



COUNCIL REGULAR SESSION

Wednesday, January 15, 2025 at 7:00 PM

COUNCIL MEMBERS:

Mayor Jennifer Massey
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
Email | kpayne@sthelensoregon.gov
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

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

DELIBERATIONS

1. AP.2.24 through AP.6.24 - Appeal of Planning Commission Decisions to Build a Triplex with Multiple Variances on Wyeth Street (Dan Hatfield)

REQUEST FOR APPROVAL TO ATTEND EXECUTIVE SESSIONS

2. Consideration of Application from Tamara Maygra of Odd Friday Talk Radio & St. Helens Update to Qualify as a Representative of the News Media to Attend Council Executive Sessions

ORDINANCES – *Final Reading*

3. **Ordinance No. 3306:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.32, 17.60, 17.80, and 179.96 Pertaining to Multifamily Development, Oregon House Bill 4064 (2022) Regarding Manufactured and Prefabricated Dwellings, Oregon House Bill 3395 (2023) Regarding Single Room Occupancies, and Other Housekeeping Amendments

RESOLUTIONS

4. **Resolution No. 2035:** A Resolution of the St. Helens City Council to Set Planning Department Fees
5. **Resolution No. 2036:** A Resolution Appointing the Budget Officer for Fiscal Year 2025-26

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. Lease Renewal for Masonic Building at 231 & 235 S. 1st Street
7. Final Partition Plat for the OYO Hotel/Village Inn

REVIEW APPLICATIONS FOR AND APPOINT NEW MEMBER TO BUDGET COMMITTEE

8. Budget Committee Applications

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

9. Appointment to Parks & Trails Commission

CONSENT AGENDA FOR APPROVAL

- [10.](#) Approve Budget Calendar for Fiscal Year 2025/26
- [11.](#) City Council Minutes dated November 6, 2024, November 20, 2024, December 4, 2024, December 18, 2024, and January 2, 2025
- [12.](#) Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

COUNCIL MEMBER REPORTS

MAYOR MASSEY REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS

Join: <https://us02web.zoom.us/j/85888935939?pwd=t0MHsk8hOW2fUzVF2waisFc9JL0iCb.1>
Passcode: 015445
Phone one-tap: +16694449171

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 or call 503-366-8217.

City of St. Helens

Recognized News Media Representative Application

Pursuant to the City of St. Helens' Executive Session News Media Attendance Policy, those claiming to be representatives of the news media are requested to complete this form. Please provide the requested information below, complete and sign the certification section, and submit the completed form to the City Recorder in advance by: (1) personal delivery to the City Recorder; (2) sending the completed form via e-mail to CR@sthelensoregon.gov; or (3) delivering a completed copy to City Hall located at 265 Strand Street, St. Helens, OR 97051.

NOTE: If the City is unable to verify this information prior to the start of an executive session, your attendance at the executive session may be denied or the executive session may be postponed.

Tamara Maygra

Odd Friday Talk Radio, St Helens Update

Print Name

Name of News Media Organization Represented

CERTIFICATION OF REPRESENTATION:

I, Tamara Maygra, certify the following to be true and accurate:

I represent the following:

- A daily newspaper, non-daily, or small-market newspaper/publication, or publication that is released as a digital or multiplatform product.
- A newspaper or publication that the City uses for publication of public notices and meets the requirements of ORS 193.020.
- A news media organization that is organized and operated to regularly and continuously publish, broadcast, transmit via the internet, or otherwise disseminate news to the public, and that regularly reports on activities of the City or matters of the nature under consideration by the City Council.

The news media organization that I represent is committed to complying with the requirement that confidential executive session information be undisclosed.

I have provided the following credentials sufficient to allow the City to determine that I am a representative of the above identified news media organization: (select all that apply)

- A press badge or identification issued by the news media organization, plus proof of my identity;
- A copy of a recently published news article showing my name as a member of the news gathering staff of the news media organization, plus proof of my identity;
- A letter on letterhead from an editor of the news media organization that states that I am covering the meeting for the news media organization, plus proof of my identity; or

The following evidence sufficient to show that I am a representative of the above identified news media organization: I have been doing a weekly publication on the St Helens update since the 1990's sthelensupdate.com Odd friday radio shows can be relistened to at cleancolumbiacounty.info I was the reasearch de

As a representative of the news media, I agree to comply with ORS 192.660(4).

Tamara K. Maygra
Signature

Dec. 13th, 2024
Date Signed

From 1/8/25 Email:

Kathy, city council, Mayor and all others,

I am an **independent contractor with KOHI**, and require no letter head. As you well know along with Columbia County listeners, city, county, local heads of departments that we report the news local, national, international, weekly on our radio show **Odd Friday**. The show has been airing for 10 years, every week, every Friday live at 9a.m. to 10 a.m.

I have been a co-host for approximately 5 years, prior to that I was the head research person for the show, and still do a lot of our research, I stepped up when one host decided to leave. Odd And can be heard re-broadcasted at KOHI by the following Monday. Check KOHI's website for the times as it varies by direction of the stationers owner.

We have had shows representing people running for all elected positions throughout the county and state offices, including and not limited to city council, and mayor. These people came on to the show to further enhance their prospects of winning their position. Or to inform the voters on ballot measures or other issues facing the area. Many contacting us to be on our show. Aka that is what media does. Make information available to the citizens.

Their participation in the radio which is broadcasted locally by KOHI radio at 1600 a.m. or by tunein.com throughout the county, state and country, clearly demonstrates these people who will make the decision of recognizing me as a person of the press considered Odd Friday as an important mechanism of reaching out to people with their thoughts on issues. And helped them reach voters. And helped them gain their seats through our broadcasts. That is what news media and reporters do, REPORT and give the citizens a clear understanding on what their government and communities are doing.

I have written articles for the **sthelensupdate.com** as I have explained on the application since the 1990's most generally every week. And have a following of readers. Again an independent reporter. Reporting on issues important to the citizens of Columbia County, the state, the country. You can view all of my **Tammy's Take at sthelensupdate.com there are 851 of them**. In order to save time, money, resources in printing out thousands of pages of articles, you can view them easily. On the Updates homepage are the newest ones, scroll down the page to find the older ones. Enjoy!

There is nothing more necessary to provide the city with, to be considered a news source. The elected officials of the county, state and city who they themselves used Odd Friday as a means to reach citizens, communicate with citizens, explain levy's, ballot measures, and other important issues, have already demonstrated by using Odd Friday as a tool to inform the citizens, they themselves have confirmed and validated Odd Friday as an important media outlet.

I look forward in participating in Executive Session's.

What is media?

the main means of mass communication (broadcasting, publishing, and the internet) regarded collectively. The means of communication, as radio and television, newspapers, magazines, and the internet, that reach or influence people widely. I have fulfilled this requirement.

ORS 44.510

Definitions for ORS 44.510 to 44.540

As used in ORS 44.510 (Definitions for ORS 44.510 to 44.540) to 44.540 (Effect of informant as witness), unless the context requires otherwise:

(1)

“Information” has its ordinary meaning and includes, but is not limited to, any written, oral, pictorial or electronically recorded news or other data.

(2)

“Medium of communication” has its ordinary meaning and includes, but is not limited to, any newspaper, magazine or other periodical, book, pamphlet, news service, wire service, news or feature syndicate, broadcast station or network, or cable television system. Any information which is a portion of a governmental utterance made by an official or employee of government within the scope of the official’s or employee’s governmental function, or any political publication subject to ORS 260.532 (False publication relating to candidate or measure), is not included within the meaning of “medium of communication.”

(3)

“Processing” has its ordinary meaning and includes, but is not limited to, the compiling, storing and editing of information.

(4)

“Published information” means any information disseminated to the public.

(5)

“Unpublished information” means any information not disseminated to the public, whether or not related information has been disseminated. “Unpublished information” includes, but is not limited to, all notes, outtakes, photographs, tapes or other data of whatever sort not themselves disseminated to the public through a medium of communication, whether or not published information based upon or related to such material has been disseminated. [1973 c.22 §2; 1979 c.190 §398; 2001 c.965 §18; 2005 c.797 §50]

Regards,

Tammy Maygra
Contributor
Host Odd Friday radio
St Helens Update
Clean Columbia County
503-397-1967
503-410-1861

City of St. Helens
ORDINANCE NO. 3306

AN ORDINANCE AMENDING THE ST. HELENS MUNICIPAL CODE CHAPTERS **17.16, 17.32, 17.60, 17.80** AND **17.96** PERTAINING TO MULTIFAMILY DEVELOPMENT, OREGON HOUSE BILL 4064 (2022) REGARDING MANUFACTURED AND PREFABRICATED DWELLINGS, OREGON HOUSE BILL 3395 (2023) REGARDING SINGLE ROOM OCCUPANCIES, AND OTHER HOUSEKEEPING AMENDMENTS

WHEREAS, pursuant to St. Helens Municipal Code 17.20.020(1)(c) the Planning Director initiated a legislative change to adopt text amendments to the Community Development Code (St. Helens Municipal Code Title 17); and

WHEREAS, pursuant to the St. Helens Municipal Code and Oregon Revised Statutes, the City has provided notice to: the Oregon Department of Land Conservation and Development on October 7, 2024, potentially affected property owners listed in the Columbia County Tax Assessor records between October 8 and 15, 2024, potentially affected agencies on October 14, 2024, and the local newspaper of record on October 25, 2024; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing on November 12, 2024, and, following deliberation, made a recommendation of approval to the City Council; and

WHEREAS, the St. Helens City Council conducted a public hearing on December 4, 2024, and having the responsibility to approve, approve with modifications, or deny an application for a legislative change, has deliberated and found that based on the information in the record and the applicable criteria in the SHMC that the code amendments be approved.

NOW, THEREFORE, THE CITY OF ST. HELENS DOES ORDAIN AS FOLLOWS:

Section 1. The above recitations are true and correct and are incorporated herein by reference.

Section 2. The City of St. Helens Municipal Code (Development Code) is hereby amended, attached hereto as **Attachment "A"** and made part of this reference.

Section 3. In support of the code amendments described herein, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "B"** and made part of this reference.

Section 4. Severability. If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

Section 5. Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code; the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

Section 6. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: December 18, 2024
Read the second time: January 15, 2025

APPROVED AND ADOPTED this 15th day of January, 2025 by the following vote:

Ayes:

Nays:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

underlined words are added
~~words-stricken~~ are deleted

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

CHAPTER 17.16 GENERAL AND LAND USE DEFINITIONS

[...]

17.16.010 General and land use definitions.

Words used in this Development Code have their normal dictionary meaning unless they are listed below. Words listed below have the specific meaning stated, unless the context clearly indicates another meaning.

The definition of words with specific meaning in the Development Code are as follows:

[...]

“Dwelling: multidwelling units, ~~apartment~~ (multifamily)” means three or more dwelling units on a single lot or development site. It is considered attached housing when a structure containing contains at least three dwelling units in any vertical or horizontal arrangement located on a single lot (e.g., town-house, triplex, apartments and condominiums). It is considered detached housing when dwelling units are in structures detached from one another. If there are other uses or occupancies on the same lot or development site, such as a mixed use building, it is still considered a multidwelling unit development or use in addition to the others.

[...]

“Manufactured dwelling” means a residential trailer, mobile home, or manufactured home, but not including any building or structure ~~subject constructed to conform to the State of Oregon structural specialty code adopted pursuant to ORS 455.100 through 455.450~~ or the low-rise residential dwelling code or any unit identified as a recreational vehicle by the manufacturer.

[...]

“Multidwelling structure” or “multidwelling unit structure” means a structure containing at least three dwelling units in any vertical or horizontal arrangement. If there are other uses or occupancies within the same structure, it is still considered a multidwelling structure in addition to the others.

[...]

“Prefabricated structure” means a structure, as defined in ORS 455.010, that is relocatable, more than eight and one-half feet wide and designed for use as a single-family dwelling. It is a building or subassembly that has been in whole or substantial part manufactured or assembled

using closed construction at an off-site location to be wholly or partially assembled on-site. It does not mean a manufactured dwelling or small home as defined in Section 2, Chapter 401, Oregon Laws 2019.

[...]

“Recreational vehicle park” means a park where four or more recreational vehicles and/or travel trailers are located within 50 feet of one another on a lot, tract, or parcel under the same ownership, the primary purpose of which is to rent space or keep space for rent to any person for a charge or for the rental or use of facilities.

[...]

“Residential trailer” means a structure constructed for movement on public streets that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed before January 1, 1962.

[...]

“Single room occupancy” means a residential development with no fewer than four attached units that are independently rented and lockable and provide living and sleeping space for the exclusive use of an occupant, but require that the occupant share sanitary and/or food preparation facilities with other units in the occupancy.

[...]

“Travel trailer” means a portable vehicular structure not built to the ~~UBC~~ State Building Code, Manufactured Housing Construction and Safety Standards Code, or the Mobile Home Design and Construction Standard, designed for travel, recreational camping or vacation purposes, either having its own motor power or mounted onto or drawn by another vehicle, fully licensed and ready for highway use, and including but not limited to travel and camping trailers, truck campers, and motor homes. Also see “recreational vehicle.”

~~“Travel trailer park” means a park where four or more travel trailers are located within 50 feet of one another on a lot, tract, or parcel under the same ownership, the primary purpose of which is to rent space or keep space for rent to any person for a charge or for the rental or use of facilities.~~

[...]

CHAPTER 17.32 ZONES AND USES

[...]

17.32.050 Suburban residential zone – R-10.

[...]

(2) Uses Permitted Outright. In an R-10 zone, the following uses are permitted outright:

[...]

(g) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(h) Single room occupancy, maximum of six units.

[...]

17.32.060 Moderate residential zone – R7.

[...]

(2) Uses Permitted Outright. In an R-7 zone, the following uses are permitted outright:

[...]

(g) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(h) Single room occupancy, maximum of six units.

[...]

17.32.070 General residential zone – R-5.

[...]

(2) Uses Permitted Outright. In an R-5 zone, the following uses are permitted outright:

[...]

(h) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(i) Single room occupancy, maximum of six units.

(3) Conditional Uses (See Chapter 17.100 SHMC). In an R-5 zone, the following conditional uses may be permitted upon application:

[...]

(e) Neighborhood store/plaza.

(f) Multidwelling units, which may be attached housing and/or detached housing.

(g) Elderly/convalescent home.

- (h) Private park.
- (i) Public facilities, major.
- (j) Public safety facilities.
- (k) Religious assembly.
- (l) Residential facility.
- (k) Single room occupancy with more than six units.

(4) Standards. In the R-5 zone, the following standards shall apply:

(a) For dwellings, the minimum lot size shall be 5,000 square feet for the single-dwelling unit, detached, and duplex uses and 2,500 square feet for each single-dwelling unit, attached (maximum of five units together). For multidwelling units, use 5,000 square feet as base plus 2,500 square feet for each multidwelling unit thereafter. For single room occupancy, the minimum lot size for up to six units is 5,000 square feet, and based on the same minimum lot size for multidwelling units, as determined by the number of units, for more than six single room occupancy units.

(b) The maximum building height shall be 35 feet except as required in SHMC 17.68.040.

(c) The minimum lot width at the building line and street shall be 50 feet for detached units, ~~and~~ duplexes, and single room occupancy. For attached single-dwelling units the width shall be at least 25 feet wide each. No minimum for multidwelling unit lots. For flag lots the width at the street shall be a minimum of 20 feet.

[...]

(g) No side yard shall be less than five feet wide for single-dwelling, detached, duplexes, ~~and~~ single-dwelling, attached structures, and single room occupancy structures with no more than six units and 10 feet for multidwelling structures and single room occupancy structures with more than six units. Corner lots shall have a minimum exterior side yard of 10 feet.

(h) The minimum rear yard depth shall be 10 feet.

(i) The minimum interior yard shall be six feet. Multidwelling units and single room occupancy structures with more than six units shall also comply with SHMC 17.96.180(11).

(j) The minimum front and side yards or other setbacks as stated herein shall be increased where such yard or setbacks abut a street having insufficient right-of-way widths to serve the area; in such cases, the planning commission shall determine the necessary setback requirements.

(k) Buildings and structures shall not occupy more than 40 percent of the lot area except for single attached, ~~and~~ multidwelling units, and single room occupancy structures with more than six units which can be up to 50 percent.

(l) No lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92 shall have more than one principal building constructed thereon, except for multidwelling ~~structures~~ units, single room occupancy with more than six units, and as otherwise allowed in this section.

(m) The minimum landscaping for dwellings other than multidwelling ~~s~~ units and single room occupancy with more than six units shall be 25 percent of the lot area.

(5) All chapters of the Development Code apply.

(a) See Chapter 17.64 SHMC for additional yard requirements and exceptions.

(b) SHMC 17.96.180 includes many site development standards specific to multidwelling

units. The same standards that apply to multidwelling unit development and multidwelling structures per SHMC 17.96.180 shall apply to single room occupancy development with more than six units.

[...]

17.32.080 Apartment residential zone – AR.

[...]

(2) Uses Permitted Outright. In an AR zone, the following uses are permitted outright:

[...]

- (d) Multidwelling units, which may be attached housing and/or detached housing.
- (e) Public facility, minor.
- (f) Public park.
- (g) Residential facility.
- (h) Residential home.
- (i) Single-dwelling unit, attached residential units (five units maximum together).
- (j) Single-dwelling unit, detached residential units. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.
- (k) Single room occupancy, maximum of six units.
- (l) Single room occupancy with more than six units.

[...]

(4) Standards. In the AR zone, the following standards shall apply:

- (a) For dwellings the minimum lot size shall be 4,000 square feet for single-dwelling, detached units and duplexes ~~uses~~; 1,600 square feet minimum lot size for single-dwelling, attached units each (maximum of five units together); and 1,500 square feet minimum lot size for each multidwelling unit over the base of 4,000 square feet for the first two units (with no maximum). For single room occupancy, the minimum lot size for up to six units is 4,000 square feet and based on the same minimum lot size for multidwelling units, as determined by the number of units, for more than six single room occupancy units
- (b) The minimum front yard shall be 20 feet.
- (c) For single-dwelling, detached units, ~~and~~ duplexes, and single room occupancy the minimum lot width at the street and building line shall be 40 feet and no minimum for multidwelling unit lots; for flag lots and single attached dwelling units the minimum lot width at the street is 20 feet.
- (d) The minimum lot depth shall be 85 feet, except single-dwelling units, attached shall be 80 feet.
- (e) No side yard shall be less than five feet wide for single-dwelling, detached, duplexes, ~~and~~ single-dwelling, attached structures, and single room occupancy structures with no more than six units and 10 feet for multidwelling structures and single room occupancy structures with more than six units. Corner lots shall have a minimum exterior side yard of 10 feet.

(f) The minimum rear yard depth shall be 10 feet.

(g) The minimum interior yard shall be six feet. Multidwelling units and single room occupancy structures with more than six units shall also comply with SHMC 17.96.180(11).

[...]

(k) No lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92 shall have more than one principal building constructed thereon, except for multidwelling ~~structures~~ units, single room occupancy with more than six units, and as otherwise allowed in this section.

(l) The minimum landscaping shall be 25 percent of the lot area except for multidwelling ~~units structures~~ and single room occupancy with more than six units.

(5) All chapters of the Development Code apply.

(a) See Chapter 17.64 SHMC for additional yard requirements and exceptions.

(b) SHMC 17.96.180 includes many site development standards specific to multidwelling units. The same standards that apply to multidwelling unit development and multidwelling structures per SHMC 17.96.180 shall apply to single room occupancy development with more than six units.

[...]

17.32.090 Mobile home residential zone – MHR.

[...]

(2) Uses Permitted Outright. In the MHR zone, the following uses are permitted outright:

[...]

(d) Manufactured dwelling (~~M~~mobile home) parks.

(e) Public parks.

(f) Public facility, minor.

(g) Residential home.

(h) Single-dwelling unit, detached. Up to two may be allowed per lot, parcel, or otherwise lawfully established unit of land per ORS Chapter 92.

(i) Single room occupancy, maximum of six units.

(3) Conditional Uses (See Chapter 17.100 SHMC). In the MHR zone, the following conditional uses may be permitted upon application:

[...]

(e) Multidwelling units, which may be attached housing and/or detached housing.

(f) Private park.

(g) Public facilities, major.

- (h) Public or private school or college.
- (i) Recreational vehicle park.
- ~~(j)~~ (j) Religious assembly.
- ~~(k)~~ (k) Residential facility.
- ~~(l)~~ (l) Sanitarium, rest home, senior or convalescent care facilities.
- (m) Single room occupancy with more than six units.
- ~~(n) Travel trailer parks.~~

[...]

17.32.095 Mixed use zone – MU.

[...]

(2) Uses Permitted Outright. In an MU zone, the following uses are permitted outright subject to the provisions of this code and especially the chapter on site development review (Chapter 17.96 SHMC):

[...]—[EDITOR'S NOTE: ~~(g)~~ (g) and on is assumed based on file CPZA.1.24/ORD No. 3305]

~~(g)~~ (g) Dwellings: single detached or attached, duplexes, and dwellings above permitted uses if no more than two dwelling units and is attached housing. If more than two dwelling units above permitted uses, see SHMC 17.32.095(3) for multidwelling units.

[...]—[EDITOR'S NOTE: ~~(v)~~ (v) and on is assumed based on file CPZA.1.24/ORD No. 3305]

~~(v)~~ (v) Retail sales establishments, ~~not specifically catering to motorists.~~
(w) Single room occupancy, maximum of six units. May be stand alone or units above permitted uses but shall not be on the same level as nonresidential use.
~~(x)~~ (x) Studios.
~~(y)~~ (y) Theaters, except drive-ins.

(3) Conditional Uses. In the MU zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

[...]—[EDITOR'S NOTE: ~~(h)~~ (h) and on is assumed based on file CPZA.1.24/ORD No. 3305]

~~(h)~~ (h) Dwellings on same level as nonresidential use. This applies to both attached housing and detached housing.
~~(i)~~ (i) Funeral homes.
~~(j)~~ (j) Hospitals and senior or convalescent care facilities.
~~(k)~~ (k) Laundromats and dry cleaners.
~~(l)~~ (l) Lodge, fraternal and civic assembly.
~~(m)~~ (m) Lodging facilities or rooming house.
~~(n)~~ (n) Marijuana retailer and/or medical marijuana dispensary.

~~(p)~~ (o) Multidwelling units, which may be attached housing and/or detached housing, except dwelling units above permitted uses shall be attached housing.

[...]

(x) Recreation facilities (public or private).

(y) Recreational vehicle park.

~~(y)~~ (z) Religious assembly, including cemeteries.

~~(z)~~ (aa) Residential facility.

~~(aa)~~ (bb) Shopping centers.

(cc) Single room occupancy with more than six units. May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.

~~(bb)~~ Travel trailer parks.

~~(ee)~~ (dd) Vehicle repair, service, and sales.

[...]

(4) Standards. In the MU zone the following standards shall apply:

[...]

(e) Multidwelling units, ~~and~~ dwelling units and single room occupancy units above permitted uses, and single room occupancy with more than six units must shall comply with AR standards and other applicable sections of this code. Except, for structures with units above permitted uses, the yard (setback) that applies is based on the use of the first (ground level) floor.

(f) Single-dwelling units, attached or detached, ~~and~~ duplexes, and single room occupancy, maximum of six units shall comply with R-5 standards.

[...]

17.32.100 Highway Commercial – HC.

[...]

(3) Conditional Uses. In the HC zone, the following conditional uses may be permitted upon application, subject to provisions of Chapter 17.100 SHMC and other relevant sections of this code:

[...]

(c) Dwelling units above ~~outright~~ permitted uses provided the number of dwelling units does not exceed two on a single lot or development site, is attached housing, and no dwelling unit is on same level as nonresidential use.

[...]—[EDITOR’S NOTE: ~~(i)~~ (i) and on is assumed based on file CPZA.1.24/ORD No. 3305]

- ~~(j)~~ (j) Recreation facilities.
- (k) Recreational vehicle park.

[...]

- ~~(n) Travel trailer parks.~~

[...]

17.32.110 General Commercial – GC.

[...]

(2) Uses Permitted Outright. In a GC zone, the following uses are permitted outright subject to the provisions of this code and especially the chapter on site development review (Chapter 17.96 SHMC):

[...]—[EDITOR’S NOTE: ~~(e)~~ (e) is assumed based on file CPZA.1.24/ORD No. 3305]

~~(e)~~ (e) Dwellings above permitted uses ~~(use AR standards)~~ provided the number of dwelling units does not exceed two on a single lot or development site, is attached housing, and no dwelling unit is on same level as nonresidential use. If more than two dwelling units above permitted uses, see SHMC 17.32.110(3) for multidwelling units.

