



# COUNCIL REGULAR SESSION

Wednesday, September 18, 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  
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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### DELIBERATIONS

1. St. Helens Development Code Amendments

### RESOLUTIONS

- 2. PUBLIC COMMENT** - Increase in Drop Box Rates

**Resolution No. 2028:** A Resolution Establishing Drop Box Rates and Superseding Resolution No. 1992

- 3. Resolution No. 2029:** A Resolution Authorizing City Administrator John Walsh and City Finance Director Gloria Butsch to Establish an Events Credit Card Account

### APPOINTMENT TO CITY BOARDS AND COMMISSIONS

- 4.** Appoint Jay Echternach to Library Board

### CONSENT AGENDA FOR ACCEPTANCE

- 5.** Library Board Minutes dated August 12, 2024
- 6.** Parks & Trails Commission Minutes dated August 12, 2024
- 7.** Planning Commission Minutes dated August 13, 2024

### CONSENT AGENDA FOR APPROVAL

- 8.** Declare Surplus Property - Police K-9 Jax
- 9.** 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/89357622832?pwd=ycSKtBabdTk9guQLprSs0Xh19aKFwr.1>

Passcode: 225437

Dial: +13462487799

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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.

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

City of St. Helens  
**RESOLUTION NO. 2028**

**A RESOLUTION ESTABLISHING DROP BOX RATES  
AND SUPERSEDING RESOLUTION NO. 1992**

**WHEREAS**, according to Ordinance No. 3140, Section 8, Annual Rate Adjustment, commercial drop box franchise holder, Waste Management of Oregon, Inc., may adjust rates annually by a percentage equal to one-half of the annual percent change in the Consumer Price Index (CPI), not to exceed one and one-half percent (1.5%); and

**WHEREAS**, this year’s CPI index was 302.106, up from 289.005 in July of 2023, which was an annual change of 4.533%; and

**WHEREAS**, one-half of the annual percent change in the CPI for this year would be 1.5%; and

**WHEREAS**, it is essential that this expense to the City’s commercial drop box franchise holder be passed on to their customers effective October 1, 2024.

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

**Section 1.** Effective October 1, 2024, commercial drop box rates for the City of St. Helens at the Columbia County Transfer Station disposal site are hereby adopted as follows:

**PICK-UP, DELIVERY AND DISPOSAL FEES**

<u>Box Size</u>	<u>Fees</u>
40 yards	\$157.19
30 yards	\$157.19
20 yards	\$149.32
10 yards	\$142.22

**COMPACTED PICK-UP, DELIVERY AND DISPOSAL FEES**

<u>Box Size</u>	<u>Fees</u>
30 yards	\$299.41 plus 7% franchise fee plus \$109.94 disposal fee per ton

**MISCELLANEOUS FEES**

Rental per day – all sizes	\$	4.76
Rental per month – all sizes	\$	95.79
Mileage – all sizes	\$	1.86
Disposal fee per ton	\$	109.94

**Plus a 7% franchise fee is added to total monthly charge.**

**Section 2.** Resolution No. 1992 is hereby superseded by this Resolution.

**Approved and adopted** by the City Council on September 18, 2024, by the following vote:

Ayes:

Nays:

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

ATTEST:

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

City of St. Helens  
**RESOLUTION NO. 2029**

Item #3.

**A RESOLUTION AUTHORIZING CITY ADMINISTRATOR JOHN WALSH AND CITY FINANCE DIRECTOR GLORIA BUTSCH TO ESTABLISH AN EVENTS CREDIT CARD ACCOUNT**

**NOW, THEREFORE, BE IT RESOLVED**, that City Administrator John Walsh and Finance Director Gloria Butsch of the City of St. Helens are authorized to enter into a credit services agreement with Wauna Credit Union for the purpose of opening a business credit card (Visa) account on behalf of the City of St. Helens to be used exclusively for City of St. Helens Events expenditures; to designate from time to time persons, in such number as may be directed, to manage the Credit Card Account; and authorize the Events Contractor, Brandon Treadway as authorized cardholder; and the signers for credit application, and administrators of the account will be City Administrator John Walsh and Finance Director Gloria Butsch.

**IT IS FURTHER RESOLVED** that the authority conferred is in addition to any other authorizations in effect and shall remain in force until Wauna Credit Union receives written notice of its revocation at the office where the account is maintained or at such other location as Wauna Credit Union may direct.

**APPROVED AND ADOPTED** this 18<sup>th</sup> day of September 2024.

Ayes:

Nays:

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

ATTEST:

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

**CERTIFICATION**

I, Kathy Payne, City Recorder for the City of St. Helens, certify that this resolution was adopted by this organization in accordance with law and its charter documents at a meeting duly held by this organization's governing body, and is now in effect. I certify that all of the signatures above are genuine and are those of person(s) who are authorized to execute the form who has such title as is listed above. I further certify that I have fully authority to execute this certification. The bank / credit union is entitled to rely upon this certification until written notice of its revocation is delivered to the bank / credit union.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature

# APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

Item #4.

## City Council Meeting ~ September 18, 2024

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### Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Jay Echternach	Library Board	2/14/24	2/14/24
• Jeanette Nelson	Planning Commission	5/28/24	TBD

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### Library Board (4-year terms)

- Jessica Sturdivant’s term expires 6/30/2024. She is not interested in reappointment.

**Status:** Pending

**Next Meeting:** October 14, 2024

**Recommendation:** At their September 9 regular meeting, the Board voted to recommend appointment of Jay Echternach.

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

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson  
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne  
Kathy Payne, City Recorder



# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, August 12, 2024 at 7:15 PM  
Virtually over Zoom

## APPROVED MINUTES

### Members Present

Chair Aaron Martin  
Member Robert Dunn  
Member Ellen Jacobson  
Member Jana Mann  
Member Colleen Ohler  
Member Lynne Pettit  
Member Fatima Salas

### Members Absent

Member Diana Wiener

### 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 7:16 pm by Chair Martin.

### VISITORS COMMENTS *Limited to three (3) minutes per speaker.*

No visitors.

## APPROVAL OF MINUTES

1. Minutes from June 10, 2024, were reviewed.

Motion: Upon Member Mann's motion and Member Dunn's second, the Library Board unanimously approved the minutes dated June 10, 2024. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Ohler, Member Pettit, Member Sturdivant; Nays: none]

## OLD BUSINESS

2. BOARD VICE CHAIR ELECTION: Item tabled until after Library Director report. Motion: Upon Chair Martin's motion and Member Dunn's second, the Library Board unanimously approved the election of Member Salas as the new Vice-Chair. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

3. BOARD APPLICANT INTERVIEW COMMITTEE ASSIGNMENT: Chair Martin and Member Dunn plan to interview Mr. Echternach Wednesday August 14, 2024. They will report back to the whole board at the next regular meeting.

