



# COUNCIL REGULAR SESSION

Wednesday, June 19, 2024 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

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

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### DELIBERATIONS

1. Annexation of Property Located at 35456 E. Division Road (Dahlgren)
2. Annexation of Property West, South, and East of 58212 Old Portland Road (Port of Columbia County)
3. Annexation of Property Located at 2180 Gable Road (JLJ Earthmovers, LLC)

### RESOLUTIONS

- 4. Resolution No. 2014:** A Resolution of the City Council of St. Helens, Oregon Declaring City Owned Properties on Millard Road, Tax Account Nos. 29254 and 29246, as Surplus and Authorizing Sale of the Properties in Compliance with ORS 221.725

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

5. Joint Memorandum of Understanding with Columbia Economic Team for Growing Rural Oregon (GRO) Initiative
6. Second Amendment to Agreement with Mackenzie Engineering, Inc. for Services related to Infrastructure Design Work for the St. Helens Industrial Business Park
7. Extension of Agreement with Mark Comfort for Clean-Up of Various Properties within the City

### CONSENT AGENDA FOR ACCEPTANCE

8. Library Board Minutes dated May 13, 2024
9. Planning Commission Minutes dated May 14, 2024

### CONSENT AGENDA FOR APPROVAL

10. City Council Minutes dated February 21, March 6, March 20, April 3, May 1, and May 15, 2024
11. 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/86199982583?pwd=NGtSVHhMbzRuMHZabk9HSTVCVk00dz09>

Passcode: 320687

One tap mobile: +12532158782

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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.

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**City of St. Helens**  
**RESOLUTION NO. 2014**

A RESOLUTION OF THE CITY COUNCIL OF ST. HELENS, OREGON  
DECLARING CITY OWNED PROPERTIES ON MILLARD ROAD, TAX  
ACCOUNT NOS. 29254 AND 29246, AS SURPLUS AND AUTHORIZING  
SALE OF THE PROPERTIES IN COMPLIANCE WITH ORS 221.725

**WHEREAS**, the City of St. Helens obtained properties located on Millard Road, identified as Tax Account Nos. 29254 and 29246 (Properties); and

**WHEREAS**, the City has maintained ownership of the Properties as a vacant lot without identifying a public use for the Properties; and

**WHEREAS**, the City Council directed City staff to identify vacant City owned parcels that have development potential, are not needed for City use, and which might be made available for disposal/purchase so that they may be developed and generate additional tax revenues; and

**WHEREAS**, City staff identified several parcels including the Properties on Millard Road which was presented to City Council for discussion; and

**WHEREAS**, ORS 221.725 provides the process to be followed by a city when the City Council considers it necessary or convenient to sell real property; and

**WHEREAS**, the City has followed the required process stated in ORS 221.725 by publishing a notice of the proposed sale in a newspaper of general circulation in the City consistent with the requirements of ORS 221.725(2), and

**WHEREAS**, the City Council held a public hearing on June 19, 2024, to receive public comments from any resident of the city regarding the sale of the Properties prior to the sale; and

**WHEREAS**, the City Council determined at a public meeting that the Properties have no identified public use and should be offered for sale; and

**WHEREAS**, the City has followed ORS 221.715(4) by disclosing at the public hearing the nature of the proposed sale and the general terms thereof, including an appraisal or other evidence of the market value of the property; and

**WHEREAS**, City staff offered the Properties for sale through conventional means and has identified a potential buyer, OHM Equity Partners LLC, who has offered to purchase both Properties for an estimated \$35,000 per buildable lot, minimum 5,000 square foot lots; and

**WHEREAS**, City staff and the City Council have determined that the proposed purchase price is supported by the appraisal for the property and is within an acceptable range similar to parcels within St. Helens with similar site characteristics and development potential; and

**WHEREAS**, City staff has obtained a suitable title report and is prepared to sell the Properties along with a title insurance policy; and

**WHEREAS**, the City Council wishes to declare the Properties surplus and authorize sale to OHM Equity Partners LLC for the agreed upon price of \$35,000 per buildable lot.

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

**Section 1. Finding No. 1.** The City Council hereby finds and determines that the Properties located on Millard Road, identified as Tax Account Nos. 29254 and 29246, are surplus, have no identified City use, and would benefit the City by being sold to be developed as private residential property.

**Section 2. Finding No. 2.** The City Council hereby finds that after offering the Properties for sale, a purchaser has been identified, OHM Equity Partners LLC, who submitted an acceptable offer of approximately \$35,000 per buildable lot (5,000sf minimum lot size) for the Properties.

**Section 3. Finding No. 3.** The City Council finds that the requirements of ORS 221.725, which apply when a sale of real property is done by a City, have been fully complied with as the meeting was properly noticed and held and any resident of the city was given an opportunity to present written or oral testimony at a public hearing held on June 19, 2024.

**Section 4. Finding No. 4.** The City Council finds that sale of the Properties to OHM Equity Partners LLC is in the best interests of the City and directs the City Administrator to take appropriate steps to complete the sale according to the terms negotiated.

**Section 5.** This Resolution shall become effective immediately upon passage.

**PASSED AND ADOPTED** by the City Council of this 19<sup>th</sup> day of June 2024.

Ayes:  
Nays:

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

ATTEST:

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

AMENDED  
CITY of ST. HELENS  
And  
COLUMBIA ECONOMIC TEAM  
JOINT MEMORANDUM of UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as MOU), entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of St. Helens, an Oregon municipal corporation (hereinafter referred to as the City), and the Columbia Economic Team, a 501(c)(6) non-profit corporation (hereinafter referred to as CET), for the purpose of defining the relationship and responsibilities of the parties as they pertain to the implementation of the Growing Rural Oregon Initiative (hereinafter referred to as GRO).

RECITALS

**WHEREAS**, the City of St. Helens, has been selected by the Ford Family Foundation for inclusion in its Growing Rural Oregon (GRO) initiative that is developing entrepreneurial ecosystems in rural communities throughout the state, and

**WHEREAS**, after selection and invitation to apply, Ford Family Foundation has awarded the City a \$100,000 grant for program and small business entrepreneurial ecosystem development, renewable for a period of three years with possibility of two year extension, and

**WHEREAS**, the City has assembled a robust working group of local individual, organizational, private and public stakeholders to cultivate this opportunity, and

**WHEREAS**, Columbia Economic Team (CET), its Small Business Development Center (SBDC), and other staff are engaged in the St. Helens GRO initiative, and

**WHEREAS**, small business advising, facilitation, marketing, promotion, and support are core competencies and the focus of CET, and

**WHEREAS**, the ongoing work of business resource building by CET is closely aligned with the GRO Program framework and plan execution, and

**WHEREAS**, it is in the best interests of the St. Helens community and the greater Columbia County community to achieve optimal alignment of efforts in entrepreneurial ecosystem development and Columbia Economic Team has essential support infrastructure in place, and

**WHEREAS**, the City of St. Helens has determined that the GRO Program can be optimized by integrating the program under the CET umbrella,

NOW, THEREFORE, based on the mutual covenants set forth in this MOU, the parties agree to the following terms and conditions:

Section 1. Term, Duration, and Termination.

This MOU shall be in effect from the date of signing until December 31, 2024 unless written notification by either party is presented to the other party on or before September 30, of intent to terminate this MOU effective on December 31 of the year of said termination notice. Failure to adhere to the duties and responsibilities outlined in Section 2. A. may result in the termination of this MOU. If either party terminates this MOU, effective as of the date of termination, any agreed upon financial obligations shall no longer incur, provided that all undisputed obligations incurred to the time of the notice have been remedied pursuant to the terms of this MOU.

Section 2. Duties and Responsibilities.

A. CET shall:

1. Maintain their status as a 501(c)(6) organization with a mission to, "promote the creation, retention, growth and attraction of business and industry throughout our county."
2. Efficiently manage the administrative and financial functions of the greater St. Helens GRO initiative, recovering appropriate administrative overhead costs in an amount not to exceed 10% of the full grant amount.
3. Contract and maintain an Entrepreneur Navigator, responsible for implementation of the GRO initiative in greater St. Helens.
4. Provide support and supervision of the Entrepreneur Navigator for GRO Greater St. Helens.
5. Make recommendations to City regarding specific GRO activities and projects as part of its annual reporting process and ongoing planning efforts.
6. Continue meaningful participation and engagement on the greater St. Helens GRO eLeadership Team.
7. Maintain, and make available to the City, all appropriate records, electronic and otherwise, on behalf of GRO greater St. Helens.
8. Maintain monthly activity updates, quarterly contract reporting, and annual financial reconciliation for reporting to the City and Grantor.
9. Adhere to the terms and conditions of the Ford Family Foundation Grant Agreement, year 1 agreement dated October 28, 2022 and 2024 grant agreement related to the initiative.

B. City shall:

1. Continue meaningful participation and engagement on the greater St. Helens GRO eLeadership Team.
2. Serve as the primary contact for grant administration and reporting, maintaining stewardship of resources related to the GRO initiative and adhering to the terms and conditions of the Ford Family Foundation Grant Agreement, year 1 agreement dated October 28, 2022 and 2024 grant agreement related to the initiative.

3. Transfer the full funding amount of the Year 1 Grant (\$100,000) and subsequent Yearly grants as received from the Ford Family Foundation prospectively to CET for implementation of the greater St. Helens GRO initiative as they are made available under the terms of the grant agreement(s).
4. Provide space, coordination and technology as needed or requested for team meetings.
5. Partner in promoting the events and activities of the greater St. Helens GRO initiative.
6. Support and coordinate with CET on annual reporting to the Grantor for the purposes of obtaining Year 2, Year 3 and any potential additional funding.

### Section 3. Indemnification.

To the maximum extent permitted by law, the parties shall hold and save each other, their officers, agents, and employees, harmless and shall defend and indemnify each other from any claims, damages, losses, and expenses, including attorney fees, which arise out of the action or inaction of the parties, their agents, officials or employees in the performance of this Memorandum of Agreement.

### Section 4. Amendments and Assignments

All amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be in writing and executed with the same formalities of this MOU. This MOU is binding on the heirs, successors and assigns of the parties hereto but shall not be assigned by either party without first obtaining the written consent of the other. This MOU encompasses the entire agreement of the parties and supersedes all previous understandings and agreements between the parties. The parties hereby acknowledge and represent that said parties have not relied on any representation, assertion, guarantee, warranty, collateral contract or other assurance, except those set out in this MOU, made by or on behalf of any other party, person or entity whatsoever, prior to the execution of this MOU.

### Section 5. SEVERABILITY.

The provisions of this MOU are severable; if any Section, subsection, sentence or clause shall be found by a court of competent jurisdiction to be invalid, unconstitutional, or is clearly and specifically preempted by Federal or State laws, the remaining Sections, subsections, sentences, or clauses shall remain in full force and effect, unless the effect of such invalidity, unconstitutionality or preemption effects a material alteration in the benefit of a party's bargain contained herein. Should any provision be declared invalid or unconstitutional or be preempted, the parties shall enter into negotiations within ten (10) days of final judgment or effective date of the law regarding any such matter and make a good faith effort to reform or replace such provision or part thereof with a valid and enforceable provision that comes as close as possible to providing the parties the benefit of its bargain as originally expressed herein.

CITY OF ST. HELENS

COLUMBIA ECONOMIC TEAM

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John Walsh  
City Administrator

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Paul Vogel  
Executive Director



# City of St. Helens

## SECOND AMENDMENT TO PERSONAL SERVICES AGREEMENT

This Amendment is made on June 19, 2024, between City of St. Helens, an Oregon municipal corporation (“St. Helens”), and **Mackenzie Engineering, Inc.** (“Contractor”).

### RECITALS

**A. WHEREAS**, on or about December 1, 2021, St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to infrastructure design work for the St. Helens Industrial Business Park; and

**B. WHEREAS**, Section 3 of the Agreement states expiration of the contract on June 30, 2023, and

**C. WHEREAS**, the City may extend the contract for a period of two (2) years in one (1) year increments; and

**D. WHEREAS**, on June 21, 2023, the Council approved a First Amendment to Section 3 of the Agreement to reflect an expiration of June 30, 2024; and

**E. WHEREAS**, the City and Contractor mutually desire to extend the contract for one (1) more year.

### AGREEMENT

**NOW, THEREFORE**, the parties mutually agree as follows:

**1.** The Agreement signed on or about December 1, 2021, shall be amended to extend to June 30, 2025, unless terminated according to the terms of the Agreement.

**2.** All other terms and conditions of the Agreement shall remain in full force and effect other than as specifically amended herein.

**ST. HELENS:**

**CONTRACTOR:**

**CITY OF ST. HELENS**, an Oregon municipal corporation

**MACKENZIE ENGINEERING, LLC**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

**City of St. Helens**

**EXTENSION OF PERSONAL SERVICES AGREEMENT**

This Extension is made on June 19, 2024, between **City of St. Helens**, an Oregon municipal corporation (“City”), and **Mark Comfort** (“Contractor”).

**RECITALS**

**A. WHEREAS**, on or about June 16, 2021, St. Helens and Contractor entered into an agreement (“Agreement”) in which Contractor agreed to provide services (“Services”) related to clean-up of various properties, including nuisance properties, within the city limits of St. Helens as directed by the City; and

**B. WHEREAS**, the Agreement is set to expire June 30, 2023 and was extended on June 21, 2023 for one (1) year to June 30, 2024; and

**C. WHEREAS**, City wishes and Contractor agrees to extend the Agreement an additional year, as per the original Agreement conditions; and

**D. WHEREAS**, the terms of compensation are amended to reflect inflation.

**AGREEMENT**

**NOW, THEREFORE**, the parties mutually agree as follows:

- 1. The term of the Agreement is extended to June 30, 2025.
- 2. Terms of Compensation are amended according to Attachment A.
- 3. All other terms and conditions of the Agreement, as previously amended, shall remain in full force and effect other than as specifically amended herein.

**CITY:**

**CONTRACTOR:**

**CITY OF ST. HELENS**, an Oregon municipal corporation

**MARK COMFORT**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

**ATTACHMENT A  
Terms of Compensation**

Nuisance Abatement Clean-up: \$38.50 per hour per person

City-owned Property Clean-up: \$45.00 per hour per person plus cost of estimator

The City will also pay any dumping/disposal costs associated with the clean-ups, as long as a receipt for these items is included in your billing.

The City will not cover costs such as:

- Broken tool replacement
- Expendables such as gas, oil, garbage bags, gloves, etc.

**Monthly billing should be broken down by date of clean-up and property address.**

# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, May 13, 2024 at 7:15 PM  
Virtually over Zoom

## APPROVED MINUTES

### Members Present

Chair Jana Mann  
Vice Chair Aaron Martin  
Member Robert Dunn  
Member Ellen Jacobson  
Member Lynne Pettit  
Member Fatima Salas  
Member Jessica Sturdivant  
Member Diana Wiener

### Members Absent

Member Colleen Ohler

### Councilors in Attendance

Russell Hubbard

### Visitors

None

### Staff Present

Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter

### CALL TO ORDER

Meeting was called to order at 7:18 pm by Chair Mann.

### VISITORS COMMENTS

No visitors.

### APPROVAL OF MINUTES

1. Minutes from April 12, 2024, were reviewed.

Motion: Upon Vice Chair Martin's motion and Member Dunn's second, the Library Board unanimously approved the minutes dated April 12, 2024. [Yeas: Chair Mann, Vice Chair Martin, Member Dunn, Member Jacobson, Member Pettit, Member Salas, Member Sturdivant, Member Wiener; Nays: none]

### OLD BUSINESS

2. BOARD MEMBER APPLICATION PROCESS: Director Bishop stated that she talked to City Recorder Kathy Payne to answer questions about the guidelines for board member appointment. Members wishing to continue for another term will inform the City Recorder, but they do not need to submit a new application. New member Ohler will be taking the vacated seat. Member Sturdivant will be leaving as of June 30, so we will need to recruit for that position. When we advertise for that seat, we have to set a finite date and then we can state that it is open until filled. We do have to choose a date for review. We do need to interview everyone who applies within that period. Member Sturdivant asked about boundaries for eligibility. As a Warren resident, she wanted to confirm what the boundaries are before talking to other potential future board members. Director Bishop also stated that we need to create a subcommittee for interviewing any new candidates. Members Martin, Wiener and Salas volunteered.

## NEW BUSINESS

Chair Mann stated that the National Novel Writer's Month (NaNoWriMo) is likely not to continue. There have been some liability issues that have led to mandated changes that will make it more difficult to register. Chair Mann stated that there are some other replacement ideas that are being explored.

## LIBRARY DIRECTOR'S REPORT

Director Bishop stated that the Budget Committee passed and sent to City Council a final amended budget. It will be before the City Council for hearing and adoption on June 5, 2024. The library budget was untouched, and that includes keeping the Youth Librarian position at full time. The City is in a tough position, but her observation was that the Budget Committee understands and supports the library and our mission and what we do for the community. The Youth Librarian job description was approved, so the position will be for 60% Youth Librarian and 40% Makerspace Lead. The Youth Librarian duties will include traditional storytimes, a teen program, STEAM (Science, Technology, Engineering, Arts and Mathematics) programs. The Makerspace Lead duties will include direct programming as well as coordinating and collaborating with partners, teachers, instructors and experts. The position will be initially posted for three weeks. Our small business and entrepreneur resource corner will have a ribbon cutting ceremony Thursday, May 16. If any board members are interested, come by at 3:00 pm and join the local elected officials and community leaders that have been invited. On June 5, the library board will present the annual report to the City Council. Traditionally presented by board members, it is scheduled during the work session that begins at 2:00 pm. Member Wiener stated that she could be there, and Member Jacobson stated that she might be able to. We have more information on the solar panel micro grid. It is likely the largest grid could potentially power the entire building. The proposal to the Oregon Department of Energy will be approved sometime this summer, then construction would start in the fall with a completion date of early next year. We would like to reach out to the neighbors in some way to give them information about what's coming. The library will be closed on May 27 for Memorial Day. The Summer Library Challenge starts on June 17 this year. The eight-week challenge will have many activities and weekly programs, such as a petting zoo. We can use extra help managing some of these programs, so if any of you are interested in volunteering, just let me know. The next Adults and Crafts program will focus on making miniature pocketbooks. The next book for the book club will be *AnimTal Vegetable Miracle* by Barbara Kingsolver. Member Wiener asked if the 13 Nights moving to McCormick Park would create additional issues for the library. Director Bishop stated that the City is providing overflow parking behind the Rec Center building. Councilor Hubbard stated that there will also be additional portable bathrooms for event participants. Also noted is that there are only four nights scheduled because the tourism vendor contract will expire at the end of June. Councilor Hubbard also reminded board members that Citizen's Day in the Park will also be held in McCormick Park on June 22 (11:00 am to 2:00 pm), and if you can contact Deputy City Recorder Lisa Scholl to volunteer in some way that would be great.

## COUNCILOR'S REPORT

Councilor Hubbard stated that he might not be able to make the 3:00 pm ribbon cutting as he has a prior engagement. He would also like to propose some other locations and interesting ideas for the solar array planning but will wait until the public comment period. He is also working on bringing in a new employer for the Cascade paper machines. The new employer will likely bring 50 people back right away and maybe 150 total when it becomes fully operational. Director Bishop asked if there was information about moving the July 4th celebration to McCormick Park as well? Councilor Hubbard stated that there is a plan to move the event because of the construction downtown. Being held in

McCormick Park would mean no fireworks, but the company that is contracted to do that work will save the down payment for the next year. All that construction will be ongoing for quite a while, so some things have moved, like the utility payment box that is now at the library.

### **OTHER BUSINESS**

The next regularly scheduled meeting will be Monday, June 10, 2024, at 7:15 p.m. via Zoom.

### **SUMMARIZE ACTION ITEMS**

Chair Mann stated that we have the subcommittee for any new candidate interviews, there are opportunities for board members to volunteer this summer, Councilor Hubbard encouraged board members to participate in the Citizens Day in the Park on June 22.

### **ADJOURNMENT**

Chair Mann adjourned the meeting at 7:58 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary



## PLANNING COMMISSION

Tuesday, May 14, 2024, at 6:00 PM

### APPROVED MINUTES

- Members Present:** Chair Dan Cary  
 Vice Chair Jennifer Shoemaker  
 Commissioner David Rosengard  
 Commissioner Brooke Sisco  
 Commissioner Scott Jacobson  
 Commissioner Charles Castner
- Members Absent:** Commissioner Ginny Carlson
- Staff Present:** City Planner Jacob Graichen  
 Associate Planner Jenny Dimsho  
 Community Development Admin Assistant Christina Sullivan  
 City Councilor Mark Gunderson
- Others:** Brady Preheim  
 Shelly Isaacson  
 Bob Gardner  
 Miriam Parker

#### 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 wanted to protest Commissioners Castner and Rosengard being on the Commission. He mentioned the Police Station application, that the Planning Commission originally denied and appealed to the City Council, had been formally withdrawn. He said he thinks the location will be brought back before them and he wanted them to start new. He said he did not believe there should be a new station and just a remodel of the current station. He was also glad the Commission had added the Plaza Square to their Proactive Items.

#### CONSENT AGENDA

##### A. **Planning Commission Minutes Dated April 9, 2024**

**Motion:** Upon Vice Chair Shoemaker's motion and Commissioner Rosengard's second, the Planning Commission unanimously approved the Draft Minutes dated April 9, 2024, as written. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner; NAYS: None]

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

##### B. **6:00 p.m. Annexation at Property west, south, and east of 58212 Old Portland Road – The Port of Columbia County**

Chair Dan Cary opened the Public Hearing at 6:05 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Jenny Dimsho presented the staff report dated April 23, 2024. She shared where the property was located. She said it was 11.84 acres. She said the property owner would like to connect to City utilities. The applicant will be building a maintenance facility, which was permitted through Columbia County. She also mentioned there was a significant wetland and 100-year flood plain on the property. She said the proposed facility met all the criteria with the County and was away from the protection zone.

She mentioned the other utilities did not share any concerns with this property annexation.

She said the zoning for this property would be Heavy Industrial.

She said there is one recommendation of approval to pay the Fair Share Sewer Impact Fee at the time of building permitting.

There was a small discussion on the wetland on the property. There was also a discussion on the possibility of archeological findings on the property.

**House, Miriam. Applicant.** House is a representative of the property owner. She shared it meets the criteria of what is needed for an Annexation. She also mentioned if there was a need for them to apply an inadvertent discovery plan, they would do that.

#### **In Favor**

No one spoke in favor of the application.

#### **In Neutral**

No one spoke as neutral of the application.

#### **In Opposition**

No one spoke in opposition to the application.

#### **Rebuttal**

There was no rebuttal.

#### **End of Oral Testimony**

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

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

#### **Deliberations**

There were no deliberations of this application.

**Motion:** Upon Commissioner Rosengard's motion and Commissioner Sisco's second, the Planning Commission unanimously recommended approval of the Annexation as recommended by staff. [AYES: Vice Chair Shoemaker, Commissioner Rosengard, Commissioner Sisco, Commissioner Jacobson, Commissioner Castner; NAYS: None]

#### **C. 6:15 p.m. Annexation at 2180 Gable Road – JLJ Earthmovers, LLC**

Chair Dan Cary opened the Public Hearing at 6:19 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

City Planner Jacob Graichen presented the staff report dated April 23, 2024. He said this property owner has been looking to expand. He said the property owner wanted to use the City's Development Code when they developed this property which is why they wanted to move forward with this annexation.



Graichen mentioned it was partially developed. He said there was no Land Use approval for this site. He said there was some storage activity that had started up on the property recently which is what brought attention to the property and led to this annexation. He said that in 2017 a Site Design Review with Columbia County was applied for, but that effort was withdrawn by the property owners (not the applicant of this annexation was not involved at the time). He said towards the end of last year they started to see some storage activity on the property. He said that for the property owner to establish this facility as a storage site, he would have to go through a public hearing process through the County. He said the owner of the property did not want to do this, so to avoid that, he wanted to annex the property and use the City's Development Code.

He said the zoning would be Light Industrial and that it abuts the City Limits on several sides.

He said this would also clean up the area as far as City standards are concerned. He said there was a city access off Gable Road (a road under the city's jurisdiction) that remains incomplete. He said with the Annexation they would require the fence to meet the access standards for any new/changed access. He said there was an access condition to consider is that any Gable Road access point, including the one in use, would require approval by the City and any associated improvements including paving.

#### **In Favor**

No one spoke in favor of the application.

#### **In Neutral**

No one spoke as neutral of the application.

#### **In Opposition**

No one spoke in opposition to the application.

#### **Rebuttal**

There was no rebuttal.

#### **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 the condition for access and the Commission agreed it would be pertinent to include.

**Motion:** Upon Commissioner Castner's motion and Commissioner Rosengard's second, the Planning Commission unanimously recommended approval of the Annexation as recommended by staff. [AYES: Vice Chair Shoemaker, Commissioner Rosengard, Commissioner Sisco, Commissioner Jacobson, Commissioner Castner; NAYS: None]

#### **D. 6:30 p.m. Annexation at 35456 E Division Road – Christine Dahlgren**

Chair Dan Cary opened the Public Hearing at 6:34 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Associate Planner Dimsho presented the staff report dated April 23, 2024. She shared where the property was located. She said it was currently developed with a detached single-family dwelling. They want to annex to connect to City Sewer. They had a failing septic and needed to connect quickly.

There are two access points on the property and a developed curb and gutter located on Division Road. She mentioned that Columbia County Land Development had no concerns, and the Columbia County Road Department had no concerns, but said if there was ever a Building Permit pulled, they would need to obtain an access permit because Division Road is a County Road.

She said the zoning would become Highway Commercial. She said it is a non-conforming use now and will continue to be a non-conforming use when it annexes in.

She said if the property was ever redeveloped in the future, there would be a fair share fee potentially imposed.

### **In Favor**

No one spoke in favor of the application.

### **In Neutral**

No one spoke as neutral of the application.

### **In Opposition**

No one spoke in opposition to the application.

### **Rebuttal**

There was no rebuttal.

### **End of Oral Testimony**

There was no discussion on this application.

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

### **Deliberations**

The Commission felt this application was straightforward.

**Motion:** Upon Commissioner Sisco's motion and Commissioner Rosengard's second, the Planning Commission unanimously recommended approval of the Annexation as recommended by staff. [AYES: Vice Chair Shoemaker, Commissioner Rosengard, Commissioner Sisco, Commissioner Jacobson, Commissioner Castner; NAYS: None]

#### **E. 6:45 p.m. Historic Resource Review at 260 S 2<sup>nd</sup> Street – John Doctor, Inc.**

Chair Dan Cary opened the Public Hearing at 6:45 p.m. There were no ex-parte contacts, conflicts of interests, or bias in this matter.

Dimsho shared the staff report dated fill in date. She said this was an alteration to a designated landmark. She mentioned that this district does not allow dwellings on the ground level unless it is a designated landmark. She mentioned several years ago this property's sewer lateral failed and so the water was shut off to the property. It was a non-conforming use at that time until 2017 when the previous homeowner applied to have it placed on the landmark list. In 2019, the home was officially added to the designated landmark list with an ordinance. She mentioned there still has not been a permit submitted for repair of the sewer and has not been re-established as a dwelling.

She said back in February, there was some noted un-permitted exterior work on this property and a stop work order was placed on the property. At the same time, the Planning Department sent a letter to the owner about the Historic Resource Review needed for the work which was completed. She said the contractor responded quickly.

She said some of the work in the application still needs to be done, some is partly completed, and some work is complete.

She shared the floor plan and the different elevations and showed what work was being proposed and what work had already been done.

Graichen added that there was a letter sent from the Owner. He mentioned there was comments made that they did not know this was a designated landmark. He said he wanted to clarify that the deed shows that it is the owner's responsibility to complete their own due diligence to verify the appropriate development for this parcel. He also mentioned that the seller sat in on the hearings for when this home was placed on the designated landmark.

**Doctor, John. Applicant.** Doctor is the contractor for the proposed work on the project. He said they did not know the house was historically protected. He said when they found out, they started through the proper channels to make sure they repaired correctly. He said the owner and himself looked at the home and wanted to fix it up nicely. He shared some of the repairs on the interior they had been working on. He said the back half seemed to be an addition to the home as well. He said the windows they had installed were vinyl. He also mentioned two other windows that they would like to replace. He talked about a window in the back that was deteriorated and needed fixed. He shared that he put T1-11 siding on the house and could add another layer of siding over it if that is requested. He also planned to trim out the windows on the whole house. He talked about the remodel of the deck and the materials used. He also shared the guttering on the house was being replaced and repaired. He said they would need to add some trim boards to attach gutters.

**Soto, Mike. Applicant.** Soto is the owner of the property. He said they were very excited about the house and noticed it was deteriorating and wanted to rehab the home. He said they really like the city and wanted to be a part of this community. He said they did not know the home was on the historic registry. He said he asked the realtors involved in the contract if there were any restrictions on fixing this home up and they told him no. He said they did some work to the interior to bring some safety to the home, but still had a lot of work to do. He said they knew about the sewer issues with the home. He said they hired a professional sewer inspector and found the pipe had not collapsed, but there was a cap that was plugging the end of the line. He said it was plugged on his neighbor's side and he was working with the neighbor to get a professional in there to fix the line. He said they put all work on hold to be sure they restored the home correctly and would work with the Planning and Building Departments.

### **In Favor**

**Weiner, Diana.** Weiner was called to speak. She would like to see the home rehabilitated and restored to the historical look and feel of the house even if using the modern materials. She wanted to express concern about making too many changes to the home. She said when changes are made, sometimes those features cannot be replaced or redone.

### **In Neutral**

**Gardner, Vance.** Gardner was called to speak. He is a neighbor to the property. He said he would like to see the home restored. He said he hoped that someone would do it right and start maintaining the property correctly.

### **In Opposition**

**Preheim, Brady.** Preheim was called to speak. He said he did not agree that the applicant did not know the home was historic. He also said the contractor should know that permits are required. He said that no work should be allowed until the sewer was repaired so that water can be turned back on. He said he did not think it was safe to allow that without water or sewer active.

**Rebuttal**

**Doctor, John. Applicant.** He said he has been doing construction for many years and has never been found to be working in violation or without a permit. He said when he started the construction, the type of work he was completing he did not know needed a permit. When he found out he immediately worked to resolve it. He also said the windows were replaced with like for like and they do plan to replace the other windows with the appropriate style for the home.

**End of Oral Testimony**

There was no discussion on this application.

