



COUNCIL WORK SESSION

Wednesday, February 02, 2022 at 1:00 PM

COUNCIL MEMBERS:

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

LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | www.sthelensoregon.gov

Email | kpayne@sthelensoregon.gov

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

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

DISCUSSION TOPICS - *The Council will take a break around 3:00 p.m*

1. Recognition of Library Director Margaret Jeffries
2. Annual Report from City Forester - *Brent Keller with Mason, Bruce & Girard*
3. Discussion regarding Parks & Trails Commission Recommendation (Repairs & reimbursement for damages done in parks during tourism events) - *Council President Morten*
4. Review New Accountant I, II, & III and IT Specialist I, II, & III Job Descriptions - *Matt*
5. Discussion regarding Appointment to Columbia Learning Center Board to Replace Margaret Jeffries
6. Review Audit Proposal for Events Management - *John*
7. Review Masonic Building Lease Renewal - *John*
8. Discussion on Fireworks
9. Library Director Recruitment Summary - Public Comments Welcome
10. City Administrator Report - *John Walsh*

ADJOURN

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

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

Representatives of the news media, 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.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- February 2, 1:00PM, Council Work Session, Council Chambers/Zoom
- February 2, 7:00PM, Council Regular Session, Council Chambers/Zoom
- February 7, 4:00PM, Parks & Trails Commission, Council Chambers/Zoom
- February 8, 7:00PM, Planning Commission, Council Chambers/Zoom

Future Public Hearing(s)/Forum(s):

- PH: February 16, 6:30PM, Annex 2600 Pittsburg Road (Morain)

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/85134073522?pwd=dWk0bWN5SmtwZnBmOFdUdjY2aWJGQT09>

Meeting ID: 851 3407 3522

Passcode: 778671

Dial: 669-900-9128

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

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

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

City of St Helens

Milton Creek Watershed

Annual Forest Management Review

February 2, 2022

2021 REVIEW & 2022 ACTIVITIES

2021 Review

➤ 'Smith' Timber Sale

- 92-acres – Harvest is nearly complete (See Map on Page-6)
- 3.3 million board feet to date
- \$2,100,000 of income to date
- \$652 per thousand-board-feet Douglas-fir bid price

➤ Pre-Commercial Thinning

- 75-acres (See Map on Page-5)
 - Age 20-years
 - Overstocked: 400+ Trees Per Acre
 - 200-250 Trees Per Acre following thinning

2022 Activities

➤ Potential Timber Sale

- 70-acres
- 1.8 million board feet
- \$1,100,000 of income

➤ Pre-Commercial Thinning

- 100-acres (See Map on Page-5)
 - Age 20-years
 - Overstocked: 400+ Trees Per Acre
 - 200-250 Trees Per Acre following thinning

➤ Culvert Replacement

- Large Fish Pipe (See Map on Page-5)

➤ Development of Management Plan

- Document management history
- Outline current management policies and guidelines
- Outline management goals and objectives

**City of St Helens
Milton Creek Watershed
Annual Forest Management Review
February 2, 2022**

TIMBER MARKET ANALYSIS

Current Sawlog Market

Current Prices

In February 2022, *small Douglas-fir saw log* (5 to 14-inch diameter) delivered prices in the local area range from **\$900-\$1,000** per MBF. This price range is higher than this time last year.

Current Trend

Mills are fiercely competing for logs to maintain necessary inventories. Mills interested in St Helens timber mostly produce dimension lumber (2x4, 2x6, etc) that is widely used in the construction industry. Prices are well above the 5-year average and have risen dramatically in the last few months. By all measures, the housing market remains strong, which is the key driver for the type of timber owned by the City of St Helens. Lumber prices remain very strong. Delivery of salvage logs from the 2020 forest fires is winding down, further tightening the supply of logs on the market.

The current inventory of City of St Helens timber features mostly small Douglas-fir saw logs. In the current market, Douglas-fir stumpage prices for City of St Helens timber would range from **\$600-\$700** per MBF.

City of St Helens

Milton Creek Watershed

Annual Forest Management Review

February 2, 2022

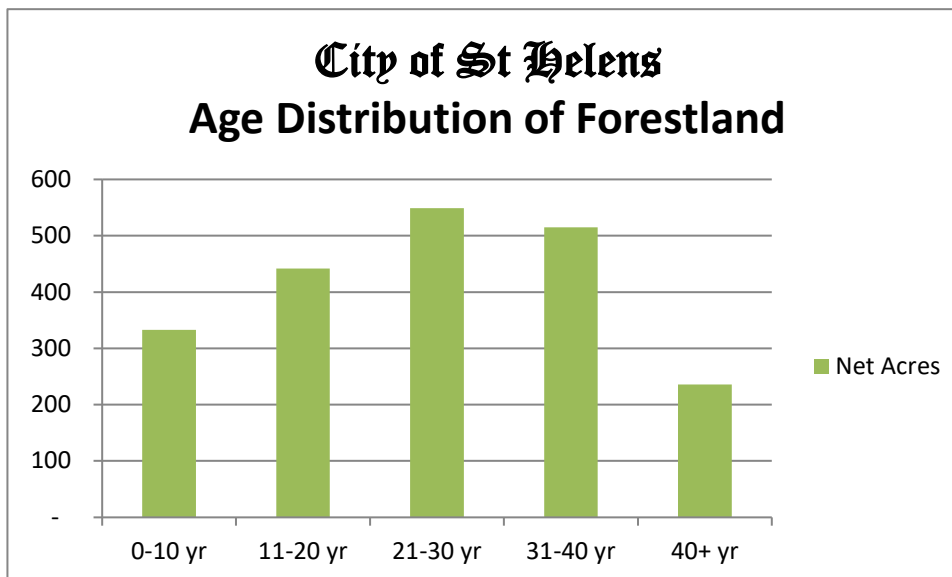
MANAGEMENT PLANNING

Future Outlook

City of St Helens Forest Composition

The Milton Creek Watershed contains 2,075-acres of Commercial Forestland. The oldest available stand of timber is now 43-years of age. There are roughly 250-acres of timber age 40 or greater. Within 5 to 10 years, over 500-acres will move into the 40+ year category. During that time, the City will have the option of a sustainable annual or at least semi-annual harvest program.

Age Distribution of City of St Helens Forestland



City of St Helens
Milton Creek Watershed
Annual Forest Management Review
February 2, 2022

