



# COUNCIL REGULAR SESSION

Wednesday, April 20, 2022 at 7:00 PM

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## 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](http://www.sthelensoregon.gov)

Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)

Phone | 503-397-6272

Fax | 503-397-4016

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

### VISITOR COMMENTS – *Limited to five (5) minutes per speaker*

### ORDINANCES – *First Reading*

- 1. Ordinance No. 3282:** An Ordinance to Amend the City of St. Helens Zoning District Map to Add a Planned Development Overlay Zone for Certain Property Generally Located at the Northern Termini of N. 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> Streets North of Deer Island Road

### RESOLUTIONS

- 2. Resolution No. 1949:** A Resolution of the St. Helens City Council Authorizing Extended Enterprise Zone Benefits for a Fourth and Fifth Year to Control Solutions, Inc., Located in the South Columbia County Enterprise Zone

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 3.** Amendment No. 1 to Safe Routes to School Program Grant Agreement with ODOT for Columbia Blvd. Sidewalk and Crosswalk Project
- 4.** Extension No. 2 to Agreement with Columbia Pacific Economic Development District for Grant Administration for Columbia Pacific Food Bank Project
- 5.** Public Right-of-Way Dedication for Barr Avenue Access for Comstock Property

### CONSENT AGENDA FOR ACCEPTANCE

- 6.** Library Board Minutes dated January 18, 2022
- 7.** Parks & Recreation Commission Minutes dated March 14, 2022
- 8.** Planning Commission Minutes dated March 8, 2022

### CONSENT AGENDA FOR APPROVAL

- 9.** Council Work Session, Executive Session, and Regular Session Minutes dated March 16, 2022 and Joint City Council/Planning Commission Minutes dated March 16, 2022
- 10.** Animal Facility Licenses
- 11.** OLCC Licenses

[12.](#) 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/87467228160?pwd=QmVmVHdmYIF3V3ZYM2c2eE5jWklWUT09>

Meeting ID: 874 6722 8160

Passcode: 824744

Dial: 253-215-8782

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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](http://www.sthelensoregon.gov) or call 503-366-8217.

City of St. Helens  
**ORDINANCE NO. 3282**

AN ORDINANCE TO AMEND THE CITY OF ST. HELENS ZONING DISTRICT MAP TO ADD A PLANNED DEVELOPMENT OVERLAY ZONE FOR CERTAIN PROPERTY GENERALLY LOCATED AT THE NORTHERN TERMINI OF N. 8<sup>TH</sup>, 9<sup>TH</sup>, AND 10<sup>TH</sup> STREETS NORTH OF DEER ISLAND ROAD

**WHEREAS**, applicants have requested to amend the City of St. Helens Zoning District Map for property described in **Exhibit "A"** and depicted in **Exhibit "B"** attached hereto and made part of this reference to add a Planned Development Overlay Zone; and

**WHEREAS**, the St. Helens Planning Commission did hold a duly noticed public hearing and did conclude to recommend such a change to the City Council; and

**WHEREAS**, the City Council did hold a duly noticed public hearing and did find that after due consideration of all the evidence in the record compared to the criteria, that they agreed with the application; and

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

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

**Section 1.** The above recitations are true and correct and are incorporated herein by reference.

**Section 2.** The City of St. Helens Zoning District Map is amended to add a Planned Development Overlay Zone for the property described herein.

**Section 3.** In support of the aforementioned Zone District Map Amendment, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Exhibit "C"** and made part of this reference.

**Section 4.** No development allowed under this Planned Development Overlay Zone shall preclude manufactured homes. This includes development standards and other factors such as use restrictions (e.g., CCRs) the developer may place on themselves.

**Section 5.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time:	April 20, 2022
Read the second time:	May 4, 2022

**APPROVED AND ADOPTED** this 4<sup>th</sup> day of May 2022 by the following vote:

Ayes:

Nays:

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

ATTEST:

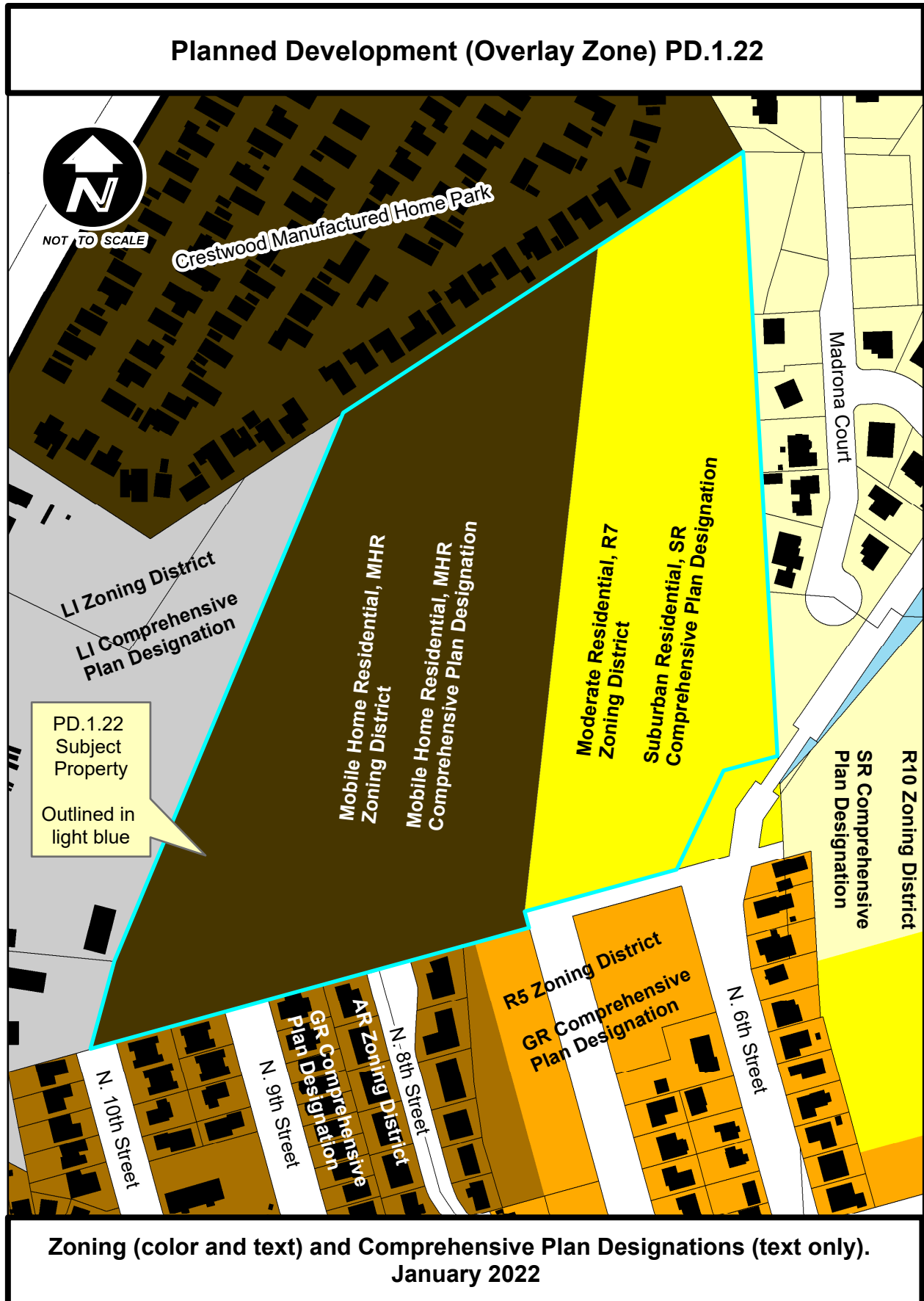
\_\_\_\_\_  
Kathy Payne, City Recorder

**EXHIBIT "A"**  
Legal Description

Parcel 2: A tract of land in the East half of Section 33, Township 5 North, Range 1 West, Willamette Meridian, Columbia County, Oregon, and being a portion of that tract described in Deed to Frank J. Thompson et ux in Book 205, Page 298, Deed Records of Columbia County, Oregon, described as follows:

Beginning at the Northeast corner of Lot 21, Block 3, First Addition to Rose Hill; thence Northerly 330 feet, more or less, to a point on the Easterly line of that tract described in Deed to Columbia County in Book 67, Page 492, which bears 850 feet Southwesterly from the Northeasterly corner thereof; thence Northeasterly along said Easterly line, 850 feet to said Northeast corner; thence North 55°21'50" East, along the Northerly line of said Thompson tract, 423.44 feet to a point; thence Southwesterly, 1130 feet, more or less to the Northeast corner of Lot 22, Block 2, First Addition to Rose Hill; thence South 73°02'37" West along the Northerly line of said Subdivision, 280 feet to the true point of beginning.

EXHIBIT "B"



**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT AND CONCLUSIONS OF LAW  
Planned Developed (overlay zone) PD.1.22**

**APPLICANT:** North 8<sup>th</sup> Street LLC (Shawn Clark)

**OWNER:** same as applicant

**ZONING:** Mobile Home Residential, MHR and Moderate Residential, R7

**LOCATION:** At the current northern termini of N. 8<sup>th</sup> and 9<sup>th</sup> Streets lying north of Deer Island Road; 5N1W-33-00700

**PROPOSAL:** Planned Development (Zoning Overlay)

**SITE INFORMATION / BACKGROUND**

The subject property is approximately 23.68 acres in size and is irregular in topography and contains multiple wetlands and drainages. Two of the wetlands, D-10 and D-11 located on the east side of the site are Type 1 significant per Chapter 17.40 SHMC. There are several other wetlands as well.

The site is undeveloped. The area may have been used as a quarry in the early years of St. Helens but has been idle and wooded for decades. Much of the site was logged around early 2019. Staff has been discussing development of the site with the applicant since around 2016. The 2019 logging effort and some gravel fill, both resulted in unintended impacts to wetlands and the applicant has been working with the Division of State Lands, US Army Corps of Engineers and other agencies since the logging effort. This resulted in changes to the applicant's proposed plans, which was a substantial reduction of overall buildable area. As a result, the applicant is seeking a Planned Development overlay zone to achieve a reasonable density compared to the gross land size, on the western portion of the site.

**Associated files:** Subdivision Preliminary Plat SUB.1.22, Subdivision Variance V.1.22, and Sensitive Lands Permits SL.1.22, SL.2.22, and SL.3.22.

**PUBLIC HEARING & NOTICE**

**Public hearing** before the Planning Commission for *recommendation to the City Council*: March 8, 2022. Public hearing before the City Council: April 6, 2022.

**Notice** of this proposal was sent to the Oregon Department of Land Conservation and Development on February 1, 2022 through their PAPA Online Submittal website.

**Notice** of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on February 10, 2022 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

**Notice** was published on February 16, 2022 in The Chronicle newspaper.

## APPLICATION COMPLETENESS

This application was originally received on October 12, 2021. Staff identified missing information or other aspects that rendered the application incomplete and notified the applicant of the issue pursuant to SHMC 17.24.050 on November 8, 2022. The applicant provided revised or new information for this zoning amendment and the application was deemed complete on January 12, 2022.

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

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### SHMC 17.148.060 – Planned Development Allowed and Disallowed

(1) A planned development shall not be allowed on any lands, with less than a two-acre minimum, shown on the comprehensive plan map as “developing areas”.

(2) A planned development shall not be allowed in residential zones located in areas designated as “established areas” on the comprehensive plan map, except the commission may approve a planned development within an “established area” where the commission finds:

(a) Development of the land in accordance with the provisions of the “established area” would:

- (i) Result in an inefficient use of land;
- (ii) Result in removing significant natural features; or
- (iii) Result in a change of the character of the area surrounding a significant historic

feature or building;

(b) The planned development approach is the most feasible method of developing the area; and

(c) The site is of a size and shape that the compatibility provisions of Chapter 17.56 SHMC can be met.

**Discussion:** If the subject property is considered “developing,” SHMC 17.148.060(1) is the section to review for the planned development (PD) overlay consideration. If the subject property is considered “established,” SHMC 17.148.060(2) is the section to review for the PD overlay consideration.

**Finding(s):** Consistent with SHMC 17.112.020 and OAR 660-008-0005, the property is considered “established” because it is subject to natural resource protection measures determined under Statewide Planning Goals 5 and has some slopes 25 percent or greater. Thus, the criteria of SHMC 17.148.060(2) applies:

(a) Subdivision of the site would result in an inefficient use of land. There are several wetlands throughout the site (see DSL Wetland Delineation WD # 2019-0281). Standard lot size and dimension combined with the encumbrances of these wetlands would make achieving a reasonable density compared to the total size of the lot nearly impossible without significant wetland impacts.

(b) Because of the wetlands as noted, staff recommended the applicant pursue the Planned Development overlay zone as the most feasible method of developing the area.



- (c) A development proposal submitted with the PD overlay application included a density calculation showing a potential density in excess of 100 lots. However, the actual proposal, even after utilizing the flexibility of the PD overlay is 66 lots. Though, the actual developed under the PD overlay zoned could change, this provides sufficient evidence for this criterion.

#### **SHMC 17.08.040 – Quasi-judicial amendments and standards.**

##### **(1) Quasi-Judicial Amendments and Standards for Making Decisions.**

(a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:

(i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community;

(ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances;

(iii) The standards applicable of any provision of this code or other applicable implementing ordinance; and

(iv) A proposed change to the St. Helens zoning district map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens comprehensive plan map that facilitates a spot zoning is prohibited.

(b) Consideration may also be given to:

(i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

**Discussion:** A single property is involved, and thus by definition (Chapter 17.16) the quasi-judicial zone change process applies.

\* \* \*

**Finding(s): (1)(a)(i).** Most of the property (the west approximate two-thirds) has a Comprehensive Plan designation of Mobile Home Residential. This is one of two properties with such designation within city limits. Mobile or manufactured homes are a type of needed housing per ORS 197.303.

In order to meet the intent of this comprehensive plan designation it is important that any development under this Planned Development overlay not preclude manufactured homes. For example, in a residential lot subdivision, the lot size, dimension and standards (e.g., yard/setback requirements) need to be such that manufactured homes, consistent with city standards, could be included.

St. Helens' standards for manufactured homes on individual lot per SHMC 17.60.030, includes requiring them to be multisectional and enclose a space of not less than 1,000 square feet. Average widths and lengths for double-wide manufactured homes are around 26 feet and 56 feet respectively. Common widths are 20, 24, 28 and 32 feet and common lengths are 42 and 60 feet. Building envelope would need to accommodate a reasonable array of multisectional (double wide at a minimum) manufactured homes.

The applicant acknowledges the Mobile Home Residential Comprehensive Plan designation. And discusses how the proposal will not preclude manufactured homes.

