$72,315.90	09/28/16

010-303-653308

Less Total of Previously Earned

Total Retainage of Previous Payments

\$125,943.40

\$6,628.60

**Total Amount Due (Includes Retainage)**

**\$16,368.60**

Item No.	Description	Unit	Qty	Contract Unit Price	Total Contract Price	Completed This Month	Quantity Completed This Month	Quantity Completed Prior Billing	Quantity Completed To Date	Total Earned To-Date
1	Mobilization, bonds, insurance and demobilization	LS	1	\$7,100.00	\$7,100.00	\$0.00		1.00	1.00	\$7,100.00
2	Manhole Rehabilitation, 48-inch Diameter, Epoxy Liner	VF	120	\$380.00	\$45,600.00	\$0.00		120.00	120.00	\$45,600.00
3	Manhole Rehabilitation, 48-inch Diameter, Cementitious Liner EPOXY	VF	72	\$380.00	\$27,360.00	\$4,940.00	13.00	52.70	65.70	\$24,966.00
4	Bench & Channel Removal and Reconstruction	EA	14	\$750.00	\$10,500.00	\$0.00		16.00	16.00	\$12,000.00
5	Manhole Replacement a. 0ft to 5ft depth b. 5.1ft to 10ft depth c. 10.1ft and greater depth	EA EA EA	1 0 0	\$7,146.00 \$0.00 \$0.00	\$7,146.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00		1.00 0.00 0.00	1.00 0.00 0.00	\$7,146.00 \$0.00 \$0.00
6	Construct Inside Drop	EA	2	\$2,400.00	\$4,800.00	\$4,800.00	2.00	1.00	3.00	\$7,200.00
7	Manhole Rehabilitation - Grout and Seal Pipes	EA	11	\$230.00	\$2,530.00	\$0.00		10.00	10.00	\$2,300.00
8	Temporary Removal & Reinstallation of Existing Fence	LF	40	\$10.00	\$400.00	\$0.00			0.00	\$0.00
9	New Fence Installation	LF	20	\$20.00	\$400.00	\$0.00			0.00	\$0.00
10	Rock Excavation	CY	8	\$100.00	\$800.00	\$0.00			0.00	\$0.00
11	Rehabilitation of Catch Basin at WWTP	LS	1	\$2,000.00	\$2,000.00	\$0.00		1.00	1.00	\$2,000.00
12	Traffic Control	LS	1	\$34,000.00	\$34,000.00	\$0.00		1.00	1.00	\$34,000.00
<b>Contract Subtotal</b>					<b>\$142,636.00</b>	<b>\$9,740.00</b>				<b>\$142,312.00</b>

APPROVED FOR PAYMENT

INIT

DATE

*[Signature]*

ACCOUNTS PAYABLE

*[Signature]*

FINANCE

12-14-16

*[Signature]*

SUPERVISOR

12-13-16

2016 Manhole Rehabilitation Project S-640

Schedule of Values

PAY FROM: 9/25/2016 City of St Helens  
 PAY THROUGH: 11/25/2016 PO Box 278  
 ORIGINAL CONTRACT AMOUNT: \$ 142,636.00 St Helens, Oregon  
 ADJUSTED CONTRACT AMOUNT: \$ - 97051

CONTRACTOR: Boede Construction, Inc  
 6898 Sherman rd se  
 Aumsville, OR 97325

NO	DESCRIPTION ITEM	QTY	UM	ORIGINAL UNIT PRICE	ORIGINAL ESTIMATE TOTAL UNIT PRICES	PREV CPL	PREVIOUS VALUE	THIS MONTH CMPLTD	WORK COMPLETED Stored Materials	Installed Mat's	THIS MONTH ESTIMATE	WK. CMPT	VALUE COMPLETED	THIS MONTH RETAINAGE	PAYMENT/RETAINAGE THIS MONTH PAYMENT	TOTAL RETAINAGE
<b>BASE BID</b>																
1	General (mobilization)	1	LS	\$ 7,100.00	\$ 7,100.00	100%	\$ 7,100.00	0%			\$ -	100%	\$ 7,100.00	\$ -	\$ -	\$ 355.00
2	Manhole rehabilitation Epoxy liner	120	VF	\$ 380.00	\$ 45,600.00	120	\$ 45,600.00	0			\$ -	120	\$ 45,600.00	\$ -	\$ -	\$ 2,280.00
3	Manhole rehabilitation Epoxy liner	72	VF	\$ 380.00	\$ 27,360.00	52.7	\$ 20,026.00	13			\$ 4,940.00	65.7	\$ 24,966.00	\$ 247.00	\$ 4,693.00	\$ 1,248.30
4	Bench & Channel Removal and Reconstruction	14	EA	\$ 750.00	\$ 10,500.00	16	\$ 12,000.00	0			\$ -	16	\$ 12,000.00	\$ -	\$ -	\$ 600.00
5	Manhole Replacement	1	EA	\$ 7,146.00	\$ 7,146.00	1	\$ 7,146.00	0			\$ -	1	\$ 7,146.00	\$ -	\$ -	\$ 357.30
6	Construct inside drop	2	EA	\$ 2,400.00	\$ 4,800.00	1	\$ 2,400.00	2			\$ 4,800.00	3	\$ 7,200.00	\$ 240.00	\$ 4,560.00	\$ 360.00
7	Manhole Rehabilitation Grout and Seal Pipe	11	EA	\$ 230.00	\$ 2,530.00	0	\$ 2,300.00	0			\$ -	10	\$ 2,300.00	\$ -	\$ -	\$ 115.00
8	Temp removal and reinstallation existing fence	40	LF	\$ 10.00	\$ 400.00	0%										
9	New fence installation	20	LF	\$ 20.00	\$ 400.00	0%										
10	Rock Excavation	8	CY	\$ 100.00	\$ 800.00	0%										
11	Rehabilitation of catch basin at WWTP	1	LS	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00	0%			\$ -	1	\$ 2,000.00	\$ -	\$ 1,900.00	\$ 100.00
12	Traffic Control	1	LS	\$ 34,000.00	\$ 34,000.00	100%	\$ 34,000.00	0%			\$ -	100%	\$ 34,000.00	\$ -	\$ -	\$ 1,700.00
CONTRACT TOTALS														\$ 9,740.00	\$ 487.00	\$ 11,155.60

MONTHLY INVOICE SUMMARY

TOTAL WORK COMPLETED TO DATE	\$142,312.00
Materials On Hand	\$0.00
SUB TOTAL	\$142,312.00
Retainage 5%	\$0.00
SUB TOTAL LESS RETAINAGE	\$142,312.00
LESS: PREVIOUS PAYMENTS	\$125,943.40
TOTAL PAYMENT DUE	\$16,368.60

Contractor \_\_\_\_\_ Date \_\_\_\_\_  
 Engineer \_\_\_\_\_ Date \_\_\_\_\_  
 Owner \_\_\_\_\_ Date \_\_\_\_\_



A-5805  
T-46320/46350

**KEEP THIS SLIP FOR REFERENCE**

KP

James W. Fowler Co.  
12775 Westview Drive  
Dallas, OR 97338

Godfrey Park Storm Sewer Replacement Project

Date 12/16/2016  
Pay Estimate 9 Rev 1

Invoiced: December 7, 2015 to December 8, 2016 Pay Estimate #9 to City of St. Helens

