



# COUNCIL REGULAR SESSION

Wednesday, February 16, 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*

### DELIBERATIONS

1. Deliberations - Annexation of Property located Southeast of the Intersection of Pittsburg Road & Meadowview Drive (Morain)

### ORDINANCES – *Final Reading*

2. **Ordinance No. 3280:** An Ordinance to Annex and Designate the Zone of Certain Property at 58389 Columbia River Highway

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Request for Full Reconveyance for CAT Loan Payoff at 425 N. 11th Street (Kooyman)
4. [RATIFY] Contract for Water Assistance Provisions between Community Action Team, Inc. and the City

### CONSENT AGENDA FOR ACCEPTANCE

5. Planning Commission Minutes dated January 11, 2022

### CONSENT AGENDA FOR APPROVAL

6. Riverfront Development Request for Qualifications (RFQ)
7. Council Work Session, Executive Session, and Regular Session Minutes dated February 2, 2022
8. Animal Facility Licenses
9. OLCC Licenses
10. Accounts Payable Bill Lists

### WORK SESSION ACTION ITEMS

### MAYOR SCHOLL REPORTS

### COUNCIL MEMBER REPORTS

**OTHER BUSINESS**

**ADJOURN**

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/84452132985?pwd=Y3FNSXpJKzdEVzBuQlhzUIFRNytNdz09>

Meeting ID: 844 5213 2985

Passcode: 138713

Dial: 253-215-8782

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The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.

**City of St. Helens**  
**ORDINANCE NO. 3280**

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN  
 PROPERTY AT 58389 COLUMBIA RIVER HIGHWAY

**WHEREAS**, applicant Michelle Eggers requested to annex to the City of St. Helens certain property at 58389 Columbia River Highway. This property is also described per **Exhibit A**; and

**WHEREAS**, the applicant has consented in writing to the proposed annexation; and

**WHEREAS**, the applicant constitutes 1) all the owners of the property to be annexed, and 2) more than half of the owners of the property to be annexed own more than half of such property representing more than half of the assessed value pursuant to ORS 222.170(1); and

**WHEREAS**, the City Council must determine the incorporated Comprehensive Plan Map designation and the Zone Map designation; and

**WHEREAS**, appropriate notice has been given and a public hearing was held January 19, 2022 on the annexation proposal; and

**WHEREAS**, the Council has considered 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 this reference.

**Section 2.** The property described **Exhibit A** and depicted in **Exhibit B** is hereby accepted for annexation to the City of St. Helens.

**Section 3.** The St. Helens Zoning Ordinance Map is hereby amended to reflect that the property described herein shall be zoned Highway Commercial, HC.

**Section 4.** The St. Helens Comprehensive Plan Map is hereby amended to reflect that the property described herein shall be designated as Highway Commercial (Incorporated).

**Section 5.** In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.7.21 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

**Section 6.** 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: February 2, 2022  
 Read the second time: February 16, 2022

**APPROVED AND ADOPTED** this 16th day of February 2022 by the following vote:

Ayes:

Nays:

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

ATTEST:

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

EXHIBIT A  
LEGAL DESCRIPTION

A parcel of land located in the NW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$ , of Section 8, Township 4 N., Range 1 W., Willamette Meridian, Columbia County, Oregon, more specifically described as follows:

Beginning at a point along the South right-of-way line of 1<sup>st</sup> Street, said point being the most Northerly corner of Lot 4, Block 1, Golf Club Addition to St. Helens, Columbia County, Oregon, also the **True Point of Beginning**;

Thence, South 69°01' East along the North line of said Lot 4 a distance of 122.98 feet to the West right-of-way line of Columbia River Highway (US 30);

Thence, Southwesterly along said right-of-way line a distance of 100 feet;

Thence, North 69°01' West a distance of 52.8 feet;

Thence, North 49°21' West a distance of 74.34 feet to the most Westerly corner of Lot 4, Block 1, Golf Club Addition to St. Helens, Columbia County, Oregon;

Thence, North 20°59' East along the West line of said Lot 4 a distance of 75 feet to the **True Point of Beginning**.

**COLUMBIA COUNTY**



**CITY OF ST. HELENS PLANNING DEPARTMENT  
FINDINGS OF FACT & CONCLUSIONS OF LAW  
Annexation A.7.21**

**APPLICANT:** Michelle Eggers  
**OWNERS:** Bart & Janet Grabhorn  
**ZONING:** Columbia County's Commercial-General (C-3)  
**LOCATION:** 58389 Columbia River Highway  
 4N1W-8DB-500  
**PROPOSAL:** The property owner filed consent to annex because they would like to use the City's development rules and eventually connect to City utilities.

**SITE INFORMATION / BACKGROUND**

This lot requested to be annexed is 0.26 acres in size (11,475 square feet). It is an underdeveloped corner lot that abuts Columbia River Highway to the east and 1<sup>st</sup> Street to the north. There is a small (under 200 square foot) structure, a freestanding message board sign, and a cyclone fence surrounding the property. The property is relatively flat but elevated compared to US 30 and 1<sup>st</sup> Street. There are no trees on the lot, and it is mostly covered with gravel. There is an existing curb with a curb cut and paved access to the property but there are no sidewalks or gutters along 1<sup>st</sup> Street. There is an existing curb tight sidewalk along US 30. Both City water and sanitary sewer are available in the 1<sup>st</sup> Street right-of-way when the applicant is ready to develop the site.

**PUBLIC HEARING & NOTICE**

**Public hearing** before the Planning Commission for *recommendation to the City Council*: December 14, 2021. Public hearing before the City Council: January 19, 2022.

**Notice** of this proposal was sent to the Oregon Department of Land Conservation and Development on November 9, 2021 through their PAPA Online Submittal website.

**Notice** of this proposal was sent to surrounding property owners within 300 feet of the subject property on November 23, 2021 via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

**Notice** was published on December 1, 2021 in The Chronicle newspaper.

**AGENCY REFERRALS & COMMENTS**

**Columbia County Land Development Services:** Supports this annexation as presented since this property is within the City's Urban Growth Boundary.

**Columbia County Public Works Department:** No comments or concerns.

## APPLICABLE CRITERIA, ANALYSIS & FINDINGS

### SHMC 17.08.040 (1) – Quasi-judicial amendment and standards criteria

- (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; and
  - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
  - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (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)(i) The Comprehensive Plan designation for the subject property is Unincorporated Highway Commercial. Applicable designation and zoning district for annexation are discussed later.

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC. Note that SHMC 19.08.030 discusses public services and facilities and includes utility provisions (e.g., water and sewer) as well as services such as police and library. In sum, all services are intertwined; the consent to annexation allows connection to City sewer to support existing and future development on the subject property, and, once annexed, all other City services/facilities. By this process, the proposal complies with this aspect of the Comprehensive Plan. There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

There is no known conflict with the addendums to the Comprehensive Plan which includes Economic Opportunities Analysis (Ord. No. 3101), Waterfront Prioritization Plan (Ord. No. 3148), the Transportation Systems Plan (Ord. No. 3150), the Corridor Master Plan (Ord. No. 3181), the Parks & Trails Master Plan (Ord. No. 3191), the Riverfront Connector Plan (Ord. No. 3241), and the Housing Needs Analysis (Ord. No. 3244).

Finally, there is no evidence that this proposal will be contrary to the health, safety, and welfare of the community.

(a)(ii) The City's Comprehensive Plan has been adopted by the State, thus, the applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197 do not need to be analyzed per this section.

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a City shall annex the territory without submitting the proposal to the electors if certain criteria are met:



1. Property is within the UGB
2. Property will be subject to the City's Comprehensive Plan
3. Property is contiguous to the City limits or is separated by only a public right of way or body of water
4. Property conforms to all other City requirements

This property is separated by only a public right-of-way to City limits. As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

**(b)** There is no evidence of a change in neighborhood, or mistake or inconstancy in the Comprehensive Plan or Zoning Map.

**Finding:** The quasi-judicial amendment and standards criteria are met.

### **SHMC 17.08.060 – Transportation planning rule compliance**

- (1) Review of Applications for Effect on Transportation Facilities. A proposed comprehensive plan amendment, zone change or land use regulation change, whether initiated by the city or by a private interest, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the Transportation Planning Rule ("TPR")). "Significant" means the proposal would:
  - (a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);
  - (b) Change standards implementing a functional classification system; or
  - (c) As measured at the end of the planning period identified in the adopted transportation system plan:
    - (i) Allow land uses or levels of development that would result in types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;
    - (ii) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in the TSP; or
    - (iii) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the TSP or comprehensive plan.
- (2) Amendments That Affect Transportation Facilities. Comprehensive plan amendments, zone changes or land use regulations that significantly affect a transportation facility shall ensure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the TSP. This shall be accomplished by one or a combination of the following:
  - (a) Adopting measures that demonstrate allowed land uses are consistent with the planned function, capacity, and performance standards of the transportation facility.
  - (b) Amending the TSP or comprehensive plan to provide transportation facilities, improvements or services adequate to support the proposed land uses consistent with the requirements of OAR 660-012-0060.
  - (c) Altering land use designations, densities, or design requirements to reduce demand for vehicle travel and meet travel needs through other modes of transportation.
  - (d) Amending the TSP to modify the planned function, capacity or performance standards of the transportation facility.
- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

**Discussion:** This section reflects State law regarding the Transportation Planning Rule (TPR): Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility. **Current zoning of the property is Columbia County's Commercial-General (C-3) and the City's only zoning option given annexation is Highway Commercial.**

Generally, when comparing potential land use impact on transportation facilities, the *reasonable worst case scenario* for the existing and proposed designation/zone are considered. The potential land uses are very similar for both the City and County. The City's zoning is comparable to the County with regards to the possible intensity of uses allowed and potential vehicular trips generated. Thus, this proposal will not affect an existing or planned transportation facility.

**Finding:** No transportation facility will be significantly affected by this proposal. No traffic impact analysis is warranted.

#### **SHMC 17.28.030 (1) – Annexation criteria**

- (a) Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area; and
- (b) Comply with comprehensive plan amendment standards and zoning ordinance amendment standards and not be in conflict with applicable comprehensive plan policies and implementing ordinances; and
- (c) Complies with state laws; and
- (d) Abutting roads must meet city standards or property owner will be required to sign and record an irrevocable consent to local improvement district; and
- (e) Property exceeding 10 acres in gross size must show a need on the part of the city for such land if it is designated residential (e.g., less than five years' supply of like designated lands in current city limits).

**Discussion: (a) Water** – The site is not currently connected to City water, although it is available in the 1st Street right-of-way abutting the property when the applicant desires to connect with development. Regarding capacity, the City's current water capacity is 6 million gallons/day and the peak flow, usually in the summer, is 3 to 4 million gallons/day. Additionally, the City has the capacity of approximately 10 million gallons to meet future demands. Any additional uses that occur on the subject property can be accommodated by the City's municipal water system as infrastructure has substantial capacity available.

**Sewer** – Sewer is also available within the 1st Street right-of-way when the applicant desires to connect with development. With regards to capacity, the City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place and there is substantial capacity available.

**Transportation** - As described above, this proposal poses no significant impact on a transportation facility.

**Finding:** Adequate public facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area.

**(b)** There has not been an established land use on the subject property in some years. Any use would likely require land use permitting and be required to comply with our standards.

**Finding:** There is no known conflict with the Comprehensive Plan and implementing ordinances.

**(c) With regards to Oregon Revised Statutes (ORS), city annexations of territory must be undertaken consistent with ORS 222.111 to 222.183.**

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on the north and east sides of the subject property.

Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

Per ORS 222.111(2) an annexation may be initiated by the owner of real property or the city council. This annexation request was initiated by the property owner. Further, ORS 222.125 requires that that all property owners of the subject property to be annexed and at least half of the electors residing on the property consent in writing to the annexation. These documents were submitted with the annexation application.

**ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals.**

The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

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

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

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

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

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

Generally, Goal 2 requires that actions related to land use be consistent with acknowledged Comprehensive Plans and coordination with affected governments and agencies and be based on an adequate factual base. The City has an adopted Comprehensive Plan, compliance of this proposal which is addressed herein. Moreover, explanation and proof of coordination with affected agencies and factual base are described herein, as well, including inventory, needs, etc.

- ***Statewide Planning Goal 11: Public Facilities and Services.***

*Goal 11 requires cities and counties to plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The goal requires that urban and rural development be "guided and supported by types and levels of urban and rural public facilities and services appropriate for, but limited to, the needs and requirements of the urban, urbanizable and rural areas to be served."*

City water sewer capacities are adequate to serve the subject property. This is explained above. The existing development is adequately served.

- ***Statewide Planning Goal 12: Transportation.***

*Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a "safe, convenient and economic transportation system." This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule ("TPR"). The TPR contains numerous requirements governing transportation planning and project development.*

Traffic impacts and the City's provisions that address the TPR are explained above. This proposal will not significantly affect an existing or planned transportation facility.

**(d)** The subject property abuts Highway 30 in the front. Highway 30 is a major arterial with curb-tight sidewalks abutting the subject property, which does not meet our typical cross section standard. The existing right-of-way for major arterials is 101', which is also not met. The subject property also abuts 1<sup>st</sup> Street which has a 50' wide right-of-way. This meets the minimum

standard for local streets. 1<sup>st</sup> Street only has an existing curb without sidewalks or gutters.

**However, this property not the subject of a current development land use review, which provides the legal nexus and proportionality to require such improvements or right-of-way dedications.** As such, no improvements are warranted with this proposal.

(e) The subject property is not greater than 10 acres in gross size. A needs analysis is not necessary.

**Finding:** The annexation approval criteria are met for this proposal.

#### **SHMC 17.28.030 (2) – Annexation criteria**

The plan designation and the zoning designation placed on the property shall be the city's zoning district which most closely implements the city's comprehensive plan map designation.

**Discussion:** The Comprehensive Plan designation is currently Unincorporated Highway Commercial (UHC). The City's only zoning option given annexation is Highway Commercial (HC). The Comprehensive Plan designation would thus be Highway Commercial (Incorporated) (HC).

**Finding:** Upon annexation, the subject property's Comprehensive Plan designation shall be Highway Commercial (Incorporated) and zoned Highway Commercial (HC).

#### **SHMC 17.112.020 – Established & Developed Area Classification criteria**

- (1) Established Area.
  - (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
  - (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
  - (c) An area shown on a zone map or overlay map as an established area.
- (2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

**Discussion:** OAR 660-008-0005 classifies *buildable land* as:

Residentially designated land within the urban growth boundary, including both vacant and developed land likely to be redeveloped, that is suitable, available and necessary for residential uses. Publicly owned land is generally not considered available for residential uses. Land is generally considered "suitable and available" unless it:

- (a) Is severely constrained by natural hazards as determined under Statewide Planning Goal 7;
- (b) Is subject to natural resource protection measures determined under Statewide Planning Goals 5, 6, 15, 16, 17 or 18;
- (c) Has slopes of 25 percent or greater;
- (d) Is within the 100-year flood plain; or
- (e) Cannot be provided with public facilities.

OAR 660-008-0005 generally defines "Buildable Land" as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned.

**Finding:** The subject property is not zoned residential. This provision does not apply.

#### CONCLUSION & DECISION

**Based upon the facts and findings herein, and the recommendations of staff and the Planning Commission, the City Council approved this annexation and that upon annexation, the subject property will have a Comprehensive Plan designation of Highway Commercial (Incorporated) HC and be zoned Highway Commercial (HC).**

*\*This annexation will **not** be subject to voter approval subsequent to this land use process.\**

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Rick Scholl, Mayor

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Date

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

To: TICOR TITLE INSURANCE COMPANY, TRUSTEE

Dated: January 10, 2022

The undersigned is the legal owner and holder of all indebtedness secured by the foregoing Trust Deed made by Candy Johnston Kooyman as Grantor to the CITY OF ST. HELENS of Columbia County, Oregon dated December 6 1996, recorded December 16, 1996 in official instrument number 13052 in the official public records of the clerk of the court of the county of Columbia, Oregon, encumbering the property situated in said State and County described as follows, to wit:

Property Address: 425 N. 11<sup>th</sup> Street, St. Helens, OR 97051

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

Mail recorded reconveyance along with the enclosed original documents to:

CANDACE JOHNSTON KOOYMAN  
425 N. 11<sup>th</sup> Street  
ST. HELENS, OR 97051

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

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

**Kathy Payne**

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**From:** Finance Dept  
**Sent:** Tuesday, February 1, 2022 1:23 PM  
**To:** Kathy Payne  
**Subject:** Receipt #R00123583

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

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DATE : 2/1/2022 1:21 PM  
OPER : DR  
TKBY : DR  
TERM : 1  
REC# : R00123583  
169 TRANSITIONAL HOUSING  
CAT Loan Payoff - 425 N 11th (Kooyman) 18575.00

Paid By:CAT Loan Payoff - 425 N 11th (Kooyman) 2-Check 18575.00 REF:507007154



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

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

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

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

SELF-HELP HOUSING  
(503) 366-6550

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

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

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

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

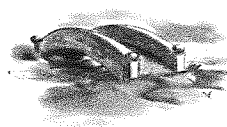
ENERGY SERVICES PROGRAM  
125 N. 17th St.  
St. Helens, Oregon 97051  
(503) 397-4951  
(866) 722-4951  
Energy Utility Assistance  
Consumer Education  
Tillamook  
(503) 842-3267  
(866) 722-4951  
Astoria  
(866) 722-4951

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

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

## COMMUNITY ACTION TEAM, INC.

"BUILDING BRIDGES TO SELF-SUFFICIENCY"



Item #3.

January 10, 2022

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

Dear Kathy:

18,515

Enclosed is a check to the City in the amount of \$15,575.00, a payback of the loan on the property of:

Candace Johnston Kooyman  
425 N. 11th Street  
St. Helens, OR 97051

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

18,515

Please then create a new check for \$15,575.00 to Community Action Team for deposit in the City of St. Helens Revolving Loan Fund.

