



# COUNCIL REGULAR SESSION

Wednesday, May 17, 2023 at 7:00 PM

---

## COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Jessica Chilton  
Councilor Patrick Birkle  
Councilor Mark Gundersen  
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

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

### DELIBERATIONS

1. *(Continued from May 3)* Consider Renaming "Mill Street" in the Riverfront District
2. Annexation of 35046 Maple Street (James & Illine May)
3. Annexation of 35082 Maple Street (Travis Jenkins)
4. Annexation of 58927 Firlok Park Street (Toni & Robert Loveland)

### ORDINANCES – *Final Reading*

5. **Ordinance No. 3291:** An Ordinance Amending Section 6.04 (Animal Control) and 8.24 (Park Regulations) of the St. Helens Municipal Code Designating Additional Off-Leash Dog Parks and Establishing Consistent Leash Length Law

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. Agreement with St. Helens School District for Use of Facilities

### APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

7. Appoint Fatima Salas to Library Board

### CONSENT AGENDA FOR ACCEPTANCE

8. Budget Committee Minutes dated April 13, 2023
9. Parks and Trails Commission Minutes dated April 10, 2023
10. Library Board Minutes dated April 10, 2023
11. Planning Commission Minutes dated April 11, 2023

### CONSENT AGENDA FOR APPROVAL

12. Council Minutes from February 15, March 1, March 15, April 5, and April 12, 2023
13. 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/85600164554?pwd=VjE1S2VIQUFjd3ZQVFd5OTFYbkRTZz09>

Meeting ID: 856 0016 4554

Passcode: 492770

Dial: 669-900-9128

---

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

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

City of St. Helens  
**ORDINANCE NO. 3291**

AN ORDINANCE AMENDING SECTION 6.04 (ANIMAL CONTROL) AND 8.24 (PARK REGULATIONS) OF THE ST. HELENS MUNICIPAL CODE DESIGNATING ADDITIONAL OFF-LEASH DOG PARKS AND ESTABLISHING CONSISTENT LEASH LENGTH LAW

**WHEREAS**, on March 13, 2023, the Parks and Trails Commission unanimously voted to recommend that the City Council amend the St. Helens Municipal Code to officially designate Heinie Heumann Park and Grey Cliffs Waterfront Park as off-leash dog parks; and

**WHEREAS**, the Commission also voted unanimously to establish a uniform leash law of six feet and that the Municipal Code be amended to reflect this law.

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

**Section 1.** Chapter 6.04 and 8.24 of the St. Helens Municipal Code ("SHMC") are hereby amended as per **Attachment "A"** attached and made part of this reference.

**Section 2. Severability.** If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses, or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be servable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

**Section 3.** Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

**Section 4.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: May 3, 2023  
Read the second time: May 17, 2023

**APPROVED AND ADOPTED** this 17<sup>th</sup> day of May 2023 by the following vote:

Ayes:  
Nays:

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

ATTEST:

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

underlined words are added

~~words stricken~~ are deleted

[...] means skipping text as it reads in the code (e.g., to focus on text being edited in this document)

---

## CHAPTER 6.04 ANIMAL CONTROL

[...]

### 6.04.040 Prohibited activities.

[...]

(2) Animals At Large. It shall be unlawful for an owner to permit, either by negligence or by intention, any animal to run at large, except domestic cats or birds. Notwithstanding this general rule, dogs shall be allowed to be off leash for play and exercise purposes in the areas designated as the McCormick Park, Heinie Heumann Park, or Grey Cliffs Waterfront Park pet off-leash area ~~by Resolution No. 1564~~, so long as the rules of the off-leash area are being observed.

[...]

(6) Pets in City Parks. Pets are permitted in city parks (unless otherwise posted) only if they are on a leash that is ~~16~~ six (6) feet or less in length or in an appropriate container. Electronic leashes or training collars that have no visible, physical connection between the animal and its human supervisor will not be considered acceptable under this section. Pets shall be kept under supervision at all times and not allowed to run at large or to commit any nuisance or harass the public in any way. Notwithstanding this provision, dogs shall be allowed to be off leash for play and exercise purposes in the area designated as the McCormick Park, Heinie Heumann Park, or Grey Cliffs Waterfront Park pet off-leash area ~~by Resolution No. 1564~~, so long as the rules of the off-leash area are being observed.

## CHAPTER 8.24 PARK REGULATIONS

### 8.24.190 Rules and regulations.

(4) Animals.

[...]

(c) An off-leash area has been designated ~~by Council Resolution No. 1564~~ in McCormick Park. Dogs shall be allowed to be off leash for play and exercise purposes in the area designated as the McCormick Park pet off-leash area so long the rules set forth in subsection (7) of this section are observed. Additionally, Heinie Heumann Park and Grey Cliffs Waterfront Park are designated as off-leash parks as long as the rules set forth in subsection (7) of this section are observed.

[...]

(7) Additional rules applicable within the off-leash areas of McCormick Park, Heinie Heumann Park, and Grey Cliffs Waterfront Park ~~as designated by Council Resolution No. 1564~~ are as follows:

[...]

#### 8.24.240 Schedule A – Parks offenses.

[...]

(2) Violation of sections:

- |   |  |
|---|--|
| (a) SHMC <a href="#">8.24.040</a>           | Horse not on<br>bridle path  |
| (b) SHMC<br><a href="#">8.24.190</a> (3)(b) | Pets in park<br>buildings  |
| (c) SHMC <a href="#">8.24.190</a> (4)       | Animals  |
| (d) SHMC <a href="#">8.24.190</a> (7)       | McCormick Park,<br><u>Heinie Heumann<br/>Park, and Grey<br/>Cliffs Waterfront<br/>Park</u> pet off-leash<br>area rules |
| (e) SHMC <a href="#">8.24.200</a> (4)       | Staying more<br>than 72 hours in<br>one week   |

are class C violations.

## INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the City of St. Helens, a municipal corporation of the State of Oregon, ("City,") and the St. Helens School District No 502, an Oregon school district ("District.") The City and the District are also referred to in this Agreement each as a "Party" and together as the "Parties."

WHEREAS, the Parties each own real property in Columbia County, Oregon, and

WHEREAS, the Parties have worked cooperatively in coordinating programs and sharing athletic and recreational facilities, and

WHEREAS, the Parties desire to provide for the opportunity for one Party to use real property owned by the other Party, and

WHEREAS, the Parties deem it appropriate to enter into an Intergovernmental Agreement for the ownership and use of their respective properties under authority granted to the Parties by ORS 190.010 to 190.030.

### WITNESSETH

That each Party hereby grants to the other party the use and occupancy of the Property(ies) (including facilities on the Property) owned and operated by the other Party for the purposes and on the terms and conditions hereinafter stated:

1. Both Parties agree that a principal objective of this Agreement is the Parties to reasonably share in the cost of providing access and service to each parties Properties. The general agreement is that each Party shall maintain the properties and facilities that it owns and that each Party shall have primary access to its Properties and facilities. However, each Party grants priority use to the other Party for programming of Properties and facilities when not in use by the owning Party. This exchange of service and access is expected to demonstrate equal costs.  
  
Costs are not expected to be a dollar-for-dollar equal match but are expected to be reasonably equal. Access and service may be reviewed at least annually and adjustments to access and service levels may be made to ensure reasonably equal costs between the Parties.
2. The Parties agree to collaborate as public agencies on efforts such as joint development requests, grant applications, and land acquisition.
3. Each Party shall comply with the rules and regulations of the other Party governing use of the facilities. Each Party is allowed to enforce their regulations on the other Party's property, such as those relating to the conduct of participants, for the preservation of public safety and/or protection of physical assets.
4. The Parties agree to provide priority use to each other for scheduled events. Except as scheduled, programs that have preference provided by this Agreement are identified as follows:
  - a) Programs directly provided by either Party or affiliated with District. District has responsibility for designating affiliates through District's established process.

- b) Programs that are directly a function of their governing body (e.g. Board meetings, PTO events, and District advisory committees).
  - c) Outside programs not directly funded and operated by District are not included considered affiliated with the District and do not receive priority over City programs. Outside programs may include, but are not limited to, the YMCA, private users, and local sports groups not affiliated with District.
  - d) District affiliates have priority use for athletic facilities only. District affiliates do not have access under this Agreement for administrative functions including, but not limited to, board meetings, award events, uniform and equipment distribution, and similar activities. District affiliates may request use of City facilities for these activities through the City facility use process.
5. The using Party agrees to:
- a) Ensure building security during and after scheduled use. Provide proper first aid care to participants for whom they are responsible. Notify owning Party with an incident report within three (3) working days of incident.
  - b) Ensure clean up and disposal of refuse by using Party to a standard reasonably acceptable to the owning Party. The Parties shall coordinate with one another when large events are scheduled to review clean up and disposal concerns. If additional custodial and/or dumpster services are determined to be necessary after prior consultation, the owning Party may bill the using Party for those services.
  - c) Comply with all laws, ordinances, rules, and regulations of any public authority, as now or hereafter enacted or amended, as they relate to or affect the Property or the use thereof.
  - d) **Each owning Party provides each Property to the using Party 'AS-IS' with all defects and with no representations or warranties whatsoever, including suitability for a particular purpose.** The using Party shall have access to and be responsible for inspecting the Property and determining whether it is suitable for the using Party's intended use. Except as expressly provided, nothing in this Agreement is intended to waive or limit any immunity or defense of an owning Party, including but not limited to immunity pursuant to ORS 105.682, as amended to the extent available to the owning Party.
  - e) The using Party shall maintain during the term of the Agreement (with a carrier acceptable to the owning Party) commercial General Liability Insurance for the protection of the owning Party (directors, officers, employees, agents and volunteers) insuring owning Party for damages because of personal injury, bodily injury, death or damage to Property, including the loss of use thereof, and occurring on or in any way related to activities on the Property or any condition of the Property with limits (equal to the owning Party's coverage, by) not less than \$2,500,000 combined single limit per occurrence annual aggregate, or not less than the limits of public body liability set forth in the Oregon Tort Claims Act (ORS 30.260 to 30.300) or other applicable law, whichever

is greater. Such insurance shall name both the using and owning Parties as insured and the using Party shall provide copies of the endorsement(s) to the owning Party. The insured party shall provide the additional insured party thirty (30) calendar day written prior notice of cancellation. Using Party agrees to furnish, in compliance with the above, evidence of self-insurance or insurance to the owning Party within sixty (60) calendar days of this Agreement.

6. Furthermore, the owning Party agrees to keep the using Party informed of any planned construction or maintenance of its facilities that will adversely affect the using Party's ability to schedule regular use of said facility.

7. This Agreement applies to the following locations:

|                          |                                |                        |
|--------------------------|--------------------------------|------------------------|
| Scheduling Expectations  | Athletic Fields - Grass        | Athletic Fields – Turf |
| Gymnasiums               | Swimming Pools                 | Tennis Courts          |
| Track and Cross Country  | Miscellaneous Services         |                        |
| Information Distribution | City Parent Reunification Plan |                        |

Titles may be edited, added, or deleted from time to time to respond to issues that arise during the course of the year. Such modifications shall be discussed cooperatively and be adopted by mutual consent of the District General Manager or designee and the City Superintendent or designee.

8. Failure of the using Party to follow the terms or conditions or fulfill any obligations of this Agreement constitutes a default of this Agreement. The Party will verbally notify those in charge of said facility and provide written notice to the other Party of those defaults. The Party will have thirty (30) calendar days to remedy the default. During the said thirty (30) day period, the City liaison to District and the District Superintendent of Sports will cooperate to remedy the situation. If the default cannot be remedied at that time, the Superintendent of City, or their designee, and the General Manager of District, or their designee, will review the default to reach a compromise. If the violation is not remedied within a 30-day period after written notice, the Party may be deemed to have lost its use of the other Party's Property(ies) facility(ies). If the Party proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable, then the thirty (30) day limit may be extended by the other Party. A third party mediator (as appointed by the presiding judge of the Columbia County Circuit Court) will first attempt to remedy the decision before the Agreement will be terminated. Notwithstanding the foregoing, the owning party may immediately suspend use of a Property if immediate action is necessary to protect the health or safety of persons using the Property. The parties shall cooperate to remedy the situation promptly to the extent practicable. In no event shall either Party be liable to the other for damages, except as provided for indemnification.
9. If a condemning authority takes any parcel of the Property or a portion sufficient to render the remainder reasonably unsuitable for the use to which the using Party was then making of such parcel, this Agreement shall terminate with respect to such parcels as of the date title vests in the condemning authority. The owning Party shall be entitled to all the proceeds of the condemnation resulting from a taking of any parcel of the property or any portion thereof, but shall reimburse the using Party for that portion of the award attributable to improvements



placed upon the ground by the using Party, less depreciation costs. Sale of all or part of any parcel of the Property to purchaser with the owner of eminent domain in the face of a threat or probability of the exercise of the power shall be treated for the purposes of this section as a taking by condemnation.

10. If suit, action, or arbitration is instituted in connection with any controversy arising out of this Agreement, the prevailing party shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable as attorney fees.
11. The Parties will work cooperatively in coordinating programs and activities conducted on the properties so as to avoid conflicting or competing uses. Coordination meetings between the Parties' staff shall occur no less than once a month. The Parties may exchange days and times of use on a mutually agreed upon basis to accommodate the needs of the respective parties. Any change will be reviewed and acted upon by each Party's designated representative. The Parties will communicate with their boards, committees, and their patrons they serve about the implications of this Agreement in regards to their own facilities.
12. While using facilities, each Party agrees to repair or reimburse for repair, damage to the Property at the option of the owning Party, as to except ordinary wear and tear. Each Party is responsible for reporting any damage immediately (next business day) to the other party's facility staff.
13. Subject to the limitations of the Oregon Constitution and the Oregon Tort Claims Act, City will indemnify District, its officers, officials, employees, agents, and insurers (collectively District) against any and all liability for personal injury or damage to life or property arising out of or related to the use of the District Property by City including but not limited to program participants, under this Agreement provided, however, that City will not be required to indemnify District for any such liability arising out of the negligent or wrongful acts of District, its officers, employees, or agents.
14. Subject to the limitations of the Oregon Constitution and the Oregon Tort Claims Act, District will indemnify City, its officers, officials, employees, and agents against any and all liability for personal injury or damage to life or property arising out of or related to the use of City Property by District, including but not limited to program participants, under this Agreement provided, however, that District will not be required to indemnify City for any such liability arising out of the negligent or wrongful acts of City, its officers, employees, or agents.
15. This Agreement may be terminated by either Party and may be amended or otherwise modified only by a written instrument executed by both Parties referring to this Agreement specifically and declaring it amended, or otherwise modified. This agreement may be terminated by either Party by providing at least 180 days' written notice of termination to the other Party. This Agreement expires by its own terms and without further action of either City or District on December 31, 2025 unless the governing bodies of both City and District (or their assigns or successors-in-interest) extend, amend, or modify the terms of this Agreement before that time in writing. If the agreement is terminated, all events scheduled with either Party at the time of termination will be preserved and allowed to take place as scheduled. It is the expectation that both Parties will review the Agreement annually to determine if the Agreement is working as

intended. Identified amendments and modifications to this Agreement will be reviewed collaboratively and be acted upon by the governing bodies by July 1 of each year.

16. City and District shall in good faith cooperate with each other in connection with their respective rights and obligations of this Agreement, including but not limited to, performing any acts and executing any further documents that may be reasonably necessary to effectuate the purposes of or rights conferred under this Agreement.
17. Any notice required or permitted under this Agreement shall be given when actually delivered or when deposited in the United States mail as certified mail addressed as follows:
 

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

To District:       St. Helens School District  
                       474 North 16th Street  
                       St. Helens, OR 97051
18. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon. If any provision of this Agreement or application thereof to any person or circumstances shall to any extent be deemed invalid, the remainder of this Agreement shall not be affected and each provision of this Agreement shall be valid and enforced to the fullest extent by law.
19. This Agreement may be executed and acknowledged in counterpart originals and all such counterparts shall constitute one (1) Agreement. Signature pages may be detached from the counterpart originals and attached to a single copy of this Agreement to physically form one (1) document.

THIS INTERGOVERNMENTAL AGREEMENT is entered into by the City of St. Helens pursuant to approval of its City Council on May 17, 2023, and by St. Helens School District pursuant to resolution of its School Board adopted \_\_\_\_\_.

\_\_\_\_\_  
 Superintendent  
 St. Helens School District

Date \_\_\_\_\_

\_\_\_\_\_  
 Mayor  
 City of St. Helens

Date \_\_\_\_\_

# **APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS**

Item #7.

City Council Meeting ~ May 17, 2023

---

**Pending applications received:**

| <u>Name</u>    | <u>Interest</u> | <u>Date Application Received</u> | <u>Referred by Email To Committee(s)</u> |
|----------------|-----------------|----------------------------------|--|
| • Fatima Salas | Library Board   | 2/13/23                          | 2/15/23                                  |

---

## **Library Board (4-year terms)**

- Dan Davis resigned. His term expires 6/30/2023.
- Ellen Jacobson's term expires 6/30/2023. She would like to be reappointed.

**Status:** A press release was sent out on January 12, 2023 with a deadline of February 28, 2023. We received one (1) application.

**Next Meeting:** June 12, 2023

**Recommendation:** The Board met on May 8 and voted to recommend appointment of Fatima Salas to fill Dan Davis' vacant position. Her term will expire 6/30/27.

## **Parks & Trails Commission (4-year terms)**

- Carmin Dunn resigned. Her term expires 12/31/2024.

**Status:** A press release was sent out on September 14 with an October 12 deadline.

**Next Meeting:** June 12, 2023

**Recommendation:** None at this time.

---

**City of St. Helens**  
**RESOLUTION NO. 1648**

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder



## BUDGET COMMITTEE

Thursday, April 13, 2023, at 5:00 PM

### MINUTES

**Members Present:**

- Rick Scholl, Mayor
- Jessica Chilton, Councilor President
- Patrick Birkle, Councilor
- Mark Gundersen, Councilor
- Brandon Sundeen, Councilor
- Lew Mason, Committee Chair
- Claire Catt, Vice Committee Chair
- Brady Preheim, Committee Member
- Eddie Dunton, Committee Member
- Michelle Damis, Committee Member

**Members Absent:** None

**Staff Present:**

- Gloria Butsch, Finance Director
- John Walsh, City Administrator - Budget Officer
- Jon Ellis, Financial Consultant
- Mouhamad Zaher, Public Works Director
- Jacob Graichen, City Planner
- Mike De Roia, Building Official
- Brian Greenway, Police Chief
- Suzanne Bishop, Library Director
- Jamie Edwards, Accountant II- Budget Committee Secretary
- Jennifer Johnson, Accountant III

#### Call to Order

Budget Committee Meeting was called to order at 5:04 PM

#### Introductions and Budget Committee Roles

Finance Director Gloria Butsch introduced herself as the new Finance Director for the City of St. Helens. Introductions of Committee members and staff were made.

#### New Chair and Vice-Chair Nominations

Previous Committee Vice Chair Lew Mason nominated outgoing Committee Chair, Claire Catt as Chair; Catt declined. Councilor Patrick Birkle nominated Committee Member Michelle Damis as Chair, Damis declined. Birkle Nominated Mason as Chair, Mason accepted.

Birkle nominated Catt as Vice Chair; she accepted.

Motion made by Councilor Birkle, Seconded by Council President Chilton to approve Lew Mason as Committee Chair and Claire Catt as Committee Vice Chair.

Voting Yea: Council President Chilton, Councilor Sundeen, Chair Catt, Vice Chair Mason, Committee Member Damis, Committee Member Preheim, Committee Member Dunton

### Approval of Previous Meetings Minutes

1. July 13, 2022, Minutes

Motion made by Committee Member Damis and Seconded by Councilor Birkle, to approve the July 13, 2022, Minutes.

Voting Yea: Council President Chilton, Councilor Sundeen, Vice Chair Catt, Chair Mason, Committee Member Damis, Committee Member Dunton

Voting Abstaining: Committee Member Preheim

### Receive Budget Message and Proposed Budget

Finance Director Gloria Butsch read the included budget message for the City of St Helens for the 2023/2024 fiscal year.

### Documentation Orientation and Fund Structure

Butsch shared a presentation explaining the purpose and role of the budget committee along with documentation orientation and fund structure.

Butsch presented the Balanced Budget Assumptions, General Fund forecast.



## Balanced Budget Assumptions

What IS included in the 23/24 Proposed Budget?

- 3 vacant positions unfilled
- Utility rate increase assumptions
- 6% COLA for police association; 5% COLA increase for ASCME & non-personnel

What Assumptions are used in the 23/24 Proposed Budget?

#### General Fund

- Forecasted years assume 9% Personnel overall increases for Wages, Insurance & PERS
- Forecasted years assume 3% Materials & Services increases

#### Enterprise Funds

- Forecasted years assume 9% Personnel overall increases for Wages, Insurance & PERS
- Forecasted years assume 3% Materials & Services increases
- Utility rate increases for water/sewer/storm over the next 4 years
- Additional debt service required for capital projects

## Budget Assumptions and Capital Improvement Projects



# Balanced Budget Assumptions

Adjustments made to achieve 15% ending fund balance in General Fund (policy is 20%) and maintain 20% ending fund balances in utility funds

- |                       |  |
|-----------------------|--|
| • Revenue Enhancement | Increase GFS allocation to Tourism                           |
| • Library             | Vacant Library Technician Makerspace unfilled(\$100,000)     |
| • Parks               | Reallocation of 1 FTE personnel between Recreation and Parks |
| • Recreation          | Reallocation of 1 FTE to Community Enhancement               |
| • Recreation          | Increase revenue by \$20k for program charges                |
| • Technology          | Reduce computer replacement and insurance (\$33,000)         |
| • Police              | Reduce operating supplies & uniforms expense                 |
| • Police              | One vacant position unfilled                                 |
| • Police              | Reduce facilities maintenance (\$40,000)                     |
| • Public Works        | Defer purchase of mini excavator and van (\$155,000)         |
| • Public Works        | Defer replacement of water filters (\$250,000)               |
| • Public Works        | Adjust personnel allocations between Streets and Sewer       |
| • Public Works        | Vacant WF/WWTP position unfilled (\$100,000)                 |

## Department Presentations (10 Minutes each)

### I. Administration

City Administrator John Walsh, spoke on the reserve balance and the plans to lower the deficit. Walsh explained the different departments within the Administration Department:

- **City Recorder and Human Resources**, centralized recruiting.
- **Communications**, operates fourteen social media platforms.
- **Finance**, includes Utility Billing, Accounts Receivable, Accounts Payable, and Payroll.
- **Government Affairs**, provides intergovernmental relations, lobbying, and brings in grants into the community.
- **Municipal Court**, increased costs for the Judge who has not had a raise since 2018, to retain Public Defenders, they are looking at going to a retainer base to keep them.
- **Recreation**, the community has really valued the Recreation Program and they have been developing innovative programs, but they cannot be launched unless there is funding, for which there is a large grant application in process to help with the costs.

### II. Community Development

Walsh explained that Building and Planning are under the Community Development Department. City Planner Jacob Graichen said that the City does not have a dedicated Community Development Director; Walsh fills that role. In part, the two City Planners make up, an Assistant Community Development Director, working with 2.4 full-time equivalent employees (FTE).

Building Official, Mike De Roia said that the Building Division administers building codes. The budget reflects the volume of services they provide throughout the year. The Building Division is allowed to collect fees, but those fees can only be used for specific items.

Butsch said that there was a scrivener error in the preliminary budget document on the line item for the Building Division, Professional Services; it needs to be \$8,000 not \$6,000.

### III. Library



Library Director- Suzanne Bishop, shared a presentation on the St. Helens Public Library's goals and strategic plans:

- Elimination of overdue fines (done)
- Courier services between Columbia County libraries
- Sustainable operation of Makerspace staff and operations
- Expand hybrid programs
- Increase digital library services (done)
- Explore rebranding of the library

Bishop is requesting a funding increase of approximately 15% to focus areas of growth in facility maintenance, printed materials, Library of Things, and Projects and Programs.

#### IV. Police

Police Chief Brian Greenway shared that the Police are not dropping their level of service, though they have reduced areas in their budget. Greenway said that the level of Police service requests has been increasing over the last five years. The officers are busy and have continued to protect and serve with limited resources. As for the budget, one area being reduced is Operating Supplies. To serve the community better, we are obtaining a new report writing system giving them the ability to mine data to better respond to needs. Another change is the body cameras; the cameras provide accountability, transparency, and legitimacy. They are in the process of replacing all the cameras that are outdated and need technology updates.

#### V. Public Works

Public Works Director, Mouhamad Zaher, reported they make up about 39% of the City budget, made up of Operations, Engineering, Information Technology, and Parks. Zaher shared the goals of Public Works and the Capital Improvements Projects and what can be deferred. Public Works has worked to cut costs where they can and when projects have come under budget, they have added the funds back into the budget.

### Enterprise Fund

Butsch reported on the Enterprise Funds, made up of Water, Sewer, and Storm Funds.

The Water Fund- Is doing well for the current year but will not be sustainable in 2025 and beyond. Will need to look at a new rate study.

---

#### Water Fund – Master Plan Assumptions

- 2% Annual Growth
  - 3% rate increases each year for 5 years
  - 9% Increase in Personnel Services
  - 5% Increase in Materials
  - Deferred replacement of water filters for \$250,000
- 

The Sewer Fund- Is operating healthy with the current plan of loan and grant financing.

**Sewer Fund – Master Plan Assumptions**

- 2% Annual Growth
- 8% rate increases each year for 5 years
- 9% Increase in Personnel Services
- 5% Increase in Materials
- \$6.945M Debt & Grant Funding required in 23/24 and \$5.2M Debt Service required in 24/25 to fund capital projects

The Storm Fund - is challenging but doing well with the adopted rates from FY 22/23

**Storm Fund – Master Plan Assumptions**

- 2% Annual Growth
- 17.2% (\$2.40) Rate increase in 2024, CPI Rate increases in 2025-2027
- 9% Increase in Personnel Services
- 5% Increase in Materials & Services
- Deferred projects and timelines out as proposed in Capital Improvement Plan to FY2027

**Opportunities:**

## Opportunities

1. Revisit funding strategy for Public Safety Facility
  - I. Increase public safety utility fee \$3 to \$10
  - II. Go out for a GO Bond (property tax increase)
2. Increase the public safety fee to increase support for the Police Department \$2.
3. Investigate a 5-year option levy (property tax increase) to support specific departments:
  - I. Police Department
  - II. Library Department
  - III. Parks Department
4. Investigate a continuation of the Parks utility fee
5. Complete an internal service level review for all departments & city buildings

**Open Public Comment Period**

Committee Member- Brady Preheim asked if under the first opportunities option for a general obligation bond, how long the bond would be for. Butsch said it would need a consultant to determine the amount and term. Preheim asked if option three could be a different term on the 5-year levy. Butsch advised that they are typically a 5-year, but could go out for another vote at the end of the term.

