



# COUNCIL REGULAR SESSION

Wednesday, April 03, 2024 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](http://www.sthelensoregon.gov)  
Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)  
Phone | 503-397-6272  
Fax | 503-397-4016

---

## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

### ANNOUNCE & AWARD PRIZES TO "IF I WERE MAYOR..." STUDENT CONTEST WINNERS

### PROCLAMATION

1. National Library Workers Day - April 9, 2024

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

### RESOLUTIONS

2. **Resolution No. 2002:** A Resolution Adopting Findings in Support of and Authorizing an Emergency Procurement of Tourism Services

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Agreement with Lower Columbia Engineering, LLC for Erosion & Sediment Control Inspections

### CONSENT AGENDA FOR APPROVAL

4. Council Minutes dated January 24, 2024
5. Declare Surplus Property - Police Department
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/83200203180?pwd=emdNSU9CTG5IdVFIWG00M3o1ckUzUT09>

Passcode: 942514

Dial: 253-205-0468

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

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

City of St. Helens, Oregon  
PROCLAMATION

By Mayor Rick Scholl

*National Library Workers Day*  
**April 9, 2024**

**WHEREAS**, libraries are essential institutions that offer the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter who they are or where they are on life’s journey; and

**WHEREAS**, the passion and dedication of the library assistants and technician of St. Helens Public Library contribute to the cultural enrichment, educational advancement, economic development, and social cohesion of our city; and

**WHEREAS**, St. Helens Public Library librarians and library support staff bring the St. Helens community expert assistance, personal service, both in person and online by each year serving the more than 37,390 visitors to the library, circulating over 65,000 items, and presenting free programs for all ages; and

**WHEREAS**, the library workers at St. Helens Public Library tirelessly serve our community, enriching lives and fostering literacy and lifelong learning through their expertise and commitment during the more than 2,300 hours the library is open year-round; and

**WHEREAS**, it is important to recognize the unique contributions of all library workers and the value to individuals and society of those contributions; and

**WHEREAS**, the City of St. Helens joins libraries, library workers, and library supporters across America are celebrating National Library Workers Day sponsored by the American Library Association-Allied Professional Association (ALA-APA).

**NOW, THEREFORE**, I, Rick Scholl, the Mayor of the City of St. Helens, do hereby proclaim Tuesday, April 9, 2024, as

**NATIONAL LIBRARY WORKERS DAY**

I encourage all in this community to take advantage of the variety of library resources available and to thank library workers for their exceptional contributions to American life.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 3<sup>rd</sup> day of April 2024.

*Place  
Gold  
Seal &  
Stamp  
Here*

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

ATTEST: \_\_\_\_\_  
Kathy Payne, City Recorder

**City of St. Helens**  
**RESOLUTION NO. 2002**

**A RESOLUTION ADOPTING FINDINGS IN SUPPORT OF AND  
AUTHORIZING AN EMERGENCY PROCUREMENT OF TOURISM  
SERVICES**

**WHEREAS**, Section 2.04.100 of the St. Helens Public Contracting Code defines “emergency” to be those circumstances that create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety, and requires the prompt execution of a contract to remedy the condition; and

**WHEREAS**, on May 16, 2022, the City of St. Helens (the “City”) and E2C Corporation (“E2C”) entered into an agreement for E2C to provide special event coordination and management services to the City in support of the City’s Tourism program (the “Agreement”); and

**WHEREAS**, the Agreement, per the terms and conditions stated therein, was set to expire on December 31, 2023; and

**WHEREAS**, on January 24, 2024, the City Council agreed to extend the Agreement until June 30, 2024; and

**WHEREAS**, the expiration of Agreement falls in the middle of the City’s tourism season and would result in a substantial interruption of the City’s tourism program; and

**WHEREAS**, the prompt execution of a public contract would remedy the emergency circumstance.

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

**Section 1.** The City Council, acting as Local Contract Review Board, approves adopts the City of St. Helens Findings in Support of an Emergency Exemption from Competitive Bidding for Tourism Services, attached as Exhibit A.

**Section 2.** The City Council declares that emergency circumstances exist that require prompt execution of a public contract for special event coordination and management services.

**Section 3.** The City Council further declares the City shall extend the Agreement with E2C through December 31, 2024 to prevent any interruption of the tourism-related services provided to the City.

**Section 4.** The City Council designates, authorizes and directs the City Administrator to execute necessary documents on behalf of the City to implement the intent of this Resolution.

**Section 5.** The City Council further directs the City Administrator to undertake the appropriate measures to competitively solicit proposals for tourism-related services commencing on January 1, 2025.

**Approved and adopted** by the City Council on April 3, 2024, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**CITY OF ST. HELENS  
WRITTEN DETERMINATION OF  
EMERGENCY PROCUREMENT  
FOR TOURISM SERVICES**

**DATE:** April 3, 2024

**AUTHORITY FOR EMERGENCY PROCUREMENT:**

The City Council of the City of St. Helens is designated as the “Local Contract Review Board” under the State of Oregon Public Contracting Code and St. Helens Municipal Code (“SHMC”). The Local Contract Review Board has the authority to delegate to any employee or agent of the City of St. Helens any of the duties or authority of a contracting agency. ORS 279B.080 permits the head of a contracting agency, or a person designated under ORS 279A.075, to make or authorize others to make emergency procurements of services in an emergency. The contracting agency shall document the nature of the emergency and describe the method used for the selection of the particular contractor. *See* ORS 279B.080/ OAR 137-047-0280 and St. Helens Municipal Code (“SHMC”) 2.04.070.

**SUBJECT OF CONTRACT:**

Special event coordination and management services (the “Services”) in support of the City’s Tourism program.

**JUSTIFICATION FOR EMERGENCY PROCUREMENT:**

The following nature of the emergency is relevant to the Local Contract Review Board’s determination that the procurement is an emergency under SHMC 2.04.120:

An “Emergency” means circumstances that create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and require prompt execution of a contract to remedy the condition.

Emergency procurement shall document the nature of the emergency, the method used for selection of the particular contractor, and the reason why the selection method was deemed in the best interest of the City of St. Helens and the public.

On May 16, 2022, the City and E2C Corporation entered into an independent contractor agreement (the “Agreement”) in which E2C agreed to provide Services to the City. According to the terms and conditions therein, the Agreement was set to expire on December 31, 2023. On January 24, 2024, the City Council agreed to extend the Agreement through June 30, 2024.

The City’s Tourism program has a number of events scheduled to occur during the remainder of the 2024 calendar year, including, but not limited to, 4<sup>th</sup> of July celebration, 13 Nights on the River, and Spirit of Halloweentown. Each of these events requires significant coordination and management by E2C leading up to, and during, the actual event. Each of these events also requires E2C to take certain steps to handle post-event close-out, including, but not limited to, ensuring all vendors and subcontractors of the event have been promptly paid for goods and/or services rendered . Allowing the existing agreement with E2C to expire during the

City's tourism season would result in a substantial interruption of the City's Tourism program. Such interruption may result in the potential cancellation of certain events as it is unlikely the City would be able to engage another contractor in the midst of the tourism season. In addition to the tremendous amount of goodwill that successful tourism programs create amongst the residents of St. Helens as well as visitors, the City's tourism program brings in a significant amount of money to the City each year which is critical for the tourism program to continue.

In order to prevent a substantial interruption of tourism-related services and given E2C's familiarity and existing working relationships with local businesses to coordinate and manage the tourism events scheduled to be held in St. Helens in 2024, the Local Contract Review Board finds that extending the City's existing contract with E2C through December 31, 2024, promptly and without extended delay, is in the best interest of the City and the public and is necessary and appropriate to remedy the condition. The short-term nature of this emergency procurement is unlikely to affect competition as the City intends to solicit the Services under the appropriate procurement method later this year for a long-term contract for the desired Services.

## PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of St. Helens** (the “City”), an Oregon municipal corporation, and **Lower Columbia Engineering, LLC** (“Contractor”).

### RECITALS

**A.** The City is in need of personal services for Erosion & Sediment Control Inspections for the St. Helens Riverwalk (Project P-525A) and Contractor represents that it is qualified and prepared to provide such services.

**B.** The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

### AGREEMENT

**1. Engagement.** The City hereby engages Contractor to provide services (“Services”) related to Erosion and Sediment Control Inspections for the St. Helens Riverwalk (Project P-525A) and Contractor accepts such engagement. The principal contact for Contractor shall be Andrew Niemi, phone 503-369-2244.

**2. Scope of Work.** The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

**3. Term.** Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on September 31, 2025. The City reserves the exclusive right to extend the contract for a period of two (2) years in one (1) year increments. Such extensions shall be in writing with terms acceptable to both parties. Any increase in compensation for the extended term shall be as agreed to by the parties but shall not exceed five percent (5%) of the then-current fees.

**4. Compensation.** The terms of compensation for the initial term shall be as provided in Attachment A.

**5. Payment.**

**5.1** The City agrees to pay Contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the City as and for compensation for the faithful performance of the Services, the fees outlined in Attachment A, except that the hourly fee shall include all local travel, local telephone expense, computer expense, and routine document copying. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses in compliance with the City’s travel and expense policy, reproduction of documents or reports with prior written approval, and



long-distance telephone expenses. Contractor's cost for approved sub-consultants may be marked up a maximum of five percent (5%) by Contractor for management and handling expenses.

**5.2** Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the City. Following approval by the City Administrator, billings shall be paid in full within thirty (30) days of receipt thereof. The City shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

**5.3** The City may suspend or withhold payments if Contractor fails to comply with any requirement of this Agreement.

**5.4** Contractor is engaged by the City as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the City to City employees.

**5.5** Any provision of this Agreement that is held by a court to create an obligation that violates the debt limitation provision of Article XI, Section 9 of the Oregon Constitution shall be void. The City's obligation to make payments under this Agreement is conditioned upon appropriation of funds pursuant to ORS 294.305 through 294.565.

**6. Document Ownership.** Contractor shall retain all common law, statutory and other reserved rights, including copyrights, in all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the City under this Agreement, except that all copies of such plans, designs, calculations and other documents and renditions provided to City shall become the property of City who may use them without Contractor's further permission for any lawful purpose related to the project. Upon execution of this agreement, Contractor grants to City an irrevocable, nonexclusive license to use Contractor's work products created through its services for the project. The license granted under this section permits City to authorize its contractors, subcontractors of any tier, consultants, subconsultants of any tier, and material or equipment suppliers, to reproduce applicable portions of the work products in performing services for the project. Any unauthorized use of Contractor's work product for purposes unrelated to the project shall be at City's sole risk and without liability to Contractor.

**7. Notices.** All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

**CITY:** City of St. Helens  
Attn: City Administrator  
265 Strand Street  
St. Helens OR 97051

**CONTRACTOR:** Lower Columbia Engineering, LLC  
Attn: Andrew Neimi  
58640 McNulty Way  
St. Helens, OR 97051

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

**8. Standard of Care.** Contractor shall comply with the applicable professional standard of care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

**9. Insurance.**

**9.1** At all times during the term of this Agreement, Contractor shall carry, maintain and keep in full force and effect a policy or policies of insurance as specified in Attachment B attached hereto and incorporated herein by reference.

**9.2** All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days' prior written notice to the City. Contractor agrees that it will not cancel or reduce said insurance coverage without the written permission of City.

**9.3** Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, the City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, the City may take out the necessary insurance and pay, at Contractor's expense, the premium thereon. If the City procures such insurance, the City may charge the cost against any moneys due Contractor hereunder or for any other contract.

**9.4** At all times during the term of this Agreement, Contractor shall maintain on file with the City a Certificate of Insurance or a copy of actual policies acceptable to the City showing that the aforesaid policies are in effect in the required coverages. The policies shall contain an endorsement naming the City, its council members, officers, employees and agents, as additional insureds (except for the professional liability and workers' compensation insurance).

**9.5** The insurance provided by Contractor shall be primary to any coverage available to the City. The insurance policies (other than workers' compensation) shall include provisions for waiver of subrogation. Contractor shall be responsible for any deductible amounts outlined in such policies.

**10. Termination.**

**10.1** Termination for Cause. City may terminate this Agreement effective upon delivery of written notice to Contractor under any of the following conditions:

**10.1.1** If City funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding.

**10.1.2** If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.

**10.1.3** If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, suspended, revoked, or not renewed.

**10.1.4** If Contractor becomes insolvent, if a voluntary or an involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

**10.1.5** If Contractor is in breach of this Agreement, and such breach is not remedied as contemplated by Section 10.2 of the Agreement.

**10.2** Breach of Agreement

**10.2.1** Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or City notifies Contractor of the breach, whichever is earlier. If Contractor fails to remedy a breach within three (3) working days of its actual notice or receipt of written notice from the City, City may terminate that part of the Agreement affected by the breach upon written notice to Contractor, may obtain substitute services in a reasonable manner, and may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

**10.2.2** If the breach is material and Contractor fails to remedy the breach within three (3) working days of receipt of written notice from the City, City may declare Contractor in default, terminate this Agreement and pursue any remedy available for a default.

**10.2.3** Pending a decision to terminate all or part of this Agreement, City unilaterally may order Contractor to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this Section 10.2, Contractor shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

**10.2.4** In the event of termination of this Agreement due to the fault of the Contractor, City may immediately cease payment to Contractor, and when the breach is remedied, City may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement, along with any additional amounts for loss and damage caused to the City by the breach, and withhold such amounts from amounts owed by City to Contractor. If the amount due Contractor is insufficient to cover City's damages due to the breach, Contractor shall tender the balance to City upon demand.

**10.3** Termination for Convenience. City may terminate all or part of this Agreement at any time for its own convenience by providing three (3) days written notice to Contractor. Upon termination under this paragraph, Contractor shall be entitled to compensation for all services properly rendered prior to the termination, including Contractor's and sub consultants reasonable costs actually incurred in closing out the Agreement. In no instance shall Contractor be entitled to overhead or profit on work not performed.

**11. No Third-Party Rights.** This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

**12. Modification.** Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

**13. Waiver.** A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach. All waivers shall be done in writing.

**14. Indemnification.**

**14.1** Liability of Contractor for Claims Other Than Professional Liability. For claims for other than professional liability, Contractor shall defend, save and hold harmless City, its officers, agents and employees from all damages, demands, claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities or omissions of Contractor, its subcontractors, sub-consultants, agents or employees under this Agreement. A claim for other than professional responsibility is a claim made against the City in which the City's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by Contractor.

**14.2** Liability of Contractor for Claims for Professional Liability. For claims for professional liability, Contractor shall save, and hold harmless City, its officers, agents and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor, its subcontractors, sub-consultants, agents or employees in the performance of professional services under this Agreement. A claim for professional responsibility is a claim made against the City in which the City's alleged liability results directly from the quality of the professional services provided by Contractor, regardless of the type of claim made against the City.

**14.3** Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265.

**15. Governing Laws.** This Agreement shall be governed by the laws of the State of Oregon.

**16. Compliance with Law.**

**16.1** Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

**16.2** Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the services provided for in the Agreement and shall be responsible for such payment of all persons supplying such labor or material to any subcontractor.

**16.3** Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Agreement.

**16.4** Contractor shall not permit any lien or claim to be filed or prosecuted against the City or its property on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien or claim so filed or prosecuted.

**16.5** Contractor and any subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

**16.6** If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a subcontractor by any person in connection with the Agreement as such claim becomes due, the City may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the Agreement. The payment of a claim in the manner authorized hereby shall not relieve the Contractor from his/her or its obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or material furnished, the City may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

**16.7** Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

**16.8** No person may be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases the employee shall be paid at least time and a half pay:

**16.8.1** Either:

**16.8.1.1** For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or

**16.8.1.2** For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and

**16.8.2** For all work performed on Saturday and on any legal holiday specified in ORS 279C.540;

**16.8.3** Contractor shall pay employees for overtime work performed under the Agreement in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, et seq.).

**16.9** The Contractor must give notice to employees who work on this Agreement in writing, either at the time of hire or before commencement of work on the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

**16.10** All subject employers working under the Contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

**16.11** All sums due the State Unemployment Compensation Fund from the Contractor or any subcontractor in connection with the performance of the Agreement shall be promptly so paid.

**16.12** Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

**16.13** Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

**16.14** The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600.

**16.15** If Contractor is a foreign contractor as defined in ORS 279A.120, Contractor shall comply with that section and the City must satisfy itself that the requirements of ORS 279A.120 have been complied with by Contractor before City issues final payment under this agreement.

**16.16** If this Contract exceeds \$50,000, is not otherwise exempt, and includes work subject to prevailing wage, Contractor shall comply with ORS 279C.838, ORS 279C.840, and federal law.

**16.17** Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in connection with this Agreement in violation of ORS chapter 244.

**16.18** Contractor shall ensure that any lawn and landscape maintenance, if applicable, shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

**16.19** Contractor is a “subject employer,” as defined in ORS 656.005, and shall comply with ORS 656.017.

**16.20** Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

**16.21** Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement.

**16.22** Any other condition or clause required by law to be in this Agreement shall be considered included by this reference.

**17. Confidentiality.** Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

**18. Publicity.** Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

**19. Succession.** This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties’ partners, successors, executors, administrators and assigns.

**20. Assignment.** This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor's interest in this Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

**21. Mediation/Dispute Resolution**

**21.1** Should any dispute arise between the parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any arbitration or litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation or binding arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in the City of St. Helens, unless both parties agree in writing otherwise. If arbitration is selected by the parties, the parties shall exercise good faith efforts to select an arbitrator who shall be compensated equally by both parties. Venue for any arbitration shall be the City of St. Helens. Venue for any litigation shall be the Circuit Court for Columbia County.

**22. Attorney Fees.** If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, expert fees and costs incurred therein at arbitration, trial and on appeal.

**23. Records, Inspection and Audit by the City.**

**23.1** Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three years after City makes final payment on this Agreement and all other pending matters are closed.

**23.2** Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

**23.3** The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within three (3) years after City makes final payment on this Agreement and all other pending matters are closed.

