



# COUNCIL REGULAR SESSION

Wednesday, October 04, 2023 at 7:00 PM

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## COUNCIL MEMBERS:

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

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)

Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)

Phone | 503-397-6272

Fax | 503-397-4016

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

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

### PROCLAMATION

1. Vietnamese American Heritage and Freedom Flag Recognition

### RESOLUTIONS

2. **Resolution No. 1993:** A Resolution to Amend the City of St. Helens Personnel Policies and Procedures Handbook (Resolution No. 1913, as amended) Regarding Payroll Policies, Family Medical Leave Calculation Period, and Paid Leave Oregon Policy

### CONSENT AGENDA FOR APPROVAL

3. Council Minutes dated September 6, 2023
4. Accounts Payable Bill Lists

### WORK SESSION ACTION ITEMS

5. Review Leak Adjustment Request from Doug Morten

### CITY ADMINISTRATOR REPORT

6. Report from City Administrator John Walsh

### COUNCIL MEMBER REPORTS

### MAYOR SCHOLL REPORTS

### EXECUTIVE SESSION

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

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

*Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

**OTHER BUSINESS**

**ADJOURN**

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/85716202124?pwd=bkJwZVIwQVJCY29sVkxEQk5NZWI1QT09>

Meeting ID: 857 1620 2124

Passcode: 080968

Dial: 669-900-9128

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

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

**City of St. Helens, Oregon**  
**PROCLAMATION**  
 By Mayor Rick Scholl

*Vietnamese American Heritage and Freedom Flag*

**WHEREAS**, Vietnamese refugees have proudly resided in the state of Oregon and surrounding communities since the conclusion of the Vietnam War; and

**WHEREAS**, Vietnamese Americans have put forth their full toiling energy building the state of Oregon in a multitude of prominent areas including industry, economy, culture, education, and military service; and

**WHEREAS**, Vietnamese Americans have counted on the state of Oregon as being their second heart, mind, and family homeland; and

**WHEREAS**, Vietnamese Americans have embraced Vietnamese customs and traditions that have continually been practiced through generations; and

**WHEREAS**, a large number of Oregon's Vietnamese Americans respectfully embrace the yellow and three red striped Heritage and Freedom flag as a symbol of Vietnamese American community; and

**WHEREAS**, it is the will and desire from the Vietnamese Community of Oregon and its community members, that the Vietnamese American Heritage and Freedom Flag be recognized as the official flag of their organization.

**NOW, THEREFORE**, I, Rick Scholl, Mayor of the City of St. Helens, do hereby recognize the Vietnamese American Heritage and Freedom Flag as the official flag of Vietnamese Americans living in the state of Oregon and resolutely encourage all to join in the reverent recognition of this cultural flag.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of St. Helens to be affixed at St. Helens City Hall on this 4th day of October 2023.

*Place  
Gold  
Seal &  
Stamp  
Here*

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

ATTEST: \_\_\_\_\_  
Kathy Payne, City Recorder

City of St. Helens  
**RESOLUTION NO. 1993**

Item #2.

A RESOLUTION TO AMEND THE CITY OF ST. HELENS  
PERSONNEL POLICIES AND PROCEDURES HANDBOOK  
(RESOLUTION NO. 1913, AS AMENDED) REGARDING PAYROLL  
POLICIES, FAMILY MEDICAL LEAVE CALCULATION PERIOD,  
AND PAID LEAVE OREGON POLICY

**WHEREAS**, the City finds it necessary to change payroll policies to a more efficient and effective process; and

**WHEREAS**, the City finds it necessary to update the Personnel Policies and Procedures Handbook to reflect changes in the law; and

**WHEREAS**, Paid Leave Oregon calculates a leave period as a "rolling forward" benefit year; and

**WHEREAS**, the City currently uses a "rolling backward" leave year for family medical leave and staff finds it necessary to align the leave year calculation with Paid Leave Oregon as leaves will run concurrently.

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

**Section 1.** Section 002 of the City of St. Helens Personnel Policies and Procedures Handbook is hereby amended as follows and will be implemented with the October pay cycle:

**002. EMPLOYMENT STATUS AND TERMS AND CONDITIONS OF EMPLOYMENT**

**H. Payroll Policies**

~~Employees are paid semi-monthly on the 15<sup>th</sup> and last business day of the month. If the 15<sup>th</sup> or last day of the month lands on a Saturday or Sunday, payroll will be processed for the preceding business day. All deductions for items like insurance payments will be split 50/50 with the semi-monthly payroll process.~~

~~New employees as of the date this policy is approved will be required to have their checks setup on a direct deposit to the bank of their choosing. No paychecks will be delivered to any person other than the employee named on the paycheck unless the employee provides written permission for someone else to receive the check.~~

Employees are paid monthly. Pay period ends on the 20<sup>th</sup> of the month. Employees are paid on the last business day of every month. Full-time employees have the option to receive up to 50% of their estimated regular monthly pay via a draw on the closest business day to the 15<sup>th</sup> of every month. The amount requested may be a percentage or a specific amount up to 50% of their base pay.

New employees as of the date this policy is approved will be required to have their pay and draws setup on a direct deposit to the bank of their choosing. Draw checks for current employees as of the date of this policy will be required to be received by direct deposit to the bank of their choosing unless an employee makes a written request to Finance for an exception to be paid by check. No paychecks will be delivered to any person other than the employee

named on the paycheck unless the employee provides written permission for someone else to receive the check.

Item #2.

**Section 2.** Section 003 of the City of St. Helens Personnel Policies and Procedures Handbook is hereby amended as follows and takes effect October 25, 2023:

### **003. TIME OFF AND LEAVES OF ABSENCE**

#### **E. Family Medical Leave**

##### **One-Year Calculation Period**

The "twelve-month period" during which leave is available (also referred to as the "One-Year Calculation Period") will be determined by a rolling 12-month period measured ~~backward~~ **forward** from the **Sunday preceding the first** date **which** an employee uses any Family Medical Leave. Each time an employee takes Family Medical Leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the ~~immediately preceding 12 months~~ **12-month leave period**.

**Section 3.** Section 003 of the City of St. Helens Personnel Policies and Procedures Handbook is hereby amended as follows:

### **003. TIME OFF AND LEAVES OF ABSENCE**

#### **N. Paid Leave Oregon (a State of Oregon run program)**

##### **Eligible Family Members**

Paid Leave Oregon allows an employee to take Family leave for the following family members:

- A spouse or domestic partner
- A child (biological, adopted, stepchild, or foster child), a child's spouse or domestic partner's child, or the child's spouse or domestic partner
- A parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of a spouse or domestic partner, or the employee's parent's spouse or domestic partner
- A sibling or stepsibling or their spouse or domestic partner
- A grandparent or grandparent's spouse or domestic partner
- A grandchild or grandchild's spouse or domestic partner
- Anyone the employee is related to by blood
- Anyone who is connected to the employee ~~and has a family relationship~~ **like a family member**.

Paid Leave Oregon may require documentation and/or attestation of eligibility.

## Accrued Leave and Holiday Pay While on Leave

Item #2.

Employees on PLO leave will not accrue sick, vacation, or other employer-provided leave ~~and~~.  
eEmployees will receive holiday pay.

## Use of Accrued Leave to Supplement Paid Leave Oregon Benefit

Paid Leave Oregon benefits will not provide the majority of employees with 100% of their gross regular wages, so employees receiving PLO benefits, may choose to supplement their PLO benefits with other available paid leave such as accrued paid leave [sick, vacation, etc.], and/or comp time, ~~up to or close to 100% of the employee's regular gross wage~~. Supplemental leave can only be requested in hourly increments.

To request use of employer compensation, employees are required to complete, sign, and then submit, a Supplemental Compensation Request Form, ~~along with their PLO benefit determination letter~~, no later than the last date and time the City requires employees' regular payroll submissions to be submitted. ~~The City will then determine the amount of accrued leave and/or other eligible compensation needed, to bring the wages up to or close to 100% of the employee's regular gross wages.~~ Failure to complete, sign, and return the Supplemental Leave Authorization Form to Payroll in a timely manner may result in the employee's supplemental leave to be delayed and paid in a future paycheck.

## **Complaint Procedure** *(inserted before "Who to Contact for More Information")*

The City prohibits discrimination and harassment against an employee who takes protected paid leave. Conduct that violates the City's no-harassment and no-discrimination policies will not be tolerated and may subject an employee to discipline, up to and including termination. See the No-Harassment Policy on page 8.

Employees who have experienced discrimination or harassment, or have witnessed such behavior, should bring the matter to the attention of any supervisor or member of management as soon as possible.

**APPROVED AND ADOPTED** by the City Council on October 4, 2023 by the following vote:

Ayes:

Nays:

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

ATTEST:

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

**City of St. Helens**  
*Consent Agenda for Approval*  
**CITY COUNCIL MINUTES**

Presented for approval on this 4<sup>th</sup> day of October, 2023 are the following Council minutes:

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2023

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- Work Session, Executive Session, and Regular Session Minutes dated September 6, 2023

**After Approval of Council Minutes:**

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



# COUNCIL WORK SESSION

Wednesday, September 06, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Crystal King, Communications Officer

Jacob Graichen, City Planner  
Jenny Dimsho, Associate Planner  
Matthew Kahl, Contracted City Attorney  
Tina Curry, Contracted Event Coordinator

### OTHERS

Steve Topaz	Brady Preheim
Ron Trommlitz	Jane Garcia
Paul Vogel	Aurora Biggers
Jen Massey	Rich Mason
Arthur Leskowich	Pete Schweitzer

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

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

- ◆ Ron Trommlitz. Mr. Trommlitz requested the same courtesy that was given to Doug Morten at the last meeting to speak over the three-minute limit. He read a letter into the record about the 2MG Water Reservoir presentation on August 16 which noted the project delays resulted in a 50 percent increase in replacement cost. He spoke about how the Pittsburg Road Reservoir was not a failure but that the rehabilitation plan applied to it failed, setting in motion events not shared with the community. He was here to show concern for what the City does not want the public to know. He requested a copy of the Walker report which is not being released due to attorney-client privilege.

Mayor Scholl explained the Council gave Mr. Morten extra time to speak at the last meeting because he was talking about a matter of public safety, and he did not have a script. Mr. Trommlitz thanked Mayor Scholl for allowing him the extra time.

- ◆ Pete Schweitzer. Mr. Schweitzer will be starting a mobile staging business in the fall which will be ready to roll next spring. He would like to put in a bid to the Council for next year's stages for 13 Nights. They will be national act size stages and expandable beyond that. The City Recorder's Office has his information.
- ◆ Steve Topaz. Mr. Topaz noted three items before he wanted his time limit to begin: he just learned Diane Dillard was passing away, and the City should acknowledge her; the written document he submitted is not accurately reported in the minutes of the August 2 Council meeting and work

session; freedom of speech is three minutes, and if it is extended, freedom of speech has been given up. He spoke about how the Veneer plant at the Waterfront was now going to be mixed use, wanting to know what the real plans are for using the property, and that it is known the property is contaminated. He talked about what the mill closing in the near future will mean when it stops supplying hot water to the lagoon, possible reroutings and clean-up, and questions still needing to be addressed. He described the sale and legal problems of the grow facility. The City should think about not tearing down the leaking reservoir but turning it into a roller-skating rink or velodrome. A copy of his testimony was submitted for the record.

- ◆ Brady Preheim. Mr. Preheim asked the Council to reconsider interviewing for the vacant Councilor position via Zoom and added an in-person option should be offered. Main Street Alliance no longer has an executive director. He spoke about how he believed the partnership had been a complete failure and less transparent. The City should reconsider the relationship. The City needed to have more public comment regarding the Gateway arch before moving forward. The intersection had not been worked on for a while. The work was supposed to be completed by the end of summer. A lot of merchants were unhappy, and the unfinished work would pose a problem for Spirit of Halloweentown. Columbia River Fire & Rescue should not be funded by the City. They should borrow from the County.
- ◆ Tina Curry. Ms. Curry thanked Public Works for moving the tent at the last minute with the construction team. Up-to-date information about Spirit of Halloweentown events and parking will be posted soon on the City of St. Helens website. People can let her know if they have questions.

## DISCUSSION TOPICS

### 1. Length of Service Recognition - Lisa Scholl (20 years) & Nicole Woodruff (15 years)

Mayor Scholl recognized Lisa Scholl for her 20 years with the City where she currently was serving as Deputy City Recorder. He shared comments from her co-workers praising her and noted she is married to his cousin. He awarded Nicole Woodruff for her service of 15 years with the City, currently as Library Technician I. He shared her background with the City and Library Director Suzanne Bishop's praise of Nicole. The Council applauded Lisa and Nicole.

### 2. Columbia Economic Team (CET) Semi-Annual Report - *Executive Director Paul Vogel*

Executive Director Paul Vogel presented via PowerPoint CET's semi-annual report which highlighted an organizational update; Columbia County SBDC and its success; Keep it Local's new directory and mobile app; GRO Greater St. Helens; tourism; business recruitment, retention, and expansion including that which is St. Helens-centric; economic development and workforce initiatives and projects; and what is coming up including partnerships and collaborations.

Mr. Vogel noted with the Industrial Park and the Cascades closure, they worried about PGE not having the load. He acknowledged PGE might be the better option from which to buy the extra capacity for specific loads because PGE has robust transmission, an ambitious IRP for renewable portfolio development. PGE will need someplace to send the power because they have to develop it from a regulatory standpoint. They have the capability which is all the more reason to keep them focused in St. Helens.

Mayor Scholl stated it is known that the area has load issues. Mr. Vogel responded that Columbia River Fire & Rescue District has about 50 megawatts of headroom. If it is desired to get over 50 megawatts, it is necessary to work with BPA in a seven- to eight-year planning process. Once BPA says they cannot do it, then there is more license to go out to invest in a city's own utilities and work out other interconnection and power supply agreements.

Mr. Vogel thanked the Council for their support.

Mr. Vogel explained the Paid Leave Oregon law that went into effect very recently and that it will have an impact on employers and recruitment.

He distributed photocopies of the 1859 article on attractions in St. Helens.

### **3. Columbia River Fire & Rescue District Financial Assistance Proposal - City Administrator John Walsh**

Mayor Scholl reported that the District withdrew their request for financial assistance. City Administrator Walsh added he had spent a lot of time helping to find alternative funding sources and clarified he did not know what solution they found.