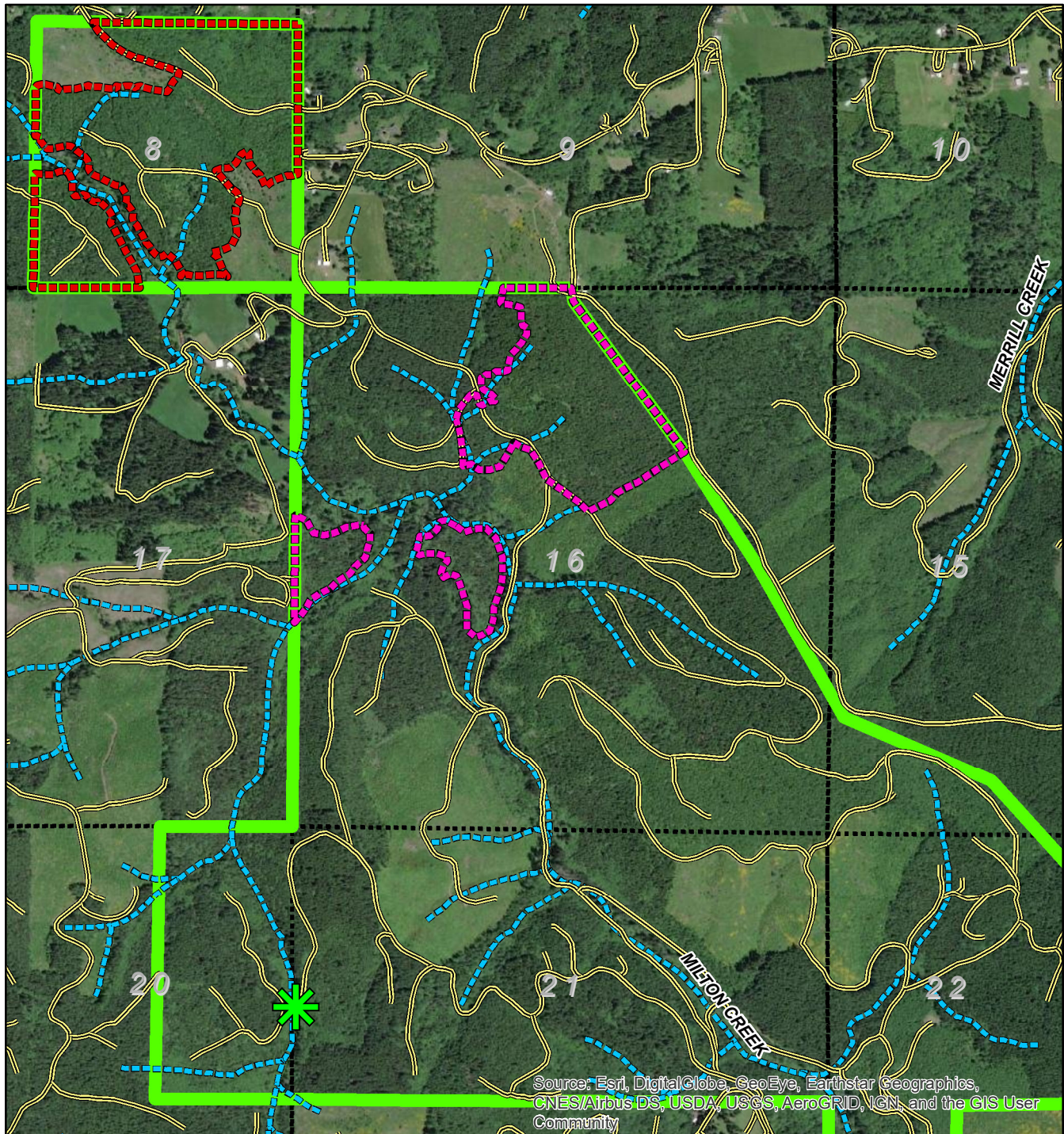
Future Harvesting Options








The City currently has 160-acres of readily available merchantable timber, comprised of two separate stands. (See Map on Page-6) In the next few years the City will be able to begin budgeting income from a timber sale at least every other year.

The current log market is 20-25% above the five-year average. I recommend selling one of these stands this winter in order to capture value while the market is at a peak.

City of St Helens 2021-2022 Silviculture Overview Pre-Commercial Thinning

Item #2.



-  2021 PCT Unit (75-acres)
-  2022 PCT Unit (110-acres)
-  2022 Pipe Project
-  St Helens Ownership
-  Sections
-  Roads
-  Streams

Township 5 North - Range 2 West



MB&G
Since 1921



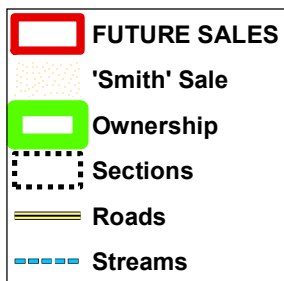
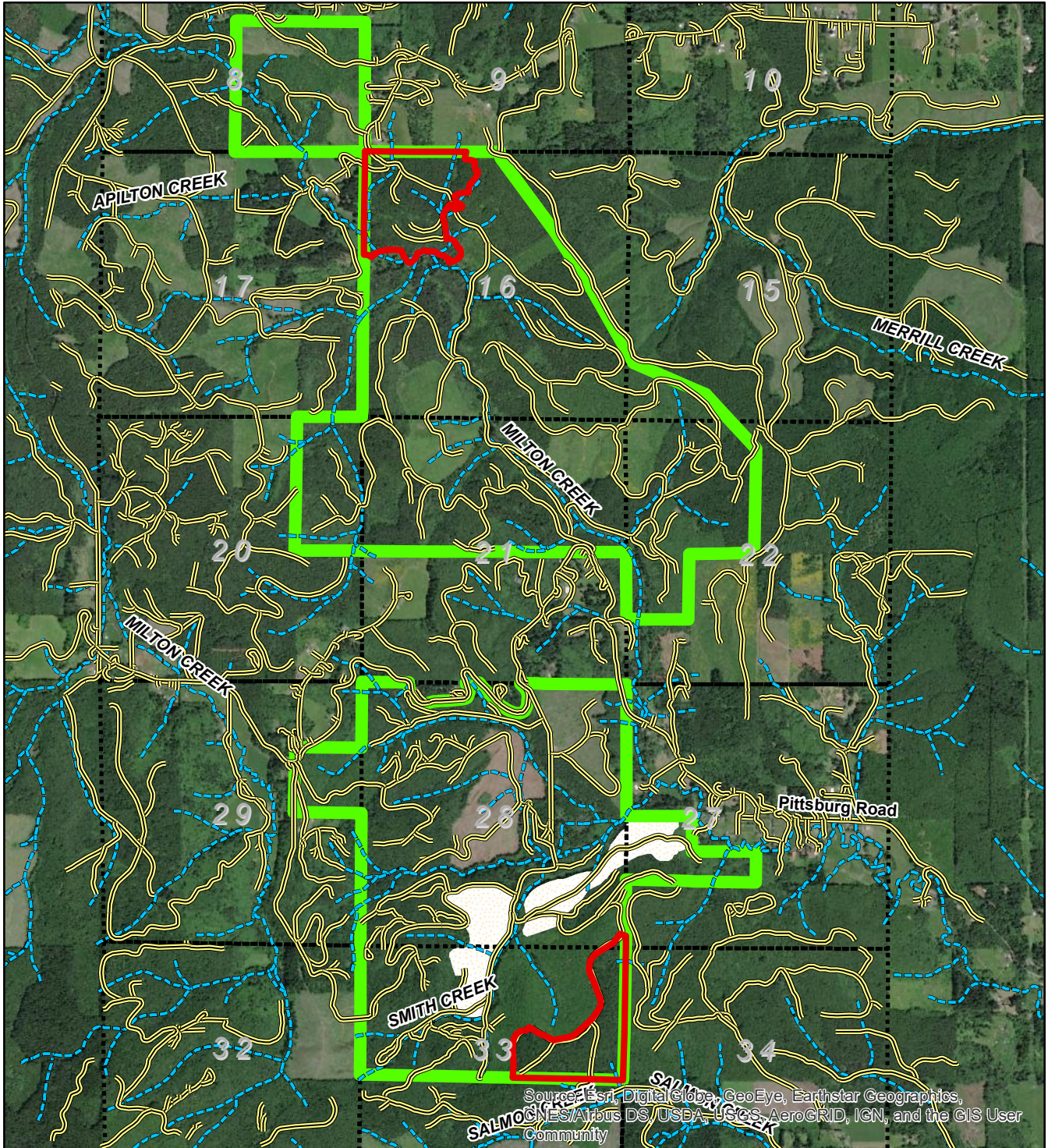
1 inch = 1,500 feet

This product is for informational purposes only and may not be suitable for legal, engineering, or surveying purposes. Information is provided with the understanding that conclusions drawn are the responsibility of the user.

Projection: NAD83, State Plane Oregon North

Page 7

City of St Helens Future Timber Sales



Township 5 North - Range 2 West



1 inch = 3,000 feet

MB&G
Since 1921



This product is for informational purposes only and may not be suitable for legal, engineering, or surveying purposes. Information is provided with the understanding that conclusions drawn are the responsibility of the user.