**NEW BUSINESS**

4. RECOMMEND MEMBER OHLER'S TERM RENEWAL: Motion: Upon Chair Martin's motion and Member Pettit's second, the Library Board unanimously voted to recommend Member Ohler's appointment for the next board term starting July 1, 2024 and ending June 30 2028. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

5. RECOMMEND REMOVING 'OVERDUE FEES' LANGUAGE FROM CIRCULATION POLICY: Motion: Upon Member Dunn's motion and Member Mann's second, the Library Board unanimously approved the recommendation to remove the 'overdue fees' language from the current Circulation Policy. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

6. CREATE A COMMITTEE TO REVIEW BYLAWS: The current bylaws which were approved in 2001 need to be reviewed and updated to align with the current municipal code. Assigned to the committee are Chair Martin, Member Ohler, and Member Pettit. Secretary Dieter will email background information to the committee members for their review.

7. APPROVE CLOSURE OF ACCOUNT AND FORGIVENESS OF UNPAID FINES AND FEES AFTER 7 YEARS: Motion: Upon Chair Martin's motion and Member Ohler's second, the Library Board unanimously approved the recommendation to allow the forgiveness of unpaid fines and fees older than 7 years and the subsequent closure of those accounts. [Yeas: Chair Martin, Member Dunn, Member Jacobson, Member Mann, Member Ohler, Member Pettit, Member Salas; Nays: none]

**LIBRARY DIRECTOR'S REPORT**

Director Bishop stated that the new Youth Makerspace Librarian, Jana Wiersma will start August 13 at 11:00 am. Everyone is very excited. She has a great deal of experience and will be a great addition to our library staff. Director Bishop shared some of the details from the semi-annual report that was given to the City Council. The library operated as a cooling center from July 5 through July 9. We were open extra days and hours (a total of 21 extended hours) and our partner organizations Columbia County Mental Health (CCMH), Community Action Team (CAT) sent people to help. Library staff worked extra hours to keep the schedule and we also had volunteers covering 40 extra hours. This year we won't be able to be the City's warming shelter because of the overnight hours. We just started a new seed exchange program in conjunction with the local Oregon State University (OSU) Master Gardeners. They will use an old microfilm cabinet to store the seeds in the library. The program kicked off last week with a talk about seed storage by former OSU Extension Service Chip Publ. The Summer Library Challenge ended last week. The stats we have so far indicate that despite the number of registered readers being 15 percent lower than last year, our number of minutes read was up. It was a very busy program and participants enjoyed the prize wheel and all the extra performers that were paid for by the Friends of the St. Helens Public Library. So far this year we've had 41,833 visits to the building, that's almost 10,000 more than last year. Our Wi-Fi hours have been increased and are now available from 5:00 am to midnight. We own more than 42,000 items including more than 200 Library of Things items, and so far this year 65,011 items have been borrowed. The mobile hotspots continue to be the most popular. The public computers are very popular as well. We continue to have requests for the free Covid-19 tests that we used to have available. 21.35 percent of the population have a library card or are using our digital services. We have had 28,955 visits in the fiscal year 2024. We currently have 27 active volunteers right now and they logged 954 last year, and the value of that time is about

\$31,000. Our small business and entrepreneurs corner continues to be of interest. Sierra Trass from the Columbia Economic Team (CET) said that they've received several requests for where it's located. They plan on using our site as a model for future business centers in other cities like Scappoose or Clatskanie. Our Library Assistant Cameron Burkhart is leaving. They bought a house far away enough to make the commute untenable. They will continue to work remotely for the City as the part-time Communications Support Specialist. The City has placed an advertisement for that position and we have 48 applicants for far, and interviews will be scheduled soon. The library will be closed for Labor Day [September 2, 2024]

### **COUNCILOR'S REPORT**

Councilor Hubbard stated that the semi-annual report that Director Bishop gave to the City last week was great. The library is on track and the Council is excited about the direction you're going. If we could have the new Youth Makerspace Librarian come to the next council meeting to introduce herself and talk about their plans, that would be great.

### **OTHER BUSINESS**

Not at this time.

### **SUMMARIZE ACTION ITEMS**

Chair Martin stated that he and Member Dunn would interview the applicant on Wednesday. There are a number of things that will be recommended to the City at the next council meeting. The committee to review the bylaws will get started, and Secretary Dieter will email some information to the members of that committee. Director Bishop asked Secretary Dieter to send out an updated Board Member Sheet when it is available.

### **ADJOURNMENT**

Chair Martin adjourned the meeting at 7:56 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary



# PARKS AND TRAILS COMMISSION

Monday, August 12, 2024

## APPROVED MINUTES

### MEMBERS PRESENT

Chair Scott Jacobson  
 Vice Chair Dana Lathrope  
 Commissioner Jerry Belcher  
 Commissioner Howard Blumenthal  
 Commissioner Reid Herman  
 Commissioner Lynne Pettit  
 Commissioner Jacob Woodruff  
 Commissioner Nicholas Helmich

### MEMBERS ABSENT

Commissioner Paul Barlow

### STAFF PRESENT

Buck Tupper, Facilities Maintenance Supervisor  
 Brandon Sundeen, City Councilor  
 Sheri Ingram, P&T Commission Secretary  
 Lisa Scholl, Deputy City Recorder

### OTHERS

Steve Toschi  
 Robin Toschi  
 Zach Sylvester

### CALL TO ORDER - 4:00 p.m.

### TOPICS FROM THE FLOOR: From attendees not otherwise of the agenda

S. Toschi said he has walked every inch of the urban trail more than once and part of it runs by his house and he came to talk about the request for the signage grant for the unfenced cliff. As far as the risk of falling off cliff and doesn't think a sign should be put up. There is a better use of money for signs in other areas along the trail. Oregon has very strong law of public entities regarding public use and he thinks a sign will cause more problems than it will solve. They don't have to warn about obvious things. The law is sufficient. If they put up some kind of barrier, there are options that will preserve the view. He thinks a sign will cause more harm than good. With Oregon statutes, it is an obvious risk and there are ways to build low impact barriers. They are willing to help if there is a desire to put stairs by tree or railing. They can help with getting donations.

Zach Sylvester lives on Goodman lane and is here about the net at Campbell Park. It needs to be repaired and put back up. Tupper said he has looked into prices of a new one and talked to

leagues. Insurance agent says it's not really a liability but cost is about \$2000 for a new one. They will stitch up old one for now and will try to get a new one up before the rains hit and it gets soft in there.

Going back to the Urban Trail, Belcher also thinks there should be a barrier there and if there was, we wouldn't need a fence. It should be safe and attractive. It is the nicest viewpoint between Portland and Astoria. If it was a State or Federal road, he is willing to bet money there would be a barrier along there. Three people have gone off it over the years. It has since been cleaned off so it is a 50' drop with asphalt at the bottom. He thinks the City would be totally liable because three people have already gone off and a road goes by it. If there is a barrier, we don't need a sign. There are other cliffs in town but not right next to a road.