Bid Item	Description	Quantity	Unit	Unit Price	Contract Amount	Current Billing Quantity	Current Billing Amount	Previous Billing Quantity	Previous Billing Amount	Total To Date Quantity	Total To Date Amount	% Complete To Date
1	Mobilization, Bonds, Insurance and Demobilization	1.00	LS	\$170,000.00	\$170,000.00							
	Initial Mobilization	1.00	LS	\$0.950.00	\$ 90,950.00	0%	\$ -	100%	\$ 90,950.00	100%	\$ 90,950.00	100%
	Bonds	1.00	LS	\$4,250.00	\$ 4,250.00	0%	\$ -	100%	\$ 4,250.00	100%	\$ 4,250.00	100%
	Insurance	1.00	LS	\$4,250.00	\$ 4,250.00	0%	\$ -	100%	\$ 4,250.00	100%	\$ 4,250.00	100%
	Demobilization	1.00	LS	\$70,550.00	\$ 70,550.00	100%	\$ 70,550.00	0%	\$ -	100%	\$ 70,550.00	100%
2	Traffic Control	1.00	LS	\$5,500.00	\$ 5,500.00							
	Materials	1.00	LS	\$5,000.00	\$ 5,000.00	0%	\$ -	100%	\$ 5,000.00	100%	\$ 5,000.00	100%
	Installation	1.00	LS	\$500.00	\$ 500.00	35%	\$ 175.00	65%	\$ 325.00	100%	\$ 500.00	100%
3	Erosion Control	1.00	LS	\$3,000.00	\$ 3,000.00							
	Engineering / Submittals	1.00	LS	\$1,000.00	\$ 1,000.00	0%	\$ -	100%	\$ 1,000.00	100%	\$ 1,000.00	100%
	Materials	1.00	LS	\$1,000.00	\$ 1,000.00	0%	\$ -	100%	\$ 1,000.00	100%	\$ 1,000.00	100%
	Installation	1.00	LS	\$1,000.00	\$ 1,000.00	15%	\$ 150.00	85%	\$ 850.00	100%	\$ 1,000.00	100%
4	Pollution Control Plan	1.00	LS	\$3,000.00	\$ 3,000.00							
	Engineering / Submittals	1.00	LS	\$3,000.00	\$ 3,000.00	0%	\$ -	100%	\$ 3,000.00	100%	\$ 3,000.00	100%
5	Clearing	1.00	LS	\$25,000.00	\$ 25,000.00							
	Clear West of 2nd	1.00	LS	\$15,000.00	\$ 15,000.00	0%	\$ -	100%	\$ 15,000.00	100%	\$ 15,000.00	100%
	Clear East of 2nd	1.00	LS	\$10,000.00	\$ 10,000.00	0%	\$ -	100%	\$ 10,000.00	100%	\$ 10,000.00	100%
6	Tree Removal	9.00	EA	\$1,100.00	\$ 9,900.00	2.00	\$ 2,200.00		\$ 17.00	19.00	\$ 20,900.00	211%
7	Rock Excavation	50.00	CY	\$100.00	\$ 5,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
8	Outlet Protection	1.00	EA	\$25,000.00	\$ 25,000.00	0.00	\$ -	1.00	\$ 25,000.00	1.00	\$ 25,000.00	100%
9	Riprap Basins	2.00	EA	\$3,200.00	\$ 6,400.00	0.00	\$ -	2.00	\$ 6,400.00	2.00	\$ 6,400.00	100%
10	Gabion Check Dams	248.00	LF	\$137.00	\$ 32,896.00	0.00	\$ -	196.00	\$ 26,852.00	196.00	\$ 26,852.00	87%
11	Trench Foundation Stabilization	5.00	CY	\$85.00	\$ 425.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
12	Trenchless Pipe Installation, 66 Inch	400.00	LF	\$3,150.00	\$ 1,260,000.00	0.00	\$ -	340.00	\$ 1,071,000.00	340.00	\$ 1,071,000.00	85%
13	Open Trench Pipe Installation, 66 Inch	237.00	LF	\$500.00	\$ 118,500.00	127.00	\$ 63,500.00	128.00	\$ 64,000.00	255.00	\$ 127,500.00	108%
14	Open Trench Pipe Installation, 24 Inch	50.00	LF	\$75.00	\$ 3,750.00	0.00	\$ -	50.00	\$ 3,750.00	50.00	\$ 3,750.00	100%
15	Open Trench Pipe Installation, 12 Inch	125.00	LF	\$75.00	\$ 9,375.00	0.00	\$ -	119.00	\$ 8,925.00	119.00	\$ 8,925.00	100%
16	Open Trench Pipe Installation, 6 Inch	44.00	LF	\$40.00	\$ 1,760.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
17	Water Pipe Deflection	73.00	LF	\$100.00	\$ 7,300.00	0.00	\$ -	73.00	\$ 7,300.00	73.00	\$ 7,300.00	100%
18	New Catch Basin	1.00	EA	\$1,700.00	\$ 1,700.00	0.00	\$ -	1.00	\$ 1,700.00	1.00	\$ 1,700.00	100%
19	Concrete Manholes, 66 Inch	2.00	EA	\$15,000.00	\$ 30,000.00	1.00	\$ 15,000.00	1.00	\$ 15,000.00	2.00	\$ 30,000.00	100%
20	Connection to Existing Structures	2.00	EA	\$550.00	\$ 1,100.00	0.00	\$ -	2.00	\$ 1,100.00	2.00	\$ 2,200.00	50%
21	Filling Abandoned Structures	2.00	EA	\$900.00	\$ 1,800.00	2.00	\$ 1,800.00	0.00	\$ -	2.00	\$ 1,800.00	100%
22	Existing Pipe Abandonment	1.00	LS	\$50,000.00	\$ 50,000.00							
	Materials	1.00	LS	\$25,000.00	\$ 25,000.00	100%	\$ 25,000.00	0%	\$ -	100%	\$ 25,000.00	100%
	Install Bulkheads	1.00	LS	\$10,500.00	\$ 10,500.00	100%	\$ 10,500.00	0%	\$ -	100%	\$ 10,500.00	100%
	Remove Rayline Pipe	1.00	LS	\$12,500.00	\$ 12,500.00	100%	\$ 12,500.00	0%	\$ -	100%	\$ 12,500.00	100%
23	Outfall Structure, Columbia River	1.00	LS	\$60,000.00	\$ 60,000.00							
	Excavation	1.00	LS	\$10,000.00	\$ 10,000.00	0%	\$ -	100%	\$ 10,000.00	100%	\$ 10,000.00	100%
	Rock	1.00	LS	\$5,000.00	\$ 5,000.00	0%	\$ -	100%	\$ 5,000.00	100%	\$ 5,000.00	100%
	Rebar	1.00	LS	\$15,000.00	\$ 15,000.00	0%	\$ -	100%	\$ 15,000.00	100%	\$ 15,000.00	100%
	Concrete	1.00	LS	\$27,000.00	\$ 27,000.00	0%	\$ -	100%	\$ 27,000.00	100%	\$ 27,000.00	100%
	Mac Steel	1.00	LS	\$3,000.00	\$ 3,000.00	100%	\$ 3,000.00	0%	\$ -	100%	\$ 3,000.00	100%
24	Inlet Structure, Godfrey Park Ravine	1.00	LS	\$35,000.00	\$ 35,000.00							
	Excavation	1.00	LS	\$10,500.00	\$ 10,500.00	0%	\$ -	100%	\$ 10,500.00	100%	\$ 10,500.00	100%
	Rock	1.00	LS	\$6,000.00	\$ 6,000.00	0%	\$ -	100%	\$ 6,000.00	100%	\$ 6,000.00	100%
	Rebar	1.00	LS	\$3,000.00	\$ 3,000.00	0%	\$ -	100%	\$ 3,000.00	100%	\$ 3,000.00	100%
	Concrete	1.00	LS	\$8,000.00	\$ 8,000.00	0%	\$ -	100%	\$ 8,000.00	100%	\$ 8,000.00	100%
	Mac Steel	1.00	LS	\$2,500.00	\$ 2,500.00	100%	\$ 2,500.00	0%	\$ -	100%	\$ 2,500.00	100%
25	Removal and Replace Concrete Curb and Gutter	35.00	LF	\$60.00	\$ 2,100.00	0.00	\$ -	63.00	\$ 3,780.00	63.00	\$ 3,780.00	180%
26	Asphalt Berm	13.00	LF	\$32.00	\$ 416.00	0.00	\$ -	6.00	\$ 192.00	6.00	\$ 192.00	40%
27	Removal and Disposal of Contaminated Soils	10.00	CY	\$150.00	\$ 1,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
28	Native Seeding - See Note 1	0.50	AG	\$15,000.00	\$ 7,500.00	0.32	\$ 4,800.00	0.00	\$ -	0.32	\$ 4,800.00	64%
29	Native Shrub Planting, #1 Container	349.00	EA	\$14.00	\$ 4,886.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
30	Native Shrub Planting, #5 Container	29.00	EA	\$80.00	\$ 2,320.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
31	Habitat Mitigation - Plant Establishment	1.00	LS	\$21,000.00	\$ 21,000.00							
	Materials	1.00	LS	\$15,000.00	\$ 15,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
	Installation	1.00	LS	\$6,000.00	\$ 6,000.00	0%	\$ -	0%	\$ -	0%	\$ -	0%
32	Erosion Control Matting - See Note 2	3419.00	SY	\$5.00	\$ 17,095.00	1,111.00	\$ 5,555.00	170.00	\$ 850.00	1,281.00	\$ 6,405.00	37%
33	Construction Staking and As-Built	1.00	LS	\$14,000.00	\$ 14,000.00							
	Construction Staking	1.00	LS	\$12,000.00	\$ 12,000.00	100%	\$ 1,300.00	90%	\$ 11,700.00	100%	\$ 13,000.00	100%
	As-Built	1.00	LS	\$1,000.00	\$ 1,000.00	100%	\$ 1,000.00	0%	\$ -	100%	\$ 1,000.00	100%
34	Ravine Access	1.00	LS	\$40,000.00	\$ 40,000.00							
	Materials	1.00	LS	\$10,000.00	\$ 10,000.00	0%	\$ -	100%	\$ 10,000.00	100%	\$ 10,000.00	100%
	Installation	1.00	LS	\$30,000.00	\$ 30,000.00	0%	\$ -	100%	\$ 30,000.00	100%	\$ 30,000.00	100%
35	Standpipe Decommissioning	1.00	LS	\$1,100.00	\$ 1,100.00							
	Standpipe Decommissioning	1.00	LS	\$1,100.00	\$ 1,100.00	100%	\$ 1,100.00	0%	\$ -	100%	\$ 1,100.00	100%
36	Post Construction CCTV	856.00	LF	\$2.50	\$ 2,140.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0%
37	Private Property Condition Documentation & Owner Approval	3.00	EA	\$3,000.00	\$ 9,000.00	0.00	\$ -	3.00	\$ 9,000.00	3.00	\$ 9,000.00	100%
38	T&M Work - Submitted in Pay Estimate #2 R2						\$ -		\$ 50,493.76		\$ 50,493.76	
39	C.O. 1 Misc. Material - Provide access hatch on inlet grate structure; modify fasteners on outlet grate						\$ 1,891.75		\$ -		\$ 1,891.75	
40	C.O. 2 DSC Compensation 1a - Fixed Cost Compensation						\$ 94,132.18		\$ -		\$ 94,132.18	
41	C.O. 2 DSC Compensation 1b - Disputed Invoices - Cone, Auger, Rigging Damage						\$ 29,940.75		\$ -		\$ 29,940.75	
42	C.O. 2 DSC Compensation 1c - Pipe Purchased by City						\$ 54,210.00		\$ -		\$ 54,210.00	
43	C.O. 2 Resolution of Certain Pay Items Submitted on Pay Request No. 8 - Total other invoices, less cone and auger						\$ 21,724.08		\$ -		\$ 21,724.08	
44	T&M Labor and Equipment Costs agreed upon during Feb 17th, 2016 meeting - See Note 3						\$ 72,826.47		\$ -		\$ 72,826.47	
45	Invoices agreed upon during Feb 17th, 2016 meeting - See Note 4						\$ 16,281.19		\$ -		\$ 16,281.19	

Contract Totals:	\$1,989,411.00	\$ 513,636.42	\$ 1,591,007.76	\$ 2,104,644.18	105.79%
Retainage (5%):		\$ 25,681.82	\$ -	\$ 25,681.82	
Amount Due:		\$ 487,954.60	\$ 1,511,457.37	\$ 1,999,411.97	

Note 1: Native Seeding for both sides of second street (25 acre) and area surrounding outfall (07 acre)

Note 2: Erosion Control Matting for both sides of second street (1111 SY)

Note 3: T&M Labor and Equipment Costs agreed upon during Feb 17th, 2016 meeting have not been billed in previous billings and are not accounted for in Change Order 2

Note 4: Invoices agreed upon during Feb 17th, 2016 meeting have not been billed in previous billings and are not accounted for in Change Order 2

\$487,954.60

APPROVED FOR PAYMENT

INIT DATE  
ACCOUNTS PAYABLE  
FINANCE  
SUPERVISOR

010-304-653409  
SD-146 Godfrey Park  
Storm

James W. Fowler Co.



General Contractors

December 16, 2016

Sue Nelson, PE  
Engineering Supervisor  
City of St. Helens  
265 Strand Street  
St. Helens, OR 97051

e-mail: [Suen@ci.st-helens.or.us](mailto:Suen@ci.st-helens.or.us)  
Phone: 503.397.6272

**Subject: Progress Payment Request #9 Rev 1**

Dear Sue,

Please see the attached progress payment request for bid work performed December 7, 2015 thru December 8, 2016, Change Order 1, work performed in accordance with Change Order 2, and T&M Labor and Equipment Costs and invoices agreed upon during February 17<sup>th</sup>, 2016 meeting which are not accounted for in Change Order 2 nor previously billed.

This pay request includes the following items:

- Complete Bid Item 1: Demobilization
- Complete Bid Item 2: Traffic Control
- Complete Bid Item 3: Erosion Control
- Complete Bid Item 6: Tree Removal
- Complete Bid Item 13: Open Trench Pipe Installation, 66 Inch
- Complete Bid Item 19: Concrete Manholes, 96 Inch
- Complete Bid Item 21: Filling Abandoned Structures
- Complete Bid Item 22: Existing Pipe Abandonment
- Complete Bid Item 23: Outfall Structure Columbia River
- Complete Bid Item 24: Inlet Structure, Godfrey Park Ravine
- Partial Bid Item 28: Native Seeding

Partial Bid Item 32: Erosion Control Matting

Complete Bid Item 33: Construction Staking and As-Built

Complete Bid Item 35: Standpipe Decommissioning

Complete Bid Item 36: Post Construction CCTV – Omitted at request of City Inspector

Additional Item 39: C.O. 1 Misc. Metal - Provide access hatch on inlet grate structure; modify fasteners on outlet grate

Additional Item 40: Change Order 2, DSC Compensation 1a – Fixed Cost Compensation

Additional Item 41: Change Order 2, DSC Compensation 1b – Disputed Invoices – Cone, Auger, Rigging Damage

Additional Item 42: Change Order 2, DSC Compensation 1c – Pipe Purchased by City

Additional Item 43: Change Order 2, Resolution of Certain Pay Items Submitted on Pay Request No. 8 – Total other invoices, less cone and auger

Additional Item 44: T&M Labor and Equipment Costs agreed upon during Feb 17<sup>th</sup>, 2016 meeting

Additional Item 45: Invoices agreed upon during Feb 17<sup>th</sup>, 2016 meeting

The Progress Payment Invoice totals \$513,636.42, less 5% retainage of \$25,681.82, for an amount due of \$487,954.60.

T&M Work completed after September 1, 2016 is not included in this pay estimate and will be submitted under separate cover.

Attached is a calculation sheet with the all of the bid items and details. Please feel free to contact me at (503) 623-5373 with any questions.

Regards,

Scott Thibert

Project Manager

James W. Fowler Co.