Committee Chair - Lew Mason asked if the 5-year levy could cover a new Police Department. Butsch explained how the levy works and the distribution. There would not be enough funds left over to cover the needs of the Police Department. Greenway shared about other levies local authorities were going out for this year.

Committee Member Eddie Dunton asked about the fees added to the City Docks and if those funds could be used for the parks, Walsh explained those funds go into Parks already. Mayor Rick Scholl said the fee was added to manage the dock use.

Mason mentioned last year the Budget Committee talked about the possibility of a gas tax. Walsh said that would require a vote.

Councilor Sundeen asked if the public safety fee was increased to \$10, how long it would be for. Butsch said the fee would be in place for the life of the loan, which is 30 years. Walsh said that, increasing the fee now to \$10, would increase the fund reserve.

Councilor Birkle stated the City should continue to look at other sources of funding, such as selling City-owned property where available.

Preheim asked out of the funds collected so far for the public safety facility if it was earning interest and where the funds were. Walsh shared that the funds are in an investment account and earning interest. Butsch reported out of the interest earned, if the funds were not spent specifically on the construction of the public safety facility, the City would have to pay back the interest earned to the investors.

Visitor Steve Toschi asked if there was a breakdown of the line-item title GF Support Services. Butsch said not in this document but that can be included in the next meeting. Toschi said there is an increase in overtime and asked why it was included, Walsh reported last year it was not included so it looks like an increase.

#### **Visitor Comments:**

Steve Toschi reported that the Planning Commission encourages the Budget Committee to investigate adding another City Planner.

Toschi continued to share, that as a citizen, it is crucial to look at the employees within a business to make sure they are providing value to the City. Toschi states property taxes can be doable with proper communication and education to the citizens. Gas tax is an option that is not that much and would provide considerable revenue; the key is educating the voters. This type of tax applies to anyone who comes through the city, not just the residence. Another suggestion was increasing business license fees on rentals, and believe increasing them to \$25 per month per unit would provide substantial revenue.

Butsch asked all members take the proposed budgets home and email all questions and requests to her before the next meeting, that way during the next meeting they could be prepared to discuss and respond to all questions and requests.

Preheim asked why there was such a large increase in the revenue from 2022 to 2023, Walsh said that the increase in revenue was from funding for the projects.

**The Budget Committee will reconvene on May 4, 2023, at 5:00 p.m.**

**Adjournment – 6:45 PM**

*Respectfully submitted by Jamie Edwards, Budget Committee Secretary*



# PARKS AND TRAILS COMMISSION

Monday, April 10, 2023 at 4:00 PM

## APPROVED MINUTES

### MEMBERS PRESENT

Chair Dana Lathrope  
 Vice Chair Lynne Pettit  
 Commissioner Howard Blumenthal  
 Commissioner Jacob Woodruff  
 Commissioner Paul Barlow  
 Commissioner Scott Jacobson  
 Commissioner Lauren Gonzales

### STAFF PRESENT

Melisa Gaelrun-Maggi, Parks Administrative Assistant  
 Brandon Sundeen, City Council

### CALL TO ORDER 4:00pm

### APPROVAL OF MINUTES

#### 1. Approve March 13, 2023, Minutes

In the sentence regarding Columbia View Park, Jacobson wants verbiage changed from claims to stated.

Motion made by Commissioner Blumenthal, Seconded by Commissioner Gonzales.

**Voting Yea: Chair Lathrope, Vice Chair Pettit, Commissioner Blumenthal, Commissioner Jacobson, Commissioner Barlow, Commissioner Gonzales.**

### NEW BUSINESS

#### 2. Annual Report to City Council - Lathrope

Lathrope asked for input from Commissioners including emailed info about each individual park in the next couple weeks.

#### 3. Elephant Slide - Lathrope

Lathrope visited Campbell Park with Buck Tupper before the field trip this Saturday and looked over the amenities. Lathrope is sending Kathy Payne a notification of possible quorum that day, but no decisions will be made. The elephant slide came up during their walk through and Lathrope believes it needs to be removed due to deterioration. Jacobson asked if it could be refurbished, Lathrope does not feel it can be. Lathrope asked for a motion to have parks crew remove the slide.

Jacobson would like more information about possible refurbishment.

Lathrope believes that the two parks department employees she spoke to are not sure that it would survive a move but is open to many art preservation options once removed due to safety.

**Motion made by Jacobson, seconded by Pettit.**

**Voting Yea: Chair Lathrope, Vice Chair Pettit, Commissioner Blumenthal, Commissioner Jacobson, Commissioner Barlow, Commissioner Gonzales.**

**4. Civic Pride Update - Gonzales**

Gonzales stated that she is working on blackberry and ivy removal from the trees. Blumenthal and Pettit gave tips on ivy removal. Gonzales mentioned that she heard it is in the master plan to put in a splash pad at Civic Pride Park. She is meeting with Shawn Hogan of Cistus Nursery about plants that would not interfere with the future splash pad.

She is also concerned about the amount of garbage and litter that overflows from the nearby grocery store.

Jacobson mentioned that he feels the park would make a great community garden.

Blumenthal wants her to put in native plants.

Pettit reminded her to put in a water supply before she puts in her plants. Gonzales said she had already talked to the Parks Department about that.

Lathrope asked if she had any plans to host a field trip. Gonzales would like more time.

**OLD BUSINESS****5. Grant Sub-Committee - Pettit**

Pettit said that the current volunteers for the sub-committee are Jacobson, Belcher, and herself. They are going to be getting together in the next couple weeks. They are going to keep the sub-committee to three members for now.

Lathrope asked if they are going to be bringing the grants to the commission. Pettit said that they are going to bring them to Jenny Dimsho first.

**6. Columbia View Park - Jacobson**

Jacobson met with John Walsh and Jenny Dimsho and realized that the placing of the stage is already quite a way down the road on the development plan. He feels there could be better communication between City Council and others in the future.

Blumenthal stated that there were many public hearings on the placing on the stage, so the City did discuss it.

Woodruff asked if the old playground equipment from Columbia View Park can be used for Campbell Park. Lathrope believes that it already has quite a bit of damage.

**ACTION ITEMS**

Send updated info about parks for the City Council report within the next two weeks.

**COUNCILOR'S REPORT**

Sundeen reported that the 6ft leash law amendment will be moving forward.

He is available to meet in the parks at any time.

**DISCUSSION ITEMS**

Pettit mentioned the Work Party in Japanese Gardens in McCormick Park on April 22nd from 9am-12pm. Parks crew and the work crew will be doing some work before to make it easier.

Blumenthal stated that thirteen people showed up to their last Nob Hill work party.

The Native Plant Society of Oregon is doing a plant walk this weekend and since the wait list was so long, they are going to do another in May.

Blumenthal is concerned that the Waterfront Construction trail is too close to the old building that used to be Grace's Antiques Annex that he feels that it looks like it is close to collapsing.

Pettit asked if anyone has ordered any Parks t-shirts through Spirit of Halloweentown. She believes it only goes to the end of April.

Jacobson mentioned that Steve Toschi has volunteered to help with the Urban Trail. Pettit said Jacobson should put him in touch with the Urban Trail Committee.

**ADJOURNMENT** 4:52pm

City of St. Helens  
***Library Board***  
**Minutes from Monday, April 10, 2023**  
 St. Helens Public Library via ZOOM

**Members Present**

Rob Dunn, Chair  
 Melisa Gaelrun-Maggi  
 Ellen Jacobson  
 Jana Mann, Vice Chair  
 Jessica Sturdivant

**Members Absent**

Aaron Martin  
 Lynne Pettit  
 Diana Wiener

**Councilors in Attendance**

Patrick Birkle

**Guests**

**Staff Present**

Suzanne Bishop, Library Director  
 Dan Dieter, Library Board Secretary

OR

**CALL MEETING TO ORDER:** The meeting was called to order at 7:20 pm by Chair Dunn.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

**PREVIOUS MEETING MINUTES:** Minutes from February 13, 2023, and minutes from April 3, 2023, were reviewed and approved.

**NEW BUSINESS:** Director Bishop described some of the changes in communication processes for the board. We will start using Municode soon to produce board meeting agendas and minutes. This will allow the board to follow the conventions used by the City Council and other City boards and commissions. Reference Librarian Herren-Kenaga was asked to describe some current statistics. Our audio books are getting more checkouts, even better than pre-Covid times. The average number of people entering the building for either use of the hall and meeting rooms or entering the library itself indicates that we are seeing an increase in usage. Whether we are measuring patrons per hour, or patrons overall, we are seeing a significant increase people coming back into the library after being closed for Covid. The community is seeing how effective and interesting the library can be. There is a significant uptick in Library of Things checkouts and with the return of the Youth Librarian more people are coming in for story time. These numbers

should increase as we head into summer knowing that there are programs planned. There is also the consideration of the projected increase of nearby residents as the Broadleaf Arbor housing development nears completion. This Friday we received confirmation that we were accepted into the Community Webs program, a web-based archive program that is part of Internet Archive which will give us an opportunity to build archives of web-published primary sources. The program gives us a subscription to their software as well as a stipend to go to a national conference among other benefits. Brenda is looking forward to working with fellow creators. This can be several thousand dollars' worth of aid in helping preserve local history and the geography of our area. Chair Dunn asked about the board chair tenure and wanted to confirm that it was for one year. Vice Chair Mann is aware that after the end of the fiscal year she will become the next Chair and the board will need to assign a new member to the roll of Vice Chair. The Council will be notified of any changes after they are approved by the board.

**OLD BUSINESS: STRATEGIC PLAN UPDATE:** Director Bishop stated that the stakeholder meeting with staff will be held this Friday at 8:45 am. The Strategic Plan subcommittee will be meeting on April 21 here at the library. Member Jacobson stated that after having spent time on the survey and talking to our stakeholders we need to now ask ourselves what we ourselves think about the strategy and our strengths and weaknesses, opportunities, etc. Member Jacobson will email individual board members to gather everybody's thoughts on that and then compile that information for the subcommittee meeting on April 21.

**LIBRARY DIRECTOR'S REPORT:** Director Bishop stated that Makerspace Technician Allen Hansen will be leaving the Makerspace. His last day is April 14. We are very sad to see him go, but he is moving on to something new and exciting. We will be having a farewell event during Makerspace drop-in hours on Thursday, April 13, from 3:30 pm to 5:30 pm. If you get the chance, please stop by and say farewell. We are just finalizing the job description for that position, and as soon as Director Bishop, City Recorder Payne and City Administrator Walsh nail that down we will be able to start posting the position. I have reached out to public libraries, directors in the State and talked to a few other people, asking them to pass along the word. Chair Dunn asked if the position was still only funded through the end of this year. Director Bishop stated that currently there are enough American Rescue Plan Act (ARPA) funds to sustain the position through June 30 next year. So, we will be able to offer a position that will be about a full year, depending on when they join us. We do have to find permanent funding. We need to figure out how to convince the City Council and the Mayor and the Budget Committee to include that position. We are still waiting on the Library Science and Technology Act grant through the State of Oregon. We've applied for a \$50,000 grant that would support that position. Almost all of it would be salary. There were 31 applications for \$350,000, so there is tight competition. Makerspace Technician Hansen has spread a very wide net and we have a lot to be proud of and think that we've made a very good case for funding that position. We are gathering a group of staff and some trained volunteers that have been and will be training with Makerspace Technician Hansen. We hope to be able to guide people with the most widely used equipment. It will take a week or so to get back up and running with the staff and volunteers. You can imagine having a person stepping away means



that we're rescheduling our desk shifts and various other things. Member Sturdivant asked if we were looking for people who know how to run everything in the Makerspace. Director Bishop stated that we were lucky to have Makerspace Technician Hansen as he has extensive experience training teachers and students on how to use many of the tools that we have. Having a deep knowledge and understanding of all the equipment is a bonus, however, some technicians have, for example, an art background, so their use of the equipment would be guided and shaped in a different way. There are lots of ways to make the space relevant to our community. The library board will present their annual report to the City Council on May 17th. The group discussed how the process of developing the report was done in prior years. Chair Dunn and Director Bishop will develop a draft of the report based on prior year reports and bring that to the board for feedback at the May 8th board meeting. Member Sturdivant and Member Pettit will be meeting with a prospective board member for an interview at 6:00 pm on Monday the 17th. Local patron Elsa Dye, who taught hand loom and spinning classes in the Makerspace last year, won an Academy Award for her work on Guillermo del Toro's "Pinocchio." Director Bishop talked to her about giving a program this summer. The library will be closed for Memorial Day on May 29th this year and this Wednesday for city-wide ethics training. Because of the timing, the regularly scheduled LEGO free play activity will be cancelled. This is a very popular program, and in the future, the tables in the hallway will be included to allow for wider participation. Youth Librarian Keeney also just held their first homeschool hangout activity. This was also very well attended, with 10 adults and 32 kids. Aryn is familiar with many of the tools in the Makerspace and will be presenting some Science Technology Engineering, Art and Math (STEAM) programs later this year. Also, during the summer reading program there is a plan to return to outside presenters and performers, i.e., a woman who sings in English and Spanish that is interactive and "Oregon Rocks" from the Oregon Natural History Museum. The summer reading program is eight weeks long. We thank the Friends of the St. Helens Public Library for supporting the programs. Library Technician Woodruff will be putting together the summer adult programming. Some will be take-and-makes, which have been popular in the past. We will start collaborating with the City's Recreation Department in the future for a Storywalk program in McCormick Park. Government Specialist Barry has been working with WorkSource Oregon who runs the Oregon Youth Employment Program. This will fund training for teens and give the library an opportunity to support staff in the Makerspace and the summer reading program. The interns will have a chance to learn and practice basic job skills while working in a professional environment. Installation of the new egress windows in the children's room is now complete. Thanks to the Friends for funding that project. Director Bishop has contacted the Columbia River PUD (CRPUD) about adding a streetlight by the staff parking area. This would be installed on the pole that is on the corner of Dubois and 18th Street. We are waiting to see if it is possible. We have reaffirmed our policy on unaccompanied kiddos in the library. We had some 9-year-olds who were coming in, and our policy (which is based on Oregon law), states that any one under the age of 10 must be accompanied by someone who is 16 or older. Our next safety training will be for fire extinguisher use. We are also close to having scheduled Narcan training for staff. We have also been having conversations about how to make feminine hygiene products available for those who need them. We currently have a coin operated vending machine in the women's restroom that takes quarters. Some libraries

just put a basket out, but we were thinking of using the lockers next to the front desk that would allow a better location for distribution. Director Bishop will be making a presentation to the Budget Committee this Thursday. Some of the increases from last year are to allow us to purchase more materials, like Library of Things items. Some of the increases are due to the current cost of the items going up, and other costs increased because of amount of materials used to keep up with demand, like janitorial supplies. Projects and programs will increase due to an increase in adult programming. There is a substantial increase in the cost of periodicals with no discounts for libraries. We also have a presidential election coming up soon and that will increase the number of nonfiction items patrons want to have available. We've received good feedback from City Administrator Walsh and Finance Director Butsch. They felt it was a solid and reasonable budget.

**CITY COUNCILOR'S REPORT:** Councilor Birkle stated that he has been meeting regularly with Director Bishop, and the budget is foremost on his mind. He anticipates strong support from the Council members on this year's library budget, but again, we won't know the whole picture until Thursday. He keeps checking out some great books and would recommend "Gagsters of Capitalism" (Smedley Butler). It is very well done. He hopes to see you at the Budget Committee meeting. Thank you for your work everyone.

**DISCUSSION ITEMS:** N/A

**SUMMARIZE ACTION ITEMS:** Chair Dunn and Director Bishop will get together and work on the annual presentation. The strategic plan subcommittee (members Sturdivant, Jacobson and Martin) will meet on April 21 here at the library. Member Sturdivant and Member Pettit will meet with the prospective board member on April 17 here at the library.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, May 8, 2023, at 7:15 pm via Zoom.

**ADJOURNMENT:** Chair Dunn adjourned the meeting at 8:20 pm.

✍

Respectfully submitted by:

---

Library Board Secretary, Dan Dieter

# 2022-2023 Library Board Attendance Record

Item #10.

P=Present E=Excused Absence U=Unexcused Absence

| Date       | Davis     | Dunn | Gaelrun-Maggi | Jacobson | Mann | Martin | Pettit | Sturdivant | Wiener |
|------------|-----------|------|---------------|----------|------|--------|--------|------------|--------|
| 07-11-2022 | P         | P    | P             | -        | P    | -      | -      | E          | E      |
| 08-08-2022 | P         | E    | P             | -        | P    | P      | P      | P          | P      |
| 09-12-2022 | P         | P    | P             | -        | P    | P      | P      | P          | U      |
| 10-10-2022 | P         | P    | P             | P        | P    | P      | P      | E          | U      |
| 11-14-2022 | P         | E    | P             | P        | P    | P      | P      | P          | U      |
| 12-12-2022 | P         | P    | P             | P        | P    | P      | P      | P          | U      |
| 01-09-2023 | -         | P    | P             | P        | E    | P      | P      | P          | U      |
| 02-13-2023 | -         | P    | P             | E        | P    | E      | P      | P          | P      |
| 03-13-2023 | Cancelled |      |               |          |      |        |        |            |        |
| 04-03-2023 | -         | P    | P             | P        | P    | P      | E      | P          | U      |
| 04-10-2023 | -         | P    | P             | P        | P    | E      | E      | P          | U      |
| 05-08-2023 |           |      |               |          |      |        |        |            |        |
| 06-12-2023 |           |      |               |          |      |        |        |            |        |



## PLANNING COMMISSION

Tuesday, April 11, 2023, at 6:00 PM

### APPROVED MINUTES

- Members Present:** Chair Steve Toschi  
 Vice Chair Dan Cary  
 Commissioner Jennifer Pugsley  
 Commissioner Russ Hubbard  
 Commissioner Charles Castner  
 Commissioner Ginny Carlson  
 Commissioner Russ Low
- Members Absent:** None
- Staff Present:** City Planner Jacob Graichen  
 Associate Planner Jenny Dimsho  
 Community Development Admin Assistant Christina Sullivan  
 Councilor Mark Gundersen
- Others:** Brady Preheim  
 Tina Curry  
 Toni Loveland  
 Robert Loveland  
 Holcombe Waller  
 Erin Salisbury

#### CALL TO ORDER & FLAG SALUTE

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

**Preheim, Brady.** Preheim was called to speak. He said that he watched the Special Session for the Planning Commission and that he liked some of the things they discussed. He still shared that he did not agree with the choice of making Steve Toschi the Chair of the Commission. He also suggested the Chair resign. He also said he would like to see more people on the committee for House Bill 3115 who were informed on homelessness and could help with the code development.

#### CONSENT AGENDA

##### A. Planning Commission Minutes Dated March 21, 2023

**Motion:** Upon Commissioner Carlson's motion and Commissioner Low's second, the Planning Commission unanimously approved the Draft Minutes dated March 21, 2023. Vice Chair Cary abstained due to his absence from this meeting. [AYES: Commissioner Carlson, Commissioner Castner, Commissioner Hubbard, Commissioner Pugsley, Commissioner Low; NAYS: None]

##### B. Planning Commission Special Retreat Minutes Dated March 22, 2023

**Motion:** Upon Commissioner Low's motion and Commissioner Carlson's second, the Planning Commission unanimously approved the Planning Commission Special Retreat Minutes dated March 22,

2023. Vice Chair Cary abstained due to his absence from that meeting. [AYES: Commissioner Carlson, Commissioner Pugsley, Commissioner Hubbard, Commissioner Pugsley, Commissioner Low; NAYS: None]

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

**C. 6:00 p.m. Annexation at 35046 Maple Street – May**

Chair Steve Toschi opened the Public Hearing at 6:10 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Jenny Dimsho introduced the proposal as presented in the staff report dated April 4, 2023.

She showed that the property was currently on McNulty Water. She said in April 2022, the property had a failed septic and applied for a consent to annex to connect to sewer. They have since connected to City Sewer and staff recommended approval despite the conveyance issues that the City had with their sewer system. She mentioned the City had a four-year plan to fix the conveyance issues and the property was already developed with a detached single-family dwelling. She mentioned that, if in the future, they decided to partition the property, the Commission could require a fee to connect another dwelling to the City sewer if it was necessary. Dimsho also said the property is encumbered by floodplain, making it more difficult to divide.

She said there were two options for zoning in this area to be considered for annexation. She said one was Moderate Residential (R7) and the other was Suburban Residential (R10). She said there was a subdivision zoned R7 to the north of the property.

Chair Toschi asked if any conditions could be added to keep the property owners from partitioning the property until the sewer system was corrected. Dimsho said this type of condition would be challenged. Commissioner Low said that if the property owner decided to subdivide or partition, by the time they were ready to develop and connect to the system, it would be corrected.

**In Favor**

No one spoke in favor of the application.

**Neutral**

No one spoke as neutral testimony.

**In Opposition**

No one spoke in opposition of the application.

**End of Oral Testimony**

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

**Close of Public Hearing & Record**

**Deliberations**

Vice Chair Cary mentioned there was a pattern of lower density zoning near the outside of the City and in the inner parts have a denser zoning. City Planner Jacob Graichen mentioned there were other properties that they had recommended the R10 zoning based on this same.. Commissioner Pugsley agreed with this theory for choosing the zoning recommendation of R10 as well.

**Motion:** Upon Commissioner Low's motion and Commissioner Carlson's second, the Planning Commission unanimously recommended approval to City Council for Annexation with the recommendation that the property be zoned R10. [AYES: Vice Chair Cary, Commissioner Pugsley,

Commissioner Hubbard, Commissioner Carlson, Commissioner Low, Commissioner Castner; NAYS: None]

**D. 6:15 p.m. Annexation at 35082 Maple Street - Jenkins**

Chair Toschi opened the Public Hearing at 6:31 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Dimsho introduced the proposal as presented in the staff report dated April 4, 2023.

She mentioned this property was directly adjacent to the property they just looked at. She said this applicant also filed this annexation to connect to sewer. She said the lot currently has a detached single-family dwelling and there is a new single-family dwelling being built on the same property. She said the permit is through the County. The County told them they would have to be connected to City sewer instead of septic.

She shared that almost half of the property is covered encumbered by flood plain. She said this makes it very difficult for development or more structures to be added, which means that risk of additional connections to sewer would be minimal.

**In Favor**

No one spoke in favor of the application.

**Neutral**

No one spoke as neutral testimony.

**In Opposition**

No one spoke in opposition of the application.

**End of Oral Testimony**

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

**Close of Public Hearing & Record**

**Deliberations**

Since the recommendation for the adjacent property was R10 zoning, Dimsho said it makes sense for the Commission to recommend this property also be R10 zoning.

**Motion:** Upon Commissioner Carlson's motion and Commissioner Castner's second, the Planning Commission unanimously recommended approval to City Council for Annexation with the recommendation that the property be zoned R10. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Hubbard, Commissioner Carlson, Commissioner Low, Commissioner Castner; NAYS: None]

**E. 6:30 p.m. Annexation at 58927 Firlok Park Street**

Chair Toschi opened the Public Hearing at 6:42 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Dimsho introduced the proposal as presented in the staff report dated April 4, 2023.

She shared this applicant wanted to annex into the City for connection to the sewer in the future and they also wanted to use our development rules.

She shared this property was small and there was already a detached single-family dwelling and two accessory structures on the property as well. It is currently served by a septic, but in the future, there will be a public sewer line that would be easily accessible to the property.

She mentioned this property was designated Unincorporated Multi-family Residential in the Comprehensive Plan and currently abuts Apartment Residential on both sides.. She said when annexed, the only option for zoning would be Apartment Residential.

She said the property would not likely be developed any further because of the home and structures already on the property. She also mentioned that even though it did not have flood plain considerations, it did have upland protection zone considerations.

**Loveland, Toni. Applicant.** Loveland was called to speak. She said that her and her brother had just recently purchased the home and they hoped to hook up to the City sewer system eventually, as the septic system on the site was failing. She also said they considered building a smaller home on the property with a bathroom as well, so there would be a total of two bathrooms on the property..

**Loveland, Robert. Applicant.** Loveland was called to speak. He said they had no plans to split it up or add more other than a small 800 square-foot dwelling unit.

### **In Favor**

No one spoke in favor of the application.

### **Neutral**

No one spoke as neutral testimony.

### **In Opposition**

No one spoke in opposition of the application.

### **End of Oral Testimony**

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

### **Close of Public Hearing & Record**

### **Deliberations**

There was a small discussion about what could be developed on the property with the Apartment Residential zoning.

**Motion:** Upon Commissioner Carlson's motion and Vice Chair Cary's second, the Planning Commission unanimously recommended approval of the Annexation to City Council. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Hubbard, Commissioner Carlson, Commissioner Low, Commissioner Castner; NAYS: None]

### **DISCUSSION ITEMS**

#### **F. Architectural Review for 71 Cowlitz Street (The Klondike Tavern)**

Associate Planner Dimsho presented the staff report. She shared the applicant was looking to do some structural, exterior modifications. They want to create a 682 square-foot porch addition, and then have a basement addition under it for storage. They said this will also allow them to do some foundational work to the footings of the building to stop the building from settling.

She also mentioned they would add an ADA lift and plan to tuck it behind the existing vestibule to make it less visible from the main street. She also shared a few additions of new doors.

There was a small discussion about the stairs to be included and access to the outdoor patio. There was also a small discussion about the railing, and it being enclosed.

Commissioner Carlson asked if the outdoor exterior would follow the historic siding recommendations and guidelines. The applicant said yes, they did plan to stay consistent with the way the building looked now.

Commissioner Pugsley said she liked the applicants' use of the turned posts.

The applicant also shared that the goal was to create more seating and space for customers, while giving more access and ease of service to the patio space.

There was a discussion about how they would shade the patio and recommendations on what to use.

There was also a discussion on the funding and how the proposed work would be funded. The applicant mentioned they received a Main Street Revitalization Grant for this project. They have a time frame to get this project finished. With the grant money, the project has to meet all the state restoration guidelines as well.

The Planning Commission agreed this was a great addition to the building and property and liked the ideas proposed by the applicant.

**Motion:** Upon Commissioner Castner's motion and Commissioner's second, the Planning Commission unanimously recommended approval as recommended by Staff. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Hubbard, Commissioner Carlson, Commissioner Low, Commissioner Castner; NAYS: None]

#### G. **HB 3115 Recommendations to Council**

Graichen presented the report that shared the different categories and the recommendations given by the Planning Commission Sub-committee and the recommendations from the staff and City Attorney. He highlighted the differences between the different recommendations.

He shared there was a variety of meetings to come to this consensus and now the Commission needs to recommend options to the City Council for legislation to be adopted.

The Commission went through each piece of the findings that were made in the report.

Chair Toschi shared his research on the area and the issues we have with homelessness. He talked about the different individuals that he interviewed to help the sub-committee come to the results they did for the proposal presented.

There was a discussion about the Finding and Purpose of this proposed law and the Commission agreed they should keep the words "dignity and respect" out of the description.

There was a discussion about the different places where camping, lying, and sleeping should not be allowed. There was also a discussion about the amount of feet or yardage that should be kept between a person camping and the areas they are not allowed to.