[...]

(3) Conditional Uses. In the GC zone, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

[...]—[EDITOR’S NOTE: ~~(o)~~ (o) is assumed based on file CPZA.1.24/ORD No. 3305]

~~(o)~~ (o) Multidwelling units including dwelling units above permitted uses. Only attached housing is allowed and dwelling units may be on same level as nonresidential use.

[...]

- (w) Recreation facilities.
- (x) Recreational vehicle park.
- ~~(y)~~ (y) Religious assembly, including cemeteries.
- ~~(z)~~ (z) Residential facility.
- ~~(aa)~~ (aa) Shopping centers and plazas.
- (bb) Single room occupancy (four or more units). May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.
- ~~(aa) Travel trailer parks.~~

~~(bb)~~ (cc) Vehicle repair, service, and sales.

[...]

(4) Standards. In the GC zone the following standards shall apply:

[...]

(c) The maximum lot coverage including all impervious surfaces shall be 90 percent.

(d) Multidwelling units, dwelling units and single room occupancy units above permitted uses, and single room occupancy (four or more units) must shall comply with AR standards and other applicable sections of this code. Except, for structures with units above permitted uses, the yard (setback) that applies is based on the use of the first (ground level) floor and and the same standards that apply to multidwelling unit development and multidwelling structures per SHMC 17.96.180 shall apply to single room occupancy development with four or more units (instead of six or more units per the AR zone).

[...]

17.32.130 Light Industrial – LI.

[...]

(3) Conditional Uses. In the LI zone, in addition to the buildings and uses permitted outright, a conditional use permit can be granted for the following buildings and uses:

[...]—[EDITOR’S NOTE: ~~(m)~~ (l) is assumed based on file CPZA.1.24/ORD No. 3305]

~~(m)~~ (l) Public safety and support facilities.

(m) Recreational vehicle park.

(n) Temporary asphalt batching (six-month maximum).

~~(o)~~ ~~Travel trailer parks.~~

~~(p)~~ (o) Wrecking and junkyards.

[...]

17.32.140 Heavy Industrial – HI.

[...]

(3) Conditional Uses. In the HI zone, in addition to the buildings and uses permitted outright, a conditional use permit can be granted for the following buildings and uses:

[...]

(j) Public safety and support facilities.

(k) Recreational vehicle park.

~~(k)~~ (l) Recycling collection center.

~~(l)~~ (m) Solid waste disposal site or transfer station.

~~(m)~~ (n) Special hazardous uses such as:

(i) Two thousand gallons or more of flammable (Class I or II) materials.

(ii) Fifty gallons or more of unstable liquids, fireworks, blasting agents or explosives.

(iii) Magazines, Class II (Class I magazines are not permitted).

(iv) Five hundred pounds or more or 200 gallons or more of hazardous chemicals, including corrosive liquids, flammable solids, highly toxic materials, oxidizing materials, poisonous gases and any amount of radioactive materials.

(v) Unstable (reactive) chemicals, including organic peroxides and nitromethane.

(vi) Fifty pounds or more of ammonium nitrate.

(vii) Two thousand or more gallons of liquefied petroleum gases.

~~(n)~~ (o) Storage facilities such as personal lockers/garages and for recreational-type vehicles.

~~(o)~~ (p) Temporary asphalt batching (six months maximum).

~~(p) Travel trailer parks.~~

(q) Wrecking and junkyards.

[...]

17.32.150 Public lands – PL.

[...]

(3) Conditional Uses. In the PL zone the following uses are permitted if approved under the conditional use chapter (Chapter 17.100 SHMC) and other applicable provisions of this code:

(a) Public facilities, major.

(b) Public support and safety facilities.

(c) ~~Travel trailer~~ Recreational vehicle park in public parks of over four acres in size to include a buffer of 20 feet where abutting a residential zone.

(d) Hospitals.

[...]

17.32.171 Riverfront district – RD, marina.

[...]

(2) Uses Permitted Outright. In the marina subdistrict the following uses are permitted outright subject to the provisions of this code and especially the site development review chapter (Chapter 17.96 SHMC):

[...]—[EDITOR’S NOTE: ~~(d)~~ (e) is assumed based on file CPZA.1.24/ORD No. 3305]

~~(d)~~ (e) Dwellings located above permitted uses (use AR standards, except yard

~~requirements, which are based on the use at ground level below the dwelling or dwellings).~~
Dwellings above permitted uses provided the number of dwelling units does not exceed two on a single lot or development site, is attached housing, and no dwelling unit is on same level as nonresidential use. If more than two dwelling units above permitted uses, see SHMC 17.32.171(3) for multidwelling units.

[...]

(3) Conditional Uses. In the marina subdistrict the following uses may be permitted upon approval subject to the provisions of this code, especially those in Chapter 17.100 SHMC for conditional uses:

- (a) Commercial amusement and recreational facilities.
- (b) Multidwelling units ~~(must comply with AR standards and other applicable sections of this code)~~ including dwelling units above permitted uses. Only attached housing is allowed and no dwelling unit shall be on same level as nonresidential use.
- (c) Private parks.
- (d) Public facilities, major.
- (e) ~~Travel trailer~~ Recreational vehicle parks.
- (f) Single room occupancy (four or more units). May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.

[...]

(4) Standards. In the marina subdistrict the following standards shall apply:

- (a) The maximum building height shall be determined on a case-by-case basis (also see SHMC 17.68.040), except when the AR zone standards apply that includes building height standards.
- (b) Outdoor storage abutting or facing a lot in a residential zone shall comply with Chapter 17.72 SHMC.
- (d) The minimum landscaping shall be 10 percent of gross land area associated with the use.
- (e) Multidwelling units, dwelling units and single room occupancy units above permitted uses, and single room occupancy (four or more units) shall comply with AR zone standards and other applicable sections of this code. Except, for structures with units above permitted uses, the yard (setback) that applies is based on the use of the first (ground level) floor and the same standards that apply to multidwelling unit development and multidwelling structures per SHMC 17.96.180 shall apply to single room occupancy development with four or more units (instead of six or more units per the AR zone).

[...]

17.32.172 Riverfront district – RD, plaza.

[...]

(2) Uses Permitted Outright. In the plaza subdistrict, the following uses are permitted outright, subject to the modifications to development standards and conditions as specified herein and all other applicable provisions of this code as noted under additional requirements:

[...]

(a) Historic residential structures with or without any auxiliary dwelling unit. This is listed here separate from other residential uses given subsection (5)(a)(i) of this section. This does not mean historic residential structures are prohibited in other zones per SHMC 17.32.040(3)(a).

(b) Residential above Nonresidential Permitted Uses, provided it is attached housing, and no dwelling unit is on same level as nonresidential use.

(i) Dwelling, single-family, duplex or multidwelling units.

~~(ii) Dwelling, duplex.~~

~~(iii) Dwelling, townhouse.~~

~~(iv) Dwelling, multifamily.~~

~~(v)~~ (ii) Other residential uses as per ORS Chapter 443.

[...]

(ii) Retail sales establishments.

(jj) Single room occupancy (four or more units). Shall be units above permitted uses and shall not be on same level as nonresidential use.

~~(jj)~~ (kk) Small equipment sales, rental and repairs facilities/shops, without outside storage.

~~(kk)~~ (ll) Theaters, indoors.

~~(ll)~~ (mm) Trade and skilled services without outdoor storage, such as plumbing, HVAC, electrical, and paint sales/services facilities/shops.

~~(mm) Type I and II home occupation in dwelling unit above nonresidential permitted uses.~~

~~(nn) Transient housing.~~

~~(oo)~~ (nn) Watercraft sales, rental, charters, without outdoor storage.

[...]

(3) Conditional Uses. In the plaza subdistrict, the following conditional uses may be permitted upon application, subject to provision of Chapter 17.100 SHMC and other relevant sections of this code:

[...]—[EDITOR'S NOTE: (f) is based on text amendments of file CPZA.1.24/ORD No. 3305]

(e) Business with outdoor storage (those businesses permitted in permitted uses).

(f) ~~Hospitals, clinics, nursing homes, and convalescent homes~~ Dwellings on same level as nonresidential use, provided it is attached housing and there is no conflict with SHMC 17.32.172(5)(a)(i) prohibiting residential use on the first floor of buildings.

- ~~(f)~~ (g) Hospitals, clinics, nursing homes, and convalescent homes.
- ~~(g)~~ (h) Laundromats and dry cleaners.

[EDITOR’S NOTE: re-lettering to continue through list of conditional uses]

[...]

(5) Special Conditions Permitted and Conditional Uses.

(a) Residential Uses.

(i) Except for historic residential structures (listed in city’s comprehensive plan and/or registered and recognized by the state or federal government), residential use is prohibited on the first floor of any building in the plaza subdistrict.

(ii) There is no minimum lot size requirement for residential use above permitted nonresidential uses.

(iii) Residential density above permitted uses shall be based on the standard of one dwelling unit or single room occupancy unit for each full 500 interior square feet of non-residential use provided. Outdoor dining areas and similar permitted outdoor uses may only be included in the calculation when such areas are not located within a right-of-way.

(iv) The same standards that apply to multidwelling unit development and multidwelling structures per SHMC 17.96.180 shall apply to single room occupancy development with four or more units.

[...]

17.32.173 Riverfront district – RD, mill.

[...]—[EDITOR’S NOTE: (2)(a)(iii) to be edited based on text amendments of file CPZA.1.24/ORD No. 3305]

(2) Uses Permitted Outright. The following uses are permitted outright, subject to all provisions of the SHMC including specifically the modifications to development standards and conditions specified in this section. Moreover, the applicable provisions of Chapter 17.96 SHMC, Site Development Review, apply, except those modified by this chapter.

(a) Residential.

(i) Single dwelling units, attached.

(ii) Multidwelling units provided it is attached housing.

(iii) Single room occupancy (four or more units). Shall not be on same level as nonresidential use and the same standards that apply to multidwelling unit development and multidwelling structures per SHMC 17.96.180 shall apply.

~~(iii)~~ (iv) Family child care home in lawfully existing dwelling.

(b) Residential above Nonresidential Permitted Uses, provided it is attached housing, and no dwelling unit is on same level as nonresidential use.

(i) Dwelling, single-family, duplex or multidwelling units.

(ii) Congregate ~~care facility~~ housing.

(iii) ~~Single dwelling units, attached~~ Single room occupancy (four or more units). Shall not be on same level as nonresidential use and the same standards that apply to multidwelling unit development and multidwelling structures per SHMC 17.96.180 shall apply.

(iv) ~~Multidwelling units~~ Other residential uses as per ORS Chapter 443.

[...]

(3) The following conditional uses may be permitted upon application, subject to the provisions of Chapter 17.100 SHMC, Conditional Use, and other relevant sections of this code, except those modified by this chapter:

[...]—[EDITOR'S NOTE: ~~(k)~~ (k) is assumed based on file CPZA.1.24/ORD No. 3305]

~~(k)~~ (k) Boat building.

(l) Dwellings on same level as nonresidential use, provided it is attached housing.

[...]

17.32.180 Houlton business district – HBD.

[...]

(2) Uses Permitted Outright. In the HBD zone, the following uses are permitted outright, subject to the modifications to development standards and conditions as specified herein and all other applicable provisions of this code as noted under additional requirements:

(a) Dwellings: single detached or attached, duplexes, and dwellings above permitted uses if no more than two dwelling units and is attached housing. If more than two dwelling units above permitted uses, see SHMC 17.32.180(3) for multidwelling units.

[...]—[EDITOR'S NOTE: ~~(uu)~~ (uu) is assumed next in sequence for end of permitted uses list based on file CPZA.1.24/ORD No. 3305]

(uu) Single room occupancy, maximum of six units. May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.

[...]

(3) Conditional Uses. In the HBD zone, the following conditional uses may be permitted upon application, subject to provisions of Chapter 17.100 SHMC and other relevant sections of this code:

[...]—[EDITOR'S NOTE: ~~(g)~~ (g) and on is assumed based on file CPZA.1.24/ORD No. 3305]

~~(g)~~ (g) Dwellings on same level as nonresidential use. This applies to both attached housing and detached housing.

~~(h)~~ (h) Funeral homes.

~~(j)~~ (i) Hospitals, clinics, nursing homes, and convalescent homes.
~~(k)~~ (j) Laundromats and dry cleaners.
~~(l)~~ (k) Marijuana retailer and/or medical marijuana dispensary.
~~(m)~~ (l) Multidwelling units, which may be attached housing and/or detached housing, except dwelling units above permitted uses shall be attached housing.

[...]—[EDITOR'S NOTE: sequence beginning with (p) and on is assumed based on file CPZA.1.24/ORD No. 3305]

(p) Single room occupancy with more than six units. May be stand alone or units above permitted uses but shall not be on same level as nonresidential use.

- ~~(q)~~ (q) Parking lots/facilities, private.
- ~~(r)~~ (r) Nurseries and greenhouses.
- ~~(s)~~ (s) Vehicle repair, service, and sales.

[...]

(4) Standards Applicable to All Uses. In the HBD zone, the following standards and special conditions shall apply and shall take precedence over any conflicting standards listed in this code:

[...]

(m) Notwithstanding the standards of subsections (4)(a) through (l) of this section, these residential uses are subject to the following:

- (i) Single-dwelling units, attached or detached, ~~and~~ duplexes, and single room occupancy, maximum of six units shall comply with the R-5 standards; and
- (ii) Multidwelling units, dwelling units and single room occupancy units above permitted uses, and single room occupancy with more than six units shall comply with AR standards and other applicable sections of this code. Except, for structures with dwelling units above permitted uses, the yard (setback) that applies is based on the use of the first (ground level) floor.

(5) Special Conditions Permitted and Conditional Uses.

~~(a) Residential density above permitted uses shall be based on the standard of one dwelling unit for each full 500 interior square feet of nonresidential use provided. Outdoor dining areas and similar permitted outdoor uses may only be included in the calculation when such areas are not located within a right-of-way.~~

~~(b)~~ (a) Outdoor storage of goods and materials must be screened.
~~(c)~~ (b) Outdoor display of goods and materials for retail establishments is permitted on private property in front of the retail establishment, provided such displays do not block safe ingress and egress from all entrances, including fire doors. In addition, outdoor display goods and materials shall be properly and safely stored inside during nonbusiness hours. No outdoor display may block safe pedestrian or vehicular traffic. Outdoor displays shall not encroach in public rights-of-way, including streets, alleys or sidewalks, without express written permission of the city council.

~~(d)~~ (c) Kiosks may be allowed on public property, subject to the approval of a concession

agreement with the city.

(6) Additional Requirements.

~~(a) Residential Density Transition. The residential density calculation and transition provisions of Chapter 17.56 SHMC shall not apply to the HBD zone for residential uses above permitted uses. Densities are determined for residential uses by the formula in subsection (5)(a) of this section.~~

~~(b)~~ (a) The visual clearance area requirements of Chapter 17.76 SHMC do not apply to the Houlton business district.

~~(c)~~ (b) Overlay district Chapter 17.148 SHMC, Planned Development, shall not apply to the HBD zone.

~~(d)~~ (c) All chapters of the Development Code apply except as modified herein.

[...]

**CHAPTER 17.60
MANUFACTURED/MOBILE HOME AND PREFABRICATED STRUCTURE
REGULATIONS**

[...]

17.60.020 Manufactured/mobile home park standards.

[...]

(6) Each unit shall be provided with a water, sewer, and electrical connection. The electrical connection shall provide for 110- and 220-volt service.

(7) ~~No manufactured/mobile home, accessory building, or other structure shall be closer than 10 feet from another mobile home, accessory building, or other garage/carport structure. There shall be a minimum of 10-foot interior yard between all manufactured dwellings or other alternatives per SHMC 17.60.040(2) and any other principal buildings. Accessory structures shall have a minimum 6-foot interior yard.~~

(8) On any individual space no building shall be any closer than 20 feet from a street and no less than 10 feet from the rear of each space.

[...]

17.60.030 Manufactured homes and prefabricated structures on individual building lots.

The establishment, location, and use of manufactured homes and prefabricated structures as scattered site residences shall be permitted in any zone permitting ~~installation of a dwelling unit site-built~~ detached single-family dwellings subject to requirements and limitations applying generally to such residential uses in the district, and provided such homes shall meet the following requirements and limitations:

~~(1) The manufactured home shall be multisectional and enclose a space of not less than 1,000 square feet;~~

~~(2) The manufactured home shall be placed on an excavated and backfilled foundation and enclosed at the perimeter such that the finished first floor of the manufactured home is located not more than 12 inches above grade (except on sloped lots);~~

~~(3) The manufactured home shall be securely anchored to the foundation system in accordance with the requirements of the State Building Codes Agency for Manufactured Structures;~~

~~(4) The manufactured home shall have a pitched roof with a slope of at least three feet in height for each 12 feet in width;~~

~~(5) The manufactured home shall have exterior siding and roofing which in material and appearance is similar to the exterior siding and roofing material commonly used on residential dwellings within the city as determined by the Building Division. This requirement shall not be interpreted to mean that the city is responsible for enforcing codes, covenants, and restrictions of any homeowners or other association;~~

~~(6) The manufactured home shall have an exterior thermal envelope in substantial compliance with performance standards equivalent to the performance standards required of single family dwellings constructed under the State Building Code as defined in ORS 455.010, as determined by the Building Division; and~~

~~(7) Have minimum of two on-site parking spaces.~~

(1) As necessary to comply with a protective measure adopted pursuant to a statewide land use planning goal;

(2) That the manufacturer certify that the manufactured home or prefabricated structure has an exterior thermal envelope meeting performance standards which reduce levels equivalent to the performance standards required of single-family dwellings constructed under the Low-Rise Residential Dwelling Code as defined in ORS 455.010;

(3) No manufactured home or prefabricated structure shall be allowed within a historic district or abutting a property with a designated landmark as listed in the Comprehensive Plan and per Chapter 17.36 SHMC; and

(4) This does not apply to residential trailers (constructed before January 1, 1962) or mobile homes (constructed between January 1, 1962 and June 15, 1976), which shall be prohibited on individual lots, but may be allowed within manufactured/mobile home parks per SHMC 17.60.040.

[...]

17.60.040 ~~Nonconforming mobile homes~~ Additional provisions for manufactured/mobile home parks.

(1) Manufactured/mMobile home parks existing at the adoption of the ordinance codified in this code not meeting the standards set forth in this code shall be considered nonconforming and are subject to the standards set forth in SHMC 17.104.040(2), except for replacement of an occupied manufactured/mobile home space per (2) of this section may be allowed, provided the occupied manufactured/mobile home space is lawfully existing.

~~(2) Replacement of nonconforming mobile homes in such parks when they are moved or destroyed must conform with the standards of SHMC 17.60.030.~~ A manufactured/mobile home park space may be occupied by a manufactured dwelling (residential trailer, mobile home, or

manufactured home), prefabricated structure, or travel trailer (recreational vehicle). All shall be treated as structures for the purpose of the requirements of SHMC 17.60.020.

[...]

CHAPTER 17.80 OFF-STREET PARKING AND LOADING REQUIREMENTS

[...]

17.80.020 General provisions.

[...]

(7) Visitor Parking in Multidwelling Unit Residential Districts.

(a) Multidwelling units and single room occupancy units with more than 10 required parking spaces shall provide parking for the use of guests of residents (visitors) of the complex; and

(b) Visitor parking shall consist of 15 percent of the total required parking spaces and shall be centrally located within or evenly distributed throughout the development. Required bicycle parking facilities shall also be centrally located within or evenly distributed throughout the development.

[...]

(15) Bicycle Parking.

(a) One lockable bicycle parking space shall be provided within a rack for the following:
(i) Four or more dwelling units or single room occupancy units in one building: one space per dwelling unit or single room occupancy unit;

[...]

17.80.030 Minimum off-street parking requirements.

Note: some use classifications listed below indicate additional bicycle parking requirements beyond the requirements of SHMC 17.80.020(15).

(1) Residential.

[...]

(f) Manufactured dwelling/mMobile home park – Two off-street spaces for each dwelling unit/park space.

(g) Multiple dwelling (also see SHMC 17.80.020(7)):

(i) Studio – One space for each unit.

(ii) One bedroom – One and one-half spaces for each unit.

(iii) More than one bedroom per unit – Two spaces for each.

- (h) Single-dwelling units, attached – Two off-street spaces for each dwelling unit.
- (i) Single-dwelling units, detached – Two off-street spaces for each dwelling unit or pair of dwelling units as allowed by the zoning district. No more than two spaces are required for one detached single-family dwelling on a single lot, or two detached single-family dwellings on a single lot.
- (j) Single room occupancy – One off-street space for each unit.

[...]

**CHAPTER 17.96
SITE DEVELOPMENT REVIEW**

[...]

17.96.020 Applicability of provisions.

Site development review shall be applicable to all new developments and major modification of existing developments, as provided in SHMC 17.96.070, except it shall not apply to:

- (1) Single-dwelling units, duplexes, manufactured homes and prefabricated structures on an individual building lot, parcel or, or otherwise lawfully established unit of land per ORS Chapter 92;
- (2) ~~Manufactured homes on individual lots~~ Occupancy of lawfully existing manufactured/mobile home park space by manufactured dwelling or other alternative per SHMC 17.60.040(2);
- ~~(3) A duplex, which is not being reviewed as part of any other development;~~
- ~~(4)~~ (3) Minor modifications as provided in SHMC 17.96.080;

[EDITOR’S NOTE: re-numbering to continue through list of conditional uses]

[...]

17.96.070 Major modifications to approved plans or existing development.

[...]

(2) The director shall determine that a major modification(s) will result if one or more of the following changes are proposed. There will be:

- (a) An increase in dwelling unit or single room occupancy unit density, or lot coverage for residential development;
- (b) A change in the ratio or number of different types of dwelling units or single room occupancy units;

[...]

17.96.180 Approval standards.

[...]

(7) Shared Outdoor Recreation Areas – Residential Use.

(a) In addition to the requirements of subsections (5) and (6) of this section, usable outdoor recreation space shall be provided in residential developments for the shared or common use of all the residents in the following amounts:

- (i) Studio (including single room occupancy units) up to and including two-bedroom units, 200 square feet per unit; and
- (ii) Three- or more bedroom units, 300 square feet per unit;

[...]

(11) Distance between ~~Multiple Family Residential Structure and Other~~ principal buildings and structures of multidwelling unit development.

(a) To provide privacy, light, air, and access to the multiple detached and/or attached residential dwellings within a development, the following separations shall apply:

- (i) ~~Buildings~~ “Multidwelling structures” with windowed walls facing buildings with windowed walls shall have a 25-foot separation;
- (ii) ~~Buildings~~ “Multidwelling structures” with windowed walls facing buildings with a blank wall shall have a 15-foot separation;
- (iii) ~~Buildings~~ “Multidwelling structures” with opposing blank walls shall have a 10-foot separation;
- (iv) ~~Building~~ “Multidwelling structure” separation shall also apply to ~~buildings~~ those having projections such as balconies, bay windows, and room projections (measurement is from said projections); and

(v) ~~Buildings~~ “Multidwelling structures” with courtyards shall maintain separation of opposing walls as listed in subsections (11)(a)(i), (ii) and (iii) of this section for walls in separate buildings;

(b) In addition to (a), as applicable, ~~W~~where any principal buildings exceed a horizontal dimension of 60 feet or exceed 30 feet in height, the minimum ~~wall-separation~~ interior yard shall be one foot for each 15 feet of building length over 50 feet and two feet for each 10 feet of building height over 30 feet, or the minimum interior yard of the zoning district, whichever is larger;

(c) Driveways, parking lots, and common or public walkways shall maintain the following separation for any dwelling units within eight feet of the ground level:

- (i) Driveways and parking lots shall be separated from windowed walls by at least eight feet; walkways running parallel to the face of the structures shall be separated by at least five feet; and
- (ii) Driveways and parking lots shall be separated from living room windows by at least 10 feet; walkways running parallel to the face of the structure shall be separated by at least seven feet;

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
Development Code Amendments ZA.1.24**

APPLICANT: City of St. Helens

PROPOSAL: Amend the following Chapters of the St. Helens Municipal Code: **17.16** general and land use definitions, **17.32** zones and uses, **17.60** manufactured/mobile home regulations, **17.80** off-street parking and loading requirements, and **17.96** site development review.

BACKGROUND

The primary catalyst of these amendments is the adopted **2019 Housing Needs Analysis**, which included a recommendation to allow “cottage clusters,” which are essentially multiple detached homes on a single property. Due to development activity (i.e., staff work load) in the city, staff has not been able to focus on or advance this effort this until November 2023.

