



COUNCIL REGULAR SESSION

Wednesday, April 05, 2023 at 7:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Patrick Birkle
Councilor Mark Gundersen
Councilor Brandon Sundeen

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

VISITOR COMMENTS – *Limited to three (3) minutes per speaker*

DELIBERATIONS

1. Consider Renaming "Mill Street" in the Riverfront District
2. Right-of-Way Vacation at Blocks 92 & 95 of St. Helens Subdivision

AWARD BID AND/OR CONTRACT

3. Award Purchase of New Vehicle for Engineering Division to Bud Clary Auto Group for \$38,225.18

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. Amendment No. 1 to Agreement with Otak CPM for Project Management of Police Station
5. Request for Full Reconveyance for Community Action Team (CAT) Loan Payoff at 2686 Columbia Blvd. (Osborn)
6. Extension of Contract with Hasa, Inc. for Sodium Hypochlorite for the Wastewater Treatment Plant

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

7. Appoint Eddie Dunton and Brady Preheim to the Budget Committee

CONSENT AGENDA FOR ACCEPTANCE

8. Parks and Recreation Commission Minutes dated February 13, 2023
9. Planning Commission Minutes dated February 16, 2023

CONSENT AGENDA FOR APPROVAL

10. Council Special Session Minutes dated February 8, 2023
11. Joint City Council & Planning Commission Minutes dated March 8, 2023
12. Animal Facility Licenses

[13.](#) Seasonal Public Works Maintenance Worker Job Description

[14.](#) Seasonal Parks Maintenance Worker Job Description

[15.](#) OLCC Licenses

[16.](#) Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR SCHOLL REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/84857982200?pwd=bFFaZEx0QlJmNXBGK2xuSDZDM2dqZz09>

Meeting ID: 848 5798 2200


Passcode: 641931

Dial: 669-900-9128

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Mouhamad Zaher, Public Works Director	
Date:	April 5, 2023	
Subject:	Award Purchase of Public Works Engineering Division Vehicle	

Background: The 2022/2023 Budget includes \$40,000 for the purchase of a new vehicle for use by the Public Works Department - Engineering Division. With the addition of a new engineer, another vehicle is required for the Engineering Division Team to properly function.

Specifications for the new vehicle was prepared by the Public Works Facilities Maintenance Supervisor, and reviewed and approved by the Public Works Director. Four dealerships were contacted with the following results:

FIRM	LOCATION	BIDS
Bud Clary Auto Group	Longview, WA	\$38,225.18
Courtesy Ford	Portland, OR	\$38,540
Vancouver Ford	Vancouver, WA	\$39,454
Westlie Ford	Washougal, WA	\$43,310

The purchase is identified in the approved City of St. Helens Supplemental Budget as Capital Outlay with a total budget of \$40,000 for a Public Works Department - Engineering Division vehicle.

Recommendation: Council award bid for the vehicle purchase to Bud Clary Auto Group in the amount of \$38,225.18.

Attachment: Copy of bids.

BUD CLARY
\$38,225.18



Chevrolet • Chrysler • Dodge • Ford • Honda • Hyundai
Jeep • Ram • Scion • Subaru • Toyota • Volkswagen
Auburn • Longview • Moses Lake • Yakima

Date: 3/20/2023

Quote #: 1

Proposal For:

CITY OF ST. HELENS

ST. HELENS, OREGON

Attn: BRETT LONG
5033977825
blong@sthelensoregon.gov

Prepared By:

Dave Bodin

Commercial Sales Manager

360-355-5940

david.bodin@budclary.com

New **2023** **Ford** **EDGE**
STK# **LF23061** **VIN #** **2FMPK4G95PBA12900**

Item	Description	Amount
1	FORD EDGE SE	\$37,835.00
2	-	-
3	-	-
4	-	-
5	-	-
Trade	-	-
Subtotal		\$37,835.00
Dealer Document. Fee*		\$200.00
License & Registration*		-
Discount or Rebate**		-
Subtotal		\$38,035.00
Tax Rate		0.50%
Sales Tax		\$190.18
TOTAL		\$38,225.18

Notes:

1) Acceptance of this quote provides authorization to start final sales process at dealership and reserve vehicle for you.

*) Taxes, documentation, & license fees are estimated and may vary depending on vehicle and delivery locations.

**) Not all quotes or invoices will have additional rebates or discounts available.

Buck Tupper

Print Name

FACILITIES MAINTENANCE SUPERVISOR

Title

R. Figg

Signature

3-24-2023

Date



COURTESY FORD
\$38,540

#3.

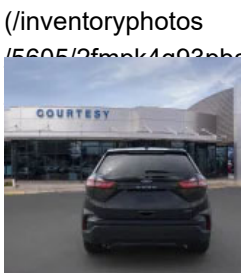
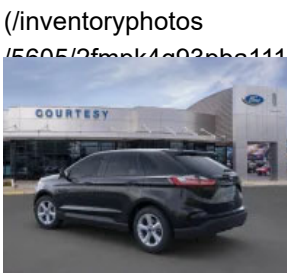
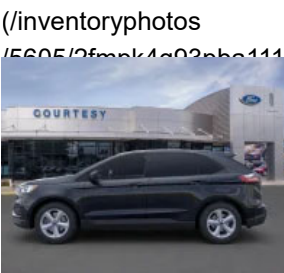
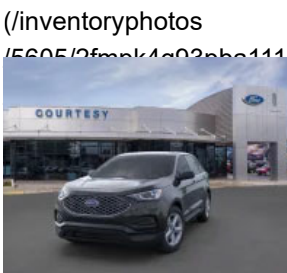
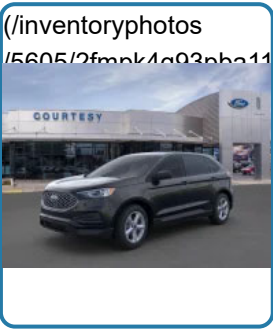
Call 800-694-7809

Confirm Availability

Directions (/maps.google.com/maps?saddr=Current%2BLocation&daddr=1313%20NE%20122nd%20Ave%20%2C%2BPortland%2C%2BOR%2B97230)



1 / 44



COURTESY FORD
\$38,540

#3.

2023 Ford Edge SE

In Stock

:

\$1,000
SAVINGS

\$38,540
BEST PRICE

Less ▲

MSRP	\$39,540
Dealer Discount	\$1,000

Final Price	\$38,540
2023 Military Recognition Exclusive Cash Reward ⓘ	-\$500
2023 College Student Recognition Exclusive Cash Reward Pgm. ⓘ	-\$500
2023 First Responder Recognition Exclusive Cash Reward ⓘ	-\$500

Get More Details

Get Pre-Approved (/preapproved.aspx)

Value Your Trade (/trade.aspx)

No One Beats Our Price!

Visit our Store

Courtesy Ford Lincoln

1313 NE 122nd Ave
Portland, OR 97230 (<https://www.google.com/maps?q=1313+NE+122nd+Ave+,+Portland,+OR+97230>)

COURTESY FORD
\$38,540

#3.

Vehicle Information

Sales: 800-694-7809

Service: 800-692-3146

Retail Parts: 503-252-3482

Stock #:

Model Code:

Wholesale Parts: 503-252-3481

BA11115

K4G

Quick Lane: 971-266-8859



BODY STYLE

Sport Utility



CITY/HIGHWAY

21/28 MPG



EXTERIOR COLOR

Agate Black Metallic



ENGINE

Intercooled Turbo

Premium Unleaded I-4 2....



INTERIOR COLOR

Cloth Bucket Seats

Ebony



TRANSMISSION

Automatic / AWD

Highlighted Features



VIEW
WINDOW
STICKER

Feature availability subject to final vehicle configuration. Please
reference window sticker for more info.



Bluetooth



4WD/AWD



Keyless Entry



Keyless Ignition System



Wi-Fi Hotspot



Automatic High Beams



Emergency Brake Assist



Lane Departure Warning

[View More Highlights...](#)

Dealer Comments

Black Metallic 2023 Ford Edge SE AWD 8-Speed Automatic
EcoBoost 2.0L I4 GTDi DOHC Turbocharged VCT AWD.

21/28 City/Highway MPG

[Read More...](#)

All Features

Exterior

Functional

Interior

Safety

Options

Specs

- Beltline Molding - Black
- Door Handles - Body Color
- Easy Fuel Capless Filler
- Headlamps - Auto Bi-Led
- Headlamps - Auto High Beam

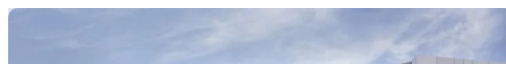
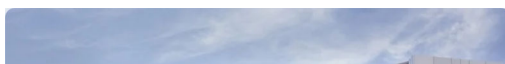
[Read More...](#)

Warranty

- 3Yr/36,000 Bumper / Bumper
- 5Yr/60,000 Powertrain
- 5Yr/60,000 Roadside Assist

[Read More...](#)

Vehicles You Might Like





6801 NE 40TH ST. VANCOUVER, WA

Item #3.

SALES: (360)694-8500

Service: 360-694-8500
Parts: 360-694-8500

(http(https://twitter.com:om
/van/search?q=vancouverford&
src=typd)

VANCOUVER FORD
\$39,454

New 2022 Ford

Edge SEL SUV EcoBoost 2.0L I4 GTDi DOHC Turbocharged VCT



Detailed Pricing

MSRP ¹	\$40,940
Vancouver Ford Discount	-\$1,486
Internet Price **	\$39,454

 **On The Lot** at Vancouver Ford Inc.

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Language: English

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VANCOUVER FORD
\$39,454

Interior Color

Ebony

Fuel Economy

21/28 MPG City/Hwy

Details

Transmission

8-Speed Automatic

Engine

EcoBoost 2.0L I4 GTDi

DOHC Turbocharged

VCT

VIN

2FMPK4J97NBA90293

Stock Number

22ED016

Highlighted Features

- ▲ EMERGENCY COMMUNICATION SYSTEM
- ✦ WIRELESS PHONE CONNECTIVITY
- ☛ FULLY AUTOMATIC HEADLIGHTS
- ✓ SECURITY SYSTEM

Detailed Specifications

- +¹ **Warranty**
- +¹ **Exterior**
- +¹ **Functional**
- +¹ **Interior**
- +¹ **Safety**
- +¹ **Standard Features**

Dealer Notes

2022 Ford Edge SEL ActiveX Seating Material Heated Bucket Seats, Emergency communication system: SYNC 4 911 Assist, Equipment Group 201A, Power driver seat, Rear Parking Sensors, Spoiler, Steering wheel mounted audio controls.
21/28 City/Highway MPG

PURCHASE DISCLAIMER: Prices and Estimated Payments are after all applicable

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Westlie Ford

WESTLIE FORD
\$43,310

WESTLIE



WESTLIEFORD.COM
40 S MARINA WAY
WASHOUGAL, WA 98671



CALL FOR DETAILS 360-502-7176

(15) Photos

NEW 2022 Ford Edge SEL

VIN: 2FMPK4J90NBB17558 STOCK: W22446

MSRP

\$45,310 (<https://www.westlieford.com/inventory/new-2022-ford-edge-sel-awd-sport-utility-2fmpk4j90nbb17558/>)

Westlie Ford Discount

-\$2,000 (<https://www.westlieford.com/inventory/new-2022-ford-edge-sel-awd-sport-utility-2fmpk4j90nbb17558/>)

WESTLIE SALE PRICE

\$43,310 (<https://www.westlieford.com/inventory/new-2022-ford-edge-sel-awd-sport-utility-2fmpk4j90nbb17558/>)

Details

Rare Color

Total Vehicles in Market: 1

A small number within 100 miles.

[Explore All](#)

POWERED BY
TRADEPENDENT

On Lot

Search

Contact

[Glovebox](#)
(/glovebox/)



Get E-Price

Call Us (tel:3605027176)

Value Your Trade

Enter Year Make Model Trim

Basic Info

EXTERIOR:	Stone Blue
DRIVETRAIN:	AWD
INTERIOR:	VE
TRANSMISSION:	Automatic
ENGINE:	I4
FUEL EFFICIENCY:	20 CITY / 28 HWY

Key Features

WESTLIE FORD
\$43,310

Autolamp Auto On/Off Projector Beam Led Low/High Beam Auto High-Beam Preference Setting Headlamps w/Delay-Off

Black Bodyside Cladding

Body-Colored Door Handles

Body-Colored Front Bumper w/Black Rub Strip/Fascia Accent

Body-Colored Power Heated Side Mirrors w/Manual Folding

Body-Colored Rear Bumper w/Black Rub Strip/Fascia Accent

Chrome Side Windows Trim and Black Front Windshield Trim

Clearcoat Paint

Deep Tinted Glass

Fixed Rear Window w/Fixed Interval Wiper and Defroster

 Interior	▼
 Entertainment	▼
 Mechanical	▼
 Safety	▼
 Tech Specs	▼
 Details	▼

Premium Options & Packages

SYNC 4A w/Enhanced Voice Recognition -inc: 12 LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Wireless Apple CarPlay and Android Auto compatibility, digital owners manual, adaptive dashcards and conversational voice command recognition

All Wheel Drive

Ford Co-Pilot360 - Reverse Camera Back-Up Camera w/Washer

Ford Co-Pilot360 - BLIS (Blind Spot Information System) Blind Spot

Bluetooth Connection

Front Fog Lamps

CONVENIENCE PACKAGE -inc: Wireless Charging Pad SecuriCode Keyless Entry Keypad Universal Garage Door Opener (UGDO) Perimeter Alarm Power Liftgate Remote Start System Fog Lamps w/Chrome Bezel 110V/150W AC Power Outlet

Interior Trim -inc: Metal-Look Instrument Panel Insert, Metal-Look Door Console Insert and Chrome/Metal-Look Interior Accents

Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry, Illuminated Ignition Switch and Panic Button

Lane Keeping Alert Lane Departure Warning

Rear Parking Sensors

ActiveX Seating Material Heated Bucket Seats -inc: 10-way power driver's seat (fore/aft, up/down, tilt, lumbar) w/power recline, 4-way power passenger seat (fore/aft, up/down) w/manual recline and 2-way manually adjustable (up/down) head restraints

Proximity Key For Doors And Push Button Start

FordPass Connect -inc: 4G LTE Wi-Fi hotspot that connects up to 10 devices (Wi-Fi hotspot includes wireless data trail that begins upon AT&T activation and expires at the end of 3 months or when 3GB of data is used, whichever comes first, but cannot extend beyond the trial subscription period for remote features, To activate, go to www.att.com/ford), Remote start, lock and unlock vehicle, schedule specific times to remotely start vehicle, locate parked vehicle and check vehicle status (FordPass Connect (optional on select vehicles), the FordPass app, and complimentary connected services are required for remote features (see FordPass terms for details), Connected service and features depend on compatible AT&T network availability, Evolving technology, cellular networks, vehicle capability may limit functionality and prevent operation of connected features, Connected services excluded Wi-Fi hotspot), Telematics solution (both complimentary and subscription based) are available for fleet customers, providing access to manufacturer-grade data including but not limited to vehicle location, speed, idle time, fuel/energy, range, vehicle diagnostics, and maintenance alerts, FordPass Connect 4G Wi-Fi modem, enables telematics services directly from Ford or through authorized third party providers, Learn more at commercialsolutions.ford.com or email fcs1@ford.com or by calling 833-FCS-Ford, (833-327-3673)

Satellite Radio

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

CLASS II TRAILER TOW PACKAGE -inc: trailer sway control SelectShift capability and steering wheel mounted paddle shifters

WiFi Hotspot

ADDITIONAL EQUIPMENT

CLASS II TRAILER TOW PACKAGE

\$435

CONVENIENCE PACKAGE

\$1,295

ENGINE: TWIN-SCROLL 2.0L ECOBOOST

FRONT & REAR FLOOR LINERS W/CARPET MATS

\$200

MINI SPARE WHEEL

\$100

PANORAMIC VISTA ROOF

\$1,595

PRIMARY PAINT

\$495

TRANSMISSION: 8-SPEED AUTOMATIC W/SELECTSHIFT

WESTLIE FORD
\$43,310

Payment Options

CASH

\$43,310
MSRP: \$45,310

Get E-Price

Other Vehicles You May Like



2023 Ford Edge SEL
\$44,000

(<https://www.westlieford.com/inventory/new-2023-ford-edge-sel-awd-sport-utility-2fmpk4j95pba05115/>)



2022 Ford Edge Titanium
\$49,865

(<https://www.westlieford.com/inventory/new-2022-ford-edge-titanium-awd-sport-utility-2fmpk4k97nbb14980/>)



2023 Ford Edge ST
\$48,005

(<https://www.westlieford.com/inventory/new-2023-ford-edge-st-awd-sport-utility-2fmpk4ap9pba09330/>)

Get Directions

Enter starting address

to 40 S Marina Way - Washougal, WA 98671

Get Directions

Contact Us

(360) 602-2490 (tel:+13606022490)

Search@budclary.com

Contact

Glovebox
(/glovebox/)



Project Name:	City of St. Helens Public Safety Building
Otak CPM Project No.:	020996.000
Project Street Address or Description:	150 S 13th St, St Helens, OR 97051
Client Name:	City of St. Helens
Client Mailing Address:	265 Strand Street, St. Helens, OR 97051 US

Otak CPM and the Client previously entered an agreement for services. This Amendment No. 01 revises the Scope of Work Schedule as described below. Unless expressly modified below, all other provisions of the original agreement continue to control. If agreed, please sign at the end of this document, keep a copy for your records, and return a copy to us. This Amendment will be effective as of the last date of signature below.

