

City of Rainier
Regular City Council Meeting
August 7, 2023
6 p.m.
Rainier City Hall

Mayor Jerry Cole called the council meeting to order at 6 p.m.

Council Present: Connie Budge, Scott Cooper, Robert duPlessis, Jeremy Howell, Mike Kreger, Paul Langner and Denise Watson

Council Absent: None

City Attorney Present: No

City Staff Present: Sarah Blodgett, City Recorder; Gregg Griffith, Police Chief; W. Scott Jorgensen, City Administrator; Sue Lawrence, Public Works Consultant; Pat McCoy, City Forester; Skip Urling, City Planner

Flag Salute

Additions/Deletions from the Agenda: Councilor Connie Budge moved to add several items to the agenda as updates. That motion was seconded by Councilor Denise Watson and adopted unanimously.

Mayor's Address: Cole had no comments at this time.

Visitor Comments: Nicole Jordan from the In Harmony movement studio said that business has classes and workshops aimed at fitness and wellness. It had its soft opening last month.

Consider Approval of the Consent Agenda

Consider Approval of the June 5, 2023 Regular Council Meeting Minutes—Councilor Paul Langner moved to approve the consent agenda. That motion was seconded by Councilor Jeremy Howell and adopted unanimously.

New Business

- a. Public Hearing on Ordinance 1091—To Amend the Rainier Municipal Code Chapters 2.15, 17.10, 17.15, 17.20, 18.05, 18.15, 18.20, 18.25, 18.30 and 18.150—City Planner Skip Urling provided his staff report. He described the ordinance as a housekeeping measure. The City has many practices that are out of date and portions of its municipal code that have conflicts and inconsistencies. Many of the proposed changes simplify processes to make them quicker for applicants. Urling suggests leaving the record open so council can consider comments at its next meeting. The current proposed ordinance has some drafting errors that will be corrected prior to its second reading. Langner said planning commission has been working on this ordinance for about a year. Cole said it should streamline several of the city's planning processes. He opened the public hearing at 6:38 p.m. No comments were given. Cole closed the public hearing at 6:39 p.m.
- b. First Reading of Ordinance 1091—To Amend the Rainier Municipal Code

Chapters 2.15, 17.10, 17.15, 17.20, 18.05, 18.15, 18.20, 18.25, 18.30 and 18.150—Langner moved to approve the first reading and continue the public hearing to September 11, leaving the record open for additional comment prior to the second reading and adoption. That motion was seconded by Council President Mike Kreger and adopted unanimously.

- c. KLTV Agreement—City Administrator W. Scott Jorgensen explained that the most recent contract expired in July 2022, but that KLTV Director Barry Verrill had been very sick for many months afterwards. That made it difficult to update the contract, but both parties have continued carrying out its terms. Council had a previous discussion about going with a different model under which KLTV would receive a portion of the city's cable franchise fees. Staff determined that approach would have resulted in KLTV receiving significantly less for the service it provides the city. Cole said he's happy to continue the agreement. Council agreed by consensus to move forward with a two-year contract. Councilor Scott Cooper moved to approve a two-year contract with KLTV. That motion was seconded by Watson and adopted unanimously.
- d. Timber Master Plan Presentation—City Forester Pat McCoy said there are some units in the city's watershed that can be harvested in the next ten years at current harvest levels. The standard has been around 25 acres per year. The watershed is around 1400 acres, but not all of it can be harvested, so the standard should be closer to 22 acres per year. Ten years from now, there will be around 87 acres in the next harvest class instead of 200. It will be the same scenario ten years after then. He recommends that harvests be done every three years during that time.
- e. Judicial Services Agreement—Kreger moved to approve the agreement. That motion was seconded by Cooper and adopted unanimously.
- f. Resolution 23-08-01—Support of DLCD Grant Application—Langner moved to approve the resolution. That motion was seconded by Kreger and adopted unanimously.
- g. Sewer Master Plan, Phase 1—Public Works Consultant Sue Lawrence said the plan is part of the agreement that the city has with the Department of Environmental Quality. It is in the budget and she's working with the state on grant and loan programs that could also help fund the work. The plan will look at the city's collection system and the Rockcrest lift station, identify where problems are occurring to reduce the inflow and infiltration. Councilor Robert duPlessis moved to approve the proposal for the work on the first phase of the sewer master plan. That motion was seconded by Langner and adopted unanimously.
- h. City Website Revamp—Cooper said there are three options that the City can use. Right now, the website doesn't work very well when accessed via mobile devices. His suggestion is that councilors examine the three options and the matter be discussed at the next meeting.
- i. Updates—Budge asked for an update on the fire hydrants on Washington Way. Lawrence said she didn't have any new information. Budge asked when the next West Rainier Urban Growth Management Committee was going to be meeting. Jorgensen said he has a week picked out after input from committee members, but not a particular day yet. Budge asked about the status of the proposed senior center expansion. Cooper said they're waiting to hear back. Budge asked if water testing was being done on the Old Rainier Road water tank. Lawrence said there are monthly tests done at different places in town. Budge asked about the status of state funding requests. Jorgensen said that the City, the Rainier Oregon Historical Museum and the City of Clatskanie all received nothing from the legislature. Budge said that council training is available through the Oregon Government Ethics Commission. She asked about the audit. Jorgensen said there wasn't enough time to properly do an RFP and award it prior to the pending audit. Budge

said the Audits Division of the Secretary of State's Office does audits for cities. Jorgensen said he's never heard of a city doing that. He added that the last time he tried to contact the Audits Division, nobody answered the phone or replied to emails or messages and he had to use back channels to get ahold of anyone there. Budge asked when the next council meeting was going to be held. Cole said September 11.

Unfinished Business

- a. Fox Creek Update—There was no update at this time.
- b. Second Reading of Ordinance 1092—To Allow for the Regulation of Vehicles for Hire—
Kreger moved to approve the ordinance. That motion was seconded by Cooper and adopted unanimously.

Staff Report—Lawrence said work is continuing on the SCADA system at the water plant. Cole announced that Lawrence retired from full-time work and has transitioned to a part-time contract position overseeing the wastewater and water plants and special projects. He anticipates having a recommendation on an interim director at the next meeting. Police Chief Gregg Griffith said that his department will have a couple of positions opening soon. Jorgensen said he had applied for a couple of grants, did a radio show with Cole, met with the Department of State Lands about an abandoned and derelict vessel program being developed by that agency, attended two ribbon cutting ceremonies for new businesses in one week, met with the interim Columbia County District Attorney and drafted contracts for the public works department.

Council Reports— duPlessis said there was a good turnout for the recent car show at the park. Cooper is going to be teaching computer classes at the senior center. Kreger and Jorgensen toured the veterans memorials in Clatskanie and Columbia City.

City Calendar/Announcements

Cole adjourned the meeting at 7:56 p.m.

Mayor Jerry Cole

W. Scott Jorgensen, City Administrator

**City of Rainier
Regular City Council Meeting
August 17, 2023
6 p.m.
Rainier City Hall**

Mayor Jerry Cole called the council meeting to order at 6 p.m.

Council Present: Connie Budge, Scott Cooper, Robert duPlessis, Mike Kreger and Denise Watson

Council Absent: Jeremy Howell and Paul Langner

City Attorney Present: No

City Staff Present: W. Scott Jorgensen, City Administrator

Flag Salute

Additions/Deletions from the Agenda: There were no additions or deletions from the agenda.

Visitor Comments: There were no visitor comments at this time.

New Business

- a. Approval of Interim Public Works Director Employment Agreement—City Administrator W. Scott Jorgensen gave an overview of candidate Pat McCoy's experience and qualifications. He received an email from Councilor Paul Langner expressing support for McCoy's appointment. Jorgensen said he's worked closely with McCoy over the past couple of years as the city forester and has the upmost faith and confidence in him. Councilor Connie Budge suggested that more detailed information about specific expenses listed in the proposed contract be discussed at the September meeting. She suggested that McCoy review the council goals to become familiar with them. Councilor Denise Watson said that McCoy's professional background will help and feels he will be a good fit for the position. McCoy said he's enjoyed working with the City. Councilor Scott Cooper moved to approve the employment agreement. That motion was seconded by Council President Mike Kreger and adopted unanimously.

Cole adjourned the meeting at 6:16 p.m.

Accounts Payable

Checks by Date - Summary by Check Date

User: Elisha
Printed: 8/31/2023 11:45 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
12615	3000	ALS Group USA, Corp.	07/12/2023	120.00
12616	2220	Baker & Taylor	07/12/2023	30.57
12617	3586	Kenneth P. Buell	07/12/2023	808.40
12618	652	Chaves Consulting Inc.	07/12/2023	2,067.84
12619	673	Cintas Corporation	07/12/2023	300.44
12620	3041	CIS Trust	07/12/2023	113,873.49
12621	097	Columbia County Treasurer	07/12/2023	349.67
12622	044	Columbia River PUD	07/12/2023	266.88
12623	3669	Comcast Business	07/12/2023	421.75
12624	2164	Scott Cooper	07/12/2023	69.99
12625	043	Cowlitz Clean Sweep Inc	07/12/2023	4,072.00
12626	057	Cowlitz River Rigging Inc	07/12/2023	122.97
12627	2180	DEQ	07/12/2023	3,583.00
12628	3407	Galls LLC-DBA Blumenthal Uniform	07/12/2023	146.31
12629	837	Global Security & Comm. Inc.	07/12/2023	74.85
12630	222	Hamer Electric, Inc	07/12/2023	1,359.35
12631	020	Lakeside Industries	07/12/2023	73.00
12632	3647	Language Line Services, Inc.	07/12/2023	17.25
12633	3868	Ross & Lawrence Union Oil Co Lawrence	07/12/2023	2,323.68
12634	155	League of Oregon Cities	07/12/2023	1,912.00
12635	3655	Leeway Engineering Solutions, LLC	07/12/2023	1,072.70
12636	935	Library World, Inc.	07/12/2023	495.00
12637	3781	David McCoy	07/12/2023	3,543.75
12638	3824	Rian Allen Snider Mirrored Lamp LLC	07/12/2023	5,000.00
12639	060	One Call Concepts Inc	07/12/2023	25.20
12640	996	Oregon Department of Revenue	07/12/2023	1,475.00
12641	091	Oregon DEQ	07/12/2023	8,371.00
12642	091	Oregon DEQ	07/12/2023	1,936.00
12643	3186	Pitney Bowes Global Financial Services LI	07/12/2023	143.91
12644	3822	Pointe Pest Control -OR LLC	07/12/2023	120.00
12645	382	Postmaster	07/12/2023	381.27
12646	0186	QCL, Inc.	07/12/2023	148.00
12647	029	Quill Corporation	07/12/2023	78.15
12648	096	Rainier Police Department	07/12/2023	682.00
12649	3664	SAIF	07/12/2023	4,579.16
12650	472	Sirchie	07/12/2023	26.82
12651	3835	Solutions YES LLC	07/12/2023	32.86
12652	132	SBRK Finance Holdings Inc. Springbrook	07/12/2023	389.00
12653	022	Stephen D. Petersen, LLC	07/12/2023	670.00
12654	2126	Sunset Auto Parts, Inc.	07/12/2023	5.98
12655	312	Swanson Bark Wood Products	07/12/2023	3,284.72
12656	1054	The Automation Group, Inc.	07/12/2023	4,777.76
12657	030	True Value	07/12/2023	57.18
12658	3829	Alexander W, Urling (Skip) Urling	07/12/2023	1,305.25
12659	3512	Verizon	07/12/2023	788.19
12660	035	Wilcox & Flegel	07/12/2023	160.01
12661	035	Wilcox & Flegel	07/12/2023	645.05

