



COUNCIL REGULAR SESSION

Wednesday, December 21, 2022 at 7:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Doug Morten
Councilor Patrick Birkle
Councilor Stephen R. Topaz
Councilor Jessica Chilton

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

INTRODUCTION OF NEW POLICE OFFICER BRANDON HAFlich

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

ACCEPT ABSTRACT OF VOTES FROM NOVEMBER 8, 2022 GENERAL ELECTION

1. November 8, 2022 General Election Results for City of St. Helens

PROCLAMATION

2. City Council Election Results from November 8, 2022 General Election

ORDINANCES – *Special Reading*

3. **[ACKNOWLEDGMENT OF VOTER APPROVAL] Ordinance No. 3288:** An Ordinance Declaring a Two-Year Temporary Ban on Psilocybin Service Centers and the Manufacture of Psilocybin Products

RESOLUTIONS

4. **Resolution No. 1971:** A Resolution to Set 2023 City Public Meetings and Holiday Closures Schedule for City of St. Helens Council, Boards, and Commissions
5. **PUBLIC COMMENT - Increase in various fees on Universal Fee Schedule**
Resolution No. 1972: A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 1954

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. Extension of Agreement with Jonathan J. Ellis for Municipal Finance Services
7. Extension of Agreement with Soltronox LLC for Operation of ATM at 277 Strand Street
8. First Amendment to Agreement with Pauly Rogers and Co., PC for Financial Auditing Services

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

9. Reappoint Paul Barlow and Lynne Pettit to the Parks and Recreation Commission

CONSENT AGENDA FOR ACCEPTANCE

[10.](#) Parks and Recreation Commission Minutes dated October 10, 2022

[11.](#) Planning Commission Minutes dated November 8, 2022

[12.](#) Library Board Minutes dated November 14, 2022

[13.](#) Amended Parks and Recreation Commission Bylaws

CONSENT AGENDA FOR APPROVAL

[14.](#) Council Work Session, Executive Session, Special Session, and Regular Session Minutes dated September 21, 2022

[15.](#) Council Work Session, Executive Session, and Regular Session Minutes dated October 19, 2022

[16.](#) Animal Facility Licenses

[17.](#) 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/83427310295?pwd=R3JldVZlQjMvWjd3aysvR05kN2MwUT09>

Meeting ID: 834 2731 0295

Passcode: 830728

Dial: 253-215-8782

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.

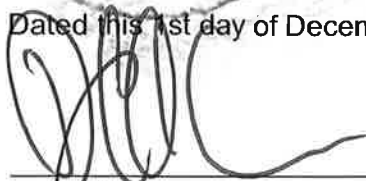
November 8, 2022 General Election
Columbia County, Oregon
Certified Precinct Level Results- Final

CERTIFIED FINAL RESULTS
December 1, 2022

Precinct	STATISTICS			
	Registered Voters - Total	Ballots Cast - Total	Ballots Cast - Blank	Voter Turnout - Total
01 City of Clatskanie	1,297	809	0	62.37%
04 N Clatskanie-Marshl	803	497	0	61.89%
05 S Clatskanie	759	520	0	68.51%
06 Delena	1,621	1,037	0	63.97%
08 GOBLE	1,024	630	0	61.52%
10 Milton	1,079	783	0	72.57%
12 McNulty	1,333	939	0	70.44%
14 Quincy	695	464	0	66.76%
15 City of Rainier	1,491	886	0	59.42%
17 W Rainier	679	370	0	54.49%
18 E Rainier	255	160	0	62.75%
19 S Warren	1,193	900	1	75.44%
20 N Warren	824	619	0	75.12%
21 City St Helens 1	3,457	2,001	0	57.88%
24 City St Helens 4	3,676	2,159	0	58.73%
26 City St Helens 6	3,509	2,244	0	63.95%
31 City of Scappoose 1	917	639	0	69.68%
32 City of Scappoose 2	2,970	2,092	0	70.44%
34 City of Scappoose 4	1,718	1,186	0	69.03%
35 SE Scappoose	1,451	993	0	68.44%
36 Canyon	518	408	0	78.76%
38 W Scappoose	638	481	0	75.39%
39 Sauvie Island	72	51	0	70.83%
40 Yankton	1,358	967	0	71.21%
41 City of Vernonia	1,897	1,182	0	62.31%
44 Rural Vernonia	1,044	758	0	72.61%
46 Apiary	915	609	0	66.56%
47 Chapman	1,085	782	0	72.07%
48 S Deer Island	504	332	0	65.87%
49 N Deer Island	754	512	0	67.90%
50 City of Prescott	59	38	0	64.41%
51 Mist	395	290	0	73.42%
53 City of Columbia City	1,670	1,211	0	72.51%
Totals	41,660	27,549	1	

I hereby certify that the votes recorded on this report
correctly summarize the tally of votes cast at the
November 8 2022 Oregon General Election.

Dated this 1st day of December 2022.



Don Clack
Columbia County Elections

November 8, 2022 General Election
Columbia County, Oregon
Certified Precinct Level Results- Final

CERTIFIED FINAL RESULTS
December 1, 2022

City of St. Helens, City Council A

VOTE FOR 2

Precinct	Mark Gundersen	Michael Zienty	Brandon Sundee	Jesse Lagers	Steve Toschi	Write-in Totals	Total Votes Cast	Overvotes	Undervotes	Contest Total
21 City St Helens 1	811	113	890	234	601	10	2,659	4	1,339	4,002
24 City St Helens 4	881	126	931	236	691	32	2,897	4	1,417	4,318
26 City St Helens 6	995	113	962	239	697	36	3,042	2	1,444	4,488
Totals	2,687	352	2,783	709	1,989	78	8,598	10	4,200	12,808

City of St. Helens, Mayor

VOTE FOR 1

Precinct	Rick Scholl	Stephen R Topaz	Write-in Totals	Total Votes Cast	Overvotes	Undervotes	Contest Total
21 City St Helens 1	1,450	374	12	1,836	1	164	2,001
24 City St Helens 4	1,577	402	20	1,999	0	160	2,159
26 City St Helens 6	1,624	420	13	2,057	0	187	2,244
Totals	4,651	1,196	45	5,892	1	511	6,404

5-288 City of St. Helens: Psilocybin

VOTE FOR 1

Precinct	Yes	No	Total Votes Cast	Overvotes	Undervotes	Contest Total
21 City St Helens 1	947	947	1,894	4	103	2,001
24 City St Helens 4	1,097	978	2,075	1	83	2,159
26 City St Helens 6	1,251	892	2,143	0	101	2,244
Totals	3,295	2,817	6,112	5	287	6,404

City of St. Helens, Oregon

Proclamation

WHEREAS, at a General Election held in the State of Oregon on November 8, 2022 in the City of St. Helens, Oregon, the candidates for office of City Mayor and two Councilor positions were submitted to the voters, and

WHEREAS, the City Council of the City of St. Helens has received the results of said elections and has found as follows:

MAYOR

TOTAL VOTES CAST

Rick Scholl (incumbent)	4,651
Stephen R. Topaz	1,196
Miscellaneous Write-Ins	45

COUNCILOR POSITIONS (2)

TOTAL VOTES CAST

Mark Gundersen	2,687
Jesse Lagers	709
Brandon Sundeen	2,783
Steve Toschi	1,989
Michael Zienty	352
Miscellaneous Write-Ins	78

NOW, THEREFORE, I, Rick Scholl, Mayor of the City of St. Helens, do hereby proclaim at the General Election held November 8, 2022, the following:

1. Rick Scholl was re-elected to the position of Mayor.
2. Mark Gundersen was elected to the position of Councilor.
3. Brandon Sundeen was elected to the position of Councilor.

SIGNED AND DATED this 21st day of December 2022.

Rick Scholl, Mayor

Attest: _____
Kathy Payne, City Recorder

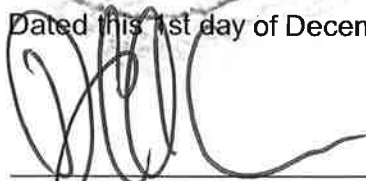
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Dated this 1st day of December 2022.



Don Clack
Columbia County Elections

November 8, 2022 General Election
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5-288 City of St. Helens: Psilocybin

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Totals	3,295	2,817	6,112	5	287	6,404

City of St. Helens
ORDINANCE NO. 3288

**AN ORDINANCE DECLARING A TWO-YEAR TEMPORARY BAN ON
PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF
PSILOCYBIN PRODUCTS**

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery, and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale, and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of August 3, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program, and the City of St. Helens is uncertain how the manufacture, delivery, and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the St. Helens City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries to enable the adoption of the state's psilocybin licensing and regulatory program and to allow the City to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety, and welfare of the people of St. Helens; and

WHEREAS, the City Council seeks to refer to the voters of St. Helens the question of whether to establish a two-year temporary ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries.

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

Section 1. Prohibition. The establishment of psilocybin product manufacturers licensed under ORS 475A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the city of St. Helens.

Section 2. Referral. The City referred Measure 5-288 to the electors of the city of St. Helens for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date. This ordinance takes effect and becomes operative 30 days after the day on which Measure 5-288 is approved by a majority of voters.

Section 4. Sunset. This ordinance is repealed on December 31, 2024.

Measure 5-288 was APPROVED by a majority of the voters on November 8, 2022.

READ AND ACKNOWLEDGED by the City Council on December 21, 2022 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1971

**A RESOLUTION TO SET 2023 CITY PUBLIC MEETINGS AND HOLIDAY
CLOSURES SCHEDULE FOR CITY OF ST. HELENS COUNCIL,
BOARDS AND COMMISSIONS**

WHEREAS, the City Council holds meetings generally on the first and third Wednesdays of each month, with the work session beginning at 2:00 p.m. and the regular session beginning at 7:00 p.m. in the City Council Chambers and virtually via Zoom. Council public forums or public hearings, if any, are usually scheduled between 5-7:00 p.m. on those Wednesdays; and

WHEREAS, the Arts & Cultural Commission is currently on hiatus and if/when meetings resume, notice will be sent out; and

WHEREAS, the Budget Committee meets when convened in the City Council Chambers and virtually via Zoom; and

WHEREAS, the Library Board meets generally on the second Monday of each month at 7:15 p.m. virtually via Zoom; and

WHEREAS, the Parks & Recreation Commission meets generally on the second Monday of every month at 4:00 p.m. in the City Council Chambers and virtually via Zoom; and

WHEREAS, the Planning Commission meets generally on the second Tuesday of each month at 6:00 p.m. in the City Council Chambers and virtually via Zoom; and

WHEREAS, the City Council and Planning Commission will meet quarterly on the second Wednesday of March, June, September, and December at 4:00 p.m. in the City Council Chambers and virtually via Zoom; and

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

WHEREAS, if a regularly scheduled meeting falls on or near a holiday, the respective meeting may have been moved to an alternate date; and

WHEREAS, if the Governor issues a state of emergency and prevents the meeting of groups in the respective locations as stated above, the meeting will only be held virtually via Zoom. Due notice will be given as to the details to attend the meetings; and

WHEREAS, all public meetings and closures are listed on the City's website at www.sthelensoregon.gov. Please check there for agendas, packets, and updates.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES as follows and adopts the 2023 City Public Meetings and Holiday Closures Schedule, for January through December, attached and listed as Exhibit A to this Resolution.

Approved and adopted by the City Council on December 21, 2022, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

Exhibit A

Item #4.

January 1, 2023

Sunday

All Day

New Years Day -- CLOSED

January 2, 2023

Monday

All Day

New Years Day Observed - CLOSED

January 4, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

January 9, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

January 10, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

January 16, 2023

Monday

All Day

Martin Luther King Jr. Day -- CLOSED

January 18, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

February 1, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

Exhibit A

Item #4.

February 1, 2023 Continued

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

February 13, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

February 14, 2023

Tuesday

All Day

Planning Commission Meeting moved to February 16 due to Valentines Day

February 15, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

February 16, 2023

Thursday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

February 20, 2023

Monday

All Day

Presidents' Day -- CLOSED

March 1, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

March 8, 2023

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers and Zoom

Exhibit A

Item #4.

March 8, 2023 Continued

Wednesday

March 13, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

March 14, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

March 15, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

April 5, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

April 10, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

April 11, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

April 19, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

Exhibit A

Item #4.

April 19, 2023 Continued

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

May 3, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

May 8, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

May 9, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

May 17, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

May 29, 2023

Monday

All Day

Memorial Day -- CLOSED

June 7, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

Exhibit A

Item #4.

June 12, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

June 13, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

June 14, 2023

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers and Zoom

June 21, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

July 4, 2023

Tuesday

All Day

Independence Day -- CLOSED

July 5, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

July 10, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

Exhibit A

Item #4.

July 11, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

July 19, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

August 2, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

August 8, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

August 14, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

August 16, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

September 4, 2023

Monday

All Day

Labor Day -- CLOSED

Exhibit A

Item #4.

September 6, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

September 11, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

September 12, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

September 13, 2023

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers and Zoom

September 20, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

October 4, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

October 9, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

Exhibit A

Item #4.

October 10, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

October 18, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

November 1, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

November 10, 2023

Friday

All Day

Veterans' Day Observed - CLOSED

November 11, 2023

Saturday

All Day

Veterans' Day -- CLOSED

November 13, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

November 14, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

November 15, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

Exhibit A

Item #4.

November 15, 2023 Continued

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

November 23, 2023

Thursday

All Day

Thanksgiving Day -- CLOSED

November 24, 2023

Friday

All Day

Day After Thanksgiving -- CLOSED

December 6, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

December 11, 2023

Monday

4:00 PM - 6:00 PM

Parks & Recreation Commission Meeting -- Council Chambers and Zoom

7:15 PM - 9:00 PM

Library Board Meeting -- Zoom

December 12, 2023

Tuesday

6:00 PM - 10:00 PM

Planning Commission -- Council Chambers and Zoom

December 13, 2023

Wednesday

4:00 PM - 6:00 PM

Joint City Council & Planning Commission Meeting -- Council Chambers and Zoom

December 20, 2023

Wednesday

2:00 PM - 6:00 PM

Council Work Session -- Council Chambers and Zoom

Exhibit A

Item #4.

December 20, 2023 Continued

Wednesday

7:00 PM - 8:00 PM

Council Regular Session -- Council Chambers and Zoom

December 24, 2023

Sunday

All Day

Christmas Eve -- CLOSED

December 25, 2023

Monday

All Day

Christmas Day -- CLOSED

All Day

Christmas Eve Observed - CLOSED

December 26, 2023

Tuesday

All Day

Christmas Day Observed - CLOSED

City of St. Helens
RESOLUTION NO. 1972

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND
SUPERSEDING RESOLUTION NO. 1954

WHEREAS, the City finds it necessary from time to time to review and update fees on the Universal Fee Schedule.

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

Section 1. Exhibit A, Fee Schedule, is hereby adopted as amended.

Section 8. Exhibit A, Fee Schedule, is effective January 1, 2023.

Section 9. This Resolution supersedes Resolution No. 1954.

Approved and adopted by the City Council on December 21, 2022, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



St. Helens Universal Fee Schedule

POLICE DEPARTMENT FEES				
Vehicle Impound Fee	\$ 100.00	Per vehicle		
Bicycle Impound Fee	\$ 1.00	Per bicycle		
Parking Citation	\$ 25.00	Per ticket		
Handicap Zone Violation	\$ 250.00	Per ticket		
False Alarm Response Fee, if exceeds 2 within a 12-month period	\$ 50.00			
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$ 125.00			
Police Reports	\$ 20.00	Per case (Up to 30 pages)		MOVED FROM MISCELLANEOUS
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD/USB		MOVED FROM MISCELLANEOUS



St. Helens Universal Fee Schedule

MISCELLANEOUS FEES				
Appeals Fee - General	\$ 175.00	Per appeal		
Non-Sufficient Check Charge	\$ 25.00	Per check		
Permit - Parade	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - Public Assembly	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Amplify Sound	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - Engage in Commercial Activity	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day		MOVED TO PARKS & REC
Permit - To Use Special Use Area	\$ 50.00	Per event		MOVED TO PARKS & REC
Permit - To Use Sidewalk Area for Furniture	\$ 50.00	Per 50 feet of street frontage used, rounded up.		
Photocopies & Printouts				
Black & White: 8.5" x 11"	\$ 0.50	\$0.25 Per side		
Black & White: 8.5" x 14"	\$ 0.75	\$0.35 Per side		
Black & White: 11" x 17"	\$ 1.00	\$0.50 Per side		
Color Copies: 8.5" x 11"	\$ 1.00	\$0.50 Per side		
Color Copies: 8.5" x 14"	\$ 1.25	\$0.75 Per side		
Color: 11" x 17"	\$ 1.00	Per side		
Up to 22" x 34" (B&W or Color)	\$ 3.00	Per page		
Up to 26" x 36" Up to 24" x 36" (B&W or Color)	\$ 6.00	\$4.00 Per page		
Greater than 24" x 36" (B&W or Color)	\$ 5.00	Per page		
Reproduction of Audio/Video from City Meetings	\$ 20.00	Per Cassette/CD/DVD/USB		
Police Reports	\$ 20.00	Per case (Up to 30 pages)		MOVED TO POLICE
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD		MOVED TO POLICE
Public Records Request	\$ 20.00	Deposit: If staff time is less than 15 min, deposit is refunded. If staff time is more than 15, labor is charged to the 1/4 hour. Minimum deposit. Deposit may be more depending upon the extent of the request. If staff time is less than 15 minutes, only materials costs will be charged. If staff time is more than 15 minutes, labor is charged to the 1/4 hour. Any overpayment will be refunded.		
Lien Search	\$ 26.00	29.00 Per Lien Search		
Declaration of Candidacy Fee (to run for City Council)	\$ 50.00			
Advertising Bench - Annual Inspection Fee	\$ 5.00	Per bench		
Reinspection Fee by CRFR for noncompliance with code provisions	\$ 50.00	Per reinspection		
CD/DVD request for information & video	\$ 20.00			
Request for Information	\$ 20.00	Per Cassette/CD/DVD/USB		
Special Abatement of Illegal Notices or Advertisements	\$ 10.00	Per notice or advertisement		



St. Helens Universal Fee Schedule

LIBRARY FEES						
Nonresident Borrower Card Fee	\$ 35.00	Per year				
	\$ 10.00	Per three (3) months				
Resident Business Borrower Card Fee	\$ -	No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.				
Oregon Library Passport Program Card	\$ -	No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.				
Interlibrary Loan	\$ 3.00	Per item				
Fees for Lost or Destroyed Materials		As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.				
Books, magazines, recordings, DVDs, CDs, or any other material	->	Original list price				
Cultural Pass	\$ 30.00					
Replacing a borrower's lost card	\$ 2.00					
Missing bar code label	\$ 2.00					
Lost or damaged case for CDs and DVDs	\$ 5.00					
Lost or damaged insert for CDs and DVDs	\$ 7.00					
Meeting Room Fees		Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.				
Auditorium	\$25.00	Per hour				
	\$75.00	Per half day (up to 4 hours)				
	\$150.00	All day (Open hours)				
Armstrong	\$20.00	Per hour				
	\$50.00	Per half day (up to 4 hours)				
	\$95.00	All day (Open hours)				
Both Rooms	\$40.00	Per hour				
	\$110.00	Per half day (up to 4 hours)				
	\$210.00	All day (Open hours)				
Use of one or both meeting rooms outside normal Library hours	\$ 45.00	Per hour				
Makespace consumable materials	->	Current market price, as listed in the Makespace				
Photocopies & Printouts						
Black & White Copies: 8.5" x 11"	\$ 0.10	Per side				
Black & White Copies: 8.5" x 14"	\$ 0.10	Per side				
Color Copies: 8.5" x 11"	\$ 0.50	Per side				
Color Copies: 8.5" x 14"	\$ 0.50	Per side				



St. Helens Universal Fee Schedule

MUNICIPAL COURT FEES				
Civil Compromise Costs	\$ 300.00			
Collection Fee per ORS 137.118 (3) (Maximum \$250)	25%			
Community Service Fee	\$ 2.00 Per hour			
Default Judgment	\$ 20.00			
Discovery	\$ 20.00 Per case number (up to 30 pages)			
Driver's License Reinstatement/Offense (City Portion)	\$ 20.00			
Driving Record - Traffic Offenses Only (non-certified)	\$ 1.00			
Failure to Appear for Bench Trial	\$ 150.00			
Failure to Appear for Jury Trial	\$ 300.00			
Installment Fee - for 6 month plan	\$ 25.00			
Installment Fee - for 12 month plan	\$ 50.00			
Warrant Issued	\$ 100.00			
Withholding on County Assessment	10% at monthly distribution			
Probation Violation	\$ 50.00			
Court Appointed Attorney Rates - Misdemeanor	\$ 200.00 Per misdemeanor with maximum of \$400 unless approved by court			
Court Appointed Attorney Rates - Probation Violation	\$ 125.00 Per case with maximum of \$250 unless approved by court			
Court Appointed Attorney Rates - Bench Trial	\$ 400.00			
Court Appointed Attorney Rates - Jury Trial	\$ 600.00			



St. Helens Universal Fee Schedule

BUSINESS LICENSE FEES						
Residential Business License						
00 - 9.99 full-time equivalents	\$	65.00				
10 - 24.99 full-time equivalents	\$	85.00				
25 - 49.99 full-time equivalents	\$	105.00				
50 - 99.99 full-time equivalents	\$	125.00				
100+ full-time equivalents	\$	145.00				
Non-Resident Business License	\$	150.00				
Residential Rentals	\$	20.00	Per Unit			
Commercial Rentals	\$	50.00	Per Unit			
Non-Resident Temporary Business License	\$	75.00	6 Month Business License			
Late Renewal Fee	\$	50.00	After 60 Days Late Renewal			
Appeals Processing Fee	\$	150.00				
OLCC New Application	\$	100.00				
OLCC Application Change Fee	\$	75.00				
OLCC Application Renewal Fee	\$	35.00				
Sidewalk Vendor Application Fee	\$	65.00				
Sidewalk Vendor Permit Fee	\$	65.00				
Sidewalk Vendor Appeal Fee	\$	150.00				
Marijuana Business Licenses:			<u>According to OAR 845-025-2040</u>			
Producers:			<u>Indoor / Outdoor Production Size Limitations</u>			
Micro Tier I	\$	250.00	Up to 625 sf / Up to 2,500 sf			
Micro Tier II	\$	500.00	626 to 1,250 sf / 2,501 to 5,000 sf			
Tier 1	\$	1,000.00	1,251 to 5,000 sf / 5,001 to 20,000 sf			
Tier II	\$	1,500.00	5,001 to 10,000 sf / 20,001 to 40,000 sf			
Medical Canopy	\$	65.00				
Processors	\$	1,000.00				
Wholesalers	\$	1,000.00				
Retailers	\$	1,000.00				



St. Helens Universal Fee Schedule

SOCIAL GAMING FEES				
Non-refundable Application Fee	\$ 50.00	Per 12 month lease		
License Fee for 1-10 Tables	\$ 50.00	Per 12 month lease		
License Fee for each additional table over 10	\$ 10.00	Per table per 12 month lease		



St. Helens Universal Fee Schedule

ENGINEERING FEES					
Right-Of-Way Permit: <i>Required for work performed in the public right-of-way, including pavement cuts, utility construction, maintenance, or repair, sidewalk construction or repair, driveways, curb cuts, aerial work, temporary street/right-of-way use, and parklets.</i>	\$ 100.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.			
Pavement Disturbance Fee: <i>Assessed to the Right-of-Way Permit fee for work in the public right-of-way that cuts, damages, removes, replaces, mars, trenches, digs, bore, or disturbs pavement. Includes paved streets, bikeways, driveways, curbs, sidewalks, or other paved areas in the right-of-way.</i>	\$ 100.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.			
Plan Review for Public Improvements: <i>Design plan review is the first step for private development projects that require improvements to or expansion of streets, sidewalks, curbs, driveways, storm drainage facilities, sanitary sewer, water main extensions, or other improvements in the public right-of-way.</i>	2.0% based on the Engineer's Preliminary Project Cost Estimate	Plan Review fee includes up to three plan review iterations, after which additional plan review fees will apply.			
Plan Review - Additional Reviews	\$120/hour, 1 hour minimum	Plan review fees for plan reviews that exceed three review iterations.			
Permit for the Construction of Public Improvements	3.0% based on the Engineer's Final Project Cost Estimate	Permit issued after plans have been reviewed and approved by the Engineering Division. Fee includes the cost of inspections.			
Blasting Permit: <i>Required for all blasting operations and the use of explosives in City limits.</i>	\$ 1,200.00	Fee includes Blast plan compliance inspections.			
Engineering Services for Building Permits	\$320 each	Fee includes System Development Charges (SDCs) review, plan review, and up to three inspections, including final inspection.			
Fee for Additional Engineering Inspections	\$75/hour, 1 hour minimum	Engineering inspections for any work performed in the public right-of-way not covered by an existing permit or fee.			



