



COUNCIL REGULAR SESSION

Wednesday, November 01, 2023 at 7:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)
Website | www.sthelensoregon.gov
Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

ORDINANCES – *First Reading*

- 1. Ordinance No. 3297:** An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from Light Industrial (LI) Designation to the General Commercial (GC) Designation and the Zoning District Map from the Light Industrial (LI) Zone to the General Commercial (GC) Zone

RESOLUTIONS

- 2. Resolution No. 1994:** A Resolution Amending the AFSCME Employee Compensation Plan for Fiscal Year 2023-2024 to Add the Custodian Pay Scale

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- 3.** Request for Full Reconveyance for CAT Loan Payoff for Olmstead Property at 296 N. 4th Street

CONSENT AGENDA FOR APPROVAL

- 4.** Council Minutes dated September 14, September 20, and October 20, 2023
- 5.** Amended Custodian Job Description
- 6.** Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR SCHOLL REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/85716202124?pwd=bkJwZVIwQVJCY29sVkxEQk5NZWI1QT09>

Meeting ID: 857 1620 2124

Passcode: 080968

Dial: 669-900-9128

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

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

City of St. Helens
ORDINANCE NO. 3297

AN ORDINANCE TO AMEND THE CITY OF ST. HELENS COMPREHENSIVE PLAN
MAP FOR CERTAIN PROPERTY FROM THE LIGHT INDUSTRIAL (LI)
DESIGNATION TO THE GENERAL COMMERCIAL (GC) DESIGNATION AND THE
ZONING DISTRICT MAP FROM THE LIGHT INDUSTRIAL (LI) ZONE TO THE
GENERAL COMMERCIAL (GC) ZONE

WHEREAS, applicants have requested to amend the City of St. Helens Comprehensive Plan Map and Zoning District Map for property identified as Columbia County Tax Assessor Map Number 4N1W-9BB-300 and 4NW-8AD-200 from Light Industrial (LI) to General Commercial (GC), and Light Industrial (LI) to General Commercial (GC) respectively; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing and did concluded to not recommend such a change to the City Council; and

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

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

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

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

Section 2. The City of St. Helens Comprehensive Plan Map is amended to change the plan designation boundaries of the Light Industrial (LI) designation to the General Commercial (GC) designation for the property described herein.

Section 3. The City of St. Helens Zoning District Map is amended to change the zoning district boundaries of the Light Industrial (LI) zone to the General Commercial (GC) zone for the property described herein.

Section 4. This Comprehensive Plan Map and Zone District Map Amendment is modified to include the following provisions on the subject property:

Any development and/or redevelopment of the subject property shall not trigger more than 700 daily trips within the TSP planning horizon of 2031 (as adopted in 2011 with Ord. No. 3150).

Section 5. In support of the aforementioned Comprehensive Plan Map and Zone District Map Amendment, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "A"** 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:
Read the second time:

November 1, 2023
November 15, 2023

Item #1.

APPROVED AND ADOPTED this 23rd day of November, 2023 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

CITY OF ST. HELENS PLANNING DEPARTMENT FINDINGS OF FACT AND CONCLUSIONS OF LAW

APPLICANT: Columbia Community Mental Health (CCMH)
OWNER: Same as applicant

ZONING: Light Industrial (LI)
LOCATION: 58646 McNulty Way; 4N1W-9BB-300 & 4N1W-8AD-200
PROPOSAL: Comprehensive Plan Map Change from Light Industrial (LI) to General Commercial (GC) and a Zoning Map Amendment from Light Industrial (LI) to General Commercial (GC)

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

SITE INFORMATION / BACKGROUND

The subject properties abut Gable Road and McNulty way. McNulty Creek cuts through the southeast portion of the property. There is extensive permitting history on the two subject properties which is summarized below:

2003 – CCMH received approval with County file (DR 3-09) to develop a 4.1-acre site with a 20,766 sq. ft. main CCMH building. County building permits approved in 2004.

2005 – 4.1-acre lot is annexed into the City.

2016 – 5.67-acre lot records restrictive covenant to bind smaller lots into one (Inst. No. 2016-010344)

2016 – CCMH received approval with SDRm.5.16 & SL.3.16 for a parking lot expansion partially in the McNulty Way right-of-way, and in close proximity to McNulty Creek.

2017 – CCMH received approval with County file DR 17-03 to build a 2,505 sq. ft. modular building on the 5.67-acre lot and convert an existing detached single-family dwelling into supporting office.

2018 – CCMH received approval with County file DR 18-07 to build two additional modular offices at 1,440 sq. ft. and 560 sq. ft. on the 5.67-acre lot

2019 – As part of DR 18-07 approval, the 5.67-acre lot was annexed into the City because the main campus building was already connected to City water.

The main campus building is connected to City sewer with a private pump station and pressurized system. All other structures utilize on-site septic systems. All structures are connected to City water.

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: September 12, 2023. Public hearing before the City Council: October 18, 2023.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on August 1, 2023, through their PAPA Online Submittal website.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on August 23, 2023, via first class mail. Notice was sent to agencies by mail or e-mail on the same date.

Notice was published on August 30, 2023, in The Chronicle newspaper.

AGENCY REFERRALS & COMMENTS

Columbia County Public Works: We have no comments or concerns with this CPZA application. Gable Road is a City Street in this area.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) and (2) – Standards for Legislative Decision

- (1) The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:
- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
 - (b) Any federal or state statutes or guidelines found applicable;
 - (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
 - (d) The applicable provisions of the implementing ordinances.
 - (e) A proposed change to the St. Helens zoning district map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens comprehensive plan map that facilitates a spot zoning is prohibited.
- (2) Consideration may also be given to:
- (a) Proof of a change in the neighborhood or community or a mistake or inconsistency in the comprehensive plan or implementing ordinance which is the subject of the application.

(1) (a) Discussion: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, Goal 9, and Goal 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 required too. Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties. 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.

The City notified DLCD as required by state law prior to the public hearings to consider the proposal. There are no known federal or regional documents that apply to this proposal. Comprehensive Plan consistency is addressed further below. Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

Statewide Planning Goal 9: Economic Development

This goal requires that cities and counties have enough land available to realize economic growth and development opportunities. Commercial and industrial development takes a variety of shapes and leads to economic activities that are vital to the health, welfare and prosperity of Oregon's citizens. To be ready for these opportunities, local governments perform Economic Opportunity Analyses based on a 20-year forecast of population and job growth.

This goal is satisfied when it can be shown that the proposal will not negatively affect industrial or other employment land, as such lands are catalysts to economic development. This zone change request is to re-zone a total of 9.84 acres from Light Industrial to General Commercial, both of which support economic development opportunities and employment lands.

According to the 2008 Economic Opportunities Analysis (Ord. 3101), St. Helens should have no shortage of industrial land over the next 20 years. Projections of future employment and industry demand indicate that St. Helens has a surplus of industrial zoned lands and parcels of at least 78 acres. Since 2008, the City has rezoned 25 acres of Heavy Industrial to the Riverfront District zoning district (Ord. No.3215) and approximately 1 acre from Light Industrial to Apartment Residential zoning (Ord. No. 3220). This means there is still a 52-acre industrial land surplus. In addition to a surplus of industrial zoned lands, the EOA also found that there is a shortage of approximately 10 acres of commercial lands. Given the surplus of industrial-zoned lands and a shortage of commercial lands as described in the EOA, the Council found this proposal complies with Goal 9.

Statewide Planning Goal 12: Transportation

Goal 12 requires local governments to “provide and encourage a safe, convenient and economic transportation system.” Goal 12 is implemented through DLCD’s 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.

A traffic impact analysis shall be submitted with a plan amendment or zone change application,

as applicable, pursuant to Chapter 17.156 SHMC. See Section (d) for a more detailed discussion of the TPR and implementing ordinances. Based on Section (d) below, Goal 12 is met.

Finding: The Council finds that the reduction of Light Industrial land will not negatively affect the available lands for industrial economic development.

Finding: Based on the determinations of Council, there are no conflicts with Statewide Planning Goals 2, 9, and 12.

(1) (b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines applicable to this zone change.

Finding: There are no known applicable federal or state statutes or guidelines applicable to this zone change request.

(1) (c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. The applicable Comprehensive Plan goals and policies are:

19.12.090 Light industrial category goals and policies.

(1) Goals. To provide a place for smaller and/or less intensive industrial activities where their service and transportation requirements can be met, and where their environmental effects will have minimal impact upon the community.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Apply this category where light industrial concerns have become established and where vacant industrial sites have been set aside for this purpose.

(b) Encourage preserving such designated areas for light manufacturing, wholesaling, processing and similar operations by excluding unrelated uses which would reduce available land and restrict the growth and expansion of industry.

[...]

19.12.070 General commercial category goals and policies.

(1) Goals. To establish commercial areas which provide maximum service to the public and are properly integrated into the physical pattern of the city.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Encourage new commercial development in and adjacent to existing, well-established business areas taking into account the following considerations:

(i) Making shopping more convenient for patrons;

(ii) Cutting down on street traffic;

(iii) Maximizing land through the joint use of vehicular access and parking at commercial centers; and

(iv) Encouraging locations that enjoy good automobile access and still minimize traffic hazards.

(b) Designate sufficient space for business so that predictable commercial growth can be accommodated and so that an adequate choice of sites exists.

[...]

It does not appear that the site has ever been developed previously with light industrial uses.

Prior uses along Gable Road were detached single-family dwellings. The location along Gable Road is classified as a minor arterial roadway by the TSP, which means it is a highly trafficked, accessible, convenient location for commercial activity. The entrance to Wal-Mart, which is an already existing well-established business area is less than 1,000 feet away from this property.

Finding: The Council finds that the proposal complies with the General Commercial goals and policies to locate commercial areas which are convenient for patrons, have good auto access, and are already adjacent to existing, well-established business areas.

(1)(d) Discussion: This criterion requires an analysis of the implementing ordinances. The CCMH campus would be considered a “office” use which is an allowed use in the proposed GC zoning district. “Office” use is not an allowed used in the existing LI zoning district. With the proposed re-zoning, the land use of the property would become conforming.

Finding: The Council finds that the zone change furthers the implementing ordinances of the GC zoning district by classifying CCMH as a conforming “office” use.

SHMC 17.08.060 is also a relevant implementing ordinance.

SHMC 17.08.060 Transportation planning rule compliance

(1) A proposed comprehensive plan amendment, zone change, or land use regulation change, shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-012-0060 (the “Transportation Planning Rule” or “TPR”). “Significant” means the proposal would:

- (a) Change the functional classification of an existing or planned transportation facility
- (b) Change standards implementing a functional classification system
- (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
 - (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

TPR compliance requires a comparison of reasonable worst-case development of the site under existing and proposed zoning. One of the two subject properties was developed in 2004 with a 20,766 sq. ft. CCMH office building. The building and related parking occupy all of the developable area, with the remainder encumbered by wetlands and floodplain. This site is unlikely to be redeveloped with a different use within the planning horizon of the TSP.

To assist with the analysis for the remaining property, the applicant prepared a TPR analysis memo. The property is underdeveloped with a few smaller office buildings and related parking. It also includes some undevelopable area wetlands. CCMH plans to develop the site with which support individuals with mental health and substance abuse issues who fall within the priority groups identified by OHA. The memo notes that the Oregon Health Authority is providing CCMH grant funding which requires that the facilities they develop remain in CCMH ownership

for at least 20 years, which exceeds the forecasting requirements of the TPR. The outright permitted uses of the proposed General Commercial zoning district (and the high traffic generators) like retail are not ones that CCMH has any intention of developing.

Vehicle trip generation for the planned CCMH uses is anticipated to be low. Therefore, the applicant is proposing to apply a trip cap to future development, instead of conducting a full analysis of reasonable worst case uses in the GC zone.

The TPR memo concludes with a recommended trip cap of 1,107 daily trips for the site. This will ensure future development will not significantly impact the city or state transportation system, meeting the TPR requirements. Given the proximity of the site to the already-at-capacity Gable Road and US 30 intersection, the City Council found that a trip cap of 700 daily trips for the site would help lessen the impact to the surrounding transportation systems,

Finding: The City Council finds the trips generated by the proposed zone change would not result in a significant impact to the city or the state transportation system with a condition of a trip cap of 700 daily trips for the underdeveloped lot.