The smallest lot size proposed is 3,690 square feet. Considering that the Planned Development overlay does not (and cannot by law) allow a change in how much lot area buildings and structures can occupy (i.e., 40%) on a lot, that standard is one to consider for the preclusion of manufactured homes. 40% of 3,690 is 1,476. This can accommodate the minimum size, 1,000 square feet, for manufactured homes in St. Helens,

The minimum lot width proposed is 29 feet. The minimum side yard proposed is 4 feet. 29 minus 8 is 21. 20' is a common width for manufactured homes and can be accommodated.

The minimum lot depth proposed is 85 feet. Subtracting a common length (42 feet) from that leaves 45 feet, and plenty to accommodate a front and rear yard.

In addition, all proposed lots (still subject to review separate from this Planned Development zoning map amendment) exceed some of the minimum standards proposed.

The concept provided by the application does not preclude manufactured homes for the subject property from a proposed standards point of view. However, since the actual development under the PD overlay zoned could change, this approval must be based on the development allowed under this PD overlay not precluding manufactured homes.

\* \* \*

**(1)(a)(ii).** The city has an adopted comprehensive plan and ordinances approved under the state land use program. As such, the statewide planning goals needn't be analyzed.

Though this criterion states that we do not need to address the Oregon Statewide Planning Goals, because this is a zoning map amendment and thus could impact housing, Goal 10 is at issue and must be addressed.

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

*Goal 10 requires buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density*

This Goal has a couple components: 1) inventorying of land for housing need, and 2) demographic broad spectrum housing availability in both quantity and variety of type.

### **Inventorying**

St. Helens completed and adopted a Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI) in 2019 (Ordinance No. 3244). The results of the housing needs analysis indicates that the current St. Helens Urban Growth Boundary is sufficient to

accommodate future housing needs, with a small deficiency of high-density land for multi-family development.

Per the HNA, Commercial/Mixed Use land can make up for the high-density land deficiency. Even though there are no guarantees Commercial/Mixed Use lands will be used for residential purposes, the following residential developments on commercial/mixed use lands since the inventorying effort of the HNA creation process are noteworthy:

- St. Helens Place Apartments at 700 Matzen Street. Originally approved by Conditional Use Permit CUP.2.18 in 2018, this 204-unit multi-dwelling project was completed late 2020.

Zone: General Commercial. Total acres used: 7.72 out of 7.72 ac.

- Broadleaf Arbor: A Gathering Place being developed by the Northwest Oregon Housing Authority (NOHA) and Community Development Partners at 2250 Gable Road. Originally approved by Conditional Use Permit CUP.3.19, this 239-unit multi-dwelling project is currently under construction. The site has wetlands that will be preserved so only a portion of the property will be developed.

Zone: General Commercial, GC. Total acres used: approx. 13.7 ac. out of 16.7 ac.

Based on these two projects alone, the high-density deficiency is resolved, or at least will be assuming the completion of Broadleaf Arbor: A Gathering Place.

### **Demographic broad spectrum housing availability in both quantity and variety of type**

The subject property would not be efficiently developed as a subdivision without the Planned Development overlay zone because of its substantial make up of wetlands. This proposal simply allows a greater potential number of units.

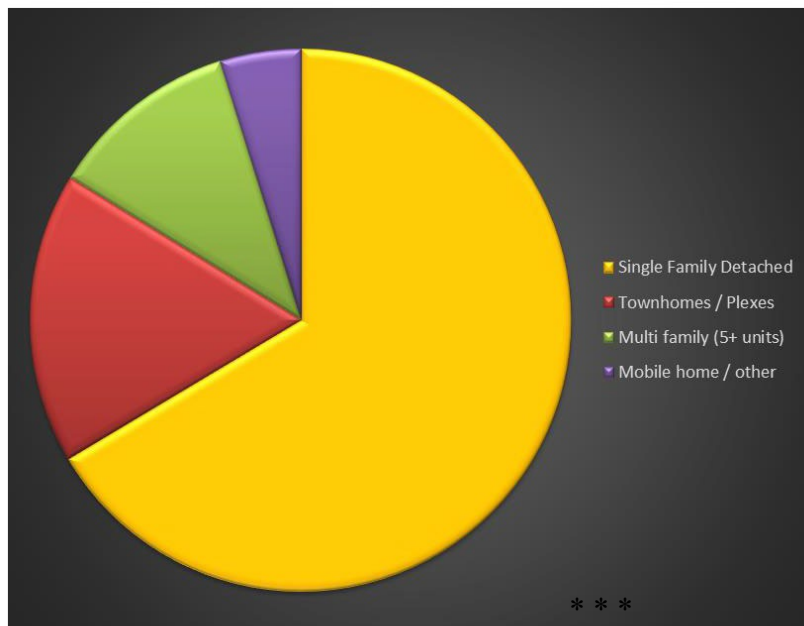
Land Need (net acres)	
Low Density*	240
Medium Density**	40
High Density	24
Manufactured Home Parks	5
<b>Total</b>	<b>309</b>
Buildable Land Inventory (net acres)	
Low Density	532
Medium Density	93
High Density	16
Manufactured Home Parks	45
Commercial/Mixed Use***	19
<b>Total</b>	<b>705</b>
UGB Land Surplus/Deficit (net acres)	
Low Density*	293
Medium Density**	53
High Density	(8)
Manufactured Home Parks	40
Commercial/Mixed Use	19
<b>Total</b>	<b>397</b>
<b>Adequacy of UGB to meet housing need</b>	<b>adequate</b>

\* Includes detached units and mobile homes. \*\* Includes townhomes, plexes and group quarters.

**Left:** This table summarizes the City's HNA findings. The area clouded in red identifies the surplus of low and medium density lands, and slight deficit of high density lands. These numbers reflect a projection of residential land needs accommodating a 20-year housing demand forecast (from 2019).

As noted above, the deficit in high density residential is resolved by mulitdwelling development on commercial lands subsequent to the HNA's (and BLI's) adoption in 2019.

However, type of housing is also a component of this (not just quantity). Mobile or manufactured homes are underrepresented in St. Helens and provide a relatively economical option compared to traditional stick-built detached homes. Given the city's Comprehensive Plan designation and zoning, as detailed above, it is important that allowing this Planned Development overlay zone does not preclude manufactured homes. Such condition is warranted.



**Left:** Existing housing mix 2013-2017, City of St. Helens.

**Source:** U.S. Census, American Community Survey, 2013-2017.

**(1)(a)(iii).** The applicable code standards for consideration are the minimum size standards for manufactured homes—multi-sectional and enclose a space not less than 1,000 square feet—and how that related to the zoning standards as proposed by the Planned Development allow the possibility of manufactured homes or preclude them.

As already described, allowing this Planned Development overlay must be based on any development not precluding manufactured homes. This includes development standards and other factors such as use restrictions (e.g., CCRs) the developer may place on themselves.

\* \* \*

**(1)(a)(iv).** “Spot zoning” does apply as long as all other criteria for allowing a PD overlay zone are met.

### CONCLUSION & DECISION

**Based upon the facts and findings herein, the City Council approves this Planned Developed Overlay Zone** with the condition that:

**No development allowed under this Planned Development (overlay zone) shall preclude manufactures homes.** This includes development standards and other factors such as use restrictions (e.g., CCRs) the developer may place on themselves.

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

\_\_\_\_\_  
Date

**City of St. Helens**  
**RESOLUTION NO. 1949**

A RESOLUTION OF THE ST. HELENS CITY COUNCIL AUTHORIZING  
 EXTENDED ENTERPRISE ZONE BENEFITS FOR A FOURTH AND FIFTH  
 YEAR TO CONTROL SOLUTIONS INC., LOCATED IN THE SOUTH  
 COLUMBIA COUNTY ENTERPRISE ZONE

**WHEREAS**, the South Columbia County Enterprise Zone has six (6) sub-area co-sponsors, the City of Scappoose, the City of St. Helens, the City of Columbia City, the City of Vernonia, the Port of St. Helens, and Columbia County offering economic incentives through property tax relief to businesses and industries providing capital investments resulting in job growth; and

**WHEREAS**, Control Solutions Inc. is located at 35851 Industrial Way, St. Helens, Oregon 97051 and has made an application to extend the three-year property tax abatement by two (2) years for a total of five (5) years; and

**WHEREAS**, Control Solutions Inc. invested \$1,183,405.00 in enterprise zone qualified building construction at their manufacturing operations located in St. Helens, Oregon resulting in the creation of a minimum of two (2) new jobs within the South Columbia County Enterprise Zone; and

**WHEREAS**, Control Solutions Inc. is required to pay employee wages and benefits at a rate of not less than 150% of the Average Annual Covered Payroll, which is \$40,729, and that Average Annual Compensation Standard of 150% is \$61,093; and

**WHEREAS**, the co-sponsors and the zone manager of the South Columbia County Enterprise have reviewed the application and agree that the proposed investment is consistent with the Enterprise Zone Purpose.

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

**Section 1.** The City authorizes the two-year extension request for a total of five (5) years exemption subject to the terms and conditions set forth in an Extended Enterprise Zone Exemption Agreement that will confirm Control Solutions' commitment to all state and Zone requirements and conditions.

**Section 2.** The South Columbia County Enterprise Zone, upon concurrence of all the other sub-zone sponsors, is authorized to execute an Extended Enterprise Zone Exemption Agreement with Control Solutions Inc.

Ayes:

Nays:

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

ATTEST:

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

**AMENDMENT NUMBER 01**  
**GRANT AGREEMENT**  
**SAFE ROUTES TO SCHOOL PROGRAM (SRTS)**  
**Columbia Blvd: Sidewalk and Crosswalk Construction**  
City of St. Helens

This is Amendment No. 01 to the Agreement between the **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as "ODOT," and the **City of St. Helens**, acting by and through its Governing Body, hereinafter referred to as "Recipient," entered into on February 7, 2019.

It has now been determined by ODOT and Recipient that the Agreement referenced above shall be amended for an extension of time.

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.
2. **Amendment to Agreement.**

a. **EXHIBIT A, Table 1: Key Milestone 8, Page 13, which reads:**

Key Milestone	Description	Estimated Due Date
8	Project completion (Project must be completed within 5 years of agreement execution.)	11/25/2022

**Shall be deleted in its entirety and replaced with the following:**

Key Milestone	Description	Estimated Due Date
8	Project completion (Project must be completed within 5 years of agreement execution.)	02/01/2024

3. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
4. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Recipient certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.



**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**CITY OF ST. HELENS**, by and through  
its Governing Body

By \_\_\_\_\_  
(Legally designated representative)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

By \_\_\_\_\_  
(Legally designated representative)

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**LEGAL REVIEW APPROVAL (If  
required in Recipient's process)**

By \_\_\_\_\_  
Recipient's Legal Counsel

Date \_\_\_\_\_

**Recipient Contact:**

Jennifer Dimsho  
Associate Planner  
~~PO Box 278~~ 265 Strand Street  
St. Helens, Oregon 97051  
(503) 366-8207  
~~[jdimsho@ci.st-helens-or-us](mailto:jdimsho@ci.st-helens.or.us)~~ [jdimsho@sthelensoregon.gov](mailto:jdimsho@sthelensoregon.gov)

**STATE OF OREGON**, by and through  
its Department of Transportation

By \_\_\_\_\_  
Public Transportation Division  
Administrator

Name \_\_\_\_\_  
(printed)

Date \_\_\_\_\_

**APPROVAL RECOMMENDED**

By \_\_\_\_\_  
SRTS Program Manager

Date \_\_\_\_\_

**ODOT Contact:**

LeeAnne Fergason  
SRTS Program Manager  
555 13<sup>th</sup> Street NE  
Salem, Oregon 97301  
(503) 986-5805  
[leanne.fergason@odot.oregon.gov](mailto:leanne.fergason@odot.oregon.gov)

**City of St. Helens**  
**EXTENSION # 2 OF PERSONAL SERVICES AGREEMENT**

Grant Administration Services for CDBG Grant for  
 Columbia Pacific Food Bank Project

This Extension is made on April 20, 2022 between City of St. Helens, an Oregon municipal corporation ("St. Helens"), and **Columbia Pacific Economic Development District** ("Contractor").

**RECITALS**

**A. WHEREAS**, on or about March 6, 2019, St. Helens and Contractor entered into an agreement ("Agreement") in which Contractor agreed to provide services ("Services") of grant administration services for the Community Development Block Grant (CDBG) for the Columbia Pacific Food Bank design and construction project; and

**B. WHEREAS**, Paragraph 3 of the Contract provides that the Agreement terminates on April 30, 2021, and that the City reserves the right to extend the Agreement for a period of two (2) years in one (1) year increments; and

**C. WHEREAS**, on April 21, 2021, St. Helens and Contractor mutually extended the term of the Agreement for an additional year to April 30, 2022.

**D. WHEREAS**, St. Helens and Contractor mutually wish to extend the term of the Agreement for an additional year to April 30, 2023.

**AGREEMENT**

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

**1.** The termination date of the Agreement signed on or about March 6, 2019, shall be amended to reflect a **termination date of April 30, 2023**, unless earlier terminated according to the terms of the Contract.

**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: Rick Scholl  
 Its: Mayor

**CONTRACTOR:**

**COLUMBIA PACIFIC**  
**ECONOMIC DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Its: \_\_\_\_\_

**GRANTOR:**

Meadowbrook Homeowners Association, Inc.  
PO Box 544  
St. Helens, OR 97051

**AFTER RECORDING, RETURN TO GRANTEE:**

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

▲ This Space for Recorder's Use Only ▲

## DEDICATION DEED

**Meadowbrook Homeowners Association, Inc.**, an Oregon non-profit corporation, hereinafter "**Grantor**," does hereby forever conveys and dedicates to the **City of St. Helens**, an Oregon municipal corporation, "**Grantee**," the following described real property, for the use of the public as a public way:

See Exhibit A, Legal Description, and Exhibit B, Map of Legal Description, attached hereto and hereby incorporated by reference.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTION 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

The true consideration for this conveyance is \$0.00, stated in terms of dollars.

To have and to hold, the above-described and granted real property for the purposes hereinbefore set forth unto the public forever.

[Remainder of Page Intentionally Left Blank]

\_\_\_\_\_  
Grantor

\_\_\_\_\_  
Date

STATE OF OREGON            )  
  ) ss.  
County of \_\_\_\_\_ )

This instrument was acknowledged before me on \_\_\_\_\_, 2022,  
by Cyndi E. Furseth, as President of the **Meadowbrook Homeowners Association, Inc.**, an Oregon  
non-profit corporation.

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON

My Commission Expires: \_\_\_\_\_

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[Acceptance and Acknowledgement Page Follows]

The foregoing conveyance is hereby ACCEPTED:

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

Rick Scholl, Mayor  
City of St. Helens

\_\_\_\_\_  
Date

STATE OF OREGON            )  
                                      ) ss.  
County of Columbia        )

This instrument was acknowledged before me on \_\_\_\_\_, \_\_\_\_\_,  
by Rick Scholl as Mayor of the City of St. Helens.