Supplement Narrative – Due to the ongoing design and value engineering work on the project, the schedule of the CM/GC RFP has been extended out to May 12th. The original Agreement ends on March 31, 2023. This amendment extends the Agreement to the date indicated below. The agreed upon fees do not change.

Supplement Scope of Work Schedule – This amendment extends the Professional Services Agreement between The City of St. Helens and Otak CPM through May 31, 2023.

Signed :		Signed:	
Printed:	David Lintz	Printed:	John Walsh
Title:	Senior Project Manager	Title:	City Manager
Company:	Otak CPM, abn, Otak, Inc.	Company:	City of St Helens
Date:		Date:	

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

To: TICOR TITLE INSURANCE COMPANY, TRUSTEE

Dated: February 14, 2023

The undersigned is the legal owner and holder of all indebtedness secured by the foregoing Trust Deed made by JUDITH M OSBORN as Grantor to the CITY OF ST. HELENS of Columbia County, Oregon dated March 12, 2007, recorded March 20, 2007 in official instrument number 2007-003911 in the official public records of the clerk of the court of the county of Columbia, Oregon, encumbering the property situated in said State and County described as follows, to wit:

Property Address: 2686 Columbia Boulevard, St. Helens, OR 97051

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

Mail recorded reconveyance along with the enclosed original documents to:

JUDITH M. OSBORN
2686 COLUMBIA BOULEVARD
ST. HELENS, OR 97051

By: _____, Beneficiary
RICK SCHOLL, MAYOR, CITY OF ST. HELENS, OR COUNTY OF COLUMBIA

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

CENTRAL OFFICE

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

FISCAL OFFICE

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

COMMUNITY DEVELOPMENT PROGRAMS

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

HOUSING CENTER

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

SELF-HELP HOUSING

(503) 366-6550

HOUSING REHABILITATION

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

EMERGENCY HOUSING PROGRAM

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

CHILD & FAMILY**DEVELOPMENT PROGRAM**

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

KID CARE PROGRAM

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

ENERGY SERVICES PROGRAM

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

**SENIOR, RESPITE & VETERANS
SERVICE PROGRAMS**

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

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

COMMUNITY ACTION TEAM, INC.*"BUILDING BRIDGES TO SELF-SUFFICIENCY"*

February 14, 2023

Kathy Payne
City of St. Helens
~~PO Box 278~~ 265 strand street
St. Helens, OR 97051

Dear Kathy:

Enclosed is a check to the City in the amount of \$6,291.00, a payback of the loan on the property of:

Judith M. Osborn
2686 Columbia Boulevard
St. Helens, OR 97051

As in the past, the City should deposit this check and enter the payback in the City ledger.

Please then create a new check for \$6,291.00 to Community Action Team for deposit in the City of St. Helens Revolving Loan Fund.

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

Scholl

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

We will forward it to the appropriate title company.

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

Sincerely,

Susan Wagner
Contract Coordinator

Enclosures

Reconveyance

Enc: Ck #31769, \$2,396.00

RECEIVED
MAR 20 2023
CITY RECORDER

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

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

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

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

SELF-HELP HOUSING
New Construction Sweat Equity
(503) 366-6550

HOUSING REHABILITATION
Rehabilitation
Weatherization
Astoria
(503) 325-8098
(800) 325-8098
Columbia
(503) 366-6562

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

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

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

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

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

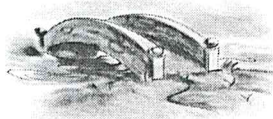
DISASTER RECOVERY PROGRAM
125 N 17th Street
St Helens, OR 97051
(503)366-6562

COMMUNITY ACTION TEAM, INC.

"BUILDING BRIDGES TO SELF-SUFFICIENCY"

Item #5.

December 16, 2022
Judith Osborn
2686 Columbia Boulevard
St. Helens, OR 97051



Mandi Sillett, WFG National Title Company
MSillett@wfgtitle.com

RE: PAYOFF REQUEST FOR LOAN NUMBERS 4C-027 and SH-139

Dear Ms. Osborn:

You requested a payoff amount for the Trust Deeds made by Judith M. Osborn on the property located at 2686 Columbia Boulevard, St. Helens, OR 97051. This loan is a zero percent (0%) deferred payment loan, so the payoff will not change. The loan payoff at this time is as follows:

Loan Number	Date of Loan	Amount of Loan	Previous Payment Rec'd	Total Due
4C-027	March 12, 2007	\$1,041.00	None	\$1,041.00
4C-027	March 12, 2007	\$100.00	None	\$100.00
Payoff Fee				
TOTAL PAY TO COMMUNITY ACTION TEAM				\$1,141.00

SH-139	March 12, 2007	\$5,991.00	None	\$5,991.00
SH-139	March 12, 2007	\$300.00	None	\$300.00
Payoff Fee				
TOTAL PAY TO CITY OF ST. HELENS				\$6,291.00

Upon receipt of **ONE THOUSAND ONE HUNDRED FORTY ONE DOLLARS AND 00/100 DOLLARS (\$1,141.00)** to Community Action Team, Community Action Team, Inc., will recognize the above mentioned security instrument and debt as fully paid and cleared. At such time, Community Action Team, Inc., will prepare a Reconveyance of Trust Deed, thereby releasing **JUDITH M. OSBORN** from all obligations pertaining to this debt and mortgage.

Upon receipt of **SIX THOUSAND TWO HUNDRED NINETY-ONE DOLLARS AND 00/100 DOLLARS (\$6,291.00)** to City of St. Helens, the City of St. Helens, will recognize the above mentioned security instrument and debt as fully paid and cleared. At such time, Community Action Team, Inc., will prepare a Reconveyance of Trust Deed, thereby releasing **JUDITH M. OSBORN** from all obligations pertaining to this debt and mortgage.

Please issue a Cashier's or Escrow Check made out to the Community Action Team Inc. or the City of St. Helens as noted above, and mail to:

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

If you have any questions do not hesitate to contact me at (503) 366-6562.

Best regards,
COMMUNITY ACTION TEAM
SUSAN WAGNER
Contract Coordinator
swagner@cat-team.org

** Corrected check*

Kathy Payne

From: Finance Dept
Sent: Tuesday, March 21, 2023 11:23 AM
To: Kathy Payne
Subject: Receipt #R00190430

275 Strand Street
M: 265 Strand St
St Helens, OR 97051
503-397-6272

DATE : 3/21/2023 11:21 AM
OPER : DR
TKBY : DR
TERM : 7
REC# : R00190430
169 TRANSITIONAL HOUSING
CAT Loan Payoff- 2686 Columbia Blvd - Osborn 6291.00

Paid By:CAT Loan Payoff- 2686 Columbia Blvd - Osborn 2-Check 6291.00 REF:96942

EXTENSION OF MATERIALS AND SERVICES CONTRACT

This Extension is made on April 5, 2023, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Hasa, Inc.** ("Contractor").

RECITALS

A. WHEREAS, on or about March 23, 2022, St. Helens and Contractor entered into a contract ("Contract") in which Contractor agreed to provide materials ("Materials") and services ("Services") of 12.5% Sodium Hypochlorite to the Wastewater Treatment Plant; and

B. WHEREAS, Paragraph 6 of the Contract provides that the contract terminates on March 31, 2023, and that the City reserves the right to extend the contract for a period of two (2) years in one (1) year increments; and

C. WHEREAS, St. Helens and Contractor mutually desire to extend the term of the contract for an additional year.

D. WHEREAS, Contractor has issued a new price quote effective April 1, 2023.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the contract signed on or about March 23, 2022, shall be amended to reflect a **termination date of March 31, 2024**, unless earlier terminated according to the terms of the Contract.

2. Terms of Compensation are amended from \$1.01 per gallon to \$2.22 per gallon.

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

ST. HELENS:

CONTRACTOR:

CITY OF ST. HELENS, an Oregon
municipal corporation

HASA, INC.

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____



, Inc.

City of St. Helens

Date 3/22/2023

Ship To	Effective Date	Expiration Date*	Hasa Product Code	Item Description	Package	Order Volume [gal]	Delivered Price [\$ / gal]	Will Call Price [\$ / gal]
CITY OF ST. HELENS WWTP 451 PLYMOUTH SAINT HELENS, OR 97051	4/1/2023	3/31/2024	07000	Multi-chlor 12.5% Sodium Hypochlorite	Bulk	4,800	2.22	N/A

Delivery Charge: N/A

Quotation submitted by: Scott Ellis

Payment Terms: Net 30 days
Deposits: N/A
Demurrage: 2 hours free unload time - \$17.50 per quarter hour thereafter
Weekend Charge: \$500 fee + \$75 per hour with 2 hour minimum
Restocking Fee: 25% fee + cost of freight
Split Load Fee: \$150

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #7.

City Council Meeting ~ April 5, 2023

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application</u>	<u>Referred by Email</u>
		<u>Received</u>	<u>To Committee(s)</u>
• Angela Sorensen	Library Board	8/11/22	8/11/22
• Nicholas Hellmich	Planning Commission	9/16/22	9/19/22
• Steve Toschi	Budget Committee	12/1/22	3/13/23
• Brian Long	Parks & Recreation Commission	2/10/23	2/13/23
• Fatima Salas	Library Board	2/13/23	2/15/23
• Eddie Dunton	Budget Committee	2/18/23	3/13/23
• Brady Preheim	Budget Committee	2/23/23	3/13/23

Budget Committee (3-year terms)

- Garrett Lines term expired 12/31/2022. Garrett would not like to be reappointed.
- Mark Gundersen was elected to the City Council. His term expires 12/31/2023.

Status: We sent out a press release on December 1, January 12, and put a display ad in the paper 2/15, 22, and 3/1. The final deadline to apply was March 10. We received a total of three (3) applications to fill two (2) positions.

Next Meeting: April 13, 2023

Recommendation: A subcommittee interviewed the three candidates and recommend that the Council appoint Eddie Dunton and Brady Preheim to the Budget Committee. The other applicant, Steve Toschi, is currently serving on the Planning Commission and the subcommittee does not recommend him for the Budget Committee because according to Resolution No. 1648 Section 13, "Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so."

Library Board (4-year terms)

- Dan Davis resigned. His term expires 6/30/2023.

Status: A press release was sent out on January 12, 2023 with a deadline of February 28, 2023. We received one (1) application. There is one still pending from last year.

Next Meeting: April 10, 2023

Recommendation: None at this time.

Parks & Trails Commission (4-year terms)

- Carmin Dunn resigned. Her term expires 12/31/2024.

Status: A press release was sent out on September 14 with an October 12 deadline.

Next Meeting: April 10, 2023

Recommendation: None at this time.

City of St. Helens
RESOLUTION NO. 1648

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder



PARKS AND RECREATION COMMISSION

Monday, February 13, 2023 at 4:00 PM

APPROVED MINUTES

MEMBERS PRESENT

Commissioner Howard Blumenthal
 Vice Chair Lynne Pettit
 Chair Dana Lathrope
 Commissioner Paul Barlow
 Commissioner Scott Jacobson
 Commissioner Lauren Gonzales
 Commissioner Jacob Woodruff

STAFF PRESENT

Melisa Gaelrun-Maggi, Parks Administrative Assistant
 Buck Tupper, Facilities Maintenance Supervisor
 Brandon Sundeen, City Council
 Crystal King, Communications Officer
 Suzanne Bishop, Library Director

CALL TO ORDER – 4:03pm

APPROVAL OF MINUTES

1. Approval of Minutes of January 9, 2023

Commissioner Jacobson corrected that he wanted both Parks websites. Pettit correcting that Buck thought Planning worked on grants, not Accounting. Pettit wanted "agenda items cc'd to Commission members" before putting on agenda.

Motion made by Blumenthal to approve minutes as read with changes, seconded by Gonzales.

Voted yea: Blumenthal, Pettit, Barlow, Jacobson, Gonzales, Woodruff.

NEW BUSINESS

2. Bylaws proposed by Council

The Commission looked over the bylaws with the name change from Parks & Recreation to Parks & Trails.

3. Godfrey Park plans - Council Birkle

Council Birkle was not in attendance but had a printout available about Godfrey Park plans. The Commission decided they will look over the handout and discuss the plans at the next meeting.

4. Schedule for Park update presentations - Chair Lathrope

Chair Lathrope asked when the Commissioners would like to have their presentations. Vice Chair Pettit will present Dalton Lake and Walnut Tree in March. Commissioner Gonzales will present Civic Pride Park in April. Commissioner Blumenthal will present Nob Hill in May. Commissioner Woodruff will present 6th Street Park in June. Chair Lathrope will present Campbell Park and Grey Cliffs Park in July. Commissioner Woodruff will present Sand Island in August. Commissioner Woodruff suggested presenting McCormick

Park and the BMX track in the same month, possibly September. October was suggested as the best month to present Heinie Heumann Park and Columbia View. November was suggested for Godfrey Park and the Botanical Gardens. Chair Lathrope will review what kind of format will be best for park presentations.

5. Citizen's Day in the Park - Chair Lathrope

Chair Lathrope asked who will be attending. Vice Chair Pettit said she will bring a canopy, banner, and table. Commissioner Jacobson said he will be there all day and can bring a table. Commissioner Gonzales stated she will be there and will bring tables and chairs. Commissioner Barlow will also be there but for the bike shop. Commissioner Blumenthal will also be there but at two booths. Chair Lathrope would like to present something about the Japanese gardens. Commissioner Blumenthal would like them to give tours of the Japanese garden. Council Sundeen has a history game he can bring. Chair Lathrope plans on being there all day. Commissioner Blumenthal thought it would be a good idea to have a handout for upcoming work parties. Chair Lathrope wants to talk about Citizens Day again at the May meeting.

6. Park Municipal Code - Commissioner Blumenthal

Commissioner Blumenthal brought up the leash law in the Municipal Code. He feels it needs to be updated to include Grey Cliffs and Heinie Heumann Park. He also feels it needs to be clear about exactly how long the leash can be. He says he found somewhere that says six feet, and somewhere that says sixteen feet. Chair Lathrope feels that the Parks Commission needs time to review all the leash laws. Council Sundeen found code 8.24.190 that states six-foot leash in City parks. Crystal King was able to find code 6.04.040(-6) that states sixteen feet.

