



COUNCIL REGULAR SESSION

Wednesday, June 02, 2021 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:

<https://zoom.us/j/98597778580>
Website | www.sthelensoregon.gov
Email | kathy@ci.st-helens.or.us
Phone | 503-397-6272
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AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

DELIBERATIONS

1. Appeal of the Planning Commission's Denial of a Proposal to Divide Property into Two Parcels at 160 Belton Road (Schlumberger)
2. Annexation of 35111 Six Dees Lane (McCullough)
3. Annexation of 505 N. Vernonia Road (Weber)

ORDINANCES – *First Reading*

- 1. Ordinance No. 3267:** An Ordinance to Annex and Designate the Zone of Certain Property at 58551 Kavanagh Avenue

RESOLUTIONS

- 2. Resolution No. 1918:** A Resolution of the City of St. Helens Declaring the City's Election to Receive State Revenues
- 3. Resolution No. 1919:** A Resolution of the Common Council of the City of St. Helens, Oregon Adopting Budget, Making Appropriations, and Levying Taxes for the Fiscal Year Beginning July 1, 2021
- 4. Resolution No. 1920:** A Resolution of the Common Council of the City of St. Helens, Oregon, Amending the City Employee Compensation Plans for Fiscal Year 2021-2022
- 5. Resolution No. 1921:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting an Agreement regarding Benefits with Unrepresented Employees of the City of St. Helens
- 6. Resolution No. 1922:** A Resolution to Amend the City of St. Helens Personnel Policies and Procedures Handbook and the Technology and Telework Policies and Procedures Handbook

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 7.** Memorandum of Understanding with St. Helens Police Association

AWARD BID/CONTRACT

- [8.](#) Salmonberry ("Smith") Timber Sale to Interfor US Timber Inc. at \$652.36 per 1,000 BF

CONSENT AGENDA FOR APPROVAL

- [9.](#) Council Work Session, Executive Session, Public Forum, Public Hearing, and Regular Session Minutes dated May 19, 2021
- [10.](#) OLCC Licenses
- [11.](#) Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS**MAYOR SCHOLL REPORTS****COUNCIL MEMBER REPORTS****OTHER BUSINESS****ADJOURN****VIRTUAL MEETING DETAILS**

Join Zoom Meeting: <https://zoom.us/j/98597778580>

Meeting ID: 985 9777 8580

Dial by your location: 1 669 900 6833

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

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

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

City of St. Helens
ORDINANCE NO. 3267

AN ORDINANCE TO ANNEX AND DESIGNATE THE ZONE OF CERTAIN
PROPERTY AT 58551 KAVANAGH AVENUE

WHEREAS, applicant Mark Comfort requested to annex to the City of St. Helens certain property at 58551 Kavanagh Avenue. This property is also described per **Exhibit A** and depicted per **Exhibit B**; and

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

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

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

WHEREAS, appropriate notice has been given and a public hearing was held May 19, 2021 on the annexation proposal; and

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

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

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

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

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

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

Section 5. In support of the above annexation and amendments described herein, the Council hereby adopts the Annexation A.1.20 Findings of Fact and Conclusions of Law, attached hereto as **Exhibit C** and made part of this reference.

Section 6. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time:	June 2, 2021
Read the second time:	June 16, 2021

APPROVED AND ADOPTED this 16th day of June 2021 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

EXHIBIT A
LEGAL DESCRIPTION

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

Beginning at a point, the **True Point of Beginning**, which is the most Westerly corner of the Golf Club Addition to St. Helens, Columbia County, Oregon; said point also on the Northwesternly right-of-way line of Kavanagh Avenue;

Thence, along said Northwesternly right-of-way line, North $20^{\circ}56'22''$ East a distance of 743.02 feet;

Thence, South $84^{\circ}56'02''$ West a distance of 221.53 feet;

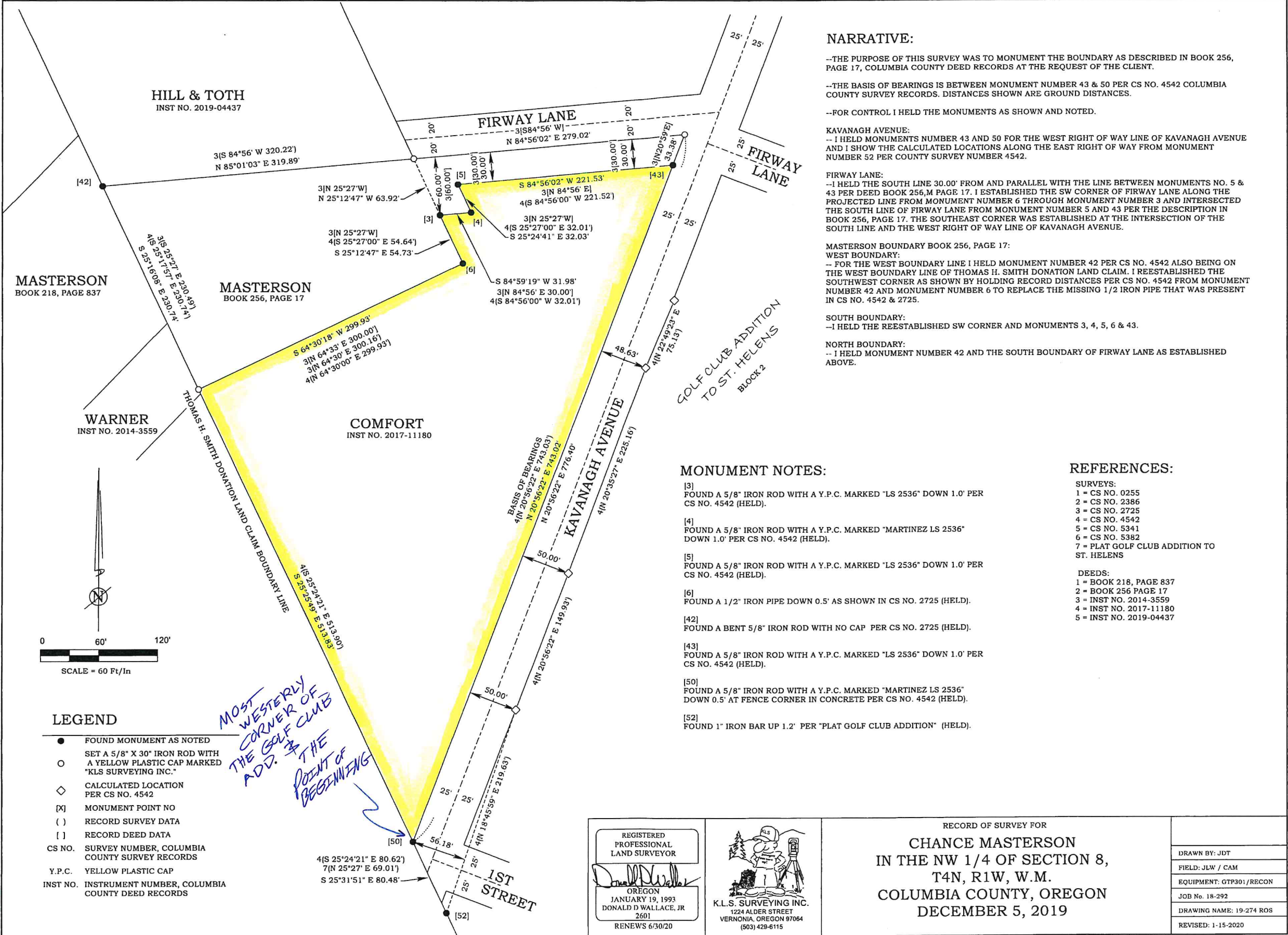
Thence, South $25^{\circ}24'41''$ East a distance of 32.03 feet;

Thence, South $84^{\circ}59'19''$ West a distance of 31.98 feet;

Thence, South $25^{\circ}12'47''$ East a distance of 54.73 feet;

Thence, South $64^{\circ}30'18''$ West a distance of 299.93 feet;

Thence, South $25^{\circ}25'49''$ East a distance of 513.83 feet to the **True Point of Beginning**.



**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Annexation A.1.20**

APPLICANT: Mark Comfort
OWNERS: Same
ZONING: Columbia County's Commercial-General (C-3)
LOCATION: SW of Firway Lane & Kavanagh Ave; 4N1W-8BD-1800 & 4N1W-8CA-2900
PROPOSAL: The property owner filed consent to annex to connect to City sewer for development of a travel trailer park which was approved under County file Site Design Review DR 20-03

SITE INFORMATION / BACKGROUND

The subject property is located southwest of the intersection of Firway Lane and Kavanagh Avenue, just off US Highway 30. It is a 3.58-acre vacant site which slopes towards the highway. The property is accessed by Kavanagh Avenue which is a County undeveloped gravel right-of-way without frontage improvements. McNulty water and City sewer are available within the Kavanagh Avenue right-of-way. The site has been approved with County Site Design Review file DR 20-03 for the development of a travel trailer park, which requires connection to City sewer.

Abutting Zoning

North: County's Commercial General (C-3)

East: City's Highway Commercial (HC) & County's Commercial General (C-3)

South: County's Commercial-General (C-3)

West: County's Single-Family Residential (R-10)

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: **April 13, 2021**. Public hearing before the City Council: **May 19, 2021**.

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

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject property(ies) on **March 25, 2021** via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on March 31, 2021 in The Chronicle newspaper.

AGENCY REFERRALS & COMMENTS

The Columbia County Planning Manager has no objection to this request and supports approval.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

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

- (a) A recommendation or a decision to approve, approve with conditions, or to deny an application for a quasi-judicial amendment shall be based on all of the following standards:
 - (i) The applicable comprehensive plan policies and map designation; and that the change will not adversely affect the health, safety, and welfare of the community; and
 - (ii) The applicable Oregon Statewide Planning Goals adopted under ORS Chapter 197, until acknowledgment of the comprehensive plan and ordinances; and
 - (iii) The standards applicable of any provision of this code or other applicable implementing ordinance.
- (b) Consideration may also be given to:
 - (i) Any applicable evidence of change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or zoning map as it relates to the property which is the subject of the development application.

Discussion: (a)(i) The Comprehensive Plan designation for the subject property is Unincorporated Highway Commercial. Applicable designation and zoning district for annexation are discussed later.

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

There is no known conflict with the specific Comprehensive Plan policies identified in Chapter 19.12 SHMC.

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

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

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

(a)(iii) In addition, Section 3 of the City's Charter states that "annexation, delayed or otherwise, to the City of St. Helens, may only be approved by a prior majority vote among the electorate." However, during the 2016 Legislative Assembly, Senate Bill 1578 was passed. It states that a

City shall annex the territory without submitting the proposal to the electors if certain criteria are met:

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

As this proposal meets these criteria, this property will **not** be subject to a majority vote among the electorate.

Other provisions applicable to this proposal are discussed elsewhere herein.

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

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

SHMC 17.08.060 – Transportation planning rule compliance

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

- (3) Traffic Impact Analysis. A traffic impact analysis shall be submitted with a plan amendment or zone change application, as applicable, pursuant to Chapter 17.156 SHMC.

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

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

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

SHMC 17.28.030 (1) – Annexation criteria

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

Discussion: (a) Water – The site has access to McNulty PUD water. City water is also available in the vicinity but along the south side between the wetlands and the area proposed to be developed.

Sewer – Although not currently connected, there is a City sewer mainline located along Kavanagh Ave and Firway Lane. The applicant intends to connect as part of the development of the property. With regards to capacity, the City's wastewater treatment plant currently has a daily limit (physically and as permitted by DEQ) to handle over 50,000 pounds of Biochemical Oxygen Demand (BOD) and a monthly average limit of 26,862 pounds. This is the "loading" or potency of the wastewater received by the plant. The average daily BOD is well below this at only 1,500 pounds. Thus, any potential uses that occur on the subject property can be accommodated by the City's sanitary sewer system as infrastructure is in place or can be upgraded to meet the capacity demand.

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

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

(b) The subject property is currently vacant but has been approved by the County for use as a travel trailer park. Travel trailer parks are a conditionally permitted use in the City's Highway Commercial zoning district.

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

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

Pursuant to ORS 222.111(1), a City may only annex territory that is not within another City, and the territory must either be contiguous to the annexing City or be separated from the City only by a body of water or public right-of-way. The subject property is not within another City's jurisdiction and City of St. Helens corporate limits lies on the east side of the subject property. Although undertaking an annexation is authorized by state law, the manner in which a city proceeds with annexation is also dictated in the city charter. ORS 222.111(1) references a city's charter as well as other ORS. St. Helens' Charter requirements pertaining to annexations are noted above.

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

ORS 197.175(1) suggests that all annexations are subject to the statewide planning goals. The statewide planning goals that could technically apply or relate to this proposal are Goals 1, 2, 11 and 12.

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

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

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning

Commission and City Council is required. Legal notice in a newspaper of general circulation is also required. The City has met these requirements and notified DLCD of the proposal.

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

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

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

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

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

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

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

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

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

(d) The subject property abuts Firway Lane and Kavanaugh Street. Both are classified as local streets without sidewalks on either side. City standards require such improvements.

This annexation is related to a development proposal as noted in this report. Improvements to portions of Kavanaugh Avenue are required as part of the County's decision. Since the final

decision of County file DR 20-03 the City, County, and developer have agreed on the extent of street improvements via approval of the civil plans in March 2021. Improvements will also be a requirement of this annexation.

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

Finding: The annexation approval criteria are met for this proposal with conditions for completion of street improvements.

SHMC 17.28.030 (2) – Annexation criteria

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

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

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

SHMC 17.112.020 – Established & Developed Area Classification criteria

(1) Established Area.

- (a) An "established area" is an area where the land is not classified as buildable land under OAR 660-08-0005;
- (b) An established area may include some small tracts of vacant land (tracts less than an acre in size) provided the tracts are surrounded by land which is not classified as buildable land; and
- (c) An area shown on a zone map or overlay map as an established area.

(2) Developing Area. A "developing area" is an area which is included in the city's buildable land inventory under the provisions of OAR except as provided by subsection (1)(b) of this section.

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

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

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

OAR 660-008-0005 generally defines "Buildable Land" as vacant residential property not constrained by natural hazards or resources, and typically not publicly owned. The subject property is not zoned residential. This provision does not apply.