**Close of Public Hearing & Record****Deliberations**

Commissioner Jennifer Shoemaker said they, as the Historic Landmarks Committee, should be using the Secretary of Interior's Standards for historic properties. She also mentioned that just because something is old does not mean that it needs to meet these standards. She said the home or building would need to have a significant reason to be added, such as a significant person lived there, or it has significance architecture. She said in the case of this home, it was added to the City's Landmark Registry because it has significant architecture. She said it was the only example of an Italianate Cottage in the City. She mentioned the changes that had been made, disregarding the style of an Italianate Cottage. She said they should not allow vinyl windows or T1-11 siding. She said she also did not agree with like for like replacement for the windows. She said it should be replaced with the correct historical type windows. She also said that it may need to be considered that this home was filmed in the movie Twilight and that some of the restoration should be like what it looks like in the movie.

Commissioner Brooke Sisco said she understood the idea of vinyl windows but that the correct style of wood, double hung, windows would be what she would recommend as they fit the historical aspect of the home. She said that single-hung and double-hung fiberglass and wood still provide the flow of air throughout the home and livability the owners were looking for.

Commissioner David Rosengard said the replacements made that were considered like for like, were not likely historical changes. He would like to see those openings that were replaced to be corrected with materials that are historically correct. He said he was ok with fiberglass window material, as he understands that it is more affordable, and it can also be painted.

There was a small discussion on whether the back of the home was an addition that was added later to the home. The Commission agreed there was not enough evidence to confirm if this was an addition or not.

There was a discussion about the T1-11 siding that was used to replace some parts of the exterior. The Commission agreed this was not an appropriate siding type and should be changed.

There was a discussion on the windows. They agreed that the type of material should be wood, or fiberglass material and they should be single or double hung windows. They did not want to see any slider windows.

There was an opening in the back where an air-conditioner was placed. It was removed and replaced with a vinyl window. The Commission said they did not mind the opening remaining but wanted the window to be replaced with a single- or double-hung window, not the slider. They also discussed the window added in to the bathroom side of the home. They agreed a wood or fiberglass casement window, or historical look square window would be appropriate, but a new slider would not be approved.

There was a small discussion about the partially re-installed false shutters and if they should be re-installed. The Commission agreed that they should not be re-installed, and the existing ones should be removed.

The Commission discussed the column wrapping for the back patio. They agreed it would look nice and be an appropriate addition and tie in with the front patio.

There was a discussion about the siding. They decided that the siding that has been removed or replaced on the north and west elevations shall be replaced with visually similar siding which matches the surrounding existing siding.

There was a small discussion about the front decking. The Commission agreed that the front and rear plywood decking should be covered or replaced with decking which more closely resembles the appearance of historical decking material (e.g., tongue and groove).

They discussed the restoration of the gutters which requires removal of the remaining original crown molding. In case someone in the future would like to replace the crown molding, the Commission wanted the applicant to provide the City with photos of the remaining crown molding prior to removal for installation of gutters.

**Motion:** Upon Commissioner Castner's motion and Commissioner Rosengard's second, the Planning Commission unanimously recommended approval of the Historical Resource Review with the recommended conditions of approval as discussed and recommended by staff. [AYES: Vice Chair Shoemaker, Commissioner Rosengard, Commissioner Sisco, Commissioner Jacobson, Commissioner Castner; NAYS: None]

**Motion:** Upon Commissioner Shoemaker's motion and Commissioner Sisco's second, the Planning Commission unanimously approved the Chair to sign the findings. [AYES: Vice Chair Shoemaker, Commissioner Rosengard, Commissioner Sisco, Commissioner Jacobson, Commissioner Castner; NAYS: None]

## DISCUSSION ITEMS

### F. Planning Department Semi-Annual Report to City Council

Dimsho and Graichen presented the Semi-Annual Report which they gave to the City Council.

### G. Planning Commission Annual Report to City Council: June 5, 2024

Graichen asked the Commission if any of them would like to be the person who shared the report with the City Council. No one volunteered, so Graichen will be the one to present to the Council.

He mentioned a few items he planned to share. He asked the Commission if they wanted to keep the Associate Planner ask in the Report and the Commission said they do want to keep asking for it. Hopefully when budget projections are better, they will be able to fill that position request.

They would still like to be involved in the city-led projects and discussions of projects and efforts.

### H. 2024 Development Code Amendments (Continued)

Graichen reminded the Commission of their previous discussions on the Development Code amendments from the last meeting.

He discussed lot coverage and providing exemptions. He said when someone builds on a lot, there are setbacks and lot coverage requirements. The current code allows a small reduction in setbacks and increase in lot coverage for new accessory structures and remodels to provide some flexibility without a required variance public hearing. The suggested code change is that the applicable structure proposed

for remodel would need to be lawfully in place for at least five years before the exceptions would be allowed. This would help prevent people from abusing the intent of the code.

Graichen also discussed the remaining code changes as included in the packet.

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

- I. Sign Permit (Temporary) at 2100 Block of Columbia Blvd – Kiwanis Club
- J. Extension of Time (AP.1.22 (Appeal of SUB.2.22)) at Pittsburg Road & Meadowview Drive – Comstock Subdivision
- K. Site Design Review & Sign Permit at 526 Milton Way – First Student, Inc.
- L. Sign Permit (x2) at 115 N 18<sup>th</sup> Street & 1804 Columbia Blvd Suite A – Clark Signs
- M. Sign Permit at 373 S Columbia River Hwy – Garrett Sign
- N. Accessory Structure at 114 N 16<sup>th</sup> Street – Walker
- O. Site Design Review (Minor) at 155 N Columbia River Hwy – Pronto Signs, LLC
- P. Extension of Time (TUP.2.23) at 343 S 1<sup>st</sup> Street – Crooked Creek Brewery

There was no discussion on the Planning Director Decisions.

### **PLANNING DEPARTMENT ACTIVITY REPORT**

- Q. Planning Department Activity Report – April

There was no discussion on the Planning Department Activity Report.

### **PROACTIVE ITEMS**

- R. Architectural Standards
- S. Vacant Storefronts
- T. The Plaza Square

There was no discussion on the Proactive Items.

### **FOR YOUR INFORMATION ITEMS**

Graichen shared that there was a Special Session with the City Council and the new police station appeal. Because of all the time that had lapsed, the City Council had to make a tough decision because they could not simply withdraw an application from the Land Use Board of Appeals (LUBA). He said they were able to keep the record as it and move forward with LUBA and maybe a decision would be made within the next year on whether or not it was approved. The other option was to abandon the appeal and deny the application. Since the most efficient way was to abandon the application, that is the route the City Council chose to take. So, the City Council denied the land use application for the Police Station at the Special Session.

### **ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned at 9:45 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 19<sup>th</sup> day of June, 2024 are the following Council minutes:

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2024

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- Work Session, Special Session, and Regular Session Minutes dated February 21, 2024
- Work Session, Special Session, and Regular Session Minutes dated March 6, 2024
- Work Session, Executive Session, and Regular Session Minutes dated March 20, 2024
- Work Session, Executive Session, Special Session, and Regular Session Minutes dated April 3, 2024
- Work Session, Executive Session, and Regular Session Minutes dated May 1, 2024
- Work Session, Executive Session, and Regular Session Minutes dated May 15, 2024

**After Approval of Council Minutes:**

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



# COUNCIL WORK SESSION

Wednesday, February 21, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator	Gloria Butsch, Finance Director
Kathy Payne, City Recorder	Bill Monahan, Contracted City Attorney
Lisa Scholl, Deputy City Recorder	Matthew Kahl, Contracted City Attorney
Mouhamad Zaher, Public Works Director	Tina Curry, Contracted Event Coordinator
Suzanne Bishop, Library Director	

### OTHERS

Steve Topaz	Brady Preheim	Ron Trommlitz	Steve Toschi
Melanie Olson	Jane Garcia	Jak Massey	MM
Jenni Gilbert	Paul Vogel	Richard Mason	Michelle
Bmitch	Jennifer Massey	Erin Salisbury	RLT
Zoom User	Arthur Leskowich	Stephanie Patterson	

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

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

- ◆ Ron Trommlitz. The 2-million-gallon water reservoir rehabilitation failure report was being held hostage. The use of client privilege was setting a precedent, giving rise to mistrust of John Walsh's actions of solving the rehabilitation failure. Walsh obviously did not feel compelled by transparency to explain the need for client privilege. Mr. Trommlitz appreciated the newspaper printing his opinion and he hoped to create interest in the W-449 contract procedures. The reservoir rehabilitation failure deserved an in-depth investigative news story. Silence was complicit. People had threatened to sue Mr. Trommlitz to intimidate him. Facts and truth were important, and the public had been deceived about the Walker consultants' report.
- ◆ Steve Topaz. The presentation from Maul Foster about the lagoon had been delayed. The report's purpose was to turn the lagoon into a waste dump, not to investigate feasibility. Many of the proposed tests for the lagoon had not been done or had been marginal in execution, but the tests had revealed that structures on the site would need extensive foundation work due to soil conditions, and that the levy could fail if an earthquake occurred. He talked about the PVC liner failure and the core tests showing it was still hot under the lagoon and gases were being released. He noted the depth of the canyon under the lagoon was 383 feet. He stated there had been no mention of how the sewer treatment plant would be handled. A Department of Environmental



Quality (DEQ) sedimentation remediation study on the former Boise White Paper Mill site had stated that the St Helens site was not acceptable for placing soils from Portland Harbor.

- ◆ Brady Preheim. Mr. Preheim spoke about the City's financial deficit as discussed at the last Budget Committee meeting. He did not see any panic and that concerned him. He hoped financial problems would be solved with the solar company. City finances needed to be addressed. He was concerned with the Columbia Economic Team (CET) report. The Economic Team had complained that the Tourism Director did not want to meet with them or share information. Economic development got way more money than Tourism, which produced its own revenue. He was interested in public meetings law, and believed Mr. Toschi should be able to be here, as it was clear that he had the right. He said realtors had been involved in a shady dirty dirt deal. He was hopeful the City could learn from its mistakes. A contract for the Tourism Director was needed right away.
- ◆ Steve Toschi. Called in as a citizen who had been studying City finances to share his opinion on the funds for the loan payoff. The law being considered to shift the funds from a police station to other applications was necessary at this time.

## DISCUSSION TOPICS

### 1. Semi-Annual Report from South Columbia County Chamber of Commerce - *Jak Massey, Executive Director*

Executive Director Jak Massey reviewed her report. A copy was included in the archive packet for this meeting. A few highlights were Coffee & Commerce events, Happy Hour events, ribbon cuttings, new memberships, the monthly newsletter, attendance of 272 people at last year's Awards Banquet, capital improvements including a new furnace/air conditioning unit and IT upgrades, a new merchant services provider, Board member changes and new ambassadors, and local media partnerships.

Ms. Massey encouraged the Council to attend the Annual Awards Banquet on March 23, 2024 at the Columbia County Fairgrounds where ten awards would be presented to citizens and local businesses. She discussed award sponsorship levels and opportunities to promote businesses at the event. She encouraged the City to consider sponsoring an award.

City Administrator Walsh talked about the 50% email click rate and noted he gets double emails from the Chamber. Ms. Massey would continue making changes to improve membership communications.

Last year, the City sponsored two tables. Further sponsorship would be discussed.

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

Paul Vogel reviewed his report. A copy was included in the archive packet for this meeting. He also brought up Public Works Director Mouhamad Zaher to provide an update on Project Sprint which had begun in June 2023.

Public Works Director Zaher noted the following:

- All stakeholders met on January 10, 2024 to discuss technical challenges.
- The project made tremendous progress working with partners including Columbia County, Business Oregon, and the Columbia River People's Utility District (CRPUD).
- The letter of intent (LOI) had been renewed on January 17, 2024.
- The project was entering the last phase to negotiate lease terms, consider commercial water and utility rates, and involve PGE in the parcel to bring more power.
- The existing LOI would expire on March 31, 2024 and they hoped a decision would be made before that date.
- The support from the Council and City Administrator Walsh was instrumental.

Mr. Vogel reviewed the slides he had distributed to the Council. A few highlights were the Project Sprint update, site development needs, grants pursued, partnerships, initiatives to expand energy infrastructure, tourism branding, and business recruitment, retention, and expansion. He discussed the process, strategies, and outcome of creating a new tourism logo and shared a video featuring Columbia County's new branding campaign.

Mayor Scholl thanked Mr. Vogel for his support and assistance with Project Sprint.

City Administrator Walsh introduced Melanie Olson and commended her work on infrastructure projects. Ms. Olson discussed the Regionally Significant Industrial Sites (RSIS) and stated it had been proposed to restart the program as a tool to support communities.

Mayor Scholl stated St. Helens was a great place to live near the salmon on the Columbia River, being 1.5 hours from the coast or the mountains, and only 45 minutes away from downtown Portland. Mr. Vogel agreed and stated the branding process was about aligning with what people wanted to see.

Council President Chilton asked what had been worked out with Portland Community College (PCC) regarding the workforce for Project Sprint. Mr. Vogel said he had met three times with the PCC workforce specialists to pull together similar programs with nearby community colleges. He discussed the advanced manufacturing programs at other community colleges which would be involved in the project. PCC had offered to provide a lobby for training fairs and hiring, and they had been connected with the regional Work Force board. Everything was pending a decision. PCC had a larger enrollment than all four universities and had the student base to provide a trained workforce for the project.

Mayor Scholl said the Council would be getting a presentation about the power issues in the area tonight from the CRPUD. Public Works Director Zaher agreed that power was the major issue.

Councilor Hubbard had asked the CRPUD to speak tonight. The prospective site was served by Portland General Electric (PGE). Mr. Vogel discussed the complexity between energy service providers in the area.

### **3. Review Proposed Amendments to SHMC 13.30 - St. Helens Public Safety Fee - *City Administrator John Walsh***

City Administrator Walsh invited City Attorney Monahan and Finance Director Butsch to participate in the conversation and he talked about what would be allowed by the proposed amendments for the public safety fee. Finance Director Butsch added that the collected funds would fill the gap for 2024 to hire officers now, and that in subsequent budgets the rate of \$10 would only pay for the debt service. City Administrator Walsh explained this was because the City had borrowed interest for the first couple years. Finance Director Butsch noted the proceeds had earned a significant amount of interest.

Council President Chilton asked whether the amendments would allow the funds to be used for other police-related projects. City Administrator Walsh confirmed that was correct. No decisions had been made about increasing fees on utility bills.

Councilor Sundeen stated the funds would fill an immediate need but would not continue long-term. Finance Director Butsch confirmed that was true unless the fee was increased to fill the gap for a longer term.

Council President Chilton understood the money that had already been generated for the Police Station would continue to go to the Police. City Administrator Walsh said the funds could also be used to pay the debt service. Finance Director Butsch affirmed that the bond proceeds were not being used in any other way, and this was simply to repurpose part of the Public Safety Facility Fee for Police services.

Council President Chilton clarified that the changes were all related to the Police and would add the choice to use the funds for capital costs, acquisition, improvement, replacement, or construction of the

Public Safety Facility. Finance Director Butsch confirmed. City Administrator Walsh said changing the fee would require a public hearing.

Councilor Hubbard asked if staffing needs would be met. Finance Director Butsch stated the current \$10 fee could fill the gap in staffing to get more officers hired and equipped in the short-term.

Council President Chilton understood they had voted to keep the \$10 fee for the Police Station, and she did not know why there was confusion.

#### **4. Review Request for Proposals for Realtor Services - *City Administrator John Walsh***

City Administrator Walsh stated the realtor services would help to get the Millard Road property and other City properties on the tax rolls. The process would allow the City to see who could bring about the property's highest and best use.

Two Council members were needed to participate on the selection committee. Council President Chilton suggested that Councilor Hubbard serve on the selection committee, and he consented to do so. Mayor Scholl also agreed to serve on selection committee.

City Administrator Walsh discussed the need to do a request for proposal (RFP) process for the Tourism contract to comply with independent contractor law.

#### **5. Review of Public Meetings Law and Executive Sessions - *City Attorney Bill Monahan***

City Attorney Monahan stated that in 2023 the Oregon Legislature created requirements that all elected members of city councils participate at least once in a new training provided by the Ethics Commission. The trainings were still on hold to complete the rulemaking. He also noted the Ethics Commission would be more diligent in ensuring compliance with public meeting laws, and Executive Sessions were becoming more of a focal point.

City Attorney Monahan reviewed the Council's ability to hold executive sessions as stated under ORS 192.660 Section 2. He gave a presentation regarding executive sessions via PowerPoint. A copy of the presentation was included in the archive packet for this meeting. He discussed allowing members of the news media to attend executive sessions, and determining who was a representative of the news media. He noted that Steve Toschi had requested to be admitted to executive sessions as a representative of the news media. He discussed the exceptions to news media attending executive sessions, the requirement not to disclose information covered by executive session privilege, and the importance of avoiding topics that did not fall under executive session privilege.

City Attorney Monahan stated the Ethics Commission could investigate whether a member of the news media had been excluded. He discussed the news media attendance policy created by the League of Oregon Cities and he acknowledged the widely varied credentials of news media representatives. He cited the Ethics Commission's advice to drastically limit the use of confidential information to prevent potential misuse. The City could not apply sanctions or limit the number of news entities in attendance at executive sessions, and they would have to rely on the good faith of members of the news media not to disclose information discussed during executive sessions.

City Attorney Monahan confirmed Oregon was the only State with transparency laws allowing news media representatives to attend executive sessions. There was a higher duty of care for elected officials in Oregon to carry out their business in the view of the public. There had not been many issues with using the news media attendance policy created by the League of Oregon Cities.

City Attorney Monahan stated virtual City Council meetings had been mandated by the governor after covid. The City had to rely on the good faith of news media representatives attending executive sessions virtually that they were alone and were not recording the meeting.

City Attorney Monahan was uncertain how many cities had been challenged by the Ethics Commission regarding news media representative qualifications. He stated the Council would determine who was a news gatherer on a case-by-case basis.

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

City Administrator Walsh provided his report. Highlights of his report with input from the Council were as follows:

- Project Sprint was exciting.
- Project Arcadia planned to make a proposal for the paper machine building. It would take time to solve the power issues and get the buildings back into proper condition for operation.
- Work was being done on the budget impact for this year. Short- and long-term changes were being considered to ensure the continuing fiscal health of the City.
- Programs and projects had been brought back slowly after the loss of funding and 30 percent of City staff members in 2011-2012.
- City Administrator Walsh was hopeful that the current projects would only create a short dip in finances.
- The Council and City Staff would participate in the realtor selection process to avoid calling a special meeting. The Tourism RFP selection process could also be a hybrid process between the Council and staff. The Council would be given recommendations by Staff in either case.
- The Council had given the direction to withdraw the Kaster Road location from the Police Station siting project. The City must officially withdraw by the end of March to avoid a LUBA process.
- The withdrawal had been based on attorney recommendations regarding the high cost to proceed during the current budget crisis.
- It would be helpful to hear again from the attorney who had made the recommendation.
- City Administrator Walsh would ask City Planner Graichen to come to a future meeting to give a presentation on the options for moving forward.
- New opportunities for Police Station site selection had been identified.
- The site at Columbia Blvd. would work, but it would need sewer modifications.
- Other sites were being considered, including Pittsburg Road and Highway 30.
- The Community Center could be remodeled and expanded to serve as the Police Station, and Community Center activities could be moved back to the Recreation Center.
- Architects had expressed concern over the seismic condition of the Community Center and Recreation Center buildings.
- County Commissioners had proposed using the site next to the Jail and Sheriff's Office, but that site may have some floodplain concerns.
- How many potential sites did the Council want to consider?
- If the existing construction plans could be used at the selected site, it would bring a significant cost savings.
- Ensuring the site selection was done legally and involving the Planning Commission early. Police Station site selection could be discussed at the joint meeting with the Planning Commission in March.
- The Police had liked the idea proposed at a union meeting to remodel the Recreation Center. The Police just wanted a facility that fit their needs.
- Architects had proposed demolishing the current Recreation Center and building a seismically resilient Police Station. Demolishing the current buildings would not save money.
- The purpose behind the Recreation Center location was the proximity to schools, and demolishing the buildings would defeat the purpose.
- Having an ad hoc committee review potential sites.
- None of the sites stood out as good options, and new ideas were welcome.

- The committee had originally selected the site at Columbia Blvd. as their top choice, but the Police did not like the site.
- City Administrator Walsh could arrange a meeting with the Planning Commission to continue the discussion of possible sites for the new Police Station and the constraints of each site.
- The regulations in the State and City Building Codes applied to a 100-year floodplain.
- At the Kaster Road site, the building and back driveway would be out of the 100-year floodplain, which had not flooded in Mayor Scholl's lifetime.
- It would be a mistake to withdraw the site from going through the LUBA process.
- Avoiding controversy or fighting.
- Floodplains were just lines on a map used to restrict what was allowed in certain areas.

**ADJOURN – 4:19 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL SPECIAL SESSION

Wednesday, February 21, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

- John Walsh, City Administrator
- Kathy Payne, City Recorder
- Lisa Scholl, Deputy City Recorder
- Rachael Barry, Government Affairs Specialist
- Gloria Butsch, Finance Director

### OTHERS

- Steve Toschi
- Arthur Leskowich
- Michelle

### CALL SPECIAL SESSION TO ORDER – 5:30 p.m.

### COUNCIL DEVELOPMENT SESSION

#### 1. Core Values to Make Decisions

Discussion of core values and their importance to remember why they serve, the broad community members they serve, help with decision making, and work as a team.

Some of the top core values of Council:

Trust	Collaboration	Respect	Teamwork	Responsibility
Service	Community	Openness	Leadership	Integrity
Honesty	Collaboration	Compassion	Stand behind our people and work	

Top core values:

- Mayor Scholl – honesty
- Councilor Gundersen – teamwork
- Council President Chilton – integrity
- Councilor Hubbard – fiscal responsibility
- Government Affairs Specialist Barry - community responsibility
- Councilor Sundeen – community responsibility
- City Administrator Walsh – responsibility

Barry asked Council if these values reflect where they're at right now. Council President Chilton said they believe they're doing it but hear they're not. It makes it hard to believe they are doing the right thing. Mayor Scholl thinks they are doing it.

Barry asked Walsh if he sees this reflected internally. Walsh confirmed that he does. They have a great staff and leadership who are mission driven. He talked about their commitment to the City and disappointment in attacks.

Using core values to make decisions is important. Looking at today's work session, partnerships and teamwork are important. Barry encouraged the Council to remember these core values as they do their job.

Council President Chilton said it's important to be transparent and give answers, even if it's not what the public wants to hear.

**2. Stakeholder Mapping**

Some of the stakeholders listed by Council:

Schools/youth	Large Industry	Citizens/residents/taxpayers
Seniors	Veterans	Local/small businesses
Governor	Main Street	Chamber of Commerce
Staff	Fire District	Future generations
PGE	Boaters	Eisenschmidt Pool
Farmers	Houseless people	Columbia River PUD
LUBA	OGEC	Non-English proficient
DLCD	Business Oregon	League of Oregon Cities
Volunteers	Restaurants	Board/Commission members
Local media	Churches	Friends of the Library
Sports	Investors	Port of Columbia County
Workforce	Tourists	Concerned Citizens – Facebook page
County/CET	DEQ	Army Corp of Engineers
LOC	Neighboring cities	People with agendas
Regional partners	City Council	Vector Control
Neighbors	Developers	Doctors/medical services
The "Karens"	Columbia County	

Council makes decisions that affect all these stakeholders. How does it influence their leadership?

- Councilor Hubbard - need more collaboration
- Mayor Scholl - those groups don't speak for everyone as a whole; need more love
- Council President Chilton - there is no top or bottom; church groups mean just as much as houseless people; listen to everyone
- Walsh - each group impacts another
- Councilor Gundersen - more conscientious, more responsibility
- Councilor Sundeen - every group has a place and is important

**OTHER BUSINESS**

Walsh talked about the SDAT photos included in the slides. That exercise was done with a lot of stakeholder participation.

**ADJOURN – 6:30 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL REGULAR SESSION

Wednesday, February 21, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Gloria Butsch, Finance Director  
Matthew Kahl, Contracted City Attorney  
Tina Curry, Contractor Event Coordinator

### OTHERS

Howard Blumenthal	Drew Layda	Brady Preheim	TC
Doug Bean	Brandon Staehely	Jon Tuggle	SB
Jenni Gilbert	Michael Sykes	Jacob Woodruff	Mark
Adam St. Pierre	Nicholas Hellmich	Jason Morris	Daryl T.
Paul Vogel	Steve Toschi	Jennifer Massey	Michelle
Tracy Bean	Craig Rogers	Steve LeSollen	Brittney
Janet LeSollen	Daniel Houghtelling	Hunter Vanderwall	Rick Brown
Ron Houghtelling	Jacob Miner	Andrew Weir	Troy Weiss
Jared Blazell	Ceil McKenzie	Robert Halverson	Don Hibbs
James Calhoun	Austin Wheeler	Eric Prochnow	

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

### PLEDGE OF ALLEGIANCE

### COLUMBIA RIVER PUD PRESENTATION TO COUNCIL

Columbia River PUD (CRPUD) Director Michael Sykes reviewed his presentation. A copy is included in the archive packet for this meeting. CRPUD is the main power provider in St. Helens, with some provided by Portland General Electric (PGE) and other private entities. CRPUD receives power from Bonneville Power Administration (BPA) as a preferred customer. PGE must generate and buy their own power. Michael talked about costs involved. BPA is required to sell their power at cost and has 15,000 miles of transmission line. He pointed out the transmission lines on maps. They have received a lot of interest for additional power in St. Helens and Scappoose. With development interest, there is a need for over 200 megawatts (MW) of power, but only 35 MW is available. Building a new transmission line is a huge project. To address that need, they have been meeting with BPA and PGE.



Mayor Scholl was unaware of the lack of power prior to working with CPRPUD on Project Sprint. State funding is being sought for a feasibility study. Michael added that CRPUD has \$300,000 in the budget to conduct a study. They are waiting for cost estimates prior to moving forward.

Councilor Hubbard talked about the significant power issue and PGE controlling St. Helens Industrial Business Park. Will the Waterfront have sufficient power? Michael is unsure until the new transmission line is built. Mayor Scholl talked about the time involved for that, including easements, poles, and lines.

### **ST. HELENS INDUSTRIAL BUSINESS PARK COMMENTS**

- ◆ Ron Houghtelling. He is a third generation St. Helens resident. He has worked as a contractor at Boise and Cascades with many of the guys in attendance, all of whom lost their jobs. There is a plan to possibly restart and restructure the paper mill. The community supports bringing them back online. They would like the Council to help them get back there and bring back jobs.
- ◆ Craig Allen. They are interested in restarting the paper mill. The biggest hurdle is the power issue. He encouraged the mill workers to share how they want to keep it operating. The mill has another 100 years of life left.

Mayor Scholl said the Cascade machines are still there. They have a Letter of Interest (LOI) with a company through the end of March that will be honored.

Councilor Sundeen spoke with Craig and Ron and liked what he heard. The mill is dear to him with a history of family working there. He would like to see them get back to work there.

Councilor Gundersen also wants to make it work for them to get back in there. However, they do have an LOI to respect first.

Mayor Scholl reiterated that Project Sprint wanted two plants and to invest \$1.5 billion into the community. If the power was here, they would be here. It's vitally important for them to advocate for power out here. There is a lot of industrial property here but won't happen without power.

Councilor Hubbard agreed it would be amazing to get the paper mill operational again with another 100 years from those machines. He is in favor of having both industries there.

- ◆ Don Hibbs, Union President. He asked if they have discussed powering with steam cogen. There is already natural gas, power lines, and plenty of water. That would give them 14 years.

Mayor Scholl will investigate that. He asked them to share a list of other mills who have used that kind of power source.

Councilor Sundeen said there have been other parties interested in that mill. It makes a difference that the people in attendance are the ones who know the equipment and site.

A member from the audience asked about the power there now. Mayor Scholl said they have been informed that transformer must be replaced because it occasionally arks. They are in the process of bringing in a 35MW transformer.

A member from the audience asked if this would happen quickly after the contract ends March 31. Mayor Scholl said it's dependent on the time it takes attorneys.

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

- ◆ Howard Blumenthal. He reminded everyone of the need to conserve power and turn off lights and TVs. Speaking to past discussions about rate increases, it's a huge impact to increase a utility fee from \$10 to \$25. He is in favor of police, but it should be done by a levy.

- ◆ Brady Preheim. He agreed with Howard. The levy was too rushed and he doesn't agree with adding it to the utility bill. He hopes the levy fails and they come back with an increase in November to pay for a remodeled police station. Speaking about the tourism RFP, he disagrees with it being done in the middle of 13 Nights on the River. The new contract should begin in January. He hopes they also see that E2C is way underpaid. Tina created an internationally known event from nothing and this is how they thank her.
- ◆ Adam St. Pierre, representing FAFFODS. It appears that his organization would qualify as news media since they gather and disseminate information publicly. However, their organization discussed it and doesn't plan to move forward with an application. They don't want there to be any confusion about where their information is coming from. Since Jennifer Massey has announced her mayor candidacy, they don't believe any candidates should be permitted as a member of the media. He apologized for all the public records requests submitted. They are submitting them due to the lack of transparency and trust in the organization. When they send emails they are trying to reduce the rumor mill, but they're not always getting responses. They wouldn't have to submit as many public records requests if they had free access to emails.
- ◆ Jenni Gilbert. She recommends press only be allowed to attend executive sessions in person. She also recommends they deny Steve Toschi's request to attend as press since he is going to run for mayor. It has potential for conflicts of interest and ethical issues. She sent an email to the Council requesting they make a public apology to Chief Greenway about the Halloween parade misunderstanding. As far as the Kaster Road location for a police station, she suggests fighting LUBA and believes they will win. There was discussion and vote at a past Special Session for the \$10 public safety utility fee to remain allocated for the new police station. She understands they have discussed amending it to allow the money to be used for police services. She supports that if there is an increase in the fee. There was another vote to explore the public safety \$15 increase. Citizens do not understand that St. Helens has the lowest tax rate in Columbia County. It's shocking that they went from exploring the fee to rushing a levy that will be voted on in May. She would like them to investigate the fee more.
- ◆ Steve Toschi. He listened to the Work Session and Special Session. He agreed that the Planning Commission should be involved in the site selection for the police station. There is a beautification plan for the Houlton Business District (HBD) and siting the police station in the HBD would help eliminate blight. He does not believe administration should be involved in the project. As far as his application to attend executive sessions as media, he more than qualifies. He is only attending as a watch dog to make sure nothing is discussed that shouldn't be. The fact that he may or may not run for political candidacy has no bearing whether he can be a member of the press.