**23.4** This Section 23 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

**24. Force Majeure.** Neither City nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood,



epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

**25. Entire Agreement.** This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

**26. Severance.** If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

**IN WITNESS WHEREOF**, the City has caused this Agreement to be executed by its duly authorized undersigned agent, and Contractor has executed this Agreement on the date written below.

**CITY:**

**CONTRACTOR:**

**CITY OF ST. HELENS**

**Lower Columbia Engineering, LLC**

Council Meeting Date: April 3, 2024

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**



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

City Attorney

**ATTACHMENT A**  
**Scope of Work**



ATTACHMENT A - Scope of Work

Lower Columbia Engin Item #3.  
58640 McNulty Way  
St. Helens, OR 97051  
503.366.0399

January 9, 2024  
Project No. 3568

Jenny Dimsho  
265 Strand Street  
St, Helens, OR 97051

**Re: Proposal for Assisting with Erosion and Sediment Control Inspections**

Jenny:

As requested, we have developed the following proposal to provide professional services to assist with erosion and sediment control (ESC) inspections for the St. Helens Riverwalk Project. This proposal is based on the information we have been provided, phone conversations, and our experience with similar projects.

The following tasks are anticipated and are included in our Scope of Work:

1. On-site ESC inspections per the frequency table provided in 1200-C plans dated 02/02/2024.
2. Prepare and provide erosion and sediment control reports after each inspection.
3. Assist and coordinate with OTAK as necessary if ESC measures change during construction.

The following tasks are not included in our Scope of Work:

1. Overall project coordination or management.
2. Revision of 1200-C plans or permits.
3. Licensed surveying or establishment of legal easements, etc.
4. Planning, permitting, or any associated fees.

Assumptions:

1. During the summer months approximately 1 inspection will occur every week.
  - a. June through September
2. During the winter months approximately 3 inspections will occur every week.
  - b. October through May
3. Each inspection will take approximately 2 hours.
  - c. This time includes both the on-site inspection and report preparation and circulation.
4. Construction will start May 2024 and will terminate by May 2025.

Our fee for providing these services will not exceed \$45,000 based upon experience with past projects of a similar nature. During construction, we will notify you if we believe your project will require additional funds due to longer than anticipated construction durations. We would bill for our services on a time and materials basis per our current rates. Our 2024 Service Rates are attached for your reference. We look forward to working with you on this project!

Sincerely,

Andrew D. Niemi, P.E.  
Principal Engineer



## 2024 Service Rates

### Service Rates:

|     |   |                   |
|-----|---|-------------------|
| 1.  | Engineer II                               | \$215.00          |
| 2.  | Engineer I                                | \$195.00          |
| 3.  | Architect                                 | \$190.00          |
| 4.  | Project Manager                           | \$185.00          |
| 5.  | Staff Biologist                           | \$170.00          |
| 6.  | Engineering Technician                    | \$160.00          |
| 7.  | Land Use Planner                          | \$150.00          |
| 8.  | Designer II                               | \$140.00          |
| 9.  | Designer I                                | \$120.00          |
| 10. | GIS Technician                            | \$110.00          |
| 11. | Permit Technician                         | \$100.00          |
| 12. | Drafter                                   | \$95.00           |
| 13. | Project Administrator                     | \$90.00           |
| 14. | Field Crew Member (planting, labor, etc.) | \$65.00           |
| 15. | Outside Services or Expenses (fees, etc.) | Actual Cost + 10% |

### Reimbursable Project Expenses:

|    |                                |             |
|----|--------------------------------|-------------|
| 1. | 36" x 48" prints               | \$4.00      |
| 2. | 30" x 42" prints               | \$3.50      |
| 3. | 24" x 36" prints               | \$3.00      |
| 4. | 18" x 24" prints               | \$2.00      |
| 5. | 11" x 17" prints               | \$.50       |
| 6. | 8 ½" x 11" or 14" prints       | \$.10       |
| 7. | Mileage (per mile)             | \$.70       |
| 8. | Other (postage, airfare, etc.) | Actual Cost |

## ATTACHMENT B INSURANCE REQUIREMENTS

Contractor and its subcontractors shall maintain insurance acceptable to the City in full force and effect throughout the term of this Contract. It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance provided by Contractor. The policy or policies of insurance maintained by Contractor and its subcontractors shall provide at least the following limits and coverage:

| TYPE OF INSURANCE                                   | LIMITS OF LIABILITY   |   | REQUIRED FOR THIS CONTRACT |
|---|---|---|----------------------------|
| <b>General Liability</b>                            | Each occurrence   | \$1,000,000   | YES                        |
|   | General Aggregate   | \$2,000,000   |                            |
|   | Products/Comp Ops Aggregate   | \$2,000,000   |                            |
|   | Personal and Advertising Injury   | \$1,000,000<br>w/umbrella or<br>\$1,500,000<br>w/o umbrella |                            |
| Please indicate if Claims Made or <b>Occurrence</b> |   |   |                            |
| <b>Automobile Liability</b>                         | Combined Single – covering any vehicle used on City business  | \$2,000,000   | YES                        |
| <b>Workers' Compensation</b>                        | Per Oregon State Statutes<br>If workers compensation is not applicable please initial here _____. State the reason it is not applicable:<br>_____ |   | YES                        |
| <b>Professional Liability</b>                       | Per occurrence  | \$500,000<br>or per contract                                | YES                        |
|   | Annual Aggregate  | \$500,000<br>or per contract                                |                            |

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured, but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

Professional liability insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured.

Certificates of Insurance shall be forwarded to:

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

Contractor agrees to deposit with the City, at the time the executed Contract is returned, Certificates of Insurance and Binders of Insurance if the policy is new or has expired, sufficient to satisfy the City that the insurance provisions of this Agreement have been complied with and to keep such insurance in effect and the certificates and/or binders thereof on deposit with the City during the entire term of this Agreement. Such certificates and/or binders must be delivered prior to commencement of the Services.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect connected with this Agreement.



CERTIFICATE OF LIABILITY INSURANCE

DATE (Item #3) 3/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Hagan Hamilton Insurance, PO BOX 506, Saint Helens, OR 97051. CONTACT NAME: insurance@haganhamilton.com. PHONE: (503) 397-0123. FAX: (A/C, No). E-MAIL ADDRESS: insurance@haganhamilton.com. INSURER(S) AFFORDING COVERAGE: Hartford Casualty Insurance Company, The Hartford Insurance, Twin City Fire Insurance Company. NAIC #: 29459.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) City of St Helens its officers, agents and employees are included as an additional insured in regards to the general liability per the attached form SS0008 04/05 and in regards to the auto liability per the attached form HA9916 12/21

CERTIFICATE HOLDER: City of St Helens, City Administrator, 265 Strand St, Saint Helens, OR 97051. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]



# CERTIFICATE OF LIABILITY INSURANCE

DATE: 5/ Item #3.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |   |  |                                    |
|---|--|---|--|------------------------------------|
| <b>PRODUCER</b><br>AssuredPartners Design Professionals Insurance Services, LLC<br>19689 7th Avenue NE STE 183, PMB#369<br>Poulsbo WA 98370 |  | <b>CONTACT NAME:</b> Sarah Fish<br><b>PHONE (A/C, No, Ext):</b> 360-626-2961<br><b>E-MAIL ADDRESS:</b> sarah.fish@assuredpartners.com |  | <b>FAX (A/C, No):</b> 360-626-2961 |
|   |  | <b>INSURER(S) AFFORDING COVERAGE</b>  |  | <b>NAIC #</b>                      |
|   |  | <b>INSURER A :</b> Aspen American Insurance Company   |  | 43460                              |
| <b>INSURED</b><br>Lower Columbia Engineering, LLC<br>58640 McNulty Way<br>Saint Helens OR 97051   |  | <b>INSURER B :</b>  |  |                                    |
|   |  | <b>INSURER C :</b>  |  |                                    |
|   |  | <b>INSURER D :</b>  |  |                                    |
|   |  | <b>INSURER E :</b>  |  |                                    |
|   |  | <b>INSURER F :</b>  |  |                                    |

**COVERAGES**

CERTIFICATE NUMBER: 49591772

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER:      |           |          |               |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY               |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                    |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below |           |          |               |                         |                         | PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |
| A        | Professional Liab;Claims Made   |           |          | AAAE300407-02 | 5/8/2023                | 5/8/2024                | Per Claim Aggregate \$2,000,000<br>\$2,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Additional Insured Status is not available on Professional Liability Policy.

**CERTIFICATE HOLDER****CANCELLATION**

|   |  |
|---|--|
| City of St Helens<br>265 Strand Street<br>St Helens OR 97051<br>usa | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br><i>Jessica Sharpe</i> |
|---|--|



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

**CITY COUNCIL MINUTES**

Presented for approval on this 3<sup>rd</sup> day of April, 2024 are the following Council minutes:

---

2024

---

- Work Session, Executive Session, and Regular Session Minutes dated January 24, 2024

**After Approval of Council Minutes:**

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



# COUNCIL WORK SESSION

Wednesday, January 24, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

Council President Jessica Chilton  
Councilor Mark Gundersen  
Councilor Russell Hubbard  
Councilor Brandon Sundeen

### MEMBERS ABSENT

Mayor Rick Scholl

### STAFF PRESENT

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Gloria Butsch, Finance Director  
Suzanne Bishop, Library Director  
Heidi Davis, Building Permit Technician  
Crystal King, Communications Officer  
Jenny Dimsho, Associate Planner  
Christina Sullivan, Community Development Admin Assist.  
Amy Lindgren, Contracted Municipal Court Judge  
Bill Monahan, Contracted City Attorney  
Michele Karmartsang, Library Assistant  
Dan Dieter, Library Assistant  
Nicole Woodruff, Library Technician I  
Aryn Keeney, Librarian I – Youth  
Cameron Burkhart, Library Assistant  
Brenda Herren-Kenaga, Librarian I – Reference

April Messenger, Municipal Court Clerk  
Melanie Payne, Municipal Court Clerk  
Dawn Richardson, Admin. Billing Specialist  
Sheri Ingram, Public Works Office Assistant  
Tim Underwood, Construction Inspector  
Alex Bird, Engineer II  
Scott Harrington, Utility Worker II  
Scott Williams, Collections System Operator  
Curt LeMont, Utility Worker II  
Nicholas Ratliff, Utility Worker I  
Joel Beehler, Utility Worker II  
Ryan Powers, Water Systems Operator  
Jesse Templin, Utility Worker II  
Tyler Hills, Water/Wastewater Trtmnt. Op II  
Sam Ortiz, Pretreatment Coordinator  
Julian Zirkle, Parks Utility I  
Cameron Page, Parks Specialist

### OTHERS

Lynne Pettit  
Don Patterson  
Jane Garcia  
Jennifer Shoemaker  
Carol Gortler  
Christ Stout  
Ron Trommlitz  
Emma Marks  
Josh Marks  
Brady Preheim  
Colleen Ohler  
Jen Massey  
Stacey Watkins

Molly Matchak  
Steve Rosenlund  
Jay Tappan  
Julie Pelletier  
Ivan Salas  
Erin O’Connell  
Aden Dixon  
Carmel L.  
Tina B.  
Tammy Maygra  
Stephanie Patterson  
Adam St. Pierre  
Eddie Dunton

Margaret Trenchard-Smith  
Judy Thompson  
Collen DeShazer  
Joe Baessler  
Nancy Sullivan  
Taylor Thompson  
Melinda Gartman  
Jenni Gilbert  
Matt McHugh  
Steve Toschi  
Shauna Stroup  
Tommy Sullivan  
Tina Curry

|                    |                |               |
|--------------------|----------------|---------------|
| Michelle M.        | Haley Starkey  | Jane Garcia   |
| Jennifer Shoemaker | Scott Jacobson | Betty Bundy   |
| Arthur Leskowich   | Mitz           | Amy           |
| CDC                | Conor Delaney  | Richard Mason |
| Jamie Smith        | Nnnnn          | Claire Catt   |

**CALL WORK SESSION TO ORDER – 2:00 pm**

**PRESENTATION FROM AFSCME UNION MEMBER(S)**

Heidi Davis, AFSCME Local 1789 President; Crystal King, AFSCME Local Vice President; and Jenny Dimsho, AFSCME Local 1789 Secretary/Treasurer, spoke on behalf of their members who were City union workers from various departments providing essential services to the community.

They addressed statements made at the January 3 City Council Work Session related to AFSCME Local 1789 members including the assertion that Public Works' services and programs were sufficiently funded because they did not come before the Council to seek additional funding, explaining how the statement was not true. Their members used aging and faulty equipment, infrastructure projects were deferred, and many department positions were unfilled. They were not asking for staffing or funding; members were helping cover the workloads.

They expressed disappointment in the St. Helens Police Association's disparaging comments made at the January 10 Special Session which some Councilors agreed with as well as comments that some departments are more important than others which was a sentiment affirmed by the Council. AFSCME Local 1789 did not feel supported by statements made by the City Council and were greatly impacted by existing and future budget shortfalls.

They encouraged the Council to discuss unmet needs with department and division heads and learn first-hand about the work they do in service to the community, speaking about how it was the Council's responsibility to gain a broad understanding of the City's needs as a whole before making budgetary decisions.

Christina Sullivan addressed how each department adds value to the City of St. Helens.

Cameron Burkhart read a letter on behalf of Gretchen Kolderup, former Youth Librarian, which shared some of the services the Library provided to the community.

Joe Baessler, Executive Director of Oregon AFSCME which represented the workers present and about another 37,000 employees in the state who were the backbone of their organizations, said he supported the AFSCME members' statement tonight.

Ms. King replied to Councilor Sundeen that immediate steps that could be taken to make sure the employees were heard and appreciated would be to show up in person where they work and talk to them.

Councilor Gundersen said he would make reaching out to them a priority, apologizing for his comments and thanking them for bringing the matter to the Council's attention.

Councilor Hubbard stated he had worked with many of them and had talked with them in the trenches.

Council President Chilton appreciated the presentation and their heartfelt message.

Councilor Sundeen spoke about how every City department was important, and everyone needed to work together as a team, apologizing that they did not feel valued. He would work harder to make sure they knew so and thanked them for all they do.

Councilor Gundersen expressed appreciation for the condition of the parks. The union members were being heard, and he would do a better job.

City Administrator Walsh appreciated all the City's employees and their coming to this meeting.

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

- ◆ Steven Toschi. The message he heard from the AFSCME speakers was that critical government services were underfunded and understaffed. Such a process should have been done all along to allow bright citizens trying to help the government assist with the City's budget. Budget Committee members were asking for information. It was a public process, and everyone needed to work together.
- ◆ Nancy Sullivan. The ethical way to budget for funding a capital improvement and services when funds were needed was voter approval per property tax bond. To implement directly through Council decision a fee that could potentially outprice a human needed resource such as water showed lack of knowledge to whom the Council served, the voting citizens.
- ◆ Margaret Trenchard-Smith. She represented the Kiwanis Club of St. Helens and was responding to the St. Helens Police Association letter. The Kiwanis Club expressed its support for Mayor Scholl and City Administrator Walsh, and they were in support of Tina Curry as well. Spirit of Halloweentown was an indispensable source of revenue, and for many, the chief source. She talked about what the Kiwanis Club provides to the community and encouraged a more amicable way to solve the City's problems.
- ◆ Judy Thompson. She felt the City's stress and appreciated hearing from the union. She spoke about how with matters such as the added fee on the water bill and the failed new policy facility, it was in nobody's interest to form a committee to evaluate Tourism now for 2024. She asked the City to give adequate time to form a committee that would review and explore city tourism that would result in respectful options. Everyone needed to work together.
- ◆ Matt McHugh. He is a City sponsor through Cascadia Home Loans and Big Food Cart & Brew. Ms. Curry makes the sponsorship easy. He quadrupled his investment every year for being a City sponsor. He would dislike seeing Ms. Curry not get renewed. She did a great job and was an asset the City should not lose.
- ◆ Ron Trommlitz. Silence was complicit if one knew the truth and did not use one's voice to speak out against client privilege as an injustice to the public. Mr. Walsh's invoking of client privilege in not releasing the Walker Report may not be criminal, but it was an annoyance. The report contained the City's involvement with the 2-million-gallon reservoir failure. He spoke about the attempts and testing involved in the reservoir's rehabilitation.
- ◆ Colleen Ohler. She is a citizen and the Queen of Halloweentown. She expressed how she was upset that Councilor Hubbard asked the definition of tourism and no other member of the Council explained that 45,000 people come from all over the world to St. Helens to spend money. The only budget currently working was Tourism which funneled money into the City. The City and its events would never recover if the events were not held this year.
- ◆ Stephanie Patterson. Read an email from one of her vendors regarding tourism events in St. Helens. She spoke about asking Councilors Hubbard and Sundeen for a meeting to address misinformation about Spirit of Halloweentown. The community was losing 13 Nights with every day that passed. Work on Spirit of Halloweentown started in October for the following year. She described what work she should be currently doing to prepare with the vendors. She and others

had been laid off. She explained how social media complaints had become more vicious. The Council's job was to sort through legitimate concerns versus people with an agenda. She asked the Council to extend Tina Curry's contract. The vendors needed the time.