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON

My Commission Expires: \_\_\_\_\_

**EXHIBIT A**

2740-001  
Pittsburg Rd  
3-29-2022

**DESCRIPTION**

A tract of land situate in the Southeast quarter of Section 6, Township 4 North, Range 1 West, of the Willamette Meridian, City of St. Helens, County of Columbia, State of Oregon, being a portion of that property conveyed to Meadowbrook Homeowners Association, Inc., an Oregon non-profit corporation, recorded in Warranty Deed Document No. 2005-008033, Columbia County Deed Records, and being more particularly described as follows:

Beginning at a point, being North  $01^{\circ}32'29''$  East a distance of 0.73 feet, from the Northeast corner of Parcel 1 of Partition Plat No. 1995-27, Columbia County Plat Records, said point being on the West right-of-way of Barr Avenue, and said point also being the most Southerly corner of said Meadowbrook tract;

Thence, leaving said right-of-way, along the Westerly line of said Meadowbrook tract, North  $23^{\circ}42'46''$  West a distance of 96.39 feet to a point being South  $23^{\circ}42'46''$  East a distance of 93.96 feet from the Southwest corner of Parcel 1 of Partition Plat No. 2005-4, Columbia County Plat Records;

Thence, leaving said Westerly line, across said Meadowbrook tract, along a line parallel with and 87.90 feet Northerly of the North line of said Parcel 1 of Partition Plat No. 1995-27, South  $88^{\circ}27'31''$  East a distance of 55.28 feet to a point on said West right-of-way of Barr Avenue;

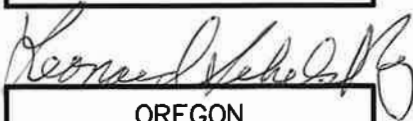
Thence, along said right-of-way, along a 125.00 foot radius curve to the left, through a central angle of  $27^{\circ}32'19''$  (chord bears South  $15^{\circ}18'38''$  West a distance of 59.50 feet) an arc length of 60.08 feet to a point of tangency;

Thence, continuing along said right-of-way, South  $01^{\circ}32'29''$  West a distance of 29.38 feet to the Point of Beginning.

Containing 2,059 square feet, more or less.

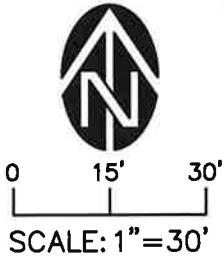
Bearings based on Partition Plat No. 2005-4, Columbia County Plat Records.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR



OREGON  
JULY 13, 1979  
LEONARD SCHELSKY  
1841

RENEWS: 06-30-2022



PARTITION PLAT NO. 2005-4

PARCEL 3

PARCEL 1

MEADOWBROOK HOMEOWNERS  
ASSOCIATION, INC., AN OREGON  
NON-PROFIT CORPORATION  
WARRANTY DEED DOC. NO.  
2005-008033

S23°42'46"E 93.96'

CHIEKO COMSTOCK  
TRUSTEE'S DEED  
DOC. NO. 2021-011499

55.28'  
S88°27'31"E

AREA  
2,059 SQ. FT.

R=125.00'  
Δ=027°32'19"  
L=60.08'  
CH.=59.50'  
S15°18'38"W

87.90'

N23°42'46"W  
93.96'

N01°32'29"E 0.73'

S88°27'31"E

S01°32'29"W  
29.38'

POINT OF  
BEGINNING

BARR AVENUE

PARTITION PLAT NO. 1995-27

PARCEL 2

PARCEL 1

## EXHIBIT B

### PAGE 1 OF 1

LOCATED IN THE S.E. 1/4 OF SECTION 6  
TOWNSHIP 4N., RANGE 1W., W.M.  
COLUMBIA COUNTY, OREGON

DATE	3/29/2022
DRAWN BY	SIH
CHECKED BY	LJS
REVISION	0
JOB NO.	2740-004

**WESTLAKE**  
CONSULTANTS INC.

ENGINEERING ♦ SURVEYING ♦ PLANNING

PACIFIC CORPORATE CENTER  
15115 S.W. SEQUOIA PARKWAY, SUITE 150  
TIGARD, OREGON 97224

(503)  
FAX (503)

City of St. Helens  
***Library Board***  
**Minutes from Monday, January 18, 2022**  
 St. Helens Public Library via ZOOM

**Members Present**

Becky Bean  
 Dan Davis, Chair  
 Rob Dunn, Vice Chair  
 Melisa Gaelrun-Maggi, Past Chair  
 Amanda Heynemann  
 Jana Mann  
 Jessica Sturdivant

**Members Absent**

Diana Wiener

**Guests**

Colleen Ohler

**Councilors in Attendance**

Stephen Topaz

**Staff Present**

Margaret Jeffries, Library Director  
 Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:21pm by Chair Davis.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

**PREVIOUS MEETING MINUTES:** Minutes were reviewed and approved.

**LIBRARY DIRECTOR'S REPORT:** STRATEGIC PLANNING (SWOC) PROCESS REVIEW: Director Jeffries asked Board members to follow up with the Strengths, Weaknesses, Opportunities and Challenges (SWOC) priority identification so that the process can be completed, and the information can be ready for the new Library Director. Director Jeffries also asked the Board to consider not meeting in February to give the new Director an opportunity to get oriented. NEW LIBRARY DIRECTOR INTERVIEW PROCESS REVIEW: The City decided to not have the 'meet and greet' for Director candidates which was originally planned. Interviews are now scheduled for this Friday, January 21. There will be two panels for the interviews. One panel will be composed Library staff and Library Board Members. Among this group are Director Margaret Jeffries, Youth Librarian Gretchen Kolderup, Reference Librarian Brenda Herren-Kenaga, Library Board Chair Dan Davis and Past Chair Melisa Gaelrun-Maggi. The second panel will be composed of City



staff and community members. Among this group are City Administrator John Walsh, Parks and Recreation Manager Shanna Duggan, Government Affairs Specialist Rachael Barry, City Councilor Stephen Topaz, as well as a member of the Friends of the St Helens Public Library. Members of the School District were not available. Panel participants will score interviewees and the top candidates will be brought back for a second round of interviews with the City Council. This second round is scheduled for February 11. The Council will deliberate in a special session that is not open to the public, and an announcement will be made at the next Council meeting which is scheduled for February 16. All of the panel members have been instructed to keep all candidate names and details strictly confidential, even after the process is over. There were 46 candidates total, and this group was narrowed down to 8 for interviews. A set of interview questions were determined in advance, with each panel having a particular set to ask. Director Jeffries stated that during recent interviews for Library Assistants, it was the process to write down as much as possible during the interview so that there was information to refer to later. Councilor Topaz stated that it is difficult to follow the one question per interview panelist method. Director Jeffries stated that interviewers are allowed to ask follow up questions, especially open ended questions like "tell me more about ...". The group discussed interview techniques and strategies. Chair Davis asked when we could expect a new Director to start. Director Jeffries stated that once the top candidate is chosen, a call will be made to ask for acceptance, then background and reference checks will be performed, and the City has a service for that. This might take a week to a week and a half. The group discussed the process and the possibility of a candidate withdrawing from the selection process even after the interview. Director Jeffries stated that Youth Librarian Kolderup will act as the Interim Director, and they have been communicating on the details of the transition. Director Jeffries stated that Covid-19 has made all of this more challenging. Chair Davis asked if Director Jeffries could stay longer. Director Jeffries stated that the answer is no, but that she would be back on February 2 for a Council work session when her service to the City will be acknowledged. Director Jeffries wanted to thank all of the board members and stated that she has enjoyed working with everyone.

**CITY COUNCILOR'S REPORT:** Councilor Topaz stated that the recent survey conducted by the City indicated that the Library was rated very well, and this shows that the Library is important to the community.

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** Past Chair Gaelrun-Maggi reminded the Board of the upcoming Book Club meeting, which will be held via Zoom this Thursday night at 7:00 pm. The group discussed using the public computers in the Library if anyone wanted to participate but didn't have access to a computer or device to attend via Zoom. Director Jeffries stated that Library Assistant Johnson has been assigned to be the staff liaison for the Book Club. After the discussion, it was agreed that notice would be given to participants that because of the current Covid-19 surge, this month Book Club meeting would be held online only. The group agreed to skip the Board meeting in February which makes March 14 the next regular board meeting.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** Colleen Ohler entered the

meeting after the call for public comment, but the group asked if she wanted to make a comment before the close of the meeting. Ms. Ohler stated that she was interested in running for a public office and wanted to see what the meetings were like and wanted to get a sense of community.

**SUMMARIZE ACTION ITEMS:** Chair Davis identified the following item: board members who have not already voted for their two priorities from the SWOC list, are asked to do that now so the analysis can be completed prior to our next meeting.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, March 14, 2022 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chair Davis adjourned the meeting at 8:14 pm.

✍

Respectfully submitted by:

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Library Board Secretary, Dan Dieter

# 2021-2022 Library Board Attendance Record

Item #6.

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Davis	Dunn	Gaelrun-Maggi	Heynemann	Mann	Sturdivant	Wiener	VACANT
07-12-2021	P	E	P	P	P	P	P	E	
08-9-2021	P	P	P	P	P	P	P	E	
09-13-2021	E	P	P	P	E	P	P	P	
10-11-2021	P	E	P	P	P	P	E	E	
11-8-2021	E	P	P	E	E	P	P	P	
12-13-2021	E	P	P	E	P	P	P	P	
01-18-2022	P	P	P	P	P	P	P	E	
02-15-2022	CANCELLED								
03-14-2022									
04-11-2022									
05-9-2022									
06-13-2022									



# PARKS AND RECREATION COMMISSION

Monday, March 14, 2022 at 4:00 PM

## APPROVED MINUTES

### PRESENT

Chair Lynne Pettit  
 Vice Chair Brandon Sundeen  
 Commissioner Howard Blumenthal  
 Commissioner Paul Barlow  
 Commissioner Jerry Belcher  
 Commissioner Dana Lathrope  
 Commissioner Carmin Dunn

### ABSENT

Commissioner Jacob Woodruff

### STAFF PRESENT

Shanna Duggan Parks and Rec Manager  
 Sheri Ingram Public Works Office Assistant  
 Councilor Doug Morten  
 Erin Bird Parks and Rec Admin Assistant  
 Matt Brown Finance Director

### OTHERS PRESENT

Dan Davis  
 Emily Martin  
 Patrick Birkle

**CALL TO ORDER-** 4:02 P.M.

### APPROVAL OF MINUTES

Belcher commented on cobblestones being featured in the 01-10-2022 minutes. January minutes will need to be changed. Dunn suggested we approve the minutes and note they will get corrected.

Motion made by Commissioner Dunn and seconded by Commissioner Belcher to approve January 10, 2022 and February 7, 2022 minutes

Voting Yea: Commissioner Belcher, Commissioner Blumenthal, Chair Pettit, Vice Chair Sundeen, Commissioner Lathrope

### STAFF REPORT:

Duggan reported:

- Received 390 program registrations in the last 30 days.
- The new Community Center at 2625 Gable Road is open for activities. Users are using it for meetings including the Art Guild. They are also using the Recreation Center on Old Portland Road as well.
- The Columbia County Health Coalition met at the Community Center. It is getting busy with different programming and usage.
- Adult Softball will be starting in June and are currently getting coaches and teams set up. Sports are a major factor in funding for Parks and Recreation.

- Concrete was poured in the softball dugouts in Campbell Park, there has been a lot of positive feedback from this improvement, such as no longer having muddy bags from setting them down in the dugouts.
- Julian begins tomorrow as the new Parks Utility 1. He used to work for Columbia County through Cardinal Services.
- In the last two weeks there have been two work parties over at Godfrey Park removing ivy. Blumenthal and Martin from Scappoose Bay Watershed were big parts of this. There are lots of photos, including Lathrop and many others including children. They hope to have more work parties in the future at a variety of parks.
- Belcher asked about grants and to please notify Duggan of any grants that might be available. She said that sometimes if you compare the time and management done for the grant and the grant itself, it isn't worth the time. If there are any questions about it, everyone is welcome to ask.

Dunn asked if staff could put together a list of work that needs to be done during work parties, since they know the parks best. Duggan said she will be going on a field trip to the parks next week with the staff and creating a list.

Belcher mentioned the Commissioners current park duties and interests. Would any other commissioners be interested in taking on another park? Duggan agreed with Belcher. There is an agreement with Scappoose Bay Watershed for work with McCormick Park and Godfrey Park, there will be work parties scheduled for that and this will hopefully make the load a little lighter for staff and volunteers. She mentioned that Pettit printed a list of parks the Commissioners took on and maybe everyone can look at the list and see if there's any park anyone would like to take ownership on. Duggan said that having a work party for each park once a year would be ideal. Putting up signs around the area for the work parties would help spread the word easier as well.

Belcher said he heard feedback from a couple new to St Helens asking how to check out pickleball nets over the weekend. Duggan said as soon as there is a check out system soon in April, they will need to check out on Friday for weekend use. There are four nets and a few more are being ordered. Morten asked about the courts having a permanent net. Duggan said that the thing with pickleball nets is that they are less permanent, unlike tennis court nets. She mentioned with so many issues with vandalism at Campbell Park, it could be a potential issue leaving pickleball nets out permanently. Duggan brought up an example of how the rubber around the basketball hoops have been ripped off and problems in the bathrooms. Duggan said there may be options to explore. Belcher said there is a park called Vanpool where there are pickleball courts. There is a box that stores it with a combo and lock. Duggan said there are some ways to make equipment available to people, but the cost is something to explore. There will be clinics offered over the weekends, its dependent on staffing and finding things that are vandalize proof.

#### **TOPICS FROM THE FLOOR:** From attendees not otherwise of the agenda

Birkle is here to request approval to be a sponsor for a work party at Dalton Lake up on the bluff on April 23<sup>rd</sup> from 9:00 A.M.- 12:00 P.M. that would coincide with the Solve Statewide Spring Cleanup. He teaches 4th grade in Columbia City and has done some walking field trips over to Dalton Lake. Birkle is hoping to get Columbia City Elementary School more involved with Dalton Lake. He encourages the fight with invasive weeds. There are some work parties that will help with it, it is in the west side of Milton Creek at McCormick. There are a lot of invasive weeds that need to be addressed. English Holly is also an issue, and it will most likely needs chemical treatments. Blumenthal agreed and stated that

the red shining diuranium is an issue and not sure how to approach it. Duggan brought up that there is an agreement with Scappoose watershed. They'd like to help manage weeds and these parks are close to the watershed. They'd like to have applications to help with weed management. Most of their projects are grant run, like OAA and they support these projects if they know. Martin said there is a native plant sale in April, sizes and quantities will need to be emailed to me on what anyone needs.