## **REQUEST FOR APPROVAL TO ATTEND EXECUTIVE SESSIONS**

### **1. Consideration of the Application of Steve Toschi of Town Talk Cafe to Qualify as a Representative of the News Media to Attend Council Executive Sessions**

Council President Chilton asked for clarification of whether candidates for an elected position can attend as media or if it is a conflict of interest. Contracted City Attorney Matthew Kahl reported that there is nothing in the Attorney General's rules or Statutes that discuss whether a political candidate can attend when they are also a member of the news media. The question is whether the Council will allow that. Council President Chilton heard earlier that there is not much they can do. Councilor Sundeen said he is qualified based on what they heard this afternoon. Kahl talked about the difference between attending virtually versus in person. When the State's language was updated for public meetings during COVID, it said that all meetings except for executive sessions must provide a way for the public to attend virtually.

Council could request that news media attend in person. He pointed out that a complaint could be filed against individual Council members with the Oregon Government Ethics Commission if they don't allow media to attend.

Councilors Sundeen, Chilton, and Gundersen all expressed their preference for in-person attendance. They don't know what is on the other side of the camera. Mayor Scholl does not like that there are no repercussions if executive session information is shared. Oregon is the only State that does this. It has nothing to do with whether Steve qualifies. Kahl reminded them to always announce at the beginning and end of each meeting that information discussed cannot be disclosed.

**Motion:** Motion made by Councilor Sundeen and seconded by Council President Chilton to approve the application for Steve Toschi to attend executive session as a member of the news media.

Discussion. Mayor Scholl does not like that someone running for mayor can attend executive sessions, but he did meet all the qualifications. Walsh reminded them they could add the language about attending in-person.

**Amended Motion:** Motion made by Councilor Sundeen and seconded by Council President Chilton to approve the application for Steve Toschi to attend executive session as a member of the news media, adding that news media may only attend executive sessions in person. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Sundeen; Voting Nay: Councilor Gundersen, Councilor Hubbard

Mayor Scholl voted yes to avoid complaints to the Ethics Commission.

City Recorder Payne recommended Council add the in-person language to the policy as well.

#### **ORDINANCES – First Reading**

- 2. Ordinance No. 3299:** An Ordinance Amending the St. Helens Municipal Code Chapter 13.30 Regarding the St. Helens Public Safety Fee, to Expand the Use of the Fee to Public Safety Operations

Mayor Scholl read Ordinance No. 3299 by title. The final reading will be held at the next meeting.

#### **RESOLUTIONS**

- 3. Resolution No. 2001:** A Resolution of the Common Council of the City of St. Helens Adopting an Executive Session News Media Attendance Policy and Application

Mayor Scholl read Resolution No. 2001 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 2001 with the amendment that all news media must attend executive sessions in person. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

#### **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

4. [Ratify] Business Oregon Application for Kaster Road Substation
5. Amendment No. 2 to Agreement with Columbia County for Columbia Blvd. Sidewalk and Safety Improvements
6. Personal Services Agreement with Consor for Professional Engineering Services for Wastewater Collection System Capacity Improvements, Project No. S-679
7. Extension of Agreement with Mayer/Reed, Inc. for Riverwalk Project Phase I and Columbia View Amphitheater

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '4' through '7' above.

Discussion. Councilor Sundeen requested clarification of number seven. City Administrator Walsh explained that it is for an extension of time and not a dollar increase.

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

### **APPOINTMENTS TO CITY BOARDS AND COMMISSIONS**

8. Appoint Brooke Sisco and Scott Jacobson to the Planning Commission

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

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Hubbard to appoint Scott Jacobson to the Planning Commission and find it in the public interest to waive the limitation that individuals cannot be on more than one City board, committee, or commission during the term of their appointment. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **CONSENT AGENDA FOR ACCEPTANCE**

9. Library Board Minutes dated December 11, 2023  
10. Parks and Trails Commission Minutes dated December 11, 2023 and January 8, 2024  
11. Planning Commission Minutes dated January 9, 2024

**Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to approve '9' through '11' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **CONSENT AGENDA FOR APPROVAL**

12. Request for Proposals for Realtor Services  
13. Council Minutes dated December 13, 2023, December 20, 2023, December 28, 2023, and January 3, 2024  
14. OLCC Licenses  
15. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '12' through '15' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **WORK SESSION ACTION ITEMS**

#### **Chamber of Commerce Sponsorship**

Mayor Scholl would like to support small businesses and the Chamber of Commerce. He recommends purchasing two tables. Council President Chilton and Councilor Sundeen suggested one table. Council President Chilton will be sitting with Avamere.

It was the consensus of the Council to do one Partner table and to not be an award sponsor due to the City's financial position.

### **PROCLAMATION**

#### **16. Government Communicators Day - February 24, 2024**

Mayor Scholl read the proclamation and thanked Communications Officer Crystal King and Communications Support Specialist Cameron Burkhart for their work.

*Government Communicators Day*  
**February 24, 2024**

**WHEREAS**, the role of government communications professions is to inform, educate and engage their communities; and

**WHEREAS**, robust communication in government creates trust and inspires residents to take action and be involved; and

**WHEREAS**, government communications creates relationships and calls to action, builds awareness and understanding through storytelling, engages and fosters engagement on civic issues, and uses all channels to include people in critical decisions; and

**WHEREAS**, it is essential to have strong communications in government because it is a foundational element of living in a democracy where citizens have the freedom to make their voices heard; and

**WHEREAS**, the City is proud and has deep gratitude and recognition for government communicators' professionalism, dedication, hard work, commitment, enthusiasm, and sacrifice.

**NOW, THEREFORE**, I, Rick Scholl, the Mayor of the City of St. Helens, do hereby proclaim February 24, 2024 as

### **GOVERNMENT COMMUNICATORS DAY**

in St. Helens, Oregon and encourage all residents to thank the members of the City's Communications Team, Communications Officer Crystal King and Communications Support Specialist Cameron Burkhart, who have dedicated their careers to ensure the City has effective, impactful, and successful communication strategies that resonate and are relevant.

### **COUNCIL MEMBER REPORTS**

Council President Chilton reported...

- Thanked Victorico's for sponsoring Community Meals. Volunteering is a great way to be involved in the community.
- Attended the Urban Renewal Agency meeting and accepted the Chair position. She is excited to see it grow and learn how to use it to its full potential.
- Budget Committee is active. She is happy to see good participation and interest in solutions.
- Attended the Community Advisory Council for the Health Coalition. They participated in the regional health assessment from Columbia Pacific CCO, which is the organization who manages Oregon Health Plan in our community. They represent residents who use Medicaid in the County. They are significantly understaffed for doctors. She was able to share some of the difficulties citizens and government agencies face with expanding housing. More housing brings a need for more infrastructure and resources.
- The open house for Avamere's remodel is tomorrow. She invited everyone to celebrate the beautiful new building.
- South Columbia County Elected Leadership meeting is next week. It's a good way to collaborate with others in the County. There will likely be discussion about power.

Councilor Sundeen reported...

- Thanked Communications Officer Crystal King and Communications Support Specialist Cameron Burkhart for their hard work.
- Excited about a possible opportunity to bring industry back to the mill site.
- Parks & Trails Commission met last week. A few highlights discussed were the Sand Island contract, improvements at Dalton lake, and plans for the Urban Trail.
- Budget Committee meeting last week. He thanked Finance Director Gloria Butsch for her hard work.

- Attended the Employee Recognition potluck last Friday. It was a fun event. Congratulations to Associate Planner/Community Development Project Manager Jenny Dimsho for being honored as the Employee of the Year.
- Police update
  - Met with police station designers to review potential sites.
  - Introduced himself at their union meeting.
  - Met with Chief Greenway yesterday. Things are going well and he encouraged Council members to participate in ride-alongs.
- The tourism contract has not been forgotten. It is in review with the City attorney right now. The attorney recommended the RFP and said is not negotiable.

**Councilor Gundersen...**

- The two new Planning Commission members will be a great addition.
- He attended the Columbia River Fire & Rescue Board meeting last night. Interim Chief Smythe is planning to do a monthly update. They are doing a great job.
- Congratulations to Dimsho!
- Thank you to King and Burkhart.
- Thank you to Butsch for her work with the Budget Committee.

**Councilor Hubbard...**

- Thanked staff for all they do.
- It's great to see the energy on the Budget Committee.
- He is working on avenues to bring businesses to St. Helens. Power is the biggest issue.

**MAYOR SCHOLL REPORTS**

- Congratulations to Dimsho for receiving Employee of the Year! It was a nice event.
- Thanked King and Burkhart for their work.
- There are budget issues but good things will happen.
- Power is a struggle but they are working with partners on solutions.
- There is progress on Project Sprint.
- Butsch and staff did great at the Budget Committee meeting. They made it easy to get answers. April 25 is the first official meeting.

**OTHER BUSINESS****ADJOURN – 8:38 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# COUNCIL WORK SESSION

Wednesday, March 06, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Councilor Russell Hubbard

### STAFF PRESENT

John Walsh, City Administrator	Jacob Graichen, City Planner
Kathy Payne, City Recorder	Jenny Dimsho, Associate Planner
Lisa Scholl, Deputy City Recorder	Alex Bird, Engineer II
Suzanne Bishop, Library Director	Bill Monahan, Contracted City Attorney
Gloria Butsch, Finance Director	Tina Curry, Contracted Event Coordinator
Sharon Darroux, Engineering Manager	

### OTHERS

Steve Topaz	Erin Salisbury	H. Ralls
Stephanie Patterson	Ron Trommlitz	Marci Sanders
Howard Blumenthal	Willow	Brady Preheim
MM	Al Petersen	Diana Wiener
Bob Salisbury	Haley Starkey	Jennifer Massey
Jenni Gilbert	Lacey Tolles	Jenn

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

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

- ◆ Willow Bill. Attempted to show a video about the Flying Eagle Canoe, but he ran into technical difficulties. Mr. Bill discussed liability and insurance and he proposed sharing the canoe, which was a national treasure.
- ◆ Al Petersen. Read the definition of a superfund site. The reports on the wastewater lagoon did not mention hazardous substances, despite being a superfund site, which by definition was contaminated by hazardous substances. He discussed the strategic plan to repurpose the wastewater lagoon and the connection to the Portland Harbor superfund site. He said elected officials should connect the dots. He stated the Environmental Protection Agency (EPA) had been created to deal with toxic sites. He discussed the formation of toxic leachate. City staff and consultants had been careful not to say the words landfill or hazardous. Leachate would be discussed in tonight's presentation. Leachate was a hazardous substance that percolates through superfund sites. No one mentioned what would happen to the wastewater treatment plant. There had been a wild idea that the wastewater treatment plant would be moved to the Boise property,

which did not make sense. Mr. Petersen recommended stopping to decide whether they wanted to create a superfund site, which would necessitate dealing with leachate from hazardous waste.

- ◆ Howard Blumenthal. Talked about the time that had been devoted to building the Flying Eagle canoe, which needed to be maintained and used on the water. He suggested going out in the canoe.
- ◆ Brady Preheim. At the last Council meeting, it was said there would be a Tourism contract and a request for proposals (RFP). Both could not be true. The way the City was treating the Tourism Director was ridiculous. They needed to extend her contract through the end of the year and begin working on a RFP for 2025 expecting to pay more. Scappoose had paid more than \$100,000 to their Tourism contractor for a one-day event. Any proposal received would cost more than the \$120,000 they currently paid for 40 days of events. Tina had done an exemplary job and had a successful track record. No matter who they got for Tourism, there would be complaints.

Mayor Scholl stated that the people present communicated with each other and they knew what was going on, and that meetings should be a safe environment without hostility. He explained that an attorney had looked at the Tourism contract and determined there needed to be an RFP.

- ◆ Ron Trommlitz. Talked about the failures of the W-449 contract and the 2-million-gallon reservoir. The City had a lot to account for in the reservoir failure, including John Walsh claiming client privilege to avoid public disclosure. The City claimed the reservoir failure had been due to faulty workmanship of Western Partition Inc (WPI). A group had been led on a tour of the reservoir to investigate the reason for failure, and the group had agreed the liner had not been the problem. WPI had continued to do corrective work on the reservoir until 2019 when they stated that continuing work to repair the reservoir would not be successful. Evidence of WPI's work would be destroyed during demolition for replacement of the reservoir. Walker Consultants' report was currently hidden by client privilege, and Mr. Trommlitz was unsure whether John Walsh or the attorney was controlling the report. John Walsh had gone back and forth about giving Mr. Trommlitz a copy of the report. Mr. Trommlitz had received a message stating he was irritating people with deep pockets who were considering suing him, but he stated that intimidation would not stop him.
- ◆ Tina Curry. Stated she was almost done lining up the bands for 13 Nights on the River, and additional concerts may be performed on Sunday. She asked for ideas for parking and for Code Enforcement downtown. She was concerned with talk about limited or haphazard Code Enforcement. She hoped the Council would push something forward to address the issue as it was creating animosity. She was working with Engineering and the County to determine when streets would be open.

Mayor Scholl said the Council was working on the issue as well. The Council was looking at other venues considering all the City and County construction projects taking place at that time.

Ms. Curry would like to see a calendar with a timeline of upcoming construction projects.

- ◆ Steve Topaz. In 1980, the EPA said the stormwater and sanitary sewer had to be separated. He stated the drainage between 3<sup>rd</sup> and 4<sup>th</sup> Street had caused the City to close off the storm flow and seal the sanitary sewer, and now there was no stormwater removal. He continued to discuss the costs and issues with City projects including stormwater lines, placement of drains, sealed sanitary lines causing water to flow into houses, housing developments being stopped due to line capacity, reservoir leakage and repair, the RV park behind the Recreation Center, traffic circle problems, floodplain problems, the Gateway project, the purchase of Waterfront property, the



riverside park, the kayak fishing dock, the White Mill property, contamination abatement, the sale of an central portion of the Mill property, the possibility of a company buying the White Mill property, possibly subdividing the White Mill property into an industrial park, and Police Station placement. The marijuana place stated on February 18 that they would bring 200 family wage jobs, but that did not ever happen. He hoped someone would be right for the new facility.

- ◆ Diana Wiener. Came to support the presentations for Main Street and the Library, as she served on the Boards for both. Main Street brought in hundreds of thousands of dollars of State and grant funding to help preserve historic buildings and support local business owners. The Library had a lot of programs that served people in the community who would otherwise go unserved. Libraries were important to the future despite budget issues. There had been discussion about cutting funding to the library. A Library had changed Ms. Wiener's life. Libraries were places of hope.

## DISCUSSION TOPICS

### 1. **St. Helens Main Street Alliance Semi-Annual Report - Erin Salisbury, President**

Erin Salisbury presented her report. A copy was included in the archive packet. A few highlights of her presentation included:

- The purpose of the nonprofit Main Street Alliance and their partners.
- The Main Street District stretched from the downtown area to Houlton District.
- A review of committees involved, including organization and outreach, promotions, art and design, and economic vitality.
- A review of the Revitalization Grant purpose, process, and awards.
- The partnership between the Main Street Alliance and the City.
- The assessment by the Oregon Main Street Organization which initiated the reorganization of the St. Helens Economic Development Corporation (SHEDCO) and prompted a memorandum of understanding (MOU) with the City.
- The current search for a new Executive Director.
- A review of goals including the Riverfront Connector Plan, Strategic Workplan Goal Area 4, and Urban Renewal Agency Goal 5.
- A review of volunteers who had collectively contributed 923 hours in 2023.
- Main Street data was regularly aggregated to inform decisions about statewide needs.
- Seeking continued support from the Council.
- More community volunteers were needed.

Council President Chilton thanked the Main Street Alliance for their dedication and commitment to the City. She hoped to see data about the storefronts in St. Helens in an upcoming meeting.

Ms. Salisbury said the main hurdle was needing the funds to hire an Executive Director who could help them create a sustainable funding stream. It would cost about \$65,000 to hire an Executive Director. She hoped the Council would maintain the current funding level, but she knew what pressure the City was under. She said they could diversify the funding stream and stabilize themselves. The Oregon Main Street Executive Director would attend the Board retreat on Sunday which would focus on sustainability and funding.

Mayor Scholl stated the \$800,000 received in Revitalization Grants over the last couple years, plus the 30 percent contribution totaled more than one million dollars invested in local businesses.

Ms. Salisbury stated the Main Street projects were increasing assessed values with new developments. She hoped to figure out how to partner with other cities for survival.

Mayor Scholl noted the importance of return on investments. He was grateful to know the presented information before going into the Budget Committee meeting. He thanked Ms. Salisbury for the update.

## **2. Library Department Semi-Annual Report - *Library Director Suzanne Bishop***

Library Director Bishop reviewed her presentation. A copy was included in the archive packet. A few highlights were:

- The Strategic Plan
- The impact of libraries on people's lives
- Library services
- Library partnerships
- Open hours, visit data, and building use
- Resources and tools available to the public
- The process of adding to and maintaining the book collection
- Database and resource use
- Youth services and early literacy
- Adult programs
- Expanding Makerspace offerings
- The Genealogy Conference
- Community partnerships and events
- Library staff, volunteers, Board members, and Friends of the Library
- Books could be donated to the library

Library Director Bishop thanked the Council for their support and stated it was a privilege to serve the community.

Council President Chilton asked what changes were seen since removing late fees. Library Director Bishop said late fees used to bring in about \$1200 but they had seen an increase in people coming back to the library since late fees were eliminated. Lost or damage items would still incur a fee. Automatic renewals were instated at the same time that late fees were removed.

Library Director Bishop discussed the process of assessing and removing worn out books from circulation. She stated the library had applied for a grant for Makerspace, but it was very competitive.

## **3. Update on S. 1st Street and St. Helens Street Intersection Project - *Public Works Director Mouhamad Zaher & Engineering Manager Sharon Darroux***

Engineering Manager Darroux and Engineer Alex Bird reviewed an update of the St. Helens and S. 1st Street intersection. A few highlights were:

- The history and scope of the project
- The emergency procurement resolution
- Two bids had been received
- The Engineer estimate was only for undergrounding utilities and electrical services
- The lowest bid was from Landis & Landis Construction
- The anticipated timeline with substantial completion by the end of the year

Council President Chilton appreciated the update.

City Administrator Walsh shared the reasons for undergrounding the power.

## **4. Proposed Police Station LUBA Status - *City Planner Jacob Graichen***

City Planner Graichen reviewed his report. A copy was included in the archive packet for this meeting. He stated that the Council needed to determine if they wanted to withdraw from LUBA or proceed with the case. There would be more discussion about the new public safety facility at the joint meeting with the Planning Commission next week. If the Council did nothing, after March 27, 2024 interested parties would be able to fight over the contents of the record for an undetermined period of time, and the case

would eventually go before the Land Use Board of Appeals (LUBA). He discussed the options before the City and stated the Council needed to reach a final decision no later than the meeting on March 20, 2024.

The Council and staff discussed the site for the Police Station and the pending LUBA appeal as follows:

- A consensus had been reached to find a new location for the Police Station at the special meeting on January 10, 2024.
- City Recorder Payne confirmed there had been an official vote at the January 10, 2024 meeting. She read the motion which had alluded to finding a new location for the Police Station that fit the current design plans. The vote had been unanimous in favor of finding a new site.
- There had not been a vote to abandon the Kaster Road site.
- A lot of time and effort had been put into using the Kaster Road site, but the need was to get the Police Station up as quickly as possible in a new site that was feasible and made economic sense.
- It was no longer worth it to move forward with the Kaster Road site.
- Wanting to talk it over with the Planning Commission before making a final decision.
- There was no doubt a new Police Station was needed.
- Construction would be well under way if it had not been appealed to LUBA.
- City Planner Graichen confirmed that there would be enough time to decide whether or not to withdraw the case if a decision was made at the next meeting.
- Mayor Scholl found it upsetting that an angry neighbor with the right credentials could file an appeal with LUBA against anybody. A lot of work had gone into deciding to build at the Kaster Rd site before the Planning Commission denied it, which had been disheartening. He stated the matter was out of Councilor's control and the blame had been shifted. He had been under fire by other organizations, and he was tired of the lies. He hoped they could identify a better site at the joint meeting with the Planning Commission.
- City Planner Graichen stated the situation would be on standby until March 27, 2024 due to a notice filed by the attorneys.
- The LUBA process could possibly move forward by resubmitting the previous information with minimal legal counsel to save taxpayer money.
- Could the Mayor show up to testify?
- City Planner Graichen discussed the possible outcomes with LUBA.
- City Attorney Monahan stated if the Council went forward with the present site to LUBA, the Council could direct lawyers not to put a lot of effort into creating a brief to counter the petitioner's arguments, but he did not recommend minimizing legal defense as the petitioner had a highly competent land use lawyer and the decision would likely be overturned. It was not possible for someone other than an attorney to represent the City before LUBA.
- City Attorney Monahan confirmed it was possible that attorney fees could be recovered from the City if the decision was overturned by LUBA.
- The City still had the opportunity to withdraw and move forward with another location.
- City Attorney Monahan stated the issue was whether City standards and conditions could be met at the Kaster Road site, and whether that was feasible to succeed with LUBA. He stated the City needed to decide whether to proceed with the current LUBA appeal or consider alternative sites.
- Attorneys had told the City they had a good case, but there was no guarantee on the outcome, and the process may be drawn out.
- City Attorney Monahan said a decision was needed soon to know whether or not to prepare the record for the LUBA case. Objections may be raised over the content of the records, which would result in further delay. The LUBA process would move more quickly after the record was set.
- Believing the record had been withdrawn because it had not included the ingress and egress.
- City Planner Graichen explained that the record would have been due in January if the City had not filed the notice to withdraw. The pause bought time to think about it and consider alternative sites.
- Hoping the attorney would provide an update at the joint meeting with the Planning Commission.

- The argument may be stronger with information on the back driveway access to the Kaster Road site.
- City Attorney Monahan said the Council would need to reopen the public hearing to get the additional information into the record.
- City Planner Graichen stated the January meeting had been pivotal. An update would be provided at the joint meeting next week.

#### **5. Review Proposed Changes to Payment Processing - Finance Director Gloria Butsch**

Finance Director Butsch reviewed her report. A copy was included in the archive packet for this meeting. She stated the City was paying too much for credit card processing fees. The City no longer had any Square accounts. Ms. Dawn Richardson had discovered how much was being paid per transaction and she had gathered more information about processing fees. Ms. Jamie Edwards and Ms. Richardson had solicited quotes from different companies and found that using Xpress bill pay would save the City \$26,000 per month. The City currently used Metro for bill mailing services. Using Bend Mailing would save the City \$1,200 per month. Finance Director Butsch gave a shoutout to her team for working on this issue.

City Administrator Walsh stated the cost savings would be significant, and the contracts had been put together as quickly as possible.

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

City Administrator Walsh presented his report. Highlights of the report with input from the Council were as follows:

- Business Oregon had sent the City a notice of intent to award \$2.3 million to help fund developing the substation at the Mill site. Discussion would continue on how to address the energy shortage for industrial development.
- The County had been awarded funding to do a study on electricity transmission.
- The City was working with the Columbia River People's Utility District (CRPUD), Portland General Electric (PGE) and Business Oregon to improve electrical capacity, which would be a deciding factor for Project Sprint.
- The letter of intent (LOI) for Project Sprint would expire on March 31, 2024. They did not intend to request another extension. It would be a game changer if they came.
- The importance of undergrounding power.
- Attorneys and the Police would attend the upcoming joint meeting of the City Council and Planning Commission to review other potential sites for the Police Station and discuss how the City wanted to proceed.
- There would be a meeting with the St. Helen's Police Association on March 15 to work on a 2025 cost of living adjustment (COLA) and other current issues.
- Brent Keller had reported on forestry at the last meeting.
- The City was working on having a 2,100 acre sustainable yield forest.
- There was currently timber that was ready to cut.
- The City could work with a forester to discuss preparing a sale and getting bids.
- The money historically went to the Community Development Fund, but it could go to the General Fund to help balance the budget.
- Bids would be presented to the Council.
- The Council gave their consensus to move forward on getting bids and they favored putting the money toward the General Fund.
- Riverwalk project bids would be due tomorrow.
- The project scope had been reduced dramatically by removing key elements like the amphitheater and playground. The focus was on using grant dollars before they expired.

- City Administrator Walsh, Councilor Hubbard, Councilor Sundeen, and Attorney Peter Hicks had been meeting together to discuss a new Tourism contract for E2C.
- Attorney Hicks had stated at the last meeting that an RFP needed to be done.
- It made sense to extend the contract while they did an RFP rather than having it cut off during big events. It would be good to make a selection by November.
- Extending the Tourism contract would allow more time to make sure everyone was satisfied with the contract for 2025.
- Wanting to know in advance when an RFP would be done as it should be a transparent process.
- Independent contractor agreements.
- City Attorney Monahan stated there was a need for a new RFP to obtain a contractor for next year. He suggested amending the contract cycle dates to avoid having the contract expire during big events. There was also a need for an emergency declaration to extend the existing contract through the end of 2024, which could be adopted at the next Council meeting. He discussed possible wording for a motion extending the contract, and the need for the emergency declaration. The work on a new RFP could be finalized in the next couple of months, and the existing contractor could continue to work on the projects for this year with an extension of the contract that was already in place. Direction could be given at tonight's meeting.
- Wanting advice from an attorney on the RFP process in the future.
- City Attorney Monahan discussed procurement rules and recommended doing an orientation in procurement rules for Councilors.
- Finance Director Butsch was working diligently on saving money for the budget. Budget meetings would be held in April because there was a lot they did not know at the beginning of the year. The Budget may increase by around 10 percent.
- City Administrator Walsh had been working on a community grant through the CRPUD to upgrade the power in McCormick Park which could not currently support events without noisy generators. City Administrator Walsh would attend the next CRPUD Board meeting to discuss the service needs in more detail.
- The realtor services RFP would be due tomorrow and the Council could ratify the selection at the next meeting.
- There were no objections to the selection committee making a recommendation to the Council.
- City Administrator Walsh was working with Government Affairs Specialist Barry and Police Chief Greenway on lobbying efforts. The City had submitted a letter of support for Measure 110 reform. The legislation had been passed and tools to address Measure 110 were available.
- A special meeting would be held at 5:30 pm to discuss the lagoon.
- Everyone was encouraged to ask questions.
- City Administrator Walsh stated ten years of work had gone into this legacy project.
- There had been an alternatives analysis and various conceptual designs with wastewater facilities to assess whether the lagoon could be repurposed.
- The City had never talked about the lagoon becoming a Portland superfund dump site.
- The structural and seismic integrity of the berm would be discussed in the meeting.
- The project had always been focused on community safety.
- No decisions had been made yet.
- The lagoon was oversized, even considering Project Sprint or other new projects.
- The project had been funded by grant money.

Council President Chilton gave a shoutout to Government Affairs Specialist Barry for her work. She had been an asset to the City, and they were sad to see her go.

**ADJOURN – 4:49 p.m.**

**EXECUTIVE SESSION - None**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL SPECIAL SESSION

Wednesday, March 06, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Rachael Barry, Government Affairs Specialist  
 Tina Curry, Contracted Event Coordinator

### OTHER

David Weatherby	Brady Preheim	Shauna
Arthur Leskowich	Jennifer Massey	Steve LeSollen
Steve Topaz	Haley Starkey	Nick Hellmich
Willow Bill	Howard Blumenthal	Pharah Loosli Hawkins
Rob Hawkins		

### CALL SPECIAL SESSION TO ORDER – 5:30 p.m.

### DISCUSSION TOPICS

#### 1. Introduction and Project Background - *John Walsh*

City Administrator Walsh introduced the Central Waterfront project and reviewed a presentation, a copy of which is included in the archive packet for this meeting. A few highlights were:

- History of project
- Waterfront community engagement
- Grants
- Core values
- Review of location and size
- Repurposing goals
- Timeline

#### 2. Summary of 1B Findings - *Maul Foster & Alongi, Inc.*

David Weatherby, Principal Geologist, from Maul Foster & Alongi, Inc. reviewed the phases. Phases relate to the DEQ Solid Waste Permit. A lot of work must be done prior to submitting the permit application.

Phase 1B landfill site characterization:

- Timeline
- Drill rig to collect groundwater samples
- Submitted to DEQ and received a response of what needed to be done

- Presented a drawing of the landfill, describing how one portion of the liner would be on bedrock and the other portion settling over time. There is potential to float the liner, which will be a geotechnical issue to figure out.
- Geotechnical constraints
- Characterized the groundwater

### **3. Next Steps Phase 1C Scope of Work - Maul Foster & Alongi, Inc.**

- More work to be able to apply for the DEQ permit
- Mitigation work and cost
- Determine new location for the existing Wastewater Treatment Plant (WWTP)
- Prepare a Phase II work plan
- Submit application to DEQ to build a landfill, accompanied by all the required studies and reports
- Assess existing levy/berm
- Site Development plan
- Potential wetland impacts
- Risk assessment and air monitoring
- WWTP impact analysis
- Permitting
- Work plan development
- Phase 2 work plan development
- Sediment from Portland Harbor brought in by barge
- Budget and deliverables

### **4. Council Questions and Discussion**

Walsh asked Weatherby to comment on the nature of the Portland Harbor material. Weatherby explained that Portland Harbor is a Superfund site that has been investigated for over 10 years. There are several different sediment management areas defined by EPA with active remedies. Many of the remedies include dredging the contaminated sediment out of the river, filling it with clean segment, and then capping it. There are two types of sediment that come out of the river, all of it contains contamination, some will be a high concentration that is classified as hazardous waste. The lagoon in St. Helens would not be permitted to handle hazardous waste. DEQ permits are very clear about what is allowed. Hazardous waste can go to Arlington in eastern Oregon. They are looking at a solid waste landfill, which is concentrations below the hazardous waste thresholds.

Councilor Hubbard asked if this would remove all the contaminated soils from Portland Harbor. Weatherby believes so. The Marketing Analysis will look at that as part of Phase 1C. Councilor Hubbard asked if anyone has done an estimate of the cost involved. Weatherby confirmed that was part of the Marketing Analysis done in 2016.

Council President Chilton expressed her concerns about the berm and the current liner, which is leaking into the groundwater. They need to investigate how to fix what they have now. Councilor Hubbard said they also need to investigate the cost of a new WWTP, which he estimates at about \$50 million.

Mayor Scholl pointed out that there's still a lot to do before they can even move forward with a permit. Council President Chilton agreed and pointed out that there are still issues to address even if they don't move forward with the landfill. Walsh added that this process will also help determine what improvements are needed for the lagoon.

Discussion ensued about the lagoon as well as the Boise site. Mayor Scholl would like to have Weatherby back to talk about those concerns. Weatherby said sampling did confirm it's not hazardous waste.