Projection: NAD83, State Plane Oregon



Accountant I, II, and III

DEPARTMENT: Administration
DIVISION: Finance
SUPERVISOR: Finance Director
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs technical and administrative accounting work. Maintains the fiscal records and systems of the City. Maintains accurate financial ledgers and records for the City according to generally accepted accounting principles (GAAP). Performs routine clerical, accounting, accounts payable, accounts receivable, and payroll functions of the City.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

No supervision exercised.

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

Accountant I, II, and III

- Provides confidential support to the Finance Director, which may include compiling data necessary for management and providing suggestions to assure efficient and effective processing of financial related functions.
- Maintains a positive relationship with supervisors, fellow employees, and vendors.
- Contributes to a positive work environment.
- Assists in preparation of year-end reports, auditor requests, and any state/federal reports when necessary.
- Disseminates general information, verbally and in writing, to employees, general public, and contract vendors related to assigned duties.

Accountant I

- Prepares and processes accounts payable invoices and payments for processing. Maintains and prepares vendor data for processing transactions. Monitors and checks account numbers vs. budget to ensure accuracy of general ledger accounts used. Works with departments and Finance Director if issues arise.
- Sets up and maintains vendor master files, intermittently reviewing to assess internal control risks. Maintenance may include contacting vendors for additional paperwork required, address information, account numbers, W9, and other applicable information. This includes filing accounts payable, payroll, and other finance related documents.

- Prepares accounts payable checks for distribution and answers general inquiries regarding accounts payable.
- Responsible for all records maintenance and retention. This includes all historic records associated with all financial-related functions.
- Maintains miscellaneous accounts receivables including, but not limited to preparing recurring billings for City services, local assessment, and other billings as directed by the Finance Director. Monitors receivables to ensure payments are made on time and updates Finance Director if a customer fails to pay to seek guidance and direction on potential next steps.
- May perform other duties as assigned that support the objective of the position.

Accountant II

- Includes all duties of Accountant I, as directed by Finance Director.
- Processes accounts payable checks on a regular schedule.
- Prepares and processes payroll including but not limited to; compiling documents required for payroll processing, generating employees' pay, reviewing and ensuring accuracy.
- Pays all applicable payroll vendors with month end payroll processing included but not limited to federal, state, local, quarterly, and annual payments as required by payroll vendors and Finance Director.
- Reviews and enters new hire payroll-related paperwork.
- Informs Finance Director of needed updates to payroll system or employee updates that need to go out to all employees. All-employee emails should come from the Finance Director or employee designated by City Administration.
- Coordinate with Human Resources for yearly benefit enrollment. All-employee emails regarding benefits should come from the Human Resources Coordinator or employee designated by City Administration.
- Answers payroll and financial-related questions for employees when necessary. Benefit related questions should be directed to Human Resources.
- Discusses with Finance Director when issues arise with interpretation of union contracts for clarification and direction.
- Maintains payroll related employee leaves, health insurance, retirement, and other employee benefit programs as directed.
- Monitors City's bank accounts with running ledger and informs Finance Director of any specific needs.
- May assist Finance Director in administrative work related to the City budget process.

Accountant III

- Includes all duties of Accountant I and II, as directed by Finance Director.
- Monitors and reconciles assigned general ledger accounts that consist of but are not limited to liability accounts, accounts payable, payroll payables, expenditures, and revenues.
- Assists the Finance Director in the operation and maintenance of the City's financial system. This may include but is not limited to the opening and closing of accounting periods,

developing user access to the different modules, defining varying levels of access and authority for individual users as specified by job requirements and internal control protocols.

- Reconciles City's bank accounts monthly which includes preparing journal entries for final processing by the Finance Director to balance and close monthly general and subsidiary ledgers, revenue, and expense accounts.
- Reconciles City purchase card program and prepares journal entry to expense accounts for final processing by the Finance Director.
- Maintains the fixed asset accounts of the City which include but are not limited to monitoring of capital outlay expenditures intermittently throughout the year and preparing general ledger journal entries capitalizing expenditures when necessary.
- Prepares annual audit work papers for Finance Director review before submission to auditors.
- Assists Finance Director in preparation of yearly budget document.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Accountant I

- a. Graduation from a high school or GED, and
- b. Two years of experience in general office practices such as typing, data processing, and customer service, or
- c. Any equivalent combination of education and experience that demonstrates the ability to perform the job duties.

Accountant II

- a. Graduation from a high school or GED, and
- b. Five years of experience in public accounting/finance, including
- c. Five years of experience in general office practices such as typing, data processing, and customer service, or
- d. Any equivalent combination of education and experience that demonstrates the ability to perform the job duties.

Accountant III

- a. Bachelor's degree in business, accounting, or finance, and
- b. Five years of experience in public accounting/finance, including
- d. Five years of experience in general office practices such as typing, data processing, and customer service, or
- e. Any equivalent combination of education and experience that demonstrates the ability to perform the job duties.

LICENSE/CERTIFICATION

Accountant III

- Oregon Government Finance Officer's Professional Finance Officer Certification Program Certificate

KNOWLEDGE, SKILLS, AND ABILITIES

Accountant I, II, and III

- a. Working knowledge of computers and programs such as Microsoft Excel, Word, and PowerPoint.
- b. Skills in operating a 10-key calculator, phone, fax, and copy machine.
- c. Ability to perform basic arithmetic computations accurately and quickly.
- d. Ability to communicate effectively verbally and in writing.
- e. Ability to establish successful working relationships.
- f. Ability to work under pressure and with frequent interruptions.
- g. Ability to discern confidential information.

DESIRED QUALIFICATIONS

- Experience with ERP Software (Currently Tyler Technologies Incode Software).

SPECIAL REQUIREMENTS

- Must pass a background check.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; ten-key calculator; and telephones.

PHYSICAL DEMANDS

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

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

WORKING CONDITIONS

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

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

EMPLOYEE ACKNOWLEDGMENT

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

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

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

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

Signatures:

Accountant _____ (Designate I, II, or III)

Date

Print Name: _____

Finance Director

Date



IT Specialist I, II, and III

DEPARTMENT: Administration
DIVISION: Finance
SUPERVISOR: Finance Director
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

The Information Technology (IT) Specialist's role is to perform technical and administrative work on the City's technology infrastructure, design, develop, and launch efficient information systems and operations systems in support of core organizational functions. Provides support to internal and external users. Identify opportunities for upgrades, service additions, and ongoing maintenance needs.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

No supervision exercised.

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

IT Specialist I, II, and III

- Provides confidential support to administration to help maintain and oversee the City's technology infrastructure.
- Ability to discern confidential information.
- Maintains a positive relationship with supervisors, fellow employees, and vendors.
- Contributes to a positive work environment.
- Develops and maintains technical documentation that is reviewed and updated annually.
- Provides first- and second-level technical helpdesk support for users of all Information Technology supported systems, applications, and services; installs, maintains, upgrades computer hardware and software and peripheral equipment; and performs related duties as assigned.

IT Specialist I

- Maintains help desk ticket process and management through the City's desk ticket platform and/or creation of an internal ticketing system maintained by the City. Assesses and assigns tickets to IT staff.
- Follows up with internal customers to ensure tickets were completed with satisfaction and no other research or support is needed before closing a ticket.

- Maintains a high level of communication with internal customers and management as it relates to ticket status updates and scheduling.
- As a project team member, serves as the initial point of contact and receives, documents and coordinates problems reported to IT helpdesk; troubleshoots, diagnoses and resolves first- and second-level hardware, software, and peripheral problems; refers more complex problems to the supervisor, network administrator and/or vendors for resolution; documents actions taken in response to problems and requests; trains, advises and assists users with technical issues related to computer software and hardware.
- Troubleshoots general system issues for resolution, if possible, without creating a system ticket.
- Maintains computer hardware and software inventory database; prepares of old equipment for disposal.