OLD BUSINESS

7. Park Assignments Update

Chair Lathrope asked if anyone wanted to change the parks that they are assigned to.

Pettit wants to know what the Parks Department does over at Sand Island. Tupper believes that Brad Hendrickson has mostly taken over all responsibilities on Sand Island. Jacobson has some questions about the construction going on at Sand Island. The general agreement was that they are building cabins. The Commission would like more communication about activities on Sand Island. Lathrope would like to have more park field trips.

STAFF REPORT

Tupper asked what the Commission would like to hear out of the staff report. Chair Lathrope said that she would like to hear about construction, vandalism updates, and park areas that need work.

Vice Chair Pettit would like to hear about new processes. Tupper mentioned that all the white poles that were rotten have been removed. All the white rocks that were at McCormick Park were removed to help with mowing and weeding. He would like to install concrete curb stops instead. Chair Lathrope was wondering if they could do that at Campbell Park as well.

Tupper also mentioned that they have trimmed trees and went on a tour of Nob Hill.

He spoke with Commissioner Belcher about the Urban Trail, and they have found concrete stamps as a sign option instead of poles.

They have found that there is power at Walnut Tree Park, and they are going to remove it.

He received a quote for the rotting light poles at Campbell Park, not including the electrician. There is a lot of work that Parks can do themselves once PUD shuts the power off that can save money. He is meeting with PUD and Peak Electric at McCormick Park to talk about more power for Citizens Day.

Tupper talked to Chip Bubl who is going to work with Parks employees to get their spray licenses.

Jacobson asked which pavilion at McCormick Park the new power would be it. Tupper thought it will be the one by the bathrooms, but it will require more discussion.

Tupper brought up the progress that the Little League is making putting down new dirt at the McCormick Park ball fields.

COUNCILOR'S REPORT

Councilor Sundeen spoke of the last City Council meeting which was about how commissions can be more effective. He advised the Commission to try and be mindful of staff time when having meetings. Make sure things get on the agenda and be mindful of each other's time.

DISCUSSION ITEMS

Blumenthal mentioned the March 4th Work Party at 5th Street Right-of Way and April 1st Work Party at Nob Hill.

He also mentioned that there will be more benches added to Nob Hill.

Blumenthal would like to suggest that when guest staff attend Parks Commission meetings that they are put on the front of the agenda so they can get in and out in a timely manner.

Jacobson mentioned the stage location at Columbia View Park and that he is working on a resolution.

Pettit followed up with Tina Curry about the t-shirts to raise funds for Parks. There is no time frame currently for the release.

Pettit talked about the blackberries that were cleared out at Dalton Lake with the help of the Parks staff.

ACTION ITEMS:

Chair Lathrope suggests they look over the dog leash municipal codes and talk about them at the next meeting.

The Commission should be thinking of days they would like to do field trips of the parks.

ADJOURNMENT - 4:56



PLANNING COMMISSION

Tuesday, February 16, 2023, at 6:00 PM

APPROVED MINUTES

- Members Present:** Chair Steve Toschi
 Vice Chair Dan Cary
 Commissioner Russ Hubbard
 Commissioner Charles Castner
 Commissioner Ginny Carlson
 Commissioner Russ Low
- Members Absent:** Commissioner Jennifer Pugsley
- Staff Present:** City Planner Jacob Graichen
 Associate Planner Jenny Dimsho
 Community Development Admin Assistant Christina Sullivan
 Councilor Mark Gundersen
- Others:** Brady Preheim
 Tina Curry
 Robyn Toschi
 Dave Lauridsen

CALL TO ORDER & FLAG SALUTE

TOPICS FROM THE FLOOR (Not on Public Hearing Agenda): Limited to five minutes per topic

Preheim, Brady. Preheim was called to speak. He expressed concern that Steve Toschi was elected chair for the Planning Commission. He said it should concern the City that the decision was divided on him being chosen for this position. He wanted to address that the Chair should remain neutral in all decisions and not show what his or her opinions are as decisions are made. Preheim also discussed his opinions on why he felt that Commissioner Charles Castner should not be on the Commission at all.

CONSENT AGENDA

A. Planning Commission Minutes Dated January 10, 2023

Vice Chair Dan Cary asked for an amendment to a motion and vote.

Commissioner Russ Hubbard also had a request for a change to a motion and also to have it noted he asked about an acoustic study done on the stage proposals and never heard a response.

Chair Steve Toschi wanted some information added to the responses for public comment. He also asked for amendments on the sub-committee for HB 3115 and the clarification on the task force participants. He also requested changes to the new proactive items and his response to why he included certain sections on items he submitted.

Motion: Upon Vice Chair Cary's motion and Commissioner Low's second, the Planning Commission unanimously approved the Draft Minutes dated January 10, 2023 with the suggested amendments.

[AYES: Vice Chair Cary, Commissioner Carlson, Commissioner Castner, Commissioner Hubbard, Commissioner Low; NAYS: None]

DISCUSSION ITEMS

B. Architectural Review at 343 S 1st Street – Dave Lauridsen (Crooked Creek Brewery)

Associate Planner Jennifer Dimsho presented the architectural review report. She explained this would be a recommendation to staff for compliance with the Architectural Guidelines for the Riverfront District. She explained the property was located just outside of the St. Helens Downtown Historic District, but was still inside the Riverfront District zone.

She said there were a few exterior modifications proposed to update the building. She said the building itself had a Site Design Review on file from the 1980's where they added an additional 1,260 square feet to the building making it an almost 2,000 square feet.

She said the applicant proposed to remove the existing metal awning on the front of the building. She said the guidelines generally discourage the removal of awnings as they promote pedestrian activity, and they help prevent weather exposure. She said the other improvements being made to the building might make up for the removal of the awning including enlarging the windows and creating an outdoor dining area. The applicant was also adding some additional awnings to other areas of the building.

She said the applicant was proposing to replace the exterior siding as there were areas with rot and no flashing at all. The applicant was proposing to replace all the current wood siding with a similar shiplap siding that would be stained a dark neutral color.

She showed the dwelling above the commercial building and where the existing entrance was for it. She said there was a gangway access to the dwelling. The proposal says they would add a new, more direct, entry to the dwelling on the opposite side of the building.

She said he also proposed an overhead door to connect more of the outdoor dining with the indoor dining area. She said the Commission would have to decide if they were comfortable with a more non-traditional entry being proposed.

She discussed the lighting that was proposed on all sides of the building. She said the design and fixture type meets the standards of the guidelines as well. She also discussed the materials and colors of the building and said the proposal complies with the architectural guidelines.

She said there was a mechanical unit proposed to go on the southwest corner of the roof of the building and she said there should be screening from the public and are not visible.

She talked about the structure in the back would be utilized for coolers and then half of it would be for dry storage. She said the plans show it to be enclosed, but the plans did not clarify what type of siding.

The windows are being proposed to change from four feet tall to six-feet tall and would remain eight-feet wide. She said they are currently tinted, but they will be changed to be more transparent which is encouraged by the Guidelines. She also discussed the upstairs windows and that the applicant was going to replace with them similar to what was already there. She said the guidelines would like to see longer and more vertical windows that are more symmetrical on 2nd story windows. She said the Commission could give some suggestions on the 2nd floor window to help bring them more into compliance with the guidelines.

There was a small discussion on the casings for the windows and the type of materials that would be used to make the upstairs and downstairs windows look the same.

Lauridsen, Dave. Applicant. Lauridsen was called to speak. He shared what his vision was for the building. He discussed the roll-up door and said that with the energy code changes, he would be changing that to more of a French door style to meet the energy standards. He also showed an alternative 2nd floor window design that were more in compliance with the Guidelines. He said because of the CMU construction, it would be difficult to create new openings. He talked about why he wanted to remove the awning and how it would create a better view for the customers and lighting for inside the building by opening up the windows. He said he would plan to screen the mechanical unit on the roof.

He did mention they would eventually change the sign, but they were not proposing to do that now.

There was a small discussion on the materials that would be used for the rear storage area. The Commission agreed to the T1-11 material to be used on the storage building due to its hidden location and small size.

The Commission felt the French door option given by the applicant was an appropriate option. The Commission also agreed that the front entry door should have a kickplate, per the Guidelines.

Motion: Upon Commissioner Low's motion and Commissioner Carlson's second, the Planning Commission unanimously recommended that the proposal complies with the Architectural Guidelines with the recommended changes as discussed. [AYES: Vice Chair Cary, Commissioner Carlson, Commissioner Low, Commissioner Castner; NAYS: None; Commissioner Hubbard Abstained. Motions passes.]

C. Practical Councilor Liaison Attendance

City Planner Jacob Graichen advised that City Councilor Gundersen wanted to understand what the Commission expected of him for attendance. City Councilor Gundersen wanted to know if him attending by ZOOM was an issue and if him being at the whole meeting was necessary, as the meetings have been very long. Councilor Gundersen expressed concern that the Planning Commission was not getting along as a team and wanted to see them more cohesive. Councilor Gundersen expressed that two hours for the meeting was the amount of time he felt necessary for him to attend. He wanted to see the Commission express the concerns he needed to hear in that timeframe. He wanted to be conscious of staff time and the rest of the team.

Both Commissioner Carlson and Vice Chair Cary expressed they would like to see the meetings be efficient and to have meetings end on time or earlier. They understand there are times when the meetings might run late, but each meeting running long is not a respectful use of the time of everyone involved.

Commissioner Castner also agreed that he would like to see the meetings be more efficient.

Commissioner Hubbard expressed he would like to see the City Councilor in person at the meetings instead of ZOOM. He felt it was part of the Council Liaison's job as a representative of the people and serves as the Commission's only connection to the City Council.

Commissioner Low expressed that the City Councilor should attend as many of the Planning Commission meetings as possible. He said there is a lot going on, and this way, Councilor Gundersen would be informed and could be the best voice for them at the City Council meetings.

There was a small discussion about the role of previous City Council Liaisons.

D. Vision Sharing for Future Meeting

Chair Steve Toschi expressed that he would like to see more planning going on at the meetings. He said he wanted to see more of a collaboration on the different items on the proactive list and to come

together as a team to help move the City forward. He said he wanted to change the agenda to begin by planning first for at least an hour so they could look at them with fresh eyes and constructively move through the different proactive items.

Vice Chair Cary said that sometimes there is more than one public hearing on the agenda and that can take up a huge amount of time with public comment, applicant testimony and staff reports. He said if they push the hearings to later, it makes the same issue of providing poor decision making to the hearings instead of the proactive items. Vice Chair Cary noted that they changed the start time to 6 p.m. so that they could get out earlier, not later.

The Commission discussed the agenda items and possibly moving the public hearing times at the last minute if needed to discuss more pressing items, but Graichen mentioned these are time sensitive applications and they have to give legal notice for these. There is not an option to change the start time of the public hearing last minute.

The Commission agreed to host a Special Meeting to have a Planning Commission Retreat where each member could discuss what they see as the vision for the city and their goals for the Commission itself.

REVIEW AND RECOMMENDATIONS REGARDING THE CITY'S 10/11/12th STREET BLUFF PROPERTY

City Planner Graichen presented the staff report that will be given to the Council. Graichen said that he brought this to the attention of the Commission now, as there was time in his schedule to allow him to work on it (i.e., winter time) and it is a task identified on the Council's adopted Strategic Plan..

He mentioned the proposed right-of-way dedication and street vacation area was just east of the St. Helens Middle School. He said it was a bluff area. He showed that the City owned the property on both sides of the right of way to be vacated.

He shared the current zoning of the property. He asked if the Commission felt we should proactively change the existing zoning. The Commission was divided, with some wanting to rezone to Public Lands to preserve as open space and others suggesting waiting for a developer to be involved, who may have their own vision of the property.

There was a small discussion about what could be developed on the property.

Graichen discussed the area that would be vacated and that doing it now would be easier for future development. He said there would be a public hearing with the City Council to clean up this area of the property.

The Commission agreed with proposed right-of-way dedication as depicted in the packet materials.

There was a small discussion on how to re-plat the area.

Motion: Upon Vice Chair Cary's motion and Commissioner Carlson's second, the Planning Commission unanimously recommended to City Council to vacate the 10th/11th/12th street bluffs as recommended by staff. [AYES: Vice Chair Cary, Commissioner Carlson, Commissioner Low, Commissioner Castner, Commissioner Hubbard; NAYS: None]

PLANNING DIRECTOR DECISIONS (previously e-mailed to the Commission)

- E. Sign Permit at 270 Strand Street (Columbia View Park) – City of St. Helens
- F. Extension of Time for Lot Line Adjustment at Tract F of the Elk Ridge Estates – 3J Consulting, Inc.

There was no discussion of the Planning Director Decisions.

PLANNING DEPARTMENT ACTIVITY REPORT**G. Planning Department Activity Report – January**

There was no discussion of the Planning Department Activity Report.

PROACTIVE ITEMS**H. HB 3115 Effort**

Commissioner Toschi shared an email sent from a citizen, John Campbell, to the Planning Department about how to address homelessness and the HB3115 effort. Graichen shared some of the items that would be shared at the Joint City Council and Planning Commission meeting to be able to adopt a new code before the deadline of July 1, 2023. City Council requested that their legal counsel be present at the joint meeting.

There was a small discussion about the challenges the sub-committee faced and discussed how to move forward with changing the code for HB3115.

There was also a small discussion on places or properties that could be used for appropriate camping. They discussed different areas on where they would not want individuals to camp. The discussion led to more discussion on how to structure the laws to protect properties.

I. Architectural Standards

The Commission agreed to move this item to the next agenda when Commission Pugsley was back to share her research.

J. New Proactive Item Proposals

The Commission agreed to move this item discussion to the Planning Commission retreat.

FOR YOUR INFORMATION ITEMS

Graichen shared that Broadleaf Arbor Apartments and how they were making progress on getting the buildings finalized. He said they would have some of the buildings opening up in March and the last of the buildings would be opening up in October. He said if the schedule goes as planned the project should be completed by the end of the year.

There was a discussion about the Columbia View Park and the timeline of construction. Commissioner Carlson had some questions about parking in that waterfront area. She also mentioned that there was no longer access to the waterfront from her neighborhood. She hoped they would open a space back up to the area from Plymouth Street. Dimsho mentioned there was not a safe way to open up the waterfront access in that area because of the active construction occurring.

There was a small discussion about the new kayak ramp that was approved through a grant program from the Oregon Marine Board. Dimsho said it was still in the works, but last she heard, they were hiring for the In-Water Permit Technician who would be managing the technical assistance program that the City is involved in.

Commissioner Hubbard asked if there was an acoustic study to be scheduled for the new stage to be built in the Columbia View Park. Dimsho said no Audio or Acoustical Engineer had been hired or consulted. She also mentioned that new sound equipment was not included in the budget. Chair Toschi asked if there had been a rendering of the stage location from the amphitheater seating. Dimsho said no, only a side profile of the stage from the Riverwalk itself was completed. She also noted that the stage location and orientation was probably the most heavily critiqued aspect of the project by the public, the technical advisory committee, and staff.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned 9:15 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*



COUNCIL SPECIAL SESSION

Wednesday, February 08, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Jessica Chilton
 Councilor Patrick Birkle
 Councilor Mark Gundersen
 Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Rachael Barry, Government Affairs Specialist

CALL SPECIAL SESSION TO ORDER - Council Retreat – 4:32 p.m.

VISION

Provide quality, effective and efficient service to our citizens

MISSION

- Develop and preserve the highest possible quality of life for our residents, businesses, and visitors
- Provide a safe and healthy environment within a sound economic framework
- Provide leadership which is open and responsive to the needs of the community and works for the benefit of all

What do you love about St. Helens?