Encl:

Pay Estimate #9 Sheet

Scope of Work Email

T&M Labor and Equipment Cost Sheet

Invoice Sheet



PROJECT NO. SD-146

GODFREY PARK STORM SEWER REPLACEMENT PROJECT

PROJECT:

Name	Wage/Rate	Overtime / Stdby Rate	JWF Reg Hours	JWF OT Hours	City Reg Hours	City OT Hours	JWF Reg Hours Total	JWF OT Hours Total	JWF TOTAL	City Reg Hours Total	City OT Hours Total	City TOTAL
Bob Pierce	\$68.98	\$93.44	112.5	4	101	3.5	\$7,760.25	\$373.76	\$8,134.01	\$6,966.98	\$327.04	\$7,294.02
Jeremy Almond	\$68.98	\$93.44	72	0	33	0	\$4,966.56	\$0.00	\$4,966.56	\$2,276.34	\$0.00	\$2,276.34
John Elliot	\$114.00	\$114.00	123.5	15.5	72	9.5	\$14,079.00	\$1,767.00	\$15,846.00	\$8,208.00	\$1,083.00	\$9,291.00
John Kane	\$54.50	\$72.64	109.5	3	65	3.5	\$5,967.75	\$217.92	\$6,185.67	\$3,542.50	\$254.24	\$3,796.74
Kevin Christensen	\$68.98	\$93.44	146.5	7.5	125	2	\$10,105.57	\$700.80	\$10,806.37	\$8,622.50	\$186.88	\$8,809.38
Mick Mack	\$53.03	\$70.60	128.5	3.5	116	3	\$6,814.36	\$247.10	\$7,061.46	\$6,151.48	\$211.80	\$6,363.28
Thomas Brandon	\$68.98	\$93.44	12	0	4	0	\$827.76	\$0.00	\$827.76	\$275.92	\$0.00	\$275.92
Tom Pierce (not on TS or CP)	\$114.00	\$114.00	21	0	14	0	\$2,394.00	\$0.00	\$2,394.00	\$1,596.00	\$0.00	\$1,596.00
									\$56,221.83			\$39,702.68

Equipment	Hourly Rate	Standby Rate	JWF Reg Hours	JWF Standby Hours	City Reg Hours	City Standby Hours	JWF Reg Hours Total	JWF Standby Hours Total	JWF TOTAL	City Reg Hours Total	City Standby Hours Total	City TOTAL
Ford F250 - Tom Pierce (7836)	\$21.76	\$8.70	14	8	0	0	\$304.64	\$69.60	\$374.24	\$0.00	\$0.00	\$0.00
Ford F250 - (7837)	\$21.76	\$8.70	12	0	12	0	\$261.12	\$0.00	\$261.12	\$261.12	\$0.00	\$261.12
Ford F350 - John Elliot (7833)	\$24.14	\$9.66	47	8	49	0	\$1,134.58	\$77.28	\$1,211.86	\$1,182.86	\$0.00	\$1,182.86
Ford F150 XL 4x4 (No rate given)	\$19.38	\$7.75	4	0	2	0	\$77.52	\$0.00	\$77.52	\$38.76	\$0.00	\$38.76
Excavator CAT 328D LCR (NWR)	\$167.35	\$66.94	23.5	59	15.5	0	\$3,932.73	\$3,949.46	\$7,882.19	\$2,593.93	\$0.00	\$2,593.93
Excavator Komatsu PC400	\$206.03	\$82.41	61.5	59	99	0	\$12,670.85	\$4,862.19	\$17,533.04	\$20,396.97	\$0.00	\$20,396.97
45' Office/St Dorsey (Daily)*	\$2.16	\$0.86	34	12	10	0	\$73.44	\$10.32	\$83.76	\$21.60	\$0.00	\$21.60
Lincoln SA 250 Welder	\$22.28	\$8.91	20	44	0	0	\$445.60	\$392.04	\$837.64	\$0.00	\$0.00	\$0.00
Case 590SM Loader/Backhoe	\$57.53	\$23.01	2	74	5	0	\$115.06	\$1,702.74	\$1,817.80	\$287.65	\$0.00	\$287.65
Barbco 48-750 Boring Machine	\$133.09	\$53.24	0	72	0	0	\$0.00	\$3,833.28	\$3,833.28	\$0.00	\$0.00	\$0.00
Compressor 185 CFM	\$22.31	\$8.92	16	48	0	0	\$356.96	\$428.16	\$785.12	\$0.00	\$0.00	\$0.00
KW Dump T800 Mick Mack	\$53.15	\$21.26	14	0	88.5	0	\$744.10	\$0.00	\$744.10	\$4,703.78	\$0.00	\$4,703.78
Water Wagon (Daily)	\$7.91	\$3.16	16	48	0	0	\$126.56	\$151.68	\$278.24	\$0.00	\$0.00	\$0.00
Taurus 24" Hammer	\$253.45	\$101.38	0	72	0	0	\$0.00	\$7,299.36	\$7,299.36	\$0.00	\$0.00	\$0.00
Grout Pump	\$5.85	\$2.34	0	56	0	0	\$0.00	\$131.04	\$131.04	\$0.00	\$0.00	\$0.00
Big Tex Tilt Trailer	\$5.85	\$2.34	0	72	0	0	\$0.00	\$168.48	\$168.48	\$0.00	\$0.00	\$0.00
PC 300	\$161.65	\$64.66	25.5	0	22.5	0	\$4,122.08	\$0.00	\$4,122.08	\$3,637.13	\$0.00	\$3,637.13
									\$47,440.86			\$33,123.79

Rate does not qualify for Standby Time

GRAND TOTAL: \$103,662.68

GRAND TOTAL: \$72,826.47



## INVOICES

### Resolution of Certain Pay Items Submitted on Pay Request No. 8

12/1/2016 10:11 AM



Total = \$16,281.19  
Sum of invoices agreed upon during  
February 17th, 2016 meeting, not  
included on previous pay estimates or  
Change Order 2.

# ST. HELENS PARKS COMMISSION

Minutes for Meeting of October 10, 2016

Council Chambers, City Hall

## MEMBERS PRESENT

Howard Blumenthal, Vice Chair  
Elisa Mann, Commissioner  
Stan Chiotti, Commissioner  
Phillip Roddy, Commissioner  
Jerry Belcher, Commissioner  
John Brewington, Commissioner

## STAFF PRESENT

Thad Houk, Parks Supervisor  
Sheri Ingram, Secretary  
Jenny Dimsho, Assistant Planner

## GUESTS

## MEMBERS ABSENT

Jacob Woodruff, Chair

## COUNCILORS IN ATTENDANCE

Doug Morten

■ ■ ■

## CALL TO ORDER

The meeting was called to order by Vice Chair Blumenthal at 4:00 p.m.

## APPROVAL OF MINUTES

Roddy made a **motion** to approve the minutes of the August 8, 2016 meeting. Motion was seconded by Brewington and approved unanimously.

## TOPICS FROM THE FLOOR

### COUNCILOR'S REPORT

Morten stated that this Wednesday the Riverfront Development Committee, along with the Council and staff, will unveil the preliminary plans for the waterfront district. There is a lot of flexibility. He would like people to ask questions and give any advice or suggestions. He is excited about the park lands that will open up with the design. Columbia View Park will expand south. Everything is flexible as far as park area and parking. They will be having it in the tent on the Boise Veneer site. He would also like them to go down and see the sign with the sculpture. It was made by Jeremy Furnish and he would like to dedicate it to Columbia View Park. It is sitting down at Gracie's.

A guy called him up and wants to install pickle ball courts where the tennis courts are. The tennis courts were cost prohibitive to resurface and the ground keeps moving because it's on a wetland. So installing smaller pickle balls courts on one of them might be the way to go.

The Council is in favor of leasing Civic Pride Park to the Greater St. Helens Parks and Recreation district so he wanted to know if anyone wanted to go with him to meet with Keith Forsythe about it. He wants to see what they are thinking about as far as length of lease, what they want to do with it and if they are going to charge for it. Brewington and Belcher said they would like to.

The dog park at Grey Cliffs Park is closed until the storm project is done going through there.

There is talk about filling in the lagoon and the Council is adamantly opposed to anything that is hazardous material. The DEQ decides what is and isn't hazardous. There are a lot of different things that could happen with that property. Brewington asked if there were net revenues from Cascade from the paper mill property and Morten said the land is owned by the City and Cascade is leasing it from us. That money is going towards paying off the purchase of the veneer property. It will be paid off in 18 years that way.

## **NEW BUSINESS**

**Park Improvements:** Blumenthal stated they are going to ask for more help mowing the trails at Nob Hill next June. They also missed getting any blackberry treatment this year so they will try to do that next year. The restoration crew from Woodburn has come out before and sprayed so they could try that or get Paul Gerdes to do it for them. He wanted to remind them that Scappoose Bay Watershed Council is having their native plant sale Saturday from 9 to 3 at the Scappoose High School.

## **OLD BUSINESS**

**Walnut Tree Park Report:** Chiotti stated you shouldn't go out there without a hard hat. The walnuts are falling and Houk has been good about finding a crew to clean them up but they drop faster than they can be cleaned up. The rest of the time it's in great shape and a lot of people are using it. They have a new picnic bench this year since the other one rotted away and it's getting used a lot. There are two big dead branches that could be a liability so they are waiting for the tree people to come in. Houk said he is scheduled for this week. Chiotti said one year they hauled off 14 of Hudson's large cans full of nuts.

Woodruff was not there to report on his park. Ingram asked who would like to give reports at the next meeting and Belcher said he would report on the Botanical Gardens and Brewington said he would report on Columbia View.

## **DISCUSSION ITEMS**

Dimsho had an update on Dalton Lake. She said there has been discussion about purchasing that property from ODOT and there is an application process to do that. We filled out an application and will take 60 days minimum for review. Also the picnic shelter grant at McCormick was approved and they are getting costs. She should hear about the Nob Hill improvements grant on November 1<sup>st</sup>.

Houk said since they banned camping at McCormick there has been a huge improvement with garbage and drug paraphernalia and more families and kids are coming back to the park now and not feeling threatened. They got pay showers and they have to be installed which won't happen until sometime after Halloween. Last weekend someone took the soap dispenser off the wall so they would have soap in the shower. They had graffiti in both showers and they had graffiti in Campbell and Columbia View all on the same day. Blumenthal said the walls by the waterfront got fresh graffiti on them too and Houk said they would take care of it.

Houk said the restrooms are closed on the island because the doors got ripped off the storage areas and they took toilet paper and supplies and ripped out fixtures. Someone told the Parks employees that there was only one other boat at the island and it was a homeless boat that has been bouncing back and forth between the docks and the police are not citing him so he keeps hanging around. That

is an ongoing issue. Every day Paul Gerdes goes down and writes down the boat numbers and keeps track of them but nothing gets done about it. They are only supposed to be there for five days and this boat has been around for months. He also heard the court threw out some citations because of some technicality. Because a City employee kept records instead of a police officer, it was considered "heresay" which wasn't good enough.

Brewington said if we are getting a lot more park land, we are going to have to take a look at the budget next year.

Mann stated she has heard from people who are very happy that toys are now allowed in the dog park.

Belcher said he had talked to Morten about the triangle park and he thinks that would be a good place to have a kiosk. Also the City has various paths to walk and one of his ideas is to get together with Columbia City and have a path that started by the Humane Society and some trails built in there. You could walk to Pixie Park and Columbia City's dog park and loop back. They could go across the highway to the Bundy Memorial Park and Veteran's Park and across to another park back there and make a loop. The City should be encouraged to make a website with Columbia City and it's just a way to get people to come here. We should talk about seeing what Columbia City thinks about it.

Brewington said he likes the idea but we should also think about going the other direction by Scappoose Bay and down to Crown Z Trail. Blumenthal said the Bike & Pedestrian Committee has made their own map with advertising showing staircases and bicycle loops and places to walk. If they do another printing of that map, we may want to try to get some of these ideas into their maps. Morten said we should invite the Bike & Pedestrian Committee to one of our meetings after the first of the year. Belcher thinks they could speed the process up by inviting one of them to the December meeting and then maybe they can go back and discuss it with them. Dimsho said it may be better to meet outside of this group to speed things up.

Houk said more people are discovering the new bridge at McCormick and are discovering the trails back there. He has met a lot of people from out of town and they love to walk out there. Belcher said he used to walk Milton Creek doing fish counts and the lower part is beautiful. That could be a great hike and could be a continuation of the McCormick Park loop.

Roddy said the Lions Club is doing an inventory of what they need for the trails at McCormick and they also sponsor two Boy Scout troops and have talked to them about working in there.

Chiotti said the Veterans Day ceremony is coming up at McCormick Park and they would like to waive the fees for the permit. He is wondering if there is any more word on expanding for Afghanistan and Vietnam memorials. Morten said he thinks it's in the works and Andrew Neimi needs to give them a review of his ideas. Dimsho said he gave her a cost estimate and it is in the plan.

Dimsho wanted to point out since they were talking about trails using existing infrastructure, she has been working with the Public Health Foundation and Columbia Health Coalition and those groups are all about getting people out and moving so a map like that is bound to gain support from them.

Blumenthal said the work party at nob Hill is coming up on November 5<sup>th</sup>.

## **OTHER MATTERS**

Ingram said Belcher and Roddy are at the end of their terms in December and would they like to serve another term on this Commission. They both said yes.

