



COUNCIL REGULAR SESSION

Wednesday, May 18, 2022 at 7:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

ORDINANCES – *First Reading*

- 1. Ordinance No. 3283:** An Ordinance Vacating a Portion of the 7th Street and South 16th Street Rights of Way
- 2. Ordinance No. 3284:** An Ordinance Amending St. Helens Municipal Code Title 13 Relating to Definitions of Equivalent Dwelling Units for Wastewater and Water Utilities Services

RESOLUTIONS

- 3. Resolution No. 1954:** A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 1937
- 4. Resolution No. 1955:** A Resolution Authorizing a Designated Agent for the Application to the State of Oregon Office of Emergency Management for the Purpose of Obtaining Financial Assistance through the Hazard Mitigation Grant Program (HMGP)

APPOINTMENTS TO CITY BOARDS & COMMISSIONS

- 5.** Appoint Scott Jacobson to Parks & Recreation Commission
Appoint Russ Low to Planning Commission

CONSENT AGENDA FOR ACCEPTANCE

- 6.** Planning Commission Minutes dated April 12, 2022
- 7.** Parks & Recreation Commission Minutes dated April 11, 2022

CONSENT AGENDA FOR APPROVAL

- 8.** Declare Surplus Property - Police Department
- 9.** Request for Proposals for Audit Services
- 10.** Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR SCHOLL REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/87553510010?pwd=cHd0Y1IwNTVheGFKU0h0aWt6U3RZQT09>

Meeting ID: 875 5351 0010

Passcode: 633347

Dial: 346-248-7799

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

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

City of St. Helens
ORDINANCE NO. 3283

Item #1.

**AN ORDINANCE VACATING A PORTION OF THE 7TH STREET
AND SOUTH 16TH STREET RIGHTS OF WAY**

WHEREAS, the City Council acted pursuant to ORS 271.130 to initiate vacation proceedings by motion which was approved by the City Council on April 6, 2022; and

WHEREAS, a Notice of Street Vacation was published April 20, 2022, and April 27, 2022, in *The Chronicle* describing the property to be vacated, the date the motion to initiate vacation proceedings was made by the City Council, the date and location for objections, and the date of the hearing; and

WHEREAS, copies of the Notice of Street Vacation were posted near the property proposed to be vacated April 20, 2022; and

WHEREAS, a public hearing was held on May 4, 2022, and testimony was received for the record.

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

Section 1. The City Council hereby adopts the following findings based on the record:

- a. The Council approved the motion to initiate vacation proceedings and set the public hearing date.
- b. The Notice of Street Vacation was duly published and posted in the manner required by law.
- c. The City Recorder has searched the City records and certified that there are no outstanding liens against the property to be vacated. They also certified that the real estate taxes on this property are also current.
- d. The owners of a majority of the area affected, computed on the basis provided in ORS 271.080, have not objected to this vacation.
- e. All abutting property is owned by the City of St. Helens.
- f. A 50' wide easement shall be granted that follows the power lines, as may be relocated due to development plans, between Kaster Road and S. 15th Street as a condition of land use approval to develop property that abuts the vacated right of way, as required by the City Council.

Section 2. The portion of 7th Street and South 16th Street right of way requested to be vacated, hereby vacated from and after the effective date of this ordinance, is unimproved right of way that is described as follows:

The entire 7th Street right-of-way of the South St. Helens addition to St. Helens, Oregon, lying northeast of the Kaster Road right of way; and

The extension of the S. 16th Street right of way, lying south of the East Street right of way within the St. Helens Subdivision, St. Helens, Columbia County, Oregon, as

The above-described vacated area is also depicted per **Attachment "A"** attached hereto.

Section 3. A 50' wide easement shall be granted that follows the power line, as may be relocated due to development plans, between Kaster Road and S. 15th Street as a condition of land use approval to develop property that abuts the vacated right of way.

Section 4. The City Recorder shall file a certified copy of this Ordinance with the County Clerk, the County Assessor, and the County Surveyor of Columbia County, Oregon.

Read the first time: May 18, 2022
Read the second time: June 1, 2022

APPROVED AND ADOPTED this 1st day of June, 2022 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

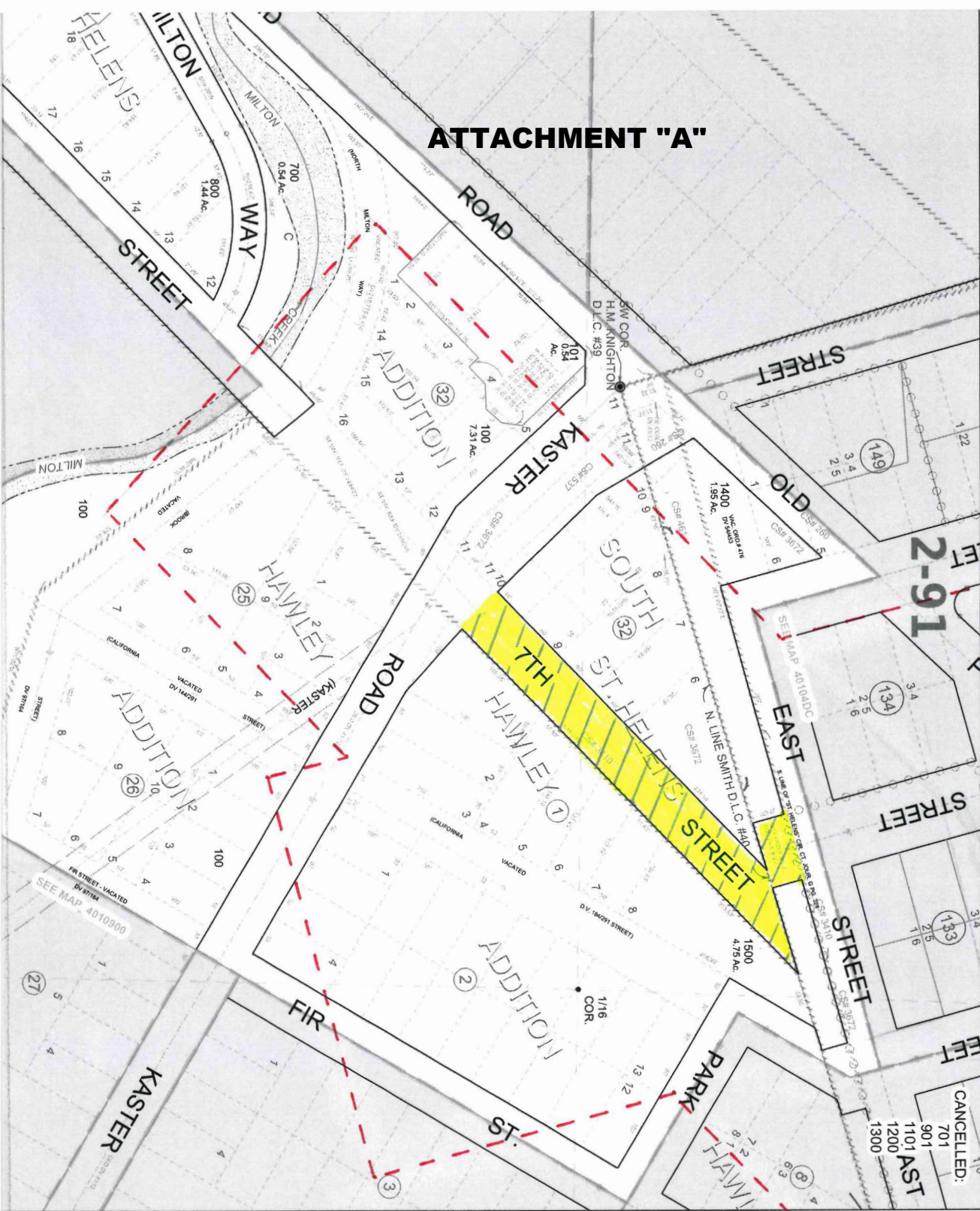
ATTACHMENT "A"

N.W. 1/4 N.E. 1/4 SEC. 9 T. 4N. R. 1W. W.M.
COLUMBIA COUNTY

1" = 100'

S. 16TH

U4 U1 U3 AD
ST. HELENS



NORTH
VAC. 1.22
"AFFECTED AREA"

City of St. Helens
ORDINANCE NO. 3284

AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE TITLE
13 RELATING TO DEFINITIONS OF EQUIVALENT DWELLING
UNITS FOR WASTEWATER AND WATER UTILITIES SERVICES

WHEREAS, staff has reviewed the current St. Helens Municipal Code and determined that changes need to be made to help clarify administrative processes related to utility billing and rates; and

WHEREAS, Chapter 13.20.020 defines the Drainage Residential Unit (DRU) for stormwater service. Chapter 13.02.010 (6) and (7) defines the corresponding wastewater and water Equivalent Dwelling Units (EDUs). The definitions of the wastewater and water EDUs need to be updated for current demand conditions; and

WHEREAS, staff finds it is necessary and appropriate to define EDUs of demand for wastewater and water utilities services in Chapter 13.02.010 in Title 13 Public Services of the St. Helens Municipal Code.

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

Section 1. Chapter 13.02.010 (6) will be amended as follows:

“Water Equivalent Dwelling Unit (EDU)” means for domestic water service, one EDU shall be equivalent to a $\frac{3}{4}$ -inch meter and is considered to be equivalent to 591 cubic feet (cf) of water per month for planning purposes.

Section 2. Chapter 13.02.010 (7) will be amended as follows:

“Wastewater Equivalent Dwelling Unit (EDU)” means for wastewater service, one EDU shall be 476 cubic feet (cf) per month of residential strength wastewater defined as having a maximum concentration of 220 milligrams per liter (mg/l) biochemical oxygen demand (BOD5) and 220 milligrams per liter (mg/l) total suspended solids (TSS).

Read the first time:	May 18, 2022
Read the second time:	June 1, 2022

APPROVED AND ADOPTED by the City Council this 1st day of June, 2022, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

Consumption Summary for 3/4" Water Meters					
	Total Annual Consumption (CF)	ADD (CF/day)	Number of 3/4" Meters	ADD per EDU (100 CF/Day)	Avg. Month per EDU (100 CF/month) ¹
2019	39,265,960	107,578	5,546	0.19	5.90
2020	41,052,011	112,471	5,766	0.20	5.93
Two Year Average	40,158,986	110,025	5,656	0	5.91
1) Assumes average of 30.4 days per month.					