Finding: This provision does not apply.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves this annexation and upon annexation, the subject property shall have a Comprehensive Plan designation of Highway Commercial (Incorporated) HC, be zoned Highway Commercial (HC) with the condition that:

Improvements to Kavanagh Avenue as approved through Columbia County's Site Design Review DR 20-03 process be completed to City of St. Helens and Columbia County specifications.

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

Rick Scholl, Mayor

Date

City of St. Helens
RESOLUTION NO. 1918

A RESOLUTION OF THE CITY OF ST. HELENS DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES

The City of St. Helens resolves as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2021-22.

Approved and adopted by the City Council on June 2, 2021, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1919

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
 OREGON ADOPTING BUDGET, MAKING APPROPRIATIONS, AND LEVYING TAXES
 FOR THE FISCAL YEAR BEGINNING JULY 1, 2021

BE IT RESOLVED that the Common Council of the City of St. Helens, Oregon, hereby adopts the budget for fiscal year 2021-2022 in the total of \$48,010,200 now on file in the office of the City Recorder of said City.

BE IT RESOLVED that the Common Council of the City of St. Helens, Oregon, hereby imposes taxes provided for in the adopted budget at the rate of \$1.9078 per \$1,000 of assessed value for tax year 2021/2022 upon the assessed value of all taxable property within the district.

	Subject to the General <u>Government Limitation</u>	Excluded from the General <u>Government Limitation</u>
General Fund	\$1.9078 / \$1,000	N/A

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021, and for the purposes shown below are hereby appropriated as follows:

<u>FUND / DEPT / PROGRAM</u>	<u>APPROPRIATION</u>
<u>General Fund</u>	
Admininstraiton	\$ 661,000
City Recorder	\$ 359,000
City Council	\$ 155,000
Municipal Court	\$ 411,000
Police	\$ 4,302,000
Library	\$ 890,000
Finance	\$ 885,000
Parks	\$ 459,000
Recreation	\$ 230,000
Planning	\$ 450,000
Building	\$ 514,000
General Service	\$ -
Operations	\$ 247,000
Contingency	\$ 1,364,000
TOTAL GENERAL FUND	\$ 10,927,000

<u>Special Revenue Funds</u>	
Community Development	
Operations	\$ 1,949,000
Debt Service	\$ 230,000
Contingency	\$ 490,000
Community Enhancement	
Operations	\$ 103,200
Streets	
Operations	\$ 1,642,000
Contingency	\$ 528,000
TOTAL SPECIAL REVENUE FUNDS	
	\$ 4,942,200
<u>Enterprise Funds</u>	
Streets SDC	
	\$ 968,000
Water SDC	
	\$ 1,355,000
Sewer SDC	
	\$ 1,909,000
Storm SDC	
	\$ 290,000
Parks SDC	
	\$ 478,000
Water	
Operations	\$ 3,998,000
Contingency	\$ 3,465,000
Sewer	
Operations	\$ 4,088,000
Contingency	\$ 3,057,000
Storm	
Operations	\$ 1,536,000
Contingency	\$ 1,170,000
TOTAL ENTERPRISE FUNDS	
	\$ 22,314,000
<u>Internal Service Funds</u>	
Equipment	
Operations	\$ 412,000
IT Services	
Operations	\$ 489,000
Contingency	\$ 86,000
PW Operations	
Operations	\$ 3,395,000
Facility Major Maintenance	
Operations	\$ 1,053,000
Contingency	\$ 332,000
Debt Service Fund	
Operations	\$ 1,160,000
Public Safety Fund	
Operations	\$ 50,000
TOTAL INTERNAL SERVICE FUNDS	
	\$ 6,977,000
TOTAL APPROPRIATED FUNDS	
	\$ 45,160,200

<u>Unappropriated Fund Balances</u>	
General Fund	\$ 1,000,000
Water Fund	\$ 750,000
Sewer Fund	\$ 750,000
Storm Fund	\$ 350,000
TOTAL UNAPPROPRIATED FUNDS	\$ 2,850,000
TOTAL 2020-2021 BUDGET	\$ 48,010,200

Approved and adopted by the City Council on June 2, 2021, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1920

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
OREGON, AMENDING THE CITY EMPLOYEE COMPENSATION PLAN FOR FISCAL
YEAR 2021-2022

WHEREAS, the salary schedule for St. Helens Police Union, AFSCME, and Unrepresented employees that is effective June 16, 2021.

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

AFSCME Union Employees - Effective June 16, 2021		MONTHLY SALARY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Library Assistant	AFSCME	2,430	2,558	2,692	2,834	2,983
Recreation Program Specialist	AFSCME	2,430	2,558	2,692	2,834	2,983
Secretary / Clerical	AFSCME	2,930	3,084	3,247	3,417	3,597
Front Office Specialist	AFSCME	2,930	3,084	3,247	3,417	3,597
Library Technician I	AFSCME	3,378	3,556	3,743	3,940	4,147
Parks Utility I	AFSCME	3,562	3,750	3,947	4,155	4,373
Office Assistant	AFSCME	3,562	3,750	3,947	4,155	4,373
Utility Worker I	AFSCME	3,562	3,750	3,947	4,155	4,373
Library Technician II	AFSCME	3,562	3,750	3,947	4,155	4,373
Administrative Billing Specialist	AFSCME	3,639	3,830	4,032	4,244	4,468
Community Development Administrative Asst.	AFSCME	3,762	3,960	4,168	4,387	4,618
Communications Support Specialist	AFSCME	3,762	3,960	4,168	4,387	4,618
Building / Admin Secretary	AFSCME	3,762	3,960	4,168	4,387	4,618
Municipal Court Clerk	AFSCME	3,762	3,960	4,168	4,387	4,618
Public Works Office Assistant	AFSCME	3,762	3,960	4,168	4,387	4,618
WWTP Operator I	AFSCME	3,762	3,960	4,168	4,387	4,618
Parks Utility II	AFSCME	4,185	4,405	4,637	4,881	5,138
Utility Worker II	AFSCME	4,185	4,405	4,637	4,881	5,138
WWTP Utility II	AFSCME	4,185	4,405	4,637	4,881	5,138
Librarian I	AFSCME	4,272	4,497	4,734	4,983	5,245
Parks Specialist	AFSCME	4,416	4,648	4,893	5,150	5,421
Collections System Operator	AFSCME	4,416	4,648	4,893	5,150	5,421
Mechanic II	AFSCME	4,416	4,648	4,893	5,150	5,421
Building Maintenance Utility Worker	AFSCME	4,416	4,648	4,893	5,150	5,421
Utility Plumber	AFSCME	4,416	4,648	4,893	5,150	5,421
WWTP Operator II	AFSCME	4,416	4,648	4,893	5,150	5,421
Water Systems Operator	AFSCME	4,416	4,648	4,893	5,150	5,421
Water System Filtration Operator	AFSCME	4,416	4,648	4,893	5,150	5,421
Water System Operator II	AFSCME	4,548	4,787	5,039	5,304	5,584
Engineering Technician I	AFSCME	4,718	4,966	5,228	5,503	5,792
Associate Planner	AFSCME	4,718	4,966	5,228	5,503	5,792
Water Treatment Operator	AFSCME	4,855	5,110	5,379	5,662	5,960
WWTP Operator III	AFSCME	4,981	5,243	5,519	5,810	6,116
Engineering Technician II	AFSCME	5,255	5,531	5,822	6,129	6,451
Pretreatment Coordinator	AFSCME	5,255	5,531	5,822	6,129	6,451
PW Construction Inspector	AFSCME	5,255	5,531	5,822	6,129	6,451
Building Inspector	AFSCME	5,255	5,531	5,822	6,129	6,451
Communications Officer	AFSCME	5,255	5,531	5,822	6,129	6,451
Associate Planner & Comm. Dev. Project Mgr	AFSCME	5,796	6,101	6,422	6,760	7,115
Engineering Technician - Project Manager	AFSCME	5,796	6,101	6,422	6,760	7,115

Grade	Unrepresented Employees - Effective 6/16/21	Unrep Leave	MONTHLY SALARY RANGE								
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
U-1			4,404	4,517	4,632	4,751	4,873	4,998	5,126	5,257	5,392
U-2			4,517	4,632	4,751	4,873	4,998	5,126	5,257	5,392	5,531
U-3			4,632	4,751	4,873	4,998	5,126	5,257	5,392	5,531	5,672
U-4			4,751	4,873	4,998	5,126	5,257	5,392	5,531	5,672	5,818
U-5	Deputy City Recorder Accountant	C C	4,873	4,998	5,126	5,257	5,392	5,531	5,672	5,818	5,967
U-6			4,998	5,126	5,257	5,392	5,531	5,672	5,818	5,967	6,120
U-7			5,126	5,257	5,392	5,531	5,672	5,818	5,967	6,120	6,277
U-8			5,257	5,392	5,531	5,672	5,818	5,967	6,120	6,277	6,438
U-9			5,392	5,531	5,672	5,818	5,967	6,120	6,277	6,438	6,603
U-10	WWTP Operator IV	C	5,531	5,672	5,818	5,967	6,120	6,277	6,438	6,603	6,772
U-11	IT Specialist Government Affairs Specialist	B C	5,672	5,818	5,967	6,120	6,277	6,438	6,603	6,772	6,946
U-12	Parks Field Supervisor	B	5,818	5,967	6,120	6,277	6,438	6,603	6,772	6,946	7,124
U-13	Parks & Recreation Manager Public Works Supervisor Water Filtration Supervisor Public Works Safety Coordinator	B B B B	5,967	6,120	6,277	6,438	6,603	6,772	6,946	7,124	7,307
U-14	HR Coordinator / City Recorder	A	6,120	6,277	6,438	6,603	6,772	6,946	7,124	7,307	7,494
U-15			6,277	6,438	6,603	6,772	6,946	7,124	7,307	7,494	7,686
U-16			6,438	6,603	6,772	6,946	7,124	7,307	7,494	7,686	7,883
U-17	WWTP Supervisor	B	6,603	6,772	6,946	7,124	7,307	7,494	7,686	7,883	8,085
U-18	Sergeant	C	6,772	6,946	7,124	7,307	7,494	7,686	7,883	8,085	8,293
U-19	City Engineer	C	6,946	7,124	7,307	7,494	7,686	7,883	8,085	8,293	8,505
U-20	Building Official	A	7,124	7,307	7,494	7,686	7,883	8,085	8,293	8,505	8,723
U-21			7,307	7,494	7,686	7,883	8,085	8,293	8,505	8,723	8,947
U-22	Library Director	A	7,494	7,686	7,883	8,085	8,293	8,505	8,723	8,947	9,176
U-23			7,686	7,883	8,085	8,293	8,505	8,723	8,947	9,176	9,412
U-24			7,883	8,085	8,293	8,505	8,723	8,947	9,176	9,412	9,653
U-25	Lieutenant City Planner	C A	8,085	8,293	8,505	8,723	8,947	9,176	9,412	9,653	9,901
U-26			8,293	8,505	8,723	8,947	9,176	9,412	9,653	9,901	10,154
U-27			8,505	8,723	8,947	9,176	9,412	9,653	9,901	10,154	10,415
U-28	Public Works Director	A	8,723	8,947	9,176	9,412	9,653	9,901	10,154	10,415	10,682
U-29	Deputy City Administrator	A	8,947	9,176	9,412	9,653	9,901	10,154	10,415	10,682	10,956
U-30	Chief of Police	A	9,176	9,412	9,653	9,901	10,154	10,415	10,682	10,956	11,237
U-31			9,412	9,653	9,901	10,154	10,415	10,682	10,956	11,237	11,525
U-32			9,653	9,901	10,154	10,415	10,682	10,956	11,237	11,525	11,820
U-33			9,901	10,154	10,415	10,682	10,956	11,237	11,525	11,820	12,123
U-34			10,154	10,415	10,682	10,956	11,237	11,525	11,820	12,123	12,434
U-35	City Administrator	A	10,415	10,682	10,956	11,237	11,525	11,820	12,123	12,434	12,753

Approved and adopted by the City Council on June 2, 2021, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
RESOLUTION NO. 1921

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,
 OREGON, ADOPTING AN AGREEMENT REGARDING BENEFITS WITH
 UNREPRESENTED EMPLOYEES OF THE CITY OF ST. HELENS

WHEREAS, the City of St. Helens and unrepresented employees agree to the following benefit information that is specific to unrepresented employees within the City of St. Helens who are not represented by a union; and

WHEREAS, this Resolution supersedes Resolution No. 1888.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of St. Helens, Oregon that:

Section 1: Exhibit A consists of specific unrepresented employee benefits that are specific to unrepresented employees within the City of St. Helens.

Approved and adopted by the City Council on June 2, 2021, by the following vote:

Ayes:

Nays:

 Rick Scholl, Mayor

ATTEST:

 Kathy Payne, City Recorder

EXHIBIT A

Unrepresented Leave

Commonly referred to as Unrepresented Administrative Leave. In recognition of the fact that exempt employees are often required to work long hours and attend night meetings and do not qualify for overtime, the City will provide exempt employees with an unrepresented leave benefit.

On July 1 of each year, all unrepresented employees will receive a designated “class level” of management leave dependent on their position. The class level is determined by the opportunity and off-hours requirements of the position. A class level will be designated on all job descriptions for unrepresented employees.

<u>CLASS LEVEL</u>	<u>ANNUAL HOURS RECEIVED</u>
Class A	96 hours per fiscal year
Class B	72 hours per fiscal year
Class C	48 hours per fiscal year

Unrepresented leave is not paid out upon separation from employment with the city; unused hours are forfeited at the time of resignation. At the end of each fiscal year, unused management leave time can be paid out if approved by the City Administrator and is allowed within the approved City budget.

Healthcare Benefits

Unrepresented employees will contribute two percent (2%) of the premium cost of the employee’s selected health insurance. This is deducted from pre-tax earnings by payroll deduction.

Physical Fitness Club

The City shall provide for regular full-time employees up to \$50 (Pre-Tax) payment per month per employee for participation by the employee in any physical fitness club or other wellness activity approved by the City Administrator. Payment is on a reimbursement basis. Reimbursement requests for January through June must be submitted by July 15 and reimbursement requests for July through December must be submitted by January 15.

HRA VEBA Contributions

Unrepresented employees will receive an employer contribution into HRA VEBA accounts in the amount of 2% of base salary.