Finding: There are no other applicable standards of any provision of this code or other applicable implementing ordinance to be reviewed for the purpose of this proposal not already addressed herein.

(1) (e) Discussion: This criterion requires that the proposed change is not a spot zone. The definition of “spot zoning” per Chapter 17.16 SHMC:

Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

The proposal is to amend the Zoning Map from Light Industrial (LI) to General Commercial (GC) and the Comprehensive Plan Map from Light Industrial (LI) to General Commercial (GC). The property borders the following zones:

North: City LI and County Light Manufacturing (M-2)

South: City LI and County Light Manufacturing (M-2)

East: County Light Manufacturing (M-2)

West: City LI and City GC

Given that these properties abut GC to the west, and LI on the other 3 sides, there is not a conflict with the property abutting a highly incompatible zone (e.g., a residential zone). Looking at the zoning map for surrounding uses, the GC zone extends from US 30 a similar width as this proposal along Gable Road frontage. This zone change continues the trend of GC lands along Gable Road, which is a higher classified roadway (minor arterial) according to the TSP. Higher classified roadways typically warrant commercial uses, given the increased traffic.

Finding: The City Council finds this proposal is not a “spot zone” per Chapter 17.16 SHMC.

CONCLUSION & DECISION

Based on the facts and findings herein, City Council approves of the Comprehensive Plan Map and Zoning District Map Change, with the following condition of approval:

Any development and/or redevelopment of the site shall not trigger more than 700 daily trips within the TSP planning horizon of 2031 (as adopted in 2011 with Ord. No. 3150).

Rick Scholl, Mayor

Date

City of St. Helens
RESOLUTION NO. 1994

**A RESOLUTION AMENDING THE AFSCME EMPLOYEE
COMPENSATION PLAN FOR FISCAL YEAR 2023-2024 TO
ADD THE CUSTODIAN PAY SCALE**

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

The following FY 2023-2024 salary schedule for AFSCME employees is hereby amended to add the Custodian monthly salary range (darker green highlight):

AFSCME UNION EMPLOYEES Effective July 1, 2023 5%	MONTHLY SALARY RANGE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Custodian (added 11/1/2023)	3,544.33	3,721.55	3,907.63	4,103.01	4,308.16
Library Technician I Library Technician I - Makerspace Specialist Recreation Program Specialist Parks & Recreation Administrative Assistant	3,763.94	3,952.14	4,149.75	4,357.23	4,575.09
Library Assistant / Communications Support Spec.	3,895.14	4,089.90	4,294.40	4,509.10	4,734.56
Library Technician II Parks Utility I Utility Worker I	3,969.00	4,167.46	4,375.83	4,594.62	4,824.35
Administrative Billing Specialist	4,049.49	4,251.96	4,464.56	4,687.79	4,922.18
Community Development Administrative Assistant Building and Administration Secretary Municipal Court Clerk Public Works Office Assistant Engineering Technician I WWTP Operator I	4,187.30	4,396.67	4,616.50	4,847.33	5,089.69
Building Permit Tech (LOA Added 8/14/2023)	4,454.45	4,677.17	4,911.03	5,156.58	5,414.41
Utility Worker II Engineering Technician II Parks Utility II	4,660.28	4,893.29	5,137.94	5,394.84	5,664.58
Water Quality Operator I (LOA 8/14/2023)	4,297.00	4,511.85	4,737.44	4,974.31	5,223.03
Parks Specialist Collections System Operator Mechanic II Building Maintenance Utility Worker Utility Plumber Water Systems Operator Water System Filtration Operator	4,920.47	5,166.48	5,424.80	5,696.04	5,980.86
Water/Wastewater Operator II	5,011.98	5,262.58	5,525.70	5,801.99	6,092.08
Water Quality Operator II (LOA 8/14/2023)	5,107.20	5,362.56	5,630.69	5,912.22	6,207.83
Librarian I - updated (LOA 8/14/2023)	5,138.71	5,395.65	5,665.43	5,948.70	6,246.14
Water Quality Operator III (LOA 8/14/2023)	5,307.00	5,572.35	5,850.97	6,143.52	6,450.69

Engineer Tech III	5,424.30	5,695.52	5,980.30	6,279.32	6,593.28
Pretreatment Coordinator	5,850.98	6,143.53	6,450.70	6,773.24	7,111.90
PW Construction Inspector					
Building Inspector					
Communications Officer					
Engineer I	6,080.30	6,384.32	6,703.52	7,038.70	7,390.64
Associate Planner & Comm. Dev. Project Manager	6,448.53	6,770.96	7,109.51	7,464.98	7,838.23
Engineer II (LOA 8/14/2023)	7,415.81	7,786.60	8,175.93	8,584.73	9,013.97

Approved and adopted by the City Council on November 1, 2023, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

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

To: TICOR TITLE INSURANCE COMPANY, TRUSTEE

Dated: October 10, 2023

The undersigned is the legal owner and holder of all indebtedness secured by the foregoing Trust Deed made by DACRE G. OLMSTEAD & RUBY E. OLMSTEAD as Grantor to the CITY OF ST. HELENS of Columbia County, Oregon dated January 22, 2008, recorded February 6, 2008 in official instrument number 2008-001207 in the official public records of the clerk of the court of the county of Columbia, Oregon, encumbering the property situated in said State and County described as follows, to wit:

Property Address: 296 N. 4th, St. Helens, OR 97051

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

Mail recorded reconveyance along with the enclosed original documents to:

ESTATE OF RUBY E. OLMSTEAD
296 N. 4TH STREET
ST. HELENS, OR 97051

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

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



Community Action Team

Serving Columbia, Clatsop, and Tillamook Counties

phone (503) 397-7511

fax (503) 397- [] Item #3.

www.cat-team.org

October 10, 2023

Kathy Payne
City of St. Helens
PO Box 278 *265 Strand Street*
St. Helens, OR 97051

RECEIVED
OCT 13 2023
CITY RECORDER

Dear Kathy:

Enclosed is a check to the City in the amount of \$20,721.83, a payback of the loan on the property of:

Ruby & Dacre Olmstead
296 N. 4th Street
St. Helens, OR 97051

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

Please then create a new check for \$20,721.83 to Community Action Team for deposit in the City of St. Helens Revolving Loan Fund.

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

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

We will forward it to the appropriate title company.

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

Sincerely,

Susan Wagner
Contract Coordinator

Enclosures
Reconveyance for Signature
Enc: Ck #889287214; \$20,721.83

Kathy Payne

From: Finance Dept
Sent: Monday, October 16, 2023 10:54 AM
To: Kathy Payne
Subject: Receipt #R00223524

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

DATE : 10/16/2023 10:52 AM
OPER : DR
TKBY : Dawn
TERM : 7
REC# : R00223524
169 TRANSITIONAL HOUSING
CAT Loan Payoff 20721.83

Paid By:First American Title Ins Company 2-Check 20721.83 REF:889287214



Check Request Form

265 Strand St, St. Helens, OR 97051 | 503-397-6272 office | www.ci.st-helens.or.us

CHECK REQUEST INFORMATION

Pay To: Community Action Team, Inc. (*Please attach any backup to this request)

Amount: \$20,721.83

Distribution of Payment: 203-717-52028

Description of Payout: CAT Loan Payoff for Olmstead @ 296 N. 4th Street

Payment Required by: _____ (Date)

NEXT AP RUN

Delivery of Check: MAIL OUT

GIVE TO: Kathy Payne

CHECK REQUEST MADE BY:

Kathy Payne
Signature

10/16/23
Date

CHECK REQUEST APPROVED BY:

[Signature]
Signature

10/17/23
Date

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 1st day of November, 2023 are the following Council minutes:

2023

- Special Session Minutes dated September 14, 2023
- Work Session, Executive Session, and Regular Session Minutes dated September 20, 2023
- Special Session Minutes dated October 20, 2023

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 SPECIAL SESSION

Thursday, September 14, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Jessica Chilton
 Councilor Mark Gundersen
 Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Brian Greenway, Police Chief

OTHERS

Ginny Carlson	Steve Toschi
Jay Echternach	Diana Wiener
Nicholas Hellmich	Jen Massey
Russell Hubbard	Sabbath Rain Mikelson
Scott Jacobson	David Rosengard
Brady Preheim	TC
Jared Stram	M
Stephen Topaz	

CALL SPECIAL SESSION TO ORDER – 5:17 p.m.

INTERVIEW APPLICANTS FOR CITY COUNCIL APPOINTMENT (10 minutes per interview)

The following questions were provided to the applicants in advance.

1. What knowledge, experience, and skills do you have in the operation of city government and what will you contribute as a team member to help the Council accomplish their mission and goals?
2. Please share with us some of your community involvement other than political or governmental affairs.
3. How familiar are you with the current affairs of the City?
4. Have you ever been a member of a team and disagreed with the direction the team decided to go and if so, how did you handle the situation?
5. Do you have any questions for us?

1. Ginny Carlson

1. Served two terms on City Council, served on the Tourism Committee and multiple boards, and currently serve on the State of Oregon Habitat for Humanity Board and Community Action Team (CAT) Board. Perspective and willing to listen to other people's points of view and find common ground for the better of the community.

2. Habitat for Humanity and CAT boards, advocate for people with disabilities, and advocate for bringing more businesses and people to the community.
3. Continue to follow what is public; including waterfront, parks, and police station. Currently serves on the Planning Commission.
4. She has often disagreed with a decision, but in the end, they stand together on the decision. They come together for the greater good.
5. What is the Council is looking for? Mayor Scholl responded that he is looking for someone to accomplish the mission and goals of the City. Ginny agreed that they need to stand together as a team representing the City.

2. Jay Echternach

1. He talked about his history in the Gresham area, including sports and education, fundraising, sales, etc.
2. He was part of the founding Gresham Barlow Education Foundation Board for 15 years. They raised more than \$5 million in the first ten years to fund supplies and programs. He has an extensive sports background and is knowledgeable of accommodating and serving needs of all kids and parents. He also served on the Gresham School District Budget Committee and Curriculum Committee.
3. He reads and tries to stay up to date on what's happening. He lives on S. 2nd Street, overlooking the Waterfront property. He watched the process and reviewed the plans. The development is exciting. However, the budget concerns him by dipping into reserves. The single largest taxpayer, Cascades, is closing, which will present unique economic challenges. Public safety is number one, managing staff and getting the right people into positions is number two, and then budgeting and revenues. They have done a great job at providing the tools and skills for success.
4. His involvement in school, community sports, and managing a publishing business has taught him to listen first, have a sense of discernment, weigh priorities based on goals, build consensus, and empower the team.
5. No questions. He is very impressed living here and would be honored to be selected.

3. Nicholas Hellmich

1. He attends many City Council and Planning Commission meetings. He also has over 13 years of finance experience in the private sector that has helped him with budget management, people management, teamwork, and strategic planning. He is a Certified Housing Counselor at CAT. He helps people create budgets aligning with their goals, which are skills to help the City achieve goals. He would bring collaboration, leadership skills, and commitment to the community.
2. Working for CAT as a Certified Housing Counselor, he helps people create a budget, repair their credit, and avoid foreclosure. He has also been the Vice President of Credit Union Professionals of Oregon, a nonprofit that organizes fundraisers, professional development, and community involvement.
3. He addressed his familiarity with the Waterfront project, water rate increase, and his communication with community and Council members.
4. While serving on the Board of Young Credit Union Professionals of Oregon, they wanted to lobby for a specific political group. He reached out to the President directly and explained how it potentially puts the nonprofit status in danger. The main goal is to resolve the issue at the lowest level possible and not spread anything around.
5. Are there goals or plans to increase revenue without impacting lower-income citizens? Mayor Scholl responded that the goal is to attract businesses. They are working with Columbia Economic Team and Port of Columbia for that. Council President Chilton added that a goal of the Waterfront redevelopment is to attract business. The Riverfront is for the community to enjoy but they also hope for a return on their investment.