Lathrope agrees and considering cost and time, would they consider a less intrusive sign until barrier is put up. Belcher is good with majority decision. He thinks there should be a barrier even if there is not an urban trail. Tupper said he will talk to engineering, insurance, lawyer to see what liability is.

## NEW BUSINESS

### 1. Review Scappoose Bay Watershed Council IGA Renewal

Taylor Theel with SBWC had PowerPoint on what they have done over the last year and summarized last fiscal year and talked about the new IGA.

Pettit said the contact person listed is the Parks and Rec Coordinator needs to be changed to Buck Tupper, Facility Maintenance Supervisor.

Tupper said the IGA does not come out of the Parks fund. It comes out of the Comm Dev forestry fund. Scott asked if different from last year and she said it's the same.

Motion made by Commissioner Blumenthal and seconded by Commissioner Woodruff to recommend that Council approve the new IGA with Scappoose Bay Watershed Council with an edit to the contact person.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Belcher, Commissioner Blumenthal, Commissioner Hellmich, Commissioner Herman, Commissioner Pettit, Commissioner Woodruff

### 2. Campbell Field Softball Net - Nick Hellmich

Discussed during Topics from the Floor.

### 3. New Urban Trail Subcommittee - Commissioner Belcher

Belcher thinks this is a moot question now. When they talked about this three meetings ago, they decided the chairman of the subcommittee can call meetings. The next time they call a meeting, he will contact Kathy so it can be put in the paper and he hopes everyone who is interested shows up. One of the members would take the minutes. They were told with a subcommittee meeting, they would not have to have a City employee there. That is why he will call this null and void. (After this meeting, Kathy sent out information that says subcommittee meetings must be treated like regular meetings. They must be advertised and recorded and minutes taken and held in an ADA accessible place so they need to be at City Hall and City staff will have to be present.)

### 4. Request for Signage Grant for Unfenced Cliff - Commissioner Belcher

Belcher said he still thinks a good idea to have a sign. He thinks there will eventually be a barrier and if there is, they don't need one. He would like to have sign made with grant money we got. Whether it will be put up or not may be up to other people. He asked how much the grant was

and Blumenthal thought it was \$1500 or \$2000. Lathrope supports a sign. Belcher would like to see all the requests for signs and then they can decide what to spend the grant money on. Pettit would like to see it used for one at the BMX track to replace one that was stolen.

### **5. Sign Grant Awarded to City - Howard Blumenthal**

Blumenthal said this discussion goes into his agenda item and the sign with rules at Grey Cliff is not legible. And they need a sign saying the lower area is a leash area because a lot of people say the whole park is off leash and it isn't. Lathrope said that is an issue at every park.

Belcher is willing to take the cliff sign off the list. Lathrope said they have grant money and money raised by Tina so should get cost estimates on them and they can decide. Blumenthal said we need a sign for Civic Pride park and Tupper said it is on his list. Jacobson doesn't think it's needed by the cliff and Belcher said the Urban Trail is on other side of street from the cliff.

They will send their sign requests in and Tupper can get some estimates on costs so they can discuss at the next meeting.

### **6. Sand Island - Scott Jacobson**

Jacobson said he got an email from Patrick Birkle about a lot of trees being taken out and putting in more campsites than originally agreed on. Belcher said they did see the contract but did it have anything about how many campsites they could have and Jacobson said it did not. Woodruff said they had talked about only removing trees that were downed and damaged and Jacobson said Birkle indicated more that that were being removed. Belcher said any structures being built would need to go through P&T, Council and Planning. Woodruff thought they had been told about them already. Blumenthal said they went through the process and planning before Parks & Trails found out about it. Tupper said Zaher is the City Forester and Cameron Page is the Parks Specialist so they would be contact points.

Lathrope said she has seen feedback on concerns for accessibility to Sand Island. It appears they used to shuttle for day use but currently are not allowing anyone unless they pay for overnight camping. Maybe some clear communication with the public should be made. The general public doesn't understand why city is not letting people go over when it is a contractor operating it. Tupper said it would be good to talk to Crystal King, the Communications Officer about that so she could put something together to put out on social media. Hellmich said they had an idea to take CCMH clients to Sand Island and he received an email on June 3<sup>rd</sup> that said they did not have a day use shuttle available due to staffing issues. Belcher said transportation wasn't in the contract. If the city was running it, people would still have to find their own way over so nothing is being taken away by having a contractor who can't do it. Jacobson said they should take another look at the agreement and discuss it at the next meeting. Lathrope said it could take away a lot of the frustration at the city. Belcher said either party can open the contract at any time to break it and renegotiate.

### **7. Roles & Responsibilities of Commissioners - Dana Lathrope**

Lathrope said in our Bylaws Article 2 that talks about the Purpose and Powers of the Commission, it is to be a liaison for the parks and make recommendations to Council and perform any tasks as directed by Council to perform. In addition, there are some responsibilities and duties in the Municipal Code. Article 5 in reference to officers, the role of the Chair is to conduct all meetings in an orderly manner and can vote but can't make motions and the Vice Chair's role is to stand in in absence of Chair. In the Municipal Code section 2.74.090 Responsibilities, Powers and Duties, she would like everyone to go through and look at them over and have a more detailed discussion at the next meeting after everyone has looked it over to clarify their rolls and what their true responsibilities are and boundaries. They should consider park assignments and taking actions on proposals. A few things

they do are not clearly outlined in the bylaws like park assignments. They can make clarifying edits in bylaws by vote. Right now, it could make a potential liability if they go above and beyond what their duties are. They should be making recommendations to Council rather than taking action on things especially prior to going to the Council in the first place. That isn't technically what they should be doing. The Municipal Code is on the City's website and they decided to discuss it at the November meeting. They should also look through the Bylaws and see if there is anything else they feel should be updated.

## **OLD BUSINESS**

### **8. Milton Creek Reserve - Standing Item**

Jacobson sent out an email with a proposal on moving forward with it. Belcher thinks they should have a special meeting to talk about what they would like to accomplish. He would like to see a trail and the old Boise park become a City park and see the camas field saved and all the little quarry sites. At some point, they need to get the City Administrator and the Mayor involved in it. Jacobson said they can open a dialogue with the Port but have to get the OK from the City and he's not sure of the best way forward. Jacobson thinks they should talk to Walsh and branch out from there. Sundeen suggested they come up with a plan to present to council and have Walsh involved because he has powers and duties the council doesn't have. Belcher proposes that Jacobson meet with Walsh and Sundeen and he can be there too to discuss the Milton Creek Woodland Project. Lathrope would like a group consensus about the plan before they make an initial meeting. Tupper said they should come in with a footprint of how much land you want and put it on a map and see how that goes over. Later you can make a broader plan. Lathrope suggested a special meeting to come up with a plan. Tupper thinks they should do it soon as there is a lot of discussion on the sale of the property. Belcher will get maps. He asked if there were other plots for sale and Sundeen said other areas have not been plotted out and are not for sale yet.