- ◆ Julie Pelletier. Talked about her personal experience at Spirit of Halloweentown and being recognized by a child as a witch in the parade. There was joy, light, and magic with the kids.
- ◆ Steve Rosenlund. Loved the activities, and 13 Nights was his favorite. It was for the regular people. He wanted to help save it. He thanked the Council for what they do.
- ◆ Shauna Stroup. Found the lack of communication with the community unfortunate. Water bill increases should be voted on. For seniors living on fixed incomes, \$15 extra a month was a lot; water bills were already high. She was disheartened by the lack of compromise. Firing Tina Curry would not magically make money appear to pay for police staffing. She agreed that the police needed more support and a new building. She had concerns about the lagoon. The City was having one crisis after another.
- ◆ Brady Preheim. Glad to see he was not the only one irritated with the police. The City needed to sign the tourism contract now. If the Council wanted to change the contract, they could negotiate another one for 2025. Questioning the contract started because the police wanted the Tourism money. He agreed funding was needed for officers but not a new station. The police asked for Mayor Scholl's resignation, and no Councilor defended him which disappointed Mr. Preheim. The police wanted to add a \$25 fee which the Council thought was inconsequential and what they would spend at McDonald's. The people who were worried about the \$25 fee do not go to McDonald's; they go to the food bank. It was illegal to put a fee like that on the water bill, but he supported the \$10 fee for police staffing. The City should get a levy for the station.
- ◆ Tammy Maygra. Disgusted that Councilor Hubbard would want to take away a productive tourism director. Before Tina Curry came to St. Helens, there was no such thing as tourism in the city. People should stay home if they do not like Spirit of Halloweentown. The police needed more patrol officers and maybe a remodeled building, but they should not try to steal Tourism money. It was shameful that no Councilors stood up when the police asked for Mayor Scholl's resignation. She spoke about what Tourism provides, asking the Council to sign the contract and questioning why Ms. Curry must be audited every year which is ignorant and uncalled-for. The Council wanted to take away the little joy people in this town get from attending an event.
- ◆ Jen Massey. Spoke before about the Halloween Parade needing a permit process implemented. She sent the Council 502 documents today looking at how to improve what went wrong with the parade. She was a huge fan of Tourism. The comments made on the 18th by the parade organizers were wrong. St. Helens Police was never included in the permit which was signed by Mr. Walsh. The permit was issued, and OSP and CCSO were never contacted. The organizer was put in the middle. The events need to be done safely. She asked the Council to work on the permit process.
- ◆ Adam St. Pierre. Thanked the Council for doing what they do. Councilors must use facts and logic to make their decisions and had information not available to everyone.
- ◆ Tommy Sullivan. Worked in management and understood the Council was managing the City. He had lived in St. Helens for over 30 years and had seen a lot of change. The City was following in

the steps of the federal government. He did not want to see the town turn into a shambles. It seemed like the City was making wrong decision after wrong decision. Tourism should continue.

- ◆ Stacy Watkins, owner of Soup & Co. Vendors had contacted her to express that if Spirit of Halloweentown ends, their businesses would end. The parade was not organized by Tourism. Now was not the time to end Ms. Curry's contract. She asked the Council not to stop the event from happening which would affect many lives. She asked the Council to give Ms. Curry another year.
- ◆ Eddie Dunton. Served on the Budget Committee in the past. If something was not making money such as 13 Nights, maybe the event should be re-evaluated for future years. If the Fourth of July was costing money that could go to the Library or Water Department, the latter were more important until the City could afford the event. She spoke about rumors including the City having to pay when asking the contractor to stop work during Spirit of Halloweentown, asking where citizens can find out if rumors were true.
- ◆ Tina Curry. Ms. Curry stated that almost every rumor Ms. Dunton mentioned was not true which was concerning considering Ms. Dunton was on the Budget Committee last year. She spoke about her company E2C being brought on board in 2016, their work, and the outcomes including Spirit of Halloweentown becoming an international destination. She talked about her company being falsely accused of financial wrongdoing which resulted in an audit where they fully cooperated. Halloweentown tourism ran in the black and paid for everything; not one penny came from taxpayers. She would answer any questions anytime. She spoke of another audit of her company where all the money was accounted for. She had submitted a proposal to the City in November requesting a renewal of her contract. She and E2C were ready to go to work.

## DISCUSSION TOPICS

### 1. **Fiscal Year 2022/2023 Audit Report from City Auditor - *Conor Delaney from Pauly, Rogers, & Co., PC***

Conor Delaney presented his audit report for Fiscal Year 2022/2023, a copy of which was included in the archive packet for this meeting, highlighting the purpose of the audit, an overview of the process, and the specific results for 2022/2023. He noted they did not find any issues with the City's internal controls and found no major issues or incorrectly stated balances. He thanked Finance Director Butsch and staff for their work and the Council for responding to the questionnaire. The final report would be issued next week.

Mr. Delaney clarified that if Councilors bring up any areas with a real potential for a material problem, they would take a look at that and potentially follow-up with the Councilor to ensure full understanding of the issue. If anything were flagged as a major problem, they would look into it further.

### 2. **Municipal Court Semi-Annual Report - *Municipal Judge Amy Lindgren and City Prosecutor Sam Erskine***

Judge Amy Lindgren reviewed her report, a copy of which was included in the archive packet for this meeting, noting things were going well. Governor Kotek issued an order which would write off \$137,448 in line items for this year, a loss for the City. Numbers were consistent from last year to this year, but traffic violations were lower. She recommended holding off on the red light cameras until the time is right. Court Clerks worked hard and were professional. St. Helens was her favorite city to work for.

Councilor Hubbard was interested in redlight cameras. Judge Lindgren replied it would be something for the Police Department to look into, but she believed the initial investment was probably rather large.

### 3. Police Service Fee Discussion

Finance Director Butsch reviewed a spreadsheet showing phasing in of an additional \$15 fee and what it would cover when hiring three entry-level officers and retiring two officers. The \$15 monthly fee would provide for three fully loaded police officers through Fiscal Year 2032, based on her calculations. Alternately, there was enough in the \$10 current fee to pay for one year, Fiscal Year 2024, to hire one officer.

Ms. Butsch said more officers could be funded with interest earnings from the Bond; there were some available funds to help. The City could fund two officers now through 2025 but would need to work on immediately filling the gap. No such measures would help the revenue loss from Cascades leaving.

She clarified staff was working on affording the retirement costs by using built-up interest revenue and a portion of the current \$10 fee, which could cover the retirements unless all four retire. That would take the City back to square one. The City could do a couple officers and a couple retirements and have them funded.

Councilor Hubbard spoke about his frustration that the police could not move forward to maintain staffing without funds; the City must look at that.

Councilor Sundeen said he would like the Budget Committee to look at the matter, acknowledging that for some people a \$25 fee would be a hardship.

Mr. Walsh clarified a program could be implemented to help those who would experience a hardship with the \$25 fee. Ms. Butsch added that the Council could implement a policy for a low-income application. A tax levy would probably be the better way to go; it would be more transparent and show whether the community accepted it.

Council President Chilton said it was an option to add the fee for emergent needs and do a levy at the same time to continue the service. She was hopeful to drop the fee once the City budget would improve.

Mr. Walsh said the Rec fee was \$2 and sunsetted at a certain date. It worked well for the program to become self-sustaining. The City had not had the luxury to do succession planning.

Ms. Butsch acknowledged that when an officer retires it was a higher pay scale and then a new officer would be hired at a lower pay level. The cost of a retiring officer would be paying off leave accruals, etc.

Councilor Gundersen wanted to get the police what they needed to be successful.

Councilor Sundeen was not opposed to a public safety fee, but a lot of places around the state do one around \$2 to \$4, not usually as high as St. Helens'. Ms. Butsch pointed out that those cities typically have a higher tax rate to compensate; St. Helens had a really low tax rate. She recommended trying to get a tax levy.

The Council and staff discussed the tax levy. Council President Chilton believed the matter needed to be addressed and decided at tonight's Regular Session.

### 4. Report from City Administrator John Walsh

Mr. Walsh presented his report. Highlights were as follows:

- The community had experienced a lot of disharmony. He was proud of the City employees.
- Staff was looking at alternative locations for the new police station and meeting with the design team. The project was on standby with all works paused, not spending any money. They were looking at how to recycle the existing plans and salvage the amount of investment in the facility as designed and pick it up somewhere else suitable which would save costs.
- Staff was working with legal counsel and the labor union on the call back language in the union contracts for the police.

- Industry was so valuable to the community. When they leave, it takes millions out of the budget. The burden shifted to the ratepayers and constituents. It was paramount to get industry. Project Sprint was looking good; they needed better access to electric power.
- Equipment from Cascades would bring some revenue to the City.
- He and Councilors Hubbard and Sundeen met with attorney Peter Hicks who would have a draft of a new Tourism contract on Friday. The Council discussed whether to temporarily extend the current contract and a new contract going into effect to address concerns that come up over and over again, noting Ms. Curry had done a wonderful job. Council President Chilton said the contract renewal comes up at the worse time. The Council seemed to agree about the idea of extending the current contract until the new contract was proofed. Mr. Walsh noted it would be an action item at the regular session. The Council needed to see the contract sooner to review it in the future. The new contract would be adopted in no later than six months.

**ADJOURN – 4:37 pm**

**EXECUTIVE SESSION**

- Hear Complaints or Charges brought Against a Public Official, under ORS 192.660(2)(b)
- 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:

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

\_\_\_\_\_  
Jessica Chilton, Council President



# City of St. Helens

## CITY COUNCIL

**Executive Session Summary**

**January 24, 2024**

**Members Present:** Jessica Chilton, Council President  
Mark Gundersen, Councilor  
Brandon Sundeen, Councilor  
Russell Hubbard, Councilor

**Members Absent:** Rick Scholl, Mayor

**Staff Present:** John Walsh, City Administrator (joined at 5:16 p.m.)  
Kathy Payne, City Recorder  
William Monahan, City Attorney with Jordan Ramis PC (via Zoom)  
Peter Hicks, City Attorney with Jordan Ramis PC (via Zoom) (left at 5:16 p.m.)

**Others:** None



At 4:52 p.m., Council President Chilton 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.

- 4:53 p.m. **Hear Complaints or Charges brought Against a Public Official**, under **ORS 192.660(2)(b)**
  - Discussion regarding an anonymous complaint received regarding the Mayor and City Administrator.
- 5:16 p.m. **Real Property Transactions**, under **ORS 192.660(2)(e)**
  - Possible purchase/lease of property for new public safety facility.
  - Discussion regarding City-owned properties that were recently appraised and potential to sell them.
- **Consult with Legal Counsel/Litigation**, under **ORS 192.660(2)(h)**
  - Nothing discussed under this item.

The Executive Session was adjourned at 5:40 p.m.



ATTEST:

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

\_\_\_\_\_  
Jessica Chilton, Council President

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



# COUNCIL REGULAR SESSION

Wednesday, January 24, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

Council President Jessica Chilton  
Councilor Mark Gundersen  
Councilor Russell Hubbard  
Councilor Brandon Sundeen

### MEMBERS ABSENT

Mayor Rick Scholl

### STAFF PRESENT

|                                   |  |
|-----------------------------------|--|
| John Walsh, City Administrator    | Suzanne Bishop, Library Director         |
| Kathy Payne, City Recorder        | Dylan Gaston, Police Officer             |
| Lisa Scholl, Deputy City Recorder | Bryan Cutright, Police Officer           |
| Gloria Butsch, Finance Director   | Tina Curry, Contracted Event Coordinator |

### OTHERS

|                     |                   |                   |           |
|---------------------|-------------------|-------------------|-----------|
| Christina Sullivan  | Brady Preheim     | Tammy Maygra      | CDC       |
| Colleen Ohler       | Howard Blumenthal | Jenni Gilbert     | KT        |
| Jennifer Massey     | Jason Morris      | Gretchen          | CA        |
| Angela Wayman       | Brianna Gaston    | Jennifer Pugsley  | TC        |
| Jane Garcia         | Janet LeSollen    | Steve LeSollen    | Megat     |
| Lew Mason           | Shauna Stroup     | Steve Toschi      | Bilton    |
| Betty Bundy         | Logan Johnston    | Mary Wheeler      | Melanie   |
| Brooke Sanders      | Jaimie Smith      | Diana Wiener      | Michelle  |
| Stephanie Patterson | William Eagle     | Kelly Whitney     | Annette   |
| Julie Pelletier     | Toni Doggett      | Chin Chin         | Holly     |
| Joel Warner         | Ava Eib           | Ethan Flock       | Alex      |
| Chloe Mosterdyke    | Nancy Whitney     | Nathan Wallace    | Bobbie    |
| Brandon Hogan       | Molly Matchak     | Nicholas Hellmich | Andrea    |
| Teresa Fox          | Christina Larson  | Jorga Hogan       | R. Garcia |
| Christina Wallace   | Adam St. Pierre   |                   |           |

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

### PLEDGE OF ALLEGIANCE

Council President Chilton announced that they will be discussing the tourism contract extension later in the meeting.

### ST. HELENS POLICE ASSOCIATION PRESENTATION TO COUNCIL

St. Helens Police Association (SHPA) President Dylan Gaston and Vice President Bryan Cutright distributed handouts to the Council. A copy is included in the archive packet for this meeting. They are here to speak about staffing and the importance of public safety. St. Helens is becoming a town with events but lacks public safety, and they want to help change that. SHPA released a 'Vote of No Confidence' for Mayor

Scholl and City Administrator Walsh, based on false promises to increase police staffing and build a new public safety facility. Instead, they want to reallocate the money for the Waterfront project. The 'Vote of No Confidence' also includes concerns about City finances and lack of transparency for Spirit of Halloweentown finances. This is not an attack on any persons related to Spirit of Halloweentown. They are seeking full transparency and financial details related to the event management contract with E2C. What has the City done with the proceeds from events? Tourism should benefit the City. Why has a forensic audit not been done? The 'Vote of No Confidence' letter also cites unprofessional meetings held by Mayor Scholl and City Administrator Walsh following the City Council Special Session where several SHPA members spoke. The Police Department was not invited to those meetings. However, attendees informed SHPA members that both Mayor Scholl and City Administrator made derogatory and retaliatory statements. Those meetings were unprofessional and unbecoming of City leaders. Officer Cutright addressed Walsh's response to the 'Vote of No Confidence,' stating no new positions were added, a detective was moved back to the road to maintain 24-hour coverage, the new supervisor position did nothing to benefit citizens, the salary adjustment was made to retain officers, new vehicles were purchased as a necessity, the new facility at the Recreation Center was built to replace the trailer in poor condition, the K-9 kennel was built in the garage as a necessity, body-worn cameras were purchased as required by State law, and the new report-writing software was a necessity. Cutright went on to point out that every department's budget has increased, not just the Police Department. They have been requesting additional officers since 2021 to prepare for upcoming retirements but have received no added positions. Their requests to discuss callout pay have been ignored. Cutright distributed and read statements made by former Finance Director Matt Brown for the record, a copy of which is included in the archive packet for this meeting. Cutright believes Walsh is lying to them about the spending of tourism funds. He repeated the need for an audit and to remove Walsh from his position. The archive packet also includes a spreadsheet he put together from researching budgets of similar size cities and the percentage of the budget they contribute to public safety. St. Helens receives 11% of the budget, while Coos Bay receives 14%, Troutdale receives 19%, La Grande receives 18%, and Sandy receives 13%.

Cutright read an email that was sent to St. Helens PD Info and shared with him. The unnamed person who sent it mentioned their surprise by the City's disregard for public safety. Transparency is important but no one speaking at a previous meeting was identified. The person is a business owner and expressed disappointment of the lack of concern to follow-up with business and police needs. The Riverfront Development has turned into something different than what was proposed, including the increased cost. A fully functional police department is vital. Where have the Spirit of Halloweentown funds gone? He supports the demand for Walsh's resignation. City government is a direct reflection of the Council. He supports the Police Department and feels sorry for the position they are in.

Cutright agreed that tourism does have a place here. However, the revenue and budget is not being done correctly. Going for a levy will not bring help right now. Three people will be gone on November 1. They do not have enough bodies to operate 24/7.

Councilor Sundeen hears them and senses the frustration.

Gaston understands they're asking for a lot. None of the other options are realistic. Cutright repeated that they have been asking to prepare for the retirements for three years. They are already too late. He told people to stop volunteering for overtime and giving up their family time. Gaston added that it would be different if there was an end in sight.

Council President Chilton agreed. The overtime is not good for their mental health nor cost effective. They are trying to figure out how to find funding for the positions in transition. It starts with an analysis of staffing. She hears them and knows they can't keep kicking it down the road.

Councilor Hubbard didn't realize they don't have funding for the transition of new officers prior to those retiring. He agrees they need a solution.

Cutright added that the easiest funding solution is a Public Safety Fee. Something must change in the budget or nothing gets fixed. The purpose of a municipality is to provide public safety and they are failing.

Walsh said they did discuss what can be done now during the work session. Council President Chilton wants to see a change in the way they budget for police.

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

- ◆ Nancy Whitney. She has lived here 81 years. She supports the police and a levy. They need help. Her and her husband already pay \$2,400/year on their utility bill. A public safety levy should be voted on by the people instead of raising utility rates.
- ◆ Toni Doggett. She works at St. Helens Marina and owns Split Ink Gallery. She showed a bar graph of the increased income received during Spirit of Halloweentown. She talked about her experiences working with Spirit of Halloweentown and meeting people from all over the world. The construction makes it very hard to conduct business but Tina Curry made it work for businesses to make money. They can't survive without tourism and she doesn't want to be another ghost town.
- ◆ Nathan Wallace. He is the Cub Master for Pack 106. 13 Nights on the River is a great community event and a main source of funding for their Scouts. Council was very aware of Tina's contract expiring and should not have let this happen. Scouts rely on this fundraiser to learn essential skills, have a sense of belonging, and pay for camps and supplies. If it's cancelled, they are going to have to scramble for fundraising opportunities. They also participate in the 4th of July celebration. They are pleading with the City to fix this immediately.
- ◆ William Eagle. They need police officers and a place for them to meet. He suggests remodeling the facility they have. He would prefer the opportunity to vote on a levy rather than adding a \$25 fee to utility bills. Someone is going to say it's not legal and it will cost more to defend. He talked about the funds generated from Spirit of Halloweentown and the community service organizations it benefits. He hopes they will continue with events.
- ◆ Jane Garcia. She is the owner of Keller Williams Real Estate Office across the street. She was excited for the future when they purchased their building. They donate thousands of dollars as an event sponsor, decorate for events, welcome people to take photos, and talk to visitors. She was recently thanked for sponsoring 13 Nights on the River by someone who attends every week, and now they're at risk of losing the event. What would St. Helens look like without Tina? It will look like failed businesses and empty store storefronts, such as Fat Boy's Pizza that everyone complains about. More than half of the room would be affected financially if tourism events ended.
- ◆ Brandon Hogan. He owns a small business, Brogan Made, and is known as the mushroom guy. He sells mushrooms on a website, at 13 Nights on the River, and at Spirit of Halloweentown. If those events are gone, he probably won't be able to continue his business.
- ◆ Molly Matchak. She is here as a citizen and custodian for the St. Helens Police Department. She encouraged the Council to do a police levy to support them. Spirit of Halloweentown needs to stay to support local businesses.