Mayor Scholl explained the City's relationship with Akin Blitz, who was representing the District and clarified Mr. Blitz for the most part does not represent the City on a lot of its internal lawsuits and economic matters. Mr. Walsh said Mr. Blitz is used during labor negotiations for the police and AFSCME and sometimes advises on more complicated HR issues.

Mayor Scholl acknowledged there were no prior conversations about using the City's reserve to help the District. The City was as surprised as everyone else by the request. He explained why he had pointed the District in the direction of the County.

Council President Chilton said the idea of no fire/EMT response in the city had caused emotional stress. She hoped they could rebuild back to a healthier place. The County needed to step up, and the City needed to take initiative to get involved and help the Fire District get cleaned up.

Mayor Scholl stated he stays in his lane because the District has elected officials, but he understood Council President Chilton's points.

Mayor Scholl spoke about how people should get all the behind-the-scenes information about a matter before prosecuting a person in a public forum.

### **4. Economic Opportunities Analysis Update - City Planner Jacob Graichen and Associate Planner Jenny Dimsho**

City Planner Graichen and Associate Planner Dimsho explained the Economic Opportunities Analysis (EOA) state policy in advance of tonight's regular session agenda item about Resolution No. 1991 for authorization of a technical assistance grant with the State to update the EOA, a project in the Strategic Plan. The State requires the analysis be updated. The last EOA the City did was in 2008 which was adopted in 2009. Mr. Graichen clarified he believed the quality control for the analysis may have been done in haste and added better data is available now. The EOA helps the City consider how much industrial land is needed for things like changing the zoning from industrial to something else. Staff believed updating the EOA was necessary. The application was due October 1st. The ask was \$60,000, which will cover the cost of an EOA in its entirety.

### **5. Review Proposed Rates Increases for Waste Management Drop Box Services - City Administrator John Walsh**

Mr. Walsh reviewed the proposed drop box service rate increase which was limited to a special CPI and capped at 1.5 percent. A cover letter from Waste Management with the enclosed 2023 rate schedule is included in the meeting packet.

### **6. Review New Job Descriptions - City Administrator John Walsh**

Mr. Walsh withdrew the first job description of Building Permit Technician, as it had not been vetted. He will bring it back after vetting. The rest of the job descriptions were ready for approval at tonight's regular session: Librarian I and Water Quality Operators I, II, and III. The pay for the positions was changing which a resolution will address. The job descriptions had changed a bit, too. He described the process of

the updating and negotiations and noted not every contract requires negotiations. He clarified about half of the City's job descriptions were up to date. City Recorder Kathy Payne added that last year staff implemented the step of the employee reviewing their job description with their supervisor during their performance evaluation. If they suggest any changes, staff will bring them up.

### **7. Assignment of Voting Delegate and Alternate for LOC Business Meeting**

The Council briefly discussed the League of Oregon Cities (LOC) meeting, and their consensus was for Councilor Gundersen to be the delegate and Councilor Sundeen to be the alternate delegate.

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

City Administrator Walsh presented his report and noted some items were already addressed on the agenda. Highlights were as follows:

- The Paid Oregon Leave law went into effect September 1, and the City needed to revise internal policies to accommodate how the leave rolls out. He clarified the leave can be taken stop/start and not all at once.
- The City must update its Workplace Wellness policy to be eligible for future CIS grants.
- The State Ethics Board had clarified door prizes at the Wellness Fair do not have a cap. In addition, raffle prizes donated by fellow members at conferences can be accepted at any dollar amount as long as Councilors or staff are not making a decision based on the donor of the prize.
- Approval for signatures tonight:
  - The contract with Howard S. Wright had been vetted by legal and was ready to go.
  - Financial analysts Tiberius Solutions will look at the Urban Renewal forecasting and at the impacts of Cascades leaving to both the Urban Renewal Agency and to the General Fund City budget.
  - An amendment to the Kittleson and Associates, Inc. contract for work that was incomplete on the intersection. The project did have the undergrounding of the power. The contract was drawn up four years ago. It was taken down to bid it. The contractor said it is not their job to design it, and they were right. Overall, the project was going ahead as scheduled with the work that is complete. Mayor Scholl said the step was to get the contractor to bid properly on the work. A temporary fix was being made to the intersection to last the 60 days it will take to get through design and approval, etc. Mr. Walsh confirmed the fix will then be ripped back out and the project finished. The project will stay within the budget.
- He has been invited to participate at the LOC conference on a panel to discuss Council compensation and if it removes barriers for people to be on the Council. He spoke about other cities and their compensation for public service.
- The police station project was moving along.
- The First and Street project is going well.
- The contractors originally said the tent could be perpendicular next to where the street extension is. At the last minute, electrical contractors were in there, and they needed to get into it. The suggestion was to move the tent into the park. It will be gone the first week of November.

**ADJOURN – 3:40 pm**

**EXECUTIVE SESSION**

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

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

September 6, 2023

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

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

**Others:** Tim Ralston (arrived at 4:19 p.m. and left at 5:04 p.m.)



At 3:55 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call. Other than Labor Negotiator Consultations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Legal Counsel/Litigation, under ORS 192.660(2)(h)**
  - 3:56 p.m. – Update on litigation brought by James Huffman against Municipal Judge Amy Lindgren.
  - 4:03 p.m. – Update on litigation with Cascades Tissue.
  - 4:07 p.m. – Update on litigation with ACSP.
- **Real Property Transactions, under ORS 192.660(2)(e)**
  - 4:13 p.m. – Update on Kelley Street property negotiations.
  - 4:14 p.m. – Update on property at Pittsburg Road.
  - 4:15 p.m. – Update on potential purchase/lease of property in the St. Helens Industrial Business Park.
  - 4:19 p.m. – Update on possible purchase/development of Millard Road property.

The Executive Session was adjourned at 5:17 p.m.



ATTEST:

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

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

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



# COUNCIL REGULAR SESSION

Wednesday, September 06, 2023

## DRAFT MINUTES

### MEMBERS PRESENT

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

### STAFF PRESENT

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

### OTHERS

Nick Hellmich	Jen Massey
Patrick Birkle	Brady Preheim
Richard Mason	Jesse Lagers
Breanna Gaston	V. "Chin Chin" Hokinson
Adam St. Pierre	

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

### PLEDGE OF ALLEGIANCE

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

- ◆ Patrick Birkle. It was an honor serving with the Council and staff. At one of his last meetings, he was confronted about questioning how the event coordinator handles cash. He only questioned that because the coordinator said at the January 18, 2023, Work Session that she does not have to account for cash. Reading the contract, he interprets it that all income related to events will be accounted for. He was fully justified in asking those questions. It was not an attack.
- ◆ Jen Massey. Acknowledged Council President Chilton's comment about being a liaison to Columbia River Fire & Rescue (CRFR). That resource is needed. She was told that Columbia County holds the ambulance contract but is not sure if it's accurate. It was disappointing to hear that Commissioner Magruder said there was "no way in hell she would agree to that," referring to loaning CRFR funds. Hopefully, CRFR will get their things together. The Police Department responds to medical calls almost 90% of the time. They are usually there first performing life-saving measures. They are in an imminent issue of not having 24-hour coverage and expect multiple retirements in 2024. The Sheriff made a promise for 24-hour coverage but has not said when that will happen. Is the City prepared to not have 24-hour coverage? Who will they call without it?

- ◆ Adam St. Pierre. There are 10 patrol officers, three patrol sergeants, one investigative administrative sergeant, two detectives, and two admin. If they have six people leave in the next two years, they are in trouble. They are one person away from losing 24/7 coverage. Just this week they have seen the Police Department remove 562 fentanyl pills from the street, arrest someone for Rape 1, and arrest someone for sexual activity with an underage female in the park. They have submitted a request for budget documents so they can be informed when they sit down and discuss ways to fund additional officers. He sent an email to the County Commissioners asking what percentage of the budget goes to law enforcement and was told they needed to complete a Public Records Request. They still have not received a response from Sheriff Pixley about 24-hour coverage. Multiple Public Records Requests have been submitted and they will share that information with the public.
- ◆ Nick Hellmich. He shared some of the reasons he wants to serve on Council:
  - Serve the community
  - Bring the spotlight back to the people of St. Helens
  - Act as a bridge between the people of St. Helens and the City
  - Bring solutions to the budget crisis
  - Create an inclusive and sustainable future
  - Transparency
  - Build a future to be proud of
- ◆ Brady Preheim. He is thankful that Patrick Birkle is gone. He constantly attacked the event coordinator. She does account for cash and Council should correct that in public. They know what he's saying is wrong. He would like to see an audit done of the Councilor who claimed he was going to donate all his money. His attacks are unfounded and unwarranted.

## RESOLUTIONS

1. **Resolution No. 1988:** A Resolution to Amend the City of St. Helens Personnel Policies and Procedures Handbook (Resolution No. 1913, as amended) Adding a Policy on the New Paid Leave Oregon Law

Mayor Scholl read Resolution No. 1988 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to adopt Resolution No. 1988. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen

2. **Resolution No. 1989:** A Resolution Adopting a New City of St. Helens Worksite Wellness Policy and Superseding Resolution No. 1715

Mayor Scholl read Resolution No. 1989 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 1989. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen

3. **Resolution No. 1990:** A Resolution Amending the AFSCME Employee Compensation Plan for Fiscal Year 2023-2024

Mayor Scholl read Resolution No. 1990 by title. **Motion:** Motion made by Councilor Gundersen and seconded by Council President Chilton to adopt Resolution No. 1990. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen

4. **Resolution No. 1991:** A Resolution of the City of St. Helens City Council Authorizing Application to the 2023-2025 Department of Land Conservation and Development Technical Assistance Grant Program

Mayor Scholl read Resolution No. 1991 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Resolution No. 1991. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen

#### **5. PUBLIC COMMENTS - Increase in Drop Box Rates**

No public comments.

**Resolution No. 1992:** A Resolution Establishing Drop Box Rates and Superseding Resolution No. 1965

Mayor Scholl read Resolution No. 1992 by title. **Motion:** Motion made by Councilor Sundeen and seconded by Councilor Gundersen to adopt Resolution No. 1992. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen

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

6. Contract with Howard S. Wright for Construction Manager/General Contractor (CM/GC) Services for New Public Safety Building
7. Agreement with Tiberius Solutions for Urban Renewal Financial Update
8. Second Amendment to Agreement with Kittelson & Associates, Inc. for S. 1st Street & St. Helens Street Intersection Improvements Project

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

Discussion.

Mayor Scholl reported that this corrects a couple minor errors made at the S. 1<sup>st</sup> Street and St. Helens Street intersection.

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

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

9. Parks and Trails Commission Minutes dated July 10, 2023

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

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

10. Council Minutes dated August 2, 2023
11. New Building Permit Technician Job Description
12. New Librarian I (Patron Services Librarian) Job Description
13. New Water Quality Operator I, II, and III Job Descriptions
14. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Chilton and seconded by Councilor Sundeen to approve '10', '12', '13', and '14'. **Vote:** Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Sundeen

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

None

#### **COUNCIL MEMBER REPORTS**

Council President Chilton reported...

- Proud of the Police Department. They are doing great work and protecting the community. It's important to share those updates with the community.

- She has been getting emails about the reservoir. What was reported by Public Works Director Zaher and Engineering Manager Darroux is all they know. She doesn't know about a smoking gun.
- She looks forward to a new councilor joining them. There are a lot of great candidates.
- They lost a pillar of the community today. Diane Dillard was a mentor to her and touched the lives of so many. Condolences to her family. She will be truly missed.

Councilor Sundeen reported...

- Parks & Trails Commission meets next week.
- Nob Hill Nature Park work party on Saturday.
- Thanked the Police Department for their great work. A lot happens behind the scenes that they don't see.
- It's hard to imagine the community without Diane Dillard. It's a big loss for the community. His thoughts are with the family.

Councilor Gundersen reported...

- He missed the last Planning Commission meeting.
- There are two candidates for the vacant Planning Commission position.
- He looks forward to performing Council interviews next week.

### **MAYOR SCHOLL REPORTS**

- Condolences to Cheryl Breslin and Diane Dillard's families. They lost two powerful women back-to-back. They were both very involved in the community and will be missed.
- They received 10 applications for the vacant Council position. He is happy to see people wanting to be involved. Interviews will be held next week.
- They signed a contract for the new Public Safety Facility tonight. An ad-hoc committee recommended the Public Safety fee be added to utility bills. It makes it more equitable that everyone pays that \$10 per month.
- Kudos to the Police Department for getting drugs and sex offenders off the street.
- He still hasn't received financial information from the County. The City keeps money in reserves so they don't end up in the same predicament as CRFR.
- Already reading comments from reporters about what he said during the Work Session about CRFR. They don't hold secret meetings and make decisions behind the scenes. He is pleased with where they are at. He thanked City Administrator Walsh for monitoring the budget and managing the day-to-day operations. They would be shocked to see what he does and what he gets paid.
- Welcome back to school!
- 13 Nights on the River is rescheduled to next week.

### **OTHER BUSINESS**

Consensus of Council to cancel the September 13, 2023, joint City Council and Planning Commission meeting. The next meeting will be held on December 13, 2023.

### **ADJOURN – 7:35 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Rick Scholl, Mayor



St. Helens, OR

# Expense Approval Register

Item #4.