IT Specialist II

- Includes all duties of IT Specialist I, as directed by supervisor.
- Maintains system performance by system monitoring and completing all system updates in a timely and scheduled manner.
- Performs network administration functions such as maintaining user accounts and passwords, installing, upgrading, and maintaining software on servers, upgrading server hardware, and troubleshooting and resolving network connectivity issues.
- Works with City vendors on opportunities for additional services and products and reports to supervisor on findings and recommendations for new/improved services.
- Sets up new employees including phone usage, windows applications, and other technology as needed by position.
- Assists with and/or provides training opportunities for end users using current IT systems and system security.
- Builds/sets up new computers. Erases/disables/recycles old equipment as approved by supervisor.
- Installs, configures, supports, and secures network printers; removes excessive computers from City domain; maintains information on computer accounts and disables and removes invalid computers; assists in performing network cabling duties.
- Maintains an equipment replacement schedule of IT Equipment by department. Plans replacements and updates schedule annually with supervisor during budget process.
- Sets up and maintains user security based on workflow development and through direction of the supervisor.
- Assists in facilitation of disaster recovery.
- Performs system backups and maintain a backup library for the City's network.
- Oversees installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices.
- Ensures network connectivity of all servers, workstations, telephone equipment, fax machines, and other network appliances.

IT Specialist III

- Includes all duties of IT Specialist I and II, as directed by supervisor.
- Provides storage and server administration.
- Makes recommendations on design and implementation of IT infrastructure.
- Implements installation, upgrades, and support of applications used by the City (MS 365, GIS, Tyler Technologies, removes access capabilities, VPN access, and other City applications.
- Receives user questions, problems, and requests, either by telephone, in writing, or in person; answers user questions, resolves problems, and fulfills requests; maintains a log or database of problem reports and track until satisfactory resolution.
- Facilitates disaster recovery and business continuity planning.
- Installs and configures standard and specialized business software in accordance with established criteria; assists with installing software releases and upgrades; updates City computers to meet consistent software standards.
- Supports, maintains, and monitors internal and external networks and resolves network issues.

MINIMUM QUALIFICATIONS**EDUCATION AND EXPERIENCE****IT Specialist I**

- a. Graduation from a high school or GED; and
- b. One year of related experience (customer service, desktop support, demonstrated remote helpdesk, maintaining/installing computers, and troubleshooting), including
- c. One year of experience in general office practices such as typing, data processing, and customer service; and
- d. Working knowledge of computers and programs such as Microsoft Excel, Word, and PowerPoint; or
- e. Any equivalent combination of education and experience that demonstrates the ability to perform the job duties.

IT Specialist II

- a. Associates degree in business, computer science, computer engineering, system analysis OR any combination of education and experience that demonstrates the ability to perform the job duties; and
- b. Two years IT experience including gathering and analyzing information or data on current and future trends of best practice, and
- c. One year of Microsoft 365 experience (including teams).

IT Specialist III

- a. Bachelor's degree in business, computer science, computer engineering, system analysis OR any combination of education and experience that demonstrates the ability to perform the job duties; and
- b. Three years IT experience including developing frameworks for process improvement; and understanding of business functions to analyze and propose technical strategies for the business and mapping and document processes.

REQUIRED LICENSES/CERTIFICATIONS**IT Specialist II**

- CJS Certification.

IT Specialist III

- Certification in one or more technical or application support areas such as network administration and management, telephone systems, Internet and/or database administration.
- Microsoft 365 Certified: Enterprise Administrator Expert.
- Microsoft 365 Certified: Modern Desktop Administrator Associate.
- Microsoft 365 Certified: Security Operations Administrator Associate.

KNOWLEDGE, SKILLS, AND ABILITIES**IT Specialist I, II, and III**

- a. Skills in operating a phone, fax, and copy machine.
- b. Ability to work on-site at City Hall on a regular schedule.
- c. Ability to communicate effectively verbally and in writing.
- d. Ability to establish successful working relationships.
- e. Ability to work under pressure and with frequent interruptions.
- f. Ability to discern confidential information.

DESIRED QUALIFICATIONS

- a. Experience with Tyler Technologies Incode Software suite.
- b. GTEC Police support and service experience

SPECIAL REQUIREMENTS

- Must pass a background check.
- A valid state driver's license.
- Flex schedule availability for after hours and weekend work may be required for software updates and/or implementation.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.

- Copier/printer/fax machine; ten-key calculator; and telephones.

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

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

Signatures:

IT Specialist _____ (*Designate I, II, or III*)

Date

Print Name: _____

Finance Director

Date

Kathy Payne

From: Margaret Jeffries
Sent: Monday, January 24, 2022 12:34 PM
To: Kathy Payne
Cc: Patrick Birkle
Subject: Columbia Learning Center Board Appointment

Hi Kathy,

The Columbia Learning Center Board met this past Saturday. Recently, the Board has had 9 members but in the not too distant past, there were only 8. Two of the positions are to be appointed by the City Council. As you know, Patrick and I are currently filling those positions. With my resignation, the Board agreed that a return to 8 members would actually make it easier to schedule meetings and get everyone together. They asked Chris Iverson if he would be willing to be the other City appointee and he said he would if the City Council agrees.

Would you please put this on the Council Work session agenda for discussion?

Thanks,
Margaret

Margaret C. Jeffries
Library Director
St. Helens Public Library at the Columbia Center
375 S. 18th Street Suite A
St. Helens, OR 97051
503-397-4544
mjeffries@sthelensoregon.gov ← PLEASE NOTE NEW EMAIL ADDRESS

January 27, 2022

City of St. Helens
265 Strand Street
St. Helens, OR 97051
Attn: John Walsh, City Administrator, Matt Brown, Finance Director

Dear Mr. Walsh and Mr. Brown,

Thank you for the opportunity to provide you with a proposal for a review of the City's Tourism Program revenue and expenditures. We believe that our experience and skill sets are a solid match with this project and encourage you to let us know if you have any questions about our proposed approach, which is outlined in more detail below.

Scope of Work:

Merina+Co (MCO) to review and confirm Tourism Program revenues and expenditures for the following time periods:

- + **Phase 1:** Fiscal Year 2022 (July 1, 2021 to-date)
- + **Phase 2:** Fiscal Year 2021 (July 1, 2020 through June 30, 2021)

We propose to conduct this review as an Agreed Upon Procedures (AUP) engagement in accordance with professional standards established by the American Institute of Certified Public Accountants (AICPA). To achieve the objectives, the review may include procedures such as:

Revenues:

- + Review of the 2019 agreement to establish a baseline understanding of requirements regarding revenues between the Contractor and the City.
- + Review custody procedures over cash receipts for adequate safeguarding of assets.
- + Review reconciliation procedures for TicketLeap/store sales performed by the contractor prior to deposit to the City.
- + Review and compare a sample of deposits to supporting documentation (i.e. Sponsorships/Store Sales/TicketLeap sales records) for accuracy and completeness.
- + Analyze daily receipts compared to prior years daily receipts for specific events, including an estimated attendance calculation based on reported ticket sales for reasonableness assessment by the City.

Expenses:

- + Review of the 2019 agreement to establish a baseline understanding of requirements regarding expenses between the Contractor and the City.
- + Review procedures over purchases and vendor selection.
- + Review and compare a sample of expenses to vendor invoices to ensure accuracy and occurrence.
- + Analyze expense categories compared to prior years for similar events.
- + Review reimbursement requests for City approval prior to payment or withholding of deposits, as applicable.
- + Review vendor payment schedule for proper issuance of Form 1099 and W-9 collection, as applicable.

Timing and Fees:

We anticipate beginning this engagement in February with an anticipated completion for Phase 1 within four weeks of a signed engagement letter, assuming all information is readily available and accessible to our team.