4. Russell Hubbard

1. He has served on the Planning Commission for nine years, learning a lot about the City and how government works. He is a developer here and can be valuable in knowing what businesses need here.
2. He has served on the Board of NW Industrial Business Association in NW Portland; Columbia River PUD Board, serving as the St. Helens Subdivision Director, worked with the Rodeo fundraisers, and worked with students at the Benson High School house building program.
3. Serving nine years on the Planning Commission has been an eye opener and a process. Had to learn Roberts Rules of Order. Planning Commission only goes so far but does follow City process online. He has been involved as he can be.
4. Being an owner of a business, he listens to and considers what his employees say. However, in the end it is his decision. With Planning Commission, it is a vote. They talk through every decision made. Through discussion and discovery, they could change minds and be unanimous. Once the decision is made, he supports the majority.
5. No questions.

5. Scott Jacobson

1. Knowledge - studied City Charter, Master Plans, attended seminars offered, etc. Experience - active member of the Parks & Trails Commission, have worked with various staff members, attends a lot of Council meetings, and years of experience as a small business owner in the UK working with the government. Skills - not combative, weigh the issues, come to a balanced solution, and detail oriented. Contributions - collaborative approach and supportive of decisions. He will do his best to defend Council and staff from personal accusations.
2. Parks cleanup, labor for Habitat for Humanity, taught English to immigrants, volunteer work for low-income seniors, taught field methods to volunteers, and done pro bono work.
3. He keeps up with quite a bit. He is active on the Parks & Trails Commission. He believes that the finances are a result of what has happened in the past and the inability to raise property taxes. With Cascade gone, they must find other revenue sources. They have done a great job obtaining grants. They still need consistent and long-term revenue. They also need to educate community members about why the shortfalls exist. There is potential with the Waterfront Development to make St. Helens the envy of the Pacific Northwest. It's also important to remember the past. He would like to re-establish the Arts & Cultural Commission. He would also like to see St. Helens remain a livable and safe community. The Police Department is understaffed.
4. Last winter, there were concerns about the stage siting. He spoke with Planning staff and he was happy to move forward with it. He then heard from more staff and a former Councilor and brought those concerns forward again. He discussed those concerns with the City Administrator and other staff. He eventually withdrew his concerns and did not impede the project going forward.
5. N/A – exceeded time limit

6. Brady Preheim

He does not think 10 minutes is enough time. They should have had a pre-interview. He suggests selecting Ginny Carlson. She has the experience and is an advocate for the City and the vulnerable population. Diana Wiener is not a qualified candidate because she's not living in City limits.

1. If they don't pick Ginny, he will bring transparency to the City that is lacking. He will always say what he thinks is best for the City. He is not afraid to speak up. He was born and raised in St. Helens.
2. He is probably the only candidate who has attended almost every Council meeting, Planning Commission meeting, Budget Committee meeting, Chamber of Commerce meeting, City of Scappoose meeting, Mainstreet meeting prior to them being closed to the public, Columbia 911 meeting, Columbia County meeting, Port of Columbia County meeting, Columbia River Fire & Rescue meeting, and Columbia River PUD meeting. He also hosts a weekly radio talk show that exposes the good and bad of people

throughout the County. He served as a Ford Leadership Community Ambassador and volunteers frequently for Spirit of Halloweentown.

3. Some of the major issues the City is facing is the budget, Waterfront development, and the police station. Last night, the Planning Commission denied the police station permit, which makes it even more complicated.

4. He has been on a team that he has not agreed with many times. They cannot get anything done unless you get at least two people to agree with you. They must treat each other with respect and work as a team. The public hates to see contention on the Council. He will voice his concerns but is prepared to support the decision once it's made. They should disqualify any person who has come before the Council or online and tried to boost their candidacy for the position.

5. When are you going to appoint Ginny?

7. Jared Stram

1. He has experience working with teams and committees to help come to decisions and create consensus. He is the Oregon Regional Manager of Utilization Review for Providence Health and Services. He manages a team of 30 nurses working remotely across the state on insurance reviews. In his work history, he has chaired a counsel of interdisciplinary staff at St. Vincents of about 40 members across nursing. They implemented and developed polices and did education for the entire hospital. They follow high reliability organizations and conscious capitalism for running a business. He graduated with a Master's in Business Administration in 2022, receiving numerous awards, all of which will help him be a good team member and help the City reach its goals.

2. He served as a School Board member and vice president for Columbia County Christian School; blood donor; four children between 9-17 that keeps him involved in various community activities, such as sports and youth leaders club. His son, Hayden, has participated in the "If I Were Mayor..." Student Contest several times. His youngest son has severe autism and is immune compromised. He submitted testimony to the State Legislature for two healthcare bills on his behalf.

3. He has spent time reviewing City Council minutes, goals, strategic workplan, Waterfront project, and Industrial Business Park. He does not come here with an agenda. He wants to help guide decisions on what will advance the City and residents.

4. Many times as a nurse, he has disagreed with a decision of a team he was involved with. It is important that all members speak about their concerns. Not allowing everyone to express their opinions can lead to worse feelings in the future. When he doesn't agree with a team decision, he makes his opinion known respectfully and then abides by the final decision.

5. Do you have a standardized orientation? Mayor Scholl confirmed they do. There is a manual that is reviewed with staff and classes are available as well.

8. Stephen Topaz

1. He has served on City Council and has also been involved with State and Federal governments in the past. He was able to get the County clock working after 20 years. He was on the first transplant team for a kidney transplant at Cleveland Clinic, the first heart transplant team with Johns Hopkins, and on the team that took a two-year medical school to a four-year medical school at Rutgers, which was a State University so collaborated often with the State government. His main specialty is technical. He is a Mechanical Engineer, licensed most of his career in Maryland. Most of the time he is the single person providing technical information. He put together the first paperwork for the FDA to get the artificial heart implanted clinically in people, which included a lot of agency collaboration. His business has been technical and involved.

2. He was on the Girl Scout Counsel in New Jersey, where he led moving a camp from the Adirondacks to New Jersey and organized Camporees on Federal property; Cub Scouts in Massachusetts; and raised funds for the Episcopal Cathedral in Utah. In St. Helens, he helped start the Mainstreet project; involved in the Maritime Festival Committee; and shares food at the Food Bank.

3. He is quite familiar with the City's affairs. He regularly attends Council meetings and talks to people in the community. He is most interested in Maul Foster and DEQ technical reports and how they affect the city. He has been observing the reservoir problems for a long time and makes technical observations that other people don't understand.

4. City Council has had a couple of illegal meetings and he was the only one who stood up and reported them to the Oregon Government Ethics Commission (OGEC). He also speaks up when he hears non-technical responses to technical problems. His business is to get things done and not create friendships. He'll be with them if he agrees but stands firm when he disagrees at a technical level.

5. What are they going to do with the lagoon cooling pond with the closure of the paper mill and the idea of it becoming a waste dump? When will the community be asked what they want? Mayor Scholl said that geological testing on the lagoon still needs to occur before they can do anything. It is just a hypothetical idea at this time. Steve said there was a problem with the marijuana grow facility. It was not presented to the community until 2018, but the decision to sell it was in 2017. How can the Finance Director do that without the Council or community knowing about it? Mayor Scholl said that person is no longer with the City.

9. Steve Toschi

1. He is knowledgeable about the operations of City government, general plan, water and sewer plans, housing needs analysis, Planning and Development laws, Parks and Trails Plan, attends Council meetings, remodeled a house and worked with staff, met with staff about areas of concerns regarding Public Works sewer and water, studied the City's budget, made Public Records Requests concerning the City's budget, seen and analyzed the court orders and pleadings regarding the City litigation concerning the lease and sale of land to the pot farm, familiar with Planning laws, involved with civil litigation matters where a city has been a party, read the City Charter and Municipal Code, receive League of Oregon City (LOC) emails, received training about ethics, and read the decisions of the OGEC in regards to the City Council Executive Session meeting complaints made by Steve Topaz. His skills include being a licensed attorney in Oregon and California with unique experience and qualifications to bring accurate assessments to the Council regarding legal and regulatory issues, skilled in negotiations and presentations, can explain things so people can understand them, recognized as an exceptional attorney by his peers, voted super lawyer multiple years, manage other attorneys, skills to advise Council of whether the attorneys they are using are the best for the job, he is part owner and manages a law firm that employees 25 people, and is computer literate. His contributions would include time and energy spent on issues facing the City, work with people all the time who expect professionalism from the Council, work with the commission he is assigned, work cooperatively with Council, and help the Council accomplish their mission and goals.

2. He attends many social events, member of Elks Lodge, member of Rotary Club, participates on two swim teams and hopes to put on a fundraiser swim event, and attends local music, racing, and car shows. In the past, he has served as Little League coach and on the Board. He fishes a lot, volunteers at swim events, taught swimming lessons, and taught lifeguard classes.

3. He is quite familiar with public affairs. He served on the Planning Commission and continues to follow issues. He is aware of many legal issues, has studied the budget and budget report, read the Urban Renewal materials, and has seen how City government works and when it does not. It does not appear that City finances have been mapped out well for long-term planning. He is very concerned about suppression of speech and Resolution 1986, which he believes to be unconstitutional and will lead to litigation. The City has a lot of potential. He hopes they can work together to improve.

4. Very few decisions he has been involved with have been his. He works in a collaborative environment. Decisions of the Council and Planning Commission are made as a group. They are not individual decisions. He will advocate and listen to the views of others. His mind is always open. Once a decision is made, he will live with it. No one should form a decision prior to the meeting. He hopes they can work together as a team.

5. When will a decision be made? Mayor Scholl said they will discuss it and make a decision after this.

10. Diana Wiener

1. She has 30 years of work life, from being a waitress and maid, experience in higher education and law, to now being a tech executive. She has experience with managing people, working with government regulations and compliance, security response, and change management. In 2019, her company sold for \$1.2 billion and is now a \$3 billion company. It has grown from 400 employees to over 1,000. She has 20 direct reports, of which three live in Columbia County. She created all the processes around communications and operations that her team is responsible for. She communicates daily with customers and representatives of Fortune 500 companies. Her skills are communications, business development, operations, education administration, and law. She is also very familiar with Roberts Rules of Order and has helped with finances at her company. As far as government experience, she has worked for both Multnomah County and Oregon State Department of Justice. She has read the City Charter and Municipal Code and has extensive familiarity with the Oregon Revised Statutes. She is very involved and invested in both Oregon and St. Helens. She moved here five years ago and loves the community. She volunteers with the Library Board and Mainstreet.

2. She is the Mainstreet board secretary, a member of her college’s philanthropy board, served on a nonprofit fundraising committee raising thousands of dollars, and volunteered with the Volunteers of America Home Free Board for two years, helping people obtain restraining and protective orders. She also has 15 years as a victim advocate for survivors of domestic violence and assault.

3. She is very familiar with current affairs. She subscribes to the newspaper, watches Council meetings on YouTube, is involved in Mainstreet, follows the Waterfront Development Project, and worked with Associate Planner Dimsho on City Planning things. Serving with Mainstreet, she was part of the Grant Committee and met with a lot of local business owners. She is also familiar with the police station siting.

4. Handling emergency communications, she must work with multiple departments to determine what matters to the end user. Like City Council, they need to be proactive at having answers readily available. The City does a lot of work but it’s not always visible to community members. She would like to improve communications.

Mayor Scholl asked Diana to explain the status of her residence. Diana explained that her house was hit with a firework and caught fire on July 4, 2022. She has one residence, which is in St. Helens, where she is also registered to vote. She does not pay rent anywhere else. All her mail is forwarded. She is staying at a friend’s house in Scappoose while construction is completed at her house. She would be in that house if they could be.

5. What are they looking for in a Council member? She understands they are all volunteers and have a responsibility to be good role models. Mayor Scholl said it would be someone in the community, very respectful, and listening to what the community wants and needs.

Mayor Scholl thanked all the applicants for being involved. St. Helens is a better place with them.