Since 2019, there has been state legislation that has added to the code amendment need, and amendments to address them have been included. Related state legislation includes **House Bill 4064 (2022)** changing how cities can regulate manufactured homes and prefabricates structures, and **House Bill 3395 (2023)** adding single room occupancies (SROs) to the list of “needed housing” in the ORS and requiring local governments to allow them. Plus, some other related amendments.

PUBLIC HEARING & NOTICE

Public hearing before the Planning Commission for *recommendation to the City Council*: November 12, 2024. Public hearing before the City Council: December 4, 2024.

Notice of this proposal was sent to the Oregon Department of Land Conservation and Development on October 7, 2024 through their PAPA Online Submittal website.

Notice of this proposal was sent to property owners of land zoned residential, mixed use or commercial (R10, R7, R5, AR, MHR, MU, GC, RD-Marina, RD-Plaza, RD-Mill, and HBD) between October 8th and 15th, 2024. This notice was sent to approximately 5,200 different properties (taxlots) to satisfy any requirements per ORS 227.186 in addition to providing information to citizens. The city issued a press release about this mass mailer and did a Facebook social media post on October 9, 2024.

Notice was sent to agencies by mail or e-mail on October 14, 2024.

Notice was published on October 25, 2024 in the Columbia County Spotlight newspaper.

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.
- (e) A proposed change to the St. Helens zoning district map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens comprehensive plan map that facilitates a spot zoning is prohibited.

(a) Findings: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are: Goal 1 and Goal 10. Aspects of Goal 5 are also noteworthy.

Statewide Planning Goal 1: Citizen Involvement.

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regard to notification requirements. Pursuant to SHMC 17.20.080, at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. The city has met these requirements and notified DLCD of the proposal as required by State law.

Several public meetings have taken place discussing 2024 Development Code amendments, including those proposed by this file ZA.1.24 and a separate file CPZA.1.24, which preceded this one. These public meetings include:

- Planning Commission meeting—January 9, 2024
- Planning Commission meeting—February 23, 2024
- City Council/Planning Commission joint meeting—March 13, 2024
- Planning Commission meeting—April 9, 2024
- Planning Commission meeting—May 14, 2024
- City Council work session—June 5, 2024

Staff began preparing for this in November 2023, which resulted in meetings to discuss the various issues for every month of 2024 through June, when the City Council authorized the legislative matter to proceed on June 5, 2024.

Statewide Planning Goal 5: Natural Resources, Scenic and Historic Areas, and Open Spaces.

This goal is about protecting natural resources and conserving scenic and historic areas and open spaces to promote a healthy environment and natural landscape that contributes to Oregon's livability. This includes inventorying resources and determining the appropriate level of protection.

The applicability of this goal pertaining to this proposal is narrow, only dealing with historic resources and where manufactured homes or prefabricated structures may be placed.

The city has an adopted inventory of designated landmarks (official historic resources), most recently updated by Ordinance No. 3250 in 2020. Moreover, the St. Helens Downtown Historic District was added to the National Register of Historic Places in 1984.

This proposal prohibits manufactured homes or prefabricated structures within a historic district or abutting a property with an historic landmark.

Statewide Planning Goal 10: Housing.

Goal 10 requires buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

Housing is a major component of this proposal. Moreover, this Goal must be addressed as residential lands or any land where needed housing is possible are potentially affected.

This Goal has a couple components: 1) **inventorying** of land for housing need, and 2) **demographic broad spectrum housing availability in both quantity and variety of type.**

Inventorying

St. Helens completed and adopted a Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI) in 2019 (Ordinance No. 3244). The results of the housing needs analysis indicates that the current St. Helens Urban Growth Boundary is sufficient to accommodate future housing needs, with a small deficiency (8 acres needed) of high-density land for multi-family development. Commercial/Mixed Use land can make up for the high-density land deficiency. Even though there are no guarantees Commercial/Mixed Use lands will be used for residential purposes, the following residential developments on commercial/mixed use lands since the inventorying effort of the HNA are noteworthy:

- St. Helens Place Apartments at 700 Matzen Street. Originally approved by Conditional Use Permit CUP.2.18 in 2018, this 204-unit multidwelling project was completed in 2020.

Zone: General Commercial.

Total acres used: 7.72 out of 7.72 ac.

- Broadleaf Arbor developed by the Northwest Oregon Housing Authority (NOHA) and Community Development Partners at 2250 Gable Road. Originally approved by Conditional Use Permit CUP.3.19, this 239-unit multidwelling project was completed earlier this year. The site has wetlands that are preserved so only a portion of the property is developed.

Zone: General Commercial, GC.

Total acres used: approx. 13.7 ac. out of 16.7 ac.

This proposal does not change any zoning of specific properties, and the city's adopted land-wise need for housing is met.

Demographic broad spectrum housing availability in both quantity and variety of type

This proposal supports this aspect of Goal 10 by increasing development options. For example:

- This proposal adds single room occupancy type development to all residential zonings and the MU, RD, HBD and GC zoning districts.
- This proposal expands how multidwelling development (3 or more dwelling units on a lot) can take shape by allowing units to be detached in groups less than three per building. This makes cottage cluster type development (i.e. a several detached dwellings on single lot) possible, for example. **In fact, detached housing for 3+ units will be allowed for first time in St. Helens since inception of zoning in 1953.**

Detached multifamily development will be possible in the R5, AR, MHR, MU, and HBD zones.

- This proposal eliminates the prohibition of single-wide manufactured homes and adds prefabricated structures to be allowed.
- The city's regulations for manufactured home parks are being improved as to separation of buildings and what is allowed to occupy a manufactured home park space.

Land Need (net acres)	
Low Density*	240
Medium Density**	40
High Density	24
Manufactured Home Parks	5
Total	309
Buildable Land Inventory (net acres)	
Low Density	532
Medium Density	93
High Density	16
Manufactured Home Parks	45
Commercial/Mixed Use***	19
Total	705
UGB Land Surplus/Deficit (net acres)	
Low Density*	293
Medium Density**	53
High Density	(8)
Manufactured Home Parks	40
Commercial/Mixed Use	19
Total	397
Adequacy of UGB to meet housing need	adequate

Upper Left: Table showing the city’s 2019 HNA findings. St. Helens has adequate land across most categories. The high-density deficit of 8 acres can be addressed in the commercial/mixed use land surplus and there are development projects since the HNA adoption that have done so, exceeding 8 acres.

This proposal complies with the **inventorying** component of Goal 10.

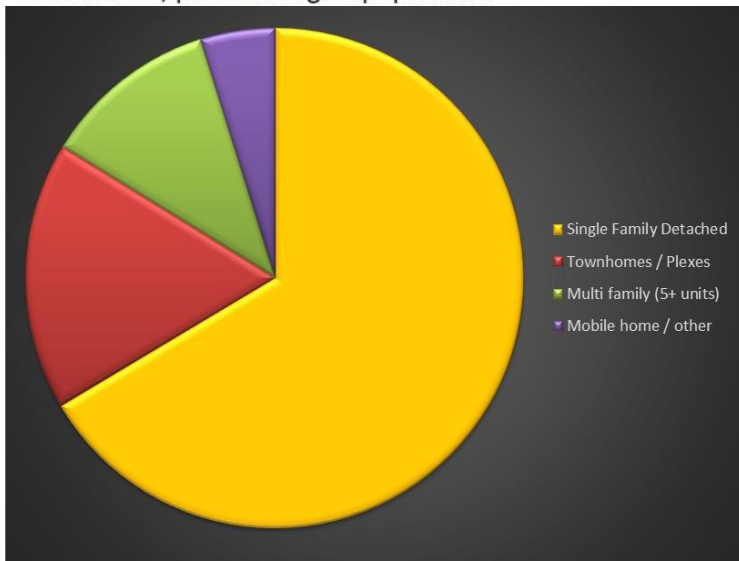
* * *

Lower Left: This is Exhibit 5 from the city’s HNA showing housing mix and tenancy for St. Helens between 2013 and 2017.

The proposal adds options for residential use by adding single-room occupancy and detached multifamily development options in St. Helens’ zoning.

This proposal complies with the **broad spectrum housing availability** component of Goal 10.

* Includes detached units and mobile homes. ** Includes townhomes, plexes and group quarters.



Source: U.S. Census, American Community Survey, 2013-2017.

(b) Findings: This criterion requires analysis of any applicable federal or state statutes or guidelines.

Much of the proposal is in response to state legislation. This includes:

- **House Bill 4064 (2022)** changes how cities can regulate manufactured homes and prefabricates structures. For example, the long-time prohibition of single-wide manufactured homes can no longer be enforced and premanufactured structures are a new thing. Code updates are intended to comply with current state law.

We can prohibit old residential trailers (constructed before January 1, 1962) or mobile homes (constructed between January 1, 1962 and June 15, 1976) outside of manufactured homes parks, but have to allow them within. On a related note, ORS 197.493 requires that RVs be allowed in manufactured homes parks, just like they would be allowed in RV parks.

This adds definitions to Chapter 17.16 SHMC, tweaks SHMC 17.32.090—the only zone that allows manufactured/mobile home parks—and amends Chapter 17.60, where there are provisions to help protect historic resources. Manufactured homes are not allowed within a historic district or abutting a property with a designated landmark (locally significant historic property). Noteworthy change to SHMC 17.96.020.

- **House Bill 3395 (2023)** adds single room occupancies (SROs) to the list of “needed housing” in the ORS and requires local governments to allow them. SROs are attached living units that are not complete dwelling units given shared kitchen or lavatory facilities.

This adds a definition to Chapter 17.16 SHMC, and amends most zoning districts that allow typical residential uses, establishes one off-street parking space requirement per unit (same standard that applies to a studio apartment) and notes the applicability of Chapter 17.96 SHMC, the reference thereto being in the zoning district sections.

(c) Findings: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices and maps.

For these findings, the comprehensive plan addendums will be examined followed by policies.

Comprehensive Plan Addendums:

The addendums to the Comprehensive Plan include the **Economic Opportunities Analysis** (Ord. No. 3101), **Waterfront Prioritization Plan** (Ord. No. 3148), **Transportation Systems Plan** (Ord. No. 3150), **Corridor Master Plan** (Ord. No 3181), **Parks & Trails Master Plan** (Ord. No. 3191), **Riverfront Connector Plan** (Ord. No. 3241), and **Housing Needs Analysis** (Ord. No. 3244).

The applicable addendum is the **Housing Needs Analysis (HNA)**. One of the recommended policies included development of a cottage cluster code, which this proposal does by allowing detached multi-family development.

The city was already thinking about this when it adopted Ordinance No. 3264 in 2021. That ordinance addressed duplexes in the context of the HNA recommendation of allowing duplexes in R7 zoned lands and Oregon House Bill 2001 (2019), which created an entitlement for duplexes on property that allows a detached single-family dwelling. The city amended its ordinance to allow two detached units as an outright permitted use in addition to duplexes. The city also adopted an interior yard standard to establish a minimum distance between buildings, reviewing the model code for large cities (OAR 660-046 Exhibit B – Large Cities Middle Housing Model Code) as a guide.

Much of this proposal is a “part 2” to the 2021 adopted amendments for residential uses.

Comprehensive Plan Policies

There is no known conflict with the general Comprehensive Plan policies identified in Chapter 19.08 SHMC or the specific policies of Chapter 19.12 SHMC.

(d) Findings: This criterion requires analysis of the applicable provisions of the implementing ordinances. This proposal updates the city’s implementation ordinances as embodied in the Development Code.

(e) Findings: This criterion is intended to prevent spot zoning, which does not apply in this case.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves these Development Code text amendments.

Jennifer Massey, Mayor

Date

City of St. Helens
RESOLUTION NO. 2035

A RESOLUTION OF THE ST. HELENS CITY COUNCIL TO SET PLANNING
DEPARTMENT FEES

WHEREAS, Ordinance No. 3095 authorizes the City Council to establish Planning Department fees by resolution; and

WHEREAS, the City Council and staff finds it necessary from time to time to review these fees and adjust them accordingly based on the current estimated and actual costs of materials, staff time, and other related expenses. In this case, the change is in response to Oregon Senate Bill 1537 (2024).

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

Section 1. The Planning Department fees set forth in the exhibit, attached, are hereby adopted.

Section 2. This Resolution supersedes Resolution No. 2013 and any previous Resolution setting forth Planning Department fees.

Section 3. This Resolution is effective January 16, 2025.

Approved and adopted by the City Council on January 15, 2025, by the following vote:

Ayes:

Nays:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder



PLANNING DEPARTMENT FEE SCHEDULE

Accessory Structure (detached)	\$159
Adjustment per SB 1537 (2024), Section 38	\$316 + \$63/adjustment
Amended decision (post amendment of proposed decision)	\$316
Amendment	
Quasi-judicial or Legislative	\$1,263
+Deposit for special notice (covers mailing expense); and/or	\$3,744 ^(D)
+Deposit for proposed text amendments	\$3,744 ^(D)
Annexation	
Annexation application (consent to annex)	\$1,263 + \$63/acre
+Election deposit (to cover election costs if applicable)	\$3,744 ^(D)
Appeal	
Administrative decision	\$250 ⁽¹⁾
Non-administrative decision (excludes cost of transcript, see below)	\$632
Expedited Land Partition or Subdivision	\$300 ^{(1) (D)}
Home Occupation	60% / applicable fee ⁽²⁾
+Transcript deposit (for non-administrative appeal)	\$500 ^{(1) (D)}
Building Permit Planning Release (fee associated with building permits)	\$63
Conditional Use Permit	
Minor Modification of Major CUP	\$316
Minor Modification of existing use (value of project <\$10,000)	\$316
Minor Modification of existing use (value of project >\$10,000)	\$380
Major (value of project is <\$250,000)	\$632
Major (value of project is \$250,000 to \$500,000)	\$821
Major (value of project \$500,000 to \$1,000,000)	\$1,010
Major (value of project >\$1,000,000)	Project Value x \$0.0008 + \$316 ⁽³⁾
Development Agreement or Contract (in add. to other application fees)	\$3,744
Easement Extinguishment (per ORS 221.725)	\$632
Expedited Land Division	Application fees same as Partition or Subdivision ⁽²⁾
Historic Resource Review	\$159

Home Occupation	\$190
Land Use Letter / Planning Director Signature	\$34
Lot Line Adjustment	\$316 + \$63/adj. acres
Measure 49	\$3,744
Notice (not as required, but requested—must be renewed annually)	\$127/calendar year
Parklet, Temporary	
Permit fee, administrative (excludes other permits needed for use of ROW)	\$190
Renewal (excludes other permits needed for use of ROW)	\$127
Partition	
Preliminary Plat	\$632 + \$34/parcel
Final Plat	\$63 + \$18/parcel
Planned Development (fee is same as use—e.g., SUB, SDR, CUP)	n/a
Preapplication Conference	\$127 ⁽⁴⁾
Public Passageway Permit	\$17 per 50' of street frontage used for street furniture ⁽⁵⁾
Recordation fee	Same as County Clerk
Referral of administrative decision to Planning Commission	+\$230 to base fee(s)
Revocation	\$316
Sensitive Lands Permit	
Administrative (except Tree Removal Permit—see below)	\$316
With public hearing	\$632
Sign Code Adjustment	\$569
Sign Permit	
Permanent [wall painted or adhered (i.e. sticks out less than 1”)]	\$63
Permanent (all except as above)	\$127
Temporary	\$34
Temporary (nonprofit organization)	\$0
Permit issued after sign has begun to be constructed	X2 base fee(s) ⁽²⁾
Sign Plan, Comprehensive	\$190 + \$34/sign
Site Development Review	
Minor Modification of Major SDR	\$159
Minor Modification of existing use (value of project <\$10,000)	\$159
Minor Modification of existing use (value of project >\$10,000)	\$316
Major (value of project is <\$250,000)	\$380

Major (value of project is \$250,000 to \$500,000)	\$569
Major (value of project \$500,000 to \$1,000,000)	\$757
Major (value of project >\$1,000,000)	Project Value x \$0.0008 ⁽³⁾
Scenic Resource	\$316
Street Vacation	
Application materials (provided by staff—optional)	\$63
Application fee	\$885 + Recordation fee ⁽⁶⁾
Subdivision	
Preliminary Plat	\$885 + \$34/lot
Final Plat	\$316 + \$18/lot
Supplemental Application pursuant to ORS 227.184	\$3,744
Temporary Use Permit	
One year	\$190 + ⁽⁷⁾
One month (within a 30 consecutive day time period)	\$63 + ⁽⁷⁾
One week (within a 7 consecutive day time period)	\$34
Time Extension	\$123 + ⁽⁸⁾
Tree Removal Permit (sensitive lands)	\$190/tree
Unlisted Use / Parking Use / Nonconforming Use Determination	\$190
Variance	\$569
<hr/>	
Development Code, etc.	Per Photocopy / Printout Fee (see Universal Fee Schedule)
Zoning District or Comprehensive Plan Map (hard copy)	\$29 each
<hr/>	

Notes:

- ^(D) Deposit to cover city time, materials, and expenses. Any portion not used is refundable.
- ⁽¹⁾ Indicates maximum per Oregon Revised Statutes.
- ⁽²⁾ Indicates per St. Helens Municipal Code.
- ⁽³⁾ Project value requires an estimate from a qualified professional. If value is determined to be greater at time of Building Permit issuance, the difference shall be paid prior to issuance. **Max project value fee is \$5,980** (additional CUP fee still applies).
- ⁽⁴⁾ Fee may be deducted from application fee(s) if application is submitted within six months of preapplication conference.
- ⁽⁵⁾ Fee is per 50 feet of street frontage used rounded up. For example, using 51 feet would count as 100 feet for the purpose of administering the fee. This does not include temporary parklets.
- ⁽⁶⁾ Base fee is required to accept an application. If approved, recordation fees are required to be paid in advance of recording final documents with the County Clerk.
- ⁽⁷⁾ For food/vender carts/trucks/trailers add \$63 per unit in addition to the first.
- ⁽⁸⁾ Add \$34 per 100' of notice area required by application type. For example, notice area less than 100' would not include this added fee, whereas a 300' notice area would triple this added fee.

City of St. Helens
RESOLUTION NO. 2036

A RESOLUTION APPOINTING THE
BUDGET OFFICER FOR FISCAL YEAR 2025-26

WHEREAS, Oregon budget law requires that a Budget Officer be appointed by the Council or designated by Charter for each budget cycle; and

WHEREAS, the Budget Officer is responsible for preparing the proposed budget for presentation to the Budget Committee, publishing required notices, and compliance with budget law.

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

Section 1. City Finance Director Gloria Butsch is appointed as the Budget Officer for fiscal year 2025-26.

Section 2. This resolution shall be effective upon its approval and adoption.

Approved and adopted by the City Council on January 15, 2025 by the following vote:

Ayes:

Nays:

Jennifer Massey, Mayor

ATTEST:

Kathy Payne, City Recorder

LEASE RENEWAL

**Masonic Building South 1st Street
St. Helens, Oregon
Date: January 1, 2025**

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

Lessee: City of St. Helens, a Municipal Corporation

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

It is hereby agreed that the above-named parties to a lease dated January 15, 2020, and renewed January 1, 2022, shall renew the subject lease agreement for the premises described above. This Renewal shall commence on JANUARY 1, 2025 and shall expire at midnight on DECEMBER 31, 2027. 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 have not been completed and 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, as outlined in the original Lease, at end of first year (December 31,2025) of this Lease Renewal. Base rent will be adjusted each year as follows and may be paid monthly, in lump sum quarterly, or lump sum at the beginning of each year at the Lessee’s option:

January 1, 2025-December 31,2025	\$6,000/month
January 1, 2026-December 31,2026	\$6,500/month
January 1, 2027-December 31,2027	\$7,000/month

Lessor:

By: _____
Elliot Michael, member
Masonic Building, LLC

Date _____

Lessee:

By: _____
City of St. Helens

Date _____

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > [Submission #42](#)

Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) [1]
Submitted by Visitor (not verified)
Tue, 12/03/2024 - 4:32pm
50.227.115.162

I am interested in:

Budget Committee

Applicant Name

Marissa Swartz

Home Address

34692 Alpine Ave

City, Zip

St. Helens, 97051

Primary Phone

5033196434

Secondary Phone

Email

marissa_c63@hotmail.com

Mailing Address

34692 Alpine Ave

City, Zip

St. Helens, 97051

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

19 years

Civic Activities (offices held, honors, etc.)

List names, addresses, and phone numbers of three references not related to you.

Korede Alabi, CFO Shoestring Valley Holdings
6712 N Cutter Circle
Portland, OR 97217
971.500.3320

Jessica Quick, Director of Finance Shoestring Valley Holdings, Inc.

6712 N. Cutter Circle
Portland, OR 97217
503.473.5250

Michelle Sofianos, Manager Operations BCD Travel
2013 SW 11th Street
Battle Ground, WA 98604
360.513.4251

Briefly summarize educational background.

I hold an Associate Degree in Liberal Arts, focus on Business Finance Management.

Present Employer Name, Phone, and Address

Shoestring Valley Holdings, Inc.
6712 N. Cutter Circle
Portland, OR 97217
(503) 283.6712

Job Title

Corporate Financial Controller

Additional information you wish to include.

I am the Corporate Controller for a company that owns 10+ construction related entities. Annual G&A budget projections, and budget analysis, are a regular part of my job. I have been wanting to become more involved in my community and, now that my children are mostly grown and I have more time, I feel that I can be of use on the City's budget committee.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > Submission #43

Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) [1]
Submitted by Visitor (not verified)
Wed, 12/11/2024 - 10:25am
76.115.162.206

I am interested in:

Budget Committee

Applicant Name

Brady Preheim

Home Address

195 Clark Street

City, Zip

St. Helens

Primary Phone

5035434884

Secondary Phone

5035434884

Email

brady@preheim.com

Mailing Address

PO Box 761

City, Zip

St. Helens 97051

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

60 years minus a few years away

Civic Activities (offices held, honors, etc.)

St. Helens budget committee 2023

President Chamber of Commerce

Host KOHI Odd Friday

List names, addresses, and phone numbers of three references not related to you.

Rick Scholl, St. Helens (503)396-1653

Steve Toschi St. Helens (925)963-2518

Nancy Ward Scappoose (503)799-6968

Briefly summarize educational background.

St. Helens High School
OSU
Northern VA

Present Employer Name, Phone, and Address

Preheim Computer 503-543-4884 PO Box 761 St. Helens OR 97051

Job Title

Owner

Additional information you wish to include.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) [1]
Submitted by Visitor (not verified)
Tue, 11/19/2024 - 10:55am
75.164.221.8

I am interested in:

Budget Committee *Per email request on 12/11/24.*

Applicant Name

jay echternach

Home Address

434 s. 2nd street

City, Zip

Saint Helens

Primary Phone

15037809879

Secondary Phone

Email

jay.echternach77@gmail.com

Mailing Address

434 S 2nd St

City, Zip

Saint Helens

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

3 years

Civic Activities (offices held, honors, etc.)

10 year Portland High School umpire
Gresham-Barlow Foundation board
Gresham-Barlow schools budget and curriculum committees
Gresham Little league board
Gresham-Barlow Babe Ruth / legion baseball board

List names, addresses, and phone numbers of three references not related to you.

Barry Cook- 503-349-5335 (owner Northwest Hydro Mulchers)

Item #8.

Sue Piazza- (City of Gresham Council member)
Mark Eisenzimmer- 503-805-4170 (owner Cascade Athletic clubs)

Briefly summarize educational background.

BS- State University of NY at Buffalo

Present Employer Name, Phone, and Address

self-employed Salesman- Publishing Industry

Job Title

publishing sales

Additional information you wish to include.

Just appointed to the Saint Helen's library board as well
local Elks and Moose lodge member

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) [1]
Submitted by Visitor (not verified)
Fri, 01/03/2025 - 3:12pm
73.180.28.204

I am interested in:

- Budget Committee #3
- Parks & Trails Commission #2
- Planning Commission #1

Applicant Name

Joshua Walter

Home Address

174 South 7th Street

City, Zip

St Helen's, 97051

Primary Phone

5039449773

Secondary Phone

Email

joshuaiwalter@gmail.com

Mailing Address

174 S 7th st

City, Zip

St Helen's, 97051

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

3 years

Civic Activities (offices held, honors, etc.)

List names, addresses, and phone numbers of three references not related to you.

Abel Orbistondo- +1 (808) 368-4747

Jonathan Diaz - (817) 905-5240

Tim Rotter - +1 (503) 704-4074

Briefly summarize educational background.

High school graduate - 2000

Associates of Computer Science - 2003

Present Employer Name, Phone, and Address

Conveyance 365 Solutions.