Commissioner Castner also mentioned that he felt it important to have some findings because the statute requires there be an objective and reasonable approach. The findings are what we are basing our ordinances on. We did not just pick these rules out of thin air.

There was a discussion on the police services to be rendered in these specific cases of camping and lying. Chair Toschi said the police needed to have a place to send these individuals to temporarily sleep, keep warm, and dry. Graichen asked if this was more of a performance measure or a finding? Chair Toschi said the police were already handling these situations this way, so he felt it needed to be in the ordinance, but that it did not matter where it was listed.

Chair Toschi shared the definitions of "established campsite." He also wanted to highlight the differences between the regular campsite and an "established campsite." There was also a discussion



on how long individuals can stay in one space and the appropriate documents and notifications to remove them humanely. Commissioner Carlson expressed concern about those individuals that may already have documents that show they are in the process of securing shelter and are working with the local Community Action Team. She did not feel it was humane to make them pack up and move if they were actively working on finding shelter. Chair Toschi said this would be up to law enforcement discretion.

Commissioner Castner also suggested that they consider a hybrid model. He said there should be a designation of where individuals can and cannot camp. He felt this took away the confusion of the ordinance and would make the law less objectionable. Vice Chair Cary said he agreed with some of these guidelines, but wanted to be sure that if locations were designated, they were places that a person experiencing homelessness would be able to easily access services. Chair Toschi advised that the City is not responsible for providing services to any of the individuals who are of sound mind and capable of taking care of themselves. Councilor Gundersen did mention that some of the places they were considering for places to camp are located near services that would benefit those experiencing homelessness.

There was a discussion about the time frame and when it is appropriate to ask those who are sleeping, lying, or camping, to move their stuff and themselves to a different location and what is objectively reasonable.

There was a discussion about providing bathrooms or porta-potties for those who need them and how to manage them.

There was a discussion on how to defend the City from extra homeless taking residency in the City and pushing them towards Cities that have more resources available to them.

There was also a discussion on abandoned vehicles, parking, and recreational vehicle camping. The rules differed on how long they could park different types of vehicles and the Commission discussed the rules for each one. Graichen mentioned they should rely on the vehicle chapter Chair Toschi said to leave it in, but Commissioner Castner said to put it in the correct chapter that it is being discussed in.

There was also a discussion about how to handle those who come into our City and are not from here.

To conclude, the Commission went through the draft proposal line by line and amended where they felt appropriate.

**Motion:** Upon Commissioner Carlson's motion and Commissioner Pugsley's second, the Planning Commission unanimously approved the recommendation to Council for proposed HB3115 code. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Hubbard, Commissioner Carlson, Commissioner Low, Commissioner Castner; NAYS: None]

Chair Toschi also requested that the Planning Commission allow him to attend the City Council meeting on behalf of the Planning Commission to answer questions and present the decisions they made on this ordinance.

**Motion:** Upon Commissioner Pugsley's motion and Commissioner Low's second, the Planning Commission unanimously approved that Chair Steve Toschi, as the representative of the Planning Commission, to represent them to the Council. [AYES: Vice Chair Cary, Commissioner Pugsley, Commissioner Hubbard, Commissioner Carlson, Commissioner Low, Commissioner Castner; NAYS: None]

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

- H. Partition at N. 12<sup>th</sup> Street - Hatfield
- I. Sensitive Lands Permit at N. 15<sup>th</sup> Street – LaGrand Townhomes, LLC

- J. Site Design Review at 475 N. 12<sup>th</sup> Street – 1771 Columbia Blvd, LLC
- K. Sign Permit at 270 Columbia Blvd – Columbia River Fire & Rescue

There was no discussion on the Planning Director Decisions.

### PLANNING DEPARTMENT ACTIVITY REPORT

- L. Planning Department Activity Report – March

There was no discussion on the Planning Department Activity Report.

### PROACTIVE ITEMS

- M. Architectural Standards
- N. New Proactive Item Proposals

There was no discussion on the Proactive Items.

### FOR YOUR INFORMATION ITEMS

Dimsho said they are doing a Gateway Project at St. Helens Street and South First Street. She said they kicked off a design project with Lower Columbia Engineering. She said they were creating a stakeholder group to participate in the design project. She said it would consist of individuals from different entities, but they wanted to include a Planning Commissioner on the project.

Commissioner Carlson said she would like to see whoever is involved in this project has been exposed to every stage of this planning. Dimsho agreed that was a good idea. Dimsho also said that whoever participated needed to be able to attend all the meetings since there are only a total of three.

The Planning Commission agreed that Commissioner Russ Hubbard should be the representative for this project.

Dimsho also mentioned the CLG award changed from \$12,000 to \$17,000, and the letters were going out to all the eligible property owners to solicit applications.

### ADJOURNMENT

*There being no further business before the Planning Commission, the meeting was adjourned at 10:51 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*

# City of St. Helens

## Consent Agenda for Approval

### CITY COUNCIL MINUTES

Presented for approval on this 17<sup>th</sup> day of May, 2023 are the following Council minutes:

---

2023

---

- Work Session, Executive Session, and Regular Session Minutes dated February 15, 2023
- Work Session, Executive Session, and Regular Session Minutes dated March 1, 2023
- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated March 15, 2023
- Work Session, Executive Session, Public Hearings, and Regular Session Minutes dated April 5, 2023
- Special Session Minutes dated April 12, 2023

#### After Approval of Council Minutes:

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



# COUNCIL WORK SESSION

Wednesday, February 15, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

|                                   |  |
|-----------------------------------|--|
| John Walsh, City Administrator    | Crystal King, Communications Officer     |
| Kathy Payne, City Recorder        | Jenny Dimsho, Associate Planner          |
| Lisa Scholl, Deputy City Recorder | Tina Curry, Contracted Event Coordinator |
| Jacob Graichen, City Planner      |  |

### OTHERS

|                 |              |                          |
|-----------------|--------------|--------------------------|
| Steve Topaz     | Lynne Pettit | Lacey Tolles             |
| Steve Toschi    | Jak Massey   | Brian Trenchard-Smith    |
| Art Leskovich   | Kevin Lay    | Margaret Trenchard-Smith |
| Paul Vogel      | Amy Bynum    | Marilyn Allen            |
| Rob Marinai     | Andy Gregg   | Chris Edmonds            |
| Michael Alberta |              |                          |

### CALL WORK SESSION TO ORDER – 2:00 p.m.

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

- ◆ Margaret Trenchard-Smith, Brian Trenchard-Smith, Composer Kevin Lay. Ms. Trenchard-Smith read her written statement about the Columbia Chorale of Oregon's fostering of the work *The Wisdom of Columbia County* with music by Mr. Lay, premiering on June 16 at Scappoose High School. Senator Ron Wyden had expressed intention of attending the performance. The Kiwanis Club of St. Helens was making the work the theme of its parade on June 17. On May 27, 2024, the work will be performed at Carnegie Hall. They were raising funds to produce both concerts and sponsorship to send students to the concerts. They raised \$10,000. She requested funds from Council, adding obviously they would be cited as a sponsor. She wrote the libretto of the work and provided it to Council.

Mr. Lay presented a music score to the mayor and welcomed Council to join them for both productions.

Mr. Trenchard-Smith hoped singing about the joys and histories of a great rural area would be adopted by other choirs throughout Oregon and rural America in order to help unify a community.

Ms. Trenchard-Smith clarified that the core of the budget was about \$75,000. If they were able to do everything they would hope, the budget would be \$161,000. For the inaugural performance, they requested funds before May 1; for Carnegie Hall, they need most of the funds by the end of this year.

- ◆ Marilyn Allen. Ms. Allen added *The Wisdom of Columbia County* would have two performances, hoping the one in June would include a good number of local high school students. They would appreciate any amount Council would donate as a show of support for local art.
- ◆ Steve Toschi. After seeing today's newspaper article about the fireworks show, Mr. Toschi stated communication with the City about how to handle the Fourth of July needs to be more accurately stated to the public. Last year's fireworks show was seamless and done very well by the contractor E2C which makes it a miscommunication to say that the City was looking for another vendor to take over the fireworks show and fundraising for the event. He spoke about the past when the City had to take over the fireworks after citizen groups had failed to get the fireworks show going and untrue accusations of tourism losing money. Fundraising had been a failure for the event, and there was no need for fundraising since Spirit of Halloweentown pays completely for the event, which the public should know. The City's press release spoke of the sentiment that the funds used to host the fireworks displays would be better utilized elsewhere, and he had no idea where such a statement came from. He wanted to bring to Council's attention the messages sent by the article make no sense.
- ◆ Steve Topaz. Mr. Topaz reminded the Council of his statement from the last meeting session regarding his rough estimate on the income from Spirit of Halloweentown. The corrected estimate, including parking, was over \$4 million. He then commented that hopefully Council would get information today from the February 6th Appeals Court hearing of *St. Helens vs. Cascade*. He stated the deep cores in the middle of the lagoon would not be drilled, which is technically criminal oversight. He questioned the river level only going up or down by two feet. The data from the deep cores showed the lagoon's temperature and pH changes with the tide. He suggested Council get its own hydrologist and geologist to double-check the data. He asked about the consulting firm informing Council in Fall 2022 that they found large percentages of the sanitary system on the west side were at capacity. It was decided the developer would be held financially responsible for any mishaps of the overloaded system until the system was brought up to capacity. He had heard a rumor that the repair of the sanitary sewer on the west side was on hold. He asked if the property owners along the sewer line had been notified, was the developer still responsible for covering the damages, and had the developer been notified the improvements have been put on hold.
- ◆ Lynne Pettit. Ms. Pettit complimented staff on their accomplishments in the last couple of months, which were especially noticeable to the Parks Commission. She spoke specifically of Buck Tupper, who did an outstanding job with communication and working with Councilor Sundeen. They had already completed a project and had a lot of help with things, such as walking the area under Council discussion.

## DISCUSSION TOPICS

### 1. Semi-Annual Report from South Columbia County Chamber of Commerce - *Jak Massey, Member Relations Manager*

Jak Massey reviewed her report. A copy is included in the archive meeting packet.

- The Chamber was growing, and numbers are up.
- Coffee & Commerce was booked out for months.

- Happy Hour was now available to any member who would like to host and was changed to 4:30 - 6:30 p.m.
- They had gone to just one newsletter at the beginning of the month, followed by weekly bulletins.
- She created a brochure of the Chamber's event packages and for prospective members.
- She was interested in the Chamber participating in Citizens Day in the Park.
- She planned for the Chamber to be involved in the Kiwanis Community Parade.
- She enjoyed the 2nd Annual Boardwalk Trick-or-Treat event.
- Their Black Friday sale was successful.
- Their community room would be more utilized this year with classes almost every month which are open to all, not just members.
- Two of her personal goals for this year included:
  - Creating a Chamber advertisement jingle at the library's Makerspace.
  - Getting the Chamber back on the radio.
- She reviewed member support and the Ambassador Program.
- Their building needed some improvements, perhaps through grants. She would be helping the Promise Church's work on landscaping by cleaning up the parking area. They would renew their two-year lease with SAFE of Columbia County
- She reviewed the Chamber's community involvement and hosting a Candidate Forum.
- The Annual Awards Banquet will return on May 5. Nominations were currently open. They would have a live auction representing Oregon's fun, food, and festivities and do a wine and whiskey wall.

Mayor Scholl confirmed Council would have a sponsorship table at the Banquet.

## **2. Discussion regarding Parking for Events - *Tina Curry, Event Coordinator***

Tina Curry reviewed her report. A copy is included in the archive packet for this meeting.

"Park It" t-shirts, which list all of St. Helens' parks with activities can be purchased online at the SpiritofHalloweentown.com shop.

Mayor Scholl will consider the request for permission to use tourism funds to purchase tables at the Chamber's Annual Awards Banquet for people in the community who cannot afford to go but are really good volunteers and possibly as well as for Council. There is not enough parking for events on the Cascade property. The only parking that could possibly cover the parking needed is the parking behind the Recreation Center, and also that available on the Cascade's property, behind the softball field and possibly the Cascade's parking lot itself.

Mayor Scholl explained that the Waterfront parking is not available because of construction and clarified that her numbers for Halloweentown do not align with Mr. Topaz's. The parking will be needed for 4th of July and Spirit of Halloweentown and perhaps permanently once buildings go in downtown. The only parking that could possibly cover the parking needed was the parking behind the Recreation Center, that available on the Cascade's property, behind the softball field and possibly the Cascade's parking lot itself, which was privately owned, but had an agreement with the City.

Mayor Scholl agreed it was necessary to communicate with nearby property owners that street parking will be used, and the City would need to mark off what was needed. The grid of the city would be reviewed to determine methods for this year, such as enticing prices for the lots, so that they do not interrupt homeowners parking on their own streets. For some streets, like Nightmare on 4th Street, the City may want to do signage "For Residents Only." A shuttle should also be used, which was how it used to be done, and could use school buses.

Ms. Curry reviewed the ParkMobile app option which would suit St. Helens' needs. The company would do 100 percent of the customer service. They provide the signs, but the City provides the posts and puts them up. The program costs the City nothing to operate. Customers pay 45 cents when they use the app. Community messaging could make it clear that street parking was no longer free, and they can price both to make parking in the lots more favorable. With ParkMobile, residents' license plate numbers could be input into the program so that they would never get a ticket.

Council President Chilton had concerns about the app and permanent signage. She did not want to waste money by putting in signage that later had to be ripped out. She wondered who would enforce the parking tickets, would it increase work for Court and Police staff, and would there even be enough parking spaces. Severe parking issues have only been seasonal.

Ms. Curry responded to Councilor Chilton's concern about the app being user-friendly by stating 90 percent of the people who come to St. Helens are from out of town and are more than likely engaging with such a parking solution. CERT would still be involved and able to assist people with the app.

City Planner Jacob Graichen clarified permitting would be required depending on where the installation happens. Street parking would be under Public Works. The Planning Commission might be concerned about the visuals of an installation in the Historic District. On private property, questions of whether it was temporary parking or permanent parking would open some issues.

Mr. Walsh clarified he was looking at possible procurement questions, if the City must put out an RFP before it can contract with ParkMobile.

Council agreed with Mayor Scholl to have a representative from ParkMobile come present to Council.

Mayor Scholl directed staff to get clarification about the boat as there had been a lot of inquiries about it. It had taken much longer than anticipated. It was supposed to be inspected tomorrow by the Coast Guard. The boat was purchased with tourism funds, not City money, and should be here soon.

Ms. Curry reviewed correspondence with updates about the status of the boat.

The boat would be in the water tomorrow, and the whole thing would be videotaped. Copies of the documentation will be given to Council.

### **3. Discussion of HB3115 Related Code Amendments - *Jacob Graichen, City Planner***

City Planner Graichen reviewed his memo, a copy of which is included in the archive packet for the meeting. No code amendments were proposed at this time. HB3115 made requirements for how cities manage their homeless population on public lands, camping, sheltering, etc., with a deadline of July 1. Planning Commission and staff have been looking at it for several months. After legal feedback, staff understood the Code needed to be amended, and they hoped to utilize the next Planning Commission/City Council joint meeting on March 8th to discuss some of the issues and achieve some consensus on the direction regarding potential amendments.

At the Mayor's request, Mr. Walsh would try to have the City's consulting attorney at the joint meeting.

Mr. Graichen spoke about the timeline for writing the ordinance and making it an emergency clause probably to be effective sooner than 30 days.

He addressed at length the camping regulations to be considered.

### **4. St. Helens and 1st Street Gateway Feature - *John Walsh, City Administrator***

City Administrator Walsh reviewed the St. Helens and First Street intersection's addition of a gateway feature which could be done by the contractor installing utilities nearby with upcoming construction. A copy is included in the archive packet for this meeting.

Associate Planner Jenny Dimsho reviewed what she had received after reaching out to two local companies. Staff hoped Pacific Stainless, another local firm, might be involved in the fabrication. AKAAN Architecture and Lower Columbia Engineering (LCE) both prepared proposals, which were placed in Council's boxes. AKAAN had experience doing some gateway features. LCE had done a lot of work in the community.

Mayor Scholl asked if it would be wise to align the design of all three gateways. Ms. Dimsho said the 2017 Branding and Wayfinding Master Plan contemplated a gateway arch near the Chamber building. The Corridor Plan recommended gateway features. Many background documents are available that the firms would have to look at to ensure consistency with the branding efforts that have already been done.

Mr. Walsh said turnarounds by the gateways were a nice place for public art which could be developed through the public process or a private partnership. Ms. Dimsho said the feature under discussion feels very much like an entry to the downtown, whereas the other feature feels like it could be incorporated into an art walk, along the river walk. She felt they were separate, but they could be inspired by each other. She confirmed they would absolutely want to involve the Main Street program team. Staff were looking for guidance between the two proposals. Council President Chilton was disappointed that LCE did not include visuals in their submission.

Council President Chilton wondered about the possibility of a four-way arch since there was more than one way to come through the intersection.

Ms. Curry shared a thought that had just occurred to her, that the buses would get stuck in traffic after the July Fourth fireworks event.

## **5. Review Community Grant Applications**

City Recorder Kathy Payne confirmed 13 grant requests have been received. Mr. Walsh added that the community grant funds are also used for Citizens Day and other events. Coming into this year's budget season, community grants would be brought back in some capacity but at the expense of other things planned.

Mayor Scholl suggested putting \$5,000 for community grants in the budget for the year.

Council President Chilton noted Council had decided grants would only be awarded once a year. She wanted to look at previous recipients to help the decision process and let new people receive the grants.

Mr. Walsh clarified if Council would like to pull out funding for Arts & Cultural other than what they currently have, he would have to look at the budget and see if it were still there.

Councilor Sundeen agreed about not awarding to those who received last year, due to scarcity of funds.

The meeting packet included a list of the grant requests.

Mayor Scholl asked how much money was available. Mr. Walsh replied that the last time he looked, it was less than \$3000.

Council discussed the applicants and their requests.

Councilor Birkle asked if the Big Halloween parade could be funded through tourism. Council concurred. Councilor Birkle also talked about Letty's application for Dia de los Muertos and supporting a population that was underserved.

Mayor Scholl talked about the Alano Club and the need for security improvements.



Mayor Scholl said they would decide who would receive the grants during tonight's regular session. Each Councilor should be ready to bring their one choice to award.

#### **6. Report from City Administrator John Walsh**

- The position of Finance Director was offered, and the applicant was ecstatic about it. After the reference check concluded, they would begin negotiating on terms. She will be available to begin on March 15.
- The auditor had begun work.
- He was looking at the budget calendar.
- The Administrative Billing Specialist position received almost 150 applications.
- The Engineer Tech 1 position had been authorized, and there have been second interviews. An offer has been made but not yet confirmed.
- Construction of the Waterfront property was busy, and they hit rock. It was going nicely and building energy. Most of the whole lot was taken offline at this time. Hopefully, some parking could be opened back up.
- He had been working with Parks & Recreation Manager Shanna Duggan on Recreation. It was going very well, and they were growing partnerships with the School District. The Education Service District (ESD) had been very supportive of the programs and was offering some funding.
- Regarding fireworks, E2C's contract specifically stated they collaborate with a community organization; what was mentioned in the newspaper was factually correct. They have not done the contract for this year's fireworks display. Brad Hendrickson at St. Helens Marina had purchased a small barge and had offered it, which would more than likely be the solution for getting a show on the water. Mayor Scholl advised making sure the Fire Marshal approved it first.
- Wyden Town Hall was held on Saturday, and it had a good turnout. The senator was thanked for the senate's appropriations which was a fair amount to the St. Helen's community.
- Today was supposed to be the congressional-directed spending package announcement. Staff would see what programs and projects to potentially go after, for an appropriation from the federal legislation.

#### **7. Semi-Annual Report from Columbia Economic Team - Paul Vogel, Executive Director**

Paul Vogel reviewed his report. A copy is included in the archive packet for this meeting.

- He thanked the Council for their membership, initiative partnerships, and engagement.
- He reviewed the CET Board of Directors and members. City of Scappoose is a member, and Mayor Joe Backus was voted on the Board. Dr. Karen Sanders and former senator Betsy Johnson were significant additions.
- They have increased their membership by two and were looking for 15 more businesses for membership.
- He touched on stakeholder and initiative engagement.
- He talked about connection with tourism and how people were excited to hear about redevelopment going on in St. Helens. They received a capacity grant for branding. They would focus on destination development, and this year's focus is downtowns and main streets. They would inform folks of Travel Oregon's competitive grants and support writing them. They were an event sponsor of the Governor's Tourism Conference for nocturnal kayaking out of Scappoose Bay.
- He updated on the Small Business Development Center which was nearly one year old. The volume of clients was such that they would seek additional funding out of the state network for help with growth.

- He gave updates on the Keep it Local initiative.
- Growing Rural Oregon is an action item on Council's agenda. The City of St. Helens was selected for it by the Ford Family Foundation. It would create support and beneficial services for small businesses in the community. He encouraged Council to approve the Memorandum of Understanding.
- He touched on business recruitment, retention, and expansion.
- He advised they did not win the grant for Project Alfred, but learned many lessons and will be better prepared to compete next time.
- He reviewed CET's projects and those they helped on, noting some lessons learned and including an update on funding for the skate park through a direct career skills program.
- He addressed working toward changes about land use regulation and elevating awareness and perception around allied businesses that support the semiconductor and tech industry. He updated on some new developments on properties in Scappoose.
- He spoke about the St. Helens Industrial Site:
  - The amount of time needed to prepare the site for buildable development was the biggest concern.
  - It was fortunate the City owns the property, and he explained why.
  - He met with RestorCap, a company which looks for distressed properties and makes them buildable. They have a deep understanding of how to redevelop such sites to be leasable and purchasable, and their successful business model allows them to monetize credits and certain aspects of the remediation. He believed they were unique and self-financed with a good track record and a strong interest in working with the City. They were in attendance to address the Council.

Rob Marinai, President, RestorCap, and his partner Andy Gregg presented via PowerPoint an overview of their company and a review of projects they have done, clarifying they are not self-financed but could finance large-scale projects without going to banks. Their core business is restoration, remediation, and reuse to benefit the public. Virtually everybody in the company spent their entire careers doing environmental restoration, environmental clean-up, or environmental finance. They have worked with DEQ who recommended they pursue the St. Helens Industrial Site.

Mayor Scholl noted the site is envisioned as more for use than anything else such as credits. Mr. Marinai and Mr. Gregg agreed and described some of their past projects involving credits.

They clarified they had not yet looked at the entire St. Helens Industrial Business Park site in a systematic way, just on visits. Council and the representatives of RestorCap discussed the characteristics of the site as well as possibilities. Mayor Scholl noted the City is looking at mixed use for the site which RestorCap acknowledged was how they would look at the site in addition to natural preservation, public access, and whatever the industrial use could be. Mayor Scholl added the City is spending \$10 million on civil engineering and putting pipe in the ground on the property.

Councilor Sundeen thought RestorCap's presentation was timely because the site was something Council needed to revisit.

Council President Chilton loved the proposal and thanked Mr. Marinai and Mr. Gregg for coming and Mr. Vogel for bringing them in.

Chris Edmonds who handles public affairs and strategy consulting was also in attendance as was Michael Alberta, technical advisor on the real estate. Mr. Edmonds provided some of his professional background.

Mayor Scholl was interested to see their proposal.

**ADJOURN – 4:45 p.m.**

**EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

February 15, 2023

**Members Present:** Rick Scholl, Mayor  
 Jessica Chilton, Council President  
 Patrick Birkle, Councilor  
 Mark Gundersen, Councilor  
 Brandon Sundeen, Councilor

**Staff Present:** John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 William Monahan, City Attorney with Jordan Ramis PC



At 4:52 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Legal Counsel**, under **ORS 192.660(2)(h)**
  - Update on litigation with Cascades Tissue.
- **Real Property Transactions**, under **ORS 192.660(2)(e)**
  - Update on disposition of property at St. Helens Industrial Business Park.

The Executive Session was adjourned at 5:34 p.m.



ATTEST:

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

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

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



# COUNCIL REGULAR SESSION

Wednesday, February 15, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Tina Curry, Event Coordinator

### OTHERS

Brady Preheim                Nick Hellmich  
 Jim Coleman                Jane Garcia  
 Arthur Leskowich        Shauna Stroup Harrison  
 Chris Osling

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

### PLEDGE OF ALLEGIANCE

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

- ◆ Tina Curry. Fireworks was also sponsored by Comcast. It was a generous contribution.
- ◆ Brady Preheim. Responding to comments made by Howard Blumenthal last week. They need an anti-Karen law. It's ridiculous that you can't walk down the road minding your own business without being screamed at. People should be punished for making false reports to the police. The City does not have a leash law. His dog Mouse identifies as a mouse. His other dog identifies as a cat. They should enforce laws they have, such as that person cleaning up the big mess in his front yard.
- ◆ Nick Hellmich.
  - Did the developer of the apartments by Walmart pay taxes to the County?
  - Wants to see speed limit signs on his street. A kid almost got hit again.
  - Suggests putting in a roundabout at the S. 4<sup>th</sup> and Cowlitz Street intersection. It's a confusing intersection for people unfamiliar with the area and can cause accidents.
  - Suggests lowering the speed limit downtown. He was almost hit by a car last week.
  - He is a certified housing counselor and educator, and offers free classes in Columbia, Clatsop, and Tillamook Counties. They can contact Community Action Team (CAT) for details.

- St. Helens has a pro level disc golf course. He suggests doing a St. Helens invitational. They need something to bring in more revenue in the spring.

Mayor Scholl commented on the apartments. They do not pay taxes because they are nonprofit. It is a HUD project. They did pay SDCs.

Councilor Chilton suggested he contact Parks & Recreation Manager Shanna Duggan about the disc golf invitational.

◆ Shauna Stroup Harrison.

- Questioned why visitor comments are now three minutes instead of five.
- A tree council is supposed to be running parallel with the Parks & Recreation Commission. It is part of their ordinance and she would like to see it active again to preserve trees in the City.
- She has noticed theft and dumped derelict vehicles on streets. She was curious about a plan of action with the new Code Enforcement Officer.

Mayor Scholl said they have an arborist for trees in rights-of-ways. He will look into that further. Shauna will find out what ordinance addresses it and let them know. City Administrator Walsh added that a requirement of being a Tree City is having a tree committee. He will look into it as well.