Longevity

Longevity pay shall be paid monthly to regular full-time employees under the following schedule:

After five (5) full years of service	\$50.00
After ten (10) full years of service	\$100.00
After fifteen (15) full years of service	\$150.00
After twenty (20) full years of service	\$200.00

Leave Accrual

Vacation Accrual Periods:

Months of Service Greater Than	Months of Service Less Than or Equal To	Hours Accrued Per Month	Max
1	48	8.00	No Max
49	108	12.00	No Max
109	228	16.00	No Max
229		20.00	No Max

Housing Incentive

City Council, on a case-by-case basis, may provide a housing incentive for Class A Unrepresented employees.

Police Department Unrepresented Employee Benefits

- Certification and ORPAT Pay: Included in regular monthly pay, payout tiers and percentages are tied to SHPA Contract.
- Instructor Premium: Will follow SHPA Contract. Sergeants will be allowed to receive a 5% premium for defensive tactics, less lethal, or firearms training. This will be from direction of Lt. or Chief to approve and monitor.
- Clothing Allowance: Will follow SHPA Contract.

City of St. Helens
RESOLUTION NO. 1922

**A RESOLUTION TO AMEND THE CITY OF ST. HELENS PERSONNEL
 POLICIES AND PROCEDURES HANDBOOK AND THE TECHNOLOGY
 AND TELEWORK POLICIES AND PROCEDURES HANDBOOK**

WHEREAS, the City Council adopted Resolution No. 1913, the Personnel Policies and Procedures Handbook, on April 7, 2021; and

WHEREAS, the City Council adopted Resolution No. 1901, the Technology and Telework Policies and Procedures Handbook, on October 21, 2020; and

WHEREAS, from time to time the City finds it necessary to update policies and procedures handbooks.

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

- 1.** The City of St. Helens Personnel Policies and Procedures Handbook is updated with Exhibit A in regard to flextime scheduling and flextime hours.
- 2.** The City of St. Helens Technology and Telework Policies and Procedures Handbook is updated with Exhibit B to reflect new policies on streaming during working hours.

Approved and adopted by the City Council on June 2, 2021, by the following vote:

Ayes:

Nays:

 Rick Scholl, Mayor

ATTEST:

 Kathy Payne, City Recorder

Exhibit A

Update to Personnel Policies and Procedures Handbook

002 EMPLOYMENT STATUS AND TERMS AND CONDITIONS OF EMPLOYMENT

N. Flextime Policy

Flex Schedules vs Flex Hours

The City recognizes that there are often different interpretations of “flexing time” in accordance with normal working hours of creating a flex schedule vs. flexing individual hours at a time for a specific purpose.

Flex Schedules

Flexed work schedules is an arrangement that allows full-time employees to alter the starting and/or end time of their work day around a normal office schedule of 8:00 a.m. to 5:00 p.m. Employees still work the same number of scheduled hours as they would under a traditional schedule. Flextime does not reduce the total number of hours worked in a given week. The focus of any approved flex schedule should be on improvements to job performance and meeting business demands. A written agreement clarifying both parties’ expectations is required. No employee is entitled to flextime.

St. Helens Police are exempt from this policy because they operate 24 hours a day, 7 days a week.

The employee initiates the request for flexed schedule by submitting a written proposal to their supervisor. Supervisors can approve a flex schedule on a case-by-case basis and not every position may be eligible for a flex schedule. Your supervisor will approve or deny the flex schedule request based on staffing needs, job duties, work record, and ability to temporarily or permanently return to a standard work schedule if needed. Employees using a flex schedule must be in good standing. Flex schedule arrangements shall be initiated on a trial basis and may be discontinued at any time at the request of either the employee or supervisor.

Example: Appropriate use of Flex Schedules

George would like to work a schedule of 7:00 a.m. to 4:00 p.m. instead of the normal schedule of 8:00 a.m. to 5:00 p.m. He puts in a written request for a flex schedule change to his supervisor and has a discussion. A decision is made to change his schedule based on the discussion that shows staffing needs and duties may be better performed during this flex schedule as opposed to the standard schedule.

Flex Hours

Flex hours cannot be used in place of vacation, administrative leave, unrepresented leave, sick leave, or any other type of leave. No more than two (2) hours of flex time can be used in a forty (40) hour week. If a special circumstance arises and more than two hours are required to

flex, approval will be required by the Department Director and City Administrator.

The employee must initiate the request for flex hour usage by submitting a written proposal to their supervisor. Supervisors can approve use of flex hours on a case-by-case basis and not every position may be eligible for flex hours. Your supervisor will approve or deny the use request based on staffing needs, job duties, and work record. Employees using flex hours must be in good standing.

Example: Appropriate Use of Flex Hours

George needs to attend an evening meeting that is scheduled from 5:00 p.m. to 7:00 p.m. Instead of working a normal 8:00 a.m. to 5:00 p.m. day, George requests approval from his supervisor to work from 10:00 a.m. to 7:00 p.m. on this day. The time is approved by his supervisor before the day arrives.

Example: Inappropriate Use of Flex Hours

George does work on the weekend that takes five (5) hours to do. He flexes his schedule and leaves five (5) hours early on Friday. *This is inappropriate because it uses more than two (2) hours in a week and no approval before this work was done was approved.*

George has a dentist appointment at 4:00 p.m. George flexes his schedule to leave early for the appointment and will come in one (1) hour early tomorrow to make up the difference. *This is inappropriate because George should use Sick Leave for doctor appointments.*

George normally has a one (1) hour lunch. He wants to leave early, so he decides to take a thirty (30) minute lunch instead. George drove the company truck to the deli where he waited in line for thirty (30) minutes. He gets his sandwich and heads back to the breakroom for his (thirty) 30-minute lunch. *This is inappropriate because George should not be driving the company truck for personal errands. George's time in the deli line is company time as well since he is not technically on lunch yet, which is a time theft violation. No personal errands should be done on company time. George did not really take a thirty (30) minute lunch when you include the wait time. His schedule should reflect a full hour of lunch and he should work his appropriate daily schedule.*

Exhibit B*Update to Technology and Telework Policies and Procedures Handbook***6.0 RULES FOR TECHNOLOGY EQUIPMENT USE**

9. Streaming can also adversely affect network speed and internet bandwidth which is considered a city resource and be a distraction and interfere with completing work for not only the employee streaming but also surrounding co-workers' consent. Downloading, viewing, or streaming video on City-owned equipment for personal use is prohibited without supervisor approval in writing along with verbal consent from your surrounding coworkers who may overhear you. This includes, without limitation, YouTube videos, movies, TV shows, Sports, and music streaming.

Streaming services on City-owned equipment during breaks, lunches, or non-working time are not a permissible use of City-owned equipment and should be avoided. Employees are allowed to stream services during breaks/lunches/or non-working time on their personal devices that can be connected to public-provided WiFi.

The City recognizes that it may hold public meetings during regular working hours (i.e., City Council Work Sessions, Boards and Commissions, Special Meetings, etc.) and that some employees may be required to watch streamed meetings. If an employee is not asked by their supervisor to attend the meeting for discussion or listening purposes, then the employee should not be streaming the meeting during work hours.

If downloading, viewing, or streaming is required for your work; please notify your supervisor so they are aware and acknowledge that use of a streaming service will be allowed during work hours. Please also inform your surrounding co-workers so they are aware that you are streaming for work purposes.

MEMORANDUM OF UNDERSTANDING

between

THE CITY OF ST. HELENS

and

ST. HELENS POLICE ASSOCIATION

JUNE 2, 2021

PARTIES

“City” - City of St. Helens, Oregon

“Union” - St. Helens Police Association

RECITALS

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into as of June 16th, 2021 (the “Effective Date”), by and between the City of St. Helens (the “City”), and the St. Helens Police Association (the “Union”).

- A. The City will eliminate the Police Support Specialist Position from the salary schedule. Current staff hired at the Police Support Specialist will transfer to a new position as Records and Evidence Specialist. The transfer of position will also translate to a new step on the schedule that is listed below and outlined in Section D.
- B. The City will adjust Vacation Accruals based on the years of DPSST service including previous job experience. The following matrix will be instituted and adjusted for all new and current employees:

<u>Years of DPSST Experience</u>	<u>Vacation Accrual Per Month</u>	<u>Maximum Accrual</u>
00.00 – 03.99 Years	10.00	No Maximum
04.00 – 06.99 Years	12.00	No Maximum
07.00 – 09.99 Years	14.00	No Maximum
10.00 – 13.99 Years	16.00	No Maximum
14.00 – 19.99 Years	18.00	No Maximum
20.00 + Years	20.00	No Maximum

Employees hired on or before the 15th of the month, vacation leave shall accrue from the first of the month. Employees hired after the 16th of the month will start accruing vacation leave on the first of the following month. Full-time bargaining unit members may take earned vacation if approved after completion of field training.

Any employee who is laid off, discharged, retired or separated from the City, for any reasons, prior to using their vacation, will be compensated in cash for all unused vacation that has accumulated at the time of separation.

Section B of this Memorandum will supersede “Article 15 – Vacation” Section 1 and Section 2 in the SHPA 2020-2025 Contract as of the effective date of this Memorandum.

- C. Incoming lateral officers will receive 40.00 hours of Sick Leave on their first day of employment.
- D. The City of St. Helens and SHPA agree to a new salary structure shown below. This salary schedule will be effective June 16th, 2021 and will supersede Appendix A – Wage Scale in the SHPA 2020-2025 Contract. Wages shall be the following monthly base rates.

Police Union Employees - EFFECTIVE 6/16/2021		MONTHLY SALARY RANGE								
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
Records and Evidence Specialist	SHPA	4,349	4,460	4,575	4,692	4,812	4,936	5,062	5,192	5,325
Code Enforcement Officer	SHPA	4,639	4,758	4,880	5,005	5,133	5,265	5,400	5,538	5,680
Patrol Officer	SHPA	5,798	5,947	6,099	6,256	6,416	6,581	6,749	6,923	7,100
Detective	SHPA	6,088	6,244	6,404	6,569	6,737	6,910	7,087	7,269	7,455
Corporal	SHPA	6,262	6,423	6,587	6,756	6,929	7,107	7,289	7,476	7,668

The following differential pay between positions and steps will be followed until otherwise noted in future contracts:

- Between each step is a 2.5% difference.
- Future COLA increases will be assessed on the Patrol Officer Top Step 9 and then calculated backwards each step at a 2.5% difference.
- Records and Evidence Specialist Step 9 will be 75% of the Patrol Officer base pay and then calculated backwards each step at a 2.5% difference.
- Code Enforcement Officer Step 9 will be 80% of the Patrol Officer base pay and then calculated backwards each step at a 2.5% difference.
- Detective Step 9 will be 5% above the Patrol Officer base pay and then calculated backwards each step at a 2.5% difference.
- Corporal Step 9 will be 8% above the Patrol Officer base pay and then calculated backwards each step at a 2.5% difference.

Monthly base pay steps for current and incoming lateral officers will be based on years of DPSST service, as a certified Police Officer, including St. Helens and outside jurisdictions. Current SHPA officers will be re-placed on the new salary schedule based on the following years of service matrix and corresponding steps. Once initially placed, officers will continue their yearly step increase based on job performance and annual reviews.

<u>Years of DPSST Experience</u>	<u>Salary Step</u>
00.00 – 03.99 Years	Step 4
04.00 – 06.99 Years	Step 5
07.00 – 09.99 Years	Step 6
10.00 – 13.99 Years	Step 7
14.00 – 19.99 Years	Step 8
20.00 + Years	Step 9

- E. This Memorandum will supersede “Article 20 – Wages, Section 6” in reference to future COLA adjustments. The City of Beaverton and Hillsboro union contracts expire in 2022, at which time the SHPA and City will review COLA agreements of outside agencies and will negotiate SHPA COLA Adjustments for the remainder of the 2020-2025 Contract in late fiscal year 2021/2022.

This Memorandum of Understanding is entered into on this 2nd day of June, 2021 and acknowledged by the following signers:

ST. HELENS POLICE ASSOCIATION

CITY OF ST. HELENS

President

Rick Scholl, Mayor

SHPA Attorney

John Walsh, City Administrator

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

Item #8.



Bid closing date & time: May 26, 2021 at 11:00 a.m.

Bid opening date & time: May 26, 2021 at 11:00 a.m.

For: Salmonberry "Smith" Timber Sale (approx. 92 acres)

Bids submitted witnessed by: John Walsh & Brent Keller

Recommendation: Interfor US Timber Inc.

The bid amounts below have been checked by: Brent Keller

In order of bids opened:

Contractor's Name & Address	Bid Price Per 1,000 Board Feet (net) of Douglas Fir	Bid signed? (Yes/No)	Certificate of Eligibility Complete & Signed (Yes/No)	Bid Includes \$25,000 Certified Check or MO (Yes/No)
Pellham Cutting Inc. PO Box 840 St. Helens, OR 97051	\$576.00	Yes	Yes	Yes
Stimson Lumber Company PO Box 346 Clatskanie, OR 97016	\$573.03	Yes	Yes	Yes
Interfor US Timber Inc. 15555 S. Highway 211 Molalla, OR 97038	\$652.36	Yes	Yes	Will wire transfer
	\$			

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

Presented for approval on this 2nd day of June, 2021 are the following Council minutes:

2021

- Work Session, Executive Session, Public Forum, Public Hearing, and Regular Session Minutes dated May 19, 2021

After Approval of Council Minutes:

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



COUNCIL WORK SESSION

Wednesday, May 19, 2021

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Mouhamad Zaher, Public Works Director
Rachael Barry, Government Affairs & Project Support Specialist

Crystal King, Communications Officer
Margaret Jeffries, Library Director
Brian Greenway, Police Chief
Mike De Roia, Building Official
Sharron Darroux, Engineering Project Manager I
Tina Curry, Event Coordinator
Bill Monahan, City Attorney

OTHERS

Art Leskowich	Autumn Oliver	Melisa Gaelrun-Maggi
Aurora Biggers	Brady Preheim	Nicole, BSA Unit 106
Natasha Parvey	Bob Brawand	Amanda Heynemann

CALL WORK SESSION TO ORDER VIA ZOOM – 1 p.m.