<https://conveyance365.com/>

Job Title

Application Consultant

Additional information you wish to include.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) [1]
Submitted by Visitor (not verified)
Tue, 01/07/2025 - 4:48pm
76.27.221.70

I am interested in:

Budget Committee

Applicant Name

Jeremy Evans

Home Address

34612 ALPINE AVE

City, Zip

St. Helens

Primary Phone

971-203-4442

Secondary Phone

503-312-9677

Email

jeremyevans@hey.com

Mailing Address

34612 ALPINE AVE

City, Zip

97051

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

8 years

Civic Activities (offices held, honors, etc.)

Member of Arbor Heights HOA - Architecture Committee

List names, addresses, and phone numbers of three references not related to you.

Scott Swanson
503-396-0076
58989 Morten Lane, St Helens, Or 97051

Sumner Williams
11760 SW Jody, Beaverton, OR 97005
503-522-4128

Tim Prussic
34599 Alpine Ave, St Helens, OR 97051
360-402-4484

Briefly summarize educational background.

Graduated from South Albany High School in Albany, Oregon 2003
Attended and graduated from Portland State University with a B.S. in Mathematics 2007

Present Employer Name, Phone, and Address

Standard Insurance Company
1100 sw sixth ave
Portland, Or 97201

Job Title

Sr. Director and Actuary

Additional information you wish to include.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ January 15, 2025

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Jeanette Nelson	Planning Commission	5/28/24	5/28/24
• Heidi Green	Planning Commission	8/26/24	8/26/24
• Steve Toschi	Planning Commission	11/15/24	11/15/24
• Marissa Swartz	Budget Committee	12/3/24	1/15/25
• Brady Preheim	Budget Committee	12/11/24	1/15/25
• Jay Echternach	Budget Committee	12/11/24	1/15/25
• Lucas Green	Parks & Trails Commission	12/15/24	12/17/24
• Brittney West	Parks & Trails Commission	1/3/25	1/6/25
• Joshua Walter	Planning Commission	1/3/25	1/8/25
• Joshua Walter	Parks & Trails Commission	1/3/25	1/8/25
• Joshua Walter	Budget Committee	1/3/25	1/15/25
• Jeremy Evans	Budget Committee	1/7/25	1/15/25
• Trina Kingsbury	Planning Commission	1/7/25	1/8/25

Budget Committee (3-year terms)

- Jennifer Massey was elected to Mayor starting in 2025. Her term on the Budget Committee expires 12/31/2026. We need a replacement for her position.

Status: A press release was sent out on December 3 with a January 7 deadline. We received five applications.

Next Meeting: TBD

Recommendation: Council to review applications at January 15 Regular Session.

Parks & Trails Commission (4-year terms)

- Nick Hellmich's term expires 12/31/2024. He is not seeking reappointment.
- Reid Herman resigned. His term expires 12/31/2026.

Status: A press release was sent out on December 30 with a January 27 deadline.

Next Meeting: January 13, 2025

Recommendation: Possible appointment of Lucas Green.

Planning Commission (4-year terms)

- Ginny Carlson resigned. Her term expires 12/31/2026.

Status: A press release was sent out on December 11 with a January 10 deadline.

Next Meeting: February 11, 2025

Recommendation: None at this time.

City of St. Helens
RESOLUTION NO. 1648

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

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

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

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

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

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

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

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

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

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson
Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder



265 Strand Street
 St. Helens, OR 97051
 (503) 397-6272
 www.sthelensoregon.gov

City of St. Helens Budget Calendar FY2025-2026

	<u>DUE / COMPLETION DATE</u>	<u>DESCRIPTION</u>
City Council		
	1/15/2025	Appoint Budget Officer
	1/15/2025	Approve Budget Calendar
	3/19/2025	Approve Department Goals
	6/18/2025	Budget Hearing and Adoption
Budget Officer		
	1/20/2025	Budget Worksheets to Departments
	1/20/2025	Salary Projections to Departments
	3/24/2025	Department Meetings
	4/18/2025	Complete Proposed Budget
	4/16/2025	Publish Committee Meeting Notice on Website
	4/23/2025	Publish Committee Meeting Notice in Newspaper
	6/11/2025	Publish Budget Hearing Notice in Newspaper
Departments		
	1/31/2025	Develop Capital Improvement Plan / Needs
	3/24/2025	Complete Budget Worksheets
	2/21/2025	Develop Department Goals & Performance Measures
	3/31/2025	Department Narratives
Budget Committee		
	5/01/2025	Budget Committee Meeting #1
	5/15/2025	Budget Committee Meeting #2
	5/29/2025	Budget Committee Meeting #3

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 15th day of January, 2025 are the following Council minutes:

2024

- Work Session, Executive Session, Public Hearing, and Regular Session Minutes dated November 6, 2024
- Work Session, Executive Session, and Regular Session Minutes dated November 20, 2024
- Work Session, Public Hearing, and Regular Session Minutes dated December 4, 2024
- Work Session and Regular Session Minutes dated December 18, 2024

2025

- Special Session Minutes dated January 2, 2025

After Approval of Council Minutes:

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



COUNCIL WORK SESSION

Wednesday, November 06, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF

John Walsh, City Administrator	Joe Hogue, Acting Police Chief
Kathy Payne, City Recorder	Jose Castilleja, Police Sergeant
Lisa Scholl, Deputy City Recorder	Evin Eustice, Police Sergeant
Gloria Butsch, Finance Director	Jeremy Howell, Police Officer
Suzanne Bishop, Library Director	Ashley Wigod, Contracted City Attorney
Sharon Darroux, Engineering Manager	

OTHERS

Richard Leever	Stephen Topaz	Jason Morris
Howard Blumenthal	Brady Preheim	Jennifer Massey
Elliot Levin	Katie Dougherty	Adam St. Pierre
Gina Sisco	MM	Holcombe
Lacey Tolles	TC	Jenn
Sean Clark	Adam	Arthur

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

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

- ◆ Stephen Topaz. Spoke about the Port of Columbia County's Pope & Talbot property leaching high-grade pollution into the water supply and contamination at the St. Helens Waterfront.
- ◆ Richard Leever. Complained about log trucks using Jake brakes on Sykes Road and requested "No Exhaust Brakes" signs be posted inside city limits. The Code Enforcement Officer had told him that St. Helens does not have an ordinance against Jake brakes, but other cities do have them.
- ◆ Howard Blumenthal. Spirit of Halloweentown looked like a great success and described concerns about where event visitors had parked. More than two officers should be on duty during the event if it draws 2,000 to 6,000 visitors. He suggested traffic control at the S. 4th Street intersection during the event.
- ◆ Brady Preheim. Spirit of Halloweentown was a disaster this year and requested records for the final numbers on attendance, noting the idea of 12,000 attendees was ridiculous. Additionally, the speculation about involvement between the Mayor-Elect and Police Chief needed to be

addressed before the new Council was seated. The City did not enforce the Sign Ordinance for political signs, which was not okay.

- ◆ Holcombe. Reported that his business was economically damaged by the Friday 5:00 pm street closures during Spirit of Halloweentown. He hoped the City would look at the permit. The businesses were not informed of 5:00 pm closures, and there was no detour. He implored the City not to shut down the economic zone in the area on a Friday evening and hoped for a better strategy next year.

DISCUSSION TOPICS

1. Employee Length of Service Recognition: Matt Molden (25), Jeremy Howell (20), Sharon Darroux (15), Scott Harrington (10)

Mayor Scholl presented length of service awards to Matt Molden, Jeremy Howell, Sharon Darroux, and Scott Harrington.

2. Port of Columbia County Update on the Former Pope & Talbot Wood Treating Site Brownfield Cleanup and Reuse Plan - *Elliot Levin and Sean Clark*

Elliot Levin, Operations and Terminal Manager, Sean Clark, Executive Director, Port of Columbia County, updated via PowerPoint on the plan to clean up and reuse the former Pope & Talbot site. Key highlights included an overview of the site, the extent of the contamination, priority action areas, the estimated \$30 million cost to clean all the areas, the proposed St. Helens Milton Creek Trail Development Project they would like to include on the grant application as part of redevelopment, and clean-up funding.

Questions were addressed and comments from Council were as follows:

- If funding is secured, Upland Area 1 could be cleaned up within a year.
- Pope & Talbot cleaned the site and buildings in the 1970s, which took until 1974.
- Mayor Scholl and Councilor Sundeen described the beautiful piece of property, which the community could enjoy through the proposed trail.
- Council President Chilton commended the Port for its work on the site.
- The Department of Environmental Quality's (DEQ's) Record of Decision (ROD) was finalized about a year ago. DEQ started with preliminary work investigating the site in the late 1980s, which picked up in the 1990s and 2000s.

Katie Daugherty, DEQ's manager of the Pope & Talbot property, added DEQ and the Port were working collaboratively to fund the Pope & Talbot clean-up. DEQ was also involved in some in-water cleanup work at Armstrong World Industries and the Boise property.

3. Police Department Semi-Annual Report - *Acting Police Chief Joe Hogue*

Acting Police Chief Hogue explained the Police Department's three goals pertaining to staffing and hiring, which were to restore or change policies and partnerships, optimize coverage to achieve 24-hour coverage without compromising investigations or wellness, and to identify a targeted number of people to hire. Currently, the Department needed to fill four patrol positions to replace officers who had left. The current hiring process would only yield one hire, or in rare cases two, so more hiring would be needed throughout the year. The Department could build its own hiring process, potentially a full day to recruit candidates and utilize the high school's classrooms and the gym for the physical fitness tests.

Questions were addressed as follows with comments from Council as noted:

- The Department was working on a hiring plan and process for the vacant Records & Evidence Specialist position.
- The Department currently has 11 patrol officers, but having 15 was ideal for a sustainable schedule. The funding for the four officers currently needing to be hired was already in the budget. The goal was to concentrate on filling the vacancies, before hiring any additional officers.

- Mayor Scholl added the City had funded for more than four officers, noting the issue was difficulty in finding officers to hire.
- The City received approximately 40 completed officer applications, 14 of which would be interviewed.
- Having the funding to hire an officer when a current officer is retiring, essentially funding two officers simultaneously, was a problem, and the retiring officer changing their mind also presented challenges. Delays within the police academy made the lengthy hiring process even worse.
- Mayor Scholl noted the hiring process and the City's financial commitment to send new hires through the academy knowing they may not make it and may not meet the City's standard. Police officers could not just be hired.
 - Other movements, such as promotions, can incentivize senior officers to stay. The Department has a number of officers eligible to retire.
 - Perhaps senior officers did not want to commit to retiring until a good plan and timeline to replace them was in place.
- The Department's existing policy manual was Lexipol. When making changes to policy, best practices are used and police chiefs in the state are consulted. Only four or five in-house policies would be implemented, but nothing that would need to come before Council, such as job descriptions.

Mayor Scholl liked the Department's approach, noting that taking care of the physical and mental wellness of everyone was critical and could be attractive to other officers outside the area.

4. Discussion regarding 4th of July Fireworks Display

City Administrator Walsh reported the fireworks contract was in the packet for approval tonight. With last year's event being cancelled, the City had a \$5,000 rollover for the 2025 fireworks display. Previously, about \$20,000 had been spent on fireworks and discussions had occurred about a bigger and better event. He addressed clarifying questions about the display in prior years and clarified that the City did not specifically budget for the fireworks display but used the Tourism Revenue Fund for the event.

Key comments and suggestions were as follows:

- The Spirit of Halloweentown profits should be assessed before deciding how much to spend on the display.
- A \$30,000 show was suggested given inflation, as \$25,000 would equate to the \$20,000 show two years ago, especially since St. Helens skipped last year.
- Having a bigger show in 2026 to coincide with the United States' 250th birthday made more sense.
- Get input from the contractor, Western Display, requesting an estimate of what the City had typically done and what would constitute more or a bigger display, such as an extended duration, for example.
- Staff had not yet discussed the fireworks display with Treadway as Christmas was the current focus of the weekly meetings.
 - Mayor Scholl noted he personally talked with Treadway about the schedule with 13 Nights on the River on July 3 and July 4 being on Friday and people could celebrate the new waterfront park. He suggested a two-day festival, shutting down Strand Street along the waterfront.
 - The completion date for Columbia View Park is May 1, which gives them a two-month buffer.
 - Treadway would report on Spirit of Halloweentown at the December 14 meeting, including the finances.
- Community fundraising for the display made a large contribution in the past and could be used again with the possibility of a bigger display.
 - Fundraising had not been done with the vendors and beer garden with the Elks doing the vending for Tourism. The vendors make revenue. The idea could be discussed with Treadway, which was already contracted to get sponsors.
- Western Display was the biggest driver for a decision due to the long waiting line for getting fireworks and the need to ensure the City got the fireworks show it wanted.

Council consented to wait for a discussion with Treadway before making a decision on how much to spend on the fireworks display.

5. Report from City Administrator John Walsh

- Debriefing the election, he noted the failure of the Jail Levy could impact services to the community, and failure of the 911 C-Com Levy would cause a closer margin on its reserves, so it would likely be on the ballot again.
- A facilitated discussion on the community survey to update Council goals and strategic plans was in the works, which would also involve the newly elected.
- He reported on Trunk-or-Treat and Council's Spirit of Halloweentown debrief on December 4, noting next year, the City would look at a back way out of the event area to prevent traffic issues for residents.
- Treadway would decorate the Plaza for Christmas at the end of November and the Christmas Ships would be on December 14 with the usual accompanying events.
- Work continued on siting the police station at the Gable Road School District property with information being gathered on environmental impacts, geotech, the wetlands, a drainage survey, land use zoning components, etc.
- Like the City, the County was also working with Strategic Networks Group and recently issued a Request for Proposal (RFP) for a network operator and service provider to help with the Broadband Initiative investment. He reported on how the City's front work helped the County and established the business case to make the investment.
- He reviewed key agenda items for Council's regular session, addressing clarifying questions and confirming Agenda Item #9, the Display Agreement for purchasing fireworks would be removed from the agenda.

ADJOURN – 3:20 p.m.

EXECUTIVE SESSION

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

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens CITY COUNCIL

Executive Session Summary

November 6, 2024

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

Staff Present: John Walsh, City Administrator
 Kathy Payne, City Recorder

Others: Ashley Wigod, City Attorney with Jordan Ramis PC
 Chris Dolan, City Attorney with Jordan Ramis PC



At 3:34 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
 - Discussion regarding recent mediation with former contractor and provide direction to legal counsel.
- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on the status of Project Arcadia.
 - Update on the sale of City-owned property on Millard Road.

The Executive Session was adjourned at 4:34 p.m.



ATTEST:

 Kathy Payne, City Recorder

 Rick Scholl, Mayor

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



COUNCIL PUBLIC HEARING

Wednesday, November 06, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

MEMBERS ABSENT

Council President Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Suzanne Bishop, Library Director
 Jacob Graichen, City Planner

OTHERS

Hannah Tupper
 Brady Preheim
 Ashton Boser
 Savannah Augustus
 Makayla Heinz

OPEN PUBLIC HEARING – 6:30 p.m.

TOPIC

1. CPZA.1.24 - Amendments to the St. Helens Development Code and Comprehensive Plan in Response to Measure 109 (2020) regarding Psilocybin Land Uses, House Bill 3109 (2021) regarding Child Care Land Uses, and other "Housekeeping" Amendments; Validity Periods for Land Use Decisions, in Particular

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

Graichen reviewed the staff report and proposed amendments. A few highlights were:

- Psilocybin
 - Conditional Use in Mixed Use and General Commercial zones
 - Not allowed in Riverfront District
- Child Care
 - Lack of childcare providers
 - Allows childcare centers in Commercial and Light Industrial zones
 - Updating language to reflect State law
- Clean up validity periods for land use decisions

- Clean up overlay zones

PUBLIC COMMENTS – None

CLOSE PUBLIC HEARING – 6:52 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, November 06, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

MEMBERS ABSENT

Council President Jessica Chilton

STAFF

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Jacob Graichen, City Planner
Joe Hogue, Acting Police Chief
Suzanne Bishop, Library Director

OTHERS

Ashton Boser	Savannah Augustus	Makayla Heinz
Brady Preheim	Angela Wayman	Cindy Abbott
Steve LeSollen	Janet LeSollen	Mercedes Massey
Elora Barber	Arthur	HB
Jennifer Massey	Jason Morris	High School Students

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

PLEDGE OF ALLEGIANCE

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

- ◆ Nick Hellmich. Spirit of Halloweentown was a great success and thanked Treadway for donating approximately 1600 free tickets to veterans. Many visitors parked in front of the fire hydrant and stop sign in front of his house, and he asked that the curb be painted for no parking. He announced the Columbia County Mental Health (CCMH) Annual Thanksgiving Party. After a chaotic election season, he asked for calmness, unity, and maturity moving forward and appreciated what Mayor Scholl had done for the community.
- ◆ Cindy Abbott. Described issues experienced with her neighbor over the last year—having six chickens, three ducks, and especially a goose that consistently screamed, which resulted in many problems, including periods of insomnia and visitors who would no longer stay at her home. Code enforcement advised the neighbor to apply for a permit, but geese should not be allowed since roosters were not allowed. She asked Council to not approve her neighbor’s Animal Facility License, additionally noting the goose's waste and the diseases it can carry.

- ◆ Adam St. Pierre. Congratulated the election winners and thanked Mayor Scholl for his eight years of service. He shared Spirit of Halloweentown feedback from locals about what was better and worse this year than previous years. Overall, people seemed pleased with the event, the signage, and its organization. The City should consider the feedback and recommendations. He looked forward to seeing the final event numbers.
- ◆ Angela Wayman, Community Connections of Oregon. Described the organization and asked that the City waive the \$100 fee for its Spirit of Christmas Parade entry.
- ◆ Brady Preheim. Stated the City should listen to businesses concerns about the lack of communication and refusal to communicate from Treadway about Sprit of Halloweentown, such as Holcombe's comment during today's work session. He spoke about the risks of Treadway not applying for a fire permit for the haunted house, noting City Administrator Walsh applied for and paid for the permit with his City card. The City had given Treadway money, so the permit fee should have come out of the Wauna account. The City should easily be able to tell the public how much Spirit of Halloweentown made, and there should be plenty of money to pay for fireworks. Council should postpone the agenda item on the Public Safety Building until the new mayor is seated. Finally, he understood Office Max was required to pay for mitigation or clean-up on the City property, formerly the Boise White Paper property, and the City should take advantage of that as soon as possible.

DELIBERATIONS

1. CPZA.1.24 - Amendments to the St. Helens Development Code and Comprehensive Plan in Response to Measure 109 (2020) regarding Psilocybin Land Uses, House Bill 3109 (2021) regarding Child Care Land Uses, and other "Housekeeping" Amendments; Validity Periods for Land Use Decisions, in Particular

City Planner Graichen described the reasons for the proposed amendments, which were not entirely mandated by the State, but more reactionary in nature. He addressed clarifying questions, noting the City's two-year moratorium provided the City time to figure out the zoning and process for allowing psilocybin facilities. He believed any opportunities the City had to say no to psilocybin land uses would have been identified already. Denial of a conditional use permit for a psilocybin land use would still be an option depending on the location; however, denial was not common as the City sought to find middle ground. Public comment would be solicited as with other land use hearings.

Discussion also included other cities voting down psilocybin facilities and the role psilocybin tourism played in the city.

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt the amendments as proposed. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

AWARD BID/CONTRACT

2. Accept High Bid and Award Timber Sale Contract to Interfor US Timber Inc. in the Amount of \$608.76 per thousand board feet for Douglas Fir

Councilor Hubbard stated he felt comfortable proceeding based on the response to Al Petersen's comment.

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

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. [RATIFY] Amendment No. 2 to Agreement with Otak CPM for Public Safety Building Construction Project Management
4. [RATIFY] Letter of Agreement with Miller Consulting Engineers, Inc. for Professional Structural Engineering Services
5. Extension to Exclusive Towing Agreement with Drake's Towing & Recovery to December 31, 2025
6. Extension to Agreement with St. Helens Marina LLC for Harbor Master Services to September 26, 2025
7. Extension to Agreement with Strategic Networks Group for Broadband Planning to October 30, 2025
8. Second Amendment to Contract with Landis and Landis Construction, LLC for S. 1st and St. Helens Street Intersection Joint Utility Trenching and Electrical Undergrounding Project No. R-685A
9. ~~Display Agreement and Purchase Order with Western Display Fireworks for 4th of July Fireworks Display~~
10. Agreement with Oregon State Marine Board for Maintenance Assistance Grant No. 2325-027 for Repair of Short-Term Tie-Up Docks and Replace Missing Debris Deflection Boom Segment
11. Waterway Sublease Agreement with St. Helens Marina LLC for Waterway Lease No. 42848-ML (end of Wyeth Street)

Mayor Scholl noted item '9' was removed because Council discussed during the Work Session that the matter would be discussed with Treadway on December 4, 2024.

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '3' through '8' and '10' through '11' above.

Councilor Hubbard pointed out item '3' and was not in favor of spending \$207,000 to investigate the Gable Road site. The Public Safety building should be on another site. Locating the police station near the Community Center did not bode well as a location. Mayor Scholl disagreed, noting the Gable Road site had room for expansion and with the Urban Growth Boundary, it made sense to have the building at the site and between two schools.

Amended Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to amend the motion to approve '4' through '8' and '10' through '11' above. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

Mayor Scholl noted on item '3' that the other site's asking price was well over the appraisal, and the same discovery process would still be required. Council had discussed the matter before and should not continue to delay as costs would continue to increase. The price for the property was a good deal. Councilor Hubbard clarified he was referring to remodeling the new Community Center to become the police station, however, there were still issues coming out onto Gable Road, etc.

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

CONSENT AGENDA FOR ACCEPTANCE

12. Planning Commission Minutes dated September 10, 2024
13. Library Board Meeting Minutes dated September 9, 2024
14. Library Board Bylaws Subcommittee Meeting Minutes dated September 9, September 23, and October 8, 2024

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '12' through '14' above. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

15. City Council Minutes dated August 7, August 21, September 4, and September 25, 2024
16. Animal Facility Licenses – only for Stram
17. Accounts Payable Bill Lists

Mayor Scholl noted he could tell the neighbor of the Animal Facility License applicant was distressed, but the licenses were allowed and common within the city.

Councilors commented that the license related to the goose merited further discussion, as the application with the goose did not mention the condition of the yard or the noise complaints.

Mayor Scholl confirmed the Animal Facility Licenses for Johnston, which had the goose, would not be addressed and that the remaining license for approval was for Stram.

Code Enforcement would follow up on the license request for Johnston.

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '15' through '17' above, as amended. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

Christmas Parade Fee Waiver Request

Mayor Scholl noted there were no work session items, but he wanted to address the request to waive the Community Connections of Oregon's Christmas Parade \$100 fee, which would essentially help the food bank.

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to waive the \$100 fee for the Christmas Parade. **Vote:** Yea: Mayor Scholl, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

COUNCIL MEMBER REPORTS

Councilor Sundeen welcomed the high school students in attendance and congratulated the Length of Service recipients and Officer Matt Molden on his retirement. He reported on attending Trunk or Treat, the Makerspace Open House, and the League of Oregon Cities (LOC) Conference. He was glad to see Spirit of Halloweentown cleaned up and looked forward to how the event would go in the future. He would attend next week's Parks & Trails Commission meeting. He thanked all who ran for office, who served and would serve. He commended Mayor Scholl for his eight years of service and encouraged everyone to attend the Veterans Day Ceremony at McCormick Park.

Councilor Gundersen congratulated the Length of Service recipients. The Planning Commission would meet next week. He was glad the election was over. He had heard Spirit of Halloweentown was successful, given the short turnaround time. Treadway did a great job making up lost time. Everything was cleaned up, which in the past had still been an issue by this time of year.

Councilor Hubbard said the longevity of employment at the City reflected well on management and the City. He commended Mayor Scholl for his four terms and his accomplishments. The library's Makerspace was now in operation and could utilize the available space Columbia Economic Team (CET) had vacated. Renting the space should be a future agenda item.

MAYOR SCHOLL REPORTS

Mayor Scholl reported Treadway was willing to reimburse homeowners on S. 4th Street up to \$100 for Halloween decoration supplies, as long as they had receipts. He commended Judy Thompson for her volunteer work on the event. He only ran for mayor because he felt the previous mayor was not available to the community. He would still be involved in the community after his term ended. He congratulated the election's winners and hoped they would deliver on their promises. He reported on attending the LOC Conference. It was good to see the high school students in attendance, and he encouraged them to see City staff if they wanted to get involved.

OTHER BUSINESS

ADJOURN – 7:52 p.m.