City Administrator Walsh

- Living and working here
- Watching the transformation from a mill town to what it is becoming
- Council's support of the Waterfront development

Councilor Birkle

- Planted roots and raised children here
- Library
- River access
- Parks
- Being part of a smaller community with access to bigger cities
- Easy access to the coast and mountains
- Waterfront development
- A safe place that families and single people can enjoy life

Councilor Gundersen

- Sense of community
- People

Councilor Chilton

- Small town feeling
- Fair
- Parades
- Schools
- Sports

Mayor Scholl

- People/citizens
- Neighbors helping each other
- Sense of community with events
- City provides services, which is what made him want to get involved to become part of it
- Enjoys being part of the City's momentum
- River
- Watershed
- Access to mountain and coast
- Inclusive community

Councilor Sundeen

- Agreed with previous statements
- Has always been home for him and now for his kids
- Seeing people engaged in the community
- Great place to be

Government Affairs Specialist Barry

- All the reasons already stated
- Potential
- Basalt
- Connection of history with future
- Knowing neighbors
- Amazing sense of potential
- Connection to river

What is one thing you are looking forward to in 2023?

City Administrator Walsh

- New Finance Director

Councilor Birkle

- Breaking ground on riverwalk

Councilor Gundersen

- House Bill 3115

Councilor Chilton

- Police station

Mayor Scholl

- Growth and how Council will keep the small town feeling

Councilor Sundeen

- Continuing to meet with employees and learning more about each department

Government Affairs Specialist Barry

- GRO Navigate Program

THE ROLE OF CITIES AND WHAT WE DELIVER

- Reviewed services the City provides
- Reviewed organizational chart
- Reviewed overall City budget

OPERATING AS A COUNCIL**Takeaways from Council Trainings**

Councilor Gundersen

- How not to get sued
- Council team aspect. If your vote loses, you're still part of the team.

Councilor Birkle

- City Administrator is the Mayor and Council's best friend

Councilor Sundeen

- Refreshing that he's not alone as the new person

Councilor Chilton

- Differences between how cities function
- Serial meetings

Mayor Scholl

- ABC's
- Meeting new people
- Importance of allowing staff to do their job. If there is an issue, talk to Walsh about it before bringing it to the Council.

Discussion of not discussing City business or deliberating towards a decision outside a public meeting. They can still attend trainings, conferences, and social gatherings together.

2. Governing Policy

Walsh reviewed the Governing Policy. Mayor Scholl talked about how Walsh was given more authority about six years ago. It helps things move along and not wait for a Council meeting and decision. It was created to become more effective and includes trust.

3. Operating Rules and Procedures

This document can be changed by Council. It was recently updated to include the changed meeting time as well as other amendments. It includes what takes place if something were to happen to the mayor, departments liaisons, etc.

4. Team Agreements and Mantra

- Reviewed Group Agreements
- Reviewed Mantra

Councilor Sundeen talked about visitor comments not being a question-and-answer session. Mayor Scholl added that they don't have all the information at hand. They need to go back and get information. Walsh said he often goes back and gets information and then responds. Council can direct staff to get back to people after the meeting.

5. Communications Protocols

- Who speaks for the City
- How to represent the City

The Communications team is fabulous. When Council is contacted by the press, they can refer them to Walsh and then Communications. If Council responds directly, they need to identify that they are speaking for themselves. Mayor Scholl said Councilors can say they will have a staff member get back to

them. Getting the information from staff first is the best method if you're unsure how to respond. Mayor Scholl reminded them to never make promises to someone.

GOVERNANCE

6. Council Responsibilities

Discussion of creating an informational video of what Council does.

Break

7. Boards and Commissions

- Review of the roles of Boards and Commissions.
- Arts & Cultural Commission and Youth Council are currently inactive. Discussion of bringing them back. They need to know what the impact will be on staff.
- Councilor Chilton recommends creating a Recreation Advisory Committee.
- Discussion of staffing. At least three staff members are needed to run the meeting - minutes, broadcast, and technical staff.
- Council can choose to use create a short ad-hoc committee rather than bring back a full committee, such as the Dock Ad-hoc Committee. Councilor Birkle asked if they could consider that for the Arts & Cultural Commission as art projects come up. Walsh suggested they look at art or recreation groups already happening.
- Barry asked them to consider how this serves the mission. They need to be clear about what they need. Consider having an administrative position that supports all boards and commissions.
- Walsh talked about different art projects that will be coming up with the Waterfront development.
- Councilor Birkle is interested in the Youth Council. The School Board has two youth members who serve. He would like to see a youth representative in the empty seat. It would give them a presence and a voice. Barry suggested adding that for the Parks and Library Board. Mayor Scholl talked about how they used to function. Barry said a quarter of the population is under 20 years old and it would give them a voice. Mayor Scholl suggested approaching the school to get students. City Recorder Payne added that Youth Council is a public board but did not follow public meetings law in the past. It needs to be staffed with notice, agendas, minutes, and a recording being done. They also need to keep in mind that students will age out. It became difficult to track the changes. She suggested inviting students from the Recreation Leadership Club group to join the Council at meetings.
- Discussion of a Recreation Commission. A Recreation Master Plan is needed first. Councilor Chilton talked about recreation being sustainable and does not way to see it go away. Barry said there is a youth connection piece. Parks & Recreation Manager Duggan is so valuable.

8. Department Liaison Role

How is it going working with the boards and commissions? What are the most valuable pieces?

Mayor Scholl

- Understanding how each one functions

Councilor Birkle

- Planning Commission's perception was that Council didn't always appreciate the time they spent making decisions. Now they have scheduled quarterly meetings together. He was able to understand better where they are coming from. It's important as a liaison to have an ear to the ground. He saw his role as trying his best to advocate and understand the role. If a decision is overturned again, they will better understand.

Councilor Gundersen asked if the Council can send something back to a board or commission if they want to see further changes. Mayor Scholl said yes. Barry added that it's helpful to have more direction from Council. Councilor Chilton talked about the importance of understanding the role of each board and

commission. Councilor Birkle was supportive of the Planning Commission being pro-active. They have the ability to do things and present it to Council.

Barry wants board and commission members to feel supported. Mayor Scholl talked about them being the extra eyes and ears for the City. Councilor Chilton pointed out the importance of the Council liaison bringing back reports to Council following meetings.

Councilor Sundeen

- The biggest complaint he has heard from the Parks & Recreation Commission is communication. He would like to improve that.

Councilor Birkle has a standing meeting with Library Director Bishop the week prior to Library Board meetings. It helps him understand what is going on.

Barry will create best practice notes for board and commission liaisons. She suggested bringing back their takeaways from the meeting, asking them what challenges they face, and their top two priorities.

Barry encouraged Council members to help recruit for vacant positions.

Councilor Chilton left the meeting.

Walsh asked if anyone knows who owns the flag at the end of St. Helens Street. Councilor Sundeen said Les Watters owns the property, but Clarks signs maintains the billboard and flag.

Barry left the meeting.

Walsh asked Council to be mindful about additional meetings.

Next retreat – Strategic Plan, Council Goals

ADJOURN – 6:33 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



PLANNING COMMISSION & CITY COUNCIL JOINT MEETING DRAFT MINUTES

Wednesday, March 08, 2023, at 4:00 PM

- Members Present:** Mayor Rick Scholl
 Council President Jessica Chilton (Left at 5:35 p.m.)
 Councilor Patrick Birkle
 Councilor Brandon Sundeen (Zoom)
 Councilor Mark Gundersen
 Chair Steve Toschi
 Commissioner Russ Hubbard
 Commissioner Ginny Carlson (Arrived at 4:42 p.m.)
 Commissioner Jennifer Pugsley
- Members Absent:** Vice Chair Dan Cary
 Commissioner Russ Low
 Commissioner Charles Castner
- Staff Present:** City Administrator John Walsh
 City Planner Jacob Graichen
 Deputy City Recorder Lisa Scholl
 Community Development Admin Assistant Christina Sullivan
- Others Present:** Aaron Hisel
 Scott Jacobson
 Lynne Pettit
 Angela Cruze
 Tina Curry

This meeting was held in the Council Chambers.

At 4:01 p.m., Mayor Rick Scholl opened the Joint Planning Commission and City Council Meeting. The purpose, rules, and goals of this meeting were explained. The Mayor is the presiding officer, the group must have respect for others' time, and no decisions are to be made at these meetings.

PLANNING COMMISSION AS A RESOUC E FOR THE CITY COUNCIL

Mayor Scholl shared how the City Council had discussed the importance of the Planning Commission discussing matters like Architectural Standards. Blight inside the City was mentioned too, though, this item is a tentative proactive item of the Planning Commission that has not been discussed yet by the Commission as to whether they would take it on. Chair Steve Toschi presented a PowerPoint presentation he had prepared about why the Planning Commission was an asset to the City Council. He discussed how the Planning Commission resolved to become a proactive Commission and the requirements for how they would take on those different items. He shared that the Commission had already agreed to take on proactive items of the HB3115 and Architectural Standards and suggested different resources that they needed to be able to work on efficiently and still be able to provide quality feedback to the Council.

Commissioner Jennifer Pugsley shared that, in her opinion, Architectural Standards had the same urgency as the HB3115 proactive item, as they were beginning to see the vacant lots around town begin to infill with future blight. She shared that they would like to get ahead of the Architectural Standards before instead of trying to fix problems after.

Chair Toshi said he agreed that Architectural Standards should be a high priority to maintain the look and appearance of the City of St. Helens. He said there were a lot of visible properties from the river and the skyline that could infill with something that would affect the appearance.

Commissioner Russ Hubbard said the individuals on the Planning Commission held professions that helped make them very well rounded and helps them to provide very quality decisions and recommendations to the City Council.

Mayor Scholl shared how implementing these standards would invite more opportunities to help those buildings that show wear and tear to improve their appearance. He said it could give financial help for businesses or homes to improve their buildings with funds the City could provide (via programs funded by Urban Renewal).

Councilor Brandon Sundeen said he was glad to see Architectural Standards at the top of the Planning Commissions proactive list. He said the downtown Historic District was in desperate need of a facelift. The downtown area and Main Street were the areas that represent our look for the City of St. Helens and he would like to be sure they were preserved and cared for in an appropriate manner.

There was a small discussion about staffing and the budget that was available to meet financial needs.

Councilor Patrick Birkle said there was a definite need for more Planning staff as they are growing the City. With all the new projects coming up that are large and would require a lot of time from the department, he felt that moving into the budget season this would be an area to consider giving more money to.

Councilor Jessica Chilton agreed that the City Council and the Planning Commission were in a good place for moving projects forward. The Planning Commission is filled with individuals that give the Council some peace in knowing they are receiving quality feedback from them and that the Council is able to rely more on the Commission's feedback and support. She also asked Commissioner Hubbard if he felt the Proactive Commission was a step in the right direction for the Planning Commission. Commissioner Hubbard said yes, but did foresee that they would need more help from outside experts which requires some additional funding and resources.

HOUSE BILL 3115, et. al.

Aaron Hisel shared that he was there on a consultant basis to help both groups discuss the House Bill and to assist the City Council in moving forward and guide them in preparing finalized documents of ordinances to approve. He said the items that need to be considered were time, place, and manner. He did not think this would be a cookie cutter situation and that each City would have its own set of rules. He recommended being conservative and less restrictive in their write up. He said he thought it would be beneficial to let other cities try it first and see what happens. They could change it up in the future if needed. He said they should create policy around time, place, and manner in a reasonable manner. He said the more strict they become with these the bigger target they become for lawsuits.

There was a small discussion on what the House Bill 3115 exactly says.

Councilor Chilton asked if they could designate specific areas for sleeping and lying. Hisel said he did not think they could necessarily rely on that, because there could be excuses made as to why those individuals could not go to those specific places.

There was a small discussion on other reasons an individual could be removed from a camping location and how to handle vehicles and camping or sleeping inside an automobile.

City Planner Jacob Graichen said he tried to narrow the House Bill down to some sub-topics to help confirm if there is consensus or if there was concern with different parts of how the Code could be written. He said he hoped to have some feedback from both groups as the Planning Commission being the advisory committee and the City Council being the legislative body.

Chair Toschi shared a PowerPoint presentation that the Planning Commission sub-committee (made up of Commissioner Low, Commissioner Castner and Chair Toschi) met over and discussed some options that could be considered as part of creating these new laws and code framework.

There was a discussion on whether they should provide information on where people can camp or if they should just leave it up to those individuals to figure out where they can camp and only provide them with where they cannot camp.

Mayor Scholl said he wanted to remind everyone that they will never be 100% sue proof and that they need to do their best to write up ordinances that will protect all citizens involved.

There was a small discussion on some "what if" scenarios and how to handle removing individuals from encampments.

Hisel said the most important thing to consider in the analysis of the laws is to be objectively reasonable as to time, place and manner. This would make it easier to assess the laws that are already in place and how they will fit in with and into these new ordinances for sleeping and lying to be considered enforceable. He said it would be helpful to make the changes public and available and the framework of designating the places where it is not allowed all the time as to everyone, and also to where it is allowed is a permissible way to go with not a lot of risk.

There was a small discussion about the framework and the possible risks that could arise by writing the ordinance one way or another.

Commissioner Toschi said that if the laws were designed to be humane under the statutes, then you win. He said he did not see the harm in trying to establish the statutory scheme because the laws were going to remain the same, but what they give up by not having this preface is a chance to win at the pleading stage. Hisel did not agree with this statement. He said regardless of what is done, it must be objectively reasonable. Hisel did say there was not an acute issue for the City which gives them more options in creating these ordinances.

There was a small discussion on the current way that police handle the camping and lying rules and keeping the new ordinances in line with them but broad and open.

Councilor Chilton did say at this time she was leaning more towards being conservative in how the ordinances would be written. She felt it would be good to see what happens in other jurisdictions and how they handle it. It could be a valuable learning experience for all involved.

Graichen said he broke the house bill down into a few different categories to approach it. He said the definition of camping was the first category and it did need to be updated and changed. He said excluding vehicles from the definition allows for them to maintain handling those through vehicle laws.

There was a small discussion about the definition of camping, but the two groups did not have additional substantive comments.

Graichen also discussed that they needed to define how they wanted to write up the new ordinances on where individuals can camp, where they cannot camp, or where they can and cannot camp. He said when you identify where camping is allowed, then it becomes a situation where you have a site that needs to be managed. He notes issues related to managed sites such as including restrooms, showers, trash and utilities. They would also have to decide on the location of where to place it. Graichen did mention the House Bill did not require the City to provide services to those who were sleeping, lying or camping.

Councilor Gundersen expressed concern in naming a specific place for people to camp and asked what the liability would be to the City if something happened to that individual while at that location.

There was a discussion on whether or not to have a managed site. Generally, the Council members said they do not want to have a site that has to be managed. They did not feel they had enough resources or staff to manage the site appropriately.

There was a discussion on what areas to prioritize as non-camping sites. There was no agreement on what areas to prioritize.

Commissioner Ginny Carlson talked about prioritizing areas on a location map and narrowing down what areas an approved camping area could be close to or how far away from specific areas they would need to be. Graichen said if the Commission or City Council could provide some feedback on areas that are more of a concern to them, it would help them create a location map and narrow down the choices.

There was a discussion on how to identify local and non-local homelessness. There was a discussion about registering and being able to track individuals who might need the extra resources.

Councilor Gundersen mentioned there should be some communication and outreach to the local community partner groups. He said collaborating with groups that are already involved in resolving the homeless crisis would be great resources for how to create rules or laws around sleeping and lying.

Hisel shared they should keep an eye on the legislature currently as well. He mentioned there was a House Bill moving through currently that would affect everything with House Bill 3115. One of those bills would not allow them to sue without a plaintiff having anything enforced on them. He also said there would be a change to the notice requirement. It would change the notice requirement that was changed in 2021 from 24 hours to 72 hours back to 24 hours.