Break - 6:46 p.m.

DELIBERATIONS AND VOTE

Council’s top choices:

- Councilor Sundeen - Russell Hubbard
- Councilor Gundersen - Russell Hubbard
- Council President Chilton - Jay Echternach and Russell Hubbard
- Mayor Scholl - Ginny Carlson, Russell Hubbard, and Jay Echternach

Council talked about Russell Hubbard and his nine-year commitment to the Planning Commission, ability to ask good questions, treats people fairly, ability to agree to disagree and move on, is insightful, and calm demeanor.

Council President Chilton was impressed with all the interviewees and their bravery. She encouraged them to stay involved.

Councilor Sundeen was happy to see people who loved the community and wants what's best for it. It was a pleasure getting to know them.

Mayor Scholl asked everyone to stay involved. They are welcome to reach out anytime.

Russell Hubbard accepted the nomination.

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton to appoint Russell Hubbard to the City Council. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen

There will be a swearing-in ceremony at City Hall on Friday, September 15, at 11:00 a.m.

Russell informed everyone there is now an opening on the Planning Commission. He encouraged them to apply.

City Administrator Walsh shared his congratulations. There is a robust onboarding process.

ADJOURN – 7:02 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, September 20, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Jessica Chilton
 Councilor Mark Gundersen
 Councilor Russell Hubbard
 Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
 Crystal King, Communications Officer
 Jenny Dimsho, Associate Planner
 Mouhamad Zaher, Public Works Director

Sharon Darroux, Engineering Manager
 Jacob Graichen, City Planner
 Bill Monahan, Contracted City Attorney
 Tina Curry, Contracted Event Coordinator

OTHERS

Steve Topaz	Daniel Grant	Ron Trommlitz
Michael Benjamin	Christina Benjamin	Eddie Dunton
Steve Toschi	Stephanie Patterson	

CALL WORK SESSION TO ORDER – 2:00 pm

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

- ◆ Daniel Grant. Mr. Grant, Pastor, Resonate Jesus Church, spoke about requesting passes for parking for church services during Halloweentown. The church rents the Columbia Theater on Sunday mornings and space in the Aggie Petersen building all year long. The event team denied their request and the building owner's request on their behalf, noting no one was getting passes this year. The City told him that people with disabilities can pay for parking. Their request for passes for volunteers serving at the church was also denied. He reached out to the County and was given permission by them to park in their lot for no charge. He recounted going to the lot to park, being told they needed parking passes, and he and his church members were shouted at. They simply want access to their parking lot without having to pay.

Mayor Scholl asked for Mr. Grant's phone number, which he provided, and said City Staff will be sure to follow up.

- ◆ Ron Trommlitz. Mr. Trommlitz expressed concern that the 2M Gallon Reservoir rehabilitation failed, and his property sits across the road. He contacted the City and Sue Nelson told him there were no leaks in the reservoir. He contacted the City in April 2020 when he and his neighbors received a water bill that included a storm drain fixed fee. He was told the City surveyed its properties, and their water was affecting its storm drains. He told the City that was not true, and that the City would have to prove it. He received an email stating because he has a site-specific storm drain system, and he has to drive on City streets to access his property, so it was not about

water but a street fee. The City administration shows no transparency, operating in secrecy and silence. He said he will continue next week.

- ◆ Michael and Christina Benjamin. Mr. and Ms. Benjamin expressed concern with the crossing at Gable Road and Highway 30. They have almost been hit multiple times. They asked the Council for any information about the crossing. They had talked to the City who referred them to the local police department and Oregon Department of Transportation (ODOT); Ben with ODOT Astoria referred them back to the City Administrator. They confirmed the last time they were almost hit; it was someone turning right coming out of Gable Road, but a lot of times it is people turning from Highway 30 onto Gable Road.

Engineering Manager Sharon Darroux clarified the crossing is ODOT right-of-way with respect to putting yellow flashers as a warning.

Public Works Director Mouhamad Zaher asked for ODOT Ben's contact info to follow up with them because if it is a City thing, the City will take care of it immediately. Mr. Benjamin replied he did not have a last name for Ben. Staff questioned whether it could be Ken and will follow up on the matter.

- ◆ Steve Topaz. Mr. Topaz said his comments at the September 6 Work Session were not accurately reflected in the meeting minutes. The result of the new Councilor selection at last Friday's Council meeting should be thrown out. The Council President did not like one of the candidate's presentations and announced the person should be ineligible as a candidate based on the words used in their presentation before all candidates had had a chance to present. No indication was made prior to the replacement process that certain viewpoints, etc., would make a candidate ineligible for the Council. The Council President's action removed the candidate's right to free speech. The selection process should be redone where all of the requirements and restrictions are publicly noted. The contracts to be signed by Mayor Scholl having US Ecology handle the details of having toxic waste placed in what is now the cooling pump/sewer treatment plant were a product of work done in an executive session and the details of which have not been discussed in a public meeting nor has the community been asked if it wants a toxic waste dump in town. When asked at last Friday's Council meeting, the Mayor replied they were looking into the feasibility of placing a toxic waste dump in the cooling lagoon. A contract to operate is not a feasibility study. He entered his hardcopy document into the record.

Mayor Scholl corrected Mr. Topaz's comment. The Council did not specifically say it was going to be a toxic waste dump. They said they were looking into the feasibility of whether it can be filled without liquification. He added Mr. Topaz knows this as he sat on the City Council at that time, noting the discussion was not done in executive session.

- ◆ Tina Curry. Ms. Curry stated that the parking situation recounted earlier by Mr. Grant was likely emotional and not fully accurate. She was told by Mark Pacheco at the County that their upper lot would now be public parking on weekends but was not reserved for anyone in particular. Due to construction, passes were provided for businesses' employees to park in 2C's lot which is also the City lot for free during the month. If it is full, the employees have to go up to the Recreation Center and take one of the three buses to come down. ADA parking is available but treated no differently. People could also park at the corner of S. 1st Street and St. Helens Street for drop off. Most of the time the ADA spaces are not even taken in the 2C's lot. She explained why Cowlitz Street and S. 1st Street/St. Helens Street in the future will be closed to through traffic (as done with the Fourth of July) except for people who live there, their guests, and boat owners.

- ◆ Steve Toschi. Mr. Toschi said a quick Google search of allowed uses in downtown riverfront property showed that churches do not appear to be allowed. The process of City Councilor selection, in which he participated, was lawful and followed the letter and spirit of the law. He welcomed Councilor Hubbard. The normal processes of planning were circumvented with regard to the new police station and did not include the Planning Department. He was not sure why. Staff pointed out in their report the question of whether the facility should be built where the access to the station would be cut off in the event of a flood. The use was not legally allowed at this location according to the staff report. He urged the Council to abandon the current spot and move forward with other locations as identified by the ad hoc committee.

Mayor Scholl stopped Mr. Toschi's comment due to ex parte contact and asked him to refrain from continuing because doing so could be an issue.

City Attorney Bill Monahan said the entire Council should declare the comment given by Mr. Toschi if an appeal occurs. He did consider the comment to be an ex parte contact.

Mr. Toschi stated he will cease additional context on the subject at this time at the request of Mayor Scholl on the advice of counsel. Mayor Scholl replied he did not stop the comment due to the City Attorney. He had screenshots of ex parte contact that he had been researching on his phone which is why he asked Mr. Toschi to stop.

DISCUSSION TOPICS

1. **Public Works Department Semi-Annual Report - *Public Works Director Mouhamad Zaher***

Public Works Director Zaher presented his department's report which focused mostly on day-to-day operations and major projects and highlighted the achievements of working with a contractor on the special Design-Build project for the 2M Gallon Reservoir which was in good standing to move forward and finalizing the Transportation Systems Plan for which an application was put in for a \$300,000 grant.

- He described staff's visit to the Vancouver waterfront a few weeks ago as they continue their vision for the City. Public Works had over 60 meetings last month just for Engineering. They had a successful public event for the TMDL, a new requirement from DEQ. Over seven projects were currently in development: two in the sewer department, three in storm, and three in the water department.
- A lot of roadway projects were underway including the S. 1st and Strand Street intersection which he emphasized was on budget and on schedule. The project pause was simply due to an additional scope the City added to the project of undergrounding the utilities and trying to accommodate all the telecommunication stakeholders.
- Future projects include continuing to work on APWA accreditation, researching and implementing speed deterrents and traffic calming options, and updating the Project Development Standards Handbook and best practices for Engineering.
- He noted the City appreciates the Public Works team who had been volunteering to help the City with janitorial services right now.
- He clarified if a person had a complaint about the speed on their street or getting speed bumps or crosswalks, they may contact him via phone, text, or email 24/7. Another option is to use the email engineering@sthelensoregon.gov which is a simple system for questions, concerns, and requests.

Engineering Manager Darroux clarified that speed bumps would not be installed on collector streets or arterials, and Public Works would have to coordinate with Fire and Police when considering speed bumps.

Mayor Scholl thanked Zaher for his hard work dedicated to the City.

2. **Discuss Next Steps for Police Station Project**

City Attorney Bill Monahan updated on the status of the police station project issue and reviewed the options available. His understanding was the Planning Commission had denied the land use application.

The City is the applicant for the facility. The City has the right to apply for permits under the City's land use regulations. All applicable standards must be met for approval. One of the options available to Council under the Municipal Code is that the matter can be appealed to the City Council. He urged extreme caution as an appeal filed to the City Council would be a de novo public hearing where the Council would have to apply the pertinent standards and base the decision totally on the evidence given, testimony, etc. Another option available under the Code says the Council on its own motion can seek review by a majority vote prior to the final date of an appeal period in a public meeting. The appeal period is 14 days.

He cautioned the Council not to talk about the merits of the application. Discussion should only occur at a public hearing at a future date. He acknowledged the Council could talk to staff about the matter since it is not an ex parte contact. He cautioned against conversations with Walsh about the merits of the case since he is the person who has to decide whether to file an appeal. The Council could certainly talk to Jacob Graichen and his staff.

Mayor Scholl said he had asked City Planner Graichen how many Planning Commissioners came in to ask questions about the matter prior to the meeting. Graichen confirmed there were no contacts from the date the application became effective to the hearing. Mayor Scholl stated he went in because he wanted to know more personally from the City Planner what was going on.

City Attorney Monahan explained that ex parte contact could be an individual who contacts a member of the decision-making body; he presumed the decision would come to the Council. Any contact made by an individual with the Mayor or a Councilor, speaking or sending an email or letter that provides information to them outside of the hearing that would be conducted would need to be brought into view of the public.

He explained how staff would assist the Council if someone challenged a Councilor for ex parte contact. Before public testimony at the beginning of the hearing, the Councilors would be asked to declare any ex parte contacts. The public would then be given the opportunity to challenge a comment by a Councilor or should a member of the public feel an ex parte contact was made but not declared, they could raise the concern. A decision could then be made whether there is an issue with a member of the Council continuing to participate in the process. He explained how a Councilor should handle an attempt at ex parte contact.

City Planner Graichen mentioned the notice of decision was issued on September 15, making the appeal deadline September 29. The quickest an appeal could be reviewed would be October 18. If an appeal was received on September 29, it would be insufficient time for October 18 which would require it to be reviewed in November. He clarified the writ of mandamus. Mayor Scholl noted the Council and other quasi-judicial boards are also subject to public records requests.

Monahan clarified the ex parte contact caution applies to the merits of the land use application and the Planning Commission's decision on the application.

3. Report from City Administrator John Walsh

City Administrator Walsh welcomed new Councilor Hubbard. He reviewed the regular session agenda items for tonight and reported the following:

- Earlier this week bids were opened for the Columbia View park improvements. Three bids were received, and staff was looking at the options.
- Staff is working with the County and the consultant conducting financial analysis of the Urban Renewal Agency to understand where the City is on the heels of Cascades leaving.
- While it will be challenging this year not to have the Waterfront for parking for the Spirit of Halloweentown event, coordinating the shuttle solution with Cascades is the most the City can do.
- The City's partnership with the School District and Recreation Program secured a \$1 million grant to extend the after-school program over the next five years to support additional child care. Mayor

Scholl gave kudos to Parks & Recreation Manager Shanna Duggan and St. Helens School District Superintendent Scott Stockwell for looking at such avenues.