Winter Consumption Summary for 3/4" Water Meters (November - March)					
	Total Winter Consumption (CF)	AWD (CF/day)	Number of 3/4" Meters	AWD per EDU (100 CF/Day)	Avg. Winter Month per EDU (100 CF/month) ¹
2019	13,549,076	89,729	5,546	0.16	4.90
2020	13,290,710	88,018	5,766	0.15	4.63
Two Year Average	13,419,893	88,873	5,656	0	4.76
1) Assumes average of 30.3 days per month.					

City of St. Helens
RESOLUTION NO. 1954

A RESOLUTION ADOPTING A UNIVERSAL FEE SCHEDULE, AND
 SUPERSEDING RESOLUTION NO. 1937

WHEREAS, Library fines disproportionately affect those least able to afford them and the purpose of a public library is to support its users; and

WHEREAS, the State of Oregon has changed the law removing the requirement for citizens to pay a fee for requesting an expungement of their court record; and

WHEREAS, the Engineering Division finds it necessary from time to time to review fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, and other related expenses; and

WHEREAS, the City recognizes the importance and significance of our place on the lower Columbia River and has been working with an ad-hoc group to improve the recreational boating experience at the St. Helens docks and recognizes that properly registered, insured visiting vessels contribute to the safety and enjoyment of the facilities; and

WHEREAS, the City opened a new Community Center in 2021 and finds it necessary to establish fees for the rental of the Center; and

WHEREAS, the City finds it necessary from time to time to review and update fees on the schedule to clarify the intent of the fees.

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

Section 1. Fines will no longer be assessed to patrons of the library.

Section 2. Per changes at the state level, there will no longer be a fee for requesting expungement of a Municipal Court record.

Section 3. Engineering fees have been updated to reflect current estimated and actual costs of materials, staff time, and other related expenses.

Section 4. User fees will be imposed for use of the City's docks and electricity at the docks.

Section 5. Rental fees will be imposed for use of the St. Helens Community Center.

Section 6. Some Parks and Recreation fees are updated to reflect current practices.

Section 7. Exhibit A, Fee Schedule, is hereby adopted as amended.

Section 8. Exhibit A, Fee Schedule, is effective May 18, 2022.

Section 9. This Resolution supersedes Resolution No. 1937.

Approved and adopted by the City Council on May 18, 2022, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder



St. Helens Universal Fee Schedule

POLICE DEPARTMENT FEES		
Vehicle Impound Fee	\$ 100.00	Per vehicle
Bicycle Impound Fee	\$ 1.00	Per bicycle
Parking Citation	\$ 25.00	Per ticket
Handicap Zone Violation	\$ 250.00	Per ticket
False Alarm Response Fee, if exceeds 2 within a 12-month period	\$ 50.00	
False Alarm Response Fee, if exceeds 4 within a 12-month period	\$ 125.00	



St. Helens Universal Fee Schedule

MISCELLANEOUS FEES		
Appeals Fee - General	\$ 175.00	Per appeal
Non-Sufficient Check Charge	\$ 25.00	Per check
Permit - Parade	\$ 50.00	Per event
Permit - Public Assembly	\$ 50.00	Per event
Permit - To Amplify Sound	\$ 50.00	Per event
Permit - Engage in Commercial Activity	\$ 50.00	Per event
Permit - To Use City Property During Hours of Closure	\$ 50.00	Per event
Permit - To Use Electrical Connections Owned by City	\$ 25.00	Per day
Permit - To Use Special Use Area	\$ 50.00	Per event
Permit - To Use Sidewalk Area for Furniture	\$ 50.00	Per 50 feet of street frontage used, rounded up.
Photocopies & Printouts		
8.5" x 11"	\$ 0.50	
8.5" x 14"	\$ 0.75	
11" x 17"	\$ 1.00	
Up to 36" x 36"	\$ 6.00	
Color Copies: 8.5" x 11"	\$ 1.00	
Color Copies: 8.5" x 14"	\$ 1.25	
Reproduction of Audio/Video from City Meetings	\$ 20.00	Per Cassette/CD/DVD
Police Reports	\$ 20.00	Per case (Up to 30 pages)
Reproduction of Digital Photos/Audio/Video from Police Department	\$ 20.00	Per Cassette/CD/DVD
Public Records Request	\$ 20.00	Deposit. If staff time is less than 15 min, deposit is refunded. If staff time is more than 15, labor is charged to the 1/4 hour
Lien Search	\$ 26.00	Per Lien Search
Declaration of Candidacy Fee	\$ 50.00	
Advertising Bench - Annual Inspection Fee	\$ 5.00	Per bench
Reinspection Fee by CRFR for noncompliance with code provisions	\$ 50.00	Per reinspection
CD/DVD request for information & video	\$ 20.00	
Special Abatement of Illegal Notices or Advertisements	\$ 10.00	Per notice or advertisement



St. Helens Universal Fee Schedule

LIBRARY FEES		
Fines for overdue adult books, magazines, audio recordings and CDs	\$ 0.15	Per item per day. Max fine \$10 per item
Fines for overdue juvenile/children's and young adult/teen books, magazines, audio recordings, CDs, and DVDs	\$ —	Overdue fines are not assessed for items in the youth collections. If youth materials have not been returned 21 days after their due date, the item will be assumed lost and the appropriate fees will be charged. If the item is returned in good condition and there are no outstanding issues with the patron's account, the lost item fee will be waived.
Fines for overdue DVDs and other video recordings	\$ 0.50	Per item per day. Max fine \$10 per item
Fines for overdue Cultural Pass	\$ 1.50	Per pass per day. Max fine of \$10 per pass.
Nonresident Borrower Card Fee	\$ 35.00	Per year
	\$ 10.00	Per three (3) months
Resident Business Borrower Card Fee	\$ -	No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.
Oregon Library Passport Program Card	\$ -	No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.
Interlibrary Loan	\$ 3.00	Per item
Fees for Lost or Destroyed Materials		As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.
Books, magazines, recordings, DVDs, CDs, or any other material	->	Original list price
Cultural Pass	\$ 30.00	
Replacing a borrower's lost card	\$ 2.00	
Missing bar code label	\$ 2.00	
Lost or damaged case for CDs and DVDs	\$ 5.00	
Lost or damaged insert for CDs and DVDs	\$ 7.00	
Meeting Room Fees		Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.
Auditorium	\$25.00	Per hour
	\$75.00	Per half day (up to 4 hours)
	\$150.00	All day (Open hours)



St. Helens Universal Fee Schedule

Armstrong	\$20.00	Per hour
	\$50.00	Per half day (up to 4 hours)
	\$95.00	All day (Open hours)
Both Rooms	\$40.00	Per hour
	\$110.00	Per half day (up to 4 hours)
	\$210.00	All day (Open hours)
Use of one or both meeting rooms outside normal Library hours	\$ 45.00	Per hour
Makespace consumable materials	->	Current market price, as listed in the Makespace



St. Helens Universal Fee Schedule

MUNICIPAL COURT FEES		
Civil Compromise Costs	\$ 300.00	
Collection Fee per ORS 137.118 (3) (Maximum \$250)	25%	
Community Service Fee	\$ 2.00	Per hour
Default Judgment	\$ 20.00	
Discovery	\$ 20.00	Per case number (up to 30 pages)
Driver's License Reinstatement/Offense (City Portion)	\$ 20.00	
Driving Record - Traffic Offenses Only (non-certified)	\$ 1.00	
Failure to Appear for Bench Trial	\$ 150.00	
Failure to Appear for Jury Trial	\$ 300.00	
Installment Fee - for 6 month plan	\$ 25.00	
Installment Fee - for 12 month plan	\$ 50.00	
Warrant Issued	\$ 100.00	
Withholding on County Assessment	10%	at monthly distribution
Expungements	\$ 252.00	
Probation Violation	\$ 50.00	
Court Appointed Attorney Rates - Misdemeanor	\$ 200.00	Per misdemeanor with maximum of \$400 unless approved by court
Court Appointed Attorney Rates - Probation Violation	\$ 125.00	Per case with maximum of \$250 unless approved by court
Court Appointed Attorney Rates - Bench Trial	\$ 400.00	
Court Appointed Attorney Rates - Jury Trial	\$ 600.00	



St. Helens Universal Fee Schedule

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



St. Helens Universal Fee Schedule

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



St. Helens Universal Fee Schedule

ENGINEERING FEES		
Design Review Fee	1% Based on Engineer's Estimate	
Permit for Construction of Public Improvements & Project Inspection	2% Based on Revised Engineer's Estimate	
Right-Of-Way Permit	\$ 50.00	
Pavement Disturbance Fee	\$ 50.00	Fee waived for projects < \$1,000 or if part of Construction Permit
Erosion Control Permit & Inspection	>	Included with Construction Permit
Other Special Services	\$ 30.00	0
Right-Of-Way Permit:	\$ 100.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.
<i>Required for work performed in the public right-of-way, including pavement cuts, utility construction, maintenance, or repair, sidewalk construction or repair, driveways, curb cuts, aerial work, temporary street/right-of-way use, and parklets.</i>		
Pavement Disturbance Fee:	\$ 100.00	Fee waived for projects with a value of less than \$1,500 or if part of a permit for the construction of public improvements.
<i>Assessed to the Right-of-Way Permit fee for work in the public right-of-way that cuts, damages, removes, replaces, mars, trenches, digs, bore, or disturbs pavement. Includes paved streets, bikeways, driveways, curbs, sidewalks, or other paved areas in the right-of-way.</i>		
Plan Review for Public Improvements:	2.0% based on the Engineer's Preliminary Project Cost Estimate	Plan Review fee includes up to three plan review iterations, after which additional plan review fees will apply.
<i>Design plan review is the first step for private development projects that require improvements to or expansion of streets, sidewalks, curbs, driveways, storm drainage facilities, sanitary sewer, water main extensions, or other improvements in the public right-of-way.</i>		
Plan Review - Additional Reviews	\$120/hour, 1 hour minimum	Plan review fees for plan reviews that exceed three review iterations.
Permit for the Construction of Public Improvements	3.0% based on the Engineer's Final Project Cost Estimate	Permit issued after plans have been reviewed and approved by the Engineering Division. Fee includes the cost of inspections.
Blasting Permit:	\$ 1,200.00	Fee includes Blast plan compliance inspections.
<i>Required for all blasting operations and the use of explosives in City limits.</i>		
Engineering Services for Building Permits	\$320 each	Fee includes System Development Charges (SDCs) review, plan review, and up to three inspections, including final inspection.