## COUNCILOR'S REPORT

Morten Reported:

- Thank you to everyone for the update on invasive species. The issues with Dalton Lake have been going on about six years, and Nob Hill was about ten years ago.
- Brought up the need for an updated procedural method for taking new applicants for open Parks and Recreation Commission spots. The process should be streamlined, such as Commissioners should ask the same questions to every applicant, it should be four to five questions and then follow up questions that can be different. The Council should be aware of what questions were asked. The applicants are then ranked from one to three and that lets the Council know who the strongest candidates are. This is City standard. Ingram said there is only one applicant this time and will interview them at the next meeting. Dunn said since this is a volunteer position, should it be so complex? Morten compared these interviews to the current Library Director interviews and how they finish their questions within a half-hour, he said for this Commission position to narrow down to a twelve-minute interview with one and a half minutes per question. Duggan said to have a workgroup meet up at a separate time and come up questions for the interviewed. Morten said to discuss the questions then submit them to Duggan and they can be discussed at the next meeting.
- The Budget Meeting is approaching on May 12<sup>th</sup> at 5:00 P.M. He encouraged anyone to attend. Morten said the at the last Council Meeting they discussed that the City is strapped of funds for any upcoming projects. The one project he'd like to see get done is the Urban Trail.
- Brainstorm what is needed in the parks for the next ten years and it can get put into the Master Plan.

## NEW BUSINESS

2. Five property owners that need to be located on 5th Street Trail and Nob Hill Nature Park  
Blumenthal asked four property owners that are located where the trail is. It is getting difficult to know where their property line is at. Dimsho was present to discuss but she had to move on to another meeting. Blumenthal would like to move this onto the next meeting. Brown said that Duggan can speak to Dimsho regarding this issue, and it can get addressed.
3. Motorized Vehicles on Nob Hill Nature Park  
Blumenthal said for the last four to five weeks there have been many motorcycles driving through the park. There should be a sign so people will no longer drive through that section. Blumenthal also suggested putting up a rock wall or plant more things there. They are starting to drive into the camas meadows, Duggan asked if anything has happened since the police were called? Vandalism has been an issue frequently and one of our vehicles had the catalytic converter stolen and Campbell Park deals with a lot of vandalism regardless of signs being put up. Duggan is working with communications on signage on what is or isn't allowed in parks.

She gets a copy of the police logs when things happen at the parks. Blumenthal said that 5th street needs more signage as well.

## OLD BUSINESS

### 4. RFP Update

Brown said they have gone out for bid a second time for the Master Plan and is displeased with what has come up. The city only received one applicant and staff was uncomfortable bringing them forward, other places have been contacted. Brown said he would like to recommend using internal resources for the Master Plan. Staff recommends community outreach, and they can rebuild the Parks and Recreation Master Plan. Brown passes out a schedule that includes dates of meetings where the parks can each be discussed on what they will need and can be put on the Master Plan. The meetings will start in April at 6:00 P.M. and go through July. Morten expressed his disappointment that full-fledged consultant won't be taking it on but said giving it another five years it will open opportunity. Brown mentioned the Urban Trail is going to be on the list and will get discussed how much it will cost. Dunn, Blumenthal, and Belcher are working together on the list, Lathrop said she would like to jump in and assist as well. Morten said he would like to shorten the trail to involve handicap accessibility. Morten said to make certain to know where the new parks will be who they will serve and how, explore the potential. Dunn said if there is a lot of feedback regarding the waterfront expansion, it could be applied towards the parks as well.

## DISCUSSION ITEMS

Pettit said she has an update about park assignments. She would like someone to volunteer to update us on the parks the current commissioners don't have assigned, and she mentioned if someone has two parks assigned if they could pass one off to Lathrop. There are also the dog park, Campbell Park, and Columbia View. Belcher said he could pass on Grey Cliffs. Lathrop said she would like to know her responsibility, and how to oversee the parks, make sure everything looks orderly, clean ups as needed and give the info back to the Commission. Morten suggested looking into the Master Plan and see what avenues from their park could be added. Duggan said any problems you see on your park, let her know. Lathrop would like to let them know next meeting. She would like to address the Campbell Park issues.

Barlow said he appreciates the improved sidewalks on Gable Road. He said he noticed that the sidewalks are getting parked on.

Belcher said this is long way down the road and he would call triangle park where Plymouth Street and 12th Street come together. Eventually Plymouth goes down to the riverfront, in five or ten years this will become a busy intersection. Morten said there will be a roundabout.

Pettit does anyone want to volunteer to give an update on park in April. Belcher will do the Botanical Gardens. Dunn said she can do an update in May.

Blumenthal said Civic Pride Park has not marking as to that is a park. Can they add signage about this. He is curious if they can get more parks maps can we get more. April the 2nd, there is a work party at Nob hill and 5th street and on the Sunday, there is a plant walk with native plant society. He said they applied for a small grant.

**ADJOURNMENT** 5:44 P.M.





## PLANNING COMMISSION

Tuesday, March 8, 2022, at 7:00 PM

### APPROVED MINUTES

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

**Members Absent:** None

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

**Others:** Matt Duffy  
Andrew Niemi  
Chase Berg  
Jay Echternach  
Shawn Clark  
Randy May  
Jimmy May  
Tyra Hilton  
Brandi Brown  
Juanita Riley  
Kelly Blake  
Joe Haskett  
Bernadette Haskett  
Joanne Rothwell  
Andrew Bremner – Zoom

#### 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 February 8, 2022

**Motion:** Upon Commissioner Semling's motion and Commissioner Webster's second, the Planning Commission unanimously approved the Draft Minutes dated February 8, 2022. [AYES: Vice Chair

Hubbard, Commissioner Webster, Commissioner Semling, Commissioner Lawrence, Commissioner Pugsley, Commissioner Toschi; NAYS: None]

**PUBLIC HEARING AGENDA** (times are earliest start time)

**B. 7:05 p.m. Variance at 434 S 2<sup>nd</sup> Street – Echternach**

Associate Planner Dimsho presented the staff report dated March 1, 2022. She explained where the property was located. She said in 2008, the City approved a building permit for the current single-family dwelling with plans showing compliance with the normal rear yard setback. It was also reviewed under Scenic Resource Review which reviews new development over 15-feet in height or two-story buildings on certain streets. At both of those times the setback was ten feet, the minimum of the Apartment Residential zone. She mentioned the applicant had submitted new plans for development in the basement at this property and the plans showed an existing deck that was right up to the property line. She said sometime between 2008 and now, the deck was built and did not comply with the approved permits the City had on file. She did say the applicant did not build the deck; it was already in place when he purchased the property, so they wanted to bring the home up in to compliance.

She showed the map of the property and how the abutting neighbors also had decks with similar footprints, so there was already precedence along this block to use all the yard space. She mentioned there was no visual impact to any other neighbors on S. 2<sup>nd</sup> Street, since the deck was in the back of the property. She also mentioned that the height of the topography in the back could be used as vertical setback as allowed in the Riverfront District zone.

She said the applicant wanted to permit the existing deck, not modify the size in anyway.

**Echternach, Jay. Applicant.** Echternach was called to speak. He mentioned that he moved to the area and was very excited to be a part of the community. He said they did not know that the deck was not in compliance and after applying for the building permit. They wanted to be sure to get everything into compliance.

**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 from the applicant.

**End of Oral Testimony**

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

**Close of Public Hearing & Record**

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

**Deliberations**

There was no further discussion about the Variance.

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

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

**C. 7:30 p.m. Planned Development (overlay zone) at property beyond the northern termini of N. 10<sup>th</sup>, N. 9<sup>th</sup>, and N. 8<sup>th</sup> Streets – North 8<sup>th</sup> Street, LLC**

City Planner Jacob Graichen presented the staff report dated March 1, 2022. He explained that the overlay amends the zoning map. He said it creates a new layer on top of the zoning map which allows certain development flexibilities on the property. He said this property was approximately 24 acres in size and peppered with wetlands. It is currently a vacant, undeveloped lot.

He mentioned there was a variety of standards that apply to the efficiency of land and the most feasible approach to developing. He mentioned the overlay would be an essential tool for this project to work with all the wetlands..

Graichen said because the zoning map would be amended, the overlay zone stays regardless of what happens during the review of the subdivision proposal.

He mentioned most of the site was zoned Mobile Home Residential and that the Comprehensive Plan had a comparable designation. He said they included a recommended condition that said any development under the overlay could not preclude manufactured homes.

He mentioned the wetland delineation was done and there would be some mitigated wetlands, so the overlay made it possible to have an economic use when developing.

There was a small discussion about the current zoning and what the differences would be with the overlay applied.

**Niemi, Andrew. Applicant.** Niemi is with Lower Columbia Engineering representing the applicant. He said Lower Columbia stepped in during the discussion on the density of the property. He said the density that was previously proposed was too much to permit at the State and Federal level. He said the overlay would create less impacts to the wetlands.

**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 from the applicant.

**End of Oral Testimony**

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

**Close of Public Hearing & Record**

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

**Deliberations**

There was a small discussion about the possibilities for development based on the zoning overlay.

**Motion:** Upon Commissioner Webster's motion and Vice Chair Hubbard's second, the Planning Commission unanimously recommended approval to the City Council of the Planned Development (Overlay Zone) as presented in the staff report. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Pugsley; Commissioner Toschi; Nays: None]

**D. 8:00 p.m. Subdivision, Preliminary Plat, Variance, and Sensitive Lands Permit (x3) at property beyond the northern termini of N. 10<sup>th</sup>, N. 9<sup>th</sup>, and N. 8<sup>th</sup> Streets – North 8<sup>th</sup> Street, LLC**

Graichen presented the staff report dated March 1, 2022. He said this was a 66-lot Planned Development with the provision that the Planned Overlay is approved through the City Council. He said there were three properties involved, two of which are for the purposes of the extension of a sanitary sewer line that will connect to a pump station and a pedestrian path in the same area. The larger property was the one being proposed to be divided and created into a subdivision.

He said there was a significant number of wetlands on the property and had protection zones at the City, State and Federal level. He said they will make a great pond area and back yard for those who live in the proposed subdivision. He did mention there was an environmental assessment and a wetland delineation done on this property. He said there was a report from the wetland consultant explaining the removal of some trees and the sewer expansion.

He mentioned a tree plan was required to show how the trees being preserved will be protected during construction and how to mitigate the ones being removed.

He also showed the proposed map of where the 8<sup>th</sup> and 9<sup>th</sup> streets merge. He said there was a bulb out that was proposed to remedy the intersection angle. He mentioned there were standards for the maximum perimeter of a block, which is around 1800 square feet. He said the block the applicant proposed to complete the 8<sup>th</sup> and 9<sup>th</sup> streets would be a little over the maximum perimeter.

He discussed the sewer connections and said the applicant was pursuing to connect to the pump station near Madrona Court. He also said the other option would be more difficult to permit as it would travel through significant wetlands. He mentioned the storm water would have the typical drains in the street and then a variety of vegetative wells.

He spoke about the traffic impact analysis, and he said the report did not result in any functional issues. He did mention that with the new subdivision during the peak hours the traffic flow would change 250 percent to the North 9<sup>th</sup> Street. He said 8<sup>th</sup> Street would not feel the increase as much at a 31 percent increase in traffic flow.

Graichen talked about the variance for the cul-de-sac. The standards say a cul-de-sac should not be longer than 400-feet and provide access to no more than 12 lots. The proposed cul-de-sac exceeds 1000-feet and provides access to 44 lots. He said because of the wetlands the justification for the variance is there as everything was forced to the west side of the property.

He also talked about the Sensitive Lands and the steep slopes and drainage ways. He said the limited site disturbance would be minimal and would be required to follow all the erosion control guidelines.

He discussed some options on how to handle the access through 10<sup>th</sup> Street. He said there were four different options to open access through 10<sup>th</sup> street. He said they would need to dedicate the right-of-way to advance the northerly part of 10<sup>th</sup> street. He then said after there was a right-of-way dedication there could be a pedestrian path put in place with an easement that did not encumber the design plan. He said there could also be the option of a 20-foot alley placed in that same area which would create a fire turn around. He mentioned the alley could deter shortcut users. He also said the other option was to continue the dedication and then create a full street.

**Niemi, Andrew. Applicant:** Niemi is with Lower Columbia Engineering and represents the Applicant. He was called to speak. He mentioned that this proposal has been contemplated by their client for several years and they had worked significantly on the plan to have the least amount of impact to the wetlands. He said the proposal was somewhat economically feasible. He said the dedication connection at the 10<sup>th</sup> street location was something they felt was a good idea. He mentioned the pathway that winds throughout the property and thought it was a great connecting pathway to all the different parts of the property. He said the development would be an overall improvement to the area that was currently considered an eyesore. He said they worked very hard to come up with a plan to maintain the wetlands appropriately. He discussed the bulb out at the intersection of 8<sup>th</sup> and 9<sup>th</sup> streets and the plan to fix that. He also discussed why they chose the route they did for the sewer line.

### **In Favor**

No one spoke in favor.

### **Neutral**

**Adams, Fred.** He lives on the end of North 8<sup>th</sup> Street. Adams was called to speak. He expressed concern about the number of trucks coming in and out of the property during development. He was concerned about the wear and tear it would cause on the street and asked if there was another road, they could move loads in and out of.

**Bremner, Andrew.** Bremner lives at 260 Madrona Ct. Bremner was called to speak. He expressed concerns about the septic system and the sewer system and if it was designed to handle the number of homes that would be added to it. He also wanted to be sure that it would not affect the wetlands.

**Haskett, Bernadette.** Haskett lives at 425 N 8<sup>th</sup> Street. Haskett was called to speak. She expressed concern about the impact of the wetlands and how they would be maintained. She wanted to be sure that they were not going to be impacted by amount of construction and homes coming into the property.

**Duffy, Matt.** Duffy lives at 245 Madrona Ct. Duffy was called to speak. He expressed concern about the water and the storm impact and how it goes over and under the road. He wanted to be sure that the walking path that would be a public space would still maintain privacy to the homes that were along the path. He did not want to have his privacy or home be disturbed by foot traffic.

**Rothwell, Joanne.** Rothwell lives on North 8<sup>th</sup> Street. Rothwell was called to speak. She shared about her experience with the construction trucks. She said where the road narrows there were bottlenecks and there were complete jam ups with the trucks coming in and out. She said there is a lot of children in that cul-de-sac and wanted to be sure the safety would be considered.

### **In Opposition**

No one spoke in opposition.

### **Rebuttal**

The applicant did not have much to add to the presentation. He said there was a City owned and County lot close to the area and they did not have an agreement to access for construction vehicles. He did say there was a traffic plan that could lower the amount of impact to the neighbors. He said they plan to and already have a put a lot of effort into the design to be careful to not impact the wetlands. He did also say they plan to place screening in for the pathways to maintain privacy for the neighbors and homes.

Commissioner Pugsley asked about the storm runoff and who would oversee maintaining the facilities that handle the runoff. The applicant said the responsibility falls on them for the vegetative areas and the streets would be the City's responsibility. She also asked if there would be any impact to Dalton Lake. The applicant said the swales would not allow the runoff to hit the lake area.