Councilor Hubbard asked about the cost. Walsh and Mayor Scholl confirmed it has been grant-funded. Weatherby added that they will revisit the Marketing Analysis to verify that this is still an economically viable project.

**ADJOURN - 6:44 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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



## COUNCIL REGULAR SESSION

Wednesday, March 06, 2024

### DRAFT MINUTES

#### MEMBERS PRESENT

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

#### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Rachael Barry, Government Affairs Specialist  
 Tina Curry, Contracted Event Coordinator

#### OTHER

David Weatherby	Brady Preheim	Shauna
Arthur Leskowich	Jennifer Massey	Steve LeSollen
Steve Topaz	Haley Starkey	Nick Hellmich
Willow Bill	Howard Blumenthal	Iven Hellmich
Rob Hawkins	Mark Powe	Pharah Loosli Hawkinson

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

#### PLEDGE OF ALLEGIANCE

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

- ◆ Art Leskowich. His comments are in reference to the Special Session held prior to this meeting. He was always told it wasn't a landfill but they're now potentially funding the permit application. He hasn't heard discussions about any other kind of uses, such as a marina or moorage. He is glad they are getting more information but is also concerned that they have already spent \$1 million. A lot of improper environmental decisions have been made. There was excitement a few years ago about a potential company that would moor barges. However, that didn't go through once DSL found out that the barges would be moored in the most contaminated area of the water. Art pointed out the location of the drinking water intake. It is a mile downstream from the discharge point.
- ◆ Willow Bill. The Flying Eagle canoe was carved in St. Helens about 18 years ago. The City even contributed \$5,000 to it. It's spectacular and has been shared for many years. It paddled all the way to St. Louis with William Clark's fifth generation nephew. He will be here all summer to share the canoe.

- ◆ Pharah Loosli Hawkinson. She talked about her experience carving the canoe in 2006. She grew up in Warren digging artifacts in the back yard. It was one of the largest Native American groups out here. She suggests building an enclosure for the canoe, so they can roll it in and out for trips.
- ◆ Howard Blumenthal. He recommended Council take the canoe out to get an idea of what Lewis & Clark did years ago. It needs to be stored in a better place. It's a valuable resource and pride for the community.
- ◆ Mark Powe. He has ridden in the canoe and supports Willow Bill and his passion. He knows Willow Bill will take good care of it.
- ◆ Brady Preheim. He is happy to hear they're considering extending the tourism contract through the end of the year. However, tourism is complex and they need more time for planning events. He also agreed that the canoe should be on the water.
- ◆ Nick & Iven Hellmich. Molly's Market is having an estate sale the next two days.
- ◆ Mason J. He was disappointed to hear holes may be put into the Flying Eagle and stored in the park. He talked about the history of the Flying Eagle and how Willow Bill shared it. He will visit St. Helens if they free the canoe.

#### **ORDINANCES – Final Reading**

1. **Ordinance No. 3299:** An Ordinance Amending the St. Helens Municipal Code Chapter 13.30 Regarding the St. Helens Public Safety Fee, to Expand the Use of the Fee to Public Safety Operations

Mayor Scholl read Ordinance No. 3299 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to adopt Ordinance No. 3299.

Mayor Scholl pointed out that that is a mechanism for current and future funding flexibility.

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

#### **AWARD BID/CONTRACT**

2. Award Contract to Landis & Landis for the S. 1st Street and St. Helens Street Intersection Joint Utility Trenching & Electrical Services Undergrounding Project (R-685A) in the Amount of \$454,912.50

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

3. Award Purchase of New Mini Excavator for Public Works Operations to Pape Machinery, Inc. for \$86,812.50

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '3' above. Council President Chilton asked if this was included in the budget. Walsh confirmed that it is.

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

**APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

4. Extension of Contract with Hasa, Inc. for Sodium Hypochlorite for the Wastewater Treatment Plant
5. Agreement with Xpress Bill Pay for Payment Processing Services
6. Agreement with Bend Mailing Service for Utility Bill Mailing Services

**Motion:** Motion made by Councilor Sundeen and seconded by Council President Chilton to approve '4' through '6' above.

Discussion. Mayor Scholl thanked Finance Director Gloria Butsch and her team. Numbers '5' and '6' are creating significant cost savings.

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

**CONSENT AGENDA FOR APPROVAL**

7. Council Minutes dated January 10, 2024
8. OLCC Licenses
9. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '7' through '9' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**WORK SESSION ACTION ITEMS****Timber Cut**

Discussion of getting bids for a timber sale.

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to direct Walsh to move the timber sale forward. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**COUNCIL MEMBER REPORTS**

Council President Chilton reported...

- Shout out to the Finance team. She appreciates the time they took to find ways to save money.
- Attended the monthly meeting for the Community Advisory Council. She is in the Columbia County government seat. They discuss Medicare funds and how those are allocated to residents.
- She will be touring with Public Works in the next couple of weeks to better understand how they function.
- Busy planning for Citizens day in the Park. The events will help keep the community together during these tough times.

Councilor Sundeen reported...

- Welcome to the high school students in attendance.
- Welcomed Nick Hellmich's new baby.
- Great presentations during the work session today.
- Next week is the Parks & Trails Commission meeting
  - There are two openings
  - Thank you to Brian Long for his service
- Thanked the Finance Division for their work. He hopes every department can do the same.

Councilor Gundersen reported...

- Planning Commission meets next week.
- There is a joint Planning Commission/City Council meeting next week as well.

- Thanked Finance staff for all their work.
- Did a ride-along with Officer Jamin Coy. He had a great time and was impressed.

Councilor Hubbard reported...

- Will also be doing a ride-along.
- He has been working with businesses and talking about the future of St. Helens.

**MAYOR SCHOLL REPORTS**

- Thanked Main Street for a good presentation and their work prepping for the Joint Planning Commission/City Council meeting.
- Working with staff to increase the power source at McCormick Park.
- Citizens Day in the Park is addressing liabilities. It's a big project to work on that event.
- Working with Michael Sykes on power needs. He wants to begin discussions about power for the Waterfront property.

**OTHER BUSINESS**

**ADJOURN – 7:36 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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



## COUNCIL WORK SESSION

Wednesday, March 20, 2024

### DRAFT MINUTES

#### MEMBERS PRESENT

Mayor Rick Scholl  
 Council President Jessica Chilton  
 Councilor Mark Gundersen  
 Councilor Russell Hubbard (via Zoom)  
 Councilor Brandon Sundeen

#### STAFF PRESENT

John Walsh, City Administrator	Suzanne Bishop, Library Director
Kathy Payne, City Recorder	Brian Greenway, Police Chief
Lisa Scholl, Deputy City Recorder	Matt Smith, Police Sergeant
Jacob Graichen, City Planner	Bill Monahan, Contracted City Attorney
Jenny Dimsho, Associate Planner	Tina Curry, Contracted Event Coordinator

#### OTHERS

Steve Topaz	Melissa Watson	Molly Matchak
Jane Garcia	Jenni Gilbert	Ron Trommlitz
Toni Doggett	Jen Massey	Robyn Toschi
MM	Richard Mason	Mercedes Massey
Brady Preheim	Jenn	

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

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

- ◆ Toni Doggett. Heard the Council would be discussing the possibility of moving 13 Nights on the River, which was a terrible idea. Moving the event would hurt local businesses on top of impacts from construction. Surely, accommodations could be made to keep the event downtown.
- ◆ Jane Garcia. Saw that the location of 13 Nights would be discussed due to construction projects. The Plaza was the most logical area to locate 13 Nights. People did not like change, and they were used to being by the river. Keeping events at the original location kept the changes minimal. Supporting the community needed to be a priority. Local businesses were being affected by construction, and events brought income to downtown businesses. Moving 13 Nights would be detrimental to businesses and would result in lost revenue. Supporting businesses should be a priority as their success was critical to moving forward with future developments.

Mayor Scholl announced that no decision would be made tonight regarding the location of the 13 Nights event, and he encouraged those present to hear what was discussed in the meeting before making testimony.

- ◆ Molly Matchak. Came to talk about 13 Nights. She discussed her business which had been coming out of the winter slope in March 2022. During the 13 Nights event series between March and June on Thursday nights she made \$500 to \$700 per night, and from June through August she made

up to \$1,200 per night. On the Thursday before 4<sup>th</sup> of July, she made \$2,000. She was excited about the opportunity to reopen Molly's Market. She stated it would be a shame to move 13 Nights away from the downtown area.

- ◆ Ron Trommlitz. Stated the Council did not need client privilege. He wondered why City Administrator Walsh needed to claim client privilege to deny a request for a copy of the Walker report. He was confused about who was controlling the contents of the report which investigated responsibility for the 2-million-gallon reservoir rehabilitation failure. He believed the report was being hidden. He noted the Council did not respond to comments given during Council work sessions, and he felt the issues were not of consequence to the City. News in the City was focused on the Riverfront and economics, and the reservoir was being ignored after being empty for six years. The City had taken a tour through the reservoir with contractors in June 2023 to consider replacement options. Emery & Sons gave the City a proposal in July 2023 and they had been selected as the contractor for the project. The City was responsible for maintaining transparency and public notification. Mr. Trommlitz had paid for information, but his questions went unanswered. He was irritated with the City's client privilege. He urged the Council to seek answers to questions about the reservoir.

Mayor Scholl stated he had been misunderstood in the past, and he affirmed that the Council had responded according to directions from the City Attorney.

Mr. Trommlitz wanted answers and hoped to see more comments on the issue in the future.

- ◆ Steve Topaz. Stated that continuing the contract for Maul Foster's lagoon investigation would be stupid. The last investigation of the lagoon had been a farce, and the tests had not produced results. He hoped the Council read the information indicating not to touch that property. The City could ask for help from other agencies if they did not understand the problems concerning the lagoon. The new study on the lagoon had left out doing critical tests. The City should be worried about the possible insurance issues from turning the cooling pond into a waste dump. Someone had been looking into building an RV park by the stream behind the Recreation Center, and they found out it was an exclusion zone. The City should be worried about possibly poisoning fish on both sides of the river, which would bring Washington and the local tribes into the conversation. The City needed to talk with other agencies. The lagoon was leaking toxins upstream of the drinking water, and the report stated the levy would fail in case of an earthquake. Mr. Topaz had a lack of confidence in the Engineering Department to deal with technical problems, and he also recommended that the Council not continue involvement with Maul Foster without more input.
- ◆ Brady Preheim. Hoped the Council would consider increasing the Police levy and stop charging the item on water bills, which he claimed was illegal. He would support using a levy to get more Police Officers and to fix the existing Police Station. He hoped the City would withdraw from the Land Use Board of Appeals (LUBA) proceedings over the Police Station site, but if the City was going to build a new station, he recommended not building it at the Kaster Rd site. He hoped the City would have a conversation with the event coordinator about 13 Nights on the River rather than telling her what to do. By contract, she would get to decide where the event would be located. Telling the event coordinator what to do would make her an employee. Mr. Preheim recommended listening to her before making a decision.
- ◆ Robyn Toschi. Grew up in St. Helens. She remembered the vibrant Houlton District and supported the City's plans to revive the area. She was sad to see empty buildings on Main Sreet. She was disappointed with the choice to put the new Police Station in the industrial area. The public had not been invited into the process to choose the location, and the Planning Commission should

have been involved earlier. She stated that public safety was at risk, and she suggested building the Police Station next to the Fire Station. She did not want the money moved to the Waterfront. She hoped the project would recognize the City flood map and hydrology studies. She hoped to stop the blame and collaborate together to choose a site, which was a complicated process requiring more study and discussion. She hoped the Council would compromise over the LUBA situation, ensure public safety, and acknowledge their mistakes publicly. A 45-day pause in the LUBA appeal would allow time for discussion. The architect firm had overstepped their expertise in land use, which had caused the City to make bad decisions. Ms. Toschi favored building the Police Station at the site next to the Fire Station, and she suggested seeking legal counsel regarding the site. She thanked Councilors Chilton, Gundersen, and Sundeen for their statements regarding mistakes that were made and their commitment to move forward with good decisions.

## DISCUSSION TOPICS

### 1. St. Helens Senior Center Semi-Annual Report - *Executive Director Melissa Watson*

Melissa Watson reviewed her report on the St. Helens Senior Center. A copy was included in the archive packet for this meeting. Key topics in the report included:

- A welcome to visit the Senior Center.
- Classes and activities such as live bands, knitting, or karaoke.
- There were 313 active Senior Center members and 110 volunteers serving the Senior Center and the Top-Notch thrift store.
- The pet food drive assisted seniors who had pets and could not afford pet food.
- Outreach and community involvement including presentations to the Lion's Club and activity in the Area Agency on Aging (AAA) Committee.
- Items that could not be used by the Senior Center were donated to a community food pantry.
- A review of building uses such as the American Association for Retired Persons (AARP) doing taxes, Medicare meetings with community members, and various club meetings.
- Upcoming events include a spring craft bazaar, Top Notch jewelry sale, and a dinner and auction fundraiser.
- The great partnership with Public Works.
- The fire alarm system at the Senior Center was failing. Quotes to upgrade the system were being received.
- New solar lights in the parking lot and help with plowing snow.
- There were 182 senior community members between Scappoose and Rainier who were served with home delivered meals. About 50,000 meals were served in the last year.
- In-house meals at the Senior Center were increasing with up to 250 community members attending at times.
- Improvements were seen from restructured staffing.
- During the snowstorm, 99 percent of meals were still delivered.
- Top Notch had continued to increase in sales and had installed new LED lighting for efficiency.
- Maintaining a 50% recycle rate for extra donated items.
- The Lions Club accepted extra books and eyeglasses.
- Voucher programs with St. Vincent De Paul and Medicine Wheel Recovery Services.
- Top Notch had closed during the snowstorm and lost about \$10,000 during that time.
- Money made above the expenses at Top-Notch went to support the Senior Center.
- Fundraising had earned over \$16,000 last year.
- The congregate infrastructure grant to fund a new generator would not be awarded.
- The Senior Center was struggling with rising food costs. Small reimbursements were received per meal from the State. They were working with partners to continue covering food costs.
- Taking classes on the grant writing process.



- Increasing facility rentals during off-hours and holding more events.
- Networking with others who were doing similar work.

Senior Center memberships could be obtained by completing the application and paying the dues of \$20 per person or \$32 per couple. A membership drive would be held soon.

The Senior Center facility could be rented for \$75 per hour after filling out a rental agreement form.

## **2. Police Department Semi-Annual Report - Chief Brian Greenway**

Police Chief Greenway reviewed his report. A copy was included in the archive packet for this meeting. A few highlights were:

- Calls for service during 2023
- Out of 570 arrests, only eight occurrences had called for the use of force
- Recent high-profile cases had been handled well by high-quality officers
- The process of hiring new officers
- Using the National Testing Network
- There were 153 vacancies in law enforcement jobs in Oregon, with the majority of the vacancies in the Portland metro area
- 68 people had applied for officer positions, but only nine applicants met the requirements to be interviewed for a position. Of those interviewed, only a few of the applicants would be brought before the oral board.
- There had been a steady decline in police applicants.
- Current police officers were the number one recruiters for new Officers.
- The complete application process included submitting a resume and cover letter and passing the Oregon fitness test. The requirement to pass the test had been dropped two weeks ago. Foregoing the allowed individuals to be interviewed before taking the fitness test to go to the Police Academy.
- Three agencies in Columbia County were looking for more officers.
- House Bill 110 to decriminalize narcotics in Oregon was waiting to be signed. The bill would amend the law to give Officers discretion with narcotic offenses to either arrest individuals or allow them to get treatment. Currently the County did not have the capability to deflect offenders into a drug treatment program. The goal was not to punish, but to correct behavior and find solutions to get people help.
- He was amazed daily at what officers did while working collaboratively with the community.

Chief Greenway stated only one recent application was from a lateral officer, as it took a certain caliber officer to work for the City. The process started with hiring the right individual as an investment.

Councilor Sundeen thanked Chief Greenway for his good work and stated that having high expectations had paid off. He encouraged other Councilors to read the report. He appreciated that Chief Greenway always responded to questions.

Council President Chilton was proud of Chief Greenway. She asked about report writing software. Chief Greenway said that partnering with the Sheriff's Office for software would probably save the City around \$20,000. He hoped to have report writing software in place by November 2024 to better serve the community, and he discussed the complexity of transitioning to the new software.

Chief Greenway discussed the process of having a new hire go through Police Academy in Salem for 16 weeks after going through field training. Lateral hires from other states would only have to complete a two-week class at the Police Academy, but the class was only offered once per year. Field training would still be done. Officers were recruiting daily.

Mayor Scholl stated the Mayors Association had thought Measure 110 was meant to force people to go to drug rehabilitation, but it sounded like it would just give officers more discretion to choose.

Mayor Scholl noted that during visitor comments Robyn Toschi said she was willing to suspend the LUBA appeal over the Kaster Rd site for the Police Station.

Councilor Gundersen asked if the police wanted to use the Kaster Road site for the police station. Chief Greenway confirmed he liked that site, and stated they had a lot of challenges in their current space.

Mayor Scholl talked about the process for selecting the site.

City Attorney Monahan advised the Council to avoid ex parte contact by refraining from conversations about the police station site.

City Administrator Walsh thanked Chief Greenway and Matt Smith for their work.

Chief Greenway stated they had received a grant to further the use of electronic equipment for investigations.

**3. Water Leak Adjustment Request for 335 S. Columbia River Hwy. (Nishar) - City Administrator John Walsh**

City Administrator Walsh reviewed the request for full leak adjustment of \$1,623.87 because water had been leaking for over three months. Repairs had been made. Requests over \$1,000 came to Council for approval.

**4. Water Leak Adjustment Request for 235 S. 1st Street - City Administrator John Walsh**

City Administrator Walsh said a leak had found and fixed expeditiously at the masonic building that the City leased. The total adjustment request was for \$2,250.26.

**5. Discuss Disposition of LUBA Appeal - City Planner Jacob Graichen**

City Planner Graichen reported the LUBA process allowed a 90-day limbo period, which would end next week. He recommended requesting legal counsel to submit a 45-day delay to allow more time for dialog. He discussed other options including fighting the case with the current record or withdrawing the application. The attorney could be consulted during the executive session if needed. There were no objections to City Planner Graichen's recommendation.

**6. Update on the Riverwalk Project - Community Development Project Manager Jenny Dimsho**

Associate Planner Dimsho had received a bid for the Riverwalk Project from Advanced Excavating Specialists, LLC, for under \$3 million. The Engineering team had worked with Advanced Excavating Specialists previously. The contracts for the project were on the agenda for the City Council Regular Session tonight.

An image was shown of the amended Riverwalk design. The new design omitted the stage and left the existing playground to reduce costs. A press release for public outreach would go out tomorrow if the item was approved by Council at tonight's meeting, where the site plan and grant funding sources for the Riverwalk would be discussed.

Construction was estimated to begin in May 2024 and was projected to take one year. Dimsho shared more details on site design, and stated the contractor would be leery about holding public events at the site during construction. Construction was taking place on the elevated picnic area, and the stream and parking area was impacted as well.

City Administrator Walsh said the City was trying to get all the construction projects done at the same time.

Council President Chilton stated the Riverwalk Project had grant application deadlines and the decisions could not be postponed.

**7. Discuss Request from Willow Bill with Regards to Flying Eagle Canoe**

Mayor Scholl spoke with Communications Officer King about doing a survey to promote public input regarding "setting the Eagle free" to see what the people wanted to do with the Flying Eagle canoe.

The Council discussed Willow Bill's intentions to use the canoe and stated it was not in the City's interest to allow him to use it due to liability and insurance issues. They discussed the possibility that the canoe could be used as art in the park. If the canoe was sold as surplus property it would go to the highest bidder.

City Administrator Walsh said Willow Bill had requested to use the canoe between April 4, 2024 and October 31, 2024 which was a liability risk. There was no certification or documentation of the canoe.

Council President Chilton understood why people were upset about the canoe not being used. Her vote would be to give it to Willow Bill. She stated it was good to get community input.

Councilor Sundeen would like to see the canoe get used and not just deteriorate in the park.

City Administrator Walsh said Kalama had a totem that was displayed in their building, and he discussed the possibility of displaying the canoe. The survey would determine what people wanted to do with the canoe.

City Recorder Payne reminded the Council they had the issue of Willow Billow wanting to use the canoe. Mayor Scholl said that would be a huge liability.

**8. Discuss 13 Nights on the River Venue During Construction - Mayor Scholl & E2C Corp.**

Mayor Scholl talked about the upcoming construction projects on Strand Street and at the park, noting the County would be doing work on the elevator and the old school, and the intersection that would also be under construction. There were questions about where City Staff would be able to park on those days. He wondered how they could allow vendors to come in at 2:00 p.m. for events while contractors could be there working on construction projects until 7:00 p.m. each Thursday for 13 Nights on the River, and he did not know where parking could be. He could see the community being very upset about what happened with the event.

Event Coordinator Curry said the Plaza would be available, and it would be difficult to move the event to McCormick Park with the permitting, fencing, lack of power, security issues, and the limited parking. The Plaza had more square footage and the space would be adequate for vendors and bands and more people walked at the Plaza.

Mayor Scholl had researched the possibility of using McCormick Park for the event and he noted parking and safety would be an issue if the event was held downtown due to multiple construction projects.

Council President Chilton agreed McCormick Park could be used but noted that several public comments had expressed a hope to keep the event downtown.

Event Coordinator Curry agreed construction projects could present safety issues. She stated concerns about holding the event at McCormick Park. OLCC would require fencing, garbage, and vendor control. It would also exclude boaters from the event, impact local businesses, and provide limited parking.

Mayor Scholl explained they were working with the Engineering Department and the Columbia River People's Utility District (CRPUD) to upgrade the parking and power capacity at McCormick Park through System Development Charge (SDC) funds. The gazebo could possibly serve as a beer tent. The City could be sued over the danger presented by construction projects.

Event Coordinator Curry said the beer garden permit could be provided by sponsors, and the space could be blocked off more easily in the Plaza. Event Coordinator Curry had listed the location for the event as

the Plaza on the contracts. Previous concerts held in McCormick Park had not been well attended. Drunk driving could be an issue at the park. The City would be blamed for everything if the event was moved to McCormick Park.

Council President Chilton thought McCormick Park would work for the event, although the concerns about holding the event at the park were valid, and she felt bad for local business owners.

Event Coordinator Curry stated she was sure could produce 13 Nights at the Plaza, and the County was supportive of that choice. People would work out parking or walking and staging and fencing were easier at the Plaza.

Councilor Gundersen thought it would work to hold the event at the Plaza.

Councilor Hubbard was concerned the Plaza would be a dirty mess and would need to be replanted, and he noted the importance of community safety. McCormick Park could handle the event temporarily.

Mayor Scholl understood the impact on businesses, but noted there could be a trench right next to the Plaza. It could be bad for the City to hold the event there with safety and parking issues during construction projects. The City deserved a nice waterfront and it would take one year of construction before being put back together. The City would work with Engineering on parking issues and work with the CRPUD to get power needs met. The event could be called "13 Nights on the Creek". He discussed possible parking and storage solutions for the event. He did not want to see businesses suffer but he did not know how the event could work safely downtown.

Mayor Scholl and Event Coordinator Curry talked about potential scenarios for placement and parking for the event, as well as discussing how active construction would impact safety and quality of an event at the Plaza. Mayor Scholl asked her to look at using McCormick Park. It worked for Citizen's Day in the Park, and it could work for the 13 Nights event for one year.

Council President Chilton thanked Event Coordinator Curry for the information.

Mayor Scholl suggested the additional parking by the Recreation Center could be used if the event was held at McCormick Park, and he used a map to show how the event could work.

Councilor Gundersen said it made more sense to hold the event at McCormick Park.

Councilor Sundeen agreed the event was not feasible downtown with construction. He had attended 13 Nights before but had never walked or seen anyone else walk to the event. There were lots of kids who attended the event and safety was a concern.

Mayor Scholl hoped local businesses were watching the discussion. He understood Event Coordinator Curry was advocating for businesses. He noted that a decision was not being made now. He welcomed more logical ideas for parking, keeping the event safe, and ensuring no one was upset about nearby construction during the event.

Event Coordinator Curry said she could not wait for the next meeting for a decision.

Mayor Scholl asked Event Coordinator Curry not to lobby, and state he would put together a packet for the next Council meeting. Event Coordinator Curry was concerned about event planning without a decision being made, but stated she would do what the Council wanted.

Council President Chilton asked if there was a way to give the downtown businesses the opportunity to be a vendor at the event. Councilor Hubbard suggested downtown businesses be allowed as a vendor free of charge. He also suggested using the tram to take boaters from the dock to McCormick Park.

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

There was discussion on consulting with legal counsel about LUBA.

**Break** - 4:05 p.m.

The City Administrator’s report was extended until tonight’s meeting.

**ADJOURN – 4:17 p.m.**

**EXECUTIVE SESSION**

Topics included:

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

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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

# City of St. Helens

## CITY COUNCIL

Executive Session Summary

March 20, 2024

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

**Members Absent:**

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

**Others:** None



At 4:26 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Legal Counsel/Litigation, under ORS 192.660(2)(h)**
  - Discussion regarding the LUBA Appeal for the Public Safety Facility building location.
- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Nothing was discussed under this provision.

The Executive Session was adjourned at 4:45 p.m.



ATTEST:

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 Kathy Payne, City Recorder

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 Rick Scholl, Mayor

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



# COUNCIL REGULAR SESSION

Wednesday, March 20, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl  
 Councilor Mark Gundersen  
 Councilor Russell Hubbard  
 Councilor Brandon Sundeen

### MEMBERS ABSENT

Council President Jessica Chilton

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Suzanne Bishop, Library Director  
 Tina Curry, Contracted Event Coordinator

### OTHERS

Brady Preheim	Steve Toschi	Arthur Leskowich
Nick Hellmich	Steve LeSollen	Richard Mason
Zoom User	Christina Sullivan	Stephen Topaz
Robyn Toschi	Jenni Gilbert	Jennifer Massey
Jim Coleman	Molly Matchak	Jizelle Ortiz

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

### PLEDGE OF ALLEGIANCE

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

- ◆ Steve Toschi. His wife spoke at the Work Session earlier. It's important to listen and understand what she said. They are asking for the City to apply for a pause of LUBA for 45 days. It stops the attorneys and allows the parties to stop and discuss. Where do they want this to go and what will it cost? It's important to talk about what's best for the police. They need a police station that is on budget, reasonable, and satisfies Planning goals. Do they really want the Kaster Road site? He has concerns about how the project was handled. He suggested shifting the project away from Administration and to Public Works Director Mouhamad Zaher and City Planner Jacob Graichen, and directly report to Councilor Russell Hubbard for oversight. Steve prefers the Houlton site. They have spent \$2 million on the design and believes they should have been advised to get a legal opinion much sooner. This is needed for the Police.

Mayor Scholl encouraged Steve to speak with Chief Greenway about David Lince. He's in charge of the building, not City Administrator Walsh. Steve appreciates that but doesn't want to get into it. There was a time the City was advised on site selection and could have been advised to seek legal advice but was not. They need to ask how this can be brought into budget. Council is relying on information that has not been accurate.

- ◆ Christina Sullivan. Here to talk about 13 Nights on the River. She has been involved in these events for a long time and sees positives and negatives to both locations. Speaking as the person who represents the beer garden sponsor, the OLCC license for McCormick Park would be very difficult to manage. She knows softball players bring in their own alcohol. If someone leaves the park and gets pulled over, she doesn't want the sponsor's license to take responsibility. It's easier in the downtown area since it's a smaller confined space. Additional concerns are crossing the street from McCormick Park to the Recreation Center, the pathway through the park is not lit and there are homeless living there, and people need to get to and from the park safely. There is a difference between the summer events. 13 Nights on the River attendees are there to spend money at the vendors. Citizens Day in the Park attendees are coming for a free meal. Councilor Hubbard had mentioned in an earlier meeting about the possibility of allowing downtown businesses to have a vendor spot for free. That's a wonderful thought but would be offensive to those paying for it. The event coordinator is very capable and she encouraged the Council to listen to her.
- ◆ Molly Matchak and Nicholas Hellmich. They recently discovered that all the links on the Main Street website are down. Since they couldn't apply online, Molly requested an application to join but has not been given one from Erin Salisbury yet. Is there someone at the City who can help with the application and fix the website?

Mayor Scholl said Main Street is a separate entity from the City. They don't have a director right now, so it may take longer.

Nicholas shared that he applied for an open position on the Parks & Trails Commission, also has concerns about having 13 Nights on the River at McCormick Park, applied for a street closure to have a street party on John Gumm Way on July 13, and that someone is breaking into the South 4<sup>th</sup> Street community mailboxes and he hopes they are cited.

- ◆ Brady Preheim. He is disappointed that the stage has been eliminated from the Riverwalk project due to bids being off by \$2 million. It needs to be a priority. Addressing the police station, he believes they will lose the LUBA appeal and should not pursue that location. He recommends Council listen to the Event Coordinator's recommendations for 13 Nights on the River. They should have talked to her first.

Mayor Scholl responded that he brought it to her attention two weeks ago and never heard anything.

Brady went on to address the lagoon. He researched the cost of a new plant and it's over \$170 million. He suggested a regional wastewater treatment plant years ago. The Scappoose mayor was adamantly opposed to it. That mayor is gone now and they should investigate it again.

- ◆ Tina Curry. Apologized for not following up with the mayor about the 13 Nights on the River location. She will put her plans into writing and send them to Council. She understands the parking concerns and thinks they have been figured out. Canceling events due to parking will send the message that people shouldn't come downtown during construction because parking is too difficult. That will be devastating to merchants.

Mayor Scholl encouraged everyone to watch the Work Session discussion about events during construction. He consulted with Public Works and recommended Tina speak with Public Works Director Mouhamad Zaher as well. Tina pointed out that they need to have their location set soon to promote the concerts.

- ◆ Adam St. Pierre. Disappointed that they want open communication from the public but when emails are sent from the public, they don't get responses. He loves 13 Nights on the River, but as someone who works in the construction industry, they don't want events in the middle of it.



His main tourism concern is finding out who owns the funds in the Wauna Credit Union account. That needs to be clear to anyone submitting an RFP. Mayor Scholl and City Administrator John Walsh pushed to extend the tourism contract and they were also the same two people who did not respond to the question of whether they received any favoritism from contractors.

Mayor Scholl responded that he does an audit through the Ethics Commission every year, so didn't feel a need to respond to that question.