In addition, the ~~Satisfaction of Mortgage~~ <sup>Reconveyance</sup> document needs to be signed by Mayor Scholl, at his earliest convenience. If you would then send the documents to:

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

We will forward it to the appropriate title company.

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

Sincerely,

  
Susan Wagner  
Contract Coordinator

Enclosures  
Reconveyance for Signature  
Enc: Ck #507007154; \$18,575.00

RECEIVED  
JAN 31 2022  
CITY RECORDER

# CONTRACT FOR WATER ASSISTANCE PROVISIONS

## BETWEEN

COMMUNITY ACTION TEAM, INC

## AND

CITY OF ST. HELENS

This Low-Income Housing Water Assistance (LIHWA) Program Agreement ("Agreement") is entered into by and between the CAT ("Agency"), CITY OF ST. HELENS ("Vendor"), and the Oregon Housing and Community Services Department, together with its successors and assigns ("Department"), (each a "Party" and collectively the "Parties") under the following terms:

### 1. Entire Contract

- a) This Agreement is the mechanism by which all Parties can carry out the provisions of the Low-Income Household Water Assistance (LIHWA) Program.
- b) It is understood and agreed that the entire contract between the Parties is contained in this Agreement.
- c) This Agreement supersedes all previous commitments, promises, representations either oral or written, between the Parties relating to the subject matter hereof.
- d) The person signing this Agreement on behalf of the Vendor certifies and attests that the Vendor has the power and authority to enter into and perform this Agreement, and that the signor has full and complete authority to bind the Vendor.
- e) All the words and phrases used in this Agreement shall have the meanings given herein or as used in the LIHWA Program Requirements and other related requirements unless the context clearly requires otherwise.

### 2. Definitions

- a) Authorization means a form that contains the Eligible Household's account number, name of person applying for LIHWA assistance, name on the account, address of Eligible Household, and amount of the LIHWA Payment to be applied to the Eligible Household's account.
- b) Commitment means the initial communication that an Eligible Household has qualified for LIHWA Payments and serves as notice of the forthcoming Authorization.
- c) Eligible Household means a household receiving services from the Vendor that has been determined, by the Agency in accordance with LIHWA eligibility guidelines, to be eligible for a LIHWA Payment.
- d) LIHWA Payment(s) includes regular and crisis payments made by the Agency to the Vendor on behalf of Eligible Households for eligible drinking water and/or wastewater service charges (including reconnection charges, fees, penalties, or reduction of current charges and fees).

### 3. The Agency agrees to do the following:

- a) To assign a vendor number/business code to each Vendor after the Agreement is fully executed.
- b) To obtain an Eligible Household's consent through a Release of Information in order for the Agency to initiate two-way communication with the Vendor regarding Account information (such as current amount owed, status of service, and crisis situation indicators).
- c) To effectuate LIHWA Payments to the Vendor on behalf of Eligible Households, including:
  - i. Notifying the Vendor of Commitments through an agreed-upon format (i.e., direct portal input, written, oral, etc.),
  - ii. Notifying the Eligible Household of Commitments made to Vendor,
  - iii. Pursuant to Commitment, submitting payment to the Vendor promptly and no later than 45 days after Commitment issued, and
  - iv. Prior to receipt of payment, notifying Vendor of any changes to Commitments caused by federal or state law.
- d) To issue to Vendor a single check or Automated Clearing House (ACH) payment that includes benefits for all Eligible Households. A payment register precedes the check or ACH deposit. The register includes the names of the Eligible Households, the account names and numbers, the amounts to be applied to each account, and the addresses and counties of residence of the Eligible Households.

- e) To inform the Vendor in the case an Eligible Household is in crisis or life-threatening situation and speaking to the Vendor on behalf of the Eligible Household when a member of the Eligible Household is not present or does not have accessibility to such a discussion.

4. The Vendor agrees to do the following:

- a) To refer its customers to the Agency for assistance.
- b) To charge all Eligible Households using the Vendor's normal billing process.
- c) To charge all Eligible Households the price normally charged for drinking water and/or wastewater services supplied to non-eligible households, except for other billing assistance and/or discount programs.
- d) Not to exclude or discriminate against any Eligible Households with respect to cost of services, terms, deferred payment plans, credit, conditions of sale, or discounts and programs offered to non-eligible households.
- e) Not to treat any Eligible Households adversely because of receipt of LIHWA assistance.
- f) To continue to apply the regular drinking water and/or wastewater service charges and credits of payments in regular fashion, even in consideration of a Commitment or LIHWA Payment.
- g) To process all LIHWA Payments, on behalf of Eligible Households from the Agency, including:
  - i. Applying a credit notation to the Eligible Household's account as soon as the Vendor receives a LIHWA Authorization from the Agency.
    - 1. This credit can only be applied to water and wastewater related charges and fees.
    - 2. This credit cannot be applied to charges and fees including but not limited to police, streetlights, and garbage service.
  - ii. Applying and itemizing LIHWA Payments for all Eligible Households identified in the LIHWA Payment Register as directed by the Agency.
  - iii. Posting all payments to Eligible Household accounts promptly after being received, no later than the next billing cycle.
  - iv. If a LIHWA Payment cannot be credited to the Eligible Household's account, processing a refund, according to the Oregon LIHWA Vendor Refund Policies, directly to the Eligible Household within thirty (30) days.
- h) To discuss the Eligible Household's crisis or life-threatening situation with the Agency, speaking on behalf of the Eligible Household when a member of the Eligible Household is not present or does not have accessibility to the discussion.
- i) To cooperate with the Agency, once informed of the crisis or life-threatening situation and in receipt of a Commitment, to resolve the Eligible Household's situation related to drinking water and/or wastewater services with urgency.
- j) To comply with Oregon LIHWA Vendor Refund Policies, as described below in this Agreement.
- k) To maintain an accounting system and supporting fiscal records that represent the amounts and billing of drinking water and/or wastewater services provided to Eligible Households.
- l) To fully cooperate with the Department's and Agency's monitoring practices, including but not limited to providing requested documentation for Federal representatives or Oregon Secretary of State representatives within set time frames, as well as communicating with Department or Agency staff.
- m) To provide at no cost to the Department, Eligible Household, or Agency, written information on an Eligible Household's drinking water and/or wastewater services costs, bill payment history, and/or arrearage history for no more than the previous 12 monthly billing periods, even when it may be from a prior occupant household.
- n) To provide at no cost to the Department or Agency, or an authorized agent to the Department or Agency, for the purposes of research, evaluation, and analysis, information on household drinking water and/or wastewater services costs and usage for Eligible Households.
- o) **Program Requirements:** Vendor agrees to timely satisfy all requirements of this Agreement, including all LIHWA Regulations or other forms of LIHWA federal guidance, as applicable, and all other applicable federal, state, and local statutes, rules, regulations, ordinances, and orders (all of the foregoing, as amended from time to time, collectively, the "Program Requirements") to the satisfaction of Department or Agency.

5. Termination

- a) This Agreement shall terminate upon the earliest to occur of the following events:

- i. A change in the requirements of applicable Federal or State regulations for LIHWA administration,
  - ii. A change in the state plan for administering LIHWA that affects the terms and conditions of this Agreement,
  - iii. Thirty (30) days' written notice of termination by any Party,
  - iv. Mutual consent of all Parties,
  - v. Any license or certificate required by law or regulation to be held by the Vendor to provide services outlined in this Agreement is denied, revoked, or not renewed, or
  - vi. The end of the LIHWA program year, which begins on January 1, 2022 and ends on September 30, 2023.
- b) This Agreement will terminate effective immediately upon determination by the Department that the Vendor is not in compliance with the terms of this Agreement, including the Program Requirements. The Vendor will be notified within ten (10) days of termination.
  - c) Termination by any Party shall not discharge any obligations owed by any Party to another or to an Eligible Household or any liability, which has accrued prior to termination.
  - d) The rights and remedies of any Party provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

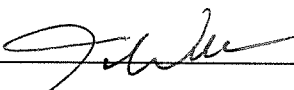
#### 6. Miscellaneous

- a) **Subcontracts:** The Vendor shall not enter into any subcontracts, beyond those already in place for normal and current billing operations, for any of the services provided under this Agreement without obtaining prior consent from the Department or Agency. The Vendor shall also provide the subcontract agreement(s) with this Vendor Agreement (see Attachment A).
- b) **Amendments:** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument between the Parties.
- c) **Execution and Counterparts:** This Agreement may be executed in counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
- d) **Severability:** If any court of competent jurisdiction shall hold any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.
- e) **Assignment:** The Vendor shall not assign or transfer its interest in this Assignment without the express written consent of the Department and Agency.
- f) **Waiver:** The failure by any Party to enforce any provision of this Agreement shall not constitute a waiver by another Party of that or any other provision.
- g) **Independent Contractors/Workers' Compensation Coverage:** Vendor and Agency are independent contractors under this Agreement and both covenant, warrant, and affirm that neither they nor any of their agents, representatives or employees are an officer, employee, or agent of the other party. Vendor and Agency further covenant, warrant and affirm that they shall provide Workers' Compensation insurance for their prospective employees and require such by their subcontractors.
- h) **Indemnity:** Subject to any applicable limitations in the Oregon Constitution and the Oregon Tort Claims Act, each Party (the "Indemnifying Party") shall save, defend (consistent with ORS chapter 180), indemnify and hold harmless the other Party, the Department and each of their officers, agents, employees and members (the "Indemnified Parties") from all claims, suits or actions of whatsoever nature (collectively, "Claims") to the extent resulting from or arising out of the negligent or wrongful acts or omissions of the Indemnifying Party or its subcontractors, agents, or employees in its performance or non-performance of its obligations under this Agreement unless such Claims primarily result from the Indemnified Party or Parties' negligence, gross negligence or willful misconduct. In no event shall either Party be liable to the other for Claims in an amount more than \$50,000 per event.
- i) **Successors in Interest:** The provisions of this Agreement shall be binding upon and shall insure to the benefit of the Parties hereto, and their respective successors and assigns, if any.
- j) **Force Majeure:** A Party shall not be held responsible for delay or default as a result of an event or action beyond its reasonable control, including without limitation, fire, riots, acts of God or war.
- k) **Governing Law:** This Agreement is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law.
- l) **Merger:** This Agreement constitutes the entire Agreement between the Parties. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties.

- m) **Mediation:** In the case the Parties become involved in a dispute regarding any part of this Agreement, the Parties shall submit to mediation prior to the commencement of litigation to enforce this Agreement. The mediator shall be an individual mutually acceptable to all Parties. Each Party shall pay its own cost for the time and effort involved in mediation and agrees to split equally the cost of the mediator. All Parties agree to exercise best efforts and act in good faith to resolve all disputes.
- n) **Eligible Household Information Confidentiality:** Due to the obligations outlined in this Agreement, all Parties will have access to Confidential Information of Eligible Households, including but not limited to household member names, social security numbers, addresses, account numbers, account payments and balances, and income information. All Parties shall use appropriate safeguards to prevent the disclosure of Confidential Information to unauthorized third parties (which excludes, for example, compliance with applicable Public Records Laws or as required by an official court order), and shall prevent employees, agents or subcontractors from accessing, copying, disclosing or using any such Confidential Information.
- o) **Red Flag Rules:** All Parties agree to establish, maintain, and abide by reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft related to Eligible Households through the administration of LIHWA.
- p) **Funds Available and Authorized:** The Vendor understands and agrees that payment of amounts under this Agreement is contingent on the Department receiving appropriations or other expenditure authority sufficient to allow the Department and Agency to continue to make payments under this Agreement.
- q) **Effective Date and Duration:** This Agreement shall be effective upon execution by all Parties and shall remain in effect until terminated as described in the "Termination" section herein.
- r) **Further Acts:** Vendor will do, make, execute, and deliver all such further acts or writings as Department or Agency may require to protect the Department or Agency's rights under this Agreement.
- s) **False Claims Act:** The Parties acknowledge the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any "claim" (as defined by ORS 180.750) made by (or caused by) a Party that pertains to this Agreement or LIHWA Payments for Eligible Households. The Parties certify that no claim is or will be a "false claim" (as defined by ORS 180.750) or an act prohibited by ORS 180.755. Each Party further acknowledge, in addition to the remedies under this Agreement, if it makes (or causes to be made) a false claim or performs (or causes to be performed) an act prohibited under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the Party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized representatives as of the date(s) written below.

**VENDOR:**

By:  Date: 1/31/22  
 Print: John Walsh  
 Title: City Administrator  
 Vendor Name: City of St. Helens

**AGENCY:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_

## Oregon's Low-Income Household Water Assistance (LIHWA) Program Vendor Refund Policy

1. Credit Balances – Unless there is an event otherwise noted in this Refund Policy, all LIHWA Payments that create a credit balance remain on the Eligible Household's account until exhausted.
2. Ineligible Credit Balances - In the event that a LIHWA Payment cannot be applied to the Eligible Household's account, the remaining balance shall be returned to the Eligible Household within thirty (30) days after the Vendor receives the LIHWA Payment.
3. Deposits – All deposits and accrued interest become the property of the Eligible Household and shall be returned to the Eligible Household at the time specified in the deposit agreement in a manner consistent with applicable administrative rules, approved tariffs and other law.
4. Voluntary Closure and Moves - If the Eligible Household voluntarily closes the account that received a LIHWA Payment or moves to another service address that the Vendor does not represent, any credit balances resulting from a LIHWA Payment shall be refunded to the Eligible Household. If the Eligible Household moves to another service address by which the Vendor does represent, any credit balances resulting from a LIHWA Payment shall be transferred to the new address.
5. Inability to Locate Eligible Household – In the event that the Vendor is unable to locate the Eligible Household within one (1) year after service has been discontinued for any reason, any unused portion of a LIHWA Payment shall be returned to the Oregon Department of State Lands as unclaimed property.
6. Deceased Eligible Household – In the event a LIHWA Payment remains on the Eligible Household's account and the account is closed, the Vendor shall return the LIHWA Payment credit balance to the Department no later than the end of the program year. The Vendor shall submit a check to the Department with the notation of number six of this Refund Policy.
7. Return Address for Refunds to the State of Oregon – Mail refunds to:

OREGON HOUSING AND COMMUNITY SERVICES, ENERGY SERVICES SECTION  
ATTN: LIHWA PROGRAM REFUND  
725 SUMMER ST NE, SUITE B  
SALEM, OR 97301

*Refunds must include the following information: Eligible Household name, Eligible Household address, Name of Agency that provided LIHWA Payment to Eligible Household, Date of LIHWA Payment to Vendor, Reason for the return.*

8. Incorrect Payments – All Agencies and Vendors are required to review the LIHWA Payments register for accuracy. In the event an Agency makes a payment in error, the Agency must correct the error within thirty (30) days of the error's discovery and the Agency is responsible for any applicable late charges, interest, or other penalties that cannot be waived in good faith. LIHWA Payments made in error must be corrected by the Agency and will be refunded from subsequent LIHWA Payments made to the Vendor. In the event the Vendor credits an account in error due to causes other than Agency error or otherwise misappropriates LIHWA Payments, the Vendor must correct the error within thirty (30) days of the error's discovery and is responsible for any applicable late charges, interest, or other penalties that cannot be waived in good faith.

## Drinking Water and/or Wastewater Utility Vendor Information

Vendor Name		
City of St. Helens		
Primary Contact Name	Primary Contact Phone	Customer Service Phone
Matthew Brown	503-366-8227	503-397-6272
Primary Contact Mailing Address	Primary Contact Fax	Primary Contact Email
265 Strand St. St. Helens OR 97051		mbrown@sthelensoregon.gov
Payment Contact Name	Payment Contact Phone	
Jamie Edwards	503-397-6272	
Payment Contact Mailing Address	Payment Contact Fax	Payment Contact Email
265 Strand St. St. Helens OR 97051		jedwards@sthelensoregon.gov

Legal Name (For tax purposes)		
City of St. Helens		
Taxpayer Identification Number (TIN)		
93-6002248		
Type of TIN		
<input checked="" type="checkbox"/>	Employer ID Number (FEIN)	Social Security Number (SSN)
	Individual Taxpayer ID Number (ITIN)	
Type of Entity		
	Individual/Sole Proprietor	Limited Liability Company
	Corporation	<input checked="" type="checkbox"/> Government Entity

Counties served (Please check all that apply)							
<input type="checkbox"/>	Baker	<input type="checkbox"/>	Douglas	<input type="checkbox"/>	Lake	<input type="checkbox"/>	Tillamook
<input type="checkbox"/>	Benton	<input type="checkbox"/>	Gilliam	<input type="checkbox"/>	Lane	<input type="checkbox"/>	Umatilla
<input type="checkbox"/>	Clackamas	<input type="checkbox"/>	Grant	<input type="checkbox"/>	Lincoln	<input type="checkbox"/>	Union
<input type="checkbox"/>	Clatsop	<input type="checkbox"/>	Harney	<input type="checkbox"/>	Malheur	<input type="checkbox"/>	Wallowa
<input checked="" type="checkbox"/>	Columbia	<input type="checkbox"/>	Hood River	<input type="checkbox"/>	Marion	<input type="checkbox"/>	Wasco
<input type="checkbox"/>	Coos	<input type="checkbox"/>	Jackson	<input type="checkbox"/>	Morrow	<input type="checkbox"/>	Washington
<input type="checkbox"/>	Crook	<input type="checkbox"/>	Jefferson	<input type="checkbox"/>	Multnomah	<input type="checkbox"/>	Wheeler
<input type="checkbox"/>	Curry	<input type="checkbox"/>	Josephine	<input type="checkbox"/>	Polk	<input type="checkbox"/>	Yamhill
<input type="checkbox"/>	Deschutes	<input type="checkbox"/>	Klamath	<input type="checkbox"/>	Sherman	<input type="checkbox"/>	

Tribes served (Please check all that apply)			
<input type="checkbox"/>	Burns Paiute	<input type="checkbox"/>	Confederated Tribes of Warm Springs
<input type="checkbox"/>	Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians	<input type="checkbox"/>	Cow Creek Band of Umpqua Indians
<input type="checkbox"/>	Confederated Tribes of Grand Ronde	<input type="checkbox"/>	Coquille Indian Tribe
<input type="checkbox"/>	Confederated Tribes of Siletz	<input type="checkbox"/>	Klamath Tribes
<input type="checkbox"/>	Confederated Tribes of Umatilla Reservation	<input type="checkbox"/>	



## PLANNING COMMISSION

Tuesday, January 11, 2022, at 7:00 PM

### APPROVED MINUTES

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

**Members Absent:** Commissioner Lawrence

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

**Others:** Jeanne Morain  
Vicky Njust  
Cyndi Furseth  
David Morm  
Autumn Oliver  
Rhonda Kirtland  
Abigail Dawson

### CALL TO ORDER & FLAG SALUTE

Vice Chair Hubbard stepped in as Chair for this meeting as Chair Cary was attending electronically through zoom. For purposes of clarity, Vice Chair Hubbard will be referred to as Chair Hubbard and Chair Cary will be referred to as Vice Chair Cary for this meeting only and in these meeting minutes only.