- ◆ Nicholas Hellmich. It doesn't make sense to end tourism. Tourism benefits the citizens. They have lost the mill and every other form of income the City used to have. He respects the Council and knows it's hard to listen to people complain all the time.
- ◆ Teresa Fox. After moving here four years ago, Tina heard she was in the movie Halloweentown and gave her a job at the Dark Market. She loved that place. She feels lost and disrespected since finding out earlier this month she no longer has a job. She's legally disabled. Tina was the only person who gave her a chance. She has never seen any signs of Tina being a liar or thief.
- ◆ Janet LeSollen. Tina has built Spirit of Halloweentown and 13 Nights on the River over the last 10 years. She is a vendor at 13 Nights and has driven the shuttle for Spirit of Halloweentown, where she met people from all over. Tina is professional and does so much work. Janet's ex-husband does the garbage and bathrooms during the events. She pled for the Council not to get rid of Spirit of Halloweentown.
- ◆ Kelly Whitney. She was notified of the potential of utility bills increasing \$25 and is here to voice her opposition. A lot of people can't afford that. She will refuse to pay that if it's added and doesn't think they can turn her water off for that. She is also upset about losing 13 Nights on the River and Spirit of Halloweentown. They need police down here during events.
- ◆ Tammy Maygra. Testimony should not be read into the record from an unnamed person. She is saddened by some of the comments from the SHPA tonight. The City should allow taxpayers to vote for a levy, not increase the utility fee, and not steal tourism funds. E2C has passed all audits and a longer contract needs to be made with them. Main Street tried to get rid of E2C. Councilor Hubbard received grant money from Main Street and his wife sits on the Board. That is a conflict. He should not be the one overseeing tourism. It's hard to get people to volunteer consistently. People from all over the world come to these events.
- ◆ Colleen Ohler. She read an email into the record from Casey Curio. Casey graduated from St. Helens High School in 2007 and worked at St. Helens Cafe the year before it closed. They watched many surrounding businesses close. Spirit of Halloweentown has brought back growth. Ending tourism events will affect many people.
- ◆ Steven Toschi. He does not think Councilor Sundeen and Councilor Hubbard fully appreciate the value of tourism, as the two councilors reviewing amendments. There are so many people affected. Tina has brought an extremely valuable program. She also successfully led programs with two other cities. He is going to hold a roundtable at the Library next week with businesses to see how they are affected by events. As far as police, they don't know where they are financially. They need to go through the Budget Committee process and find out how much is needed. Then they can take it to the public for a levy. The police have a contract that is unsustainable.
- ◆ Christina Sullivan. She addressed the funding that police receive, which is 47.3% of the General Fund. She used to run 13 Nights on the River with the St. Helens Community and understands the Special Use Permit process. The permitting process was brought up earlier about the parade. She knows it has changed recently, but in the past the Police Chief signed those permits. He has since requested to be removed from the permits. Once approved, those permits are emailed to a distribution list, which includes the Police Chief. For the police to say they were not notified about the parade means that someone is not reading their emails. She is saddened to hear the police

call Walsh a liar. Walsh works hard to provide for all staff and public. They are all human and make mistakes, but they need to move forward. Council is doing their best and she doesn't envy them.

- ◆ Howard Blumenthal. He supports the police. However, he does not like idea of tacking another fee on the utility bill. They need a levy for citizens to vote. Can Systems Development Charges (SDCs) be increased to help cover some of these costs? All the new development should help pay for police. The increases are going to drive people out.
- ◆ Brady Preheim. He thinks it's a bad idea to add a six-month extension to the tourism contract. The contract would end in the middle of 13 Nights on the River and then they wouldn't have a coordinator. There's a chance Tina won't even sign the contract. She is being recruited. They need to give her a one-year contract and then start working on a new contract. Speaking to the \$25 utility fee proposal, he thinks they should reject it and not give into pressure from the police after they came in and attacked all the other employees and tourism. He believes that a levy would pass. He also suggested the Council talk to Sheriff Pixley about his office providing services like Scappoose is investigating. They should not make any decisions about the utility fee increase without the mayor here and without it being on the agenda. Brady also suggested they not listen to what former Finance Director Brown said since he's no longer here.
- ◆ Jennifer Massey. She thanked the Council for being here and making hard decisions. She went on to tell Walsh that he is very bad at his job. He lacks substantial ethical boundaries and displays inappropriate behavior as a City Administrator. His relationship with a City contractor has crossed ethical boundaries. An email was sent from former Finance Director Brown about missing \$537,000 in tourism funds and promptly forwarded it to the Tourism Director as an FYI. She sent an email to Walsh and the City Council that was forwarded, which created an ethical dilemma. Her organization submits Public Records Requests and if others are getting them for free, she is going to expect the same courtesy for everything they want to see. The email was an effort to understand tourism and come up with possible solutions to reduce contention. Conversations were hypothetical and she never used her name, the city, where she was from, or the situation. Walsh is the root cause of the problems. It's time for him to resign or Council needs to fire him. She's a huge supporter of Mayor Scholl. He needs to stand up and be a strong mayor. They need a new City Administrator. They are in a financial crisis and she can't get any answers from him.
- ◆ Shauna Stroup. They have known for years the police are understaffed. However, they have taken on a huge Waterfront Development project. They continue to rezone industrial property for apartments that generate no revenue and bring more burden to the Police Department. The City is losing trust and faith from the community. When will they invest in public safety? How will they preserve tourism and the sense of pride in the community? Spirit of Halloweentown has become a sense of identity for so many in the community and it's a way to invest in the locals. Tourism increases the need for public safety. The city deserves an adequate police force but there should be a levy for the building. They can't continue to put the burden on utility bills.
- ◆ Christina Larson. She is a huge supporter of police and believes they deserve the absolute best. Tourism benefits her small business and so many others. Business is slow right now and they need the increased revenue they see during events. Tourism means her kids can take swim lessons, do extracurricular activities, her autistic son can get services, and she can run a business and bring her homeschooled son to work with her. Without tourism, businesses and hotels will close. The City is in a crisis and they need to figure it out quickly. A lot of people are here and

listening because they care. The Council is elected to work for your community and they need to do their job. No one has asked businesses what tourism means to them.

- ◆ Name unknown. Tourism is an activity with her kids, neighbors, and family. It would be devastating to lose it. She also supports the police and doesn't mind paying extra for it.
- ◆ Jorga Hogan. She attends St. Helens High School. Every year people talk about 13 Nights on the River coming up. It's important to keep it going. There has been more vandalism at the school and damage to personal bikes.
- ◆ Christina Wallace. She came with the Scouts but is also here as a mom and aspiring business owner. She lives near Kozy Korner and knows the importance of police. She and many of her friends participate in Spirit of Halloween. It doesn't matter if her house is vandalized or decorations are stolen, she is always excited to participate. She also participates in 13 Nights on the River with Scouts. They need tourism events to help the town thrive. She doesn't know why they waited until the last minute to work on the tourism contract. It should be easier with them working as a team. As a mom, she hopes for the best.
- ◆ Adam St. Pierre. He thanked the Council for being here. Addressing Walsh, he is 99% sure he shared the email from Jenn Massey because he just saw it on Steve Toschi's phone with his name on it. They will be submitting a Public Records Request to see who asked for that information. St. Helens is an agency that officers want to be at and don't leave unless they have to. A five-year \$15 utility bill fee would allow them to hire five officers right now. They need to show that officers are supported. He likes tourism but avoids Spirit of Halloweentown. It's a liability. He has heard tonight that E2C has employees and they should be documented in payroll taxes. They get a lot of their information from Public Records Requests. There are a lot of unsubstantiated accusations against the Police Chief. Council needs to look at the records they send them. Why are they going to postpone the tourism contract for six months? They need to figure it out now.

There were several comments from the audience from people working during Spirit of Halloweentown that they are contractors and not employed by E2C.

- ◆ Jenni Gilbert. Council was sent an email earlier today about the 2023 Halloween parade. She is here to address the defamation of Chief Greenway, officers working the parade, and the St. Helens Police Department. She is discouraged by what happened at the parade and the events that followed. She read the emails and re-watched the meetings. Greenway and officers were lied about, and Council allowed it to happen. Greenway's job is to make sure the City and officers are safe. He brought concerns about the parade to the Council in 2022, was ignored, and then removed from the process entirely. They circumvented the person who was trying to warn them of possible issues. He and his officers were then publicly defamed after the last parade. She is requesting a written public apology for the misunderstanding to Greenway and an apology to the officers who worked the parade and the Police Department. The City believed lies by disgruntled people and created a divide of relationships. She respects each person on the dais. They are a public servant because they care. This is not personal. They must do what is right and admit when they are wrong. It appears that Ms. Epperly was unable to manage the parade and made untrue accusations publicly. She is also requesting Ms. Epperly to publicly apologize.
- ◆ Tina Curry. She thanked everyone for coming in support of tourism. It's a community effort that was likely unexpected from some Councilors. Her agenda is to bring people to town and offer a good experience. She respects police. In the two times they were called, they immediately came



and addressed the situation. Chief Greenway did state that he wouldn't have police on site during Spirit of Halloweentown but he would send them immediately if they were needed. In the future, they could hire private event security, although they haven't seen a need for that. This also brings up the need to have scheduled tourism meetings for people to come and ask questions. It's appropriate to let a contractor know when there is a problem. It's a misdirected attack on Walsh and a matter of him trying to correct a problem. People are very passionate about this. It's difficult to watch what is going on here. When you mess with people's livelihoods, they will not sit still. They want to protect it.

- ◆ Diana Wiener. She thanked the Council for serving. She loves Spirit of Halloweentown and tourism. It's important for the economy. However, she hears locals express that they feel shut out of Spirit of Halloweentown and say it's for visitors. There is a lot of confusion and conflicting opinions because of incomplete information. She encouraged the Council to create a Tourism Board to ensure there is transparency, record keeping, and oversight. Agreeing with Brady, they need to make a decision quickly. They can take the time to work on a clearer contract for the next year. She suggested talking to other cities to see how they work with their communities.

**ORDINANCES – Final Reading**

- 1. Ordinance No. 3298:** An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from Light Industrial, LI Designation to the General Residential, GR Designation and the Zoning District Map from Light Industrial, LI Zone to the General Residential, R5 Zone (475 N. 12th Street)

Council President Chilton read Ordinance No. 3298 by title. **Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to adopt Ordinance No. 3298. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

- 2. Personal Services Agreement with ECONorthwest for Development of an Economic Opportunities Analysis (EOA)**

Walsh explained that this is a State grant funded Economic Opportunities Analysis, including public engagement. There is no cost to the City other than time.

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '2' above. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

- 3. Extension of Agreement with Tiberius Solutions, LLC for the St. Helens Urban Renewal Financial Update**

Walsh explained that this updates financial projections for the Urban Renewal Agency and cashflow to fund projects. There is no financial impact. The contract expires in February and this extension provides more time for the contractor.

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '3' above. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

- 4. Display Agreement and Purchase Order with Western Display Fireworks for 4th of July Fireworks Display**

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Hubbard to approve '4' above. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

- 5. Extension of Letter of Interest with American Hyperion Solar LLC for Purchase of Real Property**

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '5' above.

Discussion. Councilor Hubbard pointed out the purchase verbiage in the title. Walsh agreed and pointed out that the body of the letter references purchase or lease.

**Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **CONSENT AGENDA FOR ACCEPTANCE**

6. Planning Commission Minutes dated December 12, 2023

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '6' above.

**Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **CONSENT AGENDA FOR APPROVAL**

7. Department Goals for Fiscal Year 2024-2025
8. Council Minutes dated December 6, 2023
9. OLCC Licenses
10. Animal Facility Licenses
11. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '7' through '11' above. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **WORK SESSION ACTION ITEMS**

#### **Extend E2C Contract**

Councilor Sundeen reviewed the proposed motion to extend the contract for six months or until a new contract is fully executed. Council President Chilton is hopeful it won't take six months. It's fair to do due diligence when new councilors come on. They intend to continue the contract and events, and don't know where that misconception came from. Councilor Gundersen agreed that he does not want the events to end and is hopeful that E2C will agree to the extension and new contract.

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Sundeen to approve an extension of the E2C Contract for events management for six months or until a new contract is fully executed. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

#### **Police Concerns**

Walsh reported that they discussed recruitment of two officers at the Work Session. Council President Chilton asked how it will be funded? Walsh explained that money from the full rate and interest payment could potentially be used. Council President Chilton agreed that would fund two. She would like to see a plan to increase the number of officers. At a past meeting, Finance Director Butsch presented estimates for updating the Public Safety fee to fund officers. Walsh said any rate increase would need a public hearing and notice. Council President Chilton is unsure about a levy. There's not much time and it's very expensive. She values the police and is very concerned about losing 24-hour coverage. Councilor Hubbard said it's abuse to add it to the utility bill. They need to scrape the barrel to find the money. They could have a levy on the May ballot. City Recorder Payne pointed out that it's too late to add it to the May ballot.

Council President Chilton wants to continue the conversation when Mayor Scholl returns. She does want to make sure the Police Department feels they are being heard. Public safety is the most important thing the City provides.

Council President Chilton directed staff to advertise two Police Officer positions.

**COUNCIL MEMBER REPORTS**

Councilor Sundeen reported...

- Thanked everyone for attending and speaking. He sees the social media posts and comments, and often people don't show up or contact City Council. He encouraged them to continue coming and getting involved.
- He never had any intention for the tourism program and E2C to go away. He loves Spirit of Halloweentown and tourism and brings his family to the events. The contract needed amendments to make it better for the contractor, the City, and the community. They are making progress. He apologized for the hurt and emotions. That was never the intention. It's important for people to attend and be heard.
- This is all our community. He encouraged people to get involved with the City Boards and Committees. He started on the Parks & Trails Commission before running for City Council. He is trying his best. It's a lot of work and intimidating. It takes lots of people to run the City and they can't say one department is more important than another. They all have different functions. It's discouraging to read people say they are lining their pockets and are self-serving. He assured them that his pockets are not lined. He is thankful for the opportunity to serve and is available to talk.

Councilor Gundersen reported...

- He joined City Council to help. They will never be able to make everyone happy and need to find a middle ground. He welcomes opinions and help, but discouraged attacking. He lives here, works here, and raised his kids here. He wants his kids to continue living here with the same benefits. He agreed that all departments are important.

Councilor Hubbard reported...

- He took this position feeling like he could ask questions and help the City. He and Councilor Sundeen are working on the contract. Social media has influenced people to say things that are cruel. He is thinking about resigning because of what's been going on. Steve Toschi said on social media that Councilor Hubbard is the reason 13 Nights on the River and Spirit of Halloweentown will not happen.

Steve Toschi accused Councilor Hubbard of having a secret meeting with Jennifer Massey and shutting the program down.

Councilor Hubbard left the meeting at 9:13 p.m.

Council President Chilton reported...

- The City is facing monumental challenges. She is calling on help from the Council, staff, and community to work together. They can get through it with trust, hard work, and accountability. She wants to leave this team better than when she joined it. She is dedicated to the City and wants to make it strong and sustainable for her kids and yours. She is pleading for everyone to come together, set their differences aside and do what's best for the community.

**ADJOURN – 9:14 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Jessica Chilton, Council President

City of St. Helens  
Declare Surplus Property  
City Council Meeting  
April 03, 2024