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

- ◆ Nicole, BSA Unit 106 of St. Helens. She is seeking assistance to bridge the gap in funding required to service the community during Spirit of Halloweentown. The total cost for them to participate is \$2,300. They are only able to come up with \$500 and are seeking assistance with \$1,800. These fundraiser events are crucial to operate their unit. It allows them to help Scouts that may not have funds to attend camp, register for membership, or get camping supplies. They have been participating in this event for the past few years. They were not fully prepared for the volume of sales the first year and were not in correct placement to gain substantial earnings. Last year was their second year and they were just a little over their costs and earnings due to low volume of visitors. This year, they believe they will be able to make back the total cost as anticipated with a larger crowd. Scouts have worked hard to purchase a new trailer for this year. The trailer was purchased as a shell and the kids have created a nice, full-size trailer with a window, lights, and electricity, so they are no longer hit by the cold winds and wet rain. They are reaching out to the City because Scouts participate in local service projects that serve our community and help keep our parks looking beautiful. Every December, Scouts go door-to-door collecting food for the Food Bank, participated in the first-annual Christmas Parade collecting food for the Food Bank, and prepare about 600 hot meals and deliver with donated gifts to families on Christmas Eve. Every Memorial Day, Scouts set out flags for Veterans at local cemeteries. When Scouts participate in community events, they are showing visitors that our City supports our local

Scouts. Scouts learn valuable customer service skills working as a vendor, including math, speech, responsibility, and teamwork. They would like to continue participating in the event. Assistance from the City will help close the financial gap and invest in the future of scouting.

Councilor Topaz asked if Scouts are nonprofit. Nicole said yes.

Council President Morten appreciates the presentation. What projects have they done in the parks? Nicole responded that they have helped clean Nob Hill during their workdays and helped with plantings in the Square. Unfortunately, there has not been as many opportunities over the last year. Council President Morten told her about a cleanup day at the Botanical Gardens on Saturday.

Councilor Birkle thanked Nicole for their work. He is a former Eagle Scout. He would like more background information before deciding. Mayor Scholl explained that they were not set up correctly nor were they in a very good location their first year. Last year, they barely broke even due to the limited number of people. If Council can help them this year, they will likely not need assistance next year with COVID restrictions reducing. The cost is charged to all nonprofits participating as a vendor. She is requesting a sponsored donation this year and will hopefully be sustainable next year.

Discussion of vendors during Spirit of Halloweentown. The fee will include being a vendor at 4th of July this year. A decision will be made at tonight's meeting.

◆ Brady Preheim. He reviewed several concerns.

- Councilor Chilton made comments on May 5 saying she was being bullied.
 - That is part of the job being in public office.
 - He did not make fun of her last name. He asked her what her last name was. She created a Jessica Chilton for City Council page and then posted as Jessica Fuhrer-May. He first thought it was a different person. She should use only one name.
 - He tried to call her at the phone number listed on her election form and it was disconnected, which is a felony.
 - She attended a meeting where she said she was "blindsided" when Councilor Topaz was asked to resign. The City Charter says the only way to remove a Councilor is for him to resign.
 - He does not appreciate her Scarlet O'Hara routine saying she relies on people being kind to her when she has been a blatant bully online to the Tourism Director and other City staff. She lied and misrepresented information and continued to do so even after she was given correct information.
 - He is not concerned about softball.
- The only way to remove Councilor Topaz from office, besides asking him to resign, is having him evaluated for diminished capacity. After a recent meeting adjourned, but was still live, Topaz answered a phone call and was heard saying, "The meeting just ended, and boy did they put their foot in their mouth." Saying that while broadcasting live is a sign of diminished capacity. Topaz enjoys making the Council look like a fool. Council needs to take action against Topaz. They need to turn in their keys and make City Administrator Walsh the single point of contact.
- He would like to know where Code Enforcement is. St. Helens has a lack of retail space. Topaz is living in a commercial building that is an eyesore. If they do not already have an ordinance to address the issue, they should develop one.
- Urged the Council to allow the people of St. Helens to vote on a police station. It is criminal that they can get around voter approval to spend \$25 million. They can just add a fee to clean up anything. Why bother with pesky citizens they were elected by when they can just add a fee to water bills. They should have a voice in the process. He voted for a majority of the City Council and will not make that mistake again if they go forward with

a Police Station without a vote of the people. He does not see how the process is legal. Agnes Petersen is not the only person who knows how to file a lawsuit against the City.

◆ Ginny Carlson. (Read into the record by City Recorder Payne)

"I would like to thank all the public employees for perseverance through the past year.

I appreciate all you do even more as a citizen, from the Police patrols I am seeing all over town. Public works and parks I don't get a chance to call in before you have fixed the issues, call me impressed. To all the folks at admin and library that have been so helpful during the Covid with my questions. You all deserve a positive and safe work environment free of harassment and intimidation, I sincerely hope this council has the courage to make changes not just for you but for ALL its citizens so you can focus on your jobs.

To the council do not forget your oath to the citizens not just your friends or those who agree with you, but to all. Please remember we are all vested tax paying, rate paying customers and ultimately you owe it to us.

Not everyone will write a letter or make public comments, but I can't stay silent while our leadership is sitting by as long as they get their way on their pet issues not caring about the future of the whole community.

Please take actions that protect the cities and its citizens assets before it's too late.

Best Regards."

Mayor Scholl stated that Councilor Topaz emailed a statement to the Council at 5:15 p.m. yesterday requesting Mayor Scholl read a public comment for him. That is not something they do for one another. They have the ability to speak during Council reports at the Regular Session. Councilor Topaz responded that he plans to read it tonight.

DISCUSSION TOPICS

1. Annual Report from the Library Board - *Melisa Gaelrun-Maggi, Chair*

1:20 p.m.

Library Board Chair Melisa Gaelrun-Maggi presented the Library Board report. A copy is included in the archive packet.

Councilor Topaz talked about the Library having to constantly change with State rules. They have done a good job with what is going on.

Councilor Birkle is impressed by the Board and staff members. Even during economic downturns, the Library continues to operate. Melisa led a great presentation.

Councilor Topaz talked about how much more the Library is than just books. It is an "information connection to the world center." They have to deal with so much as a public building.

Council President Morten appreciates the cultural hub the Library represents.

2. Discuss Reappointing Councilor Birkle to Columbia Learning Center Board of Directors

1:34 p.m.

Discussion of reappointment. The Black Tie & Blue Jeans event is cancelled again this year, but they still plan to issue several thousand dollars' worth of scholarships. No objection from Council to reappoint Councilor Birkle. Council will vote on it at tonight's meeting.

3. Review Proposed Amendments to Library Assistant Job Description - Margaret

1:37 p.m.

Library Director Jeffries thanked the Council for their kind words about the Library. She also thanked Melisa for presenting on behalf of the Board. Jeffries is proposing revisions to the Library Assistant job description. Once modified, her plan is to have the salary schedule reviewed. She reviewed the increase in duties, skills, knowledge, and minimum wage. A copy of the proposed amendments is included in the archive packet for this meeting.

4. Discussion regarding Public Safety Facility Funding Plan - Matt

1:45 p.m.

Assistant City Administrator Brown reviewed the presentation. A copy is included in the archive packet for this meeting.

- Timeline
- Monthly Rate Comparison
- Utility Rate Comparison
- Other Funding Sources
- Financing Options
 - Option 1: 30 Years
 - Recommended by Ad-hoc Committee
 - Dedicate revenue and tax sources
 - Recommend a \$2 monthly fee. It will replace the \$2 Recreation fee when it sunsets in December.
 - Based on a 3% interest rate
 - Option 2: 20 Years
 - Only difference is a recommendation of \$4.25 monthly fee.

Discussion ensued. It can be paid off early to save on interest fees. It does take revenue away from the General Fund and could affect next year's budget. Brown will review more of that at the next Budget Committee meeting.

Consensus of Council to direct staff to proceed with the 30-year funding option. It will be on tonight's agenda for approval.

5. Utility Billing Administrative Rules Update - Matt

2:09 p.m.

Brown reviewed the proposed amendments. A copy is included in the archive packet for this meeting.

Discussion ensued. Councilor Topaz suggested changing the word "COVID-related" to something else in case it is needed for an emergency issue in the future. Walsh explained the need to be specific this time. Brown added that he does review the rules annually for changes.

6. Strategic Action Plan Updates

2:16 p.m.

Brown reported...

- New windows are being installed on the Bennett Building.

7. City Administrator Report

2:17 p.m.

- Public Forum tonight at 6 p.m. for the Riverwalk Project. There is a survey online and available in the Columbia View Park Gazebo. They have received great responses.

- A task of the Waterfront project was to look at the roadway alignments. They have had five developers look at the property and are excited about the development opportunity. He talked about prevailing wage adding a lot of cost. The City's role right now is the master developer. Discussion ensued about the property. Mayor Scholl encouraged staff to look at private property partnerships with Opportunity Zones. Council President Morten talked about Seaside leasing property to continually pay the bills.
- The June 2 meeting should include the Smith Timber Sale bids.
- Making progress on the Main Street Program. Government Affairs & Project Support Specialist Rachael Barry took the lead on creating a job description.
- Will be receiving \$2.8 million from the American Recovery Plan Act over the next two years. There is guidance for what it can be used for.
- There was a nice article above the fold in the Chronicle about the City's investment in Parks & Recreation.
- There is a resolution on tonight's agenda for censorship. He asked the Council to think about the Council liaison for that Library and what they want that to look like.
- There is a Public Hearing for an annexation at 6:45 p.m. tonight. It should only take about five minutes. If the Public Forum goes long, they can delay the Public Hearing start time.

Councilor Chilton asked if there was an update on fireworks funds. Mayor Scholl spoke with Tim. He said the funds are there and they need to submit the request. The fireworks are proceeding. They are in a unique position to have the funding and ability to hand it over. Walsh added that Comcast wanted the ordinance approved before the funding. Mayor Scholl talked about how Comcast stepped up.

ADJOURN – 2:31 p.m.

EXECUTIVE SESSION

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

May 19, 2021

This meeting was held electronically via Zoom.

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

Staff Present: John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Bill Monahan, City Attorney with Jordan Ramis PC

Others: Aurora Biggers, The Chronicle



At 2:42 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on the Millard Road property RFQ.
 - Update on the potential purchase of property abutting the Columbia Botanical Gardens.
 - Update on the Kelley Street property potential sale.
- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
 - Update on the litigation with Cascades Tissue.

The Executive Session was adjourned at 3:29 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL PUBLIC FORUM

Wednesday, May 19, 2021

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Jenny Dimsho, Associate Planner
Rachael Barry, Government Affairs & Project Support Specialist

Crystal King, Communications Officer
Cameron Burkhart, Communications Assistant
Margaret Jeffries, Library Director
Mouhamad Zaher, Public Works Director
Tina Curry, Event Coordinator

OTHERS

Shannon Simms, Mayer/Reed
Jeramie Shane, Mayer Reed
Emily Kuo, Mayer Reed
Brady Preheim
Mart
Geri Logan
Autumn Oliver
Amy Scheckla-Cox
Candy Miville, Pack 106
Lynne Pettit
Tom Myers

Erin Salisbury
Serena McCurdy
Sean Long
Carmin Dunn
Becky B.
Mandy Flett
Claire Catt
Rgkwarn
Lenore T.
Meredith Reading
Ashleigh Edwards

Mary Ellen
Fran Pearson
Alan King
Steve Ewoldt
Redshirt 1846
Rhonda
Howard Blumenthal
Jane Drury
Lynda
Mitch Sherer
Charlie Caster

OPEN PUBLIC FORUM VIA ZOOM – 5:59 p.m.

TOPIC

1. Riverwalk Community Meeting #1

City Administrator Walsh introduced Shannon Simms from Mayer/Reed.

Simms presented a PowerPoint presentation which included going over the subject property, its history, and its current condition. A copy is included in the archive packet for this meeting and is also online at <https://www.sthelensoregon.gov/waterfront/page/riverwalk-project>.

PUBLIC COMMENT

How do you use the Riverfront today?

Assistant City Administrator Brown read questions that were in the chat and posted on Facebook.

- ◆ Sean. Has an environmental study been done on the area? Are we clear to do construction or is cleanup needed first?

Simms responded that some environmental work has been done and will continue to be done. Walsh explained the work that has already been done.

- ◆ Ashleigh. Would like roller-skating paths considered.
- ◆ Carmin Dunn. Her family uses the Riverfront to attend community events, purchase to-go food for picnics, part of her running path, family strolls, throw rocks into the water, and her daughter jumps in puddles.
- ◆ Councilor Topaz. He recently talked to a gentleman about Native American artifacts covering the Riverfront and up to Nob Hill with the nearby connection of the Lewis River, the Multnomah Channel, the Columbia River. There are likely graves in the area that may be long gone due to industrialization. Are they doing any work in the undisturbed areas to find evidence of Native Americans?

Simms responded that they do have a portion of their team dedicated to permitting, which includes cultural resources to inventory. The whole site has gone through hundreds of years of disturbance. It is likely that the location of the Riverfront and Columbia View Park represents a lot of fill and disturbance, since the time of Native American existence. Councilor Topaz added that the gentleman he mentioned has found arrowheads in the area.

- ◆ Meredith. She lives on Nob Hill and walks the path daily. Thank you for hosting the forum.
- ◆ Fran Pearson. Uses it extensively for walking and takes visitors to see it.
- ◆ Rhonda. Mostly walks dog along the gravel walkway. Would like to see the walkway ADA accessible.
- ◆ Kristina Saul. A few years ago, there were informational and idea gathering meetings where people added suggestions on little sticky notes. What happened to the ideas? Are we not just going over the same steps that have already been taken?

Simms responded that their team is building on the framework that was done previously. That information has not been lost. They are collecting and building on top of those comments. The design team is new, and the effort is renewed as they move into design and construction. They did not want to miss anything new from the community.

- ◆ Erin Salisbury. Her family does a lot of walking on the Old Mill site. They love the wildlife viewing and the ability to see the river activity.
- ◆ Becky. Goes there for family walks. She has ability to let her kids run and explore without worrying about traffic.
- ◆ Roy Hettinga. He and his wife walk and run the loop. They enjoy the Riverfront during 13 Nights on the River and Spirit of Halloweentown.
- ◆ Jessica Sturdivant. She is grateful for Councilor Topaz's thoughtfulness. Will there be any consideration for the indigenous people who lived here before the land was taken from them, such as a sculpture or memorial?

- ◆ Brady Preheim. Walks the path almost every day with his dogs. He hopes they continue to have an off-leash area for dogs. He and a lot of other people with well-behaved dogs use it that way. What is going on with the lagoon? There was a plan to fill the lagoon with stuff from the Portland Harbor. Does that have to happen before you proceed with development?

Walsh explained that the City's wastewater lagoon repurposing is part of the Central Waterfront Project. It is not part of the Riverfront development.