### **End of Oral Testimony**

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

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

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

### **Deliberations**

The Commission discussed the storm runoff and determined the proposed plan was appropriate.

There was a small discussion on whether to add burden to the developer for additional sidewalks outside of the development. The Commission concluded they were not warranted.

There was a discussion about the 10<sup>th</sup> Street access. The Commission agreed that it should be developed as a pedestrian path with the easement in place and a right-of-way dedication.

Commissioner Pugsley questioned the overlay and the specific standards for the site development. She wanted to know if the Commission could impose specific standards to the developer. Graichen said the code does not require a standard, but the applicant had standards they had proposed. She said she was mostly concerned about the side yards and the four-foot setback.

Chair Cary asked if the plan proposed was the only plan submitted or if there were additional or alternative plans proposed. He was curious with the traffic impact if there might be a need to redesign the current proposal. Graichen mentioned the current design was the only proposal. There was no alternative submitted.

**Motion:** Upon Commissioner Pugsley's motion and Commissioner Lawrence's second, the Planning Commission unanimously approved the Subdivision, Preliminary Plat, Variance, and Sensitive Land Permits (x3) as recommended by Staff and requiring non-vehicular access between North 10<sup>th</sup> Street and North 9<sup>th</sup> Streets. The Commission also recommends use of adjacent City or County Public Works property for construction access. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Toschi, Commissioner Pugsley; Nays: None]

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

### **DISCUSSION ITEMS**

- E. Proactive Planning Commission Discussion

Commissioner Toschi mentioned that he met with a two other Commissioners, and they agreed that the Commission should become a more proactive body. He said there was some feedback about this on resources and availability on whether this could happen. He said he just wanted to resolve that they would be a proactive body and then they could meet with sub-committees to decide on what issues to be proactive on. He also said that he would like to ask the City to provide some additional resources or finances to aide in the complex goals the Planning Department has in front of them. He did mention he realized this would be an additional burden on the current volunteers. He felt there should be baby steps in moving forward to not create a large weight on the other members.

Commissioner Pugsley shared that she agreed with becoming a Proactive, instead of reactive, Commission.

Chair Cary expressed that he wanted to be sure that they were not creating more work for the City or the Planning Department. He wanted to be sure that the Planning Commission becoming proactive was in a manner that is helpful.

Commissioner Semling asked the Commission to consider the new members that may come on to the committee and may not have all the time to be as proactive as this proposal may require. She did not want to see it become a hard time finding those who will get involved because of the time commitment that may increase.

There was a small discussion on how to move forward as a commission that is included in city projects. There was a small discussion on the different types of projects they could help the Planning Department with.

**Motion:** Upon Commissioner Toschi's motion and Commissioner Webster's second, the Planning Commission unanimously approved to become a Proactive Planning Commission in addition to it's other duties. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Toschi, Commissioner Pugsley; Nays: None]

Commissioner Toschi said that he felt it was important to request during the budget season more resources for the Planning Department and to the Commission to be more proactive.

**Motion:** Upon Commissioner Toschi's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved to recommend to Council that an additional staff member be added to the Department. [Ayes: Vice Chair Hubbard, Commissioner Semling, Commissioner Webster, Commissioner Lawrence, Commissioner Toschi, Commissioner Pugsley; Nays: None]

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

- F. Site Design Review (minor) at 195 S 15<sup>th</sup> Street – Kuhn
- G. Sign Permit at 1421 Columbia Blvd – City of St. Helens (Columbia Pacific Food Bank)

#### **PLANNING DEPARTMENT ACTIVITY REPORT**

- H. Planning Department Activity Report – February

Vice Chair Hubbard asked about the State Marine Board meeting for the Riverfront Development. Dimsho mentioned there would be a series of outreach meetings that will include the Commission to discuss how to develop the fishing pier and the kayak entrance.

#### **FOR YOUR INFORMATION ITEMS**

Dimsho reminded the Commission about the Joint City Council and Planning Commission meeting. She said they will discuss the street expansion at South 1<sup>st</sup> Street and Strand.

**ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned 10:46 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*



**City of St. Helens**  
*Consent Agenda for Approval*  
**CITY COUNCIL MINUTES**

Presented for approval on this 20<sup>th</sup> day of April, 2022 are the following Council minutes:

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2022

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- Work Session, Executive Session, and Regular Session Minutes dated March 16, 2022
- Joint City Council/Planning Commission Meeting Minutes dated March 16, 2022

**After Approval of Council Minutes:**

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name & signature block on Word document & copy Word document into Council minutes folder in Shared Drive
- ☐ Upload & publish in MuniCode
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HPRMS
- ☐ Add packet and exhibits to HPRMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet



# COUNCIL WORK SESSION

Wednesday, March 16, 2022

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Patrick Birkle (1:10 p.m.)  
 Councilor Stephen R. Topaz  
 Councilor Jessica Chilton

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Matt Brown, Finance Director  
 Mouhamad Zaher, Public Works Director

Jacob Graichen, City Planner  
 Crystal King, Communications Officer  
 Bill Monahan, City Attorney  
 Tina Curry, Event Coordinator

### OTHERS

Brady Preheim	Kathy Innocenti
John Brewington	Conor Delaney
Keith Locke	Paul Vogel and Guests

### CALL WORK SESSION TO ORDER – 1 p.m.

### VISITOR COMMENTS

- ◆ Tina Curry, Event Coordinator.
  - Met with Brad Hendrickson at Sand Island Campgrounds. He requested additional parking. There is a road that goes up the hill that would allow for 30-40 additional parking spaces. Is that an option?
  - Her portion of the tourism audit is complete. She cc'd City Administrator John Walsh with all her submittals to the auditor.
  - Working on a tourism budget for this year. It's been very busy.
  - Public Works and Columbia River PUD are going to move the totem pole tomorrow.
  - Received the dragon chair, which will be in the Kiwanis Parade. She suggested Council members ride in it. It will be on a permanent trailer.

Council President Morten pointed out that Brad vacated 15 feet of the street behind his storage area. They talked a lot about diagonal parking. Is he asking to park on his own property or across the street? Mayor Scholl added that both sides of the road was vacated. Brad may be referring to Wyeth Street where it intersects with First Street, the area that was dug out and they're refilling. Tina said Brad is referring to an area with available parking that no one is using.

Mayor Scholl advised Brad to speak with City Planner Jacob Graichen.

- ◆ Paul Vogel, Columbia Economic Team. He introduced Dansons, a company that is touring the Armstrong property today. Dan Thiessen and his son, Jeff, were in attendance. Dan explained that they operate a wood pellet company. They have about 550 employees world-wide and close

to 20,000 stores sell their products. They are a family operation and extend family to community. They care about the communities they work in. Their family has several charitable foundations they invest in, as well as many community organizations. This is the first time they've had an opportunity to visit a Council meeting prior to relocating. Paul added that they are interested in an Opportunity Zone.

Mayor Scholl said he worked at the pellet facility in Columbia City.

Council President Morten asked how many family-wage jobs it would bring into the community. Dan said they like this property because there is room for expansion. Initially, it would be 40 jobs. This site has the potential to be a distribution center, which would bring an additional 40-50 jobs. Initially, it would be wood pellets, but they also do chips, chunks, and charcoal. Jeff added that this area represents a very significant marketing area. It's a great location for box stores.

Paul said it's early in the process and they'll be speaking with Planning staff.

Council welcomed them.

## PRESENTATION

### 1. Presentation of Plaque to John Brewington for Service on the Parks & Trails Commission

Mayor Scholl presented a plaque and key to the City to John Brewington. John served on the Parks & Trails Commission between 1983-1984 and 2002-2022. He has also been very involved in the community, reporter for the newspaper, and an Elks member.

John said he attended Council meetings for seven years as a newspaper reporter, otherwise he would have served on the Parks & Trails Commission sooner. He was pleased to see the Council make improvements to the Riverfront District. They have a good Parks Division.

Council President Morten thanked John for his hard work and dedication. In all his years serving on Council, John has been here helping. The Parks & Trails Commission rallied around John to assign parks and work collaboratively with all groups. It's amazing to see how far they've come, thanks to his leadership. It's a very functional and effective organization. He is already missed. It's been a pleasure.

John said the Council purchased property on Ross Road a few years ago. The gentleman who sold it took \$60,000 off the price so the park would be named after him. Mayor Scholl confirmed that it's already been done.

Council thanked John.

Mayor Scholl announced that the Kiwanis Parade is coming soon. Jaycees started it around the 1950s. He asked Communications Officer Crystal King to find out if the Chronicle has information about the year the parade began.

## DISCUSSION TOPICS

### 2. Annual Report from City Auditor - *Conor Delaney with Pauly, Rogers & Co., PC*

Conor Delaney reviewed his report. A copy is included in the archive packet for this meeting.

- Financial statement audit is substantially complete
- A few amendments to be made to the draft
  - Federal grant expenditures
    - A single audit is required when over \$750,000 is received in grants
  - The final report will include an additional 8-10 pages
- Reviewed Community Development Fund
- Slight change in payroll

- Slight change in capital assets
- Significant finding
  - Took a while to work out the kinks from the financial software conversion. Bank reconciliation should always be done within 30 days of the previous month.
- Will include a couple best practice recommendations
  - City's process for mid-month payroll draws is not recommended
    - You're supposed to withhold taxes for every payroll payment
    - Most payroll systems are not set up to do draws. It creates additional steps and errors.
  - The City should be constantly reviewing staffing levels in accounting
    - They are seeing the need to meet more requirements, which creates more work
    - Evaluate staffing levels to be sure they have adequate personnel
- The audit should be complete within the next week or so

### **3. Semi-Annual Report from Senior Center - *Kathy Innocenti, Manager***

Kathy Innocenti presented her report. A copy is included in the archive packet for this meeting.

- Slowly reopening the Senior Center
  - Open for lunch
  - Band on some days
  - They still wear masks in the building because they're considered health care. They are not required at Top Notch.
  - Reservation system. Only four people are allowed per table.
- They have hired a cook and assistant cook
- Top Notch thrift store
  - Had to close for snow and ice, and a couple times for illnesses
  - Sales have been good
- The building is being used regularly
  - AARP doing taxes for community members
  - Evergreen Dance Center from Longview uses it on Thursday nights
  - Red Cross blood drives
  - VFW ladies
  - Medicare representatives
  - CERT was planning training there, but they withdrew
  - Approached by a church to use it on Sunday
  - Jewelry sale a week from Saturday

Mayor Scholl appreciates receiving the newsletter. It's very informative. Council President Morten agreed.

Councilor Chilton asked about the garden space. Kathy explained that it's managed by a community group. They do have a partnership with them for composting and occasionally receiving vegetables.

### **4. Request from Keith Locke for Right of Way Vacation off N. 2nd Street - *Jacob***

City Planner Graichen reviewed the request. A copy is included in the archive packet for this meeting. The applicant must provide two-thirds consent from owners within the affected area to be eligible for the public hearing. The City owns a small portion of property within that area. The request tonight is for the mayor's signature to provide consent to apply for street vacation.

Councilor Topaz referred to the parking they discussed earlier. If you extend First Street through the hatched area, you end at the clear area. Is that private property? Graichen pointed out and talked about the area on the map. It's no longer an 85-foot right-of-way. It's now a 50-foot right-of-way.

Mayor Scholl said the yellow highlighted area is the area Brad referred to for parking. On-street parking is more feasible now. They have discussed emergency access and parking use only.

Councilor Topaz talked about the storm drain under Godfrey Park. Graichen said it was in disrepair and needed to be replaced. It has been repaired.

Councilor Birkle said this is stuff that will come up in Planning Commission. They are being asked to provide consent. He is concerned that they are approving development if it's a decision that eventually comes to Council. Mayor Scholl disagreed. The only person who can obtain the property is the abutting property owner. Graichen clarified the areas being requested to give consent. Public right-of-way is not included in the consent area.

Councilor Chilton is having trouble understanding the motive of the request to vacate the property. Graichen said there's a variety of reasons for street vacations. They don't want to get into the merits for this one. It's usually because they want to own the property, control the property, and sometimes there's motive for how it works with the Code. He reviewed the potential development incentives.

Councilor Topaz said they've gotten rid of sidewalks in the past with street vacations. Now they need the sidewalk back. Graichen said an easement was retained for some of those.

#### **5. Review Right of Way Dedication Deed for 115 Little Street - Jacob**

City Planner Graichen reviewed the report. A copy is included in the archive packet for this meeting. He reviewed the map. The property is located at the back of Skinny's Texaco. The house was destroyed in a fire and has since been acquired by Wayne Weigandt. Wayne does want to do something with it in relation to the Texaco property. The property owner is in favor of dedicating that portion to the City for a right-of-way.

Councilor Topaz asked if it was ever the City's. Graichen does not think so.

#### **6. Review New Job Description for Building Maintenance - Utility Worker I**

Public Works Director Zaher reviewed the proposed job description. A copy is included in the archive packet for this meeting. They currently have one Building Maintenance staff member, who is Roger Stauffer. The workload is tremendous for him alone. A new system for maintenance requests is being created. He is requesting approval of the job description. This role is already in his budget, and he hopes to fill the position next fiscal year.

Councilor Topaz asked how much it would cost to hire someone outside to do this work. Zaher will be able to review that during the next Public Works report. He built a program to gain matrix and build data. There is a high demand for building maintenance. Councilor Topaz said it's probably cheaper to hire someone than have it done from outside. Zaher responded that there is a need to have someone here, rather than wait for a contractor's availability.

Council President Morten appreciates what Zaher has done. Reading over the essential duties, there's almost 40. This will be a great position. It's obvious that this person will be multi-talented. It's the first time since he's been on the Council that this has been outlined in the scope of duties and responsibilities. He thanked Zaher. They are hiring a team person who can fill in and help as needed. It's an asset to team comradery.

Councilor Chilton asked why he is asking if it's in the budget. Zaher said he likes to run new opportunities by the Council. Walsh added that Council approves job descriptions.

Councilor Birke clarified they are approving the job description, not necessarily filling the position. There is still a budget process to go through for hiring. He wants to make sure they are discussing it and are aware of it. They still don't have a budget for next year. Mayor Scholl explained that it's part of the general budget. Roger is very knowledgeable but will not be here forever. They need to educate someone who will be taking over some day.

Zaher explained that when he says this is in the budget, it's a position that has been vacated. Mayor Scholl asked for Brown's input. Councilor Birkle is not questioning that it's in the current budget year. However, they do not have a 2022-23 budget. He doesn't understand why he can't question this.

Walsh reminded them that this is for the approval of a job description and not to fill the position. Not all positions will be filled that they approve the job description. Brown agreed with Walsh. This is approving the job description and not the posting and hiring. Right now, it is included in the next fiscal year's budget. If it's approved, the position will be posted for hiring. Councilor Birkle was only asking questions for clarification. Council President Morten said the budget has nothing to do with this.

Mayor Scholl apologized to Councilor Chilton and Councilor Birkle for his behavior. He reacted to them based on what he thought was being insinuated.