**ORDINANCES – Final Reading**

- 1. Ordinance No. 3289:** An Ordinance Amending All Sections of the St. Helens Municipal Code to Reflect a Change in the Name of the Parks and Recreation Commission and to Remove References to the Newly Named Parks and Trails Commission having Responsibility Over the Recreation Program

Mayor Scholl read Ordinance No. 3289 by title. **Motion:** Motion made by Councilor Birkle and seconded by Council President Chilton to adopt Ordinance No. 3289. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

**RESOLUTIONS**

- 2. Resolution No. 1973:** A Resolution Adopting Findings to Utilize Design-Build as an Alternative Procurement Method for the 2.0 MG Reservoir Replacement Project and Exempting Project from Competitive Bidding Requirements

Mayor Scholl read Resolution No. 1973 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Resolution No. 1973. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

**APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

3. First Amendment to Agreement with Oregon Patrol Service for Bailiff Services
4. Fifth Amendment to Agreement with Otak, Inc. for Design Services for Undergrounding Electrical Services in the Riverfront District
5. Joint Memorandum of Understanding with Columbia Economic Team regarding Implementation of the Growing Rural Oregon Initiative (GRO)

**Motion:** Motion made by Councilor Birkle and seconded by Councilor Sundeen to approve '3' through '5' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

**CONSENT AGENDA FOR APPROVAL**

6. Council Work Session and Regular Session Minutes dated November 2, 2022
7. Council Work Session and Executive Session Minutes dated November 16, 2022
8. OLCC Licenses

## 9. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to approve '6' through '9' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

**WORK SESSION ACTION ITEMS****Community Grant Applications**

Council each selected their top choice to receive grants:

- Mayor Scholl – St. Helens Alano Club \$500
- Councilor Birkle – Dia de los Muertos Event \$500
- Councilor Sundeen – Elks Veterans Bunker \$500
- Councilor Chilton – The Playground Indoor Skatepark \$500
- Councilor Gundersen – CASA for Children, Inc. \$500

Mayor Scholl would like to transfer \$1,000 from the Community Grant Fund into the Arts & Cultural Commission (ACC) fund to donate to Columbia Choral of Oregon. Councilor Chilton was concerned that the ACC is not active, so would not have oversight. Discussion ensued.

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to donate \$1,000 from the Council fund to Columbia Choral of Oregon. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

Mayor Scholl explained the Wisdom of Columbia County music project.

**Motion:** Motion made by Councilor Birkle and seconded by Council President Chilton to use a total of \$2,500 of Council funds and donate \$500 to each of the following: St. Helens Alano Club, Dia De los Muertos Event, Elks Veterans Bunker, The Playground Indoor Skatepark, and CASA for Children, Inc. **Vote:** Voting Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

**COUNCIL MEMBER REPORTS**

Council President Chilton reported...

- Meeting with Library Director Bishop tomorrow to discuss partnerships and goals.
- Attending the Police Department awards dinner soon.

Councilor Sundeen reported...

- It's been good getting to know people.
- It was a great Employee Banquet the other night meeting employees and celebrating Employee of the Year Ethan Stirling.
- Meeting weekly with City Administrator Walsh and Chief Greenway about the Police Station. They are going to get a station they can be proud of and will be functional.
- Parks & Trails Commission
  - Dana Lathrope is stepping in as a great Chair.
  - Lot of good stuff coming up.
  - Discussed the additions and improvements coming to the McCormick Park Veterans Plaza.

Councilor Gundersen reported...

- Planning Commission meeting tomorrow.
- He and Councilor Sundeen will meet with Columbia River PUD (CRPUD) on February 27.

Councilor Birkle reported...

- Had a great time at the Chamber of Commerce Happy Hour.

- Did a ride-along with Code Enforcement Officer Medina on a Saturday morning. He was very impressed with the work he does. The Police Department and Code Enforcement is not out to get people. The primary public safety objective is to work with individuals.
- Has had excellent meetings with Library Director Bishop.
- Impressed with the Library staff trying to reach out to all people to establish relationships.
- Visited the Makerspace when the GRO group was meeting. It's exciting to see it all come together.
- Attended the Senator Wyden Town Hall.
- Enjoyed the Employee Banquet. Congratulations to Stirling on being awarded Employee of the Year. There were 11 nominees.

### **MAYOR SCHOLL REPORTS**

- He had a good time at the Employee Banquet. Stirling was very well deserving of the Employee of the Year award.
- Sees the need to move the switching yard. There are plenty of other areas along the highway to move it out of the city. It only takes one accident. It's time to start pushing the Railroad to move it. The location is detrimental to emergency services.
- Good to see the Waterfront project moving forward.
- Good report from Paul Vogel during the Work Session.
- He wants to visit the Makerspace again.
- The GRO program is very much needed.
- Thanked Curry for her Tourism report and boat update.
- Looking forward to it getting warmer.

Citizens Day in the Park donation assignments were distributed.

### **OTHER BUSINESS**

- ◆ Chris Osling, musician. He would like to host a three-day music festival on Sand Island that would benefit the Columbia Pacific Food Bank, Columbia River Fire & Rescue, and the High School Band Program. He already has the okay from Brad Hendrickson at the Marina. There is enough local talent that will work for free. He will take care of everything. They need to know about permits and if they can have vendors over there. The goal is to make this an annual event, and eventually bring in professional acts.

Walsh informed Chris that a Special Use Permit would be needed. Contact information was given to Chris to begin the process with Parks & Recreation Administrative Assistant Melisa Gaelrun-Maggi. Chris will write a proposal. Their goal is the third weekend of June or July. They want to avoid the Portland Blues Festival. Mayor Scholl pointed out that the third weekend in June is the parade. City Recorder Payne will work with Chris on Concession Agreements for vendors.

### **ADJOURN – 7:49 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor





# COUNCIL WORK SESSION

Wednesday, March 01, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

Council President Jessica Chilton  
 Councilor Patrick Birkle  
 Councilor Mark Gundersen  
 Councilor Brandon Sundeen

### MEMBERS ABSENT

Mayor Rick Scholl

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Jacob Graichen, City Planner  
 Jenny Dimsho, Associate Planner

Rachael Barry, Government Affairs Specialist  
 Suzanne Bishop, Library Director  
 Jon Ellis, Contract Interim Finance Director  
 Bill Monahan, Contracted Attorney  
 Tina Curry, Contracted Event Coordinator

### OTHERS

|                  |                |
|------------------|----------------|
| Lacey Tolles     | Doug Morten    |
| Arthur Leskowich | Les Watters    |
| Amara Liebelt    | Erin Salisbury |
| Jason Moon       |                |

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

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

- ◆ Doug Morten. Mr. Morten congratulated the new Council, noting they are congenial. He was interested to see how Council President Chilton would lead the meeting. He was excited to watch Council's progression on the Riverfront District, hoping they were open and flexible to developers which would allow creativity.

### DISCUSSION TOPICS

#### 1. Annual Report from Main Street Alliance - **Amara Liebelt, Executive Director**

Executive Director Amara Liebelt presented via PowerPoint the Main Street Alliance annual partnership report. A copy is included in the archive packet. Highlights included:

- The missions between national, state, and their Main Street.
- How Main Street works in four categories: economic vitality, design, organization, and promotion.
- An overview of recent program successes.
- She addressed their current activities.
- A review of where they are and where they want to be. One goal is to become accredited.
- Strengths, weaknesses, opportunities, and threats (SWOT) analysis conducted during their board retreat.

- She reviewed their four active committees and what they are doing. Highlights included:
  - They were working to create a street market which will be their testing market to what could be called a farmers' market. It will be held one day a month in Uptown, bridging the gap between Uptown and Downtown.
  - The Columbia County Cultural Coalition awarded them two grants for the 2023 Scarecrow Project and for the Dia de los muertos event.
  - Looking to the future, plans for each committee.
- The work with their important partnerships.

Questions from Council were addressed:

- Between three and five members serve on each committee with each Board member chairing a committee. They are always trying to grow the membership to prevent burnout.
- The benefits of accreditation include grants, recognition and awards, and a lot more guidance including free assessments. The process to become accredited will start in November and proceed until March.
- Ms. Liebelt will find out more about Scappoose being on the list of connected communities. Clatskanie would like to be added. St. Helens is the only community in the program thus far, to her knowledge.
- The SWOT threat about losing City partnership was not financially related but about forward momentum and being in good standing, which is important to the Main Street Alliance. Ms. Liebelt acknowledged they did not sense any threat from the City's side. Councilor Birkle firmly believed the City made a good investment in the Main Street Alliance and will continue to do so. Even though that source of funding may not continue from the City, he was confident the City will partner in many other ways. Ms. Liebelt emphasized communication and transparency are key.

City Administrator Walsh addressed why the City should invest in Main Street. Further, with Main Street wanting to be supportive of the gateway features, St. Helens has two. He invited her to stay for the gateway feature proposal agenda item.

Ms. Liebelt knows what she wants to see for the community's children in Downtown and Uptown. She believes people only leave the community for adventure, not because of unmet needs.

## **2. Update from Small Business Development Center (SBDC) - Jason Moon, Director**

Jason Moon reviewed his report:

- They have about 90 clients and 300 advising hours.
- He thanked partner Main Street, Council, and City staff for referring businesses to him.
- He will be hiring an advisor and an admin soon.
- Seventy-five percent of businesses fail in the first five years. However, when a business seeks business advising and sets up a business plan, there is a 65 percent success rate of making it past the first five years.
- He refers to SBDC as a resource center as well.
- They are the 20th and newest center in Oregon and the only one not affiliated with the community college.
- They offer free one-on-one confidential business advising.
- Another major piece is getting business owners access to loan packaging and access to capital. Right now, not many grants are available.
- They offer marketing plan strategies.
- He addressed the end-of-year reporting with the SBA.
- Last year they launched a partnership with Keep It Local, a marketing for success series which was very successful.
- He appreciated the feedback Council provided through the SBDC's questionnaire.

- He was in the process of assembling an advisory committee.

Questions and feedback from Council were addressed:

- SBDC is currently in the Columbia Learning Center with plans to move to the John Gumm building when that is remodeled. He works in the office, his home, and mostly in the field which is where it works best for businesses.
- A business can get involved with SBDC by calling or emailing Mr. Moon. They have a website.
- Councilor Birkle liked that Mr. Moon is accessible in the community which creates synergy with Main Street, Keep It Local, and the Chamber. Mr. Moon hoped to do more of that sort of outreach.

Mr. Walsh pointed out that before the local SBDC, the closest office was Lloyd Center.

### **3. Fiscal Year 2022/23 2nd Quarter Budget Report - Jon Ellis**

Contract Interim Finance Director Ellis reviewed his report via PowerPoint. A copy is included in the archive packet for this meeting. He noted the third line under Public Works, which was Engineering, was dropped from the table when copied, but the subtotals were correct. Supplement 3 was all the requested adjustments to the budget that will be rolled into the proposed public hearing for the March 15th meeting. The presentation of the budget analysis included:

- A mid-year budget review of revenues, expenditures, and exceptions by fund types: General Fund, Special Revenue Funds, SDC Funds, Enterprise Funds, and Internal Service Funds.
  - He noted \$32,000 was moved and recorded from the Opioid Settlement money into the General Fund to offset the additional expenditures in the police department for the K-9.
  - Street funds were on the tighter side. But the monies from Motor Vehicle are meeting the budget and will increase next year. Other projects will be delayed until the expenditures incurred for the Columbia Boulevard sidewalks are fully reimbursed.
- An overview of proposed budget adjustments including the overall impacts to the funds and the Supplemental Budget process.
- The status of the American Rescue Plan Act (ARPA) funds.
- The proposed Budget Calendar for 2023/24 with the first Budget Committee meeting on April 14 and the second on May 4 where hopefully they will approve the Budget.

Questions from Council were addressed:

- Regarding the projected budget for 23/24 looking significantly higher than where the City is right now, Mr. Ellis spoke about total system charges being projected at a seven percent increase, adding the proper calculation of the EDU and UUDs that go into Water, Sewer, and Storm was delayed and probably even a low estimate which was probably the reason 23/24 was in top shape on revenues. The Public Works reserves had dipped down to \$100,000, which is unacceptable. So, there was a need to reallocate some of those funds to shore up the reserves and still meet maintenance needs. In terms of funds, the City is secure in the current year. But projecting out based on the five-year CIP, they will know better. The City should not raise rates until absolutely necessary.
- Mr. Ellis started thinking about the biannual review for the Urban Renewal Agency Board budget, but he had not gotten a chance yet. One Councilor noted Urban Renewal is in an accumulation phase.
- Mr. Ellis can report back with his concerns and areas of focus and how Council can support him. He spoke about some matters on which he could not find a lot of documentation.

### **4. Discussion regarding Renaming Mill Street in the Riverfront District - Jacob Graichen, City Planner**

City Planner Graichen addressed his memorandum on renaming "Mill Street." A copy is included in the archive packet. St. Helens already has a Mill Street in town. A unique name is wanted for each street

for emergency response purposes. The statute sets out a process which he described. The street under discussion is just past Grace's Antiques. Staff recommended using "Way" as the naming convention. He talked about how the street behind the bowling alley was renamed "Bowling Alley."

Les Watters from the Columbia County Museum Association spoke about the history of the area in order to help brainstorm what the street should be called. They would like Council to consider an historic name, and he highlighted some considerations. He recommended Wapama Way after the famous ship built in St. Helens and used for years to transport people between St. Helens and San Francisco. The *Wapama* was on exhibit for years at a museum in San Francisco before it fell into disrepair and was dismantled.

He addressed clarifying questions from Council on some of the historic names.

Mr. Graichen appreciated the partnership with the Museum Association; their information will give the City a lot to think about. The Engineering team recommended a cinematic history-inspired name such as Pumpkin Way. He spoke about what prompted the process to rename the street.

Councilor Chilton liked McCormick Way; others were concerned about that already being a street name.

Councilor Birkle liked the idea of a name that recognizes the Indigenous population, specifically Wapato Way.

The matter will go to the Planning Commission for recommendation, and then a public hearing will be scheduled with Council for public input.

#### **5. Gateway Feature Proposals - John Walsh, City Administrator**

Mr. Walsh addressed the two local proposals from AKAAN and Lower Columbia Engineering received for the gateway feature project. A copy is included in the archive packet. Staff was looking for Council input.

Associate Planner Dimsho pointed out the location at S. First Street and St. Helens Street. The City will guide the design process and work with partners such as Main Street Alliance and the Museum Association. The project will have to go before the Planning Commission for compliance with the Riverfront District architectural guidelines. AKAAN has a background in working on gateway features. Lower Columbia has been a staple in the community for architectural and design services.

After staff presented options including putting a selection committee together or deciding by Council consensus, the Council discussed the two candidates.

Questions from Council were addressed:

- Stakeholders, including Council, will provide feedback throughout the whole process. The project will be done at the same time as the street intersection construction.
- The City is under contract to do the intersection, which is moving forward, but staff would not feel comfortable giving an estimate of a timeline for the gateway project. The two-year contract started in November.
- The gateway in the Houlton District would not happen at the same time because it currently has no funding source and needs separate funding.
- Staff agreed the purpose of the signage is not to welcome people to St. Helens because it is not an appropriate spot at all. It will be determined by the stakeholder group whether it highlights a welcome to, for example, the Riverfront District or Historic District.
- The fees proposed were for the firms involved in construction and for the same scope of services.

Council President Chilton stated with Lower Columbia showing community involvement in working on the Veterans Plaza she would like to move forward with them, noting both candidates are great.

Councilor Sundeen felt good about both.

Councilor Birkle recommended the decision be made by staff. Council President Chilton thought Council should make the decision.

Councilor Birkle recommended AKAAN since Lower Columbia is doing a current project.

Councilor Gundersen noticed a lot of the work AKAAN has done is similar to what the City wants and therefore recommended them.

Council's consensus was to use Lower Columbia Engineering. Staff will bring a personal services agreement to the March 15 meeting.

#### **6. 3:40 pm - Report from City Administrator John Walsh**

- Mr. Walsh provided an update on the Columbia View Park improvements including the stage layout. Community members have expressed concern to the Parks Commission and Planning Commission that the City will get the stage correct. He suggested making a 3-D model of what it will look like when one is in the space, adding the cost to do so is incidental and there will be a bit of a delay but enough contingency in the schedule to pause to do the rendering. Staff clarified they have not heard much feedback about moving the playground except when it was first brought to the Parks Commission, such as ensuring visibility for parents to see their children. The playground will be moved towards Cowlitz Street.
- Heading into the budget season, the first Budget Committee meeting will be held April 15.
- The auditors are currently working at the City.
- The new Finance Director is looking to relocate to St. Helens.
- Staff would like to kick off a new program, Take Your Child to Work Day on April 27th. In the past, they had not planned many activities. Communications Officer Crystal King and Deputy City Recorder Lisa Scholl, and others have put together a full program that could make it happen. Council was supportive of the idea.
- He reviewed the purpose of the Central Waterfront Open House being held tomorrow and April 6.
- The Joint Council/Planning Commission meeting will be held March 8 in order to discuss HB3115 on camping and houselessness. Attorney Aaron Hisel, who was involved in the Grants Pass case, will come talk to Council.
- He and Tina have been discussing tourism parking and looking for space to have a portable building for a parking/shuttle outpost, trying to be mindful and prevent negative impacts when people do not want to park at a distance, risking angry neighbors whose driveways are blocked.
- He thanked Councilor Sundeen for doing the weekly calls with him on the Public Facility. The building space had been cut in half but will still be a nice, useable building. The officers seemed very supportive of it. He confirmed they do not have to worry about the flood plain in part because the building will be farther away from the wetlands.
- Government Affairs Specialist Rachael Barry met with Senator Weber pitching the City's interest in infrastructure and early learning which helps with recreation programs and funding workforce space. Senator Weber intends to champion the St. Helens infrastructure project which would go a long way toward replacing the reservoir on Pittsburg Road
- The Chamber of Commerce requested the Council sponsor table(s) at their banquet. Council has purchased a table/sponsorship package in the past, the Champion at \$1,000 and a second table for \$400. Staff believed the purchase came from Council funds in the past and confirmed all the seats were filled. After grants Council put out, around \$4000 remained in Council funds. They discussed who would attend. Council's consensus was to do the same \$1000 table and additional \$400 table this year.
- March 28 will be the City-County meeting, which is the first one since COVID.
- The "If I Were Mayor..." Student Contest will close on Friday. St. Helens has been very successful with state winners.

- The American Public Works Association magazine featured an article that painted the City in a positive, proactive, and forward-looking light about the Wastewater Treatment Plan, highlighting Water Quality Manager Aaron Kunder's pumps project.
- Engineering Manager Sharon Darroux and Public Works Supervisor Dave Elder gave a presentation at a recent conference on the master planning process with their Water and Wastewater Master Plans. Construction Inspector Tim Underwood got additional certifications for infrastructure.

**ADJOURN – 4:46 pm****EXECUTIVE SESSION**

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

March 1, 2023

**Members Present:** Jessica Chilton, Council President  
 Patrick Birkle, Councilor  
 Mark Gundersen, Councilor  
 Brandon Sundeen, Councilor

**Members Absent:** Rick Scholl, Mayor

**Staff Present:** John Walsh, City Administrator (left the Council Chambers at 5pm)  
 Kathy Payne, City Recorder  
 William Monahan, City Attorney with Jordan Ramis PC



At 4:40 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Real Property Transactions**, under **ORS 192.660(2)(e)**
  - Proposal of developing an RV Park on City property.
- **Consult with Legal Counsel**, under **ORS 192.660(2)(h)**
  - Potential litigation with regards to allegations made against City employee.

The Executive Session was adjourned at 5:18 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, March 01, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

Council President Jessica Chilton  
 Councilor Patrick Birkle  
 Councilor Mark Gundersen  
 Councilor Brandon Sundeen

### MEMBERS ABSENT

Mayor Rick Scholl

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Sharon Darroux, Engineering Manager  
 Jenny Dimsho, Associate Planner/Community Development Project Manager  
 Tina Curry, Event Coordinator

### OTHERS

|                  |               |                   |
|------------------|---------------|-------------------|
| Arthur Leskowich | Nick Hellmich | Jennifer Pugsley  |
| Brady Preheim    | Briana Koch   | Howard Blumenthal |
| Steve Topaz      | Jane Garcia   |                   |

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

### PLEDGE OF ALLEGIANCE

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

- ◆ Nicholas Hellmich. He spoke with some employees about the recent departure of former City Finance Director Matt Brown. From his understanding, Brown miscalculated the amount of money needed to prepare and build a new police station, which cost taxpayers between \$1-2 million. Due to the shortfall of funds, water rates were significantly increased. In his line of work, he has seen a significant increase of seniors and low-income individuals not able to afford their water bill. What policies and procedures were put in place to make sure these types of miscalculations will not occur again? Has the City implemented a policy for expenditures over a certain amount to be reviewed by two or more people? He hopes policies are put in place so citizens don't suffer for one person's mistake.
- ◆ Brady Preheim. Reviewed his complaints.
  1. The Waterfront property is not accessible from the Wastewater Treatment Plant (WWTP), but is possible to add a path. Pedestrians currently must walk through neighborhoods to access it.
  2. He is unhappy about the errors made for the new police station. It needs to be a vote of the people. It should not just be added to the water bill.



3. Matt Brown asked for the Assistant City Administrator position, which he received, but then he kept his salary when he requested to move back to Finance Director. The same goes for the Parks & Recreation Manager that was moved back to her old position but continues to keep her salary. It is not acceptable. It's a promotion to keep giving them the same money when they're no longer in that position.

◆ Steve Topaz. Reviewed his questions and observations.

1. The City's new boat was supposed to be tested on February 16. Did it pass?
2. Could the training center on the Mill property be used for a police station?
3. There is a Waterfront postcard in the lobby that shows buildings with 250 living units. Looking at the project across from Walmart with a similar number of units, they get a preview of what it will look like. If you're handicap and at the front gate of Walmart, it's the same as getting out of your car and walking to a view center on the Waterfront.
4. The three-minute visitor comment time eliminates freedom of speech. The ability to communicate is a two-way street. It was announced at the last meeting, but then the Mayor set a precedent by allowing someone to speak longer last time. That is controlled speech and they are violating the Constitution.
5. They have a new Finance Director. He strongly suggests a forensic audit be done so she is aware of everything.

## RESOLUTIONS

**1. Resolution No. 1974:** A Resolution Appointing the Budget Officer for Fiscal Year 2023-24  
Council President Chilton read Resolution No. 1974 by title. **Motion:** Motion made by Councilor Gundersen and seconded by Councilor Birkle to adopt Resolution No. 1974. **Vote:** Yea: Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

**2. Resolution No. 1975:** A Resolution Adopting Findings to Utilize Construction Manager/General Contractor (CM/GC) as an Alternative Procurement Method for the Police Station Project and Exempting Project from Competitive Bidding Requirements  
Council President Chilton read Resolution No. 1975 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 1975. **Vote:** Yea: Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

## APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Fifth Amendment to Agreement with David Evans & Associates, Inc. for Columbia Blvd. Sidewalk and Safety Improvements Project
4. First Amendment to Agreement with Mackenzie for Public Safety Facility Design

**Motion:** Motion made by Councilor Birkle and seconded by Councilor Sundeen to approve '3' and '4' above. **Vote:** Yea: Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

## CONSENT AGENDA FOR ACCEPTANCE

5. Library Board Minutes dated January 9, 2023
6. Parks and Recreation Commission Minutes dated January 9, 2023
7. Planning Commission Minutes dated January 10, 2023

**Motion:** Motion made by Councilor Birkle and seconded by Councilor Gundersen to approve '5' through '7' above. **Vote:** Yea: Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

## CONSENT AGENDA FOR APPROVAL

8. Declare Surplus Property - Police Vehicles
9. Animal Facility Licenses

- 10. OLCC Licenses
- 11. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '8' through '11' above. **Vote:** Yea: Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

### WORK SESSION ACTION ITEMS

None

### COUNCIL MEMBER REPORTS

Councilor Birkle reported...

- It has been crazy weather. Elementary students only attended half a day of school last week.
- Continues to meet with Library Director Bishop. He is impressed with her work and the staff.
- Responding to questions from visitor comments:
  - The boat/shuttle did pass the test. They are wrapping up the details now.
  - The Waterfront postcard is several years old and is conceptual. No decisions have been made.
  - There is no violation of the United States or Oregon Constitution to limit visitor comments to three-minutes. All that's required of them is to conduct their business and make decisions in public. There is no requirement to even take public comment. Three minutes is adequate. They can receive input in other ways that does not prevent citizens of providing information. He mentioned that retreats and special meetings do not even allow for public comments.

Council Gundersen reported...

- He met with Columbia River PUD staff on Monday. They have programs and grants available for the new amphitheater.
- Planning Commission wants more direction from Council if they should be looking at something. They can talk about it more at next week's joint meeting.

Councilor Sundeen reported...

- Plans are moving forward on the McCormick Park Veterans Memorial Plaza expansion.
- There was damage in McCormick Park. He thanked Police for their quick response, and Public Works and Parks for assessing the damage and ready to clean up when the weather improves.
- He saw the new Police Station designs and was very pleased with the functionality. The scaled-back version is what they need to be successful and keep the community safe.
- He attended the Police Awards Banquet on Sunday. It was a great experience and good to celebrate with them. K-9 Max even stopped by. He is proud of them and expressed his gratitude for all they do.
- He thanked citizens for being engaged. It's appreciated.

### COUNCIL PRESIDENT REPORT

Council President Chilton reported...

- Met with Library Director Bishop about senior outreach. She is amazed by her partnerships and advocacy for reading.
- Attended the Police Awards Banquet as well. She is encouraged by and proud of the Police.
- Last night, she met with a group of gentlemen to discuss re-opening the St. Helens Golf Course. She enjoyed learning about its history and their passion to re-open it. She will be sharing the information with Mayor Scholl to continue those discussions.

**OTHER BUSINESS**

Steve Topaz asked if the demonstration at the lagoon is still taking place tomorrow. City Administrator Walsh confirmed that it is tomorrow, 4:00 – 6:00 p.m.

**ADJOURN – 7:25 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL WORK SESSION

Wednesday, March 15, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| John Walsh, City Administrator    | Crystal King, Communications Officer |
| Kathy Payne, City Recorder        | Suzanne Bishop, Library Director     |
| Lisa Scholl, Deputy City Recorder | Bill Monahan, Contracted Attorney    |

### OTHERS

Steve Topaz  
 Justin Watson  
 Amy Pritchett

### CALL WORK SESSION TO ORDER – 2:00 p.m.

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

- ◆ Steven Topaz. Mr. Topaz responded to questions presented at previous meetings. Regarding progress on the vessel being tested by the Coast Guard, that has been completed, and everything is okay. Regarding why the building down at McCormick Parks was not used for the police station, that was also looked into and there are a number of physical reasons why that was not handled. The questions regarding the sewer lines on the west side were answered by Engineering Manager Sharon Darroux, which were given to City Recorder Payne. Last time, the agenda did not include notification of the sewer plant tour. The newspaper described the sewer plant tour as definition and explanation for repurposing the lagoon, which it was not. Communications Officer King should be asked to have the newspaper correct the fact that the meeting was not publicly noted in the agenda and the fact that it was how the sewer plant worked. He has asked questions previously about the status of the litigation of the mill problem. It has been delayed again another 30 days. He provided a list of all the delays, which started in 2021. The litigation of Boise Cascade is still ongoing. The Coast Guard reports the boat has been tested. The stabilization test data has not been reviewed, and there are a number of other questions that have to be answered before it's given approval to be moved. That hasn't been done yet. When he was on the Council in 2022, he had been told that the vessel is in Portland. It is still in Florida. He believed that the City has not gotten the truth about the location, condition, and destination of the vessel. There should be a public statement/public information on the litigation and conditions of the legal problems with Boise Cascade and the City of St. Helens about the property. There were no questions from Council.