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

**Police Department**

**See attached**

# TO POST

| CASE #      | ADDITIONAL ITEMS                |
|-------------|---------------------------------|
| 05--300432  | CASH                            |
| 05--300432  | CASH                            |
| 05--300432  | CASH                            |
| 05--300432  | CASH                            |
| 08--300784  | CASH                            |
| 08--300802  | CASH                            |
| 09--300809  | CASH                            |
| 13--300547  | CASH                            |
| 13--300547  | CASH                            |
| 16--038260  | CASH                            |
| 22---039047 | CASH                            |
| 23--016077  | CASH                            |
| 23--017506  | CASH                            |
| 23--043395  | CASH                            |
| UNKNOWN     | CASH                            |
| TOTAL       |                                 |
|             |                                 |
| 12--301270  | GOLD TONE PENDANT               |
| 13--301515  | C02 PISTOL COLT DEFENDER        |
| 14--301035  | BB GUN ELITE II                 |
| 14--301035  | BB GUN MARKSMAN REPEATER        |
| 14--301035  | BB'S                            |
| 14--300663  | 9MM HAND GUN                    |
| 18--038130  | RUGER .22 CAL PISTOL REVOLVER   |
| 18--038101  | RUGER .22 CAL AUTOMATIC         |
| 18--043115  | BLK BAC MT BIKE                 |
| 18--059703  | WHI NEXT BIKE                   |
| 18--074882  | MACHETTE                        |
| 19--013438  | BLU TRECK BIKE                  |
| 19--021811  | PIPER SHIMAN 2G BLK BIKE        |
| 19--029521  | 3117 KNIFE WITH SHEATH BLK/PRPL |
| 19--022857  | 1 FOLDING KNIFE GERBER          |
| 19--052618  | FORD EXPEDITION                 |
| 20--007292  | GRN TUFF BIKE                   |
| 20--023257  | MILWAUKEE CIRCULAR SAW          |
| 20--027589  | BACKPACK WITH MISC ITEMS        |
| 20--027589  | SAMSUNG CELL PHONE              |
| 20--030270  | SMITH AND WESSON HAND GUN       |
| 20--053788  | BLK YEL BIKE                    |
| 21--005045  | BACKPACK WITH MISC ITEMS        |
| 21--042559  | BLK COAT                        |
| 21--042559  | WHI GROCERY BAG MIS ITEMS       |
| 21--042559  | BAG W MIS ITEMS                 |

|            |  |
|------------|--|
| 21--048192 | DEBIT CARD                                 |
| 21--004809 | BLACK FOLDING KNIFE                        |
| 21--048783 | BLK TAURUS HAND GUN 9MM BULLETS            |
| 21--52548  | SPRING ASSISTED KNIFE                      |
| 21--054609 | PELLET GUN W MAG SIG SAUER                 |
| 21--056449 | BLK POCKET KNIFE                           |
| 22--016773 | PASSPORT                                   |
| 22--016773 | DIAMOND RING                               |
| 22--033539 | NP BLK 380 HAND GUN                        |
| 22--033539 | 1 EMPTY MAG. BULLETS, GUN HOLDER BLK POUCH |
| 22---36932 | BROWN DAGGER W BLK CASE                    |
| 22---36932 | BLK CASE SHARP OBJECTS                     |
| 22---36932 | DEBIT CARD                                 |
| 22--039047 | GRY PURSE W MIS ITEMS                      |
| 23--003983 | BLK BIKE                                   |
| 23--004732 | DELSEY BACK PACK WITH MISC ITEMS           |
| 23--006045 | YELLOW POCKET KNIFE                        |
| 23--009209 | WHI BAG W MIS CLOTHING                     |
| 23--009252 | 9MM SARMIAE FIRE ARM- BULLETS              |
| 23--001509 | MOSSBURG SHOTGUN                           |
| 23--001849 | DAVIS IND HAND PISTOL                      |
| 23--001849 | DAVIS IND HAND PISTOL                      |
| 23--001849 | DAVIS IND HAND PISTOL                      |
| 23--013547 | CELL PHONE                                 |
| 23--016077 | BRO WALLET MISC CARDS ID                   |
| 23--016077 | MULTI TOOL                                 |
| 23--016339 | PURSE AND WALLET                           |
| 23--017456 | STEVENS SHOTGUN                            |
| 23--021916 | BASKETT BALL BRO BLK NBA                   |
| 23--022935 | BERSA HAND GUN- MAG WITH BULLETS           |
| 23--028072 | LANYARD W KEYS, HOND KEY, TILE FOBS        |
| 23--030249 | BLK CELL PHONE                             |
| 23--030371 | WHI WALLET                                 |
| 23--030371 | OREGON ID                                  |
| 23--030371 | MISC CREDIT CARDS                          |
| 23--030452 | TORQUOISE BACKPACK                         |
| 23--032041 | BLK BIKE RED TRECK LTRS                    |
| 23--033555 | BIKE PRL                                   |
| 23--033555 | BACKPACK WITH MISC ITEMS                   |
| 23--033356 | APPLE CELL PHONE LAVANDER/ SILVER          |
| 23--033356 | CASE FOR CELL PHONE GRN LIGHT              |
| 23--033356 | OREGON TRAIL CARD                          |
| 23--035839 | BLK WALLET MIS CARDS                       |
| 23--036555 | KNIFE                                      |
| 23--035959 | RAZOR SCOOTER                              |
| 23--036297 | MICHAEL KORS PURSE BLUE                    |
| 23--037947 | BLU VENTURA BYCYCLE                        |



|            |  |
|------------|--|
| 23--039191 | 3 KEYS ON KEY RING W BLK SHOE KEYCHAIN     |
| 23--043395 | WHI BAG MIS PAPER WORK CLOTHING MISC ITEMS |
| 23--043543 | PURPLE COACH WALLET                        |
| 23--044671 | BLK ADIDAS BAG W MIS CONTENTS              |
| 23--044671 | GRN BACKPACK W MIS ITMES                   |
| 23--044671 | GRY PANTS                                  |
| 23--044671 | BLK CEL PHONE                              |
| 23--045509 | BACKPACK WITH MISC ITEMS                   |
| 23--045753 | WHEELCHAIR                                 |
| 23--045818 | CRAFTSMAN PRESSURE WASHER                  |
| 23--047545 | MISC PROPERTY                              |
| 23--051345 | BLK WALLET MIS CARDS                       |
| 23--052025 | WHI GARBAGE BAG W MIS ITEMS                |
| 23--052025 | BLK BACKPACK                               |
| 23--052025 | BACKPACK WITH MISC ITEMS                   |
| 23--052025 | LAUNDRY BASKET WITH MISC CLOTHING          |
| 23--052025 | WHI BAG WITH MISC CLOTHING                 |
| 23--052025 | BLUE TOTE WITH HOUSEHOLD ITEMS             |
| 23--054637 | SMITH AND WESSON HAND GUN- ROUNDS          |
| 23--055076 | BLK SOG 4INCH BLADE                        |
| 23--055076 | LEATHERMAN WINGMAN                         |
| 23--055678 | (2) VAPE PENS                              |
| 24--002787 | BLK PURSE W MISC ITEMS                     |
| 24--003331 | RED BURTON BACKPACK                        |
| 24--003933 | GRY BACKPACK W MISC ITEMS                  |
| 24--007288 | BACKPACK WITH MISC ITEMS                   |
| 24--008208 | BLU CRANBROOK BICYCLE                      |
| 24--008208 | GRN KELTY BACK PACK W MISC ITEMS           |
| 24--008302 | MOUNTAIN BIKE BLK                          |
| 24--008400 | VAPE PEN, LIGHTER, MISC PAPERS             |
| 24--009365 | PLASTIC BAG                                |
| 24--011589 | BLK BACKPACK                               |
| 24--011726 | VAPE PEN                                   |
| UNKNOWN    | MISC JEWELRY                               |
| UNKNOWN    | MISC COINS                                 |
| UNKNOWN    | ARROW SPEAR HEADS                          |
| UNKNOWN    | MISC BACKPACKS                             |
| UNKNOWN    | BIKES                                      |
|            |  |
|            |  |



St. Helens, OR

# Expense Approval Register

Item #6.

Packet: APPKT00940 - AP 3.15.24

| Vendor Name                     | Payable Number  | Post Date  | Description (Item)           | Account Number | Amount    |
|---------------------------------|-----------------|------------|------------------------------|----------------|-----------|
| <b>Fund: 100 - GENERAL FUND</b> |                 |            |                              |                |           |
| GLOBAL PAYMENTS                 | 02.29.24        | 03/13/2024 | MERCHANT CARD FEES           | 100-707-52020  | 25,768.36 |
| CENTURY LINK                    | 03.02.24 351B   | 03/13/2024 | 796                          | 100-712-52010  | 44.15     |
| CENTURY LINK                    | 03.02.24 351B   | 03/13/2024 | 967                          | 100-712-52010  | 139.93    |
| CENTURY LINK                    | 03.02.24 351B   | 03/13/2024 | 130                          | 100-712-52010  | 143.34    |
| CENTURY LINK                    | 03.02.24 351B   | 03/13/2024 | 818                          | 100-712-52010  | 401.03    |
| CENTURY LINK                    | 03.02.24 351B   | 03/13/2024 | 228                          | 100-712-52010  | 92.05     |
| CENTURY LINK                    | 03.02.24 351B   | 03/13/2024 | 699                          | 100-712-52010  | 132.42    |
| CENTURY LINK                    | 03.02.24 351B   | 03/13/2024 | 579                          | 100-712-52010  | 47.91     |
| CENTURY LINK                    | 03.02.24 351B   | 03/13/2024 | 162                          | 100-712-52010  | 89.53     |
| CENTURY LINK                    | 03.02.24 351B   | 03/13/2024 | 909                          | 100-712-52010  | 102.90    |
| CENTURY LINK                    | 03.05.24 632B   | 03/13/2024 | 632B                         | 100-712-52010  | 42.94     |
| OREGON DEPARTMENT OF R...       | 03.11.24        | 03/13/2024 | INTOXICATED DRIVER           | 100-000-20800  | 2.00      |
| OREGON DEPARTMENT OF R...       | 03.11.24        | 03/13/2024 | LEMLA                        | 100-000-20800  | 4.60      |
| OREGON DEPARTMENT OF R...       | 03.11.24        | 03/13/2024 | MISD SURCHARGE               | 100-000-20800  | 11.43     |
| OREGON DEPARTMENT OF R...       | 03.11.24        | 03/13/2024 | STATE DUII DIVERSION         | 100-000-20800  | 770.00    |
| OREGON DEPARTMENT OF R...       | 03.11.24        | 03/13/2024 | STATE VIOLATION              | 100-000-20800  | 735.00    |
| OREGON DEPARTMENT OF R...       | 03.11.24        | 03/13/2024 | STATE MISD                   | 100-000-20800  | 185.00    |
| OREGON DEPARTMENT OF R...       | 03.11.24        | 03/13/2024 | STATE DUII CONVICTION FEE    | 100-000-20800  | 366.00    |
| COLUMBIA COUNTY TREASU...       | 03.11.24        | 03/13/2024 | COUNTY ASSESSMENT            | 100-000-20900  | 288.99    |
| COLUMBIA COUNTY TREASU...       | 03.11.24        | 03/13/2024 | CITY COURT COSTS DEDUCT...   | 100-000-36002  | -28.90    |
| LUCY HEIL ATTORNEY AT LAW       | 03.11.24        | 03/13/2024 | LEGAL SERVICES               | 100-704-52019  | 2,500.00  |
| MORE POWER TECHNOLOGY...        | 15976           | 03/13/2024 | PREMIUM AGREEMENT MO...      | 100-712-52019  | 9,931.65  |
| SIERRA SPRINGS                  | 21814586 030224 | 03/13/2024 | WATER BOTTLED COURT / UB..   | 100-715-52001  | 50.74     |
| ORKIN                           | 257718734       | 03/13/2024 | 375 S 18TH ST LIBRARY        | 100-706-52023  | 100.00    |
| ECONORTHWEST                    | 28939           | 03/13/2024 | ST HELENS ECONOMIC OPPO...   | 100-710-52028  | 5,970.00  |
| PAULSON PRINTING CO.            | 3931            | 03/13/2024 | ELECTRICAL GROUND SYSTE...   | 100-711-52001  | 385.00    |
| COUNTRY MEDIA INC               | 684771          | 03/13/2024 | PUBLIC NOTICE                | 100-710-52011  | 243.35    |
| COUNTRY MEDIA INC               | 684772          | 03/13/2024 | PUBLIC NOTICE                | 100-710-52011  | 237.15    |
| COUNTRY MEDIA INC               | 684773          | 03/13/2024 | PUBLIC NOTICE                | 100-710-52011  | 230.95    |
| VERIZON                         | 9957976450      | 03/13/2024 | CELL SERVICE ACCT 2420601... | 100-712-52010  | 169.52    |
| METRO PRESORT                   | IN663859        | 03/13/2024 | UB BILL PRINTING             | 100-707-52008  | 1,723.96  |
| METRO PRESORT                   | IN663859        | 03/13/2024 | UB BILL PRINTING             | 100-707-52009  | 2,451.41  |
| MAILBOXES NORTHWEST             | 03.01.24        | 03/14/2024 | POSTAGE 2801 ACCT 1 PD       | 100-705-52001  | 33.69     |
| RICOH USA INC                   | 108043089       | 03/14/2024 | POLICE EQUIPMENT LEASE 1...  | 100-705-52019  | 568.28    |
| KEY CODE MEDIA INC              | 113765          | 03/14/2024 | LISTEN WI-FI/RF BASE SYSTEM  | 100-712-52006  | 1,661.49  |
| CARDINAL SERVICES INC           | 1234067         | 03/14/2024 | TEMPORARY EMPLOYMENT-...     | 100-706-52023  | 663.34    |
| CARDINAL SERVICES INC           | 1234067         | 03/14/2024 | TEMPORARY EMPLOYMENT-...     | 100-708-52023  | 69.83     |
| CARDINAL SERVICES INC           | 1234067         | 03/14/2024 | TEMPORARY EMPLOYMENT-...     | 100-709-52023  | 186.20    |
| CC RIDER COLUMBIA COUNT...      | 16-3949         | 03/14/2024 | DECEMBER 2023 VOUCHER-...    | 100-705-52001  | 6.00      |
| CC RIDER COLUMBIA COUNT...      | 16-3971         | 03/14/2024 | FEBRUARY 2024 VOUCHER-ST...  | 100-705-52001  | 6.00      |
| ULINE                           | 174264731       | 03/14/2024 | NITRILE GLOVES               | 100-705-52001  | 98.36     |
| JORDAN RAMIS PC ATTORNE...      | 218152          | 03/14/2024 | GENERAL LEGAL                | 100-701-52019  | 1,270.00  |
| JORDAN RAMIS PC ATTORNE...      | 218152          | 03/14/2024 | GENERAL LEGAL                | 100-702-52019  | 140.00    |
| JORDAN RAMIS PC ATTORNE...      | 218152          | 03/14/2024 | GENERAL LEGAL                | 100-703-52019  | 9,425.00  |
| JORDAN RAMIS PC ATTORNE...      | 218152          | 03/14/2024 | GENERAL LEGAL                | 100-706-52019  | 105.00    |
| JORDAN RAMIS PC ATTORNE...      | 218152          | 03/14/2024 | GENERAL LEGAL                | 100-707-52019  | 1,330.00  |
| JORDAN RAMIS PC ATTORNE...      | 218154          | 03/14/2024 | EMPLOYMENT MATTERS           | 100-701-52019  | 6,015.50  |
| JORDAN RAMIS PC ATTORNE...      | 218154          | 03/14/2024 | EMPLOYMENT MATTERS           | 100-703-52019  | 175.00    |
| JORDAN RAMIS PC ATTORNE...      | 218157          | 03/14/2024 | PUBLIC RECORDS REQUEST       | 100-702-52019  | 50.00     |
| SHRED-IT C/O STERICYCLE INC     | 8006128250      | 03/14/2024 | POLICE DEPT SHRED SERVICE... | 100-705-52019  | 84.60     |
| TROTTER & MORTON FACILI...      | 81796           | 03/14/2024 | C10000 MAINTENANCE AGR...    | 100-715-52023  | 511.25    |
| TROTTER & MORTON FACILI...      | 81802           | 03/14/2024 | C10630 MAINTENANCE AGR...    | 100-715-52023  | 1,856.50  |
| TROTTER & MORTON FACILI...      | 81834           | 03/14/2024 | C11184 HVAC COMMUNITY ...    | 100-709-52023  | 650.50    |



Expense Approval Register

| Vendor Name                           | Payable Number                | Post Date  | Description (Item)            | Account Number | Amount           |
|---------------------------------------|-------------------------------|------------|-------------------------------|----------------|------------------|
| TROTTER & MORTON FACILI...            | 81835                         | 03/14/2024 | C11185 HVAC CONTRACT REC..    | 100-709-52023  | 549.25           |
| EATONS TIRE AND AUTO REP...           | 84412                         | 03/14/2024 | REPLACED BATTERY 2019 D...    | 100-705-52098  | 816.79           |
| PORTLAND GENERAL ELECTR...            | 02.12.24-03.12.24 01535859... | 03/15/2024 | 0153585940                    | 100-709-52003  | 328.44           |
| HIGH NOON TOASTMASTERS                | 03.15.24                      | 03/15/2024 | BI-ANNUAL MEMBERSHIP D...     | 100-707-52018  | 66.00            |
| BIO-MED TESTING SERVICES ...          | 105574                        | 03/15/2024 | PRE EMPLOYMENT TEST           | 100-702-52019  | 55.00            |
| CARDINAL SERVICES INC                 | 1234230                       | 03/15/2024 | TEMPORARY EMPLOYMENT-...      | 100-706-52023  | 837.90           |
| CARDINAL SERVICES INC                 | 1234230                       | 03/15/2024 | TEMPORARY EMPLOYMENT-...      | 100-708-52023  | 58.19            |
| CARDINAL SERVICES INC                 | 1234230                       | 03/15/2024 | TEMPORARY EMPLOYMENT-...      | 100-709-52023  | 186.20           |
| OREGONIAN MEDIA GROUP                 | 1346151                       | 03/15/2024 | POLICE OFFICER ADVERTISING    | 100-702-52014  | 450.00           |
| HUDSON GARBAGE SERVICE                | 13918998S046                  | 03/15/2024 | 1554- TRASH PUBLIC LIBRARY    | 100-706-52003  | 93.52            |
| HUDSON GARBAGE SERVICE                | 13919193S046                  | 03/15/2024 | 7539- TRASH CITY HALL 265 ... | 100-715-52023  | 241.60           |
| HUDSON GARBAGE SERVICE                | 13919194S046                  | 03/15/2024 | 2046-1287547 - POLICE GAR...  | 100-705-52023  | 125.14           |
| HUDSON GARBAGE SERVICE                | 13919196S046                  | 03/15/2024 | 7598- TRASH MCCORMICK A...    | 100-708-52023  | 611.80           |
| HUDSON GARBAGE SERVICE                | 13919197S046                  | 03/15/2024 | 7601-TRASH PUBLIC CANS PL...  | 100-715-52023  | 132.48           |
| HUDSON GARBAGE SERVICE                | 13919198S046                  | 03/15/2024 | 7636- TRASH COL VIEW PARK...  | 100-708-52023  | 214.34           |
| HUDSON GARBAGE SERVICE                | 13919597S046                  | 03/15/2024 | 7056- TRASH REC CENTER O...   | 100-709-52023  | 34.37            |
| HUDSON GARBAGE SERVICE                | 13919695S046                  | 03/15/2024 | 5273- TRASH REC CENTER C...   | 100-709-52023  | 81.52            |
| SHRED-IT C/O STERICYCLE INC           | 8006393785                    | 03/15/2024 | CITY HALL SHRED SERVICE       | 100-715-52001  | 111.00           |
| INTERNATIONAL ASSOCIATI...            | M24-C687220                   | 03/15/2024 | MEMBERSHIP RENEWAL            | 100-705-52018  | 65.00            |
| <b>Fund 100 - GENERAL FUND Total:</b> |                               |            |                               |                | <b>83,297.49</b> |

**Fund: 201 - VISITOR TOURISM**

|  |        |            |                           |               |                 |
|--|--------|------------|---------------------------|---------------|-----------------|
| JORDAN RAMIS PC ATTORNE...               | 218152 | 03/14/2024 | GENERAL LEGAL             | 201-000-52019 | 225.00          |
| JORDAN RAMIS PC ATTORNE...               | 218154 | 03/14/2024 | EMPLOYMENT MATTERS -TO... | 201-000-52019 | 997.00          |
| <b>Fund 201 - VISITOR TOURISM Total:</b> |        |            |                           |               | <b>1,222.00</b> |