### **Break - 2:33 p.m.**

Brown clarified that the request is only for the job description. If the budget is approved, the job will be posted. It will not be posted or filled within the current fiscal year.

### **7. City Administrator John Walsh Report**

- The Zoom accessibility feature has been turned on.
- The Armstrong property has seen a lot of interest lately. It's exciting. The site is incredibly well served with utilities and infrastructure. Councilor Topaz asked if the property is contaminated. Walsh responded that one of the reasons the property is marketable is remediation of the wetlands and a boundary line adjustment to separate the uplands from the lowlands. Council President Morten asked if changing ownership triggers a reassessment with DSL. Walsh said DSL has been in consultation with the boundary line adjustment throughout the process. As far as assessment of values and property tax, he is not aware. Councilor Topaz said it would be a great place to build wind turbines.
- Met with Marine Board representatives yesterday to talk about the design proposals for the Grey Cliffs Park ADA accessible fishing pier and kayak launch. It was a great conversation. It will be funded with a grant from Fish & Wildlife, a grant from the Marine Board, and a 25% match from the City. The State does all the design and permitting work. They just have to commit to the project. It's an exciting project that will serve the community well.
- Library Director interviews on March 28. They received 15 applications and plan to interview nine people.
- There has been interest in the RFQ for the Veneer property. He will ask for an extension if there's not much response.
- Joint City Council and Planning Commission meeting tonight. It will be a presentation for the First Street extensions and utilities.
- Good news on Central Waterfront project. They received \$984,000 from the State Legislature to advance the Riverwalk and \$287,000 from FEMA to evaluate the integrity of the wastewater berm. It will include a technical aspect and a community engagement aspect with a committee. State funds will go through Business Oregon.
- Tina mentioned that the Tourism audit is being worked on.
- They are still waiting for the Events Contract to be reviewed by the attorney.
- The Boards and Commissions Reception will be held on April 28 with a catered dinner at the Community Center.
- Docks and Waterways Committee doing good work
  - Code amendments being reviewed by the attorney
  - Kiosk is ready to install
  - Harbor Master discussion
  - Marine Patrol unit discussion

- Closer to getting the reservoir repaired
- Focusing on budget. It will be a challenging budget year. Everything is more expensive.

**ADJOURN – 2:57 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

March 16, 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  
 David Bowser, City Attorney with Jordan Ramis PC *(for reservoir discussion – left at 3:17pm)*  
 Mouhamad Zaher, Public Works Director *(for reservoir discussion – left at 3:17pm)*



At 2:58 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. 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 Counsel**, under **ORS 192.660(2)(h)**
  - Update on litigation with regards to 2MG water reservoir.
  - Update on litigation with Cascades Tissue.
- **Real Property Transactions**, under **ORS 192.660(2)(e)**
  - No discussion was held under this ORS.

The Executive Session was adjourned at 3:22 p.m.



ATTEST:

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

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





# COUNCIL REGULAR SESSION

Wednesday, March 16, 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  
 Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner/Community Development Project Manager  
 Tina Curry, Event Coordinator

### OTHERS

Ali Hasenkamp	Art Leskowich
Brady Preheim	Brenda Herren-Kenaga
Jane Garcia	Jennifer Pugsley
Steve Toschi	

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

### PLEDGE OF ALLEGIANCE

### VISITOR COMMENTS – *Limited to five (5) minutes per speaker*

- ◆ Brenda Herren-Kenaga. She is here as a citizen. She has a house on 4th Street and is here regarding number three on the agenda. The City is missing an opportunity by giving up interest in the property. They talk about being family friendly, they obtained a grant for an all-abilities playground, they have worked hard on the Riverfront development project, they have Grey Cliffs Park, and they have Godfrey Park. This would be a great opportunity to have an overlook park. There is very little opportunity left to have a viewpoint of the river. She has kayaked and watched eagles and osprey feed their young. She'd like that same opportunity to see them eye level. Brenda quoted the American Psychologist Association referring to the benefits of exposure to nature, "...improved attention, lower stress, better mood, reduced risk of psychiatric disorders, and upticks in empathy and cooperation..." Take the opportunity to make it useful for everyone. She referenced sections of the Comprehensive Plan about using public space to benefit citizens.

Mayor Scholl explained that the request is only for a signature on the street vacation application. They are not deciding whether to vacate or not tonight. Brenda is concerned that if Council gives approval of a signature it would set a precedent that they are in favor of the application. Graichen explained the street vacation process. The applicant is currently in the process of acquiring property owner signatures.

◆ Brady Preheim.

- He likes the overall Waterfront design plan. It looks nice, but he hates the bollards. People will run into them. He suggests closing the Plaza to vehicles, remove the grass, leave the trees, and put in bricks as a fundraiser. There are only three businesses that won't have parking in front of their business, but they will have parking within a block.
- The work session was really bad, again. He doesn't understand the confusion about what they're voting on. It should have only been a two-minute conversation and it ended up lasting 30 minutes.
- He is opposed to the City giving consent as a property owner of the street vacation. There are enough other signatures they can obtain to move forward. He agreed with Brenda that it would give them an advantage if the City signed. The applicant wants to build apartments and condos there. He's concerned that it could be an eyesore along the river.

- ◆ Tina Curry. She has met with Riley at the County several times to discuss the Rose Garden. It is moving along and may happen by the summer.

**ORDINANCES – Final Reading**

- 1. Ordinance No. 3281:** An Ordinance to Annex and Designate the Zone of Certain Property Located Southeast of the Intersection of Pittsburg Road and Meadowview Drive

Mayor Scholl read Ordinance No. 3281 by title for the final time. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Ordinance No. 3281. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

2. Contract with Hasa, Inc. for 12.5% Sodium Hypochlorite for the Wastewater Treatment Plant
3. Consent to Vacate Public Right of Way on N. 2nd Street
4. Dedication Deed for Right of Way at 115 Little Street
5. Extension of Agreement with Strategic Networks Group, Inc. for Broadband Assessment
6. Agreement with Kittelson & Associates for St. Helens Street & S. 1st Street Alternatives Analysis Project

**Motion:** Motion made by Council President Morten and seconded by Councilor Chilton to approve '2' through '6' above.

Discussion.

Councilor Topaz thinks item number three should be removed. He agreed with comments made that it may be a conflict of interest for the City to sign their consent.

Councilor Birkle also has concerns about the street vacation.

Mayor Scholl did not get consent from the City for his personal street vacation, but he was still able to get two-thirds consent from neighboring property owners.

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

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '2, 4, 5, and 6' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**CONSENT AGENDA FOR ACCEPTANCE**

7. Planning Commission Minutes dated February 8, 2022

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

**CONSENT AGENDA FOR APPROVAL**

8. Council Work Session, Special Session, and Regular Session Minutes dated March 2, 2022  
9. OLCC Licenses  
10. New Job Description for Building Maintenance - Utility Worker I  
11. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve '8' through '11' 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...

- Parks & Recreation Commission update:
  - Thanked Councilor Birkle for attending the meeting to speak about invasive species.
  - Gave them bad news about not having funds for big capital park projects. However, he was firm about completing the urban trail. The urban trail travels through six parks and winds around beautiful vistas on Wyeth Street. It will not be very costly but will take energy and volunteers.
  - Recruiting to fill a vacant position. He wants to make sure they are not putting the City in a liable position. He asked them to adopt the same standards the City uses for interviewing employees by requesting they ask the same questions of all candidates. He asked them to present their questions to City Recorder Payne for approval.

Councilor Topaz reported...

- At the last meeting he brought up that there was only one taxable property on the mill property, which they were paying \$518/year. Councilor Birkle pointed out that was incorrect. Councilor Topaz agreed and had since found a total of four maps showing more properties. They are paying about \$18,000. He thanked Councilor Birkle for finding that information. They are building stuff on the property with permits, but there seems to be several problems which City Planner Graichen is looking into.
- The Library Director search is moving forward.
- He is bringing the Council in front of the Ethics Board about a recent Executive Session that had to do with the toxic waste dump at the lagoon. It is a mechanistic complaint. A lot of things were done correctly and some incorrectly. He has asked the Ethics Board, the Council has been notified, and the newspaper is aware of it. City Council is being investigated by the Ethics Board. Council President Morten said he does not think they are being investigated yet. Councilor Topaz agreed, but it has been filed. Councilor Chilton pointed out that Councilor Topaz was part of the meeting as well and participated. Councilor Topaz confirmed that information was included in his statement. There seems to be a problem with procedure.
- He will be gone part of June.

Councilor Chilton reported...

- Attended the South Columbia County Leadership meeting. They discussed county priorities, which are shared amongst most of them. It was really helpful.

- Kudos to the Makerspace at the Library. She has gone twice with their five-year-old, who was very excited about the things she made. Staff has been amazing and very welcoming.
- Attended the St. Helens Sports Boosters Auction last weekend. She got to see a more in-depth look at the schools, sports, priorities, and honoring accomplishments. It was good to see so many people involved.
- They continue to work on the budget. The meetings can get heated, especially when discussions are related to the budget. She feels confident that they will get to a good place of agreement. Everyone wants to have more money and take care of problems. They're working on it and listening to each other.

Councilor Birkle reported...

- He does not wear green on St. Patrick's Day. However, tomorrow is Sports Day for Spirit Week at school, and he will be wearing green to represent his team.
- He attended the Parks & Recreation Commission to speak about a Solv Cleanup at Dalton Lake on April 23.
- He spoke with Eliza Gallagher last Friday. She works with policies for the four northwest counties, including working with landlords about housing issues. He'd like to invite her to a future meeting to introduce herself.
- A new taproom business has opened in the Houlton District.
- He was not able to attend the South Columbia County Leadership meeting due to a CERT training conflict. Sgt. Castilleja was in attendance talking about emergency issues.
- He continues to hear good comments about the Recreation Program from his students.
- He enjoyed participating in the meeting yesterday about developments at Grey Cliffs Park.
- Planning Commission update:
  - They reviewed a new subdivision on the north side of town. He was very impressed by the developers' initial plans to work around wetlands and the natural environment. It's neat to hear from developers who are not just here to build and make money, but to contribute to the social capital of the community.
  - Two resolutions were made:
    - Be proactive with a desire to support the work of the Council and City by creating a subcommittee to promote and support the work of staff.
    - Advocate with Council during the budget review to hire another Planner. It is in no way a reflection of the great work being done by current staff.

### **MAYOR SCHOLL REPORTS**

- It was good to be part of the South County SWAT. They have done a lot of work to meet the goals discussed. They also discussed bringing back the Quarterly City County dinners. The County will work on planning it.
- It was a good meeting yesterday with Oregon Department of Fish and Wildlife discussing Grey Cliffs Park. They are in the beginning stages of putting in an accessible kayak and fishing dock.
- They are really close to adopting ordinances to police their docks and waterways. There will be changes that some people won't like but it gives them the ability to police the waterways.
- Enjoy the weather. Live and be nice to each other. He hopes people don't feel a lot of pressure about what's going on in the world. Mental health is important and he's here if anyone needs someone to talk to.
- Thanked staff for all they do. The amount of work continues to go on.

### **OTHER BUSINESS**

**ADJOURN – 7:46 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# JOINT CITY COUNCIL/PLANNING COMMISSION MEETING

Wednesday, March 16, 2022

## DRAFT MINUTES

### COUNCIL MEMBERS PRESENT

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

### PLANNING COMMISSION MEMBERS PRESENT

Dan Cary, Chair  
Russ Hubbard, Vice Chair  
Jennifer Pugsley  
Sheila Semling  
Steve Toschi  
Audrey Webster

### STAFF PRESENT

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Mouhamad Zaher, Public Works Director  
Jacob Graichen, City Planner  
Jenny Dimsho, Associate Planner/Community Development Project Manager

### OTHERS

Tina Curry	Carmin Dunn
Ali Hasenkamp	Art Leskowich
Brady Preheim	Keith Buisman, OTAK, Inc.
Jane Garcia	Shannon Simms, Mayer/Reed, Inc.

### CALL JOINT CITY COUNCIL/PLANNING COMMISSION MEETING TO ORDER – 5:30 p.m.

### DISCUSSION TOPICS

#### 1. Update on Street and Utility Extensions Project for S. 1st Street and Strand Street through the St. Helens Waterfront Property to Plymouth Street

City Administrator John Walsh welcomed everyone and gave introductions. The primary focus tonight is the streets.

Keith Buisman of OTAK, Inc. and Shannon Simms of Mayer/Reed, Inc. reviewed their report and drawings. A copy is included in the archive packet for this meeting. Some highlights were:

- Shift of project focus to downtown

- Create consistent urban form at center of city, which will set up the development to the south
  - Connect existing historic downtown to new mixed-use development
  - Utilize existing street network to create improved access to river
  - Focus festival street and gateway toward existing event and public spaces
  - Create cohesive project with first phase of riverwalk and improvement to Columbia View Park
- 1<sup>st</sup> and Tualatin Intersection
  - Standard treatment is asphalt pavement through intersection
  - Curb extensions at intersections designed to reduce pedestrian crossing distance and form parking
  - Single curb ramp at each corner to be provided
  - Planters distinguish each intersection with some including seat walls
- 1<sup>st</sup> and Cowlitz Intersection
  - Similar to 1<sup>st</sup> and Tualatin in geometry
  - Concrete treatment (not raised)
- Strand Street Conversion to one-way north between Cowlitz Street and Plaza Square
  - Increase safety at blind corner created with City Hall building
  - Increases pedestrian accessibility by concentrating parking along Strand Street and opening up pedestrian plaza above Columbia View Park
  - Raised intersection at Cowlitz/Strand and raised portion of Strand Street near City Hall and Courthouse create more opportunities for pedestrian crossing
  - Revised grading along Strand Street allows for ADA parking stalls to be compliant with maximum ADA grades
  - Reduced amount of vehicle control signage (stop signs) to enable more fluid vehicle movement

Walsh credited staff for their tireless work on the project. They are currently soliciting RFQ's for a master services developer to partner with the City. They are trying to be good stewards of public resources by planning ahead. The presentation included just a couple of the intersections and does not include every single one. Columbia View Park and the Plaza area is the core of what brings people to the community.

Councilor Topaz tends to look 25 years into the future, and this is a disaster. The community came together and said they wanted activity at the center of the Veneer property. They would have to build it, which would require getting equipment in and out. One-way roads are nice but will plug things up when heavy trucks are unloading. The biggest problem is going from the Plaza to First Street. The sewer plant has to change, which will take time. It will take a lot of equipment to clean out the lagoon, which will affect the Connector. That's all connected to this property. The proposal is pretty but it's not what the community wanted a few years ago. If they rip out the lagoon, where will it go? What is the timeline for this? If they use the lagoon for the Portland Harbor dumping place, that's a 10-year process. He'd like to see what the whole thing will look like. It's not in the proposal. Getting a garbage truck down here plugs up traffic. The overall picture is the problem. The community wanted the end of the Veneer property to be the center of activity.