Check No	Vendor No	Vendor Name	Check Date	Check Amount
12662	772	Xpediter Technology	07/12/2023	575.00
Total for 7/12/2023:				172,762.40
12669	2220	Baker & Taylor	07/26/2023	454.75
12670	002	Chronicle	07/26/2023	70.00
12671	673	Cintas Corporation	07/26/2023	300.44
12672	691	City of St. Helens	07/26/2023	25.00
12673	244	Clatskanie PUD	07/26/2023	8,744.07
12674	3513	Comcast	07/26/2023	744.21
12675	094	Cowlitz Wahkiakum Government	07/26/2023	667.82
12676	3341	FERGUSON ENTERPRISES #3007	07/26/2023	30.39
12677	778	Kenneth Holly	07/26/2023	193.65
12678	3450	Elizabeth Lawrence	07/26/2023	21.21
12679	3021	Marlin Business Bank	07/26/2023	177.98
12680	3824	Rian Allen Snider Mirrored Lamp LLC	07/26/2023	110.24
12681	182	NW Natural	07/26/2023	37.94
12682	1105	OHA Drinking Water Program	07/26/2023	1,500.00
12683	3181	Oregon Dept. of Transportation	07/26/2023	1,026,474.35
12684	3861	Pioneer Waterproofing Company Inc	07/26/2023	5,510.00
12685	3822	Pointe Pest Control -OR LLC	07/26/2023	120.00
12686	0186	QCL, Inc.	07/26/2023	244.00
12687	029	Quill Corporation	07/26/2023	405.37
12688	UB*00060	ESTATE OF SUSAN RICH	07/26/2023	17.58
12689	069	Sierra Springs	07/26/2023	125.77
12690	3512	Verizon	07/26/2023	211.72
12691	3512	Verizon	07/26/2023	393.19
12692	078	Watkins Tractor & Supply Co	07/26/2023	273.23
12693	035	Wilcox & Flegel	07/26/2023	287.09
12694	035	Wilcox & Flegel	07/26/2023	903.40
Total for 7/26/2023:				1,048,043.40
ACH	1123	OR DEPT OF JUSTICE	07/28/2023	627.00
ACH	3832	VEBA	07/28/2023	750.00
ACH	FED TX	EFT Federal tax dep	07/28/2023	11,379.56
ACH	FICA	EFT EE/ER FICA	07/28/2023	13,498.90
ACH	Medicare	EFT EE/ER Medicare	07/28/2023	3,157.04
ACH	OR ST Tx	EFT Employee Oregon St Tx	07/28/2023	7,114.55
ACH	PERSEE	EFT PERS Employee /Employer Pa	07/28/2023	6,527.62
ACH	PERSER	EFT PERS Employer Paid	07/28/2023	17,904.93
ACH	PERU	EFT PERS Units	07/28/2023	2.48
12663	985	AFLAC	07/28/2023	152.59
12664	077	CIS Trust	07/28/2023	239.02
12665	3618	Office of the Trustee	07/28/2023	550.00
12666	ORSGP	Oregon Savings Growth Plan	07/28/2023	1,400.00
12667	079	Oregon Teamster Employer Trust	07/28/2023	27,165.28
12668	995	Teamsters Local No. 58	07/28/2023	872.00
Total for 7/28/2023:				91,340.97
Report Total (89 checks):				1,312,146.77

CITY OF RAINIER
CASH ON HAND/GENERAL LEDGER RECONCILIATION REPORT
CHECKING ACCOUNTS AND LOCAL GOVERNMENT POOL ACCOUNT
7/1/2023-07/31/2023

ACCOUNT REGISTER SUMMARY		CKS/DEBITS	DEP/CREDITS	
Ending Balance	435,104.90			
PERS Adjustment	-4,794.84			
New Ending Balance	430,310.06	0.00	0.00	430,310.06

BANK STATEMENT SUMMARY		CKS/DEBITS	DEP/CREDITS		
Ending Balance SHCU 760072-1	34,359.11				
Ending Balance SHCU 760072-2	1,503,261.72				
Deposits not Shown on Statement			11,174.91		
Outstanding Cks and Other Debits		1,089,255.81			
PERS Outstanding		29,229.87			
PERS Adjustment					
Ending Balance	1,537,620.83	1,118,485.68	11,174.91	430,310.06	0.00

LGIP STATEMENT SUMMARY					
Beginning Balance	6,843,353.85				
Deposits			21644.35		
Withdrawals		1,300,000.00			
Interest			22,720.04		
S/C		0.05			
Ending Balance	6,843,353.85	1,300,000.05	44,364.39	5,587,718.19	

TOTAL CASH **6,018,028.25**

GENERAL LEDGER RECONCILIATION
7/1/2023-07/31/2023

Fund	07/01/23 Beginning Balance	Total Revenue	Total Expense	Liabilities	07/31/23 Ending Balance	
10 General	2,365,775.39	1,441,887.58	1,539,159.41		2,268,503.56	
20 Debt	364,095.76	0.00	10,307.00		353,788.76	
30 Sewer	290,603.59	80,469.54	79,383.36		291,689.77	
40 Water	152,480.10	75,870.40	69,652.91		158,697.59	
50 Timber	1,629,894.04	0.00	22,522.75		1,607,371.29	
60 Street	77,877.13	14,134.21	28,295.30		63,716.04	
65	0.00	0.00			0.00	
70	0.00	0.00			0.00	
81 Special Projects	312,284.83	0.00	6,869.35		305,415.48	
83 Sewer Capital	1,024,735.10	0.00	597,994.95		426,740.15	
84 Water Capital	417,395.43	0.00	0.00		417,395.43	
85 Transportation Capital	472,103.75	0.00	429,552.10		42,551.65	
90 Library Trust	82,136.99	52.11	30.57		82,158.53	
					0.00	
General Ledger Total	7,189,382.11				6,018,028.25	0.00

Completed by: _____ Date: _____ Approved by: _____ Date: _____

City of Rainier
 2023/2025 Budget Year
 7/31/2023
 Budget Compared to Actual-Major Funds

Income/Expense

	2023/2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
General Fund			
*Revenue	3,686,050	55,517	1.51%
**Expenditures	3,135,759	153,627	4.90%
	2023/2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
Sewer Fund			
*Revenue	1,940,700	80,290	4.14%
Expenditures	2,217,829	79,204	3.57%
	2023/2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
Water Fund			
*Revenue	1,816,000	75,479	4.16%
Expenditures	1,997,618	69,262	3.47%
	2023/2025	7/31/2023	7/31/2023
		YTD Actual	YTD % Variance
Timber Fund			
*Revenue	400,000	0	0.00%
Expenditures	442,063	22,523	5.09%
	2023/2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
Street Fund			
*Revenue	518,300	14,134	2.73%
Expenditures	588,936	28,295	4.80%

	2023/2025	7/31/2023	7/31/2023
Special Projects Fund	Budget	7/31/23	YTD % Variance
*Revenue	659,099.00	0	0.00%
Expenditures	858,015.00	6,869	0.80%
	2023/2025	7/31/2023	7/31/2023
Sewer Capital Fund	Budget	7/31/23	YTD % Variance
*Revenue	1,116,630.00	0	0.00%
Expenditures	1,448,990	597,995	41.27%
	2023/2025	7/31/2023	7/31/2023
Water Capital Fund	Budget	7/31/23	YTD % Variance
*Revenue	610,800	0	0.00%
Expenditures	1,008,766	0	0.00%
	2023/2025	7/31/2023	7/31/2023
Transportation Capital Fund	Budget	7/31/23	YTD % Variance
*Revenue	370,000	0	0.00%
Expenditures	586,947	429,552	73.18%

*Excludes Beginning Balance

**Excludes Transfers

City of Rainier
2023/2025 Budget Year
7/31/2023
Budget Compared to Actual-Major Funds
Budget Variance by Appropriation

	2023-2025	7/31/2023	7/31/2023
General Fund	Budget	YTD Actual	YTD % Variance
*Revenue	3,686,050	55,517	1.51%
Expenditures			
10 **General Government	199,845	22,295	11.16%
20 City Building Maintenance	35,000	103	0.29%
30 Land Use & Development	67,351	2,755	4.09%
50 Library	156,422	1,214	0.78%
60 Attorney	20,000	670	3.35%
70 Finance & Administration	121,924	3,524	2.89%
80 Municipal Court	138,790	8,055	5.80%
90 Public Properties	324,823	15,865	4.88%
100 Police Department	2,071,604	99,145	4.79%
Sewer Fund	2023-2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	1,940,700	80,290	4.14%
Expenditures			
Personnel Services	992,316	38,655	3.90%
Material & Services	602,245	40,549	6.73%
Capital Outlay	0	0	0.00%
Transfers	416,400	0	0.00%
Contingencies	206,868	0	0.00%
Water Fund	2023-2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	1,816,000	75,479	4.16%
Expenditures			
Personnel Services	1,067,944	41,533	3.89%
Material & Services	470,295	27,729	5.90%
Capital Outlay	0	0	0.00%
Transfers	238,800	0	0.00%
Contingencies	220,579	0	0.00%
Timber Fund	2023-2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	400,000	0	0.00%
Expenditures			
Material & Services	209,745	22,523	10.74%
Capital Outlay	0	0	0.00%
Contingencies	36,000	0	0.00%
Propery Purchase Reserve	196,318	0	0.00%
Street Fund	2023-2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	518,300	14,134	2.73%
Expenditures			
Personnel Services	139,091	6,624	4.76%
Material & Services	279,845	21,671	7.74%
Capital Outlay	0	0	0.00%
Contingencies	70,000	0	0.00%
Transfers	100,000	0	0.00%
Special Projects Fund	2023-2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	659,099.00	0	0.00%
Expenditures			
Capital Outlay	858,015	6,869	0.80%
Sewer Capital Fund	2023-2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	1,116,630	0	0.00%
Expenditures			
Capital Outlay	1,448,990	597,995	41.27%
Water Capital Fund	2023-2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	610,800	0	0.00%
Expenditures			
Capital Outlay	1,008,766	0	0.00%
Transportation Capital Fund	2023-2025	7/31/2023	7/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	370,000	0	0.00%
Expenditures			
Capital Outlay	586,947	429,552	73.18%

*Excludes Beginning Balance

**Excludes Transfers

CITY OF RAINIER
CASH ON HAND/GENERAL LEDGER RECONCILIATION REPORT
CHECKING ACCOUNTS AND LOCAL GOVERNMENT POOL ACCOUNT
6/1/2023-6/30/2023

ACCOUNT REGISTER SUMMARY		CKS/DEBITS	DEP/CREDITS	
Ending Balance	346,028.26			
PERS Adjustment				
New Ending Balance	346,028.26	0.00	0.00	346,028.26

BANK STATEMENT SUMMARY		CKS/DEBITS	DEP/CREDITS		
Ending Balance SHCU 760072-1	34,357.65				
Ending Balance SHCU 760072-2	409,957.45				
Deposits not Shown on Statement			1,866.45		
Outstanding Cks and Other Debits		77,034.95			
PERS Outstanding		23,118.34			
PERS Adjustment					
Ending Balance	444,315.10	100,153.29	1,866.45	346,028.26	0.00

LGIP STATEMENT SUMMARY					
Beginning Balance	6,888,991.88				
Deposits			31678.97		
Withdrawals		100,000.00			
Interest			22,683.00		
S/C					
Ending Balance	6,888,991.88	100,000.00	54,361.97	6,843,353.85	

TOTAL CASH **7,189,382.11**

GENERAL LEDGER RECONCILIATION
6/1/2023-6/30/2023

	06/01/23				06/30/23	
Fund	Beginning Balance	Total Revenue	Total Expense	Liabilities	Ending Balance	
10 General	2,398,607.78	251,369.30	284,201.69		2,365,775.39	
20 Debt	364,095.76	0.00	0.00		364,095.76	
30 Sewer	255,245.43	85,522.49	50,164.33		290,603.59	
40 Water	115,730.54	87,927.77	51,178.21		152,480.10	
50 Timber	1,630,058.12	0.00	164.08		1,629,894.04	
60 Street	78,320.88	12,304.69	12,748.44		77,877.13	
65	0.00	0.00			0.00	
70	0.00	0.00			0.00	
81 Special Projects	319,319.48	0.00	7,034.65		312,284.83	
83 Sewer Capital	1,038,122.46	2,645.00	16,032.36		1,024,735.10	
84 Water Capital	416,475.43	920.00	0.00		417,395.43	
85 Transportation Capital	476,795.90	0.00	4,692.15		472,103.75	
90 Library Trust	82,146.11	52.11	61.23		82,136.99	
					0.00	
General Ledger Total	7,174,917.89				7,189,382.11	0.00