- ◆ Jenni Gilbert. She is in favor of moving 13 Nights on the River to McCormick Park for one year. She volunteers annually at one of the biggest events in Columbia County and they always run into the possibility of people bringing their own alcohol to the event. They can have additional alcohol monitors if it's a concern. Tourism's purpose is to build community. She suggested printing t-shirts to promote the one year it moved to the creek. She loves the idea of business owners having free vendor space. She also supports the 45-day LUBA delay.
- ◆ Art Leskovich. Speaking to number three on the agenda, \$172,000 will be spent for permitting. Walsh has been involved with this project for 10 years, beginning when he sent a letter to the EPA saying they want to use the site as a landfill for contaminated sediment. Reading this makes him sick. They still have not addressed the fact that the drinking water intake is a mile downstream. He agreed with Brady's cost estimate for a new wastewater treatment plant. The public won't have use of the site for decades and it will always be a dump. They will need another task to re-establish a drinking water source if the project puts contaminated sediments from a superfund site above the drinking water intake.

#### **AWARD BID/CONTRACT**

1. Award Contract to Advanced Excavating Specialists, LLC for the Riverwalk Project in the amount of \$2,996,000

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '1' above.

Discussion. Walsh explained that the funding is limited to just the riverwalk. The playground and amphitheater were not eligible for this grant.

**Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

#### **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

2. Amendment No. 1 to Performance Agreement with Oregon Department of Energy for the Community Renewable Energy Grant Program

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '2' above.

**Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

3. Work Order Authorization for Waterfront Redevelopment - Lagoon Repurposing Project Phase 1C with Maul Foster & Alongi, Inc.

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

Discussion. Mayor Scholl explained that they are a long way from a decision. This is focused on the integrity of the lagoon. It has been completely grant-funded.

Walsh agreed with Art on some of the elements. This has all been to determine if the project can be done safely. They learned that there are some structural integrity issues with the current berm. That changes the discussion. As Weatherby said in the presentation, it may not be feasible to move forward at some point, which is why it's broken down into tasks. This is completely grant funded. They will look at alternatives and have routine check-ins.

Councilor Sundeen appreciates Art's input.

**Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

#### **CONSENT AGENDA FOR ACCEPTANCE**

4. Parks & Trails Commission Minutes Dated February 12, 2024
5. Planning Commission Minutes Dated February 13, 2024

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '4' and '5' above. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

#### **CONSENT AGENDA FOR APPROVAL**

6. OLCC Licenses
7. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '6' and '7' above. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

#### **WORK SESSION ACTION ITEMS**

##### **Leak Adjustment at 335 S. Columbia River Hwy.**

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve the utility account adjustment for 335 S. Columbia River Hwy. in the amount of \$1,623.87. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

##### **Leak Adjustment at 235 S. 1st Street**

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve the utility account adjustment for 235 S. 1<sup>st</sup> Street in the amount of \$2,250.26. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

##### **LUBA Appeal**

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to direct the City's legal counsel to submit an additional 45-day delay for LUBA No. 2023-085 Toschi et al v City of St. Helens, pertaining to the Police Station proposal. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

#### **CITY ADMINISTRATOR REPORT**

- Waiting for a decision from Project Sprint.
- Last Friday, had a kickoff of the \$2.3 million funding from the State for the semi-conductor industrial lands program. It will be used for developing a PGE substation at the site. The State recognizes the mill site as an asset to the region.
- There have been discussions about the police station site.
- There was discussion about the police levy at the last meeting. The State was contacted to get a designation of Safe Harbor and they should have something approved to use soon.
- The City's forester should have a sale proposal ready soon.
- The budget document is getting closer. The next meeting is April 25
- Council approved a Department of Energy Grant for Columbia Learning Center. Initially, the solar panels were for the police station. However, due to the time and delay they are transferring that money to the Library. They will apply again when they're ready for the police station.
- The Economic Opportunities Analysis was approved recently, which sets economic priorities for the City. A technical advisory group will be formed as part of that. Three meetings between July and August will be held. Mayor Scholl volunteered to serve on that.
- Received a letter from DEQ earlier this week about stormwater compliance at the mill site. They are working through some things during this transition period.

- Mayor Scholl, Councilor Hubbard, and Walsh reviewed the proposals for the Realtor Services RFP. Jeff Yarbor scored the highest using a point system. He will be directed on which parcels will be marketed, including properties on Millard Road, 10<sup>th</sup> Street, and potentially 7<sup>th</sup> Street.

**Motion:** Motion made by Councilor Hubbard and seconded by Councilor Sundeen to hire Jeff Yarbor for realtor services. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

- Government Affairs Specialist Rachael Barry has nine days left at the City. She will be missed.

### COUNCIL MEMBER REPORTS

Councilor Sundeen reported...

- Barry will be missed. She's done a lot of good for the community.
- Enjoyed the joint meeting with the Planning Commission and the report received from Main Street. He appreciates the work done by the Planning Commission.
- Parks & Trails Commission still has two openings. Nick Hellmich has applied for one of those positions.
- The next Parks & Trails Commission work party is in April at Nob Hill Nature Park.
- Attended a Police Union negotiation meeting, toured facilities with Facilities Maintenance Supervisor Buck Tupper, and met with Chief Greenway this last week. He thanked staff for their responsiveness and the work they are doing.
- There were some recent problems with traffic issues at his kids' school. He called Zaher to find out if anything could be done to help the situation. Zaher had a crew there the next day adding signage and improvements. Police increased their presence on site. It was good teamwork.

Councilor Gundersen reported...

- Planning Commission is doing great.
- He and Council President Chilton are touring Public Works with Zaher tomorrow.

Councilor Hubbard reported...

- The joint meeting with Planning Commission, Main Street, and City Council was great. He appreciates the collaboration.
- Library Board has not had a quorum for the last two meetings.

### MAYOR SCHOLL REPORTS

- It was a good joint meeting with the Planning Commission. The discussions about vacant storefronts and police station locations were beneficial.
- Thanked Main Street for the work they are doing.
- There is a lot of construction downtown, which is why they are talking about moving 13 Nights on the River to McCormick Park. This will be on the next agenda for discussion. He encouraged everyone to watch the discussions at today's Work Session.
- They deserve a nice waterfront and don't want to slow construction down.
- Need to move forward collaboratively on the power needs.
- Chamber of Commerce event on Saturday. Rachael Barry was nominated as Citizen of the Year.

### OTHER BUSINESS

**ADJOURN – 8:04 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL WORK SESSION

Wednesday, April 03, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator	Gloria Butsch, Finance Director
Kathy Payne, City Recorder	Crystal King, Communications Officer
Lisa Scholl, Deputy City Recorder	Bill Monahan, Contracted City Attorney
Suzanne Bishop, Library Director	Tina Curry, Contracted Event Coordinator
Mouhamad Zaher, Public Works Director	

### OTHERS

Steve Topaz	Hannah Woods	Howard Blumenthal
Ron Trommlitz	Stephanie Patterson	Brady Preheim
Mason Erickson	Jen Massey	MM
Adam St. Pierre	Steve Toschi	Arthur Leskowich
Willow Bill	Jill Adams	Robyn Toschi
Jenn	Mitz	

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

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

- ◆ Ron Trommlitz. Apologized for the disruption after his comment on March 20, 2024. He stated client privilege could be used for anything, which led to suspicion of the City’s motives. There was not enough transparency, and he wanted the information from the report that was being held under client privilege to be disclosed. Mr. Trommlitz had been asked by other people for updates about the 2-million-gallon reservoir. Verbal communications could not be used as evidence and people kept from making comments that were witnessed or recorded. The Mayor’s comments from November 16, 2022 had stated the City had shared responsibility for the 2-million-gallon water reservoir rehabilitation failure. Mr. Trommlitz had received a threatening message telling him to refrain from pursuing more information about the reservoir or suffer the consequences. When the Mayor and Public Works Director gave interviews about City priorities neither had mentioned the reservoir. He stated the reservoir was not a priority to the City and it had become a casualty.
- ◆ Brady Preheim. Had not seen an official announcement about Project Sprint. The Mayor of Scappoose had announced the withdrawal of Project Sprint at their City Council meeting. There should be an announcement from St. Helens about Project Sprint. Scappoose was happy that the deal with Project Sprint did not go through. Mr. Preheim commended Scappoose City Councilor

Holmes for calling out the Columbia County Transparency and Accountability webpage for hypocrisy and false information. Silence was consent, and not responding was agreeing. The former Finance Director had made an agreement not to talk, but he still had commented on issues. Mr. Preheim said the City should either lend the Flying Eagle canoe to Willow Bill or put it on display.

Mayor Scholl read a letter about the end of Project Sprint. He was thankful for all the time and resources dedicated to the project.

- ◆ Willow Bill. Stated he did not want the Flying Eagle canoe, but no one else was taking care of it. He had been trying for 16 years to protect the canoe, which was a national treasure. Wauna Credit Union was prepared to pay for half of a case to display the canoe. He wanted the canoe to be displayed and taken care of. A log did not need to be certified to be on the river. There was a lot of documentation about the history of the Flying Eagle canoe. He hoped the Council would make a decision about how to address the canoe, but he did not want the canoe declared as surplus property.
- ◆ Howard Blumenthal. Talked about the Flying Eagle canoe. He suggested giving the canoe to Willow Bill since he was willing to take care of it and display it. The condition of the canoe was uncertain after weathering under a tarp. The canoe had not been out much in the last couple years. Mr. Blumenthal hoped construction projects would be kept on track, and he noted the far end of the waterfront property had been blocked off for one and a half years with nothing going on. It would be great to give people a way to access the trail from the other side of town. The path through construction in town seemed to change every day. He hoped the construction would be done soon so citizens could access the waterfront safely.
- ◆ Hannah Woods. Ms. Woods presented a draft proposal from Cascadia Glamping in response to the Council's request for proposals (RFP) for event coordination and management. The proposal discussed re-evaluating and revitalizing signature events in St. Helens. Cascadia Glamping took pride in their unique approach to event planning, and their vision was to create immersive experiences through community events curated to reflect the essence of St. Helens. A detailed comprehensive plan had been written for each event to ensure high quality experiences would be financially sustainable. Cascadia Glamping was committed to community involvement and support, enhancing event experiences, and supporting vendors. All factors would be considered to ensure events would be executed professionally and precisely. They were excited to collaborate with the City and local partners to create memories.
- ◆ Steve Topaz. Gave the definition of a corrupt government and stated that the Council would approve the minutes regardless. He noted there was a huge delay on releasing meeting minutes due to failures of the government. He discussed the emotional attack on the Tourism department, and he stated that not knowing how the money flowed was a sign of corruption. Mr. Topaz said there had never been a public discussion on possibly turning lagoon into a waste dump, and the City Administration should be doing what the people wanted to do. He said the public comment period was too controlled and that limitation of freedom of speech was an indication of a corrupt government. He stated there were several things that did not put a good light on how the government was run in St. Helens. He hoped the City would clean up its act.
- ◆ Steve Toschi. Discussed the possibility that he and his wife, Robyn, would be willing to resolve the legal dispute regarding the prospective location of the new public safety facility. He stated that this was the time for collaboration. The Council should have an accurate understanding of

the cost of building the new public safety facility in each prospective location, and the information could only come from reliable sources. Mr. Toschi asked the Council to prioritize the Urban Renewal Plan goal to invest in revitalizing the Houlton district. He stated that the legal settlement discussion would include ensuring that mistakes were not made again and examining how the mistakes had occurred. The Council should be provided with reliable recommendations, and Mr. Toschi was concerned that information about the possibility of building the public safety facility at the Houlton site was missing from the discussion tonight. Mr. Toschi recommended exploring all the options during the discussion. Mr. Toschi and his wife wanted to ensure the public safety facility project was not killed and he hoped they could pull together and do it right.

- ◆ Robyn Toschi. Was a native of St. Helens who had returned in 2019. She described St. Helens as a beautiful, small town. She talked about her memories of the busy shops and restaurants that used to line Houlton, and she recommended putting the new public safety facility in that area. The site in the industrial area would not offer community interaction or commerce. She hoped the industrial area would not become another district. The Houlton District deserved more strategic planning using Urban Renewal funds and Main Street grants. Ms. Toschi hoped the option of using the location in Houlton to build the public safety facility would be explored.
- ◆ Tina Curry. Read a letter written by a visitor to St. Helens who had a good experience at Halloweentown and had been very pleased with their visit. The visitor was from Austin, TX, and was a board member of Visit Austin. Ms. Curry detailed other credentials of the letter's author, noting that they had enjoyed 13 Nights on the River and watching the witches dance.
- ◆ Adam St. Pierre. Congratulated Terry Massey on reaching five years in the Police Department. He gave credit to the Council for reading emails, and he noted that sometimes silence was the best response. Mr. St. Pierre's organization provided transparency and information, although not everyone agreed with it. He stated the Council was expected to do their own research on provided information. He believed there was no reason to have an emergency extension on the Tourism contract, which had been procrastinated.

#### **DISCUSSION TOPICS** - *The Council will take a break around 4:00PM*

##### **1. Employee Length of Service Recognition - Terry Massey - 5 Years**

Mayor Scholl thanked Officer Terry Massey and presented him with a five-year award for his service.

##### **2. Review "If I Were Mayor..." Student Contest Entries**

The Council reviewed the submitted posters. Winners would be announced at the meeting tonight.

##### **3. Water Leak Adjustment Request for 404 N. 12th Street - *City Administrator John Walsh***

City Administrator Walsh reviewed the water leak adjustment request. A copy was included in the archive packet for this meeting. The leak had been repaired. A decision would be made at the meeting tonight.

##### **4. Water Leak Adjustment Request for 695 N. Columbia River Hwy - *City Administrator John Walsh***

City Administrator Walsh reviewed the water leak adjustment request. A copy was included in the archive packet for this meeting. The leak had been repaired. A decision would be made at the meeting tonight.

##### **5. Discuss 13 Nights on the River Venue During Construction - *Council & E2C Corp.***

Event Coordinator Tina Curry reviewed a map of downtown and showed areas for Americans with Disabilities Act (ADA) and regular parking available and she discussed where the stage and vendors could be located if 13 Nights on the River was held at the Plaza.

Mayor Scholl showed on the map where five construction projects would be occurring in the downtown area during the event. They were not trying to take support from downtown businesses by moving the event, but they wanted to maintain public safety.

Event Coordinator Curry described where the shuttle could run and how the event could be arranged downtown. Mayor Scholl reiterated that holding the event downtown would not be safe during construction.

Council President Chilton respected Event Coordinator Curry's creativeness to make the event work downtown, but she did not think the event would work downtown for safety reasons, just for this year.

Event Coordinator Curry asked if the 4<sup>th</sup> of July would still happen. Council President Chilton stated the 4<sup>th</sup> of July would need to be creative.

Councilor Gundersen had received a lot of emails from downtown businesses that preferred the event be held at McCormick Park during construction.

Event Coordinator Curry said if the 13 Nights event was moved, she wanted the City to cover the insurance. Council President Chilton said that needed to be discussed with City Administrator Walsh.

Councilor Hubbard talked about an online poll done by The Chronicle in which 45 percent of participants thought the event should be postponed until it could be held downtown, and 41 percent voted to hold the event at McCormick Park. Council President Chilton noted that only a small percent of residents had responded to the survey.

Councilor Sundeen agreed that downtown was the ideal location to hold the event, but he did not believe it would be worth the risk to invite massive crowds into the downtown area during construction. Downtown would not be closed down, but it was not the place to hold an event. 13 Nights on the River could work for one year at McCormick Park.

Mayor Scholl said the City already had insurance on the park, and it would not be fair for the City to cover the insurance for the event. There needed to be more discussion on this matter.

The Engineering team had created plans for a walking path and a crosswalk at McCormick Park, and power would be supplied to the park.

City Administrator Walsh said they were working with the Columbia River People's Utility District (CRPUD) on developing the power supply at McCormick Park as it would be very busy downtown for the next couple months, and they wanted people to be safe.

Event Coordinator Curry talked about the potential issues with the logistics of holding the event at McCormick Park including garbage disposal, littering, and parking.

Mayor Scholl talked about where the beer garden could be located, and noted it was not necessary to have a beer garden.

Council President Chilton appreciated Event Coordinator Curry's flexibility and her work to create a successful event.

Mayor Scholl was tired of the matter being political and stated it should not be a fight.

The Council continued to discuss maintaining public safety during a year of construction while promoting businesses and vendors. Construction project timelines and outcomes were reviewed.

City Administrator Walsh said communications with business owners about upcoming construction projects had increased. Small businesses would be supported and highlighted during construction.

Mayor Scholl apologized to Event Coordinator Curry for his tone and getting emotional.



**6. Discuss St. Helens Industrial Business Park Property and Power - Mayor Scholl**

Mayor Scholl thanked Public Works Director Zaher for his work on Project Sprint. He discussed the grant that would pay for building a new power substation at the industrial business park. He hoped they could meet with Portland General Electric (PGE) representatives in person at the Mill site.

The Council discussed the possibility of opening the Mill or other developments using the power from the existing substation. PGE said the current substation was unsafe. The Council discussed power needs in the city. There was no reason not to use the grant to pay for a new power supply. City Administrator Walsh discussed a recent meeting about the grant and the semiconductor industrial funding coming from the State. PGE had been notified that the grant funds would be awarded. The new substation could be located anywhere.

Councilor Gundersen believed that Project Sprint would have stayed in St. Helens if not for the lack of power. Councilor Gundersen said upgrading the power capacity could attract other businesses.

The Council discussed the power needs of industrial businesses, and moving forward to create a site that would fit the needs of a new substation.

City Administrator Walsh said PGE had been notified and they were already working on solutions for power.

**7. Review Survey Results regarding Disposition of the Flying Eagle Canoe**

Mayor Scholl reviewed the survey results showing a majority of people wanted to declare the Flying Eagle canoe surplus and "set it free".

Council President Chilton talked about the amount of work involved in displaying the canoe respectfully. Insurance would not cover the liability for loaning out the canoe. The feasible options were to display the Flying Eagle or declare it as a surplus property.

Councilor Sundeen did not like the canoe sitting under a tarp, displayed in the park, or put in a case. The canoe could be vandalized. The Historical Society did not have space for it. There was no good space to display the canoe, and it was better to give it the respect it deserved.

Councilor Hubbard said the Flying Eagle had a huge following and it was a liability to keep it.

Councilor Gundersen wanted to see it enjoyed on the water as an educational opportunity.

Mayor Scholl talked about the work that had gone into the canoe, and the liability of keeping the canoe. The survey results were clear, and the decision would be made at the evening session where the canoe would likely be declared surplus property. He hoped no one would bid against Willow Bill.

City Administrator Walsh said the canoe could be declared surplus and then it could go to another public agency or to the highest bidder.

Willow Bill said the canoe would rot away if nothing happened. If they put the Flying Eagle up for surplus, the City would lose it. He stated the City did not have to surplus the canoe, and they could give it to him, as no one else was trying to preserve it.

Mayor Scholl clarified that by government process they would have to declare the canoe surplus.

Councilor Sundeen stated the insurance email had specified that while the canoe was in City care, it could not be used in the water.

Council President Chilton noted the only options to "free the canoe" were to declare it surplus, or give it to another governmental organization.

**8. Report from City Administrator John Walsh**

City Administrator Walsh presented his reports. Highlights of the report with input from the Council were as follows:

- Volunteer appreciation week would be later this month.
- The Council was in favor of planning a Boards & Commissions reception. They discussed current budgeting limitations, possibly using Beyond the Forest as a caterer, and noted attendance was normally low.
- Project Sprint would not be coming to St. Helens, but the City would continue moving forward with electrical upgrades for the industrial property.
- Both newspapers planned to cover the Project Sprint story.
- The City should share their stance and do a press release.
- City Administrator Walsh discussed his assignment for the League of Oregon Cities Energy and Environment Policy Committee regarding electricity and transmission.
- New energy technologies used the same poles but provided more power by changing the conductors in certain cases. There were some barriers to the permitting process.
- The process for new transmission lines used to take twenty years. The City hoped the process could be reduced to five to ten years.
- This was the first month not having Rachael Barry working for the City. She had worked on administration, grants, and coordinating networking and relationships. The work was now falling back on City Administrator Walsh, Communications Officer Crystal King, and Mayor Scholl.
- The City had been building relationships with cruise ships on the river as part of the Waterfront project. St. Helens could potentially have a cruise ship stop in the future.
- On May 3, 2024 a small cities meeting would be held to discuss regional priorities.

**ADJOURN – 3:37 p.m.****EXECUTIVE SESSION**

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

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens CITY COUNCIL

Executive Session Summary

April 3, 2024

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

**Members Absent:** Russell Hubbard, Councilor

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

**Others:** None



At 3:48 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)**
  - Potential sale of a portion of St. Helens Industrial Business Park to start up the paper mill.
  - Potential sale of the Millard Road City-owned property.
  - Potential sale of the N. 10<sup>th</sup> Street City-owned property.
- **Consult with Legal Counsel/Litigation, under ORS 192.660(2)(h)**
  - Nothing was discussed under this provision.

The Executive Session was adjourned at 4:27 p.m.



ATTEST:

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

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

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



# COUNCIL SPECIAL SESSION

Wednesday, April 03, 2024

## DRAFT MINUTES

### COUNCIL MEMBERS PRESENT

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

### PLANNING COMMISSION MEMBERS PRESENT

Dan Cary, Chair  
 Jennifer Shoemaker, Vice Chair  
 Ginny Carlson  
 Scott Jacobson  
 David Rosengard  
 Brooke Sisco

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Jacob Graichen, City Planner  
 Gloria Butsch, Finance Director  
 Tina Curry, Contracted Event Coordinator

### OTHERS

Jane Garcia	Jenni Gilbert	Steve Toschi
Jen Massey	Arthur Leskowich	Brady Preheim
Janet LeSollen	Dakota Harris	Maisy McDole
Robyn Toschi	Steve LeSollen	

### CALL SPECIAL SESSION TO ORDER – 6:00 p.m.

### DISCUSSION TOPICS

#### 1. Discuss the Proposed Public Safety Facility with the Planning Commission

Mayor Scholl introduced the discussion.

City Planner Graichen explained the reason for the meeting and the need for direction. He reviewed the details included in the archive packet for this meeting.

Speaking to the Kaster Road site, Commissioner Rosengard clarified that the primary restrictions were based on the 100-year floodplain, not the 500-year floodplain. Councilor Gundersen added that the building would sit two to three feet above the 500-year floodplain. Council President Chilton also added that the access road was added in the event the main intersection was flooded. Councilor Gundersen supports the Kaster Road site and the potential for expansion there. Columbia Blvd. would be a better location for commercial development.

Graichen talked about the 45 days. If they want to continue with the Kaster Road site, do they want to fight or talk terms with the appellant?

Councilor Gundersen pointed out that the Kaster Road site is City-owned property. The Columbia Blvd. site would have to be purchased, the building would have to be demolished, and they may have to move the sewer line.

Vice Chair Shoemaker talked about the Kaster Road access road and questioned if it met street standards for fire trucks. Was their testimony from adjacent owners? Graichen said they didn't hear from any neighbors. The access road is 20 feet wide, which is the minimum for fire apparatus. Vice Chair Shoemaker is concerned about building a critical facility in a floodplain. She supports a new police station but not in that location.

Councilor Hubbard talked about the dirt on site and it needing to be moved and engineered before using it to elevate the building. A critical facility needs access in and out.

Discussion of studies and costs involved with development for both sites.

Council President Chilton emphasized the need to move forward with the police station development, which may mean moving to a different site. Mayor Scholl pointed out that the same design could be built somewhere else for the \$12.6 million cost. Walsh pointed out that inflation affects that every day.

Vice Chair Pugsley asked if they could hear from the Toschi's.

Steve Toschi thanked them for meeting on this subject. Their hope with the appeal was that other sites would be considered. He agreed with Council President Chilton and that they should move forward with other sites. Toschi was asked to drop the LUBA case and they are considering it. He believes there is a massive amount of pressure to keep the station at this site and does not see an effort to look at the other sites. If the Council has the ability to control the administration and move the project forward on another site, then they should do it.

Council President Chilton spoke to everything Walsh has done to investigate other sites and make sure it's affordable. Funding has been secured for the police station but they can't start building it and they'll still have to pay for it. Commissioner Sisco added that the Council and Planning Commission did review the pros and cons of other sites at their joint meeting. Councilor Gundersen said there has never been pressure from the administration to site the facility on the Kaster Road site. Walsh has been completely open to siting it at other locations. Walsh agreed and explained that they are looking at the most cost-effective sites.

Discussion of cost unknowns at the other sites.

Mayor Scholl talked about the conditions of the existing station. The officers chose the Kaster Road site and now there's another delay. After Toschi's comments, it sounds like they are still not in agreement.

Mayor Scholl asked if the Toschi's would be willing to drop the LUBA case after they have seen the access road, the building is not in the 100-year flood plain, and two feet above the 500-year flood plain. If that's the consensus of the Council and Commission, Toschi is willing to settle under negotiated terms and conditions.

Mayor Scholl asked who would be in favor of moving forward with this site if the LUBA appeal was withdrawn:

Commissioner Sisco - yay

Chair Cary - nay

Commissioner Rosengard - yay

- Council President Chilton - yay
- Commissioner Carlson - whatever site is the most fiscally responsible
- Councilor Hubbard - nay
- Commissioner Jacobson – either site
- Vice Chair Shoemaker - nay
- Councilor Sundeen - either site, based on fiscal responsibility
- Councilor Gundersen - yay
- Mayor Scholl - yay

Vice Chair Shoemaker asked if improvements would need to be made to the narrow bridge over the creek. Graichen said it's an important Capital Improvement project for the City. However, it may not directly relate to this project.

Mayor Scholl said he'll continue to look at both sites.

**OTHER BUSINESS**

**ADJOURN – 6:54 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL REGULAR SESSION

Wednesday, April 03, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Jacob Graichen, City Planner  
Gloria Butsch, Finance Director  
Tina Curry, Contracted Event Coordinator

### OTHERS

Jane Garcia	Jenni Gilbert	Steve Toschi	Robyn Toschi
Jen Massey	Arthur Leskowich	Brady Preheim	Steve LeSollen
Janet LeSollen	Dakota Harris	Maisy McDole	Derek Beaudoin
Ivan Bissell	Carrie Bissell	Pakou Vang	Willow Bill
Howard Blumenthal	Jesse Family	Chloe Claughton	Cylie Yeager
Nick Hellmich	Stephanie Patterson	Hannah Woods	Ginny Carlson
Adam St. Pierre	M. Ponce	Marci Sanders	Students & Families

### 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 for the "If I Were Mayor..." Student Contest. Three poster submittals for the fourth and fifth grade category were submitted. Glory Beaudoin won first place, receiving \$150 along with her poster being submitted to the State level. Danielle Jesse and Hope Vue tied for second place, each receiving \$50. All three participants received a certificate, swag bag featuring contributions from multiple departments, and will be invited to join the mayor for a pizza lunch this summer.

### PROCLAMATION

1. National Library Workers Day - April 9, 2024  
Mayor Scholl read the proclamation into the record.

## *National Library Workers Day*

### April 9, 2024

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

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

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

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

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

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

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

### **NATIONAL LIBRARY WORKERS DAY**

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

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

- ◆ Stephanie Patterson. Today's Work Session agenda indicated that there would be discussion about 13 Nights on the River. However, a hostile environment was created when E2C Corp. stepped forward to discuss. The contractor was repeatedly interrupted and yelled at by the Mayor. Communication did not happen and no information was conveyed. An apology for getting emotional does not repair the communication or solve the problem. It sets the tone for public meetings, social media, and in the community. It gives permission to treat people rudely and disrespectfully. It's not the first time and she wants it to stop.

Mayor Scholl said he publicly apologized to Tina Curry during the meeting and tried to again after the meeting but she walked away. She is a hired contractor who has leveraged the City and provoked the meeting. That is no excuse for his behavior.

- ◆ Hannah Woods. She encouraged the Council to put out an RFP for the tourism contract. There are a lot of local vendors and production companies who have the expertise and community support to bring light and relieve stressors. These conversations seem to be very political. Whether it be her company, E2C, or someone else, public safety should be a priority in tourism conversations.



- ◆ Nicholas Hellmich. He listened to the last Parks & Trails Commission meeting that discussed building cabins on Sand Island. There was a clause in the contract that said the City would have to buy the cabins back at the end of the contract. He suggested they investigate that part of the contract further. As far as concerts at McCormick Park are concerned, that will only be for one year. He is willing to help as an alcohol monitor, road crossing, etc. Construction projects will benefit the city in the long run.
- ◆ Steve Toschi. He commended the Council for the final extension of the contract with the tourism director. It will be an emergency if they're unable to secure contractor services for the year. The contractor will get them through a challenging year of tourism events during construction. He cautioned the Council to be careful maintaining the tourism program. Businesses depend on it.
- ◆ Brady Preheim. Glad they are continuing the contract. It is appropriate to do a future RFP but is inappropriate for people to show up and talk about it when they've never done it before. They need to be ready to do it in June for 2025. He agreed the Work Session conversation about moving 13 Nights on the River was very disrespectful. 13 Nights on the River and 4<sup>th</sup> of July are for the locals and not tourism related.

Mayor Scholl pointed out that E2C is paid to do those events. Brady responded that Tina generates her own revenue. As far as the police station is concerned, he is more confused about the LUBA appeal now and whether it will be withdrawn. He suggested remodeling the existing facility.

- ◆ Ginny Carlson. In the last few years, police have moved away from being community influences. If the Council dedicates funding to the facility, it's time to have a community presence to build those connections again. She attended a Habitat for Humanity Conference in Atlanta and talked about Diversity, Equity, and Inclusion. It's important to remember that no one is more important than another and should never be talked over. She saw the increase in revenue when Tina came and built the program. Council must do what's best for the community.
- ◆ Howard Blumenthal. He is not in favor of having 13 Nights on the River downtown this year. Parts of the area are already cut off and construction will increase. As far as the Flying Eagle is concerned, he would like to have it in someone's hands who helped build it. Someone could offer \$1,000 and walk away with their heritage. He wants to see it stay here.
- ◆ Willow Bill. The history of the canoe is important. He asked for the Council to believe in him. He will take care of it but it's not his.
- ◆ Adam St. Pierre. He respects Council's decision to stay out of social media postings. Social media can be great but it's not all correct and it can lead to bullying. They made some changes to their transparency and accountability page to return to productive dialogue and debate. When will there be an RFP for tourism? If Spirit of Halloweentown is the only tourism event, it should not take this long to get done. He was informed there would be clarification of the Wauna Credit Union account tonight. He recently learned that E2C will begin working with the City of Rainier but doesn't want to see the Wauna funds being used there. A thorough investigation or public statement should be made of its ownership.