Packet: APPKT00841 - AP 9.15.23

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
DAHLGREN'S DO IT BEST BUI...	08.25.23	09/11/2023	BUILDING SUPPLIES ACCT 10...	100-705-52023	32.76
DAHLGREN'S DO IT BEST BUI...	08.25.23	09/11/2023	BUILDING SUPPLIES ACCT 10...	100-708-52023	1,100.27
DAHLGREN'S DO IT BEST BUI...	08.25.23	09/11/2023	BUILDING SUPPLIES ACCT 10...	100-709-52023	51.98
SUNSET AUTO PARTS INC - N...	08.31.23	09/11/2023	AUTO PARTS ACCT 6355	100-705-52001	125.13
WILCOX	0815287-IN	09/11/2023	FUEL PARKS DEPT	100-708-52022	570.78
CARDINAL SERVICES INC	1227682	09/11/2023	TEMPORARY EMPLOYMENT ...	100-708-52019	1,044.00
MORE POWER TECHNOLOGY...	15387	09/11/2023	PREMIUM AGREEMENT MO...	100-712-52019	9,863.65
COMMUNICATIONS NORTH...	78994	09/11/2023	BENCH REPAIR LABOR & PM ...	100-705-52019	134.00
PAGEFREEZER SOFTWARE INC	INV-14737	09/11/2023	WEBSITE ARCHIVE	100-712-52006	1,696.50
STEVEN R SCHARFSTEIN	00330	09/14/2023	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	00331	09/14/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	00332	09/14/2023	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN R SCHARFSTEIN	00333	09/14/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN R SCHARFSTEIN	00334	09/14/2023	COURT ATTORNEY FEES	100-704-52019	125.00
CENTURY LINK	09.02.23 351B	09/14/2023	967	100-712-52010	124.91
CENTURY LINK	09.02.23 351B	09/14/2023	909	100-712-52010	98.61
CENTURY LINK	09.02.23 351B	09/14/2023	228	100-712-52010	85.86
CENTURY LINK	09.02.23 351B	09/14/2023	699	100-712-52010	123.15
CENTURY LINK	09.02.23 351B	09/14/2023	818	100-712-52010	373.20
CENTURY LINK	09.02.23 351B	09/14/2023	796	100-712-52010	41.07
CENTURY LINK	09.02.23 351B	09/14/2023	162	100-712-52010	83.52
CENTURY LINK	09.02.23 351B	09/14/2023	579	100-712-52010	44.83
CENTURY LINK	09.02.23 351B	09/14/2023	130	100-712-52010	137.01
PATI RUIZ -	09.08.23	09/14/2023	TRAVEL & MEAL REIMBURS...	100-705-52018	157.73
NW NATURAL GAS	09.12.23	09/14/2023	5638	100-705-52003	69.96
NW NATURAL GAS	09.12.23	09/14/2023	7673	100-706-52003	96.70
NW NATURAL GAS	09.12.23	09/14/2023	8563	100-708-52003	27.64
NW NATURAL GAS	09.12.23	09/14/2023	3047	100-708-52003	23.46
NW NATURAL GAS	09.12.23	09/14/2023	6430	100-709-52003	16.61
NW NATURAL GAS	09.12.23	09/14/2023	0109	100-709-52003	22.20
NW NATURAL GAS	09.12.23	09/14/2023	2848	100-715-52003	18.01
NW NATURAL GAS	09.12.23	09/14/2023	5285	100-715-52003	16.61
MIKE WATSON	09.14.23	09/14/2023	UMPIRING ADULT SOFTBALL	100-709-52019	210.00
SAIF CORPORATION	1001371164	09/14/2023	7/1/2019-6/30/2020 POLICY ...	100-000-23001	3,212.06
BUCHALTER A PROFESSIONAL...	1237741	09/14/2023	LEGAL SERVICES L6142	100-704-52019	5,950.00
ECOBRITE SERVICES LLC	138310	09/14/2023	AUGUST JANITORIAL SERVIC...	100-706-52023	1,194.92
ECOBRITE SERVICES LLC	138310	09/14/2023	AUGUST JANITORIAL SERVIC...	100-708-52023	28.70
ECOBRITE SERVICES LLC	138310	09/14/2023	AUGUST JANITORIAL SERVIC...	100-709-52023	311.09
ECOBRITE SERVICES LLC	138310	09/14/2023	AUGUST JANITORIAL SERVIC...	100-715-52023	747.84
ZOOBEAN INC	27994	09/14/2023	BEANSTACK PLUS MEMBERS...	100-706-52028	895.00
MIDWEST TAPE	504125600	09/14/2023	DVD / ABD 2000010011	100-706-52034	8.99
MIDWEST TAPE	504255475	09/14/2023	DVD / ABD 2000010011	100-706-52034	37.48
MIDWEST TAPE	504291264	09/14/2023	DVD / ABD 2000010011	100-706-52034	360.83
INGRAM LIBRARY SERVICES	77352310	09/14/2023	BOOKS 20C7921	100-706-52033	35.33
INGRAM LIBRARY SERVICES	77352311	09/14/2023	BOOKS 20C7921	100-706-52033	947.55
INGRAM LIBRARY SERVICES	77352312	09/14/2023	BOOKS 20C7921	100-706-52033	18.26
INGRAM LIBRARY SERVICES	77352313	09/14/2023	BOOKS 20C7921	100-706-52033	12.38
INGRAM LIBRARY SERVICES	77352314	09/14/2023	BOOKS 20C7921	100-706-52033	42.86
INGRAM LIBRARY SERVICES	77352315	09/14/2023	BOOKS 20C7921	100-706-52033	23.74
TROTTER & MORTON FACILI...	81139	09/14/2023	C10000 MAINTENANCE AGR...	100-715-52023	482.50
TROTTER & MORTON FACILI...	81145	09/14/2023	C10630 MAINTENANCE AGR...	100-715-52023	1,785.25
NICOLE R FLORES	9.14.23	09/14/2023	UMPIRING ADULT SOFTBALL	100-709-52019	175.00
VERIZON	9943276904	09/14/2023	CELL SERVICE ACCT 2420601...	100-712-52010	167.03

## Expense Approval Register

Packet: APPKT008

Item #4.

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA COUNTY SHERIFF...	AUG 2023-SHPD	09/14/2023	FIRING RANGE USAGE	100-705-52018	100.00
OVERDRIVE	CD0109323202998	09/14/2023	DEPOSIT ON ACCOUNT FOR ...	100-706-52032	500.00
ACE HARDWARE - ST. HELENS	08.31.23 60174	09/15/2023	ACE MATERIALS ACCT 60174	100-709-52023	47.98
ACE HARDWARE - ST. HELENS	08.31.23 60176	09/15/2023	MATERIALS ACE ACCT 60176 ...	100-708-52023	-42.81
ACE HARDWARE - ST. HELENS	08.31.23 60176	09/15/2023	MATERIALS ACE ACCT 60176 ...	100-708-52023	523.41
ACE HARDWARE - ST. HELENS	08.31.23 60177	09/15/2023	ACE ACCT 60177 MATERIALS	100-705-52001	-3.20
ACE HARDWARE - ST. HELENS	08.31.23 60177	09/15/2023	ACE ACCT 60177 MATERIALS	100-705-52001	31.99
WILCOX	0808949-IN	09/15/2023	FUEL PARKS DEPT	100-708-52022	166.94
MAILBOXES NORTHWEST	09.01.23	09/15/2023	POSTAGE 2801 ACCT 1 PD	100-705-52001	31.82
CARDINAL SERVICES INC	1227871	09/15/2023	TEMPORARY EMPLOYMENT	100-708-52019	835.20
COMCAST BUSINESS	181836897	09/15/2023	FIBER INTERNET ACCT 93457...	100-712-52003	4,667.69
JORDAN RAMIS PC ATTORNE...	211188	09/15/2023	GENERAL LEGAL	100-702-52019	3,033.00
JORDAN RAMIS PC ATTORNE...	211191	09/15/2023	PUBLIC RECORDS REQUEST-...	100-702-52019	450.00
QWEST DBA CENTURYLINK A...	3263X204-S-23254	09/15/2023	5163X204S3	100-712-52010	80.33
SHRED-IT C/O STERICYCLE INC	8004589661	09/15/2023	CITY HALL SHRED SERVICE	100-715-52001	110.41

Fund 100 - GENERAL FUND Total: 44,134.72

## Fund: 201 - VISITOR TOURISM

NW NATURAL GAS	09.12.23	09/14/2023	7764	201-000-52003	48.93
NW NATURAL GAS	09.12.23	09/14/2023	9614	201-000-52003	16.61
ACE HARDWARE - ST. HELENS	08.31.23 60174	09/15/2023	ACE MATERIALS ACCT 60174	201-000-52028	-13.26
ACE HARDWARE - ST. HELENS	08.31.23 60174	09/15/2023	ACE MATERIALS ACCT 60174	201-000-52028	58.54

Fund 201 - VISITOR TOURISM Total: 110.82

## Fund: 202 - COMMUNITY DEVELOPMENT

MAYER REED INC	14560	09/14/2023	ST HELENS RIVERWALK	202-723-52055	9,149.25
MAUL FOSTER ALONGI INC	56208	09/14/2023	WWTP LAGOON ON CALL SE...	202-726-52019	273.75
PORTLAND GENERAL ELECTR...	08.09.23-09.08.23 1000	09/15/2023	1650931000	202-722-52003	20.60
PORTLAND GENERAL ELECTR...	08.09.23-09.08.23 73577010...	09/15/2023	7357701000	202-722-52003	53.42
MACKENZIE	1085181	09/15/2023	ST. HELENS PUBLIC SAFETY B...	202-722-52019	3,856.89
JORDAN RAMIS PC ATTORNE...	211062	09/15/2023	GENERAL ENVIRONMENTAL	202-722-52019	6,249.00

Fund 202 - COMMUNITY DEVELOPMENT Total: 19,602.91

## Fund: 203 - COMMUNITY ENHANCEMENT

CARDINAL SERVICES INC	1227682	09/11/2023	TEMPORARY EMPLOYMENT ...	203-709-52028	437.06
CARDINAL SERVICES INC	1227871	09/15/2023	TEMPORARY EMPLOYMENT	203-709-52028	213.20
EAGLE STAR ROCK PRODUCTS..	42326	09/15/2023	ROCK-MCCORMICK PARK	203-708-52040	199.48

Fund 203 - COMMUNITY ENHANCEMENT Total: 849.74

## Fund: 205 - STREETS

DAHLGREN'S DO IT BEST BUI...	08.25.23	09/11/2023	BUILDING SUPPLIES ACCT 10...	205-000-52001	10.35
PORTLAND GENERAL ELECTR...	09.06.23-08.07.23 1000	09/11/2023	4854421000	205-000-52003	55.17

Fund 205 - STREETS Total: 65.52

## Fund: 601 - WATER

SUNSET AUTO PARTS INC - N...	08.31.23	09/11/2023	AUTO PARTS ACCT 6355	601-732-52001	650.20
WILCOX	0815705-IN	09/11/2023	BIO DYED ULTRA FILL GENER...	601-732-52022	488.14
NORTHSTAR CHEMICAL	261380	09/11/2023	SODIUM HYPOCHLORITE 12....	601-732-52083	9,438.71
CORE & MAIN	T471879	09/11/2023	MATERIALS	601-731-52001	1,065.00
NW NATURAL GAS	09.12.23	09/14/2023	2942	601-732-52003	16.61
BIG RIVER CONSTRUCTION I...	09.13.23	09/14/2023	HYDRANT METER DEPOSIT R...	601-000-22000	26.11
ACE HARDWARE - ST. HELENS	08.31.23 60181	09/15/2023	ACE MATERIALS ACCT 60181	601-731-52001	243.71
ACE HARDWARE - ST. HELENS	08.31.23 60181	09/15/2023	ACE MATERIALS ACCT 60181	601-731-52001	-24.38
MISSION COMMUNICATIONS...	1080063	09/15/2023	SERVICE PACKAGE PUMP ST...	601-732-52003	366.72

Fund 601 - WATER Total: 12,270.82

## Fund: 603 - SEWER

ALS GROUP USA CORP	36-51-623734-0	09/11/2023	QUARTERLY SAMPLING	603-737-52064	825.00
WILCOX	0815697-IN	09/14/2023	BIO DYED ULTRA FILL GENER...	603-736-52001	710.85
WILCOX	0815697-IN	09/14/2023	BIO DYED ULTRA FILL GENER...	603-737-52001	710.84
CENTURY LINK	09.02.23 351B	09/14/2023	293	603-736-52010	22.42
CENTURY LINK	09.02.23 351B	09/14/2023	600	603-736-52010	22.41
CENTURY LINK	09.02.23 351B	09/14/2023	654	603-736-52010	22.41
CENTURY LINK	09.02.23 351B	09/14/2023	688	603-736-52010	22.41

## Expense Approval Register

Packet: APPKT008

Item #4.

3

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTURY LINK	09.02.23 351B	09/14/2023	293	603-737-52010	22.41
CENTURY LINK	09.02.23 351B	09/14/2023	600	603-737-52010	22.42
CENTURY LINK	09.02.23 351B	09/14/2023	654	603-737-52010	22.42
CENTURY LINK	09.02.23 351B	09/14/2023	688	603-737-52010	22.42
NW NATURAL GAS	09.12.23	09/14/2023	5750	603-736-52003	24.78
NW NATURAL GAS	09.12.23	09/14/2023	5750	603-737-52003	24.77
ECOBRITE SERVICES LLC	138310	09/14/2023	AUGUST JANITORIAL SERVIC...	603-736-52023	76.63
TROTTER & MORTON FACILI...	81150	09/14/2023	C10855 MAINTENANCE AGR...	603-736-52023	312.00
TROTTER & MORTON FACILI...	81150	09/14/2023	C10855 MAINTENANCE AGR...	603-737-52023	312.00
DEPARTMENT OF ENVIRON...	WQWSC2300069	09/14/2023	WW OPCERT PRG SUPPORT ...	603-737-52066	2,104.96
ACE HARDWARE - ST. HELENS	08.31.23 60180	09/15/2023	MATERIALS ACE ACCT 60180	603-736-52001	75.03
ACE HARDWARE - ST. HELENS	08.31.23 60180	09/15/2023	MATERIALS ACE ACCT 60180	603-737-52001	75.02
ACE HARDWARE - ST. HELENS	08.31.23 60180	09/15/2023	MATERIALS ACE ACCT 60180	603-738-52001	38.97
ACE HARDWARE - ST. HELENS	08.31.23 60180	09/15/2023	MATERIALS ACE ACCT 60180	603-738-52001	-17.32
MISSION COMMUNICATIONS...	1080063	09/15/2023	SERVICE PACKAGE PUMP ST...	603-737-52003	623.40
MISSION COMMUNICATIONS...	1080063	09/15/2023	SERVICE PACKAGE PUMP ST...	603-738-52003	3,474.00
<b>Fund 603 - SEWER Total:</b>					<b>9,550.25</b>

**Fund: 605 - STORM**

SCAPPOOSE SAND AND GRA...	T74377	09/15/2023	2"-3/4" ROUND	605-000-52001	133.31
<b>Fund 605 - STORM Total:</b>					<b>133.31</b>