Completed by: _____ Date: _____ Approved by: _____ Date: _____

City of Rainier
2022/2023 Budget Year
6/30/2023

Income/Expense

Budget Compared to Actual-Major Funds

	2022/2023	6/30/2023	6/30/2023
General Fund	Budget	YTD Actual	YTD % Variance
*Revenue	1,591,980	1,861,078	116.90%
**Expenditures	1,440,361	1,319,521	91.61%

	2022/2023	6/30/2023	6/30/2023
Sewer Fund	Budget	YTD Actual	YTD % Variance
*Revenue	1,487,053	1,420,557	95.53%
Expenditures	1,778,036	1,656,664	93.17%

	2022/2023	6/30/2023	6/30/2023
Water Fund	Budget	YTD Actual	YTD % Variance
*Revenue	967,000	960,920	99.37%
Expenditures	1,177,491	1,156,214	98.19%

	2022/2023	6/30/2023	6/30/2023
Timber Fund		YTD Actual	YTD % Variance
*Revenue	0	0	0.00%
Expenditures	254,412	79,380	31.20%

	2022/2023	6/30/2023	6/30/2023
Street Fund	Budget	YTD Actual	YTD % Variance
*Revenue	259,059	266,382	102.83%
Expenditures	453,555	410,171	90.43%

*Excludes Beginning Balance

**Excludes Transfers

City of Rainier
2022/2023 Budget Year
6/30/2023
Budget Compared to Actual-Major Funds
Budget Variance by Appropriation

	2022/2023	6/30/2023	6/30/2023
General Fund	Budget	YTD Actual	YTD % Variance
*Revenue	1,591,980	1,861,078	116.90%
Expenditures			
10 **General Government	91,143	83,306	91.40%
20 City Building Maintenance	17,500	8,218	46.96%
30 Land Use & Development	30,058	30,319	100.87%
50 Library	73,960	63,564	85.94%
60 Attorney	9,600	6,571	68.45%
70 Finance & Administration	49,731	43,820	88.11%
80 Municipal Court	62,585	56,436	90.18%
90 Public Properties	179,423	158,200	88.17%
100 Police Department	926,361	869,086	93.82%
	2022/2023	6/30/2023	6/30/2023
Sewer Fund	Budget	YTD Actual	YTD % Variance
*Revenue	1,487,053	1,420,557	95.53%
Expenditures			
Personnel Services	451,696	448,673	99.33%
Material & Services	315,100	247,961	78.69%
Capital Outlay	7,500	4,289	57.19%
Transfers	955,740	955,740	100.00%
Contingencies	48,000	0	0.00%
	2022/2023	6/30/2023	6/30/2023
Water Fund	Budget	YTD Actual	YTD % Variance
*Revenue	967,000	960,920	99.37%
Expenditures			
Personnel Services	486,105	485,991	99.98%
Material & Services	212,550	203,599	95.79%
Capital Outlay	7,500	4,289	57.19%
Transfers	462,336	462,336	100.00%
Contingencies	9,000	0	0.00%
	2022/2023	6/30/2023	6/30/2023
Timber Fund	Budget	YTD Actual	YTD % Variance
*Revenue	0	0	0.00%
Expenditures			
Material & Services	90,300	75,091	83.16%
Capital Outlay	14,000	4,289	30.64%
Contingencies	50,000	0	0.00%
Property Purchase Reserve	100,112	0	0.00%
	2022/2023	6/30/2023	6/30/2023
Street Fund	Budget	YTD Actual	YTD % Variance
*Revenue	259,059	266,382	102.83%
Expenditures			
Personnel Services	68,076	80,814	118.71%
Material & Services	126,150	100,239	79.46%
Capital Outlay	7,500	4,289	57.19%
Contingencies	27,000	0	0.00%
Transfers	224,829	224,829	100.00%

*Excludes Beginning Balance

**Excludes Transfers

Accounts Payable

Checks by Date - Summary by Check Date

User: Elisha
Printed: 8/8/2023 10:39 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
12525	2220	Baker & Taylor	06/14/2023	52.22
12526	2262	Christina Ishii	06/14/2023	175.00
12527	673	Cintas Corporation	06/14/2023	300.44
12528	097	Columbia County Treasurer	06/14/2023	263.33
12529	044	Columbia River PUD	06/14/2023	286.48
12530	3669	Comcast Business	06/14/2023	428.16
12532	UB*00058	HOWARD CORBIN	06/14/2023	30.00
12533	3514	Core & Main LP	06/14/2023	3,081.30
12534	2167	Country Media Inc.	06/14/2023	316.80
12535	3341	FERGUSON ENTERPRISES #3007	06/14/2023	23.70
12536	2307	Goodyear Tire & Rubber Co	06/14/2023	564.00
12537	778	Kenneth Holly	06/14/2023	107.02
12538	020	Lakeside Industries	06/14/2023	204.72
12539	3647	Language Line Services, Inc.	06/14/2023	29.89
12540	3655	Leeway Engineering Solutions, LLC	06/14/2023	9,653.61
12541	3021	Marlin Business Bank	06/14/2023	179.98
12542	007	McCord's Inc	06/14/2023	548.94
12543	3862	Motorla Solutions Inc	06/14/2023	195.00
12544	426	NCL of Wisconsin	06/14/2023	147.90
12545	182	NW Natural	06/14/2023	158.92
12546	060	One Call Concepts Inc	06/14/2023	14.00
12547	996	Oregon Department of Revenue	06/14/2023	835.00
12548	2244	O'Reilly Auto Parts	06/14/2023	573.01
12549	2325	Cynthia L. Phillips	06/14/2023	250.00
12550	3822	Pointe Pest Control -OR LLC	06/14/2023	120.00
12551	605	Points S Tire Factory	06/14/2023	144.99
12552	382	Postmaster	06/14/2023	398.00
12553	096	Rainier Police Department	06/14/2023	547.00
12554	3863	Thomas Rekart	06/14/2023	1,150.00
12555	253	Safeguard Business Systems Inc.	06/14/2023	394.64
12556	3798	Summer Sears	06/14/2023	4,000.00
12557	3142	Servpro of Longview/Kelso	06/14/2023	814.33
12558	069	Sierra Springs	06/14/2023	181.06
12559	472	Sirchie	06/14/2023	150.80
12560	3835	Solutions YES LLC	06/14/2023	31.33
12561	132	SBRK Finance Holdings Inc. Springbrook (06/14/2023	134.00
12562	022	Stephen D. Petersen, LLC	06/14/2023	860.00
12563	030	True Value	06/14/2023	204.76
12564	3829	Alexander W, Urling (Skip) Urling	06/14/2023	2,350.00
12565	3512	Verizon	06/14/2023	393.19
12566	3653	West Yost & Associates, Inc.	06/14/2023	5,538.17
12567	035	Wilcox & Flegel	06/14/2023	200.20
12568	035	Wilcox & Flegel	06/14/2023	672.52
12569	3865	Robert Williams	06/14/2023	1,293.00

Total for 6/14/2023: 37,997.41

Check No	Vendor No	Vendor Name	Check Date	Check Amount
12576	2220	Baker & Taylor	06/28/2023	9.01
12577	673	Cintas Corporation	06/28/2023	304.08
12578	3358	Cintas Fire 636525	06/28/2023	784.42
12579	244	Clatskanie PUD	06/28/2023	8,964.66
12580	3866	Columbia Flagging Academy	06/28/2023	491.00
12581	3513	Comcast	06/28/2023	744.13
12582	3514	Core & Main LP	06/28/2023	134.10
12583	043	Cowlitz Clean Sweep Inc	06/28/2023	943.50
12584	057	Cowlitz River Rigging Inc	06/28/2023	103.83
12585	056	Cutright Supply	06/28/2023	111.82
12586	3785	Norman J Faris (Valar Cons. Eng)	06/28/2023	1,900.00
12587	3341	FERGUSON ENTERPRISES #3007	06/28/2023	315.95
12588	3831	First Citizens Bank & Trust Co. (CiT)	06/28/2023	125.00
12589	053	Grainger	06/28/2023	1,593.10
12590	778	Kenneth Holly	06/28/2023	288.34
12591	581	Home Depot Credit Services	06/28/2023	962.17
12592	3660	Illinois Library Assoc.	06/28/2023	199.90
12593	3545	InRoads Credit Union	06/28/2023	1,417.39
12594	3545	InRoads Credit Union	06/28/2023	2,290.20
12595	3545	InRoads Credit Union	06/28/2023	162.23
12596	3867	Jacobs Associates	06/28/2023	4,692.15
12597	020	Lakeside Industries	06/28/2023	524.50
12598	155	League of Oregon Cities	06/28/2023	678.47
12599	049	Mallory Company	06/28/2023	220.74
12600	UB*00059	JOHN MAVROS	06/28/2023	30.12
12601	3644	More Power Computers, Inc.	06/28/2023	2,519.60
12602	3862	Motorla Solutions Inc	06/28/2023	425.00
12603	3025	Northstar Chemical, Inc.	06/28/2023	1,141.25
12604	3817	ODP Business Solutions	06/28/2023	133.33
12605	3372	Polydyne Inc.	06/28/2023	4,165.99
12606	3047	Portland Compressor	06/28/2023	252.37
12607	029	Quill Corporation	06/28/2023	125.26
12608	069	Sierra Springs	06/28/2023	104.99
12609	3835	Solutions YES LLC	06/28/2023	40.47
12610	311	Traffic Safety Supply Co., Inc.	06/28/2023	478.00
12611	3512	Verizon	06/28/2023	211.57
12612	3653	West Yost & Associates, Inc.	06/28/2023	4,811.55
12613	035	Wilcox & Flegel	06/28/2023	1,162.22
12614	035	Wilcox & Flegel	06/28/2023	825.82
Total for 6/28/2023:				44,388.23
ACH	1123	OR DEPT OF JUSTICE	06/30/2023	627.00
ACH	3832	VEBA	06/30/2023	550.00
ACH	FED TX	EFT Federal tax dep	06/30/2023	10,342.21
ACH	FICA	EFT EE/ER FICA	06/30/2023	12,735.00
ACH	Medicare	EFT EE/ER Medicare	06/30/2023	2,978.38
ACH	OR ST Tx	EFT Employee Oregon St Tx	06/30/2023	6,648.28
ACH	PERSEE	EFT PERS Employee /Employer Pa	06/30/2023	6,158.01
ACH	PERSER	EFT PERS Employer Paid	06/30/2023	16,957.81
ACH	PERU	EFT PERS Units	06/30/2023	2.48
12570	985	AFLAC	06/30/2023	152.59
12571	077	CIS Trust	06/30/2023	239.02
12572	3618	Office of the Trustee	06/30/2023	550.00
12573	ORSGP	Oregon Savings Growth Plan	06/30/2023	1,400.00
12574	079	Oregon Teamster Employer Trust	06/30/2023	27,165.28
12575	995	Teamsters Local No. 58	06/30/2023	872.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Total for 6/30/2023:				87,378.06
Report Total (98 checks):				169,763.70

Summary of Proposed Planning Changes

- Cottage Clusters as conditional uses in R-1 and R-2 zones
- ADUs must meet building and zoning codes and are allowed in SR and R-1 zones
- Tiny homes are defined as ADUs, must meet building and zoning codes and are allowed in SR, R-1 and R-2 zones
- Shipping containers are defined as ADUs, must meet building and zoning codes and allowed in SR, R-1 and R-2 zones—possibly commercial? What about industrial?