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

Commissioner Steve Toschi read a letter to the public about his excitement and goals that he had to be an active member of the Planning Commission.

### CONSENT AGENDA

#### A. Planning Commission Minutes Dated December 14, 2021

**Motion:** Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Draft Minutes dated December 14, 2021. Commissioner Toschi abstained as he was not yet a member of the Commission at that time. [AYES: Vice Chair Cary, Commissioner Webster, Commissioner Semling, Commissioner Pugsley; NAYS: None]

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

#### B. 7:00 p.m. Annexation at 2600 Pittsburg Road - Morain



Associate City Planner Jennifer Dimsho presented the staff report dated January 4, 2022. She mentioned there are additional letters or emails that were added into the record after the staff report was prepared, and that she had sent them electronically and gave hard copies to all the commissioners. She showed a map where the property was located and that both sides of the property abut City property. She mentioned there were opportunities to connect to the property from five different street connections including, a possible right-of-way dedication area.

She discussed that wetlands divide the property into three main sections for development. She showed the wetland delineation that the applicant had done to help determine what was developable. She showed the first wetland as the creek that runs on the northern end of the property with a 75-foot buffer zone. Then she also showed two other distinct wetland areas on the southern portion of the property with a 50-foot zone.

She said with all annexations, they send out comments to utilities. They received a comment from Columbia County Land Development services that they were support this annexation.

She said the property would need to meet compliance with the Comprehensive Plan which designates this property as Rural Suburban Unincorporated Residential. There are multiple zoning options to consider. With the Comprehensive Plan, there is an adopted Housing Needs Analysis (HNA) now to consider when determining the zoning of this property.

She said there was a Transportation Planning Rule, which requires that any amendment (in this case, zoning selection) that would significantly affect a transportation facility, conduct a traffic impact analysis (TIA).. They looked at the County zoning of R10 and the City zoning options range from R10 to Apartment Residential. If the Commission considered R10 or R7 zoning for the property, there would not be a significant impact for transportation services that would warrant a Traffic Impact Analysis to be done. She did say at the time of subdivision they would require it.

She said the utilities of water and sewer were available in multiple locations surrounding the property and there was significant capacity to serve the property.

She said the Statewide Planning Goals were also reviewed for this property and Goal 10 was the one she focused on. She said it involved the housing crisis in the state and the housing needs in our City. It also discusses the ability to support the broad spectrum of housing availability in both quantity and type. She mentioned this was important because the zoning has different types of houses that are allowed. She showed the Planning Commission a table from the HNA that summarized its findings. She showed that the City did not have a significant need for multi-family housing and that a lower density could be considered for this property. She also showed a zoning table that explained what type of residential development is permitted in all residential zones.

She discussed criterion "e" for annexation approval. Based on the size of the parcel (more than 10 acres), the City would have to show a need for the land if it is designated as residential. She gave a few examples of how the City had shown a need for this property, including housing need at urban densities and transportation needs.

Dimsho also discussed the options of how to zone the property. She said based on the Comprehensive Plan, it allows for the zones of R10, R7, or under special circumstances R5 or Apartment Residential. She said the staff did not recommend the property be zoned R5 or AR due to surrounding zoning and because of the need for a TIA. She said the recommended default zoning would follow the current zoning that surrounds the property of R10 for the northern portion of the property and R7 for the southern portion of the property. She said the Commission could consider the housing shortage, a more acceptable zoning would be to consider R7 for the entire property.

**Morain, Jeanne. Applicant.** The applicant was called to speak. She gave a history of the property, and the goal of her late family (Comstock), was to develop this site and create a great neighborhood for the community. She mentioned they did not want to see the property developed with high density or multi-family buildings which would create negative impacts to the neighbors of the property. She said she had been in contact with a Land Use Attorney to understand more how the property could be developed. She also researched the Urban Growth Boundary and the Housing Needs Analysis to determine what zoning they felt would best fit their goals for the property. She said she considered the economic impact of the area and wanted to be sure it was developed to where it would be reachable for those who had an average income. She said they have maintained the property for years and they have vested interest in the St. Helens community. She said they had spoken with several developers but turned many down, as the ideas they presented did not fit with the desire of her late family and their goal for this property. She expressed that they would like to see the whole property zoned R7.

### In Favor

**Njust, Vicky.** Njust was called to speak. She is located at the corner of Westboro Way, a street that is proposed to provide access to the property. She said it made sense to be zoned R7 based on the area and surrounding properties. She said she loved the applicant's plan for the property, and she just wanted to be sure they were not discussing a denser zoning. She said the concern arises from a previous subdivision that was higher density that was causing some discomfort to neighbors.

**Furseth, Cyndi.** Furseth was called to speak. She is the president of the Homeowner's Association of Meadowbrook subdivision, which is the subdivision that abuts the subject property. She said she was in contact with the applicant and felt her idea was great. She said the HOA has maintained the Meadowbrook common space properties and the access easements and thought there could be a betterment of the whole area with this property being developed.

### Neutral

**Oliver, Autumn.** Oliver was called to speak. She shared her concerns about the development of the property based on her experiences with the previous subdivision (Forest Trail) that had been developed adjacent to the subject property. It has created a traffic impact for the neighbors. She said she did not want to see another property developed in a disrespectful way to the neighbors.

**Kirtland, Rhonda.** Kirtland was called to speak. She expressed her concerns for the development of the property and the potential traffic it could cause for the neighbors. She expressed concern about the wetlands and all the critters that live on the property and that they will be preserved. She also mentioned that the property had flooding and her concern about where the houses would be placed. She shared that she had planted a garden a little bit on the property and hoped the developer would not build a house right up against her property creating no open space.

### In Opposition

**Dawson, Abigail.** Dawson was called to speak. She had a concern about the ecosystems of the the property and how the development would impact the wetlands.. She mentioned that the new subdivision on Westboro Way (Forest Trail) was a disaster and she hoped that this applicant would consider developers that have regard for the neighbors.

### Rebuttal

**Morain, Jeanne. Applicant.** Morain was called to speak. She shared again that they had met with many developers and turned down several as they want someone to carry on their legacy. She said the concerns mentioned above were things she has already considered when choosing a developer. They do not want this property to be developed and cause negative impacts to neighbors. They hope that

when people look at this property and what is developed, they think it is a valuable addition to the St. Helens community.

### **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**

Commissioner Toschi asked if they could remove the undevelopable wetlands as part of the property when considering the size of the property for annexation. This way, they could demonstrate "need" as required in criterion "e" without having to cite Oregon housing shortages.

There was a discussion about the zoning. The Commission was unanimous that R7 was the best zone to consider for the entire property.

**Motion:** Upon Commissioner Webster's motion and Vice Chair Cary's second, the Planning Commission unanimously recommended approval of the Annexation to Council R7 on the whole property with the findings of only considering the net acreage for the "need" findings and that R7 in combination with the open space (due to wetlands and their protection zone) would feel comparable to R10 when the property is developed as a residential subdivision. [Ayes: Vice Chair Cary, Commissioner Semling, Commissioner Webster, Commissioner Toschi, Commissioner Pugsley; Nays: None]

### **RIGHT-OF-WAY DEDICATION OF PROPERTY BETWEEN 2600 PITTSBURG ROAD & BARR AVE**

Graichen showed on a map the lower portion of the property which was separated by a wetland. If the property was to be subdivided, the southern portion would need access. He said there are two ways to bring Barr Avenue to the property. He said they could do a Lot Line Adjustment to bring the property to Barr Avenue. They could also do a right-of-way dedication in advance of the subdivision, which is the matter at hand.

He showed the 50-foot-wide easement where the dedication could take place. He discussed the street access standards and showed that the access through this dedication would meet the spacing standards between streets. He gave more explanation as to why this was a logical location to create access to this property.

He mentioned the Meadowbrook Homeowners Association (HOA) President had been approached and was supportive this route.

There was a discussion about the width of Barr Avenue and whether this location could handle the amount of traffic.

Graichen mentioned this decision would be up to the City Council, but he wanted to bring it to them for discussion and to give feedback on the location.

Jeanne Morain, property owner, gave testimony about the easement that was already in place for the property to have access to the property. It is exclusive.

Cyndi Furseth, president of the Meadowbrook HOA, gave testimony that for an access road to go in at the proposed location would be a benefit to the current traffic impact on the subdivision located there.

Vicky Njust, neighbor of the property being discussed, gave testimony that she was concerned about the traffic that could be added to the area and the line of cars that lines up to turn onto Sykes Road.

Chair Cary asked the property owner if they planned to maintain the access for pedestrian access as well as vehicle access. Morain said yes, she did.

There was some discussion about a turn lane being installed and if it might help the traffic impact.

The Commission was supportive of the idea of this property being a right-of-way dedication.

## DISCUSSION ITEMS

### D. Annual Summary Report

Graichen shared the numbers over the last few years and how busy the Planning Department has been. He said this past year felt that it was back to a more average number of decisions and applications. He said he was thankful for the smaller numbers since there were several large City-initiated projects they have been working on.

### E. Chair/Vice Chair Selection

Chair Hubbard nominated Vice Chair Cary to remain Chair for the next term. Chair Hubbard will remain Vice Chair.

**Motion:** Upon Commissioner Webster's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved both Chair Hubbard to remain Vice Chair another term and for Vice Chair Cary to remain Chair another term. [AYES: Commissioner Toschi, Commissioner Pugsley, Vice Chair Cary, Commissioner Webster, Commissioner Semling; Nays: None]

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

- F. Sign Permit at 495 S Columbia River Hwy – Popeye's (5 Signs)
- G. Lot Line Adjustment at 35005 Sykes Road – KLS Surveying, Inc.
- H. Site Design Review (Minor) at 354 N 15<sup>th</sup> Street – SHMS/Gillis

## PLANNING DEPARTMENT ACTIVITY REPORT

### I. Planning Department Activity Report – December

Graichen mentioned there would be an update to the city's Geographical Information System (GIS) data to have more accurate aerial images and information to use. He said they would be performing the aerial photo capture portion of the project in spring during the optimum time for no leaves on trees and angle of the sun.

Commissioner Toschi asked about the Planning Commission being more involved in the planning stages of the Riverfront Development, the Urban Renewal Agency, and more. There was a discussion amongst the Commission about the possibility of more meetings or doing work sessions. Graichen mentioned there were several logistics that would have to be considered before these could be scheduled, but they could start more discussion of these projects by adding them to the agendas of upcoming meetings. The Commission asked staff to add a discussion item of the Riverfront Development to the next agenda. Dimsho agreed that she would present the timeline of the project at the next meeting.

## ADJOURNMENT

*There being no further business before the Planning Commission, the meeting was adjourned 10:36 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*



## Request for Qualifications

# 25-acre Riverfront Development Opportunity in St. Helens, Oregon

<https://www.sthelensoregon.gov/rfps>

<https://youtu.be/C8VkXUMCWP8>

Due date and time: March 25, 2022 by 3 p.m. PST

Responses shall be submitted by mail or hand delivered to:

John Walsh, St. Helens City Administrator  
265 Strand Street  
St. Helens, OR 97051



# Introduction

The City of St. Helens, Oregon is soliciting a development partner to assist with the transformation of a 25-acre riverfront property adjacent to downtown. The property's unique waterfront location, mountain views, and proximity to the business district create a rare opportunity to bring vibrant mixed-use development to St. Helens.

St. Helens is a growing community of more than 14,560 people located 30 miles north of Portland along U.S. Highway 30. City leaders and community members have long recognized the former industrial waterfront property as an opportunity to revitalize the community. When the Boise Cascade veneer plant ceased operations in 2009 and the property became available, the City acquired it in order to realize its vision for the waterfront.

Upon acquisition in 2015, the City furthered its public engagement and planning efforts, building community support for the redevelopment to come. The result of the long-range planning efforts and community engagement created a vision for the area to be a mixed-use development that improves public access to the riverfront and honors natural and cultural heritage.

To learn more about the vision for the project, see this video: <https://youtu.be/C8VkXUMCWP8>

## Site Advantages

The St. Helens Riverfront property has a number of site advantages that make this opportunity unique and transformative for the City.

**Waterfront Location & Views.** The property has sweeping views of the Columbia River, Mt. Hood, Mt. St. Helens, and the northern tip of Sauvie Island. It is located adjacent to the nationally registered historic downtown area. The site has nearly 3,000 linear feet of Columbia River frontage.



*View of Mt. St. Helens and Sand Island from the Riverfront property*

**City Commitment to Project Success.** The City has proven its commitment to fulfill the community's vision by acquiring the property, planning for its reuse, rezoning the property, and acquiring the funding for design and construction of public infrastructure. The City is eager to partner with a developer who can help realize that vision.

**Development Context & Low Cost of Living.** St. Helens offers a small-town lifestyle within a relatively short commute to Portland-area employers and a lower cost of living. As housing in the Portland metro area increase and work-from-home options improve, there has been an influx of new residents seeking the quality of life in St. Helens. The community is making significant investments in its schools, recreation, and public safety facilities (further described on Page 5).

**Riverwalk Project.** The Riverwalk Project will provide public access along the river from the north end of the site at Columbia View Park to the south where it will connect to the bluff trail. There are features along the Riverwalk Project, including a "Rocky Beach" area with access down to the water and a "Recreation Hub" which includes an in-water paddlecraft launch, restrooms, and a cantilevered boardwalk over the Columbia River. Phase I of the Riverwalk Project focuses on the improvements within Columbia View Park at the north end of the site. Phase I is planned for construction bidding Summer 2022.

#### RECREATION HUB Looking West



Mayer/Reed

*Riverwalk Phase II Rendering – See plans on the City's RFP page.*

**Water Access.** St. Helens is a popular destination for boaters visiting from across the region. These visitors will support the future mixed-use development on the Riverfront property and the existing downtown restaurants, retail, and other services. The Riverwalk Project will provide waterfront access to the development.

**Columbia View Park & Tourism.** The site is just south of Columbia View Park, which is the location of many popular annual events, including 13 Nights on the River summer concert series, the Spirit of Halloweentown, the 4th of July fireworks, and the Christmas ships. Columbia View Park is slated for significant improvements with a new amphitheater stage and Phase I of the Riverwalk project, which includes a cantilevered overlook planned for construction bidding Summer 2022.

#### COLUMBIA VIEW PARK Looking North



*Riverwalk Phase I Rendering – See plans on the City's RFP page.*

**Street Extensions & Utilities Design.** The Streets Extensions and Utilities Design is currently at a 90 percent design. Public water, sewer, and storm infrastructure will be extended along a new S. 1<sup>st</sup> Street extension through the site. The Strand Street will also be extended partially down the site, forming a new development block adjacent to the existing downtown. A new bluff trail will be constructed along the west side of the S. 1<sup>st</sup> Street extension, connecting to the Riverwalk Project and Nob Hill Nature Park at the south end of the site. The utility extensions and partial street improvements is planned for construction bidding Summer 2022. The 90



percent plans have been uploaded on the City's RFP page. A map of which improvements will be bid in Summer 2022 is included as a link on the City's RFP page.



*Riverwalk Phase Site Plan (South) – See plans on the City's RFP page.*

**Opportunity Zone.** The site is within a federal designated Opportunity zone. See [https://www.oregon.gov/biz/programs/Opportunity\\_Zones/Pages/default.aspx](https://www.oregon.gov/biz/programs/Opportunity_Zones/Pages/default.aspx) for details on the tax advantages.

## Development Context

Between 2020 and 2040, the city's population will increase by nearly 4,000 new residents (an average annual growth rate of 1.2%)<sup>1</sup>. This growth rate is higher than the state's expected annual growth rate of about 1% over the same period. St. Helens is growing quickly, and the industrial, commercial, and residential development support this new growth.

### Industrial Development

The City and partnering Columbia Economic Team receive regular inquiries from potential investors seeking relocation outside of Portland for commercial and industrial space needs. St. Helens and nearby Scappoose are expecting substantial industrial development that will bring new jobs and residents to the area.

<sup>1</sup> PSU Population Estimates

The Oregon Manufacturing Innovation Center (OMIC) in Scappoose will offer high tech training and create new jobs. Modeled on an industrial redevelopment project in Sheffield, England, area leaders are spearheading a public-private collaborative research and development outpost for Boeing, Oregon State University, Portland State University, and Oregon Tech. The project will also feature workforce training facilities in OMIC's Training Center, operated by Portland Community College, with the goal of placing graduates into high-wage, high-demand jobs. In addition, Cascade Tissue, Inc. announced a new 600,000 square foot plant in Scappoose that will employ 80 workers. The site will use material from the existing tissue plant in St. Helens.

In 2020, the City completed a parcelization and infrastructure funding plan for a City-owned 204-acre Industrial Business Park. This is the largest remaining parcel of industrial employment lands within St. Helens city limits. Cascade Tissue operates two paper machines employing 100 people on about 30 acres of the property. The City has initiated the design of the public infrastructure which will support industrial redevelopment of the site. The Port of Columbia County is assisting the City in marketing this industrial property to new users.