Commissioner Toschi said he did not agree that more restrictive measures presented more risk to the City. He said if there is clarification in the laws for everyone and more restrictiveness to all, that it does not actually hurt to add those in. Hisel disagreed and said it sets you up for more risk. Hisel mentioned there is no need to do anything more than what the law requires. He said a single stray comment can result in litigation or lawsuit.

Graichen confirmed with the City Council that they did not want to move forward with managed sites so they needed to discuss prioritizing what areas to specify no camping would be allowed. There was a discussion about not having managed sites, which led to a discussion on areas that they wanted to prioritize for no camping allowed. Dialogue about areas for no camping was brief due to meeting fatigue, having exceeded three hours, and there was no further discussion of the remaining matters identified in the meeting packet materials.

*There being no further business the meeting was adjourned at 7:16 p.m.
Respectfully submitted,*

*Christina Sullivan
Community Development Administrative Assistant*

/s/
Rick Scholl, Mayor

/s/
Steve Toschi, Chair

City of St. Helens
Consent Agenda for Approval

ANIMAL FACILITIES

The following facilities have been inspected by City of St. Helens Police Department and are recommended for approval of an Animal Facility License:

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
Kenneth Law	190 Allendale Drive	Multiple Chickens



ST. HELENS POLICE DEPARTMENT

150 S. 13th Street, St. Helens Oregon 97051
Office (503)397-3333 FAX (503)397-0619

RECEIVED

Brian Greenway
Chief of Police

MAR 22 2023

CITY OF ST. HELENS

On Wednesday March 22nd at approximately 10:00 hours, I met with Kenneth Law at his residence at 190 Allendale Dr, St Helens OR 97051 to conduct a prescheduled Animal Facility License inspection. This inspection is to ensure the premise is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with his application was the liability insurance information from Farmers Insurance (Policy #). There were no rabies certificates for this inspection as it is related to 21 chickens.

I noticed that Kenneth's home is a single-family home in a residential neighborhood. Kenneth explained to me that the facility license is to allow him and his family to have a larger number of chickens at their residence, not to run a shelter or boarding service. Kenneth has a total number of 21 chickens at his residence which he applied so that he can get eggs out of them. All the chickens were confirmed to be female, and no roosters were on the property.

I saw the residence had a very spacious back yard that was encircled with a sturdy fence surrounding the house. The fence appeared in good condition with no space for the chickens to escape. This outdoor space has adequate runoff to prevent water pooling. Kenneth showed me the 2 chicken coupes that he had in the backyard and showed me that the chickens had the proper water amount in various buckets filled with clean water. The chickens had food in the bird feeders that were inside the chicken coupes and the coupes were visibly clean with spacious room for the chickens to run around. The chicken coupes also had roofing above for proper shading for hot temperatures.

The yard was clean and orderly. Kenneth told me that he clean up feces regularly, putting it into the garbage and disposing of it correctly. Kenneth explained to me that he takes care of his chickens and takes them to veterinary care when needed.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance Violations regarding the Law's household or their residence. In my opinion, I believe Kenneth Law should be granted an Animal Facility License.

Code Enforcement Officer

Everardo Medina

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: <u>Kenneth Law</u>			Name: <u>Mary Freeman</u>	
Mailing address: <u>190 Allendale dr.</u>			Mailing address: <u>same</u>	
City/State/Zip: <u>Saint Helens, or. 97051</u>			City/State/Zip: _____	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. <u>Chickens - 21</u>		<u>Female</u>	<u>2-6</u>	
2.				
3.				
4.				
5.				
6.				
Veterinarian Information				
Name: _____		Phone: _____		
Address: _____		City/State/Zip: _____		
Liability Insurance Information				

Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

AUTHORIZATION

I, Kenneth Law, understand that I am applying for an animal facility license to keep the above listed animal(s) at 190 Allendale dr, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Kenneth Law
Applicant Signature

2/28/2023
Date Signed

FOR OFFICE USE ONLY

Date received: <u>2/28/23</u>	Officer assigned: <u>COE Everardo Medina</u>	Date forwarded to City Recorder: <u>3/22/23</u>
Received by: <u>LS</u>	Date/Time of inspection: <u>3/22/23, 10am</u>	Council meeting date: <u>4/5/23</u>
Receipt No.: <u>R00186237</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>2/28/23</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: _____
Forwarded by: <u>LS</u>		Expiration date: _____



Seasonal Public Works Maintenance Worker

DEPARTMENT: Public Works
DIVISION: Operations
SUPERVISOR: Public Works Supervisor
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Non-union if fiscal year average hours is 23 hours or less per week
 AFSCME union if fiscal year average hours is 24 hours or more per week
CONFIDENTIAL: No

POSITION SUMMARY

Performs a variety of manual and semi-skilled tasks in the maintenance and/or reconstruction of various City facilities, including parks, streets and sidewalks, water systems, storm drainage systems, and sewer systems.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Supervisor and/or Public Works Field Supervisor. May take direction from field crew leaders as assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assists with laying and joining water, sewer, or storm pipelines.
- Assists with installing fitting valves, fire hydrants, and water meters.
- Assists with tapping and repairing water lines.
- Assists with flushing, cleaning, and repairing sanitary sewer pipelines.
- Assists with building and cleaning manholes, catch basins, and other drainage structures.
- Assists with pothole patching and trench patching of street surfaces.
- Assists with unloading and spreading street surfacing materials.
- Assists with removing and installing street signs.
- Assists with painting and installing pavement striping and markings.
- Assists with installing and removing construction zone signage and performing traffic control.
- Assists with digging ditches, clearing weeds and brush, and removing obstacles and debris.
- Performs hand loading and unloading various materials from vehicles.
- Other relative duties as assigned.

MINIMUM QUALIFICATIONS

- Must be 18 years of age or older.
- Possession of a valid state driver's license.

TOOLS AND EQUIPMENT USED

Operates vehicles and uses various hand tools and power tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Seasonal Public Works Maintenance Worker** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Seasonal Public Works Maintenance Worker

Date

Print Name: _____

Public Works Supervisor

Date

Print Name: _____



Seasonal Parks Maintenance Worker

DEPARTMENT: Public Works
DIVISION: Parks
SUPERVISOR: Facilities Maintenance Supervisor
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Non-union if fiscal year average hours is 23 hours or less per week
 AFSCME union if fiscal year average hours is 24 hours or more per week
CONFIDENTIAL: No

POSITION SUMMARY

Performs a variety of manual and semi-skilled tasks in the maintenance and/or reconstruction of various City facilities, including parks.

SUPERVISION RECEIVED

Works under the general supervision of the Facilities Maintenance Supervisor and/or Parks Field Supervisor. May take direction from field crew leaders as assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Collects garbage and picks up litter from various City facilities.
- Maintains public restrooms and performs janitorial duties in various City facilities.
- Mows grass and turf surfaces at City facilities.
- Maintains landscape planting beds at various City facilities.
- Performs weeding and planting at various City facilities.
- Assists with digging ditches, clearing weeds and brush, and removing obstacles and debris.
- Performs hand loading and unloading various materials from vehicles.
- Other relative duties as assigned.

MINIMUM QUALIFICATIONS

- Must be 18 years of age or older.
- Possession of a valid state driver's license.

TOOLS AND EQUIPMENT USED

Pickup truck, lawn and landscaping equipment, including tractors, mowers, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Seasonal Parks Maintenance Worker** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Seasonal Parks Maintenance Worker

Date

Print Name: _____

Facilities Maintenance Supervisor

Date

Print Name: _____

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

The following businesses submitted a processing fee to the City for a Liquor License:

2023 RENEWALS

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
C.J. Eateries LLC	Lori's Lounge	2296 Gable RD	Renewal
MOD Super Fast Pizza LLC	MOD Super Fast Pizza	2298 Gable RD	Renewal
Jimikat Inc	Johnny's Bar & Grill	1750 Old Portland RD	Renewal
Kirby CO	St Helens Market	1111 Columbia BLVD	Renewal
Zatterbergs Market	Zatterbergs Market	770 West St	Renewal
Zhen's Chinese Restauarant	Zhen's Chinese Restaurant	1671 Columbia BLVD	Renewal
Oregon Trail Lanes INC	Oregon Trail Lanes	735 S Col Rvr Hwy	Renewal

2023 NEW & CHANGE IN PRIVILEGE OR OWNERSHIP

A copy of the OLCC application documents submitted for the businesses listed below were emailed to the Police Department for review. No adverse response was received.

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
Noi's Thai Kitchen LLC	Noi's Thai Kitchen LLC	524 Milton Way	Change in ownership



St. Helens, OR

Expense Approval Register

Packet: APPKT00720 - AP 3.10.23

Item #16.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
RUBENS LAWN SERVICE	0005592	03/10/2023	MONTHLY LAWN SERVICE	100-705-52023	40.00
COLUMBIA 911 COMMUNICAT...	03.01.2023	03/10/2023	NETMOTION MAINTENANCE 2...	100-705-52019	1,701.75
RACHAEL BARRY	03.09.2023	03/10/2023	2023 GOVENOR'S CONFERENC...	100-701-52018	400.00
ST. HELENS HIGH SCHOOL ASB	03.11.2023	03/10/2023	CATERING FOR JOINT PLANNI...	100-703-52001	148.35
ST. HELENS HIGH SCHOOL ASB	03.11.2023	03/10/2023	CATERING FOR JOINT PLANNI...	100-710-52001	148.35
DP TRADING	0223069	03/03/2023	LAPEL PINS FOR BOARDS/CO...	100-703-52001	299.00
WILCOX	0767996-IN	03/03/2023	FUEL PARKS DEPT	100-708-52022	568.38
RICOH USA INC	106954825	03/03/2023	POLICE EQUIPMENT LEASE 14...	100-705-52001	54.08
PAULSON PRINTING CO.	1900	03/03/2023	BUSINESS CARDS	100-707-52018	55.00
DAHLGREN'S DO IT BEST BUIL...	2.26.2023	03/03/2023	BUILDING SUPPLIES ACCT 100...	100-705-52023	778.25
DAHLGREN'S DO IT BEST BUIL...	2.26.2023	03/03/2023	BUILDING SUPPLIES ACCT 100...	100-708-52001	424.33
DAHLGREN'S DO IT BEST BUIL...	2.26.2023	03/03/2023	BUILDING SUPPLIES ACCT 100...	100-715-52023	304.01
BRIAN GREENWAY	2.27.2023	03/03/2023	REFUND VEHICLE MAINTENAN...	100-705-52097	177.95
OREGON PATROL SERVICE	8891	03/03/2023	COURT SERVICES	100-704-52019	608.00
VERIZON	9928215259	03/03/2023	CRYSTAL KING	100-701-52010	46.08
VERIZON	9928215259	03/03/2023	CRYSTAL KING	100-701-52010	40.01
VERIZON	9928215259	03/03/2023	MAYOR SCHOLL IPAD	100-703-52001	40.01
VERIZON	9928215259	03/03/2023	PD JETPACK2	100-705-52010	40.01
VERIZON	9928215259	03/03/2023	PD JETPACK1	100-705-52010	40.01
VERIZON	9928215259	03/03/2023	SUZANNE BISHOP	100-706-52003	49.82
VERIZON	9928215259	03/03/2023	TORY SHELBY	100-708-52010	36.08
VERIZON	9928215259	03/03/2023	CAMERON PAGE	100-708-52010	36.08
VERIZON	9928215259	03/03/2023	RECREATION CENTER	100-709-52010	40.01
VERIZON	9928215259	03/03/2023	RECREATION CENTER	100-709-52010	49.82
VERIZON	9928215259	03/03/2023	REC PHONE	100-709-52010	36.93
VERIZON	9928215259	03/03/2023	BUILDING DEPT IPAD	100-711-52010	40.01
VERIZON	9928215259	03/03/2023	JOHN HICKS	100-711-52010	49.82
VERIZON	9928215259	03/03/2023	MIKE DEROIA	100-711-52010	75.61
VERIZON	9928215259	03/03/2023	DARIN COX	100-712-52010	59.82
VERIZON	9928215259	03/03/2023	MATT FUNK	100-712-52010	72.92
STEVEN LESKIN	00105	03/06/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN LESKIN	00106	03/06/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	00247	03/06/2023	COURT ATTORNEY FEES	100-704-52019	500.00
JENNIFER JOHNSON	03.06.23	03/06/2023	TRAVEL EXPENSE TO OGFOA S...	100-707-52018	109.39
ACE HARDWARE - ST. HELENS	02.28.2023 60174	03/07/2023	ACE MATERIALS ACCT 60174	100-709-52023	11.97
ACE HARDWARE - ST. HELENS	02.28.2023 60174	03/07/2023	ACE MATERIALS ACCT 60174	100-715-52023	99.69
PORTLAND GENERAL ELECTRIC	03.20.23	03/07/2023	0153585940	100-709-52003	366.60
CULLIGAN	0724046	03/07/2023	BOTTLED WATER POLICE	100-705-52001	235.45
CULLIGAN	0724047	03/07/2023	BOTTLED WATER POLICE	100-705-52001	116.95
CULLIGAN	0724572	03/07/2023	BOTTLED WATER POLICE	100-705-52001	9.50
CULLIGAN	0725435	03/07/2023	BOTTLED WATER POLICE	100-705-52001	3.73
CULLIGAN	0728652	03/07/2023	BOTTLED WATER POLICE	100-705-52001	121.50
CULLIGAN	0730454	03/07/2023	BOTTLED WATER POLICE	100-705-52001	5.48
CULLIGAN	0732427	03/07/2023	BOTTLED WATER POLICE	100-705-52001	121.50
CULLIGAN	0735582	03/07/2023	BOTTLED WATER POLICE	100-705-52001	5.28
MORE POWER TECHNOLOGY ...	14697	03/07/2023	PREMIUM AGREEMENT MON...	100-712-52019	10,111.15
CENTURY LINK	2.25.23	03/07/2023	966B	100-712-52010	338.14
ACE HARDWARE - ST. HELENS	2.28.2023 60176	03/07/2023	MATERIALS ACE ACCT 60176 - ...	100-708-52023	18.57
JONATHAN J ELLIS	2-2023	03/07/2023	J. ELLIS CONTRACT SERVICES 1...	100-707-52019	7,628.62
COLUMBIA COUNTY TRANSFER..	8109	03/07/2023	DUMP FEES ACCT 0017	100-705-52023	25.24
COLUMBIA COUNTY TRANSFER..	8109	03/07/2023	DUMP FEES ACCT 0017	100-708-52023	101.32
METRO PRESORT	IN652513	03/07/2023	UB BILL PRINTING	100-707-52008	4,523.34
COLUMBIA NW HEATING INC	03.07.23	03/08/2023	REFUND PUBLIC RECORDS RE...	100-000-37004	20.00

Expense Approval Register

Packet: APPKT0

Item #16.