- The tourism audit had been completed. The question of an RFP for tourism comes up yearly as part of the contract renewal, and if the Council wants to do the RFP, they need to make the decision. The audit report looked great to him. The Council indicated they would like to discuss the audit at the next meeting.
- A lot of time has been spent on development interest in Cascades and some new interest in the Armstrong site.

Council President Chilton asked if there were any updates on funding the vacant police officer position. Walsh and Finance Director Gloria Butsch had been looking at ways to stabilize the reserve fund and bring it back up to 20 percent. Council President Chilton said a question on everybody's minds is if the Council had the money to possibly meet the needs of the Columbia River Fire and Rescue for an emergency loan, why has the police position not been filled. Mayor Scholl noted the Fire and Rescue District item was taken off the agenda at their request. John added that the loan to the District would have been repaid by November. Council President Chilton spoke about how she did not want the public to think the Council had forgotten about the police officer position. Filling the position is a high priority for her.

ADJOURN – 3:28 pm

EXECUTIVE SESSION

- Real Property Transactions, under ORS 192.660(2)(e)
- Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Crystal King, Communications Officer

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

September 20, 2023

Members Present: Rick Scholl, Mayor
 Jessica Chilton, Council President
 Mark Gundersen, Councilor
 Brandon Sundeen, Councilor
 Russell Hubbard, Councilor

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

Others: None



At 3:41 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Legal Counsel/Litigation, under ORS 192.660(2)(h)**
 - Update on Huffman v. Lindgren litigation.
 - Update on Cascades Tissue litigation.
 - Update on Cascades Tissue Lease Termination.
- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on 7th Street container homes property purchase and sale agreement.
 - Update on Millard Road property purchase and sale agreement.
 - Update on potential sale/lease of Industrial Business Park property.
 - Update on potential acquisition of property on Kaster Road.
 - Update on barter/sale agreement of Industrial Business Park property.

The Executive Session was adjourned at 4:41 p.m.



ATTEST:

 John Walsh, City Administrator

 Rick Scholl, Mayor

An audio recording of this meeting is archived at City Hall.



COUNCIL REGULAR SESSION

Wednesday, September 20, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Jessica Chilton
 Councilor Mark Gundersen
 Councilor Russell Hubbard
 Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
 Crystal King, Communications Officer
 Jenny Dimsho, Associate Planner
 Tina Curry, Contracted Event Coordinator

OTHERS

Nick Hellmich	Abby Olson
Daniel Grant	Art Leskowich
Patrick Birkle	Jim Coleman
Leah Tillotson	Brady Preheim
Silly the Shark	Judah Olson

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

PLEDGE OF ALLEGIANCE

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

- ◆ Abby Olson. She is the founder and Executive Director of Riverside Community Outreach. They serve families impacted by foster care in Columbia, Clatsop, and Tillamook counties. They purchased the building next to the Food Bank to expand space to serve. They are holding a fundraiser on Saturday at Buccini Hall and invited the Council to attend to learn more about their services.
- ◆ Patrick Birkle. Responding to comments made at the last regular session, an audit of private citizens should not occur. Council has the discretion to do what they want with the money they earn. However, he listed the money he has donated to nonprofit organizations already. Attacks on private citizens should not be occurring. He quoted the minutes from what he said at the May 4, 2022, City Council Work Session following the audit report, "Councilor Birkle is satisfied with the audit. It provides accountability. The contractor has been performing the job with financial integrity..." He congratulated Councilor Hubbard on being appointed!
- ◆ Brady Preheim. He still thinks Patrick Birkle should be audited. The police station has been an issue from the beginning and the Council is not in a position to make a decision. The priority needs to be police staff and not a station. They should revisit the police station later. An appeal

should be handed directly to LUBA. He also voiced his objection to the appointment of David Rosengard to the Planning Commission. He is not a St. Helens resident. Listing his address as St. Helens is lying.

- ◆ Nick Hellmich. He congratulated Councilor Hubbard on his appointment. He also thanked Mayor Scholl for attending the overdose awareness event at McCormick Park. Nightmare on 4th Street is happening again this year. He will be participating and officiating both fake and real weddings.

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

1. Extension to Agreement with St. Helens Marina LLC related to Monitoring City Docks and Waterways and Enforcing Local Ordinances
2. Amended Billboard Sign Ground Lease Agreement with Meadow Outdoor Advertising
3. [Ratify] Contract with Molly Matchak for Janitorial Services
4. Contract with Emery & Sons Construction Group for Progressive Design Build Services for Replacement of 2.0MG Reservoir
5. First Amendment to TFT Construction, Inc. Contract for the Columbia Blvd. Culvert Public Improvement Construction Project

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '1' through '5' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

6. Appoint Lacey Tolles to the Parks and Trails Commission

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to appoint Lacey Tolles to the Parks and Trails Commission. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

7. Appoint David Rosengard to the Planning Commission

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to appoint David Rosengard to the Planning Commission. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

8. Library Board Minutes dated July 10, 2023
9. Parks and Trails Commission Minutes dated August 14, 2023
10. Planning Commission Minutes dated August 8, 2023

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '8' through '10' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen; Abstain: Councilor Hubbard

CONSENT AGENDA FOR APPROVAL

11. Council Minutes dated August 16, 2023
12. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '11' and '12' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen; Abstain: Councilor Hubbard

WORK SESSION ACTION ITEMS

Motion: Motion made by Councilor Gundersen and seconded by Councilor Hubbard to designate two handicap parking spaces for Resonate Church on Spirit of Halloweentown weekends. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

COUNCIL MEMBER REPORTS

Council President Chilton reported...

- Welcomed new Councilor Russell Hubbard.

Councilor Sundeen reported...

- Welcomed new Councilor Russell Hubbard.

Councilor Gundersen reported...

- Will not report on the Planning Commission meeting.
- Welcomed new Councilor Russell Hubbard.

Councilor Hubbard reported...

- There is now an opening on the Planning Commission. He looks forward to bringing the effort of the Planning Commission to Council.

MAYOR SCHOLL REPORTS

- Read a letter of thanks into the record for an accident where the police and Columbia River Fire & Rescue responded.
- He apologized for laughing during one of the interviews for Council appointment. He received an anonymous letter commenting on it.
- He is in support of building a new police station. The officers deserve it. The current station is old and too small.

OTHER BUSINESS**ADJOURN – 7:25 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Crystal King, Communications Officer

Rick Scholl, Mayor



COUNCIL SPECIAL SESSION

Friday, October 20, 2023

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Jessica Chilton
 Councilor Mark Gundersen
 Councilor Russell Hubbard
 Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
 Lisa Scholl, Deputy City Recorder
 Gloria Butsch, Finance Director
 Jenny Dimsho, Associate Planner
 Crystal King, Communications Officer
 Jeff Kapp, Contracted City Attorney

OTHERS

JK

CALL SPECIAL SESSION TO ORDER – 12:02 p.m.

DISCUSSION TOPICS

1. Review Non-Binding Letter of Interest for Purchase or Lease of Real Property Located at 1300 Kaster Road

Mayor Scholl presented the request.

Contract Attorney Jeff Kapp reviewed the letter of interest. It is not binding, is only good for 90 days, and does not include a sales price. It includes \$610,000 in escrow with 10% being nonrefundable. After 90 days, the buyer can get the earnest money back minus the 10% if they decide to not move forward on the property. It is an as-is sale or lease. The City cannot market or negotiate the property during those 90 days.

Councilor Hubbard asked what the \$610,000 represents. City Administrator Walsh is unsure. Kapp added that they need to be clear on the intent. That fee is solely to induce grantors to enter the 90-day window.

Councilor Hubbard pointed out the blank in '7.' Kapp said it appears that someone forgot to enter '90' there.

Council President Chilton pointed out '2B.' Can they do this without having settled everything with Boise yet. Kapp said there needs to be a condition of closing that the City has completed that. They will need to make sure the final PSA includes everything they need. If the buyer agrees to close the conditions of the property become their problem.

Council President Chilton wants to be sure they are doing their due diligence in posting property for sale and following guidelines. Walsh confirmed that will be part of the process. Council President Chilton asked if both properties sign it, will they still need to list the property for sale with the potential that

someone else could still purchase it? Walsh explained that it has special circumstances because it's in an Urban Renewal area. Council President Chilton reiterated that she wants to make sure they are following the rules with notice before they get comments from the public asking why it did not happen. Mayor Scholl would like to schedule an Urban Renewal meeting to explain how properties are handled differently within that area. Council President Chilton pointed out '10', asking how that will be funded. Kapp explained that the parties bear their own expenses, including the attorney and surveyor fees.

Mayor Scholl said this is not a land purchase sale agreement. It's for them to do their own due diligence. They want help since they're on a timeline. Walsh added that they are working extensively on this project and have information to share with them. Mayor Scholl shared that it is a \$1 billion investment and 1,200 jobs on this property. Councilor Sundeen asked how much property is involved. Kapp said that will be identified in time.

Councilor Sundeen talked about an email received asking why this is a rush. Mayor Scholl explained they are trying to meet State and Federal funding timelines. They agreed to pay \$61,000 even if it didn't work out. Walsh added that this is not the only site they are looking at. They want to be operational as quickly as possible.

Councilor Hubbard mentioned the confidentiality agreement. At some point, they need to inform the public about the project. Mayor Scholl talked about the project report given at the October 18 City Council Work Session. Kapp said they can get clarity at a certain point to announce the potential development. Walsh added that they are more concerned about proprietary confidentiality against competitors.

APPROVE AND AUTHORIZE FOR SIGNATURE

2. Non-Binding Letter of Interest for Purchase or Lease of Real Property Located at 1300 Kaster Road

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to accept the Letter of Interest as written and submit it to parties. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

ADJOURN – 12:29 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Lisa Scholl, Deputy City Recorder

Rick Scholl, Mayor



Custodian

DEPARTMENT: Public Works
DIVISION: Facilities Maintenance
SUPERVISOR: Facilities Maintenance Supervisor
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No

POSITION SUMMARY

This position is responsible for a wide range of custodial duties around multiple City facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Facilities Maintenance Supervisor.

SUPERVISION EXERCISED

No supervision exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

CITY HALL DOWNSTAIRS – 265 Strand Street, St. Helens

REGULAR TASKS – Service two (2) days per week

- Clean all entrance doors (outside/inside)
- Remove cobwebs around entrances and porch lights
- Clean glass in office doors and interior office windows
- Clean and disinfect Columbia Room surfaces and chairs
- Clean and disinfect benches and counters in front lobby
- Clean and disinfect surfaces in copier/mailroom
- Disinfect common area light switches
- Kitchen:
 - Clean and disinfect sink, countertops, and table
 - Clean and disinfect high-touch kitchen surfaces, specifically refrigerator, microwave, appliances, and faucet and faucet handles
- Bathrooms:
 - Clean doorknobs, faucet, and paper towel dispenser handles
 - Clean and disinfect partition walls
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Clean and mop vinyl floors in copy room

- Gather all garbage where able and place in dumpster for disposal
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock building doors upon completion of work

WEEKLY TASKS

- Clean and disinfect the surfaces that people regularly touch such as phones, lamps, keyboards, fax machines, copiers, staplers, etc.
- Clean and wipe down inside microwave and refrigerator
- Take cardboard recycling out to cardboard dumpster in alley

QUARTERLY TASKS

- Clean outside of desk trashcans
- Dust vents, handrails, windows sills, picture frames, blinds, and shelves
- Check upholstery of office/desk chairs and conference room chairs and clean, if needed
- Clean interior of windows that are on the exterior of the building
- Deep clean bottle refilling /drinking fountain station.