Our fees for this scope of work include:

- + **Phase 1:** Current Year: Not-to-Exceed \$6,300
- + **Phase 2:** Fiscal Year 2021: Not-to-Exceed \$3,600

Our standard rates for services are:

- + Partner \$275/hour
- + Sr. Consultant \$175/hour
- + Consultant \$125-150/hour

As your Project Manager, I am authorized to represent our firm and available to answer any potential questions you may have. I can be reached by phone at (503) 730.2243 or email at rmooddy@merina.com.

Our proposal will remain in effect for thirty (30) days after receipt by the City.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Moody', with a stylized flourish at the end.

Robert G. Moody, Jr., CPA | Partner

LEASE RENEWAL

**Masonic Building South 1st Street
St. Helens, OR
Date: January 1, 2022**

LESSOR: Masonic Building, LLC
862 SE OAK ST. SUITE 1A
HILLSBORO, OR 97123

Lessee: City of St Helens, a Municipal Corporation

Premises: 231 and 235 South 1st Street, St. Helens, OR

It is hereby agreed that the above-named parties to a lease dated January 15, 2020 shall renew the subject lease agreement for the premises described above. This Renewal shall commence on JANUARY 1, 2022, and shall expire at midnight on DECEMBER 31, 2024. The terms and conditions of the renewal period shall remain as outlined in the original lease with the base rent to be at the per month base rate stated below, triple net. Monthly triple net charges shall be paid by Lessee as outlined in the original lease agreement. Triple net charges will be reevaluated and adjusted as of February 1 of each year. Renovations as per original lease to total \$30,000 shall be completed during the first year of this Lease Renewal . If renovations to be performed are less than \$30,000 the balance will be due as additional rent at end of the first year (December 31, 2023) of this Lease Renewal. Base rent will be adjusted each year as follows and may be paid in lump sum at the beginning of each year at the Lessee's option:

January 1, 2022- December 31, 2022	\$5,000/month
January 1, 2023- December 31, 2023	\$5,250/month
January 1, 2024- December 31, 2024	\$5,500/month

Lessor:

By: _____

Date: _____

[Elliot Michael, member](#)
Masonic Building, LLC

Lessee:

By: _____

Date: _____

[City of St Helens](#)

Council Action Sheet



To: Mayor and City Council Members

From: Kathy Payne, HR Coordinator/City Recorder

Date: February 2, 2022

Subject: Library Director Recruitment

Background

In late October 2021, we were informed by Library Director Margaret Jeffries that she was going to retire at the end of January. On November 10, 2021, we began recruiting for Margaret's replacement. Advertising was done locally, statewide, and nationwide to seek qualified candidates to fill the position. We received 46 applications. City Administrator Walsh, Library Director Jeffries, and Councilor Topaz reviewed each application and from there, nine candidates were selected to interview. Of those candidates two withdrew prior to their interview. Therefore, seven candidates were eventually interviewed. There were two panels of interviewers; one made up of three Library staff, two Library Board members, and an Oregon State Library employee. The other panel was made up of other City staff and a member of the Friends of the St. Helens Public Library group.

The criteria used in assessing the candidates is based on the Library Director job description and on a set of interview questions where we are looking for and expecting to find the attributes of a successful candidate. Without divulging the interview questions, some of the attributes we are looking for are ability to lead the Library Department, experience operating a public library, level of engagement in the community, and other essential job functions such as budgeting, staff management, customer service, etc.

After interviews were conducted January 21, four candidates rose to the top and are being brought back to be interviewed by the City Council and City Administrator Walsh on February 11 in Executive Session. Prior to that session, members of the public are invited to make suggestions on the employment of the Library Director at the meeting of February 2 so the City Council can take the input into consideration as it conducts interviews. Suggestion concerning additional attributes other than those listed above are welcome at the Council meeting.

Recommendation

At your February 2, 2022 Work Session, allow the public to comment on the Library Director recruitment to see if there are any other attributes and criteria we should be looking at.

Attachments: Library Director Job Description



Library Director

DEPARTMENT: Library
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Directs the City library and serves as advisor to the Mayor, City Council, City Administrator, and staff on library issues. Performs complex supervisory, administrative, and professional work in planning, developing, organizing, scheduling, directing, supervising, and implementing a year-round, citywide library program; does related work as required.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over all Library staff.

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

- Manages and supervises library operations to ensure Library and City goals and objectives are met within available resources.
- Provides leadership and direction in the development of short- and long-range library plans; reviews programs, implements changes or new programs and services to meet community needs. gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other City departments, agencies, and community-based groups as needed.
- Exhibits leadership to staff and fellow employees. Serves as a model for accomplishing City's vision and goals. Creates an environment in which employees are focused on and produce excellent quality results and customer service.
- Provides direction and sets standards for excellence in internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the patron.
- Provides professional oversight for selection of books, periodicals, and other media; review of outdated materials and collections for withdrawal; and coordination of removal and disposition; classification and cataloging of materials; reference services; outreach programs and services; adult and youth services; selection/maintenance/migration of the online integrated library system.
- Performs personnel duties; plans and organizes workloads and staff work assignments; hires, trains, coaches, evaluates, and terminates staff; oversees disciplinary process according to the Collective Bargaining Agreement and City policy.

- Prepares and administers departmental budget; prepares cost estimates for budget recommendations; submits justifications for budget items; reviews and monitors expenditures to remain within established budgetary constraints; assures effective and efficient use of budgeted funds: personnel, materials, facilities, and time; and approves library purchase orders. Prepares or oversees grant applications and monitors compliance and completion.
- Maintains current knowledge of and compliance with all state and federal laws related to public libraries.
- Provides professional advice on library issues to City Council; makes presentations to City Council, Library Board, civic groups, and the general public; communicates official plans, policies, and procedures to staff and the general public. Serves as primary spokesperson for the Library and responds to library-related requests from the media. Reviews and approves library press releases, publicity, and social media content.
- Ensures the accurate and timely reporting required by the City, State Library, state, and national library organizations, and grant funding entities are prepared.
- Assures that library facilities and equipment are maintained properly and coordinates maintenance and repair functions with frequent contractor interactions; serves as contact point for all non-library building tenants; responds to after-hours security/fire alarms; monitors employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations.
- Oversee compliance to library rules of conduct, execute needed administrative actions.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Maintains regular job attendance and adheres to working hours.

PERIPHERAL DUTIES

- Serves as a liaison to the Library Board, as a member of various employee and city committees, and as a City representative to the Friends of the St. Helens Public Library and various city and interagency committees as assigned.
- Assists other staff in the performance of their duties.
- Performs the duties of subordinate staff as needed.
- Maintains proficiency by attending training conferences, regional and state meetings, and reading professional journals.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Completion of an ALA-accredited Masters of Library Science Program; and
- b. Two years of professional experience; or
- c. Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential duties and responsibilities of this position.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Must have a broad knowledge of the principles, practices, and philosophy of public library administration.
- b. Broad knowledge of current methods and principles governing the selection, acquisition, cataloging, processing, maintenance, and circulation of print and non-print materials, reference, and outreach practices.
- c. Knowledge of statutes and ordinances governing public library service.

SPECIAL REQUIREMENTS

- Must obtain valid CPR/First Aid card as offered.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; typewriter; ten-key calculator; telephones; transcription equipment; folding machine; and audio/video equipment.

PHYSICAL DEMANDS

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

- While performing the duties of this position, the employee is frequently required to walk, sit, stand, bend, kneel, stoop, reach and manipulate objects, hear, use hands to finger, handle, feel, and reach with hands and arms.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORK ENVIRONMENT

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

- Usual office working conditions.
- The noise level in the work environment is typical of most library/office environments with telephones, interruptions, and background noises.

- Work schedule may include evening and weekend assignments.

EMPLOYEE ACKNOWLEDGMENT

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

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

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

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

Signatures:

Library Director

Date

Print Name: _____

City Administrator

Date



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: February 2, 2022

Planning Division Report attached.