3

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
STAPLES BUSINESS CREDIT	1647288683	03/08/2023	OFFICE SUPPLES	100-702-52001	22.10
STAPLES BUSINESS CREDIT	1647288683	03/08/2023	OFFICE SUPPLES	100-704-52001	467.74
STAPLES BUSINESS CREDIT	1647288683	03/08/2023	OFFICE SUPPLES	100-707-52001	48.39
STAPLES BUSINESS CREDIT	1647288683	03/08/2023	OFFICE SUPPLES	100-711-52001	10.64
STAPLES BUSINESS CREDIT	1647288683	03/08/2023	OFFICE SUPPLES	100-712-57500	69.76
STAPLES BUSINESS CREDIT	1647288683	03/08/2023	OFFICE SUPPLES	100-715-52001	328.68
CHAVES CONSULTING INC	212028	03/08/2023	MONTHLY USER FEE PER USER...	100-702-52019	185.10
PEAK ELECTRIC GROUP LLC	26225	03/08/2023	DOCK LIGHT WORK	100-708-52046	585.04
HARBOR FOODSERVICES OF S...	484183	03/08/2023	DISPENSERS FOR TOURISM PO...	100-708-52001	208.20
TRUVIEW BSI	7200075192	03/08/2023	REPORT CHARGES	100-702-52014	198.06
NET ASSETS	95-202302	03/08/2023	ESCROW TITLE SERVICES	100-707-52019	182.00
OREGON DEPARTMENT OF RE...	FEBRUARY 2023	03/08/2023	STATE MISD	100-000-20800	205.00
OREGON DEPARTMENT OF RE...	FEBRUARY 2023	03/08/2023	STATE	100-000-20800	36.25
OREGON DEPARTMENT OF RE...	FEBRUARY 2023	03/08/2023	STATE VIOLATION	100-000-20800	487.00
OREGON DEPARTMENT OF RE...	FEBRUARY 2023	03/08/2023	UNITARY	100-000-20800	56.48
OREGON DEPARTMENT OF RE...	FEBRUARY 2023	03/08/2023	STATE DUII DIVERSION	100-000-20800	1,025.00
OREGON DEPARTMENT OF RE...	FEBRUARY 2023	03/08/2023	STATE DUII CONVICTION FEE	100-000-20800	510.00
COLUMBIA COUNTY TREASUR...	FEBRUARY 2023	03/08/2023	COUNTY ASSESSMENT	100-000-20900	233.33
COLUMBIA COUNTY TREASUR...	FEBRUARY 2023	03/08/2023	JAIL ASSESSMENT	100-000-20900	19.57
COLUMBIA COUNTY TREASUR...	FEBRUARY 2023	03/08/2023	CITY COURT COSTS DEDUCTED	100-000-36002	-25.29
JAMIE EDWARDS - AP	FEBRUARY 2023	03/08/2023	MILEAGE REIMBURSEMENT F...	100-707-52001	68.91
KJ SECURITY SOLUTIONS & LO...	0005643	03/09/2023	REC CENTER REMODEL FOR PD	100-705-52023	813.00
OCCUPATIONAL SAFETY HEAL...	1364	03/09/2023	2021-2022 EXPOSURE SERVICES	100-705-52019	540.50
A + ENGRAVING LLC	1407	03/09/2023	NAME PLATES G BUTSCH	100-707-52001	24.00
OCCUPATIONAL SAFETY HEAL...	1492	03/09/2023	2022-2023 EXPOSURE SERVICES	100-705-52019	598.00
Fund 100 - GENERAL FUND Total:					38,231.37

Fund: 202 - COMMUNITY DEVELOPMENT

JORDAN RAMIS PC ATTORNEYS..	203711	03/10/2023	GENERAL ENVIRONMENTAL	202-721-52019	745.00
MAUL FOSTER ALONGI INC	52847	03/10/2023	CENTRAL WATERFRONT SCOPE..	202-726-52019	72,808.49
MAUL FOSTER ALONGI INC	52889	03/10/2023	BWP ON CALL SERVICES	202-722-52019	306.25
RACHAEL BARRY -	03.02.23	03/06/2023	CENTRAL WATERFRONT OPEN...	202-721-52011	144.95
MACKENZIE	1081456	03/06/2023	BUSINESS PARK INFRASTRUCT...	202-722-52019	1,507.50
PAMPLIN MEDIA GROUP	274353	03/07/2023	COLUMBIA COUNTY SPOTLIGHT...	202-721-52011	164.00
MAYER REED INC	14125	03/08/2023	ST HELENS RIVERWALK	202-723-52055	30,686.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					106,362.19

Fund: 203 - COMMUNITY ENHANCEMENT

AUDREY L KIDD	03.04.2023	03/06/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	20.00
DEVAN LEE	03.04.23	03/06/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	60.00
CHASE WROBLESKI	03.04.23	03/06/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	40.00
D'AYE S DAVIDSON	03.04.23	03/06/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	60.00
CAMERON COX	3.4.23	03/06/2023	BASKETBALL REFEREE 20 PER ...	203-709-52114	60.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					240.00

Fund: 205 - STREETS

ACE HARDWARE - ST. HELENS	2.28.23 60179	03/10/2023	SPRAYER FOR LIQUID DEICER	205-000-52001	19.99
Fund 205 - STREETS Total:					19.99

Fund: 601 - WATER

ADVANCED ELECTRICAL	216103	03/10/2023	JOB 4523023 TBST GRINDER P...	601-732-52001	1,173.35
ADVANCED ELECTRICAL	216103	03/10/2023	JOB 4523023 TBST GRINDER P...	601-732-52019	1,963.00
CITY OF COLUMBIA CITY	02.26.2032	03/03/2023	001754-001	601-732-52003	84.93
ONE CALL CONCEPTS INC	3020483	03/03/2023	REGULAR / MODEM DELIVERY ...	601-731-52019	66.01
VERIZON	9928215259	03/03/2023	WFF CREW	601-732-52010	46.64
ACE HARDWARE - ST. HELENS	02.28.2023 60181	03/07/2023	ACE MATERIALS ACCT 60181	601-731-52001	206.14
H.D FOWLER COMPANY	16333087	03/08/2023	MASTER METERS - WATER ME...	601-731-52001	651.92
LAWRENCE OIL COMPANY	CFSI-13156	03/08/2023	247752 WATER	601-732-52022	105.40
LAWRENCE OIL COMPANY	CFSI-13308	03/08/2023	247752 WATER	601-732-52022	40.52
CORE & MAIN	S428504	03/08/2023	MATERIALS	601-731-52001	1,869.92
Fund 601 - WATER Total:					6,207.83

Fund: 603 - SEWER

ONE CALL CONCEPTS INC	3020483	03/03/2023	REGULAR / MODEM DELIVERY ...	603-735-52019	66.00
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Expense Approval Register

Packet: APPKT0

Item #16.

23

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9928215259	03/03/2023	SAM ORTIZ	603-736-52010	16.59
VERIZON	9928215259	03/03/2023	STEWART HARTLEY	603-736-52010	12.02
VERIZON	9928215259	03/03/2023	AARON KUNDERS	603-736-52010	12.03
VERIZON	9928215259	03/03/2023	STEWART HARTLEY	603-737-52010	12.03
VERIZON	9928215259	03/03/2023	AARON KUNDERS	603-737-52010	12.02
VERIZON	9928215259	03/03/2023	SAM ORTIZ	603-737-52010	16.63
VERIZON	9928215259	03/03/2023	AARON KUNDERS	603-738-52010	12.03
VERIZON	9928215259	03/03/2023	STEWART HARTLEY	603-738-52010	12.03
VERIZON	9928215259	03/03/2023	SAM ORTIZ	603-738-52010	16.60
ACE HARDWARE - ST. HELENS	02.28.2023 60180	03/07/2023	MATERIALS ACE ACCT 60180	603-735-52001	6.40
ACE HARDWARE - ST. HELENS	02.28.2023 60180	03/07/2023	MATERIALS ACE ACCT 60180	603-736-52001	42.78
ACE HARDWARE - ST. HELENS	02.28.2023 60180	03/07/2023	MATERIALS ACE ACCT 60180	603-737-52001	42.79
ACE HARDWARE - ST. HELENS	02.28.2023 60181	03/07/2023	ACE MATERIALS ACCT 60181	603-736-52023	55.75
SUNSET AUTO PARTS INC - NA...	2.28.23	03/08/2023	AUTO PARTS ACCT 6355	603-737-52001	81.96
Fund 603 - SEWER Total:					417.66

Fund: 703 - PW OPERATIONS

LES SCHWAB TIRE CENTER	22900538703	03/10/2023	OIL CHANGE	703-739-52099	114.98
LES SCHWAB TIRE CENTER	22900543227	03/10/2023	TIRES 2009 CHEVROLET COLO...	703-739-52099	1,061.88
DAHLGREN'S DO IT BEST BUIL...	2.26.2023	03/03/2023	BUILDING SUPPLIES ACCT 100...	703-734-52001	29.99
DAHLGREN'S DO IT BEST BUIL...	2.26.2023	03/03/2023	BUILDING SUPPLIES ACCT 100...	703-734-52001	37.67
DAHLGREN'S DO IT BEST BUIL...	2.26.2023	03/03/2023	BUILDING SUPPLIES ACCT 100...	703-734-52023	125.46
DAHLGREN'S DO IT BEST BUIL...	2.26.2023	03/03/2023	BUILDING SUPPLIES ACCT 100...	703-739-95208	70.02
EMMERT CHEVERLET BUICK INC	451242	03/03/2023	AUTO REPAIR 2019 CHEVROLE...	703-739-52099	406.38
VERIZON	9928215259	03/03/2023	CONSTRUCTION INSPECTOR	703-733-52010	40.01
VERIZON	9928215259	03/03/2023	TIM UNDERWOOD	703-733-52010	49.82
VERIZON	9928215259	03/03/2023	SHARON DARROUX	703-733-52010	51.35
VERIZON	9928215259	03/03/2023	MOUHAMAD ZAHER	703-734-52010	49.82
VERIZON	9928215259	03/03/2023	ROGER STAUFFER	703-734-52010	49.82
VERIZON	9928215259	03/03/2023	PW SPARE2	703-734-52010	40.01
VERIZON	9928215259	03/03/2023	ETHAN STERLING	703-734-52010	49.82
VERIZON	9928215259	03/03/2023	RYAN POWERS	703-734-52010	49.82
VERIZON	9928215259	03/03/2023	PW SPARE	703-734-52010	40.01
VERIZON	9928215259	03/03/2023	BUCK TUPPER	703-734-52010	49.82
VERIZON	9928215259	03/03/2023	DAVE ELDER	703-734-52010	49.82
VERIZON	9928215259	03/03/2023	PW SPARE 3	703-734-52010	40.01
VERIZON	9928215259	03/03/2023	JULIAN ZIRKLE	703-734-52010	36.08
VERIZON	9928215259	03/03/2023	SCOTT HARRINGTON	703-734-52010	18.25
VERIZON	9928215259	03/03/2023	PW SPARE 4	703-734-52010	40.01
VERIZON	9928215259	03/03/2023	ALEX BIRD	703-734-52010	49.82
VERIZON	9928215259	03/03/2023	CURT LEMONT	703-734-52010	18.25
VERIZON	9928215259	03/03/2023	SCOTT WILLIAMS	703-734-52010	49.82
VERIZON	9928215259	03/03/2023	BRETT LONG	703-734-52010	49.82
APWA MEMBERSHIP	157379 01.03.2023	03/06/2023	MEMBERSHIP MOUHAMAD Z...	703-734-52018	764.00
ACE HARDWARE - ST. HELENS	02.28.2023 60181	03/07/2023	ACE MATERIALS ACCT 60181	703-734-52023	59.72
ACE HARDWARE - ST. HELENS	02.28.2023 60181	03/07/2023	ACE MATERIALS ACCT 60181	703-739-52099	21.42
COLUMBIA COUNTY TRANSFER..	8109	03/07/2023	DUMP FEES ACCT 0017	703-734-52019	182.76
SUNSET AUTO PARTS INC - NA...	2.28.23	03/08/2023	AUTO PARTS ACCT 6355	703-739-52099	513.64
COLUMBIA AUDIO SPECIALTIES..	40848	03/08/2023	INSTALL MOTOROLA VHF MOB...	703-739-52019	884.00
LAWRENCE OIL COMPANY	CFSI-13156	03/08/2023	247748 PUBLIC WORKS	703-734-52022	1,201.18
LAWRENCE OIL COMPANY	CFSI-13156	03/08/2023	247750 PUBLIC WORKS	703-734-52022	70.59
LAWRENCE OIL COMPANY	CFSI-13308	03/08/2023	247748 PUBLIC WORKS	703-734-52022	1,296.03
LAWRENCE OIL COMPANY	CFSI-13308	03/08/2023	247750 PUBLIC WORKS	703-734-52022	73.68
Fund 703 - PW OPERATIONS Total:					7,735.58

Fund: 706 - PUBLIC SAFETY

MACKENZIE	1081475	03/06/2023	BUSINESS PARK INFRASTRUCT...	706-000-52019	78,180.14
OTAK INC	000032300097	03/08/2023	PUBLIC SAFETY BUILDING	706-000-52019	4,980.50
Fund 706 - PUBLIC SAFETY Total:					83,160.64

Grand Total: 242,375.26

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	38,231.37
202 - COMMUNITY DEVELOPMENT	106,362.19
203 - COMMUNITY ENHANCEMENT	240.00
205 - STREETS	19.99
601 - WATER	6,207.83
603 - SEWER	417.66
703 - PW OPERATIONS	7,735.58
706 - PUBLIC SAFETY	83,160.64
Grand Total:	242,375.26

Account Summary

Account Number	Account Name	Expense Amount
100-000-20800	Court - State Assessment	2,319.73
100-000-20900	Court - County Assessment	252.90
100-000-36002	Fines - Court	-25.29
100-000-37004	Miscellaneous	20.00
100-701-52010	Telephone	86.09
100-701-52018	Professional Development	400.00
100-702-52001	Operating Supplies	22.10
100-702-52014	Recruiting	198.06
100-702-52019	Professional Services	185.10
100-703-52001	Operating Supplies	487.36
100-704-52001	Operating Supplies	467.74
100-704-52019	Professional Services	1,508.00
100-705-52001	Operating Supplies	673.47
100-705-52010	Telephone	80.02
100-705-52019	Professional Services	2,840.25
100-705-52023	Facility Maintenance	1,656.49
100-705-52097	Enterprise Fleet	177.95
100-706-52003	Utilities	49.82
100-707-52001	Operating Supplies	141.30
100-707-52008	Printing	4,523.34
100-707-52018	Professional Development	164.39
100-707-52019	Professional Services	7,810.62
100-708-52001	Operating Supplies	632.53
100-708-52010	Telephone	72.16
100-708-52022	Fuel	568.38
100-708-52023	Facility Maintenance	119.89
100-708-52046	Dock Services	585.04
100-709-52003	Utilities	366.60
100-709-52010	Telephone	126.76
100-709-52023	Facility Maintenance	11.97
100-710-52001	Operating Supplies	148.35
100-711-52001	Operating Supplies	10.64
100-711-52010	Telephone	165.44
100-712-52010	Telephone	470.88
100-712-52019	Professional Services	10,111.15
100-712-57500	Computer Equipment	69.76
100-715-52001	Operating Supplies	328.68
100-715-52023	Facility Maintenance	403.70
202-721-52011	Public Engagement	308.95
202-721-52019	Professional Services	745.00
202-722-52019	Professional Services	1,813.75
202-723-52055	Riverwalk Project	30,686.00
202-726-52019	Professional Services	72,808.49
203-709-52114	YOUTH SPORTS	240.00
205-000-52001	Operating Supplies	19.99
601-731-52001	Operating Supplies	2,727.98
601-731-52019	Professional Services	66.01

Account Summary

Account Number	Account Name	Expense Amount
601-732-52001	Operating Supplies	1,173.35
601-732-52003	Utilities	84.93
601-732-52010	Telephone	46.64
601-732-52019	Professional Services	1,963.00
601-732-52022	Fuel	145.92
603-735-52001	Operating Supplies	6.40
603-735-52019	Professional Services	66.00
603-736-52001	Operating Supplies	42.78
603-736-52010	Telephone	40.64
603-736-52023	Facility Maintenance	55.75
603-737-52001	Operating Supplies	124.75
603-737-52010	Telephone	40.68
603-738-52010	Telephone	40.66
703-733-52010	Telephone	141.18
703-734-52001	Operating Supplies	67.66
703-734-52010	Telephone	681.00
703-734-52018	Professional Development	764.00
703-734-52019	Professional Services	182.76
703-734-52022	Fuel	2,641.48
703-734-52023	Facility Maintenance	185.18
703-739-52019	Professional Services	884.00
703-739-52099	Equipment Operations	2,118.30
703-739-95208	FACILITY MAINTENANCE ...	70.02
706-000-52019	Professional Services	83,160.64
Grand Total:		242,375.26

Project Account Summary

Project Account Key	Expense Amount
None	242,375.26
Grand Total:	242,375.26



St. Helens, OR

Refund Check

Item #16.