### DISCUSSION TOPICS

**1. Senior Center Semi-Annual Report - Justin Watson, Executive Director**

Mr. Watson presented the report, starting with a video about Senior Center resources and activities. A copy is included in the archive packet.

- Specific organizations that use the Center were enumerated, including the VFW Auxiliary and Columbia County Business Leaders Network, and Parkinson's Resource of Oregon. The Red Cross holds several blood drives throughout the year. Schultz Financial Services are holding recurring classes related to Medicare and Social Security at the Center as well. They were also the first Platinum level sponsors for 2022.
- The Center will host this year's Living Well with Diabetes course, a six-week course provided through the State and the Community Action Team. The dates are March 23 - April 27.
- AARP has been a very strong partner. They are currently preparing taxes for free for residents of St. Helens. They are fully booked, but the Scappoose Senior Center is taking appointments. They also do safe driving courses so seniors can get insurance discounts.
- Activities held at the Center include billiards, exercise classes, computer classes, yoga, pinochle, Tai Chi, square dancing, line dancing, craft hour. They need help from more crafters because they have recently entered into a partnership with the Sheriff's office to repair jumpsuits for resident inmates.
- The Center received a donation of 20 tablets from InRoads, which can be checked out and taken home by seniors who have completed instruction on connecting and using the tablets.
- The Center acts as a daytime cooling shelter and/or warming shelter, depending on the weather.
- Building maintenance was addressed. The Center would like to have the basement completed, even if just basic, so they would have more storage space in it. The finished basement was included in the 2010 community block grant, but it ran out of funds before it was completed.
- Public Works has cleaned up the property border. It is starting to look good as grass is growing in.
- There have been issues with the houseless loitering, so the Center will install cameras in the back of the property and continue to protect the Center's assets.
- The Center would like to expand the Food Bank's garden by having a garden in the back. They would also like to have outdoor seating with a canopy available off the back entrance of the dining room.
- The Shoestring Players Actors Guild performed a show for five nights and also used the Center for practice.
- The Center is ramping up advertising of activities. They are considering changing the agreement to avoid raising the hourly cost, which is currently \$75 an hour with a \$150 deposit. There are no fees to cover the costs of administration, water or electricity use, or staff who have to be on hand. They are considering a \$300 deposit, with 70% refundable, to help with administrative costs.
- Other partners throughout the community included South Columbia Chamber of Commerce, InRoads Credit Union, Grocery Outlets of St. Helens and Scappoose, Food Bank, Broadleaf Arbor, the Recreation Program, Avamere, and Meadow Park Living.
- The Center currently has over 200 members. They are still trying to bridge the gap with the families. They believe working with the Recreation Program and Broadleaf Arbor will help bridge that gap. That will ultimately raise memberships at the Senior Center, but it will also get the Center involved at the senior level so we can promote intergenerational communities.
- The Center is considering a lifetime membership option.
- The event calendar has been finalized. The block party will be July 1. Micro-fundraisers on the schedule include the St. Patrick's Day Luncheon, bazaars, a Mother's Day tea party, a Father's Day breakfast, and other events. The micro-events will lead up to the big fundraiser at the end of the year, a black tie dinner and auction.

- Lunches are served from 11:00 a.m. to 12:30 p.m., with the exception of Fridays, when they serve at 12:00 p.m. Reservations are not needed but are appreciated so the proper amount of food can be served without waste.
- The Center has been serving 180 seniors throughout South Columbia County. More volunteer drivers are needed. Mileage is reimbursed for the complete route from home, the route, and back home. SNAP is strong. The Center is working towards digitizing the program so that deliveries are logged immediately, which will help with reports to Community Action and the State.
- Amy Pritchett, the new Activities Coordinator, was introduced. She is a local resident and has lived in the area her entire life.
- The Columbia County Search and Rescue was recognized for their help when four routes could not be covered due to unexpected snow. Everyone was fed that day thanks to their help.
- The kitchen is in good repair.
- The Center was awarded the congregate infrastructure upgrade grant. They have installed new sprayers on sinks and new pot handles. The new generator will power just the kitchen and dining room, not the entire building. They have received quotes for the generator work, but they were not acceptable. Public Works understands what they are trying to do and will work with the Center to install it.
- The new virtual café, St. Helens Eats, is going well. To find it on the website, go to [shseniorcenter.org](http://shseniorcenter.org) and click on the St. Helens Eats tab. They would like to add a salad bar. The Community Action Team has told them they can serve breakfast and/or dinner as well, so they are looking at whether they can expand their programming into those areas.
- The Thrift Store, under the management of Melissa and Joe, is doing very well. The store has been remodeled, which has helped increase sales, which supports the Senior Center.
- Financially, the Center has launched the sponsorships membership program. This allows both for-profit and non-profit organizations that work with the Center to contribute financially. They would like 34 platinum-level sponsors. They hope to raise \$50,000 through an online auction at the end of the year.
- The Center is finishing up the grant project. The State would like a tentative report, but he prefers to wait and put in a final report so the actual budget used can be reported.
- Council President Chilton requested an update about the partnership with Broadleaf Arbor
  - The Center will work with Engage, the program management company at Broadleaf.
  - The cohort includes the Community Action Team, CCM Age, the Latino Network, the Food Bank, and CCOPC. They meet monthly to see where they can support the program.
  - The first 24 families should move in March 29, including about 38 children. The School District is ready for the families. There will be grants for organizations that want to hold after-school or summer programs.
  - The Center may bring their meals program there twice a week to serve the seniors where they are at, which should lower some of their routes.
  - Of the 24 homes, only three are from out of town. The remainder are from St. Helens.
- Mayor Scholl requested an update on what needs to be completed in the basement.
  - It has been framed.
  - The dirt still needs to be removed before sheet rock, walls, floors, and lighting can be installed.
  - When finished, the basement will provide dry storage.
- Council President Chilton was very impressed by her last visit to the Center. She took Avamere there recently, and they plan to return. She appreciated how well it is managed.

**2. Review Supplemental Fiscal Year 2022/23 Budget Report Changes - Jon Ellis**

Contract Interim Finance Director Jon Ellis reminded everyone that there will be a public hearing tonight for budget adjustments. A copy is included in the archive packet.

- On the Community Development project side, all the loan money from Business Oregon will not be reflected in this budget, nor will the capital be increased.
  - It will be reflected in next year's budget since it isn't being spent this fiscal year.
  - This reduced the budget by about \$11 million.
- The Police Department has identified facility improvements needed.
  - The furniture and equipment are now coming from the State site, which is inexpensive and/or free.
  - This should also reduce the budget.
  - A memo describing the project is included in the packet.
- The budget for the tech division was increased by \$40,000 after finding the multi-year contract for security of the infrastructure, which is due for renewal, was not included.
- The impacts of the changes, included in the attachment, were reviewed.
- Last-minute changes can still be made before the resolution is adopted. Mayor Scholl clarified that after the budget is adopted, proposed changes would have to go through the appropriations process again.
- Councilor Birkle asked for clarification that the purpose of the new tourism vendor contract was to streamline revenue to come to City for recording and then returned to the contractor to create a single stream to track. That was why he voted for the contract in the past. Was that the correct understanding?
  - Council President Chilton replied that this was her understanding. The preference is for more online payments, which would go through City bank accounts.
  - Mr. Ellis reported that if payments came through the City, they would be reflected in the budget. The budget was built the year before with everything flowing through. This year's budget did not reflect the activity that really occurred. In next year's budget, if the City collects the revenue, it would be turned over to the contractor covering events.
  - Next year's budget should be built with three lines of revenues: TOT tax, gate funds for events, and reimbursement for the Masonic Building. On the expenditure side, payments line items would be for the contractor, the Masonic Building, fireworks for the 4<sup>th</sup> of July, and another line for reimbursement to the General Fund or Public Works or another event done by City.
  - Money collected next year will not show up as revenue. It would be recorded in a liability account since it needs to be paid to the contractor. The contractor should be audited annually to make sure everything shores up.
- Councilor Birkle asked, in response to an e-mail request, if anyone recalled the date the contract was signed and if it was after the budget was adopted.
  - Mr. Ellis did not know the date without looking at the folder in his office.
- Council President Chilton asked that changes resulting from the signed contract are implemented in the City moving forward.

**3. Review "If I Were Mayor..." Student Contest Entries**

- Mayor Scholl reported that 12 posters (5th grade), 2 essays (6th-8th grade), 23 digital presentations (9th-12th grade) were received for the contest, for a total 42 participants.
  - One of the high school teachers used the contest as a lesson for the entire class to submit.
- The winners will be announced at tonight's meeting.
- Council discussed potholes, which were brought up by multiple students.

- It was suggested that they make a presentation with students' comments to show them how the process works and ask the County to think about budgeting to fix the roads.
- Students did their homework and correctly estimated the cost of filling in the potholes near the high school, which is inexpensive.
- It would be better if the County put asphalt down on the back streets.
- The top six videos, as selected by Council members, were presented. It was agreed by Council to watch them at the end of the session.

#### **4. Report from City Administrator John Walsh**

City Administrator Walsh presented his report, updating Council on key items as follows.

- It was positive to see the community pride spoken about in student contest entries.
- Auditors are still finishing up the audit. He has been meeting with department heads to start next year's budget process. The new Finance Director will start tomorrow.
- The Statement of Economic Interest (SEI) forms are out, and all Councilors should have received them. Councilors need to track spending and disclose relationships.
  - Mayor Scholl reminded everyone that failure to meet the deadline results in a fine.
- The Urban Renewal Budget process is woven with the regular budget process. Historically, their budget has been done with the City budget because it is a very simple budget.
- Budget Committee appointments need to be filled before budget season starts. There are three applicants. Mayor Scholl, Councilor Gundersen, and Budget Committee Chair Claire Catt will sit on the interview subcommittee, who will make recommendations to the Budget Committee. Interviews can be conducted via Zoom if that is better for all involved.
  - Both open seats are appointments, but one is an unfulfilled term. Normally, the top choice would fill the seat open for a full term. The second choice would be appointed to the short-term seat.
  - The subcommittee should make their recommendations within the next two weeks to be included in the packet for appointments to be made on April 5.
  - There is not a set slate of interview questions. The panel may ask what they would like, He received a criticism that the open house at the Wastewater Treatment Plant was not advertised on the agenda at the last City Council meeting. However, it was not a public meeting. There will be another on April 6. He suggested extensively advertising it on social media.
- Council discussed the location of the boat. The Coast Guard wants their final payment, but Mr. Walsh is not willing to make that payment until the City receives the certificates. The Coast Guard will let him know when it is ready.
- The Chamber dinner and the Black Tie and Blue Jean events are coming up. The budget would allow for Council to have tables at both.
- The League of Oregon Cities (LOC) spring conference is in Seaside in April, if any Council members would like to attend. The Fall conference is bigger, but several hundred elected officials attend the spring conference.
- A follow-up from the joint City Council and Planning Commission (CC/PC) meeting, the City is working with an attorney on HB 3115.
  - Council did not want to have sanctioned sleeping areas.
  - House bills would address the state-created danger of liability that would give indemnities to cities that did create sanctioned sleeping areas.
- The rendering of the new Columbia View Park amphitheater has been approved. The consultant staked out the new stage and theater, which had been moved a little bit. The new rendering should be ready for release soon.



- Mr. Walsh and Councilor Sundeen have been working on the public safety project, with a lot of conversation around flood plain issues.
  - Mayor Scholl confirmed it will go before the Planning Commission.
  - The project timeline is delayed but still looks good.
- An update for Fireworks 2023 was provided.
  - Brad Hendrickson of St. Helen's Marina is donating his barge and tug to use for fireworks.
  - He is working on the budget. Last year, the City spent about \$20,000 the fireworks.
  - Contracts for the show will be forthcoming.

**ADJOURN – 3:26 p.m.**

**EXECUTIVE SESSION**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

March 15, 2023

**Members Present:** Rick Scholl, Mayor  
 Jessica Chilton, Council President  
 Patrick Birkle, Councilor  
 Mark Gundersen, Councilor  
 Brandon Sundeen, Councilor

**Staff Present:** John Walsh, City Administrator (left the Chambers at 3:40 p.m.)  
 Kathy Payne, City Recorder  
 William Monahan, City Attorney with Jordan Ramis PC  
 Peter Hicks, City Attorney with Jordan Ramis PC



At 3:36 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Real Property Transactions**, under **ORS 192.660(2)(e)**
  - No discussion under this ORS.
- **Consult with Legal Counsel**, under **ORS 192.660(2)(h)**
  - 3:37 p.m. Update on the litigation concerning Cascades Tissue.
  - 3:40 p.m. Potential litigation with regards to allegations made against City employee.

The Executive Session was adjourned at 4:05 p.m.



ATTEST:

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

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

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



# COUNCIL PUBLIC HEARING

Wednesday, March 15, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Crystal King, Communications Officer  
Jon Ellis, Contract Interim Finance Director

### OTHERS

None

### OPEN PUBLIC HEARING – 6:30 p.m.

### TOPIC

#### 1. Fiscal Year 2022-23 Supplemental Budget

Contract Interim Finance Director Jon Ellis reviewed a PowerPoint presentation, a copy of which is included in the archive packet for this meeting. The supplemental budget for funds in excess of 10% requiring the hearing are tourism, community enhancement fund, streets fund, water fund, and technology and major maintenance funds.

### PUBLIC COMMENTS

No public testimony received.

### CLOSE PUBLIC HEARING – 6:37 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



# COUNCIL REGULAR SESSION

Wednesday, March 15, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Crystal King, Communications Officer  
 Jon Ellis, Interim Contract Finance Director  
 Tina Curry, Event Coordinator

### OTHERS

|                    |                  |                                    |
|--------------------|------------------|------------------------------------|
| Arthur Leskowich   | Nick Hellmich    | Sarah Landels                      |
| Brady Preheim      | Briana Koch      | Kandace McMartin                   |
| Steve Topaz        | J. Kreaflle      | Japhy McMartin                     |
| Brook Van Arsdall  | Kaitlyn Johnson  | Lucas & Lillian De Roia and family |
| Kristy Van Arsdall | Maddie Grabinger | Kali Ann Dovel and family          |
| Madison Blackburn  | Jared Stram      | Sara Smith                         |
| Valerie Donald     | Landon Stonelake | Debbie                             |
| Graham McCallum    | Russell          | Lyndie                             |
| Emelia Watkins     | Elliette         | Landon Engelen                     |
| Colton Freeman     | Caleb Griffin    |                                    |

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

### PLEDGE OF ALLEGIANCE

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

Mayor Scholl announced and awarded the prizes to the "If I Were Mayor..." Student Contest winners. First place winners won \$150. Their entries will compete for a prize at the State level. Second place winners won \$50. All participants received a certificate and were invited to join him for a pizza lunch this summer.

#### Grades 4-5 Poster Category:

First Place Winner – Japhy McMartin  
 Second Place Winner – Kali Ann Dovel

#### Grades 6-8 Essay Category:

First Place Winner – Brooke Van Arsdall  
 Second Place Winner – Lucas De Roia

**Grades 9-12 Digital Presentation Category:**

First Place Winner – Montan Reading

Second Place Winner – Cinobia Arceneaux

**PROCLAMATIONS****1. Save Soil Day - March 21**

Mayor Scholl read the proclamation into the record.

*Save Soil Day**March 21<sup>st</sup>*

**Whereas**, "Save Soil" is a global movement, launched by Sadhguru, uniting world leaders, visionaries, influencers, and citizens of all nations behind a common purpose - to restore and safeguard the world's soil; and

**Whereas**, Save Soil aims to address the global soil crisis, recognizing that 52% of the world's agricultural soils are already degraded, and by 2050, 90% of Earth's soil could be degraded; and

**Whereas**, addressing soil degradation issues would bring solutions for the loss of biodiversity, nutritional deficiencies, food security, water scarcity, climate change, and mass migration; and

**Whereas**, the proposed solution is to advocate for policies across all nations towards soil restoration and aim to increase organic content in agricultural soil to a minimum of 3-6%; and

**Whereas**, in an effort to raise awareness and activate support from leaders and citizens alike, Sadhguru was on a 30,000 km journey as a lone motorcyclist covering 27 nations over 100 days since March 21st, 2022; and

**Whereas**, this movement is supported by 81 nations globally.

**Now, therefore**, I, Mayor Rick Scholl of the City of St. Helens do hereby proclaim **March 21 as Save Soil Day** in St. Helens, Oregon, as soil is vital to all life and urge all citizens to be a part of the Save Soil movement to support national policies towards soil restoration and aim to raise the organic content of soil to a minimum of 3% - 6%.

**Be it further proclaimed** that I urge all citizens to participate in creating bright futures for our children and the future of our planet.

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

- ◆ Steve Topaz. He agreed with the student video addressing the need for improvements to the St. Helens and S. 4<sup>th</sup> Street intersection. There is an article in today's Chronicle about the High School bond. He encouraged Council to invite School Superintendent Scott Stockwell to speak at a meeting about the need for the bond and the fact that it will not increase taxes.
- ◆ Nick Hellmich. Also agreed that S. 4<sup>th</sup> Street needs attention. The stop sign going down the S. 4<sup>th</sup> Street hill near his house was recently taken down. Now it's worse with vehicles traveling down the hill faster without having to stop. He talked about Code Enforcement's increase in chalking tires for issues. It's putting a tracking device on people's private property without a warrant and is a constitutional violation. The Sixth District Court of Appeals ruled it unconstitutional and fined the State of Michigan one dollar per citation. He suggested installing kiosks and charging for parking than exceeds two hours.

- ◆ Hillary Dovel. She has lived on Firlok Park Street for three years. There is a lot of traffic traveling through there to bypass the lights, plus the high schoolers are using that road more. It is very congested and has a lot of really bad potholes.

Mayor Scholl informed Hillary that it is a County road. A lot of the high school videos submitted were about the poor condition of that road. He was going to suggest they go to a County Commissioners meeting to request it be fixed.

- ◆ Brady Preheim. He is sad that they wasted \$1.5 million in the design of the first police station, but is happy that they are redesigning it. He has concerns about the Waterfront Development and it being paid for with Urban Renewal money. If people don't come, they will be in serious financial trouble. He is fully supportive of the Waterfront but is concerned about the financing. He gets lots of complaints from people, including from City employees, about City employees getting demoted and no action being taken with their salary. He suggests they take action on it.

## RESOLUTIONS

2. **Resolution No. 1976:** A Resolution Adopting the City of St. Helens Health and Safety Manual, Superseding Any Prior Versions

Mayor Scholl read Resolution No. 1976 by title. **Motion:** Motion made by Councilor Birkle and seconded by Council President Chilton to adopt Resolution No. 1976. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

3. **Resolution No. 1977:** A Resolution of the Common Council of the City of St. Helens, Oregon, Adopting a Supplemental Budget and Authorizing a Transfer of Appropriations within a Fund for Fiscal Year 2022-2023

Mayor Scholl read Resolution No. 1977 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Resolution No. 1977. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

4. **Resolution No. 1978:** A Resolution Authorizing a Transfer of Appropriations within a Fund for Fiscal Year 2022-2023

Mayor Scholl read Resolution No. 1978 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Council President Chilton to adopt Resolution No. 1978. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

5. **Resolution No. 1979:** A Resolution Determining that a Nuisance Exists Upon Property Located at 155 N. Columbia River Hwy within the City of St. Helens and Directing the Nuisance to be Removed or Abated

Mayor Scholl read Resolution No. 1979 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Birkle to adopt Resolution No. 1979. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

## APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. Amendment No. 7 to Agreement with Mayer/Reed for Riverwalk Phase I Project Design, Construction, & Permits
7. Agreement with Lower Columbia Engineering, LLC for Design and Engineering Services related to the Gateway Project at South 1st and St. Helens Streets
8. Amendment No. 1 to Agreement with Columbia County for Columbia Blvd. Sidewalk and Safety Improvements Project

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '6' through '8' above.

Discussion. Councilor Birkle questioned the gateway project design. Are they expecting the project to be consistent with Branding and Wayfinding that already exists?

City Administrator Walsh said the gateway is already in the Wayfinding Plan. There will be a public process with public involvement on the design. Councilor Birkle wants to keep the Branding and Wayfinding design in mind when creating the gateway design. Mayor Scholl agreed.

**Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

### CONSENT AGENDA FOR ACCEPTANCE

9. Amended Parks & Trails Commission Bylaws (fka: Parks & Recreation Commission)

**Motion:** Motion made by Councilor Birkle and seconded by Councilor Sundeen to approve '9' above.

**Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

### CONSENT AGENDA FOR APPROVAL

10. Council Public Hearing Minutes dated March 1, 2023  
11. OLCC Licenses  
12. Declare Surplus Property - Police Department Expired Evidence and Unclaimed Found/Safekeeping Items  
13. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to approve '10' through '13' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

### WORK SESSION ACTION ITEMS

None

### COUNCIL MEMBER REPORTS

Council President Chilton reported...

- Attended the Council and Planning Commission joint meeting last week. It was good to have clarifications made.
- Attended a recent candidate forum. It was a great opportunity to network with surrounding agencies.
  - Sheriff Pixley talked about a levy that would increase staffing to 24-hours.
  - Heard from Port candidates with ideas on utilizing deep water ports and bringing industry to the County.
  - Heard from School Board candidates.

Councilor Sundeen reported...

- Thanked the "If I Were Mayor..." Student Contest participants. They all did a great job.
- Park updates
  - Lots of good work happening behind the scenes.
  - Vandalism continues to be a big problem, especially in Campbell Park.
  - Thanked Little League and Softball groups for the work they do to improve fields.
  - The Parks Commission is forming a subcommittee to apply for grants.
  - There are several Parks Commission members with concerns about the stage location in Columbia View Park. Renderings will be available soon to help alleviate the concerns.
- Police updates
  - New Police Station is progressing. They have been meeting with the design team weekly.
  - They are conducting background checks for two potential new hires.

- New K-9 Officer Max is about halfway through training.
- Policing the docks and Sand Island will become a bigger problem with summer weather. Partnership with the Sheriff's Office will be important.

Councilor Gundersen reported...

- The Planning Commission meeting was postponed until next week. They also have a retreat coming up. Most discussion will likely be about HB 3115.

Councilor Birkle reported...

- Helped direct runners during the Columbia Pacific Food Bank Hunger Run. It was cold and rainy.
- Helped at the 5<sup>th</sup> Street Trail Work Party.
- The Library Board meeting was rescheduled due to lack of quorum.
- Has had good meetings with Library Director Bishop.
- Working on partnerships with OMIC and PCC for Makerspace staff funding once ARPA funds expire.

### **MAYOR SCHOLL REPORTS**

- The City is going through growing pains.
  - Building a Police Station
  - Waterfront Development
    - Parking will be an issue as summer events start happening.
    - Encouraged Council to refer citizens to staff when they don't know the answer.
  - Broadleaf Apartments
    - He has heard a lot of concerns from community members about the Broadleaf intersection. He explained that it meets all the traffic studies.
    - They can't deny something if it meets all criteria.
    - It will house a lot of local families.
- Thanked Council President Chilton for filling in while he was on vacation during the last meeting.

### **OTHER BUSINESS**

### **ADJOURN – 7:50 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor





# COUNCIL WORK SESSION

Wednesday, April 05, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Jessica Chilton  
 Councilor Patrick Birkle  
 Councilor Mark Gundersen  
 Councilor Brandon Sundeen – via Zoom

### STAFF PRESENT

|                                      |   |
|--------------------------------------|---|
| John Walsh, City Administrator       | Gloria Butsch, Finance Director                                       |
| Kathy Payne, City Recorder           | Cameron Burkhart, Library Assistant/Communications Support Specialist |
| Crystal King, Communications Officer | Jenny Dimsho, Associate Planner/Community Develop. Project Manager    |
| Brian Greenway, Police Chief         | Tina Curry, Contracted Event Coordinator                              |
| Joe Hogue, Police Lieutenant         | Bill Monahan, Contracted Attorney                                     |
| Suzanne Bishop, Library Director     |   |

### OTHERS

|                |                  |
|----------------|------------------|
| Steve Topaz    | Robert Salisbury |
| Erin Salisbury | Lynne Pettit     |
| Steve Toschi   | Scott Jacobson   |

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

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

- ◆ Erin Salisbury. Ms. Salisbury spoke strictly as a 1st Street property owner about the community's concerns regarding parking affected by construction projects. She asked how to keep the 46 two-hour spaces in front of operating businesses between the end of 1st Street down to the corner available to customers but also have spaces for residents and employees to park for a full workday. She added it was frustrating the City event space did not seem to have construction currently happening but was gated off and not accessible. The immediate problem needed a solution.
- ◆ Steve Topaz. Mr. Topaz spoke about the sale of the City-owned portion of the Boise property to ACSP being null and void, submitting his comments as a Councilor at the time to City Recorder Kathy Payne into the record and noting the courts also said the sale was null and void. He posed several questions about how to find out how much money was made or lost with the sale of the City property; the difference in the publicly announced \$3.5 million offer for the property and the sold price for \$1.55 million; the total costs for title fees, lawyers, etc., to sell the property; the transfer of funds; if any physical changes were needed to complete the sale of the property and any associated costs; and the legal costs beyond the sales agreement. He stated the Oregon Government Ethics Commission ruled that Mayor Scholl and Councilor Chilton violated ORS 192.6602 and the Commission entered final default orders on Rick Scholl and Jessica Chilton regarding the sales pitch of the WWTP property. He addressed the 163-page

DEQ report describing the contaminated area of the Boise Inc paper mill where four possible measures for protecting the environment were outlined. The City has not had anything to do with it, knowing Boise and DEQ are involved. It was a mess. He advised paying attention to Laura Shirah's public comments.

- ◆ Tina Curry. Ms. Curry reported talking to Casey at the County about possibly using the County Courthouse parking lot for additional traffic from 5:00 p.m. until 8:00 p.m. during the busiest time for restaurants.

## DISCUSSION TOPICS

### 1. Employee Length of Service Recognition - Cameron Burkhart (5 Years)

The Council recognized Cameron Burkhart for his five years of service with the library, with the Mayor and Councilors Birkle and Chilton expressing their appreciation for his service, professionalism, and passion for St. Helens.

### 2. Semi-Annual Report from the Police Department - *Chief Brian Greenway and Lt. Joe Hogue*

Chief Brian Greenway and Lieutenant Joe Hogue presented their six-month report. Key highlights included a staffing update; drawing candidates to St. Helens in competition with other metropolitan agencies; proactive policing and Officer McClure's training leading to increased DUII arrests which saves lives; the work of their detectives especially to ensure child safety when handling child abuse referrals; removing the school resource officer (SRO) due to cuts but still maintaining a partnership with the School District, especially to conduct threat assessments, with the hope of one day reinstating an SRO; an increase in search warrants; plans for a crisis stabilization center through a committee with CCMH; training other law enforcement agencies; the Cocoa and Crafts and Cops event with the Rec Center; new K-9 Max was still in training; K-9 Ryder will be retired after Max is ready; and active shooter training to stay prepared.