## RESOLUTIONS

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

Mayor Scholl read Resolution No. 2002 by title. **Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to adopt Resolution No. 2002.

Discussion.

Council President Chilton requested clarification. This extends the contract through December 31. During that time, will they be working on an updated contract and executing an RFP? City Administrator Walsh said they are prepared to work on those as soon as the attorney has them ready. He will contact them to find out the status. Discussion ensued about the timing of the contract and RFP. City Recorder Payne talked about the delays in the attorney's office being caused by work that took priority, such as public records requests with timelines. Council members expressed their frustration with the contract and RFP delays and reminded staff of the urgency to get this done.

**Vote:** Nay: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

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

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

### **CONSENT AGENDA FOR APPROVAL**

4. Council Minutes dated January 24, 2024
5. Declare Surplus Property - Police Department
6. Accounts Payable Bill Lists

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

### **WORK SESSION ACTION ITEMS**

#### **Leak Adjustment at 404 N. 12<sup>th</sup> Street**

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to approve a utility account adjustment for 404 N. 12<sup>th</sup> Street of \$3,435.40. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

#### **Leak Adjustment at 695 N. Columbia River Hwy.**

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve a utility account adjustment for 695 N. Columbia River Hwy. of \$1,141.08. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

#### **13 Nights on the River Venue**

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to move 13 Nights on the River from Columbia View Park to McCormick Park for the 2024 concert series due to the numerous construction projects occurring in the waterfront and downtown area.

Discussion. Mayor Scholl spoke of staff meeting to discuss the 2024 venue and coming to the consensus that it would not be safe downtown.

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

#### **Flying Eagle Canoe**

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to declare the Flying Eagle Canoe surplus at the next meeting.

Discussion. City Recorder Payne reviewed the options for disposal; including giving it to another government agency, auction, bids, liquidation sale, fixed price sale, trade, or donate to a nonprofit organization. They will decide at the next meeting which option to do.

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

### **COUNCIL MEMBER REPORTS**

Council President Chilton reported...

- There were comments made about community policing. It's not that they don't want to see that, they just don't have the staffing for it. A detective was moved back to patrol to help with coverage even though there is still very much a need for a second detective. Despite that, they are still visiting schools and serving in the community in their own time.
- Toured Public Works last week. She appreciates all of them and the work they do. They had good questions based on the stressful things going on with the budget.
- Citizens Day in the Park is on June 22 and they need volunteers.
- Megga Egg Hunt is a community favorite. She appreciates all the business donations and community volunteers.
- Meeting with the local Public Safety Coordinating Council on Friday.
- Empty Bowls fundraiser on April 12 at McBride Elementary School. It benefits the Columbia Pacific Food Bank.
- Asked to speak at a Lions Club meeting to share what is happening at the City.

Councilor Sundeen reported...

- Interviews this week for Parks & Trails Commission members.
- Work Party at Nob Hill on Saturday.
- Congratulated Officer Terry Massey for five years of service.
- Agreed that community policing is important. Chief Greenway has a goal to be more active in the community and promised to be at the Kiwanis parade this year. They would be doing more if they could, but as population and crime increases that does take priority.
- Doing a ride-along this week.
- Met with Councilor Hubbard and potential investors at the paper mill site last week. They are excited for the prospects and will do what they can to get things moving.
- Met with Public Works Field Supervisor/Safety Coordinator Ethan Stirling last week to talk about safety. He thanked Stirling and all those working with him on the Safety Committee.

Councilor Gundersen reported...

- He toured Public Works last week as well. It's a great staff and he learned a lot. He's proud of the work they do that is rarely heard about.
- There is a police levy in May that he hopes passes. He was doing some research and discovered that St. Helens is below even what the Defund the Police program suggests.

Councilor Hubbard reported...

- There was no Library Board meeting last month.
- He receives enlightening email updates from Library Director Suzanne Bishop each week.
- He and Councilor Sundeen met with a group interested in the mill site. They are already familiar with the machines and will immediately have 70 good paying jobs.

### **MAYOR SCHOLL REPORTS**

- Received a letter from American Hyperion Solar. Unfortunately, they are not pursuing the site in St. Helens. He was discouraged by the letter and thanked everyone involved in the process. The City will be moving forward with this other opportunity.

- There is a lot of construction downtown. Moving 13 Nights on the River to McCormick Park is the only feasible site.
- Congratulations to Officer Terry Massey on five years. He was a Reserve Officer prior to becoming a Police Officer. He would like to see the reserve program reinstated to help with recruitment.
- National Library Worker Day is April 9. He encouraged everyone to visit the library and thank them.

**OTHER BUSINESS**

**ADJOURN – 8:15 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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



# COUNCIL WORK SESSION

Wednesday, May 01, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator	Mouhamad Zaher, Public Works Director
Kathy Payne, City Recorder	Sharon Darroux, Engineering Manager
Lisa Scholl, Deputy City Recorder	Ethan Stirling, Field Supervisor/Safety Coordinator
Gloria Butsch, Finance Director	Jacob Graichen, City Planner
Suzanne Bishop, Library Director	Tina Curry, Contracted Event Coordinator

### OTHERS

Howard Blumenthal	Lynne Pettit	Ron Trommlitz
Brady Preheim	CDC	Joseph Shaefer
MM	Mitz	Jenn
Jennifer Massey	Steve Topaz	Stephanie Patterson
Steve Toschi	Robyn Toschi	Richard Mason
Jane Garcia		

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

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

- ◆ Howard Blumenthal. Mr. Blumenthal speaking on his own behalf and not the Parks & Trails Commission of which he was a member, said he was shocked to hear that Melisa Gaelrun-Maggi's position with the Parks Division was being eliminated. He described her improvements and how they had already given a position up a few years ago in order to afford a position in the library. City parks were important to residents, almost more than tourism.
- ◆ Ron Trommlitz. Mr. Trommlitz described his concerns about the effects of the 2MG Water Reservoir leaking, noting the City denied the leaking when he questioned it because City employees were directed not to talk to him. He described the information he requested via the Freedom of Information Act which revealed the City's involvement with the reservoir's rehabilitation failure. He recalled being warned to stop probing the reservoir rehabilitation and threats of being sued, noting with no transparency for the public the true cause of the reservoir's water loss would never be known. He submitted a copy of an email from Mouhamad Zaher and another email into the record.
- ◆ Brady Preheim. Mr. Preheim expressed his astonishment that the event coordinator of nine years for the City was not consulted on the Request for Proposal (RFP) for an event coordinator

and that the Councilor put in charge of tourism had to have tourism defined for him and did not reach out to anyone who knew about tourism. He urged the Council not to make the same mistake the new City Council of Leavenworth made in destroying their event.

- ◆ Steve Topaz. Mr. Topaz noted the minutes were months behind which basically evaded the new ethics rules saying complaints about meetings must be submitted within 30 days. The Council approved minutes that he felt did not accurately reflect what he said. The Council was afraid to act as Councilors and listen to the people, not replying to or opening emails. If he were bringing a company here, he would not want his employees fearing the Council would not stick up for the law. He addressed there not being enough power for the possibility of a large plant coming to take over the old paper mill, asking why he would bring employees to a town that basically ran on fear.
- ◆ Lynne Pettit, Parks & Trails Commission Chair. Ms. Pettit read a letter of support for retaining the position of Parks Administrative Assistant which she sent to all Budget Committee and City Council members. The letter commended Melisa Gaelrun-Maggi's work in the position.

## DISCUSSION TOPICS

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

Public Works Director Mouhamad Zaher, Engineering Manager Sharon Darroux, and Field Supervisor/Safety Coordinator Ethan Stirling presented via PowerPoint the Public Works Department Semi-Annual Report, a copy of which was included in the archive packet for this meeting. Key highlights of the report were as follows:

- In Water Quality, the screen rebuild for the headworks, NPDES permit renewal, sewer overflow at the Armstrong property, and routine maintenance.
- In Engineering, the Columbia Boulevard sidewalk project, collaboration to improve traffic issues at Lewis & Clark Elementary School, development of policy for speed humps, National Engineers Week in February which included hosting 20 students at City Hall including to tour two projects, and current and upcoming projects.
- In Operations, maintenance of Supervisory Control and Data Acquisition (SCADA). Mr. Zaher met with the IT team and Operations Team, and they were able to save the City \$15,000 by procuring the computer to support the software themselves.
- In Facilities, storage shed replacement, Flusher truck rebuild, Senior Center parking lot lighting improvements, and the addition of the Veterans Memorial to McCormick Park.
- In Safety, Zoll AED upgrades, upgrades to exit/emergency sign backup batteries at the library, compressed natural gas (CNG) tank removal, new confined space rescue equipment, and other improvements to the City's safety culture.

It was confirmed there would be no sewer work on the new stretch of Columbia Blvd., but on Gable Road between Columbia Blvd. and Highway 30, and that the Safety Committee oversaw the Police Station. The last inspection of the station was February 20, which was followed up with a report given to the all the supervisors. Current safety concerns about mold had been taken care of.

The presentation concluded with what was in the works for the Department as follows:

- Waterfront construction updates.
- McCormick Park pedestrian access at Old Portland Road and S. 18th Street. It was confirmed that the team brought someone in to show them how to do it.
- Reservoir project update. Costs have more than doubled. Staff sought Council direction on whether to complete the design for the two-million-gallon reservoir at the current site and wait for funding or move to a new location for a 4- or 5-million-gallon reservoir on Sykes Road per the Master Plan which would get the City out of the water storage deficit.

- The Council had no objection to moving forward with design for the current site and then hold until funding would be available for construction.
- It was confirmed if the work continued at the current site, final design would probably be completed by mid- to late summer if not sooner.
- Sanitary sewer capacity upgrade design in progress. It was clarified basins six and four and maybe five would all be under construction at the same time. Council President Chilton advised thinking it through because the basins were on busy roads.

Councilor Sundeen thanked Public Works for their work and being responsive.

## **2. Discussion Regarding Events in the Downtown Area Considering all the Construction Projects**

Mayor Scholl reported on being in a meeting yesterday with MEI and speaking with staff and the contractors about the downtown area in September and October and events during construction work. The City was willing to look at the areas that would be affected and work with Mr. Zaher. Because the time period would be towards the end of the project potentially they could schedule around the areas for Spirit of Halloweentown to be held downtown.

Mr. Zaher said the contractors asked for a potential highlighted area downtown of where the City would like to have the event and what would be necessary. Mayor Scholl said the Council would not make any decisions now but would have better information for the next meeting.

Mr. Zaher reported that what he took from the meeting was positive with a path forward for an event with maybe a limited or medium scope, clarifying hopefully it would not result in a change order. The contractors would not want to deviate from the completion date.

Council President Chilton encouraged flexibility of shifting the location of some of the events while keeping the event in the square.

## **3. Finance FY23/24 3rd Quarter Report - Finance Director Gloria Butsch**

Finance Director Butsch reviewed her report, a copy of which was included in the archive packet for this meeting, reiterating the discussion in the Budget Committee about professional services being on the high side and a little over budget. She would be doing some budget adjustments but did not see the need for a full-on supplemental budget this year. The adjustments would come before the Council in June. She updated on what the Finance Division was working on: a payment box was installed at the library; preliminary audit fieldwork would begin next week; revisions to the purchasing policies, key card policies and procedures, and training and travel policies; express bill pay payments would tentatively go live in June; and the Budget Committee would meet again tomorrow at 6:00 pm.

Council President Chilton commended Ms. Butsch for her professionalism and her hard work.

## **4. Review Proposed New Job Description for Librarian I (Youth & Makerspace)**

City Administrator John Walsh reviewed the job description for Librarian I (included in the meeting packet) which combined the Youth Librarian and Makerspace Technician positions. Library Director Suzanne Bishop addressed the changes in the consolidation of the positions. Council President Chilton said the new position was a great idea that made sense.

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

Mr. Walsh presented his report with key highlights as follows:

- The proclamation for Municipal Clerks Week May 5-11 was on tonight's Regular Session agenda. He thanked City Recorder Payne and Deputy City Record Scholl for their work.
- Congresswoman Bonamici met Thursday with city leaders where she talked about federal infrastructure dollars and grant opportunities; the applications were due Saturday. Staff worked

all Friday on two applications which included letters of support, both for the reservoir, one for \$4 million with no local match and the other for \$5 million with a 20 percent match.

- He was appointed Vice Chair to the League of Oregon Cities' (LOC) Energy & Environment Committee and reported on attending and leading a meeting this morning. Mayor Scholl added PGE wanted the City to find a parcelization that would work for the City. Last night at the City/County dinner, it was confirmed PGE had the transfer order ready to go. Mr. Walsh noted a grant was still in process with the Department of Justice, addressing parcels identified and confirming funding of about \$2.4 million. Mayor Scholl confirmed PGE would supply the transformer.
- The power in McCormick Park should be done in a few weeks. Mr. Walsh confirmed Columbia River PUD made a \$7,000 contribution to the work.
- He attended the Marine Board meeting last week. St. Helens received a \$170,000 award to repair the Courthouse docks.
- The City/County meeting was held in Vernonia last night, and the main topic was power.
- He provided details on the film crew that would be filming downtown over the next few weeks, noting hopefully it would have a residual effect for tourism.
- Strategic Network Groups would have one more check-in with the Council on the strategic broadband readiness assessment report. Staff was working with the County and the Broadband Advisory Team in looking at framing a project that would access some of the \$650 million of funding allocated from the American Rescue Plan Act (ARPA) for broadband.
- Budget Committee questions that were answered went out this morning.
- LOC Small Cities regional meeting would be hosted in this room on Friday.
- The City was doing its best to keep the machines secure on the mill site. He had toured the site yesterday looking at stormwater issues; there were no issues with vandalism.
- The police levy would be on the May 21 ballot. Information about the levy was available on the website or at the entrance to City Hall.
- He sought direction on 13 Nights on the River, explaining that since the Council had opted not to extend the tourism contract past June 30, the contract would end in the middle of the event, after four shows out of 13. He further explained if the contract was switched it would result in logistical issues about who would contract with the bands and vendors as well as needing a third party to serve alcohol in McCormick Park because the City could not do it.

The Council discussed the 13 Nights event and the question of extending the tourism contract.

Council President Chilton expressed concerns about changing the contract in the middle of the event.

Councilor Gundersen said he was concerned about a smooth transition if Contracted Event Coordinator Tina Curry stepped away, suggesting the contract go through the end of the year.

Mayor Scholl stated he was upset no 13 Nights schedule was out because the City did own tourism. He had believed a month ago the Council was talking about the language in the contract and getting ready to extend it which apparently got lost in translation as far as the contract versus the RFP.

Councilor Hubbard pointed out the contract was supposed to be revisited every three years per law, and it was confirmed the last time was 2017.

Councilor Sundeen believed the Council had not been in favor of an extension.

Mr. Walsh recommended doing the RFP, updating the contract, and extending the contract through the end of the year.

Mayor Scholl was not opposed to the contract extension. But if the City owned it, the Council needed to know more about the contract.



Council President Chilton urged action, noting there was a high chance of having the same contractor. Mayor Scholl said the contractor needed to be more professional. Council President Chilton urged the Council to be respectful, as many people have fought to keep the events.

Councilor Gundersen supported however it would work best for everybody.

Councilor Hubbard recommended letting the contract slide and starting after Halloweentown.

Ms. Payne pointed out the RFP process takes time, explaining why she supported a six-month extension on the contract. Council Hubbard said she suggested the last six-month extension which was not how she remembered it.

Mayor Scholl suggested adding to the contract/RFP that if the contractor failed to do their duties they should have to transition a new contractor.

Attorney Bill Monahan explained that the contractor was working under the present contract and the City could not impose new conditions. The City could negotiate at the end of the process when making a choice for next year and then negotiate with the present contractor for a transition period. Per Mr. Monahan's recommendation, Mayor Scholl said the Council would continue the discussion with the attorneys working on the contract.

He then addressed that St. Helens needed industry and directed staff to look at parcelization for power in order to attract businesses. If the city did not get industry, the City's budget would not last. He clarified how the transformer would be sufficient for the City's 204 acres and that PGE was willing to meet with staff and come on site.

#### **ADJOURN – 4:25 pm**

#### **EXECUTIVE SESSION**

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

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens CITY COUNCIL

Executive Session Summary

May 1, 2024

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

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder  
Jacob Graichen, City Planner  
William Monahan, City Attorney with Jordan Ramis PC (via Zoom)  
David Rabbino, City Attorney with Jordan Ramis PC (via Zoom)  
Ezra Hammer, City Attorney with Jordan Ramis PC (via Zoom)  
Joseph Schaefer, City Attorney with Jordan Ramis PC (via Zoom)

**Others:** None



At 4:33 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)**
  - Potential sale of a portion of St. Helens Industrial Business Park.
- **Consult with Legal Counsel/Litigation, under ORS 192.660(2)(h)**
  - Update regarding LUBA appeal case.

The Executive Session was adjourned at 5:29 p.m.



ATTEST:

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Kathy Payne, City Recorder

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

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



# COUNCIL REGULAR SESSION

Wednesday, May 01, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Suzanne Bishop, Library Director  
Tina Curry, Contracted Event Coordinator

### OTHERS

Steve LeSollen	Howard Blumenthal	Brady Preheim
Eric Ovanessian	Jim Coleman	Janet LeSollen
Steve Toschi	Robyn Toschi	Jenni Gilbert
Jennifer Massey	MPonce	Nick Hellmich
Stephanie Patterson	Eugene LeSollen	

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

### PLEDGE OF ALLEGIANCE

### PROCLAMATION

1. 55th Annual Professional Municipal Clerks Week - May 5-11

Mayor Scholl read the proclamation into the record and thanked City Recorder Payne and Deputy City Recorder Scholl for their work.

*55<sup>th</sup> Annual Professional Municipal Clerks Week*

*May 5 – 11, 2024*

**WHEREAS**, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

**WHEREAS**, The Office of the Professional Municipal Clerk is the oldest among public servants; and

**WHEREAS**, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and

**WHEREAS**, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

**WHEREAS**, The Professional Municipal Clerk serves as the information center on functions of local government and community; and

**WHEREAS**, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, provincial, county, and international professional organizations; and

**WHEREAS**, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

**NOW, THEREFORE**, I, Rick Scholl, Mayor of the City of St. Helens, do recognize the week of May 5 through May 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, Kathy Payne and Lisa Scholl, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

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

- ◆ Jim Coleman. He has been watching City Council and Budget Committee meetings on YouTube. Reviewing the proposed budget, he noticed that the reserves will drop from 15% to -35% over the next few years, which he compared to a sinking ship. He talked about one-time revenues to balance this year's budget, including selling timber, surplus property sales, and interest earnings from the Public Safety Fund. He does not agree with spending that money when it's needed for the increasing cost of a new police station. The budget also shows that they are spending the police levy funds that haven't been voted on. Reviewing personnel in the budget, Operations has had 15 people over the last 10 years but reduced to 11 people. The Police Department increased from 19 to 28 police officers with a \$1.9 million increase for their department. Astoria only has 15 officers and a \$3.8 million police budget, which is half of St. Helens. He does not think it makes sense to spend that much money on police and borrow money they don't have. The Budget Committee did not seem to have any concerns over the increase and Chief Greenway will get everything he wants. He also questioned how Tourism revenue is decreasing from \$853,705 to \$154,000.
- ◆ Steve Toschi. He gave kudos to City Recorder Payne and Deputy City Recorder Scholl for their work. Speaking to the tourism contractor, she is the person who contracts with bands for 13 Nights on the River and can't make promises if her contract ends June 30. He recommends extending her contract through the end of the year. They should trust the person they have been working with for nine years. He reminded them that she is an independent contractor and should only need to account for gross revenues.
- ◆ Brady Preheim. Asked for Council President Chilton to publicly disclose who contacted her about the RFP. The RFP is clear that City Administrator Walsh is the single point of contact and submittals are rejected if they contact anyone else. Brady went on to talk about contracts for 13 Nights on the River. E2C can only sign contracts for bands performing when she is here and she doesn't know if she'll be here after June 30. He agreed with Councilor Gundersen about extending the contract through the end of the year. There's no good time to change, but it's more efficient to change at the end of the year rather than in June. People are investing in Spirit of Halloweentown and they need to make a decision tonight.
- ◆ Tina Curry. She's receiving 10-20 emails everyday with Spirit of Halloweentown schedule questions. Plans are usually set by June 1. She has been suggesting people purchase travel insurance and wait until the full schedule is out. As far as people ordering for Halloween, she

ordered for the store in January when things are available. Contracts for vendors were released six weeks ago so they can plan. A decision needs to be made now.

- ◆ Howard Blumenthal. He pled for the bickering to stop. There is a lack of communication and collaboration. He addressed the downtown construction delays, concerns about safety, and business access. Residents should be the priority. They are as important as visitors.
- ◆ Janet LeSollen. Speaking to tourism, Tina Curry is very professional. People attend Halloween events from all over the world.
- ◆ Steve LeSollen. He works for Tina Curry and expressed that she is very caring and kind. He encouraged them to continue 13 Nights on the River and Spirit of Halloweentown.

### **ORDINANCES – First Reading**

2. Ordinance No. 3300: An Ordinance Amending the St. Helens Municipal Code Title 10, "Vehicles and Traffic," adding Chapter 10.20 "Traffic Calming"

Mayor Scholl read Ordinance No. 3300 by title. The final reading will be held at the next meeting.

### **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**

3. Agreement with Aaron Martin for Pro Tem Judicial Services

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

### **CONSENT AGENDA FOR ACCEPTANCE**

4. Parks and Trails Commission Minutes dated March 11, 2024
5. Planning Commission Minutes dated March 12, 2024

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to approve '4' and '5' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **CONSENT AGENDA FOR APPROVAL**

6. New Librarian I (Youth & Makerspace Librarian) Job Description
7. Council Minutes dated February 7, 2024 and March 13, 2024
8. Accounts Payable Bill Lists

**Motion:** Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '6' through '8' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### **WORK SESSION ACTION ITEMS**

None

### **COUNCIL MEMBER REPORTS**

Council President Chilton reported...

- Each budget cycle is difficult. Cuts must be made and they're working hard to find funding. They're also trying to find the best way to bring a police station to the community.
- Doing their best to keep moving forward with tourism and make needed changes.

Councilor Sundeen reported...

- Thanked Lynne and Greg Pettit for their help at the Earth Day work party at McCormick Park Japanese Gardens. They got a lot done.

- Enjoyed the Boards & Commissions appreciation reception.
- Thanked the Finance staff and Budget Committee for all the work they do.
- Friends of the Library book sale on Friday and Saturday.
- Still looking for Citizens Day in the Park volunteers.

Councilor Gundersen reported...

- He does not want to see the community lose events and suggests continuing the tourism contract through the end of the year.

Councilor Hubbard reported...

- Thanked City Recorder Payne and Deputy City Recorder Scholl for all they do.

### **MAYOR SCHOLL REPORTS**

- Attended the City County Dinner in Vernonia yesterday. There were good discussions with power being the main topic.
- League of Oregon Cities (LOC) Small Cities meeting at City Hall on Friday.
- 13 Nights on the River has been going on since 2005 or 2006.
- They need to talk to the contractors before they can make a decision about Spirit of Halloweentown. He does not want to see it go away.
- The tourism contract is very strict. It would be a mistake to not move forward on it. And it may not be anyone new in the position.
- The water reservoir is in disrepair. They tried to get it repaired, the contractor failed to do so, and the money was returned. They cannot share the Walker report that continues to be requested by Ron Trommlitz.
- Working diligently on the budget. The lack of industry has a huge impact. He looks forward to their conversations tomorrow.
- Thanked City Recorder Payne and Deputy City Recorder Scholl for their work.

### **OTHER BUSINESS**

### **ADJOURN – 7:47 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



# COUNCIL WORK SESSION

Wednesday, May 15, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Rick Scholl – arrived at 3:30 pm  
 Council President Jessica Chilton  
 Councilor Mark Gundersen  
 Councilor Russell Hubbard  
 Councilor Brandon Sundeen

### STAFF PRESENT

John Walsh, City Administrator  
 Kathy Payne, City Recorder  
 Lisa Scholl, Deputy City Recorder  
 Mouhamad Zaher, Public Works Director  
 Sharon Darroux, Engineering Manager  
 Suzanne Bishop, Library Director

Shanna Duggan, Recreation Manager  
 Crystal King, Communications Officer  
 Cameron Burkhart, Communications Support Spec.  
 Bill Monahan, Contracted City Attorney  
 Tina Curry, Contracted Event Coordinator

### OTHERS

Ron Trommlitz	Steve Topaz	Josh Brown
Lynne Pettit	Stephanie Patterson	Brady Preheim
Jenni Gilbert	Jane Garcia	Mitz
Jeff Yarbor	Adam St. Pierre	Claire Catt
Michelle	Jenn	MM
Kanale Tumlinson		

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

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

- ◆ Ron Trommlitz. Mr. Trommlitz addressed the 2 million-gallon (2MG) water reservoir failure and how the City's participation caused the death of the reservoir. He received a message from Mouhamad Zaher to stop probing the matter, as his probe was irritating people who were considering suing Mr. Trommlitz. He asked if John Walsh was responsible for people he supervised. The City cited client privilege when he asked to see the Walker Report, and it did not answer when he asked if it suspected the reservoir was leaking after chlorine was reported.
- ◆ Steve Topaz. Mr. Topaz also addressed the 2MG water reservoir and the response he received when he tried to ask questions about the reservoir during his time serving on the Council. The reservoir could not be repaired and if attempted the number two reservoir could cave in. Contaminated water was getting into the reservoir. The City was a million gallons behind where it should be in case of fire.
- ◆ Brady Preheim. Mr. Preheim urged the Council to vote no on the garbage increase. He described how the City needed to start over on the police station project. He addressed how Spirit of Halloweentown was essential to the community and said the Council needed to

continue the event and stop delaying in making a decision. The tourism contract should be extended to the end of the year and the Request for Proposal (RFP) should be separated out to start in January 2025.

- ◆ Jim Coleman. Mr. Coleman, St. Helens resident, sent an email to each Councilor a couple of weeks ago and didn't receive any replies. He confirmed he would resend them.
- ◆ Adam St. Pierre. Mr. St. Pierre said the ownership of the Wauna Trust Account was questioned during the Budget Committee meeting and described different answers from Mayor Scholl and City Administrator John Walsh. The problem may have been communicating the proper information, especially regarding Mr. Walsh and tourism. He described Mr. Walsh's response as the single point of contact person for questions about the tourism RFP and explained why he suggested reassigning tourism from Mr. Walsh to Councilor Sundeen.

## DISCUSSION TOPICS

### 1. Review Request from Hudson Garbage to Increase Garbage/Recycling Rates - *Hudson Garbage District Manager Josh Brown*

Josh Brown, District Manager and Kanale Tumlinson, Site Manager, requested an adjustment of garbage/recycling rates (letter included in the meeting packet), citing challenges of delivery of trucks and finding skilled labor of drivers and mechanics. They noted 2023's inflation rate was 4.3 percent which was reflected in the requested increase. It was clarified Hudson's franchise was for 10 years with a few years left.

Council President Chilton acknowledged cost increases and supported what Hudson Garbage needed to maintain their good quality of service.

Mr. Walsh noted the request was on the Regular Session agenda tonight with an opportunity for public comment.

### 2. Recreation Program Semi-Annual Report - *Recreation Manager Shanna Duggan*

Recreation Manager Shanna Duggan reviewed her report via PowerPoint, a copy of which was included in the archive packet for this meeting. Key items highlighted included:

- Statistics for 2023, such as registered programs
- Projects and goals for 2023/2024
- How Recreation was funded
- Board and committee work
- Current programming partnerships
- Current grants
- A Rec Desk last 60 days snapshot (2/29/2023 to 4/29/2024)
- Upcoming goals
- A brief video

She clarified Recreation served 90 kids after school right now, at three different schools.

The Council commended Ms. Duggan for her work especially in making the program self-sustainable and expressed gratitude for the program.

City Administrator Walsh added background information about the growth of the program.

### 3. Communications Semi-Annual Report - *Communications Officer Crystal King*

Communications Officer Crystal King and Communications Assistant Cameron Burkhart presented the semi-annual report via PowerPoint, a copy of which was included in the archive packet for this meeting. Key items highlighted included:



- Statistics on press releases and social media posts, news media contacts/requests, and newsletters
- An overview of Communications' tasks and divisions
- Waterfront communications/projects
- Other projects/focused efforts such as winter weather messaging and regular meetings to discuss the library's weekly needs for communications
- A sample of what a day looked like in Communications
- What was coming up next for them

The Council and Staff discussed communicating projects the City would not do this year such as the cancellation of Fourth of July fireworks with Council President Chilton suggesting adding the reason the fireworks were cancelled to prevent speculation.

#### **4. Review Proposed Engineering Fees - *Engineering Manager Sharon Darroux***

Engineering Manager Sharon Darroux reviewed the proposed Engineering fees via PowerPoint (included in the meeting packet), explaining the reason for the update was traffic coming and fees needing to be in place to manage the speed humps policy on the Regular Session agenda for the final reading. She had also looked at some general fees and updated them as well and reviewed the updates to the fees for the following items:

- Right-of-way permits
- Pavement cuts
- Plan reviews for public improvements
- Public improvement construction permits
- Building permits
- Engineering inspections
- Speed hump request applications
- Traffic studies

Councilor Hubbard addressed how the fee increases were more inflation for building and how he did not like the fee increases.

Questions from the Council were addressed as follows:

- Probably most of the engineering done was focused on the infrastructure the City was doing as well as managing privately constructed public improvements.
- All the fees were applicable to projects except capital improvements.
- The speed bumps would not be the same cost for each street, so a fee could not be set for the bumps. The speed bumps would be installed by a contractor.

#### **5. Utility Bill Leak Adjustment Request for 280 St. Helens Street (Salisbury)**

City Administrator Walsh addressed the utility bill leak adjustment request for 280 St. Helens Street (supporting documentation included in the meeting packet); the leak was a result of the winter freeze.

Councilor President Chilton said she looked through the request, noting the applicant provided proof the leak was fixed.

The request was on tonight's Regular Session agenda for a decision.

#### **6. Discussion Regarding Events in the Downtown Area Considering all the Construction Projects**

City Administrator Walsh addressed events such as Spirit of Halloweentown not conflicting with construction. Key discussion items regarding events in the downtown area in light of construction projects were as follows:

- Councilor Hubbard questioned how it was possible to do Spirit of Halloweentown if the City could not do Fourth of July or 13 Nights.