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, November 20, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Joe Hogue, Acting Police Chief
 Gloria Butsch, Finance Director
 Suzanne Bishop, Library Director
 Sharon Darroux, Engineering Manager

Everardo Medina, Code Enforcement Officer
 Jacob Graichen, City Planner
 Jenny Dimsho, Associate Planner
 Crystal King, Communications Officer
 Cameron Burkhart, Communications Support Specialist
 Ashley Wigod, Contracted City Attorney

OTHER

Steve Topaz Paul Vogel
 Brady Preheim Sierra Trass
 Jane Garcia Mitz
 MM

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

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

- ◆ Steve Topaz. Spoke about the importance of following procedures and reviewing unconstitutional procedures, noting instances in which procedures were less than adequate in previous meetings.
- ◆ Brady Preheim. Referred to Agenda Item 7: Discussion of 4th of July Fireworks, noting he understood the Council would not be discussing the fireworks until after the Halloweentown financial report had been published; and expressed concerns about the City sharing false information provided by the tourism contractor, the lack of Code enforcement of illegal signs, completion of the Police Chief's report, and the lack of response to his public records requests.

DISCUSSION TOPICS

1. Report from Columbia Economic Team (CET) - Executive Director Paul Vogel

Paul Vogel, Executive Director, Columbia Economic Team, reviewed his brief report, which highlighted recruitment and investment projects underway.

Sierra Trass, Small Business Specialist, CET, presented via PowerPoint an overview of the Columbia County Business Community Connection Project. Key highlights included understanding Columbia County's business landscape including data specific to St. Helens, which was the only community in the County that saw such a huge jump in businesses growing their employee base. Countywide business

insights and commentary specific to St. Helens was shared as well as the top five economic solution ideas in the County. She clarified what soft skills were and noted the opportunity to connect the great CET programming in St. Helens High School with the local business community. She also confirmed this is the first time CET had done such a project, its first big retention effort, and this process would be repeated every three to five years. The data will be used to create a countywide plan with partners and enact projects over the next three to five years as well.

Mayor Scholl commented on manufacturing and small businesses benefiting from the existing workforce, the similarities between CET's report and the most recent Economic Opportunities Analysis (EOA), and the City's role in assisting new businesses.

2. Communications Semi-Annual Report - *Communications Officer Crystal King*

Communications Officer King and Communications Support Specialist Burkhart presented via PowerPoint the Semi-Annual Report which covered May through October 2024. Key highlights included measurable numbers for the reporting period, tasks supporting communications, staff coverage, projects, Waterfront redevelopment numbers to date and communications on the project, the media side of Spirit of Halloweentown, winning the national City-County Communications & Marketing Association (3CMA) October Photo Contest, the library campaign, and what was up next.

City Administrator Walsh described working with Communications Officer King, Councilor Sundeen, and Library Director Bishop on a recent statement of commitment to youth safety in the community.

3. Discussion of Animal Facility License Request at 244 N. 2nd Street - *Code Enforcement Officer Everardo Medina*

Code Enforcement Officer Medina reviewed the Animal Facility License request, confirming he had visited the site two months ago and runoff was not a problem at that time. He also reviewed the noise ordinance, noting that one complaint had been submitted expressing concern about the sound of the goose. Upon further inspection and with no evidence provided from the neighbor, he determined the request met the qualifications. He recommended approval of the license, noting the license could be revoked if the restrictions were not being followed and the license could be approved only for the ducks and chickens.

Councilors expressed concerns about standing water and runoff on the property, the presence of bird flu in migrating geese, and the likelihood that other neighbors were opposed to the goose but had not submitted complaints. Mayor Scholl agreed with Staff that the application met the qualifications.

4. Planning Division Semi-Annual Report - *City Planner Jacob Graichen*

City Planner Graichen and Associate Planner Dimsho presented via PowerPoint the Planning Division report for the period of April to October 2024. Key highlights included project management, an update on current planning and permits, and essential projects in the next six months or so and how they relate to the strategic plan. Solving accessibility issues, election signs being more of an issue this year, and including the Endangered Species Act in flood plain decisions after December 1 were also highlighted.

Staff addressed questions and comments from Councilors about Federal Emergency Management Administration's (FEMA) endangered species rules, redevelopment of the Grace's Rivertown Antiques property, annexations in progress, the entry sign on Millard Road, and funding from Travel Oregon.

Mayor Scholl noted every city had to implement codes sent down by the State and the Housing Needs Analysis was mandated by the State as well.

5. Financial Report for First Quarter of Fiscal Year 2024-25 - *Finance Director Gloria Butsch*

Finance Director Butsch presented the First Quarter Financial Report, noting the City was on target with almost every department having 75 percent of their budget left. She noted the City receives 90 percent of property tax revenues in November and December and explained the estimated beginning fund

balance for the General Fund was much lower than anticipated. The balance was just an estimate since the audit had not yet been completed, but the General Fund would likely be about what was projected for the end of this fiscal year with the added interfund transfers, property sales, and timber revenues. Additionally, there will be another supplemental budget for the Street System Development Charge (SDC) Fund. She noted that the banking resolution on tonight's agenda would change back to the practice that the City Administrator and Finance Director are the signers on the checking account. When the last Finance Director left, the Mayor was made a signer.

6. Tourist-Oriented Directional Signage in Right-of-Way - *Engineering Manager Sharon Darroux*

Engineering Manager Darroux presented a follow-up to the October 2 meeting when Council directed staff to look into an ordinance for tourist-oriented directional (TOD) signage. Key highlights included what defined TOD signage, background on the TOD sign request from Crooked Creek Brewery, and key updates on draft ordinance results. The federal Manual on Uniform Traffic Control Devices limited TOD signs to rural highways and prohibited them in urban areas. Violating the manual ran the risk of losing federal funding. Next steps included a recommendation from the Sign Administrator at the Oregon Travel Information Council to establish a no TOD sign zone. Highway mile posts 25 to 30 incorporated the entire urban growth boundary (UGB), which would eliminate the need to create an ordinance.

Staff addressed questions and comments from Councilors about rural highways outside of the UGB, the new sign being planned to direct traffic to the Waterfront and downtown, and regulations on signage other than TOD signs.

Council President Chilton recommended implementing a policy right away and advised Darroux to reach out to Crooked Creek to inform the owner of the information she found and let him know the TOD sign will not work.

7. Discussion regarding 4th of July Fireworks

City Administrator Walsh reported that Treadway was committed to finding a sponsor to cover costs for the 4th of July Fireworks in the park and all events throughout the year. Western Display had explained the difference between a \$25,000 fireworks show and a \$30,000 show. Most of their shows were 20 minutes. People get fatigued by longer shows, which would probably be a waste of money. To go bigger, Western Display recommended a bigger finale and perhaps more boxes. Western Display wanted to look at the barge to make sure it had enough space. The price tag of \$25,000 would give a good, solid 20-minute show.

Council discussed having \$5,000 of credit with Western Display, going bigger and better in addition to the fireworks shows by having a festival celebration, and doing a two-day event of Thursday with 13 Nights on the River and holding over the vendors for Friday's July 4th celebration. Council will discuss how much to spend on fireworks at tonight's meeting.

City Administrator Walsh noted the City was still working with Treadway on next year's event schedule.

8. Report from City Administrator John Walsh

City Administrator Walsh reported on reviewing City policies and procedures impacting youth safety, City support for the Senior Center and its programs and services, efforts to improve broadband services, takeaways from the recent ethics training, strategic planning, and upcoming meetings with Treadway to get updates on holiday projects. He answered clarifying questions from Councilors about the Senior Center.

The Council expressed support for the City's work to help the Senior Center and discussed takeaways from the recent League of Oregon Cities meeting and the need to review the City's charter, bylaws, and other guiding documents.

ADJOURN – 4:10 p.m.

EXECUTIVE SESSION

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

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens CITY COUNCIL

Executive Session Summary

November 20, 2024

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

Staff Present: John Walsh, City Administrator
 Lisa Scholl, Deputy City Recorder

Others: Ashley Wigod, City Attorney with Jordan Ramis PC



At 4:20 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Update on the status of Project Arcadia.
- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
 - Discussion regarding recent mediation with former contractor.

The Executive Session was adjourned at 4:33 p.m.



ATTEST:

 Lisa Scholl, Deputy City Recorder

 Rick Scholl, Mayor

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



COUNCIL REGULAR SESSION

Wednesday, November 20, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Joe Hogue, Acting Police Chief
 Crystal King, Communications Officer
 Suzanne Bishop, Library Director

OTHERS

Linda McMann	Mary Wheeler
Cris McMann	Jennifer Massey
Dr. Matthew Perry	Kimberly Morris
Debbie Perry	Roger
Brady Preheim	

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

PLEDGE OF ALLEGIANCE

PROCLAMATION

1. Proclamation and Presentation in Memory of the 100-Year Anniversary of Fallen Officer Marshal Dale A. Perry

Councilor Sundeen presented a slide show presentation in memory of Marshal Dale Alfred Perry. A single-shot pistol believed to have been owned by Marshal Perry was displayed. The family of Marshal Perry in attendance were recognized, as well as others who had contributed to the presentation, and a moment of silence was held in honor of Marshal Perry.

Mayor Scholl read the proclamation in memory of the 100-Year Anniversary of fallen Officer Marshal Dale A. Perry.

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

- ◆ Brady Preheim. Advised against reappointing David B. Rosengard to the Planning Commission citing concerns about dishonesty and requested that Halloweentown profits be published prior to discussing the fireworks display, as it was currently unknown whether enough money was made to pay for the fireworks.

ORDINANCES – First Reading

- 2. Ordinance No. 3305:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.24, 17.32, 17.36, 17.40, 17.44, 17.80, 17.88, 17.96, 17.100, 17.108, 17.120, 17.124, 17.132, 17.136, 17.140, 17.148, and 19.20, Pertaining to Oregon Measure 109 (2020) Regarding Psilocybin Land Uses, Oregon House Bill 3109 (2021) Regarding Child Care Land Uses and Other Housekeeping Amendments, Validity Periods for Land Use Decisions in Particular

Mayor Scholl read Ordinance No. 3305 by title. The final reading will be held at the next meeting.

RESOLUTIONS

- 3. Resolution No. 2033:** A Resolution Establishing Bank Signators and Designating City Administrator John Walsh and Finance Director Gloria Butsch as Signators

Motion: Motion made by Councilor Gundersen and seconded by Councilor Hubbard to adopt Resolution No. 2033. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. Display Agreement and Purchase Order with Western Display Fireworks for 4th of July Fireworks Display
5. Amendment No. 1 to the Financing Contract with Oregon Business Development Department for the Riverfront Redevelopment Project

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '4' and '5' above.

Councilors discussed Item 4, the Display Agreement and Purchase Order for the fireworks display. Revenue from tailgating and Spirit of Halloweentown would likely be enough to cover the cost of the fireworks. It was agreed that the focus should be on a bigger and better celebration event overall rather than spending more money on a longer fireworks display. The consensus was to spend \$25,000 on the fireworks display.

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

APPOINTMENT TO CITY BOARDS AND COMMISSIONS

6. Reappoint David B. Rosengard to Planning Commission

Motion: Motion made by Councilor Sundeen and seconded by Council President Chilton to reappoint David B. Rosengard to the Planning Commission. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR ACCEPTANCE

7. Planning Commission Minutes dated October 8, 2024

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

CONSENT AGENDA FOR APPROVAL

8. City Council Minutes dated October 2 and October 30, 2024
9. OLCC Licenses
10. Accounts Payable Bill Lists

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to approve '8' through '10' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

WORK SESSION ACTION ITEMS

Animal Facility License - Kathleen Johnstun

The Council discussed whether a goose was permitted under the Animal Facility License requested by Kathleen Johnstun. Councilors reviewed and discussed comments received from the applicant's neighbor, feedback from staff, and the Animal Control chapter of the St. Helens Municipal Code. Mayor Scholl and Councilor Sundeen believed the applicant met the qualifications and supported Code Enforcement's recommendation to approve the license. However, Councilor Hubbard expressed concerns about flooding on the property, the unfriendly nature of geese, and the number of animals on the property.

There was also discussion on the noises made by animals, and it was noted that constant animal noises which created a nuisance could be reported to Code Enforcement.

Motion: Motion made by Councilor Sundeen and seconded by Mayor Scholl to approve Kathleen Johnstun's Animal Facility License application for multiple chickens, ducks, and one goose. **Vote:** Yea: Mayor Scholl, Councilor Sundeen; Nay: Council President Chilton, Councilor Gundersen, Councilor Hubbard

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard to approve Kathleen Johnstun's Animal Facility License application for the chickens and ducks without the goose. **Vote:** Yea: Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen; Nay: Mayor Scholl

COUNCIL MEMBER REPORTS

Council President Chilton reported on what she learned at a recent League of Oregon Cities event, which led her to propose that the Council review guiding documents and address several topics over the next year. She also commented on efforts to address concerns about the Senior Center, commendation to the Public Works Department by an Avamere resident, and the safety situation at the high school.

Councilor Sundeen reported on the Parks and Trails Commission meeting, which included several reports and presentations, including a presentation by the Port of Columbia County about its cleanup plans and desire to collaborate with the City on recreation along Milton Creek. He also reported on police candidate interviews, safety issues within the school district, the City's relationship with the school district, and the City's efforts to ensure the safety of children in Library and Recreation programs.

Councilor Gundersen appreciated the City's response to the safety issues within the school district and reported on the Library's desire to expand the Makerspace and the need to increase training opportunities for high school graduates.

Councilor Hubbard advocated for expanding the Makerspace and thanked the agencies who gave informative reports.

MAYOR SCHOLL REPORTS

Mayor Scholl reported on the Police Department's work on the situation that occurred within the school district and a meeting that was held to discuss solutions to the school district's issues.

OTHER BUSINESS

ADJOURN – 7:58 p.m.

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, December 04, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

MEMBERS ABSENT

Mayor Rick Scholl

STAFF PRESENT

John Walsh, City Administrator	Crystal King, Communications Officer
Kathy Payne, City Recorder	Jenny Dimsho, Associate Planner/Comm. Dev. Project Manager
Lisa Scholl, Deputy City Recorder	Christina Sullivan, Community Development Admin. Assistant
Joe Hogue, Acting Police Chief	Ashley Wigod, Contracted City Attorney
Suzanne Bishop, Library Director	

OTHERS

Jennifer Massey	Michelle Millar	Arthur
Steve Topaz	Stephanie Patterson	Mitz
Brandon Treadway	Adam St. Pierre	Richard Mason
Brittany Hummel	Jen Dougherty	Brady Preheim
Diana Wiener	Dana Lathrope	Marci Sanders
Mary Hubbard	E. Dunton	Jane Garcia
Amy Bynum	Erin Salisbury	

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

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

- ◆ Brady Preheim. Asked that the Chief of Police report be completed and if the Mayor-elect had been involved. He shared concerns about a lawsuit given many items at Spirit of Halloweentown did not work, Tourism’s lack of transparency, City Administrator Walsh getting the permits, and Councilor Hubbard complaining about Tourism not having permits previously, but saying nothing now. He supported leasing the Columbia Center for Makerspace expansion.
- ◆ Steve Topaz. Complained about delays and mishaps in various projects going on in St. Helens. He was concerned about Department of Environmental Quality (DEQ) reports on various industrial sites indicating the need to contain toxic waste, making the sites less usable. He noted no explanation had been given for putting the Police Chief on administrative leave.
- ◆ Diana Wiener. Congratulated Associate Planner/Community Development Project Manager Jenny Dimsho and thanked her for the work she had done. She stated Spirit of Halloweentown was well organized with local and mobile businesses integrated into the event, noting many signs directing

visitors away from parking in front of resident's homes. Treadway did an amazing job. She also supported more funding for the Makerspace. She noted construction had unique challenges in the area, but she liked the work the City was doing with historic touches on the planters. She asked if the stage in the park was cut from the current building phase, or if it had been cut entirely.

- ◆ Dana Lathrope. Thanked the Council for choosing Treadway Events to run Spirit of Halloweentown. As a business owner on S. 1st Street, she noted happy patrons had been abundant at businesses and there had been more opportunity to give Tourism input and volunteer at events. She recognized the impacts of prolonged construction, noting Treadway had been able to hold the event anyway, even with the short timeframe. She hoped Treadway would continue to do events, based on the phenomenally positive feedback she received about Spirit of Halloweentown this year.
- ◆ Adam St. Pierre. Noted a meeting had been held with local vendors about improving Spirit of Halloweentown and the businesses were ecstatic about how the event operated this year. Business owners were impressed by Treadway's follow-up to get feedback and address issues.

DISCUSSION TOPICS

1. Employee Length of Service Recognition: Jenny Dimsho (10) and Christina Sullivan (5)

Council President Chilton recognized Associate Planner/Community Development Project Manager Jenny Dimsho and Community Development Administrative Assistant Christina Sullivan and those present thanked them for their service.

2. Tourism Report from Treadway Events & Entertainment - *Brandon Treadway*

Brandon Treadway and Brittany Hummel presented the Tourism Post Event Report on Spirit of Halloweentown, including information on attendance, key attractions, and celebrity guests. Details were provided on vendor, local business, and consumer feedback; marketing campaigns; Google analytics and social media impressions; tourism data highlights; opportunities for improvement; the financial summary; and recommendations for Spirit of Halloweentown in 2025. In addition, they announced Holiday in the Plaza would be held on December 14, 2024, and all were encouraged to attend.

Councilors expressed appreciation for the work done on Spirit of Halloweentown.

3. Review Proposed Changes to Records & Evidence Specialist Job Description

City Administrator Walsh noted the minor changes proposed to modernize the job description.

4. Discussion regarding Leasing Vacant Space at Columbia Learning Center for the Makerspace - *Councilor Gundersen & Councilor Hubbard*

Councilor Gundersen talked about potentially expanding the Makerspace program in the vacancy at the Columbia Learning Center and possibly allowing the Main Street Alliance to use one room as an office. The Makerspace program taught skills like 3-D printing and soldering that kids could use later in the work force, adding the expansion would not cost much.

Councilor Hubbard stated it seemed natural for the Main Street Alliance to share the space as the Makerspace would not need the front office.

Erin Salisbury, Main Street Alliance, noted the Main Street Alliance Board had not discussed the issue yet and they were looking for new space, but not urgently. Though the office was a great size, she believed it would be great to use the office for something else as it was not adjacent to the Main Street Corridor.

Council discussion on the Makerspace expansion was as follows with comments and responses from staff as noted:

- Makerspace was not stable enough for expansion, and funding was still uncertain. It was not the right time to expand the program without having a plan for funding and sustaining the expansion.
- The location and cost of the vacant space could be a good opportunity for a new business.
 - Some business owners had expressed they did not feel the library situation would be conducive to starting a business, though it was possible someone would like the idea.
- Support was expressed for expanding the Makerspace, noting Youth and Makerspace Librarian Jana Wiersma had brought more stability to the Makerspace program.
- Library Director Bishop noted expanding would allow the program to spread out equipment Makerspace already owned, and not much new equipment or infrastructure would be required. Some equipment took up a lot of space, like the long arm quilting equipment, but there was a lot of community interest in using it.
 - She could return with foot-traffic data for the Makerspace program, and explained the Library Budget did not currently have money for program expansion.
- The City was getting ready for a new budget cycle, and having a discussion with the Budget Committee about including Makerspace expansion in the Library Budget would be good.
- Library Director Bishop clarified the maximum rent cost would be \$8,892 if both vacant spaces were rented. The Columbia Foundation Board had given Councilor Gundersen the go-ahead to reduce the rent cost by as much as half.
- City Administrator Walsh noted \$8,892 was not much money considering the City's \$84 million budget.
- Considering the upcoming Council changes, it may be better to gather more information and data about the Makerspace and not take the opportunity from a business who could use that space to start up.
- Jason Moon or the Main Street Alliance could be asked to publish information about leasing the space to a small business.
- Library Director Bishop stated the vacant space had some parameters for use, which would not be good for retail. The Columbia Economic Team and Small Business Development Center's use of the space had been ideal for that building.
 - She had talked with Library Board members about fundraising and finding funding for programs. Charging for programs was not a practice of the Public Library, which had talked about finding funding to pay presenters, but not charging individuals for participating.
- Perhaps the Library could partner with the Recreation Center, which did charge for programs, and collaborate to find funding.
- Expanding the Makerspace was a good idea, and a good use of the space.
- City Administrator Walsh noted the convenience of not having to leave the building to go between the Library and Makerspace areas, adding that the low-cost lease included utilities and use of restrooms.
- Library Director Bishop explained the Columbia Foundation Board would make the decision whether to reduce the rent cost by up to half, which they had offered as a possible option.

The Council consented to revisit the matter at a future meeting after staff and Councilor Gundersen gathered more information.

5. Agreement with Port of Columbia County for Access to Industrial Properties - *City Administrator John Walsh*

City Administrator Walsh reviewed the intergovernmental agreement (IGA) with the Port of Columbia County securing access to the Port from the north end of the site for five years to repair the bridge on

the Pope and Talbot site. He confirmed this would not interfere with Project Arcadia. The IGA would be on the agenda for the regular session tonight.

6. Report from City Administrator John Walsh

City Manager Walsh presented his report with updates on the following items:

- He had visited the Senior Center and met Joanne, who was on the Senior Center Board. He would attend the upcoming Senior Center Board meeting on Monday.
- He attended the League of Oregon Cities (LOC) Elected Essentials workshop yesterday and was impressed with the Oregon Government's Ethics Commission's (OGEC) expanded role around public meetings and public records oversight and plans to provide a call line where callers could ask questions about public records and ethics.
- Toy 'n Joy would be this weekend. The City contributed two utility bill credit certificates to the raffle.
- Christmas Ships decorations would be put up tomorrow.
- The City was supporting Project Arcadia's efforts to restart the mill, including keeping permits open. The permitting agency was excited about the opportunity for the mill to come back.
- The Millard Road sale was moving forward. Escrow had released the non-refundable portion of the earnest money to the City.
- The timber sale paperwork was moving forward.
- Confirmation had been received from FEMA on the City's choice regarding flood plain management on a case-by-case basis, rather than making extensive changes to the City's flood plain regulations. He believed litigation at the federal level may change the outcomes.
- He reviewed items on tonight's agenda for approval including:
- Talking to Rachel Barry about coming back to do some community surveys, Council Goal setting, and doing a retreat.
- A Council retreat by SSW scheduled for January 31, 2025.
- Mayor Elect Massey had been invited and was able to attend the retreat on that date.
- He looked forward to team building and reviewing goals for the new year.
- Christina Sullivan would be leaving. There was a lot of transition in the City with people coming and going.
- No Executive Session would be held today.

ADJOURN – 3:06 p.m.

EXECUTIVE SESSION – None

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Jessica Chilton, Council President



COUNCIL PUBLIC HEARING

Wednesday, December 04, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Mark Gundersen

STAFF PRESENT

John Walsh, City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Jacob Graichen, City Planner
 Joe Hogue, Acting Police Chief

OTHERS

Roger
 Catherine Ross

OPEN PUBLIC HEARING – 6:15 p.m.

TOPIC

- 1. ZA.1.24 - Amendments to the St. Helens Development Code in response to the City's 2019 Housing Needs Analysis to allow "cottage clusters," which are essentially multiple detached homes on a single property. These amendments are also in response to House Bill 4064 (2022) changing how cities can regulate manufactured homes and prefabricated structures, and House Bill 3395 (2023) adding single room occupancies (SROs) to the list of "needed housing" in the ORS and requiring local governments to allow them. Plus, some other related amendments.**

City Planner Jacob Graichen covered preliminary matters. There were no potential or actual conflicts of interest or bias in this matter. There were no objections from the audience for the Council to make a fair decision. Graichen went on to review the staff report, a copy of which is included in the archive packet for this meeting. A few highlights were:

- Explanation of multi-family dwelling units.
- State requires local governments to allow single-room occupancies.
- State requires local governments to allow single-wide manufactured homes and RVs, however they can be regulated to only manufactured home parks.
- State requires local governments to allow prefabricated homes on residential property.
- Reviewed zoning allowances for housing.

Staff and Planning Commission recommend approval.

PUBLIC COMMENT

- ◆ Catherine Ross. Addressed parking concerns for narrow streets. The apartments near her have very little parking, which already causes problems with vehicles parking on the street.

Graichen explained parking associated with multi-family dwelling units.

CLOSE PUBLIC HEARING – 6:47 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, December 04, 2024

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Russell Hubbard

MEMBERS ABSENT

Councilor Mark Gundersen
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Jacob Graichen, City Planner
Joe Hogue, Acting Police Chief
Suzanne Bishop, Library Director

OTHERS

Steve LeSollen	Arthur Leskowich	Betsy Johnson
Brady Preheim	Jennifer Massey	Jason Morris
Angie C.	Mercedes Massey	Brittany
Patrick Cleary	Adam St. Pierre	

CALL REGULAR SESSION TO ORDER – 7:10 p.m.