St. Helens Universal Fee Schedule

UTILITY BILLING FEES				
Water Service Shut off/on: Mon-Fri 830 AM - 430 PM	\$ -	No Charge		
Water Service Shut off/on: During off business hours	\$ 150.00	Per request		
Failed Payment Arrangement	\$ 50.00			
Late Fee	\$ 25.00	Fee waived if bill is < \$25		
Reconnection Fee (if Shutoff due to non-payment)	\$ 75.00	Fee applied on Shut-off Day		
Temporary Service for New Construction	\$ 25.00			
Tampering with Meter Fees				
Tampering: Turning water on/off without City Personnel	\$ 50.00	Up to and possibly including cost of meter replacement & Labor		
Tampering: Turning water on while on the current shut-off list	\$ 100.00	Up to and possibly including cost of meter replacement & Labor		
Tampering: Breaking installed Lock to turn on meter	\$ 200.00	Up to and possibly including cost of meter replacement & Labor & Ticket from Police		
Utility Billing Insert - B&W, 1-Sided, 8.5x11	\$ 500.00	Available to Non-Profits Only		
Utility Billing Insert - B&W, 2-Sided, 8.5x11	\$ 650.00	Available to Non-Profits Only		
Utility Billing Insert - Color, 1-Sided, 8.5x11	\$ 1,100.00	Available to Non-Profits Only		
Utility Billing Insert - Color, 2-Sided, 8.5x11	\$ 1,550.00	Available to Non-Profits Only		



St. Helens Universal Fee Schedule

WASTEWATER TREATMENT PLANT FEES				
Pretreatment Program Administrative Fee (Choose Option)				
Annual	\$ 1,500.00			
Monthly	\$ 125.00			
Annual DEQ Fees Assessed to the City	\$ -	Actual cost of DEQ		
New Industrial Discharge Permit Issuance	\$ 500.00			
Renewal Industrial Discharge Permit Issuance	\$ 300.00			
Non Discharge Annual Permit Fee	\$ 500.00			
Demand Inspection Fee	\$ 100.00			
Demand Sampling and Monitoring Fee	\$ -	Actual cost of service		
Enforcement Activities	\$ -	Actual cost of service		



St. Helens Universal Fee Schedule

PARKS AND RECREATION FEES						
Park Areas for Reservation						
McCormick Park						
Area 1 - Veterans Pavilion	\$ 25.00	Per 3 hour Session				
Areas 2-4	\$ 15.00	Per 3 hour Session				
Campbell Park						
Areas 1-2	\$ 15.00	Per 3 hour Session				
Columbia View Park						
Area 1 - Gazebo Amphitheater	\$ 25.00	Per 3 hour Session				
Field Areas for Reservation						
McCormick Park						
Softball Fields 1-2	\$ 10.00	Per 3 hour Session				
T-ball Fields 1-2	\$ 5.00	Per 3 hour Session				
Soccer Field (Combines both T-ball Fields)	\$ 10.00	Per 3 hour Session				
6th Street Park						
Baseball Fields 1-2	\$ 5.00	Per 3 hour Session				
Campbell Park						
Softball Fields 1-2	\$ 10.00	Per 3 hour Session				
Recreation Center						
Softball Fields 1-3	\$ 5.00	Per 3 hour Session				
Dock moorage fee	\$ 15.00	Per day				
Dock electrical connection	\$ 5.00	Per 24 hours				
Recreation Center						
Recreation Center Rental	\$ 30.00	Per Hour				
Security Deposit (refundable)	\$ 50.00	Refundable security deposit				
Community Center						
Community Center Small Meeting Room	\$ 10.00	Per Hour Non-profits 50% reduction with proof of non-profit letter				
Community Center Main Room Rental (kitchen not rentable)	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter				
Community Center Theatre Room Rental	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter				
Toddler Play Gym ages 0-5 years old	\$ 25.00	Per Hour				
Permit - Parade	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - Public Assembly	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - To Amplify Sound	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - Engage in Commercial Activity	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day				MOVED FROM MISCELLANEOUS
Permit - To Use Special Use Area	\$ 50.00	Per event				MOVED FROM MISCELLANEOUS
Late Fees						
General Park Use (7 business days)	\$ 10.00					
Public Assembly (45 business days)	\$ 25.00					
Parade & Walks (45 business days)	\$ 50.00					
Tournament Fee	\$ 10.00	Per Team				
Use of Field Lights	\$ 25.00					

City of St. Helens

EXTENSION OF PERSONAL SERVICES AGREEMENT

This Extension is made on December 21, 2022, between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Jonathan J. Ellis** ("Contractor").

RECITALS

A. WHEREAS, on or about September 7, 2022, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") related to Municipal Finance Services; and

B. WHEREAS, Paragraph 3 of the Agreement provides that the agreement terminates on December 30, 2022, and that the City reserves the right to extend the contract for a specified period of time; and

C. WHEREAS, St. Helens and Contractor mutually desire to extend the term of the agreement for an additional six (6) months.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the agreement signed on or about September 7, 2022, shall be amended to reflect a **termination date of June 30, 2023**, unless earlier terminated according to the terms of the Agreement.

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

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: _____

Its: _____

CONTRACTOR:

JONATHAN J. ELLIS

By: _____

Name: _____

Its: _____

EXTENSION OF REVOCABLE LICENSE AGREEMENT

This Extension is made on December 21, 2022, between City of St. Helens, an Oregon municipal corporation (“City” or “Licensor”), and **Soltronox LLC** (“Licensee”).

RECITALS

A. WHEREAS, on or about July 14, 2022, St. Helens and Licensee entered into an agreement (“Agreement”) in which Licensee would operate an automated teller machine (“ATM”) within a certain portion of City right-of-way, and the City would receive \$0.50 per transaction; and

B. WHEREAS, Section 3 of the Agreement provides that the agreement terminate on December 31, 2022, unless extended by mutual consent in writing signed by both parties; and

C. WHEREAS, City and Licensee mutually desire to extend the term of the Agreement for an additional year.

AGREEMENT

NOW, THEREFORE, the parties mutually agree as follows:

1. The termination date of the agreement signed on or about July 14, 2022, shall be extended to reflect a **termination date of December 31, 2023**, unless earlier terminated according to the terms of the Agreement.

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

ST. HELENS:

CITY OF ST. HELENS, an Oregon
municipal corporation

By: _____

Name: Rick Scholl

Its: Mayor

LICENSEE:

SOLTRONOX LLC

By: _____

Name: Liem Mai

Its: Managing Member

FIRST AMENDMENT TO PERSONAL SERVICES AGREEMENT

This FIRST AMENDMENT TO PERSONAL SERVICES AGREEMENT (this “First Amendment”) is made and entered into this 21st day of December 2022 by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Pauly Rogers and Co., P.C.** (the “Contractor”), an Oregon professional corporation (collectively, the “Parties”).

RECITALS

A. WHEREAS, the City and the Contractor are parties to that certain Personal Services Agreement (the “Agreement”), dated August 17, 2022, in which the Contractor agreed to provide financial auditing services to the City; and

B. WHEREAS, the Parties desire to modify the terms of the Agreement, as more fully set forth herein.

NOW, THEREFORE, in consideration of these premises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

AGREEMENT

1. Terms of the Agreement not changed by this First Amendment shall remain in full force and effect.

2. Section 3 of the Agreement is amended to read as follows:

3. Term.

Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on July 31, 2024. The City reserves the exclusive right to extend the contract for a period of one (1) year. Such extension shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties shall not exceed five percent (5) of the current fees. In no event shall the total compensation of the Agreement, including extensions, exceed \$150,000.

3. Section 16.7 of the Agreement is removed in its entirety and shall be replaced with “Intentionally Deleted”.

4. Section 16.9 of the Agreement is amended to remove “not” and Section 16.9.2 is amended to correct a statutory reference. The Section shall read as follows:

16.9 No person may be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the employee shall be paid at least

time and a half pay:

16.9.1 Either:

16.9.1.1 For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or

16.9.1.2 For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and

16.9.2 For all work performed on Saturday and on any legal holiday specified in ORS 279B.020;

16.9.3 Contractor shall pay employees for overtime work performed under the Agreement in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, et seq.).

5. Entire Agreement. This Amendment constitutes the entire agreement of the Parties hereto and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

6. Severability. If any provision of this First Amendment is held to be invalid, it will not affect the validity of any other provision. This First Amendment will be construed as if the invalid provision had never been included.

7. Counterparts. This Amendment may be executed and delivered (including by facsimile transmission) in one or more counterparts, and by the different parties hereto in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement.

8. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oregon.

Signatures on following page.

IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed and delivered by a duly authorized representative.

CITY OF ST. HELENS,
an Oregon municipal corporation

PAULY ROGERS AND CO., P.C.
an Oregon professional corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #9.

City Council Meeting ~ December 21, 2022

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Brady Preheim	Planning Commission	4/12/22	4/21/22
• Angela Sorensen	Library Board	8/11/22	8/11/22
• Nicholas Hellmich	Planning Commission	9/16/22	9/19/22
• Abby Richardson	Parks & Recreation Commission	9/21/22	9/22/22
• Jessica Kurtz	Parks & Recreation Commission	9/28/22	10/6/22
• Lauren Gonzales	Parks & Recreation Commission	10/10/22	10/12/22
• John Layton	Planning Commission	10/11/22	10/12/22
• Steve Toschi	Budget Committee	12/1/22	

Budget Committee (3-year terms)

- Garrett Lines term expires 12/31/2022. He has served two terms therefore his position can be replaced. Garrett has been emailed to find out if he's interested in reappointment.
- Mark Gundersen was elected to City Councilor. His term expires 12/31/2023.

Status: We sent out a press release on December 1. The deadline to apply is December 30.

Next Meeting: TBD

Recommendation: None at this time.

Parks & Recreation Commission (4-year terms)

- Carmin Dunn resigned. Her term expires 12/31/2024.
- Brandon Sundeen resigned due to his election to City Councilor. His term expires 12/31/2022.
- Jacob Woodruff, Paul Barlow, and Lynne Pettit's terms expire 12/31/2022. All would like to be reappointed. Paul and Lynne have not served two full terms and are able to be reappointed. Jacob has served two full terms, therefore, a press release must be sent out.

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

Next Meeting: January 9, 2022

Recommendation: The Commission met on December 12 and passed a motion to recommend to the Council reappointment of Paul Barlow and Lynne Pettit.

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, October 10, 2022 at 4:00 PM

APPROVED MINUTES

MEMBERS PRESENT

Commissioner Howard Blumenthal
 Commissioner Jacob Woodruff
 Chair Lynne Pettit
 Vice Chair Brandon Sundeen
 Commissioner Scott Jacobson
 Commissioner Dana Lathrope
 Commissioner Paul Barlow

STAFF PRESENT

Melisa Gaelrun-Maggi, Parks & Recreation Administrative Assistant
 Tory Shelby, Parks Field Supervisor
 Shanna Duggan, Parks & Recreation Manager
 John Walsh, City Administrator
 Sheri Ingram, Public Works Office Assistant

OTHERS

Lauren Tacke
 Greg Bartsch
 Kathy Syrstad

CALL TO ORDER - 4:01pm

APPROVAL OF MINUTES

1. Approve Minutes of September 12th, 2022
 Motion made by Woodruff to approve minutes, seconded by Blumenthal.
 Voted yea: Sundeen, Jacobson, Lathrope, Pettit.

VISITOR COMMENTS: Limited to three (3) minutes per speaker

- ❖ Lauren Tacke is a patron of dog park at McCormick Park and wants to know if there is a fund or something to donate to for a barrier to keep dogs from running into the parking area. She believes there was a dog death about 2 years ago.

NEW BUSINESS

Greg Bartsch & Kathy Syrstad - St. Helens Lions Club

Greg and Kathy gave a presentation via Zoom about the mending and maintaining they have recently done on the exercise stations on McCormick Park trail as well as benches they have installed at various parks. Duggan thanked the group for their help and partnership.

Trunk or Treat - Gaelrun-Maggi

Gave a presentation on possible Trunk or Treat themes for Halloween day asking for input or volunteers. Pettit volunteered to help on Halloween day. Lathrope volunteered to help with decorations.

Expiring Commissions

Pettit and Barlow expressed their wishes to continue for another term. Sundeen would like to continue depending on what happens in the November City Council election.

Parks & Recreation Budget Line Items Presentation - Walsh

Walsh referred to the budget link on the City website. He explained that the Parks budget is under the general fund. Parks does not bring in a lot of revenue besides park fees, however Recreation does bring in some revenue as well as grants. Walsh asked for specific questions from commission and gave a quick overview of line items.

Blumenthal asked about cost of dog bags and revenue from dog licenses. It was explained that the County takes care of dog licenses not Parks & Recreation.

Woodruff asked about Sand Island, it was explained that the City leases the island and that the City get a 10% hotel tax which goes back to the general fund. Woodruff feels that more from Sand Island should go back directly to Parks & Recreation for baseball fields and park equipment.

Duggan says that it is about identifying the hot items and getting funding or grants to complete them. Walsh agreed that Duggan has been great at obtaining grants.

Pettit asked if there are any current outstanding grants, Duggan and Walsh mentioned two that they are currently working on.

Lathrope asked if there is a current project plan that the Commission could check for follow up or help with. Duggan said that there will be.

Pettit would like the Commission to like to start tracking their volunteer time for future grants.

Blumenthal asked how much the past year revenue from Sand Island was. Walsh said he believed it was about \$10,000. Blumenthal asked if since tourism uses the City parks for Halloweentown if some of that revenue could come back to the parks instead of all going back to tourism. Walsh said that if there were specific things in the parks that need upgraded or fixed because of tourism then that sounded fair.

Pettit asked what the next step to get the Urban Trail going would be. Walsh said he believed that would be an engineer's cost estimate. Duggan said that she believes that Zaher and the engineers are working on that. Duggan stated that there is not money in the current budget for the Urban Trail.

Lathrope wants to discuss Halloweentown permits in the Parks Commission before next Halloweentown. Walsh said he could look at it.

Sand Island & Docks - Walsh

There was a survey done of all our docks and they need a lot of repairs due to age. They are in the process of getting estimates and looking at grants. St. Helens Marina is now managing the docks and

the City waterways. There will be more to talk about this at the next meeting after more information is gathered from a limited purpose dock committee.

Heinie Heumann Park - Jacobson

Jacobson brought a paper presentation with pictures he took recently describing the park and its current amenities. He described how the Master Plan relates to the current area including a possible rain garden. This park is not on the list of high priority.

OLD BUSINESS

ACTION ITEMS

Crosswalk Work - Barlow

Barlow brought up the idea of an additional crosswalk closer to the highway. He believes that will be helpful.

Duggan heard from Zaher that an additional crosswalk is not feasible due to ADA requirements, and they are working on another option. Any additional questions can be directed to Dave or Sharon in Public Works.

STAFF REPORT

Duggan talked about how Special Use Permits are now being updated to make them more streamline. New forms will be available in December or January. Duggan explained that permit fees for City contractors such as tourism or with City partners are waived but the rules still apply. Duggan feels that if the Commission wants review permits, they need to go through all of them not just cherry picking some of the permits to review. Blumenthal wants to know if they can just review permits that are over 2000 people. Duggan said that it might be possible to create levels of permits.

Duggan says that she encourages all the small volunteer groups that have an interest in parks to do what they can in all the small ways for the parks.

Maintenance has finished their summer list including the new benches that they wanted to have placed.

Jacobson asked if there is a list of all the "friends" groups or volunteer groups. Duggan says she would like to put together such a list. Lathrope asked if when this list is done, we can put this on the City's website.

Parks & Recreation is working on a Volunteer Program that is more comprehensive including a Citizen Adoption Program that is grouped by park and by season with special benefits that boost buzz and civic pride. Parks & Recreation is looking for sponsors for buckets and grabbers for a new program called Litter League that will be debuting in the spring.

Recreation is now fully staffed so more programs will be coming as well as paper pamphlets for those who like something in hand.

COUNCILOR'S REPORT

OTHER BUSINESS

Sundeen has asked for spot spray of poison oak in the Japanese gardens.

Sundeen said he has heard that people including teachers from the nearby school would like to use Civic Pride Park more but need more care and a sign.

Blumenthal mentioned the upcoming Nob Hill work party. He mentioned that currently rock is shifting on the stairs with the increase of foot traffic during Halloweentown. He feels this need to be addressed before the rainy season. Duggan requested that these requests be sent to her so that maintenance can address it.

Jacobson asked for an update on the possible Boise Park. Pettit says she needs more wetland details. Walsh says the donation of the land from Port to City needs to be timed just right to go with a grant and they are not yet there.

Jacobson and Lathrope said they would help on the Japanese Gardens.

Jacobson want to make sure that the City Council know where he stands on the Overlook project.

Motion: Jacobson make a motion to bring the Overlook Project before the Council with further discussion.

Blumenthal seconded.

Yeas from Commissioners Pettit, Barlow, Sundeen, and Lathrope.

Jacobson wants to know if they can get more high school kids involved in the Commission. Duggan mentioned possibly restarting Youth Council and will follow up with City Council.

Sundeen mentioned that he feels maybe in the future the dog park at Heinie Heumann could be moved since it gets muddy and a kiosk with the history of the founder.

Duggan gave update on behalf of Emily Martin from Scappoose Bay Watershed that they just finished their native plant sale, the contract has been updated with the appropriate names, and they have plans coming up for volunteer outreach and a several work parties. They are working on upcoming pesticide training with Chip Buble at OSU Extension Service.

Sundeen asked if Emily Martin would be able to take a look at the Japanese garden area. Duggan said she would ask her and follow up.

ADJOURNMENT at 6:07



PLANNING COMMISSION

Tuesday, November 08, 2022, at 7:00 PM

APPROVED MINUTES

- Members Present:** Chair Dan Cary
 Vice Chair Russ Hubbard
 Commissioner Steve Toschi
 Commissioner Jennifer Pugsley
 Commissioner Audrey Webster
 Commissioner Sheila Semling
- Members Absent:** Commissioner Russ Low
- Staff Present:** City Planner Jacob Graichen
 Associate Planner Jennifer Dimsho
 Community Development Admin Assistant Christina Sullivan
 Councilor Patrick Birkle
- Others:** None

CALL TO ORDER & FLAG SALUTE

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

There were no topics from the floor.

CONSENT AGENDA

A. Planning Commission Minutes Dated October 11, 2022

Commissioner Toschi requested an amendment to the minutes.

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Draft Minutes dated October 11, 2022, with the amendment to exclude the indemnity clause found on Page 4. [AYES: Vice Chair Hubbard, Commissioner Toschi, Commissioner Webster, Commissioner Pugsley, Commissioner Semling; NAYS: None]

PUBLIC HEARING AGENDA (times are earliest start time)

B. 7:00 p.m. Variance at 144 N 2nd Street – Pugsley & Garcia

Commissioner Toschi disclosed a potential bias as he is friends with the applicant. Despite this, Commissioner Toschi felt he could still make a fair decision. The applicant did not object to continue in making the decision.

Commissioner Pugsley recused herself from the public hearing since she is the applicant.

Associate Planner Jennifer Dimsho presented the staff report dated November 1, 2022. She said the applicant wants to build a deck as part of a larger home remodel. She oriented the Commission with

the location of the home. She said in 2021, the property owner sold the back portion of the lot that fronts North 1st Street and there is currently a duplex on that portion of the lot. This duplex has two easements for access, parking, and utilities. She also mentioned there is a pedestrian easement where the duplex owners can park their car and walk down to their home entrance.

She said the applicant plans to build an approximately 180 square-foot deck. She said a small portion of the deck encroaches into a required setback. Because of the access easement, the applicant's setback is 10 feet instead of 5 feet. The setback is also measured from the easement, not the property line, which is why the Variance is needed. She mentioned there is some elevation of the deck with siding, so there would be privacy for the users of the space and not easily visible to those who are using the access easement.

She said the placement of the deck was the best area to build one because it requires the least exceptions to the code.