- ◆ Unknown. Can more parking be added since they lost the spaces behind the Courthouse? Or can employees park in the front and allow for public to park above the river at the docks?
- ◆ Tom Myers. He is down there regularly bird watching. 114 bird species have been seen from Columbia View Park. He also sees plenty of seals, sea lions, and otters on the river. What are the project teams thoughts on preserving, and ideally building up, wildlife habitat?

Simms responded that their team is very interested in making the river edge a better habitat for those species. There will be on-street parking with the street extension project. Those designs are not far along yet, but it is part of the discussion.

- ◆ Alan King. Hopes they make this a place for the community to come together. So much of the public land is parceled off for baseball and dog use. Use this magnificent resource to welcome everybody.

Simms continued her presentation with the future of the site. A fundamental component is a trail. It will also include spaces to pause and participate in water related activities.

Which riverfront activities are most important to you?

What feelings or experiences do you want to have on the Riverwalk?

- ◆ James Shoher. Boat ramp!!!
- ◆ Unknown. Kite boarding.
- ◆ Unknown. What will the width of the boardwalk be and how close will it be to the river? Is there a plan for one path for walking and then another one for wheels, bikes, skates, etc.?

Simms explained that it is not overly determined at this time. The planning work that has been done envisions a single multi-use path, but they would like to hear from the community about that. They envision that the path will be wider near Columbia View Park. The rest of the old mill property will be developed in the future. This is only to define the space for the Riverfront.

- ◆ Unknown. Walking, running, wading, and picnicking. Loves the quiet and history, including Native American history and modern industry.
- ◆ Unknown. Is there beach area along there? If so, easy beach access would be wonderful.
- ◆ Schnea Richardson. Local artisan shops and booths.
- ◆ Becky. Swimming. There is a lot of water but nowhere to swim and wade except for the creek at McCormick Park.
- ◆ Unknown. Water access.

- ◆ Unknown. All those things mentioned are amazing and exactly what our community wants. Paying homage to our native community and culture should be important.
- ◆ Rhonda. Kayak launching, fishing, walking, and sightseeing. Calm and serene, do not envision a noisy environment.
- ◆ Howard Blumenthal. He hopes they stay with the early versions of what the group put together several years ago. He was very involved at that time. His favorite times are walking out there when the rain is pouring, the winds are blowing sideways, and he does not have to share it with many people. Everyone's ideas are all really good. It is very important to create space for the osprey to nest. There is only one there now and, in the past, there were several. He would like them to keep in mind light pollution and interference with bird migration since it is so close to Ridgefield Wildlife Refuge and Sauvie Island. Lighting should be friendly to birds.

Simms acknowledged the good point about lighting. That will be addressed in a later phase. Best practices are to provide enough lighting for pedestrians, but also incorporating shielding to not impact migratory birds.

- ◆ Charlie Caster. Walking, dog walking, and watching the wildlife are all important. He really wants it to be a space for the whole community to use and not just sectioned off for one use. Access for paddling and kayaks needs to be considered. They need to take advantage of the natural resources.
- ◆ Rosemary Plymouth. Thanked the person who spoke about the osprey nests. The pilings are all leaning now where they used to nest. Does the plan include fixing them for the birds to nest again?
- ◆ Erin Salisbury. She would like to see non-motorized access to the river. Her favorite place to kayak is up into the channel. The most stressful part of accessing the channel, is getting through all of the motorized boats, launches, and the shuttle back and forth to Sand Island.
- ◆ Fran Pearson. She likes the idea of sectioning off areas for walking and wheels, bicycles, skating, etc. There can be conflicts between the types, especially when walking with littles.

Simms continued her presentation talking about possible stories and themes to incorporate, as well as access to the property.

Which themes are important for visitors to understand?

Which types of access are important?

- ◆ Sean Long. Geology and geography of the area is fascinating. They have a huge ability to highlight the history that St. Helens has had in Oregon over the past 150 years; including timber, ship building, transportation, etc. He would like access to connect to downtown. There are already established sidewalks to connect to and access existing businesses.
- ◆ Council President Morten. Great comments tonight! They need to be balanced in the way it is designed. He has not heard much talk about artwork, sculptures, and celebration of three-dimensional art. He does like the idea of informational signs to learn about historical significances. However, world renowned artist Michael Curry is in the area and very much wanted to do a mythological sculpture of Loo Wit. It incorporates the three mountains and is a myth from Native Americans who inhabited this land before Lewis and Clark. Those myths need to be acknowledged.

Simms acknowledged that art is an important component to consider. It is a layer they will be looking at.

Simms continued her presentation and focused on Phase 1 of the project in Columbia View Park, where the project will be building the Riverwalk along the river's edge.

What should the character of the new amphitheater stage be?

What activities should be included in Riverwalk Phase 1?

- ◆ Alan King. The amphitheater is a very important part of this. It should be celebrated where it is. The unique thing about Columbia View Park is in its name. The stage protects the performers and provides a sound shell. Concrete over other paving is uncomfortable when it is hot. Turf grass is very durable and would be much more comfortable. It is not convenient to bring in sound equipment every time. Lighting is not addressed. Some aerial brackets by the trees would help light the stage. There is a cautionary tale on the Portland Waterfront where there was a deeded path for the public. The people living in apartments nearby would close and lock a gate, making it a constant battle involving the police to tell apartment residents that it is not their land. It needs to be wide enough that people understand it is a public way.
- ◆ Charlie Caster. Phase I ends in an awkward area. Why does it not mirror the current end of Strand Street?
- ◆ Rosemary. She would like to see Strand Street widened. Parking is a huge issue, and the road is narrow.

Simms acknowledged that the team is studying different concepts for Strand. At this time, the Phase I area extends to about the end of Cowlitz Street. That is likely due to a limitation of funding.

- ◆ Ashleigh Edwards. She thanked the consultants, staff, and Council for holding this meeting. She wanted to speak about roller-skating. She is a member of Rose City Rollers and has been skating for about six years. She enjoys trail skating but there is a lot of obstacles with what is available now, such as rocks, cracks, etc. It is a challenge for experienced skaters and can knock down new skaters.
- ◆ Councilor Topaz. Wheelchairs need to be able to access the gazebo. He agrees they need grass to sit on but wants them to keep mobility issues in mind. Attention needs to be made for ADA access in the area.
- ◆ Unknown. Less is more. Natural access, accessibility, familiar, and community friendly. Does not mind artwork and history reader boards but this is a space about natural resources, not huge works of art. The landscape is amazing. We do not need expensive artwork.
- ◆ Unknown. Would like to see a unique amphitheater but flow with the Courthouse design. Love the 360 access to see a stage with grass surrounding. Limit the structure so it is not blocking views but enhancing them. It should be appealing to look at from all angles.
- ◆ Margaret Jeffries. Often handrails can create a view obstruction for people in wheelchairs and sitting in their vehicles. Safety is important but they should keep the line of site in mind.

Simms thanked everyone for attending. She appreciates all the feedback. She encouraged everyone to complete the survey online or at Columbia View Park.

CLOSE PUBLIC FORUM – 7:02 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL PUBLIC HEARING

Wednesday, May 19, 2021

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Jenny Dimsho, Associate Planner
Crystal King, Communications Officer

Mouhamad Zaher, Public Works Director
Margaret Jeffries, Library Director
Tina Curry, Event Coordinator
Bill Monahan, City Attorney

OTHERS

Autumn Oliver
Candy Miville
Sue
JW
JW
Christina Sullivan

Brady Preheim
Lynda
Howard Blumenthal
Serena McCurdy
Art Leskovich

William Lain
Nicole, SH BSA 106
Sean Long
SH Resident
Tim Goodman, Comcast

OPEN PUBLIC HEARING VIA ZOOM – 7:04 p.m.

TOPIC

1. Annexation of 3.58-acre site located southwest of the intersection of Kavanaugh Avenue and Firway Lane (Comfort)

Associate Planner Dimsho covered preliminary matters and presented the staff report, a copy of which is included in the archive packet for this meeting. There were no ex-parte contacts, conflicts of interest, or bias in this matter. There were no objections from the audience for the Council to make a fair decision.

Planning Commission and staff recommend approval and set the zoning as Highway Commercial and Comprehensive Plan designation of Highway Commercial Incorporated.

TESTIMONY IN FAVOR – None

TESTIMONY IN OPPOSITION – None

REBUTTAL – None

CLOSE PUBLIC HEARING – 7:12 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, May 19, 2021

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Jenny Dimsho, Associate Planner
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OTHERS

Autumn Oliver
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Christina Sullivan

Brady Preheim
Lynda
Howard Blumenthal
Serena McCurdy
Art Leskovich
Heidi Oliver

William Lain
Nicole, SH BSA 106
Sean Long
SH Resident
Tim Goodman, Comcast

CALL REGULAR SESSION TO ORDER VIA ZOOM – 7:13 p.m.

PLEDGE OF ALLEGIANCE

Mayor Scholl recited the Pledge of Allegiance.

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

- ◆ Brady Preheim. He reiterated that the Council should not being scared of the voters on the police station. He implores the Council to let the voters decide. They were wise enough to vote all of them into office. They should be given a voice and trust that they will support a police station. Even though he is opposed, the majority of people he talks to are in support of the police station. He thinks a levy would pass. He severely objects to the fact that they are going to spend over 27 million dollars and not allow the public to vote.
- ◆ Nicole, Scout Troop 106. She summarized what was presented during the work session. They are requesting financial assistance for Unit 106 to help bridge the funding gap as a vendor with Spirit of Halloweentown.

Mayor Scholl explained that the Council will be discussing this during action items later in the meeting.

- ◆ Dominique Vanella. Enjoys Scouting because of the activities they do. He has learned water skills, how to carve out certain things, how to use a pocketknife, and how to get water and make sure that it is filtered.

- ◆ Rowen Lain. He likes that they go on a lot of camping trips and outings. He has learned a lot about cutting wood, building safe fires, and doing a lot of safe things.
- ◆ Christina Sullivan. She is here as another Spirit of Halloweentown vendor. There is more than just one non-profit student group raising money during Spirit of Halloweentown for camps, dance things, 4H, little leagues, softball leagues, the School District, etc. This may set a precedent for other nonprofits to ask for help. They all have the same fee. It can be overwhelming, but the profits cover the vendor costs. She is excited to see the Scouts here sharing the need.

Mayor Scholl thanked Christina for making that point.

- ◆ Sean Long. He recently noticed a GoFundMe for the St. Helens municipal pool. How is the maintenance not covered in the budget?

Mayor Scholl explained that the Eisenschmidt Pool is its own district. The City is helping support them the best they can.

DELIBERATIONS

1. Annexation of 3.58-acre site located southwest of the intersection of Kavanaugh Avenue and Firway Lane (Comfort)

Mayor Scholl reiterated that the main reason for annexing is to connect to sewer.

Councilor Topaz is glad to see something opening on that side of the highway. Council President Morten agreed. That area needs something. It is a good place for RVs off the highway.

Councilor Birkle and Councilor Chilton are in support of the request.

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

ORDINANCES – Final Reading

2. Ordinance No. 3265: An Ordinance Correcting Ordinance No. 3260 Which Granted a Non-Exclusive Franchise and Right to Continue to Operate, Construct, and Maintain a Cable System in the City of St. Helens, Oregon to Comcast of Delaware II, Inc. to Revise the Name of the Franchise Holder to Comcast of Oregon II, Inc.

Mayor Scholl read Ordinance No. 3265 by title for the final time. **Motion:** Motion made by Council President Morten and seconded by Councilor Topaz to adopt Ordinance No. 3265. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

3. Ordinance No. 3266: An Ordinance Amending the St. Helens Municipal Code to Create Chapter 13.30 Relating to a Public Safety Fee

Mayor Scholl read Ordinance No. 3266 by title. **Motion:** Motion made by Councilor Chilton and seconded by Councilor Topaz to adopt Ordinance No. 3266.

Discussion.

Mayor Scholl stated that this is just one way of implementing the ability to add a fee. There has not been a decision. He agrees with Brady's comment in reference to talking to a number of citizens who want a new police station. Elected officials have the ability to make decisions. This is one of the cheapest, efficient, and effective ways to do it. They are moving forward with this option, but it is not a done deal.

Councilor Birkle also feels much better about establishing this ordinance given the information received at the work session. He had a very challenging conversation with a neighbor last week. He challenged him to think about why he might vote to go forward with this option. The three main concerns he has heard from people when talking about it are; the amount assessed, that the money would be used specifically for this dedicated service, and there would be a sunset.

Mayor Scholl said he hears those same concerns. There is no doubt about the need for a police station. They will spend over \$100,000 if it goes out for a vote to the public.

Council President Morten acknowledged Brady's concerns. He was leaning that way, especially when it was originally estimated to add \$15 to their utility bills. But the staff came through and did their due diligence to reduce it to \$2/month. They are elected officials and are responsible to make decisions. It is very much needed, and they have been hearing it for over 10 years.

Councilor Chilton was voted in for a reason and is here to do that job. She is on board.

Councilor Topaz said he is bias and needs the police station now.

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

RESOLUTIONS

- 4. Resolution No. 1917:** A Resolution of the City Council of St. Helens, Oregon Reprimanding and Censuring Council member Stephen Topaz for Engaging in Behavior Violating the City Code of Ethics and Other City Policies, Negatively Affecting Members, the City Staff, and Bringing Discredit to the City

Mayor Scholl read Resolution No. 1917 by title. **Motion:** Motion made by Council President Morten and seconded by Councilor Birkle to adopt Resolution No. 1917.

Discussion.

Council President Morten is adamant about this because if they do nothing as a Council, they are liable for suit from staff.

Mayor Scholl sees it as a moral issue. People should feel safe at work. They should be encouraged and not criticized.

Councilor Topaz said that a number of charges have been said against him but there is no name connected. It makes it hearsay. The people who said that things were done wrong were then filtered through someone who then gave it to the Council. One of the charges was that Topaz wanted a storm drain installed on his own property. He argued that it cannot be on his property because he covers the whole property. Years ago, Walsh visited the neighborhood when it was flooded. They talked to a neighbor who had water going from his backyard into his basement. It is a neighborhood problem and pointing out that it is a Topaz problem is off the mark. There was another comment made that "he threw the Council under the bus reporting the illegal executive meeting outside City limits in Portland." As you read... Mayor Scholl argued that what he is saying is not part of the investigation. It was a comment made by Council President Morten. Scholl asked him to base his comments on the investigation.