**Fund: 202 - COMMUNITY DEVELOPMENT**

|  |                               |            |                              |               |                  |
|--|-------------------------------|------------|------------------------------|---------------|------------------|
| MACKENZIE                                      | 1086905                       | 03/13/2024 | BUSINESS PARK INFRASTRUC...  | 202-722-52019 | 6,091.25         |
| CBRE INC-VALUATION AND ...                     | 11151-1-23                    | 03/13/2024 | APPRAISAL REPORT-287 N 10... | 202-721-52019 | 4,000.00         |
| MOORE SITE SERVICES LLC                        | 24014                         | 03/13/2024 | MECHANICAL SUPPORT MILL...   | 202-722-52019 | 5,062.40         |
| MASON BRUCE & GIRARD INC                       | 33900                         | 03/13/2024 | ST. HELENS FOREST MANAG...   | 202-724-52019 | 36,164.44        |
| MAUL FOSTER ALONGI INC                         | 59431                         | 03/14/2024 | BWP ON CALL SERVICES         | 202-722-52019 | 415.00           |
| MAUL FOSTER ALONGI INC                         | 59432                         | 03/14/2024 | WWTP LAGOON ON CALL SE...    | 202-726-52019 | 2,618.75         |
| BRIDGE TOWER OPCO LLC                          | 745674172                     | 03/14/2024 | DAILY JOURNAL OF COM BID...  | 202-723-52019 | 389.50           |
| PORTLAND GENERAL ELECTR...                     | 02.09.24-03.11.24 12770605... | 03/15/2024 | 1277060585                   | 202-722-52003 | 154.23           |
| PORTLAND GENERAL ELECTR...                     | 02.09.24-03.11.24 16509310... | 03/15/2024 | 1650931000                   | 202-722-52003 | 22.63            |
| PORTLAND GENERAL ELECTR...                     | 02.09.24-03.11.24 73577010... | 03/15/2024 | 7357701000                   | 202-722-52003 | 32.83            |
| PORTLAND GENERAL ELECTR...                     | 02.09.24-03.11.24 88631633... | 03/15/2024 | 8863163302                   | 202-722-52003 | 22.63            |
| PROPANE NORTHWEST                              | 1513018835                    | 03/15/2024 | PROPANE                      | 202-722-52019 | 812.10           |
| <b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b> |                               |            |                              |               | <b>55,785.76</b> |

**Fund: 203 - COMMUNITY ENHANCEMENT**

|  |         |            |                       |               |                 |
|--|---------|------------|-----------------------|---------------|-----------------|
| CARDINAL SERVICES INC                          | 1234067 | 03/14/2024 | TEMPORARY EMPLOYMENT  | 203-709-50001 | 2,277.04        |
| CARDINAL SERVICES INC                          | 1234230 | 03/15/2024 | TEMPORARY EMPLOYMENT- | 203-709-50001 | 2,477.20        |
| CARDINAL SERVICES INC                          | 1234234 | 03/15/2024 | TEMPORARY EMPLOYMENT  | 203-709-50001 | 393.94          |
| <b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b> |         |            |                       |               | <b>5,148.18</b> |

**Fund: 205 - STREETS**

|                                  |                               |            |               |               |               |
|----------------------------------|-------------------------------|------------|---------------|---------------|---------------|
| JORDAN RAMIS PC ATTORNE...       | 218152                        | 03/14/2024 | GENERAL LEGAL | 205-000-52019 | 105.00        |
| PORTLAND GENERAL ELECTR...       | 02.07.24-03.07.24 48544210... | 03/15/2024 | 4854421000    | 205-000-52003 | 59.94         |
| <b>Fund 205 - STREETS Total:</b> |                               |            |               |               | <b>164.94</b> |

**Fund: 601 - WATER**

|                                |       |            |                             |               |                 |
|--------------------------------|-------|------------|-----------------------------|---------------|-----------------|
| OVERHEAD DOOR COMPANY...       | 88062 | 03/13/2024 | DOOR REPLACED-FIRE DOOR...  | 601-732-52019 | 658.50          |
| CORRECT EQUIPMENT              | 55589 | 03/14/2024 | METER LEAD FREE BODY W/ ... | 601-731-53314 | 1,499.32        |
| OREGON ASSOCIATION OF C...     | 8755  | 03/15/2024 | MEMBERSHIP DUES             | 601-732-52019 | 359.96          |
| <b>Fund 601 - WATER Total:</b> |       |            |                             |               | <b>2,517.78</b> |

**Fund: 603 - SEWER**

|              |               |            |     |               |       |
|--------------|---------------|------------|-----|---------------|-------|
| CENTURY LINK | 03.02.24 351B | 03/13/2024 | 600 | 603-736-52010 | 23.95 |
| CENTURY LINK | 03.02.24 351B | 03/13/2024 | 293 | 603-736-52010 | 23.96 |
| CENTURY LINK | 03.02.24 351B | 03/13/2024 | 654 | 603-736-52010 | 23.95 |
| CENTURY LINK | 03.02.24 351B | 03/13/2024 | 688 | 603-736-52010 | 23.95 |
| CENTURY LINK | 03.02.24 351B | 03/13/2024 | 293 | 603-737-52010 | 23.95 |

Expense Approval Register

| Vendor Name                            | Payable Number | Post Date  | Description (Item)          | Account Number | Amount            |
|--|----------------|------------|-----------------------------|----------------|-------------------|
| CENTURY LINK                           | 03.02.24 351B  | 03/13/2024 | 600                         | 603-737-52010  | 23.96             |
| CENTURY LINK                           | 03.02.24 351B  | 03/13/2024 | 654                         | 603-737-52010  | 23.96             |
| CENTURY LINK                           | 03.02.24 351B  | 03/13/2024 | 688                         | 603-737-52010  | 23.96             |
| PAULSON PRINTING CO.                   | 3947           | 03/13/2024 | WATER SAMPLE STICKERS       | 603-736-52001  | 115.00            |
| PAULSON PRINTING CO.                   | 3947           | 03/13/2024 | WATER SAMPLE STICKERS       | 603-737-52001  | 115.00            |
| DEPARTMENT OF ENVIRON...               | WQ24DOM-0931   | 03/13/2024 | ANNUAL COMP DETERMINAT..    | 603-737-52066  | 24,802.00         |
| CARDINAL SERVICES INC                  | 1234067        | 03/14/2024 | TEMPORARY EMPLOYMENT-...    | 603-736-52023  | 81.46             |
| TROTTER & MORTON FACILI...             | 81807          | 03/14/2024 | C10855 MAINTENANCE AGR...   | 603-736-52023  | 312.00            |
| TROTTER & MORTON FACILI...             | 81807          | 03/14/2024 | C10855 MAINTENANCE AGR...   | 603-737-52023  | 312.00            |
| HASA                                   | 945694         | 03/14/2024 | MULTI CHLOR                 | 603-736-52083  | 11,248.74         |
| MAILBOXES NORTHWEST                    | 03.01.24 4390  | 03/15/2024 | POSTAGE                     | 603-736-52019  | 19.77             |
| CARDINAL SERVICES INC                  | 1234230        | 03/15/2024 | TEMPORARY EMPLOYMENT-...    | 603-736-52023  | 93.10             |
| HUDSON GARBAGE SERVICE                 | 13919084S046   | 03/15/2024 | 8333- TRASH WWTP 451 PL...  | 603-736-52023  | 170.87            |
| HUDSON GARBAGE SERVICE                 | 13919084S046   | 03/15/2024 | 8333- TRASH WWTP 451 PL...  | 603-737-52023  | 170.86            |
| OREGON ASSOCIATION OF C...             | 8755           | 03/15/2024 | MEMBERSHIP DUES             | 603-736-52019  | 359.96            |
| OREGON ASSOCIATION OF C...             | 8755           | 03/15/2024 | MEMBERSHIP DUES             | 603-737-52019  | 360.08            |
| <b>Fund 603 - SEWER Total:</b>         |                |            |                             |                | <b>38,352.48</b>  |
| <b>Fund: 605 - STORM</b>               |                |            |                             |                |                   |
| EAGLE STAR ROCK PRODUCTS..             | 42722          | 03/13/2024 | ROCK MCCORMICK PARK         | 605-000-52001  | 228.29            |
| SUNSET EQUIPMENT                       | 103450         | 03/15/2024 | KILLZALL                    | 605-000-52001  | 409.50            |
| <b>Fund 605 - STORM Total:</b>         |                |            |                             |                | <b>637.79</b>     |
| <b>Fund: 703 - PW OPERATIONS</b>       |                |            |                             |                |                   |
| COLUMBIA RIVER FIRE AND ...            | 03.01.24       | 03/13/2024 | SHARED COST JOINT MAINT ... | 703-739-52099  | 990.08            |
| EAGLE STAR ROCK PRODUCTS..             | 42718          | 03/13/2024 | ROCK                        | 703-734-52001  | 268.60            |
| COLUMBIA COUNTY TRANSF...              | 8459           | 03/13/2024 | DUMP FEES ACCT 0017         | 703-734-52019  | 71.10             |
| SWS EQUIPMENT                          | 0165214-IN     | 03/14/2024 | PARTS                       | 703-739-52099  | 1,280.19          |
| CARQUEST AUTO PARTS STO...             | 02.29.24       | 03/14/2024 | AUTO PARTS                  | 703-739-52099  | 251.72            |
| JORDAN RAMIS PC ATTORNE...             | 217260         | 03/14/2024 | PUBLIC WORKS ENGINEERING    | 703-733-52019  | 735.00            |
| JORDAN RAMIS PC ATTORNE...             | 218155         | 03/14/2024 | PUBLIC WORKS ENGINEERING    | 703-733-52019  | 1,855.00          |
| TROTTER & MORTON FACILI...             | 81833          | 03/14/2024 | C11183 HVAC SERVICE AGRE... | 703-739-52120  | 1,474.50          |
| SWS EQUIPMENT                          | 016659-IN      | 03/15/2024 | VALVE FOR KIP MANIFOLD A... | 703-739-52099  | 363.53            |
| SWS EQUIPMENT                          | 0166896-IN     | 03/15/2024 | OPERATOR VALVE              | 703-739-52099  | 387.40            |
| HUDSON GARBAGE SERVICE                 | 13919195S046   | 03/15/2024 | 7555- TRASH PW 984 OR ST    | 703-734-52023  | 101.28            |
| <b>Fund 703 - PW OPERATIONS Total:</b> |                |            |                             |                | <b>7,778.40</b>   |
| <b>Fund: 706 - PUBLIC SAFETY</b>       |                |            |                             |                |                   |
| JORDAN RAMIS PC ATTORNE...             | 218152         | 03/14/2024 | GENERAL LEGAL               | 706-000-52019  | 630.00            |
| JORDAN RAMIS PC ATTORNE...             | 218158         | 03/14/2024 | TOSCHI LUBA APPEAL          | 706-000-52019  | 179.00            |
| <b>Fund 706 - PUBLIC SAFETY Total:</b> |                |            |                             |                | <b>809.00</b>     |
| <b>Grand Total:</b>                    |                |            |                             |                | <b>195,713.82</b> |

**Fund Summary**

| <b>Fund</b>                 | <b>Expense Amount</b> |
|-----------------------------|-----------------------|
| 100 - GENERAL FUND          | 83,297.49             |
| 201 - VISITOR TOURISM       | 1,222.00              |
| 202 - COMMUNITY DEVELOPMENT | 55,785.76             |
| 203 - COMMUNITY ENHANCEMENT | 5,148.18              |
| 205 - STREETS               | 164.94                |
| 601 - WATER                 | 2,517.78              |
| 603 - SEWER                 | 38,352.48             |
| 605 - STORM                 | 637.79                |
| 703 - PW OPERATIONS         | 7,778.40              |
| 706 - PUBLIC SAFETY         | 809.00                |
| <b>Grand Total:</b>         | <b>195,713.82</b>     |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>        | <b>Expense Amount</b> |
|-----------------------|----------------------------|-----------------------|
| 100-000-20800         | Court - State Assessment   | 2,074.03              |
| 100-000-20900         | Court - County Assessm...  | 288.99                |
| 100-000-36002         | Fines - Court              | -28.90                |
| 100-701-52019         | Professional Services      | 7,285.50              |
| 100-702-52014         | Recruiting                 | 450.00                |
| 100-702-52019         | Professional Services      | 245.00                |
| 100-703-52019         | Professional Services      | 9,600.00              |
| 100-704-52019         | Professional Services      | 2,500.00              |
| 100-705-52001         | Operating Supplies         | 144.05                |
| 100-705-52018         | Professional Developme...  | 65.00                 |
| 100-705-52019         | Professional Services      | 652.88                |
| 100-705-52023         | Facility Maintenance       | 125.14                |
| 100-705-52098         | Enterprise Fleet Mainte... | 816.79                |
| 100-706-52003         | Utilities                  | 93.52                 |
| 100-706-52019         | Professional Services      | 105.00                |
| 100-706-52023         | Facility Maintenance       | 1,601.24              |
| 100-707-52008         | Printing                   | 1,723.96              |
| 100-707-52009         | Postage                    | 2,451.41              |
| 100-707-52018         | Professional Developme...  | 66.00                 |
| 100-707-52019         | Professional Services      | 1,330.00              |
| 100-707-52020         | Bank Service Fees          | 25,768.36             |
| 100-708-52023         | Facility Maintenance       | 954.16                |
| 100-709-52003         | Utilities                  | 328.44                |
| 100-709-52023         | Facility Maintenance       | 1,688.04              |
| 100-710-52011         | Public Information         | 711.45                |
| 100-710-52028         | Projects & Programs        | 5,970.00              |
| 100-711-52001         | Operating Supplies         | 385.00                |
| 100-712-52006         | Computer Maintenance       | 1,661.49              |
| 100-712-52010         | Telephone                  | 1,405.72              |
| 100-712-52019         | Professional Services      | 9,931.65              |
| 100-715-52001         | Operating Supplies         | 161.74                |
| 100-715-52023         | Facility Maintenance       | 2,741.83              |
| 201-000-52019         | Professional Services      | 1,222.00              |
| 202-721-52019         | Professional Services      | 4,000.00              |
| 202-722-52003         | Utilities                  | 232.32                |
| 202-722-52019         | Professional Services      | 12,380.75             |
| 202-723-52019         | Professional Services      | 389.50                |
| 202-724-52019         | Professional Services      | 36,164.44             |
| 202-726-52019         | Professional Services      | 2,618.75              |
| 203-709-50001         | Wages                      | 5,148.18              |
| 205-000-52003         | Utilities                  | 59.94                 |
| 205-000-52019         | Professional Services      | 105.00                |
| 601-731-53314         | WATER METERS               | 1,499.32              |
| 601-732-52019         | Professional Services      | 1,018.46              |
| 603-736-52001         | Operating Supplies         | 115.00                |

**Account Summary**

| Account Number | Account Name               | Expense Amount    |
|----------------|----------------------------|-------------------|
| 603-736-52010  | Telephone                  | 95.81             |
| 603-736-52019  | Professional Services      | 379.73            |
| 603-736-52023  | Facility Maintenance       | 657.43            |
| 603-736-52083  | Chemicals                  | 11,248.74         |
| 603-737-52001  | Operating Supplies         | 115.00            |
| 603-737-52010  | Telephone                  | 95.83             |
| 603-737-52019  | Professional Services      | 360.08            |
| 603-737-52023  | Facility Maintenance       | 482.86            |
| 603-737-52066  | Permit Fees                | 24,802.00         |
| 605-000-52001  | Operating Supplies         | 637.79            |
| 703-733-52019  | Professional Services      | 2,590.00          |
| 703-734-52001  | Operating Supplies         | 268.60            |
| 703-734-52019  | Professional Services      | 71.10             |
| 703-734-52023  | Facility Maintenance       | 101.28            |
| 703-739-52099  | Equipment Operations       | 3,272.92          |
| 703-739-52120  | Facility Maintenance Ot... | 1,474.50          |
| 706-000-52019  | Professional Services      | 809.00            |
|                | <b>Grand Total:</b>        | <b>195,713.82</b> |

**Project Account Summary**

| Project Account Key | Expense Amount    |
|---------------------|-------------------|
| **None**            | 195,713.82        |
| <b>Grand Total:</b> | <b>195,713.82</b> |



St. Helens, OR

# Expense Approval Register

Item #6.