## Commercial & Institutional Development

On US 30, a new Legacy Health Clinic recently opened its doors in 2020, and a new Grocery Outlet recently received occupancy in 2021. There is also a new commercial subdivision which is in the process of full build out with a drive-through and other commercial uses.

The St. Helens Middle School completed a full rebuild in 2020, and the St. Helens High School is in the process of major re-model, which is being funded with a \$55 million bond. It is expected to be completed in the next four years. The City is also working on design and construction of a new Public Safety Facility to replace the existing St. Helens Police Station.



*St. Helens High School Renovations Rendering (2021)*

## Residential Development

Residential rents grew by nearly 21% between 2016 and 2020 for 2-bedroom apartments. Rents are generally tracking with the Portland market but at a lower value with the average 2-bedroom

rent around \$1,100 for St. Helens and \$1,400 for the Portland MSA<sup>2</sup>. Vacancy rates have also remained lower in St. Helens (4.9%) compared to Portland MSA (6.4%).



*St. Helens Place Apartments (2020)*

The St. Helens Place Apartments, a large development completed in 2020, added 204 luxury rental units to the market. The building is fully leased and asking rents for each dwelling are considerably higher than is usual for St. Helens. Two-bedroom units are listed between \$1,400-\$1,525 which is \$300-\$400 above average for the area. While the property is offering rent concessions (2 weeks free), this is lower than many projects in Portland, indicating a growing interest in St. Helens and a willingness to pay prices akin to those found in Portland.

## Riverfront District

Downtown St. Helens has recently seen several adaptive reuse redevelopment projects, indicating growing interest and investment in the area. The Historic Columbia Theater was fully renovated in 2012, and the Muckle Building was converted into a mixed-use apartment building with a rooftop restaurant and bar in 2016, achieving some of the highest rents in the City.

The area hosts a series of popular events throughout the year, including the annual Spirit of Halloweentown festival that commemorates the 1998 Disney movie filmed in the community. The month-long event attracts thousands of Halloween enthusiasts traveling from around the globe to visit the nostalgic film site. Hotels are booked through September and October because many of these visitors come from out of state for the multi-day events.

With new attractions like the Riverwalk and the City's continued emphasis on tourism, there is high demand for a new hotel in the area. A hotel market analysis would help the City to understand factors that could influence demand on the property and what type of hotel could be most viable in the area.

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<sup>2</sup> Costar





*Annual Halloweentown Celebration on the plaza (2014)*



*Historic Columbia Theater, renovated in 2012*



*The Muckle Building was converted into a mixed-use apartment building with a rooftop bar in 2016.*



*Sand Island Marine Park features campsites and picnic area as a destination for small watercraft.*

## Development Considerations

### Zoning and Permitted Uses

In 2017, the City changed the zoning and comprehensive plan designations to the **Riverfront District (Mill Sub-District)**. This reflects the long-term expectations for the property's redevelopment as a mixed-use waterfront district. The new zoning allows a flexible mix of uses including a variety of residential, civic, and commercial uses. Limited industrial use is possible as well (e.g., boat building). The ratio of residential to non-residential is not defined in the zoning, allowing for greater market flexibility. The prescriptive height limit is 55 feet, though alternative building heights may be considered through approved variance or Development and Disposition Agreement (DDA). There is a link to the zoning on the last page of this RFQ. Architectural standards that currently apply to the Riverfront District (Plaza Sub-District) will apply to the Mill Sub-District. These are included as a link on the last page of this RFQ.

## Infrastructure Needs

The City will extend the public water mainline, public stormwater systems, and public sanitary sewer onto the site. These plans, currently at 90 percent design, are included as links on the City's RFP page: <https://www.sthelensoregon.gov/rfps>

There are existing stormwater outfalls to Columbia River, and the City will be constructing public stormwater retention areas as part of the utility extension project. There may be opportunities for partnership with the City for private stormwater management on the site. Further exploration and consultation with DEQ will be needed to determine if existing outfalls or if the newly constructed public storm system will have capacity available to support new development.

Partial construction of S. 1st Street and Strand Street improvements will be completed by the City. Complete construction will occur at the time of development to allow flexibility for access locations, frontage improvements, and private lateral connection locations. A diagram which indicates which roadway improvements are included in the City's construction bid is uploaded to the City's RFP page. The City's low-interest loan through the state of Oregon and the City's Urban Renewal Agency will provide funding and construction for the public utility needs on the site. The City anticipates going to bid for utility extensions and partial roadway improvements Summer 2022.

## Brownfield Considerations

The City has taken significant steps to understand and document what contamination exists on the site. A plan to limit the impacts of any environmental issues on the site is in place. To mitigate risks associated with the residual contamination, the City entered a Prospective Purchaser Agreement (PPA) with the State of Oregon Department of Environmental Quality.

A Contaminated Media Management Plan (CMMP) was developed to be a practical "owner's manual" for the City and subsequent developers, and to minimize the burdens associated with the residual contamination on the property during redevelopment.

## Partnership Details

Through this Request for Qualifications, the City is looking for a partner or partners to enter into a master plan process and exclusive negotiating agreement (ENA) that will define the first phase of development. The timeline and deliverables of that ENA will be negotiated upon award of this RFQ.

Upon completion of the deliverables listed in the ENA, the City may enter into a Development and Disposition Agreement (DDA) to implement the first phase of investment as determined in the ENA. Alternatively, the City may consider other mechanisms to advance the site's development.

As part of a DDA and master plan, the City will negotiate the funding of individual components of the site plan with its development partner and outline how the development will meet the public development objectives outlined through the 2016 Waterfront Framework Plan process, shown in **Exhibit 1**.

### Exhibit 1. Public Development Objectives

Core Value*	City “Must-Haves”	City “Preferences”
<b>Public Access</b>	<ul style="list-style-type: none"> <li>• Compatibility with the Riverwalk Project design which includes an average width of 50’ of public access along the river</li> <li>• Compatibility with mid-block pedestrian crossings outlined in the street extension design</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporating recreational uses compatible with the Riverwalk Project (i.e., kayak/canoe/bicycle rentals)</li> <li>• Active first floor spaces in strategic locations (i.e., outdoor dining, retail) to activate the Riverwalk Project</li> </ul>
<b>Natural and Cultural Heritage</b>	<ul style="list-style-type: none"> <li>• Compatibility with the Riverwalk Project design which includes areas for habitat restoration along the river</li> <li>• Development supports City’s tourism programming</li> </ul>	<ul style="list-style-type: none"> <li>• Limited impact of viewsheds</li> <li>• Innovative stormwater facility design</li> <li>• Incorporating interpretive plan into development and programming</li> </ul>
<b>Sustainable Economic Development</b>	<ul style="list-style-type: none"> <li>• Redevelopment supports existing downtown businesses</li> <li>• Compatibility with the street and utility extension design</li> <li>• Compatibility with the architecture and urban form of the historic downtown</li> <li>• Boutique hotel/restaurant</li> <li>• Mix of residential and commercial uses</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to perform as a master developer for the entire site</li> <li>• Employment uses that are compatible with residential</li> </ul>

\* From the St. Helens Waterfront Framework Plan (2016)

# Submission and Evaluation Process

Content of the submission should be organized as shown in **Exhibit 2**.

## Exhibit 2. Submittal Requirements and Selection Criteria

<b>Cover letter</b>	Define lead entity and team members. Highlight key components of the team's vision for the site. Identify and describe the developer, including developer's name, corporation or business name, address, telephone number, e-mail address, and the name of the primary project contact.
<b>Preliminary vision for site</b>	Any combination of renderings, images, building massings, site plans, and/or narrative responses can be used to answer the following: <ul style="list-style-type: none"> <li>• What is your vision for the site?</li> <li>• Describe your process and approach to developing the site.</li> <li>• How is the development a good fit for St. Helens?</li> <li>• What do you see as key development challenges?</li> <li>• What is your approach to public involvement?</li> <li>• What are preliminary ideas for funding and finance?</li> <li>• What is your proposed timeline for development?</li> </ul>
<b>Experience with public-private partnerships</b>	Describe your team's experience with the successful implementation of projects that involve public-private partnerships, with special attention to the following elements of the process: <ul style="list-style-type: none"> <li>• Public and adjacent property owner/stakeholder engagement.</li> <li>• Refining a development in collaboration with a public entity.</li> <li>• Experience with Oregon Bureau of Labor &amp; Industries (BOLI) determinations and willingness to tackle complex financial challenges with creative solutions.</li> <li>• Development of a similar scale and complexity.</li> <li>• Public benefit received from previous development projects.</li> </ul>
<b>Development team experience</b>	Provide evidence of the team's qualifications to implement the proposed development. Provide an organizational chart for your team that identifies: <ul style="list-style-type: none"> <li>• The individual who would be authorized to negotiate on behalf of the team</li> <li>• The individual who would be responsible for coordinating all team activities during due diligence, including site planning activities</li> </ul>
<b>References</b>	Contact information for a minimum of three references, preferably from public sector development partners who worked on public-private partnership projects.
<b>Supporting materials</b>	Appendices can include supporting material to supplement responses to the questions above. There are no requirements for contents of appendices and the contents are not scored separately. If included in the appendices, these materials will enhance your team's score on the relevant sections: <ul style="list-style-type: none"> <li>• Resumes for key personnel</li> <li>• Non-binding letters of support from financial partners</li> <li>• Example financials from a completed project</li> <li>• Images of similar completed projects and testimonials from partners or stakeholders</li> </ul>

Written responses should be succinct. There is no formal page limit, but the City suggests that responses not exceed 20 pages, excluding appendices. Resumes and other marketing materials may be included in an appendix.

RFQ responses will be scored by evaluating the following criteria:

1. A creative and compelling vision for the site that accomplishes public development objectives and aligns with the City's core values and plans.
2. An accurate appraisal of feasibility and response to market conditions.
3. Demonstrated experience and success in previous public-private partnerships.
4. Commitment to flexibility and creative problem solving.
5. Quality representative projects (development process, public benefit received, similar scale/contexts)
6. Qualifications of project team and key project managers.
7. Demonstrated experience engaging with public stakeholders.

## Proposal Instructions

Interested developers must submit 5 hardcopies of the response to the RFQ and an electronic version on a USB flash drive. The City will become owner of all submitted materials and will not pay any costs related to any responses to the RFQ.

### Evaluation Schedule, Process, and Award

**February 18:** Request for Qualifications released.

**February 18 - March 18:** Guided walking tours of the property, as requested.

**March 18:** Deadline for City to issue addenda, if needed.

**March 25:** Responses due at 3 p.m. PST by mail or hand delivery.

**March 25 – April 8:** Review of submittals.

**April 20:** Interviews. Selected developers will be invited to give a presentation on development vision to City Council during a public meeting. This may be in person or on a digital platform.

**May 4:** Selection announced.

### General Provisions and Conditions

The City reserves the right to:

- Modify the timeline and to issue addenda to this document.
- Reject any and all responses.
- Negotiate with more than one redevelopment partner.
- Waive minor irregularities in a response.
- Cancel, revise, or extend this solicitation.



- Request additional information on any response beyond that required by this RFQ.
- Modify the selection process set forth in this RFQ upon written notification to all respondents who have not been rejected at the time of modification.
- Make the final decision on whether to move forward with a development team or not.

## Contact information

Interested parties are welcome to contact the City for a tour or to answer specific questions prior to the deadline for submittal.

John Walsh, City Administrator  
City of St. Helens  
503-366-8211  
[jwalsh@sthelensoregon.gov](mailto:jwalsh@sthelensoregon.gov)

Jennifer Dimsho, Community Development Project Manager  
City of St. Helens  
503-366-8207  
[jdimsho@sthelensoregon.gov](mailto:jdimsho@sthelensoregon.gov)

## Attachment Links

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The following resources are available on the City of St. Helens website for this <https://www.sthelensoregon.gov/rfps>.

- 2021 Survey (OTAK, Inc.)
- Streets & Utilities Design (90 percent) (OTAK, Inc.)
- 2022 Streets & Utilities Construction Bid Package Diagram (OTAK, Inc.)
- Riverwalk Project Design (30 percent) (Mayer/Reed, Inc.)

The **Riverfront District Architectural Guidelines** (2012) which apply to the development of the site are uploaded here:

<https://www.sthelensoregon.gov/planning/page/riverfront-district-architectural-design-guidelines>

The **Riverfront District – Mill-subdistrict zoning** can be found in the St. Helens Municipal Code Title 17:

<https://www.codepublishing.com/OR/StHelens/#!/StHelens17/StHelens1732.html#17.32.173>

The **St. Helens Waterfront Framework Plan** (2016) is uploaded here:

[https://www.sthelensoregon.gov/sites/default/files/fileattachments/planning/page/306/waterfront\\_framework\\_plan\\_adopied\\_with\\_appendicies.pdf](https://www.sthelensoregon.gov/sites/default/files/fileattachments/planning/page/306/waterfront_framework_plan_adopied_with_appendicies.pdf)

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

Presented for approval on this 16<sup>th</sup> day of February, 2022 are the following Council minutes:

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2022

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- Work Session, Executive Session, and Regular Session Minutes dated February 2, 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, February 02, 2022

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten  
 Councilor Patrick Birkle – 1:07 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  
 Margaret Jeffries, Library Director

Crystal King, Communications Officer  
 Cameron Burkhart, Communications Support Spec.  
 Gretchen Kolderup, Youth Librarian  
 Tina Curry, Event Coordinator  
 Bill Monahan, City Attorney  
 David Rabino, City Attorney

### OTHERS

Ben Tiscareno	Doug
Steve Toschi	Scott
Bob Salisbury	Howard

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

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

- ◆ Tina Curry. Event management update:
  - First Halloween meeting held last night
    - 17 people attended
    - Desire for more community activities. A committee will work on coordinating events with more opportunities for nonprofits to fundraise.
    - The tram is on its way. They are working on insurance.
    - The new totem pole at the Waterfront has a base and can be moved. A lot of people are getting their picture with it. She suggests moving it to a more accessible location.
    - Making improvements to the haunted house
  - Sandcastle competition meeting next week
  - Working on ideas now to use the tram during the summer

Mayor Scholl asked if Curry has talked to the County about the Rose Garden. The County is planning to have a memorial honoring Betty Huser there. Curry responded that she has met with Public Works Director Mouhamad Zaher and Columbia County General Services Director Riley Baker. They are hoping to have it done by summer. Curry has also met with Judy Thompson about 4<sup>th</sup> of July activities in the Plaza.

◆ Ben Tiscareno.

- He thanked Library Director Margaret Jeffries for her service. All his interactions with her have been pleasant. She is an exceptional human being and will be missed.
- He appreciates that the City is having an audit done of event management. The trust it will create will be worth the cost.
- Thanked Council for their mantra. Bringing values is desired. He trusts Council.
- The tradition of fireworks is important. St. Helens plays a role in celebrating the value of independence.

◆ Steve Toschi. He urged Council to reestablish control over the fireworks show. St. Helens is a can-do town on the verge of moving forward. The 4th of July celebration is a patriotic community event. It brings people together and binds the community. As they grow and the Riverfront developments, the fireworks show will continue to be a centerpiece of community pride and a good time for all. The City is making more than enough money from Halloweentown to offset the cost of the show. Halloweentown will continue to grow. It has become a local, national, and international draw. He thanked the community members who tried to keep the show alive. He has been to many fireworks shows and St. Helens has always been one of the best. The venue is perfect. They can make the show bigger and better every year. The City has the resources, know-how, funds, and a vested interest to keep the 4<sup>th</sup> of July celebration and fireworks going for years to come. He urged the Council to do it this year and continue to build upon the event moving forward.

**DISCUSSION TOPICS** - *The Council will take a break around 3:00 p.m.***1. Recognition of Library Director Margaret Jeffries**

Mayor Scholl recognized retiring Library Director Margaret Jeffries. He is very encouraged by her work including the Makerspace, fiscal responsibility, calmness, and ability to adapt to Covid changes. She will be greatly missed.

Jeffries read her words of thanks.

- It's been a pleasure and privilege to be a part of providing library services. There has been a lot of community support and collaborations. She thanked everyone for their partnership.
- Thanked Marion Christenson and the Columbia Learning Center Board for the opportunity to provide Chance to Become scholarships to high school students in the community. Marion has expressed her deep appreciation of the library's accomplishments and believes that it fulfills her mother's vision.
- Thanked the Friends of the Library for their generosity.
- Thanked the Library Board for their guidance.
- Thanked City departments for their support, including the Police Department oversight, Public Works maintenance and projects, Parks & Recreation activity partnerships, and City Hall staff.
- A special thanks to Human Resources Coordinator/City Recorder Kathy Payne and Accountant Carol Green for their wealth of knowledge and gracious assistance.
- Thank you to City Administrator John Walsh and Council members for their support. A lot of what they have now would not have happened without their endorsement.
- Thanked past and present co-workers for creating an environment where the community feels welcomed and served. They have established a work environment where people enjoy coming every day. They are clever, creative, innovative, fun, and committed.
- Thanked everyone for the generous retirement gifts.

Youth Librarian Gretchen Kolderup thanked Jeffries for her service. She is a talented leader and is very sad to see her go. She accomplished so much and built a solid foundation. Kolderup is proud to go out into the community and say she works for the library.

Council President Morten acknowledged Jeffries' work. She took the library to a different dimension. It's a cultural center in the community because of her. She has done amazing things. Best wishes.

Councilor Topaz repeated the words of the British, "hear, hear."

Councilor Chilton thanked Jeffries for her leadership.

Councilor Birkle acknowledged the legacy Jeffries is leaving. She has empowered her staff and challenges the community with different thought. She stepped up during the heat wave and provided a cooling shelter at the library. Her care and commitment to the community is appreciated.

Walsh echoed the sentiments. When you work in public service, it's not about the money, it's about the good you can do and leaving an impression. Jeffries has done that. She cares about the community.

Mayor Scholl presented a plaque and flowers to Jeffries.

## **2. Annual Report from City Forester - Brent Keller with Mason, Bruce & Girard**

Brent Keller reviewed his report. A copy is included in the archive packet for this meeting.