Questions from Council were addressed as follows:

- Their current software cannot extrapolate data about specific locations and types of calls for service such as car crashes, but they are working to get a new report management system on board which would give them the ability to look at data about the top five intersections, crime hotspots, etc. Not all traffic crashes are reportable to the police, and many people involved in crashes do not report them.
- The department's approach to interacting with the homeless population starts with hiring the right people who have a mindset of helping, including by offering services. Whatever would be decided with HB 3115, the police just need clear direction of what they need to do. It was noted that St. Helens unhoused population is self-sufficient.
- Potentially seven officer retirements would be coming up and all seven would be eligible to retire by summer 2024. Two officers would definitely be retiring. The department is competitive now with hiring pools.
- The department had a reserve program for a long time, with their own reserve academy. The last time it was opened, only one person applied because people did not want to do the work for free.
- In a community partnership, the department gets bulletins from the other jurisdictions about car prowlers. Chief Greenway advised citizens to Lock, Take, Hide: lock their car, take their keys, and hide their valuables. Car prowls are a crime of opportunity. Officers will be out patrolling the communities. The department will put out a reminder come summertime, working with Communications Officer Crystal King.

Councilor Birkle recalled doing a ride-along with Officer Coy where he was impressed with another officer's assessment of an individual by making use of a translation service for non-English speakers. As a teacher, he supports the police and is confident in their response should anything like the school shooting in Uvalde happen in St. Helens.

Councilor Sundeen thanked Chief Greenway and Lieutenant Hogue and their whole department for their work, adding it has been great working with Chief Greenway and getting to know the needs of the department and their officers.

### **3. Recommendations from Parks and Trails Commission**

Mayor Scholl referenced the Parks and Trails Commission recommendation to the Council (memo included in the meeting packet) to amend the St. Helens Municipal Code to establish a six-foot leash law in all City parks and that Heinie Heumann Park and Grey Cliffs Waterfront Park be off-leash dog parks in addition to McCormick Park.

Councilor Sundeen explained the Parks and Trails Commission discovered discrepancies in the Code regarding dogs and leash rules and would like to make the Code consistent.

The Council was in agreement with the proposed updates.

### **4. Discussion regarding Proposing Rules for Boards and Commissions Members Regarding Communications and Use of City Logo**

Mayor Scholl said due to recent events, all members of City Boards and Commissions need to take care when they speak whether it appears their message is from the City or their personal opinion. If stating their own opinion, they need to make sure no City logos are used. A policy needs to be put in place. No individual speaks for the City itself without going through Communications.

City Administrator John Walsh confirmed rules are already in place for Council communications but none that apply directly to boards.

Ms. Payne clarified that the Council can implement the rules and direct the boards to follow the policy.

Mayor Scholl stated the citizens are better served by the City having a unified message.

Ms. Payne clarified she would work with Mr. Walsh to draft a policy and bring it back to Council for approval.

The Council was in agreement that a policy was needed.

### **5. Update on Columbia View Park Improvements**

Mr. Walsh and Associate Planner Jenny Dimsho presented via PowerPoint an update on the progress of the Columbia View Park and Riverwalk Project, starting with the schedule and its goal of awarding the project for construction to begin in September after 13 Nights on the River. With the time it will take to get building permits and bid the project and an estimated year of construction, it is urgent to complete the final design in order to parallel the duration of the streets project to minimize impacts to Downtown and to businesses. They reviewed the design process so far, addressed the main elements in the Columbia View Park Improvements Project, provided details on changes staff requested the consultants make moving into final documents of removing the skylights and having no design on the stage panels that face the audience, and gave an overview of the Riverwalk side of the site plan, noting coming out of the 30 percent design, the top of the gangway will also go right and connect to the County's trail. The last main portion of the project is the playground and adjacent picnic shelter/pavilion. The playground will have three main mounds, one colored like land and the other two like water. The mounds will use the surfacing material poured in place (PIP) which is bouncy material. They described how the design for the shelter has evolved over time and staff requested the Council's notice to proceed to move into final design. The next time the Council will see the item is when the City is

bidding it and selecting the contractor who will build it. Staff also clarified that if the color of the playground mounds fade, the PIP is replaced. However, PIP lasts a long time. It was further clarified the playground would not be any structural playground like McCormick but more of a natural playground which is a trend right now for parks such as Kenton Park in Portland.

Councilors discussed the natural playground concept with staff, noting pros and cons and suggesting color schemes. They also discussed the stage's infrastructure and design, noting the need for shaded areas and consulting with sound and music professionals on where to place speakers. Ms. Dimsho replied the relocation of the stage did not seem to warrant additional sound study, adding the same equipment will be used. When the orientation of the stage was selected, the speaker angle was discussed. The sound is projected either way. It was noted that different groups that play have different needs and staff responded that some bands bring their own equipment. It was also noted that the site had never had a berm before and no study has been made on how it could affect the sound. However, Councilors Birkle and Gundersen believed the site is designed well enough to ensure enough electrical capacity to combat any noise issues caused by wind and waves.

Ms. Salisbury asked if a place has been incorporated to put the sound people because performers' crews have complained about it. Ms. Curry replied most sound technicians are walking around the shows with their computers as it is all automated. Hardly anybody has a soundboard they are setting up. Sound equipment will be right next to the stage which the plan accommodates. The floor of the stage has a lot of power outlets which most stages do not have, adding she believed the stage is well-powered.

Mayor Scholl stated everything else in the update looked great.

## **6. Report from City Administrator John Walsh**

Mr. Walsh presented his report. Key highlights were as follows:

- Finance Director Gloria Butsch was introduced.
- Ms. Butsch will send out the agenda tomorrow for the first Budget Committee meeting of the fiscal year.
- Carol Green will retire next week.
- Mr. Walsh has been meeting with all department heads on their goals for the budget. The budget will be a challenge.
- Ms. Butsch spoke about the audit which is still ongoing but has been put on the backburner as the budget cycle starts with the goal of wrapping it up before the next fiscal year end.
- No expenditures are being proposed for the biennial Urban Renewal budget. Expenditures would require the budget being done every two years. The budget may be revisited as deeper discussions happen about levels of services.
- On May 4, the League of Oregon Cities is putting on an Urban Renewal virtual training which will also be recorded. Staff hoped the Council would participate.
- He described the continued work with the consultants and Councilor Sundeen on the redesign effort for the Public Safety Facility/police station. At the next meeting, the Council will probably get a contract to go out to bid.
- At the next meeting, the City Forester will come back with the prospectus on the last timber sale that Council requested. New recommendations will come in next year with increased cost that would reduce City revenues, requiring the Council to make choices.
- Upcoming events include another Central Waterfront Open House tomorrow, the Boards and Commissions Appreciation Dinner on April 20, and Take Your Child to Work Day on April 27.
- Work continues with attorney Aaron Hisel on House Bill 3115. The Planning Commission will meet next week to discuss the matter further. Staff will have more of a draft proposal after that for the Council's next meeting.

- Calls to action from Senate Weber's office included a request for funding for the water reservoir. He has also talked to Business Oregon about funding and grant options for the reservoir. The project looked good.
- Meetings have been held to work on the fireworks show. No contract was in place yet with Western Display, but their people have been out there cleaning the barge, been to the launch site, etc. Mayor Scholl noted an increase in costs was to be expected. Mr. Walsh pointed out some size limitations on the barge which could mean smaller shows but more of them. The funding for the fireworks show will be around \$20,000. The Council will be seeing the contract soon.
- A stakeholder group will be put together for the Gateway Feature Project. Ms. Dimsho briefly reviewed the process for the project which will kick off internally on Friday.

Councilors Chilton and Sundeen volunteered to serve on the Gateway stakeholder group as Council representatives.

Communications Officer King clarified Engineering Manager Sharon Darroux has scheduled a meeting tomorrow to discuss parking and they will report back to Ms. Salisbury afterward.

Mayor Scholl said the City should be sure to make parking available in Columbia Park itself before construction begins after 13 Nights.

**ADJOURN - 4:20 pm**

**EXECUTIVE SESSION**

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

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

April 5, 2023

**Members Present:** Rick Scholl, Mayor  
 Jessica Chilton, Council President  
 Patrick Birkle, Councilor  
 Mark Gundersen, Councilor  
 Brandon Sundeen, Councilor (via Zoom)

**Staff Present:** John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 William Monahan, City Attorney with Jordan Ramis PC (via Zoom)



At 4:32 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Update on interest from developers on riverfront property development.
  - Update on proposed acquisition/development of portion of St. Helens Industrial Business Park.
  - Update on interest from developers on potential sale of Millard Road property.
- **Consult with Legal Counsel, under ORS 192.660(2)(h)**
  - With the Budget Committee convening very soon, Counsel reminded Council members to refrain from disparaging former Finance Director.
  - Update on litigation with Cascades Tissue.
  - Update on property ownership discrepancy with CRFR.

The Executive Session was adjourned at 5:11 p.m.



ATTEST:

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

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

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



# COUNCIL PUBLIC HEARING

Wednesday, April 05, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Crystal King, Communications Officer  
 Jacob Graichen, City Planner  
 Tina Curry, Contracted Event Coordinator

### OTHERS

|                |                |
|----------------|----------------|
| Erin Salisbury | Jim Coleman    |
| Les Watters    | Art Leskowich  |
| Ginny Carlson  | Andrea Cullen  |
| Brady Preheim  | Colton Freeman |

### OPEN PUBLIC HEARING – 6:15 p.m.

### TOPIC

#### 1. Consider Renaming "Mill Street" in the Riverfront District

City Planner Jacob Graichen reviewed the Mill Street renaming information. A copy of his report is included in the archive packet for this meeting. The Planning Commission recommended Nellie Way, Wapama Way, Keel Way, and Kaleva Way. Based on those recommendations, Columbia 911 recommends Keel or Wapama.

Columbia County Museum Association Curator Les Watters reviewed the street name possibilities, history of street, historical context, and historical names in the area.

Councilor Sundeen proposed considering Lope Way. The house adjacent to the street, and currently owned by the Salisbury's, was once owned by the Lope's.

### PUBLIC TESTIMONY

- ◆ Ginny Carlson. She was not fond of any of the names proposed. She suggests a street name that looks forward and not backward, such as Twilight or a movie connection, but not Pumpkin Way. Names won't mean anything to people in the future. They should consider modern, inclusive, and equitable names. She did agree with a woman's name being used for inclusivity but understands the concerns about Nellie Way.

- ◆ Brady Preheim. He likes the idea of naming the street after a woman and suggests naming it Tina Way. She has brought a lot of activity to the community. It's about the future, and Spirit of Halloweentown is what it is today because of Tina Curry. Swan Way is another suggestion.
- ◆ Erin Salisbury. She and her husband are the property owners of the only standing building on that street. She agreed with it being a woman's name, but also wants it easy to pronounce. Lots of Twilight fans come to take pictures of her house which is directly adjacent to the street under consideration. She suggests they ask more people before making a decision.

Discussion of the urgency to make a decision. Graichen said the name needs to be decided to order the street sign.

It was the consensus of the Council to poll the public to find out what they want to see it named.

**CLOSE PUBLIC HEARING - 6:48 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor





# COUNCIL PUBLIC HEARING

Wednesday, April 05, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Crystal King, Communications Officer  
 Jacob Graichen, City Planner  
 Gloria Butsch, Finance Director  
 Tina Curry, Contracted Event Coordinator

### OTHERS

|                |                |
|----------------|----------------|
| Erin Salisbury | Jim Coleman    |
| Art Leskowich  | Andrea Cullen  |
| Ginny Carlson  | Colton Freeman |
| Brady Preheim  | Bob            |
| Steve Toschi   |                |

### OPEN PUBLIC HEARING – 6:50 p.m.

### TOPIC

- 1. Right-of-Way Vacation at Blocks 92 & 95 of St. Helens Subdivision which includes portions of the N. 11th Street Right-of-Way and Wyeth Street Right-of-Way between the 200 and 300 series of addresses of 12th and 11th Streets generally, lying east of the Middle School Property (City of St. Helens)**

City Planner Jacob Graichen reviewed preliminary matters. There were no conflicts of interest or bias in this matter. There was no objection from the audience for Council to make a fair decision.

Graichen reviewed the staff report. A copy is included in the archive meeting packet. The vacation was based on Council motion and not petition, so signatures were not gathered. Planning Commission recommends approval of the street vacation and right-of-way dedication.

### PUBLIC TESTIMONY

- ◆ Andrea Cullen. She asked for clarification of the area to be vacated. She wanted to make sure that they were not removing rock.

Graichen pointed out the subject area on a map. He also confirmed they are not removing rock as part of this application.

**CLOSE PUBLIC HEARING – 7:04 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL REGULAR SESSION

Wednesday, April 05, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Crystal King, Communications Officer  
 Jacob Graichen, City Planner  
 Gloria Butsch, Finance Director  
 Tina Curry, Contracted Event Coordinator

### OTHERS

|               |                |
|---------------|----------------|
| Jim Coleman   | Andrea Cullen  |
| Art Leskovich | Colton Freeman |
| Ginny Carlson | Steve Toschi   |
| Brady Preheim | Bob            |

### CALL REGULAR SESSION TO ORDER - 7:06 p.m.

### PLEDGE OF ALLEGIANCE

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

- ◆ Ginny Carlson. She has been noticing more abandoned and derelict buildings. One of those buildings is at the corner of N. 5<sup>th</sup> Street and Wyeth Street. She would like it cleaned up or taken care of.
- ◆ Brady Preheim. He is opposed to new leash laws. There are a lot of people on the Waterfront property without dogs on leashes. He thinks there should be more deliberations and public comments.
- ◆ Steve Toschi. He is commenting on the article in the paper about HB 3115 and communications. He agreed that any communications from the City, or on behalf of the City, should be authorized by the City and then only released from authorized personnel. He believes the comments expressed in the article are clearly stated as his own. He was not speaking on behalf of the City. He looks forward to working collaboratively.

## DELIBERATIONS

### 1. Consider Renaming "Mill Street" in the Riverfront District

Councilor Birkle likes the idea of a historical name. It doesn't mean they are stuck in the past or aren't forward thinking. His preferences are Nellie and Wapama.

Councilor Gundersen likes the reference to historical ship building. His preferences are Wapama and Twilight. Although, naming it after a prominent female from the past would be nice.

City Administrator Walsh explained that street naming is usually done by the developer. It's rarely a decision of the Council. A name may be important to a future developer who builds something on the property.

Council President Chilton prefers Nellie Way or Nell Way. She wants to do an online survey with names selected to get public feedback.

Councilor Sundeen likes the idea of community feedback. He appreciates the reference to history because it's a historical area. Just because they look back and appreciate the past doesn't mean they aren't planning for the future.

Mayor Scholl prefers Wapama.

Council wants to see a survey go out to public that includes Nell, Wapama, Twilight, Kaleva, and Lope.

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to continue the hearing to a date and time certain which is May 3, 2023, at 6:30 p.m. to hear more public testimony. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

### 2. Right-of-Way Vacation at Blocks 92 & 95 of St. Helens Subdivision

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to approve the right-of-way vacation and dedicate the right-of-way back. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

## AWARD BID AND/OR CONTRACT

3. Award Purchase of New Vehicle for Engineering Division to Bud Clary Auto Group for \$38,225.18

**Motion:** Motion made by Councilor Birkle and seconded by Councilor Gundersen to approve '3' above.

**Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

## APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. Amendment No. 1 to Agreement with Otak CPM for Project Management of Police Station
5. Request for Full Reconveyance for Community Action Team (CAT) Loan Payoff at 2686 Columbia Blvd. (Osborn)
6. Extension of Contract with Hasa, Inc. for Sodium Hypochlorite for the Wastewater Treatment Plant

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '4' through '6' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

## APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

7. Appoint Eddie Dunton and Brady Preheim to the Budget Committee

**Motion:** Motion made by Councilor Birkle and seconded by Councilor Gundersen to appoint Eddie Dunton and Brady Preheim to the Budget Committee. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

**CONSENT AGENDA FOR ACCEPTANCE**

8. Parks and Recreation Commission Minutes dated February 13, 2023
9. Planning Commission Minutes dated February 16, 2023

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Birkle to approve '8' and '9' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

**CONSENT AGENDA FOR APPROVAL**

10. Council Special Session Minutes dated February 8, 2023
11. Joint City Council & Planning Commission Minutes dated March 8, 2023
12. Animal Facility Licenses
13. Seasonal Public Works Maintenance Worker Job Description
14. Seasonal Parks Maintenance Worker Job Description
15. OLCC Licenses
16. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '10' through '16' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Birkle, Councilor Gundersen, Councilor Sundeen

**WORK SESSION ACTION ITEMS**

Mayor Scholl would like something brought back to Council regarding leashes.

City Recorder Payne said it will come back as an Ordinance.

**COUNCIL MEMBER REPORTS**

Council President Chilton reported...

- Happy with the attendance at the City County dinner. It was nice sitting by Betsy Johnson. Many other jurisdictions are dealing with the same infrastructure issues as them.
- Emailed Facilities Maintenance Supervisor Buck Tupper about softball field maintenance. He is on it.
- Invited to join Columbia County Childcare Task Force by Parks & Recreation Manager Shanna Duggan. Childcare is an issue in the nation.

Councilor Sundeen reported...

- Also enjoyed the City County dinner and meeting new people.
- Met with Columbia River PUD board members. They discussed common goals and projects.
- Met with Chief Greenway and Facilities Maintenance Supervisor Tupper to get staff updates on the Police Department and Parks Division.
- He and Tupper walked around McCormick Park. That property was the country estate of the McCormick family. They lived downtown but would go to their 70+ acre estate to get out of town. Nellie maintained a Japanese garden in that area. It's been neglected for about 20 years. Parks & Trails Commission members have been working to clean up that area. They would like to be able to give tours during Citizens Day in the Park. Tupper is going to have the work crew remove blackberry bushes in that area.
- Working with Associate Planner/Community Development Project Manager Jenny Dimsho about the restoration of Warrior Rock Lighthouse Replica.
- Has heard complaints about parking downtown and what is planned during construction. He would like to see a temporary solution.

Councilor Gundersen reported...

- Planning Commission meets next week.
- He has been in touch with community partners regarding HB 3115 solutions.

Councilor Birkle reported...

- Suggested Council President Chilton reach out to Representative Suzanne Bonamici about childcare.
- The Library Board is mainly focusing on the strategic plan update.
- Helped at Nob Hill Nature Park work party.
- Met with Public Works Supervisor Dave Elder to review Public Works facilities.
- Walked the Streets and Utilities Extension Project worksite with Engineer Alex Bird.
- Enjoyed the City County dinner. It was nice networking.

#### **MAYOR SCHOLL REPORT**

- Met with Habitat for Humanity about a new house to be moved into soon. Habitat thanked the City for waiving the in lieu of sidewalk fee.
- It was a great City County dinner. St. Helens will host the next one. He would like Senator Weber to be their guest speaker.
- Met with Governor Kotek. They talked about the Waterfront redevelopment, reservoir project, housing needs analysis, and Main Street. It was an honor to meet her and talk about the City.
- Directed staff to add temporary parking on the Waterfront.

#### **OTHER BUSINESS**

#### **ADJOURN – 8:01 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

---

Kathy Payne, City Recorder

---

Rick Scholl, Mayor



## COUNCIL SPECIAL SESSION

Wednesday, April 12, 2023

### DRAFT MINUTES

#### CITY COUNCIL MEMBERS PRESENT

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

#### OTHERS

|                   |                  |                |                  |
|-------------------|------------------|----------------|------------------|
| John Walsh        | Adam Raethke     | Alex Bird      | April            |
| Kathy Payne       | Aryn Keeney      | Brenda         | Brian Greenway   |
| Lisa Scholl       | Buck Tupper      | Cameron        | Charles Kimball  |
| Crystal           | C. Sullivan      | Dana           | Darin            |
| Dave Elder        | Dawn             | Dan Dieter     | Doris Allphin    |
| Dylan Gaston      | Eddie Dunton     | Eilene         | E. Stirling      |
| Everardo Medina   | Frank Knight III | GIS            | Heidi Davis      |
| Jamie             | Jamie Edwards    | J. Eggers      | Jennifer Johnson |
| J. Howell         | Judy Marsh       | Matt F.        | Matt Molden      |
| Melanie Payne     | M. Gaelrun-Maggi | Michele        | Mindy Holliday   |
| M. Smith          | Nick Ford        | N. Woodruff    | P. Ruiz          |
| Robert Salisbury  | Shanna Duggan    | Sharon Darroux | Sheri Ingram     |
| Stephanie Heffner | Suzanne Bishop   | Tari           | Tory Flory       |
| Joe Backus        | Scott Jacobson   | Victoria Dohr  | Racheal Barry    |
| Mouhamad Zaher    | Jenny Dimsho     | Kim Karber     | Michael De Roia  |
| Charles Castner   | Tim Underwood    | S. Masuo       | Tyler Hills      |
| Aaron Kunders     | Sam Ortiz        | Steve Toschi   | Lynne Pettit     |
| Howard Blumenthal |                  |                |                  |

#### CALL SPECIAL SESSION TO ORDER – 1:00 p.m.

#### OREGON GOVERNMENT ETHICS COMMISSION TRAINING TOPICS

1. 1:00 - Oregon Government Ethics Law

Oregon Government Ethics Commission Trainer/Program Analyst Stephanie Heffner led an Ethics Law presentation based on [ORS Chapter 244](#) and [OAR Chapter 199](#). Topics included use of office, conflicts of interest, nepotism, and gifts.

2. 3:30 - BREAK

3. 4:00 - Executive Sessions Law

Oregon Government Ethics Commission Trainer/Program Analyst Stephanie Heffner led an Executive Sessions Law presentation based on [ORS Chapter 192.660 and 192.685](#). Topics included individual responsibilities, process to convene an executive session, and allowable reasons to enter an executive session.

**ADJOURN – 5:34 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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





St. Helens, OR

# Expense Approval Register

Packet: APPKT00750 - AP 4.28.23

Item #13.

| Vendor Name                                    | Payable Number        | Post Date  | Description (Item)              | Account Number | Amount           |
|--|-----------------------|------------|---------------------------------|----------------|------------------|
| <b>Fund: 100 - GENERAL FUND</b>                |                       |            |                                 |                |                  |
| JORDAN RAMIS PC ATTORNEYS..                    | 205764                | 04/25/2023 | EMPLOYMENT MATTERS              | 100-701-52019  | 1,855.00         |
| JORDAN RAMIS PC ATTORNEYS..                    | 205764                | 04/25/2023 | EMPLOYMENT MATTERS              | 100-702-52019  | 595.00           |
| JORDAN RAMIS PC ATTORNEYS..                    | 205764                | 04/25/2023 | EMPLOYMENT MATTERS              | 100-703-52019  | 1,365.00         |
| JORDAN RAMIS PC ATTORNEYS..                    | 205766                | 04/25/2023 | PUBLIC RECORDS REQUEST          | 100-702-52019  | 692.50           |
| COLUMBIA COUNTY ANIMAL ...                     | 4.21.23               | 04/25/2023 | RESTITUTION 18CR000289 M ...    | 100-000-21000  | 118.00           |
| GRACIE FELLABAUM                               | 4.21.23               | 04/25/2023 | DISBURSEMENT OF RESTITUTI...    | 100-000-21000  | 100.00           |
| RICOH USA INC                                  | 107130904             | 04/26/2023 | POLICE EQUIPMENT LEASE 14...    | 100-705-52019  | 243.56           |
| CBM SYSTEMS LLC                                | 223707                | 04/26/2023 | JANITORIAL SERVICES             | 100-705-52023  | 1,019.95         |
| CBM SYSTEMS LLC                                | 223707                | 04/26/2023 | JANITORIAL SERVICES             | 100-706-52023  | 2,000.00         |
| CBM SYSTEMS LLC                                | 223707                | 04/26/2023 | JANITORIAL SERVICES             | 100-708-52023  | 127.85           |
| CBM SYSTEMS LLC                                | 223707                | 04/26/2023 | JANITORIAL SERVICES             | 100-709-52023  | 152.76           |
| CBM SYSTEMS LLC                                | 223707                | 04/26/2023 | JANITORIAL SERVICES             | 100-715-52023  | 1,269.80         |
| ORKIN  | 242417630             | 04/26/2023 | PEST CONTROL POLICE             | 100-705-52023  | 174.99           |
| COUNTRY MEDIA INC                              | 360829                | 04/26/2023 | ADVERTISING                     | 100-702-52011  | 82.15            |
| EATONS TIRE AND AUTO REPA...                   | 82183                 | 04/26/2023 | 2019 DODGE DURANGO REPL...      | 100-705-52098  | 1,413.40         |
| STEVEN R SCHARFSTEIN                           | 00270                 | 04/27/2023 | COURT ATTORNEY FEES             | 100-704-52019  | 200.00           |
| STEVEN R SCHARFSTEIN                           | 00271                 | 04/27/2023 | COURT ATTORNEY FEES             | 100-704-52019  | 125.00           |
| DAWN RICHARDSON - AP                           | 04.20.23              | 04/27/2023 | MILEAGE REIMBURSEMENT           | 100-707-52001  | 36.03            |
| PATRICIA RUIZ                                  | 04.21.23 IAPE CLASS   | 04/27/2023 | DINNER REIMBURSMENT             | 100-705-52018  | 25.00            |
| THOMAS LYNCH                                   | 04.25.23              | 04/27/2023 | REPLACEMENT OF WALLET & I...    | 100-705-52019  | 332.50           |
| HAILEY HOLM-                                   | 04.26.23 IAPE CLASS   | 04/27/2023 | DINNER REIMBURSEMENT FOR..      | 100-705-52018  | 25.00            |
| BEMIS  | 10462                 | 04/27/2023 | BUSINESS CARDS - G BUTSCH       | 100-707-52001  | 60.00            |
| MORE POWER TECHNOLOGY ...                      | 14865                 | 04/27/2023 | MICROSOFT 365 BUS STANDA...     | 100-712-52006  | 2,184.40         |
| ORKIN  | 23975147              | 04/27/2023 | PEST CONTROL POLICE             | 100-705-52023  | 163.00           |
| ORKIN  | 241261926             | 04/27/2023 | PEST CONTROL POLICE             | 100-705-52023  | 174.99           |
| AT&T MOBILITY                                  | 287302289330X04232023 | 04/27/2023 | 287302289330 POLICE PHONES      | 100-705-52010  | 1,787.49         |
| BULLARD LAW                                    | 53987                 | 04/27/2023 | LEGAL SERVICES GENERAL LA...    | 100-701-52019  | 487.50           |
| WEX BANK                                       | 88673132              | 04/27/2023 | POLICE FUEL PURCHASES           | 100-705-52022  | 4,712.81         |
| WEX BANK                                       | 88673132              | 04/27/2023 | BUILDING FUEL PURCHASES 2...    | 100-711-52022  | 165.19           |
| WEX BANK                                       | 88673132              | 04/27/2023 | CITY HALL FUEL 0256             | 100-715-52022  | 80.15            |
| TYLER TECHNOLOGIES INC                         | 025-420413            | 04/28/2023 | ANNUAL FEE ELECTRONIC TIM...    | 100-707-52019  | 252.96           |
| MELISSA BEISLEY                                | 04.25.23              | 04/28/2023 | REFUND BUSINESS LICENSE 20...   | 100-000-35002  | 195.00           |
| ORKIN  | 242419092             | 04/28/2023 | 1810 OLD PORTLAND RD PEST ...   | 100-709-52023  | 176.99           |
| BETTY BOUDIETTE                                | 4.25.23               | 04/28/2023 | 2021/2022 BUSINESS LICENSE ...  | 100-000-35002  | 130.00           |
| PETTY CASH - DAWN RICHARD...                   | 4.25.23               | 04/28/2023 | PETTY CASH-BRING YOUR KID ...   | 100-701-52001  | 49.42            |
| PETTY CASH - DAWN RICHARD...                   | 4.25.23               | 04/28/2023 | PETTY CASH-TILL                 | 100-707-52001  | 100.00           |
| PETTY CASH - DAWN RICHARD...                   | 4.25.23               | 04/28/2023 | PETTY CASH                      | 100-710-52001  | 1.92             |
| PETTY CASH - DAWN RICHARD...                   | 4.25.23               | 04/28/2023 | PETTY CASH                      | 100-711-52001  | 1.28             |
| JONATHAN J ELLIS                               | 4-2023                | 04/28/2023 | J. ELLIS CONTRACT SERVICES 1... | 100-707-52019  | 7,898.16         |
| ABC TRANSCRIPTION SERVIC...                    | STH0423005            | 04/28/2023 | TRANSCRIPTION SERVICES          | 100-702-52019  | 746.21           |
| <b>Fund 100 - GENERAL FUND Total:</b>          |                       |            |                                 |                | <b>31,320.96</b> |
| <b>Fund: 201 - VISITOR TOURISM</b>             |                       |            |                                 |                |                  |
| E2C  | 4499                  | 04/25/2023 | MONTHLY MARKETING TINA ...      | 201-000-52019  | 10,000.00        |
| CITY OF ST. HELENS                             | 04.23.23 01-00178-001 | 04/27/2023 | 01-00178-001 MASONIC BUILD..    | 201-000-52003  | 47.17            |
| <b>Fund 201 - VISITOR TOURISM Total:</b>       |                       |            |                                 |                | <b>10,047.17</b> |
| <b>Fund: 202 - COMMUNITY DEVELOPMENT</b>       |                       |            |                                 |                |                  |
| MASON BRUCE & GIRARD INC                       | 32293                 | 04/27/2023 | FOREST MANAGEMENT 01031...      | 202-724-52019  | 35,523.82        |
| ST. HELENS MARINA LLC                          | 4.21.23               | 04/27/2023 | REFUND BUSINESS LICNESE FO...   | 202-721-52019  | 5,792.00         |
| DEPARTMENT OF ENVIRONM...                      | WQSTM230208           | 04/28/2023 | S. 1ST & STRAND STREET ROAD..   | 202-723-52019  | 1,484.08         |
| <b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b> |                       |            |                                 |                | <b>42,799.90</b> |
| <b>Fund: 601 - WATER</b>                       |                       |            |                                 |                |                  |
| MORE POWER TECHNOLOGY ...                      | 14862                 | 04/27/2023 | WATCHGUARD TOTAL SECURI...      | 601-732-52001  | 17,105.00        |

## Expense Approval Register

Packet: APPKT0

Item #13.