Packet: APPKT00947 - AP 3.22.24

| Vendor Name                     | Payable Number   | Post Date  | Description (Item)              | Account Number | Amount   |
|---------------------------------|------------------|------------|---------------------------------|----------------|----------|
| <b>Fund: 100 - GENERAL FUND</b> |                  |            |                                 |                |          |
| STAPLES BUSINESS CREDIT         | 02.25.24         | 03/19/2024 | OFFICE SUPPLES                  | 100-702-52001  | 13.55    |
| STAPLES BUSINESS CREDIT         | 02.25.24         | 03/19/2024 | OFFICE SUPPLES                  | 100-707-52001  | 205.04   |
| STAPLES BUSINESS CREDIT         | 02.25.24         | 03/19/2024 | OFFICE SUPPLES                  | 100-710-52001  | 16.45    |
| STAPLES BUSINESS CREDIT         | 02.25.24         | 03/19/2024 | OFFICE SUPPLES                  | 100-715-52001  | 387.11   |
| QWEST DBA CENTURYLINK A...      | 3263X204-S-24071 | 03/19/2024 | 5163X204S3                      | 100-712-52010  | 80.33    |
| STEVEN R SCHARFSTEIN            | 55               | 03/19/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 200.00   |
| STEVEN R SCHARFSTEIN            | 56               | 03/19/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 125.00   |
| STEVEN R SCHARFSTEIN            | 57               | 03/19/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 200.00   |
| STEVEN R SCHARFSTEIN            | 58               | 03/19/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 125.00   |
| STEVEN R SCHARFSTEIN            | 59               | 03/19/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 200.00   |
| STEVEN R SCHARFSTEIN            | 62               | 03/19/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 200.00   |
| STEVEN R SCHARFSTEIN            | 63               | 03/19/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 200.00   |
| CENTURY LINK BUSINESS SER...    | 680498734        | 03/19/2024 | ACCT 88035002                   | 100-712-52010  | 161.81   |
| ENTERPRISE FM TRUST             | FBN4991247       | 03/19/2024 | 596107 BUILDING                 | 100-711-52097  | 522.55   |
| STEVEN LESKIN                   | 00243            | 03/20/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 500.00   |
| STEVEN LESKIN                   | 00244            | 03/20/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 200.00   |
| STEVEN LESKIN                   | 00245            | 03/20/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 200.00   |
| STEVEN LESKIN                   | 00247            | 03/20/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 200.00   |
| STEVEN LESKIN                   | 00248            | 03/20/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 125.00   |
| STEVEN LESKIN                   | 00249            | 03/20/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 125.00   |
| STEVEN LESKIN                   | 00250            | 03/20/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 400.00   |
| STEVEN LESKIN                   | 00251            | 03/20/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 325.00   |
| STEVEN LESKIN                   | 00252            | 03/20/2024 | COURT ATTORNEY FEES             | 100-704-52019  | 725.00   |
| PITNEY BOWES BANK INC PU...     | 03.11.24         | 03/20/2024 | POSTAGE METER                   | 100-707-52009  | 1,000.00 |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 150 S 13TH ST- POLICE           | 100-705-52003  | 162.45   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 150 S 13 ST POLICE STATION ...  | 100-705-52003  | 424.69   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 375 S 18TH ST COLUMBIA CE...    | 100-706-52003  | 706.16   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 200 N 7TH ST - PARK             | 100-708-52003  | 36.67    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 264 STRAND ST- COL VIEW P...    | 100-708-52003  | 61.96    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 265 STRAND ST. - SPLASH PA...   | 100-708-52003  | 37.61    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 50 PLAZA SQ- PLAZA OUTLETS      | 100-708-52003  | 44.71    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 162 MCMICHAEL ST - CAMPB...     | 100-708-52003  | 116.09   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 475 S 18TH ST- MCCORMICK ...    | 100-708-52003  | 39.79    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 475 S 18 ST METER 10220167      | 100-708-52003  | 124.19   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 475 S 18TH ST                   | 100-708-52003  | 152.46   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 475 S 18TH ST - MCCORMICK...    | 100-708-52003  | 194.18   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 200 N RIVER ST - GREY CLIFFS... | 100-708-52003  | 98.04    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 475 S 18TH ST                   | 100-708-52003  | 137.46   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 299 N 6TH ST - PARKS            | 100-708-52003  | 36.36    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 265 STRAND ST. - DOCKS          | 100-708-52046  | 157.94   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 264 STRAND ST- PARKS/ GAZ...    | 100-708-52046  | 45.49    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 264 STRAND ST- COL VIEW P...    | 100-708-52046  | 62.00    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 2625 GABLE RD REC CENTER        | 100-709-52003  | 177.87   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 277 STRAND ST- CITY HALL U...   | 100-715-52003  | 77.11    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 275 STRAND ST- CITY HALL U...   | 100-715-52003  | 94.92    |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 265 STRAND ST- CITY HALL ...    | 100-715-52003  | 179.00   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 265 STRAND ST- CITY HALL ...    | 100-715-52003  | 731.21   |
| COLUMBIA RIVER PUD              | 03.14.24 7493    | 03/20/2024 | 277 STRAND ST -                 | 100-715-52003  | 36.67    |
| NW NATURAL GAS                  | 03.14.24         | 03/20/2024 | 5638                            | 100-705-52003  | 160.05   |
| NW NATURAL GAS                  | 03.14.24         | 03/20/2024 | 7673                            | 100-706-52003  | 1,078.72 |
| NW NATURAL GAS                  | 03.14.24         | 03/20/2024 | 3047                            | 100-708-52003  | 105.18   |
| NW NATURAL GAS                  | 03.14.24         | 03/20/2024 | 8563                            | 100-708-52003  | 23.27    |
| NW NATURAL GAS                  | 03.14.24         | 03/20/2024 | 6430                            | 100-709-52003  | 419.17   |

Expense Approval Register

| Vendor Name                           | Payable Number | Post Date  | Description (Item)             | Account Number | Amount           |
|---------------------------------------|----------------|------------|--------------------------------|----------------|------------------|
| NW NATURAL GAS                        | 03.14.24       | 03/20/2024 | 0109                           | 100-709-52003  | 365.92           |
| NW NATURAL GAS                        | 03.14.24       | 03/20/2024 | 5285                           | 100-715-52003  | 191.90           |
| NW NATURAL GAS                        | 03.14.24       | 03/20/2024 | 2848                           | 100-715-52003  | 186.64           |
| CITY OF ST. HELENS                    | 03.18.24       | 03/20/2024 | TOY AND JOY AUCTION COU...     | 100-703-52041  | 100.00           |
| DAWN RICHARDSON                       | 03.18.24       | 03/20/2024 | MILEAGE REIMBURSEMENT ...      | 100-707-52001  | 149.47           |
| PITNEY BOWES INC                      | 1024952507     | 03/20/2024 | POSTAGE METER DM300/D...       | 100-715-52001  | 156.00           |
| DEPARTMENT OF TRANSPOR...             | 203221558      | 03/20/2024 | DMV SERVICES ACCT 67431        | 100-705-52019  | 12.00            |
| CINTAS                                | 8406726699     | 03/20/2024 | CITY HALL FIRST AID CABINET... | 100-715-52001  | 89.18            |
| CINTAS                                | 840676698      | 03/20/2024 | PARKS FIRST AID CABINET SE...  | 100-708-52001  | 94.32            |
| NET ASSETS CORPORATION                | 95-202401      | 03/20/2024 | ESCROW TITLE SERVICES          | 100-707-52019  | 258.00           |
| ENTERPRISE FM TRUST                   | FBN4972365     | 03/20/2024 | REMAINING TRADE IN VALUE       | 100-705-52097  | -11,721.67       |
| ENTERPRISE FM TRUST                   | FBN4972365     | 03/20/2024 | POLICE LEASE 589848            | 100-705-52097  | 10,103.55        |
| ENTERPRISE FM TRUST                   | FBN4972365     | 03/20/2024 | POLICE MAINTENANCE 5898...     | 100-705-52098  | 1,310.07         |
| ENTERPRISE FM TRUST                   | FBN4972365     | 03/20/2024 | RECREATION 615851              | 100-709-52097  | 532.97           |
| ENTERPRISE FM TRUST                   | FBN4972365     | 03/20/2024 | PLANNING 615853                | 100-710-52097  | 451.21           |
| ENTERPRISE FM TRUST                   | FBN4972365     | 03/20/2024 | CITY HALL ADMIN 615852         | 100-715-52097  | 7.00             |
| ORKIN                                 | 257717553      | 03/21/2024 | 265 STRAND PEST SERVICE Cl...  | 100-715-52023  | 117.99           |
| ORKIN                                 | 257717739      | 03/21/2024 | 1810 OLD PORTLAND RD PES...    | 100-709-52023  | 9.00             |
| COLUMBIA COUNTY SHERIFF...            | JAN 2024-SHPD  | 03/21/2024 | FIRING RANGE USAGE             | 100-705-52018  | 200.00           |
| <b>Fund 100 - GENERAL FUND Total:</b> |                |            |                                |                | <b>14,771.81</b> |

**Fund: 201 - VISITOR TOURISM**

|  |          |            |                             |               |               |
|--|----------|------------|-----------------------------|---------------|---------------|
| NW NATURAL GAS                           | 03.14.24 | 03/20/2024 | 9614                        | 201-000-52003 | 160.05        |
| NW NATURAL GAS                           | 03.14.24 | 03/20/2024 | 7764                        | 201-000-52003 | 157.53        |
| CITY OF ST. HELENS                       | 02.23.24 | 03/21/2024 | 01-00178-001 MASONIC BUI... | 201-000-52003 | 664.05        |
| <b>Fund 201 - VISITOR TOURISM Total:</b> |          |            |                             |               | <b>981.63</b> |

**Fund: 202 - COMMUNITY DEVELOPMENT**

|  |          |            |                               |               |                 |
|--|----------|------------|-------------------------------|---------------|-----------------|
| MAUL FOSTER ALONGI INC                         | 59433    | 03/19/2024 | CENTRAL WATERFRONT SCO...     | 202-726-52019 | 1,161.25        |
| BUREAU OF LABOR AND IND...                     | 03.12.24 | 03/20/2024 | BOLI FEE PW PROJECT R-685A... | 202-723-53102 | 454.91          |
| <b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b> |          |            |                               |               | <b>1,616.16</b> |

**Fund: 203 - COMMUNITY ENHANCEMENT**

|  |        |            |                       |               |                 |
|--|--------|------------|-----------------------|---------------|-----------------|
| IRONSIDE COMPUTERS INC                         | 933933 | 03/21/2024 | ST HELENS PD COMPUTER | 203-705-52028 | 4,136.00        |
| <b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b> |        |            |                       |               | <b>4,136.00</b> |

**Fund: 205 - STREETS**

|                                  |               |            |                              |               |                 |
|----------------------------------|---------------|------------|------------------------------|---------------|-----------------|
| COLUMBIA RIVER PUD               | 03.14.24 7493 | 03/20/2024 | 1370 COLUMBIA BLVD.- FOU...  | 205-000-52003 | 48.62           |
| COLUMBIA RIVER PUD               | 03.14.24 7493 | 03/20/2024 | 1800 COLUMBIA BLVD - SIG...  | 205-000-52003 | 116.61          |
| COLUMBIA RIVER PUD               | 03.14.24 7493 | 03/20/2024 | 191 N MILTON WAY - SIGNAL    | 205-000-52003 | 44.48           |
| COLUMBIA RIVER PUD               | 03.14.24 7493 | 03/20/2024 | 2198 COLUMBIA BLVD - SIG...  | 205-000-52003 | 49.55           |
| COLUMBIA RIVER PUD               | 03.14.24 7493 | 03/20/2024 | 495 S 18TH ST - LIGHT SIGNAL | 205-000-52003 | 56.58           |
| COLUMBIA RIVER PUD               | 03.14.24 7493 | 03/20/2024 | 58651 COL HWY GATEWAY A...   | 205-000-52003 | 37.00           |
| COLUMBIA RIVER PUD               | 03.14.24 7493 | 03/20/2024 | 715 S COLUMBIA RIVER HWY ..  | 205-000-52003 | 45.82           |
| COLUMBIA RIVER PUD               | 03.14.24 7493 | 03/20/2024 | 265 STRAND ST                | 205-000-52003 | 3,708.27        |
| COLUMBIA RIVER PUD               | 03.14.24 7493 | 03/20/2024 | 35320 SYKES RD               | 205-000-52003 | 44.17           |
| COLUMBIA RIVER PUD               | 03.14.24 7493 | 03/20/2024 | 191 N MILTON WAY- LANDS...   | 205-000-52003 | 36.67           |
| <b>Fund 205 - STREETS Total:</b> |               |            |                              |               | <b>4,187.77</b> |

**Fund: 601 - WATER**

|                                |               |            |                             |               |                  |
|--------------------------------|---------------|------------|-----------------------------|---------------|------------------|
| LAWRENCE OIL COMPANY           | CFSI-19553    | 03/18/2024 | 247752 WATER                | 601-732-52022 | 154.09           |
| CORE & MAIN                    | U319458       | 03/19/2024 | MATERIALS                   | 601-731-52001 | 3,871.26         |
| CORE & MAIN                    | U421390       | 03/19/2024 | MATERIALS                   | 601-731-52001 | 2,162.00         |
| DRY CANYON COMMUNICAT...       | 03.01.24      | 03/20/2024 | REFUND HYDRANT METER        | 601-000-22000 | 184.85           |
| COLUMBIA RIVER PUD             | 03.14.24 7493 | 03/20/2024 | 62420 COLUMBIA RIVER HWY..  | 601-731-52003 | 318.68           |
| COLUMBIA RIVER PUD             | 03.14.24 7493 | 03/20/2024 | 2300 STRAND ST - WELL 2     | 601-731-52003 | 309.34           |
| COLUMBIA RIVER PUD             | 03.14.24 7493 | 03/20/2024 | 57500 OLD PORTLAND RD - ... | 601-731-52003 | 111.68           |
| COLUMBIA RIVER PUD             | 03.14.24 7493 | 03/20/2024 | 35261 PITTSBURG RD- PW W... | 601-731-52003 | 38.47            |
| COLUMBIA RIVER PUD             | 03.14.24 7493 | 03/20/2024 | END OF KESTREL VIEW DRIVE   | 601-731-52003 | 186.21           |
| COLUMBIA RIVER PUD             | 03.14.24 7493 | 03/20/2024 | 1680 1 ST -                 | 601-731-52003 | 1,846.19         |
| COLUMBIA RIVER PUD             | 03.14.24 7493 | 03/20/2024 | 1215 FOURTH ST - WFF        | 601-732-52003 | 4,327.92         |
| NW NATURAL GAS                 | 03.14.24      | 03/20/2024 | 2942                        | 601-732-52003 | 81.47            |
| <b>Fund 601 - WATER Total:</b> |               |            |                             |               | <b>13,592.16</b> |

Expense Approval Register

| Vendor Name                            | Payable Number | Post Date  | Description (Item)           | Account Number | Amount           |
|--|----------------|------------|------------------------------|----------------|------------------|
| <b>Fund: 603 - SEWER</b>               |                |            |                              |                |                  |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 240 CLARK ST PUMP STATION    | 603-735-52003  | 36.99            |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 451 PLYMOTH ST - WWTP L...   | 603-736-52003  | 1,029.50         |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 451 PLYMOTH ST - WWTP L...   | 603-737-52003  | 1,029.50         |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 58791 58725 COL RIV HWY P... | 603-738-52003  | 53.78            |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 58360 OLD PORTLAND RD - P... | 603-738-52003  | 274.32           |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 318 S 1ST ST- PS #1 8805564  | 603-738-52003  | 154.18           |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 134 N 1ST- PS 2 8873519      | 603-738-52003  | 324.22           |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 110 S 4TH ST - PS 3          | 603-738-52003  | 55.26            |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 240 MADRONA CT               | 603-738-52003  | 227.33           |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 35120 MAPLE ST. - PS 11      | 603-738-52003  | 126.05           |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 169 S 4TH ST WATER FLOW ...  | 603-738-52003  | 43.23            |
| NW NATURAL GAS                         | 03.14.24       | 03/20/2024 | 5750                         | 603-736-52003  | 117.54           |
| NW NATURAL GAS                         | 03.14.24       | 03/20/2024 | 5750                         | 603-737-52003  | 117.55           |
| MARK COMFORT                           | 240314         | 03/20/2024 | HOMELESS CAMP REMOVAL        | 603-737-52019  | 323.00           |
| <b>Fund 603 - SEWER Total:</b>         |                |            |                              |                | <b>3,912.45</b>  |
| <b>Fund: 703 - PW OPERATIONS</b>       |                |            |                              |                |                  |
| LAWRENCE OIL COMPANY                   | CFSI-19553     | 03/18/2024 | 247748 PUBLIC WORKS          | 703-734-52022  | 909.25           |
| LAWRENCE OIL COMPANY                   | CFSI-19553     | 03/18/2024 | 247750 PUBLIC WORKS          | 703-734-52022  | 156.55           |
| BOBCAT OF PORTLAND                     | 01-24439       | 03/19/2024 | BOB-KIT BRISTLE HD 84 X 32   | 703-739-52099  | 1,256.05         |
| ENTERPRISE FM TRUST                    | FBN4991254     | 03/19/2024 | ENTERPRISE FLEET LEASE & ... | 703-734-52097  | 783.13           |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 650 OREGON ST -LEMONT P...   | 703-734-52003  | 273.15           |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 1230 DEER ISLAND RD - PW     | 703-734-52003  | 180.02           |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 984 OREGON ST - PW SHOP      | 703-734-52003  | 182.52           |
| COLUMBIA RIVER PUD                     | 03.14.24 7493  | 03/20/2024 | 984 OREGON ST                | 703-734-52003  | 604.03           |
| NW NATURAL GAS                         | 03.14.24       | 03/20/2024 | 7720                         | 703-734-52003  | 19.21            |
| NW NATURAL GAS                         | 03.14.24       | 03/20/2024 | 8675                         | 703-734-52003  | 101.28           |
| CINTAS                                 | 8406726697     | 03/20/2024 | FIRST AID CABINET SERVICE    | 703-734-52019  | 64.89            |
| ENTERPRISE FM TRUST                    | FBN4972365     | 03/20/2024 | ENGINEERING 619034           | 703-733-52097  | 591.08           |
| <b>Fund 703 - PW OPERATIONS Total:</b> |                |            |                              |                | <b>5,121.16</b>  |
| <b>Grand Total:</b>                    |                |            |                              |                | <b>48,319.14</b> |

**Fund Summary**

| Fund                        | Expense Amount   |
|-----------------------------|------------------|
| 100 - GENERAL FUND          | 14,771.81        |
| 201 - VISITOR TOURISM       | 981.63           |
| 202 - COMMUNITY DEVELOPMENT | 1,616.16         |
| 203 - COMMUNITY ENHANCEMENT | 4,136.00         |
| 205 - STREETS               | 4,187.77         |
| 601 - WATER                 | 13,592.16        |
| 603 - SEWER                 | 3,912.45         |
| 703 - PW OPERATIONS         | 5,121.16         |
| <b>Grand Total:</b>         | <b>48,319.14</b> |