Chair Cary asked about access for large trucks and emergency vehicles and if there was substantial room for them to get in. City Planner Graichen said the length of the access easement does not warrant a fire turnaround.

Pugsley, Jennifer. Applicant. Pugsley was called to speak. She said they did not add on to the house at all and removed some of the sheds and carports that were encroaching on the easement. She said they did not proposed a deck in the back, because the neighbor to the north would have their view obstructed more. So, she said this placement was the best area to impact her neighbors the least. She mentioned they want to improve the house and stick with the period of the house. She said they plan to add more greenery and remove some of the asphalt. She said the railing will have siding to match the house, but will not be all the way to the ground

In Favor

No one spoke in favor.

Neutral

No one spoke in neutral

In Opposition

No one spoke in opposition

Rebuttal

There was no rebuttal.

End of Oral Testimony

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

Close of Public Hearing & Record

Deliberations

There was a small discussion about the utility easement and what utilities run through it. Dimsho said the deck was not proposed to encroach into the easement and would not interfere with the ability to access utilities.

There was a small discussion about the design of the deck and making sure it had the least impact on vehicles coming into the parking area.

Motion: Upon Commissioner Toschi's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Variance as recommended by staff. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Toschi; Nays: None]

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

DISCUSSION ITEMS

C. Semi-Annual Planning Department Report

City Planner Graichen presented the report they also give to the City Council to keep the Planning Commission informed of what is going on.

Dimsho talked about several projects they are working on and managing. She talked about Phase 1 of the St. Helens Industrial Business Park. She said Portland General Electric was working on the land use permitting and applications to bring in a new sub-station. She also discussed Phase 1 of the Riverwalk. She said they were working toward 90-percent design. She gave the updates on the funding source and making sure they complied with federal grant requirements.

She mentioned the Columbia Pacific Food Bank and that the project was completed. She also talked about a few other projects she was working alongside, including the Streets & Utilities improvements, Grey Cliffs Park in-water facility design, and the Campbell Park Sports Court project.

She also mentioned the Safe Routes to School grant and the project costs increased. She said she was working with Engineering to locate additional funds and lower the costs of the actual work to be done.

Graichen talked about more Planning Department projects that were completed. He shared the maps and data for the new GIS system. He also talked about the Proactive Initiative with the Planning Commission, their above average recruitment for vacancies, and upcoming HB 3115 measure.

He discussed the Chase Road agreement that originated in 2009. He said there was an access easement agreement that they recently updated and recorded. He said they will need to keep this easement intact as this could help with future development of the property.

Graichen and Dimsho talked about the current development projects they were working on. Graichen also showed some before and after photos of the New Legacy Clinic, Apartments, Grocery Outlet and Popeye's transformation. He discussed the upcoming Columbia Commons Commercial Subdivision. He also talked about the Comstock Subdivision movement, the Sand Island projects and even the High School renovations.

Graichen talked about the Planning Department regulations for the timeline that projects have and the required dates for notices, public hearings and pre-application meetings and decisions to be met by State rules (120-day rule).

There was a small discussion about the timelines and the importance of greater resources for the Planning Department.

Graichen also talked about the different departments in Community Development, Building, Engineering and Planning. He talked about how they work together to make the work life more efficient. He said all departments need people, but they can work together when a new staff member is brought on board. He made a recommendation to support additional Engineering Department staff.

D. Planning Commission Interview Committee Recommendations

Graichen mentioned there were four candidates interviewed, a fifth candidate was considered but not re-interviewed. The Interview Committee ultimately recommended Charles Castner and Ginny Carlson to be the new Planning Commissioners.

Motion: Upon Commissioner Semling's motion and Commissioner Toschi's second, the Planning Commission unanimously recommended to City Council the approval of these two candidates. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Toschi, Commissioner Pugsley; Nays: None]

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

- E. Site Design Review at 700 Port Avenue - Pellham
- F. Temporary Sign Permit at 2100 Block of Columbia Blvd - Heather Epperly Agency, Inc.
- G. Site Development Review, Scenic Resource at vacant lot north of 244 N 1st Street - Cuddigan

There was no discussion of the Planning Director Decisions.

PLANNING DEPARTMENT ACTIVITY REPORT

H. Planning Department Activity Report - October

There was no discussion of the Planning Department Report.

PROACTIVE ITEMS

I. Update on HB 3115 Proactive Study

Commissioner Toschi reshared information on the HB 3115 Proactive Study. He gave a presentation on ideas to prevent homelessness. He talked about the status of the law and what was happening, generally, in other cities and states. He talked about preliminary data on who the homeless people are.

He also discussed some enforcement issues that other cities had experienced and now were having to reestablish how to handle their sleeping and lying laws. He said St. Helens already had several efforts in place to prevent massive homelessness and shared some more ideas on how to handle and prevent any future issues with homelessness.

He talked about doing a guest model and a place for homeless to camp. He talked about reviewing and strengthening the laws already in place to enforce drug use, possession, and requirement of treatment. He also said there should be research with top legal counsel to help advise the Planning Commission and the subcommittee on how to move forward.

There was a discussion on where individuals could camp and the possibility of creating a place for temporary camping.

Commissioner Toschi orally presented some resolutions on how he would like to move forward. He wanted to resolve to have the Council provide them with a budget to retain legal counsel, that the City Administrator would be actively involving the Planning Commission in how to move forward with this HB 3115 measure.

There was a discussion on what resolutions would be appropriate to request.

Councilor Birkle talked about moving forward and not rehashing the same items. He mentioned there would be new Councilors coming in and they would need to work together to move forward in making something happen to protect St. Helens from the HB 3115 measure.

There was also discussion on how the League of Oregon Cities would provide definitions for this measure as well and give guidance on how to move forward.

Graichen asked if the Subcommittee could start researching the ideas to resolve and research these ideas to get some movement forward since they took this item on as a proactive item. Commissioner Toschi asked if there was a resource to review to help them research these ideas and move forward.

Chair Cary mentioned that when this subject was brought to the Commission to be taken on by the Proactive Committee that it was going to be very legal and attorney research needed. He was not sure that they needed more legal help at this time in the research.

City Councilor Birkle advised that he was unsure that they would need more funding before they could do some more research and to work with his other Commissioner sub-committee members to take on some of the research. He was unsure why the City Council would need to give specific direction at this point of the research. He also did not feel it was necessary to have the City Council direct staff to work with the Subcommittee as he said the staff would already be willing to do that and were already doing that. He said he did not think there would be a battle as the City Council wanted to work with the Planning Commission as a partner on this subject.

Commissioner Toschi made a motion to have a resolution to go and speak to the City Attorney for information on how to move forward with the HB 3115. Graichen mentioned this could cause an issue with the City as who would pay for the time spent with the attorney. He wanted to be able to move forward productively. The motion did not move forward.

Motion: Upon Commissioner Toschi's motion and Vice Chair Hubbard's second, the Planning Commission unanimously resolved to have the City Administrator keep the Planning Commission subcommittee advised of all potential solutions being actively considered by the City. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Toschi, Commissioner Pugsley; Nays: None]

Motion: Upon Commissioner Toschi's motion and Commissioner Semling's second, the Planning Commission unanimously approved to have the subcommittee meet with police and the library form a stakeholder group and regroup and discuss in January. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Toschi, Commissioner Pugsley; Nays: None]

FOR YOUR INFORMATION ITEMS

Graichen mentioned the City Council agreed to a joint Planning Commission and City Council Meeting for December 14, 2022. He said they would include the new Commissioners and City Council members.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned 10:50 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*

City of St. Helens
Library Board
Minutes from Monday, November 14, 2022
 St. Helens Public Library via ZOOM

Members Present

Dan Davis, Past Chair
 Melisa Gaelrun-Maggi
 Ellen Jacobson
 Jana Mann, Vice Chair
 Aaron Martin
 Lynne Pettit
 Jessica Sturdivant

Members Absent

Rob Dunn, Chair
 Diana Wiener

Guests

Rachael Barry

Councilors in Attendance

Stephan Topaz

Staff Present

Suzanne Bishop, Library Director
 Dan Dieter, Library Board Secretary



CALL MEETING TO ORDER: The meeting was called to order at 7:18 pm by Chair Dunn.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

OLD BUSINESS: STRATEGIC PLAN UPDATE: Government Affairs Specialist Rachael Barry talked about the sticky note sheet with potential groups, such as city government, the food bank, educators, as well as individuals in the community like seniors, students and folks that live outside the city. Director Bishop shared the draft of a presentation that covers the strategic planning process, including the current mission statement, highlights of library programs for children and adults, highlights of current collections like the library of things and highlights of developing features like the Makerspace. The group then discussed what types of questions to ask the stakeholders, i.e., services already being provided and services that might be provided in the future. Questions like “if money wasn’t an issue, what would your ideal library look like?”, or “what two words do you

associate with the library?" Member Davis asked if any demographic information would be collected. Specialist Barry gave an example of "language spoken at home." Member Jacobson asked if the questions could be printed on a sheet that could be handed out and collected later? Member Sturdivant asked if a presentation of the material could be made in Spanish? Specialist Barry suggested using the school district's system to mail out a survey to registered families. Vice Chair Mann asked if this could be accessed with a QR code? Specialist Barry and Director Bishop said that would be doable. Specialist Barry asked if there was other demographic information that should be considered. Councilor Topaz suggested that we ask about their proximity to the library, are there any issues with accessing library services, what times of the day, days of the week work best for programs, and is there any way to communicate visually with the library. Director Bishop stated that the library doesn't have any tools that allow that kind of connectivity. Councilor Topaz asked if it might be a good idea to look at that for the future, and Director Bishop said she would check into it. Specialist Barry asked the board if they were comfortable reaching out to stakeholders. The group discussed the process and indicated that it would be better to have a script based on the slide set. The group discussed who might contact which stakeholder group, and started populating the spreadsheet with that information. Member Pettit asked if Councilor Birkle would be available to present the information to Spanish speaking stakeholders. Also, who would translate any responses. Specialist Barry stated that it would be important for the information to be kept the same. Councilor Topaz stated that he would reach out to the veteran's groups. Specialist Barry said that the list would be redistributed once it was filled in.

NEW BUSINESS: N/A

LIBRARY DIRECTOR'S REPORT: Director Bishop stated that Ayrn Keeney (they/them), the new Youth Librarian will start next week, November 22. They have a great deal of experience in children's programming, and have developed programs specifically for teens, i.e., Anime Club. They also have had experience setting up a makerspace. Regular youth programming will resume in January. Introductions will begin soon, and they will likely be present for the next library board meeting. Repair Fair was held on November 5 and there were 12 volunteers who signed up. Numbers were low, but that could be expected as this was the first time this event was held. Many people were asking what was going on, so there was a good deal of interest. The knife sharpening was very popular. The library will be closed over the Thanksgiving holiday. The Library received a grant of \$2,500 from the State Library to cover the cost of the Ready to Read grant. Director Bishop stated that she was appointed to the Library Services and Technology Act (LSTA) Council as the Public Library Representative. Fire and earthquake drills were held at the last staff meeting, and all the staff attended the City's de-escalation training. The new egress windows for the children's room are delayed because of the shortage of glass. Positive comments were received from a patron concerning customer service at the library. Les Waters from the Columbia County Museum and Teresa Knight from the Art Guild are putting together a music-themed display for the cabinets in the hallway. Member Gaelrun-Maggi gave the report for two recent activities. The Kiwanis Children's Fair was successful, with about 200 attendees. Flyers and bookmarks were handed out. The Trunk-or-Treat event was well attended with about

440 goodie bags handed out. This event was very busy, and member Gaelrun-Maggi thanked all of those who assisted with this event. Vice Chair Mann gave the report on National Novel Writing Month (NaNoWriMo) activities. Thanks to the Library for allowing the use of the Armstrong Room for the month of November. There is a late-night-write that is scheduled for Friday, November 18 from 5:00 pm to 12:00 am. The writers are writing, but there aren't any numbers yet. Director Bishop stated that we are still giving out Covid tests, and we have started to give out masks again as well.

CITY COUNCILOR'S REPORT: Councilor Topaz stated that he won't be here next year. The Library has been a very progressive group and the staff is very knowledgeable. It is a great thing to have groups like the Friends to give financial assistance.

DISCUSSION ITEMS: Member Gaelrun-Maggi stated that the Book Club will be meeting at 7:00 pm on November 17, and the theme is "Ireland". She is also encouraging participation in the Bizarre at the Rec Center that is scheduled for Saturday November 19, from 9:00 am to 4:00 pm.

SUMMARIZE ACTION ITEMS: Specialist Barry will send out an email in a week or two with an updated stakeholder list.

NEXT MEETING: The next regularly scheduled meeting will be Monday, December 12, 2022, at 7:15 p.m. via Zoom.

ADJOURNMENT: Vice Chair Mann adjourned the meeting at 8:30 pm.



Respectfully submitted by:

Library Board Secretary, Dan Dieter

2021-2022 Library Board Attendance Record

Item #12.

P=Present E=Excused Absence U=Unexcused Absence

Date	Davis	Dunn	Gaelrun-Maggi	Jacobson	Mann	Martin	Pettit	Sturdivant	Wiener
07-11-2022	P	P	P	-	P	-	-	E	E
08-08-2022	P	E	P	-	P	P	P	P	P
09-12-2022	P	P	P	-	P	P	P	P	U
10-10-2022	P	P	P	P	P	P	P	E	U
11-14-2022	P	E	P	P	P	P	P	P	U
12-12-2022									
01-09-2023									
02-13-2023									
03-13-2023									
04-10-2023									
05-08-2023									
06-12-2023									

BYLAWS OF THE ST. HELENS PARKS & TRAILS RECREATION COMMISSION

ARTICLE 1

Name

The name of this Commission shall be the St. Helens Parks & Trails Recreation Commission as established by St. Helens City Ordinance No. 2352 Municipal Code Chapter 2.74, as amended.

ARTICLE 2

Purpose and Powers of Commission

The purpose of the Parks & Trails Recreation Commission is to encourage opportunities for parks and trails use in St. Helens, identify groups and organizations that could help enhance the parks and trail systems in the St. Helens area, provide liaison and recommendations to the City Council and other City commissions and boards, advocate and promote parks and trails in the community, identify funding opportunities for the parks and trails, and to perform such other park and trail related tasks as it shall be directed by Council to perform. In addition, the Parks & Trails Recreation Commission shall have responsibilities, duties and powers as stated in Chapter 2.16 2.74 of the St. Helens Municipal Code, as amended.

ARTICLE 3

Composition

The Parks & Trails Recreation Commission shall consist of nine at-large members, at least eight six of which shall be city residents, and one ex-officio, non-voting Council member. All members shall be appointed to the Parks & Trails Recreation Commission by the Mayor with the consent of the City Council. Commissioners serve at the pleasure of the City Council.

ARTICLE 4

Term of Office; Vacancy

Term of office for each position shall be four years beginning on January 1 of the year subsequent to the appointment unless the appointment is to fill an unexpired term. Vacancies in the Commission can occur following a resignation or a removal of a Commission member. A commissioner may resign at any time. A commissioner may be removed from the Commission for cause following a hearing before the city council. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government ethics, or conviction of a felony or a misdemeanor involving moral turpitude, including the crime of official misconduct. Commission members shall regularly attend meetings of the Commission and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as appointed by the Chair. Any Commission member failing to attend three consecutive Commission meetings without an excused absence shall be deemed to have resigned. The Commission shall report any vacancies in the Commission to the Council and the Council shall declare the position

vacant. The mayor may then, with the consent of Council, appoint a new member to complete the term.

ARTICLE 5

Officers

A majority of the at-large members shall comprise a quorum for the conduct of business and the concurrence of a majority of those members present shall be required to decide any matter, except that no Commission meeting to conduct business shall be held by less than five members. Pursuant to ~~Ordinance No. 2352~~ **St. Helens Municipal Code Chapter 2.74**, as amended, the Commission shall have authority to adopt rules for the conduct of its business. The following officers shall be elected from the at-large Commission membership during the first meeting of each year and shall serve a one-year term in the office:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. Except for unanimous consent, the Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

Nothing in this section shall be deemed to limit the number of terms these officers may ultimately serve.

ARTICLE 6

Subcommittees

The Commission shall have the power to create subcommittees with such responsibilities as the Commission directs. The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Commission concerning the work of the subcommittee.

ARTICLE 7

Public Meetings and Records

The Commission is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to public records and meetings. The regular meeting of the Parks & Trails **Recreation** Commission shall be the second Monday of every month ~~except November~~ at a place accessible to the public. The Commission is subject to the Open Meetings law (ORS 192.610 to 192.690) and shall conduct meetings accordingly. Special meetings may be called by the Chair by giving the members and the press written or verbal notice at least 24 hours before the meeting.

ARTICLE 8

Rules of Order

The rules contained in Robert's Rules of Order Newly Revised shall generally govern the Commission if they are not inconsistent with these bylaws, Oregon Revised Statutes, or St. Helens City Ordinances.

ARTICLE 9

Ethics

Parks & Trails **Recreation** Commission membership is an unpaid voluntary appointed position and members receive no compensation for their service except for expenses specifically budgeted and authorized by the City Council. The Parks & Trails **Recreation** Commission is subject to the local government ethics rules of ORS Chapter 244. Conflicts of interest shall be handled as specified in ORS 244.120.

ARTICLE 10

Amendment

These bylaws may be amended at any regular meeting of the Commission by a simple majority vote, provided that the amendment has been submitted in writing to each member prior to the meeting and any such amendment is approved by the City Council. These bylaws may be amended by the City Council upon its own motion. Prior to an amendment, the City Council may request a recommendation from the Commission.

#

Approved by Commission: May 13, 2019

Accepted by the City Council: June 5, 2019

Proposed Amendments to City Council: December 21, 2022



COUNCIL WORK SESSION

Wednesday, September 21, 2022

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Doug Morten
 Councilor Patrick Birkle
 Councilor Stephen R. Topaz
 Councilor Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Mouhamad Zaher, Public Works Director
 Suzanne Bishop, Library Director
 Everardo Medina Atristain, Code Enforcement Officer
 Crystal King, Communications Officer
 Heidi Davis, Building & Administration Secretary
 Christina Sullivan, Community Dev. Admin. Assistant
 Jenny Dimsho, Associate Planner/Comm. Dev. Proj. Man.
 Dawn Richardson, Administrative Billing Specialist
 Evin Eustice, Police Sergeant
 Adam Hartless, Police Officer
 Jamin Coy, Police Officer
 Jeremy Howell, Police Officer

Brett Long, Mechanic II
 Jesse Templin, Utility Worker II
 Tim Illias, Utility Plumber
 Tim Underwood, PW Construction Inspector
 Alex Bird, Engineer II
 Scott Williams, Collections System Operator
 Roger Stauffer, Building Maint Utility Worker
 Scott Harrington, Utility Worker I
 Nicholas Ratliff, Utility Worker I
 Ryan Powers, Water Systems Operator
 Tyler Hills, Water/Wastewater Treat. Op. II
 Sam Ortiz, Pretreatment Coordinator
 Bill Monahan, City Attorney
 Tina Curry, Event Coordinator

OTHERS

Brady Preheim
 Jason Moon
 Steve Toschi

CALL WORK SESSION TO ORDER – 2:00 p.m.

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

- Steve Toschi. Spoke on behalf of the Planning Commission and informed Council that the Planning Commission had recently voted to take on a study regarding the City's laws on camping, sleeping, and lying. The Commission had updates on Oregon HB 3115 and the Federal Court Case of Martin V. Boise to share with the Council in a brief presentation, and he wanted to request time on the Council's agenda.
- Heidi Davis. City employee, started with a brief professional background introduction and highlighted her 16 years of working for the City. She addressed an incident that happened at the City Hall's front office last Friday, which, in all her 16 years, was the first incident she felt the need to address the City Council directly about as a gesture of emphasizing its level of severity.

She re-counted the night's ordeal and how terrifying the situation was as it escalated. She expressed concerns over the panic button system, the geo-location of City Hall within the 911 system, and City Hall not having adequate safety protocols or training for staff for these types of situations. She believed many other cities had solutions, and St. Helens should study and implement those. She knew the police had greater challenges; however, she felt the situation could have been handled differently, and concluded by requesting management to be proactive in its protocols and for the City to do better for its employees' safety.

Mayor Scholl noted that he just found out about that situation, adding the same person tried reaching out to him. He did not appear to be of sound mind. The Council would work with the Police Department to make it safer for staff. He apologized that the incident had occurred.

Councilor Chilton acknowledged their fear and the fact that a failed panic system did not feel safe. She reminded everyone that CCMH had a 24-hour crisis line that one could call to get assistance from a mental health professional in the community, which she felt ought to be part of any safety protocols for similar incidents.

Councilor Birkle acknowledged the severity of this case and thanked Ms. Davis for addressing Council, noting her story was hard to hear. Teachers train for such incidents every year at the school, and the City needs policies and safety and de-escalation training for employees. The fact that they are public servants did not mean they should accept threatening situations.

Councilor Topaz noted if anyone could calm a person, it would be Ms. Davis. He noted Council needed to think about how intense the protection at the front office should be.

City Administrator Walsh noted that he planned to bring this up in his report. He appreciated Ms. Davis while re-visiting the occurrences of the day, noting that this person seemed to know what he was doing and what his limits were. He suggested a couple solutions; panic buttons should work and be tested regularly; IT should have more regular checks looking at different technology and at general rules of conduct; much like the Library. He would put the swinging door back up.

Ms. Davis appreciated the Council but expressed her frustrations for things not getting looked at before an incident occurred which put Staff in that predicament.

Council President Morten expressed his frustrations for the lack of identification and suggested a camera or sign-in procedure of some sort prior to interaction with employees.

- Jenny Dimsho. Associate Planner and Project Manager, representing the Union, Local 1789, on behalf of 29 St. Helens workers, noted State law allows the Union to provide updates to electeds around collective bargaining negotiations. Under those rules, Local 1789 was there to provide the Council an update on how its bargaining negotiations had been going. Local 1789 contract expired as of June, 2022, and since negotiations began it had had 12 meetings and no agreement had been reached. She noted that since July, 2021, comparing top wage to top wage, all 25 managers and non-represented employees received an average wage increase of 11% with the top four highest increases at over 17% each. In the last year, St. Helen's officers had recently received wage increases that put their salaries comparable to cities with populations of over a 100,000 people. She reminded the Council that Local 1789 Union represented essential workers who provided vital services that were critical to the daily health and safety of the community. Local 1789 expressed its disagreement with the City's decision to bring in a labor attorney to the negotiations table. It was close to reaching an agreement as there were only a few economic items to work on, so the City did not need to bring a labor attorney to complete those last few items. Local 1789 believed its bargaining team's contract proposals had been reasonable and its communication had been clear and in line with good faith bargaining. It asked City Council to carry out its mission and encourage City leadership to reach an agreement responsive to the needs of Local 1789's essential workers.