3

| Vendor Name                     | Payable Number | Post Date  | Description (Item)           | Account Number | Amount     |
|---------------------------------|----------------|------------|------------------------------|----------------|------------|
| MORE POWER TECHNOLOGY ...       | 14863          | 04/27/2023 | WATCHGUARD TRADE UP TO ...   | 601-732-52001  | 1,910.00   |
| EAGLE STAR ROCK PRODUCTS ...    | 41993          | 04/27/2023 | ROCK MCCORMICK PARK          | 601-731-52001  | 392.16     |
| H.D FOWLER COMPANY              | 16369581       | 04/28/2023 | MASTER METERS - WATER ME...  | 601-731-52001  | 29,150.40  |
| EAGLE STAR ROCK PRODUCTS ...    | 41996          | 04/28/2023 | 3/4"-0 CRUSHED               | 601-731-52001  | 193.28     |
| Fund 601 - WATER Total:         |                |            |                              |                | 48,750.84  |
| Fund: 603 - SEWER               |                |            |                              |                |            |
| CBM SYSTEMS LLC                 | 223707         | 04/26/2023 | JANITORIAL SERVICES          | 603-736-52023  | 233.22     |
| PETERSON CAT                    | SW290083540    | 04/26/2023 | TROUBLESHOOT LOW FUEL LE...  | 603-738-52019  | 1,718.78   |
| Fund 603 - SEWER Total:         |                |            |                              |                | 1,952.00   |
| Fund: 703 - PW OPERATIONS       |                |            |                              |                |            |
| PEAK ELECTRIC GROUP LLC         | 26452          | 04/27/2023 | CHANGED OUT BALLAST IN PA... | 703-739-52019  | 288.83     |
| WEX BANK                        | 88673132       | 04/27/2023 | PW CHEROKEE 5478             | 703-734-52022  | 594.85     |
| Fund 703 - PW OPERATIONS Total: |                |            |                              |                | 883.68     |
| Fund: 706 - PUBLIC SAFETY       |                |            |                              |                |            |
| MACKENZIE                       | 1083095-2      | 04/21/2023 | BUSINESS PARK INFRASTRUCT... | 706-000-52019  | 20.37      |
| Fund 706 - PUBLIC SAFETY Total: |                |            |                              |                | 20.37      |
| Grand Total:                    |                |            |                              |                | 135,774.92 |

**Fund Summary**

| <b>Fund</b>                 | <b>Expense Amount</b> |
|-----------------------------|-----------------------|
| 100 - GENERAL FUND          | 31,320.96             |
| 201 - VISITOR TOURISM       | 10,047.17             |
| 202 - COMMUNITY DEVELOPMENT | 42,799.90             |
| 601 - WATER                 | 48,750.84             |
| 603 - SEWER                 | 1,952.00              |
| 703 - PW OPERATIONS         | 883.68                |
| 706 - PUBLIC SAFETY         | 20.37                 |
| <b>Grand Total:</b>         | <b>135,774.92</b>     |

**Account Summary**

| Account Number | Account Name                | Expense Amount |
|----------------|-----------------------------|----------------|
| 100-000-21000  | Court - Restitution         | 218.00         |
| 100-000-35002  | Fees - Business Licenses    | 325.00         |
| 100-701-52001  | Operating Supplies          | 49.42          |
| 100-701-52019  | Professional Services       | 2,342.50       |
| 100-702-52011  | Public Information          | 82.15          |
| 100-702-52019  | Professional Services       | 2,033.71       |
| 100-703-52019  | Professional Services       | 1,365.00       |
| 100-704-52019  | Professional Services       | 325.00         |
| 100-705-52010  | Telephone                   | 1,787.49       |
| 100-705-52018  | Professional Development    | 50.00          |
| 100-705-52019  | Professional Services       | 576.06         |
| 100-705-52022  | Fuel                        | 4,712.81       |
| 100-705-52023  | Facility Maintenance        | 1,532.93       |
| 100-705-52098  | Enterprise Fleet Mainten... | 1,413.40       |
| 100-706-52023  | Facility Maintenance        | 2,000.00       |
| 100-707-52001  | Operating Supplies          | 196.03         |
| 100-707-52019  | Professional Services       | 8,151.12       |
| 100-708-52023  | Facility Maintenance        | 127.85         |
| 100-709-52023  | Facility Maintenance        | 329.75         |
| 100-710-52001  | Operating Supplies          | 1.92           |
| 100-711-52001  | Operating Supplies          | 1.28           |
| 100-711-52022  | Fuel                        | 165.19         |
| 100-712-52006  | Computer Maintenance        | 2,184.40       |
| 100-715-52022  | Fuel                        | 80.15          |
| 100-715-52023  | Facility Maintenance        | 1,269.80       |
| 201-000-52003  | Utilities                   | 47.17          |
| 201-000-52019  | Professional Services       | 10,000.00      |
| 202-721-52019  | Professional Services       | 5,792.00       |
| 202-723-52019  | Professional Services       | 1,484.08       |
| 202-724-52019  | Professional Services       | 35,523.82      |
| 601-731-52001  | Operating Supplies          | 29,735.84      |
| 601-732-52001  | Operating Supplies          | 19,015.00      |
| 603-736-52023  | Facility Maintenance        | 233.22         |
| 603-738-52019  | Professional Services       | 1,718.78       |
| 703-734-52022  | Fuel                        | 594.85         |
| 703-739-52019  | Professional Services       | 288.83         |
| 706-000-52019  | Professional Services       | 20.37          |
| Grand Total:   |                             | 135,774.92     |

**Project Account Summary**

| <b>Project Account Key</b> | <b>Expense Amount</b> |
|----------------------------|-----------------------|
| **None**                   | 135,774.92            |
| <b>Grand Total:</b>        | <b>135,774.92</b>     |



St. Helens, OR

# Refund Check Detail

Item #13.

## UBPKT02232 - 5.4.23 UB Refund Packet

| Account          | Name           | Date     | Check # | Amount                 | Code   | Receipt | Amount | Type                   |
|------------------|----------------|----------|---------|------------------------|--------|---------|--------|------------------------|
| 22-04562-002     | Hawkins, Shawn | 5/4/2023 | 133527  | 328.53                 |        |         | 328.53 | Generated From Billing |
| Total Refunds: 1 |                |          |         | Total Refunded Amount: | 328.53 |         |        |                        |

## Revenue Code Summary

| Revenue Code            | Amount |
|-------------------------|--------|
| 996 - Unapplied Credits | 328.53 |
| Revenue Total:          | 328.53 |

## General Ledger Distribution

Posting Date: 05/04/2023

|                         | Account Number      | Account Name          | Posting Amount | IFT |
|-------------------------|---------------------|-----------------------|----------------|-----|
| Fund: 601 - WATER       | 601-000-10101       | Claim On Cash - Water | -328.53        | Yes |
|                         | 601-000-11398       | Unapplied Credits     | 328.53         |     |
|                         | 601 Total:          |                       | 0.00           |     |
|                         |                     |                       |                |     |
| Fund: 999 - POOLED CASH | 999-000-10100       | Wells Fargo           | -328.53        |     |
|                         | 999-000-30101       | Due To Other Funds    | 328.53         |     |
|                         | 999 Total:          |                       | 0.00           | Yes |
|                         | Distribution Total: |                       | 0.00           |     |



St. Helens, OR

Item #13.

# Expense Approval Register

Packet: APPKT00752 - 5.5.23 AP

| Vendor Name                     | Payable Number | Post Date  | Description (Item)              | Account Number | Amount    |
|---------------------------------|----------------|------------|---------------------------------|----------------|-----------|
| <b>Fund: 100 - GENERAL FUND</b> |                |            |                                 |                |           |
| DAHLGREN'S DO IT BEST BUIL...   | 04.25.23 10026 | 05/01/2023 | BUILDING SUPPLIES ACCT 100...   | 100-705-52023  | 1,893.64  |
| DAHLGREN'S DO IT BEST BUIL...   | 04.25.23 10026 | 05/01/2023 | BUILDING SUPPLIES ACCT 100...   | 100-708-52023  | 69.68     |
| ERSKINE LAW PRACTICE LLC        | 05.01.23       | 05/01/2023 | 4/16-4/29                       | 100-704-52019  | 6,780.03  |
| PEAK ELECTRIC GROUP LLC         | 26082          | 05/01/2023 | SHPD DETECTIVE OFFICE REM...    | 100-705-52023  | 22,514.92 |
| NET ASSETS                      | 95-202304      | 05/01/2023 | ESCROW TITLE SERVICES           | 100-707-52019  | 243.00    |
| COMCAST                         | 04.21.23       | 05/02/2023 | COMCAST CABLE 8778108990...     | 100-712-52003  | 1,572.16  |
| CENTURY LINK                    | 04.25.23 996B  | 05/02/2023 | 966B                            | 100-712-52010  | 338.14    |
| HUDSON GARBAGE SERVICE          | 13074425S046   | 05/02/2023 | 1554- TRASH PUBLIC LIBRARY      | 100-706-52003  | 87.80     |
| HUDSON GARBAGE SERVICE          | 13074627S046   | 05/02/2023 | 7539- TRASH CITY HALL 265 ST... | 100-715-52023  | 128.76    |
| HUDSON GARBAGE SERVICE          | 13074628S046   | 05/02/2023 | 2046-1287547 - POLICE GARB...   | 100-705-52023  | 117.50    |
| HUDSON GARBAGE SERVICE          | 13074630S046   | 05/02/2023 | 7598- TRASH MCCORMICK ARK       | 100-708-52023  | 574.46    |
| HUDSON GARBAGE SERVICE          | 13074631S046   | 05/02/2023 | 7601-TRASH PUBLIC CANS PLA...   | 100-715-52023  | 124.40    |
| HUDSON GARBAGE SERVICE          | 13075050S046   | 05/02/2023 | 5273- TRASH REC CENTER CH...    | 100-709-52023  | 76.54     |
| HARDEN PSYCHOLOGICAL ASS...     | 1347           | 05/02/2023 | TRADITIONAL PRE-EMPLOYM...      | 100-705-52019  | 420.00    |
| ALLSTREAM                       | 19436904       | 05/02/2023 | ALLSTREAM PHONE ACCT 754...     | 100-712-52010  | 50.74     |
| CHAVES CONSULTING INC           | 212260         | 05/02/2023 | MONTHLY USER FEE PER USER...    | 100-702-52019  | 185.10    |
| AMY LINDGREN LAW LLC            | 579            | 05/02/2023 | JUDICIAL SERVICES               | 100-704-52019  | 6,200.00  |
| OREGON PATROL SERVICE           | 9070           | 05/02/2023 | COURT SERVICES                  | 100-704-52019  | 1,824.00  |
| VERIZON                         | 9933019032     | 05/02/2023 | CRYSTAL KING                    | 100-701-52010  | 75.58     |
| VERIZON                         | 9933019032     | 05/02/2023 | CRYSTAL KING                    | 100-701-52010  | 40.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | JOHN WALSH                      | 100-701-52010  | 254.77    |
| VERIZON                         | 9933019032     | 05/02/2023 | MAYOR SCHOLL IPAD               | 100-703-52001  | 40.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | PD JETPACK2                     | 100-705-52010  | 40.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | PD JETPACK1                     | 100-705-52010  | 40.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | SUZANNE BISHOP                  | 100-706-52003  | 45.40     |
| VERIZON                         | 9933019032     | 05/02/2023 | GLORIA BUTSCH                   | 100-707-52001  | 151.53    |
| VERIZON                         | 9933019032     | 05/02/2023 | CAMERON PAGE                    | 100-708-52010  | 52.37     |
| VERIZON                         | 9933019032     | 05/02/2023 | TORY SHELBY                     | 100-708-52010  | 43.77     |
| VERIZON                         | 9933019032     | 05/02/2023 | RECREATION CENTER               | 100-709-52010  | 29.79     |
| VERIZON                         | 9933019032     | 05/02/2023 | REC PHONE                       | 100-709-52010  | 42.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | RECREATION CENTER               | 100-709-52010  | 40.85     |
| VERIZON                         | 9933019032     | 05/02/2023 | MIKE DEROIA                     | 100-711-52010  | 105.15    |
| VERIZON                         | 9933019032     | 05/02/2023 | CONSTRUCTION INSPECTOR          | 100-711-52010  | 40.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | JOHN HICKS                      | 100-711-52010  | 47.75     |
| VERIZON                         | 9933019032     | 05/02/2023 | BUILDING DEPT IPAD              | 100-711-52010  | 40.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | DARIN COX                       | 100-712-52010  | 63.89     |
| VERIZON                         | 9933019032     | 05/02/2023 | MATT FUNK                       | 100-712-52010  | 81.49     |
| ST. HELENS HIGH SCHOOL ASB      | 04.13.23       | 05/03/2023 | Budget Committee Meeting Ca...  | 100-707-52001  | 289.80    |
| RICHARD CRANDALL                | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| KELLY JOHNSON                   | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| NORMA HERNANDEZ MELO            | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| PAUL COCA                       | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| STACEY WILSON                   | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| THOMAS EDMONDS                  | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| ALLISON CURTIS                  | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| KATHY RAINSBURY                 | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| COURTNEY LEADER                 | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| EUGENE PREHEIM                  | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| ALYSSA TEETER                   | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| MATTHEW WENDLAND                | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| JANELLE WRIGHT                  | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| DONNA VANGEL                    | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |
| CHRISTOPHER FOX                 | 05.01.23       | 05/03/2023 | JURY DUTY PAY                   | 100-704-52019  | 10.00     |

## Expense Approval Register

Packet: APPKT

Item #13.

P

| Vendor Name                           | Payable Number | Post Date  | Description (Item)             | Account Number | Amount           |
|---------------------------------------|----------------|------------|--------------------------------|----------------|------------------|
| DANNY YATES JR                        | 05.01.23       | 05/03/2023 | JURY DUTY PAY                  | 100-704-52019  | 10.00            |
| KELLI SILVA                           | 05.01.23       | 05/03/2023 | JURY DUTY PAY                  | 100-704-52019  | 10.00            |
| RON LANE                              | 05.01.23       | 05/03/2023 | JURY DUTY PAY                  | 100-704-52019  | 10.00            |
| RICHARD JOHNSON                       | 05.01.23       | 05/03/2023 | JURY DUTY PAY                  | 100-704-52019  | 10.00            |
| ETHAN ZIEGLER                         | 05.01.23       | 05/03/2023 | JURY DUTY PAY                  | 100-704-52019  | 10.00            |
| JERRY HARRISON                        | 05.01.23       | 05/03/2023 | JURY DUTY PAY                  | 100-704-52019  | 10.00            |
| CHANDRA MCNEELY                       | 05.01.23       | 05/03/2023 | JURY DUTY PAY                  | 100-704-52019  | 10.00            |
| GUY SMITH                             | 05.01.23       | 05/03/2023 | JURY DUTY PAY                  | 100-704-52019  | 10.00            |
| MARK A COOPER                         | 05.01.23       | 05/03/2023 | JURY DUTY PAY                  | 100-704-52019  | 10.00            |
| LESLIE HEIMULLER                      | 05.01.23       | 05/03/2023 | JURY DUTY PAY                  | 100-704-52019  | 10.00            |
| INGRAM LIBRARY SERVICES               | 20230503P      | 05/03/2023 | BOOKS 20C7921                  | 100-706-52033  | 6,547.99         |
| SHRED-IT C/O STERICYCLE INC           | 8003824369     | 05/03/2023 | CITY HALL SHRED SERVICE        | 100-715-52001  | 103.67           |
| SHRED-IT C/O STERICYCLE INC           | 8003862753     | 05/03/2023 | POLICE DEPT SHRED SERVICE      | 100-705-52019  | 79.78            |
| STEVEN LESKIN                         | 00117          | 05/04/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 200.00           |
| STEVEN LESKIN                         | 00118          | 05/04/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 125.00           |
| STEVEN LESKIN                         | 00119          | 05/04/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 125.00           |
| STEVEN R SCHARFSTEIN                  | 00273          | 05/04/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 200.00           |
| STEVEN R SCHARFSTEIN                  | 00274          | 05/04/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 125.00           |
| STEVEN R SCHARFSTEIN                  | 00275          | 05/04/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 200.00           |
| COLUMBIA COUNTY ANIMAL ...            | 04.28.23       | 05/04/2023 | RESTITUTION PIF 18-CR-00028... | 100-000-21000  | 16.50            |
| ACE HARDWARE - ST. HELENS             | 04.30.23 60181 | 05/04/2023 | ACE MATERIALS ACCT 60181       | 100-708-52023  | 14.98            |
| ACE HARDWARE - ST. HELENS             | 04.30.23 60181 | 05/04/2023 | ACE MATERIALS ACCT 60181       | 100-708-52047  | 25.98            |
| JAMIE FORD                            | 05.02.3        | 05/04/2023 | MILEAGE REIMBURSEMENT F...     | 100-707-52001  | 36.03            |
| MELISSA BENTINCK                      | 05.03.23       | 05/04/2023 | REFUND PUBLIC RECORDS RE...    | 100-000-36002  | 20.00            |
| RACHAEL BARRY -                       | 05.03.23       | 05/04/2023 | LODGING & MILEAGE LOC CO...    | 100-701-52018  | 232.55           |
| BUCHALTER A PROFESSIONAL ...          | 1206286        | 05/04/2023 | LEGAL SERVICES L6142-2         | 100-704-52019  | 1,756.00         |
| STAPLES BUSINESS CREDIT               | 1648429113     | 05/04/2023 | OFFICE SUPPLES                 | 100-702-52001  | 1.85             |
| STAPLES BUSINESS CREDIT               | 1648429113     | 05/04/2023 | OFFICE SUPPLES                 | 100-704-52001  | 188.50           |
| STAPLES BUSINESS CREDIT               | 1648429113     | 05/04/2023 | OFFICE SUPPLES                 | 100-707-52001  | 361.01           |
| STAPLES BUSINESS CREDIT               | 1648429113     | 05/04/2023 | OFFICE SUPPLES                 | 100-712-52001  | 110.99           |
| STAPLES BUSINESS CREDIT               | 1648429113     | 05/04/2023 | OFFICE SUPPLES                 | 100-715-52001  | 478.11           |
| JORDAN RAMIS PC ATTORNEYS..           | 204538         | 05/04/2023 | EMPLOYMENT MATTERS             | 100-701-52019  | 455.00           |
| METRO PLANNING INC                    | 5831           | 05/04/2023 | WEB GIS                        | 100-710-52001  | 62.50            |
| <b>Fund 100 - GENERAL FUND Total:</b> |                |            |                                |                | <b>56,487.12</b> |

**Fund: 202 - COMMUNITY DEVELOPMENT**

|  |              |            |                                 |               |                  |
|--|--------------|------------|---------------------------------|---------------|------------------|
| OTAK INC                                       | 000042300466 | 05/01/2023 | 1ST AND STRAND ST P 019823...   | 202-723-52019 | 25,331.92        |
| KITTELSON & ASSOCIATES                         | 0135485      | 05/01/2023 | PROJECT 235440 1ST & ST ST. ... | 202-723-52019 | 1,139.29         |
| ST. HELENS MARINA LLC                          | 05.01.23     | 05/01/2023 | SAND ISLAND DOCK REPAIR         | 202-721-52019 | 28,384.04        |
| JORDAN RAMIS PC ATTORNEYS..                    | 205765       | 05/01/2023 | PUBLIC WORKS ENGINEERING        | 202-723-52019 | 490.00           |
| OREGON DEPT. OF STATE LAN...                   | 26769        | 05/01/2023 | SUBMERGED AND SUBMERSIB...      | 202-721-52054 | 9,638.28         |
| <b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b> |              |            |                                 |               | <b>64,983.53</b> |

**Fund: 601 - WATER**

|                                |                |            |                              |               |                  |
|--------------------------------|----------------|------------|------------------------------|---------------|------------------|
| ADVANCED ELECTRICAL            | 216221         | 05/01/2023 | 1215 4 THS T WORK            | 601-732-52001 | 1,303.99         |
| ADVANCED EXCAVATING SPEC...    | 23002-1        | 05/01/2023 | SHERMAN PLACE WATERLINE ...  | 601-000-53309 | 83,112.95        |
| CITY OF COLUMBIA CITY          | 04.26.23       | 05/02/2023 | 001754-001                   | 601-732-52003 | 84.93            |
| ONE CALL CONCEPTS INC          | 3040483        | 05/02/2023 | REGULAR / MODEM DELIVERY ... | 601-731-52019 | 51.99            |
| VERIZON                        | 9933019032     | 05/02/2023 | WFF CREW                     | 601-732-52010 | 47.34            |
| LAWRENCE OIL COMPANY           | CFSI-14226     | 05/02/2023 | 247752 WATER                 | 601-732-52022 | 161.06           |
| ACE HARDWARE - ST. HELENS      | 04.30.23 60181 | 05/04/2023 | ACE MATERIALS ACCT 60181     | 601-731-52001 | 11.98            |
| <b>Fund 601 - WATER Total:</b> |                |            |                              |               | <b>84,774.24</b> |

**Fund: 603 - SEWER**

|                             |              |            |                              |               |        |
|-----------------------------|--------------|------------|------------------------------|---------------|--------|
| JORDAN RAMIS PC ATTORNEYS.. | 205765       | 05/01/2023 | PUBLIC WORKS ENGINEERING     | 603-000-53402 | 245.00 |
| THOMAS DAMON                | SH2301.2     | 05/01/2023 | PRORGRAMING FLO-DAR TOT...   | 603-737-52019 | 150.00 |
| HUDSON GARBAGE SERVICE      | 13074514S046 | 05/02/2023 | 8333- TRASH WWTP 451 PLY...  | 603-736-52023 | 139.38 |
| HUDSON GARBAGE SERVICE      | 13074514S046 | 05/02/2023 | 8333- TRASH WWTP 451 PLY...  | 603-737-52023 | 139.38 |
| ALLSTREAM                   | 19436904     | 05/02/2023 | ALLSTREAM PHONE ACCT 754...  | 603-736-52010 | 25.37  |
| ALLSTREAM                   | 19436904     | 05/02/2023 | ALLSTREAM PHONE ACCT 754...  | 603-737-52010 | 25.37  |
| ONE CALL CONCEPTS INC       | 3040483      | 05/02/2023 | REGULAR / MODEM DELIVERY ... | 603-735-52019 | 51.98  |
| VERIZON                     | 9933019032   | 05/02/2023 | WWTP STAFF                   | 603-736-52010 | 15.49  |

## Expense Approval Register

Packet: APPKT

Item #13.