**Fund: 703 - PW OPERATIONS**

DAHLGREN'S DO IT BEST BUI...	08.25.23	09/11/2023	BUILDING SUPPLIES ACCT 10...	703-739-52023	16.36
SUNSET AUTO PARTS INC - N...	08.31.23	09/11/2023	AUTO PARTS ACCT 6355	703-739-52099	492.83
GLOBAL PAYMENTS	08.31.23	09/14/2023	MERCHANT CARD	703-733-52019	21,212.47
FIFTEENTH STREET PROPERTI...	09.11.23	09/14/2023	RELEASE OF PERFORMANCE ...	703-000-21910	31,927.74
NW NATURAL GAS	09.12.23	09/14/2023	7720	703-734-52003	16.61
NW NATURAL GAS	09.12.23	09/14/2023	8675	703-734-52003	16.61
SAIF CORPORATION	1001371164	09/14/2023	POLICY 26274	703-000-23001	3,212.05
LES SCHWAB TIRE CENTER	22900569777	09/14/2023	TURF TRAC GUARD	703-739-52099	40.99
TROTTER & MORTON FACILI...	81178	09/14/2023	SERVICE CONTRACT HVAC S...	703-739-52120	1,474.50
ACE HARDWARE - ST. HELENS	08.31.23 60174	09/15/2023	ACE MATERIALS ACCT 60174	703-739-52001	25.98
ACE HARDWARE - ST. HELENS	08.31.23 60176	09/15/2023	MATERIALS ACE ACCT 60176 ...	703-739-52099	6.59
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>58,442.73</b>

**Fund: 706 - PUBLIC SAFETY**

MACKENZIE	1085370	09/15/2023	ST HELENS PUBLIC SAFETY BU..	706-000-52019	69,630.42
MACKENZIE	1085371	09/15/2023	ST HELENS PUBLIC SAFETY BU..	706-000-52019	4,802.50
JORDAN RAMIS PC ATTORNE...	211190	09/15/2023	PUBLIC WORKS ENGINEERING	706-000-52019	1,004.98
<b>Fund 706 - PUBLIC SAFETY Total:</b>					<b>75,437.90</b>

**Fund: 801 - URBAN RENEWAL AGENCY**

JORDAN RAMIS PC ATTORNE...	211189	09/15/2023	PLANNING	801-000-52019	70.00
<b>Fund 801 - URBAN RENEWAL AGENCY Total:</b>					<b>70.00</b>

**Grand Total: 220,668.72**

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	44,134.72
201 - VISITOR TOURISM	110.82
202 - COMMUNITY DEVELOPMENT	19,602.91
203 - COMMUNITY ENHANCEMENT	849.74
205 - STREETS	65.52
601 - WATER	12,270.82
603 - SEWER	9,550.25
605 - STORM	133.31
703 - PW OPERATIONS	58,442.73
706 - PUBLIC SAFETY	75,437.90
801 - URBAN RENEWAL AGENCY	70.00
<b>Grand Total:</b>	<b>220,668.72</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-23001	Payroll - Liability	3,212.06
100-702-52019	Professional Services	3,483.00
100-704-52019	Professional Services	6,725.00
100-705-52001	Operating Supplies	185.74
100-705-52003	Utilities	69.96
100-705-52018	Professional Developme...	257.73
100-705-52019	Professional Services	134.00
100-705-52023	Facility Maintenance	32.76
100-706-52003	Utilities	96.70
100-706-52023	Facility Maintenance	1,194.92
100-706-52028	Projects & Programs	895.00
100-706-52032	Digital Resources	500.00
100-706-52033	Printed Materials	1,080.12
100-706-52034	Visual Materials	407.30
100-708-52003	Utilities	51.10
100-708-52019	Professional Services	1,879.20
100-708-52022	Fuel	737.72
100-708-52023	Facility Maintenance	1,609.57
100-709-52003	Utilities	38.81
100-709-52019	Professional Services	385.00
100-709-52023	Facility Maintenance	411.05
100-712-52003	Utilities	4,667.69
100-712-52006	Computer Maintenance	1,696.50
100-712-52010	Telephone	1,359.52
100-712-52019	Professional Services	9,863.65
100-715-52001	Operating Supplies	110.41
100-715-52003	Utilities	34.62
100-715-52023	Facility Maintenance	3,015.59
201-000-52003	Utilities	65.54
201-000-52028	Projects & Programs	45.28
202-722-52003	Utilities	74.02
202-722-52019	Professional Services	10,105.89
202-723-52055	Riverwalk Project	9,149.25
202-726-52019	Professional Services	273.75
203-708-52040	Veteran's Memorial	199.48
203-709-52028	Projects & Programs	650.26
205-000-52001	Operating Supplies	10.35
205-000-52003	Utilities	55.17
601-000-22000	Utility Deposits	26.11
601-731-52001	Operating Supplies	1,284.33
601-732-52001	Operating Supplies	650.20
601-732-52003	Utilities	383.33
601-732-52022	Fuel	488.14
601-732-52083	Chemicals	9,438.71

**Account Summary**

Account Number	Account Name	Expense Amount
603-736-52001	Operating Supplies	785.88
603-736-52003	Utilities	24.78
603-736-52010	Telephone	89.65
603-736-52023	Facility Maintenance	388.63
603-737-52001	Operating Supplies	785.86
603-737-52003	Utilities	648.17
603-737-52010	Telephone	89.67
603-737-52023	Facility Maintenance	312.00
603-737-52064	Lab Testing	825.00
603-737-52066	Permit Fees	2,104.96
603-738-52001	Operating Supplies	21.65
603-738-52003	Utilities	3,474.00
605-000-52001	Operating Supplies	133.31
703-000-21910	Performance Bonds	31,927.74
703-000-23001	Payroll - Liability	3,212.05
703-733-52019	Professional Services	21,212.47
703-734-52003	Utilities	33.22
703-739-52001	Operating Supplies	25.98
703-739-52023	Facility Maintenance	16.36
703-739-52099	Equipment Operations	540.41
703-739-52120	Facility Maintenance Ot...	1,474.50
706-000-52019	Professional Services	75,437.90
801-000-52019	UR PROFESSIONAL SERV...	70.00
	<b>Grand Total:</b>	<b>220,668.72</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	220,668.72
<b>Grand Total:</b>	<b>220,668.72</b>



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# Expense Approval Register

Item #4.

Packet: APPKT00849 - AP 9.22.23

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
BRITE	INV30134	06/30/2023	VEHICLE DOCKING, KEYBOA...	100-705-52001	3,968.00
STEVEN LESKIN	00162	09/19/2023	COURT ATTORNEY FEES	100-704-52019	500.00
STEVEN LESKIN	00164	09/19/2023	COURT ATTORNEY FEES	100-704-52019	125.00
STEVEN LESKIN	00165	09/19/2023	COURT ATTORNEY FEES	100-704-52019	200.00
STEVEN LESKIN	00166	09/19/2023	COURT ATTORNEY FEES	100-704-52019	200.00
CENTURY LINK	09.05.23 632B	09/19/2023	632B	100-712-52010	39.95
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	150 S 13 ST POLICE STATION ...	100-705-52003	504.84
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	150 S 13TH ST- POLICE	100-705-52003	134.85
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	375 S 18TH ST COLUMBIA CE...	100-706-52003	980.50
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	264 STRAND ST- COL VIEW P...	100-708-52003	26.93
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	299 N 6TH ST - PARKS	100-708-52003	28.28
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	265 STRAND ST. - SPLASH PA...	100-708-52003	53.96
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	475 S 18TH ST- MCCORMICK ...	100-708-52003	34.06
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	200 N RIVER ST - GREY CLIFFS...	100-708-52003	35.69
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	475 S 18TH ST - MCCORMICK...	100-708-52003	671.89
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	475 S 18TH ST	100-708-52003	83.56
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	200 N 7TH ST - PARK	100-708-52003	28.67
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	162 MCMICHAEL ST - CAMPB...	100-708-52003	541.95
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	475 S 18TH ST	100-708-52003	18.69
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	35.69
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	475 S 18 ST METER 10220167	100-708-52003	59.28
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	265 STRAND ST. - DOCKS	100-708-52046	290.18
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	264 STRAND ST- COL VIEW P...	100-708-52046	26.95
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	264 STRAND ST- PARKS/ GAZ...	100-708-52046	41.24
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	2625 GABLE RD REC CENTER	100-709-52003	260.76
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	265 STRAND ST- CITY HALL ...	100-715-52003	152.26
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	265 STRAND ST- CITY HALL ...	100-715-52003	457.68
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	275 STRAND ST- CITY HALL U...	100-715-52003	129.07
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	277 STRAND ST- CITY HALL U...	100-715-52003	93.71
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	277 STRAND ST -	100-715-52003	30.62
COLUMBIA COUNTY ANIMAL...	09.18.23	09/19/2023	22CR168/AUSTIN HAMBY	100-000-21000	118.00
DAWN RICHARDSON	09.18.23	09/19/2023	POSTAGE REIMBURSEMENT	100-707-52009	14.64
COLUMBIA FEED AND SUPPLY	26370	09/19/2023	POLY CUT BLADS & SHARPEN...	100-708-52001	117.96
QWEST DBA CENTURYLINK A...	3263X201-S-23257	09/19/2023	5163X20153	100-712-52010	80.33
COUNTRY MEDIA INC	649301	09/19/2023	PUBLIC NOTICE	100-710-52011	227.85
COUNTRY MEDIA INC	649302	09/19/2023	PUBLIC NOTICE	100-710-52011	227.85
COUNTRY MEDIA INC	649303	09/19/2023	PUBLIC NOTICE	100-710-52011	218.55
CENTURY LINK BUSINESS SER...	656677725	09/19/2023	ACCT 88035002	100-712-52010	154.31
COMMUNICATIONS NORTH...	79031	09/19/2023	RADIO REPAIR	100-705-52001	981.00
ENTERPRISE FM TRUST	FBN4823350	09/19/2023	POLICE LEASE 589848	100-705-52097	16,180.22
ENTERPRISE FM TRUST	FBN4823350	09/19/2023	DUPLICATE PAYMENT FROM...	100-705-52098	-12,979.25
ENTERPRISE FM TRUST	FBN4823350	09/19/2023	POLICE MAINTENANCE 5898...	100-705-52098	16,656.21
ENTERPRISE FM TRUST	FBN4823350	09/19/2023	RECREATION 615851	100-709-52097	532.97
ENTERPRISE FM TRUST	FBN4823350	09/19/2023	PLANNING 615853	100-710-52097	451.21
ENTERPRISE FM TRUST	FBN4823350	09/19/2023	CITY HALL ADMIN 615852	100-715-52097	7.00
ENTERPRISE FM TRUST	FBN4837200	09/19/2023	596107 BUILDING	100-711-52097	522.55
CODE PUBLISHING	GC0011914	09/19/2023	MUNI CODE WEB UPDATE	100-702-52019	539.00
PITNEY BOWES BANK INC PU...	09.11.23	09/20/2023	POSTAGE MACHINE	100-707-52009	1,000.00
CC & OJS TRANSPORTATION	09.20.23	09/20/2023	REFUND PUBLIC RECORDS R...	100-000-36002	20.00
WILCOX	0818480-IN	09/21/2023	FUEL PARKS DEPT	100-708-52022	100.82
JAMIE FORD	09.15.23	09/21/2023	MILEAGE REIMBURSEMENT ...	100-707-52001	39.23
ORKIN	249134803	09/21/2023	265 STRAND PEST SERVICE Cl...	100-715-52023	176.99
ORKIN	249134850	09/21/2023	1810 OLD PORTLAND RD PES...	100-709-52023	176.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ORKIN	250035598	09/21/2023	265 STRAND PEST SERVICE Cl...	100-715-52023	100.00
<b>Fund 100 - GENERAL FUND Total:</b>					<b>35,418.69</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
JONATHAN J ELLIS	06-2023	06/30/2023	TOURISM AUDIT	201-000-52019	1,529.08
JONATHAN J ELLIS	9-2023	09/20/2023	TOURISM AUDIT 24	201-000-52019	1,754.54
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>3,283.62</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
TRAVEL INFORMATION COU...	112885	09/20/2023	NATL DOWNTOWN HISTORIC...	202-721-52019	270.00
TRAVEL INFORMATION COU...	112886	09/20/2023	NATL DOWNTOWN HISTORIC...	202-721-52019	270.00
MOORE EXCAVATION INC	P-525 PAYMENT #9	09/20/2023	S 1ST & STRAND ROAD & UTI...	202-723-53102	352,857.90
MOORE EXCAVATION INC	R-685 PAYMENT #3	09/20/2023	S 1ST & ST HELENS INTERSEC...	202-723-53102	70,000.00
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>423,397.90</b>
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
ST. HELENS HIGH SCHOOL	09.23.23	09/21/2023	HIGH SCHOOL CHEERLEADIN...	203-709-52028	840.00
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>840.00</b>
<b>Fund: 205 - STREETS</b>					
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	58651 COL HWY GATEWAY A...	205-000-52003	29.00
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	191 N MILTON WAY - SIGNAL	205-000-52003	39.21
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	35320 SYKES RD	205-000-52003	37.29
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	715 S COLUMBIA RIVER HWY ..	205-000-52003	39.05
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	50.76
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	1370 COLUMBIA BLVD.- FOU...	205-000-52003	41.16
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	191 N MILTON WAY- LANDS...	205-000-52003	28.59
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	265 STRAND ST	205-000-52003	3,768.17
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	2198 COLUMBIA BLVD - SIG...	205-000-52003	42.57
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	1800 COLUMBIA BLVD - SIG...	205-000-52003	108.53
TFT CONSTRUCTION INC	2789383	09/20/2023	COLUMBIA BLVD CULVERT-P...	205-000-53101	113,080.59
TFT CONSTRUCTION INC	2789384	09/20/2023	COLUMBIA BLVD SIDEWALKS...	205-000-53101	151,422.07
<b>Fund 205 - STREETS Total:</b>					<b>268,686.99</b>
<b>Fund: 302 - WATER SDC</b>					
MOORE EXCAVATION INC	P-525 PAYMENT #9	09/20/2023	S 1ST & STRAND ROAD & UTI...	302-000-53103	65,790.00
<b>Fund 302 - WATER SDC Total:</b>					<b>65,790.00</b>
<b>Fund: 601 - WATER</b>					
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	END OF KESTREL VIEW DRIVE	601-731-52003	86.84
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	35261 PITTSBURG RD- PW W...	601-731-52003	30.71
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	62420 COLUMBIA RIVER HWY..	601-731-52003	98.97
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	2300 STRAND ST - WELL 2	601-731-52003	1,393.11
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	1680 1 ST -	601-731-52003	1,254.67
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	57500 OLD PORTLAND RD - ...	601-731-52003	35.19
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	1215 FOURTH ST - WFF	601-732-52003	5,702.30
PACIFIC POWER GROUP LLC	511672-00	09/19/2023	4TH STREET GEN	601-732-52019	432.48
LAWRENCE OIL COMPANY	CFSI-16613	09/20/2023	247752 WATER	601-732-52022	44.83
PORTLAND ENGINEERING INC	12000	09/21/2023	AA103 SITE B ANALOG MOD...	601-731-52019	620.00
<b>Fund 601 - WATER Total:</b>					<b>9,699.10</b>
<b>Fund: 603 - SEWER</b>					
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	240 CLARK ST PUMP STATION	603-735-52003	28.59
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	451 PLYMOTH ST - WWTP L...	603-736-52003	2,282.87
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	451 PLYMOTH ST - WWTP L...	603-737-52003	2,282.85
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	58791 58725 COL RIV HWY P...	603-738-52003	38.74
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	35120 MAPLE ST. - PS 11	603-738-52003	84.27
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	110 S 4TH ST - PS 3	603-738-52003	33.59
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	240 MADRONA CT	603-738-52003	144.61
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	134 N 1ST- PS 2 8873519	603-738-52003	79.26
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	169 S 4TH ST WATER FLOW ...	603-738-52003	67.27
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	318 S 1ST ST- PS #1 8805564	603-738-52003	71.53
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	58360 OLD PORTLAND RD - P...	603-738-52003	169.46
UNITED FIRE INC	30741657	09/19/2023	FIRE ALARM ANNUAL MAINT	603-736-52019	187.50
UNITED FIRE INC	30741657	09/19/2023	FIRE ALARM ANNUAL MAINT	603-737-52019	187.50

## Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TYLER HILLS -	09.18.23	09/20/2023	REIMBURSEMENT FOR PESTI...	603-736-52018	29.00
TYLER HILLS -	09.18.23	09/20/2023	REIMBURSEMENT FOR PESTI...	603-737-52018	29.00
CHRISTINE DAHLGREN	09.19.23	09/20/2023	REFUND TAP FEE 35456 E DIV..	603-000-34014	150.00
Fund 603 - SEWER Total:					5,866.04
Fund: 703 - PW OPERATIONS					
COLUMBIA RIVER FIRE AND ...	08.31.23	09/19/2023	SHARED COST JOINT MAINT ...	703-739-52099	1,263.60
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	984 OREGON ST	703-734-52003	234.47
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	650 OREGON ST -LEMONT P...	703-734-52003	371.18
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	1230 DEER ISLAND RD - PW	703-734-52003	59.93
COLUMBIA RIVER PUD	09.15.23 7493	09/19/2023	984 OREGON ST - PW SHOP	703-734-52003	32.49
ENTERPRISE FM TRUST	FBN4823350	09/19/2023	ENGINEERING 619034	703-733-52097	591.08
KIMBALL MIDWEST	101354150	09/20/2023	AUTO PARTS	703-739-52001	269.77
KIMBALL MIDWEST	101427664	09/20/2023	AUTO PARTS	703-739-52001	399.92
LAWRENCE OIL COMPANY	CFSI-16613	09/20/2023	247748 PUBLIC WORKS	703-734-52022	959.10
LANDMARK INNOVATIONS	25128	09/21/2023	ANNUAL INSPECTION -BOOM...	703-739-52019	577.84
Fund 703 - PW OPERATIONS Total:					4,759.38
Fund: 706 - PUBLIC SAFETY					
CITY OF ST. HELENS	20909	09/20/2023	PERMIT PUBLIC SAFETY BUIL...	706-000-53001	611.13
Fund 706 - PUBLIC SAFETY Total:					611.13
Grand Total:					818,352.85

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	35,418.69
201 - VISITOR TOURISM	3,283.62
202 - COMMUNITY DEVELOPMENT	423,397.90
203 - COMMUNITY ENHANCEMENT	840.00
205 - STREETS	268,686.99
302 - WATER SDC	65,790.00
601 - WATER	9,699.10
603 - SEWER	5,866.04
703 - PW OPERATIONS	4,759.38
706 - PUBLIC SAFETY	611.13
<b>Grand Total:</b>	<b>818,352.85</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-000-21000	Court - Restitution	118.00
100-000-36002	Fines - Court	20.00
100-702-52019	Professional Services	539.00
100-704-52019	Professional Services	1,025.00
100-705-52001	Operating Supplies	4,949.00
100-705-52003	Utilities	639.69
100-705-52097	Enterprise Fleet	16,180.22
100-705-52098	Enterprise Fleet Mainte...	3,676.96
100-706-52003	Utilities	980.50
100-707-52001	Operating Supplies	39.23
100-707-52009	Postage	1,014.64
100-708-52001	Operating Supplies	117.96
100-708-52003	Utilities	1,618.65
100-708-52022	Fuel	100.82
100-708-52046	Dock Services	358.37
100-709-52003	Utilities	260.76
100-709-52023	Facility Maintenance	176.99
100-709-52097	Enterprise Fleet	532.97
100-710-52011	Public Information	674.25
100-710-52097	Enterprise Fleet	451.21
100-711-52097	Enterprise Fleet	522.55
100-712-52010	Telephone	274.59
100-715-52003	Utilities	863.34
100-715-52023	Facility Maintenance	276.99
100-715-52097	Enterprise Fleet	7.00
201-000-52019	Professional Services	3,283.62
202-721-52019	Professional Services	540.00
202-723-53102	Downtown Infrastructure	422,857.90
203-709-52028	Projects & Programs	840.00
205-000-52003	Utilities	4,184.33
205-000-53101	Columbia Blvd Sidewalks	264,502.66
302-000-53103	URA Waterfront Improv...	65,790.00
601-731-52003	Utilities	2,899.49
601-731-52019	Professional Services	620.00
601-732-52003	Utilities	5,702.30
601-732-52019	Professional Services	432.48
601-732-52022	Fuel	44.83
603-000-34014	Connection Charge	150.00
603-735-52003	Utilities	28.59
603-736-52003	Utilities	2,282.87
603-736-52018	Professional Developme...	29.00
603-736-52019	Professional Services	187.50
603-737-52003	Utilities	2,282.85
603-737-52018	Professional Developme...	29.00
603-737-52019	Professional Services	187.50

**Account Summary**

Account Number	Account Name	Expense Amount
603-738-52003	Utilities	688.73
703-733-52097	Enterprise Fleet	591.08
703-734-52003	Utilities	698.07
703-734-52022	Fuel	959.10
703-739-52001	Operating Supplies	669.69
703-739-52019	Professional Services	577.84
703-739-52099	Equipment Operations	1,263.60
706-000-53001	Capital Outlay	611.13
	<b>Grand Total:</b>	<b>818,352.85</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	818,352.85
<b>Grand Total:</b>	<b>818,352.85</b>



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# Expense Approval Register

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Item #4.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 100 - GENERAL FUND</b>					
ZAIDI LANGWORTHY	09.21.23	09/25/2023	REFUND PUBLIC RECORDS R...	100-000-37004	20.00
MORE POWER TECHNOLOGY...	15409	09/25/2023	MICROSOFT 365 BUS STAND...	100-712-52006	2,184.40
COLUMBIA COUNTY COMM. ...	20238CSH	09/25/2023	WORK CREW	100-708-52019	2,250.00
PAULSON PRINTING CO.	3092	09/25/2023	TOW TAGS	100-705-52001	250.00
STEVE TOSCHI	09.25.23	09/26/2023	REFUND OF PUBLIC RECORDS...	100-000-37004	49.50
LUCY HEIL ATTORNEY AT LAW	09.25.23	09/26/2023	LEGAL SERVICES	100-704-52019	2,500.00
RICOH USA INC	107623391	09/26/2023	POLICE EQUIPMENT LEASE 1...	100-705-52001	279.18
CARDINAL SERVICES INC	1228106	09/26/2023	TEMPORARY EMPLOYMENT	100-708-52019	1,044.00
PAULY ROGERS AND CO PC	14143	09/26/2023	AUDIT FINANCE	100-707-52019	23,200.00
MORE POWER TECHNOLOGY...	15114	09/26/2023	MICROSOFT 365 BUS STAND...	100-712-52006	2,184.40
SIERRA SPRINGS	21814586091623	09/26/2023	WATER BOTTLED COURT / UB...	100-715-52001	30.24
ORKIN	247712722	09/26/2023	PEST CONTROL POLICE	100-705-52001	174.99
ORKIN	250035595	09/26/2023	265 STRAND PEST SERVICE LI...	100-706-52023	100.00
AT&T MOBILITY	287302289330X09232023	09/26/2023	287302289330 POLICE PHON...	100-705-52010	1,836.85
MIDWEST TAPE	504324673	09/26/2023	DVD / ABD 2000010011	100-706-52034	324.39
MIDWEST TAPE	504352743	09/26/2023	DVD / ABD 2000010011	100-706-52034	171.91
MIDWEST TAPE	504388632	09/26/2023	DVD / ABD 2000010011	100-706-52034	56.48
AMY LINDGREN LAW LLC	600	09/26/2023	JUDICIAL SERVICES SEPTEMB...	100-704-52019	6,050.00
COUNTRY MEDIA INC	647019	09/26/2023	ADVERTISING	100-705-52001	69.75
INGRAM LIBRARY SERVICES	77768630	09/26/2023	BOOKS 20C7921	100-706-52033	194.35
INGRAM LIBRARY SERVICES	77835677	09/26/2023	BOOKS 20C7921	100-706-52033	31.05
INGRAM LIBRARY SERVICES	77835678	09/26/2023	BOOKS 20C7921	100-706-52033	41.55
INGRAM LIBRARY SERVICES	77865534	09/26/2023	BOOKS 20C7921	100-706-52033	111.62
INGRAM LIBRARY SERVICES	77865535	09/26/2023	BOOKS 20C7921	100-706-52033	85.18
INGRAM LIBRARY SERVICES	77865536	09/26/2023	BOOKS 20C7921	100-706-52033	26.29
INGRAM LIBRARY SERVICES	77876832	09/26/2023	BOOKS 20C7921	100-706-52033	735.91
INGRAM LIBRARY SERVICES	77876833	09/26/2023	BOOKS 20C7921	100-706-52033	90.37
INGRAM LIBRARY SERVICES	77876834	09/26/2023	BOOKS 20C7921	100-706-52028	22.97
INGRAM LIBRARY SERVICES	77876834	09/26/2023	BOOKS 20C7921	100-706-52033	10.80
INGRAM LIBRARY SERVICES	77876835	09/26/2023	BOOKS 20C7921	100-706-52033	18.07
SHRED-IT C/O STERICYCLE INC	8004628061	09/26/2023	POLICE DEPT SHRED SERVICE	100-705-52001	84.60
EATONS TIRE AND AUTO REP...	83249	09/26/2023	2019 DODGE DURANGO WA...	100-705-52098	474.99
EATONS TIRE AND AUTO REP...	83254	09/26/2023	2019 DODGE DURANGO - WI...	100-705-52098	96.34
WEX BANK	9196716	09/26/2023	POLICE FUEL PURCHASES	100-705-52022	6,193.61
WEX BANK	9196716	09/26/2023	PLANNING 7782 FUEL PURC...	100-710-52022	48.77
WEX BANK	9196716	09/26/2023	BUILDING FUEL PURCHASES ...	100-711-52022	79.04
WEX BANK	9196716	09/26/2023	CITY HALL FUEL 0256	100-715-52022	55.59
L.N CURTIS AND SONS	INV676528	09/26/2023	POLICE UNIFORMS	100-705-52002	336.95
BRADY PREHEIM	09.26.23	09/27/2023	REFUND PUBLIC RECORDS R...	100-000-37004	20.00
PROQUEST LLC	70786757	09/27/2023	GENALOGY BUNDLE	100-706-52032	1,546.63
<b>Fund 100 - GENERAL FUND Total:</b>					<b>53,080.77</b>
<b>Fund: 201 - VISITOR TOURISM</b>					
CITY OF ST. HELENS	09.22.23 01-00178-001	09/25/2023	01-00178-001 MASONIC BUI...	201-000-52003	59.47
E2C	4506	09/25/2023	MONTHLY MARKETING TINA ...	201-000-52019	10,000.00
MASONIC BUILDING LLC	09.25.23	09/26/2023	LEASE PAYMENT SEPT	201-000-52028	15,750.00
<b>Fund 201 - VISITOR TOURISM Total:</b>					<b>25,809.47</b>
<b>Fund: 202 - COMMUNITY DEVELOPMENT</b>					
RICK SCHOLL	09.21.23	09/26/2023	TRAVEL REIMBURSEMENTS-I...	202-722-52019	75.33
BOISE WHITE PAPER LLC	09.25.23	09/26/2023	NOTE PAYEMNT	202-722-55001	12,500.00
KITTELSON & ASSOCIATES	0139424	09/27/2023	PROJECT 235440 1ST & ST ST...	202-723-53102	4,503.52
<b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b>					<b>17,078.85</b>

## Expense Approval Register

Packet: APPKT008

Item #4.