### **2021 Review**

- Smith Timber Sale
- Pre-commercial thinning

### **2022 Activities**

- Reforestation of 2020 Salmon sale
- Potential timber sale
- Pre-commercial thinning
- Culvert replacement
- Development of management plan

Councilor Chilton asked Brent why he only recommends selling one stand if two are eligible. Brent recommends selling at least one. Last year they sold two. It's hard to predict the market. Right now, the market is high.

Council President Morten asked what is driving the market. Brent responded that it's a lack of supply. They're not getting lumber from Canada like in the past.

Councilor Birkle asked if they use insecticides or herbicides for control. Brent said no. They don't spray at all. Birkle asked about slash piles. Is there any economic value to that? Is it left there to naturally decompose? Brent said the slash was sold during the last three sales. The City gets the pulp cost. Birkle received a suggestion to let the trees reach 100 years before harvesting. What is Brent's opinion? Brent said they need to consider the economic value. In terms of economics, younger is better. Birkle thanked Brent for his work. Council President Morten talked about age of product. He understands that larger logs are not as marketable because mills are not set up for it. The 50-60 year old stands are more economical. Brent agreed.

Mayor Scholl would like to direct Brent to investigate the market for both cuts. Councilor Chilton agreed. No objection from Council. Brent will return with a proposal.

Council expressed interest of visiting the site with Brent.

## **3. Discussion regarding Parks & Trails Commission Recommendation (Repairs & reimbursement for damages done in parks during tourism events) - Council President Morten**

Council President Morten talked about the impact Halloweentown has on parks. He suggests adding language like a car rental agreement. They need to make certain that damages incurred are paid for and

repairs are made. The Parks & Trails Commission is saying that parks are being used for tourism events and maintenance and repairs need to be covered. Curry agreed with tourism covering it.

Finance Director Matt Brown was in attendance to talk about permits and costs. A Special Use Permit is required for the event. The permit fees are currently waived. If they start charging fees for tourism, they should do it for everyone. Walsh added that the Kiwanis Parade is a nonprofit. They get a permit and the City waives the fees. A deposit is required and not refunded if the streets are not cleaned up after the parade.

Mayor Scholl would like staff to draft a proposal. Brown suggested a report be provided after each event. Council President Morten agreed that it would be the responsibility of Park's staff to see if the parks were cleaned and if any damages were done.

Discussion ensued about policies and fees. There are contractual obligations to repair what is damaged. The contractor/permit holder has the first chance to clean it up or make it right. Walsh will work with the attorney to incorporate that language into the process.

#### **4. Review New Accountant I, II, & III and IT Specialist I, II, & III Job Descriptions - Matt**

Brown reported that he has two Accountants and two IT Specialists. He is not requesting additional positions. The current Accountants would transfer to an Accountant II position, no change in benefits or pay. The same would happen for the IT Specialists. It affords the opportunity for staff to develop themselves and consider working for the City longer. Take care of employees and they will stay. It also gives them more flexibility when hiring.

#### **5. Discussion regarding Appointment to Columbia Learning Center Board to Replace Margaret Jeffries**

Councilor Birkle reported that it was brought up at the last Board meeting. The City appointment doesn't have to be an employee or councilor. The City can appoint anyone, and the Board accepts. The Board recommends appointing Chris Iverson to the St. Helens position.

**Motion:** Mayor Scholl moved to appoint Chris Iverson to the Columbia Learning Center Board. Councilor Topaz seconded.

Discussion.

Council President Morten asked if there are any other candidate recommendations. He recommended Ben Tiscareno. Ben thanked Council President Morten for the honor but declined.

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

#### **6. Review Audit Proposal for Events Management - John**

Walsh reviewed the audit proposal. A copy is included in the archive packet for this meeting. It can be added to the work session items on tonight's agenda for a vote. Council concurred.

#### **7. Review Masonic Building Lease Renewal - John**

Walsh reviewed the lease renewal. A copy is included in the archive packet for this meeting. It is on tonight's agenda for approval.

#### **8. Discussion on Fireworks**

Mayor Scholl has been contacted by Western Fireworks several times recently. Council received an email proposal from Angela Wayman. Fireworks are very important to the community. He suggests adding the event to the tourism contract. Tina has the ability to get it done. Tina added that it would cost an individual person about \$35,000 to do the event, which would include fireworks, a band, bathrooms, cleanup, etc.

Councilor Chilton is concerned that the City has been asking for community members to step up. Someone did step up and now the City says that person is not good enough. She suggests that Angela be allowed to help with 4<sup>th</sup> of July. Mayor Scholl responded that he doesn't want to set her up for failure. She can help by volunteering. Councilor Chilton doesn't see why they can't give her a chance. She has spoken with the person and knows she does a lot in Scappoose.

Mayor Scholl said they need to respond to Western Fireworks if they are going to commit to a \$20,000 show. Councilor Chilton is fine with taking the funds from tourism to pay for fireworks. She would like to further discuss event coordination for that day.

Councilor Topaz talked about the rules with fireworks. That is only one piece of all the activities happening on 4<sup>th</sup> of July. Curry is also working with Judy Thompson on events.

Mayor Scholl would like more details if they consider allowing Angela to do it. Curry talked about other groups involved. She's concerned about someone from out of town taking it on. Angela is acting as a for-profit group making money from it. The nonprofits would be responsible for any shortfall. Councilor Chilton talked to Steve Toschi, and he had a lot of ideas to make it profitable. Councilor Birkle doesn't have a problem with people making a profit. But that shouldn't exclude other nonprofits. Perhaps this isn't the year for someone else to take it on. But they can work together this year and work towards the other person taking it over. He was insistent on not paying, but he talked to Steve Toschi and sees it differently now. He is comfortable with the City paying for the fireworks and looking at a long-term plan to hand it off.

Mayor Scholl is frustrated that it came to us so late. Angela could have proposed something sooner and more professional. Council President Morten suggested that she intern with Tina for a year. Tina added that her current contract says she will help operationally. It's the most challenging event she does all year because of all the moving pieces. She agreed with helping them with the operations. However, mentoring someone is not part of her contract.

Councilor Topaz said fireworks are intense with government regulations. This person is a volunteer with no connections to the City. Tina has a certain amount of authority with the City. They need a plan and authority. Mayor Scholl agreed. He received a call from a Board member at the Elks. Angela is already requesting donations for fireworks. Has anyone given her that authority? Councilor Chilton would like to invite her to come and talk to the Council about it.

There were no objections from Council for tourism to fund \$20,000 for fireworks.

Mayor Scholl will contact Angela.

### **Break - 3:04 p.m.**

#### **9. Library Director Recruitment Summary - Public Comments Welcome**

City Recorder Kathy Payne reviewed the report. A copy is included in the archive packet for this meeting.

Public Comment - None

City Attorney Bill Monahan spoke to the Council about the process. Comments from the public should be added to considerations being made during the interviews.

#### **10. City Administrator Report - John Walsh**

- Tonight's agenda includes an agreement with Gabriel Shepherd for Council meeting transcription. It will provide relief to the City Recorder's office. Every hour of meeting time translates to about three hours of transcription time.
- Riverwalk project update
  - Met with Business Oregon today about financing for the Riverwalk project
    - There is flexibility to request additional funding

# City of St. Helens

## CITY COUNCIL

**Executive Session Summary**
**February 2, 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 Rabbino, City Attorney with Jordan Ramis PC



At 3:52 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 Cascades Tissue active and pending litigation.
- **Real Property Transactions**, under **ORS 192.660(2)(e)**
  - Update on potential acquisition of property on Deer Island Road that abuts City-owned property.
  - Update on the potential sale of the City-owned Millard Road property.

The Executive Session was adjourned at 4:51 p.m.



ATTEST:

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

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



- Urban Renewal is doing well and can pay for additional funding
    - He will be bringing an RFQ to the next meeting for review
    - Discussion of a joint meeting with the Planning Commission to review proposals
- Responsible Boating Committee met last week
  - They are very dedicated to making it work
  - Code revisions will be proposed
  - Another meeting next week
  - Kiosk and cameras are coming. They will help ensure safety.
  - The Police Department recommends the City coordinate with the Sheriff's Office Marine Patrol for water enforcement
- It's budget season. He and Brown are meeting with every department to review their needs.
- Collective bargaining is coming up soon
- Working on the Broadband Advisory Committee
  - Reviewing broadband solutions for all
  - House Bills being pushed right now that would add capacity to the State's broadband office, which is currently one person
- Received a request from the Judge that Habitat for Humanity would like to enter into an agreement for community service workers
- Library Director second interviews are being held on February 11
- Met with the School District to discuss partnerships and opportunities for public safety and parks
- There is an All-Cities Regional Meeting in Warrenton on Friday, 11 a.m. – 1 p.m.
- Working with Steve Donovan to review System Development Charges (SDCs) and utility rates for capital projects. SDCs are paid for by new development and the impact on the system. Mayor Scholl pointed out that it's the developer's responsibility to put in water, power, and sewer, and then the City receives SDCs on top of that. House SDCs are about \$14,000, plus permit fees. He talked about half-price SDCs that were offered in 2007-08. Council President Morten pointed out that contractors pay the fee in advance and then pass it on to the buyer. There doesn't seem to be a problem selling homes right now. Mayor Scholl urged Walsh to be cautious.
- Public Safety Facility update
  - Consulting with internal users of the building right now, including court, officers, etc.
  - Looking at site prep and sources of fill
  - "Coming Soon" sign
  - Mayor Scholl asked if they could blast the rock and move it over. It would address the floodplain issue.

**ADJOURN – 3:49 p.m.**

**EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# COUNCIL REGULAR SESSION

Wednesday, February 02, 2022

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Doug Morten – 7:12 p.m.  
 Councilor Patrick Birkle  
 Councilor Stephen R. Topaz  
 Councilor Jessica Chilton

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Mouhamad Zaher, Public Works Director  
 Tina Curry, Event Coordinator

### OTHERS

Jane Garcia	Brady Preheim
Ben Tiscareno	Judy Thompson
Molly Matchak	Howard
Jeff Nelson	

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

### PLEDGE OF ALLEGIANCE

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

- ◆ Molly Matchak, owner of Molly's Market. She is requesting Council consider safety, noise, and speed as they develop the Waterfront and First Street. A vehicle hit four cars and totaled her car on Friday night. Her car was hit and pushed up on the Grant's property. Less than one minute prior to that, a couple was walking in that exact location. It's dangerous in that area when semi-trucks double park for deliveries and vehicles have to drive around them. Friday night was horrible. What type of parking will happen on her side of the street with the development?

City Administrator Walsh explained that every intersection will have a curb extension to slow traffic down and reduce the crossing distance for pedestrians. Parking will remain parallel in front of her business.

Molly is concerned about the people driving loud and fast through there during the summer. Many of them live in the apartments. Councilor Topaz agreed that noise and speed are a concern in the downtown area.

Councilor Birkle was across the street when it happened. He agrees with the safety concerns.

- ◆ Brady Preheim.
  - Thankful that Council didn't read the mantra.
  - Noticed a contract for the reservoir and hopes to see the leak issue be resolved.

- Watched the work session and saw that they are stealing money from Tina. If you're going to do it, do it big, and spend \$50,000.
  - Happy to see that they have finally done something about the derelict boats. The pirate ship is gone.
  - The contract with Tina needs to be resolved. It is taking too long.
  - Councilor Topaz requested his legal fees be reimbursed. Brady is opposed to that. He gets paid and can use his council fees for that. The fact that he would ask for it when he created the situation, is ridiculous.
  - Happy to note that Main Street is doing the work on the theater.
- ◆ Jeff Nelson. He had a conversation with Finance Director Brown, who referred him to Council for a decision. He has a large balance on his utility bill and has been struggling to pay it due to health reasons and a reduction in work hours. He is requesting an extension until he receives his tax money. He met with Community Action Team (CAT), and they offered him \$200 towards the large balance. He can pay the rest in March. He is requesting an extension to pay it in full March 15.

Mayor Scholl is in favor of extending it. There was no objection from Council. The deadline was extended through the end of March to be paid in full.

Council President Morten apologized for being late. He had a family emergency.

- ◆ Ben Tiscareno.
- He attended the afternoon work session to personally thank retiring Library Director Margaret Jeffries for her work. He was happy to see how she was acknowledged by the Council.
  - He appreciates the Council listening to the public and discussing the fireworks.
  - He attended the Halloweentown meeting last night. Kudos to Event Coordinator Tina Curry for getting the ball rolling. There were quite a few new faces. Curry listened. Creative suggestions were offered. He has a lot of hope after seeing that in action.

### **ORDINANCES – First Reading**

- 1. Ordinance No. 3280:** An Ordinance to Annex and Designate the Zone of Certain Property at 58389 Columbia River Highway

Mayor Scholl read Ordinance No. 3280 by title. The final reading will be held at the next meeting.

### **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

2. Agreement with Walker Consultants for Professional Forensic Engineering Services for 2.0 MG Reservoir Liner
3. Lease Renewal for Masonic Building at 231 & 235 S. 1st Street
4. Contract with St. Helens II LLC for Construction of Required Improvements at Columbia Commons Lot 4
5. Agreement with Gabriel Shepherd to Transcribe City Council Meeting Recordings
6. Contract Payments

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

Discussion.

Councilor Topaz referred to the contract for the reservoir lining. The lining may not be the reason for the leak. It needs a forensic engineering study. Public Works Director Mouhamad Zaher agreed. It's a forensic study for the entire reservoir. The lining is a just a player in the leak but may not be the whole.

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

**CONSENT AGENDA FOR ACCEPTANCE**

7. Library Board Minutes dated December 13, 2021

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

**CONSENT AGENDA FOR APPROVAL**

8. Council Minutes:
- Work Session, Executive Session, and Regular Session Minutes dated January 5, 2022
  - Special Session Minutes dated January 12, 2022
  - Work Session, Executive Session, Public Forum, Public Hearings, and Regular Session Minutes dated January 19, 2022
9. New Accountant I, II, & III and IT Specialist I, II, & III Job Descriptions
10. OLCC Licenses
11. Accounts Payable Bill Lists

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

Discussion.

Councilor Topaz referred to the January 5, 2022 Work Session Minutes, top of page seven, "Discussion regarding Councilor Topaz Censure." Walsh referred to a total number of employees surveyed, but it is not specific in the minutes. He requested that number be inserted.

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

**Motion:** Motion made by Councilor Topaz to insert the actual number of employees who were surveyed. Motion died due to lack of second.

**Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to approve Council Minutes dated January 12, 2022 and January 19, 2022, New Accountant I, III, and III and IT Specialist I, II, and III Job Descriptions, OLCC Licenses, and Accounts Payable Bill Lists.

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

**Motion:** Motion made by Council President Morten to approve Council Minutes of January 5, 2022, amending the minutes to include the number of responses received from Councilor Topaz's censure discussion. [Secretary's note: The January 5, 2022 Work Session minutes were amended to include the number of employees who were surveyed. The number of responses was already included in the minutes.] **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

[Secretary's note: During transcription, it was discovered that no one seconded the motion. A new motion will need to be made at the next meeting.]

**WORK SESSION ACTION ITEMS****Audit Proposal for Events Management**

**Motion:** Motion made by Councilor Topaz and seconded by Councilor Chilton directing Walsh to sign the audit proposal. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

**Library Director Interview Process Public Comment**

No public comments.

**MAYOR SCHOLL REPORTS**

- The City is participating in the "If I Were Mayor..." Student Contest again this year. The deadline for submittals is March 28. First place winners receive \$150, second place winners receive \$50, and all participants have a pizza lunch with the mayor.
- The July 6, 2022 City Council meetings are being cancelled for the summer schedule.

**COUNCIL MEMBER REPORTS**

Council President Morten reported...

- Excited to see the Waterfront group moving forward. He looks forward to their recommendations.
- Appreciates that they are going to review park permit policies to hold users accountable for damages.
- Tina's Rose Garden report was very timely.

Councilor Topaz reported...

- There was an article in the Chronicle today about the Waterfront. People are seeing multiple pictures and it's very confusing. Mayor Scholl suggested asking Communications Officer King to share updated photos with the Chronicle. Councilor Birkle tells people that the renderings are conceptual and the City has made no definite commitment.
- There was an article in the newspaper about the City being in noncompliance with the Mill. There seems to be a lot of press about being in noncompliance with federal agencies and stuff being dumped into the lagoon and river. That needs to be clarified.
- There was an article about Oregon being the last state for drug addiction financial aid and second from the last on the most drug addiction. They need to try to brighten that picture.
- There is a big problem with recycled plastic and where to put it. He read an article about recycling plastics into useful plastic items. A lot of power is needed to do it, which the Mill site has. It would be a good business to draw since they have the power and space.

Councilor Chilton reported...

- Scappoose has a new police chief. He has already reached out to St. Helens offering to work collaboratively.
- Work continues on developing the County-wide radio project with C-com.
- Collaborating with the School District to continue discussion around the loss of a school resource officer. Hopeful that they can come up with creative solutions, while short on police staff.
- They continue to have problems with staffing shortages at the Police Department. They are reaching critical status to maintain their 24-hour service. Losing it would be severe and is extremely concerning to her. She is advocating to add at least two officers.

Councilor Birkle reported...

- Visited Salmonberry with his wife and dog. It gave him an appreciation for the resource and developing it. He was impressed with the forester's report.
- Grateful for a shorter work session today. It gave him the ability to patronize a local business and presented the opportunity to talk to some local agency partners and build connections.
- February is Black History Month. He encouraged everyone to pay particular attention to the history of blacks in the United States. It's important to be aware of the needs of all citizens and help them feel safe and welcome. More information is available at [www.blackhistorymonth.gov](http://www.blackhistorymonth.gov).