CITY HALL UPSTAIRS – 265 Strand Street, St. Helens

REGULAR TASKS – Service two (2) days per week

- Sweep/vacuum stairs
- Clean and disinfect stair railing
- Clean glass windows of office doors
- Clean and disinfect St. Helens Room conference table and chairs
- Clean and disinfect Engineering lobby table and chairs
- Disinfect common area light switches
- Clean standing-height table next to printer
- Kitchen:
 - Clean and disinfect sink
 - Clean and disinfect high-touch kitchen surfaces, specifically refrigerator, microwave, bottle refiller, cabinet handles, appliances, and faucet and faucet handles
- Bathrooms:
 - Clean doorknobs, faucet, and paper towel dispenser handles
 - Clean and disinfect partition wall in women's restroom
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal

- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area

WEEKLY TASKS

- Clean and disinfect the surfaces that people regularly touch such as phones, lamps, keyboards, fax machines, copiers, staplers, etc.
- Clean and wipe down inside microwave and refrigerator

QUARTERLY TASKS

- Clean stair surfaces
- Clean outside of desk trashcans
- Dust vents, handrails, windows sills, picture frames, blinds, and shelves
- Check upholstery of office/desk chairs and conference room chairs and clean, if needed
- Clean interior of windows that are on the exterior of the building

UTILITY BILLING AND MUNICIPAL COURT – 275 and 277 Strand Street, St. Helens

REGULAR TASKS – Service two (2) days per week

- Clean all entrance doors (outside/inside)
- Remove cobwebs around entrances and porch lights
- Clean and disinfect Court Room surfaces and chairs
- Clean inside window area surrounding front doors
- Clean glass in courtroom door, office doors, and interior office windows
- Bathrooms:
 - Clean and disinfect toilets, toilet seats and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Dust overhead fan
 - Refill all dispensers as needed from stock
 - Sweep floors and then mop with disinfectant
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal
- Dust blinds and windowsills
- Clean all doorknobs and handles
- Clean and disinfect front counters
- If specific offices/areas are locked, do not enter or clean that office/area
- Check and lock building doors upon completion of work

RECREATION CENTER – 1810 Old Portland Road, St. Helens**REGULAR TASKS – Service one (1) day per week**

- Bathrooms:
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Clean floors
 - Clean and disinfect drinking fountain
- Gym:
 - Sweep floors
 - Clean mirrors
- Sweep and mop floors in front area
- Gather all garbage where able and place in dumpster for disposal
- Check and lock building doors upon completion of work

MONTHLY TASKS

- Deep clean drinking fountain
- Deep clean gym floors

COMMUNITY CENTER – 2625 Gable Road, St. Helens**REGULAR TASKS – Service one (1) day per week**

- Bathrooms on both sides:
 - Clean and disinfect toilets, toilet seats, and urinals
 - Clean and disinfect restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep and mop floors
 - Clean and disinfect drinking fountain
 - Clean glass doors weekly
- Kitchen side of complex:
 - Sweep floors (mop as needed)
- Stage side of complex:
 - Sweep and mop floors
- Gather all garbage where able and place in dumpster for disposal
- Gather all recycling and place in appropriate container for recycling
- Check and lock building doors upon completion of work

MONTHLY TASKS

- Deep clean drinking fountain

POLICE STATION – 150 S. 13th Street, St. Helens

Service anytime except thirty minutes before or thirty minutes after 6:00 AM; 2:00 PM, and 10:00 PM.

REGULAR TASKS – Service five (5) days per week

- Bathrooms:
 - Clean and disinfect toilets, toilet seats, urinals, and shower
 - Clean and disinfect restroom fixtures and all door handles
 - Refill all dispensers as needed from stock
 - Sweep and mop floors
 - Dust air vents and walls
- Clean all entrance doors (outside/inside)
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage from within building and garage where able and place in dumpster for disposal
- Remove cobwebs around entrances and porch lights
- Clean and disinfect kitchen countertops and microwave
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked or closed, do not enter or clean that office/area
- Clean and disinfect main entry counter surfaces
- Clean inside and outside of main entry windows
- Sweep and mop main entry floors
- Check and lock building doors upon completion of work

PARKS SHOPS – 475 N. 18th Street, St. Helens**REGULAR TASKS – Service one (1) day per week**

- Bathrooms:
 - Clean and disinfect toilets and toilet seats
 - Clean and disinfect restroom fixtures and all door handles
 - Sweep and mop floors
- Vacuum carpeted areas
- Gather all garbage where able and place in dumpster for disposal
- Clean and disinfect countertops in office area
- Check and lock building doors upon completion of work

WASTEWATER TREATMENT PLANT – 451 Plymouth Street, St. Helens**REGULAR TASKS - Service one (1) day per week**

- Bathrooms:
 - Clean and disinfect toilets, toilet seats and urinals

- Clean and disinfect restroom fixtures and all door handles
- Sweep and mop floors
- Lab Area:
 - Only sweep/mop floor, vacuum rugs. **Do not clean anything else.**
- Clean all entrance doors (outside/inside)
- Vacuum carpeted areas and spot clean where needed
- Gather all garbage where able and place in dumpster for disposal
- Remove cobwebs around entrances and porch lights
- Clean and disinfect all doorknobs and handles
- If specific offices/areas are locked, do not enter or clean that office/area
- Clean and disinfect kitchen countertops and fixtures
- Clean inside and outside of fridge and microwave
- Dust all walls and ceilings when needed
- Check and lock building doors upon completion of work

COLUMBIA LEARNING CENTER – 375 N. 18th Street, St. Helens

ENTIRE BUILDING

Regular Tasks

- Check and lock building doors upon completion of work

Monthly Tasks

- Spot clean carpets
- Clean ledge by the library front desk
- Clean interior glass windows as needed

COMMON AREAS – Lobby, Restrooms, Armstrong Room, and Auditorium

Regular Tasks – five (5) days per week

- Clean and disinfect all door handles for the bathrooms and stalls
- Clean and disinfect sinks, toilets, and urinals
- Clean and disinfect bathroom fixtures – changing tables, baby seats, dispensers
- Refill all dispensers as needed from stock – towels, toilet paper, air freshener, soap, seat covers, stall trash can liners in women’s room
- Clean restroom mirrors
- Clean restroom floors
- Check and lock building doors upon completion of work
- Clean all exterior/interior doorknobs, handles, and entry keypads
- Clean and disinfect drinking fountain

Twice Weekly Tasks

- Gather all garbage and place in dumpster for disposal including large cans on the porch

Weekly Tasks

- Vacuum carpeted and vinyl meeting areas (except Auditorium)

- Sweep walkways around exterior garbage cans at entrances

Monthly Tasks

- Clean all glass entrance doors to building and meeting rooms
- Clean Armstrong Room sink and replenish towels and soap
- Vacuum carpeted and vinyl areas in Auditorium

LIBRARY

Regular Tasks – five (5) days per week

- Family bathroom in library
 - Clean and disinfect all door handles
 - Clean and disinfect sink and toilet
 - Clean and disinfect bathroom fixtures – changing table, baby seat, dispensers
 - Clean restroom mirrors
 - Clean restroom floors
- Clean all doorknobs, handles, and entry keypads
- Check and lock building doors upon completion of work

Twice Weekly Tasks

- Gather all garbage and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin in locked enclosure outside

Weekly Tasks

- Vacuum carpeted areas

Monthly Tasks

- Clean the glass entrance doors to the library
- Clean and disinfect staff kitchen sink and replenish towels and soap

CET OFFICES AND MAKERSPACE – Southern Wing of the Building

Regular Tasks – five (5) days per week

- Clean and disinfect all doorknobs and handles

Twice Weekly Tasks

- Gather all garbage and place in dumpster for disposal
- Gather recycling from office containers and place in large main recycling bin in locked enclosure outside

Monthly Tasks

- Clean all glass doors
- Vacuum carpeted and vinyl meeting areas
- Clean and disinfect makerspace sink and replenish towels and soap

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Completion of high school diploma or GED equivalent.
- b. One (1) year of progressively responsible work experience in custodial maintenance in a public or commercial building or institution.
- c. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for one (1) year of experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Strong interpersonal skills, with demonstrated success in working with people.
- b. Strong communication skills, both verbal and written, including the ability to communicate effectively and remain calm and courteous.
- c. Ability to work both independently and in a collaborative team environment.
- d. Commitment to public service and community.
- e. Ability to adhere to safety and confidentiality policies.
- f. Ability to exercise sound judgment while upholding high integrity and ethical standards.
- g. Strong organizational skills.
- h. Demonstrated problem-solving skills.
- i. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- j. Strong attention to detail.
- k. General Microsoft office skills to use computer for email and timekeeping.
- l. Ability to work with minimal supervision.
- m. Proficient knowledge of cleaning equipment and agents.
- n. Available to work after hours as needed. Position may begin early in the day and potentially into the early evening hours depending on facility needs.
- o. Resilient to cleaning agents and chemicals.
- p. Ability to lift and carry up to 50 pounds.
- q. Comfortable squatting, twisting, bending, and kneeling while using tools and performing maintenance tasks.
- r. Possess working knowledge of methods, technique, and materials used in custodial work.
- s. Ability to climb ladders and work from heights, if necessary.

SPECIAL REQUIREMENTS

- Must possess a valid driver's license.
- Must pass CJIS training and background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office/laboratory environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on the activities in the space.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Custodian** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Custodian

Date

Print Name: _____

Facilities Maintenance Supervisor

Date



St. Helens, OR

Expense Approval Register

Item #6.