St. Helens Universal Fee Schedule

Fee for Additional Engineering Inspections	\$75/hour, 1 Engineering inspections for any work performed in the public right-of-way not covered by hour an existing permit or fee. minimum
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St. Helens Universal Fee Schedule

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



St. Helens Universal Fee Schedule

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



St. Helens Universal Fee Schedule

PARKS AND RECREATION FEES		
Park Areas for Reservation		
McCormick Park		
Area 1 - Veterans Pavilion	\$ 25.00	Per 3 hour Session
Areas 2-4	\$ 15.00	Per 3 hour Session
Campbell Park		
Areas 1-2	\$ 15.00	Per 3 hour Session
Columbia View Park		
Area 1 - Gazebo Amphitheater	\$ 25.00	Per 3 hour Session
Field Areas for Reservation		
McCormick Park		
Softball Fields 1-2	\$ 10.00	Per 3 hour Session
T-ball Fields 1-2	\$ 5.00	Per 3 hour Session
Soccer Field (Combines both T-ball Fields)	\$ 10.00	Per 3 hour Session
6th Street Park		
Baseball Fields 1-2	\$ 5.00	Per 3 hour Session
Campbell Park		
Softball Fields 1-2	\$ 10.00	Per 3 hour Session
Recreation Center		
Softball Fields 1-3	\$ 5.00	Per 3 hour Session
Dock use registration	\$15.00	Per 72 hour visit
Dock electrical connection	\$5.00	Per visit
Recreation Center		
Recreation Center Rental	\$ 30.00	Per Hour
Security Deposit (refundable)	\$ 50.00	Refundable security deposit
Rental Addition - Project/Screen	\$ 10.00	Flat one time fee
Rental Addition - Microphone/Sound	\$ 10.00	Flat one time fee
Community Center		
Community Center Small Meeting Room	\$ 10.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Community Center Main Room Rental (kitchen not rentable)	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Community Center Theatre Room Rental	\$ 25.00	Per Hour Non-profits 50% reduction with proof of non-profit letter
Toddler Play Gym ages 0-5 years old	\$ 25.00	Per Hour
Late Fees		
General Park Use (7 business days)	\$ 10.00	
Public Assembly (45 business days)	\$ 25.00	
Parade & Walks (45 business days)	\$ 50.00	
Tournament Fee	\$ 10.00	Per Team



St. Helens Universal Fee Schedule

Use of Field Lights	\$ 25.00
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City of St. Helens
RESOLUTION NO. 1955

A RESOLUTION AUTHORIZING A DESIGNATED AGENT FOR
 THE APPLICATION TO THE STATE OF OREGON OFFICE OF
 EMERGENCY MANAGEMENT FOR THE PURPOSE OF OBTAINING
 FINANCIAL ASSISTANCE THROUGH THE HAZARD MITIGATION
 GRANT PROGRAM (HMGP)

WHEREAS, the City of St. Helens is making application to the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program; and

WHEREAS, the City is requesting \$3,000,000 to elevate and seismically upgrade the bridge on Old Portland Road over Milton Creek to reduce disaster losses and preserve community lifelines essential to health, safety, and economic security.

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

Section 1. The City Council of the City of St. Helens hereby authorizes John Walsh, City Administrator, to execute for and on behalf of the City of St. Helens, a public entity established under the laws of the State of Oregon, all required forms and documents for the purpose of obtaining financial assistance for the Hazard Mitigation Grant Program (HMGP), or Hazard Mitigation Grant Program Post Fire (HMGP-PF), or the Building Resilient Infrastructure and Communities (BRIC) program under the Disaster Recovery Reform Act of 2018 (DRRA), or the Flood Mitigation Assistance (FMA) program, as pertains to federal mitigation grant programs indicated below (check all that apply):

☒ HMGP ☐ HMGP-PF ☐ BRIC ☐ FMA

Approved and adopted by the City Council on May 18, 2022, by the following vote:

Ayes:

Nays:

 Rick Scholl, Mayor

ATTEST:

 Kathy Payne, City Recorder

CERTIFICATION

I, Kathy Payne, duly appointed and City Recorder of the City of St. Helens, Oregon, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the City Council of the City of St. Helens on the 18th day of May 2022.

_____, City Recorder
Signature

Date

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #5.

City Council Meeting ~ May 18, 2022

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application</u>	<u>Referred by Email</u>
		<u>Received</u>	<u>To Committee(s)</u>
• Scott Jacobson	Parks & Recreation	2/14/22	2/14/22
• Ginny Carlson	Parks & Recreation, Planning	4/1/22	4/1/22
• Brady Preheim	Planning	4/21/22	4/21/22
• Russ Low	Planning	4/24/22	4/25/22
• Charles Castner	Planning	4/29/22	5/2/22

Arts & Cultural Commission (3-year terms)

- Maggie Clayton resigned. Her term expires 9/30/2021.
- Patrick Nicholson resigned. His term expires 9/30/2022.
- Kimberly O'Hanlon resigned. Her term expires 9/30/2021.
- Leticia Juarez-Sisson resigned. Her term expired 9/30/2020.
- Jenna Reineking's term expired 9/30/2020.

Status: Currently, the Commission is on hiatus.

Next Meeting: TBD

Recommendation: None at this time.

Library Board (4-year terms)

- Marjorie Stanko resigned. Her term expires 6/30/2023.
- Amanda Heyneman and Becky Bean's terms expire 6/30/2022. Neither wish to be reappointed.

Status: Currently, there is one current vacancy and two future vacancies come July 1. A press release will be sent out to recruit applicants.

Next Meeting: June 13, 2022

Recommendation: None at this time.

Parks & Recreation Commission (4-year terms)

- John Brewington resigned. His term expires 12/31/2025.

Status: A press release was sent out on February 15 with a March 15 deadline.

Next Meeting: June 13, 2022

Recommendation: The Commission met on May 9 and voted to recommend appointment of Scott Jacobson.

Planning Commission (4-year terms)

- Kathryn Lawrence resigned. Her term expires 12/31/2023.

Status: A press release was sent out with a deadline of April 29.

Next Meeting: June 14, 2022

Recommendation: The Commission met on May 10 and voted to recommend appointment of Russ Low.

City of St. Helens
RESOLUTION NO. 1648

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder



PLANNING COMMISSION

Tuesday, April 12, 2022, at 7:00 PM

APPROVED MINUTES

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

Members Absent: Commissioner Pugsley
Commissioner Lawrence

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

Others: Brady Preheim
Tina Curry
Molly Matchak
Colleen Ohlert

CALL TO ORDER & FLAG SALUTE

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

Preheim, Brady. He said the documents on the website were not working. He said that he felt the Planning Commission never denied any variances brought to them. He asked what the percentage was of variances that were denied. He said he agreed with the Planning Commission's idea of becoming a more proactive group.

Ohlert, Colleen. She asked if citizens who were not on the Planning Commission were allowed to participate in a committee or sub-committee so they could be a part of the the different projects the proactive Planning Commission might work on. City Planner Graichen said that it would depend on the topic and if an ad hoc committee was formed by City Council. Ohlert said she thought citizen involvement would be important if they were compassionate about the subject.

Matchak, Molly. She mentioned she was a business owner on First Street and thought it was great to have more involvement in the development taking place. She thought the idea of a Proactive Planning Commission would be great for making sure projects were looked at in more depth.

Curry, Tina. She asked what the Planning Commission's role was as the Historic Landmark Commission. She was curious what the difference was between them and the Museum Association. Councilor Birkle advised they only dealt with changes to buildings or places that were considered Historic.

CONSENT AGENDA

A. Planning Commission Minutes Dated March 8, 2022

Motion: Upon Commissioner Webster's motion and Commissioner Semling's second, the Planning Commission unanimously approved the Draft Minutes as amended dated March 8, 2022. [AYES: Vice Chair Hubbard, Commissioner Webster, Commissioner Semling, Commissioner Toschi; NAYS: None]

WATER MASTER PLAN – Keller Associates

Keller Associates presented the report for the Water Master Plan. They shared the differences between the existing water system and the planning criteria to be used for the development of the future system. They compared the water facility current capacities and what the future demands will be. They shared the information on their recommendations for improvements to the existing and future water systems and how they coincide with the capital improvement plan. They also showed a complete document and adoption process to implement these recommendations. The Commission asked a few clarifying questions about the Water Master Plan.

PUBLIC HEARING AGENDA (times are earliest start time)**B. 7:30 p.m. Variance at vacant lot on S. 10th Street north of the lot addressed as 484 S. 10th Street - Bonilla**

Associate Planner Dimsho presented the staff report dated March 1, 2022. She said the Variance is for a front yard setback. She showed where the property was located. She said there were two lots right next to each other that the City owned, and the subject property was one of them. She said the City owned the lots because there is a storm line that runs through the property. She said the storm line used to run down the center of the properties making them undevelopable, but in 2019 there was a storm re-routing project that took the line and moved it so that it more closely followed the property line. This made the subject property developable. She said there is a decommissioned pump station on the second lot, but not on the subject property.

She said recently the City declared this property as surplus and the applicant was in the process of purchasing it.

She said Variance was for a four-foot front setback for a bedroom in the front of the house. Without the storm infrastructure on the backside of the house, there would be no need for a variance as they could just shift the house back.

She walked the Commission through the criteria for an approval of a Variance. She talked about the impact the variance would have to neighbors. She said because there was a 90-foot right-of-way and reducing the setback would still leave 38-feet from the structure of the house to the roadway.

She said there was about 500-square feet of the storm easement that encumbers the buildable area which creates a unique circumstance for the property. She also mentioned that in the code, there are circumstances that allow for four-foot setback exceptions when there are porches, overhangs of eaves and patios without a variance needed. She also said the code allows for changes of up to 20-percent reduction to setbacks for remodels of a home without a variance, so the request is in line with other code exceptions.

She said that even with the setback variance request there would still be two off-street parking spots available.

Bonilla, Nacia. Applicant. Bonilla was called to speak. She said the amount they were requesting was very minimal. She mentioned currently there was about 401-square feet of impacted buildable area, and they were requesting to use 54-square feet of that impacted area. She said they did try to minimize the building footprint and the plan first and even changed the porch that would encroach on

the setback to be a recessed entryway instead. She said they were making every effort to meet the front setback.