Mayor Scholl said Council heard Local 1789's request, receives regular updates, and was hoping it could get settled.

Councilor Birkle said it was hard for him to hear that as a proud union employee. He appreciated Local 1789 for coming forward and was proud of them, as a Union member.

Council President Morten agreed, adding he was a Union member for 31 years and hoped both Local 1789 and the City could overcome their breakdowns and frustrations, and Council would do what it could to urge the negotiations to completion.

Councilor Topaz stated some of the information had not come to him. Mayor Scholl noted those concerns were discussed during Executive Session, and all Council members were in the meetings. The City seemed close to an agreement three weeks ago and was trying to give staff leeway to move forward. He agreed the City did not need a labor attorney.

Councilor Chilton said she had gone to bat for police wages, and that did not mean she saw any less value in the work Local 1789 did. She reassured Council would get where it needed to be to make Local 1789 feel wanted and valued. A lot of that was due to the culture and the world they lived in, so she wanted to make sure they felt safe in the St. Helens community.

- Christina Sullivan. Community Development Admin. Assistant stated that she also wanted to address the situation that happened on Friday. She was not working but had a run-in with the perpetrator outside the building. She narrated the aggressiveness and harassment City employees went through, including her daughter. She emphasized the panic buttons still did not work as of the meeting and reiterated City Hall's landlines did not show City Hall's address to 911 operators. She expressed her disappointment that the police did not take the situation seriously, leaving the individual having to deal with the harassment for four hours. On Monday, jokes were made about the incident, and as of now, no communication had been made to any of the front office staff that anything had or was being done to correct the safety measures not in place to protect them. City employees' safety was not a joke, and the City should be proactive and not reactive at this moment. She asked City Council to give City Hall employees a safe place to work. This meant addressing both old and new safety measures and training.

Mayor Scholl assured Council would act to have the buttons and swinging door fixed immediately.

Ms. Sullivan said it was unacceptable that nothing had been said by upper management about the employees' safety.

Councilor Chilton clarified the perpetrator did receive a citation from the police that day.

Ms. Sullivan appreciated Officer Hartless for stepping in and helping calm her down. Her daughter was terrified nothing was being done.

Mayor Scholl noted the house bill being discussed amongst the mayors would require cities to make a place available to homeless people, who may not be vetted. St. Helens took care of its own, but transients would come in, which is why the laws Toschi discussed were vitally important.

- Brady Preheim. Noted the City clearly had a problem that needed to be addressed by Council. He also questioned the qualifications and effectiveness of the police chief when someone like that walked away. Council needed to make a clear commitment to say the labor attorney would not be present as the Council and Local 1789 had obviously made progress. Council should support its Union people.
- Tina Curry. Event Coordinator, updated on Spirit of Halloweentown and thanked Public Works for getting everything up quickly. The first weekend had gone really well despite the train breaking down, though it had been repaired. The parade would have record numbers and she appreciated the work

of the volunteers. She noted people were coming from all over the world to attend, and she thanked the Parks and Recreation team for committing to do some different installations in the bathrooms, making cleanup easier and faster. She asked if anything could be done to clean up the sidewalks on certain sections of First Street, noting a few people had helped clean the area up but it was not possible to go onto someone else's property to clean up. She suggested contacting the property owners and offering to clean up the sidewalks because First Street needed to look fantastic since a major commercial would be filmed there during the parade and people around the world would see it. She asked the Council to do something to give her the ability or authority to ask people to clean up their property.

Mayor Scholl responded the first thing would be to the event coordinators needed to ask the owners, as it was their responsibility to maintain it though it is City property. Regarding the incident at City Hall, he asked City Administrator Walsh to allow staff to trespass any time to protect themselves and to give officers the ability to do their jobs by trespassing. He suggested that he, Councilor Chilton, and the Chief meet about the trespass order.

City Administrator Walsh suggested having a Code of Conduct in place, like at the Library, would be much more defensible and should be on Council's next agenda for review.

Council President Morten said many public schools require an ID to access their buildings, which was a tremendous safeguard, along with camera. He saw no problem going with those two suggested steps.

DISCUSSION TOPICS - *The Council will take a break around 4:00 p.m.*

1. Introduction of New Code Enforcement Officer Everardo Medina Atristain

Mayor Scholl briefly introduced new Code Enforcement Officer Everardo Medina Atristain. He thanked him for being part of the team, adding that the City appreciated him for stepping up.

Everardo Medina, Code Enforcement Officer, stated he used was a Reserve officer for three years. He was happy to be here and serve, as part of a great team. He confirmed he could also speak several languages, including Spanish, German, Japanese, and had studied Russian. He was more than happy to help with translation if needed. Driving around, he noticed a lot of Code violations, but was ready to do his job and help clean up the city.

City Council welcomed Mr. Medina.

2. Presentation by Small Business Development Center (SBDC) - Jason Moon, Director

Jason Moon, Director Columbia County SBDC, briefly reviewed how the SBDC started, noting he wanted to get feedback about what Cities wanted to see from the SBDC. Questions had been distributed to Council regarding SBDC and how they can partner. He asked Council to provide its answers to those questions to him along with any questions or concerns to ensure SBDC was serving Council and its citizens the best way possible.

City Administrator Walsh talked about the Grow Rural Oregon (GRO) Initiative. Mr. Moon added GRO was run through The Ford Family Foundation and pumped money into the entrepreneur ecosystem, but the money could not be successful without partners like SBDC, Col-Pac, etc. After seeing what Independence, Oregon was doing, he noted St. Helens had a huge advantage as it already had the capacity and partnerships for the GRO Initiative.

3. Review Proposed Harbor Master Agreement – John Walsh

City Administrator Walsh reviewed the proposed agreement between the City and St. Helens Marina, who will take over the enforcement services, including monitoring the docks, waterways, and coordinating with police to enforce laws and policies when necessary. Kiosk and fine revenues were captured as line

items in the agreement, a copy of which was in the agenda packet. He addressed clarifying questions from Council.

Mayor Scholl suggested investing in a trailer to accommodate bigger boats offsite and work with the Port to use its properties, which were secure.

City Administrator Walsh clarified the additional fees from the kiosk would not generate more than \$20,000 per year. As far as the method of procurement, the direct solicitation/appointment was allowed under St. Helens Municipal Code Section 2.04.120(03)(E). He noted they planned to have an ad-hoc boater committee meeting to see how things could be improved.

Council President Morten asked if Code Enforcement patrol is included in the agreement.

Mayor Scholl believed it could since it all fell under the Municipal Code now. The agreement was empowering the Harbor Master to be the Code enforcer.

City Administrator Walsh added the water safety course is needed for officers working on the docks. Currently, there was no charge for docking at the Sand Island docks which Council could discuss. Solar powered kiosks were available. The length of stay requirements would still be enforced. The City and Marina would meet to further discuss Council's desire to extend the length of stay requirements and other things, which he would report back on.

Councilor Chilton believed some balancing out would occur as things started to go in place and if use of the dock increased over time.

Comments were made that people already paid for the campground on Sand Island, should they also be charged for docking? Currently, there was no charge for the shuttle. The logistics of paying fees at the courthouse also needed addressed.

Councilor Chilton said she was glad the City had a Harbor Master.

Council President Morten said this was long overdue and a long process. He thanked City Administrator Walsh and the boating community for getting this done. He was very appreciative.

4. Review Proposed Amendments to Utility Rates Resolution – John Walsh

City Administrator Walsh reported a change to the base rate for utilities had been discussed during the budget review. When the City attempted to implement it, the Code language was not clear. It had been put aside, and Interim Finance Director Ellis was helping work on it. The revision was very clear, stating one base charge per dwelling unit, which would have a meaningful impact to landlords with multiple tenants. The City would be proactive with its communication to them.

Mayor Scholl confirmed each of the 239 dwelling units at the development across from Walmart would be metered, but as a nonprofit, the City would not receive any tax money from the development.

City Administrator Walsh noted it was an equity issue as the rate burden was spread out over more people.

5. Review Amended Finance Director Job Description – John Walsh

City Administrator Walsh highlighted the revised Finance Director job description. A copy is included in the archive packet for this meeting.

Mayor Scholl noted the prior financial person was overseeing jobs he should not have, and a lot of that language was removed.

6. Discussion Regarding Establishing Dates/Times for Joint Quarterly Meetings with Planning Commission

Councilor Birkle said the Planning Commission would like to schedule permanent quarterly meetings with Council. He asked if Council wanted to meet on a day it was already meeting, on a different day, or back-to-back with Planning Commission meetings.

Councilor Chilton suggested a SurveyMonkey poll to find out what days work best for everyone.

Councilor Birkle clarified the Commission's main concern was getting caught up in things and scheduled meetings are not held, so getting dates and time certain was desired. If flexibility was needed, the Planning Commission would go through the process for changing meetings by having a Council resolution or just add another meeting.

Mayor Scholl said Council needed to budget more money for Planning Commissioner stipends.

7. Report from City Administrator John Walsh

- Revisited the Friday City Hall incident that rattled everyone. He had been working with IT to address the issue in many different ways. The incident was concerning for many, and the City was committed to finding solutions, and would use the Library's rules as a model for define conduct and expectations for being in City Hall. He would send the Library's rules to Council.
- He was glad the Harbor Master agreement was ready for approval.
- The Rip City Fair was amazing.
- He discussed the City's communications planning to find ways to inform about all the upcoming projects in the city that would impact residents, visitors, and businesses. Staff had looked at how other cities communicated with citizens. An at least monthly newsletter would be released to update on the street utilities project, and also serve as a template for communicating specifically about riverfront development, which would go on for several years, as well as the multiple other projects in the city.
 - The City asked the contractor to begin the work on the First Street intersection after Halloweentown. The project would be complex, and the City hopes to get a schedule that works for everybody. There would be some business interruption and parking issues.
- He updated on the Public Safety Facility, noting the City had interviewed a couple representatives and one seemed like a good fit, so a fee proposal and scope of work to help represent the City were in progress.
- Some ARPA funding had been allocated toward expanding broadband across the community. A needs analysis, readiness assessment, economic analysis and a community survey were conducted. Next steps would be a short presentation to City Council on October 19.
- City Staff has been meeting with DEQ about in-water work on the Central Waterfront concerning regarding water quality compliance. The City would tour the subject area with DEQ on Friday to show St. Helens' vision. They begin at the Wastewater Treatment Plant at 3:00 p.m., he believed.

Mayor Scholl noted City staff has been working overtime with all the projects and activities happening now.

Council President Morten noted a new building in Portland on First Street had all its utilities, energy, water, heating, etc., self-contained and was the first of its kind in the nation. He wanted to make certain the Planning Commission did not have codes against such development in the city, which could occur in the Riverfront development. Having everything self-contained would be an amazing concept. The article on the building in the Business Section of today's Oregonian would be good for the Planning Commission to read.

Councilor Topaz asked if the City did not have sewer and water hookups, and did not sell to them, what could the City tax them on.

Mayor Scholl noted he would not be at the regular session since he had to recuse himself from the Comstock deliberations and gave his report as follows:

- He had a great experience at the Rip City Fair. The largest, all abilities playground was a success, MODA's people were great, very accommodating, and donated \$1,000 to one of the afterschool programs, as well as some plaques. He thanked MODA and told them they were always welcome to come back anytime because it was such a great turn out.
- He noted Halloweentown and the Big Halloween parade were coming up October 1.
- He would be on the Plaza Square at 7:35 a.m. Monday doing Mayor's Monday with Koin6 to highlight Halloweentown, and then probably the Waterfront Redevelopment and a couple smaller topics.
- Hearing tonight's testimony was disturbing, and the City would be working to increase safety.
- The City needs to be proactive with HB 3115, and he looked forward to the Planning Commission heading up that work and seeing it on the Council's agenda.
- He was looking forward to the League of Oregon Cities (LOC) Conference, noting many cities dealt with the same things and there were always solutions to issues at those types of events.
- He agreed with the Director of SBDC that St. Helens was in a great position with the City's networking and partnerships.
- He noted fishing had been closed and agreed it hurt the City's finances. It was hard to do anything because the Oregon and Washington Department of Fish and Wildlife Boards which regulated fishing were appointed by the governors, and not elected. The St. Helens community was not represented well.

ADJOURN – 3:37 p.m.

EXECUTIVE SESSION

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

September 21, 2022

Members Present: Rick Scholl, Mayor
 Doug Morten, Council President
 Patrick Birkle, Councilor
 Stephen R. Topaz, Councilor
 Jessica Chilton, Councilor

Staff Present: John Walsh, City Administrator
 Kathy Payne, City Recorder
 William Monahan, City Attorney with Jordan Ramis PC



At 3:50 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Legal Counsel, under ORS 192.660(2)(h)**
 - Review of separation and release agreement with City employee.
- **Labor Negotiator Consultations, under ORS 192.660(2)(d)**
 - Update on current negotiations with AFSCME Union.
- **Consult with Legal Counsel, under ORS 192.660(2)(h)**
 - Update on potential litigation with ACSP.
- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on City-owned property leased off N. 7th Street.
 - Update on potential developer of riverfront property.

The Executive Session was adjourned at 4:50 p.m.



ATTEST:

 Kathy Payne, City Recorder

 Rick Scholl, Mayor



COUNCIL SPECIAL SESSION

Wednesday, September 21, 2022

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Doug Morten – via Zoom
 Councilor Patrick Birkle
 Councilor Stephen R. Topaz
 Councilor Jessica Chilton – via Zoom

STAFF PRESENT

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

OTHERS

Stephanie Heffner, Oregon Government Ethics Commission

CALL SPECIAL SESSION TO ORDER – 5:39 p.m.

DISCUSSION TOPICS

1. Oregon Government Ethics Commission (OGE) Training on Council Executive Sessions - *Stephanie Heffner, OGE Trainer/Program Analyst*

Stephanie Heffner reviewed her presentation. A copy is included in the archive packet for this meeting.

- Education is their highest priority
- History of OGE
- OGE jurisdiction
- Executive Session provisions and rules
- Complaint process

City Recorder Payne asked about the record of the meeting. After discussion, it was determined to keep copies of the executive session audio files, in addition to a written summary.

Discussion of what can be talked about during Real Property Transactions. This is to deliberate with your designated negotiator about the actual real estate transaction and not plans for the property. The decision to sell must be made during a regular meeting. Councilor Topaz asked what steps need to be taken to sell a piece of City-owned property. Is that done during executive session or at a public meeting? Stephanie will get input from her Compliance and Education Coordinator and send a response. If they are ever in a position that they are unsure about, they are welcome to reach out. Mayor Scholl clarified that the only property they sold was in the Urban Renewal Agency, which is different. Stephanie pointed out that she does not oversee compliance.

Discussion that legal counsel must be in attendance if they cite that ORS to go into executive session. A memo from the legal counsel does not suffice. However, they can review a legal counsel confidential memo if they go into executive session under exempt public records.

Stephanie reminded Council that they are individually responsible for any actions and non-actions. Any fines will be issued to them individually. If they see something that is not right, it is their responsibility to stand up and say something. If the conversation continues to go off-track, they need to stand up and say they are leaving the meeting because they believe it is not in compliance with the executive session provision. At that point, they need to leave the room. If they continue to stay in the room, their non-action includes themselves as an active participant.

Mayor Scholl expressed his frustration that two of the City's attorneys told them to proceed into executive session and that it clearly meets the requirements. Now, there is an open investigation against the Council. Are there attorneys on the Ethic Commission Board? Stephanie confirmed that some of the Board members are attorneys. She understands his frustrations but is unable to address that.

OTHER BUSINESS**ADJOURN – 6:43 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, September 21, 2022

DRAFT MINUTES

MEMBERS PRESENT

Council President Doug Morten
 Councilor Patrick Birkle
 Councilor Stephen R. Topaz
 Councilor Jessica Chilton

MEMBERS ABSENT

Mayor Rick Scholl

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Jacob Graichen, City Planner

Mouhamad Zaher, Public Works Director
 Sharon Darroux, Engineering Manager
 Ed Trompke, City Attorney
 Tina Curry, Event Coordinator

OTHERS

Jane Garcia	Jeanne Morain
Jennifer Pugsley	Vicky Njust
Linda Zahl	Abigail Dawson
Brady Preheim	Clark Vorm
Richard Mason	David Peterson

CALL REGULAR SESSION TO ORDER – 7:00 p.m.

PLEDGE OF ALLEGIANCE

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

- ◆ Richard Mason. He is confident that the Council is going to approve the contract regarding St. Helens Marina acting as the Harbor Master. All the work done by the Committee will be for not if it's not enforced. In 2018, when the Marina took on the duties of Sand Island campground, Brad Hendrickson agreed to police the Sand Island docks and City docks. Brad and Toni have kept record of violators and abandoned boats. However, the City repeatedly did not back them up due to lack of resources. He hopes the City backs up the new contract, so they don't have a repeat of what happened in the past. The Ordinance was revised with more teeth, but it still needs City support.
- ◆ Brady Preheim. He lives on Clark Street. The intersection at Clark Street and Milton Way is very dangerous. He has been in an accident there and was almost hit by a school bus yesterday. Something needs to be done. There is a hedge that you can't see around when turning on Milton Way.

Council President Morten asked if there is a sidewalk. Brady said there is not. Your car has to be 60% in the road to be able to see. His fear is that the road will go through from the development by Walmart, which will make it worse. There used to be a pole with a mirror, but it disappeared.

Public Works Director Zaher will look at it tomorrow.

Councilor Chilton asked if he has spoken with the neighbor. Brady said no.

Councilor Topaz asked if you can't see well from the other side. Brady said it's enough to see.

City Planner Graichen said this came up when Chief Salle' was here. They made it part of the nuisance section to be enforced by Code Enforcement.

CONTINUED DELIBERATIONS

1. Appeal of Planning Commission's Denial of a 46-Lot Planned Development Subdivision Preliminary Plat located SE of the Intersection of Pittsburg Road and Meadowview Drive (Comstock)

City Planner Graichen reported that this is a continuation of deliberations. He asked if there was any ex-parte contact since the last meeting. Councilor Birkle declared that he received a voicemail from Vicky Njust to talk about building moratoriums. He doesn't believe that the voicemail has an impact on his ability to make a fair decision. Council President Morten received a similar call. He told Vicky that he would check with Graichen and be ready to make a fair decision. Councilor Topaz also received a voicemail about it. Graichen asked if Councilor Chilton has reviewed the record and is prepared to make a fair decision. Councilor Chilton said yes. There were no objections from the audience for the Council to make a fair decision.

Graichen reviewed the history of the public hearings and request before them.

- A significant difference is the number of lots proposed. The new proposal has a 26% reduction of lots, and no lots are less than 7,000 sq. ft.
- The applicant tentatively agreed to the proposed conditions, which includes the additional fee of \$6,660/equivalent dwelling unit for the sanitary sewer issues. An inflation element is also included.
- The public record is closed.
- Talked about the 120-day rule. City government must make a decision within 120 days of the application being deemed complete. It's challenging when there are appeals. An extension was granted until October 5. This October is weird because of the LOC Conference. They want to try to honor the 120-day rule. If they make a decision tonight, he suggests they have a special meeting to adopt the final document. September 26 or October 3 are the dates he has in mind. Council President Morten pointed out that he will not be available to attend either of those meetings and asked if Mayor School could preside. City Attorney Trompke said Mayor Scholl should not preside or sign the final document since he recused himself.

Graichen reviewed the options for denial or approval.

- Denial
 - Sanitary sewer issue. A considerable amount of the conveyance infrastructure between the subject property and where it's treated at the Wastewater Treatment Plant, is above capacity now, per the Sewer Master Plan (SMP). The industry standard for capacity is .85%. According to the SMP, it is at or above capacity now. However, it is a priority three because the infrastructure does not have a known history of surcharging.
 - He reviewed SHMC 17.152.090(4) Permits Denied. Development permits may be restricted by the commission or council (i.e., the applicable approval authority) where a deficiency exists in the existing sewer system or portion thereof which cannot be rectified within the development and which if not rectified will result in a threat to public health or safety, surcharging of existing mains, or violations of state or federal standards pertaining to operation of the sewage treatment system.
 - DEQ can issue fines for surcharging in certain events.

- Another thing to consider, outside of the review of this subdivision, is that staff queried the Council in April about the SMP. The consensus was to try to not halt development and charge another fee to help compensate.
- Approval
 - As mentioned at the August meeting, the proposal included an estimated charge of \$6,600 that was proportional to the amount that this development would present to the system. The applicant was okay with that.
 - They know the sewer problem is widespread. This brings them to a question of moratorium law, which requires notice to the State. Right now, there is no pattern or practice. This will help set a framework of how they look at developments. Maybe a denial will hold up. At some point, they will have to do something more. The extra fee is not ignoring the issue. It gives a proportional start.
 - In talking with legal counsel, if Council does approve it, there are conditions in the record. They recommend adding another condition that the owner, developer, and subsequent buyers will indemnify the City from any cost, fines, or penalties arising from or associated with overflow or discharge from the sanitary sewer system, until the system is upgraded as contemplated in the plan. That is assuming the Council is considering approval.

Councilor Topaz asked how old the sewer system is. Engineering Manager Darroux said it is about 50 years old. Councilor Topaz asked if there has been a major water episode during that time. Darroux said there was an overflow on Sykes Road. The model shows that line is maxed out. If you keep adding to it, it will overflow. Downtown is priority one because it does overflow. Councilor Topaz said it has to be redone and capacity upgraded. They need to triple the size for future development. Darroux said it's an eight-inch line now and recommended to be upgraded to a 15-inch line.

Council President Morten asked if there is a plan to upgrade Sykes Road and the infrastructure in the Transportation Systems Plan. Graichen said yes. Public Works Director Zaher pointed out that the Transportation Systems Plan will be updated soon as well. Council President Morten went on to ask if that would include a larger trunk line on Sykes Road. Darroux said the 15-inch line considers development of all the property within the Urban Growth Boundary (UGB).

Councilor Topaz asked about the timeline to increase it to a 15-inch line. Darroux said they are securing funds now. Zaher hopes to see the upgrade within the next three years. They did look at upgrading all three trunk lines at once. Darroux added that the DEQ loan application includes the two priority one basins and the Sykes Road basin.