PLEDGE OF ALLEGIANCE

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

- ◆ Brady Preheim. Discussed paying for Makerspace rather than Raechel Barry, noting information could be obtained from the recent local business surveys done by Columbia Economic Team (CET). He expressed concerns regarding Spirit of Halloweentown, including parking issues, items purchased by E2C, and the decrease in business revenues, noting his request for the event’s financial information, which should have been posted on the City website prior to the meeting.

Mayor Scholl explained parking spaces were blocked off for delivery services to restaurants.

- ◆ Adam St. Pierre. Noted the Twilight truck in Mr. Preheim’s driveway had not been used this year for Spirit of Halloweentown.
- ◆ Betsy Johnson, former State Senator. Requested that the City add paved access and curb cuts around North Lake Physical Therapy and the Muckle apartment building to make the corner handicap accessible, which would add value to the downtown area and the elderly and disabled community.

Mayor Scholl confirmed Americans with Disabilities Act (ADA) grants were coming to help add curb cuts and another ADA ramp, noting the Engineering Division had already assessed the scope of the project.

- ◆ **Arthur Leskowich.** Asked why the public notice containing the Dredge Material Management Plan (DMMP) was not discussed during the work session, and why none of the attached maps and drawings were of the St. Helens area. He asked about the status of the plan to fill the lagoon with contaminated dredge materials from the Portland Harbor superfund, noting Council had previously voted to earmark the \$380,000 in grant money for permitting with the Department of Environmental Quality (DEQ) to turn the lagoon into a landfill. He wanted to hear how each Councilor would vote on whether to move forward with the permitting to turn the lagoon into a landfill.

DELIBERATIONS

1. ZA.1.24 - Amendments to the St. Helens Development Code in response to the City's 2019 Housing Needs Analysis to allow "cottage clusters," which are essentially multiple detached homes on a single property. These amendments are also in response to House Bill 4064 (2022) changing how cities can regulate manufactured homes and prefabricated structures, and House Bill 3395 (2023) adding single room occupancies (SROs) to the list of "needed housing" in the ORS and requiring local governments to allow them. Plus, some other related amendments.

Mayor Scholl noted he had gotten phone calls from people whose properties were affected, and he had explained the proposed amendments were in response to State mandates and provided more housing flexibility.

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard to approve ZA.1.24 Amendments to the St. Helens Development Code as read. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

ORDINANCES – Final Reading

2. **Ordinance No. 3305:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.24, 17.32, 17.36, 17.40, 17.44, 17.80, 17.88, 17.96, 17.100, 17.108, 17.120, 17.124, 17.132, 17.136, 17.140, 17.148, and 19.20, Pertaining to Oregon Measure 109 (2020) Regarding Psilocybin Land Uses, Oregon House Bill 3109 (2021) Regarding Child Care Land Uses and Other Housekeeping Amendments, Validity Periods for Land Use Decisions in Particular

Mayor Scholl read Ordinance No. 3305 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to adopt Ordinance No. 3305. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

RESOLUTIONS

3. **Resolution No. 2031:** A Resolution Determining that a Nuisance Exists Upon Property Located at 203 S. Columbia River Hwy. within the City of St. Helens and Ordering the Nuisance Removed

Mayor Scholl read Resolution No. 2031 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to adopt Resolution No. 2031. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

4. **Resolution No. 2032:** A Resolution Determining that a Nuisance Exists Upon Property Located at 325 The Strand within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises

Mayor Scholl read Resolution No. 2032 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to adopt Resolution No. 2032. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

5. Resolution No. 2034: A Resolution to Set 2025 City Public Meetings and Holiday Closures Schedule for City of St. Helens Council, Boards, and Commissions
Mayor Scholl read Resolution No. 2034 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to adopt Resolution No. 2034. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

6. Agreement with Port of Columbia County for Access to Industrial Properties
7. Agreement with RA Barry Consulting for Strategic Planning Consulting Services

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

CONSENT AGENDA FOR ACCEPTANCE

8. Library Board Minutes dated October 14, 2024
9. Parks & Trails Commission Minutes dated August 27 and September 9, 2024

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

CONSENT AGENDA FOR APPROVAL

10. Proposed Amendments to Records & Evidence Specialist Job Description
11. Accounts Payable Bill Lists

Motion: Motion made by Council President Chilton and seconded by Councilor Hubbard to approve '10' and '11' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Hubbard

WORK SESSION ACTION ITEMS

Request for ADA Improvements

Mayor Scholl noted the request for ADA improvements raised in public comments, noting the goal was to get staff working on curb cuts.

City Administrator Walsh noted Engineering was working on a proposal to bring back to Council.

Council and staff discussed the curb transition improvements needed near the physical therapy building, using a handicap parking spot for the improvements, and Engineering's considerations for the project, including drainage and meeting ADA standards.

COUNCIL MEMBER REPORTS

Council President Chilton thanked Treadway for their work and professional presentation, adding she looked forward to working with them in the future. She will try to attend the Senior Center Board meeting as it was important to get the Senior Center fixed soon. She had witnessed a firetruck and ambulance struggling to get through the poles on Strand Street and asked if about any plans to put lights on the poles so vehicles could navigate easier in an emergency. She stated she had not made up her mind about the lagoon and the landfill, and that she was open to looking at other solutions.

Councilor Hubbard reported it had been great to hear Treadway's presentation, and he was impressed with what the company had pulled off in a short time. He emphasized the Makerspace was important for the Library. He stated he was not in favor of filling the lagoon, unless the City could come up with \$50 million for a new sewer system.

MAYOR SCHOLL REPORT

Mayor Scholl congratulated Christina Sullivan for five years of service and Jenny Dimsho for 10 years of service. He loved seeing the report by Treadway and looked forward to reading it further. Christmas Ships was coming up on December 14, 2024, and there should be adequate room for pedestrians to

watch from the courthouse or River Street, and he invited all to attend. He stated he was waiting to see a feasibility study on the makeup of the lagoon to see if a landfill was possible.

OTHER BUSINESS

City Administrator Walsh noted in addition to grant funding received for the lagoon project, a \$980,000 appropriation was received from the State, as well as Federal Emergency Management Agency (FEMA) money to evaluate the integrity of the berm. The project was presumed to be easy if the berm was of high integrity. The City was still evaluating all the options. The market analysis paid for the \$50 million wastewater treatment plant, but with updated information, the City was only interested in the project if it could be done safely by allocating enough resources toward resiliency efforts to ensure the lagoon would make it through an earthquake, but the funding did not align with that.

Discussion continued about potential uses for the lagoon, including redevelopment scenarios such as making the lagoon a ball field or parking for a boat launch; Frogmore Slough being 180 feet deep while another shelf near the edge was not as deep; testing done to determine whether the lagoon was safe or toxic and whether the berm was vulnerable, and the possible consequences if the berm was not stable in an earthquake.

ADJOURN – 7:44 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, December 18, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator	Crystal King, Communications Officer
Kathy Payne, City Recorder	Joe Hogue, Acting Police Chief
Lisa Scholl, Deputy City Recorder	Jeremy Howell, Police Officer
Gloria Butsch, Finance Director	Mark Kletke, Police Officer
Suzanne Bishop, Library Director	Jose Castilleja, Police Sergeant
Sharon Darroux, Engineering Manager	Ashley Wigod, Contracted City Attorney
Jacob Graichen, City Planner	

OTHERS

Jennifer Massey	Brady Preheim	Adam
Jenn Dougherty	Steve Topaz	Jerry Belcher
Arthur	Lucas Green	Howard Blumenthal
Scott Jacobson	Susan Tolleshaug	Richard Mason
Nick Hellmich	Dana Lathrope	Bob Salisbury
Elliot Levin	Greg	Jason Morris
Steve Webb	Dave Lauridsen	Jenni Gilbert

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

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

- ◆ Steve Webb, Acting Superintendent, St. Helens School District, described what he had learned about the community in the past three weeks and made a commitment to help resolve the current school safety crisis.
- ◆ Dave Lauridsen, downtown business owner. Spoke about the construction impact, his frustration that parking would remain closed for an undetermined time, the City’s lack of responsiveness to his inquiries, and the online petition encouraging Council to do anything possible to open the street.
- ◆ Steve Topaz. Pointed out the recorded minutes for the last three months of Council meetings were not available so they could not be approved, and that the Department of Environmental Quality’s (DEQ) actions in closing the waterfront and covering toxic soil contradicted the 88-page report about the bright future of St. Helens’ industrial property. He wanted the City to start being honest and report accurately what is said in this room.

- ◆ Brady Preheim. Stated the investigation of the Chief of Police and Mayor-Elect's involvement needs to be completed with the results released to the public. He was frustrated by the construction road closures, how long the closures lasted, and that the cost to alleviate the parking issues by extending the road would exceed the benefit.
- ◆ Jenny Gilbert. Agreed the Police Chief investigation needs to be completed with a transparent report about what happened.

DISCUSSION TOPICS

1. Introduction of New Police Officer Mark Kletke and Newly Promoted Sergeant Jeremy Howell

Acting Police Chief Hogue introduced new Officer Kletke and promoted Sergeant Howell, sharing some of their backgrounds.

Mayor Scholl thanked Chief Hogue for building some culture at the police department, getting the City back to 24-hour service, and continuing to prioritize public safety.

2. Presentation by Parks & Trails Commission on Milton Creek Woodland Reserve Project - *Chair Scott Jacobson*

Parks & Trails Commission Chair Scott Jacobson; Vice Chair Dana Lathrope; Commissioners Jerry Belcher, Howard Blumenthal, Nick Hellmich; and contributor Lucas Green presented the proposed Milton Creek Woodland Reserve Project, highlighting the background, potential reserve area, project components and phases, benefits of creating reserve on City property, and next steps. The Commission requested the preservation of land for future park/trail space and support to work with City Planner Graichen to determine more specific details about the zoning and acreage of the proposed area.

Planning Commissioners and staff addressed questions and comments from Councilors regarding the salmon run; the importance of knowing the acreage of the proposed project; wetland and riparian buffers; an easement for publicly owned parks; the difference between a reserve and a park, as well as the associated costs for maintaining parks; and the opportunity for the reserve to work together with the industrial property.

Commissioner Belcher and Vice Chair Lathrope spoke about how the project would not be done at once, but the Commission would like to see the zoning addressed and the area secured now for the proposed purpose, so the City could start securing the needed funding to ensure the area is developed as proposed, and to give the City more time to take next steps.

Further discussion from Council included the City's potential plans for the property and the associated revenue to keep the park going; suggesting the Planning Commission ask Council to list the project as a Council goal; wanting to see how the acreages would connect and recommending the Commission work with City Planner Graichen to gather additional details about the zoning and acreage; the differences between parks and reserves and comparing the proposed reserve to other parks with minimal maintenance; and noting the camas fields within city limits and the historical Native American aspects of the Milton community. Overall, Council liked the project and wanted to know more about it.

City Planner Graichen confirmed he could estimate the area from City maps and spoke about ownership of the industrial park in the long term.

3. Update on Waterfront Redevelopment Project

City Administrator Walsh reviewed the Public Works Department Waterfront Report, highlighting construction impacts, misconceptions about the project, the possibility of a third-party construction manager, and opening S. 1st Street, which would cost \$224,000.

Engineering Manager Darroux reviewed the proposal and additional cost from contractor MEI to open the road from Cowlitz Street to the Tualatin Street intersection. The City would risk liability if it opened the rest of the street without putting in additional lighting. The cost was for the concrete repair and would require a change order for the additional cost.

Staff addressed questions and comments from Councilors regarding the S. 1st Street and St. Helens Street intersection, the road extending past Crooked Creek Brewery's property line, contractor work still to be done, the new project completion date, staff's management of the project outside of their usual scope of work, unforeseen circumstances causing project delays, the complexity of the project, and that a project manager should have been used from the beginning.

Council discussed simple ways to open the road, the construction manager needing to finish the project, concerns about making decisions that would result in losing the valuable asset of Public Works Director Zaher, the use of taxpayers' dollars, and how the public has reacted to project impacts. Communication should be improved to explain why things were happening the way they were. It was noted that Public Works Director Zaher wanted to be at this meeting but was absent because he had an appointment that was set five months ago.

City Administrator Walsh suggested a compromise to move the fence back 20 or 30 feet to open up three or four parking spaces.

Engineering Manager Darroux addressed Council's question about wriggle room to open up maybe two to four parking spaces, offering to look at the area this evening and explaining what Engineering takes into consideration when deciding to close roads.

4. Consideration of Application from Kaelyn Cassidy of the Columbia County Spotlight to Qualify as a Representative of the News Media to Attend Council Executive Sessions

Council briefly discussed the application, noting it was bound by ORS to allow a media representative at Executive Sessions, the required documentation was provided, and that media representatives should only be allowed to attend in person, not via Zoom.

City Recorder Payne noted the only time Ms. Cassidy would be allowed on Zoom is if the meeting is only via Zoom and confirmed *The Spotlight* was now the paper of record.

5. Discussion regarding Leasing Vacant Space at Columbia Learning Center for the Makerspace - Councilor Gundersen & Councilor Hubbard

Councilors Gundersen and Hubbard reviewed the proposal to expand the Makerspace, which they supported. An expanded Makerspace would be a good place to start with hard and soft skills for the area's need for more skilled employees in the future. They addressed questions about possible uses for the office space and whether the office space would be subleased.

Library Director Bishop confirmed the office space could be used to house the library's local history collection materials that cannot be lent out and reviewed data on the Makerspace use, emphasizing the need for the extra space to accommodate all users and clarifying what a certified user was.

Key comments from Council explained that ownership of the building will transfer to the City in 2035 and why the City would pay rent in the meantime, noted the Columbia Learning Center's Chance To Become scholarships, and highlighted how the expanded Makerspace would be more accessible and user-friendly.

Council consented to making this an action item for tonight's regular session.

6. Review Proposed Revisions to Job Descriptions - City Administrator John Walsh

City Administrator Walsh reviewed the proposed amendments to the job descriptions for Communications Officer, Deputy City Recorder, Administrative Billing Specialist, Building Permit Technician, and

Community Development Administrative Assistant. Some small tweaks were made to the Building Permit Technician description, and some administrative duties with special use permits were added to the Community Development Administrative Assistant description.

7. Review Request for Proposals Document for Forest Management Services - City Administrator John Walsh

City Administrator Walsh reviewed the Request for Proposal (RFP) process for forest management services. Although the City had no issues with current, longtime consultant Mason Bruce & Gerard's service, it was a best practice to periodically do an RFP. The RFP would open December 27 and close January 27 and was in many ways identical to the recently completed tourism contractor RFP process. It was Council's prerogative on how to assign the valuation committee. He confirmed in the past, the valuation would be internal, and perhaps the Council liaison over the department would be involved. It was yet to be determined which Councilor would be the Council liaison.

8. Review Draft Amended Library Board Bylaws - Library Director Suzanne Bishop

Library Director Bishop reviewed the proposed amendments to the Library Board bylaws, which were last adopted in 2001. Updating library policies and practices was part of the library's project. The bylaws had been updated to reflect some newer City policy.

9. Report from City Administrator John Walsh

City Administrator Walsh described upcoming City Day at the capital on January 28. He reported on supportive efforts to solve the Senior Center's issues and attending several meetings, including the Joint City Council and Planning Commission meeting to discuss the Economic Opportunity Analysis. He also reported on the Christmas Ships and Santa events, Project Arcadia and the Millard Road property sale, Representative Bonamici's aide reaching out about the Federal Emergency Management Agency's (FEMA) flood plain regulations, working with Rachael Barry on the community survey, and meeting with Mayor-Elect Massey. He described the possibility of revisiting the project management services component to OTAK's existing contract; discussions in January to talk about school resource officers (SROs) and the City's partnership with the Recreation Program and the police station property; Engineering's analysis of putting extra parking spaces in front of physical therapy to comply with ADA Code, and Contracted City Attorney Matthew Kahl leaving Jordan Ramis.

Council emphasized the City had no plans to shut down the Senior Center or discontinue any services for seniors in the community. The City was trying to help and fix the problem. The new program had increased the outreach of meals that Community Action had taken on by approximately 40 percent, a stressor that informed the Senior Center Board's decision and ultimately led to current litigation that could not be discussed.

ADJOURN – 4:09 p.m.

EXECUTIVE SESSION - None

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, December 18, 2024

DRAFT MINUTES

MEMBERS PRESENT

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

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Joe Hogue, Acting Police Chief
Suzanne Bishop, Library Director
Gloria Butsch, Finance Director

OTHERS

Brady Preheim	Mitzi Ponce	Jenni Gilbert
Jennifer Massey	Adam St. Pierre	Arthur
Marci Sanders	Aaron Kunders	Shauna Stroup-Harrison
James	Jenn Dougherty	Tauni Osterman
Kate Freitag	Matt Freitag	David Nelson
David Lauridsen		

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

PLEDGE OF ALLEGIANCE

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

- ◆ Brady Preheim. Spoke about the election results, complained that his public records request for tourism bills had not been completed after 60 days, and wanted to see the results of the investigation of the police chief, noting the improvement of having the acting chief in town.
- ◆ Jennifer Massey. Commended Mayor Scholl and looked forward to continuing to collaborate with him, as he cares deeply about the city.
- ◆ David Lauridsen, Crooked Creek Brewery owner. Spoke about the effect of the lack of parking on businesses in the Riverfront District and read the petition to reduce impacts of the delay in completing Phase 1A of the Riverfront project, noting the significance of non-resident signatures and urging Council to come up with a solution to open the street.
- ◆ Tauni Osterman. Reported speaking with people who are staying away from downtown because it is a mess.

- ◆ David Nelson. Spoke about losing parking because people do not know how to park without the stripes, how one additional apron on one manhole adds about 80 ft of parking, how many people are avoiding downtown and its events because of the construction, and the easy temporary solution to allow at least another 30 parking spots.
- ◆ Matt Freitag. Requested the contractor for downtown prioritize pedestrian access, especially ADA access, and parking spaces.
- ◆ Dana Lathrope. On behalf of the Parks & Trails Commission, asked Council to make the Milton Creek project a Council goal. As a business owner in downtown, she commented on the impacts of the construction projects, thanking Mayor Scholl and City Administrator Walsh for listening and noting frustration with the Public Works Director's inappropriate communication.
- ◆ Adam St. Pierre. Commended Mayor Scholl for his eight years of service and estimated the loss of revenue due to lack of parking for downtown business owners as well as what it would cost to provide temporary parking.
- ◆ Jenni Gilbert. Explained why putting up light poles and fixing the bumpers around the sewers is a simple solution for the parking by Crooked Creek, noted the oddness of Interim School Superintendent Steve Webb's bringing up putting school resource officers (SROs) back in schools and that the City lacks resources for SROs. She requested that Council focus on the issues at the schools, and thanked Mayor Scholl for his service to the community.
- ◆ Shauna Stroup-Harrison. Asked why the curb extensions downtown were designed the way they were and if the bollards between City Hall and the courthouse would continue to be one-way.

Mayor Scholl explained the curb expansions downtown were designed to slow traffic, make pedestrians easier to see, and allow safer crossings for pedestrians. Strand Street from Cowlitz Street to the courthouse will continue as a one-way road.

PROCLAMATION AND ACCEPTANCE OF ABSTRACT OF VOTES FROM NOVEMBER 5, 2024, GENERAL ELECTION

1. November 5, 2024, General Election Results for City of St. Helens

Mayor Scholl read the proclamation title and noted a typographical error in the date.

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to accept the abstract of votes from November 5, 2024, General Election. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

REQUEST FOR APPROVAL TO ATTEND EXECUTIVE SESSIONS

2. Consideration of the Application of Kaelyn Cassidy of Columbia County Spotlight to Qualify as a Representative of the News Media to Attend Council Executive Sessions

Mayor Scholl noted Ms. Cassidy met all requirements and submitted everything needed.

Motion: Motion made by Councilor Gundersen and seconded by Councilor Hubbard to approve the request for attending executive sessions with consideration of the application of Kaelyn Cassidy of the Columbia County Spotlight to qualify as a representative of the news media. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

ORDINANCES – First Reading

- 3. Ordinance No. 3306:** An Ordinance Amending the St. Helens Municipal Code Chapters 17.16, 17.32, 17.60, 17.80, and 179.96 Pertaining to Multifamily Development, Oregon House Bill 4064 (2022) Regarding Manufactured and Prefabricated Dwellings, Oregon House Bill 3395 (2023) Regarding Single Room Occupancies, and Other Housekeeping Amendments

Mayor Scholl read Ordinance No. 3306 by title. The final reading will be at the next meeting.

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

4. Agreement with Keller Williams Sunset Corridor Lower Columbia Group for Realtor Services
5. Third Amendment of Agreement with Oregon Patrol Service for Bailiff Services
6. Extension of Agreement with Wetland Solutions NW, LLC for Wetland Services
7. Extension of Agreement with Moore Site Services LLC for Consulting and Mechanical Support at the St. Helens Industrial Business Park
8. Extension of Agreement with Professional Mariner Services, LLC for Consulting to Meet Requirements for City Vessel
9. Eighth Amendment to Agreement with OTAK for the S. 1st Street & Strand Streets Road & Utility Extensions Project No. P-525
10. Amendment No. 1 to Agreement with Columbia County for SAFE Boat Sharing
11. Extension of Agreement with Advantage JC Excavating LLC for Services related to Clean-up of Various Properties
12. Second Amendment to Contract with Moore Excavation for the S. 1st Street and Strand Streets Road and Utility Extensions Project P-525
13. Third Amendment to Contract with Moore Excavation, Inc. for the S. 1st Street - St. Helens Street Intersection Improvements Project R-685

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton to approve '4' through '13' above.

Councilor Hubbard questioned Item '8.' City Administrator Walsh confirmed Item '8' is a time extension to the agreement the City just signed in October. The City does not have to pay Professional Mariner Services for another year. It is a time and materials basis and a very low amount. The work is related to getting a certificate of inspection from the Coast Guard, which is important to the boat's value.

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

APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

14. Reappoint Lew Mason to the Budget Committee

Motion: Motion made by Councilor Sundeen and seconded by Councilor Gundersen to reappoint Lew Mason to the Budget Committee. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

15. Reappoint Jerry Belcher to the Parks & Trails Commission

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to reappoint Jerry Belcher to the Parks & Trails Commission. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

16. Appoint Reid Herman to the Planning Commission

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

CONSENT AGENDA FOR ACCEPTANCE

17. Planning Commission Minutes dated November 12, 2024
18. Library Board Minutes dated November 18, 2024

Motion: Motion made by Councilor Gundersen and seconded by Councilor Sundeen to approve '17' and '18' above. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen

CONSENT AGENDA FOR APPROVAL

19. Amended Library Board Bylaws
20. Purchase of New Water Filtration Facility Replacement Modules from Trojan Technologies Corp. in the amount of \$250,802.41 as Budgeted in the 2024/25 Capital Improvement Plan
21. Proposed Revisions to Communications Officer Job Description
22. Proposed Revisions to Deputy City Recorder Job Description
23. Proposed Revisions to Administrative Billing Specialist Job Description
24. Proposed Revisions to Building Permit Technician Job Description
25. Proposed Revisions to Community Development Administrative Assistant Job Description
26. Request for Proposals (RFP) Document for Forestry Management Services
27. Contract with Hamer Electric for Repair of Electrical Service to the River Pumps at the Industrial Business Park in the Amount of \$67,850
28. Contract with Clear Trail CPAS for Audit Services in the Amount of \$53,500 for FY24/25, \$54,600 for FY25/26, and \$55,700 for FY26/27
29. Accounts Payable Bill Lists

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to approve '19' through '29' above.

Mayor Scholl asked about Item '28' and paying for future years. Finance Director Butsch confirmed the contract for audit services was for future years, but the City does not pay upfront.

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

WORK SESSION ACTION ITEMS

Should the City reserve area in the St. Helens Industrial Business Park for a Woodland Reserve?

Motion: Motion made by Council President Chilton and seconded by Councilor Sundeen to direct City staff to work with the Parks & Trails Commission to finalize the proposed land and process for zoning.

Key comments from Council noted its support of the Parks Commission's idea to build a new park or reserve at Milton Creek. Some places might be designated City parks, and the rest of the area could be a nature reserve not necessarily maintained by the Parks Division but on a volunteer basis. Further discussion about zoning is needed with the City Planner and the Planning Commission. Such a park or reserve would be a great asset for nearby industrial employees.