In Favor

No one spoke in favor.

Neutral

No one spoke in neutral.

In Opposition

Preheim, Brady. Preheim has a residence at 495 S. 10th Street. He said he did not think the lot was buildable and should remain in City ownership. He said the area floods during the winter. He said there was a drainage added to the area, so it does not flood as bad now. He did not want the Commission to allow the variance.

Rebuttal

Bonilla, Nacia. Applicant. She mentioned they will still be required to meet all drainage standards and tie into the storm line. She said the footprint will not modify the hydrology of the site as it exists today. She said she knew that any additional runoff related to the new development will tie into the stormwater drain. There should not be impact to the neighbors because of increased development.. She was not concerned about her house being flooded. She said even without the variance, it would not make the lot unbuildable, it would just mean they have to modify the footprint and plans for the building.

End of Oral Testimony

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

Close of Public Hearing & Record

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

Deliberations

There was a small discussion about each criteria required to approve the Variance.

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

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

DISCUSSION ITEMS**C. Preferred Alternatives for Grey Cliffs Park**

Associate Planner Dimsho presented the Grey Cliffs Park Concept Presentation prepared by the Oregon State Marine Board (OSMB). She said the Parks and Trails Master Plan recommends an in-water facility for fishing at Grey Cliffs Park. Currently, there is a shoreline area to launch kayaks. The OSMB offers a technical assistance program where they will help design and permit a facility at no cost to the City. So, the City started that process and this presentation was to give the Commission a chance to comment on the design.

She said the facility is being designed for two types of users: paddlecraft users and anglers. She said she convened a group of stakeholders for feedback on the design along with the Parks and Recreation Commission. She also said in early May there would be a public forum to receive feedback from the public and the City Council on the design. She said the facility would ultimately be grant funded.

She showed the Commission where they plan to place the facility and explained the elevations and conditions that required it to be located there. She also showed them a survey that the OSMB had conducted. It shared the low and high of tidal influence and the effect it will have on the ramp, ADA accessibility and other access items.

She said the goal of the project was to provide an accessible and permittable dock for both paddling and fishing.

She said all the designs had common features such as accessible routes, a double gangway, and light penetration decking. There was more discussion on the design for the paddle docks and launch.

Vice Chair Hubbard mentioned he could see the dock being busy and suggested they add another dock on the other side of the paddle dock to help with congestion.

Commissioner Toschi also suggested, to avoid congestion, to offer a second dock for equipment to create easier launch space. He expressed it could be an issue with people going out or coming in and creating major congestion. He also expressed concern about enough parking and if the park was going to facilitate the need for this activity.

Chair Cary expressed concern about the narrowness of the ramp and shared some examples of issues with other venues and how the narrowness causes congestion. He suggested adding notch outs for passing along the ramps.

D. Proactive Planning Commission Framework Discussion

Commissioner Toschi presented his memo that he had prepared. He said he took what he thought were the main ideas and concerns for the framework, based on discussion in previous meetings, and created some procedural elements.

There was a discussion on the framework and how to move forward with procedures of the Proactive Planning Commission. Graichen mentioned we needed to have a sub-committee report each time for the agenda to avoid any type of surprises to the Commission. He also said the sub-committee should have a rotation of Commissioners to help with organization and input.

Commissioner Semling expressed concern about being organized on what subjects they should be proactive on and where to start. Commissioner Toschi said he felt that is why they needed to implement these processes.

Chair Cary expressed that he would like to keep proposed subjects of discussion to a minimum to respect the time of all the Commission and the Planning Department's agenda items.

There was discussion on more details of the different elements of the proposed procedural framework.

Commissioner Toschi said he would take this discussion and refine the procedures for the next meeting to present to the Commission.

E. Planning Commission Interview Committee

City Planner Graichen told the Commission that Commissioner Lawrence had resigned and there was an immediate opening. He asked who was interested in being on the Planning Commission Interview Committee. The same individuals from the previous committee were nominated: Commissioner Pugsley, Vice Chair Hubbard, and Commissioner Webster. Commissioner Pugsley was not present to accept so they nominated Chair Cary to be a back-up member if Commissioner Pugsley did not accept.

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

- F. Sign Permit at 524 Milton Way – Carrick, Inc.
- G. Site Development Review, Minor at 1370 Columbia Blvd - Tanner
- H. Sign Permit at 2774 Columbia Blvd & 2750 Columbia Blvd (x2) – SHHS
- I. Sign Permit at 1421 Columbia Blvd – Columbia Pacific Food Bank
- J. Sensitive Lands Permit at 150 Belton Road – Schlumpberger
- K. Home Occupation at 724 McBride Street – Herbert
- L. Site Design Review Modification at 454 Milton Way – Crown Castle
- M. Extension of Time for Temporary Use Permit at 2225 Gable Road – Kniffin

There were no comments on the Planning Director Decisions.

PLANNING DEPARTMENT ACTIVITY REPORT

- N. Planning Department Activity Report – March

FOR YOUR INFORMATION ITEMS

Associate Planner Dimsho reminded the Commission about the Annual Appreciation Dinner for Boards & Commissions. She also mentioned the RFQ for the Riverfront Development solicited two potential developers. She said there was a selection committee, which included the City Council and three Planning Commission members, would meet and look over their presentations and their overall vision for the site throughout May. She said they would decide on a developer, or to re-solicit if needed.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned 9:57 p.m.

Respectfully submitted,

*Christina Sullivan
Community Development Administrative Assistant*



PARKS AND RECREATION COMMISSION

Monday, April 11, 2022 at 4:00 PM

APPROVED MINUTES

PRESENT

Chair Lynne Pettit
Vice Chair Brandon Sundeen
Commissioner Howard Blumenthal
Commissioner Jacob Woodruff
Commissioner Jerry Belcher
Commissioner Dana Lathrope
Commissioner Carmin Dunn

STAFF PRESENT

Shanna Duggan Parks and Rec Manager
Sheri Ingram Public Works Office Assistant
Councilor President Doug Morten
Erin Bird Parks and Rec Admin Assistant
John Walsh City Administrator
Jenny Dimsho Associate Planner/Community
Project Manager
Councilor Patrick Birkle

ABSENT

Commissioner Paul Barlow

OTHERS PRESENT

Scott Jacobson
Ginny Carlson
Steve Toschi
Jeanie Bellque

CALL TO ORDER

4:02 P.M.

APPROVAL OF MINUTES

Woodruff said the minutes need to be corrected, the minutes said he was present when he was absent.

Motion made by Commissioner Dunn and seconded by Commissioner Belcher to approve March 14th Minutes

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

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

Pettit suggests moving staff report and councilors report to just before discussion items and go straight to the presentation of Grey Cliffs Park.

NEW BUSINESS

1. Dimsho said that Grey Cliffs Park project started back in 2015. There has been a desire to have a dock for paddle craft launching and fishing at Grey Cliffs. In 2019 they installed restrooms and grading to make it easier for kayaks and canoes when launching. This will not

substitute shoreline launching; all the improvements from 2019 are added additions to this park. This presentation was prepared by our Marine Board, they have a technical assistance plan for designing and permitting these facilities. The permitting will be directed to an expert. Dimsho clarified she is presenting on behalf of the Marine Board. The public will be invited to give feedback.

On the PowerPoint it shows an aerial view of the existing park, Dimsho asked if anyone on the Commission fishes, or has canoe or kayak; she is seeking feedback from paddle craft users and fishers. Dimsho continues, she said that MLLW is median low, low water and MHHW is median high, high water. There is a big difference and that will affect the design of the ramp slope. The goal of this project is to invite separate users, fishers, paddle craft and not intervene with each other.

Dimsho said there are a lot of different permits needed, she showed on the PowerPoint an extensive list. Dunn asked if any pre-permitting has begun, Dimsho said it has not been started and that this project is in the very early stages.

There are three concepts Dimsho said she will go over, some common features with all three will include full accessibility, this will be a ramp that is wheelchair accessible, a person in a wheelchair will be able to access the paddle craft launch. A double gangway a ramp down and two columns and then another ramp, stationary ramp and a floating component, spots where light penetration will keep predators from eating the salmon, paddle craft launch and fishing docks. Looking at the elevation of the ramp, part of it stays stationary and the other part floats up and down with the tide.

Dimsho continues to the three concepts:

- **Concept one** is oriented parallel to the marina, 80-foot stationary component and 120-foot floating component to the gangway, this stretches out so far making it more costly, but it stretches out far because the median low, low water line is shown dark on the plan, the floating component and docks need to be 20-feet from that line. Dimsho added that all concepts are like this. This concept slope is less than 8% at its lowest water level, and that's an ADA friendly slope. The fishing docks north of gangway landing, the finger off the dock, the direction the fishing lines go plays a big factor on where the fishing docks should be placed, they go downstream or north, this allows there to be no conflict with the paddle craft launch. The ADA accessible paddle docks perpendicular to river flow and south of gangway landing, the paddle craft launch is 30-foot and submerged into the water for when you get in an out, there is a component shown that makes its ADA accessible. With the length of the launch, there can be two kayaks in the launch at the same time.
- **Concept two** is oriented parallel to the marina. The gangways are 80-foot stationary component and 100-foot floating component, the second gangway will not be as long and far out. The ADA accessible paddle craft ramp and docks are north of the gangway landing and with the river flow. Fishing Docks are south of the gangway landing, which causes conflict with the paddle craft docks since the lines are flowing north into that area. This concept has been ruled out quickly due to the conflict of the fishing docks and paddle docks.
- **Concept three** is oriented for fishing in deeper water, this is back to the 80-foot and 1200foot gangways. The fishing docks are north of the gangway landing and the

paddle docks are angled to river flow and closer to the marina. This is a preferred alternative to concept one, it is preferred because the wind and flow of the water.