Business License Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner
cc: Planning Commission

Date: 01.26.2022

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS

Conducted a pre-application meeting for a potential multi building development on an approximate 19-acre site along McNulty Way owned by the Port of Columbia County. We've talked with the Port about this property off and on for many years.

PLANNING ADMINISTRATION—MISC.

Support staff provided the required HB 4006 (from the 2018 Legislative Session) reporting to the state for permitted and produced residential units from the last year. This is required annually for cities in Oregon above 10,000 population.

City has started to look at future System Development Charge rates. Planning is involved as growth, development assumptions, and specific projects in adopted plans are components of this effort. Yikes! Initial numbers are big. Staff and the Council will have some challenging decisions to make.

As mentioned in the last two monthly reports, both the Thanksgiving and Christmas/New Year's holidays did not provide enough "slow down time" to work on Development Code amendments, namely, residential beyond duplexes. At this point this may be delayed significantly.

Both the Associate Planner/Comm. Dev. Project Manager and I sat in on interview panels for two engineering department positions this month: Engineer Manager and Engineer II/III.

Last two weeks of January were not the most productively efficient for me. In the second to last week, some network changes were made that created difficulties for many departments. Many people, including myself, did not have access to much of our data. The following week, the Associate Planner/Project Manager, was out on vacation.

DEVELOPMENT CODE ENFORCEMENT

The issue at 264 N. Columbia River Highway continues to evolve since it first reporting in the July 2021 department report. There is strong evidence that the occupant will move to the old PGE building at 1771 Columbia Boulevard, which already has land use approval for the use contemplated.

Speaking of the 1771 Columbia Boulevard site, in last month's report I mentioned an unlawful use as a dwelling and unlawful outdoor storage in the parking lot on the corner of Columbia Boulevard and S. 18th Street. After the owner regained possession of the building last month (it was a squatter issue), the parking lot is now cleaned up too.

Starting in the June 2021 department report, an unlawful structure case on the 400 Block of Greycliffs Drive has been discussed in these reports. The owner has finally, as observed by staff, reduced the building to less than 200 square feet and moved it at least three feet from property lines. No charges imposed, but both staff and the judge noted the city will not be so nice if this happens again and will need to consider fines.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

January 11, 2022 meeting (outcome): The Commission held a public hearing to consider annexation of property off Pittsburg Road, just east of Meadow View Drive. The Commission recommends approval to the Council. Interestingly, the "meadow," Meadow View Drive is assumed to be named after may not last long once the property is annexed and subdivided.

The Commission also considered and recommended approval of a right-of-way dedication off of Barr Avenue that would provide a southerly access point to the property subject to annexation noted above. The Council will see both in February.

The Commission also reviewed the annual summary report, selected chair and vice chair (status quo in this case).

February 8, 2022 meeting (upcoming): Two public hearings are scheduled. One is for the expansion of Columbia View Park and another is for a proposal to add a dwelling unit on the same level as a commercial use at 1370 Columbia Boulevard,

Staff may present some strategic plan information as it pertains to the Planning Department, time permitting.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Data updates for recent annexations.

The Council approved the Personal Services Agreement with GeoTerra for our aerial photo/data update process. GeoTerra has already started establishing control points on the ground in various places throughout the area, in preparation for flights anticipated in March.

ASSOCIATE PLANNER—*In addition to routine tasks, the Associate Planner has been working on:*
See attached.

From: [Jennifer Dimsho](#)
To: [Jacob Graichen](#)
Subject: January Planning Department Report
Date: Thursday, January 20, 2022 8:48:08 AM

Here are my additions to the January Planning Department Report.

GRANTS

1. **OPRD - Local Government Grant – Campbell Park Improvements** - 6-month grant extension granted for the COVID-19 related delay of court surfacing materials. New deadline is April 2022. Concrete pad poured. Waiting on dry weather for PW to finish grading of stormwater area (plants ordered and pick up, soil delivered). Courts are complete. Conducted final walk through, created punchlist. Parking lot paving/stripping forthcoming.
2. **CDBG- Columbia Pacific Food Bank Project** – JH Kelly continuing \$1.6 million construction bid. Tracking all requests for information and submittals to ensure questions are answered. Received approval from state for ~16 Change Orders. Will need to submit a final budget amendment and timeline extension. Delay is mostly due to # of Change Orders and COVID-19 relayed lead times for construction materials. 6-month time extension approved. New completion is June 30, 2022.
3. **Safe Routes to School - Columbia Blvd. Sidewalk Project** – Construction timeline provided by David Evans, who is working through design/engineering process. Worked through change to schedule to allow an additional year for bidding the project to allow the County to replace a culvert which collapsed in 2020 during a heavy rainstorm. County IGA and contract amendment to add culvert in scope was approved in December. New schedule has bidding of the project and construction in 2022.
4. **Business Oregon – Infrastructure Finance Authority** – Application for a low-interest loan to fund streets, utilities, and a portion of the Riverwalk Project on the Riverfront property. Contract documents have been sent to legal counsel. Working with state on amending scope and budget to include updated 90 percent design work.
5. **Certified Local Government – Historic Preservation Grant Program** – Letters went out to eligible property owners on 5/24 announcing that there is \$12k available with a 1 to 1 match requirement and a grant deadline of 7/26. Only 1 incomplete application received, so Plan B work plan is for the City's Court/Utility Billing exterior roof and cornice work. Worked with SHPO on work plan and began working through scope with contractors to begin soliciting direct bids. Site visit from 2 contractors so far. Notice to proceed from SHPO received on 11/1. Council advised staff to reduce project costs at their 1/5 Council meeting. Contract approved at 1/19 Council for just roof parapet work (no cornice work) for 24k.
6. **Technical Assistance Grant with the Oregon State Marine Board** - To assist with design and permitting of an in-water facility at Grey Cliffs Park. A more detailed contract with be drafted for review and approval by Council for the assistance. Meeting on 12/22 with OSMB discussed design options for the non-motorized launch and fishing pier. Next steps will be to take options to the public for feedback, select a preferred alternative, and begin final design, and permitting process.

PROJECTS & MISC

7. **Riverwalk Project (OPRD Grants x2)** – Held 12/15 Open House at the Recreation Center to celebrate and educate the public of the 30% design level. Developed communications strategy for sharing designs presented at the Open House. Working through archeological survey based on tribal feedback. Reviewed 30 percent cost estimates for Phase I and Phase II to provide feedback at 1/12 TAC meeting. Working on local Columbia View Park expansion permitting to assist with funding park improvements (SDC eligibility). Council approved concept. It goes before PC in February for approval. Additional design with Mayer Reed to re-design playground area on 1/19.
8. **Riverfront Streets/Utilities Design/Engineering** – 90 percent plan set received (205 pages of materials to review!). Began review and comments in preparation of an early February meeting with staff and OTAK.
9. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design**– Work Order 1 approved (includes 30 % design for Phase I infrastructure). Kicked off project on 12/21. Coordinated with departments and various consultants to provide baseline data layers to Mackenzie.
10. **Millard Road City-Owned RFP** - Council directed staff to work through possible sale terms with Atkins & Dame. Assisting John with next steps.
11. **Waterfront Video Project** – Final version of the video to be premiered at the January 19 State of the City Public Forum!
12. **Urban Renewal Agency Presentation/Budget Adoption** – Organized staff, agenda, and presentation for the 1/5 URA meeting. Presentation included URA basics, transportation planning overview, funding options, and budget adoption for the next 4 years. Full recorded presentation is on the City’s meeting page. Prepared and handed out new URA binders.

Jenny Dimsho, AICP


Associate Planner / Community Development Project Manager

City of St. Helens

(503) 366-8207

Please note new email address: jdimsho@sthelensoregon.gov

BUSINESS LICENSE REPORT

Signature: 
Date: 1-26-22

Item #10.