Chris Gatewood Industries, Inc.
 508 Stone Rd
 Benicia, CA 94510 US
 sales@centritek.com
 www.centritek.com

Estimate



ADDRESS
Sue Lawrence City of Rainier WWTP 106 W 6th Street Rainier, CA 97048 USA

SHIP TO
Sue Lawrence City of Rainier WWTP 106 W 6th Street Rainier, CA 97048 USA

ESTIMATE #	DATE
2023-035	08/21/2023

SHIP VIA
 CentriTEK

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/21/2023	Shop Labor:Shop Service Repair of Spare Scroll	1	10,500.00	10,500.00
08/21/2023	Shop Labor:Shop Service Balance Arbor - For Scroll Balance	1	4,500.00	4,500.00
08/21/2023	Field Labor:Field Service - Straight Time Field Service -ST Time @ \$150 per hour per Tech	24	150.00	3,600.00
08/21/2023	Parts:Parts ALDEC 10 Parts Kit	1	4,500.00	4,500.00T
08/21/2023	Travel Travel to / From Site	20	150.00	3,000.00
08/21/2023	Expenses Hotel, Meals & Flights	1	750.00	750.00

Estimate for site services requested by Sue Lawrence

SUBTOTAL	26,850.00
TAX	0.00
TOTAL	\$26,850.00

Accepted By

Accepted Date

Please make payments to:

Chris Gatewood Industries, Inc.



5 Centerpointe Drive
Suite 130
Lake Oswego OR 97035

503.451.4500 phone
530.756.5991 fax
westyost.com

August 30, 2023

SENT VIA: EMAIL

Ms. Sue Lawrence
Public Works Director
City of Rainier
PO Box 100
Rainier, OR 97048
slawrence@cityofrainier.com

SUBJECT: Proposal for Engineering Services for City of Rainier WWTP Facility Plan

Dear Ms. Lawrence:

The purpose of this letter proposal is to provide the City of Rainier (City) with a proposed Scope of Services, Budget and Schedule for completing a Facility Plan for the City's Wastewater Treatment Plant (WWTP) meeting the requirements of the Oregon Department of Environmental Quality (DEQ). The WWTP Facility Plan will build on the WWTP Evaluation completed by West Yost in April 2023.

SCOPE OF SERVICES

West Yost's proposed Scope of Services is included in Attachment A and includes the following major tasks:

- Task 1. Project Management
- Task 2. Project Kickoff and Background Data Collection
- Task 3. Planning Criteria, Existing Facilities Summary and Need for Project
- Task 4. Need for Project and Alternatives Evaluation
- Task 5. WWTP Facility Plan Final Report and Adoption

PROJECT BUDGET

West Yost's proposed budget for each of the tasks described above is shown in Table 1 and detailed in Attachment B. West Yost will perform the Scope of Services on a time-and-expenses basis using West Yost's current billing rates, included as Attachment C. West Yost proposes to complete the project for a not-to-exceed budget of \$213,146. Additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Estimated Project Budget	
Task	Estimated Budget, dollars
Task 1. Project Management Services	15,154
Task 2. Flow and Load Analysis	12,330
Task 3. Initial Capacity Assessment	78,126
Task 4. Technical Memorandum	58,966
Task 5. WWTP Facility Plan Final Report and Adoption	48,570
Total Project Budget	\$213,146

SCHEDULE

West Yost proposes to complete the project in 12 months from Notice to Proceed. A detailed project schedule will be developed at the start of the project for review at the Project Kickoff Meeting.

Thank you for providing West Yost the opportunity to be of continued service to the City. We look forward to working with you on this important project. Please call if you have any questions or require additional information.

Sincerely,
WEST YOST



Corie Moolenkamp, PE
Principal-in-Charge
PE #73588



Preston Van Meter, PE
Engineering Manager
PE #51615

cc: Tim Banyai and Charles Hardy, West Yost

Attachment A: West Yost Scope of Services
Attachment B: West Yost Proposed Budget
Attachment C: West Yost 2023 Billing Rate Schedule

Attachment A

West Yost Scope of Services



RAINIER OR WWTP FACILITY PLAN SCOPE OF SERVICES

Task 1. Project Management

Project management includes conducting the project kickoff meeting, coordination of West Yost's internal team and sub-consultants, quality assurance and quality control (QA/QC) program, and preparation of monthly project updates and invoices.

Task 1.01. Project Management Plan (PMP) and QA/QC Plan

Prepare a Project Management Plan (PMP) to guide the completion of the project, summarizing team coordination activities, reporting requirements, project scope, key schedule milestones, staffing plan, contingency planning for unforeseen changes in project scope, and other related project elements. West Yost will manage the consultant team including all subcontractors. The QA/QC plan will be part of the PMP.

Task 1.02. Monthly City Coordination Meetings

West Yost's Project Manager, Project Engineer and/or key team members will conduct project coordination conference calls with the City on a monthly basis. Coordination meetings will review progress compared with schedule milestones, review budget status, identify and discuss issues to be addressed along with follow-up activities, discuss outstanding issues or requests for information, and items related to overall project progress. For budgetary purposes, 12 calls are included.

Task 1.03. Monthly Progress Reports and Invoices

Prepare monthly project updates, including a summary of project status, monthly invoice for services performed, earned value analysis (EVA) assessing project completion versus budget utilized, key upcoming project milestones, and any anticipated issues or concerns that may impact project budget or schedule.

Task 1 Assumptions

- The anticipated project duration is 12 months; therefore 12 coordination meetings and 12 invoices are budgeted.
- Action items from monthly project coordination conference calls will be sent to attendees via email.
- Time for staff attendance at meetings included in Task 1 is for Project Manager and Project Engineer only. Other staff time for attending meetings is included in technical tasks on which they will be working.

Task 12 Deliverables

- West Yost will provide one (1) electronic copy of action items from Monthly City Coordination calls.
- West Yost will provide a monthly electronic copy of the action items from Monthly City coordination meetings.
- West Yost will provide one (1) electric copy of monthly progress reports and invoices.



Task 2. Project Kickoff and Background Data Collection

Prepare a background data request, review existing plans and reports provided by the City and organize GIS datasets building on the Water Master Plan GIS datasets developed by West Yost.

Task 2.01. Project Kickoff Meeting and WWTP Site Visit

West Yost will organize and conduct the Project Kickoff Meeting with City staff to review the project scope, schedule and budget along with communications protocols, project goals, the City's Mutual Agreement and Order (MAO) with Oregon DEQ and other key project elements.

Following the kickoff meeting, the team will conduct a WWTP facility site visit to identify and document existing facilities and deficiencies to be captured in the Facility Plan. Key issues associated with the existing facility condition will be documented during the site visit.

The project kickoff meeting will be in-person and will be attended by West Yost's Project Manager, Project Engineer, staff engineer, Electrical Lead and Resiliency Lead. The duration of the project kickoff meeting is anticipated to be 4 hours with 1 hour for the kickoff meeting and 3 hours for the WWTP site visit. West Yost's Electrical Lead and Resiliency Lead will attend only the WWTP site visit. Other West Yost team members may join the kickoff meeting only on Teams.

Task 2.02. Collect and Review Background Information

A formal Background Data Request (BDR) will be provided prior to the Project Kickoff Meeting. Following is a preliminary list of data anticipated to be included in the BDR:

- Current GIS datasets, including parcels, comprehensive plan land use, right-of-way, soils and geology information, wastewater collection and pumping facilities, and WWTP outfall;
- Current City population and growth projections;
- Copy of the Rainier WWTP planning documents, including previous WWTP Facility Plans, Engineering Reports and related information used for planning the current WWTP;
- Existing collection system, pump station and WWTP record drawings for all previous plant expansion projects, including construction-related files if available;
- Monthly Discharge Monitoring Reports for the past 5 years in a single, consolidated MS Excel file;
- A copy of the City's current National Pollutant Discharge Elimination System (NPDES) Permit and Evaluation Report;
- A copy of the City's Mutual Agreement and Order (MAO) and compliance scheduled negotiated with Oregon DEQ; and
- Annual Biosolids Program reports submitted to Oregon DEQ.

It is anticipated the City's GIS developed as part of the recently completed Water Master Plan will be utilized for adding sanitary sewer information and developing GIS base maps.



Task 2 Assumptions

- The City will provide background information requested within 2 weeks of receiving the Background Data Request memo.

Task 2 Deliverables

- One electronic (PDF) copy of the agenda and minutes from the Project Kickoff Meeting.
- One electronic (PDF) copy of the Background Data Request.

Task 3. Planning Criteria, Existing Facilities Summary and Need for Project

West Yost will prepare initial Facility Plan chapters providing background information such as the service area characteristics and population projections, as well as an overview of the City's existing WWTP.

Task 3.01. Draft Service Area Characteristics and Population Projections Report Chapter

Prepare a draft report chapter summarizing the City's existing wastewater services area characteristics, including current wastewater service area, wastewater collection system maps showing the WWTP and pump stations, City Limits and Urban Growth Boundary (UGB), current and comprehensive plan land use, soils and geology information. Also summarize current and project population as provided by the Portland State University Population Research Center to be used for the planning study. This report chapter will utilize the GIS datasets and other information developed for the City of Rainier by West Yost as part of the recently completed Water Master Plan Update. A draft report chapter will be provided for review in a workshop with comments incorporated into the final report.

Task 3.02 Draft WWTP Flow and Load Projections Report Chapter

Prepare WWTP flow and load projections following Oregon DEQ guidance for Western Oregon. Loads developed will include an analysis of septage receiving and the impact on overall plant capacity. This report chapter will be an update of the WWTP flow and load projections prepared previously by West Yost as part of a WWTP evaluation completed in April 2023, with updates to include the most recent DMR data provided by the City. A draft report chapter will be provided for review in a workshop with comments incorporated into the final report.

Task 3.03. Draft Existing Rainier WWTP and Pump Stations Report Chapter

Prepare a draft report chapter providing an overview of the City of Rainier WWTP, including:

- Summary of the City's existing wastewater pump stations including size, capacity, type, age and other information along with an overall pump station location map and other key existing pump station information.
- Summary of the City's existing WWTP along and unit processes. The unit process summary will include liquids and solids stream process schematic diagrams along with a table providing existing equipment, capacity and summary of issues associated with each unit process.



- WWTP process and hydraulic models and evaluation of current WWTP capacity based on current flows and loads. The models will also be used for the WWTP alternatives evaluation.
- Summary of WWTP upgrades to address condition issues or operational challenges identified during the WWTP site visit following the project kickoff meeting.

A draft report chapter will be provided for review in a workshop with comments incorporated into the final report.

Task 3.04. Draft Regulatory Framework Report Chapter

Prepare a Rainier WWTP Regulatory Framework report chapter containing the following:

- Summary of the City's existing NPDES Permit requirements, compliance challenges and Mutual Agreement and Order (MAO) requirements.
- Columbia River listings for non-attainment based on the most recent DEQ integrated report.
- Based on the most recent toxicity results from the City, evaluate the reasonable potential analysis (RPA) for aquatic toxicity based on the current outfall mixing characteristics.
- Future anticipated regulatory requirements.
- Evaluate potential mass load limits on future loads associated with future growth.
- Review temperature data and long-term temperature compliance for the City's Columbia River Discharge.
- Regulatory concerns related to receiving septage at the WWTP.
- Biosolids program review and regulatory climate associated long term concerns associated with Class B Biosolids.

Task 3.03 includes conducting a meeting with DEQ to discuss the City's NPDES Permit, MAO, current and future DEQ concerns with the Rainier WWTP and other items requiring discussion. This task includes EIGHT (8) hours of time for West Yost's PM and Regulatory Lead to support the City with MAO implementation and ongoing discussions with DEQ.

A draft report chapter will be provided for review in a workshop with comments incorporated into the final report.

Task 3.05. Draft Analysis of WWTP and Pump Stations Seismic Resilience Report Chapter

Prepare a draft report chapter summarizing geotechnical hazards at the City's WWTP and pump stations, which are included in the City's wastewater backbone system. The geotechnical hazards analysis will include the following steps:

- Collect, compile, and review geotechnical and geologic information through review of available subsurface information, geologic maps, flood studies and other available information.