## **ADJOURNMENT**

The meeting was adjourned at 5:10 p.m. The next meeting is scheduled for Monday, December 12, 2016, at 4:00 p.m., in the Council Chambers at City Hall.

Respectfully Submitted,

Sheri Ingram  
Secretary



2016 ATTENDANCE RECORD							
P = PRESENT / E = EXCUSED ABSENCE/U = UNEXCUSED ABSENCE							
Meeting Date	John Brewington	Elisa Mann	Jacob Woodruff	Jerry Belcher	Stan Chiotti	Howard Blumenthal	Phillip Roddy
2/08	P	P	P	P	P	P	P
4/11	A	P	P	P	P	P	P
6/13	NO QUORUM						
8/8	P	P	P	P	P	P	P
10/10	P	P	E	P	P	P	P
12/12							

# City of St. Helens

## Planning Commission Meeting

### November 8, 2016

### Minutes

**Members Present:**

Dan Cary, Chair  
Al Petersen, Vice Chair  
Sheila Semling, Commissioner  
Audrey Webster, Commissioner  
Kathryn Lawrence, Commissioner  
Russell Hubbard, Commissioner

**Members Absent:**

Greg Cohen, Commissioner

**Staff Present:**

Jacob Graichen, City Planner  
Jennifer Dimsho, Assistant Planner & Planning Secretary

**Councilors Present:**

Ginny Carlson, City Council Liaison

**Others Present:**

Gainor Riker  
John & Agnes Petersen  
Jeremy, Sherri, and Geoff Thompson  
Les Watters  
Art Leskowich  
Paul Romani  
Heather Austin  
Erin Geile  
Keith Forsythe  
Wayne Weigandt

The Planning Commission meeting was called to order by Chair Dan Cary at 7:00 p.m. Chair Cary led the flag salute.

### **Consent Agenda**

#### **Approval of Minutes**

Commissioner Webster moved to approve the minutes of the October 11, 2016 Planning Commission meeting. Commissioner Lawrence seconded the motion. Motion carried with all in favor. Chair Cary did not vote as per operating rules. Vice Chair Petersen did not vote because he did not participate in one of the public hearings.



### **Topics From The Floor**

There were no topics from the floor.



## **Architectural Review: Sign Permit at 305 Strand Street**

City Planner Graichen explained that the Commission, acting as the Historic Landmarks Commission, is making a recommendation to staff regarding the sign proposed at 305 Strand Street. The Commission's job is to determine if the sign complies with the Architectural Design Guidelines for the Riverfront District.

Vice Chair Petersen asked if the proposal was to rehab an old sign. Graichen said yes. Commissioner Webster is concerned that there are no other projecting signs in this area. She would rather see a traditional blade sign. Commissioner Lawrence feels the proposal fits in with the surrounding area.

Gainor Riker, the applicant, said she is limited on her signage options. A flat wall sign was not an option due to the architectural features of the building. She said she found this vintage sign and liked how the checkerboard pattern looked with the brick on the building. She said the sign is not very heavy, because it is hollow.

Chair Cary asked how the sign was originally mounted. Riker said it came with the original brackets to mount it. Commissioner Webster asked where the sign was from originally. Riker said she was unsure. Graichen asked how the letters will be added to the sign. Riker said the letters of BRB will be foam covered in vinyl. The foam letters will be secured to the sign with a series of clips. She said the text under BRB will be much smaller and made of just vinyl. Chair Cary said he likes the design of the sign.

Vice Chair Petersen pointed out an old photo from the Architectural Design Guidelines that shows two projecting signs installed on the building.

Vice Chair Petersen moved to recommend approval of the Sign Permit. Commissioner Lawrence seconded. All in favor; none opposed; motion carries.



## **Public Hearing**

**Jeremy & Sherri Thompson**  
**Zone Change / CPZA.2.16**  
**Bradley Street**

It is now 7:14 p.m. and Chair Cary opened the public hearing. There were no conflicts of interest or bias in this matter. No one in the audience objected to the Commission's ability to make a fair decision.

Graichen entered the following items into the record:

- Staff report packet dated November 1, 2016 with attachments

Graichen said that the applicant is proposing a Zoning Map amendment from Highway Commercial (HC) to Apartment Residential (AR). The Commission needs to make a recommendation to City Council. The applicant is not proposing a Comprehensive Map change because it already allows for AR zoning.

## **IN FAVOR**

**Thompson, Jeremy & Sherri. Applicants.** Thompson said the property has been in their family since 1986. It has never been anything but a storage facility. They would like to develop a residence on site so they can live inside the City. They cannot do this if it is zoned HC. They do not want to build multi-family apartments. They want to build a dwelling unit on the storage facility.

**Dahl, Susie. 34914 Achilles Rd. Warren, Oregon.** Dahl is a designer who does design and architecture and works for Columbia County as a plans examiner on the side. Dahl said the applicants can add onto the existing building and it can be built to code. Dahl said the applicant's children may also develop the property or sell the property to a developer in the future.

### **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 PUBLIC HEARING & RECORD**

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

### **FURTHER QUESTIONS OF STAFF**

Chair Cary asked if the existing storage facility is meeting setback requirements. Graichen said no, but if they wanted to build a new dwelling unit, the new development would have to meet setbacks.

### **DELIBERATIONS**

Commissioner Webster noted that the property is adjacent to AR, so re-zoning makes sense. Commissioner Lawrence agreed. Vice Chair Petersen said it fits well with the surrounding zoning.

### **MOTION**

Commissioner Webster moved to recommend approval of the Zoning Map amendment. Commissioner Semling seconded. All in favor; none opposed; motion carries.



### **Deliberations (Continued)**

**3J Consulting, Inc.**

**Subdivision / SUB.1.16**

**Elk Ridge Estates (Phase 6)**

Vice Chair Petersen declared his conflict of interest and will not participate in deliberations.

Graichen summarized the documents that were entered into the record during the continuation. He said it seems that the developers and the mine operators came to an agreement about the contested conditions from last meeting. Graichen discussed the recommended revised conditions, as included in the staff report.

Graichen also explained that the woman who provided testimony regarding her low water pressure during the last meeting is likely on a lot with pressure barely within the minimum range. He explained that the original developer who developed those lots would have been required to keep a proper operational range for water pressure. In order to increase her water pressure as part of the proposed subdivision phase,

Graichen said the existing streets would have to be ripped up. Commissioner Webster said this new developer should not have to be responsible for an issue caused by the original developer of the lots. Chair Cary agreed.

## **MOTION**

Commissioner Semling moved to approve the Subdivision Preliminary Plat with conditions as recommended by staff and as amended by the November 1 letter submitted by 3J Consulting, Inc. Commissioner Webster seconded. All in favor; none opposed; motion carries.

Commissioner Semling moved for Chair Cary to sign the Findings and Conclusions once prepared. Commissioner Webster seconded. All in favor; none opposed; motion carries.



## **Public Hearing**

**Robert & Martha Sipe**

**Variance / V.7.16**

**59048 Whitetail Ave.**

It is now 7:52 p.m. and Chair Cary opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter. No one in the audience objected to the Commission's ability to make a fair decision.

Graichen entered the following items into the record:

- Staff report packet dated November 1, 2016 with attachments

Graichen said the applicant is requesting a setback variance for a proposed building addition. He discussed the history of the site, as presented in the staff report. Graichen said the odd-shaped lot was intended to preserve a group of trees when the subdivision was being developed, which ended up being removed at a later date. He further explained that if the lot had been a normal-shaped lot, the proposed building addition would not require a variance. Vice Chair Petersen asked why the applicant did not just go through a street vacation process. Graichen said the applicant can address this.

## **IN FAVOR**

**Sipe, Martha. Applicant.** Sipe said they tried to receive a street vacation, but the property behind them did not agree to sign off on the street vacation for unrelated reasons. Then when they approached Graichen about alternatives, he suggested a Variance Permit. Sipe said variances are also cheaper.

**Sipe, Robert. Applicant.** Sipe said a lot of effort was put into the previous street vacation paperwork. They had their property surveyed, and had all required neighbor signatures, except for the neighbor that was required for approval. Sipe also said due to the length of time since attaining the signatures for the street vacation request, they would have to receive all new signatures.

## **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 PUBLIC HEARING & RECORD**

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

## **DELIBERATIONS**

The Commission did not see any reasons why they should not approve the Variance Permit.

## **MOTION**

Commissioner Webster moved to approve the Variance Permit as written. Commissioner Semling seconded. All in favor; none opposed; motion carries.

Vice Chair Petersen moved for Chair Cary to sign the Findings and Conclusions once prepared. Commissioner Webster seconded. All in favor; none opposed; motion carries.



## **Public Hearing**

**Wayne Weigandt**

**Variance / V.8.16**

**N 1<sup>st</sup> Street**

It is now 8:29 p.m. and Chair Cary opened the public hearing. There were no ex-parte contacts, conflicts of interest or bias in this matter.

Graichen entered the following items into the record:

- Staff report packet dated November 1, 2016 with attachments

Graichen said after the staff report was sent, Weigandt requested that the setback variance be changed from six feet to five feet because of the proposed eaves. The required side setback is ten feet. Graichen said written testimony from a neighbor in opposition to the proposal was also received today. Graichen also pointed out a scrivener's error in a covenant that was recorded on the deed (a private matter). Graichen explained that the covenant was intended to protect the view of a property behind the proposal.

Graichen explained that there is a 15 feet wide sanitary sewer easement on the property. He said this utility easement could be viewed as a unique circumstance, which is a criterion for approval. He also noted that the most impacted property of the setback reduction is also owned by the applicant. He said the proposed triplex is still subject to two administrative permits: a Scenic Resource Review and a Site Design Review.

Commissioner Semling asked if there was a height restriction. Graichen said yes. There are three height factors at play. First, there is the self-imposed deed restriction. Second, there is a maximum height of 35 feet set by the underlying zoning district. And third, because of its location, there is a Scenic Resource Review process where neighbors are notified of the development. He said if affected neighbors can demonstrate their view is blocked according to SHMC 17.68.040, the applicant may ultimately be required to alter their proposal.

Commissioner Hubbard asked how many parking spaces would be required. Graichen said because this



proposal is strictly for a Variance Permit, he has not yet reviewed the proposal with Site Design Review standards. However, Graichen said that the number of parking spaces is based on the number of bedrooms in each dwelling unit. From previous discussions, it is anticipated that the proposal will include two-bedroom dwelling units, which will require two spaces each for a total of six required spaces.

## **IN FAVOR**

**Weigandt, Wayne. Applicant.** Weigandt said he owns the existing duplex next door at 145 N. 1<sup>st</sup> Street. It was in compliance with the setback rules at the time of construction. The setback reduction from this proposal will not affect the duplex property. He is sensitive to the views of the property owners on the bluff above the development. He said this new development will be no higher than the roofline of the duplex at 145 N. 1<sup>st</sup> street. The deed restriction to limit the height of future development was something he imposed by the seller's request when he bought the property. Weigandt noted that height is not a relevant piece of this land use application because legally, he can go as high as 35 feet per the underlying zoning. He said his existing duplex is about 24 feet in height from the concrete foundation to the peak of the roof.

Chair Cary asked how deep they will dig before pouring the foundation. Weigandt said they have done some test boring on the site and it appears they will get to about ten feet before hitting bedrock. He thinks the ground floor of the triplex will be about two to three feet lower than the duplex. Due to height concerns, Weigandt said he also changed the roof pitch from a 4-12 to a 2-12.

## **IN OPPOSITION**

**Watters, Les. 2035 SE Main Street, Portland.** Watters owns 130 and 170 Columbia Blvd., which are both in the notice area for this proposal. Watters is concerned about the roof height, materials, and pitch. He knows that this hearing is for a variance, but since the design review is done administratively, he will not get the opportunity to comment at a later date. Watters said a metal roof at a 2-12 pitch will result in a lot of roof exposure for his tenants. Both of his properties look directly down at this property, so depending on what the roofing material is, there could be major impacts to their views. He noted a building next to the duplex with a metal blue roof that stands out and does not blend with the surrounding views. He does not know what the City's standards are for roofing materials, if there are any, but in most cases you do not normally look down on a roof. However, in this case, the roof is the majority of what you will see.