**OTHER BUSINESS****ADJOURN – 7:46 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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

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

**ANIMAL FACILITIES**

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

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
♦ Patricia Hopkins	58929 Alexandra Lane	Multiple Dogs

RECEIVED

FEB - 2 2022

CITY OF ST. HELENS



# CITY OF ST. HELENS OREGON DEPARTMENT OF POLICE

On Wednesday, 01.19.2022 at approximately 1600 hours, I met with Patricia Hopkins at her residence at 58929 Alexandra LN in 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 information from Allstate Insurance Company ( ) and information regarding where they seek veterinary care for their animals; Midway Vet, 34453 McGary Ln in Warren, OR

I noticed her home is a single-family home in a residential neighborhood. Patricia explained to me that the animal facility license is to allow her to have a larger number of family dogs and not to run a shelter,

I saw the residence had a spacious back yard encircled with a sturdy 5' fence. The fence was in good condition. This space has adequate runoff to prevent water pooling. Patricia informed me that the dogs are only allowed outside when they are home. The home has a doggy door that allows the dogs to go outside as needed.

Patricia invited me into her home. The dogs were observant as I was walking around the house. The dogs 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 are served in bowls on a mat sitting on the floor.

The house and yard were clean and orderly. Patricia said she cleans up feces regularly and disposes of it into the garbage. While Patricia 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 Patricia or her residence. In my opinion I think that Patricia Hopkins should be granted her Animal Facility License.

Thank you,

A handwritten signature in dark ink, appearing to read "Moreno", is written over the typed name.

Code Enforcement Officer Moreno



## City of St. Helens

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

Application Fee: \$40.00

## 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>Patricia Hopkins</u>			Name: <u>DAVE Hopkins</u>	
Mailing address: <u>58929 Alexandra Lane</u>			Mailing address: <u>58929 Alexandra Lane</u>	
City/State/Zip: <u>St. Helens, Or 97051</u>			City/State/Zip: <u>St. Helens Or 97051</u>	
Cell: _____			Cell phone: _____	
Hon _____			Home phone _____	
Em: _____			Day/time of week that works best _____	
<b>List each animal to be kept at the above address (attach additional paper if more than 5 animals)</b>				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. Dog Chihuahua	Penny	F / spayed	11	Columbia 11/30/24
2. Dog "	Duchess	F / spayed	6	" 4/30/22
3. Dog "	Daisy	F / spayed	17	" 6/30/22
4. Dog "	May	M / neutered	6	" 8/30/24
5. Dog Pom	Wolfe	M / neutered	3	" 2/28/22
6. Dog - Lab Mix	Scout	M / neutered	13 weeks	N/A To Young
<b>Veterinarian Information</b>				
Name: <u>Dr. Freeze - Midway Vet</u>			Phone: <u>503-397-6470</u>	
Address: <u>34453 McGowan Ln</u>			City/State/Zip: <u>Warren Or 97053</u>	
<b>Liability Insurance Information</b>				
Agent's Name: <u>Dan Peterson</u>			Phone: _____	
Insurance Company: <u>Allstate</u>			Policy N: _____	
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

**AUTHORIZATION**

I, Patricia Hopkins, understand that I am applying for an animal facility license to keep the above listed animal(s) at 58929 Alexandra Lane, 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.

Patricia Hopkins  
Applicant Signature

11-26-21  
Date Signed

FOR OFFICE USE ONLY		
Date received: <u>11/30/21</u>	Officer assigned: <u>C.O.E. Moreno</u>	Date forwarded to City Recorder: <u>2/2/22</u>
Received by: <u>LS</u>	Date/Time of inspection: <u>1/19/22</u>	Council meeting date: <u>2/16/22</u>
Receipt No.: <u>R00113900</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>11/30/21</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued: _____
Forwarded by: <u>LS</u>		Expiration date: _____

Scout was just adopted ~~Re~~ we will provide all paper when we receive it.

Item #8.

Thanks

Patricia Hopkins

**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>
C & S Pour House Inc	Pour House	2098 Old Portland RD	Renew
ELKS Lodge #1999 St Helens	Elks Lodge #1999 St Helens	350 Belton RD	Renew
Kirat Corporation	Sherlocks Grocery	155 N Vernonia RD	Renew
Molly's Market	Molly's Market LLC	290/292 S 1 <sup>st</sup> St	Renew
OGAN Inc	Kozy Korner Restaurant	371 Columbia BLVD	Renew
Rakes LLC	Plymouth Pub	298 S 1 <sup>st</sup> St	Renew
St Helens Rooftop Eatery LLC	St Helens Rooftop Eatery LLC	31 Cowlitz St	Renew

### 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>
------------------------	-------------------------	------------------------	-----------------------



St. Helens, OR

# Expense Approval Register

Packet: APPKT00489 - AP 1.21.22

Item #10.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
RUBENS LAWN SERVICE	0004536	01/19/2022	MONTHLY LAWN SERVICE	100-705-52023	80.00
OREGON DEPARTMENT OF RE...	1.13.22	01/19/2022	MISD. SURCHARGE	100-000-20700	26.00
OREGON DEPARTMENT OF RE...	1.13.22	01/19/2022	CRIMINAL ASSESSMENTS FOR ...	100-000-20700	143.26
OREGON DEPARTMENT OF RE...	1.13.22	01/19/2022	STATE DUII DIVERSION	100-000-20700	230.00
OREGON DEPARTMENT OF RE...	1.13.22	01/19/2022	STATE DUII CONVICTION FEE	100-000-20700	369.00
OREGON DEPARTMENT OF RE...	1.13.22	01/19/2022	STATE VIOLATION	100-000-20800	850.00
OREGON DEPARTMENT OF RE...	1.13.22	01/19/2022	UNITARY	100-000-20800	148.00
OREGON DEPARTMENT OF RE...	1.13.22	01/19/2022	STATE MISD	100-000-20800	222.45
OREGON DEPARTMENT OF RE...	1.13.22	01/19/2022	STATE	100-000-20800	202.59
OREGON DEPARTMENT OF RE...	1.13.22	01/19/2022	LEMLA	100-000-20800	12.00
ROSS DENISON LAW	1.14.22	01/19/2022	PROFESSIONAL SERVICES COU...	100-704-52019	925.00
ST. HELENS SCHOOL DISTRICT	1.19.22	01/19/2022	4TH QUARTER CET PAYMENT ...	100-000-20400	18,463.88
COLUMBIA LEARNING CENTER	1.19.22	01/19/2022	ANNUAL RENT COL LEARN CE...	100-706-52036	3,600.00
MAILBOXES NORTHWEST	1.3.22 2801	01/19/2022	POSTAGE	100-705-52001	14.11
ORKIN	222476028	01/19/2022	PEST CONTROL POLICE	100-705-52023	163.00
BULLARD LAW	49900	01/19/2022	FLSA MATTER	100-707-52019	130.00
MIDWEST TAPE	501482381	01/19/2022	DVD / ABD 2000010011	100-706-52034	13.49
MIDWEST TAPE	501482382	01/19/2022	DVD / ABD 2000010011	100-706-52034	24.23
MIDWEST TAPE	501513918	01/19/2022	DVD / ABD 2000010011	100-706-52035	103.95
MIDWEST TAPE	501514690	01/19/2022	DVD / ABD 2000010011	100-706-52035	39.99
MIDWEST TAPE	501514691	01/19/2022	DVD / ABD 2000010011	100-706-52034	15.74
MIDWEST TAPE	501514692	01/19/2022	DVD / ABD 2000010011	100-706-52034	12.99
PAULSON PRINTING CO.	D5594	01/19/2022	BUS CARDS FOR HOWELL	100-705-52018	72.00
PAULSON PRINTING CO.	D5608	01/19/2022	BUS CARDS M BROWN	100-707-52018	55.00
COLUMBIA COUNTY TREASUR...	DECEMBER 2021	01/19/2022	COUNTY ASSESSMENT	100-000-20900	349.45
COLUMBIA COUNTY TREASUR...	DECEMBER 2021	01/19/2022	JAIL ASSESSMENT	100-000-20900	12.00
COLUMBIA COUNTY TREASUR...	DECEMBER 2021	01/19/2022	CITY COURT COSTS DEDUCTED	100-000-36002	-36.15
METRO PRESORT	IN640187	01/19/2022	UB BILL PRINTING	100-707-52008	3,791.64
KJ SECURITY SOLUTIONS & LO...	0004066	01/21/2022	REKEY LOCK	100-715-52023	627.00
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	150 S 13 ST POLICE STATION 7...	100-705-52003	448.16
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	150 S 13TH ST- POLICE	100-705-52003	225.26
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	375 S 18TH ST COLUMBIA CEN...	100-706-52003	686.77
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	475 S 18TH ST - MCCORMICK ...	100-708-52003	71.66
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	475 S 18TH ST	100-708-52003	162.41
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	475 S 18 ST METER 10220167	100-708-52003	136.96
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	120 WHITE WAY - WALNUT TR...	100-708-52003	28.28
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	162 MCMICHAEL ST - CAMPBE...	100-708-52003	113.63
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	475 S 18TH ST	100-708-52003	208.29
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	475 S 18TH ST- MCCORMICK E...	100-708-52003	28.74
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	265 STRAND ST. - SPLASH PAD...	100-708-52003	29.45
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	299 N 6TH ST - PARKS	100-708-52003	28.28
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	200 N 7TH ST - PARK	100-708-52003	28.59
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	264 STRAND ST- COL VIEW PA...	100-708-52003	63.66
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	55.53
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	200 N RIVER ST - GREY CLIFFS ...	100-708-52003	83.24
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	2625 GABLE RD REC CENTER	100-709-52003	176.08
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	275 STRAND ST- CITY HALL UB ...	100-715-52003	103.93
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	277 STRAND ST- CITY HALL UB...	100-715-52003	75.44
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	277 STRAND ST -	100-715-52003	29.68
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	265 STRAND ST- CITY HALL UP	100-715-52003	135.78
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	265 STRAND ST- CITY HALL MA...	100-715-52003	1,051.04
HUDSON GARBAGE SERVICE	11714482	01/21/2022	1554- TRASH PUBLIC LIBRARY	100-706-52003	61.35
HUDSON GARBAGE SERVICE	11715125	01/21/2022	7056- TRASH REC CENTER OLD...	100-709-52023	29.74

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ORKIN	221346722	01/21/2022	1810 OLD PORTLAND RD PEST ...	100-709-52023	152.00
COMMUNICATIONS NORTHW...	75519	01/21/2022	INSTALL RADIO	100-705-52001	1,315.97
AXON ENTERPRISE INC	INSUS027505	01/21/2022	EVIDENCE LIC STORAGE CAM...	100-705-52006	2,659.51
AXON ENTERPRISE INC	INUS002138	01/21/2022	25FT STANDARD CARTRIDGE	100-705-52006	901.25
AXON ENTERPRISE INC	INUS022327	01/21/2022	EVIDENCE	100-705-52001	11,868.00
CBM SYSTEMS LLC	221456	01/24/2022	JANITORIAL SERVICES	100-705-52023	1,019.95
CBM SYSTEMS LLC	221456	01/24/2022	JANITORIAL SERVICES	100-706-52023	2,000.00
CBM SYSTEMS LLC	221456	01/24/2022	JANITORIAL SERVICES	100-708-52023	127.85
CBM SYSTEMS LLC	221456	01/24/2022	JANITORIAL SERVICES	100-709-52023	152.76
CBM SYSTEMS LLC	221456	01/24/2022	JANITORIAL SERVICES	100-715-52023	1,269.80
MIDWEST TAPE	501541136	01/24/2022	DVD / ABD 2000010011	100-706-52034	8.99
MIDWEST TAPE	501541136	01/24/2022	DVD / ABD 2000010011	100-706-52035	9.99
MIDWEST TAPE	501541137	01/24/2022	DVD / ABD 2000010011	100-706-52034	39.23
MIDWEST TAPE	501541138	01/24/2022	DVD / ABD 2000010011	100-706-52035	19.99
INGRAM LIBRARY SERVICES	56941551	01/24/2022	BOOKS 20C7921	100-706-52033	103.91
INGRAM LIBRARY SERVICES	56941552	01/24/2022	BOOKS 20C7921	100-706-52033	11.98
INGRAM LIBRARY SERVICES	56941553	01/24/2022	BOOKS 20C7921	100-706-52033	11.93
INGRAM LIBRARY SERVICES	56941554	01/24/2022	BOOKS 20C7921	100-706-52033	542.25
INGRAM LIBRARY SERVICES	56941554	01/24/2022	BOOKS 20C7921	100-706-52033	-10.79
EASYPERMIT POSTAGE	INV0002281	01/24/2022	POSTAGE	100-707-52009	1,000.00
NW NATURAL GAS	1.13.2022	01/25/2022	5638	100-705-52003	177.26
NW NATURAL GAS	1.13.2022	01/25/2022	7673	100-706-52003	1,110.28
NW NATURAL GAS	1.13.2022	01/25/2022	8563	100-708-52003	14.40
NW NATURAL GAS	1.13.2022	01/25/2022	3047	100-708-52003	100.59
NW NATURAL GAS	1.14.22	01/25/2022	4157643-0	100-709-52003	467.72
QUARANTO & ASSOCIATES LLC	01581	01/26/2022	COURT SERVICES LEGAL	100-704-52019	125.00
QUARANTO & ASSOCIATES LLC	01582	01/26/2022	COURT SERVICES LEGAL	100-704-52019	200.00
QUARANTO & ASSOCIATES LLC	01583	01/26/2022	COURT SERVICES LEGAL	100-704-52019	200.00
QUARANTO & ASSOCIATES LLC	01584	01/26/2022	COURT SERVICES LEGAL	100-704-52019	200.00
QUARANTO & ASSOCIATES LLC	01585	01/26/2022	COURT SERVICES LEGAL	100-704-52019	200.00
QUARANTO & ASSOCIATES LLC	01586	01/26/2022	COURT SERVICES LEGAL	100-704-52019	200.00
QUARANTO & ASSOCIATES LLC	01587	01/26/2022	COURT SERVICES LEGAL	100-704-52019	200.00
QUARANTO & ASSOCIATES LLC	01588	01/26/2022	COURT SERVICES LEGAL	100-704-52019	200.00
QUARANTO & ASSOCIATES LLC	01589	01/26/2022	COURT SERVICES LEGAL	100-704-52019	125.00
HUDSON GARBAGE SERVICE	11714722	01/26/2022	7598- TRASH MCCORMICK ARK	100-708-52023	935.54
HUDSON GARBAGE SERVICE	11715730	01/26/2022	6437- TRASH ST. HELENS MID...	100-709-52001	44.94
HUDSON GARBAGE SERVICE	11715731	01/26/2022	6437- TRASH ST. HELENS MID...	100-709-52001	63.35
PORTLAND GENERAL ELECTRIC	INV0002283	01/26/2022	0153585940	100-709-52003	183.94
HUDSON GARBAGE SERVICE	INV0002284	01/26/2022	2046-1287547 - POLICE GARB...	100-705-52023	97.61
HUDSON GARBAGE SERVICE	INV0002285	01/26/2022	7539- TRASH CITY HALL 265 ST...	100-715-52023	196.71
HUDSON GARBAGE SERVICE	INV0002286	01/26/2022	7636- TRASH COL VIEW PARK ...	100-708-52023	368.20
CITY OF ST. HELENS	1.24.22	01/27/2022	OCCUPANCY CHANGE PERMIT ...	100-715-52001	215.35
SAIF CORPORATION	1.4.2022	01/27/2022	ELIGIBLE REIMB K EDWARDS	100-705-51015	303.00
JORDAN RAMIS PC ATTORNEYS..	186803	01/27/2022	GENERAL LEGAL SERVICES	100-701-52019	2,064.50
JORDAN RAMIS PC ATTORNEYS..	186803	01/27/2022	GENERAL LEGAL SERVICES	100-703-52019	3,254.50
JORDAN RAMIS PC ATTORNEYS..	186803	01/27/2022	GENERAL LEGAL SERVICES	100-711-52019	425.00
NW NATURAL GAS	INV0002287	01/27/2022	0109	100-709-52003	267.29
NW NATURAL GAS	INV0002287	01/27/2022	2848	100-715-52003	163.86
NW NATURAL GAS	INV0002287	01/27/2022	5285	100-715-52003	189.12
CITY OF ST. HELENS	INV0002288	01/27/2022	PERMIT 74922000009STR BE...	100-710-52030	727.59
PSU GRAPHIC DESIGN CENTER	INV0002336	01/27/2022	CREATIVE FILES CITY OF ST HE...	100-708-52019	213.00
ACCESS CPR	INV0002337	01/27/2022	CPR CLASS 30 PEOPLE	100-709-52019	600.00
OREGON RESTAURANT AND L...	OTLA 22-16	01/27/2022	OREGON TOURISM LEADERSHI...	100-701-52019	1,250.00
MIDWEST TAPE	501356133	01/28/2022	DVD / ABD 2000010011	100-706-52034	29.24
INGRAM LIBRARY SERVICES	56102096	01/28/2022	BOOKS 20C7921	100-706-52033	84.05
INGRAM LIBRARY SERVICES	56102097	01/28/2022	BOOKS 20C7921	100-706-52033	37.20
INGRAM LIBRARY SERVICES	56102098	01/28/2022	BOOKS 20C7921	100-706-52033	342.34
INGRAM LIBRARY SERVICES	56102099	01/28/2022	BOOKS 20C7921	100-706-52033	155.74
INGRAM LIBRARY SERVICES	56102100	01/28/2022	BOOKS 20C7921	100-706-52033	50.81
Fund 100 - GENERAL FUND Total:					73,710.27