- Develop geotechnical parameters and complete hazard evaluation for the wastewater backbone system including the potential for faulting, flooding/buoyancy, liquefaction and lateral spreading and slope instability. These evaluations will be based on Oregon Department of Geology and Mineral Industries (DOGAMI) maps for Rainier and Columbia County and informed by local, site-specific geotechnical information for the wastewater backbone system.
- Establish level of service (LOS) goals following a major earthquake, including time period to re-establish service, treatment levels and flow rates.
- Develop structural and non-structural performance objectives for collection system, pump stations and treatment facilities.
- Evaluate the WWTP and pump stations to identify near-term recommended upgrades in preparation for a major seismic event and emergency repairs that will be needed to return the system to service in accordance with LOS goals after the seismic event.
- Identify near-term recommended upgrades to the WWTP and pump stations in preparation for a major seismic event and emergency repairs that will be needed to return the system to service in accordance with LOS goals after the seismic event. Evaluations will utilize Tier 1 ASCE 41-17 checklists for screening facilities. Recommendations of further detailed seismic structural analysis will also be given for long-term issues identified.
- Develop recommendations for implementation of the early earthquake warning system and other potential mitigation measures (e.g., Shake-Alert).

Task 3.07. Existing Facilities, Regulatory Framework and Resilience Workshop

Conduct a workshop providing an overview of project planning criteria, existing facilities, regulatory framework and West Yost's assessment of the need to WWTP facility upgrades.

Task 3 Assumptions

- Mapping for the collection system and pump stations will utilize GIS datasets provided by the City.
- City will provide written, consolidated review comments on Draft report chapters in 2 weeks.
- Draft report chapters will be provided in sequence for City review and comment in advance of the Existing Facilities and Need for Project Workshop.
- City comments on Draft report chapters will be incorporated when the final report is compiled.
- The WWTP hydraulic model will be calibrated based on field observations provided by City staff.
- The existing biological process model developed for the WWTP Capacity Evaluation will be used for the project.
- Tier 1 field structural evaluations for seismic evaluations will be limited to visual inspection of existing facilities while in operation. Evaluations are not anticipated to require taking any facilities temporarily out of service.
- No soil borings will be completed as part of the seismic evaluations.



Task 3 Deliverables

- West Yost will provide one (1) electronic (PDF) copy of the Draft WWTP Facilities Plan Report Chapters.
- West Yost will provide one (1) electronic (PPT and PDF) copy of the presentation, agenda and minutes for the Existing Facilities Review and Need for Project Workshop.

Task 4. Need for Project and Alternatives Evaluation

Complete modeling to identify WWTP and pump station deficiencies over a 20-year planning horizon, summarize the Need for Project and evaluate alternatives.

Task 4.01 WWTP and Pump Stations Capacity Evaluations

Evaluate wastewater pump station hydraulic capacity and WWTP process and hydraulic capacity using the hydraulic and process models developed in Task 3 for a 20-year planning horizon. Identify capacity deficiencies over the 20-year planning horizon based on the population and growth projections.

Task 4.02. Draft Need for Project Report Chapter

Summarize the existing facility evaluations of the City's WWTP and pump stations, the regulatory framework and seismic hazards evaluations and capacity evaluations for existing and future conditions into a Need For Project report chapter. This chapter will identify key issues for current and long-term regulatory compliance at the Rainier WWTP.

Task 4.03 WWTP Alternatives Evaluation Report Chapter

Develop and evaluate alternatives for addressing WWTP deficiencies identified for current or future flows and loads. WWTP unit processes will generally be evaluated for one of three categories:

1. Existing Equipment is Acceptable for Planning Horizon.
2. In-kind equipment replacement or upsizing.
3. Process improvements to be evaluated due to capacity or regulatory challenges.

For Categories 1- and 2-unit processes, no alternatives evaluation will be provided. Instead, West Yost will identify improvements for each unit process to assure capacity is provided for the 20-year planning horizon. WWTP unit processes anticipated to fall in Categories 1 and 2 include:

- Collection System Pump Stations;
- Influent Pump Station;
- Headworks;
- Secondary Treatment, including blowers; and
- Outfall.



For Category 3-unit processes, 2-3 unit process options will be developed and evaluated. It is anticipated the majority of WWTP unit processes will fall in Category 1 or Category 2, where equipment will be retained or upsized. Category 3-unit processes requiring more detailed investigation and alternative evaluations are anticipated to include:

- Septage Receiving;
- Tertiary Filters;
- UV Disinfection; and
- Biosolids Management.

The recommended unit process options will be consolidated and up to 3 combined alternatives will be developed and evaluated. Combined alternatives may supersede a recommended unit process option due to the overall nature of the combined alternatives and the potential for rendering a recommended unit process option as not needed. All evaluations will be summarized in a technical memorandum.

Task 5.05 WWTP and Pump Stations Alternatives Evaluation Review Workshop

Meet with City staff to review the alternatives evaluation and preliminary findings and recommendations along with West Yost's initial plan for WWTP improvements over the 20-year planning horizon. The workshop will be conducted in the City and attended by West Yost's Project Manager, Project Engineer and staff engineer.

Task 4 Assumptions

- Unit process evaluations will consider WWTP facilities needed over the 20-year planning horizon.
- Capital costs will be developed for all alternatives in 2024 United States Dollars (USD). Lifecycle costs for 20-year planning horizon will be Net Present Worth (NPW) evaluations using 2024 USD.
- WWTP ancillary facilities recommendations will not require an architectural review of existing buildings and structures.

Task 4 Deliverables

- West Yost will provide one (1) electronic (PDF) copy of the Draft WWTP Facilities Plan Report Chapters.
- West Yost will provide one (1) electronic (PPT and PDF) copy of the presentation, agenda and minutes for the Alternatives Evaluation Review Workshop.

Task 5. WWTP Facility Plan Final Report and Adoption

Consolidate draft report chapters and prepare additional report chapters to finalize the WWTP Facility Plan. Additional chapters to be developed will include the Introduction, Executive Summary, 20-year capital improvement plan for the and capacity driven (Collection system) Capital Improvement Program (CIP)



Task 5.01 Recommended Plan Report Chapter

Prepare a draft report chapter summarizing the Recommended Plan for the Rainier WWTP upgrades building the alternatives evaluation and input from City staff. The Recommended Plan will include condition-related upgrades at the WWTP, and pump stations identified during the project kickoff meeting as well as upgrades to address capacity and/or regulatory issues over the 20-year planning horizon.

Task 5.02 Capital Improvement Program Report Chapter

Prepare a draft report chapter identifying the 5-year (near-term) and 20-year (long-term) Capital Improvement Program Plan for the Rainier WWTP and pump stations. The CIP will identify projects and implementation schedule on a 11x17 spreadsheet with budgeted funds by each fiscal year. Projects included in the 20-year CIP will be identified for the portion that should be included in the City's Wastewater System Development Charges for supporting community growth.

Task 5.03 Recommended Plan and CIP Workshop

Meet with City staff to review the alternatives evaluation and Capital Improvement Program. The workshop will be conducted in the City and attended by West Yost's Project Manager, Project Engineer and staff engineer.

Task 5.04 Final WWTP Facility Plan Report and Executive Summary

Consolidate all final report chapters and prepare a standalone Executive Summary that summarizes the overall goals, findings, direction and recommendations of the WWTP Facility Plan. This summary shall be written in simple, plain language directed and will be approximately 10 pages of text and color graphics. The Executive Summary will be reviewed by the City and comments will be incorporated.

Task 5.05 City Council Meeting and Presentation

Prepare a presentation and attend a City Council meeting to present the WWTP Facility Plan Executive Summary, Recommended Plan and 20-year CIP. The City Council meeting will be attended by West Yost's Project Manager and Project Engineer.

Task 5 Assumptions

- No evaluation of wastewater rates and system development charges (SDCs) is included in West Yost's scope of work.

Task 6 Deliverables

- West Yost will provide one (1) electronic (PDF) copy of the Draft WWTP Facilities Plan Report Chapters and Executive Summary.
- West Yost will provide one (1) electronic (PPT and PDF) copy of the presentation, agenda and minutes for the Recommended Plan and CIP Review Workshop.
- West Yost will provide three (3) hard copies and one (1) electronic (PDF) copy of the Final Rainier WWTP Facility Plan Report.



Attachment B

West Yost Proposed Budget

Attachment B
Project Budget

West Yost Associates	P \$338 Moolenkamp	EM/SM/GM I \$319 Van Meter	PE/PS/PG II \$307 Hardy	EM/SM/GM I \$319 Kapur	ESG II \$201 Smesrud	ESG II \$201 Kercado	CAD II \$176 Barber	ADM II \$115 Mulvihill	ADM III \$138 Meisch-Suh	EM/SM/GM II \$334 Gies	Labor		DLV	LCE	Costs		
											Hours	Fee			Sub. w/ markup 10%	Other Direct	Total Costs
PROJECT: Rainer WWTP Facilities Plan Update																	
Task 1 Project Management																	
1.01 PMP and QA/QC Plan	1	2						2	2		7	\$ 1,482					\$ 1,482
1.02 Monthly City Coordination Meetings		12	12								24	\$ 7,512					\$ 7,512
1.03 Monthly Progress Reports and Invoices	2	12							12		26	\$ 6,160					\$ 6,160
Subtotal, Task 1 (hours)	3	26	12	0	0	0	0	2	14	0	57						
Subtotal, Task 1 (\$)	\$ 1,014	\$ 8,294	\$ 3,684					\$ 230	\$ 1,932			\$ 15,154					\$ 15,154
Task 2 Project Kickoff and Background Data Collection																	
2.01 Project Kickoff Meeting		6	8		2	6		1			23	\$ 6,093	\$ 1,000	\$ 2,000	\$ 3,300	\$ 1,200	\$ 10,593
2.02 Collect and Review Background Information		1	2		2	2					7	\$ 1,737					\$ 1,737
Subtotal, Task 2 (hours)	0	7	10	0	4	8	0	1	0	0	30						
Subtotal, Task 2 (\$)		\$ 2,233	\$ 3,070		\$ 804	\$ 1,608		\$ 115				\$ 7,830	\$ 1,000	\$ 2,000	\$ 3,300	\$ 1,200	\$ 12,330
Task 3 Planning Criteria and Existing Facilities Summary and Need for Project																	
3.01 Draft Service Areas Characteristics and Population Projections Chapter		2	2		2	10	4	1		2	23	\$ 5,151					\$ 5,151
3.02 Draft WWTP Flow and Load Projections Chapter		2	4		10			1		2	19	\$ 4,659					\$ 4,659
3.03 Draft Exist. WWTP and Pump Stations Chapter		4	8		28	8	4	2		2	56	\$ 12,570		\$ 3,500	\$ 3,850		\$ 16,420
3.04 Draft Regulatory Framework Chapter		12	4	68				2		2	88	\$ 27,646					\$ 27,646
3.05 Draft Analysis of WWTP Seismic Resilience Report Chapter		2	4		2	4	2	1		1	16	\$ 3,873	\$ 10,540		\$ 11,594		\$ 15,467
3.06 Existing Facilities, Regulatory Framework and Resilience Workshop		6	8		4	8	2	1		1	30	\$ 7,583				\$ 1,200	\$ 8,783
Subtotal, Task 3 (hours)	0	28	30	68	46	30	12	8	0	10	232						
Subtotal, Task 3 (\$)		\$ 8,932	\$ 9,210	\$ 21,692	\$ 9,246	\$ 6,030	\$ 2,112	\$ 920		\$ 3,340		\$ 61,482	\$ 10,540	\$ 3,500	\$ 15,444	\$ 1,200	\$ 78,126
Task 4 WWTP Alternatives Evaluation																	
4.01 WWTP and Pump Stations Capacity Evaluations		4	4		24	12	4			2	50	\$ 11,112					\$ 11,112
4.02 Draft Need for Project Chapter		4	8		16	8		1		2	39	\$ 9,339					\$ 9,339
4.03 WWTP Alternatives Evaluation Chapter		8	16		68	24	12	2		2	132	\$ 28,966		\$ 1,000	\$ 1,100		\$ 30,066
4.04 WWTP Alternatives Evaluation Review Workshop		6	8		4	8	2	1			29	\$ 7,249				\$ 1,200	\$ 8,449
Subtotal, Task 4 (hours)	0	22	36	0	112	52	18	4	0	6	250						
Subtotal, Task 4 (\$)		\$ 7,018	\$ 11,052		\$ 22,512	\$ 10,452	\$ 3,168	\$ 460		\$ 2,004		\$ 56,666		\$ 1,000	\$ 1,100	\$ 1,200	\$ 58,966
Task 5 WWTP Facility Plan Final Report and Adoption																	
5.01 Recommended Plan Chapter		4	8		8	4	2	2		2	30	\$ 7,394	\$ 1,000	\$ 1,000	\$ 2,200		\$ 9,594
5.02 Capital Improvement Program Chapter		4	8		16	12		1		2	43	\$ 10,143					\$ 10,143
5.03 Recommend Plan and CIP Review Workshop		6	8		4	10	2	1			31	\$ 7,651				\$ 1,200	\$ 8,851
5.04 Final Facility Plan Report and Executive Summary		4	16		24	12		4		2	62	\$ 14,552				\$ 1,000	\$ 15,552
5.05 City Council Meeting and Presentation		4	2		4	6		2			18	\$ 4,130				\$ 300	\$ 4,430
Subtotal, Task 5 (hours)	0	22	42	0	56	44	4	10	0	6	184						
Subtotal, Task 5 (\$)		\$ 7,018	\$ 12,894		\$ 11,256	\$ 8,844	\$ 704	\$ 1,150		\$ 2,004		\$ 43,870	\$ 1,000	\$ 1,000	\$ 2,200	\$ 2,500	\$ 48,570
TOTAL (hours)																	
	3	105	130	68	218	134	34	25	14	22	753						
TOTAL (\$)																	
	\$ 1,014	\$ 33,495	\$ 39,910	\$ 21,692	\$ 43,818	\$ 26,934	\$ 5,984	\$ 2,875	\$ 1,932	\$ 7,348		\$ 185,002	\$ 12,540	\$ 7,500	\$ 22,044	\$ 6,100	\$ 213,146