**Account Summary**

| Account Number | Account Name               | Expense Amount |
|----------------|----------------------------|----------------|
| 100-702-52001  | Operating Supplies         | 13.55          |
| 100-703-52041  | Community Support          | 100.00         |
| 100-704-52019  | Professional Services      | 4,050.00       |
| 100-705-52003  | Utilities                  | 747.19         |
| 100-705-52018  | Professional Developme...  | 200.00         |
| 100-705-52019  | Professional Services      | 12.00          |
| 100-705-52097  | Enterprise Fleet           | -1,618.12      |
| 100-705-52098  | Enterprise Fleet Mainte... | 1,310.07       |
| 100-706-52003  | Utilities                  | 1,784.88       |
| 100-707-52001  | Operating Supplies         | 354.51         |
| 100-707-52009  | Postage                    | 1,000.00       |
| 100-707-52019  | Professional Services      | 258.00         |
| 100-708-52001  | Operating Supplies         | 94.32          |
| 100-708-52003  | Utilities                  | 1,207.97       |
| 100-708-52046  | Dock Services              | 265.43         |
| 100-709-52003  | Utilities                  | 962.96         |
| 100-709-52023  | Facility Maintenance       | 9.00           |
| 100-709-52097  | Enterprise Fleet           | 532.97         |
| 100-710-52001  | Operating Supplies         | 16.45          |
| 100-710-52097  | Enterprise Fleet           | 451.21         |
| 100-711-52097  | Enterprise Fleet           | 522.55         |
| 100-712-52010  | Telephone                  | 242.14         |
| 100-715-52001  | Operating Supplies         | 632.29         |
| 100-715-52003  | Utilities                  | 1,497.45       |
| 100-715-52023  | Facility Maintenance       | 117.99         |
| 100-715-52097  | Enterprise Fleet           | 7.00           |
| 201-000-52003  | Utilities                  | 981.63         |
| 202-723-53102  | Downtown Infrastructure    | 454.91         |
| 202-726-52019  | Professional Services      | 1,161.25       |
| 203-705-52028  | Projects & Programs        | 4,136.00       |
| 205-000-52003  | Utilities                  | 4,187.77       |
| 601-000-22000  | Utility Deposits           | 184.85         |
| 601-731-52001  | Operating Supplies         | 6,033.26       |
| 601-731-52003  | Utilities                  | 2,810.57       |
| 601-732-52003  | Utilities                  | 4,409.39       |
| 601-732-52022  | Fuel                       | 154.09         |
| 603-735-52003  | Utilities                  | 36.99          |
| 603-736-52003  | Utilities                  | 1,147.04       |
| 603-737-52003  | Utilities                  | 1,147.05       |
| 603-737-52019  | Professional Services      | 323.00         |
| 603-738-52003  | Utilities                  | 1,258.37       |
| 703-733-52097  | Enterprise Fleet           | 591.08         |
| 703-734-52003  | Utilities                  | 1,360.21       |
| 703-734-52019  | Professional Services      | 64.89          |
| 703-734-52022  | Fuel                       | 1,065.80       |
| 703-734-52097  | Enterprise Fleet           | 783.13         |



**Account Summary**

| Account Number | Account Name         | Expense Amount   |
|----------------|----------------------|------------------|
| 703-739-52099  | Equipment Operations | <u>1,256.05</u>  |
|                | <b>Grand Total:</b>  | <b>48,319.14</b> |

**Project Account Summary**

| Project Account Key | Expense Amount                       |
|---------------------|--------------------------------------|
| **None**            | <u>48,319.14</u>                     |
|                     | <b>Grand Total:</b> <b>48,319.14</b> |



St. Helens, OR

Item #6.

# Expense Approval Register

Packet: APPKT00950 - Court Bail Refunds 3.22.24

| Vendor Name                           | Payable Number | Post Date  | Description (Item)                | Account Number | Amount        |
|---------------------------------------|----------------|------------|-----------------------------------|----------------|---------------|
| <b>Fund: 100 - GENERAL FUND</b>       |                |            |                                   |                |               |
| Stinnett, Zachary James               | INV0006910     | 03/15/2024 | Bail Refund - Stinnett, Zachar... | 100-000-20200  | 200.00        |
| Causey, Tawnya Caitlyn                | INV0006915     | 03/21/2024 | Bail Refund - Causey, Tawnya...   | 100-000-20200  | 325.00        |
| <b>Fund 100 - GENERAL FUND Total:</b> |                |            |                                   |                | <b>525.00</b> |
| <b>Grand Total:</b>                   |                |            |                                   |                | <b>525.00</b> |

**Fund Summary**

| <b>Fund</b>         | <b>Expense Amount</b> |
|---------------------|-----------------------|
| 100 - GENERAL FUND  | 525.00                |
| <b>Grand Total:</b> | <b>525.00</b>         |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b> | <b>Expense Amount</b> |
|-----------------------|---------------------|-----------------------|
| 100-000-20200         | Court - Bail        | 525.00                |
| <b>Grand Total:</b>   |                     | <b>525.00</b>         |

**Project Account Summary**

| <b>Project Account Key</b> | <b>Expense Amount</b> |
|----------------------------|-----------------------|
| **None**                   | 525.00                |
| <b>Grand Total:</b>        | <b>525.00</b>         |

# Expense Approval Register

Packet: APPKT00951 - AP 3.29.24



St. Helens, OR

| Vendor Name                                    | Payable Number        | Post Date  | Description (Item)            | Account Number | Amount            |
|--|-----------------------|------------|-------------------------------|----------------|-------------------|
| <b>Fund: 100 - GENERAL FUND</b>                |                       |            |                               |                |                   |
| CARDINAL SERVICES INC                          | 1234318               | 03/22/2024 | TEMPORARY EMPLOYMENT-...      | 100-706-52023  | 884.45            |
| CARDINAL SERVICES INC                          | 1234318               | 03/22/2024 | TEMPORARY EMPLOYMENT-...      | 100-708-52023  | 46.55             |
| CARDINAL SERVICES INC                          | 1234318               | 03/22/2024 | TEMPORARY EMPLOYMENT-...      | 100-709-52023  | 209.47            |
| ORKIN  | 257716412             | 03/22/2024 | PEST CONTROL POLICE           | 100-705-52023  | 190.99            |
| AMY LINDGREN LAW LLC                           | 622                   | 03/22/2024 | JUDICIAL SERVICES             | 100-704-52019  | 6,275.00          |
| FIFTH ASSEST INC                               | DB2001857             | 03/22/2024 | 2SWH-TIER 2 SUBSCRIPTION ...  | 100-707-52019  | 12,000.00         |
| GLORIA BUTSCH                                  | 03.25.24              | 03/25/2024 | TRAVEL REIMBURSEMENT O...     | 100-707-52018  | 279.39            |
| CITY OF PORTLAND                               | 10461968              | 03/25/2024 | REGJIN ACCESS CITIES ANNU...  | 100-705-52006  | 26,193.60         |
| WEX BANK                                       | 95877862              | 03/25/2024 | POLICE FUEL PURCHASES         | 100-705-52022  | 5,273.91          |
| WEX BANK                                       | 95877862              | 03/25/2024 | PLANNING 7782 FUEL PURC...    | 100-710-52022  | 43.60             |
| WEX BANK                                       | 95877862              | 03/25/2024 | BUILDING FUEL PURCHASES ...   | 100-711-52022  | 109.43            |
| WEX BANK                                       | 95877862              | 03/25/2024 | CITY HALL FUEL 0256           | 100-715-52022  | 77.83             |
| MORE POWER TECHNOLOGY...                       | 16025                 | 03/26/2024 | MICROSOFT 365 BUS STAND...    | 100-712-52006  | 2,858.40          |
| OREGON LIBRARY ASSOCIAT...                     | 23441                 | 03/26/2024 | OLA CONFERENCE                | 100-706-52018  | 320.00            |
| CANON SOLUTIONS AMERICA..                      | 6007227865            | 03/26/2024 | COPIER MAINTENANCE            | 100-706-52019  | 9.59              |
| STEVEN R SCHARFSTEIN                           | 64                    | 03/26/2024 | COURT ATTORNEY FEES           | 100-704-52019  | 200.00            |
| STEVEN R SCHARFSTEIN                           | 65                    | 03/26/2024 | COURT ATTORNEY FEES           | 100-704-52019  | 325.00            |
| STEVEN R SCHARFSTEIN                           | 66                    | 03/26/2024 | COURT ATTORNEY FEES           | 100-704-52019  | 125.00            |
| STEVEN R SCHARFSTEIN                           | 67                    | 03/26/2024 | COURT ATTORNEY FEES           | 100-704-52019  | 200.00            |
| STEVEN R SCHARFSTEIN                           | 68                    | 03/26/2024 | COURT ATTORNEY FEES           | 100-704-52019  | 600.00            |
| STEVEN R SCHARFSTEIN                           | 69                    | 03/26/2024 | COURT ATTORNEY FEES           | 100-704-52019  | 650.00            |
| INGRAM LIBRARY SERVICES                        | 80859307              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 18.49             |
| INGRAM LIBRARY SERVICES                        | 80859308              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 7.93              |
| INGRAM LIBRARY SERVICES                        | 80859309              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 699.60            |
| INGRAM LIBRARY SERVICES                        | 80859310              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 87.92             |
| INGRAM LIBRARY SERVICES                        | 80881638              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 513.78            |
| INGRAM LIBRARY SERVICES                        | 80902783              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 11.46             |
| INGRAM LIBRARY SERVICES                        | 80902784              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 166.01            |
| INGRAM LIBRARY SERVICES                        | 80902785              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 175.51            |
| INGRAM LIBRARY SERVICES                        | 81147293              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 34.18             |
| INGRAM LIBRARY SERVICES                        | 81147294              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 412.81            |
| INGRAM LIBRARY SERVICES                        | 81147295              | 03/26/2024 | BOOKS 20C7921                 | 100-706-52033  | 11.13             |
| HOPE VUE                                       | 03.22.24              | 03/27/2024 | IF I WERE MAYOR STUDENT ...   | 100-703-52041  | 50.00             |
| DANIELLE JESSE                                 | 03.22.24              | 03/27/2024 | IF I WERE MAYOR STUDENT ...   | 100-703-52041  | 50.00             |
| GLORY BEAUDOIN                                 | 03.22.24              | 03/27/2024 | IF I WERE MAYOR STUDENT ...   | 100-703-52041  | 150.00            |
| COMCAST BUSINESS                               | 196387537             | 03/27/2024 | FIBER INTERNET ACCT 93457...  | 100-712-52003  | 4,819.01          |
| AT&T MOBILITY                                  | 287302289330X03232024 | 03/27/2024 | 287302289330 POLICE PHON...   | 100-705-52010  | 1,948.57          |
| PAULSON PRINTING CO.                           | 4029                  | 03/27/2024 | BLUEPRINTS                    | 100-711-52019  | 63.00             |
| CENTRALSQUARE TECHNOL...                       | 404303                | 03/27/2024 | ENGAGE EVENT                  | 100-705-52018  | 999.00            |
| <b>Fund 100 - GENERAL FUND Total:</b>          |                       |            |                               |                | <b>67,090.61</b>  |
| <b>Fund: 201 - VISITOR TOURISM</b>             |                       |            |                               |                |                   |
| COLUMBIA RIVER PUD                             | 03.21.24 94111        | 03/22/2024 | 94111                         | 201-000-52130  | 258.26            |
| CITY OF ST. HELENS                             | 03.22.24              | 03/22/2024 | 01-00178-001 MASONIC BUI...   | 201-000-52130  | 151.16            |
| <b>Fund 201 - VISITOR TOURISM Total:</b>       |                       |            |                               |                | <b>409.42</b>     |
| <b>Fund: 202 - COMMUNITY DEVELOPMENT</b>       |                       |            |                               |                |                   |
| OTAK INC                                       | 000022400518          | 03/25/2024 | PROJECT 019823.000 1ST & S... | 202-723-53102  | 4,522.38          |
| OTAK INC                                       | 000022400530          | 03/25/2024 | PROJECT 019823.001 S 1ST &... | 202-723-53102  | 5,708.50          |
| MOORE SITE SERVICES LLC                        | 24015                 | 03/25/2024 | MECHANICAL SUPPORT MILL...    | 202-722-52019  | 5,700.40          |
| MOORE EXCAVATION INC                           | P-525 PAYMENT #14     | 03/25/2024 | S 1ST & STRAND ROAD & UTI...  | 202-723-53103  | 318,025.50        |
| MASON BRUCE & GIRARD INC                       | 34039                 | 03/26/2024 | FOREST MANAGEMENT 010...      | 202-724-52019  | 6,502.29          |
| <b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b> |                       |            |                               |                | <b>340,459.07</b> |

Expense Approval Register

| Vendor Name                                    | Payable Number | Post Date  | Description (Item)         | Account Number | Amount            |
|--|----------------|------------|----------------------------|----------------|-------------------|
| <b>Fund: 203 - COMMUNITY ENHANCEMENT</b>       |                |            |                            |                |                   |
| CARDINAL SERVICES INC                          | 1234318        | 03/22/2024 | TEMPORARY EMPLOYMENT-      | 203-709-50001  | 2,725.22          |
| ILLINOIS LIBRARY ASSOCIATI...                  | 281407         | 03/26/2024 | iREAD PURCHASE             | 203-706-52090  | 902.38            |
| <b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b> |                |            |                            |                | <b>3,627.60</b>   |
| <b>Fund: 205 - STREETS</b>                     |                |            |                            |                |                   |
| COLUMBIA RIVER PUD                             | 3001242        | 03/25/2024 | STREET LIGHT MAINTENANCE   | 205-000-52003  | 205.51            |
| <b>Fund 205 - STREETS Total:</b>               |                |            |                            |                | <b>205.51</b>     |
| <b>Fund: 601 - WATER</b>                       |                |            |                            |                |                   |
| PEAK ELECTRIC GROUP LLC                        | 28248          | 03/22/2024 | ELECTRIC WORK WATER TRE... | 601-732-52023  | 3,281.60          |
| <b>Fund 601 - WATER Total:</b>                 |                |            |                            |                | <b>3,281.60</b>   |
| <b>Fund: 603 - SEWER</b>                       |                |            |                            |                |                   |
| CARDINAL SERVICES INC                          | 1234318        | 03/22/2024 | TEMPORARY EMPLOYMENT-...   | 603-736-52023  | 69.83             |
| <b>Fund 603 - SEWER Total:</b>                 |                |            |                            |                | <b>69.83</b>      |
| <b>Fund: 605 - STORM</b>                       |                |            |                            |                |                   |
| EAGLE STAR ROCK PRODUCTS..                     | 42748          | 03/25/2024 | ROCK 10TH ST STORM         | 605-000-52001  | 222.00            |
| SUNSET EQUIPMENT                               | 103754         | 03/27/2024 | HUSKY BAR OIL GAL          | 605-000-52001  | 38.56             |
| <b>Fund 605 - STORM Total:</b>                 |                |            |                            |                | <b>260.56</b>     |
| <b>Fund: 703 - PW OPERATIONS</b>               |                |            |                            |                |                   |
| WEX BANK                                       | 95877862       | 03/25/2024 | PW CHEROKEE 5478           | 703-734-52022  | 503.71            |
| <b>Fund 703 - PW OPERATIONS Total:</b>         |                |            |                            |                | <b>503.71</b>     |
| <b>Grand Total:</b>                            |                |            |                            |                | <b>415,907.91</b> |

**Fund Summary**

| Fund                        | Expense Amount    |
|-----------------------------|-------------------|
| 100 - GENERAL FUND          | 67,090.61         |
| 201 - VISITOR TOURISM       | 409.42            |
| 202 - COMMUNITY DEVELOPMENT | 340,459.07        |
| 203 - COMMUNITY ENHANCEMENT | 3,627.60          |
| 205 - STREETS               | 205.51            |
| 601 - WATER                 | 3,281.60          |
| 603 - SEWER                 | 69.83             |
| 605 - STORM                 | 260.56            |
| 703 - PW OPERATIONS         | 503.71            |
| <b>Grand Total:</b>         | <b>415,907.91</b> |

**Account Summary**

| Account Number      | Account Name               | Expense Amount    |
|---------------------|----------------------------|-------------------|
| 100-703-52041       | Community Support          | 250.00            |
| 100-704-52019       | Professional Services      | 8,375.00          |
| 100-705-52006       | Computer Maintenance       | 26,193.60         |
| 100-705-52010       | Telephone                  | 1,948.57          |
| 100-705-52018       | Professional Developme...  | 999.00            |
| 100-705-52022       | Fuel                       | 5,273.91          |
| 100-705-52023       | Facility Maintenance       | 190.99            |
| 100-706-52018       | Professional Developme...  | 320.00            |
| 100-706-52019       | Professional Services      | 9.59              |
| 100-706-52023       | Facility Maintenance       | 884.45            |
| 100-706-52033       | Printed Materials          | 2,138.82          |
| 100-707-52018       | Professional Developme...  | 279.39            |
| 100-707-52019       | Professional Services      | 12,000.00         |
| 100-708-52023       | Facility Maintenance       | 46.55             |
| 100-709-52023       | Facility Maintenance       | 209.47            |
| 100-710-52022       | Fuel                       | 43.60             |
| 100-711-52019       | Professional Services      | 63.00             |
| 100-711-52022       | Fuel                       | 109.43            |
| 100-712-52003       | Utilities                  | 4,819.01          |
| 100-712-52006       | Computer Maintenance       | 2,858.40          |
| 100-715-52022       | Fuel                       | 77.83             |
| 201-000-52130       | Building Lease & Utilities | 409.42            |
| 202-722-52019       | Professional Services      | 5,700.40          |
| 202-723-53102       | Downtown Infrastructure    | 10,230.88         |
| 202-723-53103       | Riverwalk Construction     | 318,025.50        |
| 202-724-52019       | Professional Services      | 6,502.29          |
| 203-706-52090       | LSTA Grant Expense         | 902.38            |
| 203-709-50001       | Wages                      | 2,725.22          |
| 205-000-52003       | Utilities                  | 205.51            |
| 601-732-52023       | Facility Maintenance       | 3,281.60          |
| 603-736-52023       | Facility Maintenance       | 69.83             |
| 605-000-52001       | Operating Supplies         | 260.56            |
| 703-734-52022       | Fuel                       | 503.71            |
| <b>Grand Total:</b> |                            | <b>415,907.91</b> |

**Project Account Summary**

| Project Account Key | Expense Amount    |
|---------------------|-------------------|
| **None**            | 415,907.91        |
| <b>Grand Total:</b> | <b>415,907.91</b> |