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

Should the City hire a contracted Project Manager to finish the street utilities project?

Motion: Motion made by Council President Chilton and seconded by Councilor Gundersen to direct staff to add on to a current contract with OTAK for hiring a Project Manager to finish the streets and utility project. Councilor Gundersen seconded the motion.

Mayor Scholl thanked Public Works staff for managing the project, which was outside their scope of work, explaining how their involvement cost taxpayers zero dollars and saved approximately \$2 million, and reflected how much they care about the city and quality of work. He described numerous project setbacks, noting that the project had been in process for two years.

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

Should the City open S. 1st Street further past Crooked Creek Brewery?

Motion: Motion made by Councilor Sundeen and seconded by Council President Chilton to direct staff to work with the contractor to open S. 1st Street farther south to allow three more parking spaces on each side for a total of six as determined by Engineering.

Key comments from Council included how the project was only running five months longer than expected, how six parking spots were immediately opened up after the earlier meeting, how Council relies on staff to make the best decisions based on information provided, the less expensive option of rubber to put around manholes, looking into opening up the street more, and how Council was supported by the public in its decision to do the project all at once rather than over 10 years.

Mayor Scholl noted serving on Council was not an easy job, but he did sign up for it. He sometimes felt bullied online for tough decisions. He looks forward to exercising his First Amendment right as a citizen come January 1.

The motion was taken off the table, as the action was already completed.

Should the City lease the vacant space at the Columbia Center adjacent to the Makerspace?

Motion: Motion made by Councilor Gundersen and seconded by Council President Chilton to approve leasing the vacant space at the Columbia Learning Center to expand the Makerspace.

Council President Chilton stated one of the City's goals is to expand learning opportunities that could potentially bring job creation, which is the intention of the Makerspace. An expanded Makerspace will be a great asset.

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

COUNCIL MEMBER REPORTS

Council President Chilton stated she tries to keep her eye on the Senior Center and the School District. She commended Mayor Scholl, noting his great love for St. Helens.

Councilor Sundeen reported on the Christmas Ships event. He commended Public Works and Engineering. He thanked Mayor Scholl for his service and encouragement to stay on Council.

Councilor Gundersen commended Mayor Scholl, also thanking him for encouragement to stay on Council. Additionally, he commended Public Works and Engineering staff for their work.

Councilor Hubbard suggested everyone visit the new Makerspace, urged Mayor Scholl to enjoy his retirement, and wished all a Merry Christmas.

MAYOR SCHOLL REPORTS

Mayor Scholl thanked all the Councilors he had served with. He felt he had remained true to himself. He commended City Administrator Walsh. He spoke about "Pantygate" and how he and City Administrator Walsh were never cleared of the allegations. He hoped whatever comes from the investigation, a clear and non-redacted report would be released to the public. As a regular citizen on January 1, 2025, he will no longer be bound by executive session. He was not upset about losing the mayoral election. He would continue to be vocal and transparent to defend himself, his name, and anybody else in the process.

OTHER BUSINESS

ADJOURN – 8:12 p.m.

Respectfully transcribed by ABC Transcription Services LLC and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL SPECIAL SESSION

Thursday, January 02, 2025

DRAFT MINUTES

MEMBERS PRESENT

Mayor Jennifer Massey
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen

STAFF PRESENT

John Walsh, City Administrator
Kathy Payne, City Recorder
Lisa Scholl, Deputy City Recorder
Joe Hogue, Acting Police Chief
Mouhamad Zaher, Public Works Director
Crystal King, Communications Officer
Ashley Wigod, Contracted City Attorney

OTHERS

Hawley Hubbard Terry Massey
Jillian Hubbard Mary L.
Kenna Olson R.Z.
Paisley Hubbard Jeffrey

CALL SPECIAL SESSION TO ORDER BY COUNCIL PRESIDENT CHILTON – 9:30 a.m.

OATHS OF OFFICE

1. Mayor-Elect Jennifer Massey

Circuit Court Judge Michael T. Clarke conducted the oath of office for Mayor-Elect Jennifer Massey.

2. City Councilor-Elect Jessica Chilton

Circuit Court Judge Michael T. Clarke conducted the oath of office for Councilor-Elect Jessica Chilton.

3. City Councilor-Elect Russell Hubbard

Circuit Court Judge Michael T. Clarke conducted the oath of office for Councilor-Elect Russell Hubbard.

OTHER BUSINESS

Ballots were distributed for City Council members to vote for Council President for the term January 2025 – December 2026. The votes were tallied and Council President Chilton was unanimously selected as Council President.

ADJOURN – 9:35 a.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Jessica Chilton, Council President

Expense Approval Register

Packet: APPKT01145 - WAUNA AP 12.13.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
TREADWAY EVENTS & ENTER...	1819	12/12/2024	BALANCE ROBERT MCKINNEY...	201-000-52028	1,337.50
			Fund 201 - VISITOR TOURISM Total:		1,337.50
			Grand Total:		1,337.50

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	1,337.50
Grand Total:	1,337.50

Account Summary

Account Number	Account Name	Expense Amount
201-000-52028	Projects & Programs	1,337.50
Grand Total:		1,337.50

Project Account Summary

Project Account Key	Expense Amount
None	1,337.50
Grand Total:	1,337.50

Expense Approval Register

Packet: APPKT01143 - AP 12.13.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
CARDINAL SERVICES INC	015125	12/12/2024	TEMPORARY EMPLOYMENT	100-705-52023	442.23
CARDINAL SERVICES INC	015125	12/12/2024	TEMPORARY EMPLOYMENT	100-706-52023	546.96
CARDINAL SERVICES INC	015125	12/12/2024	TEMPORARY EMPLOYMENT	100-708-52023	58.19
CARDINAL SERVICES INC	015125	12/12/2024	TEMPORARY EMPLOYMENT	100-709-52023	139.65
CARDINAL SERVICES INC	015361	12/12/2024	TEMPORARY EMPLOYMENT	100-715-52023	476.00
PORTLAND GENERAL ELECTR...	11.06.24-12.09.24	12/12/2024	0153585940 1820 OLD PORT...	100-705-52003	415.69
COMCAST	11.21.24	12/12/2024	COMCAST CABLE 877810899...	100-712-52003	1,988.99
CMG OREGON LLC	11.30.24 145740	12/12/2024	LEGAL ADVERTISING	100-710-52011	419.43
ACE HARDWARE - ST. HELENS	11.30.24 60176	12/12/2024	MATERIALS ACE ACCT 60176 ...	100-708-52001	25.15
ACE HARDWARE - ST. HELENS	11.30.24 60176	12/12/2024	MATERIALS ACE ACCT 60176 ...	100-708-52001	-2.92
ACE HARDWARE - ST. HELENS	11.30.24 60176	12/12/2024	MATERIALS ACE ACCT 60176 ...	100-708-52023	9.59
ACE HARDWARE - ST. HELENS	11.30.24 60180	12/12/2024	MATERIALS ACE ACCT 60180...	100-708-52023	-10.38
ACE HARDWARE - ST. HELENS	11.30.24 60180	12/12/2024	MATERIALS ACE ACCT 60180	100-708-52023	45.54
ACE HARDWARE - ST. HELENS	11.30.24 60181	12/12/2024	ACE MATERIALS ACCT 60181	100-709-52023	17.18
ACE HARDWARE - ST. HELENS	11.30.24 60181	12/12/2024	ACE MATERIALS ACCT 60181	100-715-52023	32.96
ACE HARDWARE - ST. HELENS	11.30.24 60181	12/12/2024	ACE MATERIALS ACCT 60181...	100-715-52023	-5.02
SUNSET AUTO PARTS INC - N...	11.30.24	12/12/2024	AUTO PARTS ACCT 6355	100-705-52001	379.56
BEMIS	11080	12/12/2024	BUSINESS CARDS J MASSEY	100-703-52001	60.00
MAILBOXES NORTHWEST	12.02.24	12/12/2024	POSTAGE 2801 ACCT 1 PD	100-705-52001	33.86
COLUMBIA COUNTY ANIMAL...	12.09.24	12/12/2024	RESTITUTION 18CR000289 M...	100-000-21000	25.00
OREGON DEPARTMENT OF R...	12.10.24	12/12/2024	LEMLA	100-000-20800	15.00
OREGON DEPARTMENT OF R...	12.10.24	12/12/2024	STATE DUII CONVICTION FEE	100-000-20800	570.00
OREGON DEPARTMENT OF R...	12.10.24	12/12/2024	STATE DUII DIVERSION	100-000-20800	730.00
OREGON DEPARTMENT OF R...	12.10.24	12/12/2024	MISD SURCHARGE	100-000-20800	1.29
OREGON DEPARTMENT OF R...	12.10.24	12/12/2024	STATE VIOLATION	100-000-20800	629.00
OREGON DEPARTMENT OF R...	12.10.24	12/12/2024	UNITARY	100-000-20800	213.47
OREGON DEPARTMENT OF R...	12.10.24	12/12/2024	STATE MISD	100-000-20800	234.90
OREGON DEPARTMENT OF R...	12.10.24	12/12/2024	STATE COURT FACILITY	100-000-20800	21.00
COLUMBIA COUNTY TREASU...	12.10.24	12/12/2024	JAIL ASSESSMENT	100-000-20900	170.64
COLUMBIA COUNTY TREASU...	12.10.24	12/12/2024	COUNTY ASSESSMENT	100-000-20900	262.74
COLUMBIA COUNTY TREASU...	12.10.24	12/12/2024	CITY COURT COSTS DEDUCT...	100-000-36002	-43.34
CHARLES FREDERICK CASTNER	12.11.24	12/12/2024	PLANNING COMMISSION STI...	100-710-52087	30.00
GINNY CARLSON	12.11.24	12/12/2024	PLANNING COMMISSION STI...	100-710-52087	60.00
JENNIFER ANN SHOEMAKER	12.11.24	12/12/2024	PLANNING COMMISSION STI...	100-710-52087	90.00
DAVID B ROSENGARD	12.11.24	12/12/2024	PLANNING COMMISSION STI...	100-710-52087	60.00
BROOKE SISCO	12.11.24	12/12/2024	PLANNING COMMISSION STI...	100-710-52087	60.00
SCOTT JACOBSON	12.11.24	12/12/2024	PLANNING COMMISSION STI...	100-710-52087	90.00
DAN CARY	12.11.24	12/12/2024	PLANNING COMMISSION STI...	100-710-52087	90.00
WIRE WORKS	17214	12/12/2024	SETINA ST100 18" HEAVY DU...	100-705-52098	230.24
COMCAST BUSINESS	226442613	12/12/2024	FIBER INTERNET ACCT 93457...	100-712-52003	4,861.52
JORDAN RAMIS PC ATTORNE...	228214	12/12/2024	GENERAL NOV 2024	100-715-52019	3,605.00
JORDAN RAMIS PC ATTORNE...	228215	12/12/2024	EMPLOYMENT MATTERS	100-715-52019	105.00
JORDAN RAMIS PC ATTORNE...	228217	12/12/2024	PUBLIC RECORDS REQUEST	100-715-52019	885.00
ECONORTHWEST	30521	12/12/2024	ST HELENS ECONOMIC OPPO...	100-710-52028	4,859.37
REWORLD WASTE LLC	520419MARIO	12/12/2024	CUSTOMER NO: COV18801-S...	100-705-52001	41.86
VERIZON	6100004621	12/12/2024	CELL SERVICE ACCT 2420601...	100-712-52010	170.21
STAPLES BUSINESS CREDIT	7003120804	12/12/2024	OFFICE SUPPLES	100-703-52001	8.10
STAPLES BUSINESS CREDIT	7003120804	12/12/2024	OFFICE SUPPLES	100-704-52001	430.09
STAPLES BUSINESS CREDIT	7003120804	12/12/2024	OFFICE SUPPLES	100-707-52001	68.16
STAPLES BUSINESS CREDIT	7003120804	12/12/2024	OFFICE SUPPLES	100-711-52001	51.38
STAPLES BUSINESS CREDIT	7003120804	12/12/2024	OFFICE SUPPLES	100-715-52001	640.29
SHRED-IT C/O STERICYCLE INC	8009142145	12/12/2024	CITY HALL SHRED SERVICE	100-715-52001	125.73
METRO PRESORT	IN673650	12/12/2024	UB BILL PRINTING	100-707-52008	1,295.76

Expense Approval Register

Packet: APPKT01

Item #12

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
METRO PRESORT	IN673650	12/12/2024	UB BILL PRINTING -POSTAGE	100-707-52009	2,996.46
				Fund 100 - GENERAL FUND Total:	28,756.53
Fund: 201 - VISITOR TOURISM					
JORDAN RAMIS PC ATTORNE...	228219	12/12/2024	E2C DISPUTE NOV 2024	201-000-52019	14,026.00
				Fund 201 - VISITOR TOURISM Total:	14,026.00
Fund: 202 - COMMUNITY DEVELOPMENT					
PORTLAND GENERAL ELECTR...	11.06.24-12.09.24	12/12/2024	8863163302 1300 KASTER RD	202-722-52003	22.63
PORTLAND GENERAL ELECTR...	11.06.24-12.09.24	12/12/2024	7357701000 1300 KASTER RD	202-722-52003	23.16
PORTLAND GENERAL ELECTR...	11.06.24-12.09.24	12/12/2024	1650931000 1300 KASTER RD	202-722-52003	22.63
PORTLAND GENERAL ELECTR...	11.06.24-12.09.24	12/12/2024	2236086248 MILL 1300 KAST...	202-722-52003	29,317.48
NW NATURAL GAS	12.03.24	12/12/2024	NATURAL GAS 1300 KASTER ...	202-722-52003	73.11
MAUL FOSTER ALONGI INC	64454	12/12/2024	WATERFRONT REDEVELOPM...	202-726-52019	16,936.25
				Fund 202 - COMMUNITY DEVELOPMENT Total:	46,395.26
Fund: 203 - COMMUNITY ENHANCEMENT					
CARDINAL SERVICES INC	015125	12/12/2024	TEMPORARY EMPLOYMENT	203-709-52028	3,416.30
MERLE PENCE	12.11.24	12/12/2024	SENSORY SANTA 12/2 & CO...	203-709-52028	300.00
				Fund 203 - COMMUNITY ENHANCEMENT Total:	3,716.30
Fund: 205 - STREETS					
PORTLAND GENERAL ELECTR...	11.06.24-12.09.24	12/12/2024	4854421000 STREET LIGHTI...	205-000-52003	60.11
ACE HARDWARE - ST. HELENS	11.30.24 60174	12/12/2024	ACE MATERIALS ACCT 60174	205-000-52001	5.93
				Fund 205 - STREETS Total:	66.04
Fund: 601 - WATER					
DAHLGREN'S DO IT BEST BUI...	11.26.24 10026	12/11/2024	BUILDING SUPPLIES ACCT 10...	601-731-52001	116.32
ACE HARDWARE - ST. HELENS	11.30.24 60180	12/12/2024	MATERIALS ACE ACCT 60180	601-731-52001	39.93
ACE HARDWARE - ST. HELENS	11.30.24 60180	12/12/2024	MATERIALS ACE ACCT 60180	601-732-52001	18.36
ADVANCED ELECTRICAL	219726	12/12/2024	INSTALL PH & CHLORINE ME...	601-732-52019	175.31
ADVANCED ELECTRICAL	219726	12/12/2024	INSTALL PH & CHLORINE ME...	601-732-52019	1,687.50
PETERSON CAT	SW290098673	12/12/2024	SERVICE STATIONARY GENER...	601-732-52019	2,675.00
				Fund 601 - WATER Total:	4,712.42
Fund: 603 - SEWER					
DAHLGREN'S DO IT BEST BUI...	11.26.24 10026	12/11/2024	BUILDING SUPPLIES ACCT 10...	603-736-52023	638.88
CARDINAL SERVICES INC	015125	12/12/2024	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	015125	12/12/2024	TEMPORARY EMPLOYMENT	603-737-52023	29.09
SUNSET AUTO PARTS INC - N...	11.30.24	12/12/2024	AUTO PARTS ACCT 6355	603-736-52001	21.13
SUNSET AUTO PARTS INC - N...	11.30.24	12/12/2024	AUTO PARTS ACCT 6355	603-737-52001	21.14
				Fund 603 - SEWER Total:	739.33
Fund: 703 - PW OPERATIONS					
DAHLGREN'S DO IT BEST BUI...	11.26.24 10026	12/11/2024	BUILDING SUPPLIES ACCT 10...	703-734-52023	82.57
SUNSET AUTO PARTS INC - N...	11.30.24	12/12/2024	AUTO PARTS ACCT 6355	703-739-52099	610.41
COLUMBIA RIVER FIRE AND ...	12.05.24	12/12/2024	SHARED COST JOINT MAINT ...	703-739-52099	1,505.17
HAYDEN BIGHAM	12.11.24	12/12/2024	REIMBURSEMENT FOR CDL T...	703-734-52018	80.00
				Fund 703 - PW OPERATIONS Total:	2,278.15
Fund: 706 - PUBLIC SAFETY					
MACKENZIE	1091430	12/12/2024	ST. HELENS PUBLIC SAFETY B...	706-000-52019	3,472.50
U.S BANK	7553507	12/12/2024	TRUSTEE FEE 239773000	706-000-55003	850.00
				Fund 706 - PUBLIC SAFETY Total:	4,322.50
Grand Total:					105,012.53

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	28,756.53
201 - VISITOR TOURISM	14,026.00
202 - COMMUNITY DEVELOPMENT	46,395.26
203 - COMMUNITY ENHANCEMENT	3,716.30
205 - STREETS	66.04
601 - WATER	4,712.42
603 - SEWER	739.33
703 - PW OPERATIONS	2,278.15
706 - PUBLIC SAFETY	4,322.50
Grand Total:	105,012.53

Account Summary

Account Number	Account Name	Expense Amount
100-000-20800	Court - State Assessment	2,414.66
100-000-20900	Court - County Assessm...	433.38
100-000-21000	Court - Restitution	25.00
100-000-36002	Fines - Court	-43.34
100-703-52001	Operating Supplies	68.10
100-704-52001	Operating Supplies	430.09
100-705-52001	Operating Supplies	455.28
100-705-52003	Utilities	415.69
100-705-52023	Facility Maintenance	442.23
100-705-52098	Enterprise Fleet Mainte...	230.24
100-706-52023	Facility Maintenance	546.96
100-707-52001	Operating Supplies	68.16
100-707-52008	Printing	1,295.76
100-707-52009	Postage	2,996.46
100-708-52001	Operating Supplies	22.23
100-708-52023	Facility Maintenance	102.94
100-709-52023	Facility Maintenance	156.83
100-710-52011	Public Information	419.43
100-710-52028	Projects & Programs	4,859.37
100-710-52087	Commission Stipends	480.00
100-711-52001	Operating Supplies	51.38
100-712-52003	Utilities	6,850.51
100-712-52010	Telephone	170.21
100-715-52001	Operating Supplies	766.02
100-715-52019	Professional Services	4,595.00
100-715-52023	Facility Maintenance	503.94
201-000-52019	Professional Services	14,026.00
202-722-52003	Utilities	29,459.01
202-726-52019	Professional Services	16,936.25
203-709-52028	Projects & Programs	3,716.30
205-000-52001	Operating Supplies	5.93
205-000-52003	Utilities	60.11
601-731-52001	Operating Supplies	156.25
601-732-52001	Operating Supplies	18.36
601-732-52019	Professional Services	4,537.81
603-736-52001	Operating Supplies	21.13
603-736-52023	Facility Maintenance	667.97
603-737-52001	Operating Supplies	21.14
603-737-52023	Facility Maintenance	29.09
703-734-52018	Professional Developme...	80.00
703-734-52023	Facility Maintenance	82.57
703-739-52099	Equipment Operations	2,115.58
706-000-52019	Professional Services	3,472.50
706-000-55003	Trustee Fee	850.00
Grand Total:	105,012.53	

Project Account Summary

Project Account Key	Expense Amount
None	105,012.53
Grand Total:	105,012.53

Expense Approval Register

Packet: APPKT01147 - AP 12.20.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
IN A PICKLE CPR LLC	0006	12/17/2024	CPR CLASSES 12/7/24	100-709-52019	630.00
CARDINAL SERVICES INC	015540	12/18/2024	TEMPORARY EMPLOYMENT	100-705-52023	256.03
CARDINAL SERVICES INC	015540	12/18/2024	TEMPORARY EMPLOYMENT	100-706-52023	442.23
CARDINAL SERVICES INC	015540	12/18/2024	TEMPORARY EMPLOYMENT	100-708-52023	46.55
CARDINAL SERVICES INC	015540	12/18/2024	TEMPORARY EMPLOYMENT	100-709-52023	93.10
CARDINAL SERVICES INC	015540	12/18/2024	TEMPORARY EMPLOYMENT	100-715-52023	476.00
WILCOX	0916425-IN	12/18/2024	FUEL PARKS DEPT	100-708-52022	818.82
INTERNATIONAL INSTITUTE OF..	11.21.24	12/18/2024	ANNUAL MEMBERSHIP FEES ...	100-702-52018	195.00
NOVUS AV LLC	1198	12/18/2024	ADA KIT INSTALLATION	100-704-52001	876.59
NOVUS AV LLC	1198	12/18/2024	ADA KIT INSTALLATION	100-704-52001	200.00
CENTURY LINK	12.03.24 7305	12/18/2024	TAXES FEES AND SURCHARG...	100-712-52010	361.40
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-1101	100-712-52010	37.42
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-4016	100-712-52010	58.96
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-3029	100-712-52010	33.77
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3363	100-712-52010	33.77
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-1257	100-712-52010	37.42
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3195	100-712-52010	33.77
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-3448	100-712-52010	54.97
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-8200	100-712-52010	78.35
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-0422	100-712-52010	37.42
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-0619	100-712-52010	33.77
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-1426	100-712-52010	37.42
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-2856	100-712-52010	78.56
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-7932	100-712-52010	33.77
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-1103	100-712-52010	33.77
CENTURY LINK	12.06.24 9231	12/18/2024	632B-333899231	100-712-52010	43.33
NW NATURAL GAS	12.11.24	12/18/2024	5638	100-705-52003	175.89
NW NATURAL GAS	12.11.24	12/18/2024	7673	100-706-52003	1,447.90
NW NATURAL GAS	12.11.24	12/18/2024	3047	100-708-52003	130.95
NW NATURAL GAS	12.11.24	12/18/2024	8563	100-708-52003	21.24
NW NATURAL GAS	12.11.24	12/18/2024	6430	100-709-52003	512.38
NW NATURAL GAS	12.11.24	12/18/2024	0109	100-709-52003	320.79
NW NATURAL GAS	12.11.24	12/18/2024	2848	100-715-52003	200.04
NW NATURAL GAS	12.11.24	12/18/2024	5285	100-715-52003	242.12
JENNIFER DIMSHO	12.9.24	12/18/2024	TRAVEL REIMBURSEMENT O...	100-710-52018	35.19
HUDSON GARBAGE SERVICE	14656611S046	12/18/2024	451 VENEER	100-708-52019	61.00
COLUMBIA COUNTY COMM. ...	202410&11CSH	12/18/2024	WORK CREW OCT & NOV	100-708-52019	3,000.00
SIERRA SPRINGS	21814586 120724	12/18/2024	WATER BOTTLED COURT / UB..	100-715-52001	31.74
JORDAN RAMIS PC ATTORNE...	228788	12/18/2024	ST HELENS GENERAL ENVIRO...	100-715-52019	42.50
JORDAN RAMIS PC ATTORNE...	229388	12/18/2024	ST HELENS ASSETS LLC LITIG...	100-715-52019	17,104.69
ST. HELENS MARINA LLC	3	12/18/2024	HARBOR MASTER DEC 2024 -...	100-708-52019	4,000.00
TROTTER & MORTON FACILI...	82746	12/18/2024	C10000 MAINTENANCE AGR...	100-715-52023	511.26
TROTTER & MORTON FACILI...	82751	12/18/2024	C10630 MAINTENANCE AGR...	100-715-52023	1,930.75
TROTTER & MORTON FACILI...	82779	12/18/2024	C11184 HVAC COMMUNITY ...	100-709-52023	650.50
TROTTER & MORTON FACILI...	82780	12/18/2024	C11185 HVAC CONTRACT REC..	100-709-52023	549.25
MELINDA BURKE	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
RAYMOND BARTLEY	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
CARMIN DUNN	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
MELODY MANN	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
BRIAN BERNARD	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
TRAVIS BRODALA	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
SANDY MCBRIDE	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
JERRY NEIDER	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GARY ANDERSON	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
STACI METZGER	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
HEATHER ANDERSON-BIBLER	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
BRETT LONG	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
JUSTIN BRUNER	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
MICHAEL NORRIS JR	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
SCOTT JACOBSON	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
JOSEPH DAVIS	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
KATHY APPEL	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
ERIN WHEELDON	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
MOIRA GENTRUP	12.02.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
REBECCA ZIENTY	12.2.24	12/19/2024	JURY DUTY PAY	100-704-52019	10.00
ORKIN	270891339	12/19/2024	PEST CONTROL POLICE	100-705-52023	190.99
ORKIN	270892418	12/19/2024	265 STRAND PEST SERVICE Cl...	100-715-52023	117.99
ORKIN	270892559	12/19/2024	1810 OLD PORTLAND RD PES...	100-705-52023	192.99
ORKIN	270893390	12/19/2024	375 S 18TH ST LIBRARY	100-706-52023	150.00
Fund 100 - GENERAL FUND Total:					36,882.35