West Yost 2023 Billing Rate Schedule

2023 Billing Rate Schedule

(Effective January 1, 2023 through December 31, 2023)*



POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
ENGINEERING	
Principal/Vice President	\$338
Engineer/Scientist/Geologist Manager I / II	\$319 / \$334
Principal Engineer/Scientist/Geologist I / II	\$288 / \$307
Senior Engineer/Scientist/Geologist I / II	\$259 / \$272
Associate Engineer/Scientist/Geologist I / II	\$215 / \$231
Engineer/Scientist/Geologist I / II	\$173 / \$201
Engineering Aide	\$101
Field Monitoring Services	\$125
Administrative I / II / III / IV	\$92 / \$115 / \$138 / \$152
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	\$332 / \$334
Principal Tech Specialist I / II	\$305 / \$315
Senior Tech Specialist I / II	\$279 / \$291
Senior GIS Analyst	\$252
GIS Analyst	\$239
Technical Specialist I / II / III / IV	\$178 / \$203 / \$228 / \$254
Technical Analyst I / II	\$128 / \$152
Technical Analyst Intern	\$103
Cross-Connection Control Specialist I / II / III / IV	\$133 / \$144 / \$162 / \$180
CAD Manager	\$201
CAD Designer I / II	\$156 / \$176
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	\$322
Construction Manager I / II / III / IV	\$197 / \$211 / \$224 / \$283
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$172 / \$191 / \$213 / \$221
Apprentice Inspector	\$156
CM Administrative I / II	\$83 / \$112
Field Services	\$221

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

2023 Billing Rate Schedule

(Effective January 1, 2023 through December 31, 2023)*



Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	\$300 / day
Aquacalc / Pygmy or AA Flow Meter	\$28 / day
Emergency SCADA System	\$35 / day
Field Vehicles (Groundwater)	\$1 / mile
Gas Detector	\$80 / day
Generator	\$60 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Low Flow Pump Back Pack	\$135 / day
Low Flow Pump Controller	\$200 / day
Powers Water Level Meter	\$32 / day
Precision Water Level Meter 300ft	\$30 / day
Precision Water Level Meter 500ft	\$40 / day
Precision Water Level Meter 700ft	\$45 / day
QED Sample Pro Bladder Pump	\$65 / day
Stainless Steel Wire per foot	\$0.03 / day
Storage Tank	\$20 / day
Sump Pump	\$24 / day
Transducer Components (per installation)	\$23 / day
Trimble GPS – Geo 7x	\$220 / day
Tube Length Counter	\$22 / day
Turbidity Meter	\$30 / day
Vehicle (Construction Management)	\$10 / hour
Water Flow Probe Meter	\$20 / day
Water Quality Meter	\$50 / day
Water Quality Multimeter	\$185 / day
Well Sounder	\$30 / day

ORDINANCE NO. 1091

**AN ORDINANCE OF THE CITY OF RAINIER
TO AMEND THE RAINIER MUNICIPAL CODE CHAPTERS 2.15, 17.10, 17.15, 17.20,
18.05, 18.15, 18.20, 18.25, 18.30, and 18.150**

WHEREAS, city staff has determined that several sections of the Rainier Municipal Code regarding subdivision and zoning are outdated and do not adequately meet the city's needs; and

WHEREAS, the city seeks to streamline some of its processes to better facilitate the development of much-needed housing; and

WHEREAS, it was determined by city staff that amending the code text regarding administration and personnel would be in the City's best interest, and

WHEREAS, the City of Rainier Planning Commission held a duly noticed public hearing on May 22, 2023 and concluded to recommend approval of the text amendments to the Rainier City Council; and

WHEREAS, the Rainier City Council held a duly noticed public hearing on August 7, 2023 and found that after due consideration of all the evidence in the record, that they agreed with the recommendation forwarded by the Rainier Planning Commission; and

WHEREAS, the Rainier City Council has considered findings of compliance criteria and law applicable to the proposal.

For the amendments below, *new language is in italic font*; ~~deleted language is struck through~~.

Section 1. Rainier Municipal Code (RMC) Chapter 2.15 is hereby amended as follows:

2.15.110 Meetings

B. Regular meetings shall be held monthly *for the current year as established by the Planning Commission at the first meeting of the year.* ~~second Tuesday of each month at 6:00 p.m.~~ for the primary purpose of conducting formal public hearings on applications and petitions properly presented to the city, *and for considering and developing land use and development standards and criteria.*

Section 2. RMC Chapter 17.10 Procedure for Subdividing is hereby amended as follows:

17.10.020 Applications and filing fee.

A. The applicant shall discuss the preliminary plans with the *city planner*, public works superintendent, fire district and other affected public agencies in a pre-application conference

prior to submitting an application. Following the preapplication conference, the applicant shall prepare and submit a city of Rainier development application, available from the **city recorder**. ~~public works superintendent~~.

B. The application shall contain:

1. The proposed plat name, approved by the county surveyor;
2. The name(s), address(es) and telephone number(s) of the property owner(s) and applicant(s), and, when applicable, the name and address of the design engineer or surveyor;
3. The signature(s) of the property owner(s) and applicant(s); and
4. The site location by address and current county tax assessor's map and tax lot number(s).

C. The ~~subdivision~~ **preliminary plat** application shall be submitted to the **city recorder** ~~public works superintendent~~, along with:

1. The subdivision plan;
2. Preliminary utility plans for streets, water, sanitary sewer and storm drainage; and
3. Other supplementary material as may be required, such as deed restrictions or, for all nonbuildable areas or tracts to be dedicated or reserved for public use, a statement of ownership, use, covenants, conditions, limitations and responsibility for maintenance.

D. The following general information shall be shown on the **preliminary plat**. 1. Appropriate identification clearly stating the map is a subdivision plan;

2. Proposed plat name, approved by the county surveyor;
3. The name(s), address(es) and telephone number(s) of the property owner(s) and applicant(s), and when applicable, the name and address of the design engineer or surveyor;
4. The date the **preliminary plat** ~~plan~~ was prepared;
5. North arrow;
6. Scale of drawing;
7. Location of the subdivision by one-quarter section, township and range;

8. Existing streets (public and private), including location, name, centerline, right-of-way and pavement width on and abutting the site, and the location of existing and proposed access points;
9. Proposed streets (public and private), including location, centerline, right-of-way and pavement width, approximate radius of curves and approximate grades of proposed streets on the subject property and within 300 feet of the site;
10. An outline plan demonstrating that the adjacent property can be divided in the future in a manner that is consistent with the preliminary plat ~~subdivision plan~~, and illustrating the connections to transit routes, pedestrian and bike facilities, and accessways to adjacent properties;
11. Easements, including location, width and purpose of all recorded and proposed easements in or abutting the site;
12. Public utilities, including the approximate location, size and grade of all existing and proposed sanitary sewers, the approximate location, size and grade of on-site and off-site storm drainage lines, and the approximate location and size of water lines;
13. Flood areas, including the location of any floodplain, drainage hazard areas and other areas subject to flooding or ponding;
14. Natural resources, including the location of natural features, such as rock outcroppings, wetlands, watercourses, creeks, wooded areas and trees having a trunk diameter of eight inches or greater, as measured at a point four feet above ground level, proposed to be removed and to be retained on site;
15. Approximate lot dimensions, including all existing property lines and their lengths and the approximate location and dimensions of all proposed lots;
16. Approximate area of each lot;
17. Proposed lot numbers;
18. Existing structures, including the location and present use of all structures, wells and septic tanks on the site and an indication of which structures, wells and septic tanks are to remain after platting; indicate all city-designated historic landmarks;
19. All lots and tracts of land intended to be dedicated or reserved for public use;
20. A vicinity map showing a minimum one-mile radius;

21. Contour lines with intervals at a minimum of two feet for slopes up to five percent and five feet for slopes over five percent; and

22. Other information required by the **city planner**, ~~public works superintendent~~, including, but not limited to, a traffic impact study and/or a geotechnical study.

17.10.030 Phasing.

A. Subject to the approval by the city pursuant to this section, an applicant may create a ~~subdivision~~ final plat or construct the public improvements for a ~~subdivision~~ **final** plat in phases. If the applicant intends to utilize this phasing option the applicant shall submit a phasing plan to the public works superintendent for approval along with the preliminary plat ~~subdivision~~ application and plan. The timing of the completion of the public improvements and the conditions of development shall be determined by the **planning commission** ~~city council~~.

B. All public improvements in each phase shall be constructed by the applicant.

1. Prior to issuance of building permits in a particular phase, the public improvements necessary to provide adequate public facilities for the particular phase shall be substantially complete.

2. When the public works superintendent has determined the public improvements in the particular phase are substantially complete and prior to acceptance of the improvements by the city, 50 percent of the building permits may be issued prior to acceptance of the improvements by the city as set forth in RMC [17.10.110](#).

3. The public improvements shall first be accepted by resolution of the city council before building permits exceeding 50 percent may be issued in a particular phase.

4. Public improvements may be submitted for city acceptance by phase.

C. The **preliminary plat** ~~subdivision plan~~ approval for the first phase shall expire 12 months from the date of subdivision plan approval by ~~resolution~~ of the planning commission. Future phases shall expire 12 months after the date of recording of the **final** ~~subdivision~~ plat of the immediately preceding phase. (Ord. 974 § 4 (Exh. A.2 § 230), 1998)

17.10.040 Review process.

A. Before approval may be granted on a subdivision application, it shall first be established that the subdivision proposal conforms to the Rainier comprehensive plan, RMC Title [18](#), the public improvements requirements contained in Chapter [17.30](#) RMC, the public works design standards and other applicable city ordinances and regulations. Failure to conform is sufficient reason to deny the application.

B. Prior to the ~~public works superintendent~~ **city planner** issuing a ~~recommended decision~~ **recommendation to the planning commission** on the **preliminary plat application** ~~subdivision application~~ the applicant shall obtain any required use approvals, including but not limited to comprehensive plan text or map amendment, zoning ordinance text or map amendment, variance and conditional use permit.