## **REBUTTAL**

**Weigandt, Wayne, Applicant.** Weigandt wanted to mention that he is proposing more parking than the code requires. He is proposing a single car garage and two driveway spaces for each two bedroom unit. Weigandt said because this proposal is for a Variance Permit, he has not chosen a roof color. His intent is to be a good neighbor and not block views of the river.

## **END OF ORAL TESTIMONY**

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

## **CLOSE PUBLIC HEARING & RECORD**

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

## **FURTHER QUESTIONS OF STAFF**

Vice Chair Petersen asked what other review this proposal will see before approval. Graichen said they will go through Site Design Review, which looks at parking requirements, landscaping, etc. The other process is a Scenic Resource Review. Graichen said during this process, neighboring properties will be notified of the proposal. The notice says neighbors have the opportunity to demonstrate that a certain percentage of their view of the river will be blocked by the proposal.

## **DELIBERATIONS**

Vice Chair Petersen said since Weigandt is the most affected property owner by the setback reduction, he does not see an issue with the proposal. He also noted that the total setback requirement of 20 feet (i.e., the sum of both side setbacks) is not changing, just how the 20 feet is distributed on the property. Commissioner Hubbard also noted there is a 15 foot utility easement along the side, which cannot be built on and is of no fault of the applicant.

## **MOTION**

Vice Chair Petersen moved to approve the Variance Permit as presented. Commissioner Hubbard seconded. All in favor; none opposed; motion carries.

Vice Chair Petersen moved for Chair Cary to sign the Findings and Conclusions once prepared. Commissioner Semling seconded. All in favor; none opposed; motion carries.



## **Commissioner Re-appointment Recommendations**

Graichen said the City Recorder would like a formal motion from the Commission about recommended re-appointments. Chair Cary and Commissioner Cohen requested to renew their terms at the last meeting. Commissioner Cohen's position needed to be advertised, but no one applied. Graichen said Councilor Carlson said they did not need to re-advertise.

Commissioner Webster moved to recommend re-appointment of Commissioner Cohen and Chair Cary. Commissioner Semling seconded. All in favor; none opposed; motion carries.



## **Acceptance Agenda: Planning Administrator Site Design Review**

- a. *Amended* Site Design Review at Lots 1-16, Block 27 of the South St. Helens Addition – OHM Equity Partners, LLC

Graichen said the decision was amended to include an additional condition that required a plan to address access to potable water.

Vice Chair Petersen moved to accept the acceptance agenda. Commissioner Webster seconded. All in favor; none opposed; motion carries.



## **Planning Director Decisions**

- a. Lot Line Adjustment at S. 6<sup>th</sup> St. & Cowlitz St. - Bells Drafting & Construction
- b. Sign Permit (Banner) at 2100 Block of Columbia Blvd. - Toy & Joy Auction

- c. Lot Line Adjustment at 35732 Hankey Rd. - KLS Surveying, Inc.

There were no comments.



### **Planning Department Activity Reports**

There were no comments.



### **For Your Information Items**

There were no for your information items.



There being no further business before the Planning Commission, the meeting was adjourned at 9:06 p.m.

Respectfully submitted,

Jennifer Dimsho  
Planning Secretary

### 2016 Planning Commission Attendance Record

*P=Present A=Absent Can=Cancelled*

Date	Petersen	Hubbard	Lawrence	Cohen	Cary	Semling	Webster
01/12/16	P	P	P	A	A	P	P
02/09/16	A	P	P	P	P	P	P
03/08/16	P	P	P	A	P	P	P
04/12/16	P	P	P	P	P	P	P
05/10/16	P	P	A	P	P	P	P
06/14/16	P	P	P	P	P	A	P
07/12/16	P	P	P	P	P	P	P
08/09/16	CAN	CAN	CAN	CAN	CAN	CAN	CAN
09/13/16	P	P	P	P	P	P	P
10/11/16	P	P	P	P	P	P	P
11/08/16	P	P	P	A	P	P	P
12/13/16							

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 12/01/2016 - 2:04PM  
 Batch: 00015.11.2016 - AP 12/2/16 FY 16-17

4



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
ACE HARDWARE									
000500									
0002718	11/21/2016	254.92	0.00	12/02/2016				False	0
001-000-237000 Restitution					RESTITUTION DISBURSEMENT				
0002718 Total:		254.92							
ACE HARDWARE Total:		254.92							
ADVANCED LOCKING SOLUTIONS, INC.									
000668									
11992	11/17/2016	961.02	0.00	12/02/2016				False	0
013-403-501000 Operating materials/supplies					BEST NOB SET ENTRANCE FUNCTION				
11992	11/17/2016	808.44	0.00	12/02/2016				False	0
001-005-501000 Operating Materials & Supp					BEST CORES				
11992 Total:		1,769.46							
12038	11/22/2016	350.16	0.00	12/02/2016				False	0
013-403-501000 Operating materials/supplies					PADLOCKS				
12038 Total:		350.16							
ADVANCED LOCKING S		2,119.62							
ALS GROUP USA, CORP									
001328									
51-364996-0	11/16/2016	579.00	0.00	12/02/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
018-019-472000 Lab Testing				TESTING 029351					
51-364996-0	11/16/2016	579.00	0.00	12/02/2016				False	0
018-020-472000 Lab Testing				TESTING 029351					
51-364996-0 Total:		1,158.00							
ALS GROUP USA, CORP		1,158.00							
AMAZON.COM									
001145									
11102016	11/10/2016	263.13	0.00	12/02/2016				False	0
001-004-457000 Office Supplies				MATERIALS					
11102016	11/10/2016	19.57	0.00	12/02/2016				False	0
001-004-511000 Printed Materials				MATERIALS					
11102016	11/10/2016	44.95	0.00	12/02/2016				False	0
001-004-517000 Library Program				MATERIALS					
11102016 Total:		327.65							
AMAZON.COM Total:		327.65							
BEMIS PRINTING									
002701									
7183	10/31/2016	479.50	0.00	12/02/2016				False	0
001-105-457000 Office supplies				INSPECTION RECORD / REQUEST					
7183 Total:		479.50							
7198	11/11/2016	346.50	0.00	12/02/2016				False	0
012-107-457000 Office supplies				WINDOW ENVELOPES					
7198	11/11/2016	148.00	0.00	12/02/2016				False	0
012-106-457000 Office supplies				PAYROLL ENVELOPES					
7198 Total:		494.50							
BEMIS PRINTING Total:		974.00							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
BEST WESTERN OAK MEADOWS INN									
003060									
0002723	11/21/2016	15.00	0.00	12/02/2016				False	0
001-000-237000	Restitution			RESTITUTION DISBURSEMENT					
	0002723 Total:	15.00							
	BEST WESTERN OAK M	15.00							
BIG RIVER BISTRO, GAINOR RIKER									
003341									
1026216	11/29/2016	63.00	0.00	12/02/2016				False	0
009-210-501200	Strategic Planning			SANDWICHES AND HUMMAS / COOKIES					
	1026216 Total:	63.00							
	BIG RIVER BISTRO, GA	63.00							
BLACKBIRD CATERING									
003579									
110516	11/5/2016	1,080.00	0.00	12/02/2016				False	0
009-210-501200	Strategic Planning			BREAKFAST LUNCH AND SNACK FOR STRATEGIC M					
	110516 Total:	1,080.00							
	BLACKBIRD CATERING	1,080.00							
BOBCAT OF PORTLAND									
003749									
2339106	11/9/2016	73.02	0.00	12/02/2016				False	0
015-015-501000	Operating Materials & Supp			BULB FILTER FUEL FREIGHT					
	2339106 Total:	73.02							
	BOBCAT OF PORTLAND	73.02							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BROWN, GARY L.									
578936									
0002708	11/21/2016	12.50	0.00	12/02/2016				False	0
001-000-237000	Restitution			RESTITUTION DISBURSEMENT					
0002708 Total:		12.50							
0002715	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000	Restitution			RESTITUTION DISBURSEMENT					
0002715 Total:		25.00							
0002724	11/21/2016	31.00	0.00	12/02/2016				False	0
001-000-237000	Restitution			RESTITUTION DISBURSEMENT					
0002724 Total:		31.00							
BROWN, GARY L. Total:		68.50							
CENTERLOGIC, INC.									
011595									
37208	11/3/2016	2,198.98	0.00	12/02/2016				False	0
012-108-575000	Equipment expense			1- COURT 2- PD MONITOR FOR COURT - JUDGE					
37208 Total:		2,198.98							
37453	11/18/2016	210.99	0.00	12/02/2016				False	0
012-108-575000	Equipment expense			MICROSOFT OFFICE 1 PC - POLICE					
37453 Total:		210.99							
37475	11/18/2016	563.69	0.00	12/02/2016				False	0
012-108-575000	Equipment expense			ETHERNET SWITCH 26 PORTS					
37475 Total:		563.69							
CENTERLOGIC, INC. To		2,973.66							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CENTURY LINK									
034002									
11172016	11/17/2016	20.35	0.00	12/02/2016				False	0
018-020-458000	Telecommunication Expense			025B					
11172016	11/17/2016	20.36	0.00	12/02/2016				False	0
018-019-458000	Telecommunication Expense			025B					
11172016	11/17/2016	40.71	0.00	12/02/2016				False	0
017-017-458000	Telephone Expense			369B					
11172016 Total:		81.42							
CENTURY LINK Total:		81.42							
CENTURY LINK									
034004									
B11166428016316	11/11/2016	88.42	0.00	12/02/2016				False	0
001-002-458000	Telephone Expense			1664					
B11166428016316 Total:		88.42							
B11166583916320	11/15/2016	88.40	0.00	12/02/2016				False	0
017-417-458000	Telephone expense			1665					
B11166583916320 Total:		88.40							
CENTURY LINK Total:		176.82							
CINTAS CORPORATION									
037620									
5006470078	11/17/2016	124.47	0.00	12/02/2016				False	0
001-005-501000	Operating Materials & Supp			CABINET REFILL					
5006470078 Total:		124.47							
5006645019	11/28/2016	63.91	0.00	12/02/2016				False	0
012-107-457000	Office supplies			CABINET REFILL					
5006645019 Total:		63.91							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
5006645020	11/28/2016	49.07	0.00	12/02/2016				False	0
013-403-470000 Building				CABINET REFILL					
5006645020 Total:		49.07							
CINTAS CORPORATION		237.45							
COASTWIDE LABORATORIES									
007159									
2922695	11/16/2016	36.18	0.00	12/02/2016				False	0
013-403-457000 Office supplies				TP					
2922695 Total:		36.18							
2925804	11/17/2016	50.68	0.00	12/02/2016				False	0
012-107-457000 Office supplies				HANDSOAP CITY HALL					
2925804 Total:		50.68							
COASTWIDE LABORATO		86.86							
COLUMBIA COUNTY CLERK									
007500									
11282016	11/28/2016	56.00	0.00	12/02/2016				False	0
001-104-494000 Recording fees				RECORDING FEES ANNEX PARCELS 2,3 PARTITION I					
11282016 Total:		56.00							
COLUMBIA COUNTY CL		56.00							
COLUMBIA COUNTY TITLE & ESCROW SERVICES, INC									
007699									
16-00819	9/6/2016	85.00	0.00	12/02/2016				False	0
012-106-554000 Contractual/consulting serv				OWNERSHIP AND ENCUMBRANCE REPORT 58605 K					
16-00819 Total:		85.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
COLUMBIA COUNTY TI		85.00							
COLUMBIA RIVER P.U.D. 008325									
0002703	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
0002703 Total:		25.00							
0002711	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
0002711 Total:		25.00							
0002720	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
0002720 Total:		25.00							
COLUMBIA RIVER P.U.D		75.00							
COMCAST COMCAST									
11142016	11/14/2016	7.38	0.00	12/02/2016				False	0
001-005-458000 Telephone Expense				9228					
11142016 Total:		7.38							
11212016	12/1/2016	101.60	0.00	12/02/2016				False	0
001-004-500000 Computer Maintenance				8631					
11212016	12/1/2016	190.25	0.00	12/02/2016				False	0
012-107-458000 Telecommunication expense				9110					
11212016	12/1/2016	94.85	0.00	12/02/2016				False	0
012-107-458000 Telecommunication expense				8453					
11212016	12/1/2016	94.85	0.00	12/02/2016				False	0
001-004-500000 Computer Maintenance				3388					
11212016	12/1/2016	107.85	0.00	12/02/2016				False	0
001-002-458000 Telephone Expense				4855					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
11212016 Total:		589.40							
COMCAST Total:		596.78							
CONSOLIDATED SUPPLY									
009000									
S8006835.001	11/15/2016	95.34	0.00	12/02/2016				False	0
018-021-501000 Operating Materials & Supplies				MATERIALS					
S8006835.001 Total:		95.34							
S8006835.002	11/16/2016	147.25	0.00	12/02/2016				False	0
018-021-501000 Operating Materials & Supplies				MATERIALS					
S8006835.002 Total:		147.25							
CONSOLIDATED SUPPL		242.59							
COUNTRY MEDIA INC.									
006800									
254430	11/9/2016	45.00	0.00	12/02/2016				False	0
012-102-526000 Advertisements				VETERAN					
254430 Total:		45.00							
254431	11/9/2016	40.86	0.00	12/02/2016				False	0
012-102-526000 Advertisements				DANGEROUS BUILDING ABATEMENT					
254431 Total:		40.86							
254432	11/9/2016	40.86	0.00	12/02/2016				False	0
012-102-526000 Advertisements				DANGEROUS BUILDING ABATEMENT					
254432 Total:		40.86							
254654	11/11/2016	45.00	0.00	12/02/2016				False	0
012-102-526000 Advertisements				CLATSKANIE CHIEF					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
254654 Total:		45.00							
COUNTRY MEDIA INC. T		171.72							
DAHLGRENS DO IT BEST BUILDERS SUPPLY									
009800									
11252016	11/25/2016	38.66	0.00	12/02/2016				False	0
015-015-501000 Operating Materials & Supp				MATERIALS					
11252016	11/25/2016	10.44	0.00	12/02/2016				False	0
001-002-501000 Operating Materials & Supp				MATERIALS					
11252016	11/25/2016	232.99	0.00	12/02/2016				False	0
013-403-470000 Building				MATERIALS					
11252016	11/25/2016	17.27	0.00	12/02/2016				False	0
013-403-470000 Building				MATERIALS					
11252016	11/25/2016	11.08	0.00	12/02/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
11252016	11/25/2016	27.50	0.00	12/02/2016				False	0
011-011-501000 Operating Materials & Supp				MATERIALS					
11252016	11/25/2016	35.99	0.00	12/02/2016				False	0
011-011-501000 Operating Materials & Supp				MATERIALS					
11252016	11/25/2016	32.72	0.00	12/02/2016				False	0
001-002-501000 Operating Materials & Supp				MATERIALS					
11252016	11/25/2016	124.85	0.00	12/02/2016				False	0
001-005-501000 Operating Materials & Supp				MATERIALS					
11252016 Total:		531.50							
DAHLGRENS DO IT BES		531.50							
ETTER, TERRI R.									
ETTER.T									
11302016	11/30/2016	1,400.00	0.00	12/02/2016				False	0
001-002-554000 Contractual Services				NOV 2016 ADMIN SUPPORT EVIDENCE ROOM INV. 5					
11302016 Total:		1,400.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
ETTER, TERRI R. Total:		1,400.00							
EVERBANK COMMERCIAL FINANCE INC									
03522									
4091885	11/21/2016	237.50	0.00	12/02/2016				False	0
012-107-502000 Equipment expense		DOC FEE COST OF INITIATING FINANCING KYOCER							
4091885 Total:		237.50							
EVERBANK COMMERC		237.50							
GRANTS PASS WATER LAB									
01414									
15546	11/17/2016	42.00	0.00	12/02/2016				False	0
017-417-472000 Lab testing		COLIFORM							
15546 Total:		42.00							
301110	11/22/2016	350.00	0.00	12/02/2016				False	0
017-417-472000 Lab testing		GIARDIA CYPTOSPORIDIUM ANALAYSIS							
301110 Total:		350.00							
GRANTS PASS WATER L		392.00							
GREENLEAF TREE RELIEF LLC									
014167									
16-1312	11/21/2016	2,000.00	0.00	12/02/2016				False	0
011-011-554000 Contractual/Consult Serv.		REMOVE 11 STEMS MARKED WITH TAPE							
16-1312 Total:		2,000.00							
GREENLEAF TREE RELI		2,000.00							