Fund: 202 - COMMUNITY DEVELOPMENT

LOWER COLUMBIA ENGINEE...	12165	12/18/2024	RIVERWALK INSPECTION SER...	202-723-53103	1,228.75
STRATEGIC NETWORKS GRO...	177	12/18/2024	BROADBAND ECONOMIC CA...	202-721-52019	2,277.97
JORDAN RAMIS PC ATTORNE...	229206	12/18/2024	PROJECT ARCADIA SALE	202-722-52019	6,675.00
ADVANCED EXCAVATING SPE...	24033-07	12/18/2024	P-525A ST HELENS RIVERWA...	202-723-53103	157,389.17
PORT OF COLUMBIA COUNTY	7107	12/18/2024	GROUND LEASE 2023	202-721-52019	500.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					168,070.89

Fund: 203 - COMMUNITY ENHANCEMENT

HARMONY F ALLEN	12.17.24	12/17/2024	MCBRIDE TEACHER LIAISON ...	203-709-52140	2,579.00
CARDINAL SERVICES INC	015540	12/18/2024	TEMPORARY EMPLOYMENT	203-709-52028	1,308.38
AMARA LIEBELT	12.17.24	12/18/2024	SENSORY SANTA 12/2 & CO...	203-709-52028	300.00
Fund 203 - COMMUNITY ENHANCEMENT Total:					4,187.38

Fund: 601 - WATER

NW NATURAL GAS	12.11.24	12/18/2024	2942	601-732-52003	89.50
LAWRENCE OIL COMPANY	CFSI-24664	12/18/2024	247752 WATER	601-732-52022	146.98
CORE & MAIN	INV0011611	12/18/2024	MATERIALS	601-732-52001	138.09
CORE & MAIN	W110705	12/18/2024	MATERIALS	601-731-52001	2,685.19
JOHN DEWEY	12.12.24	12/19/2024	TRAVEL REIMBURSEMENT O...	601-732-52018	60.33
CORE & MAIN	INV0012342	12/19/2024	HACH FREE CHLORINE REAG...	601-732-52001	138.09
Fund 601 - WATER Total:					3,258.18

Fund: 603 - SEWER

CARDINAL SERVICES INC	015540	12/18/2024	TEMPORARY EMPLOYMENT	603-736-52023	29.09
CARDINAL SERVICES INC	015540	12/18/2024	TEMPORARY EMPLOYMENT	603-737-52023	29.09
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-6997	603-736-52010	16.89
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-3027	603-736-52010	18.71
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-3024	603-736-52010	18.71
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3357	603-736-52010	16.89
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-3021	603-736-52010	18.71
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-1102	603-736-52010	18.71
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3644	603-736-52010	16.89
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3351	603-736-52010	16.89
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3997	603-736-52010	16.89
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-1272	603-736-52010	16.89
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-7757	603-736-52010	16.89
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3232	603-736-52010	16.89
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-6997	603-737-52010	16.88
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3357	603-737-52010	16.88
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3232	603-737-52010	16.88
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3997	603-737-52010	16.88
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3351	603-737-52010	16.88
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-7757	603-737-52010	16.88
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-3027	603-737-52010	18.71

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-3021	603-737-52010	18.71
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-3024	603-737-52010	18.71
CENTURY LINK	12.03.24 7305	12/18/2024	503-366-1102	603-737-52010	18.71
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-1272	603-737-52010	16.88
CENTURY LINK	12.03.24 7305	12/18/2024	503-397-3644	603-737-52010	16.88
NW NATURAL GAS	12.11.24	12/18/2024	5750	603-736-52003	129.21
NW NATURAL GAS	12.11.24	12/18/2024	5750	603-737-52003	129.21
ALS GROUP USA CORP	36-51-664705-0	12/18/2024	ANALYTICAL SERVICES	603-736-52064	393.00
TROTTER & MORTON FACILI...	82755	12/18/2024	C10855 MAINTENANCE AGR...	603-736-52023	324.50
TROTTER & MORTON FACILI...	82755	12/18/2024	C10855 MAINTENANCE AGR...	603-737-52023	324.50
COLUMBIA COUNTY TRANSF...	8732	12/18/2024	DUMP FEES ACCT 0017	603-736-52001	17.59
COLUMBIA COUNTY TRANSF...	8732	12/18/2024	DUMP FEES ACCT 0017	603-737-52001	17.59
HASA	1009519	12/19/2024	MULTI CHLOR	603-736-52083	11,337.54
JOHN DEWEY	12.12.24	12/19/2024	TRAVEL REIMBURSEMENT O...	603-736-52018	60.33
JOHN DEWEY	12.12.24	12/19/2024	TRAVEL REIMBURSEMENT O...	603-737-52018	60.34
JWC ENVIRONMENTAL INC	120961	12/19/2024	SEAL CART	603-736-52001	1,719.22
JWC ENVIRONMENTAL INC	120961	12/19/2024	SEAL CART	603-737-52001	1,719.23
PEAK ELECTRIC GROUP LLC	29818	12/19/2024	ELECTRICAL WORK WWTP	603-736-52019	200.00
OREGON DEQ	WQ25DOM-0942	12/19/2024	WATER QUALITY PERMIT-AN...	603-737-52066	16,640.00
Fund 603 - SEWER Total:					33,550.28
Fund: 703 - PW OPERATIONS					
NW NATURAL GAS	12.11.24	12/18/2024	8675	703-734-52003	113.65
NW NATURAL GAS	12.11.24	12/18/2024	7720	703-734-52003	19.21
TROTTER & MORTON FACILI...	82778	12/18/2024	C11183 HVAC SERVICE AGRE...	703-739-52120	1,504.00
LAWRENCE OIL COMPANY	CFSI-24664	12/18/2024	247748 PUBLIC WORKS	703-734-52022	1,489.10
Fund 703 - PW OPERATIONS Total:					3,125.96
Grand Total:					249,075.04

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	36,882.35
202 - COMMUNITY DEVELOPMENT	168,070.89
203 - COMMUNITY ENHANCEMENT	4,187.38
601 - WATER	3,258.18
603 - SEWER	33,550.28
703 - PW OPERATIONS	3,125.96
Grand Total:	249,075.04

Account Summary

Account Number	Account Name	Expense Amount
100-702-52018	Professional Developme...	195.00
100-704-52001	Operating Supplies	1,076.59
100-704-52019	Professional Services	200.00
100-705-52003	Utilities	175.89
100-705-52023	Facility Maintenance	640.01
100-706-52003	Utilities	1,447.90
100-706-52023	Facility Maintenance	592.23
100-708-52003	Utilities	152.19
100-708-52019	Professional Services	7,061.00
100-708-52022	Fuel	818.82
100-708-52023	Facility Maintenance	46.55
100-709-52003	Utilities	833.17
100-709-52019	Professional Services	630.00
100-709-52023	Facility Maintenance	1,292.85
100-710-52018	Professional Developme...	35.19
100-712-52010	Telephone	1,027.87
100-715-52001	Operating Supplies	31.74
100-715-52003	Utilities	442.16
100-715-52019	Professional Services	17,147.19
100-715-52023	Facility Maintenance	3,036.00
202-721-52019	Professional Services	2,777.97
202-722-52019	Professional Services	6,675.00
202-723-53103	Riverwalk Construction	158,617.92
203-709-52028	Projects & Programs	1,608.38
203-709-52140	Contract Programs	2,579.00
601-731-52001	Operating Supplies	2,685.19
601-732-52001	Operating Supplies	276.18
601-732-52003	Utilities	89.50
601-732-52018	Professional Developme...	60.33
601-732-52022	Fuel	146.98
603-736-52001	Operating Supplies	1,736.81
603-736-52003	Utilities	129.21
603-736-52010	Telephone	209.96
603-736-52018	Professional Developme...	60.33
603-736-52019	Professional Services	200.00
603-736-52023	Facility Maintenance	353.59
603-736-52064	Lab Testing	393.00
603-736-52083	Chemicals	11,337.54
603-737-52001	Operating Supplies	1,736.82
603-737-52003	Utilities	129.21
603-737-52010	Telephone	209.88
603-737-52018	Professional Developme...	60.34
603-737-52023	Facility Maintenance	353.59
603-737-52066	Permit Fees	16,640.00
703-734-52003	Utilities	132.86
703-734-52022	Fuel	1,489.10
703-739-52120	Facility Maintenance Ot...	1,504.00
Grand Total:	249,075.04	

Project Account Summary

Project Account Key	Expense Amount
None	249,075.04
Grand Total:	249,075.04

Expense Approval Register

Packet: APPKT01148 - Wauna AP 12.20.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - VISITOR TOURISM					
NW NATURAL GAS	12.11.24 MASONIC	12/19/2024	NW NATURAL GAS-MASONIC..	201-000-52131	192.94
NW NATURAL GAS	12.11.24 MASONIC	12/19/2024	NW NATURAL GAS-MASONIC..	201-000-52131	392.37
TREADWAY EVENTS & ENTER...	1638	12/19/2024	ST HELENS TOURISM EVENT ...	201-000-52039	38,320.00
Fund 201 - VISITOR TOURISM Total:					38,905.31
Grand Total:					38,905.31

Fund Summary

Fund	Expense Amount
201 - VISITOR TOURISM	38,905.31
Grand Total:	38,905.31

Account Summary

Account Number	Account Name	Expense Amount
201-000-52039	Contracted Events-Profe...	38,320.00
201-000-52131	Contracted Building Leas...	585.31
Grand Total:		38,905.31

Project Account Summary

Project Account Key	Expense Amount
None	38,905.31
Grand Total:	38,905.31

Expense Approval Register

Packet: APPKT01156 - AP 12.20.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
CARDINAL SERVICES INC	016285	12/20/2024	TEMPORARY EMPLOYMENT	100-705-52023	349.12
CARDINAL SERVICES INC	016285	12/20/2024	TEMPORARY EMPLOYMENT	100-706-52023	570.24
CARDINAL SERVICES INC	016285	12/20/2024	TEMPORARY EMPLOYMENT	100-708-52023	58.19
CARDINAL SERVICES INC	016285	12/20/2024	TEMPORARY EMPLOYMENT	100-709-52023	116.38
CARDINAL SERVICES INC	016285	12/20/2024	TEMPORARY EMPLOYMENT	100-715-52023	476.00
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	150 S 13 ST POLICE STATION ...	100-705-52003	380.66
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	150 S 13TH ST- POLICE	100-705-52003	186.42
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	375 S 18TH ST COLUMBIA CE...	100-706-52003	666.34
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	475 S 18TH ST	100-708-52003	157.79
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	49.79
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	162 MCMICHAEL ST - CAMPB...	100-708-52003	148.76
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	475 S 18TH ST	100-708-52003	173.54
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	475 S 18TH ST - MCCORMICK...	100-708-52003	104.55
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	200 N 7TH ST - PARK	100-708-52003	36.67
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	299 N 6TH ST - PARKS	100-708-52003	36.36
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	475 S 18 ST METER 10220167	100-708-52003	128.64
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	475 S 18TH ST- MCCORMICK ...	100-708-52003	40.88
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	264 STRAND ST- COL VIEW P...	100-708-52003	98.35
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	200 N RIVER ST - GREY CLIFFS...	100-708-52003	95.47
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	264 STRAND ST- COL VIEW P...	100-708-52046	98.45
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	264 STRAND ST- PARKS/ GAZ...	100-708-52046	43.11
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	265 STRAND ST. - DOCKS	100-708-52046	165.92
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	2625 GABLE RD REC CENTER	100-709-52003	195.61
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	277 STRAND ST -	100-715-52003	36.59
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	265 STRAND ST- CITY HALL ...	100-715-52003	177.90
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	265 STRAND ST- CITY HALL ...	100-715-52003	707.79
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	275 STRAND ST- CITY HALL U...	100-715-52003	98.90
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	277 STRAND ST- CITY HALL U...	100-715-52003	67.67
MORE POWER TECHNOLOGY...	16785	12/20/2024	MICROSOFT 365 BUS STAND...	100-712-52006	2,858.40
MORE POWER TECHNOLOGY...	16795	12/20/2024	TECHNICIAN BUSINESS HOU...	100-712-52006	375.00
MORE POWER TECHNOLOGY...	16855	12/20/2024	PREMIUM AGREEMENT MO...	100-712-52019	9,272.17
MORE POWER TECHNOLOGY...	16856	12/20/2024	24TB BCDR APPLIANCE WITH...	100-712-52019	902.00
MORE POWER TECHNOLOGY...	16885	12/20/2024	MICROSOFT 365 BUS STAND...	100-712-52006	2,858.40
AMY LINDGREN LAW LLC	659	12/20/2024	JUDICIAL SERVICES	100-704-52019	6,350.00
Fund 100 - GENERAL FUND Total:					28,082.06
Fund: 203 - COMMUNITY ENHANCEMENT					
CARDINAL SERVICES INC	016285	12/20/2024	TEMPORARY EMPLOYMENT	203-709-52028	2,849.90
Fund 203 - COMMUNITY ENHANCEMENT Total:					2,849.90
Fund: 205 - STREETS					
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	715 S COLUMBIA RIVER HWY ..	205-000-52003	45.74
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	35320 SYKES RD	205-000-52003	44.17
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	191 N MILTON WAY- LANDS...	205-000-52003	36.67
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	265 STRAND ST	205-000-52003	3,711.09
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	1370 COLUMBIA BLVD.- FOU...	205-000-52003	48.54
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	58651 COL HWY GATEWAY A...	205-000-52003	37.08
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	56.74
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	2198 COLUMBIA BLVD - SIG...	205-000-52003	49.63
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	1800 COLUMBIA BLVD - SIG...	205-000-52003	116.61
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	191 N MILTON WAY - SIGNAL	205-000-52003	44.56
Fund 205 - STREETS Total:					4,190.83
Fund: 601 - WATER					
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	57500 OLD PORTLAND RD - ...	601-731-52003	115.16

Expense Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	1680 1 ST -	601-731-52003	1,895.34
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	END OF KESTREL VIEW DRIVE	601-731-52003	126.45
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	35261 PITTSBURG RD- PW W...	601-731-52003	38.55
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	2300 STRAND ST - WELL 2	601-731-52003	689.59
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	62420 COLUMBIA RIVER HWY..	601-731-52003	314.70
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	1215 FOURTH ST - WFF	601-732-52003	4,634.82
NORTHSTAR CHEMICAL	300251	12/20/2024	SODIUM HYPOCHLORITE 12....	601-732-52083	9,828.61
Fund 601 - WATER Total:					17,643.22
Fund: 603 - SEWER					
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	240 CLARK ST PUMP STATION	603-735-52003	36.82
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	451 PLYMOTH ST - WWTP L...	603-736-52003	1,698.35
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	451 PLYMOTH ST - WWTP L...	603-737-52003	1,698.33
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	169 S 4TH ST WATER FLOW ...	603-738-52003	43.23
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	318 S 1ST ST- PS #1 8805564	603-738-52003	132.70
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	240 MADRONA CT	603-738-52003	198.83
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	505 S 1ST ST PUMP STATION	603-738-52003	128.80
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	134 N 1ST- PS 2 8873519	603-738-52003	226.08
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	58360 OLD PORTLAND RD - P...	603-738-52003	286.14
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	35120 MAPLE ST. - PS 11	603-738-52003	124.12
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	58791 58725 COL RIV HWY P...	603-738-52003	56.56
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	110 S 4TH ST - PS 3	603-738-52003	55.80
Fund 603 - SEWER Total:					4,685.76
Fund: 703 - PW OPERATIONS					
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	1230 DEER ISLAND RD - PW	703-734-52003	167.53
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	650 OREGON ST -LEMONT P...	703-734-52003	305.87
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	984 OREGON ST	703-734-52003	302.98
COLUMBIA RIVER PUD	12.12.24 7493	12/20/2024	984 OREGON ST - PW SHOP	703-734-52003	169.71
Fund 703 - PW OPERATIONS Total:					946.09
Fund: 706 - PUBLIC SAFETY					
OTAK INC	000122400021	12/20/2024	PUBLIC SAFETY BUILDING	706-000-52019	1,291.51
Fund 706 - PUBLIC SAFETY Total:					1,291.51
Grand Total:					59,689.37

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	28,082.06
203 - COMMUNITY ENHANCEMENT	2,849.90
205 - STREETS	4,190.83
601 - WATER	17,643.22
603 - SEWER	4,685.76
703 - PW OPERATIONS	946.09
706 - PUBLIC SAFETY	1,291.51
Grand Total:	59,689.37

Account Summary

Account Number	Account Name	Expense Amount
100-704-52019	Professional Services	6,350.00
100-705-52003	Utilities	567.08
100-705-52023	Facility Maintenance	349.12
100-706-52003	Utilities	666.34
100-706-52023	Facility Maintenance	570.24
100-708-52003	Utilities	1,070.80
100-708-52023	Facility Maintenance	58.19
100-708-52046	Dock Services	307.48
100-709-52003	Utilities	195.61
100-709-52023	Facility Maintenance	116.38
100-712-52006	Computer Maintenance	6,091.80
100-712-52019	Professional Services	10,174.17
100-715-52003	Utilities	1,088.85
100-715-52023	Facility Maintenance	476.00
203-709-52028	Projects & Programs	2,849.90
205-000-52003	Utilities	4,190.83
601-731-52003	Utilities	3,179.79
601-732-52003	Utilities	4,634.82
601-732-52083	Chemicals	9,828.61
603-735-52003	Utilities	36.82
603-736-52003	Utilities	1,698.35
603-737-52003	Utilities	1,698.33
603-738-52003	Utilities	1,252.26
703-734-52003	Utilities	946.09
706-000-52019	Professional Services	1,291.51
Grand Total:		59,689.37

Project Account Summary

Project Account Key	Expense Amount
None	59,689.37
Grand Total:	59,689.37

Expense Approval Register

Packet: APPKT01163 - AP 12.31.24



St. Helens, OR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
RUBENS LAWN SERVICE	007243	12/31/2024	MONTHLY LAWN SERVICE	100-705-52023	80.00
KEY CODE MEDIA INC	118196	12/31/2024	ADD SPEAKERS-COUNCIL CH...	100-715-52019	2,190.00
KEY CODE MEDIA INC	119108	12/31/2024	ADD SPEAKERS-COUNCIL CH...	100-715-52019	504.00
GTO MANAGEMENT INC	12.12.24	12/31/2024	CONSULTING AND INVESTIG...	100-705-52014	617.83
BEYOND THE FOREST	12.18.24	12/31/2024	CATERING-MAYOR SCHOLL F...	100-703-52001	627.00
STEVEN R SCHARFSTEIN	165	12/31/2024	COURT ATTORNEY FEES	100-704-52019	3,000.00
AT&T MOBILITY	287302289330X1223224	12/31/2024	287302289330 POLICE PHON...	100-705-52010	1,909.31
SHRED-IT C/O STERICYCLE INC	8009196160	12/31/2024	POLICE DEPT SHRED SERVICE	100-705-52019	102.69
CINTAS	8407180888	12/31/2024	PARKS FIRST AID CABINET SE...	100-708-52001	205.86
CINTAS	8407180889	12/31/2024	CITY HALL FIRST AID CABINET...	100-715-52001	93.76
ENTERPRISE FM TRUST	FBN5191190	12/31/2024	LEASE	100-705-52097	26,519.79
ENTERPRISE FM TRUST	FBN5191190	12/31/2024	MAINTENANCE	100-705-52098	1,730.97
ENTERPRISE FM TRUST	FBN5212097	12/31/2024	596107 BUILDING	100-711-52097	463.83
ENTERPRISE FM TRUST	FBN5212098	12/31/2024	PLANNING FLEET	100-710-52097	451.21
ENTERPRISE FM TRUST	FBN5212105	12/31/2024	PARKS & REC FLEET	100-709-52097	427.68
ENTERPRISE FM TRUST	FBN5212137	12/31/2024	CITY HALL FLEET	100-715-52097	7.00
MELTWATER NEWS US INC	IN-S151-577752	12/31/2024	MELTWATER REGULAR AMER..	100-701-52040	2,000.00
ABC TRANSCRIPTION SERVI...	STH1224033	12/31/2024	TRANSCRIPTION SERVICE ST ...	100-702-52019	847.80
Fund 100 - GENERAL FUND Total:					41,778.73
Fund: 202 - COMMUNITY DEVELOPMENT					
MOORE SITE SERVICES LLC	24154	12/31/2024	MECHANICAL SUPPORT MILL...	202-722-52019	1,857.60
MOORE EXCAVATION INC	M-532 PAYMENT #6	12/31/2024	UNDERGROUNDING ELECTRI...	202-723-53102	42,082.48
MOORE EXCAVATION INC	R-685 PAYMENT #8	12/31/2024	S 1ST & ST HELENS INTERSEC...	202-723-53102	60,098.75
Fund 202 - COMMUNITY DEVELOPMENT Total:					104,038.83
Fund: 603 - SEWER					
PETERSON CAT	SW290098882	12/31/2024	SERVICE PORTABLE & STATI...	603-738-52019	1,425.00
Fund 603 - SEWER Total:					1,425.00
Fund: 605 - STORM					
LAKESIDE INDUSTRIES INC	300656	12/31/2024	EZ STREET ASPHALT	605-000-52001	933.98
Fund 605 - STORM Total:					933.98
Fund: 703 - PW OPERATIONS					
CINTAS	8407180887	12/31/2024	FIRST AID CABINET SERVICE	703-734-52019	93.24
ENTERPRISE FM TRUST	FBN5206046	12/31/2024	ENTERPRISE FLEET LEASE & ...	703-734-52097	793.13
ENTERPRISE FM TRUST	FBN5212099	12/31/2024	ENGINEERING FLEET 619034	703-733-52097	591.08
Fund 703 - PW OPERATIONS Total:					1,477.45
Fund: 706 - PUBLIC SAFETY					
ARBITRAGE COMPLIANCE SP...	1037832	12/31/2024	ARBITRAGE REBATE CALCUL...	706-000-52019	650.00
Fund 706 - PUBLIC SAFETY Total:					650.00
Grand Total:					150,303.99

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	41,778.73
202 - COMMUNITY DEVELOPMENT	104,038.83
603 - SEWER	1,425.00
605 - STORM	933.98
703 - PW OPERATIONS	1,477.45
706 - PUBLIC SAFETY	650.00
Grand Total:	150,303.99

Account Summary

Account Number	Account Name	Expense Amount
100-701-52040	Communications	2,000.00
100-702-52019	Professional Services	847.80
100-703-52001	Operating Supplies	627.00
100-704-52019	Professional Services	3,000.00
100-705-52010	Telephone	1,909.31
100-705-52014	Recruiting Expenses	617.83
100-705-52019	Professional Services	102.69
100-705-52023	Facility Maintenance	80.00
100-705-52097	Enterprise Fleet	26,519.79
100-705-52098	Enterprise Fleet Mainte...	1,730.97
100-708-52001	Operating Supplies	205.86
100-709-52097	Enterprise Fleet	427.68
100-710-52097	Enterprise Fleet	451.21
100-711-52097	Enterprise Fleet	463.83
100-715-52001	Operating Supplies	93.76
100-715-52019	Professional Services	2,694.00
100-715-52097	Enterprise Fleet	7.00
202-722-52019	Professional Services	1,857.60
202-723-53102	Downtown Infrastructure	102,181.23
603-738-52019	Professional Services	1,425.00
605-000-52001	Operating Supplies	933.98
703-733-52097	Enterprise Fleet	591.08
703-734-52019	Professional Services	93.24
703-734-52097	Enterprise Fleet	793.13
706-000-52019	Professional Services	650.00
Grand Total:	150,303.99	

Project Account Summary

Project Account Key	Expense Amount
None	150,303.99
Grand Total:	150,303.99