### **9. Review Annual Report to City Council - Chair Jacobson**

Pettit prepared a nice report for Council and he asked if she could add a slide for the Urban Trail, the Milton Creek Reserve and the sign grant. Pettit said they could put them on a slide for thing they hope to do. Send her an email on those items and she can add a slide. Jacobson will be there and does anyone want to help present. It will be at the September 4<sup>th</sup> Work Session.

## **STAFF REPORT**

Tupper said the parks are full. They took down antique swings at Godfrey with worn parts that were unsafe. They have been off for three weeks and they may have to get rid of them if they can't get parts. They trimmed trees on 6th Street around the park. Youth football will be using the field for practice. They installed working timers on all the restrooms. Having 13 Nights at McCormick Park seems to be going well and there have been no big issues. PUD will be replacing a light bulb at one of the softball fields tomorrow.

## **COUNCILOR'S REPORT**

Sundeen said he wanted to thank them and the parks crew for all the good work they are doing. He thinks it's been great to highlight McCormick Park with 13 Nights. There are a few more chances to see it. He was a little surprised at the number of people who reached out to him wanting to keep it there. They like the location, the playground and the parking. He thinks they intend to take it back to the river next year but doesn't see why they couldn't have concerts and events there now that it is an option. Jacobson said he went to one and he was surprised how well he liked it there.

**DISCUSSION ITEMS**

Blumenthal is concerned about microplastics from the 1/2 mile of construction fence that is breaking up and going into river. Tupper said it is scheduled to be replaced. Blumenthal said the question then is how much of the old stuff gets picked up. Hopefully we will now more in the next couple of weeks.

Pettit said they need to update the Parks list to add Hellmich and Herman. Jacobson asked them if they would email him which parks they were interested in being assigned.

Jerry will give a report on the Botanical Gardens and Godfrey in November.

Lathrope has a stack of Parks pamphlets if anyone wants any.

**ADJOURNMENT**

6:05





## PLANNING COMMISSION

Tuesday, August 13, 2024, at 6:00 PM

### APPROVED MINUTES

**Members Present:** Chair Dan Cary  
 Vice Chair Jennifer Shoemaker  
 Commissioner David Rosengard  
 Commissioner Scott Jacobson  
 Commissioner Charles Castner  
 Commissioner Ginny Carlson  
 Commissioner Brooke Sisco

**Members Absent:** None

**Staff Present:** City Planner Jacob Graichen  
 Associate Planner Jenny Dimsho  
 Community Development Admin Assistant Christina Sullivan  
 City Councilor Mark Gunderson

**Others:** Steve Toschi  
 Lenore Thawley  
 Dave Innocenti  
 Carmel Carrasco

#### CALL TO ORDER & FLAG SALUTE

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

There was no topics from the floor.

#### CONSENT AGENDA

A. **Planning Commission Minutes Dated June 11, 2024**

**Motion:** Upon Vice Chair Shoemaker's motion and Commissioner Rosengard's second, the Planning Commission unanimously approved the Draft Minutes dated June 11, 2024, as written. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, Commissioner Carlson; NAYS: None]

B. **Joint City Council & Planning Commission Minutes Dated June 12, 2024**

**Motion:** Upon Commissioner Jacobson's motion and Commissioner Carlson's second, the Planning Commission unanimously approved the Draft Minutes dated June 12, 2024, as written. [AYES: Vice Chair Shoemaker, Commissioner Sisco, Commissioner Jacobson, Commissioner Rosengard, Commissioner Castner, Commissioner Carlson; NAYS: None]

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

C. **6:05 p.m. St. Helens Development Code and Comprehensive Plan amendments (file CPZA.1.24) in response to Measure 109 (2020) regarding psilocybin land uses, House Bill 3109 (2021) regarding childcare land uses and other**

### **"housekeeping" amendments, validity periods for land use decisions in particular – City of St. Helens**

Chair Dan Cary opened the Public Hearing at 6:03 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 August 6, 2024. Graichen briefly discussed all the code amendments discussed this year, but noted this hearing was just for the non-residential portions of the new code amendments. He mentioned the City Council had discussed holding off on moving forward with some, but he clarified that some had to be worked on due to time constraints.

He talked about Measure 109, that legalized psilocybin for mental health purposes in the state. He said as allowed by the state legislation there was a two-year moratorium period for cities to figure out how to move forward. He said that moratorium period will end at the end of the year for St. Helens. He mentioned based on the joint City Council and Planning Commission meetings, where this measure was discussed, they decided to make it a conditional use and to keep the psilocybin service centers separate from where the psilocybin is produced. He also mentioned they discussed allowing this as a conditional use in all districts except the Riverfront District.

He also discussed the state bill that updated the childcare facility rules. He said this bill prohibits being too strict with the more commercial side of childcare verses the ones done in residential homes, which have been generally immune from land use law for many years. He said this would allow childcare centers in the industrial areas and there were some exemptions and definitions added to align with the house bill.

He also discussed the other "housekeeping" items that would be included in this round of code amendments.

#### **In Favor**

No one spoke in favor of the application.

#### **In Neutral**

**Toschi, Steve.** Toschi was called to speak. He said they needed to be very careful in talking about the Columbia Community Mental Health type housing and clogging our city with those. He said he wanted to be sure they gave plenty of notice to the City and the citizens and the direction that our housing was headed.

#### **In Opposition**

No one spoke in opposition.

#### **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**

Vice Chair Cary noted that these code amendments are strictly non-residential, and have nothing to do with housing.

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

## DISCUSSION ITEMS

### D. Update on Floodplain Policy

Graichen shared this was to update the Commission on the updated floodplain policy. He showed them communities affected by the new policy, including St. Helens. He said they had received correspondence from FEMA about enacting interim measures by December with permanent measures by next July. He said the model code was based on Oregon code that St. Helens used about 4 years ago, so should be easier to implement when the new laws are enacted.

He shared some of the different models that could be used to meet the standards.

### E. Architectural Review of Signs at 291 S 1<sup>st</sup> Street – Lightning Treats & Sweets

Associate Planner Jenny Dimsho reviewed the possible architectural changes to this location. She mentioned that sign permits in the Riverfront District require Historic Landmarks Commission review for compliance with the Design Guidelines.

She mentioned that she had started the process with the new business to get the correct paperwork, she realized what was being installed was potentially not in compliance with the sign code. She said the signage was made from corrugated plastic and was adhered to the building and windows with Velcro. She mentioned this was not a normal practice and made the Planning Department question if these were considered a permanent or a temporary sign. If it was temporary, it would not be subject to architectural review.