HARDING-RADACH, JANICE

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
014598									
11292016	11/29/2016	50.00	0.00	12/02/2016				False	0
001-000-323000 Police Misc Rev				REFUND IMPOUND FEE JANICE HARDING-RADACH					
11292016 Total:		50.00							
HARDING-RADACH, JA		50.00							
HD SUPPLY WATERWORKS, LTD									
020916									
G409446	11/11/2016	309.45	0.00	12/02/2016				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
G409446 Total:		309.45							
HD SUPPLY WATERWOR		309.45							
HOWELL, JEREMY L.									
015810									
11282016	11/28/2016	25.00	0.00	12/02/2016				False	0
001-002-457000 Office Supplies				GAS EXPENSE J. HOWELL					
11282016 Total:		25.00							
HOWELL, JEREMY L. To		25.00							
IMHOF, ROSEMARY									
016584									
11232016	11/23/2016	55.00	0.00	12/02/2016				False	0
009-201-558108 Administration & marketing				2016 TRAINING WORKSHOP					
11232016	11/23/2016	12.00	0.00	12/02/2016				False	0
009-201-558110 Free art & craft workshops				MASK MAKING WORKSHOP SUPPLIES					
11232016 Total:		67.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
IMHOF, ROSEMARY Tot		67.00							
INGRAM LIBRARY SERVICES, INC.									
016240									
95535040	11/3/2016	10.39	0.00	12/02/2016				False	0
001-004-511000 Printed Materials			BOOKS						
95535040 Total:		10.39							
95535041	11/3/2016	86.21	0.00	12/02/2016				False	0
001-004-511000 Printed Materials			BOOKS						
95535041 Total:		86.21							
95535042	11/3/2016	617.15	0.00	12/02/2016				False	0
001-004-511000 Printed Materials			BOOKS						
95535042 Total:		617.15							
95535043	11/3/2016	9.40	0.00	12/02/2016				False	0
001-004-511000 Printed Materials			BOOKS						
95535043 Total:		9.40							
95552020	11/6/2016	14.53	0.00	12/02/2016				False	0
001-004-511000 Printed Materials			BOOKS						
95552020 Total:		14.53							
95552021	11/6/2016	86.97	0.00	12/02/2016				False	0
001-004-511000 Printed Materials			BOOKS						
95552021 Total:		86.97							
95552022	11/6/2016	42.61	0.00	12/02/2016				False	0
001-004-511000 Printed Materials			BOOKS						
95552022 Total:		42.61							
95552023	11/6/2016	58.23	0.00	12/02/2016				False	0
001-004-511000 Printed Materials			BOOKS						

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
95552023 Total:		58.23							
INGRAM LIBRARY SERV		925.49							
INTEGRA TELECOM, INC.									
016479									
14289108	11/21/2016	389.93	0.00	12/02/2016				False	0
001-002-458000 Telephone Expense				754802					
14289108	11/21/2016	56.94	0.00	12/02/2016				False	0
012-106-480000 Postage				754802					
14289108	11/21/2016	1,201.75	0.00	12/02/2016				False	0
012-107-458000 Telecommunication expense				754802					
14289108	11/21/2016	301.60	0.00	12/02/2016				False	0
001-004-458000 Telephone Expense				754802					
14289108	11/21/2016	48.42	0.00	12/02/2016				False	0
017-017-458000 Telephone Expense				754802					
14289108	11/21/2016	544.61	0.00	12/02/2016				False	0
017-417-458000 Telephone expense				754802					
14289108	11/21/2016	202.82	0.00	12/02/2016				False	0
013-403-458000 Telecommunication expense				754802					
14289108	11/21/2016	178.88	0.00	12/02/2016				False	0
018-019-458000 Telecommunication Expense				754802					
14289108	11/21/2016	178.88	0.00	12/02/2016				False	0
018-020-458000 Telecommunication Expense				754802					
14289108	11/21/2016	290.52	0.00	12/02/2016				False	0
018-022-458000 Telecommunication expense				754802					
14289108 Total:		3,394.35							
INTEGRA TELECOM, IN		3,394.35							
INTERNATIONAL SOCIETY OF ARBORICULTURE									
016615									
11292016	11/29/2016	180.00	0.00	12/02/2016				False	0
001-005-490000 Schools & Conventions				PAUL GERDES MEMBERSHIPS DUES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
11292016 Total:		180.00							
11292016 (2)	11/29/2016	145.00	0.00	12/02/2016				False	0
001-005-490000 Schools & Conventions				PAUL GERDES CERTIFICATION DUES PN-1407AM					
11292016 (2) Total:		145.00							
INTERNATIONAL SOCIE		325.00							
JOHANNSEN, STEVE									
031467									
0002722	11/21/2016	22.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
0002722 Total:		22.00							
JOHANNSEN, STEVE To		22.00							
JORDAN RAMIS PC									
030274									
127418	11/25/2016	80.00	0.00	12/02/2016				False	0
012-101-454000 Attorney				CITY GENERAL LEGAL SERVICES					
127418 Total:		80.00							
127554	11/25/2016	348.00	0.00	12/02/2016				False	0
012-106-554000 Contractual/consulting serv				PAUL JOE BINGS REST BANKRUPTCY					
127554 Total:		348.00							
128027	11/25/2016	40.00	0.00	12/02/2016				False	0
001-104-454000 Attorney				SENSITIVE LANDS PERMIT					
128027 Total:		40.00							
JORDAN RAMIS PC Tota		468.00							