Councilor Topaz talked about a comment that he used the "N-word." That was over 10 years ago in Court. The judge corrected that. Mayor Scholl clarified that was sustained in the investigation. It was said recently and not in the Courtroom. Topaz argued that it was not said by him. Topaz went on to talk about the comments made that he is a racist. He wants a name, date, and time of when that occurred. He works with people in many countries and states, and that is a lie. So far, this has been hearsay with no one's name. There are questions he has asked and has been cutoff, which is where he thinks the harassment occurs.

- How much rent has the marijuana grow operation paid? They should have paid about \$735,000. Mayor Scholl explained that the Petersen's filed a lawsuit and held up the lease agreement, which turned into a purchase agreement about a year later.
- Has the City required insurance? Mayor Scholl pointed out that this is not part of the investigation.
- The marijuana property has been subdivided into 10 different tax lots. When did the division take place?
- There have been discussions about the Engineering Department, including dumping water, not getting permits, and driving heavy pipes into rocks. He was accused of trying to influence them in a negative way. What they did was wrong.
- He keeps asking for a tourism audit, and it still has not happened.

Councilor Topaz confirmed that he has been harassing them with that list of questions.

Mayor Scholl requested the City Attorney address Councilor Topaz's comments. Topaz had multiple opportunities to respond, and he evaded the investigator. He was in and out of City Hall several days a week, but he never made the opportunity to speak with the investigator.

Attorney Monahan explained that tonight's action is a culmination of several meetings, relating to the investigation that began last November. Councilor Topaz had multiple opportunities to respond. The issue is not as much the questions Topaz has raised, but the way they were raised. Staff members perceived some of those interactions as a hostile work environment. Council has seen the investigator's report, it was made available to Topaz if he had attended the meeting, and he could have responded to the investigator about the issues raised. Tonight, is about the Council's request for a resolution.

Councilor Birkle expressed that the resolution is something that needs to be done. Section 3, beginning on Page 2 of the resolution, speaks about the limitations on Councilor Topaz. Does that section give City Administrator Walsh power over an elected official saying that visits need to be pre-authorized? Birkle agrees that controls need to be put in place to protect staff against Topaz. Monahan confirmed that Topaz must be given the ability to continue his elected duties. This is a workplace issue and there is a necessity for parameters to protect the employees by planning visits in advance. Walsh is not going to be given authority to restrict Topaz's ability to perform his job. Walsh will determine who Topaz needs to contact based on the subject. This is set up for a period of no less than six months to determine if the activities part of the investigation have been resolved and that Councilor Topaz has conformed his activities to a level that is satisfactory to the Council.

Councilor Topaz said it sounds like they are not going to let him do his job by choosing who he gets to talk to. He was elected to do his job because that is the way he does it. The voters are losing their lead on a number of projects. If they do not like the way he says it, "suck it up buttercup."

Mayor Scholl expressed that Councilor Topaz is trying to bring discredit and make it sound like he is doing the citizens a service. An investigation was done that has nothing to do with the Council trying to cover up or not answer the questions, which have been answered repeatedly. Topaz is bringing discredit and deception to the City. Scholl said it sounded like Topaz is telling people he is smarter than everyone and is not allowed to do his job. Councilor Topaz confirmed he said that. Mayor Scholl went on to say that Topaz's bullying methods are the way he works. He makes racist, bullying, and sexist comments in order to get the job done. Councilor Topaz argued that he never said that and wants someone to prove it in writing. Mayor Scholl confirmed a thorough investigation was done. He had multiple opportunities to speak with the investigator. He even approved moving forward with the investigation. Councilor Topaz agreed but said the investigator was hired by the City and would see anything he said in a negative light. That is why he did not communicate without the presence of his lawyer.

Councilor Birkle thanked Monahan for the explanation. He wanted to make it clear that he knows Walsh would not do anything other than represent the City well. He just wanted clarification about roles. They have no choice but to move forward. He trusts the integrity of the report by the investigator.

Councilor Chilton stated that the evidence is really stacked against Councilor Topaz. She has not seen anything else to go from. She did not think she would be here as a judge and jury three months into the position. She likes questions but it has to be done in a respectful, productive way.

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

Mayor Scholl stated for the record that Councilor Birkle and Councilor Chilton are new. They did not know a lot of the inner workings.

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

5. Engagement Agreement with Hawkins Delafield & Wood LLP to Act as Bond Counsel for Public Safety Facility
6. [Ratify] Agreement with Western Display Fireworks Ltd. for 2021 4th of July Fireworks Display
7. Contract Payments

Motion: Motion made by Councilor Chilton and seconded by Councilor Birkle to approve '5' through '7' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR ACCEPTANCE

8. Library Board Minutes dated April 12, 2021
9. Parks and Trails Commission Minutes dated April 12, 2021
10. Planning Commission Minutes dated March 9 and April 13, 2021

Motion: Motion made by Council President Morten and seconded by Councilor Topaz to approve '8' through '10' above. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR APPROVAL

11. Council Special Session, Work Session, Executive Session, Public Forum, and Regular Session Minutes dated April 15, 21, May 5, and 10, 2021
12. Amended Library Assistant Job Description
13. Updated Utility Billing Administrative Rules
14. Accounts Payable Bill Lists

Motion: Motion made by Council President Morten and seconded by Councilor Topaz to approve '11' through '14' above.

Discussion.

Councilor Birkle recommended changes:

- April 15, Special Session
 - Page six, where he talks about Spirit of Halloweentown...change "long-liked" to "long-lived."
 - Page four, where he talks about a basalt rock festival...change it to read that it was suggested as an example by an advisory committee, it was not his suggestion.
- May 5, Work Session
 - Page six, in the seventh paragraph...change "conscious" to "conscience."

Motion amended.

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

WORK SESSION ACTION ITEMS

Public Safety Facility Fee

Motion: Motion made by Mayor Scholl and seconded by Councilor Birkle to move forward with a 30-year loan and shop it out to the public. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

Scout Assistance

Mayor Scholl summarized the request made by the Scouts. However, they are not the only nonprofit who participates.

Discussion of changing the process to grant funds to community programs once a year through an application process, like what was done in the past.

Assistant City Administrator Brown reported that there is about \$2,300 remaining in the Council's Community Support Funds. They began the fiscal year with \$10,000, \$4,000 was reallocated due to COVID expenses, and they have spent \$2,700.

Mayor Scholl wants to be sure there are funds for Citizens Day in the Park, which is scheduled for August 7. Depending on COVID restrictions, they may need additional assistance.

Council President Morten was impressed with the Scouts presentation but wants to discuss it further.

Discussion ensued about the Scouts request for \$1,800. Consensus to request more information about the cost of a Spirit of Halloweentown vendor booth.

Motion: Motion made by Councilor Chilton and seconded by Councilor Topaz to develop a form for nonprofits to apply for funds biannually. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

Columbia Learning Center Appointment

Motion: Motion made by Councilor Topaz and seconded by Mayor Scholl to reappoint Councilor Birkle to the Columbia Learning Center Board. **Vote:** Yea: Mayor Scholl, Council President Morten, Councilor Topaz, Councilor Chilton; Abstained: Councilor Birkle

Library Liaison Role

Discussion ensued of whether Councilor Topaz should be removed from his Library liaison role.

Councilor Birkle pointed out that he previously served on the Library Board. Councilor Topaz's interaction with the Library Board was very different than with City employees. His assistance has been helpful to the Library during COVID changes.

Mayor Scholl personally thinks there needs to be something there since it is still part of the City. They have to be consistent. It is part of their mantra.

Councilor Chilton agreed with Councilor Birkle. She has not seen enough evidence that any of those behaviors have been passed on to the Library Board or the Library staff. His thoughts about the Library may be one of the most, or only, benefits he does bring to the Council.

Mayor Scholl concurred that nobody working at the Library was involved in the investigation. However, the allegations were sustained. As much as Councilor Topaz painted the deception, this was a thorough investigation. Scholl is trying to take care of business and move on.

Councilor Birkle agreed with the need to be consistent. However, that does not prohibit attendance at Library Board meetings. He firmly supports the application of the resolution in terms of communications with the employees but thinks he can still perform as a liaison with the Board.

Council President Morten pointed out that the Charter gives the Mayor the responsibility to appoint members of the Council to committees and commissions. In the past, they have had to remove councilors and reappoint.

Councilor Birkle supports Mayor Scholl's decision. He is giving a lot of the thought and concern to act in the best interest of the City. Council President Morten agreed.

Mayor Scholl asked for input on whether Councilor Topaz should be censured as a Library liaison, making it so he has to check with Walsh before visiting or contacting the Library staff or Board, or should he be removed. After discussion, Mayor Scholl decided to censure him and allow him to continue doing his good works with the Library.

MAYOR SCHOLL REPORTS

- 4th of July fireworks is happening! Thank you to Comcast for sponsoring! It will be handed over to a community group next year for organizing.
- Citizens Day in the Park will be held August 7. They will discuss it more at the June 16 meeting.

COUNCIL MEMBER REPORTS

Council President Morten reported...

- The Public Forum and comments made were really good. He could not help but comment about the need for artwork. It is culturally important for that area.
- There is a Columbia Botanical Gardens clean-up event this Saturday. It is sponsored by the Parks and Trails Commission.

Councilor Topaz reported...

- This afternoon, he found out that the County has 10 new tax parcels because the marijuana facility has been separated into 10 different tax groups. He did not know that there was a subdivision in town. Is there any information about that?

Walsh explained that the tax lot division is through the County. It is not a subdivision. It is for tax purposes and they are well within their right to do that.

- The Library Board gave a good report. He hopes they do not change the rules for libraries again.

Councilor Chilton reported...

- She just returned from vacation in South Carolina. She had a great time enjoying their beaches and southern hospitality.
- Her daughter's team won a softball tournament in Newberg. She is proud of the girls and how they represent St. Helens.
- Today's Public Forum was really good. She enjoys hearing what community members want to see.

Councilor Birkle reported...

- It was a good Public Forum and an exciting time to see things happening down there. There were good comments made by residents.
- There are only 20 more days of student contact this school year. He learned that he is not able to fully sustain full-time teaching in Hillsboro and serving on the Council. He is looking forward to returning as a substitute teacher to pick and choose his days. This will give him more time to meet with Walsh, visit City properties, and meet staff. He is excited for the new opportunity. The community has a bright future.

Mayor Scholl looks forward to in-person conferences again. The next League of Oregon Cities is scheduled for October 21-23 in Bend. He thanked Councilor Birkle and Councilor Chilton for taking the time to meet with Walsh to get informed.

OTHER BUSINESS - None

ADJOURNMENT – 8:47 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2021 RENEWALS

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
• CURRANT LLC	WILD CURRANT	201 S 1 ST ST	RENEWAL
• 503 DISTILLING CORPORATION	503 DISTILLING	275 STRAND ST	SPEICAL USE
• ELKS LODGE #1999 ST HELENS	ELKS LODGE #1999	350 BELTON RD	TEMP USE

2021 NEW OWNERS

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

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
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St. Helens, OR

Item #11.

Expense Approval Register

Packet: APPKT00340 - AP 5.14.2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
NORTHWEST DELI DISTRIBUTI...	417785	05/12/2021	GLOVES / TISSUE / TOWEL WI...	100-708-52001	3,583.88
U.S BANK EQUIPMENT FINANCE	442224804	05/12/2021	CONTRACT PAYMENT 500052...	100-707-52001	99.00
MAILBOXES NORTHWEST	5.1.2021	05/12/2021	POSTAGE	100-705-52001	45.35
METRO PRESORT	IN633119	05/12/2021	UB BILL PRINTING	100-707-52008	3,577.19
SARA SMITH	INV0001558	05/12/2021	REFUND DID NOT REC DISCOU...	100-709-52019	25.00
SHARION HUCK	INV0001559	05/12/2021	REFUND PARKS RES	100-000-34031	30.00
JON FRAZIER	INV0001561	05/12/2021	REFUND FOR LAND USE APP	100-710-52011	80.50
JESSICA WALKER	INV0001562	05/12/2021	REFUND BINGO EVENT	100-709-52019	5.00
HUDSON GARBAGE SERVICE	INV0001563	05/12/2021	7598	100-705-52003	577.11
HUDSON GARBAGE SERVICE	INV0001563	05/12/2021	7636	100-708-52023	197.59
HUDSON GARBAGE SERVICE	INV0001563	05/12/2021	7539	100-715-52023	96.59
HUDSON GARBAGE SERVICE	INV0001563	05/12/2021	7601	100-715-52023	355.52
SOLUTIONS YES	INV24686	05/12/2021	PRINT CHARGES CITY HALL PRI...	100-704-52001	57.98
CINTAS	8405127793	05/13/2021	PARKS FIRST AID CABINET SER...	100-708-52019	78.25
CINTAS	8405127794	05/13/2021	CITY HALL FIRST AID CABINET ...	100-715-52019	100.03
SECURE PACIFIC CORPORATION	INV0001564	05/13/2021	375 S 18TH ST	100-706-52023	368.00
HUDSON GARBAGE SERVICE	11276606	05/14/2021	1026	100-705-52023	131.84
HUDSON GARBAGE SERVICE	11276606	05/14/2021	7547	100-705-52023	113.39
HUDSON GARBAGE SERVICE	11276606	05/14/2021	1554	100-706-52003	59.80
HUDSON GARBAGE SERVICE	11276606	05/14/2021	3955	100-708-52023	94.76
SHRED-IT C/O STERICYCLE INC	8181935675	05/14/2021	POLICE DEPT SHRED SERVICE	100-705-52019	71.07
THE CHRONICLE	INV0001565	05/14/2021	SUBSCRIPTION RENEWAL 1 YE...	100-715-52001	60.00
RUBENS LAWN SERVICE	0003871	05/17/2021	MONTHLY LAWN SERVICE	100-705-52023	80.00
CHAVES CONSULTING INC	192114	05/17/2021	MONTHLY USER FEE PER USER...	100-702-52019	296.16
ORKIN	212103208	05/17/2021	PEST CONTROL POLICE	100-705-52023	98.00
SCHOLASTIC INC	29354897	05/17/2021	BOOKS	100-706-52028	156.96
SCHOLASTIC INC	29369403	05/17/2021	BOOKS	100-706-52028	236.88
ERSKINE LAW PRECTICE LLC	5.13.2021	05/17/2021	5/3-5/13	100-704-52019	2,714.20
COLUMBIA COUNTY TRANSFER..	7429	05/17/2021	DUMP FEES ACCT 0017	100-708-52001	69.25
COLUMBIA COUNTY TRANSFER..	7429	05/17/2021	DUMP FEES ACCT 0017	100-708-52003	7.26
BEMIS	9652	05/17/2021	MANUAL	100-702-52001	528.00
LUCY HEIL ATTORNEY AT LAW	APRIL 2021	05/17/2021	LEGAL SERVICES	100-704-52019	3,150.00
JAMIE EDWARDS - AP	INV0001566	05/17/2021	MILEAGE REIMB BANK RUN	100-707-52001	145.60
JUSTICE SYSTEMS INC	INV101426	05/17/2021	7/1/2020-6/30/21	100-704-52019	4,920.44
DEPARTMENT OF TRANSPORT...	L0021765735	05/17/2021	DMV SERVICES ACCT67431	100-705-52001	15.50
Fund 100 - GENERAL FUND Total:					22,226.10
Fund: 202 - COMMUNITY DEVELOPMENT					
COLUMBIA COUNTY TITLE & E...	21-00387	05/17/2021	LOT BOOK REPORT COM PROP	202-721-52019	300.00
ECONORTHWEST	23891	05/17/2021	RFP DEVELOPMENT	202-721-52019	845.00
E2C	4432	05/17/2021	UTILITIES	202-725-52003	64.00
E2C	4432	05/17/2021	ADVERTISING	202-725-52011	2,718.93
E2C	4432	05/17/2021	PRODUCT	202-725-52019	4,111.88
E2C	4432	05/17/2021	STAFF ST. HELENS	202-725-52019	1,943.80
E2C	4432	05/17/2021	ENTERTAINMENT	202-725-52019	226.02
E2C	4432	05/17/2021	EQUIPMENT ST. HELENS	202-725-52028	150.74
E2C	4432	05/17/2021	SIGNAGE ST. HELENS	202-725-52028	170.83
E2C	4432	05/17/2021	PROPS	202-725-52028	303.69
WESTERN DISPLAY FIREWORK...	5.10.2021	05/17/2021	FIREWORKS SOW 7/4/2021	202-725-52028	5,000.00
BRIDGE TOWER OPCO LLC	745040511	05/17/2021	BIDS DAILY HOURNAL OF CO...	202-721-52019	131.20
Fund 202 - COMMUNITY DEVELOPMENT Total:					15,966.09