Councilor Topaz asked how many years it could potentially take to fully develop the subject property. Graichen said it could be completed in a three-year period if they did it all at once. Council President Morten pointed out that it's the same amount of time as upgrading the sewer line.

Councilor Topaz suggested that it becomes safer if they delay it two years. It would be a moratorium to ensure the Sykes Road line is in place.

Councilor Chilton asked how long the overflow condition would last. Graichen said that would be only until the system is upgraded.

Graichen talked about testimony received. It's common to have testimony about traffic. He talked about the street connections. The Code is clear about connecting streets.

Graichen said the Council needs to decide if they're going to deny it, based on the one standard, or approve it with conditions. The most recent condition added was the indemnification.

Councilor Topaz asked what the possibility is of there being enough homes to afford the indemnification if they approve it. If they get heavy rains, it could blow the lines out before they're upgraded. Graichen

said it's not a matter of a sum of money. It's a matter of this subdivision enacting a legal case against the City in the event of a surcharge. It's an extra layer of protection for the City allowing the development, knowing there is potential. Councilor Topaz is worried about how it will be paid for when it's only partially developed. Graichen said the fine from DEQ would be the City's burden. It's more to protect the City against individual suits. Councilor Topaz asked how they can justify the timing of the development. Graichen said the Planning Commission discussed allowing the subdivision to be completed, but not allowing building permits to be issued until the sewer is in. It may be difficult to obtain bank loans. It's conceptual. Once the lots are created, there could be multiple owners. They talked about the possibility of adding a notice to the deed that there is a delay on building permits.

Councilor Chilton reminded everyone that this sets a standard for all future development. She is not comfortable adding a lot of layers.

Council President Morten said it takes about a year to develop prior to building. That's a year moratorium already in place.

Council President Morten asked for the staff's recommendation. Graichen said because of the moratorium issue, having a significantly delayed plan that put them here, and setting a precedent for other developments, it is probably safer to approve it. Sometimes the fines are the cost of doing business. The needle leans towards approval with the conditions. It's not just this development, there are several others. At some point, someone with good legal counsel will say they can't do this. He's thinking about all the proposals he's aware of.

Councilor Topaz asked if the other developments depend on sewer lines that don't have sufficient capacity. Graichen said yes, it's widespread. They know there are some areas that have a pattern of surcharging, so they'll have to consider it differently. Moratoriums are brutal. It will be politically sensitive, and the room will fill up with people in favor and opposed. Hopefully, it's upgraded before there is a surcharge running down the street.

Councilor Topaz asked if DEQ could tell them not to build anymore until the line is upgraded. Graichen is not sure they can impose that. Although, they may be able to impose fines until it's done.

Councilor Topaz said with the I&I project, the EPA said they can't dump their sewer in the river, and they had to have a stormwater and sanitary sewer, or they would come in and do it for them. Could that happen? Graichen said they have separate systems now. Darroux is not aware of that. It would likely just be a fine. DEQ is aware of the wastewater issues. Councilor Topaz said this is a physical problem due to the sewer system. Graichen agreed.

Council President Morten is looking at both sides. There are a lot of issues. If they deny it and don't have a good reason, are they vulnerable for lawsuits from the developer? Graichen said it's possible that it gets appealed to LUBA, the City loses to LUBA, and then LUBA could require the City to pay the opponents attorney fees. They want to make sure the basis for denial is clear and objective. He read the permits denied standard, which directly correlates with the Master Plan. Without a significant history of surcharging, at what point does it tip? Graichen reviewed the sewer line map.

Councilor Chilton agrees with the staff recommendation. The developer has increased the lot sizes based on requests and a plan to accommodate the wetlands.

Councilor Topaz is afraid of denying it and afraid of the sewer line physical problems. They have drastically underrated the danger due to the changing environment.

Councilor Birkle believes the Planning Commission made the correct decision at the time, based on the plat and sewer system deficiency. Since then, changes have been submitted, he has met with staff, and the Master Plan is going to be reprioritized. At the last meeting, one member of the Planning Commission gave a neutral position based on changes. This is a decision that can be rectified. He is inclined to vote

to approve the plat with the conditions of the sewer surcharge, condition for the developer and subsequent buyers to indemnify the City, and they begin work on improving the system as soon as possible.

Council President Morten wants to make certain the sewer line is repaired as soon as possible to ensure Sykes Road is safe. Staff's recommendation is strong. They are the professionals. Council must make the decision as non-professionals. He stands behind staff. His vote is to approve.

Graichen said the easy motion is to approve the revised conditions from the August 17, 2022, meeting, and add the indemnification language. Councilor Birkle expressed his reluctance to vote until he sees the conditions in writing.

Motion: Motion made by Councilor Birkle and seconded by Councilor Chilton to approve the preliminary plat subdivision based on the revised conditions of the August 17, 2022, meeting, and the additional condition that the owner, developer, and subsequent buyers will indemnify the City from any costs, fines, or penalties arising from or associated with overflow or discharge from the sanitary sewer system until the system is upgraded as contemplated in the plan.

Discussion.

Councilor Birkle acknowledged the sincere and heartfelt comments received from community members. He believes their sincerity and the concerns about the potential impact. However, they must base their decision on the Code. He also thanked staff for their guidance.

Councilor Topaz finds it upsetting that he's considered not knowledgeable in technical affairs, especially engineering and sanitary sewers. It's a gravity job and favoring more caution than not. He wants to see the development there, but until the sewer system is in adequate condition, he can see more damage to the present part of the community. Based on what they've seen in recent extreme weather patterns, he is very afraid of what can happen. That is why he is opposed to it. He is worried about the physical measurement system.

Council President Morten respects his opinion and everyone else's. He's fearful of an appeal to LUBA. He's also fearful of Councilor Topaz's concerns. Getting in hot water with LUBA is a tough place to be. Attorneys can make it really tough for them. That's why he is following staff recommendation.

Vote: Yea: Council President Morten, Councilor Birkle, Councilor Chilton; Nay: Councilor Topaz

Graichen said they need to set a date for the special meeting. Trompke does not think it's critical that it be done this week. Even without Council President Morten's vote, based on this vote it would be a two to one vote for approval. He suggested asking the applicant if they would extend the timeline until he returns.

Graichen asked the applicant if they are willing to extend the 120-day rule and wait until October 19 for the decision. After discussing it with his client, the applicant's attorney, David Peterson, agreed to extend the 120-days to October 19. Council President Morten apologized for not being available sooner. Graichen requested the extension be provided in writing.

RESOLUTIONS

2. **Resolution No. 1966:** A Resolution to Establish Water, Sewer, and Storm Drainage Utility Rates, Charges, and Administrative Rules

Council President Morten read Resolution No. 1966 by title. **Motion:** Motion made by Councilor Topaz and seconded by Councilor Chilton. **Vote:** Yea: Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Agreement with St. Helens Marina LLC for Harbor Master Services at City Docks and Waterways

Motion: Motion made by Councilor Birkle and seconded by Councilor Chilton to approve '3' above. **Vote:** Yea: Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

4. Separation and Release Agreement with Matt Brown

Motion: Motion made by Councilor Birkle and seconded by Councilor Topaz to approve '4' above. **Vote:** Yea: Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

5. Appoint Ellen Jacobson to the Library Board

Motion: Motion made by Councilor Topaz and seconded by Councilor Chilton to approve '5' above. **Vote:** Yea: Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR ACCEPTANCE

6. Library Board Minutes dated August 8, 2022
7. Parks and Recreation Commission Minutes dated July 11 and August 8, 2022
8. Planning Commission Minutes dated August 9, 2022

Motion: Motion made by Councilor Topaz and seconded by Councilor Chilton to approve '6' through '8' above. **Vote:** Yea: Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR APPROVAL

9. Amended Finance Director Job Description
10. Accounts Payable Bill Lists

Motion: Motion made by Councilor Topaz and seconded by Councilor Birkle to approve '9' and '10' above. **Vote:** Yea: Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

WORK SESSION ACTION ITEMS

None

COUNCIL MEMBER REPORTS

Councilor Topaz reported...

- Youth Librarian interviews will be held next week.
- It was disappointing that the trolley was not operating last week. He hopes to see it running soon.
- Is the City's new boat here? Walsh responded that it is still being reviewed by the Coast Guard.

Councilor Birkle reported...

- Steve Toschi spoke about House Bill 3115 and being proactive. It will take effect July 2023. He is pleased with how the Planning Commission is moving forward on it. It will help provide insight and background.
- There are two upcoming Planning Commission vacancies due to retirement of two long-time members, and possibly a third, depending on the election results. He encouraged everyone to spread the word and get more people involved. Graichen added that they have a pool of applicants from the last round who are still interested.
- He walked through Spirit of Halloweentown on Sunday. It looked to be a nice, soft start.

Councilor Chilton reported...

- Getting re-oriented after being on maternity leave. She is two months old and super cute.
- The League of Oregon Cities (LOC) Conference is coming up. She is very excited about attending, learning, and networking.
- She is excited about Spirit of Halloweentown.

Council President Morten reported...

- He used first names tonight. It feels more like family.
- Councilor Birkle mentioned Steve Toschi reporting on House Bill 3115. He hopes that Steve attends that session at the LOC Conference. Those sessions can become an item you might vote for. It makes sense to listen to his arguments.
- The last Parks & Recreation Commission meeting was interesting. Deliberation lasted about an hour about the Scappoose Bay Watershed agreement. There was a lot of talk about certification of spraying and if volunteers could do that. They voted unanimously that Scappoose Bay Watershed has the expertise in spraying techniques. He agrees with any kind of work they do. Hopefully, they conclude that things are okay the way they are.
- Work was done in Dalton Lake Nature Preserve for salmon restoration. It was all inclusive to keep the beavers in place and building a bridge over the waterway. It's a good time to see it while it's dry. They replanted and have done good work. Access is near the Water Filtration Facility.
- He would like to move forward on a Land Acknowledgement Statement for the city. It acknowledges what happened prior to the white man coming and developing the land. Do they pay respect to what happened? How do they do that? He is working on that now with a different board. It has enriched his life to learn about the indigenous people who were here before them. There is no history of it. He recently found out there is a burial ground under the new development by the old hospital. Arrow heads and other artifacts were found at the mouth of Milton Creek that dumps into the slough. Archeologists did a massive dig there and found artifacts that ended up in a Portland museum to be safeguarded. This is important. The canoe is what brought this to mind. He would hate to see the canoe destroyed and would like to see it pay homage to the history. A statement of respect is in order, and suggested it be done with the Waterfront Development.

Councilor Topaz added that Nob Hill was a past lookout for tribes. Council President Morten said the Chinook Nation was huge on the Columbia River. Walsh added that the Riverwalk project will include interpretive signage. Council President Morten would like to see the canoe in a proper display there.

MAYOR SCHOLL REPORT

Reported at the Work Session.

OTHER BUSINESS

ADJOURN – 9:02 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, October 19, 2022

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Doug Morten
 Councilor Patrick Birkle
 Councilor Stephen R. Topaz
 Councilor Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
 Lisa Scholl, Deputy City Recorder
 Crystal King, Communications Officer
 Jacob Graichen, City Planner
 Jenny Dimsho, Associate Planner/Community Development Project Manager
 Bill Monahan, City Attorney
 Tina Curry, Event Coordinator

OTHERS

Michael Curri	Andy Bates
Brady Preheim	Ben Tiscareno
Jenai Fitzpatrick	Lori Armstrong

CALL WORK SESSION TO ORDER – 2:00 p.m.

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

- Brady Preheim. Noted Spirit of Halloweentown had been going well, and visitors loved the train. He thanked Public Works for trimming the hedge near his house and for their quick response, noting his neighbor had almost been hit by a bus, too. He disagrees with the City spending money on the Waterfront project until Council had more confidence in and a better understanding of the City's financial forecasts and all the issues from the previous Finance Director. He is not opposed to the project, but a developer was needed, and it should be delayed, as well as the police station.
- Lori Armstrong. Has lived in St. Helens for 52 years. She had seen many distracted drivers and was almost hit by one while in a crosswalk outside of City Hall. A route many people took up the hill, 2nd Street, brought in a lot of traffic, and she was concerned about being hit by a car as many of those people were not sure where they were going. She shared her observations of chaos in and around Halloweentown. Halloween was Satan's holiday as it celebrated death, fear, and darkness. Halloweentown was attracting more evil, such as witches and warlocks. Using the event to bring in more people for businesses is ridiculous; good food and customer service builds business. A majority of people are coming with good intentions, and she was not opposed to fun, but not everyone had the City's or the County's best interest at heart. She loved the city but felt many people do not understand the darkness Halloweentown brings. City Council works for the people, who have rights. She wanted Halloweentown dropped as a City event, noting several business owners agreed.

DISCUSSION TOPICS - *The Council will take a break around 4:00 p.m.***1. Presentation by Strategic Network Group (SNG) for Broadband Survey Results**
- Michael Curri

Michael Curri reviewed the Broadband Survey results via PowerPoint, a copy of which is included in the archive packet for this meeting. Key highlights included St. Helens' broadband challenges and the work and research showing the City could move forward with the necessary digital infrastructure. He sought input on whether Council wanted to move forward with the infrastructure and if so, if they wanted to take next steps, including exploring funding options from both public and private sources.

City Administrator Walsh asked why network coverage was so patchy.

- Mr. Curri explained providers had a business case to make when investing three to five years ago, noting more businesses and affluent neighborhoods were more likely to connect and would buy higher packages offering a higher return, as opposed to lower income, less dense areas which were less likely to be connected; therefore, increasing the digital divide.

Councilor Birkle noted this was certainly something the Council needed to look at, but more time was needed for it to be absorbed.

Mayor Scholl said he wanted to proceed with the next step since federal money would be available, noting the City was well-equipped to be a very competitive broadband area. He added the school district had simply created their own system to ensure connectivity.

Councilor Chilton would like to see what other cities had done to see what those next steps look like.

Council President Morten pointed out the City of Sandy had already done it, noting cities around that size were independent and had their own system. He sat on the League of Oregon Cities Committee on Broadband about six or seven years ago which was well-represented by cities that had laid their own cable.

- Mr. Curri added there was a whole possible spectrum noting the City of Sandy was a great success story. In terms of the options, the community, city, or region would have a partnership with a provider that would subsidize that. He noted the challenge behind the unserved and underserved was because service providers did not see a return in those areas. Such cases lead to public investments such as roads, electrical grids, and sewer systems as those goods outweighed the direct returns, a good model being the Airport Authority. Having the community own its own digital roads was important to ensure interested providers got access not to just the street, but the premise. As an economist, he was against having public subsidies to one provider or business entity over another. An even playing field that gave the consumer a choice to choose providers that would then ensure good service and competitive prices was ideal. Nodes could be put in the good service areas for providers to expand and upgrade their services. The data the team had could show the provider where to expand and could also be used to make a competitive bid for the federal and state funds that are available to be used in the unserved or underserved areas.
- City Administrator Walsh agreed looking at other cities was a good point, adding he looked forward to the staff doing that research.

Council President Morten noted that with the street development the City would do, the infrastructure should be built with the capacity to install things without having to dig up again, using large enough conduit, for example. The entire system did not need to be underground. The City had both a hard wired and wireless system to serve the City. Columbia River People's Utility District (CRPUD) needed to be very involved in the process, especially in terms of any shift to underground vaults in their own wiring processes. This would be a first stop for the City to see what could happen, and if it was a hub, how far out it could go.

Mayor Scholl noted ARPA funding was boosted due to COVID and the lack of services in rural America. How would the City fit within the radar of what SNG had seen? Did St. Helens need to belong in those criteria?

- Mr. Curri replied there was no upcoming digital equity program that St. Helens was eligible for. He offered to get back to the Council with ARPA details and how that could be applied to St. Helens, as well as the upcoming bid, noting the data SNG had could make a strong case as no one else had that level of detail except Jefferson and Hermosa who SNG also worked with to show those economic and community benefits.

The Council directed Mr. Curri to work with City Administrator Walsh and return to Council in the future.

2. Planning Semi-Annual Report - *Jacob Graichen and Jenny Dimsho*

City Planner Graichen and Associate Planner Dimsho presented the Semi-Annual Planning Department report. A copy of the report was included in the archive packet for this meeting. Council was updated on several planning projects and activities within the city, which included projects on tonight's regular agenda, as well as key legislative items and funding programs impacting the City and the status of the Planning Department's workload and need to address burnout and add staff in Engineering.

Councilor Topaz asked if a marketing study had been conducted for the St. Helens Industrial Business Park, given the sewer plant deficiency, waterfront contamination and overall geology of the site.

- Ms. Dimsho replied she was uncertain, but if the City had conducted a market study for that site it would be out of date.
- Department of Environmental Quality (DEQ) currently had a public comment period for the preferred remediation alternative it had selected and that was being paid for by OfficeMax on the Boise site. The Planning Department would also be providing comments. At the community interest meeting that Councilor Topaz and she had attended, Jeff Schatz, the project manager mentioned multiple times that the preferred remediation alternative would not prohibit the City from using the site for industrial uses in the future. It would be important for the City to stay involved with the project, especially as the concept design evolved. Because the design was not complete, they were not prepared to answer Councilor Topaz' questions about building within the water.

Councilor Topaz noted DEQ was not allowed to use the preferred remediation alternative at the Willamette Cove operation in Portland. Additionally, the Army Corps of Engineers had not been consulted.

Councilor Topaz noted the Comstock Subdivision was allowed even though the sewer line capacity was questionable. He did not want to set a precedent that any development could move forward without adequate infrastructure.

Council President Morten disagreed any precedent was being set.

Mayor Scholl reported the City had allocated an impact fee on the subject area and had a been approved for a DEQ loan to begin the sewer line improvement projects, which the City understood was happening prior to the subdivision approval. He assured Council was not setting precedents to allow anyone to illegally do whatever they wanted.

Council generally consented to move forward with the proposed sanitary sewer fee and not enact a moratorium.

3. Review of Proposed Increases in Planning Department Fees – *Jacob Graichen*

City Planner Graichen reviewed the proposed increases in Planning Department fees. A copy of his report was included in the archive packet for this meeting. He noted the City periodically increased fees every one or two years and the new fee structure would become effective November 1st if approved by the Council.

Councilor Topaz confirmed that the fee increases would not offset or pay the cost of hiring a new employee for the department as a salary would still draw from the General Fund. He noted the need for additional personnel to keep up with the workload and that city's growth would slow down if City Planner Graichen did not get help.

Break - 4:07 p.m.

4. Review of Proposed Changes to Sidewalk Construction and Repair Code – *Jacob Graichen*

City Planner Graichen reviewed the proposed changes to Sidewalk Construction and Repair Code noting there was a white paper attached to the memorandum which talked about sidewalk liabilities. A copy was included in the archive packet for this meeting.

Mayor Scholl asked about the process of removing street trees, noting a tree was damaging the sidewalk at the CCMH Cornerstone building that they wanted to repair, but also get rid of the tree, which could cause additional damage. He believed the City's street trees were planted precariously.

City Planner Graichen said staff and CCMH discussed removing the street tree and replacing it with an alternative. Staff would look into it and contact their maintenance person.

Council President Morten noted there was an ordinance in place for street trees, which were required.

Council President Morten noted in Portland, the local and city ordinances placed the responsibility on the adjacent property owner to repair and clear sidewalks, as well as potentially removing and replacing the tree. Some tree species were deep rooted and would not cause sidewalk damage.

5. Discussion on Citizens' Day in the Park Event - *Crystal King and Lisa Scholl*

Communications Officer King and Deputy City Recorder Scholl updated the Council on the Citizens Day in the Park event. A copy of the report was included in the archive packet for this meeting.

- Parks and Recreation Division requested a quote from Peak Electric to upgrade electrical services at the park due to the number of growing vendors at the event.
- CC Rider has volunteered free shuttle service from the Recreation Center to Citizens' Day
- Received a \$1,000 grant for the event from Columbia River PUD.
- There will be City booths next year.
- More volunteers are needed. The Councilors were asked to work within their networks of community groups and start soliciting volunteers now for next year's event.

Council agreed it needed more community involvement and that nonprofit City grant recipients should be required/asked to volunteer in helping facilitate the event.

Enlarging the event was also suggested due to the great turnout of vendors and attendees.

6. Review Rules of Conduct for City Facilities – *John Walsh*

City Administrator Walsh reviewed the proposed rules of conduct to increase safety and security, noting the resolution stemmed from an incident at City Hall and the rules were developed after reviewing several other public facility rules. Next steps would include a security system and cameras, as well as better lighting outside the building and in the parking lot.

Councilor Topaz asked if the City had a policy to always have more than one person in the building. City Administrator Walsh responded that would be ideal but was not always the case as others are in meetings.

Discussion continued about having consistent rules of conduct policies across all public property, parks, and spaces and to have the Parks & Recreation Commission consider additional rules to increase safety.

Council agreed the rules were good for the public facilities moving forward as the resolution would help police officers enforce the law.

7. Report from City Administrator John Walsh

City Administrator Walsh presented his report.

- Attended the League of Oregon Cities (LOC) Conference.
- The Task Force on homelessness created by the Mayor's Association, allocated per capita funding to cities, resulting in St. Helens receiving \$500,000 and potentially additional resources.
 - Council discussed how the City was already addressing homelessness and the factors prolonging the issues, including state policies and the lack of a comprehensive approach regarding the services provided.
- Boating Ad Hoc Committee update. No decisions were made about dock stay limits
- Reviewed the recruitment process for a new Finance Director.
- The upcoming Riverwalk and Street and Utilities Projects would start November 2.
 - Two informational meetings would be held October 24. The meetings would be noticed that a quorum of Council members could be in attendance.
 - The Riverwalk project was getting a lot of media attention and had appeared on a couple front newspaper covers.
- There are City-owned docks the City could repair, which involved onerous permitting, water work windows, fish habitat, etc.; however, it was better to do repairs when the City had the financial resources to do so.
- The Sand Island developer/owner was looking at a water source and using a septic system.
- He described other potential funding opportunities for the City beyond the DEQ program for the sewer improvements, which included Community Development Block Grants, principal loan forgiveness and other programs. The primary consideration was that local rates equaled the states average for sewer fees, which was currently \$50.92.

Mayor Scholl confirmed the City had an official program for fire prevention that included thinning trees and clearing the forest. The program was cost-neutral, but he was unsure how effective it would be to cite the program for how forward looking the city is from a publicity point of view.

ADJOURN – 5:00 p.m.