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
LAKESIDE INDUSTRIES									
018000									
8014262MB	11/15/2016	440.90	0.00	12/02/2016				False	0
017-017-501000 Operating Materials & Sup.				EZ STREET ASPH					
8014262MB	11/15/2016	440.90	0.00	12/02/2016				False	0
018-018-501000 Operating Materials & Supplies				EZ STREET ASPH					
	8014262MB Total:	881.80							
	LAKESIDE INDUSTRIES	881.80							
LANDRETH, KENNY L.									
LANDRE.K									
0002702	11/21/2016	50.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
	0002702 Total:	50.00							
0002710	11/21/2016	50.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
	0002710 Total:	50.00							
0002717	11/21/2016	50.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
	0002717 Total:	50.00							
	LANDRETH, KENNY L. T	150.00							
LD PRODUCTS, INC.									
018060									
SIP-005495212	11/7/2016	62.88	0.00	12/02/2016				False	0
001-004-457000 Office Supplies				TONER					
	SIP-005495212 Total:	62.88							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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LD PRODUCTS, INC. Tot		62.88							
MCMULLEN WATER SYSTEMS									
020007									
3402	11/15/2016	853.00	0.00	12/02/2016				False	0
017-017-501000 Operating Materials & Sup.				HP VERSAJET PUMP					
3402 Total:		853.00							
MCMULLEN WATER SY		853.00							
MIDWEST TAPE									
020427									
94499565	11/10/2016	13.64	0.00	12/02/2016				False	0
001-004-481000 Visual Materials				DVD					
94499565 Total:		13.64							
MIDWEST TAPE Total:		13.64							
NORTHSTAR CHEMICAL, INC.									
021556									
94741	11/11/2016	406.30	0.00	12/02/2016				False	0
017-417-527000 Chlorine				SODIUM HYPOCHLORITE 12.5					
94741 Total:		406.30							
NORTHSTAR CHEMICAL		406.30							
ODOT HIGHWAY BUDGET-CAO COORDINATOR MS#22									
0002712	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
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	0002712 Total:	25.00							
0002721	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
	0002721 Total:	25.00							
	ODOT HIGHWAY BUDGE	50.00							
<hr/>									
OHA-DRINKING WATER SERVICES									
021743									
11012016	11/1/2016	70.00	0.00	12/02/2016				False	0
017-417-490000 Professional development				HOWIE W BURTON PAID 140 ON 11-18 BALANCE DU					
	11012016 Total:	70.00							
11302016	11/30/2016	200.00	0.00	12/02/2016				False	0
017-017-501000 Operating Materials & Sup.				NEAL SHEPPEARD 2017ANNUAL FEE CROSS CONNE					
	11302016 Total:	200.00							
	OHA-DRINKING WATER	270.00							
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OREGON DEPT. OF REVENUE									
023201									
11212016	11/21/2016	120.00	0.00	12/02/2016				False	0
017-017-501000 Operating Materials & Sup.				HAZARDOUS SUBSTANCE FEE 002840455-68 PW					
11212016	11/21/2016	143.00	0.00	12/02/2016				False	0
017-417-527000 Chlorine				HAZARDOUS SUBSTANCE FEE 005524810-24 WFF					
11212016	11/21/2016	120.00	0.00	12/02/2016				False	0
001-005-513000 Chemicals				HAZARDOUS SUBSTANCE FEE 010893519-36 PARKS					
	11212016 Total:	383.00							
	OREGON DEPT. OF REV	383.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
PETERSEN, KANNIKAR									
PETER.KA									
11182016	11/18/2016	112.67	0.00	12/02/2016				False	0
009-201-558105 Summer arts in the park				POP UP TENT REPLACEMENT FOR COL ART GUILD					
11182016 Total:		112.67							
PETERSEN, KANNIKAR		112.67							
PETTY CASH- JAMIE EDWARDS									
018757									
11292016	11/29/2016	25.00	0.00	12/02/2016				False	0
012-102-473000 Miscellaneous				GET WELL GIFT FOR K. PAYNE					
11292016	11/29/2016	24.90	0.00	12/02/2016				False	0
008-008-558104 Events				ICE FOR H. TOWN					
11292016	11/29/2016	6.00	0.00	12/02/2016				False	0
001-103-473000 Miscellaneous				COURT COPIES					
11292016	11/29/2016	1.99	0.00	12/02/2016				False	0
018-019-501000 Operating Materials				BOD BUBBLING STONES					
11292016	11/29/2016	15.99	0.00	12/02/2016				False	0
013-403-490000 Professional development				SAFETY MTG DONUTS					
11292016	11/29/2016	38.75	0.00	12/02/2016				False	0
012-107-457000 Office supplies				KITCHEN COFFEE SUPPLY					
11292016	11/29/2016	100.00	0.00	12/02/2016				False	0
008-008-554000 Consulting/Contractual				CHRISTMAS TREE FOR PLAZA					
11292016	11/29/2016	46.77	0.00	12/02/2016				False	0
012-102-473000 Miscellaneous				B DAY CARDS					
11292016 Total:		259.40							
PETTY CASH- JAMIE ED		259.40							
REED ELECTRIC CO.									
027100									
91284	11/22/2016	8,465.00	0.00	12/02/2016				False	0
018-019-501000 Operating Materials				RE LEAD RECONDITION MECHANICAL REPAIRS NE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
91284 Total:		8,465.00							
REED ELECTRIC CO. To		8,465.00							
SAFEWAY									
SAFEWAY									
0002704	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000 Restitution					RESTITUTION DISBURSEMENT				
0002704 Total:		25.00							
SAFEWAY Total:		25.00							
SOLUTIONS YES									
013581									
INV87732	11/15/2016	100.00	0.00	12/02/2016				False	0
012-107-502000 Equipment expense					C11379-01 COPIES				
INV87732 Total:		100.00							
INV87951	11/17/2016	296.69	0.00	12/02/2016				False	0
012-107-502000 Equipment expense					C10184-01 COPIES				
INV87951 Total:		296.69							
SOLUTIONS YES Total:		396.69							
ST. HELENS MARINA, L.L.C.									
029000									
1104216	11/4/2016	10.90	0.00	12/02/2016				False	0
001-005-509000 Marine board expense					GAS				
1104216	11/4/2016	10.54	0.00	12/02/2016				False	0
001-005-509000 Marine board expense					GAS				
1104216 Total:		21.44							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
ST. HELENS MARINA, L		21.44							
ST. HELENS MARKET FRESH IGA 029225									
0002705	11/21/2016	8.86	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
0002705 Total:		8.86							
ST. HELENS MARKET F		8.86							
STAPLES BUSINESS ADVANTAGE 031983									
3321294210	11/12/2016	91.46	0.00	12/02/2016				False	0
013-403-457000 Office supplies				OFFICE SUPPLIES					
3321294210 Total:		91.46							
3321294211	11/12/2016	-34.19	0.00	12/02/2016				False	0
017-417-457000 Office supplies				OFFICE SUPPLIES					
3321294211 Total:		-34.19							
3321294212	11/12/2016	30.95	0.00	12/02/2016				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3321294212 Total:		30.95							
3321294213	11/12/2016	53.94	0.00	12/02/2016				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					
3321294213 Total:		53.94							
3321853193	11/19/2016	82.60	0.00	12/02/2016				False	0
001-103-457000 Office supplies				OFFICE SUPPLIES					
3321853193	11/19/2016	15.20	0.00	12/02/2016				False	0
001-105-457000 Office supplies				OFFICE SUPPLIES					
3321853193	11/19/2016	321.32	0.00	12/02/2016				False	0
012-107-457000 Office supplies				OFFICE SUPPLIES					



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
3321853193 Total:		419.12							
STAPLES BUSINESS AD		561.28							
SUPRY, AMANDA									
SUPRY.A									
0002701	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
0002701 Total:		25.00							
0002709	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
0002709 Total:		25.00							
0002716	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
0002716 Total:		25.00							
SUPRY, AMANDA Total:		75.00							
THE LIBRARY CORPORATION									
018420									
2017020091	11/15/2016	500.00	0.00	12/02/2016				False	0
001-004-500000 Computer Maintenance				SIP COMMUNICATIONS SOFTWARE					
2017020091 Total:		500.00							
THE LIBRARY CORPORA		500.00							
TRAFFIC SAFETY SUPPLY CO., INC									
033600									
121065	11/9/2016	155.70	0.00	12/02/2016				False	0
011-011-505000 Street Signs				DETOUR SIGNS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	121065 Total:	155.70							
	TRAFFIC SAFETY SUPP	155.70							
TUNNELL, APRIL TUNN.A 0002706	11/21/2016	25.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
	0002706 Total:	25.00							
0002713	11/21/2016	20.00	0.00	12/02/2016				False	0
001-000-237000 Restitution				RESTITUTION DISBURSEMENT					
	0002713 Total:	20.00							
	TUNNELL, APRIL Total:	45.00							
WILCOX & FLEGEL 037003 C012542-IN	11/21/2016	85.94	0.00	12/02/2016				False	0
013-403-531000 Gasoline				GAS SHOP					
	C012542-IN Total:	85.94							
C012563-IN	11/22/2016	1,479.70	0.00	12/02/2016				False	0
001-002-531000 Gasoline Expense				GAS POLICE					
	C012563-IN Total:	1,479.70							
	WILCOX & FLEGEL Tota	1,565.64							
	Report Total:	36,326.60							

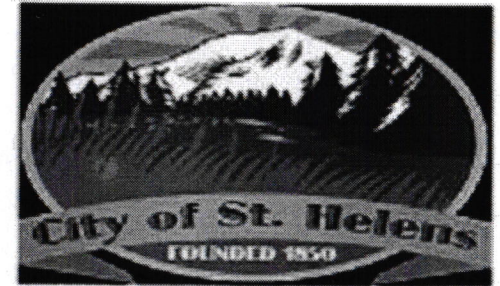
*MPB 12/1/16*

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 12/09/2016 - 1:23PM  
 Batch: 00004.12.2016 - AP 12/9/16 FY 16-17 OVER 10K

Je 52



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
S-2 CONTRACTORS, INC.									
028399									
1660E3	11/16/2016	1,365.00	0.00	12/09/2016				False	0
010-302-653201	Water main replacement				R-652 2016 TRENCH PATCHING				
1660E3	11/16/2016	2,772.00	0.00	12/09/2016				False	0
010-304-653400	Storm drains				R-652 2016 TRENCH PATCHING				
1660E3	11/16/2016	8,841.00	0.00	12/09/2016				False	0
011-011-523000	Road patching projects				R-652 2016 TRENCH PATCHING				
1660E3 Total:		12,978.00							
S-2 CONTRACTORS, INC		12,978.00							
WESTERN PARTITIONS INC									
036555									
13159	11/29/2016	143,443.38	0.00	12/09/2016				False	0
010-302-653207	2 mg reservior rehab				2MG RES REHAB PROJECT W-449				
13159 Total:		143,443.38							
WESTERN PARTITIONS		143,443.38							
Report Total:		156,421.38							



*[Handwritten signature]*

*City of St. Helens*  
**Declare Surplus Property**  
**City Council Meeting**  
**December 21, 2016**

**All Departments**

All City Old Phone System units	(approx. 70 units)
All City Old phone system headsets	(approx. 70 units)

# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 12/01/2016 - 2:04PM  
 Batch: 00016.11.2016 - AP 12/2/16 FY 16-17 OVER 10K



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
MAUL FOSTER ALONGI, INC.									
019555									
26905	11/8/2016	12,772.48	0.00	12/02/2016				False	0
009-209-554000	Contract Services				PROJECT 0830.03.03 WWPT LAGOON ON CALL SERV				
	26905 Total:	12,772.48							
26906	11/8/2016	16,616.45	0.00	12/02/2016				False	0
009-209-554000	Contract Services				PROJECT 0830.04.02 AREA WIDE PLANNING WATERF				
	26906 Total:	16,616.45							
	MAUL FOSTER ALONGI	29,388.93							
	Report Total:	29,388.93							

*Handwritten signature and date:*  
 12/1/16



# Accounts Payable

## To Be Paid Proof List

User: jenniferj  
 Printed: 12/09/2016 - 1:32PM  
 Batch: 00001.12.2016 - AP 12/9/16 FY 16-17



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACE HARDWARE									
000500									
1217	11/30/2016	66.95	0.00	12/09/2016				False	0
018-019-501000				MATERIALS					
1217	11/30/2016	49.00	0.00	12/09/2016				False	0
018-020-501000				MATERIALS					
1217	11/30/2016	15.99	0.00	12/09/2016				False	0
018-018-501000				MATERIALS					
1217	11/30/2016	97.11	0.00	12/09/2016				False	0
018-019-501000				MATERIALS					
1217	11/30/2016	114.00	0.00	12/09/2016				False	0
018-020-501000				MATERIALS					
1217	11/30/2016	72.39	0.00	12/09/2016				False	0
018-019-501000				MATERIALS					
1217	11/30/2016	21.99	0.00	12/09/2016				False	0
018-018-501000				MATERIALS					
1217	11/30/2016	-27.95	0.00	12/09/2016				False	0
018-019-501000				DISCOUNT ACE					
1217 Total:		409.48							
1218	11/30/2016	54.33	0.00	12/09/2016				False	0
001-005-509000				MATERIALS					
1218	11/30/2016	55.43	0.00	12/09/2016				False	0
001-110-470000				MATERIALS					
1218	11/30/2016	92.22	0.00	12/09/2016				False	0
008-008-558104				MATERIALS					
1218	11/30/2016	37.97	0.00	12/09/2016				False	0
013-403-501000				MATERIALS					
1218	11/30/2016	47.94	0.00	12/09/2016				False	0