Expense Approval Register

Packet: APPKT003

Item #11.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 203 - COMMUNITY ENHANCEMENT					
SCHOLASTIC INC	29354897	05/17/2021	BOOKS	203-706-52028	108.56
Fund 203 - COMMUNITY ENHANCEMENT Total:					108.56
Fund: 205 - STREETS					
RICHMOND AMERICAN HOMES..	INV0001567	05/17/2021	BOND RELEASED EM MEADO...	205-000-21900	76,263.00
Fund 205 - STREETS Total:					76,263.00
Fund: 601 - WATER					
SECURE PACIFIC CORPORATION	296285	05/13/2021	1215 4TH PL	601-732-52023	32.50
SECURE PACIFIC CORPORATION	INV0001564	05/13/2021	1215 4TH PL	601-732-52023	185.00
COLUMBIA COUNTY TRANSFER..	7429	05/17/2021	DUMP FEES ACCT 0017	601-731-52019	17.23
LAWRENCE OIL COMPANY	CFSI-1886	05/17/2021	247752	601-732-52022	158.62
Fund 601 - WATER Total:					393.35
Fund: 603 - SEWER					
HUDSON GARBAGE SERVICE	INV0001563	05/12/2021	8333	603-736-52003	167.92
HUDSON GARBAGE SERVICE	INV0001563	05/12/2021	8333	603-737-52003	167.91
CENTURY LINK	5.2.2021	05/13/2021	293	603-736-52010	23.07
CENTURY LINK	5.2.2021	05/13/2021	654	603-736-52010	23.07
CENTURY LINK	5.2.2021	05/13/2021	600	603-736-52010	23.07
CENTURY LINK	5.2.2021	05/13/2021	488	603-736-52010	128.34
CENTURY LINK	5.2.2021	05/13/2021	688	603-736-52010	23.07
CENTURY LINK	5.2.2021	05/13/2021	600	603-737-52010	23.07
CENTURY LINK	5.2.2021	05/13/2021	488	603-737-52010	128.33
CENTURY LINK	5.2.2021	05/13/2021	654	603-737-52010	23.07
CENTURY LINK	5.2.2021	05/13/2021	688	603-737-52010	23.07
CENTURY LINK	5.2.2021	05/13/2021	293	603-737-52010	23.07
DON'S RENTAL	555272	05/14/2021	PROPANE	603-736-52001	4.75
DON'S RENTAL	555272	05/14/2021	PROPANE	603-737-52001	4.75
COLUMBIA RIVER PUD	5.3.2021	05/17/2021	38633 594 S 9 ST POWER	603-737-52003	10,634.17
Fund 603 - SEWER Total:					11,420.73
Fund: 605 - STORM					
TFT CONSTRUCTION INC	2787378	05/17/2021	SITE ONE CONVEYOR TRUCK	605-000-53011	595.00
Fund 605 - STORM Total:					595.00
Fund: 701 - EQUIPMENT					
COLUMBIA FEED AND SUPPLY	25391	05/14/2021	BOLTS AND BLADES	701-000-52001	429.66
PR DIAMOND PRODUCTS INC	0058660-IN	05/17/2021	BLADE	701-000-52001	690.00
COLUMBIA RIVER FIRE AND RE...	21-04 APRIL	05/17/2021	SHARED BILLING FOR MAINTA...	701-000-52023	1,643.45
SUNSET AUTO PARTS INC - NA...	4.30.2021	05/17/2021	AUTO PARTS ACCT 6355	701-000-52001	334.95
CARQUEST AUTO PARTS STOR...	4.30.21	05/17/2021	AUTO PARTS ACCT 151010 31...	701-000-52001	42.99
Fund 701 - EQUIPMENT Total:					3,141.05
Fund: 702 - INFORMATION SYSTEMS					
VERIZON	9878750272	05/12/2021	CELL SERVICE ACCT 242060134..	702-000-52010	183.06
COMCAST BUSINESS	122328002	05/13/2021	FIBER INTERNET ACCT 934571...	702-000-52003	4,791.65
CENTURY LINK	5.2.2021	05/13/2021	579	702-000-52010	46.14
CENTURY LINK	5.2.2021	05/13/2021	228	702-000-52010	89.55
CENTURY LINK	5.2.2021	05/13/2021	909	702-000-52010	86.96
CENTURY LINK	5.2.2021	05/13/2021	130	702-000-52010	63.22
CENTURY LINK	5.2.2021	05/13/2021	967	702-000-52010	138.87
CENTURY LINK	5.2.2021	05/13/2021	798B	702-000-52010	106.36
CENTURY LINK	5.2.2021	05/13/2021	796	702-000-52010	43.41
CENTURY LINK	5.2.2021	05/13/2021	818	702-000-52010	393.39
CENTURY LINK	5.2.2021	05/13/2021	651	702-000-52010	44.88
CENTURY LINK	5.2.2021	05/13/2021	131	702-000-52010	63.22
CENTURY LINK	5.2.2021	05/13/2021	162B	702-000-52010	87.09
MORE POWER TECHNOLOGY ...	11904	05/17/2021	PREMIUM AGREEMENT MON...	702-000-52019	11,097.15
CENTURY LINK	5.5.2021	05/17/2021	632B	702-000-52010	42.23
Fund 702 - INFORMATION SYSTEMS Total:					17,277.18
Fund: 703 - PW OPERATIONS					
CINTAS	8405127792	05/12/2021	FIRST AID CABINET SERVICE	703-734-52019	98.90

Expense Approval Register

Packet: APPKT003

Item #11.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HUDSON GARBAGE SERVICE	INV0001563	05/12/2021	7555	703-734-52003	182.34
PAULSON PRINTING CO.	D5039	05/14/2021	BUS CARDS DARROUX	703-734-52018	55.00
NW STAPLE SUPPLY INC	1396146	05/17/2021	GRAFFITI REMOVER	703-734-52001	474.00
LAWRENCE OIL COMPANY	CFSI-1886	05/17/2021	247748 PUBLIC WORKS	703-734-52022	788.64
LAWRENCE OIL COMPANY	CFSI-1886	05/17/2021	247750 PUBLIC WORKS	703-734-52022	66.04
Fund 703 - PW OPERATIONS Total:					1,664.92
Fund: 704 - FACILITY MAJOR MAINTNANCE					
ST. HELENS ALANO CLUB	INV0001560	05/12/2021	HVAC UNIT ALANO CLUB	704-000-52028	4,314.34
PEAK ELECTRIC GROUP LLC	20532	05/17/2021	FLOOR BOXES LIB	704-000-53013	5,830.32
PEAK ELECTRIC GROUP LLC	22163	05/17/2021	20A CIRC ADA DOOR LIB	704-000-53013	771.52
PEAK ELECTRIC GROUP LLC	22266	05/17/2021	LIB ELECTRIC WORK	704-000-53013	1,436.48
WILLEMSE GLASS	34852	05/17/2021	TEMPERED GLASS CITY HALL	704-000-53018	87.60
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					12,440.26
Grand Total:					161,496.24

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	22,226.10
202 - COMMUNITY DEVELOPMENT	15,966.09
203 - COMMUNITY ENHANCEMENT	108.56
205 - STREETS	76,263.00
601 - WATER	393.35
603 - SEWER	11,420.73
605 - STORM	595.00
701 - EQUIPMENT	3,141.05
702 - INFORMATION SYSTEMS	17,277.18
703 - PW OPERATIONS	1,664.92
704 - FACILITY MAJOR MAINTNANCE	12,440.26
Grand Total:	161,496.24

Account Summary

Account Number	Account Name	Expense Amount
100-000-34031	Recreation Revenue	30.00
100-702-52001	Operating Supplies	528.00
100-702-52019	Professional Services	296.16
100-704-52001	Operating Supplies	57.98
100-704-52019	Professional Services	10,784.64
100-705-52001	Operating Supplies	60.85
100-705-52003	Utilities	577.11
100-705-52019	Professional Services	71.07
100-705-52023	Facility Maintenance	423.23
100-706-52003	Utilities	59.80
100-706-52023	Facility Maintenance	368.00
100-706-52028	Projects & Programs	393.84
100-707-52001	Operating Supplies	244.60
100-707-52008	Printing	3,577.19
100-708-52001	Operating Supplies	3,653.13
100-708-52003	Utilities	7.26
100-708-52019	Professional Services	78.25
100-708-52023	Facility Maintenance	292.35
100-709-52019	Professional Services	30.00
100-710-52011	Public Information	80.50
100-715-52001	Operating Supplies	60.00
100-715-52019	Professional Services	100.03
100-715-52023	Facility Maintenance	452.11
202-721-52019	Professional Services	1,276.20
202-725-52003	Utilities	64.00
202-725-52011	Public Information	2,718.93
202-725-52019	Professional Services	6,281.70
202-725-52028	Projects & Programs	5,625.26
203-706-52028	Projects & Programs	108.56
205-000-21900	Street Sidewalk Bonds	76,263.00
601-731-52019	Professional Services	17.23
601-732-52022	Fuel	158.62
601-732-52023	Facility Maintenance	217.50
603-736-52001	Operating Supplies	4.75
603-736-52003	Utilities	167.92
603-736-52010	Telephone	220.62
603-737-52001	Operating Supplies	4.75
603-737-52003	Utilities	10,802.08
603-737-52010	Telephone	220.61
605-000-53011	Storm Main Replacement	595.00
701-000-52001	Operating Supplies	1,497.60
701-000-52023	Facility Maintenance	1,643.45
702-000-52003	Utilities	4,791.65
702-000-52010	Telephone	1,388.38

Account Summary

Account Number	Account Name	Expense Amount
702-000-52019	Professional Services	11,097.15
703-734-52001	Operating Supplies	474.00
703-734-52003	Utilities	182.34
703-734-52018	Professional Development	55.00
703-734-52019	Professional Services	98.90
703-734-52022	Fuel	854.68
704-000-52028	Projects & Programs	4,314.34
704-000-53013	Capital Outlay - Library	8,038.32
704-000-53018	Capital Outlay - City Hall	87.60
	Grand Total:	161,496.24