3

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 203 - COMMUNITY ENHANCEMENT</b>					
CARDINAL SERVICES INC	1228106	09/26/2023	TEMPORARY EMPLOYMENT	203-709-52028	298.48
<b>Fund 203 - COMMUNITY ENHANCEMENT Total:</b>					<b>298.48</b>
<b>Fund: 205 - STREETS</b>					
DAVID EVANS AND ASSOCIA...	544903	09/25/2023	COLUMBIA BLVD. SIDEWALK	205-000-53101	3,725.44
<b>Fund 205 - STREETS Total:</b>					<b>3,725.44</b>
<b>Fund: 601 - WATER</b>					
NORTHSTAR CHEMICAL	263770	09/25/2023	SODIUM HYPOCHLORITE 12....	601-732-52083	1,918.60
MORE POWER TECHNOLOGY...	14862-CORRECTED	09/26/2023	CORRECTED INVOICE 1486-A...	601-732-52001	100.00
NORTHSTAR CHEMICAL	263804	09/27/2023	SODIUM HYPOCHLORITE 12....	601-732-52083	9,519.94
<b>Fund 601 - WATER Total:</b>					<b>11,538.54</b>
<b>Fund: 603 - SEWER</b>					
PAULSON PRINTING CO.	3025	09/25/2023	BUSINESS CARDS-S ORTIZ & ...	603-736-52001	60.00
PAULSON PRINTING CO.	3025	09/25/2023	BUSINESS CARDS-S ORTIZ & ...	603-737-52001	60.00
PEAK ELECTRIC GROUP LLC	27322	09/26/2023	ELECTRICAL WORK WWTP	603-737-52019	785.34
COUNTRY MEDIA INC	650508	09/26/2023	CH23-1422 FAIR HOUSING R...	603-000-53034	106.72
COUNTRY MEDIA INC	650508	09/26/2023	CH23-1422 FAIR HOUSING R...	603-000-53035	21.05
COUNTRY MEDIA INC	650508	09/26/2023	CH23-1422 FAIR HOUSING R...	603-000-53409	75.28
<b>Fund 603 - SEWER Total:</b>					<b>1,108.39</b>
<b>Fund: 703 - PW OPERATIONS</b>					
COLUMBIA COUNTY COMM. ...	20238CSH	09/25/2023	WORK CREW	703-734-52019	1,125.00
AKS ENGINEERING & FOREST...	9935-05	09/25/2023	SALMONBERRY RES COBU	703-733-52019	654.76
WEX BANK	9196716	09/26/2023	PW CHEROKEE 5478	703-734-52022	589.25
KELLY CONNECT	IN1426395	09/27/2023	HP T920/TX500 BELT	703-733-52019	1,100.56
<b>Fund 703 - PW OPERATIONS Total:</b>					<b>3,469.57</b>
<b>Fund: 706 - PUBLIC SAFETY</b>					
OTAK INC	000092300168	09/25/2023	PUBLIC SAFETY BUILDING	706-000-52019	4,008.50
SUNSET EQUIPMENT	1010441	09/26/2023	TWINE POLY 9600/170	706-000-52019	48.75
CITY OF ST. HELENS	09.27.23	09/27/2023	APPEAL-DENAIL OF POLICE S...	706-000-52019	610.00
<b>Fund 706 - PUBLIC SAFETY Total:</b>					<b>4,667.25</b>
<b>Grand Total:</b>					<b>120,776.76</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	53,080.77
201 - VISITOR TOURISM	25,809.47
202 - COMMUNITY DEVELOPMENT	17,078.85
203 - COMMUNITY ENHANCEMENT	298.48
205 - STREETS	3,725.44
601 - WATER	11,538.54
603 - SEWER	1,108.39
703 - PW OPERATIONS	3,469.57
706 - PUBLIC SAFETY	4,667.25
<b>Grand Total:</b>	<b>120,776.76</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-000-37004	Miscellaneous	89.50
100-704-52019	Professional Services	8,550.00
100-705-52001	Operating Supplies	858.52
100-705-52002	Personnel Uniforms Equ...	336.95
100-705-52010	Telephone	1,836.85
100-705-52022	Fuel	6,193.61
100-705-52098	Enterprise Fleet Mainte...	571.33
100-706-52023	Facility Maintenance	100.00
100-706-52028	Projects & Programs	22.97
100-706-52032	Digital Resources	1,546.63
100-706-52033	Printed Materials	1,345.19
100-706-52034	Visual Materials	552.78
100-707-52019	Professional Services	23,200.00
100-708-52019	Professional Services	3,294.00
100-710-52022	Fuel	48.77
100-711-52022	Fuel	79.04
100-712-52006	Computer Maintenance	4,368.80
100-715-52001	Operating Supplies	30.24
100-715-52022	Fuel	55.59
201-000-52003	Utilities	59.47
201-000-52019	Professional Services	10,000.00
201-000-52028	Projects & Programs	15,750.00
202-722-52019	Professional Services	75.33
202-722-55001	Principal	12,500.00
202-723-53102	Downtown Infrastructure	4,503.52
203-709-52028	Projects & Programs	298.48
205-000-53101	Columbia Blvd Sidewalks	3,725.44
601-732-52001	Operating Supplies	100.00
601-732-52083	Chemicals	11,438.54
603-000-53034	Basin 6 Project	106.72
603-000-53035	Basin 5 Pipeline Upsize	21.05
603-000-53409	BASIN 4 PIPELINE UPSIZE	75.28
603-736-52001	Operating Supplies	60.00
603-737-52001	Operating Supplies	60.00
603-737-52019	Professional Services	785.34
703-733-52019	Professional Services	1,755.32
703-734-52019	Professional Services	1,125.00
703-734-52022	Fuel	589.25
706-000-52019	Professional Services	4,667.25
Grand Total:		120,776.76

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	120,776.76
<b>Grand Total:</b>	<b>120,776.76</b>

**LEAK ADJUSTMENT REQUEST - Residential**

Prepared By: Dawn Richardson  
 Customer Name: Doug Morten  
 Account #: 22-04332-000

Date Filled Out: 09/01/23  
 Date of Bill: 07/15/23

<b>Enter Billing Specifics:</b>		<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
RESIDENTIAL		Water	Consumption	914.03	16,150	5.6596 Residential
		Water	Fixed	11.37		
		Water	Utility Assist	-		No
		Sewer	Consumption	-	-	6.6632 Consumption
		Sewer	Fixed	-		Standard Fixed
		Public Safety	Fixed	3.00		
		Storm	Fixed	14.39	-	
<b>Original Bill Amount =</b>				<b>942.79</b>		
<b>Previous Years Average</b>		<b>LEAK ADJUSTMENT (50% Leak Amount)</b>				
<u>Month / Year</u>	<u>Consumption</u>	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
07/15/22	1,160	Water	Consumption	409.29	7,232	5.6596
07/15/21	2,440					
07/15/20	1,460	Sewer	Consumption			
Average =	1,687					
				409.29		
Adjustment Dollars: 409.29		<b>Notes:</b> ESTIMATED ADJUSTMENT ***ADJUSTMENT WILL NOT BE FINALIZED UNTIL RECEIPTS AND LEAK ADJUSTMENT FORM ARE PROVIDED. ANYTHING OVER \$1000 NEEDS COUNCIL APPROVAL.				
Adj Water Volume 7,232						
Adj Sewer Volume						
Finance Director Authorization & Date Above						
Entered By & Date Above						

**LEAK ADJUSTMENT REQUEST - Residential**

Prepared By: Dawn Richardson  
 Customer Name: Doug Morten  
 Account #: 22-04332-000

Date Filled Out: 09/01/23  
 Date of Bill: 08/15/23

Enter Billing Specifics:		<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
RESIDENTIAL		Water	Consumption	2,148.72	36,860	5.8294 Residential
		Water	Fixed	11.71		
		Water	Utility Assist	-		No
		Sewer	Consumption	-	-	6.6632 Consumption
		Sewer	Fixed	-		Standard Fixed
		Public Safety	Fixed	10.00		
		Storm	Fixed	16.79	-	
<b>Original Bill Amount =</b>				<b>2,187.22</b>		
<b>Previous Years Average</b>		<b>LEAK ADJUSTMENT (50% Leak Amount)</b>				
<u>Month / Year</u>	<u>Consumption</u>	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
08/15/22	2,080	Water	Consumption	971.28	16,662	5.8294
08/15/21	6,970					
08/15/20	1,560					
Average =	3,537	Sewer	Consumption			
				971.28		
Adjustment Dollars: 971.28		<b>Notes:</b> ESTIMATED ADJUSTMENT ***ADJUSTMENT WILL NOT BE FINALIZED UNTIL RECEIPTS AND LEAK ADJUSTMENT FORM ARE PROVIDED. ANYTHING OVER \$1000 NEEDS COUNCIL APPROVAL.				
Adj Water Volume 16,662						
Adj Sewer Volume						
Finance Director Authorization & Date Above						
Entered By & Date Above						

Bill Date	▽	Begin Read	End Read	Metered Cons
=		=	=	=
8/22/2023		113,770.00	150,630.00	36,860
7/24/2023		97,620.00	113,770.00	16,150
6/22/2023		96,940.00	97,620.00	680
5/23/2023		96,440.00	96,940.00	500
4/24/2023		95,910.00	96,440.00	530
3/23/2023		95,570.00	95,910.00	340
2/22/2023		95,260.00	95,570.00	310
1/24/2023		94,810.00	95,260.00	450
12/22/2022		93,990.00	94,810.00	820
11/22/2022		93,290.00	93,990.00	700
10/25/2022		92,360.00	93,290.00	930
9/23/2022		90,600.00	92,360.00	1,760
8/24/2022		88,520.00	90,600.00	2,080
7/22/2022		87,360.00	88,520.00	1,160
6/22/2022		86,930.00	87,360.00	430
5/24/2022		86,520.00	86,930.00	410
4/22/2022		86,060.00	86,520.00	460
3/22/2022		85,660.00	86,060.00	400
2/24/2022		85,430.00	85,660.00	230
1/25/2022		84,830.00	85,430.00	600

# CITY OF ST. HELENS UTILITIES



265 Strand Street

St. Helens, OR 97051

Phone: 503-397-6272

Fax: 503-397-3490

Email: [utilitybilling@sthelensoregon.gov](mailto:utilitybilling@sthelensoregon.gov)

## REQUEST FOR BILLING LEAK ADJUSTMENT FORM

The City of St. Helens Utilities has a policy of issuing partial adjustment for water leaks that are repaired by customers in a timely manner. Generally, we expect customers to repair leaks within 10 days of discovery or notification. Adjustments issued are based on your average usage for the same period in previous years. This average is deducted from the total consumption used during the time of the leak and an adjustment 50% of the water loss will be credited to your account.

## DESCRIBE THE REPAIRS OR SPECIFIC CIRCUMSTANCE OF YOUR REQUEST

severed water line  
beneath driveway.

ACCOUNT # \_\_\_\_\_

ACCOUNT NAME: Doug & Ann MORTEN

PHONE NUMBER 503 807 9240

SERVICE ADDRESS: 484 6404 CLIFFS Dr St. Helens OR 97051

MAILING ADDRESS: " " " "

X \_\_\_\_\_

WATER CLERK \_\_\_\_\_

Integrity Concrete & Construction LLC CCB#230118

Reyes Navarro

Eduardo Munoz

940 Wyeth Street

St. Helens, OR 97051

(503) 369- 8169

(503) 369- 8685

# Invoice

Submitted on 8/17/2023

**Invoice for**

Doug Morten

**Payable to**

Integrity Concrete

**Invoice #**

246

**Project**

Water line

**Due date****Description****Qty****Unit price****Total price**

Repair main water line

Time & Material

\$200.00

Notes:

Subtotal

\$200.00

Adjustments

**\$200.00**



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: October 4, 2023

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Planning Division Report attached.

Business License Report attached.

# **CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT**



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

**Date:** 09.25.2023

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

**ASSOCIATE PLANNER/PROJECT MANAGER**—*In addition to routine tasks, the Associate Planner/Community Development Project Manager has been working on: See attached.*

## **PLANNING ADMINISTRATION—PREAPPLICATIONS MEETINGS**

Conducted a pre-application meeting for a potential new development of a parcel located off Industrial Way near the intersection of McNulty Way/Industrial Way. The Amani Center is exploring a new location.

## **PLANNING ADMINISTRATION—MISC.**

Conducted final inspection for building H of the Broadleaf Arbor (Gable Road apartments) development. D (community building), E, F and G (multi-family buildings) inspected previously. H is the 5<sup>th</sup> of ten buildings. Conducted a pre inspection with the project manager for next building (Building I) as we are at the halfway point and looking at getting the “back half” of the site 100% complete. Gable Road improvements are underway, but not subject to completion for the “back half,” but we have expressed the importance of them progressing at this point. They anticipate all being done by end of November.

Conducted Planning Commission interviews for our vacancy resulting from resignation and that person was appointed by the Council.

With Russ Hubbard selected to fill the city council vacancy, we'll need to do another round of outreach and interviews, for the new vacancy on the Commission.

We have two annexations that will probably be processed later this year or next year. Both are related to connection to city utility. bit of time spent related to these this month.

With changeover of long-time staff at Columbia County Land Development Services and the recent adoption of an e-permitting system, I had a discussion with their office manager about how we handle connection to a city utility for properties outside of city limits. Technology and people have changed, and staying coordinated on this is important to prevent future mishaps.

A fairly common issue of people using street turn-around for parking or storage came up again recently, this time for Mikayla Lane on the south side of Campbell Park. See attached.

Some of our older files are kept in a storage area accessible from an outdoor doorway. This outdoor area is secure and popular for storing stuff related to events and such. Sometimes, the door gets blocked. Thanks to our Safety Committee, a sign was posted on the door to help get the point across. I wrote this on the door years ago with a permanent marker but that faded.



## DEVELOPMENT CODE ENFORCEMENT

There was a complaint about a fence in the Old Portland Road tight-of-way at 7<sup>th</sup> Street. Issue resolved.

Local post office called about a beehive issue on S. 2<sup>nd</sup> Street. One of their mail carriers is allergic to bee stings. After some unsuccessful discussions with the applicant, USPS contacted the city. Upon observation, the hives were clearly visible from the public street and, thus, not in compliance with honeybee keeping code.

## PLANNING COMMISSION (& acting HISTORIC LANDMARKS COMMISSION)

September 12, 2023 meeting (outcome): The Commission held three public hearings. They approved a Variance associated with a Lot Line Adjustment, recommend denial (to the Council) of a zoning and comprehensive plan map change for the CCMH property, and denied the Conditional Use Permit, et al. for the proposed Police station at Old Portland Road/Kaster Road.

*As the Historic Landmarks Commission*, they reviewed the latest changes proposed for 71 Cowlitz Street (Klondike Tavern) as tabled from the August meeting.

October 10, 2023 meeting (upcoming): As of the date of this report, there is nothing significant scheduled for this meeting. Potential one to cancel or for the Commission to use as a work session.

**From:** [Jennifer Dimsho](#)  
**To:** [Jacob Graichen](#)  
**Subject:** September Planning Department Report  
**Date:** Monday, September 25, 2023 10:17:24 AM  
**Attachments:** [image001.png](#)

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Here are my additions to the September Planning Department Report.