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 201 - VISITOR TOURISM</b>					
COLUMBIA RIVER PUD	1.20.22	01/26/2022	94111	201-000-52003	188.13
NW NATURAL GAS	INV0002287	01/27/2022	9614	201-000-52003	461.12
NW NATURAL GAS	INV0002287	01/27/2022	7764	201-000-52003	197.57
E2C	4454	01/28/2022	E2C ENTERTAINMENT / PROPS...	201-000-52028	14,096.94
E2C	4455	01/28/2022	MONTHLY MARKETING TINA ...	201-000-52019	10,000.00
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>24,943.76</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
PORTLAND GENERAL ELECTRIC	1.21.22	01/21/2022	1650931000	202-722-52003	93.66
COLUMBIA PACIFIC EDD	11	01/21/2022	GRANT ADMIN OCT -DEC 2021	202-721-52096	7,067.50
PORTLAND GENERAL ELECTRIC	INV0002280	01/21/2022	7357701000	202-722-52003	34.49
MACKENZIE	1075926	01/27/2022	BUSINESS PARK INFRASTRUCT...	202-722-52019	2,785.00
JORDAN RAMIS PC ATTORNEYS..	130164	01/27/2022	CASCADES V COMFORT CONS	202-721-52019	140.00
JORDAN RAMIS PC ATTORNEYS..	186612	01/27/2022	GENERAL ENVIRONMENTAL	202-721-52019	5,310.00
JORDAN RAMIS PC ATTORNEYS..	186804	01/28/2022	COMMUNITY DEVELOPEMENT...	202-721-52019	140.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>15,570.65</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARLOS M SPISAK	INV0002338	01/27/2022	TEEN GAMING NIGHT	203-709-52028	108.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>108.00</b>
<b>Fund: 205 - STREETS</b>					
PORTLAND GENERAL ELECTRIC	1.19.22	01/19/2022	4854421000	205-000-52003	42.61
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	715 S COLUMBIA RIVER HWY -...	205-000-52003	73.62
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	191 N MILTON WAY- LANDSC...	205-000-52003	28.51
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	1370 COLUMBIA BLVD.- FOUN...	205-000-52003	41.55
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	108.53
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	191 N MILTON WAY - SIGNAL	205-000-52003	38.20
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	48.35
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	265 STRAND ST	205-000-52003	3,747.56
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	58651 COL HWY GATEWAY ART	205-000-52003	29.47
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	42.10
DAVID EVANS AND ASSOCIATE...	502688	01/27/2022	COLUMBIA BLVD SIDEWALK S...	205-000-53001	146.40
<b>Fund 205 - STREETS Total:</b>					<b>4,346.90</b>
<b>Fund: 301 - STREETS SDC</b>					
DAVID EVANS AND ASSOCIATE...	502688	01/27/2022	COLUMBIA BLVD SIDEWALK S...	301-000-53001	146.40
<b>Fund 301 - STREETS SDC Total:</b>					<b>146.40</b>
<b>Fund: 302 - WATER SDC</b>					
KELLER ASSOCIATES, INC	213781	01/27/2022	WATER MASTER PLAN	302-000-53001	5,050.00
KELLER ASSOCIATES, INC	0213487	01/28/2022	WATER MASTER PLAN	302-000-52019	32,850.20
<b>Fund 302 - WATER SDC Total:</b>					<b>37,900.20</b>
<b>Fund: 303 - SEWER SDC</b>					
KELLER ASSOCIATES, INC	0213480	01/28/2022	SEWER MASTER PLAN	303-000-52019	525.52
<b>Fund 303 - SEWER SDC Total:</b>					<b>525.52</b>
<b>Fund: 304 - STORM SDC</b>					
KELLER ASSOCIATES, INC	0213479	01/28/2022	STORMWATER MASTER PLAN	304-000-52019	1,107.48
<b>Fund 304 - STORM SDC Total:</b>					<b>1,107.48</b>
<b>Fund: 305 - PARKS SDC</b>					
BRIDGE TOWER OPCO LLC	745284083	01/19/2022	BIDS	305-000-52019	48.40
OREGONIAN	0010214121	01/27/2022	ADD PARKS	305-000-52019	136.37
<b>Fund 305 - PARKS SDC Total:</b>					<b>184.77</b>
<b>Fund: 601 - WATER</b>					
CHICAGO TITLE	1.12.22	01/19/2022	ESCROW 472521003517	601-000-11398	890.00
STEVEN R. WABSCHALL	1.19.22	01/19/2022	DRC WFF	601-732-52019	1,500.00
NORTHSTAR CHEMICAL	214573	01/19/2022	SODIUM HYPOCHLORITE 12.5%	601-732-52083	820.78
UNITED FIRE INC	23367710	01/19/2022	SPRINKLER ANNUAL	601-732-52023	1,002.80
LAWRENCE OIL COMPANY	CFSI-6237	01/19/2022	247752 WATER	601-732-52022	75.40
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	1680 1 ST -	601-731-52003	1,969.85
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	35261 PITTSBURG RD- PW WA...	601-731-52003	30.78

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COLUMBIA RIVER PUD	1.13.2022	01/21/2022	2300 STRAND ST - WELL 2	601-731-52003	417.44
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	62420 COLUMBIA RIVER HWY -..	601-731-52003	321.07
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	END OF KESTREL VIEW DRIVE	601-731-52003	149.68
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	57500 OLD PORTLAND RD - W...	601-731-52003	113.65
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	1215 FOURTH ST - WFF	601-732-52003	4,576.35
TROTTER & MORTON FACILITY ..	79157	01/27/2022	HVAC SERVICE	601-732-52023	250.00
NORTHSTAR CHEMICAL	214982	01/28/2022	SODIUM HYDROXIDE 25%	601-732-52083	9,265.40

Fund 601 - WATER Total: 21,383.20

## Fund: 603 - SEWER

PEAK ELECTRIC GROUP LLC	23630	01/19/2022	SERVICE CALL HOURLY	603-737-52019	290.00
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	240 CLARK ST PUMP STATION	603-735-52003	28.91
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	451 PLYMOTH ST - WWTP LA...	603-736-52003	1,351.78
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	451 PLYMOTH ST - WWTP LA...	603-737-52003	1,351.77
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	318 S 1ST ST- PS #1 8805564	603-738-52003	266.25
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	35120 MAPLE ST. - PS 11	603-738-52003	162.27
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	58791 58725 COL RIV HWY P...	603-738-52003	78.63
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	58360 OLD PORTLAND RD - PS...	603-738-52003	268.94
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	110 S 4TH ST - PS 3	603-738-52003	53.50
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	240 MADRONA CT	603-738-52003	260.55
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	169 S 4TH ST WATER FLOW M...	603-738-52003	67.27
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	134 N 1ST- PS 2 8873519	603-738-52003	315.98
CENTURY LINK	1.2.2022	01/21/2022	688	603-736-52010	22.07
CENTURY LINK	1.2.2022	01/21/2022	293	603-736-52010	22.08
CENTURY LINK	1.2.2022	01/21/2022	600	603-736-52010	22.07
CENTURY LINK	1.2.2022	01/21/2022	488	603-736-52010	123.53
CENTURY LINK	1.2.2022	01/21/2022	654	603-736-52010	22.07
CENTURY LINK	1.2.2022	01/21/2022	600	603-737-52010	22.08
CENTURY LINK	1.2.2022	01/21/2022	654	603-737-52010	22.08
CENTURY LINK	1.2.2022	01/21/2022	293	603-737-52010	22.07
CENTURY LINK	1.2.2022	01/21/2022	688	603-737-52010	22.08
CENTURY LINK	1.2.2022	01/21/2022	488	603-737-52010	123.53
HUDSON GARBAGE SERVICE	11715365	01/21/2022	3955- WWTP GARBAGE SERVI...	603-736-52023	23.69
HUDSON GARBAGE SERVICE	11715365	01/21/2022	3955- WWTP GARBAGE SERVI...	603-737-52023	23.69
CBM SYSTEMS LLC	221456	01/24/2022	JANITORIAL SERVICES	603-736-52023	233.22
NW NATURAL GAS	1.13.2022	01/25/2022	5750	603-736-52003	115.96
NW NATURAL GAS	1.13.2022	01/25/2022	5750	603-737-52003	115.97
HUDSON GARBAGE SERVICE	11714578	01/26/2022	8333- TRASH WWTP 451 PLY...	603-736-52023	286.90
HUDSON GARBAGE SERVICE	11714578	01/26/2022	8333- TRASH WWTP 451 PLY...	603-737-52023	286.89
EUROFINS TEST AMERICA ASL	7800001679	01/26/2022	TESTING ALGAE CERIDAPHINIA	603-737-52064	4,407.50
PAULSON PRINTING CO.	D5612	01/26/2022	BUS CARDS ORTIZ	603-736-52001	28.00
PAXXO USA INC	F22-013	01/26/2022	MAXI CASSETTE	603-736-52001	1,101.75
SAMUEL ORTIZ-	INV0002282	01/26/2022	WW OP CERT REMBURSEMENT	603-736-52018	120.00
SAMUEL ORTIZ-	INV0002282	01/26/2022	WW OP CERT REMBURSEMENT	603-736-52018	120.00
OREGON ASSOCIATION OF WA...	32174	01/27/2022	CONFERENCE AARON KUNDER...	603-736-52018	222.50
OREGON ASSOCIATION OF WA...	32174	01/27/2022	CONFERENCE AARON KUNDER...	603-737-52018	222.50
OREGON ASSOCIATION OF CL...	8425	01/27/2022	2022 MEMBERSHIP DUES	603-736-52019	510.00
OREGON ASSOCIATION OF CL...	8425	01/27/2022	2022 MEMBERSHIP DUES	603-737-52019	510.00
NW NATURAL GAS	INV0002287	01/27/2022	7720	603-736-52003	8.03
NW NATURAL GAS	INV0002287	01/27/2022	7720	603-737-52003	8.03

Fund 603 - SEWER Total: 13,264.14

## Fund: 702 - INFORMATION SYSTEMS

VERIZON	9896237540	01/19/2022	CELL SERVICE ACCT 242060134..	702-000-52010	179.62
SOLUTIONS YES	INV30221	01/19/2022	PRINT FEES C11460-01	702-000-52006	68.77
SOLUTIONS YES	INV302935	01/19/2022	CONTRACT PAYMENT C13259-...	702-000-52006	21.72
CENTURY LINK	1.2.2022	01/21/2022	579	702-000-52010	44.15
CENTURY LINK	1.2.2022	01/21/2022	130	702-000-52010	128.29
CENTURY LINK	1.2.2022	01/21/2022	909	702-000-52010	88.84
CENTURY LINK	1.2.2022	01/21/2022	228	702-000-52010	85.57
CENTURY LINK	1.2.2022	01/21/2022	798B	702-000-52010	102.68
CENTURY LINK	1.2.2022	01/21/2022	967	702-000-52010	127.42

## Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	1.2.2022	01/21/2022	651	702-000-52010	42.95
CENTURY LINK	1.2.2022	01/21/2022	796	702-000-52010	41.42
CENTURY LINK	1.2.2022	01/21/2022	818	702-000-52010	375.47
CENTURY LINK	1.2.2022	01/21/2022	131	702-000-52010	61.40
CENTURY LINK	1.2.2022	01/21/2022	162B	702-000-52010	83.24
U.S BANK EQUIPMENT FINANCE	462719709	01/25/2022	CONTRACT PAYMENT EQUIPM...	702-000-52006	267.31
CENTURY LINK	1.5.22	01/26/2022	632B	702-000-52010	40.30
MORE POWER TECHNOLOGY ...	12966	01/26/2022	MICROSOFT 365 BUS STANDA...	702-000-52006	1,988.00
CENTURY LINK BUSINESS SERV...	276678458	01/26/2022	ACCT 88035002	702-000-52010	386.38
OPUS INTERACTIVE	30119	01/27/2022	DNS HOSTING 2/1-1/31/2023	702-000-52019	60.00
U.S BANK EQUIPMENT FINANCE	462862210	01/27/2022	CONTRACT PAYMENT EQUIPM...	702-000-52006	315.00
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>4,508.53</b>

**Fund: 703 - PW OPERATIONS**

UNITED FIRE INC	23367754	01/19/2022	FIRE ALARM ANNUAL MAINT	703-734-52023	354.50
LAWRENCE OIL COMPANY	CFSI-6237	01/19/2022	247750 PUBLIC WORKS	703-734-52022	54.44
LAWRENCE OIL COMPANY	CFSI-6237	01/19/2022	247748 PUBLIC WORKS	703-734-52022	1,446.07
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	984 OREGON ST - PW SHOP	703-734-52003	32.89
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	1230 DEER ISLAND RD - PW	703-734-52003	158.85
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	650 OREGON ST - LEMONT PU...	703-734-52003	322.07
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	984 OREGON ST	703-734-52003	738.04
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	264 STRAND ST- PARKS/ GAZE...	703-734-52046	39.37
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	264 STRAND ST- COL VIEW PA...	703-734-52046	63.69
COLUMBIA RIVER PUD	1.13.2022	01/21/2022	265 STRAND ST. - DOCKS	703-734-52046	232.24
HUDSON GARBAGE SERVICE	11715278	01/21/2022	CASCADES TISSUE SITE	703-734-52023	135.96
NW NATURAL GAS	1.13.2022	01/25/2022	8675	703-734-52003	107.42
APWA MEMBERSHIP	1.4.22	01/26/2022	MEMBERSHIP MOUHAMAD Z...	703-734-52018	740.00
HUDSON GARBAGE SERVICE	11714721	01/26/2022	7555- TRASH PW 984 OR ST	703-734-52023	184.29
LANE COUNCIL OF GOVERNMENT...	82087	01/27/2022	OCT- DEC 2021 30.75 LABOR ...	703-733-52019	4,305.00
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>8,914.83</b>

**Fund: 704 - FACILITY MAJOR MAINTNANCE**

THE DOOR WORKS CO INC	57294	01/26/2022	REHANG DOORS	704-000-53013	16,880.00
ELLIOTT PROPERTIES INC	4	01/28/2022	FENCING TENNIS AND PICKEL...	704-000-53027	44,715.97
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>61,595.97</b>

**Fund: 706 - PUBLIC SAFETY**

MACKENZIE	1075984	01/26/2022	ST. HELENS POLICE NEEDS ASS...	706-000-52019	3,200.80
MACKENZIE	1075985	01/26/2022	ST. HELENS PUBIC SAFETY BUI...	706-000-52019	28,709.40
<b>Fund 706 - PUBLIC SAFETY Total:</b>					<b>31,910.20</b>

**Grand Total: 300,120.82**



**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	73,710.27
201 - VISITOR TOURISM	24,943.76
202 - COMMUNITY DEVELOPMENT	15,570.65
203 - COMMUNITY ENHANCEMENT	108.00
205 - STREETS	4,346.90
301 - STREETS SDC	146.40
302 - WATER SDC	37,900.20
303 - SEWER SDC	525.52
304 - STORM SDC	1,107.48
305 - PARKS SDC	184.77
601 - WATER	21,383.20
603 - SEWER	13,264.14
702 - INFORMATION SYSTEMS	4,508.53
703 - PW OPERATIONS	8,914.83
704 - FACILITY MAJOR MAINTNANCE	61,595.97
706 - PUBLIC SAFETY	31,910.20
<b>Grand Total:</b>	<b>300,120.82</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-20400	School Excise Tax	18,463.88
100-000-20700	State Surcharge	768.26
100-000-20800	State Assessment	1,435.04
100-000-20900	County Assessment	361.45
100-000-36002	Fines - Court	-36.15
100-701-52019	Professional Services	3,314.50
100-703-52019	Professional Services	3,254.50
100-704-52019	Professional Services	2,575.00
100-705-51015	Other Benefits	303.00
100-705-52001	Operating Supplies	13,198.08
100-705-52003	Utilities	850.68
100-705-52006	Computer Maintenance	3,560.76
100-705-52018	Professional Development	72.00
100-705-52023	Facility Maintenance	1,360.56
100-706-52003	Utilities	1,858.40
100-706-52023	Facility Maintenance	2,000.00
100-706-52033	Printed Materials	1,329.42
100-706-52034	Visual Materials	143.91
100-706-52035	Audio Materials	173.92
100-706-52036	Makerspace	3,600.00
100-707-52008	Printing	3,791.64
100-707-52009	Postage	1,000.00
100-707-52018	Professional Development	55.00
100-707-52019	Professional Services	130.00
100-708-52003	Utilities	1,153.71
100-708-52019	Professional Services	213.00
100-708-52023	Facility Maintenance	1,431.59
100-709-52001	Operating Supplies	108.29
100-709-52003	Utilities	1,095.03
100-709-52019	Professional Services	600.00
100-709-52023	Facility Maintenance	334.50
100-710-52030	CLG	727.59
100-711-52019	Professional Services	425.00
100-715-52001	Operating Supplies	215.35
100-715-52003	Utilities	1,748.85
100-715-52023	Facility Maintenance	2,093.51
201-000-52003	Utilities	846.82
201-000-52019	Professional Services	10,000.00
201-000-52028	Projects & Programs	14,096.94

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
202-721-52019	Professional Services	5,590.00
202-721-52096	CDBG Grant Expenses	7,067.50
202-722-52003	Utilities	128.15
202-722-52019	Professional Services	2,785.00
203-709-52028	Projects & Programs	108.00
205-000-52003	Utilities	4,200.50
205-000-53001	Capital Outlay	146.40
301-000-53001	Capital Outlay	146.40
302-000-52019	Professional Services	32,850.20
302-000-53001	Capital Outlay	5,050.00
303-000-52019	Professional Services	525.52
304-000-52019	Professional Services	1,107.48
305-000-52019	Professional Services	184.77
601-000-11398	Unapplied Credits	890.00
601-731-52003	Utilities	3,002.47
601-732-52003	Utilities	4,576.35
601-732-52019	Professional Services	1,500.00
601-732-52022	Fuel	75.40
601-732-52023	Facility Maintenance	1,252.80
601-732-52083	Chemicals	10,086.18
603-735-52003	Utilities	28.91
603-736-52001	Operating Supplies	1,129.75
603-736-52003	Utilities	1,475.77
603-736-52010	Telephone	211.82
603-736-52018	Professional Development	462.50
603-736-52019	Professional Services	510.00
603-736-52023	Facility Maintenance	543.81
603-737-52003	Utilities	1,475.77
603-737-52010	Telephone	211.84
603-737-52018	Professional Development	222.50
603-737-52019	Professional Services	800.00
603-737-52023	Facility Maintenance	310.58
603-737-52064	Lab Testing	4,407.50
603-738-52003	Utilities	1,473.39
702-000-52006	Computer Maintenance	2,660.80
702-000-52010	Telephone	1,787.73
702-000-52019	Professional Services	60.00
703-733-52019	Professional Services	4,305.00
703-734-52003	Utilities	1,359.27
703-734-52018	Professional Development	740.00
703-734-52022	Fuel	1,500.51
703-734-52023	Facility Maintenance	674.75
703-734-52046	Dock Services	335.30
704-000-53013	Capital Outlay - Library	16,880.00
704-000-53027	Capital Outlay - Campbell ...	44,715.97
706-000-52019	Professional Services	31,910.20
<b>Grand Total:</b>		<b>300,120.82</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	300,120.82
Grand Total:	300,120.82