She mentioned there was a very traditional storefront at this address with transom windows, storefront windows, and a transom above the windows. She also talked about the recessed doorway, the paneled bulkhead and the kickplate on the door. She said there was six panels that had been adhered over these paneled areas. She said the definition of a sign is very broad and her panels would be considered signs. She mentioned that the applicant had worked with her engineer to remove the lettering as a possible way to meet the sign code.

She said the main question for the commission was whether these signs would be considered a permanent exterior alteration. If not, this discussion item was not necessary. If they did consider that to be a permanent alteration, then she would go into details about the sign.

There was a small discussion about the definitions of temporary signs versus permanent signs.

**Thawley, Lenore. Applicant.** Thawley was called to speak. She shared about her business and why she used the signage that she did. She mentioned the owner of the building supported the signage she had put up as well. She talked about the type of materials she used and how they were designed to last for many years. She said it was a higher end corrugated acrylic and will not degrade in a timeframe they might be used to in a yard. She did say they were affixed in a way that was very temporary, but they like to think of them as permanent. With this design they can remove them easily and have them fixed or replaced to keep them nice. She said they wanted to delight the eyes with their signs and bring smiles to their faces to hopefully create something that was a little magical for the downtown area.

There was a discussion about the materials and the design of the signs.

discussed the different definitions of each and some conditions they would want to set if considered permanent.

Vice Chair Jennifer Shoemaker said she thought this investment into the signage was done well. She felt it met the standards and it looks nice for the district. She did want to be sure there was no precedent set for future signs to be less quality. Graichen mentioned the difference between permanent and temporary signs. There is a vested right with a permanent sign because the "sign copy" can be changed by right, whereas a temporary sign is something intended to go away.

Commissioner Ginny Carlson mentioned temporary signs should be looked at when they are considered blight, but she felt these signs were done well.

The Commission decided together this application was not an example of a permanent sign.

**Motion:** Upon Vice Chair Shoemaker's motion and Commissioner Rosengard's second, the Planning Commission unanimously agreed the corrugated plastic attached with Velcro does not constitute a permanent exterior alteration. [AYES: Vice Chair Shoemaker, Commissioner Rosengard, Commissioner Carlson, Commissioner Jacobson, Commissioner Sisco, Commissioner Castner; NAYS: None]

### PLANNING DEPARTMENT ACTIVITY REPORT

- F. Planning Department Activity Report – June
- G. Planning Department Activity Report – July

There was no discussion on the Planning Department Activity Reports.

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

- H. Temporary Use Permit at 2295 Gable Road – Sabater
- I. Site Design Review (Minor) at 144 S River Street - Lopez
- J. Temporary Sign Permit at 2100 Block of Columbia Blvd – Columbia County Fairgrounds
- K. Site Design Review (Minor) at 134 N River Street – Hubbard
- L. Lot Line Adjustments at North Side of 154 S 6<sup>th</sup> Street & across S 6<sup>th</sup> Street from 135 S 6<sup>th</sup> Street – Scholl
- M. Site Design Review at 2180 Gable Road – JLJ Earthmovers, LLC

There was a small discussion on what the City Planner looks at to make these types of decisions.

### PROACTIVE ITEMS

- N. Architectural Standards
- O. Vacant Storefronts
- P. The Plaza Square

Vice Chair Shoemaker said she would like to move forward with getting other commissioners set in place to be the chair of the subcommittees for the other items on the list. She said some of the Commissioners had expressed interest in getting involved.

Vice Chair Shoemaker wanted to chair the sub-committee for the Plaza Square. Commissioner Brooke Sisco and Commissioner Castner mentioned they wanted to participate in this committee as well.

There was a discussion of Commissioner Carlson, Commissioner Jacobson, and Commissioner Rosengard working together to move forward on the Vacant Storefronts as a sub-committee.

### FOR YOUR INFORMATION ITEMS

Commissioner Carlson asked about an update for the property that cleared trees off Gable Road. She said it looked like there was going to be a storage facility with an access point placed there.. She

wanted to know what frontage improvements are required for these new developments. Graichen mentioned it depends on the development as to what they can require. Graichen said some of the blackberry plants and tall grass can be reported to Code Enforcement for removal.

Dimsho mentioned there was a mistake made for the Certified Local Government Historic Preservation Grant. The owners at S. 3<sup>rd</sup> Street installed historically inaccurate windows.. Because of this, Dimsho had to negotiate with the state to remove the incorrect windows from the grant.

**ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned at 7:51 p.m.*

*Respectfully submitted,*

*Christina Sullivan  
Community Development Administrative Assistant*

**City of St. Helens**  
**Declare Surplus Property**  
**September 18, 2024**

If approved, the following items will be disposed of per St. Helens Municipal Code Chapter 2.04.120(10).

<b>Police Department</b>		
<b>Item Description</b>	<b>Manner of Disposal</b>	<b>Estimated Value</b>
Police K9 Jax	Possible placement with other jurisdiction	N/A