Refund Check Detail

UBPKT02169 - 3/10/2023 UB Credit Balance Refund Checks

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
21-08281-003	Hoffman, Jeremy	3/10/2023	133140	153.32			153.32	Deposit
21-09269-001	Rupe, Derek & Vivian	3/10/2023	133141	38.80			38.80	Deposit
22-00463-007	Snider, Elizabeth V	3/10/2023	133142	3.37			3.37	Deposit
22-00514-002	Loerzel, Christina	3/10/2023	133143	39.38			39.38	Deposit
22-02431-006	Bercovitz, Ellen	3/10/2023	133144	164.76			164.76	Generated From Billing
23-02119-003	Davis, Sarah	3/10/2023	133145	89.85			89.85	Deposit
24-08880-003	Harris, Kirsten	3/10/2023	133146	67.66			67.66	Deposit
Total Refunds: 7			Total Refunded Amount:	557.14				

Revenue Code Summary

Revenue Code	Amount
996 - Unapplied Credits	557.14
Revenue Total:	557.14

General Ledger Distribution

Posting Date: 03/10/2023

	Account Number	Account Name	Posting Amount	IFT
Fund:	601 - WATER			
	601-000-10101	Claim On Cash - Water	-557.14	Yes
	601-000-11398	Unapplied Credits	557.14	
	601 Total:		0.00	
Fund:	999 - POOLED CASH			
	999-000-10100	Wells Fargo	-557.14	
	999-000-30101	Due To Other Funds	557.14	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



St. Helens, OR

Item #16.

Expense Approval Register

cket: APPKT00724 - AP 3.15.23 "IF I WERE MAYOR"

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
JAPHY MCMARTIN	3.15.23	03/13/2023	"IF I WERE MAYOR" STUDENT ...	100-703-52041	150.00
KALI ANN DOVEL	3.15.23	03/13/2023	"IF I WERE MAYOR" STUDENT ...	100-703-52041	50.00
BROOKE VAN ARSDALL	3.15.23	03/13/2023	"I WERE MAYOR" STUDENT C...	100-703-52041	150.00
LUKAS DE ROIA	3.15.23	03/13/2023	"IF I WERE MAYOR" STUDENT ...	100-703-52041	50.00
MONTAN READING	3.15.23	03/13/2023	"IF I WERE MAYOR" STUDENT ...	100-703-52041	150.00
CINOBIA ARCENEAX	3.15.23	03/13/2023	"IF I WERE MAYOR" STUDENT ...	100-703-52041	50.00
Fund 100 - GENERAL FUND Total:					600.00
Grand Total:					600.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	600.00
Grand Total:	600.00

Account Summary

Account Number	Account Name	Expense Amount
100-703-52041	Community Support	600.00
Grand Total:		600.00

Project Account Summary

Project Account Key	Expense Amount
None	600.00
Grand Total:	600.00



St. Helens, OR

Expense Approval Register

Packet: APPKT00725 - AP 3.17.23

Item #16.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
WILCOX	0773964-IN	03/13/2023	FUEL PARKS DEPT	100-705-52023	684.53
COLUMBIA COUNTY BOC	100	03/13/2023	CITY-COUNTY DINNER MARCH...	100-701-52018	50.00
COLUMBIA COUNTY BOC	100	03/13/2023	CITY-COUNTY DINNER MARCH...	100-703-52018	125.00
SUNSHINE PIZZA	12850	03/13/2023	EMPLOYEE BANQUET	100-702-52028	1,831.40
BIO-MED TESTING SERVICES I...	98026	03/13/2023	PRE EMPLOYMENT TEST	100-702-52019	45.00
VERIZON	9928955199	03/13/2023	CELL SERVICE ACCT 242060134...	100-712-52010	148.93
DEPARTMENT OF TRANSPORT...	L0042725779	03/13/2023	DMV SERVICES ACCT 67431	100-705-52019	23.00
COMCAST BUSINESS	167863061	03/15/2023	FIBER INTERNET ACCT 934571...	100-712-52003	4,740.86
PORTLAND GENERAL ELECTRIC	2.9.23-3.10.23	03/15/2023	0153585940	100-709-52003	80.65
PEAK ELECTRIC GROUP LLC	25983	03/15/2023	ELECTRICAL WORK LIBRARY P...	100-706-52023	727.50
PEAK ELECTRIC GROUP LLC	26157	03/15/2023	ELECTRIC WORK LIBRARY BRE...	100-706-52023	352.50
CENTURY LINK	3.5.23	03/15/2023	632B	100-712-52010	40.64
CITY OF HILLSBORO	7665	03/15/2023	POLICE K9 HANDLER COURSE	100-705-52044	500.00
CARLOS M SPISAK	14-MARCH-2023	03/16/2023	YOUTH NIGHT VR EVENT	100-709-52019	718.98
JORDAN RAMIS PC ATTORNEYS..	204537	03/16/2023	GENERAL LEGAL	100-701-52019	253.50
JORDAN RAMIS PC ATTORNEYS..	204537	03/16/2023	GENERAL LEGAL	100-703-52019	261.00
JORDAN RAMIS PC ATTORNEYS..	204537	03/16/2023	GENERAL LEGAL	100-703-52019	2,195.00
ORKIN	241263168	03/16/2023	265 STRAND PEST SERVICE CIT...	100-715-52023	105.99
DAWN RICHARDSON - AP	3.16.23	03/16/2023	MILEAGE REIMBURSEMENT F...	100-707-52001	72.06
ACCESS CPR	3.16.23	03/16/2023	CPR AED TRAINING PUBLIC W...	100-709-52001	336.00
CENTURY LINK	3.2.23	03/16/2023	699	100-712-52010	125.29
CENTURY LINK	3.2.23	03/16/2023	909	100-712-52010	100.08
CENTURY LINK	3.2.23	03/16/2023	228	100-712-52010	87.30
CENTURY LINK	3.2.23	03/16/2023	130	100-712-52010	138.57
CENTURY LINK	3.2.23	03/16/2023	579	100-712-52010	45.54
CENTURY LINK	3.2.23	03/16/2023	162	100-712-52010	84.92
CENTURY LINK	3.2.23	03/16/2023	796	100-712-52010	41.78
CENTURY LINK	3.2.23	03/16/2023	818	100-712-52010	379.65
CENTURY LINK	3.2.23	03/16/2023	967	100-712-52010	128.39
QWEST DBA CENTURYLINK AC...	3263X204-S-23070	03/16/2023	5163X20453	100-712-52010	80.33
TROTTER & MORTON FACILITY ..	80507	03/16/2023	C10630 MAINTENANCE AGRE...	100-715-52023	1,035.64
TROTTER & MORTON FACILITY ..	80508	03/16/2023	C10000 MAINTENANCE AGRE...	100-715-52023	482.50
TROTTER & MORTON FACILITY ..	80514	03/16/2023	C10630 MAINTENANCE AGRE...	100-715-52023	1,785.25
SOLUTIONS YES	INV353231	03/16/2023	TONER ENGINEERING PRINTER	100-715-52001	500.00
Fund 100 - GENERAL FUND Total:					18,307.78
Fund: 201 - VISITOR TOURISM					
MASONIC BUILDING LLC	3.15.23	03/15/2023	2ND QUARTER 2023 LEASE PA...	201-000-52028	15,750.00
Fund 201 - VISITOR TOURISM Total:					15,750.00
Fund: 202 - COMMUNITY DEVELOPMENT					
BEMIS	10266	03/14/2023	PRINTING	202-724-52001	350.00
PORTLAND GENERAL ELECTRIC	2.9.23-3.10.23 7357701	03/15/2023	7357701000	202-722-52003	35.40
BOISE WHITE PAPER LLC	4.15.2023	03/15/2023	NOTE PAYEMNT	202-722-55001	12,500.00
MACKENZIE	1082776	03/16/2023	BUSINESS PARK INFRASTRUCT...	202-722-52019	9,935.00
MASON BRUCE & GIRARD INC	32173	03/16/2023	FOREST MANAGEMENT 01046...	202-724-52019	4,535.61
Fund 202 - COMMUNITY DEVELOPMENT Total:					27,356.01
Fund: 205 - STREETS					
PORTLAND GENERAL ELECTRIC	3.24.23	03/15/2023	4854421000	205-000-52003	55.07
KNIFE RIVER CORP NW	2938482	03/16/2023	1/4" CRUSHED ROCK	205-000-52001	940.31
Fund 205 - STREETS Total:					995.38
Fund: 601 - WATER					
BEMIS	10266	03/14/2023	PRINTING	601-731-52001	45.00
PEAK ELECTRIC GROUP LLC	26053	03/14/2023	ELECTRIC WORK AT PUMP	601-731-52019	798.77

Expense Approval Register

Packet: APPKTO

Item #16.

3

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
K.L.S SURVEYING INC	22255	03/15/2023	SHERMAN PLACE & NIMITZ ST...	601-000-53308	9,250.00
CITY OF ST. HELENS	3.15.23 116-PLM	03/15/2023	PLUMBING PERMIT FEES FOR ...	601-000-53308	116.32
CITY OF ST. HELENS	3.17.23 -117 PLM	03/15/2023	PLUMBING PERMIT FEES FOR ...	601-000-53308	116.32
Fund 601 - WATER Total:					10,326.41
Fund: 603 - SEWER					
EUROFINS ENVIRONMENT TES...	7800002115	03/13/2023	QUARTERLY BIOASSAY TESTING	603-737-52064	4,407.50
CENTURY LINK	3.2.23	03/16/2023	293	603-736-52010	22.77
CENTURY LINK	3.2.23	03/16/2023	600	603-736-52010	22.77
CENTURY LINK	3.2.23	03/16/2023	688	603-736-52010	22.77
CENTURY LINK	3.2.23	03/16/2023	654	603-736-52010	22.77
CENTURY LINK	3.2.23	03/16/2023	293	603-737-52010	22.77
CENTURY LINK	3.2.23	03/16/2023	688	603-737-52010	22.77
CENTURY LINK	3.2.23	03/16/2023	654	603-737-52010	22.77
CENTURY LINK	3.2.23	03/16/2023	600	603-737-52010	22.77
TROTTER & MORTON FACILITY ..	80519	03/16/2023	C10855 MAINTENANCE AGRE...	603-736-52023	300.00
TROTTER & MORTON FACILITY ..	80519	03/16/2023	C10855 MAINTENANCE AGRE...	603-737-52023	300.00
Fund 603 - SEWER Total:					5,189.66
Fund: 605 - STORM					
CASCADE CONCRETE PRODUC...	87096	03/15/2023	CASCADE CONCRETE PRODUC...	605-000-52001	124.00
SUNSET EQUIPMENT	96077	03/15/2023	HUSKY BAR OIL GAL	605-000-52001	41.36
Fund 605 - STORM Total:					165.36
Fund: 703 - PW OPERATIONS					
COLUMBIA COUNTY BOC	100	03/13/2023	CITY-COUNTY DINNER MARCH...	703-733-52100	25.00
LES SCHWAB TIRE CENTER	229	03/15/2023	OIL CHANGE 2020 FORD ESCA...	703-739-52099	89.99
SCAPPOOSE CHIROPRACTIC PC	3.9.2023	03/15/2023	DOT PHYSICAL -TIM ILLIAS	703-734-52019	125.00
MAILBOXES NORTHWEST	3.6.23	03/16/2023	POSTAGE 2801 ACCT 1 PD	703-734-52019	106.47
Fund 703 - PW OPERATIONS Total:					346.46
Fund: 706 - PUBLIC SAFETY					
MACKENZIE	1082797	03/16/2023	BUSINESS PARK INFRASTRUCT...	706-000-52019	39,915.00
Fund 706 - PUBLIC SAFETY Total:					39,915.00
Grand Total:					118,352.06

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	18,307.78
201 - VISITOR TOURISM	15,750.00
202 - COMMUNITY DEVELOPMENT	27,356.01
205 - STREETS	995.38
601 - WATER	10,326.41
603 - SEWER	5,189.66
605 - STORM	165.36
703 - PW OPERATIONS	346.46
706 - PUBLIC SAFETY	39,915.00
Grand Total:	118,352.06

Account Summary

Account Number	Account Name	Expense Amount
100-701-52018	Professional Development	50.00
100-701-52019	Professional Services	253.50
100-702-52019	Professional Services	45.00
100-702-52028	Projects & Programs	1,831.40
100-703-52018	Professional Development	125.00
100-703-52019	Professional Services	2,456.00
100-705-52019	Professional Services	23.00
100-705-52023	Facility Maintenance	684.53
100-705-52044	K9	500.00
100-706-52023	Facility Maintenance	1,080.00
100-707-52001	Operating Supplies	72.06
100-709-52001	Operating Supplies	336.00
100-709-52003	Utilities	80.65
100-709-52019	Professional Services	718.98
100-712-52003	Utilities	4,740.86
100-712-52010	Telephone	1,401.42
100-715-52001	Operating Supplies	500.00
100-715-52023	Facility Maintenance	3,409.38
201-000-52028	Projects & Programs	15,750.00
202-722-52003	Utilities	35.40
202-722-52019	Professional Services	9,935.00
202-722-55001	Principal	12,500.00
202-724-52001	Operating Supplies	350.00
202-724-52019	Professional Services	4,535.61
205-000-52001	Operating Supplies	940.31
205-000-52003	Utilities	55.07
601-000-53308	Sherman Place Waterline ...	9,482.64
601-731-52001	Operating Supplies	45.00
601-731-52019	Professional Services	798.77
603-736-52010	Telephone	91.08
603-736-52023	Facility Maintenance	300.00
603-737-52010	Telephone	91.08
603-737-52023	Facility Maintenance	300.00
603-737-52064	Lab Testing	4,407.50
605-000-52001	Operating Supplies	165.36
703-733-52100	PW Administration	25.00
703-734-52019	Professional Services	231.47
703-739-52099	Equipment Operations	89.99
706-000-52019	Professional Services	39,915.00
Grand Total:		118,352.06