City Department Approval: 01/25/2021

The following business licenses are being presented for City Approval

ID	PERIOD	NAME	LICENSE CODE	BALANCE
00146	1/01/22- 1/01/23	*A+ ENGRAVING LLC	RETVARI RETAIL - VARIETY	0.00
01044	1/25/22- 1/25/23	*ASCENDING OPTICS LLC	VIDEOS VIDEOS	0.00
00397	2/01/22- 2/01/23	*BLUE HERON SEPTIC & DRAIN SER	SEPTIC SEPTIC SERVICE	0.00
00384	2/01/22- 2/01/23	*JAMES H BRISSETT CONSTRUCTION	CONTMISC CONTRACTOR-MISC.	0.00
01023	1/12/22- 1/12/23	*LIEBELT FAMILY CONSTRUCTION	CONTMISC CONTRACTOR-MISC.	0.00
00600	2/18/22- 2/18/23	*MENTAL HAPPINESS	ORGANIZE ORGANIZING SERVICES/	0.00
01022	1/10/22- 1/10/23	*MORTON'S MAFIA DOG'S	FOODCART FOOD TRUCK	0.00
00574	2/11/22- 2/11/23	*PREHEIM COMPUTERS	COMPUTE COMPUTER	0.00
00376	2/01/22- 2/01/23	A BETTER WAY MASSAGE LLC	MASSAGE MASSAGE	0.00
00549	2/09/22- 2/09/23	A-MAX SECURITY SOLUTIONS INC	LOCKSMIT LOCKSMITH	0.00
00590	2/18/22- 2/18/23	ADVANCED AMERICAN CONSTRUCTION	CONTGEN CONTRACTOR-GENERAL	0.00
00554	2/10/22- 2/10/23	ADVANTAGE JC EXCAVATING LLC	EXCAV EXCAVATION	0.00
00491	3/01/22- 3/01/23	ALONZO YARD MAINTENANCE	LANDSCAP LANDSCAPING	0.00
00616	2/18/22- 2/18/23	ALTERATIONS BY HEATHER CLARK	RETCLOTH RETAIL - CLOTHING	0.00
00763	3/01/22- 3/01/23	AMERICAN EXTERM. PLUS, INC.	PEST PEST CONTROL	0.00
00538	2/09/22- 2/09/23	APPLIED TECHNICAL SYSTEMS INC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00628	2/19/22- 2/19/23	AREA HEATING & COOLING	CONTHVAC CONTRACTOR-HVAC	0.00
00265	1/01/22- 1/01/23	BEACON CHIROPRACTIC	PHYSICIA PHYSICIAN/HEALTH CAR	0.00
00340	2/01/22- 2/01/23	CARVER LYNN	2NDHAND 2ND HAND DEALER/PAWN	0.00
00955	2/01/22- 2/01/23	CHRISTINA'S CHEST	2NDHAND 2ND HAND DEALER/PAWN	0.00
00613	2/18/22- 2/18/23	CLARKE TOM & DEBBIE	RENTRESI RENTAL - RESIDENTIAL	0.00
00535	2/06/22- 2/06/23	COHO DISTRIBUTING LLC	DELIVERY DELIVERY SERVICE	0.00
00563	2/10/22- 2/10/23	COLBERT H CANNON	RENTRESI RENTAL - RESIDENTIAL	0.00
00370	2/01/22- 2/01/23	COLUMBIA AUDIO SPEC INC	SALESERV SALES/SERVICE/MAINT	0.00
00402	1/22/22- 1/22/23	COMPLETE CARPET SERVICES	CARPET CARPETS/FLOORING/DRA	0.00
00504	2/03/22- 2/03/23	CORNICE CONSTRUCTION LLC	CONTGEN CONTRACTOR-GENERAL	0.00
00474	1/27/22- 1/27/23	CYGNUS HOME SERVICE LLC	SOLICIT SOLICITATIONS	0.00
00602	2/18/22- 2/18/23	DANGS LITTLE DRAGON	FOODCART FOOD TRUCK	0.00
00392	2/01/22- 2/01/23	ECONO WASH	LAUNDRY LAUNDROMAT/CLEANING	0.00
00644	2/25/22- 2/25/23	EIB ENTERPRISES	RENTRESI RENTAL - RESIDENTIAL	0.00
01021	1/10/22- 1/10/23	EID REMODELING	CONTGEN CONTRACTOR-GENERAL	0.00
00658	2/26/22- 2/26/23	EUGENE WELDER'S SUPPLY CO INC	MISC MISCELLANEOUS	0.00
00502	2/03/22- 2/03/23	EVOLUTION PLUMBING LLC	CONTPLUM CONTRACTOR-PLUMBING	0.00
00357	2/01/22- 2/01/23	FIBER TECH CARPET/UPHOL CLNG	CARPET CARPETS/FLOORING/DRA	0.00
00492	3/01/22- 3/01/23	GENERAL TREE SERVICE	TREES TREES	0.00
00329	2/01/22- 2/01/23	GINGER FARGHER	2NDHAND 2ND HAND DEALER/PAWN	0.00
00604	2/18/22- 2/18/23	GW CURNUTT & ASSOCIATES	OPTOMETR OPTOMETRY	0.00
00607	2/18/22- 2/18/23	HART 2 HART INVESTIGATION LLC	MISC MISCELLANEOUS	0.00
00579	2/18/22- 2/18/23	K SCHWARZ CONSTRUCTION INC	EXCAV EXCAVATION	0.00
00522	2/05/22- 2/05/23	KEY MECH CO OF WASHINGTON	CONTMECH CONTRACTOR-MECHANICA	0.00
00499	2/03/22- 2/03/23	KNEZ INSULATION COMPANY LLC	CONTINSU CONTRACTOR-INSULATIO	0.00
00635	2/24/22- 2/24/23	KOZY KORNER RESTAURANT LOUNGE	RESTAURA RESTAURANT	0.00
00610	2/18/22- 2/18/23	LAUTT RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00759	3/01/22- 3/01/23	LEONARD & JANET MASON	RENTCOMM RENTAL - COMMERICAL	0.00
00623	2/18/22- 2/18/23	LIVING COLOR NURSERY LLC	LANDSCAP LANDSCAPING	0.00
00767	3/01/22- 3/01/23	METRO OVERHEAD DOOR, INC.	DOORS DOORS	0.00
00212	1/01/22- 1/01/23	MOD PIZZA	RESTAURA RESTAURANT	0.00
00655	2/26/22- 2/26/23	NORTHWEST CONTROL CO	CONTHVAC CONTRACTOR-HVAC	0.00
00634	2/24/22- 2/24/23	OGAN INC RES RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00866	2/01/22- 2/24/23	OGAN INC. (COMM. RENTALS)	RENTCOMM RENTAL - COMMERICAL	0.00