# Expense Approval Register

Packet: APPKT01051 - AP 9.6.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
CMG OREGON LLC	08.31.24	09/05/2024	ACCOUNT 104819 JOB POST...	100-702-52014	357.00
MOLLY MATCHAK	13	09/05/2024	JANITORIAL SERVICES - REFU...	100-705-52023	71.41
MOLLY MATCHAK	13	09/05/2024	JANITORIAL SERVICES	100-705-52023	1,540.50
MOLLY MATCHAK	13	09/05/2024	JANITORIAL SERVICES - REFU...	100-715-52023	71.42
MOLLY MATCHAK	13	09/05/2024	JANITORIAL SERVICES	100-715-52023	1,452.00
ALLSTREAM	20817102	09/05/2024	ALLSTREAM PHONE ACCT 75...	100-712-52010	175.28
CHAVES CONSULTING INC	214167	09/05/2024	MONTHLY USER FEE PER USE...	100-702-52019	185.10
TRUVIEW BSI	7200078535	09/05/2024	REPORT CHARGES	100-702-52014	269.30
INGRAM LIBRARY SERVICES	83420960	09/05/2024	BOOKS 20C7921	100-706-52033	13.32
INGRAM LIBRARY SERVICES	83420961	09/05/2024	BOOKS 20C7921	100-706-52033	16.62
INGRAM LIBRARY SERVICES	83420962	09/05/2024	BOOKS 20C7921	100-706-52033	23.08
INGRAM LIBRARY SERVICES	83420963	09/05/2024	BOOKS 20C7921 CREDIT INV...	100-706-52033	-16.80
INGRAM LIBRARY SERVICES	83420963	09/05/2024	BOOKS 20C7921	100-706-52033	687.05
ABC TRANSCRIPTION SERVI...	STH0924026	09/05/2024	ST HELENS CITY COUNCIL TR...	100-702-52019	548.10
KJ SECURITY SOLUTIONS & L...	0006086	09/06/2024	REPAIR	100-706-52023	100.00
CHRISTOPHER PASTEUR	0006087	09/06/2024	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
STEVEN LESKIN	00326	09/06/2024	COURT ATTORNEY FEES	100-704-52019	2,000.00
BLUE HERON SEPTIC AND DR...	00601	09/06/2024	PUMP SEPTIC TANK	100-708-52019	800.00
PAUL EBERT	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
MONICA TAGABUEL	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
DAVID WILLIAMSON	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
CARRIE BISSELL	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
JUSTIN SCHLOCKER	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
BLAIR ROTHWILSON	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
CHRISTOPHER SLOAN	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
GLORIA BROWN	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
CAELISH TARRHAM	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
ARTHUR KNIGHT	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
ELIZABETH JOHNSTON	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
CRAIG CADE	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
DIANE MANLEY	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	20.00
JAY LANE	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	10.00
NANCY NORRIS	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	20.00
PAMELA PARSONS	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	20.00
AMANDA DELACUADRA	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	20.00
DAN HALSTEAD	08.01.24	09/06/2024	JURY DUTY PAY	100-704-52019	20.00
RK RICHARTZ	08.01-24	09/06/2024	JURY DUTY PAY	100-704-52019	20.00
COMCAST	08.21.24	09/06/2024	COMCAST CABLE 877810899...	100-712-52003	1,989.54
DAHLGREN'S DO IT BEST BUI...	08.25.24 10026	09/06/2024	BUILDING SUPPLIES ACCT 10...	100-708-52001	309.83
CENTURY LINK	08.26.24 333822307	09/06/2024	966B	100-712-52010	338.14
ACE HARDWARE - ST. HELENS	08.31.24 60176	09/06/2024	MATERIALS ACE ACCT 60176 ...	100-708-52001	132.89
ACE HARDWARE - ST. HELENS	08.31.24 60176	09/06/2024	MATERIALS ACE ACCT 60176 ...	100-708-52023	-45.79
ACE HARDWARE - ST. HELENS	08.31.24 60176	09/06/2024	MATERIALS ACE ACCT 60176 ...	100-708-52023	316.87
ACE HARDWARE - ST. HELENS	08.31.24 60177	09/06/2024	ACE ACCT 60177 MATERIALS	100-705-52001	38.68
ACE HARDWARE - ST. HELENS	08.31.24 60180	09/06/2024	MATERIALS ACE ACCT 60180	100-715-52023	11.99
ACE HARDWARE - ST. HELENS	08.31.24 60181	09/06/2024	ACE MATERIALS ACCT 60181	100-708-52001	62.97
ACE HARDWARE - ST. HELENS	08.31.24 60181	09/06/2024	ACE MATERIALS ACCT 60181...	100-708-52047	-23.14
ACE HARDWARE - ST. HELENS	08.31.24 60181	09/06/2024	ACE MATERIALS ACCT 60181	100-708-52047	92.01
HUDSON GARBAGE SERVICE	09.01.24	09/06/2024	2046-1287547	100-705-52023	130.50
HUDSON GARBAGE SERVICE	09.01.24	09/06/2024	2046-1001554	100-706-52003	97.60
HUDSON GARBAGE SERVICE	09.01.24	09/06/2024	2046-1287636	100-708-52023	223.60
HUDSON GARBAGE SERVICE	09.01.24	09/06/2024	2046-1287598	100-708-52023	638.20
HUDSON GARBAGE SERVICE	09.01.24	09/06/2024	2046-71905273	100-709-52023	85.00

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HUDSON GARBAGE SERVICE	09.01.24	09/06/2024	2046-1287601	100-715-52023	138.20
HUDSON GARBAGE SERVICE	09.01.24	09/06/2024	2046-1287539	100-715-52023	252.10
ERSKINE LAW PRACTICE LLC	09.03.24	09/06/2024	CITY PROSECUTOR MAY 1 - ...	100-704-52019	9,162.72
OREGON PATROL SERVICE	10354	09/06/2024	COURT SERVICES	100-704-52019	984.00
ORKIN	264990754	09/06/2024	265 STRAND PEST SERVICE Cl...	100-715-52023	117.99
METRO PLANNING INC	6343	09/06/2024	WEB GIS	100-710-52001	160.00
AMY LINDGREN LAW LLC	646	09/06/2024	JUDICIAL SERVICES AUGUST ...	100-704-52019	9,162.50
INGRAM LIBRARY SERVICES	83473834	09/06/2024	BOOKS 20C7921	100-706-52033	11.71
INGRAM LIBRARY SERVICES	83473835	09/06/2024	BOOKS 20C7921	100-706-52033	77.40
INGRAM LIBRARY SERVICES	83473836	09/06/2024	BOOKS 20C7921	100-706-52033	592.19
CINTAS	8406988198	09/06/2024	PARKS FIRST AID CABINET SE...	100-708-52001	103.26
CINTAS	8406988199	09/06/2024	CITY HALL FIRST AID CABINET...	100-715-52001	78.95
NET ASSETS CORPORATION	95-202408	09/06/2024	ESCROW TITLE SERVICES	100-707-52019	289.00
WILCOX	9641939-IN	09/06/2024	FUEL PARKS DEPT	100-708-52022	618.92
VERIZON	9971970839	09/06/2024	HOT SPOT -8190	100-701-52010	47.07
VERIZON	9971970839	09/06/2024	CRYSTAL KING 0103	100-701-52010	46.39
VERIZON	9971970839	09/06/2024	JOHN WALSH 9898	100-701-52010	40.81
VERIZON	9971970839	09/06/2024	MAYOR SCHOLL IPAD 9627	100-703-52001	40.81
VERIZON	9971970839	09/06/2024	PD JETPACK2 - 8538	100-705-52010	40.81
VERIZON	9971970839	09/06/2024	PD JETPACK1 - 8886	100-705-52010	40.81
VERIZON	9971970839	09/06/2024	SUZANNE BISHOP 1313	100-706-52003	41.29
VERIZON	9971970839	09/06/2024	GLORIA BUTSCH 1986	100-707-52001	38.66
VERIZON	9971970839	09/06/2024	GLORIA BUTSCH HOT SPOT	100-707-52001	89.24
VERIZON	9971970839	09/06/2024	CAMERON PAGE 5027	100-708-52010	41.29
VERIZON	9971970839	09/06/2024	TORY SHELBY 6366	100-708-52010	41.29
VERIZON	9971970839	09/06/2024	RECREATION CENTER 1108	100-709-52010	41.29
VERIZON	9971970839	09/06/2024	RECREATION CENTER 6984	100-709-52010	40.81
VERIZON	9971970839	09/06/2024	REC PHONE 5093	100-709-52010	42.16
VERIZON	9971970839	09/06/2024	MIKE DEROIA 2686	100-711-52010	46.39
VERIZON	9971970839	09/06/2024	BUILDING DEPT IPAD 4081	100-711-52010	40.81
VERIZON	9971970839	09/06/2024	DARIN COX 1016	100-712-52010	46.39
VERIZON	9971970839	09/06/2024	Arlo 2 971-668-9722	100-712-52010	40.81
VERIZON	9971970839	09/06/2024	Arlo 1 971-668-9721	100-712-52010	40.81
ASIFLEX	A000145624HDIQX	09/06/2024	ADMIN FEES	100-707-52019	41.25
ROSS RECREATION EQUIPM...	I26024	09/06/2024	CAMPBELL PARK CABLE CORE	100-708-52001	564.60
XPRESS SOLUTIONS INC	INV-XPRO015605	09/06/2024	CARD TRANSACTION FEES M...	100-707-52020	3,554.31
<b>Fund 100 - GENERAL FUND Total:</b>					<b>39,719.31</b>