Packet: APPKT00860 - AP 10.20.23

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
CENTURY LINK	10.02.23	10/13/2023	579	100-712-52010	45.33
CENTURY LINK	10.02.23	10/13/2023	162	100-712-52010	84.78
CENTURY LINK	10.02.23	10/13/2023	967	100-712-52010	128.04
CENTURY LINK	10.02.23	10/13/2023	130	100-712-52010	138.13
CENTURY LINK	10.02.23	10/13/2023	796	100-712-52010	41.57
CENTURY LINK	10.02.23	10/13/2023	818	100-712-52010	377.85
CENTURY LINK	10.02.23	10/13/2023	228	100-712-52010	86.90
CENTURY LINK	10.02.23	10/13/2023	699	100-712-52010	124.70
CENTURY LINK	10.02.23	10/13/2023	909	100-712-52010	99.11
STATE OF OREGON CORPOR...	10.12.23	10/13/2023	NOTARY RENEWAL-CHRISTI...	100-710-52013	40.00
LUCY HEIL ATTORNEY AT LAW	10.16.23	10/16/2023	LEGAL SERVICES	100-704-52019	2,500.00
AMY LINDGREN LAW LLC	601	10/16/2023	JUDICIAL SERVICES	100-704-52019	1,575.00
COLUMBIA COUNTY SHERIFF...	SEPT 2023-SHPD	10/16/2023	FIRING RANGE USAGE	100-705-52018	200.00
COLUMBIA COUNTY ANIMAL...	10.16.23	10/19/2023	RESTITUTION 22CR168/AUST...	100-000-21000	118.00
JAMES WILLARD	10.16.23	10/19/2023	RESTITUTION- 23CR048 / TYL...	100-000-21000	28,342.48
BRANDON T SUNDEEN	10.18.23	10/19/2023	TRAVEL REIMBURSEMENT-L...	100-703-52018	183.40
JESSICA CHILTON	10.18.23	10/19/2023	TRAVEL REIMBURSEMENT-L...	100-703-52018	183.40
RICK SCHOLL	10.18.23	10/19/2023	TRAVEL REIMBURSEMENT-L...	100-703-52018	183.40
COMCAST BUSINESS	184226897	10/19/2023	FIBER INTERNET ACCT 93457...	100-712-52003	4,819.04
ORKIN	250674467	10/19/2023	1810 OLD PORTLAND RD PES...	100-709-52023	191.98
PEAK ELECTRIC GROUP LLC	27466	10/19/2023	REPLACE FLUORESCENT BAL...	100-706-52023	286.87
QWEST DBA CENTURYLINK A...	3263X201-S-23287	10/19/2023	5163X201S3	100-712-52010	80.33
QWEST DBA CENTURYLINK A...	3263X204-S-23284	10/19/2023	5163X204S3	100-712-52010	80.33
COUNTRY MEDIA INC	657495	10/19/2023	PUBLIC NOTICE	100-710-52011	230.95
SHRED-IT C/O STERICYCLE INC	8004871994	10/19/2023	CITY HALL SHRED SERVICE	100-715-52001	205.29
SHRED-IT C/O STERICYCLE INC	8004909124	10/19/2023	POLICE DEPT SHRED SERVICE	100-705-52019	84.60
TROTTER & MORTON FACILI...	80896	10/19/2023	C11165 HVAC POLICE	100-705-52023	1,115.25
ABC TRANSCRIPTION SERVI...	STH1023013	10/19/2023	TRANSCRIPTION SERVICES S...	100-702-52019	405.00
Fund 100 - GENERAL FUND Total:					41,951.73
Fund: 202 - COMMUNITY DEVELOPMENT					
ENVIRONMENTAL BUSINESS ...	37715	10/13/2023	SLUDGE DEPTH SURVEY	202-722-52019	11,997.00
TICOR TITLE	10.16.23	10/16/2023	PURCHASE-ESCROW NO:360...	202-723-53102	191,556.11
MAUL FOSTER ALONGI INC	56730	10/19/2023	WWTP LAGOON ON CALL SE...	202-726-52019	533.75
Fund 202 - COMMUNITY DEVELOPMENT Total:					204,086.86
Fund: 203 - COMMUNITY ENHANCEMENT					
CARDINAL SERVICES INC	1229040	10/13/2023	TEMPORARY EMPLOYMENT	203-709-52028	1,113.81
COMMUNITY ACTION TEAM	10.17.23	10/19/2023	PAYOFF CAT LOAN FOR OLM...	203-717-52028	20,721.83
Fund 203 - COMMUNITY ENHANCEMENT Total:					21,835.64
Fund: 601 - WATER					
LAWRENCE OIL COMPANY	CSFI-17122	10/19/2023	247752 WATER	601-732-52022	140.96
CORE & MAIN	T676368	10/19/2023	MATERIALS	601-731-52001	369.86
Fund 601 - WATER Total:					510.82
Fund: 603 - SEWER					
CENTURY LINK	10.02.23	10/13/2023	600	603-736-52010	22.67
CENTURY LINK	10.02.23	10/13/2023	293	603-736-52010	22.66
CENTURY LINK	10.02.23	10/13/2023	688	603-736-52010	22.67
CENTURY LINK	10.02.23	10/13/2023	654	603-736-52010	22.67
CENTURY LINK	10.02.23	10/13/2023	654	603-737-52010	22.66
CENTURY LINK	10.02.23	10/13/2023	600	603-737-52010	22.66
CENTURY LINK	10.02.23	10/13/2023	293	603-737-52010	22.67
CENTURY LINK	10.02.23	10/13/2023	688	603-737-52010	22.66
PAULSON PRINTING CO.	3218	10/19/2023	SUSPENDED SOLIDS WORKS...	603-736-52001	56.25

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PAULSON PRINTING CO.	3218	10/19/2023	SUSPENDED SOLIDS WORKS...	603-737-52001	56.25
BRIDGE TOWER OPCO LLC	745645926	10/19/2023	DAILY JOURNAL OF COM BID...	603-000-53034	86.49
BRIDGE TOWER OPCO LLC	745645926	10/19/2023	DAILY JOURNAL OF COM BID...	603-000-53035	17.06
BRIDGE TOWER OPCO LLC	745645926	10/19/2023	DAILY JOURNAL OF COM BID...	603-000-53409	61.01
Fund 603 - SEWER Total:					458.38
Fund: 703 - PW OPERATIONS					
LAWRENCE OIL COMPANY	063392	10/19/2023	BULK FUEL EXCAVATOR	703-734-52022	190.00
LAWRENCE OIL COMPANY	CSFI-17122	10/19/2023	247750 PUBLIC WORKS	703-734-52022	112.28
LAWRENCE OIL COMPANY	CSFI-17122	10/19/2023	247748 PUBLIC WORKS	703-734-52022	1,050.65
Fund 703 - PW OPERATIONS Total:					1,352.93
Fund: 706 - PUBLIC SAFETY					
MACKENZIE	1085627	10/19/2023	ST. HELENS PUBLIC SAFETY B...	706-000-52019	175.00
MACKENZIE	1085649	10/19/2023	ST. HELENS PUBLIC SAFETY B...	706-000-52019	37,981.05
Fund 706 - PUBLIC SAFETY Total:					38,156.05
Grand Total:					308,352.41

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	41,951.73
202 - COMMUNITY DEVELOPMENT	204,086.86
203 - COMMUNITY ENHANCEMENT	21,835.64
601 - WATER	510.82
603 - SEWER	458.38
703 - PW OPERATIONS	1,352.93
706 - PUBLIC SAFETY	38,156.05
Grand Total:	308,352.41

Account Summary

Account Number	Account Name	Expense Amount
100-000-21000	Court - Restitution	28,460.48
100-702-52019	Professional Services	405.00
100-703-52018	Professional Developme...	550.20
100-704-52019	Professional Services	4,075.00
100-705-52018	Professional Developme...	200.00
100-705-52019	Professional Services	84.60
100-705-52023	Facility Maintenance	1,115.25
100-706-52023	Facility Maintenance	286.87
100-709-52023	Facility Maintenance	191.98
100-710-52011	Public Information	230.95
100-710-52013	Memberships	40.00
100-712-52003	Utilities	4,819.04
100-712-52010	Telephone	1,287.07
100-715-52001	Operating Supplies	205.29
202-722-52019	Professional Services	11,997.00
202-723-53102	Downtown Infrastructure	191,556.11
202-726-52019	Professional Services	533.75
203-709-52028	Projects & Programs	1,113.81
203-717-52028	Projects & Programs	20,721.83
601-731-52001	Operating Supplies	369.86
601-732-52022	Fuel	140.96
603-000-53034	Basin 6 Project	86.49
603-000-53035	Basin 5 Pipeline Upsize	17.06
603-000-53409	BASIN 4 PIPELINE UPSIZE	61.01
603-736-52001	Operating Supplies	56.25
603-736-52010	Telephone	90.67
603-737-52001	Operating Supplies	56.25
603-737-52010	Telephone	90.65
703-734-52022	Fuel	1,352.93
706-000-52019	Professional Services	38,156.05
Grand Total:	308,352.41	

Project Account Summary

Project Account Key	Expense Amount
None	308,352.41
Grand Total:	308,352.41



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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
GLORIA BUTSCH	10.23.23	10/24/2023	TRAVEL REIMBURSEMENT -...	100-707-52018	277.61
SUNSET EQUIPMENT	101523	10/24/2023	SPRAY FOR INFIELDS	100-708-52001	124.75
CARDINAL SERVICES INC	1229233	10/24/2023	TEMPORARY EMPLOYMENT	100-706-52023	861.18
MORE POWER TECHNOLOGY...	15498	10/24/2023	MICROSOFT 365 BUS STAND...	100-712-52006	2,184.40
STEVEN R SCHARFSTEIN	2	10/24/2023	COURT ATTORNEY FEES	100-704-52019	125.00
SIERRA SPRINGS	21814586101423	10/24/2023	WATER BOTTLED COURT / UB..	100-715-52001	30.24
STEVEN R SCHARFSTEIN	3	10/24/2023	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	4	10/24/2023	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	5	10/24/2023	COURT ATTORNEY FEES	100-704-52019	200.00
AMY LINDGREN LAW LLC	603	10/24/2023	JUDICIAL SERVICES	100-704-52019	5,750.00
CENTURY LINK BUSINESS SER...	660586340	10/24/2023	ACCT 88035002	100-712-52010	165.65
TYLER BUSINESS FORMS	87177	10/24/2023	TAX END OF YEAR FORMS W...	100-707-52001	612.23
LAND DEVELOPMENT SERVIC...	AUGUST 2023	10/24/2023	INSPECTIONS FOR ST. HELENS..	100-711-52015	1,000.00
LAND DEVELOPMENT SERVIC...	SEPTEMBER 2023	10/24/2023	INSPECTIONS FOR ST. HELENS..	100-711-52015	900.00
STEVEN LESKIN	00179	10/25/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN LESKIN	00180	10/25/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN LESKIN	00181	10/25/2023	COURT ATTORNEY FEES	100-704-52019	125.00
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	150 S 13 ST POLICE STATION ...	100-705-52003	404.56
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	150 S 13TH ST- POLICE	100-705-52003	112.01
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	375 S 18TH ST COLUMBIA CE...	100-706-52003	807.82
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	52.52
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	475 S 18TH ST- MCCORMICK ...	100-708-52003	41.74
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	475 S 18TH ST	100-708-52003	23.16
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	162 MCMICHAEL ST - CAMPB...	100-708-52003	584.46
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	475 S 18TH ST - MCCORMICK...	100-708-52003	784.91
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	200 N RIVER ST - GREY CLIFFS...	100-708-52003	41.51
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	475 S 18 ST METER 10220167	100-708-52003	72.97
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	475 S 18TH ST	100-708-52003	76.34
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	200 N 7TH ST - PARK	100-708-52003	36.67
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	264 STRAND ST- COL VIEW P...	100-708-52003	36.90
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	299 N 6TH ST - PARKS	100-708-52003	36.36
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	265 STRAND ST. - SPLASH PA...	100-708-52003	44.95
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	264 STRAND ST- COL VIEW P...	100-708-52046	36.93
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	265 STRAND ST. - DOCKS	100-708-52046	242.83
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	264 STRAND ST- PARKS/ GAZ...	100-708-52046	73.68
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	2625 GABLE RD REC CENTER	100-709-52003	216.83
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	277 STRAND ST -	100-715-52003	51.97
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	265 STRAND ST- CITY HALL ...	100-715-52003	133.71
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	277 STRAND ST- CITY HALL U...	100-715-52003	85.08
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	275 STRAND ST- CITY HALL U...	100-715-52003	101.79
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	265 STRAND ST- CITY HALL ...	100-715-52003	411.11
DAWN RICHARDSON	10.23.23	10/25/2023	MILEAGE REIMBURSEMENT ...	100-707-52001	36.03
COLUMBIA COUNTY COMM. ...	10.24.23	10/25/2023	WORK CREW	100-708-52019	1,875.00
A + ENGRAVING LLC	1465	10/25/2023	NAME BADGE-M GUNDERSE...	100-703-52001	26.00
JORDAN RAMIS PC ATTORNE...	212178	10/25/2023	GENERAL LEGAL	100-701-52019	6,001.00
JORDAN RAMIS PC ATTORNE...	212180	10/25/2023	PLANNING	100-715-52019	720.00
JORDAN RAMIS PC ATTORNE...	212182	10/25/2023	PUBLIC RECORDS REQUEST	100-702-52019	300.00
ORKIN	250673062	10/25/2023	PEST CONTROL POLICE	100-705-52023	174.99
ORKIN	250674263	10/25/2023	265 STRAND PEST SERVICE CI...	100-715-52023	105.99
ORKIN	250675568	10/25/2023	375 S 18TH ST LIBRARY	100-706-52023	100.00
PEAK ELECTRIC GROUP LLC	27011	10/25/2023	REPLACE GFCI WATER COOL...	100-706-52023	449.66
AT&T MOBILITY	287302289330X10232023	10/25/2023	287302289330 POLICE PHON...	100-705-52010	1,948.16
QUILL	35142162	10/25/2023	PARK CLEANING SUPPLIES	100-708-52001	955.24