EXECUTIVE SESSION

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

October 19, 2022

Members Present: Rick Scholl, Mayor
 Doug Morten, Council President
 Patrick Birkle, Councilor
 Stephen R. Topaz, Councilor
 Jessica Chilton, Councilor

Staff Present: John Walsh, City Administrator
 Lisa Scholl, Deputy City Recorder
 William Monahan, City Attorney with Jordan Ramis PC



At 5:01 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Labor Negotiator Consultations**, under **ORS 192.660(2)(d)**
 - Update on current negotiations with AFSCME Union.
- **Consult with Legal Counsel**, under **ORS 192.660(2)(h)**
 - Update on potential litigation with ACSP.
- **Real Property Transactions**, under **ORS 192.660(2)(e)**
 - Update on potential business looking at available property.
 - Update on City-owned property leased off N. 7th Street.

The Executive Session was adjourned at 5:17 p.m.



ATTEST:

 Lisa Scholl, Deputy City Recorder

 Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, October 19, 2022

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Doug Morten
 Councilor Patrick Birkle
 Councilor Stephen R. Topaz
 Councilor Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
 Lisa Scholl, Deputy City Recorder
 Crystal King, Communications Officer
 Jacob Graichen, City Planner
 Ed Trompke, City Attorney
 Tina Curry, Event Coordinator

OTHERS

Jason Morris	Jenai
Suzanne	Deb Parsons
Steve Toschi	Jeanne Morain
Judy Thompson	Linda Zahl
Brady Preheim	

CALL REGULAR SESSION TO ORDER – 7:00 p.m.

PLEDGE OF ALLEGIANCE

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

- ◆ Steve Toschi. He is requesting the Council reconsider the indemnity clause condition of the Comstock subdivision appeal. The purpose of fines levied by one government body against another government body is to ensure the health and safety of its citizens. That would include whether the sewage systems overflows. The Council is facing a tough choice regarding additional development. They are in the best position to decide the risks of further development and the remedies. It's not appropriate for the City to try to pass criminal fines along to the developer. The court may say the City is accountable. He has not researched the issue himself but finds it to be problematic. The risk will make it difficult for any developer. The developer intends to challenge the decision. He urged the Council to eliminate the provision. Council should continue to move forward with repairing the system and assessing the fees.
- ◆ Brady Preheim. He listened to the Broadband survey with interest and concern. While they are very underserved, he's nervous about the City taking on the broadband service. It's better to partner with a private agency. The City can do other things better. Broadband is specially needed

outside city limits. In many cases, CenturyLink has exceeded capacity. It should be a county-wide initiative.

ORDINANCES – First Reading

- 1. Ordinance No. 3287:** An Ordinance Amending the St. Helens Municipal Code Chapter 12.04 Regarding Sidewalk Maintenance and Liability

Mayor Scholl read Ordinance No. 3287 by title. The final reading will be at the next meeting.

RESOLUTIONS

- 2. PUBLIC COMMENT -** Increase in Planning Department Fees

Resolution No. 1967: A Resolution of the St. Helens City Council to Set Planning Department Fees

No public comments.

Mayor Scholl read Resolution No. 1967 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Resolution No. 1967. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

- 3. Resolution No. 1968:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting an Agreement with Unrepresented Employees of the City of St. Helens

Mayor Scholl read Resolution No. 1968 by title. **Motion:** Motion made by Councilor Chilton and seconded by Council President Morten to adopt Resolution No. 1968. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

- 4. Resolution No. 1969:** A Resolution of the Common Council of the City of St. Helens Adopting a Collective Bargaining Agreement with AFSCME Local 1789

Mayor Scholl read Resolution No. 1969 by title. **Motion:** Motion made by Councilor Birkle and seconded by Council President Morten to adopt Resolution No. 1969.

Discussion.

Councilor Birkle is happy to see them reach agreement. He applauds the members of the union who spoke at the Council meeting last month.

Vote: Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

- 5. Resolution No. 1970:** A Resolution Adopting and Affirming Rules of Conduct for City Facilities

Mayor Scholl read Resolution No. 1970 by title. **Motion:** Motion made by Councilor Topaz and seconded by Council President Morten to adopt Resolution No. 1970.

Discussion.

Councilor Birkle pointed out that this is a living document to continue to evaluate and improve. This is a great start. Councilor Chilton added that they have been advised by legal to continue looking it over.

Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. [RATIFY] Agreement with GMP Consultants for Finance Director Recruitment Services
7. Fourth Amendment to Otak, Inc. Agreement for S. 1st & Strand Streets, Road & Utility Extensions Project
8. Findings and Conditions (Final Order) for the Comstock Subdivision Appeal
9. Agreement with Columbia County for Building Inspection and Plan Review Services
10. Agreement with City of Columbia City for Building Inspection and Plan Review Services

11. [RATIFY] Amendment No. 6 to Contract with Mayer/Reed Inc. for the Riverwalk Project Phase I
12. Third Amendment to Ground Lease with 7th Street Lofts Condo

Motion: Motion made by Councilor Birkle and seconded by Council President Morten to approve '6, 7, 9, 10, 11, and 12' above. **Vote:** Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

Motion: Motion made by Councilor Chilton and seconded by Councilor Birkle to approve '8' above.

Discussion.

City Planner Graichen addressed Steve Toschi's comments. He re-read the indemnify condition that was added at the last meeting, "The owner, developer, and the subsequent buyers will indemnify the City from any costs, fines, or penalties arising from, or associated with overflow or discharge from the sanitary sewer system until the system is upgraded as contemplated in the Plan." The applicant has since reached out with concerns about that and discussed a potential language change. It narrowed the scope and focused on the Sykes Road portion. It includes a time element, after occupancy of the first home. The indemnification period terminates when the project is complete or four years. There is also language for the exception that if the surcharge is caused by act or emission of the City. As noted in the memo, the applicant said they will appeal it if there's any indemnification clause. It comes down to risk. The other change is more simple and not as controversial. On page 12, there are findings that address pipes reaching capacity. He proposes to modify the last sentence to read, "This is much greater than the industry and City standard 85% "at capacity" flows."

City Attorney Trompke said the two words, "and city," makes it clear that the City has adopted the sewer standard for its pipes if they are running at 85% capacity, which means the flow in the pipe can be 85% of the height of the pipe. There must be 15% at the top for air flow, which prevents the pipe from going over capacity and blowing out through manhole covers or people's basements. It is a clear and affective standard. The indemnification language is predicated on this finding. He reviewed the Wastewater Master Plan that addresses that finding. It becomes part of the planning criteria and is applicable to subdivisions and other applications that come before Planning and Public Works. It is clear, objective, and must be satisfied. The Sykes Road section is already at or over capacity. Because the system fails the clear and objective criteria, you're allowed to deny the approval. The City has accommodated the developer to get it done on a faster schedule. By doing that, you can add a condition that they indemnify the City if they get in before the City completes the pipe upgrades. Because you're doing less than denying, the condition is proportional to the impact. Based on that, indemnity should be approved and should be upheld even if they take it to LUBA. It is an adopted City criterion. They can adopt the City staff's recommendation and add those two words that it's an industry "and City" standard.

Councilor Topaz asked if the 85% is flow or static. Trompke said the definition is in the Wastewater Master Plan. He believes it's the flow. The sewage moving through the pipe can't exceed 85% of the height of the pipe. It's not static. Sewage flows downhill. Councilor Topaz said they have evidence that pipes go uphill for drainage. How does he verify that it's more than 85% full? Trompke said he would go to the map in the Master Plan. It shows the lines that are over capacity. Councilor Topaz is more worried about showing proof that it's over 85% full. Councilor Chilton said that is a question for the City's Engineer. Councilor Topaz argued that he wants a legal response to respond in court. Trompke said they have already made that determination by adopting the Wastewater Master Plan. Councilor Topaz wants to legally prove that in court. Trompke said they would call the City Engineer as a witness if it were taken to court. LUBA is not court. It is based on the record.

Council President Morten said this is a lot about timing and upgrades with the development. After the last meeting, he spoke to Public Works Director Mouhamad Zaher. He said there shouldn't be any worries.

They should have the Sykes Road work done prior to the development being complete. Secondly, the amount of grade the sewer is flowing down is substantial.

Councilor Chilton said the attorney is saying they are allowed to approve this with the conditions. Are the applicants going to agree to those conditions? Graichen said the applicant has already stated that they will appeal it. The Council must consider how they feel about the risk of allowing the development, a possible surcharge, and the response from DEQ. The indemnification could result in an appeal.

Councilor Birkle looked at the email where the applicant made an offer to release the City from liability for any surcharges in the Comstock subdivision until the upgrades were made. His primary concern is that the applicant would not be able to hold the City liable for surcharges with the indemnity clause. He questions why the offer to provide liability for surcharges in the Comstock Subdivision would be considered a nonstarter. Trompke responded that it's at the top of the hill. If there is a discharge from the pipe, it is likely to be down the hill somewhere it gets full and backs up. It's far less likely that the backup of discharge would start at the top. The indemnification is meant for third parties, not Comstock. Councilor Birkle talked about how the Council is responsible for whether to approve things. If they are willing to move forward, he is not sure it is fair to hold the developers responsible for the entire system. If they're already running over 100%, he is not sure this development will make that much of a difference. He is inclined to not include the indemnification because of the future impact on other developments. Are they going to ask the same of other applicants? Can that have a negative impact on development? He also talked to Public Works and Engineering, and they are confident about the sewer project moving forward as a priority. He's willing to take that risk.

Council President Morten asked who initiated the indemnification. Graichen said it originally came from the City's legal counsel.

Councilor Topaz said there may be people dumping too much into the sewer system now. Anyone else who is added, is pushing them over the limit. They don't have rights because they are the last people on the line. They expect that the pipeline will be brought to a standard that will help the additional development. With the weather and product availability, the ability to predict when this project will be complete is non-descript.

Councilor Chilton is uncomfortable going against legal advice. However, she did not talk with Public Works and trusts those conversations.

Council President Morten is shaky about it. There were threats of catastrophe if this happens. He went straight to Engineering and Public Works to get their input about timelines. He did not contact the developer about their timelines. They are fixing the problem. In government, things move slow, but he doesn't see that with Public Works. They get things done.

Councilor Topaz said this is important enough to have the Engineers here to say it in front of the public. Graichen said that doesn't work with the timelines. Councilor Topaz is concerned about the legal problems with catastrophic weather. This is unusual and not straight forward. Councilor Birkle agrees but pointed out that the City's not liable with a weather event that exceeds a 25-year storm.

Council President Morten requested legal advice. Trompke said the applicant would need to consent to an extension of the 120-day timeline if Council wants the opportunity to hear from Engineering. The legal opinion given is to minimize risk to the City. Graichen said the applicant is not in favor of extending the time. Councilor Birkle does not think it's necessary. He questioned if Councilor Topaz spoke to the City's Engineer and understood the same things that were said by him and Council President Morten. Councilor Topaz said he did extensively. He implied that they didn't understand the engineering terms that were said. The discussion included other sewer line problems in the city. There is a great uncertainty of many of the sewer lines in the city because of the past engineering. Councilor Birkle recognizes his background in engineering, but he also believes the explanation by the City's Engineer and Public Works Director was

done in such a way that even a layperson like himself can understand. More input from Public Works or Engineering will not change anything. It is time for them to make a decision.

Graichen said there are other things to consider. When they talked about this in April, they questioned if they should explore moratoriums or allow development with a fee structure. There must be some assumption of risk. In a sense, it's the premise of not shutting the door to development.

City Administrator Walsh talked about their job to act as risk managers. The attorney is going to come back with the most conservative and insulated response.

Motion: Motion made by Councilor Birkle and seconded by Councilor Chilton to amend the motion by inserting the words, "and City," in the last sentence of the last paragraph on page 12 of the findings, to read, "...industry and City standard 85%..." **Vote:** Yea: Council President Morten, Councilor Birkle, Councilor Chilton; Nay: Councilor Topaz

Motion: Motion made by Councilor Birkle and seconded by Councilor Chilton to amend the motion to eliminate the condition for indemnification by the developer.

Discussion.

Councilor Chilton is uncomfortable with it but trusts the Public Works Director and Engineer. She hopes to see the sewer improvements done soon.

Vote: Yea: Council President Morten, Councilor Birkle, Councilor Chilton; Nay: Councilor Topaz

Vote on Main Motion: Yea: Council President Morten, Councilor Birkle, Councilor Chilton; Nay: Councilor Topaz

Mayor Scholl said they are aware of the sewer issues and will continue to collaborate with the developer on remedying it. He looks forward to the partnership.

CONSENT AGENDA FOR ACCEPTANCE

13. Parks and Recreation Commission Minutes dated September 12, 2022

14. Library Board Minutes dated September 12, 2022

15. Planning Commission Minutes dated September 13, 2022

Motion: Motion made by Councilor Chilton and seconded by Councilor Topaz to approve '13' through '15' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR APPROVAL

16. Council Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated September 7, 2022

17. OLCC Licenses

18. Accounts Payable Bill Lists

Motion: Motion made by Councilor Chilton and seconded by Councilor Topaz to approve '16' through '18' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

WORK SESSION ACTION ITEMS

None

COUNCIL MEMBER REPORTS

Council President Morten reported...

- Nothing to report.

Councilor Topaz reported...

- There was an incident of an escaped child at the library. Thankfully, Library and Public Works staff rescued the child.
- Regarding the sewer system capacity limit, they have set a precedent by approving the Comstock Subdivision. They had hoped to not set a precedent to stop building by imposing a moratorium.
- The consultant's investigation into the geotechnical problems that would affect the sewer and storm systems showed mill site geologic problems. The consultants looked at earthquake, landslide, and liquefaction which revealed no sewer line problems. The map they showed included the entire city. The mill site showed two of those factors playing a large part. Liquefaction is the entire length of the shoreline, including the foot of the lagoon. The landslide also goes through the Waterfront. The area DEQ is covering toxic materials is also disrupted by landslides. The consultant's investigation of the geotechnical problems also affects DEQ's proposal to cover the contaminated mill site waterfront. They plan to put a nine-inch cover of sand over the contaminated areas. There are lot of problems with nine inches of sand protecting a five-foot deep contaminated area. The area is 150-feet from shore to where they think it ends, and a mile long. There were a number of red flag warnings for Engineering with storm and sewer drain problems. There were problems with no storm drains between 3rd and 4th Street. Some of the drains go up hill. There was another failure of repair or non-repair of the reservoir tank. The Engineering Department messed that up big time. There was another Engineering failure when they pushed a drainpipe from Godfrey Park to the river. There were a number of Engineering mistakes on that. Continuing Engineering mistakes, they have a \$15 million cost to re-do the sewer line, a \$20 million cost to re-do the storm drain, and \$1 million for Godfrey Park.
- They are building a 239-unit apartment complex on Gable Road. It gives an idea of what the 250 units of what was proposed for the Waterfront will look like. Gable Road only as two entrances and exits. The Waterfront only has two entrances and exits. They are going to put a stop sign at 1st and St. Helens Street. He talked about traffic patterns and needing to understand what it will look like. R. Kim submitted a proposal for the Veneer site. It was turned down because they wanted to own everything. When Tokola proposed a hotel and then found out they weren't going to make money, but could make money on the 250 living units, no one said anything. That also was a single-owner situation. The mill site has unstable, contaminated ground and they want to build an industrial park there. Have they done a marketing survey? Last night, he attended a DEQ meeting. Boise and DEQ talked about covering the contamination. The City needs to find out how to be part of that discussion.
- He received a letter from Oregon Ethics Commission. It describes the meeting that was held on May 20. It stipulates that it did violate the ethics regulations. They pointed out what mistakes were made in the report. It was related to a proposed cleanup of the City's lagoons. At the beginning of the executive session, Attorney Monahan advised the Council that the executive session was authorized under ORS 192.660(2)(h) because the City was meeting with experts to better understand the liability related to the City's wastewater lagoon and steps the City could take to reduce it. The next paragraph says the January 19 executive session was not authorized under ORS 192.660(2)(h). The expert's presentation and discussion of liability was related to the wastewater lagoon and procedures that required a cleanup of the wastewater lagoon, and therefore mitigated those risks were not a consultation by the City Council with its legal counsel regarding the City's legal rights and duties with regard to the current litigation or litigation likely to be filed.

Mayor Scholl repeated the last part that said, "litigation likely to be filed." When the companies showed up, they said there are liability issues if they do nothing. Councilor Topaz even reiterated at the meeting that if they do nothing, there will be issues. Councilor Topaz confirmed that's what he said. They answered with yes. Mayor Scholl wants that for the record. Councilor Topaz went on to say that litigation has be imminent, not in the future.

Councilor Birkle said that he neglected to say that they stayed in the meeting based on legal advice. They learned at the last meeting, that if they don't agree, they should leave. Councilor Topaz did not leave. Councilor Birkle is making the point. He signed a final order and will receive a letter of education. He was offered it under the understanding that the violation occurred under the advice of legal counsel. Councilor Topaz said that was made to the Ethics Commission by himself and Council had a discussion that it was okay, and the Ethics Commission said it was not. Councilor Birkle repeated that it was under the advice of their legal counsel.

- Would like to have a public meeting describing the use and methodology of how the cooling lagoon will be used as a waste dump and all the steps required for things to be done. There was supposed to be a public meeting in 2019 and it never happened.
- They occasionally go long in their meetings and bring in pizza. He found out that the high school has a catering service. He suggests they give them the opportunity to cater and serve.

Councilor Chilton reported...

- She was at the League of Oregon Cities (LOC) Conference during the fire at Columbia Hills. She did receive an update from Chief Greenway. It was devastating for the residents and individual who lost her life. She commends the police for arriving before anyone else and pulling residents out. She appreciates them.
- Kudos to K-9 Officer Ryder for apprehending a suspect. They should bring him out in the public more often.
- They have a new Code Enforcement Officer. She is happy to see him out and working on things.
- They are working on filling two officer positions. One has made it to the very end and will attend the academy when it is available.
- Attended the LOC Conference
 - Spoke to the Mayor of Warrenton. They have a really strong relationship with their National Guard. She is working to strengthen the relationship with our Guard.
 - She networked with other cities and learned how they handle similar issues. It was insightful. They need to ask questions and think from every perspective.
- She is going to meet with Community Action Team (CAT) about transitional housing. They need to consider how they are going to keep the City safe.

Councilor Birkle reported...

- Likes the idea of working with National Guard. They are an Engineering team.
- Enjoyed walking in the Big Parade. He dressed up and walked the route just ahead of the Sheriff's escort. They need to discuss crowd management. He thanked Heather Epperly and team for sponsoring the event. He heard a lot of good things.
- He met with Records & Evidence Specialist Pati Ruiz to tour the Police Department and talk about the work she and Records & Evidence Specialist Haley Holm do. They are self-initiating and took on property management. He wants to look at how they can support that. They are doing tremendous work. Later that evening, he did a ride-along with Officer coy. It was a quiet night. He was impressed with Coy's professionalism, as well as others on duty.
- He helped check people in at the Waterfront property on Saturday. It was a wonderful time greeting people. Afterwards, he walked through Nob Hill with visitors from Eugene and Pennsylvania. He was impressed by the two high school students giving orientation at the stairs.
- It's fun to see and visit with people enjoying the decorations in the Plaza.

MAYOR SCHOLL REPORT

- Air quality is bad right now. He hopes to see improvement with the weather change.
- Had a great time at the LOC Conference. It was very informational.

- He also talked to the Warrenton Mayor about the National Guard partnership. With the proximity of the Guard, it's an ideal spot for a ferry.
 - Homelessness was a key topic. He wants to make sure they are looking at it closely with partners. There must be rules and regulations to help people who want the help. Not everyone wants help. Measure 110 was a disaster to the community.
- Spirit of Halloweentown has been in full swing.
 - Thousands of people have visited.
 - Good job by Heather Epperly and team with the parade.
 - Need port-a-potties along the route and more CERT officers down here.
 - It's been very successful.
 - He appreciates Lori's comments and beliefs. The event also brings joy to many and supports businesses.
- October 25, Head Start Open House
- October 24, informational meeting for businesses and citizens in the First Street area
- November 2, Waterfront Groundbreaking Ceremony. They are going to celebrate the success of years of planning. If the City had not bought the property, they would not be able to control it like they are now. If he were to call CIS and tell them he was considering purchasing a secondary lagoon and a pulp mill, they would probably tell him not to do it because there is liability. The City has leading experts and attorneys saying it's our right. He is not liable, and they all heard it. Councilor Topaz was in there and still turned it into the Ethics Commission. Mayor Scholl sees that as a political stunt. He wishes they could all be team players. They are all trying to get work done. He appreciates the Council members who have stepped up to get things done.
- Shout out to Public Works. They cannot do a project over \$50,000, so the sewer upgrades will go out for bid. Public Works would have done a great job at that project. Public Works is understaffed. They have lost four positions and are going to work to bring those back. They do have the funding mechanism to pay for the upgrades. Council President Morten added that they have the oversight.
- Councilor Topaz made false statements about the water reservoir. The City won the lawsuit. It will either be repaired or get an entirely new reservoir. The statement about 2nd Street was also false. They got their money back from that project. Councilor Topaz has been fighting since before he was on Council. He tried suing the City in 2009 over his flooding basement. Vee Lee Amusement, who owned that property previously, said that property used to flood all the time, which is why there are sump pumps in the basement. They went to court and the City won, he appealed, and the City won again. Councilor Topaz continues to come after the City's engineers because of his engineering background. It is not right to put down qualified staff and mislead the public. Mayor Scholl stands up for our engineers, including the ones who have left. Councilor Topaz has not been kind to them.

OTHER BUSINESS**ADJOURN – 8:44 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Lisa Scholl, Deputy City Recorder

Rick Scholl, Mayor

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>
• Cindy Corbus	88 Salmon Street	Multiple Dogs

DEC 08 2022

**ST. HELENS POLICE DEPARTMENT**

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

CITY OF ST. HELENS

Brian Greenway
Chief of Police

On Saturday December 3rd at approximately 15:39 hours, I met with Cindy Corbus at her residence at 88 Salmon St, 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 her application was her liability insurance information from American Family Insurance (Policy #) and Rabies certificate for all animals listed on application.

I noticed that Cindy's home is a single-family home in a residential neighborhood. Cindy explained to me that the facility license is to allow her and her family to have a larger number of dogs at their residence, not to run a shelter or boarding service. Cindy has a total of five family dogs, all who appeared to be well groomed and in good health.