**Fund: 202 - COMMUNITY DEVELOPMENT**

DEPARTMENT OF CONSUMER..	09.1.24	09/05/2024	ACCT 730003027891 BCD BO...	202-722-52019	2,760.80
COLUMBIA COUNTY ECONO...	2024264	09/05/2024	CET ANNUAL MEMBERSHP 2...	202-721-52019	17,250.00
MASON BRUCE & GIRARD INC	35100	09/05/2024	ST. HELENS FOREST MANAG...	202-724-52019	5,405.24
OREGON PATROL SERVICE	10353	09/06/2024	OFFICER ON PREMISSES-ST H...	202-722-52019	4,395.60
PAULSON PRINTING CO.	4996	09/06/2024	5X3 OPEN SIGN PRINTED 4/0	202-721-52019	245.00
MOORE EXCAVATION INC	P-525 PAYMENT #20	09/06/2024	S 1ST & STRAND ROAD & UTI...	202-723-53102	93,990.62
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>124,047.26</b>

**Fund: 205 - STREETS**

ACE HARDWARE - ST. HELENS	08.31.24 60181	09/06/2024	ACE MATERIALS ACCT 60181	205-000-52001	20.74
CLARK & SONS EXCAVATING ...	2604	09/06/2024	2024 PAVEMENT PATCHING ...	205-000-53001	69,184.00
<b>Fund 205 - STREETS Total:</b>					<b>69,204.74</b>

**Fund: 301 - STREETS SDC**

MOORE EXCAVATION INC	P-525 PAYMENT #20	09/06/2024	S 1ST & STRAND ROAD & UTI...	301-000-53102	229,262.08
<b>Fund 301 - STREETS SDC Total:</b>					<b>229,262.08</b>

**Fund: 601 - WATER**

DAHLGREN'S DO IT BEST BUI...	08.25.24 10026	09/06/2024	BUILDING SUPPLIES ACCT 10...	601-731-52001	325.42
CITY OF COLUMBIA CITY	08.26.24	09/06/2024	001754-001	601-732-52003	90.98
ACE HARDWARE - ST. HELENS	08.31.24 60180	09/06/2024	MATERIALS ACE ACCT 60180	601-732-52001	-48.61
ACE HARDWARE - ST. HELENS	08.31.24 60180	09/06/2024	MATERIALS ACE ACCT 60180	601-732-52001	397.76
ACE HARDWARE - ST. HELENS	08.31.24 60181	09/06/2024	ACE MATERIALS ACCT 60181	601-731-52001	84.46
EJ USA INC	110240063170	09/06/2024	PARTS ORDER SHOP 8.27.4	601-731-52001	3,124.80



Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9971970839	09/06/2024	WFF CREW 1914	601-732-52010	69.39
LAWRENCE OIL COMPANY	CFSI-22623	09/06/2024	247752 WATER	601-732-52022	31.19
<b>Fund 601 - WATER Total:</b>					<b>4,075.39</b>

**Fund: 603 - SEWER**

ALLSTREAM	20817102	09/05/2024	ALLSTREAM PHONE ACCT 75...	603-736-52010	87.65
ALLSTREAM	20817102	09/05/2024	ALLSTREAM PHONE ACCT 75...	603-737-52010	87.64
DAHLGREN'S DO IT BEST BUI...	08.25.24 10026	09/06/2024	BUILDING SUPPLIES ACCT 10...	603-735-53402	64.87
ACE HARDWARE - ST. HELENS	08.31.24 60180	09/06/2024	MATERIALS ACE ACCT 60180	603-736-52001	24.28
ACE HARDWARE - ST. HELENS	08.31.24 60180	09/06/2024	MATERIALS ACE ACCT 60180	603-737-52001	24.28
ACE HARDWARE - ST. HELENS	08.31.24 60180	09/06/2024	MATERIALS ACE ACCT 60180	603-738-52001	16.57
HUDSON GARBAGE SERVICE	09.01.24	09/06/2024	2046-1008333	603-736-52023	159.75
HUDSON GARBAGE SERVICE	09.01.24	09/06/2024	2046-1008333	603-737-52023	159.75
COLUMBIA RIVER PUD	09.03.24	09/06/2024	38633 594 S 9 ST POWER	603-737-52003	12,515.22
VERIZON	9971970839	09/06/2024	SAM ORTIZ 1801	603-736-52010	13.75
VERIZON	9971970839	09/06/2024	TYLER HILLS 6492	603-736-52010	13.75
VERIZON	9971970839	09/06/2024	AARON KUNDERS 6376	603-736-52010	13.76
VERIZON	9971970839	09/06/2024	SAM ORTIZ 1801	603-737-52010	13.78
VERIZON	9971970839	09/06/2024	TYLER HILLS 6492	603-737-52010	13.76
VERIZON	9971970839	09/06/2024	AARON KUNDERS 6376	603-737-52010	13.75
VERIZON	9971970839	09/06/2024	TYLER HILLS 6492	603-738-52010	13.78
VERIZON	9971970839	09/06/2024	SAM ORTIZ 1801	603-738-52010	13.76
VERIZON	9971970839	09/06/2024	AARON KUNDERS 6376	603-738-52010	13.78
<b>Fund 603 - SEWER Total:</b>					<b>13,263.88</b>

**Fund: 605 - STORM**

ACE HARDWARE - ST. HELENS	08.31.24 60180	09/06/2024	MATERIALS ACE ACCT 60180	605-000-52001	13.99
<b>Fund 605 - STORM Total:</b>					<b>13.99</b>