Dimsho and Blumenthal discussed how in the concepts two and three you can paddle under the ramps to avoid the fishing lines. Belcher said he likes concept 3 with the flow of water. that most docks are set up with the wind flow. in water structure and they talked about having a sandy cove in the back there. Dimsho said there is a potential to having dread soils. The marine board will need to study how it would work to have sand there and where it would migrate to. This park will be more user friendly, but the parking is an issue there which makes it difficult to allow more people to go down to a beach. Dunn wants to see from slide five where everything will fall, she said it only goes out to a small portion of the marina and Blumenthal said they don't want motorboats going through, this does not want to seem appealing to motorboats. The ADA accessible dock allows fisherman to fish in a wheelchair, also the width of the dock is wide enough for people to get around each other comfortably. Dimsho said everyone finds that concept 3 is the preferred plan. Sundeen said it will be an improvement because the current launch is so rocky and muddy. It was brought up by many that the ramp is so long it would be tasking to take a kayak up and down, Dimsho said the road that circles around allows for stopping unloading and then parking so it had much carried a kayak around. Pettit mentioned she really approves of concept 3. Belcher asked what the next steps are. Dimsho said she is gathering feedback then she'll send it along to the Marine Board and the process will continue from then, it could take up to a year to get the permitting done, it is free. This could be grant funded, may have two grants that will cover 80% of the fees, the City would cover the rest. It has taken two years to get to where they're at now. Dunn asked what if there are pieces from other concepts that are liked more than the chosen concept such as the more gradual slope on concept two, but she likes three, Dimsho said that distance on the gangways may not outweigh the overall concept. Walsh said he hopes to work out some additional parking around there he said he has a long-time vision of a boardwalk from Grey Cliffs Park to Columbia View Park and on. Sundeen noticed the parking is rough as it is, adding amenities will make it worse. Dimsho said in 2019 it got paved and bathrooms added so that is a huge improvement and it'll continue.

2.

Why do you want to be on his commission: Jacobson said he has a passion for parks, he would like to be kept mentally fit and physically fit and build community. Also, some of a certain age have an idealized thought of being younger and our communities were so much better back then. Childhood experiences plays a large part of that. He did some landscaping not too far from 6th Street Park and enjoys hearing the little league and it brings back so many memories, he likes building communities, he and his wife walk around town and see kids at the park with their parents. He enjoys making connections. He and his wife's first experience were 13 nights and came across this and got to interact and building community. He knows there's lot of new developments. He read through the minutes since 2020 and he is not a speaker would rather listen. He drew up what ideas he can put forth. He would like to be part of that. He is an outdoor enthusiast, he said when he was a kid, he was always outside and go out exploring. he and his wife are avid hikers, they hiked and lived full time in their RV for one and a half years. He lived out of the country for a long time. He likes to salmon fish

Dunn: what parks are your favorite? Jacobson said he has a much better understanding now of the parks. Columbia view park is his favorite, many people there. and a lovely view. Heinie Human, must go to look for it. Likes having a dog park to let the dogs go play free. Driven by it many times, but walnut park is so neat.

He said he used to work for parks and recreation, had a business in UK commercial archeology, Government Entities, had to find what condition things were in. in his personal view, he traveled around the world, gives him unique experience to help him with personal perspective, Volunteering helps define his sense of community, he lived in Florida and they used to volunteer at a center where Spanish and Guatemalan population was large and he taught English. He volunteered in Portland, handyman for older seniors and mostly widows, needed small maintenance tasks done. He did archeology in Scotland, taught seniors, did parties at the parks.

Blumenthal, can you come to 4 o clock meetings every 2nd Monday. Jacobson said he can he is retired; he may have a conflict from another volunteer opportunities.

Belcher asked about question three, he traveled a lot and gone to many parks. what do you see that St Helens is missing and could be added to our parks, it would be nice to have kayak racks down at the Grey Cliffs like discussed. what he would like to see people connected like a park potluck. Utilize what we have as much as he can.

3.

Blumenthal said that they think the lines are on different places nob hill park, Dimsho said they clarified with Scappoose Watershed where the lines are. He said that portions on fences on the 4th street property, are on trail. A survey would cost about \$700 to do one pin. Blumenthal said there are many problems with the rental house there, they can't find where the park is and their parking spots. Dimsho said it is a balance, private property butting a park. Blumenthal noted that they are parking on camas, and it has become surplus parking for this house, and it keeps adding up into the park. Dimsho asked where parking was for the park, Blumenthal said that is across the way of this property.

Belcher asked about 5th street trail; there is a cliff and there is a big gate and an area that looks like it was taken over, did they and it looks like it's on city property, just north of the trail. Dimsho said it is not uncommon for things to be built in the right of way. That has not been vacated, if they city wanted to build a trail through that area, they would have to move their gate. Dimsho referred Belcher to Shanna and talk to her when it comes to setting boundaries.

4.

Pettit: Why do you want to be on this commission? Carlson said it is easier to make change when you are part of a team, she said she has always been a community person. Her job is revolving around people with disabilities and community. She has watched Parks and Commission change in the last few years.

Dunn: what are your favorite parks. She said McCormick Park, many people with different abilities can enjoy this park. She said her son has had disabilities since he was in second grade, he finds joy in swinging, she heard so much great feedback about McCormick, she loves to garden, and she has a soft spot for Nob Hill Nature Park.

She has experience, leadership, city council for many years, volunteering with Scappoose Watershed, anything that brings in people together who are left out. She is looking forward to Art in the Park

Blumenthal asked if she can attend the 4 o'clock meetings, she said yes the nonprofit to she works for really approves of this type of volunteering.

I left behind the City Council was to leave behind drama and this has short term goals long term goals, she worked on the splashpad in 2008. Public works has been amazing, moved down Plymouth Street, things got fixed so quickly. She is very happy about Dalton Lake; Pettit is getting many benches made from recycled plastic. She asked if they do benches at McCormick, there is one and more wanted to be put in.

OLD BUSINESS

6. Park Assignments

Lathrope said she is interested in Campbell and Grey Cliffs Parks, Lathrope said she wouldn't mind teaming up Belcher on Grey Cliffs Park. Campbell has lots of problems with vandalism, it needs some attention.

7. Urban Trail Update and Request

Duggan said she met with Public Works and with Walsh about the Urban Trail, Have the people who have been involved with planning come back to us with the must have places for the markers, then Public Works will review. Dunn said to have a meeting with subcommittee about this, find all the areas to put markers down. Duggan said there is a lot of planning that goes in place, she said to keep in mind that they are finding the best places for the markers with the small amount of funds.

8. Update Parks and Capital Improvement and Master Plan

Duggan has been moving along with staff on an updated Master Plan, she brought up how the extra meetings have been cancelled. She is going to look at the current Master Plan instead of redoing the master plan, she added, and they are at capacity. She will have an updated list on improvement projects with Campbell and others at the next meeting. We will start selecting when we see what grants we have.

STAFF REPORT

Duggan said:

- Parks and Rec has been partnered with the Early Learning Hub and hosted The Early Learning Fair on April 8th, there was a good turnout.
- Parks and Rec has been partnered with CCMH and have them coming in for the SPARC program, this is for people with Intellectual and Developmental Disabilities.
- \$150,000,000 in funds coming to school district camps, there will be some support for Parks and Recreation.
- Next month on May 11th, there will be a Parks and Recreation report, if anyone has some photos to share let Duggan know.
- There was a Sensory Bin Workshop last weekend.
- Camps for summer are almost sold out.
- There have been 860 registrations not including 101 reservations.
- There are 100 new members in our software.

- There are nine active special use permits.
- Youth soccer started last weekend there are eight sessions, one hour each.
- Parks and Recreation is always looking for partnerships with nonprofit organizations.
- Parks is working on field maintenance, there has been around 1000 people using fields.
- Parks and Recreation has been working closely with different softball leagues, disc golf had work party and cleaned up the disc golf course.
- On May 7th, there is a work party in McCormick with Scappoose Bay Watershed, this will be from nine to eleven and one to four. The Japanese gardens need work and should be brought back if there is some support left.
- Vandalism continues to be a problem at Campbell Park; the door was almost ripped off; the roof has issues as well because kids climb on them.
- New RecDesk software is being developed well.

Sundeen mentioned the plans for benches at McCormick playground. Duggan said there are two plans for the benches but the ground is a bit soft.

COUNCILOR'S REPORT

- Morten has found this meeting impressive with the time put in tonight. Waterfront discussion with Dimsho was well presented and received. Morten commented on the two strong candidates and there is a good variety and lots of experience and expertise.
- Council: any project that needs more advocating is the urban trail, it has to happen this year. Public Works is all in with helping with finding signage and markers. We will have to rely on Public Works to make this happen.
- Duggan's reports are great, her leadership and detail and passion for what she does is outstanding.
- He said this was a great meeting to build our park system.

Sundeen asked when the fiscal year ends for funding to return, ends in June 30th. Morten said projection for parks will be similar as last year. He said things have been on an upswing for the last two years, this year, its slim and hard to move forward. No one is satisfied with statuesque. Everyone has been cutting back. This year we are not cutting staff and there's little retirement. This will come to the budget meeting. Duggan said to let her know if they'd like to come in and discuss budget. There is always subject for change.

DISCUSSION ITEMS

Belcher said Oregon is getting 10,000,000 set said for Community paths and he doesn't know much about it.

Ingram said June 1st will be a work session, Dunn will provide materials used.

Blumenthal said people came for the nave plant sale. Limit

Sundeen asked about disagreements with ranking system for new commissioners, Pettit said it can be discussed next meeting.

Dunn said there will work party at botanical gardens to be planned.

ADJOURNMENT

6:17

City of St. Helens
Declare Surplus Property
City Council Meeting
May 18, 2022

If approved, the following items will be disposed of per St. Helens Municipal Code Chapter 2.04.