- Council President Chilton explained the Fourth of July was mainly on the Veneer property or in the Waterfront Park. Since the usual space could not be utilized, Spirit of Halloweentown was more shifted up into more available space.
- Mr. Walsh clarified the contractors did not think the event(s) would impact their work.
- Councilor Sundeen noted it was possible to move Fourth of July and 13 Nights activities and still make the events work, but he did not believe the same thing could be done with Spirit of Halloweentown because people came to see the Plaza. The City should lean away from having a large-scale event downtown but recommends decorating since people will still come.
- The Council discussed issuing tickets to limit attendance/regulate crowds as was done during Covid restrictions.
- Council President Chilton believed trying to do attractions like the alien museum, utilizing the store that was already open, and maybe doing some of the Spirit of Halloweentown events in local restaurants might be a good way to push things.
- Councilor Sundeen said he would like assurance that parking would not be a disaster again like last year.
- Council President Chilton suggested holding Spirit of Halloweentown only for the month of October, as she did not believe holding the event for two months would be appropriate this year, although she did not want to disrupt any plans that were already paid for and reserved.

#### **7. Discussion Regarding Current Agreement for Events Management**

Mr. Walsh reiterated his suggestion to continue with the Request for Proposal (RFP) process and extending E2C's contract to the end of the year or at least through the end of 13 Nights on the River which would be in between events. Key discussion items regarding the current agreement for events management were as follows:

- Councilor Gundersen explained why he agreed with Mr. Walsh's suggestion.
- Councilor Hubbard expressed concerns about not honoring the RFP if the contract were extended, which the Council discussed.
- Mr. Walsh confirmed there had been only one applicant so far for the RFP and only one call, from the same person.
- Council President Chilton explained why she agreed that the answer was not to continue kicking the matter down the road, noting the Council was only doing what was advised to do by its lawyers, that Halloweentown would not look how it usually did this year anyway, and that the Council was not trying to fire the current Events Coordinator.
- Councilor Sundeen agreed that if there were a year to do a change, this year was it; he did not believe it was right to keep extending the process.
- The Council discussed the delays in making a decision on the tourism contract.

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

Mr. Walsh presented his report with key highlights as follows:

- Making a decision on the tourism contract was really about wanting continuity if a new person took over the contract.
- The crew filming downtown had been active with no conflicts so far with the construction contractor; the film could have residual tourism for the city.
- St. Helens was on Congresswoman Bonamici's list of 15 community projects for her district to champion to the legislature with a potential of \$4 million to \$5 million for advancement of the City's reservoir project.
- The Parks & Trails Commission worked on funding through the Oregon Community Foundation, receiving a \$2,500 grant for signs.

- He had a special meeting with Project Arcadia, a group looking to use a portion of the mill site that would bring local jobs. The Council entered into an agreement with Project Arcadia for a due diligence period to work with them.
- Over 100 vendors had signed up for Citizens Day in the Park. The City was working with Peak Electric for upgrades in the park which would have some impact on the park restrooms being closed part of the day.

Mayor Scholl arrived at 3:30 pm.

- If the City were to do 13 Nights in McCormick Park with alcohol, the Council would need to take action by exemption or amendment to the Municipal Code that prohibits the use of alcohol in city parks.
- RFPs for tourism/events were due May 22. The Council made suggestions regarding who should be on the evaluation committee. Council President Chilton noted the importance of inviting the community. Mr. Walsh clarified each committee member would review the proposals and score them. Each Councilor should invite one person to the evaluation process and let him know who they would be.
- Since the Council had decided not to proceed with the police station construction on Kaster Road, staff sought direction on what to do next with the team of architects and engineers on standby ready to work on a project. After discussion, the Council directed staff to start working on the old PGE site at the corner of Columbia Boulevard and S. 18th Street. Councilor Hubbard wanted to make sure the City got an agreement on the land.
- Budget adoption was scheduled for June 5 and would require a supplemental budget for the capital outlay for the purchase of the Union building on Kaster Road.
- Urban Renewal would meet with the Budget Committee tomorrow night.

### **ADJOURN – 3:40 pm**

### **EXECUTIVE SESSION**

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

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Jessica Chilton, Council President

# City of St. Helens CITY COUNCIL

Executive Session Summary

May 15, 2024

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

**Staff Present:** John Walsh, City Administrator  
Kathy Payne, City Recorder

**Others:** William Monahan, City Attorney with Jordan Ramis PC (via Zoom)  
Jeff Yarbor, Realtor (left ES at 4:17 p.m.)



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

- **Real Property Transactions, under ORS 192.660(2)(e)**
  - Update on the potential sale of the Millard Road property.
  - Update on the 10<sup>th</sup> Street property sale.
- **Consult with Legal Counsel/Litigation, under ORS 192.660(2)(h)**
  - Update on litigation filed by St. Helens Assets LLC.
  - Update on inspection from DEQ at the Boise Mill site.

The Executive Session was adjourned at 4:26 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, May 15, 2024

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF

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

### OTHERS

Nick Hellmich	Willow Bill	Mitzi Ponce	Ron Houghtelling
Steve LeSollen	Janet LeSollen	Jenni Gilbert	Gregory Fender
Brady Preheim	Patrick Birkle	Jenn	Jim Fischer
Steve Toschi	Jim Coleman	KT	Don Hibbs
Adam St. Pierre	Arthur Leskowich	Jen Massey	Brad Monroe
Josh Brown	Eugene LeSollen	River Lee	Wyatt Littleton

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

### PLEDGE OF ALLEGIANCE

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

- ◆ Patrick Birkle. Apologized to Brady Preheim for a lack of decorum at the last meeting he spoke, although he still stands by how he was feeling. He had hoped the new police station would have almost been built by now and believes the delays have been politically motivated. He went on to commend the Council for what they are doing. He encouraged them to move on to a different tourism contractor, stand up to the neigh sayers, and do what's best for the community.
- ◆ Ron Houghtelling. On behalf of Project Arcadia, he thanked the Mayor, Council, and City Administrator Walsh for their work on the project and signing the LOI. He appreciates it.
- ◆ Jim Coleman. Agreed with Patrick's words about the Council's dedication and good work. After listening to the work session, he questioned the tourism contract extension during the RFP process to complete 13 Nights on the River. How is that possible when they have had a year to plan the full schedule? He suggests that she's using that as a pawn to get them to extend the contract. If she can't continue past the four concerts in June, the City has a great staff that can handle the rest and pay for them from the secret Wauna Credit Union account. He encouraged

them to not let the threat of four nights of music force them into extending the contract. She may be the next tourism director if she applies.

- ◆ Nick Hellmich. Thanked the City for approving his permit to close John Gumm Way. He requested to rent barriers to close the street. He attended his first Parks & Trails Commission meeting as a member. He appreciates being appointed and looks forward to serving.
- ◆ Brady Preheim. He is still unsure about the City's plan for tourism and events. It's clear why most cities have a city manager and not a city administrator. The Council is dysfunctional and unable to make a decision. In response to Jim's comments, Tina will not be here if she doesn't get the contract. She can't sign a contract for events she won't be at. They should listen to staff and extend the contract though the end of the year. He is okay with the RFP process but the RFP is for an employee, not an independent contractor. None of the Council are qualified to choose from RFP submittals. They need to have someone experienced review them.
- ◆ Steve Toschi. Referring to tourism, the RFP changes the dynamic of what the tourism person does. The City seems to be looking for someone to manage events and not bring in events, like Tina has been doing. He cautioned the Council on selling waterfront property to Project Arcadia.
- ◆ Adam St. Pierre. He agreed with Brady. Walsh is not qualified to lead tourism. There is no good time to end the contract. When E2C got the RFP the first time, it was the same model. There may be a problem with the contract and should allow anyone to walk in at any time and assume the contract. It's time for a change in leadership with tourism but not someone who's up for election. He appreciates the Council and what they do.
- ◆ Willow Bill. The Flying Eagle had her baby. They had a beautiful ceremony and will be carving the new canoe in Lake Tahoe. He wants to have an Eagle Fest on 4th of July and is requesting \$2,000 to have shirts printed. He'll be back here in two weeks to ask for this in person.
- ◆ Mitzi Ponce, 2C's. Brady made some statements about downtown businesses during the work session that she would like to correct. Nine years ago, the Klondike was still open, the Masonic building was occupied by artifacts, and 2C's opened in that location in 2012. That seemed to be said in the context of Spirit of Halloweentown being responsible for those businesses being open today. 80% of businesses don't make it a year. A lot of businesses are here because they work six to seven days a week. She thanked Travis at Landis & Landis for fixing a signage problem that was creating confusion. It's nice having a contractor who responds quickly. The City is facing difficult decisions and she appreciates their work and thoughtful preparation. This is the year to make contract changes with everything messed up anyway.
- ◆ Jen Massey. After listening to the work session, she understands that it's never a good time to do the RFP process. However, the contractor should be working the entire year they're being paid and planning a year in advance. A professional contractor will know what to do if they come in the middle of an event. St. Helens is not the only one needing to change contracts. She agreed with Adam and Brady. They need a city manager and not a city administrator.

#### **ORDINANCES – Final Reading**

1. **Ordinance No. 3300:** An Ordinance Amending the St. Helens Municipal Code Title 10, "Vehicles and Traffic," adding Chapter 10.20 "Traffic Calming"

Mayor Scholl read Ordinance No. 3300 by title. Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Ordinance No. 300. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

## RESOLUTIONS

### 2. PUBLIC COMMENT - Increasing Garbage & Recycling Rates

**Resolution No. 2003:** A Resolution Establishing Garbage & Recycling Rates and Superseding Resolution No. 1980

- ◆ Nick Hellmich. He used to work at Community Action Team (CAT). Utility increases are a strain for senior citizens. Unfortunately, CAT is not able to help pay for garbage fees. He hopes they have resources to help them.
- ◆ Brady Preheim. He was told he would need to move to 'on demand' if he wanted to keep his garbage can, which is cheaper than regular garbage serve. He switched to that and then they still took his garbage can.

**Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to adopt Resolution No. 2003. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

### 3. PUBLIC COMMENT - Update Engineering Fees

**Resolution No. 2004:** A Resolution Adopting a Universal Fee Schedule, and Superseding Resolution No. 1972

No public comments.

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 2004. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen; Nay: Councilor Hubbard

## APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. Agreement with St. Helens School District to Obtain After School Recreation Activities for Development of the 21st Century Community Learning Center Project
5. Third Amendment to Agreement with Kittelson & Associates, Inc. for S. 1st Street & St. Helens Street Intersection Improvements Project

**Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to approve '4' and '5' above.

Discussion. City Administrator Walsh explained the need for '5' being related to the underground utility work.

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

## CONSENT AGENDA FOR ACCEPTANCE

6. Budget Committee Minutes dated May 4, 2023, January 11, 2024, February 15, 2024, and April 25, 2024

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

## CONSENT AGENDA FOR APPROVAL

7. Utility Bill Leak Adjustment Request for 280 St. Helens Street (Salisbury)

## 8. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to approve '7' and '8' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**WORK SESSION ACTION ITEMS****Columbia Learning Center Board Appointment**

Chris Iverson is willing to continue serving.

**Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to reappoint Chris Iverson to the Columbia Learning Center Board. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

**COUNCIL MEMBER REPORTS**

Council President Chilton reported...

- Mental Health Fair at McCormick Park on Saturday, May 18, 10:00 a.m. – 2:00 p.m. It is organized by NAMI and CCMH.
- St. Helens High School Open House on May 24, 5:30 p.m.
- Reminder to vote.
- She is excited to see Project Arcadia moving quickly.

Councilor Sundeen reported...

- Parks & Trails Commission met on Monday.
  - Thanked Nick Hellmich for his service.
  - Columbia View Park is closing May 20 for construction.
  - Park fields are looking good.
- Excited for Project Arcadia.
- National Police Week is this week. He thanked the Police Department for their work.
- National Peace Officers Memorial Day is today. Marshall Dale Perry is the only St. Helens officer who died in the line of duty, which was in 1924.
- Encouraged everyone to vote. There is a police levy on the ballot. Police are increasing in cost.
- Citizens Day in the Park is next month. They still need lots of help.

Councilor Gundersen reported...

- Planning Commission met last night. They did a good job working on proactive items.
- Need volunteers for Citizens Day in the Park.
- Encouraged everyone to support the policy levy on the ballot.

Councilor Hubbard reported...

- Glad to see Project Arcadia is moving forward and see the mill prepare to start back up.

**MAYOR SCHOLL REPORTS**

- Citizens Day in the Park is June 22. They need volunteers and Council needs to complete their contacts.
- He met with 1st graders at Lewis & Clark Elementary School on Tuesday. They advocated for a trampoline park.
- They have an LOI with Project Arcadia.
- Most cities do not take visitor comments during work sessions. He is seeking input from Council about limiting them to regular sessions. After discussion, it was decided to limit them to regular sessions beginning on June 19, noting that written statements can be submitted anytime. Walsh pointed out they may need to amend the Council rules.
- Canceled the July 3 Council meetings.



- Need to communicate that 4th of July fireworks are cancelled. McCormick Park will host events and he suggests having a block party that night.
- Flying Eagle will be here on the 4th of July.
- Landis & Landis is doing a fabulous job on the intersection S. 1<sup>st</sup> Street and St. Helens Street.

**OTHER BUSINESS**

**ADJOURN – 7:52 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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

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

# Expense Approval Register

Packet: APPKT00986 - AP 5.31.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
STAPLES BUSINESS CREDIT	7000451163	05/28/2024	OFFICE SUPPLES	100-704-52001	9.76
STAPLES BUSINESS CREDIT	7000451163	05/28/2024	OFFICE SUPPLES	100-707-52001	21.27
STAPLES BUSINESS CREDIT	7000451163	05/28/2024	OFFICE SUPPLES	100-715-52001	606.09
CARDINAL SERVICES INC	006789	05/31/2024	TEMPORARY EMPLOYMENT	100-706-52023	954.28
CARDINAL SERVICES INC	006789	05/31/2024	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	006789	05/31/2024	TEMPORARY EMPLOYMENT	100-709-52023	139.65
CARDINAL SERVICES INC	007016	05/31/2024	TEMPORARY EMPLOYMENT	100-706-52023	655.42
CARDINAL SERVICES INC	007016	05/31/2024	TEMPORARY EMPLOYMENT	100-708-52023	83.79
STEVEN R SCHARFSTEIN	100	05/31/2024	COURT ATTORNEY FEES	100-704-52019	500.00
PAULY ROGERS AND CO PC	14558	05/31/2024	CITY OF ST HELENS AUDIT JU...	100-707-52019	26,700.00
MORE POWER TECHNOLOGY...	16172	05/31/2024	PREMIUM AGREEMENT MO...	100-712-52019	9,316.65
COLUMBIA COUNTY COMM. ...	20242&3CSH	05/31/2024	WORK CREW	100-708-52019	3,750.00
COLUMBIA COUNTY COMM. ...	20244CSH	05/31/2024	WORK CREW	100-708-52019	2,250.00
ALLSTREAM	20566715	05/31/2024	ALLSTREAM PHONE ACCT 75...	100-712-52010	174.55
JORDAN RAMIS PC ATTORNE...	220929	05/31/2024	PLANNING	100-711-52019	450.00
AT&T MOBILITY	287302289330X05232024	05/31/2024	287302289330 POLICE PHON...	100-705-52010	1,909.77
WEX BANK	97217394	05/31/2024	POLICE FUEL PURCHASES	100-705-52022	5,753.85
WEX BANK	97217394	05/31/2024	BUILDING FUEL PURCHASES ...	100-711-52022	67.47
SCAPPOOSE SAND AND GRA...	T80025	05/31/2024	BRIGHT FIR BARKDUST	100-708-52001	491.96
<b>Fund 100 - GENERAL FUND Total:</b>					<b>53,881.06</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
COLUMBIA RIVER PUD	05.21.24	05/31/2024	94111	201-000-52130	284.64
CITY OF ST. HELENS	05.23.24	05/31/2024	01-00178-001 MASONIC BUI...	201-000-52003	60.59
JORDAN RAMIS PC ATTORNE...	220928	05/31/2024	EMPLOYMENT MATTERS	201-000-52019	2,275.00
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>2,620.23</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
JORDAN RAMIS PC ATTORNE...	220930	05/31/2024	PUBLIC WORKS ENGINEERING	202-723-52055	595.00
JORDAN RAMIS PC ATTORNE...	220931	05/31/2024	FINANCE / FRANCHISE	202-723-52019	1,000.00
JORDAN RAMIS PC ATTORNE...	221181	05/31/2024	ST HELENS GENERAL ENVIRO...	202-722-52019	1,572.50
JORDAN RAMIS PC ATTORNE...	221186	05/31/2024	PROJECT ARCADIA	202-722-52019	4,422.50
PEAK ELECTRIC GROUP LLC	28554	05/31/2024	MCCORMICK PARK ELECTRICAL...	202-721-52019	15,798.02
MAUL FOSTER ALONGI INC	59766	05/31/2024	CENTRAL WATERFRONT SCO...	202-726-52019	3,363.75
NATIONAL CONSTRUCTION R...	7377338	05/31/2024	TEMPORARY PANELS	202-723-53102	2,368.44
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>29,120.21</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARDINAL SERVICES INC	006789	05/31/2024	TEMPORARY EMPLOYMENT	203-709-52028	2,698.06
CARDINAL SERVICES INC	006835	05/31/2024	TEPORARY STAFF	203-709-52028	344.19
CARDINAL SERVICES INC	007016	05/31/2024	TEMPORARY EMPLOYMENT	203-709-52028	3,786.07
HARMONY F ALLEN	05.22.2024	05/31/2024	MCBRIDE TEACHER LIAISON ...	203-709-52140	2,579.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>9,407.32</b>
<b>Fund: 603 - SEWER</b>					
CARDINAL SERVICES INC	006789	05/31/2024	TEMPORARY EMPLOYMENT	603-736-52023	34.91
CARDINAL SERVICES INC	006789	05/31/2024	TEMPORARY EMPLOYMENT	603-737-52023	34.91
CARDINAL SERVICES INC	007016	05/31/2024	TEMPORARY EMPLOYMENT	603-736-52023	60.98
CARDINAL SERVICES INC	007016	05/31/2024	TEMPORARY EMPLOYMENT	603-737-52023	60.99
ALLSTREAM	20566715	05/31/2024	ALLSTREAM PHONE ACCT 75...	603-736-52010	87.28
ALLSTREAM	20566715	05/31/2024	ALLSTREAM PHONE ACCT 75...	603-737-52010	87.28
JORDAN RAMIS PC ATTORNE...	220930	05/31/2024	PUBLIC WORKS ENGINEERING	603-000-53034	385.00
PEAK ELECTRIC GROUP LLC	28630	05/31/2024	ELECTRICAL WORK WWTP	603-737-52019	1,251.25
<b>Fund 603 - SEWER Total:</b>					<b>2,002.60</b>
<b>Fund: 703 - PW OPERATIONS</b>					
COLUMBIA COUNTY COMM. ...	20242&3CSH	05/31/2024	WORK CREW	703-734-52019	375.00

Expense Approval Register

Packet: APPKT00 Item #11. 24

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA COUNTY COMM. ...	20244CSH	05/31/2024	WORK CREW	703-734-52019	1,125.00
WEX BANK	97217394	05/31/2024	PW CHEROKEE 5478	703-734-52022	672.91
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>2,172.91</b>
<b>Fund: 706 - PUBLIC SAFETY</b>					
JORDAN RAMIS PC ATTORNE...	220932	05/31/2024	TOSCHI LUBA APPEAL	706-000-52019	927.00
<b>Fund 706 - PUBLIC SAFETY Total:</b>					<b>927.00</b>
<b>Grand Total:</b>					<b>100,131.33</b>

**Fund Summary**

Fund	Expense Amount
100 - GENERAL FUND	53,881.06
201 - VISITOR TOURISM	2,620.23
202 - COMMUNITY DEVELOPMENT	29,120.21
203 - COMMUNITY ENHANCEMENT	9,407.32
603 - SEWER	2,002.60
703 - PW OPERATIONS	2,172.91
706 - PUBLIC SAFETY	927.00
<b>Grand Total:</b>	<b>100,131.33</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-704-52001	Operating Supplies	9.76
100-704-52019	Professional Services	500.00
100-705-52010	Telephone	1,909.77
100-705-52022	Fuel	5,753.85
100-706-52023	Facility Maintenance	1,609.70
100-707-52001	Operating Supplies	21.27
100-707-52019	Professional Services	26,700.00
100-708-52001	Operating Supplies	491.96
100-708-52019	Professional Services	6,000.00
100-708-52023	Facility Maintenance	130.34
100-709-52023	Facility Maintenance	139.65
100-711-52019	Professional Services	450.00
100-711-52022	Fuel	67.47
100-712-52010	Telephone	174.55
100-712-52019	Professional Services	9,316.65
100-715-52001	Operating Supplies	606.09
201-000-52003	Utilities	60.59
201-000-52019	Professional Services	2,275.00
201-000-52130	Building Lease & Utilities	284.64
202-721-52019	Professional Services	15,798.02
202-722-52019	Professional Services	5,995.00
202-723-52019	Professional Services	1,000.00
202-723-52055	Riverwalk Project	595.00
202-723-53102	Downtown Infrastructure	2,368.44
202-726-52019	Professional Services	3,363.75
203-709-52028	Projects & Programs	6,828.32
203-709-52140	Contract Programs	2,579.00
603-000-53034	Basin 6 Project	385.00
603-736-52010	Telephone	87.28
603-736-52023	Facility Maintenance	95.89
603-737-52010	Telephone	87.28
603-737-52019	Professional Services	1,251.25
603-737-52023	Facility Maintenance	95.90
703-734-52019	Professional Services	1,500.00
703-734-52022	Fuel	672.91
706-000-52019	Professional Services	927.00
<b>Grand Total:</b>		<b>100,131.33</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	100,131.33
<b>Grand Total:</b>	<b>100,131.33</b>