## GRANTS

1. **Safe Routes to School - Columbia Blvd. Sidewalk & County Culvert Project** – Construction with TFT began July 17, starting at the culvert near Gable Road. Trees have been removed. Culvert is installed. Grading work and retaining work is ongoing. Flashing beacon and signage near elementary school installed. Submitted quarterly progress report due on 9/6.
2. **Business Oregon – Infrastructure Finance Authority** – Low-interest loan for Streets & Utilities Project and Columbia View Park improvements that are not covered by grants and Parks SDCs. 1<sup>st</sup> Reimbursement request processed (which included over 30 invoices). Working with finance and URA revenue projection consultant to support amendment request for additional funding for undergrounding.
3. **Riverwalk Project (OPRD Grants x2)** – Project bidding closed on 9/19. I coordinated issuing 3 addendums during bidding. All bids came back around \$5 million, which is higher than we had budgeted/estimated. Working on a solution to focus on the Riverwalk Project and which is mostly grant funded.
4. **Community Development Block Grants (CDBG)** – \$2.5 million grant award to fund design/engineering/permitting for the City's Sanitary Sewer Improvement Project. This project covers 3 sanitary sewer basins which were identified as deficient and priorities for improvement in the adopted Wastewater Master Plan. Contracts are expected in August. Construction will be funded by a \$16.4 million loan (with up to \$4.5 million in loan forgiveness) from DEQ's revolving loan fund. 1<sup>st</sup> draw requirements completed. Grant administration RFQ closed and we received 3 qualified candidates. Selected contractor on 9/25 and prepared a PSA for approval on 10/4. Engineering is working on Design/Engineering RFP to issue soon.
5. **Certified Local Government Historic Preservation Grant Program** – Received our contract for 17k. Commission scored 4 applicants and selected top-scoring applicant at 135 S. 3<sup>rd</sup> Street. Prepared package of project material for the state to begin review process which could take up to 75 days. State had additional follow up questions about meeting the standards for rehabilitation, applicant is working on answers /clarifications.
6. **DLCD Technical Assistance Program** – Submitted request for 60k to cover the cost of a new Economic Opportunities Analysis (EOA), including a Resolution from City Council and a letter of support from Columbia Economic Team. Grant was due 9/29.
7. **Veterans Memorial Grant Program** - 33k award for an expansion at McCormick Park Veterans Memorial. Project includes 7 branch of service monuments and corresponding flags. The project includes matching funds of \$28,130 through in-kind labor and donations. Granite slabs are being prepared. Electrician and mason have provided quotes. Project costs (mostly the mason) are higher than expected, but we're working on a solution. Public Works has poured the walkway and footings and is prepared to pour the 7

concrete pedestals but needs dry weather.

8. **ODOT Community Paths Program** - Received 300k to study a trail route refinement project (30% design) from St. Helens to Scappoose. Contracts are expected in October. Award is \$300k, with a match of around 42k split between Scappoose, the County, and us. ODOT anticipates grant contracts in November/December.
9. **SHPO Oregon Heritage grant Program** - Grant program opened to cover the design and cost of materials for the Warrior Rock Lighthouse replica and signage (Grant max is 20k). Construction could be completed in-house as a match requirement by Public Works staff. Received a letter of support from the County Commissioners and the Columbia County Museum Association. Working on budget, timeline, grant narrative in early October. Grant cycle closes on 10/12.
10. **Travel Oregon Grant Program** - Submitted a 100k grant request to fund ADA components of the Riverwalk Project (Grant was due 9/15). Included a letter of support from our Regional Destination Management Organization (RDMO) which is CET, narrative responses, project budget, grant timeline, and permitting and planning attachments.

## PROJECTS & MISC

11. **Riverfront Streets/Utilities Project** – Attending weekly check-ins. Pump station nearly complete. Bluff trail construction is moving along. Stormwater improvements south of Columbia View park complete. Rough grade of traffic circle near Cowlitz/Strand underway. Water line under construction. Undergrounding at 1<sup>st</sup> Street and St. Helens Street design ongoing.
12. **St. Helens Industrial Business Park (SHIBP) Public Infrastructure Design** – 30% design for Phase I infrastructure & permitting/grading work for Phase II with Mackenzie. Mackenzie provided preliminary PT for PGE parcel. City will facilitate partition process, PGE will prepare other land use applications.
13. **Oregon Population Forecast Program Survey** - Worked with Jacob to prepare narrative/qualitative responses to this survey which are due in November. PSU divides the state into 4 regions and each region receives a forecast every 4 years with a 50-year horizon. The previous report was from 2020-2070. The next report will be for 2024.
14. **Council Meeting Coverage** - While Lisa and Kathy were attending a statewide conference, I covered the City Council meeting ZOOM/recording on 9/20.
15. **Professional Development** - Attended a few relevant webinars this month and registered for two conferences in October (Mainstreet Conference & OAPA).

## Jenny Dimsho, AICP | Community Development Project Manager

City of St. Helens | Planning Department  
 265 Strand Street, St. Helens, OR 97051 | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
 P: (503) 366-8207 | [jdimsho@sthelensoregon.gov](mailto:jdimsho@sthelensoregon.gov)





265 Strand Street  
St. Helens, Oregon  
97051

September 25, 2023

RE: Mikayla Lane history and parking

Dear owner of property along Mikayla Lane in St. Helens,

### Current improvements:

Mikayla Lane is a public street within a 30' wide right-of-way and a related public access easement for a required turnaround for this dead-end street. It includes a 24' wide roadway with sidewalk on the west side only.

See **attached** Abbey Lane Plat (final plat) with the public right-of-way and turnaround highlighted. This is the recorded plat that created the lots, right-of-way and public access easement for turnaround. This was recorded with the County Clerk on December 7, 2006.

### History:

Notice of the subdivision proposal dated July 19, 2004, identified a 5-lot subdivision with a dead-end street with less than the standard dimensions and sizes. See **attached**.

The original proposal, as attached to the notice, showed a street between Columbia Boulevard and Campbell Park with no turnaround. See **attached**.

Subdivisions normally get reviewed by the city's Planning Commission.

The Planning Commission held a public hearing on the matter on August 10, 2004, per this notice. The staff report for that hearing dated August 2, 2004, notes that: the Fire District indicated that the subdivision would have to comply with Fire Code requirements, dead end streets over 150 feet in length require a turnaround, and no turnaround was proposed. Excerpt of this report is **attached** with these statements marked. The lesser road standards requested by the developer are also described.

The hearing was continued to a later date, on October 12, 2004. The Commission's decision following this hearing as signed on November 9, 2004, shows that a sidewalk on the west side was required (condition "i"), that a turnaround be located between lots 3 and 4 (condition "m"), a recommendation that no parking designations be included for the street and turnaround (condition "n"), and that the 30' wide right-of-way was ok. See **attached** excerpt of the final decision signed November 9, 2004.

Note that Lots 3 and 4 are those lots now addressed as 121 and 111 Mikayla Lane.

In 2006, the developer applied to modify the approve preliminary plat from four lots to five. I think the requirements from 2004 resulted in a four-lot proposal, even though five were originally intended.

Identical conditions from the 2004 decision as referenced above were included in the 2006 decision. See **attached** excerpt of the final decision signed April 11, 2006.

It appears the subdivision was constructed in 2006. Typically, construction starts after the preliminary plat is approved and before the final plat (the first attachment) is recorded. Construction is supposed to comply with the conditions of the preliminary plat decision. Construction cannot happen until construction plans are approved.

**Attached** is a street plan sheet from the construction plans. No driveways are shown because they are private improvements constructed when each lot is developed with a home (after the subdivision is constructed). But the turnaround is shown because it was part of the public street improvements as required for this subdivision.

### **Current standards:**

Fire Code requires a turnaround when a street is longer than 150 feet.

The minimum road width for fire apparatus access is 20 feet per Fire Code, though this increases to 26 feet when there is a fire hydrant along the street. Because automobiles are normally wider than 4 feet, any on-street parking on Mikayla Lane, even on just one side of the street would be an obstruction for emergency vehicle response since it is only 24 feet wide between curbs.

Street signage is usually the responsibility of the developer. Though, because initial development was long ago, any new curb painting or street signage to make up for any deficiency would be the purview of Public Works.

Enforcement of designated no parking areas is up to the Police Department (which includes Code Enforcement).

Chapter 10.04 of the St. Helens Municipal Code addresses parking regulations.

The code can be found online: <https://www.codepublishing.com/OR/StHelens/>

The definition of “street” per this Chapter is as follows:

“Street” means every public way, road, street, thoroughfare and place, including bridges, viaducts and other structures within the boundaries of this state, open, used or intended for use of the general public for vehicles or vehicular traffic as a matter of right.

Though interpretation would ultimately fall to the Police, this definition is broad and because the turnaround is within a public access easement as identified on the final plat and based on the history of approval of the subdivision it is unquestionably for vehicular purposes, the turnaround area appears to fall in the same “street” category as the rest of Mikayla Lane.

Section 10.04.150 of the St. Helens Municipal Code includes prohibited parking or standing regulations, where parking by a yellow curb or contrary to posted signage and similar matters are identified.

**Conclusion:**

Markings and/or signage to prevent parking or obstruction of this narrow road can be justified based on the original decision, current regulations and the city's overall purpose of protecting public health safety and welfare. Specifics of how this is done, if anything new is warranted, would be up to Public Works.

Enforcement of parking or obstruction violations is possible but may need proper markings and/or signage and depends on the resources of the Police Department.

I hope this increases the understanding of how Mikayla Lane is supposed to function and the resources available.

Respectfully yours,



Jacob A. Graichen, AICP, City Planner

Attached: Abby Lane Subdivision plat (final plat) with notes  
Notice of hearing dated July 19, 2004  
Preliminary plat (c. 2004)  
August 2, 2004 staff report (excerpt)  
Findings and Conclusions (F&C) as signed November 9, 2004  
Findings and Conclusions (F&C) as signed April 11, 2006  
Street plan sheet from the construction plans (c. 2006)

cc: Councilor, Planning Commission liaison



Notice of Hearing  
dated July 19, 2004

**City of St. Helens**  
P.O. BOX 278      PHONE (503) 397-6272  
**St. Helens, Oregon**  
97051

Item #6.

July 19, 2004

Sub 5.04

Dear Property Owner:

You are being notified of a Planning Commission public hearing because you are listed in the County Assessor records as the owner of property within 300 feet of a proposed subdivision to be called Parmeter Subdivision. It will be located at approximately 2584 Columbia Blvd. The Columbia County Tax Assessor lot is 410504102500.

The proposed development is in an R-7 zone. The proposal is for 5 lots on approximately 1.29 acres to be developed in one phase. The developer proposes to develop the dead end street with less than standard dimensions and sizes. The proposed Subdivision will be reviewed against the requirements of the City's Community Development Code and in particular per the following criteria:

1. The proposed preliminary plat complies with the City's comprehensive plan, the applicable sections of the Code, and other applicable ordinances and regulations; and
2. The proposed plat name is not duplicative or otherwise satisfies the provision of ORS Chapter 92; and
3. The streets and roads are laid out so as to conform to the plats of subdivisions and maps of partitions already approved for adjoining property as to width, general direction and in all other respects unless the city determines it is in the public interest to modify the street or road pattern; and
4. An explanation has been provided for all common improvements.
5. Lot dimensions shall comply with the zone.
6. Through lot shall comply with special requirements for landscaping and setbacks.
7. Large lots shall have a shadow plat.
8. There are special circumstances or conditions affecting the property which are unusual and peculiar to the land as compared to other lands similarly situated.
9. The variance is necessary for the proper design or function of the subdivision.
10. The granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to the rights of other owners of property.
11. The variance is necessary for the preservation and enjoyment of a substantial property right because of an extraordinary hardship which would result from strict compliance with the regulations of the Code.

The hearing is scheduled for 7:10 p.m. on Tuesday, August 10, 2004 in the St. Helens City Council Chambers located at 265 Strand. All interested persons are invited to attend and offer testimony. Failure to provide oral or written testimony may impact your rights to appeal. Written testimony should be submitted prior to the hearing. Note that these guidelines are required by ORS Chapters 92, 197 and 227 and should not preclude an interested party from

seeking legal aide in fully determining your rights in these matters.

If any special physical or language accommodations are required, please notify City Hall well in advance of the hearing.

A copy of the application (Parmeter Sub 5.04) is on file at City Hall for public review. If you have any questions, please contact me at 503-397-6272.

Sincerely,

A handwritten signature in black ink, appearing to read 'Skip Baker', written in a cursive style.

Skip Baker,  
Planning Administrator

enclosures: Map of site and preliminary plat.



## Staff Report, dated August 2, 2004 (excerpt)

PLANNING STAFF REPORT  
Parmeter Subdivision Preliminary Plat

TO:	Planning Commission	DATE:	August 2, 2004
FROM:	Skip Baker, City Planner	HEARING DATE:	August 10, 2004
SUBJECT:	Parmeter Subdivision Preliminary Plat	LEGAL NOTICE:	July 19, 2004 to property owners within 300' and in the local newspaper July 28, 2004.

APPLICANT: Burton Engineering

OWNER: Norman Parmeter

\*\*\* \*\* \*\* \*\* \*\*

REQUEST:

Approval of a preliminary plat for a 5 lot subdivision in R-7, Moderate Residential zone.

INFORMATION:

1. Location- The subject property (site) is tax lot 2500 on Columbia County tax assessor map 41541. It contains approximately 1.18 acres of land.
2. Field Inspection- The site topography basically flat.
3. Comprehensive Plan- The Comprehensive Plan designates this site as Suburban Residential.
4. Zoning- The zoning of the property is R-7, Moderate Residential.
5. Access- The site is served by Columbia Blvd. It is a city arterial street and has generally a 40 foot right-of-way in front of this site.
6. Services- There is water and sanitary services available nearby and the capacity of the plants is more than adequate per the Engineering Department. Downstream pipe capacity will need to be evaluated by the applicant
7. Layout- The applicant proposes to construct 20 foot local streets in a 25 foot right of way.
8. Referral Replies- Copies of the preliminary plat and request for comments were sent to:

- A. St. Helens Public Works, Waste Water Treatment Plant. Police, Parks, Engineering, and Building Departments.
- B. St. Helens Rural Fire Department
- C. Columbia County Road Department
- D. Columbia 911 Communications District
- E. Columbia County Board of Commissioners, Land Development Services, and Surveyor.
- F. St. Helens Rural School District No. 502
- G. St. Helens Postmaster
- H. Qwest and NW Natural Gas Companies
- I. Columbia River PUD

→ The Fire District has indicated that the subdivision will have to comply with Fire Code requirements. The St. Helens School District says it does not have the capability to handle more students.