Mayor Scholl talked about the blue part of the map including storm, sewer, and power. Walsh added that it will also include the First and St. Helens Street intersection. It was very intentional to connect the old and new. They are working with Columbia River PUD to get as much underground power as possible. Commissioner Webster asked if the natural gas lines can be laid at the same time as the sewer. Keith said they are looking into that.

Councilor Chilton understands Councilor Topaz's concerns about shifting to a one-way. However, they are adding intersections, so the flow will shift. Trucks will still be able to access businesses with the

additional intersections. Mayor Scholl added that trucks are an issue everywhere you go, including Portland.

Councilor Birkle talked about Councilor Topaz's comments about what the community wanted. That was always conceptual. As far as shifting the center of the community to the Veneer property, that was never intended to take away from what they currently have. They've never had anything that said this what the people have agreed upon. Councilor Topaz argued that the people agreed with the architects. The City was going to take over the more detailed design. There are several Codes that would have to be changed to update the city. The City has always used the word "conceptual." There used to be a lot of public involvement. Council President Morten said the public meetings were to establish goals. It needs to be sustainable for commercial, residential, and environmental. No one knows the exact details. It's conceptual. He really appreciates the input from citizens and consultants.

Vice Chair Hubbard asked if the design provides for future utility laterals. Keith said yes. They are prepared for future utilities. Vice Chair Hubbard asked if they are prepared if someone comes in with a different idea. Keith said there will be opportunities to make changes. City Planner Graichen added that there is no finality on the blocks. Public Works Director Zaher explained that it is designed with flexibility. Vice Chair Hubbard asked why they didn't use a master design. Zaher said the risk is too high for a master developer right now. They hope to attract that as infrastructure is developed.

Chair Cary loves the turnaround to the water. How will someone driving down South 1st Street know to go down there? Mayor Scholl said they can use wayfinding signage. Shannon agreed that signage will help direct them. It will be very visible as you enter the area. It's also about people who live here and not just visitors. Councilor Topaz suggested directing traffic from Old Portland Road to Plymouth Street. Chair Cary agreed that it's included in the Master Plan.

Commissioner Pugsley loves the concept. The Riverfront District is a historical asset. She hopes the project is seamless and developers follow guidelines to make it fit architecturally. Walsh added that they are considering that for First Street landscaping, furniture, and lighting.

Council President Morten said there has been a lot of talk to integrate Houlton with the downtown area. It's important to not forget Columbia Blvd. It's a beautiful drive.

Mayor Scholl is amazed at the rendering of the one-way on Strand Street between City Hall and the Courthouse. Chair Cary is concerned about the bollards during events. Associate Planner Dimsho explained that the sidewalk space will be pulled past the restrooms. Vice Chair Hubbard asked about the location of food carts during events. Discussion of putting them on the sidewalk area above the park or in the street if it is closed.

Councilor Topaz said the restroom is ugly. He suggested sinking it to the level of the park or move the entrance to the park side. Shannon said they are going to make it more aesthetically pleasing with a bench and plants. They could also add a large sign or mural to block the entrance. Councilor Topaz said there is power in the restrooms for the area.

Council President Morten asked if there was a crosswalk from City Hall to the courthouse. Keith said there is not a dedicated crossing. He pointed out the crossing area that could be utilized between the buildings. Commissioner Pugsley wondered if it will be obvious that drivers can travel through there. Mayor Scholl asked how wide it is. Keith said it is between 16-18 feet. Chair Cary asked if the bollards are there to protect pedestrians from vehicles. Shannon said that it helps with visual safety.

Commissioner Pugsley asked about interpretative signage for history. Shannon said they have identified a few locations in the streets area, two at First and Tualatin Street, one further down the block, and then several more as part of the Riverwalk project.



Council President Morten asked about artwork. Keith said there is potential at the turnaround. Councilor Topaz said artwork in the turnaround is a safety concern for pedestrians trying to view the art. Chair Cary pointed out that people drive very slowly at the turnaround in Seaside.

Councilor Chilton is concerned about losing public parking spaces around City Hall and the Courthouse. Keith pointed out parking areas that will be available. Dimsho added that the current parking does not meet standards. It's dangerous with people backing up and people walking between in drive aisles. They are making it safer and providing as much parking as possible. Commissioner Semling asked if they could add a second level for parking in the lot across from theater. Walsh agreed it would be a good location.

Commissioner Toschi said this is a consistent vision with the Riverwalk plan. It's important to get started and keep it moving. Councilor Topaz's concerns about moving traffic and large trucks is important to address. People come here for events. There is also a lot of room for people to live down here.

Councilor Topaz said getting people in and out of town must be addressed. A lot of people come down Columbia Blvd. They somehow need to close Gable Road to Highway 30. Columbia Blvd. needs to be improved to tie together the Houlton area with downtown. Mayor Scholl said that was done with the Connector Plan. They are addressing one problem at a time. This helps enhance the whole city. This development feeds the Urban Renewal. All the taxing agencies were on board with the Urban Renewal.

Mayor Scholl talked about the public land space available and the importance of access to the water. Dimsho elaborated on the urban trail on the bluff. It provides additional access to the Riverfront.

Council President Morten talked about when Boise Veneer was selling their property 14 years ago. All the "what ifs" came to fruition. He feels good about serving on the Council. Mayor Scholl thanked Council President Morten for his service over the years. Council President Morten said the room is full of brilliant minds.

Mayor Scholl announced that there will be a Boards and Commissions Appreciation Reception on April 28 at the Community Center.

Walsh reported that they actively began this project in 2014. Many of those in attendance were part of the process. It's amazing to see the similarities from then to now. The project value with public access, reserving the cultural heritage, desire for sustainable development, and private investment of the property has always been there. The project is planning to bid later this year.

**ADJOURN – 6:46 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

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Dan Cary, Planning Commission Chair

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

**ANIMAL FACILITIES**

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

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
• Mary Foster	355 S. 2 <sup>nd</sup> Street	Multiple Dogs
• Tamara Lucas	121 Farmview Drive	Multiple Dogs

RECEIVED

Item #10.

APR - 1 2022

CITY OF ST. HELENS



**CITY OF  
ST. HELENS OREGON  
DEPARTMENT OF POLICE**

On Thursday 03/31/20 22, at approximately 1000 hours, I met with Mary Foster at her residence at 355 S 2<sup>nd</sup> St, in St. Helens, OR to conduct a prescheduled Animal Facility License inspection. This inspection is to ensure the premises 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 State Farm Insurance Company (Policy ) and information regarding where they seek veterinary care for their animals Is Banfield Vet located at 1295 NW 185<sup>TH</sup> Ave Hillsboro, OR 97006

I noticed her home is a single-family home with a spacious back yard encircled with a sturdy 6' fence. The fence was in good condition. This space has adequate runoff to prevent water pooling. Mary told me that the dogs are allowed to be inside and out as they please the house has two doggy doors that the dogs can access from inside and outside of the home. Mary also keeps her dogs in separate kennels during the night. She also stated that she cleans the feces regularly

Mary invited me into the home for a walkthrough. The dogs were all 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 wash facilities to keep clean. The home was a comfortable 72 degrees (approximately). The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls sitting on a mat on the floor.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Mary or her residence. In my opinion I think that Mary Foster should be granted her Animal Facility License.

Thank you,

Marimar Moreno  
Code Enforcement Officer

# City of St. Helens

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

Application Fee

Item #10.

## 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:				
<b>Applicant Information</b>		<b>Alternate Contact/In Case of Emergency</b>		
Name: <u>Mary Foster</u>		Name: <u>Adam Foster</u>		
Mailing address: <u>355 S 2nd St</u>		Mailing address: <u>Same</u>		
City/State/Zip: <u>St. Helens, OR 97051</u>		City/State/Zip:		
Cell pho				
Home p				
Email:				
<b>List each animal to be kept at the above address (attach additional paper if more than 6 animals)</b>				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Dog/Schnauzer	Bismarck	✓ Male	8 yrs	36111 8/21/2022 ✓
2. Dog/Schnauzer	Otto	✓ Male	8 yrs	36112 8/22/2022 ✓
3. Dog/Schnauzer	Matilda Matilda	Female	7 yrs	renewed 3/5/2022 8/22/2022 ✓
4. Dog/Schnauzer	Gunter	✓ Male	5 yrs	36108 9/27/2023 ✓
5. Dog/German Wire	Gracie	✓ Female	4 yrs	35017 8/22/2024 ✓
6. Dog/Pomeranian	Zelda	✓ Female	2 yrs	new 8/22/2023 ✓
<b>Veterinarian Information</b>				
Name: <u>Banfield / Veto</u>		Phone: <u>Banfield 503-406-2000 / Veto 877-830-7468</u>		
Address: <u>1295 NW 185th Ave</u>		City/State/Zip: <u>Hillsboro, OR 97006</u>		
<b>Liability Insurance Information</b>				
Agent's Name: <u>Kevin Iverson</u>		Phone: <u>503-397-0860</u>		
Insurance Company: <u>State Farm</u>		Policy No.:		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

### AUTHORIZATION

I, Mary Foster, understand that I am applying for an animal facility license to keep the above listed animal(s) at 355 S 2nd St, 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.

Mary Foster  
Applicant Signature

8/22/2021  
Date Signed

FOR OFFICE USE ONLY		
Date received: <u>8/23/21</u>	Officer assigned: <u>Officer Moreno</u>	Date forwarded to City Recorder: <u>4/1/22</u>
Received by: <u>Lisa</u>	Date/Time of inspection: <u>3/31/22, 10am</u>	Council meeting date: <u>4/20/22</u>
Receipt No.: <u>FD53JD3XK4</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>8/23/21</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>Lisa</u>		Expiration date:



**CITY OF  
ST. HELENS OREGON  
DEPARTMENT OF POLICE**

**RECEIVED**  
APR - 8 2022  
CITY OF ST. HELENS

On Friday, 04/01/2022 at approximately 1100 hours, I met with Ms. Tamara Lucas at her residence at 121 Farmview Drive, St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises 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 rider information from American Family Insurance Company (Policy ) and information regarding where they seek veterinary care for their animals; Norton's Ark Mobile Vet Clinic

I noticed her home is a single family home in a residential neighborhood. Tamara explained that the facility license is to allow her to have a bigger number of dogs for a breeding company for pugs.

I saw the residence had a spacious back yard encircled with a sturdy 6' fence. The fence was in good condition. This space has adequate runoff to prevent water pooling. Tamara told me that the dogs are allowed to be inside and out as they please the house has two dog doors that the pugs can access from inside and outside of the home.

Tamara invited me into the home for a walkthrough. The dogs were all well-mannered and did not appear to be aggressive. They all have Columbia County issued dog licenses. The home has working electricity, potable water and wash facilities to keep clean. The home was a comfortable 72 degrees (approximately). The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls sitting on the floor. Tamara also stated that she puts the pugs in their own individual kennel for feedings to ensure the dogs all get the portion needed. Tamara has 10 adult pugs, 5 French Dogs and in another half of the home she has a litter of puppies all less than 2 months – The litter includes 3 pugs.

The house and yard were clean and orderly. Tamara said she cleans up feces regularly, and disposes of them in the garbage. While Tamara does not have a quarantine area for possible diseased animals, she stressed she does take her animals for 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 Tamara or her residence. In my opinion I think that Tamara Lucas should be granted her Animal Facility License.

Thank you,

A handwritten signature in dark ink, appearing to read "Marimar Moreno".

Marimar Moreno  
Code Enforcement Officer

**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:				
<b>Applicant Information</b>			<b>Alternate Contact/In Case of Emergency</b>	
Name: <u>Tamara Lucas</u>			Name: <u>Dylan Lucas (son)</u>	
Mailing address: <u>121 Farmview Dr.</u>			Mailing address: <u>Same</u>	
City/State/Zip: <u>St. Helens OR 97051</u>			City/State/Zip: _____	
Cell p: _____			_____	
Home: _____			_____	
Email: _____			_____	
<b>List each animal to be kept at the above address (attach additional paper if more than 6 animals)</b>				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. <u>see attached</u>				
2.				
3.				
4.				
5.				
6.				
<b>Veterinarian Information</b>				
Name: <u>Newberg Vet</u>		Phone: <u>503-538-8303</u>		
Address: <u>3716 Portland Rd</u>		City/State/Zip: <u>Newberg OR 97132</u>		
<b>Liability Insurance Information</b>				
Agent's Name: <u>Aaron Stoker</u>		Phone: <u>800-692-6326 503-543-3500</u>		
Insurance Company: <u>American Family</u>		Policy No.: _____		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

**AUTHORIZATION**

I, Tamara Lucas, understand that I am applying for an animal facility license to keep the above listed animal(s) at 121 Farmview Dr., St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

T. Lucas  
Applicant Signature

1/25/2022  
Date Signed

FOR OFFICE USE ONLY		
Date received: <u>1/25/22</u>	Officer assigned: <u>C.O.E. Moreno</u>	Date forwarded to City Recorder: <u>4/8/22</u>
Received by: <u>Lisa</u>	Date/Time of inspection: <u>4/1/22, 11am</u>	Council meeting date: <u>4/20/22</u>
Receipt No.: <u>R00122572</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>1/26/22</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: _____
Forwarded by: <u>Lisa</u>		Expiration date: _____

RECEIVED

APR - 4 2022

## Owner Detail

Owner 17023

CITY OF ST. HELENS

Name: LUCAS, TAMARA

Senior Citizen: FALSE

Kennel: ☐ Inspection Date:

Expiration Date:

Limit:

Street Address:

121 FARMVIEW  
ST HELENS, OR 97051

Mailing Address:

Phone:

Driver's License/ID#

Notes:

Adoption Notes:

Disallow Adoption: ☐

## Animals:

ID	Name	Breed	Color	License	Issue Date	Exp. Date
33268	VELVET	PUG	BLACK	40552	4/4/2020	3/30/2021
31276	LIL TIPS	PUG	BLACK	38077	9/29/2021	9/30/2022
35731	ALLY	FRENCH BULLDOG	FAWN	42458	9/29/2021	9/30/2022
35732	HARRY	PUG	FAWN	42459	9/29/2021	8/30/2022
35733	CHARLOTTE	FRENCH BULLDOG	CREAM	42460	9/29/2021	8/30/2022
33267	MOONSHINE	PUG	BLACK	40551	9/29/2021	8/30/2022
31275	FUCHI	FRENCH BULLDOG	FAWN	38075	9/29/2021	8/30/2022
33266	HARDIE	PUG	BLACK	40550	9/29/2021	8/30/2022
21004	SIMONE	FRENCH BULLDOG	WHITE	SH05661	1/25/2022	3/30/2023
36363	ROMEO	PUG	FAWN	43812	2/25/2022	2/28/2023
36364	LUCY	PUG	FAWN	43813	2/25/2022	2/28/2023
36365	READY	FRENCH BULLDOG	BRINDLE	43814	2/25/2022	2/28/2023
36650	GIN FIZZ	PUG	FAWN	43769	4/1/2022	3/31/2023
36651	LITTLE BIT	PUG	FAWN	43770	4/1/2022	3/31/2023
36652	TWISTED TEA	PUG	BLACK	43771	4/1/2022	3/31/2023