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
QUILL	35145481	10/25/2023	DUST MOP	100-708-52001	59.52
WILLEMSE GLASS	37112	10/25/2023	MILGARD STYLE SINGLE HUN...	100-715-52023	956.31
WILLEMSE GLASS	37117	10/25/2023	TEMPERED GLASS UNIT	100-706-52023	99.00
WEX BANK	92607520	10/25/2023	POLICE FUEL PURCHASES	100-705-52022	5,987.63
WEX BANK	92607520	10/25/2023	DUPLICATE SEPTEMBER PAY...	100-705-52022	-6,193.61
WEX BANK	92607520	10/25/2023	REC TRANSIT VAN -3660	100-709-52022	85.14
WEX BANK	92607520	10/25/2023	DUPLICATE PAYMENT	100-710-52022	-48.77
WEX BANK	92607520	10/25/2023	DUPLICATE PAYMENT	100-711-52022	-79.04
WEX BANK	92607520	10/25/2023	BUILDING FUEL PURCHASES ...	100-711-52022	139.62
WEX BANK	92607520	10/25/2023	DUPLICATE PAYMENT	100-715-52022	-55.59
WEX BANK	92607520	10/25/2023	CITY HALL FUEL 0256	100-715-52022	146.42
SOLUTIONS YES	INV378996	10/25/2023	MUNICIPAL COURT PRINTER...	100-704-52019	205.00
SOLUTIONS YES	INV379976	10/25/2023	TONER FOR UPSTAIRS PRINT...	100-715-52001	500.00
Fund 100 - GENERAL FUND Total:					32,010.57

Fund: 201 - VISITOR TOURISM

COLUMBIA COUNTY TAX COL... E2C	2023 2024 PORPERTY TAX 4507	10/24/2023	2023 2024 PORPERTY TAX 29...	201-000-52028	7,192.85
COLUMBIA RIVER PUD	09.22.23 94111	10/25/2023	MONTHLY MARKETING TINA ...	201-000-52019	10,000.00
COLUMBIA RIVER PUD	10.20.23 94111	10/25/2023	94111	201-000-52130	312.28
CITY OF ST. HELENS	10.24.23 78001	10/25/2023	94111	201-000-52130	393.09
			01-00178-001 MASONIC BUI...	201-000-52003	67.29
Fund 201 - VISITOR TOURISM Total:					17,965.51

Fund: 202 - COMMUNITY DEVELOPMENT

COLUMBIA COUNTY TAX COL... E2C	2023 2024 PORPERTY TAX 4507	10/24/2023	2023 2024 PORPERTY TAX 17...	202-721-52053	132.16
COLUMBIA COUNTY TAX COL... E2C	2023 2024 PORPERTY TAX 4507	10/24/2023	2023 2024 PORPERTY TAX 43...	202-721-52053	38,636.44
COLUMBIA COUNTY TAX COL... E2C	2023 2024 PORPERTY TAX 4507	10/24/2023	2023 2024 PORPERTY TAX 43...	202-721-52053	18.19
COLUMBIA COUNTY TAX COL... E2C	2023 2024 PORPERTY TAX 4507	10/24/2023	2023 2024 PORPERTY TAX 43...	202-721-52053	71,819.67
COLUMBIA COUNTY TAX COL... E2C	2023 2024 PORPERTY TAX 4507	10/24/2023	2023 2024 PORPERTY TAX 43...	202-721-52053	18.19
MOORE EXCAVATION INC	P-525 PAYMENT #10	10/24/2023	S 1ST & STRAND ROAD & UTI...	202-723-53102	244,374.80
MOORE EXCAVATION INC	R-685 PAYMENT #4	10/24/2023	S 1ST & ST HELENS INTERSEC...	202-723-53102	84,777.08
BOISE WHITE PAPER LLC	10.24.23	10/25/2023	NOTE PAYEMNT	202-722-55001	12,500.00
LOWER COLUMBIA ENGINEE...	10917	10/25/2023	3450-GATEWAY ARCH	202-723-52019	387.50
MASON BRUCE & GIRARD INC	33031	10/25/2023	ST. HELENS FOREST MANAG...	202-724-52019	16,319.37
NATIONAL CONSTRUCTION R...	7187271	10/25/2023	6FT TEMPORARY PANELS	202-723-53102	1,594.44
Fund 202 - COMMUNITY DEVELOPMENT Total:					470,577.84

Fund: 203 - COMMUNITY ENHANCEMENT

CARDINAL SERVICES INC	1229233	10/24/2023	TEMPORARY EMPLOYMENT	203-709-52028	1,017.48
Fund 203 - COMMUNITY ENHANCEMENT Total:					1,017.48

Fund: 205 - STREETS

COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	265 STRAND ST	205-000-52003	3,684.28
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	715 S COLUMBIA RIVER HWY ..	205-000-52003	46.13
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	191 N MILTON WAY - SIGNAL	205-000-52003	45.49
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	2198 COLUMBIA BLVD - SIG...	205-000-52003	49.17
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	56.58
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	191 N MILTON WAY- LANDS...	205-000-52003	36.67
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	35320 SYKES RD	205-000-52003	44.17
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	1370 COLUMBIA BLVD.- FOU...	205-000-52003	48.08
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	1800 COLUMBIA BLVD - SIG...	205-000-52003	116.61
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	58651 COL HWY GATEWAY A...	205-000-52003	37.08
Fund 205 - STREETS Total:					4,164.26

Fund: 302 - WATER SDC

MOORE EXCAVATION INC	P-525 PAYMENT #10	10/24/2023	S 1ST & STRAND ROAD & UTI...	302-000-53103	35,390.00
Fund 302 - WATER SDC Total:					35,390.00

Fund: 601 - WATER

COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	57500 OLD PORTLAND RD - ...	601-731-52003	42.57
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	35261 PITTSBURG RD- PW W...	601-731-52003	38.47
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	END OF KESTREL VIEW DRIVE	601-731-52003	97.67
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	62420 COLUMBIA RIVER HWY..	601-731-52003	149.54
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	2300 STRAND ST - WELL 2	601-731-52003	807.39

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	1680 1 ST -	601-731-52003	1,650.37
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	1215 FOURTH ST - WFF	601-732-52003	4,713.39
PAUL BROTHERS	10.24.23	10/25/2023	HYDRANT RENTAL REFUND	601-000-22000	180.83
Fund 601 - WATER Total:					7,680.23

Fund: 603 - SEWER

COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	240 CLARK ST PUMP STATION	603-735-52003	36.75
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	451 PLYMOTH ST - WWTP L...	603-736-52003	2,051.85
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	451 PLYMOTH ST - WWTP L...	603-737-52003	2,051.83
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	58791 58725 COL RIV HWY P...	603-738-52003	54.09
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	58360 OLD PORTLAND RD - P...	603-738-52003	189.98
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	169 S 4TH ST WATER FLOW ...	603-738-52003	43.23
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	318 S 1ST ST- PS #1 8805564	603-738-52003	88.04
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	110 S 4TH ST - PS 3	603-738-52003	43.16
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	240 MADRONA CT	603-738-52003	144.03
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	134 N 1ST- PS 2 8873519	603-738-52003	81.41
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	35120 MAPLE ST. - PS 11	603-738-52003	90.65
PEAK ELECTRIC GROUP LLC	27380	10/25/2023	ELECTRICAL WORK WWTP	603-737-52019	362.50
PEAK ELECTRIC GROUP LLC	27451	10/25/2023	REPLACEMENT FOR STARTER...	603-738-52019	685.00
TROTTER & MORTON FACILI...	81106	10/25/2023	C10855 MAINTENANCE AGR...	603-736-52023	137.50
TROTTER & MORTON FACILI...	81106	10/25/2023	C10855 MAINTENANCE AGR...	603-737-52023	137.50
Fund 603 - SEWER Total:					6,197.52

Fund: 703 - PW OPERATIONS

LES SCHWAB TIRE CENTER	22900576912	10/24/2023	DUMPTRUCK TIRE REPLACED	703-739-52001	441.39
COLUMBIA RIVER FIRE AND ...	MISSED INVOICES	10/24/2023	SHARED COST JOINT MAINT ...	703-739-52099	2,006.17
SONSRAY MACHINERY LLC	PSO102413-1	10/24/2023	PARTS ORDER- PIN 1.50X16....	703-739-52099	227.72
COLUMBIA RIVER FIRE AND ...	SEPTEMBER 2023	10/24/2023	SHARED COST JOINT MAINT ...	703-739-52099	635.94
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	984 OREGON ST - PW SHOP	703-734-52003	40.27
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	1230 DEER ISLAND RD - PW	703-734-52003	66.66
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	650 OREGON ST -LEMONT P...	703-734-52003	256.29
COLUMBIA RIVER PUD	10.13.23 7493	10/25/2023	984 OREGON ST	703-734-52003	224.20
COLUMBIA COUNTY COMM. ...	10.24.23	10/25/2023	WORK CREW	703-734-52019	375.00
WEX BANK	92607520	10/25/2023	FORD EDGE 0189	703-733-52022	90.52
WEX BANK	92607520	10/25/2023	RED ESCAPE CITY HALL 7237	703-733-52022	55.01
WEX BANK	92607520	10/25/2023	PW CHEROKEE 25478	703-734-52022	833.96
WEX BANK	92607520	10/25/2023	DUPLICATE PAYMENT	703-734-52022	-589.25
Fund 703 - PW OPERATIONS Total:					4,663.88

Grand Total: 579,667.29

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	32,010.57
201 - VISITOR TOURISM	17,965.51
202 - COMMUNITY DEVELOPMENT	470,577.84
203 - COMMUNITY ENHANCEMENT	1,017.48
205 - STREETS	4,164.26
302 - WATER SDC	35,390.00
601 - WATER	7,680.23
603 - SEWER	6,197.52
703 - PW OPERATIONS	4,663.88
Grand Total:	579,667.29

Account Summary

Account Number	Account Name	Expense Amount
100-701-52019	Professional Services	6,001.00
100-702-52019	Professional Services	300.00
100-703-52001	Operating Supplies	26.00
100-704-52019	Professional Services	7,055.00
100-705-52003	Utilities	516.57
100-705-52010	Telephone	1,948.16
100-705-52022	Fuel	-205.98
100-705-52023	Facility Maintenance	174.99
100-706-52003	Utilities	807.82
100-706-52023	Facility Maintenance	1,509.84
100-707-52001	Operating Supplies	648.26
100-707-52018	Professional Developme...	277.61
100-708-52001	Operating Supplies	1,139.51
100-708-52003	Utilities	1,832.49
100-708-52019	Professional Services	1,875.00
100-708-52046	Dock Services	353.44
100-709-52003	Utilities	216.83
100-709-52022	Fuel	85.14
100-710-52022	Fuel	-48.77
100-711-52015	Intergovernmental Servi...	1,900.00
100-711-52022	Fuel	60.58
100-712-52006	Computer Maintenance	2,184.40
100-712-52010	Telephone	165.65
100-715-52001	Operating Supplies	530.24
100-715-52003	Utilities	783.66
100-715-52019	Professional Services	720.00
100-715-52022	Fuel	90.83
100-715-52023	Facility Maintenance	1,062.30
201-000-52003	Utilities	67.29
201-000-52019	Professional Services	10,000.00
201-000-52028	Projects & Programs	7,192.85
201-000-52130	Building Lease & Utilities	705.37
202-721-52053	Property Taxes	110,624.65
202-722-55001	Principal	12,500.00
202-723-52019	Professional Services	387.50
202-723-53102	Downtown Infrastructure	330,746.32
202-724-52019	Professional Services	16,319.37
203-709-52028	Projects & Programs	1,017.48
205-000-52003	Utilities	4,164.26
302-000-53103	URA Waterfront Improv...	35,390.00
601-000-22000	Utility Deposits	180.83
601-731-52003	Utilities	2,786.01
601-732-52003	Utilities	4,713.39
603-735-52003	Utilities	36.75
603-736-52003	Utilities	2,051.85
603-736-52023	Facility Maintenance	137.50

Account Summary

Account Number	Account Name	Expense Amount
603-737-52003	Utilities	2,051.83
603-737-52019	Professional Services	362.50
603-737-52023	Facility Maintenance	137.50
603-738-52003	Utilities	734.59
603-738-52019	Professional Services	685.00
703-733-52022	Fuel	145.53
703-734-52003	Utilities	587.42
703-734-52019	Professional Services	375.00
703-734-52022	Fuel	244.71
703-739-52001	Operating Supplies	441.39
703-739-52099	Equipment Operations	2,869.83
Grand Total:		579,667.29

Project Account Summary

Project Account Key	Expense Amount
None	579,667.29
Grand Total:	579,667.29