Police Department

- See attached

CASE #	CASH VALUE	ADDITIONAL ITEMS
0021	\$765.00	
991218	\$21.00	carton of cigaretts
010504	\$12.00	metallic strands
010173	\$40.00	
010064	\$5.00	gld ring blk stone, gld w red stone
0103040	\$10.00	
01300877	\$30.00	candy wrapper papers
01302245	\$13.00	
01301294	\$35.00	fritos bag
02300578	\$36.11	change in quareters blk pouch
02300309	\$1.00	
02300527	\$6.00	
02300888	\$5.00	
03300369	\$30.00	
03300617	\$20.00	
03301240	\$115.00	
03302239	\$50.00	
03302368	\$15.00	
04300303	\$10.00	
43046369	\$121.00	
04301644	\$76.00	
4302230	\$20.00	
05300141	\$1,600.00	
05300480	\$80.00	
05300735	\$87.00	
05300735	\$86.00	
05301232	\$100.00	
05301275	\$22.00	
05301275	\$200.00	
05301275	\$200.00	
05302239	\$132.00	
05302239	\$25.00	
05302280	\$127.00	
05302280	\$6.40	all change
05302245	\$1.12	change
05302489	\$63.00	
05302489	\$8.00	
05302550	\$20.00	
05302489	\$146.75	all change
06300457	\$284.00	
06300723	\$66.00	brown wallet cell phone
06301028	\$101.00	
06301756	\$40.00	
07300014	\$59.00	
07300389	\$96.00	
07300677	\$1,060.00	

07300681	\$500.00	
07300818	\$40.00	
07301085	\$5.00	
07301583	\$40.00	
08300101	\$23.00	
08300102	\$310.00	
08300475	\$158.29	
08300767	\$5.00	
08300767	\$587.45	
08300802	\$62.21	
08300864	\$96.00	
08301218	\$11.00	
08301218	\$680.00	
08301450	\$500.00	
09300448	\$65.00	
09300572	\$360.00	
09300572	\$900.00	
09300572	\$20.00	
09300643	\$20.00	
09300924	\$19.00	
09300924	\$200.00	
09301103	\$350.00	
09301380	\$16.00	
10300318	\$131.00	
10300335	\$700.00	
10300497	\$45.35	
10300729	\$100.00	
10300755	\$110.00	
10300963	\$50.00	
11300553	\$85.00	blk wallet w/stars 2 reciepts
11300876	\$105.00	
11300935	\$30.00	
12300233	\$14.00	
12300485	\$82.00	
12300510	\$401.00	
12301210	\$6.40	sunglasses
12300828	\$282.00	
13300010	\$2.00	
13300066	\$46.00	
13300214	\$42.00	
13300378	\$136.00	
13300607	\$22.00	
14300290	\$83.00	
14300849	\$188.00	
15300009	\$38.00	
15300605	\$320.00	Visa CC Cory Baker, Utility bill
160039290	\$132.00	black wallet

17054938	\$288.00	
17054938	\$8.03	all change
17065798	\$288.00	
17065798	\$288.00	
17075653	\$972.00	
17075653	\$115.65	
180028702	\$10.00	
190059192	\$20.00	
19025220	\$12.05	
200006551	\$224.00	brown "chervorlet " wallet
200038823	\$168.00	
210000002	\$101.00	black wallet
210008822	\$276.45	
21040501	\$28.00	blk wallet , expired ID, Misc papers
unknown	\$41.00	blk wallet misc items
UNKOWN	\$8.81	

CASE #	CASH VALUE	ADDITIONAL ITEMS
9200059		coins, stamp book, chekcs
99000540		keys on keyring
01301793		misc jewelry
05302245		misc coins
7030142		brown wallet
08-300402	F.I.E .22 Revolver Silver	W/ BLK HANDLE
08-300402	.22 HG7734	
10300160		manilla envelope misc jewelry
12300205		iphone
12300480		Ipod
14300890		blk Batman wallet,w ID, mis items
14301052		white HHP tablet
15300786		old wire cutter
16020714		(3)white tablets
17077312		(2)visa debit cards
17003283		blk jacket
17039115		square card reader
17096064		pallet jack
18011142		folding knife
18013911		red pocket knife, peperspray
18024389		Springfield 9 MM
18024389		Traditions Pistol
18024389		Savage Arms .22
18002491		red folding knife
180027813		hard drive - 3JA0D800
180027813		hard drive - 9RW3CC27
180027813		hard drive WCAV22683670
180027813		hard drive 3JA0DBZJ
180028702		(8) knives
180043997		pocket knife
180046877		mulittool
180052428		blue folding knife, lighter
180050272		pink ipod
180013911		blk/blu phone
190018276		blk /brown folding knife
200013471		\$50 amazon gft crd - \$100 visa card
200043081		Tri Fold American Flag
210036777		keys on a ring
210051938		9 debit cards
210056885		Coolers, Car Battaries, Landry Basket, Misc itemes
220007646		blk pouch w multiple debit cards
unknown		wedding ring
unkown		blk photo holder
unknown		small glass conainer w jewlwery
unknown		camo wallet
unknown		blk/sil pellet gun

CITY OF ST. HELENS



REQUEST FOR PROPOSALS MUNICIPAL AUDITING SERVICES

May 19, 2022

Projected Timeline

RFP Release	May 19, 2022
Proposals due	June 22, 2022
Selection of Finalists	June 24, 2022
Interviews if Necessary	June 28, 2022
Notice of Intent to Award	June 29, 2022
City Council Approval	July 20, 2022

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CITY OF ST. HELENS

REQUEST FOR PROPOSALS – MUNICIPAL AUDITING SERVICES

The City of St. Helens (City) invites proposals from qualified independent licensed municipal auditors (hereinafter called “auditor”) having sufficient governmental and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposals (RFP).

I. DESCRIPTION OF THE CITY AND APPLICABLE ACCOUNTING SYSTEMS

The City of St. Helens is in Columbia County, Oregon. The City serves an area of 5.3 square miles with a population of 14,560. The City provides a full range of municipal services to its citizens, including but not limited to water and sewer, police, municipal court, public works, community services, and library.

The City of St. Helens has a Council-Mayor form of government consisting of four Councilors, elected to four-year terms, and a Mayor, elected to a two-year term. At each biennial general election, the Mayor and two Councilors are elected.

Annual appropriations for fiscal year 2021/2022, for the general fund and all funds combined are \$10.92 million and \$36.07 million respectively. The City has 82 full and part-time employees.

The City of St. Helens uses the following fund types and accounting groups in its financial reporting:

- 1 - General Fund
- 4 - Special Revenue Funds
- 5 - System Development Charge Funds
- 3 - Enterprise Funds
- 2 - Internal Service Funds
- 1 - Urban Renewal Agency

The City of St. Helens uses Incode 10 Financial Software’s General Ledger, Accounts Payable, Accounts Receivables, Payroll, Licensing and Permits, Cash Receipting, and Utility Billing modules. The City uses Accela from the State of Oregon for Building Permits.

A copy of the budgets and audits from the prior year are available on the City of St. Helens website www.sthelensoregon.gov.

II. GENERAL INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

A. All sealed proposals must be submitted not later than 3:00 p.m. June 22, 2022, to:

Mailing Address:

City of St. Helens
ATTN: Matt Brown, Finance Director
265 Strand Street
St. Helens, OR 97051

Hand Delivery:

City of St. Helens
ATTN: Matt Brown, Finance Director
265 Strand Street
St. Helens, OR 97051

The outer sealed envelope in which proposals are tendered should be marked "Audit RFP Proposal".

- B. Five (5) copies of the proposal are required, not to be opened until after the final submission date and hour noted above. These submissions shall become the property of the City of St. Helens without obligation.
- C. The selection of the external auditor will be based upon responses received to the criteria included in Part III of this proposal.
- D. Any questions should be directed to Matt Brown, Finance Director, at mbrown@sthelensoregon.gov. Written responses will be available to all interested parties.
- E. Work under this municipal auditing services agreement shall begin with the fiscal year 2021/2022 audit and shall commence with the adoption of the contract by City Council (anticipated to be issued July 20, 2022). Any agreement initiated as a result of this RFP will be effective through June 30, 2025, with an option to renew annually up to a maximum of (2) two additional years unless otherwise terminated as provided for by the terms and conditions of the agreement.
- F. The City of St. Helens reserves the right to reject all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedure.

III. AUDIT OBJECTIVES AND SCOPE OF SERVICES

The City of St. Helens is requesting proposals for the services of a qualified Certified Public Accounting firm to conduct the Financial and Compliance Audit of the City's operations. Services will include, but not be limited to: Planning and Performing the audit; Performing tests of documentary evidence, Evaluation of internal controls; Review of Management Letter; Review of adjusting entries; Draft and final Audit Report (includes approximately 10 copies and an electronic copy); Preparation and filing of State Documents; Technical assistance throughout the fiscal year; and Review of Year End Financial reports.

- A. The auditing services performed by the auditor shall allow the firm to:
 - Express an opinion on whether the financial statements of the City present fairly the financial position and results of financial operations in conformity with Generally Accepted Accounting Principles (GAAP);
 - Express an opinion on whether the City has complied with laws and regulations that may have a material effect on the audited financial statements; and
 - Issue a management letter.
- B. A minimum standard for audits of Oregon Municipal Corporations, adopted by the Secretary of State and approved by the State Board of Accountancy, shall govern the audit.
- C. The financial and compliance audit shall apply industry standards for auditing, and shall be made in accordance with all of the following:
 - Generally accepted governmental procedures as prescribed in the American Institute of CPAs (AICPA) Industry Audit Guide - Audits of State and Local Government Units and in Governmental Accounting, Auditing, and Financial Reporting (GAAFR);
 - Generally accepted auditing standards, Government auditing standards, and Oregon minimum standards;
 - The Single Audit Act and OMB A-133; and
 - Applicable laws and regulations.
- D. The audit will be used as a single document which will contain the basic financial statements, notes, and as supplementary data, the Combining and Individual Fund Financial Statements and Schedules.
- F. Recommendations based upon the auditing firm's review of the adequacy of internal accounting controls and other audit investigations shall be made a part of a formal management report separate from the financial audit. Such associated costs shall be included in the audit fee. The discussion of these recommendations shall be with the City Administrator and Finance Director.
- G. The auditor shall meet with the Finance Director prior to the commencement of each audit to discuss the planned approach to the audit work and to provide a list of schedules to be prepared by City personnel prior to the beginning of field work. An exit conference is required of the auditing firm on completion of all field work to inform the City Administrator and Finance Director of pertinent findings. A summary presentation of the audit findings shall be made to the City Council.
- H. The City will make available the information and work papers necessary in conjunction with the financial and compliance audit engagement.

- I. Expectation of services to be provided by auditors not already outlined above:
- Provide the City with adjusting entries and a final trial balance upon completion of the field work.
 - Draft and prepare final audit report – Auditor will be expected to prepare the final audit report and provide 10 hard copies and an electronic copy to the City.
 - Prepare and file all required State Documents.
 - Prepare a report on compliance with specific requirements applicable to major federal financial assistance programs, if required.
 - As part of the overall audit contract, the City expects to receive from the audit firm a variety of technical assistance throughout the fiscal year, including answers to accounting, reporting, and/or internal control questions.
 - All working papers and reports must be retained, at the auditor's expense, for a minimum of ten (10) years, unless the firm is notified in writing by the City of St. Helens of the need to extend the retention period.
- J. Plan changes in reporting over the next three years: It is the intent of the City that over the next three years to prepare and print a Government Finance Officers Associated (GFOA) certified Comprehensive Annual Financial Report (CAFR) each year.
- K. Compilation of financial statements and note disclosures.