C. After the ~~subdivision~~ **preliminary plat** application is deemed complete, the ~~public works superintendent~~ **city recorder** shall provide one copy of the **preliminary plat** ~~subdivision plan~~ and supplemental material to, and invite comments from:

1. Governmental agencies, including the Rainier School District, the Rainier rural fire protection district, the Oregon Department of Transportation and Columbia County;

2. Utility companies;

3. City departments; and

4. Any other parties expressing any interest in the application.

D. Failure of the city to send the information set forth in subsection C of this section to a person or agency, or failure of a person or agency to receive such information, shall not invalidate any proceeding in connection with the development application.

E. Prior to the public hearing the **city planner** ~~public works superintendent~~ may conduct one or more review meetings with the applicant, governmental agencies, utility companies and any other interested parties.

F. The approval of a **preliminary plat** ~~subdivision application~~ shall not automatically grant any other approvals which may be required by city ordinances or regulations.

17.10.050 Notice of public hearing before planning commission to consider the preliminary plat ~~subdivision plan~~

A. Before **taking** ~~recommending an~~ action upon a **preliminary plat** ~~subdivision~~ application the subdivision plan, or material amendment thereto, shall be considered by the planning commission at a quasi-judicial evidentiary hearing under the provisions of RMC Title [18](#).

B. Notice of and the procedures for the conduct of the hearing shall be given in accordance with provisions of RMC Title [18](#) for quasi-judicial evidentiary hearings

17.10.060 Planning commission ~~decision recommendation~~ for preliminary plat ~~subdivision plan~~ approval.

A. A ~~subdivision~~ *preliminary plat* application shall not be approved unless the planning commission first finds that adequate public improvements are, or will be, made available to serve the proposed subdivision.

B. The planning commission may ~~recommend to the city council approval, approval~~ *approve*, *approve* with conditions, or ~~denial~~ deny of the application based upon demonstrated compliance with applicable city regulations. The planning commission decision shall be supported by written findings and reasons for the decision. Findings and reasons may consist of references to the applicable zoning title provisions, other ordinance provisions or special studies.

C. One copy of the *preliminary plat* ~~subdivision plan~~ and the *notice of decision* ~~resolution~~ setting forth the *decision* ~~recommendation~~ of the planning commission shall be forwarded to the city recorder *who shall in turn forward the notice to the applicant and parties of record.* ~~Council for final action.~~ (Ord. 974 § 4 (Exh. A.2 § 260), 1998)

D. The decision of the planning commission may be appealed by parties of record to the city council for review pursuant to RMC 18.160.040.

~~17.10.070 Approval of subdivision plan by city council.~~

~~A. The city council shall take action on the planning commission recommendation by means of adoption of a resolution approving, approving with conditions or modifications, or denying the subdivision application.~~

~~B. Upon request by the applicant, the city council shall hold a public hearing on the application. At such hearing, the applicant's requests for modifications to the planning commission recommendation may be considered.~~

~~C. Irrespective of any request by the applicant, the city council may, at its discretion, hold a public hearing on approval of the application.~~

~~D. The city council decision to approve the subdivision application shall expire 12 months from the date the resolution is adopted. The applicant may request an extension of a prior approval that has expired and an extension may be granted for up to two years.~~

~~E. A subdivision plan approval may include restrictions and conditions. These restrictions and conditions shall be reasonably conceived to:~~

~~1. Protect the public from the potentially deleterious effects of the proposal;~~

~~2. Fulfill the need for public facilities and services created by the proposal, or increased or in part attributable to the impacts of the proposal;~~

~~3. Further the implementation of the requirements of the Rainier comprehensive plan and RMC Title 18.~~

Section 3. RMC Section 17.15 Procedure for Partitioning is hereby amended as follows:

17.15.020 Applications and filing fee.

A. The applicant shall prepare and submit a city of Rainier development application, available from the *city recorder* ~~public works superintendent~~.

C. The partition application shall be submitted to the *city recorder* ~~public works superintendent~~, along with:

D. The following general information shall be shown on the *preliminary* partition *plat*: ~~plan~~:

21. Other information required by the *city planner* ~~public works superintendent~~.

F. The *city planner* ~~public works superintendent~~ may require information in addition to that stated in this section.

G. Unless otherwise specified in the *preliminary* partition *plat* application, approval, or in express direction from the *city planner* ~~public works superintendent~~, any material submitted by the applicant with the *preliminary* partition *plat* application which exceeds the requirements of this title or other regulations shall be considered a part of the recommended decision.

I. The applicable time period for action on the *preliminary* partition *plat* application shall not commence until the *city planner* ~~public works superintendent~~ has determined that the application is complete.

1. In the event such determination of completeness is not made within 30 days of the date of its submission, or resubmission, the development application shall be deemed complete upon the expiration of the 30-day period for purposes of commencing the applicable time period, unless:

a. The application lacks information required to be submitted; or

b. The required fees have not been submitted; and

c. The *city planner* ~~public works superintendent~~ has notified the applicant in writing of the deficiencies in the application within 30 days of submission of the partition application.

2. The *city planner* ~~public works superintendent~~ may subsequently require correction of any information found to be in error or submission of additional information not specified in this

title, as deemed necessary to make an informed decision, though such additional or corrected information will result in extending the applicable time period for action by the city.

J. The *city planner* ~~public works superintendent~~ shall prepare the standard form of development application for *preliminary* partition *plats*, ~~plans~~, including provisions which will best accomplish the intent of this section.

17.15.030 Review process.

A. Before a decision to approve ~~recommending approval is made on~~ a preliminary partition *plat* application, it shall first be established that the partition proposal conforms to the Rainier comprehensive plan, RMC Title [18](#), the public improvement requirements contained in Chapter [17.30](#) RMC and other applicable city ordinances and regulations. Failure to conform is sufficient reason to deny the application.

B. Prior to the *city planner* ~~public works superintendent~~ issuing a ~~recommended~~ decision on the *preliminary* partition *plat* application the applicant shall obtain any required *land* use approvals, including but not limited to plan amendment, variance and conditional use permit.

C. After the *preliminary* partition *plat* application is deemed complete, the *city recorder* ~~public works superintendent~~ shall provide one copy of the partition plan and supplemental material to, and invite comments from:

1. Governmental agencies, including the Rainier School District, the Rainier rural fire protection district, the Oregon Department of Transportation, and Columbia County;
2. Utility companies;
3. City departments; and
4. Any other parties expressing any interest in the project.

E. Prior to issuing a ~~recommended~~ decision the *city planner* ~~public works superintendent~~ may conduct one or more review meetings with the applicant, governmental agencies, utility companies and any other interested parties.

F. Where, in the opinion of the *city planner* ~~public works superintendent~~, the partition plan raises substantial questions over the requirements of this title, the Rainier comprehensive plan or RMC Title [18](#), or because of its size, location or complexity is likely to raise concern from a substantial portion of nearby property owners or citizens, the *city planner* ~~public works superintendent~~, without reaching a ~~recommended~~ decision on the application, may, after determining the application is complete, request a review by the planning commission. Such planning

commission review shall then be conducted in accordance with the requirements for quasi-judicial decisions under RMC Title [18](#). The *city planner* ~~public works superintendent~~ shall prepare a report for presentation to the planning commission, which may include recommendations on the partition application. (Ord. 974 § 4 (Exh. A.2 § 330), 1998)

17.15.040 ~~Recommended decision and final~~ Decision.

A. Unless the *city planner* ~~public works superintendent~~ refers the *preliminary* partition *plat* application to the planning commission as set forth in RMC [17.15.030](#)(F), the *city planner* ~~public works superintendent~~ shall render a ~~recommended~~ decision.

B. No *preliminary* partition *plat* application shall ~~be recommended for approval by the public works superintendent~~ *approved* unless *the public works superintendent determines that* adequate public facilities are available to serve the proposed partition.

C. The *city planner's* ~~public works superintendent's recommended~~ decision may be to approve, approve with conditions or deny the partition application based upon demonstrated compliance with applicable city regulations. The *city planner's* ~~public works superintendent's recommended~~ decision shall be supported by written findings and reasons for the decision. Findings and reasons may consist of references to the applicable development standard or ordinance provisions.

D. The ~~recommended~~ decision shall be written, and at a minimum shall identify the applicant, the date of the decision, the decision, and any time frame and conditions to which the decision is subject.

E. The ~~recommended~~ decision of the *city planner* ~~public works superintendent~~ shall not be considered a final decision until notice is given in writing to the applicant, *parties of record*, and filed with the city recorder.

17.15.050 Modifications to final decision.

A. After the *preliminary* partition *plat* application has received final approval, whether or not subject to conditions, but before the *final* partition *plat* has been approved, any proposed modifications to the *preliminary* partition *plat* ~~plan~~ shall be submitted to the *city planner* ~~public works superintendent~~ for approval. The *city planner* ~~public works superintendent~~ shall determine if the proposed modifications are material or immaterial in nature. the decision shall be filed with the city recorder *and* mailed to the applicant *and parties of record*.

B. Any proposed modification that is determined to be material in nature or which results in a preliminary partition *plat* plan that no longer meets the conditions of the final decision and the requirements of the Rainier comprehensive plan and RMC Title [18](#) and other applicable

regulations, shall be submitted to the *city planner* ~~public works superintendent~~ in accordance with RMC [17.15.020](#).

C. The nonrefundable fee for modification of the final decision, as established by resolution of the city council, shall be submitted along with the request for modification. ~~or the partition plan approval.~~

17.15.060 Requests for review.

A. When a request for review by the planning commission is received by the *city recorder* ~~the public works superintendent~~, the review hearing shall be scheduled for an appropriate planning commission meeting date.

B. The planning commission shall conduct a hearing in accordance with quasi-judicial evidentiary hearing procedures set forth in RMC Title [18](#).

C. After conducting a hearing the planning commission shall ~~decide to~~ approve, approve with conditions or deny the application under review. The decision shall include findings of fact and conclusions for the decision, which shall be based upon applicable criteria.

D. The decision shall be written and at a minimum shall identify the partition application, the applicant or a person to be contacted on behalf of the applicant, the date of the decision, the decision, and any conditions of approval. (Ord. 974 § 4 (Exh. A.2 § 350), 1998)

E. The decision of the planning commission may be appealed to city council as set forth in RMC 18.160.040.

17.15.070 Partition plat.

A. Within 12 months after the issuance of the final decision, the applicant shall cause the site to be surveyed and a *final* partition plat prepared and supplemental information submitted to the *city planner* ~~public works superintendent~~ in conformance with the final decision and this title.

B. If the applicant has not submitted the *final* partition plat and all supplemental information to ~~the city recorder the public works superintendent~~ not less than 30 days before such 12-month period expires, the final decision shall expire at the end of said 12 months, unless the applicant requests an extension of the final decision.

17.15.080 Information on *final* partition plat.

B. Supplemental information with the *final* partition plat shall include:

3. Copies of instruments conveying or dedicating property or interests to the **city**, county, the state of Oregon or other public agency, if not conveyed by the plat;

17.15.090 Approval of *final* partition plat by city.

A. Upon receipt by the **city planner**, ~~public works superintendent~~, the partition plat and related materials shall be reviewed for compliance with the final decision and applicable regulations.

B. If the **city planner** ~~public works superintendent~~ determines that the **final** partition plat conforms with the final decision and other requirements, disregarding immaterial changes, the mayor and city recorder shall be so advised. The mayor may then approve the partition plat by signing it without further action by the planning commission.

17.15.100 Recording of partition plat.

A. After approval by the mayor, the **city recorder** ~~public works superintendent~~ shall return the partition plat and other related materials to the applicant, who shall transmit them to the county surveyor.

B. After the county surveyor determines the partition plat and related materials fully conform with state and county requirements and receives payment of the required fees for such service, the county surveyor will approve the plat and deliver it to the county recorder's office.

C. No building permits shall be issued until the applicant obtains and delivers to the **city recorder** ~~public works superintendent~~ a mylar copy of the partition plat showing that it has been officially approved by the county surveyor and recorded.