PACKET: 00291 012522 Approval License Packet 1/25/22 BL Approvals

SEQUENCE: Contact

ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00494	2/03/22- 2/03/23	PACIFIC NORTHERN ENVIRONMENTAL	CONTELEC CONTRACTOR-ELECTRICA	0.00
00764	3/01/22- 3/01/23	PARKSIDE APTS/HICKEY	RENTAPT RENTAL - APARTMENTS	0.00
00653	2/26/22- 2/26/23	PARR LUMBER COMPANY	DELIVERY DELIVERY SERVICE	0.00
00760	3/01/22- 3/01/23	PASTIME TAVERN	TAVERN TAVERN	0.00
00781	3/01/22- 3/01/23	PATIO INNOVATIONS	AWNINGS AWNINGS	0.00
00601	2/18/22- 2/18/23	POLAR REFRIGERATION INC	CONTHVAC CONTRACTOR-HVAC	0.00
00555	2/10/22- 2/10/23	PORTRAIT HOMES NORTHWEST	CONTGEN CONTRACTOR-GENERAL	0.00
00627	2/19/22- 2/19/23	RAWHIDE ELECTRIC SERVICES LLC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00663	2/26/22- 2/26/23	RAYMOND BELL	RENTRESI RENTAL - RESIDENTIAL	0.00
00599	2/18/22- 2/18/23	ROBERT TRACEY RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00498	2/03/22- 2/03/23	SAFEGUARD FIRE EXTINGUISHER SV	SALESERV SALES/SERVICE/MAINT	0.00
00119	1/01/22- 1/01/23	SANDY'S BARBER SHOP	BEAUTYSH BEAUTY/BARBER SHOP	0.00
00345	2/01/22- 2/01/23	SCAPPOOSE SAND AND GRAVEL CO	DELIVERY DELIVERY SERVICE	0.00
00642	2/25/22- 2/25/23	SHARP BONNIE & BEN	RENTCOMM RENTAL - COMMERICAL	0.00
00578	2/17/22- 2/17/23	SPECIALTY HEATING & COOLING LL	CONTHVAC CONTRACTOR-HVAC	0.00
00624	3/01/22- 3/01/23	ST HELENS AUTO BODY/CUST PAINT	AUTOBODY AUTO BODY/DETAILING	0.00
00364	2/01/22- 2/01/23	ST HELENS LIQUOR STORE	ALCOTOB ALCOHOL/TOBACCO	0.00
00580	2/18/22- 2/18/23	STANS REFRIGERATION & AC INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00598	2/18/22- 2/18/23	STEEL APARTMENTS CURNUTT	RENTAPT RENTAL - APARTMENTS	0.00
00629	2/23/22- 2/23/23	SWEET RELIEF ST HELENS	MARIJUAN MARIJUANA	0.00
00221	1/01/22- 1/01/23	TAP INTO WINE LLC	RETAIL RETAIL	0.00
00399	2/01/22- 2/01/23	THE HAGZ BAGZ & THE HUTCH	RETVARI RETAIL - VARIETY	0.00
00497	2/03/22- 2/03/23	THE SANKOZ CORPORATION	CONTRROOF CONTRACTOR-ROOFING	0.00
00500	2/03/22- 2/03/23	TIDE CREEK AGGREGATES LLC	EXCAV EXCAVATION	0.00
00531	3/01/22- 3/01/23	TOWNSHIP UNITED BLDG SERVICES	JANITOR JANITORIAL SERVICES	0.00
00639	2/24/22- 2/24/23	TP FREIGHT LINES INC	TRANS TRANSPORTATION/TRAVE	0.00
00566	2/10/22- 2/10/23	TROPICANA COURT	RENTRESI RENTAL - RESIDENTIAL	0.00
00530	3/01/22- 3/01/23	TWIN CITY SERVICE	CONTMECH CONTRACTOR-MECHANICA	0.00
00593	2/18/22- 2/18/23	U STORAGE SELF STORAGE	STORAGE STORAGE UNITS	0.00
00503	2/03/22- 2/03/23	UNITED FIRE HEALTH & SAFETY	SALESERV SALES/SERVICE/MAINT	0.00
00664	2/27/22- 2/27/23	VANNATTA & PETERSEN (COMM RENT	RENTCOMM RENTAL - COMMERICAL	0.00
00515	3/01/22- 3/01/23	VILARDI ELECTRIC	CONTELEC CONTRACTOR-ELECTRICA	0.00
01039	1/25/22- 1/25/23	WALKER CONSULTANTS INC	ENG ENGINEERING	0.00
00750	3/01/22- 3/01/23	WAYNE WEIGANDT RENTALS	RENTRESI RENTAL - RESIDENTIAL	0.00
00298	1/01/22- 1/01/23	WIGGLE BUTZ PET BAKERY & GIFTS	RETAILPE RETAIL PET STORE	0.00
00571	2/10/22- 2/10/23	WOLFERS INC	CONTMECH CONTRACTOR-MECHANICA	0.00
00583	2/18/22- 2/18/23	ZATTERBERGS	GROCERY GROCERY	0.00
00126	1/1/22- 1/1/23	SELIX CABINETS INC	CABINETS CABINETS	0.00
00418	2/1/22- 2/1/23	J.H KELLY LLC	CONTMECH CONTRACTOR-MECHANICAL	0.00

F O R M S R E G I S T E R

Item #10.

-26-2022 10:02 AM

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LICENSE CODE	TOTAL	BALANCE
2NDHAND 2ND HAND DEALER/PAWN	3	0.00
ALCOTOB ALCOTOB/TOBACCO	1	0.00
AUTOBODY AUTO BODY/DETAILING	1	0.00
AWNINGS AWNINGS	1	0.00
BEAUTYSH BEAUTY/BARBER SHOP	1	0.00
CARPET CARPETS/FLOORING/DRA	2	0.00
COMPUTE COMPUTER	1	0.00
CONTELEC CONTRACTOR-ELECTRICA	4	0.00
CONTGEN CONTRACTOR-GENERAL	4	0.00
CONTHVAC CONTRACTOR-HVAC	4	0.00
CONTINSU CONTRACTOR-INSULATIO	1	0.00
CONTMECH CONTRACTOR-MECHANICA	4	0.00
CONTMISC CONTRACTOR-MISC.	2	0.00
CONTPLUM CONTRACTOR-PLUMBING	1	0.00
CONTROOF CONTRACTOR-ROOFING	1	0.00
DELIVERY DELIVERY SERVICE	3	0.00
DOORS DOORS	1	0.00
ENG ENGINEERING	1	0.00
EXCAV EXCAVATION	3	0.00
FOODCART FOOD TRUCK	2	0.00
GROCERY GROCERY	1	0.00
JANITOR JANITORIAL SERVICES	1	0.00
LANDSCAP LANDSCAPING	2	0.00
LAUNDRY LAUNDROMAT/CLEANING	1	0.00
LOCKSMIT LOCKSMITH	1	0.00
MARIJUAN MARIJUANA	1	0.00
MASSAGE MASSAGE	1	0.00
MISC MISCELLANEOUS	2	0.00
OPTOMETR OPTOMETRY	1	0.00
ORGANIZE ORGANIZING SERVICES/	1	0.00
PEST PEST CONTROL	1	0.00
PHYSICIA PHYSICIAN/HEALTH CAR	1	0.0
RENTAPT RENTAL - APARTMENTS	2	0.00
RENTCOMM RENTAL - COMMERICAL	4	0.00
RENTRESI RENTAL - RESIDENTIAL	9	0.00
RESTAURA RESTAURANT	2	0.00
RETAIL RETAIL	1	0.00
RETAILPE RETAIL PET STORE	1	0.00
RETCLOTH RETAIL - CLOTHING	1	0.00
RETVARI RETAIL - VARIETY	2	0.00
SALESERV SALES/SERVICE/MAINT	3	0.00
SEPTIC SEPTIC SERVICE	1	0.00
SOLICIT SOLICITATIONS	1	0.00
STORAGE STORAGE UNITS	1	0.00
TAVERN TAVERN	1	0.00
TRANS TRANSPORTATION/TRAVE	1	0.00
TREES TREES	1	0.00
VIDEOS VIDEOS	1	0.00
TOTAL ALL CODES:	89	0.00

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*** SELECTION CRITERIA ***

License Range: thru ZZZZZZZZZZ
License Codes: All
Balance: 999999999R thru 9999999999
Fee Codes:
Fee Paid Status: Paid and Unpaid
Origination Dates: 0/00/0000 thru 99/99/9999
Effective Dates: 0/00/0000 thru 99/99/9999
Expiration Dates: 0/00/0000 thru 99/99/9999
Renewal Dates: 0/00/0000 thru 99/99/9999
Payment Dates: 0/00/0000 thru 99/99/9999
Print Dates: 0/00/0000 thru 99/99/9999
License Status: Active
Termination Code:
Paid Status: Paid
City Limits: Inside and Outside
Printed: No
Comment Code:

** END OF REPORT **