I saw the residence had a very spacious back yard that was encircled with a sturdy wooden fence surrounding the house. The wooded fence appeared in good condition with no space for dogs to escape. This outdoor space has adequate runoff to prevent water pooling. Cindy told me that the dogs are allowed to be inside and out as they please.

Cindy invited me into their home. The dogs all appeared to be well mannered and did not appear to be aggressive. They all had Columbia County Issued dog licenses. The home has working electricity, potable water, and a washing facility to keep the animals clean. The home was a comfortable 70 degree. The food was stored in a sealed plastic container to prevent vermin infestation. The food and water bowls are lifted slightly off the floor and the animals are fed twice a day. Cindy explained to me that the dogs mainly stay in the living room have clean beds and crates for when they go to bed.

The house and yard were clean and orderly. Cindy told me she cleans up feces regularly, putting it into the garbage. Cindy explained to me she does take care of her animals 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 Cindy or her residence. In my opinion, I think Cindy Corbus should be granted her Animal Facility License.

Code Enforcement Officer

Everardo Medina

A handwritten signature in black ink, appearing to read 'Everardo Medina', written over a horizontal line.

City of St. Helens

265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee Item #16.

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

Name: Lindy Corbus
Mailing address: 88 Salmon St
City/State/Zip: St Helens OR 97051
Cell: _____
Home: _____
Email: _____

Alternate Contact/In Case of Emergency

Name: Dacy Normine
Mailing address: 88 Salmon St
City/State/Zip: St Helens OR 97051

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>Patch</u>	<u>chinese crested</u>	<u>M</u>	<u>13</u>	<u>11/30/2023</u> ✓
2. <u>Penny</u>	<u>chihuahua mix</u>	<u>F</u>	<u>10</u>	<u>11/30/2023</u> ✓
3. <u>Cora</u>	<u>Min Pin</u>	<u>F</u>	<u>4</u>	<u>7/20/24</u> ✓
4. <u>Bailey</u>	<u>Springer Spaniel</u>	<u>F</u>	<u>4</u>	<u>11/30/25</u> ✓
5. <u>Bele</u>	<u>Husky</u>	<u>F</u>	<u>4</u>	<u>7/30/23</u> ✓
6.				

Veterinarian Information

Name: Midway Phone: 303 397 6470
Address: 34453 McPherson Ln City/State/Zip: Lauren OR 97053

Liability Insurance Information

Agent's Name: _____

Insurance Company: _____

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

AUTHORIZATION

I, Cindy Corbus, understand that I am applying for an animal facility license to keep the above listed animal(s) at _____, 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.

Applicant Signature _____

Date Signed 11/16/2022

FOR OFFICE USE ONLY

Date received: <u>11/18/22</u>	Officer assigned: <u>COE Medina</u>	Date forwarded to City Recorder: <u>12/8/22</u>
Received by: <u>Lisa</u>	Date/Time of inspection: <u>12/3/22</u>	Council meeting date: <u>12/21/22</u>
Receipt No.: <u>3X534MLKQQ</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>11/18/22</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: _____
Forwarded by: <u>Lisa</u>		Expiration date: _____



St. Helens, OR

Expense Approval Register

Packet: APPKT00678 - AP 12.2.2022

Item #17.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
RA CONSTRUCTION INC	1072	11/30/2022	REPAIR ROOF SPOOL DAMAGE	100-709-52023	1,210.00
COLUMBIA COUNTY ANIMAL ...	11.28.2022	11/30/2022	RESTITUTION M WEND	100-000-21000	200.00
COLUMBIA COUNTY ANIMAL ...	11.28.2022	11/30/2022	RESTITUTION AUSTIN HAMBY	100-000-21000	118.00
A + ENGRAVING LLC	1383	11/30/2022	NAME ADGES B. SUNDEEN M....	100-703-52001	26.00
PAULSON PRINTING CO.	1434	11/30/2022	BUS CARDS M.GUNDERSEN B. ...	100-703-52001	110.00
AT&T MOBILITY	2873022899330X11232022	11/30/2022	287302289330 POLICE PHONES	100-705-52010	1,705.59
NORTHWEST DELI DISTRIBUTI...	482508	11/30/2022	TP	100-708-52001	1,958.00
STEVEN R SCHARFSTEIN	00210	12/01/2022	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	00211	12/01/2022	COURT ATTORNEY FEES	100-704-52019	200.00
OCLC INC	1000228351	12/01/2022	CAT EXPRESS	100-706-52032	1,378.84
PITNEY BOWES BANK INC PUR...	11.11.2022	12/01/2022	POSTAGE METER	100-715-52001	800.00
LUCY HEIL ATTORNEY AT LAW	11.17.2022	12/01/2022	LEGAL SERVICES	100-704-52019	2,725.00
SAFEWAY	11.21.2022	12/01/2022	RESTITUTION ASHLEY MATHIS	100-000-21000	150.00
TARA MERRITT	11.21.2022	12/01/2022	RESTITUTION BRANDON JOHN...	100-000-21000	67.65
CANON SOLUTIONS AMERICA ...	6002536386	12/01/2022	COPIER MAINTENANCE	100-706-52019	7.79
NET ASSETS	95-202211	12/01/2022	ESCROW TITLE SERVICES	100-707-52019	98.00
OREGON DEPARTMENT OF RE...	OCT 2022	12/01/2022	STATE VIOLATION	100-000-20800	638.00
OREGON DEPARTMENT OF RE...	OCT 2022	12/01/2022	LEMLA	100-000-20800	10.00
OREGON DEPARTMENT OF RE...	OCT 2022	12/01/2022	STATE DUII CONVICTION FEE	100-000-20800	360.00
OREGON DEPARTMENT OF RE...	OCT 2022	12/01/2022	STATE COURT FACILITY	100-000-20800	7.00
OREGON DEPARTMENT OF RE...	OCT 2022	12/01/2022	STATE DUII DIVERSION	100-000-20800	1,535.00
OREGON DEPARTMENT OF RE...	OCT 2022	12/01/2022	STATE	100-000-20800	95.90
OREGON DEPARTMENT OF RE...	OCT 2022	12/01/2022	STATE MISD	100-000-20800	105.00
COLUMBIA COUNTY TREASUR...	OCT 2022	12/01/2022	JAIL ASSESSMENT	100-000-20900	108.00
COLUMBIA COUNTY TREASUR...	OCT 2022	12/01/2022	COUNTY ASSESSMENT	100-000-20900	224.18
COLUMBIA COUNTY TREASUR...	OCT 2022	12/01/2022	CITY COURT COSTS DEDUCTED	100-000-36002	-33.22
RICOH USA INC	106699034	12/02/2022	POLICE EQUIPMENT LEASE 14...	100-705-52001	233.62
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	150 S 13 ST POLICE STATION 7...	100-705-52003	484.31
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	150 S 13TH ST- POLICE	100-705-52003	171.07
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	375 S 18TH ST COLUMBIA CEN...	100-706-52003	868.14
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	120 WHITE WAY - WALNUT TR...	100-708-52003	28.28
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	162 MCMICHAEL ST - CAMPBE...	100-708-52003	76.60
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	475 S 18TH ST - MCCORMICK ...	100-708-52003	68.63
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	475 S 18TH ST	100-708-52003	132.66
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	475 S 18 ST METER 10220167	100-708-52003	64.35
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	475 S 18TH ST- MCCORMICK E...	100-708-52003	31.95
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	265 STRAND ST. - SPLASH PAD...	100-708-52003	74.18
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	264 STRAND ST- COL VIEW PA...	100-708-52003	48.63
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	200 N 7TH ST - PARK	100-708-52003	28.67
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	299 N 6TH ST - PARKS	100-708-52003	28.28
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	200 N RIVER ST - GREY CLIFFS ...	100-708-52003	61.15
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	475 S 18TH ST	100-708-52003	146.78
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	60.37
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	2625 GABLE RD REC CENTER	100-709-52003	195.10
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	265 STRAND ST- CITY HALL UP	100-715-52003	150.70
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	265 STRAND ST- CITY HALL MA...	100-715-52003	723.13
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	275 STRAND ST- CITY HALL UB ...	100-715-52003	117.05
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	277 STRAND ST- CITY HALL UB...	100-715-52003	89.02
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	277 STRAND ST -	100-715-52003	36.95
COMCAST	11.21.2022	12/02/2022	COMCAST CABLE 8778108990...	100-712-52003	1,620.03
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	100-715-52023	5.40
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	100-715-52023	50.25
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	100-715-52023	9.18

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	100-715-52023	119.99
PEO SISTERHOOD CHAPTER BO	11.29.2022	12/02/2022	POINSETTIA SALE	100-715-52001	66.00
MORE POWER TECHNOLOGY ...	14209	12/02/2022	MICROSOFT 365 BUS STANDA...	100-712-52006	2,184.40
AMERICAN EXTERMINATION P...	168998	12/02/2022	SENIOR CENTER PEST CONTROL	100-715-52023	134.00
ALLSTREAM	18986591	12/02/2022	ALLSTREAM PHONE ACCT 754...	100-712-52010	50.74
SIERRA SPRINGS	21814586 111222	12/02/2022	WATER BOTTLED COURT / UB ...	100-715-52001	12.29
CBM SYSTEMS LLC	222997	12/02/2022	JANITORIAL SERVICES	100-705-52023	1,019.95
CBM SYSTEMS LLC	222997	12/02/2022	JANITORIAL SERVICES	100-706-52023	2,000.00
CBM SYSTEMS LLC	222997	12/02/2022	JANITORIAL SERVICES	100-708-52023	127.85
CBM SYSTEMS LLC	222997	12/02/2022	JANITORIAL SERVICES	100-709-52023	152.76
CBM SYSTEMS LLC	222997	12/02/2022	JANITORIAL SERVICES	100-715-52023	1,269.80
UNITED FIRE INC	25325741	12/02/2022	ANNUAL MAINT	100-705-52023	348.00
UNITED FIRE INC	27136297	12/02/2022	SIX YEAR MAINT DRY CHEMIC...	100-705-52023	169.00
CENTURY LINK BUSINESS SERV...	616647912	12/02/2022	ACCT 88035002	100-712-52010	161.68
CINTAS	8405987877	12/02/2022	PARKS FIRST AID CABINET SER...	100-708-52001	59.66
CINTAS	8405987878	12/02/2022	CITY HALL FIRST AID CABINET ...	100-715-52001	96.89
WEX BANK	85181240	12/02/2022	POLICE FUEL PURCHASES	100-705-52022	5,752.17
WEX BANK	85181240	12/02/2022	REC TRANSIT VAN -3660	100-709-52022	101.60
WEX BANK	85181240	12/02/2022	BUILDING FUEL PURCHASES 2...	100-711-52022	129.38
WEX BANK	85181240	12/02/2022	RED ESCAPE CITY HALL 7237	100-715-52022	106.22
OREGON PATROL SERVICE	8629	12/02/2022	COURT SERVICES	100-704-52019	916.65
L.N CURTIS AND SONS	INV651113	12/02/2022	POLICE UNIFORMS	100-705-52002	120.60
Fund 100 - GENERAL FUND Total:					34,708.84
Fund: 201 - VISITOR TOURISM					
COLUMBIA RIVER PUD	11.22.2022	12/02/2022	94111	201-000-52003	222.95
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	201-000-52028	12.69
E2C	4482	12/02/2022	MONTHLY MARKETING TINA ...	201-000-52019	10,000.00
Fund 201 - VISITOR TOURISM Total:					10,235.64
Fund: 202 - COMMUNITY DEVELOPMENT					
MAUL FOSTER ALONGI INC	50736	11/30/2022	CENTRAL WATERFRONT SCOPE..	202-726-52019	6,724.50
OTAK INC	000102200430	12/01/2022	1ST AND STRAND ST P 019823...	202-723-52019	54,531.08
Fund 202 - COMMUNITY DEVELOPMENT Total:					61,255.58
Fund: 203 - COMMUNITY ENHANCEMENT					
EMILY MARTIN	11.16.2022	11/30/2022	NATURE EDUCATION SUMMER..	203-709-52028	80.00
CARLOS M SPISAK	030	12/01/2022	YOUTH NIGHT EVENT	203-709-52113	484.53
KAYLEE BABB	11.16.2022	12/01/2022	PARENT CAFE CHILDCARE	203-709-52028	34.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					598.53
Fund: 205 - STREETS					
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	58651 COL HWY GATEWAY ART	205-000-52003	29.47
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	265 STRAND ST	205-000-52003	3,747.56
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	52.56
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	44.60
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	191 N MILTON WAY - SIGNAL	205-000-52003	40.46
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	108.53
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	715 S COLUMBIA RIVER HWY -...	205-000-52003	76.25
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	1370 COLUMBIA BLVD.- FOUN...	205-000-52003	43.58
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	191 N MILTON WAY- LANDSC...	205-000-52003	28.59
Fund 205 - STREETS Total:					4,171.60
Fund: 601 - WATER					
NORTHSTAR CHEMICAL	239870	12/01/2022	SODIUM HYPOCHLORITE 12.5%	601-732-52083	2,030.52
H.D FOWLER COMPANY	I6271275	12/01/2022	MASTER METERS - WATER ME...	601-731-52001	631.68
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	35261 PITTSBURG RD- PW WA...	601-731-52003	31.25
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	1680 1 ST -	601-731-52003	1,246.25
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	2300 STRAND ST - WELL 2	601-731-52003	1,442.88
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	62420 COLUMBIA RIVER HWY -..	601-731-52003	247.10
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	57500 OLD PORTLAND RD - W...	601-731-52003	71.13
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	END OF KESTREL VIEW DRIVE	601-731-52003	85.74
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	1215 FOURTH ST - WFF	601-732-52003	6,256.23
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	601-732-52023	54.76

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	601-732-52023	21.00
ST VINCENT DE PAUL	11.3.2022	12/02/2022	REFUND WATER PAYMENT	601-000-11398	22.46
ST VINCENT DE PAUL	11.3.2022	12/02/2022	REFUND WATER PAYMENT	601-000-34007	41.93
Fund 601 - WATER Total:					12,182.93
Fund: 603 - SEWER					
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	240 CLARK ST PUMP STATION	603-735-52003	28.67
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	451 PLYMOTH ST - WWTP LA...	603-736-52003	1,886.38
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	451 PLYMOTH ST - WWTP LA...	603-737-52003	1,886.36
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	58791 58725 COL RIV HWY P...	603-738-52003	57.53
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	134 N 1ST- PS 2 8873519	603-738-52003	130.24
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	35120 MAPLE ST. - PS 11	603-738-52003	96.95
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	240 MADRONA CT	603-738-52003	191.46
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	169 S 4TH ST WATER FLOW M...	603-738-52003	67.27
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	110 S 4TH ST - PS 3	603-738-52003	41.47
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	58360 OLD PORTLAND RD - PS...	603-738-52003	249.31
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	318 S 1ST ST- PS #1 8805564	603-738-52003	130.40
ST VINCENT DE PAUL	11.3.2022	12/02/2022	REFUND WATER PAYMENT	603-000-34011	40.74
SAMUEL ORTIZ-	11.30.2022	12/02/2022	REIMB. WW LEV 3 COLLECTIO...	603-736-52018	80.00
SAMUEL ORTIZ-	11.30.2022	12/02/2022	REIMB. WW LEV 3 COLLECTIO...	603-737-52018	80.00
COLUMBIA RIVER PUD	12.01.2022	12/02/2022	38633 594 S 9 ST POWER	603-737-52003	11,005.50
ALLSTREAM	18986591	12/02/2022	ALLSTREAM PHONE ACCT 754...	603-736-52010	25.36
ALLSTREAM	18986591	12/02/2022	ALLSTREAM PHONE ACCT 754...	603-737-52010	25.36
CBM SYSTEMS LLC	222997	12/02/2022	JANITORIAL SERVICES	603-736-52023	233.22
ALS GROUP USA CORP	36-51-599950-0	12/02/2022	OIL AND GREESE EXTAC MATE...	603-736-52064	388.00
Fund 603 - SEWER Total:					16,644.22
Fund: 605 - STORM					
ST VINCENT DE PAUL	11.3.2022	12/02/2022	REFUND WATER PAYMENT	605-000-34017	17.87
Fund 605 - STORM Total:					17.87
Fund: 703 - PW OPERATIONS					
SWS EQUIPMENT	0150511-IN	11/30/2022	PUMP 12VDC MOTOR PUMP	703-739-52099	1,009.26
SUPERIOR TIRE SERVICE	6596850	12/01/2022	TIRES SWEEPER	703-739-52099	189.07
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	984 OREGON ST - PW SHOP	703-734-52003	31.40
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	984 OREGON ST	703-734-52003	466.35
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	650 OREGON ST - LEMONT PU...	703-734-52003	371.18
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	1230 DEER ISLAND RD - PW	703-734-52003	143.94
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	265 STRAND ST. - DOCKS	703-734-52046	335.24
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	264 STRAND ST- COL VIEW PA...	703-734-52046	48.66
COLUMBIA RIVER PUD	11.18.2022	12/02/2022	264 STRAND ST- PARKS/ GAZE...	703-734-52046	49.13
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	703-734-52001	19.17
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	703-734-52023	33.25
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	703-734-52023	11.38
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	703-734-52023	21.87
DAHLGREN'S DO IT BEST BUIL...	11.23.2022 10026	12/02/2022	BUILDING MATERIALS ACCT 1...	703-739-52099	1,925.00
SUPERIOR TIRE SERVICE	6595600	12/02/2022	TIRES	703-739-52099	1,652.57
CINTAS	8405980288	12/02/2022	FIRST AID CABINET SERVICE	703-734-52019	127.77
WEX BANK	85181240	12/02/2022	PW CHEROKEE 6555	703-734-52022	776.34
LAWSON PRODUCTS	9310107083	12/02/2022	MATERIALS	703-739-52099	252.12
Fund 703 - PW OPERATIONS Total:					7,463.70
Grand Total:					147,278.91

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	34,708.84
201 - VISITOR TOURISM	10,235.64
202 - COMMUNITY DEVELOPMENT	61,255.58
203 - COMMUNITY ENHANCEMENT	598.53
205 - STREETS	4,171.60
601 - WATER	12,182.93
603 - SEWER	16,644.22
605 - STORM	17.87
703 - PW OPERATIONS	7,463.70
Grand Total:	147,278.91

Account Summary

Account Number	Account Name	Expense Amount
100-000-20800	Court - State Assessment	2,750.90
100-000-20900	Court - County Assessment	332.18
100-000-21000	Court - Restitution	535.65
100-000-36002	Fines - Court	-33.22
100-703-52001	Operating Supplies	136.00
100-704-52019	Professional Services	4,041.65
100-705-52001	Operating Supplies	233.62
100-705-52002	Personnel Uniforms Equi...	120.60
100-705-52003	Utilities	655.38
100-705-52010	Telephone	1,705.59
100-705-52022	Fuel	5,752.17
100-705-52023	Facility Maintenance	1,536.95
100-706-52003	Utilities	868.14
100-706-52019	Professional Services	7.79
100-706-52023	Facility Maintenance	2,000.00
100-706-52032	Digital Resources	1,378.84
100-707-52019	Professional Services	98.00
100-708-52001	Operating Supplies	2,017.66
100-708-52003	Utilities	850.53
100-708-52023	Facility Maintenance	127.85
100-709-52003	Utilities	195.10
100-709-52022	Fuel	101.60
100-709-52023	Facility Maintenance	1,362.76
100-711-52022	Fuel	129.38
100-712-52003	Utilities	1,620.03
100-712-52006	Computer Maintenance	2,184.40
100-712-52010	Telephone	212.42
100-715-52001	Operating Supplies	975.18
100-715-52003	Utilities	1,116.85
100-715-52022	Fuel	106.22
100-715-52023	Facility Maintenance	1,588.62
201-000-52003	Utilities	222.95
201-000-52019	Professional Services	10,000.00
201-000-52028	Projects & Programs	12.69
202-723-52019	Professional Services	54,531.08
202-726-52019	Professional Services	6,724.50
203-709-52028	Projects & Programs	114.00
203-709-52113	YOUTH ENRICHMENT	484.53
205-000-52003	Utilities	4,171.60
601-000-11398	Unapplied Credits	22.46
601-000-34007	Water Sales	41.93
601-731-52001	Operating Supplies	631.68
601-731-52003	Utilities	3,124.35
601-732-52003	Utilities	6,256.23
601-732-52023	Facility Maintenance	75.76
601-732-52083	Chemicals	2,030.52

Account Summary

Account Number	Account Name	Expense Amount
603-000-34011	Sewer Service Charges	40.74
603-735-52003	Utilities	28.67
603-736-52003	Utilities	1,886.38
603-736-52010	Telephone	25.36
603-736-52018	Professional Development	80.00
603-736-52023	Facility Maintenance	233.22
603-736-52064	Lab Testing	388.00
603-737-52003	Utilities	12,891.86
603-737-52010	Telephone	25.36
603-737-52018	Professional Development	80.00
603-738-52003	Utilities	964.63
605-000-34017	Storm Service Charge	17.87
703-734-52001	Operating Supplies	19.17
703-734-52003	Utilities	1,012.87
703-734-52019	Professional Services	127.77
703-734-52022	Fuel	776.34
703-734-52023	Facility Maintenance	66.50
703-734-52046	Dock Services	433.03
703-739-52099	Equipment Operations	5,028.02
Grand Total:		147,278.91