Project Account Summary

Project Account Key	Expense Amount
None	118,352.06
Grand Total:	118,352.06

Expense Approval Register

Packet: APPKT00726 - AP 3.24.23



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
COLUMBIA RIVER PUD	3.16.23	03/17/2023	150 S 13TH ST- POLICE	100-705-52003	211.91
COLUMBIA RIVER PUD	3.16.23	03/17/2023	150 S 13 ST POLICE STATION 7...	100-705-52003	350.33
COLUMBIA RIVER PUD	3.16.23	03/17/2023	375 S 18TH ST COLUMBIA CEN...	100-706-52003	666.80
COLUMBIA RIVER PUD	3.16.23	03/17/2023	265 STRAND ST. - SPLASH PAD...	100-708-52003	28.99
COLUMBIA RIVER PUD	3.16.23	03/17/2023	475 S 18TH ST- MCCORMICK E...	100-708-52003	30.86
COLUMBIA RIVER PUD	3.16.23	03/17/2023	264 STRAND ST- COL VIEW PA...	100-708-52003	68.62
COLUMBIA RIVER PUD	3.16.23	03/17/2023	200 N RIVER ST - GREY CLIFFS ...	100-708-52003	140.47
COLUMBIA RIVER PUD	3.16.23	03/17/2023	200 N 7TH ST - PARK	100-708-52003	28.59
COLUMBIA RIVER PUD	3.16.23	03/17/2023	299 N 6TH ST - PARKS	100-708-52003	28.28
COLUMBIA RIVER PUD	3.16.23	03/17/2023	475 S 18 ST METER 10220167	100-708-52003	129.93
COLUMBIA RIVER PUD	3.16.23	03/17/2023	475 S 18TH ST	100-708-52003	199.26
COLUMBIA RIVER PUD	3.16.23	03/17/2023	475 S 18TH ST - MCCORMICK ...	100-708-52003	117.68
COLUMBIA RIVER PUD	3.16.23	03/17/2023	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	40.54
COLUMBIA RIVER PUD	3.16.23	03/17/2023	162 MCMICHAEL ST - CAMPBE...	100-708-52003	141.79
COLUMBIA RIVER PUD	3.16.23	03/17/2023	120 WHITE WAY - WALNUT TR...	100-708-52003	4.72
COLUMBIA RIVER PUD	3.16.23	03/17/2023	475 S 18TH ST	100-708-52003	214.91
COLUMBIA RIVER PUD	3.16.23	03/17/2023	265 STRAND ST. - DOCKS	100-708-52046	110.48
COLUMBIA RIVER PUD	3.16.23	03/17/2023	264 STRAND ST- COL VIEW PA...	100-708-52046	68.65
COLUMBIA RIVER PUD	3.16.23	03/17/2023	264 STRAND ST- PARKS/ GAZE...	100-708-52046	36.87
COLUMBIA RIVER PUD	3.16.23	03/17/2023	2625 GABLE RD REC CENTER	100-709-52003	150.63
COLUMBIA RIVER PUD	3.16.23	03/17/2023	277 STRAND ST- CITY HALL UB...	100-715-52003	70.98
COLUMBIA RIVER PUD	3.16.23	03/17/2023	275 STRAND ST- CITY HALL UB ...	100-715-52003	98.70
COLUMBIA RIVER PUD	3.16.23	03/17/2023	265 STRAND ST- CITY HALL MA...	100-715-52003	863.66
COLUMBIA RIVER PUD	3.16.23	03/17/2023	265 STRAND ST- CITY HALL UP	100-715-52003	173.65
COLUMBIA RIVER PUD	3.16.23	03/17/2023	277 STRAND ST -	100-715-52003	29.68
STEVEN R SCHARFSTEIN	00252	03/20/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	00253	03/20/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	00254	03/20/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	00255	03/20/2023	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	00256	03/20/2023	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	00257	03/20/2023	COURT ATTORNEY FEES	100-704-52019	200.00
MCNULTY WATER	2.27.23 1197	03/20/2023	MILLARD WETLANDS 1197	100-715-52003	24.00
MCNULTY WATER	2.27.23	03/20/2023	MILLARD WETLANDS/HOSPITA...	100-715-52003	24.00
SOUTH COLUMBIA COUNTY C...	5199	03/20/2023	ANNUAL AWARDS BANQUET S...	100-703-52041	1,400.00
CINTAS	8406166815	03/20/2023	PARKS FIRST AID CABINET SER...	100-708-52001	133.44
CINTAS	8406166816	03/20/2023	CITY HALL FIRST AID CABINET ...	100-715-52001	145.04
HOPE WIRTA	000111	03/21/2023	RECREATION PAINT CLASS 17 X...	100-709-52019	425.00
TAMI O'HICKEY	3.20.23	03/21/2023	RECREATION INSTRUCTOR	100-709-52019	175.00
CENTURY LINK BUSINESS SERV...	632740689	03/21/2023	ACCT 88035002	100-712-52010	156.97
TRUVIEW BSI	7200074338	03/21/2023	EMPLOYMENT VERIFICATION -...	100-702-52014	109.00
SHRED-IT C/O STERICYCLE INC	800344333	03/21/2023	CITY HALL SHRED SERVICE	100-715-52001	283.46
SHRED-IT C/O STERICYCLE INC	8003481249	03/21/2023	POLICE DEPT SHRED SERVICE	100-705-52019	79.78
MORE POWER TECHNOLOGY ...	14758	03/22/2023	MICROSOFT 365 BUS STANDA...	100-712-52006	2,184.40
PITNEY BOWES BANK INC PUR...	3.12.23	03/22/2023	POSTAGE METER	100-715-52001	1,000.00
SOLUTIONS YES	INV354497	03/22/2023	WASTE TONE-MAIL ROOM COP..	100-715-52001	25.00
PITNEY BOWES INC	1022698550	03/23/2023	POSTAGE METER SUPPLIE	100-715-52001	156.00
JOAN YOUNGBERG	3.20.23	03/23/2023	REC CENTER COLLAGE CLASS	100-709-52019	735.00
DAWN RICHARDSON	3.22.23	03/23/2023	MILEAGE REIMBURSEMENT F...	100-707-52001	36.03
COMMUNICATIONS NORTHW...	77925	03/23/2023	SNAPLOCK TO 3.5 FEMALE AD...	100-705-52001	113.94
CODE PUBLISHING	GC0010240	03/23/2023	MUNI CODE WEB UPDATE	100-702-52019	269.50
Fund 100 - GENERAL FUND Total:					12,532.54
Fund: 201 - VISITOR TOURISM					
CITY OF ST. HELENS	3.23.23	03/23/2023	01-00178-001 MASONIC BUILD..	201-000-52003	48.23

Expense Approval Register

Packet: APPKTO

Item #16.

23

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
E2C	4495	03/23/2023	MONTHLY MARKETING TINA ...	201-000-52019	10,000.00
Fund 201 - VISITOR TOURISM Total:					10,048.23

Fund: 203 - COMMUNITY ENHANCEMENT

COMMUNITY ACTION TEAM	3.21.23	03/22/2023	CAT LOAN PAYOFF 2686 COL...	203-717-52028	6,291.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					6,291.00

Fund: 205 - STREETS

COLUMBIA RIVER PUD	3.16.23	03/17/2023	265 STRAND ST	205-000-52003	3,747.56
COLUMBIA RIVER PUD	3.16.23	03/17/2023	1370 COLUMBIA BLVD.- FOUN...	205-000-52003	40.54
COLUMBIA RIVER PUD	3.16.23	03/17/2023	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	48.58
COLUMBIA RIVER PUD	3.16.23	03/17/2023	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	41.32
COLUMBIA RIVER PUD	3.16.23	03/17/2023	191 N MILTON WAY - SIGNAL	205-000-52003	38.04
COLUMBIA RIVER PUD	3.16.23	03/17/2023	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	108.53
COLUMBIA RIVER PUD	3.16.23	03/17/2023	715 S COLUMBIA RIVER HWY -...	205-000-52003	73.47
COLUMBIA RIVER PUD	3.16.23	03/17/2023	58651 COL HWY GATEWAY ART	205-000-52003	29.08
COLUMBIA RIVER PUD	3.16.23	03/17/2023	191 N MILTON WAY- LANDSC...	205-000-52003	28.59
Fund 205 - STREETS Total:					4,155.71

Fund: 303 - SEWER SDC

BAINBRIDGE ASSOCIATES LLC	1003	03/21/2023	BAINBRIDGE STARTUP & TRAIN..	303-000-53403	100.00
Fund 303 - SEWER SDC Total:					100.00

Fund: 601 - WATER

COLUMBIA RIVER PUD	3.16.23	03/17/2023	2300 STRAND ST - WELL 2	601-731-52003	1,219.70
COLUMBIA RIVER PUD	3.16.23	03/17/2023	35261 PITTSBURG RD- PW WA...	601-731-52003	30.55
COLUMBIA RIVER PUD	3.16.23	03/17/2023	57500 OLD PORTLAND RD - W...	601-731-52003	103.37
COLUMBIA RIVER PUD	3.16.23	03/17/2023	62420 COLUMBIA RIVER HWY -...	601-731-52003	288.10
COLUMBIA RIVER PUD	3.16.23	03/17/2023	1680 1 ST -	601-731-52003	1,197.81
COLUMBIA RIVER PUD	3.16.23	03/17/2023	END OF KESTREL VIEW DRIVE	601-731-52003	153.42
COLUMBIA RIVER PUD	3.16.23	03/17/2023	1215 FOURTH ST - WFF	601-732-52003	4,899.89
HACH	13507114	03/20/2023	REAGENT SET CHLORINE FREE ...	601-731-52001	103.59
BEERY ELSNER & HAMMOND L...	30728	03/20/2023	SHERMAN PLACE WATERLINE	601-000-53308	477.00
LAWRENCE OIL COMPANY	CFSI-13582	03/21/2023	247752 WATER	601-732-52022	193.50
CORE & MAIN	5286801	03/22/2023	HYDRANT PARTS	601-731-52001	488.25
CORE & MAIN	5488541	03/22/2023	METER BOXES	601-731-52001	4,560.00
H.D FOWLER COMPANY	16343743	03/23/2023	MASTER METERS - WATER ME...	601-731-52001	4,919.13
Fund 601 - WATER Total:					18,634.31

Fund: 603 - SEWER

COLUMBIA RIVER PUD	3.16.23	03/17/2023	240 CLARK ST PUMP STATION	603-735-52003	28.83
COLUMBIA RIVER PUD	3.16.23	03/17/2023	451 PLYMOTH ST - WWTP LA...	603-736-52003	1,009.02
COLUMBIA RIVER PUD	3.16.23	03/17/2023	451 PLYMOTH ST - WWTP LA...	603-737-52003	1,009.02
COLUMBIA RIVER PUD	3.16.23	03/17/2023	134 N 1ST- PS 2 8873519	603-738-52003	275.69
COLUMBIA RIVER PUD	3.16.23	03/17/2023	240 MADRONA CT	603-738-52003	196.29
COLUMBIA RIVER PUD	3.16.23	03/17/2023	318 S 1ST ST- PS #1 8805564	603-738-52003	146.17
COLUMBIA RIVER PUD	3.16.23	03/17/2023	169 S 4TH ST WATER FLOW M...	603-738-52003	67.27
COLUMBIA RIVER PUD	3.16.23	03/17/2023	110 S 4TH ST - PS 3	603-738-52003	44.75
COLUMBIA RIVER PUD	3.16.23	03/17/2023	58791 58725 COL RIV HWY P...	603-738-52003	61.55
COLUMBIA RIVER PUD	3.16.23	03/17/2023	35120 MAPLE ST. - PS 11	603-738-52003	118.75
COLUMBIA RIVER PUD	3.16.23	03/17/2023	58360 OLD PORTLAND RD - PS...	603-738-52003	253.95
BAINBRIDGE ASSOCIATES LLC	1003	03/21/2023	BAINBRIDGE STARTUP & TRAIN..	603-000-53403	900.00
ALS GROUP USA CORP	36-51-609293-0	03/21/2023	QUARTERLY SAMPLING	603-736-52064	270.00
ALS GROUP USA CORP	36-51-609293-0	03/21/2023	QUARTERLY SAMPLING	603-737-52064	270.00
Fund 603 - SEWER Total:					4,651.29

Fund: 703 - PW OPERATIONS

COLUMBIA RIVER PUD	3.16.23	03/17/2023	650 OREGON ST -LEMONT PU...	703-734-52003	280.30
COLUMBIA RIVER PUD	3.16.23	03/17/2023	1230 DEER ISLAND RD - PW	703-734-52003	196.88
COLUMBIA RIVER PUD	3.16.23	03/17/2023	984 OREGON ST	703-734-52003	691.67
COLUMBIA RIVER PUD	3.16.23	03/17/2023	984 OREGON ST - PW SHOP	703-734-52003	35.08
JORDAN RAMIS PC ATTORNEYS..	204539	03/20/2023	PUBLIC WORKS ENGINEERING	703-733-52019	1,315.00
COUNTRY MEDIA INC	619319	03/20/2023	PUBLIC NOTICE	703-733-52019	251.10
COUNTRY MEDIA INC	619320	03/20/2023	PUBLIC NOTICE	703-733-52019	194.84

Expense Approval Register

Packet: APPKT0

Item #16.

23

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS	8406166814	03/20/2023	FIRST AID CABINET SERVICE	703-734-52019	95.33
PR DIAMOND PRODUCTS INC	0063885-IN	03/21/2023	STARTER COVER & TENSIONER	703-739-52099	241.00
LAWRENCE OIL COMPANY	CFSI-13582	03/21/2023	247751 ENGINEERING	703-733-52022	135.00
LAWRENCE OIL COMPANY	CFSI-13582	03/21/2023	247748 PUBLIC WORKS	703-734-52022	1,845.68
KINNEAR SPECIALTIES INC	5033146	03/22/2023	KSI LABOR & MATERIAL REPAIR..	703-739-52099	159.64
Fund 703 - PW OPERATIONS Total:					5,441.52
Grand Total:					61,854.60

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	12,532.54
201 - VISITOR TOURISM	10,048.23
203 - COMMUNITY ENHANCEMENT	6,291.00
205 - STREETS	4,155.71
303 - SEWER SDC	100.00
601 - WATER	18,634.31
603 - SEWER	4,651.29
703 - PW OPERATIONS	5,441.52
Grand Total:	61,854.60

Account Summary

Account Number	Account Name	Expense Amount
100-702-52014	Recruiting	109.00
100-702-52019	Professional Services	269.50
100-703-52041	Community Support	1,400.00
100-704-52019	Professional Services	1,050.00
100-705-52001	Operating Supplies	113.94
100-705-52003	Utilities	562.24
100-705-52019	Professional Services	79.78
100-706-52003	Utilities	666.80
100-707-52001	Operating Supplies	36.03
100-708-52001	Operating Supplies	133.44
100-708-52003	Utilities	1,174.64
100-708-52046	Dock Services	216.00
100-709-52003	Utilities	150.63
100-709-52019	Professional Services	1,335.00
100-712-52006	Computer Maintenance	2,184.40
100-712-52010	Telephone	156.97
100-715-52001	Operating Supplies	1,609.50
100-715-52003	Utilities	1,284.67
201-000-52003	Utilities	48.23
201-000-52019	Professional Services	10,000.00
203-717-52028	Projects & Programs	6,291.00
205-000-52003	Utilities	4,155.71
303-000-53403	WWTP Influent Flow Mete	100.00
601-000-53308	Sherman Place Waterline ...	477.00
601-731-52001	Operating Supplies	10,070.97
601-731-52003	Utilities	2,992.95
601-732-52003	Utilities	4,899.89
601-732-52022	Fuel	193.50
603-000-53403	WWTP Influent Flow Mete	900.00
603-735-52003	Utilities	28.83
603-736-52003	Utilities	1,009.02
603-736-52064	Lab Testing	270.00
603-737-52003	Utilities	1,009.02
603-737-52064	Lab Testing	270.00
603-738-52003	Utilities	1,164.42
703-733-52019	Professional Services	1,760.94
703-733-52022	Fuel	135.00
703-734-52003	Utilities	1,203.93
703-734-52019	Professional Services	95.33
703-734-52022	Fuel	1,845.68
703-739-52099	Equipment Operations	400.64
Grand Total:		61,854.60

Project Account Summary

Project Account Key	Expense Amount
None	61,854.60

Project Account Summary

Project Account Key	Expense Amount
None	
Grand Total:	61,854.60



St. Helens, OR

Refund Check

Item #16.

Refund Check Detail

UBPKT02182 - 3.23.23 UB Final Credit Balance Refunds

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
24-06167-011	Westfall, Jennifer	3/24/2023	133220	222.16			222.16	Generated From Billing
Total Refunds: 1		Total Refunded Amount:		222.16				

Revenue Code Summary

Revenue Code	Amount
996 - Unapplied Credits	222.16
Revenue Total:	222.16

General Ledger Distribution

Posting Date: 03/23/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 601 - WATER	601-000-10101	Claim On Cash - Water	-222.16	Yes
	601-000-11398	Unapplied Credits	222.16	
	601 Total:		0.00	
Fund: 999 - POOLED CASH	999-000-10100	Wells Fargo	-222.16	
	999-000-30101	Due To Other Funds	222.16	
	999 Total:		0.00	Yes
	Distribution Total:		0.00	