P

| Vendor Name                   | Payable Number | Post Date  | Description (Item)   | Account Number | Amount |
|-------------------------------|----------------|------------|----------------------|----------------|--------|
| VERIZON                       | 9933019032     | 05/02/2023 | SAM ORTIZ            | 603-736-52010  | 10.44  |
| VERIZON                       | 9933019032     | 05/02/2023 | AARON KUNDERS        | 603-736-52010  | 16.51  |
| VERIZON                       | 9933019032     | 05/02/2023 | WWTP STAFF           | 603-737-52010  | 15.51  |
| VERIZON                       | 9933019032     | 05/02/2023 | SAM ORTIZ            | 603-737-52010  | 10.47  |
| VERIZON                       | 9933019032     | 05/02/2023 | AARON KUNDERS        | 603-737-52010  | 16.50  |
| VERIZON                       | 9933019032     | 05/02/2023 | WWTP STAFF           | 603-738-52010  | 15.51  |
| VERIZON                       | 9933019032     | 05/02/2023 | SAM ORTIZ            | 603-738-52010  | 10.45  |
| VERIZON                       | 9933019032     | 05/02/2023 | AARON KUNDERS        | 603-738-52010  | 16.52  |
| SUNSET AUTO PARTS INC - NA... | 04.30.23 6355  | 05/04/2023 | AUTO PARTS ACCT 6355 | 603-738-52001  | 68.44  |
| Fund 603 - SEWER Total:       |                |            |                      |                | 972.32 |

## Fund: 703 - PW OPERATIONS

|                                 |                |            |                               |               |           |
|---------------------------------|----------------|------------|-------------------------------|---------------|-----------|
| DAHLGREN'S DO IT BEST BUIL...   | 04.25.23 10026 | 05/01/2023 | BUILDING SUPPLIES ACCT 100... | 703-739-52099 | 18.99     |
| DAHLGREN'S DO IT BEST BUIL...   | 04.25.23 10026 | 05/01/2023 | BUILDING SUPPLIES ACCT 100... | 703-739-52120 | 45.19     |
| JORDAN RAMIS PC ATTORNEYS..     | 205765         | 05/01/2023 | PUBLIC WORKS ENGINEERING      | 703-733-52019 | 6,440.00  |
| HUDSON GARBAGE SERVICE          | 13074629S046   | 05/02/2023 | 7555- TRASH PW 984 OR ST      | 703-734-52023 | 95.10     |
| HUDSON GARBAGE SERVICE          | 13075139S046   | 05/02/2023 | CASCADES TISSUE SITE          | 703-734-52023 | 150.00    |
| VERIZON                         | 9933019032     | 05/02/2023 | SHARON DARROUX                | 703-733-52010 | 66.68     |
| VERIZON                         | 9933019032     | 05/02/2023 | Nicolas Ford                  | 703-733-52010 | 37.71     |
| VERIZON                         | 9933019032     | 05/02/2023 | TIM UNDERWOOD                 | 703-733-52010 | 67.62     |
| VERIZON                         | 9933019032     | 05/02/2023 | ETHAN STERLING                | 703-734-52010 | 36.50     |
| VERIZON                         | 9933019032     | 05/02/2023 | RYAN POWERS                   | 703-734-52010 | 30.17     |
| VERIZON                         | 9933019032     | 05/02/2023 | BRETT LONG                    | 703-734-52010 | 47.18     |
| VERIZON                         | 9933019032     | 05/02/2023 | BUCK TUPPER                   | 703-734-52010 | 47.44     |
| VERIZON                         | 9933019032     | 05/02/2023 | ROGER STAUFFER                | 703-734-52010 | 35.32     |
| VERIZON                         | 9933019032     | 05/02/2023 | PW SPARE2                     | 703-734-52010 | 40.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | PW ENGINEERING                | 703-734-52010 | 40.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | MOUHAMAD ZAHER                | 703-734-52010 | 50.78     |
| VERIZON                         | 9933019032     | 05/02/2023 | DAVE ELDER                    | 703-734-52010 | 71.37     |
| VERIZON                         | 9933019032     | 05/02/2023 | PW SPARE 3                    | 703-734-52010 | 40.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | JULIAN ZIRKLE                 | 703-734-52010 | 37.41     |
| VERIZON                         | 9933019032     | 05/02/2023 | SCOTT HARRINGTON              | 703-734-52010 | 21.73     |
| VERIZON                         | 9933019032     | 05/02/2023 | PW SPARE 4                    | 703-734-52010 | 40.81     |
| VERIZON                         | 9933019032     | 05/02/2023 | ALEX BIRD                     | 703-734-52010 | 79.89     |
| VERIZON                         | 9933019032     | 05/02/2023 | CURT LEMONT                   | 703-734-52010 | 28.37     |
| VERIZON                         | 9933019032     | 05/02/2023 | SCOTT WILLIAMS                | 703-734-52010 | 27.67     |
| LAWRENCE OIL COMPANY            | CFSI-14226     | 05/02/2023 | 247748 PUBLIC WORKS           | 703-734-52022 | 824.59    |
| LAWRENCE OIL COMPANY            | CFSI-14226     | 05/02/2023 | 247750 PUBLIC WORKS           | 703-734-52022 | 84.31     |
| ACE HARDWARE - ST. HELENS       | 04.30.23 60181 | 05/04/2023 | ACE MATERIALS ACCT 60181      | 703-734-52023 | 158.88    |
| SUNSET AUTO PARTS INC - NA...   | 04.30.23 6355  | 05/04/2023 | AUTO PARTS ACCT 6355          | 703-739-52099 | 2,136.18  |
| EAGLE STAR ROCK PRODUCTS ...    | 42011          | 05/04/2023 | ROCK MCCORMICK PARK PLA...    | 703-734-52001 | 205.53    |
| METRO PLANNING INC              | 5831           | 05/04/2023 | WEB GIS                       | 703-733-52001 | 87.50     |
| Fund 703 - PW OPERATIONS Total: |                |            |                               |               | 11,095.35 |

## Fund: 706 - PUBLIC SAFETY

|                                 |           |            |                              |               |            |
|---------------------------------|-----------|------------|------------------------------|---------------|------------|
| JORDAN RAMIS PC ATTORNEYS..     | 205765    | 05/01/2023 | PUBLIC WORKS ENGINEERING     | 706-000-52019 | 2,555.00   |
| BRIDGE TOWER OPCO LLC           | 745604346 | 05/01/2023 | DAILY JOURNAL OF COM BID ... | 706-000-52019 | 179.08     |
| Fund 706 - PUBLIC SAFETY Total: |           |            |                              |               | 2,734.08   |
| Grand Total:                    |           |            |                              |               | 221,046.64 |

**Fund Summary**

| <b>Fund</b>                 | <b>Expense Amount</b> |
|-----------------------------|-----------------------|
| 100 - GENERAL FUND          | 56,487.12             |
| 202 - COMMUNITY DEVELOPMENT | 64,983.53             |
| 601 - WATER                 | 84,774.24             |
| 603 - SEWER                 | 972.32                |
| 703 - PW OPERATIONS         | 11,095.35             |
| 706 - PUBLIC SAFETY         | 2,734.08              |
| <b>Grand Total:</b>         | <b>221,046.64</b>     |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>        | <b>Expense Amount</b> |
|-----------------------|----------------------------|-----------------------|
| 100-000-21000         | Court - Restitution        | 16.50                 |
| 100-000-36002         | Fines - Court              | 20.00                 |
| 100-701-52010         | Telephone                  | 371.16                |
| 100-701-52018         | Professional Development   | 232.55                |
| 100-701-52019         | Professional Services      | 455.00                |
| 100-702-52001         | Operating Supplies         | 1.85                  |
| 100-702-52019         | Professional Services      | 185.10                |
| 100-703-52001         | Operating Supplies         | 40.81                 |
| 100-704-52001         | Operating Supplies         | 188.50                |
| 100-704-52019         | Professional Services      | 17,785.03             |
| 100-705-52010         | Telephone                  | 81.62                 |
| 100-705-52019         | Professional Services      | 499.78                |
| 100-705-52023         | Facility Maintenance       | 24,526.06             |
| 100-706-52003         | Utilities                  | 133.20                |
| 100-706-52033         | Printed Materials          | 6,547.99              |
| 100-707-52001         | Operating Supplies         | 838.37                |
| 100-707-52019         | Professional Services      | 243.00                |
| 100-708-52010         | Telephone                  | 96.14                 |
| 100-708-52023         | Facility Maintenance       | 659.12                |
| 100-708-52047         | Marine Board               | 25.98                 |
| 100-709-52010         | Telephone                  | 113.45                |
| 100-709-52023         | Facility Maintenance       | 76.54                 |
| 100-710-52001         | Operating Supplies         | 62.50                 |
| 100-711-52010         | Telephone                  | 234.52                |
| 100-712-52001         | Operating Supplies         | 110.99                |
| 100-712-52003         | Utilities                  | 1,572.16              |
| 100-712-52010         | Telephone                  | 534.26                |
| 100-715-52001         | Operating Supplies         | 581.78                |
| 100-715-52023         | Facility Maintenance       | 253.16                |
| 202-721-52019         | Professional Services      | 28,384.04             |
| 202-721-52054         | Offshore Lease             | 9,638.28              |
| 202-723-52019         | Professional Services      | 26,961.21             |
| 601-000-53309         | Pump 10 @ Well 3 Replac... | 83,112.95             |
| 601-731-52001         | Operating Supplies         | 11.98                 |
| 601-731-52019         | Professional Services      | 51.99                 |
| 601-732-52001         | Operating Supplies         | 1,303.99              |
| 601-732-52003         | Utilities                  | 84.93                 |
| 601-732-52010         | Telephone                  | 47.34                 |
| 601-732-52022         | Fuel                       | 161.06                |
| 603-000-53402         | Annual Maint Ops           | 245.00                |
| 603-735-52019         | Professional Services      | 51.98                 |
| 603-736-52010         | Telephone                  | 67.81                 |
| 603-736-52023         | Facility Maintenance       | 139.38                |
| 603-737-52010         | Telephone                  | 67.85                 |
| 603-737-52019         | Professional Services      | 150.00                |
| 603-737-52023         | Facility Maintenance       | 139.38                |
| 603-738-52001         | Operating Supplies         | 68.44                 |
| 603-738-52010         | Telephone                  | 42.48                 |
| 703-733-52001         | Operating Supplies         | 87.50                 |



**Account Summary**

| Account Number | Account Name                 | Expense Amount    |
|----------------|------------------------------|-------------------|
| 703-733-52010  | Telephone                    | 172.01            |
| 703-733-52019  | Professional Services        | 6,440.00          |
| 703-734-52001  | Operating Supplies           | 205.53            |
| 703-734-52010  | Telephone                    | 677.07            |
| 703-734-52022  | Fuel                         | 908.90            |
| 703-734-52023  | Facility Maintenance         | 403.98            |
| 703-739-52099  | Equipment Operations         | 2,155.17          |
| 703-739-52120  | Facility Maintenance Othe... | 45.19             |
| 706-000-52019  | Professional Services        | 2,734.08          |
|                | <b>Grand Total:</b>          | <b>221,046.64</b> |

**Project Account Summary**

| Project Account Key | Expense Amount    |
|---------------------|-------------------|
| **None**            | 221,046.64        |
| <b>Grand Total:</b> | <b>221,046.64</b> |



St. Helens, OR

# Expense Approval Register

Packet: APPKT00755 - 5.12.3 AP

Item #13.

| Vendor Name                              | Payable Number        | Post Date  | Description (Item)             | Account Number | Amount           |
|--|-----------------------|------------|--------------------------------|----------------|------------------|
| <b>Fund: 100 - GENERAL FUND</b>          |                       |            |                                |                |                  |
| MAILBOXES NORTHWEST                      | 05.01.23              | 05/10/2023 | POSTAGE 2801 ACCT 1 PD         | 100-705-52001  | 31.20            |
| CENTURY LINK                             | 05.02.23 351B         | 05/10/2023 | 818                            | 100-712-52010  | 375.69           |
| CENTURY LINK                             | 05.02.23 351B         | 05/10/2023 | 796                            | 100-712-52010  | 41.33            |
| CENTURY LINK                             | 05.02.23 351B         | 05/10/2023 | 162                            | 100-712-52010  | 84.06            |
| CENTURY LINK                             | 05.02.23 351B         | 05/10/2023 | 967                            | 100-712-52010  | 126.25           |
| CENTURY LINK                             | 05.02.23 351B         | 05/10/2023 | 130                            | 100-712-52010  | 137.59           |
| CENTURY LINK                             | 05.02.23 351B         | 05/10/2023 | 909                            | 100-712-52010  | 99.20            |
| CENTURY LINK                             | 05.02.23 351B         | 05/10/2023 | 228                            | 100-712-52010  | 86.42            |
| CENTURY LINK                             | 05.02.23 351B         | 05/10/2023 | 699                            | 100-712-52010  | 123.97           |
| CENTURY LINK                             | 05.02.23 351B         | 05/10/2023 | 579                            | 100-712-52010  | 45.09            |
| COLUMBIA ARTS GUILD                      | 05.09.23              | 05/10/2023 | SKETCHING CLASS                | 100-709-52019  | 315.00           |
| COUNTRY MEDIA INC                        | 630152                | 05/10/2023 | PUBLIC NOTICE                  | 100-710-52011  | 218.55           |
| COUNTRY MEDIA INC                        | 630153                | 05/10/2023 | PUBLIC NOTICE                  | 100-710-52011  | 210.80           |
| EATONS TIRE AND AUTO REPA...             | 82292                 | 05/10/2023 | 2019 DODGE DURANGO BRAK...     | 100-705-52098  | 1,707.17         |
| STEVEN R SCHARFSTEIN                     | 00276                 | 05/08/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 125.00           |
| STEVEN R SCHARFSTEIN                     | 00277                 | 05/08/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 200.00           |
| STEVEN R SCHARFSTEIN                     | 00278                 | 05/08/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 200.00           |
| STEVEN R SCHARFSTEIN                     | 00279                 | 05/08/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 125.00           |
| STEVEN R SCHARFSTEIN                     | 00280                 | 05/08/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 125.00           |
| STEVEN R SCHARFSTEIN                     | 00281                 | 05/08/2023 | COURT ATTORNEY FEES            | 100-704-52019  | 125.00           |
| EVIN EUSTICE- AP                         | 04.28.23              | 05/08/2023 | REIMB. FOR HOTEL FOR PROP...   | 100-705-52018  | 1,005.72         |
| ACE HARDWARE - ST. HELENS                | 04.30.23 60174        | 05/08/2023 | ACE MATERIALS ACCT 60174       | 100-708-52023  | 44.97            |
| ACE HARDWARE - ST. HELENS                | 04.30.23 60174        | 05/08/2023 | ACE MATERIALS ACCT 60174       | 100-709-52023  | 12.99            |
| ACE HARDWARE - ST. HELENS                | 04.30.23 60174        | 05/08/2023 | ACE MATERIALS ACCT 60174       | 100-715-52023  | 48.36            |
| ACE HARDWARE - ST. HELENS                | 04.30.23 60176        | 05/08/2023 | MATERIALS ACE ACCT 60176 - ... | 100-708-52001  | 52.75            |
| MORE POWER TECHNOLOGY ...                | 14946                 | 05/08/2023 | PREMIUM AGREEMENT MON...       | 100-712-52019  | 10,111.15        |
| ARCHIVESOCIAL INC                        | 27973                 | 05/08/2023 | SOCIAL MEDIA ARCHIVING SU...   | 100-701-52040  | 5,988.00         |
| COLUMBIA COUNTY TRANSFER..               | 8167                  | 05/08/2023 | DUMP FEES ACCT 0017            | 100-705-52019  | 12.12            |
| OREGON DEPARTMENT OF RE...               | 04.30.23 008387494-40 | 05/09/2023 | STATE DUII DIVERSION           | 100-000-20800  | 190.00           |
| OREGON DEPARTMENT OF RE...               | 04.30.23 008387494-40 | 05/09/2023 | LEMLA                          | 100-000-20800  | 15.00            |
| OREGON DEPARTMENT OF RE...               | 04.30.23 008387494-40 | 05/09/2023 | STATE COURT FACILITY           | 100-000-20800  | 14.00            |
| OREGON DEPARTMENT OF RE...               | 04.30.23 008387494-40 | 05/09/2023 | STATE DUII CONVICTION FEE      | 100-000-20800  | 66.00            |
| OREGON DEPARTMENT OF RE...               | 04.30.23 008387494-40 | 05/09/2023 | STATE VIOLATION                | 100-000-20800  | 586.00           |
| OREGON DEPARTMENT OF RE...               | 04.30.23 008387494-40 | 05/09/2023 | MISD SURCHARGE                 | 100-000-20800  | 5.95             |
| OREGON DEPARTMENT OF RE...               | 04.30.23 008387494-40 | 05/09/2023 | STATE MISD                     | 100-000-20800  | 410.00           |
| OREGON DEPARTMENT OF RE...               | 04.30.23 008387494-40 | 05/09/2023 | STATE                          | 100-000-20800  | 181.25           |
| OREGON DEPARTMENT OF RE...               | 04.30.23 008387494-40 | 05/09/2023 | UNITARY                        | 100-000-20800  | 73.04            |
| COLUMBIA COUNTY TREASUR...               | 05.08.23              | 05/09/2023 | JAIL ASSESSMENT                | 100-000-20900  | 134.92           |
| COLUMBIA COUNTY TREASUR...               | 05.08.23              | 05/09/2023 | COUNTY ASSESSMENT              | 100-000-20900  | 264.35           |
| COLUMBIA COUNTY TREASUR...               | 05.08.23              | 05/09/2023 | CITY COURT COSTS DEDUCTED      | 100-000-36002  | -39.93           |
| WILCOX                                   | 0786456-IN            | 05/09/2023 | FUEL PARKS DEPT                | 100-708-52022  | 947.91           |
| EMMERT CHEVERLET BUICK INC               | 140864                | 05/09/2023 | PARTS                          | 100-705-52098  | 41.98            |
| MORE POWER TECHNOLOGY ...                | 14794                 | 05/09/2023 | TECHNICIAN BUSINESS HOURS...   | 100-715-52019  | 1,300.00         |
| MORE POWER TECHNOLOGY ...                | 14942                 | 05/09/2023 | TECH LABOR HOURS-SAN EXP...    | 100-715-52019  | 2,340.00         |
| BIO-MED TESTING SERVICES I...            | 99508                 | 05/09/2023 | PRE EMPLOYMENT TEST            | 100-702-52019  | 95.00            |
| METRO PRESORT                            | IN654000              | 05/09/2023 | UB BILL PRINTING               | 100-707-52008  | 4,477.93         |
| <b>Fund 100 - GENERAL FUND Total:</b>    |                       |            |                                |                | <b>32,881.78</b> |
| <b>Fund: 202 - COMMUNITY DEVELOPMENT</b> |                       |            |                                |                |                  |
| MAUL FOSTER ALONGI INC                   | 53867                 | 05/10/2023 | CENTRAL WATERFRONT SCOPE..     | 202-726-52019  | 46,377.09        |
| MOORE EXCAVATION INC                     | P-525 PAYMENT #4      | 05/10/2023 | S 1ST AND STRAND ROAD AND...   | 202-723-53102  | 943,033.85       |
| MAYER REED INC                           | 14270                 | 05/08/2023 | ST HELENS RIVERWALK            | 202-723-52055  | 2,211.30         |
| JORDAN RAMIS PC ATTORNEYS..              | 206011                | 05/08/2023 | GENERAL ENVIRONMENTAL          | 202-721-52019  | 2,766.00         |
| MASON BRUCE & GIRARD INC                 | 32431                 | 05/08/2023 | FOREST MANAGEMENT 01031...     | 202-724-52019  | 27,524.07        |

## Expense Approval Register

Packet: APPKT

Item #13.

P

| Vendor Name                                    | Payable Number | Post Date  | Description (Item)            | Account Number | Amount              |
|--|----------------|------------|-------------------------------|----------------|---------------------|
| MAUL FOSTER ALONGI INC                         | 53866          | 05/08/2023 | WWTP LAGOON ON CALL SERV..    | 202-726-52019  | 232.50              |
| MAUL FOSTER ALONGI INC                         | 53868          | 05/08/2023 | BWP ON CALL SERVICES          | 202-722-52019  | 263.75              |
| <b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b> |                |            |                               |                | <b>1,022,408.56</b> |
| <b>Fund: 203 - COMMUNITY ENHANCEMENT</b>       |                |            |                               |                |                     |
| KAYLEE BABB                                    | 05.09.23       | 05/10/2023 | CHILDCARE FOR CLASS           | 203-709-33009  | 42.50               |
| <b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b> |                |            |                               |                | <b>42.50</b>        |
| <b>Fund: 305 - PARKS SDC</b>                   |                |            |                               |                |                     |
| CITY OF ST. HELENS                             | 20595 & 20596  | 05/10/2023 | BUILDING PERMIT PLAN REVI...  | 305-000-52019  | 1,584.98            |
| <b>Fund 305 - PARKS SDC Total:</b>             |                |            |                               |                | <b>1,584.98</b>     |
| <b>Fund: 601 - WATER</b>                       |                |            |                               |                |                     |
| ACE HARDWARE - ST. HELENS                      | 04.30.23 60180 | 05/08/2023 | MATERIALS ACE ACCT 60180      | 601-732-52001  | 142.94              |
| RAILROAD MANAGEMENT CO...                      | 480858         | 05/08/2023 | WATER PIPELINE CROSSING LIC.. | 601-731-52001  | 344.67              |
| <b>Fund 601 - WATER Total:</b>                 |                |            |                               |                | <b>487.61</b>       |
| <b>Fund: 603 - SEWER</b>                       |                |            |                               |                |                     |
| CENTURY LINK                                   | 05.02.23 351B  | 05/10/2023 | 688                           | 603-736-52010  | 22.55               |
| CENTURY LINK                                   | 05.02.23 351B  | 05/10/2023 | 654                           | 603-736-52010  | 22.55               |
| CENTURY LINK                                   | 05.02.23 351B  | 05/10/2023 | 600                           | 603-736-52010  | 22.55               |
| CENTURY LINK                                   | 05.02.23 351B  | 05/10/2023 | 293                           | 603-736-52010  | 22.54               |
| CENTURY LINK                                   | 05.02.23 351B  | 05/10/2023 | 654                           | 603-737-52010  | 22.54               |
| CENTURY LINK                                   | 05.02.23 351B  | 05/10/2023 | 688                           | 603-737-52010  | 22.54               |
| CENTURY LINK                                   | 05.02.23 351B  | 05/10/2023 | 293                           | 603-737-52010  | 22.55               |
| CENTURY LINK                                   | 05.02.23 351B  | 05/10/2023 | 600                           | 603-737-52010  | 22.54               |
| ACE HARDWARE - ST. HELENS                      | 04.30.23 60180 | 05/08/2023 | MATERIALS ACE ACCT 60180      | 603-736-52001  | 16.88               |
| ACE HARDWARE - ST. HELENS                      | 04.30.23 60180 | 05/08/2023 | MATERIALS ACE ACCT 60180      | 603-737-52001  | 16.87               |
| CITY OF ST. HELENS                             | 20592          | 05/08/2023 | S 3RD ST & TUALATIN SEWER ... | 603-000-53402  | 379.07              |
| OREGON DEPT. OF ENVIRONM...                    | HSRAF23-1358   | 05/08/2023 | BOISE VENEER PLAN 163815-00   | 603-735-52019  | 1,114.36            |
| <b>Fund 603 - SEWER Total:</b>                 |                |            |                               |                | <b>1,707.54</b>     |
| <b>Fund: 703 - PW OPERATIONS</b>               |                |            |                               |                |                     |
| SUNSET EQUIPMENT                               | 97590          | 05/10/2023 | KILLZALL AND CROSSROAD        | 703-734-52001  | 309.99              |
| KANAITEK INC                                   | 2004           | 05/09/2023 | WEB HOSTING & SUPPORT OF ...  | 703-733-52019  | 720.00              |
| <b>Fund 703 - PW OPERATIONS Total:</b>         |                |            |                               |                | <b>1,029.99</b>     |
| <b>Fund: 706 - PUBLIC SAFETY</b>               |                |            |                               |                |                     |
| OTAK INC                                       | 000052300073   | 05/08/2023 | PUBLIC SAFETY BUILDING        | 706-000-52019  | 9,535.50            |
| <b>Fund 706 - PUBLIC SAFETY Total:</b>         |                |            |                               |                | <b>9,535.50</b>     |
| <b>Grand Total:</b>                            |                |            |                               |                | <b>1,069,678.46</b> |

**Fund Summary**

| <b>Fund</b>                 | <b>Expense Amount</b> |
|-----------------------------|-----------------------|
| 100 - GENERAL FUND          | 32,881.78             |
| 202 - COMMUNITY DEVELOPMENT | 1,022,408.56          |
| 203 - COMMUNITY ENHANCEMENT | 42.50                 |
| 305 - PARKS SDC             | 1,584.98              |
| 601 - WATER                 | 487.61                |
| 603 - SEWER                 | 1,707.54              |
| 703 - PW OPERATIONS         | 1,029.99              |
| 706 - PUBLIC SAFETY         | 9,535.50              |
| <b>Grand Total:</b>         | <b>1,069,678.46</b>   |

**Account Summary**

| Account Number | Account Name                | Expense Amount |
|----------------|-----------------------------|----------------|
| 100-000-20800  | Court - State Assessment    | 1,541.24       |
| 100-000-20900  | Court - County Assessment   | 399.27         |
| 100-000-36002  | Fines - Court               | -39.93         |
| 100-701-52040  | Communications              | 5,988.00       |
| 100-702-52019  | Professional Services       | 95.00          |
| 100-704-52019  | Professional Services       | 900.00         |
| 100-705-52001  | Operating Supplies          | 31.20          |
| 100-705-52018  | Professional Development    | 1,005.72       |
| 100-705-52019  | Professional Services       | 12.12          |
| 100-705-52098  | Enterprise Fleet Mainten... | 1,749.15       |
| 100-707-52008  | Printing                    | 4,477.93       |
| 100-708-52001  | Operating Supplies          | 52.75          |
| 100-708-52022  | Fuel                        | 947.91         |
| 100-708-52023  | Facility Maintenance        | 44.97          |
| 100-709-52019  | Professional Services       | 315.00         |
| 100-709-52023  | Facility Maintenance        | 12.99          |
| 100-710-52011  | Public Information          | 429.35         |
| 100-712-52010  | Telephone                   | 1,119.60       |
| 100-712-52019  | Professional Services       | 10,111.15      |
| 100-715-52019  | Professional Services       | 3,640.00       |
| 100-715-52023  | Facility Maintenance        | 48.36          |
| 202-721-52019  | Professional Services       | 2,766.00       |
| 202-722-52019  | Professional Services       | 263.75         |
| 202-723-52055  | Riverwalk Project           | 2,211.30       |
| 202-723-53102  | Downtown Infrastructure     | 943,033.85     |
| 202-724-52019  | Professional Services       | 27,524.07      |
| 202-726-52019  | Professional Services       | 46,609.59      |
| 203-709-33009  | Early Learning Grant        | 42.50          |
| 305-000-52019  | Professional Services       | 1,584.98       |
| 601-731-52001  | Operating Supplies          | 344.67         |
| 601-732-52001  | Operating Supplies          | 142.94         |
| 603-000-53402  | Annual Maint Ops            | 379.07         |
| 603-735-52019  | Professional Services       | 1,114.36       |
| 603-736-52001  | Operating Supplies          | 16.88          |
| 603-736-52010  | Telephone                   | 90.19          |
| 603-737-52001  | Operating Supplies          | 16.87          |
| 603-737-52010  | Telephone                   | 90.17          |
| 703-733-52019  | Professional Services       | 720.00         |
| 703-734-52001  | Operating Supplies          | 309.99         |
| 706-000-52019  | Professional Services       | 9,535.50       |
| Grand Total:   |                             | 1,069,678.46   |

**Project Account Summary**

| <b>Project Account Key</b> | <b>Expense Amount</b> |
|----------------------------|-----------------------|
| **None**                   | 1,069,678.46          |
| <b>Grand Total:</b>        | <b>1,069,678.46</b>   |