#### EVALUATION:

##### Subdivision Criteria:

1. The proposed preliminary plat complies with the City's Comprehensive Plan, the applicable sections of the Development Code, and other applicable ordinances and regulations.

The City's Comprehensive Plan has been acknowledged by the State of Oregon. There are no known conflicts with the City's Comprehensive Plan. This proposed subdivision is located in an R-7 zone. The applicant has submitted a drawing of the proposed plat showing the lot sizes and dimensions.

Finding: The applicant has not submitted a tree plan.

Finding: The application is for 5 single dwelling unit lots and the normal allowed based upon the size of the property is 5.87.

Finding: All lots have 50 foot frontages on a street and have the width for 60 feet at the building line and are 85 feet or more in depth and exceed 7,000 square feet in area.

Finding: Lots in this zone must be at least 7,000 square feet in area, at least 50 feet wide at the street frontage, at least 60 feet wide at the building line and at least 85 feet deep.

Finding: Solar Access basic requirements are met for 3 lots. The remaining 2 lots are proposed to comply using the Performance Options A & B or Exemptions under the Adjustments to Design Standards A & B.

Finding: Columbia Blvd. is a minor arterial in the St. Helens Transportation Plan and Community Development Code.

Finding: Minor arterial standards are 40 feet of pavement and 60 feet of right of way and 6 foot sidewalks.

Finding: Local dead end streets not exceeding 400 feet in length are permitted with at least 36 feet in right of way width and 24 feet of pavement and five foot sidewalks on both sides of the street. Dead end streets over 150 feet in length require a turn around. ↗

Finding: The proposed street is shown at 20 feet of pavement in a 25 foot wide right of way with no sidewalks nor turn-around.

Finding: The applicant/owner prefers a private street.

Finding: The proposed street is a dead end street of about 330 feet in length with the max allowed at 400 feet. No turn-around is proposed. ↗

Finding: Campbell Park is next to this proposed development.

Finding: There is a wetland protection zone along the west property line of the proposed development that has not been addressed but looks to be of marginal if any impact on the proposed development.

This criteria is generally met except for a tree plan, Solar Access requirements, local street standards and Columbia Blvd. standards.

2. The proposed plat name is not duplicative or otherwise satisfies the provisions of ORS Chapter 92[.090(1)].

No other subdivision has this name in St. Helens, therefore this criteria is met.

3. The streets and roads are laid out so as to conform to the plat of subdivision and maps of partitions already approved for adjoining property as to width, general direction and in all other respects unless the City determines it is in the public interest to modify the street or road pattern.

Finding: There are no streets abutting this property from other subdivisions.

Finding: There is one street on the south side of Columbia Blvd. and about 160 feet west of the proposed street.

This criteria is generally met.

4. An explanation has been provided for all common improvements.

## Findings and Conditions, signed November 9, 2004 (excerpt)

Finding: There is access available through Campbell Park as the gravel driveway about the north end of the proposed development and street.

This criteria appears to have been met.

11. The variance is necessary for the preservation and enjoyment of a substantial property right because of an extraordinary hardship which would result from strict compliance with the regulations of the Code.

Finding: The hardship is the shape of the property and in particular the width.

This criteria appears to have been met.

## CONCLUSIONS

The criteria is not met for Columbia Blvd. street standards but appears to have been met for a subdivision variance to the local street standards with a 30 foot wide right of way. The tree plan can be approved separately by the Planning Director.

The Planning Commission closed the hearing, deliberated, and after due consideration to the record, reports, evidence and testimony found in favor of the applicant to allow a four lot subdivision with a variance for the street right of way with the following additional conditions of approval:

- a. Street lighting must comply with the standards used by the local electricity supplier and all street lighting fixtures and installation shall be to the developer's account.
- b. Street signage is required in accordance with normal traffic regulations.
- c. Street trees, in accordance with the Code are required along the local streets.
- d. The street name needs more coordination with the emergency agencies as none has been suggested in the preliminary plat.
- e. Solar Access requirements need to be stated in the deeds where applicable.
- f. Owner/Developer shall be solely responsible for obtaining all approvals, permits, licenses, and authorizations from the responsible Federal, State and local authorities, or other entities, necessary to perform land clearing, construction and improvement of the subject property in the location and manner contemplated by Owner/Developer. city has no duty, responsibility or liability for requesting, obtaining, ensuring, or verifying Owner/Developer compliance with the applicable state and federal agency permit or other approval requirements. This conditional land use approval shall not be interpreted as a waiver, modification, or grant of any state or federal agency or other permits or

authorizations. Prior to any land clearing and/or physical construction of subdivision improvement, (other than survey work and environmental testing) on the subject property, Owner/Developer shall execute a sworn statement, under penalty of perjury and false swearing, that Owner/Developer has obtained all required, Federal, State and local authorizations, permits and approvals for the construction of the proposed development.

- g. Off-site improvements to abutting streets shall be per the Engineering Standards manual.
- h. Drainage of water onto adjacent properties must be in accordance with the standard engineering practices for drainage.
- i. Add a sidewalk on the west side and none on the east side.
- j. Submit a tree plan if there are any trees on the property that are over 6 inches in diameter and a tree mitigation plan if any trees over 12 inches in diameter are to be removed..
- k. Install a control device for the north end of the street abutting the park and place a one foot street plug deeded to the City.
- l. Change the tree lots on the west side to become two 10,000 (approximately) square feet lots.
- m. The turnaround is to be relocated to between lots 3 and 4 on the westside of the street.
- n. The Planning Commission recommends to the City/Staff that no parking designations be clearly designated and enforced along the turnaround and on one side of the street.
- o. The variance is approved to reduce the right of way from 36 feet to 30 feet for the local street.

William D. Amos  
William Amos, Chairman

11-9-04  
Date

## Findings and Conclusions, signed April 11, 2006 (excerpt)

### CONCLUSIONS

The criteria is not met for the solar access requirements and no other circumstances have changed since the original preliminary plat was approved. The Solar Access requirements are proposed to be met by deed restrictions/conditions and the tree plan can be approved separately by the Planning Director.

If the Planning Commission approves this modified preliminary plat, it could consider the following additional conditions of approval:

- a. Street lighting must comply with the standards used by the local electricity supplier and all street lighting fixtures and installation shall be to the developer's account.
- b. Street signage is required in accordance with normal traffic regulations.
- c. Street trees, in accordance with the Code are required along the local streets.
- d. The street name needs more coordination with the emergency agencies as none has been suggested in the preliminary plat.
- e. Solar Access requirements need to be stated in the deeds where applicable.
- f. Owner/Developer shall be solely responsible for obtaining all approvals, permits, licenses, and authorizations from the responsible Federal, State and local authorities, or other entities, necessary to perform land clearing, construction and improvement of the subject property in the location and manner contemplated by Owner/Developer. city has no duty, responsibility or liability for requesting, obtaining, ensuring, or verifying Owner/Developer compliance with the applicable state and federal agency permit or other approval requirements. This conditional land use approval shall not be interpreted as a waiver, modification, or grant of any state or federal agency or other permits or authorizations. Prior to any land clearing and/or physical construction of subdivision improvement, (other than survey work and environmental testing) on the subject property, Owner/Developer shall execute a sworn statement, under penalty of perjury and false swearing, that Owner/Developer has obtained all required, Federal, State and local authorizations, permits and approvals for the construction of the proposed development.
- g. Off-site improvements to abutting streets shall be per the Engineering Standards manual.
- h. Drainage of water onto adjacent properties must be in accordance with the standard engineering practices for drainage.
- I. Add a sidewalk on the west side and none on the east side.

- j. Submit a tree plan if there are any trees on the property that are over 6 inches in diameter and a tree mitigation plan if any trees over 12 inches in diameter are to be removed..
- k. Install a control device for the north end of the street abutting the park and place a one foot street plug deeded to the City.
- l. The turnaround is to be relocated to between lots 3 and 4 on the westside of the street.
- m. The Planning Commission recommends to the City/Staff that no parking designations be clearly designated and enforced along the turnaround and on one side of the street.
- n. The variance is approved to reduce the right of way from 36 feet to 30 feet for the local street.

The Planning Commission held a public hearing, accepted the staff report and testimony and other written evidence into the record, deliberated and based upon the criteria and evidence in the record found in favor for the applicant with the additional recommended conditions of approval.

Approved by:

William J. Amos  
William Amos, Chair Planning Commission

11 April 2006  
Date



ID	PERIOD	-----NAME-----	LICENSE CODE	BALANCE
00033	7/10/23- 7/10/24	CBM SYSTEMS LLC	JANITOR JANITORIAL SERVICES	0.00
00050	8/14/23- 8/14/24	MOTEL 6 RV & STUDIOS	HOTEL HOTEL/MOTEL/B&B	0.00
00051	8/14/23- 8/14/24	VILLAGE INN RESTAURANT LOUNGE	RESTAURA RESTAURANT	0.00
00073	9/18/23- 9/18/24	MAKANA TRUCKING & EXCAVATION	EXCAV EXCAVATION	0.00
00167	9/02/23- 9/02/24	HOUBEN DEBORAH	CHILDCAR CHILD CARE	0.00
00175	9/02/23- 9/02/24	BERRY BRIGHT PRESCHOOL	CHILDCAR CHILD CARE	0.00
00305	2/02/23- 2/02/24	CAN DO! ELECTRIC	CONTELEC CONTRACTOR-ELECTRICA	0.00
00696	4/02/23- 4/02/24	TERRI BURNETT	RENTDUPL RENTAL - DUPLEXES	0.00
00707	8/10/23- 8/10/24	*JESSICA LINC	PHOTO PHOTOGRAPHY	0.00
00738	4/02/23- 4/02/24	BIG RIVER APARTMENTS LLC	RENTAPT RENTAL - APARTMENTS	0.00
00739	4/02/23- 4/02/24	BIG RIVER APARTMENTS LLC	REC OUT DOOR RECREATION	0.00
00799	3/13/23- 3/13/24	ROBERT E ELLINGWOOD III	RENTRESI RENTAL - RESIDENTIAL	0.00
00887	5/02/23- 5/02/24	WILCOX & FLEGEL (DIV/WILSON)	OILGAS OIL/GAS DISTRIBUTORS	0.00
00954	7/14/23- 7/14/24	SWINE AND CHEESE	RETVARI RETAIL - VARIETY	0.00
00963	9/02/23- 9/02/24	SKNSOF.COM	SALESMKT INTERNET SALES/MARKE	0.00
00973	9/03/23- 9/03/24	WESTERN WOOD STRUCTURES INC	CONTGEN CONTRACTOR-GENERAL	0.00
00981	9/17/23- 9/17/24	CARMICHAEL CATHLEEN	CONSULT CONSULTING	0.00
00986	9/25/23- 9/25/24	*LILI'S HOUSEKEEPING	JANITOR JANITORIAL SERVICES	0.00
01023	1/13/23- 1/13/24	*LIEBELT FAMILY CONSTRUCTION	CONTMISC CONTRACTOR-MISC.	0.00
01117	7/21/23- 7/21/24	VAZQUEZ AUTO SERVICE	AUTO AUTO REPAIR	0.00
01126	8/20/23- 8/20/24	HERY'S TACOS	FOODCART FOOD TRUCK	0.00
01138	9/17/23- 9/17/24	ALL N ONE ASPHALT SWEEPING LLC	MISC MISCELLANEOUS	0.00
01142	9/24/23- 9/24/24	ASURION APPLIANCE REPAIR LLC	REPAIR REPAIR - GENERAL	0.00
01143	9/24/23- 9/24/24	MOORE ECAVATION INC	CONTMISC CONTRACTOR-MISC.	0.00
01249	9/01/23- 9/01/24	GREAT NORTHERN SUNDRY LLC	RETAIL RETAIL	0.00
01254	9/11/23- 9/11/24	DIA DE LOS MUERTOS ST. HELENS	NONPROFI NON-PROFIT ORGANIZAT	0.00
01256	9/11/23- 9/11/24	MB WARNOCK APPLIANCE	REPAIR REPAIR - GENERAL	0.00
01259	9/13/24- 9/13/25	ISLAND CREATIVE PRT & PUB	MARKETIN MARKETING	0.00
01260	9/14/23- 9/14/24	*WALTS PRODUCE LLC	RETFARM RETAIL - FARM&GARDEN	0.00
01261	9/14/23- 9/14/24	*GABRIELLE'S BABRIELLES	ART ART	0.00

PACKET: 00654 9-20-2023 Approvals 9-20-2023 Approvals  
SEQUENCE: License #

Item #6.

LICENSE CODE	TOTAL	BALANCE
ART ART	1	0.00
AUTO AUTO REPAIR	1	0.00
CHILDCAR CHILD CARE	2	0.00
CONSULT CONSULTING	1	0.00
CONTELEC CONTRACTOR-ELECTRICA	1	0.00
CONTGEN CONTRACTOR-GENERAL	1	0.00
CONTMISC CONTRACTOR-MISC.	2	0.00
EXCAV EXCAVATION	1	0.00
FOODCART FOOD TRUCK	1	0.00
HOTEL HOTEL/MOTEL/B&B	1	0.00
JANITOR JANITORIAL SERVICES	2	0.00
MARKETIN MARKETING	1	0.00
MISC MISCELLANEOUS	1	0.00
NONPROFI NON-PROFIT ORGANIZAT	1	0.00
OILGAS OIL/GAS DISTRIBUTORS	1	0.00
PHOTO PHOTOGRAPHY	1	0.00
REC OUT DOOR RECREATION	1	0.00
RENTAPT RENTAL - APARTMENTS	1	0.00
RENTDUPL RENTAL - DUPLEXES	1	0.00
RENTRESI RENTAL - RESIDENTIAL	1	0.00
REPAIR REPAIR - GENERAL	2	0.00
RESTAURA RESTAURANT	1	0.00
RETAIL RETAIL	1	0.00
RETFARM RETAIL - FARM&GARDEN	1	0.00
RETVARI RETAIL - VARIETY	1	0.00
SALESMKT INTERNET SALES/MARKE	1	0.00
TOTAL ALL CODES:	30	0.00

9-20-2023 3:23 PM

F O R M S   R E G I S T E R

PACKET: 00654 9-20-2023 Approvals 9-20-2023 Approvals  
SEQUENCE: License #

Item #6.

\*\*\* SELECTION CRITERIA \*\*\*

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

\*\* END OF REPORT \*\*