Section 4. RMC 17.20 Procedures for Property Line Adjustments is hereby amended as follows:

17.20.020 Applications and filing fee.

A. The applicant shall prepare and submit a city of Rainier development application, available from the **city recorder**. ~~public works superintendent~~.

G. The **city planner** ~~public works superintendent~~ may require information in addition to that stated in this section.

H. The **city recorder** ~~public works superintendent~~ shall prepare the standard form of development application for property line adjustments, including provisions which will best accomplish the intent of this section.

17.20.030 Review process.

B. Prior to the *city planner* ~~public works superintendent~~ issuing a decision on the property line adjustment application the applicant shall obtain any required use approvals, including but not limited to plan amendments, variances and conditional use permits.

17.20.040 Decision Process ~~Recommended decision.~~

A. Within 30 days from the date the property line adjustment application is deemed complete, the *city planner* ~~public works superintendent~~ shall render a ~~recommended~~ decision to approve or deny *pursuant to procedures described in 18.160.020*.

B. The ~~recommended~~ decision shall be written, and at a minimum shall identify the applicant, the date of the decision, the decision, and any time frame to which the decision is subject.

C. The ~~recommended~~ decision of the *city planner* ~~public works superintendent~~ shall not be considered final until a written notice of the decision is given to the owners of the properties listed on the application.

D. *Type I decisions are final and are not appealable by any party through the normal land use process. Type I decisions may only be appealed through a writ of review proceeding to circuit court as described in RMC 18.160.020.E.* The ~~recommended~~ decision of the public works superintendent shall be appealable for 10 city business days after the date the notice of the decision is given. A written request for review of the decision by the planning commission shall be in accordance with RMC [17.15.060](#). (Ord. 974 § 4 (Exh. A.2 § 440), 1998)

~~17.20.050 Requests for review.~~

A. ~~When a request for review by the city council is received by the public works superintendent, the review hearing shall be scheduled for an appropriate planning commission meeting date.~~

B. ~~The planning commission shall conduct a hearing in accordance with quasi-judicial evidentiary hearing procedures as provided in RMC Title [18](#).~~

C. ~~Upon review, the decision shall be to approve, approve with conditions or deny the application under review. The decision shall include findings of fact and conclusions for the decision, which shall be based upon applicable criteria.~~

D. ~~The decision shall be written and at a minimum shall identify the property line adjustment application, the applicant or a person to be contacted on behalf of the applicant, the date of the decision, the decision, and any conditions to which the decision is subject.~~

17.20.070 Final approval.

A. Within 12 months after the issuance of the ~~recommended~~ decision for approval, the applicant shall cause the property line to be surveyed and a survey map prepared in conformance with the property line adjustment as approved.

B. Within said 12-month period, prior to recording, the applicant shall submit the survey map to the *city planner* ~~public works superintendent~~ for review. The *city planner* ~~public works superintendent~~ shall determine that all conditions of the ~~recommended decision, or approval,~~ *decision to approve* have been satisfied.

C. The city shall determine that any city liens, assessments and in lieu of payments assigned to the properties, if any, are reapportioned to correspond with the new land unit configuration.

D. If the survey map fully complies with city requirements, the *city planner* ~~public works superintendent~~ shall issue a final approval to the applicant within 30 days of receiving the survey map.

E. If the survey map is not in full compliance, it shall be returned to the applicant for revision and resubmittal. (Ord. 974 § 4 (Exh. A.2 § 470), 1998)

17.20.080 Recording of survey map by county surveyor.

A. After the final approval on a property line adjustment survey is issued by the *city planner* ~~public works superintendent~~, the survey map and other data shall be returned to the applicant, who shall transmit them to the county surveyor for examination for compliance with applicable provisions of state law and county regulations.

B. When the county surveyor finds the documents in full conformance with county requirements and receives payment of the required fees for such service, the county surveyor shall approve the survey map by recording.

C. No building permits shall be issued until the applicant obtains and delivers to the city recorder ~~public works superintendent~~ a copy of the survey map as officially approved by the county surveyor and recorded.

Section 5. Title 18 Zoning is hereby amended as follows:

Chapter 18.05 Introduction 18.05.030 Definitions.

The following definitions shall be added to this section:

“Garage” means a fully enclosed attached or detached structure of sufficient size to store a minimum of one full-sized automobile, built on a concrete foundation using materials similar to and compatible with the dwelling unit or other building it is intended to serve. A minimum one-car garage shall be **240** ~~120~~ square feet.

Residential Care Facility. A facility licensed by or under the authority of the Department of Human Services under ORS 443.400 to 443.460 which provides residential care alone or in conjunction with training or treatment or a combination thereof for six to 15 individuals who need not be related. Staff persons required to meet Department of Human Services licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential facility.

Residential Home. A home licensed by or under the authority of the Department of Human Services under ORS 443.400 to 443.825 which provides residential care alone or in conjunction with training or treatment or a combination thereof for five or fewer individuals who need not be related. Staff persons required to meet Department of Human Services licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential home.

Section 6. Chapter 18.15 SUBURBAN RESIDENTIAL ZONE (SR) is hereby amended as follows.

18.15.020 Permitted uses.

The following uses are permitted outright in the SR zone:

- A. Single-family dwelling.
- B. Manufactured home on an individual lot, subject to the standards of Chapter [18.100](#) RMC.
- C. Accessory buildings incidental to the primary residential use.
- D. Agricultural or forestry uses.
- E. Home occupation which meets the restrictions of Chapter [18.90](#) RMC. (Ord. 974 § 4 (Exh. A.2 § 3.1), 1998)

F. Residential Care Facility

G. Residential Home

Section 7 Chapter 18.20 LOW DENSITY RESIDENTIAL ZONE (R-1) is hereby amended.

18.20.010 Permitted uses.

The following uses are permitted outright in the R-1 zone:

- A. Single-family dwelling.
- B. Manufactured home on an individual lot, subject to standards of Chapter [18.100](#) RMC.
- C. Accessory buildings incidental to the primary residential use.
- D. Agricultural or horticultural uses. No poultry or livestock, other than household pets, shall be permitted within 100 feet of any residence on an adjacent lot.
- E. Home occupation which meets the restrictions of Chapter [18.90](#) RMC.

F. Residential Care Facility

G. Residential Home

Section 8. Chapter 18.25 MEDIUM DENSITY RESIDENTIAL ZONE (R-2) is hereby amended as follows:

18.25.010 Permitted uses.

The following uses are permitted outright in the R-2 zone:

- A. All uses in the R-2 zone are subject to determination of possible compliance with Chapters [18.75](#) (Geologic Hazard Overlay) and [18.145](#) RMC (Design Review).
- B. Single-family dwelling (detached).
- C. Single-family, attached.
- D. Townhouses. Maximum of three units together on one parcel. Structures made up of more than three attached houses are prohibited unless approved by the city planning commission.
- E. Manufactured home on an individual lot, subject to standards of Chapter [18.100](#) RMC.
- F. Two-family dwelling (duplex).

G. Accessory buildings incidental to primary residential use.

H. Home occupation which meets the restrictions of Chapter [18.90](#) RMC.

I. Residential Care Facility

J. Residential Home

Section 9. Chapter 18.30 HIGH DENSITY RESIDENTIAL ZONE (R-3) is hereby amended as follows:

18.30.010 Permitted uses.

The following uses are permitted outright in the R-3 Zone:

A. Single-family dwelling (detached).

B. Single-family – attached (see Exhibit 2 in RMC [18.05.030](#), Definitions).

C. Townhouses. Maximum of six units together (see Exhibit 3 in RMC [18.05.030](#), Definitions).

D. Manufactured home on an individual lot, subject to standards of Chapter [18.100](#) RMC.

E. Two-family dwelling (duplex).

F. Multifamily dwelling (apartments and condominiums).

G. Accessory buildings incidental to primary residential use.

H. Home occupation which meets the restrictions of Chapter [18.90](#) RMC.

I. Residential Care Facilities

J. Residential Home

Section 10. Chapter 18.150 Similar Uses is hereby amended as follows:

18.150.020 Decision process.

Similar use permits are ~~Type III~~ ***Type II*** decisions ***and applications shall be reviewed pursuant to RMC 18.160.030. The application shall be reviewed and determined at a public hearing by the planning commission. Type II decisions shall be determined by designated members of staff.***

The applicant must provide information necessary to make a proper determination, including information as to clientele, number and working hours of employees, expected traffic generation and characteristics of the use's activities. ***Staff may approve, approve with conditions, or deny the application.*** ~~The planning commission may approve, approve with conditions or deny the request for a similar use.~~ ***Appeals shall be reviewed by the planning commission following the procedures spelled out in RMC 18.160.030.J.***

Section 11. RMC 18.160.050 is hereby amended as follows;

18.160.050 Type IV – Legislative land use decisions.



A. Definition. Legislative land use decisions are those land use decisions that apply to the general population and prescribe policy.

B. Policy. Legislative land use decisions shall be processed as Type IV decisions. Type IV decisions include amendments to the text of the comprehensive plan or RMC Title [17](#) or [18](#); and amendments to the comprehensive plan map or the zoning map (whether for an individual property or for many properties).

C. Notice for Text Amendments. Notice of the planning commission hearing on a proposed amendment to the text of the comprehensive plan or RMC Title [17](#) or [18](#) shall be provided as follows:

1. By publication of a notice giving the time, date, place, and purpose of the hearing in a newspaper of general circulation within the city not less than 20 days prior to the date of the hearing;
2. By posting a notice in three conspicuous public places in the city not less than 20 days prior to the date of the hearing;
3. By mail to the Department of Land Conservation and Development (DLCD) at least ~~35~~ 45 days prior to the ~~final~~ first local *evidentiary* hearing; and
4. By such other notice as the planning commission may deem desirable.

NOW, THEREFORE, the City of Rainier ordains as follows:

1. The above recitations are true and correct and incorporated herein by this reference.
2. The City of Rainier Municipal Code Text is amended for Chapters 2.15, 17.10, 17.15, 17.20,

18.15, 18.18.20, 18.25, 18.30 and 18.150.

3. In support of the above amendments to the Municipal Code Text, the Rainier City Council hereby adopts the Findings of Facts and Conclusions of Law in the City Planner Staff Report, together with its attached addendums and correspondence, dated May 15, 2023.
4. The effective date of this Ordinance shall be thirty (30) dates after approval, in accordance with the City Charter and other applicable laws.

Passed by the City of Rainier council and approved by the mayor on the ____ date of ____, 2023.

Attested:

BY: _____
Jerry Cole, Mayor

BY: _____
Scott Jorgensen, City Administrator

City Administrator Report
September 11, 2023 Rainier Council Meeting

Mayor Cole and Members of the Council,

I spent the first week of August updating the City's Safety Manual. On August 9, I participated in a Port of Columbia County stakeholder interview and meetings about the annual Christmas tree lighting event and the possible expansion of public transportation services between Rainier and Longview.

Along with Sue, I met with representatives of the Rural Community Assistance Corporation August 10 about obtaining their assistance for some of the City's infrastructure needs. I also started working on the recruitment process for the police department.

On August 11, I attended the library board meeting. I met with representatives of the Lower Columbia Estuary Partnership on August 16 about current and potential future mitigation projects. The following day, I met with an Oregon Department of Transportation official about obtaining easements for the Highway 30 curb project.

I began making arrangements August 22 for the city/county dinner that is scheduled for October 10 at the senior center.

CIS held a training about workplace culture at city hall August 24, and I attended. Councilor Cooper and I met with the city's website administrator the next day to discuss possible improvements.

On August 28, I was appointed to represent the city's interests on the Columbia County Cultural Coalition board of directors. I spent that morning attending a webinar about Department of Land Conservation and Development grant programs that could be used to update the city's comprehensive plan.

Lastly, I spent early September helping to onboard our new interim public works director. I very much look forward to working with him.

Sincerely,

W. Scott Jorgensen, Executive MPA
City Administrator