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
015-015-501000 Operating Materials & Supp				MATERIALS					
1218	11/30/2016	251.25	0.00	12/09/2016				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
1218	11/30/2016	91.20	0.00	12/09/2016				False	0
017-417-501000 Operating materials and suppli				MATERIALS					
1218	11/30/2016	-63.05	0.00	12/09/2016				False	0
017-017-501000 Operating Materials & Sup.				DISCOUNT					
1218 Total:		567.29							
ACE HARDWARE Total:		976.77							
CENTERLOGIC, INC.									
011595									
37479	11/17/2016	143.60	0.00	12/09/2016				False	0
012-101-500000 Information services				IT SUPPORT					
37479	11/17/2016	895.00	0.00	12/09/2016				False	0
010-305-653553 Phone system				IT SUPPORT					
37479	11/17/2016	199.77	0.00	12/09/2016				False	0
012-108-575000 Equipment expense				IT SUPPORT					
37479	11/17/2016	95.73	0.00	12/09/2016				False	0
001-100-500000 Information services				IT SUPPORT					
37479	11/17/2016	191.65	0.00	12/09/2016				False	0
001-103-500000 Information services				IT SUPPORT					
37479	11/17/2016	1,710.00	0.00	12/09/2016				False	0
001-002-500000 Computer System Maint.				IT SUPPORT					
37479	11/17/2016	308.75	0.00	12/09/2016				False	0
001-004-500000 Computer Maintenance				IT SUPPORT					
37479	11/17/2016	182.00	0.00	12/09/2016				False	0
001-105-500000 Information services				IT SUPPORT					
37479	11/17/2016	210.76	0.00	12/09/2016				False	0
012-102-500000 Information services				IT SUPPORT					
37479	11/17/2016	507.60	0.00	12/09/2016				False	0
012-106-500000 Information services				IT SUPPORT					
37479	11/17/2016	392.93	0.00	12/09/2016				False	0
013-402-500000 Information services				IT SUPPORT					
37479	11/17/2016	255.00	0.00	12/09/2016				False	0
018-019-500000 Computer System Maint.				IT SUPPORT					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
37479	11/17/2016	95.73	0.00	12/09/2016				False	0
001-104-500000 Information services				IT SUPPORT					
37479 Total:		5,188.52							
CENTERLOGIC, INC. To		5,188.52							
CINTAS CORPORATION-463									
006830									
463752348	11/14/2016	35.00	0.00	12/09/2016				False	0
001-002-470000 Building Expense				SAFEWASHER					
463752348 Total:		35.00							
463755853	11/21/2016	50.73	0.00	12/09/2016				False	0
001-002-470000 Building Expense				MATS					
463755853 Total:		50.73							
463759345	11/28/2016	47.95	0.00	12/09/2016				False	0
018-019-470000 Building Expense				MATS					
463759345	11/28/2016	47.96	0.00	12/09/2016				False	0
018-020-470000 Building Expense				MATS					
463759345 Total:		95.91							
463759349	11/28/2016	43.53	0.00	12/09/2016				False	0
013-403-470000 Building				MATS					
463759349 Total:		43.53							
463759366	11/28/2016	35.00	0.00	12/09/2016				False	0
001-002-470000 Building Expense				SAFEWASHER					
463759366 Total:		35.00							
CINTAS CORPORATION		260.17							

CITY OF COLUMBIA CITY

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
007370									
11262016	11/26/2016	73.27	0.00	12/09/2016				False	0
017-417-459000 Utilities				001754-001					
11262016 Total:		73.27							
CITY OF COLUMBIA CIT		73.27							
COLUMBIA RIVER P.U.D.									
008325									
12012016	12/1/2016	11,719.62	0.00	12/09/2016				False	0
018-019-534000 Electrical Energy				38633					
12012016 Total:		11,719.62							
COLUMBIA RIVER P.U.D		11,719.62							
COMCAST									
COMCAST									
11252016	11/25/2016	102.85	0.00	12/09/2016				False	0
001-005-509000 Marine board expense				3930 MARINE BOARD					
11252016 Total:		102.85							
COMCAST Total:		102.85							
E2C CORPORATION									
E2C									
4006	12/6/2016	2,890.13	0.00	12/09/2016				False	0
008-008-554000 Consulting/Contractual				CHRISTMAS PROPS TENT COOLER FB ADDS U HAU					
4006 Total:		2,890.13							
E2C CORPORATION Tota		2,890.13							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
<b>GENERAL EQUIPMENT COMPANY</b>									
013285									
59787	8/4/2016	324.09	0.00	12/09/2016				False	0
015-015-501000 Operating Materials & Supp					SWIVEL REEL				
59787 Total:		324.09							
GENERAL EQUIPMENT		324.09							
<b>GRAICHEN, JACOB A.</b>									
014039									
12022016	12/2/2016	91.05	0.00	12/09/2016				False	0
001-104-490000 Professional development					LEGAL ISSUES FOR PLANNERS ANNUAL WORKSHO				
12022016 Total:		91.05							
GRAICHEN, JACOB A. T		91.05							
<b>HUDSON GARBAGE SERVICE</b>									
015875									
9085442	12/1/2016	66.56	0.00	12/09/2016				False	0
001-004-459000 Utilities					1554				
9085442 Total:		66.56							
9085560	12/1/2016	120.91	0.00	12/09/2016				False	0
018-019-459000 Utilites					8333				
9085560	12/1/2016	120.91	0.00	12/09/2016				False	0
018-020-459000 Utilities					8333				
9085560 Total:		241.82							
9085707	12/1/2016	98.19	0.00	12/09/2016				False	0
012-107-459000 Utilites					7539				
9085707 Total:		98.19							
9085708	12/1/2016	83.76	0.00	12/09/2016				False	0
001-002-459000 Utilities					7547				

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
9085708 Total:		83.76 ✓							
9085709 013-403-459000 Utilities	12/1/2016	78.88	0.00	12/09/2016	7555			False	0
9085709 Total:		78.88 ✓							
9085710 001-005-459000 Utilities	12/1/2016	402.94	0.00	12/09/2016	7598			False	0
9085710 Total:		402.94 ✓							
9085711 001-110-459000 Utilities	12/1/2016	312.86	0.00	12/09/2016	7601			False	0
9085711 Total:		312.86 ✓							
9085712 001-005-459000 Utilities	12/1/2016	156.48	0.00	12/09/2016	7636			False	0
9085712 Total:		156.48 ✓							
HUDSON GARBAGE SER		1,441.49							
KENNEDY/JENKS CONSULTANTS 017440									
106520 010-302-653207 2 mg reservoir rehab	11/23/2016	6,855.90	0.00	12/09/2016	W-449 ST. HELENS 2MG RESERVOIR REHAB			False	0
106520 Total:		6,855.90 ✓							
KENNEDY/JENKS CONS		6,855.90							
KRP DATA SYSTEMS, KEVIN RAY POTTER KRP.DATA SHPD-005	11/29/2016	4,320.00 ✓	0.00	12/09/2016	WEBLEDS HOSTED SYSTEM SUBSCRIPTION			False	0
001-002-554000 Contractual Services									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
<hr/>									
	SHPD-005 Total:	4,320.00							
	KRP DATA SYSTEMS, KE	4,320.00							
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
007550									
SEPT / OCT 2016	11/15/2016	412.50	0.00	12/09/2016				False	0
001-105-554000 Contract Services				BUILDING INSPECTIONS MIKE SMITH					
	SEPT / OCT 2016 Total:	412.50							
	LAND DEVELOPMENT S	412.50							
LEAF									
018101									
6960485	11/25/2016	170.00	0.00	12/09/2016				False	0
012-107-502000 Equipment expense				OCE VL2822C					
	6960485 Total:	170.00							
	LEAF Total:	170.00							
METRO PLANNING INC.									
020291									
3824	12/3/2016	212.50	0.00	12/09/2016				False	0
001-104-500000 Information services				WEB GIS HOSTING					
3824	12/3/2016	132.50	0.00	12/09/2016				False	0
013-402-575000 Equipment expense				WEB GIS HOSTING					
	3824 Total:	345.00							
	METRO PLANNING INC	345.00							
METROPRESORT									



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
020292									
488047	11/29/2016	694.80	0.00	12/09/2016				False	0
012-106-554000	Contractual/consulting serv			UB BILL PRINTING PAST DUES 16690					
488047 Total:		694.80							
488214	12/5/2016	16.09	0.00	12/09/2016				False	0
012-106-457000	Office supplies			TEST LOCKBOX					
488214 Total:		16.09							
METROPRESORT Total:		710.89							
MURRAY, SMITH & ASSOC., INC.									
020762									
09-1078-80	11/21/2016	1,587.50	0.00	12/09/2016				False	0
010-304-653409	Godfrey Outfall			PROJECT 09-1078 SANITARY SEWER REHAB PROGR					
09-1078-80 Total:		1,587.50							
MURRAY, SMITH & ASS		1,587.50							
OCCUPATIONAL SAFETY, HEALTH & WELLNESS, LLC									
OSHW									
388	11/15/2016	583.72	0.00	12/09/2016				False	0
001-002-554000	Contractual Services			VACCINATION CLINIC					
388 Total:		583.72							
OCCUPATIONAL SAFET		583.72							
OREGON DEPT OF TRANSPORTATION									
023158									
12022016	12/2/2016	1,640.70	0.00	12/09/2016				False	0
008-008-558104	Events			TRAFFIC CONTROL 11/1-11/30 RVB22191-000 01					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
12022016 Total:		1,640.70							
OREGON DEPT OF TRAN		1,640.70							
OSU CHEMICAL APPLICATORS									
024037									
12092016	12/9/2016	210.00	0.00	12/09/2016				False	0
001-005-490000 Schools & Conventions					PAUL GERDES REGISTRATION CHEMICAL APP SHO				
12092016 Total:		210.00							
OSU CHEMICAL APPLIC		210.00							
PAPE MACHINERY									
024755									
10210998	11/16/2016	912.99	0.00	12/09/2016				False	0
015-015-501000 Operating Materials & Supp					TB700 C1040 TOOL				
10210998 Total:		912.99							
PAPE MACHINERY Total		912.99							
PHILLIPS, CYNTHIA									
025515									
12152016	12/6/2016	1,670.00	0.00	12/09/2016				False	0
001-103-554000 Contractual/consulting serv					MUNICIPAL COURT JUDGE				
12152016 Total:		1,670.00							
PHILLIPS, CYNTHIA Tot		1,670.00							
SCHOLL YARD MAINTENACE, RICK									
R.SCHOLL									
201386	12/1/2016	75.00	0.00	12/09/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-002-470000 Building Expense					YARDCARE NOV 2016 POLICE				
201386 Total:		75.00							
SCHOLL YARD MAINTENANCE		75.00							
SELDEN, LAURIE 030715									
12152016	12/5/2016	3,015.00	0.00	12/09/2016				False	0
001-103-554000 Contractual/consulting serv					12/1/-12/15 CRIMINAL PROSECUTORIAL SERVICES				
12152016 Total:		3,015.00							
SELDEN, LAURIE Total:		3,015.00							
T3E COMPANY 03898									
0148532-IN	11/21/2016	3,353.00	0.00	12/09/2016				False	0
010-305-653553 Phone system					HEADSETS				
0148532-IN Total:		3,353.00							
T3E COMPANY Total:		3,353.00							
THOMPSON, BRENT 032896									
12052016	12/5/2016	111.45	0.00	12/09/2016				False	0
001-002-503000 K9 Expense					REIMBURSEMENT VET FOR K-9				
12052016 Total:		111.45							
THOMPSON, BRENT Tot		111.45							
UNIVERSITY OF OREGON 034500									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
3752A8-02	12/5/2016	5,500.00	0.00	12/09/2016				False	0
001-104-558321 Main street				RARE PROGRAM SERVICES SECOND QUARTER					
3752A8-02 Total:		5,500.00							
UNIVERSITY OF OREGO		5,500.00							
VERIZON WIRELESS									
000720									
9775639738	11/20/2016	1,536.35	0.00	12/09/2016				False	0
001-002-458000 Telephone Expense				271826771-00001					
9775639738 Total:		1,536.35							
9775689859	11/20/2016	130.23	0.00	12/09/2016				False	0
013-402-458000 Telecommunication expense				871458396-00001					
9775689859	11/20/2016	87.88	0.00	12/09/2016				False	0
001-105-458000 Telephone expense				871458396-00001					
9775689859	11/20/2016	332.87	0.00	12/09/2016				False	0
013-403-458000 Telecommunication expense				871458396-00001					
9775689859	11/20/2016	173.16	0.00	12/09/2016				False	0
017-417-458000 Telephone expense				871458396-00001					
9775689859	11/20/2016	35.72	0.00	12/09/2016				False	0
018-019-458000 Telecommunication Expense				871458396-00001					
9775689859	11/20/2016	26.79	0.00	12/09/2016				False	0
018-020-458000 Telecommunication Expense				871458396-00001					
9775689859	11/20/2016	40.01	0.00	12/09/2016				False	0
017-017-458000 Telephone Expense				871458396-00001					
9775689859	11/20/2016	26.80	0.00	12/09/2016				False	0
018-022-458000 Telecommunication expense				871458396-00001					
9775689859 Total:		853.46							
VERIZON WIRELESS To		2,389.81							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:

56,931.42