# Expense Approval Register

Packet: APPKT00989 - 6.7.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
XPRESS SOLUTIONS INC	INV-XPR013032	06/04/2024	SETUP & CONFIGURATION & ...	100-707-52019	2,770.27
XPRESS SOLUTIONS INC	INV-XPR013032	06/04/2024	CARD TRANSACTION FEES-M...	100-707-52020	205.50
MAILBOXES NORTHWEST	06.01.2024	06/05/2024	POSTAGE 2801 ACCT 1 PD	100-705-52001	50.55
CULLIGAN	0806173	06/05/2024	BOTTLED WATER POLICE	100-705-52019	159.35
WILCOX	0869642-IN	06/05/2024	FUEL PARKS DEPT	100-708-52022	593.03
WILCOX	0872915-IN	06/05/2024	FUEL PARKS DEPT	100-708-52022	491.68
MOLLY MATCHAK	10	06/05/2024	JANITORIAL SERVICES	100-706-52023	87.50
MORE POWER TECHNOLOGY...	15798	06/05/2024	3-YEAR KASEYA UNIFIED BAC...	100-712-52019	788.00
MORE POWER TECHNOLOGY...	15879	06/05/2024	3-YEAR KASEYA UNIFIED BAC...	100-712-52019	788.00
MORE POWER TECHNOLOGY...	15997	06/05/2024	3-YEAR KASEYA UNIFIED BAC...	100-712-52019	788.00
MORE POWER TECHNOLOGY...	16098	06/05/2024	3-YEAR KASEYA UNIFIED BAC...	100-712-52019	1,082.00
MORE POWER TECHNOLOGY...	16210	06/05/2024	MICROSOFT 365 BUS STAND...	100-712-52006	2,858.40
CHAVES CONSULTING INC	213802	06/05/2024	MONTHLY USER FEE PER USE...	100-702-52019	185.10
MIDWEST TAPE	505479930	06/05/2024	DVD / ABD 2000010011	100-706-52034	11.99
METRO PLANNING INC	6251	06/05/2024	WEB GIS	100-710-52001	160.00
INGRAM LIBRARY SERVICES	82110877	06/05/2024	BOOKS 20C7921	100-706-52033	72.57
INGRAM LIBRARY SERVICES	82110878	06/05/2024	BOOKS 20C7921	100-706-52033	24.22
WILCOX	857371D-IN	06/05/2024	FUEL PARKS DEPT	100-708-52022	946.92
MOLLY MATCHAK	9	06/05/2024	REIMBURSE INSURANCE	100-705-52023	71.41
MOLLY MATCHAK	9	06/05/2024	JANITORIAL SERVICES	100-705-52023	1,540.00
MOLLY MATCHAK	9	06/05/2024	JANITORIAL SERVICES	100-715-52023	1,557.50
MOLLY MATCHAK	9	06/05/2024	REIMBURSE INSURANCE	100-715-52023	71.42
SOLUTIONS YES	INV406069	06/05/2024	COPIER METER CONTRACT	100-706-52019	70.68
L.N CURTIS AND SONS	INV830955	06/05/2024	POLICE UNIFORMS	100-705-52002	24.74
L.N CURTIS AND SONS	INV831310	06/05/2024	POLICE UNIFORMS	100-705-52002	72.00
COMCAST	05.21.24	06/06/2024	COMCAST CABLE 877810899...	100-712-52003	1,989.53
RON TROMMLITZ	05.24.24	06/06/2024	REFUND PUBLIC RECORDS-R...	100-000-37004	20.00
JULIE WHITMAN	05.28.24	06/06/2024	PARTIAL REFUND OF PRR	100-000-37004	283.14
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-1287547 INV# 141626...	100-705-52023	125.14
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-1001554 INV#1416242...	100-706-52003	93.52
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-1287636 INV# 141626...	100-708-52023	214.34
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-1287598 INV#1416261...	100-708-52023	611.80
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-71887056 INV#141630...	100-709-52023	34.37
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-71905273 INV#141631...	100-709-52023	81.52
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-1287601 INV# 141626...	100-715-52023	132.48
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-1287539 INV# 141626...	100-715-52023	241.60
SUWANNA KADELL	06.03.24	06/06/2024	DISBURSEMENT OF RESTITUT...	100-000-21000	100.00
ERSKINE LAW PRACTICE LLC	06.03.24	06/06/2024	CITY PROSECUTOR MAY 1 - ...	100-704-52019	7,457.72
STEVEN R SCHARFSTEIN	101	06/06/2024	COURT ATTORNEY FEES	100-704-52019	200.00
OREGON PATROL SERVICE	10131	06/06/2024	COURT SERVICES	100-704-52019	1,476.00
STEVEN R SCHARFSTEIN	102	06/06/2024	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	103	06/06/2024	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	104	06/06/2024	COURT ATTORNEY FEES	100-704-52019	200.00
WILBUR-ELLIS COMPANY LLC	16496090	06/06/2024	GRASS SEED AND FERTILIZER ...	100-708-52001	5,560.54
SIERRA SPRINGS	21814586 052524	06/06/2024	WATER BOTTLED COURT / UB...	100-715-52001	43.49
CANON SOLUTIONS AMERICA..	6007557279	06/06/2024	COPIER MAINTENANCE	100-706-52019	11.14
CANON SOLUTIONS AMERICA..	6008176287	06/06/2024	COPIER MAINTENANCE	100-706-52019	17.03
AMY LINDGREN LAW LLC	631	06/06/2024	JUDICIAL SERVICES MAY 2024	100-704-52019	6,950.00
CENTURY LINK BUSINESS SER...	688517449	06/06/2024	ACCT 88035002	100-712-52010	153.72
PROQUEST LLC	70842374	06/06/2024	GENEALOGY BUNDLE	100-706-52032	1,600.76
INGRAM LIBRARY SERVICES	80410644	06/06/2024	BOOKS 20C7921	100-706-52033	12.69
INGRAM LIBRARY SERVICES	80410645	06/06/2024	BOOKS 20C7921	100-706-52033	18.57
INGRAM LIBRARY SERVICES	80410646	06/06/2024	BOOKS 20C7921	100-706-52033	23.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INGRAM LIBRARY SERVICES	80410647	06/06/2024	BOOKS 20C7921	100-706-52033	654.19
INGRAM LIBRARY SERVICES	81275250	06/06/2024	BOOKS 20C7921	100-706-52033	12.25
INGRAM LIBRARY SERVICES	81275251	06/06/2024	BOOKS 20C7921	100-706-52033	229.11
INGRAM LIBRARY SERVICES	81275252	06/06/2024	BOOKS 20C7921	100-706-52033	34.13
INGRAM LIBRARY SERVICES	81756396	06/06/2024	BOOKS 20C7921	100-706-52033	16.31
INGRAM LIBRARY SERVICES	81756397	06/06/2024	BOOKS 20C7921	100-706-52033	706.28
INGRAM LIBRARY SERVICES	81922756	06/06/2024	BOOKS 20C7921	100-706-52033	162.92
INGRAM LIBRARY SERVICES	81922757	06/06/2024	BOOKS 20C7921	100-706-52033	10.54
INGRAM LIBRARY SERVICES	81922758	06/06/2024	BOOKS 20C7921	100-706-52033	40.41
INGRAM LIBRARY SERVICES	81953364	06/06/2024	BOOKS 20C7921	100-706-52033	248.95
INGRAM LIBRARY SERVICES	81953365	06/06/2024	BOOKS 20C7921	100-706-52033	13.39
INGRAM LIBRARY SERVICES	81953366	06/06/2024	BOOKS 20C7921	100-706-52033	11.98
INGRAM LIBRARY SERVICES	82018917	06/06/2024	BOOKS 20C7921	100-706-52033	615.85
INGRAM LIBRARY SERVICES	82018918	06/06/2024	BOOKS 20C7921	100-706-52033	11.26
INGRAM LIBRARY SERVICES	82018919	06/06/2024	BOOKS 20C7921	100-706-52033	20.90
INGRAM LIBRARY SERVICES	82018920	06/06/2024	BOOKS 20C7921	100-706-52033	6.88
INGRAM LIBRARY SERVICES	82074519	06/06/2024	BOOKS 20C7921	100-706-52033	431.40
INGRAM LIBRARY SERVICES	82074520	06/06/2024	BOOKS 20C7921	100-706-52033	1,138.65
INGRAM LIBRARY SERVICES	82074521	06/06/2024	BOOKS 20C7921	100-706-52033	12.39
TROTTER & MORTON FACILI...	82088	06/06/2024	C11184 HVAC COMMUNITY ...	100-709-52023	609.66
INGRAM LIBRARY SERVICES	82110875	06/06/2024	BOOKS 20C7921	100-706-52033	35.46
INGRAM LIBRARY SERVICES	82110876	06/06/2024	BOOKS 20C7921	100-706-52033	290.77
INGRAM LIBRARY SERVICES	82130646	06/06/2024	BOOKS 20C7921	100-706-52033	102.27
INGRAM LIBRARY SERVICES	82130648	06/06/2024	BOOKS 20C7921	100-706-52033	34.51
INGRAM LIBRARY SERVICES	8213067	06/06/2024	BOOKS 20C7921	100-706-52033	241.36
NET ASSETS CORPORATION	95-202405	06/06/2024	ESCROW TITLE SERVICES	100-707-52019	333.00
VERIZON	9964682821	06/06/2024	HOT SPOT -8190	100-701-52010	47.07
VERIZON	9964682821	06/06/2024	CRYSTAL KING 0103	100-701-52010	46.39
VERIZON	9964682821	06/06/2024	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	9964682821	06/06/2024	MAYOR SCHOLL IPAD 9627	100-703-52001	40.81
VERIZON	9964682821	06/06/2024	PD JETPACK2 - 8538	100-705-52010	40.81
VERIZON	9964682821	06/06/2024	PD JETPACK1 - 8886	100-705-52010	40.81
VERIZON	9964682821	06/06/2024	SUZANNE BISHOP 1313	100-706-52003	41.27
VERIZON	9964682821	06/06/2024	GLORIA BUTSCH 1986	100-707-52001	46.35
VERIZON	9964682821	06/06/2024	CAMERON PAGE 5027	100-708-52010	41.27
VERIZON	9964682821	06/06/2024	TORY SHELBY 6366	100-708-52010	41.27
VERIZON	9964682821	06/06/2024	RECREATION CENTER 1108	100-709-52010	41.27
VERIZON	9964682821	06/06/2024	RECREATION CENTER 6984	100-709-52010	40.81
VERIZON	9964682821	06/06/2024	REC PHONE 5093	100-709-52010	42.14
VERIZON	9964682821	06/06/2024	BUILDING DEPT IPAD 4081	100-711-52010	40.81
VERIZON	9964682821	06/06/2024	MIKE DEROIA 2686	100-711-52010	46.37
VERIZON	9964682821	06/06/2024	Arlo 2 971-668-9722	100-712-52010	40.81
VERIZON	9964682821	06/06/2024	DARIN COX 1016	100-712-52010	46.37
VERIZON	9964682821	06/06/2024	Arlo 1 971-668-9721	100-712-52010	40.81
VERIZON	9964682821	06/06/2024	MATT FUNK 1330	100-712-52010	46.37
<b>Fund 100 - GENERAL FUND Total:</b>					<b>50,361.36</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
MASONIC BUILDING LLC	06.06.24	06/06/2024	LEASE PAYMENT SEPT	201-000-52130	16,500.00
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>16,500.00</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
MAYER REED INC	15135	06/05/2024	ST HELENS RIVERWALK	202-723-52055	24,180.16
MOORE SITE SERVICES LLC	24044	06/06/2024	MECHANICAL SUPPORT 1300...	202-722-52019	4,501.40
MASON BRUCE & GIRARD INC	34360	06/06/2024	ST. HELENS FOREST MANAG...	202-724-52019	15,925.14
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>44,606.70</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARDINAL SERVICES INC	007187	06/05/2024	TEMPORARY EMPLOYEMENT	203-709-52028	123.29
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>123.29</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 305 - PARKS SDC</b>					
MAYER REED INC	15135	06/05/2024	ST HELENS RIVERWALK	305-000-53902	8,844.25
<b>Fund 305 - PARKS SDC Total:</b>					<b>8,844.25</b>
<b>Fund: 601 - WATER</b>					
TMG SERVICES	0051811-IN	06/06/2024	PUMP	601-732-53302	5,782.57
CITY OF COLUMBIA CITY	05.26.24	06/06/2024	001754-001	601-732-52003	87.48
EJ USA INC	110240032424	06/06/2024	PARTS	601-731-52001	3,426.80
ROGERS MACHINERY COMP...	1421040	06/06/2024	SERVICE WFF	601-732-52019	2,492.00
NORTHSTAR CHEMICAL	282819	06/06/2024	SODIUM HYPOCHLORITE 12...	601-732-52083	9,727.07
VERIZON	9964682821	06/06/2024	WFF CREW 1914	601-732-52010	69.28
LAWRENCE OIL COMPANY	CFSI-20836	06/06/2024	247752 WATER	601-732-52022	111.47
<b>Fund 601 - WATER Total:</b>					<b>21,696.67</b>
<b>Fund: 603 - SEWER</b>					
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-1008333 INV# 141620...	603-736-52023	160.68
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-1008333 INV# 141620...	603-737-52023	160.69
COLUMBIA RIVER PUD	06.03.24	06/06/2024	38633 594 S 9 ST POWER	603-737-52003	6,249.49
VERIZON	9964682821	06/06/2024	SAM ORTIZ 1801	603-736-52010	13.59
VERIZON	9964682821	06/06/2024	TYLER HILLS 6492	603-736-52010	13.75
VERIZON	9964682821	06/06/2024	AARON KUNDERS 6376	603-736-52010	13.75
VERIZON	9964682821	06/06/2024	TYLER HILLS 6492	603-737-52010	13.75
VERIZON	9964682821	06/06/2024	AARON KUNDERS 6376	603-737-52010	13.74
VERIZON	9964682821	06/06/2024	SAM ORTIZ 1801	603-737-52010	13.62
VERIZON	9964682821	06/06/2024	AARON KUNDERS 6376	603-738-52010	13.78
VERIZON	9964682821	06/06/2024	SAM ORTIZ 1801	603-738-52010	13.60
VERIZON	9964682821	06/06/2024	TYLER HILLS 6492	603-738-52010	13.77
PETERSON CAT	SW290093614	06/06/2024	GENERATOR REPAIR	603-738-53402	4,158.20
<b>Fund 603 - SEWER Total:</b>					<b>10,852.41</b>
<b>Fund: 605 - STORM</b>					
SUNSET AUTO PARTS INC - N...	05.31.24	06/05/2024	AUTO PARTS ACCT 6355	605-000-52001	139.99
EAGLE STAR ROCK PRODUCTS..	42822	06/06/2024	ROCK-CASCADE	605-000-52001	222.37
<b>Fund 605 - STORM Total:</b>					<b>362.36</b>
<b>Fund: 703 - PW OPERATIONS</b>					
SUNSET AUTO PARTS INC - N...	05.31.24	06/05/2024	AUTO PARTS ACCT 6355	703-734-52001	8.77
SUNSET AUTO PARTS INC - N...	05.31.24	06/05/2024	AUTO PARTS ACCT 6355	703-739-52099	284.22
KINNEAR SPECIALTIES INC	5034912	06/05/2024	PARTS	703-739-52099	83.40
METRO PLANNING INC	6251	06/05/2024	WEB GIS	703-733-52019	185.00
HUDSON GARBAGE SERVICE	06.01.24	06/06/2024	2046-1287555 INV# 141626...	703-734-52023	101.28
LAWRENCE OIL COMPANY	064361	06/06/2024	247750 PUBLIC WORKS	703-734-52022	374.10
AMERICAN EXTERMINATION ...	180707	06/06/2024	SENIOR CENTER PEST CONT...	703-739-52120	141.00
VERIZON	9964682821	06/06/2024	TIM UNDERWOOD 8524	703-733-52010	41.27
VERIZON	9964682821	06/06/2024	ENGINEERING IPHONE 1068	703-733-52010	41.27
VERIZON	9964682821	06/06/2024	SHARON DARROUX 0813	703-733-52010	74.39
VERIZON	9964682821	06/06/2024	PW CONSTRUCTION INSPEC...	703-733-52010	40.81
VERIZON	9964682821	06/06/2024	RYAN POWERS 7116	703-734-52010	71.26
VERIZON	9964682821	06/06/2024	PW UTILITY 3 - 9924	703-734-52010	40.81
VERIZON	9964682821	06/06/2024	PW UTILITY 2 - 9923	703-734-52010	40.81
VERIZON	9964682821	06/06/2024	PW UTILITY 1 - 9922	703-734-52010	40.81
VERIZON	9964682821	06/06/2024	ROGER STAUFFER 9662	703-734-52010	41.27
VERIZON	9964682821	06/06/2024	PW ENGINEERING 0940	703-734-52010	41.27
VERIZON	9964682821	06/06/2024	SCOTT WILLIAMS 0621	703-734-52010	41.27
VERIZON	9964682821	06/06/2024	ETHAN STERLING 6282	703-734-52010	41.27
VERIZON	9964682821	06/06/2024	BRETT LONG 3607	703-734-52010	41.27
VERIZON	9964682821	06/06/2024	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	9964682821	06/06/2024	ALEX BIRD - 9081	703-734-52010	40.81
VERIZON	9964682821	06/06/2024	CURT LEMONT-2217	703-734-52010	41.27
VERIZON	9964682821	06/06/2024	ALEX BIRD 2000	703-734-52010	41.27
VERIZON	9964682821	06/06/2024	MOUHAMAD ZAHER 3068	703-734-52010	61.09
VERIZON	9964682821	06/06/2024	SCOTT HARRINGTON 8048	703-734-52010	23.80
VERIZON	9964682821	06/06/2024	JULIAN ZIRKLE 6229	703-734-52010	41.27

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9964682821	06/06/2024	PW FACILITY MAINTENANCE-...	703-734-52010	40.81
VERIZON	9964682821	06/06/2024	BUCK TUPPER 3371	703-734-52010	46.37
VERIZON	9964682821	06/06/2024	DAVE ELDER 8523	703-734-52010	41.27
VERIZON	9964682821	06/06/2024	PW SPARE 4 - 8741	703-734-52010	40.81
LAWRENCE OIL COMPANY	CFSI-20836	06/06/2024	247748 PUBLIC WORKS	703-734-52022	1,062.22
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>3,297.35</b>
<b>Grand Total:</b>					<b>156,644.39</b>



**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	50,361.36
201 - VISITOR TOURISM	16,500.00
202 - COMMUNITY DEVELOPMENT	44,606.70
203 - COMMUNITY ENHANCEMENT	123.29
305 - PARKS SDC	8,844.25
601 - WATER	21,696.67
603 - SEWER	10,852.41
605 - STORM	362.36
703 - PW OPERATIONS	3,297.35
<b>Grand Total:</b>	<b>156,644.39</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-21000	Court - Restitution	100.00
100-000-37004	Miscellaneous	303.14
100-701-52010	Telephone	134.27
100-702-52019	Professional Services	185.10
100-703-52001	Operating Supplies	40.81
100-704-52019	Professional Services	16,683.72
100-705-52001	Operating Supplies	50.55
100-705-52002	Personnel Uniforms Equ...	96.74
100-705-52010	Telephone	81.62
100-705-52019	Professional Services	159.35
100-705-52023	Facility Maintenance	1,736.55
100-706-52003	Utilities	134.79
100-706-52019	Professional Services	98.85
100-706-52023	Facility Maintenance	87.50
100-706-52032	Digital Resources	1,600.76
100-706-52033	Printed Materials	5,234.20
100-706-52034	Visual Materials	11.99
100-707-52001	Operating Supplies	46.35
100-707-52019	Professional Services	3,103.27
100-707-52020	Bank Service Fees	205.50
100-708-52001	Operating Supplies	5,560.54
100-708-52010	Telephone	82.54
100-708-52022	Fuel	2,031.63
100-708-52023	Facility Maintenance	826.14
100-709-52010	Telephone	124.22
100-709-52023	Facility Maintenance	725.55
100-710-52001	Operating Supplies	160.00
100-711-52010	Telephone	87.18
100-712-52003	Utilities	1,989.53
100-712-52006	Computer Maintenance	2,858.40
100-712-52010	Telephone	328.08
100-712-52019	Professional Services	3,446.00
100-715-52001	Operating Supplies	43.49
100-715-52023	Facility Maintenance	2,003.00
201-000-52130	Building Lease & Utilities	16,500.00
202-722-52019	Professional Services	4,501.40
202-723-52055	Riverwalk Project	24,180.16
202-724-52019	Professional Services	15,925.14
203-709-52028	Projects & Programs	123.29
305-000-53902	COLUMBIA VIEW PARK ...	8,844.25
601-731-52001	Operating Supplies	3,426.80
601-732-52003	Utilities	87.48
601-732-52010	Telephone	69.28
601-732-52019	Professional Services	2,492.00
601-732-52022	Fuel	111.47
601-732-52083	Chemicals	9,727.07

**Account Summary**

Account Number	Account Name	Expense Amount
601-732-53302	ANNUAL MAINT- OPS	5,782.57
603-736-52010	Telephone	41.09
603-736-52023	Facility Maintenance	160.68
603-737-52003	Utilities	6,249.49
603-737-52010	Telephone	41.11
603-737-52023	Facility Maintenance	160.69
603-738-52010	Telephone	41.15
603-738-53402	ANNUAL MAINT OPS	4,158.20
605-000-52001	Operating Supplies	362.36
703-733-52010	Telephone	197.74
703-733-52019	Professional Services	185.00
703-734-52001	Operating Supplies	8.77
703-734-52010	Telephone	859.62
703-734-52022	Fuel	1,436.32
703-734-52023	Facility Maintenance	101.28
703-739-52099	Equipment Operations	367.62
703-739-52120	Facility Maintenance Ot...	141.00
	<b>Grand Total:</b>	<b>156,644.39</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	156,644.39
	<b>Grand Total:</b>
	<b>156,644.39</b>

# Expense Approval Register

Packet: APPKT00993 - AP 6.10.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
PETTY CASH-SUZANNE BISH...	06.07.24	06/10/2024	REPLENISH PETTY CASH TILL- ...	100-000-36001	88.91
PETTY CASH - JESSICA CHILT...	06.10.24	06/10/2024	CITIZENS DAY -DOLLAR COINS..	100-703-52041	200.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>288.91</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
OREGON DEPT. OF STATE LA...	28102	06/10/2024	WATERWAY LEASE FEE FLAT ...	202-721-52054	485.00
OREGON DEPT. OF STATE LA...	28103	06/10/2024	WATERWAY LEASE FEE FLAT ...	202-721-52054	771.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>1,256.00</b>
<b>Grand Total:</b>					<b>1,544.91</b>

**Fund Summary**

Fund	Expense Amount
100 - GENERAL FUND	288.91
202 - COMMUNITY DEVELOPMENT	1,256.00
<b>Grand Total:</b>	<b>1,544.91</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-36001	Fines - Library	88.91
100-703-52041	Community Support	200.00
202-721-52054	Offshore Lease	1,256.00
<b>Grand Total:</b>		<b>1,544.91</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	1,544.91
<b>Grand Total:</b>	<b>1,544.91</b>

# Expense Approval Register

Packet: APPKT00995 - AP 6.14.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
NW NATURAL GAS	05.13.24	06/12/2024	5638	100-705-52003	113.36
NW NATURAL GAS	05.13.24	06/12/2024	7673	100-706-52003	394.94
NW NATURAL GAS	05.13.24	06/12/2024	8563	100-708-52003	29.62
NW NATURAL GAS	05.13.24	06/12/2024	6430	100-709-52003	9.17
NW NATURAL GAS	05.13.24	06/12/2024	2848	100-715-52003	19.17
NW NATURAL GAS	05.13.24	06/12/2024	5285	100-715-52003	23.46
DAHLGREN'S DO IT BEST BUI...	05.25.24	06/12/2024	BUILDING SUPPLIES ACCT 10...	100-705-52023	64.46
DAHLGREN'S DO IT BEST BUI...	05.25.24	06/12/2024	BUILDING SUPPLIES ACCT 10...	100-706-52023	10.68
DAHLGREN'S DO IT BEST BUI...	05.25.24	06/12/2024	BUILDING SUPPLIES ACCT 10...	100-708-52001	304.44
DAHLGREN'S DO IT BEST BUI...	05.25.24	06/12/2024	BUILDING SUPPLIES ACCT 10...	100-708-52046	-25.00
CENTURY LINK	05.26.24 2307	06/12/2024	966B/333822307	100-712-52010	338.14
ACE HARDWARE - ST. HELENS	05.31.24 60174	06/12/2024	ACE HARDWARE MATERIALS ...	100-715-52023	23.98
ACE HARDWARE - ST. HELENS	05.31.24 60174	06/12/2024	ACE HARDWARE MATERIALS ...	100-715-52023	-3.10
ACE HARDWARE - ST. HELENS	05.31.24 60176	06/12/2024	MATERIALS ACE ACCT 60176 ...	100-708-52001	-5.02
ACE HARDWARE - ST. HELENS	05.31.24 60176	06/12/2024	MATERIALS ACE ACCT 60176 ...	100-708-52001	50.24
ACE HARDWARE - ST. HELENS	05.31.24 60177	06/12/2024	ACE ACCT 60177 MATERIALS...	100-705-52001	-8.88
ACE HARDWARE - ST. HELENS	05.31.24 60177	06/12/2024	ACE ACCT 60177 MATERIALS	100-705-52001	89.79
COMCAST BUSINESS	203885478	06/12/2024	FIBER INTERNET ACCT 93457...	100-712-52003	14,361.80
JORDAN RAMIS PC ATTORNE...	220927	06/12/2024	GENERAL LEGAL	100-702-52019	719.16
JORDAN RAMIS PC ATTORNE...	220927	06/12/2024	GENERAL LEGAL	100-703-52019	2,196.67
JORDAN RAMIS PC ATTORNE...	220927	06/12/2024	GENERAL LEGAL	100-715-52019	9.33
JORDAN RAMIS PC ATTORNE...	221418	06/12/2024	ST HELENS ASSETS LLC LITIG...	100-715-52019	19,781.50
PEAK ELECTRIC GROUP LLC	28750	06/12/2024	ST HELENS PUBLIC DOCKS EL...	100-708-52046	2,307.45
TROTTER & MORTON FACILI...	82093	06/12/2024	C10000 MAINTENANCE AGR...	100-715-52023	511.25
TROTTER & MORTON FACILI...	82098	06/12/2024	C10630 MAINTENANCE AGR...	100-715-52023	1,856.50
TROTTER & MORTON FACILI...	82128	06/12/2024	C11184 HVAC COMMUNITY ...	100-709-52023	650.50
TROTTER & MORTON FACILI...	82129	06/12/2024	C11185 HVAC CONTRACT REC...	100-709-52023	549.25
CINTAS	8406864120	06/12/2024	PARKS FIRST AID CABINET SE...	100-708-52001	78.22
CINTAS	8406864121	06/12/2024	CITY HALL FIRST AID CABINET...	100-715-52001	83.40
COLUMBIA COUNTY TRANSF...	8556	06/12/2024	DUMP FEES ACCT 0017	100-708-52019	61.55
VERIZON	9965478918	06/12/2024	CELL SERVICE ACCT 2420601...	100-712-52010	168.57
SOLUTIONS YES	INV407658	06/12/2024	TONER FOR KYOCERA IN COP...	100-715-52001	750.00
ABC TRANSCRIPTION SERVI...	STH0624021	06/12/2024	TRANSCRIPTION SERVICES FOR...	100-702-52019	1,977.40
ABC TRANSCRIPTION SERVI...	STH0624022	06/12/2024	TRANSCRIPTION SERVICES-CI...	100-702-52019	1,544.40
COLUMBIA 911 COMMUNIC...	04.24.24	06/13/2024	NETMOTION MAINTENANCE ...	100-715-52019	2,242.00
PORTLAND GENERAL ELECTR...	05/08/2024-06/07/2024	06/13/2024	0153585940 1820 OLD PORT...	100-709-52003	214.20
KATHERINE MCCARTER	06.07.24	06/13/2024	RESTITUTION PAID TO VICTIM	100-000-36002	50.00
ECONORTHWEST	29486	06/13/2024	ST HELENS ECONOMIC OPPO...	100-710-52028	4,612.50
COLUMBIA COUNTY SHERIFF...	MAY 2024 - SHPD	06/13/2024	FIRE RANGE USAGE MAY 19 ...	100-705-52018	200.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>56,355.10</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
NW NATURAL GAS	05.13.24	06/12/2024	9614	201-000-52003	25.47
JORDAN RAMIS PC ATTORNE...	220927	06/12/2024	GENERAL LEGAL	201-000-52019	3,959.17
COLUMBIA COUNTY TRANSF...	8556	06/12/2024	DUMP FEES ACCT 0017	201-000-52028	31.84
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>4,016.48</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
KITTELSON & ASSOCIATES INC	0145846	06/12/2024	PROJECT 235440 1ST & ST ST...	202-723-53102	2,285.18
LOWER COLUMBIA ENGINEE...	11613	06/12/2024	PROJECT 3601 CITY ENGINEE...	202-723-53102	6,904.00
JORDAN RAMIS PC ATTORNE...	220927	06/12/2024	GENERAL LEGAL	202-722-52019	2,005.00
JORDAN RAMIS PC ATTORNE...	221417	06/12/2024	GENERAL ENVIRONMENTAL	202-722-52019	297.50
LANDIS & LANDIS CONSTRUC...	240222.2	06/12/2024	PROJECT #R-685A S 1ST & ST ...	202-723-53102	153,231.20
COLUMBIA RIVER PUD	3001314	06/12/2024	STREET LIGHT MAINTENANCE	202-723-53102	73,643.00
COLUMBIA COUNTY TRANSF...	8556	06/12/2024	DUMP FEES ACCT 0017	202-722-52019	763.01

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PORTLAND GENERAL ELECTR...	05/08/2024-06/07/2024	06/13/2024	7357701000 1300 KASTER RD	202-722-52003	28.47
PORTLAND GENERAL ELECTR...	05/08/2024-06/07/2024	06/13/2024	8863163302 1300 KASTER RD	202-722-52003	22.63
PORTLAND GENERAL ELECTR...	05/08/2024-06/07/2024	06/13/2024	1650931000 1300 KASTER RD	202-722-52003	22.63
PORTLAND GENERAL ELECTR...	05/08/2024-06/07/2024	06/13/2024	2236086248 MILL 1300 KAST...	202-722-52003	23,066.42
NW NATURAL GAS	06.04.24	06/13/2024	NATURAL GAS 1300 KASTER ...	202-722-52003	72.89
KNIFE RIVER CORP NW	3129351	06/13/2024	ROCK	202-722-52019	229.33
KNIFE RIVER CORP NW	3129351	06/13/2024	ROCK	202-722-52019	231.80
MAUL FOSTER ALONGI INC	60156	06/13/2024	CENTRAL WATERFRONT SCO...	202-726-52019	18,128.85
MAUL FOSTER ALONGI INC	61055	06/13/2024	BWP ON CALL SERVICES	202-722-52019	4,888.75
CORE & MAIN	U945054	06/13/2024	MATERIALS	202-723-53102	666.28
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>286,486.94</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARDINAL SERVICES INC	007248	06/12/2024	TEMPORARY EMPLOYMENT	203-709-52028	2,493.59
CARDINAL SERVICES INC	007358	06/12/2024	TEMPORARY EMPLOYMENT	203-709-52028	154.12
HANNAH HINSZ	1001	06/12/2024	COLUMBIA CITY TEACHER LIA...	203-709-52140	1,289.50
MCKINSTRY ESSENTION LLC	20073003	06/13/2024	ST HELENS PUBLIC LIBRARY ...	203-706-53013	94,585.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>98,522.21</b>
<b>Fund: 205 - STREETS</b>					
DAHLGREN'S DO IT BEST BUI...	05.25.24	06/12/2024	BUILDING SUPPLIES ACCT 10...	205-000-52001	26.99
ACE HARDWARE - ST. HELENS	05.31.24 60179	06/12/2024	60179 ACE ACCT MATERIALS	205-000-52001	19.99
ACE HARDWARE - ST. HELENS	05.31.24 60179	06/12/2024	60179 ACE ACCT MATERIALS...	205-000-52001	-2.00
PORTLAND GENERAL ELECTR...	05/08/2024-06/07/2024	06/13/2024	4854421000 STREET LIGHTI...	205-000-52003	59.99
<b>Fund 205 - STREETS Total:</b>					<b>104.97</b>
<b>Fund: 601 - WATER</b>					
ACE HARDWARE - ST. HELENS	05.31.24 60181	06/12/2024	ACE MATERIALS ACCT 60181	601-731-52001	33.97
ACE HARDWARE - ST. HELENS	05.31.24 60181	06/12/2024	ACE MATERIALS ACCT 60181...	601-731-52001	-5.63
EMERY & SONS CONSTRUCT...	PAYMENT #3 FINAL	06/12/2024	2.0 MG RESERVOIR REPLAC...	601-000-53304	170,620.63
<b>Fund 601 - WATER Total:</b>					<b>170,648.97</b>
<b>Fund: 603 - SEWER</b>					
NW NATURAL GAS	05.13.24	06/12/2024	5750	603-736-52003	3.42
NW NATURAL GAS	05.13.24	06/12/2024	5750	603-737-52003	3.41
ACE HARDWARE - ST. HELENS	05.31.24 60180	06/12/2024	MATERIALS ACE ACCT 60180...	603-737-52001	-4.96
ACE HARDWARE - ST. HELENS	05.31.24 60180	06/12/2024	MATERIALS ACE ACCT 60180	603-737-52001	149.93
TROTTER & MORTON FACILI...	82103	06/12/2024	C10855 MAINTENANCE AGR...	603-736-52023	324.50
TROTTER & MORTON FACILI...	82103	06/12/2024	C10855 MAINTENANCE AGR...	603-737-52023	324.50
PETERSON CAT	SW290091752	06/13/2024	FINISH WORK ON GENERAT...	603-738-53402	1,818.16
PETERSON CAT	SW290092494	06/13/2024	L.S #5 GENERATOR COOLANT...	603-738-52019	844.28
<b>Fund 603 - SEWER Total:</b>					<b>3,463.24</b>
<b>Fund: 605 - STORM</b>					
ACE HARDWARE - ST. HELENS	05.31.24 60180	06/12/2024	MATERIALS ACE ACCT 60180	605-000-52001	7.59
LAKESIDE INDUSTRIES INC	272489	06/13/2024	EZ STREET ASPHALT	605-000-52001	1,102.62
<b>Fund 605 - STORM Total:</b>					<b>1,110.21</b>
<b>Fund: 703 - PW OPERATIONS</b>					
NW NATURAL GAS	05.13.24	06/12/2024	7720	703-734-52003	19.21
DAHLGREN'S DO IT BEST BUI...	05.25.24	06/12/2024	BUILDING SUPPLIES ACCT 10...	703-734-52001	14.25
DAHLGREN'S DO IT BEST BUI...	05.25.24	06/12/2024	BUILDING SUPPLIES ACCT 10...	703-734-52023	168.80
ACE HARDWARE - ST. HELENS	05.31.24 60174	06/12/2024	ACE HARDWARE MATERIALS ...	703-734-52023	6.99
ACE HARDWARE - ST. HELENS	05.31.24 60181	06/12/2024	ACE MATERIALS ACCT 60181	703-734-52023	22.27
COLUMBIA RIVER FIRE AND ...	06.03.24	06/12/2024	SHARED COST JOINT MAINT ...	703-739-52099	640.28
LOWER COLUMBIA ENGINEE...	11613	06/12/2024	PROJECT 3601 CITY ENGINEE...	703-733-52019	2,959.75
TROTTER & MORTON FACILI...	82127	06/12/2024	C11183 HVAC SERVICE AGRE...	703-739-52120	1,504.00
CINTAS	8406864119	06/12/2024	FIRST AID CABINET SERVICE	703-734-52019	124.83
COLUMBIA COUNTY TRANSF...	8556	06/12/2024	DUMP FEES ACCT 0017	703-739-52019	29.71
LES SCHWAB TIRE CENTER	22900607886	06/13/2024	R4 SKID STEER NHS	703-739-52099	1,375.96
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>6,866.05</b>
<b>Grand Total:</b>					<b>627,574.17</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	56,355.10
201 - VISITOR TOURISM	4,016.48
202 - COMMUNITY DEVELOPMENT	286,486.94
203 - COMMUNITY ENHANCEMENT	98,522.21
205 - STREETS	104.97
601 - WATER	170,648.97
603 - SEWER	3,463.24
605 - STORM	1,110.21
703 - PW OPERATIONS	6,866.05
<b>Grand Total:</b>	<b>627,574.17</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-36002	Fines - Court	50.00
100-702-52019	Professional Services	4,240.96
100-703-52019	Professional Services	2,196.67
100-705-52001	Operating Supplies	80.91
100-705-52003	Utilities	113.36
100-705-52018	Professional Developme...	200.00
100-705-52023	Facility Maintenance	64.46
100-706-52003	Utilities	394.94
100-706-52023	Facility Maintenance	10.68
100-708-52001	Operating Supplies	427.88
100-708-52003	Utilities	29.62
100-708-52019	Professional Services	61.55
100-708-52046	Dock Services	2,282.45
100-709-52003	Utilities	223.37
100-709-52023	Facility Maintenance	1,199.75
100-710-52028	Projects & Programs	4,612.50
100-712-52003	Utilities	14,361.80
100-712-52010	Telephone	506.71
100-715-52001	Operating Supplies	833.40
100-715-52003	Utilities	42.63
100-715-52019	Professional Services	22,032.83
100-715-52023	Facility Maintenance	2,388.63
201-000-52003	Utilities	25.47
201-000-52019	Professional Services	3,959.17
201-000-52028	Projects & Programs	31.84
202-722-52003	Utilities	23,213.04
202-722-52019	Professional Services	8,415.39
202-723-53102	Downtown Infrastructure	236,729.66
202-726-52019	Professional Services	18,128.85
203-706-53013	Library Facility Improve...	94,585.00
203-709-52028	Projects & Programs	2,647.71
203-709-52140	Contract Programs	1,289.50
205-000-52001	Operating Supplies	44.98
205-000-52003	Utilities	59.99
601-000-53304	Repair Existing Reservoir	170,620.63
601-731-52001	Operating Supplies	28.34
603-736-52003	Utilities	3.42
603-736-52023	Facility Maintenance	324.50
603-737-52001	Operating Supplies	144.97
603-737-52003	Utilities	3.41
603-737-52023	Facility Maintenance	324.50
603-738-52019	Professional Services	844.28
603-738-53402	ANNUAL MAINT OPS	1,818.16
605-000-52001	Operating Supplies	1,110.21
703-733-52019	Professional Services	2,959.75
703-734-52001	Operating Supplies	14.25

**Account Summary**

Account Number	Account Name	Expense Amount
703-734-52003	Utilities	19.21
703-734-52019	Professional Services	124.83
703-734-52023	Facility Maintenance	198.06
703-739-52019	Professional Services	29.71
703-739-52099	Equipment Operations	2,016.24
703-739-52120	Facility Maintenance Ot...	1,504.00
	<b>Grand Total:</b>	<b>627,574.17</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	627,574.17
	<b>Grand Total:</b>
	<b>627,574.17</b>