St. Helens, OR

# Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
AT&T MOBILITY	01232022	02/01/2022	287302289330 POLICE PHONES	100-705-52010	1,663.71
ROSS DENISON LAW	1.28.22	02/01/2022	PROFESSIONAL SERVICES COU...	100-704-52019	1,775.00
OREGON HUMANE SOCIETY	1.31.2022	02/01/2022	RESTITUTION	100-000-21000	25.00
LUCY HEIL ATTORNEY AT LAW	JAN 2022	02/01/2022	LEGAL SERVICES	100-704-52019	2,525.00
WILCOX	0680555-IN	02/02/2022	FUEL PARKS DEPT	100-708-52022	568.90
DAWN RICHARDSON - AP	1.26.22	02/02/2022	MILEAGE REIMBURSEMENT F...	100-707-52001	32.18
WIRE WORKS	13729	02/02/2022	ONSITE REPAIR	100-705-52001	488.24
JORDAN RAMIS PC ATTORNEYS..	186306	02/02/2022	EMPLOYEMENT MATTERS	100-701-52019	4,480.00
ERSKINE LAW PRECTICE LLC	2.1.2022	02/02/2022	1/3-1/31	100-704-52019	9,384.11
EAGLE STAR ROCK PRODUCTS ...	40800	02/02/2022	ROCK PARKS	100-708-52001	162.68
AMY LINDGREN LAW LLC	518	02/02/2022	OREGON STATE BAR DUES RE...	100-704-52019	633.00
AMY LINDGREN LAW LLC	519	02/02/2022	JUDICIAL SERVICES	100-704-52019	5,000.00
AMY LINDGREN LAW LLC	520	02/02/2022	DUES REIMB.	100-704-52019	200.00
WEX BANK	76935205	02/02/2022	POLICE FUEL PURCHASES	100-705-52022	5,115.89
WEX BANK	76935205	02/02/2022	BUILDING FUEL PURCHASES 2...	100-711-52022	105.55
WEX BANK	76935205	02/02/2022	RED ESCAPE CITY HALL 7237	100-715-52022	36.07
WEX BANK	76935205	02/02/2022	CITY HALL FUEL 0256	100-715-52022	45.82
WEX BANK	77733509	02/02/2022	POLICE FUEL PURCHASES	100-705-52022	5,932.84
WEX BANK	77733509	02/02/2022	PLANNING 7782 FUEL PURCHA...	100-710-52022	46.32
WEX BANK	77733509	02/02/2022	BUILDING FUEL PURCHASES 2...	100-711-52022	57.49
OREGON PATROL SERVICE	7800	02/02/2022	COURT SERVICES	100-704-52019	1,035.48
LANE COUNCIL OF GOVERNMENT...	82114	02/02/2022	SALARY SURVEY FOR AFSCME	100-701-52019	805.00
NET ASSETS	95-202201	02/02/2022	ESCROW TITLE SERVICES	100-707-52019	435.00
VERIZON	9897783676	02/02/2022	CRYSTAL KING	100-701-52010	46.15
VERIZON	9897783676	02/02/2022	CRYSTAL KING	100-701-52010	40.03
VERIZON	9897783676	02/02/2022	MAYOR SCHOLL IPAD	100-703-52001	40.01
VERIZON	9897783676	02/02/2022	PD JETPACK2	100-705-52010	40.01
VERIZON	9897783676	02/02/2022	PD JETPACK1	100-705-52010	40.01
VERIZON	9897783676	02/02/2022	TORY SHELBY	100-708-52010	36.15
VERIZON	9897783676	02/02/2022	CAMERON PAGE	100-708-52010	36.15
VERIZON	9897783676	02/02/2022	REC PHONE	100-709-52010	36.99
VERIZON	9897783676	02/02/2022	RECREATION CENTER	100-709-52010	49.93
VERIZON	9897783676	02/02/2022	RECREATION CENTER	100-709-52010	40.01
VERIZON	9897783676	02/02/2022	DARIN COX - BUILDING DEPT I...	100-711-52010	59.93
VERIZON	9897783676	02/02/2022	CONSTRUCTION INSPECTOR	100-711-52010	40.01
VERIZON	9897783676	02/02/2022	JOHN HICKS	100-711-52010	49.93
VERIZON	9897783676	02/02/2022	BUILDING DEPT IPAD	100-711-52010	40.01
VERIZON	9897783676	02/02/2022	MIKE DEROIA	100-711-52010	73.33
LEXIPOL LLC	INVLEX8513	02/02/2022	ANNUAL LAW ENF DAILY TRA ...	100-705-52001	9,674.95
CHAVES CONSULTING INC	210481	02/03/2022	MONTHLY USER FEE PER USER...	100-702-52019	185.10
CBM SYSTEMS LLC	221587	02/03/2022	JANITORIAL SERVICES	100-705-52023	1,019.95
CBM SYSTEMS LLC	221587	02/03/2022	JANITORIAL SERVICES	100-706-52023	2,000.00
CBM SYSTEMS LLC	221587	02/03/2022	JANITORIAL SERVICES	100-708-52023	127.85
CBM SYSTEMS LLC	221587	02/03/2022	JANITORIAL SERVICES	100-709-52023	152.76
CBM SYSTEMS LLC	221587	02/03/2022	JANITORIAL SERVICES	100-715-52023	1,269.80
INGRAM LIBRARY SERVICES	57035906	02/03/2022	BOOKS 20C7921	100-706-52033	7.23
INGRAM LIBRARY SERVICES	57035907	02/03/2022	BOOKS 20C7921	100-706-52033	81.33
INGRAM LIBRARY SERVICES	57035908	02/03/2022	BOOKS 20C7921	100-706-52033	226.50
INGRAM LIBRARY SERVICES	57118874	02/03/2022	BOOKS 20C7921	100-706-52033	4.18
INGRAM LIBRARY SERVICES	57118875	02/03/2022	BOOKS 20C7921	100-706-52033	74.67
INGRAM LIBRARY SERVICES	57118876	02/03/2022	BOOKS 20C7921	100-706-52033	13.48
INGRAM LIBRARY SERVICES	57118877	02/03/2022	BOOKS 20C7921	100-706-52033	121.61

## Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CODE PUBLISHING	GC0006203	02/03/2022	MUNI CODE WEB UPDATE	100-702-52019	284.25
<b>Fund 100 - GENERAL FUND Total:</b>					<b>56,465.59</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
MAUL FOSTER ALONGI INC	45883	02/03/2022	BWP ON CALL SERVICES	202-726-52019	2,628.50
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>2,628.50</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
COMMUNITY ACTION TEAM	2.2.22	02/02/2022	CAT LOAN PAYOFF 425 N 11TH...	203-717-52028	18,575.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>18,575.00</b>
<b>Fund: 205 - STREETS</b>					
BLACK HAWK HOMES LLC	2.2.2022	02/02/2022	RELEASE SIDEWALK BOND P-4...	205-000-21900	11,781.00
<b>Fund 205 - STREETS Total:</b>					<b>11,781.00</b>
<b>Fund: 601 - WATER</b>					
CITY OF COLUMBIA CITY	INV0002347	02/01/2022	001754-001	601-732-52003	84.93
PR DIAMOND PRODUCTS INC	0060777-IN	02/02/2022	BLADE	601-731-52001	421.00
HACH	12861461	02/02/2022	REAGENT SET CHLORINE FREE ...	601-731-52001	83.79
HACH	12861461	02/02/2022	REAGENT SET CHLORINE FREE ...	601-732-52001	155.61
UNITED FIRE INC	23733112	02/02/2022	REPLACE FAILED FIRE ALAREM...	601-732-52023	537.00
EAGLE STAR ROCK PRODUCTS ...	40770	02/02/2022	ROCK UMATILLA WATER	601-731-52001	162.93
VERIZON	9897783676	02/02/2022	JOHN SAVAGE	601-732-52010	46.60
<b>Fund 601 - WATER Total:</b>					<b>1,491.86</b>
<b>Fund: 603 - SEWER</b>					
ALLSTREAM	18051781	01/31/2022	ALLSTREAM PHONE ACCT 754...	603-736-52010	25.19
ALLSTREAM	18051781	01/31/2022	ALLSTREAM PHONE ACCT 754...	603-737-52010	25.19
HASA	796855	02/02/2022	MULTI CHLOR	603-736-52083	2,604.06
HASA	797028	02/02/2022	MULTI CHLOR	603-736-52083	2,611.31
VERIZON	9897783676	02/02/2022	STEWART HARTLEY	603-736-52010	12.04
VERIZON	9897783676	02/02/2022	AARON KUNDERS	603-736-52010	12.05
VERIZON	9897783676	02/02/2022	SAM ORTIZ	603-736-52010	16.63
VERIZON	9897783676	02/02/2022	AARON KUNDERS	603-737-52010	12.04
VERIZON	9897783676	02/02/2022	SAM ORTIZ	603-737-52010	16.66
VERIZON	9897783676	02/02/2022	STEWART HARTLEY	603-737-52010	12.05
VERIZON	9897783676	02/02/2022	STEWART HARTLEY	603-738-52010	12.06
VERIZON	9897783676	02/02/2022	AARON KUNDERS	603-738-52010	12.06
VERIZON	9897783676	02/02/2022	SAM ORTIZ	603-738-52010	16.64
CBM SYSTEMS LLC	221587	02/03/2022	JANITORIAL SERVICES	603-736-52023	233.22
<b>Fund 603 - SEWER Total:</b>					<b>5,621.20</b>
<b>Fund: 605 - STORM</b>					
EAGLE STAR ROCK PRODUCTS ...	40784	02/02/2022	ROCK	605-000-52001	163.41
EAGLE STAR ROCK PRODUCTS ...	40794	02/02/2022	ROCK SHOP	605-000-52001	156.92
<b>Fund 605 - STORM Total:</b>					<b>320.33</b>
<b>Fund: 702 - INFORMATION SYSTEMS</b>					
CENTURY LINK	1.17.2022	01/31/2022	025B	702-000-52010	39.77
CENTURY LINK	1.17.2022	01/31/2022	369B	702-000-52010	39.77
ALLSTREAM	18051781	01/31/2022	ALLSTREAM PHONE ACCT 754...	702-000-52010	50.37
COMCAST	1.21.22	02/01/2022	COMCAST CABLE 8778108990...	702-000-52003	1,612.01
U.S BANK EQUIPMENT FINANCE	463199968	02/01/2022	CONTRACT PAYMENT EQUIPM...	702-000-52006	99.00
CENTURY LINK	1.25.22	02/02/2022	966B	702-000-52010	338.14
VERIZON	9897783676	02/02/2022	MATT FUNK	702-000-52010	63.03
SOLUTIONS YES	INV303786	02/02/2022	CONTRACT C11782-01 CITY HA...	702-000-52006	40.29
<b>Fund 702 - INFORMATION SYSTEMS Total:</b>					<b>2,282.38</b>
<b>Fund: 703 - PW OPERATIONS</b>					
MOLLY MATCHAK	2.2.2022	02/02/2022	REIMB RIGHT OF WAY PERMIT...	703-000-35017	100.00
COLUMBIA RIVER FIRE AND RE...	22-01 JAN	02/02/2022	SHARED COST JOINT MAINT	703-734-52099	1,016.26
PEAK ELECTRIC GROUP LLC	23841	02/02/2022	ELECTRIC WORK 1230 DEER IS...	703-734-52019	861.90
WEX BANK	76935205	02/02/2022	PW CHEROKEE 6555	703-734-52022	462.01
WEX BANK	77733509	02/02/2022	PW CHEROKEE 6555	703-734-52022	359.00
VERIZON	9897783676	02/02/2022	SHARON DARROUX	703-733-52010	58.42
VERIZON	9897783676	02/02/2022	TIM UNDERWOOD	703-733-52010	49.93

## Expense Approval Register

Packet: APPKT00

Item #10.

P

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9897783676	02/02/2022	BUCK TUPPER	703-734-52010	49.93
VERIZON	9897783676	02/02/2022	ETHAN STERLING	703-734-52010	49.93
VERIZON	9897783676	02/02/2022	BRETT LONG	703-734-52010	49.93
VERIZON	9897783676	02/02/2022	ROGER STAUFFER	703-734-52010	49.93
VERIZON	9897783676	02/02/2022	PW SPARE	703-734-52010	40.01
VERIZON	9897783676	02/02/2022	PW SPARE2	703-734-52010	40.01
VERIZON	9897783676	02/02/2022	MOUHAMAD ZAHER	703-734-52010	49.93
VERIZON	9897783676	02/02/2022	DAVE ELDER	703-734-52010	49.93
VERIZON	9897783676	02/02/2022	PW SPARE 3	703-734-52010	40.01
VERIZON	9897783676	02/02/2022	SCOTT HARRINGTON	703-734-52010	18.01
VERIZON	9897783676	02/02/2022	PW SPARE 4	703-734-52010	40.01
VERIZON	9897783676	02/02/2022	ENG. STAFF	703-734-52010	49.93
VERIZON	9897783676	02/02/2022	CURT LEMONT	703-734-52010	18.01
VERIZON	9897783676	02/02/2022	SCOTT WILLIAMS	703-734-52010	49.93
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>3,503.02</b>
<b>Fund: 704 - FACILITY MAJOR MAINTNANCE</b>					
SPORT COURT OF OREGON	10	02/02/2022	TENNIS NET INSTALLED	704-000-53027	500.00
<b>Fund 704 - FACILITY MAJOR MAINTNANCE Total:</b>					<b>500.00</b>
<b>Fund: 706 - PUBLIC SAFETY</b>					
MACKENZIE	1074970	02/02/2022	ST. HELENS PUBLIC SAFETY BUI...	706-000-52019	70,006.76
MACKENZIE	1074979	02/02/2022	OREGON ST ROWING FACIL EX...	706-000-52019	15,297.50
AKS ENGINEERING & FORESTRY	8041-02A-01	02/02/2022	KASTER ROAD ST HEENS 8041-...	706-000-52019	1,117.50
HALEY & ALDRICH INC	0009014022	02/03/2022	ST. HELENS PUBLIC SAFETY BUI...	706-000-52019	5,670.00
<b>Fund 706 - PUBLIC SAFETY Total:</b>					<b>92,091.76</b>
<b>Grand Total:</b>					<b>195,260.64</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	56,465.59
202 - COMMUNITY DEVELOPMENT	2,628.50
203 - COMMUNITY ENHANCEMENT	18,575.00
205 - STREETS	11,781.00
601 - WATER	1,491.86
603 - SEWER	5,621.20
605 - STORM	320.33
702 - INFORMATION SYSTEMS	2,282.38
703 - PW OPERATIONS	3,503.02
704 - FACILITY MAJOR MAINTNANCE	500.00
706 - PUBLIC SAFETY	92,091.76
<b>Grand Total:</b>	<b>195,260.64</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-21000	Court Restitution Paymen...	25.00
100-701-52010	Telephone	86.18
100-701-52019	Professional Services	5,285.00
100-702-52019	Professional Services	469.35
100-703-52001	Operating Supplies	40.01
100-704-52019	Professional Services	20,552.59
100-705-52001	Operating Supplies	10,163.19
100-705-52010	Telephone	1,743.73
100-705-52022	Fuel	11,048.73
100-705-52023	Facility Maintenance	1,019.95
100-706-52023	Facility Maintenance	2,000.00
100-706-52033	Printed Materials	529.00
100-707-52001	Operating Supplies	32.18
100-707-52019	Professional Services	435.00
100-708-52001	Operating Supplies	162.68
100-708-52010	Telephone	72.30
100-708-52022	Fuel	568.90
100-708-52023	Facility Maintenance	127.85
100-709-52010	Telephone	126.93
100-709-52023	Facility Maintenance	152.76
100-710-52022	Fuel	46.32
100-711-52010	Telephone	263.21
100-711-52022	Fuel	163.04
100-715-52022	Fuel	81.89
100-715-52023	Facility Maintenance	1,269.80
202-726-52019	Professional Services	2,628.50
203-717-52028	Projects & Programs	18,575.00
205-000-21900	Street Sidewalk Bonds	11,781.00
601-731-52001	Operating Supplies	667.72
601-732-52001	Operating Supplies	155.61
601-732-52003	Utilities	84.93
601-732-52010	Telephone	46.60
601-732-52023	Facility Maintenance	537.00
603-736-52010	Telephone	65.91
603-736-52023	Facility Maintenance	233.22
603-736-52083	Chemicals	5,215.37
603-737-52010	Telephone	65.94
603-738-52010	Telephone	40.76
605-000-52001	Operating Supplies	320.33
702-000-52003	Utilities	1,612.01
702-000-52006	Computer Maintenance	139.29
702-000-52010	Telephone	531.08
703-000-35017	Engineering Fees	100.00
703-733-52010	Telephone	108.35

**Account Summary**

Account Number	Account Name	Expense Amount
703-734-52010	Telephone	595.50
703-734-52019	Professional Services	861.90
703-734-52022	Fuel	821.01
703-734-52099	Equipment Operations	1,016.26
704-000-53027	Capital Outlay - Campbell ...	500.00
706-000-52019	Professional Services	92,091.76
	<b>Grand Total:</b>	<b>195,260.64</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	195,260.64
	<b>Grand Total:</b>
	<b>195,260.64</b>