**Fund: 703 - PW OPERATIONS**

CARQUEST AUTO PARTS STO...	1611-ID-466756	09/05/2024	AUTO PARTS	703-739-52099	37.98
ACE HARDWARE - ST. HELENS	08.31.24 60174	09/06/2024	ACE MATERIALS ACCT 60174	703-734-52023	15.09
ACE HARDWARE - ST. HELENS	08.31.24 60181	09/06/2024	ACE MATERIALS ACCT 60181	703-734-52023	7.16
SUNSET AUTO PARTS INC - N...	08.31.24	09/06/2024	AUTO PARTS ACCT 6355	703-734-52001	6.77
SUNSET AUTO PARTS INC - N...	08.31.24	09/06/2024	AUTO PARTS ACCT 6355	703-739-52099	979.65
HUDSON GARBAGE SERVICE	09.01.24	09/06/2024	2046-1287555	703-734-52023	105.60
OREGON OCCUPATIONAL M...	120460	09/06/2024	EXAM	703-734-52019	158.00
PAPE MACHINERY	342605	09/06/2024	2024 JOHN DEERE 12" DIG B...	703-734-52001	1,154.46
METRO PLANNING INC	6343	09/06/2024	WEB GIS	703-733-52019	185.00
CINTAS	8406988197	09/06/2024	FIRST AID CABINET SERVICE	703-734-52019	84.99
VERIZON	9971970839	09/06/2024	ENGINEERING IPHONE 1068	703-733-52010	41.29
VERIZON	9971970839	09/06/2024	SHARON DARROUX 0813	703-733-52010	74.50
VERIZON	9971970839	09/06/2024	TIM UNDERWOOD 8524	703-733-52010	41.29
VERIZON	9971970839	09/06/2024	PW CONSTRUCTION INSPEC...	703-733-52010	40.81
VERIZON	9971970839	09/06/2024	BUCK TUPPER 3371	703-734-52010	76.38
VERIZON	9971970839	09/06/2024	PW ENGINEERING 0940	703-734-52010	40.81
VERIZON	9971970839	09/06/2024	ETHAN STERLING 6282	703-734-52010	93.78
VERIZON	9971970839	09/06/2024	PW UTILITY 2 - 9923	703-734-52010	40.81
VERIZON	9971970839	09/06/2024	PW UTILITY 1 - 9922	703-734-52010	40.81
VERIZON	9971970839	09/06/2024	SCOTT WILLIAMS 0621	703-734-52010	41.29
VERIZON	9971970839	09/06/2024	ALEX BIRD - 9081	703-734-52010	40.81
VERIZON	9971970839	09/06/2024	CURT LEMONT-2217	703-734-52010	41.29
VERIZON	9971970839	09/06/2024	ALEX BIRD 2000	703-734-52010	41.29
VERIZON	9971970839	09/06/2024	PW SPARE 4 - 8741	703-734-52010	40.81
VERIZON	9971970839	09/06/2024	BRETT LONG 3607	703-734-52010	41.29
VERIZON	9971970839	09/06/2024	SCOTT HARRINGTON 8048	703-734-52010	23.81
VERIZON	9971970839	09/06/2024	PW FACILITY MAINTENANCE...	703-734-52010	40.81
VERIZON	9971970839	09/06/2024	DAVE ELDER 8523	703-734-52010	41.29
VERIZON	9971970839	09/06/2024	MOUHAMAD ZAHER 3068	703-734-52010	61.11
VERIZON	9971970839	09/06/2024	PW OPERATIONS 3856	703-734-52010	40.81
VERIZON	9971970839	09/06/2024	ROGER STAUFFER 9662	703-734-52010	41.29
VERIZON	9971970839	09/06/2024	RYAN POWERS 7116	703-734-52010	41.29

Expense Approval Register

Packet: APPKT01 Item #9. 24

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9971970839	09/06/2024	JULIAN ZIRKLE 6229	703-734-52010	41.29
VERIZON	9971970839	09/06/2024	PW UTILITY 3 - 9924	703-734-52010	40.81
LAWRENCE OIL COMPANY	CFSI-22623	09/06/2024	247748 PUBLIC WORKS	703-734-52022	857.04
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>4,701.51</b>
<b>Grand Total:</b>					<b>484,288.16</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	39,719.31
202 - COMMUNITY DEVELOPMENT	124,047.26
205 - STREETS	69,204.74
301 - STREETS SDC	229,262.08
601 - WATER	4,075.39
603 - SEWER	13,263.88
605 - STORM	13.99
703 - PW OPERATIONS	4,701.51
<b>Grand Total:</b>	<b>484,288.16</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-36002	Fines - Court	20.00
100-701-52010	Telephone	134.27
100-702-52014	Recruiting	626.30
100-702-52019	Professional Services	733.20
100-703-52001	Operating Supplies	40.81
100-704-52019	Professional Services	21,559.22
100-705-52001	Operating Supplies	38.68
100-705-52010	Telephone	81.62
100-705-52023	Facility Maintenance	1,742.41
100-706-52003	Utilities	138.89
100-706-52023	Facility Maintenance	100.00
100-706-52033	Printed Materials	1,404.57
100-707-52001	Operating Supplies	127.90
100-707-52019	Professional Services	330.25
100-707-52020	Bank Service Fees	3,554.31
100-708-52001	Operating Supplies	1,173.55
100-708-52010	Telephone	82.58
100-708-52019	Professional Services	800.00
100-708-52022	Fuel	618.92
100-708-52023	Facility Maintenance	1,132.88
100-708-52047	Marine Board	68.87
100-709-52010	Telephone	124.26
100-709-52023	Facility Maintenance	85.00
100-710-52001	Operating Supplies	160.00
100-711-52010	Telephone	87.20
100-712-52003	Utilities	1,989.54
100-712-52010	Telephone	641.43
100-715-52001	Operating Supplies	78.95
100-715-52023	Facility Maintenance	2,043.70
202-721-52019	Professional Services	17,495.00
202-722-52019	Professional Services	7,156.40
202-723-53102	Downtown Infrastructure	93,990.62
202-724-52019	Professional Services	5,405.24
205-000-52001	Operating Supplies	20.74
205-000-53001	Capital Outlay (AKA Stre...	69,184.00
301-000-53102	Downtown Infrastructure	229,262.08
601-731-52001	Operating Supplies	3,534.68
601-732-52001	Operating Supplies	349.15
601-732-52003	Utilities	90.98
601-732-52010	Telephone	69.39
601-732-52022	Fuel	31.19
603-735-53402	ANNUAL MAINT OPS	64.87
603-736-52001	Operating Supplies	24.28
603-736-52010	Telephone	128.91
603-736-52023	Facility Maintenance	159.75
603-737-52001	Operating Supplies	24.28
603-737-52003	Utilities	12,515.22

**Account Summary**

Account Number	Account Name	Expense Amount
603-737-52010	Telephone	128.93
603-737-52023	Facility Maintenance	159.75
603-738-52001	Operating Supplies	16.57
603-738-52010	Telephone	41.32
605-000-52001	Operating Supplies	13.99
703-733-52010	Telephone	197.89
703-733-52019	Professional Services	185.00
703-734-52001	Operating Supplies	1,161.23
703-734-52010	Telephone	911.88
703-734-52019	Professional Services	242.99
703-734-52022	Fuel	857.04
703-734-52023	Facility Maintenance	127.85
703-739-52099	Equipment Operations	1,017.63
	<b>Grand Total:</b>	<b>484,288.16</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	484,288.16
	<b>Grand Total: 484,288.16</b>