IV. EVALUATION CRITERIA

Proposals will be evaluated based on technical responses and price with the following points:

Experience, Qualifications, and References	10	Points
Audit Approach and Understanding of City's Auditing Needs	10	Points
Cost Proposal	<u>5</u>	<u>Points</u>
Total	25	Points

The proposals will be reviewed by a selection committee comprised of one City Councilor, the City Administrator, and the Finance Director. Additional selection committee members may consist of Budget Committee members and/or other local governmental agency peers. The selection committee may elect to interview those candidates they deem most suitable to perform the audits.

Based upon this review, a recommendation will be made to the City Council as to award.

IV. PROPOSAL REQUIREMENTS

To achieve a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified in this part.

- A. Title Page - The name of the proposal's firm, firm address, telephone number, name of contact person, and email address.
- B. Table of Contents - Include a clear identification of the material by section and by page number.
- C. A list of partners, managers and other key staff persons who will be assigned to the City's engagement. Provide resumes and indicate their experience in auditing governmental jurisdictions, specifically municipalities.
- D. Describe staffing level that will be assigned to the City of St. Helens field work. Outline a work plan and related time schedule for each significant segment of the work.
- E. Describe how you would propose to use City personnel, if at all, to assist you during the audit and indicate the approximate time requirement.

V. TECHNICAL CRITERIA AND PRICE

Your proposal must clearly respond to the following:

A. Organization/Local Office Technical Qualifications and Approach.

1. State whether your audit organization is national, regional, or local.
2. Indicate the number of people (by level) located within the local office that will handle the audit.
3. Provide a list of the local office's current and prior government audit clients indicating the type(s) of services performed and the number of years served for each.
4. Indicate the local office's experience in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the year(s) of engagement.
5. Disclose all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization, or warrant that no such condition is known to exist. If the proposer is a national firm, it must disclose the above information for its region and all material judgments and pending or expected litigation on a nationwide basis.
6. If the proposer has had a contract terminated for default during the past five (5) years, all such incidents must be described. The audit firm must show through the Oregon State Board of Accountancy to not have a record of substandard work.
8. The proposer must state if subcontractors will be used and provide the above information for each subcontractor.
9. Describe your approach to the examination: This should include at least the following points:
 - a. Description of audit approach.
 - b. Use of statistical sampling.
 - c. The firm's knowledge and use of computer and programs to assist in the audit process.
 - d. Organization of audit team and approximate percentage of time spent on audit.
 - e. Management letter (provide a sample letter).
 - f. Typical assistance expected from City staff.
 - g. Tentative schedule for completing audit.

B. Price Quote

Provide the firm's proposed all-inclusive audit fee and a statement regarding determination of increases in succeeding years should the contract be extended. Include the hourly rates for each staff employee classification, and any other fees associated with the completion of the audit. Break out separately the costs associated with single audit. Please state if there are any opportunities to reduce

audit fees should the City institute additional procedures such as an internal audit function, provision of additional schedules, or other recommended procedures.

Item #9.

City may request additional services that would be outside the normal course of the requested annual audit services such as technical assistance on developing supplemental statistical schedules, specialized internal control reviews, specialized programs, and other opportunities that may arise. Therefore, please provide a supplement list of services your firm could provide with applicable pricing schedule and /or pricing strategy to reflect costs for additional services.

Ownership of the audit reports shall belong to the City of St. Helens, and it is expressly understood that publication of the audit report (in whole or in part) or reference for such audit report shall be at the sole discretion of the City of St. Helens.

Any unusual conditions encountered during the course of the audit where services of the auditing firm must be extended beyond the normal work anticipated will require written notification to the Finance Director who will respond in writing concerning the additional services. Additional fees must be approved by the City Council.



St. Helens, OR

Expense Approval Register

Packet: APPKT00543 - AP 5.4.2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
Goodrich, Spencer Michael	INV0002578	04/29/2022	Goodrich, Spencer Michael	100-000-20200	82.50
WILCOX	0694533-IN	05/02/2022	FUEL PARKS DEPT	100-708-52022	1,302.56
PASSPORT TO LANGUAGES INC	1189313	05/02/2022	INTERPRETER SERVICES	100-704-52019	13.75
CBM SYSTEMS LLC	221901	05/02/2022	JANITORIAL SERVICES	100-705-52023	1,019.95
CBM SYSTEMS LLC	221901	05/02/2022	JANITORIAL SERVICES	100-706-52023	2,000.00
CBM SYSTEMS LLC	221901	05/02/2022	JANITORIAL SERVICES	100-708-52023	127.85
CBM SYSTEMS LLC	221901	05/02/2022	JANITORIAL SERVICES	100-709-52023	152.76
CBM SYSTEMS LLC	221901	05/02/2022	JANITORIAL SERVICES	100-715-52023	1,269.80
ROSS DENISON LAW	4.28.2022	05/02/2022	PROFESSIONAL SERVICES COU...	100-704-52019	725.00
ERSKINE LAW PRECTICE LLC	5.2.2022	05/02/2022	4/4/22-4/29/22	100-704-52019	5,029.84
AMY LINDGREN LAW LLC	534	05/02/2022	JUDICIAL SERVICES	100-704-52019	5,000.00
VERIZON	9904650771	05/02/2022	CRYSTAL KING	100-701-52010	118.63
VERIZON	9904650771	05/02/2022	CRYSTAL KING	100-701-52010	40.03
VERIZON	9904650771	05/02/2022	MAYOR SCHOLL IPAD	100-703-52001	40.01
VERIZON	9904650771	05/02/2022	PD JETPACK1	100-705-52010	40.01
VERIZON	9904650771	05/02/2022	PD JETPACK2	100-705-52010	40.03
VERIZON	9904650771	05/02/2022	TORY SHELBY	100-708-52010	36.15
VERIZON	9904650771	05/02/2022	CAMERON PAGE	100-708-52010	36.15
VERIZON	9904650771	05/02/2022	RECREATION CENTER	100-709-52010	40.03
VERIZON	9904650771	05/02/2022	REC PHONE	100-709-52010	36.98
VERIZON	9904650771	05/02/2022	RECREATION CENTER	100-709-52010	49.91
VERIZON	9904650771	05/02/2022	MIKE DEROIA	100-711-52010	73.31
VERIZON	9904650771	05/02/2022	BUILDING DEPT IPAD	100-711-52010	40.01
VERIZON	9904650771	05/02/2022	DARIN COX - BUILDING DEPT I...	100-711-52010	59.91
VERIZON	9904650771	05/02/2022	CONSTRUCTION INSPECTOR	100-711-52010	40.01
VERIZON	9904650771	05/02/2022	JOHN HICKS	100-711-52010	49.91
SHRED-IT C/O STERICYCLE INC	8001471048	05/03/2022	CITY HALL SHRED SERVICE	100-715-52019	402.72
TYLER TECHNOLOGIES INC	025-375721	05/04/2022	TRAINIGN PERS. MAN	100-702-52018	520.00
STAPLES BUSINESS CREDIT	1641718858	05/04/2022	OFFICE SUPPLES	100-704-52001	284.95
STAPLES BUSINESS CREDIT	1641718858	05/04/2022	OFFICE SUPPLES	100-715-52001	239.94
STAPLES BUSINESS CREDIT	1641718858	05/04/2022	OFFICE SUPPLES	100-715-52001	103.40
CHAVES CONSULTING INC	210824	05/04/2022	MONTHLY USER FEE PER USER...	100-702-52019	185.10
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	100-708-52001	8.49
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	100-708-52001	-200.00
LANE COUNCIL OF GOVERNMENT...	83261	05/04/2022	APR - JUN 7.75 LABOR HOURS	100-701-52019	326.00
LANE COUNCIL OF GOVERNMENT...	83261	05/04/2022	JAN - MAR 2022 LABOR HOURS	100-704-52019	326.00
LANE COUNCIL OF GOVERNMENT...	83261	05/04/2022	JAN- MAR 2022 LABOR HOURS	100-706-52019	978.00
LANE COUNCIL OF GOVERNMENT...	83261	05/04/2022	JAN - MAR 2022 LABOR HOURS	100-707-52019	326.00
LANE COUNCIL OF GOVERNMENT...	83261	05/04/2022	JAN - MAR 2022 LABOR HOURS	100-708-52019	978.00
LANE COUNCIL OF GOVERNMENT...	83261	05/04/2022	JAN - MAR 2022 LABOR HOURS	100-710-52019	326.00
LANE COUNCIL OF GOVERNMENT...	83261	05/04/2022	JAN - MAR 2022 LABOR HOURS	100-711-52019	978.00
NET ASSETS	95-202204	05/04/2022	ESCROW TITLE SERVICES	100-707-52019	386.00
OREGON DEPARTMENT OF RE...	APRIL 2022	05/04/2022	UNITARY	100-000-20700	104.43
OREGON DEPARTMENT OF RE...	APRIL 2022	05/04/2022	STATE DUII DIVERSION	100-000-20700	335.00
OREGON DEPARTMENT OF RE...	APRIL 2022	05/04/2022	STATE DUII CONVICTION FEE	100-000-20700	296.00
OREGON DEPARTMENT OF RE...	APRIL 2022	05/04/2022	STATE VIOLATION	100-000-20800	895.00
OREGON DEPARTMENT OF RE...	APRIL 2022	05/04/2022	STATE MISD	100-000-20800	290.00
OREGON DEPARTMENT OF RE...	APRIL 2022	05/04/2022	LEMLA	100-000-20800	5.00
COLUMBIA COUNTY TREASUR...	APRIL 2022	05/04/2022	COUNTY ASSESSMENT	100-000-20900	292.96
COLUMBIA COUNTY TREASUR...	APRIL 2022	05/04/2022	JAIL ASSESSMENT	100-000-20900	20.33
COLUMBIA COUNTY TREASUR...	APRIL 2022	05/04/2022	CITY COURT COSTS DEDUCTED	100-000-36002	-31.33
RACHAEL BARRY -	INV0002582	05/04/2022	REIMB. LOC SP CONF	100-701-52018	482.19
Fund 100 - GENERAL FUND Total:					26,323.27

Expense Approval Register

Packet: APPKT00

Item #10.