Project Account Summary

Project Account Key	Expense Amount
None	161,496.24
Grand Total:	161,496.24



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
QUARANTO & ASSOCIATES LLC	01497	05/18/2021	COURT SERVICES LEGAL	100-704-52019	200.00
QUARANTO & ASSOCIATES LLC	01498	05/18/2021	COURT SERVICES LEGAL	100-704-52019	125.00
EARTH20	036947	05/18/2021	WATER SERVICE	100-715-52001	40.98
STAPLES BUSINESS CREDIT	1635291885	05/18/2021	OFFICE SUPPLIES	100-715-52001	93.37
NW NATURAL GAS	5.12.2021	05/18/2021	5638	100-705-52003	139.69
NW NATURAL GAS	5.12.2021	05/18/2021	7673	100-706-52003	203.09
NW NATURAL GAS	5.12.2021	05/18/2021	8563	100-708-52003	27.84
NW NATURAL GAS	5.12.2021	05/18/2021	3047	100-708-52003	21.85
NW NATURAL GAS	5.12.2021	05/18/2021	0109	100-709-52003	77.21
NW NATURAL GAS	5.12.2021	05/18/2021	2848	100-715-52003	31.90
NW NATURAL GAS	5.12.2021	05/18/2021	5285	100-715-52003	45.47
METRO PLANNING INC	5235	05/18/2021	GIS WEB HOSTING	100-710-52001	229.57
INGRAM LIBRARY SERVICES	52582108	05/18/2021	BOOKS 20C7921	100-706-52033	23.07
INGRAM LIBRARY SERVICES	52582112	05/18/2021	BOOKS 20C7921	100-706-52033	11.26
INGRAM LIBRARY SERVICES	52582113	05/18/2021	BOOKS 20C7921	100-706-52033	544.48
INGRAM LIBRARY SERVICES	52661015	05/18/2021	BOOKS 20C7921	100-706-52033	16.94
INGRAM LIBRARY SERVICES	52661019	05/18/2021	BOOKS 20C7921	100-706-52033	58.12
INGRAM LIBRARY SERVICES	52698784	05/18/2021	BOOKS 20C7921	100-706-52033	19.00
INGRAM LIBRARY SERVICES	52788207	05/18/2021	BOOKS 20C7921	100-706-52033	162.98
INGRAM LIBRARY SERVICES	52788209	05/18/2021	BOOKS 20C7921	100-706-52033	19.71
PORTLAND GENERAL ELECTRIC	INV0001571	05/18/2021	0153585940	100-709-52003	185.81
COLUMBIA RIVER MOTORSPO...	4368078	05/19/2021	FIRST ALERT	100-708-52001	59.90
COLUMBIA RIVER MOTORSPO...	4368421	05/19/2021	FIRST ALERT FIRE EXT	100-708-52001	49.90
JORDAN RAMIS PC ATTORNEYS..	177442	05/20/2021	EMPLOYMENT MATERS	100-701-52019	1,505.00
JORDAN RAMIS PC ATTORNEYS..	177442	05/20/2021	EMPLOYMENT MATERS	100-703-52019	10,144.50
JORDAN RAMIS PC ATTORNEYS..	177520	05/20/2021	GENERAL LEGAL SERVICES	100-701-52019	1,850.00
JORDAN RAMIS PC ATTORNEYS..	177520	05/20/2021	GENERAL LEGAL SERVICES	100-703-52019	10,364.00
JORDAN RAMIS PC ATTORNEYS..	177520	05/20/2021	GENERAL LEGAL SERVICES	100-705-52019	700.00
JORDAN RAMIS PC ATTORNEYS..	177520	05/20/2021	GENERAL LEGAL SERVICES	100-707-52019	700.00
JORDAN RAMIS PC ATTORNEYS..	177608	05/20/2021	AUDIT	100-707-52019	900.00
JORDAN RAMIS PC ATTORNEYS..	177610	05/20/2021	FINANCE / FRANCHISE	100-701-52019	1,433.00
JORDAN RAMIS PC ATTORNEYS..	177611	05/20/2021	MISSIONARY CHURCH	100-709-52019	353.00
ORKIN	211007671	05/20/2021	1810 OLD PORTLAND RD PEST ...	100-709-52023	152.00
ORKIN	211007672	05/20/2021	1810 OLD PORTLAND RD PEST ...	100-709-52023	82.00
ORKIN	212104659	05/20/2021	265 STRAND PEST SERVICE CIT...	100-715-52019	88.00
ORKIN	212104840	05/20/2021	265 STRAND PEST SERVICE CIT...	100-715-52019	152.00
COLUMBIA COUNTY TREASUR...	5.13.2021	05/20/2021	COUNTY ASSESSMENT	100-000-20900	834.23
COLUMBIA COUNTY TREASUR...	5.13.2021	05/20/2021	JAIL ASSESSMENT	100-000-20900	64.34
RONALD CARPENTER	5.13.2021	05/20/2021	RESTITUTION JUSTON SMITH ...	100-000-21000	150.00
COLUMBIA COUNTY TREASUR...	5.13.2021	05/20/2021	CITY COURT COSTS DEDUCTED	100-000-36002	-89.86
MIDWEST TAPE	500396782	05/20/2021	DVD / ABD 2000010011	100-706-52034	37.48
MIDWEST TAPE	500396783	05/20/2021	DVD / ABD 2000010011	100-706-52034	22.49
MIDWEST TAPE	500422325	05/20/2021	DVD / ABD 2000010011	100-706-52034	21.74
INGRAM LIBRARY SERVICES	52788210	05/20/2021	BOOKS 20C7921	100-706-52033	60.59
BIO-MED TESTING SERVICES I...	84160	05/20/2021	DOT C LEMONT SPEC	100-702-52019	35.00
LEAGUE OF OREGON CITIES	9210	05/20/2021	JOB POST	100-702-52011	20.00
OREGON DEPARTMENT OF RE...	APRIL 2021	05/20/2021	STATE DUII CONVICTION FEE	100-000-20700	940.00
OREGON DEPARTMENT OF RE...	APRIL 2021	05/20/2021	MISD SURCHARGE	100-000-20700	45.00
OREGON DEPARTMENT OF RE...	APRIL 2021	05/20/2021	STATE DUII DIVERSION	100-000-20700	1,245.00
OREGON DEPARTMENT OF RE...	APRIL 2021	05/20/2021	STATE VIOLATION	100-000-20800	1,451.50
OREGON DEPARTMENT OF RE...	APRIL 2021	05/20/2021	STATE	100-000-20800	198.00
OREGON DEPARTMENT OF RE...	APRIL 2021	05/20/2021	STATE MISD	100-000-20800	1,075.00
OREGON DEPARTMENT OF RE...	APRIL 2021	05/20/2021	LEMLA	100-000-20800	4.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
OREGON DEPARTMENT OF RE...	APRIL 2021	05/20/2021	STATE COURT FACILITY	100-000-20800	11.00
OREGON DEPARTMENT OF RE...	APRIL 2021	05/20/2021	UNITARY	100-000-20800	99.41
PAULSON PRINTING CO.	D5067	05/20/2021	BOOK MARKS	100-706-52028	218.45
ANTONIA DOGGETT	INV0001572	05/20/2021	LIB BOOK DROPS	100-706-52019	1,250.00
BRANDY LOENNIG	INV0001574	05/20/2021	REFUND CLASS	100-000-34031	30.00
SONORA THIRDGILL	INV0001575	05/20/2021	REFUND PUBLIC RECORDS RE...	100-000-37004	200.00
BRITE	INV22114	05/20/2021	HVAC MATERIALS	100-705-52023	1,081.86
Fund 100 - GENERAL FUND Total:					39,815.87
Fund: 202 - COMMUNITY DEVELOPMENT					
WEST CONSULTANTS INC	015152	05/18/2021	MILTON CREEK LOMR	202-721-52019	9,356.21
MAUL FOSTER ALONGI INC	42672	05/18/2021	BWP ON CALL SERVICES	202-721-52019	112.50
MAUL FOSTER ALONGI INC	42672	05/18/2021	WWTP LAGOON ON CALL SERV..	202-721-52019	9,843.75
MAUL FOSTER ALONGI INC	42672	05/18/2021	GOVERNANCE AND PUBLIC EN...	202-721-52019	5,457.77
MAUL FOSTER ALONGI INC	42672	05/18/2021	INDUSTRIAL PARK GRADING A...	202-722-52019	278.75
NW NATURAL GAS	5.12.2021	05/18/2021	9614	202-725-52003	21.85
NW NATURAL GAS	5.12.2021	05/18/2021	7764	202-725-52003	40.65
MASONIC BUILDING LLC	5.15.2021	05/18/2021	LEASE PAYMENT SEPT	202-725-52028	3,000.00
BOISE WHITE PAPER LLC	INV0001568	05/18/2021	NOTE PAYEMNT JUNE	202-722-55001	12,500.00
PORTLAND GENERAL ELECTRIC	INV0001569	05/18/2021	1650931000	202-722-52003	21.21
PORTLAND GENERAL ELECTRIC	INV0001570	05/18/2021	7357701000	202-722-52003	39.77
OTAK INC	4210371	05/19/2021	1ST AND STRAND STREETS	202-723-52019	60,745.82
JORDAN RAMIS PC ATTORNEYS..	177353	05/20/2021	GENERAL ENVIRONMENTAL	202-721-52019	4,150.00
E2C	4433	05/20/2021	MONTHLY MARKETING TINA ...	202-725-52019	10,000.00
PORTLAND GENERAL ELECTRIC	INV0001573	05/20/2021	4854421000	202-722-52003	42.65
Fund 202 - COMMUNITY DEVELOPMENT Total:					115,610.93
Fund: 205 - STREETS					
DAVID EVANS AND ASSOCIATE...	486927	05/19/2021	COLUMBIA BLVD. SIDEWALK R...	205-000-53002	4,066.27
Fund 205 - STREETS Total:					4,066.27
Fund: 301 - STREETS SDC					
DAVID EVANS AND ASSOCIATE...	486927	05/19/2021	COLUMBIA BLVD. SIDEWALK	301-000-53001	4,066.28
Fund 301 - STREETS SDC Total:					4,066.28
Fund: 303 - SEWER SDC					
KELLER ASSOCIATES, INC	0210930	05/19/2021	SANITARY SEWER MASTER PL...	303-000-52019	2,361.00
Fund 303 - SEWER SDC Total:					2,361.00
Fund: 304 - STORM SDC					
KELLER ASSOCIATES, INC	0210929	05/19/2021	STORMWATER MASTER PLAN ...	304-000-52019	5,759.47
Fund 304 - STORM SDC Total:					5,759.47
Fund: 305 - PARKS SDC					
A WEST PACIFIC CONTRACTOR...	1089	05/20/2021	MCCORMICK PARK PALYGRO...	305-000-53001	40,894.00
Fund 305 - PARKS SDC Total:					40,894.00
Fund: 601 - WATER					
NW NATURAL GAS	5.12.2021	05/18/2021	2942	601-732-52003	508.96
JORDAN RAMIS PC ATTORNEYS..	177502	05/20/2021	WPI LITIGATION	601-731-52019	4,630.00
H.D FOWLER COMPANY	I5758220	05/20/2021	GASKET	601-731-52001	36.78
Fund 601 - WATER Total:					5,175.74
Fund: 603 - SEWER					
NW NATURAL GAS	5.12.2021	05/18/2021	5750	603-736-52003	29.20
NW NATURAL GAS	5.12.2021	05/18/2021	7720	603-736-52003	8.00
NW NATURAL GAS	5.12.2021	05/18/2021	5750	603-737-52003	29.21
NW NATURAL GAS	5.12.2021	05/18/2021	7720	603-737-52003	7.99
OREGON DEPT. OF ENVIRONM...	WQ22WSC-0296	05/20/2021	FEE OAR 340-049-0065 WWTP	603-737-52066	1,840.00
Fund 603 - SEWER Total:					1,914.40
Fund: 701 - EQUIPMENT					
PAPE MACHINERY	12714629	05/20/2021	EYEBOLT	701-000-52001	88.90
Fund 701 - EQUIPMENT Total:					88.90

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 702 - INFORMATION SYSTEMS					
MORE POWER TECHNOLOGY ...	11738	05/20/2021	PREMIUM AGREEMENT MON...	702-000-52019	11,097.15
Fund 702 - INFORMATION SYSTEMS Total:					11,097.15
Fund: 703 - PW OPERATIONS					
BULLARD LAW	47711	05/18/2021	GENERAL LABOR	703-734-52019	845.00
NW NATURAL GAS	5.12.2021	05/18/2021	8675	703-734-52003	31.37
METRO PLANNING INC	5235	05/18/2021	GIS WEB HOSTING	703-733-52026	265.43
LAKESIDE INDUSTRIES INC	158708	05/20/2021	EZ STREET ASPHALT	703-734-52001	928.45
JORDAN RAMIS PC ATTORNEYS..	177609	05/20/2021	PUBLIC WORKS / ENGINEERING	703-733-52019	35.00
SOLUTIONS YES	INV275012	05/20/2021	PRINT FEES C11460-01	703-733-52001	74.24
Fund 703 - PW OPERATIONS Total:					2,179.49
Grand Total:					233,029.50

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	39,815.87
202 - COMMUNITY DEVELOPMENT	115,610.93
205 - STREETS	4,066.27
301 - STREETS SDC	4,066.28
303 - SEWER SDC	2,361.00
304 - STORM SDC	5,759.47
305 - PARKS SDC	40,894.00
601 - WATER	5,175.74
603 - SEWER	1,914.40
701 - EQUIPMENT	88.90
702 - INFORMATION SYSTEMS	11,097.15
703 - PW OPERATIONS	2,179.49
Grand Total:	233,029.50

Account Summary

Account Number	Account Name	Expense Amount
100-000-20700	State Surcharge	2,230.00
100-000-20800	State Assessment	2,838.91
100-000-20900	County Assessment	898.57
100-000-21000	Court Restitution Paymen...	150.00
100-000-34031	Recreation Revenue	30.00
100-000-36002	Fines - Court	-89.86
100-000-37004	Miscellaneous - General	200.00
100-701-52019	Professional Services	4,788.00
100-702-52011	Public Information	20.00
100-702-52019	Professional Services	35.00
100-703-52019	Professional Services	20,508.50
100-704-52019	Professional Services	325.00
100-705-52003	Utilities	139.69
100-705-52019	Professional Services	700.00
100-705-52023	Facility Maintenance	1,081.86
100-706-52003	Utilities	203.09
100-706-52019	Professional Services	1,250.00
100-706-52028	Projects & Programs	218.45
100-706-52033	Printed Materials	916.15
100-706-52034	Visual Materials	81.71
100-707-52019	Professional Services	1,600.00
100-708-52001	Operating Supplies	109.80
100-708-52003	Utilities	49.69
100-709-52003	Utilities	263.02
100-709-52019	Professional Services	353.00
100-709-52023	Facility Maintenance	234.00
100-710-52001	Operating Supplies	229.57
100-715-52001	Operating Supplies	134.35
100-715-52003	Utilities	77.37
100-715-52019	Professional Services	240.00
202-721-52019	Professional Services	28,920.23
202-722-52003	Utilities	103.63
202-722-52019	Professional Services	278.75
202-722-55001	Principal	12,500.00
202-723-52019	Professional Services	60,745.82
202-725-52003	Utilities	62.50
202-725-52019	Professional Services	10,000.00
202-725-52028	Projects & Programs	3,000.00
205-000-53002	Safe Routes to School	4,066.27
301-000-53001	Capital Outlay	4,066.28
303-000-52019	Professional Services	2,361.00
304-000-52019	Professional Services	5,759.47
305-000-53001	Capital Outlay	40,894.00

Account Summary

Account Number	Account Name	Expense Amount
601-731-52001	Operating Supplies	36.78
601-731-52019	Professional Services	4,630.00
601-732-52003	Utilities	508.96
603-736-52003	Utilities	37.20
603-737-52003	Utilities	37.20
603-737-52066	Permit Fees	1,840.00
701-000-52001	Operating Supplies	88.90
702-000-52019	Professional Services	11,097.15
703-733-52001	Operating Supplies	74.24
703-733-52019	Professional Services	35.00
703-733-52026	Equipment Fund Charges	265.43
703-734-52001	Operating Supplies	928.45
703-734-52003	Utilities	31.37
703-734-52019	Professional Services	845.00
Grand Total:		233,029.50

Project Account Summary

Project Account Key	Expense Amount
None	233,029.50
Grand Total:	233,029.50