04/01/2022

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

## OLCC LICENSES

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

### 2022 RENEWALS

<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
Albertsons Companies	Safeway	795 S Columbia River HWY	Renewal
Grocery Outlet Inc	St Helens Grocery Outlet	205 Brayden St	Renewal
The Burrito House	TC Hend Co	58499 Columbia River HWY	Renewal

### 2022 NEW OWNERS

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

<b><u>Licensee</u></b>	<b><u>Tradename</u></b>	<b><u>Location</u></b>	<b><u>Purpose</u></b>
The Klondike Restaurant LLC	The Klondike Tavern	71 Cowlitz St	New OLCC





St. Helens, OR

# Expense Approval Register

Packet: APPKT00517 - AP 4/1/2022

Item #12.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	100-706-52023	92.29
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	100-708-52001	246.73
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	100-708-52001	202.24
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	100-708-52001	232.24
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	100-708-52001	30.79
SIERRA SPRINGS	21814586 030522	03/28/2022	WATER BOTTLED COURT / UB ...	100-715-52001	91.10
MATT BROWN-	3.28.2022	03/28/2022	REIMB. HR MGMT CERT CLASS...	100-707-52018	1,095.61
DAN CARY	3.9.2022	03/28/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
STEVE TOSCHI	3.9.2022	03/28/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
JENNIFER PUGSLEY	3.9.2022	03/28/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
SHEILA SEMLING	3.9.2022	03/28/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
AUDREY WEBSTER	3.9.2022	03/28/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
KATHRYN LAWRENCE	3.9.2022	03/28/2022	PLANNING COMMISSION STIP...	100-710-52087	60.00
RUSSELL HUBBARD	3.9.2022	03/28/2022	PLANNING COMMISSION STIP...	100-710-52087	90.00
KJ SECURITY SOLUTIONS & LO...	0005102	04/04/2022	SERVICE	100-709-52001	1,093.00
LEAGUE OF OREGON CITIES	10415	04/04/2022	JOB POST	100-705-52014	20.00
RICOH USA INC	105980721	04/04/2022	POLICE EQUIPMENT LEASE 14...	100-705-52001	632.84
A + ENGRAVING LLC	1296	04/04/2022	NAME PLATE J HICKS	100-711-52001	38.20
CC RIDER COLUMBIA COUNTY ...	16-3691	04/04/2022	JAN VOUCHER	100-705-52001	3.00
CHAVES CONSULTING INC	210699	04/04/2022	MONTHLY USER FEE PER USER...	100-702-52019	185.10
CBM SYSTEMS LLC	221789	04/04/2022	JANITORIAL SERVICES	100-705-52023	1,019.95
CBM SYSTEMS LLC	221789	04/04/2022	JANITORIAL SERVICES	100-706-52023	2,000.00
CBM SYSTEMS LLC	221789	04/04/2022	JANITORIAL SERVICES	100-708-52023	127.85
CBM SYSTEMS LLC	221789	04/04/2022	JANITORIAL SERVICES	100-709-52023	152.76
CBM SYSTEMS LLC	221789	04/04/2022	JANITORIAL SERVICES	100-715-52023	1,269.80
MAILBOXES NORTHWEST	3.1.2022 2801	04/04/2022	POSTAGE 2801 ACCT 1 PD	100-705-52001	14.90
DRAKES TOWING AND RECOV...	3.12.22	04/04/2022	PD TOWING SERVICES	100-705-52019	316.00
RACHAEL BARRY -	3.29.2022	04/04/2022	OTL REIMB LODGING MILEAGE	100-701-52018	543.76
ERSKINE LAW PRECTICE LLC	4.1.2022	04/04/2022	3/1/2022-3/31/2022	100-704-52019	5,002.83
ROSS DENISON LAW	4.1.2022	04/04/2022	PROFESSIONAL SERVICES COU...	100-704-52019	500.00
JAMIE EDWARDS - AP	4.1.2022	04/04/2022	MILEAGE REIMBURSEMENT F...	100-707-52001	30.04
RON TROMMLITZ	4.4.2022	04/04/2022	REFUND PUBLIC RECORDS RE...	100-000-37004	20.00
SAN DIEGO POLICE EQUIPMEN...	650995	04/04/2022	9 MM 124 GR	100-705-52001	999.25
LUCY HEIL ATTORNEY AT LAW	FEB 2022	04/04/2022	LEGAL SERVICES	100-704-52019	2,150.00
CODE PUBLISHING	GC0006586	04/04/2022	MUNICIPAL CODE CUMULATIV...	100-702-52019	491.55
CULLIGAN	INV0002494	04/04/2022	BOTTLED WATER POLICE	100-705-52019	92.95
L.N CURTIS AND SONS	INV573758	04/04/2022	POLICE UNIFORMS	100-705-52002	205.00
LEAGUE OF OREGON CITIES	R14493	04/04/2022	COM VIS STRAT PLANNING RE...	100-701-52018	79.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>19,578.78</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
E2C	4460	04/04/2022	MONTHLY MARKETING TINA ...	201-000-52019	10,000.00
E2C	4461	04/04/2022	PROPS ST. HELENS	201-000-52028	30,000.00
E2C	4462	04/04/2022	ENTERTAINMENT	201-000-52019	139.60
E2C	4462	04/04/2022	STAFF ST. HELENS	201-000-52019	2,408.27
E2C	4462	04/04/2022	PRODUCT	201-000-52019	5,183.75
E2C	4462	04/04/2022	EQUIPMENT ST. HELENS	201-000-52028	2,368.99
E2C	4462	04/04/2022	PROPS	201-000-52028	5,775.77
E2C	4462	04/04/2022	ADVERTISING	201-000-52028	342.34
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>56,218.72</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
MACKENZIE	1076822	03/28/2022	BUSINESS PARK INFRASTRUCT...	202-722-52019	6,752.50

## Expense Approval Register

Packet: APPKT005

Item #12.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MASON BRUCE & GIRARD INC	30433	03/28/2022	FOREST MANAGEMENT 01031...	202-724-52019	3,475.12
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>10,227.62</b>
<b>Fund: 205 - STREETS</b>					
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	205-000-52001	57.98
<b>Fund 205 - STREETS Total:</b>					<b>57.98</b>
<b>Fund: 302 - WATER SDC</b>					
KELLER ASSOCIATES, INC	220551	04/04/2022	WATER MASTER PLAN W-474 ...	302-000-52019	42,627.80
<b>Fund 302 - WATER SDC Total:</b>					<b>42,627.80</b>
<b>Fund: 601 - WATER</b>					
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	601-731-52001	86.25
EAGLE STAR ROCK PRODUCTS ...	40935	03/28/2022	ROCK UMATILLA	601-731-52001	167.46
EAGLE STAR ROCK PRODUCTS ...	40984	03/28/2022	ROCK SHOP	601-731-52001	141.98
EAGLE STAR ROCK PRODUCTS ...	41030	03/28/2022	ROCK UMATILLA	601-731-52001	165.50
H.D FOWLER COMPANY	I6031119	03/28/2022	TAPT BLIND FLANGE DI / MAT...	601-731-52001	742.38
EJ USA INC	110220015209	04/04/2022	WTRMSR	601-731-52001	2,429.33
ADVANCED ELECTRICAL	214376	04/04/2022	1215 4 THS T WORK	601-732-52001	4,245.00
<b>Fund 601 - WATER Total:</b>					<b>7,977.90</b>
<b>Fund: 603 - SEWER</b>					
HACH	12952490	03/28/2022	SPECROPHOTO METER	603-000-53001	6,151.04
ALLSTREAM	18243470	03/28/2022	ALLSTREAM PHONE ACCT 754...	603-736-52010	25.19
ALLSTREAM	18243470	03/28/2022	ALLSTREAM PHONE ACCT 754...	603-737-52010	25.19
CBM SYSTEMS LLC	221789	04/04/2022	JANITORIAL SERVICES	603-736-52023	233.22
BUELL CLABRATION & CONTR...	3316	04/04/2022	BI ANNUAL ON SITE CALIB W...	603-736-52019	400.00
BUELL CLABRATION & CONTR...	3316	04/04/2022	BI ANNUAL ON SITE CALIB W...	603-737-52019	400.00
EUROFINS TEST AMERICA ASL	8700001738	04/04/2022	TESTING ALGAE CERIDAPHINIA	603-737-52064	4,407.50
<b>Fund 603 - SEWER Total:</b>					<b>11,642.14</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
ALLSTREAM	18243470	03/28/2022	ALLSTREAM PHONE ACCT 754...	702-000-52010	50.37
TYLER TECHNOLOGIES INC	025-371141	04/04/2022	MAINTENANCE ESS	702-000-52006	2,623.18
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>2,673.55</b>
<b>Fund: 703 - PW OPERATIONS</b>					
PAPE MACHINERY	13356643	03/28/2022	GASKET FUEL SENDER	703-734-52099	267.65
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	703-734-52001	-40.00
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	703-734-52001	34.86
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	703-734-52001	254.53
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	703-734-52001	-60.00
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	703-734-52100	35.58
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	703-734-52100	154.10
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	703-734-52100	28.88
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	703-734-52100	88.29
TROTTER & MORTON FACILITY ..	79064	03/28/2022	WORK ORDER SERVICE CALL	703-734-52023	250.00
METRO OVERHEAD DOOR	218990	04/04/2022	SERVICE DOORS	703-734-52019	272.00
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>1,285.89</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	704-000-53018	4.88
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	704-000-53018	18.73
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	704-000-53018	49.64
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	704-000-53018	28.56
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	704-000-53018	20.93
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	704-000-53018	52.09
DAHLGREN'S DO IT BEST BUIL...	2.25.2022	03/28/2022	BUILDING SUPPLIES ACCOUNT...	704-000-53018	28.64
EAGLE STAR ROCK PRODUCTS ...	3.3.2022	03/28/2022	ROCK CHARGING STATION	704-000-53018	167.83
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>371.30</b>
<b>Fund: 706 - PUBLIC SAFETY</b>					
MACKENZIE	1076849	03/28/2022	ST. HELENS PUBLIC SAFETY BUI...	706-000-52019	24,591.42

## Expense Approval Register

Packet: APPKT005

Item #12.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MACKENZIE	1076850	03/28/2022	ST. HELENS PUBLIC SAFETY BUI...	706-000-52019	39,510.00
Fund 706 - PUBLIC SAFETY Total:					64,101.42
Grand Total:					216,763.10

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	19,578.78
201 - VISITOR TOURISM	56,218.72
202 - COMMUNITY DEVELOPMENT	10,227.62
205 - STREETS	57.98
302 - WATER SDC	42,627.80
601 - WATER	7,977.90
603 - SEWER	11,642.14
702 - INFORMATION SYSTEMS	2,673.55
703 - PW OPERATIONS	1,285.89
704 - FACILITY MAJOR MAINTNANCE	371.30
706 - PUBLIC SAFETY	64,101.42
<b>Grand Total:</b>	<b>216,763.10</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-37004	Miscellaneous	20.00
100-701-52018	Professional Development	622.76
100-702-52019	Professional Services	676.65
100-704-52019	Professional Services	7,652.83
100-705-52001	Operating Supplies	1,649.99
100-705-52002	Personnel Uniforms Equi...	205.00
100-705-52014	Recruiting Expenses	20.00
100-705-52019	Professional Services	408.95
100-705-52023	Facility Maintenance	1,019.95
100-706-52023	Facility Maintenance	2,092.29
100-707-52001	Operating Supplies	30.04
100-707-52018	Professional Development	1,095.61
100-708-52001	Operating Supplies	712.00
100-708-52023	Facility Maintenance	127.85
100-709-52001	Operating Supplies	1,093.00
100-709-52023	Facility Maintenance	152.76
100-710-52087	Commission Stipends	600.00
100-711-52001	Operating Supplies	38.20
100-715-52001	Operating Supplies	91.10
100-715-52023	Facility Maintenance	1,269.80
201-000-52019	Professional Services	17,731.62
201-000-52028	Projects & Programs	38,487.10
202-722-52019	Professional Services	6,752.50
202-724-52019	Professional Services	3,475.12
205-000-52001	Operating Supplies	57.98
302-000-52019	Professional Services	42,627.80
601-731-52001	Operating Supplies	3,732.90
601-732-52001	Operating Supplies	4,245.00
603-000-53001	Capital Outlay	6,151.04
603-736-52010	Telephone	25.19
603-736-52019	Professional Services	400.00
603-736-52023	Facility Maintenance	233.22
603-737-52010	Telephone	25.19
603-737-52019	Professional Services	400.00
603-737-52064	Lab Testing	4,407.50
702-000-52006	Computer Maintenance	2,623.18
702-000-52010	Telephone	50.37
703-734-52001	Operating Supplies	189.39
703-734-52019	Professional Services	272.00
703-734-52023	Facility Maintenance	250.00
703-734-52099	Equipment Operations	267.65
703-734-52100	PW Administration	306.85
704-000-53018	Capital Outlay - City Hall	371.30
706-000-52019	Professional Services	64,101.42

**Account Summary**

Account Number	Account Name	Expense Amount
706-000-52019	Professional Services	
	<b>Grand Total:</b>	<b>216,763.10</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	216,763.10
	<b>Grand Total:</b>
	<b>216,763.10</b>



St. Helens, OR

Item #12.

# Expense Approval Register

PKT00522 - AP 4.5.2022 CONTEST WINNER CHECKS

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
ELLIETTE LUKE	4.5.2022	04/05/2022	IF I WERE MAYOR CONTEST W...	100-703-52041	150.00
EVERETTE FANTUS	INV0002495	04/05/2022	IF I WERE MAYOR CONTEST W...	100-703-52041	50.00
TAYLOR R PARSONS	INV0002496	04/05/2022	IF I WERE MAYOR CONTEST W...	100-703-52041	150.00
OLIVIA FANTUS	INV0002497	04/05/2022	IF I WERE MAYOR CONTEST W...	100-703-52041	50.00
HAYDEN STRAM	INV0002498	04/05/2022	IF I WERE MAYOR CONTEST W...	100-703-52041	150.00
KATELYN WELLS	INV0002499	04/05/2022	IF I WERE MAYOR CONTEST W...	100-703-52041	50.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>600.00</b>
<b>Grand Total:</b>					<b>600.00</b>

**Fund Summary**

Fund	Expense Amount
100 - GENERAL FUND	600.00
<b>Grand Total:</b>	<b>600.00</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-703-52041	Community Support Funds	600.00
<b>Grand Total:</b>		<b>600.00</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	600.00
<b>Grand Total:</b>	<b>600.00</b>