2

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
CITY OF ST. HELENS	4.22.2022	05/03/2022	01-00178-001 MASONIC BUILD..	201-000-52003	52.83
Fund 201 - VISITOR TOURISM Total:					52.83
Fund: 202 - COMMUNITY DEVELOPMENT					
OTAK INC	000032200398	05/02/2022	1ST AND STRAND ST P 019823...	202-723-52019	68,209.71
OTAK INC	000042200403	05/02/2022	1ST AND STRAND ST P 019823...	202-723-52019	69,494.29
OREGON DEPT OF GEOLOGY A...	INV0002581	05/04/2022	APPLICATION FEE BUS PARK P-...	202-722-52019	80.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					137,784.00
Fund: 205 - STREETS					
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	205-000-52001	14.69
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	205-000-52001	74.99
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	205-000-52001	12.45
DAVID EVANS AND ASSOCIATE...	508367	05/04/2022	COLUMBIA BLVD. SIDEWALK	205-000-53001	195.50
Fund 205 - STREETS Total:					297.63
Fund: 301 - STREETS SDC					
DAVID EVANS AND ASSOCIATE...	508367	05/04/2022	COLUMBIA BLVD. SIDEWALK	301-000-53001	195.55
Fund 301 - STREETS SDC Total:					195.55
Fund: 302 - WATER SDC					
DONOVAN ENTERPRISES INC	1443	05/04/2022	PREP MEETING / WORK SESSI...	302-000-52019	6,349.16
KELLER ASSOCIATES, INC	220801	05/04/2022	WATER MASTER PLAN W-474 ...	302-000-52019	14,087.80
OHA DRINKING WATER SERVIC...	INV0002579	05/04/2022	PLAN REV FEE WATER AMSTER...	302-000-52019	4,125.00
OREGON DEPARTMENT OF W...	INV0002580	05/04/2022	PLAN REVIEW FEE WATER MA...	302-000-52019	2,450.00
Fund 302 - WATER SDC Total:					27,011.96
Fund: 601 - WATER					
VERIZON	9904650771	05/02/2022	JOHN SAVAGE	601-732-52010	46.52
WALKER CONSULTANTS	3900123380002	05/03/2022	MG RESERVOIR LINER	601-000-53001	29,033.95
PEAK ELECTRIC GROUP LLC	23990	05/04/2022	ELECTRIC WORK MAINT SHED	601-000-53001	2,537.76
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	601-731-52001	12.87
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	601-732-52023	318.51
CITY OF COLUMBIA CITY	4.26.22	05/04/2022	001754-001	601-732-52003	84.93
Fund 601 - WATER Total:					32,034.54
Fund: 603 - SEWER					
CBM SYSTEMS LLC	221901	05/02/2022	JANITORIAL SERVICES	603-736-52023	233.22
VERIZON	9904650771	05/02/2022	SAM ORTIZ	603-736-52010	16.79
VERIZON	9904650771	05/02/2022	STEWART HARTLEY	603-736-52010	12.04
VERIZON	9904650771	05/02/2022	AARON KUNDERS	603-736-52010	12.05
VERIZON	9904650771	05/02/2022	SAM ORTIZ	603-737-52010	16.82
VERIZON	9904650771	05/02/2022	STEWART HARTLEY	603-737-52010	12.05
VERIZON	9904650771	05/02/2022	AARON KUNDERS	603-737-52010	12.04
VERIZON	9904650771	05/02/2022	AARON KUNDERS	603-738-52010	12.06
VERIZON	9904650771	05/02/2022	SAM ORTIZ	603-738-52010	16.80
VERIZON	9904650771	05/02/2022	STEWART HARTLEY	603-738-52010	12.06
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	603-736-52001	8.29
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	603-736-52001	48.92
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	603-736-52023	597.57
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	603-736-52023	37.45
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	603-737-52001	48.92
Fund 603 - SEWER Total:					1,097.08
Fund: 605 - STORM					
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	605-000-52001	9.19
Fund 605 - STORM Total:					9.19
Fund: 702 - INFORMATION SYSTEMS					
VERIZON	9904650771	05/02/2022	MATT FUNK	702-000-52010	63.01
COMCAST	4.21.2022	05/04/2022	COMCAST CABLE 8778108990...	702-000-52003	1,620.01
PAGEFREEZER SOFTWARE INC	INV-11634	05/04/2022	WEBSITE ARCHIVING	702-000-52006	3,946.80
Fund 702 - INFORMATION SYSTEMS Total:					5,629.82

Expense Approval Register

Packet: APPKT00

Item #10.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 703 - PW OPERATIONS					
PETERSON TRUCKS INC	397754P	05/02/2022	FUEL FILTER	703-734-52099	221.13
VERIZON	9904650771	05/02/2022	TIM UNDERWOOD	703-733-52010	49.91
VERIZON	9904650771	05/02/2022	SHARON DARROUX	703-733-52010	51.44
VERIZON	9904650771	05/02/2022	PW SPARE 3	703-734-52010	40.01
VERIZON	9904650771	05/02/2022	SCOTT HARRINGTON	703-734-52010	17.93
VERIZON	9904650771	05/02/2022	DAVE ELDER	703-734-52010	49.91
VERIZON	9904650771	05/02/2022	BUCK TUPPER	703-734-52010	73.01
VERIZON	9904650771	05/02/2022	BRETT LONG	703-734-52010	49.91
VERIZON	9904650771	05/02/2022	PW SPARE 4	703-734-52010	40.01
VERIZON	9904650771	05/02/2022	ETHAN STERLING	703-734-52010	49.91
VERIZON	9904650771	05/02/2022	MOUHAMAD ZAHER	703-734-52010	49.91
VERIZON	9904650771	05/02/2022	ALEX BIRD	703-734-52010	49.91
VERIZON	9904650771	05/02/2022	CURT LEMONT	703-734-52010	17.93
VERIZON	9904650771	05/02/2022	PW SPARE2	703-734-52010	40.01
VERIZON	9904650771	05/02/2022	SCOTT WILLIAMS	703-734-52010	49.91
VERIZON	9904650771	05/02/2022	PW SPARE	703-734-52010	40.01
VERIZON	9904650771	05/02/2022	ROGER STAUFFER	703-734-52010	49.91
VERIZON	9904650771	05/02/2022	KEITH CERNAC	703-734-52010	49.91
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	703-734-52001	19.99
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	703-734-52023	72.91
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	703-734-52023	132.67
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	703-734-52023	27.99
DAHLGREN'S DO IT BEST BUIL...	4.26.2022	05/04/2022	BUILDING SUPPLIES ACCT 100...	703-734-52047	64.15
PAULSON PRINTING CO.	466	05/04/2022	BUS CARDS TUPPER / STIRLING	703-734-52019	110.00
LANE COUNCIL OF GOVERNMENT	83261	05/04/2022	APR - JUN 7.75 LABOR HOURS	703-734-52019	3,917.00
Fund 703 - PW OPERATIONS Total:					5,335.38
Grand Total:					235,771.25

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	26,323.27
201 - VISITOR TOURISM	52.83
202 - COMMUNITY DEVELOPMENT	137,784.00
205 - STREETS	297.63
301 - STREETS SDC	195.55
302 - WATER SDC	27,011.96
601 - WATER	32,034.54
603 - SEWER	1,097.08
605 - STORM	9.19
702 - INFORMATION SYSTEMS	5,629.82
703 - PW OPERATIONS	5,335.38
Grand Total:	235,771.25

Account Summary

Account Number	Account Name	Expense Amount
100-000-20200	Bail Deposit	82.50
100-000-20700	State Surcharge	735.43
100-000-20800	State Assessment Court	1,190.00
100-000-20900	County Assessment	313.29
100-000-36002	Fines - Court	-31.33
100-701-52010	Telephone	158.66
100-701-52018	Professional Development	482.19
100-701-52019	Professional Services	326.00
100-702-52018	Professional Development	520.00
100-702-52019	Professional Services	185.10
100-703-52001	Operating Supplies	40.01
100-704-52001	Operating Supplies	284.95
100-704-52019	Professional Services	11,094.59
100-705-52010	Telephone	80.04
100-705-52023	Facility Maintenance	1,019.95
100-706-52019	Professional Services	978.00
100-706-52023	Facility Maintenance	2,000.00
100-707-52019	Professional Services	712.00
100-708-52001	Operating Supplies	-191.51
100-708-52010	Telephone	72.30
100-708-52019	Professional Services	978.00
100-708-52022	Fuel	1,302.56
100-708-52023	Facility Maintenance	127.85
100-709-52010	Telephone	126.92
100-709-52023	Facility Maintenance	152.76
100-710-52019	Professional Services	326.00
100-711-52010	Telephone	263.15
100-711-52019	Professional Services	978.00
100-715-52001	Operating Supplies	343.34
100-715-52019	Professional Services	402.72
100-715-52023	Facility Maintenance	1,269.80
201-000-52003	Utilities	52.83
202-722-52019	Professional Services	80.00
202-723-52019	Professional Services	137,704.00
205-000-52001	Operating Supplies	102.13
205-000-53001	Capital Outlay	195.50
301-000-53001	Capital Outlay	195.55
302-000-52019	Professional Services	27,011.96
601-000-53001	Capital Outlay	31,571.71
601-731-52001	Operating Supplies	12.87
601-732-52003	Utilities	84.93
601-732-52010	Telephone	46.52
601-732-52023	Facility Maintenance	318.51
603-736-52001	Operating Supplies	57.21

Account Summary

Account Number	Account Name	Expense Amount
603-736-52010	Telephone	40.88
603-736-52023	Facility Maintenance	868.24
603-737-52001	Operating Supplies	48.92
603-737-52010	Telephone	40.91
603-738-52010	Telephone	40.92
605-000-52001	Operating Supplies	9.19
702-000-52003	Utilities	1,620.01
702-000-52006	Computer Maintenance	3,946.80
702-000-52010	Telephone	63.01
703-733-52010	Telephone	101.35
703-734-52001	Operating Supplies	19.99
703-734-52010	Telephone	668.19
703-734-52019	Professional Services	4,027.00
703-734-52023	Facility Maintenance	233.57
703-734-52047	Marine Board	64.15
703-734-52099	Equipment Operations	221.13
	Grand Total:	235,771.25

Project Account Summary

Project Account Key	Expense Amount
None	235,771.25
Grand Total:	235,771.25