Project Account Summary

Project Account Key	Expense Amount
None	147,278.91
Grand Total:	147,278.91



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
STEVEN R SCHARFSTEIN	00212	12/05/2022	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	00213	12/05/2022	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	00214	12/05/2022	COURT ATTORNEY FEES	100-704-52019	200.00
ROSS DENISON LAW	12.2.2022	12/05/2022	PROFESSIONAL SERVICES COU...	100-704-52019	500.00
CHAVES CONSULTING INC	211660	12/05/2022	MONTHLY USER FEE PER USER...	100-702-52019	185.10
NORTHWEST DELI DISTRIBUTI...	484185	12/05/2022	SOAP	100-708-52001	405.72
NORTHWEST DELI DISTRIBUTI...	484481	12/05/2022	LIN, GLOVES SOAP CLEANER	100-708-52001	404.40
TYLER BUSINESS FORMS	78107	12/05/2022	1099 FORMS	100-707-52001	232.01
EATONS TIRE AND AUTO REPA...	81214	12/05/2022	BRAKE ROTOR PD	100-705-52098	397.57
HUDSON GARBAGE SERVICE	12641780S046	12/06/2022	1554- TRASH PUBLIC LIBRARY	100-706-52003	87.80
HUDSON GARBAGE SERVICE	12641985S046	12/06/2022	7539- TRASH CITY HALL 265 ST...	100-715-52023	128.76
HUDSON GARBAGE SERVICE	12641986S046	12/06/2022	2046-1287547 - POLICE GARB...	100-705-52023	117.50
HUDSON GARBAGE SERVICE	12641988S046	12/06/2022	7598- TRASH MCCORMICK ARK	100-708-52023	1,049.18
HUDSON GARBAGE SERVICE	12641989S046	12/06/2022	7601-TRASH PUBLIC CANS PLA...	100-715-52023	124.40
HUDSON GARBAGE SERVICE	12641990S046	12/06/2022	7636- TRASH COL VIEW PARK ...	100-708-52023	201.26
HUDSON GARBAGE SERVICE	12642327S046	12/06/2022	7056- TRASH REC CENTER OLD...	100-709-52023	32.27
HUDSON GARBAGE SERVICE	12642430S046	12/06/2022	5273- TRASH REC CENTER CH...	100-709-52023	76.54
METRO PRESORT	IN649506	12/06/2022	UB BILL PRINTING	100-707-52008	596.21
ERSKINE LAW PRECTICE LLC	12.1.2022	12/07/2022	11/1-11/30	100-704-52019	7,592.27
MIDWEST TAPE	503006736	12/07/2022	DVD / ABD 2000010011	100-706-52034	330.10
AMY LINDGREN LAW LLC	525	12/07/2022	JUDICIAL SERVICES	100-704-52019	6,800.00
INGRAM LIBRARY SERVICES	71968733	12/07/2022	BOOKS 20C7921	100-706-52033	438.08
INGRAM LIBRARY SERVICES	71968733	12/07/2022	BOOKS 20C7921	100-706-52033	-59.88
INGRAM LIBRARY SERVICES	71968733	12/07/2022	BOOKS 20C7921	100-706-52033	-22.18
INGRAM LIBRARY SERVICES	71987864	12/07/2022	BOOKS 20C7921	100-706-52033	9.28
INGRAM LIBRARY SERVICES	71987865	12/07/2022	BOOKS 20C7921	100-706-52033	274.41
INGRAM LIBRARY SERVICES	71987866	12/07/2022	BOOKS 20C7921	100-706-52033	26.52
INGRAM LIBRARY SERVICES	71987867	12/07/2022	BOOKS 20C7921	100-706-52033	8.52
INGRAM LIBRARY SERVICES	72036379	12/07/2022	BOOKS 20C7921	100-706-52033	17.88
INGRAM LIBRARY SERVICES	72036380	12/07/2022	BOOKS 20C7921	100-706-52033	729.58
INGRAM LIBRARY SERVICES	72036381	12/07/2022	BOOKS 20C7921	100-706-52033	8.29
INGRAM LIBRARY SERVICES	72471762	12/07/2022	BOOKS 20C7921	100-706-52033	33.22
INGRAM LIBRARY SERVICES	72471763	12/07/2022	BOOKS 20C7921	100-706-52033	42.66
INGRAM LIBRARY SERVICES	72512898	12/07/2022	BOOKS 20C7921	100-706-52033	61.66
INGRAM LIBRARY SERVICES	72512899	12/07/2022	BOOKS 20C7921	100-706-52033	166.19
INGRAM LIBRARY SERVICES	72512900	12/07/2022	BOOKS 20C7921	100-706-52033	38.67
RODNEY H GRAFE ATTORNEY ...	9.2.2022	12/07/2022	PRO TEM JUDGE	100-704-52019	675.00
DEPARTMENT OF TRANSPORT...	L0040072427	12/07/2022	DMV SERVICES ACCT 61018	100-704-52019	11.50
OCCUPATIONAL SAFETY HEAL...	1515	12/08/2022	VACCINATIONS CLINIC	100-705-52019	1,173.25
COLUMBIA COUNTY COMM. J...	20221011CSH	12/08/2022	WORK CREW	100-708-52019	3,000.00
JERRY FLOWERDEW	INV0003396	12/08/2022	REFUND PUBLIC RECORDS RE...	100-000-37004	20.00
CENTURY LINK	11.25.2022	12/09/2022	966B	100-712-52010	338.14
ACE HARDWARE - ST. HELENS	11.30.2022 60174	12/09/2022	ACE MATERIALS ACCT 60174	100-715-52023	14.78
ACE HARDWARE - ST. HELENS	11.30.2022 60176	12/09/2022	MATERIALS ACE ACCT 60176 - ...	100-708-52001	21.98
DAWN RICHARDSON - AP	11.30.2022	12/09/2022	MILEAGE REIMBURSEMENT F...	100-707-52001	34.37
GRAHAM GARNER	12.5.2022	12/09/2022	REFUND PUBLIC RECORDS RE...	100-000-37004	20.00
OREGON DEPARTMENT OF RE...	12.6.2022	12/09/2022	UNITARY	100-000-20800	158.19
OREGON DEPARTMENT OF RE...	12.6.2022	12/09/2022	STATE DUII DIVERSION	100-000-20800	1,780.00
OREGON DEPARTMENT OF RE...	12.6.2022	12/09/2022	STATE COURT FACILITY	100-000-20800	7.00
OREGON DEPARTMENT OF RE...	12.6.2022	12/09/2022	LEMLA	100-000-20800	5.00
OREGON DEPARTMENT OF RE...	12.6.2022	12/09/2022	MISD SURCHARGE	100-000-20800	1.22
OREGON DEPARTMENT OF RE...	12.6.2022	12/09/2022	STATE MISD	100-000-20800	480.00
OREGON DEPARTMENT OF RE...	12.6.2022	12/09/2022	STATE	100-000-20800	44.10

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
OREGON DEPARTMENT OF RE...	12.6.2022	12/09/2022	STATE VIOLATION	100-000-20800	975.00
OREGON DEPARTMENT OF RE...	12.6.2022	12/09/2022	STATE DUII CONVICTION FEE	100-000-20800	236.00
TRUVIEW BSI	7200074824	12/09/2022	REPORT CHARGES	100-702-52019	77.00
VERIZON	9921073318	12/09/2022	CRYSTAL KING	100-701-52010	40.03
VERIZON	9921073318	12/09/2022	CRYSTAL KING	100-701-52010	46.08
VERIZON	9921073318	12/09/2022	MAYOR SCHOLL IPAD	100-703-52001	40.01
VERIZON	9921073318	12/09/2022	PD JETPACK2	100-705-52010	40.01
VERIZON	9921073318	12/09/2022	PD JETPACK1	100-705-52010	40.01
VERIZON	9921073318	12/09/2022	SUZANNE BISHOP	100-706-52003	49.86
VERIZON	9921073318	12/09/2022	TORY SHELBY	100-708-52010	36.08
VERIZON	9921073318	12/09/2022	CAMERON PAGE	100-708-52010	36.08
VERIZON	9921073318	12/09/2022	RECREATION CENTER	100-709-52010	40.01
VERIZON	9921073318	12/09/2022	REC PHONE	100-709-52010	36.93
VERIZON	9921073318	12/09/2022	RECREATION CENTER	100-709-52010	49.86
VERIZON	9921073318	12/09/2022	DARIN COX - BUILDING DEPT I...	100-711-52010	71.10
VERIZON	9921073318	12/09/2022	MIKE DEROIA	100-711-52010	73.26
VERIZON	9921073318	12/09/2022	BUILDING DEPT IPAD	100-711-52010	40.01
VERIZON	9921073318	12/09/2022	CONSTRUCTION INSPECTOR	100-711-52010	40.01
VERIZON	9921073318	12/09/2022	JOHN HICKS	100-711-52010	49.86
VERIZON	9921073318	12/09/2022	MATT FUNK	100-712-52010	72.96
AMY C NEVITT	INV0003401	12/09/2022	SEWING CLASSES	100-709-52019	504.00
PAMPLIN MEDIA GROUP	INV0003402	12/09/2022	SUBSCRIPTION 1 YEAR	100-715-52001	52.00
DEPARTMENT OF TRANSPORT...	L0040053283	12/09/2022	DMV SERVICES ACCT 67431	100-705-52019	8.00
COLUMBIA COUNTY TREASUR...	NOVEMBER 2022	12/09/2022	COUNTY ASSESSMENT	100-000-20900	421.85
COLUMBIA COUNTY TREASUR...	NOVEMBER 2022	12/09/2022	JAIL ASSESSMENT	100-000-20900	9.81
COLUMBIA COUNTY TREASUR...	NOVEMBER 2022	12/09/2022	CITY COURT COSTS DEDUCTED	100-000-36002	-43.17
Fund 100 - GENERAL FUND Total:					32,386.17

Fund: 201 - VISITOR TOURISM

MASONIC BUILDING LLC	12.6.2022	12/06/2022	YEARLY PARKING LOT LEASE	201-000-52028	804.07
HUDSON GARBAGE SERVICE	12642299S046	12/06/2022	0036- DOWN TOWN SQUARE ...	201-000-52019	297.68
Fund 201 - VISITOR TOURISM Total:					1,101.75

Fund: 202 - COMMUNITY DEVELOPMENT

JORDAN RAMIS PC ATTORNEYS..	199699	12/09/2022	GENERAL ENVIRONMENTAL	202-721-52019	8,261.79
MASON BRUCE & GIRARD INC	31701	12/09/2022	ST. HELENS FOREST MANAGE...	202-724-52019	7,985.81
Fund 202 - COMMUNITY DEVELOPMENT Total:					16,247.60

Fund: 203 - COMMUNITY ENHANCEMENT

MERLE PENCE	INV0003394	12/07/2022	POLAR EXPRESS	203-709-52108	65.00
MERLE PENCE	INV0003395	12/07/2022	SENSORY SANTA	203-709-52109	125.00
CAROLINE SKINNER	INV0003397	12/09/2022	PLANTS	203-708-52028	20.00
HOWARD BLUMENTHAL	INV0003398	12/09/2022	STEEL PEGS / STAKES	203-708-52028	35.88
KAYLEE BABB	INV0003399	12/09/2022	CHILDCARE PARENT CAFE	203-709-52106	34.00
CEDAR C HORTON	INV0003400	12/09/2022	PARENT CAFE HOST	203-709-52106	75.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					354.88

Fund: 205 - STREETS

KITTELSON & ASSOCIATES	0131720	12/07/2022	BIDDING AND CONSTRUCTION...	205-000-52019	1,884.46
DAVID EVANS AND ASSOCIATE...	521404	12/07/2022	COLUMBIA BLVD. SIDEWALK	205-000-53001	1,258.12
ACE HARDWARE - ST. HELENS	11.30.2022 60179	12/09/2022	60179 ACE ACCT MATERIALS	205-000-52001	44.91
Fund 205 - STREETS Total:					3,187.49

Fund: 301 - STREETS SDC

DAVID EVANS AND ASSOCIATE...	521404	12/07/2022	COLUMBIA BLVD. SIDEWALK	301-000-53001	5,032.48
Fund 301 - STREETS SDC Total:					5,032.48

Fund: 601 - WATER

WALKER CONSULTANTS	390013380005	12/07/2022	2 MG RES LINER PROJECT W44...	601-000-53001	4,319.65
CITY OF COLUMBIA CITY	11.26.2022	12/08/2022	001754-001	601-732-52003	84.93
ACE HARDWARE - ST. HELENS	11.30.2022 60174	12/09/2022	ACE MATERIALS ACCT 60174	601-732-52023	19.58
ACE HARDWARE - ST. HELENS	11.30.2022 60174	12/09/2022	ACE MATERIALS ACCT 60174	601-732-52023	47.95
ACE HARDWARE - ST. HELENS	11.30.2022 60180	12/09/2022	MATERIALS ACE ACCT 60180	601-732-52001	9.99
ACE HARDWARE - ST. HELENS	11.30.2022 60181	12/09/2022	ACE MATERIALS ACCT 60181	601-731-52001	86.93

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HACH	13370562	12/09/2022	REAGENT SET CHLORINE FREE ...	601-731-52001	83.79
HACH	13370562	12/09/2022	REAGENT SET CHLORINE FREE ...	601-732-52001	155.61
EAGLE STAR ROCK PRODUCTS ...	41734	12/09/2022	ROCK 7TH ST WATER	601-731-52001	151.41
EAGLE STAR ROCK PRODUCTS ...	41750	12/09/2022	ROCK 7TH ST WATER	601-731-52001	964.44
VERIZON	9921073318	12/09/2022	JOHN SAVAGE	601-732-52010	46.46
VERIZON	9921073318	12/09/2022	PW WATER QUALITY	601-732-52010	250.00
LAWRENCE OIL COMPANY	CFSI-11835	12/09/2022	247752 WATER	601-732-52022	105.46

Fund 601 - WATER Total: 6,326.20

Fund: 603 - SEWER

HUDSON GARBAGE SERVICE	126418705046	12/06/2022	8333- TRASH WWTP 451 PLY...	603-736-52023	139.38
HUDSON GARBAGE SERVICE	126418705046	12/06/2022	8333- TRASH WWTP 451 PLY...	603-737-52023	139.38
ALS GROUP USA CORP	36-51-599176-0	12/06/2022	TESTING	603-736-52064	1,550.00
ACE HARDWARE - ST. HELENS	11.30.2022 60180	12/09/2022	MATERIALS ACE ACCT 60180	603-735-52001	37.97
ACE HARDWARE - ST. HELENS	11.30.2022 60180	12/09/2022	MATERIALS ACE ACCT 60180	603-736-52001	14.93
ACE HARDWARE - ST. HELENS	11.30.2022 60180	12/09/2022	MATERIALS ACE ACCT 60180	603-736-52001	27.92
ACE HARDWARE - ST. HELENS	11.30.2022 60180	12/09/2022	MATERIALS ACE ACCT 60180	603-737-52001	4.40
ACE HARDWARE - ST. HELENS	11.30.2022 60180	12/09/2022	MATERIALS ACE ACCT 60180	603-737-52001	14.93
ACE HARDWARE - ST. HELENS	11.30.2022 60180	12/09/2022	MATERIALS ACE ACCT 60180	603-738-52001	22.42
SUNSET AUTO PARTS INC - NA...	11.30.2022	12/09/2022	AUTO PARTS ACCT 6355	603-738-52001	390.56
VERIZON	9921073318	12/09/2022	STEWART HARTLEY	603-736-52010	12.02
VERIZON	9921073318	12/09/2022	AARON KUNDERS	603-736-52010	12.03
VERIZON	9921073318	12/09/2022	SAM ORTIZ	603-736-52010	20.34
VERIZON	9921073318	12/09/2022	AARON KUNDERS	603-737-52010	12.02
VERIZON	9921073318	12/09/2022	STEWART HARTLEY	603-737-52010	12.03
VERIZON	9921073318	12/09/2022	SAM ORTIZ	603-737-52010	20.39
VERIZON	9921073318	12/09/2022	SAM ORTIZ	603-738-52010	20.37
VERIZON	9921073318	12/09/2022	AARON KUNDERS	603-738-52010	12.03
VERIZON	9921073318	12/09/2022	STEWART HARTLEY	603-738-52010	12.03

Fund 603 - SEWER Total: 2,475.15

Fund: 703 - PW OPERATIONS

SECURE PACIFIC CORPORATION	355403	12/05/2022	SERVICE CALL 984 OREGON ST	703-734-52023	160.00
HUDSON GARBAGE SERVICE	126419875046	12/06/2022	7555- TRASH PW 984 OR ST	703-734-52023	95.10
HUDSON GARBAGE SERVICE	126425155046	12/06/2022	CASCADES TISSUE SITE	703-734-52023	135.96
ACE HARDWARE - ST. HELENS	11.30.2022 60174	12/09/2022	ACE MATERIALS ACCT 60174	703-739-52099	27.96
ACE HARDWARE - ST. HELENS	11.30.2022 60174	12/09/2022	ACE MATERIALS ACCT 60174	703-739-52099	13.98
SUNSET AUTO PARTS INC - NA...	11.30.2022	12/09/2022	AUTO PARTS ACCT 6355	703-739-52099	327.82
LES SCHWAB TIRE CENTER	22900525603	12/09/2022	2010FORD RANGER MAINT	703-739-52099	1,143.84
VERIZON	9921073318	12/09/2022	SHARON DARROUX	703-733-52010	51.17
VERIZON	9921073318	12/09/2022	TIM UNDERWOOD	703-733-52010	49.86
VERIZON	9921073318	12/09/2022	PW ENGINEERING	703-733-52010	250.00
VERIZON	9921073318	12/09/2022	BRETT LONG	703-734-52010	49.86
VERIZON	9921073318	12/09/2022	RYAN POWERS	703-734-52010	49.86
VERIZON	9921073318	12/09/2022	ROGER STAUFFER	703-734-52010	49.86
VERIZON	9921073318	12/09/2022	BUCK TUPPER	703-734-52010	49.86
VERIZON	9921073318	12/09/2022	ETHAN STERLING	703-734-52010	49.86
VERIZON	9921073318	12/09/2022	MOUHAMAD ZAHER	703-734-52010	49.86
VERIZON	9921073318	12/09/2022	DAVE ELDER	703-734-52010	49.86
VERIZON	9921073318	12/09/2022	SCOTT HARRINGTON	703-734-52010	18.07
VERIZON	9921073318	12/09/2022	ALEX BIRD	703-734-52010	49.86
VERIZON	9921073318	12/09/2022	CURT LEMONT	703-734-52010	18.07
VERIZON	9921073318	12/09/2022	SCOTT WILLIAMS	703-734-52010	49.86
VERIZON	9921073318	12/09/2022	PW OPERATIONS	703-734-52010	250.00
VERIZON	9921073318	12/09/2022	JULIAN ZIRKLE	703-734-52010	36.08
VERIZON	9921073318	12/09/2022	PW FAC MAINT	703-739-52010	250.00
LAWRENCE OIL COMPANY	CFSI-11835	12/09/2022	247748 PUBLIC WORKS	703-734-52022	1,704.01

Fund 703 - PW OPERATIONS Total: 4,980.66

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 706 - PUBLIC SAFETY					
U.S BANK	6738754	12/09/2022	TRUSTEE FEE 239773000	706-000-55003	850.00
Fund 706 - PUBLIC SAFETY Total:					850.00
Grand Total:					72,942.38

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	32,386.17
201 - VISITOR TOURISM	1,101.75
202 - COMMUNITY DEVELOPMENT	16,247.60
203 - COMMUNITY ENHANCEMENT	354.88
205 - STREETS	3,187.49
301 - STREETS SDC	5,032.48
601 - WATER	6,326.20
603 - SEWER	2,475.15
703 - PW OPERATIONS	4,980.66
706 - PUBLIC SAFETY	850.00
Grand Total:	72,942.38

Account Summary

Account Number	Account Name	Expense Amount
100-000-20800	Court - State Assessment	3,686.51
100-000-20900	Court - County Assessment	431.66
100-000-36002	Fines - Court	-43.17
100-000-37004	Miscellaneous	40.00
100-701-52010	Telephone	86.11
100-702-52019	Professional Services	262.10
100-703-52001	Operating Supplies	40.01
100-704-52019	Professional Services	16,103.77
100-705-52010	Telephone	80.02
100-705-52019	Professional Services	1,181.25
100-705-52023	Facility Maintenance	117.50
100-705-52098	Enterprise Fleet Mainten...	397.57
100-706-52003	Utilities	137.66
100-706-52033	Printed Materials	1,772.90
100-706-52034	Visual Materials	330.10
100-707-52001	Operating Supplies	266.38
100-707-52008	Printing	596.21
100-708-52001	Operating Supplies	832.10
100-708-52010	Telephone	72.16
100-708-52019	Professional Services	3,000.00
100-708-52023	Facility Maintenance	1,250.44
100-709-52010	Telephone	126.80
100-709-52019	Professional Services	504.00
100-709-52023	Facility Maintenance	108.81
100-711-52010	Telephone	274.24
100-712-52010	Telephone	411.10
100-715-52001	Operating Supplies	52.00
100-715-52023	Facility Maintenance	267.94
201-000-52019	Professional Services	297.68
201-000-52028	Projects & Programs	804.07
202-721-52019	Professional Services	8,261.79
202-724-52019	Professional Services	7,985.81
203-708-52028	Projects & Programs	55.88
203-709-52106	Early Learning	109.00
203-709-52108	Polar Express	65.00
203-709-52109	Sensory Santa	125.00
205-000-52001	Operating Supplies	44.91
205-000-52019	Professional Services	1,884.46
205-000-53001	Columbia Blvd Sidewalks	1,258.12
301-000-53001	Street Improvements & O...	5,032.48
601-000-53001	Capital Outlay	4,319.65
601-731-52001	Operating Supplies	1,286.57
601-732-52001	Operating Supplies	165.60
601-732-52003	Utilities	84.93
601-732-52010	Telephone	296.46

Account Summary

Account Number	Account Name	Expense Amount
601-732-52022	Fuel	105.46
601-732-52023	Facility Maintenance	67.53
603-735-52001	Operating Supplies	37.97
603-736-52001	Operating Supplies	42.85
603-736-52010	Telephone	44.39
603-736-52023	Facility Maintenance	139.38
603-736-52064	Lab Testing	1,550.00
603-737-52001	Operating Supplies	19.33
603-737-52010	Telephone	44.44
603-737-52023	Facility Maintenance	139.38
603-738-52001	Operating Supplies	412.98
603-738-52010	Telephone	44.43
703-733-52010	Telephone	351.03
703-734-52010	Telephone	770.96
703-734-52022	Fuel	1,704.01
703-734-52023	Facility Maintenance	391.06
703-739-52010	Telephone	250.00
703-739-52099	Equipment Operations	1,513.60
706-000-55003	Trustee Fee	850.00
Grand Total:		72,942.38

Project Account Summary

Project Account Key	Expense Amount
None	72,942.38
Grand Total:	72,942.38



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 703 - PW OPERATIONS					
EMMERT CHEVERLET BUICK INC	12.7.2022	12/12/2022	VEHICLE PURCHASE -2022 CH...	703-734-52097	44,845.00
Fund 703 - PW OPERATIONS Total:					44,845.00
Grand Total:					44,845.00

Fund Summary

Fund	Expense Amount
703 - PW OPERATIONS	44,845.00
Grand Total:	44,845.00

Account Summary

Account Number	Account Name	Expense Amount
703-734-52097	Enterprise Fleet	44,845.00
Grand Total:		44,845.00

Project Account Summary

Project Account Key	Expense Amount
None	44,845.00
Grand Total:	44,845.00